

# Lerryn Area Minibus Association (LAMA)

Minutes of a LAMA General Meeting (GM) held at  
the Lerryn Memorial Hall on 2<sup>nd</sup> September 2023

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
1.	<b>Those Present, Apologies for Absence and Quorum Determination</b> The following LAMA members were in attendance: Duncan Elliott (DE), Ann Henderson (AH), David Platt (DP), Charlayne Platt, Jo Warrick and Nick Warrick (NW). The following authorised organisation representatives were also in attendance: Sal Freeman (SF) representing the Lostwithiel Community Association (LCA). The meeting was also attended by Ian Holding, who is a new non-member LAMA driver, and Richard Freeman, who is an LCA volunteer. Apologies were received from Richard Halliday (RH), Annie Singer, Christine Barwell and Glen Carwithen. With 7 LAMA members and representatives present, the meeting was quorate.	
2.	<b>Election of Chairperson for Meeting</b> DE was elected to chair the meeting.	
3.	<b>Membership Changes</b> a. <b>Applications.</b> The following organisations had applied for LAMA membership with their membership being confirmed as shown: (1) The Lerryn Tuesday Club, £1 share paid and membership confirmed. (2) Lerryn Women's Institute, £1 share paid and membership confirmed. b. <b>Terminations.</b> There were no LAMA membership terminations. c. <b>Quorum Adjustment.</b> With no individual member or representative changes, the meeting remained quorate.	
4.	<b>Minutes of Last General Meeting and Matters Arising</b> The minutes of the annual general meeting held on 4 <sup>th</sup> March 2024 were approved and signed. The following matters arose from the minutes: a. <b>Driver Training.</b> RH had circulated a policy draft for LAMA safeguarding, which would be incorporated into MiDAS training once approved. NW would offer SumUp and Lerryn.net training to drivers at convenient opportunities. b. <b>Cornwall Council (CC) Grant Funding.</b> CC had finally accepted that well-being trips should be eligible for grant funding, but their transport budget was exhausted and there was no money to cover these trips. NW and DP had accepted an invitation from CC to attend a meeting to review their grant funding structure, but uptake from other community transport organisations had been poor and the meeting was cancelled. NW agreed to monitor the situation closely and report developments as appropriate.	RH NW  NW
5.	<b>Report from the Chair of the LAMA Committee</b> The chair of the LAMA committee, DE, expressed his deep gratitude to the remaining members of the LAMA committee and he shared his wonder at the range of trips still being undertaken by LAMA. He was grateful also to all LAMA drivers who covered extra trips when needed and he appreciated how well Marie Doe kept the bus clean. He reported	

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	on a number of minor repairs that had been carried out to the bus and he confirmed that the minibus was generally in an excellent state of repair. With less than 30,000 miles on the clock, he saw no reason for replacing the minibus anytime soon.	
6.	<p><b>Financial Report from the LAMA Treasurer</b></p> <p>The treasurer's financial report is at Enclosure 1. The meeting noted that the association's financial performance was similar to last year and that the amount in the savings account had increased. The savings account was a 60-day notice account currently earning 3.98% gross (monthly) interest. AH agreed to investigate whether there might be better rates available in the marketplace.</p>	AH
7.	<p><b>LAMA Committee Recruitment</b></p> <p>The meeting agreed that the current committee of 5 needed to be bolstered. LAMA's participation in the Lostwithiel Carnival Charity Fayre Day had been extremely successful in recruiting potential new drivers, but finding people to help manage LAMA remained a challenge. The meeting recognised that modern management processes were changing and that free time was a precious commodity for young families. LAMA should be receptive to adopting new processes which might encourage younger people to join the management team, but newly retired people probably offered the best opportunity for recruiting extra help. The meeting felt that better use could be made of social media and the general goodwill shown at fundraising events should be exploited. It was agreed that:</p> <ol style="list-style-type: none"> <li>SF would make a LAMA "shout out" on social media.</li> <li>NW would provide SF with material to shout about.</li> <li>DE would encourage people attending fundraisers to get more involved with LAMA.</li> </ol>	SF NW DE
8.	<p><b>Further Develop LAMA's Webpage</b></p> <p>Stage 1 - 3 of the LAMA development on Lerryn.net to manage users and journeys was working well, but there were a few changes that could make it even better. It was assessed that up to £500+VAT might be required to make these enhancements. Phase 4 would allow passengers to manage their own data and book themselves onto trips, which was not anticipated to change in any significant way how drivers and administrators currently interacted with the system. It was recognised that there was no advantage to be gained from delaying its implementation. NW explained that it would require considerable commitment on his part to re-read himself into the system and, once he was able to start, he needed to complete the process in one go. He anticipated that around £2000+VAT would be required to complete the project. It was agreed that:</p> <ol style="list-style-type: none"> <li>£2,500+VAT was approved for upgrading the current Lerryn.net system and for implementing stage 4 of the LAMA development.</li> <li>NW was to liaise with Iteracy about implementing both the stage 1 - 3 upgrade and the stage 4 development, and then manage the programme on behalf of LAMA.</li> </ol>	Policy  NW
9.	<p><b>Any Other Business</b></p> <p>There was no other business.</p>	

**Item**

**Discussion**

**Action**

10. **Date of Next General Meeting**

The next general meeting would be the annual general meeting which will be held in the Lerryn Memorial Hall on 3<sup>rd</sup> March 2025 at 7:30pm.

NICK WARRICK  
Acting LAMA Secretary

DUNCAN ELLIOTT  
GM Chair

Enclosure:

1. Financial Report from the LAMA Treasurer.

ENCLOSURE 1 TO  
LAMA GM MINUTES  
DATED 2 SEP 2023

**Financial Report from the LAMA Treasurer**

**Lerryn Area Minibus Association**

**Income and Expenditure Account for the Period 1 January 2024 to 31 August 2024**

<b><u>Income:</u></b>	<b>2024</b>	<b>2023</b>
Bus Revenues - LAMA Organised Trips	£ 2,319.00	£ 2,246.50
Bus Community Loan Scheme	£ 1,511.50	£ 2,062.50
Fundraising	£ 564.21	£ 603.00
Donations	£ 213.00	£ 210.00
Grants (Cornwall Council)	£ 875.00	£ 750.00
Fuel Duty Rebate (BSOG)	£ 177.08	£ 265.18
VAT Rebate	£ 565.81	£ 591.18
Sundry (Gift Aid)	£ -	£ -
	£ -	£ -
	£ -	£ -
	£ -	£ -
	£ -	£ -
<b><u>Total Income:</u></b>	<b><u>£ 6,225.60</u></b>	<b><u>£ 6,728.36</u></b>

<b><u>Operating Expenses:</u></b>	<b>2024</b>	<b>2023</b>
Fuel	£ 813.11	£ 853.06
MOT / Safety / Service / Road Tax	£ 1,069.00	£ 1,253.11
Insurance	£ 209.09	£ 199.09
Events	£ 30.00	£ 422.45
Accidents & Repairs	£ -	£ 57.87
Admin Overheads & Sundry Costs	£ 1,844.89	£ 1,684.77
Driver Training	£ 3.45	£ 377.78
Share Forfeited	£ -	£ -
VAT Paid	£ 541.96	£ 566.13
Depreciation on Minibus	£ 1,727.00	£ 2,293.00
	£ -	£ -
	£ -	£ -
	£ -	£ -
	£ -	£ -
<b><u>Total Operating Expenses:</u></b>	<b><u>£ 6,238.50</u></b>	<b><u>£ 7,707.26</u></b>

Operating Surplus/Deficit:	<b>-£ 12.90</b>	<b>-£ 978.90</b>
Interest Received:	£ 1,550.07	£ 1,324.05
<b><u>Total Surplus/Deficit:</u></b>	<b><u>£ 1,537.17</u></b>	<b><u>£ 345.15</u></b>

## Lerryn Area Minibus Association

### Balance Sheet as at:

31 AUGUST 2024

31 AUGUST 2023

### Fixed Assets (Mercedes Sprinter Minibus DK66CGY):

Opening Value at 1 January	£	10,332.00	£	13,776.00
Depreciation at 25% per year	£	1,727.00	£	2,293.00
<u>Closing Value at 31 August:</u>	£	<u>8,605.00</u>	£	<u>11,483.00</u>

### Current Assets:

Deposit Account	£	69,585.32	£	65,164.69
Cash at Bank	£	3,362.60	£	3,844.65
Petty Cash	£	76.76	£	22.41
Accounts Receivable	£	-	£	-
<u>Total Current Assets:</u>	£	<u>73,024.68</u>	£	<u>69,031.75</u>

### Total Assets:

<u>£</u>	<u>81,629.68</u>	<u>£</u>	<u>80,514.75</u>
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### Capital and Reserves:

Individual Member & Authorised Organisation Shares (£1 each)	£	26.00	£	23.00
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### Liabilities:

Accounts Payable	£	45.97	£	-
"Benefit to the Community" Liability	£	81,557.71	£	80,491.75

### Total Liabilities:

<u>£</u>	<u>81,629.68</u>	<u>£</u>	<u>80,514.75</u>
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