

Wetheringsett Village Hall

Wetheringsett Windfall - Constitution

1. Name of the Lottery

The lottery shall be known as the **Wetheringsett Windfall** (hereinafter referred to as “the Lottery”).

2. Purpose & Society Status

The Wetheringsett Windfall is established as a non-commercial Small Society Lottery fundraising mechanism, operated strictly for the benefit of the Wetheringsett Village Hall (a non-profit community asset). The purpose of the Lottery is to:

- Raise funds for the **Wetheringsett Village Hall** and associated community projects
- Support maintenance, modernisation, structural improvements, and activities that benefit residents
- Provide a lawful, transparent, and community focused fundraising mechanism

All proceeds (after prizes and permitted expenses) shall be used solely for the benefit of the Village Hall.

3. Promoter

The lottery shall have a named **Promoter**, appointed by the Wetheringsett Village Hall Management Committee. The Promoter must be a member of the Village Hall Committee and is legally responsible for:

- Compliance with the Gambling Act 2005
- Registration and licensing with **Mid Suffolk District Council**
- Statutory recordkeeping and reporting
- Ensuring all draws are conducted fairly and transparently

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4. Management & Oversight

The lottery will be overseen by the **Wetheringsett Village Hall Management Committee**, which will:

- Approve and appoint the Promoter
- Agree ticket prices and the prize structure
- Approve any changes to the operation or rules of the lottery
- Receive financial reports from the Promoter as a standard agenda item during regular committee meetings
- Ensure transparency and accountability
- *Governance and Quorum*: Committee decisions regarding the Lottery will be determined by a simple majority vote. A quorum for making decisions shall be at least three (3) full voting committee members. The Wetheringsett Village Hall Committee may appoint additional volunteers to assist with sales, draws and administration.

5. Ticket Sales

- Tickets shall be sold only to persons aged **16 or over**.
- Tickets (entries) shall be priced at £5 per month.
- Members may purchase multiple entries.
- Payment shall be made via regular Standing Order or in advance for a defined multi-month period
- Tickets may be sold in person, at community events, or through approved online methods.
- Each ticket shall be uniquely identifiable.
- A master record of all active tickets sold must be maintained securely by the Promoter.

6. Draws

- Draws shall take place **monthly**, managed concurrently within regular Wetheringsett Village Hall Management Committee meetings unless otherwise agreed.
- Draws must be conducted fairly, using a random method (e.g., numbered tickets, random number generator, or physical draw).
- The draw shall be witnessed by at least one independent person (not the Promoter).
- Winners will be notified directly within 7 days of the draw.
- Results will be announced publicly via community digital platforms (such as Facebook), noticeboard, website and Parish Magazine.
- Prize payments will be made via Bank Transfer or Cheque.

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7. Prizes

- The prize allocation will represent 50% of the total monthly intake, with the remaining 50% going directly to the Wetheringsett Village Hall fund.
- There will be a First and Second Prize each month which will represent 70% and 30% of the allocated monthly prize pool respectively.
- Prize percentages and structures may be amended by the Wetheringsett Village Hall Management Committee to adapt to fluctuations in ticket sales.

8. Financial Management

The Promoter and Treasurer shall collaborate to:

- Maintain accurate, transparent records of ticket sales, expenses, prizes, and net proceeds
- Provide a financial summary to the Wetheringsett Village Hall Committee after each draw, recorded in the regular meeting minutes
- Ensure all funds are deposited into the Wetheringsett Village Hall bank account
- Ensure compliance with council reporting requirements, with statutory return forms signed off by two committee members where required by law.
- Permitted expenses (printing, admin, licencing, advertising) must be reasonable and fully documented.

9. Legal Compliance

The lottery shall operate in accordance with:

- The **Gambling Act 2005**
- The **Small Society Lottery** regulations
- All statutory licensing requirements of Mid Suffolk District Council.
- The Promoter shall ensure the annual society registration is maintained and paid.

10. Amendments

This Constitution may be amended by a majority vote of the Wetheringsett Village Hall Management Committee. Any amendments must be reported promptly to the licensing authority if required.

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11. Dissolution

If the Wetheringsett Village Hall Management Committee determines that the Lottery is to be discontinued:

- All outstanding paid draws must be fully and fairly completed.
- All remaining surplus assets and funds must be transferred directly to the Wetheringsett Village Hall fund for exclusively community/charitable use.
- Statutory records must be securely retained for a minimum of 3 years following the final draw.

Constitution formally accepted on the _____ day of _____ 2026

Signed (Chair):

Signed (Treasurer):

Signed (Acting Secretary):

Colin Green

[Signature]

[Signature]
