

## **CARAVAN AND MOTORHOME CLUB**

### **Home Counties Division**

Minutes of the first Divisional AGM following 27 Regional AGMs, held on Saturday 18th January 2025 in the Broughton Suite, Holiday Inn, New Road, Aylesbury HP22 5QT starting at 3pm

### **PRESENT**

**Chair:** David Rickard

**Deputy Chair:** Vacant

**Administrator:** Linda Allen

**Treasurer:** Alan Cadman

Total 38 Club Members Attended

### **NOTICE OF THE MEETING**

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

### **WELCOME**

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

Member of Club Executive Committee and Chairman of the  
Technical Committee – Selwyn Cooper and his wife Alison

Member of Club Executive Committee and Chairman of the Review  
Committee – Sue Southwell and her husband Frank

Honorary Life Member – Diane Lambert

Life Members – Gerry & Jenny Cox

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

David Grover and his wife Joyce, John Moules

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

Lisa Cookson and her partner Gary Scott - Buckinghamshire Centre

Anne Phillips – North London Centre

In addition we have received apologies from:

Alison Woodhams, Club Treasurer and her husband Ron

Jackie Lee, Immediate Past Regional Chairman

Lawrie Coleman, Chairman of Bedfordshire Centre and his wife Janet

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

A moment's silence was observed, in memory of the friends and Members who were no longer with us.

### **APOLOGIES**

The Administrator advised that apologies had been received from:

Josie Carlile, Clare & Mark Johnson, Clare & Robert Withers

### **MINUTES OF THE 2023 REGIONAL ANNUAL GENERAL MEETING**

The Chair asked if there were any objections to the adoption of the 2023 AGM Minutes?

There were no objections so the minutes were signed as a true record.

### **MATTERS ARISING**

The Chair asked whether there were any matters arising from the last Minutes?

There were no matters arising.

### **MINUTES OF THE SPECIAL GENERAL MEETING ON 8 OCTOBER 2024**

The Chair asked if there were any objections to the adoption of the SGM Minutes?

There were no objections so the minutes were signed as a true record.

### **MATTERS ARISING**

The Chair asked whether there were any matters arising from the Minutes?

There were no matters arising.

### **CHAIR'S REPORT**

"Good afternoon, Honoured Guests, Honorary and Club Life Members, Past Regional Chairmen, Ladies and Gentlemen".

Thank you for attending this Meeting today

This is my fourth and final Report as the now Home Counties Divisional Chair and I hope you are sitting comfortably.

It has been a good year generally with some changeable weather and to be able to get out and about has been a pleasure. I take my position as Chair very seriously and like to talk to members wherever I can and discuss any concerns they may have with regards to the membership of the Club. As a result I do take Home Counties Division the time when out and about to discuss various matters that are discussed in the many meetings I attend and my travels this year have taken me to many places and my year to date can be summarised as follows:

Our last Annual General Meeting was held live at the Missenden Abbey in Great Missenden on October 7th 2023 and in a change from normal practice no Centre Rally supported this event.

In October 23, I travelled to London to attend the Club's Annual General Meeting at the Queen Elizabeth II Conference Hall and the following Club Council Meeting.

On November 15th we held a zoom Council Meeting where it gave me great pleasure to introduce Trevor Cocks as our newly appointed Independent Member of the Council.

In January, I attended the Club's Regional Forum at Birmingham with Linda, a gathering of Senior Staff, Club Chairman, Vice Chairs and other Regional and Divisional Chairs in an open discussion.

In February, I attended the South Lancashire Centre Dinner Dance at Garstang near Preston where I was able to meet the members of the Northern Region Council in a very sociable environment.

Our second Zoom Regional Council meeting took place on 21st February.

In May, I again attended the Temporary Site at Windsor Racecourse. A site organised by the Buckinghamshire Centre to coincide with the Royal Windsor Horse Show that attracted around 75 outfits. The site this year is changing to within the Crown Estate and very close to the Castle.

The National Rally, now rebranded as ClubFest, was held at Weston Park near Telford and was well attended. The new format continued with the replicated outdoor music festival and all the larger entertainment events were outside in the arena with an additional festival stage to showcase the acts performing.

Fortunately, good weather prevailed with mostly dry and sunny conditions although we did have the occasional shower or two throughout the weekend.

I would like to put on record the assistance given by Lisa and Jim Dymock and Sheila and Pete Robbins for their help and assistance with the siting of the Regional members' outfits and the provision of the Regional Reception on Saturday morning. It was my pleasure to meet the members attending and give them an insight into rallying with our Centres.

ClubFest is being held over the normal late Spring Bank Holiday at Bolesworth Castle near Chester this year and will follow last year's format and will feature the Lightning Seeds and Boyz Life which are sure to be popular with our younger members.

We are still looking for Campsite Crew for ClubFest this year and if you would like to volunteer for this position, please see me after this meeting. Fully explained, it's an exciting project to pursue and you will receive a substantial discount on the site fee along with early entry and late departure.

After ClubFest, I attended the Upper Thames Rally at Stoke Bruerne, a very friendly 5 day follow-on rally at Home Farm by the side of the Grand Union Canal with its delightful waterside inns and public houses.

Shortly afterwards I was able to attend the Upper Thames Chair's rally at Abingdon Cricket Club. A delightful site and adjoining the River Thames with its glorious walks and comes recommended for the Centre rallies being held this year. It really is worth a visit.

Our third and final Council meeting of the year was held by Zoom in September.

October should have seen my final term in Office, but unfortunately the Regional Annual General Meeting was formed into a Special General Meeting as we were unable to fill the Officer positions that had become vacant. It also coincided with the change of name and constitution to that of a Division from Region.

The Special General Meeting was held in Derwent Primary School in Henlow and was held in conjunction with an excellent rally organised and administered by the Bedfordshire Centre - my grateful thanks are extended to Lawrie Coleman and his remarkable team for their help and assistance.

On October 26th I travelled by train for the day to Chester, where I attended the Club Annual General Meeting and the following Club Council Meeting at the Racecourse.

The Region have once again gone through a name change as a result of the Regional and Centre Review panel recommendations and we will now be recognised as the Home Counties Division. Linda will give you further details in her Report that follows.

We continue to support all of our Constituent Centres with promotion and advertising on both the website and FaceBook pages and the process is gathering pace very nicely with many more hits and followers. We continue to publish the Regional Rally Programme booklet and this will be available to download from the website shortly. Centre organised Events are welcome on the site and are prominently displayed.

Promoting Centre rallies and Events has been an important role within the Council this year and my thanks are extended to Wendy Goddard, our Digital Champion, for her hard work in further managing the Regional Facebook pages again throughout this year. All the constituent Centres are encouraged to submit their promotional material to Wendy who ultimately and without delay promptly posts it onto the Facebook pages for all to see. Our FaceBook followers increase constantly throughout the year to number 884, an increase from 818 this time last year.

Hidden within these numbers are large groups of followers who automatically post on to their followers and include the Northern, Anglia, South West and Irish Divisions along with a few Centres resulting in the message being extended to many more Club members. It pays to advertise and the Division can help in promoting your rallies and events in many ways.

I would like to say thank you to the Members of the Council and their spouses for the help and assistance they have given again throughout this year. After 10 years service to the Region our Treasurer Alan is standing down and my grateful thanks are extended to

him for his dedication, help and support over the years and I wish him and Audrey a very happy retirement.

Linda Allen with Kevin for her Secretarial skills in successfully navigating the changes encountered along the way with conversions into a Division throughout the year and for organising the many faultless Zoom meetings held.

I can now look forward to 2025 in my new role within the Division and the challenges that provides.

Thank you very much for your continued support and please continue to enjoy our pastime.

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

The Chair asked if there were any discussion points.  
There being none, the Chair moved on.

### **ADMINISTRATOR'S REPORT**

“Good afternoon Honoured Guests, Ladies and Gentlemen,

This is my sixth report as Secretary, or first as Administrator of the new Home Counties Division!

Regional Council has met on four separate occasions during the year, all via Zoom; in November 2023 and in February, May and September during 2024.

Yet again, it was proposed that at least one meeting should be face to face, but once again, many members preferred meeting over Zoom and several felt they would be unable to attend the face-to-face meetings due to timings, work commitment and distance to travel. Therefore it was agreed to hold the meetings via Zoom, although this will discussed at our forthcoming meeting in February.

During 2024, each Centre was entitled to send 2 representatives to the meetings. Unfortunately I have to report Hertfordshire Centre has chosen not to be represented or to participate in any of the meetings this past year.

On average, attendance at meetings in 2024 was 69%, much lower than previous years, due in part to the non-participation from the Hertfordshire Centre.

We were lucky to recruit a new Independent Representative, Trevor Cocks who attended his first meeting in November 2023. Going forward, the new constitution allows for up to 6 Membership Representatives as they are now called - if you are aware of anyone who has not been a centre member for the last 2 years who might like to join us, please ask them to contact the Chair or myself.

The Chairman, Dave and I attended the Forum at the National Conference Centre in Birmingham in late January. There were presentations on ClubFest, use of social media and an update on the Review Group. This was our first opportunity to look at proposals for the changes from Regions to Divisions, ask further questions and to give initial feedback. In the afternoon, there were breakout working groups, exchanging views and sharing good practice relating to the roles of Chairmen, Treasurers and Secretaries.

As you will be aware, there were insufficient nominations to form a new Council (or team) as per the new Constitution, and a Special General Meeting was held on 8 October 2024. Luckily, we have been able to encourage volunteers to come forward, hence the Annual General Meeting for 2024 being held today.

At the Special General Meeting, the new Constitution was adopted and the name changed to Home Counties Division. We will be looking at updating the website, e-mail addresses and caravan plaques etc shortly to reflect these changes.

Following an e-mail sent to all members within the Home Counties Division's geographical area on 14 December by the Club, asking for volunteers to support the Division, we received 21 responses. These have all been followed up and hopefully at least one or more will result in new volunteers joining us and taking on a role.

As part of the changes, we will now be able to report on Club membership at each meeting, although this only reflects Centre membership and does not include the overall membership numbers per division. This omission has been raised and hopefully more detailed reporting will be made available as this coming year progresses.

The Club has also asked us to report quarterly on rally statistics. Currently the Club has no quantifiable data about Centre rallies, apart from what was uploaded to the Club website (and this does not reflect the number of rallies operated and how many members participated). Without this data, the Club cannot measure what Centres do. This type of information will be invaluable when the Club represents members' activities with tourism and government bodies, and having access to these statistics would give the Club more power to support us.

It will be the role of the new Deputy Chair to collate this rally information quarterly and report back to the Club. In the interim, I will be sending out the form that needs to be completed by each Centre and returned – the first return will be required up to and including rallies / events held between 1 October and 31 December 2024.

Information required includes the following:

Number of rallies / temporary sites run in the quarter

Total number of attendees at rallies / temporary sites in the quarter

How many rallies / temporary sites have been cancelled in the quarter?

How many of these rallies were run outside of the Division's area? (e.g. within another Division's geographical area)

I look forward to the new Division moving forward in 2025.

## **TREASURER'S REPORT FOR 2023 FINANCIAL YEAR**

“Good afternoon, Ladies and Gentlemen and welcome to the most exciting element of the proceedings - the finances.

It will be no surprise that the finances for 2023 have followed a similar pattern as those experienced in previous years since the Covid Pandemic, when a mini technology revolution took place and new ways of working were adopted.

This meant many organisations kept its workforce away from the offices and home working became the norm using ZOOM, MS Teams etc. Even today many organisations have adopted hybrid working with a mix of home and office working. The Region / Division was not immune and face to face meetings ceased, and Zoom became the norm.

The impact of this is the Region/Division has been unable to fully utilise its grant from the Club and have generated year on year surpluses - for 2023 this trend has continued.

The bank balance shown on the Balance Sheet of £14k is the result of these accumulated surplus and is explained by £3k is the prepaid receipt of the 2024 Grant from the Club and since 2019, the percentage surplus (income less expenditure equals surplus) starts at 18%, rising to 71% in 2020, then for 2021 and 2022 holds at 35% and the 2023 year at 55%. In monetary terms this is £11k.

The Club is aware of this and is now taking moves to reduce the Club grant, as seen in 2025, to generate deficits (Expenditure greater than Income) and will lower future bank balance levels to something that is more acceptable.

Now to review the finances of the Home Counties Region of the Caravan and Motorhome Club (Division) and this covers the Financial Statements for the year ended 31st December 2023. These financial 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 will assume you have copies).

The region has continued to use zoom for its meetings as there is little appetite amongst Council Members to travel and meet in person. Therefore, because of this the region has again maintained a reduced expenditure over income in 2023 On reviewing the Financial Statements, I would like to start with the Income and Expenditure account which is itemised on page 2 of the Financial Statements.

2023.

## Income

Income in 2023 was £5,400, compared to £6,147 the previous year, a reduction of £1,017 and is the result of:

Regional Grant from the Club has been maintained at £4,000.

Question Time grant increased by £757 and offset expenditure incurred – Silverstone.

No receipt of funding for ClubFest reception in 2023 but was fully funded in 2022 – although a claim was submitted but not reimbursed.

A general grant made in error and funds returned to the Club in 2022 of £1,401 was not repeated.

## Expenditure

Expenditure has reduced in 2023 compared with 2022 by £1,463. The areas of expenditure to note are:

AGM expenditure is £766 for 2023 compared to £1,379 for 2022 due to using a hotel venue as opposed to a school site and a rally.

Other expenditure:

As indicated earlier the region is showing expenditure for additional cost for Question Time of £695 with other expenditure more the less the same, apart from the £1,401 in 2022 correcting an error from the Club.

Main areas of other small changes of expenditure cover:

Event leaflets used at Question Time and ClubFest to promote the region's activities.

Website hosting fee.

Officers Official Duties cost reduced by £50 which mainly cover Officer face to face meetings.

In summary, the Region has less expenditure over income received resulting in a surplus of £2,967, as shown at the bottom of the Income and Expenditure Account.

## Balance Sheet

Moving to the Balance sheet shown on page 1:

The Bank Current account shows a balance of £14,689 at 31/12/23 after accounting for any unpresented items (who remembers Cheques).

VAT – there was no VAT recoverable as the claim was settled by the Club in 2023 although the Club paid an extra £3.

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

The Accrued Income of £3,000 relates to the prepaid receipt of £3,000 for the Regional Grant received for 2024 and was received in December and forms part of the bank balance. As the Financial Statements are for the year ended 31/12/23 the figures must not include future items and therefore this is deducted. This balance should be shown



under Prepaid Receipts. The Prepaid Expenditure balance is a sub total – there was no Prepaid Expenditure, this presentational error relates to both years and has been corrected for 2024 moving forward.

Overall, this arrives at a Net Asset position for the region, i.e. what the region is worth of £11,686. The financed section shows the balance brought forward from the previous year adjusted by the surplus from the Income and Expenditure account of £2,967 arriving at the Net Asset position of £11,686 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 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.

Last year a point was raised concerning the wording "have not been met" and Alison Woodham was to take the query forward when she commenced her new role as Club Treasurer – we have not heard anything, and the template has remained unchanged. It is a standard template used by all Regions and Centres.

I would like to give thanks to colleagues both past and present for their support shown to me in performing this role and give my best wishes to the Division moving forward. Finally, I must thank my wife for her support during the year in discharging my responsibilities as Treasurer.

This concludes my report Mr Chairman."

The Chair thanked the Treasurer for his report and asked if anybody was against the adoption of the report. There being no objections, the Report was adopted.

The Chair asked if there were any discussion points.

a. Mr David Tuthill asked, with over £11,000 sitting in the bank, what can the Division use the money for? The funds were given by the Club to spend on running the Division – i.e. an administration grant to be spent on the costs involved in running the Division during the year. The Division is not allowed to run rallies so the money cannot be used for that.

It was pointed out that in the past the region used to hold "Meet the Member" sessions – why cannot it be spent on something like that?

The Meet the Members events were originally funded by the Club, but the decision had been taken not to run such events any more.

The Treasurer felt the balances would reduce over time, as it was anticipated the Club would continue to reduce the grant and possibly may decide to miss a year's grant to

allow the accounts to catch up.

Mr David Grover felt that surely the matter was discussed at the Finance and Management Committee and that action should be taken to prevent such amounts sitting in bank accounts.

Mrs Sue Southwell added that the Review Group had been looking at the matter and further discussions were on-going.

Mr Gerry Cox commented that surely the situation was similar in Centres, with many with thousands of pounds in their bank accounts.

It was pointed out that Centres were funded differently with an annual grant from the Club based on their membership numbers. Other funding comes from rallies, raffles etc. Centres also have the opportunity to place funds on deposit with the Club as a way of receiving interest.

Mr Ian Grover reported that the Grants Committee was already looking at both the Division and Centre administration grants.

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

#### **AGM 2024 – Resumé 2024 Accounts:**

“Again, 2024 has followed the same pattern as previous years in that income has been greater than expenditure for the same reasons as explained.

The Final Financial Statements for 2024 have been produced and delivered to PKB, the accountants for their independent review, in order to meet the submission deadline to the Club of 31 March 2025.

The highlights are:

##### **Income**

Total income for 2024 was £3,054 compared to 2023 of £5,400.

Two main drivers being a £1,000 reduction in the grant and no funding for Question Time – it was not Home Counties turn, £1,400

##### **Expenditure**

Expenditure for 2024 expenditure, compared to £2,433 in 2023, the decrease mainly relates to no Question Time expenditure, offset by a slight increase in Special General Meeting costs over the AGM held in 2023.

The surplus for 2024 is £1,365 compared with £2,967 for 2023. The bank balance remains at a healthy £13,830.

As mentioned previously the bank balance is large, and it is interesting to note that over the years the grant is now reducing to compensate:

2022 4,000

2023 4,000

2024 3,000

2025 1,500 as notified

For 2025 the Club has notified that the Grant for 2025 is £1,500 against which I suspect expenditure will exceed, given the two GMs that have/will take place in 2025. Also notified is the grant of £1,380 for Question Time at the Henley River and Rowing Museum which has been approved.

The Division will continue to help and support all members and Centres of the Region. That concludes my resume, Mr Chairman.”

The Chair thanked the Treasurer for his resumé of the current year to date. He confirmed that Question Time is on 14 June 2025, with a rally being held by Buckinghamshire to support.

### **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 Selwyn Cooper, Executive Committee Member was invited to take control of the meeting.

“Our organisation, this Club like many Clubs of a similar type relies almost entirely on volunteers giving up their time freely. David, I know you have given 4 years and Alan 10 years. If you count up those hours and those undertaken by Linda and the rest of the team, it really is phenomenal.

On behalf of the Club, specifically David on your retirement and Alan on yours, just a thank you from the Club. We do recognise that the work that goes on is the bedrock of the Club, so I would ask the audience to give a round of applause. Thank you”

### **FINAL NOMINATIONS FOR 2024 / 2025**

Chair Trevor COCKS - Proposer, Josie Carlile - Seconder Stuart Bradley  
Deputy Chair

Administrator Linda ALLEN - Proposer - Hilary Clarke - Seconder Ian Grover

Treasurer David RICKARD - Proposer - Alan Cadman - Seconder Adrian Dawson

Digital Champion Wendy GODDARD - Proposer David Rickard - Seconder Leigh Goddard

Nominations for four of the five elected positions were duly elected to serve and were presented with their badges and window plaques.

No nominations had been received for the role of Deputy Chair and that role remained vacant. Anyone interested in taking on this role should speak to the Chair after the meeting.

The new Chair welcomed his new team.

“Just over a year, 15 months ago when I first joined the Region as it was then as an Independent Member, I certainly didn’t expect to see myself sitting here.

As you know we ended up with a Special General meeting, and I didn’t want to see the Region folding and split between other Regions, so I put my head above the parapet and we’ll see where we go. I will need to lean heavily on David and Linda for their help.

I would like to thank all of you, including Wendy (on Zoom) for help and support over the year and look forward to working with you. Thank you”

### **TO APPOINT AN INDEPENDENT EXAMINER**

The Chair thanked the Auditor, PKB Accountants Ltd for their services in the independent examination of the Regions' 2023 Accounts.

The Treasurer was called upon to nominate the Independent Examiner for 2024.

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 2024 accounts.

### **PROPOSITIONS**

The Chair stated that the Administrator had not received any propositions by the closing date as required by the Constitution.

### **ANY OTHER BUSINESS**

It was questioned that the Club really did not know the number of rallies / events provided by Centre nor the number of members attending? Also would the data be used to advantage?

Sue Southwell confirmed that the Club never had any data to show where its members toured or the contribution they made locally. She explained that the data would be used at meetings with the various tourists boards to show how the local communities benefitted from members using the local shops, pubs and restaurants when attending rallies and events. She promised that feedback would be provided.

It was agreed it would be interesting to see if having such data made a difference.

Selwyn added that rallying was very much part of the Executive Committee’s focus. It would be a very strong point for the Club to make regarding the benefit, particularly financially, to the local communities. Both Sue and Selwyn undertook to keep it high on the agenda at the Club. It was confirmed this was purely a CAMC initiative only.

It was asked if the CL network also made similar returns? It was thought that they did not have to provide such information but this would be clarified.

It was pointed out that when regions were originally set up, centres were supposed to seek advice / raise issues via their region, with queries being escalated to Governance – what had changed?

It was explained that many centres went direct to Governance when many issues could be sorted at a more local level. It had been included in the new constitution as it was felt many centres experienced similar issues, which could be resolved locally. Divisions would still have the option of referring issues to Governance if needed.

Concern was raised that Centres now having to raise issues or ask questions via the Divisions rather than going direct to Governance, would mean that delays would occur. The Administrator pointed out that some issues may not be suitable to wait until the next Division meeting, and the decision would be made to seek advice from Governance if needed.

Sue added that if centres went direct to Governance without approaching their division first, they would be advised to raise it with the Division. The process would be monitored.

## **PRESENTATIONS**

The Chair was very pleased to make a presentation of a clock to the out-going Treasurer as a way of showing appreciation for his years serving the region and hoped Alan and his wife Audrey enjoyed his retirement. Audrey was also presented with a gift as thanks for supporting her husband in undertaking his role over the years.

## **THANKS**

The incoming Chair thanked everyone for attending. He assured all present he was very willing to be contacted on any matter. New e-mail addresses would be set up shortly and will be circulated and posted on the website. He looked forward to meeting many of those present on the rally field over the coming year.

The Administrator informed those present that discussions were currently on-going regarding the date and venue for the 2025 AGM, and more information would be circulated as soon as possible.

There being no further business, the Chair closed the meeting at 4:25 pm.

Linda Allen

Division Administrator

Trevor Cocks

Division Chair