

BRANCH LIAISON SECRETARY

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Officers' Newsletter 196

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Dear All

It seems like a good idea to have a newsletter with 'ordinary' subjects for a change so here goes with some requests for updates, information about charitable donations, official email addresses and a reminder about submitting branch accounts for the six months to 31 October 2020.

Officers Directory

Branches

Will all branch secretaries/acting secretaries please confirm their names and contact details as soon as possible. There have been some changes since the last edition, so it is important that the correct information is provided for the new directory to be issued with the January 2021 *Railway Observer* (RO). There is a deadline for me to submit this information to the Managing Editor so your help and cooperation with this would be very much appreciated. We will need the following information:

Name

Address

Telephone number

Official RCTS email address

If you are concerned about sharing some of the above personal contact information, please ask (liaison@rcts.org.uk) so that we can discuss how best to sort this out for you. One benefit of having an official RCTS email address is that your private email address is not publicised. If you have any difficulty with your official email address, you can contact me or, better still, Alan Cooke (addresses@rcts.org.uk) who deals with setting these up.

National Officers

There have been a number of changes to National Officers since the information was last published in July 2019 so please would anyone who has either changed role or newly taken up such a role confirm their contact details. The same information is required as for branch officers, and again, let me know if there is an issue with publicising these details so that we can work together to address any problems or concerns.

Where there is a vacancy, this needs to be confirmed so that it too can be included.

Please note that all members of the RO team should contact the Managing Editor regarding their personal contact details as he will be managing that part of the Officers Directory as usual.

The information contained in this newsletter is for use of RCTS Officers and Members only and should not be communicated outside of the Society

Society Insurance

The Society's insurance is due for renewal at the end of the year so it is important that all branches provide updated details of any digital equipment that they hold such as projectors, laptops, PA systems etc. The following information is required:

What the item is (eg projector);
Serial number (if possible);
Make and model;
Approximate value;
Any other relevant information.

Even if you have not bought any new equipment recently, please confirm details of what the branch currently owns. If your branch does not own any digital equipment, please confirm this too so that I do not keep asking you.

It is important to have the right information about what the branches do or do not have to ensure that we have the right insurance cover for what we need.

Charitable Donations

Please note that branches can still make charitable donations – perhaps in lieu of speaker expenses, even if the speaker is providing a virtual presentation. This is at the discretion of the branch. Alternatively, your speaker may request a fee which means that they can do as they wish with the money if the branch decides that the fee is reasonable. However, it is important to note that any charitable donations that the branch makes must be to a charity that shares at least one or more of the same objectives as the RCTS. This is because we are a registered charity ourselves which means that we can only use our money to further our charitable objectives. If you are unsure about this please ask. Your speaker may even decide to make a donation in lieu of expenses to the RCTS!

Branch Accounts

Will all branches please note that they should submit their branch accounts for the six months to the 31 October 2020 to the Assistant Treasurer – Branches by **15 November 2020** at the latest. It makes both his job and that of the Society Treasurer that much easier if the accounts are submitted on time. You can contact Eric Rattray, Assistant Treasurer – Branches, by telephone (01606 889280) or email branchfinances@rcts.org.uk if you have any queries.

Official Email Addresses

If you have any queries with regards to official RCTS email addresses or need to have one set up, please contact Alan Cooke on addresses@rcts.org.uk and he will be able to help. The intention is to include this on the 'Useful Contacts' page in the next edition of the Officers Handbook and to include it in the updated Officers Directory so that people know who to ask.

In the meantime - keep well, keep safe, and kind regards.

Irene