



Wolverhampton Advanced Motorists

Registered Charity 1053330

Committee Meeting Minutes

Date: 11th February 2020

Location: Friends Meeting Hse
Summerfield Road
Wolverhampton
WV1 4PR

Time: 19:45

Present	Paul Williamson (Chair) Geoff Davis (Treasurer) Graham Foulkes	Tony Robson (Secretary) Roy Richards	Jonathan Hughes Terence Arthur
Apologies	David Gallagher	Richard Dodd	Nigel Packer
Guests			

1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
PW/JH	4.2.2020	Amendment to be made to the Associate Presentation Part II (3.2)	Closed
PW	28.2.2020	Order to be placed for RFID Blocker Card (4.1)	Open
JH	12.2.2020	Request for Terence Arthur to be allowed to make up three attending the Spring Region 4 Forum in May 2020 (4.2)	Closed
GD/PW	28.2.2020	Contact to be made with the administrators of the local Citizens Fund regarding monies to support safer driving in the area (4.3)	Open
GD	28.2.2020	Registration for Gift Aid is to be concluded (5.1)	Open
PW	4.2.2020	A taster drive is to be arranged with Robert Pucknell (7.0)	Open
JH/RR	18.2.2020	Replacement Identification Tags are to be generated for all Group Staff Members (7.1)	Active
JH/RR	18.2.2020	Role Play Challenges to be generated for the forthcoming Observer Evening. (7.2)	Open
JH	3.3.2020	Emendations and improvements to the functionality of the Group Newsletter to be investigated (10.1)	Active
JH/PW	3.3.2020	Group Evening Presenters are to be contacted to establish dates and availability. (12.1)	Active
JH/PW	7.4.2020	Visit to Classic Car Collection at Jaguar Land Rover to be arranged (12.2)	Active
JH/PW	3.3.2020	Members Day at Brindley Volvo to be arranged (12.3)	Open
JH	3.3.2020	Paul Derby to be invited back as a Speaker to the Group (12.4)	Active
PW/NP	3.3.2020	Group Show Kit to be fully listed and bought up to usable standard for 2020 use. (12.5)	Open
JH	3.3.2020	New Posters to be generated following the formats being generated by IAM RoadSmart (12.6)	Active
DG	3.3.2020	Presence at Halfpenny Green Wings and Wheels Event to be confirmed. (12.7)	Active
JH	3.3.2020	Application to be completed for a stand at the British Mini Show at Himley Hall on 10 th May 2020	Active
PW/DG	3.3.2020	Clarification to be established regarding the Alcohol Units Calculator web-site. (14.0)	Open

Paul commenced by thanking all Attendees and noting the Apologies. The Minutes of the Meeting of 7th January 2020 were proposed as accurate by Roy Richards and seconded by Tony Robson.

2 Matters Arising from Previous Minutes (Not falling into a specific Section)

There was no business raised falling into this section.

3 Group Chairman's Report

The Committee were reminded that meetings in April, July and October 2020 would be held at St Bartholomew's and that this location was available at other times should this be required.

3.2

Feedback has been received from IAM RoadSmart regarding the content of our Associate Training Presentation Part II with a request that we remove Slide 14 from that Presentation. This detail has been passed to and now actioned by Jonathan Hughes. Confirmation of this action has been sent to Robbie Downing.

4 Group Secretary's Report

The Group Scorecard has been received, the principal detail for January 2020 is as follows:

New Joiners			Associates		
	Group	National Average			
Last Month	0	2.8	Training in Progress		15
Same period last year	1	1.9	Last 12 months average days from enrolment to test ready		117
<i>Based on allocation date to group in DTE</i>			<i>Associates with a course linked to the group - shown under OS Test readylists in DTE</i>		
Enrolments			Test Statistics		
	Group	National Average		Last Month	National Average
Enrolled Last Month	0	2.6	First and Pass	1	1.1
Time to enrolment (Days)	0	18.4	Fail	0	0.1
Waiting enrolment	0	3.3	<i>Based on results submitted date and if course associated to group</i>		
<i>Based on enrolment date in DTE. Enrolment is the process by which a group acknowledges allocation of an associate via DTE, and which triggers payment to the group</i>					

Details continue to reflect well on Wolverhampton Group.

(From Committee Minutes May 2019): Following discussions with other Groups at the IAM RoadSmart Regional Spring Forum held on 13th April 2019. (full report within News Section of Wolverhampton Group Web-site), it was agreed that we would endeavour to attract interest in the Group by offering a £10 cash reward for any driver who was interested and willing to undertake a "Taster/Assessment" Drive. There would be a particular focus in this on Younger Drivers and as such the initiative is to be managed by David Gallagher, promoted in part through the Group Facebook and Twitter presence.

The Group continues to promote Taster/Assessment Drives through the use of the £10 Voucher initiative.

4.1

Following the final agreement of the artwork for the RFID card and an updated quotation from Shenzen Zhonghui it was agreed that we should now move forward with the placing of an order. It was agreed that Paul Williamson would action this.

The matter of nCoronavirus, (NCP), was raised in respect of the possible risk to Group Members. Following discussion, it was clearly understood that the risk of cross contamination through delivery of the cards from China would be extremely small and as such could be ignored.

4.2

Via Inform we have received notification of the IAM RoadSmart Region 4 Spring Forum which is scheduled for 2nd May 2020. Terence Arthur indicated that he would be interested in attending and following discussion it was agreed that we would request that three people be allowed to attend from WAM on this occasion, being Roy Richards, Terence Arthur and Jonathan Hughes. Jonathan Hughes agreed he would write to Robbie Downing, (Region 4 ASDM).

4.3

Jonathan Hughes met with the West Midlands Police and Crime Commissioner, David Jamieson on 20th January 2020. The meeting was undertaken following the November 30th 2019 Region 4 Forum where two Groups advised that they had been able to secure funding direct from their local PCC for driving safety development.

David is a Member of IAM RoadSmart so understands the charitable intentions and objectives of the various Groups within the area. It was made clear that the office of the PCC had no direct available funding as the primary focus within the West Midlands was on reducing the levels of violent crime. We were directed in this to the following web site:

Reference: <https://www.westmidlands-pcc.gov.uk/active-citizens-fund/>

The Active Citizens Fund totals more than £400,000. The money, which has all been seized from criminals under the Proceeds of Crime Act, is set aside each year by the Police and Crime Commissioner and made available for communities to bid for.

The main criteria is that the project should encourage people to improve their area and help make it a safer place to live and work. The PCC distributes the money amongst local policing teams in the West Midlands. It is local police who recommends whether a project should be funded.

Policing teams have adopted slightly different processes for awarding Active Citizen Fund money. It is essential that your first step is to contact your local police officers prior to completing an application form. They will advise you on the process. They may also provide you with an application form, guide you through it and assess whether you are likely to be successful. If your bid is successful at this initial stage, you will be contacted by the Police and Crime Commissioner's office and asked sign and return a Grant Conditions Form. You will also need to provide a copy of your group's/organisation's bank statement. **Please note that this does not mean that you have secured a grant at this stage. The final decision lies with the Chief Executive of the OPCC**

Please note that all successful projects are monitored. Applicants will be required to provide regular 'Impact Assessment' reports and details of financial expenditure, including copies of all invoices and receipts throughout the life of the project.

Please note that all bids for 2019/20 need to show how they will reduce youth crime and/or knife crime.

Active Citizens Funding Criteria:

- Groups and organisations must be properly constituted and have a separate bank account with at least two signatories in to which we can pay the funds. If there is not dedicated group/organisation bank account, an umbrella organisation may take responsibility for the financial transactions.
- A group does not need to be based in the community where the project is run, but the project must be of direct benefit to the residents / priorities of that area.
- We do not fund individual requests for funding or sponsorship, for example sponsored walks.
- You may include revenue items where this is essential to the running of a time limited project. We cannot support a bid to cover the cost of a salary.
- We do not require match funding but will look favourably on projects which contribute additional funds.
- We cannot fund the purchase of assets that will provide long term benefits to a private company or individual rather than to the community.
- Safeguarding: If the project involves children or vulnerable adults, the organisation must have sufficient safeguarding procedures in place. The safeguarding measures should be proportionate to the risk involved. This requirement should be discussed with the Partnership Team at the NPU, who will be able to provide more advice.
- Funding will not be provided for an organisation or project to make payments to itself for the hire of accommodation or facilities
- Funding cannot be used to make payments to members of the committee of the organisation/group unless this is essential to the success of the project and pre-agreed by West Midlands Police partnership team.

Please refer to your local area to check for any additional criteria.

The Funding Process:

1. It is essential that your first step will be to make contact with your local neighbourhood partnership team prior to completing an application form. Your local team will advise you further about the local process and local priorities. They will also guide you through the application process, provide some advice on whether your application is likely to be successful, and where appropriate, will give you an application form.
2. Once you have spoken to your local team and completed an application form, your bid should be submitted to your NPU.
3. If your bid is successful at the first stage and subsequently passed on, the OPCC, will ask you to sign and return a Grant Conditions form and provide a copy of your group's / organisation's bank statement. Only once these documents have been returned will the bid be considered by the Chief Executive for authorisation.

Following discussion, it was agreed that we should look into the options provided.

Both David Jamieson and his aide Andy Yates requested that they be put on the Group Mailing List.

5 Group Treasurers' Report

Current account(s) status as of end of December 2019, is as below:

Group Accounts Statement

Lloyds Treasurers Account:	£3,138.47	Payments To:
Lloyds Social Account:	£97.03	None
Group Balance Total:	£3,235.50	

Payments Made in Month (0):
(Included in above balances)

Scheduled Payments (0):
(Not included in the above balances):

The Group Accounts remain in good order.

The above Treasurers Account reflects income of two Group Membership payments, one of £9.00 and one of £12.00

5.1

Further to discussions and agreement in July 2019 Wolverhampton Advanced Motorists are continuing the process of registering for Gift Aid such that Group Member Subscriptions are effectively increased for the Group without need to increase the Subscription Charge to the Member.

Reference: [//gov.uk/claim-gift-aid/gift-aid-declarations](https://gov.uk/claim-gift-aid/gift-aid-declarations)

Geoff Davis has reviewed the requirements for registering for Gift Aid with HMRC and has found that to register the Group for Gift Aid the following will be required:

- Group Bank Account(s) details
- Group Accounts for the last three years
- Group Officer details including, Officer Name; Address; Officer Employer Name and Address; Date of Birth and National Insurance Number
- Group Charity Registration Number
- Group Charitable Objectives
- Group Governing Documents
- The identification of two or more people who will be legally accountable for the running of the Group

It is clear that this is not going to be an easy pathway however there are no details that are not readily available and as such appropriate submissions are now in process.

In this matter the Subscribing Member needs to positively confirm that they are happy with such application being made on their behalf albeit that there will be no interaction between themselves and HMRC. In this the following details the way in which such confirmations can be made:

Reference: [//gov.uk/government/publications/charities-detailed-guidance-notes/chapter-3-gift-aid](https://gov.uk/government/publications/charities-detailed-guidance-notes/chapter-3-gift-aid)

A Gift Aid declaration must:

- State the donor's full name and home address. (Linking to Membership Number is adequate in this matter)
- Name the Charity
- Identify the gift or gifts to which the declaration relates (for example, a particular donation or all donations)
- Confirm that the identified gift or gifts are to be treated as Gift Aid donations

In order for a Gift Aid declaration to be valid, the charity must give and be able to demonstrate it has given an adequate explanation to the donor of the personal tax implications associated with making the Gift Aid donation including the responsibility to pay any difference. This explanation can be included on a Gift Aid declaration but can also be made separately.

When read now in conjunction with details within October 2019 Committee Minutes and Section 9.3 of these Minutes it was discussed and agreed that as it is now possible for us to adopt the directions given by IAM RoadSmart and engage with new and existing Group Members without the need for forms to be completed beyond that detail already available on DTE.

6 Group GDPR Compliance Officers Report

Group GDPR compliance remains intact with no notifiable issues raised through the course of January 2020.

7 Group Chief Observer Report

- Paul Swan took his ADT on 11th February 2020 and passed with a F1rst
- The next Group Observers Meeting is scheduled to take place on 18th February 2020
- Terence Arthur has his Commercial Vehicle ADT scheduled for 22nd February 2020
- A Taster Drive is still to be arranged by Paul Williamson with Robert Pucknell
- Roy Richards has been contacted by Kurt Dreslin requesting a pre-test drive prior to his Fellows retake
- A pre-test drive has been arranged by Roy Richards with Steven Read for 13th February 2020
- David Smith is now registered with IMI to become a Local Observer. He continues being mentored in this by Peter Spillan; his training in this is progressing well
- Both Geoff Davis and Graham Foulkes are planning to re-take their ADT

7.1

Following discussion, it was agreed that Staff Identity Tags should be updated for everyone and that they should all be dated to be valid for one year from February 2020, (the first Observers Meeting of the year). This to make maintenance of the details easier.

7.2

Following discussion, it was agreed that the format of the forthcoming February 2020 Observer Evening would be changed to reflect a more interactive approach with the Observers engaging in role-play per the National Observer qualification process. Roy Richards and Jonathan Hughes agreed to generate a number of scenarios for such role-play discussion.

7.3

The uptake of Fellowships at Group level was discussed and it was considered that this was a point for discussion at the forthcoming Observer Evening. The recommendation was made that if a new Member did not take up Fellowship at the time of their ADT that this be followed up again near to the anniversary of their passing their test when discussions could be undertaken on the basis of Skill-fade.

7.4

Group National and Local Observer Status

Contact ID	Observer Name	IMI Local Assessor Car	Last Completed Course	Last Completed Date	Next Assessment Date	Membership Status
00488608	Jonathan Hughes	Yes	Internal NO LOA Observation QA Car	11/10/2017	11/10/2020	Current
00242290	Roy Richards	Yes	Internal NO LOA Observation QA Car	25/01/2018	25/01/2021	Current
00308212	Alan Bates		IMI National Observer Programme Car	25/01/2018	25/01/2023	Current
00519628	David Gallagher		IMI National Observer Programme Car	10/03/2019	10/03/2024	Current
00535728	Roger Denley		IMI National Observer Programme Car	29/05/2019	29/05/2024	Current
00075090	Peter Spillan		IMI National Observer Programme Car	31/07/2019	31/07/2024	Current

7.5

Wolverhampton Advanced Drivers – Current Marketing Stock

Item	Stock Held	To Be Issued	Balance Left
General Items			
Group Bags	3	1	2
ID Tags Red	5	0	5
Clip on Type Tags	10	0	10
Blue Lanyards	30	0	30
Polo Shirts			
XXL	1	0	1
XL	2	1	1
L	3	0	3
M	3	0	3
S	1	0	1
10S (Ladies)	1	0	1
Documents			
Roadcraft (2013)	4	1	3
Observer Handbook	5	2	3
Chris Gilbert DVD	4	2	2
Run-sheet Pads	3	0	3

8 Group Associate Controller's Report

The next Associate Evening, (Part I), is scheduled to be held on 17th March 2020.

8.1

Following feedback from a number of Observers concern was expressed that contact with Associates was often difficult and that appointments were not necessarily being kept. It was agreed that this was an issue and that the matter should be discussed at the forthcoming Observers Meeting on 18th February 2020.

It was felt that the message needed to be politely passed on to Associates that all Observers were volunteer's and as such deserved appropriate consideration.

8.2

The following shows the current Associate Member Status at 11th February 2020. In order to align the detail with that held on IAM RoadSmart DTE database we continue to show Inactive Associates who are still registered on DTE alongside Active Associates.

Group Associate Status

Associate Name	Observer Name	Evening Part 1	Evening Part 2	Run Count	Months Count	Status
Anna Gregory	Roger Denley			0	3	
David Scarrott	Paul Williamson	xx	xx	12	19	→
Giles Evans	Tony Robson	x		6	5	
James Cardus	Peter Spillan		x	6	8	↑
Jason Vassell	Chris Smith	x	x	6	4	
Katie Trusselle	Graham Trusselle		x	3	10	→
Kyle Bradshaw	Nigel Packer			0	4	
Martyn Smith	Alan Bates		x	3	3	
Ravi Kumar Suman	Barry Sadler			0	2	
Simon Ward	David Smith	x		3	5	↑
Stephen Read	Mike Leadbeater		x	2	3	
Steve Mintchev	Roger Denley			3	3	
Chris Smallman		x	x			
Dalbeer Gill		x	x			
William Young						
Pam Dawson		x				
Sheila Barnfather		x	x			

Active
On Hold
Inactive

Test Ready
Near Test Standard
Approaching Ready
Needs Development

Next Associates Evening Part I 17th March 2020

8.3

There are five Associates who are, for various reasons at this time, inactive. It was suggested following discussion that we place a note against the DTE entry for these persons that they were inactive. It was found that this was not possible within the current DTE structure.

As there is to be a new format Membership Management Database enabled within 2020 pressing IAM RoadSmart for this facility was seen as being inappropriate and such the details were left as current.

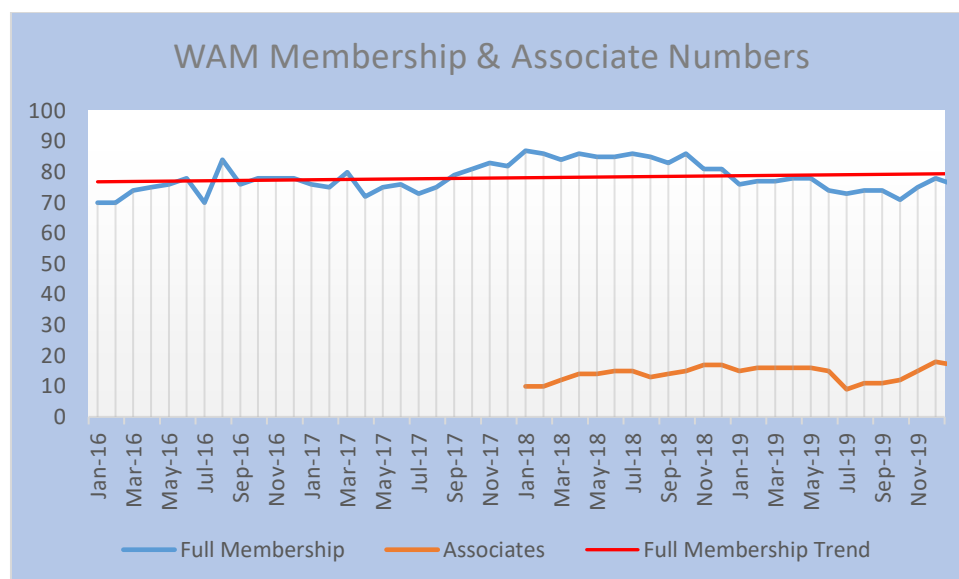
9 Group Membership Secretary's Report

Current position of the Group is:

- 59 Full Members (Of which 3 showing as Expired Members of IAM RoadSmart)
- Of the Expired IAM RoadSmart Members one is an On-hold Associate
- Of the Expired IAM RoadSmart Members two are December 2019 renewal
- 17 Associate Members (Two of whom are Inactive and three of which are On-Hold)
76 Total Group Membership (National Average is 188.4 Members/Group)

- 14 of the Full Members are Fellows
- 3 of the Full Members are Masters (All of which are "With Distinction")
- 5 of the Group Members are Social Members (Of these two are Group Members only)

- 14 of the Group Members are Observers
- 6 of the 14 are National Observers (Two of which are LOA's)
- 7 of the 14 are Local Observers
- 1 of the 14 is being mentored to become a Local Observer
- 9 of the 14 are Fellows



9.1

Concern was expressed regarding the membership levels of the Group which have remained below 100 for a considerable time. (It being felt by IAM RoadSmart that any Group falling below 100 Members was likely to be less likely to support itself). As can be seen from the detail in the graph above the trend is up but only very slightly. Increasing Group numbers is a matter that needs to be addressed as was made clear at the recent Spring Forum held in April in Worcester.

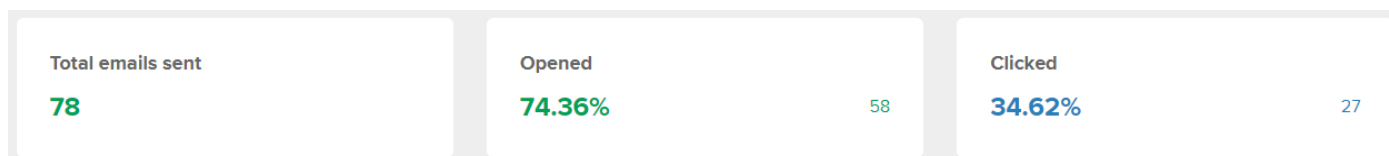
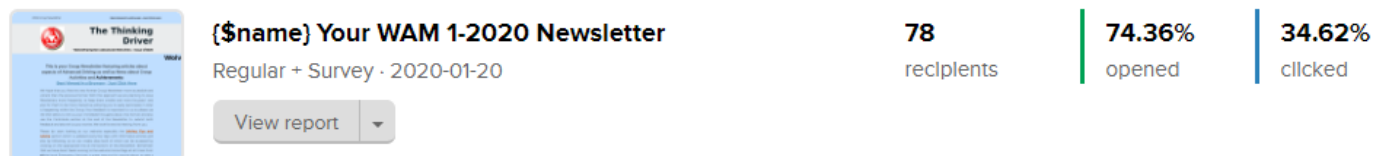
In this matter action is being taken with the £10 Assessment Drive Voucher Initiative and also the ongoing support for Younger Drivers who may be finding the IAM RoadSmart Membership fee too much for them to pay. (See Section 4.0 of these Minutes).

9.2

It was suggested that we should make e-mail contact with local IAM RoadSmart Members who are not currently affiliated with a Group and “encourage” Group Association. (This carried forward from previous Minutes).

10 Group Newsletter Editors’ Report

The first Group Newsletter of 1/2020 was issued with the following basic details:



These details reflect the “norm” for the Group in that we get around sixty of the seventy Group Members opening their e-mails. Paul Williamson has been provided with the details of the regular “e-mail phobic” Members and will liaise with them to establish whether they can be assisted in accessing the details now being distributed electronically.

10.1

With near-future Newsletters being issued in electronic format using MailerLite it was discussed and agreed that consideration should be given to the following:

- A print friendly version of the Newsletter to be accessible from the electronic version
- That the colouring and presentation should be different to the current format used by the Group
- That the format should at all times be flexible to allow for changes to be made if necessary

11 Group Web Administrators Report

Jonathan Hughes reported a drop in web-site activity in January with Facebook engagement also much lower than recent months. (Full details shown in Appendix 1 and 2 of these Minutes).

Web-site detail summary:

Visitors through the month:	2837 Visitors	(↓2% against previous month)
Pages Viewed through the month:	9,124 Pages	(↑1% against previous month)
Hits through the month:	70,184 Hits	(↓4% against previous month)
Bandwidth through the month:	1.29Gb	(↓49% against previous month)

11.1

Facebook activity remains pretty evenly distributed between Male and Female. (Full details shown in Appendix 1 of these Minutes).

12 Group Publicity and Events Co-ordinator's Report

The following events are currently scheduled:

- 11th March 2020 – David Jamieson
- 8th April 2020 – Robbie Downing and Shaun Cronin ASDM Meeting at Friends Meeting House
- 10th May 2020 – Mini Show at Himley Hall
- 13th May 2020 – Group Annual General Meeting
- 12th June 2020 – Trevor Poxon MBE to discuss the changing face of Advanced Driving
- 10th June 2020 – Speaker Needed
- 15th July 2020 – Speaker Needed
- 12th August 2020 – Speaker Needed
- 15th and 16th August 2020 – Wings and Wheels Event at Halfpenny Green Airport
- 6th September 2020 – Classic Car Show at Himley Hall
- 16th September 2020 – Richard Gladman and Kate Tonge from IAM RoadSmart
- 14th October 2020 – Mark Weaver
- 12th November 2020 – Speaker Needed

12.1

It was discussed and agreed that the following people should be invited to the Group during 2020:

- Group Examiners, no earlier than October 2020
- West Midlands Police Collision Investigation Unit
- West Midlands Police Dog Handling Unit
- National Express

12.2

An opportunity has been provided for a Group visit to the Classic Car Restoration Facility at the Jaguar Land Rover Plant in Coventry. A preferential price of £20/pp has been agreed provided that the visit takes place on a Friday afternoon and is scheduled at least four weeks ahead of the date of the visit.

It was discussed and agreed that this should be scheduled for some time around May 2020. In this Jonathan Hughes has contacted Jaguar Land-rover for suitable dates.

12.3

Following discussion, between Jonathan Hughes and Stephen Fletcher of Brindley Volvo in Wolverhampton it has been agreed that Brindley Volvo would be willing to support the Group with an "Electric Vehicle Day". The format and arrangements yet to be made but this would dovetail nicely with the expansion of the understanding of electric vehicles by the Group Observers.

Paul Williamson has agreed to take the lead in this matter and meet with Stephen Fletcher to discuss the options available and facilities that would be available to us.

12.4

(This detail added after the Committee Meeting) Paul Derby's presentation to the Group on 12th February 2020 was seen as being very interesting by those who attended the evening and as such it was discussed and agreed that Paul should be invited to speak to the Group again in the near future. Jonathan Hughes has contacted him with a view to having him attend in November 2020. It was seen as being important that the Group Observers attend this meeting is possible.

12.5

At the Himley Classic Car Show it was identified that there were some missing or damaged components in the Group "Show Kit". It was agreed that in the first instance we should inventory the kit as held and repair or replace items as required for activity through 2020.

12.6

Jonathan Hughes has been in contact with Kate Tonge at IAM RoadSmart requesting details of the web-site location of the "poster formats" shown by Solihull Group at the November Region 4 Meeting held in Worcester; these were seen as potentially being useful in the general promotion of the Group through 2020.

The posters are still being formatted by IAM RoadSmart but should be available by mid-February 2020.

12.7

The following had been received from David Gallagher by e-mail:

Half-Penny Green airfield is hosting another Wings and Wheels event, similar to the one we attended a couple of years back. I'm in discussions with them to see if we can secure the same pitch as we had before. The 15th and 16th August are the dates.

12.8

Jonathan Hughes has submitted an application to The British Mini Club for a stand at the Himley Hall Mini Show on 10th May 2020.

12.9

The Group continues to need a person to take on the role of Events Manager.

13 Group Young Driver Ambassador Report.

David Gallagher was unable to attend the meeting but did submit the following for consideration; in this please also see Sections 12.7 and 14

I received some statistics from the Forensic Collision Investigator Mark Weaver who presented at our January 2020 Group Meeting. I'm using them for my school visits but there's one I thought worth sharing being that 80%+ of the KSI's, (killed and seriously injured), persons in the West Midland Region are caused at junctions and involve inappropriate speed. I didn't know this was so high! Perhaps we could use this in our work to save lives locally somehow?

This was discussed and agreed to be useful information; Mark Weaver is currently scheduled to be visiting the Group to give a second presentation on 14th October 2020.

14 A.O.B.

Apologies had been received from David Gallagher regarding his inability to attend this Group Committee Meeting. He was however able to submit his thoughts and considerations which have been included as appropriate within the body of these Minutes.

One point made was as follows:

Could I get some clarification on Wolverhampton Advanced Motorist position regarding education around the "Fatal 4", (Driving under the influence; Inappropriate speed; Mobile phone use and Not wearing a seatbelt). I was left quite confused after the recent emails concerning the "Alcohol Units Calculator" as Group views didn't seem to match with those of IAM RoadSmart. I've spoken to a number of people involved and they suggested getting some clarification as there seems to be a misunderstanding.

Following some discussion, the Committee was unable to clarify the issue at question here. During the course of January, the Committee had considered the option to link with the Alcohol Abuse Web-site but decided that it was not clearly compatible with Advanced Driving and as such we had determined that a link to our own web-site was inappropriate.

It was agreed that there is clearly some misunderstanding here and as such Paul Williamson agreed that he would contact David Gallagher directly to better understand the matter.

15 Date of Next Meeting

The next meeting is scheduled for 3rd March 2020 This meeting will be at the Friends Meeting Hall

This meeting adjourned at 21:45

The Minutes of this Committee Meeting will be Proposed and Seconded as being an accurate reflection of the discussions that occurred, at the next Committee Meeting and those details will be covered within Section 1 of the Minutes.

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Appendix 1

Facebook Activity Through January 2020

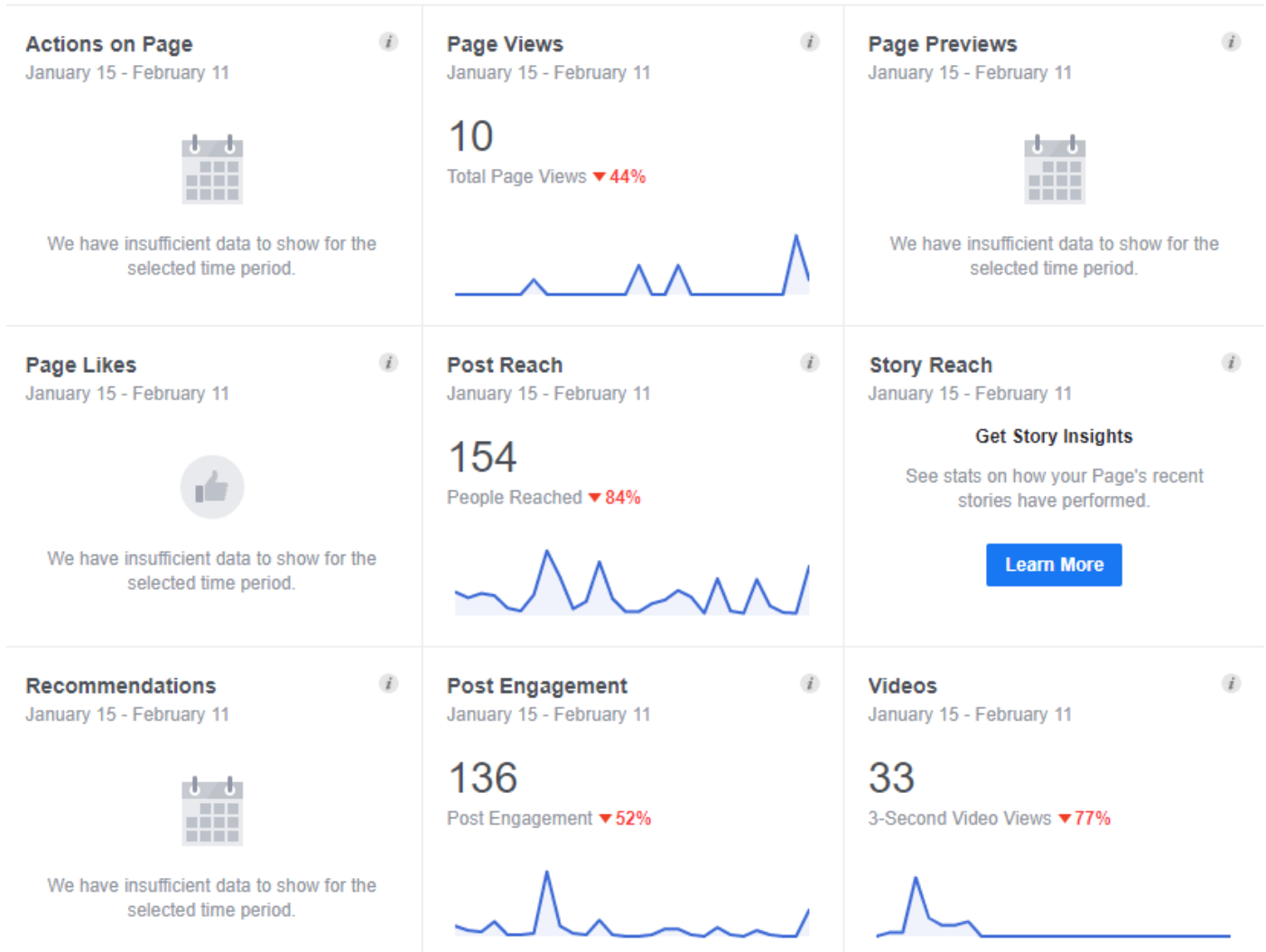
Page Summary Last 28 days ↕

Export Data 

Results from Jan 15, 2020 - Feb 11, 2020

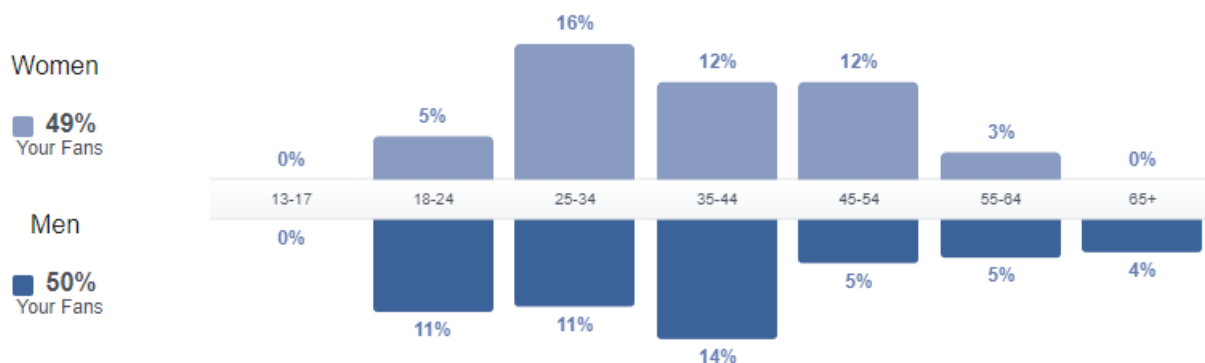
Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

■ Organic ■ Paid



Facebook Demographic Through January 2020

The number of people who saw any of your posts at least once, grouped by age and gender. Aggregated demographic data is based on a number of factors, including age and gender information users provide in their Facebook profiles. This number is an estimate.



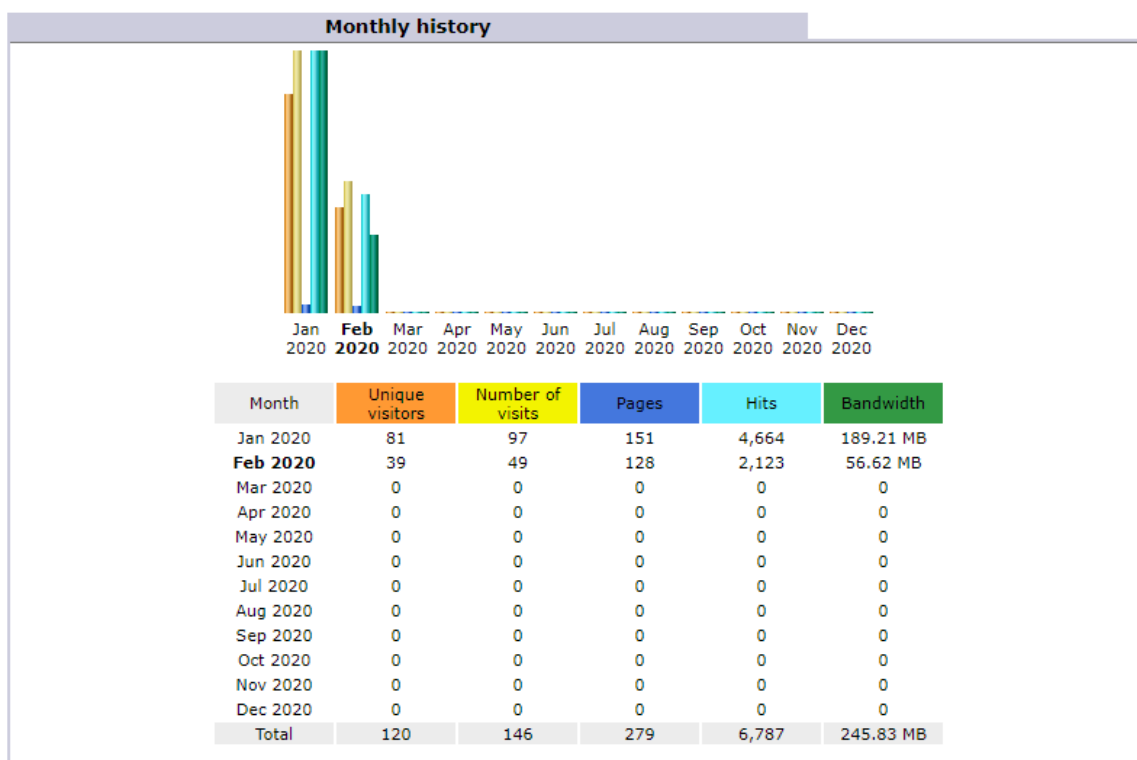
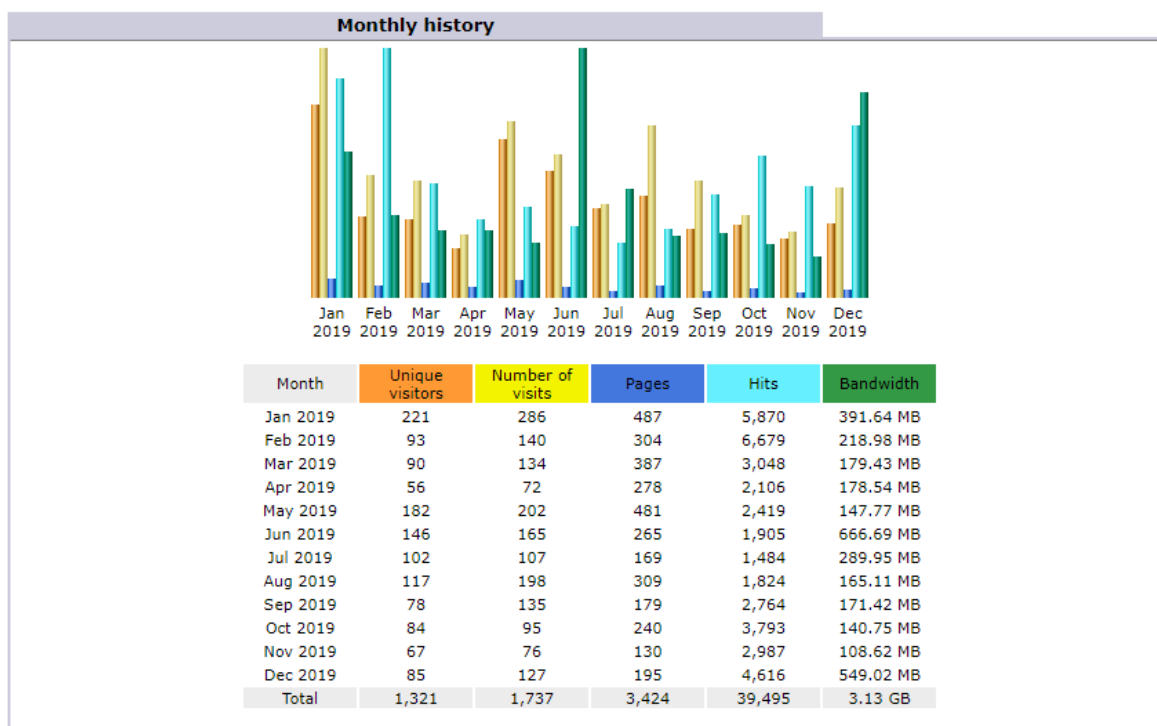
Appendix 2

Summary Web Activity Through to End of January 2020

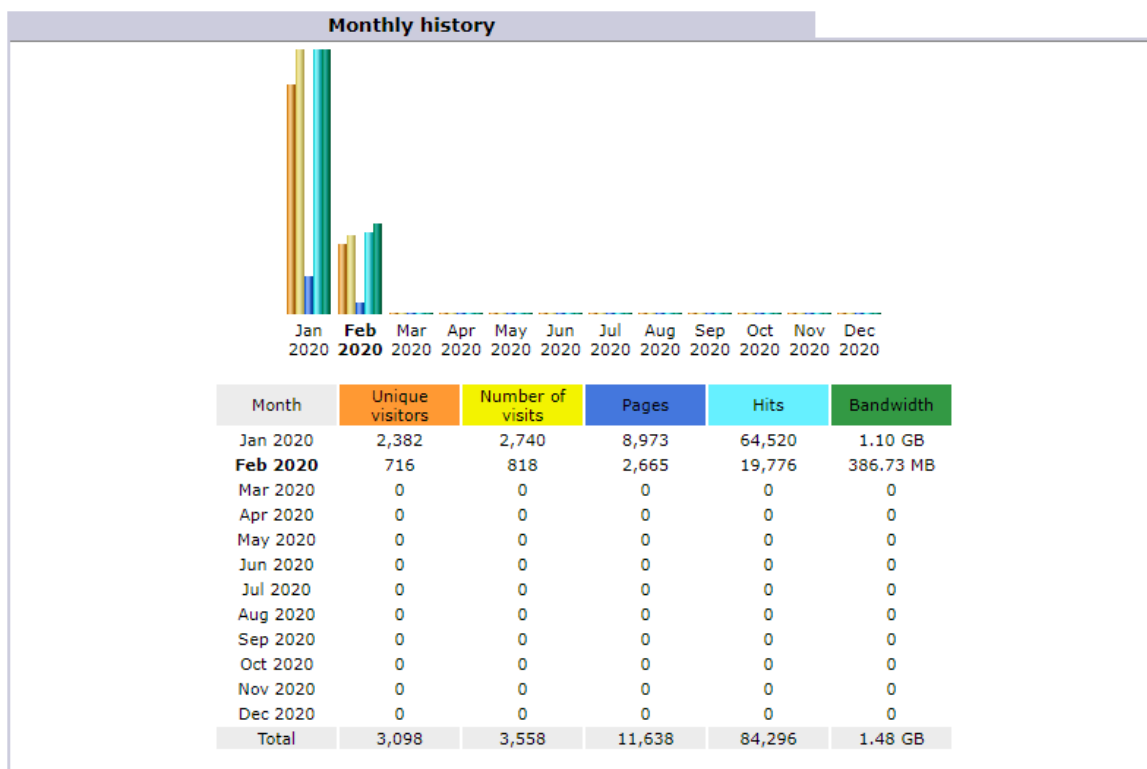
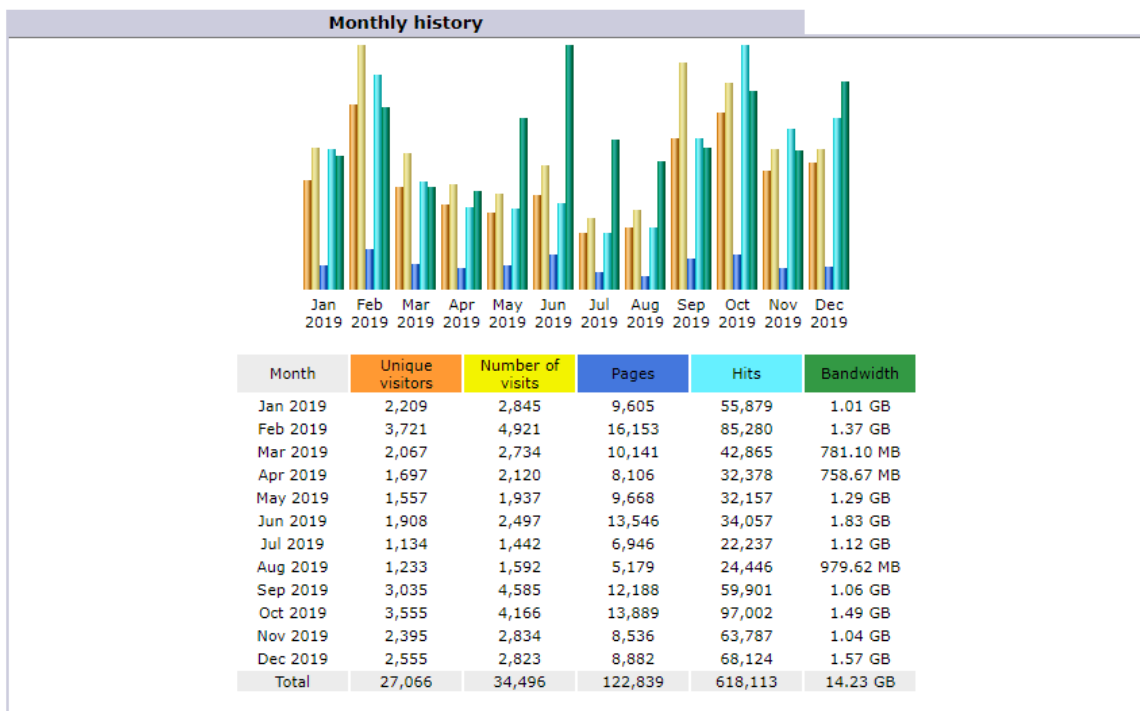
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Hits through the month:	70,184 Hits	(↓4% against previous month)
Bandwidth through the month:	1.29Gb	(↓49% against previous month)

Web Site Activity Through to End of January 2020 (HTTP Site)



Web Site Activity Through to End of January 2020 (HTTPS Site)



Last Page of Minutes