

# LILBOURNE PARISH COUNCIL

Minutes of the Minibus Committee meeting  
Held on Wednesday 31<sup>st</sup> January 2024 at 18:30 hrs  
in Lilbourne Village Hall.

Attendees: Committee Chairman S Starling; Councillor Alexander, Chow and Newhouse.  
Clerk: Clare E Valentine

24/044	<p><b>To receive Apologies of Absence</b> Apologies were received and approved for the Minibus Administrator (personal)</p>
24/045	<p><b>Declarations of interests</b> None</p>
24/046	<p><b>MINUTES</b> It was <b>RESOLVED</b> to approve the Minutes of the Committee meeting held on 27<sup>th</sup> September 2023.</p>
24/047	<p><b><u>ACTIONS</u></b></p> <ol style="list-style-type: none"> <li>1. <u>Update on drivers, training and volunteers. First Aid.</u> Minibus Administrator was not present to update training and first aid. Currently looking into operator's licence conditions and noted as we do not require an operator's licence. Transport Commissioners Office have been contacted to reaffirm criteria required. Minibus Administrator to circulate documents to the Council.</li> <li>2. <u>Risk Assessment cleaning/hot water.</u> It was <b>RESOLVED</b> for C Newhouse to hand the new kettle over to the Minibus Driver. The Minibus Driver who requested the item will be asked to review and comment on the risk assessment – noted for LPC circulation.</li> <li>3. <u>Private hire</u> It was <b>RESOLVED</b> to create a page on the new website about the minibus and seek feedback from Faye regarding private hire. It was also <b>RESOLVED</b> to contact a local community minibus organisation in neighbouring villages to see if they have any opportunities to connect/share services.</li> <li>4. <u>School updates</u> A matter was reported where on a rare occasion if two school runs in the afternoon are not required and just one is needed, there is an issue with parents not being at the village hall to collect their children if the school asks the bus to leave at the earlier time. School app is reportedly not timely to provide families with updates. Action report to full council.</li> <li>5. <u>Garage maintenance including garage door service.</u> It was <b>RESOLVED</b> to continue with the door service key fob and key unit to be checked.</li> <li>6. <u>Racking</u> Quotes to be sought for racking (CWC) and a section of worktop.</li> <li>7. <u>WNC Transport admin updates</u> In process of updating various WNC admin system requests.</li> </ol>
24/048	<p>Actions for the next meeting: As noted. Meeting Closed at 19:00hrs.</p>