



# Wolverhampton Advanced Motorists

Registered Charity 1053330

## Committee Meeting Minutes

**Date:** 2<sup>nd</sup> July 2019  
**Time:** 19:45

**Location:** Friends Meeting House  
 Summerfield Road  
 Wolverhampton  
 WV1 4PR

**Present**                      Paul Williamson (Chair)                      Roy Richards                      Nigel Packer  
    Jonathan Hughes                                      Christopher Smith                      Geoff Davis (Treasurer)

**Apologies**                      David Gallagher                                      Richard Dodd                      Graham Foulkes  
    Tony Robson (Secretary)

**Guests**

### 1      **Action Items**

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
PW	12.7.2019	Full details of the insurance cover at Friends Meeting House is to be established. (3.1)	Open
PW/TR	12.7.2019	Order to be placed for RFID Blocker Card (4.1)	Open
PW	12.7.2019	An order to be placed on IAM RoadSmart for five Observer Handbooks (4.3)	Open
GD	12.7.2019	Registration for Gift Aid is to be progressed (5.2)	Open
GD	12.7.2019	It is to be established whether any of the Group Bank Accounts can have a Debit Card attributed (5.3)	Closed
PW	12.7.2019	An order to be placed on Amazon for five copies of the 2013 version of Road Craft as required by Observers. (7.1)	Open
RR/JH	20.7.2019	Efforts to be extended to ensure full attendance at the next Observer Evening scheduled for 20.7.2019 (8.2)	Open
TR/JH	2.7.2019	An e-mail is to be sent to IAM RoadSmart Members who are within the Region but who are not affiliated with a Group (9.5)	Open
ALL	1.9.2019	Submissions for the Autumn Group Newsletter to be ensured. (10.1)	Open
JH	2.7.2019	An updated Media Contact Detail sheet to be issued to the Group Chair and Secretary. (11.3)	Closed
JH	12.7.2019	Provide links through to the principal "Low Fuel Price" detail providers to be placed on the Group web-site. (11.4)	Closed
JH/PW	2.7.2019	Articles to be written regarding "112" and Cyclists to be available to supplement information updates from IAM RoadSmart	Closed
CS/NP	5.7.2019	Support for the Wombourne Carnival taking place on 7 <sup>th</sup> July 2019 is to be sought. (12.2)	Closed
CS/JH	20.8.2019	A booking has been made for the Himley Classic Car Show taking place on 1 <sup>st</sup> September 2019. Supporters for this show are to be sought through promotion at the forthcoming Observers and Associates Evenings. (12.3)	Open

Paul commenced by thanking all Attendees and noting the Apologies. The Minutes of the Meeting of 11<sup>th</sup> June 2019 were proposed as accurate by Roy Richards and seconded by Christopher Smith.

## 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

Paul Williamson and Mike Webber, in conjunction with Karen Hale from Sandwell Council attended the "Safer Driving for Longer" meeting which took place at Fallings Park Fire Station on 21<sup>st</sup> June 2019.

Though it was considered we were unable to arrange to provide Taster/Assessment Drives immediately following this meeting though it is hoped that this can be arranged at future meetings.

Jonathan Hughes had spoken with Paul Woozley at IAM RoadSmart and established that a preferential rate of £119.00 can be used at such events should people be willing to sign on the day for IAM RoadSmart Membership.

### 3.1

Further to Item 12.1 of the April 2019 Committee Minutes it was understood that The Friends Meeting House had insurance coverage for "at least eighty persons" however this was to be clarified exactly with the building management and reported back to the Group Committee.

## 4 Group Secretary's Report

The Group Scorecard has been received and circulated to Committee Members; principal detail for May 2019 is as follows: (Details were not issued by IAM RoadSmart for June 2019)

### Advanced Course Statistics

Allocations	Group	Region Avg
Last Month	4	3.3
3 month Average	3	2.8
Last 12 months	20	28.1

### Advanced Course Allocated Sales

	Total	Region Avg
Last Month	3	3.2
3 month Avg	3	2.7
Last 12 months	21	28.8

Enrolments	Group	Average Days	Region Avg	Region Avg Day
Last Month	3	13	3.2	7
3 month Average	2	10	2.8	18
Last 12 months	16	17	28.0	19

### Test Statistics

	12 months	Region Avg
First	4	4.2
Pass	7	12.0
Fail	2	2.6

Test Ready	Group	Average Days	Region Avg	Region Avg Day
Last Month	3	128	2.0	178
3 month Average	2	103	1.5	193
Last 12 months	13	121	18.3	211

% Pass

85	86
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Details continue to generally reflect well on Wolverhampton Group.

*(From Committee Minutes May 2019): Following discussions with other Groups at the IAM RoadSmart Regional Spring Forum held on 13<sup>th</sup> 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.*

To better promote the £10 initiative Jonathan Hughes has generated "£10 Vouchers" for use at forthcoming events. These vouchers are validated through a Committee Member signature and date and remain redeemable for thirty days from that date. When redeemed these vouchers must be used in conjunction with the current issue of the "Receipt for Fuel-Allowance-Paid Documents Declaration Form" currently v1.0 May 2019.



The process of using these documents was discussed and the following was agreed:

- All Taster/Assessment Drives will be co-ordinated through the Chief Observer
- The Chief Observer will allocate the Taster/Assessment drive to an appropriate Observer advising the Observer at the time, if the drive is subject to the Group's agreed £10 "Fuel Allowance Compensation" and that at the time of the drive being undertaken they should be prepared to compensate the driver with the £10 "agreed"
- If the Taster/Assessment Drive is subject to the Group's agreed £10 "Fuel Allowance Compensation" then at the time that this allocation is made the Chief Observer will also advise the Treasurer of the name of the Observer allocated
- The Treasurer will then ensure that a payment is promptly made to that Observer for the Group's agreed £10 "Fuel Allowance Compensation"
- In the case of a drive consequent to the Group's agreed £10 "Fuel Allowance Compensation" then they must retrieve a Voucher which is within the thirty days validity period and is signed by a Group Committee Member. They should also get a signature on a Declaration Document which includes the payment receipt detail on the bottom. (Current issue is v1.0 May 2019)
- The signed Declaration Document should be passed, by the Observer back to the Chief Observer who will confirm the detail and pass the document on to the Treasurer as a receipt for the £10 so issued to the Driver by the Observer.

#### 4.1

Following the final agreement of the artwork for the RFID card and an updated quotation from Shenzhen 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.

#### 4.2

Group IAM RoadSmart Polo Shirts ordered as a result of the Committee Meeting of 6<sup>th</sup> November 2018 have now been delivered and passed to Roy Richards.

#### 4.3

Five further Observer Handbooks are to be ordered from IAM RoadSmart for the Group for handing to Roy Richards for distribution as required. (See Item 7.3 of the May 2019 Minutes). These urgently required for the forthcoming Observers Meeting on 18<sup>th</sup> July 2019. It was agreed that Paul Williamson would action this.

#### 4.4

Five copies of RoadCraft 2013 Edition Books are to be ordered from Amazon for the Group for handing to Roy Richards for distribution as required. (See Item 7.1 of these Minutes). These urgently required for the forthcoming Observers Meeting on 18<sup>th</sup> July 2019. It was agreed that Paul Williamson would action this.

#### 4.5

Further to a query raised by Jonathan Hughes following the last Committee Meeting it has been established with IAM RoadSmart that any equipment, being used by a Group Member for the furtherance of Group Business, (provided that is with the knowledge of the Group Committee), will be insured through the group Insurance. (In this we refer to page 88 of the current IAM RoadSmart Group Handbook).

#### 4.6

Following resolution at the June 2019 Committee Meeting Peter Spillan has now been registered to become a National Observer. (See Section 7.1 of these Minutes).

#### 4.7

Following resolution at the June 2019 Committee Meeting Christopher Smith has now been registered to become a Local Observer. (See Section 7.2 of these Minutes).

### 5 Group Treasurers' Report

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

#### Group Accounts Statement

Treasurers Account:	£3,276.53	
Deposit Account:	£0	<b>Cheques Issued for:</b>
Social Account:	£0	No cheques issued
Cheques Issued (0):	£00.00	
<b>Group Balance Total:</b>	<b>£3,276.53</b>	

The Group Accounts remain in good order.

## 5.1

Wolverhampton Advanced Motorists now have three Current Accounts registered, a Treasurers; a Social and a Deposit Account. Geoff Davis will explore with Lloyds Bank the opportunity to accrue interest on one of these accounts.

It is necessary under the aegis of the Group being a registered Charity that we hold a "Social Account" specifically for the purpose of making payments for items or services that are not motoring related.

Both of these accounts have the three Officers of the Group as signatories, these being The Treasurer, The Chair and the Secretary. For payments to be processed, be that the issuing of a cheque or a BACS transfer, it is necessary that two of the signatories approve that payment. Statements are being issued monthly to The Treasurer and access to the account details are available on line for the three signatories.

## 5.2

Further to discussions it was agreed that we should progress Wolverhampton Advanced Motorists registering for Gift Aid such that Group Member Subscriptions were increased for the Group without need to increase the cost to the Member.

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 will be made.

## 5.3

It was agreed that Geoff Davis would talk with Lloyds Bank and establish if we can have a Debit Card allocated against one of the Group Accounts. It was agreed that if it was possible that we have only one card which should be held by the Group Treasurer

## 5.4

It was discussed and agreed that any payments into the Group would be made into the XXXXXX Account and that these details would be made clear on Membership Details issued to newly joining Group Members and also Membership Renewal Documents. Jonathan Hughes agreed to update the documents concerned.

## 5.5

The need to provide any expense claim using the Group Expense Claim Form was discussed and confirmed. (The current Expense Form, v1.3 June 2018, is available on the Committee Documents page of the Group web-site and is shown here as Appendix 4 to these Minutes).

Wherever possible a copy of associated invoices/receipts should be attached in support of such expense claims. This in order to maintain our accounts in a fully auditable format as required.

## 6 Group GDPR Compliance Officers Report

Group GDPR compliance remains intact with no notifiable issues raised through the course of June 2019.

### 6.1

Following discussions with Amanda Smith at IAM RoadSmart it has been established that Associates, Members and those having Assessment or Taster Drives all have an obligation to provide the Observer, (and/or Wolverhampton Advanced Motorists), with any information which may impact their ability to drive safely. This includes the six DVSA recognised conditions:

- Diabetes, including the use of insulin
- Syncope
- Heart conditions including the use of pacemakers
- Sleep apnoea
- Stroke
- Glaucoma

Additionally, any other conditions which “may” impact a person’s capability should be brought to the Group’s attention. This is wide ranging and does allow, within the confines of our GDPR obligations, to raise the question should the matter be unclear. (This being seen as no different to the simple eye-sight test undertaken prior to any drive). The primary element is that no record of such exchange of information be maintained though it is understood that if something is identified then it may be passed to IAM RoadSmart.

It was understood within the confines of the above that should there be any doubt as to the “capability” of the driver of a vehicle then it was within the remit of the Observer to decline to undertake the drive. If this is done then it is important that the Observer immediately advise the Group Chief Observer, Group Secretary and Group Chair that this action had been taken and the reasons for that action being taken. It is then the Group’s responsibility to send these details to our ASDM.

## 7 Group Chief Observer Report

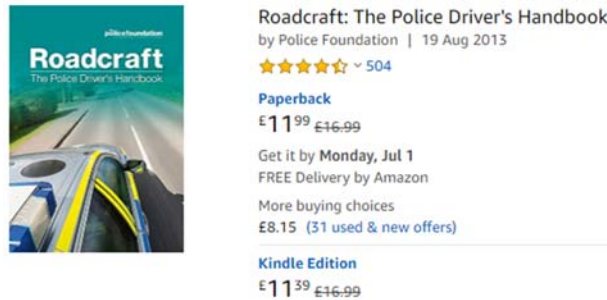
- Peter Spillan is now registered with IMI for his National Observers Test
- Christopher Smith is now registered with IMI to become a Local Observer. He is being mentored in this by Roger Denley
- Robert Hayden recently passed his Advanced Driving Test
- Sarah Cherry recently passed her Advanced Driving Test
- Nicholas Manea-Paquet recently passed his Advanced Driving Test
- Taylor Hodges has a test date set of 3<sup>rd</sup> July 2019
- Jonathan Edwards has a test date set of 3<sup>rd</sup> July 2019
- A Taster Drive has been arranged for Christine Wooton with Paul Williamson

- Both Geoff Davis and Graham Foulkes are planning to re-take their ADT within the course of the next three months.

## 7.1

It was agreed that all Observers should have a copy of the latest issue of RoadCraft, (currently 2013 Edition), as part of their reference documents for Associate support. The message has been issued to all Observers via the Observer Forum and responses are now being co-ordinated by Roy Richards.

An order for three books should be placed for the books as soon as possible; Jonathan Hughes has established the best price available is from Amazon. (See Section 4.4 of these Minutes).



## 7.2

There is to be an Observers Meeting on Thursday 18<sup>th</sup> July 2019. Details of this meeting have been issued to Observers via the Observers Forum and the details also appear on the Group Events Diary of the web-site.

It was agreed that the attendance at the Observer Meeting on 23<sup>rd</sup> April 2019 was good, it was less than 100%. In this Roy Richards agreed that he and Jonathan Hughes would ensure that further encouragement would be given to ensure attendance at the forthcoming Evening.

## 7.3

A detailed response from Richard Gladman was received following the Group query about Spoken Thought. This is copied as Appendix 3 to these Minutes.

*(From Committee Minutes June 2019): It was noted that Steve Wildman was marked with a "2" for Spoken Thought during the course of his recent ADT; (he was awarded a F1rst). The Examiners Handbook, (pp 55), was checked and it was unclear from the guidance provided exactly what constituted a "1"; "2" or "3" mark for that part of the ADT. In this Jonathan Hughes agreed that he would contact Richard Gladman at IAM RoadSmart to gain a better understanding as to what was expected by the Examiners.*

## 7.4

Roy Richards raised the issue of the need to maintain appropriate protocols and controls with Associates and Observers in that all Pre-test drives should be arranged through him and that following those drives, dependant on the outcome, he should be responsible for placing the Associate as being "Test-ready" on DTE.

## 7.5

Further to discussion, it was agreed that at the forthcoming Observers Meeting, Associates would be asked by their Observer to send detail of their ADT outcome to Roy Richards, via e-mail to chief.observer@wolvesiam.org as details on DTE often take a number of days to appear.

## 8 Group Associate Controller's Report

The next Associate Evening, (Part I), is scheduled to be held on 23<sup>rd</sup> August 2019.

### 8.1

It was agreed that the attendance at the Associate Meeting on 23<sup>rd</sup> June 2019 was less than had been hoped for, though three Associates did attend there were other Associates who should have attended this meeting with their Observer. In this Roy Richards agreed that he and Nigel Packer would ensure that further encouragement would be given to ensure better attendance at the next Associate Evening.

### 8.2

The following shows the current Associate Member Status at 11<sup>th</sup> June 2019. In order to align the detail with that held on IAM RoadSmart DTE database we are now showing Inactive Associates who are still registered on DTE alongside Active Associates.

It is noted that the DTE detail is falling further out of synchronization with the details known to the Group. This should be monitored closely as DTE is considered the definitive reference for Groups and as such needs to be up to date.

## Group Associate Status

Associate	Observer	Part 1	Part 2	Pre-Test	Test Date
Katie Trusselle	Graham Trusselle		x		
Tiffany Harrison	Alan Bates				
Terence Arthur	Barry Sadler				
Susan Carter	Mike Leadbeater		x		
William Young	Graham Trusselle				
Christopher Smallman		x	x		
David Scarrott (Exp)	Paul Williamson	xx	xx		
Pam Dawson		x			
Sheila Barnfather		x	x	x	

Active
On Hold
Inactive

Associates Evening Part I is scheduled for 23<sup>rd</sup> August 2019



### 8.3

It was noted that David Scarrott's IAM RoadSmart Membership had expired as of 30<sup>th</sup> April 2019. Paul Williamson is to discuss this with David to hopefully secure his continued activity within the Group.

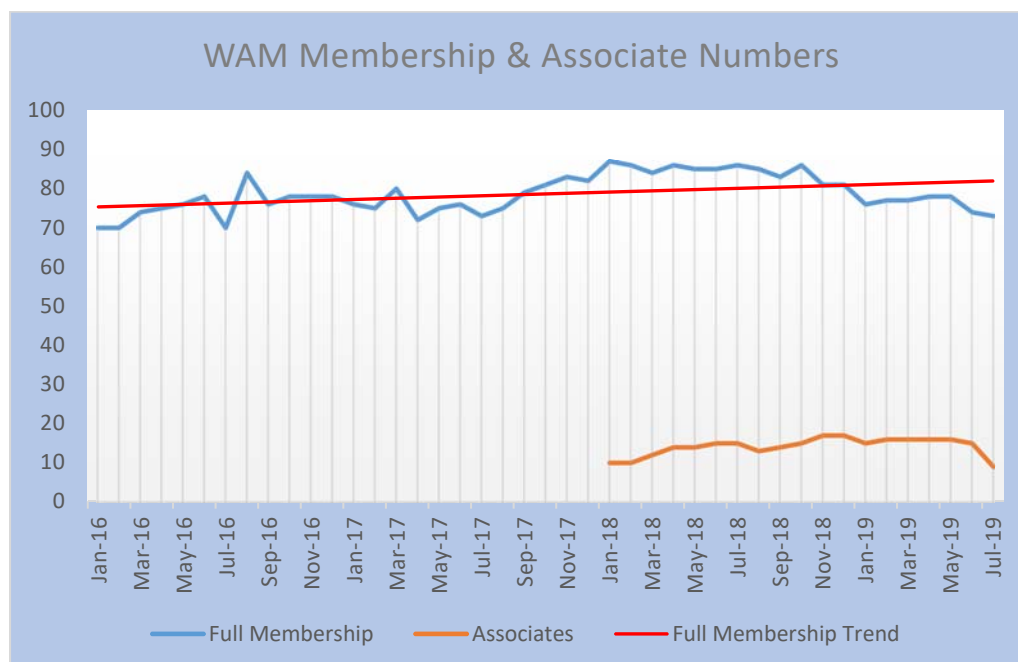
### 8.4

Further to Item 11.1 of these Minutes the Associate Presentations have been updated to reflect the Expectations that the Group has of Associates regarding attendance at Associate Evenings, consistent drives and regular communication with their allocated Observer.

## 9 Group Membership Secretary's Report

Current position of the Group is:

- 64 Full Members (Of which 7 showing as Expired Members of IAM RoadSmart)
- 9 Associate Members (Of which 1 is showing as Expired Members of IAM RoadSmart)  
**73 Total Group Membership**
- 11 of the Full Members are Fellows
- 4 of the Full Members are Masters (All of which are "With Distinction")
- 13 of the Group Members are Observers
- 5 of the 13 are National Observers (Two of which are LOA's)
- 7 of the 13 are Local Observers
- 1 of the 13 is now being mentored to become a National Observer
- 1 of the 13 is being mentored to become a Local Observer



### 9.2

As of 2<sup>nd</sup> July 2019, there were five people who had still to renew their Group Membership, no further action should be taken regarding this.

### 9.3

Richard Dodd is to be attributed Complimentary Group Social Member status provided that he retains his IAM RoadSmart Membership and as such does not form a part of the five noted above.

### 9.4

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 unable 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.

### 9.5

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 so as to enhance their return on their membership.

### 9.6

It is understood that Dalbeer Gill and Kevin Griffiths are in process of registering with the Group. (It was noted that their details are not, as of 4<sup>th</sup> July 2019, present on DTE).

## 10 Group Newsletter Editors' Report

The Summer Newsletter is now complete except for the Chairman's Report which Paul Williamson agreed would be provided by 14<sup>th</sup> June 2019. To be issued

### 10.1

The closing date for input for the Autumn Newsletter is 1<sup>st</sup> September 2019.

## 11 Group Web Administrators Report

Jonathan Hughes reported activity on the web-site, on Facebook and within our Group Twitter Accounts had been good through the course of June 2019. (Full details shown in Appendix 1 and 2 of these Minutes)

### Web-site detail summary:

Unique Visitors through the month:	1,922	(↑11% against previous month)
Total Visitors through the month:	2,469	(↑15% against previous month)
Total Page Hits through the month:	33,219	(↓ 4% against previous month)
Total Bandwidth through the month:	2.4GB	(↑71% against previous month)

### 11.1

Following recommendations and discussions at the June 2019 Committee Meeting the following changes have been made to the web site:

- A Table of Contents has now been added to the Driving Tips and Advice Section of the web-site to facilitate easier location of the increasing number of items within that section of the site. This has been coded to allow for “Page-back” activity without leaving the page.
- CrashMap detail has now been associated with the web-site with a link being placed on the Home Page of the site. This link also includes a further link off-site to the CrashMap site should people want to view details beyond the local Wolverhampton area.
- A link to the Driving Tips and Advice News Section has now been placed within the Associates Page to encourage better understanding of Advanced Driving as well as use of the web-site resource.
- A link to the Best Fuel Price web-sites have been established in the Newsfeeds on the Home page of the Group web-site.

## 11.2

From June 2019 Minutes: *“Recent changes to the MailChimp “model” have put the WAM “Account” in the position that for us to use the service to its full extent we would need to subscribe to the service. The cost is in the region of £120 per annum which is not justifiable. Work-arounds and possible alternatives will be sought”.*

Recommendation from Christopher Smith, Mailer<sup>Lite</sup> has been explored and found to provide the great majority of the functionality of MailChimp but with no apparent cost limitations for the Group. We have now registered with Mailer<sup>Lite</sup> for future use.

## 11.3

Following the addition indicated in Section 11.2 above the Wolverhampton Advanced Motorist Media Contact details have been updated to June 2019 issue and have been copied to both the Group Chair and the Group Secretary.

## 11.4

*(From Committee Minutes June 2019) Following discussion, it was agreed that Best Local Fuel Price details should be provided via the site to attract use of the site and also to provide a service to the Group Members. (In this it was considered that we perhaps look at making this detail an RSS Feed to all Registered Members mobile phones; Jonathan Hughes agreed to look into the technical feasibility of this).*

Jonathan Hughes reported that there were a number of web-sites that provided this dynamic detail; principal and “best”<sup>\*</sup> amongst these being:

- <https://www.confused.com/on-the-road/petrol-prices>
- <https://www.petrolprices.com/>

<sup>\*</sup>Best in this case being defined by being the most up to date and the most accurate in the information provided as well as being from sites that would be trusted.

Following exchanges with both sites, because of Copyright Details and advertising, it is not currently realistically possible to provide an effective feed through to our web-site that would have up to minute information included. As a result of this the links to the sites have now been published to the Group web-site and a feed has been placed on both Facebook and Twitter to encourage use.

## 11.5

Following suggestions from Paul Williamson, articles have now been written by Jonathan Hughes on the following:

- 112 Pan European Emergency Call Service
- The Law Regarding Passing Pedal Cyclists

These will be held to “fill-in” when IAM RoadSmart do not issue a weekly Information or Advice article which are being issued to the Membership via the News Item link.

## **12 Group Publicity and Events Co-ordinator’s Report**

Exchanges have taken place with the organizers of the Wolverhampton Fiesta scheduled for 13<sup>th</sup> and 14<sup>th</sup> July 2019.

To have a stand or space at this event for the days in question would cost £120; following exchanges with Committee Members prior to this Meeting this was considered to be expensive and unlikely to create an Associate signing return on the investment; it would additionally be difficult to support in terms of manning the stand across a two-day period. With these thoughts in mind the opportunity was declined.

### **12.1**

The Group Evening with Cornmarket Surety on 12<sup>th</sup> June 2019 was not particularly well attended having only one other local Group attend with twenty-two WAM Members however it was an excellent evening and answered many questions about how Cornmarket Surety operate and how we can interact with them to get the best from the now extensive services they offer.

An entry for Inform, (Issue 251) was issued by Wolverhampton Advanced Motorists and published by IAM RoadSmart. Additionally, a detailed entry on the Group web-site within the News Section was created and posted.

### **12.2**

Wombourne Carnival is scheduled to take place on 7<sup>th</sup> July 2019. Support will be required for this event.

### **12.3**

The Himley Classic Car Show is scheduled for 1<sup>st</sup> September 2019. Following discussion, it was agreed that Christopher Smith has booked space at this event and is now in contact with the people who supported the Mini Show in June to establish if they would be willing to help at this show.

It was agreed that Jonathan Hughes should raise visibility of the forthcoming shows at the next Observer and Associates Evenings on 18<sup>th</sup> July 2019 and 23<sup>rd</sup> August 2019 hoping to engage the Observers and Associates and get their assistance for these events.

### **12.4**

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.

No date has yet been fixed for this visit as with the Summer Holidays starting shortly it is felt that no one will be concentrating their thoughts on Autumn plans at this stage.

## **12.5**

It was discussed and agreed that Richard Gladman should be invited to come to the Group early in 2020 and that additionally Sean Cronin should be invited for some time later in 2020.

## **13 Group Young Driver Ambassador Report.**

David Gallagher was unable to attend the meeting.

## **14 A.O.B.**

There was no other business raised.

## **15 Date of Next Meeting**

The next meeting is scheduled for 6<sup>th</sup> August 2019. This meeting will be at The Friends Meeting House.

This meeting adjourned at 21:50

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.

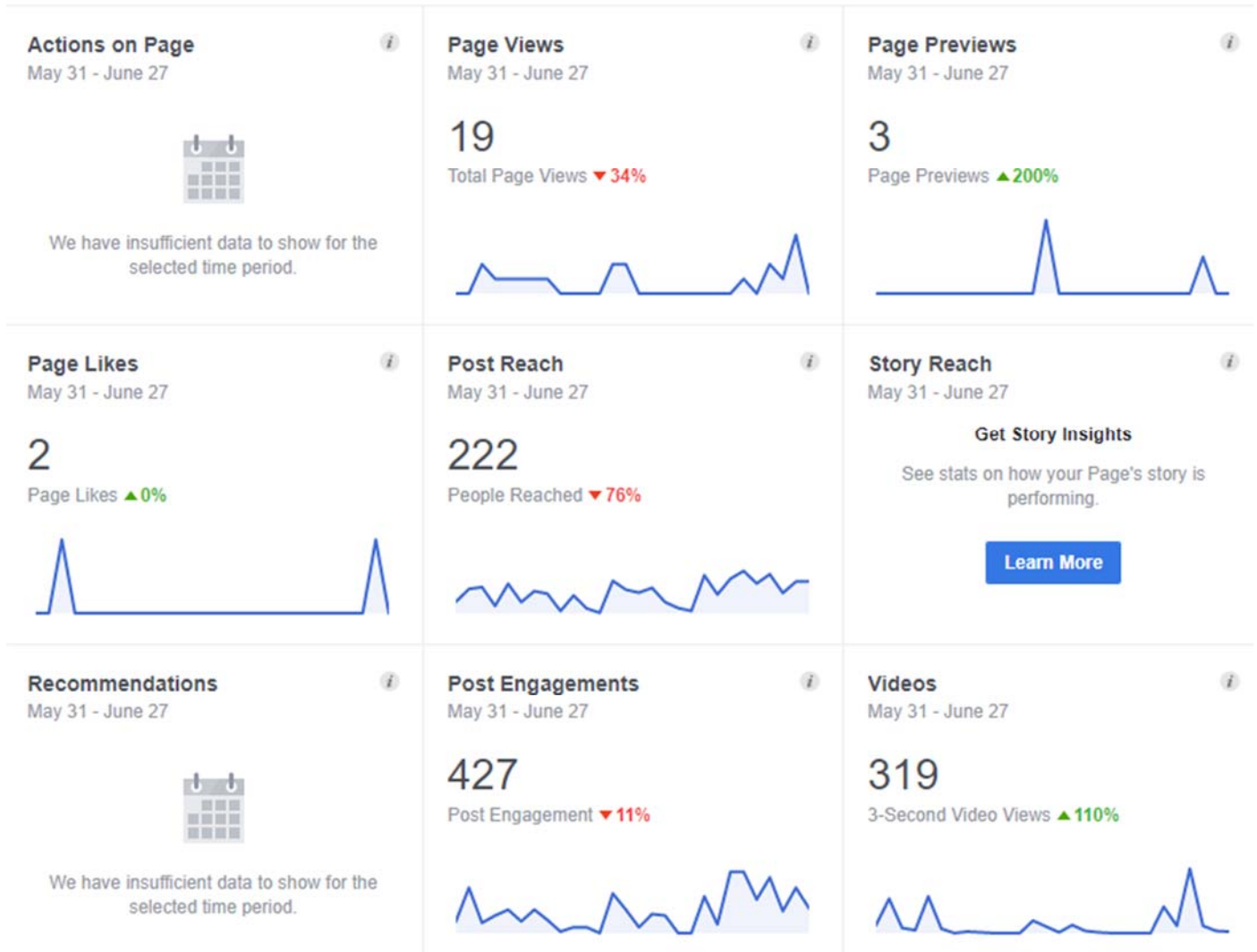
# Appendix 1

## Facebook Activity Through June 2019

Results from May 31, 2019 - Jun 27, 2019

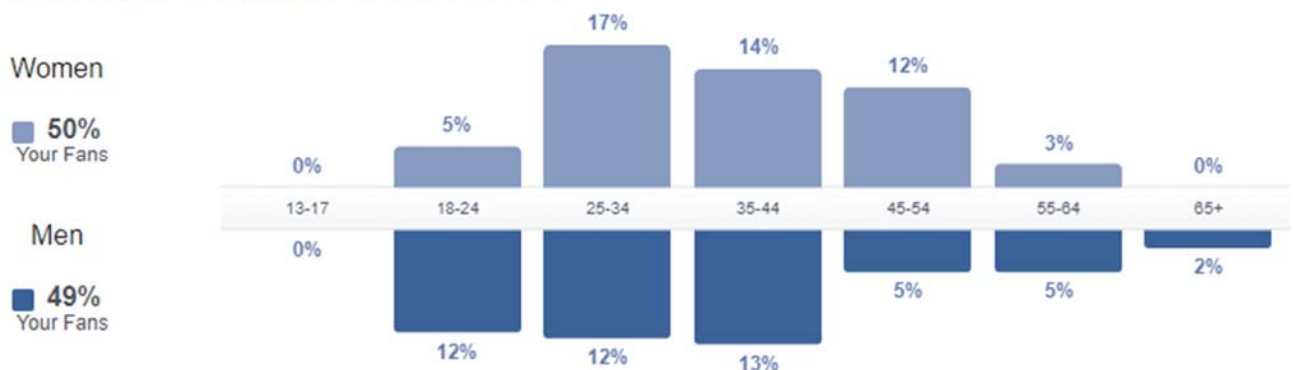
Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

Organic Paid



## Demographic Through June 2019

Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles. This number is an estimate.



## Appendix 2

### Web Activity Through to End of June 2019

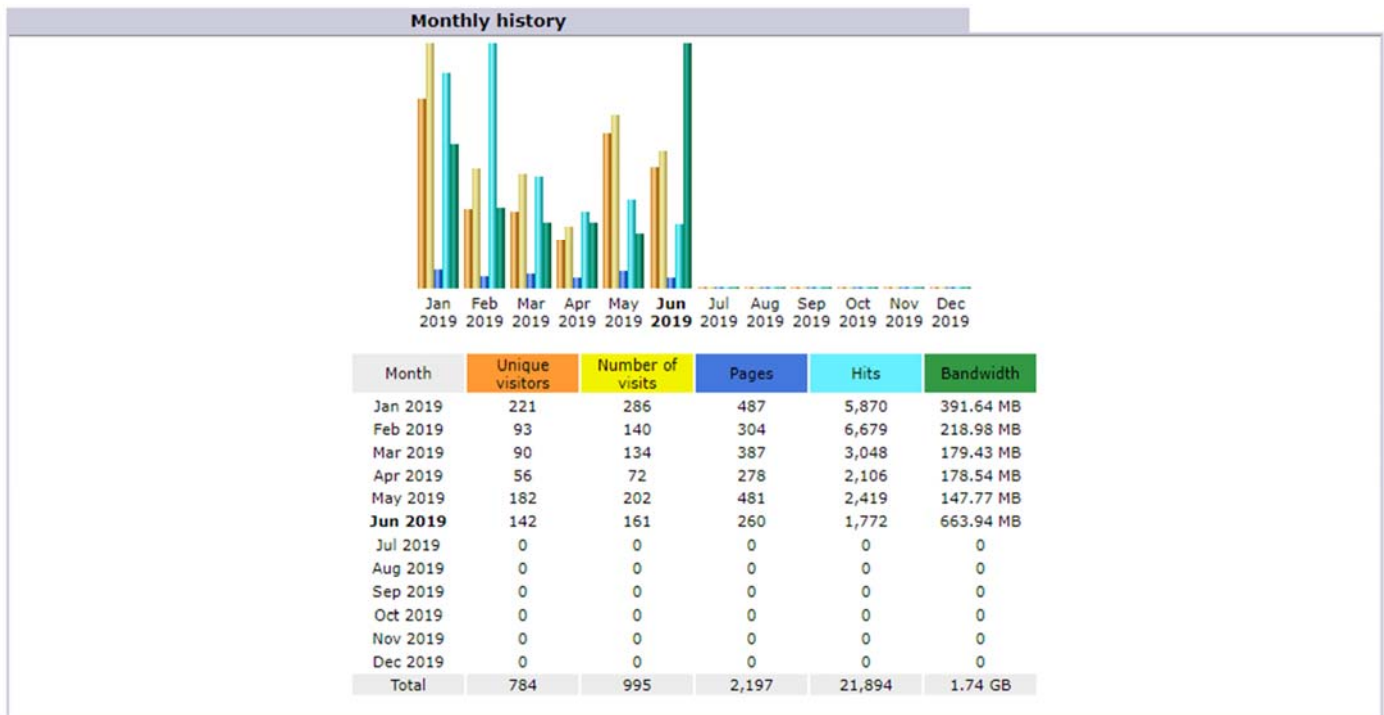
Summary of the detail:

Unique Visitors through the month: 1,922 (↑11% against previous month)  
 Total Visitors through the month: 2,469 (↑15% against previous month)  
 Total Page Hits through the month: 33,219 (↓ 4% against previous month)  
 Total Bandwidth through the month: 2.4GB (↑71% against previous month)

### Web Site Activity Summary Through to End of June 2019 (HTTP Site)

Summary					
Reported period	Month Jun 2019				
First visit	01 Jun 2019 - 14:30				
Last visit	27 Jun 2019 - 17:33				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	142	161 (1.13 visits/visitor)	260 (1.61 Pages/Visit)	1,772 (11 Hits/Visit)	663.94 MB (4222.79 KB/Visit)
Not viewed traffic *			3,195	5,962	1.12 GB

\* Not viewed traffic includes traffic generated by robots, worms, or replies with special HTTP status codes.



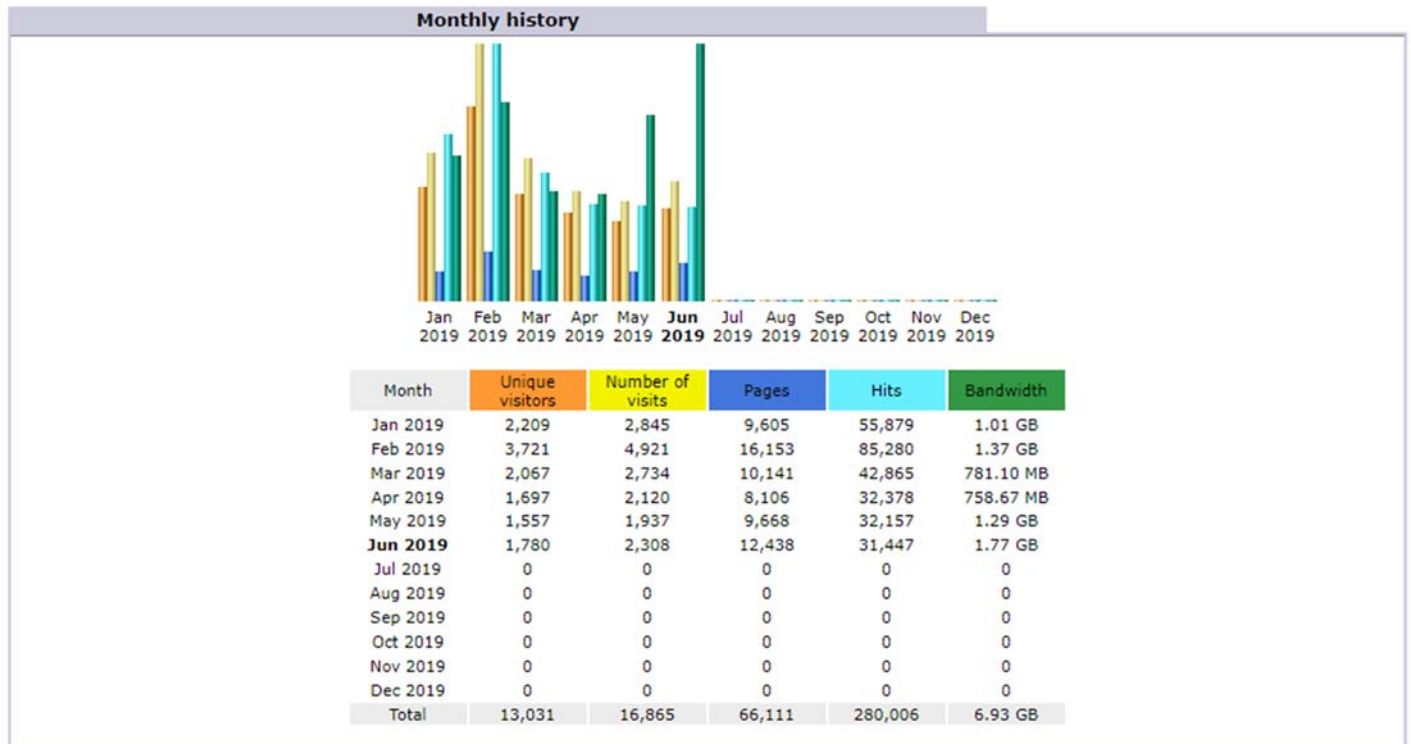
### Top Downloads June 2019 (HTTP Site)

Downloads (Top 10) - Full list						
Downloads: 111			Hits	206 Hits	Bandwidth	Average size
	/wp-content/uploads/AB-River-Ouse-Tunnel-Crossing-January-2017.p...		25	0	301.94 MB	12.08 MB
	/wp-content/uploads/Spring-2017-Forum-Presentation-1.4.2017.pdf		24	0	123.57 MB	5.15 MB
	/wp-content/uploads/39-WAM-Newsletter-Autumn-2017.pdf		21	0	20.25 MB	987.21 KB
	/wp-content/uploads/36th-AGM-May-2017.pdf		19	0	1.80 MB	97.22 KB
	/wp-content/uploads/Taster-Drive-Trifold-Tear-Off-May-2016.pdf		19	0	7.21 MB	388.57 KB
	/wp-content/uploads/The-Thinking-Driver-v1-0416.pdf		18	0	1.24 MB	70.56 KB
	/wp-content/uploads/Dave-Shenton-Presentation-10.5.2017.pptx		16	0	279.24 MB	17.45 MB
	/wp-content/uploads/7-Spring-Summer-2002.pdf		16	0	19.36 MB	1.21 MB
	/wp-content/uploads/Group-Handbook-2017.pdf		15	0	7.37 MB	503.04 KB
	/wp-content/uploads/35th-AGM-May-2016-1.pdf		15	0	1.48 MB	101.20 KB

## Web Site Activity Summary Through to End of June 2019 (HTTPS Site)

Summary					
Reported period	Month Jun 2019				
First visit	01 Jun 2019 - 00:33				
Last visit	27 Jun 2019 - 21:21				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	1,780	2,308 (1.29 visits/visitor)	12,438 (5.38 Pages/Visit)	31,447 (13.62 Hits/Visit)	1.77 GB (803.04 KB/Visit)
Not viewed traffic *			11,979	15,683	1.41 GB

\* Not viewed traffic includes traffic generated by robots, worms, or replies with special HTTP status codes.



## Top Downloads June 2019 (HTTPS Site)

Downloads (Top 10) - Full list						
Downloads: 120			Hits	206 Hits	Bandwidth	Average size
	/wp-content/uploads/ASDM-Masters-Presentation-April-2018.pdf		21	0	22.58 MB	1.08 MB
	/wp-content/uploads/Committee-Minutes-May-2019-1.pdf		19	13	17.54 MB	561.41 KB
	/wp-content/uploads/Associate-Presentation-Part-1-January-2019-v...		17	27	234.82 MB	5.34 MB
	/wp-content/uploads/Committee-Minutes-June-2019.pdf		13	61	13.81 MB	191.13 KB
	/wp-content/uploads/Spring-2019-Forum-Presentation-13.4.2019.pdf		12	0	33.67 MB	2.81 MB
	/wp-content/uploads/Committee-Minutes-October-2018.pdf		12	0	5.89 MB	502.49 KB
	/wp-content/uploads/Membership-Sign-Off-Pat-Doughty.pdf		10	0	4.70 MB	481.36 KB
	/wp-content/uploads/Associate-Presentation-Part-2-January-2019-v...		10	68	413.11 MB	5.30 MB
	/wp-content/uploads/Wolverhampton-2019-AGM.pptx		10	0	734.15 MB	73.42 MB
	/wp-content/uploads/Notes-of-Region-4-Meeting-at-Worcester-13.4....		9	0	1.27 MB	144.75 KB



## Appendix 3



Richard Gladman <Richard.Gladman@iam.org.uk>

jonathan.hughes@wolvesiam.org

RE: Spoken Thoughts - Examiners Guidance

Good afternoon Jonathan

Always a difficult one to assess unless we were there. Spoken thought to me is best described as if I were a blind person sitting in the car, I would know what was going to happen next before I felt the movement, I could almost drive the car myself. Not the staccato rigid commentary that I was expected to produce in the police but a good descriptive account of my thoughts, a sensible inclusion of observation links and a reasonable development of anticipation into the driving plan.

For example – 'Indicators on the van in front, he will need to slow to turn – red one behind is too close – I will introduce brake lights now to create a safe space for me to slow.

Apologies for the brevity I am rushing out, I am happy to have a chat if you wish.

Kind Regards  
Richard

[Richard Gladman](#)  
Head of Driving & Riding Standards



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## Appendix 4

Wolverhampton Advanced Motorists  
Group



IAM RoadSmart Group 3081 Registered Charity No. 1053330

### EXPENSE CLAIM FORM

8.1.2018

CLAIMANT

APPROVED BY (GROUP OFFICER – BUT NOT CLAIMANT)

**A. N. Other**

SIGNATURE(S)

SIGNATURE

DESCRIPTION OF CLAIM

TOTAL

Support for IAM Conference at Mercure Goldthorn Hotel Wolverhampton

£50.00

Mileage, (if applicable) claimed in support of the above expense at £0.24/mile

**PLEASE NOTE THAT YOUR CLAIM SHOULD BE SUPPORTED WITH A RECEIPT WHEREVER POSSIBLE  
ENSURE THE DESCRIPTION OF EXPENSE YOU PROVIDE IS CLEAR  
THESE DETAILS ARE NECESSARY FOR OUR AUDITORS TO APPROVE THE ACCOUNTS**

**TOTAL**

**£50:00**

If you have any questions with regard to the details to enter on this form then please e-mail the Group Treasurer at [treasurer@wolvesiam.org](mailto:treasurer@wolvesiam.org)

Payment of expenses claimed will normally be made in person at the next Committee Meeting

Wolverhampton Advanced Motorists Group 3081 Registered Charity No. 1053330  
WAMG follow the GDPR Data Management and Guidelines for Groups Latest Issue from IAM RoadSmart  
WAMG Expense Forms v1.3 6.6.2018

**Last Page of Minutes**