



Plymouth and District Advanced Motorists

Affiliated to the Institute of Advanced Motorists

Minutes of 41st AGM Monday 18th March 2024 19.45 held at The Derriford United Reformed Church Plymouth PL6 6AB.

Chair Helen Allan (HA)

All attendees were asked to sign in and this record was used for voting purposes, and it will be assumed full members are in favour unless indicate voting against/abstain.

1. Welcome and Apologies

RR opened the meeting and welcomed all present. Full members = 24 Guests = 3 Supporter =1

Apologies- Bob and Margaret Phillimore, Dave Riddle, Ian Bramble, Vaughan Hyatt, Geoff Wilkins (Treasurer), Brian Neale, Jim Copper, Joy Scott.

2. Minutes from 40th AGM 20/3/2023 approved as correct record

Proposer Roger Riddle Seconder Bill Easterbrook.

3. Matters Arising. None.

4. Chair's report (HA) see attached

5. Secretary's report (William Easterbrook) see attached

6. Treasurer's report (Geoff Wilkins) see attached

7. Membership Report (Graham Lamb) see attached

8. Social Report (Helen Allan) see attached

9. Elections. Conducted by Bill Easterbrook. Vice Chair Roger Riddle and Bill Easterbrook resigned.

See attachment for Nomination Forms for details.

All positions were unanimously elected.

Chair – Helen Allan. Proposer Graham Lamb. Seconder Keith Proctor

Vice Chair - Vacant

Secretary – Dave Riddle. Proposer Ken Beattie. Seconder Steve Forshaw.

Treasurer – Geoff Wilkins. Proposer Steve Forshaw. Seconder Mike Adams.

Remaining Committee Members –, Keith Procter. Graham Lamb. Roger Riddle, Bill Easterbrook Mike Adams all willing to stand again.

New Committee members Helen Manktelow and Andy Freeman.

No objections and no abstention to the above nominations.

9. **Presidents Address** – Bev Hannah addressed the Group expressing her gratitude and appreciation as to how effectively the Group pulls together, with everyone volunteering to help in some form or another. Bev also expressed her amazement that in this post pandemic phase where many similar groups have failed that the P&DAM is thriving with new members and increasing attendance at the Group evenings.
10. **Any Other Business** – HA invited members to check the website for the new Governance Document which was created as part of the Gift Aid application. The Committee will be reviewing the wording over the next 12 months and presented at the next AGM for the members to vote in any changes. Leila Butler led a vote of thanks to Bill Easterbrook for his years as Secretary.
11. Date of next AGM – Monday 17th March 2025.

Meeting closed at 20.30

REPORTS

Chair

CHAIR REPORT FOR AGM 2024

The past twelve months – my first year as Chair have been focussed on continuing the projects initiated by Roger Riddle in 2022. There has been a strong focus on modernising streamlining and digitising the running of the Group. I have to express my gratitude to Graham Lamb as Membership Secretary and Geoff Wilkins as Treasurer for their persistent hard work and attention to detail, putting many hours into achieving changes. Reformatations have been made to all the Membership Forms, the Expenses Claim forms, the way data is stored and accessed, the GDPR permissions, the setting up of BACS and finally Gift Aid is now active. The outcome will be a more efficient and up to date system, thus reducing the work for future Treasurers and Membership Secretaries. A further benefit is the reduction in the amount of paper, printing and postage. Some of you will now be receiving the Newsletter by email and my thanks go to Mike Adams, Editor for setting up this option. As you can see, we have worked hard to improve, alongside saving the planet and keeping down costs so that our Membership fees will remain unchanged. We lost two Committee members – Vaughan Hyatt resigned in May due to work and family pressures on his time. Peter Sherlock died in August 2023 after a short stay in hospital. We carried out an interesting experiment this year involving an invitation to Sally Hirst and Matthew Stone to join our committee meetings as guests. This allowed them to see the workings of the Committee before committing. They have both greatly contributed to our discussions and as such have been hugely valued. Matthew is unable to join the Committee this year due to a new career and Sally is going travelling throughout 2024/25 – however I

would like to thank them and hope they will volunteer in future. If anyone fancies being a guest, please speak to me.

I also wish to thank Roger Riddle for mentoring myself through my first term – he has saved me from myself many a time. Roger is stepping down as Vice Chair but is standing for re-election as Chief Observer. Roger has had an extra duty in terms of overseeing the upgrading of our Local Observers to National Observer level – as required by IAM Roadsmart. This is a work in progress requiring more hours of their own time from all the Observers. I can also report that there are some brand new National Observers in training too, which will improve our Associate Training capacity, and reduce the pressure on everyone. The Observers, overseen by Keith Proctor completed 447 hours in 2023. A huge ‘thank you’ to all.

Many of you will have read that Bill Easterbrook, Group Secretary is resigning this year after many years in post. I have appreciated his steady calm input into the workings of the Committee together with his years of experience, knowledge and wisdom. And I glad to hear that he is putting himself forward to stay on the Committee in a non-office bearing role.

External activities have included a day in April with Cornwall and Exeter Group Committees, a stand at the Derriford Church Party in August and attendance at the IAM Autumn Forum. Whilst the Observers have been under pressure, I have run with a deliberate policy of not overtly advertising the Group as Associates were waiting many months to start their drives. The hope is that this year, once the NO’s tests are completed, we can push forward with recruiting new members.

As Group numbers attending the monthly meetings has increased our catering team- Marilyn Rickard and Sally White have been busy. My gratitude to their provision of beverages and the festive nibbles supplied for our Christmas Quiz Night and to Judith White who has ably taken on the raffle which continues to top up our social fund.

Without exception our volunteers work hard for the Group and it shows – we are now bouncing back after the Covid pandemic. Please do not be shy in putting yourselves forward for a role – any shape or size – your offer will be welcomed and you will be well supported and mentored.

For the foreseeable future we will continue to use Derriford United Reformed Church as our meeting venue as we have been assured that as the rebuilding works take place there will always be a place for us.

Helen

Secretary

What happened at IAMRS in 2023 that might effect the smooth running of our group? In January IAMRS invited all groups’ Chief Observers to a Zoom presentation so that all observers have a common understanding of what is required of them to mentor associate members. All observers, incidentally, have to qualify an National Observers by April 2025 so that there will no longer be a two tier system of NO’s and Local Observers. IAMRS announced that all discounts on their products, would be removed. In February IAMRS announced its fees would rise across all classes of membership. “Headlight” would become the new title for the monthly Inform and IAMRS thanked all groups and its volunteers for their efforts and support during the long COVID episode. Social Media Workshops: A request from the Autumn Forums resulted in IAMRS agreeing to hold dedicated Social Media workshops for groups and first such event was held on 14/3/23. IAMRS introduced the means to help groups promote their activities be they social, road safety related or other. Free Tasters 2023: IAMRS encouraged groups to offer “Free Tasters initiative “Drivefree” and “Ridefree” in order to recruit new associate members. Member Recognition: IAMRS introduced a

“Community Page” in order to recognise the work carried out by its volunteers. Such articles can be submitted to the “Community Page” on the website and would include member stories, memorials, Group anniversaries and celebrations. This page is for all to contribute regardless of the role being carried out. In March IAMRS reminded us (one of many reminders) on how to safeguard members’ data so that we comply with the GDPR regulations. In May IAMRS confirmed its Autumn Forums would resume in October. These virtual meetings are between local area groups to meet with their ASDM to air their views and to get HO updates. Advice was provided regarding Safeguarding when we could find ourselves in a one to one situation. This is particularly applicable to observers when out on the road. Later advice was given if an associate is classed as vulnerable and example being the associate being under 18 years of age. In such cases a parent or guardian has to be present. In June IAMRS started a recruitment drive for new trustees which proved successful. In July introduced its Member by Exception: Professional drivers and riders from a range of backgrounds, including emergency services and institutions such as RoSPA, can gain IAM RoadSmart membership without the need to take the Advanced Test. IAMRS encourages groups to promote this method of membership and share this information with other partner organisations. In August IAMRS introduced its Strategy Document to explain the five pillars that IAM RoadSmart, and its community, will be working towards for the next three years; a copy can be found on IAMRS website and in the Group Dashboard. Members were invited to IAMRS’s repeat of its Social Media Workshop. The aim was to cover: - The importance of social media - How to use Facebook effectively and create events - Using other social media platforms e.g. Instagram, LinkedIn, and Twitter - How to boost social media posts. In September IAMRS stated that new names for members holding dual motorcycle and car membership. Following a poll, the following was agreed:- 2nd Category Advanced Driver is now Advanced Driver (Existing Motorcycle Member) and 2nd Category Advanced Rider is now Advanced Rider (Existing Car Member). In October Outstanding volunteers can be nominated to appear in IAMRS’s “Hall of Fame”. In November IAMRS carried out another Group Workshop - covering Equality, Diversity and Inclusion Awareness: This was aimed at IAM’s volunteers and to enable the smooth running of IAM RoadSmart Groups.

Treasurer

**PLYMOUTH & DISTRICT ADVANCED MOTORISTS
INCOME & EXPENDITURE ACCOUNT FOR YEAR ENDED 31ST DECEMBER 2023**

2022		2023	
2,553.44	Income for Year	3,184.39	
<u>3,620.51</u>	Expenditure for Year	<u>4,288.13</u>	
<u>1,067.07</u>	Excess of Expenditure over Income	<u>-1,103.74</u>	
Balances on Cash & Bank Accounts & Book Funds as at 31st December 2023			
3,520.52	As at 01.01.23	Balance on Deposit Account	3,525.63
10,101.16		Balance on Current Account	9,001.23
99.58		Cash in Hand	127.33
<u>13,721.26</u>			<u>12,654.19</u>
<u>1,067.07</u>	Less Expenditure over Income as above		<u>1,103.74</u>
<u>12,654.19</u>			<u>11,550.45</u>
Balance Carried Forward as at 31st December 2023			
3,525.63	Balance on Deposit Account	8,593.11	
9,001.23	Balance on Current Account	2,835.99	
127.33	Cash in Hand	121.35	
<u>12,654.19</u>		<u>11,550.45</u>	
-	Net Assets held off Balance Sheet	654.37	
-	Net Equipment held off Balance Sheet	132.65	
-		<u>787.02</u>	

Signed..... 3/4/24 *Helen Allan*
Date..... 3/4/24 (Group Chairman)

Report by Independent Examiner

I have examined the books and accounts of the Plymouth & District Advanced Motorists' Accounts' for the year ended 31st December 2023 and certify that the above statement is true and fully supported.

Signed..... A. L. Blackler
Date..... 22/2/24
A. L. Blackler M.B.E., F.C.A.
Blackler & Co
Trevivett Mill
Little Comfort
Launceston
Cornwall
PL15 9NA

Membership Secretary

We began the year with 151 members and our present membership now stands at 148 after the 2024 Renewals. This is made up of 124 Full members, 17 Associates and 7 Friends/Supporters. So with the sad loss of members through either passing away or for other reasons and with the purchases of the ADC, with have a net loss of 3. However I am still chasing 4 members who have not returned their Renewal Forms or paid or let me know if they still wish to continue.

Currently with the 17 Associates we have registered, 15 are allocated to Observers and are progressing through their ADC. The other 2, we have one on Hold as requested by the Associate due to personal circumstances and the other we have had no contact with for some time and their ADC is due to expire at the end of the month and the decision has been taken to cancel their membership upon expiry.

We unfortunately lost our 100% pass rate from last year. This year we have had 7 passes with 4 of them being **FIRST** but unfortunately 2 fails.

Events Report for 41st AGM 2024

Sadly Peter Sherlock who had volunteered for this role, was admitted to hospital and later died 1/8/23, without making it home again. In the absence of a dedicated Events Organiser I have endeavoured to fill the role, using the opportunity to mix up the content of the Group evenings to allow more interaction between attendees.

January 2023 we hosted our 40th Anniversary Party and Quiz at Woolwell Hall, attended by over 60 members and guests. Photographs and details were shared on the IAM website.

February - Vaughan Hyatt stepped in to share the role of the Police Driving Instructor explaining the different levels of driver qualifications.

March – AGM

April – Rachel Willowby- Paramedic with a local GP practice presented the training for a paramedic and the varying and ever expanding roles being developed.

May – Craig Butler – spoke on behalf of Headway – The Brain Injury Association Plymouth Area explaining the role this Charity plays in these people’s lives.

June- Highway Code Quiz 80 questions (taken from the App) – in small teams.

July – Discussion Scenarios – small groups were given challenging driving situations to consider and share their thoughts.

August – Road Signs Challenge – in small groups using 128 flash cards

September – In the absence of Protyres, our president Bev Hannah, who happened to be in the audience, generously stepped in to give us all an update on the current and future projects of National Highways.

October- Mark Anstiss kindly explained the work of the Blood Bikes in and around the area. A collection raised £106.13 for this important charity.

November – EV Myth Busting presentation by Mark Smith from the Energy Saving Trust – members were also invited the next day to an EV event at Home Park – some of us attended and enjoyed driving an EV

December –more of a relaxed social event with festive nibbles and drinks. A big thank you to Geoff Wilkins for putting together a Christmas Quiz particularly enjoyed by the winning team.

Welcome to the 41st Annual General Meeting of Plymouth & District Advanced Motorists.

Held at The Derriford United Reformed Church, Plymouth, PL6 6AB

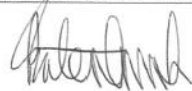


Date - Monday 18th March 2024 at 7.45 PM

AGENDA

- 1) Opening – Apologies.**
- 2) Minutes of the previous AGM held on 20th March 2023**
- 3) Matters arising.**
- 4) Chair’s report**
- 5) Secretary’s report**
- 6) Treasurer’ report**
- 7) Membership Secretary’s report**
- 8) Events report**
- 9) Election of Officers and Committee**
- 10) Presidents Address**
- 11) Any Other business**
- 12) Date of 42nd AGM
Monday 17th March 2025**

Closure of Meeting.

NOMINATION FORM FOR THE POSTS OF COMMITTEE MEMBERS (1134) THE PLYMOUTH & DISTRICT ADVANCED MOTORISTS GROUP

NAME	NOMINATED BY	SECONDED BY	SIGNATURE OF NOMINEE
BILL EASTERBROOK	MIKE ADAMS	KEITH PROCTOR	
HELEN MANKTELOW	ROGER RIDDLE	BILL EASTERBROOK	H.D. Manktelow
ANDREW FREEMAN	BILL EASTERBROOK	ROGER RIDDLE	
ROGER RIDDLE	KEITH PROCTOR	KARL HGERING	

Please return the completed Form at least seven (7) days before the election – i.e Monday 18th March ~~2019~~ 2024 to the Group Secretary:

Bill Easterbrook
19 Cresthill Road
Beacon Park
Plymouth
PL2 2RG

NOMINATION FORM FOR THE POSTS OF GROUP OFFICERS (1134) THE PLYMOUTH & DISTRICT ADVANCED MOTORISTS GROUP

NAME	POSITION	NOMINATED BY	SECONDED BY	SIGNATURE OF NOMINEE
HELEN ALLAN	Group Chairman	GRAMAM LAMB	KEITH PROCTOR	Helen Allan
	Group Vice-Chairman			
DAVE RIDDLE	Group Secretary	KEN BEATTIE	Steve FORSHAW	D Riddle
GEOFF WILKINS	Group Treasurer	Steve FORSHAW	Mike Adams	Geoff Wilkins

Please return the completed Form at least seven (7) days before the election – i.e Monday 18th March ~~2017~~ 2024 to the Group Secretary:

Bill Easterbrook
19 Cresthill Road
Beacon Park
Plymouth
PL2 2RG