



RYDE
TOWN COUNCIL

Service Level Agreement

between

Ryde Town Council

and

Ryde Community Development Trust Limited

Agreement Date: [insert date]

This agreement is dated

This agreement is made between Ryde Town Council (the Council) of Town Hall Chambers, 10 Lind Street, Ryde, Isle of Wight, PO33 2NQ and RCDT (Charity no. 1186783).

Definitions

The Council — Ryde Town Council

RCDT - Ryde Community Development Trust Ltd

Purpose and Scope

This agreement represents commitments for the provision for administrative and secretarial support to RCDT for the purpose of running and for organising its trustee meetings.

Duration

1. This agreement is for two years from the date of this agreement with the option of extending for period to be agreed by both parties.
2. Three months prior to the end of this agreement, the Council will inform RCDT in writing whether it wishes to renew the agreement at the end of the current term. If the Council states that it wishes to renew the agreement, RCDT place an item on the next agenda for the meeting of the Trustees and a written response shall be given by the Chair of RCDT to the Council within 5 working days of the meeting to indicate whether it also wishes to renew the agreement.
3. If either party states in writing that it does not want to continue this Agreement beyond the current term, this agreement shall lapse at the end of the current term detailed above.
4. This agreement can be terminated by either party at any time by giving one month written notice.
5. The service can be reviewed by the Council and RCDT at any time by mutual consent.

Terms

1. The Council agree to the use of one of their meeting rooms free of charge for RCDT to hold its meetings.
2. The Council will provide free of charge a member of staff to provide administrative support for the purpose of arranging trustee meetings, preparing an agenda (in consultation with the Chair of RCDT) and to attend those meetings for the purpose of taking and distributing the minutes.
3. Such support will be provided for a maximum of 6 meetings per calendar year and in addition the AGM of RCDT.
4. The Council will provide a representative who is a councillor to attend trustee meetings of RCDT to support where possible and to give the Council's perspective on subjects being discussed.
5. Any further support requested by RCDT will be chargeable and will be separately negotiated with the Council.
6. No person associated with RCDT shall be entitled to represent themselves as agents of the Council and likewise no person associated with the Council (either staff or councillor) shall be entitled to represent themselves as an agent of RCDT.
7. Ryde Town Council confirms that it holds the relevant public liability insurance.

Signed for and on behalf of the Council:

Signed for and on behalf of RCDT: