



**Minutes of the Annual General Meeting 2018/2019  
held at Parkway Sports and Social Club Ernesettle  
on Monday 8th April 2019**

**1. Convening**

The meeting opened at 7:45 p.m.

**2. Apologies for absence**

The following apologies were received:

John Challenor  
Glen Lewis

**3. Receipt of the Minutes of the 2018 Annual General Meeting**

Proposed by: Rob Batten  
Seconded by: Vince Wills

that the Minutes of the 2018 AGM be received as a true record.

**Resolution:** Carried.

The Minutes were signed by Barry Hine (Chairman) and Philip Head (Secretary) and filed.

**4. Chairman's Report**

Barry Hine brought the following report:

Welcome to the PAM AGM for 2019. I can't believe it's been a year since we last met for this purpose – I must have been enjoying myself too much! I hope that we continue to present a friendly face to welcome new and prospective members.

I remain indebted to the members of the committee for their enthusiasm and hard work. We have debated a number of issues long and hard over the course of the year and have (for the largest part) managed to part as friends. We take our responsibilities to you for the effective management of your club very seriously, along with the legal aspects of ensuring that we remain compliant with our charitable status. In this age of compliance and performance management it is simply not enough to stand still; we must continue to assess how we perform against the relevant standards. To this end we are formulating policies and processes to cover such aspects as complaints and expenses so that we are suitably transparent in dealings with the club's activities.

We are grateful for Philip's experience in charity administration.

I remain concerned about overloading a few people who carry out an awful lot of the club's business – a bit more of that in a few moments.

I welcome the training team's formulation and increased level of activity – they will tell you more about that shortly.

We need to strengthen the Events team – at the moment Alan Mansell is running as a one-man show, and that is a concern. We'd like to add at least 2 or 3 people to that group to spread the load.

We aim to increase our presence in the area and to promote improving standards.

Mark Jensen continues to improve our already excellent website and online presence in addition to the entertaining and informative newsletter he produces.

At the risk of repeating myself – let us know what you want from the club. Help us to deliver what you want from the club – whether that is more training or more social events. We will do our best to deliver on your wishes. Submit your suggestions to the committee for consideration – we will review any suggestion and provide feedback to you.

Consider whether you can provide assistance in any area – I'm certain that we have talented people amongst us who could take on a task. Let us know what you're good at.

We continue to spend your money in support of our declared aims – road safety and improving riding standards. We procured new equipment in support of our club nights and we subsidised the purchase of equipment for our members e.g. Urban Glow vests (eventually).

In conclusion Another busy year with fresh challenges. Thank you to everyone who supported the club's activities in any way – from leading rides to attending a social event.

We are trying to be better at advertising our events in order to make them more appealing.

## 5. Treasurer's Report

Kevin Moorey brought the following report on the account for the year 1st May 2018 to 28th February 2019:

He explained this report is a snapshot taken at the end of the PAM financial year.

### Income for 2018/19 and 2017/18

<b>Receipts</b>	<b>2018-19</b>	<b>2017-18</b>
Subscriptions	£1,987.00	£1908.00
IAM RoadSmart	£713.00	£682.00
Training Contribution	£0.00	£75.00
Regional Forum refund	£0.00	£131.00
Gift Aid refund	£291.00	£294.00
PAM Merchandise sale	£40.00	£683.50
Charitable donations	£45.00	80.00
Skills day June 2019	£1,182.00	£0.00
PayPal Verification	£0.01	£0.00
<b>Total</b>	<b>£4,258.66</b>	<b>£3,854.28</b>

He explained the various categories of income compared with last year's figures.

He then did the same for the club's expenditure, explaining each category and comparing it with last year.

Expenses for 2018/19 and 2017/18

<b>Expenditure</b>	<b>2018-19</b>	<b>2017-18</b>
Committee Expenses	£110.64	£107.74
Observer Expenses	£143.97	£75.00
Data Protection	£35.00	£35.00
Conferences	£39.30	£25.00
Refund of subs	£80.00	£0.00
PAM Merchandise	£324.60	£250.00
Observer Equipment	£847.76	£162.00
Christmas Party	£290.00	£175.00
AGM	£200.00	£150.00
Group Insurance	£274.00	£0.00
Road Safety Initiative	£0.00	£150.00
Website Maintenance	£180.72	£30.00
RoadSmart Refund	£40.00	£0.00
Training Equipment	£478.97	£0.00
Skills Day June 2019	£1,490.00	£0.00
<b>Total</b>	<b>£4,534.96</b>	<b>£1,159.74</b>

He then explained how the books were balanced:

<b>Balancing the books!</b>	
Net of receipts/payments	£276.30
Bank balance 28th February 2018	£7,168.90
Bank balance 28th February 2019	£6,892.60
Liabilities	£30.00
Assets	£545.00

... and went on to explain the assets and liabilities in more detail:

<b>Liabilities and Assets</b>	<b>Assets</b>	<b>Liabilities</b>
Bank Balance	£6,892.60	
Gift Aid 2017—2018	£274.00	
PAM Merchandise	£207.81	
Skills Day owed	£297.00	
Observers' Radios	£756.70	
Projector and Speakers	£404.98	
Observer Intercoms	£258.16	
Outstanding Cheque		£30.00
IAM Clothing		£400.00
<b>Totals</b>	<b>£9,091.24</b>	<b>£430.00</b>
<b>Overall Charity Value</b>	<b>£8,661.24</b>	

He explained that the overall charity value is the value of all its assets and liabilities as at 28th February, 2019.

Kevin expressed his sincere thanks to Anne, who had audited the account.

### **Membership at 28th February 2019**

A brief report on the membership status was then given:

Full Members	85
Fellowship Members	3
Associate Members	27
Total Membership	115
IAM RoadSmart expired	1

He explained that he is in contact with any expired member to try and ensure their membership is renewed.

A brief report was then given on gift aid, and members who had not signed a form were encouraged to do so.

We currently have 51 members, 58% of whom have completed a Gift Aid form. If you would like to complete one, please ask me, I have copies here tonight, and they are always available to download from the website.

### **General Data Protection Regulations**

A report was given on the progress of the group of implementing GDPR:

By 28th February 2019, 72 members had been sent an annual GDPR notification, with 1 opt out. By May 2019, all members will have received one and this will be ongoing upon renewal of membership each year. As well as ensuring all members have the opportunity to opt out, we have contacted all previous and current committee members to ensure no data is held which is not necessary and lawful. We will shortly be contacting all observers to achieve similar objectives.

Forms are available at the AGM tonight should you require one.

## **6. Receipt of Account**

Proposed by: Steve Lewis  
Seconded by: Mark Jensen

that the audited account be received as a true record.

**Resolution:** Carried.

The paper account, which was not brought to the meeting, will be signed at the next committee meeting.

## **7. Training Team Report**

Simon Gent brought the following report:

We currently have 34 associates:

2 are in for test.

2 are yet to start training.  
2 are yet to be allocated an observer.  
We have 21 Observers:

4 are in training.  
8 are National Observers.  
9 are Local Observers.

Adrian Perkins brought the following report:

In October 2018, a number of members decided that it would be a good idea to set up a training team, with the remit of promoting ongoing training and supporting the initial training that was being provided to Associates.

With this in mind, with the blessing of the committee, a small group was formed and terms of reference were established (which were largely based on the Cornwall Advanced Motorcyclists Model, which had been proven to be successful). The membership of the team brings together a wide variety of skills and experiences, but most importantly, enthusiasm and interest in training.

The agreement with the committee was that the group would operate for a period of 12 months initially, to see whether its form and purpose were beneficial; feedback to date has been very positive.

A number of Associate ride-outs, continuous rider development sessions and Observer development sessions have been provided and appear to be popular with participants. Additional general training now forms part of the general meetings, which normally take place on the 2<sup>nd</sup> Monday of each month. It is believed that these initiatives will offer better value to members, encourage ongoing development and establish a culture of continuous development.

The training is not devised or provided exclusively by members of the team, in fact, the provision of training from the wider membership is strongly encouraged, with support and guidance available from the team as required.

Current membership of the team are:

Adrian Perkins (facilitating Chairman)  
Jo Cameron  
Mark Haimes  
Mark Jensen  
Simon Gent

All training ideas are welcomed by the group, which meets periodically throughout the year. If you would like to become a member of this group, please make your wishes known before October 2019, when its remit and membership will be reviewed by the committee.

A big thanks to all who have provided ideas to the training team, supported training or been an active member of the group, which helps to drive forward our mission of improving riding standards and road safety.

Bob Phillimore expressed a word of appreciation and thanks to the Training Team.

## **8. Events Report**

Alan Mansell brought the following report:

It has been a frustrating year, as several planned speakers had cancelled.

I extend an invitation for all to help in sourcing speakers for our monthly meetings.

Any suggestions or contacts will be considered. It has been frustrating to have had a series of postponements for what promised to be interesting talks. Public Road Safety Authorities etc. have not been forthcoming in their support either!

We have had talks from the Children's Hospice South West and The Olive Branch Foundation charities. A year ago, Steve Stewart gave us his perspective of the Cape Horn to Alaska trek on his Triumph Tiger. That was in contrast to the Tailyour's talk of their experiences a few months earlier.

The Training Team has continued providing training nights as well as monthly updates, memorably, the crossword/wordsearch evening that brought out some dubious behaviour from our illuminati.

A recent Curry Night was well attended, and Christmas celebrated with a return to City College Catering Department's PL1 Restaurant.

A volunteer is sought to chase and harass Ride Leaders to maintain our monthly Day and Half Day rides.

On 3rd April we organised a Rookie Ride to Salcombe for Fish and Chips. We hope for several more if the summer is a repeat of 2018.

We will be supporting Plymouth bike nights, with our stand, to raise our profile and hopefully recruit new members. Help from anybody wishing to assist would be appreciated. They commence on Thursday 11th April and are on alternate Thursdays.

## **9. Election of Officers**

Proposed by: Vince Wills

Seconded by: Vivienne Henwood

that the following continue in post for a further year:

Chairman	Barry Hine
Secretary	Philip Head
Treasurer	Kevin Moorey

**Resolution:** Carried

## **10. Election of Committee Members**

Proposed by: Andy Potter

Seconded by: Mark Haimes

that the following continue as committee members for a further year:

Simon Gent  
Adrian Perkins  
Alan Mansell  
Jonty Johnson  
Mark Jensen

**Resolution:** Carried

We will need to appoint a Deputy Chairman to walk alongside Barry during the year, as this year starts Barry's third and final year in office as Chairman.

## **11. Any Other Business**

Adrian Perkins advised that we recognise the Fellows in PAM and would encourage us to recognise the 5 Masters (with Vivienne having recently achieved that status) of whom 3 act as Master Mentors in the group.

## **12. Conclusion**

With thanks to all from the Chairman for attending and contributing, the meeting closed at 8:35 p.m.. A buffet reception followed.