

**EXTRACTS FROM THE MINUTES OF THE WYVERN COMMUNITY TRANSPORT MEETINGS HELD ON 22
AND 31 DECEMBER 2021 PREPARED FOR CANVEY ISLAND TOWN COUNCIL**

22 DECEMBER MEETING

Matters arising

Interviews – Booking Clerk; WJ reported that all three candidates were extremely good with relevant experience. Lee Parker will be offered the position with a start date of 1 January 2022.

Transport Manager – an interview has been arranged for Thursday 23 December.

Bus 7 has been sold and the PPE is being removed.

31 DECEMBER MEETING

Matters arising

Interviews. Booking Clerk and Friday driver vacancies now filled with a start date of 1 January 2022. An interview was held for the Transport Manager role but no job offer was made

Transport Manager's report

TC had circulated a comprehensive report on outstanding issues.

TC confirmed that the grant of £10000 from EALC/CIF towards the purchase of a new minibus must be used by 31.3.2023.

TC mentioned the importance of checking drivers' licences on an annual basis as two drivers currently have penalty points.

DBS checks are due for two staff and they will be reminded.

Dick Le Grice

Secretary Wyvern Community Transport