

**WEST MIDLANDS SPECIAL NEEDS TRANSPORT LTD**

**RING AND RIDE WEDNESBURY**

**MINUTES OF THE DUDLEY DISTRICT ADVISORY GROUP  
MEETING**

Held at: Dudley Community Fire Station, Burton Road, Dudley

Date: Thursday 8<sup>th</sup> April 2010

Present:	Cllr. David Vickers	Councillor/Chair
	Cllr Doreen Ameson	Councillor/Vice Chair
	Carol Beckley	User
	Vera Trevis	User
	Ray Whitehouse	User
	Mary Barker	Polio Users
	Tina Boothroyd	User

In attendance:

Mike Rolinson	Depot Manager – Wednesbury
Cheryl Roberts	Admin Assistant – Wednesbury
Cindy Wakefield	Apprentice - Wednesbury

**1. INTRODUCTIONS**

Cllr. Vickers chaired the meeting. Everyone introduced themselves.

**2. APOLOGIES**

Kay Annis  
Bette Thompson  
Peter Maggs  
Peter Crump  
Margaret Crump  
Lillian Lloyd  
Des Rogers  
Duncan Ashley  
Martin Powell

Mike advised members that sadly Karen Pardoe has passed away.

### **3. CONFIRMATION OF PREVIOUS MINUTES**

The minutes from the District Advisory Group Meeting held at Dudley Fire Station on 10<sup>th</sup> December 2010 were accepted as a true record.

### **4. MATTERS ARISING**

- CB wanted to express her thanks to Martin for all his help.

### **5. DEPOT MANAGERS REPORT**

- MR advised trips had decreased by just over 15,000 trips.
- Registrations had increased by 114 over last year's figures.
- Cancellations are down by 1552.
- MR advised the Co-ordinators job title have now been changed to Supervisor. In the near future a Deputy Manager will be recruited and also an Administration Manager.

### **6. OPERATIONAL ISSUES**

- MR advised there had been a delivery of 18 new transits to Walsall.
- By March 2011 no buses will be above five years old.
- More school contracts have been achieved in Birmingham.
- As from 1<sup>st</sup> May the Driver/Non Driver of the year award starts.
- RW asked if there is a vehicle access group meeting to discuss vehicle design etc. MR replied there hasn't been a meeting for a while but there will be one shortly.

### **7. DEVELOPMENT ISSUES**

- MR advised members that we are looking at an Operations manual within the next 6-9 months.

### **8. ANY OTHER BUSINESS/GROUP MEMBERS ISSUES**

- TB stated there were people parking in the bus stop in Halesowen and people parking over dropped kerbs. Cllr. Ameson replied it is a police matter and not a Council traffic warden matter.

- TB invited everyone to her Birthday party being held on 04/09/10. MR has agreed to put transport on for anyone wanting to go.
- RW stated Dudley Council Plus are moving and does this mean we will lose our drop off in Castle Street? TB replied is it possible we will lose it but will be fighting to keep it.
- RW asked what procedure was in place for advanced booking forms. CR explained when an ABF is received it is date stamped then entered onto a database. It is then photocopied, one photocopy is sent to the passenger with a confirmation slip to advise them it has been received and another copy is held within the Administration office. The original form is then given to the Schedulers or Supervisors depending on whether it is a local or cross boundary trip.
- Cllr. Ameson advised members of a fun day being held at Pale Street, Upper Gornal on 10/07/10 starting at 12.00pm and finishing at 4.00pm.

#### **11. ITEMS FOR NEXT MEETING**

None

#### **12. DATE OF NEXT MEETING**

Thursday 19th August 2010