**GREAT MASSINGHAM AREA COMMUNITY CAR SCHEME**

**The 2021 Annual General Meeting of Great Massingham Area Community Car Scheme was held in Great Massingham Village Hall on Wednesday 23rd June at 7.00pm. Covid-19 safety guidelines were strictly adhered to**.

The meeting was opened by Neil Steed welcoming the committee, guests and supporters.

1. **Present**: Neil Steed (Joint Chair), David Butterworth (Joint Chair), Sue Donnelly, Tony Dessent, John Horsfield (Treasurer), Bob Panrucker, Committee members:  
Barbara Nadel and Lee Goater (office administrators/trip coordinators).  
Chair of Great Massingham Parish Council, nine drivers, guests and supporters.

2. **Apologies** received from: Pete Smith, Karen Wadham, Hugh Rayner, Ann Bowen, Derek Wylde, Helena Aldiss, Bob Gale, Jackie Clayton, Graham Swallow, Maria Gaskell, Linda Swallow, Caroline Boyden, Sean Asplin (NCC County Hall), Mrs. Lindsey Tibble, David Semken was unable to attend.

3. **Approval of the minutes of the last AGM held on 19 May 2019.** Proposed by Bob Panrucker, all present agreed.

4**. Matters arising from the 2019 AGM** There were no matters arising. (Due to Covid there was no AGM in 2020)

5. **Election of Management Committee for 2021**Neil Steed, David Butterworth, Sue Donnelly, Tony Dessent, John Horsfield, Bob Panrucker are all happy to remain on the committee with Neil and David sharing the Chair. In addition, David Semken, previously co-opted to the committee, was confirmed with the en-bloc vote by those present.

6. **Financial report for the 12 months ending 31 March 2021.**John Horsfield presented a detailed summary of the income and expenditure for the last financial year (attached). These accounts had been audited in April 2021 but because of the Covid situation the previous year's accounts were not audited until October 2020.

A generous grant of £2000 had been received from North Norfolk District Council, a condition of which is that we hold a hardship fund for those passengers unable to afford the transport costs. The committee set the fund at £500 last year to be administered by the office team. This was not required last year but has already been useful this year.

Norfolk County Council has guaranteed funding for 3 years. Thanks were extended to the NCC for their ongoing support and to Sean Asplin for coordinating the grant.

A question was raised regarding DBS checks – updating is required every 3 years. A free update service exists, and applicants can register for this, which can then be administered online. There is an initial administration charge from NCC for the original check, which is not seen as a financial problem. The Scheme will pay the administration fee.

7. **Computer System Report**Bob Panrucker indicated that the system was working well. It includes a Covid triage system that the office staff can use for each request. Data security is in place with both on and off-site backup. He reported that the website is reviewed and revised as necessary. The Drivers handbook is now included on our website under “Reference”, along with other documents.

8. **Chairman's Report for year ending 31 March 2021**The chairman's written report was circulated to drivers prior to the meeting (see attached).

David Butterworth added his thanks to all Parish Councils for their contributions to the Scheme. He explained that Sean Asplin was unable attend this meeting, but the committee will continue to keep in touch with him.

David advised that passenger numbers had fallen dramatically with the first Covid restrictions in early 2020, but there are signs of a steady increase, as restrictions are lifted, and vaccinations rolled out. All drivers are expected to follow the Community Transport Association (CTA) guidance regarding Covid-19 and the Scheme has a risk assessment in place based on CTA protocol.

It is worth recording at this point that when the vaccination hub at Snettisham was due to open and vaccinate the first batch of residents over 80 years of age, our drivers were canvassed to volunteer to transport people to Snettisham and home again, with a brilliant response, covering all passengers who could not get to Snettisham. (The greatest round-trip distance with a married couple in their 80s was slightly less than 45 miles, on a route with no bus services whatsoever.)

There has been some interest and recruitment from new drivers, and it is hoped that more drivers will return as Covid rules are relaxed and vaccinations have been taken up. The committee may need to make decisions about transporting unvaccinated passengers.

On being questioned about the possible relocation of the office, DB indicated that this now looked unlikely. There was reassurance from the floor that the Scheme would not be left without an office if refurbishments were undertaken.

Finally, DB introduced Lee Goater, office administrator/trip coordinator, and welcomed him to the Scheme.

A vote of thanks was offered to the committee from the floor for managing the Scheme through the pandemic.

DB thanked all drivers for their sterling efforts.

9. **Presentation by Sean Asplin, Passenger Transport Manager, Norfolk County Council -** Unfortunately Mr Asplin could not attend the meeting.

10. **A.O.B**.  
There being no other business the meeting closed at 19.40.