



**THE CARAVAN CLUB – SUFFOLK CENTRE  
MINUTES OF MEETING  
WEDNESDAY 11<sup>th</sup> October 2006**

**PRESENT**

Chairman	David Totman
Vice Chairman	Anthea Southgate
	Derek Pannell
Secretary	Sheena McCartney
Treasurer	Janet Dobson
Ass.Secretary	Nigel Berry
Rally Equipment	Brian Southgate
Equipment Sales	Margaret Calvesbert
Junior liason/newsletter	Denis Mattocks
Sports Officer	Rosanna Waterson
Publicity	Gary Maples
Charity	Colin and Jan Goddard

**Action**

**1.0 Apologies for absence**

1.1 None

**2.0 Previous Minutes**

2.1 DT signed minutes proposed by MC and seconded by AS.

**3.0 Matters Arising**

3.1 NB needs copies of the order in respect of the advert placed by Waterland Leisure in the 2006 Handbook so that the invoice can be chased. **DS**

3.2 Regional Celebration Rally 2007 – Regional Vice Chair Mike Threadgold attended the meeting to explain how the rally was going to run and what was required of the Suffolk Centre.

MT advised that most of the sponsorship for the event would be provided Fleetwood and Adria Caravans and this would include the entertainment. He advised that the field would cost approximately £1,000 for the weekend and currently requires £150 to break even on his current calculations. He advised that David Gomersall a Suffolk member, would be acting as marshal so that the accounts could be dealt with within the Suffolk Centre. He further went on to report that a

number of other Centres had offered their help in various other ways. The current Regional Chairman was obtaining raffle prizes for the weekend and others would be welcome. It was agreed that the following jobs would be undertaken by the Suffolk Centre, to peg out and provide Marshals for the weekend. DP is to confirm the stage and dance floor as it is believed that Norfolk may be able to supply this. Suffolk Centre will provide the signage. Each Centre will provide their own flagpole and flag.

He advised the committee that invitations had been sent out to 36 other Centres and that the venue has a capacity of 1,000 vans. GM and DM are to arrange the fete on the Saturday and organise the stalls. It is hoped that each centre will provide one or two stalls. South Essex will be contacting all Sports Officers to arrange a meeting to discuss and agree the sports rules and how the weekend will be run.

With regard to food during the course of the weekend, DP will confirm.

It is believed that further information will become available following the forthcoming Regional Meeting.

**4.0 Chairmans Report**

4.1 DT advised the Committee that he and others went to the funeral of Ed Flores on the Friday of the AGM.

4.2 DT reported that the AGM had gone well. The remaining committee posts were agreed (as per the present list). AS and DT will remain as Regional Representatives.

**5.0 Vice Chair Report**

5.1 AS requested that SM sign the form required for them to act as Centre Liaison Officers at the forthcoming National. **SM**

**6.0 Treasurers Report**

6.1 JD reported that the letters to the Marshals on the financial guidance has been completed and will be issued shortly with the remainder to TS for inclusion at the Natter and Chatter.

6.2 The accounts are now winding down for the year end. **TS**  
TS is to let JD know printing costs in respect of the new rally book.

- 6.3 Equipment sales to be confirmed.  
Junior Crew Account £1,636.00  
The balance held in the Centre bank account as at the date of the meeting £16,197.00.  
Charity Account £2,733.00.  
JD reported that she had now formed a special fund which was currently holding the £500.00 won by the Centre for the front cover rally book design.
- 6.4 Rally book postage will cost 55p from next year.
- 6.5 It was agreed that the admin fee will remain at £1.00.
- 6.6 GM requested new signs for the Thorpeness rally. It was agreed that these were required and BS will organise and liaise with GM. **BS**
- 7.0 Secretarys Report**
- 7.1 Membership currently stands at 1,067 with 12 new members and 17 voids.
- 7.2 No correspondence has been received.
- 7.3 It was agreed that, again, this year Christmas cards would not be sent to other Centres and that £100 donation would be made towards the Childrens Hospice.
- 8.0 Rally Secretary Report**
- 8.1 Rallies for 2007 are now complete.
- 8.2 The Pancake Rally has now been cancelled but will be included within the 2008 programme list.
- 8.3 TS confirmed that the 40<sup>th</sup> AGM will be held at Sutton.
- 8.4 Following a general discussion it was agreed that there were a number of unwritten rules which need to be clarified so that these can be passed on year to year as the committee members change. AS volunteered to prepare a Committee Handbook including the rules that are not included within the Rally Programme. TS advised that the committee that he had prepared a draft rally programme and AS had checked through this and made comments and that it would now passed onto DT as a final draft. **AS**
- 8.5 TS will contact printers for quote. **TS**
- 8.6 SM raised concern that some rallies were being booked in late within the programme beyond the deadline **Committee**

agreed. It was agreed that this would be discussed at the next meeting.

**9.0 Equipment Sales**

9.1 MC confirmed that £250 had been paid in for sales during August and September, MS advised the committee that there are still a number of teddy bear key rings and it was agreed that we would try and sell these at the Centenary Regional Rally

**10.0 Rally Equipment**

10.1 BS confirmed that he had prepared an inventory of the rally equipment and that this will be included within the new committee members handbook. NB suggested that perhaps the equipment and trophy list should be included on the website for members to view. **BS**

10.2 DP confirmed that he also held equipment and would liaise with BS. BS reported to the committee that Suffolk Centre were running low on directional signs and it was agreed that more of these should be ordered. **DP BS**

**11.0 Sports Officer**

11.1 Nothing to report

**12.0 Publicity**

12.1 GM reported that 13 companies had agreed to advertise within the 2007 Rally Book, totalling an income of £1,050.

**13.0 Webmaster**

13.1 TS reported that the website was generally being updated and has the final list of rallies for 2007 which is included and that 2008 List had been started.

13.2 TS advised that he had published some of the newsletter but was waiting for the Chairman's report. **DT**

**14.0 Newsletter**

14.1 As above, but requires printing and contribution from members. DM stressed that he would like to see far more rally reports.

**15.0 Junior Crew**

15.1 DS reported that the passport had been introduced at the AGM. The arrangements for the Christmas Party were going well and that there were double the amount children that attended the Party last year.

**16.0 Any Other Business**

16.1 MC asked whether it was still a good idea to sell equipment at the end of flagpole or during the weekend. It was agreed that it would be up to the Chair of the rally to agree the most convenient time.

SM advised the Committee that she was finding it difficult to keep up to date with the register, it was agreed that JD will take this over.

**17.0 Date of Next Meeting**

17.1 1<sup>st</sup> November 2006

17.2 Forthcoming Meeting 13<sup>th</sup> December 2006.

**18.0 End of Meeting 9.45pm**