

CONSTITUTION OF

FINDON SHEEP FAIR COMMITTEE

1. **NAME**

The committee shall be known as the Findon Sheep Fair Committee and is a committee of the Findon Parish Council

2. **OBJECTS**

The objects of the committee are to plan, organize and hold the function known as the “Findon Sheep Fair and Village Festival” on the weekend which includes the second Saturday in September each year. The function is to take place on Nepcote Green, Findon.

3. **COMMITTEE**

- a. The committee shall control the day-to-day finances and the general management of the Sheep Fair and its property and affairs in such a way as it sees fit and shall have the power to either co-opt or elect such persons as it shall deem fit;
- b. Findon Parish Council will have overall responsibility for legal, financial and insurance matters;
- c. The committee shall comprise:
 - i. At least one member who must be a full elected member of the Findon Parish Council. The Parish Council may nominate additional members to the committee as it sees fit; and
 - ii. As many other volunteer members as the committee sees fit;
- d. Members of the committee are neither subject to election nor to any maximum term of membership;
- e. The committee may delegate matters to sub-committees or individual committee members as it sees fit subject to proper reporting back to the full committee.

4. **OFFICERS**

- a. The Officers shall consist of a Chairman, Vice Chairman and Treasurer and such other specific roles as are deemed necessary and these will be appointed by the committee;
- b. The names of all members of the committee and, where appropriate, their specified roles must be submitted in writing to the Parish Clerk of The Findon Parish Council following the January meeting of the committee.

5. MEETINGS

- a. Meetings of the committee will be held monthly throughout the year except for the months of September and December. The meetings in October and November will be used as review meetings for that year's event;
- b. Minutes of all monthly committee meetings must be taken and circulated to all members of the committee and the Parish Clerk of the Findon Parish Council.

6. ACCOUNTS

- a. A member of the committee, appointed as Treasurer, will maintain accounts of all income and expenditure and will submit accounts annually for internal and external audit by the Findon Parish Council auditors;
- b. If the Sheep Fair generates a surplus of funds in any year these funds should be used for the benefit of the village causes subject to:
 - i. Priority being given to any funds needed for maintenance of the Wattle House and Nepcote Green and the surrounding area; and
 - ii. Retaining reserves in the accounts sufficient to meet 2 years potential losses due to unavoidable cancellation.

Signed on behalf of Sheep Fair Committee by:

.....(signature)(date)

.....(full name)(date)

Signed on behalf of Findon Parish Council by:

.....(signature)(date)

.....(full name)(date)