

Notice of AGM

Summarised financial statements

Form of proxy

Notice of AGM

NOTICE IS HEREBY GIVEN that the 64th Annual General Meeting of The Institute of Advanced Motorists Limited ("the IAM") will be held at 1 Albany Place, Hyde Way, Welwyn Garden City, AL7 3BT on Thursday, 19th November 2020 at 12.30pm for the following purposes:-

1. To receive and consider the Report of the Council and the financial statements for the year ended 31st March 2020.
2. To elect Council members:-
 - 2.1 Stuart Malcolm Donald retires from the Council at the Annual General Meeting under Article 23, and being eligible, offers himself for re-election.
 - 2.2 John Mark Jenkins retires from the Council at the Annual General Meeting under Article 23, and being eligible, offers himself for re-election.
 - 2.3 Nicholas David John Lomas retires from the Council at the Annual General Meeting under Article 23, and being eligible, offers himself for re-election.
 - 2.4 Nicholas John Anthony Stein retires from the Council at the Annual General Meeting under Article 23, and being eligible, offers himself for re-election.
 - 2.5 Jeffrey Willcocks retires from the Council at the Annual General Meeting under Article 23, and being eligible, offers himself for re-election.

Trustees' election statements are available at www.iamroadsmart.com/elections2020.

3. To consider, and if thought fit, pass the following resolution on the recommendation of the Council:
 - 3.1 In accordance with Article 9.2.2, the annual membership subscription payable to the IAM shall be increased to £42.00 for all Ordinary Members other than Fellow Members from 1st April 2021. This subscription shall be discounted to £38.00 for all Ordinary Members other than Fellow Members who pay by direct debit.
 - 3.2 In accordance with Article 9.2.2, the annual membership fee payable to the IAM shall be increased to £58.00 for all Fellow Members from 1st April 2021. This subscription shall be discounted to £54.00 for all Fellow Members who pay by direct debit.
4. To deal with any other ordinary business of the IAM.

A member entitled to vote at the Annual General Meeting may appoint a proxy to attend and vote in his/her stead.

A proxy need not be a member of the IAM. A form of proxy and all relevant instructions can be found on the following page. If any member has questions on the summarised financial statements, the full financial statements or the Report of the Council, these should be submitted to arrive at least seven days in advance of the meeting (i.e. by 12th November 2020) to allow sufficient time for responses to be researched properly and delivered at the AGM. Questions should be submitted in writing, either by email to fd@iam.org.uk with 'AGM Questions' in the subject line or by letter addressed to the Finance Director at IAM RoadSmart, 1 Albany Place, Hyde Way, Welwyn Garden City, AL7 3BT.

Form of proxy

The Institute of Advanced Motorists Limited ("the IAM")

Company Number: 562530, Charity Number: 249002 (England and Wales), SC041201 (Scotland)

I, (name) _____

of (address) _____

whose email address is _____

hereby appoint (name of person)* _____

of (their address) _____

whose email address is _____

and failing him/her, the Chair of the meeting, to vote for me and on my behalf at the Annual General Meeting of the IAM to be held at 12.30pm on 19th November 2020 and at every adjournment thereof.

This form is to be used in respect of the resolutions mentioned below as follows:

- | | | |
|---|-------|-----------|
| 1. To receive and consider the Report of the Council and the financial statements for the year ended 31st March 2020 | **For | **Against |
| 2.1 To elect Stuart Malcolm Donald as a Council Member | **For | **Against |
| 2.2 To elect John Mark Jenkins as a Council Member | **For | **Against |
| 2.3 To elect Nicholas David John Lomas as a Council Member | **For | **Against |
| 2.4 To elect Nicholas John Anthony Stein as a Council Member | **For | **Against |
| 2.5 To elect Jeffrey Willcocks as a Council Member | **For | **Against |
| 3.1 To increase the annual subscription for all Ordinary Members other than Fellow Members to £42.00 with effect from 1st April 2021 (discounted to £38.00 if paid by direct debit) | **For | **Against |
| 3.2 To increase the annual subscription for all Ordinary Members who are Fellow Members to £58.00 with effect from 1st April 2021 (discounted to £54.00 if paid by direct debit) | **For | **Against |

*This person must be present at the AGM physically or remotely. Leave this line blank to appoint the Chair of the meeting.

** Strike out whichever is not desired (if not used, the person holding the proxy will vote at their discretion. If both are struck out, an abstention will be recorded).

The Council of the IAM recommends that members vote FOR all resolutions.

Date _____

Signature _____

Membership number (please include) _____

This completed form must be sent to: Company Secretary, Proxy Form, FREEPOST, IAM RoadSmart, (no need for any stamp or other details) or by sending a scanned copy of it by email to fd@iam.org.uk with the subject line "Proxy Form" to arrive no later than 12.30pm on Tuesday 17th November 2020.

If you wish to attend the AGM in person, please email fd@iam.org.uk with 'AGM Attendance' in the subject line and indicate your intention to be present at the meeting. Your email should be sent no later than by 1 November 2020.*

***Amended AGM procedures in the COVID-19 pandemic environment**

In the light of the COVID-19 pandemic, provision will be made for the meeting to be held in accordance with the law and government advice on social distancing prevailing at the time. Attendance is expected to be facilitated using on-line conferencing services as physical attendance may be contrary to that advice. Accordingly, members are strongly encouraged to:

- a. attend using the on-line conferencing services rather than by person; and**
- b. send an email with 'AGM Online Attendance' in the subject line, including their name, membership number and contact email address to fd@iam.org.uk no later than 31st October 2020. The IAM will subsequently send a link by email for the member to join the on-line conference.**
- c. vote using the proxy form, appointing the Chair as their proxy. ensuring the form is returned by email or post to arrive by 12:30 on Tuesday, 17th November 2020.**

BY ORDER OF THE COUNCIL

Neil Harris, Secretary, 14th August 2020.

Registered Number 562530, Registered Charity Number 249002 (England and Wales), SC041201 (Scotland).

1 Albany Place, Hyde Way, Welwyn Garden City AL7 3BT.

Votes of members at General Meetings

The Articles of Association (Articles) of the IAM specify the way in which members can vote at General Meetings.

A copy of the Articles can be found on the members' area of www.iamroadsmart.com or a hard copy can be requested from the IAM's registered office.

At any General Meeting, a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is demanded by the Chair or by at least two members present in person or by proxy. If a poll is demanded, all proxy votes are then counted in the poll. It is anticipated that arrangements will be made to facilitate votes being cast by members (or their proxies) via video conferencing facilities where the meeting is held using that format.

To appoint a proxy, a member must complete and sign the form attached and send it to the IAM's registered office or by email with the subject "AGM Proxy" to fd@iam.org.uk to arrive not less than 48 hours before the General Meeting (i.e. by 12.30pm Tuesday 17th November 2020.)

Notes:

1. The proxy need not be a member of the IAM. If your proxy is not a member, please advise them to provide identification on arrival at the AGM. Where the proxy is attending the meeting by video conference then such identification will be deemed to have been made by the prior provision of the email address of the proxy to fd@iam.org.uk with the subject line "Proxy Email Address" by 12:30 on Tuesday 17th November 2020 at the latest.
2. You may appoint the Chair of the meeting as your proxy. To do this, leave the name of the proxy blank.
3. Unless a proxy notice indicates otherwise, it will be treated as allowing the person appointed discretion as to how to vote both in relation to the principal resolutions and also on any ancillary or procedural resolutions put to the meeting and any adjournment of the meeting.

Report of the Council on the summarised financial statements for the year ended 31 March 2020

These summarised financial statements have been extracted from the full financial statements of The Institute of Advanced Motorists Limited ("the IAM"). The full financial statements were approved by the Council on 23rd July 2020 and will be submitted to the Charity Commission, the Office of the Scottish Charity Regulator and to the Registrar of Companies in due course. The full financial statements include the auditor's report which is unqualified.

The summarised financial statements may not contain sufficient information to provide a full understanding of the financial affairs of the IAM. For further information, the full financial statements, the auditor's report and the Report of the Council should be consulted. These are available to members at www.iamroadsmart.com/accounts2020 or copies can be obtained from the registered office of The Institute of Advanced Motorists Limited, 1 Albany Place, Hyde Way, Welwyn Garden City, Hertfordshire AL7 3BT.

The Institute of Advanced Motorists Limited and subsidiary companies – Summarised financial statements

Group summarised statement of financial activities for the year ended 31 March 2020

	2020 £000	2019 £000
Income from:		
<i>Donations and legacies</i>		
Subscriptions (including Gift Aid)	3,624	3,508
Other donations	53	20
<i>Charitable activities</i>		
Test fees	431	525
<i>Other trading activities</i>		
Training and related services	2,953	2,874
Investments	278	174
Total income	7,339	7,101
Expenditure on:		
<i>Generating funds</i>		
Fundraising and publicity	860	925
Training and related services	2,664	2,744
	3,524	3,669
<i>Charitable activities</i>		
Research and advocacy	606	649
Membership services	1,946	2,054
Tests	487	513
Quality assurance	673	791
	3,712	4,007
Total expenditure	7,236	7,676
Net income/(expenditure)	103	(575)
Net (losses)/gains on investment portfolio	(350)	113
Net expenditure for the year	(247)	(462)
<i>Other recognised gains</i>		
Exchange (loss)/gain	(1)	2
Net movement of funds in year	(248)	(460)
Balances brought forward at 1 April	7,487	7,947
Balances carried forward at 31 March	7,239	7,487

Group summarised balance sheet as at 31 March 2020

	2020 £000	2019 £000
Fixed assets		
Intangible assets	359	188
Tangible assets	116	183
Investments	6,425	7,285
	<u>6,900</u>	<u>7,656</u>
Current assets		
Stocks	111	130
Debtors	741	891
Cash at bank and in hand	793	66
	<u>1,645</u>	<u>1,087</u>
Creditors: amounts falling due within one year	(1,306)	(1,256)
Net current assets / (liabilities)	<u>339</u>	<u>(169)</u>
Net assets	<u><u>7,239</u></u>	<u><u>7,487</u></u>
Unrestricted funds		
General fund	7,239	7,487
	<u><u>7,239</u></u>	<u><u>7,487</u></u>

We make better drivers and riders

Contact us:
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support@iam.org.uk

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RoadSmart