**Minutes of North Salop Wheelers 2022 AGM**

**[To be regarded as ‘Draft Minutes’ until ratified by a vote at the next NS Wheelers 2023 AGM Meeting]**

**Date:** 07/03/22 **Time:** 10.30am **Venue:** Wem Baptist Church SY4 5ER

In attendance**:**

**Officers:** Cllr Andy Everett, Chair; Dr Robin Nelson Hon. Sec; Phoebe Ashton, Treasurer; **Members** : Mavis Hards, Audrey Hardwick, Janet Nowill, Joan Thomas, Terry Fry, Sally Jones Pete McGinley, David Waghorn.

**Attendees** (non-voting): Cllr Edward Towers (Shropshire Cllr & Wem Town Council Cllr),

Apologies for Absence**:** Chris Purcell (Shropshire Council, Passenger Transport Group); Caroline Turver, John Harrison, Andy Jones, Phil Stanton.

1. Welcome and Minutes of the 2021 AGM The Chair welcomed everybody, introduced newcomers, Sally Jones and Terry Fry, and thanked Jill Dempster for preparing the Minutes of the 2021 AGM which were accepted (*nem con*)*.*
2. Matters Arising. The Chair indicated that a number of items arising would be covered by the published agenda and invited attendees to raise, under AOB, any matters not covered to their satisfaction.
3. Chair report
	1. Thanks were expressed to John and Jackie Harrison for twenty years’ service to NS Wheelers. A collection in excess of £200 has been collected for a retirement gift.
	2. Following amicable meetings exploring the situation, Mr Meakin decided voluntarily to leave the employment of NS Wheelers.
	3. Servicing/Mechanics are to be undertaken by Motorcare, near to the yard on Wem Industrial Estate and local servicing for the LPG vehicles has been identified.
	4. Access to a dedicated Data Management System designed by Broseley Friendly Bus for the Shropshire Consortium (see below) has been afforded to NS WheelersCBP.
	5. Office space has been established at Edinburgh House, Wem, the new postal address for NS WheelersCBP, along with a new email address and phone number.
	6. A laptop computer and related office equipment has been purchased.
	7. All requisite insurances have been renewed and, tith the assistance of Shropshire Council, all necessary permits have been renewed for three years.
	8. NS Wheelers CBP continues to work with Shropshire Council under its Bus Service Improvement Plan to sustain community transport in North Shropshire in line with the national “Bus Back Better” strategy.
	9. An Administrator and Treasurer (to replace Phoebe Ashton who wishes to retire) have been identified.
	10. The rented yard on Wem Industrial Estate has been cleared of vehicles and parts with the fleet being rationalised to five vehicles (one currently SORN). There is some potential to upgrade existing vehicles and an additional mini-bus, on loan from Christian Camps is shortly to arrive in addition.
	11. As requested, the Constitution has been reviewed and amended (see below).
	12. An invitation to join Shropshire Consortium of (8) Transport Groups (CTC) has recently been extended to NS Wheelers CBP and occasional support has already been given by CTC members.
	13. Matters remaining to be addressed include: servicing and safe operation of vehicle lifts to achieve LOA certification; setting up and operating the Data Management System.
4. Secretary’s report
	1. Since the AGM in August 2021 monthly Committee have been held and minuted with 100% attendance by Officers and 90% Representatives.
	2. Seven funding applications for moderate amounts have been made to relevant Town/ Rural/ Parish Councils (Wem T&R; Whitchurch T&R; Whixall; Prees; Ightfield-Calverhall). Cheswardine has guaranteed funding for an introductory period of service. An application has also been successfully made to Robert Hill & Noble Street Trust, Wem with a cheque for £400 received. Other, more substantial, bids to fund upgraded vehicles are planned.
	3. Most drivers have up-to-date Disclosure & Barring Service (DBS) checks and those which need up-dating are currently being pursued with the aid of Shropshire Council.
	4. In order to qualify for an annual grant, NS Wheelers CBP is tasked primarily with operating the market bus services (Market Drayton, Whitchurch, Wem). However, many requests received are for one-off journeys (e.g. for medical appointments) typically covered by the Community Car Schemes in Market Drayton, Wem and Whitchurch or Hospital Car schemes. Because of a general shortage of drivers, Wheelers have helped out where it could, but is currently seeking clarification from Shropshire Council of its status in relation to extant schemes in respect of funding, insurance and driver reimbursement (own vehicle running costs).
5. Treasurer’s Report (for six months since 28/02/22)
	1. At the end of the last financial year we had £9,168.95 in the Account.
	2. The income during the past 6 months has consisted primarily of a grant of £24,316.00 from Shropshire Council. Since it was scheduled for 01/04/2021, it is pleasing to note that it has not been totally spent in the five months since its receipt.
	3. Other Grants and donations from Town and Parish Councils and Charitable organisations amounted to £1292.00
	4. Fares totalled £1028.00 and Members Subscriptions from 2020/21 came to £385.00.
	5. Total of all income including the balance in the account was £36,190.00
	6. The expenditure has been on: Fuel £2629; Maintenance £2378.00; Wages £2575.00.
	7. Office Expenditure on printing, a new laptop, printer, mouse, portable hard drive and Acronis were mostly paid for within the period of this review. An outstanding phone bill for John Harrison and a new mobile phone and top-up payments came to a total £1837.00.
	8. The big outgoings of Site Rental (the yard) and Vehicle and Personnel Insurance do not go out until July and August of the current financial year.
	9. To date we have not received any money for the Bus Service Operators Grant (BSOG).
	10. Members Subscriptions are continuing to come in but as we currently have only 25 on our books, plus a Group Membership for Cheswardine, this will not amount to much.
	11. Fares come in regularly and so far have contributed £1028.
	12. The Coffee Morning at Whitchurch Civic Centre on Friday (technically outside this financial review) raised £305.30 after expenses.
6. Facebook Report.

6.1 In the absence of Caroline Turver, there was no report.

1. Revised Constitution

A revised constitution (attached) was tabled, discussed, amended and agreed.

1. Elections of Officers

Following self-introductions by Sally Jones and Terry Fry, the following were elected:

Chair: Andy Everett (proposed RN seconded MH) *nem con*

Secretary: Robin Nelson (proposed AE seconded MH) *nem con*

Treasurer: Sally Jones (proposed PA seconded JN) *nem con*

Administrator: Terry Fry (proposed AE seconded RN) *nem con*

Driver Reps: Caroline Turver (proposed AE seconded DW) *nem con*

Passenger Reps: Janet Nowill (proposed RN seconded MH) *nem con*

Mavis Hards (proposed JN seconded PMcG) *nem con*

Audrey Hardwick (proposed MH seconded JN) *nem con*

Phil Stanton (proposed PA seconded AE) *nem con*

1. Membership Fees
	1. Following discussion, the Individual Membership fee was confirmed as p.a. £25, or £35 for two persons at the same address; Occasional guest (max 4 trips p.a.) membership was determined at £1 per trip (prior booking is essential; the Group Membership fee was set at £50.00 p.a. (plus and a hiring fee rate dependent on journey).

10.00 Accounts and Appointment of Auditors

 10.1 The outgoing Treasure presented the accounts (attached).

* 1. John Birtles was affirmed as auditor.

 11.00 AOB

11.1 Thanks were expressed to all volunteer drivers.

11.2 Thanks were expressed to Mavis Hards for organising the fund-raiser at Whitchurch Civic Centre

11.3 With sorrow, the passing of passengers, Ian Anderson, Barbara Lycett and Jessie Millington was noted.

11.4 The need to develop the NSWheelersCBP website was noted and Phoebe Ashton agreed to speak to Brian Hughes, the initiator.

12. Date of Next Meeting: Monday 27 March, 2023; 10.30 Wem Baptist Church SY4 5ER