



Crofton Carnival
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Crofton Carnival Committee Constitution

Updated September 2007

Aims.

To organise and run an annual Community Carnival for all local people and groups to enjoy, and to assist other organisations to develop and organise community events that will improve and enhance the social regeneration of Crofton and surrounding neighbourhoods.

Objectives.

To develop and improve community involvement by encouraging as many local community and voluntary groups as possible to become involved in the annual Crofton Carnival event.

To further encourage community participation by all ages, abilities and gender by organising a fancy dress parade, sporting activities and a range of entertainment throughout the day.

To provide a fun day out for children, parents, grandparents and others, many of whom suffer disadvantage in one form or another.

To keep the costs of providing Crofton Carnival as low as possible by accessing available grants and sponsorship from local businesses.

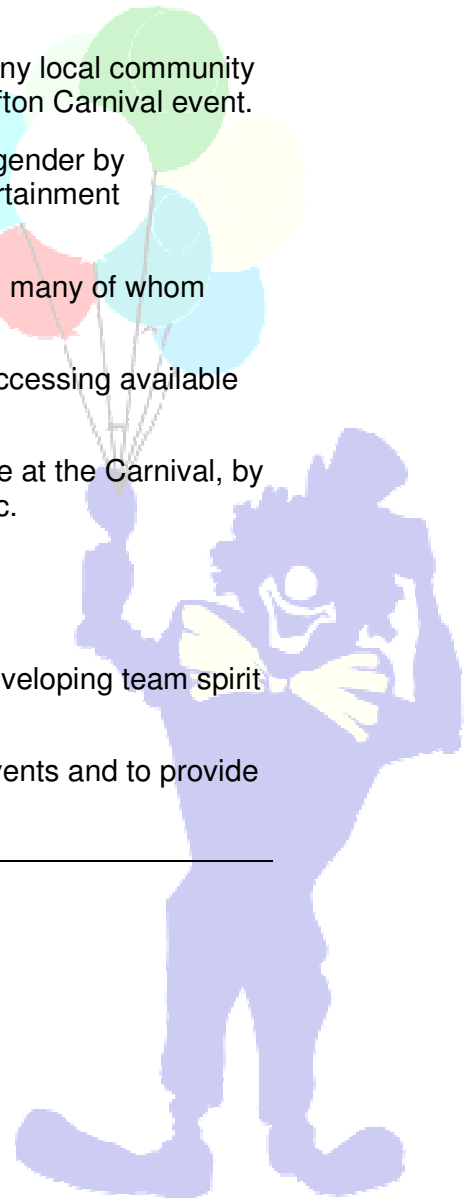
To create opportunities for various community organisations to fundraise at the Carnival, by taking stalls and providing forms of entertainment – games, activities etc.

To provide low cost fun rides for all ages to enjoy.

To provide low cost, nutritious refreshments to all who attend.

To encourage youngsters to participate in sporting activities, thereby developing team spirit and increasing confidence through sport.

To provide a range of prizes for fancy dress and trophies for sporting events and to provide 'consolation' prizes for all children who enter events.



Members of the Group.

The Group will elect a Chair, Vic Chair, Secretary and Treasurer at its Annual General Meeting.

Membership is open to anyone. New members with their suggestions and ideas for the procession and carnival are always welcome.

Existing group members will encourage others to get involved and take part in organising the event.

Members of the group will need to vote and elect new members on to the committee.

Decision Making Process.

Decisions are generally to be taken on the majority agreement of group members.

No major decisions can be taken with out more than 5 committee members present at group meetings.

The existing membership gives authorisation to three signatories to act in good faith when dealing with amounts up to £100 so long as receipts are provided and full records kept.

All decisions regarding amounts over £100 will be agreed at group meetings and receipts and full records will be kept.

Meetings.

Meetings are to be arranged on a regular basis whilst organising the procession and carnival, followed by meetings to evaluate the event and plan for future events.

Meetings are to be open to the public as a means of listening and learning and receiving feedback from the community.

The Annual General Meeting is to be held in September with all existing members and interested parties being given 21 days notice to attend.

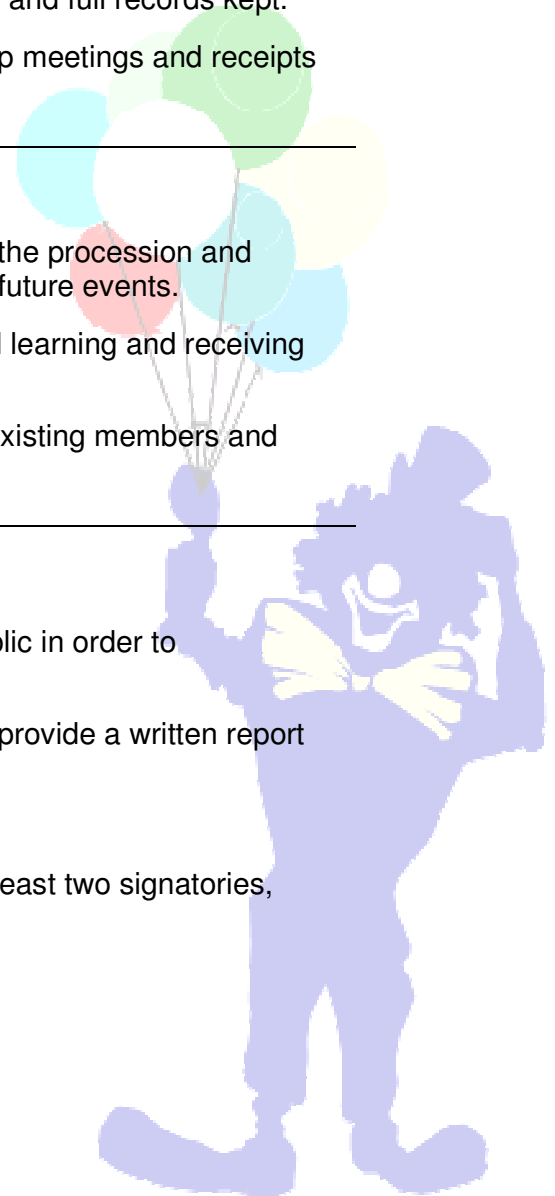
Finances.

The Groups' bank account will be open to any member of the public in order to demonstrate openness and accountability.

The Treasurer will report on finances at each group meeting and provide a written report and balance sheet at the AGM.

The accounts will be audited annually.

Any monies to be drawn out of the account will be done so by at least two signatories, where possible those of the Chairperson and Treasurer.



Any monies spent will be done so with the agreement of the Group and receipts shall be obtained and retained by the Treasurer so that financial records can be supported by appropriate evidence.

The Group will endeavour to raise funds to contribute towards the costs of future events.

In the event of the Group ceasing to operate, all remaining assets will be distributed to appropriate organisations in Crofton village or its immediate neighbourhood.

In the event of deciding not to hold a carnival, the Carnival Committee can be suspended at an EGM for a period of up to 5 years. The group's money would be held 'in trust' in its bank account. A minimum of 3 committee members, normally including the treasurer, would act as trustees until the Carnival Committee is reactivated by holding an EGM where a quorum of 6 represented groups will be required for voting.

An Extraordinary General Meeting (EGM) requires notice of a minimum of 30 days in writing to all active committee members (active during the previous 12 months), giving the reason for the meeting. A minimum quorum of 5 voting members is required. One vote per participating organisation.

Any proposal for the Group to cease operating and/or any proposal for the disposal of the Groups assets shall be decided at an EGM.

