

**Minutes of the Annual General Meeting of 4x4 Response
Held at the Motor Heritage Centre, Warwickshire
14.00 hours on Saturday 24th September 2011**

1. Welcome, Introductions and apologies

The following members were represented at the meeting:

1. Simon Bentley
2. Breckland Rover Rescue
3. Tim Childe
4. Tony Ferrari
5. Hampshire & Berkshire 4x4 Response
6. Bob Hatcher
7. Hertfordshire 4x4 Response
8. Paul Johns
9. Leicestershire & Rutland 4x4 Response
10. Peak 4x4 Response
11. Surrey 4x4 Response
13. Wessex 4x4 Response
14. Yorkshire & Lincolnshire 4x4 Response

Apologies were received from a large number of members, in the interests of saving space they will not be listed here but were recorded:

2. Minutes of the 2010 AGM

One small typographical error was noted and corrected. Acceptance of the minutes as a true record of the meeting were proposed by Tim Childe and seconded by Simon Bentley

Unanimously accepted by all entitled to vote.

3. Matters arising from the minutes

None

4. Chairman's Report

Simon Bentley offered the following report

Its been quite a year, arguably 4x4 responses best so far but certainly its busiest. We seen a significant increase in member group numbers, with just this week Norfolk and Suffolk Rover rescue joining up, a new group for Southern Ireland making enquiries and further talk from north of the border about a group in Fife.

We've continued to strengthen our links with user services at local and National levels, with perhaps the highlight of that being Bob Hatchers invitation to the garden party at Buckingham Palace.

On a practical front we have some moves on Merchandising with the excellent enamel pin badges, just the thing for wearing with your whistle and flute to a user service meeting. We've

arranged a supplier for wheel cover chevron stickers, the forum sponsorship from Essgee trading putting more into the coffers and the arrangements with Adrian Flux Insurance Services is continuing to show a steady income, and of course there's the newly awarded contract to supply the heavy winter jackets at what I can only describe as a miraculous price – well done to Tony on that one.

Operationally we saw a snow event unprecedented in 4x4 Responses history, with almost the whole eastern side of the country being hit by Alpine type conditions. Its never really been possible to collate the entire statistics but miles covered run into 10's probably even 100's of thousands of miles and deployment numbers running well into 4 figures. Having spoken personally to a number of the user services within my own area of Yorkshire and Lincolnshire, I can only assume that users elsewhere were equally grateful for and complimentary about the service that we offer – it really has put us on the map in a big way.

For the future;

There are further Merchandising products and opportunities just around the corner. The trustees have allocated a budget to this to bulk buy multiple items for groups to purchase in combination kits from us for promotional use.

We are exploring the possibility of Network wide MOUs covering mutual support and also social and training activities, as part of this we are seeking greater regional representation and propose to devolve some of the decision making to sub groups and committees.

Now before I pass you onto Tony for his report I have something slightly less formal to do.

Many of you will know my predecessor Bob Hatcher, involved in the National body since its inception, there can't be many groups who haven't at some stage had occasion to call him for advice on this that or the other.

Bob is stepping down from his position as Trustee today but will be continuing his roles at Wessex. He has indicated to us that he is more than happy to continue to be involved at National level in an advisory role and for that and everything else he has done over the 4+ years since 4x4 response was formed as a national body.

One of the real driving forces behind getting 4x4 Response to where it is today, Bob has been and will continue to be a hard act to follow.

As a mark of our appreciation I have a little something here, Bob if you could come up here, and if we could show our appreciation in the usual way.

At this point Simon presented Bob with a bottle of Malt whisky on behalf of 4x4 Response.

Bob Hatcher thanked Simon for the gift and gave a short statement; a copy is attached to these minutes.

5. Secretary's Report

Tony Ferrari offered the following statement:

"2010/2011 has been another year of steady growth for the network, last winters snow especially prompting several new teams to form.

At last years AGM we had 23 member groups.

Since then we have had one group, Thames Gateway (Essex) not renew their membership and now seem to have disbanded.

An additional two groups were created by the reorganisation of South East England 4x4 Response into Surrey, Sussex and South East (Kent).

A further six groups have joined the network so membership now stands at 30 groups:

BHC	Lothian	Strathclyde
Bux & Oxon	Manx	Suffolk Rover Rescue
Breckland Rover Rescue	Norfolk & Suffolk	Surrey
Devon & Cornwall	North East	Sussex
Gloucester & Worcester	North West	Tayside
Hampshire & Berkshire	Northants	Vectis
Herefordshire	Nottinghamshire	Wales
Hertfordshire	Peak	Wessex
Highland	Scottish Borders	West Midlands
Leicestershire and Rutland	South East	Yorkshire & Lincolnshire

And as of this week we now have a further three potential groups in Fife, Northern Ireland and the Republic of Ireland. Also discussion is underway by West Midlands to see how Midlands Rover Owners Club (MROC) can integrate into the network.

Trustees meetings have been held via teleconference every six weeks and we have had three new nominations from Scotland, the North East and Yorkshire which will help to spread the regional representation amongst the Trustees.

All 30 member groups have joined the national third party liability insurance scheme with Zurich Insurance, which remains good value for money.

NB: Subsequently Fife 4x4 Response has applied for membership.

6. Treasurers Report and presentation of 2010/2011 accounts

Tony Ferrari presented the accounts and apologised that an error was present as donations (£330) had been omitted from the income, this in fact improved the position of the accounts with the loss reducing from -£443.06 to -£113.06. In addition an item had been omitted from the assets that increased their value, again in favour of the Charity.

A revised set of accounts are attached to the minutes.

The accounts were proposed subject to the amendments mentioned above, proposed by Bob Hatcher, seconded by Hampshire & Berkshire 4x4 Response.

Unanimously accepted by all entitled to vote.

A discussion was held about whether the accounts should be audited, it was noted that external audit was not required by the Charities Commission as our turnover was under £10,000 however it was agreed that internal audit would be a sensible proposal. Andy Cunningham offered to Audit the accounts in future, this was accepted.

7. Proposals

The Chairman proposed that the order of the proposals be altered and proposal two taken first:

Proposal 2

The proposal to strengthen governance arrangements was discussed at length, with concerns raised that some well established groups would currently be unable to meet the requirements. It was made clear that the intention was not to exclude such groups and all help and assistance necessary would be provided to bring these groups up to an acceptable standard. It was also agreed that the National Trustees were prepared to be flexible on time limits for compliance. It was also noted that changes were required for those groups who were part of a larger organisation and for those who might be companies limited by guarantee, who would not have a constitution but instead have "articles of agreement". It was agreed that any such governing document be acceptable. The following amendments were proposed:

The phrase

"To qualify for membership of the Charity 4x4 Response, all group members will be required to:"

Be changed to:

"To qualify for membership of the Charity 4x4 Response, all group members or their parent body will aim to have in place by renewal:"

The requirement to

"Hold a bank account in the name of the group with a minimum of two authorised signatories."

Be changed to:

"Hold a bank account in the name of the group with a minimum of two authorised signatories, who are not related by blood or marriage or reside in the same household"

The requirement:

"Have a written constitution"

Be changed to:

"Have a written constitution or governing document"

The heading:

Member Groups agree to:

Be changed to:

Member Groups or their parent body agree to:

In the final section, all references to “**Trustees**” are amended to “**National Trustees**” to avoid confusion where groups are Charities in their own right.

It was agreed to add the phrase:

“If groups are unable to comply with the three month limit before renewal, an extension may be granted at the discretion of the National Trustees”.

A copy of the amended proposal is attached to these minutes.

It was agreed to take the amendments and proposal together and for a vote based on a show of hands.

Proposed by Tony Ferrari, seconded by Surrey 4x4 Response.

Those in favour	13
Those against	1
Abstentions	0

The amended proposal was duly adopted.

Proposal 3

The proposal was to adopt the working title for the Charity of “**4x4 Response UK**” After discussion an amendment to use the name “UK 4x4 Response” instead was proposed by Wessex 4x4 Response and Seconded by Hertfordshire 4x4 Response. It was to put to the vote by a show of hands:

Those in favour	6
Those against	7
Abstentions	1

The amendment was therefore rejected.

The original proposal to adopt the working title “4x4 Response UK” was proposed by Tony Ferrari and Seconded by Trevor Males on behalf of Hertfordshire 4x4 Response.

It was to put to the vote by a show of hands:

Those in favour	12
Those against	0

Abstentions 2

The proposal was duly adopted.

Proposal 1

The proposal to limit the number of National Trustees to eight was proposed by Tony Ferrari and seconded by Simon Bentley. Before being put to the vote an amendment was put forward that the maximum number of Trustees be Nine, proposed by Leicestershire & Rutland 4x4 Response and Seconded by Wessex 4x4 Response:

It was to put to the vote by a show of hands:

Those in favour	12
Those against	0
Abstentions	2

The amendment was duly adopted.

The amended proposal was then put to the vote by a show of hands

Those in favour	13
Those against	0
Abstentions	1

The proposal was duly adopted.

8. Election of Trustees

Under the terms of the constitution, one third (or the nearest number) of the Trustees must resign, this required two Trustees to Resign. Bob Hatcher had already indicated his intention to stand down but not to stand for re-election and Paul Johns indicated he too would be standing down and would be standing for re-election. Paul gave a short summary of his background.

Paul Johns was proposed by Simon Bentley and seconded by Hampshire & Berkshire 4x4 Response.

Three other nominations for Trustees had been received:

Nigel Leyland proposed by 4x4 Response North East and seconded by Leicestershire & Rutland 4x4 Response.

Hugh Steele proposed by Lothian 4x4 Response and seconded by Tony Ferrari.

Gordon McConnell proposed by Yorkshire & Lincolnshire 4x4 Response and seconded by Bob Hatcher

A short statement about the three new proposed Trustees was read out by Tony Ferrari and Simon Bentley and it was agreed that as this would bring the number of trustees up to the newly adopted maximum of nine, a block vote was appropriate. All those entitled to vote agreed to the election of all four trustees by a unanimous show of hands.

9. Any other business previously notified to the Secretary or Chairman

None

10. Next AGM

Bob Hatcher announced that next year was the tenth anniversary of Wessex 4x4 Response and to celebrate they were holding a weekend long event in the last week of September to which all member groups were invited and had agreed to host the National AGM during the weekend.

11. Close

The meeting closed at approximately 16:45 hours

Statement from Bob Hatcher

Nine years ago this month, I bumped into an organisation of 4x4 drivers who provided support to their local emergency services especially their local search and rescue team.

This struck a chord with me, based on my experiences as both a Special Constable and Town Councillor, upon my return home I explained the concept to Somerset Emergency Planning and thus Somerset 4x4 Response was born. Over the years Somerset 4x4 Response turned into Wessex 4x4 Response and the original 4x4 Response turned into Norfolk & Suffolk 4x4 Response; as teams formed we saw further recognition of the 4x4 Response concept.

We are now at the stage of having some 30 groups throughout the country with recognition from many user bodies and central government via the Civil Contingencies Secretariat

For all that time I have been heavily involved both with Wessex 4x4 Response and the National network. Sometimes perhaps too heavily as it easy for us all to let 4x4 Response take over our lives.

With that thought in mind and as we in Wessex plan for our tenth birthday, which by the way you will all be invited to attend, and the Olympics which will certainly keep some of us busy for most of next year it seems appropriate for me to concentrate on those two events which is why I am stepping down as a national trustee.

I would stress that I am by no means turning my back on the national organisation which I am extremely proud to be a member and like to think one of the prime movers of -- Some will remember the "not an AGM" which seems long ago but was only four years ago.

At that time we were a scattered handful of groups each with about 30 members, nationally we had less than 150 volunteers, now look where we are.

As always I will be available to offer advice or act as a sounding board should anyone need one, I know that the Chairmen of most groups have my number and would say to them all please do not be afraid to call anytime.

My current intention is to stand again for committee at the AGM in 2012.

Annual Accounts 1 April 2010 to 31 March 2011 (amendments in blue)

Expenditure	2010/11	(2009/10)
Insurance premiums	£3017.70	(£1822.40)
Payments from contingency fund	£500.00	(£500.00)
AGM Costs	£0	(£495.00)
Refunds	£0	(£50.00)
Stickers	£0	(£640.37)
Courier Charges (Jackets)	£296.02	(£0)
Promotional items	£383.02	(£0)
Postage	£21.91	(£0)
Stock written off (stickers)	£437.50 ⁽¹⁾	(£0)
PayPal costs	£4.43	(£0)
Total expenditure	£4660.58	(£3508.47)
Income		
Membership fees	£750.00	(£775.00)
Donations	£330.00	(£0)
Sticker Sales	£3.75	(£228.45)
Insurance receipts	£3093.01 ⁽²⁾	(£1459.50)
AGM Receipts	£120.00	(£265.00)
Refund to Contingency fund	£250.00	(£500.00)
Interest earned	£0.76	(£0.65)
Total Income	£4547.52	(£3591.90)
Surplus of income over expenditure	-£113.06⁽³⁾	(£83.02)
Assets		
Current Account Balance 31/03/11	£522.19	(£389.45)
PayPal Account Balance	£115.47	(£0)
Contingency Fund	£1751.22	(£2000.65)
Stickers	£0	(£525.00) ⁽⁴⁾
Monies owed to contingency	£250	(£0)
Promotional items	£383.02	(£0)
Total Assets	£3021.90	(£2915.10)

Tony Ferrari
Treasurer
September 2011

Notes to the accounts

(1) Total stock of stickers were lost by the Royal Mail, written off at purchase value of £437.50

(2) Insurance receipts exceed payments as a payment was received towards the end of the financial year but the corresponding cheque was not cashed by Zurich until April 2011 (will be shown in 2011/12 accounts), Also Insurance Premium Tax increased from 10% to 12% in January 2011, this had not been reflected in the renewal request and was requested by Zurich at a later date, the small additional cost (£28.00) was paid by the Charity and not recharged to member groups.

(3) £500 had been paid out of the contingency fund during 2010/11 but only £250 had been paid back in the financial year, had this been paid back the loss shown would have been converted to a surplus of **£136.94**. Had the stock of stickers not been lost in the post and subsequently sold in the financial year we would have potentially seen a surplus of **£661.94**

(4) Stock valued at sale price of £525.00

2. Proposal to strengthen the National Governance Arrangements for 4x4 Response (Amendments in blue)

Proposed by Tony Ferrari, Secretary.

Seconded by Patrick Molloy, Trustee on behalf of Surrey 4x4 Response

The Charity 4x4 Response is an “Umbrella Body” that exists to coordinate regional groups, represent them on a national basis and to allow for the sharing of best practice, **it is not a Governing Body.**

The Trustees accept that at some point in the future it is likely that the status may need to change to that of a governing body but also this can only occur if agreed by a majority of the current membership. It is also likely to require greater resources than can currently be afforded by the existing trustees, so at this point in time this **is not being proposed.**

However it is quite clear that as an umbrella body we are often called upon to guarantee the status of our member groups by other stakeholders, something we find increasingly difficult to do. Also we have taken the role in deciding boundaries and areas of operation for groups where this is in dispute despite having no clear mandate to do so. This proposal will enable 4x4 Response to represent all groups in the knowledge that they have satisfactory governance arrangements and to recognise the role of the charity in national arbitration. It is not the intention to give the charity any role in the management or direction of individual groups.

The Trustees do have the constitutional power to set byelaws as they see fit but in this case feel that such should be decided by the membership as a whole.

It is therefore proposed that the following byelaws be passed:

To qualify for membership of the Charity 4x4 Response, all group members or their parent body will aim to have in place by renewal:

- ***Have a democratically elected committee consisting of a minimum of three members (e.g. Chairman, Secretary and Treasurer).***
- **Hold an annual general meeting at which all paid up members are entitled to vote.**
- ***Have a written constitution or governing document***
- **Hold a bank account in the name of the group with a minimum of two authorised signatories *who are not related by blood or marriage or reside in the same household.***
- **Hold Public Liability Insurance.**
- **Agree to the status of the National Charity as final arbiter on the drawing up of boundaries or defining areas of operation, in cases where groups are unable to do so between themselves.**

Members groups agree to:

- **Submit a copy of their constitution to the Charity upon taking up membership (or renewal) and to provide copies if the constitution is updated subsequently.**

- To send notice of their annual general meeting to the National Secretary each year to allow trustees to attend as observers if they wish.
- Submit details of their current committee to the Charity and to provide updates following elections, resignations etc.
- If not members of the National Insurance policy, to submit proof that they hold a policy in their own name.
- To apply best practice by abiding where practicable to National Guidance documents to bring about consistency of response.
- Put in place such types of policies, procedures and codes of conduct as decided by the **National** Trustees that it is appropriate for groups to have, within 3 months of the announcement of such decisions (newly formed groups to have these in place upon application for membership). The **National** Trustees will provide sample policies/procedures/codes of conduct but groups will be free to adopt or adapt the sample, or write their own, provided the basis of the policy/procedure/code of conduct is put in place. Examples of such policies, procedures and codes of conduct might be:
 - On line Code of Conduct
 - Disciplinary Procedure
 - Environmental Policy
 - Equal Opportunities Policy
 - Anti Bullying/Anti Harassment Policy
 - Grievance Procedure
 - Complaints Procedure

This list should not be regarded as exhaustive

If groups are unable to comply with the three month limit before renewal, an extension may be granted at the discretion of the National Trustees.

4. Proposal on a change of working title of “4x4 Response” as a national body to “4x4 Response UK”.

Proposed by Tony Ferrari, Secretary.

Seconded by Trevor Males, Trustee

It is clear that the name of the Charity “4x4 Response” does from time to time cause confusion. This is partly due to a mistaken belief that the “national organisation” is just that, a separate organisation sitting above the thirty member groups in the role of a governing or directing body.

This is not the case and in fact the charity is merely a legal entity used to promote resilience of 4x4 Response as a brand or concept and therefore by law is required to have trustees. The constitution requires a minimum of three with no maximum. In this way the national identity of 4x4 Response is not dependent on any individual or individuals as the charity will continue to exist even if individual trustees resign, as they will be replaced.

The legal entity could have just as easily been a company limited by guarantee but it was felt by the founding trustees that a registered charity was more suited to the charitable aims and objectives of 4x4 response.

The term “National 4x4 Response Network” or “4x4 Response Network” is often used as a title instead as this does better describe the concept of all groups working together to a common aim with broadly similar standards of operation (although determined very much by local conditions) yet retaining their own identity and autonomy.

However this term has no formal status in our constitution despite being used on our logo. “4x4 Response Network” originated as the name of what is now Norfolk and Suffolk 4x4 Response and was then adopted as the name of the original internet forum that served to bring the various local groups together from 2005 to 2008. It was never a separate Association, Institution or Council and definitely not set up as a governing body.

This is therefore quite different to similar voluntary organisations such as ALSAR or Mountain Rescue England and Wales, who do undertake this role. It is probable that at some point in the future this may become the case but is **not** what is being proposed by this discussion paper.

4x4 Response exists to promote the concept of 4x4 Response to Government, Emergency Responders and the general public as well as representing member groups to the same. We promote the networking concept through ease of communication (via the forum) and through the sharing of information, operating procedures and training.

It is clear that as we develop, changes are inevitable and this paper seeks to direct that development along a mutually agreed path.

It is clear that confusion exists when using the term “4x4 Response” as it may refer to:

- The entirety of 4x4 response in the United Kingdom (a noun);
- be a description of what we do (an adjective);
- the name of the Charity;
- refer to the trustees of the Charity;
- or indeed an individual 4x4 response group.

An example may be where a group makes a statement on its website or in literature which to be literally correct should state

“Anywhere 4x4 Response is a member of 4x4 Response”

Clearly this looks confusing to the casual observer and it is more usual to see a phrase like:

“Anywhere 4x4 Response is a member of the National 4x4 Response Network”

The term is wordy and doesn’t exactly trip off the tongue despite being grammatically correct. However it does pose some issues within the devolved Nations, is the “National” in question referring to Wales, Scotland, England, Great Britain or the UK?

It is therefore proposed that the charity be referred to in future as: “4x4 RESPONSE UK”

NB: It will be made clear that this also includes the Isle of Man, which as a self governing crown protectorate is not actually part of the United Kingdom of Great Britain and Northern Ireland.

This will not require a change to the constitution but will be considered as a “trading name” in the same way as “4x4 Response Network” is used currently. It may be modified and used in statements such as:

“4x4 Response UK is the Network representing volunteer 4x4 Response groups throughout the United Kingdom and Isle of Man”

This will then differentiate from regional/local groups who will continue to use their own chosen titles e.g.

4x4 Response Anywhere or Anywhere 4x4 Response

It should be noted that this is **not** a proposal that individual groups have to change their names as this is contrary to the stated aims of the charity to allow independence and autonomy.

In conjunction with this proposal, an additional national logo is to be adopted:



1. Proposal to restrict the maximum number of trustees of “4x4 Response” (Amendments in blue)

Proposed by Tony Ferrari, Secretary.

Seconded by Simon Bentley, Chairman

Background

At the 2009 AGM the three founding and self appointed Trustees (Bob Hatcher, Alasdair Kirk and Tony Ferrari) all resigned and were re-elected by the meeting as Chairman, Secretary and Treasurer respectively. A further two trustees (without portfolio) were proposed from the floor and elected at the meeting (Simon Bentley and Paul Johns).

Subsequently Alasdair Kirk resigned as a trustee and from 4x4 Response. He was replaced as Secretary by Bob Hatcher and Simon Bentley took over the role of Chairman. Around the same time Paul Johns as a member of the Armed Forces was transferred to Germany and has not been able to play a full role as a trustee as a result. He also resigned from Hampshire & Berkshire 4x4 Response and remains a trustee as an individual member of the charity.

More recently Bob Hatcher has suffered from ill health and as a result stood down as Secretary, although remains as a Trustee. Tony Ferrari took on the role in addition to that of Treasurer.

Under the terms of the constitution one third of the trustees (rounded to the nearest whole figure) must resign each year so that no trustee may remain in post longer than three years without re-election. The resignations are determined by length of time in office.

The Trustees felt that to properly carry out the work of 4x4 Response UK and to develop the role, more trustees were needed and therefore sought additional nominations at the 2010 AGM. TJ Nicolson, Trevor Males and Patrick Molloy were subsequently elected. As a result we now have seven trustees in total.

Proposal

As there is no maximum number of trustees, this could eventually end up with a large and unworkable “committee” if nominations are to continue.

Therefore it is proposed that the number of Trustees be capped at [nine](#).