

# Frodsham Christmas Festival

## Organising Committee - Constitution

### 1. Name

The name of the group shall be Frodsham Christmas Festival Organising Committee (FCFOC).

### 2. Aims

The Frodsham Christmas Festival Organising Committee is made up of a group of volunteers who work in collaboration with Frodsham Town Council (FTC) and local organisations to arrange an annual Christmas event held in Frodsham.

The event will usually include a Christmas market, Santa's grotto, entertainment from local performance groups / hired performers, Christmas lights switch on and a parade and may also include online content and social media.

### 3. Committee Members and Officers

The business of the group will be carried out by Officers and Members. The Officers will be agreed by consensus at the Annual General Meeting.

The Committee will be composed of a minimum of three Officers including:

- Chair who shall chair the meetings
- Secretary who shall be responsible for the taking of minutes and the distribution of all papers and maintaining the list of members
- Treasurer who shall be responsible for maintaining accounts

In the event of an Officer standing down during the year a replacement will be agreed via consensus at the next meeting.

Members of the Committee will include volunteers who wish to be involved in the organising of the Frodsham Christmas Festival as well as representatives from local organisations such as charities, businesses and schools where necessary.

Each year, depending on the format of the Festival, specific roles will be required with the purpose of organising each part of the event - for example parade, entertainment, market, grotto etc. Roles will be fulfilled by members and be discussed and agreed as required within the meetings.

## 3.1 Collaboration with Frodsham Town Council

The festival is a community event and has historically been organised in collaboration with FTC in order to leverage support in terms of obtaining licences, insurance, securing venues etc. as well as providing funding for infrastructure costs (lighting, road closures, security etc.). FCOC will seek to continue this established agreement with FTC but will be an independent entity which will allow FCFOC to raise money independently (e.g from local businesses, fund-raising events, grants, christmas market pitch fees etc.) as well as having the opportunity to apply for grants from FTC to fund non infrastructure costs (or 'sparkle' elements) of the festival (e.g. entertainment, decorations etc.). The aim of the collaboration will be:

- To ensure that both the FTC and FCFOC fulfil their legal and financial obligations
- To provide FCFOC with sufficient freedom and creative licence and to maintain confidentiality for some of the 'sparkle' elements of the festival to enhance the 'surprise and delight' of the event
- To minimise bureaucracy for FCFOC
- To enable FCFOC to have access to and utilise all available funding and resources in the most efficient manner

The nature of the collaboration between FCFOC and FTC will be reviewed at least annually.

## 4. Meetings

A series of meetings will take place over the course of the year as and when necessary with the objective of organising the Frodsham Christmas Festival.

### 4.1 Annual General Meeting

The first meeting of the year will include an Annual General Meeting (AGM).

All members will be notified of the date, time and location of the meeting.

At the AGM:

- The Committee will present a report on the previous years event
- The Committee will present the accounts for the previous year
- The Officers for the next year will be agreed
- Review of the partnership with and funding from FTC will be discussed
- Any proposals provided to the secretary prior to the meeting will be discussed

## 4.2 Special General Meeting

A Special General Meeting (SGM) may be called by the committee members to discuss an urgent matter via the secretary who will give committee members notice of the meeting along with the details of the business to be discussed.

## 4.2 General Meetings

General Meetings are open to all members and will be held as often as necessary.

All members will be given sufficient notice of the meeting including date, time and venue.

## 4.3 Rules of Procedure for Meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general consensus that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision made by a simple majority of members present. If the number of votes cast on each side is equal, the Chair of the meeting shall have an additional casting vote.

# 5. Finances

An account will be maintained on behalf of the Frodsham Christmas Festival at a bank agreed by the committee.

Three bank signatories will be nominated by the Committee (one to be the Treasurer).

Signatories must not be related nor members of the same household.

Payments from the account should be approved by two bank signatories.

All funds shall be used solely for the purposes of Frodsham Christmas Festival.

# 6. Amendments to the constitution

Amendments to the constitution may only be made at the Annual General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with notice of the meeting.

Any proposal to amend the constitution will require a two thirds majority of those present.

## 7. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

## 8. Equal Opportunities

Frodsham Christmas Festival Organising committee will not discriminate on the grounds of gender, sexuality, ethnic or national origin, race, disability, religious or political belief, marital status or age.

This constitution was agreed at the Inaugural General Meeting of the Frodsham Christmas Festival Organising Committee.

Date \_\_\_\_\_

Name of Chair \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name of Secretary \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name of Treasurer \_\_\_\_\_

Signed \_\_\_\_\_