

**THE CARAVAN AND MOTORHOME CLUB - SUFFOLK CENTRE  
MINUTES OF COMMITTEE MEETING  
WEDNESDAY 8<sup>TH</sup> NOVEMBER 2023  
HINTLESHAM COMMUNITY CENTRE**

Meeting opened at 7.36 p.m.

Those attending were:

Chairman	Ron King
Vice-Chairman/Webmaster	Julian Fincham-Jacques
Secretary	Janet Dobson
Treasurer	Will James
Rally Secretary	Alan Dobson
Regional Representative	Chris Stammers
Committee	Diane Fitch
Committee	Paul Fitch
Committee	Trevor Smith

**1. Apologies for Absence** - Ron welcomed the returning members of the committee and thanked everyone for attending the meeting. It is also noted in the minutes that Diane is now Diane Fitch, congratulations to her and Paul.

**2. Corrections to Previous Minutes** - None noted.

**3. Signing of Previous Minutes** - The general minutes for October and those following the AGM in October were agreed and signed by Ron King, Chairman.

**4. Matters Arising on minutes from last Meeting:**

List was discussed and agreement reached. Julian to set up online meetings, Teams to be used. Janet to advise Richard at Hintlesham for the face-to-face bookings.

a. Dates of 2024 Meetings/location/zoom

January	No meeting held.
February	14 <sup>th</sup> - by Teams
March	13 <sup>th</sup> - face to face so accounts can be confirmed.
April	10 <sup>th</sup> - face to face
May	8 <sup>th</sup> - by Teams
June	12 <sup>th</sup> by Teams
July	10 <sup>th</sup> by Teams
August	No meeting held.
September	11 <sup>th</sup> - face to face as AGM approaching.
October	2 <sup>nd</sup> - week earlier - as AGM is 13 <sup>th</sup> October. Face to face meeting.
November	13 <sup>th</sup> - either type of meeting - No decision
December	11 <sup>th</sup> - either type of meeting - No decision

b. Remaining Job Roles

The job roles of Publicity, Newsletter and Equipment were outstanding.

All roles were discussed and it was agreed that Trevor Smith would undertake Publicity, Paul Fitch would undertake Centre Equipment and Diane Fitch would undertake Newsletter and offered any Rally Support to Alan as Rally Secretary.

#### c. Rally Plaque ordering process for 2024

Chris advised committee that the Marshal Order Form had been updated and what service he could offer for 2024. Enquiries had been made elsewhere but it was agreed that Chris carry on for 2024.

#### d. Rally Marshal Packs

Alan brought copies of all the Marshal Pack information and this will be sent out both by email and hard copy for 2024. There will also be a flyer enabling us to advise marshals of the requirement to put the following on programmes for 2024 - *Please keep your dog on a lead less than 2m long at all times when on site other than when in designated "dog walks", where leads may be extended, or "dog areas", where they are free to roam. If tethered on your pitch, please ensure that your dog cannot reach the road or your neighbour's pitch.* They will also be advised of specific rally envelopes available (similar to the old Frizzell envelopes of the past) and any other relevant information. Bank paying in slips would also be provided although Will confirmed it was acceptable for Marshals to use the Bank Transfer system from their own accounts. Payments for rallies/fundraising to be kept separate.

#### e. Centre Leaflet (Chris)

This was discussed as now comes under Publicity.

### 5. Chairman's Report -

Now the AGM has taken place, we say farewell to some members of the committee who have served over the last few years. My best wishes go with you and thank you for serving on the committee.

On a brighter note, I would like to thank Paul Fitch, Diane Fitch and Trevor Smith for coming forward and joining our committee for 2024. All three have served us in the past in various roles. With their experience, along with the existing committee members, I feel we have a good functioning team to take the Centre forward.

Denise and I attended the Anglia Regional Rally and AGM at Witchford, Ely, Cambridgeshire 19<sup>th</sup>-22<sup>nd</sup> October 2023. The numbers were quite low in people attending the rally and the AGM. Suffolk Centre had only three couples there for the weekend. Janice and David Kent (Grants Committee, CAMC), Garry and Connie Pyett (Treasurer, Anglia Region, CAMC) and Ron and Denise King (Chairman, Suffolk Centre, CAMC).

We have no more rallies that are run by Suffolk Centre, until January 2024. There is one taking place at Trinity Park over the New Year period, run by North Essex Centre, which is being supported by quite a few members from our Centre.

Just to finish off, I would like to thank all members who give up their time, in whatever role they play within our Centre, making it a great club.

**6. Vice Chairman's Report** - There was nothing to report at this meeting.

### 7. Other Rally Reports -

Janet had chaired the AGM Halloween Rally at Trinity Park. After slow start for bookings, it was well attended, and rally went well. The themed approach seemed to work better, many dressed up. A lot of work by the marshals, food was supplied, a very enjoyable weekend.

### 8. Treasurers Report -

#### CAMC Centres Review - Treasurer Working Practices

- Having secured HSBC access last month, still catching up ahead of completing our 2023 Accounts and updating CAMC HO re VAT.
- HSBC Debit Card ready for collection (could be useful for certain purchases e.g. online orders).
- Deposits for Thorpeness 2024 have started to come in. 2023 site fee not yet invoiced by Ogilvie Estates.

- Rex Rayner Refund - (see October minutes), cheque for £50 was signed in October but the Family haven't provided an address despite 2 requests. Will updated meeting that refund made but appears a cancellation made for 2023, so Will to follow that up.
- Rally receipts (cash v SumUp v BACS) - (see October minutes) it would be helpful to find out how Norfolk Centre use SumUp. Related thought, cash isn't free - HSBC charges on the £1,796.15 banked on October was £7.99.

**Working practices review:** Club Executive is running a Centres, Divisions and Regions Review Group. A questionnaire covering Centres has been received. Janet has added answers relating to Secretary and Rally Secretary (see attached in red). I'd like to take Committee advice on the other questions on 8<sup>th</sup> Nov, please review the questions ahead of the meeting.

Will and Julian to follow up options with regard to card payments on site to see if feasible. Various options discussed.

## 9. Secretary Report -

**9.1. Membership** - Janet reported that on Friday 3<sup>rd</sup> November there were 1,229 members. We lost 55 members for September renewals. Pending renewals for October were 54. The next large renewal numbers will come with December renewals.

To date there are 200 members listed who want/entitled to a printed handbook. We currently have 20 members who have not listed/removed any email addresses.

It was agreed to order 325 books for next year.

We have a further 20 members who have indicated no interest but are still registered.

Message received from Gordon & Janet Shepherd. They have made the decision to move house and sell up. Message read out and Janet asked to contact them on behalf of committee and pass on thanks and best wishes. Message to also go on our Facebook page.

### 9.2. Correspondence received:

**a. Message from Anglia Region.** Meeting and Forum at Holiday Inn Cambridge on 6<sup>th</sup> January 2024. To be discussed, names of committee attending/declining to be sent to them by end of November.

**b. Message Governance.** Details for all finance related inquiries. Peter Miller has left finance team after 21 years - Sophie Hills is his successor. Details of where to send VAT returns. Information passed to Will.

**c. Message Club.** With regard to putting up rallies to the Club for entry into the Supplement they advised few Centres so far done this. It was pointed out that we are still waiting on quite a few rally details from other Centres, but Alan would put up those we know are confirmed. It was confusing as the Club had said no deadline in the earlier message, and then gave one in this message.

**9.3. Attendance** - Being updated as lists come in. There was no attendance list available for the ClubFest event. Janet to advertise to members if they want to put their name forward to build an attendance list.

**10. Rally Secretary Report** - Alan reported that the list was now closed for additions and that the Burns Supper Rally has been put into the programme for January 2025. Handbook being worked on. Front cover done - printers' excellent job once again. Waiting on several adverts to come through - major wait now is for the information from Invitation Rallies to get through.

What number should the Fellowship award be set at for next year? Taking out the notice to send in claims - not really necessary now. It was agreed that the marker should be set at 10 rallies.

Alan thanked Ron for contacting Paul at Farnham Leisure, advert now received, all passed to printer to start organising the front cover.

The Natter & Chatter is to be re-named as "Season Launch".

Early events to go up on Facebook where they have been confirmed.

Alan asked if anything had come of the talked about pre-Christmas rally. Ron to follow up at Trinity Park, committee to organise this, possible date end November,

**11. Publicity** - Trevor to take on this role. Discussed ways forward, any previous information to be sent to Trevor. Chris passed over the leaflet he had been working on.

**12. Rally Equipment** - Paul to take on this role. Discussed ways forward and Ron had already prepared a rota list which got approval. Paul to follow up possible storage of the main equipment, so only that in use has to be held.

**13. Webmaster** - Julian updating as and when. Details of rally information to be sent so that can be uploaded. Final photos for committee wanted, these to be provided.

**14. Newsletter** - Diane to take on this role. Janet to email copies of the last two editions. Frequency was discussed.

#### **15. Regional Meeting -**

Anglia Region, Caravan and Motorhome Club, AGM was held at Witchford Village Hall, Witchford, Ely, Cambridgeshire at 11am on Sunday 22<sup>nd</sup> October 2023.

The committee remained unchanged with the following people being elected by acclaim.

Chairman, Paul Maran, South Essex. Vice Chairman, Will Thursby, South Essex.

Treasurer, Garry Pyett, Suffolk. Secretary, Jasmine Kent, Mid Anglia.

Two Vice Chairman attended the meeting from the Caravan and Motorhome Club.

Ann Marie Ward spoke about rallies and getting younger people involved.

Greg Potter talked about ClubFest and numbers who had taken advantage of the Early Bird offer. He was quite confident they would achieve the numbers they were looking for to attend the weekend event.

The Anglia Region Chairman handed out committee plaques to the present committee members and Centre Representatives.

Next year the AGM and Rally will take place at Hallowtree Scout Camp, Nacton, Ipswich on 18<sup>th</sup> - 20<sup>th</sup> October 2024 hosted by Suffolk Centre. A full programme will be on offer for the weekend, including a meal and entertainment. The AGM will take place at 11am 20<sup>th</sup> October 2024.

#### **16. Other Committee / Any Other Business**

- a. Ron asked Janet to order year pointers for 2024. Agreed to order 30.
- b. Janet to update members via Facebook for job roles. Members to be asked to contribute to Newsletter.
- c. Ron asked Janet to advise what committee badges/plaques she may hold.

Next meeting Wednesday 13<sup>th</sup> December at Hintlesham to commence at 7.30 p.m. Ron thanked everyone for coming.

Meeting closed at 10.20 p.m.

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