

BERKSHIRE CENTRE CARAVAN CLUB.

Minutes of the meeting held on 5th August 2025 at Padworth Village Hall.

The Chairman opened the meeting at 19:00.

Present

Chairman	Phil Tidbury	Committee
Vice Chairman	Mark Parker (Zoom)	Steve Moulds
Secretary	Jane Tuthill	Greg Saunders
Treasurer	Ian Grover	Judy Tidbury
Rally Secretary	Jo De'Ath	

1. Apologies

Stuart Bradley.

2. Minutes of the meeting held on 3rd June 2025

Minutes were proposed by Phil Tidbury and seconded by Greg Saunders.

3. Matters Arising.

8th October 2024

Item 8n.

Past Chairman badges. Phil has received 10 badges. He will get one to Wendy.

6th November 2024

Item 6a. Jane now has online access to the Centre's bank account.

4th March 2025

Item 4b. £4000 has been placed on deposit with the Club.

Item 4b. Ian to send invoices to CS&R and KC Improvements for website adverts. Ongoing.

Item 4c. 2026 Burns Night venue. See AOB.

1st April 2025

Item 6a. Greg has tried to get a list of suitable saleable items and prices to potentially advertise on Facebook, website and monthly newsletter (dependant on cost) but has had no reply.

Jo has a Cricut machine which can print designs on fabrics/mugs, etc. Will try out a monochrome Stag logo. Clothing can be bought and customised to suit an individual rather than having to buy and store a minimum order of stock.

6th May

Item 6d. Ian has sent Judy and Jo a list of Christmas party rally attendees. They still need to know children's details. Judy will email all attendees in September to check how many children/grandchildren will be attending.

Item 6d. Keith Stevens will be Father Christmas again.

3rd June

Item 4c. The kitchen is not available for use at Colleton School.

Item 4d. Jane has forwarded a copy of the Club's Social Media Policy for Volunteers to Wendy Goddard.

Item 4i. Jo posted details of the Chairman's competitions and recipe on Facebook.

Item 6. Phil contacted Swiss Farm to confirm Thursday arrival for some of the committee for the Chairman's rally.

Item 7b. Mapledurham and Abbey Rugby Club rallies were promoted in the newsletter and on Facebook.

Item 7c. All salt and pepper pots are stored at Steve's.

Item 7e. Ian took the Centre's publicity display boards to the Club's Question Time at Henley Rowing Museum.

Item 7f. Jane has ordered and received the rally bars for Abbey Rugby Club and the Division AGM rallies.

4. Reports

a. Chairman's Report

- Phil had attended the Upper Thames 75th rally recently and was impressed with a paragraph at the end of the rally letter outlining some key points such as no smoking/vaping in the marquee, no firepits, socials ending at a stated time, etc. Committee agreed it would be good to adopt something similar for all Berkshire rallies and put it on the rally envelopes. Phil to draft the wording and to rationalise the envelope layout.
- Phil commented that our invitation to Upper Thames for our Clanfield rally had been received too late to be included in their rally book and consequently had not been promoted at their flagpoles. Upper Thames are now promoting the rally.
- Phil offered to hold future committee meetings at his house (or other member's houses) to save some money in view of the Centre's grant from the Club being reduced. Committee to consider it.

b. Treasurer's Report.

- Ian is liaising with Stuart about RetroFest payments received.
- Ian discussed the rally data from the Abbey Rugby Club and Mapledurham rallies.

c. Rally Secretary's Report.

- The 2026 rally programme is almost complete. Some prices are to be confirmed nearer the time. Quite a few rallies have rally officers and What's On forms have been sent out to them. Rallies will be added to the website as soon as the What's On details have been received.
- Plaque styles (triangle, diamond, special) were clarified and it was agreed that the plaque colour for 2026 would be Dark Green. (Post meeting note: Jane to let FM-Tags know the 2026 plaque colour).
- Ian said that the upcoming Alfold rally only has 5 bookings. David Grover will contact the site to see if this is acceptable for them.
- It was suggested that the 2026 Alfold rally could be moved to the bank holiday at the end of May to make it a longer duration. Jo to try.

Committee thanked Jo for her hard work in putting a good programme together.

d. Secretary's Report.

- A new version of the Centre Guidance Handbook (2025) is available from the Club. It is shorter and more comprehensive and some forms have been updated – notably the Incident Report Form and Rally Risk Assessment template. These forms must be used moving forward. Jane has forwarded this to all committee members.
- Jane submitted an Incident Report form from the Chairman's rally but was reminded by Governance that the new form must be used in the future.
- Jane received an email with a poster from Phil Sambrook, Secretary of the South West Centres group, asking for their 2026 South West Centres event on 1-7 July 2026 to be publicised. Jane to send the poster to Jo to publicise on Facebook nearer the time next year.
- The Division forwarded an email from Governance saying that Nick Lomas, CAMC Director General, has given notice that he would like to leave in Q2 2026. The Executive Committee will begin the process to appoint his successor.

e. Division Report.

The next meeting has been moved to 27th August at the Holiday Inn, Aylesbury. Jane is unable to attend.

f. 200 Club Report.

Mark has sold a few more entries. It was agreed to hold the next draw at Clanfield. Entries are now £2.50 for the rest of the year. Jane to publicise this in the next monthly newsletter.

g. Competitions Officer Report

Mark is waiting for the flower arranging trophy to be returned. All other Chairman's rally trophies have been engraved.

h. Health and Safety Officer Report.

No report.

i. Communications Officer Report.

Jo reported that Wendy had put a few more rally adverts on Facebook.

j. Webmaster's Report.

Ian has carried out a few updates to the website.

k. Equipment Officer Report.

- Steve suggested that the water signs should be replaced.
- The tap on the leaking gas urn has been cleaned out and tightened up.

5. New website

- Not much progress to report on due to work commitments. The booking system is still being evolved.
- Comments are wanted on the rest of the site. Jane to come up with suggestions; Phil to send Jane the log in details so she can edit it.
- A manual will be produced for the booking system when the website is handed over.
- It was agreed to change SquareSpace webhosting fee to an annual payment to save money over monthly payments.

6. A.O.B

- a) Ian gave a presentation of a suggestion to hold a formal Dinner/Dance Burns Night rally at Cheltenham racecourse. Ian and David Grover to get figures together for deposits, etc for the venue/band/piper and terms and conditions of booking.
- b) Steve commented that the “small print” on the online booking form was in a larger font size than the rest of the text. Ian to investigate.
- c) Ian brought along a sample of a wooden Berkshire Centre window plaque made by Colin Moore. Cost £5 each including a donation to charity. Advertise them on the website.
- d) Ian wondered if the Centre should celebrate our 55th anniversary next year. Committee decided to wait until the 60th anniversary in 2031.
- e) Judy suggested that the paper copies of the 2026 rally programme planner didn’t need to be printed off for every rally. Wait until the programme is finalised and at Christmas/New Year. Make it available to download from the website and Facebook. Jane can attach the latest version to the monthly emails.
- f) Jane commented that the Division AGM rally only has 6 bookings which isn’t really viable as a rally. Jane to contact the Division administrator.
- g) Centre AGM. Need to push for nominations on the website and Facebook and monthly email (attaching a nomination form). Jane needs to send out a Calling Notice email to all members. Post meeting note: Calling Notice to be sent out 21 days prior to the AGM.

7. Future Rally Arrangements.

Venue	Flag	200 Club
RetroFest	No flagpole	
Alfold	Steve	
Clanfield	Greg	Mark
Division AGM	tba	

8. Next Meeting.

16th September at 7.00 pm at Padworth Village Hall.

The Chairman closed the meeting at 21:34

Actions Summary

8th October 2024		
8n	Give Past Chairman badge to Wendy	Phil
4th March		
4b	Send invoice to CS&R and KC Improvements for website adverts.	Ian
1st April		
6a	Try out a monochrome Stag logo to use for saleable Centre items.	Jo
6th May		
6d	Judy to email all Christmas party attendees in September to check how many children/grandchildren will be attending.	Judy
5th August		
4a	Draft wording for key points on rally envelopes. Rationalise the rally envelope layout.	Phil/Ian
4a	Committee to consider holding future committee meetings at Phil's house.	All
4c	Notify FM-Tags that the 2026 plaque colour will be Dark Green.	Jane
4c	Move the 2026 Alfold rally to the bank holiday at the end of May.	Jo
4d	Jane to send the poster for the South West Centres event to Jo/Wendy to publicise on Facebook nearer the time next year.	Jane/Jo
4f	Jane to publicise that 200 Club entries are now £2.50 for the rest of the year in the next monthly newsletter.	Jane
4k	Consider replacing and rewording the water signs.	Steve/All
5	Phil to send Jane the new website log in details so she can edit it.	Phil/Jane
5	Change SquareSpace fee to an annual payment	Phil/Ian
6a	Ian and David Grover to get figures together for deposits, etc for the venue/band/piper and terms and conditions of booking for a formal Dinner/Dance Burns Night rally at Cheltenham racecourse.	Ian
6b	Make the "small print" on the online booking form the same font size as the rest of the text	Ian
6c	Advertise the wooden Berkshire Centre window plaques	Ian
6e	Keep an up-to-date version of the 2026 rally programme/planner on the website and attach it to the monthly newsletter emails.	Ian/Jane
6f	Contact the Division administrator to inform her that the Division AGM rally only has 6 bookings.	Jane
6g	Push for committee nominations on website, Facebook and monthly newsletter email	Ian/Jo/Jane
6g	Email Calling Notice for the AGM to all members by 13 th September.	Jane