

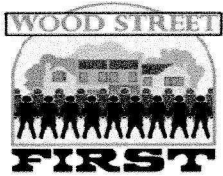
WORKING TOGETHER TO BUILD A BETTER COMMUNITY

Event Procedures and Formalities Policy

This procedures and formalities document is an important document that we must all comply with. It is important that everything connected with the organising of an event is above board and done honestly, without any concealment or deceit, and can be shown to be so

Procedures and Formalities

1. A conflict of interest declaration must be made in writing to the Wood Street First (WSF) Chairperson if any member of the WSF Committee has directly or indirectly any connection with any company selected to provide any equipment or supplies required for the Event
2. Under no circumstances must a committee member accept gifts. Committee Members are responsible for ensuring that they maintain the highest standards when involved in dealings with outside agencies or other organisations involved directly or indirectly with the event. As such, Committee Members and/or their family members should never solicit or accept personal advantages or gifts offered as a result of their association with WSF.
3. Before an individual, group or organisation can take any part in this event or supply goods or services to the event that individual, group or organisation must receive the backing of at least two thirds of the committee members with a vote taken at a properly convened Committee Meeting. This must also be minuted accordingly in the minutes for that meeting.
4. All Companies selected to provide any goods or services required by WSF must be selected as the best on price, quality, reliability and service. The committee member making that selection must show in detail to the full committee why the selected company was chosen. The selection will then be upheld and authorised when at least two thirds of the committee members vote in favour at a properly convened Committee Meeting.
5. All equipment or supplies purchased or hired for the Event must meet all health & safety Standards and be fit for the purpose it was purchased or hired.
6. Before any catering company is allowed to take part at any event they must produce a current Food Hygiene Certificate. A copy of the certificate must be held by the event coordinator.
7. Any individual responsible for or working directly with children at the event must have a current DBS Certificate. (Disclosure and Barring Service Certificate) A copy of the certificate number must be held by the event coordinator.



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8. The Cash Receipts Policy provides procedures and guidelines to all those handling cash at the event. Procedures have been established to encourage an effective administration control of cash handling operations to prevent mistakes or misappropriation of money at the event.


I the undersigned have read and fully understand the above procedures and formalities policy and agree to uphold and carry out my position on the Committee in accordance with all event procedures and policies.

Committee Officers

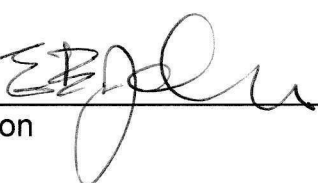
Signed 
Chair: Mr Graham Hodgkiss

Signed 
Assistant Chair: Mr Martin Kearney


Signed 
Secretary Mrs Linda Brooks


Signed 
Treasurer: Mr Adrian Stannard

Committee Members

Signed 
Eileen Jackson

Signed 
Anne Hexter

Signed 
Anthony Lane

Signed 
Lesley Finlayson

Date: Tuesday 24th April 2018

This Statement forms an appendix to the Wood Street First Constitution