



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



Minutes of the meeting
Held on Wednesday 27th January 2010
At Woosehill Community Centre

| | | |
|-------------------|-------------------|--------------------------------|
| Present: | Graham Lambourne | Chair |
| | Andrea Richardson | Vice-Chair & Minutes Secretary |
| | Mel Plumpton | Secretary |
| | Anne Cox | Treasurer |
| | Jim Howles | Sites Officer |
| | Edd Lambourne | Equipment Officer |
| | Ian Richardson | Regalia |
| | Nik Watts | Southern Region Rep |
| | Andy Cox | Youth Leader |
| | Martin Straker | PRO |
| | Amanda Lambourne | Social Sub-Committee Rep |
| | Judith Howles | Raffle Co-ordinator |
| Apologies: | Gary Dunkerton | Committee member & Webmaster |

1.0 Chair's Opening Remarks

Happy New Year to you all. I trust you all had a good Christmas.

My apologies for cancelling the meeting 2 weeks ago, I had received phone calls to let me know that at least 4 people would not be attending due to the weather. I also spoke with Anne and Andrea and we all felt this was the best thing to do under the circumstances.

Thank you all for your understanding and coming out tonight.

I thought the winter social went very well last month. I'm sure Amanda will report on this later. We are now looking forward to the new season, starting with the winter walk at the end of this month.

We then have the AGM followed by my winter holiday, then only 2 or 3 weeks to the first meet of the year at Chertsey.

Looking forward to getting away again.

2.0 Apologies for Absence

Apologies received from Gary Dunkerton.

3.0 Presentation of Previous Minutes dated 9th December 2009 for approval

The Minutes dated 9th December were proposed by Amanda Lambourne and seconded by Jim Howles.



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4.0 Matters Arising from Previous Minutes

Amanda's paperwork has now been completed. The CRB check is currently going through.

Nik advised that he had spoken to Gary. There was £10 still outstanding with regards to the website. It was agreed that Gary should be reimbursed. Payment for the website would be taken on by Jim going forward.

Edd advised that the equipment list had been done. Further information would be provided in his report.

5.0 Secretary's Report

Mel advised of the following:



- 5.1 Green Papers** 2.5⁶ - Reclaiming VAT in Mileage Allowance for VO
 3.4³ - Camping in National Parks 2011
 5.8 - Guidelines for submitting entries for OAA

- 5.2 New Members** 1 since last report

5.3 Correspondence

| In | Type | From | Subject |
|----------------------|-------------|--------------------------|---------------------------------------|
| 21 st Dec | Letter | HQ | Update of VO Manual |
| 7 th Jan | Letter | Alf Resco Lavita Leisure | Garden Queen BB |
| Jan | Newsletter | Hants DA | Winter Magazine |
| 20 th Jan | Letter | HQ | List of Co-opted Members |
| 25 th Jan | e-mail | SR Secretary | Seminar invite to exec |
| 10 th Jan | e-mail | SR Secretary | Request for loan of Marquees for SRSM |
| 6 th Jan | e-mail | Waterside DA | Literature re SRSM |
| 22 nd Jan | Letter | HQ | Interest in DA Camping |

| Out | Type | To | Subject |
|----------------------|-------------|-------------|----------------------------|
| 26 th Jan | Letter | Mrs V Young | Welcome letter & info pack |

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5.4 NFOL 2010

19th to 23rd August 2010

Balado Park, Kinross, Scotland

I propose to close the RCBDA block booking at our AGM and submit it to the organisers by the end of February 2010 – my last act as Secretary. Can I request that the Chairman makes an announcement advertising the NFOL block booking at the Winter Walk on the 31st January and again at the AGM. I will be in attendance at both events to take bookings.

To date I have 2 bookings towards our block booking. If no others come forward in the next couple of weeks I shall transfer the booking to Solent DA block booking (I have already agreed this with their booking officer). Both bookers are happy with this arrangement.

6.0 Treasurers Report and Statement of Account

Balances to Date

| | |
|----------------------|-------------------------|
| H.Q. Deposit Account | £7,165.56 |
| Current Account | £664.67 |
| Cash | £0.00 |
| TOTAL | <u>£7,830.23</u> |

Outstanding Cheques

| | |
|--------------------------|-----------------------|
| Burghfield Village Hall | £55.00 |
| Overton School | £50.00 |
| TOTAL Outstanding | <u>£105.00</u> |

Money To Be Collected



| | |
|--------------------|-----------------------|
| Tuck Shop Donation | £223.11 |
| | <u>£223.11</u> |

Money Received

| | |
|-----------------------------|-----------------------|
| Interest on Deposit Account | £128.05 |
| | <u>£128.05</u> |

Payments To Be Made

| | |
|---|--------|
| Wokingham Town Council December Meeting | £11.75 |
| Christmas Party Hall Hire (less £100 deposit) (extra cost due to hire of Committee room for youth) | £45.95 |
| Plaques Halloween (repeat cheque) – Cheque received by I Richardson | £16.16 |

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| A. Cox Travel Expenses December meeting | £5.25 |
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| E. Lambourne Travel Expenses January meeting – Cheque received by E Lambourne | £18.48 |
| Youth Grant - FICC Italy – Cheque received by N Watts | £140.00 |

£242.84

Payments Made

| | |
|--------------------------------------|--------|
| 12-Dec A. Lambourne Christmas Social | £51.76 |
|--------------------------------------|--------|

Correspondence

| | |
|--------|--|
| 19-Dec | Deposit Account Statement |
| 22-Dec | Wokingham T C Confirmation of booking hall 13/1 |
| 13-Jan | Cancellation & re booking of Committee Room |
| 14-Jan | Bank Statement |
| 14-Jan | Green Paper re VAT on Millage allowance |
| 15-Jan | Wokingham T C re: deposit for Christmas Social |
| | Wokingham T C re: Clearing up & Locking up after |
| 27-Jan | meeting |

Income / Expenses

| | |
|-----------------|----------|
| Christmas Party | -£105.71 |
|-----------------|----------|



Anne advised that she had put together a profit and loss for all 2009 meets. See attached Appendix.

Anne also asked if Ian could forward her another copy of the regalia stock list. It was also requested if Ian could take the Regalia with him to the Winter Walk this weekend so that our Auditor, Ann Ellis, could perform an audit check.

Edd advised that he would like to claim for travelling expenses to tonight's committee meeting. A total of £18.48 to be claimed, receipt pending.

Amanda advised that she was handing over £223.11 which is donations from the tuck shop. This resulted in a profit of £123.11 for 2009.

Andy advised that 7 youth would be attending this year's FICC in Italy in March / April. Therefore as agreed in December, a total of £140 is to be paid to the C&CC Southern Region.

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7.0 Report of Representation to Southern Region

Nik advised that there had been no SR meeting since our last committee meeting in December. The next region meeting is scheduled for after the DA's AGM in February.

Nik agreed to include in his report to the region details of the winter social and the winter walk.

8.0 Reports

8.1 Youth Leader

Andy advised that 10 youth attended the Winter Meet at Tilford last weekend. 1 youth re-took her test and passed. All appeared to enjoy themselves. There was a bonfire all weekend and food was provided every evening. The youth also enjoyed cooked breakfast each morning.



8.2 PRO

Martin advised that he had a copy of the draft newsletter which he would pass around the committee for comments. Martin advised that he would like to introduce a competition whereby if a member introduced a new member to the DA and if the new member camped for four weekends, then the introducer would get a free weekend. This was briefly discussed and it was decided that this should be put as an Agenda item for the AGM at the Open Meeting.

Martin asked if anyone had any photos which could be included in the newsletter, could they be emailed to him. It was also suggested that Martin produces 15 – 20 copies of the final newsletter for the AGM.

8.3 Sites Secretary

- 2010 Fixtures now complete with the exception of landowner site fee for Somerley Lakes, it is expected to be around £7.50 pun, with a member fee of £9.50 pun.
- All fixture information passed to John Simmonds for fixture booklet and passed to Ian Tedridge ready for our website update.
- Beale Park confirmed for 16th – 18th July, we will have the lake field. Landowner fee £10.00 +VAT pun, member fee £25.00 per weekend.
- Winter Walk information has not been put on website, although was in "Out & About" Jan issue. 26 persons confirmed.
- Notice of AGM was requested for December and January magazine, December OK, not published in Jan issue.
- Received copy of Green Paper 3.18 (version 3) Guidance for Stewards of Meets and Temporary Holiday Sites. I intend to update our site packs if I am voted in as sites officer.
- Have completed a Holiday Site advert for SR fixture booklet, will cost £30.00 per full page.

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- Several conversations with Ian Tedridge re website. Most of updated website is now built offline ready for download. Ian is currently trying to contact Gary to get access and software tool information.
- Chased up on lack of Henley THS entry in Out and About, turns out to be down to Local Planning delays.
- 2010 exemption certificates received.

8.4 Equipment

Edd advised that the annual stock check did not take place as initially planned due firstly to snow and then due to a family funeral. Therefore Edd has a copy of the store list from last year and has amended this with monetary values, adding new equipment bought during the course of 2009. Edd confirmed that he would email the Auditor and the Minutes Secretary with a copy of the list with a view to these being attached to these minutes.

The Auditor has indicated that she would like to do a store check during the weekend of 6th/7th February.

Edd also advised that he would be standing down at the AGM, therefore a new Equipments Officer would need to be found for 2010.

8.5 Sub-social

8.5.1 Social

Amanda advised that the Christmas party went well. All appeared to have a good time. There was plenty of food. In total the social made a loss of £105.71. The Children's party also went well. Graham, Edd and Amanda dressed up as clowns to entertain the children. If another party is to be held later in the year, Amanda advised that she would like to do things differently.

8.5.2 Raffle

Judith advised that she is currently putting a raffle together for Mary Hare (Easter) and therefore donations would be greatly appreciated.



8.6 Regalia

Nothing to report.

9.0 Any Other Business

9.1 Webmaster

It was proposed by Jim Howles and seconded by Ian Richardson that Ian Tedridge should become the DA's webmaster for the year 2010.

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9.2 New Committee Members

All were asked to think of anyone who may wish to become a committee member for the DA. Jim asked if Graham could announce this at the winter walk this Sunday.

9.3 AGM Agenda

No amendments or additions to the Agenda.

Edd volunteered to run the door and check membership cards on entering the AGM. Graham confirmed that he would bring the PA system.

9.4 Appointments Meeting Agenda

The position of Regalia needs to be added to the Agenda. Nik apologised and confirmed that he could not attend the AGM, although he would like to continue to stand on the committee. However, he would prefer not to be SR rep for 2010.

Those not re-standing for committee this year are Gary Dunkerton, Mel Plumpton and Edd Lambourne.

9.5 Members Meeting Agenda

Agenda item to be included for the newsletter competition.

10.0 Next Meeting

The next meeting will be held AGM on Sunday 21st February 2010 at Burghfield Village Hall.