



BEMBRIDGE PARISH COUNCIL

The Clerk to the Council,
5 Foreland Road, Bembridge, Isle of Wight, PO35 5XN
Tel: 01983 874160 Email: clerk@bembridgepc.org.uk



Minutes of Community Bus meeting held on Wednesday 4th May 2016 in the Parish Office

Present: Mr A Morris, Mr M Batin, Cllr M Tarrant, Cllr B Bristow, Cllr G Kendall, Mrs E Goldring (Clerk) and Mrs J McDade (Asst Clerk)

BEMBRIDGE FRIENDSHIP CIRCLE Charity No. 268522

Notes received from Alan:

1. Coffee Morning

a. Helpers

i. Wendy Hopps	book stall	875609
ii. Carol Willing	cake stall	873754
iii. Betty Harris	bric a brac stall	872873
iv. Mary Read	bric a brac stall	872309
v. Chris Marsden	coffees	873510
vi. Doreen Dorey	coffees	
vii. Hillary	coffees	
viii. TBA	raffle	
ix. Hazel Hill	posters and C.Press	873779
x. Pam Bullet	TBA (new helper)	872405
xi. Pat Maher	sets out and puts away tables	873048

b. Village Hall

i. Ken Willis has for many years opened the Village Hall and helped with the coffees. Ken has also been the 'compere' for raffles and lottery draws. He is likely to stop helping. Pat Maher has said that he will open the village hall if Ken does stop. Note that we give Pat £5 each coffee morning.

c. The Village hall has been booked for 2016 and 2017. Bookings for 2018 (need to contact Bill Meatyard to check dates). Also need to let Bill Meatyard know who to contact about 2018 bookings.

d. Paul Wray will be at coffee mornings (selling lottery tickets) and will collect all monies and handover to Jacqui later.

e. Janet Kendall needs to be told who to send Village Hall invoices to in future.

2. Minibus

a. Drivers

i. Farnham Carty	875922
ii. Harry Oldham	873393
iii. Keith Fletcher	873520
iv. Jonathan Harris	873806
v. John Shelley	874391
vi. Paul Wray	874519
vii. Andrew Bissell (not driven lately and not responding to emails).	

Drivers are normally contacted by email. Last email will be copied to Mark for info.

- b. Driver Rotas. The lunch club rota is normally produced for the next two months. June and July have been done.
 - c. Bookings
 - i. Lunch club on Tuesdays and Thursdays is now the only regular booking. (Wednesday Welcome is closing after 11 May)
 - ii. School need to have new contact number as they use the bus frequently
 - iii. The minibus has a block booking from 15th June to 20th June inclusive. Bembridge Petanque members have hired the bus for a trip to Europe. The lunch club need to be informed.
 - iv. Silver Sands are starting to use the bus and Lucy needs to be informed of new contact
 - v. Any other ad hoc enquiries that come to Alan Morris will be given the appropriate contact details.
 - d. Insurances
 - i. Minibus insurance is due for renewal on 22 August 2016
 - ii. Public Liability insurance is due for renewal on 26th June 2016
 - e. Registration
 - i. Registration document has Shaun Burdens (Bembridge) address. DVLA need to be informed of new address. Notification of Road Tax renewal gets sent to this address.
 - f. Road tax
 - i. Due 1st August 2016
 - g. Mot
 - i. Due 1st September 2016
 - h. Servicing
 - i. All recent servicing, repairs and LOLA testing of the lift have been carried out by Fairlee Service Station. Presently they will notify Shaun when something is due. New contact needs to be given to Fairlee if servicing etc. stays with them
3. Charity
- a. Need to inform Charity Commission of new trustees
 - b. Annual report needs to be submitted
4. Bank
- a. Two accounts, both of which have Alan Morris as named person. Changes to the account details need to be completed. Form needed from Lloyds for each account.
 - b. Alan and Shaun currently have debit cards. We have not set up internet banking
5. Lottery
- a. Tickets have been ordered from Grosvenor Press in Shanklin (867030) for July to December inclusive. Grosvenor will contact Alan when they are ready. Shaun remains sponsor of the lottery until Jan 2017 when Paul Wray has agreed to be the sponsor
 - b. Alan and Wendy will cover May and June with Paul for a final handover at the July coffee morning. Wendy will continue to help out at most coffee mornings
 - c. Lottery Licence issued by IW Council will need renewing by 31 December 2016. However they state that renewal application must be submitted 3 months in advance.
6. Miscellaneous
- a. Traditionally we have produced an annual 'programme' for attendees which has all the next years dates on.
 - b. Historically there has been a couple of outings to 'cream tea' establishments such as Godshill. May wish to consider this for coming summer

Coffee Morning will carry on with Paul and Chris Wray willing to help out, though they cannot do the June meeting but Alan has said he is willing to organise. Groceries will need to be collected from Welcome Store on the day of the coffee morning, donated by Steve Warburton. Gordon will speak with village hall caretaker about putting out the tables and chairs. Paul will drive the bus to collect residents for the coffee mornings, Alan in June. Lottery will be run by Paul and Chris Wray. Need to apply for the lottery licence 3 months in advance, September this year as its due 31st December.

Driver's rotas are complete for May and June, so drivers will need to be contacted for July and August. Luncheon Club stops for a week in August, dates required. Wednesday Welcome at the Methodist Church finished next week. Private hire 15-20th June luncheon club need to be informed.

Pricing at present:

£1.50 per mile if local usage

£50.00 plus re-fuel if longer journey

£100.00 plus re-fuel for 4-5 day hire

Cloisters collect bus money at Luncheon Club and reimburse quarterly

Servicing takes place at Fairley Garage at present as Shaun works there so convenient. Ramp testing required twice a year. One key is kept in the key-safe at the back of the bus with the rear door key kept in the garage. Alan holds the other key. Garage is not locked. The bus has been recently serviced and works carried out. Users are requested to keep the bus clean and remove all waste. There is currently 35,000 miles on the clock and should be OK for up to 100,000 miles with careful usage. There is a taco box but this is not required.

New drivers will be needed as a few of the current drivers will turn 70 next year. Mike Foreman (scouts), Bill Bristow and Mike Stilgoe (Karate) have shown interest. Drivers with licence before 1997 should be able to drive the bus those after 1997 will need to be trained and tested which costs. Driver never alone with passengers so do not believe DBS is required though most of the drivers will have DBS' from other organisations.

£14,000 was left in a residents will to the Friendship Circle for the bus and the annual donation from the Parish Council the main funds; the rest is from donations, coffee morning, lottery and usage.

Cllr Gordon Kendall – Chairman

Mrs Emma Goldring – Secretary

Mrs Jacqui McDade – Treasurer

Mr Mark Batin – Volunteer Driver Organiser and hire contact

Mr Paul Wray and Mrs Chris Wray - Lottery Organiser

Cllr G Kendall, Cllr M Tarrant and Cllr B Bristow - Trustees

To do:

- Purchase a first aid kit and new fire extinguisher - Office
- Inform drivers, volunteers and users about the changes and new contact details – Emma and Jacqui will write letter and distribute
- Book Village Hall for 2018 (check dates for 2017) and let Bill Meatyard know of contact changes – Jacqui will contact
- Bank Mandate form to be completed online to change signatories and address - Alan to come to office Monday and complete with Jacqui
- Need to change Trustees on the Charity Commission website – Office will complete once login details have been received
- Need to complete Charity Commission Annual Return - Office
- Accounts need auditing - Office
- Constitution needs to be looked at and changed if necessary - All
- Hire fees and fuel costs need to be looked at - All
- Lottery Licence need to be applied for September 2016 - Office
- Advertise for new drivers – Office
- Apply for change of address for the log book - Office