

Southern Motorcycle Advanced Rider Training

Minutes of an

Annual General Meeting

of

RoSPA Southern Motorcycle Advanced Rider Training
(RoSPA SMART)

at

Frant Village Hall
The Green
Frant
East Sussex
TN3 9ED

on

Sunday 22nd October 2017 at 10.00am

Agenda.

1. Apologies for absence.
2. Agree the minutes of last AGM.
3. Report by the Chairman.
4. Report by the Treasurer and presentation of the accounts.
5. Report by the Membership Secretary.
6. Report by the Chief Instructor.
7. Election of officers.
8. Any other business.
9. Close of meeting.

Meeting formally opened promptly at 10.00am. 31 members were in attendance.

1. Apologies for absence

Apologies were received from Peter Marshall, Roger Bains, Dermot Horan, Robin Brown, Ian Wrigley, Colin Smith, Duncan Stanton, Trevor Shearsmith, Robin Metcalf, and John Curran.

2. Minutes of last AGM agreed

An email with a link to the Minutes of the 2016 AGM was distributed to all members at the same time as the notification email..

As no amendments, issues or concerns were raised with respect to the 2016 AGM Minutes, they were agreed. (Proposed by Paul Ingleton and seconded by Godfrey Town.).

3. Report by the Chairman (Steve Tovee)

Steve opened this segment of the procedures by thanking all for turning up.

Although this was his second year as Chairman Steve gave a small introduction to how he joined RoSPA SMART and what he considered the importance of the Group.

Steve said that since the beginning of our year we have again seen some positive improvements. Starting with membership and not wanting to encroach upon other officers reports; when Rory took over as Membership Secretary, the database was in disarray. Rory had the unenviable task of sorting out the records, getting everything in order. There is now a template in place to help keep this on track and Membership/Allocations Secretaries in the future. We now have a lot more reporting processes in place to track and assist Associates.

The next subject Steve reported upon was Training:- He explained that there had been a few tweaks to the training process. We used to have a system for training that assumed that an associate would be allocated an instructor automatically after they had been on their assessment ride. This is not now the case. An associate can ask to be allocated an Instructor still, but other criteria is taken into account. For instance preference for allocation will be given to those who are new to or with little experience of advanced motorcycling. Those that already have experience and those that cannot train during the week will be encouraged to attend the Sunday sessions. There are some that don't actually want to be allocated to an instructor and prefer to just turn up at Mickeys or Tulleys. This is not a complete list, as each individual's needs will be considered. Attendance has been increasing through the year for training each month. With an increase of Instructors most months training is on a 1 to 1 basis. So a big thank you to all the people who organise Mickeys and Tulleys, without their continued support every month these events would not take place;

against our aims of helping the biking fraternity. ST concluded the subject by adding that if anyone wanted additional training please make yourself heard locally at Tulleys or Mickeys or send an email to the Committee so we can accommodate your wishes.

The Chairman's next topic was the website. He took a poll of those present as to how user friendly they found it. Most found it difficult and at times unstable. ST said the situation was being addressed as we had now found a professional locally who was in the process of reviewing and making changes to the site. This also takes the pressure off Andrew Adams who has spent a considerable amount of his spare time trying to get the previous people to understand all the issues we faced.

RoSPA / RoADAR reorganisation – Steve updated those present on the situation. Recapping that early on 2016 we saw the biggest potential changes to our group since it was created. RoSPA tried to change the way groups like ours are run. It was met with resistance nationally from almost all groups. As we are a charity in our own right we had the option to cut ties to RoSPA, returning to our original name. ST is pleased to say we are still affiliated to RoSPA as they have had a massive rethink on their plans after upsetting many groups nationally. We sent Hugh Curren as our representative to a meeting at HQ. Hugh reported back that there will still be some changes but they will be more reasonable and along lines discussed by all at that meeting. Hugh has supplied (an informal) résumé of the meeting. The most important item to us is that we refuse to be renamed Southern Riders as it wipes out our identity, reputation and standing in the community of advanced motorcycling. They took note of our objections. All is quiet at the moment. When we hear any more we shall pass it on to the membership.

Changes on the Committee:- Steve briefly mentioned as seen on the agenda that Rory Lautenbach and Alex Beattie were stepping down. Rory's work meant that he could not commit the time required to best fulfil his obligations to RoSPA SMART. Alex has been the Treasurer for 4 years now and has decided that it is time for the reins to be handed over to someone else. ST thanked them both for their time and commitment to the Group. The remaining members of the Committee are happy to seek re-election.

Steve closed by thanking all the people who make up the team of RoSPA SMART and all the effort they put in to making the group run as well as it does.

4. Report by the Treasurer (Alex Beattie) and presentation of the accounts

Alex issued print- outs showing the accounts and annual report for the year ended 30th September 2017.

Overview

The Charity Reporting and Accounting Guidelines issued by the Charity Commission in March 2015 (CC15c) remain pertinent for the accounting year ending 30 September 2017. The RoSPA SMART accounts comply with the guidelines for a registered charity with an income of £10,000 or less. This allows the accounts to be

prepared on a Receipt and Payments basis with a Statement of Assets and Liabilities. This method was adopted when Rospa SMART was formed and continues to be the appropriate method of accounting for the Group.

A high intake of new members and retention of existing members produced subscription income 31% higher than last year. Significant factors were the new website and the efforts of the Membership Secretary. Additionally with Gift Aid Income, Bank Interest and a petty cash deposit, total income this year was 36.5% higher than last year. Expenditure was nearly 40% less than last year largely due to decreased costs of Instructor activity expenditure and expenses claims, in spite of the substantial increase in membership. However this does not reflect the true costs as many expense claims in accordance with the published RoSPA SMART Expenses Policy are not submitted. (The RoSPA SMART website has the Expenses Policy and Expenses Claim form available to download.)

Cash funds have increased, and net assets ended the year 20% higher than last year.

RoSPA SMART ended the year with £13,167 of cash funds, and is in a strong financial position to fulfil its objectives.

Receipts and Payments

Membership renewals and new member's fees were much higher this year at £4,693, linked with higher Ride School Fees at £2,310. Gift Aid registration was renewed with HMRC, and backdated claims for the accounting years 2013/14, 2014/15 and 2015/16 resulted in income of £793. Bank interest of £4 and a petty cash bank deposit of £36 collectively totalled an income of £7,836, £2,856 more than the 2015/16 accounting year.

There were a number of key items of expenditure during the year.

The focus on assessing and improving member's skills amounted to £1,749 covering Ride School expenses held in April, Ask the Examiner October 2016 costs, Instructor expenses and Monthly Ride Out Leaders expenses (when claimed). Additionally there were four new instructor passes in the 2017 financial year who claimed their expenses, compared to nine last year with costs decreasing by £500 to £400. Fifty Instructors A5 Ring Binders were purchased costing £476. The regular use of Frant Memorial Hall as a venue brought hall hire costs up to £680. These costs have been apportioned to the appropriate event e.g. Ride School, Ask the Examiner, etc, in the accounts.

A significant cost was the development, hosting and ongoing maintenance of the new RoSPA SMART website launched during the year with costs of £1,809. However this does not reflect the considerable time and effort expended by RoSPA SMART Committee IT Advisor Andrew Adams which ensured the launch and debugging was a success.

It was noted that only 4 new Instructors claimed their allowable expense after passing the test.

The Executive Committee's claimed expenses this year were £180 less at £407 in part due to less time spent on website matters. Promotional RoSPA SMART brochures, Business cards and new Training Record Cards were £446 less at £317. Zero bank charges indicated the predominant use of electronic management of receipts, payments and cash transfers, and RoSPA SMART charity status.

Total expenditure for 2017 was £5,884, £2,329 lower than last year. Together with increased income in 2017 of £7,836, there was with positive net cash flow of £1,952.

Assets and Liabilities

During the year cash has been redistributed between accounts. A total of £6700 was transferred from the PayPal account to the HSBC Community Account leaving £140.27 in the PayPal account. The Community account increased by £1,895.92 to £2,916.00 at year end. HSBC Savings account interest of £4 brought the year end Savings funds up to £10,091.31. £21.83 of Petty Cash was used for purchasing Ride School refreshments leaving £19.17 of Petty Cash available. Total Cash Funds increased by £1,952 to £13,167 at year end. However the movement in net cash flow from the last accounting year to this was £5,186

A review of all fixed assets available for use by the Group was carried out during the year and the current asset value assessed at £158, an annual asset depreciation of £585. A Fixed Asset Register is available for the Executive Committee to manage the use of assets in achieving the Group's objectives, irrespective of monetary asset value.

Regarding the headsets purchased for training purposes a few years ago Alex said that in line with straight line depreciation these had now been down written.

Total liabilities at year end were £91. The outstanding payment accrued from a late expenses claim for 2016/17.

Net Assets at £13,234 were £2,668 higher than last year.

Recommendations

These accounts for year ending 30 September 2017 are recommended to this Annual General Meeting for approval.

Approved accounts will be submitted in an Annual Return to the Charity Commission, and retained in the Group's records.

A request to accept the Report and Accounts was put to the floor. Proposed by xxxx xxxxxx, Seconded by xxxxx xxxxxxxx.

5. Report by the Membership Secretary (Rory Lautenbach)

Rory commenced his report by talking about the website and the hard work which went into this by the committee over the last year, especially to Andrew Adams, it has proven to be a very valuable tool for managing the membership and has allowed us to thoroughly understand our membership layers. While it appears some members

are still struggling with the website Rory's experience has been very good with it, especially in terms of managing the membership database, the SMART website is definitely fully up & running with little or no downtime over the last year and working very well indeed, again a big thank you to all involved. The database gives us a very clear picture of the state of play of the group.

The membership.

SMART membership is currently at 321 (fully paid up), we have 130 members in training, 40 tutors (12 advanced and 28 approved), 110 full members (test passed) and 41 dormant members. We have also had 88 new members join this year which is an outstanding increase as compared to last years new membership applications of approximately 45 members, this growth is of course very much due to our website, the presence it has given us on the internet and our Facebook page combined with word of mouth and referrals from other organizations.

(Paul Ingleton commented that RL has been very proactive, speaking directly to those enquiring about RoSPA SMART which has helped to give better information to prospective members actually joining).

Our members in training are evenly split with 63 members in training who have been allocated to specific instructors and 67 who rather attend group training without allocation, a special thank you to all our active instructors for your hard work and commitment. RL said he was aware that there have been some changes made with regard to the training formats and that some instructors have been placed on the dormant list which has not necessarily gone down very well, the reality is however that we are a club of over 300 members with 40% of our membership in training and are undoubtedly one of the biggest RoSPA rider training groups in the UK, we are a flagship for RoSPA training and if we are to maintain our high training standards we will need our instructors to be active within our training groups at Mickeys and Tulleys, to take on allocated trainees if needed and to help take care of our growing membership. A job RL thinks we already do extremely well.

Special thanks must go to Roger Manning (Group Chief Instructor) , Tony Gillingwater (Sussex Chief Instructor) and Paul Ingleton (Kent Chief Instructor) for all the hard work and effort they put into the group, it really is very much appreciated by all of us.

Test passes were again outstanding this year with 32 Gold passes, 9 Silver passes and no Bronze passes, well done to the members who have worked so hard to pass their tests and thank you to their instructors for being at their side for the journey!

Rory closed his report with "Last but not least I am sadly not in a position to stand for re-election as Membership Secretary for the coming year due to work commitments but would like to thank the committee for all their help and support over the last year, I wish you all well for the upcoming membership year".

6. Report by the Chief Instructor (Roger Manning)

"Not much has changed this year!" Stated Roger. As his opening line.

He went on to quantify that we have had little to manage in the way of the politics created by HQ.

Hugh Curran attended a meeting at HQ, to represent us and stipulated that while we were agreeable to some of the changes, one thing we would not do is change our name. If and when anything more comes from HQ we will of course let you all know.

RM expressed his thanks to Tony Gillingwater and Paul Ingleton for their support both in Sussex and Kent throughout the year, We have this year been able to offer outstanding training normally on a one to one basis from our monthly training sessions in Sussex and Kent. This was possible due to the great Instructor Pool we have managed to create, and this would not have been possible without the help of our Senior Instructors who assist in training our trainee Instructors and testing them to our exacting standards, and peer assessing to ensure our standards are maintained, thanks Tim, Rodger, Robin, Andrew, Tony, Paul I, Paul F & Yesh. With the tweeking of the training process, RM said another benefit to it was that the Instructors got to meet and chat with more of their fellow Instructors. He also think it will allow him to get know more of the Instructors.

The Welsh Wizz has been very successful this year, at a new venue, FOUR TIMES!! Thanks to Tim, Hugh and all attendees who have had a great break and hopefully learned a lot on these trips. Also thanks to Frank Ojo who stepped up to run the Vosges Wizz and had a very good time by all accounts.

RM suggested that we would like more Wizz leaders if anyone would be interested please ask.

We had a new Initiative this year in the way of the “Peterborough Training Weekend” which was the brainchild of Jason White. It was reported to be a very successful event and with luck it will be developed into a regular event. Thank you Jason.

Thanks goes to Mark Kennedy for continuing co-ordination of the End of Month Ride Outs, these are very well attended. But as always we require more leaders for the next year, thanks to all leaders for your routes and stepping up to the plate.

(Steve Tovee re-iterated that the Instructors Guidelines also included participation in ride-outs. He also touched on maybe looking to do two in different directions if the numbers deemed it.)

Roger reminded everyone that the Ride Out Leader was entitled to claim out of pocket expenses as set out in our Expenses Policy.

Ride School was very successful back in March and as RM asks every year, all Instructors should encourage their trainees to attend if at all possible, this year it is being co-ordinated by Steve Gibbins with an updated format to be delivered in 3 weeks! Good luck Steve and your R/S team.

Our “Instructor Enhancement” meeting in November was well attended and I hope the exchange of ideas was helpful.

RM said his main objective this year is to add more Senior Instructors to our ranks, if any Instructors are up for a retest and fancy a crack at the “Advanced Tutor Test” please ask.

Roger’s closing statement was “Thanks go to our retiring Group Treasurer and Membership Secretary, enjoy your retirement! And the rest of the Committee and Instructors for all their hard work and support this year.”

7. Election of the Officers of the Group

Simon Osborn – Group Secretary, started this item on the agenda by restating the requirements of Section 5 of the RoSPA SMART Constitution.

- The management of the Group shall be vested in an Executive Committee consisting of at least a Chairman, a Group Chief Instructor, a Secretary, a Treasurer and a Membership Secretary, all being over eighteen years of age.
- The officers of the Group shall be the Chairman, the Secretary, and the Treasurer.
- Members of the Group shall be elected to the Executive Committee at the Annual General Meetings of the Group when posts become vacant at the end of their term.
- There shall be no more than seven members on the Executive Committee.
- The Chairman shall be elected to that role for a 1 year term following a vote of the Members for their choice.
- The Group Chief Instructor shall be elected to that role for a 1 year term from the Instructors pool following a vote of the Instructors for their choice.
- The remainder of the Executive Committee shall be elected to their roles for a 1 year term following a vote of the Members for their choice.

For committee positions where only 1 person was standing, no vote was required and those people were re-appointed to the respective position.

Group Chairman

Steve Tovee. Re-appointed.

Group Secretary

Simon Osborn. Re-appointed.

Group Treasurer

Aleksandra Marcinowska. Standing for Election.

Nominated by Alex Beattie. Seconded by Roger Manning.
Voted in favour by attending members. Appointed

Group Chief Instructor

Roger Manning. re-appointed.

Membership Secretary

Steve Gibbins. Standing for election.

Nominated by Rory Lautenbach. Seconded by Simon Osborn.

Voted in favour by attending members. Appointed.

8. AOB

1. Approval of the Membership to changes to the Constitution.

In the notification the Committee informed the Membership that they were seeking to bring the Constitution up to date. Primarily because it still had reference to RoADA (RoSPA Advanced Drivers Association). This has now been superseded by RoADAR (RoSPA Advanced Drivers and Riders).

To comply with Charity Commission regulations the changes were submitted to the Charity Commission in July 2017. Consent was granted on 8th August.

These changes relate to sections 2 and 12.

The document would be signed by the current officers of the RoSPA SMART Charity.

The changes were again explained to the membership present and a requested show of hand in favour were asked for. Unanimous agreement.

Simon Osborn explained the final part of the process was to lodge the new Constitution with the Charity Commission.

2. Recommendation of Life Membership to Tony Clark.

For this part of the proceedings Tony was asked to leave the room while this was discussed. Simon Osborn then read out the proposal to the members present.

Dear Members

In recognition of considerable past contributions to the group: namely assistance with setting up RoSPA SMART in the first instance, then later becoming Group Chief Instructor and then Chairman of the group, the Executive Committee is pleased to recommend to the membership that Tony Clark is given Life Membership.

A show of hands from the membership present was requested. Unanimous in favour.

Tony was asked to return to the room and informed of the result.

3. Questions from the floor.

Dave Stewart asked for clarity on a point regarding HQ's intentions with the changes due. Roger Manning answered the question re-iterating that Hugh Curran had attended a meeting at HQ in Birmingham and had made it clear our reservations on their proposals.

Most of the items that HQ wanted to introduce were to do with accountability and compliance of procedures. The most significant of these would be a 3 yearly audit of the group. (Just like we are retested every 3 years). How this will work is yet to be seen.

We were awaiting the latest updates from HQ.

9. Close of Meeting

Simon Osborn thanked all those who attended today and the meeting was formally adjourned at 11.15.

Minutes adopted by:

Seconded by: