

CARAVAN AND MOTORHOME CLUB

Home Counties Region

Annual General Meeting

Minutes & Accounts

9 October 2021

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Home Counties Region

Minutes of the twenty-fifth Annual General Meeting of the Home Counties Region of the "Caravan and Motorhome Club", held at Princes Risborough School, Buckinghamshire on Saturday 9th October 2021, starting at 3:00 pm.

PRESENT

Chairman:	David Rickard
Vice Chairman	Jackie Lee
Secretary:	Linda Allen
Treasurer:	Alan Cadman

39 Club Members Attended

1.0

NOTICE OF THE MEETING

The Secretary read out the Notice convening the Meeting and explained that the meeting was being recorded.

WELCOME

The Chairman extended a warm welcome to all those present, including: -

- **Rodney Lambert**, Past Nominated Member of the Club Council and Immediate Past Vice-Chairman of the Caravan and Motorhome Club with his wife Diane.
- **Alison Woodhams**, Executive Committee Representative and her husband Ron.

Past Chairmen of the Region present on the day were also welcomed:

- Immediate Past Chairman, **Jackie Lee**

Chairman of the Centres constitutionally associated with the Region, in attendance on the day were welcomed as follows: -

- **Kevin Allen and his wife Linda** - Buckinghamshire Centre

In addition apologies had been received from Centre Chairmen:

- John Moules – Bedfordshire Centre
- Marie Woodward and her husband John – Berkshire Centre
- Alan Evans and his wife Sandie – Hertfordshire Centre
- Gerry Swain – North London Centre
- Andrew Knight – Upper Thames Centre

Paperwork for this meeting included an Agenda, a set of Minutes and a set of Accounts.

	<p>Before moving on with the business of the afternoon, the Chairman requested that a moment's silence be observed, in memory of the friends and Members who were no longer with us.</p>
2.0	<p>APOLOGIES</p> <p>The Secretary advised that apologies had been received from Maurice & Helen Dunne, David & Joyce Grover, Rosemary Lucey, Lorna Morison, John Pearson and Gerry Swain.</p>
3.0	<p>MINUTES OF THE 2020 REGIONAL ANNUAL GENERAL MEETING</p> <p>The Chairman asked if there were any objections to the adoption of the 2020 AGM Minutes.</p> <p>There were no objections so the minutes were signed as a true record.</p>
4.0	<p>MATTERS ARISING</p> <p>The Chairman asked whether there were any matters arising from the last Minutes?</p> <p>There were no further matters arising.</p>
5.0	<p>CHAIRMAN'S REPORT</p> <p><i>"Good afternoon Honoured Guests, Past Chairmen, Ladies and Gentlemen, boys and girls, Thank you for attending this Meeting today.</i></p> <p><i>This is my first Report as the Home Counties Regional Chairman and I am pleased to say that during these very difficult times, Covid, has not prevented the functioning of the Council at all.</i></p> <p><i>Our 2020 Annual General Meeting was held via Zoom and that proved to be a testing ground for what was to come, as all the Meetings this year have been held this way.</i></p> <p><i>In November last year I attended a Regional and Divisional Chairman Zoom Meeting to discuss how Covid was affecting the operation and administration of all Club activities.</i></p> <p><i>Following on very closely was my first full Council Meeting with an almost full attendance. Mrs Janet Moore, Vice Chairman of the Club, attended as a guest speaker and was able to explain all things Vice and Grants etc.</i></p> <p><i>Not unexpectedly on the 4th of January all Club sites were closed as Covid took hold around the country.</i></p> <p><i>Also in January, Alan Evans, the Hertfordshire Centre Chairman, accepted the position of Media Liaison Officer to begin the co-ordination of Rallies and Events onto the Regions website and FaceBook pages. He will work with Lorna Morison, our Social Media Champion to promote activities within the Region that are of interest to our Members.</i></p>

On January 30th the Director General advised the Club Council meeting that many Club staff were working from home and maintaining Club services and activities. These working practices are likely to continue and due to the new way of working the Club has consolidated its office space at East Grinstead. 2020 resulted in a surge of membership when more than 59,000 new households became Club Members. When asked if the Club will be promoting rallies and holiday rallies as the sites network are likely to be busy, the Director General replied that "it is important that all Club services, rallies and CL's are promoted to the membership".

Janet Moore, Club Vice Chairman, gave an overview of Centres and what the Divisions and Regions can do to help them. An article regarding volunteering was suggested and was subsequently published in the Club magazine in the May 2021 edition. As a further result a special Regional Council Zoom meeting took place on June 16th to discuss and share ideas on how to improve Centre membership within this Region.

After serving for many years on the Council in the capacity of Nominated Member, Adrian Hobbs found himself residing outside our Region and therefore reluctantly had to resign his position with Home Counties Region. He was thanked for his many years of service with the Council.

In early February our first tranche of rally adverts on our FaceBook pages was launched with a healthy submission by the Hertfordshire Centre. This was followed by another Zoom meeting with the Club's Social Media Manager and all Regional Social Media Champions to discuss better ways for the Regions and Centres to make better use of the media.

Unfortunately, Question Time due to be held at the Missenden Abbey and afterwards at the Roald Dahl museum in June was postponed as indoor gatherings were not permitted but I am pleased to say this has been rescheduled for June 2022 at the same venue. I hope to see many of you there.

We were all saddened to learn that on April 9th 2021 our Patron, Prince Phillip sadly passed away. He was a great supporter of the Club and many of our Members have attended a garden party in the grounds of Buckingham Palace.

The April Club Council meeting reported that the Club membership stood at 356,000 and that Centre membership stood at a 10 year high of 52,852 members. The Director of Sites reported that the site at Baltic Wharf in Bristol is to remain open until the end of the year. However the site at Bladon Chains will close in September as Blenheim Estates has not renewed the lease. A new site at Carnon Downs near Truro has been taken under full control by the Club and is a popular site with members as was previously operated as an affiliated site.

Club sites were re-opened on 17th May allowing attendance but with limited facilities with reduced numbers allowed in to them at any one time. The pop-up sites at Beale Park and Beaulieu proved to be popular and were extended through the Summer to provide additional pitches to the sites network. Site bookings remained very strong with high occupancy with very positive member feedback from their visits.

The Club have appointed Mark Feast, a Sustainability Advisor, to oversee the introduction and solutions to the ever popular subject of Green issues encountered by the Club. A discussion was held by Zoom with the Regional and Divisional Chairmen with ideas and suggestions being obtained from Regional Council Members before being tabled. An article subsequently appeared in the Club Magazine concerning this new venture.

In June a special Regional Council meeting was convened to discuss how the Region could engage with our constitutional Centres to increase the attendance at Centre Rallies. Many ideas were tabled with suggestions on how to implement these ideas.

On July 19th lockdown restrictions were cleared and Club sites and rallies fully re-opened. This I am sure was welcomed by us all.

As we gradually return to normality, my thanks are extended to our Media Team comprising of Lorna Morison, Alan Evans and our Web Master John Pearson for keeping everyone informed. Our FaceBook and web site pages are extremely popular and very informative.

I would like to thank the Members of the Council and their spouses for the help and assistance they have given throughout this year. I extend my personal thanks to our Independent Member, Rosemary Lucey and her husband for her help and continued support for the non-Centre Members throughout the Region.

My special thanks go to Jackie Lee who has supported us as Vice Chairman, Alan Cadman and Audrey who has balanced our finances once again and to Linda Allen and Kevin for her Secretarial skills throughout the year and for organising the many faultless Zoom meetings held. Last but not forgotten is my wife Jackie who helps in every way that she can and is always there in the background. Thank you all very much.

I can now look forward to 2022 and welcome new Members to the Council and advise that we do have a vacancy for Vice Chairman and a new Webmaster as John is retiring directly after this meeting. Would you like to join our Media Team – if so – please talk to me after this meeting? The position of Vice Chairman is very rewarding and you can be co-opted on at any time.

Thank you very much for your continued support and please keep safe.”

The Chairman asked if anybody was against the adoption of his report. There being no objections, the report was adopted.

The Chairman asked if there were any discussion points. There being none, he moved on.

6.0

SECRETARY'S REPORT

*“Good afternoon Ladies and Gentlemen,
This is my third report as Secretary of Home Counties Region.*

The Regional Council has met on five separate occasions during the year; in November 2020 and in February, May and September during this year. In addition, as you have heard from the Chairman, we held an extra meeting in

June to discuss in more detail how we can encourage members to join us on Centre rallies. All meetings have been held using Zoom and we're all becoming a dab hand at remembering to turn off the mute button.

We reluctantly said goodbye to our representatives from the Middlesex Centre, Roger and Janet Sumner, as the Centre went into hibernation at the end of January. The Middlesex centre had been part of the region since its inception and it was with regret that due to lack of membership and volunteers to form a committee had been forced to close.

On average, the attendance at the Regional meetings this year was 77%, again slightly less than the previous year. However this figure was severely affected by the small attendance at the extra meeting to discuss rallying (39%) and if looking just at the 4 formal meetings, attendance was much better at 86%. Holding our meetings via Zoom has shown us that attendance has improved overall, and our plans are to hold 2 Zoom meetings and 2 face-to-face meetings in the coming year.

The Chairman, Dave, Independent Member Rosemary and I attended the Forum via Zoom in late January. Dave has already included items of interest in his report, as much of what was discussed was also covered by Anthony Davies, Director of Sites and Accommodation when he joined our meeting in February. Once again, there was no Secretaries' meeting, which has traditionally been held at the National.

Governance at East Grinstead have provided regular updates regarding the COVID situation throughout the year, issuing guidance on site opening and rallying as and when restrictions allowed them to restart.

Following feedback from Secretaries and Rally Secretaries, the Centre Rally supplement was now being updated on a three monthly basis and can be downloaded from the National website. Rallies can also be searched on the website, and information on these rallies can now be submitted on a rolling basis, once information is available rather than on an annual basis as in the past.

This concludes my report for my third year in office. Hopefully as the coming year continues, we find ourselves returning to "as normal as possible, COVID permitting". Please keep safe.

Thank you"

The Chairman thanked the Secretary for her report and asked if anybody was against the adoption of the report. There being no objections, the Report was adopted.

The Chairman asked if there were any discussion points.

There being none, the Chairman moved on.

7.0**HONORARY TREASURER'S REPORT FOR 2020 FINANCIAL YEAR**

"It is my duty as Treasurer to present a report on the finances of the Home Counties Region of the Caravan and Motor home Club and this covers the Financial Statements for the year ended 31st December 2020. These statements comprise of Income and Expenditure Account, Balance sheet, the report from the Independent Examiners and the Statement of Committee Responsibilities and Accounting Policies. (I assume you have copies).

As we are all aware the COVID pandemic took hold from March 2020 with the country going into lockdown, minimising travel, working from home and ceasing face to face meetings. This has impacted on the finances of the region as we have had to adopted new ways of working through technology, mainly the use of zoom to hold meetings. The other impact was the Club took steps to cancel the Meet the Members at a club site, although this decision was taken pre pandemic and the cancelling of the National Rally and Question time at Missenden Abbey.

Therefore, with the grant remaining the same in 2020 of £5,000, the year ended with a surplus of £3,565 compared to a surplus of £1,234 for the previous year. The main reasons for this relate to the region reducing its meetings costs for Council meetings and the AGM by moving to virtual meetings saving £2,700 over previous year. This was offset by £345 to cover new banners and windows plagued due to the name change – removing Northern.

On reviewing the Financial Statements, I would like to start with the Income and Expenditure account which is itemised on page 3 of the Financial Statements.

Income

Income has decreased in 2020 from £6,905 to £5,000, a decrease of £1,905 and is the result of:

- Removal of funding for Question time, Meet the Members and National reception funding although these do contra with expenditure further down the page.*

Expenditure

Expenditure has also reduced over 2019 by £4,236.

The areas of expenditure to note are:

- Regional Council meetings expenditure is £579 for 2020 which is a reduction of £1,793 because of a reduction in moving meetings to a virtual meeting platform – Zoom.*
- AGM expenditure is £160 for 2020, covering presentations to retiring officers, which is a reduction of £907, again due to the use of Zoom technology.*
- Other meetings/Events have decreased by £1,765 which relate to Meet the Members, National Reception and Question time, offset by income. As mentioned, these events were cancelled due to the impact of the pandemic.*

Other expenditure:

Main areas of expenditure cover:

- *Equipment costs cover the replacement of banners, flags and window plaques due to name change*
- *Zoom licence fee to hold the virtual meetings*
- *Officers Official Duties cost reduced by £165 due to the pandemic*

In summary the Region has less expenditure over income received resulting in a surplus of £3,565.

Balance Sheet

Moving to the Balance sheet shown on page 2.

Current account shows a balance of £5,407 at 31/12/20 after accounting for any unpresented cheques and unlike 2019 doesn't include the receipt of the Grant for the 2021 Financial Year of £2,500 which was paid into the bank in January 2021.

VAT relates to recoverable VAT for 2020 and has been paid by the Club in 2021.

Region Independent Examinations fee is recoverable from the Club and for transparency is shown as accrued expenses.

Overall this arrives at a Net Asset position for the region, i.e. what the region is worth of £5,588. The financed section shows the balance brought forward from the previous year adjusted by the surplus from the Income and Expenditure account of £3,565 arriving at the Net Asset position of £5,588 surplus which shows the accounts are in balance.

The Statement of Region Committees' Responsibilities, shown on page 4 outlines that the Committee has applied accounting policies laid down by the Caravan Club, have kept proper accounting records and that the financial statements have been prepared in accordance with applicable accounting standards.

The Independent Examiners report on page 1, to you the members of this region outline the accountant's responsibilities and that there are no issues to report.

Finally, I must thank my wife for her support during the year in discharging my responsibilities as Treasurer."

The Chairman thanked the Treasurer for his report and asked if anybody was against the adoption of the Treasurer's report.

There being no objections, the report was adopted.

The Chairman asked if there were any discussion points. There being none, he moved on.

The Chairman asked the Treasurer to give a resume of the current year to date, but advised that this information is not for discussion at this time.

AGM 2021 – Resumé 2021 Accounts:

“It has been a strange year! Never has it been true that we had a little in, spend a little and have a little left. The pandemic has still impacted the region finances through 2021.

The Grant from the Caravan Club for 2021 was reduced to £2,500 from £5,000 in 2020 as result of the impact of the pandemic and all meetings have been able to carry on a virtual basis through zoom technology and other promotional activities such as the Question time and the National being cancelled.

This means that the region continues not to have had the financial outlay that it would normally have with the result of currently having a predicted surplus for 2021 of c£1,000.

For 2022 the Region has been advised by the Club that the grant will be increased to £4,000 and the request for Question time funding of £1,200 being approved. This is a recognition that through the vaccination programmes life is slowly returning to some normality.

The region will continue to help and support all members and Centres of the Region and I look forward to continuing for another year as your Treasurer.”

The Chairman thanked the Treasurer for his resumé of the current year to date.

8.0

VICE-CHAIRMAN AND PRO REPORT

“Good afternoon Ladies and Gentleman, this is my Vice-Chairman and PRO report for the period from the 2020 AGM up until AGM 2021.

You will probably be pleased to know that this will be an extremely brief report. The Chairman, Secretary and Treasurer have all indicated in their respective reports that since the 2020 Regional AGM Covid restrictions continued to curtail many of the outings and events that we would have attended and I would have reported on. Therefore, with so little having happened there is not much information to pass on to you.

There was no National Rally in 2021. The Question Time event that had been planned to take place at Gt Missenden in conjunction with a visit to the Roald Dahl Museum and Story Centre also could not take place and has been postponed until 2022.

The Regional Website has been updated when necessary by Mr John Pearson. Club information relating to Covid has been reported on regularly as has updates on Rallies and Events organised by our constituent centres. Sadly for the Region, John has decided it is now time for him to retire from this role, we shall miss him as he has done a good job for us over many years. The Region wishes to extend sincere thanks to John for his help and dedication to the task.

Lorna Morrison who is our Social Media Champion has continued to work hard on the Facebook pages keeping information up to date. Centre Rallies and events have been advertised. Unfortunately Lorna does need more information passed to her, so that she can then put it on the Facebook Pages. This could be an ideal opportunity to make members aware of what is going on, what Rallies are available and what people are missing out on and by doing this we may find it encourages members to give rallying a try.

There has been a steady increase in the number of followers of the Regional Facebook pages which now stands at 429. The Regional Committee would like to 'thank you' Lorna, for your commitment and good work in carrying out this role.

Future activities planned for 2022 include the National that will be taking place from 1st to 5th June at Belvoir Castle which is situated not far from Grantham. I am sure there are plans in place to make this a very special event to celebrate the Platinum Jubilee Anniversary of Her Majesty the Queen who is the first British Monarch to achieve seventy years of service to our country. This should be a memorable event and not too far for people living in our region to attend.

Question time is now planned for Saturday 11th June 2022 at Gt. Missenden followed by a visit to the Roald Dahl Museum and Story Centre. This promises to be a very interesting afternoon for all the family so well worth making a note of so as not to miss out. This event should be advertised at a later date in the club magazine and will certainly appear on both the website and the Regional Facebook Page.

This concludes my report for the Home Counties Region."

The Chairman asked if anybody was against the adoption of the Vice-Chairman and PRO's report. There being no objections, the report was adopted.

The Chairman asked if there were any discussion points. There being no further points, the Chairman moved on.

9.0

ELECTION OF OFFICERS

The Chairman thanked the retiring Centre Delegates for attending the Council meetings and their support, enthusiasm and input and of course their spouses for allowing them the time to attend these meetings.

The Chairman also thanked his fellow Officers for all their hard work over the year and for their spouses for allowing them the time to undertake their duties.

He then asked that the floor show their appreciation in the customary way to say "thank you" for the work undertaken by the retiring Centre Delegates and Officers.

The Chairman and Officers then stood down and Alison Woodhams, Nominated Member was invited to take control of the meeting.

FINAL NOMINATIONS FOR 2020 / 2021

Position	Name	Proposer	Seconder
Chairman	David Rickard	Diane Haylor	Adrian Dawson
Vice-Chairman			
Secretary	Linda Allen	Hilary Clarke	Clare Johnson
Treasurer	Alan Cadman	Sheila Robbins	Henry Saunders

Nominations for the three Officer positions were duly elected to serve another term and were presented with their badges and window plaques.

The Chairman reminded all present that the role of Vice-Chairman remained vacant and anyone interested in taking on this role should speak to him after the meeting.

10.0

TO APPOINT AN INDEPENDENT EXAMINER

The Chairman thanked the Auditor, PKB Accountants Ltd for their services in the independent examination of the Regions' 2020 Accounts. The Treasurer was called upon to nominate the Independent Examiner for 2021.

The Treasurer wished to nominate PKB Accountants Ltd, Beechey House, Crowthorne, Berkshire.

The Chairman stated that PKB Accountants Ltd had been approached and had agreed to continue in this role to independently examine the 2021 accounts.

11.0

PROPOSITIONS

The Chairman stated that the Secretary had not received any propositions by the closing date of 9th July 2021 as required by the Regional Constitution.

12.0

ANY OTHER BUSINESS

12.1

Ray Daniels pointed out that without all four Officers in place, the Region was unable to function as it did not meet the rules as laid out in the Constitution.

Rodney Lambert added that without a Vice-Chairman, the Region would be suspended until an appointment had been made. The matter should be referred to Governance for their guidance.

Jackie Lee volunteered to continue as Vice-Chairman on a temporary basis until a Vice-Chairman could be appointed, but added that she felt it was time for someone new to come forward and take on the role.

David Baber volunteered to take on the role, but expressed concern that three out of the four Elected Officers would come from one centre, Buckinghamshire and whether that would be acceptable.

<p>12.2</p>	<p>The Chairman thanked David for volunteering and agreed to raise the matter with Governance as soon as possible. ACTION: DR <i>(Post-meeting note: Mr Baber was duly co-opted as Vice Chairman onto the Home Counties Regional Council)</i></p> <p>Rodney Lambert asked if the annual renewal of centre membership was still required, as Life Members only had to renew their membership on a three yearly basis. This appeared to be inconsistent. Alison Woodhams agreed to raise the matter with the Club. ACTION: AW</p>
<p>13.0</p>	<p>THANKS AND PRESENTATIONS</p> <p>The Chairman thanked John Pearson for his hard work and support in keeping the website running. A certificate of appreciation and a small gift will be presented to him formally by the Chairman at a later date as he was not present at the meeting.</p> <p>The Chairman thanked Jackie Lee for volunteering to continue as Vice-Chairman for the past year and presented her with her Past Chairman's badge and a flower arrangement.</p> <p>The Chairman thanked everyone for attending. There being no further business, the Chairman closed the meeting at 3:52 pm.</p>

Linda Allen
Regional Secretary

David Rickard
Regional Chairman