

## Thornhill & District Community Transport

### Minutes of Meeting, including AGM, held on Tuesday, 03/07/2018, at 7.15pm at Closeburn Church

- **Present:** David Kerr, David Dick, Janis Dick, Ronnie Gibson, Earl Smith, Geordie Muirhead, John Green
- **Apologies:** Euan McMillan, Alison McMillan, Keith Walker, Mary Newbould, Rab Cook, David Formstone, Jock Scott

#### 1. Welcome.

- DK, chairing welcomed everyone.

#### 2. Apologies for Absence

- As noted above.

#### 3. AGM:

- *Minutes of Previous AGM:*
  - *Approved as read: Proposed: John Green; Seconded: Ronnie Gibson*
- *Matters Arising from Previous Minutes:*
  - *None*
- *Annual Report:*
  - DK presented the Annual Report (annexed).
  - The sad loss of Jenny Bourne was acknowledged; likewise her skills and efficiency both as a Bookings Secretary and a leader of numerous excursions. Whilst we have been fortunate in securing the services of Janis Dick as Bookings Secretary, we have not yet found anyone to organise excursions.
  - Noted that the Moffat route is increasingly ill supported. Users indicate they would prefer trips to Gretna and/or Cumnock. Trips to Dumfries remain well supported; likewise, to a slightly lesser extent, Castle Douglas. *Agreed* that we should write round neighbouring Community Councils, churches and Health Professionals for suggestions. The start point of some routes might be extended out to Tynron and Durisdeer, for example.
  - *Agreed* that we needed more eye-catching publicity. It was felt that the Summer & Winter timetables we publish probably don't attract the attention of those who don't already use the service; and that those people already know when the services run. The timetables, in any case, are published on the Council website, along with other bus timetables. What would be better would be to advertise excursions (when we can run them again) on one-off posters, and make use of Facebook. JG agreed to look further into the use of Facebook, which we haven't hitherto used.
  - Some discussion of T&DCT becoming a Scottish Charitable Incorporated Organisation (SCIO). This is now quite a common form of structure for Registered Charities such as ourselves. Incorporation effectively protects the Trustees from personal liability in the event of a claim which were not met, or which exceeded the cover provided by, our insurers. There is a procedure for converting to a SCIO. DK *to look further* into this.
  - Meantime, the Chairman's Report *approved* for submission to OSCR. DK's thanks to DD who, in fact, had compiled it.
- *Financial Report*
  - DD presented the Financial Report (annexed).

- Accounts have been examined and approved by Annette Beagrie.
- The recorded deficit is accounted for by the purchase of the new bus, which was, in any case, fully funded. Stripping out that extraordinary purchase, we had made a surplus over the year of approximately £2,000.
- There had been an element of some £11,000 of VAT in connection with the purchase of the new bus; but that had been reclaimed (had involved DD in several hours of work, answering HMRC's queries about this). The refund has now been received, and, subject to the payment to HMRC of the VAT element of the sale of the old bus, will go into the fund, along with the proceeds of sale of the old bus to Brownriggs, towards the next replacement bus.
- The accounts, as presented and explained, were *approved*. Proposed: DK; Seconded: JG
- Tribute was paid to DD for all his work in keeping the accounts.
- *Election of Office Bearers*
  - Noted that the Constitution provides for election of Office Bearers every three years, and not, as we have tended to do, every year. DD reminded us, however, that, with the slightly unexpected retirement of Gordon Neilson last year, due to his & Joan's moving to Stirling, we were currently in a situation where both DD (Vice Chairman & Treasurer) and DK (Chairman & Secretary) were occupying multiple posts. DD of the view that, whereas OSCR might tolerate this as an interim measure, they were likely to query its being allowed to continue. He accordingly proposed that, whilst he and DK were willing to continue in their current roles, JG should be *proposed* as Vice Chairman. DK *seconded* this; JG *accepted* the post, and all present indicated they were *content* with this.
- *AOCB*
  - None, other than for DK & DD to thank everyone for all their hard work, keeping T&DCT going. *AGM closed*.

#### 4. Minutes of Previous (Quarterly) Meeting

- *Approved*, as read. *Proposed*: DD; *Seconded*: ES.

#### 5. Matters Arising from Previous Minutes

- Nothing that had not already been covered elsewhere.

#### 6. Financial Report, incl review of charges

- Largely covered as part of the AGM.
- DD reminded drivers, if away over mealtimes, that they were entitled, if the group who had made the booking, did not provide lunch, or include the driver in their arrangements (as they are supposed to), to claim £5 towards the cost of their meal.
- DD remains satisfied with our levels of charges at present; in any case, it is hoped that the greater fuel efficiency of the new bus, and its superior reliability, will reduce our overheads.

#### 7. Departures/Arrivals

- No further retirements, fortunately, for the time being, but both Keith Walker and Greg Parker are expected to become more available in August and October, respectively, due to retirements from their respective 'day jobs.' Greg, in particular, has shown some interest in development work.

#### 8. Development

- Largely covered in 7 above, and also as part of AGM discussions of Chairman's Report.

## 9. Licence Check

- General Data Protection Regulations (GDPR) mean that we need to submit updated mandates for all drivers to Licence Check. Those present signed the new forms; other will be passed to the rest, either by hand or by post.

## 10. Ticketer

- Occasional small operational issues, arising either from driver unfamiliarity, or the periodic spasms to which electronic devices are subject. But generally very satisfactory and bringing us in some much needed revenue.

## 11. MiDAS

- RB has begun the training/refreshers. DK retested so far; and (fortunately) passed! It was acknowledged that RB will be giving up a substantial amount of time to undertake this; and with his characteristic thoroughness; it is much appreciated.

## 12. Bus Report

- The new Mercedes Sprinter, PO18 WGY arrived at the end of March. There had been a couple of small snagging items with the lift and the passenger step, but TBC, the builders, had attended to these very promptly. A damaged bumper and rear door, which had occurred in its first few days, had been repaired by John Black in Thornhill, who had done a good job, and collected and returned the bus himself – including taking it in to Ciceley in Dumfries for them to carry out a software update, related to the replacement of the parking sensors in the replaced back bumper. He had commented favourably on the quality of the conversion.
- The rear view mirror/screen for the reversing camera has been damaged; not sure whether by driver error, or whether it just fell off and was cracked. Ciceley will eventually attend to this when the bus goes in for its first service.
- Apart from some issues of familiarisation (electrics arrangements are different and slightly more complicated than the old bus), drivers report the bus as excellent to drive.
- A tightening up of Construction & Use regulations since the purchase of the previous bus means that the internal floor in this bus is slightly higher and consequently, the passenger steps are steeper. There has been some adverse comment about this and we had tried, temporarily, to offer a caravan step as an alternative for those who were having difficulty. This had not proved a particularly popular alternative, however, and it was also felt that the caravan step took up space and, not being part of the structure of the vehicle, might open us up to liability, should someone sustain injury while using it. It was agreed to remove this step and that anyone unable to use the side door step could be offered the opportunity to use the lift, which is considerably easier to use than that in the old bus.
- The fire extinguisher at the base of the driver's seat rattles and some drivers find it inconvenient to have it there. RG *will look into* moving it behind the front passenger seat (where it was in the old bus).
- LJ07 PYF had been sold for £4,500 to Brownriggs.
- Appreciation was expressed for RG's work in keeping both vehicles so well; passengers frequently commented on the good state of preservation, both inside and out, of LJ07 PYF, notwithstanding its increasing age.

## 13. AOCB

- None, other than to express to all drivers, JD for so efficiently taking over the Bookings system, and RG for looking after the bus day to day.

14. **DONMs 2018/19:** Tuesday: 04/09/2018 [Closeburn], 11/12/2018, 12/03/2019, 11/06/2019 (to include AGM) proposed. Venue will be Thornhill Friendship Club, except Tuesday, 04/09/2018)

## 15. Meeting Closed

## **Annexe 1: Trustees' Report:**

### **Thornhill & District Community Transport**

#### **Trustees Report 2017**

(Reporting Period : April 2017-March 2017)

#### **Office Bearers**

Chair and Secretary – David Kerr; Vice-Chair and Treasurer - David Dick; Bus Manager – Ronnie Gibson; Hire Bookings – Janis Dick; MiDAS Trainer - Rolf Buwert

During the year the former Chairman, Gordon Neilson, retired from his post on moving out of the area and sadly the Booking Secretary, Jenny Bourne died towards the end of 2017. Both were stalwarts in the organisation.

Due to the timing of both, coupled with the fact that many of the new drivers/ committee members were new the Vice-Chair stepped up to Chair and the Treasurer took on the Vice-Chair Role. Mrs Janis Dick has undertaken the Booking Secretary Role and has also become a member of the Committee.

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 was in line with 2017-2018 at just over £3300. It has again been noted that the group's efforts to maintain the bodywork in good condition has been noted by servicing technicians. The maintenance cost was however becoming one of the biggest drains on funds and advice was that they were more likely to increase than decrease. (See below however)

#### **New Minibus PO18WGY**

As previously reported work was ongoing towards replacing the bus in mid 2017 and I am happy to report that an order was placed for a new Accessibility Converted Bus in August 2017. Unfortunately due to supply problems of the base vehicle the actual delivery did not take place until March 2018. This was made possible due to the Charity's build up of a reserve fund over the life of the current vehicle and through the successful application for Grants of £10,000 from the Robertson Trust and £9,466 from Annandale and Nithsdale Community Benefit Fund, (a local wind farm Community Fund). In addition previous donations from Thornhill and Closeburn Community Councils all combined to allow the purchase of the converted Mercedes Minibus at a cost of £68,646.78. (including VAT which will be recovered)

It is anticipated that this bus should have a life of at least 10 years with much lower maintenance bills and more fuel efficient engine, thus ensuring the continued provision of this essential service to the area.

(It should also be noted that the old vehicle has been sold but this took place in April 2018 and will form part of the next financial year and next OSCR reporting period).

### **Ticketing**

As previously reported, the issue of recovering income from the Scottish Government for the carriage of clients with concessionary fare card holders has now been resolved. The hand-held ticket machine and concessionary card reader is now used on the weekly scheduled journeys to Dumfries and the monthly journeys to Castle Douglas and Moffat. This results in an income ensuring that these scheduled journeys are self sufficient and no longer a drain on our finances.

### **Driver Team**

During the year we lost 4 drivers. One due to death, One having moved away and two due to them having reached 75, the age at which our Insurers cease cover.

However, in the same period we have had 6 new volunteers come on board as drivers so there are currently 11 drivers of which most are MiDAS trained.

Efforts to recruit further drivers is an essential on-going activity.

We trained one of our drivers as a MiDAS Trainer and he is scheduled to start retraining all our drivers in April 2018.

### **Bus Usage**

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

A total of 71 scheduled service runs were undertaken and 45 hires (62 in 2015/2016) were recorded in the financial year. The bus travelled 8569 miles (7328 miles 2016/2017).

**David Kerr**

**Chair**

**June 2018**

### **Annexe 2: Financial Report:**

<b>Name of Charity - Thornhill and District Community Transport</b>												
Scottish Charity Number SC021023												
<b>Receipts and Payments Account for the year ended 31st March 2018</b>												
											2018	2017
											£	£
<b>Receipts</b>												
Hires										£	3,245.05	£ 3,649.25
Tins										£	740.92	£ 858.74
Donations										£	909.19	£ 955.96
DGRC										£	1,057.81	£ 1,057.81
Interest										£	-	£ -
Refunds										£	4,773.39	£ 3,788.08
Grants										£	19,466.00	£ -

Misc					£		£
					-		-
Total receipts					£ 30,192.36		£ 10,309.84
<b>Payments</b>							
Fuel					£ 1,937.93		£ 1,866.76
Maint'e					£ 3,302.72		£ 3,477.16
Ins/VEL					£ 1,415.58		£ 1,284.56
Drivers Expenses					£ 85.00		£ 100.00
Staty & Posts					£ 92.65		£ -
Medical Fee					£ -		£ -
Misc.					£ 1,070.61		£ 5,555.97
Refunds					£ -		£ -
Tachograph Card					£ -		£ -
Travel Expenses					£ -		£ -
New Vehicle Deposit					£ 500.00		£ -
New Vehicle					£ 68,146.76		£ -
Total payments for charitable activities					£ 76,551.25		£ 12,284.45
<i>Other payments:</i>							
Gratuity :					£ -		£ -
Transfer to Reserve Fund					£ 19,466.00		£ 6,000.00
<i>Governance costs:</i>							
Advertising AGM					£ -		£ -
Total payments					£ 96,017.25		£ 18,284.45
Surplus/(deficit) for year					-£ 65,824.89		-£ 7,974.61

<b>Name of Charity - Thornhill and District Community Transport</b>					
Scottish Charity Number					
SC021023					
<b>Statement of Balances as at 31st March 2018</b>					
				2018	2017
				£	£
<b>Bank and cash in hand</b>					
Opening balances			4512.08	12486.69	
Surplus/(deficit) for year			-65824.89	-1974.61	
Irreconcilable difference			0.00	0.00	
Closing balances			6833.95	4512.08	
<b>Reserves</b>					
Unrestricted funds			0	0	
Restricted funds			0	0	
Designated Reserve fund			1626.67	50296.30	
Closing balances			1626.76	50296.30	
<b>Approved by the Trustees and signed on their behalf</b>					
Chairman					