

Memorandum of Understanding

Between:

Derry Hill & Studley Parish Council (hereafter referred to as "the Parish Council")

and

The Derry Hill and Studley Community Committee (hereafter referred to as "the Community Committee")

1. Purpose

The purpose of this Memorandum of Understanding (MOU) is to establish a mutual understanding and framework for cooperation between the Parish Council and the Community Committee in relation to community activities, events, and initiatives that benefit the residents of Derry Hill and Studley.

This MOU is not a legally binding document, but it reflects the shared intentions and commitments of both parties.

2. Roles and Responsibilities

2.1 The Parish Council undertakes to:

- Support community initiatives where appropriate and within its statutory powers.
- Provide guidance, oversight, and liaison with relevant authorities where appropriate.
- Consider requests for funding or resources on a case-by-case basis within the parameters of this agreement.

2.2 The Community Committee undertakes to:

- Organise and deliver community events and activities that benefit residents of Derry Hill and Studley Civil Parish.
- Manage volunteers involved in community initiatives.
- Ensure appropriate risk assessments, safeguarding measures, and insurance arrangements are in place for all events it organises.
- Maintain clear and accurate records of finances relating to committee-led activities.

3. Communication

Both parties undertake to:

- Maintain open and regular communication.
- Nominate a primary contact for liaison.
- Share relevant information that supports the effective delivery of community initiatives.

4. Meetings

- Representatives from both parties will meet at least twice per year to review activities, discuss future plans, and address any issues.
- Additional meetings may be held as required.

5. Finance and Funding

- The Parish Council undertakes to allocate a sum of up to **£1,000 per year** to support the activities of the Community Committee.
- This funding is provided on the understanding that:
 - All events organised by the Community Committee are appropriately insured.
 - Risk assessments are produced and actively followed.
- The Community Committee will submit a request to the Parish Council each time they wish to draw down from the fund.
- Priority for funding drawdowns will be given to:
 - Insurance costs
 - Website costs
- Any funding provided by the Parish Council must be used solely for the agreed purpose and not transferred to other community groups.
- The Community Committee will provide financial reports relating to Parish Council-funded activities upon request.
- Fundraising undertaken by the Community Committee remains under its control unless otherwise agreed in writing.

6. Safeguarding, Health & Safety, and Insurance

Both parties will:

- Ensure compliance with relevant legal and regulatory requirements.
- Take all reasonable steps to protect participants, volunteers, and members of the public.

The Community Committee will:

- Ensure appropriate event insurance is in place for committee-led activities.
- Conduct risk assessments for all events.

7. Dispute Resolution

In the event of disagreement between the parties, representatives will meet to seek a mutually acceptable resolution. If unresolved, the matter may be referred to the full Parish Council for consideration.

8. Duration and Review

- This MOU will take effect from the date of signature by both parties.
- It will be reviewed annually or earlier if requested by either party.

9. Signatures

Signed on behalf of **Derry Hill & Studley Parish Council:**

Name: _____

Position: _____

Signature: _____

Date: _____

Signed on behalf of **The Derry Hill and Studley Community Committee:**

Name: _____

Position: _____

Signature: _____

Date: _____

10. Non-binding Statement

This MOU is a statement of intent and does not create any legal obligations between the parties and may be terminated by either party at any time by formal notice.