

**EXTRACTS FROM THE MINUTES OF THE WYVERN COMMUNITY TRANSPORT MEETING HELD ON 6
SEPTEMBER 2021, PREPARED FOR CANVEY ISLAND TOWN COUNCIL.**

Matters arising

Essex Community Initiative Fund application through to the second stage

Treasurer's Report

July. £886.98 paid for insurance to bring back 2 buses to fully comprehensive cover

August. Good grant income – Additional Restrictions £1600, and £1000 from Arnold Clark Community Fund

Furlough payments gradually reducing and staff are coming back under the flexi-furlough system.

CP journey income £900 above budget so far.

Overall, we are in a strong financial position.

Transport Manager's Report

We have a booking clerk vacancy now that Debbie has left.

Trustees are concerned that we are paying for a full-time Passenger Assistant when other CT schemes rely on volunteers for that role. TC confirmed that a PA is accompanying each driver to help with PPE and to ensure passenger safety

Concerns were raised whether there will be sufficient work for full-time drivers post-furlough. TC said the business is coming back slowly and every effort is being made to advertise with leaflet drops. Any members who did not renew after 2018 have been contacted and many have now renewed. Some are still reluctant to travel.

Dick Le Grice

Company Secretary Wyvern Community Transport

**EXTRACTS FROM THE MINUTES OF THE VIRTUAL WYVERN COMMUNITY TRANSPORT MEETING
HELD ON 29 NOVEMBER 2021, PREPARED FOR CANVEY ISLAND TOWN COUNCIL**

Matters arising

JL confirmed that our lease renewal at The White House is now being dealt with by our solicitors.

Treasurer's report

The second tranche of funding has been received from ECC.

Bus 5 has been sold.

Bus 7 is costing us money at the moment and we are aware that our fleet is ageing. We are hopeful that a grant application will be successful and if so, we will need to decide what bus would be best for our use. PG mentioned that the needs of bariatric travellers should be considered.

DleG said that we have enough in Reserves to match-fund a grant. The matter will be discussed further at our next Board meeting.

Transport Manager's report

The Transport Manager and Booking Clerk vacancies have been advertised on the Government website with a closing date of 10 December. The Transport Manager vacancy is listed as full time but hours not specified. The Booking Clerk is advertised as part-time, but hours not specified.

AOB

JL expressed thanks on behalf of the Board, for Tracy's work throughout her tenure as transport Manager and said we were sorry that she is leaving at the end of the year and wished her well for the future.

Date of next meeting

To be advised.

Dick Le Grice

Company Secretary Wyvern Community Transport

**EXTRACTS FROM THE MINUTES OF THE VIRTUAL WYVERN COMMUNITY TRANSPORT MEETING
HELD ON 10 DECEMBER 2021, PREPARED FOR CANVEY ISLAND TOWN COUNCIL**

Financial figures November 2021

DleG said that there was little of note, apart from it being a heavy month for vehicle running costs.

Transport Manager's report

It was agreed that WJ and PG and PG will conduct the interviews for a booking clerk and a replacement Transport Manager. TC will attend to answer questions. TC will forward applications/CVs to WJ and PG.

There are no outstanding issues to be dealt with on our fleet, although Bus 1 needs an MOT this week.

Our £10000 funding application from EALC's Community Initiatives Fund towards the cost of a replacement minibus has been successful.

It was agreed that we sell Bus 7 for £1000 but may delay this until a replacement is sourced

Tc said that WCT was shutting down for the week after Christmas as usual and we will therefore not need Bus 7. Bus 6 will take over journeys from Bus 7 temporarily.

Staff are still working from home but when we return to the office, the IT equipment will need to be reconfigured.

Date of next meeting

22 December 2021 at 10-00hrs.

Dick Le Grice

Wyvern Community Transport