

**THE CARAVAN AND MOTORHOME CLUB – SUFFOLK CENTRE  
DRAFT MINUTES OF MEETING HELD AT HINTLESHAM  
WEDNESDAY 9<sup>TH</sup> OCTOBER 2019**

The meeting was opened at 7.45 p.m. with Garry Pyett in the chair.

**Present:**

Chairman	Garry Pyett
Treasurer	Mark Terry
Secretary & Attendance	Janet Dobson
Rally Secretary & Advertising	Alan Dobson
Centre Equipment	Ron King
Competitions/Junior/National	Chris Stammers
Webmaster	Julian Fincham-Jacques
Vice Chairman	Position Vacant
Newsletter	Position Vacant

- 1. Apologies for Absence** – Melody Gosling (Publicity).
- 2. Corrections to Previous Minutes** – None noted.
- 3. Signing of previous minutes:** Proposer - Mark Terry and Seconder – Julian Fincham-Jacques.
- 4. Matters Arising** – none noted.
- 5. Chairman’s Report** – Garry reported he had chaired the Tangham rally which was a good rally as usual, even allowing for the storm and “light show” put on. There were a few issues, all resolved. Other than that, everything has been fairly quiet recently.
- 6. Vice Chairman’s Report** – Role now vacant. Peter has handed in any items under this role.
- 7. Other Rally Reports** - Mark Terry reported that the Henham rally went well as far as the Centre was concerned, not so on the “public” site area where there was a fire involving a trailer tent and almost new caravan. The trailer was burnt out and the van was a write off. Reinforces the Centres position of making sure spacing and access is correct at all times. There was a good turnout.

**8. Treasurers Report**

**Funds** – end of September

Bank Account	4819.91
Un-presented Cheques	(3.00)
True Balance	4822.91
Caravan Club	5,500.00
Cash with Treasurer	79.51

Total	10402.42
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Unpresented Cheques 50th Anniversary rally refund £3.00

### **Fund Balances**

Charity Fund of £775.35

Junior Crew £483.90

Special Fund £814.59

**Charity Fund – Income:** - £264.50

**Rally Accounts banked:** - Easter Trinity Park £556.00, Homestead Pie & Pint £52.60 and Henham Steam Rally £42.70

**Note:** - Thorpeness Accounts completed without using £350.00 from special fund. **£4100.00** still to be paid for rally field.

Q3 VAT to be paid now **£1592.33**

HSBC true balance after paying the above two amounts will be -£869.42.

Discussion took place over finances, looking ahead for bills to be paid and expected in, and it was agreed to call down £2500 from our Club deposit. It is hoped that some of this can be returned at a later date.

Julian had taken it on himself to start a small line in Centre equipment which has been favourably received by members, and he passed over the results of recent sales to Mark. Further items are going to be added to this, advertising will take place on the website.

Further economies have to take place and it was discussed seeing if members would help by delivering some of the rally books for instance, Janet to look up postcodes to where this would benefit most. We also have to look at the use of PDF more for new members, followed by receipt of a book on their first rally, Janet to look up actual numbers new members over period January to May and advise committee. Hardback rally handbooks will still be available for current members.

## **9. Secretary Report**

Janet firstly wanted to minute a thank you to Melody Gosling for taking the minutes for the September meeting in her absence.

**9.1. Membership** – as at Friday 4<sup>th</sup> October = 1164. Members going void for July were 73 and for August were 70.

**9.2. Correspondence** – Nothing received.

**9.3. Other – Nominations for 2020 committee.** Nominations closed on Sunday 6<sup>th</sup> October.

Nominations received are:

**Chairman:** Garry Pyett.

**Vice Chairman:** Julian Fincham-Jacques

**Treasurer:** Mark Terry

**Secretary:** Janet Dobson

**Committee:** Ron King, Julian Fincham-Jacques, Melody Gosling, Alan Dobson, Chris Stammers and Peter Wilson.

**9.4. AGM MEETING** – Have got all reports in. Got last year's accounts. Last year 92 members signed in, as yet 2 apologies. Query number of packs to print? – Janet to order same as last year. Flowers to be bought for presentation to tellers. Club has provided print out list of members for signing in, some queries being investigated. Will need someone to cover the front cover entries and will need tellers for signing in – 6 in total. Do we use 2019 photos? – answer is yes. Tea/coffee will be available at meeting, Facebook to be updated to remind members to bring own mugs.

**9.5. POSTAGE HANDBOOKS** – Discussion over purchasing envelopes for despatch – Janet to order the cheapest option, with smallest number at present time. To ask at AGM if any members willing to take on hand delivery in their area of any books.

**9.6. ATTENDANCE** – Some lists still to be processed. As at Friday 4<sup>th</sup> October a total of 221 members have rallied at least once.

**9.7. INSURANCE ON RALLIES** – Following a couple of incidents recently advice was sought. Answer is that the landowner is covered by Club insurance for damage any rallier does to their property. For members, they rally at their own risk both for themselves/family and any of their equipment/units, taking their own personal decision as to whether to join in any activity on a rally. Marshals have access to a Risk Assessment Form which should be completed if necessary. Consideration to place this in Marshal Packs for the future.

## **10. Rally Secretary Report**

**10.1. Programme:** So far 38 rallies listed with a few meetings (no rally). Spalding holiday rally to sort out marshals – Garry Pyett has come forward to run this, he has also offered to take on the "Whiskey" rally in Norfolk. Regional AGM now in September with Charity event being run in November for Children in Need. This is via the Anglia Region with Janice Kent running it in Suffolk programme. Some "regulars" not yet in. Mark advised he would not be available to run Henham Rally for 2020, Ron King offered to take this on, date agreed, to go in programme. Chris updated on his proposed rallies. Valentine Rally 2020 and 2021 will be taken on by Melody Gosling with Mark Terry.

**10.2 Printers:** Will liaise with printers for getting proof copy and then dates for printing. Hope to have all to them by mid to late November

**10.3 Handbook:** Underway, waiting outstanding hard copy from marshals.

**10.4 Booking of Rallies:** Working through information from Club re Privacy Policy and Terms and Conditions. Have drawn up change to rules and information page, plus a separate insert to fill part of page, to be put front handbook. Requested committee approval – after discussion this was agreed.

**10.5 Adverts:** Contacted several new ones, some followed up but no further, some never answered at all. Couple regular ones have dropped out, addition one new and one taking 2 advert spaces. Income looks good so far.

**10.6 AGM.** Have supplied report to Secretary for paperwork. Will leave printing rally list to last minute to capture any changes.

Due to issues with the Newmarket venue, which was almost lost, it would be made clear that dogs cannot be exercised on site nor allowed off leads and members will be asked not to fly flags nor have outside lights set to flash. Groups now booking this venue will be under no dogs allowed ruling, understand we are only one of two groups allowed to bring dogs now.

**11. Publicity** – No report sent.

**12. Rally Equipment** – Ron reported he is monitoring equipment as it comes back in. Thanks to Chris for the extra urn which has now been checked. There was no discussion recorded in September re the talked about hi-vis vests and the banners. Due to finances it was offered by Julian to supply some FOC and Chris would arrange to get SCCC wording attached and see how things go before the expense of printed ones. With regard to the popup banners it was agreed to put this on the agenda next February to see how finances worked out. Mark Terry to approach Club if any promotional material grants are available. Ron to also approach other suppliers for further quotes.

**13. Sports and National Liaison** – Chris reported price increase for the National next year, bookings not yet open, may be in November? Some outline of siting is coming through.

**14. Webmaster** – Julian reported that the website is now stabilised and feedback from members has been extremely positive. Discussed re adding a new tab to enable all adverts to go on the website, felt good idea. Julian has also started doing “Events” on our Facebook site to promote rallies. Initial responses are good, may be another way forward in getting members more involved.

**15. Newsletter** – Role now suspended until after AGM.

**16. Junior Liaison** – No report given

**17. Regional Meeting** - Chris understood Region (Greg) was emailing to ask for 4 rallies from each Centre for a proposed flyer – Alan said he had not received anything as yet. 2020 AGM confirmed to be moving to September with a Children in Need Rally at Hallowtree in November run by Suffolk via Janice Kent. Question Time event in April – Alan has received most of the details of this.

#### **18. Any Other Business**

Garry thanked those submitting nomination forms for next year’s committee.

Peter Wilson has submitted a committee nomination, unsure of what role he can undertake, but wishes to continue in some capacity.

Discussed as to whether to have the newsletter just going into the website instead of emailing it out. Felt this may be an option, Julian offered his help with this.

For short meeting of committee after AGM Julian gave his apologies that he was unable to confirm if he would be able to attend the AGM meeting itself.

**Date of brief meeting following AGM** – Sunday 20<sup>th</sup> October at Trinity Park

**Date of next full meeting** – Wednesday 13<sup>th</sup> November at 7.30 p.m.

Alan indicated he had other commitments on this date which will probably involve Janet as well so to possibly look at moving the meeting?

**Venue** – Hintlesham Community Centre

This meeting closed at: 10.25 p.m.

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