

The Caravan and Motorhome Club Suffolk Centre

Minutes of Committee Meeting via Teams

Wednesday 26th August 2026

Meeting Start : 07:41pm

Attendees:

- Paul Fitch
- Julian Fincham-Jacques
- John Meyrick
- Diane Fitch

Item 1: Apologies for Absence:

- Will James (report submitted before meeting)
- Martin Coombes
- Ron King (report submitted before meeting)

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

- Still need to decide type of equipment we should look into for the club insurance. Parked temporarily until full inventory can be made then we can cost it.
- Still need to figure out how many of those that have the hard copy rally book rallied this year. Diane has not had time to cross check the report as it is very time consuming

Item 5: Chairman's Report

Rallies Attended:

- Since our last meeting, I have attended and chaired the rallies at Leiston, Shotley and Thorpeness and had a great time at all three. Diane to check with governance as to when the rally advance party can attend if set up required i.e erection of marquees or clearing the site etc. Does special planning permission need to be obtained? Does the club notify that vans are attending on Tuesday and then most ralliers attend on Thursday etc.
- My thanks again go to Ron for stepping in and chairing the rallies at Newmarket and for Janice Kent for chairing Clare.
- I was privileged to present Tony and Karen Reed with a plaque for their 750th rally at Shotley

- With regard to Thorpeness, I have to report that I received an email from a Mr Andrew Kettlewell, who is the Fire Safety Inspector at Suffolk Fire and Rescue Service, in which he expressed concerns over the fire precautions that were in place on the rally. I was able to call Mr Kettlewell and reassure him that all necessary protocols were in place and being followed. I understand that Julian received a similarly worded email from a Mr Plumb at East Suffolk Council. The Marshalls were informed of both emails.
- I was pleased to be able to set up a burger stall aided by Diane, Lauren and Ben and Ellie on the first night of the rally and after a slow start we were able to almost sell out and raise a sum of £500.00 which has been paid into the centre account for inclusion in the Chairmans Charity. My thanks to all who helped.
- My health is not at the moment, improving and I believe that the side effects associated with my treatment are now kicking in, leaving me tired, breathless and in a bit of sporadic pain. That combined with the dodgy knee and the hernia which won't go away and which may or may not be fixed during my course of treatment leave me rather immobile for the time being. As a result, I am indebted again to Ron for Chairing the upcoming rally at Lessingham.

- Ron chaired Newmarket below is his report:

Newmarket: Ladies & Gentlemen Return Again to Rowley Mile Racecourse

Once again, it was a pleasure to act as Rally Chairman for Suffolk Centre at the "Ladies & Gents Return Again to Rowley Mile Racecourse" at Newmarket.

The weather was hot during the day, although a bit chilly in the evening. 27 units attended the rally, with some people taking in the programme that was being laid on the July Course.

Friday night, Jessie J was the headline act, which could be heard from the rally field and Saturday horse racing with some smiling faces on return, so I think there were some winners.

Saturday evening, flagpole was held, with Tony and Karen Read receiving a 750 plaque for rallies attended with Suffolk Centre and a card signed by all the people on the rally. They had previously received a special engraved 750 brass mounted wooden plaque from Paul Fitch, Centre Chairman at the Shotley Rose rally. Ladies dressed in suitable headwear and posh frocks, whilst the gentlemen donned jackets and caps for the occasion. Once Flagpole had finished, the marshals provided Pimm's for the ladies and beer for the Gentlemen and a packet of crisps, donated by Ashley Malpass.

Sunday morning, bacon rolls were supplied by Derek Pannell, past chairman of Suffolk Centre. Once the cost of the bacon and rolls had been covered, the remaining money went to the Chairman's Centre Charity, East Anglian Air Ambulance.

Over the course of the weekend, more than £115 was raised for the centre charity.

Ron King

Other Items:

- Sales of the new equipment are going well and we are set to recoup the outlay over the next couple of rallies. After this the sales will benefit the Chairmans charity.
- More investigations ongoing for my health and I may need help chairing some rallies if appointments or treatments dictate the need to.

Item 6: Treasurer Report

- 2026 Rally processing up-to-date* except Star Inn Lessingham - return awaited (*Abbey Rally Leiston, Relax at Clare Priory, Shotley Rose Pub Rally and Rowley Mile Newmarket – invoice outstanding from Racecourse but £ accrued in summary below):

Thorpeness costs in progress, not included below as WIP

RALLY	INCOME				EXPENDITURE				GAIN/ (LOSS) EXCL VAT before Admin £2
	GROSS	less VAT deducted	DONATION	TOTAL EXCL VAT	TOTAL COST	less VAT recovered	PLAQUE COSTS (Excl VAT)	TOTAL EXCL VAT	
Saxtead - 1st Rally of the year	82.00	13.67		68.33	70.00	11.67	7.20	65.53	£ 2.80
Burns Supper Hallowtree	2,727.80	454.63		2,273.17	2,192.20	27.37	30.60	2,195.43	£ 77.74
Winter Warmer Hallowtree	1,205.20	200.87		1,004.33	939.48	2.18	19.80	957.10	£ 47.23
Easter Trinity	7,773.00	1,295.50		6,477.50	7,218.89	1,004.59	58.50	6,272.80	£ 204.70
Beside the Seaside Peewit	718.40	119.73		598.67	680.00	113.33	14.40	581.07	£ 17.60
Anglia Divn & Suffolk Punch Trust									
Relax at Manor Farm {cancelled}									
Bank Holiday at Garnhams Field	748.80	124.80		624.00	582.00		27.00	609.00	£ 15.00
Apple Pie & Cider Weeley	690.00	115.00		575.00	643.43	93.69	16.20	565.94	£ 9.06
Swanns Nurseries Bromswell	660.20	110.03	10.60	560.77	583.40	81.00	18.90	521.30	£ 39.47
Abbey Rally Leiston	635.00	105.83		529.17	609.44	101.00	8.40	516.84	£ 12.33
Relax at Clare Priory	381.60	63.60		318.00	312.50		12.30	324.80	(£ 6.80)
Shotley Rose Pub Rally Shotley	1,044.00	174.00		870.00	804.00		19.80	823.80	£ 46.20
Rowley Mile Newmarket	1,165.20	194.20		971.00	1,088.40	181.40	21.30	928.30	£ 42.70
Thorpeness 2026									
Star Inn Lessingham									
Henham Steam Fair									
AGM & Rally Hallowtree									
TOTAL	17,831.20	2,971.86	10.60	14,869.94	15,723.74	1,616.23	254.40	14,361.91	£ 508.03

• Payments since last Committee

CAMC Q2 VAT	468.45
Julian re Clare (some paid via SumUp so he paid site balance)	58.10
Amy plaques for July	40.50
Thorpeness - Bands	2,050.00
Thorpeness - Float for Julie	200.00
Thorpeness - VC Cooke (skips)	840.00
Thorpeness - Julie (items bought from Amazon etc)	403.00
Thorpeness - cancellations (reimbursements)	400.00

- **Chairman's Charity (EAAA)**

DATE	DETAILS	CHARITY FUND	
04-Mar-26	CASH IN P.O. MAR04QUAKER MEETI@14:06465941XXXXXX7985	28.00	Sale of old Items
08-Apr-26	DEBRA TERRY charity money Easter	179.85	Easter
02-Jul-26	R King BROMESWELL RALLY	4.20	Bromeswell
10-Aug-26	Janet Dobson NEWMARKET RALLY	115.50	Newmarket
	Total	327.55	

- **HSBC, new current account set-up**

Still in progress. Jon Laws (CAMC Financial Controller spoke to HSBC 'jobsworth' Aqib: "HSBC requires two people on a call who will have access to the account and also run the Centre." Hence call with HSBC, Jon Laws, Diane and myself scheduled on 02/09/26. Hopefully that will enable HSBC to open a new current account under the correct CAMC legal entity - The Caravan Club Limited (trading as the Caravan and Motorhome Club) company number 646027. We will then have to migrate BACS payers (e.g. Easter) and supplier payments to the new account – both accounts will be open in parallel until old account becomes dormant.

- **New Divisions & Centres Website (see Governance questionnaires).**

Finance survey return sent, see my email 16/08/26). Division and Centre Website Project Workshop - Follow-up Meeting (Call) arranged on 09/09/26.

Item 7: Secretary's Report

7.1. Membership

- As of 21st August 2026 we had 998 Members but will receive some members that will not renew coming up in the next week or two.
- As this meeting is early this month we have not received the monthly members that have not renewed but it is likely to be around the usual amount (approx. 50-60). This is usual and numbers come back up over the next few weeks.

7.2. Correspondence received:

- Had notification of Gary Pyetts passing and his funeral details have been posted on our Facebook page and on the centre website. We have sent a sympathy card to the family. Paul will attend the funeral this week.
- Martin informed me of the passing of Willie McGarva. He used to be the Norfolk Chairman but attended a lot of Suffolk rallies too. Our thoughts go out to his family. Julian to add it to Facebook/website
- Survey received from head office around Operational and Finance. I have returned the Operational one to head office.

- Guidance on use of BBQ's and fire prevention received from governance and rallies are communicating this to ralliers. Thorpeness rally required 2 fire buckets per unit along with no charcoal BBQs and gas ones off the ground etc.
- The Club are after Centre Photographs and Inspirational Images. I have posted on Facebook to request these and will mention in the upcoming newsletter.
- An email was received from Andrew Kettlewell, Fire Safety Inspector regarding safety at Thorpeness rally. Paul contacted him directly and reassured him that all the concerns raised by an anonymous member of the public were misguided and explained our spacing requirements, fire precautions we have and procedures. Andrew was happy with this. We offered for someone to come and inspect the site as we were confident we were taking every reasonable precaution outlined by government, CAMC and local authorities. A virtually identical email was sent to Julian from Mr Plumb, Food and Safety Officer for East Suffolk Council. Julian left a message as could not reach him by phone. Julian explained the processes in place on the message.

7.3. Attendance

- Attendance lists that I have received have been entered for:
 - Apple Pie & Cider Weeley
 - Applefields Leiston
 - Relaxing at Clare Priory
 - Shotley Rose Pub Rally.

7.4 Other

- Reviewed the list of members who received paper copies of rally books and marked the ones that I can say for sure have attended rallies this year. There are a lot that have not but I need time to be able to complete the check but it is time consuming. I will try and complete by the next meeting. Suggest at the AGM we state that unless people attend rallies during the year they will receive an electronic copy the following year. This is to ensure the club does not print unnecessary copies at the clubs expense and we want to discourage paper copies for people who are not rallying during the year and also support CAMC move to go digital as much as possible.
- I plan to issue the Autumn Newsletter in the next week or two.
- Old centre equipment and year pointer sales money = £27. Will hand to Will when I next see him in person.
- I completed GDPR and Cyber security training. This is an annual requirement for Secretary and Rally Secretary.

Item 8: Rally Secretary Report

Not much to report this month.

- I have fallen foul of the email problems, I have a new address, and Julian has updated the system. I don't know when it started so will probably put a Facebook message up.
- I have had no detail sheets for next year's rallies; I have started the AGM and French ones. Had no more offers of dates.
- I have had contact from North Essex that their programme is done but the list and 4B's have not yet arrived, will chase again before the meeting.
- North Essex has an advertiser who wants to advertise in all the centre's books and ask for costs. Nobody has gone back publicly to say it is a good idea or cost and I am reluctant to be the 1st, any thoughts?
- Diane to publish on Facebook that people need to commit fully to rallies to they plan to run to allow us to produce an accurate rally programme for AGM.
- Diane to speak to the Gowers about picking up Winter Warmer.
- Paul to check with Mark Terry about Easter

Item 9: Centre Equipment Report

- The equipment bag number 3 and flag went to the Thorpeness Holiday rally. The rally has now closed, but still waiting for its return to store.

Item 10: Webmaster Report

- Minutes to put onto website

Item 11: Other Discussion Topics

- Agreed we will leave the advertising costs as they are.
- Need to encourage more committee members. With Pauls health issues this may impact his and my role availability. We need to try and get a few more on committee to help cover if required and share the workload
- AGM preparation:
 - Rally List required from John Meyrick – After his holiday.
 - Chairmans Report, Treasurers Report, Rally Secretary Report and Secretaries Reports all required before end of September to allow time for printing.
 - What are current bookings like for rally and AGM? Rally only has 6 slips atm. Another nudge on Facebook required.
 - Malcolm and Sue Hall have agreed to sign people in. Will require 2 more couples for this role. Can the Terrys do this?
 - Cost up printing of AGM paperwork.
 - Tellers may be required if a vote required – Paul to find tellers.
 - Posted about rally cover competition. Someone needs to count the votes.
 - Need to purchase a gift for tellers.
 - Diane to chase slips for AGM rally only 6 atm. Mention email account issues. Anyone that has not received acknowledgement please resubmit to the same email address.
 - Discuss Rally Plaque quality and delivery timescales at next meeting

AGM rally location next year Hallowtree 1-3rd October 2027. No Octoberfest.

Item 12: Regional Meeting / Division Updates

- I have heard nothing from the division since our last report.
- Centre and rally event photographs required. Diane has already publicised on Facebook.

Meeting closed 21:46 pm

Next Meeting: Wednesday 30th September 2026 7.30pm @ Chairman's house.
(October meeting to be held end of Sept as October meeting would be too close to AGM.
Post AGM meeting will be held on day of AGM)