

## Our Friends Agreement

The chairperson is responsible for the friends group and should read this agreement carefully.

### Definition of a Friends Group

- A group of people who support the work of Leighton-Linslade Town Council within the boundaries of the designated site/land.
- A group that promotes and assists two-way communication between local volunteers and Leighton-Linslade Town Council.
- Priorities for the group could be: Fundraising; Events; Consultation; Conservation; Renovation; Volunteering.

### Local groups can expect from Leighton-Linslade Town Council

- To be allocated an Officer to whom any concerns can be addressed.
- Guidance, advice and support within available resources
- A member of the Grounds & Environmental Services Team to attend at least one meeting per year of the Friends Group
- Free advertising of approved events and activities of the group on [www.leightonlinslade-tc.gov.uk](http://www.leightonlinslade-tc.gov.uk) and our Facebook page [www.facebook.com/Leighton-Linslade-Town-Council-Official](http://www.facebook.com/Leighton-Linslade-Town-Council-Official)
- Permission to use Leighton-Linslade Town Council's allocated logo on material, after approval
- Regular mailings to the Group Chairperson from Leighton-Linslade Town Council, including the Council newsletter 'About Town' and a volunteers email update
- To be notified of and consulted upon the creation of a Management Plan for the site or other significant improvements

### Leighton-Linslade Council expects local groups

- To abide by Leighton-Linslade Town Council policies and avoid activities contrary to the law or of a party political nature
- To complete the relevant paper work necessary for volunteering
- To seek authorisation from the Council's events team before organising large events
- Not to physically change the park in any way without prior agreement from Leighton-Linslade Town Council
- To keep Officers updated on any changes to the structure of the management committee
- To actively seek additional sources of funding.

### The paper work necessary for volunteering

- A Permit to Work (which describes the activity)
- Individuals Volunteer Agreement (necessary to be covered by the Councils insurance)
- Risk Assessment (necessary to be covered by the Councils insurance)

Thank you for supporting and improving our  
parks and open spaces