

**THE CARAVAN AND MOTORHOME CLUB - SUFFOLK CENTRE**  
**REPORT FOR APRIL 2020**  
**Finalised 16<sup>th</sup> April 2020**

Due to continuing exceptional circumstances, and with Club advice, all meetings face to face have been suspended. Information below is that received by the Centre Secretary to report to members for April 2020.

**Participating were:**

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

**1. Apologies for Absence** - not applicable.

**2. Corrections to Previous Report** - none recorded.

**3. Signing of March Report:** Proposer - Melody Gosling and Seconder - Mark Terry

The February minutes have been agreed by Garry Pyett after committee consultation. To be published on website.

The March report was prepared by email correspondence as the meeting had been cancelled due to low numbers and current virus circumstances. After committee were consulted, it was taken as accepted by Garry Pyett - to be published on website.

This April report has been agreed for publication by Committee.

**4. Matters Arising -**

9.2. Notice placed on website for members. Updated as and when further information comes through.

**5. Chairman's Report** - I will start my report with a message. I would like to place on record my thanks to the committee, especially Janet, for working tirelessly in the background to establish and gain the information, and then to ensure the marshals have the information and also to pass on to everyone the relevant information on how COVID 19 is effecting our Centre activities. Sadly, whilst my duties are not on the rally field at the moment, we are, and continue to be, all working hard to ensure your safety. If we all stay at home as directed (except key workers), we can beat this and then be back enjoying our leisure activities. Above all Stay Safe. Connie & I sincerely hope each and every one of you will be well, and look forward to meeting up again when circumstances allow.

My last rally was at Chelmsford Race Course for the North Essex centre Pre-season Dinner Dance, enjoyable but a lot of rumours around and then next day, it all kicked off, so Connie & myself set ourselves in self-isolation, especially as we are in the 'at risk' category.

**6. Vice Chairman's Report** - Nothing to report.

**7. Other Rally Reports** - not applicable.

## 8. Treasurers Report

Funds – end of March

Bank Account	10737.17
Rally Deposits Held	(9165.00)
VAT QTD	(685.10)
Charity Fund	(104.00)
True Balance	783.07
Caravan Club	3,000.00
Cash with Treasurer	18.44
Total	3801.51

### Fund Balances

Junior Crew £513.40

Special Fund £814.59

Charity Fund – Income: - Nil.

**Rally Accounts Gain or loss:** - Valentines Rally £24.77

A question was raised about the Centres finances over the coming months if the cancellation of rallies has to continue.

Mark advised that the accounts for 2019 have now been signed and forwarded to Club Head Office and the Centre Grant was received on 25<sup>th</sup> March.

## 9. Secretary Report

**9.1. Membership** - as at Friday 3<sup>rd</sup> April is 1058 + 86 March outstanding (4 known not renewing). February members gone void were 49.

With regard to book preference as at 3<sup>rd</sup> April numbers were: PDF x 474, Books x 169, 6 not renewing, 495 still to reply. Further suggestion from a member to possibly charge nominal amount if members want a book, and for those who do not reply to be told if they don't give a preference that a PDF copy will be sent to them. Janet felt that the latter suggestion may be appropriate for later in the year, possibly before the AGM, depending on members not renewing, not answering and with a possible financial consideration as we have lost almost half a year's rallies to date. **OUTCOME: Committee consulted on this suggestion and comments were: We should not go down road of any charges at this time. Majority agreed to email by end Sept/beg October giving them up to AGM to reply - no reply means a PDF book will be sent. It was regretted that circumstances have forced our hand on this one. Members still to reply are also those still to renew so numbers may not be so great as months continue if members do not renew. Janet to update committee at September meeting prior to any emails.**

## 9.2. Correspondence as received:

a. **21 February 2020.** National Park Rally Programme for 2021. Requests to run rallies in the UK National Parks - forms to be completed and returned by 8<sup>th</sup> June 2020.

b. **3 March 2020.** Email from Governance with information re Coronavirus. Advice business as normal, no known effect on rallies at this time.

c. **11 March 2020.** Transfer of weekly and monthly Centre membership reports from emails to online Club system to start week commencing 23 March. Updates to membership are normally received every Friday. Will only be provided in Excel format, the PDF format to cease.

**OUTCOME:** Reports started Friday 27<sup>th</sup> March, small weekly report - with some fiddling about can produce paperwork to work with. 3<sup>rd</sup> April larger report with listing of void members due.

d. **17 March 2020.** Email from Governance with information on Coronavirus. Club sites remain open - decision to cancel or postpone Centre rallies to fall onto Centre committees.

**OUTCOME:** Decision taken to cancel those rallies up to the first weekend in June - The Lawns Holiday Rally. Committee meetings for April and May to be cancelled - email version to continue. Website to be updated as and when needed. Marshals to be emailed to update them on situation. To be closely monitored.

e. **22 March 2020.** All Club sites and CL's closed with immediate effect until 30<sup>th</sup> June. Updates on what Centres should do not yet received.

f. **23 March 2020.** Notification from Head Office that along with sites all rallies need to be cancelled up to 30 June 2020. Alan to liaise with Rally Marshals.

g. **27 March 2020.** Notification received updating Warner Events calendar for the Motorhome and Campervan shows. Passed round committee, possibly for website.

h. **31 March 2020.** Email from Club with Vol.1 of the Club newsletter for Centre committees. In email also told that the Club will be using the Job Retention Scheme as laid out by Government and being rolled out to a lot of the staff from 1 April 2020. Items to be looked at in newsletter for committee are:

Social Media Champions now arranged; Centres should look at their Facebook group. As we do not have an official FB group- closed to members only - committee to decide how to proceed.

**OUTCOME:** Issues raised were: Do we need one - answer was yes. Need to contact admins of Friends of SC site. Need to contact members. Need admins. Janet offered as Secretary to be one as she holds the membership database and can also email members letting them know. Important both sites run alongside and complement each other and we can also get information passed onto the Club.

Decision made to contact our current FB site admin, open a FB account we can link with the club (Centre members only), admins to be Secretary (whoever in post) and at least one other (Julian has offered to be 2<sup>nd</sup> admin). Email members advising this site will be opened and put up on website. Name required - standard would appear to be: Suffolk Centre, Caravan and Motorhome Club. Open to SC members only - Secretary to both confirm application to join and to delete when member leave the Centre. To advise Club and Region of this being available. Garry has subsequently contacted Trevor and agreed this will be advertised on the Friends Page, both pages to complement each other. Site to be opened, got ready, members, Anglia Region and Club to be contacted.

Reminder to committee to use only Club Centre generic emails and not personal ones for Centre business. Clarification on rally books that they may be sold or given to Club members, whether a Centre member or not, we will not be breaching GDPR rules.

**9.3. Other** - In line with Club instructions all face to face committee meetings have been cancelled at Hintlesham Community Centre up to July 2020. Monthly reports will be drawn up and published on website as soon as agreed. The monthly wait between minutes being drawn up and accepted has been suspended until further notice so we can advise members earlier than normal.

**9.4. Attendance** - Up to date.

## **10. Rally Secretary Report**

**10.1. 2020 Programme** - Mother's Day at Sutton Rally was cancelled due to various circumstances. Hall committee were very understanding and it was agreed to request the hall deposit to be returned at this time - venue will still be available in the future for the Centre.

Following Club information committee have subsequently taken the decision that all rallies up to and including the Lawns Holiday Rally at the beginning of June will be cancelled. This is along the same lines as other Anglia Region Centres and others across the country. After further instruction 22<sup>nd</sup> March all rallies cancelled until end of June 2020.

**10.2. 2021 Programme** - Having to cancel for 2020 good news confirmed entries for Peewit, Felixstowe - Tangham - Meare at Thorpeness.

**10.3. Handbook** - Some ideas being thought through. Some slimming down of the book may be appropriate in the circumstances to reduce size, cost and postage if possible. Actual production may need to be altered - from bound to stapled - will also be advert dependant. Alan to monitor as rest of year goes on and obtain quotes.

**10.4. Printers** - Nothing to report.

**10.5. Adverts** - Will look at contacting advertisers - some may not be in a position to advertise next year.

**11. Publicity** - Melody reported that she has put on hold contacting dealers as it will prove difficult to co-ordinate attendance and dates. She reported that photographs and articles on the receipt of the Hi-Viz vests and Valentine Rally had been sent to the Club magazine. Receipt confirmed, watch this space if printed.

Alan noted April edition magazine is out - obviously printed too early for this plus also out of date re events now cancelled.

**12. Rally Equipment** - Ron reported that the Dermic Trophy for Bowls had been returned by Trevor Smith. Sadly, not able to be used at Sutton Mother's Day rally, and after committee consultation, this will now be held under Centre equipment by committee. It is hoped to run a competition at the next opportunity.

**13. Sports and National Liaison** - The National event for May 2020 has been cancelled, along with the Scottish Caravan Club National.

**14. Webmaster** - Julian reported that regular updates regarding Covid-19 are being added to keep members informed of the current situation and the effect on the club. There have been reported issues with the Centre email addresses – thought resolved but will monitor.

**15. Newsletter** - Peter reported that he was going to put together a newsletter for May. Requested that all committee put in something against their roles so members can see what is going on behind the scenes. Perhaps things needed looking forward. Please send something as soon as possible.

**16. Junior Liaison** - Nothing to report.

**17. Regional Meeting** - Report from Garry - With several communications from the Regional Chairman and Secretary, I have been advised that Question Time has been cancelled and hopefully re-arranged for next year. All the other centres have cancelled rallies and events in line with our centre, and the latest directive from CAMC (23 March 2020) is now no events until after the 30<sup>th</sup> June.

**18. Any Other Business** - None noted.

**Date of next meeting** - All face to face meetings cancelled up to end June 2020. Committee will continue with a monthly report at the beginning of each month to keep members advised. Next report due beginning of May.

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