

THE CARAVAN CLUB DEVON AND CORNWALL CENTRE

Minutes of the 422nd Committee Meeting on Monday 13th June 2016 at Trethorne Leisure Park

PRESENT: **Chairman** **Mr Martin King**
 Vice-Chairman
 Hon Secretary **Mrs Euphine Bromell**
 Hon Treasurer **Mrs Denise Henderson**
 Hon Rally Secretary **Mrs Michelle Stuttaford**

COMMITTEE: **Mr John Andrews, Mr Jason Avery,**
 Mr Robert Gordon,
 Apologies: Mrs Anne Cadd, Mr Simon Avery
 Minute Secretary: Mrs Sue Eldridge

86.16	<p>The Chairman welcomed all members to the meeting and thanked Sue for stepping in as minutes secretary for tonight</p> <p>Co-Options</p> <p>I have been approached by three people with regards to putting in a nomination for Committee in October. I have suggested that as we are so reduced (9 members), that if the committee approve, we can co-opt for the remainder so that they get a feel for it and then are better informed before October. The Committee agreed with this approach.</p>	MK
87.16	<p>MINUTES OF THE MEETING</p> <p>The Chairman asked if everyone was happy that the minutes are an accurate record of meeting 420 for both Parts 1 and 2. All confirmed they were happy and the Chairman signed the minutes.</p>	
88.16	<p>MATTERS ARISING FROM THOSE MINUTES</p> <p>51.16 MK has been unable to arrange a meeting with Tamar Trailers.</p> <p>51.16 Flagpoles at The National EB suggested that all D/C members attending be emailed with time before event. EB to note and remind Chairman</p> <p>52.16 MS to contact National Parks Authority re boundaries</p> <p>56.16 MK has still to e-mail re Bookers Cards.</p> <p>57.16 MK to add to Flag Officer crib sheet about rally proforma needing to be submitted by AGM at the latest.</p> <p>64.16 Torrington Rally is now cancelled.</p> <p>70.16 EB advised that she had written to Gloucester lady but had heard nothing.</p> <p>70.16 EB has written to Andy Skinner.</p>	<p>MK</p> <p>EB</p> <p>MS</p> <p>MK</p> <p>MK</p>

89.16	<p>CORRESPONDENCE</p> <p>EB has had an email from John Matthews regarding the rally fee for centre rallies. John is requesting that he doesn't charge the rally fee on his future rallies as he is happy to bear this cost himself and sees that the centre is profiting from this fee. DH stated that most stewards use the rally fee to purchase sweets, quiz, prizes etc and whilst John may be able to donate these items some stewards might not be as fortunate and it would be unfair to expect all to do this. MK said that this rate is set by the committee and cannot be altered during the year and would be up to the Treasurer as to whether this could be changed as one of the recommendations to the AGM. All members present agreed with this decision.</p> <p>EB to write to John Matthews regarding this</p> <p>EB had received an email from Martin Stringer (Caravan Club Executive Secretary) regarding a complaint about a rally.</p>	EB
90.16	<p>CIRCULARS</p> <p>No circulars had been received.</p>	
91.16	<p>CHAIRMAN'S REPORT</p> <p>Honorarium</p> <p>This payment must not be a cash/cheque payment as this will constitute a paymaster type situation which would become liable for Tax, NI and we would have to offer a pension! This should be a gift or voucher to the value of the agreed amount for each complete year's service within an honorarium role.</p> <p>The second part of this is whether the committee are acting in the interest of the membership with regards to such gifts. The secretaries meeting at the National Rally, which was chaired by Martin Stringer, eluded to some guidance with regards to this and therefore if the committee are in agreement we should defer any decision until this is provided.</p> <p>Chairman's Report</p> <p>We are already approaching the middle of June and both Catherine and myself consider ourselves to be very fortunate that we have been able to share some great rally experiences over the last few weeks. This has been quite a challenge for us as we have just completed ten weekends away, including a week at the 60th / Chairman's Rally venue and of course the National Rally, out of eleven.</p> <p>Our run included the 60th / Chairman's which was a great success and enjoyed by all those that attended. The programme was packed full of quality entertainment and events which added to the good weather meant for a fantastic weekend. We followed this with trips to Yeatheridge and the River Dart Country Park which in themselves are fantastic settings for all the family to enjoy. We then made our way to Escot which was the base for my Skydive challenge, yes I did it and I have to sincerely thank each and every one of those members, family and friends who jumped with me.... Emma Avery, Josh Bearne, Jake Bearne, Rob</p>	

	<p>Branton, Richard Grigg, Robson King, Rob Kirtland, Aaron Larner, Kerri Larner, Nige Larner, Mark Tennant, Becky Tucker, Dave Tucker and Dean Wickett. You were all incredible.....</p> <p>I must also mention our support throughout the weekend from everyone who came to witness the spectacle and of course to Catherine for organising the event with Skydive Buzz.</p> <p>Then off to the National in Shropshire, yes we finally made it after 4 years of trying! Why I took a van full of wet weather gear I will never know but maybe we were just lucky. It was a pleasure to be able to represent the centre at this event and is without doubt an event we will attend in the future.</p> <p>This was followed closely by the Ladies Charity Rally, and mine and Catherine's thanks must go to Jason, Stacy and Paige, Simon, Emma, Kelsey and Chloe, Dave and Michelle for the tremendous amount of effort they put into making the event a success. Thank you to those that supported us on the rally and of course to our day visitors, with your generosity we managed to raise a whopping £1450, thank you from the bottom of our hearts it means so much to us that we will be able to make a difference to children with liver disease. It was quite fitting that our fund raising Ladies Rally fell this weekend as we were able to celebrate Isla's Happy Transplant Day which was 10th June.</p> <p>We now look forward to our next series of travels where we will hope to enjoy many other great weekends away.</p>	
<p>92.16</p>	<p>HON SECRETARY'S REPORT</p> <p>EB has requested everyone to look at the minutes from the last AGM and bring amendments to the next meeting</p> <p>EB reminded members of the absence of a minute secretary at the next meeting.</p> <p>RG suggested using one of the co-optees who attend</p> <p>EB stated Deborah Southon had requested at the open forum that the committee state the total un itemised amount for rallies in the rally book but MS stated this had been tried before and was unhelpful for DH. All agreed to leave it as it is</p> <p>EB stated that as of 9th June there were 2507. Lead members – 2417, Joint members - 2028 and Family Members – 62.</p> <p>EB spoke of the difficulty in obtaining the monthly figures and had had received none for 2 months The Caravan Club have promised to rectify this It is proving impossible therefore to email all new meets but 1st class postage will now replace 2nd class for D&C Labels</p> <p>EB attended the Secretaries meeting at the National Rally and the topics of discussion are detailed below.....</p> <p>NATIONAL: CENTRE SECRETARIES MEETING</p> <p>My thanks to those of you that were able to come along to the meeting of Centre Secretaries at The National on Monday 30 May. I hope you found it useful and were able to take the opportunity to talk to some of the other Secretaries that were there.</p>	

I trust that we answered most of your questions at the time, even if the answers might not have necessarily been the one that you wanted! This note is not intended to be a set of minutes, especially as it is difficult to talk and write at a meeting, but I wanted to take the opportunity to pick up on a few points that were discussed at the meeting:

Data Protection. The Club has received two unrelated requests from Centre members under the Data Protection Act for information held on them by The Club and the Centres concerned. The Club is legally obliged to disclose that data, which is not only data held in membership records, but can also include correspondence, including emails. Therefore, Centre Committee members should take great care with what they write in emails and other correspondence, especially where it relates to members. When writing something about somebody, ask yourself whether you would want that person to read what you have written. If not, then don't write it, or at least make sure that is factually correct and objective.

Centre Disciplinary Matters. Both instances mentioned above have arisen from the outcome of Centre disciplinary procedures. Those procedures rest with the Centre Committee. Whilst The Club does not have the resources at East Grinstead to become too involved in such matters, particularly with arbitration, Centres are recommended to seek the advice of the Executive Secretary's office if there is any uncertainty over the process to be followed or if they want an impartial view.

Pitch Spacing. Two issues were raised with regard to spacing next to buildings and spacing on commercial sites:

Buildings. Many rallies over the winter take place, for example, on school and village hall premises, where space is limited; however, the guidance issued by The Club on 22 January 2016 (AN4 to GLCs) still applies, i.e. '*..... there should be 6 metres separation between the facing walls of a caravan or motorhome and a building; however, that 6 metres space could be used for a towing vehicle or awning so long as there is still 3 metres clear space within that 6 metres.*'

Commercial Touring Sites. These sites operate under the terms and conditions of a site licence issued by the local authority, which will specify spacing in accordance with nationally recognised Model Standards. These Standards also form the basis for The Club's spacing requirements. Commercial sites should lay out their pitches in order to comply with those standards. If not, the local authority could find them in breach of their site licence, which could lead to enforcement action. Where commercial sites have allocated an unmarked area for rallying, the Centre's rally officer should ensure that the spacing accords with The Club's requirements. This might necessitate an advance visit to the site to ensure that the site is not quoting that there is space available for a higher number of outfits that can actually be pitched within what is available. We shall consider further clarification on this in General Letters to Centres, when next issued.

General Letters to Centres. I hope to issue an updated version in the next few months, incorporating all of the amendments that have been sent out since it was last re-issued in September 2014.

Free pitches for rally marshals on Club sites. When rallying on Club sites, there is

already a 20% discount on the normal pitch fee, except during peak periods and bank holidays. Club site rally fields are (or will be from 2017) charged at only £9.50 per pitch. On this basis, Committees have agreed that there should be no free pitches allocated to marshals; however, it is entirely up to Centres if they want to increase the pitch fees charged to those on their rally to facilitate free pitches for the rally marshal, e.g. by 50p per night.

Centre Reports. Thank you to those that brought along examples of erroneous Centre reports. As explained, there is unlikely to be any change in the short term, because of the competing IT priorities, but we do understand your continual frustration. Brian Savage, Director of Membership Services, who was at the meeting, and I shall be looking at this to see what can be done to help. Where there has been duplication of members' details on reports, it seems likely that members have inadvertently joined twice through the online process. The requirements of the Data Protection Act (1998) and the EU General Data Protection Regulation (2016) are resulting in The Club needing to give more thought to the use of member data, which includes the information in Centre reports, hence why we do not want to make changes to reports now that might then require further change to comply with the legislation.

Address labels. The errors on address labels have, for the most part, occurred when members have entered their own information online, e.g. lower instead of upper case lettering, etc. It is that information from which the address labels are generated automatically. Last year, we spent a lot of time correcting that information manually, because the software changes to do it automatically were not of sufficient priority. Please encourage your members to take care when entering their information.

Rallies in Scotland. The Highland Centre has requested Centres wanting to rally in their area to contact the Centre Secretary in the first instance (Joyce Stuart), because she might be able to obtain advantageous pitch rates.

[Note. The Scottish Division Secretary still coordinates the 4b clearances]

Centre Magazine Article. There will be a two-page article in the July Magazine about a Mid West Yorkshire Centre rally, the aim of which is to introduce Club members to the idea of rallying and encourage more to participate.

Centre Paperwork. Papers are an important record of a Centre's history, especially the minutes of meetings and, in particular, AGMs. The retention of Centre paperwork is very much a matter for Centres, with the only exception being financial records, which must be retained for seven years, i.e. the current year and the previous six years. Papers can, of course, be scanned and retained 'electronically'. Care must also be taken with the destruction of records that hold member data, i.e. by shredding, burning or even taking them to a commercial destruction facility. Data in rally handbooks was also raised, e.g. names, addresses and telephone numbers, and we shall seek some further advice.

Committee details. Please ensure that you advise the Executive Secretary's office of any change in contact details, especially email addresses. A brief email to executivesecretary@caravanclub.co.uk will suffice.

Rallying in National Parks. There are special arrangements for rallying in National Parks

	<p>(See GLCs, Sect 3, Para 26). An email regarding National Park rallies is sent to Centre Rally Secretaries and copied to Centre Secretaries in February each year, along with the relevant form for completion, but it would seem that some Rally Secretaries are unaware of the requirement to notify the Executive Secretary's office.</p> <p>Training for Centre Treasurers. There have already been training sessions run by The Club for those Centre Treasurers in the South West Region and Welsh Division. Dates have already been set for a further three Regions over the next few months and will be notified accordingly. It is hoped to cover the remaining five Divisions and Regions by early 2017 and then to start over again, subject to demand.</p> <p>'Divisions, Regions & Centres Secretary' at East Grinstead. You will already be aware that Janet Pereira is retiring on 15 June. We shall all miss Janet, not least as she has so much knowledge about The Club and its Centres having been here for 24 years. I am pleased to advise that a successor is in the process of being appointed, but is unlikely to be able to start until 7 July. During the period in between, we shall continue to do our best to help with any questions you might have, but please bear with us.</p> <p>EB stated that the 3metre/6metre spacing between vans applies to commercial sites and it is the responsibility of the local council to monitor</p>	
93.16	<p>HON TREASURER'S REPORT</p> <p>DH reported an increase in rally nights consisting of 460 units making 1733 nights in total so far. Copies of the latest rally profit/loss sheet was circulated. These were discussed. DH reported that some stewards are still spending the VAT on rally socials. We need to inform Stewards that they need to just spend the net. If the social is f5.00 plus VAT then the stewards have the f5.00 times number of ralliers on rally. Jason Avery will add this information to the 'Running a Rally Guide'.</p>	Jason
94.16	<p>HON RALLY SECRETARY'S REPORT</p> <p>MS has received an email from Mary Kingston-Ford reporting that Clovelly has only 4 vans booked and may have to cancel. This is due to the cost to the Parish Council of cutting the grass in readiness for the rally. If there are no additional bookings by the end of the month then the rally will be cancelled and an email will be sent to all concerned.</p> <p>MS had a request from Tony James about the proposed cancellation of Holsworthy vintage Rally. There are currently 2 units booked on and does not make this viable. Tony is still going to attend the site but the committee agreed that the rally be cancelled. MS to notify Tony.</p> <p>MS requests all rally proformas to be sent to her by the AGM</p> <p>MS asked about the refund of deposits in the event of illness and whether the committee would consider this. This was discussed and it was felt that this would not be appropriate as the deposits are non-refundable.</p> <p>MS advised that the assistant stewards were not willing to run the Cider and Wot Not rally. MS to contact the webmaster to put a notice on the website for volunteer stewards for this rally.</p>	MS MS MS

	Stowford beer festival full	
95.16	<p>60th ANNIVERSARY RALLY</p> <p>The event passed successfully with lower attendance than anticipated but this didn't detract from the overall experience of the event.</p> <p>Mount Edgcumbe were very pleased with the way the event was planned, managed and executed and would be very pleased to have us back in the future. This is testament to the immense amount of work that went on in the background by the stewards and they must take a great deal of credit for this.</p> <p>The rally has made a loss but the actual figure will be confirmed at the next meeting. The Chairman thanked Denise for assisting with this.</p>	MK
96.16	<p>FAMILY FUN WEEKEND</p> <p>MS asked whether the Family Fun could be moved to another venue at another time next year. Dates to be discussed at next meeting</p> <p>JA suggested the Cornwall showground or Gwythian Sands</p> <p>MK suggested that youngsters from this be guided towards resurrecting the youth committee</p> <p>MS noted that children must be aged 10 to stand on the youth committee as previously agreed and written into the Youth constitution.</p>	EB
97.16	<p>NATIONAL 2016</p> <p>EB reported that this year's event was a fantastic weekend for all. The weather was good throughout and was well supported. Jason and MK agreed.</p> <p>Next year's National will be at Sandringham in Norfolk.</p>	
98.16	<p>RUNNING A RALLY GUIDE</p> <p>Jason will add the VAT information to the guide</p> <p>MK asked for comments at the next meeting</p> <p>Jason said a couple of further amendments are needed and then it will be ready to be distributed to rally stewards.</p>	Jason ALL
99.16	<p>WESSEX REPORT</p> <p>EB mentioned that there were some problems regarding the Frome showground with regards to the Wessex rally. The new building is unlikely to be ready but the Wessex will revert to the use of marquees as per previous events.</p> <p>D&C currently have no vans booked but do expect 8-10 vans to attend to fulfil centre commitments at the event.</p>	
100.16	<p>REGIONAL COUNCIL REPORT</p> <p>No meeting since the last committee meeting.</p>	

<p>101.16</p>	<p>ANY OTHER BUSINESS</p> <p>EB asked if a cheaper plaque supplier could be found EB asked if the silver plaques had been paid for, DH confirmed that these had been paid for. RG asked if he could re-order 100 new meet plaques but this was thought to be too many as some held by committee members. It was agreed that a further 50 be ordered. DH reported stewards still charging the wrong price for plaques and should view the correct pricing on the website. A total of 697 plaques were sold last year. DH reported members still using their own Bookers cards making it impossible for her to process receipts. MK to contact stewards. EB has sent a condolence card to Joan Ringer on the death of her husband Leonard who passed away recently. EB to supply Jenny Bowden's email address for AGM rally EB requested that flag officers encourage people to join the committee and that trophies are returned for engraving prior to the AGM MS requested list of trophy holders from EB MK 2 Coleman shelters purchased by DH. Agreed by Committee Members present at the 60th Rally. Committee to consider purchasing a "joiner". The shelters are proving a successful acquisition and have already been booked out for 5 upcoming rallies. EB presented a gift of a collarette to the Chairman. This is to be used at the Chairman's discretion when the Chairman was unable to attend an official event and to be worn by the person representing the Devon and Cornwall Centre. The Chairman thanked Euphine and Alan for this gift.</p>	<p>RG</p> <p>MK</p> <p>EB</p> <p>All</p> <p>EB</p>
<p>102.16</p>	<p>ALLOCATION OF SILVER PLAQUES</p> <p>Mazey Days - JA Sausage Sizzle - MK Stowford Beer Fest - MK Mods n Rockers - DH Woodlands - MK Exmouth - MS Southwinds - MK to ask Deborah Southon Clovelly - Dingles - MK Fowey - AC Little Winnick - MS Wessex - MK</p>	
<p>103.16</p>	<p>NEXT MEETING</p> <p>The next meeting will be held at 18TH July 2016 at Trethorne.</p>	

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Signed:

Date: 18th July 2016

A handwritten signature in black ink, appearing to be 'M. J. S.', written in a cursive style.

CHAIRMAN