



## Pre-Franchise Memorandum of Understanding for Pilot Organisations

This is a Memorandum of Understanding between Church Action on Poverty (CAP) and Burgess Hill Town Council which covers the period 08 July 2020 and 08 January 2021.

CAP will provide Burgess Hill Town Council with the following development support prior to a full Your Local Pantry franchise agreement being entered into:

- access to Pantry online membership software;
- access to the Pantry Operations Manual – a comprehensive manual giving step-by-step instructions and guidance in setting up and running a Pantry;
- access to the Pantry procedures and templates – documents relating to day-to-day Pantry operations and performance management;
- set up and development support of 3 days from a dedicated Development Officer, including help with site appraisals, contacts and initial set up;
- additional phone / email support, advice and guidance from the Development Officer; and
- the opportunity to visit an existing Pantry.

CAP agrees that subject to the satisfactory completion of the development phase by both parties, to offer Burgess Hill Town Council a Your Local Pantry franchise agreement for a discounted initial fee of £2000.

The target completion date for signing the Your Local Franchise Agreement is 8th January 2021.

Burgess Hill Town Council:

- Agrees that it is our intention to enter into a full franchise agreement for Your Local Pantry at a later date.
- Accepts that all the items listed above are the intellectual property of Your Local Pantry, and undertakes not to share any of the above information, or any information and learning derived from the above with any third party.

Burgess Hill Town Council agrees that if it subsequently decides not to go ahead and sign the Franchise Agreement, it will:

- return all the materials listed above to CAP, any electronic or physical copies of them and any other documentation directly derived from them;
- not share the content of the materials listed above with any third party;

- not share any information or learning derived from the materials listed above with any third party;  
and
- pay CAP a fee of £500 to cover the cost of the development support provided.

If Burgess Hill Town Council does proceed with signing a Franchise Agreement, these costs will be included within the initial franchise fee.

**Signed:**

Niall Cooper

**Date:**

8<sup>th</sup> July 2020

**on behalf of Church Action on Poverty Niall Cooper, Director**

**Signed:**

**Date:**

**on behalf of Burgess Hill Town Council, Cllr Robert Eggleston**