

Beaulieu Common Good Foundation
Fete Committee
Terms of Reference

The Fete Committee is established by the Beaulieu Common Good Foundation (“the Foundation”) to have overall responsibility of managing all aspects of running the annual Beaulieu Village Fete (“the Fete”), together with any other charitable fundraising events or activities delegated to it by the Foundation. The Fete shall be run annually on the 3rd Saturday in July unless agreed otherwise with the Foundation.

Purpose

- Bring together the local community to have fun and socialise by providing entertainment and refreshments for all ages
- Encourage the community to assist in running the event
- Raise funds for local good causes

Committee

The Committee members (“members”) shall be drawn from the local community, with a minimum of 6 members, two of whom must be Foundation trustees (“trustee members”). It is expected that all members will have individual responsibilities in planning and/or running the event. One of the trustee members shall chair the Committee. The quorum shall be 4 members, including at least one trustee member.

The Chair shall lead the Committee, ensure that all members have a voice, co-ordinate the work of members and be the figurehead of the Fete.

The Secretary shall organise the meetings, giving at least one week’s notice, circulate the meeting papers and take concise minutes of each meeting, seeking comments in order to agree them at the subsequent meeting, so that the Committee’s decision-taking is clear and accountable.

The Treasurer shall be responsible for the financial probity of all aspects of the Fete, to report back to the Committee at each meeting on the state of finances, and produce annual accounts in an agreed form for the Foundation’s independent financial review. In addition, the Treasurer shall maintain an asset register detailing all the property belonging to the Committee.

Each member of the Committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. In the event of a tie, the Chair shall have a casting vote.

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Delegated Powers

The Committee has the responsibility for:

- Planning events including ensuring all licences (eg for the raffle and sale of alcohol), local authority approvals etc have been obtained in advance.
- Publicising the events
- Liaising fully with Palace House and Beaulieu Abbey Church staff as appropriate
- Considering all aspects of Health & Safety and taking appropriate actions to protect the public at all times
- Assessing from time to time what surplus funds are distributable, with 50 % of such surplus being paid to the Beaulieu Abbey Church, and the remaining 50% being transferred to the Foundation's general funds
- Ensuring the Palace House grounds are returned after the event in an agreed state

The Committee shall maintain its own bank account as arranged by the Foundation. The account shall be managed by the Treasurer. All receipts and payments for any event shall be managed through this account, which should be used for no other purpose unless agreed by the Foundation. The Foundation's Treasurer shall manage the bank mandate, ensuring that at least 3 members are registered on the mandate. All payments shall be approved as follows:

- a) Distributions to the BAC or the Foundation: the Committee
- b) Payments to the Beaulieu Settled Estate or related party: the Committee
- c) Committee members expenses: The Treasurer
- d) Treasurer's expenses: A trustee member

Bank payments (cheque or electronic) shall be signed by any two Committee members, one being a trustee member, save that a member shall not sign a payment to themselves.

Foundation responsibility

The Foundation shall ensure that appropriate 3rd party liability insurance is in place, the details of which will be circulated annually to members.

Review

The Foundation may at any time alter these Terms of Reference and/or revoke any delegations contained herein.

30 May 2024