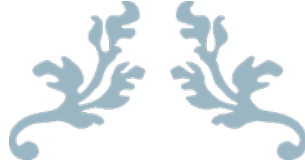




Tetbury

Town Council



SERVICE LEVEL AGREEMENT BETWEEN

TETBURY TOWN COUNCIL

AND

TETBURY AREA YOUTH AND COMMUNITY TRUST



APPROVED MARCH 2025
TO BE REVIEWED JANUARY 2028

Introduction

The Service Level Agreement is intended to provide a basis for the relationship between Tetbury Town Council and Tetbury Area Youth and Community Trust (TAYCT) Registered Charity Number 1211412 (previous registration 1114155).

Tetbury Town Council shall pay TAYCT the sum of £29,600 per annum to provide youth club sessions in Tetbury and £2,500 towards youth holiday provision.

The Service Level Agreement will run from 1st April 2025 to 31st March 2028.

Any variations to this Agreement can be made in writing and must be duly authorised by both parties.

Specifications of TAYCT Youth Club Provision

TAYCT shall provide two 2-hour youth sessions per week during school term time (39 weeks per year), and deliver a calendar of school holiday activities for children and young people in Tetbury.

Youth Club sessions will be planned and led by 3 youth workers and supported by volunteers. This is based on current numbers of young people attending and guidance from the National Youth Agency to maintain a 1:10 adult ratio.

All youth workers will receive full supervision, and regular training and certification (as required) in Safeguarding, First Aid, Food Hygiene, Fire Safety, and C-Card training (sexual health).

Session activities will be youth-led and may include cooking, crafts, informal sports and games, and music, as well as creating a space for the young people to “just be.”

TAYCT shall maintain working relationships with St Mary's Primary School and Sir William Romney Secondary School.

Funding Allocation

Tetbury Town Council shall pay TAYCT the sum of £29,600 and £2,500 per annum by BACS at the start of each financial year and will be paid within the Finance & Scrutiny April payment run.

The only adjustments that may be made to the amount given would be as a result of any agreements made between Tetbury Town Council and TAYCT following any changes made because of an amendment to the specified service or changes to the funding available.

If TAYCT should cease to operate or go into receivership or administration then subject to Charities and Insolvency Law and when other liabilities have been met, any outstanding balances from the funding is to be repaid.

Tetbury Town Council will give TAYCT clear reasons for the withdrawal or reduction of the funding in writing.

Where the funding is reduced or withdrawn a minimum of six months written notice will be given by Tetbury Town Council to TAYCT. Any costs incurred by TAYCT as a result of the withdrawal or reduction of the payment are to be met from the final six-month payment. Typically, this would include the cost of reducing or winding up services, carrying out redundancies, meeting holiday entitlements of staff made redundant.

Where TAYCT gains a surplus of income from grants, fundraising or other sources in any one year, Tetbury Town Council will not seek repayment of any part of the funding. TAYCT will maintain a level of reserves appropriate to meet its financial responsibilities.

Premises

TAYCT assumes that a suitable and affordable space for the youth club will remain available within the Dolphins Recreation Centre. On this basis, TAYCT assumes financial responsibility for the rent of the youth club space.

Circumstance beyond the Parties' Control

Neither party shall be liable to the other for any failure to fulfil its obligations under this agreement if such a failure is caused by circumstances which are beyond its reasonable control such as adverse weather conditions, natural disasters or civil disturbances.

Should circumstances require a suspension of youth club services, e.g. COVID lockdown or unavailable premises, funding will be carried over until alternative provision can be made.

Reviews

TAYCT will provide a status report at the end of each school term to the Health, Wellbeing and Youth Committee of Tetbury Town Council. These will occur at the Committee meetings in January, April and July.

A Trust Representative will meet with the Town Council's nominated representative once per year in October to review and evaluate all matters contained in this Agreement. At the review TAYCT will provide TTC with a copy of the accounts and a report on the allocation of Tetbury Town Council funds.

I agree with the conditions outlined in this document.

.....
Signed on behalf of Tetbury Town Council

Date

.....
Signed on behalf of
Tetbury Area Youth and Community Trust

Date