

# The Caravan and Motorhome Club Suffolk Centre

## Minutes of Committee Meeting

Wednesday 10<sup>th</sup> December 2025 at Hintlesham Village Hall

Meeting Start 19:40pm

### Attendees:

Paul Fitch  
John Meyrick  
Ron King  
Will James  
Diane Fitch

### Item 1: Apologies for Absence:

Martin Coombes  
Dave Sanders  
Julian Fincham-Jacques

### Item 2: Corrections from Previous Minutes

- None

### Item 3: Signing of Previous Meeting Minutes

- Signed by Paul Fitch

### Item 4: Matters Arising from Previous Minutes

- Equipment – Thorpeness rally holds a lot of equipment and it needs explaining that it belongs to the centre and also an inventory. – Paul to speak to Barry Dye.
- **ACTION:** Paul to speak to someone about insuring centre equipment

### Item 5: Chairmans Report

Firstly, it is my sad duty to report the passing of Paul Maran, who you will remember from his association with the Anglia Division. Our thoughts are with Sue at this time.

Paul attended the funeral of Dave Otto on 17 th November along with several members of the Centre. May they both Rest in Peace.

Paul thanked Janet for her work as Secretary, the handover to Diane is now complete.

He also like to thanked Alan for his work on the new rally Book in superfast time I'm struggling to think of a time when the book was delivered to the ralliers so soon after an AGM. Expect Alan John to be liaising and handing over the Rally Sec reins in the near future.

Paul attended the Anglia Division meeting, held in Ipswich on the 29th November. The report will follow.

### **Item 6: Treasurer Report**

- After chasing HO many times required form was signed. I submitted it to SumUp and have now been able to transfer the Clare cash to HSBC.
- HSBC mandate change in progress. There is an attached extract from the mandate paperwork as agreed at the meeting for the committee's review.
- Preparing for 2025 year end (reconciliations, accruals, statements for Auditors etc).
- Marshal guidance and Rally Form updated (latter includes Diane's new Attendance sheet). Needs final sign-off from John/Committee then it can go to Alan.
- Blue Sky paid for advertising already for 2027 year.
- Thorpeness £8400 already in for deposits.

### **Item 7: Secretary's Report**

#### **7.1. Membership**

- Membership on Friday 5<sup>th</sup> December was 924 and we had 26 non-renewals.
- Sent out all the rally books via email or post. Managed to save £91.50 by using the Scouts to deliver some rally books (we checked this was possible with the scouts via John and we paid slightly more than the Xmas card rates). This benefited the club and the scouts.
- We have 1000 new Rally envelopes printed and ready for use (see last month's action)
- Diane to send extract for Mandate for committees' approval (with minutes) - Vote was held Treasurer proposed and it was carried

#### **7.2. Correspondence received:**

- Completed GDPR and Cyber Security course required by the club
- Prepared a new Attendance List for marshals to be sent to marshals. Also prepared a spreadsheet for us to report our statistics to the Division each quarter. Information on new required information was received from the division that allows us to track how many spaces we have on the rallies, number filled, number cancelled and number of nights. These will be collated by John and myself quarterly. This started after the AGM but we have no rallies until Saxtead so that falls into Q2 according to Jasmine Kent from the division.
- Need to find out how many invitation rallies need to be recorded and how do we communicate the information – **ACTION: Diane** to email the divisions secretaries to arrange that we swap this info.

#### **7.3. Attendance – No rallies this month**

### **Item 8: Rally Secretary Report**

- Completed GDPR and Cyber Security course required by the club
- Thanks to Alan for his hard work in getting the book to the printer. Rally books collected from printer on 08<sup>th</sup> December and dispatched (see Secretary report)
- I will be trying to get to the divisional meeting in January to meet the other Rally secretaries and discuss how we work together better. There may be more information about the tourist tax reporting.
- No progress on reviewing electronic copy of rally programme at present.
- Rally slip has been changed and distributed. I cannot see where this was discussed and agreed. Can I ask if this committee is happy with this version? Personally, I would have gone to Excel. This would mean that information could be copied across to the attendance list. Previous versions of the booking slip had a date on them, and this does not. It also talks of allergies / vegetarian, would this not be better as dietary requirements. These are possible updates for the next version.

### **Item 9: Publicity Report**

- No report.

### **Item 10: Centre Equipment Report**

- Equipment rota produced for Rally Marshals in order to get equipment from place to place.

### **Item 11: Webmaster Report**

- New rally pages are being built behind the scenes on website and will be released once they are all completed.
- Will also need copies of agreed updated finance, attendance and equipment paperwork as per goes out to the marshals before Christmas so these can be updated in the marshal pages of the website at the same time as the rally pages so that everything is updated and in place for the rallies to start January.

### **Item 12: Other Discussion Topics**

- Committee reports should be sent to the Secretary on the Sunday before the Wednesday meeting so she can circulate them to all committee members.

### **Any other business**

- Rally slip could do with a more general review
- John expressed concern that following on from a previous discussion in June the discussion around using Rally Marshal or Rally Officer terminology the current committee have agreed that they would like to keep using Marshal despite the Health & Safety recommendation to use Officer as it seems more appropriate to our role.
- Unsure if Administration Fee was mentioned at the AGM. We have confirmed it will stay the same £2
- Face to face meeting in March 1 week (4<sup>th</sup> March) earlier to review accounts.
- Meeting closed 21.35pm

**Next Meeting: 11<sup>th</sup> February 2026 7.30pm via Teams (Julian to arrange)**