

THE CARAVAN CLUB – SUFFOLK CENTRE

MINUTES OF MEETING HELD AT HINTLESHAM

WEDNESDAY 14th November 2012 at 7.30pm

Present :

Chairman	Brian Southgate	BS
Vice Chairman	Paul Fitch	PF
Vice Chairman	Denis Mattocks	DM
Treasurer	Janet Dobson	JD
Secretary	Janice Kent	JK
Rally Secretary	Alan Green	AG
Equipment	Katie Gothard	KG
Publicity	Nigel Berry	NB
Sports Officer	Chris Stammers	CS
Junior Crew Liaison	Daryl Syrett	DS
Register Secretary	Diane Preston	DP
Webmaster	Trevor Smith	TS

1.0 Apologies for Absence

1.1 None

2.0 Signing of Previous Minutes

2.1 12th September 2012 Proposed: NB
Seconded: CS
7th October`2012 Proposed DM
Seconded TS

3.0 Matters Arising

None

4.0 Chairman's Report

4.1 BS welcomed the committee back following the AGM

4.2 BS has chaired rallies at Tangham , The AGM at Trinity Park, Crowfield and Tattingstone.
Thanks to DM for chairing the Henham Rally, to PF for chairing the Sutton and to
Dave Gomersall for chairing the rally at Mildenhall.

4.3 BS has attended two funerals of members, Ken Butcher and Roy Whales and is due to attend the
funeral of Bill Cribb on Friday 16th November.

- 4.4 Colin Clarke has resigned from his position and returned equipment to BS.
- 4.5 Colin does hope to continue to rally and intends to be the assistant marshal in March.
- 4.6 BS has paid in £2,892.00 to the Air Ambulance Charity as the contribution for the last year's fund raising.

5.0 Vice Chairman's Report

- 5.1 PF chaired the Halloween Rally which was excellent
DM chaired the rally at Rede Hall which went very well.

5.0 Vice Chairman's Report

DM chaired the Great Yarmouth rally which was excellent.

6.0 Hon Treasurer's Report

- 6.1 Bank balance end October 12: £7414.67.
Junior Fund balance: £1048.51
Special fund balance: £ 276.19
- 6.2 Charity fund: Zero – cheque for 2011/2012 been passed on.
Issue over cheque received from Henham Steam as a donation. As given in the manner it was it would be deemed by HMRC as being a commission payment and whilst we can put this to the charity fund it will have to go through the accounts as being a VAT inclusive figure. This was due to the way the money was collected by the organisers.
- 6.3 Income from ads so far net 2600 with a cost of 1420 to print and 241.77 postage so far = £ 1661.77.
- 6.4 AGM issues – re committee agreement in September that I knew nothing about until the account came in. We have given money towards the group for the AGM once before – we have not covered the total cost of the hall hire for the weekend. There appears to be no reason why half the hall hire could not have been covered by the rally considering the numbers. They registered £63 collection in admin – against a total of 78 plaques ordered – there were 4 defaulters all of which fell outside the fee being charged. By income the average cost of the rally was £24.80. However they did pay £450 for the Sat entertainment. The hall hire for the weekend was £240 + VAT which would have put an extra £2.30 on the rally cost for members. This increased our AGM costs which amounted to £494 in 2011 to £628 an increase of £134.
- 6.5 Surplus on Admin: region of £206 to date
Surplus on rallies: region of £170 to date (a/cs outstanding – Crowfield).
Take together the admin and rally surplus = 376. Last year's surplus on rallies overall for year £440. Still to run West Stow, (Kent, Party Rally and New Year – these have no plaque orders as yet)
- 6.6 Equipment sales running at surplus of around 130 (further sheets expected in plus final stock take).

- 6.7 There will be a clearer picture of the stock situation for next year's sales sheets.
- 6.8 Rally accounts up to date except Crowfield (on hold due to illness)
- 6.9 Could minutes please be sent round asap after a meeting, not just before the next one? We are all away from a meeting at some time or another and if there is something relevant to someone not there it is not really very fair.
- 6.10 Rally Plaques – the decision to have small plaques for a rallies and rally marshals with exception of special rallies was confirmed by committee.
- 6.11 VAT Issues – there have be several problems arising from VAT queries from rally marshals and JD has put these to Jonathan Laws at the Caravan Club for his view of the issues. The following are the comments as sent by the Treasurer and then in blue his comments by return:

Further to our telephone conversation this evening could you email me back with the answers you have given me verbally to the following questions?

Our next meeting is Wed 14th November and I would be grateful to hear back from you in time to forward this email to the committee to read prior to the meeting if that is acceptable to you.

1. A rally was organised where members were subsequently asked to visit an organiser's web site to pay their site fee and entry fee. This was not the printed programme in our rally book but agreed subsequently by our committee. The organisers of the event have subsequently given us a cheque back for £486 as a donation to our Centre Charity.

You told me tonight that this would be seen as a commission payment by HMRC and that I should put this through our accounts as £405 to the charity fund and £81 is VAT due. Is this correct?

1. This has been confirmed by our auditors.

2. Question re members paying direct to a site or organiser for the cost of either site or site/entry fee and how this affected the Centre for VAT liability.

You told me tonight that it is down to the way the rally is advertised in our rally programme.

If a marshal is clear in stating in the rally programme book that it will be members responsibility to pay the site or organiser themselves either on arrival or before the rally then this is outside the scope of the rally account and the Centre is not liable for VAT.

If this is not advertised clearly in the book and the marshal subsequently decides to ask members to pay directly to the site/organiser the Centre will be responsible for charging and collecting VAT as if they had collected the money themselves.

Is this correct?

2. This has been confirmed by our auditors.

3. If a coach trip is advertised as part of a rally programme, organised and supplied by the marshals, charges to the members must include VAT. This being part of the programme, and by creating this package, the Centre is deemed to be providing a service. Is this correct?

3. If a coach trip is part of the rally programme and the provision of the coach service is included in the one off payment for everything, then this is subject to VAT. If the payment of the trip to Bruges is separate to the payment for the rally, i.e., members pay the amount to the coach driver separate to their rally fee then this is outside the scope of VAT.

4. If a site or organiser charges members, through the rally, for a service on their part, i.e. a guided tour, and then puts that money to a charitable part of their own organisation, this does not remove the Centre liability of charging VAT on income. The fact they will have charged our members say £5 a head, and the marshal has charged this through the rally account and subsequently paid them, we will still have to charge a further 20% which will go through the accounts under VAT. Is this correct?

4. Awaiting clarification

6.12 All rally descriptions in the handbook will have to be worded correctly in future to avoid any confusion over the payment of VAT.
AG thanked JD for all her hard work on clarifying these issues.

7.0 Hon Secretary's Report

7.1 Membership: 1035

7.2 Correspondences: - Public Liability Insurance document has been received and is now on file. Letter received from Derek Pannell concerning the complications of completing the rally accounts form. This has now been changed by the Treasurer and the 2013 form will revert back to the familiar format.

7.3 JK has contacted three separate companies re the delivery of the handbook in January. All have said the minimum distribution would need to be 5,000 to make this a viable proposition for them.
Those members of committee who will be attending the New Year Rally at Trinity Park will assist with some of the distribution but most will be posted via the Royal Mail.

8.0 Rally Secretary's Report

8.1 the final draft of the handbook was available for inspection by the committee. This will now be given to Tottenham Press for printing and the distribution will take place during the first week of January.

8.2 4b's have been received from:
North Essex for a rally at Sizewell in October
Bedfordshire for a rally at Trimly in March
Bedfordshire for a rally at Tattingstone in May.

9.0 Rally Equipment Sales Officer

- 9.1 Sales have slowed down with the number rallies and those attending decreasing there will be no need to order more stock until the New Year.

10.0 Rally Equipment Officer

- 10.1 As Colin Clarke has resigned there is now a vacancy for a Rally Equipment Officer. DM agreed to route and arrange if BS is able to store the boxes. This was agreed.
- 10.2 Current location of boxes :
 - Blue CS
 - Red DM
 - Green TS

11.0 Sports Officer

Nothing to report

12.0 Publicity and Advertising Officer

- 12.1 A total £2550 has now been reached from companies to advertise in the 2013 handbook The cost of printing is in the region of £1,662 plus postage of £1.10 per handbook.
- 12.2 Norfolk Caravans need to be chased as payment has not been received for the 2012 advertisement.

13.0 Webmaster

- 13.1 There have been too many rallies coming from other centres to be included in the handbook but these will be listed on the website.
- 13.2 TS has received a good report for the Halloween Rally and is always interested in receiving these reports for the website.

14.0 Newsletter

- 14.1 The last newsletter received some good feedback. More future events information would be useful.
- 14.2 The next newsletter will be for the Natter and Chatter in February.

15.0 Junior Crew Liaison Officer

- 15.1 The Halloween Rally was good fun and enjoyed by all attending
- 15.2 Xmas Rally so far has 20 booked + 3 marshals with 45 children booked to attend the party. DS asked for £300 towards the expenses. A cheque was issued.

16.0 Register Secretary

- 16.1 All up to date -
 - Could committee and marshals include all details on their slips?

17.0 Regional Meeting

- 17.1 Last meeting held on 29th September
- 17.2 Raised £160 for charity at Mildenhall
- 17.3 Of the 2 million invested by the CC in Icelandic Banks 1.8million has now been returned.
- 17.4 FICC membership has now been cancelled due to the costs involved

18.0 Any Other Business

- 18.1 Prize Draw tickets - PF had been asked to bring a suggestion to the committee by a member. Tickets could be printed under the Air Ambulance Licence. The committee felt that our members are always very generous when asked to buy raffle tickets and this extra request was something we should not do at the current time.
- 18.2 TS gave the committee reasons for changing the venue from Elmswell to West Stow. There is a new committee at Elmswell who want to change the terms of booking and fees and TS felt that this was not reasonable.
- 18.3 Quiz Night has been booked as the entertainment for the Natter and Chatter.
- 18.4 CS asked that a thank you letter be sent to Colin for all his work on the committee. JK to action.
- 18.5 JD asked that Tuddenham Press provide a quote for the printing of the 2013 handbook.
- 18.6 JD and AG are currently in the process of printing packs for Rally Marshals.

Date of Next Meeting

12th December at 7.30

Meeting closed 9.43