

Carlisle & West Cumbria Advanced Motorists
Minutes of the CWCAM Zoom Committee Meeting Wednesday 3rd February 2021

1. Welcome

Vice-Chairman Dave welcomed everyone to the Committee Meeting.

2. Those attending

See Attendance List at the end of these Minutes.

3. Minutes of the Previous Meeting

The Minutes of the previous meeting on 6th January 2021 were taken as a True and Accurate record of the proceedings. [Proposed by John Murchison and seconded by Nigel MacDonald.](#)

4. Discussion on the resignation of the Chairman and proposed way ahead.

(**Post meeting note:** CWCAM Minutes are normally a précised account of events focusing on end results and decisions made, but this next Agenda Item is reported as near verbatim as practically possible.)

DR: Summarised the situation. He has spoken to the ex-Chairman but was unable to gain any further insight into why he resigned. Dave suggested that we draw a line under it and move on but invited everyone to express their opinion on the matter.

SL: Steve expressed concern that we have lost two Chairmen in a short space of time. Not only that, but they have also stepped away from Observing and the Group.

DR: Agreed with Steve's concerns and asked: 'what can we do as the leadership to take things forward?'

SL: One of the points the ex-Chairman seemed to be making was that we were not acting as a Committee, however, we are at a loss to know what he was referring to.

PF: We cannot really draw any comparison in the way the last two Chairman have left. Andy had been talking about resigning for quite some time before he eventually did.

GC: Andy was voted in as Chairman in May 2018 and then resigned in December 2018, although he did have health issues at the time.

MMcK: We now have a strong Committee.

JM: Decisions are made within the Committee but if there are times when it is not possible to get everyone together and a decision must be made, then that is fine if the majority agree.

DR: We do have an effective Committee comprising people who are decision makers.

SP: Let us draw a line under this and move on. We need to focus on Associate training.

GC: When asked for an opinion said that he thought ex-Chairman had an issue with him, as he was too intense and sought 'control'. (**Post meeting Note:** Intense yes and I make no apology for commitment to CWCAM, but as for 'control', consider that since the AGM on 1st December I have

given up Chief Observer Car; Chief Observer Bike; Associate Coordinator and Webmaster. I think that shows there is no intent to 'control'.)

DR: Said that he did not believe George did anything detrimental to the Group.

SP: I second that.

TR: Agreed and said that George is totally focused on the wellbeing and running of the Group.

GC: [At this point proposed that Vice Chairman Dave be elected as Chairman of the Group. The proposal was seconded by Mick and agreed unanimously.](#)

Chairman Dave was congratulated on his appointment and thanked everyone for their support and vote of confidence.

5. Actions Arising.

Action Ref.	Against	Progress made?
#1Nov20	PF	Provide a short summary of his background and a photo of himself, with or without his bike, for inclusion on the Group Web Site. Peter has his summary ready to send.
#7 Dec20	MMcK	Webmaster to investigate Zoom Hosting options. Mick has investigated this and Zoom policy is not to share log in details. To do so requires yet another licence to be bought. Action Complete
#11 Dec20	PF	The Chief Observer (Cars) will investigate possible ways of engaging the Car Associates during this period when in-car training is prohibited by IAM RS. Nigel has shared a presentation that he has prepared for the bikers and it can be adapted for cars. Peter proposed giving the Theory Presentation to the Associates awaiting an Observer. (New Action #1Feb21 below). Action Complete
#3 Jan 21	GC	Form a planning-group to progress the video project. Email sent to Mick, Nigel, and Euan on 12Jan. Asked if they wanted to be in the Working Group and all agreed. This action is therefore complete and there is a new Action for the Working Group to consider the way ahead. (New Action #2Feb21 below). Action Complete
#4 Jan21	GC	Check Group Handbook and see if the Treasurer's TORs stipulate that the Treasurer must be a member of IAM RS. The Treasurer is part of the Group Committee and a Trustee. The Group Committee shall comprise paid-up Group full members who are also current full members of IAM RoadSmart. Action Complete
#5 Jan 21	GC	Check the Group Handbook and see if it states that the Treasurer must be a member of IAM RS. As above. Action Complete

# 6Jan21	GC	Ensure audit pick up points have been addressed and action any that are outstanding. The final requirement is to produce a Succession Plan and that is in hand. The example given in the Group Handbook will be used and we will populate that for those with a specific role on the Committee. (Action #3Feb21 below). Action Complete
#7 Jan21	SL; PF; N MacD	Generate scenarios that could be used to stimulate Associate involvement through Zoom discussion sessions. They could be based on real life incidents without reference to dates times and places Etc. Nigel has completed Bike Scenarios, with good feedback. He then walked us through an example of one of the scenarios. Mick reminded the meeting that he has added a folder in the Committee section of the Website and invited us to populate it with scenarios and / or photographs that could be used as a basis for discussion. He agreed to send an email to remind us that this is the case. (Action #4Feb21 below). Steve L has discussed some scenarios with Nigel and explained that he will take this forward and add some scenarios based on actual incidents (anonymised). Post Meeting note: Steve has supplied scenarios to Nigel. Action Complete
#8 Jan 21	N MacD; PF	Chief Observer Car and Chief Observer Bikes to arrange for an Examiner - Observer Zoom based meeting. Nigel reminded the meeting that we had discussed this previously and agreed that it should be done closer to when we resume guidance sessions. Action Ongoing
#9 Jan 21	N MacD; M Mck	To plan a long weekend break in Scotland for Bike Members to be scheduled for later in the year when (hopefully) COVID restrictions have been lifted. Nigel reported that he had a location but not -as yet- a venue. It was agreed that there is plenty of time for this Action to develop to fruition. Action Ongoing
#10 Jan 21	D G-W; TR	To liaise with the owner of the Moto Cross sight and tentatively organise a date for later in the year (COVID dependent) when BBC and CWCAM members can access the site for a day's off-road riding. The ex-Chairman was the lead on this Action, which has now been closed off. Action Cancelled
#11 Jan 21	DR	Investigate the two air vests that appear to be on the market and come up with a comparison on cost and effectiveness that can be considered by the Committee. This is discussed in full below. Action Complete
#1Feb21	PF	Give Theory Presentation to the Associates awaiting an Observer. New Action

#2 Feb21	GC; NMacD MMcK	Working Group on the video presentation project to scope out their preliminary plans. New Action
#3Feb21	DR	Populate the Succession Plan template shown in the Group Handbook. New Action
#4Feb21	MMcK	Remind Observers that there is a folder in the Committee / Observers Area of the website that is there for them to add any photographs / scenarios that could be used as source material for Observer / Associate engagement and discussion. New Action
#5Feb21	GC	Contact Jeremy's Family and explain that CWCAM would like to donate £50 to a charity of their choice, in memory of Jeremy. New Action
#6Feb21	DR	Ask Steve Ellis what IAM RS Policy is on First Aid training and the need to carry First Aid kits during Guidance Sessions. New Action
#7Feb21	JM	Ask next door neighbour 'John' if he is prepared to run First Aid Courses for CWCAM Observers and Associates, on his own now that the ex-Chairman has withdrawn his support. New Action
#8Feb21	TR	Ask the BBC Committee if they would agree to CWCAM members being included in their Biker Down and First Aid Training course, when it is developed. New Action
#9 Feb21	GC	Apply for LOA status for Peter (car and bike), Nigel and Tony. New Action
#10 Feb21	TR	Send the Chairman examples of letters sent to BBC Sponsors (anonymised where necessary) so that similar wording can be considered and used to draft sponsorship requests to Sellafield. New Action
#11 Feb 21	DR	Send suitably worded sponsorship request letters to Sellafield (or organisations within Sellafield) asking for financial support for the charitable work of CWCAM in the field of road safety. New Action
#12 Feb 21	GC	Inform the Charity Commission and IAM RS that we have a new Chairman. New Action
#13 Feb	GC	Contact Jeremy Richardson's Family and say that we would like to donate £50 to the Charity of their choice, in memory of Jeremy. New Action

6. Announcements from the new Chairman.

Treasurer: The Chairman summarised the Treasurer situation and asked if there was anyone who is willing volunteer. (**Post meeting Note**: The Chairman invited George to speak to Paul and ask if he would be prepared to stay in role as Treasurer and that some arrangement could then be made to

reduce the workload. Paul readily agreed, so the impending Treasurer situation has been averted for now. The Group will continue to look for a new Treasurer but for the time being, the Chairman has thanked Paul for his cooperation and understanding.)

Jeremy Richardson: The Chairman expressed regret and heartfelt sympathy for Jeremy's Family. Although we had never met, Jeremy was looking forward to joining the Group as a qualified NO (Bikes) but sadly he was killed in a cycling accident just over a week ago. George said that Jeremy had paid his CWCAM membership fee of £12 and asked the Committee how we should address this, as it seemed inappropriate to ask his Family for Bank details so that we can refund the £12. Nigel then suggested that we donate the money to a Charity of the Family's choice. It was agreed by all that this was an excellent idea. [George then proposed that we increase the donation to £50 as a mark of respect. Seconded by Nigel and carried unanimously. \(See New Action #13 Feb21\).](#)

New Police Qualified Drivers joining the Group: Charlie Markham (Response Driver) and Jonathan Mean (UKAEA Police Advanced Driver) have both joined the Group and both want to train as car Observers. George has registered them with IMI and is arranging dates to do the initial LO Theory Training over 3 or 4 Zoom sessions. Once that is complete and we have the authority to commence in-car training, Charlie and Jonathan will join Dr Bob Goodman and Andrew Carr to complete their practical LO car training. Whilst Andrew and Bob are in Carlisle, both Charlie and Jonathan are in Whitehaven, which where we are desperate for car Observers.

Mark Curtis: Mark has recently moved to the area from Northampton. (Dalston temporarily but moving to Armathwaite within the next few months.) He is a NO(Bike) and LOA (Bike) with 10 years' experience and has previously served as Secretary of Northamptonshire Advanced Motorcyclists (NAM). Mark has asked to join the Group and he is potentially a great asset. Negotiations are still taking place, but the Chairman said he is hopeful that Mark will join CWCAM.

Bike Observers converting to Car Observer: The Chairman (who is Advanced Car and Bike) has said that we should maximise our assets and seek to train Bike Observers as Car Observers, if indeed the individual is willing to do so. Mick stated that Associates should be encouraged to carry on beyond the Advanced Test. Observer training and cross training for Bikers to take the car test would be a natural progression.

Steve P is currently training to be an Advanced 'door slammer' but training has been interrupted with COVID. However, once Steve passes the car test, he wants to progress becoming a Car Observer.

Ian Wildgoose: Ian is a NO(Car) and a NO (Bike). Nigel has been in touch with Ian and once the weather improves and COVID restrictions allow, he will arrange for a QA check ride. (Or drive, either will do, although it would be better to do it on two wheels).

7. Observer Matters:

Recent Test Passes	New Car Associates	New Bike Associates
	Alistair Neesham (Sam)	

Peter has allocated Alistair to Sam as they know each other and live in the same area. Sam has acknowledged this allocation.

8. Treasurer's Report:

Paul had not submitted any figures for this month (as yet) but George shared a screen shot of the CWCAM Accounts Ledger (I.E the 'ghost ledger he is running) and pointed out that we currently have £3231.57 in the Bank.

Screen shot of Bank Statement

Date	Description	Money in	Money out	Balance
Fri, 29 Jan 21	IAM		-£80.00	£3,231.57
Fri, 8 Jan 21	201847 00462144	+£80.00		£3,311.57
Thu, 7 Jan 21	201847 00462144 FT		-£80.00	£3,231.57

Screen shot of Ledger

CASH		BANK		INCOME				EXPENDITURE																				
DATE	ANNOATION	DR	CR	DR	CR	Member	Sponsor	Abolue	Adv. Income	Supporter	Comms	Conty Council	Plunge	Religious and	Insurance	Self protection	Equipment	Storage	AGM	Charity and	Training	Vehicle	Quater	Dispute	Double	Advertsing	Quater	
04/01/2021	Subscription Fee (Jeremy Richardson)		3,299.57																									
07/01/2021	Pd into Group Account in error. See Dec20			80.00																								
08/01/2021	Refunded from GC (See explanation below)			80.00																								
29/01/2021	Repayment to IAM RS Account			80.00																								
				92.00	150.00																							
	CF				3,231.57																							

It was then stated that our main source of income is membership renewal subs, which start coming in on 1st April. The group is therefore financially healthy with no outstanding credit payments due.

9. Secretary's Report:

Score Card: No Score Cards being issued at present by IAM RS owing to suspension of all training.

Gift Aid: Still nothing from HMRC, although they have the submission. This is a bad time to try and contact HMRC as they are busy with Self-Employed Tax Returns, which are due in by 31st January.

Access to Committee and Observers area of the Website: Mick has changed the password and informed everyone to that effect. We need to be aware of these new 'tools' and facilities and start to use them as intended. E.G. the inclusion of a year planner for car and bike Associate training dates is very good and when we start training we the Observers need to remember to populate it.

IMI Registration: IMI Registration has been requested for Charlie Markham and Jonathan Mean. There was an issue with the on-line registration, but the applications were sent by email, with a request for confirmation that they have been actioned. (No response to date).

Succession Planner: The example in the Group Handbook will be used as a Template, as sated above.

Notes:

For more information on "Reserves" see Appendix 3 page 98 - Charity Commission

For more information see Group Rules 2000 Appendix 1 on Page 87.

Succession Planning

IAM RoadSmart recommends all group officials should hold their post for no longer than three years. There should be a break of at least one year before being nominated again.

During the first year in office all officials should start to develop a succession plan for their role.

An example of how this looks is as follows, in this example the role of 'chairman' is used.

Chairman			
1st year in role	2nd year in role	3rd year in role	1st year as new Chair
Newly elected Chair is mentored by outgoing Chair	Chair establishes a list of potential replacements:- <ul style="list-style-type: none"> • provides them with role profile • enables them to shadow for a minimum of 3 months • Committee formerly approach preferred candidate to stand as Vice Chair at AGM 	Vice chair shadows the Chair for the last 6 months of their tenure Vice Chair stands for election as Chair at AGM	New Chair is mentored by outgoing Chair for a minimum of 3 months in role.

Linking new members to the Group: This must be done through IAM RS HO. Charlie Markham and Jonathan Mean have been linked to the Group, although no action has been taken re Mark Curtis or Ian Wildgoose. I will give them a few days and then suggest that they be linked to CWCAM and ask Steve to do the honours by calling IAM RS. (Note that the Group can de-link members, but we cannot link them).

Dave G-W: He has obviously called IAM RS and de-linked himself from the Group. I was going to leave him on, as he has paid his £12 membership fee and is therefore still a member of CWCAM until 30th March. However, he has taken action to remove himself from our membership list and has stated that he will not be renewing membership of CWCAM on 1st April.

10. Chief Observer’s Report:

Nigel had nothing to report from the training point of view but asked how we as a Group are made aware of new Associates and indeed new Observers, who move to our area. It was explained that IAM RS have a nominated Group Contact (Secretary) and they inform us of new Associates by sending a PDF with their contact and membership details. We then have an internal CWCAM policy (shown on the Flow Chart at Annex A to these Minutes) that explains how the new Associate details are disseminated within the Group, which in turn leads to Observer allocation Etc. If an Observer, or a qualified member, moves into our area it is up to them to contact the Group, this cannot be done through IAM RS. (I.E. there may be more than one Group in the area and the individual has a choice as to which Group he wants to join).

Peter had nothing to report from the car training point of view, which is understandable owing to COVID.

11. Health and Safety:

The Chairman said that COVID restrictions have resulted in all training being put in abeyance for now and that it will probably be March at the earliest before anything happens.

At the recent Chief Observers' Meeting, Nigel asked Steve Ellis to give IAM RS 'policy' on riding bikes in low temperatures. The answer was that 4°C is the lower limit. (**Post meeting note:** this is the temperature at which water is most dense.) The Chairman said that BBC have a minimum limit of 3°C, and Tony confirmed this was an NHS limit based on the effect of low temperature on the quality of blood products. Peter then said that Steve Ellis had conducted his Bike Masters at 0°C. (We all agreed that Peter was expendable and therefore it was the right decision at the time!)

CWCAM will therefore consider 4°C as the lowest temperature at which motorcycle training is to take place.

First Aid kits: Steve P asked if we were any further forward with our discussion of First Aid kits. He also said that First Aid training through St John's Ambulance Service was about £180 / head and that this First Aid qualification lasts for 3 years. Mick asked what IAM RS policy is on First Aid training for Observers. Nigel said there was no requirement for First Aid training or for anyone to carry a First Aid kit when riding / driving and training Associates or Observers. The Chairman said he would ask Steve Ellis about this and seek his advice. (See New Action #6 Feb21).

(**Post meeting note:** John's next door neighbour (also called John) is a First Aid Instructor and he had previously agreed to help the ex-Chairman run First Aid Courses for us. John has said that he will ask John if he is prepared to run the courses on his own. Once COVID allows we will be able to book a suitable venue in one of the two Fire and Rescue Centre Community Rooms in Carlisle. (See New Action #7Feb21).

Tony said that BBC were planning to run a Biker Down Course. The Instructor is ex Police Rider Ian Gaynor, who is also a St John's Ambulance Driver and First Responder. Tony said he would put it to his BBC Committee that CWCAM be included and see what they have to say. (See New Action #8Feb21).

Mick asked if there was anything in the Group Handbook about First Aid or First Aid training and George said there was not.

12. Key Dates for Diary:

Bike Safe: The Chairman said that he has been speaking with Sergeant Lee Hill (Bike Safe point of contact) with reference to Bike Safe dates for this year. Lee has issued several tentative dates at this stage in the planning process and he has asked us to identify those that we would be able to support. Dave has produced a planner and placed it on the website for all to see. This clearly showed that there were some weekends where dates clashed. Dave has replied to Lee and given him the dates that we **can** support. He should then come back with firm Bike Safe dates, in due course.

13. AOB:

Shropshire Group CPD: Nigel has circulated a presentation that was given by Paul Collier from Shropshire Group at the recent Chief Observers' Meeting. This works well for them, however, Shropshire have 34 bike Observers and 534 members, which means that at any given time they probably have Observers without current Associate commitment.

These 'spare Observers' are the ideal ones to run their CPD and offer post-test training to Advanced Riders in their Group. CWCAM do not have the luxury of 'spare Observers' and as such, we could not easily offer post-test training on a meaningful or regular basis: at best we could do is offer it on a 'first come first serve basis, whilst Observer stocks last!' Nigel stressed that there is need to offer post-test training, but Associate training must come first. Peter said we should be trying to engage with potential Observers and keep them interested.

LOA status: At present, George is the only Local Observer Assessor (both cars and bikes) within the Group. It would be beneficial if Nigel, Peter, and Tony were also given LOA status. George explained that the LOA is an administrative role, although there is a need to be requalified every 3 years. [George then proposed that Nigel, Peter, and Tony be recommended by the Committee to become LOAs. \(In Peter's case, for both cars and bikes\). This was seconded by Dave. \(See New Action #9 Feb21\).](#)

BBC Inside Out: George said that he had been contacted by Ed Hanson, the Producer of BBC Inside Out. Ed was researching the integration of Syrian Refugees into UK society and he was interested in the 'Minutes for Miles' project in which Syrians are trained to pass both the Driving Theory and the Practical Driving Test. CWCAM are the ones carrying out the training, although at present there is only Nigel, one of George's Associates (Euan Austin) and himself doing the work. If this comes off, it will provide good publicity for the Group. (**Post meeting note:** if anyone wants to help with this project, please let George know. It is not difficult, and the way things are going, it may only be ADIs who provide the practical driver training, which means that (other than for George, who is still an ADI) our involvement will be in the provision of Driving Theory, using the Theory Test Pro programme).

Masters Mentors Meeting: George said that he has attended a Masters Mentor CPD session run by ASDMs Shaun Cronin and Robbie Downie. It was said at this meeting that Official Masters Mentors, (an appointment only available by invitation from IAM RS) all of whom are NOs and most of whom are also LOAs, will have their Masters, NO and LOA assessments every 3 years and these reassessments will be free of charge. Masters reassessment was previously every 5 years, and will remain so for Masters who are not Official IAM RS Masters Mentors. This requalification will cost £149. George said that the Group should pay for the reassessment as it is the Group who benefits from the high quality of the Masters when providing Associate and Observer training. George also said that the Course Instructors made the point that we should never tell Masters Candidates (and Associates for that matter) that they should achieve a Distinction / First respectively. We should simply say to them: 'do your best on the day, that's all we can ask'.

Air Vests: The Chairman gave a short presentation on the Air Vest situation. In summary, there are two options: the Helite Vest retails at approximately £500. However, Tony can supply these Helite air vests at £350. This price is based on a 40% purchase discount (making the discounted cost £280); VAT takes the price to £336; the addition of Velcro and badges takes the cost to £350. Tony also said that at this price, there is a small cost to him. (**Post meeting note:** if we source Helite vests from Tony the cost should be raised so that he does not finish up subsidising vests for CWCAM members.) The Helite is manufactured in France but sourced through a supplier in Yorkshire and it comes with a 4-year warranty. Replacement cannisters are also about £10. The second option is the Pro-Air vest. This is made in China and does not come with the gas cylinder or with any warranty. Once the Velcro and cylinder are bought, the Pro-Air costs in the region of £200, which is much cheaper than the Helite vest. The Chairman suggested that new Associates should be told that the Helite can be sourced through Tony. Unfortunately, CWCAM are not financial able to subsidise Air vests for Observers. George also stated that there is a danger that if we did, and

the recipient of the subsidised item subsequently left the Group, it could be classed as misappropriation of charitable funds. Tony said that BBC obtained sponsorship money by simply writing to big local firms and organisations. The Chairman asked Tony if he could send him the template letters, so that he could write to Sellafield and see if they could provide any sponsorship money to CWCAM. (See New Actions #10 & #11 Feb 21).

Velcro badges: The Chairman showed a waterproof Velcro badge with the CWCAM logo that could be attached to the Air Vests. They cost in the region of £6.90 (plus P&P). Dave has asked Mick to change the badge template to read Observer as opposed to Advanced Rider. He also suggested that we source a large Velcro waterproof badge, saying 'Observer' to go on the back of the vests. In all, the two badges would be in the region of £20. **George proposed that the Group buy the badges for Observers as the total cost would be around £200 and that was a reasonable expense and good use of funds. Seconded by Steve P and unanimously agreed.** Steve P also suggested that we could have Advanced Rider badges that could be sold to Associates on passing the test.

Advanced Rider and Advanced Motorist stickers: Steve P has sourced one sheet of advanced driver and one of advanced rider badges, with 100 stickers / sheet, which he said he would send to any of us who request them from him. Steve paid for these items from his own money and said he was happy to do so as it 'only' cost about £40. George made the point that we should not be out of pocket on the Group's behalf and he asked Steve to forward his Bank Details and he would refund the cost of the badges. The same goes for Chairman Dave, who funded the round Velcro badge.

14. AOB:

Tony said that Surety Insurance includes free Business Use, which covers the individual for Observing. Mick reminded the Group that we have touched on marketing and he agreed that Sellafield are likely to be receptive and would probably like to be seen supporting our Charity.

15. Date of next Meeting is [3rd February 2021](#):

The Chairman then thanked everyone for their time and efforts on behalf of the Group.

Role	Name	Yes	No
Chairman	Dave G-W (Resigned)		✓
Vice-Chairman	Dave Rothery	✓	
Secretary	George A Cairns	✓	
Treasurer	Paul Hayhoe		✓
Chief Observer (Motorcycles)	Nigel MacDonald	✓	
Chief Observer (Cars)	Peter Forsyth	✓	
Associate Co-ordinator	Steve Parr	✓	
Webmaster & IT Co-ordinator	Mick McKerrow	✓	
Member without Portfolio	Tony Rutherford	✓	
Member without Portfolio	John Murchison	✓	
Technical Advisor & CRASH Committee	Steve Lambert	✓	

