

DATED XXXXXXX 2011

THE LONDON BOROUGH OF HAVERING

and

THE FRIENDS OF XXXXXXXXXXXX

OFFICIAL FRIENDS STATUS AGREEMENT 2011



T H I S AGREEMENT is made on the xxxxxxxx 2011

BETWEEN the Council and the Friends Group

1 PARTICULARS

- (1) "the Council" means **THE PARKS AND OPEN SPACES SERVICE OF THE LONDON BOROUGH OF HAVERING** of
The Stableblock, Langtons House, Billet Lane,
Hornchurch, RM11 1XJ
- (2) "the Friends Group" means The Friends of xxxxxxxxxxxxxxxx
- (3) "the Park" means xxxxxxxxx

The Council will:

1. Provide the Park free of charge for Official Friends events
2. Provide Insurance for group's events and activities on their site
3. Annually agree at least one project to be delivered by the Friends to be part or fully funded by the award of £1,000 to be spent within 2011/2012. A report on expenditure to be submitted by the treasurer.
4. Opportunity to bid for an additional £5,000 capital money to match fund a group's project, unless the group has been successful in the previous year.
5. Draft Management Plans for each site and review them at least every two years (annually for Green Flag)
6. Work towards application and retention of a Green Flag for the site
7. Annually award each of those achieving the Official status with a certificate
8. Attend all Friends meetings (Monday –Thursday, providing at least two weeks notice has been given)

In addition to these points provide an assistance package to the Friends of xxxxx in that:

2 THE FRIENDS GROUP UNDERTAKINGS

The Friends Group agrees and undertakes:-

1. Evidence the views of the Friends are representative of the local community through public consultation. The consultation plan shall be as set out on Appendix 1 of this document.
2. Agreement on proposed annual capital project(s). The project delivery shall be as set out on Appendix 2 of this document
3. Hold regular minuted meetings open to the public (minimum quarterly). Meetings to be published on the Council's Official Friends Groups website
4. Evidence the group holds an AGM and elect committee members into post
5. Ensure that only members who have attended at least 2 previous meetings are permitted to vote at the AGM
6. The group has a constitution in-line with Havering's Community Regeneration Guidelines
7. Hold events that promote the park. Event organisation plan shall be as set out on Appendix 3 of this document.
8. Attend the Parks Open Forum
9. Undertake fundraising to support the Friends activities and the park in accordance with requirements of the Management Plan. Fundraising plan shall be as set out on Appendix 4 of this document.
10. Only undertake works that are in line with the programme detailed in the Parks Management Plan
11. Produce literature or undertake research that benefits the park. Research plan shall be as set out on Appendix 5 of this document.
12. Provide quarterly updates for the Council's Official Friends Group website
13. Work in partnership with officers from Havering Parks and Open Spaces to improve the park
14. Represent the local youth within the community on the group's committee.
15. Provide representative to attend the Havering Friends Group Forum meetings.

In addition to these points the Friends of xxxx have agreed to undertake the following:

3 PROVISOS

This Agreement shall continue until determined as hereinafter provided:-

- (1) This Agreement shall terminate
 - (a) immediately on the Friends Group ceasing to use the Park in accordance with the terms of this Agreement
 - (b) immediately upon the Council ceasing to be the owner of the Park
 - (c) by written notice which shall take effect immediately upon its service on the Agreement at any time following breach by the Friends Group of any of the agreements and conditions herein contained
 - (d) at any time by either party giving seven days' written notice to the other of desire to determine the agreement
 - (f) Any notice to be given to the Friends Group under this Agreement shall be sufficiently served by recorded delivery post to the Chair of the Friends Group's last known address and any notice to be given to the Council under this Agreement shall be sufficiently served if sent by recorded delivery to the Parks and Open Spaces, London Borough of Havering, The Stableblock, Langtons House, Billet Lane, Hornchurch, RM111XJ
- (2) Any obligation in this Agreement to pay money refers to a sum inclusive of VAT
- (3) Nothing in this Agreement shall affect or prejudice the Council's rights power duties and obligations as a local authority or as owner of any other property

IN WITNESS whereof the parties have executed this instrument the day and year first before
written

**SIGNED ON BEHALF OF THE LONDON)
BOROUGH OF HAVERING)
)
)
.....)**

Duly Authorised Officer

**SIGNED ON BEHALF OF)
THE FRIENDS OF XXXXXXXXX)
)
)
)
By the said)
)
.....)**

**In the presence of:-)
)
.....)**

**Dated)
.....)**

THE LONDON BOROUGH OF HAVERING

- and -

The Friends of

Xxxxxxxxxxxxxx

Agreement granting Official Friends Status 2011

to the Friends of xxxxxxxx

Parks and Open Spaces,
London Borough of Havering
The Stableblock
Langtons House
Billet Lane
RM11 1XJ



Havering
L O N D O N B O R O U G H