

NORTH EAST LONDON & ESSEX GROUP OF ADVANCED MOTORISTS

Registered Charity Number: 1056280

ANNUAL GENERAL MEETING

to be held at

**the Moby Dick (Toby Carvery), Whalebone Lane North,
Chadwell Heath, Romford, RM6 6QU (A12 junction with Whalebone Lane)**

This is a 'hybrid' meeting: in-person with ZOOM facilities

Tuesday 12th April 2022 at 7.30pm

Agenda

1. Apologies for absence
2. Minutes of previous AGM of **Tuesday 13th April 2021**
3. Matters arising from the 2021 AGM Minutes
4. Chairman's report
 - **Resolution 1:** To accept the Chairman's report
5. Treasurer's report and adoption of accounts.
 - **Resolution 2:** To accept the Treasurer's report and adopt the accounts.
6. **Resolution 3:** That any monies unclaimed by Group members for over one year by the end of the AGM should be treated as a donation to Group charitable funds.
7. Election of officers
8. Election of committee members *(Please note we are looking for members who have the skills to fill these 3 posts: Group Night Coordinator, Events Organiser and Membership Secretary. Support will be provided for people new to such roles.)*.
9. Membership discussion:
 - Future meetings post-Covid (venue, day & format)
10. Any other Business

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Registered Charity Number: 1056280

ANNUAL GENERAL MEETING

a **ZOOM Virtual meeting on**

Tuesday 13th April 2021 at 7.30pm

Minutes

Paul G Introduced the AGM welcoming everyone to the meeting.

1. **Apologies for absence** – Derek Leggetter, Charlie McGlinchey, (Clint Charles)
2. **Minutes of previous AGM** on 10/03/2020 carried unanimously as a true record
3. **Matters arising from the 2020 AGM** Minutes
 - Whether we should stay at St James' Hall Buckhurst Hill for mtgs
 - Whether subscriptions should be raised
 - i. *Both of these are addressed later in the meeting (Item 9)*

4. **Chair's report**

I am sure it will come as no surprise to members to hear that the COVID-19 pandemic has resulted in a year of virtually no practical activities by the Group. Because of Lockdown, we have been unable to share cabin space within cars. With the exception of a short period at the end of Summer 2020, we have conducted no Observed Runs and no Observer training.

Those whose Advanced Driving Course has necessarily been interrupted by Lockdown will have their Associate Membership extended to give them the opportunity to complete their training. When that will be possible is as yet unknown.

The wide availability of internet technology has at least enabled us to host some non-driving events. The Committee invested in a licence for Zoom which allows us to hold virtual meetings of up to 100 participants without the 40-minute limit of the free Zoom service. This has enabled us to move our monthly meetings to a virtual format, with a varied programme of speakers, presentations and quizzes. During the meetings, we make good use of the "breakout" facility to split into small groups for friendly chats, helping combat the social isolation that has been imposed on us by the virus. The virtual meetings have been well-received and we were pleased to see friends and contacts of members logging in – we have the capacity for many more, should you wish to invite others to join us.

Behind the scenes, Zoom is also used for our regular committee meetings, which we use to review our plans for restarting driving activities. The committee have also reviewed and refreshed our communications activities such as the Website, Newsletter and Media channels.

Suffice it to say that we think we've done as much as possible in the pits, have planned and practised getting from there to the grid several times, only to have to return when the start was cancelled yet again. We're reasonably confident that when the opportunity comes, we'll be ready for the final restart – whenever that might be. The problem then will be the need to run-in gently to get the machinery back up to speed, and finding places for everyone in what could be a very crowded grid.

But the difference between Advanced Driving and racing is the ability to recognise our limitations, remaining within them whilst improving our skills. Let's look forward to being able to do that soon.

Paul added that although we couldn't do a lot this year, we do have something to look forward to: *May 17th when 1:1 observations can resume (depending on Gov regulations).*

Resolution 1: To accept the Chair's report

Proposed: Pete Minvalla; **Seconded** by Mike Noel

Resolution carried unanimously

5. Treasurer's report and adoption of accounts.

The Treasurer's Report was emailed to all members before the meeting. The group's receipts and payments account increased by £996, mainly due to the fact that we could not meet and the drastic saving in production of Roadworthy. Expenditure also included funding for Observers and associates' PPE and the signing up to Zoom for unlimited meetings.

The group's reserves now stand at **£9850** and are all held in current accounts.

Paul Heasmer wishes to thank everyone in the group who has assisted him in his role as Treasurer.

Paul Gillett added that the ZOOM licence membership is shared with ELAM (East London Advanced Motorcyclists) who have offered to pay next year's m'ship fee.

Resolution 2: To accept the Treasurer's report and adopt the accounts.

Proposed: Heather Jameson; **Seconded** by Peter Rowles

Resolution carried unanimously

6. Election of officers

The following stood for re-election:

- Chairman: **Paul Gillett**
- Secretary: **Mike Noel**
- Treasurer: **Paul Heasmer**

Proposed (*en block*): Brian Calcutt; **Seconded** by: Ron Wood

Carried unanimously

7. Election of committee members

Committee Members retiring and not standing for re-election: **Iain Wyness**

The Chair expressed his sincere thanks to **Iain** who 'retired' in July 2020 and has served the Committee, NELE & IAM unwaveringly over many years. Although he will be sorely missed he is still 'active' writing excellent articles for Roadworthy and will continue observing (when we resume).

Committee Members who are retiring (*on a 3-yr rotation*) **& standing for re-election:**

Charlie McGlinchey, Peter Rowles

Proposed: Paul Heasmer; **Seconded** by: John McAndrew

Carried unanimously

The Chair then invited any other members present to join the Committee.

8. Resolution 3: That any monies unclaimed by Group members for over one year by the end of the AGM should be treated as a donation to Group charitable funds.

Proposed Paul Heasmer; **Seconded** by: John McAndrew

Carried unanimously

9. Membership discussion

- Future meetings (post-Covid) : (PG): The Committee felt that it will continue the present format of ZOOM meetings – both Committee & Group – until September, then have a review, subject to Gov. guidelines. There is also the possibility of 'hybrid' meetings ie face-to-face meetings with a Zoom connection. Or, alternate Zoom & face-to-face meetings.
Heather Jameson asked whether we could have a more 'congenial' meeting location. She felt that a more 'attractive' place would encourage more participants.
Action: Committee to look into this by Sept 2021
- Membership subscriptions: (PH): Last year we proposed to raise the subscription from £10 to £15 & should have had an EGM to decide. Because of events, namely Covid & our increase in reserves to just over £1000, this has meant that we no longer need to increase.....certainly not before the next AGM in 2022.
Action: Committee to review in Jan/Feb 2022.

10. Any other business

nil

The AGM closed at 20.02 hrs.

After a 10 min 'breakout' session **Owen Mabbott** delivered his presentation on: "**FordPass Mobile App - Safety & Security Products**". [A summary will be posted on **Facebook** & in **RoadWorthy** in June 2021].

The full meeting finished at 21.20 hrs

Chairman's Report 2021 - 2022

At this time last year, we were hoping for an imminent resumption of NELE's activities. Needless to say, those hopes were soon dashed! Nevertheless, it is good to be able to report that for NELE, 2021 was a year of overcoming adversity to achieve at least some of our objectives, by delivering observed runs and providing social meetings, albeit mostly over the Internet.

Observed Runs

The Advanced Driving Course necessarily results in two people sitting in close proximity within a confined space, which is not the ideal environment during the COVID pandemic. Over the past 12 months, several NELE observers had to self-isolate, some for the whole year, in the interests of their own health or that of domestic contacts. Similar restrictions affected a number of Associates. Consequently, it has not been possible to carry out a full calendar of Observed Runs.

Nevertheless, by following guidelines issued by IAM RoadSmart and the government, our team of around 20 Observers (it varies over time) have managed to continue providing Observed Runs to Associates, of whom we typically have around 50 at any snapshot. We are grateful to **Peter Rowles** and his team for their continuing battle against the many challenges thrown their way. Their efforts mean that we were able to provide an albeit limited service when other Groups nearby had completely ground to a halt.

However, Associates' ability to practise between Observed Runs has also been compromised by lockdowns, resulting in slower progress and a greater load on Observers, who have to recap previous learning rather than being able to move on.

We are conscious that our ability to deliver has been geographically patchy. Consequently, we have backlogs in certain areas of our somewhat extended territory - some Associates beyond the edge of our "patch" were allocated to us because their normal Group had suspended operations. At the same time, our nearest Observers to them were self-isolating. A perfect storm! We are trying hard to catch up. Unfortunately, the traditional IAM option of borrowing Observers from neighbouring Groups to help fill gaps is definitely not an option whilst they, too, are tackling backlogs.

One measure taken by IAM RoadSmart to ease the pressure and be fair to Associates has been to extend the validity of Advanced Driving Course membership beyond the normal one-year limit. NELE adopted the same policy, so that Associates were not disadvantaged by the enforced delay.

As restrictions ease, we will seek ways of strengthening our Observer Team especially in those Boroughs where we are currently under-resourced. This could include a Head Office mailout to those from appropriate postcodes who achieved good recent Test passes, inviting them to undertake Observer training. Inevitably, this will be subject to COVID restrictions.

Despite all the difficulties experienced over the past year, NELE Associates managed to achieve three test passes and another three First passes – congratulations go both to those Associates and their hard-working Observers.

Social Meetings

Another example of triumph over adversity has been NELE's programme of Social meetings. By embracing internet technology, we have been able to continue our programme of monthly presentations on a wide variety of topics, mostly related to motoring but with the occasional detour to provide contrast.

It is no easy task to pull together such a programme. Potential speakers must be found and contacted; their availability ascertained to find when it fits with our calendar; then follows all the practical details of arranging and publicising the meeting. Once it's over, its details get summarised for the newsletter and website. This has all been managed most effectively by **Jen MacLellan** who has arranged 11 presentations from speakers during 2021: a most remarkable achievement under

the circumstances; the swan-like appearance of these events belies much activity beneath the surface!

Meetings have taken place exclusively over Zoom with one exception, which was held in person at Lopping Hall, Loughton; even this was a hybrid meeting, simultaneously broadcast over Zoom. We are conscious that some members prefer to meet in person, whilst others value the ability to participate from home. It is therefore the committee's intention to develop a social programme for the future with meetings that are mostly hybrid in nature.

However, we recognize that a key factor in holding in-person meetings is finding a location that is welcoming and has good facilities. Our current venues are not entirely satisfactory in this respect. Before lockdown the committee was working its way through a list of alternative venues, but progress was necessarily halted when most potential meeting places closed down "for the duration". Work has resumed as rooms and halls reopen.

We wish to ensure that all our members have the opportunity to provide feedback about what they would like from their Group in the way of social and motoring get-togethers. For this reason, you will find an invitation/RSVP enclosed that incorporates a Questionnaire. Please complete and return this to our Secretary by 8th April 2022. Those who attend the AGM will also have an opportunity to share their ideas in person.

We would also like to find a volunteer who can assist Jen in arranging presenters for Group Nights. Meetings have already been provisionally booked until September.

Administration

NELE couldn't function without a team of unsung heroes looking after the day-to-day administrative tasks.

- **Mike Noel**, as our Group Secretary, deals with the day-to-day correspondence and all things to do with officialdom, whether that be working with Head Office, ensuring that our Charity Commission registration is up to date or dealing with the paperwork for committee meetings. As it says in Roadcraft, "Quiet efficiency is the hallmark of the expert".
- **Brian Calcutt**, who has been our membership secretary for many years. His records show who needs to renew their subs, where their newsletter should be delivered, and who would prefer that to be by email. Where possible, he keeps your NELE membership details aligned with those of IAM RoadSmart Head Office. He's also the very useful chap who keeps the details of who has signed up for Gift Aid, thereby adding to NELE's coffers at no additional cost to themselves. These and many more things happen in the background, but Brian comes into his own when he manages to cope calmly with all the problems that human errors seem to be able to generate when dealing with databases. After this AGM, Brian will be standing down, his successor to be appointed following the AGM. We offer Brian our best wishes for a quieter life in future and our thanks for his many years' service to NELE.
- **Pete Minvalla** is the technical expert that supports NELE's IT systems, including web-hosting, emails, and Cloud storage of information.
- **Paul Heasmer** will get his moment in the spotlight when he delivers his Treasurer's report at a later point in the meeting, but we should also recognise the essential role he plays in working with Brian and Pete in dealing with membership renewals and subscriptions.
- Although she's been mentioned above, **Jen MacLellan** is deserving of a further entry here, having effectively filled many other roles, including Editor of *Roadworthy*, and our Publicity and PRO, incorporating our Facebook presence.
- **Derek Leggetter** and **Charlie McGlinchey**, who have limited access to IT, have been somewhat side-lined this year by our enforced transfer to Zoom committee meetings, so have held the role of committee members without portfolio. We expect them to be able to resume a more active role in 2022.

The Coming Year

As has been alluded to above, the coming year will see the committee trying to return NELE to full strength in the wake of the COVID pandemic. In particular, we intend to:

- Strengthen the Observer team, especially in areas where we currently have few or no Observers available.
- Find a new venue or venues for our meetings to reinvigorate our Social calendar
- Introduce ways of working with the education sector to engage with younger drivers that could benefit from Advanced Driving skills to enhance their own safety and job prospects.

And finally...

I'd like to thank NELE's members for your continued support over the past year. By remaining members of IAM RoadSmart and NELE, your subscriptions help us to continue with our efforts to improve the standard of driving (and riding) in the UK, both directly by providing the Advanced Driving Course and indirectly by contributing to Road Safety initiatives, influencing policy makers and publicising better driving standards. By continuing your interest, you also ensure that you are seeking constantly to maintain and improve your own standards because, as we all know, the best drivers never stop learning.

North East London and Essex Group of Advanced Motorists

Treasurer's Report for the year ended 31st December 2021

The Group's receipts and payments account increased by £1,361. This was mainly because we were unable to hold meetings, therefore expenditure was low.

Group reserves stand at £11,210. They are all held in current accounts. Printing & Stationery includes the following specific costs of Roadworthy production:

- Printing of 3 editions of Roadworthy at £200 = £600
- Postage costs for Roadworthy = £531.90

Given the current state of reserves, the Treasurer does not see any reason to recommend an increase in membership fees for the next year.

Paul Heasmer would like to thank everyone in the group who has assisted him in his role as Treasurer.

Receipts and payments Account for the year ended 31st December 2021

	2021	2020
	£	£
RECEIPTS		
Subscriptions - Full members	2,140	2,260
Subscriptions - New Group Associates	558	824
Gift aid	639	160
Raffles	0	37
Donations	1	61
Total	3,338	3,342
PAYMENTS		
Observer Team costs	224	312
Promotional Events	0	73
Group Room Hire	78	111
Speaker Expenses	20	0
Printing and Stationery	1,186	894
Postage	31	358
Webhosting	117	246
Group Insurance	156	145
Sundries	91	208
Capital Expenditure	0	0
Other	75	9
Total	1,977	2,346
NET RECEIPTS/PAYMENTS FOR THE YEAR	1,361	996
STATEMENT OF ASSETS AND LIABILITIES		
Various equipment and materials	17	17
<u>Bank and Cash Balances</u>		
B/Fwd 1st January 2021	9,850	8,854
Net receipts/payments for year	1,361	996
C/Fwd 31 st December 2021	11,211	9,850
Less Creditors 31December	0	(90)
Net Assets	11,228	9,777

**Independent Examiner's report to the trustees of
North East London & Essex Group of Advanced Motorists
Charity number 1056280**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 December 2021, which are set out on the accompanying page.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("The Act").

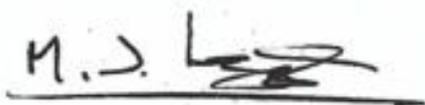
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Michael J Coggins, FCA

7 Green Trees
Epping
CM16 4QT

8th January 2022

**NORTH EAST LONDON & ESSEX
GROUP OF ADVANCED MOTORISTS**

2022 ANNUAL GENERAL MEETING NOMINATION FORM

As notified, the Annual General Meeting will be held at **7.30pm on Tuesday 12th April 2022:**

Nominations for Officers and for Committee Members can only be made by Full Members by way of the Nomination Form below or by providing the equivalent information by email. The Nominee must be willing to stand for the Committee and must confirm his/her ability and intention, if elected, to attend committee meetings regularly.

Those elected become Charity Trustees of the Group. You may not stand for the Committee if the law debars you from being a Charity Trustee. **Only Fully Paid-up Members of the IAM and of the Group may nominate a Committee Member or be nominated as a Committee Member.**

Nominations must be returned to the Group Secretary by post, in person or to secretary@neleiam.co.uk to be received no later than Tuesday 5th April 2022. Nominations do not need to be physically signed, but the Nominee will be asked to confirm their readiness to stand.

Nominations, however, can be accepted from the floor of the AGM if a written nomination for that Committee position has not been received prior to the meeting and the person(s) nominated from the floor is present and agrees to be so nominated and seconded.

All Officers must retire annually and may offer themselves for re-election by Group Full Members. Committee Members must retire triennially and may offer themselves for re-election by Group Full Members.

	Name	Nominated by	Seconded by	Comments
CHAIR	* Paul Gillett			
SECRETARY	*Mike Noel			
TREASURER	*Paul Heasmer			
COMMITTEE	**Derek Leggetter			
COMMITTEE	**Clint Childs			
COMMITTEE				
COMMITTEE				

***Retiring and offering himself for re-election**

****Retiring in rotation and offering himself for re-election**