

24 April 2020

Dear Secretary

Further to my communication to you on 17 March, the Executive Committee have been meeting with the Director General on a weekly basis, through this difficult time. The longer the lockdown period lasts, the more challenging the situation becomes for the Club, especially as the timing of the lockdown has coincided with the start of our 2020 camping season. The Club is a seasonal business, and there is now the real possibility that sites will be shut throughout our peak season. As you would expect, all our attention and our focus is on planning for when and how we can reopen the sites, and how we manage the Club during this time of closure.

Any opening will of course be in line with government guidance and we are working with the rest of the industry to seek more information and clarity on what any post lockdown strategy may be.

As well as the unknown around timings, it's our expectation that we will not be in a position to open the entire network, and we will certainly not be operating at full capacity – not least to ensure continued 'social distancing'. There will undoubtedly be other operational considerations as the Club and our camping offer adapts to fit with the 'new normal'.

In relation to social camping, the area you are most involved in, just as we are planning for the future, we are aware that you will want to do the same, and we feel we should support you in doing this.

Currently the advice you have been given is to not participate in any Unit activity, whether it be attending social gatherings, running meets or attending meetings. You have also been advised that virtual meetings should not be used to hold formal meetings.

However, it is becoming apparent that some of you are keen to hold meetings, to assist with future planning. The Executive Committee discussed this on Wednesday and feel that you should be given the flexibility to hold virtual meetings during this period of lockdown, as a temporary measure. (Of course, when we are able to return to Greenfields House and operate more normally, this matter would need to be revisited by the Administration Committee.)

This flexibility has been provided very much on the basis that each Unit can decide whether or not they want to make use of virtual meetings during this period. **It is not a requirement to recommence holding meetings.**

Some of you will have held your AGM before the lockdown, others will not have been able to hold their AGM yet. It is envisaged that AGMs will be held at the earliest opportunity – in line with the requirements set out in the VOM - once government guidelines are relaxed. In the meantime, it would be appreciated if the current Committee remain in place.

If you do choose to hold virtual meetings, these must be held as stipulated in the Voluntary Officers Manual (VOM).

Specific points to note include:

1. All members eligible to attend a committee meeting of the Unit must be able to access the virtual platform being used (eg, Zoom, Microsoft Teams and Cisco WebEx)
2. Any costs incurred are the responsibility of the Unit.
3. Recording the meeting, and producing Minutes from the meeting, are the responsibility of the Secretary. Minutes from the meeting should be distributed in the normal way.
4. Meetings should be arranged at the same time as normal face to face meetings would happen, so that members have the same opportunity to attend the meetings.
5. The agenda should be appropriate for the current situation.

Suggested Agenda:

1. Chairman's opening remarks
2. Apologies for absence
3. Minutes of previous meeting
4. Matters arising
5. Executive Committee decisions
6. Treasurer's Report
7. Urgent correspondence
8. Other business items
9. Time and date of next "meeting"

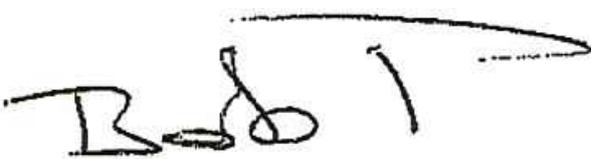
Please note that the Main Committees of the Club are not meeting, and Greenfields House is currently closed. However, any Region holding a meeting should continue to send their Minutes to Greenfields House, in the normal way, in readiness for the next Administration Committee meeting.

I'm afraid due to the reduced number of staff currently working, and our focus on core Club operational re-opening, there will be limited central support available during this period.

Also, please be aware that the decision has been taken to cancel all Meets and Temporary Holiday Sites with a start date in June. This will be actioned by the Exempted Camping team.

We will continue to monitor the situation closely, and issue new guidance as and when required.

In the meantime, please keep safe.



A handwritten signature in black ink, appearing to read 'Bob Talbot', with a long horizontal line extending to the right from the end of the signature.

Bob Talbot, Club Chairman

