



The 77 Caravan Club Annual General Meeting (AGM) Minutes

21.10.2023

2:30pm

Pleshey Village Hall

Present – Sue & Steve Aylott, Karla Cairns (also representing Kevin Cairns), Ian & Catherine Chittick, Richard Crossman, Pete & Becky Dunmore, Peter Eusden, Tina Edwards & Neil Gristwood, Ron & Doreen Gladden, Elaine & Chris Gristwood, Pat Lawler-Jones (also representing Derek Lawler-Jones), Maria Nash & Phil Wright, Janine & Adrian Marshall, Louisa Ouadhi & Colin Tremayne, Diane & Roland Parker, Chris Russell (also representing Clive Austin), John & Joan Stevenson, Chris & Dave Wesbroom

Documents available at the AGM; Agenda, Minutes from 2022 AGM, 2023 Account Summary, Rally attendance summary x 3 (one by rally, one by member and another provided by Clive Austin (CA) for rallies from Ardleigh to Home Farm Fisheries), 2024 rally listings. There was also a promotional board for the 2024 spring bank holiday provided by Catherine Chittick (CC).

2023 Committee Members

Chair Person – Ian Chittick (IC) – *meeting chair*

Vice Chair Person – Pete Dunmore (PD)

Treasurer – Christine Wesbroom (CW)

Membership Secretary – Becky Dunmore (BD) – *meeting minute taker*

Booking Secretary /Webmaster – Catherine Chittick (CC)

Catering Officer – Diane Parker (DP)

Committee Member – David Wesbroom (DW)

IC opened the meeting at 2:30pm.

1. Apologies Received (IC)

IC welcomed attendees to the meeting and proposed agenda which was made available to all attendees.

IC announced 8 apologies received; Kathy & Barry Barker, Bob & Joanne Bowles, Fred & Kerry Gibby, Joe & Julie Hamilton, Christine & Ray Lawrence, Bob & Deb Maskell, Brian Cooper & June Mundy and Brett & Kim Wesbroom.

2. Review of Minutes from 2022 AGM

No issues raised.

Minutes agreed by the majority as a true account.

3. Chairperson's Review (IC)

IC reported that he had enjoyed his first year as club chair. He thanked the committee for their commitment and support throughout the year. He also thanked the club members for their ongoing support for the club and events.

IC gave a special mention to Clive Austin (CA) who stood down from his role as Rally Officer following on from his accident. He was given a special thanks for his service and wished well for his recovery. PD presented a hamper for CA as gesture of thanks from the committee and club members which Chris Russell accepted on CA's behalf.

IC informed the meeting that he had received nominations for all committee positions for 2024.

IC informed the meeting that all rallies had been well attended this year with only 2 rallies with units less than 10. He thanked those who had hosted rallies and asked for more support from club members to consider hosting future rallies. He encouraged members to speak to any committee member about this and assured volunteers that any help would be gratefully received such that members would not have to host entire rallies, but any offers of help (e.g. weekend quizzes, children's quizzes and/or evening games) would be gratefully received.

On a personal note, IC reported that he and his family had enjoyed the 2023 rallying year and were looking forward to the next few.

4. Officer's Reports

4.1 Vice Chair (PD)

PD seconded the reports of IC.

He provided his thanks to club members for their attendance at rallies and reported that he had had a good year and found being part of the committee an enjoyable experience.

4.2 Membership Secretary (BD)

BD stated that she had also had a positive year both as an attendee at rallies but also as a member of the committee and the learning experience.

She gave thanks to members for their support in promoting the club to friends and family and to members of the public via discussions at rallies on public sites as well as sharing details of rallies on social media and encouraged everyone to continue promoting the club in this way. BD informed the meeting that there are currently 37 members in the club, which is one less than last year's numbers (38) and that some (7) of last year's members have been unable to join and/or attend rallies due to ill-health and/or other commitments. BD added that the club have since welcomed 6 new and/or returning members this year including; Maria Nash & Phil Wright, Lee Marsden & Maddi Green, Fred & Kerry Gibby, Janine & Adrian Marshall, Helen & Ian Button and David & Stacey Gladden. All these members have joined through family/friends and/or through shared promotions on social media (facebook). All members who have been to a trial rally have been converted to full membership. There have also been a number of enquiries through the website this year which have been followed up by BD via email and/or phone call. There has also been a recent enquiry from a couple who a member met and spoke to at the St Ives Rally and are hoping to join next year.

BD also reported that there are now 25 children/grandchildren within the club which is positive to see.

4.3 Booking Secretary / Webmaster (CC)

CC stated that she had also had a good year.

She expressed a desire to have more members offer to host rallies so that there is more variety. She provided members with the list of rallies booked for 2024 (see Appendix 2). She highlighted the new venue in Thorpeness. CC also provided members with details of the Spring Bank Holiday for 2024 at The Oven campsite in Hayling Island (see Appendix 3 for details) and asked that those interested put their names down on the sign-up sheet provided. The cost of this holiday is £220 (per unit, inclusive of all adults, children, awnings and electric hook-up). Deposits of £30 will be required by the end of the year (31.12.2023) for those that wish to attend.

4.4 Committee Member (DW)

DW reported that it had been a busy year with the children and the points for boy/girl of the year. He stated that they had all appeared to enjoy themselves at rallies and are keen to take part in/win challenges.

4.5 Catering Officer (DP)

DP stated that it had also been a busy year for her and as such she expressed her thanks to all those club members who had helped with catering this year. She stated that she was hopeful to do it all again next year.

4.6 Rally Officer (vacant)

Due to the post being vacant, there was no Rally Officer Report. However, CA and the committee provided printed reports of rally attendance for members to review (see Appendix 1).

5. Financial Report (CW)

A copy of the account summary was made available to club members at the meeting.

CW reported that there had been greater expenditure this year as more rallies used halls and/or booked entertainment but that this had been supported by the club and the payments from new members. She explained that there was a desire for the club to purchase some new sports equipment and therefore is anyone had any suggestions to make contact with her to share these ideas. CW gave thanks to the committee for their ongoing support and she also gave thanks to DG for auditing the books.

CW stated that she was also looking forward to next year.

IC invited the club members to raise any questions or concerns about the accounts.

No questions or concerns were raised.

6. Auditor's Report (DG)

IC asked DG if there were any concerns from her audit.

DG reported to the meeting that all the accounts were correct and in order. She reported that they had been kept in a very clear way and to a high standard.

IC/CW presented DG with flowers to thank her for auditing the accounts this year.

7. Election of Committee Members for 2024

IC informed the meeting that he had received nomination forms for all current 2023 committee members to stand again for their roles.

He also reported that nomination forms had also been received for the 2 vacant roles; Barry Barker (BB) for Sports Officer and Phil Wright (PW) for Rally Officer.

IC confirmed that all nominations were un-opposed and asked the club if they had any objections.

None were raised.

The new 2024 committee were therefore confirmed as follows;

Chair Person – Ian Chittick

Vice Chair Person – Pete Dunmore

Membership Secretary – Becky Dunmore

Booking Secretary & Webmaster – Catherine Chittick

Treasurer – Chris Wesbroom

Rally Officer – Phil Wright

Sports Officer – Barry Barker

Catering Officer – Diane Parker

Committee Member – David Wesbroom

8. Election of Auditors for 2024

IC asked for a volunteer to audit the accounts in 2024. Maria Nash volunteered and no challenges or oppositions were raised.

2024 Auditor – Maria Nash

9. Submission Requests for Discussion

IC informed the meeting that he had received proposals from 2 members; Elaine Gristwood (EG) and Chris Russell (CR).

IC invited EG to raise her points first.

EG stated that she had 3 issues regarding the constitution that she wanted to raise.

9.1 ACCEO Registration (EG)

EG asked the committee if the club were registered with ACCEO and raised the point of concern that the club were not listed on the ACCEO's website as official members.

IC invited BD to respond.

BD informed the meeting that the club were registered with ACCEO (Association of Caravan and Camping Exempted Organisations) and that this registration was confirmed on 22.01.2023. BD thanked EG for bringing this to the committee's attention as it was true that the club were not currently listed on the website. BD confirmed that this has been raised with the ACCEO chair and they have provided assurance that they will look into this once they return from the NEC exhibition. The ACCEO chair has apologised and not been able to say why the club haven't been listed but has offered her assurance that the club are registered and that we have been listed on their board of registered clubs at both NEC exhibitions this year.

BD agreed to continue to chase this with ACCEO and agreed with EG that it was important for the club's registration to be visible online in case prospective members and/or sites check this list.

9.2 Nomination Forms (EG)

EG asked IC if all nomination forms had been received before the meeting by the deadline proposed.

IC confirmed that this was correct.

9.3 Day visitors and Guests (EG)

EG highlighted that the constitution currently states that evening guests will be charged £2 per adult if there is a hall and more for events when there is paid entertainment (e.g. bonfire night).

IC confirmed that this was correct.

EG raised concern that 2 adult visitors were charged £2 per head at the St Ives rally where there was no paid entertainment and no hall. Only a tent was available. She asked if the committee had therefore changed the constitution.

IC confirmed that no changes had been made to the constitution regarding visitor payments. IC openly admitted to the meeting that this was an honest and genuine mistake and he provided his apologies to club members, and specifically to Tina Edwards and Neal Gristwood (TE/NG) whom this incorrect charge primarily affected. IC stated that he had already approached TE/NG about this and apologised to them which TE/NG confirmed.

TE/NG stated that they did not feel affected and accepted IC's apology.

IC offered TE/NG a refund and/or £4 credit off their next rally fee. TE/NG stated that they were happy for the £4 to be given to the club.

IC then invited Chris Russell (CR) to raise her matters regarding Finances for discussion.

9.4 Financial Report Availability (CR)

CR stated that the accounts for review at the AGM are never published in time for members to review and generate meaningful questions or concerns. She advised the meeting that this has been an issue raised and discussed at the last few AGMs but that there was still no clear direction on this. CR also highlighted the club's constitution regarding rules about submission requests for the AGM which stipulate that items must be raised 2 weeks before the meeting which means that unless members have sight of the accounts 2 weeks before the meeting they are unable to comply with the rules of submission if they have concerns about the finances, which by virtue of their publication, can only be raised on the day.

IC agreed that this had been discussed at previous AGMs but that minutes did not confirm a requirement for the treasurer to do this. It had been agreed that if there was time then they would be produced early but that this was not a set rule per se. IC added that he felt this was hard to enforce upon the treasurer and auditor when roles are entirely voluntary and suggested that an alternative might be to pay an external professional and or consider changing the AGM to January when there might be more time available for people to review the accounts.

IC confirmed that questions or concerns about the finances could be raised on the day despite the constitution submission rule. He explained that publication of accounts on the day at an AGM was standard process in most organisations.

There was some discussion around this point amongst the club members.

Sue Aylott (SA) confirmed that it did take a long time to prepare the accounts and that the role of club treasurer was almost a full-time job in itself.

CW updated the meeting that she had been away for the majority of September which had reduced the time she had available to prepare the accounts early. She also stated that a definitive requirement to produce the accounts early was not discussed or decided last year. She asked why this matter was arising now.

DG added that it had taken her a significant amount of time to audit the accounts including a drive to/from CW's to collect and return physical folders. She was concerned that she felt there was a sense of mistrust.

Phil Wright (PW) stated that he didn't feel that it was about trust but more about having more time to review the documents.

Janine Marshall (JM) added that it would cost the club a lot of money if an audit was externally commissioned and that any provider would also require a time period in which to complete this and that an immediate/fast turnaround would not be possible.

IC stated that all members were welcome to raise any concerns about the accounts after the meeting if they arose and that this could be done via email or phone call. He stated that whilst the

accounts themselves could not be published online, any responses to questions or concerns could be publicised online.

IC confirmed that for future AGMs if the accounts were available beforehand that the committee would do their utmost to ensure they were shared with members as soon as possible.

9.5 Savings (CR)

CR asked IC if the club had decided what to do with the £2000 in savings that was accrued from a holiday where the site never cashed the payment cheque.

IC responded stating that this had not been discussed since 1996 and that there had been nothing confirmed. He asked the club members for their thoughts.

CR stated that that the club's savings had been discussed in 2005 and that a solicitor's review had confirmed that due to the time that had lapsed, the money was rightfully the clubs and that it could be absorbed into club funds.

DG stated that it could be used to fund a new tent.

IC suggested that the club could take a vote on this.

Pat Lawler-Jones(PLJ) suggested that the money could be used as a buffer for the club in the event of equipment failure or an emergency.

IC invited the members to vote.

It was unanimously decided that the money should be kept aside as an emergency/buffer fund.

PLJ added that she did not think that the savings should be used to subsidise rallies.

IC agreed and informed the meeting that the club's current account is used for this. He went onto explain that for most rallies this year there had been a fine line between profit and loss on rallies, the difference often being down to 1 or 2 units. He stated that members could help by coming out and attending rallies. He reminded the meeting that the hire of halls was also a big expense. This is in part why the fees are set as they are by the committee to ensure rallies break even and/or where a profit one time can buffer a loss on another.

9.6 New Tent (CR on behalf of CA)

CR asked IC (on behalf of CA) why the club needed a new tent.

IC reported that the tent had received extensive repairs after Burleigh Hill. CA (on behalf of CR) responded with a view that if looked after and stored correctly then the tent should continue to last.

IC agreed with this and stated that the need for a new tent was not imminent but something the club did need to consider. He expressed concern that the existing tent would not last forever and

that it might/could only take one weekend of unexpected bad weather to render it not fit for purpose.

Karla Cairns (KC) responded by highlighting that if members want the tent up then the committee do need to be able to say no if the weather forecast isn't favourable and that there is a risk of further damage if the tent gets wet and messy. She encouraged members to consider this when asking for the tent to be put up and to bear in mind its fragility.

IC added that the fabric was old, thin and worn and reassured club members that the committee used and stored it to preserve longevity.

Richard Crossman (RC) highlighted that not everyone will have the space to air/dry out the tent if it was to get wet at a rally.

TE suggested that the club members continue to make joint team discussions about its use at rallies.

PD confirmed what TE suggested and reported that he has previously asked all members in attendance at a rally to make a joint decision about using the tent. He also stated that the club needed to think to future and consider the prospect of a new tent before one is needed.

NG added to this and stated that he felt the club should look to get the right tent for the right price rather than needing to make an emergency purchase/impulse buy in the event of the existing tent not being usable.

10. Any Other Business (AOB)

Proposed name change to Sports Officer (IC)

IC asked if he could change the current name of Sports Officer to Sports & Games Officer and that he wanted to do this to recognise BB's commitment to club games and not just sports.

There were no objections to this.

Process for Rallies when there is no committee member(s) in attendance (EG)

IC invited BD to respond to this question which was in response to a rally held this year where there was no-one there from the committee. EG wanted to know if this was allowed.

BD updated the club that she had liaised with the ACCEO regarding this who had advised that there was no requirement for any rally to have a committee member present. ACCEO advised that rallies must comply with the legislation (Caravan Sites and Control of Development Act 1960) regarding this. Rallies are covered in section 6 of this legislation which simply states that rallies must be "under use of an exempted organisation" only. ACCEO have advised that this refers to any club member and not specifically a rally officer or committee member. In effect, any club member can take responsibility for a rally. ACCEO advised that this was because a lot of clubs rotated their rally officer each rally in the same way that we change hosts. It is not just the committee that is responsible for

rallies – it's up to everyone, all club members. BD advised that if the club wanted to stipulate that a rally can only go ahead if a committee member is present then this would need to be something IC would have to consider to take to a vote. She added that it would mean rallies could be cancelled at short notice as committee members are volunteers and that unexpected events happen. PD/CC added that this ruling would also mean members could not attend rallies early if a committee member was not there.

IC stated that he did not think this was a helpful change to consider and there were no further objections.

KC added that it was Kevin Cairns who the committee had asked to take responsibility for the rally in August when the committee were all unavailable. She confirmed that he was willing to do this and highlighted his past experience on the committee which equipped him to do this.

BD thanked EG for raising this because it was helpful for her and the rest of the club/committee to know about and be confident in the legislation that governs our rallies which her enquiry had prompted.

Final Balance Payment for Dinner Dance

CC advised that final balances were due by 31st October.

Possibility for Card Payments

RC asked whether it was possible to get a card reader so members could pay for rallies by card.

IC/PD stated that this would incur a fee for the club each time it was used and would be reliant on wifi which is often not available.

Polite Reminder of Rally Rules

IC wanted to remind all members of the speed limit of 5mph.

Thanks

JM wanted to thank the club for making her and Adrian feel welcome. She reported that they had both had a fantastic year with the club.

There was a round of applause.

CA Update

CR provided the club with an update on CA's recovery. She reported that he expressed his sincerest apologies to the club and was grateful to those who had visited and been in contact. He continues to attend various appointments and is able to walk short distances but that his recovery will take a long time. CR/CA are hopeful that they will be out again next year.

Closing Comments

IC reminded everyone that the club's family friendly ethos and encouraged everyone to continue to have fun. He reiterated that everyone makes mistakes and that being on the committee was a learning curve and entirely voluntary.

IC raised a toast to remember members who we have sadly lost this year; Eileen Hurley, Ron Smiley, Edna Eusden, Kathy Crossman & Jim Hurley.

Meeting closed 4:30pm.

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Appendix 1 – Rally Attendance Summaries

AGM Club Member Rally Attendance Summary

Number	Member Name	Number of Rallies Attended
1	Steve & Susan Wray	0
2	Joan & John Stevenson	7
3	Peter Eusden	9
4	Chris Russell & Clive Austin	5
5	Elaine & Chris Gristwood	8
6	Fred & Kerry Gibby	4
7	Janine & Adrian Marshall	3
8	Louisa Ouadhi & Colin Tremayne	3
9	Steve & Sue Aylott	5
10	Ron & Doreen Gladden	9
11	Joe & Julie Hamilton	2
12	Neal Gristwood & Tina Edwards	8
13	Pete & Becky Dunmore	8
14	Dave & Chris Wesbroom	9
15	Brett & Kim Wesbroom	0
16	Barry & Kath Barker	5
17	Bob & Joanne Bowles	3
18	Ian & Catherine Chittick	10
19	Maria Nash & Phil Wright	7
20	Roland & Diane Parker	10
21	Brian & Beryl Cartwright	0
22	Quentin & Pauline Baum	0
23	Richard & Kathy Crossman	8
24	Michael Broadway	2
25	Steve & Dawn Hannabuss	4
26	Karla & Kevin Cairns	6
27	Lee Marsden & Maddi Green	1
28	Pat & Derek Lawler-Jones	7
29	Terry & Marilyn Fisher	0
31	Roger & Beryl Hyde	0
32	Ray & Christine Lawrence	0
33	Bob & Deb Maskell	1
34	June Mundy & Brian Cooper	2
35	Eric & Glynnnes Bannock	0
36	Ian & Helen Button	1
37	David & Stacey Gladden	1

RALLY ATTENDANCE

Ardleigh Caravan Park –	10
EASTER – Holme Hale Village Hall –	20
MAYDAY – Crowfield Village Hall -	13
Fowlmere Village Hall -	13
SPRING BANK HOLIDAY – Alton Water -	21
FISHING RALLY – Home Farm Fisheries -	14
West Bowers Farm -	9
Red House Farm -	14
Rewsalls Farm -	18
Muggeridge Farm -	18
AUGUST BANK HOLIDAY – Clopton Village Hall -	13
Burleigh Hill Farm -	14
Roding Hall Team Room -	10
Newbourne Village Hall -	9

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RALLY ATTENDANCE FROM ARDLEIGH TO

HOME FARM FISHERIES 2023.

		NO. RALLY			REF
AYLOTT	STEVE & SUE	4	HAMILTON	JOE & JULIE	1
BANNOCK	ERIC & GLYNNES	0	HANNABUSS	STEVE & DAWN	1
BARKER	BARRY & KATH	4	HYDE	ROGER & BERYL	0
BAUM	QUEN & PAULINE	0	LAWLER-JONES	DEREK & PAT	2
BOWLES	BOB & JOANNE	3	LAWRENCE	RAY & CHRIS	2
BROADWAY	MICK	2	MASKELL	BOB & DEBBIE	0
CAIRNS	KEVIN & KARLA	5	MARSHALL	ADRIAN & JANNIE	4
CARTWRIGHT	BRIAN & BERYL	0	MARSDEN-GREEN	LEE & MADDIE	0
CHITTICK	IAN & CATHERINE	6	MUNDAY-COOPER	BRIAN & JUNE	3
CROSSMAN	RICHARD & KATHY	4	NASH-WRIGHT	PHIL & MARIA	5
DUNMORE	PETE & BECKY	5	PARKER	ROLAND & DIANE	6
EUSDEN	PETER	6	RUSSELL-AUSTIN	CLIVE & CHRIS	3
FISHER	TERRY & MARILYN	0	STEVENSON	JOHN & JOAN	4
GIBBY	FRED & KERRY	2	TREMAYNE-QUADRI	COLIN & LOUISA	2
GLADDEN	RON & DOREEN	4	WESTBROOM	DAVID & CHRIS	5
GRISTWOOD	CHRIS & ELAINE	2	WESTBROOM	BRETT & KIM	0
GRISTWOOD	NEAL & TINA	3	WRAY	STEVE & SUSAN	1

FINHA

Appendix 2 - 2024 Rallies

DAY MEET – 17th February – Great Leighs Village Hall

EASTER – 28th March – 1st April – Hollesley Village Hall

19th April – 21st April – White Rodings Sports Club

MAYDAY – 3rd May – 6th May – Crowfield Village Hall

SPRING BANK HOLIDAY – 25th May – 1st June – The Oven Campsite, Hayling Island

14th June – 16th June – Homestead Caravan Park

28th June – 30th June – Barleylands – ELECTRIC AVAILABLE

FISHING RALLY – 12th July – 14th July – Home Farm Fisheries

26th July - 28th July – The Suffolk Punch

9th August – 11th August – Ogilvie Pavilion, Thorpeness – NEW VENUE

AUGUST BANK HOLIDAY – 22nd August – 26th August – Norton Village Hall

6th September – 8th September – Fowlmere Village Hall

20th September – 22nd September – Dan's Meadow

4th October – 6th October – Brookfields, Onger

AGM 18th October – 20th October – Pleshey Village Hall

HALLOWEEN/FIREWORKS – 1st November – 3rd November – Hallowtrees

DINNER DANCE – 15th November – 17th November – TBC

Appendix 3 - Spring Bank Holiday 2024 Information

The Oven Campsite, Hayling Island PO11 0QX

25th May to 1st June 2024

£220 per unit – includes all adults, children, awnings and electric

<https://www.theovencampsite.co.uk>

Site facilities include – children’s play area, swimming pool (additional charge), shop, cafe, football field, children’s entertainment, dog walk

This site is conveniently located close to Portsmouth, the Isle of Wight, South Downs and the New Forest. It is just a 20 minute walk away from Hayling Island’s beach front, a long stretch of sand and stone beach with plenty of amenities on the way.

A hover craft is available for trips to the Isle of Wight. There is also a foot ferry available to Portsmouth and a bus stop is located right outside the campsite.

Local attractions include; Funland amusement park, Hayling Golf Club, Portsmouth historic dockyard, Spinnaker Tower, Isle of Wight & Steam Railway, The New Forest, Marwell Zoo, Beaulieu, Fishbourne Roman Palace, Paultons Park

The Railway runs the one mile between the popular funfair at Beachlands and Eastoke corner with its pubs, shops and cafes.

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