

KGAM - AGM – Minutes October 20th 2020 – 8pm

This AGM is taking place in October having being deferred from May due to the COVID 19 Pandemic and covers the year ending 31 March 2020.

Due to the Government restrictions on public gatherings members attendance was not possible. This AGM was held by Zoom as a closed Trustees meeting with postal voting only and was chaired by Linda Davies

Present were Peter Bott, John Bowman, Daren Bubb, Linda Davies and Terry Nunn
Apologies for absence received from Val Power

A total of 16 Voting papers were received including 11 members giving their Proxy vote in favour of:-

Linda Davies	SallyAnne Clark
	Trevor Cobb
	David Ibbott
	Colin Merritt
	Elsa Newman
	Robert Norris
	Richard Thomas
	Roger Thompson
Val Power	Mike Cummings
	Andrew Wyles
Peter Bott	Cynthia Merritt

All the above voted in favour of the declared Nominees as did :-

Daren Bubb
Dave Hudson
Penelope Irving
John Mills
Ian White

No other voting papers were received.

1. Minutes of the 2019 AGM

Acceptance of the minutes proposed by Terry Nunn seconded by John Bowman

2. Chairman's Report by Linda Davies – October 2020

My report to you starts with the COVID 19 Pandemic as our Group activities have been severely curtailed with the 'lock down' that started in March resulting in all training, social activities and meetings including the AGM having to be cancelled.

A small Working Party comprising of myself as Chairman, Peter Bott as Vice-Chairman and Terry Nunn our Associate Coordinator was set up to advise the Group Committee on the complexities of how to proceed during the Pandemic and my thanks go to Peter and Terry for giving up so much of their time.

Virtual meetings were held between us using zoom which proved to be a very useful tool. Committee meetings continued as usual but by email as not all members were familiar with zoom. To ensure that we kept in touch with members a monthly newsletter was sent out, personal contact was made with observers by phone and email with Peter also setting up a couple of Observers meetings using zoom for those that wished to participate.

At present we have 47 active observers, 11 Training Officers 2 of whom are awaiting National Observer re-tests, 20 National Observers, 16 Local Observers 4 of whom had started National Observer training. There are 6 Trainee Observers, 2 started training in March but due to the virus no further training has been possible.

In July we were advised by IAM RoadSmart that so long as Government strict rules were adhered to the Group could return to observing but only on a one to one basis with both parties having to wear PPE. The observers were canvassed and 19 agreed to return with others understandably preferring not to at this stage especially if their own loved ones were shielding or in self isolation. My thanks to them all for their continued loyalty to the Group which is greatly appreciated.

Before the virus Lockdown our Outside Events Team had been out and about all over the County as usual in all weathers flying the KGAM flag and attracting Associates for our courses. Some of the events attended by them were:-

- Classic Motor Show Deal
- Cats Protection League Bredhurst (3 days)
- Vintage car rally at the Rare Breeds Centre
- Police Open Days Maidstone (2 days)
- Kent County Show Detling (3 days)

- Cars on the Green Bearsted
- Classic Motor Show Whitstable
- Classic Motor Show Herne Bay
- Kingston Fete

The team continues to promote the Kent Group at every opportunity generating an amazing 135 contacts which led directly to 21 new Associates. Well done Guys and thank you!

I had hoped that the remake of the Session 4 DVD using drone clips would be finished this summer but sadly the Lockdown put paid to that too.

On the 27th of October 2019 the Group enjoyed an outing for Sunday Lunch at the Hilltop Hotel Stansted near Brands Hatch. My thanks go to our host Daren and his team for an excellent menu and amazing service which was thoroughly enjoyed by all that attended.

At Grove Green for our social evenings we have welcomed:

- Graham Feest Road Safety expert
- Mike Ingram chaired a fun quiz evening
- The Kent Air Ambulance
- Lt Ewan Bandall from the Army Tigers Parachute Display Team
- Magistrate Susan Shaw spoke of her Adventures in Peru
- Christmas Quiz Night chaired by Paul Fletcher & his wife Janet ably assisted by Andy Wyles. Seventy five attended an excellent evening and Christine & Brenda excelled as always with a scrumptious buffet.
- Jack Deans gave us a lesson on presenting Court Evidence
- and once again Lester Parsons had us in stitches several times. For your information Lester is now a very proud Grandad after his daughter Isobel gave birth to a beautiful little girl named Poppy. Mum, baby and Grandpa are all doing well.

I had mentioned to you over the last couple of years that Littlebourne needed to increase the number of members attending the social evenings held there which regrettably did not happen. They have now there been discontinued.

Elizabeth worked so hard to arrange some really interesting speakers and on behalf of the Committee I would like to thank her for all her efforts

Sadly then the pandemic struck and all social activities had to be cancelled

Currently our membership stands at approximately 650 and my grateful thanks to Sue Sharp who continues to do a grand job.

Terry Nunn our associate coordinator has seen his workload double as training was stopped and tests were cancelled at the drop of a hat. Now opening up again using the one to one method all the existing associates need extra help as well as new ones hoping to start. Never a dull moment - thank you Terry

As well as the Observers and Lecture Team members so many other people deserve a mention and a big thank you for the time they give up:-

Christine whose legendary culinary delights keep us fed and watered throughout the year at Grove Green

Our catering manager at The Barn, Colin Merritt, always has a smile and a welcoming cuppa waiting. Sometimes even chocolate biscuits if we've been good!

Avice Harms our hardworking minutes secretary and Neil Regan on the signing in desk

Our Centre based courses continue to be run by a dedicated team of Course Coordinators Cynthia Merritt, Sue Sharp, Penelope Irving, Chris Brockies and Dee Goodwin

They work closely with our Course Leaders and National Observers Peter Bott, Trevor Cobb, Phil Mason, Steve Blackhurst, Roger Pinnock, Neil Lakeland & Steve Poile to ensure that Sunday mornings run smoothly.

Neil Lakeland continues in his role as the Group's GDPR manager and his help in so doing has proved invaluable

Neil Oliver who once again kindly reviewed this year's accounts

Graham our Website & Social Media Co-ordinator and resident Photographer continues to do a magnificent job. He continually blogs our many test passes which promotes just how successful our group is. – thank you Graham

Due to COVID 19 so far this year 50 tests were taken, 7 failed and 43 passed 10 of whom were F1rst. Our pass rate is now 86%. Congratulations to all those Associates. Well done team my thanks to all the Observers and Lecture Team members for making the roads of Kent a much safer place!

Finally my thanks to the Group officers Vice-Chairman Peter, Val our Group Secretary, John our Treasurer, and to all the Committee members a special thank you for all your support over the last year working with you has been such a pleasure.

Acceptance of the report proposed by Daren Bubb and seconded by Peter Bott

3. Treasurer's Report by John Bowman

Kent Group of Advanced Motorists Accounts for the year ended 31 March 2020

RECEIPTS AND PAYMENTS	12 months to 31-Mar-20	(Restated) 12 months to 31-Mar-19
	£	£
Receipts		
Subscriptions - Full	2,820	3,091
Subscriptions - Associates	1,736	3,224
	<u>4,556</u>	<u>6,315</u>
Gift Aid	349	404
Bank interest	407	431
Other income	219	160
Total receipts	<u>5,531</u>	<u>7,310</u>
Payments		
Hall hire	1,922	1,486
Magazine	510	513
Postage	1,228	709
Stationery and printing	502	196
IT costs	296	249
Equipment repairs	218	0
Special offer	0	0
Insurance	145	139
Training	1,099	940
Travel	404	376
Refreshments	232	119
Events and publicity	1,510	1,906
Other expenses	194	111
Sub-total	<u>8,260</u>	<u>6,744</u>
Asset purchases		
DVD player and cables	80	0
Laptop for The Barn	0	369
Sub-total	<u>80</u>	<u>369</u>
Total payments	<u>8,340</u>	<u>7,113</u>
Net (payments)/receipts for the year	(2,809)	197
Cash funds last year end	<u>25,090</u>	<u>24,893</u>
Cash funds this year end	<u>22,281</u>	<u>25,090</u>

STATEMENT OF ASSETS AND LIABILITIES		
	As at	(Restated)
	31 March 20	As at
	£	31 March 19
	£	£
Cash funds		
Deposit account	21,727	23,320
Bank current account	484	1,700
Cash floats	70	70
Total cash funds	22,281	25,090
Assets retained for the charity's own use	Original	31-Mar-20
	Cost	Current value
Details	£	£
New projector	310	0
Grey metal cabinet	162	18
Microphone for the lecture team	60	6
Projector for The Barn	312	101
Cabinet for The Barn	151	51
Laptop for The Barn	384	138
Laptop for Grove Green	434	227
Cupboard for The Barn	171	95
Laptop for The Barn	369	296
DVD player and cables	80	76
	2,433	1,008

The Treasurer wished to simplify the accounts to enable other non-accountants to hold the role in the future. So, the accounts have this year been presented on a 'cash' basis which means that they only include what happened in the 12 months in question. The use of 'cash basis' is permitted by the Charity Commission for small charities (<£250k income) like KGAM. IAM RoadSmart Group Rules do not specify the basis for the accounts. The change has been supported by the previous Treasurer, Daren Bubb, who has restated the approved previous 2018/19 year's accounts on a cash basis: thank you Daren. For anyone who is interested, a paper by Daren can be provided by email explaining the change in more detail. Neil Oliver has kindly completed checking of the new accounts, including the transition to the 'cash' basis. Thank you Neil. The transition to the cash basis and these accounts have been approved by your Committee. They allow much more focus on where group income and expenditure are changing creating the opportunity to respond as appropriate. In summary the group income is down on the previous FY as fewer Associates joined our courses. Expenditure is up: this included purchase of stamps for the Magazine and membership communications in the current FY prior to the price increase in the spring. Some triennial First Aid training took place in the year. The group also undertook two more Observer training events, one at Grove Green and our first at The Barn. Some letterhead and leaflet printing took place; these only occur every few years as stocks are exhausted.

At its meeting of January 2020, the committee received for consideration a proposal from the new Treasurer to change the basis on how the group prepares its annual accounts moving from an accruals basis to a cash basis. This proposal was presented by way of a comprehensive evaluation paper that was prepared with the support of the previous treasurer (a Fellow Chartered Accountant). This paper identified the pros and cons of the switch to preparing our accounts on a cash basis, whereby the following tangible benefits from the switch were identified:

- it is much easier to produce accounts
- it should make future handover between Treasurers' much easier
- by year two the accounts will be very similar to the accrual basis.
- Future treasurers would not need to be an accountant

Having then had time to consider the options the committee voted unanimously to accept the new cash basis proposed at its February meeting.

Before seeking approval of the 2019/20 accounts, it was noted that one member had raised a concern that he did not support the basis of the presentation of our accounts. In doing so he suggested that the cash basis was likely to give a false impression of our financial position in particular regarding the treatment of income from Associates.

In considering this comment it was recognised that our income from Associates for the year was £1,736 (31% of total income). It is recognised that this income is received on a cyclical basis, and accordingly this did mean we received income in one year that related to another. However, given this only accounts for around 31% of our income and recognising that this income follows a fairly consistent profile on a year by year basis (given it is linked to our training programme), it was felt that this would not in fact lead to the accounts giving a false impression.

The question raised was noted but in doing so it was felt the benefits of moving over to preparing our accounts on a cash basis far outweighed any downside. As such the proposal that the group overturn the previous decision by the committee to prepare accounts on a cash basis was rejected and the accounts as prepared were duly submitted for approval.

On approving the accounts, noting that there was one vote not in favour, acceptance was proposed by Peter Bott and seconded by Terry Nunn

The committee voiced its grateful thanks to John for all his hard work since May 2019 and also to Daren and Neil for their assistance in ensuring a smooth transition from accruals to a cash basis. Thank you gentlemen

4. Elections -	Chairman	Linda Davies	Elected unopposed
	Vice-Chairman	Peter Bott	Elected unopposed
	Secretary	Val Power	Elected unopposed
	Treasurer	Daren Bubb	Elected unopposed

Committee members - John Bowman, Avice Harms Mike Ingram, Phil Mason
Terry Nunn Neil Regan Alan Rowe & Sue Sharp were all elected unopposed

5. Members Questions

Q A request was made that the Chair directs the Secretary to issue copies of minutes say 7 days after they are approved.

A Bearing in mind that we are all unpaid volunteers the Committee feels that it is unreasonable to enforce such a timescale but agreed to aim for a month after ratification

6. Presentations

After thirty plus years of dedicated service to the Group John Mills has decided to hang up his hat to spend more time with Christine. In recognition of all the many years of service that John has given to the Group the Committee have awarded him the Stan Hawkins Certificate - congratulations John very well deserved and thank you - don't be a stranger!

Chairman's Award – This year my award goes to a person that continually beavers away tirelessly in the background often without the recognition deserved – Elizabeth Cooper. Apart from organising the Social Events at Littlebourne, did you know that Elizabeth also organises the Alternative Course pairing up the Observers & Associates and keeping track of their progress? Well she does that too!
Thank you Elizabeth

7 A O B None

Linda thanked everyone for attending and closed the meeting at 20.22