



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



Minutes of the meeting
Held on Wednesday 14th January 2009
At Woosehill Community Centre

Present:	Graham Lambourne	Chair
	Andrea Richardson	Vice-Chair & Minutes Secretary
	Mel Plumpton	Secretary
	Anne Cox	Treasurer + Youth Leader
	James Howles	Sites Officer
	Edd Lambourne	Equipment Officer
	Andy Cox	Youth Leader
	Ian Richardson	Regalia Officer
	Judith Howles	Raffle Co-ordinator
	Nik Watts	Southern Region Rep
	Amanda Lambourne	Social Sub-Committee Representative

Apologies: Gary Dunkerton Committee member & Webmaster

1.0 Chair's Opening Remarks

Thanks to everyone for coming, and welcome to the start of another season.

The AGM went well last month, and thanks to you all for staying on the committee for another year.

This coming weekend sees our first meet of the year at Swiss Farm. I am looking forward to it. Then a couple of weeks later we are going to Chertsey Club site.

Hope to see you all on site soon.

2.0 Apologies for Absence



Apologies received from Gary Dunkerton.

3.0 Presentation of Previous Minutes dated 14 January 2009 for approval

There are three amendments to January's minutes as follows:

- Andrea advised of an amendment to point 8.0 – Report of Representation to Southern Region in January's minutes. The last paragraph should read "During 2008, the Southern Region made £3,000". Not £4,000 as previously minuted.
- Andy Cox was minuted as being present and absent from January's minutes. It was confirmed that Andy Cox was not present at January's meeting.
- There was no point 9.0 in the Minutes. This was a numbering error.

Apart from the above amendments, the minutes dated 14th January 2009 were proposed by Jim Howles and seconded by Edd Lambourne.

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4.0 Matters Arising from Previous Minutes

The only matter arising from January's minutes was that Edd was going to find out the cost of replacing the table tennis table. Edd confirmed that he had not managed to look at prices and said he would do this for the next meeting.

5.0 Minutes of the AGM held on 1 February 2009 to note

The following amendments are required to the draft Minutes of the AGM:

- During Graham Lambourne's welcome, Nik and Charlie Watts should be minuted as "RYLO".

6.0 Notes of the Open Meeting held following the AGM

There were no amendments.

7.0 Matters arising from the Opening Meeting

There were no matters arising.

8.0 Minutes of the Appointments Meeting held on 1st February 2009

There were no amendments.

9.0 Matters arising from the Minutes



There were not matters arising.

10.0 Treasurers Report and Statement of Account

Anne advised that she had not received a recent bank statement from the bank. However, she has been able to produce a bank reconciliation for today's meeting. See attached.

Anne advised of some feedback from Ann Ellis re the audit. Ann has suggested that the Committee should write off any old DA plaques and any equipment to be scrapped. All equipment should have a monetary value especially if bought in the last five years. Any equipment written off should be minuted. There should also be a miscellaneous category for any items which do not fit into a specific category. The first year of doing this will create more paperwork, however in following years this will become more straightforward.

Ann Ellis had also advised that the claim for £15 of fuel used by Anne & Andy Cox at the SRSM did not have a paper trail.

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Anne asked whether it would be possible for her to be able to claim travel expenses for travelling to and from Ann Ellis' house in connection with the audit. All present agreed that Anne could claim 30p per mile. In total Anne travelled 70 miles. This covered a couple of trips.

Balances to date:

• HQ Deposit account	£ 6,749.61
• Current account	£ 1,984.78
• Cash	£0.00
Total	<u>£8,734.39</u>

Money to be collected:

None.

Outstanding cheques

• Burghfield Village Hall (deposit for any damages)	55.00
• SR Youth Donation	25.00
• C&CC SR Advert in Fixtures book	30.00
• Wokingham Town Council	11.02
• SR re SRSM	670.24
• SR Youth Grants	160.00
• SR re SRMS ½ profit	22.60
	<u>£973.86</u>

Payments to be made:

• Wokingham Town Council Jan meeting	£11.02
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Payments made:

• Southern Region ½ profit	22.60
• AGM refreshments – Andrea Richardson	6.09
• Presentation gifts at AGM – Mel Plumptre	59.54
• Raffle prizes – Judith Howles	100.00
• Tuck shop – Amanda Lambourne	100.00
• Gold Rush – Easter game – Amanda Lambourne	100.00
• Cutting & Sticking – Amanda Lambourne	45.00
	<u>£433.23</u>

Correspondence:

H.O. Re: £1000 to deposit account

H.O. Re: VAT return

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Income / Expenses:

Pennon sale	£3.50
Ian Gibbons	£75.00

Andrea presented Anne with the cheque which was originally written as deposit for any damages at Burghfield Village Hall. This cheque is no longer outstanding.

11.0 Secretary's Report

Mel presented his report.

Green papers:

- 1.6 List of Officers
- 1.8 National Events Diary. Southern Region to host NFOL in 2013. SR to host National Youth Rally in 2012 and SR to host National AGM in 2016.
- 1.11 Canvassing – No canvassing is allowed with regards to seeking election to the Club National Committee.
- 1.19 Insurance of DA owned equipment. The Club are able to insure DA's equipment. The insurance is free to each DA.
- 1.21 Pennon Design – All future pennons must adhere to the Club's new designs.

Correspondence – Incoming:

Block booking from for 45th Goose Fair being held in Nottingham during the first weekend in October (2 – 4 October 2009). Each family unit £26.00. Thursday night is an additional £6.00. CCY go free.

New catalogue for Cotswold Outdoor Company 2009.

Combined Liability Insurance - Need to find out more information. Do we need to produce this at every DA meet?

NFOL block bookings.

Correspondence – Outgoing:

There was no outgoing correspondence.

Mel confirmed that there were no new members in the month.

12.0 Items of specific business

12.1 Henley this weekend – Andrea and Ian confirmed that all was OK for this weekend.

12.2 Mary Hare – Easter meet – The new contact at Mary Hare School is Linda Chandler. Amanda confirmed that the programme is underway.



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12.3 NFOL – Are we sponsoring a street scene – A discussion was held. It was agreed to hold a Members' meeting at the Easter meet. This would be an informal chat to discuss the street scene. The DA have confirmed that they are happy to sponsor a street scene if Members wish to have one.

12.4 2009 Southern Region Summer Meet – Mel confirmed that he would be happy to take any friendship bookings. He also confirmed that they are using one or two of our ideas from last year.

12.5 SR Chairman's Dinner & Dance – Mel confirmed that a couple of venues are being viewed.

12.6 RCBDA Dinner & Dance – Nothing to report. Possibility of holding in January / February. All to seek ideas for next meeting.

12.7 Hog Roast – It has been proposed to hold the hog roast at the DA's FOL in September which will fit in with the DA's FOL theme of Medieval. Proposed: Graham Lambourne, Seconded: Nik Watts. Motion carried by all those present at the meeting.

13.0 Report of Representation to Southern Region

Nik reported that the Southern Region Treasurer, Gary Voysey, has resigned. This role will now be carried out by Paul Adams with immediate effect. Paul remains as SR Chairman.

The region will be running a seminar for all DA Executives around mid-year. Further information to follow.

Knitson Farm (Region THS) requires stewards.

Purbrook School (Region THS) requires additional stewards.

A Site Sub-Committee for the NFOL 2013 has now been formed.

Nominations for Young Achievers need to be with Region Secretary sometime in April 2009.

The budget for the SR Xmas meet was proposed and has now been approved.

Dates and times for the SR meetings are being changed.

Late Youth weekend will be run by Loddon. Site to be advised.

Nik asked Edd (Deputy SR Rep) if he could produce a report for the region on our Swiss Farm, Chertsey and Mary Hare meets. Nik also asked if Edd could attend the next SR meeting as Nik will need to attend this meeting as RYLO.



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14.0 Reports

14.1 Youth Leader

Andy advised that he and Anne had attended a Youth Leaders training course at Greatham Village at the beginning of March. Among topics covered were map reading, food, and first aid. Andy confirmed that there will be Youth lines at Swiss Farm this weekend.

It was advised that the Spanish have withdrawn funding for the FICC this year and have advertised that the meeting is cancelled. A letter to each youth member attending has confirmed that the FICC meet will be held but at a different venue within the same town. The FICC will now be running this meet.

14.2 PRO

Andrea advised that she had received a nomination from Mr Martin Straker to join the committee as PRO. It was proposed by Mel Plumpton and seconded by Graham Lambourne that Martin should be co-opted onto the committee.

Footnote: As PRO at January's meeting, Edd was asked if he could contact the Henley Regatta organising committee regarding an advertisement of our DA meet during the Henley Regatta weekends. Edd was to find out the cost of putting an advertisement in their programme / flyers.

This is to be handed over to our new PRO at the next meeting.

14.3 Sites Secretary

Jim reported the following:



- Now received email confirmation for dates and prices for Hicknaham Farm.
- Site packs for March issued, will bring April packs to Chertsey.
- CC&C have agreed a New Year meet at Chertsey, including recreation room and disco. Advert for DA's New Year meet to go into Easter programme.
- E-mail from Waterside DA about early youth, they are unable to run it. Our Website is incorrect.
- Used email to Coventry to make changes for our Hambledon youth meet. This should be added to the website by end of March. Updated details will be included in O&A.
- VAT reduction now agreed by C&CC, we need to be sure that the VAT reduction is applied to all Landowners.
- New Out & About Guidelines issued including on line PDF access to copies.

AOB

- Hants DA New Year meet
- Electric Guidelines

14.4 Equipment

Edd advised that he has not yet managed to seek prices for a replacement tennis table. To be actioned by next meeting. Edd also to investigate bags for marquee.

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14.5 Social Sub-Committee

Nothing to report.

14.6 Regalia

Ian advised that he still holds a number plaques (43 in total) from various meets dating from 2005 to 2007. It was proposed by Mel Plumpton and seconded by Jim Howles that these should be written off.

Ian advised that he has found a new supplier for the plaques. Orders can be processed via their internet address up to two weeks before they are required. A change of quantity can be amended up to the Monday before they are required.

Ian advised that he has now received the 2009 Steward plaques. He asked how many should be ordered for the Easter meet. It was proposed by Mel Plumpton and secondment by Jim Howles that 30 plaques should be ordered.

Ian advised that he would like to order plaques for the BBQ meet and it was agreed by all present that 50 should be ordered.

Ian confirmed that he had received a 2009 clothing catalogue and price list from Ansom Moore.

15.0 Any Other Business

There was no AOB.

16.0 Next Meeting

It was agreed by all present to hold the next meeting on Wednesday 13 May 2009 at Woosehill. April's meeting has been cancelled as this clashed with the Easter meet.