



## Trawden in Bloom Terms of Reference

Trawden in Bloom (TiB) is an internal working group of the Trawden Forest Parish Council and will operate in accordance with the Parish Council's Standing Orders and Financial Regulations.

### **Membership**

1. The Chairperson and any other Council members of the Working Group will be appointed at the Annual Parish Council Meeting in May and will operate under formal standing order procedures regarding meetings including formal attendance recording, minuting of meetings and quorate minima.
2. TiB will be made up of at least 1 Parish Councillor, who will be Chair. All others members can be co-opted onto the group at any time. An Administrator for the group needs to be appointed.
3. Non-Councillors will be invited to join the Committee and each person will have an equal right to propose or second a vote if a motion needs to be passed.

### **Meeting arrangements and frequency**

4. Meetings are held at least 4 times per year and each member has a vote and a democratic decision is made within the group.
5. Minutes must be forwarded to the Parish Council Clerk for addition to the next Parish Council meeting.

### **Quorum**

6. For the group to be quorate, there will need to be five members of the TiB group present including at least one Councillor.

### **Purpose**

7. TiB's primary purpose is to plan a calendar of planting activities and execute these plans.
8. The working group must work within the budget set at the beginning of the year. Any increases in annual budget must be recommended to the Clerk of the Council before the budget meeting in December, complete with a rationale of why it is required.
9. TiB does not have the power to agree any spending on behalf of the said group and cannot enter any binding contracts on behalf of the Parish Council. All spend must be approved at a Parish Council meeting by a proposal of the required spend followed by receipt of invoices for items purchased. The suppliers are recommended to be LBS, Lanlee, Gledstone Gardens and Springwood Nurseries. The Parish Council Clerk will raise all orders for capital spend upon receipt of full information from the administrator of the group and approval of the Council. The Clerk will make all payments.
10. The lead member of the group must complete the attached claim form for any mileage accrued. Current reimbursement rate for mileage is 45p/mile.
11. TiB will make recommendations for consideration by the Parish Council on any large future investments of replacement planters or capital expenditure.
12. TiB will bring forward ideas to encourage a more cohesive village where appropriate.

13. The Group will submit either a written progress report or verbal update, when appropriate at the Parish Council meeting. The Chair of the group to advise the Parish Council Clerk if a section needs to be allocated within the agenda.



### Trawden in Bloom Mileage Claim Form

Date	Destination	No of miles	Total (£)
	Total amount to claim.....		£

Submitted by: \_\_\_\_\_

Authorised by: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Method of payment: \_\_\_\_\_