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**Partnership Agreement between :-**

**Oakthorpe, Donisthorpe & Acresford Parish Council**

**&**

**Friends of Oakthorpe, Donisthorpe & Acresford Memorial Gardens**

**Date of agreement**

14th December 2022

**Parties’ names and addresses**

Jamie Wilde (chair of Friends of ODA Memorial Gardens)

18th New St

Donisthorpe

Oakthorpe, Donisthorpe & Acresford Parish Council

c/o ME Sport/ Leisure Centre

Measham Road

Oakthorpe

DE12 7RG

**Brief overview of nature and duration of agreement**

Oakthorpe, Donisthorpe & Acresford Parish Council and the Friends of Oakthorpe, Donisthorpe & Acresford Memorial Gardens agree to work together for the implementation of the project during the period from Dec 2022 to 31 December 2032 in accordance with the terms set out in this partnership agreement

**Project outline**

To revitalise the gardens to make them accessible and useable for the whole community.

Reconfigured gardens per the garden plans approved and shared with the parishioners and council.

**Oakthorpe, Donisthorpe & Acresford Parish Council’s responsibilities and obligations.**

• to provide ongoing assistance to the Friends of Oakthorpe, Donisthorpe & Acresford Memorial Gardens in implementing the project within the limitations of resources and funding at its disposal for these purposes

**The Friends of Oakthorpe, Donisthorpe & Acresford Memorial Gardens responsibilities and obligations.**

• to implement the project in accordance with the agreement, using its best endeavours to complete the activities and deliverables listed in the project implementation document (annexed to the agreement)

• Raise funds/apply for grants to meet objectives.

• to provide regular feedback to ODA PC

• Carry out monitoring visits on dates agreed or where ODA Parish Council otherwise considers such a visit is reasonably required, and has given the Friends of Oakthorpe, Donisthorpe & Acresford Memorial Gardens reasonable notice in advance of the visit.

• To make available to ODA PC information from appropriate and qualified personnel to provide expert technical advice on the project, whose fees will be funded by the Friends Group.

• To inform ODAPC of any changes to the planned structural changes for the project.

• To co-ordinate and co-operate with the Oakthorpe, Donisthorpe & Acresford Parish Council, and to make available to the Oakthorpe, Donisthorpe & Acresford Parish Council information relating to the project, including the submission of narrative reports determined by progress or such other material as the Oakthorpe, Donisthorpe & Acresford Parish Council may reasonably request

• To regularly monitor the project’s progress, and to adapt activities where necessary and with the Oakthorpe, Donisthorpe & Acresford Parish Council’s prior agreement

• To manage the project in accordance with the Oakthorpe, Donisthorpe & Acresford Parish Council’s policies

• To use its best endeavours to ensure that no funds provided under the agreement are used for any purpose other than the project

• No part of the project is expected to be subcontracted.

**How disputes will be dealt with and by whom**

*Internal*

Discussion between chair of groups

*External*

Seek Legal advice if agreement not reached

**Confidentiality**

All disputes are confidential

**How the agreement can be terminated**

1. Force majeure clause (what will happen in the event of any exceptional and insurmountable situation beyond the control of the parties, which affects the parties’ ability to fulfil their obligations under the agreement?)
2. If The Friends of Oakthorpe, Donisthorpe & Acresford Memorial Gardens is dissolved
3. Serious breach of the agreement happens

In all cases the agreement ends.

**The Appropriate contact persons for each party to the agreement**

Chair of :-

The Friends of Oakthorpe, Donisthorpe & Acresford Memorial Gardens

The Parish manager or Chair of Council

**Signature by authorised officers on behalf of each party to the agreement**

Signed by

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Date** | **Signature** |
| Mick Warren | Chair ODA/PC | 3/23 |  |
| Jamie Wild | Chair of FO/ODA/MG | 3.23 |  |

**Annexes**

• Project implementation document

Clearly setting out the details of the project:

• specific activities to be undertaken or other milestones

• the timeframe will be delivered in phases subject to available funding.

• SMART objectives and deliverables (qualitative and quantitative)

• maintenance of proper records for a specified period – monthly statements AGM annual report

• dates for submission of reports (monthly/quarterly/annually/on project milestone dates/project end) Minimum annual report to council. - April Annual Parish meeting

• format of reports (financial and narrative) – ensure consistent and clear.

**Relevant policies**

• child protection

• health and safety

• insurance

• Safe guard

• Equality