



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



Minutes of the meeting
Held on Wednesday 11th November 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
	Andy Cox	Youth Leader
	Ian Richardson	Regalia Officer
	Amanda Lambourne	Social Sub-Committee Representative
	Judith Howles	Raffle Co-ordinator

Apologies:	Nik Watts	Southern Region Rep
	Edd Lambourne	Equipment Officer
	Martin Straker	PRO
	Gary Dunkerton	Committee member & Webmaster

1.0 Chair's Opening Remarks

Thanks to all for coming out now the winter nights are drawing in.

Since last meeting we have had our last two meets of the year. First was the Halloween meet. Considering the weather forecast, I thought it was a good turn out. A good weekend with apple bobbin and a pumpkin hunt on the Saturday afternoon. Party games and skittles in the evening. The children's skittles was won by Aaron Dinsmore and the adults by Dave Ellis.

The bonfire meet was a great weekend. All had fun building the bonfire then enjoying the warmth in the evening along with soup, burgers and sausages. The weather turned out much better than expected, and just for a change people did not need to be towed off.

2.0 Apologies for Absence



Apologies received from Nik Watts, Edd Lambourne, Martin Straker and Gary Dunkerton.

3.0 Presentation of Previous Minutes dated 14th October 2009 for approval

The following are amendments to the minutes dated 14th October 2009:

Item 6.0 Treasurers report -

Money to be collected: Monies collected at the FOL meet was incorrectly recorded. Site fees should read £25.50 with Youth fees reading £3.00. An additional donation of £1.00 being visitor's fees should have been added. This still equates to £29.50 which was correctly stated in the minutes.

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Under the 'Payments made' section of the report, the Treasurer incorrectly recorded that two payments had been paid to Burghfield Parish Council. These payments were actually made payable to Burghfield Village Hall.

Postage paid to Jim Howles' should have read £21.71.

The minutes recorded that paperwork for the Hicknaham Farm meet had been received by the Treasurer. However, it was a VAT receipt which had been handed to the Treasurer during October's meeting. Therefore the income / expenses sheet is still outstanding.

Item 8.1 – Youth Leaders report –

The report should have read "The Youth Leaders advised that it was expected that 8 youth would attend the Thorpe Park weekend." Andy confirmed at this meeting that 7 youth actually attended that weekend.

With the above amendments taken into account, the minutes dated 14th October 2009 were proposed by Judith Howles and seconded by Amanda Lambourne.

4.0 Matters Arising from Previous Minutes

There were no matters arising.

5.0 Secretary's Report

- 5.1 Green Papers**
- 1.3 - DA AGM's
 - 1.4³ - Providing Members with DA Contact Information
 - 1.10³ - Branded Merchandise
 - 2.20 - Interest of unit monies deposited with the Club
 - 2.2⁴ - Voluntary Officers Allowable Expenses
 - 2.5⁵ - Reclaiming the VAT element in mileage allowance
 - 3.11² - Meets & Group Bookings on Club Sites
 - 4.1² - Appointment of RYLO's, SYLO's etc



Some of the above may have been issued prior to the last month but missed from previous reports – for that I apologise.

5.2 New Members 0 since last report

5.3 Correspondence

In	Type	From	Subject
3 rd Nov	Letter	HQ	Block Booking NFOL 2010

5.4 SR Chairman's Dinner & Dance

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D & D is fully booked.

5.5 NFOL 2010

19th to 23rd August 2010 - Balado Park, Kinross, Scotland.

I have received the block booking forms for 2010. If we are to run a RCBDA block booking we will need at least 6 units. The alternative is to join the SR block booking.

6.0 Treasurers Report and Statement of Account

A copy of the latest bank statement was presented and this was signed by the Chair.

Balances to date:



• HQ Deposit account	£ 6,037.51
• Current account	£ 2,104.75
• Cash	0.00
Total	<u>£8,142.26</u>

Outstanding cheques

	£
• Wokingham Town Council	11.75
• Burghfield Village Hall	40.00
• Burghfield Village Hall	55.00
• Mary Hare Services	250.00
• Overton School	50.00
• N Watts	120.00
	<u>£526.75</u>

Payments to be made:

	£
• Wokingham Town Council October meeting – cheque raised in meeting	11.75
• Deposit account – cheque raised in meeting – cheque had not previously been raised per October's minutes	1,000.00
• Amanda Lambourne – food for bonfire meet – cheque raised and received by AL	59.47
• Dummer VAT – cheque raised and passed to Jim Howles for payment	26.10
• Serious Cricket – hire of facilities at Dummer (£75 + VAT) – cheque raised and passed to Jim Howles for payment	86.25
• Chertsey deposit – cheque raised and passed to Jim Howles for payment	50.00
• Jim Howles – bags for signs – cheque raised and received by Jim Howles	30.00
• Christmas party hall hire	124.92
• Deposit	100.00
• Plaques for Halloween meet – invoice not yet received	
	<u>£1,488.49</u>

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Jim confirmed that £174.00 had already been paid to Dummer with regards to site fees for the Halloween meet.

Payments made:

	£
• Cheque for youth grants changed 1 less youth and made payable to N Watts	120.00

Correspondence:

	£
15 Oct – Lynda Coetzee re Wokingham TC invoice	
28 Oct – Email Wokingham Town Council door code change	
2 Nov – Email re Burghfield Village Hall hire VAT liability	
2 Nov – Email Overton School VAT details	
5 Nov – Green paper 2.2 (version 4) Voluntary Offices Allowable Expenses	
7 Nov – VAT quarterly return signed from HO	

Income / Expenses:

	£
Hambleden FOL	-99.19
Wallingford	-0.01
Dummer	17.66
Bonfire meet	6.79

7.0 Appointment of Treasurer



Anne Cox confirmed that she was willing to remain as Treasurer for the next year. Proposed by Amanda Lambourne and seconded by Judith Howles.

8.0 Mileage Expenses

This item had been added to the agenda as one committee member had requested in October's meeting that she would like to claim mileage expenses for travel to / from committee meetings which she was attending. This matter had been raised under any other business in October's meeting, however, this had been discussed and ultimately minuted in the wrong place. The Treasurer advised the committee that voluntary officers are allowed to claim out of pocket expenses. Mileage claims are, however, paid from within the DA. A long discussion was held as to the potential costs year on year of committee members claiming mileage to / from committee meetings. Some committee members advised that they would not be claiming mileage to / from committee meetings, however, it was felt by one or two committee members that this could open a channel for future members joining the committee and expressing a wish to claim mileage to / from meetings. This would obviously impact any profit the DA made year on year and potentially delay any purchases of new equipment.

Mel proposed that the Treasurer presents a profit and loss statement at the next meeting to advise whether the DA can afford to pay mileage expenses year on year. This information is to be based on previous years figures. The proposal was seconded by Jim Howles.

9.0 Report of Representation to Southern Region

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No report had been received, however, Mel advised the following:

- The Southern Region Treasurer had resigned from his post during the past month and would be standing down at the next AGM.
- The Isle of Wight DA no longer have a committee.
- NFOL 2013 would be held between 29th August - 2nd September.
- Hants DA won the Burnham Trophy for their newsletter.
- Sue & Fred Lee will be handed their award for services over 34 years at the Hants Christmas party on 5th December. Sally Birch is to present the award. Region Execs have been invited.

10.0 Reports

10.1 Youth Leader

Andy advised that 7 youth attended the Thorpe Park weekend in October. In total 120 youth and 15 adults attended from around the country. Food had been available all weekend. The weather had been good. There was a disco on the Saturday evening.

The youth winter meet is to be held between 22nd – 24th January 2010 at Tilford, nr Farnham. Andy advised that he would like to request grants for all youth members attending this meet. However, this cannot be done until numbers of youth attending are known.

10.2 Appointment of Youth Leaders

Anne and Andy Cox agreed to stand as youth leaders for the year ahead. This was proposed by Ian Richardson and seconded by Jim Howles.

10.3 PRO

No report received.

10.4 Sites Secretary

- Jim agreed to accept advanced bookings for the Chertsey meet.
- Amanda agreed to take advanced bookings for the Easter meet.
- Mel agreed to take advanced bookings for Hardwick Park.
- Waterside DA and RCBDA have agreed to share the Somerley Lake meet at the end of May 2010. This will now be advertised as a THS and would run from 21st May to 6th June 2010.
- Jim questioned whether we would require the hall at Dummer for the Halloween meet in October 2010.
- Jim to annotate letter included in each stewards pack with regards to free stewards camping. Some campsites have agreed to provide the stewards with free camping next year.
- Site Invoices as follows:
 - Mary Hare deposit – cheque received
 - Dummer Farm – cheque received
 - Serious Cricket – cheque received



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- Expense Claim; 2 holdalls for site signs – cheque received.
- Winter Walk organised, magazine entry submitted / accepted for publication end of December (January magazine):

“31st January 2010

RCBDA invites everybody to a WINTER WALK. Approx 3.5 miles around Maidenhead Thicket & Littlewick Green. Start at 11.30, back to The Cricketers for lunch at 13.30. Sandwiches from £3.00 to Sunday Roast at £7.99. Contact Jim on 07731 522155 for more details. Booking essential if you require Sunday Roast.”

- Cheque for £50 needed as deposit for Chertsey, March 2010 – cheque received.
- Update on sites for 2010 was given. Only Beale Park not confirmed.
- Webmaster for 2010 – Jim advised that a member was interested in taking on the Webmaster for next year. Graham to contact our current Webmaster, Gary Dunkerton, to determine if he is happy to step-down.

10.5 Equipment

No report received, however, Jim advised that Edd had called him. Edd is planning to produce 2 x site sign packs over the winter.

10.6 Social Sub-Committee

Amanda advised that the Family Christmas party will be held on Saturday 12th December between 3.30 pm and 11.00 pm. Amanda advised that she had hired the hall and kitchen at Woosehill Community Centre due to the limited amount of time left before the December social to ensure that we did not lose out on one of the halls. All were happy that Amanda had booked the hall before November's meeting. The cost of hire is £124.92 with a damage deposit of £100. So far Amanda has received confirmation from 9 children, with a possible 3 more. She has invited 38 adults, 24 have confirmed. Members are to bring their own drinks. For food, it was suggested an American supper, but a list would need to be kept of who would be bringing what food. It was suggested that each adult donates £1.00 on the door on the evening.

Amanda asked the youth leaders, and the committee agreed, that she should hire the committee room at Woosehill Community Centre so that the youth members had their own room to chill out during the evening.



10.7 Regalia

Ian advised that 13 Halloween plaques had been sold.

11.0 Any Other Business

Mel advised that a raffle is to be held at the Chairman's dinner and dance this coming weekend. If anyone not attending wished to buy tickets, they should hand their money to someone who was attending the evening.

12.0 Next Meeting

	<p style="text-align: center;">CAMPING AND CARAVANNING CLUB ROYAL COUNTY OF BERKSHIRE DISTRICT ASSOCIATION</p> <hr/> <p style="text-align: center;">Minutes of the meeting Held on Wednesday 11th November 2009 At Woosehill Community Centre</p>	
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It was agreed by all that the next meeting is to be held at 7.45 pm on Wednesday 9th December 2009 at Woosehill.