



Wolverhampton Advanced Motorists

Group 3081 - Registered Charity 1053330

Committee Meeting Minutes

Date: 3rd March 2020
Time: 19:45

Location: Friends Meeting Hse
 Summerfield Road
 Wolverhampton
 WV1 4PR

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

1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
JH	11.3.2020	An up to date quotation for the RFID Blocker Card is to be obtained (4.1)	Active
GD/PW	7.4.2020	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/JH	13.3.2020	Group membership invoices overdue to be chased and invoices for March to be issued (5.1)	Active
GD	7.4.2020	Registration for Gift Aid is to be concluded (5.2)	Open
PW	7.4.2020	Contact to be made with those Group Members who are not accessing Group details electronically (10.1)	Open
JH	7.4.2020	Emendations and improvements to the functionality of the Group Newsletter to be investigated (10.2)	Active
JH/PW	7.4.2020	Group Evening Presenters are to be found for July and August 2020 (12.0 and 12.1)	Open
JH/PW	7.4.2020	Visit to Classic Car Collection at Jaguar Land Rover on 15 th May 2020 detail to be circulated (12.2)	Active
JH/PW	7.4.2020	Members Day at Brindley Volvo to be arranged (12.3)	Open
JH/PW	7.4.2020	Posters to be generated following the availability of the "standard formats" from IAM RoadSmart (12.4)	Open
PW/NP	7.4.2020	Group Show Kit to be fully listed and bought up to usable standard for 2020 use; inventory list to be produced (12.5)	Open

Paul commenced by thanking all Attendees and noting the Apologies. The Minutes of the Meeting of 11th February 2020 were proposed as accurate by Tony Robson and seconded by Roy Richards.

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.

4 Group Secretary's Report

Group Scorecard for February 2020:

New Joiners		
	Group	National Average
Last Month	1	2.5
Same period last year	2	2.3

Based on allocation date to group in DTE

Enrolments		
	Group	National Average
Enrolled Last Month	1	2.2
Time to enrolment (Days)	0	10.7
Waiting enrolment	0	3.3

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

Associates	
Training in Progress	14
Last 12 months average days from enrolment to test ready	115

Associates with a course linked to the group - shown under OS Test ready lists in DTE

Test Statistics		
	Last Month	National Average
First and Pass	0	1.1
Fail	0	0.1

Based on results submitted date and if course associated to group

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 during 2019 Jonathan Hughes agreed that he would contact Shenzen Zhonghui to obtain an updated quote. On receipt of this it was agreed that Geoff Davis and Paul Williamson would progress an order.

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 has contacted Robbie Downing in this and is waiting for a confirmation.

Subsequent details received from IAM RoadSmart in Welwyn Garden City advised that as a result of possible Covid 19 issues all Forums were currently postponed.

4.3

Retained in Minutes for continuing action.

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.

5 Group Treasurers' Report

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

<u>Group Accounts Statement</u>		
Lloyds Treasurers Account:	£3,160.47	Payments To:
Lloyds Social Account:	£100.53	None
Group Balance Total:	£3,261.00	
Payments Made in Month (0): (Included in above balances)		
Scheduled Payments (1): (Not included in the above balances):	£24.00	Friends Meeting House (For February 2020)

The Group Accounts remain in good order.

The above Treasurers Account reflects income of two Group Membership payments, one of £10.00 and one of £12.00

5.1

E-mails following up on Group Subscription payments due in February are to be issued alongside the five Group Subscription invoices for Members due to renew in March 2020. This action to be undertaken by Jonathan Hughes.

5.2

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 February 2020.

7 Group Chief Observer Report

- Stephen Read took his ADT on 29th February 2020 and passed with a F1rst
- Terence Arthur took and passed his Commercial Vehicle ADT on 22nd February 2020; this being the first Commercial Vehicle Test in memory within Wolverhampton Advanced Motorists
- A pre-test drive was undertaken by James Cardus by Peter Spillan on 2nd March. James has now been marked as Test Ready on DTE
- A Taster Drive is arranged with Paul Williamson with Robert Pucknell on 22nd March 2020
- The next Group Observers Meeting is scheduled to take place on 19th May2020. Paul Derby has agreed that he would be willing to attend that meeting to provide guidance on Human Factors for Trainers
- Taster Drives were undertaken with Shaz Husain by Roy Richards and David Mann by Tony Robson. Both people indicated that they would be joining IAM RoadSmart
- 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
- Following an LO Assessment Drive Terence Arthur has now been registered with IMI to become a Local Observer. Robson will be acting as his mentor
- Both Geoff Davis and Graham Foulkes are planning to re-take their ADT

7.1

It was noted that the last three Associates guided by Mike Leadbeater had all passed their ADT with a F1rst, it was discussed and agreed that this should be recognised by the Committee through an announcement in the forthcoming Newsletter and also through Paul Williamson speaking with and directly and thanking Mike.

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7.3

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	Issued	Balance Left
General Items			
Group Bags	2	1	1
ID Tags Red	5	0	5
Clip on Type Tags	10	2	8
Blue Lanyards	30	2	28
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)	3	1	2
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 3rd March 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	4	
David Scarrott	Paul Williamson	xx	xx	12	20	→
Giles Evans	Tony Robson	x		8	6	
James Cardus	Peter Spillan		x	6	8	↑
Jason Vassell	Chris Smith	x	x	7	5	
Katie Trusselle	Graham Trusselle		x	3	11	→
Ian Macaulay	Graham Trusselle			0	0	
Kyle Bradshaw	Nigel Packer			3	5	
Martyn Smith	Alan Bates		x	0	3	
Ravi Kumar Suman	Barry Sadler			0	3	
Simon Ward	David Smith	x		8	6	↑
Steve Mintchev	Roger Denley			?	4	
Chris Smallman		x	x			
Dalbeer Gill		x	x			
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

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

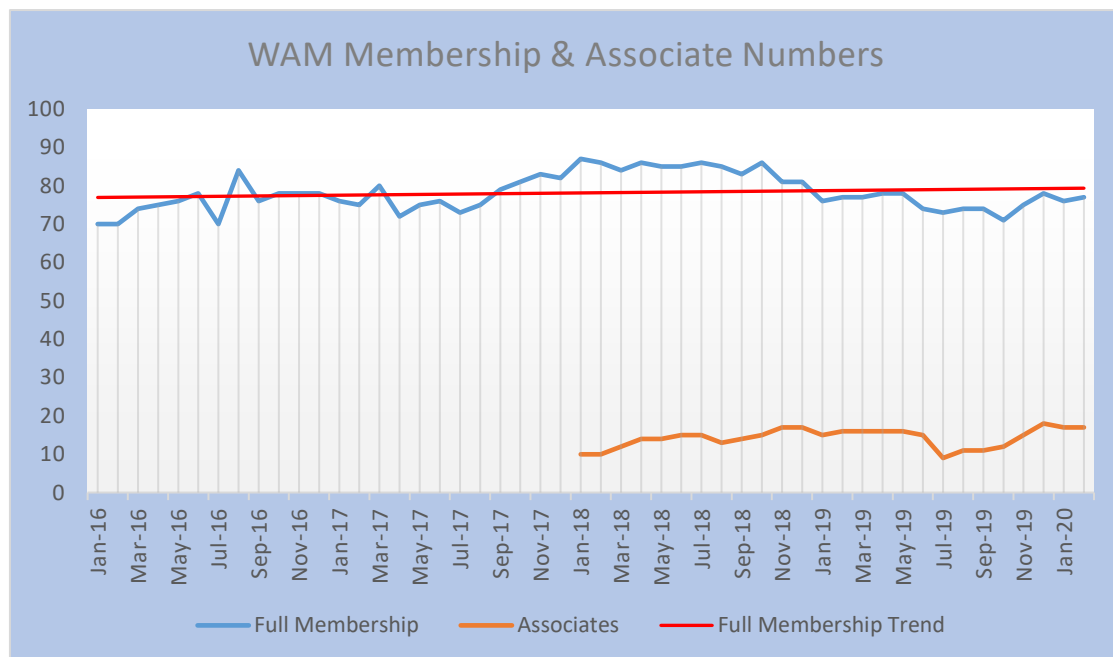
9 Group Membership Secretary's Report

Current position of the Group is:

- 60 Full Members (Of which 2 showing as Expired Members of IAM RoadSmart)
- One of these Full Members IAM RoadSmart expired in January 2020, the other Full Member of IAM RoadSmart expired in November 2019
- 17 Associate Members (Two of whom are Inactive and three of which are On-Hold)
- Of these Associates one has an IAM RoadSmart membership which expired in October 2019
- **77 Total Group Membership (National Average is 188.4 Members/Group)**

- 15 of the Full Members are Fellows (An increase of one since February 2020)
- 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)

- 15 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
- 2 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 2019 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

A question was raised regarding how long Expired Members remain on DTE following their Membership being unpaid. Jonathan Hughes agreed to contact IAM RoadSmart in this matter.

9.3

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

Content for the next Newsletter, (2/2020), is being compiled which should result in the next Newsletter being issued during the course of March 2020.

10.1

We get around sixty of the eighty 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.

10.2

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 and Facebook engagement recovered slightly during the course of February 2020. (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 – Interactive Evening (Action with Paul Williamson)
- 8th April 2020 – Robbie Downing and Shaun Cronin ASDM Meeting at Friends Meeting House
- 10th May 2020 – Mini Show at Himley Hall (Nigel Packer to confirm)
- 13th May 2020 – Group Annual General Meeting
- 10th June 2020 – Trevor Poxon MBE to discuss the changing face of Advanced Driving
- 15th July 2020 – Speaker currently being sought
- 12th August 2020 – Speaker currently being sought

- 15th and 16th August 2020 – Wings and Wheels Event at Halfpenny Green Airport (Action with David Gallagher to confirm)
- 6th September 2020 – Classic Car Show at Himley Hall (Action with Paul Williamson to confirm)
- 16th September 2020 – Richard Gladman and Kate Tonge from IAM RoadSmart
- 14th October 2020 – Mark Weaver (Second visit to Group)
- 12th November 2020 – Paul Derby (Second visit to the Group)

12.1

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

- A new date to be organised with David Jamieson (West Midlands PCC), possibly July 2020 (Action with Jonathan Hughes)
- Group Examiners, possibly August 2020 (Action with Paul Williamson)
- West Midlands Police Collision Investigation Unit
- West Midlands Police Dog Handling Unit
- National Express

12.2

A Group visit to the Classic Car Restoration Facility at the Jaguar Land Rover Plant in Coventry has been arranged for 15th May 2020. A preferential price of £20/pp has been agreed.

Details of this will be circulated nearer to the time with payments sought prior to the event.

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

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-March 2020.

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12.5

The Group Show Stand Materials were checked and the following actions agreed:

- That from our two gazebo/marquee tents one good one should be created or a new one purchased (Paul/Nigel)
- That the three pennant flags should be checked and associated with the gazebo/marquee tent
- That the two blue IAM RoadSmart collapsible chairs be associated with the gazebo/marquee tent
- That the black IAM RoadSmart collapsible chair be associated with the gazebo/marquee tent
- That the collapsible table be associated with the gazebo/marquee tent
- That the concertina display board be associated with the gazebo/marquee tent
- The two IAM RoadSmart “pull-up” stands are to be passed to Jonathan for use at regular meetings
- The two older IAM “pull-up” stands are to be thrown away (Nigel)
- That the art-work be enhanced and that two new more rugged “pull-ups” be ordered (Paul/Jonathan)
- That four split 15kg circular weights be obtained to support the uprights of the gazebo/marquee (Paul)
- That straps and stakes be obtained for the gazebo/marquee corners be obtained (Terence)

12.6

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 and sent his apologies.

14 A.O.B.

Paul Williamson advised that following discussion with David Gallagher the query that he had raised regarding our potentially linking to an alcohol abuse web-site had been cleared in that it was felt inappropriate for us as a road safety charity to be linked in such a way.

15 Date of Next Meeting

The next meeting is scheduled for 7th April 2020 This meeting will be at St Bartholomew’s Church.

This meeting adjourned at 21:55

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 February 2020

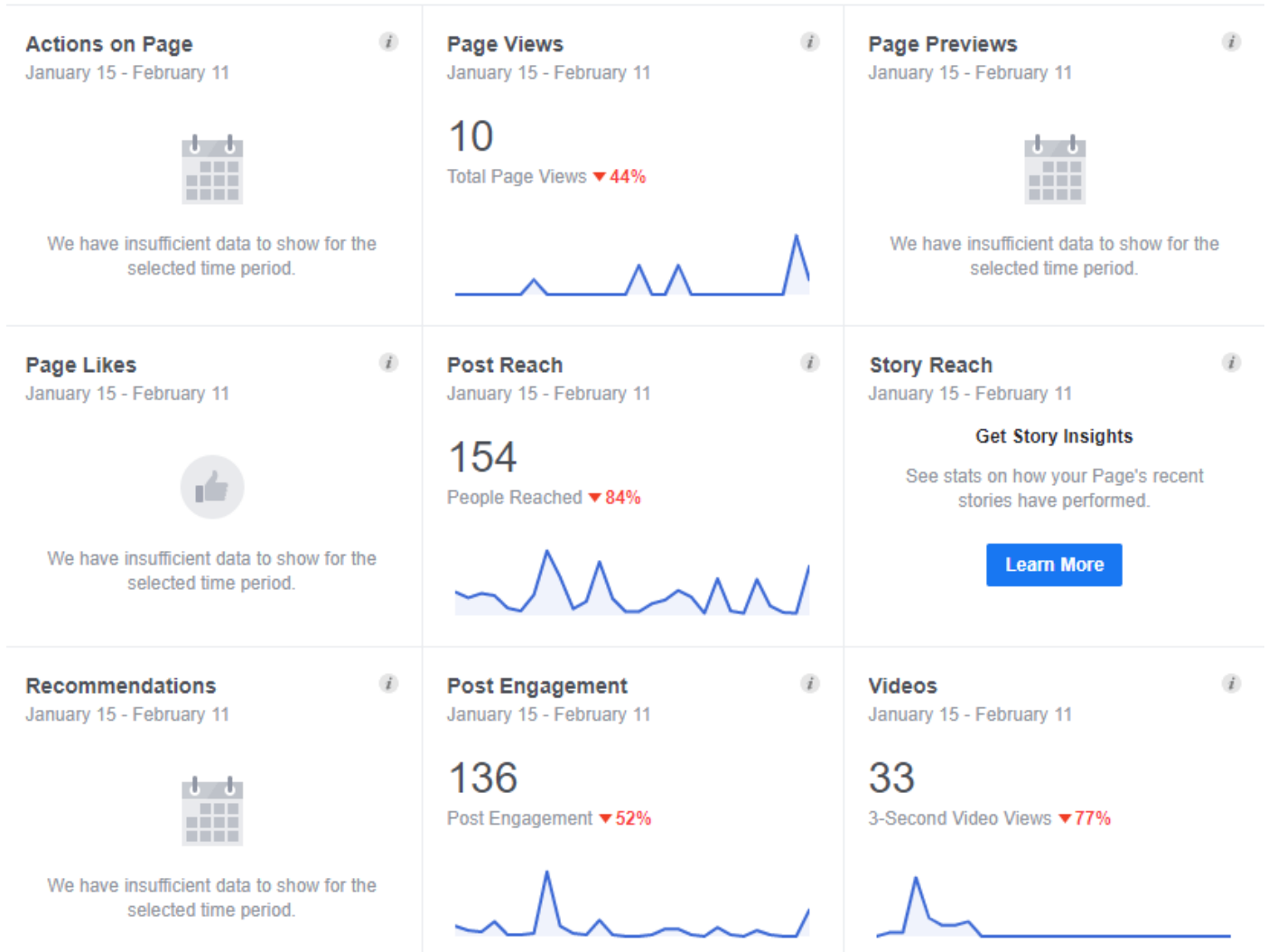
Page Summary Last 28 days ↕

Export Data 

Results from Jan 15, 2020 - Feb 11, 2020

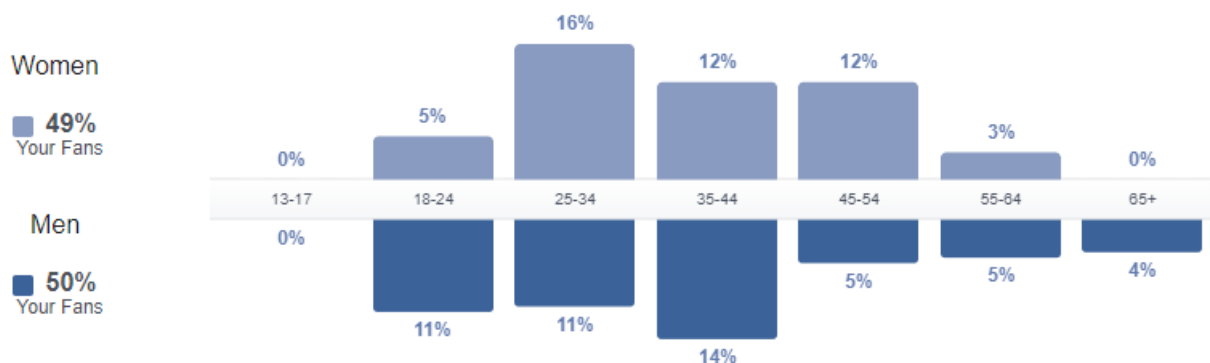
Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

■ Organic ■ Paid



Facebook Demographic Through February 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.



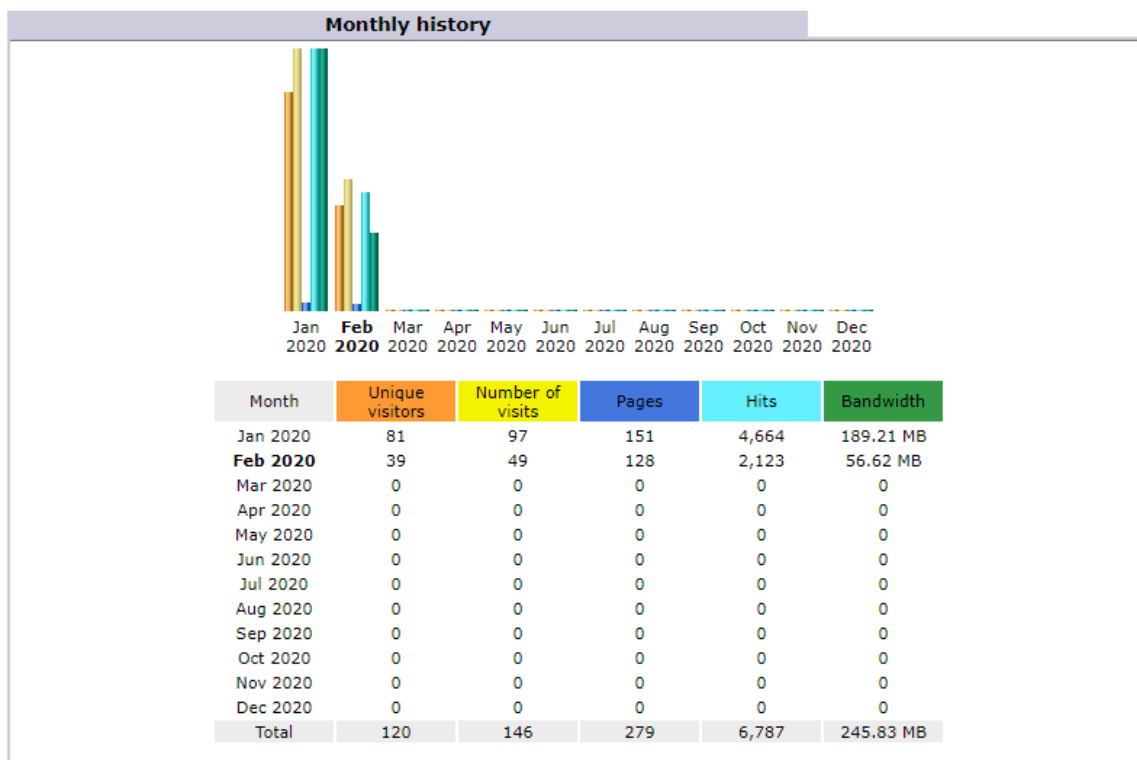
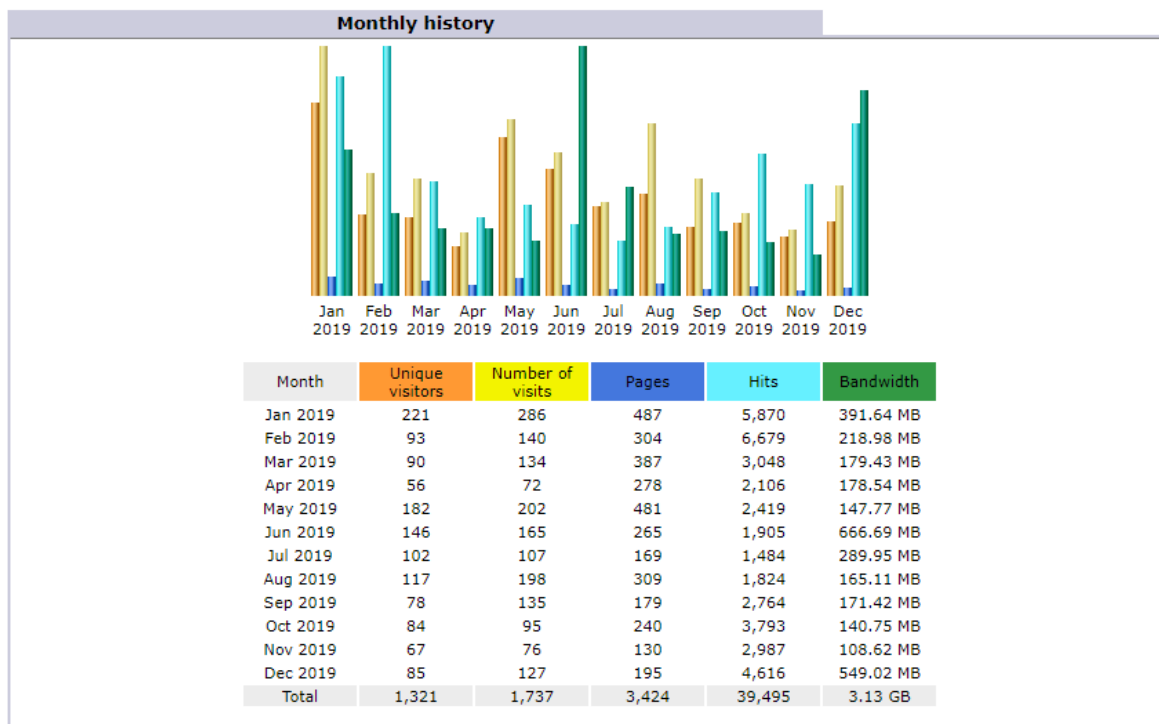
Appendix 2

Summary Web Activity Through to End of February 2020

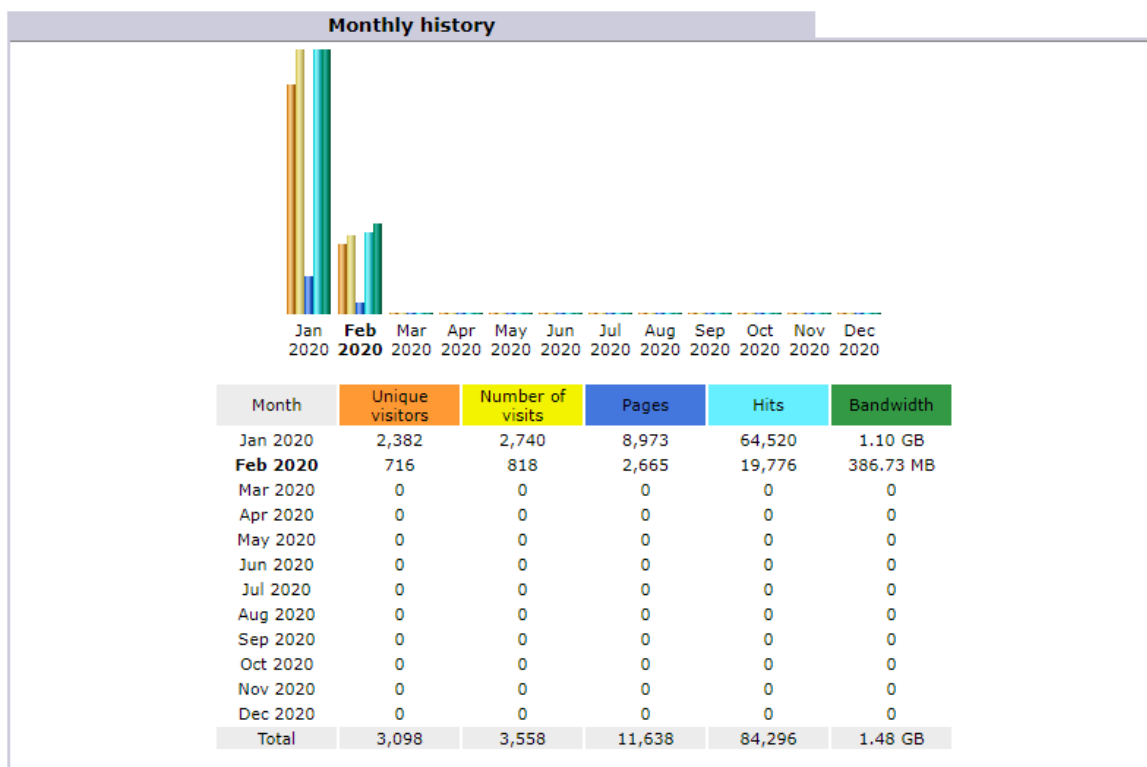
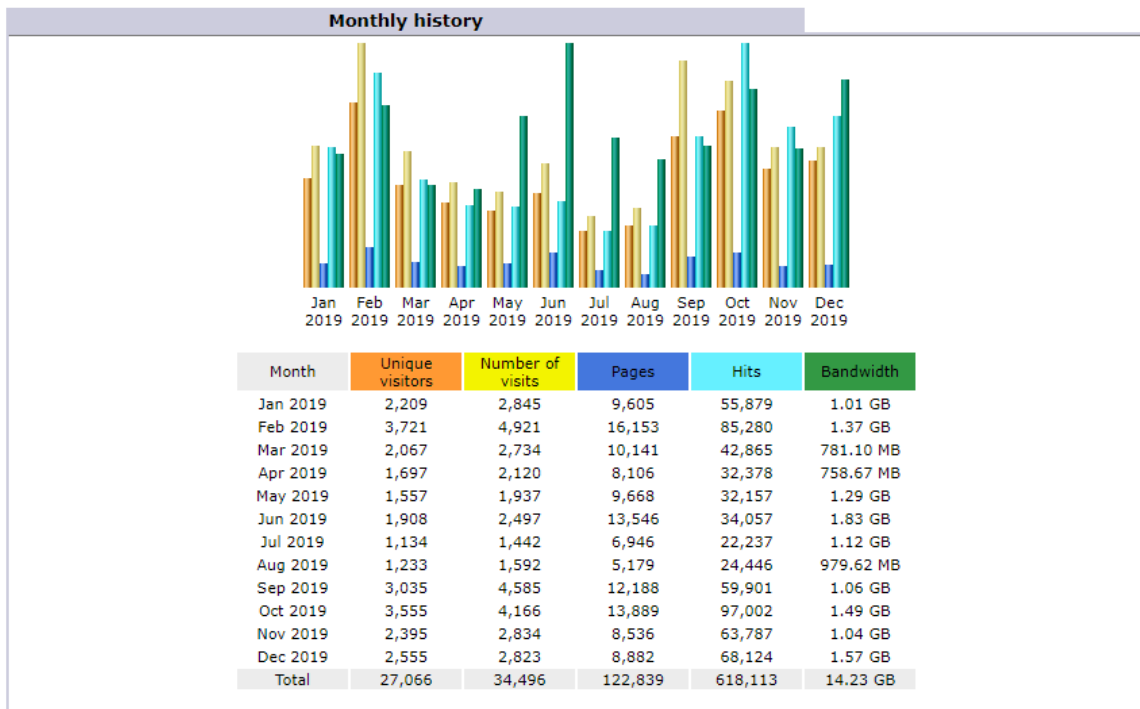
Summary of the detail:

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



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



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