



# BIG Warsop Finance Agreement

<b>1. Project Title</b>	Community Mini Bus	
<b>2. BigWarsop Finance Agreement with</b>	Contact Name: Tim Gibbon	
	Organisation: Meden School	
	Address: Burns Lane, Warsop	
	County: Notts	Postcode: NG21 9RY
	Tel: 01623843517	Mobile: 07989181139
	Fax:	Email: tgibbon@medenschool.co.uk
<b>3. Appropriate Use Criteria</b>	<ul style="list-style-type: none"> <li>The bus is only for target groups (see section 6) use; the bus <b>MUST NOT</b> be used for personal use or general social outings; for example parties, stag nights, etc.</li> <li>No alcohol, food or drink consumption allowed on the bus at anytime</li> <li>No smoking traditional or e-cigarettes on board at anytime</li> <li>Users must keep the bus clean and tidy, where this is not adhered to their future use will be barred and additional reasonable costs levied to the group to make good</li> <li>New drivers must undergo a basic induction led by school representative and hold a current Standard B1 category on their licence</li> <li>All bookings must be made at least 48 hours in advance</li> <li>All drivers must perform mandatory safety checks on every use of the vehicle and completed checklist kept by the school</li> <li>The bus will be "Checked over" on its return by our staff member and any defects or reported faults, communicated back which could result in additional charges to the hirer</li> <li>Whilst there will be no charge to approved community groups outlined earlier for use of the bus, a standard mileage rate for fuel will be charged at the prevailing HMRC rate, currently £0.45 per mile. This must be paid in full on return to the school. In addition for one-off uses there will be a £50 returnable bond to contribute to any damage.</li> <li>The bus/keys can be collected from the school 9am and 3pm. A key will be provided to enable the bus to be returned to the secure car park at school out of normal school hours.</li> <li>Bus users will need to confirm they are happy for their bus use to be made public via the online schedule and in the communications stories told.</li> <li>Only necessary personal data for the booking will be held, e.g. name, group, address and telephone number, this information will not be shared via the publically facing schedule.</li> </ul>	
<b>4. General Outcomes &amp; Conditions</b>	<ul style="list-style-type: none"> <li>Community Minibus will fully logo'd with Big Warsop, National lottery and Meden School</li> <li>Use conditions and costs to be reviewed on an annual basis by representatives from Big Warop, Meden school and the transport manager</li> <li>Finances relating to the bus to be booked against its own project or ledger code in the school finances, so the finances are transparent and auditable</li> <li>Any faults or safety concerns will be rectified immediately either by the staff</li> </ul>	



	<p>member or approved garage</p> <ul style="list-style-type: none"> <li>• Meden will not block book the bus without clear confirmed purpose</li> <li>• Meden school will securely store in existing garage</li> <li>• Meden school will keep the bus clean, legal, safe, operational and available for duration of the agreement, with maximum of 1 month off the road allowed per annum</li> <li>• Meden school will insure the vehicle for their own and the community use on a fully comprehensive basis</li> <li>• Meden school will provide induction for new drivers<sup>1</sup> during term time only</li> </ul>												
<b>5. Performance Outcomes</b>	<ul style="list-style-type: none"> <li>• Meden school will make the schedule available on the internet for community groups to view the availability 365 days per annum</li> <li>• Meden school will provide a booking process that is available 9am – 3pm Monday to Friday., Except bank holidays, weekends, summer and Christmas school holidays; for summer and Christmas bookings ideally a months' notice should be provided.</li> <li>• Bus will be available for use 365 days per annum, notwithstanding servicing repairs and agreed downtime.</li> <li>• Write up testimonials for the schools own use and provide to BigWarsop.</li> <li>• As part of the booking process confirm users will provide a testimonial for their use and contact details passed to BigWarsop communications lead.</li> <li>• Attend regular review performance sessions with BigWarsop, including passed and planned use schedule, stories passed through to the comms team, any issues or amendments.</li> <li>• Meden to be involved activity and communications around the community bus to help stimulate use</li> </ul>												
<b>6. Target Groups</b>	<ul style="list-style-type: none"> <li>• Local constituted groups, charities or social enterprises; e.g. Age Concern, Scouts, Meden Vale Charity Shop, Friends of Warsop Youth Club, etc.</li> <li>• Local nursing home; e.g. Sycamores, Poplars</li> <li>• All Schools in the Parish + Cuckney school</li> <li>• Other training organisations or courses for learners from the Parish</li> </ul>												
<b>7. Funding provision from Big Warsop</b>	<table> <tr> <td>Year one 2016</td><td></td></tr> <tr> <td>Minibus</td><td>£30170</td></tr> <tr> <td>Annual Operating Cost</td><td>£2000</td></tr> <tr> <td>Signage for the minibus</td><td>£1000</td></tr> <tr> <td>Insurance contingency cost</td><td>£1000</td></tr> <tr> <td><b>TOTAL COSTS</b></td><td><b>£34, 170</b></td></tr> </table> <p>Opex during the first year and years 2- 5 will be drawn down on a quarterly basis, based on the calendar year.</p> <p>On-going costs Years 2 – 5 £2,000</p>	Year one 2016		Minibus	£30170	Annual Operating Cost	£2000	Signage for the minibus	£1000	Insurance contingency cost	£1000	<b>TOTAL COSTS</b>	<b>£34, 170</b>
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<sup>1</sup> For the purpose of this agreement a maximum of 10 per annum is included

<b>8. Termination due to default on the agreement</b>	<p>The performance of the agreement will be reviewed monthly for the first<sup>2</sup> 6 months and then will lapse to a quarterly review cycle. The first 6 months would be exempt from termination due to default on the agreement.</p> <p>Should the performance outcomes within this agreement not be delivered for two consecutive quarters this will trigger termination for default on the agreement.</p> <p>The performance on the outcomes will be reviewed at the quarterly review sessions which will provide Meden school reasonable opportunity to discuss the underperformance and indeed ask for further support or assistance.</p> <p>Termination notice and costs shown are shown later in this agreement.</p>
<b>9. Residual Value</b>	<p>The bus will be written off over 5 years of the agreement, with the asset depreciating 20% per annum.</p> <p>Year 1 £30,170.00  Year 2 £24,136.00  Year 3 £18,102.00  Year 4 £12,068.00  Year 5 £6,034.00</p>
<b>10. Termination</b>	<p>Termination of the agreement can be triggered by either party, minimum of 3 month notice to terminate the agreement in writing.</p> <p>On termination of the agreement Meden School will pay BigWarsop the residual value of the asset as at the beginning of the current fiscal year.</p> <p>All planned future revenue to support the scheme under this agreement would cease on termination of the agreement outlined in section 8.</p>
<b>Meden School</b>	<b>I accept the Terms and Conditions of this Finance Agreement.</b>
<b>Meden Signature:</b>	
<b>Name and Title:</b>	Janet Brashaw, HEAD
<b>On behalf of: (name of organisation)</b>	MEDEN SCHOOL, BURNS LANE, WARSOP, NOTS.
<b>Date:</b>	26/1/2016
<b>BigWarsop signature:</b>	
<b>Name:</b>	MICHAEL SMITH.
<b>Date:</b>	03 FEBRUARY 2016.

<sup>2</sup> Triggered by bus being available for use