



**Meeting notes of the 576^h Committee Meeting of the West Sussex Centre
of the Caravan and Motorhome Club held 7.00 pm Wednesday 10th
December 2025 via Google Meet**

1. Apologies for absence. Keith & Janine Aylmore

2. Attendees.

Keith Wood Chair (KW), Nick Harris Secretary (NH), Kerry Ramsey Treasurer (KR), Carol Wightman Rally Secretary (CW), Elizabeth Greenfield (EG), Sara Martin (SM), Janette Mitten (JM), Lee Mitten (LM), Dave Wightman (DW) and Sam Wood (SW).

KW thanked those present for attending

3. Notes of the previous meeting.

The notes were agreed.

4. Matters Arising. NIL

5. Actions from the notes 575. Defibrillator bought.

6. Notification of any other Business.

Nil

7. Secretary's Report.

Since last meeting we have had 32 new members, 8 re registered, 0 re joined, 2 resigned and 34 not renewed to centre.

Membership numbers are now 1 life member, 903 lead down from 907, 783 joint up from 785, 17 family no change. Total 1704 down from 1710.

8. Treasurer's Report.

£14,954 in current account including £5,000 deposits for New Year. VAST returns done, there may be some to pay. KR asked that invoices which attract VAT must have a VAT receipt so it can be claimed back where appropriate.

Please include rally/event number on any receipts submitted for payment.

KR explained that Sophie in Finance is asking reasons for the delay on the 2024 accounts not being sent in.

There were 8 queries, 6 of which Kerry has resolved, but 2 need SW's assistance in finding the receipts for New Years Eve 2024 which she is going to organise over the weekend and send to KF

KF has offered to take those receipts and answers to other 8 queries into Carpenter Box Accountants and she will inform Sophie that the email was brought up at last night's committee meeting and she will wait on SW's receipts.

9. Rally Secretary's Report.

2026 events envelopes being prepared. Content was discussed and agreed. Email addresses for Secretary and treasurer to be included for ease of sending requires stats.

10. Southern Centres. (SC)

Minutes sent to KW for website.

11. South East Division. (SED)

Advert to be placed to be put on Facebook re volunteers for Club fest.

12. Committee with responsibilities: -

- a. Rally Book 2026. Done and uploaded onto Web site
- b. Web site. All up together.
- c. Centre Equipment. Nil to report
- d. Plaques. All up to date. Maroon with white text for 2026.
- e. Health and Welfare. Nil to report

13. Centre Media/Advertising.

SM reported that she is more than happy to create posters etc to advertise our events. Info regarding the program or local attractions/events would be ideal to promote the local amenities and area.

14. Food Handling and Hygiene Certification.

In hand by SW

15. AOB

The matter of face to face meetings was discussed. To be put on agenda for next meeting.

KW thanked the committee for their hard work and is looking forward to next year.

Wednesday 14th January 2026 via Google Meet.

Nick Harris. Secretary

Meeting ended at 7.55 pm.