

**CARLISLE AND WEST CUMBRIA ADVANCED MOTORISTS**  
**(Registered Charity No: 1051291)**  
**Minutes of the 40<sup>th</sup> Annual General Meeting held on Saturday 7th October 2023**  
**at the Greenhill Hotel Wigton**

**Agenda Item 1: Chairman welcomed all to the 40<sup>th</sup> CWCAM AGM**

The Chairman, Dr Bob Goodman, opened the 2023 AGM by welcoming all present, in particular our Guest Speaker Paul Darby. After a few 'housekeeping' intimations the Chairman asked if everyone had signed the Attendance Sheet. The list of Attendees is shown at Annex 1 (Page 7).

**Agenda Item 2: Apologies for Absence**

The list of those that Apologised for Absence is shown at Annex 2 (Page 7).

**Agenda Item 3: Minutes of the 2021 Annual General Meeting**

The Chairman stated that there was no AGM in 2022.

Prior to the Meeting, the Minutes of the 2021 AGM were circulated to all Members and some copies were made available for those in attendance.

**Resolution 1: That the Minutes of the 2021 AGM be approved as a true and accurate record.**

Proposed by Neil Foley

Seconded by John Murchison

Carried unanimously.

**Agenda Item 4: Matters Arising from the 2021 AGM Minutes**

During the last AGM, Previous President Glynis Peacock stated that there is a male to female imbalance within IAM RS. Glynis then asked if they (IAM RS) are doing anything to redress the situation. After the meeting, Past President Dave Rothery raised the issue with our ASDM and was told that IAM RS is an equal opportunity organisation. The male to female imbalance simply reflects the gender of those applying for IAM RS courses.

**Agenda Item 5: Chairman's Report for the year 2022 - 2023**

The Chairman read his Report, a copy of which is shown at Annex 3 (Page 8).

**Agenda Item 6: Secretary's Report for the year 2022 - 2023**

Steve Parr, the acting Secretary, was not present so the Chairman asked George Cairns to read the report, a copy of which is shown at Annex 4 (Page 10).

**Agenda Item 7: Treasurer's Report**

The Chairman, who is also the Group Treasurer, read the highlights of the report, which are shown below. A copy of the Income and Expenditure Statement for the year ending 31<sup>st</sup> March 2023 is also shown at Annex 5 (Page 9).

- The Group is financially healthy with £7360 in the account.
- Expenditure over the last financial year was £2501.79
- Income was £4927
- Giving a surplus of £2425.21 Income over Expenditure.

**Resolution 2: That the Annual Report and Accounts for the year ended 31<sup>st</sup> March 2023 be approved.**

Proposed by John Murchison

Seconded by Neil Foley

Carried unanimously

**Resolution 3: That the Committee be authorised to keep the £12 subscription at the same level for the year 2023-24.**

Proposed by Mike Balmer

Seconded by Neil Foley

Carried unanimously

**Agenda Item 8: Election of Officers**

At this point, all Group Officers stood down in accordance with the Constitution and the stand-in Secretary took the Chair for the Election of Officers.

**Election of Chairman:** Bob Goodman said that he was happy to stand for re-election as Chairman and there were no other nominees. The stand-in Secretary asked for a Proposer and Seconder for Dr Bob Goodman to be re-elected to the Chair.

Proposed by Chris Hardy

Seconded by Mick McKerrow

Carried unanimously.

Dr Bob Goodman was duly re-elected as CWCAM Chairman.

Bob then took over the Chair from the stand-in Secretary and carried on with the election of Officers.

**Election of Vice-Chairman:** Jim Mitchell said that he was happy to stand for re-election as Vice Chairman and there were no other nominees. The Chairman asked for a Proposer and Seconder for Jim Mitchell to be elected as Vice Chairman.

Proposed by Neil Foley

Seconded by Chris Hardy

Carried unanimously.

Jim Mitchell was duly elected as CWCAM Vice-Chairman

**Election of Secretary:** The Chairman said that the Group is currently without a secretary, and has been since the 2021 AGM. Steve Parr is the Membership Secretary, and although this is a very important job it is not one of the four 'Officer' positions that Charities need to fill to meet the Charity Commission rules. The Chairman said that this is an unsatisfactory situation that needs to be addressed as a matter of urgency. He also said that if anyone present would like to fill the role of Secretary they would be most welcome. No previous experience is required and George Cairns -who held the post on two previous occasions- can provide any necessary training. Unfortunately, as an Examiner, George is ineligible from being on the Committee in any role other than that of Technical Advisor. After a short discussion, Mike Balmer said that he would be happy to be nominated for the post. The Chairman thanked Mike and asked for a Proposer and Seconder for Mike Balmer to be elected as Secretary.

Proposed by John Murchison

Seconded by Chris Hardy

Carried unanimously.

Mike Balmer was duly elected as CWCAM Secretary.

**Election of Treasurer:** The Chairman said that the Group also needs a Treasurer, as he was doing this job in addition to that of Chairman. He explained that we use a very well-designed spreadsheet, which does all the sums and automatically creates the Income and Expenditure Statement. He went on to say that the job involves entering income and expenditure figures onto the spreadsheet and as there are only 2 or 3 entries per month, it is not a demanding task. The bulk of the work is when Subs are paid on 1<sup>st</sup> April annually, and although there is a more work involved at this time, it is still not a demanding task. Neil Foley said that he would be happy to be nominated for the post.

The Chairman (on bended knees!) thanked Neil and asked for a Proposer and Seconder for Neil Foley to be elected as Treasurer.

Proposed by Mike Balmer

Seconded by Jason Watson

Carried unanimously.

Neil Foley was duly elected as CWCAM Treasurer

#### **Agenda Item 9: Election of Committee Members**

One third of Committee Members must retire annually by rotation, this year they are:

- Nigel MacDonald
- John Murchison
- Ian Wildgoose

All three have said they are happy to be re-elected to the Committee for the following year. The Chairman then asked for a block Proposer for Nigel, John, and Ian to be re-elected to the Committee for another year.

Proposed by Terry Milligan

Seconded by Neil Foley

Carried unanimously.

Nigel MacDonald, John Murchison, and Ian Wildgoose were duly re-elected to the CWCAM Committee

#### **Election of new members to the Committee**

The Chairman said that the Group is run by Committee -the management team-which meets on the first Wednesday of every second month, usually by Zoom or Spond. He then asked if there was anyone present who would like to join the Group Committee as a member without portfolio and Terry Milligan volunteered. The Chairman thanked Terry and asked for a Proposer for Terry to join the Committee.

Proposed by John Murchison

Seconded by Mike Balmer

Carried unanimously.

Terry Milligan was duly elected to the CWCAM Committee

**Post Meeting note:** On separate occasions the Chairman and stand-in Secretary spoke to Graham Norman and Richard Platt () after the meeting and discussed the merits of them being co-opted onto the Committee, as members without portfolio. Both Graham and Richard were warm to the proposal, and it will now be put to the Committee at the next meeting that Graham and Richard be contacted and invited to join the Committee. If in agreement, they can be co-opted on to the Committee at any time.

The Chairman summarised those on the CWCAM Committee for 2023-2024:

Chairman:

- Dr Bob Goodman
- Vice Chairman and Chief Observer (Cars), which includes Quality Assurance Co-Ordinator (Cars): Jim Mitchell
- Secretary: Mike Balmer
- Treasurer: Neil Foley
- Chief Observer (Motorcycles), which includes Quality Assurance Co-Ordinator (Motorcycles): Nigel MacDonald
- Associate Co-Ordinator and Membership Secretary: Stephen Parr

- Webmaster and Information Technology Co-Ordinator: Mick McKerrow
- Quartermaster: John Murchison
- Member without portfolio: Tony Rutherford
- Member without portfolio: Ian Wildgoose
- Member without portfolio: Terry Milligan

In addition, Steve Lambert is Technical Advisor (Motorcycles) and the CRASH Committee Representative and George A Cairns is Technical Advisor (Cars).

### **Agenda Item 10: Questions from the floor to the Committee**

**Question from Mike Balmer:** Have the Group stopped running Observer Training courses?

**Answered by George Cairns:** No. Observer Courses will continue to be run. The Trainees will be referred to as Trainee National Observers and final qualifying assessments will be conducted by the ASDM or myself, as the NO Assessor (Cars and Motorcycles). There is no cost to the Trainee as IAM RS pay the Institute of Motor Industries (IMI) Registration fee and training is provided free of charge by the Group.

**Question from Graham Norman:** The Group do not seem to be attracting younger members. Is there something that can be done to redress the situation?

This question led to a lively discussion with input from many of those present.

**Mick McKerrow:** We need to work on an image and maybe we should look at Rapid Riders, who do not seem to have this problem.

**Mike Balmer:** Bikers meet at the Filling Station, Keswick, on a Friday night and they we should consider engaging with them as a potential source of members.

**Mick McKerrow:** Northwest Bikers are a large active group of riders in the area and again, we should consider engaging with them as it is an opportunity to promote the Group.

**Chris Hardy:** At one time Insurance Companies incentivised riders to take Advanced Training to reduce premiums, but that is no longer the case.

**George Cairns:** Insurance discounts can be obtained for being a member of the BMF, irrespective of the rider's competence, whereas membership of IAM RS may not attract any discount; it is all down to the size of the organization and the number of potential customers they have the potential to offer the insurance company.

**Jason Watson:** Joined initially with the aim of attracting an insurance discount but soon saw that the real benefit of membership was the improvement in riding competence and general safety awareness.

**Kathryn Hodgson:** Young riders do not know about IAM RS. The Group should participate in local motorcycle rallies. We need to be more 'visible' and make a point of mixing and meeting riders at places such as Devil's Bridge and the Filling Station. I have never seen any advertising for CWCAM. Do we run skills sessions?

**John Murchison:** We ran a skills day at the Airport recently and despite it being well advertised it was poorly attended. The wet weather may have had something to do with this.

**Mick McKerrow:** There is a need for a Publicity Officer on the Committee.

**Kathryn Hodgson:** I would be happy to hand out 'business cards' / 'leaflets' giving information and contact details for the Group.

**Mick McKerrow:** The 'business card' idea is excellent.

**Post Meeting note:** A few years back the Committee Members and Observers had personalised IAM Business Cards, which were free of charge and available through the IAM RS website. The cards were given to anyone showing interest in the Group. It is proposed that the Committee consider

investigating if the 'business card' option is still available through IAM RS and if so, they should consider ordering them for each Committee Member and Observer.

**Name ?:** We should speak to Northumbria Advanced Motorcyclists to see how they promote themselves.

**The Chairman** summarised the discussion by thanking everyone for expressing their views. He went on to say that a gap has been highlighted and that there is clearly a need to consider how we advertise and promote both IAM RS and CWCAM. The Committee will now take this forward with a view to coming up with a plan to address this issue.

#### **Action 1 from the 2023 AGM**

The Committee will consider the issue of advertising and publicity with a view to raising awareness and promoting the Group.

#### **Action 2 from the 2023 AGM**

The Committee will investigate obtaining personalised business cards for each Member of the Committee and each Observer in the Group.

#### **Agenda Item 11: Any Other Competent Business**

**Neil Foley** suggested that the Committee should consider raising the Group Annual Membership Fee, from £12 to £15.

**Stand-in Secretary:** It was raised from £9 to £12 at an AGM about 20 years ago and there was much dissent at the time! It would not be unreasonable to consider a rise in the membership fee at this point.

#### **Action 3 from the 2023 AGM**

The Committee will consider raising the Annual Membership Fee to take effect from 1<sup>st</sup> April 2024..

#### **Action 4 from the 2023 AGM**

The Committee will consider co-opting Graham Norman and Richard Platt onto the Committee.

#### **Closing of the business part of the meeting**

There being no other competent business, the Chairman closed the business proceedings of the 40<sup>th</sup> AGM of Carlisle and West Cumbria Advanced Motorists.

George A Cairns  
Stand-in Secretary

#### **Presentations by Paul Darby:**

Paul served with West Midlands Police (WMP) both as an officer and then as a police staff member until 2021. His police career included some ten years as an operational traffic officer, both cars and bikes. He was a City & Guilds qualified, advanced level vehicle examiner with responsibility for carrying out inspections of vehicles involved in serious and fatal collisions. He was also a 'hazchem' consultative officer and traffic officer tutor.

In 2008 Paul transferred to the Air Support Unit (police helicopter), initially as a Tactical Flight Officer (TFO) I.E., previously known as an 'Observer'. After a few years Paul became a TFO Trainer, with responsibility for the training of new TFO's and currency training for existing staff. He also became a Civil Aviation Authority Certified Human Factors Trainer. Paul spent the last three years of his police service with the Driver Development Unit where his responsibilities involved training police drivers on all driving courses, from basic level up to advanced and pursuit / tactical elements. Paul also

developed the Human Factors learning material which was subsequently embedded into all WMP's driver and rider training course syllabi. Upon leaving WMP Paul returned to the Driver Development Unit as a member of police staff. His wife was then successful in securing a post at Dumfries Royal Infirmary and so Paul and his wife relocated to Dumfries.

Paul then addressed the members and gave two excellent presentations, which are very briefly summarised below:

### **The West Midlands Police Helicopter Unit**

Paul impressed everyone with his expert knowledge and presentation skills.

Paul explained how the helicopter is operated and gave details of the powerful searchlight (Nitesun: 30 million candlepower) and the £800k camera! Weighing in at 3 tons, (the approximate weight of a Range Rover) the helicopter has a top speed of 120 knots, with a crew of three: a Pilot and two Tactical Flight Officers (TFOs). Paul explained that the TFO in the front left seat operated the camera, which can be linked to the searchlight so that both camera and light look in the same place at the same time, whereas the TFO in the rear right seat operates a sophisticated satellite navigation system and gives the evidential commentary. The helicopter has a 'CASEVAC' (casualty evacuation) capability and although it is not equipped as an 'air ambulance' it can be used to ferry a casualty to hospital. On occasions, the remaining fourth seat can be occupied by a dog handler and whereas some police dogs love the helicopter experience, others are less than enthusiastic! Paul also explained that the Martin Baker seats are designed to minimise spinal injury if the helicopter was unfortunate to crash land. Questions were invited and answered enthusiastically.

### **Human Factors**

Paul was a Civil Aviation Authority Certified Human Factors Trainer, making him an expert in Human Factors. He explained that, like the rest of the aircraft industry, the Helicopter Unit had a 'Just Culture' where incidents are analysed objectively without looking for a 'scapegoat' to blame. In contrast, police driving had a 'Blame Culture' and the difference was obvious to Paul as he moved from the Helicopter Unit to the Driver Development Unit. Over his last three years on the force, Paul introduced Human Factors training into the police driver training carried out by the WMP Driver Development Unit. To emphasise the key points of the presentation, Paul asked for 'volunteers' to enact a hypothetical incident where a police car was damaged when it hit a pothole. This was an excellent way to involve those present, whilst highlighting the importance of Human Factors and the part it played in the 'incident'.

In conclusion, the quality of each presentation was mirrored by the depth and range of questions asked on completion. The Chairman thanked Paul for his excellent and interesting presentations and asked those present to show their appreciation.

The Chairman then thanked everyone for coming along to the AGM and wished them a safe journey home.

**Annex 1 of CWCAM 40<sup>th</sup> AGM on 7<sup>th</sup> October 2023**  
**Those in attendance**

Name
Dr Bob Goodman (Chairman)
Paul Darby (Guest Speaker)
Richard Shimmin
Ian Wildgoose
Stephen Carr
Michael McKerrow
Elaine Webster
Chris Hardy
Maxine Watson
Jason Watson
Graham Norman
Terry Portlock
David Goodfellow

Name
Ian Jones
Jim Mitchell (Vice Chairman)
Neil Foley
David Hannah
Terry Milligan
Richard Platt
Mike Balmer
John Murchison
George Cairns (Stand-in Secretary)
Kathryn Hodgson
Martin Howell
Tony Rutherford

**Annex 2 of CWCAM 40<sup>th</sup> AGM on 7<sup>th</sup> October 2023**  
**Apologies from those unable to attend**

Name
Mark Dunbavan
David Sharp
L Farrer
Stephen Parr
Mary Moscrop
Chris Bailey
Paul Cheshire
Graeme Scott
Chris Marsh
Nigel MacDonald
Sam Quigley
Adrian Balcombe
Peter Forsyth
Martin Stothart
Richard McKenna
Adrian Calvin
George West
Graham Warrior
Julian Thursz
Ian Johnstone
Alan Bennett
Don Seabrook
Leah Lister
Craig Coulson
Gary Fawcett
Susan Plant
Ray BANCROFT
David Glynn

Name
Dave Rothery
Michael Greenwood
Steve Lambert
Philip Holburt
Peter Noble
Arthur Cunningham
C Graham
Andy Ramsden
Jamie Muir
Matt Hodgson
Samantha Powley
Kevin Stuart
Elizabeth Smith
Peter Tandy
Ian Ulyett
John Walsh
Alexander Smith
Leslie Turner
Clive Wragg
Thomas McStay
Jonathan Yeates
Peter Thompson
Peter Priestley
Philip Hetherington
Gerard Murphy
Alan Rutherford
Alan Herbert

**Annex 3 of CWCAM 40<sup>th</sup> AGM on 7<sup>th</sup> October 2023**  
**Chairman's Report by Dr Bob Goodman**

I took on the role of Chairman in March 2023. Currently the Group has 179 members and despite the setbacks from COVID, we have maintained the status quo over many years as we tend to lose around 40 members per year whilst replacing them with new members. To grow, we need to find a way of keeping those 40 members that would normally leave on an annual basis.

On 1<sup>st</sup> April this year, IAM RS introduced the new Observer scheme. Those currently qualified as Local Observers will retain their qualification for the next 2 years. Within this period, they are expected to upgrade to National Observer and if they do not, their qualification will lapse. Those training to be Observers for the first time, will be assessed as National Observers from the outset. The Group is working towards upgrading all Local Observers to National Observer as soon as they are ready. We support the new scheme and feel that it will improve Observer competence and uniformity in standards throughout the country.

I oversee the direction in which the Group is going and that's partly why we have these AGMs, so that you the members can put forward any suggestions you may have for the future of the Group. Have a think about it and if you have a suggestion you would like to air, bring it up under AOB. The Group is a Registered Charity, and the Committee are the 'management team'. Under Charity Commission rules, we must register four Officers: Chairman; Vice-Chairman; Secretary and Treasurer. Currently we are short of a Secretary and a Treasurer, so we are sailing close to the wind with the Charity Commission. If anyone here feels they can step-up and fill either of those vacancies, you will have a chance shortly!

We encourage our National Observers to apply for Masters Training, and we help with the cost. This is because we firmly believe that upskilling the Observers has a positive effect on the standard of coaching given to their Associates. Investing in our Observers is one way in which we can give something back, whilst also raising the competence level of our Associates.

Our Chief Observer Car and Chief Observer Motorcycle have responsibility for assessing and maintaining the competence level of the Observers by carrying out annual Quality Assurance Checks. The Group has been running for over 40 years and in that time, we have helped numerous people to improve their driving and riding by passing the advanced test. We are very proud of this heritage and our success ultimately depends on the dedication and quality of our Observers and the support of our members. I would therefore like to take this opportunity to publicly thank the Observers for their hard work and dedication and to thank the members for their continued support, without which Carlisle and West Cumbria Advanced Motorists would cease to exist.

**Annex 4 of CWCAM 40<sup>th</sup> AGM on 7<sup>th</sup> October 2023**  
**Secretary's Report by Steve Parr**

Currently in CWCAM we have around 160 full members and 19 Sponsors. This year we've had 21 new Associates both cars and bikes, as I am now getting emails from IAM RS regarding passes so far by my records we have had 8 this year and most have been F1RST's.

I have removed 40 members from CWCAM as membership fees haven't been paid for 2023 and some were Associates. Emails we're sent out in March 2023 reminding everyone about membership fees on the 1st April each year.

The group is still getting a lot of interest with people wanting to become an advanced Driver/Rider but I expect this to slow as we approach winter.



**Annex 5 of CWCAM 40<sup>th</sup> AGM on 7<sup>th</sup> October 2023**  
**Income and Expenditure Statement**

CAWCAM STATEMENTS OF INCOME AND EXPENSE	YEAR TO DATE	
	Dr	Cr
<u>INCOME</u>		
Full members fees		2,101
Associate members fees		916
Sponsors		-
Gift Aid		-
Misc Income		1,910.00
		<u>4,927.00</u>
<u>EXPENDITURE</u>		
Postage	-	
Printing and stationary	-	
Insurance	266.79	
Discounts and promotions	-	
Equipment	601.00	
Storage	360.00	
AGM	-	
Training costs and books	897.00	
Meetings, conferences, entertainment	-	
Web site and IT expenses	200.40	
Guests	116.60	
Suspense	-	
Sundry items	60.00	
Advertising	-	
Subs. Error: Member Overpayment	-	
	<u>2,501.79</u>	
PERIOD END SURPLUS/DEFICIT		<u>2,425.21</u>