



Barrowby Parish Council

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Flower Group Terms of Reference

Document control

- **Owner:** Buildings and Assets
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Buildings and Assets for formal adoption at Parish Council May 2027

1. Purpose

The Flower Group exists to plan, plant and maintain floral displays and planting schemes within the parish area, enhancing the appearance of Barrowby for the benefit of residents and visitors.

The Group operates on behalf of and under the authority of Barrowby Parish Council.

2. Objectives

The Flower Group will:

1. Maintain and improve planters, beds, tubs and floral features in approved public areas.
2. Support seasonal planting and maintenance to create attractive displays throughout the year.
3. Encourage biodiversity where appropriate through choice of plants and maintenance methods.
4. Promote community involvement in public planting and environmental care.
5. Identify areas that may benefit from additional planting and present proposals to the Parish Council for approval.

3. Membership

- Membership of the Flower Group is voluntary and open to any resident wishing to support planting activities.
- All volunteers must be registered with the Parish Council in accordance with the Volunteer Policy.
- A Lead Volunteer will be appointed by the Parish Council (or reappointed annually) to coordinate the group's activities.

4. Accountability

- The Flower Group acts on behalf of Barrowby Parish Council and is not an independent body.
- All activities must be authorised by the Parish Council through the Parish Clerk or the Lead Volunteer.
- Expenditure must be approved by the Parish Council in advance.

5. Roles and Responsibilities

The Lead Volunteer will:

- Coordinate activities and maintain contact with the Parish Clerk.
- Ensure risk assessments and safety briefings are completed before each activity.
- Has the discretion to approve or disallow the use of any tools or equipment during activities, including items brought by volunteers, where safety or suitability is in question.
- Ensure accident/incident reports are submitted where required.
- Keep a record of volunteer attendance for insurance purposes.
- Inform the Clerk when volunteers join or leave the group.

Volunteers will:

- Work safely and follow instructions and safety briefings.
- Use only tools and equipment appropriate to their competence.
- Only use tools that have been approved by the Lead Volunteer for that activity.
- Notify the Lead Volunteer of hazards or concerns.

6. Health & Safety

- All work must comply with the Barrowby Parish Council Volunteer Policy and associated risk assessments.
- Volunteers must not undertake tasks they feel uncomfortable or unsafe performing.
- Personal Protective Equipment (e.g., suitable footwear and gloves) must be worn where appropriate.
- Lone working should be avoided where possible.

7. Insurance

Volunteers working at the sole request of and under the direction of Barrowby Parish Council are covered under the Council's Public Liability and Employers' Liability insurance policies, provided that:

- Work has been authorised by the Parish Council or the Lead Volunteer, and
- Volunteers follow the Council's safety procedures and risk assessments.

8. Budget and Expenditure

- The Flower Group does not have authority to commit Parish Council funds.
- Purchases above £0 require prior approval by the Council.
- Reimbursement will only be made for agreed expenses supported by receipts.

9. Meetings and Communication

- The Flower Group does not need to hold formal public meetings.
- Communication may occur informally (e.g., WhatsApp, email).
- The Lead Volunteer will report updates to the Parish Clerk when required or when decisions are needed.

10. Review

- These Terms of Reference will be reviewed every **two years** or sooner if required.
- Any amendments must be approved by Barrowby Parish Council.

Approval

(To be completed by Council once adopted)

Role	Name	Signature	Date
Lead Volunteer			
Chair			