

# CARLISLE AND WEST CUMBRIA ADVANCED MOTORISTS

(Registered Charity No: 1051291)



## Minutes of the 36<sup>th</sup> Annual General Meeting held on Thursday 16 May 2018 at the Greenhill Hotel.

The Chairman opened the meeting by welcoming all members and the guest speaker: Richard Gladman, IAM RoadSmart Head of Driving and Riding Standards; thanking them for their support in coming to the meeting.

The list of Attendees is shown at Appendix 1.

<b>Agenda Item 1</b>	<b>Apologies for absence.</b> The list of those that apologised for absence is shown at Appendix 2.
<b>Agenda Item 2</b>	<b>Minutes of the 2017 Annual General Meeting were circulated for review.</b>
<b>Resolution 1</b>	<b>That the minutes of the 2017 AGM be approved as a true and accurate record.</b>  Proposer: Ken Wright Secunder: Steve Lambert Carried unanimously
<b>Agenda Item 3</b>	<b>Actions arising</b> There were no Actions Arising.
<b>Agenda Item 4</b>	<b>Chairman's Report</b> A summary of the Chairman's Report is shown at Appendix 3.
<b>Agenda Item 5</b>	<b>Secretarie's Report</b> A summary of the Secretary's Report is shown at Appendix 4.
<b>Agenda Item 6</b>	<b>Treasurer's Report</b> A summary of the Treasurer's Report is shown at Appendix 5. The full report is available from the Secretary, on request.
<b>Resolution 2</b>	<b>That the Annual General Accounts for the year ended 2018 be approved.</b>  Proposer: Ian Beattie Secunder: Nigel MacDonald Carried unanimously
<b>Resolution 3</b>	<b>That we keep the £12 annual subscription as it is for the next fiscal year.</b>  Proposer: Martin Hirst Secunder: Mark Jones Carried unanimously
<b>Agenda Item 7</b>	<b>Presentation</b>  At this point the Chairman asked Glynis Peacock to come forward.  The Chairman told the meeting that Glynis was retiring from both the Committee and from Observing after 28 years Membership of CWCAM.

	<p>Throughout that period Glynis was a firm supporter of the Group, having served on the Committee as both Chairman and Secretary. Always ready to offer a sound, sensible opinion, Glynis was often the 'voice of reason' and her point of view was always respected as it was invariably based on many years of Group knowledge.</p> <p>The Chairman said that he counted Glynis as a colleague; a friend and an advisor upon whom he often relied for guidance and advice.</p> <p>Glynis was then presented with a Gift Voucher from the Group and another from many of her friends and colleagues on the Committee, including Neil Stanton, a former Committee member.</p>
<p><b>Resolution 4</b></p>	<p><b>That Glynis be made an Honorary Member of CWCAM, in recognition of exemplary service to the Group over the past 28 years.</b></p> <p>Proposer: George A Cairns          Secunder: Andy Houghton          Carried unanimously</p>
<p><b>Agenda Item 7</b> (Continued)</p>	<p>The Chairman then invited Richard Gladman to present Glynis with a framed Certificate of Appreciation from IAM RoadSmart for her years of selfless devotion to the Group.</p>
<p><b>Agenda Item 8</b></p>	<p><b>Election of Officers.</b>          At this point the Chairman and Officers of the Committee stood down and the Chair was passed to the former Secretary to conduct the Election of Officers.</p> <p><b>Chairman:</b>          The former Secretary informed the meeting that George A Cairns was standing down as Chairman of the Group after two years; this also being his second time in the Chair. It had been discussed in Committee and agreed that the former Secretary, Andy Houghton, would stand for election as Chairman and this was proposed to the meeting.</p> <p>Proposer: George A Cairns          Secunder: Ken Wright          There were no other nominations for Chairman          Carried unanimously: Andy Houghton is the new Chairman</p> <p>Andy then carried on with the election of Officers, but this time as Chairman.</p> <p><b>Secretary:</b>          There was one nomination for Secretary, from former Chairman George A Cairns.</p> <p>Proposer: Andy Houghton          Secunder: Martin Hirst          There were no other nominations for Secretary          Carried unanimously: George Cairns is the new Secretary</p> <p><b>Vice-Chairman:</b>          There was one nomination for Vice-Chairman from Mark Jones.</p> <p>Proposer: Steve Lambert          Secunder: George A Cairns          There were no other nominations for Vice Chairman          Carried unanimously: Mark Jones is the new Vice-Chairman.</p>

**Treasurer:**  
Paul Hayhoe agreed to stand again as Treasurer.

Proposer: Ian Beattie  
Seconder: George A Cairns  
There were no other nominations for Treasurer  
Carried unanimously: Paul Hayhoe continues as Treasurer.

**Agenda Item 9**

**Election of Committee Members**

Mark Jones and Kelly McGrath were co-opted onto the Committee since the last AGM.

One third of Committee Members must retire annually by rotation and this year it is Glynis Peacock, Mark Jones and Kelly McGrath.

Mark is now the Vice Chairman; Glynis is retiring from the Committee as we have heard, after 28 years of faithful service and Kelly is standing down and not up for re-election.

The Chairman elected the other Committee Members en-block. They are:

Chris Hudson	Quality Control Coordinator (Car)
Nigel MacDonald	Bike Safe Coordinator Quality Control Coordinator (Bike) and Publicity Officer
Martin Hirst	Event's Organiser
Ken Wright	CRASH Committee representative

Proposer: Steve Lambert  
Seconder: George A Cairns  
Carried Unanimously.

All were in favour and Chris; Nigel; Martin; and Ken were voted onto the Committee for another year.

The Chairman advised that **Steve Lambert (IAM RoadSmart Examiner)** was not eligible to be on the Committee. However, he had been invited to continue in the role of Technical Advisor. Steve accepted, and the Chairman thanked him for his continuing support.

To summarise, newly elected Committee Members are:

**Andy Houghton:** Chairman;

**Mark Jones:** Vice Chairman;

**George A Cairns:** Secretary and Membership Secretary;

**Paul Hayhoe:** Treasurer;

**Chris Hudson:** Quality Control Coordinator (Car);

**Nigel MacDonald:** Publicity; Bike Safe Coordinator and Quality Control Coordinator (Bike);

	<p><b>Martin Hirst:</b> Events Organiser;</p> <p><b>Ken Wright:</b> CRASH Committee Representative;</p>
<b>Agenda Item 10:</b>	<p><b>Election of Chief Observer:</b></p> <p>The Chairman stated that the Group does not have an officially appointed Chief Observer. By default, George Cairns has been fulfilling the role for many years, but it was now time to formalise the Post.</p> <p>The Chairman read out the requirements for a Chief Observer, as stated in the IAM RoadSmart Group Handbook; the Chief Observer:</p> <ul style="list-style-type: none"> <li>• Must be a National Observer;</li> <li>• A Trustee of the Group;</li> <li>• Coordinate and monitor all Observer activity;</li> <li>• Ensure all Local Observers and National Observers are and remain fully qualified;</li> <li>• Ensure that training of Observers at all stages is fully effective;</li> <li>• Must be adept in use of DTE system;</li> <li>• Within our Group the Quality Control Co-ordinators Car and Bike will retain their responsibilities under the direction of the Chief Observer.</li> </ul>
<b>Resolution 5:</b>	<p><b>That we appoint a Chief Observer for the Group.</b></p> <p>The Chairman nominated George A Cairns to be the Group's Chief Observer.  Proposer: Mark Jones  Seconder: Martin Hirst  There were no other nominations from the floor.  Carried unanimously: George A Cairns is the new CWCAM Chief Observer.</p>
<b>Agenda Item 11:</b>	<p><b>Presentation by Guest Speaker: Richard Gladman.</b></p> <p>The new Chairman welcomed Richard Gladman to the meeting.</p> <p>Richard is Head of Driving and Riding Standards for IAM RoadSmart, based at their Head Office in Welwyn Garden City. The Chairman expressed his sincere thanks to Richard for finding time in his busy schedule, to come to Carlisle and address the meeting.</p> <p>A former Hendon Police Car Driving and Motorcycle Riding Instructor, Richard is well qualified for his Role as our ultimate arbiter of Standards within IAM RoadSmart.</p> <p>Last September, Richard was one of the Instructors on the first IAM RoadSmart Fast Track Car Local Observer Training Course, developed, pioneered and ran here in Carlisle by our Group. In March of this year he came back to Instruct on the first IAM RoadSmart Fast Track Motorcycle Local Observer Training Course, again ran by our Group.</p> <p>Richard was originally invited to update us on contemporary trends within IAM RoadSmart and we welcome this, but in addition he kindly volunteered to step into the breach when our Speaker from Cumbria Police -Peter Forsyth- told us he could not make the meeting, owing to a last-minute change in his instructional duties.</p>

	<p>Richard addressed the meeting and explained how far IAM RoadSmart had come over the past 3 years under the outgoing CEO, Sarah Sillars, and where it aims to go in future.</p> <p>The new CEO, Mike Quinton, was still in the handover period at the time of the meeting, but it is hoped that IAM RoadSmart will continue to develop and flourish under his leadership.</p> <p>Richard went on to emphasise good practice and application of IPSGA, by means of several video clips; some of which were 'shocking', although each had a salutary tale to tell. This was an interactive presentation in which the members participated, and it was very well received as it was visual; it encouraged debate and it was presented in Richard's inimitable style, which is laced with the type of humour, that is shown by many Police Officers, serving and retired!</p> <p>On completion, Richard answers questions from the floor before being thanked by the Chairman for his informative and entertaining presentation.</p>
<p><b>Agenda Item 12:</b></p>	<p><b>AOB</b></p> <p>The Chairman thanked Glynis Peacock and Kelly McGrath for her time on the Committee: Glynis in particular, for the many years of hard work and dedication she has given to CWCAM</p> <p>There being no other competent business, the Chairman declared the 36<sup>th</sup> CWCAM AGM at a close.</p> <p>He then thanked the Guest Speaker; Committee members and the members for attending and wished everyone a safe journey home.</p>

## APPENDIX 1 - LIST OF ATTENDEES

	Name	Car / Bike
1	George A Cairns	Car & Bike
2	Andy Houghton	Car & Bike
3	Robin Bell	Car Examiner
4	Steve Lambert	Car and Bike Examiner
5	Richard Gladman	Head of Driving & Riding Standards
6	David Russell	Bike
7	Ian Day	Car & Bike
8	Hugh Dove	Car
9	Chris Hardy	Car & Bike
10	John Murchison	Bike
11	Trevor Earthy	Car
12	Ros Earthy	Car
13	David Hardy	Car
14	Mark Jones	Car & Bike
15	Peter Johnson	Car
16	Nigel MacDonald	Bike
17	Ken Wright	Car & Bike
18	Ian Beattie	Car
19	Paul Gale	Bike
20	Ian J Barke	Bike
21	Kelly McGrath	Bike
22	Paul Nightingale	Bike
23	Martin Hirst	Bike
24	Brian Allison	Bike
25	Jim Shawcross	Car
26	Sandy Smith	Car & Bike
27	Leah Lister	Car
28	Joany Hotton	Car
29	Chris Simpson	Bike
30	Alan Bragg	Car and Bike Examiner
31	Neil Stanton	Bike
32	Chris Hudson	Car
33	Glynis Peacock	Car
34	Stefan Fletcher	Bike
35		
36		

## APPENDIX 2 - APOLOGIES FOR ABSENCE

Harry Wharam	Steve Topping
Roger Taylor	Tony Rutherford
Tom McStay	Les Turner
Stephen Parr	Bob Richardson
Richard Bain	Dave Goodfellow
Andy Nichols	Peter Forsyth
Richard Lowe	Paul Hayhoe
Neil Forker	Craig Jamieson
Dinesh Pattni	Sam Quigley
Deb Harman	Andy Ramsden
Alex White	Veronica Wood
Peter Priestley	

## **APPENDIX 3 - SUMMARY OF CHAIRMAN'S REPORT**

### **Thank you to...**

- Committee Members;
- Observers;
- Members of the Group;

### **CWCAM Aim:**

- To improve road safety in our area by helping our members to become better drivers and riders;
- We also give presentations to local organisations on any aspect road safety and in the past year we have spoken to:
  - Numerous WI Groups;
  - Rotary;
  - Hospice at Home;
  - The Motor Neuron Group;
- Topics include:
  - Lone Lady Drivers;
  - Driving for the Elderly;
  - Winter Driving;
  - Safer Driving;

### **Membership:**

- The Group remains healthy and although each year we have a flux of members who do not renew their subs, this is balanced by growth in new members. Over the past 15 years or so membership has fluctuated in the 160- 190 bracket;
- Secretary Andy will give details of the Membership situation in his Report;

### **Observers:**

- New Associates come through from IAM RS and I match them to Observers;
- Ideally, every new Associates is matched to an Observer as soon as they join;
- The reality is that we have no control over or insight into the number of Associates that join;
- In 2016 /17 there was a waiting list for Bike Associates, but I was coping with the Car drivers;
- In 2017 /18 there was a waiting list for Car Associates, but I was coping with the Bikers;
- My job is to maintain a balance between the number of Associates and the number of Observers;
- One of the main challenges is that Observer training has traditionally been a long drawn out procedure, making it difficult to keep the balance!

### **LO Fast Track Training:**

- My solution was to introduce a new method of Observer Training, which I called Fast Track Training;
- Having spent 20 years as a Royal Navy Officer, intensive training courses were the norm; so, I know they work and had every confidence in the Fast Track method of training;
- Explain Fast Track;
- September 17: Car Fast Track Course qualified 2 new LOs;
- March 18: Motorcycle Fast Track Training Course, where we invited MBEAM Trainers and Trainees to join in our Course. 6 new Motorcycle LOs were qualified that weekend, 3 from each of the two participating Groups;
- May 18: Car Fast Track Course qualified 2 new LOs;
- To date, we have a 100% pass rate on LOs training on Fast Track Courses;
- Our Fast Track training model is now available to all IAM RS Groups throughout the Country;



### **Fellow Members:**

- We have 2 current members who are Fellow members of IAM RS;
- Explain the background to the Fellow Member category;
- Any Full Member can become a Fellow Member but if the Advanced Test was taken >3 years ago, they are given a Fellow's Entry Test: which is just an Advanced Test;
- Fellow Members re-sit the Advanced Test every 3 years and pay a little more for their Annual Subscription, to cover the cost of the repeat Test;
- Why bother you may ask:
  - Surety Insurance stats show that Advanced level competence drops after about 5 years from Test;
  - 3 yearly re-tests will show the member that they are still operating with an Advanced level of competence;
  - Insurance benefits, especially useful for those over the age of 70!
  - Other benefits;

### **Web Site:**

- We have commissioned a new web site, which has gone live today!
- Explain why we needed a new site;
- Demise of the old Newsletter and the replacement Blog;
- Explain who built it and paid for it;
- Demonstrate

### **Conclusion:**

- I am stepping down from the Chair at this AGM and I am very pleased to pass on leadership of a very healthy Group to my successor. In IAM RS terms we are doing just fine, which can only be good for the charitable objectives of both organisations;
- I would like to thank the Committee Members; the Observers and the general Members for their contributions to the existence and running of CWCAM: without each of you, there would be no Group;
- I would also like to thank our colleagues at Cumbria County Council for the financial support they have given us over the past year and I hope they see this as good value for money;
- Everyone in CWCAM should be proud of the achievements and performance record of this Group and for that I thank you all.

## **APPENDIX 4 - SUMMARY OF SECRETARY'S REPORT**

### **Membership:**

The Group has 176 'Current Members' shown on the IAM RS database, which is about 6% down on the Membership figure quoted last year.

However, this year I have ONLY consider those who are Full Members of IAM RS, whereas last year's figure included others, who supported CWCAM but were not members of IAM RS, hence the total number of Members was artificially inflated;

This adjustment in the way Membership is being reported was necessary and will make future comparisons easier and more meaningful;

In real terms we have increased Membership over the past year;

### **Breakdown of the 176 Members:**

- Numbers are more or less evenly split between car and motorcycle members;
- 37 are Associates under training;
- There is a growing number of members who are both car and motorcycle qualified.

### **Observers:**

We have 15 Observers, comprising:

- 9 Car Observers, 4 of whom are NOs;
- 11 Motorcycle Observers, 5 of whom are NOs;
- 5 Dual Observers, 1 of whom is a National Observer for both Car and Motorcycle;
- The relatively high proportion of LOs reflects the success we have had with recent LO training courses;

### **Group Scorecard:**

The May 1st Scorecard shows that CWCAM are doing extremely well, when compared with other Groups in the Region.

### **Observers:**

- Total Observers: 20, which includes the 5 dual car & bike Observers; (Regional average 15.4);
- NOs: 12 stated, but we only have 9, which includes one who is a dual car & bike NO; (Regional average 5.2);
- LOs: 16 stated, but we only have 11; (Regional average 7.6);

### **Allocated Sales of IMI Advanced Courses:**

- 44 in last 12 months; (Regional average 19.1);

### **Average Days from sign on to Test:**

- 259; (Regional average 655);

### **Test statistics over the past 12 months:**

- 8 First passes; (Regional average 2.5);
- 28 passes; (Regional average 7.6);
- 0 Fails (Regional average 1.2);
- % Pass Mark 100%; (Regional average 89);

**APPENDIX 5 – Highlights of Treasurer’s Report (The full Report is available from the Secretary, on request).**

**Income in the Financial Year 2017 - 2018: £3799**

- Includes a grant of £1000 from Cumbria County Council for the purchase of equipment;
- The bulk of the remaining income was in members fees
  - £1488 from Full Members: a reduction of 5% on the previous year;
  - £1291 from Associates: an increase of around 30% on the previous year;

**Expenditure in the Financial Year 2017 -2018: £5,207**

The 3 main areas of expenditure were:

- Equipment: £2,039
- Training Costs: £1,572
- Web site and IT expenses: £1,010

Note:

- £850 of this was the first instalment for the new Web Site;
- The final Invoice for the remaining £850 has just been received;
- Cumbria Country Council have generously agreed to fund the entire £1,700 cost of the project!
- Hence the cost from funds for Web site and IT expenditure is £160 and not £1,010 as shown;

**This produced a closing deficit of £1,408 compared to a deficit of £574 in the previous year.**

**Charity Commission Rules:**

- The Group should not hold more than one year’s running costs;
- We have therefore been trying to reduce our Bank Balance by spending on training and equipment items;