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1. Name
a. The name of the group is the <b>Wawne Festival Committee</b> ; hereafter referred to as the <b>Committee</b> .
2. Purpose
<p>The purpose of the <b>Committee</b> is;</p> <ol style="list-style-type: none"> <li>To enhance the development of social inclusion, community spirit and co-operation within the Parish of Wawne, East Yorkshire; working with members of the community, working groups, the Parish Council and Local Authority as necessary to achieve this aim.</li> <li>To perpetuate this traditional event.</li> <li>To run the festival for the enjoyment and benefit of all.</li> <li>To raise sufficient funds to hold the Festival, cover financial responsibilities and plan for future Capital and Revenue expenditure.</li> </ol>
3. Carrying out the purpose
<p>In order to carry out the purpose, the <b>Committee</b> will have the power to:</p> <ol style="list-style-type: none"> <li>Ensure the continuation of the annual Wawne Show and other events as part of the Wawne Festival</li> <li>Develop a strategy, budget and programme for delivering the overall purpose of the <b>Committee</b></li> <li>Co-ordinate Festival activities</li> <li>Use evidence from the consultation/debate with the community to prioritise and plan future actions that will benefit the community.</li> <li>Work with partners and/or supplier on any specific action plan(s).</li> </ol>
4. Membership
<ol style="list-style-type: none"> <li>The <b>Committee</b> will consist of a Chair, Deputy Chair, Secretary, Treasurer (known as officers) and up to ten other members who shall be elected at the Annual General Meeting.</li> <li>A minimum of one officer and four members shall form a quorum.</li> <li>The officers and members of the <b>Committee</b> shall retire annually and are eligible for re-election, but only if 50% of all called meetings are attended.</li> <li>No more than 2 members will have a formal connection to the Parish Council.</li> <li>The participation of young people on the <b>Committee</b> is encouraged and welcomed. Any young person under the age of 18 elected to the <b>Committee</b> <b>MUST</b> be accompanied to all such meetings and events by a parent or guardian.</li> </ol>
5. Responsible persons
<p>At the Annual General Meeting in September, the following will be elected:</p> <ol style="list-style-type: none"> <li>Chairperson</li> <li>Deputy Chair</li> <li>Secretary</li> <li>Treasurer</li> <li>Publicity Officer (optional)</li> <li>Community Coordinator (optional)</li> <li>Funding Officer (optional)</li> </ol>

## Wawne Festival Committee Constitution

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### 6. Meetings

1. The **Committee** shall meet every month from September to June (except December)
2. Members may act by majority decision. At least one officer and 4 members must be present at the meeting to be able to take decisions
3. Minutes shall be kept for every meeting.
4. Meetings will not be open to the public but relevant information, notices etc will be displayed on the Village Hall and school notice boards, Post Office, Waggoners, Wawne Gazette and electronic media as appropriate. The public are encouraged to participate by submitting ideas and suggestions.
5. If members have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed or decided
6. Members may make additional rules to help run the **Committee**. These rules must not conflict with this constitution or the law.

### 7. Finance

1. Money and property must only be used for the **Committee's** purposes.
2. The **Committee** will keep accounts which will be reported at each meeting and final accounts, following the Festival, presented at the Annual General Meeting.
3. Accounts can be seen by anybody on request.
4. Members cannot receive any money or property from the **Committee**, except to refund reasonable out of pocket expenses.
5. Money will be held in a 'Wawne Festival' bank account.
6. Signatories to the account will be the Deputy Chair, Secretary and Treasurer with cheques being signed by any two of the above.
7. The **Committee** will agree a financial plan which will include as necessary Revenue and Capital expenditure together with a Reserve Fund that will be retained to cover its financial responsibilities.
8. The **Committee** will have a Debit Card (one per signatory) to be used for committee purchases only, these purchases can be agreed at a meeting OR confirmed by email/ in writing by another officer.
9. The respective **Committee** member who is named on the card will hold the Debit Card.

### 8. Appointment of working groups

1. The **Committee** may appoint working groups to undertake any activities that contribute to its purpose.
2. Working groups will be bound by the terms of reference set out to them by the **Committee**.
3. Working groups do not have the power to authorise expenditure on behalf of the **Committee**.

### 9. General

1. Changes to the constitution can be made as necessary at any of the meetings as specified in section 6 of this constitution.
2. In the event of winding up, any property or funds remaining within the bank account after payments of debts will be returned to the donor(s), where possible. If this is not possible, any residual funds and property will be donated to community groups or the Wawne Parish Council as determined

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by the Committee following consultation with the community.
<b>10. Adoption of the Constitution</b>
This constitution was adopted by the officers and Committee members at the Meeting on the <b>Tuesday 8<sup>th</sup> November 2016</b> and signed by the chair.

Signed: *J. Birch* - Chair Wawne Festival Committee.  
 14/02/2017

Revision record

Revision	Committee meeting date	Revision
<b>A</b>	11 September 2012	The committee discussed the constitution and agreed the following changes: <b>Section 6: Meetings</b> para 4 'school, Waggoners and wawne.com to be added <b>Section 10: Setting up the committee</b> – as the Committee was now established this title would change to 'Adoption of the Constitution' and the wording changed to read – 'This constitution was adopted by the officers and Committee members elected at the AGM on the 11 <sup>th</sup> September 2012 and signed by the chair'
<b>B</b>	9 September 2014	The Committee discussed and agreed the following changes: <b>Section 2: Purpose</b> - 4. To raise sufficient funds to hold the festival, cover financial responsibilities and plan for future Capital and Revenue expenditure. 5. To provide financial support, where possible, to Wawne Village Community Groups and Organisations from agreed surpluses. <b>Section 7: Finance</b> - 7. The <b>Committee</b> will agree a financial plan which will include as necessary Revenue and Capital expenditure together with a Reserve Fund that will be retained to cover its financial responsibilities. 8. Any surplus remaining after the financial plan has been agreed will be distributed to Village Community Groups and Organisations as determined by the <b>Committee</b> .
<b>C</b>	8 September 2015	The Committee discussed and agreed the

**Wawne Festival Committee Constitution**

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		<p>following changes:</p> <p><b><u>Section 6. Meetings</u></b>          4. Wawne.com to be removed and replaced by 'and electronic media as appropriate'.</p> <p><b><u>Section 7. Finance.</u></b>          8. To be worded as follows: 'Any surplus remaining after the financial plan has been agreed will be discussed by the Committee who may consider distribution to Village Community Groups and Organisations as it considers appropriate.'</p>
<b>D</b>	12 January 2016	<p>The Committee discussed and agreed the following changes due to the meetings no longer being public:</p> <p><b><u>Section 6. Meetings</u></b>          4. The following will be removed: Meetings shall be open to all and notices of the meeting dates will be displayed on the Village Hall and school notice boards, Post Office, Waggoners and electronic media as appropriate - and replaced by:  <i>Meetings will not be open to the public but relevant information, notices etc will be displayed on the Village Hall and school notice boards, Post Office, Waggoners, Wawne Gazette and electronic media as appropriate. The public are encouraged to participate by submitting ideas and suggestions.</i></p>
<b>E</b>	13 September 2016	<p>The Committee discussed and agreed the following changes:</p> <p><b><u>Section 2. Purpose</u></b>          Remove para 2.5 which read: 'To provide financial support, where possible, to Wawne Village Community Groups and Organisations from agreed surpluses'.</p> <p><b><u>Section 7. Finance</u></b>          Note: Owing to the Chair and Treasurer being related the following was agreed to Remove 'Chair' and add 'Secretary' to para 7.6</p> <p>Remove para 7.8 which read: 'Any surplus remaining after the financial plan has been agreed will be distributed to Village Community Groups and Organisations as determined by the Committee'.</p>
<b>F</b>	30 October 2016	<p>The Committee discussed and agreed the following changes:</p> <p><b>Section 7:8</b>          The Committee will have a Debit Card (one per signatory) to be used for committee purchases only, which must be agreed to at</p>

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		a previous meeting. Section 7:9 The treasurer will hold all Debit Cards unless needed, then they are to be returned to the treasurer.
<b>G</b>	10/01/2017	The committee discussed and agreed the following changes: Section 7:8 The Committee will have a Debit Card (one per signatory) to be used for committee purchases only, these purchases can be agreed at the next meeting OR confirmed by email/ in writing by another officer. Section 7:9 The respective Committee member who name is on the card will hold the Debit Cards.
<b>H</b>	24/01/2016	The committee discussed and agreed the following changes – Spelling Corrections: Section 7:8 The Committee will have a Debit Card (one per signatory) to be used for committee purchases only, these purchases can be agreed at a meeting OR confirmed by email/ in writing by another officer. Section 7:9 The respective Committee member who is named on the card will hold the Debit Card