



CB3 MANAGEMENT COMMITTEE

Minutes of the CB3 Management Committee meeting held in the Cowie Room, Public Hall on Monday 16th September 2024 commencing at 2.00pm.

025 PRESENT: Cllr Dawkins (Chairman), Cllr Gunning, Cllr Turner, Mr B Driscoll and Mr J Snow; also Christine Bright (Town Clerk)

026 APOLOGIES FOR ABSENCE/
Apologies for absence were received from Mr T Roberts and Ms W Wallbridge.

027 MINUTES OF THE CB3 MANAGEMENT COMMITTEE MEETING HELD ON 15TH JULY 2024

The minutes of the CB3 Management Committee meeting held on 15th July 2024 having been circulated were confirmed a correct record and signed by the Chairman.

028 MAINTENANCE ISSUES
The Chairman advised the bus was due for service and MOT on 17th September 2024.
NOTED.

029 ANTI SOCIAL BEHAVIOUR & DUTY MANAGER SPECIFICATION
Members had previously been circulated with draft copies of these documents for consideration.

Anti Social behaviour – the Chairman advised the driver cannot hear what is taking place on the bus, they can only observe via the rear view mirror, he stressed therefore the clippie on board must go and speak to the driver in the event of an incident. **RECOMMEND ADOPTION.**

Duty Manager Specification – Mr Driscoll enquired as to whether all the volunteers had been made aware of the changes to the administration of the bus. The Town Clerk requested contact details in order to advise of the change.

In consideration of keeping volunteers informed it was suggested a Newsletter be produced on a quarterly basis, it was **AGREED** to trial the suggestion.

Members **APPROVED** the specification as circulated.

030 RISK ASSESSMENT
Members had previously been circulated with a draft Risk Assessment, following due consideration a number of minor additions were put forward for inclusion. It was **AGREED** to submit the revised Assessment to Council for approval.

031 LYME REGIS TOWN COUNCIL
Following the withdrawal of the Lyme Regis Town bus service Cllr Turner advised he had been approached by the Town Council with regarding to the possibility of the CB3 operating a weekday town bus service in Lyme Regis. He had followed up the telephone conversation with written details however no further communication had been received.

At this point Ms W Wallbridge joined the meeting.

032 VOLUNTEER TRAINING

With the recent addition of new volunteers it was **AGREED** to undertake refresher training for all volunteers on the operation of the bus. Dates **AGREED** 17th, 23rd and 29th October 2024 commencing at 5.30pm on site where bus parked. The Town Clerk to advise all volunteers accordingly.

033 RECRUITMENT

With a number of resignations/recruitment of volunteers in recent months it was **AGREED** to express the Council's gratitude to all volunteers past and present for their support during the past five years to enable the Council to maintain the vital bus service.

Members **AGREED** to host a Christmas Party on Thursday 5th December 2024 from 7.00pm, the venue to be confirmed.

034 VOLUNTEERS REPORT

Ms Wallbridge advised on Saturday 14th September a total of four passengers could not join the bus at the Red Lion and Melpash bus stops due to the bus being at capacity. It was **AGREED** to record the bus stops where passengers were unable to join the bus.

035 FUTURE AGENDA ITEMS

No items were identified.

The Town Clerk advised a grant had been awarded by Dorset Council in the sum of £15,400 to assist with the operational costs of the CB3 community bus. **NOTED**, members expressed their gratitude to Dorset Council.

036 DATE OF NEXT MEETING

The next meeting would take place on Monday 14th October 2024.

037 MEETING

The meeting which started at 2.00pm closed at 3.30pm.

Chairman
14th October 2024

