



Churchill and Langford Minibus Society

Constitution and Rules

(amended, approved and adopted 22 November 2021 AGM)

Membership

Membership of the Society shall consist of nominated members as described hereafter together with members of the public who apply for membership

Aim and Object

To provide a community transport service for the residents of the parishes of Churchill & Langford, Burrington, Shipham, Banwell and Winscombe & Sandford

The primary role of the Minibus Society is to provide community transport for **all** the residents of all the parishes that it serves. As part of this role it will also ensure that the Society provides relief of the aged, socially isolated and disabled by provision of transport for its members and for such other charitable purposes (for example Churchill Music, Good Companions et al) as may be agreed by the Management Committee.

The Society will also provide the hospital car service for Churchill and Langford.

Trustees

As a registered charity, the Society is required to appoint trustees and disclose their details on the Charities Commission website. The Society shall have a minimum recommended number of five trustees. Trustees may or may not be officers and / or members of the management committee.

Officers and Management Committee

The Management Committee shall have a minimum of 8 members, including the following roles as officers:

Chair,
Vice-chair,
Treasurer,
Secretary (minutes and communications)
Bookings/ Scheduling officer; and
Maintenance / Training officer.

The period of office shall be three years from registration and members are eligible for re-election, except for the Chair and Vice- Chair, who may only be re-elected once and have a maximum of two periods in office.

Should an elected member resign or drop out, the Management Committee may nominate someone else in his or her place who will be subject to confirmation at the next annual general meeting.

The Management Committee and Trustees shall meet at least four times a year.

The Management Committee shall endeavour to keep the Churches and parish councils informed about the society's activities. This involvement may be by Management Committee members being appointed to represent each of the parish Churches / parish councils.

The Management Committee has the power to co-opt other members to cover specific roles and serve until the next annual general meeting.

Churches

St John the Baptist, Churchill

St Mary the Virgin, Langford

The Methodist Church, Churchill

Role of the Management Committee

The Management Committee on behalf of the Society are responsible for making all management decisions in respect of the finances, vehicle (provision of, maintenance, testing and passenger safety) insurance and services provision (scheduled and unscheduled). In discharging this responsibility, the Management Committee will ensure that the Society adheres fully to all existing legislation in respect to the Section 19 permit, licensing (vehicle and drivers) insurance and safety checks. It will also adhere to all financial rules governing the running of a Charity.

General Meetings

The Annual General Meeting will be held in November each year. Three weeks' notice will be given to members and nominating bodies. Public notices are to be displayed in suitable places. (i.e. Parish Council Notice Boards, Village Shops and surgery)

The Chair, at the written request of 10 members, shall call an Extraordinary General Meeting within one calendar month.

Quorum for meetings shall be four - with the chairman holding the casting vote.

Banking arrangements

The current accounts are currently with Lloyd's Bank, with any further monies invested with the Charity Official Investment Fund (COIF) or any other bank(s) approved by the management committee.

Independent review

The management committee shall appoint a suitable independent reviewer to review the annual accounts

Insurance.

The vehicle(s) shall be insured with an insurer (whose cover is compliant with the remit of a Section 19 permit) approved by the Management Committee. In addition, the committee will also ensure that the Society has public liability / indemnity insurance and that all Society activities are covered by appropriate insurance.

Authority for changing the rules.

Amendments to the rules and new rules in the name of the Management Committee shall be implemented subject to confirmation at the annual general meeting. Such amendments should not be such as to cause the Society to cease to be Charity at law.

Drivers and vehicle maintenance

Only authorised drivers will be permitted to drive the minibus. A register will be kept of drivers who are qualified to drive the bus. The Society will ensure that the names of such drivers have been notified to the insurance company and that all driver's licences are checked annually (and that all drivers provide written confirmation of all driving offences and health issues that might impact the Society Minibus insurance policy). All drivers must drive a minimum of once every 6 months

A log is to be kept recording all trips undertaken, including mileage and the total number of passengers carried. In addition, all the names of passengers (Society members) travelling in the minibus will be recorded.

A receipt is to be obtained from the garage for all fuel and oil purchased. The Management Committee will publish rules for members and arrange for maintenance of the vehicle. This includes annual MoT, 10 weekly safety checks and twice-yearly safety / weight test of the tail lift(s)

Authorisation and administration.

Authorised runs are regular runs scheduled, organised and approved by the Management Committee. The Management Committee may also authorise any extra runs along the scheduled routes together with specific runs approved by the Management Committee. An application should be made to the Booking Secretary at least a week in advance for unscheduled journeys and these will be referred to the Chair or Vice-Chair for approval.

Dissolution of the Society

Should the Society find that its membership is no longer viable to generate an income to run the minibus or that its finances fall to a level (between 6-9 months operating costs) which make the Society unviable then in the first instance the Society will open discussions with other local community transport / societies with a view to merging. Should this not be possible then the committee will with prior notice to its members begin the process of winding up the Society. The minibus will be sold / transferred to another Charity and any assets remaining to the Society, at its dissolution and after the satisfaction of all debts and liabilities, will be applied to charitable purposes only.

Changes to the constitution approved at the Churchill and Langford Minibus Society AGM, 22 November 2021