

Mountsorrel Community Team



Mountsorrel Community Team
c/o Sorrel Youth Café
The Green
Mountsorrel
Loughborough
LE12 7AF
the-mct.co.uk

1 Terms of Reference

1.1 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 support if the event was going to be repeated regularly.

In October 2015 volunteers met and agreed to establish a resident's 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).

1.2 Aims

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

1.3 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

1.4 Team Membership

Membership is open to all 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
Team Member	<p>Team members sit on the MCT committee which is responsible for agreeing and organising the programme of MCT events. Team members play a lead role at those events and are listed on the MCT 'Meet the Team' webpage.</p> <p>For identification, they will be provided with an MCT Identity Badge and an Orange MCT labelled reflective jacket at events.</p> <p>The number of Team members will be restricted to 10.</p>

Associate Member	<p>Associate members are part of the MCT but do not generally attend committee meetings.</p> <p>They typically have specialist skills (e.g. health & safety) or are members of other organisations (e.g. schools or councils) to act as liaison between the MCT and those organisations.</p> <p>They may work with MCT Team members to help 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. Reporting is normally achieved via one of the Team members.</p> <p>Associate members are listed on the MCT 'Meet the Team' webpage.</p> <p>For identification, they will be provided with an MCT Identity Badge and Orange MCT labelled reflective jacket at events.</p>
Volunteers	<p>Volunteers 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.</p> <p>For identification, they will be provided with Yellow MCT labelled reflective jackets at events.</p>

1.5 Meetings

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

The MCT AGM is held each January.

1.6 Safety

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

Safety is a standard agenda item at monthly MCT Meetings.

1.7 Finance

The MCT is a not-for-profit organisation. However, it works to maintain a balance of a minimum of £5000 to ensure its covered in case its biggest event, the REVIVAL, has to be cancelled or its biggest revenue stream, the Parish Council supportive funding, fails to be renewed.

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 Team 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 £250 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 generally 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.

1.8 Insurance

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

1.9 Communication

The Team maintains a Website (the-mct.co.uk) and a Facebook page to advertise MCT events to the local community. The MCT also produces leaflets, flyers, posters and banners as appropriate to advertise its events, which are erected or distributed prior to village events.

1.10 Resources

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

The MCT maintains an inventory of these items.