**West Oxfordshire Community Transport Limited**

**Minutes of the Annual General Meeting**

**Held on Tuesday 20th August, 2019 at 7.00pm in Madley Park Community Hall, Witney**

Present: Laura Price (Chair), Vivian Woodell (Director), Margaret Burden (Director/Secretary), Mike Alexander (Director) Andrew Lyon (Head of Operations), Ron Wood (Driver), Bill Seedhouse (Driver), Andrew Coles (Volunteer), Luci Ashbourne (Volunteer), David Miles (Volunteer), Natasha Whitmill (Volunteer). A further 43 members were present as per attached list.

**1. Welcome**

The Chair opened the meeting by welcoming everyone to the second WOCT AGM and then introduced members of the board – Vivian Woodell, Margaret Burden and Mike Alexander and the Head of Operations – Andrew Lyon. Laura noted that 43 members were present and confirmed that the meeting was quorate. She also thanked members on behalf of the Board for the good turnout.

Apologies received from: Jill Thorley, Rosemary Osmond, Kathryn Streeter, Keith Streeter, Howard Chirgwin.

**2.** **The Chair welcomed Robert Courts MP to speak**. He spoke about the importance of Community Transport initiatives like WOCT and detailed the All Party Parliamentary Group (APPG) on Community Transport which he has started up in the House of Commons. Robert praised WOCT for leading the way and said that the organisation was an inspiration to all other community bus operators. He then departed following thanks from everyone for his time and support.

**3. Appointment of 2 tellers**. David Heyes and David Miles were appointed as tellers.

**4. Approval of the Minutes of the Annual General Meeting** **held on 20 August 2018.**

Minutes of the Annual General Meeting held on 20 August 2018 were accepted as accurate and approved.

**5. Matters Arising.** There were no matters arising. Minutes approved unanimously.

**6. To approve the annual report and financial statements for the year ending 28 February 2019.** The annual report and financial statements were presented by Laura Price and Mike Alexander. On behalf of the Board the chair proposed acceptance of the Report and Accounts. Seconded by Andrew Coles and approved by the meeting.

A short talk from Andrew Lyon about the year in general included the increase in passengers, restoration of bus routes, a positive and steady growth in demand in Witney and the challenges – namely the 210 service. This was followed by a question from the floor which was responded to by Andrew Lyon:

* Are you considering any more routes? Not yet but always on the lookout for opportunities. We did look at route 11 but unfortunately the funding wasn’t available.

Mike Alexander then stepped up to talk about WOCT’s finances. He drew attention to page 10 and 11 of the report which highlighted the small deficit accrued over the year – mainly owing to increased maintenance costs which are currently coming in at £1k per month per route. Mike then took a question from the floor:

* Are you worried about WOCT’s finances? No, WOCT remains solvent and the future is bright. There might be some difficult decisions to make in the future over routes but we are looking at ways of increasing our fundraising.

Margaret Burden was up next to give on update on fundraising including continuing funds from Witney Town Council. She elaborated on where future money might come from including different grants, the District Council and also Section 106 money. Margaret asked members to keep their ears open in terms of future funding opportunities and/or willing volunteers – both of which are crucial to WOCT’s sustainability. She then took one question from the floor:

* What types of voluntary opportunities does WOCT have? A range including practical ones like cleaning our buses and also more admin type roles like the membership forms.

Judith Bainton, a member, extended her thanks to the Board for everything WOCT has done so far.

**7. Motion to set the maximum number of Directors until the next AGM**

Motion proposed by the Chair on behalf of the Board, seconded by Duncan Enright. Passed unanimously.

**8. Election of Directors**

The Chair introduced the ballot paper on which five names were put forward for election to the Board. Laura explained that there are five positions on the Board and that the two candidates with the most votes would become Directors for the next three years. The next two candidates would be elected for two years and the candidate with the least number of votes would be elected for a year. The votes were as follows:

3 years directorship: Laura Price and Margaret Burden

2 years directorship: Vivian Woodell and Mike Alexander

1 year directorship: Natasha Whitmill

**9. Motion to disapply the requirement for an audit for the financial year 2019/20**

The following motion was proposed by the Chair and seconded by Luci Ashborne.

In accordance with Clause 105 of the Society’s Rules, this meeting resolves to disapply the requirement for an audit for the period ended 28th February 2020.

Passed with no votes against.

**10. Talk by Linda Richards, WOCT passenger.** Linda gave an impassioned speech about how WOCT has changed her life and that the bus service is a lifeline for her and many other passengers – many of whom have become friends. She extended her heartfelt thanks to all the drivers who she said go above and beyond for their passengers. The audience responded with a warm round of applause directed to the drivers - there wasn’t a dry eye in the house!

**11. Closing talk by Duncan Enright, Mayor of Witney.** Duncan spoke about how proud he was of the development of WOCT and remembered the organisation in its infancy. He extended praise to Laura for driving it forward and thanked the Board for their ongoing contributions. Duncan talked about Witney Town Council’s strategic plan which aims to look at what people want in the town and then think about how the Town Council can organise the resources to run the initiatives – either by outsourcing or internally.

**12. Closing remarks.** The Chair thanked everyone for coming andshowing such positive support. She invited everyone to have a chat and a biscuit after the meeting which closed at 8.20pm.