

The Caravan and Motorhome Club Suffolk Centre

Minutes of Committee Meeting

Wednesday 12th November 2025 at Hintlesham Village Hall

Meeting Start 19:30pm

Attendees:

Martin Coombes
John Meyrick
Ron King
Paul Fitch
Diane Fitch
Will James

Item 1: Apologies for Absence:

Dave Sanders
Julian Fincham-Jacques

Item 2: Corrections from Previous Minutes

- Mid-September meeting minutes by Teams were recorded as signed.
Janet recorded as signed
- Post AGM no meeting held

Item 3: Signing of Previous Meeting Minutes

- Signed by Paul Fitch after consultation with previous committee members to confirm accuracy of minutes

Item 4: Matters Arising from Previous Minutes

- None

Item 5: Chairmans Report

Would like to thank Janet Dobson and Alan Dobson for their continued support during the handover period for the Secretary and Rally Secretary roles. It is really appreciated.

Attended the division meeting at Hunstanton. Met the other chairs from other centres.

Familiarising with new ways of working as a division. Working together as centres.

Mentioned that our centres in the region are the most collaborative and productive division across the country. When working as a region we need to ensure the rally planning tries to avoid conflicting rallies across centres and work in collaboration to help all centres rallies.

Need to be open to change and evolving as a region. Mike Threadgold has reached out to John Meyrick to liaise on rally programmes. Invitation 10th January 2026 Holiday Inn

Cambridge get together open to all committee members (and their partners). Paul to send details to committee members to find out interest. This is not a rally just a day event.

Item 6: Secretary's Report

Janet Dobson has kindly been continuing keeping the secretary role going whilst Diane has been on holiday. Handover planned for this Saturday with Janet to hand over full responsibility to Diane.

As at Friday 7th November centre has 929 members

Information for printing of the handbook and taking into account the members noted as not interested/selling up/not renewing that we have 807 to be emailed a PDF copy, 107 to be printed cover/inserts and 6 to get the PDF spreadsheet that has been done for the last couple of years for those members who just wanted a basic info and not a book (posted or emailed).

David Otto recently passed away. A card has been sent to the family. Funeral is on Monday 17th November 14:15pm Ipswich Cemetery Colchester Road.

There is still a lot of historic paperwork. Once reviewed we may need to store some of the documents elsewhere (Suffolk Archive may be a possible storage idea). Need to have a declutter but not lose our centres history.

Janet has written up the AGM minutes from this years AGM.

Brief discussion about maybe changing location for in person committee meetings from Hintlesham to Ipswich. Julian has expressed concern this may be more difficult for him but for all other committee members it would make meetings closer to their homes. Also we only tend to have a couple of meetings in person now and the rest by Teams so hopefully minimal impact but we will discuss next month when more committee members are present.

Item 7: Treasurer Report

From a treasurer perspective this is a quiet time of year. Little to report beyond everything up to date apart from Stock/Sales which I'm reconciling.

- 2025 surplus should be circa £2,100.
- **SumUp** was used for Clare, £256.60 is currently 'trapped'. In order to access our money they require confirmation of Directors and HO address; Jon Laws asked Alison to action (on 3rd October). I've chased and stressed the need for them to resolve before year end (31st December).
- How raffles are run was discussed within the committee and guidelines for consistent **Action:** Approach to how to run raffles will be drawn up to make this clearer to all involved.
- HSBC signatories need to be changed. Will to arrange forms for Diane and Paul.

- Easter and Thorpeness pay by BACs. Clare used Sum Up link sent to person and they use that. **Action:** Will to look into benefits of BACS v cash etc

Item 8: Rally Secretary Report

Tangham - Alan replied to Steve Griffin regarding Tangham giving all the information we had. The committee has looked at Tangham in the last year, including site visits and discussions, obviously we would have picked it up as previous marshals, but their terms and conditions were totally unviable to hold a rally there and overall could have caused a financial loss. Alan will have over this information on file to John when they have their handover.

Training - Both the Secretary and Rally Secretary need to complete a GDPR and Cyber Security course. Alan and Janet did not undertake the training as they were coming to the end of their time on committee. Diane and John to take this training

Rally Sec Correspondance - Alan requested that if anything comes through for Rally Sec at the moment, he will pick this up until the handover takes place. After handover he will get Julian to disconnect this email address. If anything comes through to Alan directly after that he can send on or reply and direct to new email.

Rally Book –

- Rally book going to proof read so hope to have further information shortly.
- Want to update rally book profile of it.
- Rally slip might need to be more user friendly

Item 9: Centre Equipment Report

Centre property list needs updating – **Action:** Ron to do this.

Need to clear out unnecessary stuff but not historic

What equipment does Barry Dye hold? - **Action:** Ron or Paul to approach Barry to clarify

Item 10: Publicity Report

Dave was unable to make this meeting but passed on this update. It was mentioned again about him wanting to add rallies to the programme and Diane is reaching out to find out what may be preventing these from going in as the committee can see no reason not to add them into the programme. However time is very tight now.

Dave has also spoken with the CEO of Caravan Radio. The committee welcomes publicity but we need to ensure we have a comprehensive knowledge of the centre history before undertaking interviews etc to insure the correct information is conveyed.

He has also spoken with Trevor Smith about a possible YouTube video but we need to ensure that Diane and Dave do not have similar topics as both have already spoken with Trevor. Diane and Dave to discuss.

Item 11: Webmaster Report (emailed report as not in attendance)

Website - Been doing several updates since AGM to prepare for when all the rallies need loading on once the book is finalised. Requested a Chairmans intro. This is available from Alan Dobson as Paul supplied this for the rally book.

Sumup - I trialled using the Sumup system for the Clare Priory Rally and once worked out the best way of creating the payment link it was really easy to set and send out to people attending for payment. Feedback from those that used it was very positive with 50% of those attending the rally using it to pay. If surname is used as reference then it gives a list of the names who have paid, only thing have to be careful of is if there is more than one person with same surname, so could use initial and surname or possibly the reg mark of their vehicle that they put on the rally slip to link payments. I know Will is having issues getting it set up to release the money currently held but once this hurdle is cleared I would have no issues using the system again for rallies next year to give people the choice of how they pay.

Facebook page - As the club dictates that only current Centre members are allowed access to our official Facebook page, a system will need to be organised following the secretary hand over, as to how it will be managed to ensure we meet the rules of removing people whose membership lapses and ensuring those that request access are existing Centre members. Up to now Janet has removed anybody whose membership lapses as she receives the report from the Club and then checks that people who request access are registered as Centre members before access is granted. Happy to add Diane as administrator if she wants to work the same way. Main thing is we ensure we have a system in place to ensure we are 100% compliant in the event we are checked.

Item 12: Other Discussion Topics

Need chairman for following rallies.

- Winter Warmer – Ron?
- Easter at Trinity Park – John/Martin?
- Peewit – Martin/Ron?

Above to be confirmed.

Rally Envelopes – We need to order more rally envelopes. **Action:** Diane to speak to the printers.

Meeting closed 9.44pm

Next Meeting: 10th Dec 7.30pm Hintlesham Village Hall

FYI No meeting in Jan 2026 or Aug 2026.