

**THE CARAVAN AND MOTORHOME CLUB, CHESHIRE CENTRE**  
**2017 RALLY OFFICERS MEETING**  
**CHESHIRE VIEW CONFERENCE HALL ON SATURDAY 16<sup>th</sup> SEPTEMBER 2017 AT 10:00AM**

**Table:** Chris Haig (Chairman)  
Nick Rae (Rally Secretary)  
Sandra Bowler (Treasurer)

**1. Introduction by the Chairman**

The Chairman opened the meeting thanking people for attendance. Safety and toilets areas plus fire exits were indicated and it was requested attendees placed mobile phones on to silent.

The Rally Secretary introduced himself to the meeting adding; that the meeting was to bring people together and discuss rallies in a central arena. It's an opportunity to discuss any issues that you need assistance with, share ideas and concerns plus a chance to communicate the coming year's information.

**2. Apologies for absence:**  
**a. None**

**3. Minutes**

Minutes from 2016 have been made available on line and in the room today.

Proposed: Liz Hughes  
Second: Angela Patterson  
Adopted: Unanimous show of hands

**4. Matters arising from previous minutes**

A number of issues were addressed from 2016, with direct contact to individuals. Some more general questions are answered as follows;

- It was asked to include the town or village name in the rally title. This has been done
- Rally brochure costs were discussed; we have been able to bring the rally brochure from a negative cost to a positive cost and now it is £1.00, that the committee feel is a sensible figure

**5. 2017 Rally Secretary report**

*This is my 4<sup>th</sup> and final report to you as Rally Secretary and I can say with some confidence that the Cheshire Centre continue to host some of the finest rallies throughout the UK. Our rallies are mostly fully subscribed, often with waiting lists. Cancellation of a rally is rare and mainly out of our hands due to a landowner or 3<sup>d</sup> party issue.*

*We enjoy fantastic weekends across the county, and beyond, with friends and family who really make our time very special. Mainly, this is due to the richness and imagination of our teams of rally officers and the offering of rallies that we have in our programme. Our rally officers and venues are truly the backbone of the centre and I want to thank you all for continuing to find, plan and deliver rallies that bring our members a host of memorable times.*

*We attract a number of new members each year, sadly we lose some too. People are using alternatives such as club sites, CL's and commercial sites, so competition is strong. We are told that leisure vehicle sales are on the increase with manufacturers offering more choice to suit the modern world, sometimes that doesn't fit with rallying. Overseas package holiday costs combined with ongoing global risks and associated security concerns has shown the UK tourism industry to enjoy a*

healthy time. Discussions with local caravan and accessory dealerships and those in the leisure industry are positive, they share that they are seeing increasing sales.

Speaking with members who have enjoyed a number of years rallying and those who have just begun there is a really good feeling that they are maximising the benefits of the Cheshire Centre and rallying in general. Landowners, rally sec's from other centres and those I deal with hold the Cheshire Centre in high regard.

Our sponsors remain positive and report that their investment, through advertising, has been more than returned with membership purchases.

Since my 2016 report our rally officers have delivered successful rallies in the UK and abroad, once again providing holiday rallies in England, Scotland, Wales and France. We hosted a National Rally Follow on and supported other Centres throughout the year, seeing competitions success at the Welh National.

The committee run rallies have all enjoyed full attendance with Bonfire, Christmas Party and Chairman's dinner dance all being at capacity. Thank you to my committee colleagues, their partners and their teams who have ensured the committee run events have been delivered to our membership with huge success.

The role of rally sec presents issues daily. I've been fortunate that with discussion most of these issues are resolved. As rally officers when we face issues on the rally field we address it with the rally chair and most of the time there is normally a positive outcome. There are times it takes some formal debate and we raise at this at a committee meeting. This year we have discussed and resolved a host of matters in a positive way that have allowed rallies to proceed.

It's been a very interesting year and I am sure that 2018 will bring more rallying success. We have another great looking programme with multiple holiday rallies in the UK and abroad, with the second Australian adventure.

This year has presented itself with minimum disruption to our programme. Venues have moved in a handful of cases and RO's changed but in the main our rallies have run with a confident and progressive nature. I am pleased to share that with the 2018 programme we once again see that richness and variety.

During 2017 we have seen a number of personal achievements on the rally field with many members receiving multiple rally plaques. To those members; congratulations, you are obviously enjoying your rallying as we have presented rally plaques from 100 to 1000.

## **6. New venue finder plaques**

- Venues always needed, especially now, plaques given for
  - § New venues (never used before)
  - § Venues not used by the Centre for more than 10 years
- Dates for plaque from last RO meeting to this one.
- Plaques for person who found the venue, not the person running the rally.

This year's Venue Finder Plaques are presented to:

|                 |   |
|-----------------|---|
| Becky Rae       | Welltrough Farm, Lower Withington         |
| Kate Collins    | Bispham Hall Scout Camp                   |
| Martyn Shaw     | The Lawns Caravan and Camping Site, Fleet |
| Hayley Woodward | Blakemere Touring Park                    |
| Andy Gibbs      | Oakmere                                   |

## 7. Silver Salvagers

- A Silver Salver is presented to RO's in recognition of their running rallies for the centre.
- Presented in multiples of 25 and must be claimed to be issued.
- The silver salvagers to be presented this year are:

Trish & Jimmy Shaw

100 rallies

## 8. Rally Brochure 2017

The brochure in 2018 will be supplied as a loose leaf format and will carry a cost of just £1.00. It was always the desire to change the negative cost of the brochure into a positive experience and I'm very proud with what we have achieved. The brochure will be emailed, as is normal now, then loose leafs sold as a hard copy to be used in your existing folders, with revision updates on the website for download.

The brochure is formatted by the Rally Sec and not the printers, this saves us artist and graphics costs and allows a quicker print time. Your rally write ups are to be submitted by 1<sup>st</sup> October and after formatting, proof read and final checks I submit to the printer who is able to provide a 1 month turn around. This time would be 2-3 months and carry a significant cost if we asked them to do it.

- Layout of book seemed fine:
  - Write-up description of 60 words **MAXIMUM**
  - Directions **CONCISE (small)** some of you insist on giving directions from a pub 10 miles away but please appreciate the formatting
  - Complete the rally write up form to [rally.secretary@cheshirecentre.co.uk](mailto:rally.secretary@cheshirecentre.co.uk)
  - No longer accepting telephone calls of "put whatever I had in last year" or emails saying "just add what we had last year"
  - Word document forms are clear and allow you to see EXACTLY what will be in the book before you send it
- **NO RALLIES CAN BE ADDED AFTER THIS MEETING**
- **MINIMUM CONTRIBUTIONS as follows:**
  - Weekend rally £1.00
  - Long Weekend £1.50
  - Holiday Rally £2.00
- **FULL RALLIES**
  - PLEASE Inform Rally Sec as the first point of contact when a rally is full
  - System for reporting a rally full – email / ring / tell on the rally field...
- Return accounts to treasurer in **14 days** – our treasurer has a full time job so any help in keeping in this time span is appreciated
- **Notes to RO's**
  - Please read; they are on the Cheshire webpage
  - Suggestions for change, happy to include any useful additions/amendments
- Rally Write-up Forms
  - **Final Deadline for return 1<sup>st</sup> October. This is your responsibility, not mine**
  - Contact Sports Officer if wishing children's sports or warm-ups
  - 4B's for rallies out of Cheshire need applying for ASAP...pre 1974 county boundary is used as centre boundary

For most rallies we have 2 Rally Officer's. If you feel you need more that's fine, but the Centre's protocol is you ask the committee via the Rally Sec.

If you fill your rally and need to increase the capacity, that's fine too. This is also done via the committee. If you are taking a couple of extras that's no real issue but if you were to increase a rally by half it needs committee approval.

## **9. Announcements and reminders**

- a. Currently we have less than 20 write ups.
- b. The Rally Write Up form is built to make the rally sec's job easier.
- c. The form calculates the VAT and centre contribution
- d. The form gives you a chance to see how your write up with look, it's your responsibility to ensure the data within is correct.
- e. If you wish to have a Cheshire centre email address to protect your own personal email we can do that, our IT sub group will assist with any issues where possible, as will our webmaster.
- f. Please make sure you put SFX on your write up if you plan use special effect lighting at your social, no smoke or steam machines are allowed.
- g. All the Rally Officer forms can be printed from [www.cheshirecentre.co.uk](http://www.cheshirecentre.co.uk)
- h. Rally envelopes are also at the back of the room, please take the correct amount for your rallies.
- i. If Rally Officers decide to cancel a rally the protocol is to inform the Rally Sec. The RS will then advise the committee who will discussion the cancellation and provide feedback to the RO via the RS. If a change of venue, date or rally officer be required you should contact the RS who will take the request to the committee for discussion and decision. In both these instances a rally will be treated individually and the decision will be made purely about that rally.

If you want to add a rally during this meeting, you are welcome to do so. Please ensure you have the details ready. If you wish to add a rally; There will be a pause at the end of each weekend read out. At that point introduce yourself and add the rally with a venue, quantity, date and rally officer.

## **10. The Caravan and Motorhome Club Cheshire Centre 2018 rally programme**

- a. Presented verbally to the floor by the Rally Secretary

## **11. Treasurer's Rally Report**

Most if not all of what I have to say, you have heard in previous years, but it is still important. Please make sure all cheques submitted are correctly made out: - Payable to the Caravan Club Cheshire Centre, even though the name of the club has changed to the Caravan & Motorhome Club our bank account has not changed its name and neither are we required to change it. Ensure the words and figures agree, that the cheque is signed and dated, that the cheque is in date i.e. it will be less than 6 months when it is presented, which means it needs to have two to three weeks left of the 6 months when you send it to the Treasurer. Please write the rally number on the reverse of all cheques, this makes it so much easier to identify if a cheque is returned from the bank. Your cheques should be sent to the Treasurer well in advance of the date you want to receive your cheque back; it can take up to 2 weeks for any problem cheques to be returned to me from the bank and I need to allow 6 clear working days starting with the day after I pay the cheques in before I can write a cheque to be returned to you. Please be aware I do not have daily access to the bank so I may not be able to pay your cheques in for a couple of days after I have received them. Please bank your rally cheques before the rally wherever possible. I am aware that that we do not have any rules about when you should bank your rally cheques, the rally officer notes simply say bank at convenient intervals, I certainly wouldn't want any rules to be introduced, I prefer to leave it to you the rally officer to decide what suits you best. But if any of the cheques are not cashed by the paying bank it will be harder to recover the rally fee after the event. I know that some of you are happy to cover the rally expenditure yourself and then recover the cost from the centre, if you want to balance up after the rally that's fine but I still urge you to bank the cheques before the rally and simply write on the cheque remittance form "hold till after the rally"

Receipts should be obtained for all your expenses this includes landowners and entertainment etc. If the person you are paying does not have their own form of receipt then please remember that there are Cheshire Centre receipts on the website that you can ask the person to sign to say they have received the money or alternatively just ask them to show on a piece of paper, what the money has been received in respect of, the amount and ask them to sign and date it.

Remember you must have a proper VAT invoice to receive the VAT on your expenses. This is usually more than just having the VAT number on the receipt. Most supermarkets can provide you with a VAT receipt at Customer Services if the breakdown of VAT is not shown on the till receipt. Please be aware that even though a supplier or hirer may have a VAT number, they may not have to charge VAT on the item that you are paying for, this for example may apply to some fees paid for the hire of land. Please also get invoices addressed to the Centre it is no longer possible to claim back VAT on invoices to other people e.g. you the rally officers. This is likely to be of particular concern to Rally Officers running the bigger rallies and using the Cash & Carry warehouses, if you need a card in the name of the Cheshire Centre for buying your rally goods contact the Centre Secretary or the Rally Secretary who will provide you with the necessary introductory letter.

Please try and use the analysis sheet that supports the rally accounts and forward that to me with the accounts. The idea of these sheets is not to create more work but to give you somewhere to list the rally expenses, which if you are using the downloaded version it will automatically add up the figures for you and carry them forward to the accounts page. This not only helps you but also myself and the auditors can see where the figures on the accounts have come from, it really does help. If you don't want to split the expenses into different categories just list everything under one column, except for the plaques which need to go under the column for plaques. Also regarding the plaques, please remember to use the net invoice figure including the postage and packing, but not the vat.

If you use a computer you can download an electronic copy of the accounts forms from the web site, by completing the electronic version, it saves an awful lot of work. If you have never done your account electronically you only have to phone me, I am happy talk you through it, and I am sure that once you have done it this way you it will be so much easier in the future.

If you have incidental expenses for which you haven't been able to get a receipt, or you have lost a receipt, then just list the expenses on the analysis sheet in the same way, however please note at the side no receipt or receipt lost.

If you ever have any questions regarding your accounts, please do not hesitate to give me a ring.

## **12. Any other business**

- a. The Chairman opened the floor for AOB
- b. The Rally Secretary thanked a number of people as it was his final of 4 years, the Chairman added his thanks to Nick & Becky Rae and their family for the work carried out.
- c. Ang Patterson asked about a new rallier pack. The Rally Secretary detailed that all rally chairmen carry a leaflet and should be making a clear introduction to detail the basic rules and welcome new ralliers. It then was passed to the new rallier liason officer.
- d. The Chairman thanked those present and closed the meeting

## **13. Close**

- a. 10:45am