

National Association of Retired Police Officers

Sheffield Branch

January, 2011.

14, Linden Court
Ecclesfield
SHEFFIELD S35 9UZ
Tel. 0114 – 2460671.

Dear Member,

Deaths of Pensioners

Frederick JAKES, 90 years, former Superintendent at Hackenthorpe.
Harold FRECKNALL, 85years, former Inspector at Woodseats.

Social Evening

There will be a Social Evening at Niagara Sports and Social Club on **Wednesday, 23rd February, 2011** The Chefs Special Cottage Pie with chips, baked potatoes and mixed vegetables will be served at a cost of £3. If you wished to be served with a supper will you please inform me at my home address as soon as possible so that adequate catering arrangements can be made. If I am not available, please telephone Jim Fletcher (tel. **0114 287-2982**). If you subsequently find that you cannot attend this function, let me know as soon as possible, as all meals ordered must be paid for. A quiz with prizes will follow the meal.

Annual Dinner with Cabaret

The Annual Dinner with cabaret and music for dancing which should have taken place on the 4th December, 2010 was postponed because of the inclement weather. It has been re-arranged for **Saturday, 29th January, 2011.** Having regard to the huge success of the last Old Comrades Association Dinner when members enjoyed a choice of menu the Committee have decided that at the Annual Dinner this year there will be a multi choice menu of 3 starters plus a soup course, 4 main courses (including a vegetarian dish) and 3 sweets. Tickets price £17 are still available by forwarding a cheque made payable to 'Sheffield Branch NARPO', to me at my home address. When you book you will be sent a menu and order form with your tickets. The order form must be returned to me as soon as possible. We are satisfied that this arrangement will cater for most tastes and make the event more enjoyable for all. If you wish to attend this function there still tickets available and table arrangements will be the same as in previous years seating 8 and 10 people.

Annual General Meeting

The Annual General Meeting of NARPO will be held at Niagara Sports and Social Club, Sheffield on **Tuesday, 5th April, 2011.** commencing at 7.30p.m. This will be followed by the Annual General Meeting of the Old Comrades Association. At the conclusion of these meetings a fish and chips and mushy peas supper will be served at a cost of £3 per person, A quiz will be held during the evening. Anyone wishing to be served with a supper should telephone me or Jim Fletcher on the above telephone numbers.

NARPO Branch Rules

At the Annual General Meeting it is intended to present new 'Branch Rules' for formal adoption by the membership. A copy of these rules can be viewed on our website for consideration by members prior to the meeting. However, should any member require a 'hard copy' of the document please contact me as soon as possible and I shall be pleased to supply one

NARPO Sheffield Branch

Rules

1. Title

- 1.1 The full title of the branch is “The National Association of Retired Police Officers Sheffield Branch” (the Branch). The Branch is a part of a national organisation (NARPO) and has been approved as such by the National Executive Committee.
- 1.2 NARPO has its own published rules. The rules of the Branch are to compliment the national rules in helping to achieve the objectives of NARPO.

2. Objective

- 2.1 In line with the objective of the national body of the Association, the Branch has been established to safeguard the rights of members and promote measures for their welfare.
- 2.2 **To enable the Branch to achieve its objective it will:-**
 - (i) **Protect, promote and represent the interests of its members and provide a channel whereby they can express their opinion.**
 - (ii) **Assist in the solution of problems of members.**
 - (iii) **Promote the efficiency and status of NARPO.**
 - (iv) Provide opportunities for contact between members of the branch and the National Executive Committee and between members of all branches.
 - (v) **Establish liaison with other bodies on matters of common interest where this is consistent with the objects of NARPO.**
 - (vi) Make representations at a local level to South Yorkshire Police, Police representative bodies and authorities.
 - (vii) **Make charitable and benevolent donations.**
 - (viii) **Invest and deal with the funds and assets of the Branch not immediately required in such a manner as may from time to time be determined and to hold or otherwise deal with any investment made.**

3. Membership

- 3.1 The criteria for membership of all different types are laid down in Rule 4 in the national NARPO rules.

4. Administration of the Branch

- 4.1 **An Annual General Meeting, open to all members, shall be held between 1 January and 15 May.**
- 4.2 **The Branch must notify all members, in writing at their last known address, the particulars of the date, time and venue of the AGM at least 21 days beforehand.**
- 4.3 The Branch Executive Committee (BEC) will be comprised of no more than 14 members, elected at the AGM.
- 4.4 To become a nominated candidate for the BEC, the candidate is required to be seconded by another member present at the AGM.
- 4.5 Should it be necessary to hold elections for positions on the BEC, the Chairman will act as returning officer and conduct the election as he/she deems appropriate.
- 4.6 A simple majority is required for a successful candidature.

- 4.7 Members of the BEC will be required to submit themselves for re-election at each AGM, if they wish to continue to serve on the BEC.
- 4.8 The Branch shall elect officers of the Branch from the BEC, as follows:-
Chairman
Vice Chairman
Secretary
Assistant Secretary
Treasurer
Welfare Officer
- 4.9 Offices may be combined at the discretion of the BEC.
- 4.10 The BEC shall normally meet quarterly and may have further meetings at the discretion of the Chairman.
- 4.11 The BEC has the authority to create sub-committees to assist with its work. Sub-committees shall have terms of reference and report back to the BEC at regular intervals. The need and continuance of each sub-committee shall be reviewed at least every twelve months.
- 4.12 Votes during BEC meetings will be held at the Chairman's discretion. Motions or propositions will be approved on a simple majority. In the event of a tie, the Chairman will have the casting vote.
- 4.13 The Secretary shall maintain a record of the membership of the Branch and of the business transacted on behalf of the membership.

5 Branch finances

- 5.1 The financial year for the Branch shall be from 1 January to 31 December
- 5.2 The Branch shall maintain a bank account in the name of the Branch i.e. NARPO Sheffield Branch.
- 5.3 **The Branch must establish and maintain a satisfactory system of control of its cash holdings and all its receipts and remittances. All withdrawals from the Branch bank account, whether by cash, cheque, warrant or electronic means shall require at least two authorised signatories. Branch bank statements must be checked and initialled six monthly by the Chairman.**
- 5.4 **The Branch shall keep an up to date inventory of all property and equipment purchased by the Branch, recording the cost and date of purchase and the disposal of it.**
- 5.5 **The Branch shall appoint at least three signatories for banking purposes who should not be related except where this would cause the Branch an insurmountable problem.**
- 5.6 **Members of branches will be indemnified against all liabilities, which they may incur in the discharge of their duties that are expressly or implicitly authorised for or on their behalf, by the provision of Public Liability and Professional Insurance, which is held by the NEC.**
- 5.7 **Subject to the approval of the BEC or the appropriate Branch sub-committee, and in compliance with the objects of the Association, funds held by the Branch may be used for the following purposes:-**
- (i) Welfare and social purposes for members of the Branch.**
 - (ii) The administrative expenses of the Branch including the provision of office accommodation and equipment, the employment of staff, and all general administrative costs.**
 - (iii) To meet the costs of additional meetings of the Branch and BEC, also meetings of Area Committees and Groups formed by**

members under the provisions of national rule 6 to further the objects of the Association.

- (iv) The grant of honoraria to members of the Branch.
- (v) To meet costs incurred of approved general meetings of the Branch and the Association.
- (vi) To meet any expenses incurred in connection with Association activities and professional services on questions of interest generally which affect the welfare and pensions of members at a local level, which are not payable from public funds or the funds held by the NEC.
- (vii) To authorise the purchase of a gift for any person, whether or not a member of the Association where, in the opinion of the BEC, the individual has made a valid or recognisable contribution to the Association or its members.
- (viii) Make charitable and benevolent donations.
- (ix) To invest and deal with Branch moneys of the Association not immediately required, in such a manner as may from time to time be determined by the BEC and to hold or otherwise deal with any investment made.
- (x) The expenses of Branch members and staff carrying out duties and functions authorised by the BEC or appropriate sub-committee shall be met from funds held by the Branch. These expenses shall be subject to the following provisions:-
 - a. Subsistence, refreshment and lodging expenses must be necessary, reasonable and additional to what the member would otherwise have incurred.
 - b. Reimbursement of actual cost of standard rail or public service vehicle fare incurred, or at a mileage allowance as applicable; such mileage allowance shall be at a rate not exceeding the published HMRC Authorised Mileage Rates applicable to business miles for cars and vans.
 - c. Reimbursement of actual cost of economy low cost flights where the total inclusive cost of travel does not exceed that costs that would be incurred by travel under the provisions set out in the paragraph above.

6. Subscriptions

- 6.1 Information regarding subscriptions is described in Rules 10, 11, 12, 13 & 14 in the national NARPO rules.

7. Admittance to, and Refusal of, membership

- 7.1 The criteria for the admittance to, and refusal of, membership are laid down in Rule 17 in the national NARPO rules.

8. Misconduct

- 8.1 The details of procedures to be followed in the case of alleged misconduct by a member are laid down in Rule 17 in the national NARPO rules.

9. Disbandment of the Branch

- 9.1 The rules for the disbandment of the Branch are described at Rule 9 in the national NARPO rules.

10. Changes to the Rules

- 10.1 The rules will be reviewed every year by the BEC to ascertain that they remain relevant to the objects of the Association and the efficiency of the Branch.
- 10.2 Changes to the rules where they are not part of the national NARPO rules must be agreed by a majority vote at a special general meeting. The Branch must notify all members, in writing at their last known address, the particulars of the date, time and venue of the SGM at least 21 days beforehand.