

**THE CARAVAN AND MOTORHOME CLUB - SUFFOLK CENTRE
COMMITTEE MINUTES
MEETING HELD AT HINTLESHAM 6TH OCTOBER 2021**

Attending were:

Chairman & Regional Rep.	Garry Pyett
Secretary & Attendance	Janet Dobson
Centre Equipment	Ron King
Publicity	Melody Gosling
Committee	Mark Terry

Meeting opened by Garry Pyett at 7.40 p.m.

- 1. Apologies for Absence** - Peter Wilson, Alan Dobson, Paul Wade, Julian Fincham-Jacques
- 2. Corrections to Previous Report** - None noted
- 3. Signing of September minutes:** These were agreed and signed by Garry Pyett

4. Matters Arising -

9.3 Other - AGM & Nominations. In paragraph 5 Peter Wilson advised committee he was not standing for election for 2022 as he has now moved and has sold their caravan. It was decided to look into any way Peter could still assist, but the Club has advised that to be a committee member you must be a Club & Centre member - non-members cannot assist. Peter advised. UPDATE: Since passing on the information, Peter has put in a nomination for the 2022 committee.

- 5. Chairman's Report** - Garry reported: I attended the Regional rally in Chelmsford, only 13 vans attended so it was a scaled down affair, with a fish & chip supper in place of a 3-course meal, the AGM is covered in the region report.

I attended the Peewit rally in Felixstowe which had been rescheduled, (nearly missed it as it took us 7 hours to travel home from the Yorkshire Dales, with traffic problems, passing home on the way!) a good rally with sunshine, unfortunately Karen couldn't make it as she was very unwell, so Ron King stepped in to assist.

I also attended the Tangham rally, always a popular venue, with Karen not fully recovered, Ron went and fetched Karen & Tony and their van so they could be on the rally as a marshal and also took them home again, well done and thanks Ron, bad weather most of Saturday caused flag to be cancelled so we reconvened 10.30 on Sunday, where I was pleased to be able to present 2 x 1st rally plaques and welcome 2 sets of new ralliers on my penultimate rally as the rally chairman.

I have booked onto the Children in Need rally in November and cancer treatment permitting I will be there.

I end my last committee report as your Chairman, and I wish to put on record my sincere thanks to the other officers and committee for your support over the last 4 years and I am very pleased that we finally got sufficient officers to keep this centre going forward, I was concerned that the centre would be in a difficult situation and really did not want that to happen at the end of my watch, so I pass on my thanks to all those who have placed nominations in to keep our centre alive.

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

7. **Other Rally Reports** - None.

8. **Treasurers Report** - Paul sent in the financial report. He also reported that following the VAT return for the 3rd Quarter, the Centre should be in line for a refund of £221.

Funds at 30th September 2021:

Bank Account	4,179.26
Rally Deposits held	0.00
VAT	217.11
Charity Fund	-543.75
TRUE BALANCE	3,852.62
Deposited with CAMC	3,000.00
Cash with Treasurer	30.54
TOTAL	6,883.16

FUND BALANCES

Junior Crew	513.40
Special Fund	814.59

9. Secretary Report

9.1. Membership - Janet reported that membership as at Friday 1st October was 1,466. Members from August renewal that went void totalled 125 and members still to renew for September is 90. Looking ahead for programme despatch, Janet advised: 78 to renew in October, 41 in November, 112 in December and 82 in January. On current membership there are approx. 1,209 members to email and 254 down for posted handbooks. Janet requested committee agreement that due to the 5-week delay before members become "void", that there are a lot that come off the list from November to January period, that she uses own judgement in posting and emailing for those in that period prior to them renewing membership. The Club is also imminent in advising Centres if postage labels will continue (following a vote amongst Centre Secretaries) which will cause a great deal of work if envelopes have to be handwritten. The Club has made it more than obvious their desire to see Centres become more digital and not print handbooks.

After discussion it was agreed that books should be issued on a known member/renewing basis by the Secretary.

9.2. Correspondence as received:

a. 13th September 2021 Email from Club. Information from Club updating on the change in VAT rate on certain aspects of the rally accounting from 5% to 12.5%. Passed to Paul Wade, Treasurer.

9.3. Other -

a. AGM & Nominations - The following nominations have been received:

Chairman	Ron King
Secretary	Janet Dobson
Treasurer	Paul Wade

Vice Chairman (1 Role)	Julian Fincham-Jacques and Melody Gosling
Committee	Julian Fincham-Jacques, Melody Gosling, Peter Wilson, Alan Dobson, Chris Stammers, Karl Moles, Sarah Aldis, Alison Stammers and Graham Gosling

Janet discussed proposals she would like for the meeting:

- a. Hand sanitizer will be available on entry and members to be asked to wear a face mask while moving around the hall.
 - b. Hall to be checked re ventilation and what their requirements are. Ron believed that any ventilation would be off and doors/windows opened for ventilation where possible.
 - c. With a vote for Vice Chairman there will be a slight change to normal to minimise paper handling with a "polling booth" style arrangements so members vote after signing in and before sitting down. Tellers are aware and will be given hand sanitizer/gloves if they wish.
 - d. The normal report available on entry will be put up on the website and where possible members emailed and asked to download and bring with them. Minimal to be printed to avoid unnecessary cost. Agreed to print 30 copies - where necessary one to be handed out per membership registration.
 - e. Signing in will be different as the Club no longer supplies in printed format. The list has been sent in Excel and has had to be gone through and Janet will have to print off these copies. After discussion it was agreed that those signing in will cross off in marker pen those attending after sight of a valid membership card.
 - f. Ron asked about the normal tea/coffee provided - to avoid unnecessary hall movement, transmission risk and clearing up afterwards this will not be available. Janet to add to email advising members to bring own refreshments (water etc.) with them.
- b. Centre Accounts.** Janet reported that Paul had sent her a copy of the accounts to be held as a backup. Janet has opened a specific folder for this in the Centre's secure hard drive, and this will be updated as needed.

9.4. Attendance - Lists are being picked up. Several still to go through onto the database.

10. Rally Secretary Report

10.1. 2022 Programme - 21 in list for 2022 and 3 for 2023. Cliff Top, Thorpeness has gone in the programme again. Alan advised that the list for accepting rallies will close 7 days after the AGM on Sunday 24th October. Some entries for those already in the book are still outstanding.

10.2. Handbook - some further work done, not as advanced as last year.

10.3. Printers - are committee happy to continue with Flyerpress quote. Alan will work with Janet in actual numbers that will be needed.

10.4. Adverts - No further adverts in, those outstanding have been emailed again.

Mark Terry requested that the rally limit on the Southwold rally in November be increased to 30 vans. Alan to advise the Club.

So far 3 entries have been received for the front cover competition - these will be displayed in the entrance, a box provided for the voting papers.

Ron reported he had been asked about returning to a binder format for the finish of the handbook. Requested we approach printer for costs. Whilst this had proved popular with some in the past, it had caused problems in posting and cost had been a consideration in changing. Janet said that the current style of book had in fact won the Centre two front cover prizes.

11. Publicity - Melody reported that she was waiting for her contact at the Club Magazine to get back to her. Anything further to wait until it is known who will take on Publicity for 2022.

12. Rally Equipment - Ron reported that the Thorpeness equipment had been returned to him by Paul Fitch - thanks to him. As the equipment bags are returned in, Ron said he will check everything over so ready for handover for next committee.

13. Sports and National Liaison - role vacant.

14. Webmaster - Site being updated as and when needed.

15. Newsletter - Peter reported that the next Suffolk Newsletter would be issued sometime in November providing he was accepted by the new committee in doing the role again. He hoped that everyone has enjoyed the content and asked that the Rally Chairmen send photos and a short report for rallies they chair, for inclusion in the next Newsletter.

16. Junior Liaison - role vacant

17. Regional Meeting - Peter sent in the report for the Regional meeting on 12th September. Points raised were: The Children in Need weekend has a target of £512 to beat the 2019 total, only £20 raised so far. Rally at Hallowtree Scout Camp on 12 to 14 November, asked all Centres promote this. The Regional AGM in 2022 is to be moved to November. A Black-Tie dinner is in the planning stage, but is expected to be held at Newmarket Racecourse as a rally. It was requested that a fishing rally be organised by Suffolk Centre for 2022. Janice Kent has stood down as Anglia Regional Secretary - Garry Pyett volunteered to be replacement from the day of our AGM. Felt good job there is a Suffolk Centre to rely on for volunteers. Next Regional Meeting at Hallowtree Scout Camp on 14th November, starting at 10 a.m.

Janet said to her knowledge, the only Regional events/rallies currently in the programme are Question Time at Duxford in April. No-one has contacted about anything else and the programme will be advertised to members in the AGM pack within days.

Garry reported on the meeting: I attended the regional AGM where John Kent as Chairman, Paul Maran as Vice Chairman, Brian Clark as Treasurer were re-elected also Janice Kent as Secretary, who agreed to remain on the committee until I relinquish my position as our centre chairman to take over as the new region Secretary.

A committee meeting followed the AGM and the Chairman reported that moving the regional AGM's as requested by CAMC to September had not worked with only 2 regions changing, so he intends to go back to a November AGM next year.

An idea of a Black-Tie dinner & a summer ball was discussed and it is hoped that it could happen next year, possibly at the Jockey club with a rally at Tattersalls in Newmarket.

The region asked for donations to the Children in need rally 12-14 Nov if possible., and also looking for a new venue for region fishing competition.

The issues from the meeting were discussed but it was felt too late to look at adding rallies in the programme for the Region such as fishing venue. Garry was asked, as he would be involved in the Regional committee, that dates are advised earlier to Centres, along with information, for events that the Anglia Region propose to run.

18. Committee - Mark reported that at a recent rally he had used the diagram, supplied by the Club, on laying out the site for caravan/motorhome pitches. It didn't work - the spaces are too tight with vans being bigger, awnings, cars and it was felt it could cause problems and confusion for new marshals who may try to use it. This is Annexe3-E Pitch Spacing at Rallies in the Guide to Centres. After discussion, Janet to write to the Club with our findings and expressing our concern.

19. Any Other Business -

- a. Garry asked if any further progress known on locating and ordering further Past Chairman badges. As the Centre has survived for another year, it may be appropriate to look at ordering several. Paul Wade was looking at this - to ask what progress made.
- b. The Past Chairman window plaques are being sourced via John Kent - several will be ordered as we also have none of them in stock.
- c. Garry understands the committee plaques (given at AGM meeting), for both 2020 and 2021 have been done and he will have those available to hand out.
- d. Garry will arrange to get the Chairman's Chain of Office engraved in time for the meeting to hand this over.
- e. Janet to arrange flower arrangement for Tellers at meeting

Date of next meeting -

A brief meeting will be held at Trinity Park following the AGM to organise the paperwork to be sent to the Club and to allocate job roles for the coming season. Photographs of the committee will be needed for the handbook. Janet to approach Chris Stammers if he is able to do this.

Next full meeting will be Wednesday 10th November at Hintlesham Village Hall, Ipswich to start at 7.30 p.m. A further meeting has been booked for Wednesday 8th December. Dates for bookings for 2022 will be needed, subject to discussion. Both these dates are subject to any Covid restrictions that may be in place with regard to indoor meetings.

Melody Gosling gave her apologies for the 8th December meeting.

Meeting closed at 21:35

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