

The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 8JH

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Subject: 2016 Annual Report
To: Region and Section Chairmen
From: Director General
Direct Line No: 024 7647 5020

The Club's Annual Report and Accounts for the year ended 28 February 2017 will be published in **October 2017**. The Club's Annual Report, which is the Annual Report of the National Council, has to be compiled and agreed by the National Council at its June meeting. The draft Annual Report goes before the Club's Management Committee at its May meeting.

Over the years the Club has always included reports from Club Regions and Sections/Groups, who report on their activities in the previous financial year i.e., March 2016 to February 2017.

In order for me to compile this annual report, get it proof read, checked for accuracy, and to ensure that it makes sense, it is important that I have your Region or Section/Group report no later than **31 MARCH 2017**.

For some of you this will mean that you will be submitting a report before it has been approved by your Annual General Meeting. This is perfectly acceptable because if for any reason your AGM does not accept your report, amendments can still be made. However, you will appreciate the compiling of the Club's Annual Report needs to be done in good time to allow everyone to read and approve its content.

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Copied to:

To National Councillors

To Region Secretaries

To Section Secretaries

To District Association Secretaries

To Section Area Secretaries



I would be grateful therefore, if you could let me have your annual report of no more than 150 words no later than 31 March 2017. Reports longer than 150 words may have to be edited and may miss out some very important items that you wish to be included. If possible could you please send your report by e-mail to the following address fiona.roberts@campingandcaravanningclub.co.uk

Regions and Sections/Groups should not thank individual members for the work that they carry out on behalf of the Region or Section/Group, as the exclusion of some people's names could give offence. Therefore, please do not include individual names within the report. Please also do not include details of the recipients of Club Certificates of Honour as these are reported elsewhere in the magazine and restrict the report to covering only activities.

Any report received after the **31 March 2017** cannot be guaranteed to be included in the Club's Annual Report and I would hate any Region or Section/Group members to feel that they have been deliberately left out due to the fact these reports have not been received at HQ on time.

February 2017