

RISBOROUGH AREA COMMUNITY BUS



MINUTES OF A MEETING OF THE RISBOROUGH AREA COMMUNITY BUS MANAGEMENT COMMITTEE HELD ON MONDAY 5 SEPTEMBER 2016

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

ITEM 1. MINUTES OF THE LAST MEETING

The minutes of the meeting on 13 June 2016 were approved.

ITEM 2. MATTERS ARISING

Item 2. Matters arising. A further meeting with Dr Flynn regarding a risk assessment for the bus had taken place on Thursday 23 June 2016 attended by Mr Johnson, Mrs Priestley and Mr Highe. Many of the matters raised had already been addressed by Mr Highe, who had been appointed Health and Safety Officer. He had redrafted the Health and Safety policy and also the Risk Assessment, a copy of which had been sent to all drivers. Further points had been addressed in the CTA paperwork. Mrs Priestley had written to Dr Flynn to thank him for his hard work on behalf of RACB.

Item 12. AOB CTA Quality Mark. The Committee was delighted that the CTA Quality Mark had been awarded and thanked Mr Johnson for all his hard work to achieve this. The award was valid for 3 years. The logo, which was already on the website, would be displayed on the driver's side of the bus. It was considered that the award would help with fundraising and in future years with the cost of insurance.

ITEM 3. TREASURER'S REPORT

The Treasurer reported that finances are in a sound state with monthly income slightly exceeding expenditure. The investment of funds in the current account, which will not be needed until a new bus is required in approximately five years' time, had been pursued by the Treasurer, who was awaiting confirmation from the Clydesdale and Yorkshire Bank that the investment had gone through.

ITEM 4. COORDINATOR'S REPORT

The latest statistics were as follows:

	August	July	June	May	April	March	February
Pax	1821 Rt 4-46 Rt 5-54 Rt 6-70	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	1900 Rt4-52 Rt5-46 Rt6-91	1749 Rt4-32 Rt5-59 Rt6-55
Fares	£52.00	£40.00	£35.00	£44.50	£53.50	£70.00	£33.00
Group Use	2 trips £165.00	24 pax 2 trips £100.00	2 trips £145.0	47 pax 3 trips £270.00	20 pax 1 trip £45.00	Approx 32 pax 3 trips £180.00	Nil
Outings	27 pax 2 trips £159.00	36 pax 3 trips £186.30	51 pax 4 trips £225.0	22 pax 2 trips £108.00	40 pax 3 trips £382.00	32 pax 3 trips £124.00	26 pax 2 trips £113.00
Approx Donations Red box	£413.32	£271.78	Approx £116.0 GC will check.	£351.72	£246.24	£395.43	£282.75

The Co-ordinator reported that 65 children had travelled free during the summer holidays. The Committee agreed that all children under the age of 16 should travel free at all times with immediate effect. Drivers would be informed and it would be put on the website and on Facebook. The local papers would be informed. This would be reviewed regularly to check on its success.

Mrs Willett

The Co-ordinator explained the difficulties she was experiencing in getting drivers for afternoons, outings and group trips. Mr Johnson said he would e-mail drivers to request that, if possible, they should offer a morning, tea break and afternoon, when they were free to drive. Help with outings would also be appreciated. It seemed that 2 outings per month would be the best way forward.

Mr Johnson

ITEM 5. DRIVER REPORT

Mr Maultby was pleased to tell the committee that a further 4 people (including 1 lady) had volunteered to drive the bus. A MiDAS training course would be arranged for the new year and Mr Maultby would keep them informed. A MiDAS refresher

course had been arranged for 3 drivers on 15th October. A few intermediate driving checks would also be held.

ITEM 6. BUS REPORT

Mr Hodgkinson submitted a very comprehensive report to the committee. Most of the earlier problems had been rectified, although the loose trim and the fuse/relay labelling remain of concern. 2 spare keys are awaited for the emergency lock adjacent to the passenger doors.

A swift response to any problem with the doors remains a concern.

Since the earlier problems the bus has been running well.

A safety check took place at Mercedes in Aylesbury on 3 August, when a retaining strap for the spare wheel was fitted. No problems were found. Arrangements have been made with Mercedes for the statutory testing of the ramp to be carried out every 6 months.

The fuel consumption is higher than the Tucana (approx. 20mpg) and the bus has to be refuelled every 2 days. However, the quantity of Ad Blue required is less than was anticipated. The bus has now completed 10,000 miles. The washing of the bus is going well.

The first wheelchair run with residents from Cherry Trees has been successfully carried out by Mr Highe.

Some passengers are experiencing difficulties with the seat belts, which become tangled, and the centre seat belt by the door is jammed (note: now unjammed). One passenger was too large for the seat belt to fit around him.

It was agreed that it would be prudent to record in writing to EVM a status report on RACB's experiences over the past 5 months for warranty purposes, and express concern at the inability of EVM's suppliers to respond quickly to problems or provide the necessary maintenance.

Mr Hodgkinson/Mr Johnson

It was agreed that the destination board should be changed to show 'Town Centre' or 'Princes Risborough' as a return destination from the villages. 'Outings' should be shown on trips out.

Mr Hodgkinson

ITEM 7. WEBMASTER'S REPORT

Mrs Willett circulated a full report on the usage of the website, which had recently been upgraded, principally to reflect the use of mobile phones. The Committee congratulated Mrs Willett on the updated website.

One session remains with Nikki Mattel, who is giving guidance on our Marketing Strategy, and resources needed to follow it through will be identified.

Mr Johnson had been approached by Risborough Rangers to see if we would like to display a placard by their pitch for £150. The Committee agreed to this in principle and Mr Johnson would circulate details of what is proposed.

Mr Johnson

ITEM 8. DONATIONS

Mrs Seels reported that a further £31.27 had been received from Easyfundraising. She urged everyone to use it for as much as possible, especially with Christmas approaching. Mr Johnson would email drivers to remind them of this facility.

Mr Johnson

ITEM 9. RACB ORGANISED OUTINGS

Mr Thomas had prepared outings for both September and October and was working on those for later in the year.

ITEM 10 DRIVERS' MEETING

The meeting had been held on 29 June at 6pm at Hypnos to update drivers on the latest information, including Health and Safety issues. A copy of the topics discussed was circulated to drivers, including those unable to attend.

A Christmas Dinner for drivers and partners was discussed and it was agreed to hold this after Christmas.

Mr Johnson

ITEM 11 AOB

1. St Dunstan's church magazine with a print run of 8,000 copies would be publishing an article about RACB.
2. The Tucana had been purchased by a group in the Bartons between Chipping Norton and Bicester, who had lost their local bus service. They have just started their new service with 8 drivers and had been featured on the local television Oxford news. The summer tyres together with spare wing mirrors and fittings have been passed on to them.
3. Mr Johnson raised the question of a fresh look at the timetable, as usage is very light on some afternoons. It was agreed to look at this when the Marketing Strategy had been developed. Developments such as the Picts Lane could have an impact on future timetables. Mr Hodgkinson was requested to ask Mr Hudson if it was possible to break out passenger numbers on the ticket machine by time in addition to route. **Mr Hodgkinson**
4. The question of whether a polo shirt or sweatshirt with the RACB logo should be purchased for drivers was discussed. It was decided not to pursue this.
5. It was decided not to include Gatensbury Place in the timetable at the present time.

There being no further business the meeting ended at 15.30 pm.

Please note that the next Management Committee meeting will be on:-

Monday 14 November at 2pm at Hypnos

P Johnson Chairman