

## 2025/26 Liskeard Town Council & Liskeard in Bloom Agreement (DRAFT)

This document sets out the arrangements between Liskeard Town Council and Liskeard in Bloom for 2025/26.

- 1.0 Liskeard Town Council recognises the valuable contribution of Liskeard in Bloom 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, only the costs identified in the annual budget are permitted.

*Note – the budget allocated to Liskeard in Bloom in 2024/25 was £5,600.00 + VAT. This included spring and autumn plants (£4,000), volunteer expenses (£300), support for Fore Street (£300) and cost of planting and maintaining floral displays owned by the Town Council i.e. hanging baskets, planters, Welcome Back Fund tubs, concrete containers on the Parade, the Fountain and the garden area in Fore Street (£1,000). In addition, the Town Council has employed a casual member of staff over the summer months to assist with watering the town's floral displays. A budget of up to £3,000.00 has been set aside from the Town Councils salaries budget on the understanding that a proportion of this cost is recoverable from Liskeard in Bloom i.e. excluding the costs associated with watering Town Council owned floral displays.*

- 2.0 Liskeard in Bloom will submit a seasonal proposal to the Facilities Committee for approval by end October. This is to meet the Town Council's budget setting timescales. *Note – the first iteration of the 2025/26 budget will go to Committee on 19 November 2024.*
- 3.0 The Town Council will pay suppliers e.g. nurseries, directly. To comply with the Town Councils financial regulations, cost information must be provided, and a purchase order issued before any order is placed. A suggested plant list will be drawn up by Liskeard in Bloom and this will be submitted to a local approved supplier for pricing.
- 4.0 Liskeard in Bloom will provide an itemised invoice/s that will include evidence of expenditure, for example, receipts, volunteer expense forms, etc.
- 5.0 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 will ONLY 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.

- 6.0 **As an alternative option**, the Town Council will allocate a fixed sum each year from its facilities budget to support the work of Liskeard in Bloom (excluding the costs of purchasing plants, planting and maintaining Town Council baskets/planters and watering Town Council displays). This is effectively a

small grant to support the work of Liskeard in Bloom across the whole town that can be used by them more flexibly.

- 7.0 The Town Council will employ a seasonal member of staff (May to October) to water the hanging baskets and planters owned by the Town Council (total 42) and Liskeard in Bloom will be responsible for overseeing the watering of the hanging baskets, planters etc that do not belong to the Town Council (total 179 excluding floral displays in the Cattle Market area).
- 8.0 ***As an alternative option***, the Town Council will employ a seasonal member of staff to water *all* the floral displays in the Town. The Town Council will then recover the cost of watering the non-Council owned floral displays as a proportion of the overall cost.
- 9.0 The Town Council will continue to service and maintain the water bowser and to provide water from supplies at the Guildhall, Dean Street, and the Fountain as previously and at no cost to Liskeard in Bloom.

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