

**The Hertfordshire Centre Caravan & Motorhome Club**

**Minutes of committee meeting held on 17 May 2022**

**Video conference**

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| **Position** | **Members** | **Initials** | **Attended** |
| Chairman / Website Editor | Alan Evans | AE | Yes |
| Treasurer | Vanessa Cannon | VC | Yes |
| Secretary | Jean Hickman | JH | Yes |
| Rally Secretary | Sandie Evans | SE | Yes |
| Social Secretary | Jenny Vardon | JV | Yes |
| Rally Equipment Officer / Health and Safety Officer | Gordon Pearcy | GP | Yes |
| Public Relations Officer | Michele Gilbert | MG | No |
| Attendance Officer | Doreen Page | DP | No |
| Audio Equipment Officer | Mick Lucas | ML | Yes |

**MEETING MINUTES**

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|  | **Discussion** | **Action To Be Taken By** | **When** |
| **1.** | **Welcome** |  |  |
| 1.1 | The chairman opened the meeting and welcomed committee members. |  |  |
| **2.** | **Apologies for absence** |  |  |
| 2.1 | Apologies for absence were received from MG and DP. |  |  |
| **3.** | **Minutes of meetings held on 14 February 2022** |  |  |
| 3.1 | 8.1. The references to the ‘Easter rally’ should read ‘Valentine’s rally’.  8.2 The venue for the Summer Ball should be spelt ‘Lilley’ |  |  |
| 3.2 | With the exception to the amendments above, the minutes were agreed to be a true record of the meeting. |  |  |
| **4.** | **Matters arising from previous meetings** |  |  |
| 4.1 | There were no matters arising. |  |  |
| **5.** | **Chairman’s report** |  |  |
| 5.1 | AE stated that the Herts Centre was currently doing well and was held in high regard by other Centres. Excellent comments had been received from Herts members and visitors who think that rallies are well organised, friendly and welcoming. However, AE noted that the good attendance at large rallies such as Valentines, Easter and Bibury, were having a negative impact on smaller rallies as people only had a certain amount of money and they were choosing to spend it on the bigger, longer ralliers. |  |  |
| 5.2 | The committee was thanked for its excellent team work |  |  |
| **6.** | **Treasurer’s report** |  |  |
| 6.1 | VC presented her Treasurer’s report. She reported that the bank balance at the end of February had been £13,117 and at the end of March £14,867. Expenditure had been £223, mainly for refunds. Income had been £1,972 which was for pre-paid rallies, mainly Easter balances.  The bank balance at the end of March had been 14,867 and at the end of April £15,882. Expenditure had been £2,515, mainly from Easter rally costs, site fees, hall fees and entertainment. Income had been £3,530, mainly from the income from the Easter rally and some from Bibury. |  |  |
| 6.2 | The Committee was advised that the Centre insurance, which covered property belonging to the Centre and £750 cash, was due for renewal at the beginning of April. VC reported that the insurance brokers used previously had declined to deal with this further, possibly because it would not be cost effective for them. VC reported that she had considered the insurance premium to be expensive at around £300, particularly as the Centre had never made a claim. VC had contacted the CMHC Head Office who stated that although it was recommended to have insurance it was not compulsory. The Committee was reassured that CMCH would continue to insure the Centre for public liability, which was the most important consideration. It was noted that the Treasurers for the Bedford and North London Centres had confirmed that they had dispensed with the Centre insurance some time ago. Following a discussion, the Committee agreed that the Club insurance should be stopped as it did not represent good value for money. |  |  |
| 6.2 | SE reported that the Centre had received two requests for deposit refunds, one from Kay and Billy Furlong and one from Suzanne and Sean Littlechild. Although the Centre’s policy states that deposits are non-refundable, both requested had been agreed due to unfortunate circumstances. VC advised that Kay and Billy had received their deposit refunds, however the Littlechilds had not confirmed how they would like to receive their refund, eg. bank transfer or cheque, and therefore this had not yet been paid. |  |  |
| 6.3 | It was confirmed that the refund policy stated that deposits were non-refundable and the special rally form for Searles clearly stated that deposits were non-refundable. |  |  |
| **7.** | **Secretary’s report** |  |  |
| 7.1 | JH reported that she had sent a get well soon card to Brian Page as he had had an operation. |  |  |
| 7.2 | It was noted that three copies of the Centre rally guidance had been printed and distributed to the AE, VC and JH. |  |  |
| 7.3 | The committee reviewed and approved an e-letter for new members that had been developed by JH. SE asked for the logo to be changed to a better version. She offered to email it to JH.  It was hoped that the e-letter would generate some interest from new members. | SE | 06/22 |
| 7.4 | SE reported that Joan Lea, an old member, at died the previous week. |  |  |
| **8.** | **Rally secretary’s report** |  |  |
| **8.1** | SE reported the following:  2022 rally programme   * Feldon Lodge rally had 12 units booked. * Rally at Gravely had been cancelled. * Jubilee rally had 12 booked on. It was noted that this was slightly disappointing but not totally unexpected as people had lots of activities going on in their own areas to celebrate the Queen’s Jubilee, such as street parties. * 15 units were booked onto the Sywell rally. * As only 3 units had booked onto the rally at the Highfield Trust, St Albans it was agreed that this would be cancelled. The planned open day would be rolled over to next year. * It was anticipated that the rally at Oaklands College, St Albans in August may be cancelled due to low numbers. * 18 units had booked onto the rally at Weeley, Clacton.   SE advised that the arrangements were going well for the Summer Ball and confirmed the following:   * 76 units were booked after receiving 4 cancellations. * 2 nights of good entertainment was planned. * The menus were being confirmed with the caterers. They required payment up front. * Jan Weedon would say Grace before dinner. * The Chairman of the Bucks Centre would thank everyone on behalf of all the visitors. * There would be a bottle raffle for the Air Ambulance. JV agreed to buy two bottles of spirits and one red wine, one white wine and one rose wine. * The balance is due to be paid by ralliers by the end of May. | JV | 06/22 |
| **8.2** | 2023 rally programme  Committee members were advised by SE that she had emailed them the 2023 rally programme. It was noted that this would be promoted at the Summer Ball and therefore if committee members were interested in any specific rallies they should contact SE as soon as possible. JH reminded everyone that she would be running a two-week holiday rally in 2023 and had already received some interest. JV confirmed that the usual team would not be running a rally at the Shed next year, but would be running a long weekend in Crowmarsh instead. |  |  |
| **8.3** | SE advised that she would draft the next newsletter and send to JH who would circulate it to members at the beginning of July. | SE/JH | 07/22 |
| **8.3** | ML raised the subject of online payments and asked how a rally officer would know if a rallier had paid online. VC advised that she regularly contacted rally officers to provide this information, however if a rally paid just before turning up on a rally she may not have time to contact the rally officer in advance. She further informed the committee of the three ways to pay landowners, 1) cash, 2) bank transfer or 3) a combination of both. VC noted that lots of landowners now preferred to be paid by bank transfer. It was reported that if a rally officer did not collect enough cash to pay the landowner, they could pay the shortfall themselves and would be reimbursed ASAP. AE said he would remind ralliers that small rallies were not pre-paid therefore cash would be collected on arrival. It was noted to be a good idea for rally officers to ask the landowner how they wished to be paid when they contacted them before a rally. |  |  |
| **9.** | **Any other business** |  |  |
| 9.1 | SE enquired if anyone had an easel that could be used at the Summer Ball to display the seating plan. GP said he had a board and would email a picture to SE. | GP | 06/22 |
| 9.2 | ML asked if anyone was available to assist them at the August bank holiday rally as the Page’s did not currently have a motorhome. SE confirmed that they would be attending and would be happy to help. |  |  |
| **10.** | **Close** |  |  |
| 10.1 | The meeting closed at 8.45pm. It was agreed to hold the next meeting on 09 August 2022. |  |  |