**The Secretary, Shelford Feast**

What does he do, and when?

This is an all year round job

**1.** Responding to requests and queries from info@shelfordfeast.co.uk

These can be of many types but the most frequent is from trade stalls wanting a pitch at The Feast. A standard reply is –

*Stalls at The Shelford Feast are for local good causes and interest groups only.*

*Sorry, but we have a policy of no commercial stalls. For more info please see* [*http://www.shelfordfeast.co.uk/policies/*](http://www.shelfordfeast.co.uk/policies/)

*We do, however, have a craft fair on Saturday, where a small charge is made for a stall. Would that be of interest?*

*Thanks for your interest and best wishes with your enterprise.*

I now refer these on to Sarah Coppendale who looks after stalls and stall holders.

**2.** Creating draft agendas to send to the Chairman and then to all Bunch members.

This is often a matter of collating information which has turned up during the month, combining regular and recurrent topics, reports from sub committees, items from The Task List etc with recent requests, Feast planning issues and grant related issues.

A draft agenda is normally compiled a week before a meeting, passed to the Chairman for comments and revision then the revised version sent by email to all Bunch members.

**3.** Writing and delivering Minutes of monthly and other meetings.

The secretary also has archived Minutes, electronically back to 2006, paper versions of Minutes and other items predating that.

**4.** **THIS TO BE REVISED.** Maintaining and updating the Feast website.

This was created by MOBAS and is hosted at [www.shelfordfeast.co.uk](http://www.shelfordfeast.co.uk)

A rough Guide to editing the website is in a separate file “CMS details website guide”.

The domain name is hosted with Fasthosts and set to auto renew.

**5.** Making notes and collating comments to evaluate the Feast.

Try to do this as we go during Feast week so they are contemporaneous. Then collate the various comments to be ready to evaluate both soon after The Feast, by email, and later in the year at a Bunch meeting. Extract useful Lessons Learned and Points for Improvement.

**6.** Writing articles for the village magazine.

These normally follow the pattern – April (a small hint of what is to come), May (more details and inviting volunteers), June (full details of events, more exhortation top help out), July (final details and exhortation).

August (exhausted thanks for all the help, comments on the weather and the vibrancy of the Feast), September (reminder to all good causes to send in their grant applications), October (invitation to attend the give-away), November (report on the successful give-away, with details).

**7.** Soliciting, collating and corresponding about grant forms for deserving causes.

Grant application form attached. These are updated and available on the website, though a few may be printed off for elderly members. Number these on arrival, creating a list of applicants (currently around 40) and apply these numbers to the spreadsheet.

When all forms are in update my contacts list to include up to date contact names.

Then compile a spreadsheet using the total the Treasurer expects to make available and making three “straw man” scenarios such as £1000 to the five main recipients (which always includes the school) and dividing the remainder equally amongst the rest. Vary the large amounts and their number, again dividing the remainder. Offer this to The Bunch as a possible framework, together with notes compiled from the list of stall-holders, their comments on the application form and anything else we may know about their needs.

**8** Writing, editing and updating policy documents, publishing these to the website, and keeping copies of all correspondence and documents when copied in by other Bunch members.

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Appendices

Application for Feast Grant

Notes to consider (example, 2015)

Grants spreadsheet (elsewhere)

Contacts List (elsewhere)



www.shelfordfeast.co.uk

**Application for a Feast Grant, 2015.**

With increasing demands on our funds we aim to make donation decisions based on information you give us, presented in a clear and straightforward way.

Our constitution aims:

“.. to further such charitable purposes as the Trustees in their absolute discretion may from time to time decide, including the advancement of education and other charitable purposes, for the benefit of the community of Great Shelford and neighbouring parishes, primarily but not exclusively by the provision of grants.”

**The criteria** for a grant from the Shelford Feast include (in no particular order):

* Being a **local** charity or non-profit-making organisation
* Financial **need**, especially where there is no alternative funding source
* Helping particularly the **young**, the **old** or the needy
* Where a contribution would make most significant **impact**
* Where there is a significant **contribution** to The Feast by the organisation or its supporters

Please complete the accompanying form and return to

Duncan Grey, 45 Hinton Way, Great Shelford Cambridge CB22 5AZ or

by email to info@shelfordfeast.co.uk

**by September 30th.**

Please note that receipt or completion of this form does not imply that any grant will be given. Funds – if any - depend entirely on the profits, if any, from the annual Feast, which vary from year to year. The Bunch aims to be fair in allocating its funds. Its decisions are final.



Duncan Grey, Secretary, The Shelford Feast.

**Shelford Feast Grant Application 2015**

Organisation Name:

**Contact**

Name

Address

Your Role or Position

Phone Email

How you would use a grant if you were fortunate enough to receive it?
*(Please be as specific as possible)*

Additional information *(if any)* may be added if you wish

How does your request meet the Feast Grant Criteria? *(see accompanying letter)*

Brief description of how you have used past grants *(if any)*