

Mountsorrel Community Team



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

Terms of Reference

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 to consider organising other village events. The group is called the Mountsorrel Community Team (MCT).

2. Aims

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

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

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 Members	<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's 'Meet the Team' webpage.</p> <p>For identification, they are provided with an MCT Identity Badge and an Orange MCT labelled reflective jacket at events.</p> <p>The number of Team members should not exceed 10 although this figure may be exceeded to bring in people with required skills.</p> <p>Team members should aim to attend at least 75% of MCT monthly meetings.</p>

Associate Members	<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's 'Meet the Team' webpage.</p> <p>For identification, they are 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 are normally assigned to designated roles like car parking, programme distribution, litter picking, parade marshalling etc.</p> <p>For identification, they are provided with Yellow MCT labelled reflective jackets at events.</p>

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.

6. Safety

The MCT Committee includes a position of Safety Officer who has overall responsibility for ensuring that the Team operates within a safety framework.

Safety is a standard agenda item at monthly MCT Meetings.

7. Finance

The MCT is a not-for-profit organisation. However, it works to maintain a balance of at least £5000 to ensure it is covered in case its biggest event, the REVIVAL, is 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.

Expenses less than £50 may be made without prior MCT authorisation providing at least two team members agree to it. Each team member can only authorise one payment of this type between 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.

8. Insurance

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

The insurance documentation is made available for public scrutiny on the MCT Website under the 'How we Operate' menu.

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.

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.

11. MCT Closure

A decision to close the MCT must be supported by at least 66% of all team members. If the team decides to close the Mountsorrel Community Team, then the following procedure must be followed:

- 11.1. All outstanding bills must be paid. If necessary, any unused grants must be paid back. Any incoming payments for services and goods not yet supplied by the MCT must be returned. Any contracts must be terminated such as web hosting and the team's Public Liability insurance. Insurance must be continued until any continuing team liabilities have been cleared.
- 11.2. All MCT resources must be disposed of. Any resources with value must be sold if possible. MCT members may purchase resources but must pay a competitive rate agreed by the team. Check eBay for estimated values.
- 11.3. A final statement of accounts must be produced by the Treasurer. The final balance will be split between charities and good causes in Mountsorrel.
- 11.4. The team must agree on a list of charities and good causes to receive the balance. Each should be based in Mountsorrel or have an active presence in Mountsorrel.
- 11.5. A ballot must be held. Each team member along with any who have served as team members in the 12 months prior to the decision to close being made may cast a vote for one of the agreed organisations. Team members do not have to vote if they don't want to. Associate members and volunteers will not be eligible to vote.
- 11.6. The Treasurer will arrange for the final balance to be paid in proportion to the votes cast to each of the organisations which receive at least one vote. For clarity if ten votes are cast and an organisation receives 3 votes then that organisation should receive 30% of the final balance.

11.7. The MCT bank account must be closed by the Treasurer once all charitable and good causes payments have been cashed.

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