**Mountsorrel Community Team**



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**28 Dunster Road**

**Mountsorrel**

**Loughborough**

**LE12 7HA**

🖳 [the-mct.co.uk](http://the-mct.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 support if the event was going to be repeated regularly.

In October 2015 volunteers met and agreed to form 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)**.**

# Aims

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

# 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 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 | Team members makeup the MCT Team which is responsible for agreeing and organising the programme of events. Team members play a lead role at those events and are listed on the ‘Meet the Team’ webpage.  For identification, they are provided with an Identity Badge and an Orange MCT labelled reflective jacket at events.  As a guideline the number of Team members should not exceed 10.Team members should aim to attend at least 75% of monthly Team meetings. |
| Associate Members | Associate Members are part of the MCT but do not generally attend Team meetings.  They typically have specialist skills or are members of other organisations (e.g. schools or councils) to act as liaison between the MCT and those organisations.  They may work with Team members to help organise events agreed by the Team 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 Team on progress at Team Meetings. Reporting is normally achieved via one of the Team members.  Associate members are listed on the ‘Meet the Team’ webpage.  For identification, they are provided with an Identity Badge and Orange MCT labelled reflective jacket at events. |
| Volunteers | Volunteers are recorded in our Volunteers database and help at Events. They are normally assigned to designated roles like car parking, programme distribution, litter picking, and parade marshalling.  For identification, they are provided with Yellow MCT labelled reflective jackets at events. |

# Meetings

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

The AGM is held each October.

# Safety

The Team 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 Team Meetings.

# 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 completes annual accounts for the period 1st October to 30th September.

The Team includes a position of Treasurer who monitors the Team’s finances to ensure that it operates sustainably and transparently. Annual Finance Reports are published on the Website under the ‘How we Operate’ menu.

All financial transactions require authorisation by two Team members. Cheques require two signatures and BACS transactions require one member to input the transaction and a second to authorise it before it will be processed. The team holds a single VISA Debit card which is held in the name of one member who knows the PIN, but the physical card is kept by another. The Team authorises 3 members who have access to its banking processes and these are registered with the Co-op bank for BACS authorisation and cheque signatories.

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

Expenses less than £50 may be made without prior MCT authorisation as long as at least two team members agree to it. Each team member can only authorise one payment of this type between any 2 Team 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 Team 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.

# 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 Website under the ‘How we Operate’ menu.

# Communication

The Team maintains a Website ([the-mct.co.uk](http://the-mct.co.uk/)) and a Facebook page to advertise Events to the local community.

# 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.

# 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:

* 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 ended such as web hosting and the team’s Public Liability insurance. Insurance must be continued until any continuing team liabilities have been cleared.
  2. All MCT resources must be disposed of. Any resources with value must be sold if possible. MCT members may buy resources but must pay a competitive rate agreed by the team. Check eBay for estimated values.
  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.
  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.
  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.
  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.
  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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