

THE CARAVAN AND MOTORHOME CLUB

DEVON & CORNWALL CENTRE

MINUTES OF THE SIXTY- SECOND ANNUAL GENERAL MEETING

HELD AT PETER TAVY VILLAGE HALL, PETER TAVY, TAVISTOCK, DEVON

SATURDAY, 7th OCTOBER, 2017

CENTRE OFFICERS PRESENT

Mrs. Michelle Stuttaford	Chairman
Mr. Simon Avery	Vice Chairman
Mrs. Euphine Bromell	Secretary
Mrs. Katrina Shipp	Treasurer

COMMITTEE MEMBERS PRESENT

Mr. Jason Avery; Mr. Martin King; Sue Biddle

CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members and new members to the 62nd AGM. She advised that several members had died during the year and asked members to stand for a minute's silence to remember them.

The Secretary, Mrs. Euphine Bromell, read the Notice of the Meeting and asked members to turn off all mobile phones and pagers for the duration of the meeting.

The Chairman asked that speakers on any subject should first give their name clearly and state their home town before speaking.

APOLOGIES FOR ABSENCE:

Mr. Mark Scantlebury	Plymouth
Mrs. Sam Boorman	Plymouth
Mr. & Mrs. Russell Dearing	Plymouth
Mr. & Mrs. Wills	Plymouth
Mr. & Mrs. David Bowden	Bude
Mr. & Mrs. Richard Harvey	Bovey Tracey
Mr. Derek Madge	Exminster

MINUTES OF 61st AGM

The Chairman asked if the members agreed that the minutes were accurate and they were approved, proposed by Mr. John Heal and seconded by Mr. Rob Biddle. The Chairman then signed the minutes.

MATTERS ARISING

There were no matters arising.

PRESENTATION TO CENTRE CHARITY

The Secretary invited Sarah Stott, a representative for the Children's Hospice South West to receive a cheque in the sum of £4,100 for the charity, presented by Mrs. Michelle Stuttaford. Sarah thanked the Centre and went on to explain that the Hospice has three centres, Little Harbour in Cornwall, being the one she represents. Another one is outside Bristol and the third is situated in North Devon. Little Harbour has been open for five years and across the region 450 families are able to come to spend precious time and make memories. She said that some of the families had shown an interest in camping and in the grounds at Little Harbour they were able to experience this while still being in reach of essential services provided by the Hospice.

PRESENTATION TO YOUTH SECTION CHARITY

The Secretary invited Zoe Biddle and Melanie, the representative for the charity, to the front of the hall. Zoe then presented Melanie (with her son Jack) with a cheque for £1,291.50 for Derriford Hospital Neo-Natal Intensive Care Unit. Melanie then told the members that Jack had been born extremely prematurely and he owes his life to the Neo-natal ICU at Derriford. In 2014, the unit cared for 1,200 babies. They provide support for the parents as well as the babies and there are four bedrooms available for supporting parents of very sick babies. She thanked Zoe and the members of the Youth Committee for raising such a fantastic sum for the unit.

MADAM CHAIRMAN'S REPORT

The Secretary gave the following information on membership of the Centre:

Full Members	2,050
Joint Members	1,778
Family Members	53

There had been 7 Committee meetings during the year. Details are in the AGM pack.

Michelle Stuttaford then read her report and asked that it be taken as read and adopted.

Proposed by Mr. Jason Avery and seconded by Mrs. Sue Biddle. There were no comments on the Chairman's report.

TREASURER'S REPORT

Katrina Shipp read out her report as follows:

My first year as Treasurer is nearly over and it has been lovely to work with a wonderful committee who have not only helped and supported me but worked so hard in trying to meet the members' needs. It is sad that some of them have moved on and I thank you for your help and you will be missed.

I would like to thank everyone for the help and support that they've given me and none more so than my family who have supported the work I've devoted to the Centre this year. I certainly couldn't have done it without their support and understanding.

We have tried to listen to people's views and we have trialled receiving payment by BACS. Where we have tried this, the results have been good and it is my intention this year that we open this out further and we will be working closely with stewards to help them to be able to offer this option. We have also had some stewards who have found banking the rally monies themselves easier and again we will be discussing these options further this year to enable stewards to do this if they wish to do so.

Looking at the accounts, we can see that the profit for 2016 was £1404 compared to £3515 in 2015. We had the 60th celebrations in this year which has contributed to the lower profit compared to 2015. Additionally, our income was less whilst our direct rally expenses were higher. Although we had 16 more vans out in 2016 (1183 compared to 1167 in 2015), the number of nights was down by 92 (4978 compared to 5070 in 2015). This year is also suggesting a reduced number of rallies as well as vans and nights and we really do need more stewards to run rallies to keep making the club successful.

As a committee we are eager to give more back to ralliers and for the forthcoming year I would like to implement changes that I believe will do just this. Therefore my recommendations for the forthcoming year are:

Admin Fee – keep same - £2 min. charge	1-3 nts	£2	
	4-6 nts	£3	
	7-10 nts	£5	All of these plus VAT

The admin fee + VAT is based on the number of nights a rallier attends a rally, not the rally length. The admin fee amongst other things covers the cost for a flag officer. As such I recommend we deduct the admin fee for business rallies as no flag officer payments are made. This would mean no admin fee for the following rallies – Ladies Rally, Chairman's Rally, AGM, Family Fun and Dinner and Dance.

Rally Fee – Reduce to 50p plus VAT per van per rally. The rally fee covers printing, postage, sweets & prizes and is a sensible amount to cover such expenses. It is important to ensure that expenses for such items do not exceed the rally fee charged. The Social Fee covers the cost of the refreshments, entertainment, etc. VAT receipts must be kept and given to the Treasurer with the Rally return.

Deposits – Remain at £5 and £10. We continue to have a problem with cheques being bounced and have had occasion where payment for a rally has been paid long after a rally has ended. I would ask stewards to get advanced payment 4-6 weeks before the rally where possible. This is currently done

for bigger rallies and this would solve the problem of bounced cheques and ensure we have cleared funds before the rally commences. This would also cut down the amount of cash needed to be handled and kept in a stewards van which is a security risk.

The Centre currently helps fund stewards if free pitches are not given. I suggest we continue with this and for the centre to continue to pay for 2 stewards places where no pitches are given as long as there are 11+ pitches. No pitches will be paid if there are 10 units or less.

The officers of the centre put in a huge amount of time fulfilling their roles. Not only do they volunteer their own time but they also use their own computers, internet, electricity, telephone calls to name just a few. I recommend we keep the present Honorarium payment of £30 for each year served as a small way in compensating for the personal utilities that are used for the benefit of the members.

The vouchers remain at £22 for a book of 5 vouchers with a face value of £5.

Business Rallies – There had been a lot of discussion this year on whether these rallies should continue to be self-funding. There has been a huge concern about the inability to provide suitable entertainment for such rallies. I believe, we are unable to fund all the business rallies we currently have. However, I recommend an annual budget of £500 that can be used to help with the entertainment for the business rallies.

Raffle – Currently this goes to the charity with a small element going for repairs after covering the admin fee where needed. I would like to be able to give something back to the centre as well as continuing to support local charities. I would like to recommend a more formal structure and suggest a split of: 50% for charity; 25% for repair & renewals; 25% business rally funding. I ask for your permission to accept this new proposal and rescind any previous recommendations.

With reference to the current charge of £1 per member to cover the cost for trailer, I would like to make this discretionary. Stewards need to ensure they cover any costs they incur to use the trailer and this should be passed on to ralliers but this can be adjusted as needed.

I suggest honorary nights to stay at 12.

Paperwork reports need to be sent to the Treasurer within 21 days of the end of the rally and should include the number of vans and nights out. Ideally, an electronic copy should be sent by email with any paperwork and receipts sent by post.

Comments from the floor:

Mary Kingston-Ford – Bideford asked when did the raffle proceeds revert to being charity money? Katrina replied that an element of this money was always given to the charity and she wished to formalise a structure for this in the future.

Derek Philp – St. Austell thanked and congratulated the Treasurer and committee for taking on board his comments made at the Open Forum during the Chairman's rally, about having entertainment for the business rallies.

Alan Hoskin – Plymouth commented that this new structure may upset some members who would wish the raffle money to go to the charity. He also commented that some of the figures in the P & L account seemed odd, although the profit for 2016 was excellent. He concluded by saying it was an excellent report and wished the Treasurer 'good luck' for the coming year. Katrina explained that both income and expenses during 2016 included the 60th Anniversary Rally, which had affected the figures.

ELECTION OF OFFICERS

The Secretary read out the names of those nominated for the Centre Committee.

ELECTION FOR CENTRE CHAIRMAN

There being only one nomination for Chairman, Mrs. Michelle Stuttaford was duly elected.

ELECTION FOR CENTRE VICE-CHAIRMAN

No nominations had been received other than from Mr. Mark Scantlebury who had to withdraw for personal reasons.

ELECTION OF SECRETARY

There being only one nomination for Secretary, Mrs. Sarah Vercoe was duly elected.

ELECTION OF TREASURER

There being only one nomination for Treasurer, Mrs. Katrina Shipp was duly elected.

ELECTION OF RALLY SECRETARY

There being only one nomination for Rally Secretary, Mrs. Sue Biddle was duly elected.

ELECTION OF COMMITTEE

There were ten vacancies and two nominations received, therefore the following were duly elected.

Mr. Rob Biddle Plymouth

Mr. Stuart Sproat Plymouth

The Officers and Committee members were presented with their badges.

There was only one volunteer for the post of Minute Secretary - therefore Mrs. Catherine Jenkins was appointed.

APPOINTMENT OF AUDITORS

The Treasurer, Mrs. Katrina Shipp, advised the members that the Centre Committee has approved Phillips, Frith & Co. of St. Austell, as Centre Auditors and asked the meeting to approve this appointment. Approved by members.

RALLY SECRETARY'S REPORT

Mr. Martin King presented the provisional rally programme for 2018/19 which is subject to alterations being made if required, prior to the new Committee giving its approval.

There were some corrections to the list in the AGM pack as follow - No. 5 – Steward will be Stuart Sproat, not Mark Scantlebury; No. 7 – looking for Stewards; No. 11 – 6th to 11th May – Flora Day; No. 27 – Confirmed; No. 30 – Cancelled; No. 32 – Confirmed. There were some free weeks if anyone would like to run a rally, please contact Martin. Yeatheridge is also available as a venue if anyone would like to run this, and the Ten creek rally possibly had space for more vans. He then gave his report:

I have held the role of Rally Secretary for the last year and have enjoyed the challenge of not just collecting the pro-formas for your 2018 rally season but, as we have no main sponsor my role has included putting the rally book together in readiness for production.

I would like to wish Michelle and Dave another great year as our Centre Chairlady and Sue Biddle for taking on the Rally Secretary role. I will continue to assist with the publication of the rally book for next year.

Thank you to all the stewards who have already submitted proformas and for your continued support in providing a varied and exciting rally programme for the benefit of our members.

Now to the rallies for this year, unfortunately we have had to cancel 5 rallies due to lack of numbers, which is disappointing for our stewards. Please remember that our stewards are giving up valuable time and probably taking time off work to put these rallies on, so please let's try and support them. If you are unable to attend a rally you have previously booked, please let the stewards know as soon as possible, as they may have a waiting list.

Dates are still available for the coming year, so if you have any ideas for new rallies, please get in touch and we will endeavour to help as much as possible.

YOUTH SECTION REPORT

Zoe Biddle, Youth Chairman, read her report:

May I thank each and every one of you for your support and donations throughout the year. Without you it wouldn't have been possible to raise the amount that we have. 'Thank You' to Melanie and Jack for accepting the cheque on behalf of NICU at Derriford Hospital.

For those of you who don't know, I chose NICU as my nephew, Dexter, was born on 13th August 2016 and within his first twelve hours of life suffered a stroke. At this time he was transferred to the NICU centre and stayed for a week – only a short stay, compared to some. In that time he had 24 hour care which led to his recovery.

This year we celebrated his first birthday and are pleased to say that he is developing at the expected rate – if not advanced on some. He is walking and running around with no adverse signs. The money you have donated will help other families and children like Jack and Dexter to get the best start possible due to premature birth or unexpected complications at birth. Thank you all!

Michelle Stuttaford then presented Zoe with an engraved pen to commemorate her year as the Youth Section Chairman. Gifts for the members of the Youth Section, who did not stand for re-election, as an expression of thanks for their services were to be presented to Jacob Scantlebury, Jamie Boorman, Katie Boorman and Jess Jenkins. As none of these were at the AGM, Catherine Jenkins accepted on behalf of her daughter Jess, and the other gifts will be distributed after the AGM.

ANY OTHER BUSINESS

The Chairman reminded speakers that they must be registered as Full, Joint or Family members of the Centre, should give their name and home town clearly and keep their questions/comments brief, please. No votes will be taken and points raised may be discussed by the new Committee at a future meeting.

Alan Hoskin – Plymouth - Declining membership means a decline in stewards. He said that in the past newsletters were sent by post, which was unfortunately too expensive nowadays but not everyone has email or a computer. He asked if it would be possible for the Centre to send out the newsletter by post, if members sent a stamped, self-addressed envelope to the Centre?

Michelle Stuttaford – Bude said that this has been mentioned many times at Flagpoles, but no-one has yet taken this option up. **Alan** said that communication was very difficult for any organisation.

Martin King – Brixham – Each and every member is an ambassador for the Devon & Cornwall Centre and should pass on information to other members.

Jean Hoskin – Plymouth – as the Rally Book goes to every member, could it be put in the Rally Book that they can obtain a copy of the Newsletter by sending an s.a.e.?

Michelle Stuttaford – Bude - thought this was a good idea.

Derek Philp – St. Austell – asked for an update on the situation with the new Rally Book.

Martin King – Brixham - This is being prepared and it is hoped that towards the end of October something will be given to the printers. Information is awaited but hopefully the book will be out before Christmas. Advertisers are being recruited so that there will not be a charge to the members for the book.

COMPETITION AWARDS

The Chairman presented the following awards:

The Williams Cup	Andrew David (not present)
The Douglas Trophy	Savannah King
The Jay Cup	Martin King
The Oliver Trophy for Ladies	Savannah King
The Centre Trophy for Ladies	Savannah King

The Centre Trophy for Men	Martin King
Frank Offord Trophy for Cycling Class B	Jacob Scantlebury (not present)
Kennedy-Keen Trophy for Cycling	Monty Eales (not present)

Mr. & Mrs. A. Parkinson were present but were unfortunately unable to present in person -

The Parkinson Shield for Youth Section Handicraft to Neave Grinstead (not present)

The Chairman then presented the following:

The Hambly Shield for Photography	Sue Biddle
The Ron Walker Cup for Handicraft	Susan Philp
The Harvey Trophy for Youth Section Cycling	Harry Adam (not present)

JUNIOR AWARD

Mr. Martin King said that when Zoe Biddle came forward for the Youth Committee last year, it had been hoped to revitalise the Youth Section, but unfortunately the only representative of the Committee present was Zoe. Normally the Youth Chairman nominates someone from their Committee for the Junior Award. However, it had been decided to give this award to Zoe herself, for her dedication in completing her year as Chairman.

CENTRE PRESENTATIONS

Michelle Stuttaford then made presentations to Mrs. Euphine Bromell for her services as Centre Secretary for the year and to Mr. Martin King for his services as Rally Secretary.

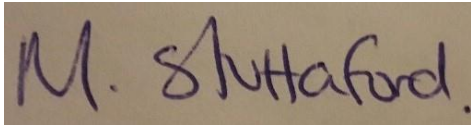
The outgoing Committee were thanked for their services to the Centre over the past year and Mr. Jason Avery and Mr. Simon Avery were presented with silver plaques for their services on the Committee during past years. Silver plaques will also be presented, at a later date, to Mrs. Samantha Boorman and Mr. Mark Scantlebury who were not present. Mrs. Sarah Vercoe was also thanked for her work as Minute Secretary.

A vote of thanks to the Chairman was made by Mr. Keith Harris, who said it was good to see new ideas being trialled and it required a good team to put everything together. He thanked the past Committee members and also the new Committee members for keeping the Devon & Cornwall Centre running for the benefit of everyone.

Michelle Stuttaford thanked everyone involved in getting the AGM venue organised for the meeting.

Euphine Bromell told the audience that the music that had been playing before the meeting started was composed by Graham Hodgson especially for the Centre. This song will be included for use as the Centre song at the Wessex rally in 2018.

The Meeting closed at 3.25 pm.

A rectangular box containing a handwritten signature in dark ink on a light brown background. The signature reads "M. Stuttaford." with a period at the end.

Signed

Date... 6th October, 2018

CHAIRMAN