

Norfolk and Suffolk 4x4 Response AGM 9th July 2024

1930hrs – 2050hrs Charles Burrell Centre, Thetford

AGENDA

1. Apologies
2. Adoption of 2023 Minutes
3. Chairmans Report
4. Treasurers Report
5. Membership Secretary's Report
6. Event Secretary's Report
7. Election of Trustees
8. Any other Business – Open Forum

Apologies

Simon Turner	Graham White	Martin Kay	Becky Richards	Mike Wilson
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Attendees in Person

Rob Hawley	Kalvin Mcleod	Simon Alexander	Aaron Buckland	Michael Fysh	Ian Tupper	George
Denman	Georgie Stinton	Paula Hawley	David Baker	Hazel Law	Les Phillipps	

Attendees via Zoom

Shane Bowering	Darren Southernwood	Nigel Hearth	Nick Hindle	Roy Burton	Graham Jarmy
Neil Warden	Dave Lyes	Adam Bester	AJ Hawley Thomas	Clive Turner	Steve Bygrave
Hugh Hutton					

The Minutes were circulated to all members by David Baker on 27th July 2023. There were no comments or remarks, so the minutes were signed by
Kalvin Mcleod

Chairmans Report – Calvin Mcleod

What a fantastic year the group has had.

I will be cherry picking from the rest of the committee here, but the details are very much in their reports.

Membership, Shane has done a fantastic job of bringing organisation to the way we track members. if you're not a member you're removed from all platforms rather than the more hap hazard "if we remember" that it was previously.

Darren has worked wonders with coms and digital systems, keeping us robust despite a virus trying to scramble all the files held on the groups server.

Simon has managed to keep track of a much larger sum of money than the group has usually been able to muster, and this has already been pushed into investment for the group.

Aaron has taken the challenge of group welfare officer and been available to all members as a shoulder to lean against.

I would like to thank Michael and Nick for their efforts in training. With new venues and hopefully more they are working on, and new training opportunities you can take advantage of they hope to push out this year. We are regularly joined by NFRS at our training events and hopefully Michael now has the right connections to get both Norfolk and Suffolk police and EoE Ambulance joining us.

Now I turn to Rob.... The spreadsheet king,

He has been acting secretary for most of the year, he has been awesome as events lead and also he has been the Suffolk resilience lead for the group.

That's a huge work load and deserves the recognition for holding it together. It wasn't that long ago that previous events leaders didn't actually last 3 months in the task before it was too much for them.

If you think his posts are nagging then that is exactly what they should be.

The group has had a policy that all members would be required to do x number of training days and x number of events each and every year for as long as I have been a member. the only thing to change is that Shane and Rob keep track of who does what.

I hate to think something should happen and the person involved was asked "when did you last to any training.... I do not know couple years ago?" Doesn't help the professional standards we are recognised for.

We took the decision to get in line with other members groups of 4x4 Response UK in what we charge when attending events

Your time is valued and we still under charge by comparison to some. However, it has always been a corner stone of the group that we help and attend some events for other groups free. we do not ask for any donations to 4x4, as they are raising money for their own survival.

If you want to discuss what we have been charging, please ask Rob later...

We would like everyone to look at the group constitution. We intend to have a reworded version of it to be discussed and sorted out, by all members, so that it can be voted on and adopted at the next AGM, there are several ambiguous parts that need to be addressed. And I'd rather everyone had the opportunity to look through it and any changes well ahead of time.

A review of the membership handbook.

I would like to ask for a volunteer to go through the handbook and "nag" anyone that should be providing an updated entry. This has been ongoing for a long time and takes a back seat to all the other things.

I'm saddened to say that an MOU with Raynet has failed to Happen , Norfolk County RAYNET is ready to sign, East Suffolk was progressing but stalled due to internal problems (hopefully to be picked up again), North Anglia queried the need for an MOU, Forest Heath did not show any interest but rejected the wording. This is a shame.

NORLSAR have been discussing a review to the current MOU for the past few months and we hope that will be signed off soon.

Those that attend events will have noticed the Suffolk PR trailer has become... somewhat tatty. Broken zips holes in the tarp. The Norfolk trailer is still in very good condition. After Many discussions we chose to replace the Suffolk trailer. The new trailer is a ridged twin axel. It has been sign written, Aaron and Rob have serviced it.

The pr kit fits better and it is less crushed, we are looking to invest in dedicated storage boxes for the kit that currently still rattles around.

We have an had offer to fit both box trailers with solar panels from a company whilst at the Norfolk show so. let's see what happens there.

That leaves us with the old Suffolk PR trailer, it was purchased about 5 years ago for £500. The committee believe the best option is to sell it. We would therefore like any member who would like to buy it to send an email to Simon with their bid. Silent auction style. I have sent my bid already.

As I close I would like to thank: David Baker for running the newsletter and I apologise for not putting a chairman's report in each time, despite him asking: To Paula, who despite putting up with the spreadsheet king has been running a Tombola which has done very well. If anyone has or wants to donate prizes to the tombola, please get in touch with her. The rest of the committee for their time, dedication and efforts over the last year: And you the members both new and old for helping make the group what it is today.

Treasurer's Report – Simon Alexander

**Norfolk and Suffolk 4x4 Response
Statement of Income and Expenditure covering the
period:
1st July 2023 to 30th June 2024**

Balances Brought Forward

Cash at bank at beginning of period **£8,042.42**

Income**£****£**

Annual Subscriptions from members **1,500.50**

Sales (clothing and services to other groups) **£751.45**

Donations to group from Public and groups users (see note 3) **17,208.56**

Returned Expenses Payment (Adjustment) **£18.45**

DBS Fees paid by members (2025 Combined with Subs Pmts) Nil

Total Income for 12mths period **19,478.96**

Expenditure

Stock Purchases **£320.11**

Postage and Stationery **£372.33**

Small equipment purchase **£7,826.60**

Meeting and Event expenses **£610.92**

Mileage Payments **£4,247.40**

professional fees, memberships, and Technology subscriptions **£3,655.39**

Insurance **£442.05**

Major asset Purchase (see note 2) **£1,250.00**

Total expenditure for 12mth period **£18,724.80**

Excess (shortfall) Income over Expenditure **£754.16**

Cash at Bank and in Hand at end of period £8,836.58

Summary 2022-2023 for comparison**£6,183.40****£997.50****£1,697.29****£7,657.51****Nil****£312.00****£10,664.30****£463.70****£123.15****£544.38****£298.00****£1,774.52****£4,470.28****£591.25****£8,765.28****£1,899.02****£8,082.42**

Notes to accounts

1. Subs Income includes payments for year 2024/2025 totalling £910.00
2. Represents Additional Box Trailer Purchase £1250
3. Includes £1500 advance payment from weeting steam fair - Additionally invoices have been issued totalling £2,271.55 which are awaiting payment
4. Mileage payments due to be paid, awaiting donation (see note 3 above) £335.70

Created By Simon Alexander, Group Treasurer 7th July 2024

Membership Secretary's Report – Shane Bowering

Live member in total as of 08/07/2024

49 confirmed renewed members

12 Support Members

37 Operational Responders

2 membership renewals pending due to personal reasons

2 applicants for membership currently in progress

Slightly down on members, at our peak last year there were 63 members.

Proposal to the Change of Membership types, and Proposed definition of those roles

Responder, Support and Associate. There is room in the constitution that allows us to create an associate role. After a couple of people have asked about this, we feel it is now the right time to create an associate role

As a charity we are required to define roles clearly, the following is a draft proposal to be decided upon by all members, a copy can be sent out to all members to look at in more detail and provide feedback

Responder Member

A full active member that has their own vehicle suitable for the requirements, they are then assessed and trained as required for the group, they are also available for call out situations as requested by the controllers.

- Initial Driving and Vehicle assessment
- Initial comms and Navigation Assessment
- Initial Trailer driving assessment
- Annual 1 full day's refresher training
- Annual Kit equipment assessment
- Be on Call as and when available and actively able to carry out call outs 24/7
- Respond to Controllers with availability update as and when required.
- Comms refresher training as and when required.
- Trailer assessment every 5 years
- Must attend minimum of 3 events per year of any type, but some events will only be open to responders due to the nature or the requirement of the event. (traction assistance, passenger movement etc....)
- Must have a Fully Serviced, MOT'd and Insured Vehicle suitable for the Role
- Have a Valid Enhanced DBS Certificate, that is renewed every 5 years minimum.

Support Member

A member with or without their own suitable vehicle, but they are will not be on call outs or be involved with any Vehicle assistance/recovery that is associated with the group's activities.

- Initial Comms and Navigation Training
- Attend 1 training event every year to keep up to date with all latest group actions
- Attend a minimum of 3 events per year but must not be involved in anything that involves using your vehicle for anything other than display purposes, or allowing you to get into position for marshalling.
- Must **NOT** use your vehicle for any type of vehicle assistance, public passenger transport or recovery under the group's name.
- If you have a suitable vehicle for using at events displays only, then it must be fully serviced, MOT'd and Insured
- Have a Valid Enhanced DBS Certificate, that is renewed every 5-year minimum.

Associate Member

Be a previous Responder or Support member, but now not operational but would like to keep in the loop and updated on the group's activities

- No training requirement
- Will be allowed to continue access to the group Main Chat group
- Will receive the monthly Newsletter
- NO ID card produced
- May attend Training days on request

Event secretary's Report - Rob Hawley

Fun Facts and Figures

2023 57 events across both counties

2024 since January x 40 events across both counties, with 25 more confirmed and a more being discussed, this includes a few events that are more than one day.

Too much hard work to count all of last year's event attendance figures but this year there is a record being kept of who attended what. This is to count towards the reward scheme set up Shane Bowering.

Jan 16 members required, 16 attended

Feb 40 members required, 37 attended

Mar 32 members required, 32 attended

Apr 21 members required, 27 attended

May 63 members required, 65 attended

Jun 75 members required, 76 attended

Unfortunately, it is usually the same faces, but new ones do keep popping up which is great to see.

Attendance at PR events is as important as attending proper events, as PR events is how we get our name out, which leads to more invites and jobs.

We still have a lot of the long-standing events such as Enduro, Fireworks, Horse Trials etc, but we are getting a lot more school fayre invites and other shows.

Weeting being a new one, our 2nd year in attendance and now a great chance to work alongside them in the future.

We have also worked with The National Field Archery Association, which could lead to bigger events.

The Life rings is another long standing one, 4 times a year March, May, July and August. Please put your name for this one, it's a lovely day out driving round the broads AND you get paid mileage. I did almost get us involved with Latitude this year, but hopefully we can get in there to assist as they had already sorted recovery for this year.

As event coordinator, I know it can be expensive doing some events, which is why you may notice, there are more events that now pay mileage to the responder. This is possible because we are getting a good name for ourselves as a group, and people know we can deliver the goods and services required. This extra income has now also enabled us to provide the uniform scheme and to purchase new equipment for the team.

Update on Tombola – Paula Hawley

Since taking it over at the end of last year, starting with money raised from the Radio Controlled car track last year. I have purchased prizes aimed at kids as kids bring in parents, who we can then talk to about who we are etc. The tombola is self funding have spent about £100 today on more prizes for the tombola. Money raised from the PR events goes back into it by buying items such as Photo curtain, table, table cloth with logo, and other items to make the display more attractive to the public. This is also why its important to have full responders on the stand so they can talk about the photos and explain better who we are and what we do.

Election Of Trustees – Calvin McLeod

Trustee Listings – Trustees must stand down after 3 years, but can opt for re-election

Current Standing

Simon Alexander Rob Hawley Shane Bowering

Applications received from

Darren Southernwood Nick Hindle Calvin McLeod Aaron Buckland
Michael Fysh Kevin Slaughter

Calvin McLeod said there is currently room for 12 Trustees according to our constitution.

The Trustees, when elected, then select the committee from any applications made. This way, if someone is not performing or doing their role well, then the Trustees can tell them to step down.

As no one else stepped forward, then all those who applied were accepted as Trustees.

The role of the Trustee is to ensure the financial security of the group and that is run financially correct. If anyone wishes to become a Trustee then email membership@norfolkandsuffolk4x4response.co.uk expressing their interest. There is an obligation to attend 3 Trustee meetings per year.

The constitution is on the Forum, and is available to everyone who wants to have a look and put forward their ideas and suggested input. This way we can agree the new constitution at the next AGM in 2025. Shane Bowering added that if everyone agrees before that time, it can be changed earlier. At the AGM only 75% of members need to agree it.

AOB – Open Floor

Shane Bowering – He had been talking to UK Fuels about a fuel card. This is still being discussed but there should be something for the members and a donation to the group. He will update as he finds out more

Adam Bester – Thanked the committee for all their work in moving the group forward as he had intended it to, before he stepped down

Clive Turner – Regarding membership rules attending events, he struggles to attend most of them due to his location. It would be nice to have some closer

AJ Hawley Thomas – Expressed concerns over his current role as support. It was explained that the new proposal was still only a draft proposal

Steve Bygrave – Just as a point of interest, he was having problems with getting insurance for his volunteer role and suggested Classic Line.

Hugh Hutton – wanted to ask about Stanton Fair on Saturday 13th July and was invited to attend as well.

David Baker – Asked about clothing supplies as there are 2 suppliers, Simon Safety and through Lynne Reed and Nick Hindle. Shane said we are now just using Simon Safety. We are selling items such as mugs at some of our shows.

Paula Hawley – Reiterated that PR events are important in getting our name out to the communities. The more we are known, the wider spread our events will become

Aaron Buckland – Again, PR is the backbone of our income and helps towards courses for the members.

Regarding the point on insurance, Simon Alexander said there is a list on the ABI website to look for insurers. <https://www.abi.org.uk/about-the-abi/abi-members/> In the future we may need to check on members policies to make sure everyone is properly covered.

Kalvin Mcleod closed the meeting at 2050hrs

