

**THE CARAVAN CLUB CHESHIRE CENTRE
2016 RALLY OFFICERS MEETING HELD AT WOODFORD COMMUNITY CENTRE ON
SATURDAY 17 SEPTEMBER 2016 AT 10:00AM**

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

1. Introduction

The Chairman opened the meeting thanking people for their attendance. Safety and toilets areas plus fire exits were indicated and the Rally Secretary requested attendees placed mobile phones on to silent or switched them off throughout the meeting.

2. Apologies for absence:

Linda & Tony Smith	Diane & Allan Vardy
Valerie & John Whittaker	Joan & Steve Benson
Barbara & Allan Beard	

3. Minutes

Minutes from the previous year were made available to the floor and were published on the website. The floor approved the minutes with a unanimous show of hands.

4. Matters arising from previous minutes

We received a number of specific questions from the floor that we were unable to answer on the day. They required committee discussion and a direct response out of courtesy to those individuals. These direct questions were answered using follow up communications, letters and emails. Some more general questions are answered as follows;

- Minutes of last RO meeting being made available prior to this year; the 2016 minutes were uploaded to the Cheshire centre website for perusal prior to this meeting today
- Bags for boilers; we explored the options of bags for boilers, currently we're happy that when used correctly the current equipment bags are sufficient
- Rally kit into 2 bags; it was discussed and decided to continue with the current status of using one bag for transporting rally kit, kit gets lost as it is and with the introduction of 2 bags the committee felt it would be more complex to manage
- We continue to explore new equipment, flags poles and new flags.
- We purchase kit throughout the year and maintain equipment, gas regs missing etc 4 of the 6 ropes are missing in kit, signs are broken and lost

5. 2016 Rally Secretary report

This is my 3rd report to you as Rally Secretary and I remain very pleased with the progression our Centre makes, in what are often difficult times. Our centre delivers great rallies that are driven by focussed and dedicated rally officers. For those of you who have visited other centres in the last year I am sure you would agree that Cheshire remain in the top flight for overall delivery.

September's RO meeting is the start point for the 2017 programme and brochure. Following the success of the digital brochures the committee were fully supportive of seeing the same format for the coming year. During 2015 and 2016 we have seen a minimum disruption and on the whole a very positive experience.

Following the digital brochure delivery of approx. 2000 we once again had a very small number of bounce backs mainly due to email accounts changing or being incorrect.

The brochure remains a key publication to members of the centre. The majority of people have found the combination of digital and paper brochures more than adequate. Traditional members like the paper and some of our newer members prefer the digital approach. As a committee we recognise the whole picture and remain fully committed to both formats.

In terms of brochure statistics; we have previously reported on the cost savings and reduction since 2013. Instead of the 2500 brochures produced and distributed at a cost to the centre in 2014 we have had printed & delivered just 500 in 2015 and 300 in 2016. There has been a cost to the ralliers and with limited sponsorship the brochure has become cost neutral. This was an important target and we have achieved it.

Your brochure is an evolving document, like many in our lives that are not fixed and have an approach that accommodates revisions.

The committee discussed the pros and cons of having a brochure that could allow for this.

There are always revisions to the brochure after it's been issued, for a host of valid reasons.

To be able to incorporate these amendments we have chosen to have a paper brochure that will be presented in 2017 in a small branded Cheshire ring bound format.

This way we will have the opportunity to use the feature implemented this year, a live brochure.

The first paper issue will be a brochure with punched holes, so it reads like a file. Any updates will be published to the website for download and print off – to allow you all to keep an up to date brochure. The provision of a ring binder will allow you to put notes, newsletters and additional information in one tidy booklet. You may have noted we have issued revision 12 so far of the 2016 brochure, again to keep you updated.

By the end of 2016, as a centre, we will have delivered well over 100 rallies with 2017 now at 100 rallies. We will have hosted rallies in England, Scotland and Wales. Belgium, France and Italy, not forgetting the epic journey to Western Australia.

I have remained positive when I hear that rallying is not what it used to be and that caravanning is a minority hobby.

We're not enjoying 150+ rallies per year, it's true. But no other centre is either. This I Am afraid is a sign of the times.

A choice of alternatives, caravans with equipment focussed towards use on sites with EHU and site with facilities all have an impact. Caravanning for some time hasn't been a cheaper hobby or alternative to the package deals to Europe.

Venues are harder to come by, established venues are increasing their costs and we are finding less rally officers. These are all harsh realities.

However, amongst this we can all take credit for being the centre with the most rallies in a single rallying year throughout the UK in 2016, official CC figures. Rallies are mainly running full or very near full. We deliver rallies that accommodate people from all walks of life, with themes, at stunning venues and with incredible value for money – whether you want to relax with an electric hook up, enjoy some fancy dress or sports – there really is something for everyone who engages with the Cheshire centre. We have captured a number of new ralliers – but sadly lost members through a variety of reasons.

This is a direct result of our rally officers and their imagination, skills and caravanning desire to deliver the centre a year packed full of enjoyment – which is pretty much why we all go caravanning, to enjoy our weekends and holidays.

Our RO's can be faced with often difficult circumstances. I have had phone calls about landowners, muddy fields, changing venues, access problems, road closures and other issues.

On behalf of the ralliers who attend and our committee I'd like to thank you all for your time, dedication and persistence. It means a lot to me, the committee and the ralliers that you keep doing what you do.

We have seen a number of achievements this year on the rally field with many members receiving multiple rally plaques. To those members; congratulations, you are obviously enjoying your rallying. We have also had members who have found new venues. To you people, thank you, new venues are not easy to find but we're thankful you find them.

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:

Lynn Ingham	Hollins Farm, Middlewich
Becky Rae	Llandegla Fisheries
Sue Heywood	Hooton Aerodrome
Brian McMurray	Helsby
Andy Gibbs	Belmont Hall

7. Silver Salvors

- 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 salvors to be presented this year are:

Sandra & Paul Bowler	25 rallies
Andrea & Andy Gibbs	75 rallies

8. Rally Brochure 2017

The Rally Secretary described the brochure formatting and spoke of the reasons to continue with the digital formatting.

The change to the folder structure was detailed and this would allow the costs to be kept at a minimum whilst still financially supporting itself.

9. Rally Officer Information

- **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 me / ring me / tell me on the rally field...
- **NOTES FOR RALLY OFFICERS**
 - Please read, refresh your memory etc
 - Suggestions for change, they are not set in stone and are for guidance
- **RALLY WRITE UP FORMS**

- Deadline for return 1st October, not 2nd or 3rd
- Must be sent to rallysecretary@cheshirecentre.co.uk
- 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

10. 2017 Cheshire Centre programme

- a. Presented verbally to the floor by the Rally Secretary
- b. Instructions on hand out
- c. Adjustments made live from the rally officers in the meeting

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, 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 chequeback; 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 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. The idea of these sheets is not to create more work but to give you somewhere to list the rally expenses so that you can add them up & I and the auditors can see where the figures on the account 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.

If you use a computer you can download an electronic copy from the web site, I have been sending the 2016 version of the accounts sheets to the Rally Officers I have email addresses for. 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, & I am sure you that once

you have done it this way you it will be so much easier in the future as the electronic version does the calculations for you.

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

- Ian Hull Online bookings have been discussed previously. Do the committee have any update on this matter?
- Rally Sec We are not planning to move to online bookings, until such time as we can confidently manage the system.
Could we have a show of hands from the floor as to whether online bookings would be a preferred method of payment? Response 50 / 50.
This was followed up by a note from the treasurer being sent to all rally officers that concluded the matter, during the middle of the year.
- Paul Walls Can I suggest that the committee speak with Derbyshire Centre for advice with their IT sub-committee as their IT is excellent.
The ongoing issue of IT and other matters meant the IT group consulted a number of resources for assistance. The committee now feel a correct, managed balance is working.
- Dave Lloyd Can the brochure be free?
Rally Sec Not at the present time. The £3 is a nominal fee to cover the cost to the Centre. We currently have minimal sponsorship however we may be able to look at this again in the future if the financial situation changes.
- Dave Lloyd Could the Caravan Club not subsidise the brochure?
Treasurer The Caravan Club do give each centre a grant but they stipulate that the funds are not to be used to fund or part fund the annual brochure.
- Dave Lloyd why do we send every other centre a copy of the brochure free of charge?
Andy Gibbs We don't send a physical brochure, it's an electronic copy so therefore there is no cost incurred.
- Rally Sec We have previously produced 2,500 brochures for free distribution at a cost to the centre of £6,500 per annum. With the current system the brochure is cost neutral.
- Brian McM Could we have clarification as to when bookings may be taken?
Rally Sec Bookings can be taken as soon as the brochure is live. We will continue to allow pre Easter and Holiday rallies to be booked at the Bonfire Rally
- Tom Dale Can Venue names be included in the title of all rallies?
Rally Sec Could Rally Officers please do this with their write ups?
Any that are not included will be added before printing by Rally Sec for this year.
- Paul Bowler Please could Rally Officers request their rally kit as soon as possible prior to their rally. Also let me know of any problems with the kit.
Rally Sec Also, we placed measuring ropes in the kits which have now gone missing, please could these be returned.
- Judith W Can a copy of the Exemption Certificate be placed in each rally kit?
Rally Sec All rally Chairs carry these Certificates so this is not really necessary.
- Sue Martin Can non-committee chairs also carry these please?

Rally Sec This was discussed and decided that the certificate would be distributed on request when needed.

The Rally Secretary thanked everyone for their contribution to the programme and the meeting was closed by the Cheshire Centre Chairman.