

Stanton St Bernard Millennium Fund

Terms of Reference & Constitution

1. NAME

- 1.1. The name of the organisation shall be Stanton St Bernard Millennium Fund (“MF”)

2. BACKGROUND

- 2.1. The Millennium Committee (“MC”) was set up in 1998 to oversee and organise the Millennium celebrations in Stanton St Bernard with all financial aspects relating thereto being managed through the MF.
- 2.2. After the Millennium celebrations and the ninetieth anniversary party of the village had passed it was identified that revenue was still being earned through the sale of “The History of Stanton St Bernard” (the “History”) and the hiring of the marquees primarily to the villagers.
- 2.3. It was therefore decided to continue with the MF overseen by the MC. The MF would continue to earn its revenue from the sale of the History and the hiring out of the marquees together with any profit that may accrue from general village events/celebrations. For the avoidance of doubt these events exclude events organised by the Church or the Village Hall Committee solely for those two bodies.
- 2.4. At each Annual General Meeting any funds that the MC deemed surplus from the MF were distributed equally between:
 - 2.4.1. the Church;
 - 2.4.2. the Village Hall; and
 - 2.4.3. the village of Stanton St Bernard as represented by the Village Account (“VA”) all as further detailed in Appendix 1 – Financial Procedures
- 2.5. Since its inception in 1998 the MF and the VA have purchased and shall continue to purchase in the future various items for village use (“MF Assets”) details of which will be found in Appendix 2

3. AIMS AND RESPONSIBILITIES

- 3.1. The aims and responsibilities of the MF managed through the MC shall (in no particular order of preference) be to:
 - 3.1.1. Administer the VA
 - 3.1.2. administer the sale of the History and support the History Group;
 - 3.1.3. administer the hiring, maintenance and replacement of the marquees;
 - 3.1.4. administer and support (but not necessarily organise) general village events as and when the MC/Village decides to hold such events ;
 - 3.1.5. safeguard and maintain MF Assets for use by the village;
 - 3.1.6. identify and where feasible fund potential improvements and additions to village amenities/infrastructure where this does not encroach upon or conflict with Parish Council matters, responsibilities, policy or decisions ;
 - 3.1.7. support other Village group(s) where the aims and responsibilities of such group(s) are in alignment and not at variance with those of the MF. For the avoidance of doubt financial support would be via the VA in accordance with para 4.2.1 below
 - 3.1.8. engender and encourage the village spirit that is unique to Stanton St Bernard which will include encourage co-operation across Village groups.

- 3.2. The aims of the MF may be amended at any time by the MC at a Special General Meeting held in accordance with clause 9.

4. VILLAGE ACCOUNT

- 4.1. For accounting purposes the VA is kept within the MF bank account but is separately identified within the cash book.
- 4.2. The purpose of the VA is, wherever possible and feasible, to fund
 - 4.2.1. proposals received from Villagers/Village groups relating to village needs. These proposals would be approved by the MC.
 - 4.2.2. those items detailed in Appendix 1, para 5d.

5. POWERS

- 5.1. To further the aims of the MF the MC shall have power to:
 - 5.1.1. obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the MF and make approved payments to third parties as detailed further in Appendix 1, Operating Procedures – Finances.
 - 5.1.2. allocation of surplus funds as identified by the Treasurer in accordance with Appendix 1, Operating Procedures – Finances, para 6
 - 5.1.3. work with the residents of Stanton St Bernard and other bodies represented within the village in a common effort to carry out the aims of the MF.
 - 5.1.4. do all such lawful things as will further the aims of the MF.

6. MEMBERSHIP OF THE MILLENNIUM COMMITTEE

- 6.1. Membership of the MC shall be open to:
 - 6.1.1. a minimum of two villagers representing the Church;
 - 6.1.2. a minimum of two villagers representing the Village Hall;
 - 6.1.3. a minimum of two villagers representing Stanton St Bernard in general, and
 - 6.1.4. three villagers holding the formal office positions of Chairperson, Secretary and Treasurer

all of whom shall be residents of Stanton St Bernard and who support the aims of the MF as defined in clause 3 above.

- 6.2. At least one member of the MC (from any of the categories referred to in clause 6.1 above) shall be member of the Parish Council.
- 6.3. The MC (including the Chairperson, the Secretary and the Treasurer) shall hold the position for one year and, if they so desire, put themselves forward for re-election at the Annual General Meeting (“AGM”). All villagers present at the AGM shall have a right to vote but only on matters relating to the membership of the MC and the positions of Chairperson, Secretary and Treasurer.

7. MANAGEMENT

- 7.1. Members of the MC, elected annually at the AGM, shall manage the MC and the MF.
- 7.2. Only members of the MC shall have the right to vote on MC matters which, for the avoidance of doubt, shall include matters relating to the MF.
- 7.3. The MC may (i) co-opt up to a further two villagers who shall resign at the next Annual

General Meeting and (ii) will seek to encourage other villagers to be involved in temporary working groups for particular projects .

- 7.4. The MC shall meet at least two times each year. Subcommittee meetings may take place between the meetings of the MC.
- 7.5. At least five members of the MC must be present at a meeting of the MC to be able to make decisions of which there should be (i) at least one member representing each of the views of the Church, Village Hall and the Village and (ii) at least two officers of the MC as referred to in para 6.1.4 above . Where there is an even split of the MC then the Chair (or where the Chair is absent its nominee) would have the casting vote.
- 7.6. A proper record of:
 - 7.6.1. all meetings of the MC shall be kept by the Secretary and circulated as soon as possible after each meeting of the MC; and
 - 7.6.2. all transactions of the MF shall be kept by the Treasurer and presented at the AGM.

8. GENERAL MEETINGS

- 8.1. An Annual General Meeting shall be held within 12 months of the date of the adoption of this Terms of Reference & Constitution and each year thereafter.
- 8.2. Notices of the AGM shall be published by the Secretary (or the Chairperson) three weeks beforehand and a report on the financial position of the MF for the previous year prepared by the Treasurer will be made available at the same time. All residents of Stanton St Bernard shall be encouraged to attend the AGM and those present shall be entitled to vote on matters legitimately raised and discussed at the AGM.
- 8.3. A Special General Meeting (in addition to the two meetings referred to in clause 7.4) may be called at any time at the request of the MC or not less than one quarter of its membership or five members (whichever is the greater). A notice explaining the place, date, time and reason for said meeting shall be sent to all members of the MC three weeks beforehand.
- 8.4. One third of the membership of the MC or five members of the MC being present, whichever is the greater, shall enable a Special General Meeting to take place and decisions taken.
- 8.5. Proposals to change the Terms of Reference/Constitution and the associated Appendices must be given in writing to the Secretary at least 28 days before a general meeting and approved by a two thirds majority of those present and voting. Such proposals shall be circulated by the Secretary to the MC members at least 14 days prior to the general meeting

9. ACCOUNTS

- 9.1. Subject to Appendix 1, Operating Procedures – Finances:
 - 9.1.1. the funds of the MF including all profits, donations, contributions and bequests, shall be paid into an account operated by the Treasurer on behalf of the MC. All cheques drawn on the account must be signed by at least two nominated members of the MC who have been notified to the bank operating the MF account; and
 - 9.1.2. the funds belonging to the MF shall be applied only to further the aims of the MF as defined in clause 3.

10. DISSOLUTION

- 10.1. The MC may be dissolved by a resolution passed by a simple two-thirds majority of those present of the membership of the MC at a Special General Meeting.

- 10.2. If confirmed, the MC shall distribute:
 - 10.2.1. any physical assets remaining (which for the purposes of this sub-clause shall exclude the MF and the VA) shall be distributed between the Church and the Village Hall as those members of the MC representing said bodies shall deem fair and reasonable: and
 - 10.2.2. any financial assets from the MF and the VA after the payment of all outstanding bills equally between:
 - 10.2.2.1. the Church; and
 - 10.2.2.2. the Village Hall.

- 10.3. Following dissolution assets referred to in clause 9.2 may, as agreed between the Church and the Village Hall, be distributed to third party charitable groups as they see fit.

Signed by Chair.....

Name.....

Date.....

Signed by Secretary.....

Name.....

Date.....

Signed by Treasurer.....

Name.....

Date.....

APPENDIX 1

The following document, referenced “Financial Operating Procedure/Approved Version/GMTarver/020617”, was approved by the MC at a meeting held on 31st May 2017

STANTON ST BERNARD MILLENNIUM FUND

OPERATING PROCEDURE – FINANCES

1. Introduction

- a. The purpose of this document is to explain and codify the administration of the Millennium Fund (“MF”) and the separate Village Account (“VA”) which are grouped together solely for the reason of administering a single bank account.

2. Background

- a. The Millennium Committee (“MC”) was set up in 1998 to oversee and organise the Millennium celebrations in Stanton St Bernard with all financial aspects relating thereto being managed through the MF.
- b. After the Millennium celebrations and the ninetieth anniversary party had passed it was identified that revenue was still being earned through the sale of “The History of Stanton St Bernard” (the “History”) and the hiring of the marquees primarily to the villagers.
- c. It was therefore decided to continue with the MF which was to be administered by the Treasurer appointed by the MC. The MF would earn its revenue from the continued sale of the History and the hiring out of the marquees together with any profit that may accrue from general village events/celebrations. For the avoidance of doubt these events exclude events organised by the Church or the Village Hall Committee solely for those two bodies.
- d. The profit that accrued to the MF would be assessed each year in October by the MC and shared equally between the Church, the Village Hall and a separate fund for the Village in general to be known as the Village Account (VA). The VA is administered by the Treasurer on behalf of the MC.
- e. The purpose of the VA was to fund proposals received from Villagers/Village Societies relating to village needs. These proposals would be approved by the MC.
- f. A bank account was set up with Lloyds Bank, Devizes in the name of “Stanton St Bernard Millennium Fund”. This bank account is a combined repository for:
 - i. The Millennium Fund and
 - ii. The Village Account

The bank account as such does not separately identify the two funds. The Treasurer identifies these in the cash book and advises the MC accordingly. Any cheque raised requires two signatures. The MC maintains three signatories for this purpose (the Treasurer plus two other members of the MC).

- g. Over recent years the VA has grown as there have been very few requests received from the village/villagers for funds. There has also been some uncertainty over administration process of, and the delineation between the MF and the VA. This Operating procedure seeks to clarify the position.

3. The Treasurer

- a. The Treasurer shall be appointed annually by the MC at the AGM.
- b. The Treasurer shall be responsible for:
 - i. Administering the MF and the VA and keeping the cash book up to date
 - ii. Liaising with the bank and administering the account
 - iii. Keeping a record of all income received and expenditure incurred in relation to the MF and the VA.
 - iv. The Banking of monies received on behalf of the MF and the VA.
 - v. The raising of cheques for any expenditure incurred on behalf of the MF and the VA.
 - vi. Giving a financial report on the MF and the VA to the MC at committee meetings and a final annual report for the AGM. This report will identify where practicable those funds which need to be “ring fenced” to cover future expenditure on key items including but not limited to marquee maintenance and village website.
- c. If for any reason whatsoever the Treasurer is unable to carry out his/her duties then the Chairperson of the MC may nominate a substitute.

4. Process for managing the Millennium Fund Bank Account

- a. The Millennium Fund Bank Account shall comprise two parts:
 - i. The Millennium Fund
 - ii. The Village Account

Each fund shall be accounted for separately within the cash book managed by the Treasurer with the overall balances consolidated to reflect the position of what is shown in the bank account.

- b. All expenditure incurred either by the MF or the VA shall be paid by cheque signed by two nominated members of the MC as described in para 2(f) above save that any “payment” from the MF to the VA or from the VA to the MF shall be via an internal transfer shown within the cashbook. Invoices/receipts to be supplied to the Treasurer prior to any payment being made.

5. Allocation of Funds within the Millennium Fund Bank Account

- a. Monies received and to be allocated to the MF shall include:
 - i. Hire charges for village marquees – Hire charges to be approved annually by MC.
 - ii. Ticket sales received for general village events as described in para 2(c) above
 - iii. Book sales of the History and any other profit made by the History Group
 - iv. Donations to the MF either generally or in connection with village events
 - v. Grants received from Wiltshire Area Board

- b. Expenditure incurred which is to be paid from the MF shall include:
 - i. Costs incurred in connection with erection and dismantling of marquees as approved by the MC. Receipts to be provided.
 - ii. Payments towards replacement marquees where the VA (where incurring expenditure as detailed in sub-para d below) has insufficient funds.
 - iii. Costs incurred in connection with village events previously approved by the MC. Receipts to be provided.
 - iv. Costs incurred by History Group relating to maintenance of assets under their control subject to prior approval of MC. Receipts to be provided.
 - v. Payments to be made to the PCC (the Church), the Village Hall and the VA pursuant to paragraph 6(b) below.
- c. Monies received and to be allocated to the VA shall include:
 - i. The annual payment/transfer from the MF pursuant to paragraph 6(b) below.
- d. Expenditure incurred which is to be paid from the VA shall include:
 - i. Payments made towards village needs as further described in para 2(e) above. Such payments to have approval of MC.
 - ii. Payments towards the upkeep and maintenance of village assets including but not limited to marquees, laptop computer, projector, screen, piano, village website and storage container. For the avoidance of doubt this shall not include assets (a) under the control of the History Group (see paragraph 5(b)(iii)), (b) owned by the Church or the Village Hall or (c) owned by or under the control of the Parish Council.
 - iii. Payments towards replacement marquees to be purchased by the Village Hall, although the MC and/or the Village Hall shall use their best endeavours to obtain available grants from the Wiltshire Area Board (or such equivalent alternative) to cover such expenditure.
 - iv. Payments relating to ancillary costs associated with setting up and maintaining the village website.
 - v. Payments relating to obtaining/maintaining an alcohol licence for village events.
 - vi. Payments made in connection with Village emergencies subject to prior approval from the MC.
- e. Allocation of funds within the Millennium Fund Bank Account as detailed in paragraphs 5 (a) – (d) above may be amended subject to approval by the MC.

6. Guidance on the allocation of surplus funds within the Millennium Fund

- a. The Treasurer shall prepare a financial statement to be presented to the MC at the AGM such financial statement to identify such amounts (if any) available to be distributed to the PCC, the Village Hall and the VA.
- b. At the AGM and on the basis that a minimum sum of £300 always being kept in the MF by way of a contingency fund the MC shall decide how much of the MF can be shared between the PCC (the Church), the Village Hall and the VA. Such allocation to be on an equal thirds basis.

END OF APPENDIX 1

APPENDIX 2

1. MF Assets are:
 - a. Marquees (Note – For insurance purposes ownership of the marquees has been transferred to the Village Hall but the responsibility for managing their use, their maintenance and the receipt of revenue remains with the MC ,
 - b. Shipping container located in farmyard
 - c. Electric organ
Electric organ purchased approx. 2008. In the church
 - d. Computer
*Laptop which is circa 10 years old. Has little value as does not have up to date software. Useful for showing photographs and presentations only
With Aubrey.*
 - e. Projector
Digital projector with Aubrey. Robin has spare light bulb.
 - f. Projector Screen
Nobo tripod screen with Robin
 - g. History Group ancillary equipment
 - i. Copies of History of Stanton St Bernard book with Jacky, Robin, Val and Philip
 - ii. Various maps, photographs, posters and manuscripts. More detailed update required.
 - h. PA System comprising
 - i. Wireless receiver with Robin
 - ii. Speakers (2 No.) with Aubrey
 - iii. Speaker stands (2 No.) with Robin
 - iv. Ancillary cables/leads with Robin
 - v. Microphones x 2 with Robin
 - vi. Microphone Stands x 2 with Robin

NB. Jon Roots is the only one who had experience of using the PA system.

This list shall be updated at each AGM with items added or removed as applicable.

Items purchased by the MF or the VA and donated to third parties (including but not limited to the Parish Council) or donations made to such third parties as a gift(s) towards their purchasing of assets shall not be classified as “MF Assets.”

END OF APPENDIX 2