### THE CARAVAN CLUB DEVON AND CORNWALL CENTRE

# Minutes of the 417th Committee Meeting on Saturday 3<sup>rd</sup> October at 2015 Stowford Farm Meadows following the AGM

PRESENT: Chairman Mr Martin King

Vice-Chairman Mrs Michelle Stuttafrd 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

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01.16	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.	
02.16	MINUTES OF THE MEETING	
02.10	MINUTES OF THE MEETING	
	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	
03.16	MATTERS ARISING FROM THOSE MINUTES	
	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	
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	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".	
	Andy Harris pointed out that the date of the November meeting should read 16 <sup>th</sup> and not 17 <sup>th</sup> .	
	Simon Avery offered his apologies in advance.	
04.16	CHAIRMAN	
	Allocation of Committee Positions:	
	Chairman Martin King	
	Vice Chairman Michelle Stuttaford	
	Hon. Secretary Euphine Bromell	
	Hon. Rally Secretary Andy Harris	

Treasurer ...... Denise Henderson

SW Region Reps: .....Euphine Bromell and Andy Harris

Wessex Rep ......Chairman 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 Officer ...... Simon Avery
Sports Officer ...... Jason Avery

There will be no Advertising Officer

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.

MK

#### Password

The Chairman explained to the new members about the use of encryption. He will send the relevant software to the new members.

#### **Colour of Plaques**

The plaques for ALL rallies will be yellow. Bob Gordon will change the colour from January.

RG

### 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 21<sup>st</sup> May 2016.

## 05.16 HON TREASURER'S REPORT

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.

#### Recommendations:

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

proposals and happy that they are affordable for the Centre. He asked if the Committee were happy with: Admin Fee for 1-3 nights to be £2 + VATAdmin Fee for 4-6 nights to be £4 + VATAdmin Fee for 7 nights and above to be £6 + VAT These new rates will start from January 2016 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. 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 60<sup>th</sup> Anniversary Rally and Martin King answered that a percentage will be given to Charity. Martin King said he would bring more details about the MK 60<sup>th</sup> to the November meeting as to what is in the budget and what is not. 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. All recommendations were accepted. Martin King advised Committee members that all expenses are to be made using the BACS payment process. 06.16 HON RALLY SECRETARY'S REPORT 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.. 07.16 YOUTH SECTION 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. DH

08.16	ANY OTHER BUSINESS	
	John Andrews said that if anyone wanted to pick up the trailer they will have to do it themselves. The Chairman explained that he only requires John to take bookings for the trailer. He and Denise Henderson will organise for the trailer to go out.	
	Euphine Bromell said that the Chairman has asked Paul and Janice Featherstone to be CLO for National. He will contact them again soon.	MK
	Martin King reported that the new website will go live within the next few days. Bob Gordon asked about e-mails and Martin advised that they will be handled by the old website. On the new website there is a "contact us" proforma. John Matthews will be testing this over the next week. All are asked to reply. Bob Gordon asked if the links will be the same. Martin confirmed they will be and that there is a link from the old to the new websites.	
	Denise Henderson asked about the surcharge non-members pay for the Dinner Dance. All agreed it should be a £5 surcharge.	
	Euphine Bromell gave the dates of the meetings for the following year as: 16 Nov/18Jan/7 Mar/25 Apr/13 Jun/18 Jul. Motions due 27 <sup>th</sup> August with nominations on 17 <sup>th</sup> September and a Committee Meeting on 19 <sup>th</sup> September. All meetings to be held at Trethorne at 7pm.	
09.16	ALLOCATION OF SILVER PLAQUES	
	Heligan Martin King Crackers and Wisdom Martin King Halloween Wadebridge Michelle Stuttaford Halloween Woodlands Martin King Xmas Party Hoburne Martin King New Year Hoburne Martin King New Year Pentire Michelle Stuttaford	
	The Hon. Secretary will issue a new crib sheet for Flag Officers and send out a new Contact List to Committee members.	EB
	Mortin Ving will sand out list for rolly attendence	MK
10.16	Martin King will send out list for rally attendance.  NEXT MEETING	
10.10		
	The next meeting will be held at Trethorne Leisure Park at 7pm on Monday 16 <sup>th</sup> November.	

The Chairman once again thanked all the members of the Committee for supporting him over the past year.

Signed: Date: 3<sup>rd</sup> October 2015

### **CHAIRMAN**