

**Minutes of the Community Minibus Committee Meeting held on Monday 22 August 2011 at 7.30pm in the Council Office**

**Present:** CF Nunn (chair) RJ Farrington R Pain G Sheen RT Summerfield  
The assistant clerk

**1 Apologies for Absence** – none.

**2 Declarations of Interest**

R Farrington R Pain – Scouts (both scout leaders); CF Nunn(chairman) G Sheen (volunteer helper) – Day Centre.

**3 Minutes** - the minutes of the meeting of 6 July 2011 were approved and signed as a true record.

**4 Replacement of vehicle (CM5/06-11)**

Discussion of recommendation for the Parish Council as to whether or not the minibus should be handed over to the Scout Group. The Scouts had met to discuss the proposal and RJF reported that, in principle, the Scouts would agree to take over the minibus, although issues such as insurance and Section 19 permit hires needed to be looked at in closer detail.

CN wondered whether the Scouts taking over the minibus would affect the issue of having to make the minibus fully accessible, i.e. having a lift and clamping device for wheelchair users. CN provided price quotes for adding a (fitted) lift to a typical minibus as follows: £5,000 (new), £1,950 (used) for external lift; £3,000 for internal lift (does not include vehicle modification, e.g. clamped wheelchairs). RP pointed out that the Community Transport Association (CTA) view is that the Scouts, unlike the Parish Council, would not be liable to make the minibus fully accessible. In fact, making it fully accessible could reduce the number of seats and preclude the fitting of a tow bar onto the vehicle.

As far as Section 19 permit hires are concerned, if the Scouts took over the minibus, any organisation wishing to hire the vehicle would be required to have its own Section 19 permit. Such permits are quite readily available, but RJF noted that this requirement may reduce vehicle hires.

Discussion as to whether the Parish Council might want to retain the minibus in light of recent highlights on the need for community transport. It was noted that Waterbeach currently runs a community transport scheme which is available to Milton residents. It was also noted that village organisations, with the exception of the Scouts and the Day Centre, have not used the minibus with any frequency in the past.

RP noted that the Scouts would want to replace the vehicle sooner rather than later to avoid having to put too much money into repairs. However, the minibus is currently running well and there is time to explore all available options, e.g. purchase of new or used vehicle. RTS suggested that, were the Parish Council to agree to hand over the minibus to the Scouts, a float of £1,500 be made available for vehicle upkeep, with the balance of the minibus fund to be handed over to the Scouts upon purchase of a replacement vehicle. RJF voiced concern over whether £1,500 was enough to cover expenses and RTS advised that the Scouts could approach the Parish Council for a top-up of the float should the purchase of a replacement vehicle be delayed.

RJF noted that a changeover period would be required as there are commitments to bookings which will need to be sorted out. If the Parish Council agrees to the proposal, then a date for the transfer would need to be mutually agreed upon.

The following recommendation to the parish council was **AGREED**

**That the minibus be transferred, at a date to be mutually agreed upon, to the Scout Group with a working balance of £1,500 with the balance of the fund to be paid when the minibus is replaced.**

RTS suggested that CN prepare a written report for the Parish Council outlining the background of the issue (e.g. the fact that the previous minibus was the Scout Group's) and attend the Parish Council meeting on 5 September, when the recommendation will be discussed.

**5 Date of next meeting** - to be determined after outcome of 5 September Parish Council meeting.

The meeting ended at 8.20pm

Chairman..... Date.....