



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



Minutes of the meeting  
Held on Wednesday 9<sup>th</sup> December 2009  
At Woosehill Community Centre

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

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

Good evening. Thanks for giving up your valuable time once again.

We have not done anything since our last meeting, nice to have had some time at home.

Christmas party on Saturday night, I am sure Amanda will update us on that later.

Finally, I would just like to thank you all for your hard work and support throughout the year and wish you all a very merry Christmas and a happy new year.

### **2.0 Apologies for Absence**

Apologies received from Mel Plumpton, Andy Cox, Martin Straker and Gary Dunkerton.

### **3.0 Presentation of Previous Minutes dated 11<sup>th</sup> November 2009 for approval**

Andrea advised of corrections to information received under the SR Rep report in November's minutes as follows:

- The IOW DA do have a committee; and
- The date for the NFOL 2013 has not yet been decided.

With the above amendments taken into account, the Minutes dated 11<sup>th</sup> November were proposed by Ian Richardson and seconded by Jim Howles.



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#### 4.0 Matters Arising from Previous Minutes

In November's meeting, Graham had agreed to contact Gary Dunkerton with regards to the role of Webmaster for next year. Graham advised that he has tried but has been unable to make successful contact with Gary. Nik advised that he had recently spoken to Gary, and Gary has advised that he is happy to hand over the role of Webmaster to another person. Graham advised that he would try to contact Gary again before January's meeting to obtain confirmation of this from Gary.

#### 5.0 Secretary's Report

In Mel's absence, Andrea read out the following report which she had received:

- 5.1 Green Papers**
- 1.26 - Officers for the year 2010
  - 3.18<sup>3</sup> - Guidance for Stewards of Meets & THS
  - 3.20 - Exempted Camping Database
  - 5.7 - The Clubs Identity On-Line

- 5.2 New Members** 0 since last report

#### 5.3 Correspondence

In	Type	From	Subject
6 <sup>th</sup> Nov	Letter	HQ	Note re Green Papers (+index)
Nov	Letter	HQ	Copy of Audit Documents
Nov	Literature	Hendra Holiday Park	Advertising Rally Field
Nov	Literature	Stowford Farm Meadows	Advertising Campsite
27 <sup>th</sup> Nov	Letter	HQ`	Re-issue of NFOL booking forms

Out	Type	To	Subject
Nov	Letter	HQ	Details of Treasurer & Youth Leaders



#### 5.4 Annual Accounts & Audit Documents

I have been asked to bring to the attention of the committee the requirements set out in the audit documents. This is a standard letter sent to all secretaries. As I will not be in attendance at the meeting I have forwarded them to Andrea to present on my behalf. *Footnote – By December's meeting, Andrea had not received this information. She advised that she would circulate these with a copy of the minutes.*

#### 5.5 NFOL 2010

19<sup>th</sup> to 23<sup>rd</sup> August 2010

Balado Park, Kinross, Scotland,

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I have been advised that early booking secures the pitches closest to the entertainment. I have also been advised that there is no covered entertainment tent. The only marquees are the reception / admin tent plus a beer tent.

I therefore 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 Christmas Party on the 12<sup>th</sup> December? I will be in attendance to take bookings.

## 6.0 Treasurers Report and Statement of Account

### Balances to date:

	£
• HQ deposit account	7,037.51
• Current account	843.18
• Cash	0.00
<b>Total</b>	<b><u>£7,880.69</u></b>

### Money to be collected:

None

### Outstanding cheques



	£
• Burghfield Village Hall	55.00
• Mary Hare Services	250.00
• Overton School	50.00
• Deposit account	1,000.00
• Amanda – bonfire food	59.47
• Chertsey deposit	50.00
• J Howles – Bags for signs	30.00
	<b><u>£1,494.47</u></b>

### Payments to be made:

	£
• Wokingham Town Council November meeting - cheque raised at meeting	11.75
• Deposit – cheque raised at meeting	100.00
• Plaques – Halloween cheque raised at meeting and handed to I Richardson	16.16
• Christmas Party hall hire (due Jan)	124.92
• J Howles – raffle – cheque raised at meeting and handed to Judith Howles	100.00
	<b><u>£352.83</u></b>

### Payments made:

None

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### Correspondence:

28<sup>th</sup> Oct      Email - Wokingham Town Council    Door code change  
 12<sup>th</sup> Nov      Wokingham TC confirmation of booking & request for damage deposit  
 12<sup>th</sup> Nov      To Wokingham TC - reply to above and book hall 9/12  
                  HO re annual accounts notes and certificate  
                  HO acknowledgement of cheque for deposit account

### Income / Expenses:

- |                                      |       |
|--------------------------------------|-------|
|                                      | £     |
| • Dummer adjusted to include plaques | 14.92 |
| • Christmas party                    |       |

A request was received from Amanda asking if the Committee would agree a budget of up to £100 for party food for the forthcoming Christmas party. It was agreed by all present to allow a budget of £100. Proposed by Amanda Lambourne and seconded by Nik Watts. Expenditure would be confirmed at January's meeting.

Hicknham Farm – An income and expenditure form was received by the Treasurer from Jim and Judith Howles.

Judith asked if the Committee would grant her monies to buy raffle prizes for the year 2010. All present agreed to grant £150 for this purpose. Proposed: Nik Watts and seconded by Ian Richardson.

Jim asked if the Committee would be happy for him to organise the Performing Rights Society licence for Mary Hare 2010. All agreed that Jim should purchase the licence and claim back any costs.



### 7.0 Mileage Expenses

Graham read out the following which had been received by Mel:

“I have reviewed the accounts for the past few years as follows;

	2004	2005	2006	2007	2008	2009
Balance at end of year	£6,448.35	£6,834.34	£8,564.34	£6,896.41	£7,827.44	£7,572.42
Change in year		£385.99	£1,730.00	-£1,667.93	£931.03	-£255.02

The figures used are the liquidised values of the DA at year end after we have paid our VAT liability. In other words what the DA would be worth if we settled all our bills and recovered all money owed to us.

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In the last three years this DA has spent £1000 more than it has earned. We will go bust if we do not reverse this trend. Please bear in mind also that landowners are getting wise to us and are putting their site fees up so the scope for us to increase our profit from site fees is reducing unless we want to be paying nearly £10 per acre for a farmer's field.

That said I have spoken to both the Region Treasurer and The National Treasurer on this subject and I have listened to our Chairman make a very good case for paying mileage rates. I have also investigated the accounts of the other DA's within the region and I now believe that the case for paying mileage rates is sound and fair, providing;

- The expense claimed has actually been incurred – if the claimant has a company vehicle and does not pay for fuel then no expenses claim can be paid.
- The journey is from home to meeting and return – no alternative routes to be allowed.
- Car sharing is to be encouraged and only the car driver can make a claim.
- The club requirements in respect of mileage claims are adhered to in all respects.

With respect to what would be a fair and reasonable rate I believe the following should be considered:

Whether committee members or regular DA members we already have a vehicle in order to pursue our pastime, therefore a mileage expense in respect of capital cost or fixed annual running costs such as Tax, Insurance, MOT etc is not an additional expense. We would have to pay them regardless. These costs should not figure in the mileage allowance paid.



- At present diesel is selling at Tesco for £1.11 per litre and Petrol for £1.10 per litre.
- A diesel car should average at least 40mpg (8.8miles per litre) when not towing and a Petrol car 35mpg (7.7miles per litre).
- This equates to 12.6 p per mile for a diesel car and 14.3 p per mile for a petrol car.

I would therefore like to propose that a mileage rate of 15 p per mile be paid regardless of engine size and fuel type.

I would also like to propose that this rate be effective from this meeting and does not apply retrospectively

I would also like to propose that this be raised as an Agenda item at the AGM to be held in February 2010."

Jim advised that before hearing the above comments, he was going to propose 15p per mile for a petrol / diesel car.

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A short discussion was had and all agreed that a mileage rate of 15p per mile would be paid regardless of engine size or fuel type. It was also agreed that this rate should be made effective from this meeting and that it should not be applied retrospectively. Each claim should be from specific points, ie home to committee meeting venue. No deviation from this direct route is to be included in the claim.

## 8.0 Report of Representation to Southern Region

Committee advised Nik that there was nothing to report back to region. Nik advised that the Chairman's dinner and dance had been a success. Feedback received by the region had been good. The same venue has been proposed for next year.

Nik also advised that the SR AGM in May is to take place at Greatham Village Hall.

## 9.0 Reports

### 9.1 Youth Leader

In Andy's absence, Anne advised that there were currently six youth attending the FICC. Anne asked the Committee if they would agree to provide a grant to each youth member attending the FICC. All agreed that a grant of £20 per person should be provided, split as follows:

- £10 pp to be received from the DA
- £10 pp to be provided from Youth funds



Anne advised that she would confirm numbers attending at a later date.

### 9.2 PRO

The following report has been received from Martin:

Martin would like to get a newsletter out for the AGM for members to read. Would like to include a list of rallies and contact point for 2010. Also a short entry from all members of the Committee on anything that they would like included. Also, any pictures of interest from 2009. If all in agreement, please could all items be emailed to Martin no later than the first week in January 2010. He will then be able to email a draft for Committee approval in plenty of time.

Martin also advised that he finds it very strange that Berkshire do not appear to have had any new members who are interested in DA activities. He is aware of other DAs getting leads and is wondering if something is wrong from Coventry? Nik advised that 95% of the Club is site camping and DA camping makes up the rest. Due to data protection issues, new members who join the Club can indicate on their joining form if they wish to receive information on DA camping. As there is limited literature explaining DA camping, new members may not understand what this means.

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Martin advised that he had mentioned at an earlier meeting about getting more publicity for the centre. Martin suggests sending a Committee approved letter to local newspapers advertising what we do and where to contact us. Also, many local newspapers have a "What's On" section, could we regularly send something to be included in this section. Nik advised that we can only advertise membership to the Club. We cannot advertise specific information or activities of the DA. However, Nik did advise that there is to be an Outdoor & Leisure show at Windsor Racecourse in March. He suggested that Martin obtains further information of this from Trevor Warren, SR Pro.

### 9.3 Sites Secretary

- Feedback from Coventry with respect to my request to consider reducing time between camping events. Request denied, no further reductions. Copy of e-mail attached.
- Beale Park confirmed for 16<sup>th</sup> – 18<sup>th</sup> July, we will have the lake field. Be aware that there is the Basildon Horse show on Sunday 18<sup>th</sup> July. No confirmation of pricing, I have requested information.
- Winter Walk information supplied for RCBDA website 4 weeks ago, still no update to the site. Obtain postcode / map reference for start / finish point.
- Beech Hill requires four weeks notice before date of meet.
- Re-send copy of meets list for 2010 to all – attached as appendix to these minutes.
- Received copy of Green Paper 3.18 (version 3) Guidance for Stewards of Meets and Temporary Holiday Sites.
- Hicknaham Income / Expenditure supplied.
- Overton receipt supplied
- Performing rights society license for Mary Hare 2010.

### 9.4 Equipment

Edd asked if the Committee would be happy for him to look into costs for replacing the DA trailer as the current one is no longer deemed roadworthy. Edd suggested replacing with one of similar size and weight, although a slightly longer trailer might be a good idea so that it can carry the longer marquee poles. Nik asked Edd to leave this with him for the time being and he would look into this.

Edd advised that he had received a request from Anne asking him to carry out an equipment check in February 2010. Edd advised that he would email a list of equipment of monetary value to all members of the Committee in due course. Items which have been bought in the last five years must be included in this list. The Committee agreed that a 15% per year reduction for five years should be applied to each item from the date of purchase.



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## 9.5 Sub-social

### 8.5.1 Social

Amanda confirmed that the Christmas party is taking place this Saturday 12<sup>th</sup> December. A Sub-Social meeting had recently been held to discuss food and games for the children's party. Amanda confirmed that she had received 48 definites for the evening, although she had not received many responses with regards to the American supper.

### 8.5.2 Raffle

Judith advised that she would be holding a raffle at the Christmas party this coming Saturday.

## 9.6 Regalia

Ian advised that he had nothing specific to report. However, Ian did hand Anne a copy of the following list of regalia stock which he currently holds:

### Cloth Pennons

SRSM 2008 x 4

RCBDA x 36

### Cloth Badges

CCC 2 x round 1 x oblong

RCBDA t-shirt logo example

### Plastic Pennons

2005 boating and BBQ x 14

2005 THS Welly park x 10

2005 FOL x 1

2005 Easter Meet Mary Hare x 2

2006 HS Welly Park x 1

2006 Easter Meet Mary Hare x 7

2007 BBQ meet x 2

2007 Easter Meet Mary Hare x 1

2008 Stewards x 5

2009 Easter Meet Mary Hare x 14

2009 Henley THS x 12

2009 BBQ Meet x 31



2009 Halloween & Skittles x 14

RCBDA logo x 74

### Metal pin badges

RCBDA x 33

RCBDA logo t-shirt red size medium x 1

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## 10.0 Any Other Business

Edd advised that he had now moved out of the county of Berkshire. However, he advised the Committee that he would be happy to stand again for next year if required. Although due to the distance which he would need to travel to attend each Committee meeting, he would prefer to stand down.

Jim advised that he would ask Ian Tedridge if he would like to stand as a Committee member for next year. Ian has already shown interest in becoming our Webmaster for next year.

Anne proposed that Amanda becomes assistant to our CCJ leaders. Proposed by Anne Cox and seconded by Judith Howles. Paperwork to be sent to Amanda for completion.

Judith asked Amanda if it would be a good idea if another Sub-Social Committee was formed to assist Amanda with social events. It was agreed that this would be added to the Agenda for the AGM.

## 11.0 Next Meeting

The next meeting is to be held at 7.45 pm on Wednesday 27<sup>th</sup> January 2010 at Woosehill.