

# TERMS of REFERENCE for CONGLETON CREATIVE

Date: 07 Dec. 2015

## **CONGLETON CREATIVE**

*Congleton Creative* is a non-profit-making Entity whose main objective is to develop the cultural offering of Congleton & District

### **Purpose**

The Purpose of *Congleton Creative* is:-

- To provide a louder voice for creative projects in Congleton & District
- To promote supporting infrastructure for creative projects in Congleton & District
- To obtain and provide marketing and promotion resources
- To be open to all or any creative projects

*Congleton Creative* was established in 2012 and has gone through a couple of iterations prior to its current format.

### **Aims & Responsibilities**

- To review, and act upon, the Projects Log
- To expand the cultural offering of Congleton through diversity
- To share resources across projects
- To develop an Arts & Culture Web Site
- To assist to push barriers and boundaries.
- To educate and inform the community regarding creativity
- To engage the community in developing creativity.

### **Membership**

The Roles of *Congleton Creative* include:-

- Chair - Vince Cutcliffe
- Vice Chair - Stewart Halliday
- Petra Lea
- Jo Money
- Sandra Marshall
- Alex Bell

Guest Member - Chairman of *The Congleton Partnership*

- Steve Foster

An open invitation will be made to anyone who may wish to express their interest in filling any of the above roles.

Membership will continue for as long as the member wishes to be on *Congleton Creative*. When that member steps down from their position, another member will be sought and appointed by existing members.

### **Accountability**

*Congleton Creative* is accountable to "the community". It will report its activities to *The Congleton Partnership* at the Partnership's regular meetings through its seat.

### **Review**

The roles of *Congleton Creative* will be reviewed annually by its members for their relevance and value and will be revised, as and when necessary. The Review will take place in the month of August of each year.

The Terms of Reference will be reviewed annually and amended, where necessary, and communicated.

### **Working Methods**

Project Logs will be kept and progress of these projects will be discussed at the meetings.

Should funding be required for any projects, application will be made to the Projects & Finance panel of *The Congleton Partnership* or other relevant bodies.

All external communications will be copied in to all members of *Congleton Creative* to ensure all are kept informed.

E-Mail will be used to communicate with the members of *Congleton Creative*.

### **Meetings**

*Congleton Creative* will meet monthly, initially, which will be reviewed on a regular basis. Minutes will be kept for all the Meetings and e-Mailed to all members and interested parties.

A standard Agenda will be drawn up.

Non-Members of *Congleton Creative* will be invited as and when necessary.

*Congleton Creative* is an open forum and anyone has the right to attend as an observer. Any extraordinary Agenda items should be lodged with the Chair one week prior to the *Congleton Creative* meeting.

E-Mail will be used extensively in between meetings.

### **Sharing of Information and Resources**

- Contacts
- Projects
- Resources
- Skills