

## Minutes of Fete Committee CIO meeting on 16<sup>th</sup> January 2017

6.30 pm at the Plough – Alvescot

**Present:** Kim Govan, Richard Munro, Matt Lane, Sam King, Jayne Lewin, Malcolm Farley, Tessa Farley

**Apologies:** Ann Cadogan

1. Kim Govan is the agreed Chair of this committee
2. Tessa agreed to take minutes
3. **CIO draft-** This was originally drafted by Tessa and edited by Kim based on the CC guidance document for CIO constitutions. This was gone through paragraph by paragraph with edits made with agreement by all present. Edits as in the revised document to be circulated.

The revised draft will be re circulated by Monday 23<sup>rd</sup> with any comments back to Tessa by 27<sup>th</sup> January for final document to be circulated for meeting on 30<sup>th</sup>. This will then need to be formally agreed by trustees at the meeting on 30<sup>th</sup> January. The name of the CIO to be the Alvescot Fete Committee

The 4 nominated trustee members for this committee are : APC – Richard Munro, Village Hall- Malcolm Farley PCC- Jayne Lewin, St Peter's School- Sam King and the independent trustee chair is Kim Govan. Up to four other trustees may be agreed and appointed.

It was agreed that trustees could invite others to join meetings and to take on roles. All those helping at the fete would be fete volunteers.

The 4 beneficiary organisations need to send to Tessa a copy of their meeting minutes that confirmed the name their nominated trustee.

St Peter's School are checking with ODST whether they can be the nominated address for the CIO.

All 5 trustees signed the Trustee declaration form. There needs to be a register of trustees' details including their business links. Conflicts of interest need to be checked on all agendas.

Agreed gross income figure to initially be £5000 and financial year to be January to December.

The next stage of the process is that once the CIO document is agreed in a meeting it can be submitted to the Charity Commission with the online application, plus associated documents.

It was a lengthy task to prepare and then edit together this document.

Matt reported that there was currently £862.29 in the bank account which is a healthy start for the year ahead. It was agreed by Richard (on behalf of APC) that the APC would formally hand this over to the new CIO once it is established by the Charity Commission.

Matt will formally stand down as Treasurer at this point. The bank account is set up on line and he will ensure a smooth handover to a new Treasurer.

Jayne reported that a new insurance quote would be required (quotes are held for 90 days). This will be slightly higher as insurance tax has increased. She will obtain a quote ready for this to put into place once CIO agreed by CC.

#### 4. **Advertising of Fete 'Kick off meeting'**.

Jayne noted that two notices were now up advertising the meeting on 30<sup>th</sup> January.

Jayne has prepared flyers and these are to be shared out for distribution to all houses.

Tessa agreed to do sharing out for distribution.

Richard – Mill Lane, Ann- 'her bit', Jayne – Lower end to fork, Kim- Lower End ( 2 branches), Matt- Pemscoot Close and Thorpes Field and Tessa and Malcolm- Station Road and Main Road through village.

Jayne to be reimbursed for costs of ink for production of these flyers.

5. Potential new members. Kim as chair is keen to get new committee members involved and noted there were major roles vacant- Treasurer, Stalls Co ordinator, Secretary  
It was noted by Malcolm that there is past experience of all these roles within existing trustees.

Kim stated that if no one else wanted to be treasurer Dennis Govan would be prepared to step into the role and Jayne would be prepared to do this too.

Jayne has agreed to do publicity posters - but not the media side of publicity.

Malcolm has offered to help with stall organisation.

Ann Cadogan has agreed to assist with logistics. It was agreed this is separate to stalls co ordinator- and that this person needs to be there with Ann on the fete morning.

Kim stressed that new people should be encouraged onto the committee to take up roles. She suggested Sophie Leccisotti (nee Baltrop) as Stalls Co-ordinator. She has long links with the village. Kim will speak with her.

Tom Bown may also be willing to become involved. Tessa/Ann to ask him.

Sophie and Tom to be invited to the next meeting and asked about their interest in roles.

Any other interested persons to be encouraged to come along.

Kim has not received the handover notes prepared by the last but one Chair- Ann Cadogan. Tessa will forward these to her. This gives a month by month breakdown of major tasks.

#### 6. **AOB**

Quiz date- suggested 20<sup>th</sup> May. Kim to check if village hall free. If not possibly 13<sup>th</sup> May.

Next meeting agenda 30<sup>th</sup> Jan- apart from briefly accepting constitution, focus to be on the fete itself. Theme for the fete, key responsibilities and roles- Treasurer, Secretary, Logistics, Stalls Coordinator, Quiz organiser, Publicity, Raffle, MC etc

Tessa – gave apologies for this meeting and Richard offered to take minutes then.

Meeting finally ended after 9.30pm.