

WEB COPY

Minutes of Committee Meeting held on October 11th 2011 at The Woolmarket – Horndon on the Hill Meeting Number 11

Present:

Mrs N. Alden – Chairman	Mr B.Bond	Mr P.Maran
Mr A.Leslie - Secretary	Mr P.Frier	Mrs S.Maran
Mr D.Mills -Treasurer	Mr K.Higgins	Mrs J.Price
Mr O. Fitzgerald	Mr P. Langford	

1.Chairman's Welcome

The Chairman welcomed the new committee member Mr Barrie Bond, and also welcomed back committee members from last year. She advised that meetings were recorded in order to ensure accurate reporting and also reminded the committee that minutes posted on the website were edited to ensure that member's privacy was maintained. She continued by reiterating that issues raised in the committee room were confidential and that other than sharing them with partners, should not be discussed elsewhere or with others.

Action : All Members

The Chairman stated that it was very important that throughout the year that we listen constantly to the Centre membership and report back any issues through the Committee meetings. All decisions made during the meetings will stand and will be based on a majority vote. In the event of a tie the Chairman carries the casting vote.

It was unanimously agreed that rally flagpole duties would continue as last year with the most senior committee member taking the flagpole. If no Centre officers were in attendance then flagpole duties would be designated to another committee member by the Chairman.

2. Committee Positions

The Chairman announced the 2011-2012 Committee Positions and additional Responsibilities as follows :

Chairman :	Mrs Nerina Alden
Vice Chairmen	Mr Ollie Fitzgerald – Junior Liaison – Regional Representative Mr Paul Maran – Social Secretary – Regional Representative
Treasurer	Mr David Mills – Cancellations – Rally Marshal's Paperwork Update
Secretary	Mr Alan Leslie
Administration Officer	Mrs Susan Maran – New member liaison & follow up. Attendance Records
Rally Secretary	Mr Paul Langford – Typesetting the Rally Book. Overseeing Rally Marshal's Paperwork (including Caravan Spacing and Saving Spaces information)
Ass't Rally Secretary	Mr Barrie Bond – Distribution of Rally Marshals Paperwork – Flagpole Lists – Backup to Kevin Higgins.
Ass't Social Secretary	Mr Terry Cant – Centre Equipment Sales
Rally Equipment Officer	Mr Kevin Higgins
Press Officer	Mrs Janice Price – Brochure and flier graphic design
Advertising Officer	Mr Peter Frier – Invoice preparation – Sponsorship – Publicity

Regarding publicity, the Chairman said she was keen to retry "Members Days" at dealers and asked Mr Frier to investigate possibilities. Mr Fitzgerald suggested that as well as Cranham Caravans, it may be worthwhile to approach Camping and General. The Chairman additionally requested that Newsletters be reinstated at Cranham, B&B Caravans and Camping and General.

Finally the Chairman advised the meeting that as an experiment it is proposed that the overall activities of the Centre are overseen by the Vice Chairmen with Mr Fitzgerald looking after the Rallying side of the Centre and Mr Maran the Social side.

She concluded her welcome address by wishing all members "Good Luck" for the coming season and said she felt sure that everyone would do very well in their various positions and that all of us should remember that this is our hobby and we should always seek to enjoy it.

3. Apologies for Absence:

Apologies were received and accepted from Mr T Cant who is currently working at the Club's Temporary Site at the NEC in Birmingham

4. Minutes of Last Meeting:

The minutes of the meeting held on September 20th 2011 were accepted as a true and accurate record and signed by the Chairman.

5. Matters Arising Not Covered by an Agenda Item:

East Coast Leisure:

Mr Mills advised that he had sent a letter to ECL on October 5th and had checked the account today but monies had still not been paid. He asked if Mr Maran would visit ECL yet again to try to resolve the issue

Action : Paul Maran

Outstanding Payments for Adverts

The Treasurer reported that he had written to both companies to chase outstanding payments.

Action : David Mills

Refreshments at the AGM

The Chairman thanked all the ladies for their help at the AGM. Mr Mills recommended that we write formally to Mrs Arthy & Mr Bullimore for stepping in and helping throughout the day. The Chairman agreed to do this.

Action : Nerina Alden

Member's Letter re Children's Party Format

For the benefit of Mr Bond, the Chairman again outlined the background to this matter and read out an E-mail she had sent to a member explaining the change to the Children's Party format and the fact that the new Junior Committee had their own ideas on how it was to be handled. No further reply had been received from the member concerned.

Action : Item Closed

Letter to Member re Rule 20

The Chairman confirmed that she had written to the member concerned and had also raised it under AOB at the AGM.

Action : Item Closed

6. Flagpole Duties

All rallies up to "Another Murder she Wrote" were allocated a committee member to take flagpole.

7. 50th Birthday Rally & Bonfire Rally Costings

The Treasurer distributed paperwork detailing various costing options for both rallies which he then explained in detail. From the ensuing discussion regarding the 50th Birthday Rally it became apparent that we need about 130 vans to ensure a break even point. It was finally unanimously agreed that the fee be set at £48.50 per outfit for the weekend. Mr Mills said he would prepare detailed costings based on this figure.

Action : David Mills

In a general discussion regarding entertainment and generator hire it was agreed that Mr Frier would pursue sponsorship especially for generator hire, and Mr Maran would make enquiries regarding entertainment cost and availability

Action : Peter Frier, Paul Maran

Mr Langford commented that he was about to send invites to more than 20 Centres and asked that definitive information be available to send with the invite. The Chairman requested that he liaise with Mrs Price.

Action : Paul Langford, Janice Price

Mr Mills then did a presentation in a similar format for the Bonfire Rally. In a similar discussion to that for the Birthday rally it was finally unanimously agreed that the cost per outfit for the weekend would be £34.00. Mr Langford said he would be sending invites to the four remaining Centres in the region as well as to East and West Kent

Action : Paul Langford

8. Roles and Responsibilities

The Chairman said that despite her best efforts it had not been possible to commence this task. She had, however, given the matter considerable thought and asked the meeting their views on delegating the task to Mr Ian Carter. She went on that as a past chairman of the Centre and having already had experience in doing similar work for The Caravan Club and through the course of his career, he would be an ideal choice for the task. She added that she had spoken to Mr Carter and obtained his agreement subject to confirmation by the Committee. The basis for the task would be a similar document to that which had been prepared some time ago for East Warwickshire Centre.

During the ongoing discussion, Mr Langford expressed the view that it was "a brilliant idea" because he felt it to be long overdue and would better clarify member's responsibilities in areas which were often less than clearly defined.

Replying to Mr Langford's comments, the Secretary urged caution saying that he hoped the document would not cause committee members to feel constrained by its contents in terms of what they should or should not do. This view was endorsed by Mr Maran who expressed the view that it may actually be counter-productive to the Chairman's declared objective of improved team work. In reply both the Chairman and Mr Fitzgerald said that the document should be regarded for guidance only – not just for now but also for the future when new members joined the committee.

After a further short discussion it was agreed that the Chairman would approach Mr Carter to confirm that we require him to prepare a draft document for review by the committee.

Action : Nerina Alden

9. Regional Council Meeting Feedback

The Chairman said she hoped that everyone who had attended the morning forum had gotten something from it and then went on to highlight the main issues from the Regional Council Meeting proper in the afternoon. These were as follows:-

- **Five Centres Rally 2012** : Will not take place – Suffolk have declined to run it. The Regional Chairman asked meeting delegates to discuss it with their Centres and bring any proposals regarding the future of this event to the Regional meeting in January. Mrs Alden requested that we put this item into our December meeting for discussion

- **Fuel Allowance** : The Chairman said she had requested details of rates per mile paid to the Executive Committee but this was not available. The Region had deferred any further action until the January meeting.
- **50th Birthday Rally** : Mrs Alden reported that she had again expressed her disappointment that North Essex had decided to hold their 50th Birthday Rally the same weekend as us but had received no further comment.
- **Mid Anglia 40th Birthday Celebration** : Will take place in 2012 but no date for the event had been mentioned. Mr Langford had yet to receive an invitation
- **Norfolk 40th Birthday Celebration** : July 20th – 22nd at Snetterton. Again no invite has yet been received by South Essex.
- **Problems with Thetford Fridges** – Reports are circulating of problems of corrosion with these fridges requiring that they be serviced annually. The Chairman requested that Mrs Price investigate the matter more fully before any information is put onto the website or in Newsletters. The Secretary suggested she makes initial contact with Mike Threadgold of North Essex who has had the problem with his present van.
- **Non Centre Members** : Executive Council member Mr John Page has agreed to investigate the possibility of supplying us with a list of non centre members for our area.
- **Holiday Rallies** : The Regional Chairman was encouraging all Centres to an early exchange of details of holiday rallies so that invites could be put into rally books. Mr Langford reported he had already received a complete list of rallies from Suffolk
- **Regional AGM 2012** : Will be hosted by North Essex and take place at Swards End on November 16th – 18th 2012.

10 Correspondence

Mr Langford reported that he had received a telephone call from Mr Squier seeking confirmation of our 50th Birthday Rally which was given. Mr Squier also advised that he had been approached by other caravan clubs regarding events linked to the Olympics. Mr Langford had advised him that there would be no objection to this provided that they had no impact on our rally. Mr Langford also reported that he got the impression from Mr Squier that he was unaware that the Club had selected Barleylands as its Temporary Club Site.

The Secretary had received further information from East Grinstead setting out details of artwork to be used for Club Services and Insurance in Centre Rally Books.

11 Any Other Urgent Business

The Secretary asked Mr Maran if he would be accepting the slips for the Annual Dinner and also the AGM Dinner because he wished to begin type setting the 2012 Supplement. Mr Maran confirmed that he would be doing so. In answer to a separate question from the Secretary, the Committee agreed that no changes were required to the current layout of the Rally Slips.

The Rally Secretary asked if the Committee would wish to see the list of invites he proposed sending for the 50th Birthday Rally, before they were mailed. Mrs Alden said this was unnecessary and that he should go ahead and send them

Action : Paul Langford

With regard to Half Term Holiday Rallies Mr Langford said he had had a discussion with a member who had suggested that there should be two such rallies with one having a particular bias toward children and he was interested to have the meeting's views on this. The Committee agreed to this in principle provided that a marshal could be found to run it.

Action : Paul Langford

Mr Langford again asked for clarification regarding the Exemption Certificate and the 120 hour Rule. The Secretary commented that the rule was clear – if a rally exceeds 120 hours then planning permission MUST be sought via the Caravan Club. The Chairman commented that for this reason it was important that everyone read "Letters to Centres" where it is clearly defined.

11 Any Other Urgent Business (Cont'd)

Mr Langford requested that he be allowed to publicise rallies without marshals on the website, and had in mind replacing the current 50th Birthday banner with such information for a period of three weeks. This was agreed. He distributed the list to the meeting and several members of the committee agreed to take on additional rallies to help the situation.

The Chairman congratulated Mr Bond for his efforts in trying to recruit new Centre members whilst staying on a CL. He was supplied with copies of our New Member fliers.

Mr Frier raised the issue of whether or not there was still relevance in stating that if you sent an SAE with your rally slip you would receive a reply confirming your acceptance on the rally, since it seemingly never happens. The Chairman said she would review the various documents relating to this matter

Action : Nerina Alden

Mr Fitzgerald commented that at the Regional Council Meeting forum, it was stated that if rally marshals leave a rally site for whatever reason they MUST appoint someone to be responsible for the rally, and wondered if our own marshals were fully aware of this. After a short discussion it was agreed that it be raised at the Mainly Marshals forum in January.

Action : Nerina Alden

The Chairman sought the meeting's view on whether or not ordinary weekend rallies should have an eight week rather than a four week booking period adding that a decision was needed before typesetting the book. After a short discussion it was agreed that for 2012 the booking period would be increased to eight weeks after which it would be reviewed to assess its effect.

In an ancillary discussion the Chairman also raised the issue of different booking dates for Holiday Rallies versus Bank Holiday rallies. It was agreed that for 2012 the booking date for both will be January 4th.

The Chairman said she would like to put the name of a CLO for the 2012 National in the rally book and asked for a volunteer. Paul Langford agreed to take this on.

Action : Paul Langford

In response to a question from Mr Fitzgerald regarding who will be building the stage for the Birthday Rally, the Chairman said she was currently collating all information and offers for help ready for detailed discussion at the November 15th meeting.

12 Date of the Next Meeting

November 15th 2011

The Meeting closed at 10.44 p m.

Proposed by:

Signed:

Seconded by: