

Medstead Fete

Proposed RULES as at 25th April 2014

1. Name and Objects

The organisation is called "The Medstead Fete" and shall have for its objects the provision of an annual Summer Fete on Medstead Village Green to raise funds for good causes within Medstead Village and the surrounding Communities.

2. Constitution

The Fete is constituted by these Rules as a Non-Profit Making Organisation whose funds, raised by the Annual Summer Fete and other fund raising activities, are to be distributed amongst the Community.

3. Allocation of Funds

Allocation of funds from the Fete shall be determined against the following criteria:

- 1) Application for funds may be submitted to the committee in writing prior to, or at the AGM by:
 - any village organisation for specific projects
 - any village resident for a specific need
 - any village resident to support a charity
- 2) Disbursement or pledging of available funds will be at the discretion of the committee and shall be decided by a formal vote
- 3) Pledges shall state a validity period (generally not to exceed 1 year) and conditions to be achieved by the applicant prior disbursement being made.
- 4) Recipients from the previous year's Fete will be given a lower priority than new applicants
- 5) A percentage of each years funds may be retained for the purpose of expanding / bettering subsequent Fete's (or an amount voted on by the committee)

4. Accountants

The Fete's Financial Year shall run from 1st December to 31st November. The Accounts, submitted to the Annual General Meeting, shall be prepared by the Treasurer.

5. Injury, Loss of Property Etc

The committee will produce an annual risk assessment for the fete and ensure that adequate insurance is in place to cover the basic operation of the fete, and provide liability cover for the committee. Stall holders providing activities at the fete not covered by the fete insurance, for example, but not limited to, bouncy castles, climbing, any commercial activity, motorised transport etc. will be required to show that they have sufficient insurance in place to provide this activity. Visitors leaving unattended vehicles clothing or other property at the Fete do so at their own risk and the Fete Committee shall not be responsible for any loss, damage or injury resulting from any cause.

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6. Management

The management of the Fete shall be in entire control of a Committee of 3, or more, Members, who shall include a Chairman, Secretary and Treasurer. All shall be elected for the year at the annual general meeting except that the elected Committee shall have the power to fill any casual vacancy. All Members of the Community shall be eligible to stand for election, but not less than 50% of those elected must reside within the Civil Parish of Medstead.

The maximum financial liability of Committee Members shall be £10.

7. General Meeting

An Annual General Meeting shall be held each year between 1st December and 28th February inclusive.

The Committee shall call an Extraordinary General Meeting at their discretion or within one month of the receipt by the Secretary of a requisition by 5 or more members of the Community stating the business proposed to be discussed.

Any Member wishing to propose a resolution at the Annual General Meeting must send a copy thereof to the Secretary before 1st September so that provision may be made on the Agenda.

The business of the Annual General Meeting shall be the confirmation of the minutes of the previous Annual General Meeting, and of any subsequent Extraordinary General Meetings, the consideration of the Chairman's report and the Treasurer's Accounts for the year, Applications for Funds from the Fete, the election of the Committee for the ensuing year, and any items of which notice has been given and details included in the Agenda.

The business of an Extraordinary General Meeting shall be in accordance with the requisition under which it was summoned and the Agenda issued. At any General Meeting further business may be accepted at the discretion of the chairman provided that it does not call for an alteration of the Rules, the winding up of the Fete, the transfer of any of the Fete's assets, the borrowing of money, or any expenditure not within the immediate financial resources of the Fete.

Every Member of the Community shall be entitled to be present and to speak at any general meeting and, if aged 16 years or over, to vote thereat. In the event of an equality of votes, the chairman shall have a second or casting vote.

8. Dissolution

The Fete shall be dissolved on the passing of a resolution to that effect at a General Meeting under due notice, by at least two-thirds of those present and voting. Such a meeting shall appoint a committee to wind up the affairs of the Fete and shall give general directions as to the disposal of any assets within the scope of Rules 2 and 3.