



Jane Taylor-Holmes, Secretary  
42 Eafield Avenue  
Milnrow  
Rochdale  
OL16 3UN

01706 657925  
07879 686964

[Janeeholmes@hotmail.co.uk](mailto:Janeeholmes@hotmail.co.uk)

January 2018

Dear Member

**Friends of Hollingworth Lake**

Please find enclosed the minutes from the previous meeting on the 12 October 2017 along with a draft agenda for the next meeting on the 11 January 2018. Please note that the meeting will commence at 7.30pm and will be held at the Visitors Centre.

Should anyone have any items for the agenda please contact me before the next meeting so that a revised agenda may be circulated.

I look forward to seeing you at our meeting on 11 January 2018.

Yours sincerely

*Jane Taylor-Holmes*

Jane Taylor-Holmes  
Secretary

ASSOCIATION OF FRIENDS OF HOLLINGWORTH LAKE  
MEMBERS MEETING

Thursday 11 January 2018 at 7.30pm at Hollingworth Lake Visitors Centre

DRAFT AGENDA

1. Welcome and Introductions
2. Apologies for Absence
3. Approval of minutes of meeting on 12 October 2017
4. Finance Update – Bank Mandate – additional signatory
5. Trustee / Directors appointment - Update
6. Ranger Update
7. Draft Partnership working agreement with RMBC – please see attached
8. Future strategy of group
9. Ongoing projects and future plans – general discussion
  - Sensory garden – maintenance and upkeep
  - Enviro-gym
  - Events
  - Wildlife Update
10. Any other business
11. Date / Time of next meetings

All meetings to commence at 7.30pm and be held at the Visitors Centre;  
Thursday 19 April 2018  
Thursday 19 July 2018

**ASSOCIATION OF FRIENDS OF HOLLINGWORTH LAKE  
MEMBERS MEETING 12 October 2017**

IN ATTENDANCE

Rae Street. Director / member and Chair of the meeting, Jim Taylor (JT), Director & Member, Jane Taylor-Holmes, Secretary and Member, Jean Bogg, Member, Nigel Eves, Treasurer and Member, Pat Carline, Member, Johanna Dobbs, Member.

OFFICERS

Judy Alderson

**1. Welcome and Introductions**

The Chairman welcomed the members and the meeting commenced.

**2. Apologies for Absence**

Vivienne Ashworth, Member, Cllr Ann Stott, Peter Thornton

**3. Minutes of previous meeting**

The minutes of the previous meeting held on the 29 June 2017 were agreed as a correct record. Pat Carline and Jim Taylor, No matters arising and no updates.

**4. Finance Report**

£1810, including £1000 legacy from Mr Williamson on behalf of his late Father, £50 from the Ramblers Association.

Both donations had been acknowledged and thanks provided.

No member came forward to be added to the bank mandate to be a signatory on the bank account, this would be carried forward to a future meeting.

**5. Trustee / Director appointment**

Vivienne Ashworth had submitted an email and offered to become Trustee / Director, this was accepted. In advance of the next meeting information would be sought to add Vivienne as Director / Trustee at Companies House and Charity Commission effective from the 11 January 2018.

Johanna Dobbs also offered to become Trustee / Director, this was accepted. In advance of the next meeting information would be sought to add Johanna as Director / Trustee at Companies House and Charity Commission effective from the 11 January 2018.

**6. Ranger Update**

The update report was received, Judy read and explained the content of the update. Members noted the woodland festival planned for 22 October, the mindfulness walks being organised by Adam and the work being undertaken as part of conservation duties, including the moving of the bird feeding station.

Judy also explained the reason for the closure of the mezzanine area at the Visitors Center. This was closed due to health and safety as in the event of a fire; insufficient staff trained and available to evacuate.

## **7. Strategy**

Discussion on how to spend the funds recently received was held. Discussed the future of the center regarding the proposed collaboration with RSPCA. Members expressed some concern about this use. It was agreed that JTH would email Ian Trickett to express an interest in spending some of the income received to update some of the areas of the center to improve the heritage exhibits.

The Group also discussed the Working Group, minutes from the previous meeting in September had been provided. It was agreed that JTH would confirm that the group would still wish to be invited to future meetings.

## **8. Update / Discussion –**

**Nature Ed update** – the Members received an update from Judy in relation to the work of Nature Ed.

**Sensory Garden** - Thanks to Elizabeth Cropper for her upkeep of the sensory garden to date. It was noted that Elizabeth was unable to continue with this role. Rae Street agreed to contact a local voluntary group who may be interested in continuing with the gardening and upkeep of the area. An update would be provided to the next meeting.

**Events** – there had been no events held since the meeting in June

**Enviro-gym** – an email had received from Peter Thornton about a number of things including the state of the areas around the gates to enter / exit the enviro-gym. The areas had become particularly worn and were extremely muddy. Access was difficult. It was agreed that JT would contact a firm who would be able to construct a better surface to access to the area. An application to the Pennine Township would be considered.

### **Wildlife**

JT provided an update on wildlife seen at the Lake.

## **9. Any other business**

**Website** – it was agreed that £110 would be spent updating the website and making it mobile device accessible.

**Email from Peter Thornton** – collapse of Rakewood Road near play area and lack of signage of footpaths. The lack of available time of members was noted, the application to improve the enviro-gym area was agreed to be a priority. It was agreed

that should Peter wish to raise these issues with the appropriate Council / footpath representatives, he would be encouraged to do so.

**10. Date for next meeting**

All meetings to commence at 7.30pm and be held at the Visitors Centre;  
Thursday 11 January 2018

**Meeting concluded.**

## **Council / External Organisation Partnership Agreement**

Rochdale Borough Council has adopted a Partnership Working approach (Vision and Blueprint for Rochdale Council) and therefore works positively with a range of partner organisations in the public, private, third sector and voluntary groups. We recognise the contribution they make to the Borough.

Any partnership requires communication, understanding and mutual respect if it is to thrive. Environmental Management (EM) Services at Rochdale Borough Council has produced this document as a measure of the standards it sets itself and the organisations that wish to work in partnership with EM Services.

This document is intended to strengthen our informal partnerships and ensure that the way we operate complies with financial, Health and Safety and other legislation and minimises risks to all involved of loss of funding, being subject to litigation or loss of reputation. It is intended to ensure the best quality outcomes for all parties involved and prevent misunderstandings or conflict.

### **Background Information**

- There are many community organisations who work in partnership with EM including Friends of Parks groups, Allotment Societies, Charities, In Bloom community groups etc.
- These independent organisations must be formally constituted to enable partnership working with EM. This ensures the Council understands organisation's aims and methods of working and that the Organisation has a wider / representative / inclusive approach.
- Many of the organisations described above seek to form good working partnerships with the relevant landowners such as the Council in order to further their aims. As long as these tie in with Council aims then a partnership approach can work well. In this document "Council" refers to Townships, Portfolio and Ward Members and individual Services within the Council, including EM.
- EM wishes to work in positive partnerships with the above groups and this needs to be done in a structured manner to ensure the quality of the partnership.
- EM Services works through various Council channels: via the Portfolio Holder, Townships and Ward Members. Organisations wishing to form a partnership with EM must be willing to work with the Portfolio holder, Township & Area Forums and Ward Members.
- The Council has legal obligations relating to its ownership of land and employment of staff, financial obligations relating to the funding from taxpayers and democratic representation responsibilities held by Elected Members. These obligations have to take priority when making decisions

relating to the activities of the partnership and the Council retains the right to make / veto decisions that impact on these obligations.

Organisation wishing to work in Partnership:

Name of Organisation :

Contact details :

:

Description of subject of partnership:

---

---

---

The Organisation and all members within the Organisation agree to the following:

Respect

- Both Council and the Organisation will treat the other parties in the partnership with respect. They will recognise the expertise / commitment of the other parties and the shared agenda that they are working towards.
- All parties will deal effectively with individuals within their group that fail to respect the partnership and the other party in the partnership.
- The Organisation will recognise the technical / professional advice given by the Council and the decisions it makes / vetoes on the basis of legal obligations or from Elected Members wider democratic remit.

Communication

Any partnership relies on positive communication by all parties. The following communication procedures will minimise the potential for misunderstanding / conflict between partners. The Organisation therefore agrees to the following:

- To communicate in an open and honest manner with the Council (Townships & Area Forums, Portfolio and Ward Members and individual Services within the Council)
- All communication with the Council will flow through a designated person from the Organisation to ensure that different people from the Organisation are not communicating different things about the same topic. This may be varied if the designated point of contact delegates this responsibility for the duration of a specific project.
- All ideas generated within the Organisation will be communicated with the Council / other organisations as appropriate to decide if they can / should be implemented:
  - EM Services (different types of groups will have a different nominated person) who will also inform the group of other

sections that need to be communicated with as appropriate e.g. Highways, Planning etc

- Township (via the Township Officer)
  - Ward Councillors
  - The landowner (if not Rochdale Borough Council)
  - Organisations associated with the land e.g. Scouts, Friends of Park groups etc
- To ensure that the above communications include as much detail as possible and sufficient to enable informed decision making by the Council.
  - To answer all questions raised by the Council in response to projects ideas.
  - To organise / attend as required Council meetings as appropriate to discuss details of ideas raised that need further discussion before a decision on its viability can be made.
  - To invite Township, Members, Council staff and landowners / community groups as appropriate to meetings of the organisation with agenda items that affect them and to send minutes of meetings held.
  - To provide the Council with a copy of their constitution and updates to the Council when there are changes to the constitution, aims of the organisation, membership / roles at the organisation etc. To provide the Council with an annual update.
  - If funding is received from the Council the organisation must provide reports / evidence how the funding is spent in accordance with the terms of the funding and a copy of the Treasurers reports.
  - If there are any differences of opinion between the Organisation and Council for these to be dealt with internally between the two parties and not to be subject to negative briefings in the media / social media.

#### Council communication Procedures:

- To communicate in an open and honest manner with the Organisation
- To communicate in a professional and positive manner with the Organisation
- All communication with the Organisation will flow through a designated person from the Organisation to prevent different people from the Organisation being contacted about the same topic. This may be varied if the Organisation delegates a different point of contact for the duration of a specific project.
- To give due consideration and respond to project ideas raised by the Organisation. If insufficient information is given to enable a decision to be made, to inform the Organisation what information / detail is required in order to make a decision.

- If proposals from the Organisation are not given permission to communicate in a transparent manner the reasons for declining the scheme / what options for amending the scheme might make it more likely to be accepted.
- To attend meetings of the Organisation where possible / as appropriate to.

Decision Making

- The Council and Townships are the final decision maker on proposals from Organisations on land that is Council owned. Their decision on whether to permit or refuse a proposal is final. This is because there are the legal responsibilities and accountability to the wider public that Council / Township must work to and that have a priority over the partnership.
- Other organisations with a stake in land such as Scouts for a Scout hut, schools for school land, Friends of Parks groups for park land, Police over issues of public safety etc are the next level for decision making on any proposals by the Organisation.
- If projects by the Organisation happen on Council land without communication / approval by the Council / Township they will be deemed to have been carried out without permission and the Council will instruct the Organisations to cease actions on the project until a decision is made by the Council / Township. If a decision is made against the project the Township / Council will instruct the Organisation to undo any works and make good the land to its previous condition. This behaviour will also automatically trigger a review of the partnership by the Council / Township to see if it is viable.

Other

- If conditions of the partnership set out above are not being met, Council / Township reserves the right to cease partnership working with the Organisation.
- This Agreement is not intended to be legally binding and no legal obligations or rights shall arise between parties from this Agreement.

---

I have read, understood and agree to comply with the above conditions and have the necessary authority to sign this Agreement:

Print Name :  
 Signature :  
 Role in the Organisation :  
 Date :

Print Name : Martin Taylor  
 Signature :

Role in the Organisation : EM Head of Service

Date :

Appendix A: Organisation Constitution