

Memorandum of Understanding

Between Corfe Castle Parish Council and
Purbeck Youth and Community Foundation

CIO No: 116837

Version	Date	Description	Author
14	1 st Sept 2026	Memorandum of Understanding	

1. Purpose

This Memorandum details an agreement between Purbeck Youth & Community Foundation (PYCF) and Corfe Castle Parish Council (CCPC) for the provision of Youth Worker staff to run one evening youth club per week for 41 weeks per year during school term time.

This Agreement remains valid until superseded by a revised agreement mutually endorsed by the stakeholders.

2. Scope of Service

PY&CF agree to provide:

- Two suitably qualified youth workers to deliver a weekly youth club with two sessions (Juniors aged 10/11 and seniors aged 12 & 13) during term time. Ensuring all staff are appropriately qualified and DBS-checked.
- Replacement of staff in cases of sickness or absence. If this is not possible charges will be amended pro rata.
- Ongoing staff support, supervision, and training. Training to be completed outside of youth club hours.
- Appropriate planning, preparation, and delivery of youth work activities.
- Any provision beyond this MoU will be arranged by mutual agreement between PY&CF and CCPC

3. Reporting and Review

PYCF will provide a report to CCPC at the end of each term to cover

- Activities undertaken during the term
- Planned fundraising activities for the following term
- Outcomes of completed fundraising events during the term
- Attendance figures, including the number of children and their village of residence.

4. Funding Arrangements

- The total annual running costs will be agreed each year and is shown in Appendix A
- CCPC will contribute 75% of the total cost
- PYGF will contribute 25%, normally through fundraising.
- Payment installments and amounts are set out in Appendix

If PYCF encounters difficulty meeting the 25% contribution due to circumstances beyond their control, CCPC may consider a request to cover the shortfall.

5. Terms and Termination

This MoU remains valid until replaced or terminated by either party. Either party may withdraw from the MoU with three months' written notice, following discussion between the parties.

6. Annual Review

CCPC will review the partnership based on the reports and the accounts. Annual accounts to be received by 1st June.

7. Approval

(By signing below, all Approvers agree to all terms and conditions outlined in this Memorandum.)

Approvers	Role	Signed	Approval Date
Purbeck Youth & Community Foundation.	Service Provider		
Corfe Castle Parish Council.	Customer		

Appendix A – Annual Agreement Detail

This appendix will be updated annually and attached to the standing MoU.

Academic Year: September 2026 – July 2027

Item	Details for Current Year
Year covered	Academic Year 2026–2027
Total running cost	£ [insert total]
CCPC contribution (75%)	£ [insert value]
PYCF contribution (25%)	£ [insert value]
Payment schedule	Beginning of each term

Appendix Approval

Approvers	Role	Signed	Approval Date
Purbeck Youth & Community Foundation.	Service Provider		
Corfe Castle Parish Council.	Customer		