



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



Minutes of the meeting  
Held on Wednesday 14<sup>th</sup> October 2009  
At Woosehill Community Centre

<b>Present:</b>	Graham Lambourne	Chair
	Andrea Richardson	Vice-Chair & Minutes 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
	Martin Straker	PRO
	Amanda Lambourne	Social Sub-Committee Representative

<b>Apologies:</b>	Mel Plumpton	Secretary
	Gary Dunkerton	Committee member & Webmaster

### **1.0 Chair's Opening Remarks**

We've had 2 rallies since our last meeting. The first was Wheats Farm, Mortimer and the second was Bridge Villa, Wallingford.

Both had a good attendance. Mortimer was lovely weather all weekend, and Wallingford was nice on the Saturday, but let's don't mention Sunday!

A good time was had by all on both the Saturday nights. Mortimer saw us all sat round the fire with a lovely cheese dip washed down with a drop of punch. Many thanks to our stewards for that one.

At Wallingford, most people on site enjoyed a nice Indian meal. Some went to the local restaurant, whilst others sat in the steward's awning with a take away.

Looking forward now to Halloween and bonfire meets. I'm sure they will be enjoyable as well.



### **2.0 Apologies for Absence**

Apologies received from Mel Plumpton and Gary Dunkerton.

### **3.0 Presentation of Previous Minutes dated 9<sup>th</sup> September 2009 for approval**

There following corrections were noted:

- Item no. 6 – Treasurer's Report – 5<sup>th</sup> bullet – Monies received for regalia sold should be 2 x pennons at £4.00 each.
- Item no.7 – Southern Region report – Southern Region did not buy a new marquee. The marquee was bought by RCBDA.

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- Item no. 8.5.2 – Raffle – Money for raffle prizes should read £26.73 and profit from ticket sales should read £68.27. Incorrect figures were provided in September’s meeting.
- Item 8.6 – Regalia – The Easter plaque was sold at the Henley THS and not at Welly THS.

The minutes dated 9<sup>th</sup> September 2009 were proposed by Edd Lambourne and seconded by Jim Howles.

#### 4.0 Matters Arising from Previous Minutes

There were no matters arising.

#### 5.0 Secretary’s Report

- 5.1 Green papers:**
- 3.1<sup>3</sup> - Organisation of THS
  - 3.2<sup>2</sup> - Organisation of 5 Day meets
  - 3.7<sup>2</sup> - Certificated Sites
  - 3.9<sup>2</sup> - Intervals between 5 Day Meets & THS
  - 3.10<sup>2</sup> - Camping on Licensed Pitches & land adjacent to same
  - 3.13<sup>2</sup> - Appointment of National Parks Officers
  - 3.17<sup>2</sup> - Camping event entry & Exempted Camping Database
  - 3.18<sup>2</sup> - Guidance for Stewards of Meets & THS
  - 4.8 – Youth Leader Appointment Dates

**5.2 New members:** 0 since last report

#### 5.3 Correspondence:

In	Type	From	Subject
23 <sup>rd</sup> September	Email	Ann Ellis	Please update website.

#### 5.4 NFOL – 2013

The Southern Region secretary has written to the secretaries of all DAs in the region reference the NFOL 2013. Southern Region is to host this event and the search is now on for a suitable venue. All DA’s are asked to nominate those venues that they believe may be suitable by forwarding the location of the possible site and contact details of the person to be contacted. Region will then approach the contact to investigate the site suitability. The NFOL is more than likely being held on the weekend AFTER the August BH.

I would suggest that we propose Stratfield Saye as being suitable for several reasons:

1. It is the north of the region and therefore more accessible to the rest of the country.
2. Our meet at Welly Park would be an obvious choice for visitors before the NFOL. (Good profit for RCBDA).
3. Stratfield Saye has hosted a NFOL before (1989).



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4. It has good access to both the M4 and M3 via the A33.
5. It is close to many major tourist attractions.
6. It is the family seat of the Duke of Wellington.

As I am unable to be with you tonight I thought I would put my two pennyworth in. Whatever decision you come to I will pass on to region council.

Another suggestion provided at the meeting was Newbury showground however the entrance into the showground is all right turns which could be a potential hazard. Also, the Newbury show is held at the beginning of September, therefore the showground may not be available for hire.

### 5.5 SR Chairman's Dinner & Dance

I have had a good response since my announcement at WCP and the e-mail to DA and section chairmen and women went out. There have been 6 tickets returned and these are available.

### 6.0 Treasurers Report and Statement of Account

Anne read out the following report:

#### Balances to date:

• HQ Deposit account	£ 6,037.51
• Current account	£ 2,452.70
• Cash	£0.00
<b>Total</b>	<b><u>£8,490.21</u></b>

#### Money to be collected:

	£
• FOL – Site fees - This was handed to Anne at the meeting.	27.50
• FOL – Youth Fees – Handed to Anne at the meeting	2.00
	<b><u>£29.50</u></b>

#### Outstanding cheques

	£
• Wharfedale & Bowies	17.43

#### Payments to be made:

	£
• Wokingham Town Council September meeting	11.75
• Amanda Lambourne - Easter	14.88

#### Payments made:

	£
• June Evans – Food FOL (included £2.81 reclaimable VAT)	113.24
• Ian Richardson – Wharfedale & Bowies re Henley THS plaques	21.16
• Deposit account	1,000.00
• Burghfield Parish Council – Hire of hall for 2010 AGM	40.00



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• Burghfield Parish Council – Damage deposit – 2010 AGM	55.00
• Mary Hare – Easter 2010	250.00
• Overton Primary School – 2010 meet	50.00
• Jim Howles re postage	21.54
	<b><u>£1,550.94</u></b>

Correspondence:

11 October – Q3 sent to HO, SR Treasurer & Auditor  
11 October – Response from SR Treasurer & Auditor re Q4  
12 October – Response from HO re Q4

Income / Expenses:

	£
Wellington Country Park THS	653.15
FOL Hambledon	27.50
Wheats Farm	63.48
Bishops Green (revised)	15.00
Easter	420.61

Need:

Income / expenses from Hicknaham Farm – received at meeting  
FOL paperwork – received at meeting  
Wallingford paperwork – received at meeting

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

## **7.0 Report of Representation to Southern Region**

Nik reported that September's meeting will take place in a couple of weeks time. Suggestions for NFOL sites for 2013 have already been discussed under the Secretary's report.

Nik agreed to take back to the region, the committee's comments regarding the meets database.



Nik advised that Fred & Sue Lee were this year's recipients of the Certificate of Honour for their services over 34 years.

## **8.0 Reports**

### **8.1 Youth Leader**

Andy advised the following youth numbers at recent meets:

Wheats Farm	7 attended
Late youth meet hosted by Loddon DA	5 attended

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Andy also advised the committee that Kim Cox took her youth test at the late youth meet, however, he advised that she had failed. Kim is to retake her test at the youth meet late in January 2010.

Andy also advised that 8 youth were attending Thorpe Park this weekend. He asked if he could have the grant money for a total of 9 youth, as agreed in September's meeting. This equates to eight youth attending plus one additional grant for the youth leaders. This was agreed by those in attendance.



## 8.2 PRO

Martin presented a draft copy of the newsletter which he is putting together. He requested for additional material from the chair, youth leaders, social secretary etc which could be included in the first edition. Martin suggested opening up a competition for suggestions for a new name for the newsletter. Martin suggested preparing the newsletter in time for the 2010 AGM when copies could be handed out to those attending. A copy should also be added to the website.

## 8.3 Sites Secretary

Jim reported the following:

- Exempted Events Database – Training for revision 6 was held on Saturday 2<sup>nd</sup> October in Coventry. Major changes include:
  - Update to allow sites officers to change the entries for own group sites 7 days before event start date.
  - More control of magazine entries, but entries now limited 250 characters (including spaces) for meets and 540 characters for THS's. This will prove to be very small to get all info needed into magazine.
  - Facilities for improved publication of events run by Youth and events with Youth lines.
  - Better listing facilities for sites officers.
  - Out and About "on-line" comes live mid October, no limit to size of entries on this process.
  - Database export facility, this will help with DA websites and local fixture magazines.
  - Received copy of User Guide for latest revision of Exempted Database.
- Received copies of "sites" related Green Papers directly from Coventry:
  - Guidance for Stewards, Meets & THS's.
  - Intervals between 5 day meets and THS's.
  - Organisation of 5 day meets.
  - Organisation of THS's.
  - Camping Event Entry & Exempted Camping Database.
  - Camping on Licensed Pitches and on Land Adjacent to Licensed Pitches.
- Mary Hare OK for 2010, building work will not start until later in 2010. Completed contract response for Mary Hare Services. We will also need to apply for a Phonographic License again.
- Need deposit cheques for two of next year's fixtures:
  - Mary Hare Services - £250.00
  - Overton Primary School - £50.00

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- We have hit the event conflict problem with our proposed meet at Abingdon Cricket Club. BCC London & Thames Valley have a THS starting 5 days after our meet finishes, this is against C&CC rules. We will have to cancel for 2010 and try to re-arrange for 2011 at a different time.
- I am in process of moving Beale Park to the July (Abingdon) date and bringing Beech Hill in for August date. Still waiting for confirmation from both sites.
- Majority of next year's sites including THS's are now on the Database.
- Jim handed a correctly addressed receipt to the Treasurer from Hicknaham Farm.
- Hicknaham Farm have also reminded us about a THS for 2012 Olympics.
- Jim requested a cheque for £21.54 for postage expenses.

#### **8.4 Equipment**

Edd advised that he had received a request for the youth to borrow the marquees for their weekend at Thorpe Park. Edd also advised that a request earlier in the year for webbing for attack lines for volleyball can be obtained from B&Q. However, the committee felt this was no longer required. A request was made for a new bag for the DA road signs etc. Edd agreed to look into this. Graham advised that he has produced new DA road signs. These are to be laminated and mounted onto boards.

#### **8.5 Social Sub-Committee**

##### **8.5.1 Socials**

Amanda advised that a skittles competition was to be held on the Friday evening at Dummer. Fancy dress, games, quizzes etc would be held on the Saturday evening. Amanda asked the committee if she could have up to £30 to spend, if required, for the Halloween weekend at Dummer. This was proposed by Ian Richardson and seconded by Jim Howles.



With regards to the family Christmas party in December it was agreed that Amanda should look into the availability of the hall at Lower Earley and the hall at Winnersh. It was agreed by all present that the family Christmas party should be held on Saturday 12<sup>th</sup> December 2009. Proposed by Jim Howles and seconded by Edd Lambourne.

##### **8.5.2 Raffle**

Nothing to report. Judith did ask for a list of the 2010 meets where it would be expected to hold a raffle. These included Easter meet, BBQ meet in June, the Welly THS in August and possibly the late youth meet.

#### **8.6 Regalia**

Ian asked the committee whether he should order plaques for the Halloween meet at Dummer in October. It was agreed by all that the minimum amount should be ordered.

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## **9.0 Any Other Business**

### **9.1 AGM 2010**

Jim and Judith asked when the DA would like to hold the winter walk in 2010. It was agreed that Sunday 31<sup>st</sup> January would be a good date.

Anne asked the committee if she and Andy could claim the mileage to each committee meeting. There were no objections.

### **10.0 Next Meeting**

Next meeting is to be held at 7.45 pm on Wednesday 11<sup>th</sup> November 2009 at Woosehill.