

THE CARAVAN AND MOTORHOME CLUB – SUFFOLK CENTRE
MINUTES OF MEETING HELD AT HINTLESHAM
WEDNESDAY 13TH FEBRUARY 2019

The meeting was opened at 7.30 p.m. with Garry Pyett in the chair.

Present:

Chairman	Garry Pyett
Vice Chairman & Newsletter	Peter Wilson
Secretary & Attendance	Janet Dobson
Webmaster	Julian Fincham-Jacques
Rally Secretary & Advertising	Alan Dobson
Publicity	Melody Gosling
Centre Equipment	Ron King

1. Apologies for absence

Mark Terry – Treasurer
Chris Stammers – Competitions/Junior/National

2. Corrections to previous minutes

None.

3. Signing of previous minutes

Proposed: Peter Wilson
Seconded: Ron King

4. Matters Arising

Section 13 National Liaison: Follow up of information to Block Marshals at National Event. Understanding is that no information goes to the Anglia Region Block Marshal. For the Suffolk Block Marshal, they can provide a list from which it is confirmed whether a Suffolk member so they can be positioned in Suffolk lines. For the Sports Liaison came the sticking point. Further information such as email addresses for contact. Seemed vague if Club would provide those details with list of ralliers. From Regional discussion two avenues, Secretary identifies members and writes advising Sports contact, or emails provided to Sports Liaison with that person taking full responsibility for the data and any possible data breach. Even just printing a list that gets lost/mislaid is deemed a data breach. Janet felt some of the information from the Regional Forum contradicted other information received.

5. Chairman's Report

Garry reported he had chaired the Burns Supper Rally – well organised and traditional rally. 3 sets of new ralliers, one of which sent a message to the Club, passed to us, complimenting their welcome and the rally. Garry has responded to them and the marshals involved. Chaired Valentine rally – increased numbers this year, good meal, entertainment and a nice touch of a red rose for the ladies. Fun watching from side-lines of the “action” dances. Natter and Chatter saw increased numbers, full committee, and thanks to Chris, Amy and Lesley for providing bacon rolls. Don Alcock Trophy awarded to Tony and Karen Reed for the 3rd year running with 27 rallies attended. Golden Peg awarded to the team from the 50th Anniversary rally last year and the

David Totman Trophy for the Juniors went to Sarah Fincham-Jacques with 14 rallies attended. Well done to all. A total of 15 fellowship awards were given out.

Garry is waiting for a date from the EAAA to visit to present our annual Charity donation cheque. Covering for Rally Chairman was also discussed for several events.

6. Vice Chairman's Report

Nothing to report.

7. Other Rally Reports

Melody chaired First Rally of the Year at Saxtead and reported: This was a double first for the writer as it was my first time attending the 1st rally of the year and my first as a Rally Chair. I couldn't be more pleased to report that this rally proved to be a splendid start to the season, with a voucher of £10 included in your rally fee to spend against a meal in The Old Mill restaurant, the food was excellent and helped to make this weekend a very sociable event. Despite some chilly weather the atmosphere was kept light and friendly as the need to pitch the vans in the car park keeps the number to a limit of 10.

8. Treasurers Report

Mark emailed in his report as he was unable to attend the meeting.

Funds – end of January

Bank Account	6519.51
Un-presented Cheques	(3.00)
True Balance	6516.51
Caravan Club	5,500.00
Cash with Treasurer	70.51
Total	12087.02

Unpresented Cheques 50th Anniversary rally refund £3.00

Deposits for forthcoming rallies; £6710.00 for 2019 Thorpeness Holiday Rally

Fund Balances

Charity Fund of £1,710.54. Junior Crew £459.83. Special Fund £814.59

Charity Fund – Income: - 0

Income since December: - Rallies £981.21 (Saxtead, Burns and Thorpeness deposits), £512.50 (Marquis, Pauls Mobile, Resort De Arendshorst, Farnham and C&MC) Advertising, £27.58 interest on C&MC account.

Expenditure since December: - IdeasBarn £702.00, Website redesign, Hostings UK £73.39. Janet Dobson postage £250.00.

Q4 VAT 2018 C&MC: - £302.09

Rally Accounts: - nothing outstanding.

Defaulters: - 0

Since report Witter Towbars have made payment.

Also understood that annual accounts were done and had inadvertently been signed off and taken back to Auditors prior to the committee meeting. Garry to follow up with Mark.

9. Secretary's Report

9.1 **Membership** – Due to issue at Head Office with sending reports last one received had been 11th January. Delay in sending books to new and renewing members has been out of our control, understand issues are now affecting other Club IT. Members known going void were 14 for November 2018 and there are now 50 December 2018 members technically void unknown for renewal. Have emailed January renewals (68 in total), so far response will renew = 2, won't be = 5. Disappointing level of replies considering the number of messages sent but is not unusual.

9.2 Correspondence

9.2.1 Data Protection and Security.

Questionnaire received from the Club and completed re data we receive, how stored and used. Club is trying to identify the types of data collected, stored and processed and how they are protected.

9.2.2 Sutton Memorial Hall.

Email received from Treasurer that a further payment has been received in relation to site fees. Confirmation matter is now resolved.

9.2.3 Email from member.

Email received via Club offices from a first rallier who attended Burns Rally. Wanted to pass on that they felt welcomed, enjoyed the rally, and the work put into the rally by the marshals involved. Garry to contact member and marshals to thank them.

9.2.4 Email from North Essex Centre

Invitation received to provide teller for their AGM in October. Janet and Alan Dobson to attend.

9.3 Other

With Club now stating they will not reply to email addresses of a personal nature, Janet has opened one acceptable to the Club linked to the Secretary email via the website. Committee requested to only use secretary@suffolkcentre.co.uk when sending messages please.

Janet to approach Mid Anglia Centre to provide tellers for our AGM in October.

9.4 Attendance

For 2018 the only attendance sheet not received was that for Debenham Country Music Rally. Database prepared for the 2019 rallies. Saxtead Rally and Burns rally received. Could marshals please list as requested on form as Surname, First names in alphabetical order of surname.

10. Rally Secretary's Report

2020 Programme: Programme open and blank sheet sent to Julian for website. Early rallies carried over from end of 2019 book, few in for later in the year, two weekends held for AGM 2020 and two in for early 2021. Do need to encourage more members to come forward to marshal or co-marshal rallies. **Rally Marshal Rally** - Discussion this for 2020, left to put on agenda next month, to look for venues and suggestions.

2020 Handbook: Will collate information as it comes in. Hopefully rally entry information will come in as soon as available. Have some ideas on layout for next year, still in design stage. Looking at some suggestions raised at Anglia Region Meeting in January.

Correspondence:

Email received from Chris Sanderson giving me information about an app available to pinpoint an address. I can look up the actual entry to the site and it code words it which can go in the handbook. Members can either upload to phone or look online and by switching to map can see the actual site. Would like to record my thanks to Chris Sanderson. Site is "what3words.com" and will be incorporated into the handbook.

Message from Rally Sec Herts Centre re events run by Live Promotions who they deal with in having a camping area - sent list of venues for 2019 - seem to run around the Truck fest type of events. Too late for 2019 but a possible connection for 2020 to follow up - looks like similar lines of Henham Steam Event. **ALAN** – to follow up with Herts Centre for interest for 2020 book or possibility of invitation rally?

Printers: Nothing at this stage - would like to approach Flyerpress again for 2020 handbook.

Adverts: Have started initial approach – so far adverts for cover done, 3 confirmed in book. Same prices as before.

Alan to provide details of several rallies to advertise on the Anglia Region website.

11. Publicity

Melody has been working on updated Centre leaflet, work in progress, ideas given. Need web address to be confirmed, to approach Flyerpress for quote for printing.

Need more precise information on Region request for publicity for the marquee at the National for Centre advertising. Perhaps contact Marketing Department at Head Office?

12. Rally Equipment

The electric urns have been PAT tested, foc, understand now a 2-year warranty next due December 2020. Gas urns have been tested, hosepipes done in 2017 with a 5 year on these next due 2022 but an annual service should be done.

Quote for flags obtained but decided at this time not to proceed with purchase. Marshals must make sure Centre/Red Flags are flown to cover exemption certificate. Discussion over licensed/non-licensed sites. **UPDATE:** Under GLC's Flying the Centre Pennant – States Clubs identity must be prominently displayed in daylight hours by flying the official Club Centre pennant or sail flag. Does not say licensed sites are exempt.

Further equipment bags obtained via Chris. Third set of equipment has a damaged flag and bag – to check with Mark on old invoices for supplier details.

Peter brought some equipment no longer needed, agreed to dispose. List of previous year pointers will be going in the next newsletter.

13. Sports and National Liaison

Chris did not attend the meeting, no report received.

14. Webmaster

New website available for committee to view – still fine tuning. Classified section is a further upgrade and was discussed as several requests have come in. After discussion agreed to purchase before going live, Julian to approach developers. Emails on the current site will cease when this site is closed. Agreed to maintain this site behind the scenes at this time and to look at carrying on through Hosting to maintain the Suffolk email addresses. Still some fine tuning to be done, go live date hoped for to co-incide with newsletter early March.

15. Newsletter

Distribution was delayed from end January due to Club issues and the membership database not being up to date. Next edition hoped for early March. Garry to provide a Valentine rally report. Discussed content, agreed any member adverts remain within the website only. Janet to provide email address with member list for copy to go to the Region for their website.

16. Junior Liaison

Chris did not attend the meeting, no report received.

17. Regional Meeting

Meeting and Forum held Sunday 6th January 2019.

Three forums held in the afternoon covering Secretary, Publicity/Handbooks and Juniors.

Feedback received:

Garry: At meeting prior to Forum – Region prepared to cover the costs of masks for defibrillators should Centres want them in their equipment boxes. Region will have use of a marquee at the National as an information hub to promote Centres. Our publicity leaflet is underway. To identify members windscreen hangers will be available to enable Block Marshals to identify and direct to correct pitches. The Festival Rally announced by the Club has been picked up by 4 Centres across the country, 3 of which are in the Anglia Region.

Janet: Membership issues. Members saying the Club is telling them they are members when the nominal report does not have them listed. Updating on renewal. If members renew within the first 10 days of renewal month, they will still go void end month. Renewals should be done after the 10th the renewal month. Discussion over number of members versus actual ralliers. Void members – Club is not specific on non-renewal, just not a Centre renewal. Issue over emails to Club – they will not respond to a personal email address. Needs to be sorted out. All those present agreed membership labels are not required prior to AGM's. Waste of money – AGMs are advertised in handbooks/websites/newsletters and not used. Issues over accessing the BOX system, many having trouble. Access restricted to Chair and Secretary only. GDPR implications discussed, some disagreement on approach and handling of information. Committees to discuss and implement procedures (National event was discussed). Janet's overall feeling on the meeting/discussion – not very useful, contradiction of information.

Alan: Talked about a Regional Handbook with basics of all rallies from all Centres in brief detail, Region looking at implications of putting together (how and who) and actual costs. Other than that, nothing much came from it.

Juniors: Feedback was some discussion took place.

18. Any Other Business

The meeting for April will be held in the hut opposite the main Hall due to a mix up in bookings. This has been offered free of charge. Lighting and heating will be available. There is space for car parking outside.

Date of next meeting Wednesday 13th March 2019 at 7.30 p.m.

Venue next meeting – Hintlesham Community Centre

Meeting closed at: 10 p.m.

DISCLAIMER: All those mentioned in these minutes have given their permission for their data to be used.