

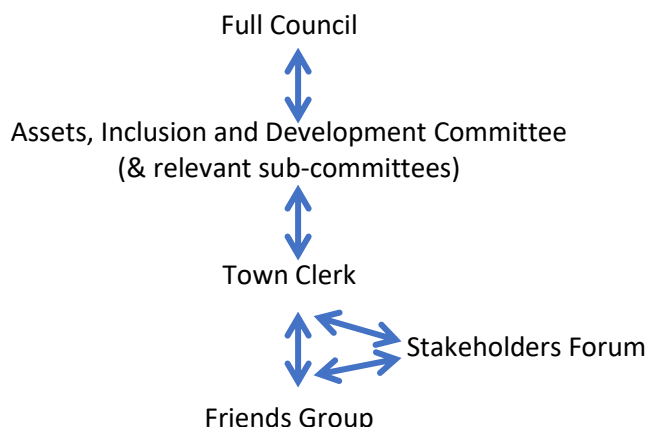
# Lowestoft Town Council

## Friends Groups Policy

### 1. Introduction

- 1.1 This document explains the Friends Groups Policy of Lowestoft Town Council (LTC).
- 1.2 It applies to volunteer groups (Friends Groups and similar) who support the Council's buildings and open spaces including through fund-raising, community engagement, practical work (such as gardening, cleaning and litter-picking) and promoting use of sites. 'Friends Groups' will be used as a catch-all term throughout this document.

### 2. Communications & Governance



- 2.1 Overall responsibility and decision-making on assets rests with Full Council. It has established an Assets, Inclusion and Development Committee (AID) to make related recommendations and this Committee establishes specialist sub-committees from time to time.
- 2.2 The Clerk is the point of contact for communications for the Council and its Committees.
- 2.3 The Town Council has resolved to offer administrative, logistical and financial support for the setting up and maintenance of new Friends/Stakeholder Groups.
- 2.4 The Council may establish Stakeholder Forums to facilitate discussion on matters of common concern.

### 3. Stakeholder Forums

- 3.1 These are meetings of organisations and individuals linked to the site, including LTC, Friends Groups, contractors, clubs and tenants.
- 3.2 Forums will be chaired by the Chair of AID.
- 3.3 Each Friends Group may send two nominated representatives to the Forum.
- 3.4 The Forum may send recommendations for consideration to AID.

### 4. Friends Groups

- 4.1 Friends Groups should meet a minimum of quarterly (including prior to any Stakeholder Forums).
- 4.2 They should develop suitable governance (decision-making) arrangements and elect a Chair and any other appointments which help their Group to run smoothly.
- 4.3 Town Council staff and relevant contractors may attend Group meetings from time to time.
- 4.4 Friends Groups will deal with specific sites and will be able to undertake activities agreed by the Council subject to satisfying the Council that they have ongoing relevant permissions, risk management and insurance. Council staff will assist and advise groups on forming Friends Groups and satisfying any Council requirements. Friends Groups will be encouraged to apply for funding from the Council for their set-up costs including insurance.

Our Friends Of leaflet can be found in a separate document Appendix 1.

## Lowestoft Town Council Friends Groups Policy

Our Friends Of Start Up Pack can be found in a separate document Appendix 2.

Revisions	
Date	Amendment
November 2021	Added Sparrows Nest to the list of parks in Appdx 1.
November 2021	Corrected formatting issues in Appdx 2, and under the 'Meetings' heading, amended the last sentence to read 'The Friends Group may be guided by the Lowestoft Town Council Standing Orders' rather than 'will use'.
November 2022	Remove 4.3 – the requirement for two councillors to be members of Friends Groups. 2.3 added to reflect recent town council decision.