

Between:

The London Borough of Bromley (LBB)

and

Friends Forum of Bromley Parks and Green Spaces (“the Forum”)

Statement

This is not intended to be a legally binding document. It is a statement of a shared understanding of how LBB will work with the Forum and *vice versa*. This Working Agreement will be kept under review and changed as necessary by mutual agreement.

1. Meetings

- The Forum will have meetings with the Portfolio Holder and/or the Assistant Director for Environment and Street Scene as and when considered necessary;
- The Forum will host up to two general meetings of its membership per annum to which both the Portfolio Holder and the Assistant Director for Environment and Street Scene will be invited to attend and/or participate;
- The Forum will be part of the Stakeholder Panel and up to three members of the Forum committee may attend those meetings.

2. Administration

- The LBB will allow the Forum to use the Civic Centre for Forum Open Committee and General Meetings (and other similar events, by agreement) free of charge;
- The Forum shall be entitled to use their own portable PC (laptop) for their presentations in the Civic Centre unless arrangements have been made by LBB for their equipment to be used;
- Suitable microphones, including wireless handheld units, will be made available by LBB for use at Forum General Meetings, if required;
- The LBB will make arrangements for nominated representatives of the Forum to use the photocopying facilities at Bromley Library free of charge, for the production of Forum handouts and circulation documents.

3. Security

- The Council shall respond to any requests regarding security issues (including fly tipping and dangerous trees) at any Friends Group site and shall seek to resolve the matter promptly either directly or through TLG;
- The Council shall provide TLG with the reporting figures for any security issues that have arisen around the Borough's parks and green spaces so these can be reported at the Partnership Meetings between TLG and the Forum.

4. Financial Support

- LBB will ensure that, within the contract with TLG, provision is maintained for Forum to receive an annual grant that allows the Forum to perform its role in supporting Friends Groups.