



**{Insert Park Name} (Proposed Friends Group)**

**Getting Started – January 2025**

This document sets out the guidelines for setting up a Friends Group from initial contact, Formal Park Visit, Public Meetings, First Committee Meeting, and setting up Email & Social Media accounts.

### **Initial Contact**

This should be directed to [secretary@harrowparks.com](mailto:secretary@harrowparks.com) the Secretary will then, make formal contact with the interested parties and discuss next steps.

### **Formal Park Visit**

The Secretary will then formally visit **{Insert Park Name}** with the interested parties to obtain geographical information and assess park amenities and other park user groups present. (This information will then be used to populate the standardised constitution document).

The Secretary will then be able to advise the interested parties of potential contacts / groups to be approached with regards to increasing the awareness of the group. The Secretary will issue generic information on Committee member's roles & Meeting structure to the interested parties.

The Secretary will then promote the proposed new group on the Harrow Parks Forum Facebook page and share to other relevant groups.

### **Public Meetings**

The Secretary will then work with the interested parties to produce Flyers / Leaflets to advertise the first public meeting, a minimum of Fourteen days' notice should be allowed from the distribution of the Flyers / Posters until the date of the first public meeting.

## **First Public Meeting**

The first public meeting should be used to advise the proposed group of the role of Harrow Parks Forum and to collate information from attendees on what they would like to see in the park in the future. And to discuss any potential issues.

A brief overview of the formation of a committee should be communicated to attendees.

Harrow Parks Forum will minute this meeting and issue to all attendees. (Harrow Parks Forum Secretary & Secretary to attend this meeting)

## **Second Public Meeting**

The second public meeting should be called no earlier than fourteen days after the first public meeting.

The Minutes of the previous meeting should be reviewed and agreed.

The formation of a committee should then be discussed, and nominations taken from attendees for the following positions, Chair, Secretary, Treasurer, Voluntary Warden & ordinary committee members.

If there are no objections from the attendees, then the nominations should be accepted, and a working committee formed.

Harrow Parks Forum will minute this meeting and issue to all attendees. (Harrow Parks Forum Secretary & Secretary to attend this meeting)

## **First Committee Meeting (AGM)**

This should be called as soon as possible after the second public meeting. The following Agenda items will be covered at this meeting.

- Constitution
- Roles and Responsibilities
- Health & Safety
- Insurance Cover
- Bank Account
- Fund Raising
- 5 year plan
- Introduction of Harrow Parks Forum Committee members and their specific responsibilities

This meeting will need to be minuted by the Friends of {Insert Park Name} Secretary as this will be needed to enable them to open a community bank account. (Harrow Parks Forum Secretary & Secretary to attend this meeting)

### **Constitution signoff**

The standardised Constitution documentation will then be finalised by the Harrow Parks Forum Secretary for the Friends of {Insert Park Name} and issue to Harrow Council for approval.

Once this is approved the standardised Constitution will be issued to the Friends of {Insert Park Name} for signature.

The Friends of {Insert Park Name} will then forward a PDF copy of the signed constitution to the Harrow Parks Forum Secretary & Secretary for their records and formal submission to Harrow Council.

Upon completion of the above Harrow Parks Forum will issue the Friends of {Insert Park Name} a copy of the relevant Insurance Documentation.

### **Harrow Parks Forum Mentorship**

The Harrow Parks Forum Secretary will act as your single point of contact for 12 months following the first committee meeting or until a formal AGM can be held whichever is the sooner.

### **Visit by other Harrow Parks Forum Committee Members**

Once the Friends of {Insert Park Name} has been constituted it will have the opportunity to invite other Harrow Parks Forum Committee members to the park to discuss specific issues such as Community Liaison, Environmental concerns & Ecology opportunities.

These meetings should be coordinated in the first instance via the Harrow Parks Forum Secretary

### **Go-Parks-London**

It would also be an innovative idea if you can formally register {Insert Park Name} on the Go Parks London website by following the link below.

[www.goparks.london/park/](http://www.goparks.london/park/)

## **Email (This can be actioned at any time in the set up process)**

A generic Email address [{Park Name}@gmail.com](mailto:{Park Name}@gmail.com) should be set up this can then be transferred to the Secretary of the Friends Group once they have been elected to the position.

The password can then be changed by the Secretary once the transfer has been undertaken.

## **Social Media**

From the Generic Email the following can then be created; -

- Facebook Page
- Instagram
- Twitter

The password can then be changed by the Secretary once the transfer has been undertaken.

## **Note**

It is good practice to set up new social media accounts from the generic email rather than trying to adopt any existing social media accounts that may exist.