



Rally Officers Meeting minutes 13th September 2025

1. Introduction:

Good afternoon everyone, and welcome to the Cheshire Centre Rally Officers Meeting 2025.

Before we begin, a brief note on health and safety. There are no planned fire alarm tests during this meeting. If the alarm does sound, please treat it as genuine and leave the building promptly using one of the designated exits.

The meeting will follow the same format as in previous years, and we aim to cover the agenda efficiently and effectively. Our intention is to keep the meeting focused, while ensuring all key information is shared clearly.

Thank you for attending and for the continued commitment you bring to the Centre through your role as Rally Officers.

2. Apologies for absence:

Glenis & Barry Chesterson
Judy Clarke
John Toms
Andrew & Imelda Lowe
Keith & Barabra Scarlett
Val & John Whittaker
Ann & Dave Beattie
Trish & Jimmy Shaw
Paul & Eileen Bedworth
Sally Ann Rose
Sarah & Gary Upton
Allan & Barabra Beard
Linda & Tony Smith

3. Minutes

Minutes from the 2024 meeting were available on arrival.
Can I ask for approval of the minutes.

Proposed Rob Daniels
Seconded Andy Gibbs

Vote	For	All	Against
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4. Matters arising from previous minutes

There were no matters arising from the last Rally officers meeting

5. 2025 Rally Secretary report

Good afternoon, ladies and gentlemen.

Before I move on to my report, I would like to take a moment to extend some heartfelt thanks.

Over the past year, I've been fortunate to have the support of several people who have made a real difference.

Firstly, a big thank you to all our proof-reader, whose eye for detail has been invaluable. To the committee, for your continued dedication and hard work.

To Andy Gibbs, for the work he has done in keeping our website up to date and running smoothly. And, most importantly, to my wife, Nicola, who has stood by me throughout.

Some of you will know that last year came with its challenges, particularly when Nicola was in hospital. This meant many late nights were spent finalising the rally book, and I must admit it was a testing time. Fingers crossed, this year will be a little smoother, allowing me to work on the rally book quicker so that we can all look forward to enjoying the rallies that you all make a success.

Onto my report.

Since the 2024 AGM, we've had a busy and exciting year on the rally field and there has been 76 rallies held to date. So far in 2025, 51 rallies have taken place, with 12 of these being posted as full, a good sign of the enthusiasm and commitment within our Centre.

Of course, not everything goes exactly to plan. Sadly, this year we have seen 9 rallies cancelled and 1 postponed.

Looking ahead, there are still 20 rallies left in the programme, and encouragingly, 11 of these are already fully booked. It's wonderful to see such strong support for the events that remain.



As I mentioned earlier, the rally book was issued later than planned and was finally distributed on 18th December 2024. It was sent to 2,041 members, it was then opened by 1,063 - around 52% of our total membership.

At the same time, bookings opened on the website. A special word of thanks must once again go to Andy Gibbs, who generously gave up part of his festive period to ensure the rally book was uploaded and made live online.

The CAMC has confirmed that a Risk Assessment must still be completed for every rally. This responsibility rests with the Rally Officers, who are required to submit the completed assessment to the Rally Secretary no later than 14 days prior to their event.

A standard Risk Assessment template is available for download on the Cheshire Centre website. Rally Officers may adapt and expand this document where necessary to ensure that any specific risks associated with their chosen venue are fully addressed. It is worth noticing that not every risk is present at the time of inspection, if a risk is present it falls to the rally officer to assess when and if this is presented.

A gentle reminder to all Rally Officers: when circulating the Rally Programme or sharing rally information by email, please ensure that the BCC function is used when addressing a group message. This helps us protect people's personal email addresses and help us conform to GDPR requirements.

On behalf of the Committee, I would like to extend a sincere thanks to all our Rally Officers for the time, effort, and careful preparation they dedicate on our behalf. Your cooperation and continued support are greatly valued and appreciated.

I am sure that Rally Officers are already working hard to create a varied and enjoyable programme, featuring many of your favourite venues. We encourage all members to support the 2025 programme and then the 2026 programme, which once again reflects the commitment and dedication of our Rally Officers. The Committee is truly grateful for their efforts.



It should be noted that the number of rallies proposed this year is slightly lower than in previous years. At the time of this meeting, 61 rallies are proposed for 2026, compared with 73 rallies last year.

In closing, I would like to once again express my heartfelt thanks to all Rally Officers. That concludes my report.

Proposer: Rob Daniels

Seconder: Nicola Shaw

6. New venue finder plaques

None requested

New venues will always be needed, plaques are given for:-

- New venues never used before
- Venues not used by the centre for more than 10 years
- Dates for plaques are for the period from the last RO meeting to this one.
- Plaques are presented to the person who found the venue, not the person running the rally, at the RO meeting following the rally being run.

7. Silver Salvors

- A Silver Salver is presented to RO's in recognition of their running rallies for the centre.
- Presented in multiples of 25 and must be claimed to be issued.
- We have had no requests for any salver.



8. Rally Handbook 2026

This meeting establishes the plan for the 2026 Programme and Rally Handbook. As in recent years, the 2026 Handbook will be produced in a loose-leaf format and will be available at the nominal cost of £1.00.

All members registered with the Cheshire Centre at the time of distribution will also receive a digital copy of the Handbook via email. For those who prefer a printed version, loose-leaf copies will be available for purchase shortly after.

The production of the Rally Handbook is the responsibility of the Rally Secretary, supported by a number of dedicated volunteers. To ensure the handbook can be prepared and processed in good time, all rally write-ups must be submitted no later than **Sunday, 21st September 2025**.

A new version of the Rally Write-Up Form (V7) is now available on the Centre website. This updated form includes a section for *what3words* and introduces several important changes:

1. Any rally organised in line with CAMC guidelines must be published on the CAMC website. Please note, this listing will not display Rally Officers' personal details but will instead show the Rally Secretary's contact details.
2. Any rally held on behalf of the Cheshire Centre will be assigned a Cheshire Centre email address. This service protects your personal email by providing a dedicated Centre contact address.
3. There is now the option to include your details in any printed copies of the Rally Programme. If personal details are chosen not to be displayed a copy of the centre email address will be used instead.

It is essential that the V7 form is used. Write-ups submitted on older versions will be returned to Rally Officers for amendment.

Following this meeting, I will issue a reminder to all Rally Officers regarding the submission deadline. Where a write-up is not received by the above deadline, an entry will be included showing the rally date and the relevant Cheshire Centre email contact address but unfortunately no further details.



In summary, once write-ups have been received, I will begin compiling the Handbook. This process includes formatting, sending to the proofreaders, and final checks before the document is submitted to the printer. To support this work and avoid delays, Rally Officers are kindly asked to submit their write-ups as early as possible, and no later than **21st September 2025**

Layout of the book works well:

- Write up description 60 words **MAXIMUM**
- Directions **CONCISE (small)**
- IF you use more than the allocated words the Rally secretary will have to request for it to be rewritten which may then delay the publishing of the handbook.
- When completed, the rally write up should be sent to rally.secretary@cheshirecentre.co.uk
- Telephone calls or emails saying 'use whatever I had last year' will not be accepted. Please use version 7 of the rally write up form, this can be found on the centre website.
- Word document forms are clear and allow you to see EXACTLY what will be in the book before you send it.

NO RALLIES CAN BE ADDED AFTER THIS MEETING UNLESS IT FALLS ON A BLANK WEEKEND (THIS RALLY CAN NOT THEN BE MOVED) OR AS A REPLACEMENT FOR A CANCELLED RALLY. BOTH OF THESE REQUIRE APPROVAL BY THE COMMITTEE.

MINIMUM CONTRIBUTIONS is as follows:

- Weekend Rallies £0
- Long weekend Rallies £0
- Holiday Rally £0

Rallies commencing on or after the 1st January 2026 and commencing before the 31st December 2026 have no minimum contribution requirement. While this may appear to be a



modest adjustment, we hope its removal will help to ease financial pressures and support us in holding or even reducing rally costs.

It's also worth noting that Centre contributions are subject to VAT, meaning this change could deliver a greater benefit than you might first expect.

Please ensure accounts are returned to the Treasurer within 14 days – your cooperation in meeting this timescale is greatly appreciated. Once your accounts have been submitted and confirmed as correct, kindly destroy all booking forms, ideally by shredding. In line with GDPR requirements, personal information must not be retained for longer than is necessary or justifiable.

Notes for Rally Officers

- Guidance Documents are available on our website should you need them and also you can call the rally secretary or any of the committee.
- Risk Assessments: A generic risk assessment template is available for download on our website. Please remember that *all rallies must have a risk assessment in place in line with CAMC requirements*. These must be completed and returned to the Rally Secretary no later than 14 days prior to your rally.

Rally Write-Up Forms

- Submission Deadline: The final date for return is 21st September.
 - Children's Sports: If you wish to include children's sports, please indicate this clearly on the form and notify the Sports Officer.
 - 4B Applications: For rallies held outside Cheshire, 4B applications must be submitted at the earliest opportunity and no later than six months before the planned rally.
 - Number of Rally Officers: Most rallies are supported by two Rally Officers. Should you feel additional officers are required, please seek approval from the Committee via the Rally Secretary.
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- Contact Details: you will be given a dedicated Cheshire Centre email address from the Webmaster, who will arrange this on your behalf.



FULL RALLIES

Inform the Rally Sec as the first point of contact when a rally is full

The system for reporting a full rally – email/ring/speak to the Rally secretary on a rally field....

9. Announcements and reminders

- Siting

Please follow the guidance given in the rally book, we now have a measuring wheel in the rally kits. For insurance purposes we must adhere to this guidance.

10. The Caravan and Motorhome Club Cheshire Centre 2026 rally programme

- a) Presented verbally to the floor by the Rally Secretary
- b) Instructions on handout

11. Treasurer's Rally Report

Good afternoon Rally Officers and interested parties.

The online payments system has been a great success, but it depends on ralliers making their bank transfers at the time requested by the rally officer. I suggest the rally officers request their payments from ralliers at least 4 weeks before the rally if not more, so that missing payments can be chased before they become a problem and jeopardise the financial viability of your rally. Rally Officers are kept informed, on a weekly basis, of all payments received for their rally.

For any ROs who are not familiar with cheques, please make sure that they are signed, the numbers and figures match and the date is less than 6 months old. Wherever possible please try to get cheques to the Treasurer before the rally so that any issues with cheques can be resolved before the rally takes place. Please also include a list of whose cheques you have submitted. A cheque remittance sheet is available on the Centre website.

I know that some of you are happy to cover the rally expenditure yourself and then recover the cost from the centre. If you want to balance up after the rally that's fine but I still urge



you to bank the cheques before the rally and simply write on the cheque remittance form "hold on account".

For 2026, you will be aware that the minimum contribution due to the Centre has been suspended. You need, however, to make sure that you do not make a loss on your rally, so a small contribution will not be out of order. When costing your rally, it is often wise to include an amount for contingency, costs can change, and it is important to realise that you may not fill the rally to 100%.

Finally, I would like to thank all Rally Officers for your co-operation over the past three years. If you have a question about completing your accounts, please ask. If you don't know the answer, it can never be considered a stupid question.

Dave Dale 13/9/25

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12. Any other business

Paul Bowler asked is there any chance of getting an update price list from Baypress, they seem to change price at the middle of the year.

There was also a request to use printed envelopes no that the CAMC no longer supply printed ones.

Andy Gibbs also comment that he support Baypress with there website and there has been no change to the cost of plaques as this has not been requested for their website

Andy Gibbs raised that the rally count was wrong at the time of the meeting.

Deb Rose, looked for interest in supporting new rally officers as she has taken on the Easter Rally, she asked if there was interest in running Webinars in giving advice to new rally officers. Chris Citrine also supported this further. A forum was suggested for the website, there was concern that this could lead to miss information as the answer_s may be people's personal view.

A list was suggested of new rally officers who would be willing to have a go so they could be matched up with experienced rally officers. This topic will be moved to the next committee meeting.

13. Closed at 1320