

Thornhill & District Community Transport

Minutes of Meeting (including AGM) held on Tuesday, 7 July 2015, at 7.15pm at Thornhill Friendship Club

Present: Gordon Neilson, David Kerr, David Dick, Jenny Bourne, Joan Neilson, Jock Scott, Ian Walker, Ronnie Weir, Geordie Muirhead.

Apologies: Robin Paisley, John Docherty, John Maxwell, Keith Walker, Robin Robertson, Rab Cook

1. Welcome

- GN, Chairman, welcomed and introduced everyone, particularly newcomers RW and GM.

2. Apologies for Absence

- As noted above

3. AGM:

- a. Minutes of Previous AGM
 - Agreed as a correct record; *nem con*.
- b. Matters Arising from Previous Minutes
 - None.
- c. Annual Report
 - GN tabled his annual Trustees' Report (annexed). This was approved, subject to a small correction with regard to maintenance costs. The report will form part of our OSCR return.
- d. Financial Report
 - DD presented the annual financial report (annexed). Particular points of note are:
 - Significant donations this year have been from Closeburn Community Council and from the Clyde Windfarm. This latter has been specifically to support our scheduled routes, since Transport Scotland will not accept any returns not made via a ticket machine, which we do not have. Clyde Windfarm have indicated that this second grant is likely to be the last they would make for this purpose, since it is a problem that needs to be resolved. More about this later. Meantime, the grant covers our

operation of these routes up to approximately Easter, 2016.

- DD noted maintenance costs this year have been up by approx 33%; though some of this is accounted for by the dates of major invoices from the likes of Benfield. Nonetheless, maintenance costs are rising; commensurate with the increasing age of the bus.
 - All of that said, DD has no immediate concerns. We have ended the year with a small surplus and we have a healthy bus replacement fund. No increases in charges are, therefore, proposed, meantime.
 - DD proposed acceptance of the accounts; DK seconded.
- e. Election of Office Bearers
- GN to continue as Chairman; Proposed: DK; Seconded: JB.
 - DK to continue as Vice Chairman & Secretary; Proposed: GN; Seconded: JN.
 - DD to continue as Treasurer: Proposed: JB; SEconded: DK.
 - RG to continue as Bus Manager: Proposed: GN; Seconded: JS.
 - JB to continue as Bookings Secretary; Proposed GN; Seconded: DK
- f. AOCB
- There was none. The AGM portion of the meeting was therefore closed.

4. Minutes of Previous (Quarterly) Meeting

- Accepted as a correct record: Proposed: DD; Seconded: GN.

5. Matters Arising from Previous Minutes

- Incorporation: Still on DK's 'To Do' list. It seems that the procedure is to surrender our existing charitable registration and then re-register as an incorporated charitable body. DK to pursue, with help of IW.
- Ticketing etc: background to Clyde Windfarm grant explained for the benefit of newcomers. Meantime, we have finally had a response from Ticketer, the company who make a portable (ipad sized) ticket machine, which will process the data in the way Transport Scotland require. The machine costs some £2500 to buy; and there are annual data processing etc

charges of about £350. It should be simple to operate and will not occupy the space of the machines in use on Stagecoach and the like. Agreed we would apply for Windfarm funding for the purchase of the machine. Details to be worked out by GN, DD and DK. Noted that the next deadline for funding from the Dalswinton Windfarm is 15/07/2015.

- BSOG: GN reported that he had now begun submitting claims for refund of fuel duty for our s.19 work. We had been told, years ago, that this was too cumbersome and time-consuming to be worthwhile, but GN reported that the procedure was fairly straightforward and some £700 has been recovered. We have been recovering fuel duty for the s.22 work for some time.
- DK reported that the bus had now been reclassified as a bus, not, as it has been up to now, an ambulance. This does mean we now pay road tax, but we had felt increasingly uncomfortable, having looked at the regulations, about continuing to maintain the bus was an ambulance; our use of it does not satisfy the criteria.

6. Financial Report, incl review of charges

- Further to the annual report, DD drew our attention to the following:
- Maintenance costs, as already mentioned are increasing, but the good condition (due to preventive maintenance) of the bus for one of its age has been commented upon.
- Hires are about £200 up on last year. As previously noted, this seems to be the result of slightly fewer hires, but the hires have been of higher value.
- Fuel costs are slightly down on last year.
- We have spent about £500 recently on 'cover', whilst our bus was out of action. At least this year we had only had to hire a commercial minibus to satisfy one trip; the rest had been able to be covered by hiring in from CVCT, D&G MHA and Kirkconnel Parish Heritage Society.

7. Review of licences

- This is the time of year when we review, and take fresh copies of, volunteer drivers' licences. DK copied the licences of those who had theirs with them; he will catch up with the others in due course. Things have been further complicated this year by the fact that the paper counterparts have been abolished and

replaced by a fiddly procedure, requiring a licence holder to get a code (valid 72 hours only) from the DVSA (formerly the DVLA), allowing a print-out to be obtained of the information (regarding endorsements etc) previously contained on the paper counterpart. This will take some getting used to. Not all present professed great computer literacy, but we will manage, with the help of some advice from ATI, for which we are grateful.

8. Bus Report

- Mostly covered elsewhere. The bus is just back from its annual service with Benfield. Various suspension bushes, brake calipers etc had been replaced; the parking sensors finally rectified (wiring inside the rear bumper had been damaged, as well as one or two sensors being faulty); the driver's seatbelt had been replaced and various other things; none of which were particular surprises. Jeff Henderson had also dealt with the problem with the auto door, which had caused it to open and close constantly, even when on the move. JB suspects it may still not be closing properly and she, DK and JS also reported occasions of its not responding to an instruction to open. This, of course, is difficult to trace, being an intermittent fault, but we will keep an eye on this and get Jeff to look at it again, if necessary. Meantime, CVCT, Kirkconnel and ATI are all known to have had recent problems with their auto doors (albeit that KPH have the only one similar in design to ours).
- That aside, the basic vehicle remains in good health and, having had recent opportunity to inspect a number of others, remains the best match of all the surrounding vehicles for our needs.

9. AOCB

- Great to be able to welcome two new volunteer drivers, Ronnie Weir and Geordie Muirhead. DK will organise familiarisation, training etc over the summer.
- Noted, also, that DK had had some contact with Third Sector Integration (formerly known as Third Sector First). They are concerned with co-ordinating all the relevant voluntary groups in D&G, particularly with regard to the national Integration of Health and Social Care. They may be able to help us identify

both need in the community, and also find us more volunteers. DK will have further discussion with them, and report back.

10.DONMs 2014/15:

- Tuesday, 22/09/2015, Tuesday, 15/12/2015, Tuesday, 22/03/2016, Tuesday, 21/06/2015 [this last to include AGM] proposed.
- Awaiting confirmation that the FS Club will be available on these dates, but pattern agreed, in principle.

11.Meeting Closed

- at 20.15

Annexe 1: Chairman's Annual Report:

Thornhill & District Community Transport

Trustees Report 2015

(Reporting Period : April 2014-March 2015)

Office Bearers

Chair - Gordon Neilson; Vice-Chair and Secretary - David Kerr; Treasurer - David Dick; Bus Manager - Ronnie Gibson; Hire Bookings - Jenny Bourne

The bus continues to provide a valuable community service for those who have limited access to private transport; where the service limitations of the public bus service public are problematic; or where wheelchair access is not possible. The group plans to maintain this service into the next financial year.

The bus management committee has met on four occasions in the course of the year as planned. No further meetings were required.

Report on Minibus LJ07PYF

The bus continues to operate reasonably reliably commensurate with its age. The quarterly inspection schedule has proved to be helpful in identifying faults at an early stage Annual maintenance expenditure increased by approximately £1,000 in 2013-2014 as compared to the previous year. It has been noted that the group's efforts to maintain the bodywork in good condition has been noted by servicing technicians

Ticketing

Ticketing for scheduled services continues to be problematic. Funding for operating these services for concessionary card holders continues to be financed through a grant

from community councils. The group is currently investigating the possibility of acquiring a hand-held electronic ticketing machine to record concessionary cards.

Driver Team

There are currently 14 drivers of which most are MiDAS trained. Efforts to recruit further drivers is an essential on-going activity.

Bus Usage

The group now receives Bus Service Operators' Grant in respect of Section 19 services.

Hire Charges continue to be monitored but remained static during the year.

A total of 70 scheduled service runs were undertaken and 70 hires (41 in 2013/2014) were recorded in the financial year. The bus travelled 9918 miles (8805 miles 2013/2014).

Gordon Neilson

Chair

July 2015

Annexe 2: Financial Report:

AGM Financial Report

7th July 2015

Income

Hires Increase in takings of 25%

All else much of a muchness

Worthy of note though that the bulk of the £3800 donations came from Closeburn Community Council and from a Clyde Wind Farm Grant, as it did last year as well. The likelihood is that these will not be available this year. This goes a long way towards providing a surplus for the year.

I would like to touch on that under finance in the main meeting.

Expenditure

I have a concern that our maintenance has jumped by 33% this year. You as Trustees need to be aware of such a steep jump.

Fuel, Insurance etc. are all much as they were last year.

Main Meeting

Maintenance this year is already £2,200+, (£1900 up till 7/7 last year).

Hires £1887 this year, (£1670 last)

Fuel £707 this year, (£811 last)

Costs re bus being off the road - £519 with no comparable costs last year. Even allowing for the £300 increase Hires we are £300 down having to pay for busses. I assume we have still bills to come in from MHA and or Kirkconnel?

Concerns

Our charges have allowed us to make a small profit this year with the donations from Closeburn CC and Clyde Wind Farm mitigating against the scheduled Journeys that the Scottish Government will not repay without a ticket machine. My personal view is that the scheduled Services are too important for our community to allow them to fall unless we cannot afford them. That said our charges are set at what I think to be as high a level as we can at the moment.

We therefore need to give this consideration. If we buy a ticket machine we take a hit for 1 year. The longer we go into the year though the less opportunity we have to recoup the costs through claiming back fares.

DD