

**THE CARAVAN AND MOTORHOME CLUB - SUFFOLK CENTRE
COMMITTEE MINUTES
MEETING HELD AT HINTLESHAM 9TH NOVEMBER 2021**

Attending were:

Chairman & Regional Rep (1).	Ron King
Vice Chairman	Julian Fincham-Jacques
Secretary & Attendance	Janet Dobson
Treasurer	Paul Wade
Rally Secretary & Advertising	Alan Dobson
Centre Equipment	Tina King
Competitions	Alison Stammers
Regional Representative (2)	Chris Stammers
Committee	Karl Moles

Meeting opened by Ron King - Chairman - at 7.30 p.m.

Since the AGM the committee has now received the resignation of Peter Wilson so where the role of Newsletter Editor had been allocated, this role is now vacant.

1. Apologies for Absence - Melody Gosling (Publicity), Graham Gosling (Committee) and Sarah Aldis (Junior Liaison).

2. Corrections to Previous Report - None.

3. Signing of October minutes: These were agreed and signed by Ron King.

4. Matters Arising -

10. Rally Secretary - Alan replied to the question raised over the handbooks for a spiral bound. This had been discussed before with the printer but pointed out that the books would cost more, plus they would not qualify under the current postage and would be a lot more expensive to send out. The layout for the book for next year was not compatible and is now too advanced to look at altering.

18. Committee - Janet had emailed the Club over the layout diagram in the Guide to Centres with our concerns. Reply received and read to committee. To follow up.

Agreed to put this on a future agenda.

Team Get-together. Agreed Paul to look into this and report back at December meeting. To look at end January.

5. Chairman's Report - Ron reported that he had contacted Peter Wilson following his resignation and passed on his thanks for what he had done for the Centre over the last few years and was sad to see him give it up.

He chaired his first rally as Chairman at Spooky Southwold for which there were 21 units including 4 visitors from other Centres. There had been cancellations prior to the rally which was brought up at Flagpole reminding members to be aware and the costs involved to the Centre.

On 4th November he attended the joint funeral of past members/marshals Derek and Pam Scott at Seven Hills Crematorium. Good turnout of family, friends including Suffolk Centre members.

6. **Vice Chairman's Report** - Julian had nothing to report at this stage.

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

8. **Treasurers Report** - Ron reported that he had been contacted by the marshals of Thorpeness Cliff Top that they still had charity money which they hoped would be banked shortly.

Ron brought a USB fob to the meeting, given to him by the previous Chairman with accounts back up. This will no longer be needed as Paul has made arrangements to send a monthly back up of the accounts to Janet as Centre Secretary to be held on the official Centre hard drive.

Paul reported he was re-designing the account paperwork for Rally Marshals, including the Attendance Form, marshals will get full instructions on its completion.

Alan asked that we agree a budget for Centre expenditure for 2022 with regard to rallies. It was agreed that the Centre will pay for the use of the hall on the Sunday only for the Natter and Chatter meeting, rally for Valentine to cover the rest (to contact marshals for actual prices agreed). For the AGM for 2022 we would cover expenditure as this year - Centre to pay for 1.5 days use - rally to cover the rest.

Discussion over Non-Attendance to be held over to December agenda.

The financial information was not available at the meeting and Paul advised he would provide figures in the next few days. This is the information received:

Funds at 30th October 2021:

HSBC Current Account	5,411.40
Funds on Deposit with Camc	3,000.00
Inventory for Sale	313.19
Prepayments	88.00
VAT (+ Due - Owed)	119.64
	-
Ralliers deposits Held	1,347.80
Charity Fund	-564.35
Petty Cash	20.54
Debtors	0.00
Creditors	-316.00
Total	6,724.62

9. Secretary Report

9.1. **Membership** - Janet reported that membership as at Friday 5th November was 1,487. Members from September renewal that went void totalled 53 and members still to renew for October is 54. Janet went through figures for members and the type of handbooks being issued - agreed to look to order 300-325 final figures nearer the date. Paul asked for committee approval to provide Janet with the money for postage as and when needed - committee agreed.

9.2. Correspondence as received:

- a. **Email from Club 8th October 2021.** Message was about the Club and hire of the EHU equipment it holds. The Club has now taken over full responsibility for its hire and details given as to the process.
- b. **Email from Club 11th October 2021.** Reply to enquiry over the diagram supplied for siting. Response read to committee - to follow up.
- c. **Email from Club 15th October 2021.** Latest copy of the Governance Newsletter supplied to committee. Various bits of information, not to be published. Janet was delighted to read that Centre mailing labels are to continue as she did not welcome having to hand write over 200 possible labels for those getting posted books.
- d. **Email from Club 18th October 2021.** Advice from the Club that Centre Lines will be returning as a feature in the Club magazine from January 2022. Information forwarded to Melody under Publicity.
- e. **Emails from Peter Wilson 18th October 2021** Peter sent in a message advising that after thought he had decided to resign from the Centre committee with immediate effect. He would send a proforma of the Newsletter - Janet has now received this. Role to be put onto agenda.
- f. **Email from Club 26th October 2021.** Centre Events Supplement. Upload to be done before Friday 26th November 2021.
- g. **Email from Club 28th October 2021.** Insurance and Services Ads. Club will pay Centres £105 for a digital advertisement or £75 for a printed one. Centres encouraged to produce a digital option. Suggest where members want a printed copy maybe a leaflet could be produced instead.

9.3. Other -

- a. In trying to catch up in records for rallies, under Attendance, and so it is recorded in the minutes, Janet reported that since the 1,500th rally at Stonham Barns in 2006 the current records show that the last rally for 2021 at Hallowtree this coming November will put the Centre at 2,200 rallies. The programme for 2022 shows a total of 31 to end of 2022 = 2,231.
- b. **Committee roles.** Newsletter Editor - Janet to follow up possible interest in this role. Sports Officer - agreed to revive this role - Karl Moles to take this on.
- c. **Email addresses** - Janet to follow up that committee are using the correct email addresses - personal email addresses should not be used.
- d. **Committee photos** - to be arranged.

9.4. **Attendance** - Lists are being picked up. Several still to go through onto the database. Thorpeness Cliff Top rally is still outstanding.

10. Rally Secretary Report

10.1. **2022 Programme** - Disappointing programme for 2022. Members not coming forward to marshal - could be down to the paperwork but the Risk Assessment is now a required item. They are not hard to complete - just basic knowledge of the site and where there might be known risks and how they can be planned for.

10.2. **Handbook** - Entries for the handbook closed on 24th October. Query over Debenham Music Festival rally, issues to be sorted out.

After discussion over the implications for this rally, it was proposed, seconded and accepted by committee that the Music Festival rally at Debenham could not be put into the programme for 2022. Rally marshals to be informed of reasons and our decision. This was not a decision taken without a lot of discussion and thought.

Following earlier discussion on handbook - to monitor numbers needed - to order in region of 300 to 325 copies.

10.3. Printers - Moving ahead with printers, sorting out printing schedule. Once at PDF full stage, with adverts, will pass round committee.

10.4. Adverts - Alan reported a total of 12 advertisers allocated space. Further space for ClubFest flyer - since learnt not one for this year as rally was all but full in October. FlyerPress has a free advert each year. The Club usually sends 2 adverts - for which we get paid the lesser fee - both now received. Total income at present is £1,325 + VAT.

10.5. New Rally Venue - Alan has been contacted by a Mrs Hurlock about rallies at their site at Glevering Estate, surrounding Glevering Hall in Woodbridge. Information given: Glevering Estate IP13 0EU is a 500-acre Estate surrounding Glevering Hall. We are essentially a Working farm, 150 acres of woodland and approx. 30 acres of meadowland. The touring campsite is approx. 250 yards from the Hall with undulating views, 10 electric hook ups, drinking water and A chemical disposal point. This is relatively small meadow but there are larger meadows. Guests this year have loved the walks around the Estate, tracks leading to quiet lanes or bridlepaths to the local excellent pub, village or the option of two farm cafes between 1 mile and 2.5 mile. We can offer Simulated Game Days (clay shooting) which can be read about on our web site "gleveringhall.com" but can be adapted to suit requirements. Further contact was made as the site is listed as adults only, but has been assured by email that that wouldn't apply to rallies. Alan has contact details if anyone is interested in enquiring further.

11. Publicity - No report.

12. Rally Equipment - Ron to meet up with Tina for a handover. Ron advised he has bought a specific metal shed for the storage of the Centre equipment. Offered to the Centre as it can be dismantled and moved easily enough. To put on agenda for next meeting to discuss if we could purchase this. Alan to provide a complete rally list shortly.

13. Competitions - Alison has set up a specific email address - to pass to Julian to link to Centre one. Agreed Alison can contact outside organisations for prizes to be put towards future competitions.

14. Junior Liaison - No report, Sarah unable to attend.

15. Webmaster - Julian has been updating since the AGM. Need committee photos and draft copy of new programme. He is trying to see if a "hit rate" button can be added to give us more information on number of visitors to the site.

16. Newsletter - This post is still vacant.

17. Regional Meeting - It was hoped to meet this coming weekend at the Children in Need Rally but their Chairman John Kent is currently poorly in hospital. Committee sent best wishes for a speedy recovery. Ron will be attending the rally. Details of the Regional AGM for 2022 as to which Centre will run it is still needed - venue booked at Hallowtree Scout Camp, Ipswich.

18. Committee - Nothing under committee roles.

19. Any Other Business -

a. Karl Moles advised he would be donating £30 to Centre Funds on sales made over the few rallies we have run this year. Our sincere thanks to him.

b. Are we ordering year pointers? - to follow up.

c. Junior Badge machine is still missing. Believed given to Cliff Top Rally, Thorpeness - Janet to follow up to see if we can find it.

- d. Janet to follow up new letter headed paper following change of committee/chairman.
- e. Travel expenses - to be held over to next meeting, put on agenda.

Date of next meeting -

Next meeting booked for Wednesday 8th December at Hintlesham Village Hall for 7.30 p.m. start.

Melody Gosling has indicated she may not be attending due to other commitments.

Meetings for next year to be discussed but in the meantime Janet to book Hintlesham for the regular 2nd Wednesday of the month - apart from January and August - to be put on agenda to see if a Zoom style meeting would be appropriate at certain times.

Meeting closed at 9.30 p.m.

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