

# Risborough Area Community Bus



## Meeting of the Trustees/Directors held on Monday 15 February 2016

**PRESENT:** Mrs P Priestley (chairman); Mr J Hughes; Mr P Johnson; Dr A Maisey; Mr M Maultby and Mr M Thomas. Apologies were received from Mr Keen,

### Minutes and matters arising

**Minutes of the Trustees/Directors** meeting of 14 December 2015 were approved and signed by the chairman and previously circulated minutes of the Management Committee meetings since 14 December 2015 were noted.

Mr Hughes has supplied Dr Flynn with relevant material for his **assessment of RACB's health and safety policies and processes**. In light of the conflicting advice now received from EVM and CTA regarding wheel chair restraint in the new vehicle, Trustees asked Mr Hughes to forward Mr Johnson's note on the subject to Dr Flynn and ask for his advice. **Mr Hughes**

Trustees agreed to hold an **annual general meeting** at 2.00pm on Monday 23 May 2016 at which the memorandum and articles of association, the retirement and election of trustees/directors by rotation and the annual report and accounts would be addressed. **Mr Hughes to progress**

Dr Maisey and Mr Johnson were liaising about cheque signing to ensure continuity in future.

Mr Johnson reported that whilst CTA had said their review of RACB's accreditation would be undertaken within a week, nothing more had been heard.

Other matters arising were dealt with under the relevant agenda items.

### Chairman's report

Mrs Priestley said that Mr Keen was progressing well after his recent operation and trustees wished him a full and speedy recovery. Although Mr Keen had resigned from the management committee, she was pleased to say that he had agreed to remain a trustee.

Madam Chairman noted that the trustees were delighted that the new Mercedes should be with us at the beginning of March. The final payment from the DfT had been received, enabling RACB to pay the full sum to EVM when the bus is delivered. Mr Johnson, Mr Hodgkinson and Mr Hudson visited EVM in January to finalise the last details. Hughes Motors in Aylesbury have agreed to maintain the new bus and carry out the 10 weekly safety checks. Mr Stevenson is liaising with Reflex Marketing on the new signage needed.

Seven new drivers have been recruited and MiDAS classroom training will take place on the new bus during March when experienced drivers will also receive training on the Mercedes Sprinter, before it goes into service.

Since December, the Tucana has had new brake pads fitted. Following this work, the yellow diesel particulate warning light intermittently appeared on the dashboard but a prolonged high speed run appears to have solved the problem caused by short runs with frequent stops.

Having made the decision not to keep the Tucana, Mr Johnson has been following up prospective buyers, including the Princes Centre, but if all else fails, the bus could be sold at auction.

Mr Thomas' organised outings remain popular with twenty regulars for the Sunday Lunch outings and he is sorting out new venues.

Plans are being made to celebrate the arrival of the Mercedes Sprinter. On April 15th there will be a Reception for invited guests in the Chapter House at St Mary's Church, Princes Risborough, and

the blessing of the new bus by the Rector. A Cream Tea for the loyal passengers, who have travelled with us, has been organised for 23 April, also in the Chapter House.

Dr Flynn is carrying out a risk analysis on the operation of the Community Bus, so that all eventualities have been covered as much as possible.

As previously agreed, a local broker, Simon Dent at Bennetts, has been appointed to undertake insurance negotiations as we would prefer to support a local person. However, in light of information received from A J Gallagher, RACB's existing broker, and the new broker this morning, Trustees considered it might well be advisable to remain with Gallagher unless Bennetts provided improved and acceptable insurance quotations prior to the coming Friday. **Mr Hughes** was asked to progress this and to ask if the existing insurance and the no claims bonus could be transferred to the new vehicle whilst a new insurance was taken out on the Tucana to cover its limited use prior to its sale by the end of the current financial year.

Mrs Priestley said that trustees are extremely grateful to everyone and especially the Chairman of the Management Committee for all the hard work they have put in making arrangements for the new Community Bus, while at the same time keeping the Tucana running.

### **Treasurer's report and quarterly accounts**

Dr Maisey reported that the accounts remain in good shape and, with the funding provided by the Department of Transport RACB and the North West Chiltern LAF, RACB had sufficient to pay EVM for the vehicle. He noted that £16,800 of VAT involved would be recoverable in due course.

With additional monies in hand to cover both on going operating costs and reserves, trustees asked **Dr Maisey** to prepare both the annual report and accounts and proposals for how best to invest anticipated surplus funds by the time of the annual general meeting in May.

### **Mercedes Sprinter**

**RACB new bus** should be delivered by EVM Crawley by the end of the first week of March. The management committee had in hand the receipt, transfer to and inauguration of the new vehicle including the reception and cream tea events to which Madam Chairman had referred. Some aspects, including cleaning, documentation and parking of the new bus, remained to be finalised but other aspects were well in hand, including a contract for servicing and 10 weekly checks with Hughes of Aylesbury. Trustees approved the proposed livery for the new bus agreed by the management committee.

### **Bluebird Tucana**

Discussions about the future of **RACB's existing bus** continued with The Princes Centre but other local groups had not shown any interest. Trustees confirmed that it would not be cost effective to operate two buses in parallel for more than a short period. It was noted that the new bus would not initially qualify for a no claims discount whilst the existing bus remained in service. However, trustees asked **Mr Hughes** to find out if the existing insurance policy could be transferred to the new vehicle and a new, short term policy obtained for the limited use of the old vehicle.

### **Drivers "retirement" age**

Although trustees had set age 75 as the cut off for driving the bus, it was noted that DVLA normally issued D1 licenses for three year periods on reaching age 70. Hence, drivers would be holding D1 licenses until age 76. Trustees agreed that this was an anomaly and asked **Mr Hughes** to check with Gallaghers that age 76 would be acceptable from an insurance viewpoint.

### **Princes Risborough Town Plan**

RACB had made clear in previous correspondence with the planning authority and others that it would only consider operating services when full information was available. Trustees noted the reference to community transport in the draft Local Plan and felt it appropriate to reinforce their previous position with the planning authority, pointing out that consideration would only be given to off-peak services as at present because of the nature of RACB's activities. Mr Johnson reported that several services in the area were under threat at present and that RACB's help might again be sought in helping to fill gaps created. Trustees asked **Mr Hughes** to draft a suitable letter in response to the draft Local Plan.

**Usage of present services**

Trustees noted that there had been a gradual reduction in numbers carried on some routes and that until recent actions, the drivers cohort had also been diminishing in size. In discussion, Dr Maisey pointed out this may well represent initial unmet need for our services now being satisfied and now infirm passengers being replaced by younger people. He felt the same could apply to drivers. Trustees asked **Mr Johnson and the management committee** to continue to keep a watch on the both passenger and driver numbers.

**Date of Next Meeting**

The next meeting of directors will be held as an annual general meeting at 2.00 pm on Monday 23 May 2016; venue to be confirmed.

There being no further business, the meeting closed.

Signed, by order of the board

Mrs P Priestley, chairman