



# Wolverhampton Advanced Motorists

Group 3081 - Registered Charity 1053330

## Committee Meeting Minutes

**Date:** 5<sup>th</sup> & 12<sup>th</sup> May 2020

**Location:** On-line

**Time:** 19:00

Present	Paul Williamson (Chair) Geoff Davis (Treasurer) David Gallagher	Tony Robson (Secretary) Roy Richards Nigel Packer	Jonathan Hughes Terence Arthur
---------	---	---	-----------------------------------

Apologies	Graham Foulkes	Richard Dodd
-----------	----------------	--------------

Guests

### 1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
JH	22.5.2020	Following obtaining updated quotations for the RFID Cards an order is to be placed (4.1)	Active
DG	2.6.2020	Funding to be progressed with the West Midlands PCC (4.3)	Active
GD/TR/JH	13.3.2020	Group membership invoices overdue to be chased and invoices for May to be issued (5.1)	Active
GD/TR	7.4.2020	Registration for Gift Aid is to be concluded (5.2)	Active
PW	7.4.2020	Contact to be made with those Group Members who are not accessing Group details electronically (10.1)	Open
DG	Ongoing	Additional engagement to be made with the web-site Facebook page in an endeavour to increase activity (11.0)	Active
DG	2.6.2020	Contact to be made with Lincoln Group to see if they would be willing to share a Webinar regarding their successful attraction of a significant number of new Associates to their Group (11.2)	Open
JH	15.5.2020	Group Events Diary on web-site to be changed to reflect agreed changes to schedule of events. (12.0)	Closed
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 (12.3)	Active

Paul commenced by thanking all Attendees and noting the Apologies. The Minutes of the Meeting of 3<sup>rd</sup> March 2020 were proposed as accurate by Geoff David 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 Chairman confirmed that Group Activity had been placed on hold as a result of the current CV-19 crisis and Government recommendations arising from that. Primary concern having to be the well-being of all Group Members. At the time of this meeting there was no indication when matters would be returning to normality though there was an ongoing watch maintained for directions from IAM RoadSmart and also HMG.

## 4 Group Secretary's Report

Group Scorecard for March 2020:



### Group Scorecard for Wolverhampton Adv.Motorists (3081) (WAM)

Date: Thursday, 09 April 2020

New Joiners		
	Group	National Average
Last Month	0	1.3
Same period last year	0	2.0
<i>Based on allocation date to group in DTE</i>		
Enrolments		
	Group	National Average
Enrolled Last Month	0	1.3
Time to enrolment (Days)	0	6.5
Waiting enrolment	0	3.0
<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>		
Members		
	Group	National Average
Full group members	74	183.1
<i>Based on members linked to group (regardless of membership status)</i>		

Associates		
Training in Progress	12	
Last 12 months average days from enrolment to test ready	128	
<i>Associates with a course linked to the group - shown under C6 Test ready lists in DTE</i>		
Observers		
Local Observer Assessor	2	
Trainee Observer	2	
National Observer	6	
Local Observer	7	
<i>Based on links to group and qualifications held in DTE</i>		
Test Statistics		
	Last Month	National Average
First and Pass	0	0.8
Fail	0	0.1
<i>Based on results submitted date and if course associated to group</i>		

The above Scorecard was issued by IAM RoadSmart on 9<sup>th</sup> April 2020 for March 2020 period but must be seen as irrelevant as the period was one of almost complete inactivity for the Group. It is expected that the same details will be reflected for the April period when that Scorecard is released.

### 4.1

Following the final agreement of the artwork for the RFID Blocker Card during 2019 updated quotations have been obtained including those from the UK. The UK pricing is approximately 3x that of the product available from China and it was agreed that, as there were no technical differences between the cards, that we should source from the lower cost supplier.

### 4.2

Details received from IAM RoadSmart in Welwyn Garden City advised that as a result of possible CV-19 all Forums were currently postponed.

### 4.3

The following has been retained in these Minutes for future action.

Jonathan Hughes met with the West Midlands Police and Crime Commissioner, David Jamieson on 20<sup>th</sup> January 2020. The meeting was undertaken following the November 30<sup>th</sup> 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 Jamieson 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.

Following discussion, it was agreed that David Gallagher would progress this source of funding as he was discussing wider support for West Midlands Groups in his role as Young Driver Ambassador for IAM RoadSmart. It was thought sensible that we should seek to ask for six Associate's Funding for the Group.

It is understood that we form part of a larger PCC Project; there is no clear indication of the status of our part in this project submission at this time.

## 5 Group Treasurers' Report

Current account(s) status as of end of April 2020, is as below:

### Group Accounts Statement

Lloyds Treasurers Account:	£3,028.67	<b>Payments To:</b>
Lloyds Social Account:	£100.53	GoToMeeting Annual Subscription
<b>Group Balance Total:</b>	<b>£3,117.20</b>	
Payments Made in Month (1):	<b>£136.80</b>	
(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 three Group Membership payments, one of £11.00 and two of £12.00 which were received during the course of April and early May 2020

### 5.1

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

It was agreed that Geoff Davis and Tony Robson would progress follow up phone calls with those people who had yet to make payment for their Group Subscriptions.

### 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 March or April 2020.

## **7 Group Chief Observer Report**

- The next Group Observers Meeting is at this time unscheduled; it is hoped that Paul Derby will be able to attend that meeting when it is established.
- David Smith is now registered with IMI to become a Local Observer. He continues being mentored in this by Peter Spillan
- 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

Deliberately Left Blank

## 7.1

### Group National 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

It is noted that at this time that IAM RoadSmart has placed on hold all re-take tests for Fellows, Masters and National Observers pending further advice.

## 7.5

### Wolverhampton Advanced Drivers – Current Marketing Stock

Item	Stock Held	Issued In Month	Balance Left
<b>General Items</b>			
Group Bags	1	0	1
ID Tags Red	5	2	3
Clip on Type Tags	8	0	8
Blue Lanyards	28	2	26
<b>Polo Shirts</b>			
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
<b>Documents</b>			
Roadcraft (2013)	2	0	2
Observer Handbook	3	0	3
Chris Gilbert DVD	2	1	1
Run-sheet Pads	3	0	3

## 8 Group Associate Controller's Report

The next Associate Evening, (Part II), which was scheduled for 21<sup>st</sup> April is currently pending the removal of restrictions regarding all meetings

### 8.1

The following shows the current Associate Member Status at 5<sup>th</sup> May 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	6	
David Scarrott	Paul Williamson	xx	xx	12	22	→
Giles Evans	Tony Robson	x		8	8	
James Cardus	Peter Spillan		x	6	10	
Jason Vassell	Chris Smith	x	x	7	7	
Katie Trusselle	Graham Trusselle		x	3	13	→
Ian Macaulay	Graham Trusselle			0	2	
Kyle Bradshaw	Nigel Packer			3	7	
Martyn Smith	Alan Bates		x	0	5	
Ravi Kumar Suman	Barry Sadler			0	5	
Simon Ward	David Smith	x		8	8	↑
Steve Mintchev	Roger Denley			?	6	
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

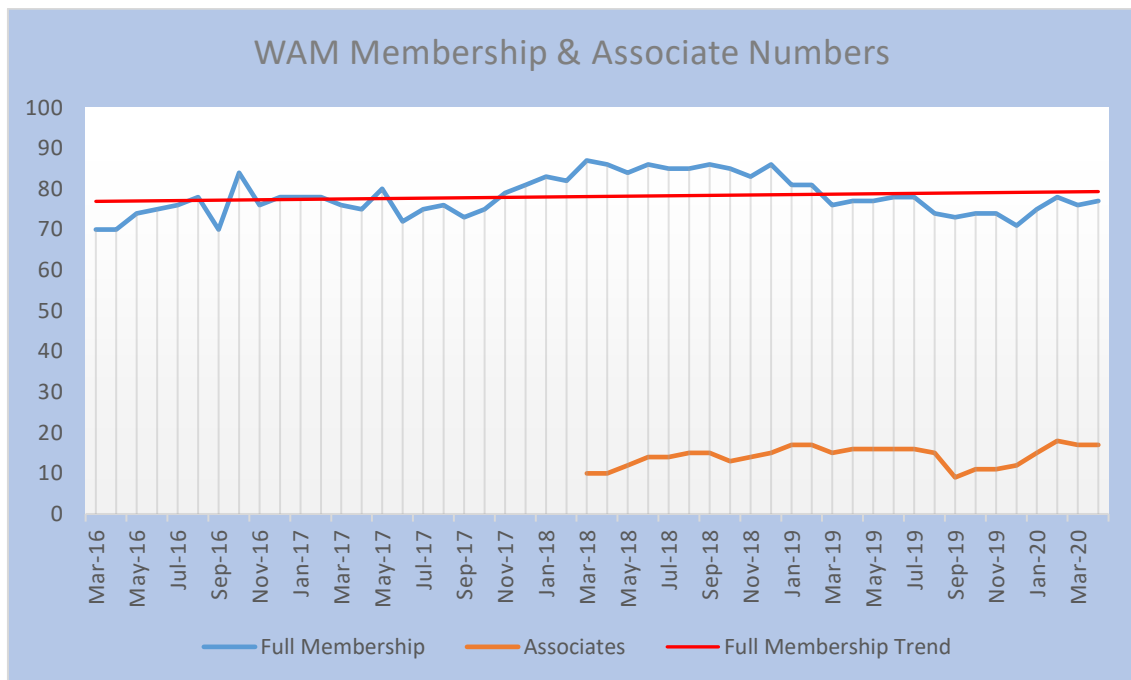
Next Associates Evening Part II Currently open.

## 9 Group Membership Secretary's Report

Current position of the Group is:

- 58 Full Members (Of which 2 showing as Expired Members of IAM RoadSmart)
- 3 of these Full Members are IAM RoadSmart expired, 1 in February 2020, 2 in March 2020
- 16 Associate Members (Two of whom are Inactive and two of which are On-Hold)
- **74 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 15 are National Observers (Two of which are LOA’s)
  - 7 of the 15 are Local Observers
  - 2 of the 15 is being mentored to become a Local Observer
  - 9 of the 15 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.

### 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

Efforts are being made to issue an updated Group Newsletter; it is hoped that this will be issued during the course of May 2020. In the meantime, it was agreed a “Status Update Message” should be issued.

### 10.1

Around sixty of the eighty Group Members open 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.



## 11 Group Web Administrators Report

Jonathan Hughes reported an increase in Facebook engagement during the course of April 2020 however a substantial drop in the activity on the Group web-site. (Full details shown in Appendix 1 and 2 of these Minutes).

### Web-site detail summary:

Visits to site through the month:	1573 Visits	(↓46% against previous month)
Pages Viewed through the month:	3971 Pages	(↓57% against previous month)
Hits through the month:	17357 Hits	(↓76% against previous month)
Bandwidth through the month:	2.30Gb	(↑44% against previous month)

### 11.1

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

### 11.2

David Gallagher reported that a number of Groups around the country, (Lincoln and Bolton being particularly noted), had been very successful in promoting their media engagement and as a result had gained a substantial number of new Associates. Following discussion, it was agreed that David would open discussions with Lincoln Group to see if they would share a Webinar as to how they achieved this success.

## 12 Group Publicity and Events Co-ordinator's Report

The following was the Group event status as of March 2020; all activities and schedules are currently on hold or postponed until further notice.

- 11th March 2020 – Interactive Evening (Action with Paul Williamson)
- 8<sup>th</sup> April 2020 – Robbie Downing and Shaun Cronin ASDM Meeting at Friends Meeting House
- 10<sup>th</sup> May 2020 – Mini Show at Himley Hall (Nigel Packer to confirm)
- 13<sup>th</sup> May 2020 – Group Annual General Meeting
- 10<sup>th</sup> June 2020 – Trevor Poxon MBE to discuss the changing face of Advanced Driving
- 15<sup>th</sup> July 2020 – Speaker currently being sought
- 12<sup>th</sup> 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)
- 6<sup>th</sup> September 2020 – Classic Car Show at Himley Hall (Action with Paul Williamson to confirm)
- 16<sup>th</sup> September 2020 – Richard Gladman and Kate Tonge from IAM RoadSmart
- 14<sup>th</sup> October 2020 – Mark Weaver (Second visit to Group)
- 12th November 2020 – Paul Derby (Second visit to the Group)

It was agreed that the proposed date for the Group AGM should be set as August 2020. It was additionally agreed that there would be no Group Meeting in June and that Jonathan Hughes would advise Trevor Poxon with a view that he be tentatively booked for June 2020.

### 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

Following discussion, it was agreed that the Group AGM should be postponed until August 2020 by which time Group Meetings should be possible.

It was discussed and agreed that it was possible to run the AGM on-line however that the level of “capability” amongst the Membership would limit opportunities for Members to participate and as such that we would endeavour to widen the Membership engagement franchise at the AGM by running the evening as a “hybrid” event with the Meeting being circulated on-line simultaneous to the actual meeting taking place.

## 12.3

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)

## 12.4

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

## 13 Group Young Driver Ambassador Report.

No input received from David Gallagher

## 14 A.O.B.

There were no items raised.

## 15 Date of Next Meeting

The next meeting is scheduled for 2<sup>nd</sup> June 2020. The format and location of this meeting is yet to be determined as it depends on directions from HMG and IAM RoadSmart.

This meeting adjourned at 20:30

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.

Deliberately Left Blank

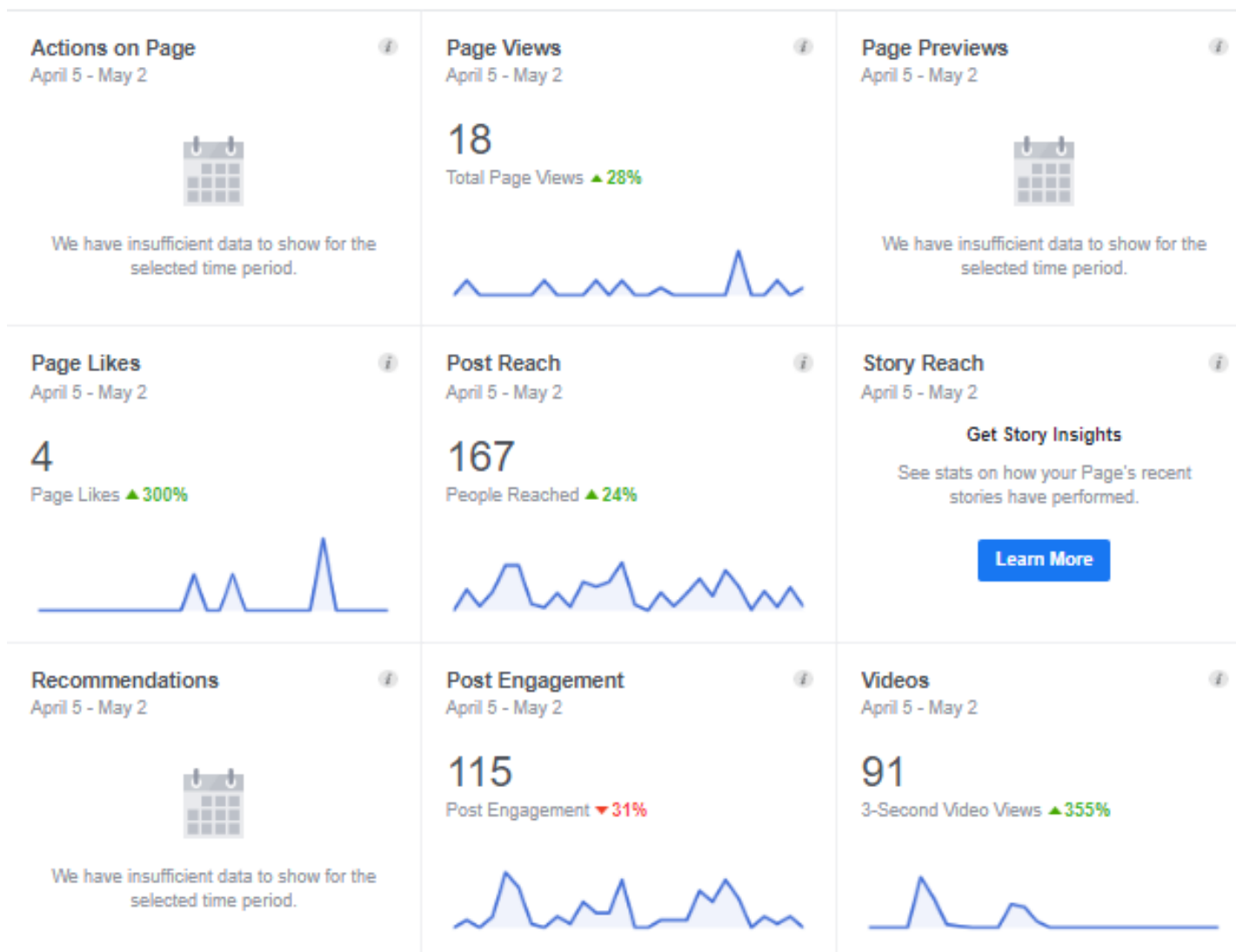
## Appendix 1

### Facebook Activity Through April 2020

Results from Apr 5, 2020 - May 2, 2020

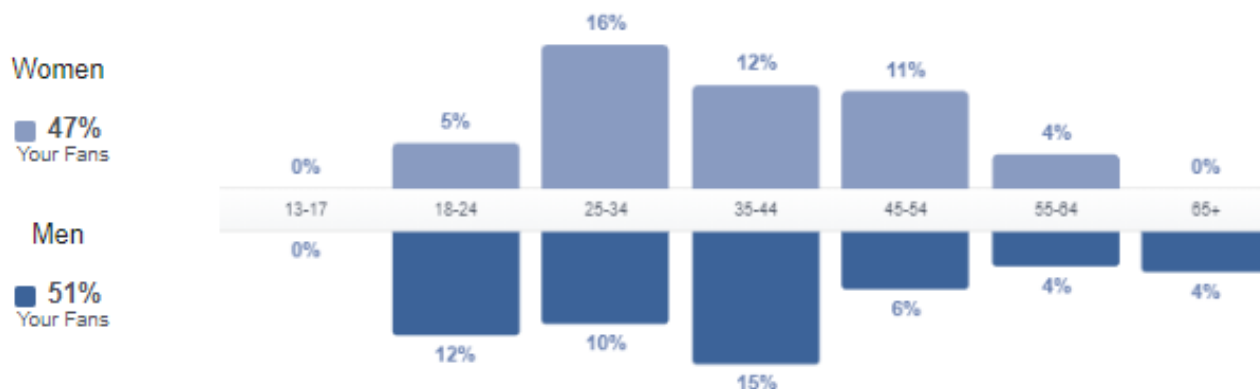
Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

Organic Paid



### Facebook Demographic Through April 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.

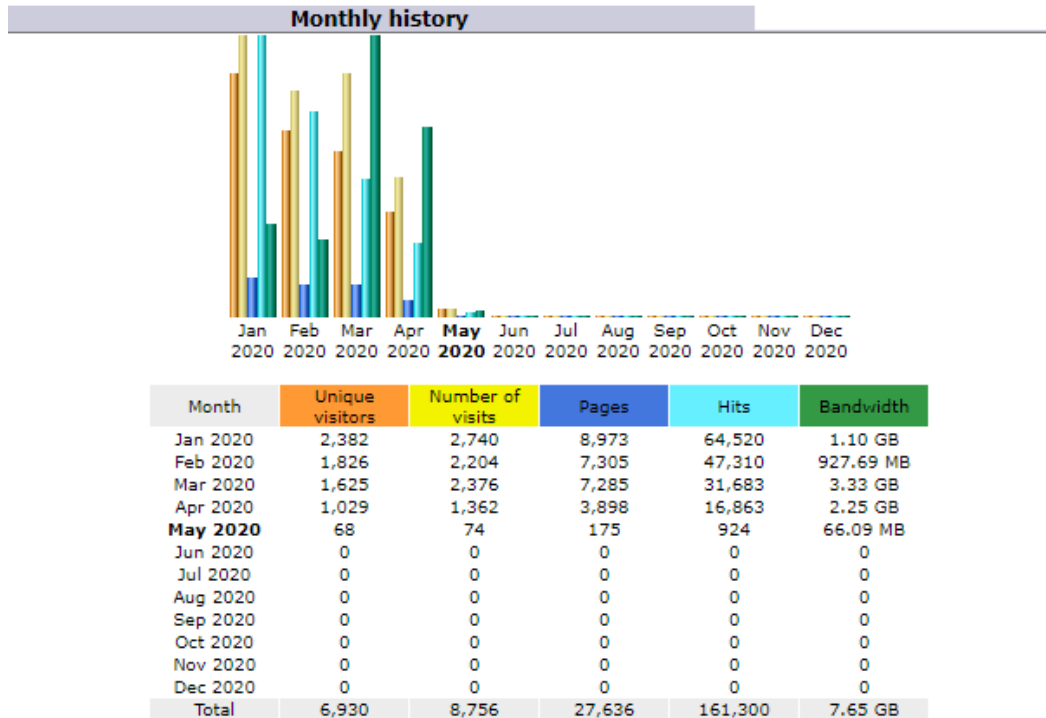


## Appendix 2

### Summary Web Activity Through to End of April 2020

Visitors through the month:	1573 Visitors	(↓46% against previous month)
Pages Viewed through the month:	3971 Pages	(↓57% against previous month)
Hits through the month:	17357 Hits	(↓76% against previous month)
Bandwidth through the month:	2.30Gb	(↑44% against previous month)

### Web Site Activity Through to End of April 2020 (HTTPS Site)



### Web Site Activity Through to End of April 2020 (HTTP Site)

