**The structure of BUSCA**

 BARROW VOICE

 (Val, Ann H, Judith, Craig)

 WEBSITE EVENTS

 (Judith, Anthea) (Sue, Betty, Val, Ann, Anne, Judith, Mike, Ted)

 YOUTH THEATRE **BUSCA** HERITAGE (Ceri, Craig, Judith, Val)  **COUNCIL OF TRUSTEES** (Ginnie , Anthea)

 NEW COMMUNITY LIBRARY

 BUILDING

 (Sue, Alan, Ted, Mike) (Brian, Alan, Ceri, Judith, Wendy, Ted)

 TWINNING PANTO

 (Graham, Sue, Val, Ted, Alan) (Ceri, Craig, Judith, Val)

 **WHAT DOES COUNCIL OF TRUSTEES DO?**

1. Treasuring for all but Twinning
2. Insurance
3. Compliance with Charity Commission
4. Formulation of policies eg Child Protection etc. NB Library has its own versions
5. Co-ordination and communication between subgroups NB there are at least 2 trustees representing each subgroup
6. Trustees provide surveillance of those trustees who do treasuring and other roles
7. Centralised promotion and marketing via membership, Facebook, Barrow Voice, websites etc
8. Other?

 **What else should we be doing (perhaps)?**

1. Health and Safety?
2. Data Protection?
3. More contact with BUSCA members?
4. Keeping BUSCA webpages up to date

 **What does Judith do as a Trustee?** (see numbers from above)

1. No
2. Yes, with David
3. Minimally
4. I have been involved in policy-making for Child Protection for Panto/Youth. Passive involvement for Library
5. **A major role for me. Particularly for the production of the Annual Report.**
6. Yes, as with other trustees
7. **A lot. More than most**
8. **I convene and make most arrangements for Trustee meetings**
9. **And write and distribute the minutes using notes created by Ceri**

 **Judith’s Detailed actions and information**

 **2. Insurance**

 BUSCA insurance is with ANSVAR, a company that specializes in charity groups.

 Our insurance broker is ABR (Allbright Bishop Rowley based in Leicester: **Allbright Bishop Rowley Limited**
207 Barkby Road
Leicester
LE4 9HZ
Tel: **(0116) 272 0002**
Fax:**(0116) 246 0447**
Web:[**www.abr-insurance.co.uk**](http://www.abr-insurance.co.uk/)

I usually do all contact by email to Bev bev@abr-insurance.co.uk (a part time employee) or Gill on gill@abr-insurance.co.uk) or Simon on simon@abr-insurance.co.uk ( I think he is one of the partners)

It is all fairly personalized and informal. I put a question or an enquiry to them and they pass it on appropriately to ANSVAR. In due course I get a reply from ANSVAR passed on by ABR with a quote. We either accept or not.

The current insurance covers all aspects of BUSCA activities and costs ….. per year.

It was agreed in 2016 that subgroups should make a contribution in a ratio according to their annual income. (not sub-groups that have little or no income).

 David deals with the annual renewal and payment.

  **3. Charity Commission compliance**

 David does more or less all of this.

 My involvement is mainly to nag subgroups to remember that all publicity must name BUSCA as the recipient of payments/ticket income/raffle etc (if it is)

 And to help check that the Annual Report fulfils its requirements in terms of public benefit etc

 **4. Policy-making**

 I have never led in the process of creating policies. This has been done by others and nearly always based on templates supplied from expert sources. (eg Child Protection and safeguarding; all the raft of library policies)

  **5. Co-ordination and communication between subgroups**

 **This is a major role for me very much helped because of my active involvement in 6 of the sub groups (Barrow Voice, Events, Library, Panto, website, Youth Theatre).**

 **Examples:**

 Summer Street Market and Christmas Street Market: I email key members of all sub groups to invite them to hold a stall; if they do, I make sure that they display BUSCA logos; if possible display other BUSCA literature etc; and if feasible, are located together in one BUSCA area.

 I send out publicity to all sub groups when one of the groups is having an event. Eg a Panto show; Youth Theatre musical; New Community Building public meeting; Heritage talk or display; new website created by BUSCA web site administrators; Library Open Day etc

 I organize each sub group’s contribution to the Annual Report and Forward Plan. This is done by emailing last year’s entry to the designated person for each sub group; collecting up the finished reports; assembling them all into the new document along with the Annual Accounts (David) and an updated list of Trustees; scanning the whole thing so it is a pdf and then emailing the finished Report to David.

 David sends it to the Charity Commission who put it on their website.

 When I set the agenda for Trustee meetings, I usually include an item which enables spokesmen for each sub group to give a verbal report on what has been going on. Thus trustees are regularly briefed about all the activities of BUSCA.

 This process is replicated in the Feb Trustees’ meeting when we are all going through the draft Annual Report.

 And again at the AGM for the benefit of non-trustees at the AGM.

 **6. Trustees provide surveillance of those trustees who do treasuring**

 I have no special role to play here apart from reading and making queries about the regular financial reports.

  **7. Promotion and marketing of BUSCA and its activities**

 In addition to 5. I also send information about BUSCA and its activities outwards to other community groups, residents, press, local publications etc. I have a file with all the contact emails for all the community groups in Barrow.

 I have been very involved in the creation and/or editing of most of the BUSCA leaflets. These are (nearly) all produced by Mulberry Square whose MD and owner is Craig Johnstone (Trustee) craig@mulberrysquare.co.uk The leaflets, which are free to the public, promote the activities of BUSCA. The Annual Report gives a list of them all. The latest one in progress aims to summarise for residents what BUSCA does in general.

 I also keep the dispensers topped up with these leaflets. Dispensers are situated as follows: Paper Shop, Parish Office, Boat House pub, Soar Bridge Inn, Library. Anchor in Walton, Barrow Boating Marina, Strancliffe Sales Office, Orchard Kennels Sales Office, Proctors’ Sales office.

 I have applied for and got grants towards the cost of creating these leaflets. (eg Stepping Stones for the Wildlife of Millennium Park; British Gypsum, Lafarge, Brett, David Wilson Homes, Jelson and East Midlands Airport for the new Welcome Pack and leaflet.

 I am the contact for BUSCA as registered by organisations such as Voluntary Action Leicestershire (VAL), John Storer House, LCC, CAB and Charnwood BC.

 At street markets (and similar) I make the booking for the BUSCA trustees’ stall and usually help to man it.

 I put up the stall with help and set it out as a promotional display. I organize a rota for its manning.

 I assist the Membership secretary by providing summaries of what BUSCA is doing. She then sends these out by email to members.

 I try to keep the BUSCA pages of the BUSCA and Village websites up to date and refreshed but fail most of the time.

 I send minutes, Annual Report, Annual Accounts, new leaflets to the website administrators to be put on the BUSCA website.

 I create posters and flyers about BUSCA events and distribute them.

 I send out brief messages to be put on Spotted Barrow, Barrow Facebook and BUSCA facebook.

 **8. and 9. Convening and making arrangements for Trustee meetings; writing minutes**

I book the venue (usually library) as soon as a date has been chosen.

 I remind trustees about forthcoming trustees’ meetings in plenty of time, repeating this several times before the day. That is by email but also visits to the one trustee who doesn’t have a computer.

 I distribute the last minutes at the same time.

 I create a draft agenda and invite others to amend it. I then send out the final agenda shortly before the meeting. I email out the financial report.

 I duplicate paper copies of most documents for meetings so that people who are unable to print have copies at the meeting. I am able to do this at no expense.

 If there are to be visitors or speakers, I make arrangements for this.

 I check that someone is able to bring keys and unlock and then lock.

 If we are likely to need more chairs, I arrange with Methodists to be able to get some of theirs.

 I arrive early and help lay out the room.

 I usually bring some refreshments.

 I (usually) chair meetings.

 I write the minutes using notes from the Minutes Secretary and my own.

 I convene AGMs similarly but also invite members of BUSCA and of the other village organisations by email. I also create the Public Notice at least 4 weeks before the AGM using Village News in the Echo.

 I create the paperwork for voting etc and duplicate it. I also make copies of the Annual Accounts and the Annual Report for distribution at the meeting.