

Management Agreement between Clare Town Council and Clare Castle Country Park Trust

1. This management agreement ("the Agreement") should be read in conjunction with the terms of the lease of Clare Castle Country Park ("the Park") made between Clare Town Council ("the Town Council") and Clare Castle Country Park Trust ("the Trust") dated [26th March 2015] ("the Lease").
2. It is agreed between the parties to this Agreement that the Trust will manage the Park in accordance with the covenants on the part of the Trust set out in the Lease and the objectives of the Trust.
3. In particular, the Town Council and the Trust agree the Trust shall:
 - a) enter into a Service Level Agreement with St Edmundsbury Borough Council for the maintenance of the Park's green spaces for a period of twelve months from the date of this agreement; and thereafter maintain a Service Level Agreement with St Edmundsbury Borough Council, or other suitably qualified and competent organisation, or make suitable alternative arrangements, for such green space maintenance;
 - b) manage the car park, determining appropriate parking charges and making arrangements with St Edmundsbury Borough Council or other appropriate authority, or make suitable alternative arrangements, for the administration and enforcement of those charges;
 - c) maintain the toilet block situated within the Park as a public convenience available for use during the hours of daylight, with facilities for men, women and the disabled, with suitable arrangements in place for cleaning and general maintenance;
 - d) liaise with Suffolk County Council to ensure that the bridges and footpaths in the Park are maintained in accordance with agreed standards;
 - e) ensure that the terms of agreements with, and requirements of, English Heritage concerning the maintenance of the Scheduled Ancient Monument are complied with;
 - f) ensure so far as is reasonably practicable that the Park's by-laws are enforced;
 - g) maintain Clare Park Centre as a building resource available to community groups and others for a variety of purpose ;
 - h) ensure that, in order to preserve the peaceful and tranquil nature of the Park, only a limited number of events are held each year;
 - i) ensure the Park is managed for a broad range of interests and is not dominated by any single group;
 - j) maintain all the assets of the Park in no less condition than as at the commencement of the lease, or, in the case of the railway buildings, following completion of the endowment works funded by Suffolk County Council;

6

k) provide the Town Council with the following:

- i. a budget for the following calendar year, prior to the start of the year, that gives detail of forecast quarterly income and expenditure, and cash flow; and
 - ii. quarterly and annual accounts within 6 weeks of the end of each quarter/year that compares the actual result with budget. The figures to be accompanied by a short commentary.
- l) hold an Annual meeting within 3 months of the end of the calendar year, which any member of the public can attend, at which a report on the activities and financial results of the previous year, and plans for the current year and longer term aspirations are presented; and at which members of the public have the opportunity to ask questions and make their views known (no binding vote will be held on any matter covered in the meeting).
4. It is further agreed between the parties that the procedures outlined in the Annex to this Agreement will be followed when filling future vacancies for Trustees.
5. It is agreed between the parties that this Management Agreement will be reviewed at intervals of no less than three years from the date of signature in order to ensure that it continues to be fit for purpose.



Signed and dated on behalf of Clare Town Council



Signed and dated on behalf of Clare Castle Country Park Trust

6

Appointment of Trustees

At the end of the first twelve months the Trustees will be appointed as follows:

Two will be appointed by the TC (they need not be Town Councillors)

(Whenever a vacancy or vacancies occur under this heading, the following procedure will be used:

- 1 There will be an initial discussion between the Chairman of the Council and Chairman of the Park Trustees. This will take account of the Job Description and Person Specification, and identify the particular skills and experience needed and possible Town Councillor nominees and other nominees.*
- 2 The Town Council, informed by feedback from 1 above, will decide how to proceed eg nominate a Town Councillor, nominate someone who is not a Town Councillor or seek applications from suitably qualified people who reside in the Parish of Clare.*
- 3 Once a nominee has been identified under 2 above, the nominee will have a two-way discussion with representative Park Trustees to establish whether there is a good fit between themselves and the requirements of the role.*
- 4 Both the candidate and the Trustees will feed back to the Chairman of the Town Council.*
- 5 In the light of this feedback the Town Council will make a decision about appointing to the role.)*

Two will be appointed by the Trustees, subject to the approval of the Town Council

(Whenever a vacancy or vacancies occur under this heading, the following procedure will be used:

- 1 The role will be advertised throughout Clare, inviting Parishioners who are interested in the job (as defined in the Job Description) and who meet the Person Specification to apply.*
- 2 Suitable applicants will be interviewed by a Panel comprising two Park Trustees and one Town Councillor who is not a Park Trustee.*
- 3 The Panel will decide who to appoint.)*

Two will be appointed by the Trustees

NB Appointments under this heading are at the absolute discretion of the Trustees, taking account of the Job Description and Person Specification, and the particular skills and experience needed.

Two will be elected by those who have demonstrated a tangible commitment/interest in the Park, such as being a 'Friend/Patron' or 'Volunteer'

The Park Trustees' procedure for these elections forms page 2 of this Annex.

Any additional Trustees above eight would be appointed by the Trustees, subject to the approval of the TC.

PROCEDURE FOR APPOINTMENT OF TRUSTEES ELECTED BY FRIENDS AND VOLUNTEERS

6

1. 'Electorate'

- a. A list will be kept of all those who have formally become a Friend the Park and have made the agreed minimum contribution as an individual, couple or family in the previous 12 months.
- b. A list will be kept of those Volunteers who have completed a Volunteers Form and contributed a recognised amount of unpaid time in the previous 12 months.
- c. Each person over the age of 18 who is listed under (a).and/or (b).above will be entitled to one vote.

2. Procedure

- a. The Trust will circulate to the above electorate details of any vacancies that occur with an invitation to anyone who is interested in the post to advise the Trust of such interest. The information sent out will
 - give details of the skills, knowledge and experience the ideal candidate will have, together with an outline of the role the Trustee will be required to fill and an indication of the time commitment involved
 - an explanation of the process by which an appointment will be made
- b. Those interested in being a candidate for the position will be asked to submit a short summary, within 14 days, of how they feel they match the requirements in (2) (a) above, and confirm their agreement to being put forward as a potential Trustee.

Those who wish to find out more before submitting the above will be encouraged to talk to the Chairman or Friends' and Volunteers' Secretary of the Trust.

- c. 21 days after the vacancy has been notified to the electorate the names of candidates, together with their details, will be circulated to the electorate with voting slips.

If there is only one applicant per vacancy that person or those people will be appointed unless the Trustees feel they are unsuitable. In that case the Trustees will discuss the matter with the Town Council to agree how to proceed.

- d. In the event that a vote is needed, each member of the electorate' will be asked to sign and return a hard copy of the voting slips within a further 14 days, with their choice clearly marked. An announcement of the result will be made within a further 7 days.

6