

ADMINISTRATIVE GUIDANCE

FOR

TRUSTEES, COMMITTEE MEMBERS AND CONTRACTED SERVICE PROVIDERS

- Papers for meetings are normally distributed two weeks before the date of the meeting. Papers for Board of Trustees' meetings will be sent via the BALH Chair and the minute taker. Papers for committee meetings will be sent via the relevant Chair. For each meeting a draft agenda is normally circulated by the relevant Chair about three weeks before each meeting with a request for notification of any additional items. If you want an item to appear on the agenda of a Board or committee meeting, you must contact the relevant Chair well in advance. If questions are raised for the first time in a meeting, it may not be possible to ensure there is enough time for discussion and/or provide answers on the day. Written reports are preferred and a template is available for use by contracted service providers. Committee Chairs are expected to report to each Board meeting (including 'no change' reports where appropriate). If you are submitting a report for a meeting, a copy should be sent to the Chair in good time for its inclusion in the planned circulation of papers by him or her. Preference is for electronic copies sent by email, but hard copies can be provided on request.
- Apologies for absence should be given to the relevant Chair. If you have comments on the agenda of a meeting you cannot attend, please inform the Chair.
- If you want to raise a question between meetings, please email: admin@balh.org.uk. This enables responses to be coordinated and ensures that BALH can keep track more easily of issues raised.
- Trustees and committee members can claim travel expenses (public transport wherever practicable) to attend scheduled BALH meetings. Travel tickets or travel receipts should be attached to claim forms which are distributed in hard copy at meetings or sent electronically with meetings papers. Confirmation is required that all expenses have been incurred in respect of BALH business and trustees must indicate their status on claim forms. Travel expenses are paid direct to a nominated bank account by Kingston Smith Association Management (KSAM). Travel expenses are not payable for the attendance of trustees or members at events such as Local History Day. BALH's expenses policy is available on the website: www.balh.org.uk or by request available to admin@balh.org.uk.
- Guidance is available about authorisation of all other BALH expenditure. In line with Charity Commission advice on best practice, competitive quotes or tenders are required for proposed expenditure over £100. For requests up to £50: contact the Treasurer; for up to £200: the BALH Chair; for £201 and upwards and for all contracts: Board of Trustees.
- Trustees and committee members are encouraged to use their personal networks of contacts to share news and information about BALH and to seek feedback where appropriate. For objectives other than BALH news, without their specific permission BALH cannot supply contact details of members who have given this information direct to the Association for subscription purposes. Under General Data Protection Regulation, explicit agreement is required for retention of personal information and for contact with individuals by various media including email, post and telephone.

- One of the purposes of Board and committee meetings is to discuss issues or proposals as they develop and to come to informed decisions. As a general principle, discussions during meetings should be regarded as confidential. Any Board or committee papers circulated in advance which are confidential will be marked accordingly.
- Membership and financial services are provided by Kingston Smith Association Management (KSAM) who are also the first point of contact for enquiries concerning all aspects of BALH activities and publications.

Official Address of BALH: BALH Office, Chester House, 68 Chestergate, Macclesfield, Cheshire, SK 11 6DY

Electronic Contact for BALH: admin@balh.org.uk

BALH website: [www. balh.org.uk](http://www.balh.org.uk)

Telephone number: 01625 664524

Office hours of BALH: Monday to Friday 09.00-17.00. Messages can be left at other times

BALH PLANNING CYCLE

BALH's subscription year runs from January to December. Subscription reminders are sent out in the autumn and early renewals are encouraged. Payment by BACS is preferred. It is also possible to pay by standing order or by cheque. If you are a UK taxpayer, it is very beneficial to the Association for you to sign up for Gift Aid. All subscriptions and membership matters, as well as other enquiries, are dealt with by KSAM:email:admin@balh.org.uk or telephone 01625 664524 (9am-5pm, Mon-Fri; answerphone out of hours). In general, the Board of Trustees and the committees start making plans for the year ahead in the summer; budget matters, including reports from committees, are considered at the November meeting of the Board which also reviews the annual workplan/timeline and contracts for services; it is expected that financial and other commitments are defined and details finalised by the end of the year. The Spring Board meeting reviews financial commitments and Annual General Meeting (AGM) business. The Annual Accounts and the Trustees' Report are presented formally at the AGM which currently takes place during Local History Day in the early summer. Beyond the annual cycle, a broader development plan, budget planning, reporting procedures, and a website strategy are in development.
