



SINCE 1907

## CARAVAN AND MOTORHOME CLUB

### DEVON & CORNWALL CENTRE

MINUTES OF THE 63<sup>rd</sup> AGM HELD ON SATURDAY, 6<sup>th</sup> OCTOBER 2018

AT WOODA FARM HOLIDAY PARK, BUDE, CORNWALL

#### **CENTRE OFFICERS PRESENT**

Mrs. Michelle Stuttaford	Chairman
Mr. Rob Biddle	Acting Vice-Chairman
Mrs. Sarah Vercoe	Secretary
Mrs. Katrina Shipp	Treasurer
Mrs. Sue Biddle	Rally Secretary

#### **COMMITTEE MEMBERS PRESENT**

Mr. Stuart Sproat; Ms. Claire Madge; Ms. Clairann Foster-Jeal; Ms. Suzanne Jackson

#### **CHAIRMAN'S OPENING REMARKS**

The Chairman welcomed members to the 63<sup>rd</sup> AGM with a special mention to any new members attending. 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. Sarah Vercoe, 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. Trevor Angell; Mr. & Mrs. Patrick Brand; Messrs. Steve & Jack Dixon, Mrs. Grace Dendle; Mr. & Mrs. Paul Featherstone; Mr. Bruce Fenn; Ms. Caroline Fox; Mr. David Harris; Mr. & Mrs. Alan Hoskin; Mrs. Voila Jeal; Mr. & Mrs. Terry Langsford; Mr. Steve Sims; Mr. & Mrs. Mike Wills; Mr. & Mrs. Tony Zackey

## **MINUTES OF THE 62<sup>ND</sup> AGM**

The Chairman asked if the members agreed that the minutes were accurate and they were approved, proposed by Ms. Clairann Jeal and seconded by Mrs. Euphine Bromell. The Chairman then signed the minutes.

## **MATTERS ARISING**

There were no matters arising.

## **PRESENTATION TO SENIOR GOOD CAUSE**

The Secretary invited Sarah Coleman, a representative of the Bude and Launceston Day Centres for Adults with Learning Disabilities, to receive two cheques totalling £3,246.12 for the good cause, presented by Mrs. Michelle Stuttaford. Each Day Centre to receive £1,623.06. Sarah thanked the Centre and explained the work of the Day Centres – to provide leisure activities for the adults, including going out to the theatre or cinema, which some adults had never experienced previously, or staying in hotels – a new experience for many of them. Sarah explained that the Council pays for her wages, the other staff and the buildings, but they rely on donations to give the adults activities they could not otherwise access. Sarah informed the room that the local newspaper would be taking photographs of the Day Centres receiving their cheques and it would, therefore, be publicised.

## **MADAM CHAIRMAN'S REPORT**

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

Full Members	2,729
Joint Members	2,278
Family Members	64
Life Members	2

There had been seven Committee meetings during the year. Details in the AGM pack. Also included in the pack was a list of proposed changes to the Centre Code of Conduct for Rallies with the Devon & Cornwall Centre, to be published in the 2019 Rally Handbook.

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

Proposed by Mrs. Mary Dearing and Seconded by Mrs. Ann Parkinson. There were no comments on the report.

## **TREASURER'S REPORT**

Katrina Shipp read her report as follows:

Another year has flown by and has seen many challenges and changes which will continue in the year ahead. I have included in the AGM pack some statistics which highlight some of the challenges we face as a Committee. It shows that we are seeing a steady decline of vans out and nights out on sites. This reduction means a decrease in income coming into the Centre

which makes it necessary to review our spending as a Centre to ensure we have sufficient money to meet the needs of the Centre.

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.

This year we have started taking payments by BACS which has been for the most part successful and we believe this has been greatly appreciated by ralliers. We are also hoping to get a new online rally form completed soon, so that our ralliers can book and pay for a rally online.

With the increase of work involved in accepting BACS payments, we will be introducing a new accounts package which will help the preparation of the accounts and will make it easier to interact with our auditors and make future transfer easier.

Looking at the accounts, we can see that the profit for 2017 was £2,038, compared to £1,404 in 2016. The accounts account for the period of January 2017 to December 2017 and therefore do not reflect changes made at the last AGM. We had 163 fewer vans out in 2017 (1,020 compared to 1,183 in 2016) and the number of nights was down by 375 (4,603 compared to 4,978 in 2016). 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. We also need ralliers out on the field. Only 71% of the vans out in the year were D&C members and the rallies were only 65% full. The Centre cannot operate without stewards to run the rallies and ralliers attending the rallies.

With all of these challenges we are facing, it is always difficult to suggest changes that will keep us on track financially and make sure we offer our members the best we can. With this in mind, I suggest the following for 2019:

To help all stewards, following the Committee approval, a financial update will be sent out to highlight admin. fee, rally fees, etc., to help where stewards have not been able to attend the AGM.

I propose to keep the **admin. fee** the same - £2 plus VAT minimum charge

1-3 nts £2

4-6 nts £3

7-10 nts £5 **All of these plus VAT**

The admin fee is based on the number of nights a rallier attends a rally, NOT the rally length. If there is a minimum number of nights, this will be the number of nights that the admin fee will be based on.

The Centre will agree to pay for a pitch for an assistant steward if a site doesn't provide a free pitch as long as there is a minimum of twelve paying vans. Equally, where a rally has ten or fewer paying vans, a paid Flag Officer will not be guaranteed. Where a Committee representative is attending a small rally, they may Flag the rally at their own cost.

If two free pitches are provided by a site and there are less than 15 **paying** vans, one of these must be offered to the Flag Officer.

There are further discussions needed on the structure of the Flag Officers and the reimbursement of site fees, and this will be discussed during 2019 by the Committee.

**Rally Fee** – This will increase to £1. The rally fee covers printing, postage, sweets and 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 should be used to cover the cost of refreshments (tea, coffee, etc.), 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 made long after the 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 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 keeping the present Honorary payment of £30 for each year served** – as a small way of compensating for the personal utilities that are used for the benefit of the members.

**Vouchers** – the voucher book cost will decrease to £20 for a book of 5 vouchers with a face value of £5 each.

**Business Rallies** – I suggest we keep an annual budget of £500 that can be used to help with the entertainment for the business rallies, as decided last year and this will be allocated for all rallies in **the accounting year i.e. Jan. to December - not rally year!**

We continue to have a problem with rally plaques with many rallies not able to meet the minimum quantity order, resulting in a loss for many rallies. We are not in a position to subsidise those who want a plaque as our funds are decreasing with less people out. Therefore I propose the following cost structure:

**Under 5 plaques order – No plaques to be ordered**

**6-10 ordered - £3**

**11-16 ordered - £1.50**

**17+ - £1.10 to £1.50**

For quantities below 17 only small plaques to be ordered.

We will also remove the plastic steward plaques but keep the assistant steward plaques.

Currently officers receive 12 honorary nights which can be used throughout the year but excludes the Chairman and Vice-Chairman. I recommend reducing this to six nights but to include all officers and acting officers and will include all **non business** rallies.

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.

The Treasurer asked for the report to be adopted – proposed by Mr. John Heal, seconded by Mr. Alan Parkinson.

#### **Comments from the Floor:**

**Derek Philp – St Austell** – felt that Assistant Stewards give up time to help with a rally and they deserve a free pitch. The Flag Officer represents the Chairman and Centre, not to be involved in the rally organisation, and their pitch should be paid for by the Centre.

**Katrina** replied that money is tight and we are trying to come in line with other Centres. Money is being lost on the small rallies. The Committee will be looking at how money is allocated to Flag Officers in the future.

**Alan Parkinson – Kelly Bray** – Stewards and Assistants arrive a day ahead of the rally to set up. The Flag Officer does not need to be there as early. If there is no Flag Officer, either a past Chairman or senior Centre member could take the Flag.

**Katrina** said that if no Flag Officer was on the rally, the pitches would remain free.

**Jenny Bowden – Stratton** – she has assisted on four rallies not all with a Flag Officer.

**Katrina** said that with only a small Committee it was not always possible for a Flag Officer to attend every rally.

**Euphine Bromell – Week St Mary** - thanked the Committee for their hard work. She added that before any rally, the Assistant Stewards help the Stewards and she felt there should always be free places for both Stewards and Assistants.

**Katrina** replied that only small rallies would be affected.

**Dave Bowden – Stratton** – the Stewards and Assistants work as a team and are equal.

**Ann Parkinson – Kelly Bray** – if there are only two free pitches, why cannot the Steward take the Flag?

**Katrina** said that the Flag structure would be looked at by the new Committee.

**Alan Jeal – St Austell** – with a small rally, the site will not give free pitches. He felt that the Steward and Assistant should get any free pitches. If a rally is cancelled, there is less income all round.

**Katrina** – this will be discussed in Committee

**Derek Philp – St Austell** - hoped the comments will be of help to the Committee. Congratulations on your hard work.

**Katrina** said 'Thank You' – feedback is valued by the Committee to try to keep every member happy. We want to say thank you to the stewards and assistants for their hard work.

**Mary Dearing – Plymouth** stated that where a Past Chairman is running a rally there is no need for a Flag Officer, but new stewards will need a Flag Officer and the Centre should pay for it.

**Katrina** said 'Thank You' for all the comments and they will be taken on board. She also had copies of her report available for anyone who wished to take one.

## **MOTIONS**

The Secretary read the motion to be put to the 63<sup>rd</sup> AGM :

The current term of one year's tenure on the Committee for the Chairman to be changed to three years to ensure continuity of leadership for the Committee.

Proposed by Michelle Stuttaford, Seconded by Sarah Vercoe.

Michelle stated that she wished to propose an amendment to the original motion as follows: An optional three years tenure with annual elections for the Chairman's position, as showing continuity in line with other Centres. She then read her submission:

There have been representations made to the effect that this motion is invalid. After taking advice from the Club, I can confirm that our Centre is governed by our Centre Rules and General Letters to Centres and that the Club has relaxed some of the previous strict rules for Centres.

The current 2018 GLC Section referring to Centre Committees – Item 2 – Duration of Office states 'There are no prescribed limits to the length of time a Committee member should hold office. Any such limitation can be set by the Centre'.

This is therefore definitely a local level ruling and the Club 2018 GLCs in the same section about Centre Committees – Item 4.1 states 'Centres may make additional rules, as agreed and, from time to time, amended, by registered members in General Meeting, to cover the conduct of Centre activities'.

It is to change the rules regarding annual re-election for the Chairman that this motion has been made. The Club does not specify annual elections for Centres in the GLCs.

Centres are struggling to get members on to the Centre Committees, despite membership rising and, therefore, new Committee members coming on do not have the benefit of the help and advice from those who have served on the Committee for a number of years, as has happened in the past.

I have now served two consecutive years as Chairman, with many years previously as a Committee member but my current Committee only have a maximum of two years Committee experience and the majority only this past year – which has made it very challenging for them.

With this proposed motion, it is hoped to have continuity from year to year, in order for the newer Committee members to gain experience from the top and to ensure that in the future there will be people willing to stand for Chairman, Treasurer, Vice Chairman, Secretary and Rally Secretary, without whom the Centre cannot run!

It may be that some clarification of the original motion is required and suggestions and comments are invited from members present.

#### **Comments on the Motion:**

**John Heal –Newton Abbot (Past Chairman)** – Three years is a big commitment for a Chairman and a bad Chairman may not be re-elected at each AGM.

**Martin King – Brixham (Past Chairman)** – could not see that the motion would make any difference. He thought six years on the top table would be too much, as this would be the effect of the motion for the Vice Chairman.

**Michelle** replied that this was purely for continuity.

**Alan Parkinson – Kelly Bray (Past Chairman)** – he felt this may put people off and it does not need to change. He would leave it as it is.

**Michelle** said we are the only Centre that runs for twelve months.

**Mary Dearing – Plymouth (Past Chairman)** - congratulated the Chairman as she would have liked the opportunity to serve a second year. The Centre has to make changes to keep the Centre working. She felt it was up to the Committee.

**Ray Hannaford – Plymouth** – said that in Durham the Chairman serves three years and that has worked for 40 years – why could it not work down here?

**Ann Parkinson – Kelly Bray** – the current Chairman is about to serve her third year – the Centre has always been the same so what is the difference?

**Katrina Shipp – Yelverton** - The reality is that although the option is there for the Chairman, it is trying to get the Chairman to do three years. We don't have Chairman coming in so should try to get into the mindset of that.

**Euphine Bromell – Week St Mary (Past Chairman)** – has mixed feelings about setting a time limit. What would happen if there were no Vice Chairman six years down the line? Leadership is needed from the top, but maybe the motion under consideration is not necessary at the present time.

**Michelle** asked the Past Chairmen present, would they have liked to serve three years?

**Derek Philp – St Austell (Past Chairman)** – It is completely different from when I was Chairman. As Chairman I did 32 weeks of rallies with 13,000 miles covered. We have to move forward. People could be put off by having to do three years. The status quo would cover the situation. Should anyone want to stand against the Chairman, it could cause friction between them. He asked Rob Biddle's opinion.

**Rob Biddle – Plymouth (Acting Vice Chairman)** – Michelle has taken on the duty for three years. Six years is a long time to commit to. However, one year is not enough and we need to get our heads together to work our way forward.

**Brian Philp – St Austell (Past Chairman)** In 1985 it was brought to Committee that the outgoing Chairman could stand for another twelve months as Vice Chairman. The Centre was almost split into two and two years was suggested then.

**Michelle** – said she is trying to run the Centre as others do and three years is consistent with other Centres.

**Dave Bowden – Stratton** – if it isn't broken, don't fix it!

**Sarah Vercoe – Plymouth** - looking through previous minutes of AGMs in October 2015 the number of Committee members was 15 – today we have nine members trying to do what 15 did in the past!

**Euphine Bromell – Week St Mary (Past Chairman)** – times have changed. The number of rallies is less now. I agree that if it's not broken, don't fix it. I served 14 years on the Committee before standing for Chair. Three years may put people off.

**Clairann Foster – St Austell** – Could the motion be amended to two years? There must be continuity or there won't be a Centre for much longer.

**Rob Biddle – Plymouth** – We are heading to be broken if something does not change – we are trying this as an option.

**Michelle** suggested changing the motion to two years.

**Alan Parkinson – Kelly Bray (Past Chairman)** said the wording of the motion cannot be changed.

The Chairman then asked the members to vote on the original motion with the amendment as detailed at the beginning of the discussion.

The votes were counted and the results were as follows:

**FOR the amended motion – 26      AGAINST - 21      ABSTENTIONS - 0**

**The amended motion was therefore carried.**



### **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 Stuttford was duly elected.

### **ELECTION FOR CENTRE VICE CHAIRMAN**

There only being one nomination for Vice Chairman, Mr. Rob Biddle was duly elected.

### **ELECTION FOR CENTRE SECRETARY**

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

### **ELECTION FOR CENTRE TREASURER**

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

### **ELECTION OF RALLY SECRETARY**

There were no nominations received for Rally Secretary.

### **ELECTION OF COMMITTEE**

There were eleven vacancies and only five nominations received, therefore the following were elected:

Sue Biddle	-	Plymouth
Stuart Sproat	-	Plymouth
Claire Madge	-	Exminster
Clairann Foster	-	St Austell
Sue Jackson	-	Kingsteignton

There were no nominations received for Minutes Secretary.

**Mrs. Ann Parkinson – Kelly Bray** requested that the Committee members stand up so people could see who they are.

### **APPOINTMENT OF AUDITORS**

The Treasurer, Mrs. Katrina Shipp, advised the members that the Centre Committee had 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**

During my year as Rally Secretary it has been an interesting year, helping ralliers find the steward they need, discussing the new format rally books and collating the information for the 2019 year ahead.

Firstly, I would like to thank you, the ralliers, without you attending the rallies we wouldn't have a Club! Then a massive 'thank you' to the stewards – I am fully aware of the time and commitment it takes to run a rally, from negotiating with the site to completing the paperwork, it all takes time and can be extremely stressful sometimes and that's without the adverse weather conditions we have to deal with.

I would like to thank Martin King for the work he continued to put in on the rally programme and book. This was a new venture when Stowford's sponsorship stopped. It has been an interesting time with the transitional period from book to electronic rally books and hopefully everybody eventually managed to get the information they needed and that it will be smoother this year.

Now to the rallies for this year, unfortunately we have had to cancel two rallies due to lack of numbers, which is disappointing for our stewards. 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 or indeed need to cancel the rally.

We currently have less than 20 rallies for the 2019 season. If you are planning on running a rally and haven't quite got around to completing your pro-forma, I'm around – please come and see me and we can get the dates booked in. If you fancy running a rally but not sure how to or where to start, find me and we'll have a chat and see if we can sort something out.

Thanks to Michelle and Dave for putting up with me, Katrina for the endless questions and Rob for having no wife most evenings (although I think he's quite enjoyed it!)

## **ANY OTHER BUSINESS**

**Martin King – Brixham (Past Chairman)** – why was the Rally Book not free this year?

**Sue Biddle** - Postage was charged for if it was sent in the post.

**Katrina Shipp** – Last year was trial and error with the Rally Books to work out what was possible. The cost of the books had to be covered by advertising. The cost of posting all the books would have been far too much for the Centre. This year with the cost of printing and selling the books we are still making a loss, but the reality is that we are unable to give free Rally Books. We will be discussing this in Committee. Other Centres charge as much as £5-£6 per book.

**Rob Biddle** – The online rally book is free to print out by members. It is easy to spend money – not so easy to earn it! We do not want to waste Centre money.

**Euphine Bromell – Week St Mary (Past Chairman)** – Congratulated the Committee on looking at the Centre Code of Conduct information. Notice of the changes before the AGM would have been preferable, to give members a chance to ask questions.

**Martin King – Brixham (Past Chairman)** - asked Katrina about the software she mentioned and asked if it complied with GDPR requirements, as it was stored in the Cloud.

**Katrina** – replied it will not contain any personal information, only numbers and the product fully complies with GDPR requirements.

### **COMPETITION AWARDS**

The Chairman then presented the following awards:

<b>Ron Walker Memorial Cup</b>	-	<b>Sue Jackson</b>
<b>The Hambly Shield</b>	-	<b>Catherine King plus Susan Philp &amp; Stuart Sproat</b>
<b>The Williams Trophy</b>	-	<b>Richard Stockbridge</b>
<b>The Jay Cup</b>	-	<b>Jason Avery</b>
<b>The Centre Trophy for Gentlemen</b>	-	<b>Jason Avery</b>
<b>The Centre Trophy for Ladies</b>	-	<b>Savannah King</b>
<b>The Centre Salver</b>	-	<b>Catherine King</b>
<b>The Kennedy Keen Trophy</b>	-	<b>Amy Cooper</b>
<b>The Frank Offord Memorial Trophy</b>	-	<b>Harry Jackson</b>
<b>The Harvey Cycling Competition Cup</b>	-	<b>Jake Shipp</b>
<b>The Oliver Trophy for Ladies</b>	-	<b>Savannah King</b>
<b>The Douglas Ladies Trophy</b>	-	<b>Lorraine Kirtland</b>
<b>The Wall Cup</b>	-	<b>The Madge Family</b>

**Mr. & Mrs. Alan Parkinson** then presented the **Parkinson Shield** to **Mrs. Katrina Shipp** on behalf of her daughter, **Jess**

<b>Special Cycling Award (4-5yrs)</b>	-	<b>Isla King</b>
<b>Special Cycling Award (under 3)</b>	-	<b>Roo Shipp</b>

Retiring Committee member, Lorraine Kirtland, would be presented with a silver plaque for her service during the past year, in the evening, as she was not present at the AGM.

The Chairman also publicly thanked Catherine Jenkins for her work as Minutes Secretary during the past year and also Catherine King for taking the minutes at this AGM.

**VOTE OF THANKS TO THE CHAIRMAN**

On behalf of the membership of the Devon & Cornwall Centre, a vote of thanks to the Chairman was made by Mr. Martin King, who praised the Chairman and her Committee on their hard work and dedication to the Centre and wished them good luck for the coming year.

**The meeting closed at 15.45.**

Signed.....

Date.....

**CHAIRMAN**

