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OFFICERS' NEWSLETTER 132

BRANCH LIAISON SECRETARY

Alan Cooke, 60 Hayse Hill, Windsor, SL4 5SZ

Telephone: 01753 869307 e-mail: liaison@rcts.org.uk

MC PRESENTATION AT THE 2017 REGIONAL MEETINGS.

Included in this mailing is the presentation prepared for the MC representative at the 2017 round of regional meetings. This is being sent out for the benefit of those branches that did not attend and to enable further discussion on how the proposals can be implemented.

Please get in touch if you wish to discuss matters further.

Thanks are due to Andy Davies for the preparation of this presentation.

The information contained in this newsletter is for use of RCTS Officers and Members only and should not be communicated outside of the society
24th June 2017

SLIDE 1

Regional Meeting 2017

Record Keeping

SLIDE 2

Now the RCTS is registered, as a CIO there are requirements branches must adhere to: --

- We must keep records of meetings and AGMs.
- We must keep proper financial records.

SLIDE 3

RCTS Rule 3d

A branch committee shall meet at least four times in each year (one of which must be an AGM) and minutes shall be recorded of its deliberation at all meetings.

Note: Minutes of the branch AGM must be submitted to the Branch Liaison Officer, who will raise any issues with the Management Committee.

SLIDE 4

RCTS Treasurers Guidance Note 1

The branch committee is collectively accountable for the overall financial health of the branch and for ensuring that the legal requirements of the branch are met.

The branch treasurer has the responsibility for the day-to-day management of branch finances. It is expected that financially branches should be self-sufficient.

Charities Commission Requirements

- All charities must keep proper financial records and prepare annual accounts.
- You should record how you made more significant decisions in case you need to review or explain them in the future.
- Ensure the charity keeps accurate records of income and expenditure.
- Protect the charity from financial crime such as theft or fraud.
- Every meeting will benefit from a formal agenda which lists the items of business to be discussed at that particular meeting.
- Accurate minutes shall be kept of all meetings. The minutes do not need to be a word-for-word record, but need to record information that is important to the charity -
 - The type of meeting
 - The date and time the meeting was held
 - Apologies for absence
 - The names of those present
- The minutes, once approved and signed as an accurate record by the chairman, form the only legal record of the business of the meeting.
- The minutes of all meetings need to be kept during the existence of the charity.
- The accounting records of the charity must be retained for a minimum of six years.

Slide 8

Bribery Act 2010

- The Act introduces the crimes of bribery, being bribed, and the failure of an organisation to prevent bribery on its behalf.
- Bribery is defined as giving someone a financial or other advantage to encourage that person to perform their functions

or activities improperly or to reward that person for having already done so.

- Hospitality is not prohibited by the Act