

THE CARAVAN AND MOTORHOME CLUB - SUFFOLK CENTRE
REPORT FOR AUGUST 2020
23rd August 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 August 2020. This is an extra report this year due to the ongoing pandemic.

Participating were:

Chairman & Regional Rep.	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 & Regional Rep.	Peter Wilson

1. Apologies for Absence - not applicable.

2. Corrections to Previous Report - None were noted.

3. Signing of July Report:

The July report was prepared by email correspondence as meetings remain cancelled due to the current virus circumstances. After committee were consulted, it was taken as accepted by Garry Pyett and was to be published on website.

4. Matters Arising - None noted.

5. Chairman's Report - Again another short report as no rallies happening, we don't normally have a committee meeting in August, but thought in these unusual circumstances we would hold a virtual meeting to assure members that we are working hard in the background, trying to make sense of the information from governance at CAMC, we have put what information we have on to the website, the logistics for the AGM are still work in progress, assuming it will be allowed to take place, some of this may be covered further in the minutes, but above all please take care and stay safe.

6. Vice Chairman's Report - Julian reported he was looking forward to welcoming the new members of the Centre on the rally field next year.

7. Other Rally Reports - Not applicable.

8. Treasurers Report - Mark reported that there had not been much change on the figures presented for July. A few more refunds on money paid for Thorpeness Rally had been made. Full details of accounts will be made in the September minutes.

9. Secretary Report

9.1. Membership -

Janet reported that membership at Friday 31st July was 1,214 and those going void from June were 56 members. From figure of 1,214 there are 84 July members still to renew membership.

Janet is still canvassing members who have had books in the past for their choice of book or PDF and current figures stand, on 31st July, at 190 still to reply, 2 to follow up, 738 by emailed PDF and 201 to post.

Janet also did a tally of totally new members for March through to August.

All March = 27, All April = 11, All May = 39, All June = 97, All July = 157, to 14th August = 68.

9.2. Correspondence as received:

a. Email from Club 20th July 2020. Initial email advising that rallies can re-commence from 7th August **BUT** with very strict guidelines that will be sent out to Centres on 21st July. Centres are to then look at these, decide if a rally can meet the requirements, if so, complete the risk assessment form supplied by the Club, to be with the Club **NO LATER** than 7 full days before the rally commences for their review.

b. Email from Club 21st July 2020. Reduction in VAT. Club has advised that the reduction of VAT from 20% to 5%, running to 12th January 2021 will be applicable to Centre rallies as follows. 5% to be applied to pitch/rally fee (if not already including VAT) and any food served on the rally. The standard rate of 20% will **still apply** to charges for rally plaques, administration fee, and sales of other merchandise.

c. Email from Club 21st July 2020. Email explaining exactly what is required of a Centre before proceeding with rallies. All requirements fully explained, attached was updated Covid Secure Guidance for rallies and a Word and PDF copy of the Club's Risk Assessment Form. Opportunity for one nominated Committee member to join a Zoom question session time on 23rd July.

d. Email from Club 23rd July 2020. Queries were sent to the Club over the email 21st July expressing severe concerns. A Zoom Q&A document had been put together and Centres received email, Q&A form, Risk Assessment Forms and instructions going ahead. Committee is still not happy with the outcome - Garry has approached the Anglia Region Chairman. As soon as committee had had a chance to look at these, they were all posted onto the Centre website for members to see, along with a statement from Committee. The implications will involve rallies for rest of year and 2021. Marshals to be responsible for Risk Assessing their own rallies, forms to be at the Club no later than 7 calendar days before the start of the rally. Rally Secretary and Treasurer will need to be involved when issuing Rally Marshals paperwork for next year.

e. Email from Club 30th July 2020. For Centres wanting to run rallies in the UK National Parks during 2021, the necessary completed forms must be with the Club by Friday 4th September at the latest. Extended deadline due to the current Coronavirus pandemic. Forms available from Centre Rally Secretary or Secretary.

f. Email from Club 31st July 2020. Updates on rallies and Covid following Government changes with local lockdowns. Advice on areas. Posted into both Facebook Groups as it might help members travelling to these regions.

g. Email from Club 4th August 2020. Guidance received to help with running of AGMs. A Q&A sheet will be sent depending on number of queries raised by Centres. Passed round committee. Questioned Club on spacing and publishing of minutes. Answer received and sent round committee. Discussion on way forward ongoing.

h. Email from Club 5th August 2020. Email from Club on the Risk Assessments following feedback from Centres. Details giving the Clubs position on this and what is required from Centres, as volunteers, in the running of rallies. Email copied into a

document to go onto website. Notification of this document to be put into both Centre Facebook Groups.

i. Email from Club 10th August 2020. Update in relation to rallies in Wales. They are now a permitted event; however, the Welsh Government has restricted the number to only 30 people on the rally.

j. Email from Club 11th August 2020. Update on AGM protocol as a business event. Passed to committee, various suggestions on running this. At present time business meetings and events over 30 people should not take place. From 1st October expected events of all types will be allowed subject to compliance with guidelines at the time.

k. Information from Club 11th August 2020. Further update document for Covid Secure Guidance for rallies, supersedes all previous documents.

l. Email from Club 11th August 2020. Information supplied on how to run a Virtual AGM meeting. Passed round committee.

m. Email from Club 14th August 2020 on VAT and Rallies. Further update to the information regarding VAT reduction and rally prices. Passed to committee.

9.3. Other -

a. Janet reported there had been some comments which she felt did not put the Committee in a good light to members, and some of the comments were incorrect. Despite trying to answer and offer explanations it appeared this was not really accepted. Janet was not able to reply personally and she felt that in future Committee should refrain from any answers on social media, and just point members to contacting Committee by email or letter. Janet said she will still endeavour to update committee/website/Facebook when needed so members had access to complete information.

c. With regard to the Committee operated Facebook Group, there is a steady trickle of new members, those not renewing their Centre membership are deleted when the Club informs of non-renewal. Membership as at 31st July stands at 125.

9.5. A.G.M. - Information received from the Club on the way forward to organise this meeting. Club requests we hold this meeting if at all possible. Chris has indicated that Trinity Park will not commit itself to the rooms being available. Other suggestion of another facility on site? Janet advised that we will have to communicate to all members, via email or letter, of any changes and with the current situation felt that asking members to “book” or “indicate attendance” then booking in would be quicker with less risk, we would know rough numbers to estimate hall capacity, we cannot provide normal paperwork so copies can be emailed before the meeting. Other aspects of running the meeting can be met Covid secure. Major issue will obviously be the hall itself.

Another possibility is to move the AGM to early November and invite Anglia Region to look at holding their meeting the same weekend at Trinity (if they are able to accommodate the event). Both rallies could be run (siting only) and it may give members the chance to attend a meeting they don't normally. Janet felt that preference to Suffolk members should be given for our AGM if hall numbers are limited though. Chris to follow up with Trinity Park and Garry to contact those at Anglia Region committee.

Various suggestions for contactless checking in - hard to find anything that corresponds with the way we get the information from the Club other than pre-booking/indicating attendance.

9.5. Attendance - Not applicable

10. Rally Secretary Report

10.1. 2020 Programme - Fowlmere Village Hall Rally cancelled. Anglia Region AGM Rally - school cancelled booking, date moving to November if possible. Risk Assessment and protocols received for rallies from restart date of 7th August 2020. Following recent further questioning by Centres to the Club, 23rd July email received with further instructions. Southwold Rally in October still hoping to run, school has confirmed booking is still accepted. Understand Norfolk Centre Kessingland rally is still on.

10.2. 2021 Programme -. Marshals for 2021 will have to complete the required Club Risk Assessment form and Covid sheet. Assessment for Centre use, Marshal to retain copy for the rally (plus copy to Secretary) and the Covid sheet to be sent to the Club no later than 7 working days before the start date. This to be incorporated in the Rally Marshal paperwork packs - Rally Secretary role to assist? Total rallies in the programme are: for 2021 = 19 and for 2022 = 3. Do we have an actual date for the AGM 2021 to list?

10.3. Handbook - No further progress as no further rally entries.

10.4. Printers - Have emailed FlyerPress for a quotation, explaining the circumstance of less books for 2021. Quote received of £658 for 400 copies and £727 for 450 (this is going on approximate figures from Janet for known to post and possible to post). This is on the same basis as the 2020 book but I have explained to them we may need less pages depending on advertisers and rally entries.

10.5. Adverts - A few more replies following a second email. Possible several may not be in a position to advertise for 2021. As at 12 August we have 1 advertiser declined for next year, 5 still to reply, 10 agreed to advertise. Unknown advert re National Event as they have no further information to disclose

11. Publicity - No report.

12. Rally Equipment -. Situation hasn't changed, nothing to report from Ron.

13. Sports and National Liaison - Nothing to report to members

14. Webmaster - Nothing really to report, site updated as and when information comes in.

15. Newsletter - Peter asked if the committee wanted a newsletter started for September publication. Agreed good idea, especially if we have information on the AGM to get to members.

16. Junior Liaison - Nothing to report to members

17. Regional Meeting - No meetings have as yet been held.

18. Any Other Business - None to minute.

Date of next meeting - All face to face meetings cancelled. Committee will continue with a monthly report at around normal meeting date of each month to keep members advised until normal meetings are resumed.

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