

**THE CARAVAN CLUB – SUFFOLK CENTRE**

**MINUTES OF MEETING HELD AT HINTLESHAM**

**WEDNESDAY 11<sup>th</sup> December 2013 at 7.30pm**

**Present :**

Chairman	Brian Southgate	BS	
Vice Chairman	Paul Fitch	PF	
Treasurer	Mark Gowers	MG	
Secretary	Janice Kent	JK	
Publicity	Derrick Stammers	DS	– late arrival
Equipment Officer	Jerry Goddard	JG	
Equipment Sales	Katie Gothard	KG	
Junior Crew Liaison	Mandi Syrett	MS	
Register Secretary	Diane Preston	DP	
Webmaster	Trevor Smith	TS	
Newsletter	Nigel Berry	NB	
Sports Officer	Chris Stammers	CS	

**1.0 Apologies for Absence**

1.1 AG

**2.0 Signing of Previous Minutes**

2.1 13<sup>th</sup> November

Proposed by PF

Seconded by MG

**3.0 Matters Arising**

3.1 Date for Anglian Region AGM should be – 13-15<sup>th</sup> Nov 2015

3.2 Committee plaques – It was agreed that plaques should be presented to Janet Dobson for her service on the committee from 1991-2013 and to Denis Mattocks for his service from Oct 2002 – 2013. BS to arrange.

**4.0 Chairman's Report**

4.1 BS attended the Regional AGM at Littleport and North Essex end of season dinner.

**5.0 Vice Chairman's Report - PF**

Nothing to report

## **5.0 Vice Chairman's Report – AG**

No Report

## **6.0 Hon Treasurer's Report**

### **6.1 Banking Update -**

Bank Account	3399.28
Cash with Treasurer	1187.23
Caravan Club	7500.00
Total	12086.51

6.2 Payments to be made to East Anglian Ambulance Fund. The charity fund now stands at £125.33.

Junior Crew £749.17

Special Fund £276.19

6.3 Deposits paid for Trinity New Year, Lawns Holiday plus Easter and Halloween at Sutton.

6.4 Rally Accounts – None outstanding, currently showing a profit of £380.99.

6.5 A new defaulter's letter has been sent out those with outstanding defaults. The committee agreed that Members handbook should not be sent out to those with an outstanding non-attendance fees.

6.6 MG asked for the committee's guidance on the following points:

- i. Cash held in rally marshals caravans – should be banked as soon as possible and large amounts should be distributed to different marshals to give greater safety against theft.
- ii. Insurance of equipment on site and whilst in storage was discussed – it was felt the committee was always vigilant and as many precautions were taken as possible.
- iii. Plaque supplier – to go ahead with the current supplier for 2014.
- iv. MG queried the whereabouts of the gazebo purchased for Thorpeness.  
DP to call marshals to see where it is stored.
- v. As the centre has a good surplus at present it was felt that all the equipment should be checked for safety and wear and replaced where necessary.

6.7 MG is in the process of preparing the guide for marshals and will have the document for approval at the next meeting.

6.8 PF queried some New Year cancellations and asked the committee for guidance on the return of a deposit. The committee felt this should be returned in this case.

6.9 Rally Handbooks – JK asked for a cheque to cover the cost of postage for the initial mail out. It was agreed that the December 2013 renewals should be held until they are updated to 2014.

6.10 TS has the receipts for electric lights and the amount has now been paid to John Taylor.

## **7.0 Hon Secretary's Report**

7.1 Membership 1080

7.2 Correspondence:

Letter received from EACH as receipt for donation.

## **8.0 Rally Secretary's Report**

No report

- 8.1 AGM rally marshals - MG happy to help with other non-committee members. The committee to try and find other non-committee marshals.

## **9.0 Publicity**

DS apologised for late arrival.

- 9.1 DS has prepared a leaflet to go to new members. The committee felt this should be looked at in the New Year.
- 9.2 DS is now looking after the Mildenhall CC site and is asking for volunteers to become wardens at the site.

## **10.0 Equipment Sales**

- 10.1 Stock lists need to be checked – there are some discrepancies.
- 10.2 Some stock is no longer needed. - KG to update list.

## **11.0 Rally Equipment**

- 11.1 JG gave the committee some prices for replacement urns and was asked to look at larger capacity units and report back to the next meeting in February before purchasing
- 11.2 There is a need for new storage boxes and the committee agreed to the purchase of five boxes at around £30 each.
- 11.3 Direction signs - JG to check what we need and then proceed with order.
- 11.4 Rally equipment – a spreadsheet to be left in box and also on the website for information on collection and return to appropriate location.

## **12.0 Sports Officer**

- 12.1 CS is still waiting to hear back from Ipswich & Colchester concerning suitable courses for junior members.
- 12.2 Goals Centre also offers sports to children – CS will look into this.

## **13.0 Webmaster**

- 13.1 TS has spent time tidying up pages and has taken down some of the for sale items that have been on the site for some time.
- 13.2 TS now has the final proof of the handbook which will be given to the printers after this meeting and books will be ready for collection on the 20<sup>th</sup> December.

## **14.0 Newsletter**

Nothing to report.

## **15.0 Junior Crew Liaison Officer**

- 15.1 For the bowling evening on Friday MS asked for £100 plus £1 per child for gift. This was agreed.

**16.0 Register Secretary**

16.1 All up to date

16.2 Fellowship report – 15 members have attended 18 or more rallies this season. The trophy for the most rallies attended will go to Roy & Peggy Lee.

**17.0 Regional Meeting**

17.1 BS is trying to confirm the regional AGM date for 2015 so that Hallowtree can be booked, it is the turn of Suffolk centre to host the rally.

**18.0 Any Other Business**

18.1 TS asked how should we publicise the handbook on the website. It was decided that we should not put the complete document on the site as there is too much personal information included. Perhaps rally marshals should have access through a pass word - TS to look into this.

Meeting closed at 9.40pm

**Date of Next Meeting - February 12<sup>th</sup> 2014**