

Parks and Estates and Bristol Park Forum Agreement **2009-10**

Support provided by Parks and Estates (by Community Park Officer, Admin Officer & Community Development Officer) to BPF

Must be done (High Priority):

- Manage Bristol Parks Forum Directory
 - Review and update contents annually
 - Ensure updated version of the BPF directory is available on BCC Website.
- Manage the BPF Database (Maintain and update member contact details annually)
- Provide officer support to the BPF in terms of organising its quarterly meetings:
 - Book venue, arrange food/refreshment
 - Prepare agenda, taking minutes & distribute
 - Maintain meeting attendance list, note of meetings and other relevant information
- Managing Community Development budget which includes the BPF allocation
- Arrange training for BPF members/volunteers and other park groups
 - Health & Safety training
 - Review session to empower them to carry out practical works of the forum.
- Monitor group members who are due for their 3 year refresher H&S training and review session
 - Arrange refresher H&S training every 3 years.
 - Groups will have to be split between people who have done the refresher and new volunteers doing the full course.
- To establish new groups who eventually become a member of BPF
- To encourage and support existing park groups of BPF to recruit new members which represent Bristol's diverse communities.
- Support forum members (financially up to £500 in total) on awareness raising activities e.g. support BPF members to attend local and national events.
- Provide support in the arranging annual BPF conference
 - it is a key event in ensuring the engagement and encouragement of parks groups.
- Advice on carrying out Equalities Monitoring of the membership of BPF to identify gaps in representation from equalities groups.
- Advice on developing programmes (in partnership with BPF) to increase membership from not representative equalities groups to the BPF to make it more representative of the population of Bristol.

Low priority:

- Market the BPF and its link with Bristol Parks.
- Improve communication by disseminating
 - Strategic Information among BPF members (eg Bristol Development Framework, Planning Document, Transport Document etc)
 - Information relevant to BPF (I.e. funding sources, events etc)

In addition, support to individual groups:

- Develop resources for existing and future park members (e.g. Event creation process).
- Deliver workshops for BPF members & other park groups on fund raising, events BCC complaints procedure etc.
- Act as a resource officer when required:
 - Pay for people's insurance on park events
 - Support individual meetings/AGM for park groups

Parks and Estates expectation of BPF

- Assist with Equalities Monitoring of the membership of BPF to identify gaps in representation from equalities groups.
- Assist in the development of programmes to increase membership from not representative equalities groups to the BPF to make it more representative of the population of Bristol.
- Ensure an annual BPF conference is held.
- To act as a key consultation body for Parks & Estates and influence it's decision making.
- Invite and confirm guest speakers, relevant officers from Park Service and other BCC departments to BPF meetings.
- Follow up on issues and actions raised by the BPF quarterly meeting.
 - Ensure that the group's views are officially reported to appropriate teams within Park Services and other BCC departments.