

THE CARAVAN AND MOTORHOME CLUB - SUFFOLK CENTRE

REPORT FOR MARCH 2021

Finalised - 11th March 2021

With current restrictions no face-to-face meeting could be held so report drawn up on email correspondence once again.

Participating were:

Chairman & Regional Rep.	Garry Pyett
Vice Chairman & Webmaster	Julian Fincham-Jacques
Treasurer	Paul Wade
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
Committee	Mark Terry

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

2. **Corrections to Previous Report** - Nothing noted.

3. **Signing of February report:** A report was drawn up for February to detail where the Centre was at this stage with restrictions still in place.

4. **Matters Arising -**

9.3.b. **Year Pointers** - Have these been ordered?

18. **Any Other Business.** Agreement reached with Karl Moles. He is offering a % of the sales he makes to Centre members as a donation towards Centre funds which will be given at the October AGM 2021. Sales are via his website until rallies start again and he will deal with any sales on the rally field after that.

5. **Chairman's Report** - Whilst we have a light at the end of the tunnel, and a roadmap back to some sort of normality, I feel for the amount of work that marshals have put into rallies that sadly have had to be cancelled, and the uncertain conditions for rallies still in the pipeline, with restrictions, but when we just get a chance to meet again it will be really good, I also want to put on record my thanks to Janet for all she is doing and the committee for hanging in there, please stay safe and well.

6. **Vice Chairman's Report** - Julian had nothing to report for this month.

7. **Other Rally Reports** - No rallies held.

b. Downloaded to Box by Club - Updated edition of the Risk Assessment and COVID-19 Risk Assessment form. Passed to committee to discuss on points raised. Club informs that the Risk Assessment side should continue to be completed after restrictions have been lifted. A copy should be made available to Governance at least 7 days before a rally is due while restrictions apply. A copy should be held by the marshal for the site owner and one emailed or sent to the Centre Secretary to be held on file in case of queries.

c. Email 5th March 2021 from Club - Every year the Centre uploads rally information to the Club for the normally printed Centre Rally Leaflet - this year on their website - and they did a review from information from each Centre to see if it could be streamlined to work better. Various suggestions seem to have been made, some taken onboard, The Rally Secretary is the usual one responsible and details of findings were passed round committee.

d. Email 11th March 2021 from Club - Email highlighting important points about keeping and using members data appropriately. Members can be assured that their information (which is received from the Club) is stored in a secure location and 99% of the time only seen by the Centre Secretary. Committee and rally marshals may request member details to contact them on Centre business only - i.e., Chairman to contact a member, Rally Marshal unable to read contact details correctly and needs to contact the member. We do not pass information to any third party nor to contact members under what could be deemed social.

9.3. Other - Handbooks. Janet reported that all members had now been issued with the programme by either posted book or emailed copy. As at Thursday 4th March we had 1,359 members - 95 of this number since 1st January 2021 - and the breakdown was as follows: 272 books posted, 1,083 sent by email, and 4 showing nothing sent (advised non-renewal). With the odd hiccup along the way it had worked well but Janet felt committee should keep in mind possibly asking for postage costs for the 2022 book (at current costs this has been £440 approx.) or to look at a PDF book only for the website and reducing costs further for those posted by preparing a smaller "in house booklet" that could be printed more cheaply and postage would be greatly reduced. By doing the main PDF for website only we could still ask our Advertisers but at a far reduced cost - perhaps to just cover the website even. Janet felt we are still in choppy waters with the rest of the year and income. With a more precise number now of books left, Janet suggested that some be offered to members on first come first served basis for £2 to cover postage.

9.4. Attendance - List has been made ready in the database for recording purposes.

10. Rally Secretary Report

10.1. 2022 Programme - List of dates is available. A few have come through to reserve dates, still early days.

10.2 Rally Marshal Information Packs - The paperwork has been issued to marshals and the updated Assessment Forms will be sent in due course. Several rallies fall into the full assessment being needed if the 21st June date is confirmed. Rest fall outside other than for the assessment side still to be completed.

11. Publicity - Melody had nothing to report as yet, waiting on dealers re-opening.

12. Rally Equipment - Ron had nothing to report.

13. Sports and National Liaison - Nothing reported

14. Webmaster - Julian reported that the website was being kept up to date, recent addition of the latest Newsletter and Facebook entry that a March edition was available.

15. Newsletter - Peter reported - The March edition of the Centre Newsletter has been published on the Centre Website and noted on the Centre Facebook pages. Can I thank all the Committee for their input, otherwise it would have been a Jokeletter, rather than a Newsletter.

16. Junior Liaison - Nothing reported

17. Regional Meeting - Nothing to report from Peter or Garry.

18. Committee - Mark had nothing to report for this month.

18. Any Other Business - Nothing was put forward.

Date of next meeting - The next scheduled meeting is at Hintlesham Village Hall on Wednesday 14th April at 7.30 p.m. It is hoped to re-commence face to face meetings, depending on dates confirmed by the Government and advice from the Club.

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