

## **KGAM - AGM – Minutes May 21st 2024**

This AGM took place at the Grove Green Community Centre Maidstone commencing at 8pm and was Chaired by Peter Bott

24 members attended - those present were: Peter Bott, John Bowman, Bob Broad, Daren Bubb, Paul Fletcher, David Forge, John Harrison-Nayes, Sue Hayes, David Ibbott, Mike Ingram, Keith Kolsteren, John Lover, Phil Mason, Colin Merritt, Cynthia Merritt, John Mills, Terry Nunn, Roger Pinnock, Alan Rowe, Jackie Simmonds, Roger Thompson, Roger Vickery, John Watson & Andy Wyles.

### **1.Chairman's welcome: Fire Exits, Apologies for absence, Proxy Forms**

Fire Escapes were pointed out.

Apologies for absence received from John Andrews, Mike Bean, SallyAnne Clark, Mike Cuming, Linda Davies, Colin Draper, Spencer Ede, Nigel Gill, Elsa Newman. Neil Oliver, Val Power, Evan Stirzaker & Tony Young.

Proxy Forms – In favour of the Chair received from Colin Draper, Elsa Newman and Tony Young.

Linda cannot attend this evening so Vice Chairman, Peter Bott, will chair the meeting.

### **2. Minutes of the 2023 AGM**

Acceptance of the minutes proposed by David Ibbott and seconded by John Lover.

### **3. Chairman's Report by Peter Bott**

Welcome everyone to our 46th AGM - thank you for coming.

The last few years have been quite difficult, firstly the pandemic and then the Cost of Living crisis which threatened to curtail our activities. Pleased to report that we have continued to recruit Associates and get them up to Advanced standard. We have continued a full programme of social events here at Grove Green on the third Tuesday of each month. This year's highlights include:

IAM Examiner Lester Parsons has kept us entertained with three talks based on the training he does with SECamb. As always, more to learn!

One of our founder members, Roger Phillips, gave a talk on how the Group began and life in Oregon, a good insight into the differences between the USA and UK with regards to motoring (and language!)

Richard Griffin LVO who is an ex-Queen's Bodyguard gave a wonderful insight in being close to the Royal Family accompanying our late Queen on world tours and walks around the Balmoral estate.

Andy Wyles gave an informative talk, My Life on the Road, explaining the challenges of HGV driving.

Our December Quiz evening was well attended including teams from RoSPA, EKAM and the KAMG. Thanks to quizmasters Andy and Elaine for organising the Raffle and Christine for refreshments. Thoroughly enjoyed by all that attended.

Future events include a talk by Keith Kolsteren, one of our Observers, on the World of Transfusion; Guy in the Sky, an aviation history of Kent.

Phil Lennard, the BT Global challenge, the world's toughest yacht race.

Quiz night on 17<sup>th</sup> December.

Please do your best to support the Group activities.

Throughout the year our hardworking Outside Events Team have attended:-

- Classic car events at Deal and Canterbury
- Watlington Summer Fete
- Police Open Day (2 days)
- Kent County Show (3 days)
- Three Classic/Motor events at the Aylesford Priory
- Cars on the Green at Bearsted
- Cats Protection League at Bredhurst

The Team, who continue to operate in all weather conditions, generated 100 contacts from which there have been 14 completed applications to date. Great stuff guys keep up the good work and thank you!

After ten years of organising and attending outside events, Phil Mason is stepping down from his role as Outside Events leader. Is anyone interested in taking this on?

Our current membership stands at 488 being 415 full members and 73 Associates - slightly better than last year's 466. Associate numbers are gradually on the increase, but more are needed for our team of fully trained Observers. So, if you know of anyone that would like to undertake the Advanced Driving Course - please put them in touch with Associate Coordinator Terry Nunn.

The Group has 36 Observers, of whom 31 are National Observers, 5 trainees with others waiting to start. The Local Observer programme has been officially terminated by IAM RoadSmart. All Observers are trained to National standard and are assessed externally by IAM. 7 National Observers are also Training Officers.

We have 10 Master members, 9 of whom have passed with distinction.

A pretty impressive list of credentials I am sure you will agree. This means that we can offer our Associates a first-class experience so well done everyone and thank you!

Our hard-working Lecture Team comprises of Leader Mike Ingram, Daren Bubb, Peter Burbidge and Julian Brockies who between them do an excellent job covering all the lectures as well as any outside talks - Thank you guys!

Associate pass rates - our figures are usually good and better than the National average but this year, once again we have achieved a pass rate of 97%. Of the 33 tests that were taken, only one person was not recommended, 32 passed 14 of whom achieved a F1rst. Another amazing achievement and special thanks go to Associate Coordinator Terry Nunn, our Outside Events Team, our dedicated Observers and our Lecture Team who all play their part in making it happen! However, there have been few Associates joining from East Kent, this has meant that, regrettably, we have had to cancel the last three courses at The Barn. We would like to get these restarted so spread the word! On a more positive note, we have been working with a company near Canterbury to train their employees. Pleased to report that four of them are progressing well, one ready for test. The company is so pleased with our efforts that four more are to be trained. Thanks are due to the East Kent Observers.

So many people work tirelessly for the Group and my personal thanks go to :-

- Terry Nunn our Associate Coordinator
- Graham Aylard-Poxon our Website and Social Media Co-ordinator
- Sue Hayes our hardworking Membership secretary and Course Leader,
- Mike Ingram our Lecture Team Leader
- Neil Lakeland our GDPR Manager
- Phil Mason and Alan Rowe, our Outside Events Team
- Neil Oliver who once again kindly reviewed this year's accounts.
- Many thanks as always to Christine Mills who provides our refreshments.

Your Committee continues to work hard and a special thanks to them all, especially to the Group Officers: Linda our Chairman, Val our Group Secretary and Daren our Treasurer all of whom have done an amazing job over the last year. My thanks to everyone for their continued support.

Each year IAM RoadSmart recognise their volunteers who have made an extraordinary effort in working with individual groups. This year, our illustrious Chairman, Linda was given the IAM award for her work with KGAM. Linda has been Chairman for over ten years, prior to this she was an Observer. She keeps a tight ship at Committee meetings, organises our social events and even makes the tea when required – well done!

Any questions? – none raised.

Acceptance of the Chairman's report proposed by Andy Wyles and seconded by Roger Vickery.

#### 4. Treasurers report by Daren Bubb

Kent Group of Advanced Motorists		
Accounts for the year ended 31 March 2024		
	12 month s to 31 March 2024	12 month s to 31 March 2023
<b>RECEIPTS AND PAYMENTS</b>		
<b>Receipts</b>	£	£
Subscriptions - Full	1,645	1,690
Subscriptions - Associates	1,570	1,860
	3,215	3,550
Gift Aid	221	223
Bank interest	780	419
Other income	347	374
<b>Total receipts</b>	<b>4,563</b>	<b>4,566</b>
<b>Payments</b>		
Hall hire	1,239	1,692
Magazine	510	490
Postage	372	376
Stationery and printing	61	49
IT costs	16	66
Insurance	204	177
Training/training books	797	1,361
Travel	190	276
Refreshments	174	148
Events and publicity	1,275	1,898
Other expenses	90	223
<b>Sub-total</b>	<b>4,928</b>	<b>6,756</b>
<b>Asset purchases during the year</b>		
None	0	0
<b>Sub-total</b>	<b>0</b>	<b>0</b>
<b>Total payments</b>	<b>4,928</b>	<b>6,756</b>
<b>Net payments for the year</b>	<b>(365)</b>	<b>(2190)</b>
Cash funds last year end	21,481	23,671
<b>Cash funds this year end</b>	<b>21,116</b>	<b>21,481</b>

Kent Group of Advanced Motorists	As at	As at
Statement of Assets and Liabilities	31 March 2024	31 March 2023

Cash funds	£	£
Deposit account	18,633	20,854
Bank current account	2,413	557
Cash floats	70	70
<b>Total cash funds</b>	<b>21,116</b>	<b>21,481</b>

Assets retained for the charity's own use	Original	31 March 2024
	Cost	Current value
Details of assets still in use	£	£
Projector for The Barn	312	0
Cabinet for The Barn	151	0
Laptop for The Barn	384	0
Laptop for Grove Green	434	0
Cupboard for The Barn	171	0
Laptop for The Barn	369	76
DVD player and cables	80	28
Projector for Grove Green	549	385
	<b>2,450</b>	<b>489</b>

#### Results for 2023/24

Our financial results for the last 2 years are summarised as follows:

	31 March 2024	31 March 2023
Receipts	£4,563	£4,566
Payments	(£4,928)	(£6,756)
<b>Deficit</b>	<b>(£365)</b>	<b>(£2,190)</b>

#### Annual General Meeting formal presentation of Accounts to the members

Daren Bubb presented the KGAM annual statement of receipts and payments for the year ended 31 March 2024 to the Annual General Meeting on 21 May 2024 which showed an excess of payments over receipts of £365 as compared to an excess of payments over receipts of £2,190 for the previous year ended 31 March 2023.

It was noted to the members that the accounts had been reviewed and adopted by Committee and additionally 'certified that these have been prepared in accordance with the books' by Neil Oliver, for which Daren again thanked Neil for his ongoing support in reviewing our accounts.

Through a short presentation Daren demonstrated that this year's position was substantially improved on last year's performance as a result of Committee actively reducing the level of group outgoings.

Notwithstanding this, the group is likely to continue to face tricky financial years ahead as we work hard to attract and train Associates against a background of ever increasing household bills. Nevertheless, the KGAM finances remain very healthy as we end the year with reserves of £21,116.

## **Question on publishing the independent examination wording in the group magazine.**

Roger Vickery indicated that he felt that Committee should be publishing the full certification wording for the independent examination of the group's accounts in the AGM magazine along with the annual accounts.

Daren noted that given KGAM income was less than £5,000 p.a. there was no requirement for the group to have their accounts independently reviewed according to:

- Charity Commission
- Statement of Recommended Practice: Accounting and Reporting by Charities
- www.gov.uk
- The Institute of Chartered accountants in England and Wales (of which Daren is a fellow member).

Daren referred to the IAM RoadSmart Group Affiliated Handbook and noted this was the only place where the group was formally required to have its annual accounts independently examined. However, the Handbook only requires Committee to make the annual accounts available to members and does not require the group to publish the full wording of any independent examination. This matter had previously been considered by Committee who unanimously confirmed its position that:

*"The Treasurer should continue to confirm in their AGM report that our accounts have been independently reviewed and prepared in accordance with our books and records rather than reproduce the certification wording in full".*

Based on the above, Daren felt he had clearly explained that there was no requirement for the Committee to publish the independent review certificate wording in full in the group magazine along with the accounts. Notwithstanding this, Roger noted that he did not agree with the position described by the Treasurer despite being unable to provide any evidence to the contrary.

Acceptance of the accounts was proposed by Mike Ingram and seconded by John Bowman.

<b>5. Elections -</b>	Chairman	Linda Davies	Elected unopposed
	Vice-Chairman	Peter Bott	Elected unopposed
	Secretary	Val Power	Elected unopposed
	Treasurer	Daren Bubb	Elected unopposed

Committee members – voted en-bloc: John Bowman, Mike Ingram, Phil Mason, Terry Nunn, Neil Regan, Alan Rowe and Sue Hayes were all elected unopposed.

## **6. Presentations -**

### **The Stan Hawkins Award**

The Stan Hawkins award is presented to a member who has made an outstanding commitment to our group. Tonight, it is my great pleasure to award Paul Atkins for his continuous efforts. He is a Masters mentor but gives up his free time to provide refresher training for our existing Master members. He is also a key member of the Observer team, going above and beyond to help our associates to their goal.

### **The Chairman's Awards**

This year, once again, there are two awards. Both are Committee Members, National Observers and the backbone of the Outside Events Team. They do amazing work in all weathers spreading the KGAM word whilst you and I are dry and warm indoors - Phil Mason and Alan Rowe.

## **7. Any Other Business**

Nothing raised for discussion.

**Peter thanked everyone for attending and closed the meeting at 20:45**

## **8. Refreshments were served**

## **9. Guest speaker: Daren Bubb - The Loves and Lusts of an IAM Treasurer Part 2**