

Present:

FIRST NAME	SURNAME	ORGANISATION
Frank	Davis	Director
Peter	Farrell	Director
Erik	Jensen	Director
Geoff	Kitt	Chair
Simon	Macdonald	Director
Michael	Mackintosh	Director, co-opted
May	McKerrell of Hillhouse	Director
Janet	Saunders	Manager
Liz	Thompson	Director

1. Apologies:

FIRST NAME	SURNAME	ORGANISATION
Thelma	Boncey	Beattock SWI
Hazel	Crichton	Director
Calum	Graham	D&G Leisure & Sport

2. Welcome

The Chairman, Geoff Kitt, thank everyone for attending the meeting although it was a disappointing turnout.

3. Presentation of the Annual Report

The year began with continuing Covid disruption. All measurements of activity show the enormous impact of the pandemic.

- At 31st March 2022 the organisation had 113 group members (group memberships had all been extended to 31/5/22) and 232 individual members.
- The Travel Club operated a limited programme of day trips aimed at rebuilding confidence for members to start travelling again. These ran alongside the 2 registered routes which resumed in June 2021. A total of 42 trips were provided for 280 passengers.
- There were 237 minibus hires and 601 community car hires.
- ACTS volunteer drivers carried out 944 activities over 3,816 hours. ACTS does not employ any drivers and therefore all services are provided on a volunteer basis. There are now 33 volunteer drivers following efforts to recruit more volunteer drivers after numbers fell during Covid.
- Driver training was provided for 33 drivers, 5 of which were new volunteers.
- There are 2 Minibus Driver Awareness Scheme (MiDAS) trainers and one of those can also deliver D1 driver training

ACTS owes its success to the input of the volunteers and Geoff thanked them for their efforts.

There were no changes to the vehicle fleet over the year – ACTS has 4 16-seater minibuses and 4 community cars, one of which is all electric; 7 of the vehicles are wheelchair accessible. Minibuses are based at Moffat, Lockerbie and Annan, with cars at Langholm, Lockerbie and Annan.

ACTS continues to work with the Dumfries & Galloway Public Social Partnership (PSP) for Community Transport comprising the Council, the South West of Scotland Transport Partnership (SWESTRANS), the NHS and other community transport providers. ACTS delivers 2 transport schemes - one for hospital patients outwith the region and a second, to local hospitals in Dumfries, for those who do not meet the criteria for Scottish Ambulance Service transport. Passengers pay a fare equivalent to public transport costs and the PSP subsidises the remaining costs of journeys. The average age of these passengers is over 70.

In addition to charges, the following funding was used towards core running costs:-

- Ewe Hill 16 revenue funding £10,000.00
- Annandale & Nithsdale Community Benefit Company (ANCBC) revenue funding £8,000
- Dumfries & Galloway Health Board Endowment Fund £2,300 (Travel Club and volunteer recruitment)

Various Covid 19 financial support measures have been essential including Transport Scotland's decision to continue providing Bus Service Operator's Grant and concessionary fare reimbursement at 2019/20 levels. There was also continuing support from the HMRC Job Retention scheme until September 2021.

At 31st March 2022, ACTS employed 2 members of office staff to provide administrative services and carry out the day to day running of the organisation. A third, part time member of staff, the Vehicle Condition Assistant, cleans and checks the vehicles. The Vehicle Condition Assistant worked throughout the year whilst the Manager and Co-ordinator worked reduced hours as and when required to deal with the workload. The office is based in Lockerbie in the same building as the Dumfries & Galloway Handyvan Service. This location gives ACTS a prominent position on Lockerbie High Street.

Financial review

At the end of 2021-2022 the organisation is solvent, as indicated in the Accounts attached to this Report; the organisation has sufficient funding for the period 2022 - 2023 to meet ongoing costs. Funding is currently sourced on a year by year basis and this has an impact on the ability of ACTS to plan for the future. The Board remains committed to delivering transport services.

Reserves policy

The directors have identified the need to maintain a reserve sufficient to cover what would be required to implement an exit strategy. The general provision fund stands at £60,000 and the vehicle replacement & improvement fund is £32,970. Unrestricted reserves as at 31st March 2022 are in addition to these amounts.

Geoff thanked all the staff for their work throughout the year.

5. Presentation and approval of the Annual Accounts

Geoff Kitt presented the accounts for 2021 – 2022. The accounts are prepared by Carson & Trotter of Dumfries to comply with the requirements of Companies House and OSCR. The accounts show a comparison with 2020/21. There was a small loss, some attributable to an error made by the accountants relating to the capital release figure for 2020/21.

There was a reduction in Covid funding whilst activity income stayed at a good level. Salary costs were down due to the loss of a staff member. The depreciation figure is offset by the capital release of funding. The balance sheet shows debtors outstanding at the end of the year such as Bus Service Operators Grant, unpaid invoices, etc. The reserves include the general provision fund of £60k and the vehicle replacement fund of £32,970.

Considering the reduction in support, the outcome was not too bad. The hospital transport income from the PSP has been a huge boost to income. We await information on future funding for this transport. Graham Dunn, the Project Manager, has produced a report on sustainable funding which was sent to the Scottish Government, Dumfries & Galloway Council, the NHS, etc. There have been a series of knockbacks and it has not made the impact hoped for. It requires pressure at a national level to bring funding from all departments affected by transport to represent the outcomes delivered.

6. Election of Directors 2022 / 2023

Current Directors: -

Hazel Crichton – Sandra Robson

Frank Davis - Annan Academy

Erik Jensen – Tackling Poverty & Inequality

Simon Macdonald – Gillian Richardson

Geoff Kitt - co-opted

Nomination

Michael Mackintosh – Eaglesfield Primary School

Nominations for Re-election

May McKerrell of Hillhouse – Lochmaben Community Council

Peter Farrell - Moffat Town Hall Redevelopment Group

Liz Thompson – Ecclefechan Day Centre

The members at the meeting approved the re-election of nominees and election of Michael Mackintosh.

7. Appointment of Honorary Treasurer and Accountants

The meeting approved the appointments of: -

Honorary Treasurer – Geoff Kitt

Accountants – Carson & Trotter

8 Date of next Annual General Meeting

Mid October 2022, exact date to be confirmed, there will be a push to encourage more members to attend.

Signed..... (Chairman)

Date