

THE CARAVAN CLUB – SUFFOLK CENTRE

MINUTES OF MEETING HELD AT HINTLESHAM

WEDNESDAY 12th NOVEMBER 2014 at 7.30pm

Present :

Lady Chairman	Janice Kent	JK
Vice Chairman	Nigel Berry	NB
Secretary	Diane Preston	DP
Treasurer	Mark Gowers	MG
Rally Secretary	Alan Dobson	AD
Publicity	Derrick Stammers	DS
Equipment Officer	Jerry Goddard	JG
Equipment Sales	Paul Fitch	PF
Junior Crew Liaison	Mandi Syrett	MS
Minutes Secretary	Karen Fisk	KF
Sports Officer	Chris Stammers	CS

1.0 Apologies for Absence

Trevor Smith

2.0 Signing of Previous Minutes

	1 st October	12 th October
Proposed	DP	PF
Seconded	MG	JG

3.0 Matters Arising

none

4.0 Lady Chairman's Report

- 4.1 JK attended the Caravan Club AGM at Birmingham, which was very interesting and informative.
- 4.2 Brian Southgate visited with the Air Ambulance in Ipswich and presented them with cheque for £3358.83, The Air Ambulance have invited the committee to organise a tour of their HQ at Norwich with the Junior Crew. This may coincide with the September Tank Rally.
- 4.3 JK thanked NB for chairing the Halloween Rally.

5.0 Vice Chairman's Report

- 5.1 NB chaired the Halloween Rally which went very well. It was attended by two 1st Rallier and one 2nd rallier. All enjoyed it even though one had to leave early due to heating problems.

6.0 Hon Treasurer's Report

6.1 Current Finances to the end October

Bank Account	£16,988.59
Unpresented cheques	£ 8,863.47
Trust balance	£ 8,125.12
Caravan Club	£ 7,500.00
Cash with Treasurer	£ 16.25
Total	£15,641.37

- 6.2 Unpresented cheques are deposits for the New Year and 2015 Rally's, expenses and site fees for Thorpeness Rally and charity donation to the East Anglian Air Ambulance.

- 6.3 Balance includes Rally deposits of £660.00 for New Year Rally.

Fund Balances:

Charity Fund	£ 0.00
Junior Crew	£ 684.03
Special Fund	£ 276.19

6.4 Income since October

Junior Crew funds from Halloween £73.74

6.5 Expenditure since October.

Panda Plaques £148.31 October statement

Expenses for Halloween and junior crew £13.08.

6.6 Rally Accounts – Thorpeness, Banham Zoo, AGM and Halloween are completed

Accounts for July from Bobs Meadow, Wissington, Great Yarmouth and Holt Norfolk Railway Received at the meeting. Woolvestone Pig Roast still to be finalised.

- 6.7 Defaulters – 2 outstanding, 1 from Peewit and 1 from Easter Country. MG had sent 2nd letters in September but still no response.

- 6.8 Equipment sales-Tangham and AGM Rally's received.

- 6.9 Bank Mandate- still waiting response from HSBC.

- 6.10 Electronic payments – Caravan Club confirmed that payment via the internet is allowed (general letters to centres section 5.3) "one or more officers authorised by the committee must have access to the online account .All payments from the account must be made with the full knowledge of two officers".

- 6.11 MG proposed a daily limit of £3,000.00 with a maximum payment amount of £2,500.00 which should cover most of the larger Rally site fees, stock purchases and VAT payments. Ensuring the Lady Chairman or Hon. Secretary is informed and agrees to the payment before they are made.

7.0 Hon. Secretary's Report

7.1 Membership : 1090

Correspondence:

7.2 DP Received a thank you card from Brian Southgate for gift.

7.3 Roy Lee is pleased to say Peggy has had her operation and is doing Ok.

7.4 A complaint concerning costs at rallies and the cost of large rally plaques has been received and JK and DP will respond.

7.5 A copy of the liability insurance to be distributed to the committee

8.0 Rally Secretary's Report.

8.1 AD needs to confirm the 2015 Easter "Keeps it Country" rally and to arrange the handover with AG.

8.2 AD has started compiling the 2016 rally diary list.

8.3 Marshal packs are needed for the Saxted Mill, Burns Supper and Valentines Rally's by Christmas
So will need all the information re collection of equipment for the next meeting.

9.0 Publicity

9.1 £3150-00 in advertisements for the 2015 handbook – this is more than last year.

9.2 DP to make delivery arrangements with help from JK and KF

10.0 Equipment Sales

10.1 PF to take stock and arrange for boxes to be checked and refilled. MG to help and keep one
In Ipswich.

10.2 PF requested year pointers to be printed.

11.0 Equipment Officer

11.1 JG reports that the electric tea urns need to be pat tested and this is to be arranged.

The PA'S also need to be checked. There are 3 available, 1 does not work.

JK to review in February.

11.2 JG to order new blue signs.

12.0 Sports Officer

12.1 CS will compile a list of sports equipment that will be available on website for marshals book
and for use at rallies.

13.0 Webmaster

13.1 TS has updated the website with new committee members and their photos and alias email
addresses to route email to personal addresses.

13.2 Published 2015 Rally Program and added individual event pages.

13.3 Refreshed and updated numerous other pages.

13.4 TS will arrange with MS to update the Junior Crew Page.

14.0 Newsletter

- 14.1 NB, JK, TS and DP to meet and organise a template for the electronic newsletter as most members have email. A printed version will still be available for those who would like it.
- 14.2 NB will add a welcome page for new ralliers with help from TS.

15.0 Junior Crew Liaison Officer

- 15.1 MS is concerned about complaints received about ball play near caravans.
- 15.2 The Junior Crew formed a junior crew committee at the Halloween rally details and photo To be on the website.
- 15.3 The next Junior Crew committee meeting will be during the Up the Oche Rally in February.
- 15.3 The Junior Crew has produced a piece for the rally book

16.0 Register Secretary

- 16.1 Up to date
- 16.2 DP and MG report there are still some concerns over membership at the Thorpeness Rally to address.

17.0 Regional Meeting

- 17.1 JK will be attending the Regional AGM.
- 17.2 JK will check if insurance will cover the Tank Rally to use the marquee.

18.0 Any Other Business

- 18.1 JK will need a 2nd regional rep. BS will attend as rep until AGM. CS expressed his interest in attending and this was agreed.
- 18.2 CS thanked JK for supporting the air ambulance as the Lady Chairman's charity
- 18.3 Abbey Syrett as junior crew chairman thanked all at the Halloween rally for helping them raise £73.
- 18.4 JK to discuss urgent need for secure storage may ask members via website and newsletter if they have any facility's or land space.

19.0 Date of Next Meeting -

Wednesday 10th December at 7.30pm

Meeting Closed at 9-30pm