



# Wolverhampton Advanced Motorists

Registered Charity 1053330

## Committee Meeting Minutes

**Date:** 3<sup>rd</sup> September 2019  
**Time:** 19:45

**Location:** St Martin of Tours  
 Church, Dixon Street  
 Wolverhampton  
 WV2 2BG

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

Guests

### 1 Action Items

<u>Who</u>	<u>Target Date</u>	<u>Action</u>	<u>Status</u>
PW	1.10.2019	Full details of the insurance cover at Friends Meeting House is to be established. (3.1)	Open
PW/TR	1.10.2019	Order to be placed for RFID Blocker Card (4.2)	Open
GD	3.3.2020	Registration for Gift Aid is to be concluded (5.2)	Open
JH/TR	6.9.2019	The relevant Group Documents are to be updated as required with the Treasurers Account details and Gift Aid Declaration(s) (5.4)	Open
JH	1.10.2019	Confirmation to be received from Committee Members that information retained regarding Members is both limited and also held secure in compliance with GDPR (6.1)	Open
RR/TR	1.10.2019	David Smith is to be Registered with IMI through IAM RoadSmart as a Trainee Observer (7.0)	Open
TR/JH	3.9.2019	An e-mail is to be sent to IAM RoadSmart Members who are within the Region but who are not affiliated with a Group (9.2)	Open
ALL	6.9.2019	Submissions for the Autumn Group Newsletter to be ensured. (10.1)	Open
JH	1.10.2019	Include a Benefits Section on the Group web-site to promote the advantages to Members of being within the Group. (11.3)	Open
PW/NP	3.12.2019	Group Show Kit to be inventoried and bought up to usable standard for 2020 use. (12.1)	Open
PW/TR	16.8.2019	A replacement Pennant Flag is to be purchased in support of the Himley Classic Car Show (12.2)	Open
NP	1.10.2019	Tri-fold Group Brochures to be placed in local libraries to maintain presence. (12.3)	Open

Paul commenced by thanking all Attendees and noting the Apologies. The Minutes of the Meeting of 6<sup>th</sup> August 2019 were proposed as accurate by Roy Richards and seconded by Nigel Packer.

### 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

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 August 2019 is as follows:

#### Advanced Course Statistics

Allocations	Group	Region Avg
Last Month	1	1.9
3 month Average	1	2.0
Last 12 months	19	26.3

Enrolments	Group	Average Days	Region Avg	Region Avg Days
Last Month	0	0	2.2	9
3 month Average	1	20	1.9	7
Last 12 months	18	18	26.7	14

Test Ready	Group	Average Days	Region Avg	Region Avg Days
Last Month	1	89	1.7	198
3 month Average	1	159	1.8	222
Last 12 months	15	133	18.4	207

#### Test Statistics

	12 months	Region Avg
First	6	5.1
Pass	8	12.5
Fail	2	2.8

% Pass	Group	Region Avg
	88	86

#### Advanced Course Allocated Sales

	Total	Region Avg
Last Month	0	1.8
3 month Avg	1	1.8
Last 12 months	21	27.0

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.*

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

#### 4.1

Following discussions at the August Committee Meeting Tony Robson has contacted IAM RoadSmart and has now received confirmation from Deborah Watts that no more duplicate ADT Certificates will be sent to Wolverhampton Advanced Motorists as of 14<sup>th</sup> August 2019.

## 4.2

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

## 4.3

Following his inclusion in the IAM RoadSmart Telematics Trials running through until the end of September 2019 Jonathan Hughes advised that he had received the details for both June and July 2019 as shown in Appendix 4 to these Minutes.

The trial is an endeavour to quantify a tangible “value” to being an IAM RoadSmart Member and having Advanced Driver Training. It is clear from the above that drive safety is substantially better and that emissions are lower within the Advanced Driver Group.

## 5 Group Treasurers’ Report

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

### Group Accounts Statement

Lloyds Treasurers Account:	£2,885.14	<b>Payments Made To:</b>
Lloyds Social Account:	£97.03	
<b>Group Balance Total:</b>	<b>£2,982.17</b>	

Payments Made in Month (2): **£95.20**

The Group Accounts remain in good order.

### 5.1

Having established that Lloyds are unable to offer interest on any of their accounts associated with the Group, the Deposit Account that had been opened has now been closed.

Subsequent to discussions at the Committee Meeting that took place on 6<sup>th</sup> August 2019 Geoff Davis has had further exchanges with the Charities Aid Foundation and found that:

- With the “Twelve Month Fixed Rate Saver Account”, monies invested would earn 1.40% AER on a minimum of £1000 invested. No withdrawals are permitted during the twelve months
- With the “Sixty Day Notice Account” a minimum of £1000 needs to be deposited. If any withdrawals are needed, they would be subject to sixty days’ notice and a minimum withdrawal of £1000. The account pays 0.6% AER. The account can be managed by telephone or post
- With the “Gold Account”, a minimum of £1000 needs to be deposited. There are only nominal restrictions on withdrawals. The account pays 0.15% AER. The account can be managed by telephone, online or post

Following discussion, it was agreed that any of the above accounts would tie up Group funds unreasonably and as such the Charities Aid Foundation is not being seen as an option based on the small amount of monies that are being managed and the currently nominal return to be gained from such a placement.

## 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.

Reference in this <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. It was discussed and agreed that such action should be taken via the Membership Renewal Document when issued at the beginning of 2020. (Prior to this happening however the Group should be fully registered for Gift Aid).

## 5.3

Geoff Davis has made the necessary applications for a Group Debit Card and is waiting now for that card to be delivered.

## 5.4

Further to the discussions at the Committee Meeting of 6<sup>th</sup> August 2019 Jonathan Hughes and Tony Robson are now updating Group Documents to reflect details of the Treasurers Account, (30-99-83 84173862) and also the Gift Aid acceptance declaration. This update must also take into account the requirements of the current directions and controls imposed on the Group by GDPR compliance. (In this see Section 6.1 of these Minutes).

## 6 Group GDPR Compliance Officers Report

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

### 6.1

Further to clarification by Jonathan Hughes with IAM RoadSmart it is necessary for the Group to ensure that:

For records being maintained in hard copy that the detail contains no more than:

- Members name
- Members preferred contact telephone number
- Members preferred contact e-mail address
- Members IAM RoadSmart Membership number
- Members wishes regarding Gift Aid (As of 2020 Group Membership renewal)

Such detail retained **must** be kept in a secure place under lock and key.

For records being maintained electronically that the details contain no more than:

- Members name
- Members preferred contact telephone number
- Members preferred contact e-mail address
- Members IAM RoadSmart Membership number
- Members wishes regarding Gift Aid (As of 2020 Group Membership renewal)

Such details retained in this way, if kept on a computer/laptop/tablet or any other electronic device or storage medium such as a DVD or CD, **must** be secured behind an effective password known to only the person who is retaining that information and the medium retaining the information must be also kept secure.

As of May 2018, no Group Member outside of the Committee should be retaining any information regarding Group Members.

## **7 Group Chief Observer Report**

- Pre-test drive carried out for Susan Carter by Alan Bates. Marked as test ready on DTE.
- Alan Bates has now received his group copy of Roadcraft
- Copies of The Group Observers Handbook and the Chris Gilbert DVD are to be passed to Christopher Smith.
- David Smith now completed his Observer Assessment Drive, and ready to be registered with IMI as Trainee Observer. David is on holiday until 29th September so will not ask Tony Robson to complete the registration with IAM RoadSmart, until nearer that date
- Terence Arthur is reported by Barry Sadler as being close to being Test Ready
- Christopher Smith is now registered with IMI to become a Local Observer. He continues being mentored in this by Roger Denley; his training in this is progressing well.
- A Taster Drive was completed with Mr. Wooton by Paul Williamson but is unlikely to progress.
- Both Geoff Davis and Graham Foulkes are planning to re-take their ADT within the course of the next three months

### **7.1**

Roy Richards is now maintaining a Group Product Stock Holding List. This is shown in Appendix 3 to these Minutes.

## **8 Group Associate Controller's Report**

The next Associate Evening, (Part II), is scheduled to be held on 17<sup>th</sup> September 2019.

## 8.1

The following shows the current Associate Member Status at 2<sup>nd</sup> September 2019. 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.

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		
Dalbeer Gill	Roger Denley	x			
Kevin Griffiths	Chris Smith	x			
Terence Arthur	Barry Sadler	x			
David Scarrott	Paul Williamson	xx	xx		
Susan Carter	Mike Leadbeater	x	x		
William Young	Graham Trusselle				
Chris Smallman		x	x		
Tiffany Harrison					
Pam Dawson		x			
Sheila Barnfather		x	x	x	

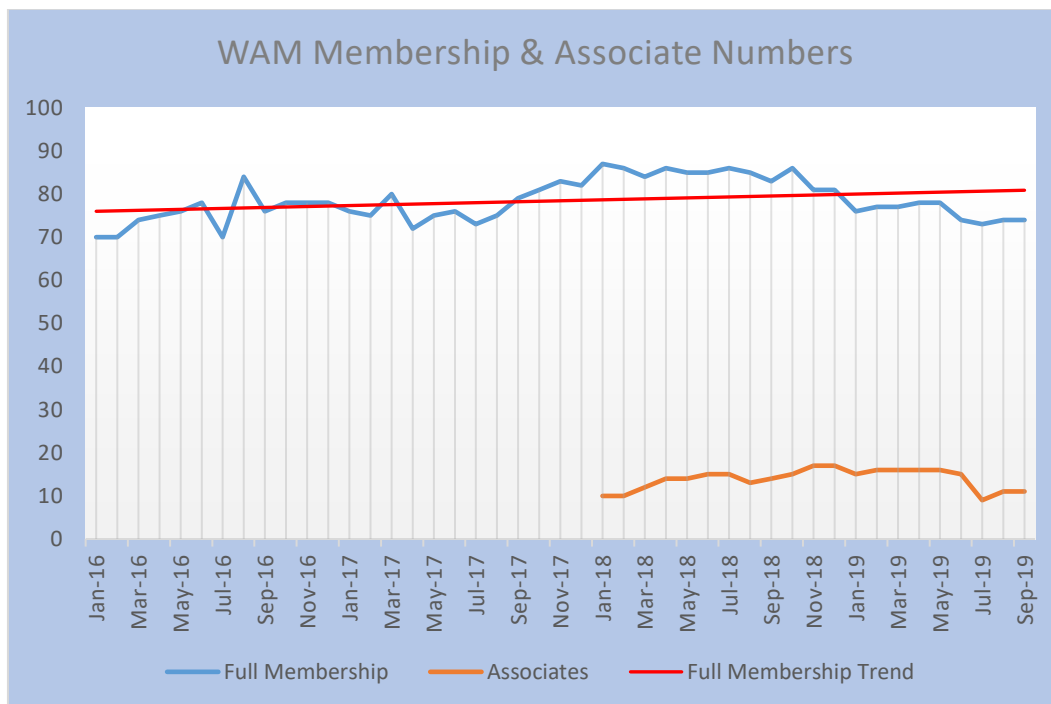
Active
On Hold
Inactive

Assoc Evening Part II is scheduled for 17th September 2019

## 9 Group Membership Secretary's Report

Current position of the Group is:

- 63 Full Members (Of which 2 showing as Expired Members of IAM RoadSmart)
- 11 Associate Members (One of whom has recently stopped their drives)  
**74 Total Group Membership**
- 12 of the Full Members are Fellows
- 3 of the Full Members are Masters (All of which are "With Distinction")
- 13 of the Group Members are Observers
- 6 of the 13 are National Observers (Two of which are LOA's)
- 6 of the 13 are Local Observers
- 1 of the 13 is being mentored to become a Local Observer
- 8 of the 13 are Fellows



**9.1**

There are four people pending enrolment with an additional two being passed back to IAM RoadSmart as they did not respond to request for details to complete Group enrolment.

**9.2**

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.

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

**9.2**

It was suggested that we should make e-mail contact with local IAM RoadSmart Members who are not currently affiliated with a Group and “encourage” Group association so as to enhance their return on their membership.

**10 Group Newsletter Editors’ Report**

The Group Summer Newsletter has now been issued.

**10.1**

The closing date for input for the Autumn Newsletter was 1<sup>st</sup> September 2019; final inputs are being chased for this issue.

## 11 Group Web Administrators Report

Jonathan Hughes reported activity on the web-site, on Facebook and within our two Group Twitter Accounts. Activity has been lower than that of July through the course of August 2019. (Full details shown in Appendix 1 and 2 of these Minutes). This was attributed to the holidays diverting people's attention.

### Web-site detail summary:

Visitors through the month:	1.498 Visitors	(↓3% against previous month)
Pages Viewed through the month:	4,698 Pages	(↓34% against previous month)
Hits through the month:	21,076 Hits	(↓11% against previous month)
Bandwidth through the month:	1.01Gb	(↓28% 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

The following changes and updates have been made through the course of the last month:

- Having found that a number of people were “assuming” that group@wolvesiam.org was a legitimate e-mail address that address has now been created with a forward through to secretary@wolvesiam.org
- The WHOIS ICANN Details for wolvesiamrs.org which came up for review during August 2019 have been confirmed as being accurate and submitted back to WHOIS

### 11.3

Following discussion, it was agreed that consideration should be given to placing a Group Membership Benefits section on the Group web-site. This was seen as being sensible following the proposal that we should follow up with Fellow Members to offer Assessment Drives and support prior to their re-taking their ADT. This was seen as being an option to extend as a benefit to all Group Members.

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

Despite considerable effort by Christopher Smith no contact has been established with Ashley Hall to confirm his attendance at the 11<sup>th</sup> September 2019 Group Meeting. Jonathan Hughes spoke with Amanda Smith at IAM RoadSmart following other separate conversations with Support at IAM RoadSmart and established that they had not been able to make contact with Ashley for some time.

With the above being the case the decision was made not to promulgate invitations to other local Groups about the scheduled meeting and to prepare for us to have to “fill-in” on the evening.

An apology was given by IAM RoadSmart regarding this situation and we were advised that new policies were shortly to be established regarding the handling, communications with and responsibilities of, all IAM RoadSmart Ambassadors so as to limit the possibility of this situation recurring.



## **12.1**

The Group attended the Himley Classic Car Show with two adjacent stands. Terence Arthur and Katie Trusselle supported the Group on the day for which we thank them.

The weather was variable on the day which meant that overall visitor numbers were down on previous years. Interest at the stand was good with over seventy-five brochures handed out alongside five of the £10 Assessment drive Vouchers.

Thanks to the wind, the Group gazebo was damaged; it is uncertain whether it can be repaired or is in need of replacement. One of the two pull-up displays was also damaged and again it is uncertain whether it is repairable or to be replaced. Neither of these issues need to be dealt with urgently as there are no further shows scheduled through the remainder of 2019.

In this matter Nigel Packer agreed that he would create a detailed inventory of the “show items” that the Group currently has; Paul Williamson will review the damage to the items detailed above and remedial/replacement actions undertaken accordingly to ensure that by the start of 2020 the Group Show Kit is in good order.

## **12.2**

One of the Group Pennant Flags has been lost and needs to be replaced as it forms an integral part of any show that the Group supports.

## **12.3**

As part of our ongoing presence within the area Jonathan Hughes printed forty tri-fold Group brochures which Nigel Packer is now distributing to libraries.

## **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 1<sup>st</sup> October 2019. This meeting will be at the Friends Meeting Hall

This meeting adjourned at 22:15

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 August 2019

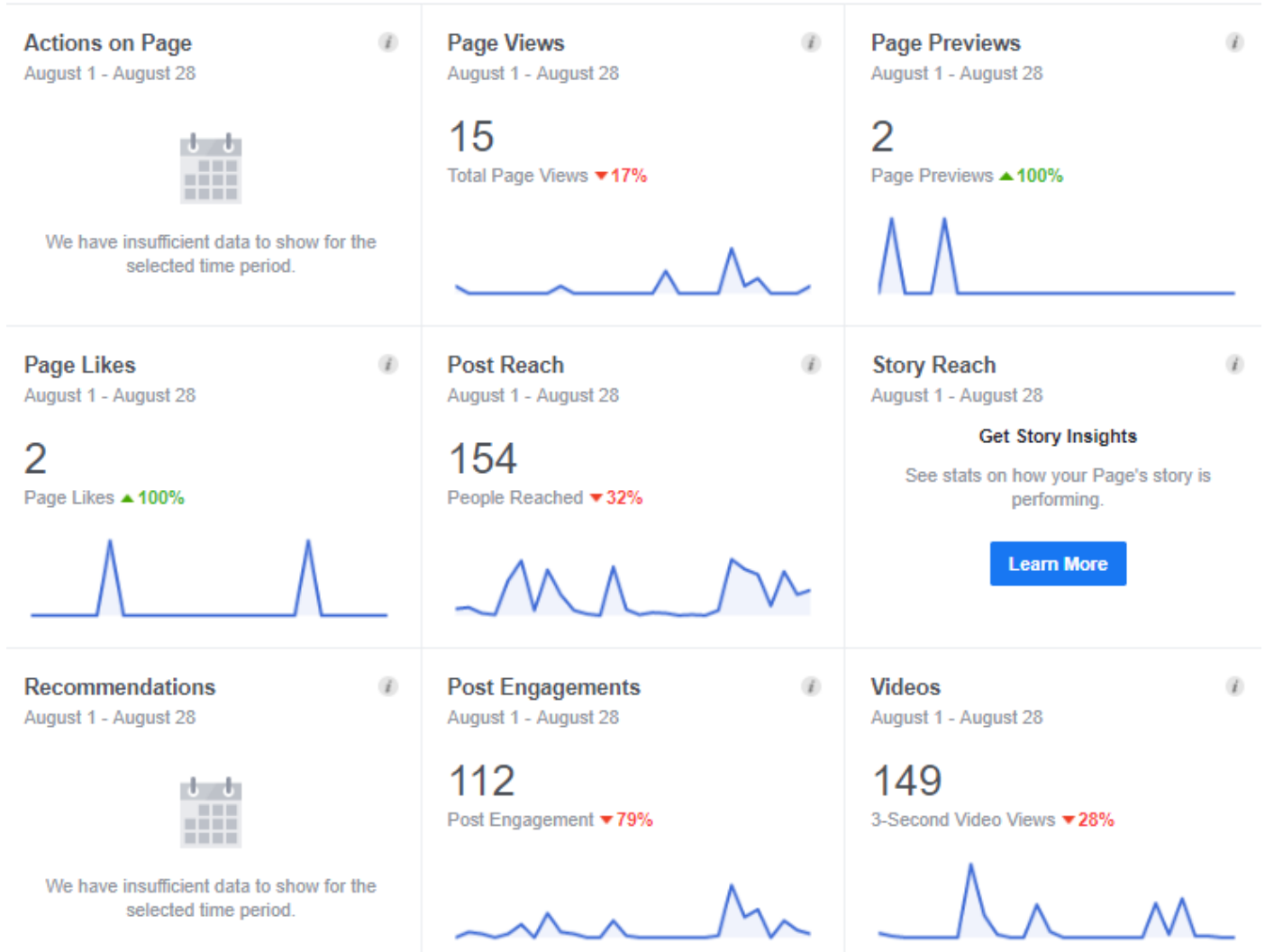
Page Summary Last 28 days ↕

Export Data

Results from Aug 1, 2019 - Aug 28, 2019

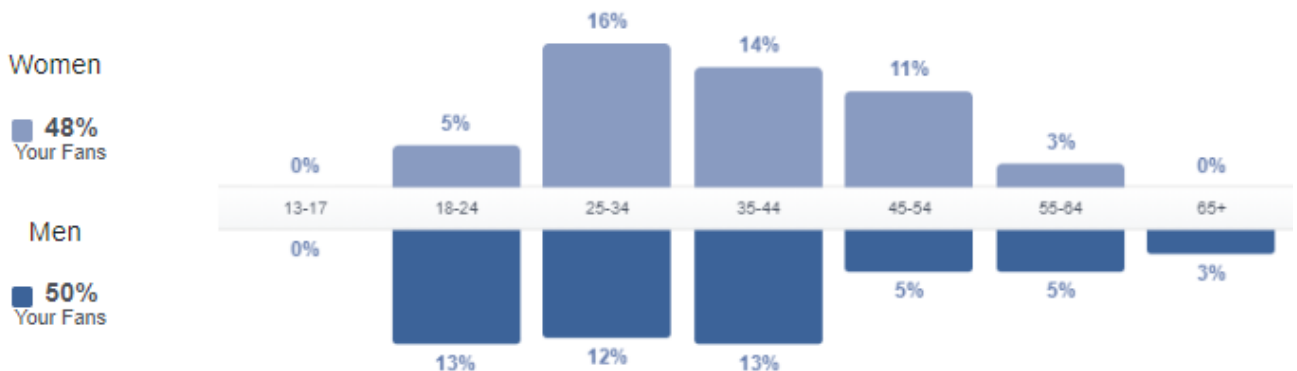
Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

■ Organic ■ Paid



## Demographic Through August 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

### Summary Web Activity Through to End of August 2019

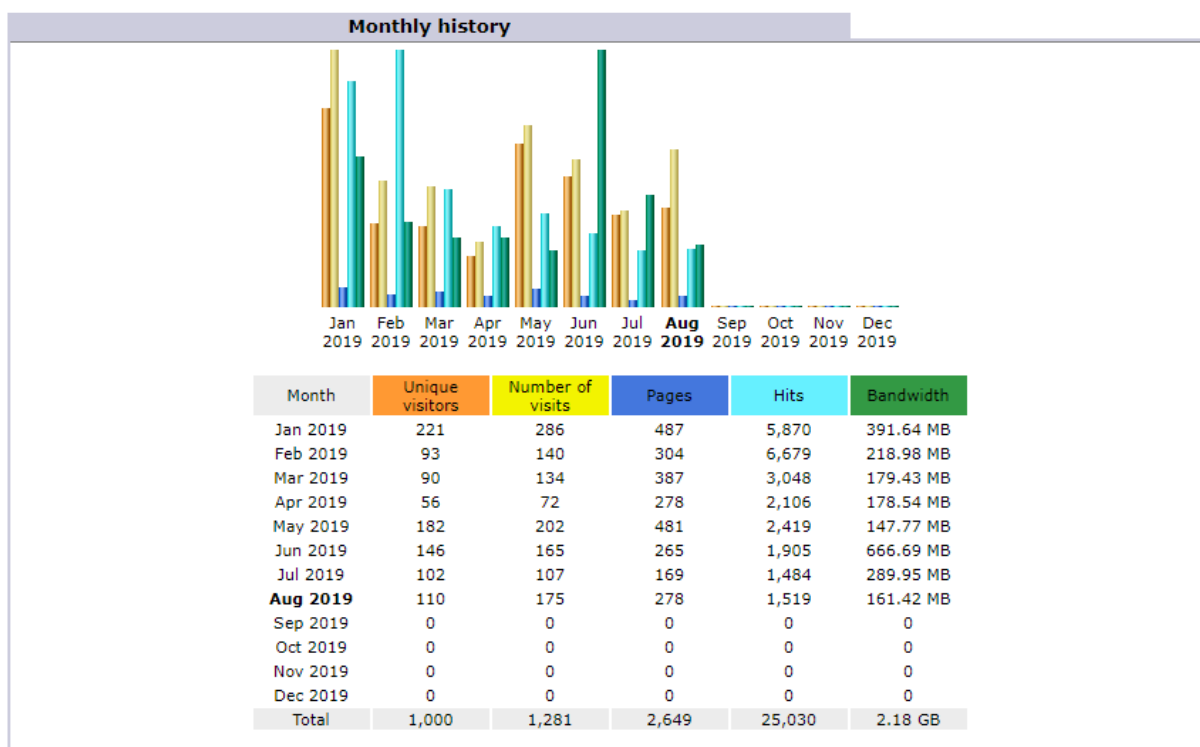
Summary of the detail:

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Bandwidth through the month:	1.01Gb	(↓28% against previous month)

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

Summary					
Reported period	Month Aug 2019				
First visit	01 Aug 2019 - 04:16				
Last visit	28 Aug 2019 - 17:07				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	110	175 (1.59 visits/visitor)	278 (1.58 Pages/Visit)	1,519 (8.68 Hits/Visit)	161.42 MB (944.51 KB/Visit)
Not viewed traffic *			5,080	8,099	1.51 GB

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



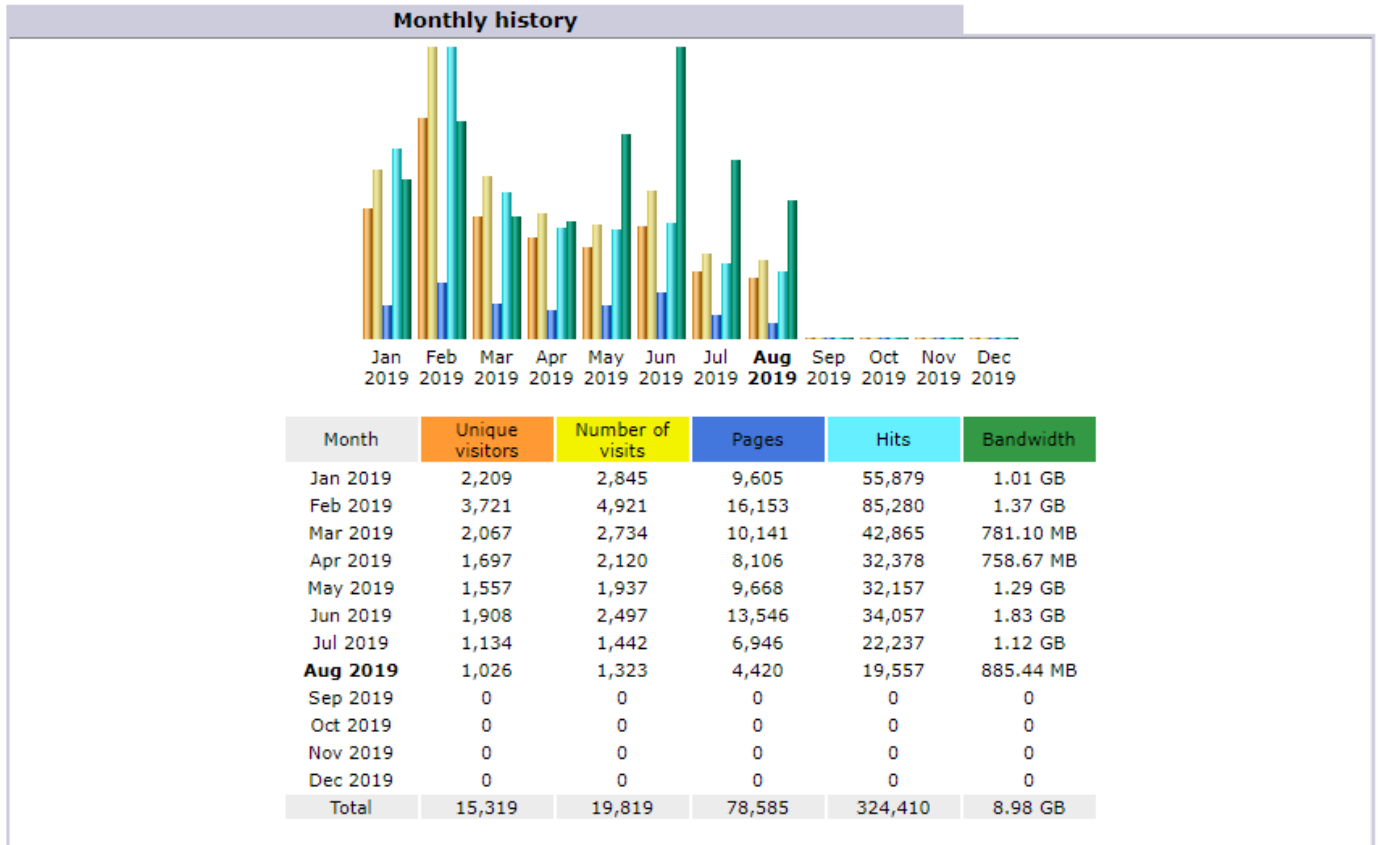
### Top Downloads August 2019 (HTTP Site)

Downloads (Top 10) - Full list					
Downloads: 138		Hits	206 Hits	Bandwidth	Average size
	/wp-content/uploads/AB-River-Ouse-Tunnel-Crossing-January-2017.p...	26	0	314.02 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/Dave-Shenton-Presentation-10.5.2017.pptx	21	0	366.50 MB	17.45 MB
	/wp-content/uploads/39-WAM-Newsletter-Autumn-2017.pdf	20	0	19.28 MB	987.21 KB
	/wp-content/uploads/Taster-Drive-Trifold-Tear-Off-May-2016.pdf	20	0	7.59 MB	388.57 KB
	/wp-content/uploads/Acronyms-v3-2.3.2017.pdf	18	0	1.10 MB	62.79 KB
	/wp-content/uploads/Committee-Minutes-July-2017.pdf	18	0	6.80 MB	387.05 KB
	/wp-content/uploads/36th-AGM-May-2017.pdf	17	0	1.61 MB	97.22 KB
	/wp-content/uploads/22-WAM-Newsletter-Winter-2007.pdf	16	0	8.09 MB	518.08 KB
	/wp-content/uploads/Group-Handbook-2017.pdf	16	0	7.86 MB	503.04 KB

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

Summary					
Reported period	Month Aug 2019				
First visit	01 Aug 2019 - 00:10				
Last visit	28 Aug 2019 - 22:01				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	1,026	1,323 (1.28 visits/visitor)	4,420 (3.34 Pages/Visit)	19,557 (14.78 Hits/Visit)	885.44 MB (685.32 KB/Visit)
Not viewed traffic *			9,366	14,028	1.72 GB

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



## Top Downloads August 2019 (HTTPS Site)

Downloads (Top 10) - Full list						
Downloads: 145			Hits	206 Hits	Bandwidth	Average size
	/wp-content/uploads/ASDM-Masters-Presentation-April-2018.pdf		17	0	18.28 MB	1.08 MB
	/wp-content/uploads/Notes-of-Region-4-Meeting-at-Worcester-13.4....		15	0	2.12 MB	144.75 KB
	/wp-content/uploads/Associate-Presentation-Part-2-January-2019-v...		13	1	178.05 MB	12.72 MB
	/wp-content/uploads/Dave-Shenton-Presentation-10.5.2017.pptx		11	0	191.98 MB	17.45 MB
	/wp-content/uploads/40-WAM-Newsletter-Summer-2018.pdf		10	0	9.73 MB	996.35 KB
	/wp-content/uploads/Committee-Minutes-July-2019.pdf		10	24	14.59 MB	439.42 KB
	/wp-content/uploads/Committee-Minutes-January-2019.pdf		9	0	1.95 MB	222.39 KB
	/wp-content/uploads/RoadSmart-Group-Handbook-v1-2016.pdf		8	0	4.20 MB	537.01 KB
	/wp-content/uploads/34-WAM-Newsletter-Spring-2016.pdf		8	0	10.06 MB	1.26 MB
	/wp-content/uploads/42-WAM-Newsletter-Summer-2019.pdf		8	0	10.97 MB	1.37 MB

## Appendix 3

### Wolverhampton Advanced Drivers Current Stock Held

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

# Appendix 4

June 2019



July 2019

