

# Enfield Council & The Friends of Parks Groups

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## Partnership Agreement

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# This agreement is made on the \_\_\_\_\_

## Between the Council and the Friends Group

### 1. PARTICULARS

1. "the Council" means THE MAYOR AND BURGESSES OF THE LONDON BOROUGH OF ENFIELD of Civic Centre, Silver Street, Enfield, Middlesex EN1 3XA
2. "the Parks Service" means officers from the Public Realm Division.
3. "the Friends Group" means the Friends of Park
4. "the Park" means Park

This Partnership Agreement ('the Agreement') will run from [ ] to [ ] and its terms will be reviewed on an annual basis.

The Friends Groups can apply annually to the Council for awards towards projects approved by the Council. The funding for awards will be at the discretion of the Council and will be available between the 1st April to the 31st March of each year and the level of awards will be reviewed on an annual basis. Any changes to this Agreement, including level of available awards will be notified to the Friends Group by the Council in writing.

The purpose of this Agreement is to create a clear understanding as to what the Friends Group can expect from the Council's Parks Service. Equally this Agreement challenges the Friends Group to strive to improve the Park and to be rewarded for the more they contribute to the success of the Park. This Agreement seeks to encourage the Council's Parks Service and the Friends Group to work together in a fashion that improves the Park with both parties supporting each other within the levels of attainment as set out below.

There are three levels of attainment for the Friends Group to work towards, namely Bronze, Silver and Gold, as detailed below:

## Bronze Commitments

### Council Commitments

Provide a digital platform for Friends of Parks to report operational issues, to include target response times and feedback on the outcome of the report.

Provide regional meetings twice annually to enable the Friends of Parks to discuss strategic issues and share information. The meetings are to be chaired by the Associate Cabinet Members. These meetings will be minuted with action points and distributed to the Friends.

Signpost the Friends Groups to relevant information on corporate matters including those concerning the wider Council agenda.

Involve the Friends Group in relevant public consultation exercises and feed back the results.

Provide a Friends Fund where groups can bid annually for awards up to £500.

Signpost Friends Groups to relevant training opportunities provided either by the Council or partner organisations.

Provide the park free of charge for official Friends Group events. These events must be official Friends Groups events and not 3rd party events.

Provide insurances for agreed Friends Group events and activities in their parks.

Provide annual certificate of achievement to the group.

Inform the Friends Group of events which are upcoming in the park.

### Friends of Parks Commitments

The Friends Group has a constitution approved by the Council.

Evidence the Friends Group holds an AGM and elect committee members into post.

Hold regular minuted meetings open to the public.

Evidence the views of the Friends Group are representative of the local community through public engagement on all consultation exercises.

The Friends Group should be inclusive to everyone and reflect the diversity of the area as much as possible.

Work in partnership with officers from the Council and external partners to improve the Park.

Attend regional Friends of Parks meetings (maximum 2 representatives) twice annually.

To provide between 30 – 50 voluntary hours per year for Park enhancement activities.

To have a Friends Group bank account and has a formally appointed treasurer

## Silver Commitments

Council Commitments	Friends of Parks Commitments
Provide technical support to Friends Groups who organise events. This will include advice around licensing, food hygiene, event safety etc.	Hold events that promote the Park and encourage more use of the Park.
Provide full support/assistance for applications in regard to funding for projects that meet Council priorities.	To provide case studies for the Council's website.
Provide technical support to Friends Groups to develop risk assessments for volunteering events.	To provide between 50 – 100 voluntary hours per year for Park enhancement activities.
Support Friends Group to develop volunteering task plans that support park maintenance plan.	To undertake projects and volunteering tasks that are in line with the programme detailed in the Parks Maintenance/Management Plan and in consultation with the Council's Public Realm Development Officer.
Provide a Friends Fund where groups can bid annually for awards up to £750.	To ensure that notice boards within the Park are up to date and relevant.
Provide annual certificate of achievement to the group.	

## Gold Commitments

Council Commitments	Friends of Parks Commitments
To deliver all of the Council commitments within the Silver and Bronze award requirements.	To deliver all of the Friends of Parks commitments within the Silver and Bronze award requirements.
Provide technical support to the Friends Group to develop and submit funding bids.	To produce literature or undertake surveys/ research that benefits the Park with approval from the council.
Provide demographic and supporting information to the Friends Group to strengthen funding bids.	To provide over 100 voluntary hours per year for Park enhancement activities.
Review management plans for parks in consultation with the Friends Group for each site and review them at least every two years (only appropriate for parks that are at the Green Flag Standard).	To encourage new members to join and to engage members and park users to participate in voluntary tasks and fundraising bids.
To maintain parks to Green Flag Standard (only appropriate for parks that are at the Green Flag Standard).	Undertake fundraising to support the Friends activities and the Park in accordance with requirements of the Management Plan and Parks Strategy.
To engage the Friends Group on proposed capital projects.	
Provide a Friends Fund where groups can bid annually for awards up to £1000.	
Provide annual certificate of achievement to the group.	

## 2 ACKNOWLEDGEMENTS

- (1) The Friends Group must notify, obtain prior approval and comply with such regulations and conditions set by the Council in respect of all Friends events.
- (2) This Agreement is personal to the Friends Group and is not assignable.
- (3) This Agreement is not intended to be legally binding, and no legal obligations or legal rights shall arise between the parties from this Agreement. The parties enter into this Agreement intending to honour all their obligations. The Agreement may be determined:
  - (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 at any time following breach by the Friends Group of any of the agreements and conditions herein contained; or
  - (d) at any time by either party giving seven days' written notice to the other of desire to determine the Agreement.
- (4) Any notice to be given to the Friends Group under this Agreement shall be sufficiently served if sent 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 Assistant Director Public Realm of the Council.
- (5) Any sums of money referred to in this Agreement are inclusive of VAT
- (6) Nothing in this Agreement shall affect or prejudice the Council's rights, powers, duties and obligations as a local authority or as owner of the Park or any other property.

**I have read, understood and agree to comply with the above conditions and have the necessary authority to sign this Agreement**

**On behalf of Friends Group**

Signed:

Print Name:

Position in Friends Group:

Date:

**On behalf of the Mayor and Burgesses of the London Borough of Enfield**

Print Name:

Position:

Date:

