

Chesterton Festival Committee

Terms of Reference

1 Object

- 1.1 To organise a community festival to celebrate life in Chesterton and to advance community cohesion, education, the arts and community involvement within Chesterton

2 Organisation

- 2.1 The Chesterton Festival Committee is a partnership comprising individuals and organisations in Chesterton formed from people able and willing to play an active part in planning and running Chesterton Festival
- 2.2 The Committee membership currently includes representatives from the local organisations listed in the attached schedule and individual members. Membership is at the discretion of the Committee and is extended to local organisations and individuals who have committed themselves to supporting the Festival and working to plan and run Festival events
- 2.3 The Committee has the following powers
 - 2.3.1 To appoint from amongst its members a Chairman, Secretary and Treasurer and such other office holders as it sees fit
 - 2.3.2 To organise the Festival
 - 2.3.3 To authorise fund-raising for the Festival activities and to hold funds from year to year in its own bank account
 - 2.3.4 To hire premises, take out licences and do such other things as are required to meet the legal and practical requirements for running the Festival
 - 2.3.5 To delegate tasks to members of the Committee or local organisations as it sees fit

3 Finance

- 3.1 Grant applications will be made in the name of the Chesterton Festival Committee.
- 3.2 A bank account has been opened in the name of Chesterton Festival Committee with four signatories of whom any two may sign cheques or authorise payments via electronic banking
- 3.2 Chesterton Community Association has agreed to support such charitable activities that fall within the ambit of the Festival and to prepare management and final accounts on its behalf
- 3.3 Chesterton Community Association has included insurance cover for the Festival within its general insurance.

4 Equality and Diversity Policy

- 4.1 The Festival Committee members will uphold equal opportunities and work towards good relations amongst all members of the community, specifically prohibiting any conduct which discriminates or harasses on grounds of race, religion, disability, political belief, sex or sexual orientation

5. Amendments

- 5.1 These terms of reference may be amended by the Committee as and when the need to do so arises.

6. Dissolution

- 6.1 The Committee may decide to dissolve itself at any time and may do so subject to authorising having met all outstanding obligations arising from Chesterton Festival activities and the payment of any residual funds to one or more charitable organisations operating within Chesterton.

Terms of reference were adopted by the Chesterton Festival Committee at its meeting on 16th September 2010 and further provisions inserted on 12th October 2010. It was reviewed at its meeting on 26th February 2014 when the Schedule of Member Organisations was revised and a Schedule of adopted policies was added.

Schedule of member organisations at 26th February 2014

Cambridge City Council
St Andrew's Hall
St George's Church
Chesterton Methodist Church
St Andrew's Church
White House Arts
Chesterton Choral Society
Chesterton Community Association
Hundred Houses Residents' Association
Old Chesterton Residents' Association
Vie Residents' Association
Chesterton Local History Society

Schedule of adopted policies as at 26th February 2014-02-26

1. Health and Safety

- 1.1 The Committee will make risk assessments of all its directly managed activities and request risk assessments from the organisers of other Festival activities and providers of equipment and apparatus to be used at Festival events and venues. In cases of doubt it will seek appropriate expert guidance before agreeing the booking of an event, activity or attraction for a Festival related event.

2. Safeguarding Procedures

- 2.1 Chesterton Festival Committee has adopted a safeguarding policy in respect of the events it organises as part of its commitment to the welfare of all people taking part in its events and especially children, young people and vulnerable adults in the communities it serves.
- 2.2 In the event of an incident giving rise to a concern for the welfare of a vulnerable individual coming to the attention of a steward or other person working with the Festival Committee on one of its activities the safety of the individual should be the first concern and appropriate assistance should be sought from the management of the establishment at which the event is being held or if in an open air event reported to the 'Committee' tent which will be a clearly marked location.
- 2.3 Where action has to be taken as a matter of urgency, e.g. in a medical emergency, appropriate professional assistance should be summoned without delay.
- 2.4 The person dealing with the incident should record the event and the action taken at the earliest opportunity on the event's Incident Form and it should be given to the event organiser.
- 2.5 Incident forms will be reviewed as part of any event's debrief meeting by the Committee and any changes to process indicated will be implemented.

3. Environmental Policy

- 3.1 Chesterton Festival will seek to promote good environmental practice at any event it organises directly and expects its member organisations and those providing Festival services and activities to have robust environmental policies.
- 3.2 The Committee is committed to maximizing its positive and minimizing its negative impact on the environment by reducing its carbon footprint and reducing its use of non-renewable resources and products.
- 3.3 The Committee will utilize the internet and email to minimize its output of printed materials.
- 3.4 The Committee will:
- Recycle old or waste paper where possible
 - Recycle all materials as far as possible and
 - re-use materials as often as possible.

- 3.5 The Committee adheres to the principles of ethical and fair trading and will source materials locally where possible. This will include purchasing the services of local suppliers and locally produced products. Where this is not feasible, materials will be sourced from further afield but as local as possible.
- 3.6 The Committee will do all it reasonably can to use suppliers who:
- Have a green or other sustainability policy in place
 - In their turn source from ethical suppliers
 - Operate in a way that respects the principles of Fair Trade
- 3.7 The Committee will do all it can to reduce waste produced during its operations. Where possible materials will be re-used or recycled. Where disposal is unavoidable, the Committee will dispose of materials in accordance with local arrangements for waste management and safe disposal.
- 3.8 The Committee will:
- Encourage members to use public transport or bicycles where possible
 - Arrange meetings in places accessible by public transport or bicycles
 - Encourage car sharing where possible, by members travelling to meetings and events organized by the Committee
 - Encourage members to use internet and web based means to reduce the need for travel.

4. Monitoring and Review

- 4.1 The Committee will monitor implementation of the policies included in their terms of reference annually and review their continuing effectiveness.