



Registered Charity Number 1166469

MINUTES OF EIGHTH ANNUAL GENERAL MEETING: FRIDAY 21ST APRIL 2023

Participating:	Tim Mattocks	Trustee (Chairman)
	Margaret Moore	Trustee (Secretary)
	Mike Fice	Trustee (Treasurer)
	Keith Grigg	Trustee
	Peter Kenny-Smith	Trustee
	David McCarthy	Trustee
Apologies:	Liz Powell	Trustee
	Julie Coleman	Trustee (RVS)

1. Approval of the minutes of the last meetings:

The trustees approved the minutes of the seventh meeting, having been sent out previously to save time reading them during the meeting. Tim signed, dated and filed the hard copy of the minutes.

2. Matters arising and actions from them:

Tim summarised the status of the actions from the previous AGM:

7.1: Leaflets (approx. 240) to encourage residents to use the minibus had been prepared. It had taken a little while to agree the wording and print them. Distribution had been delayed until the Spring 2023, rather than distribute them during the winter. Action complete.

7.2: Leaflet distribution had been started and was continuing until completion. Action Complete.

7.3: Complete as per last minutes: No further action to replace lost battery booster.

7.4: Complete as per last minutes: Accounts uploaded to Charity Commission website.

7.5: Complete as per last minutes: Trustees' details on Charity Commission website are correct.

7.6: Complete: Successful open afternoon for passengers was held at Woodcot on 10th August 2022.

7.7: Complete as per last minutes: Booking sheets are on the minibus.

7.8: Complete as per last minutes: Drivers & couriers were made aware of changes in booking methods.

3. Chairman's Report:

3.1 Passenger Numbers & Trips.

Tim reported that, following Covid, passenger numbers had recovered, though not back to pre-pandemic levels, and there are a few new passengers using the minibus.

Usage for WI trips had increased, support continued for events arranged by other organisations such as the FoRC cream tea at The Cottage Hotel and the Church cream tea at Woodcot. Bimonthly trips to the Ageconcern lunches in Kingsbridge were continuing though uptake remained low: 4 passengers on most trips, possibly because of the cost of the meal, though it is good value for 3 courses (now £9). Hopefully the leaflets distributed around the town will increase numbers further.

Some new trips had been introduced; some longer, such as the donkey sanctuary at Sidmouth, and some shorter, such as The Cricket Inn at Beesands. The variety had successfully encouraged passengers wanting different types of trips and visits to new venues. Trips were continuing to be advertised via the 3 in 1, notices in Chandlers, The Over60s Centre, schedules posted in the minibus and "What's on" in Salcombe emails.

3.2 Reliability, Maintenance & Incidents.

Tim said that the annual mileage from March 2022-23 was 3984 which was almost back to pre-pandemic levels, being 4072 in 2019-20. In 2020-21 and 2021-22, it was 336 and 1798, respectively. The total vehicle mileage was now just under 19k, being low for a vehicle of its

age. Peter confirmed that although the number of trips was now similar, historically a higher proportion had been longer.

Tim advised that reliability had been generally good, though the bus failed its MoT on headlight adjustment. This had been rectified. The passenger-side button to operate the side door had broken, though was still usable, and the second button on the driver's side was fully functional, so repair was needed but could wait until the lift was next serviced.

It had been necessary to replace two front tyres and fit new front brake pads, just prior to its annual service and MoT.

Earlier in the year, GM Coachwork had fitted a new type of switch on the tail lift which addressed the "lift out" warning light & battery drain issue, though the warning light still comes on occasionally when the chassis is at an angle. No further action on this was deemed worthwhile.

There had been a couple of minor incidents; one resulting in a scrape on the passenger door which has been touched up to prevent rusting, but it had been agreed not to repair it fully in view of the expense. One insurance claim had been made when the bus was reversed into a stationary car, damaging the car's front bumper. There were no injuries or damage to the minibus.

3.3 Volunteer & Resources.

The additional drivers mentioned last year had settled in well and resources were stated by Tim to be adequate though, of course, more drivers are always welcome and there will be issues in years to come as several drivers reach their 70th birthdays. Ann Edgecombe had recently passed the necessary medical and successfully renewed her driving licence, so was able to continue driving and remain a much-valued member of the team. As agreed by the trustees, minibus funds had

been used to reimburse her medical examination expenses and the same is available for any other drivers wanting to continue.

3.4 Donations.

Most of the funds donated from Hazel Astbury's estate had been received and invested, whilst keeping available funds to maintain the current vehicle and purchase a replacement. A small amount (approx. £2.5k) is still awaited, once tax issues are resolved. Donations from passengers are, of course, always welcome and the proposed purchase of a card reader (Separate agenda item) would, hopefully, make donations easier for those having difficulty sourcing cash.

As with most investments, the current financial instability had adversely affected the value of the minibus funds. The annual review with Fairstone Group Ltd. had been held and the report circulated to the trustees. Fairstone had requested updated proofs of ID for several trustees because those provided last year had expired. The required information had been submitted and accepted.

3.5 Fund Raising/Woodcot Cream Tea.

In mid-August 2022, the passengers and volunteers had a very nice afternoon in the gardens of Woodcot and our thanks go to Chris Henn, the Woodcot residents and all the minibus volunteers for making it a great success. Some funds were raised, though the full cream tea with sponsorship from local businesses and a raffle had not been attempted because of the effort needed, Covid risk and current financial situation. Agreement on activities for this year is a separate agenda item.

4. Treasurer's Report:

4.1 Overall.

Mike made available copies of the accounts summary pdf file (Appendix 1, 3 pages) that he had prepared and emailed previously to the trustees. The accounts had been audited by Sharon Mattocks, and duly signed by

Mike & Sharon. Thanks were expressed to Mike for preparing the accounts and to Sharon for auditing them. The pdf document showed the balance sheet, income & expenditure sheet and notes. The donations boxes were showing varying amounts collected and the trustees suggested that it might be worthwhile asking Cater Cove if they would have a box.

Action 8.1: Mike to provide a donation box to Cater Cove, if they will accept it.

4.2 Bank Accounts.

Mike drew the attention of the trustees to the amounts in the bank accounts. Monies had been transferred from the current account to the 32-day notice account which is now earning interest of 1.8%. This compares with just 0.5% for the fixed term account which expires in May. It was agreed that the treasurer should review the interest terms on offer at the time of the fixed term renewal to determine whether monies should be reinvested in this annual account. He confirmed that sufficient funds were being maintained in the current account for on-going running costs. Combining this with the sums in the savings accounts, sufficient funds were accessible to facilitate replacement of the minibus when needed, subject to the notice required.

4.3 Investments.

The Quilter Cheviot account is showing a reduction during the year of £13,935 but this is not the full picture as the year has seen an increase – the figure in the 2022 accounts was not correct but, due to late reporting from Quilter Cheviot, this was not picked up in time for the adoption of the accounts in 2022.

4.4 Donations.

Excluding bequests, donations and movement on investments Mike pointed out that the income during the year more than covered the expenses during the year. This is a very good position as the monies held should allow for the purchase of the next 2 buses. The trustees agreed that it would be interesting to calculate the running cost per mile as a further comparison with the donations received. Mike said that this

information was readily available from the calculations needed for the BSOG (Bus Service Operators Grant) application, recently submitted.

Action 8.2: Mike to calculate & advise trustees of the running cost per mile for comparison with donations.

4.5 Account approval.

The trustees agreed the accounts and for Mike to upload them to the Charity Commission Website.

Action 8.3: Mike to upload the accounts summary to charity commission website.

5. Agreement of plans for acquisition of card reader:

5.1 Background.

In view of the difficulty passengers now have in sourcing change to make donations on the minibus, the trustees had agreed that acquisition of a card reader to take contactless donations was a good option to explore. Tim referred the meeting to information he had emailed to trustees about various card readers, gained from various websites and discussion with other local organisations using them, to determine which devices were most appropriate for the minibus.

5.2 Agreement of best device.

Based on all the information reviewed, Tim recommended the SumUp Solo with printer: £129 (£154.80 inc VAT): No monthly charges; 1.69% transaction payment; free 3G SIM and WiFi; no intermediary account – funds go straight to current account. (Details on the manufacturer's website: <https://www.sumup.com/en-gb/card-readers/>)

He confirmed that the only slight drawback to the suggested device was that it does not allocate codes for types of donation or purchase and acquiring a machine which can do this introduces a lot more administration & cost, eg. use of PayPal as an intermediary account.

Mike agreed that not being able to allocate “types of transaction” was not a major issue for minibus use, since the date of the transaction would identify the reason for the donation.

Tim said that the printer may not be used much but is necessary for anyone wanting receipts who cannot receive them via text or email. Purchasing a reader without a printer and then discovering that one was needed would be a difficult issue to resolve. However, the consensus amongst trustees was that a printer was not needed since the incidence of passengers wanting receipts was small and, if necessary, a simple receipt pad could be used to hand-write receipts. Furthermore, if the printer automatically prints receipts every time, these would generally not be needed and cause a cost in respect of print rolls.

Mike asked if there was a minimum number of transactions or amount that had to be taken each month and if there were charges if these targets were not met. Tim said that he believed there was no minimum and that the only costs were that of purchasing the machine, the percentage fee for each transaction and supplies (print rolls), but that he would check this was correct.

Action 8.4: Tim to review the card reader information further to confirm the points raised and get agreement from trustees as to whether a Solo reader should be ordered with or without a printer, in the light of recent information.

[Post Meeting Note: Further information has been found that shows the print cradle has other advantages such as providing a backup power supply to the reader and allowing faster charging. Trustees have agreed that the reader should be purchased with the print cradle]

6. Arrangements for Coronation BH weekend:

Tim confirmed that the plans for using the minibus to take passengers to/from the Cream Tea on Saturday 6th and lunch on Sunday 7th May were in the next (May) 3 in 1 article and other usual places where schedules are made available. He acknowledged that there would inevitably be a need for flexibility, depending upon how the events run

over the weekend. Keith and David confirmed they had already signed to help with the driving. Mike, Keith & David said they would also help Tim display the minibus at the “Big Help Out” on Monday 8th May, for which Tim expressed his thanks. Tim confirmed that he would make available more copies of the passenger leaflets, mentioned previously, and the advert for volunteers to be handed out to encourage more passengers and, perhaps, recruit more volunteers. Margaret added that she had booked tables at the lunch and cream tea for Minibus passengers. Peter apologised for not being available in Salcombe over the BH weekend because of attending his grandson’s wedding.

7. Fund Raising:

The option to hold either a full cream tea at Woodcot, open to visitors with a raffle etc, or just an afternoon on the lawn for passengers & volunteers with tea & cake, as per recent years, was discussed. Tim confirmed that Chris Henn and other residents of Woodcot are happy for either type of event on Wednesday August 9th (Yacht club regatta week) at 2pm. The consensus was that the second option was best in view of the current financial situation, amount of work involved in securing good raffle prizes from local businesses and increased Covid risk to passengers if the event was open to a large number of people.

Action 8.5: Tim to advise Chris Henn of the decision and thank her, and the other residents, for their continuing support in making the venue available for the event.

[Post Meeting note: Complete]

8. Minibus replacement plans/status:

8.1 Discusson of Replacement Options & Issues.

Tim confirmed his preference for replacing the current vehicle with an EV however the other trustees expressed several concerns in respect of ensuring secure tenure of a location to park and charge the vehicle. Tim confirmed that an agreement is in place with SHDC to rent the current parking space for a nominal, uncollected sum and that charging facilities

could physically be installed there but he acknowledged that SHDC could decide to end the agreement, resulting in the loss of charging facilities.

Mike advised that the Town Council intended to develop the area and that facilities to support a new minibus were included though the plans had not been agreed and there was no firm timescale in place.

David pointed out that the demise of new pure diesel and petrol vehicles in forthcoming years would enhance the second-hand value of our vehicle, being in good condition and low mileage, so there were some advantages in retaining it longer.

Tim advised that he still hoped to get a demonstrator EV to try for a few days and that he had arrangements in place to park and charge it over that period. This would give valuable feedback as to its suitability.

Other charging facilities were available in the town but the cost of using them long-term was prohibitive and access when needed was not guaranteed. He acknowledged the concerns raised and confirmed that his attempts to secure a demonstrator had not, so far, been successful.

Keith suggested that funds might be used to purchase a suitable area of land on which to park the minibus and install charging facilities. The other trustees agreed this was a possibility though the chances of a suitable area being available were not good. It was, however, agreed that an eye should be kept open for any such areas becoming available.

8.2 Conclusion.

The trustees agreed that efforts to try out an EV demonstrator should continue but that there was no great hurry to replace the current vehicle and if this was to be an EV, then charging facilities must be assured before an order can be placed.

9. Election of Trustees:

9.1 Town Council Representation.

Mike advised that he was stepping down from Salcombe Town Council but was willing to continue as a trustee. Representation by the Town Council had originated when the first minibus was arranged because it had originally been a Town Council initiative and he asked if representation was still mandatory. The trustees agreed that the town council are welcome to send a trustee, after their impending elections, that representation was helpful but no longer essential since the organisation is now a stand-alone CIO.

9.2 Confirmation to re-stand for another year.

Tim confirmed that Liz and Julie (not present) had advised that they were willing to continue as trustees. The remaining trustees also agreed to continue, so were re-elected.

10. Date of next AGM:

Tim proposed **Friday 19th April 2024, 14:30 at Fairlead.** This was accepted by the other trustees.

11. Any Other Business:

11.1 Website.

Tim asked for the opinion of the trustees on whether a website might be beneficial. The trustees agreed that the majority of the passenger would not be inclined to access such a site and that it might encourage enquiries to use the minibus from further afield which could not be accommodated, thereby generating unnecessary admin. Furthermore, minibus trips are already advertised online via the "What's on" facebook page and targeted email news. Keith suggested that a facebook page with appropriate access to upload photographs and other information might be helpful and Tim confirmed that he had photos from various trips which might generate passenger interest. Keith agreed to investigate the options further.

Action 8.6: Keith to explore options for a minibus facebook page.

11.2 Zest.

From information discussed at the Town Council, Mike was asked about the status of the Zest EV shuttle bus program. He confirmed that Zest had encountered issues related to driver licencing and funding. It did not seem likely that the program would meet the April/May time frame which the group had advertised. This vehicle was not likely to be attractive to the current minibus passengers or impact on the types of trips carried out by the Minibus

11.3 Wednesday Shopping Trip Timing.

Margaret relayed a request from some passengers to change the start time for the minibus shopping trips from 0900 to 0930 because they had found it difficult to get ready in time. David pointed out that the early time was originally selected because it fitted in with the “quiet hour” arranged by the local supermarkets and that those shops got noticeably busier from about 10am onwards. It was agreed that the passengers would prefer shopping when it was quiet and it was perhaps not a good idea to start the trips late. Margaret agreed to relay this information back to passengers who had suggested the change. If the consensus was to start later, Tim advised that the earliest this could be advertised via the 3 in 1 was the June issue.

There being no further business, the meeting was closed at 1620.

Attachments

Appendix 1: Minibus Accounts Summary (3 pages)

Salcombe Minibus Charity

Balance Sheet as at 31 March 2023

	2023 £	2022 £
Bank Balances		
Lloyds Bank Current A/C	21,835.35	51,598.89
Lloyds Bank Fixed Term A/C	15,045.49	15,045.49
Lloyds Bank 32 Day Notice A/C	115,598.37	20,000.00
Total Bank Balances	152,479.21	86,644.38
Cash in Hand	71.82	113.48
Investments		
Quilter Cheviot	186,065.00	200,000.00
Total Investments	186,065.00	200,000.00
Total Assets	338,616.03	286,757.86
Represented by		
Reserves		
Balance b/f	286,757.86	39,613.26
Excess Income over Expenditure	51,858.17	247,144.60
Balance c/f	338,616.03	286,757.86

Prepared by Mike Fice Treasurer



3/4/2023

Audited by Sharon Mattocks



15/4/2023

Salcombe Minibus Charity

Income and Expenditure Account year ended 31 March 2023

	2023	2022
	£	£
Income		
Collection boxes (note 1)	126.04	165.67
Donations (note 2)	763.84	756.04
Bequests (note 3)	65,000.00	251,010.00
Passengers	3,632.75	1,848.80
Woodcot tea	85.71	62.80
Interest	605.89	75.82
Movement on Quilter investment	-13,935.00	-
Bus Service Operators Grant	330.85	118.53
Total Income	56,610.08	254,037.66
Expenditure		
Fuel	1,522.91	699.46
Insurance	1,163.46	1,163.91
MOT	54.85	54.85
Maintenance & repairs	1,598.23	948.84
Community Transport Association	215.00	11.00
Stationery & incidentals	67.36	15.00
Professional fees	-	4,000.00
Expenses	-	-
Sundries (note 4)	130.10	-
Total Expenditure	4,751.91	6,893.06
Excess of Income over Expenditure	51,858.17	247,144.60

Salcombe Minibus Charity

Notes to accounts year ended 31 March 2023

	2023 £	2022 £
1. Collection boxes		
Bonningtons	84.63	112.38
Spar	27.84	53.29
Bookshelf		
TIC	13.57	
Rugby club		
Over 60s		
Co-Op		
Total	126.04	165.67
2. Donations		
Yeowards	600.00	600.00
Amazon Smile	5.00	6.04
John Davies	25.00	
Joan Payne	75.00	
Rotary Club	50.00	
Sundry	8.84	
Cliff House		50.00
Sue Ruffell		100.00
Total	763.84	756.04
3. Bequests		
Shirley Watling		1,010.00
Hazel Astbury	65,000.00	250,000.00
Total	65,000.00	251,010.00
4. Sundry expenses		
Medical	100.00	
Parking	8.10	
Remembrance Sunday wreath	12.00	
Mobile top up	10.00	
Other		
Total	130.10	

Salcombe Minibus Charity

Balance Sheet as at 31 March 2023

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Prepared by Mike Fice Treasurer



3/4/2023

Audited by Sharon Mattocks



15/4/2023

Salcombe Minibus Charity

Income and Expenditure Account year ended 31 March 2023

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	£	£
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Donations (note 2)	763.84	756.04
Bequests (note 3)	65,000.00	251,010.00
Passengers	3,632.75	1,848.80
Woodcot tea	85.71	62.80
Interest	605.89	75.82
Movement on Quilter investment	-13,935.00	-
Bus Service Operators Grant	330.85	118.53
Total Income	56,610.08	254,037.66
Expenditure		
Fuel	1,522.91	699.46
Insurance	1,163.46	1,163.91
MOT	54.85	54.85
Maintenance & repairs	1,598.23	948.84
Community Transport Association	215.00	11.00
Stationery & incidentals	67.36	15.00
Professional fees	-	4,000.00
Expenses	-	-
Sundries (note 4)	130.10	-
Total Expenditure	4,751.91	6,893.06
Excess of Income over Expenditure	51,858.17	247,144.60

Salcombe Minibus Charity

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Rotary Club	50.00	
Sundry	8.84	
Cliff House		50.00
Sue Ruffell		100.00
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