

BRANCH LIAISON OFFICER

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Officers' Newsletter 224

29 September 2023

Officers' Conference 2023

Advance warning about the Officers' Conference has already been circulated in Officers' Newsletters 222 and 223.

Date: Saturday 28 October 2023

Location: Danum Gallery, Library and Museum, Waterdale, Doncaster DN1 3BZ

Timings:

10.00 - 10.30 Conference opens with a short introductory plenary session

10.30 – 13.00 Workshops

13.00 – 13.45 Lunch

13.45 – 15.30 Main plenary session

15.30 Conference closes

Tea, coffee, soft drinks and lunch will be provided.

Booking

You will need to book if you wish to attend the Officers' Conference indicating which of the workshops you would like to attend. Please notify any special dietary requirements with your booking.

Please email me at liaison@rcts.org.uk with your name, membership number and branch, to book your place at Conference not forgetting to let me know which workshop session you would like to attend.

We would like **ALL** branches to be represented and to make good use of the workshops – **this is important** - and can accept up to 2 delegates per branch now that we have managed to increase capacity at the venue. However, there is still a limit so please get your bookings in as soon as possible. If your branch is not going to be represented, please send any **apologies**. If you are a

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National Officer planning to attend, you will also need to book in advance. If you are not planning to attend, please send your apology for our records. Thank you.

Workshops are open to any Society Officer or prospective Officer who is about to take over a relevant Branch or National Officer role. Unbooked workshop spaces will be opened up to any interested Officer. Please ask if you are unsure.

Directions

There is a map at the end of this newsletter showing the railway station and two alternative walking routes to Danum, as well as other local facilities including some hotels and car parks. It takes approximately 10 minutes to walk from the railway station to Danum. At the time of writing, there is a half hourly bus service (Number 55) from the Doncaster Interchange just outside the railway station to Waterdale Wood Street which is approximately a one minute walk from Danum. The Danum website has information on town centre car parks and public transport.

Link to Danum <https://www.dglam.org.uk/visit/>

Link to bus timetable

<https://www.firstbus.co.uk/doncaster/plan-journey/timetables?service=56%2F55&day=sa>

2023 Officers' Conference Agenda

This is currently in draft and will be circulated in a subsequent Officers' Newsletter.

RCTS Merchandise

If you would like to pre-order any RCTS merchandise for collection at Conference in Doncaster, please contact David Goddard on clothing@rcts.org.uk.

RCTS Name Badges

We have good stocks of these at present and will be bringing some to Conference. It would be helpful to know your requirements if you are attending to ensure that sufficient are available on the day. These are for anyone representing the Society at meetings, exhibitions, outside visits and other Society activities.

Overnight Accommodation in Doncaster

As this is a one-day event, accommodation has not been arranged. The usual criteria apply for branches to reclaim expenses for reasonable travel, and one night's reasonably priced accommodation for those with further to travel who would not otherwise be able to arrive on time. Please see Treasurers' Guidance Note 4 on reclaiming expenses for attending the Officers' Conference. This applies for one delegate per branch with the proviso that the branch has less than £2000 in uncommitted funds. Any queries about this please ask.

This is just a sample selection and there will be other possibilities at varying prices. Contact details for Doncaster Tourist Information are at the bottom of the list.

No guarantee of quality, availability or price is conferred by this listing.

Hilton Garden Inn, Doncaster Racecourse

<http://hilton-garden-inn-doncaster-racecourse.manchesters-hotels.com/en>

The Earl of Doncaster Hotel

<https://theearl.co.uk>

The Red Lion (J D Wetherspoon)

<https://www.idwetherspoon.com/hotels/england/south-yorkshire/the-red-lion>

Mercure Hotel, Doncaster Centre Danum Hotel

<https://all.accor.com/ssr/app/mercure/hotels/doncaster>

Premier Inn Doncaster Central

<https://www.premierinn.com/gb/en/hotels/england/south-yorkshire/doncaster/doncaster-central-high-fishergate.html>

Restover Lodge/Primelodge – recent name change for this hotel

<http://restover-lodge-dn4-5hx.yorkshire-hotel.com>

The Beverley Inn Hotel

<https://beverley-inn-hotel-edenthorpe.hotelmix.co.uk>

Rigsbys Guesthouse

<http://rigsbys-guesthouse.yorkshire-hotel.com/en>

Whitburn Guesthouse

<https://thewhitburnhotel.co.uk>

The Regent Hotel

<https://www.theregenthotel.co.uk>

Rigsbys Guest House

01302 368532 (website unavailable at the time of looking so website address not included)

Townfields Hotel

<https://www.townfieldshotel.co.uk>

Tourist Information Doncaster

tourist.information@doncaster.gov.uk

Tel: 01302 734309

Officers' Conference Workshops

Conference Workshop - Branch Treasurers

Led by Society Treasurer Reg Wood and members of the Finance Team

Programme

1. Welcome and Introductions, Apologies for Absence
2. Objectives of the Meeting and Outline of the Society Structure and Financial Management Arrangements
3. Branch Financial Management
4. Value Added Tax
5. The Branch Financial Return
6. Reimbursement of Expenses
7. Publications Returns
8. Open House for individual Branch Treasurers' queries. It would be helpful to advise the Treasurer in advance of your question so an informed answer can be supplied.

Reg Wood - Treasurer
Email: treasurer@rcts.org.uk

Conference Workshop – Updating Web Pages

Led by Society Digital Officer Matt Shaw

For this workshop, please bring your laptop if you have one. This will help enable a hands-on learning experience.

Essentials for all Branches

- Welcome message
- Uploading photographs
- Creating events, including hybrid and virtual events (meetings/visits etc)
- Updating venue information
- Meeting reports

Charging for products online eg hybrid/Zoom meetings, hospitality, outdoor visits etc

- Creating shop products
- Adding different pricing options

Tour of the overall RCTS website

- Society information (public, member only, officer only sections)
- What's on
- The various online shops
- Features maintained by individuals
- The Library and Archive
- Publications
- The Digital Archive
- The Photo Archive
- Leatherhead scanning processes

Extending your Branch pages

- Examples from other branches
- Creating sub-pages
- *Beaver Builder* advanced editing

Conference Workshop – Introduction for New/Recently Appointed Officers

Led by Society President the Reverend Canon Brian Arman

An informal introduction to include the following:

- 1 How to run an RCTS Branch**
- 2 How to run branch meetings**
- 3 Welcoming members and guests – to the branch and at meetings**
- 4 Branch Officer roles**
Flexibility – people and their strengths
- 5 The Officers' Handbook**
Part 1 - National
Part 2 - Branches - including quick checklists and more detailed information
- 6 Where to get help and support when you need it**
 - a) Branch Colleagues
 - b) Other Branch and Society Officers
 - c) Society President
 - d) Branch Liaison Officer

Whilst this session is mainly aimed at Branch Officers, other newly or recently appointed Society officers are welcome to book a place.

Doncaster Map

Map showing the railway station, Danum Gallery Library and Museum, some local hotels, car parks and other local facilities. Two alternative walking routes from Doncaster Railway Station to Danum are marked in red and grey.

