



## Minutes from the Annual General Meeting (AGM) 6th August 2025

**LOCATION:** The Charles Burrell Centre, Meeting Room 2,  
Staniforth Rd, Thetford IP24 3LH. **Time:** 1930 - 2130

**ZOOM DETAILS** Meeting ID 881 48315316 Passcode 706688

### **Attendees:**

Via Zoom: David Anthony, Graham Jarmy, Zack Allison, Simon Turner, Neil Warden, David Lyes, Chris Hall, Chris Church, Nick Hindle, Hugh & Jenny Hutton, Darren Southernwood,

In Person: Graham White, Richard Steven, David Baker, Michael Wilson, Calvin McLeod, Josh Crossley, Max Byrne, Georgie Stinton, Michael Fysh, Paula Hawley, Rob Hawley, Aaron Buckland, Charlie Bowmen, Kevin Slaughter

Apologies received from: Guy Farnbank, Adam Bester

### **1. Welcome**

Kalvin welcomed everybody to the meeting and began by thanking the committee members for their efforts on behalf of the group this year.

### **2. Minutes of the Previous AGM**

Last year's AGM minutes were accepted after a member's vote as no amendments had been received.

### **3. Chairman's Report**

Kalvin highlighted that we had seen an increase in events this year, some of which contribute significantly to the group's good financial position but recognised that on many occasions we do struggle to get sufficient members attending some events and he urged everyone to attend as many events as they are able to. Calvin outlined his vision that with enough events providing the group with sufficient funding he hoped to move to a position where we could provide our services to the emergency services for free.

With this in mind there had been a change in the way we charge for the group's services and more effort has been expended to ensure that we charge appropriately and get paid for those events. This has contributed to group's improving financial position over the previous years.

Kalvin highlighted some of the new benefits we have been able to give members this year, this includes provision of a free uniform, new equipment has been provided for the group's use such as new radios, radio mast, lighting tower and generator and thanked Michael for

going all the way to Devon to collect it. Calvin encouraged members to apply for radio training to further improve skills.

On the subject of training Calvin thanked Michael for the training carried out so far this year, we have now added another site near Sudbury to add to Aldeby and the CITB site which should allow us to have a defined training calendar going forward. Calvin said the committee recognised the need to add more resource to the training team and was glad that two members had come forward to support Michael.

#### 4. Treasurer's Report

A presentation of annual accounts was given (see below). This year has been a good one and similar to 23/24. The main source of income remains donations/fees from events, Weeting being the single biggest contributor while the main expenditure has been capital equipment e.g. lighting tower/generator followed by over £5k in mileage payments to members.

Approval of the accounts was given by member's vote.

##### Norwich and Suffolk 4x4 Response

##### Statement of Income and Expenditure Covering the period:

1st July 2024 to 30th June 2025

Balances Brought Forward

Cash at Bank and in hand at beginning of period £8,836.58

##### Income

Annual Subscriptions from members	£960.00
Sales (Clothing and services to other Groups)	£555.06
Donations to group from public and group users	£18,623.67
DBS Fees paid by members	£0.00

Total Income for 12 month period £20,138.73

##### Expenditure

Stock Purchases	£0.00
Postage and Stationary	£261.77
Small Equipment Purchase	£9,515.80
Meeting and event expenses	£1,430.36
Mileage Payments	£5,127.39
Professional Fees, memberships and technology subscriptions	£1,509.51
Insurance	£522.41

Total Expenditure for 12 month period £18,367.24

Excess (shortfall) Income over Expenditure £1,771.49

Cash at Bank and in hand at end of period £10,608.07



Simon Alexander, Group Treasurer  
21st July 2025

Simon explained that the only outstanding payment to the group was for the Norwich 100 and that Sandringham had paid.

## 5. Appointment of Independent Examiner or Auditor

Graham Jarmy was proposed as the external auditor for the accounts and accepted. This was approved by members vote.

## 6. Elections to the Trustee Appointments

Kalvin thanked the trustees for this year and advised the meeting the the following trustees were standing down:

- Simon Alexander (*seeking reelection*),
- Calvin McLeod (*seeking reelection*),
- Kevin Slaughter (not seeking re-election)

No new names were submitted for the position of trustee. A members vote was taken and both Simon and Calvin were reelected.

*In addition, Kevin Slaughter was tasked with communicating the full list of trustees to the membership.*

## 7. Nominees for committee and non committee positions

Kalvin thanked the committee members for their efforts this year and advised members if they wish to apply for any vacant committee or deputy roles they should do so and would be welcomed. A vote of the trustees was then taken to appoint the committee.

- Chairman - Calvin McLeod - **Approved**
- Vice-Chairman - Shane Bowering (- **Approved**)
- Treasurer - Simon Alexander - **Approved**
- Events Secretary - Rob Hawley (- **Approved**)
- Radio and Communications coordinator - Darren Southernwood - **Approved**
- Training Coordinator - Michael Fysh - **Approved**
- Committee member without portfolio - Nick Hindle - **Approved**
- Welfare Officer - Aaron Buckland - **Approved**
- Group Secretary - Nominee - Keith Weston - **Approved**
- Membership secretary - Nominees - David Anthony - **Approved**
- Deputy Training coordinators - Nominees Max Byrne, Adam Bester - **Both Approved**

These appointments would be ratified at the next committee meeting.

## 8. Amendments to the Constitution (if applicable)

Kalvin informed the meeting that the committee are looking to update the group's constitution but that more work was required before it could be presented to members. This is expected to be shared with members in time for next year's AGM.

## 9. Fundraising

Paula Hawley gave members and update on fundraising activities over the last 12 months including 16 days of PR events - country shows, small fetes, Norfolk and Suffolk Show, Festival of Wheels, which have brought in just over £1400 of which £1150 has been spent on items such as Radio Control cars, batteries and minor repairs, on tombola prizes, lollies etc. A new jockey wheel for PR trailer, fold up chairs, replacement table, table cloths and a table runner with our logo have all been purchased from the proceeds.

With sufficient funds in the kitty now Paula is confident that the Tombola and PR stand will be self sufficient and contributing to the group and aims to purchase logo'd items - pens etc and the means to play videos / slide shows of the group on training days and at other events to promote engagement and attract more members and donations

## 10. Any Other Business (AOB)

David Lyes asked what the guidance was on vehicle signage and what is available to members?

Kalvin stated that as a minimum a sticker should be displayed front and rear of the vehicle. Members wishing to order signage/stickers should first contact Shane Bowering to ensure they are provided with either a purchase option or guidance/correct logos/typeface to use when ordering from third party suppliers.

David Anthony asked what contact we had with the blue light services to leverage N&S4x4. *Kevin Slaughter was actioned to add this to the agenda for the next committee meeting.*

Michael Wilson asked if there could be more local training provided in Norfolk, he agreed that Aldeby was OK. David Anthony said that he was trying to make contact with a site in Norfolk used by a local Land Rover club.

Josh said he was disappointed that we could only get 3 people to cover the upcoming Sandringham event which is over 60 hours. While all 3 members will do what is needed he felt that it was not really fair to expect them to do so as it does not allow for proper rest breaks etc, this while having to fund their own food and drink. Paula offered up to £100 from the PR fund to cover these expenses. There was much discussion on the challenges in getting people to attend and it is usually the same people attending events.

Paula asked if support members could be given additional training to help them become more knowledgeable even if they do not take part in recoveries.

Graham White asked if we had a safeguarding policy, Kevin Slaughter responded that we do and it should be in the documents section on Sarsys.

Rob took the opportunity to provide the meeting with updates on events, membership and control.

## Events

Rob highlighted that it has been a busy year with 50 events and that it is often a challenge to get sufficient members to attend events. He is also working on MoUs with some organisers, such as Weeting and Sandringham, which alone could guarantee about £8000 or more a year for maybe half a dozen events, important to raise group funds. All event details are on the TEAMS calendar.

Rob also reiterated that If you do put your name down for an event, and then cannot attend, please message him as soon as possible as he does not get notified when people add or remove their names.

Michael Fysh stated that as most members join the group to use their 4x4s we should focus more on events which allow members to use their 4x4s and off-road driving skills.

Michael Wilson said that the committee needed to remember that members are all volunteers with limited free time and that the group should not try to organise so many events.

## Membership report

Currently there are 46 active members and 13 Non-operational – which is support members and members who have not attended training days. There are 18 recruits awaiting assessment. Rob reiterated the qualification criteria for each membership category:

**A Full Member** is asked to attend a minimum of 4 events a year and at least 1 training day a year to remain on the call out list – if you are not up to date with training you will be removed from the call out list until training requirements are satisfied.

**A Support Member** is expected to attend 4 events a year and again 1 training day minimum. There should be training available for comms, navigation, banksman / spotter, winching safety knowledge, knowledge of recovery equipment etc – all support members are encouraged to learn what they want to learn in order to be a more valued team member.

**An Associate Member** does not need attend any training days or events, but is more than welcome to attend if they wish to for the social aspect or to assist how they are able.

## Control Report

As members know we are now using a new call out system – SARSYS. This makes it easier for controllers to send out jobs, store information for future reference and to add or remove resources, send and receive updates, provide weather updates etc. Photos can also be sent back to control via the responders app. The app also has useful medical information, map locations, ability to send a video and to add jobs they may come across – although before self deploying you must always inform Control and get confirmation it is Ok to do so. You can also use the SARSYS CAD app to quickly swap from on call to off call.

We have not had a lot of opportunities to test this new system, apart from the last training day, so please, if you have any questions on how to use it message Rob, Simon or Shane and they will help where they can – although there is a demo video on the 4x4 app.

It is important to say that if you are on call you should ensure your status is kept up to date, your phone is on loud, charged up and be able to take notes either electronically or pen and paper. Failure to be available when on call delays response time.

Darren stated that while that might be ideal not everyone can keep updating their status in real time so we need to be mindful of that.

Charlie asked if we can use the SarSys stem to automatically set rotas of when we are on call or default to off-call if a member has not updated status in a while? *Kevin Slaughter was actioned to add this as a committee agenda item.*

## **11. Closing Remarks from the Chair**

Kalvin thanked everybody for attending and closed the meeting at 20.55.