

## Constitution for Everdon Village Fete

**1. Name** The name of the group shall be Everdon Fete Committee (hereinafter called "EFC").

**2. Objectives** The objectives of EFC shall be:

a) To organise and run an annual village fete in Everdon on August Bank holiday Monday, or an alternative suitable date if the EFC believe this to be essential.

b) To raise funds through the fete to benefit the village of Everdon and its residents.

c) To distribute funds to village good causes of a non-profit making nature as indicated below:

i) *St Mary's Church Everdon Restoration Fund* (not less than 33.3%, but not more than 50% of fete profits), which is to be used only for maintenance and restoration of the Church building fabric.

ii) *Everdon Village Hall* (not less than 33.3%, but not more than 50% of fete profits).

iii) *Village Initiatives* which benefit the residents of Everdon through community projects which includes children temporarily resident in the Everdon Outdoor Learning Centre the EOLC, (not more than 33.3% of fete profits).

**3. Membership.** Membership shall be free and open to individuals, residing in Everdon Parish, who are interested in supporting the objects of EFC. Each member attending a meeting shall have a single vote and all resolutions will be decided by simple majority of those present. In the event of a tied vote, the Chairman shall have a casting vote.

**4. Management.** The General Management of EFC shall be in the hands of the Officers and Executive Committee elected by the majority of the members attending the Annual General Meeting. The normal terms of office will be at least 3 years. The Officers of the group shall be a Chair, Vice-Chair, Treasurer and Secretary. The Executive Committee shall comprise the elected officers and not fewer than two members nominated at the AGM or co-opted by unanimous vote of the Executive Committee.

**5. Meetings.** Notice of All meetings, Full EFC, AGM and Special meetings must be communicated by all appropriate mechanisms of the time.

Agenda items to be sent to the Secretary 7 days before the meeting.

Summary minutes will be kept of all Full and Executive Committee meetings and published within the village community.

**6. Resignation of Officers.** Any officer or executive committee member or trustee wishing to resign from EFC shall give notice in writing to the Chair. Any resignation becomes effective immediately it is acknowledged by the EFC Secretary.

**7. Finance** EFC shall have a bank account, for which three (3) signatures should be nominated by the Executive Committee. Two (2) officers should be required to sign cheques. An annual financial report should be presented at the AGM having been audited by an independent inspector.

**8. Lottery** a) EFC shall be empowered to raise funds through a lottery registered with the local licensing authority. b) A set of rules shall be defined and maintained by the Executive Committee. c) A promoter shall be elected by the Executive Committee.

**9. Assets** a) EFC shall be empowered to acquire equipment in support of the fund-raising activities and the improvement of the running of the Fete. Payment for this equipment shall be made before distribution of the funds. b) The secretary shall keep a register of the assets acquired.

## 10. Process for applying for Fete Funding

### a) *The Church Restoration Fund and the Village Hall*

The Church Restoration Fund and the Village Hall will each receive automatically 33.3% (66.6% in total) of the fete proceeds. If there are no approved village initiatives, they will each receive 50%, over and above their 33.3%.

Both organisations will have to bid for any increase in their share of the fete profits.

Both organisations will be expected to provide a report to the EFC by 1<sup>st</sup> August annually, indicating their wish to apply for more than 33.3% of fete profits. The application should include details of how fete money has been spent and what are next year's proposals.

This information will be used by the EFC committee to assess if any increase from the baseline 33.3% is necessary and desirable.

### b) *Village Initiatives*

Applications must be made from 01 May up until 01 August annually and be submitted using the Grant Application Form available from the EFC (Appendix 1).

## 11) Process for the evaluation of the 33.3% of Fete profits allocated to Village Initiatives

a) The Officers and Executive Committee of EFC will meet after the profits of the Fete are known and before the Annual General Meeting.

b) The Officers and Executive Committee of EFC will review all requests.

c) They will look at the necessity, desirability, and time frames.

d) They will take note of other funding streams available and funds already received from other sources.

e) Each member present at the meeting will rank all the bids from 1 (Low) to 10 (High) on the Score Sheet in Appendix 2. If there is a tie the chairman has a casting vote.

f) The final recommendations will be made to the Annual General Meeting.

g) The Executive Committee will write to all applicants and inform them if their application was successful or not. Unsuccessful applicants will be informed why their bid was unsuccessful and where appropriate will suggest how a bid might be improved for a bid the following year or suggest looking for funding from other sources.

## 12. Payment of Village Initiative Grants

When a grant is made to a village initiative, this must be spent within the 12 month period from the date the grant was awarded. Funds from EFC will be paid direct to the supplier/beneficiary of the grant award where possible. If less than the award is spent, the balance will be repaid to EFC.

**13. Annual General Meeting.** An Annual General Meeting shall be held within 8 weeks after the Fete to conduct the following business:

a) Chairman's report.

b) Treasurer's report and recommendations including i) how much money needs to be retained to fund the next years fete, for the purchase of any assets and how much is to be available for beneficiaries. ii) Division of profits to beneficiaries.

c) Presentation of monies to the beneficiaries.

d) Election of officers and executive committee.

## 14. Review

The Everdon Fete Constitution should be reviewed every 3 years.

**15. Dissolution**

- a) If the Officers and Executive Committee of the Group decide by a majority that it is advisable to dissolve EFC it shall call a General Meeting.
- b) Notice of this meeting will be at least 14 days. If, at the meeting, a motion to dissolve EFC is passed by a majority vote of those present the Executive Committee shall have the power to dispose of any assets held in the name of EFC.
- c) The proceeds from the sale of these assets and any remaining money shall, after all outstanding debts have been paid, be divided equally between the beneficiaries.
- d) Any unsold assets shall be transferred to another group in the area with similar aims. If no such group can be agreed upon then the assets remaining should be handed to the Charity Commissioners for disposal. At no time will any members of the Group be entitled to any share of the assets of the Group.

This constitution was adopted by the Everdon Fete Committee at a meeting held:

on: .....

at: .....

Witnesses:

1 Name

Signature

2 Name

Signature

## Appendix 1

### Everdon Village Fete Funding Application Form

Information Required	Response
Name of group/organisation	
Is this a registered charity? (Yes/No) If Yes, please provide Charity Number	
Contact Name	
Position within the organisation	
Contact details: Postal address, telephone number and email address.	
Description of the organisation and what it does.	
Number of members in the group/organisation.	
Number of members resident in the parish.	
Description of the project for which you are seeking funding and the benefits that it will bring to Everdon.	
How much money are you seeking?	

<p>What is the total cost of this project and how is this made-up? Please attach costings and estimates where appropriate.</p>	
<p>Have you applied for funding from any other sources? If so, who?</p>	
<p>What proportion of the total funding for the project is supported by these funds?</p>	
<p>If the project receives funding, when will it start and when will it finish?</p>	
<p>If application is from an organisation, further information will be sought.</p>	
<p>Special/other considerations.</p>	

I/We understand that we must spend any grant awarded for the purpose specified in this application within a 12 month period from the date the grant was awarded.

I/We also undertake to report back to the Everdon Village Fete committee on how this money was spent and produce simple accounts (including receipts) demonstrating the completion of the project. This must be done by 01 February of the year following the award of a grant from the village fete.

Signed: ..... Date: .....

Please send the completed application form to:

everdon-fete@outlook.com

**Appendix 2**  
**Everdon Village Fete**  
**Assessment Score Sheets for Evaluating Bids**

<b>Criteria</b>	<b>Notes (where applicable)</b>	<b>Score from 1 – 10 (1 is poor, 10 excellent)</b>
Has the applicant provided all required information?		
Is the cause of the grant application desirable?		
Is the applicant a bona fide organisation/individual?		
Does the bid appear to represent value for money?		
Has a benefit to the village/resident/child of EOLC been demonstrated?		
Are other funding resources available and have these been applied for?		
Is the time frame appropriate?		
<b>Total Score</b>		