**Mountsorrel Community Team**



 **Mountsorrel Community Team**

 **c/o Sorrel Youth Café**

 **The Green**

 **Mountsorrel**

 **Loughborough**

 **LE12 7AF**

 🖳 <http://mountsorrel-community-team.co.uk>

# Terms of Reference

## Background

In 2014 Ian Shonk created and almost single-handedly delivered the Mountsorrel REVIVAL. He repeated that amazing feat in 2015 but decided that he needed wider assistance if the event was going to be repeated regularly.

In October 2015 volunteers met and agreed to establish a residents group to provide the ongoing delivery of the Mountsorrel REVIVAL and also to consider organising other village events. The group is called the Mountsorrel Community Team (MCT)**.**

## Aims

To organise village events that help to bring the Mountsorrel community & local businesses together.

## Objectives

To:

• Plan, organise and deliver the annual Mountsorrel REVIVAL village festival

• Plan, organise and deliver other community events and activities

• Seek and manage funding to support the delivery of such events

• Respond to ideas put forward by Mountsorrel residents

## Team Membership

Membership is open to all local residents who share the vision of the group. Members must be of good character and not belong to businesses or organisations that may be perceived to cause a conflict of interests.

The membership of the Team is divided into the following key groups:

|  |  |
| --- | --- |
| **Member Type** | **Definition** |
| Committee Member  | Committee members sit on the MCT committee which is responsible for agreeing and organising the programme of MCT events. Committee members play a lead role at those events and are listed on the MCT ‘Meet the Team’ webpage. For identification, they will be provided with an MCT Committee Member Identity Badge and an Orange MCT labelled reflective jacket at events. The number of Committee members will be restricted to 10. |
| Associate Member | Associate members help to organise events agreed by the MCT committee and may play lead or volunteer roles at those events. When involved in helping to organise MCT Events they will be expected to report to the MCT Committee on progress at MCT Meetings. Associate members are listed on the MCT ‘Meet the Team’ webpage. For identification, they will be provided with an MCT Associate Member Identity Badge and Orange MCT labelled reflective jacket at events. |
| Event Member | Event Members are recorded in our Volunteers database and provide help at MCT events. They will normally be assigned to designated roles like car parking, programme selling, litter picking, parade marshalling etc.For identification, they will be provided with Yellow MCT labelled reflective jackets at events as required. |
| Specialist Member | Specialist advisors and supporters may be co-opted to help the Team address specific issues or tasks. This may include such things as legal, health and safety, publicity etc. |

## Meetings

The Team meets on the last Thursday of each month to agree, plan and organise community events and activities. They hold additional meetings as and when required.

The Mountsorrel Community Team AGM is held each January.

## Safety

The MCT Committee includes a position of Safety Manager who is responsible for ensuring that the Team operates safe processes at all of its events and performs relevant Risk assessments. The Safety Manager maintains a Safety Manual on behalf of the team.

Safety is a standard agenda item at monthly MCT Meetings.

## Finance

The MCT Committee includes a position of Treasurer who is responsible for monitoring the Team’s finances to ensure that it operates sustainably and transparently.

The Committee also includes two other named members required to co-authorise all outgoing cheques.

All expenses greater than £50 must be agreed in advance through the MCT regular meetings.

To minimise the chance of the MCT being used for money-laundering purposes no incoming payments greater than £50 in cash will be permitted from any one source unless we have agreed documentation in place to cover the payment. No refunds for cash payments will be given.

Finance is a standard agenda item at monthly MCT meetings.

The Team’s events are self-funding but the Team seek sustainability through small grants, donations and the goodwill of Mountsorrel residents and other organisations.

Annual Finance Reports are published on the MCT Website under the ‘How we Operate’ menu.

## Insurance

The Team maintains Third Party Liability insurance to ensure that its events and operations are adequately covered.

## Communication

The Team maintains a website and a Facebook page to advertise MCT events to the local community. They also produce leaflets, posters and banners to advertise specific events which are erected or distributed prior to village events.

## Resources

The Team purchases and holds agreed reusable resources such as: a gazebo, signage, communication devices, reflective jackets etc.

The Team maintains an inventory of these items.