

“Friends of” Agreement

Friends of [group] Volunteer Group Agreement

Between:

Broadstone Town Council ("the Town Council")

and

Friends of [group] ("the Friends of Group")

Location/Area covered by this Agreement:

[Insert location/area]

Date of Agreement:

[Insert date]

1. Purpose of the Agreement

This Agreement sets out the arrangements between Broadstone Town Council and the Friends of [group] for volunteers to undertake agreed repair, maintenance, improvement and/or environmental activities at [Location/Area].

The purpose of the Friends of Group is to encourage local community involvement and support the care and improvement of the agreed area.

This Agreement does not transfer ownership, management responsibility or legal responsibility for the land to the Friends of Group or its volunteers.

2. Landowner Permission

Where the land is not owned or managed by Broadstone Town Council, the Town Council will seek appropriate permission from the relevant landowner or managing authority before any work is undertaken.

No work shall commence until the necessary permission has been obtained.

Any conditions or restrictions imposed by the landowner or managing authority must be followed by the Friends of Group and its volunteers.

3. Agreed Activities

The Friends of Group may undertake activities that have been agreed in advance with the Town Council and, where applicable, the landowner or managing authority.

These may include, but are not limited to:

- litter picking and general tidying;
- minor repairs;
- weeding and appropriate vegetation maintenance;
- planting and maintaining agreed planting areas;
- painting or other cosmetic improvements where authorised;
- general environmental improvement; and
- other suitable activities agreed in advance.

The Friends of Group must not undertake work outside the agreed scope without first obtaining approval from the Town Council and, where applicable, the landowner.

4. Work Not Permitted Without Specific Approval

Volunteers must not undertake activities involving significant risk or specialist skills unless specifically authorised and appropriately qualified or trained.

This includes, but is not limited to:

- tree felling or climbing;
- work involving dangerous machinery;
- electrical work;
- work involving hazardous substances;
- structural repairs;
- work on roads, pavements or other highways;
- alterations to buildings, memorials, structures or fixed equipment; and
- any other activity considered unsuitable for volunteer involvement.

The Town Council may determine that a proposed activity must be undertaken by a suitably qualified contractor instead.

5. Volunteers

The Friends of Group is responsible for ensuring that volunteers understand the activities they are permitted to undertake and comply with this Agreement.

Volunteers should only undertake work that they are competent and suitably experienced to carry out.

The Friends of Group should provide the Town Council with the names of its nominated group contacts and notify the Town Council of any changes.

6. Health and Safety

All activities must be undertaken in a safe and responsible manner.

Volunteers must:

- take reasonable care of their own health and safety and that of others;
- use appropriate personal protective equipment where required;
- follow any relevant risk assessments, guidance or instructions;
- use tools and equipment safely and appropriately; and
- stop work if they consider conditions to be unsafe.

The Town Council may require an activity to stop where it considers that there is an unacceptable risk to volunteers, members of the public, property or the environment.

7. Tools and Equipment

Any tools or equipment used by volunteers must be suitable for the activity and maintained in a safe condition.

Volunteers must not use equipment belonging to the Town Council, the landowner or another organisation unless they have been authorised to do so.

The Town Council may specify particular requirements for tools or equipment used by the Friends of Group.

8. Insurance and Liability

The Friends of Group and its volunteers must comply with any insurance requirements specified by the Town Council and/or landowner.

The Friends of Group must not undertake activities that could invalidate or adversely affect any insurance policy applying to the location.

Where appropriate, the Town Council will confirm what activities are covered by its insurance arrangements. Volunteers should not assume that all activities are automatically covered by Town Council insurance.

9. Working with Members of the Public

Volunteers should behave courteously and respectfully towards members of the public.

Volunteers must not place themselves in a position where they are responsible for supervising members of the public unless this has been specifically agreed with the Town Council.

Any concerns, incidents, complaints or accidents arising during activities should be reported to the Town Council as soon as reasonably practicable.

10. Environmental and Heritage Considerations

Activities must be undertaken with appropriate consideration for wildlife, habitats, trees, plants, buildings, memorials and other features within the area.

Where the location has particular heritage, environmental or cultural significance, additional restrictions may apply.

Volunteers must not remove, alter, relocate or dispose of items without prior approval.

11. Communication and Approval of Work

The Friends of Group will nominate a main contact who will liaise with the Town Council.

Proposed activities should be discussed and agreed in advance where required.

The Town Council may request details of proposed work, including the location, nature of the work, proposed dates, equipment to be used and the number of volunteers involved.

12. Funding and Materials

Unless otherwise agreed in writing, volunteers will provide their own time and should not incur expenditure on behalf of the Town Council without prior approval.

Any request for the Town Council to provide materials, equipment or funding must be agreed in advance.

13. Recognition and Promotion

The Town Council may promote the work of the Friends of Group through its website, social media, newsletters and other appropriate communications.

The Friends of Group must not represent itself as being an employee, contractor or official representative of Broadstone Town Council or the landowner.

14. Review of the Agreement

This Agreement may be reviewed periodically or whenever there is a significant change to the activities being undertaken, the location, ownership or management arrangements.

The Town Council may amend or withdraw approval for particular activities where circumstances, safety considerations or landowner requirements change.

15. Ending the Agreement

Either the Town Council or the Friends of Group may end this Agreement by giving reasonable notice.

The Town Council may suspend activities immediately where there are concerns relating to health and safety, insurance, landowner permission, inappropriate conduct or any breach of this Agreement.

16. Agreement

By signing this Agreement, the parties confirm that they understand and agree to the arrangements set out above.

For Broadstone Town Council

Name: _____

Position: _____

Signature: _____

Date: _____

For Friends of [Location]

Name: _____

Position/Role: _____

Signature: _____

Date: _____