

# THE CARAVAN CLUB DEVON AND CORNWALL CENTRE

## Minutes of the 420th Committee Meeting on Monday 7<sup>th</sup> March 2016 at Trethorne Leisure Park

**PRESENT:**

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

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

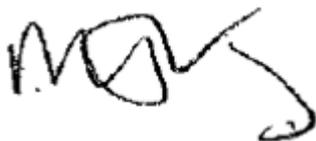
49.16	The Chairman welcomed all members to the meeting.	
50.16	<p><b>MINUTES OF THE MEETING</b></p> <p>The Chairman asked if everyone was happy that the minutes are an accurate record of meeting 419 for both Parts 1 and 2. All confirmed they were happy and the Chairman signed the minutes.</p>	
51.16	<p><b>MATTERS ARISING FROM THOSE MINUTES</b></p> <p>33.16/15.16 The Flag Officer Notes for Guidance and Crib sheet have been recently amended by the Chairman and distributed to all Committee members.</p> <p>33.16/18.16 <b>MK</b> is planning to speak with Tamar Trailers over the next few weeks.</p> <p>33.16/18.16 <b>Jason Avery</b> has now been presented with his gifts.</p> <p>33.16/18.16 <b>EB</b> confirmed she has circulated rally return letter templates to all.</p> <p>38.16 <b>DH</b> requested that a note be put on website asking rally stewards to put the number of the rally on the back of each cheque.</p> <p>44.16 <b>DH</b> confirmed she has sent a cheque for £20 to the Wessex Committee as payment for a raffle prize.</p> <p>45.16 <b>MK</b> will speak to Janice Featherstone re flagpole at National. EB advised that there are to be no marquees so all flagpoles will have to be held outside.</p> <p>46.16 <b>Jason Avery</b> has still to merge the equipment lists.</p>	<p><b>MK</b></p> <p><b>MK</b></p> <p><b>MK</b></p> <p><b>Jason</b></p>
52.16	<p><b>CORRESPONDENCE</b></p> <p>A letter/form has been received re any rallies planned to be held in National Parks for 2017. <b>AH</b> will complete and return.</p> <p>Information has been received about a possible rally site at the Bibury Football Club in the Cotswolds. <b>MK</b> suggested letting Robin Ferris know about this site.</p> <p>Dennis Carslake has been in contact with <b>EB</b> regarding the risk assessment for the Fowey Rally. <b>EB</b> sent Risk Assessment letter to Dennis. SA asked if there should be some sort of generic risk assessment but <b>EB</b> explained that as we are a voluntary organisation our remit is to have a duty of care. However, <b>MK</b> thought it might be a good idea to have a generic</p>	<p><b>AH</b></p> <p><b>EB</b></p>

	<p>risk assessment so <b>EB</b> will speak to Club for clarification.</p> <p>A letter has been received from John Matthews regarding honorariums paid to members of the top table. A letter was sent to JM in response to the correspondence received for the 419th Meeting on 18th January 2016. On 20th January a reply was received from JM regarding free rally nights and further comments regarding the honorarium payments. A discussion took place and it was agreed to send a further letter detailing the number of free nights that had been accepted through the Treasurers recommendations from the AGM 2015. The letter will also contain information regarding the Committee's action regarding the introduction of the Honorarium and changes that have occurred over the years.</p> <p><b>EB</b> to draft reply letter.</p>	<b>EB</b>
53.16	<p><b>CIRCULARS</b></p> <p>No circulars have been received</p>	
54.16	<p><b>CHAIRMAN'S REPORT</b></p> <p>Since we last met we have had the Dinner Dance at the Penventon Park Hotel. Firstly I must thank Michelle and Dave Stuttaford, Catherine, the Hotel and our members for making it a very successful event. Our special guests were Glynn and Jennifer Ball from the Caravan Club executive Committee and we had Sue and Frank Southwell, South West Regional Madam Chairman and Christine and Chris Palmer, Madam Vice Chairman. It was great to see 6 past Chairman of the Devon and Cornwall Centre and we were entertained by Jailhouse into the early hours.</p> <p>In the afternoon we laid on a children's entertainer which was thoroughly enjoyed by both the little children and the big children!</p> <p>The feedback has been great and the Hotel were very accommodating ensuring that a good time was had by all.</p> <p>I have personally written to sponsors of the event thanking them for their continued support.</p> <p>Family Fun Weekend – Thank you to those that have offered assistance with this event. I have a flyer for discussion which we will discuss as the agenda item.</p> <p>Christmas Party – I have managed to secure Hillhead Caravan Club site for a Xmas Party Rally and the programme and costs are just being finalised before a flyer is produced.</p> <p>New Year – Still looking to negotiate a site but this is proving challenging as they require a commitment on numbers which we cannot commit too.</p>	
55.16	<p><b>HON SECRETARY'S REPORT</b></p> <p>Membership numbers are: Lead Members: 2391, Joint Members: 2018, Family Members: 61 giving a total of 2391.</p> <p>Silver Plaques: <b>EB</b> has managed to secure better prices for the purchase of silver plaques: 150 stewards and 50 plain - £6.50 each. 300 stewards and 100 plain - £5.50 each all plus VAT and carriage. <b>DH</b> agreed that 400 could be ordered. <b>AC</b> passed on a message from <b>RC</b> asking when he would be given his silver plaque as a 'thank you gift' on leaving the Committee. <b>EB</b> replied that as the order quantities have been agreed this evening, an order will be placed as soon as these plaques have been received RC will be sent his.</p> <p>National Rally: There seems to be conflicting information regarding Regional Block</p>	<p><b>EB</b></p> <p><b>EB</b></p>

	Marshalls and siting of vans. <b>EB</b> will try to find out more information.	
<b>56.16</b>	<p><b>HON TREASURER'S REPORT</b></p> <p>The Accountants have requested that more information be put on expense claim forms such as where mileage is being claimed to and from and for what reason.</p> <p>She has been into Bookers regarding cards. <b>MK</b> will e-mail stewards for forthcoming rallies to let them know where the cards are being held.</p> <p>The draft Accounts have just come back from the Accountants. They show an income of £74,108 and expenditure of £70,593. In 2014 our income was £71,307. Expenditure has gone up by £47 due to fact that social events have gone down by £6,000 due to not having a dinner dance. <b>John Andrews</b> asked if VAT will be shown on final accounts. <b>DH</b> explained that VAT is not shown by accountants but that VAT payable has to be submitted separately and she sends a return to the Caravan Club. <b>MK</b> asked <b>DH</b> to show rally nights comparison: 1167 vans out, 5017 nights out, 136 visitors, 1031 D&amp;C members, 10 non-arrivals and 7 cancellations.</p>	<b>MK</b>
<b>57.16</b>	<p><b>HON RALLY SECRETARY'S REPORT</b></p> <p><b>AH</b> has received no proformae at all for 2017.</p> <p>He wondered whether Valentines at Stowford should be run next year as numbers were low this year although the rally had been a success. <b>AC</b> informed the Committee that they had run a very successful KARM rally over the dinner dance weekend and that everyone had been very impressed with the facilities offered by Globe Vale in Redruth. They had been asked if it would be possible to run a rally there over the February half-term. <b>AC</b> had discussed this possibility with Keith and Mary Kingston-Ford who agreed it might be better to change the Valentines at Stowford and so a provisional booking was made for 12 vans for a 10 day holiday rally. All seemed to think this was a good idea and <b>AC</b> will raise a proforma and send to <b>AH</b>. She asked if this could be put on the website and a note that Valentines at Stowford 2017 will be cancelled.</p> <p><b>AH</b> asked that Flag Officers announce that all rally proformae need to be in by the AGM. <b>MK</b> will add this to the Flag Officer Crib sheet.</p>	<b>AC</b> <b>MK</b>
<b>58.16</b>	<p><b>60<sup>th</sup> ANNIVERSARY RALLY</b></p> <p><b>MK</b> was disappointed to inform the Committee that to date he only has 42 vans booked in for the 60<sup>th</sup> rally made up of 4 stewards, 6 visitors and 32 D&amp;C members. He explained that he needs another 15 vans to break even on the accounting. Committee members were not over-worried as many rallies seem to be having later bookings and they thought that 15 would be achieved by the first week in May.</p> <p>The driving and reversing at the 60<sup>th</sup> is in jeopardy as Martin Eastley does not have a caravan for us to borrow. <b>SA</b> asked if this event could be postponed, perhaps to Ladies Charity Rally?</p> <p>Fire Extinguishers in the trailer are dated 2010 and are valid for 10 years. Fire buckets with sand and water will be near the marquee.</p> <p><b>EB</b> wondered if the people helping to run the event should be given Green Badges. The Committee felt that there should be no badges given out.</p>	

59.16	<p><b>RUNNING A RALLY GUIDE</b></p> <p>All the amendments Jason has received have now been done. <b>RG</b> said the information about the Bookers card should be on this document. Jason will add this. <b>MK</b> suggested it would be a good idea that the draft copy be sent to a couple of stewards to ask them to read and check it. <b>DH</b> said send it to a new rally steward and an experienced one.</p>	Jason
60.16	<p><b>INCIDENT REPORT FORM</b></p> <p><b>EB</b> sent off the report about the awning incident over New Year. No further correspondence received.</p>	
61.16	<p><b>FAMILY FUN WEEKEND</b></p> <p><b>MK</b> had circulated the proposed programme. There are 12 vans booked in at present. He will e-mail those attending with proposed “jobs”.</p>	MK
62.16	<p><b>WESSEX REPORT</b></p> <p>There has been no meeting. <b>MK</b> asked <b>AH</b> if he could find out numbers and names of D&amp;C members already booked.</p>	AH
63.16	<p><b>REGIONAL COUNCIL REPORT</b></p> <p>Next meeting to be held on 9<sup>th</sup> April.</p>	
64.16	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>• <b>AC</b> asked if anyone could submit any information for the Easter Newsletter. She will be circulating this to top table this week.</li> <li>• <b>AC</b> informed <b>EB</b> that she will be unable to attend the meeting on 18<sup>th</sup> July. <b>EB</b> asked for volunteers to take the minutes at that meeting.</li> <li>• <b>RG</b> said he would like to cancel the Torrington Rally booked for August Bank Holiday (3894) as there is no-one booked on at the moment. All members were happy for this to be cancelled.</li> <li>• <b>John Andrews</b> asked if the stewards for the St Patrick’s Day Rally can claim their pitch money back. <b>DH</b> explained that if there are up to 10 paying vans they can claim for one steward and if there are 11 and over they can claim for 2.</li> <li>• <b>DH</b> informed the meeting that the trailers have been serviced but the wheel nuts will need tightening before they go out. The weight of the large trailer is 2.1 ton. <b>MK</b> passed on his thanks to <b>DH</b> for sorting all of this out. A discussion was held on whether the trailers should be kept at a cost of £24 per month. <b>MK</b> felt this was in need of a further and more detailed discussion at a later date. General feelings were that the trailers were not being kept in the best place for people to use them (the small one has not been used for 2 years). <b>RG</b> said he thought he would be able to store the small trailer.</li> <li>• <b>DH</b> has someone booked on to the Hendra rally who hasn’t received their rally book. <b>DH</b> will e-mail <b>EB</b> the details.</li> <li>• <b>EB</b>: Derek Hughes, ex-Chairman, will be 100 years old in April. <b>EB</b> will invite</li> </ul>	<p>AH</p> <p>DH</p>

	<p>him to the 60<sup>th</sup> but it is thought he might not be able to attend. A birthday card will be sent on behalf of the Centre members.</p> <ul style="list-style-type: none"> <li>• <b>MS</b> said that she does not have some of the equipment listed as in her possession. She also asked if China cups and saucers could be purchased. It was generally thought this not to be a good idea.</li> <li>• <b>MK</b>: Thanks to <b>John Andrews</b> who has been arranging for boilers to be serviced. This is at a cost of £30 each boiler every 12 months. <b>EB</b> thought it might be a good idea to invest in thermos flasks.</li> <li>• <b>MK</b> explained that the Church Concert in aid of the Centre Charity had been cancelled.</li> <li>• <b>MK</b> is still awaiting 4 people to sign the Code of Conduct and return. He asked the 4 people if they would do so.</li> <li>• <b>MK</b> will amend the Flag Guidance notes and re-distribute.</li> </ul>	<b>MK</b>																											
<b>65.16</b>	<p><b>ALLOCATION OF SILVER PLAQUES</b></p> <p><b>MK</b> asked the Committee for their feelings on Flag Officer roles. Now that some rallies are for a longer duration, some members of the top table may not be able to attend for the whole rally due to other commitments. If there is a Committee member on the rally for the whole of the time should they be offered the role instead of the Officer. <b>DH</b> and Jason felt that the person on the rally longer should take on the role. <b>EB</b> felt it should be the Officer. It was decided that the Chairman should make the decision at his discretion.</p>																												
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<b>66.16</b>	<p><b>NEXT MEETING</b></p> <p>The next meeting will be held at Trethorne on 25<sup>th</sup> April.</p>																												



Signed:

Date: 26<sup>th</sup> April 2016

CHAIRMAN