

# Woodchurch Carnival Committee handbook

Revision 1 Dated 03 February 2022

The Carnival Handbook provides an overview of governance expected for the good and benefit of the committee.

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## SECTION 1

### Understanding the carnival committee

Committee comprises of a diverse group of people. The committee is formed for the good and benefit of the village residents and not for personal gains. They provide and host community activities for local people. They are led and run by the community and are open and accessible to everyone.

This also means their purpose can change over time to be available to people. These includes activities that directly address community needs and help community members live happy, healthy and economically thriving lives.

They may also provide opportunities for community engagement and a focal point for people to meet. Carnival is funded in many ways including an element of grant funding. The committee also actively fund raises to assist with the running of the Carnival for the benefit of the community.

The community benefits from the Carnival in the following ways .

- Opportunities for community engagement
- volunteering, the empowerment of local people
- The 'added value' of the carnival is it enhances community life, e.g. providing a focal point for local people, providing a sense of community, providing spaces for people to meet, have fun.

Woodchurch Carnival Committee is dedicated to bring the Carnival back to Woodchurch in line with the national celebrations for the Queens Platinum Jubilee 2022. The last carnival was held in 1996. The Carnival is designed to be an event not just for a day but to leave a legacy year on year for all to enjoy.

The mission is to build on the community spirit for every age group and promote the involvement of all in order to succeed. We particularly see the younger element of the village key to achieving this for its evolution. The Carnival will be biennial (every 2 years.)

#### We see the vision as:

- Large community event incorporating individuals and groups, so they continue to support each other ongoing.
- To build on the community spirit and recognise some may need help and that its ok to ask, evident from the pandemic generally. (5 NHS Steps to wellbeing).
- To promote inclusivity in our community and provide opportunities for all residents to work and play together mixing age groups.
- To enhance opportunities for the people of Woodchurch to build relationships , volunteer and be involved with one another, in coaching and learning new skills.
- To support local businesses and bring revenue into the village.
- To promote Woodchurch in the widest possible sense thus encouraging visitors and making it an even more desirable place to live and visit.
- To raise funds for local groups working for the benefit of the community of Woodchurch.
- To have fun

## SECTION 2

### Getting started

Newly formed in November of 2021 the aim at the start is to form a group with a target date of 4<sup>th</sup> June 2022 as Carnival Day.

The community responded strongly with the news of bringing back the carnival and its clear that there is a desire for this to happen .

The team is made up of people who already hold positions in other groups and this does not affect the way it operates.

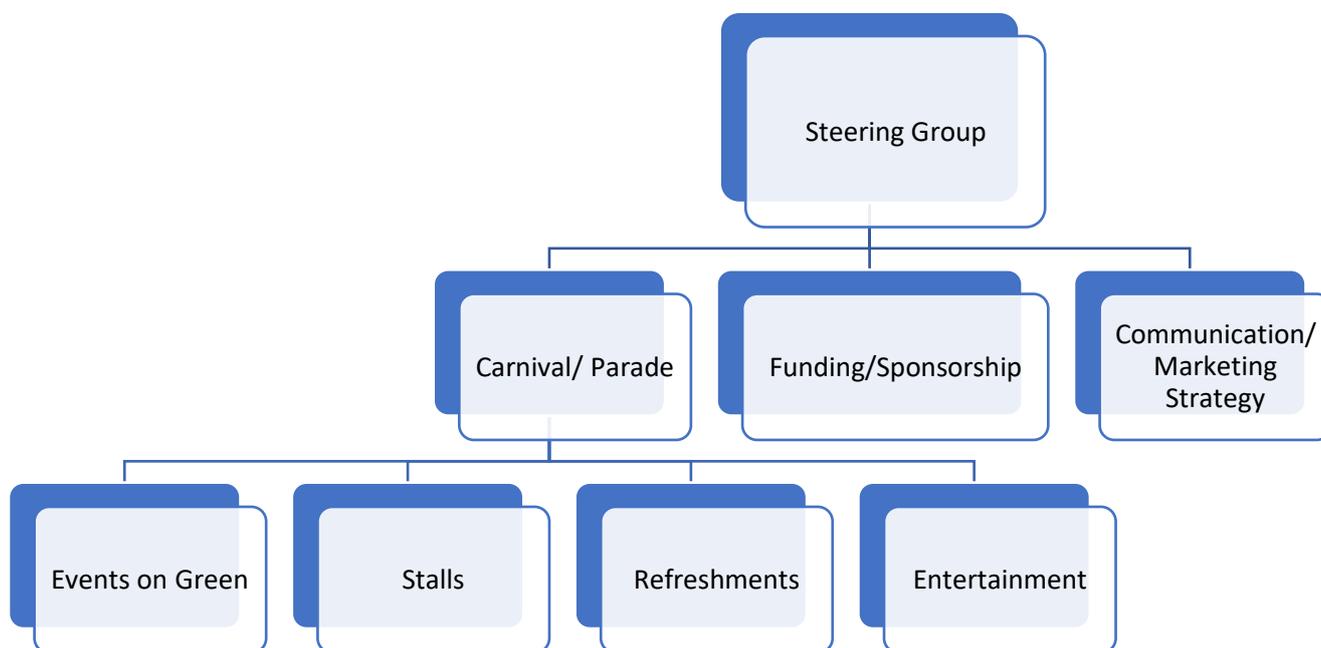


Fig 1 High level layout of structure

The main committee sits in the steering group and forms sub groups to maintain momentum, below this are volunteers for the event. Arguably above the steering group sits the community. They are invited to attend various meetings and input regularly to allow the steering.

The steering group must only act on the voice of the community they may interpret that voice, to make things work.

The carnival is inclusive to all and other groups and organisations are encouraged to be involved, this is designed provide opportunities for them to raise funds and promote themselves.

The main aim at the start is to:

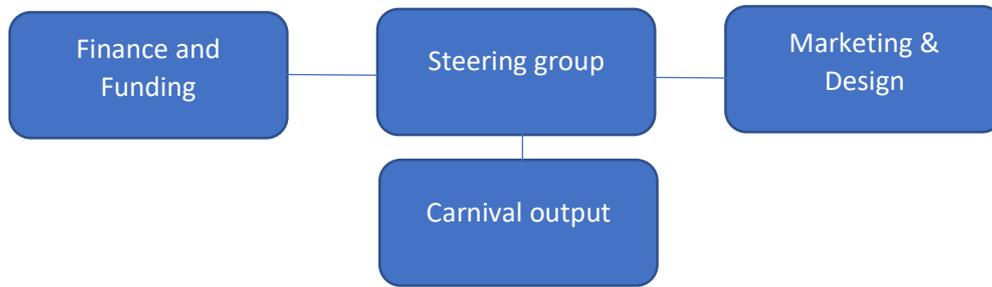
- build funds year on year so as to be self-supportive
- build on village assets so others can use
- create a network and communication stream to bring people together.

## SECTION 3

### The committee

The committee or steering group is made up of 7 named people roles and responsibilities are set and no one person can make implementation without consultation or agreement.

## Steering group carnival committee



The named people in the Steering Group are:

Name	Contact	Main Responsibility	Secondary Responsibility
Wade Nash	<a href="mailto:Wade@nashweb.net">Wade@nashweb.net</a>	Marketing & Communication	Signitory funds
Alan Baker	<a href="mailto:alanjamesbaker@gmail.com">alanjamesbaker@gmail.com</a>	Funding	Signitory funds
Roger Knight	<a href="mailto:rogerknight7@btinternet.com">rogerknight7@btinternet.com</a>	Trade & Organisation stands	Signitory funds
Georgina Barton	<a href="mailto:georgiegirl2302@gmail.com">georgiegirl2302@gmail.com</a>	Tresurer	
Patrick Byrne	<a href="mailto:Patrick.byrne@unitedliving.co.uk">Patrick.byrne@unitedliving.co.uk</a>	legally responsible/Chair	Safety
Stuart Kemp	<a href="mailto:stoo.judy@yahoo.co.uk">stoo.judy@yahoo.co.uk</a>	Design & Marketing	Signitory funds
Georgina McKay	<a href="mailto:gina_mckay@hotmail.com">gina_mckay@hotmail.com</a>	Medai and communication	

All members of the committee are bound by the Seven Principles of Public Life

These are:

### Selflessness

You should take decisions solely in terms of the public interest. You should not do so in order to gain financial or other material benefits for yourself, your family, or your friends.

### Integrity

You should not place yourself under any financial or other obligation to outside individuals or organisations that might, or might be perceived to, influence you in the performance of your official duties.

### Objectivity

In carrying out public business, including awarding contracts and recommending individuals for rewards and benefits, you should make choices on merit.

### Accountability

You are accountable for your decisions and actions to the public and must submit yourself to whatever scrutiny is appropriate for your office.

## Openness

You should be as open as possible about the decisions and actions that you take. You should give reasons for your decisions and restrict information only when the wider public interest clearly demands.

## Honesty

You have a duty to declare any private interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

## Leadership

You should promote and support these principles by leadership and example.

These principles should inform your actions and decisions as a committee member in the steering group.

General conduct:

### Use of Public Funds

You have a duty to ensure the safeguarding of public funds and the proper custody of assets which have been publicly funded.

You must carry out your fiduciary obligations responsibly – that is, take appropriate measures to ensure that the steering group uses resources efficiently, economically and effectively, avoiding waste and extravagance.

You must not disclose any information which is confidential in nature or which is provided in confidence without authority. This duty continues to apply after you have left the steering group.

## Political and Other Outside Activity

The steering group is seen to be politically impartial.

Subject to the above, you may engage in political activity but should, at all times, remain conscious of your responsibilities as a steering group member and exercise proper discretion.

## Members' interests

You must ensure that no conflict arises, or could reasonably be perceived to arise, between your other roles in the village and the steering group and your private interests – financial or otherwise.

You must comply with the rules of the group on handling conflicts of interests. As a minimum, these will require you to declare publicly any private interests which may, or may be perceived to, conflict with your public duties. The rules will also usually require you to remove yourself from the discussion or determination of matters in which you have an interest.

Responsibilities as a steering group member or committee/sub-committee member:

- You should respect the principle of collective decision-making and corporate responsibility. This means that, once the board has made a decision, you should support that decision.
- You must not use, or attempt to use, the opportunity of the Carnival to promote your personal interests or those of any connected person, firm, business or other organisation.
- You will not ask or encourage others to act in a way which would conflict with their own Code of Conduct.

## Relationship with Finance & Funding

The main point of contact between the Finance & Funding team will normally be the Chair who is legally responsible for the Carnival. Communications between the steering group will normally be through the Chair except where the board has agreed that an individual member should act on its behalf. Nevertheless, an individual member may

access the treasurer directly if he or she believes that is necessary in order to raise important issues relating to his/her duties as a member, and the usual communication channels are inappropriate or have been exhausted. In such cases the agreement of the rest of the board will normally be sought, and in any event the member should endeavour to be transparent about his/her actions with the Chair or other members.

### Role and responsibilities of the Chair

The Chair is appointed by the the team and has particular responsibility for providing effective strategic leadership.

The Chair must comply with his/her responsibilities as set out in this document as follows:

- The chair is responsible to the steering group. The Chair is responsible for communications between the group. The Chair is responsible for ensuring that policies are conducted with probity.
  - steering group has a balance of skills appropriate to the needs of the carnival.
  - steering group board members are fully briefed duties and expectations, responsibilities;
- In addition, the chair has the following leadership responsibilities:leading on the formulation of the steering group strategy;
- ensuring that the steering group, in reaching decisions, takes proper account of directions issued, or guidance provided.
  - ensuring that risks are escalated to steering group as appropriate;
  - promoting the efficient and effective use of the steering group and other resources;
  - ensuring high standards of regularity and propriety;
  - representing the views of the steering group and community.

The chair also will also ensure that:

- the work of the steering group and its members is reviewed annually and that the steering group works effectively;

The Chair should ensure that a comprehensive and publicly available register of board and steering group members' interests is in place and an annual report is completed by each steering group lead.

The Chair should ensure that the steering group meets at regular intervals throughout the year and that the minutes of meetings accurately reflect the decisions taken and, where appropriate, the views of individual members.

The role and responsibilities of the steering group and any committees are:

- Individual steering group members have collective corporate responsibility for decisions and for ensuring responsibilities are discharged.
- Individuals must also ensure that they comply with their responsibilities as set out in the Document agreed with steering group.
- fulfil duties to the best of their ability at all times with the steering group members, and with all relevant rules relating to the use of public funds and to conflicts of interest;
- not misuse information gained in the course of their role for personal gain.

Individual steering group and committee/sub-committee members have a responsibility to prepare for meetings and attend meetings. Apologies should be given prior to the start of any meeting that cannot be attended. The Chair will be informed should a board or committee/sub-committee member who fail to attend three successive meetings, will be asked to review their position.

Members serve on voluntary basis.

### Handling conflicts of interests

All steering group members and members of committees and sub-committees should comply with the rules on personal interests as set out as follows:

Register of members' interests shall be fulfilled as follows:

- declare any financial or other personal interest relevant to the exercise of a function, at the date of his or her appointment and thereafter at all times during the course of such appointment, and
- withdraw from the performance of that function unless the steering group, by resolution, consider that this is not necessary because the interest will not influence performance of the function.
- Such information, or relevant details thereof, shall be formally recorded in a register of members' interests maintained by the chair, and which shall be available for inspection by members.
- The register of steering group members' interests shall also be published and available for inspection on the website this will be reviewed annually or as required in event of change.

### Declaration of interests

It is a requirement of the steering group that each member who is directly or indirectly interested in any matter arising at a meeting must disclose the nature of that interest to the meeting.

Similarly, any member of a committee or sub-committee of the carnival who is directly or indirectly interested in any matter arising at a meeting of the committee or sub-committee must disclose the nature of that interest to the meeting. The member must not take part in any deliberation or decision about the matter if it is a contract or agreement of any description, but may otherwise take part in any deliberation or decision about the matter unless at least one-third of the other members at the meeting decide that the interests disclosed might prejudicially affect the member's consideration of the matter.

Members of the steering group or any committee or sub-committee must comply with the rules about interests set out in the any legislation, relevant policies, and any regulations or guidance applicable to the members from time to time issued by chair, to the extent that they conflict, the legislative requirements shall take precedence.

The steering group shall record in the minutes of the relevant meeting any disclosures made.

To aid in interpreting the requirements around declaring and managing interests, the Regulator has adopted the National Audit Office definition of a conflict of interest as follows:

A set of circumstances that creates a risk that an individual's ability to apply judgement or act in one role is, or could be, impaired or influenced by a secondary interest. It can occur in any situation where an individual or organisation, can exploit steering group.

Conflicts can exist if the circumstances create a risk that decisions may be influenced, regardless of whether the individual actually benefits. The perception of competing interests, impaired judgement or undue influence can also be a conflict of interest.

Conflicts might occur if individuals have, for example:

a direct or indirect financial interest;

non-financial or personal interests; or

conflicts of loyalty where decision-makers have competing loyalties between an organisation they owe a primary duty to and some other person or entity.

The steering group has also adopted the following key terms, again to aid members and committee members in applying the relevant rules:

Conflict of loyalties

means: a loyalty or a duty which the individual owes, or feels she/he owes, to one or more persons or organisations other than the steering group, the existence of which means that the individual might not always act in the best interests of the carnival.

#### Connected person

means (definition based on that in s.252, Companies Act 2006):

members of the individual's family (spouse or civil partner and any other person with whom the individual lives as a partner in an enduring family relationship; that partners' children or step-children under 18 years of age; children or stepchildren of the individual and their partner or spouse; the individual's parents); and

any body corporate with which the individual is connected; and

any person acting in his capacity as a signatory – i) the beneficiaries of which include the individual or a person who by virtue is connected with him/her, or the terms of which confer a power on them that may be exercised for the benefit of the individual or any such person, other than a carnival.

#### Direct financial interest

means: an individual's interest in a situation in which they stand to receive a financially measurable benefit over and above her/his remuneration as a member or committee member of the Regulator. This could include cash benefits, but also financial benefits such as shares, property, contracts, etc.

#### Indirect financial interest

means: an individual's interest in a situation in which a connected person has a direct financial interest (e.g. the individual's husband is a partner in a law firm which works for the Regulator – the individual as well as her husband will have an interest in the profits made by the husband).

#### Non-financial or personal interest

means: an individual's non-pecuniary interest in a situation (i.e. not a direct or indirect financial interest). This could include a reputational benefit or any other intangible advantage.

## SECTION 4

### **Managing the funds**

The Steering group sees any monies raised as community money and will use it in the interest of the carnival and community.

The Steering group and the Carnival do not have any Charity Constitutions. Annual income is expected to be under £5,000. We don't own a building or employ people and as of date do not intend to register with the Charity Commission.

1 Name The group name is Woodchurch Carnival

2 The purposes of the group are:-

To hold a community event in the form of a carnival.

3 The group shall be managed by a committee who are appointed at the Annual General Meeting of the group.

4 In fulfilling its duties the steering group have the power to:

- raise funds, receive grants and donations
- apply for funds to carry out the work of the group
- co-operate with and support other charities with similar purposes
- do anything which is lawful and necessary and deemed reasonable to achieve the purposes

5 Membership

The group are volunteers. People who support the work of the steering group and are aged 18 or over, can apply to the committee to become a member of the steering group.

Once accepted by the steering group, the chair will keep an up-to-date membership list. The steering group may remove a person's membership if they believe it is in the best interests of the group.

The member has the right to be heard by the steering group before the decision is made and can be accompanied by a friend.

## 6 Annual General Meeting –

The General meeting must be held as a minimum once every year, with 14 days' notice given to all members telling them what is on the agenda.

Minutes must be kept of the meeting and communicated publicly.

There must be at least 5 members of the steering group present at the meeting.

Every member has one vote.

The treasurer shall present the annual report and accounts.

Any member may stand for election as a signatory.

Members shall elect between 3 and 5 signatories to serve for the annual period.

## 7 Steering group meetings

Must hold at least 3 meetings each year.

At their first meeting after the AGM, they will elect and appoint a chair, treasurer.

Signatory may act by majority decision.

At least 3 must be present at the meeting to be able to take decisions and those sending apologies must be aware of details of the decisions and can by proxy agree or disagree.

Minutes shall be kept for every meeting.

If any member has a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

The steering group may make reasonable additional rules to help run the group.

These rules must not conflict with this constitution or the law.

## Money and property

(1) Money and property must only be used for the group purposes but can be used as a village asset for use by others at a fee.

(2) The steering group must keep accounts. The most recent annual accounts can be seen by anybody on request.

(3) The steering group cannot receive any money or property from the group, except to refund reasonable out of pocket expenses.

(4) Money must be held in the group bank account. All cheques must be signed by 2 signatories. All online transactions to be counter approved

If the steering group consider it is necessary to change the constitution, or wind up the group, they must call a General Meeting so that the membership can make the decision.

An AGM must also be called a General if a written request from the majority of members is received . All members must be given 14 days notice and told the reason for the meeting.

All decisions require a two thirds majority. Minutes must be kept.

(1) Winding up - any money or property remaining after payment of debts must be given to a community charity with similar purposes to this one.

(2) Changes to the Constitution - can be made at AGMs or General Meetings.

(3) General Meeting - called on written request from a majority of members.

(4) The steering group may also call a General Meeting to consult the membership.

Setting up the committee

This constitution was adopted on 1<sup>st</sup> January 2022 by the people whose signatures appear below. They are the first members of the steering group and will be the representatives until the GM, which must be held within one year of this date.

Name

Adresss

Signiture