



Wolverhampton Advanced Motorists

Group 3081 - Registered Charity 1053330

Committee Meeting Minutes

Date: 3rd November 2020

Location: On-line

Time: 19:30

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

Apologies Graham Foulkes Richard Dodd

Guests

1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
PW	1.12.2020	Contact to be made with both Friends Meeting House and Goldthorn Mercure Hotel to establish if they can be used from January 2021 onwards (12.0)	Active
JH/PW	5.11.2020	A Newsletter is to be issued to all Group Members regarding the forthcoming AGM that is now scheduled for 11 th November 2020. (3.0 & 10.0)	Active
PW	1.12.2020	A date is to be established for the Audit Meeting with Robbie Downing.	Active
PW/JH	5.1.2021	Funding to be progressed with the West Midlands PCC (4.3)	Active
GD/TR/JH	1.12.2020	Group membership invoices overdue to be chased and invoices for November to be issued (5.1)	Active
GD/TR	1.12.2020	Registration for Gift Aid is to be concluded (5.2)	Active
GD	1.12.2020	Action to be taken with the Group Bankers regarding the unauthorised payments that were made at the end of September 2020 (5.4)	Open
RR/TR/PW	1.12.2020	Additional Bags, DVD's and RoadCraft Books are to be sourced (7.3)	Open
PW	5.1.2021	Contact to be made with those Group Members who are not accessing Group details electronically (10.1)	Open
JH	1.12.2020	A resolution with HostPapa/Zen to be established to allow us to update and maintain the Group website (11.0)	Active
PW/NP	5.1.2021	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 6th October 2020 were proposed as accurate by Nigel Packer and seconded by Terence Arthur.

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

Wolverhampton local restrictions have placed the Group under stringent restrictions and as such no current plans are in place for any Group Meetings beyond virtual meetings. HMG National Restrictions apply from 5th November until at least 2nd December so Group activity is now only virtual.

It was also discussed and agreed that the Committee Meeting scheduled for 1st December 2020 would be held on-line.

The Group AGM is scheduled for 11th November 2020. This will be a virtual meeting. Notification was given to all Group Members via a Newsletter issued on 10th October 2020. This communication contained the details from the Group Chair, Secretary and Treasurer.

Robbie Downing has advised the Group that he wishes to undertake the Group Audit on-line, a date is to be established by Paul Williamson for this meeting and the members of the Committee advised.

Paul Williamson advised that as neither he or Geoff Davis had received any additional communications from David Gallagher, (see previous Group Minutes), regarding both Group and Committee Membership, he had now regretfully accepted David's resignation from Wolverhampton Advanced Motorists Group Committee.

4 Group Secretary's Report

No Group Scorecard was available at the time of this meeting.

4.1

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 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 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.

4.3

DTE has now been discontinued and as of the date of this meeting the replacement DARTS programme has yet to be enabled for Wolverhampton Advanced Motorists. As this becomes live for the Group as of 5th November 2020 access details will be circulated by Tony Robson to all appropriate Group personnel.

5 Group Treasurers' Report

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

Group Accounts Statement

Lloyds Treasurers Account:	£2334.11	Payments To:
Lloyds Social Account:	£100.53	
Group Balance Total:	£2,434.64	

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.

5.1

Eighteen invoices for Group Subscription payments due in July and August 2020 have been issued. As of the date of this meeting two of those subscriptions have been paid.

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.

5.3

Further to queries raised with Friends Meeting House during October Geoff Davis was able to confirm that at the time of this meeting no monies were owed to Friends and all outstanding invoices had been cleared.

5.4

Geoff Davis advised that during the late part of September two payments had been made from the Group Current Account; one being for £12:00, the second for £40:00. Neither of these payments were properly authorised and neither were made as a result of any action by the Officers of the Group. (Two signatures/authorisations are required for any payment to be made).

Following a considerable number of telephone calls the £12:00 was credited back to the account as of 3rd November 2020; the £40:00 remains outstanding.

Following discussion, it was agreed that Geoff Davis should raise two separate formal complaints regarding this matter and also demand that the £40:00 be credited to the Group Account, (pending full investigation), on the basis that, the payment was not properly authorised by two Group Officers, and secondly, that the recipient is unidentified.

6 Group GDPR Compliance Officers Report

Group GDPR compliance remains intact with no notifiable issues raised through the course of October 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.
- Emlyn Hudson is registered with IMI as a Trainee Observer and is being mentored by Kevin Jennison.
- Davis Smith is registered with IMI as a Trainee Observer and is being mentored by Peter Spillan
- Terence Arthur is registered with IMI as a Trainee Observer and is being mentored by Tony Robson.
- Kevin Jennison is registered with IMI as a Trainee National Observer and is being monitored by Jonathan Hughes. (His date for Test was postponed as a result of current national restrictions)
- Jonathan Hughes NO LOA re-assessment successfully took place on 19th October 2020

7.1

It was noted that due to Government and IAM RoadSmart Guidelines we will not be undertaking any drives through the course of November. A further decision on this will be made on 2nd December 2020 following HMG update scheduled for that day.

7.1

Group National Observer Status (Correct as of 1st November 2020)

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

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7.2

Wolverhampton Advanced Drivers – Current Marketing Stock			
Item	Stock Held	Issued In Month	Balance Left
General Items			
Group Bags	1	0	1
ID Tags Red	5	2	3
Clip on Type Tags	8	0	8
Blue Lanyards	28	2	26
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)	2	0	2
Observer Handbook	3	0	3
Chris Gilbert DVD	2	1	1
Run-sheet Pads	3	0	3

7.3

It was agreed that additional Bags, DVD's and Books be purchased to support the new Local Observers currently in process of being trained.

8 Group Associate Controller's Report

The next Associate Evening is on hold pending change to national regulations regarding meetings.

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8.1

The following shows the current Associate Member Status at 3rd November 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		Run Count	Months Count	Status
		Part 1	Part 2			
Anna Gregory	Roger Denley			0	8	
Andrew Woodford	Terence Arthur			3	1	
Mohammed Ali	TBA			0	1	
Jack Dudley	Kevin Jennison			3	1	
Jason Ezra Lewis	Chris Smith			6	1	
David Scarrott	Paul Williamson	xx	xx	12	26	→
James Cardus	Peter Spillan		x	6	14	
Ian Macaulay	Graham Trusselle			0	4	
Kyle Bradshaw	Nigel Packer			3	11	
Martyn Smith	Mike Leadbeater		x	0	9	
Ravi Kumar Suman	Barry Sadler			0	10	
Simon Ward	David Smith	x		8	11	↑
Steve Mintchev	Roger Denley			?	10	
Chris Smallman		x	x			
Dalbeer Gill		x	x			
Pam Dawson		x				
Sheila Barnfather		x	x			

Active
On Hold
Inactive

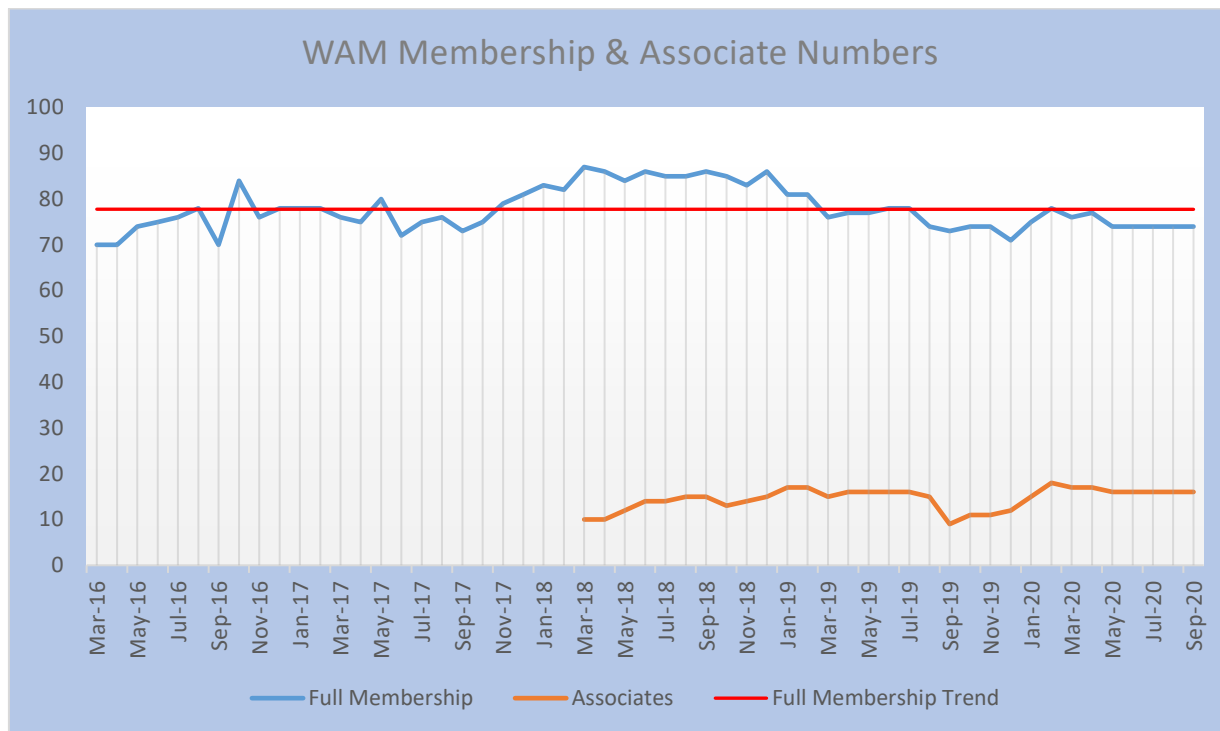
Test Ready
Near Test Standard
Approaching Ready
Needs Development

9 Group Membership Secretary's Report

Current position of the Group is:

- 60 Full Members
- 17 Associate Members (Two of whom are Inactive and two of which are On-Hold)
- **77 Total Group Membership (National Average in March 2020 was 188.4 Members/Group)**
- 16 of the Full Members are Fellows
- 4 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
- 3 of the 15 are being mentored to become a Local Observer
- 1 of the 15 is being mentored to become a National Observer
- 9 of the 15 are Fellow Members



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

It was discussed and agreed that a “Status Update Message” should be issued alongside the AGM Invitation to be sent.

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

Following a very significant uplift in the cost of hosting the Group web-site by the current company HostPapa it was decided to move the hosting and support to a UK company Zen Internet. Appropriate facilities were put in place at Zen Internet to enable this transfer however HostPapa have, since July 2020 been placing objections and restrictions on our transferring the domains that we own being:

wolvesiam.org
wolvesiamrs.org

Though EPP Codes, (transfer codes necessary for the new host to request the transfer of a domain), have been issued to us the most recent interruption to the move has been that the domains have been "locked" for a period of sixty days from late August by HostPapa so stopping us from updating those sites effectively and stopping us from moving them to the new hosting platform. Discussions are ongoing with HostPapa however without their changing the domain status and unlocking them the transfer cannot be made.

It was discussed and agreed that we should register the domain wolvesiam.uk.org with Zen and let HostPapa retain wolvesiam.org as they were placing so many objections to it being moved.

12 Group Publicity and Events Co-ordinator's Report (Position Currently Open)

All activities and schedules are currently on hold or postponed until further notice as result of the Government, local conditions and directives from IAM RoadSmart.

12.1

It was discussed and agreed that the following people were potential invitees to the Group during 2021:

- Tess Cooper (Examiner based in Worcester local ASDM "Deputy")
Richard Gladman and Kate Tonge from IAM RoadSmart
- Paul Derby
- Mark Weaver
- Robbie Downing and Shaun Cronin Area Service Delivery Managers
- A new date to be organised with David Jamieson (West Midlands PCC)
- 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

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 collapsible table be associated with the gazebo/marquee tent
- That the concertina display board be associated with the gazebo/marquee tent
- The two new IAM RoadSmart "pull-up" displays to be associated with the gazebo/marquee tent
- The one older IAM RoadSmart "pull-up" display is to be passed to Jonathan for presentations
- That four split 15kg circular weights have been obtained
- That straps and stakes have now been sourced (Thanks to Terence Arthur)

12.3

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

13 Group Young Driver Ambassador Report (Position Currently Open)

The Group now needs a person to take on the role of Young Driver Ambassador

14 A.O.B.

There was no A.O.B raised

15 Date of Next Meeting

The next meeting is scheduled for 1st December 2020.

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.

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