**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?

 **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.