

DRAFT Minutes 7th Meeting and Annual General Meeting (AGM) of the Berkshire Boundless C&C group Committee held at Orchard Farm Rally.

Date/Time: Sunday 31st April 2023, commencing at 12.00am.

Attendees:

| Name | Member #/ Postcode | Current Role (if applicable) | Guests | Present at AGM |
|-------------------|-----------------------|------------------------------|--------|----------------|
| Colin Pipe | | Secretary | | Y |
| Claire Littleford | | Treasurer | | y |
| Mel Williams | | Chairperson | | y |
| Di Williams | | | | Y |
| Steve Gale | | Committee Member | | Y |
| Sharon Pipe | | | | Y |
| Melissa Rigley | | | | Y |
| Kim Gale | | | | Y |
| Debbie Cox | | | | Y |
| Judith Johnson | | | | Y |
| Cathy Hopton | | | | Y |
| Nick Pope | | Committee Member | | Y |
| Marc Cox | | Committee Member | | Y |
| Rebecca Williams | | | | Y |
| Tonty Williams | | | | Y |
| Vicky Minty | | Committee Member | | Y |
| Richard Griffin | | | | Y |
| Lee Griffin | | | | Y |
| Toni Adams | | | | Y |
| Justin Evans | | | | Y |
| Gary Johnson | | Committee Member | | Y |
| Becky Williams | | | | |

CHAIRPERSON- Mel Williams.

AGENDA ITEMS

APOLOGIES FOR ABSENCE

| Name | member number | Role if applicable |
|------|---------------|--------------------|
| none | | |

MINUTES FROM LAST MEETING

Minutes were presented of the 8th AGM to the meeting and accepted.

The previous AGM minutes in April 2022 were accepted and passed by those members and committee present. Proposed by Claire Littleford and seconded by Colin Pipe.

MATTERS ARISING

The election of Group Officers and committee members are proposed and seconded.

Therefore, the following Boundless members were elected to the various roles.

| Role | Name |
|-------------------|-------------------|
| Chairperson | Mel Williams |
| Secretary | Colin Pipe |
| Treasurer | Claire Littleford |
| Committee Members | Marc Cox |
| Committee Members | Vicky Minty |
| Committee Members | Steve Gale |
| Committee Members | Nick Pope |
| Committee Members | Gary Johnson |

The members were asked if they supported the election of the committee, and this was unanimously decided by the members therefore the committee was elected.

SECRETARY'S REPORT, including correspondence.

Past Events

The Secretary thanked all the committee members, rally marshals' and assistants that helped throughout 2022. All help is appreciated, and the members and attendees of this group is welcomed as the club would not continue to be a success without the volunteers.

Successes of the Berkshire group in 2022

| Event title | Dates | Marshalls | Assistant marshals |
|---------------------|-------------|---------------------|--------------------|
| Burton on the Water | 22-27/06/22 | Paul & Jude Johnson | Cathy Hopton |
| Bucklers Hard | 14-19-07/22 | Colin & Sharon Pipe | Mel & Di Williams |
| Abingdon Vale | 25-30/08/22 | Mel & Di Williams | Marion Cox |
| Wallingford | 22-27/09/22 | Marion Cox | Mel & Di Williams |
| Isle of Wight | 16-23/10/22 | Marion Cox | Mel & Di Williams |
| Thatcham | | Nick & Sharon Pope | Kim & Steve Gale |

FUTURE EVENTS)

Planned for 2023

| Event title | Dates | Marshalls | Assistant marshals |
|---|--------------------|---------------------|-------------------------|
| Easter In Hayling | 6/4 -11/4/23 | Kim and Steve | Nick and Sharon |
| Mayday in Wiltshire | 27/4-2/5/23 | | AJ and Melissa |
| Thatcham Rally | 25/5- 30/5/23 | Toni & Justine | Tony and Becky Williams |
| Blackland Lakes | 20/07 -25/07/2023 | Colin & Sharon Pipe | Di and Mel Williams |
| August in Hayling | 03/08 - 08/08/2023 | Kim & Steve Gale | Colin and Sharon Pipe |
| One hundred Year Celebration Rally Henley Summer Rally | | Marion Cox | Di and Mel Williams |

Planned for 2024

| Event title | Dates | Marshalls | Assistant marshals |
|----------------|-------|---------------|--------------------|
| Easter Hayling | TBA | Kim and Steve | |

| | | | |
|----------------------------|-----|-------------------------|--------------|
| Bucklers Hard | TBA | Colin and Sharon | |
| Bourton on the water Rally | TBA | Paul and Judith Johnson | Cathy Hopson |
| Bristol Balloon rally | TBA | | |
| Gloucester | TBA | Vicky Minty | |
| TBA | TBA | Claire & Jon Littleford | |
| TBA | TBA | | |
| Abingdon | TBA | Di & Mel Williams | |
| | | | |

We thank you for your continued support as rally marshals and assistants. Your support to this club is invaluable.

Please let us know if you will be interested in becoming a Marshall or assistant marshals or have any suggestions for future rallies especially in 2024, please contact the secretary of the Berkshire group who will assist you in the requirements of running your rally.

This is the 100-year anniversary of CSMA this year and we have a dinner dance planned at the Henley rally, if anyone can provide some help.

TREASURERS REPORT

The current account balance at the end of 2022 was £1,530.24 which includes a holding of charity funds raised of £1,316.85. Following this meeting a cheque will be presented to 'Guillain Barre' and Pancreatic Cancer for £658.43 which were the nominated charities for last year.

| AUTO-SUMMARY | Quarter | Year |
|------------------------|---------|------|
| BERKSHIRE GROUP | 1-4 | 2022 |

Income

| | |
|--------------------------------|----------|
| Administration | 0.00 |
| Events | 1,332.05 |
| Publicity | 0.00 |
| Raffle expenditure/Recognising | |
| Volunteers | 0.00 |
| Imprests received | 0.00 |

| | |
|---------------------|-----------------|
| Total income | 1,332.05 |
|---------------------|-----------------|

Expenditure

| | |
|--------------------------------|----------|
| Administration | 546.00 |
| Events | 1,812.27 |
| Publicity | 0.00 |
| Raffle expenditure/Recognising | |
| Volunteers | 0.00 |
| Imprests issued | 0.00 |

| | |
|--------------------------|-----------------|
| Total expenditure | 2,358.27 |
|--------------------------|-----------------|

Net external costs

| | |
|----------------|--------|
| Administration | 546.00 |
| Events | 480.22 |
| Publicity | 0.00 |

| | |
|---|------|
| Raffle expenditure/Recognising Volunteers | 0.00 |
|---|------|

| | |
|----------------------|----------|
| Total external costs | 1,026.22 |
|----------------------|----------|

The Berkshire group requested £4350 to support events in 2023 from Boundless by CSMA Central to assist the Berkshire club. This budget was agreed by central group.

| | 2023 Budget Approved |
|---|----------------------|
| Gross Running Costs (Before income taken into account) | |
| Event Costs | 1660 |
| Administration | 2640 |
| Publicity | 50 |
| | |
| Total Gross Running Costs | 4350 |
| Less: Direct Income | 0 |
| TOTAL NET RUNNING COSTS | 4350 |

There have been a few items that have been held back following COVID restrictions. The main things identified include.

Items delayed from COVID included PAT Testing of Urn, Flood Lights and speaker sets, replacement Fire-extinguisher, replacement Fire Blankets.

Standard consumables such as gas for the gas urn for non-electric sites, first aid kit replacements including ice packs, securing pegs for event shelters.

Garage rental (increased rental costs).

The treasurer attended a Club meeting for treasurers with Geoff Gaunt in Dec 2022. This was a positive update; it was good to hear how others run their accounts with lots of hints and tips. We asked for additional information to support sections of the forms we must fill in as treasurers – specifically the QBA and the key improvement was increased mileage rates to 35p a mile plus 3p additional for eligible claimants supporting events.

OTHER REPORTS

Camping and Caravanning Report

Public Liability Insurance issues have been raised for some for rallies that were held on non-commercial sites such as in a field without Public Liability Insurance which is causing Boundless company insurers some concern.

Some behavioural issues were raised regarding the Facebook Group and the unpleasant nature of some posts, The rules for this page have been updated to reflect expectations. None to note during this meeting – these are sent to the committee monthly as received.

ANY OTHER BUSINESS

This system does not seem to work for either the members wishing to show interest as there is no conformation, it is not automatic and relies on a person, some marshals do not use electronic media and miss the interests also there has been many items where people assumed they have booked but details were not passed across to the marshals.

System needs an overhaul or removing until the issues can be corrected. This is confusing for both members and marshals and causing significant concern from both parties causing stress for the All. ACTION 1

The supporting MS form does not work. ACTION 2

Request Boundless to advertise the Henley rally emphasizing the dinner dance part as many was not aware as the advert was not explicit. ACTION 3.

It was suggested that a DEFIB could be investigated to have within the box. ACTION 4. Colin to ask Boundless regarding insurance and training requirements. If this could be a possibility.

Suggested Charities for 2023 will continue to have Guillain Barre' and a new suggestion of the Duchess of Ken Hospice.

Discussions were raised on the delivery and transport of equipment to rally sites. It was discussed that discussed that this is an option it would need to be scoped within the expense claim. If marshals need this, please confirm that within your requirement to enable us to balance the budget requests for the following year.

Actions

| # | Action | Action Owner | Date to complete | Closure comment |
|---|--|-------------------|------------------|-----------------|
| 1 | To discuss the form for expression of interest and discuss the reasons it is causing distress and additional administration. Please aid the Berkshire club to go back to original process as the current one is not working efficiently. | Colin Pipe | | |
| 2 | The MS form within the manual does not work? | Colin Pipe | | |
| 3 | Request Boundless to advertise the Henley rally emphasizing the dinner dance part as many was not aware as the advert was not explicit. | Colin Pipe | | |
| 4 | Potential end of year rally Salisbury | Claire Littleford | | |
| 5 | Investigate with Boundless regarding insurance and training requirements of a DEFIB | Colin Pipe | | |
| 6 | Make Payment to Charity's for 2022 | Claire Littleford | | |

AOB: There will be additional Committee Meetings throughout 2023.

Two Charities for 2023 were agreed by the attendees at AGM which are Guillain Barre's and

The meeting was closed at 12:45

Minutes agreed:

Signed

**Chairperson
Date**

**Mel Williams
01/05/23**

Next Meeting:

