

Regency Society Policy relating to the organisation of events

Scope of the Policy

1. This policy statement was adopted by the Committee on 8 July 2013 and amended on 17 July 2018. It relates to the organisation of any event which is advertised as a Regency Society event either to members or to the public, or both, including meetings, lectures, walks, coach trips and overseas tours, with the exception of general meetings of the Society called in accordance with the constitution. Where relevant it also applies to events run jointly with other organisations.

Approval by the Trustees

2. No event will be organised unless it has had prior approval from the committee of trustees, or which is part of a programme of events which has had prior approval. Such approval may be provided by means of chair's action where an urgent decision is needed in order to secure resources such as transport, rooms or speakers; in such cases the chair will, if time permits, consult all trustees before giving approval and will report the approval at the next trustee meeting..
3. When asked to approve an event, trustees will be provided with an estimate of the cost of the event, broken down by main headings such as transport, room hire, speakers' fees, together with an indication of the maximum financial risk, if any to the Society. They must also be provided with a risk assessment identifying any other risks arising from the event and outlining how they are to be managed; risks to be included will vary depending on the particular event but could include matters such as bad weather, and indisposition of speakers or of the organiser.
4. Trustees will also be given an indication of whether the event is being organised in pursuit of the Society's charitable objectives, or is entirely social in nature. The trustees will only give approval for entirely social events if they are satisfied that any financial risk to the Society is negligible.
5. Events which are organised in pursuit of the Society's charitable objectives may in some cases be authorised on the basis that they are likely to require some subsidy from the Society's funds. The trustees may designate a reserve fund for this purpose.

Financial Management

6. Fees from participants should be collected by or on behalf of the Honorary Treasurer and paid into a bank account in the name of the Society. All reasonable expenses incurred by the organiser should be paid either to the organiser or directly to an external provider, on receipt of an appropriate written claim, receipt or invoice. Such payments may be made by the Honorary Treasurer or by another trustee (who may be the organiser), who has been authorised to do so by the Honorary Treasurer.
7. There will be a contractual relationship between the trustees and those paying to participate in the event. All monies received and expenses paid will be included in the Society's annual statement of accounts published at the end of the year.

8. The Honorary Treasurer may pay an advance float or deposit to an event organiser or external provider where such payment is required to secure necessary resources. A written receipt for such payments must be provided to the Honorary Treasurer.

Participants

9. Events organised in pursuit of the Society's charitable objectives must be open to the general public at the same admission fee as to Society members. Members may not be allowed priority booking, nor may a proportion of tickets be reserved for members. (This provision is designed to ensure that membership subscriptions can be treated fully as donations for gift aid purposes.)
10. Events which are entirely social in nature may be restricted to members of the Society and invited guests, provided those members attending are required to pay an admission fee which is set at a level designed to ensure that the full cost of the event is recovered. Events of this kind should be open to all members and publicised accordingly.

Travel packages

11. If an event involves a combination of travel and accommodation, all paid for as part of an inclusive price, then the organiser must either be or must employ a travel agent, who is a licensed packager to organise at least the travel and accommodation elements of the trip. The travel agent must be a member of a financial protection scheme such as those operated by ABTA or ATOL.

Overseas events

12. Where an event involves travel outside the UK, all participants (including the organisers (if they are travelling) must be appropriately insured. This can be achieved either by means of a group policy arranged by a travel agent, or by each person who is travelling arranging their own cover. In the latter case the organiser must require each participant to sign an undertaking that they will arrange their own insurance and carry the policy certificate with them on the trip.

Payment by trustees and organisers for participation to events

13. Trustees and others helping to run an event must normally be required to pay the same amount for admission as other participants. The only exception to this applies where someone is playing a key role in the event, such that, if they were not present, the event would be unable to proceed as planned.