

DESFORD IN BLOOM WORKING GROUP TERMS OF REFERENCE

1. The Working Group will comprise a minimum of 2 councillors and members of the community living in the parish.
2. The Chairman, Secretary and Finance Liaison Officer will be elected at the first meeting following the Annual Parish Council Meeting.
3. Notes to be kept of each meeting and a copy to be sent to the Clerk within 7 days of the meeting.
4. The quorum is 4; one of whom must be a councillor.
- ~~5.~~ A budget to be set each year and presented to the Parish Council in January.
6. All monies to be paid into DPC bank account No.2. A list of income & expenditure to be provided to the Clerk and Working Group on a monthly basis.
7. Payment of invoices by cheque or bacs to be made by the Clerk upon presentation of the appropriate invoice and Expenses Claim Form. This must be countersigned by the Finance Liaison Officer and one of the councillors on the Working Group and reference the minute showing approval by the Working Group (subject to sufficient funds in the account).
8. A petty cash of £100 will be permitted, worked on an imprest system.
9. Items up to the sum of £100 may be purchased in between meetings, subject to the approval of the Clerk/RFO and the Finance Liaison Officer, Chairman and Secretary. Receipts must be presented, and any such expenditure must be minuted at the next meeting of the Working Group
10. Approval for all items over £100 must be agreed at a meeting of the Working Group and recorded in the notes and submitted to the Clerk/RFO for approval.
11. No loans or borrowing will be permitted.
12. Written approval for the installation of a bracket and basket or tree bracket, to be obtained from each house/property owner.
13. Written approval for the installation of planters and other structures must be obtained from the landowner.
14. A risk assessment to be carried out and filed with the Clerk.
15. Safe working practice to be followed by all volunteers when installing brackets, watering or carrying out any maintenance work.
16. The Working Group may apply for grants (through the Council) and investigate other forms of fundraising.
17. The Working Group will:
 - a. organise the purchase of all necessary materials and equipment.
 - b. oversee the installation of brackets, planting and a watering rota.
 - c. ensure the secure storage of the water bowsers and other equipment.

Adopted: 20th September 2023