

CARLISLE AND WEST CUMBRIA ADVANCED MOTORISTS

(Registered Charity No: 1051291)



Minutes of the 37th Annual General Meeting held on Wednesday 1st May 2019 at Greenhill Hotel.

In the Chairman's absence, owing to ill health, the Secretary opened the meeting by welcoming all Members and the guest speakers: Amanda Smith, IAM RoadSmart Head of Field Service Delivery; Inspector Steve Minnikin, Cumbria Police Mobile Support Group Operations and Dr Matt House Consultant Paramedic NW Ambulance Service; he also thanked everyone for their support in coming to the meeting.

The list of Attendees is shown at Appendix 1.

Agenda Item 1	Apologies for absence. The list of those that apologised for absence is shown at Appendix 2.
Agenda Item 2	Minutes of the 2018 Annual General Meeting were circulated for review.
Resolution 1	That the minutes of the 2018 AGM be approved as a true and accurate record. Proposer: Ian Beattie Secunder: David Whitehead Carried unanimously
Agenda Item 3	Actions arising There were no Actions Arising from the Minutes of the 2018 AGM.
Agenda Item 4	Chairman's Report A summary of the Chairman's Report is at Appendix 3.
Agenda Item 5	Secretarie's Report A summary of the Secretary's Report is at Appendix 4.
Agenda Item 6	Treasurer's Report A summary of the Treasurer's Report is at Appendix 5. The full report is available from the Secretary, on request. Tony Ball asked why there was a difference between the Surplus figure shown on the Income and Expenditure Statement given to Attendees along with the Agenda and that read out by the Secretary when delivering the Treasurer's Report. The Secretary was unable to answer the question at the time and said that it would be referred to the Treasurer on his return from his Business trip, which prevented him being present at the meeting. Our Treasurer, Paul Hayhoe, easily resolved the issue stating that 'the difference between the monthly management report and the yearend statement is £280 This was left in the suspense account on a temporary basis awaiting recovery and thus reversal. The Treasurer therefore removed this from the year end statement as the £280 was in effect a short-term loan' To clarify that statement for all, the Group visited M-Sport at Dovenby and had to pay a deposit of £280 in advance. The Secretary paid this from his own account as the Group does not have a debit or credit card and the deposit had to be paid there and then over the phone at the time of booking. The £280 was then transferred from the Group Account to the Secretary's personal Account.

	<p>At the time of the visit, the attendees paid the visit fee and the £280 was repaid to the Group Account to balance the £280 deposit. It was unfortunate that the deposit was paid prior to the Financial Year End and the visit took place after the Year End: hence why the Treasurer quite rightly removed the £280 from the year end statement considering it to be a 'short-term loan'</p>
Resolution 2	<p>That the Annual General Accounts for the year ended 2018 be approved. Owing to the unanswered query, this Resolution was postponed awaiting the Treasurer's response.</p>
Resolution 3	<p>That we keep the £12 annual subscription as it is for the next fiscal year. Proposer: Ken Wright Seconder: Ian Day Carried unanimously. The Group Annual Subscription will remain at £12 for another year.</p>
Agenda Item 7	<p>Election of Officers. At this point the Officers and the Committee stood down and the Chair was passed to the former Secretary to conduct the Election of Officers.</p> <p>Chairman: The former Secretary informed the meeting that Andy Houghton was standing for a second term as Chairman. There were no other nominations and it was proposed that Andy be re-elected as Chairman of CWCAM.</p> <p>Proposer: Chris Hudson Seconder: Steve Lambert Carried unanimously: Andy Houghton continues for a second term as Chairman of CWCAM.</p> <p>The former Secretary continued to run the meeting as stand-in Chairman for Andy.</p> <p>Vice-Chairman The former Vice-Chairman, Mark Jones, resigned from the Committee before the AGM. There was one nomination for the post of Vice-Chairman from Chris Hudson, former Head of Police Driver Training for Cumbria. It was therefore proposed that Chris become the Vice-Chairman.</p> <p>Proposer: George A Cairns Seconder: Nigel MacDonald There were no other nominations for Vice-Chairman Carried unanimously: Chris Hudson was duly elected as Vice-Chairman of CWCAM.</p> <p>Secretary: George A Cairns agreed to stand for a second term (second time around!) as Secretary. There were no other nominations for the post, and it was therefore proposed that George be elected as Secretary.</p> <p>Proposer: Peter Forsyth Seconder: Steve Lambert Carried unanimously: George Cairns continues in the post as Secretary of CWCAM.</p> <p>Treasurer: Paul Hayhoe had agreed to stand again as Treasurer. There were no other nominations for the post, and it was therefore proposed that Paul Hayhoe be elected as Treasurer. Proposer: John Couling</p>

Seconder: Ian Beattie
Carried unanimously: Paul Hayhoe continues in the post as Treasurer of CWCAM.

Agenda Item 8

Election of Committee Members

Peter Forsyth was co-opted onto the Committee since the last AGM.

One third of Committee Members must retire annually by rotation and this year it is Ken Wright and Mark Jones.

Ken is retiring from the Committee after many years of faithful service and the Secretary thanked him for his invaluable help and support over the years.

The Chairman then asked if there were any Members present who would like to serve on the Committee, but there was no response.

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

Nigel MacDonald	Bike Safe Coordinator Quality Control Coordinator (Bike) and Publicity Officer
Martin Hirst	Event's Organiser
Peter Forsyth	Member without portfolio

Proposer: George A Cairns

Seconder: Jim Mitchell

Carried Unanimously.

All were in favour and Nigel; Martin; and Peter 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. Steve is also taking over the role of CRASH Committee Representative, in view of Ken Wright's retirement.

To summarise, newly elected Committee Members are:

Andy Houghton: Chairman;

Chris Hudson: Vice Chairman and Quality Control Coordinator (Car);

George A Cairns: Secretary and Membership Secretary;

Paul Hayhoe: Treasurer;

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

Martin Hirst: Events Organiser;

Peter Forsyth: Member without portfolio.

<p>Additional Agenda Item</p>	<p>Presentation to Ken Wright on his Retirement from the CWCAM Committee</p> <p>At this point the Secretary interrupted the Agenda and invited Ken Wright to come to the front.</p> <p>Ken has served faithfully on the CWCAM Committee for many years and has often been the voice of reason; he is considered by all to be the 'senior statesman' and he stated that the Committee Members hold Ken in very high regard, always respecting his reasoned points of view based on years of experience.</p> <p>It was with great regret, tempered with understanding, that we now have to say goodbye to Ken as a loyal Committee Member, based on his decision to retire from the post.</p> <p>In the Chairman's absence, and with his full backing, the Secretary thanked Ken for all his hard work and passion on behalf of the Group.</p> <p>Amanda Smith, Head of Field Service Delivery then presented Ken with an IAM RoadSmart Certificate of Appreciation, along with a Gift Card from the Group as a thank you for his support and guidance over many years.</p>
<p>Additional Resolution</p>	<p>It was proposed that Ken Wright be made an Honorary Member of CWCAM. Proposer: Chris Hardy Seconder: Nigel MacDonald Carried unanimously: Ken Wright is now an Honorary member of CWCAM.</p>
<p>Agenda Item 9:</p>	<p>Guest Speakers</p> <ul style="list-style-type: none"> • Amanda Smith IAM RoadSmart: <i>'The 64000\$ question'</i> • Inspector Steve Minnikin Cumbria Police: <i>'Cumbria Police Operations Department-the Fact and Fiction of what we do'</i> • Dr Matt House NW Ambulance Service: <i>'When it goes wrong'</i> <p>The Secretary introduced each Speaker in turn, and all spoke for around 30 minutes each, on the topic of their choice.</p> <p>Amanda Smith explained what was happening within IAM RoadSmart with a review of our growing affiliation with Telematic devices, as a means of objectively measuring the difference between Advanced and non-Advanced Drivers. The aim being to prove that Advanced Drivers and Riders are smoother and more competent than the average Road User.</p> <p>Inspector Minnikin gave a fascinating insight into his role within the Operations Department of Cumbria Police, where he explained the various the objectives of the role of the Units that make up the Operations Department.</p> <p>Dr Matt House finished up with an equally stimulating description of his role as the Clinical Lead for North West Ambulance and a fascinating insight into how severe trauma casualties are dealt with.</p> <p>In each case, there was great interest and searching questions came from the floor. Our Speakers collectively provided stimulating and thought-provoking presentations, for which the Secretary thanked on behalf of the Group.</p>

Agenda Item 10:	AOB There being no other competent business, the Secretary declared the 37 th CWCAM AGM at a close. He then thanked the Guest Speaker; Committee Members and the Members for attending and wished everyone a safe journey home. The AGM finished at 21:40
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APPENDIX 1 - LIST OF ATTENDEES

AGM Wednesday 1st May Greenhill Hotel 19:00

1	George Cairns	27	Mike Stephens
2	Amanda Smith	28	Ian Beattie
3	Steve Millikin	29	Dave Goodfellow
4	Matt House	30	Tony Ball
5	Jo House	31	Peter Priestley
6	Ken Wright	32	John Couling
7	Chris Hudson	33	Glynis Peacock
8	Bob Goodman	34	Fraser Thompson
9	Peter Forsyth	35	Martin Hirst
10	Elaine Thomason	36	Jim Mitchell
11	Chris Hardy	37	Steve Lambert
12	Sandy Smith	38	Les Turner
13	Nigel MacDonald		
14	Mick McKerrow		
15	John Murchison		
16	Peter Johnson		
17	Ian Day		
18	Damian Woolfe		
19	Hugh Dove		
20	David Whitehead		
21	Tom McStay		
22	Robin Bell		
23	Jim Burnell		
24	David Hardy		
25	Steve Brennan		
26	Gary Heighway		

APPENDIX 2 - APOLOGIES FOR ABSENCE

Steve Topping	Ruth Bushi
Tony Rutherford	Ken Murray
Paul Hayhoe	Alan Bragg
Sam Quigley	David Russell
Veronica Wood	David Sharp
John Muir	John Lang
Chris Bailey	Jill Ray
Dinesh Pattni	Steve Proniewicz
Susan Brandes	Darren Lupton
Geoff Sharpe	Linda Willey
Karen Sharpe	
Richard Lowe	

APPENDIX 3 - SUMMARY OF CHAIRMAN'S REPORT

Apologies:

It is never good to start anything with an apology, but tonight I must apologise for my absence, having just got out of Hospital late yesterday afternoon I am regrettably still a bit weak, but I hope the evening goes well and I thank you all for your support!

Point of Interest:

You will see from the Agenda that this is the 37th AGM of CWCAM. My thanks and appreciation go to all those past and present who have served this Group since its foundation in 1982: an achievement to be proud of one and all.

We are here to stay: because we feel **we make a difference** to road safety in our area!

Thank you to...

- Committee Members: who give up their free time to help run and organise the Group;
- Observers: who also give up their time, free of charge, and without whom we could not operate;
- Members of the Group: for having the courage to seek help and for their support and loyalty;
- IAM RoadSmart our leading Road Safety organisation, with whom we are proud to be associated;
- To Cumbria Police, Inspector Jo House and Sgt. Lee Hill in particular, for their dedication, support and enthusiasm for BikeSafe, a truly worthwhile Police Initiative that we have been proud to support for the past 15 years or so.

CWCAM Aim:

Our Aim is simple....

- To improve road safety in our area by helping our Members to become better drivers and riders;

Membership:

- We are essentially a training provider and each year we have a proportion of members who come to us for training and then leave once they have achieved their goal. We would like them to stay and support our work through subscription, our main source of income, but if they go from us being better drivers and riders as a result of our influence, we feel we have achieved our Aim.
- Currently there are 190 Members, which is at the top end of our range over the past 15 years or so, where membership has fluctuated between 160 - 190;
- Of those, 60% are car members and 40% are motorcycle members, with a growing number of dual qualified members. Not all IAM Groups provide both car and bike training and I am proud that it is something we do, and we do it well.
- We have 33 Active Associates, being trained by (on paper) 19 Observers, in reality 14, as 5 of them are dual qualified;

- Although '**small to medium**' in IAM RoadSmart terms, we have a formidable track record of achievement, which is down to the hard work and dedication of our Committee; Observers and members.

Web Site:

- Our Web Site went live just less than a year ago and we are extremely pleased with it;
- It explains to new and prospective members:
 - who we are;
 - what we do;
 - and how we do it;
- Questions are answered in the FAQ section;
- And we tell you what visits we are planning in the 'What's On?' section;
- In the Members Section we list new Members and Test successes;
- If you pay UK Tax, you can support the Group by becoming a Gift Aid Donor. This can be done on line via our Website. It only takes a minute and costs you nothing! Alternatively, you can become a Donor tonight, by simply filling in a few details on the Gift Aid Form that's going round.
- Finally, the Latest News and Blogs section, is George's baby, where he bombards us with the physics of motorcycle and car dynamics, which he clearly feels we can't live without!
Worse still, he assure me he has lots of new stuff to put on.....I can hardly wait!

Events and Visits:

This year to date we have had:

- A successful and enjoyable Festive Dinner in January, in this very room;
- A Road Awareness presentation from Cumbria Fire and Rescue Service;
- A visit to the Pirelli Factory;
- Two successful Heart Start Events, again run by Cumbria Fire and Rescue Service;
- A visit to M-Sport the World Class Ford and Bentley racing specialists;
- A visit to Cumbria Police where we had a **fantastic** presentation from Sgt. Lee Hill of Mobile Support Group.....Inspector Minnikin is Lee's Boss and Lee **specifically** requested that we stress how **great** his presentation was.....He needn't have bothered Steve, it was **superb!**
- This is perhaps a good time to say that DVSA have rescheduled our 13th May visit to 18th June. Everyone going will receive an email to that effect, but please make a note if you intended coming along.

Conclusion:

- Once more, my sincere thanks to my Committee Members; my Observers and to you the Members for your contributions to the existence and running of CWCAM: without each of you, there would be no Group;
- Everyone in CWCAM should be proud of the achievements and performance record of this Group and for that I thank you all.

Andy Houghton
Chairman CWCAM

APPENDIX 4 - SUMMARY OF SECRETARY'S REPORT

Membership:

The Group has 190 'Members' including 33 'Associate Members', which is an 8% increase in overall Membership compared to last year.

Of those:

- 12 are both Car and Bike;
- 63 are Bikers;
- 84 are Drivers;

Masters:

- 5 Car Masters Distinction
- 1 Bike Masters Distinction (who is also one of the Car Masters with Distinction)
- 2 Bike Masters
- 3 Bike Masters under training, all of whom are NOs

Observers:

We have 15 Observers, comprising:

- 9 Car Observers, 5 of whom are NOs;
- 9 Motorcycle Observers, 5 of whom are NOs;
- 5 Dual Observers, 1 of whom is a National Observer for both Car and Motorcycle;
- On paper we have 19 Observers, but only 14 people Observing, as 5 are dual qualified car and bike!

Group Scorecard:

The Monthly Scorecards show that CWCAM are doing extremely well, compared with other Groups in the Region.

- Pass Rate is 100% and has been for at least 3 years. The Regional Average is 87%;
- We have fewer overall Observers than the Regional Average, but they are better qualified;
- Last 12 months we have had 41 new Associates allocated compared to the Regional Average of 31.8;

In conclusion, we have fewer, better qualified Observers training more Associates in less time than the Regional Average: which is testament to the dedication and effort shown by our Observers!

Subscriptions:

- IAM RS Subs are due annually on the anniversary of the date on which you joined. They will let you know when that membership fee is due, and it is currently £33 (slightly more for Fellow Members);
- CWCAM Subs are due annually on 1st April and that fee is £12, which has remained the same for about 15 years!

- If you were due to pay CWCAM Subs you were sent an email to that effect, requesting payment;
- Of those contacted, 45 (53%) have still to pay: this is an issue year on year, and we are investigating how this can be improved;
- Many Members stay with us until they pass the Advanced Test and as a Training Organisation this is understandable although disappointing. We would like to retain all Members and need to find ways of making continued Membership more attractive.
- To that end we have kept the subscription fee down to £12;
- We have put a lot of effort into our visits programme this year and it has proved to be well supported;
- We will also provide a driving or riding check to any qualified member, which will let them see whether they are still operating at a standard that would pass the Advanced Test. Statistics show that after about 5 years from Test, Advanced skill levels diminish significantly.
- Anyone particularly alarmed by this statement, should consider becoming a Fellow Member, which requires them to re-test every 3 years!
- Subscription and Gift Aid are our only sources of income and we have not claimed GA for many years, hence why I am trying very hard to push it now!
- If you are due to pay subscription you have been sent an email to that effect, but I understand it is increasingly more likely that some emails drop into a black hole and never make it through the mesh of spam filters on our computers. If in doubt, drop me an email and I will tell you if membership is due.

Finally:

In my capacity as Chief Observer I would like to publicly congratulate three of our Members. The first two are Chris Hudson and Peter Forsyth.

Although both retired from the Police, they were both Police Advanced Driving Instructors, and Peter still operates in that role today as a civilian driving instructor with Cumbria Police.

The third Member I want to congratulate is Peter Johnson:

- Peter Joined a little over 2 years ago;
- Obtained a First Car Advanced Pass;
- Was one of two Trainee LOs in the Country to take the first IAM RoadSmart Fast Track LO Training Programme, and this only 8 months after qualifying as an Advanced Driver;
- Successfully operated as a LO and achieved Associate's with First Passes;
- Earlier this year sat and passed the Car Masters Test and achieved a Distinction Pass: the highest grade of pass;
- And on the same day, sat and passed his NO Car Assessment;

George A Cairns

Secretary CWCAM

CARLISLE AND WEST CUMBRIA
ADVANCED MOTORISTS

STATEMENT OF INCOME AND EXPENDITURE
Year ended
31 March 2019

THE
HAYHOE WEBB
PARTNERSHIP
HOSPITALITY AND TOURISM ACCOUNTANTS

Room 7
Brewery Park Business Centre
John Muir House Campus
Haddington
EH41 3HA
01620 826060
paul@thehayhoewebbpartnership.co.uk
www.thehayhoewebbpartnership

Carlisle and West Cumbria Advanced Motorists
 Income and expenditure statement
 Year ended 31 March 2019

<u>INCOME</u>	31-Mar-19	31-Mar-18
Full members fees	1,788	1,488
Associate members fees	1,132	1,291
Friends	-	-
Modules	-	-
Misc Income	-	20
Suspense	-	-
Cumbria County Council	-	1,000
	<u>2,920</u>	<u>3,799</u>
 <u>EXPENDITURE</u>		
Postage	-	-
Printing and stationary	35	-
Insurance	-	-
Discounts and promotions	-	-
Equipment	-	2,039
Storage	525	255
AGM	100	70
Training costs and books	1,033	1,572
Meetings, conferences, entertainment	483	249
Web site and IT expenses	(784)	1,010
Guests	-	-
Suspense	-	-
Advertising	40	-
Sundry items	100	12
	<u>1,532</u>	<u>5,207</u>
 SURPLUS/DEFICIT		
	<u>1,388</u>	<u>(1,408)</u>