

## OPEN LETTER TO KENILWORTH TOWN COUNCILLORS – 21<sup>ST</sup> DECEMBER 2015

### Attachment A:

Agreement between the Town Council and theKenilworthCentre dated 15<sup>th</sup> May 2012

### **AGREEMENT** **BETWEEN KENILWORTH TOWN COUNCIL** **AND THEKENILWORTHCENTRE** **FOR THE** **PROVISION OF YOUTH AND COMMUNITY** **ACTIVITIES AND THE OPERATION OF A** **COMMUNITY CENTRE FOR KENILWORTH**

1. Kenilworth Town Council has agreed to support theKenilworthCentre charity, through a three year funding agreement, to provide youth and community activities that meet the needs of the Kenilworth community, including the community centre building.

2. The agreed responsibilities are:

#### Kenilworth Town Council:

- Provide funding of £30,000 (Thirty thousand Pounds only) per year for 3 years, effective from the financial year commencing on 6 April 2012 towards the cost of the core activities of the charity.
- Funding shall be the subject of review, at least annually, to ascertain the continued financial viability, sustainability and the achievement of the aims of the charity.
- Payment to be in arrears and made by 10 equal and consecutive monthly payments per annum, commencing on or after 5 May each year.
- Provide support and advice as required to the charity, including review of an annual core activities programme, participation with the Friends of theKenilworthCentre group, and nomination of a member to be an observer at the quarterly trustee meetings of theKenilworthCentre charity.
- Consider other funding, on a specific project basis, for needs over and above the agreed core programme.

#### theKenilworthCentre:

- Provision of a programme of youth activities within Kenilworth, using experienced staff and volunteers and led by a manager with youth experience.
- Operation of theKenilworthCentre building as a community centre meeting the needs of the local community.
- Provision of other community activities as needed.
- Inclusion of a Town Council member at Trustee quarterly meetings, as an observer who shall have full access to the reports to the Trustees but may be asked that the Council maintain confidentiality on appropriate issues.
- Provision of quarterly written reports, including summary financial reports to the Town Council, and fully audited annual accounts.

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- Presentation of an annual development programme to the Town Council for comment and discussion.
- Full compliance with all legislative standards.
- Informing the Town Council in writing at the earliest possible opportunity of any major issues that might prevent delivery of the *Kenilworth Centre*'s obligations.

3. Any publicity on this agreement is to be undertaken jointly between the Town Council and the *Kenilworth Centre*.

4. In the event of the *Kenilworth Centre* ceasing to operate this agreement will be terminated. Any major failures to meet the obligations of this agreement will result in a joint review between the Town Council and the *Kenilworth Centre* and, if unresolvable, may be terminated by either side on two months written notice expiring on the 1st day of any month.

### On behalf of Kenilworth Town Council:

Signed 

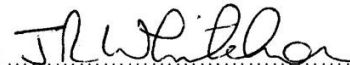
Dated .....

Name .....

Position .....

Address: Kenilworth Town Council  
Jubilee House  
Smalley Place  
Kenilworth  
CV8 1QG

### On behalf of the *Kenilworth Centre*:

Signed 

Dated 15th May 2012

Name JOHN WHITEHOUSE

Position Chair of Trustees

Address: the *Kenilworth Centre*  
The *Kenilworth Centre*  
Abbey End Car Park  
Kenilworth  
CV8 1QJ

(Registered No 7798716 and a charity)