# CARAVAN AND MOTORHOME CLUB

**Home Counties Region** 

Annual General Meeting

Minutes & Accounts

**7 October 2023** 

# CARAVAN AND MOTORHOME CLUB Home Counties Region

Minutes of the twenty-seventh Annual General Meeting of the Home Counties Region of the "Caravan and Motorhome Club", held at Missenden Abbey, Great Missenden, Bucks on Saturday 7<sup>th</sup> October 2023, starting at 3:00 pm.

#### **PRESENT**

Chairman:	David Rickard	
Vice Chairman	David Baber	
Secretary:	Linda Allen	
Treasurer:	Alan Cadman	

**And 25 Club Members Attended** 

#### 1.0 NOTICE OF THE MEETING

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

#### WELCOME

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

- Selwyn Cooper, Member of the Executive Committee and the Technical Committee
- Alison Woodhams, Member of the Executive Committee and the Finance and Management Committee, and her husband Ron.

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

- Jackie Lee, Immediate Past Chairman
- Phil Batchelor and his wife Sue
- David Grover and his wife Joyce

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

- Adrian Dawson and his wife Jane Buckinghamshire Centre
- Anne Phillips North London Centre

In addition we have received apologies from:

Lawrie Coleman – Bedfordshire Centre

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 Rodney Lambert, Past Club Vice-Chairman and past Chairman of Buckinghamshire and Gordon Taylor, again a past Chairman of Buckinghamshire, both of whom had been long-standing supporters of the region. Friends and Members who were no longer with us were also included in our thoughts.

#### 2.0 APOLOGIES

The Secretary advised that apologies had been received from:

Gerry & Jenny Cox Maurice & Helen Dunne

Ray & Ulla Daniels Jo Gray

Judy & Gerry Swain

#### 3.0 MINUTES OF THE 2022 REGIONAL ANNUAL GENERAL MEETING

The Chairman asked if there were any objections to the adoption of the 2022 AGM Minutes.

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

# 4.0 MATTERS ARISING

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

# 4.2 Item 12.3 – Life Membership

It was confirmed that once a member has reached 50 years' membership, they become Life Members and do not have to pay membership fees. Their membership card will show an expiry date as they currently still needed to renew centre membership on an annual basis.

#### 4.3 Item 12.4 – Centre Events

The Chairman updated those present on how the Club supported local events by advertising in the magazine. In March, he had spoken to the Head of Communications who had made it clear that the Club was not planning to advertise centre rallies and events. However since then, the format of the magazine had changed and it was now including information about local rallies and events in conjunction with feature articles. Unfortunately those featured were too late, and due to the tardiness of the delivery of the magazine, several rallies had already started or passed.

The Chairman assured those present that rallying was regularly on the agenda of Club Council, an improvement from a few years ago.

There was a current request for information on rallies for 2024 going forward to be uploaded. This information will be used in the rally search function, as well as the rally booklet, published on the website. All centres were encouraged to get the information uploaded as soon as possible and kept up to date regularly.

# 4.4 Item 12.9 – Rally Search facility on the Club website

This item would be included in the Secretary's report.

#### 5.0 CHAIRMAN'S REPORT

"Good afternoon Honoured Guests, Past Chairmen, Ladies and Gentlemen, boys and girls. Thank you for attending this Meeting today

This is my third Report as the Home Counties Regional Chairman and I hope you are sitting comfortably.

It has been a good year without the Covid restrictions and it's been good to be able to get out and about without restriction. My year to date can be summarised as follows:

Our last Annual General Meeting was held live at Desborough College School in Maidenhead and my sincere thanks go to the Berkshire Centre for their help and support in organising this for us. It was an excellent weekend and organised to the highest of standards.

In October last year, I travelled to London to attend the Club's Annual General Meeting at the Queen Elizabeth the 2nd Conference Hall and the following Club Council Meeting.

Our first Regional Council Meeting was held by Zoom in November and I was able to introduce Selwyn Cooper and Alistair Greene as newly appointed Nominated Members and Wendy Goddard our newly appointed Social Media Champion and I welcome them here today.

In December, I visited the North London Annual General Meeting and whilst there I presented Lorna Morison with a small retirement gift in recognition of her many years serving the Council as Social Media Champion.

Also in December, the 2023 Constituent Centres Events, Rallies and Holidays booklet was published and is available on the Regional web site in self print or easy to read versions.

In January, I attended the Club's Regional Forum at East Grinstead along with Linda and Dave, a gathering of Senior Staff, Club Chairman and Vice Chairs and other Regional and Divisional Chairs in an open discussion. Points covered ranged from the Sites booking system, rally search function, Red Pennant and the Centre and Regional Review.

In February, Wendy and myself attended a Social Media Champion's Zoom meeting with Kieran Buggs the Club's Social Media Manager along with Champions from other Regional Councils.

Our second Zoom Regional Council meeting took place on 22nd February.

In March, I attended the Southwest Region's "Dinner under the wings of Concorde" at Bristol with the accompanying 5 day rally being held at the Tudor Arms near Slimbridge.

Later in March, we held Question Time which was hosted and arranged by this Region. The Event was held at the Silverstone Interactive Museum beside this iconic racing circuit and was very popular and was fully subscribed. Many interesting and topical questions were raised and ranged from site bookings, electric vehicles and charging on Club sites and a precis is available on the Reginal website. Finally, a complimentary tour of the museum rounded off a very successful afternoon.

Continuing with my visits to the constituent Centres, I attended the Upper Thames Easter rally at Stratford upon Avon. An excellent rally and a good opportunity to meet the members from Upper Thames.

We continue to support 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 which is available to download from the website. Centre organised Events are welcome on the site and are prominently displayed.

In May, I attended the Temporary Site at Windsor Racecourse. A site organised by the Buckinghamshire Centre to co-incide with the Royal Windsor Horse Show that attracted around 120 outfits. I was privileged to present the usual loyal toast at the Friday reception and the first time to toast the health of the new King Charles III who was in residence a short distance away.

The National Rally, now rebranded as Clubfest, was held at Kelmarsh Hall and Gardens near Market Harborough 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 a festival stage to showcase the acts performing. Fortunately, good weather prevailed with dry and sunny conditions throughout the weekend.

I would like to put on record the assistance given by Ian Grover and Dave and Jane Tuthill for their help and expertise in siting the outfits on our Regional block and to Lisa and Jim Dymock and Sheila and Pete Robbins for their help and assistance with the Regional Reception on Saturday. 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 Weston Park near Telford next year and will follow this year's format and will feature Jason Donovan, Scouting for Girls and Top Loader and are all well known acts within the entertainment business.

We are still looking for Campsite Crew for Clubfest and if you would like to volunteer for this position, please see me after this meeting. Fully explained

and is an exciting project to pursue and you will receive a substantial discount on the site fee.

After Clubfest, I attended the Bedfordshire Centre's very friendly 5 day followon rally at Waterloo Farm where I was able to meet the members attending there.

At the August Bank Holiday weekend, I visited the Southern Centre's Rally at Apps Court. a South Eastern Centres Grouping rally. Very well attended and I met with several other Regional Chairmen that were present in informal meetings.

As we return to normality, my thanks are extended to Wendy Goddard, our Social Media Champion for all her input and page updates throughout the year, a task that she carries out with enthusiasm and dedication. I am currently managing our Regional website and together with Wendy have seen our FaceBook followers increase constantly throughout the year to number 818, an increase from 645 this time last year.

I would like to thank the Members of the Council and their spouses for the help and assistance they have given throughout this year. David Baber and Yvonne for looking after all things Vice, Alan Cadman and Audrey who has balanced our finances once again and to Linda Allen and Kevin for her Secretarial skills throughout the year and for organising the many faultless Zoom meetings held. I would like to express my thanks to those of you that are continuing with me into 2024 as it makes life so much easier – thank you all very much.

I can now look forward to 2024 and welcome new Members to the Council and I look forward to working with them all.

Thank you very much for your continued support and please keep safe."

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

The Chairman asked if there were any discussion points. There being none, he moved on.

#### 6.0 SECRETARY'S REPORT

"Good afternoon Ladies and Gentlemen,

This is my fifth report as Secretary of Home Counties Region – it's getting a bit of a habit!

The Regional Council has met on four separate occasions during the year, all via Zoom; in November 2022 and in February, May and September during this year. There was some discussion early this year as to the format of our meetings. The Officers had proposed to hold face-to-face twice a year in the warmer months – i.e. May and September, and via Zoom in the colder months of November and February. However, 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. Reluctantly

it was agreed to hold the meetings via Zoom, although it is planned to revisit this again early in 2024.

Each Centre is entitled to send 2 representatives to the meetings. Once again, Hertfordshire Centre chose to be represented by only one member, but was not represented at the last 2 meetings and did not send an alternative. Upper Thames only send one representative, but state that as the Treasurer is also a member of the Centre, they feel they are well-represented.

It is fair to record here that the apparent lack of support from certain centres was discussed at the last meeting and all present felt that greater participation from all centres should be encouraged to ensure a full exchange of ideas and issues affecting all centres can take place. The Regional Council is there to support all centres within the region, but it was recognised that this should be a two-way process.

There are still vacancies for Independent members on the Regional Council. We have received one expression of interest which has been referred to the Executive Committee, as per the required process. If you are aware of anyone, who is not a centre member or has not been a centre member for the last 2 years who might like to join us as an Independent Member, please ask them to contact the Chairman or myself.

On average, the attendance at the Regional meetings this year was 97%, much better than previous years. Last year's attendance was 86% - the improvement was due to alternative representatives attending from some centres if their nominated representative was unable to attend.

The Chairman, Dave, Vice-Chairman Dave and I attended the Forum at East Grinstead in late January. One of the major topics of discussion was the new booking system for sites and the introduction of deposits. The main driver behind the change were members who continually made speculative bookings leading to a lack of pitch availability and also increasing the number of complaints the Club received.

It was reported that the new booking system had stopped speculative bookings and provided availability for members who were now able to book the more popular sites with relative ease. Results were showing a 70% reduction in cancellations.

Last year I reported on the issues with the rally search function on the national website. This was finally repaired in mid November 2022, nearly six months after it had failed. It had been a long process to get information on this from the Club, other than to be told it was managed by a third party, and the search function failed as a result of incorrect data trying to be uploaded and with so much data coming from the centres, it was hard to find where the error lay.

We have been promised the rally programme will be updated regularly on a rolling basis going forward, so as soon as centres have a rally / event confirmed, make sure the details are uploaded so it can be featured on the website.

Finally, I'd like to place on record my thanks to Kevin for the support over the past year, not least as chauffeur to Question Time and this meeting, but also to retrieving items such as the regional tablecloth, name plaques etc from the roof space!

This concludes my report for my fifth year in office. Please keep safe. Thank you"

The Chairman thanked the Secretary for her report and asked if anybody was against the adoption of the report. There being no objections, the Report was adopted.

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

#### 7.0 HONORARY TREASURER'S REPORT FOR 2022 FINANCIAL YEAR

"Good afternoon, everyone and now the most exciting bit of the proceedings the finances. This year you will be pleased to know I will keep my report short, had a little bit in, hardly spent anything and have a lot left.

In all seriousness it is my duty as Treasurer to present a report on the finances of the Home Counties Region of the Caravan and Motor home Club and this covers the Financial Statements for the year ended 31<sup>st</sup> December 2022. These 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).

As we are all aware the way organisations conduct their business has changed, using hybrid solutions of a day or two in the office then working from home using the new technologies that has come into our lives such as zoom meetings. The region continues to use zoom for its meetings, there is little appetite amongst Council Members to travel, in some cases over vast distances and especially over winter months when it is dark. The meetings have been successfully convened via Zoom.

Therefore, because of this the region has again maintained reduced expenditure in 2022, after allowing for one off item such as Question Time, Clubfest reception cost, when compared to pre COVID times.

On reviewing the Financial Statements, I would like to start with the Income and Expenditure account which is itemised on page 3 of the Financial Statements.

#### Income

Income has increased in 2022 from £2,500 to £6,147, an increase of £3,647 and is the result of:

 Increase of Regional Grant from the Club by £2,500 – in 2021 the Club reduced the grant reflecting the reduced expenditure levels and high amount of funds held.

- Question time grant provided to offset expenditure incurred –
   Missenden Abbey and the Roald Dahl museum.
- ClubFest reception was fully funded.
- A General grant made in error and funds returned to the Club.

Apart from the Regional Grant all other income is offset against expenditure and is the first time that these events have been resurrected after the COVID pandemic.

#### **Expenditure**

Expenditure has increased over 2021 by £2,276.

The areas of expenditure to note are:

- AGM expenditure is £1,379 for 2022 compared to £1,138 for 2021, an increase of £241 due to school costs being higher. Depending on the Counties, hire of school premises can change dramatically and the amount of negotiation is limited as many move, have moved to academies.
- Point to note the entries under Bridge/Ferry tolls are actually costs covering Presentations to retiring officers, tellers etc.

#### Other expenditure:

As indicated earlier the region is showing expenditure for Question Time, Club Fest reception and the refund of monies paid in error – total £2,147. If this is excluded the expenditure only increased by £129.

Main areas of changes of expenditure cover:

- Equipment costs nothing in 21/22 but previous year was to cover new bars for previous retired Chairman for the chain of office.
- Event leaflets used at Question Time and Club fest to promote the region activities.
- Website hosting fee.
- Officers Official Duties cost reduced by £130 which mainly cover Officer face to face meetings.

In summary, the Region has less expenditure over income received resulting in a surplus of £2,251, as shown at the bottom of the Income and Expenditure Account.

#### **Balance Sheet**

Moving to the Balance sheet shown on page 2:

The Bank Current account shows a balance of £12,719 at 31/12/22 after accounting for any unpresented items (who remembers Cheques).

VAT – there was no VAT recoverable as the claim was settled by the Club in 2022.

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

The prepaid receipt of £4,000 relates to the Regional Grant received for 2023 and was received in December and forms part of the bank balance. As the

Financial Statements are for the year ended 31/12/22 the figures must not include future items and therefore this is deducted.

Overall, this arrives at a Net Asset position for the region, i.e. what the region is worth of £8,719. The financed section shows the balance brought forward from the previous year adjusted by the surplus from the Income and Expenditure account of £2,251 arriving at the Net Asset position of £8,719 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 polices 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.

Finally, I must thank my wife for her support during the year in discharging my responsibilities as Treasurer."

The Chairman thanked the Treasurer for his report and asked if anybody was against the adoption of the Treasurer's report.

There being no objections, the report was adopted.

The Chairman asked if there were any discussion points.

David Grover queried the Independent Examiner's Statement on page 3, which stated that the 3 requirements had not been met. The Treasurer had queried it with PKB and it appeared this was the Club's template. Alison Woodhams agreed to take this back to the Club and get it reviewed and amended.

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

#### AGM 2023 - Resume 2023 Accounts

Again, it continues to be a strange year! Same as last year and again never has it been so true that we had a little in, spend a little and have a little left.

The Grant from the Caravan Club for 2023 has remained the same as 2022 at £4,000.

This region continues to hold meetings via the Zoom platform with the AGM being face to face, but unfortunately not rally based. Therefore, it is expected the financial outlay for 2023 will be around c£3,400 resulting in a predicted surplus of c £2,000. Note expenditure included £1,400 for Question Time.

The Question Time at Silverstone all costs have been reimbursed by the Club. I still believe that in the future that there could be a possibility that the Club

may start reducing the grants so that the current high bank balances that are being carried due to funds not being spent are reduced.

Indeed I received an e-mail this week, stating that the grant for 2024 will be reduced to £3000 and encouraged us to look at ways to reduce expenditure.

The region will continue to help and support all members and Centres of the Region and I look forward to continuing for another year as your Treasurer.

The Chairman thanked the Treasurer for his resumé of the current year to date.

# 8.0 VICE-CHAIRMAN AND PROREPORT

"Good afternoon everyone, like my other half I'm going to keep this short.

As Vice I take on the PRO role, but to be honest, there's not much call for it in the region unlike in the centres, but I've had a busy year and done a lot of rallies within the region. So let's start, I helped on the Windsor event, really enjoyable meeting people from across the country and overseas. No time to relax as off to Clubfest pre rally, ClubFest and follow on. We only spent 3 nights home in May. We held a very successful regional reception and met a few potential new ralliers.

I managed to visit the Northumberland centre on their holiday rally and see two of our closest friends get married. Also this year Buckinghamshire Centre hosted the Tut Tuts rally in Henley-on-Thames, a great long weekend with amazing hot weather. We had visitors from North Yorkshire and Cumbria and as far afield as Cornwall and Wales.

A few weeks ago we attend the Bedfordshire Centre AGM rally as tellers, great hosts and seen the group that's booked for next year's regional AGM so a big thanks go to Bedfordshire for agreeing to run it.

To finish off, I'd just like to say a big thank you to my long suffering wife Yvonne and finally thank you to all the centres that continue to support the region and to quote those famous lines that's all from me folks."

The Chairman asked if anybody was against the adoption of the Vice-Chairman and PRO's report. There being no objections, the report was adopted.

The Chairman asked if there were any discussion points. There being no further points, the Chairman moved on.

# 9.0 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.

The Chairman and Officers then stood down and Selwyn Cooper Executive Committee Member was invited to take control of the meeting.

#### FINAL NOMINATIONS FOR 2022 / 2023

Position	Name	Proposer	Seconder
Chairman	David Rickard	Josie Carlile	Clare Withers
Vice-Chairman	David Baber	Franceska Sawyer	Lisa Cookson
Secretary	Linda Allen	Ray Daniels	Jane Tuthill
Treasurer	Alan Cadman	Gerry Cox	Ian Torrance

Nominations for the four Officer positions were duly elected to serve another term and were presented with their badges and window plaques.

### 10.0 TO APPOINT AN INDEPENDENT EXAMINER

The Chairman thanked the Auditor, PKB Accountants Ltd for their services in the independent examination of the Regions' 2022 Accounts. The Treasurer was called upon to nominate the Independent Examiner for 2023.

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 2023 accounts.

#### 11.0 PROPOSITIONS

The Chairman stated that the Secretary had not received any propositions by the closing date of 7<sup>th</sup> July 2023 as required by the Regional Constitution.

#### 12.0 ANY OTHER BUSINESS

Brian Dunham queried what effect there would be now the Club had decided to stop issuing membership cards? For example, what would happen at AGMs? Would everyone be expected to have a smart phone and be able to produce an electronic card?

The Chairman explained that a card can be downloaded off the website, or alternatively a card can be requested via the Membership department, either online or by phoning.

Phil Batchelor pointed out that one of the reasons why a member needs a plastic card is to obtain discount at various outlets, such as Mountain Warehouse and other business partners.

Selwyn added that there were different formats of the card, some showed which Centre the member belonged to, depending on which platform was being used, but it was planned to standardise this in time. In addition, the card now stated Member since "date" rather than number of years.

Brian then went on to ask why members had to renew their centre membership every year? It was understood that this was financial as every centre received a grant based on their membership numbers, and there was concern that numbers would increase if members did not have to register each year. In addition historically when rally books were posted out to members, increasing numbers would make the cost of this disproportionate in comparison to numbers of regular ralliers.

This question had been raised regularly over the years, and no clear reason had ever been offered. Alison agreed to take this matter back to the Club.

Sue Batchelor questioned why as a joint member she was unable to book a site? That makes her a family member, not a joint member, but the reasoning behind this has never been explained. She has been told every time she had raised it that it would be looked at, but nothing seems to change.

Jackie Lee tried to confirm her attendance at the Club AGM, where there was a box to indicate whether she was a joint or family member. Jackie is neither, being a member in her own right, but she was unable to complete the process without ticking one of the boxes. That assumes that everyone is a couple; Jackie was recommended to ask the question at the Club AGM.

lan Grover reported that the whole aspect of Centre membership was being discussed as part of the Review. Two proposals had been developed and one of these would be presented to the Executive Committee shortly, so watch this space!

David Grover commented that since Centres were encouraged to make more use of social media, as a by-product, centre websites had generally deteriorated and in some instances, it was very difficult to find up to date information about rallies etc. Often the website signposted to the FaceBook pages for up to date information.

Anne Philips added that websites take a lot longer to keep up to date than social media, so keeping social media up to date is quicker and simpler to achieve.

lan confirmed that the Club was currently looking at a standardised website format; several centre websites were very poor and the centres had been contacted direct to try and improve matters.

Selwyn complimented the Review Committee, as regular updates were being presented at Executive meetings. It was recognised that progress would be evolutionary, rather than revolutionary. It was pleasing to hear that rallying did feature on Executive Committee meetings on a regular basis.

- Josie Carlile wished to thank the Chairman for producing and printing the regional rally programme, which was of great help to those members who did not have access to the website and / or printing facilities.
- Adrian Dawson said there was talk in the background that regions were coming to an end, and they would not exist in five years' time. From the grant that they receive, what can the region pay for things? What prevents the region running the rally supporting the Regional AGM? Spending that money on running a rally would benefit more members. It was confirmed that the region usually paid for the cheese and wine evening on the Friday evening and contributed to the cost of hiring the venue for the Regional AGM rally.

It was explained that the constitution of the region prevented it running a rally. The grant was provided to support the running costs of the region, such as the AGM; it was recognised that there was more money in the bank than usual due to the restrictions over the last 2 years because of COVID.

There was nothing to stop a centre running a rally and inviting members from across the constituent centres. A request to the region for support in some way could be submitted and then discussed in more detail at a Council meeting.

It was suggested a request for 6.02 funding could be submitted to the Finance Committee. However lan pointed out that recently 2 such requests had been refused as the grant was there to support promotion, not partying. Also regional funding was to support all members in the region, not just the 10% who attended rallies.

In the past there were HCIR rallies (Home Counties Invitation Rallies), open to all members but run in turn by a centre and funded by the attendees, not the region. Unfortunately these ceased due to lack of support and volunteers willing to run the rally. It had to be remembered that costs to run such a rally had increased as well, such as hiring marquees etc.

It was recognised that rallying had changed and centres were having difficulties in attracting enough rallies to make a rally viable. Often members did not know how to survive "off-grid"; Selwyn who sits on the Technical Committee stated that a decision had been made to have a devoted section

off-grid at the 2024 ClubFest to encourage members to have a go, and to educate them on how to survive without electricity.

Yvonne Baber suggested that the Centre Chairmen should get together to discuss the matter and issue invitations.

#### 13.0 THANKS AND PRESENTATIONS

The Chairman thanked everyone for attending.

The Secretary stated that next year's regional AGM would take place on Saturday 12<sup>th</sup> October 2024, at Derwent School, Hitchin Road, Henlow, Beds SG16 6BA, hosted by Bedfordshire.

There being no further business, the Chairman closed the meeting at 5:00 pm.

Linda Allen Regional Secretary David Rickard Regional Chairman