

THE CARAVAN CLUB DEVON AND CORNWALL CENTRE

Minutes of the 417th Committee Meeting on Saturday 3rd October at 2015 Stowford Farm Meadows following the AGM

PRESENT:

Chairman	Mr Martin King
Vice-Chairman	Mrs Michelle Stuttaford
Hon Secretary	Mrs Euphine Bromell
Hon Treasurer	
Hon Rally Secretary	Mr Andy Harris

COMMITTEE: Mr John Andrews, Mr Jason Avery, Mr Simon Avery, Mrs Anne Cadd, Mr Robert Gordon
Apologies: Mr Andy Skinner

01.16	<p>The Chairman opened the meeting by saying that Denise Henderson has offered to do another 12 months in the role of Treasurer. Jason Avery asked if it is an “acting” position? All the Committee agreed that she could claim back her site fees but not be paid the honorarium. She will sit on the top table and be included as such. All agreed. The Chairman welcome Denise to the Committee. Bob Gordon said he could speak for all the Committee and thanked Denise for coming back.</p>									
02.16	<p>MINUTES OF THE MEETING</p> <p>The minutes of the last meeting were read and accepted as a true record. These were approved and signed: Proposed: Jason Avery Seconded: John Andrews</p>									
03.16	<p>MATTERS ARISING FROM THOSE MINUTES</p> <p>104.15 Retiring Gifts: The Chairman felt that from the discussions at the last meeting we were perhaps disadvantaging people who had been on the Committee for a long time. He would like to rescind what was voted and re-discuss at the November meeting. Anne Cadd suggested that, to save revisiting this again, a statement be added to say “any member of the Committee serving before October 2015 would be entitled to the presentation of a gift/glass bowl as before. Subsequent to October 2015 any new Committee member leaving the Committee would be presented with an engraved silver plaque showing the dates they served”.</p> <p>Andy Harris pointed out that the date of the November meeting should read 16th and not 17th. Simon Avery offered his apologies in advance.</p>									
04.16	<p>CHAIRMAN</p> <p>Allocation of Committee Positions:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Chairman</td> <td>Martin King</td> </tr> <tr> <td>Vice Chairman</td> <td>Michelle Stuttaford</td> </tr> <tr> <td>Hon. Secretary</td> <td>Euphine Bromell</td> </tr> <tr> <td>Hon. Rally Secretary</td> <td>Andy Harris</td> </tr> </table>	Chairman	Martin King	Vice Chairman	Michelle Stuttaford	Hon. Secretary	Euphine Bromell	Hon. Rally Secretary	Andy Harris	
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	<p>Treasurer Denise Henderson SW Region Reps:Euphine Bromell and Andy Harris Wessex RepChairman to ask Andy Skinner Plaque Officer Bob Gordon Assistant Secretary and Minute Secretary Anne Cadd Rally Equipment Co-ordinator for Devon and Cornwall John Andrews Rally Kit OfficerSimon Avery Sports OfficerJason Avery</p> <p>There will be no Advertising Officer</p> <p>John Matthews has very kindly offered to run the website. He does not, at present, wish to be a Committee member but is a willing helper. Richard Cadd has offered to hold on to the audio equipment. The Chairman stressed that any request for website or audio equipment to go through him and he assured the Committee that he will “vet” any confidentiality issues with regard to the website. Wessex Reps will be expected to attend 4 meetings per year plus there is an expectation to attend the Wessex Rally. The Chairman will ask Andy Skinner if he would be willing to take on this role.</p> <p>Password The Chairman explained to the new members about the use of encryption. He will send the relevant software to the new members.</p> <p>Colour of Plaques The plaques for ALL rallies will be yellow. Bob Gordon will change the colour from January.</p> <p>Chairman’s Charity The Chairman has chosen Children’s Liver Disease Foundation (CLDF) as his Charity for the year. Obviously this is a charity which is close to his heart as his granddaughter, Isla, has suffered with Liver Disease since she was born. He explained that although the Charity is based in and around Birmingham Derriford Hospital run clinics to provide support and advice for families who need support. There are Family Days throughout Devon and Cornwall. All the Committee agreed wholeheartedly to support this Charity. The Chairman’s Challenge is a skydive which will run in conjunction with the Escot Rally on Saturday 21st May 2016.</p>	<p>MK</p> <p>RG</p>
<p>05.16</p>	<p>HON TREASURER’S REPORT</p> <p>The Treasurer issued an expenses claim to all Committee members which needs to be copied. She reminded members that original receipts need to be enclosed. Mileage rates are 35p per mile to the meetings at Trethorne with a receipt. If members do not wish to claim then this money can be donated back.</p> <p>Recommendations:</p> <p>The Chairman felt that the figures were not explained fully and in enough detail at the last meeting. He has had a lot of discussion with the Treasurer and is now comfortable with the</p>	

	<p>proposals and happy that they are affordable for the Centre. He asked if the Committee were happy with:</p> <p>Admin Fee for 1-3 nights to be £2 + VAT Admin Fee for 4-6 nights to be £4 + VAT Admin Fee for 7 nights and above to be £6 + VAT These new rates will start from January 2016</p> <p>The Rally Fee is to remain the same. Social fees are to cover teas and coffees and full original receipts are to be produced. Honorariums: 12 nights. Euphine Bromell asked if they can be taken on a Holiday Rally. Andy Harris asked if they are to be submitted on an expenses form. Denise Henderson explained that the nights can be taken for weekends or holiday rallies and that the rally envelope should be submitted with the expenses form.</p> <p>Social charges will apply to Business Rallies. Deposits remain the same. Free Pitches if no pitch given by site: If 10 vans or less Centre will pay for 1 pitch and for 11 and over vans they will pay for 2 free pitches. Vouchers will remain the same. Raffle Proceeds: Rally proceeds from the AGM, Dinner Dance, Ladies, Chairman's Rally and Family Fun all go to the Centre Charity. Bob Gordon asked about 60th Anniversary Rally and Martin King answered that a percentage will be given to Charity. Martin King said he would bring more details about the 60th to the November meeting as to what is in the budget and what is not.</p> <p>Paperwork trail: Rally returns are to be submitted within 21 days of end of rally. Trailer payments remain the same. Bob Gordon asked if the charge has stopped people from using the trailer. It wasn't thought to be the case.</p> <p>All recommendations were accepted.</p> <p>Martin King advised Committee members that all expenses are to be made using the BACS payment process.</p>	MK
06.16	<p>HON RALLY SECRETARY'S REPORT</p> <p>Andy Harris will work with Michelle Stuttaford. They would like all rally proformae in by the AGM so that the book will go out early. There was a good response from the floor at the AGM when it was announced that the Rally Book is still on track to go out before Christmas..</p>	
07.16	<p>YOUTH SECTION</p> <p>There is nothing to discuss. Denise Henderson asked that the Committee agree that the accounts be frozen for the time being so that no further charges will be incurred. All in agreement.</p>	DH

CHAIRMAN