

STATEMENT OF UNDERSTANDING BETWEEN:
STOCKTON-ON-TEES BOROUGH COUNCIL
AND
CLEVELAND & DARLINGTON ASTRONOMICAL SOCIETY

This document outlines the working relationship between Stockton-on-Tees Borough Council and the Cleveland & Darlington Astronomical Society. This is required as both organisations work together and share the use of facilities and assets at the Council's Wynyard Woodland Park site in a common aim to promote astronomy to the residents of the Borough and the general public at large.

In order to provide a degree of clarity to the working relationship which exists between Stockton Borough Council and Cleveland & Darlington Astronomical Society, this statement of understanding illustrates areas of responsibility for both parties:

Stockton Borough Council will:

- With the agreement of both parties, continue to make space available at the Planetarium (or other suitable site at Wynyard Woodland Park) for the showcasing, storage and safekeeping of telescopes, associated items and other items of astronomical equipment which belong to the Society.
- Provide appropriate insurance cover for items owned by the Society whilst being stored on Council premises and public liability insurance for events run in conjunction with the Planetarium Director.
- Provide the use of photocopying and printing facilities for Society material that has been agreed by the Council.
- Provide reasonable access to the Planetarium and Observatory for Society Members as part of a programme of events which will be agreed in consultation with the Planetarium Director. In view of the requirement to ensure the safety and integrity of the Council's assets and buildings, it is not possible to issue Society Members with keys to either the Planetarium or the Observatory. Society members who are registered volunteers will continue to hold car park keys for Wynyard Woodland Park in order to assist with public events and to personally enjoy the safe observing environment at other times.
- Be responsible for making decisions on the type of shows and events within the Planetarium and Observatory. The Planetarium Director will work closely with the Society where it may be beneficial to work on joint shows, productions and observing events which will make use of the Planetarium and/or Observatory.
- Allow the Society access to the Planetarium for the programme of monthly meetings, the annual schedule of ten meetings to be set in the preceding year in consultation with the Planetarium Director. The Society meetings will be widely publicised and be open to members of the public, thereby helping to promote the Council facilities and services at Wynyard Woodland Park. All meetings will be attended by the Planetarium Director who is responsible for the security and management of the Planetarium.
- Provide reasonable access to the Observatory for observational use, both for individual Society members and public observing sessions, whilst in the presence of the Planetarium Director.
- Ensure that the Society is consulted on astronomy related matters and developments relating to Wynyard Woodland Park and associated facilities. Additionally to provide an early involvement and consultation on proposals that may affect observing quality in respect of Wynyard Woodland Park.

- Be solely responsible for all management, maintenance and day to day decision making matters regarding the Planetarium and Observatory.
- Be fully responsible for identifying short and medium term improvements to the Planetarium and Observatory as part of the Council's Parks Improvement Plan or other similar capital improvement plans. However, where external forms of funding may be available, the Council will consider where it may be appropriate to engage the Society in any funding applications.
- Ensure that any serious infractions by Society Members will be reported immediately to the General Secretary where consideration may be given to removal from the Society.

Cleveland & Darlington Astronomical Society will:

- Fully support the Planetarium Director in his endeavours to promote the continued use of the Planetarium and Observatory as well as the overall promotion of astronomy.
- Ensure that the General Secretary of the Society acts as the principal spokesperson when issues are to be discussed on a formal basis with the Council.
- Provide an official list of current members to the Planetarium Director so that Society members can be identified within the list of Park Volunteers and this status shared with the Society Committee. This to give both organisations a measure of the beneficial joint working taking place between the two organisations.
- Should an incident occur which results in an individual having their Society membership or Park Volunteer status withdrawn, then this status change will be shared between both organisations for their mutual benefit.
- Ensure that the Planetarium Director is kept fully informed as to changes within the Society which may impact upon the joint working arrangements which exist between the two parties.
- Ensure that adequate notice is given to the Planetarium Director when changes to programmed events or meetings occur. It is expected that at least 7 days notice should be given.
- Consult with the Planetarium Director before bringing any new astronomy equipment into the Planetarium or the Observatory, or removing/loaning any existing equipment or resources. The Planetarium Director will hold the final decision on whether to allow new goods or equipment onto Council premises.

Signed on behalf of Cleveland & Darlington Astronomical Society

Signature:

Print Name:

Designation:

Date:

Signed on behalf of Stockton Borough Council

Signature:

Print Name:

Designation:

Date: