

THE CARAVAN CLUB – SUFFOLK CENTRE
MINUTES OF MEETING HELD AT HINTLESHAM
13th December 2017

The meeting was opened at 7.40 p.m. with Garry Pyett in the chair.

Committee:

Chairman	Garry Pyett
Vice Chairman & eNewsletter	Peter Wilson
Treasurer & Attendance	Mark Gowers
Secretary	Janet Dobson
Rally Secretary	Alan Dobson
Publicity	Bill Mitchell
Sports/Junior/National	Chris Stammers
Webmaster	Julian Fincham-Jacques
Equipment Officer	Mark Terry

1. **Apologies for absence**

Mark Gowers – Treasurer & Attendance – report emailed
Bill Mitchell – Publicity
Peter Wilson – ViceChairman and eNewsletter -report emailed

2. **Corrections to previous minutes 8th November 2017**

None noted.

3. **Signing of previous minutes**

Proposed: Julian Fincham-Jacques
Seconded: Mark Terry

4. **Matters Arising**

9.3.1 **Retention of correspondence.** As per last month's discussion. Necessary files/folders retained, some correspondence to be disposed of. Printer for A3 arrived and has proved invaluable.

19.2 **Alternative Posting – Franking Machine.** Further to the discussion that took place Peter Wilson provided some answers from the supplier on some questions raised.
Can polypocket envelopes be franked – You can frank this type of envelope but would suggest using a label to make the franking clearer. 1,000 labels worth £30 come free on purchase, once used you can buy from a stationary store.
What size envelope thickness is maximum – The machine can take an envelope of up to 6mm.
Royal Mail rules on posting – This machine can print in advance, you can pre-set an advance date on it.

As Peter is not attending the December meeting, this can be discussed further in the New Year as agreed at the November meeting, then all information gathered can be discussed.

5. **Chairman's Report**

Following the last committee meeting and a massive flurry of emails, things are beginning to settle down.

Garry believes he has almost all the Chairman and AGM equipment which has been sorted and catalogued. After the 50th rally it may be necessary to look at what we need to retain for the future. He gave his thanks and appreciation to everyone in helping getting the new committee up and running.

He had attended the Anglia Region AGM rally on the 17-19 November at Hallowtree, which was an excellent rally, where he had a chance to meet some of his fellow chairman & chairladies along with the Anglia Region committee, who all appear to be committed to pushing the region forward, the AGM was also attended by Christopher Macgowan OBE (Club Treasurer) giving an enlightened speech concerning the club. The AGM was then followed by the AR committee meeting.

He will be attending the Anglia region meeting on 6th January, along with Chris, where it is planned that the GDPR regulations will be discussed by Rebecca Newman from EGH during the day for those wanting to attend.

Our past Chairlady Janice went along to the East Anglia Air Ambulance office to present her cheque for money raised during last year's tenure, and Garry met her there where he was able to meet some of the staff. They have agreed to come along to the Natter & Chatter and do a short presentation on the work of the EAAA to aid our fund raising next year.

He had the opportunity to visit Paul Sharman, and he is happy to work with us during the year and wants to do something for us at the 50th Rally.

6. **Vice Chairman's Report**

None.

7. **Other Rally Reports**

No other rallies held.

8. **Treasurers Report**

8.1 Finance Report

Funds – end of November

Bank Account	6,493.75
Un-presented Cheques	-1,726.31
True Balance	4,767.44
Caravan Club	5,500.00
Cash with Treasurer	12.49
Total	10,279.93

Un-presented cheque was for East Anglian Air Ambulance.

Fund Balances

Charity Fund of £0.00, Cheque cleared on 4th December

Junior Crew £541.04

Special Fund £964.59

The sum under rally books is for envelopes and advanced postage.

Income since Nov – nil

Expenditure since Nov – Nil

Rally Accounts – All accounts received

Defaulters – None New.

Bank Mandate - Mandate filed with HSBC. Letter received on the 4th to say it will be in place within 7 working days. This means it should be in place by the 13th December.

8.2 Attendance Report

Nothing from Mark but JD updated the overall lists from 2005 to end 2016. A total of 53 attendance lists are missing in that period. All lists accounted for under 2017, one invitation rally at Copdock still to run. This falls into the 2018 period for fellowship etc.

9. **Secretary's Report**

9.1 **Membership** – as at 8th December 2017 stands at 992. A copy of the weekly report was shown to committee for information on how we receive this information.

Monthly report Nov down and database worked through and agreed. To print off whole membership list from Club takes 36 A3 sheets, giving committee idea again of how we get this information.

Main book despatch done to date, waiting on further renewal to Centre. Invoice received by Club for postage re-imburement for other Centres books and passed to Finance Department.

9.2 **Correspondence**

a. End year mailings – came week early

b. National – have forwarded to Chris

c. Contact to Club re label received, query, matter resolved.

d. Request from rally marshal for Sutton Easter to have the larger plaques. Suggested other Easter rally is offered the same opportunity. Decision: see Plaques under AOB.

e. Letter received via previous chairlady from EAAA thanking us for donation of £1726.31. This year total £1751.61 due to other donation earlier in the year. Over the last 3 years they have received £5,400.44 from Suffolk Centre. Letter and attached certificate to be forwarded to Mark Gowers and Garry Pyett.

f. Email from Club office re Promoting Centre Events and Rallies. Important area of permission over photography. Agreed to forward to all committee. Wording on this to be given to all rally marshals to display (laminated sheet), pass to website to be displayed, and to add to new welcome letter to members.

10. Rally Secretary's Report

- 10.1 **Rally Books 2018** - All received from printers, invoice passed to Mark G. Would like to record thanks to Flyerpress for the extra work they did at no charge.
- 10.2 **Rally Numbers in Books** - Used information via database and for interest have found out that (inc Invitation rallies) numbers in book were the following: 2013 - 71, 2014 - 64, 2015 - 63, 2016 - 58, 2017 - 47 and 2018 - 44. A loss of 27 rallies in 6 years.
- 10.3 **Natter and Chatter** - Will start preparing marshal envelopes. Need Treasurer paperwork - can be emailed and I can copy but will need paying in slips. Have got some left over last year. Equipment list has been done, will copy. Need order form for new plaques. Chris to send to Webmaster to put on site.
- 10.4 **2019 Rally Programme** - Need to reserve date for Centre AGM in October 2019 and Natter and Chatter meeting. Agreed to hold weekend 11 to 13 October 2019 for AGM – venue t.b.a.
- 10.5 Message through from Peter Wilson re Valentine Rally:** I have a problem with numbers at present for the Valentine Rally where I only have 10 attending apart from the Marshals. Taking ½ the cost of hiring the hall, entertainment, food et al into account, this would seem to be too expensive per unit to be viable; which is a shame. As books just despatched, Peter will look at this again mid-January when next eNewsletter is due.
- 10.6 Concern from Peter Wilson** - I'm somewhat concerned with the new Pitch Spacing at Rallies from the CAMC which was recently sent to us all from Janet. It seems that Marshals need to have several spacing arrangements for whether the incoming unit is going to erect and Awning, a Pup Tent or only a car between. What about Rallies on Commercial Sites? How does this effect rallies where space for the number of units has already been worked out at 6m? Discussed at meeting. This information is a guide reproduced from the Natural England Guide giving various layouts that may occur. It does not apply to licensed sites as we rally under their rules, not our Exemption Certificate. We should aim to maintain at least a 6m distance between walls of units.
- 10.7 Issue over the Sharman Caravans advert in the 2018 book discussed.** Garry has visited and matter discussed. Action taken by emailing and writing to members, advertising on website and letter available for all new members and renewals. Agreed no charge to them for 2018. Apologies have been accepted.

11. 50th Anniversary Plans

Working party still planning/under discussion. Booking forms will be available via Mark Gowers. Final programme being worked on.

12. Publicity

No report. Bill is aware of Sharman advert situation; no invoice will be sent.

13. Rally Equipment

Mark T provided copies of paperwork he would like agreed to go into each equipment box, which would be laminated, together with the pitch spacing document provided by CAMC in Letters to Centres as a guide to rally marshals. There is also an excel spreadsheet of all the equipment held and its location, some items still to be confirmed as to where held. All bags will now also contain a water hose. Electric urns are currently being tested, the gas ones have been done (all with new hoses).

Agreed for Mark T to go ahead. He is looking into the need/use of the yellow flag following new flagpoles.

14. **Sports and National Liaison**

Not much at this stage. Hoped we have enough members certainly to follow up on the Craft competitions that went well this year.

15. **Webmaster**

Julian had not been able to follow up with previous webmaster as hoped due to him being unwell. The previous webmaster is currently updating where needed and they will work together until handover.

16. **eNewsletter**

Report - Once the 1st Rally of the Year is completed (to which I'm attending) and put a report in the Newsletter regarding this, then I will be circulating an Adobe pdf version for comment to all members. I will add the warning from Alan regarding the wrong advert on the Front Page of the Rally Handbook to the Newsletter.

17. **Junior Liaison**

Chris has trophy for Junior attending most rallies – will advertise on website and Facebook to get Junior Passports in. He has the craft boxes. Passport template to be sorted out with Rachel Gowers (past Junior Liaison). Is looking into new ideas.

18. **Regional Meeting**

Notes from recent AGM. Saturday 6th January 2018 Regional Forum at Copdock. All committee have opportunity of attending. Meals are provided – free to committee small cost to any visitor they bring along – contact Chris or Garry for further information. A representative from Club will be attending to discuss implications of new GDPR. Garry and Chris attending – any questions can be raised through them. A rough process flowchart for rallies has been done. Costings of committee has been done with conclusion of £73,000 cost per committee with a £163,000 per year minimum wage. There is a photography consent form available via Box – Garry and Janet have access. The 2018 AGM for the CAMC will be held at York Racecourse. Re National it will open 4 p.m. on the Saturday. All receptions the same. Discussion over display stall from the Regions pending. Idea raised of BBQ competition. In April a "Question Time" event is planned, details to follow.

19. **Any Other Business**

19.1 **Natter and Chatter meeting** – as prior to next meeting following agreed:

Janet to have other Centres books available for members.

Janet to obtain Don Alcock Trophy for engraving with past winner.

Golden Peg award to remain. New recipient agreed.

Special plaques for 50th anniversary year shown by Chris. Agreed on design. Chris is able to personalise these – preorder only. He will put details on website and in Facebook. Cost £1, profit to be donated to Chairman's Charity.

Having looked at Attendance, committee agreed to drop qualification for a Fellowship Plaque from 15 to 12 rallies for 2017 – 2018 will be reviewed later next year. Proposed by CS, Seconded JFJ. List and details to be sent to Garry.

Although no Junior Committee as such, Chris will undertake the Junior Bacon Butty again, surplus for the Chairman's Charity.

Tea and coffee will be available for those attending as normal.

Garry to chair meeting.

- 19.2 **Plaques** – further discussion re request over Easter Plaques (under Correspondence). Decision taken that for 2018 all Bank Holiday, Holiday and the 50th Anniversary Rally/Special rallies, can order the larger plaques as normal – all other rallies to have a standard plaque. AD to contact marshals involved and advise of decision. Order forms and details of new supplier (Chris) will be in marshal packs and on website. UPDATE: Since the meeting this subject will be looked at again at the February committee meeting as there is no meeting in January.

Date of next meeting – Wednesday 14th February at 7.30 p.m.

Venue next meeting – Hintlesham Community Centre

Meeting closed at: 9.55 p.m.