
Reading Community Carnival

"Bringing the Sun and a Smile to the Thames Valley"



ANNUAL REPORT

30 SEPTEMBER 2010

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Chairperson: **Pat Alleyne**

Vice Chair: **Louise Chandler**

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READING CARNIVAL COMMITTEE
2009 – 2010

Executive Committee

- Patricia Alleyne - *Chairperson*
- Louise Chandler - *Vice-Chairperson*
- Vacancy - *Secretary*
- Ros Reid - *Treasurer*
- Pamela Holder - *Public Relations*

Committee Members

- Milton Alleyne
- Norman Fider
- Donna Batson
- Debbie Batson-Drakes
- Ali George
- Norma Parris
- Natasha Thompson
- David Williams

SPONSORS & CREDITS 2009 - 2010



**We Have Been Helped by a
 Core Funding Grant**



All photographs for this year featured in this Annual Report and on our Facebook Group and Fan Page were taken and supplied by **SIMON BELL**

CHAIRPERSON'S REPORT

This year the weather was kind to us and, as our slogan predicts, the people of Reading and the surrounding areas certainly brought their smiles to this year's festivities. The costumes were spectacular and it was great to see the younger members of our community making costumes and taking part. I hope they will continue to support Carnival and become the committee members of the future. It was also an ideal place for the stage performers to showcase their talent to the huge waiting crowd, who crammed our Prospect Park Venue. This year has been very challenging, but also at the same time, extremely rewarding.

- Challenging due to the economic constraints, we had fewer sponsors than previous years and funding was extremely tight.
- Rewarding to see that despite the lack of funds, we were able to run the Carnival workshops providing help to the local community groups, helping them to make their costumes.

I would like to say a special thank you all the stallholders, but in particular to Veronica from Veronica's Caribbean Corner for her continued support, supplying our hospitality marquee with refreshments year after year.

With the help dedicated of all the committee members and the working partnership of Debi Daniels, Promotions Manager and her team at Reading Borough Council, we managed to overcome all the difficulties and make Carnival a great success. We now need to build on what we have achieved this year, so Carnival can continue to be part of our community's future for many years to come.

To you, our community, we need your continued and extended support more than ever. Carnival cannot grow unless it is supported by you. Become part of the committee, Carnival day and associated events and bring your visions for the future. Attend the workshops; get involved to help take Reading Community Carnival forward. I look forward to seeing you again next year. Thank you.

Patricia

Patricia Alleyne
Chairperson (2009 - 2010)





TREASURER'S REPORT

Although I initially stepped down from the Treasurer's role at the end of last year, I was asked to continue after the AGM and accepted. As expected, Carnival costs have increased substantially over the past year. As with most things in the current economic climate, the cost of goods and services required to run Carnival day have risen. I have outlined some of the key changes below:-

- Changes in regulations for transporting the PA equipment, has meant an increase of 57% to £1,763.
- First Aid cover increased by 11%.
- National policy changes the policing of public events has had a significant effect fulfilling the security requirements of staging an event on the scale of the Carnival Day.

An increase in the hourly rate for security staff, as well as the need for additional staff to compensate for the reduce police presence, resulted in an increase of 21% for security and 5% for security staff managing the car park.

Rising costs and lack of funding beyond that of Reading Borough Council's Core Funding Grant meant that the numbers of Carnival workshops were reduced from 10 to 6 this year. This has also resulted in a reduced amount of funds available to pay the stage performers and reduced payments to support bands participating in the Carnival.

However, the Carnival Dance and RCC refreshment hospitality marquee both made small, but useful profits of £570 and £785 respectively. Thank you for all who attended and supported these events. Unfortunately, we were not able to run our key competitions this year so no prizes were awarded. With additional help on the committee and sponsorship for the next Carnival, it is hoped that we can see a return of the King and Queen; and Prince and Princess Events as well as judging the bands and floats. Any prospective sponsors would be greatly appreciated.

Ros Reid
Treasurer (2009-2010)

PUBLIC RELATIONS OFFICER REPORT

This has been my first year involved in the committee of the Carnival and it has been an eventful and informative one. I have grown up in this town and have attended the Carnival for as long as I can remember and am honoured to now take a key position in helping to make this successful and long standing tradition a continued one. Having worked within roles from Community Liaison, Office and Project Management and Event Co-ordination, I felt that after years of promising, I would put my skills to the test and take part. I can certainly say the behind the scenes view of the Reading Community Carnival has certainly been an eye opener.

I set about getting to grips with the ins and outs of planning Carnival Day, meeting with the various agencies involved in the day. The list seems almost endless, but to name a few they include Thames Valley Police, Fire and Rescue Service, St John's Ambulance. This goes no way near to including the departments of Reading Borough Council from Highways to Environmental Health. Like many others, I had no idea how much is involved in bringing the Carnival to the community, but that soon changed.

I suggested that the committee explore alternative ways of promoting the Carnival and launched the Facebook page in April of this year. I was overwhelmed by the response. I wanted to bring the Carnival directly to the members of the community who attend. Please join our Group and Fan Page Reading Carnival (Official) and tell your friends. Special thanks to Simon Bell for giving his time and skills in photography and providing the images of Carnival Day this year. See more of Simon's photos on Facebook and other related documents for this year.

I have also set about re-designing and distributing all the information that is sent out from the Carnival organisers in order to make these as user friendly and informative as possible. The committee and I will be looking forward to hearing your views on how we can make Carnival Day and any associated events a success for all the community to enjoy for many years to come.



Pamela Holder
Public Relations Officer (2009-2010)





ANNUAL ACCOUNTS

The committee has managed to retain a small reserve this year, as regrettably, we were not able to run some of our key events. It is hoped that with increased membership, we can increase fundraising opportunities for the coming Carnival. With this funding we can look at responding to the community requests for more opportunities to attend Carnival Workshops, age appropriate promotional and community events and the welcomed return of Costume Competitions for all ages.

Income and Expenditure

	Notes	Year 2009/ 2010 £	Year 2008/ 2009 £
INCOME			
Grants	1	5,580	5,300
Donations	2	200	20
Activities	3	12,945	9,801
Interest		0	1
		<u>18,725</u>	<u>15,122</u>
EXPENDITURE			
Workshops -			
Tutor/Materials/Room Hire		1,041	1,937
Mas/Steel Bands		300	1,050
Prizes		0	116
Administration		280	255
Security		4,475	3,696
Activities (Carnival)	4	7,855	9,063
Activities (Dance)	5	661	318
Activities (Fund Raising)	6	0	0
Activities (Children's Party)		0	184
Activities (AGM)		12	76
Activities (Launch)		0	0
Activities (BHM Exhibition)		21	0
Returned Deposits		1,030	980
Refunds		0	0
Advertising		0	0
Printing		0	0
First Aid		1,410	1,265
Insurance		425	425
Charity Donation		25	0
Bank Charges		4	20
Total Expenditure		<u>17,539</u>	<u>19,385</u>
Surplus/(Deficit)		<u>1,186</u>	<u>(4,263)</u>

Income and Expenditure Notes

Note	Year	Year
	2009/ 2010	2008/ 2009
	£	£
1 Grants		
Reading Borough Council - Core Funding	5,300	5,300
Reading Borough Council - BHM	280	0
	<u>5,580</u>	<u>5,300</u>
2 Donations		
Abbey Windows	200	0
Tesco	0	20
	<u>200</u>	<u>20</u>
3 Activities		
0800 Number	0	7
Carnival Dance	1,231	1,036
Carnival Day	9,937	7,080
Carnival Bar	1,777	1,678
	<u>12,945</u>	<u>9,801</u>
4 Carnival Day		
Marquee	443	433
Live Stage and Acts	700	1,555
PA System	1,763	1,121
Car Park Attendants	1,150	1,100
Carnival Bar - Stock	993	887
Photography	0	244
Hospitality	0	0
Events License	100	100
Other Carnival Expenses	7	5
Generators	2,700	2,762
PRS Fee 2008 & 2009	0	856
	<u>7,855</u>	<u>9,063</u>
5 Carnival Dance		
Hall Hire & Decoration	100	0
Security	130	0
Sound System	0	0
DJ	100	20
Entertainment/MC	0	0
Printing Tickets/Flyers	305	270
Raffle Prizes	26	28
	<u>661</u>	<u>318</u>
6 Fund Raising		
Fund Raising	0	0
	<u>0</u>	<u>0</u>





Balance Sheet

	Notes	Year 2009/ 2010 £	Year 2008/ 2009 £
Current Assets			
Debtors	1	0	875
Cash at Bank and in Hand		9,674	4,946
		9,674	5,821
Creditors: Due within 1 year	2	(2,700)	0
Total Assets Less Liabilities		6,974	5,821
Creditors: More than 1 year		0	0
		6,974	5,821
Capital and Reserves			
Share Capital		0	0
Revenue Reserves	3	6,974	5,821
		6,974	5,821

Balance Sheet Notes

Note	Year 2009/ 2010 £	Year 2008/ 2009 £
1 Debtors		
Newmont Travel Donation (2008)	0	800
MAPP - Room Hire Deposit	0	75
	0	875
2 Creditors: Falling due within 1 year		
RBC - Generators (estimated)	2,700	0
	2,700	0
3 Reserves		
Revenue Reserves b/f	5,821	7,910
Surplus/(Deficit) for the year	1,186	(4,263)
Unpresented cheques (previous year)	100	100
MAPP - Room Hire Deposit	0	75
Generators - creditor write-off	0	2,500
Arts Council Lottery Funding	0	(500)
Adjustment	(133)	0
	6,974	5,821

Summary of Financial Activity

	Year 2009/ 2010	Year 2008/ 2009
	£	£
Income	18,725	15,121
Expenses	<u>17,539</u> 1,186	<u>19,385</u> (4,264)
Other Operational Income	<u>0</u> 1,186	<u>0</u> (4,264)
Interest Receivable	<u>0</u>	<u>1</u>
Surplus/(Deficit)	<u><u>1,186</u></u>	<u><u>(4,263)</u></u>



Approval of Accounts

These accounts were approved on behalf of Reading Community Carnival Committee by the following members:-

Chairperson

Mrs. Patricia Alleyne: *P. Alleyne*

Dated: 30 September 2010

These accounts were prepared for approval by:-

Treasurer

Mrs. Rosalind Reid: *R. Reid*

Dated: 30 September 2010

COMMITTEE CONSTITUTION AND RULES

1. NAME

The name of the association is Reading Community Carnival (“the Carnival”)

2. ADMINISTRATION

Subject to the matters set out below the Reading Carnival Committee and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause G of this constitution (“the Executive Committee”).

3. OBJECTS

The Carnival Committee’s objects (“the Objects”) are to promote the benefit of the community of Greater Reading through the organisation of an annual Carnival and allied activities which:-

- a. Promote racial harmony generally
- b. Foster local understanding of African-Caribbean culture through the provision of educational opportunities
- c. Develop the particular art forms associated with Carnival

4. POWERS

In furtherance of the objects, but not otherwise the Executive Committee may exercise the following powers:-

- a. Power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- b. Power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain any equipment if for use;
- c. Power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Carnival;
- d. Power subject to any consent required by law to borrow money and to charge all or any part of the property of the Carnival with repayment of the money so borrowed;
- e. Power to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants;
- f. Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the object or of similar charitable purposed and to exchange information and advice with them;
- g. Power to establish or support any charitable trusts, associations or instructions formed for all or any of the objects;
- h. Power appoint an constitute such advisory committees as the Executive Committee may think fit;
- i. Power to do all such other lawful things as any necessary for the achievement of the objects.

5. MEMBERSHIP

Membership of the Carnival Committee shall be open to:-

- i. Individuals (over the age of 18 years) who are interested in furthering the work of the Carnival Committee, and;
 - ii. Any body corporate or incorporated association which is interested in furthering the Carnival Committee's work (any such body being called in this constitution a "member organisation").
- a. Every member shall have one vote.
 - b. Each member organisation shall appoint an individual to represent it and to vote on its behalf at meetings of the Carnival Committee, and may appoint and alternate to replace its appointed representative at any meeting of the Carnival Committee if the appointed representative is unable to attend.
 - c. Each member organisation shall notify the name of the representative appointed by it and of any alternate to the secretary. If the representative or alternate resigns from or otherwise leave the member organisation, he or she shall forthwith cease to be representative of the member organisation.
 - d. The executive committee may unanimously and for good reason terminate the membership of the appointed representative for the member organisation concerned (as the case may be) shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

6. HONORARY OFFICERS

At the annual meeting of the Carnival Committee the members shall elect from amongst themselves a chairperson, a vice-chairperson, a secretary and a treasurer, who shall hold office from the conclusion of the meeting.

7. EXECUTIVE COMMITTEE

The Executive Committee shall consist of not less than 6 members nor more than 15 member being:

- i. The honorary officers specified in the preceding clause;
 - ii. Not less than 2 and not more than 11 members elected at the annual general meeting who shall hold office from the conclusion of that meeting;
- a. The Executive Committee may in addition appoint not more than 5 co-opted members, but so that no-one may be appointed as a co-opted member if, as a result, more than one third of the members of the Executive Committee would be co-opted members. Each appointment of the co-opted member shall be made a special meeting of the Executive Committee called under clause J and shall take effect from the of that meeting unless the appointment is to fill a place which has not then been vacated in which case the appointment shall run from the date when the post becomes vacant.
 - b. All the members of the Executive Committee shall retire from office together at the end of the annual General Meeting next after the date on which they came into office, but they may be re-elected or re-appointed.
 - c. The proceeding of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
 - d. Nobody shall be appointed as a member of the Executive Committee who is aged under 18 or who would if appointed be disqualified under the provisions of the following clause.

- e. No person shall be entitled to act as a member of the Executive Committee a declaration of acceptance and of willingness to act in the trusts of the Carnival Committee.

8. DETERMINATION OF MEMBERSHIP OF EXECUTIVE COMMITTEE

A member of the Executive Committee shall cease to hold office if he or she:

- a. Is disqualified from action as a member of the Executive Committee by virtue of section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision).
- b. Become incapable by reason of mental disorder illness or injury of managing and administering his or her own affairs.
- c. Is absent without permission of the Executive Committee from all their meetings held within a period of 3 months and the Executive Committee resolve that his or her office be vacated; or
- d. Notifies the Executive Committee of a wish to resign (but only if at least 3 members of the Executive Committee will remain in office when the notice or resignation is to take effect).

9. EXECUTIVE COMMITTEE MEMBERS NOT BE PERSONALLY INTERESTED

Subject to the provisions of sub-clause (2) of this clause)

- a. No member of the Executive Committee shall acquire any interest in property belonging to the Carnival Committee (otherwise than as a trustee for the Carnival Committee) or receive enumeration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.
- b. Any member of the Executive Committee for the time being who is a solicitor, accountant or their person engaged in a profession may charge and be paid all the usual professional charges for business done by him or her or his or her firm when instructed by the other members of the Executive Committee to act in a professional capacity on behalf of the Carnival Committee; provided that at no time shall a majority of the member of the Executive Committee benefit under this provision and that a member of the Executive Committee shall withdraw from any meetings at which his or her own instruction or remuneration, of that of his or her firm, is under discussion).

10. MEETINGS AND PROCEEDING OF THE EXECUTIVE COMMITTEE

- a. The Executive Committee shall hold at least one ordinary meeting each year. A special meeting may be called at any time by the chairperson or by any two members of the Executive Committee upon not less than 4 days notice being given to the other members of the Executive Committee of the matters to be discussed, but if the matters include an appointment of a co-opted members then not less than 21 days notice must be given.
- b. The chairperson shall act as chairperson at meetings of the Executive Committee. If the chairperson is absent from any meetings the vice-chairperson shall act as chairperson. If both the chairperson and the vice-chairperson are absent, the member of the Executive Committee present shall choose one of their number to be chairperson of the meeting before any other business is transacted.**
- c. There shall be a quorum when at least on third of the number of member of the Executive Committee for the time being or 3 members of the Executive Committee, whichever is the greater, are present at a meeting.
- d. Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question, but in the case of equality of votes the chairperson of the meeting shall have a second or casting vote.

- e. The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings of the Executive Committee and any sub-committee.
- f. The Executive Committee may appoint one or more sub-committee consisting of 3 or more members of the Executive Committee for the purpose of making any inquiry or supervising or performing any function or duty, which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee; provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive Committee.

11. RECEIPTS AND EXPENDITURE

- a. The funds of the Carnival Committee, including all donations contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the Carnival Committee at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Executive Committee.
- b. The funds belonging to the Carnival Committee shall be applied only in furthering the objects.

12. PROPERTY

- a. Subject to the provisions of sub-clause (ii) of this clause, the Executive Committee shall cause the title to:-
 - i. All land held by or in trust for the Carnival Committee, which is not vested in the Official Custodian for Charities; and
 - ii. All investments held by or on behalf of the Carnival Committee;

To be vested either in a corporation entitled to act as a custodian trustee or not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Executive Committee at their pleasure and shall act in accordance with the lawful direction of the Executive Committee. Provided they act only in accordance with the lawful direction of the Executive Committee, the holding trustees shall not be liable for the acts and defaults of its members.

- b. In a corporation entitled to act as custodian trustee has not been appointed to hold the property of the Carnival Committee, the Executive Committee may permit any investments held by or in trust for the Carnival Committee to be held in the name of the clearing bank, trust corporation or any stock-broking company, which is a member of the International Stock Exchange (or any subsidiary of any such stock-broking company) as nominee for the Executive Committee, and may pay such a nominee reasonable and proper remuneration for acting as such.

13. ACCOUNTS

The Executive Committee shall comply with their obligation under Charities Act 2006 (or any statutory re-enactment or modification of that Act) with regard to:-

- i. The keeping of accounting records for the Carnival Committee;
- ii. The preparation of annual statements of accounts for the Carnival Committee
- iii. The auditing or independent examination of the statements of accounts of the Carnival Committee; and
- iv. The transmission of the statements of accounts of the Carnival Committee to the Commissioners.

14. ANNUAL REPORT

The Executive Committee shall comply with their obligations under the Charities Act 2006 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an Annual Report and its transmission to the Commissioners.

15. ANNUAL RETURN

The Executive Committee shall comply with their obligation under the Charities Act 2006 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an Annual Return and its transmission to the Commissioners.

16. ANNUAL GENERAL MEETING

- a. There shall be an Annual General Meeting of the Carnival Committee, which shall be held in the Month of October in each year or as soon as practicable thereafter.
- b. Every Annual General Meeting shall be called by the Executive Committee. The Secretary shall give at least 21 days notice of the Annual General Meeting to all the members of the Carnival Committee. All members of the Carnival Committee shall be entitled to attend and vote at the meeting.
- c. The Chairperson (or Vice-Chairperson in the absence of the Chairperson) shall act as Chairperson of the Annual General Meetings except that an independent Chairperson (i.e. on who it not standing for election) shall be appointed by the members present to reside over that part of the meeting in which elections take place.
- d. The Executive Committee shall present to each Annual General Meeting the report and accounts of the Carnival Committee for the preceding year.
- e. Nominations for election to the Executive Committee must be made by members of the Carnival Committee in writing and must be in the hands of the Secretary of the Executive Committee at least 14 days before the Annual General Meeting. Should nominations exceed vacancies, elections shall be by ballot.

17. SPECIAL GENERAL MEETINGS

The Executive Committee may call a Special General Meeting of the Carnival Committee at any time. If at least 10 members request such a meeting in writing stating the business to be considered, the Secretary shall call such a meeting. At least 21 days notice must be given. The notice must state the business to be discussed.

18. PROCEDURE AT GENERAL MEETINGS

- a. The Secretary and other person specifically appointed by the Executive Committee shall keep a full record of proceedings at every General Meeting of the Carnival Committee.
- b. There shall be a quorum, when at least one tenth of the number of members of the Carnival Committee for the time being or 10 members of the Carnival Committee, whichever is the greater, are present at any General Meeting.

19. NOTICES

Any notices required to be served on any member of the Carnival Committee shall be in writing and shall be served by the Secretary or the Executive Committee or any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her least known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

20. ALTERATIONS OF THE CONSITUTION

- a. Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the member present and voting at a General Meeting. The notice of the General Meeting must include notice of this resolution, setting out the terms of the alterations proposed.
- b. No amendment may be made to clause 1 (the name of the Carnival Committee clause), clause 3 (the objects clause), clause (the Executive Committee members not to be personally interested clause, clause (the dissolution clause) or this clause without prior consent in writing of the Commissioners.
- c. No amendment may be made, which would have the effect of making the Carnival Committee cease to be Charity by law.
- d. The Executive Committee should promptly send to the Commissioners a copy of any amendment made under this clause.

21. DISSOLUTION

If the Executive Committee decides that it is necessary or advisable to dissolve the Carnival Committee it shall call a meeting of all member of the Carnival Committee, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If they proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Carnival Committee. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institution having objects similar to the objects of the Carnival Committee as the members of the Carnival Committee may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Carnival Committee must be sent to the Commissioners.

22. ARRANGEMENTS UNTIL NEXT ANNUAL GENERAL MEETING

- a. Until the next General Meeting takes place this constitution shall take effect as if references in it to the Executive Committee were references to the persons whose signatures appear at the bottom of this document.
- b. This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document.

POSITION	NAME	SIGNATURE
Chairperson		
Vice-Chairperson		
Treasurer		
Secretary		
Public Relations Officer		

