



CB3 MANAGEMENT COMMITTEE

Minutes of the CB3 Management Committee meeting held in the Cowie Room, Public Hall on Monday 15th July 2024 commencing at 2.00pm.

- 013 PRESENT:** Cllr Dawkins, Cllr Turner, Mr B Driscoll, Mr J Snow and Ms W Wallbridge also Christine Bright (Town Clerk)
- 014 APOLOGIES FOR ABSENCE/**
Apologies for absence were received from Cllr Gunning and Mr T Roberts.
- 015 ELECTION OF CHAIRMAN**
There being no nominations for Chairman, the Vice Chairman, Cllr Dawkins **AGREED** to take the position of Chairman for the remainder of the council year.
- 016 MINUTES OF THE CB3 MANAGEMENT COMMITTEE MEETING HELD ON 17TH JUNE 2024**
The minutes of the CB3 Management Committee meeting held on 17th June 2024 having been circulated were confirmed a correct record and signed by the Chairman.
- 017 DELEGATION OF AREAS OF RESPONSIBILITY**
The following areas of responsibility were delegated as follows:
- (a) **Time Tables** - amendments to the time table, liaise with Office of Traffic Commission, publish and ensure time tables at bus stops and included on Real Time information screens; also update Travel line – **Cllr Chris Turner**
 - (b) **Volunteer duty rota** – to produce monthly volunteer duty rota for drivers and clippies, ensure the rota was circulated to all volunteers – **Rev David Baldwin** (to be confirmed)
 - (c) **Saturday duty manager** – to be a point of contact for the volunteers on the service in the event of an emergency. Discussion ensued with regard to this role and it was **AGREED** to draft a clear specification for consideration at the next meeting.
 - (d) **Maintenance & refuelling** – to be the contact for scheduled maintenance contract inspections, to undertake the vehicle check prior to Saturday service and refuel the vehicle on a weekly basis – **Cllr Alan Dawkins**
 - (e) **Administration** – discussion centered around how the council office might take direct responsibility for the financial administration by directly receiving and reconciling monies, ensuring relevant paperwork was available for the Saturday service, grant applications, dealing directly with insurers and sourcing replacement vehicles when the need arose – **Council officer's**
 - (f) **Volunteer welfare** – a point of contact for volunteers to raise issues and concerns – **Rev David Baldwin** (to be confirmed)

Discussion ensued with regard to other aspects of volunteer welfare, in particular safety and it was **AGREED** to consider and adopt risk assessments at the next meeting.

018 UPDATE ON EXTENSION OF SERVICE TO INCLUDE SOUTH PERROTT

The extension of the service to include South Perrott commenced on 22nd June 2024, to date one passenger had used the service.

019 MAINTENANCE ISSUES

The Chairman advised the bus was due for its routine maintenance check on 16th July, a number of small issues would be discussed with the garage relating to the swapping of one of the wheels to the spare and the category of MOT required.

The Chairman would also enquired as to the time remaining on the current maintenance contract.

Under this heading Cllr Turner advised he had sourced three time table cabinets from Dorset Travel which would be erected at relevant bus stops in due course.

020 RECRUITMENT

Three volunteer drivers had recently been recruited, uniform and training to be provided in the coming weeks.

021 VOLUNTEERS REPORT

The Town Clerk advised of communications she had received with regard to incidents that had occurred on route during the Saturday 13th service whereby passengers waiting were unable to board the bus due to it being full to capacity. The incidents occurred on two different runs one in Beaminster and one in Netherbury.

In both incidents the volunteer clippie received verbal abuse. Discussion ensued with regard to how capacity issues might be overcome with no firm solution.

With regard to volunteer safety it was **AGREED** to draft a policy to govern anti social behaviour and how volunteers handle situations that might arise to be considered at the next meeting.

022 FUTURE AGENDA ITEMS

- Adopt a clear specification for the appointment of duty manager
- Adopt a policy to govern anti social behaviour on the bus
- Risk Assessments/vehicle checklist

023 DATE OF NEXT MEETING

The next meeting would take place on Monday 12th August 2024.

024 MEETING

The meeting which started at 2.00pm closed at 4.15pm.

Chairman
12th August 2024

