

**THE CARAVAN CLUB – SUFFOLK CENTRE**

**MINUTES OF MEETING HELD AT HINTLESHAM**

**WEDNESDAY 12<sup>th</sup> February 2014 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
Equipment Sales	Katie Gothard	KG
Junior Crew Liaison	Mandi Syrett	MS
Register Secretary	Diane Preston	DP
Webmaster	Trevor Smith	TS
Sports Officer	Chris Stammers	CS

**1.0 Apologies for Absence**

- 1.1 Alan Green
- Nigel Berry
- Jerry Goddard

**2.0 Signing of Previous Minutes**

- Proposed TS
- Seconded MG

**3.0 Matters Arising**

- 3.1 MG queried the Regional Rally booking for 2015 – BS explained that as Suffolk was responsible for the meeting in Nov of 2015 he would like to get the venue booked before Hallowtree received other bookings. The meeting is normally held on the same weekend as Children in Need.

- 3.2 BS has the plaques for Denis and Janet and will present them at the earliest opportunity.

- 3.3 JK passed around a draft for the information required at flagpole by chairmen. Amendment/additions were requested then a template can be sent to all committee members.

**4.0 Chairman's Report**

BS has attended the rally at Saxtead and the Burns Night. Saxtead was very small but enjoyable. Burns Night was very good, with excellent food and entertainment. He also attended the Mid-Anglia Pre-season Dinner which went very well.

**5.0 Vice Chairman's Report**

Nothing to report

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AG – no report

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

6.1	Banks Account details :	£ .
	Current Account	£5,860.32
	Caravan Club	£7,500.00
	Total	£13,360.32
	Charity Fund Balance	£ 139.33
	Junior Crew	£ 648.17
	Special Fund	£ 276.19

Payment of £39.65 has been made to Panda Plaques.

- 6.2 Rally accounts for Saxtead and Burns Night have been received.
- 6.3 MG confirmed the accounts have been returned from the Auditors and they will be signed and returned. There were a few questions about the profit and loss which were clarified.
- 6.4 MG requested authorisation to hold a petty cash of £200 for incidental expenses by committee and rally marshals. This was approved.
- 6.5 There are still some defaulters from 2013 who have not received a rally book.
- 6.6 Equipment sales funds from the New Year and Burns rallies are still to be banked.
- 6.7 A Rally Finance Document had been circulated for review. Feedback was given and MG will update the document. They will then be placed on the website . TS to have them available online before the Natter and Chatter meeting on Sunday.
- 6.8 It was noted that the account for the Mildenhall rally in March is processed by the Anglia Region Committee. DS will forward the attendance list to Diane.
- 6.9 The costs for postage of rally books cannot be reduced as the SCCC is not a large enough organisation to warrant cheaper costs from the Post Office . Postal agencies cannot be used as they require databases of members names and addresses.
- 6.10 MG reported to the committee that someone has been trying to pass themselves off as the Treasurer. Last Thursday 2/1/14 someone sent a message to Trinity Park with information on the New Year Rally that was incorrect. The message was sent via Trinity Park's website with the full details of our Treasurer and the email address given was [treasurer@suffolkcentre.co.uk](mailto:treasurer@suffolkcentre.co.uk). The Commerical Manager, (Christine Bond) at Trinity Park made contact with PF on Monday 6/1/14 to query the information given. After discussion between PF and MG was obvious that someone from outside the committee was giving false information to cause problems. MG has now had a meeting with Christine from Trinity Park and is trying to trace the identity of this person. All correspondence with Trinity Park will now be confirmed by MG.

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

- 7.1 Membership 1052
- 7.2 Correspondence:
  - i Information has been received from the Caravan Club on the National Rally on the 23-27 May. JK has a few booking forms but it is best to book online.
  - ii A reminder has been sent from CC on the generator rental scheme for rallies. The cost of these is rather prohibitive for our centre. JK will keep information on file.

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

AG forwarded details:

8.1 There are two rallies confirmed for 2015.

8.2 A venue and date for the 2015 AGM is required.

The committee agreed that Trinity Park has the best facilities for the AGM and Rally.

MG to be the main point of contact for Trinity and will make the booking.

8.3 The Waldergraves rally date needs to be changed at the request of the owners.

Currently booked for 11-13 April they would like it changed to 6-8 June. The committee agreed and AG will change the details with the Caravan Club. TS to update the website.

8.4 On the rally booking form we currently state that a Food Hygiene Certificate MUST be provided.

This is to be changed to a recommendation. TS to update documents on the website.

8.5 There will be a short presentation by a representative from the Air Ambulance at the Natter and Chatter.

## **9.0 Publicity**

9.1 Money is coming through in payment for advertisements in the handbook.

9.2 DS has secured £1500 of advertising for the 2015 Rally Handbook.

9.3 DS asked if we could add advertisements to the website and newsletter. This would be useful extra income and it was suggested that a charge of £100 +vat per annum may be appropriate for this. Trevor to discuss with an interested party to see how this can be achieved.

9.4 BS reminded the committee that Suffolk Punch horses are very difficult to source as a presentation for 500 rallies due to their cost. A vase was again suggested. CS to look at alternatives and report back to the March meeting.

## **10.0 Equipment Sales Officer**

10.1 KG has received the year pointers and these will be on sale from the Natter and Chatter Rally.

10.2 The checking of stock is still to be done, when the weather improves.

## **11.0 Rally Equipment Officer**

JG was unable to attend the meeting due to the adverse weather conditions.

11.1 JG has sourced some gas boilers sized at 27 litres costing approx. £238-£255+VAT and smaller electric urns at £80-£100.

These boilers will be needed in the coming weeks so PF said he would give JG a call about another option then the purchase of them could be done.

11.2 JG has checked all the equipment and found we are short of 5 mph signs. These should be purchased as soon as possible.

11.3 NB has asked that the committee consider the purchase of two event shelters. CS has some information and it was felt that they would be an asset to rally marshals. There was discussion about the logistics and care of this equipment. MS agreed to store the shelters but could not be responsible for transportation. The committee felt any marshal wanting to use these should collect and return them in good condition ready for the next event.

These shelters are approximately £140 and the committee agreed to investigate further.

## **12.0 Sports Officer**

12.1 CS would like to buy two volley balls – committee agreed and MS asked for some foam footballs that could be used on the rally field, away from caravans, with the permission of the

marshals. Costs and options will be presented at the next meeting.

- 12.2 Goals at Ipswich are offering 15% discounts if there are more than 5 interested in playing. CS will see if there is any interest in this at the next rally near to the centre in Ipswich.

### **13.0 Webmaster**

- 13.1 TS pointed out that since Jan 2005 the web site has attracted 200,000 visits.  
This continues to average around 600 visits per week.
- 13.2 General updates including new advertisements have been made this month.
- 13.3 TS to look at increasing the number of advertisements on the site.
- 13.4 It was asked if there could be a secure section on the website for rally marshals.  
This is possible at a cost of an extra £100 or so. TS to investigate.
- 13.4 There is also a possibility of having a member's only section but this is something for the future development of the site.

### **14.0 Newsletter**

- 14.1 NB had sent a draft of the newsletter for the Natter and Chatter. It was agreed that 50 copies should be printed.
- 14.2 TS to add to the web site before the Natter and Chatter.

### **15.0 Junior Crew Liaison Officer**

- 15.1 The winner of the Junior Shield for last season will be presented to Abi and Ben Syrett at the Natter and Chatter.
- 15.1 Junior Crew Passports will be issued at the Natter and Chatter.

### **16.0 Register Secretary**

All up to date.

### **17.0 Regional Meeting**

- 17.1 £2608.87 currently in account
- 17.2 Anglia Region are holding a meeting at the Marriot Hotel, Waltham Abbey on Saturday 29<sup>th</sup> March - 11.00-4.00pm. This is funded by the Caravan Club and representatives from the Club will be there to give advice to members.
- 17.3 Mid Anglia are holding a rally to coincide with Tour de France. DS to provide details for the website.
- 17.4 Martin Stringer from the CC will be coming to the next regional meeting on the 9th March.

### **18.0 Any Other Business**

BS asked for support on charring rallies for the next few weeks:

Valentines – BS

Copdock - BS

Mildenhall - BS

Tattingstone – MS

Delft - KG

Paris - DS

Debenham – BS

Sutton – Derek Pannell

Peewit - JK

Meeting closed 10.30pm

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