

Notice of AGM

Summarised financial statements

Form of proxy

Notice of AGM

NOTICE IS HEREBY GIVEN that the 65th 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, 25th November 2021 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 31 March 2021.
2. To elect Council members:-
 - 2.1 Elizabeth Coyle-Camp retires from the Council at the Annual General Meeting under Article 21, and being eligible, offers herself for re-election.
 - 2.2 Nicholas David John Lomas retires from the Council at the Annual General Meeting under Article 21, and being eligible, offers himself for re-election.
 - 2.3 Dr Bradley Poulson retires from the Council at the Annual General Meeting under Article 23, and being eligible, offers himself for re-election.
 - 2.4 Anthony Steven Cearns retires from the Council at the Annual General Meeting under Article 23, and being eligible, offers himself for re-election.
 - 2.5 Samantha Kane retires from the Council at the Annual General Meeting under Article 23, and being eligible, offers herself for re-election.

Trustees' election statements are available at www.iamroadsmart.com/elections2021.

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 £43.00 for all Ordinary Members other than Fellow Members from 1 April 2022. This subscription shall be discounted to £39.00 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 £59.50 for all Fellow Members from 1 April 2022. This subscription shall be discounted to £55.50 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 speak and vote in his/her stead. A proxy need not be a member of the IAM. A form of proxy and all relevant instructions are included with this notice as are the summarised financial statements and a link to the Report of Council and full audited financial statements. 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 Thursday, 18th November 2021) 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.

If you wish to attend the AGM in person, please email agm@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 Monday, 8th November 2021*.

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

In the light of the COVID-19 pandemic, provision will be made to facilitate attendance at the meeting using on-line conferencing services. Accordingly, members are strongly encouraged to:

- a. Attend using on-line conferencing services rather than by person.**
- b. Send an email with 'AGM Online Attendance' in the subject line, including with their name, membership number and contact email address to agm@iam.org.uk no later than Monday, 8th November 2021. The IAM will subsequently send a link by email for the member to use to join the on-line conference.**
- c. Vote using the proxy form, appointing the Chair as their proxy, and ensuring the form is returned by email or post to arrive by 12:30pm on Tuesday, 23rd November 2021**

BY ORDER OF THE COUNCIL

ARM Secretaries Limited, Company Secretary, 23rd September 2021.

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

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

Information regarding 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' areas of www.iamroadsmart.com or a hard copy can be requested from the address at the foot of the proxy form.

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 Chairperson 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. The Chairperson has indicated that he will be demanding such a poll for all resolutions proposed at the Annual General Meeting on Thursday, 25th November 2021. Arrangements will be made to facilitate votes being cast by members (or their proxies) attending the meeting via video conferencing facilities.

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 "IAM proxy" to agm@iam.org.uk no less than **48 hours** before the General Meeting.

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 agm@iam.org.uk by 12:30pm on Tuesday, 23rd November 2021 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 2021

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 September 2021 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 on www.iamroadsmart.com/accounts2021 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

Group summarised statement of financial activities for the year ended 31 March 2021

	2021	2020
	£000	£000
Income from:		
<i>Donations and legacies</i>		
Subscriptions (including Gift Aid)	3,443	3,624
Other donations	340	53
<i>Charitable activities</i>		
Test fees	178	431
<i>Other trading activities</i>		
Training and related services	1,612	2,953
Investments	153	278
Total income	5,726	7,339
Expenditure on:		
<i>Generating funds</i>		
Fundraising and publicity	630	860
Training and related services	1,629	2,664
	2,232	3,524
<i>Charitable activities</i>		
Research and advocacy	488	606
Membership services	2,004	1,946
Tests	540	487
Quality assurance	403	673
	3,435	3,712
Total expenditure	5,667	7,236
Net income/(expenditure)	59	103
Net (losses)/gains on investment portfolio	1,383	(350)
Net expenditure for the year	1,442	(247)
<i>Other recognised gains</i>		
Exchange (loss)/gain	(1)	(1)
Net movement of funds in year	1,441	(248)
Balances brought forward at 1 April	7,239	7,487
Balances carried forward at 31 March	8,680	7,239

Report of the Council on the summarised financial statements for the year ended 31 March 2021 (continued)

Group summarised balance sheet as at 31 March 2021

	2021	2020
	£000	£000
Fixed assets		
Intangible assets	373	359
Tangible assets	90	116
Investments	7,901	6,425
	8,364	6,900
Current assets		
Stocks	86	111
Debtors	775	741
Cash at bank and in hand	646	793
	1,397	1,645
Creditors: amounts falling due within one year	(1,081)	(1,306)
Net current assets / (liabilities)	316	339
Net assets	8,680	7,239
Unrestricted funds		
General fund	8,680	7,239
	8,680	7,239

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, as my proxy to vote for me and on my behalf at the Annual General Meeting of the IAM to be held at 12.30pm on Thursday, 25th November 2021 and at every adjournment thereof.

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

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 31 March 2021 | For / Against* |
| 2.1 To elect Elizabeth Coyle-Camp as a Council Member | For / Against* |
| 2.2 To elect Nicholas David John Lomas as a Council Member | For / Against* |
| 2.3 To elect Dr Bradley Poulson as a Council Member | For / Against* |
| 2.4 To elect Anthony Steven Cearns as a Council Member | For / Against* |
| 2.5 To elect Samantha Kane as a Council Member | For / Against* |
| 3.1 Increase the annual subscription for all Ordinary Members other than Fellows to £43.00 with effect from 1 April 2022 (discounted to £39.00 if paid by direct debit) | For / Against* |
| 3.2 Increase the annual subscription for all Ordinary Members who are Fellows to £59.50 with effect from 1 April 2022 (discounted to £55.50 if paid by direct debit) | For / Against* |

*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, Building 1, Albany Place, Hyde Way, Welwyn Garden City AL7 3BT (no need for a stamp) or by sending a scanned copy of it by email to agm@iam.org.uk, in either case to arrive no later than 12.30pm on Tuesday 23rd November 2021.

We make better drivers and riders

Contact us:
0300 303 1134
support@iam.org.uk

iam
RoadSmart