



**CAMPING AND CARAVANNING CLUB
ROYAL COUNTY OF BERKSHIRE
DISTRICT ASSOCIATION**

Minutes of the meeting
Held on Wednesday 10th March 2010
At Woosehill Community Centre



Present:	Graham Lambourne	Chair
	Jim Howles	Vice-Chair & Sites Secretary
	Andrea Richardson	Secretary
	Anne Cox	Treasurer
	Ian Richardson	Regalia & Deputy SR Rep
	Nik Watts	Southern Region Rep
	Andy Cox	Youth Leader
	Martin Straker	PRO
	Amanda Lambourne	Social Secretary
	Judith Howles	Raffle Co-ordinator
	Ian Tedridge	Webmaster

Apologies: None

1.0 Chairs Opening Remarks

Good evening, thank you for coming and welcome to the start of a new camping year. We haven't done anything lately other than the AGM, which I feel went very well. Looking forward now to getting away next week for our first meet at Chertsey.

2.0 Apologies for Absence

None.

3.0 Presentation of Previous Minutes dated 27th January 2010 for approval

Ian Richardson proposed and Amanda Lambourne seconded the minutes dated 27th January 2010 as a true record of the meeting. The minutes were signed by Graham Lambourne.



4.0 Matters arising from the minutes

None.

5.0 Minutes of the AGM held on 21st February 2010

Andrea advised that the AGM minutes had been typed, but had not been circulated as they still required proof reading. Andrea confirmed that she would circulate a draft copy of the minutes to the committee for checking within the next couple of days.

Action: Andrea Richardson

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6.0 Notes of the Open Meeting held following the AGM

As above for the AGM minutes.

Action: Andrea Richardson

7.0 Matters arising from the Members' Meeting

The following matters arose at the Members' meeting:

(a) Meets opening earlier / later

Meets can only be opened earlier (Thursday) or closed later (Monday morning) if stewards were willing and able to do this. If any member offered to open earlier / close later then the committee would accept their offer. It was realised that those who work are not always able to take the required time off. Jim proposed to ask Pam/Ray Cripps, Mike/Sylvia Timmins etc if they would be willing to volunteer for some of our meets. Those able to open earlier / close later would be eligible for free nights camping on the Thursday / Sunday evening.

Action: Jim Howles

(b) Sponsoring / Rewarding Youth

A request was made in the Members' meeting on whether the committee had thought about sponsoring / rewarding the youth when they past their youth test. It was agreed to add this as an Agenda item to be discussed at a future meeting.

Action: Andrea Richardson

(c) BBQ Meet

A request was made in the Members' meeting about extending the BBQ meet at Welly in June to something along the lines of a children's weekend or a sports weekend as we no longer have boating available at this venue. It was agreed by all to leave the meet as is for this year and to see what numbers of children camped at the weekend. To be considered for next year. It was thought that we could advertise this meet in future years as a "BBQ and games" weekend. Games would include volleyball, hoopla, horseshoes etc.

Action: Jim Howles



(d) THS closer to the seaside

A request was made in the Members' meeting for the DA to hold a THS closer to the South Coast, near a beach resort etc. Jim to investigate options for 2011.

Action: Jim Howles

(e) Missing Third Pennon

A request was made at the Members' meeting for an advert to be added to the website requesting the whereabouts of the third DA pennon. Nik Watts advised the committee that he holds the third pennon. Therefore no advertisement is required.

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(f) Expenses

At the Members' meeting, the general feeling from those attending was that the current mileage rate of 15p should be increased to something like 30p/mile for all engine sizes of petrol and diesel cars. After a short discussion, it was proposed by Amanda Lambourne and seconded by Jim Howles that the mileage claim rate should be raised to 25p/mile. It was noted that this rate can always be reviewed at any time as appropriate. The rate of 25p/mile is effective from March 2010's meeting.

8.0 Minutes of the Appointments Meeting held on 21st February 2010

As per item 5.0 and 6.0 of these minutes, the minutes of the Appointments meeting is to be circulated to the committee by Andrea in the very near future.

Action: Andrea Richardson

9.0 Matters arising from the Appointments Meeting

There were no matters arising.

10.0 Secretary's Report

- 10.1 Green Papers**
- 1.6³ - 2010/1 List of Officers
 - 2.2⁵ - Voluntary Officers Allowable Expenses
 - 2.1 - Unit Bank Details

- 10.2 New Members** 0 since last report

10.3 Correspondence

In	Type	From	Subject
9 th Feb	Email	HQ – Marilyn Middleton (Dir Gen's PA)	Young Achievers Award 2010
21 st Feb	Email	SR Secretary	Change in DA Secretary
22 nd Feb	Email	HQ – Sylvia Grant	List of Officers for 2010
23 rd Feb	Letter	HQ – Elizabeth Simpson	Voluntary Officers Manual – CD (3 x copies)
1 st Mar	Email	HQ – Sylvia Grant	Confirmation of Change in Officers for 2010
1 st Mar	Email	Spencer Banfield via website	Information on DA camping
4 th Mar	Letter	Burghfield Village Hill	Return of deposit waiver cheque for hire of hall for AGM
8 th Mar	Email	HQ – Marilyn Middleton	Change of Secretary for DA
9 th Mar	Email	SR Secretary	Minutes from SR meeting in February 2010
10 th Mar	Email	Edd Lambourne	Thank you to RCBDA committee for leaving gift and card



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Out	Type	To	Subject
21 st Feb	Email	SR Secretary	Change of Secretary for DA
21 st Feb	Email	HQ – Sylvia Grant	Change of Secretary for DA
26 th Feb	Email	HQ – Sylvia Grant	Contact details for DA Committee 2010
2 nd Mar	Email	Spencer Banfield	Response to info required on DA camping.
7 th Mar	Email	HQ – Marilyn Middleton	Change of Secretary for DA

10.4 Region Seminar

The SR seminar was held on Saturday 27th February in Wavell School in Farnborough for all those who form the Executive committee from each DA. The day covered the roles of the Chair/Vice-Chair, Treasurer, Secretary, and also discussed the responsibilities for the Council and their Committees and the Exempted Camping database. All appeared to enjoy the day and said they would be interested in holding this seminar on bi-annual basis.

11.0 Treasurer's Report and Statement of Account

Balances to Date

H.Q. Deposit Account	£7,165.56	
Current Account	£518.29	
Cash	£0.00	
TOTAL		£7,683.85

Outstanding Cheques

Burghfield Village Hall	£55.00	
G. Dunkerton Web Domain Renewal	£10.45	
N. Watts - Web Hosting Bill	£116.20	
TOTAL Outstanding		£181.65

Payments To Be Made

Wokingham Town Council January Meeting	£11.87	
G. Lambourne - Outgoing Committee Gifts	£79.50 – Chq received by G Lambourne	
J. Evans - AGM Expenses	£11.41 – Chq received by G Lambourne to hand to June Evans	
J. Howles Mary Hare License	£28.55}	
J. Howles Easter Eggs	£42.00} Chq received by Jim Howles	
J. Howles Paper	£2.00}	
A. Richardson - Stationery	£7.52 – Chq received by A Richardson	
A. Cox - Stationery	£6.98 }	
A. Cox Travel Expenses Auditors	£21.00 } - Chq received by Anne Cox	
A. Cox Travel Expenses March meeting 35miles	£8.75 }	
A. Lambourne Quick Draw	£100.00]	
A. Lambourne Cutting & Sticking	£50.00] - Chq received by A Lambourne	
A. Lambourne Tuck	£100.00]	
		£469.58



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Payments Made

21-Feb G. Dunkerton Web Domain Renewal	£10.45	
21-Feb N. Watts - Web Hosting Bill	£116.20	
		£126.65

Correspondence

06-Feb Received Corrected version of Deposit Account Statement
06-Feb Bank Statement received
08-Feb From Regional Treasurer: re his computer problems meant he'd not received Q4
12-Feb Resent Q4 to Regional Treasurer & HO
15-Feb From HO: They could not open Q4
15-Feb Resent Q4 to Regional Treasurer & HO
18-Feb To Gary Dunkerton: re expenses
19-Feb From Regional Sec: Regional Seminar Agenda
20-Feb From Gary Dunkerton: Invoice for Domain Renewal
20-Feb From Regional Sec: Confirmation of Start time Regional Seminar
25-Feb To & From HO re: interest on Deposit Account interest from 1/7/09 0.5%
25-Feb To Wokingham T C re: hall hire 10/2/10 & receipt £100 deposit Christmas party
27-Feb Change of signatories form posted
02-Mar From HO : signed copy of VAT summary
02-Mar From Wokingham T C re: £100 deposit received
03-Mar Green Paper re: Allowable expenses
05-Mar Bank Statement received
06-Mar From bank re: Change of signatories

Graham Lambourne signed the bank statements dated 30th January 2010 and 27th February 2010.

Anne advised the committee that she had submitted an expense claim for travel to/from the auditor in connection with end of year accounts. Anne advised that she claimed the same amount as agreed last year which was 30p/mile. A total of 70 miles was travelled totalling £21.00. Anne was advised that mileage expense claims to/from the auditor needed to be approved year on year before the event.



Bank account signatories – Anne advised that she had received completed forms from both Jim and Andrea at the recent Southern Region seminar. She has forwarded these onto the bank. Anne was then advised by the bank that Judy Butler still remained a signatory on the account as well as Mel Plumpton. Anne advised that she has requested that both Judy Butler and Mel Plumpton are removed as signatories.

Cheques made payable to Graham Lambourne and June Evans (Graham's partner) were required to be countersigned by Graham due to the changeover of bank signatories. Anne and Graham are the only current signatories. Therefore, Andrea double-checked both cheques to ensure that they equated to the receipts received by Anne.

12.0 Items of Specific Business

12.1 Windsor Show

Jim confirmed that he had put together a flyer which could be handed out at the Windsor show. This was now with Trevor Warren, SR PRO for printing.

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12.2 Chertsey

Jim confirmed that 10 units had booked. Only 2 deposits had been received and handed to the Treasurer.

12.3 Mary Hare – Easter Meet

Graham confirmed that the building work at Mary Hare school had just commenced. However, this should not affect us. Keys to be collected Thursday morning.

12.4 Food hygiene certificate

Andrea advised that this topic had been raised in the recent Southern Region seminar and therefore she wanted to bring it to the attention of the committee. It was felt that as we do not currently charge for food served at DA meets (ie NFOL), then we were not required to produce a food hygiene certificate. However, it was advised that we keep an eye on this.

13.0 Report of Representation to Southern Region

Nik advised that the next SR meeting would be in April. He also confirmed that the recent SR seminar had been well attended.

14.0 Reports

14.1 Youth Leader

Andy advised that training would be provided this year, although the organising of this is still in progress. Since the youth winter meet, no further meets had been held. There would be no youth meet at Easter due to the FICC. The photo of Kimberley Cox taken at the AGM has now been added to the website.



14.2 PRO

Martin confirmed that he and Andrea were attending the Windsor Leisure Show on 20th March along with Trevor Warren. He also confirmed that he has been invited to attend the PRO day at Coventry on 14th April 2010. Martin advised the committee that he would like to produce a newsletter for Easter and therefore could material be passed onto him ASAP, including any photos.

Action: All

It was requested whether a page could be set up on the DA website which could provide further information on DA camping. This could help prospective DA campers to understand what DA camping is all about. Andrea advised that Ian Tedridge had recently received a request via the website for information on DA camping. Despite responding to the member by email, he later contacted Graham by 'phone as he wanted to book onto the Easter meet.

Action: Ian Tedridge to look into setting up new webpage



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14.3 Sites Secretary

- Chertsey – it appears that we just have our 10 units in order to give us the DA discount. We originally booked 22 pitches. This should be OK for this year but very disappointed with response. Invite issued to other SR DA's, via sites officers, no response. What do we do about future years? It appears too risky to use Chertsey, with its financial limitations, as first site of the year. After discussion, it was suggested that Jim books Swiss Farm as the first meet of the 2011. Electric hook-ups are available if required.
Action: Jim Howles
- Mary Hare – Out and About has edited our entry losing the “booking essential” info. We need to let people know that booking is essential via Amanda.
Action: Ian Tedridge – to update website
- Out and About situation has developed because the 2010 sites were input before database conversion in November. Discussed this at Southern Region training day, it seems to be a common occurrence. It would not be expected to continue happening. I will check all entries for the rest of 2010.
Action: Jim Howles
- Henley Regatta – Billy will be running fireworks, for charity, adjacent to his pond. Firework organisers have been to site and confirmed caravans on our normal field will not be a problem. The firework organisers carry a £10m public liability insurance. I have informed Ann & Trish.
- Mapledurham – Alex and Lee cannot steward because of date changes. Mike & Lorna Davies have volunteered to cover.
- Overton meet - Is hall required? Confirmed by all that hall will not be required.
Action: Jim Howles to advise the school
- All steward packs for 2010 complete.
- Produced a flyer for distribution at Windsor Show, copy attached. Sent to Trevor, copy Martin, Trevor will print and distribute.
- Attended Southern Region training seminar, found it very useful and informative.
- Old Webmaster mail box – to be discussed. See Webmaster Agenda item 14.7.

14.4 Equipment

Graham confirmed that Bob Bennett will be looking after the DA store. As minuted earlier, the third DA pennon has now been found. New road signs are to be made. These will be laminated and then mounted onto plywood. Flexible electric cable will be used to hang the signs around lamp posts etc.

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14.5 Social Secretary

14.5.1 Socials

Amanda confirmed that 19 units are currently booked for the Easter meet. The programme is now completed and will be forwarded to Ian T so it can be uploaded onto the website.

Action: Amanda Lambourne

A meeting is to be held at the weekend to discuss entertainment etc. A list of children's activities was made and included: cake making, treasurer hunt with a twist, cutting and sticking. Evening entertainment could include "Play your Cards Right", bingo, raffle, caravan window quiz.

Amanda asked Ian R (Regalia) if he would mind Amanda putting together a competition to design the "I have camped with Berks DA" pennon. The winner would have their design made ready to be sold amongst the members.

Other activities discussed for the Easter weekend were pampering sessions (donations from this could be put towards the cutting and sticking box), past and present photos for "Who's the baby?"

Amanda advised that she would like to put on the "Quick draw" raffle as this went down well with the members attending the Easter meet last year. Amanda, therefore, asked the committee if she could have £100 which could be spent on 5 prizes. Amanda also requested additional monies for the cutting and sticking box (£50 was agreed) and £100 for the tuck shop. This was all unanimously agreed by those presented.

Amanda also advised that she has also put together the swimming rota.

14.5.2 Raffle

Judith advised that this was ongoing.

14.6 Regalia



Ian R advised that he would like to order stewards plaques for this year. Approx 20 to cover all stewards during the year. He also asked if he could order 20 plaques for the Easter meet. This was agreed by all present.

Action: Ian Richardson

14.7 Webmaster

Ian T confirmed that the website is now up and running. The website has received 215 first time visitors with 425 hits altogether. There are currently 20 members on the mailing list. Ian advised that he is unable to obtain the old mailing list from the previous site / webmaster.

Ian advised the committee that the previous webmaster has the ability to access the mail box. It was agreed by all present that once the cheque for outstanding monies

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had been cleared then access could be changed. The mail box is extremely full and needs to be emptied.

Action: Anne Cox to advise when cheque had been cleared

Ian confirmed that he had been introduced to Graham Hobson at the AGM. He was advised by Graham, and has also seen a green paper, that the website needed to be re-registered by 1 March. Ian confirmed that this had now been done.

15.0 Any other business

There was no other business.

16.0 Dates of future meetings for the next year

Andrea asked if it could be agreed when future meetings were to be held during the year. It was agreed by all to continue holding committee meetings on the 2nd Wednesday of every month. This would be amended as appropriate.

17.0 Next Meeting

The next meeting will be held on Wednesday 12th May 2010 at Woosehill Community Centre.