

This document sets out the arrangements between Liskeard Town Council and Liskeard in Bloom (LiB) for 2024/25.

Liskeard Town Council recognises the valuable contribution of LiB to the town each year and the hard work and dedication of its many volunteers. Each year the Town Council allocates a budget to support the on-going work of Liskeard in Bloom and only the costs identified below will be permitted. The budget for 2024/25 is **£5,600.00** this includes:

Spring Plants	£2,200
Autumn Plants	£1,800
Other support – volunteer expenses	£300
Other support – Fore Street	£300
LTC hanging baskets & supplies	£1,000

The Town Council also employs a casual member of staff over the summer months to assist with the watering of the town’s hanging baskets and planters. A budget of **£3,000.00** has been set aside for watering, this is recoverable from LiB and will be invoiced at the end of the watering season (usually end September).

The Town Council will pay suppliers direct e.g. nurseries, suppliers of PPE, etc. To comply with the Town Councils financial regulations, cost information must be provided, and a purchase order issued *before* any order is placed.

The Town Council wants to support and encourage volunteering and to make sure that it is accessible to everyone regardless of their personal circumstances. The Town Council has a **Volunteer Expenses Policy** (see attached). In summary, the Town Council will reimburse volunteer expenses relating to:

- Car journeys for volunteering activities in Liskeard *only* at a rate of 45p per mile
- Bus or rail travel costs (volunteers should retain tickets/receipts as evidence of their cost)
- We ask where possible, volunteers park in places that are free, however, we can reimburse parking charges to a max. of £2.60 per day (cheapest is long stay car park @ Rapsons).
- Volunteers are not able to claim for refreshments. Tea, coffee, and cold drinks are available from the Public Hall (Mon-Fri 8.30am-9pm and Sun from 9.30am to 12.30pm)

The Town Council will endeavour to be as flexible as possible and will review this on a case-by-case basis.

Volunteers should record their expenses on the **Volunteer Expenses form**. This should be sent to the Town Council at regular intervals along with receipts, tickets, etc. Expenses must be claimed within 3-months although should ideally be claimed monthly. Reimbursement will be via electronic payment unless this is not possible (e.g. volunteer does not have a bank account) so volunteers will need to provide their bank account details.

Signed on behalf of Liskeard in Bloom:	
Signed on behalf of Liskeard Town Council:	
Date:	