

Tamar DA Annual General Meeting

Saturday 19th March 2022, Pelynt Village Hall



Contents:

45 th AGM Agenda	Page 1
Minutes of the 44 th AGM	Page 2
- Notes of the Members Meeting (17 Oct 21)	Page 4
Chairman's Report	Page 7
Secretary's Report	Page 8
Treasurer's Report	Page 9
Auditors Report/Certificate	Page 10
Accounts:	
- Weekend Meets 2021	Page 15
- THS Meets	Page 19
- Equipment & Regalia List	Page 22
- Bank Reconciliation (12 Jan 22)	Page 27
- Receipts & Payment Summary – Q4	Page 28
- Balance Sheet – Q4	Page 29
- Deposit Account Summary (5426)	Page 30
- Deposit Account Summary (5427)	Page 31
Appointed Officer to SW Region Report	Page 32
Youth Leaders Report	Page 33
Sites Officer Report	Page 34
THS Officer Report	Page 35
Chatter Editor Report	Page 36
Webmaster Report	Page 37
Tamar DA Constitution	Page 38

Agenda for the 45th Annual General Meeting Agenda, to be held at Pelynt Village Hall, Pelynt, Cornwall, PL13 2LP on Saturday 19th March 2022 at 15:00

Item	Detail	
1	Chairman's opening remarks	
2	Apologies	
3	Minutes of the 44 th AGM held on 20 th March 2021	
4	Chairman's Report for the year 2021	
5	Secretary's Report for the year 2021	
6	Treasurer's report for the year ending 31 December 2021	
7	Auditors Report	
8	Adoption of the accounts	
9	Reports <ul style="list-style-type: none"> a. Appointed Officer to SWR Council b. Youth Leaders c. Sites Officer d. THS Officer e. Chatter Editor f. Webmaster 	
10	Notice of appointments <ul style="list-style-type: none"> a. Treasurer b. Youth Leaders 	
11	Elections <ul style="list-style-type: none"> a. Committee Members b. Auditors c. Chatter Editor d. Webmaster 	
12	Adoption of the DA Constitution	
13	Notice of Motion <i>(To be submitted by the Friday 4th February 2022)</i>	
14	Date, time & venue of next meeting	

	<p>A Dearling - SWR AGM is now a virtual event, members will need to pre-register by email SWR Secretary.</p> <p>b. Sites Officer - Nothing to add to submitted report. Discussions on lockdown and site restrictions.</p> <p>c. THS Officer - Nothing to add to submitted report. Update: Little Bodieve THS has been cancelled by the site owner for 2021.</p> <p>d. Charity Officer - Nothing to add to submitted report.</p>
10	<p>Notice of appointments.</p> <p>a. Treasurer Julie Weeks was appointed as Treasurer for 2021. We are seeking a new treasurer for 2022, appointment needs to be confirmed by the end of October 2021.</p> <p>b. Youth Leader Lee Williams and Lesley-Anne Lupton have been appointed as Youth Leaders for 2021. Kim Ashby has been appointed CCJ Leaders for 2021.</p>
11	<p>Elections</p> <p>Committee Members Continuing for their second year are.</p> <ul style="list-style-type: none"> - Christine Williams - Mike Weeks - Ray Burch - Colin Burdett <p>Nominations for Two years are.</p> <ul style="list-style-type: none"> - Mel Wilcocks- Proposed by Linda Hall and seconded by Jon Hall. - Linda Hall – Proposed by Julie weeks and seconded by Melanie Wilcocks. - Stacey Burch – Proposed by Linda Hall and seconded by Melanie Wilcocks. <p>Nominations for One Year are</p> <ul style="list-style-type: none"> - Jon Hall – Proposed by Julie Weeks; Seconded by Melanie Wilcocks <p>There were no nominations from the floor. Members agreed to the election of the above members.</p> <p>Auditors Karl Field has kindly agreed to stay on as auditor. Julie Martin has agreed to continue as the second auditor. Members confirmed the appointment of auditors.</p> <p>Chatter Editor & Webmaster Mike Weeks has agreed to become Chatter Editor for 2021 Jon Hall has agreed to act as Webmaster for 2021. Members confirmed the appointment of Chatter Editor & DA Webmaster</p>
12	<p>Notice of Motion. No motions submitted.</p>
13	<p>Date, time & venue of next meeting The next AGM will be in March 2022, date and venue to be confirmed.</p>
	<p>The Meeting closed at 15:22</p>

Chair
Linda Hall (LH)
Members
Numbers in attendance: 30

Item	Detail
1	<p>Apologies Mr J Bradley; Mr & Mrs W Gibbons;</p>
2	<p>Chairman's Welcome Welcome to Mr A Major – SWR President & Mr P Hall – SWR Councillor LH welcomed to the members meeting, this is the first time we have had the opportunity to meet since the AGM in March 2020. I would like to first thank all members for their support and understanding during the past 18months, which has been a challenge for us all, in different ways. Special thanks to goes to those members who have stewarded on behalf of the DA during this time, and the way in which they have responded to the changes imposed onto the DA to enable us to resume camping. I would like to personally thank the all the committee members who guided the DA through these times, last week was our first face to face meeting since March 2020, like most of you we have had to manage the virtual world. We are hoping that Head Office release updated instructions for DA Camping before the start of the new season, but at present the committee are working on the assumption that for the start of the season we will remain with the current format for DA Camping. Any updates and changes will be posted on the DA website and in the Camping Chatter.</p>
3	<p>Bonfire Meet 2021 This brings me onto the Bonfire Meet, unfortunately as you might have seen on the website and via Facebook the committee made the difficult decision to cancel the Bonfire Meet this year. The Camping and Caravanning club has updated its Green Paper on Insurance in relation to the hosting of Firework displays and bonfires, following an update from the clubs insurance company. Following a review of this green paper the committee felt that we where not in a position this year to fully comply with the green paper, and therefore would not be holding a firework display. Then based on the fact that at the time of the committee meeting we had no confirmed steward and only members booked, we made the decision to cancel the meet. Hopefully, next year we can return to our normal end of season activities.</p>
4	<p>Christmas Social Events The Christmas Social will take place this year at Agaton Social Club on Saturday 4th December. Entertainment has been arranged for the evening. The CCJ Christmas Party will take place on Sunday 12th December at Torpoint Council Chambers. Please see Kim for more details and booking form.</p>
5	<p>THS & Weekend Meet Stewards 2022</p>

	<p>There is a list of meets for next year are on the table, please sign up if you are able to steward a meet.</p> <p>LH advised members that we have limited stock of stewards pennons. LH asked members options on continuing with THS Steward pennons. Two members would like to continue with stewards pennons, the remainder where in favour of plaques.</p>
6	<p>SWR Summer Meet 2022</p> <p>The region will be hosting the event, which will be held at Newnham Park Plymouth from Friday 8th - Sunday 10th July 2022. More information will be released from the region soon, keep an eye on the website for details.</p> <p>As the region are hosting within Tamar, they may seek support from DA members with the running of the event. We will share information with you all via the Chatter and the website.</p>
7	<p>Dinner Dance</p> <p>This year's dinner and dance is taking place at the Kilbernie Hotel, Newquay. Today is the closing day for bookings. If you would like to come and haven't yet booked, please see Chris Williams.</p> <p>LH updated members on the status of this year's venue.</p> <p>The committee have started looking at next years dinner and dance, and Chris can update us. CW, updated members on the current offer for Livermead Cliff Hotel. Currently They are offering £35 for the meal and £120 per night for rooms.</p> <p>Suggestions, for alternative hotels and or alternatively hosting the event in February / January. The majority of members where in favour of changing the dates, to February / January or October.</p> <p>The Committee will look into alternative options for Autumn/Spring 2022/23.</p>
8	<p>National Rally Update</p> <p>CW provided an update to members on the new proposed National Rally. More information will be released in the new year.</p>
9	<p>Committee Members Vacancies</p> <p>LH confirmed that Mr J Hall has been appointment as treasurer for 2022. The DA are currently looking for volunteers to join the committee in 2022.</p> <p>The AGM will take place Saturday 19 March 2022, Tencreek, Looe</p>
10	<p>Any other Business</p> <p>Mr D Wallwork, asked for clarification on the Newnham Bonfire Meet. LH/JH updated members on the reasoning and decision making for cancelling the meet. Mr D Wallwork has agreed to steward the meet at Newnham Park for this year.</p> <p>Mr A Smith, asked about the booking of meets. LH advised that we are following club green paper, and the decision is beyond our control. Mr M Weeks advised members that some sites are limiting the availability of pitches to the DA, so having book pitches makes this easier.</p> <p>LH updated members on the situation at the birthday meet, the site owners have retracted the use of the barn/hall. Currently they have also prevented the use of the marquee.</p>

	<p>Easter Meet, the football club have cancelled the booking of the hall. The committee are looking at other options, including the use of the barn on the site.</p> <p>Mr D Wallwok, advised he has price list for Fleeces & Clothing if anyone is interested. Will look to close requests at the end of November.</p> <p>Mr C Ames would like to thank the committee for the work and input over the last two years.</p>
11	<p>Stewards Pennons LH presented pennons to members who steward THS's in 2020.</p>
	<p>Next Meeting Will follow the AGM on the 19th March 2022</p>

Item 4: Chairman's Report

I wonder where the last 3 years have gone.

My last 3 years have been a challenge not what I expected, approaching my second camping season we were hit by Covid and by the end of March 2020 we had to start cancelling meets. This carried on right through to the first of August so a few THS's as well as weekends had to be cancelled, this caused other problems like Little Bodieve deciding that in future years they can fill the rally field so no longer wanted us there.

2021 didn't start any better as we did not start camping until the birthday meet and we had to cancel any activities that we usually have.

I have enjoyed my time as Chairman but do feel I have missed out on some of the more social aspects. During my three years I have had 1 Easter meet, 1 Birthday meet, 1 social AGM 1 virtual AGM and 2 dinner & dances.

I must give a big thanks to all who served on committee during my time as without their support things wouldn't have gone ahead, I would also like to thank all stewards for weekend & THSs who have support Tamar DA as without you no meets would be able to run.
Good luck to the next committee.

See you in the field

Linda Hall
Chairman, Tamar DA

Item 5: Secretary's Report

This is my third year as Secretary, after being co-opt on to the committee in 2019, and finally year as secretary as I move to undertake the role of Treasurer for 2022.

The challenges of Covid-19 restrictions where in place for the first half of the year. The committee returned to in person committee meetings in October 2021, prior to the in persons members meeting.

In June 2021 National Council approved several changes to Club unit constitutions. The key change made is as shown below:

Number of meetings and Virtual meetings

Previous wording: Ordinary Committee Meetings: The Committee shall meet a minimum of three times between AGMs, with meetings spaced suitably during this period. At the first meeting of the Committee following the AGM, the Committee shall elect or appoint...

New wording: The Committee shall meet a minimum of four times between AGMs, with meetings spaced suitably during this period. A maximum of two of these meetings may be held virtually. Additionally, following the AGM, the Committee shall hold an appointments meeting to elect or appoint...

At the July TDA Committee meeting, the committee agreed to adopt the updated constitution subject to ratification by members at the AGM, [Item 12].

I would like to thank the committee for their support over the past three years and offer my support to the new secretary.

Jon Hall
TDA Secretary

Item 6: Treasurer Report 2021

It's that time of year again, AGM, I know everybody will be looking forward to getting as much camping in as possible during the warmer months.

Well, this is my final treasurer report as I have now stood down after four years! (that's gone quick!) I've enjoyed my time as treasurer. Thankfully Jon Hall has stepped forward to take the job on and I wish him all the best.

I would just like to thank all the committee I've worked with and for all their support over these years.

I would also like to send my best wishes to the new committee for the year ahead.

Happy Camping Everyone!

Julie Weeks

Auditor's Certificate

Year end 31 December 2021



Unit: TAMAR DA

Please ensure that you have read the Notes for Guidance for Regions/DA/Sections Treasurers and Auditors before you continue.

It is important that you understand that you are auditing simple cashbook accounting.

All units should only complete one cashbook, the only exceptions to this is if they have an active youth section or the unit runs or holds any large meets then any balances should be transferred to the units main cashbook.

Follow the 12 steps to auditing the accounts a step at a time and circle the boxes YES or NO to answer the questions. There is a line under each question for you to add any comments and additional space has been assigned in the certificate for you to make any notes you feel necessary to either answer the questions or comment on the accounts in general.

1. Does the unit keep an audit trail?

NOTE: For example all receipts and payments in the cashbook should be matched to an invoice, receipt, or meet sheet. The Treasurer must retain any paperwork relating to income or expenditure.

Y / N

2. Are the entries in the cashbook entered in the correct columns?

NOTE: For example, are payments made by cheque entered into the bank column on the payments sheet and Meet fees collected from members entered into a vatable column in the receipts sheet

Y / N

3. Are all monies collected banked on a regular basis and entered into the cashbook correctly?

Y / N

4. Are Capital Expenditure payments correctly authorised as per Green Paper 2.3 and Committee guidelines ?

N/A

Y / N

5. For all DA, Region and Section units, are appropriate invoices held to support the Vat payments as per Green Paper 2.6?
 Y / N
6. Has all cash held, including floats, been banked at the end of the year or accounted for in the cashbook?
 Y / N
7. Have reconciliations been completed to reconcile the cashbook to the bank statement, HQ account and cash in hand?
 Y / N
8. Have all Online Banking transactions, bank reconciliation and bank statements been checked for authorisation as per Green Paper 2.8, agreed and signed by the Chairman? If not please explain why.
Except those issued during lockdown Y / N
9. Does each Meet have a Steward's sheet completed?
 Y / N
10. If there is any Equipment /Regalia, has a separate list been completed?
 Y / N
11. Can you confirm that if there are any transactions relating to the following financial year, they are for deposits paid or fees collected only and that they are entered onto the cashbook?
None. Y / N
12. Has a sub- account been included within the cashbook for each Holiday Site and large Event?
N/A Y / N
13. Have receipts and payments been identified and reported for each individual THS and any large meet, with the THS number clearly shown along with final figures?
 Y / N

Any differences between cashbook bank balance and Bank statement balance should be unrepresented cheques. A bank reconciliation will identify the differences.

Please ensure that THS accounts include their reference number in the heading.

If the cashbook balances agree with the Bank and HQ statements please complete the Audit Certificate.

If they do not agree, but the difference is unrepresented cheques/deposits please complete the Audit Certificate.

Otherwise please explain any differences between Actual and Cashbook balances.

These pages are a guide for the auditors and need not be included with the report given to the AGM, it must however be signed by each Auditor, dated and kept with the units accounts.

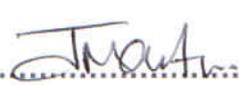
Auditor 1

Signed.....

Print Name K F I E W

Date..... 24 JAN 22

Auditor 2

Signed.....

Print Name JULIE MARTIN

Date..... 24/01/2022

Advisory Notes to the Unit Treasurer

Auditor's Certificate



Please enter the balances for the following as at 31st December to verify that the accounts have been audited:

Cash in hand as per cashbook	£ 125.93	Actual Cash in hand	£ 95.13
Bank balance as per cashbook	£ 12,279.44	Bank balance as per Bank statement	£ 12,279.44
HQ balance as per cashbook	£ 24,750.01	HQ balance as per HQ account statement	£ 24,750.01
Total	£ 37,155.38	Total	£ 37,124.58

I/We have audited the TAMAR
 Region/DA/Section & Section Units accounts for 20.21....
 I/We can certify that the accounts comply with the guidelines.

Audited By: [Signature]
 (Block Capitals)

Audited By: JULIE MARTIN
 (Block Capitals)

Auditors Signature: [Signature]

Auditors Signature: [Signature]

Date: 24 JAN 22

Date: 24 10 1 2022

Address: 5 HONICOMBE PARK
 ST ANNES CHARLE
 CALLINGTON

Address: 49 CHAPELDOWN
 ROAD
 TIDEPOINT
 CORNWALL PL12 4Y

Membership Number: 778838
 (If Applicable)

Membership Number: 685971
 (If Applicable)

Please forward signed certificate to Unit Support along with final Bank statement for the financial year 2021.

Additional Audit Observations and Advisory Notes

We have made the following observations:

The cash in hand is different from that stated in the cashbook due to £30-80 being spent on Hall hire & refreshments for DA Committee meeting on 13/1/22.

JMauri


TAMAR DA MEETS 2021

M4696/2021		Meet Sheet	PORTH BEACH		12-14/03/2021					
CANCELLED		VAT Registered	YES					Camping Numbers		
		Wavered						Adults		
								Children		
								Youth		
								Nights		
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett	
	Site Fee's	0.00	0.00	0.00		Site Fees	0.00	0.00	0.00	
						Subsidy	0.00	0.00	0.00	
		£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
				Differences						
		Gross	VAT	NETT						
Loss		0.00	0.00	0.00						

M4701/2021		Meet Sheet	TENCREEK (AGM)		19-21/03/2021					
CANCELLED		VAT Registered	YES					Camping Numbers		
								Adults		
								Children		
								Youth		
								Nights		
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett	
	Site Fee's	0.00	0.00	0.00		Site Fee's	0.00	0.00	0.00	
					PV	Subsidy	0.00	0.00	0.00	
		0.00	0.00	0.00			0.00	0.00	0.00	
				Differences						
		Gross	VAT	NETT						
Surplus		0.00	0.00	0.00						

M4706/2021		Meet Sheet	HELIGAN		26-28/03/2021					
CANCELLED		VAT Registered	YES					Camping Numbers		
								Adults		
								Children		
								Youth		
								Nights		
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett	
RV	Site Fee's	0.00	0.00	0.00	PV	Site Fee's	0.00	0.00	0.00	
					PV	Subsidy	0.00	0.00	0.00	
		0.00	0.00	0.00			0.00	0.00	0.00	
				Differences						
		Gross	VAT	NETT						
Surplus		0.00	0.00	0.00						

M4716/2021		Meet Sheet	BROADLEIGH		01-05/04/2021					
CANCELLED		VAT Registered	YES					Camping Numbers		
								Adults		
								Children		
								Youth		
								Nights		
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett	
RV	Site Fee's	0.00	0.00	0.00	PV	Site Fee's	0.00	0.00	0.00	
					PV	Subsidy	0.00	0.00	0.00	
		0.00	0.00	0.00			0.00	0.00	0.00	
				Differences						
		Gross	VAT	NETT						
Loss		0.00	0.00	0.00						

M1968/221		Meet Sheet	HARFORD BRIDGE		09-11/04/2021					
CANCELLED		VAT Registered	YES					Camping Numbers		
								Adults		
								Children		
								Youth		
								Nights		
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett	
RV	Site Fee's	0.00	0.00	0.00	PV	Site Fee's	0.00	0.00	0.00	
						Subsidy	0.00	0.00	0.00	
	Charity	0.00	0.00	0.00			0.00	0.00	0.00	
				Differences						
		Gross	VAT	NETT						
Loss		0.00	0.00	0.00						

M4711/2021		Meet Sheet	HENDRA		16-18/04/2021					
		VAT Registered	YES					Camping Numbers		
								Adults 43		
								Children 7		
								Youth 5		
								Nights 41		
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett	
RV083	Site Fees	369.00	17.58	351.42	PV010	Site Fee's including Subsidy	379.25	18.06	361.19	
RV087	Charity	16.20			PV		0.00	0.00	0.00	
		385.20	17.58	351.42			379.25	18.06	361.19	
				Differences						
		Gross	VAT	NETT						
Surplus		-10.25	-0.48	-9.77						

M4722/2021		Meet Sheet	LITTLE WINNICK		23-28/04/2021						
CANCELLED		VAT Registered	YES					Camping Numbers			
									Adults		
									Children		
									Youth		
									Nights		
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett		
RV	Site Fee's	0.00	0.00	0.00	PV	Site Fee's	0.00	0.00	0.00	0.00	
						Subsidy				0.00	
		0.00	0.00	0.00			0.00	0.00	0.00	0.00	
									Even		
									Gross	VAT	NETT
									0.00	0.00	0.00

M4732/2021		Meet Sheet	WOODA		30/04-03/05/2021						
		VAT Registered	YES					Camping Numbers			
									Adults	77	
									Children	6	
									Youth	13	
									Nights	116	
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett		
RV101	Site Fee's	1,630.00	77.62	1,552.38	PV018	Site Fee's	1,630.00	77.62	1,552.38		
					PV020	Subsidy	405.00	19.29	385.71		
		1,630.00	77.62	1,552.38			2,035.00	96.91	1,938.09		
									Surplus		
									Gross	VAT	NETT
									-405.00	-19.29	-385.71

M4739/2021		Meet Sheet	WATERGATE BAY		07-09/05/2021						
		VAT Registered	YES					Camping Numbers			
									Adults	37	
									Children	4	
									Youth		
									Nights	38	
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett		
RV121	Site Fee's	350.00	16.67	333.33	PV024	Site Fee's Includes £55 Subsidy	405.00	19.29	385.71		
RV119	Charity	28.00						0.00	0.00	0.00	
		350.00		333.33			405.00	19.29	385.71		
									Loss		
									Gross	VAT	NETT
									-55.00	-19.29	-52.38

M1688/2021		Meet Sheet	RIVER DART		14-16/05/2021						
CANCELLED		VAT Registered	YES					Camping Numbers			
									Adults		
									Children		
									Youth		
									Nights		
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett		
RV	Site Fee's	0.00	0.00	0.00	PV	Site Fee's includes £93 Subsidy	0.00	0.00	0.00	0.00	
RV	Deposits	0.00	0.00	0.00						0.00	
		0.00	0.00	0.00			0.00	0.00	0.00	0.00	
									Loss		
									Gross	VAT	NETT
									0.00	0.00	0.00

M1720/2021		Meet Sheet	FOX & HOUNDS		21-23/05/2021						
		VAT Registered	YES					Camping Numbers			
									Adults	36	
									Children		
									Youth		
									Nights	36	
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett		
RV129	Site Fee's	405.00	19.29	385.71	PV028	Site Fee's includes £103 subsidy	498.00	83.00	415.00		
										0.00	
		405.00	19.29	385.71			498.00	83.00	415.00		
									Surplus		
									Gross	VAT	NETT
									-93.00	-63.71	-29.29

M4744/2021		Meet Sheet	TRELAY		11-13/06/2021						
		VAT Registered	YES					Camping Numbers			
									Adults	26	
									Children		
									Youth		
									Nights	26	
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett		
RV169	Site Fee's	284.00	13.52	270.48	PV040	Site Fee's Includes £64 Subsidy	348.00	16.57	331.43		
								0.00	0.00	0.00	
		284.00	13.52	270.48			348.00	16.57	331.43		
									Surplus		
									Gross	VAT	NETT
									-64.00	-3.05	-60.95

M4749/2021		Meet Sheet	TREVARRIAN		18-20/06/2021					
		VAT Registered	YES					Camping Numbers		
								Adults	53	
								Children	9	
								Youth	5	
								Nights	54	
No RV	Income	Gross	Vat	Nett	No PV	Expenses	Gross	Vat	Nett	
RV157	Site Fee's	646.00	30.76	615.24	PV036	Site Fee's includes £186 Subsidy	832.00	39.62	792.38	
RV159/61	Charity	352.50					0.00	0.00	0.00	
		998.50	30.76	615.24			832.00	39.62	792.38	
				Differences						
		Gross	VAT	NETT						
Surplus					352.50	-8.86	-177.14			

M4754/2021		Meet Sheet	PARKERS FARM		25-27/06/2021					
		VAT Registered	YES					Camping Numbers		
								Adults	49	
								Children	10	
								Youth	5	
								Nights	50	
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett	
RV189	Site Fee's	474.00	22.57	451.43	PV048	Site Fee's includes £150 Subsidy	624.00	39.71	584.29	
					PV		0.00	0.00	0.00	
		474.00	22.57	451.43			624.00	39.71	584.29	
				Differences						
		Gross	VAT	NETT						
Loss					-150.00	-17.14	-132.86			

M4766/2021		Meet Sheet	PARKYN PLACE		09-11/07/2021					
		VAT Registered	NO					Camping Numbers		
								Adults	30	
								Children	2	
								Youth	2	
								Nights	32	
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett	
RV225	Site Fee's	304.00	14.48	289.52	PV054	Site Fee's Includes £74 Subsidy	378.00	18.00	360.00	
					PV	Subsidy	0.00	0.00	0.00	
		304.00	14.48	289.52			378.00	18.00	360.00	
				Differences						
		Gross	VAT	NETT						
Loss					-74.00	-3.52	-70.48			

M4771/2021		Meet Sheet	CARLYON BAY		10-15/09/2021					
		VAT Registered	YES					Camping Numbers		
								Adults	65	
								Children	7	
								Youth	3	
								Nights	100	
No RV	Units	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett	
RV245	Site Fee's	1,340.00	63.81	1,276.19	PV070	Site Fee's Includes £190 Subsidy	1,530.00	72.86	1,457.14	
							0.00	0.00	0.00	
		1,340.00	63.81	1,276.19			1,530.00	72.86	1,457.14	
				Differences						
		Gross	VAT	NETT						
Surplus					-190.00	-9.05	-180.95			

M4777/2021		Meet Sheet	LITTLE BODIEVE		17-19/09/2021					
		VAT Registered	YES					Camping Numbers		
								Adults	21	
								Children	3	
								Youth	3	
								Nights	18	
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett	
RV253	Site Fee's	272.00	12.95	259.05	PV078	Site Fee's Includes £32 Subsidy	304.00	14.48	289.52	
						Expenses	0.00	0.00	0.00	
		272.00	12.95	259.05			304.00	14.48	289.52	
				Differences						
		Gross	VAT	NETT						
Loss					-32.00	-1.53	-30.47			

M4760/2021		Meet Sheet	TREVORNICK		24-26/09/2021					
		VAT Registered	YES					Camping Numbers		
								Adults	12	
								Children	12	
								Youth	12	
								Nights	12	
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett	
RV257	Site Fee's	150.00	7.14	142.86	PV080	Site Fee's includes £20 Subsidy	170.00	8.10	161.90	
							0.00	0.00	0.00	
		150.00	7.14	142.86			170.00	8.10	161.90	
				Differences						
		Gross	VAT	NETT						
Even					-20.00	-0.96	-19.04			

M5709/2021		Meet Sheet	WALL PARK		01-03/10/2021					
		VAT Registered	YES					Camping Numbers		
								Adults	28	
								Children		
								Youth		
								Nights	28	
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett	
267	Site Fees	364.00	40.45	323.55						
					88	Site Fee's includes subsidy £65	429.00	47.67	381.33	
						Subsidy	0.00	0.00	0.00	
		364.00	40.45	323.55			429.00	47.67	381.33	
					Differences					
					Gross	VAT	NETT			
Loss										

M59216/2021		Meet Sheet	HIGHERWELL FARM		09-10/10/2021					
		VAT Registered	YES					Camping Numbers		
								Adults	32	
								Children	0	
								Youth	0	
								Nights	32	
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett	
RV273	Site Fee's	360.00	40.00	320.00	PV094	Site Fee's	360.00	40.00	320.00	
						Expenses	0.00	0.00	0.00	
		360.00	40.00	320.00			360.00	40.00	400.00	
					Differences					
					Gross	VAT	NETT			
Surplus										

M7183/2021		Meet Sheet	WATERGATE BAY HALLOWE 29-31/10/2021							
TAMAR HOSTING		VAT Registered	YES					Camping Numbers		
								Adults	78	
								Children	21	
								Youth	5	
								Nights	79	
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett	
RV299	Site Fee's	904.00	100.45	803.55	PV116	Site Fee's include £20 Subsidy	926.25	102.92	823.33	
					PV114/8	Prizes	33.89		33.89	
RV301	Charity	42.00		42.00	PV108	Catering	21.06		21.06	
RV303	Raffle	100.40		100.40	PV110	Raffle	50.39		50.39	
					PV112	Entertainer	250.00		250.00	
		1,046.40	100.45	945.95			1,281.59	102.92	1,178.67	
					Differences					
					Gross	VAT	NETT			
Even										

M8682/2021		Meet Sheet	NEWNHAM PARK (BONFIRE) 05-07/11/2021							
		VAT Registered	YES					Camping Numbers		
								Adults	12	
								Children		
								Youth	1	
								Nights	12	
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett	
RV309	Site Fee's	95.00	10.56	84.44	PV130	Site Fee's	95.00	10.56	84.44	
RV										
		95.00	10.56	84.44			95.00	10.56	84.44	
					Differences					
					Gross	VAT	NETT			
LOSS										

		Meet Sheet								
		VAT Registered	YES					Camping Numbers		
								Adults		
								Children		
								Youth		
								Nights		
No RV	Income	Gross	VAT	Nett	No PV	Expenses	Gross	Vat	Nett	
RV	Site Fee's	0.00	0.00	0.00	PV	Site Fee's	0.00	0.00	0.00	
					PV	Subsidy	0.00	0.00	0.00	
		0.00	0.00	0.00	PV		0.00	0.00	0.00	
					Differences					
					Gross	VAT	NETT			
Surplus										

Totals:	Gross	VAT	Nett
	-1,040.94	0.00	0.00

Meet Sheet				PORTH BEACH		31/08-19/09/2021																										
				VAT registered		YES																										
Income	Cost	VAT	Nett																													
Deposits 5%	£ 1,028.00	£ 48.96	£ 979.04																													
Deposits	£ -	£ -	£ -																													
Pitch Fee's	£ 13,892.00	£ 661.52	£ 13,230.48																													
Temp Membership	£ -	£ -	£ -	Interclub no VAT applied																												
Additional Adults	£ -	£ -	£ -	No VAT Applied																												
Charity	£ 58.00	£ -	£ -																													
	£ 14,920.00	£ 710.48	£ 14,209.52																													
Surplus				Gross	VAT	Nett																										
				£ 2,976.00	£ 142.48	£ 2,833.52																										
				<table border="1"> <thead> <tr> <th>PV number</th> <th>Expenses</th> <th>Gross</th> <th>Vat</th> <th>Nett</th> </tr> </thead> <tbody> <tr> <td>PV082</td> <td>Fee's</td> <td>£ 11,934.00</td> <td>£ 568.00</td> <td>£ 11,366.00</td> </tr> <tr> <td>PV084</td> <td>Expenses Mobile Top-Up</td> <td>£ 10.00</td> <td></td> <td>£ 10.00</td> </tr> <tr> <td colspan="2"></td> <td>£ 11,944.00</td> <td>£ 568.00</td> <td>£ 11,376.00</td> </tr> <tr> <td colspan="2">VAT to be claimed back</td> <td>£ 568.00</td> <td></td> <td></td> </tr> </tbody> </table>				PV number	Expenses	Gross	Vat	Nett	PV082	Fee's	£ 11,934.00	£ 568.00	£ 11,366.00	PV084	Expenses Mobile Top-Up	£ 10.00		£ 10.00			£ 11,944.00	£ 568.00	£ 11,376.00	VAT to be claimed back		£ 568.00		
PV number	Expenses	Gross	Vat	Nett																												
PV082	Fee's	£ 11,934.00	£ 568.00	£ 11,366.00																												
PV084	Expenses Mobile Top-Up	£ 10.00		£ 10.00																												
		£ 11,944.00	£ 568.00	£ 11,376.00																												
VAT to be claimed back		£ 568.00																														

Meet Sheet				BROADLEIGH		03/09-26/09/2021																										
				VAT registered		YES																										
Income	Cost	VAT	Nett																													
Deposits 5%	£ 520.00	£ 20.95	£ 419.05																													
Deposits	£ -	£ -	£ -																													
Pitch Fee's	£ 10,734.00	£ 511.15	£ 10,222.85																													
Temp Membership	£ 14.00	£ 0.67	£ 13.33	Interclub no VAT applied																												
Additional Adults	£ 28.00	£ 1.33	£ 26.67	No VAT Applied																												
Charity	£ 36.00	£ -	£ -																													
	£ 11,332.00	£ 534.48	£ 10,681.90																													
Surplus				Cost	VAT	Nett																										
				£ 1,986.00	£ 90.00	£ 1,780.38																										
				<table border="1"> <thead> <tr> <th>PV number</th> <th>Expenses</th> <th>Gross</th> <th>Vat</th> <th>Nett</th> </tr> </thead> <tbody> <tr> <td>PV072</td> <td>Fee's</td> <td>£ 9,334.00</td> <td>£ 444.48</td> <td>£ 8,889.52</td> </tr> <tr> <td>PV074</td> <td>Expenses Mobile and Receipt books</td> <td>£ 12.00</td> <td></td> <td>£ 12.00</td> </tr> <tr> <td colspan="2"></td> <td>£ 9,346.00</td> <td>£ 444.48</td> <td>£ 8,901.52</td> </tr> <tr> <td colspan="2">VAT to be claimed back</td> <td>£ 444.48</td> <td></td> <td></td> </tr> </tbody> </table>				PV number	Expenses	Gross	Vat	Nett	PV072	Fee's	£ 9,334.00	£ 444.48	£ 8,889.52	PV074	Expenses Mobile and Receipt books	£ 12.00		£ 12.00			£ 9,346.00	£ 444.48	£ 8,901.52	VAT to be claimed back		£ 444.48		
PV number	Expenses	Gross	Vat	Nett																												
PV072	Fee's	£ 9,334.00	£ 444.48	£ 8,889.52																												
PV074	Expenses Mobile and Receipt books	£ 12.00		£ 12.00																												
		£ 9,346.00	£ 444.48	£ 8,901.52																												
VAT to be claimed back		£ 444.48																														

Meet Sheet				HENDRA		22/10-31/10/2021																										
				VAT registered		YES																										
Income	Cost	VAT	Nett																													
Deposits	£ -	£ -	£ -																													
Pitch Fee's	£ 2,437.50	£ 270.83	£ 2,166.67																													
Pitch Fees	£ 75.00	£ 8.33	£ 66.67																													
Additional Adults	£ -	£ -	£ -																													
Charity	£ -	£ -	£ -																													
	£ 2,512.50	£ 279.16	£ 2,233.34																													
Surplus				Cost	VAT	Nett																										
				£ 708.75	£ 78.75	£ 630.00																										
				<table border="1"> <thead> <tr> <th>PV number</th> <th>Expenses</th> <th>Gross</th> <th>Vat</th> <th>Nett</th> </tr> </thead> <tbody> <tr> <td>PV120</td> <td>Fee's</td> <td>£ 1,803.75</td> <td>£ 200.41</td> <td>£ 1,603.34</td> </tr> <tr> <td>PV</td> <td>Temp Membership</td> <td>£ -</td> <td></td> <td>£ -</td> </tr> <tr> <td colspan="2"></td> <td>£ 1,803.75</td> <td>£ 200.41</td> <td>£ 1,603.34</td> </tr> <tr> <td colspan="2">VAT to be claimed back</td> <td>£ 200.41</td> <td></td> <td></td> </tr> </tbody> </table>				PV number	Expenses	Gross	Vat	Nett	PV120	Fee's	£ 1,803.75	£ 200.41	£ 1,603.34	PV	Temp Membership	£ -		£ -			£ 1,803.75	£ 200.41	£ 1,603.34	VAT to be claimed back		£ 200.41		
PV number	Expenses	Gross	Vat	Nett																												
PV120	Fee's	£ 1,803.75	£ 200.41	£ 1,603.34																												
PV	Temp Membership	£ -		£ -																												
		£ 1,803.75	£ 200.41	£ 1,603.34																												
VAT to be claimed back		£ 200.41																														

Meet Sheet				VAT registered		YES																										
Income	Cost	VAT	Nett																													
Deposits	£ -	£ -	£ -																													
Pitch Fee's	£ -	£ -	£ -																													
Temp Membership	£ -	£ -	£ -	Interclub no VAT applied																												
Additional Adults	£ -	£ -	£ -																													
Charity	£ -	£ -	£ -																													
	£ -	£ -	£ -																													
Surplus				Cost	VAT	Nett																										
				£ -	£ -	£ -																										
				<table border="1"> <thead> <tr> <th>PV number</th> <th>Expenses</th> <th>Gross</th> <th>Vat</th> <th>Nett</th> </tr> </thead> <tbody> <tr> <td>PV</td> <td>Fee's</td> <td>£ -</td> <td>£ -</td> <td>£ -</td> </tr> <tr> <td></td> <td>Temp Membership</td> <td>£ -</td> <td></td> <td>£ -</td> </tr> <tr> <td></td> <td>Expenses</td> <td>£ -</td> <td></td> <td>£ -</td> </tr> <tr> <td colspan="2">VAT to be claimed back</td> <td>£ -</td> <td></td> <td></td> </tr> </tbody> </table>				PV number	Expenses	Gross	Vat	Nett	PV	Fee's	£ -	£ -	£ -		Temp Membership	£ -		£ -		Expenses	£ -		£ -	VAT to be claimed back		£ -		
PV number	Expenses	Gross	Vat	Nett																												
PV	Fee's	£ -	£ -	£ -																												
	Temp Membership	£ -		£ -																												
	Expenses	£ -		£ -																												
VAT to be claimed back		£ -																														

TAMAR DA EQUIPMENT 2021				
EQUIPMENT	HELD BY	SIGNATURE	DISPOSED/REASON	
Chairman's gavel/base	Linda Hall	1. <i>L. Hall</i>		
Chairman's regalia box	Linda Hall			
3 Pennons	Linda Hall			
1 dark blue pennon				19-05-2021 / RIPPED
Christmas post box	Linda Hall			
Guide dog photo & 2 DRG certificates	Linda Hall			
Chairmans Caravan Sign	Linda Hall			
SWR Large Pennon			Included in 3 Pennons	
Pennons Emblem Book	Linda Hall	2. <i>L. Hall</i>		
Club centenary folder	Store	}		
Tamar DA 21st Birthday book	Store			
DA photo	Store			
1 Pop Up Gazebo	Store			19-05-2021 / RIPPED
CCY pennon & poles	Store			
2 electric water urns	Store			
3 boxes for urns	Store			
1 gas water boiler	Store			
3 gas bottles & regulators	Store			
2 generators	Store			
2 turbo heaters	Store			
2 boxes for turbo heaters	Store			
1 fire extinguisher	Store / Trailer		}	
1 plastic petrol can	Store			
1 trailer	Store			
1 trailer wheel clamp	Store			
3 steward bags	Store			
3 THS Stewards Bags	Store			
100 numbered pegs	Store			
3 first aid boxes	Store			
3 DA pennons & poles	Store			
2 Tamar DA banners	Store			
3 blackboards	Store			
10 panel marquee	Store			
13 panel marquee	Store			
5 fluorescent lights	Store			
1 RCD Plug for Generator	Store			
Toilet tent	Store			
Porta Potti CCY	Store			
Assorted bunting	Store			
3 buckets	Store			
4 traffic cones	Store			
1 gas hob/cooker	Store			
1 barbeque	Store			

TAMAR DA EQUIPMENT 2021				
EQUIPMENT	HELD BY	SIGNATURE	DISPOSED/REASON	
Chairman's gavel/base	Linda Hall	1. Acll		
Chairman's regalia box	Linda Hall			
3 Pennons	Linda Hall			
1 dark blue pennon				19-05-2021 / RIPPED
Christmas post box	Linda Hall			
Guide dog photo & 2 DRG certificates	Linda Hall			
Chairmans Caravan Sign	Linda Hall			
SWR Large Pennon			Included in 3 Pennons	
Pennons Emblem Book	Linda Hall	2. Acll		
Club centenary folder	Store	}		
Tamar DA 21st Birthday book	Store			
DA photo	Store			
1 Pop Up Gazebo	Store			19-05-2021 / RIPPED
CCY pennon & poles	Store			
2 electric water urns	Store			
3 boxes for urns	Store			
1 gas water boiler	Store			
3 gas bottles & regulators	Store			
2 generators	Store			
2 turbo heaters	Store			
2 boxes for turbo heaters	Store			
1 fire extinguisher	Store / Trailer	}		
1 plastic petrol can	Store			
1 trailer	Store			
1 trailer wheel clamp	Store			
3 steward bags	Store			
3 THS Stewards Bags	Store			
100 numbered pegs	Store			
3 first aid boxes	Store			
3 DA pennons & poles	Store			
2 Tamar DA banners	Store			
3 blackboards	Store			
10 panel marquee	Store			
13 panel marquee	Store			
5 fluorescent lights	Store			
1 RCD Plug for Generator	Store			
Toilet tent	Store			
Porta Potti CCY	Store			
Assorted bunting	Store			
3 buckets	Store			
4 traffic cones	Store			
1 gas hob/cooker	Store			
1 barbeque	Store			

TAMAR DA EQUIPMENT 2021			
EQUIPMENT	HELD BY	SIGNATURE	DISPOSED/REASON
4 Sail Flags	Store	}	
4 New Steward Signs	Store		
2 Welcome to Tamar DA Banners	Store		
Single pole carrying pennon & frame	Store		?
1 Youth Sail Flag	Lee Williams/Lesley Lupton		
1 CCY Compass	Lee Williams/Lesley Lupton		
1 laptop (Treasurer)	Julie Weeks		
1 laptop (Secretary)	Jon Hall		
1 laptop (THS Sites)	Linda Hall		
6 Mobile Phones for Stewards	Linda Hall		
1 Portable PA (Mic Media & B/Tooth)	Mike Weeks		
2 Tamar DA Pennons Flags (New)	Store		
1 Electronic bingo machine	Colin Burdett		19-05-2021 / Broken
3 Feather Flags with ground Stakes	Colin Burdett		
1 Laptop Bag and Mouse (W/K Sites)	Mike Weeks		
Camper of the Year Trophy	Mike Weeks		
DA FOL Trophy (Lighting Up)	Mike Weeks		
CCY FOL Trophy	Linda Hall		
CCJ FOL Trophy Cup (Fancy Dress)	Kim ASHBY (LIAM)		
Henderson challenge trophy	Linda Hall		
SWR volley ball trophy	Lee Williams/Lesley Lupton		
1 Ladder Golf	Store	}	
1 Jenga set	Store		
1 volley ball set	Lee Williams/Lesley Lupton		
1 netball post and netball	Lee Williams/Lesley Lupton		
1 Santa Costume	Julie Weeks		
Sacks for Sack races	Store		
Beetle Cards Etc	Linda Hall	Moved to Games	
1 Set wooden horses	Store	Moved to Games	
Pick a pocket apron			19-05-2021 / LOST
Plastic ducks	Store	Moved to Games	

Tom Bowt =

Lee Williams

TAMAR DA GAMES STOCK SHEET 2021

ITEM	LOCATION		
Ladder Ball Golf	Store	Also in Equipment as purchased	
Jenga Set	Store	Also in Equipment as purchased	
Santa Costume	Julie Weeks	Also in Equipment as purchased	
Volley Ball Set	Lee Williams/Lesley Lupton	Also in Equipment as purchased	
Netball Post and Netball	Lee Williams/Lesley Lupton	Also in Equipment as purchased	
Sacks for Sack races	Store	Also in Equipment as purchased	
Stocks	Store		
Splat the Rat	Store		
Skittles & Roll a Ball	Store		
Shoot the Duck	Store		
Spin the Wheel	Store		
Play your Cards Right Board	Store		
Pick a Straw	Store		
Horse Shoes	Store		
Hoopla	Store		
Black & White Game	Store		
Electric Wire Game	Store		
Plastic Ducks (Green Sack)	Store		
Pick a Pocket Apron	Misplaced		
Wooden Horses	Store		
Beetle Cards	Linda Hall		

LWS

L. Hall

Signed _____

Date

Auditor _____

Date

Auditor _____

Date



Bank Reconciliation

Enter Date of reconciliation

12th January 2021

Bank Statement Date:

31st December 2021

Enter Ending Balance from your latest Bank Statement:

Current Account

£12,279.44

Add Cheques or cash to bank after statement date:

Total Deposits in Transit

Current Account

£0.00

Subtotal

£12,279.44

Total Outstanding Cheques

Current Account

£0.00

Computed Book Balance

£12,279.44

Balance per Your Books / VAT Summary

£12,279.44

Difference (Should be zero)

£0.00

Receipts & Payments Summary- Q4

Region/DA/Section, Code
As Of

5426 Tamar DA

31st December 2021

Receipts

Prev. yr. end bal. b/f	31101.04
Contra	8233.00
Inter Club	14705.93
Club Special Events	0.00
Site Fees 5% VAT Received only between 1/	52874.76
WEEKEND MEETS	0.00
THS	2093.75
CCY	1962.42
CCJ	188.30
RAFFLE	387.40
REGALIA	21.67
CATERING	0.00
CHARITY	927.20
SOCIAL	1537.50
CHATTER	627.50
DA	9.25
	0.00
	0.00
Site fees rcvd. Q4 only 12.5%VAT	1531.56

Q1-4 Output VAT
TO PAY (exc. VAT due on
refunds)

3567.62

Q1-4 Gross receipts (inc. prev. yr. bal. b/f & excludes contra)

£111,535.89

Payments

Contra	8233.00
Inter Club	14326.50
Club Special Events	0.00
DA	1586.04
CCY	2384.85
CCJ	250.00
WEEKEND MEETS	8685.75
THS	40246.91
RAFFLE	193.87
CHATTER	286.15
REGALIA	153.20
SOCIAL	2083.36
CHARITY	0.00
GARAGE	795.03
CATERING	14.91

Total Q1-4 Receipts refunds (net) 0.00

Payment of previous year VAT liability 616.53

Q1-4 Input VAT (reclaimable) 2757.41

End of yr. surplus/loss c/f
(before current year VAT liability payment) **37155.38**

Gross receipts for year

80434.85

Gross payments for year

74380.51

Q1-4 Surplus/loss (excluding prev. yr. bal. b/f)

6,054.34

Actual funds generated through activities in year (Surplus/loss for year less any VAT due)

£5,244.13

Accounts prepared by:

Julie Weeks

Position:

Treasurer

Date:

31st December 2021

Balance Sheet - Q4

Region / DA / Section: 5426 Tamar DA

Cumulative Totals as at: 31st December 2021

Current Assets

Cash in hand	£125.93
Bank account balance	£12,279.44
HQ account balance	<u>£24,750.01</u>
	£37,155.38

Current liabilities

VAT liability b/f previous year	£0.00
Output VAT (Receipts)	Plus £3,567.62
Input VAT (Payments)	Less <u>£2,757.41</u>
	<u>£810.21</u>
	£36,345.17

Total of balances b/f from previous year	£31,101.04
Surplus/ loss for the year	£6,054.34
Less VAT still owed and to be paid	<u>£810.21</u>
	£36,345.17
<i>Actual funds generated through activities in year</i> <i>(surplus/ loss for year less any vat due)</i>	<u>£5,244.13</u>

Tamar DA
Ms Julie Weeks
1 Trevoil Road
Torpoint
0
0
PL11 2NH

**STATEMENT
DEPOSIT ACCOUNT**

Your Account Number is: 5426 -2400-00

<u>DATE</u>	<u>ITEM</u>	<u>PAYMENTS</u>	<u>RECEIPTS</u>	<u>BALANCE</u>
01-Jan-21	Balance Brought Forward			8977.87
	Interest Brought Forward			0.00
25-Feb-21	Bank giro credit		6272.00	15249.87
22-Jul-21	Waste cost St Minver	-10.50		15239.37
31-Oct-21	Bank giro credit		7000.00	22239.37
		-10.50	13272.00	22239.37

	Interest Earned From			
	01-Jan-21 to 31-Dec-21		309.78	
31-Dec-21	Balance Carried Forward			22239.37
31-Dec-21	Interest Carried Forward Region			309.78
	Balance Owing To You			22549.15

Your statement was compiled by
If you have any queries please contact
by email:

The Unit VAT Audit Team 11-Jan-2022
The Unit VAT Audit Team at HQ on
treasurer.inbox@campingandcaravanningclub.co.uk

Item 9a: Regional Reps Report

Unfortunately, due to Covid most of our meeting have been Zoom meetings, but we are at last back to face to face with the odd zoom now and again. Not much to report the SWR A.G.M is on the 14th May and there will be camping with Wilts D.A at the Beehive the meeting will be held in the Bradford Town football club hall.

Our SWR was to be held by Cornwall D.A this year but they have declined so Region is hosting it this year. It will be held at Newnham Park and although we are not hosting it region has asked for some help with setting up etc. Linda is coordinating this with region.

Avon (Bristol) D.A is no more there were not enough voting Avon members to hold an E.G.M.

There will be no Fixture books this year as there was no time to put them together.

Chris Williams
Regional Rep

Item 9b: Youth Leader Report

Another quiet year in terms of CCY activities due to Covid-19. However, we did manage to get to the National Youth Rally, after being postponed twice we did make it in September. A slightly scaled down event this year however it was still an action packed weekend. The highlight was Luke Cross winning the Primus Stove race and the Glutton race in his last year as a youth!

All the Youth were impeccably behaved as always and a credit to the DA the Region and Youth section. We had the largest contingent of youth in several years and we were so proud watching them all march off the bus.

We can't of course do anything without the members support so a big thank you from us for always supporting our fundraising efforts. Our annual fundraising meet was of course much lower key but still a great success and we managed to raise a fair amount of funds considering. We look forward to 2022 and being able to run a full meet, which also coincides with the Queens Platinum Jubilee, so it will be bigger and better than ever!!

We have plenty of activities planned for 2022 - We have the National Youth Rally to look forward to, as well as the Torchlight Festival and the Autumn rally in October at Alton towers. We hope to have Youth attendance at each of these.

Thank you for your support and look forward to seeing you all in the field this season.
Lesley & Lee

Item 9C: Sites Officer Report

Last years camping season was again a different affair than what was planned. The AGM at Tencreek went ahead online and we did not have a meet until Hendra mid-April. Little Winnick and River Dart was also cancelled by the site due to lockdown for corona virus. All other meets for the year however went ahead and in general I feel that everyone enjoyed the meets and were glad to get back out in the field.

Unfortunately, Wood have cancelled our booking for the Birthday meet and are no longer are going to let us hold our meets there and I have had to book a alternative site at Parkin Place. We have the village hall for entertainment, and I am sure it will be a great weekend. I think this is something to do with the number of people going out in vans and motor homes and the sites can fill the sites without us! This is the same story with Little Bodieve who also do not want us!

I am hoping that this year we are going to return to some sort of normality and who knows, we may even be able to get back to having coffee mornings!

All weekend meets for next year are booked with the sites and most booking forms returned. I have a list of the meets and stewards are filling up but we still need stewards for some meets. Details are on the Facebook page and on the website and hopefully we can fill up empty spaces at the AGM

To attend a meet all our meets are booked this year and can be booked on our web site www.tamarda.co.uk. I have booked sites I hope is a variety of sites and locations I hope that there is somewhere for everyone.

Our Halloween meet with Cornwall this year is being organised by them and will also be a booked meet with Cornwall DA. Details of how to book will be on their web site

I last year cannot find a suitable site for a new year meet and it would seem more people are joining the BCC meet at Trevarrian although this was cancelled last year as well. I live in hope that one day we will have our own and if anyone has an idea of a good site, please let me know.

I hope we all have a good camping season and that we can soon get out in the field and enjoy our camping.

I am hoping that someone will take over as sites officer at the AGM. I have my fingers crossed!

Mike Weeks
Meet Sites Officer

Item 9d: THS Officer Report

This year we were able to run all our THSs.

Unfortunately, Little Bodieve have stopped having rallies as they think they can fill all the pitches themselves. St Minver Both rallies were well attended. Hendra as always was very successful.

Little Winninck was busy as usual so get booked in if you would like to go this year. Porth once again was virtually full, from early on but odd days were still be booked right up to the last night. This year is also already 90% full.

In 2022 we have a new THS at Watergate Bay, this is an early one from 22/04 to 08/05/22, with the CCJ meet is being held on the last weekend of this meet.

A big thank you must go out to all stewards for stewarding.

Don't forget to put your names down to steward this years THSs as with running them we cannot subsidise weekend meets, the dinner & dance or other functions.

Linda

Item 9e: Chatter Report

I have been Chatter Editor for this last year and completed the editions of the by-monthly magazine. I have enjoyed producing it, even if it is a little time consuming but it has meant that I have a good idea about what is going on in the DA. I hope that it has helped to keep people updated about what is going on in the DA and given the details of meets and THS's. I hope that the subscribers to the magazine and visitors to the web site have found it useful and informative and it has led to more people getting out and about to the meets and THSs. The Chatter has been recognised by the CCC and was awarded Highly commended at last year's CCC AGM so we must be doing something right!

At present we have some 62 subscribers and I hope that this may increase next year as we have already had 36 renew their subscription for the next 12 months. It is not just the dates of meets and THSs that are included but other DA news of upcoming and past events with photos.

I think the fact that the information on the meets can be accessed online probably does affect the number of subscribers but not everyone has access to this, and the Chatter is invaluable if that is the case and you do get information of upcoming and past events.

I feel that the price of £7:50 for a year's subscription is very reasonable especially when you realise this covers postage and the publishing of the magazine. Companies that advertise within the magazine help to keep the cost down and I would ask that anyone who uses a company that advertises in the Chatter mentions the Chatter when using them.

We have not gained any advertisers this year, we have 5 at the moment. I hope that all the advertisers will continue next year and that others also join them. If anyone knows of a company that could benefit from advertising in the Chatter, please point them my way! Advertisers do help to keep the costs down

I hope that our present subscribers and advertisers renew for next year and that all of us in Tamar DA have a great 2022 camping and enjoying the great outdoors.

Please keep reading the Chatter for all the news on meets, THSs and special event such as the Birthday meet, SWR Summer meet and social events organised by the DA.

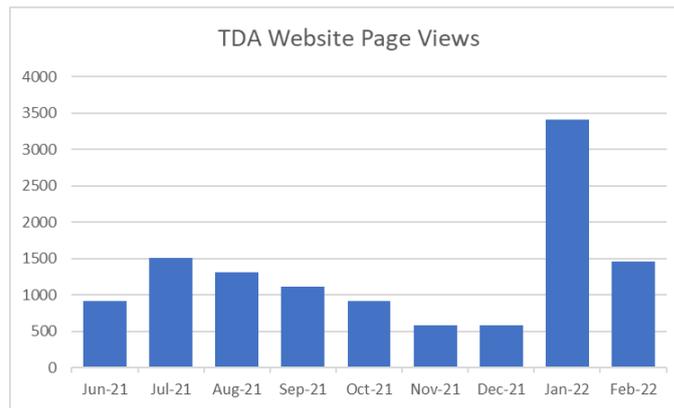
As I have said I have enjoyed producing the Chatter but I am more than happy if someone else would like to take over the reins at the AGM and have a go!

Mike Weeks
Chatter Editor

Item 9f: Webmasters Report

Following some technical issues with the Website last Spring, the site was updated and relaunched at the end of May 2021. The updates to the website have facilitated the introduction to the online holiday sites bookings and weekend meet reservations.

Since the 1st June the site has had 11,816 individual page views. On the 4th January, following the launch of the THS online booking, the website had 403 page views.



Additional pages are being added to the site to provide members access to a wider range of information about Tamar DA, and the format of the site will continue to be reviewed to ensure it is accessible via mobile devices.

Jon Hall
Webmaster

CONSTITUTION FOR DISTRICT ASSOCIATIONS

Constitution for District Associations of The Camping and Caravanning Club as approved by the National Council on 12 June 2021.

1 INTERPRETATION

- a) The word “Club” shall mean The Camping and Caravanning Club Limited.
- b) The words “National Council” shall mean the National Council of the Club.
- c) The word “Region” shall mean the Southwest Region of the Club.
- d) The word “Association” shall mean the Tamar District Association of the Southwest Region.
- e) The words “Executive Committee” shall mean the Executive Committee of the Tamar District Association.
- f) The word “Committee” shall mean the Committee of the Tamar District Association
- g) The word “member” shall mean a Club member of the Tamar District Association.

2 NAME

The name of the Association shall be the Tamar District Association of the Southwest Region.

3 AREA

The Area shall be as approved by the National Council.

4 MEMBERSHIP

Every member of the Club who lives within the area of the Association shall be a member of that Association unless he or she expresses the wish to be a member of another Association. If a member wishes to transfer their membership they can do so by obtaining an Opted Members Form from the Secretary of the Association of their choice. That Secretary will forward the completed form, together with the appropriate membership card, to Headquarters for the issue of a new card. A Club member can only be a member of one Association at any one time.

5 OBJECTS

The objects of the Association shall be to promote the policy and protect the interests of the Club and the Association, in particular to arrange camping meets that normally shall be available to all members of the Club and to encourage the growth of the Club; to represent the views of Association members to the Region and the National Council and to undertake such work and activities as may be decided upon by the Region and the National Council (who shall decide matters of higher policy and higher finance) for the operation of DAs.

- a) **Officers.** The Officers of the Association shall consist of a Chairman, Vice-Chairman, Secretary and Treasurer (the named positions shall not be combined).
- b) **Appointment of Treasurer.** The Treasurer shall be appointed, and may be removed, by the Committee. The appointment shall be made by the second Saturday in November and will commence on 1 January. The appointment shall be reported to the AGM. If there is a change of Treasurer, wherever possible the outgoing Treasurer is responsible for the completion and presentation of the year-end accounts and obtaining audit approval.

The Treasurer shall be accorded full speaking and voting rights if they are not already a member of the Committee.

A vacancy in the office of Treasurer arising for any reason between AGMs shall be filled by the Committee and notified to the Region Secretary with immediate effect.

If possible, the Treasurer should not combine their Office in the Association with any other, and they should not be related to, or reside in the same household as, any other Officer or Auditor (see 6(a)).

The Treasurer must not hold office as Treasurer in any other Unit within the Club.

- c) **Youth Leaders (YLS)** YLS, may be appointed, and may be removed by the Committee. The appointments shall be made annually by the second Saturday in November and will commence on 1 January. The appointments shall be reported to the AGM. It is essential that both a male and female officer are appointed.

The appointments must not commence, nor should the appointees become involved with caring for, training, supervising or being in sole charge of CCJ or CCY members, until a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure has been applied for and received – see Green Paper 4.1. Provision of an existing satisfactory Enhanced Disclosure is acceptable.

A vacancy in the office of YL, arising for any reason between AGMs, shall be filled by the Committee and notified to Region Secretary with immediate effect.

The YLS shall not have voting rights unless they are elected members of the Committee.

- d) **Auditors.** The Auditor(s) shall be elected at the AGM. They shall not be proposed by the Treasurer.

They must not be members of, or related to members of, the Committee or each other, and must not reside in the same household.

- e) **Committee.** The Committee shall consist of a minimum of six members including the Executive Committee.

If the constitutional number of committee members is not achieved at the AGM/EGM then the committee may co-opt members, if required, up to their maximum number and these members will be afforded full voting rights.

- f) **Election of Committee.** Members of the Committee shall be elected at the AGM and shall serve for a period of two years. Half the elected members of the Committee shall retire annually by rotation but shall be eligible for re-election.

Nomination for election to the Committee, with the consent of the nominee, may be submitted in writing to the Secretary prior to the AGM.

If insufficient nominations have been received then all written nominations are considered elected. For remaining vacancies verbal nominations may be received by the Chairman from the floor.

g) **Members eligible for election.** Any member who has voting rights in the Club shall be eligible for election to the Committee from the start of their second consecutive year of membership, as stated on their membership card.

h) **Appointment of President and Vice-Presidents.** The President and Vice-Presidents shall be appointed at the AGM. These positions have no voting rights.

The President upon retirement shall be appointed a Vice-President.

i) **Ordinary Committee Meetings.** The Committee shall meet a minimum of four times between AGMs, with meetings spaced suitably during this period. A maximum of two of these meetings may be held virtually. Additionally, following the AGM, the Committee shall hold an appointments meeting to elect or appoint:

i) **Officers** Chairman, Vice-Chairman, Secretary.

ii) **Executive Committee** Consisting of the Chairman, Vice-Chairman, Secretary, Treasurer and a voting member of the Committee.

iii) **Appointed Councillor and Deputy Appointed Councillor to the Region Council** from the voting members of the Committee.

iv) **Representatives** to such other bodies as the Committee may decide.

v) **Advisory members** to the Committee who shall have no voting rights.

vi) **Other Officer** positions as required, such as Sites Officer

The appointment of all Officers is subject to ratification by the Management Committee of National Council.

j) **Extraordinary General Meetings (EGMs) of the Committee** may be called by a majority of the Executive Committee, or at the request of a majority of the Committee who have signed the request.

k) **Executive Committee.** The Executive Committee shall deal with any business referred to it by the Committee and decide matters of urgency, which shall subsequently be reported to the Committee.

l) **Absences.** Any Committee member absent from 75 per cent of meetings within a 12-month administrative period shall be deemed to have vacated their post.

The Committee has the power to take into account extenuating circumstances and overrule this.

m) **Vacancies.** Should a vacancy occur on the Executive Committee or the Committee between AGMs it may be filled by the Committee until the next AGM.

n) **Records.** All books, records, correspondence and similar belonging to the DA may be inspected by any member of the Committee or higher authority. Other members may inspect the records subject to any confidentiality conditions in force at the time of the request.

Inspections shall be at a time convenient to the Officer responsible for the custody of the records, or at the direction of the Committee.

- o) **Representation from Region Council.** The Region Council shall have the right to appoint a Region Council member to represent it on the Committee of the Association. Upon the appointment being communicated to the Secretary of the Association, the Region Council member so appointed shall have full speaking and voting rights at all meetings of the Committee.

7 MEETINGS

- a) **Annual General Meeting (AGM).** The AGM shall be held during February, March or April at a place decided by the Association. The Agenda shall include the Annual Report, Audited Annual Accounts, Auditor's Report, Notices of Motion, Appointed Region Councillors Report, election of Committee and Auditors. The appointment of Treasurer and, if appointed, the YLs shall be reported and other relevant business including the appointment of the President and Vice-President(s).
- b) **Extraordinary General Meetings (EGMs).** EGMs of the Association may be called by the National Council, the Region Council, the Committee or at the written request of a minimum of 25 voting members.
- c) **Business of Annual General and Extraordinary General Meetings.** At AGMs and EGMs, only the business for which the meeting has been called shall be considered.
- d) **Voting.** Each member over the age of 18 attending an AGM or EGM shall have one vote. The Chairman shall have a vote and, if necessary, exercise a casting vote.
- e) **Notice of Meeting.** Notice of all Committee and Sub-Committee meetings shall be sent to the members concerned not later than seven days prior to a Meeting and shall be accompanied by a copy of the Agenda. Notice of the AGM and EGMs shall be deemed to have been fully and properly given if published in the Club magazine due for publication not less than 21 days before the date of the Meeting.
- f) **Notices of Motion.** Notices of Motion for inclusion in the Agenda of the AGM shall be delivered to the Association Secretary by a date specified by the Committee, **60 days or more prior to the AGM.** A preliminary notice of the AGM shall be published in the Club magazine in sufficient time to allow Notices of Motion to be submitted by the date specified.

Copies of the Agenda, including details of any Notices of Motion, will be available from the Secretary on submission of a stamped addressed envelope.

Any Notice of Motion must be supported by the signatures of 25 members.

A Motion will be presented on the Agenda and discussed by the meeting exactly as written. Amendments to a Notice of Motion are not permitted.

For a Motion to be carried it will require a two-thirds majority of voting members present at the meeting.

- g) **Approval of decisions** No decision approved at any AGM shall take effect until it has been approved by the Region Council.

8 CHAIRMAN OF MEETINGS

- a) At the first meeting following the AGM the President or, in their absence, the Treasurer will conduct proceedings until the appointment of the Chairman.
- b) The Chairman or, in their absence, the Vice-Chairman shall preside at all meetings. Should the Chairman and Vice-Chairman both be absent, the members present shall elect a Chairman from their number for that meeting only.

9 QUORUMS

QUORUM

There must be enough voting members at the meeting for any decisions made to be valid, known as a 'quorum'. At a Unit AGM this means that at least 15 Club members who are eligible to vote are at the meeting. Members will be asked to prove their membership (of both the Club and the relevant Unit) by showing their membership cards. If too few members attend then the meeting must be postponed.

The minimum numbers attending meetings shall be:

Association AGM and EGM:	15
Committee:	50 per cent of voting members.

A minimum of two Executive Committee members shall attend any such meeting. If these minimum numbers are not present, the meeting shall be postponed.

10 MINUTES

Within 21 days of the meeting to which they refer:

- a) A copy of the unapproved Minutes shall be sent by the Association Secretary to the Committee members and Region Secretary.
- b) Minutes of the AGM, accompanied by a copy of the Annual Report and Accounts shall be submitted to the Region Secretary.
- c) In accordance with the National Council requirements, details of the Officers shall be submitted to the Director General.
- d) Details of all Committee members shall be submitted to the Region Secretary.

11 FINANCE

- a) **District Association or funds.** The funds of the Association or Group may be obtained as follows:
 - i) By donation.
 - ii) By any means approved by the National Council, Region Council and Association Committee.
- b) **Bank accounts**
 - i) The Treasurer shall operate one Current Account. Club Headquarters shall act as bankers for all funds in excess of immediate requirements, which will attract interest.

The Current Account shall be in the name of the Association. Dealings on the Association's Current Account shall be on the signature of two of three approved signatories of the Committee. The signatories must not be related or members of the same household.

- ii) Where the Current Account attracts interest, this must be paid net of tax.
- c) **Financial Year.** The Financial Year of the Association shall end on 31 December.
- d) **Auditing of Accounts.** Prior to the AGM and at any time decided by the Committee, the Region Council or National Council, the accounts and financial records shall be audited. The DA Treasurer shall forward copies of audited DA Accounts to the Region Treasurer, no later than 14 February.
- e) **Club property.** All property for which the Association is responsible shall be included in an Inventory completed and checked by the end of December and attached to the Accounts submitted to the Auditors.
- f) **Funds and property.** In the event of the Association ceasing to exist, all funds, property and records in its possession shall be transferred to the Region Council to be disposed of as deemed appropriate and any funds obtained shall be used as directed by Region Council and National Council.
- g) **Expenditure.** Expenditure from the Association's funds should be limited to matters relevant to the activities of the Club, Region and the Association. Large capital expenditure should be approved by the Region Treasurer before any commitments are made.

12 CONSTITUTION

This Constitution is standard for all DAs.

- a) Association Committees may make proposals to the Region Council for alteration to the standard Constitution.
- b) Alterations must be approved by National Council.
- c) The Committee may amend Schedule A to conform to the provisions of the Constitution. Amendments must be approved by the Administration Committee on behalf of the National Council.

13 RIGHT OF APPEAL

Members shall have the right of appeal to the Region Council against any decision of the Committee.

14 MATTERS NOT PROVIDED FOR

Subject to Rules and Regulations of the National Council in force from time to time, any questions arising that are not provided for in this Constitution shall be referred to the Region Council for guidance.

For further details please refer to the appropriate section of the Voluntary Officers' Manual.

APPENDIX

SCHEDULE A

The number of elected Committee members will be a minimum of 6 and a maximum of 15 members.