

**Shropshire and Powys Advanced Riders (SaPAR) – Minutes Annual General meeting  
6<sup>th</sup> October 2019 – (Snailbeach Village Hall, Snailbeach, Shrewsbury 3.55pm)**

Agenda item	Minutes
Attendance	19 members attended the meeting plus 1 guest. The attendance sheet is held by the Secretary.
Apologies	David Rogers, Michelle Jennings, Robin Padgett, Bob Spendlove, Ian Morris, Steve Coburn, Jon Hepburn, Stuart Edwards, David Bogan, Tim Masters, Gareth Evans.
Minutes of 2018 AGM and matters arising	Minutes had been circulated on 28 <sup>th</sup> December and no matters had been raised. The minutes were therefore accepted by those present as a true record and signed by the Chairman and Secretary.
Chairman's report	<p>Bill offered thanks to Alex Hutchinson-Collier for leading today's ride out.</p> <p>This is my last report as Chairman and as such I would like to give an overview of how the group have evolved and developed since I became Chairman (by default I might add!) in June 2015.</p> <p>I have seen the group grow from relatively small numbers to a maintained average of 100 members at any one time.</p> <p>A testament to everyone involved in the group from Associate members through to Committee members as we would not have been able to achieve or maintain this without everyone's efforts.</p> <p>In my role as Chairman I have had the honour of representing the group at Buckingham Palace in 2017, for which I will always be appreciative.</p> <p>I have had numerous, often fraught, correspondence with RoSPA HQ, especially during the re-branding and constitution upheaval which seemed to take an eternity. The group persevered and we should all be proud to be an accredited RoSPA Advanced Riding Group. Let's not forget some groups actually folded or disbanded during this process.</p> <p>We have maintained links with the local IAM group with joint ventures at Bike4Life, Montford Bridge and Biker Down events. I would hope this will continue and develop further going forward.</p> <p>We established good links with Powys Road Safety which brought financial benefits to the group. Although dormant for the last two years we now have a new lead, Gareth Evans who (as well as being a group member) is keen to restart the Powys Ride On events, probably early next year.</p> <p>We have at last a RoSPA Regional Co-ordinator who is keen, communicates and is passionate about motorcycling and safety, Martin Powell who is also a group member and RoSPA Examiner. A wealth of knowledge and information which we should all use to progress the group with RoSPA.</p> <p>My role as Chairman has been made all the easier having a committed and dedicated committee for whom I am forever grateful for the continued effort and support.</p> <p>I am unveiling a tribute to Glyn Jones, a Tutor, friend and well-loved Tail End Charlie, who died earlier this year. <i>(The trophy was unveiled and shown to those present.)</i> This is to be awarded annually, at the AGM, to a SaPAR member who is considered to have made an outstanding contribution to the group during the preceding 12 months</p>

	<p>as voted on by the membership. The recipient gets to keep and dust the trophy as a new one will be awarded each year. Flossie is aware of this award and was very grateful for the manner in which SaPAR assisted with Glyn's final ride.</p> <p>In summary, I believe the success of the group is the sum of its parts. No one individual could make this group the success it is and I hope this ethos continues as a new committee is born today. Thank you all for your support and I'll endeavour to continue contributing to the group as one of the Advanced Tutors.</p>										
Training Officer	<p>The first and main objective of the group is as an advanced training group.</p> <p>Whilst every member should be aspiring to achieve Gold on test, not every rider will get there. If they could then the standard would not carry the credibility it does. Silver and Bronze are still advanced standards.</p> <p>Test results for year 2018-19</p> <p>Total tests and retests = 14</p> <table data-bbox="464 891 815 1055"> <tr> <td>Diploma = 2</td> <td>14%</td> </tr> <tr> <td>Gold = 4</td> <td>29%</td> </tr> <tr> <td>Silver = 6</td> <td>43%</td> </tr> <tr> <td>Bronze = 1</td> <td>7%</td> </tr> <tr> <td>Fail = 1</td> <td>7%</td> </tr> </table> <p>These figures are based on what members tell us, RoSPA will not give the group any information on a member's test result. So to help keep the records accurate it is imperative that any member taking a RoSPA test, initial or re-test, lets their Tutor or the Training Co-Ordinator know the outcome. Tutors put a lot of work into the training and they like to know the result.</p> <p>The Tutors are all volunteers giving their time willingly and it is very rewarding for them to see their Associate progress to the best standard they can and take the advanced test. Unfortunately, not all Associates do this and some only complete a few sessions and then put their training on hold or walk away. There can be many reasons for this but it can be very frustrating for the Tutor and also to those on the waiting list who are keen to make a start with the process. I would therefore ask all Associates to consider if they are able to fully commit to the process before they begin, always accepting that circumstances can change.</p> <p>Unfortunately, we lost Glyn this year. He was a valued Tutor and member of the group and will be missed by us all. We have also lost the services of four other Tutors this year, Mike Kinna moved to be closer to family and we wish him all the very best, and three other Tutors decided they no longer wished to be Tutors, two of whom have also indicated they will be leaving SaPAR as their lives have taken them in different directions. My thanks to all of them for their dedication to SaPAR during their time as a Tutor. Two members have qualified as new Tutors along the way, Rob and Robin who are both busy with Associates and Kevin Fletcher passed his Advanced Tutor qualification joining us on the senior Tutor team.</p>	Diploma = 2	14%	Gold = 4	29%	Silver = 6	43%	Bronze = 1	7%	Fail = 1	7%
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	<p>There is a new RoSPA Examiner in our area and he has a different approach to giving directions. He favours having the candidate look in the mirrors for his indicators to know where to turn rather than having a route or place names to follow in order to plan a route.</p> <p>The Sunday ride outs are a shop window or try before you buy. If people want to just ride without joining the group and taking training then perhaps, they should consider joining another group.</p> <p>I have now completed eight years in the post of Training Officer for Shropshire and Powys Advanced Riders. In that time the group has grown from around 30 members to just over 100 today and the Tutor team has grown from 6 to the current 10, having peaked at 20 some time ago. The method of Tutor training has evolved during this time and will continue to do so. I feel it is now time for a change and therefore you will see on the nomination sheet that was sent by e-mail the committee role of Training Officer is to be deleted and a new role of Training Co-Ordinator created. The intention with this is that the Training Co-Ordinator will take on the admin side of the training process, liaison with Associates, updating the database etc and I will retain the practical side of Tutor training and assessment of both Tutors and Associates along with the other senior Tutors</p> <p>Finally, I wish to give my thanks to all the Tutors I have worked with past and present for their professionalism and dedication without which SaPAR would not exist.</p>
<p>Treasurer's report and adoption of accounts</p>	<p>David submitted a written report to the Chairman who read this in David's absence.</p> <p>I am sorry I cannot give my report in person but am happy to take any questions regarding the accounts or the financial controls of the group after the AGM.</p> <p>The accounts for the year were e-mailed to all members along with the notice of the AGM. I have received no questions from members since they were circulated. This report highlights some of the key matters disclosed by the accounts.</p> <p>The group has continued to gain new members (19) at a faster rate than the members retire (15), this has resulted in membership subscriptions from renewals increasing from £1215.00 in the previous year, to £1503.00 in the year being reported on (<i>year ending 30<sup>th</sup> April 2019</i>). This is our main source of income and gives us financial security. This along with subscriptions from new members and contributions from sponsors gave us a total income of just over £2600.00 in both of the last two years.</p> <p>Total membership numbers increased from 92 to 96 over the year. The 18 new members in the year were introduced to the group from the following sources:</p> <p>Word of mouth – 8  Marketing events – 8  Web site – 2</p> <p>The group attempts to make a small profit overall to remain in a healthy financial position. However, this year the committee decided to issue all Tutors with better quality Hi Viz vests to assist in the marketing of the group. Tutors were also issued with the latest edition of the books used by the group to ensure they were all tutoring in line</p>

	<p>with the latest advice. These additional costs of £763.00 were the main reason for the group showing a loss for the year of £965.00 after making a profit in the previous year of £143.00.</p> <p>The group finished the year still with healthy reserves of £6190.00, of which £5730.00 is represented by cash in the bank. The membership continues to increase and the financial position of the group continues to be strong.</p> <p>The accounts prepared by me have been checked by an external firm of accountants, they were approved by your committee on the 21<sup>st</sup> August and all that remains is for the members to vote to adopt the accounts as the financial record of the group for the year ended 30<sup>th</sup> April 2019.</p> <p>Bill then asked all present to vote on accepting the accounts. The vote in favour was unanimous.</p>
<p>RoSPA Regional Co-ordinator – Martin Powell</p>	<p>Martin introduced himself saying that he has been a member of SaPAR for some time and is an Examiner in our area, taking on this new role a few months previously. His role is to liaise with groups in the Midlands area and RoSPA Head Office. So far he has mostly dealt with complaints from groups about Examiners and Associates about tutoring. Recently he attended a meeting between Examiners and Senior Tutors from SaPAR and feels that as we are all responsible adults if we are asked on test to do something by the Examiner which we are not happy with we need to be brave enough to say no to the Examiner if asked to do something we are not happy with e.g. use of radios or the manner in which the test is being conducted.</p> <p>Martin gave an e-mail address that people can contact him on with any questions, <a href="mailto:mpowell@rospa.com">mpowell@rospa.com</a>.</p> <p>Martin feels strongly that riders need to practice to hone their skills e.g. overtaking and to have a thorough knowledge of the books used. Martin now issues a newsletter in which he is trying to start discussion on useful subjects and he also asked is people prefer theory questions before the test or after?</p> <p>Martin was then asked, what guidance is given to examiners by RoSPA Head Office? Martin replied, none.</p> <p>Bill then said, Martin can help take information forward to other groups and RoSPA Head Office, examination guidelines need to be drawn giving direction for examiners so that testing is conducted in a uniform manner across the country. Make use of Martin as our co-ordinator.</p> <p>A comment was then made by a member that each test is different due to changing circumstances, road, traffic, weather, rider etc.</p> <p>Another comment was made that a thorough knowledge of the books puts you in a better place before you take your test.</p> <p>Martin then said that if you disagree with the Examiner on the result of your test or the manner in which it was conducted you can appeal to RoSPA Head Office. They may in certain circumstances offer a free re-test.</p> <p>There is a new person in charge of the Diploma training if anyone is interested.</p> <p>Bill thanked Martin for attending and addressing the meeting.</p>
	<p>5 minute comfort break.</p>

<p>Election of officers / committee members</p>	<p>The election rules were read out by Bill who stated that all places on the committee were open to any member who wished to stand for them.</p> <table border="0" data-bbox="464 371 1094 875"> <tr> <td>Position</td> <td>Nominee</td> </tr> <tr> <td>Chairman</td> <td>Rob Hall</td> </tr> <tr> <td>Vice Chairman</td> <td></td> </tr> <tr> <td>Secretary</td> <td>Tina Kelly</td> </tr> <tr> <td>Treasurer</td> <td>David Rogers</td> </tr> <tr> <td>Membership</td> <td>Tina Kelly</td> </tr> <tr> <td>Training Co-ordinator</td> <td>Robin Padgett</td> </tr> <tr> <td>Publicity</td> <td>Kevin Fletcher</td> </tr> <tr> <td>Clothing</td> <td>Ken Swinton</td> </tr> <tr> <td>Web site manager</td> <td>Ken Swinton</td> </tr> <tr> <td>Assistant web manager</td> <td>David Rogers</td> </tr> <tr> <td>Facebook</td> <td>Simon Plevin</td> </tr> <tr> <td>Social</td> <td>Charles Bridgeman</td> </tr> <tr> <td>Sunday ride outs</td> <td>Ken Swinton</td> </tr> <tr> <td>Committee member</td> <td>Helen Parker</td> </tr> </table> <p>All the above were proposed, seconded and voted in individually by the members present and the nomination form completed at the time is held by the Secretary.</p> <p>Bill added that anyone can help at any event and at any time. Please do not think that as you are not on the committee you are not welcome to help or attend a committee meeting.</p>	Position	Nominee	Chairman	Rob Hall	Vice Chairman		Secretary	Tina Kelly	Treasurer	David Rogers	Membership	Tina Kelly	Training Co-ordinator	Robin Padgett	Publicity	Kevin Fletcher	Clothing	Ken Swinton	Web site manager	Ken Swinton	Assistant web manager	David Rogers	Facebook	Simon Plevin	Social	Charles Bridgeman	Sunday ride outs	Ken Swinton	Committee member	Helen Parker
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<p>Address by new Chairman</p>	<p>Rob Hall introduced himself and gave a little information about his background.</p> <p>Rob then gave thanks to Bill, Sally and Stuart who are standing down from the committee. He said he does not intend to change things but would work towards increasing the membership which he feels is best done by talking to bikers face to face. He feels that what SaPAR does for road safety is very important and to keep carrying on doing what works. If anyone has any ideas of what we could or should be doing then please contact him to let him know. Rob gave thanks to the new committee member and to those existing committee members who have taken on new and / or additional roles, especially Tina.</p> <p>Rob reminded people about Glyn's award and to nominate people who they felt had made a significant contribution to the group. It is an award for the whole membership to decide not just the committee.</p>																														
<p>AOB</p>	<p>Kevin Fletcher. As a Tutor and Senior Tutor Kevin felt that there should be an acknowledged head of the Tutors to guide and offer advice. He felt that even though Stuart had stepped down from the committee, Stuart should be recognised as that person as he is the most qualified individual to take the role and that this position should be recognised in the constitution. The title should be 'Training Officer' and would report to the committee via Robin the Training Co-ordinator, e-mail or in person if necessary.</p> <p>This was proposed by Kevin, seconded by Bill and a vote was taken. The proposal was accepted unanimously.</p>																														

Meeting concluded at 5.05pm.

Signed.....  
Chairman SaPAR

Date.....

Signed.....  
Secretary SaPAR

Date.....

Date of 2019 AGM is Sunday 4<sup>th</sup> October 2020, venue to be ascertained.

Date minutes circulated to members – 7<sup>th</sup> October 2019.