

## **RISBOROUGH AREA COMMUNITY BUS**

### **MINUTES OF A MEETING OF THE RISBOROUGH AREA COMMUNITY BUS MANAGEMENT COMMITTEE HELD ON 14 NOVEMBER 2016**

<b><u>Present:-</u></b>	Mr P Johnson	Chairman
	Mrs P Priestley	Vice Chairman
	Mr J Hughes	Director
	Mr M Maltby	Director
	Mr M Thomas	Director
	Mrs J Carmichael	
	Mr D Hodgkinson	
	Mr R Stevenson	
	Mrs B Willett	
	Mrs G Carlin	Co-ordinator
<b><u>Apologies:-</u></b>	Dr A Maisey	Director
	Mrs G Seels	

#### **ITEM 1. MINUTES OF THE LAST MEETING**

The minutes of 5 September were approved and signed.

#### **ITEM 2. MATTERS ARISING**

A sticker showing the CTA logo had been provided courtesy of Reflex Signage and would be fixed to the bus.

#### **ITEM 3. TREASURER'S REPORT**

In the absence of the Treasurer there was no report.

#### **ITEM 4. CO-ORDINATOR'S REPORT**

6 children travelled free in September and 12 in October. Chiltern View still showed a charge for children. Mr Thomas undertook to see that this was amended. **Mr Thomas**

**Co-ordinator monthly summary**

	Oct	Sept	Aug	July	June	May	April
Pax	1791 Rt4-42 Rt5-70 Rt6-71	1799 Rt4-36 Rt5-70 Rt6-87	1821 Rt4-46 Rt5-54 Rt6-70	1879 Rt4-48 Rt5-65 Rt6-65	1898 Rt4-32 Rt5-63 Rt6-88	1842 Rt4-46 Rt5-63 Rt6-83	1943 Rt4-30 Rt5-78 Rt6-63
Fares	£41.50	£50.50	£52	£40	£35	£44.50	£53.50
Group Use	3 trips £180*	8pax 1trip £75	-pax 2trips £165	24pax 2trips £100	-pax 2trips £145	47pax 3trips £270	20pax 1trip £45
Outings	41 pax 3trips £261	20pax 2trips £105	27pax 2trios £159	36pax 3trips £186.30	51pax 4trips £225	22pax 2trips £108	40pax 3trips £382
Approx Donation Red box	£345.41	£359	£413.32	£271.78	£324.40	£351.72	£246.24

**ITEM 5. DRIVER REPORT**

At the moment, there are 29 drivers who are operational with a further one to be cleared to drive. There may be a possible second driver, who has been trained but who has not yet driven and Mr Johnson undertook to speak to him.

**Mr Johnson**

Four new drivers will be trained in the new year.

**ITEM 6. BUS REPORT**

Mr Hodgkinson had submitted a comprehensive report outlining a number of issues still outstanding with EVM. Mr Johnson had written to EVM asking for these to be rectified, but as yet had not received a reply. The two main areas of concern are the passenger doors and the seat belts, which passengers find difficult to fasten. Other issues include the loose trim, the air conditioning and the ramp sensor fuses/relays. Concern was expressed that the aftercare from EVM had been poor and, if there was no satisfactory resolution of the problems, Mercedes should be contacted.

The bus has now completed 16,000 miles and has had its first service with no problems being found apart from the dashclock telling the wrong time. This will be corrected when the bus goes in for its next safety check in December.

The windscreen has a 5/6" crack, which at the moment is not causing problems. The estimated cost of a replacement window is £290+ VAT. When the bus is not being used and time permits, this will be replaced.

Some superficial damage was caused to the bus in October's incident, but this has now been substantially rectified.

Mrs Seels has checked the First Aid Kit, which is complete, but she thought the resuscitation shields were out of date and wondered if the Health and Safety officer could get these replaced. Mr Johnson to action.

**Mr Johnson**

A number of additional destinations had been added to the Destination Board, including Town Centre, RRFC, Garden Centre, Happy Christmas and Happy New Year. It was agreed that "Town Centre" would be used on the return runs from Longwick, Speen, Bledlow Ridge and Kimble.

The bus remains popular with passengers and drivers despite the initial teething problems.

#### **ITEM 7. DONATIONS**

11 people are using EASYFUNDRAISING and the total received for the quarter will be £19.98. Mr Johnson has reminded drivers that EASYFUNDRAISING could be used for Christmas present buying.

A very kind donation of £372.30 had been received from the family of Mr Alan Redding, a regular passenger, after his funeral. Mr Johnson had written a letter to thank the family.

#### **ITEM 8. ORGANISED OUTINGS**

These remain very popular with the majority being full with a waiting list.

#### **ITEM 9. WEBMASTER'S REPORT**

This was largely included in the next item, the Marketing Strategy. The website will be amended to include details of which wheelchair users can be carried on scheduled services, namely those who are able to transfer to a passenger seat.

**Mrs Willett**

#### **ITEM 10. MARKETING**

The final detailed Marketing Plan has been received after four very productive meetings with New Futures Bucks. It was agreed that Mr Stevenson should chair a subgroup of drivers and committee members to take the following topics forward. Five drivers had expressed their willingness to serve on the subgroup. Recommendations for study are:

**1. A review of existing and potential routes.** No hard data exists on the number of passengers travelling at specific times on specific routes. Mrs Carlin volunteered to help collect this data. Mr Stevenson would like to look into a new ticket machine, which would collect more detailed data. It would also be necessary to consider how to bring new housing estates into the timetable.

**2. A new and cheerful logo and a new strapline.**

**3. Value for money proposition**

**4. Local events.** Which should be attended to promote the service.

**5. Print material.** To consider alternative designs and content for all RACB's printed material.

**6. Advertising opportunities to attract new passengers**

**7. Annual budget to be put forward by subgroup for approval.**

The Committee agreed the recommendations and authorised Mr Stevenson to set up his subgroup. Mr Stevenson proposed holding the first meeting in the new year.

**Mr Stevenson**

#### **ITEM 11. INCIDENTS/INSURANCE**

AJG had acknowledged that RACB would not be making a claim for damage suffered in the incident on 8 October. It was known that the third party had made a claim but the amount was not known. It is hoped that the incident will have minimal effect on next year's renewal cost.

#### **ITEM 12. AOB**

Mr Johnson had produced a Christmas schedule. He also undertook to send out an electronic Christmas card to drivers.

**Mr Johnson**

There being no further business the meeting finished at 3.05pm

The next Management Committee Meetings will be on:-

Monday 9 January 2017 at 2pm at Hynnos

Monday 6 March 2017 at 2pm at Hynnos

Mr P Johnson  
Chairman