



**Billingshurst Parish Council &  
Friends of Station Road Gardens (Billingshurst) Limited (FOG)  
Memorandum of Understanding  
Approved November 2016**

Billingshurst Parish Council as the landowner of Station Road Gardens recognises the value of the FOG Group supporting, maintaining and raising funds to improve Station Road Gardens.

1. The FOG Group will provide the Property Committee meeting with a written or verbal report on a monthly basis.
2. The FOG Group is welcome to attend Property Committee meetings and may be invited to attend for specific agenda items. All Parish Council agendas are available to view on the Parish Council's website at least 3 days prior to meetings.
3. The FOG Group will have a formal position for a Parish Councillor Representative on the Friends Group.
4. The FOG Group will work with the Property Committee to maintain the site through an agreed plan of action.
5. The FOG Group will seek approval from the Property Committee before any new unplanned major planting or structural additions to the Gardens. If required, the Property Committee may approach the F&GP Committee to approve and allocate funding.
6. The FOG Group will engage the community and recruit volunteers to assist with the project.
7. The FOG Group will seek and obtain funding from external providers to fund agreed projects.
8. In January of each year, the FOG Group will provide the Council with financial records and expenses to support audit requirements, up to date Risk Assessment reports for the Station Road Gardens site and an up to date copy of their Public Liability Insurance Certificate.
9. In September of each year, the FOG Group will provide the Council with a budget and forecast maintenance in order to allow the Parish Council to include estimates for the budget.
10. The FOG Group will provide the Council with maintenance schedules, warranty and support data for all relevant items on an ongoing basis.

In order to promote respect between organisations:-

Members of the FOG Group are expected to adhere to the Council's general principles of public life, Dignity at Work and Bullying & Harassment Policies. Should there be any issues relating to the adherence to the above policies, the Parish Council will

bring these to the attention of the FOG Group, who will ensure that appropriate remedial or corrective actions are taken.

Signed

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Chairman  
Billingshurst Parish Council  
Property Committee

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Chairman  
Friends of Station Road Gardens  
(Billingshurst) Limited (FOG)

DATE: 12<sup>th</sup> Jan 2017

DATE: 19/12/16