

THE CARAVAN CLUB – SUFFOLK CENTRE

MINUTES OF MEETING HELD AT HINTLESHAM

WEDNESDAY 13th November 2013 at 7.30pm

Present :

Chairman	Brian Southgate	BS
Vice Chairman	Paul Fitch	PF
Vice Chairman	Alan Green	AG
Treasurer	Mark Gowers	MG
Secretary	Janice Kent	JK
Rally Secretary	Alan Green	AG
Publicity	Derrick Stammers	DS
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 None required

2.0 Signing of Previous Minutes

2.1 2nd October

Proposed by DP

Seconded by PF

13th October

Proposed KG

Seconded TS

3.0 Matters Arising

2nd October :

18.3 Stewards another name for rally marshals- 2nd Oct

13th October

1.2 31/9/13 should read 30/9/13

4.0 Chairman's Report

4.1 BS - Attended John Head's funeral but was unable to attend the funeral for Parthenia Eagle. This was attended by many members of Suffolk Centre.

4.2 BS attended the North Essex AGM plus AMM in London.

4.3 BS thanked MS for chairing the Tattingstone rally and PF for chairing the Halloween rally.

5.0 Vice Chairman's Report

PF gave a good report for the Halloween rally and thanked the marshals for their hard work.

5.0 Vice Chairman's Report

AG nothing to report.

6.0 Hon Treasurer's Report

6.1 The bank is still having problems with the mandates for the signatories but this should be resolved this week.

The current account balance is £ 6399.98

Cash with Treasurer £ 1206.91

Caravan Club £ 7500.00

Charity Fund £ 2566.51 – to be paid out on the 31st December 2013.

Junior Crew £ 749.17

Special Fund £ 276.19 – monies accrued from CC handbook winning entry.

6.2 Rally accounts still outstanding - Tattingstone Pub Rally

Account running at a profit of £361.99

AGM, Crowfield and Trick or Treat accounts received with the Trick or Treat rally running at a loss due to defaulters.

6.3 MG asked for the committee's approval for contacting the defaulters to request the non-arrival fee. This was approved.

6.4 Accounts have been received in good order and the VAT return completed.

6.5 Cash can now be paid into current account provided Mark is made aware of the details.

6.6 MG asked that VAT receipts are submitted with all expense claims.

6.7 PF asked if any VAT could be refunded on food at rallies –MG stated that in some circumstances VAT of expenses on food could be refunded.

6.8 There is a need to simplify rally accounts – and all rally marshals must be aware of the VAT implications.

6.9 Deposits have been supplied to Trinity Park, Woolverstone and Lincolnshire for 2015.

6.10 MS queried the lack of VAT on the Caravan Club rally envelopes and it was suggested the VAT number be included in the handbook.

6.11 TS queried the system for bookings and deposits and it was agreed that MG be the main point of contact.

7.0 Hon Secretary's Report

- 7.1 Membership is currently 1079.
- 7.2 Correspondence: none received.
- 7.3 A copy of the Public Liability Licence has been received from Caravan Club. Copies have been sent to PF and TS – if anybody else needs a copy it can be emailed to them.
- 7.4 A letter of thanks has been sent to JD for her commitment and service to the Suffolk Centre.
- 7.5 The committee felt a plaque for both Denis and Janet should be awarded for their long service to the Suffolk Centre. BS to arrange this.
- 7.6 Change of venue for meetings – this is to be left at Hintlesham for the present.
- 7.7 A query was highlighted on the status of rally marshals. The committee felt that all rally marshals running a Suffolk Rally should be Suffolk members.
- 7.8 Headed paper is now available with changes made for new officers.

8.0 Rally Secretary's Report

- 8.1 AG had a list of 4bs for approval by the committee.
- 8.2 19 members have so far booked onto the AGM rally in October.
- 8.3 AG has had contact from Janet Pereria on booking rallies for 2014. A member has complained about the rallies being full before the handbook is released. AG explained that all rallies can be booked after the AGM when the list is published. Janet Pereria is to write to the member explaining that this is normal procedure, the list is also available on the Suffolk website from the same date.
- 8.4 Each committee member was given a draft version of the handbook.
- 8.5 AG asked for a vote of thanks to TS for all his hard work on the handbook.
- 8.6 AG suggested the handbook printing should stay with Tuddenham Press for this year. We have a good relationship with Tim Allan at Tuddenham Press and a new binding machine is ready to go.
- 8.7 The handbook will now ready to be taken to the printers with an initial delivery to be received before Christmas.
- 8.8 NB suggested we need an email from Tuddenham Press to confirm this date.
- 8.9 The Suffolk Handbook will also be available on the website - suffolkcentre.co.uk
- 8.10 Tour De France - Mid Anglia rally will not be included in Suffolk Handbook.
- 8.11 25 vans have been booked onto the Delft Rally.
- 8.12 The date for the 2015 Regional AGM will be available after this weekend.
- 8.13 DS queried the name rally book; perhaps it should be an events programme?
NB suggested this should be taken to the next AGM.
- 8.14 Postcode / coordinates to be added where possible at the discretion of the marshals.
- 8.15 After discussion the committee agreed to approve the handbook and asked TS to deliver to Tuddenham Press as soon as convenient.
- 8.16 A new letter to welcome new members to be designed in the spring.
- 8.17 JK asked about using the Post Office Drop and Go – which needs an initial payment to be made to open an account. The alternative would be to give JK an advance to cover the postage costs of £1.20 per handbook. Over 1,000 books are posted in the first two weeks of distribution.
MG to take a look at the terms for the account.

9.0 Publicity and Advertising

9.1 White Arches is now advertising in the handbook.

9.2 £3300 has been secured in advertising revenue for the 2014 handbook.

10.0 Equipment Sales

10.1 KG – new delivery of stock has been received.

10.2 BS asked about the equipment that is held – some should be written off.

10.3 KG to take check to stock details. Some equipment has not been used or required for some time and this can be written off before the start of the new season.

11.0 Rally Equipment

11.1 JG asked about any spare signs. We do need some new signs to replace those that have been lost. Signs for You along Nacton Road in Ipswich have been used before. JG to investigate.

11.2 There was discussion on the urns and JG to research some prices for new replacements.

11.3 TS asked if the schedule for rally equipment should be on the website – this was agreed.

12.0 Sports Officer

12.1 CS will arrange for list of sports equipment to go into rally book.

12.2 Two companies offering football opportunities for children – MS suggested we find out more details and that there may be some interest.

13.0 Webmaster

13.1 TS has updated majority of rally pages for 2014 – other centres have asked us to include some of their details on the website with links to other centres.

13.2 TS to add details of all advertisers to give them a presence on the website.

13.3 Perhaps we should add a line into the handbook asking for rally reports from members.

14.0 Newsletter

14.1 NB to prepare the next one for Natter and Chatter in February.

15.0 Junior Crew Liaison Officer

15.1 MS asked for money towards the Bowling evening from Junior Crew Fund.

This was approved.

16.0 Register Secretary

16.1 All up to date so nothing to report.

16.2 Fellowship Plaques will be presented at Natter and Chatter. This is for Suffolk members attending 18 or more rallies during the course of one year from AGM 2012 to AGM 2013.

17.0 Regional Meeting

17.1 The next meeting will be held next week during the AGM rally at Littleport.

18.0 Any Other Business

18.1 AGM 2014 - as the rally marshals are Suffolk Centre committee perhaps we should ask some members to help with the organisation of the AGM rally.

18.2 MS asked if there was a format for charring rallies – discussion followed on what was expected.

JK will prepare a pro forma that could be followed if required.

18.3 TS felt that we are lucky that we have the support of Suffolk members and perhaps more should be done to involve members in running rallies.

Date of Next Meeting - 11th December 2013