



# FLOWER CLUBS OF CHESHIRE

Inspire - Learn - Create

**Club Representatives Forum: 4<sup>th</sup> December, 2025, 11am  
Plumley Village Hall, Plumley Moor Road, Plumley, WA16 0TR**

## 1. Welcome

Tracy-Anne welcomed all to Plumley Village Hall and thanked Dorothy Irvin for the sherry served at the AGM. Judy Gratton and Sharon Hooper were welcomed to the top table.

## 2. Attendance and apologies

Present were Dorothy Irvin, President, Tracy-Anne Clancy (TAC), Flower Clubs of Cheshire Administrative Chairman, Janet Schofield (JS), Flower Clubs of Cheshire HQ Liaison Chairman, Jean Jones, Flower Clubs of Cheshire Pastoral Chairman, Judy Gratton, Flower Clubs of Cheshire Treasurer, Vanessa Lees (VL), Flower Clubs of Cheshire Secretary, Sharon Hooper, *The Flower Arranger* Officer, Pam Mosedale, Flower Clubs of Cheshire Education representative, and representatives from: Ashton Hayes and Tarvin Flower Club, The Bramall Hall Club, Chester Flower Club, Disley and district Flower Club, Eddisbury and Sandiway Flower Club, Elworth Flower Club, Goostrey Flower Club, Handbridge Flower Club, Heald Green Flower Club, Knutsford Floral Design Club, Leek Floral Art Society, Lymm Floral Art Group, Macclesfield Flower Club, Mid-Cheshire Flower Club, Neston Flower Society, New Brighton Flower Arrangement Society, Prestbury Flower Club, Rural Chester Flower Club, Sale Flower Club, Stockport Afternoon Flower Club, Tarporley Flower Club, Upton-by-Chester Flower Club, Wilmslow Guild Floral Design Club, Winwick Flower Club, Wirral Flower Club, and Wistaston and district Flower Club.

Apologies were received from: Kate Hughes, Flower Clubs of Cheshire Support Officer, Carol Baker, Judges' representative, Beryl Cotton, Demonstrators' representative, and Nicky Wylie. Club apologies were received from Frodsham, Hale Barns<sup>1</sup>, Handbridge, Hoylake, Nether Alderley, and Romiley.

## 3. Updates from the Chairman's Office

### Administrative Update – Tracy-Anne Clancy

Our 55<sup>th</sup> AGM, held at Frodsham Community Centre, was an opportunity to celebrate our Emerald Anniversary with an 'Emerald' competition, a 'Glorious Green' demonstration by Nick Grounds and a tot of sherry, thanks to our President. It was incredibly special to be 'in the chair' for this occasion and to appreciate how everyone's combined efforts, since December 1970, have enabled us to be where we are today.

We welcome some new members to the Leadership Team, namely; Judy Gratton as Area Treasurer, Carol Baker as Judges' Representative and Kate Hughes as Support Officer. Sharon Hooper takes on

<sup>1</sup>Hale Barns club will fold at the end of 2025.

the role of Flower Arranger magazine co-ordinator. I very much look forward to working with you all.

Two Education events have already taken place since our AGM and thank you to Pam Mosedale for organising both the Education Day with Vanessa Wellock and our 'Cheshire Masters' event. We have so much talent in Cheshire, it was a brilliant opportunity to share both skills and knowledge. Thank you to Janet Schofield, Gill Davies, Eleanor Griffiths and Mark Entwistle for being so generous with your time and sharing your skills with others.

Plans are already in place for a Demonstrators Refresher Day on 22<sup>nd</sup> February at Tarvin Community Centre, with tutor Alan Beatty. There will also be a Judges Refresher Day later in the year.

Our November newsletter included all our Cheshire demonstrations and workshops for November and December, including plenty of Christmas happenings. The Christmas demonstrations usually attract visitors and it's a great opportunity to share our love of floral design, showcase our Clubs and potentially attract some new members.

#### **Pastoral Update – Jean Jones**

Nothing to report except a plea for you to make a New Year's resolution to step up and join the happy band that is the leadership team of Flower Clubs of Cheshire. Become an Area Support Officer where you will join the leadership team's Zoom discussions four times a year (yes, that is all) and find out more about how things are organised. You can ask questions, make suggestions and help this fabulous area continue to bring joy through flowers for years to come. Don't wait until the AGM, do it now!

#### **National Liaison Update – Janet Schofield**

The NAFAS AGM was difficult to join on Microsoft teams – they will be told. This meant the meeting was not a true representation of the membership.

#### **CLUB SURVEY**

A huge thank you to the clubs and members that responded to the survey. The collated responses are<sup>2</sup>:

FLOWER CLUBS OF CHESHIRE – QUESTIONNAIRE 2025	Total	%	% @ Club reps
			<b>July meeting</b>
Clubs that responded (Sept or Oct meetings)	25		45 Club reps
Members surveyed	1007	100%	100%
1. How many have bought flowers for themselves/their home?	876	87%	100%
2. How many arranged these flowers (rather than simply putting in a vase)?	438	43%	70%
3. How many have bought flowers as a gift?	878	87%	73%
4. How many arranged these flowers (rather than giving as purchased)?	249	25%	73%
5. How many arrange Church flowers?	256	25%	31%
6. How many members have attended a club workshop?	414	41%	93%
7. How many members have attended an Area workshop?	82	8%	29%

<sup>2</sup>The show of hands at the July Club reps meeting included here for interest.

8. How many members have attended any other flower related workshop?	174	17%	40%
9. How many have been to a demonstration outside of their own club?	322	32%	87%
10. How many members have competed at club level?	153	15%	27%
11. How many members have competed at Area level?	53	5%	13%
12. How many members have competed elsewhere?	65	6%	16%
13. How many members have taken part in a Flower Festival?	167	17%	27%

This information will be included in the NAFAS NAC report for the January meeting, and the Leadership Team will use the information when planning future activities and events.

### **NAFAS Report**

NAFAS has a new CEO, Richard Abraham whom JS had the pleasure of meeting at the recent meeting in Leamington Spa; Graham Weaver<sup>3</sup> has stepped up to be a NAFAS Trustee.

The November 10<sup>th</sup> meeting was convened to discuss options and ideas about the future membership structure of NAFAS. It was facilitated by an external company and was attended by the NAFAS Trustees, CEOs (current and new), standing committee chairmen and Area chairmen, or their representatives.

The meeting was well-structured and well managed. The focus was on collaboration and collective agreement, and all attendees had the opportunity to voice their opinions, ideas and suggestions. This was by far the most positive and forward-thinking meeting in five years, JS felt quietly optimistic that solutions can be found that will enable our organisation to both move forwards and survive.

Going forwards, NAFAS will be investing in making changes and improvements to the organisation to help ensure its survival, including publicity, communication and that members opinions are included. NAFAS issued a statement following the meeting<sup>4</sup>.

The meeting was about re-structuring NAFAS to ensure that the organisation lives on beyond a few more years. Our Area, Flower Clubs of Cheshire, is in a good position. The new CEO is a forward-thinking strategist who has a great deal of professional background in other charities; he has transformed the organisations for which he has worked. The financial footing of NAFAS is now satisfactory and properly organised. We are all part of NAFAS and benefit from all the work it does, so we all need to pull together to ensure the future of this amazing organisation.

JS reported that the Trustees have met and agreed that the National affiliation fees for 2026 would be raised to £10. The decision has not been made lightly. NAFAS is fully aware that it will not be well received, but it is not a matter for debate<sup>5</sup>. Chester spoke strongly about the fact that the membership has had no say in the increase. JS responded: the decision was made *entirely* by

<sup>3</sup>Husband of Dawn Weaver, NAFAS National Demonstrator, and member of Flower Clubs of Cheshire.

<sup>4</sup>This will be circulated to all members in due course and is appended to these minutes. Appendix 2.

<sup>5</sup>If circumstances permit, Flower Clubs of Cheshire may help subsidise the increase.

trustees of NAFAS and thus the Areas have no choice. Please ensure that the change is covered when calculating your club subscription fees for 2026.

Flower Clubs of Cheshire doesn't do fund-raising to underwrite events; other Areas do. This means that most other areas have very low fees and thus the increase in National affiliation fees will seem larger for them. Generally, Area chairmen are cross about the situation. Area representatives are unclear about *how* the subscription to HQ is spent, a contentious issue and has been for many years. NAFAS assets are substantial following a property sale. The income from investments raises over £140k, which monies are used to pay staff costs. NAFAS registered as a charity in 2003; therefore charity law prevails, which gives the charity commission jurisdiction. Irrespective of the wishes or opinions of the membership, NAFAS will remain a charity in the short term. JS has met the new CEO and will continue to meet him regularly to ensure that our views are heard. The letter sent in March by TAC on behalf of FCoC has been acted upon<sup>6</sup>.

Generally, NAFAS HQ is unaware of the activities, wants and needs of the membership. The survey is evidence that the majority of Flower Clubs of Cheshire members attend a flower club for entertainment. In order to prevent NAFAS from becoming defunct in its present form things will have to change. Change can be at any level. If a Club is struggling to attract committee members, then JS suggests that they amend the constitution to better reflect the wishes and needs of the members. If the Club has mainly demonstrations, then the programme secretary is a very important committee member. A treasurer is vital, but other rôles may be merged, or disbanded. Not all helpers on Club night need to be committee members. Clubs are faced with a perennial problem of attracting new and younger members. Traditional means of advertising are clearly not working so HQ has appointed a member of staff to raise the profile of NAFAS on social media. Ideas came from the floor: rent an empty shop for a day and decorate it (Wirral), mention NAFAS when RHS is televised (Upton-by-Chester), invite successful industrialists to address Areas and HQ (Elworth), change the name of NAFAS because it sounds "naff" (Lymm), flower arranging is a craft, and people are taking up craft in high numbers, so perhaps promote it as such (Eddisbury and Sandiway).

JS will be attending the NAC (National Advisory Council) in January which will include a follow up session to the November meeting.

Everyone needs to understand that the future of NAFAS, all Areas and therefore flower clubs, is very much hanging in the balance, and we all need to think about what we are going to do to make sure we have a future that is longer than a few short years. We know that we have a declining and ageing membership BUT the biggest issue we face is the lack of volunteers stepping up to run clubs, Areas and NAFAS itself. Flower Clubs of Cheshire is no exception – we have lost yet another club in 2025 for this reason. The Flower Clubs of Cheshire leadership team has no succession plan in place and if no one comes forward to shadow and ultimately take over the current co-chair roles, by October we will collapse. TAC and JS are already serving an extra year, but this is not sustainable in the long term.

As a result of this JS has called a special emergency meeting of Area chairmen before the January NAC meeting to discuss the issue. We need ideas from other places to keep Flower Clubs of Cheshire alive, but everyone else is having problems in NAFAS too so it will benefit all.

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<sup>6</sup>Appendix 1



JS met with Richard Abraham (NAFAS CEO) on December 3<sup>rd</sup> to explain our position clearly and Richard Abraham was fully in support of this and is being proactive in meeting and visiting Areas.

**The Flower Clubs of Cheshire leadership team will hold a meeting immediately after the NAC where we hope we will have some new ideas to discuss rather than planning for our closure.**

If anyone has any ideas or suggestions about how NAFAS can change to ensure our future survival, please let JS know.

We are all passionate about our flower clubs and all the different facets of our art and our organisation, and I know that all of us on the Flower Clubs of Cheshire leadership team will do our utmost to make sure that we continue as long as possible, but we need YOUR help and support to do so.

Jean Jones proposed a vote of thanks to those who have moved the changes in Flower Clubs of Cheshire to keep the organisation viable. All applauded.

#### **4. Area Secretary's Report – Vanessa Lees**

The Diary for 2026 is now available and is published with this report.

Updates of Club Officers are still being sent after AGMs – thank you. One or two are still outstanding and VL will be sending reminders to those clubs. It is important that we hold up to date contact names and numbers. Consistently eight clubs do not engage with the leadership team of Flower Clubs of Cheshire.

Please check that your club programme is still up to date on the website. If not, please send it to VL or to Mike Gallagher [webmaster@nafascheshire.org.uk](mailto:webmaster@nafascheshire.org.uk) and we will make sure it is published as soon as possible. If a website is out of date, it does not create a positive impression of your Club. Please also check that the information about club membership fees and visitor fees is up to date, especially if you increased it at a recent AGM.

VL has sent our Area returns to HQ which updates them about changes across the Leadership Team after the AGM and also details of the three (possibly four) clubs who will be celebrating significant anniversary milestones next year, so that NAFAS HQ can send congratulations from our national family too.

There is still work taking place on the completion of a suitable GDPR Policy for Flower Clubs of Cheshire, for which we are fortunate to be receiving some expert advice from a barrister known to one of our members. This is still work in progress and I hope to be able bring a draft forward early next year. We propose that as an integral part of the data protection and privacy advice we are planning to give to clubs, we will be making some suggestions about personal, or generic email addresses and how we use them within our club and Area. JS has provided a useful document about Cyber security<sup>7</sup>. A study day is planned for Club officers on the subject of GDPR once the policy is available. Club information should be secure and separate from personal email accounts.

Do let Jean Jones or VL know if you feel that a member within your club, or indeed their family, would appreciate a supportive card from Flower Clubs of Cheshire if they are having a difficult time or even a bereavement. The welfare of our club members does matter to us, and a kind message sometimes helps.

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<sup>7</sup>Annex 1

I continue to be so grateful for all the help and friendship which is shared so freely within this Area and I'm proud to continue into another New Year being part of our shared enjoyment in flowers.

Chester complained that the diary dates were relatively late and that more notice was desirable. VL responded that as soon as Club events are planned the Flower Clubs of Cheshire team should be advised.

Vanessa was thanked for her work on the safeguarding policy by Stockport Afternoon and all applauded.

## **5. Area Treasurer's Report – Judy Gratton**

TAC offered her best wishes to Judy who is new to this rôle.

Our financial year is from 1<sup>st</sup> August to 31<sup>st</sup> July.

Flower Clubs of Cheshire will continue to underwrite events to encourage people to attend.

### **Financial Overview**

The bank balances on the accounts at Barclays' Bank as at 16<sup>th</sup> November were as follows:

Current Account	£20,412.27 <sup>8</sup>
Savings Account	£23,330.55
JDS&E Account	£7,364.35
Flower Arranger Account	£5,909.46 <sup>9</sup>

### **Affiliation Fees**

At the time of writing, we are awaiting affiliation fees from three clubs – reminders have been sent.

### **Insurance**

The 'umbrella' insurance policy is in place for 2025/26. Reminders have been sent to those clubs who have either not paid the £20 contribution towards the insurance cover, or not yet indicated they prefer to opt out; there are 10 clubs who have yet to reply.

Since the commencement of our financial year, there have been three events; our Emerald AGM followed by the demonstration by Nick Grounds, the Education Day, and the Master Class. The financial details are presented below.

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<sup>8</sup> Includes £10,129 of National Affiliation Fees to be paid to Head Office.

<sup>9</sup> Includes £3,961 in respect of 2026 FA magazine orders. No monies have been paid out yet for any 2026 magazines.

**AGM & Demonstration**

<b>Income</b>		45.00
<b>Expenditure</b>		
Hall Hire	46.50	
Microphone Hire	10.00	
Pens (55th AGM)	226.13	
Welcome Flowers	86.34	
Thank You Gifts	32.99	
Refreshments - Sherry/Biscuits / Milk	82.33	
		484.29
<b>Total Surplus / (Deficit)</b>		<b>- 439.29</b>

The demonstration following the AGM realised a net surplus of £1,255.

		£
<b>Income</b>		
Ticket Sales	2,255.00	
Raffle	370.00	
Refreshments	57.02	
Donations	12.00	
	2,694.02	
<b>Expenditure</b>		
Hall Hire	202.50	
Demonstration (Nick Grounds)	Fee	350.00
	Flowers	500.00
	Travel	171.00
Accommodation		108.90
Demonstrator Refreshments / Grab Bag		12.38
Rosettes - Competition		21.18
Vases - Competition		56.85
Chocolates - Competition		8.50
Raffle Tickets		7.50
	1,438.81	
<b>Total Surplus / (Deficit)</b>		<b>1,255.21</b>

### **Education Day**

Education Day 2025 was held at Frodsham Community Centre and Vanessa Wellock was this year's tutor. The income and expenditure is as follows:

<b>Income</b>		<b>£</b>
23 Participants @ £25		575.00
1 Participant (Part)		12.00
Donation		25.00
Sub-Total		<b>612.00</b>
<b>Expenditure</b>		
Tutor VW	Fee etc	413.80
Room Hire		108.00
Certificates		37.50
Refreshments & Expenses		45.10
Sub-Total		<b>604.40</b>
<b>Net Surplus / (Deficit)</b>		<b>7.60</b>

### **Master Class**

A Master Class, held at Plumley, was an opportunity for members to learn from our own Cheshire talent. The income and expenditure is as follows:

<b>Income</b>		<b>£</b>
31 Participants @ £15		465.00
Donation		7.00
Sub-Total		<b>472.00</b>
<b>Expenditure</b>		
Tutor Fees / Mileage / Materials		115.00
Hall Hire		80.00
AV Equipment Hire		10.00
Expenses / Refreshments		86.99
Sub-Total		<b>291.99</b>
<b>Net Surplus / (Deficit)</b>		<b>180.01</b>

### **Income & Expenditure (Budget for 2025/26)**

Our main source of income is from the Affiliation Fees (£4.75) paid to Cheshire Area. Thank you to all the Clubs who have already paid – your support is very much appreciated. We also collect fees on behalf of National @ £7.75 per member which we will transfer to HQ at the end of December. It is anticipated that our income will be circa £8,100 and as such the budget for 2025/26 is as follows:

	<b>Budget</b>	<b>YTD</b>
	<b>£</b>	<b>£</b>
Facility Costs (website / storage / licences)	3,500	862
Publicity & Promotions	1,000	78
Cheshire Area Show	2,000	0
Nantwich Show	100	0
Meetings	1,000	484
Other	500	0
<b>Total</b>	<b>8,100</b>	<b>1,424</b>

#### **Facility Costs**

We make use of a small storage facility in Warrington (UK Storage) to house all our publicity materials, equipment, drapes and historic documents etc. @ £12 per week. The current key holders are the Area Secretary and Area Chairman (Administration).

#### **National Flower Arranging Day**

We will be supporting the event but, as yet, the format and therefore the costing is unknown. In the interim, we will work within our usual budget of £25 per Club (£850) for publicity / promotions.

Accounts up to 16<sup>th</sup> November have been prepared by Tracy-Anne Clancy and reviewed by Judy Gratton. I confirm I have sight of the bank account statements and reports.

#### **Other matters**

Stockport Afternoon have received a grant of £1000 to pay for hall hire fees. They have been asked to circulate what they did to VL so that others may benefit.

Upton-by-Chester reported that Lloyds Bank planned to close their account without discussion. The meeting agreed that this had happened to other Clubs in the past and that the treasurer should move the account to where it is convenient.

### **6. Representatives' Reports**

#### **6.i Judges Report – Carol Baker**

##### **National**

The last National Judges meeting was held on 3<sup>rd</sup> September – nothing further to report at the moment. However, we were delighted that Dawn Weaver was appointed to the National Judges Committee at the National AGM in October. Congratulations Dawn.

## **Area**

It is hoped to arrange a judges refresher day in May next year. This will be for judges and competitors to keep up to date and refresh their knowledge. Possible venues are under consideration – Five Villages or Plumley Village Hall. Details to follow.

A proposal form is attached to these reports for consideration.

Judges have been approached for the Cheshire Show and have accepted.

## **6.ii Demonstrators Report – Beryl Cotton**

### **Area Report**

Plans are now well ahead for the Demonstrator Refresher Day to be held on Sunday, 22<sup>nd</sup> February 2026 at Tarvin Community Centre, Tarvin led by Alan Beatty, National Demonstrator, Demonstrators Adjudicator and Instructor from Ireland.

A flyer has been sent to all demonstrators on the Flower Clubs of Cheshire Website and sent to the Area Demonstrator Representatives in Mercia and North Wales along with Flowers Northwest.

Both Areas want to work with Flower Clubs of Cheshire and will promote the day to their demonstrators. The day is open to all qualified demonstrators at all levels along with any trainees plus NAFAS members who are genuinely interested in demonstrating being made welcome.

The cost of the day has been kept low to encourage a good turnout: £25.

Attending a refresher day or demonstrator symposium is not only about personal development but helps demonstrators keep up with trends, enables chatting with other demonstrators and ensuring our demonstrators are kept up to date. On receipt of application an invoice will be sent along with the worksheet from Alan Beatty. It is hoped we will have a full house.

### **National report**

Having completed my term of office along with 4 other years on the NDC, Deputy Chair Margaret Rumens has taken over as Chairman. Delyth Price also completed her term of office at the NAFAS National AGM 2025. Two new committee members are Emily Broomhead, and Sarah Fenton who join Margaret Rumens, Cherie King (Vice Chair), Lucy Ellis and Vanessa Wellock who will serve one more year for continuity. The next meeting of the National Committee will be January 2026. An Autumn, Christmas newsletter has been sent to all Area Chairs, Area Demonstrator Representatives to cascade along with Adjudicators and Instructors.

The Pre-national assessments and National Test 2026 will be held at the Shirley Centre, Solihull on 11<sup>th</sup> and 12<sup>th</sup> April 2026. Tickets are now available from Vanessa Keys, NAFAS. Area Demonstrators with 3 years' experience are invited to step up.

Two new leaflets were launched at the NAFAS National Show at Gloucester – Stepping up to be a National Demonstrator, and Stepping up to be an Adjudicator. This completed the set of three, with Stepping up to be an Area Demonstrator.



## DEMONSTRATORS' CERTIFICATED REFRESHER DAY

TO BE TAKEN BY ALAN BEATTY  
NAFAS DEMONSTRATOR INSTRUCTOR AND ADJUDICATOR

TO BE HELD AT

TARVIN COMMUNITY CENTRE, MEADOW CLOSE, TARVIN, CHESHIRE CH3 8LY

ON SUNDAY 22<sup>ND</sup> FEBRUARY, 2026

STARTING 10 AM – FINISHING LATEST 4 PM

(Open to all demonstrators, trainee demonstrators and any NAFAS member who has a strong interest in demonstrating)

**£25.00 payable to secure your place**

Please make application to: [berylcotton06@gmail.com](mailto:berylcotton06@gmail.com)  
Flower Clubs of Cheshire Area Demonstrators' Representative who will send further information and details of payment



### **6.iii Education Report – Pam Mosedale**

#### **Flower School of Cheshire**

During the past few months, we have held the two events for members from the Flower Clubs of Cheshire.

#### **Education Day – for Area Teachers and experienced floral designers**

This year's Education Day was held at Frodsham, on Sunday 19<sup>th</sup> October led by Vanessa Wellock from Yorkshire. The content included various wiring techniques, some leaf manipulation and two Christmas designs. 26 NAFAS members attended, some from Mercia and N Wales. Members chose a mixture of techniques and designs to complete rather than trying to finish everything at the workshop. Vanessa is very knowledgeable, an experienced teacher full of innovative ideas and techniques. She provided, at cost, various leaves, wires and foam insulation board. A few pictures of the proposed designs and a more detailed requirements sheet, such as the size and colour of the masking tape, would have helped members prepare for the event. Lots of drills and even a hairdryer were used throughout the day. Frodsham is a great venue, plenty of parking, with loads of space to spread out and make lots of mess!

#### **Masterclass – for experienced members**

This was a new event for 2025, held on Sunday 2<sup>nd</sup> November at Plumley. The Masterclass was led by Gill Davies, Mark Entwistle, Eleanor Griffiths, and Janet Schofield. It was an opportunity to learn from some of our most successful Cheshire competitors. With top awards at Area, National and International shows as well as several RHS gold medals between them, our Cheshire stars had a wealth of expert knowledge, skills and experience. They shared their accomplishments, struggles and how they overcame obstacles to become some of the best in NAFAS. 31 NAFAS members from Cheshire, Flowers Northwest, and Mercia and North Wales attended. It was only advertised once on the Area's Facebook page, my inbox kept pinging and I didn't want to turn anyone away. Perhaps the £15 fee was the attraction or more likely was the quality of our Cheshire presenters.

A huge thank you to everyone involved in making the day so successful. There were loads of happy, chatty people leaving the hall saying they had learnt lots and asking when was the next Masterclass. Perhaps a few of the attendees will now feel confident enough to enter the Cheshire Show competitions in 2026, knowing there is so much support available from the Flower Clubs of Cheshire members. A few suggestions and areas for improvement have been made by attendees, should we run another Masterclass. The format of the day seemed to work but the hall was a little too snug and as usual, people brought far too much 'stuff' with them and some still expected to take home fully completed designs.

#### **NAFAS National**

##### **NAFAS certificated courses**

Achieving Ofqual accreditation was suspended in 2025 for a variety of reasons – costs, administration, extensive quality assurance requirement across the UK etc. etc.. Since then, the national committee have redesigned the certificated courses taking into account all the feedback they received. They are now much more achievable and significantly reduced learning hours are required. The courses are NAFAS certified not Ofqual accredited.

- Flower Arranging Part 1 – 6-week course of 3-hour classes. 18 learning hours**

1st Class Complete a small hand tied design and place in a jam jar

2nd Class Complete a line or vertical design using a pin holder as a way to secure stems in water

- 3rd Class Complete an all-round posy arrangement using chicken wire in a container
- 4th Class Complete a symmetrical triangle design using floral foam in a container
- 5th Class Complete a pave design
- 6th Class Complete a parallel design using any medium

**• Flower Arranging Part 2 – 10-week course of 3-hour classes. 20 learning hours**

- Class 1 Complete a symmetrical design showing good use of the Elements and Principles of Design
- Class 2 Complete a design of tutor's choice showing good use of the Elements and Principles of Design
- Class 3 Complete a design of tutor's choice using any type of floral foam, Agra wool or Fibre Floral.
- Class 4 Complete a design of tutor's choice using wire mesh in a container as support for stems in water
- Class 5 Complete a wreath design using moss as a base.
- Class 6 Complete a design using a structure for a container or a vase
- Class 7 Make a free-standing structure with test tubes and complete a design using it.
- Class 8 Complete a design incorporating at least 2 different styles of leaf manipulation
- Class 9 Complete a design using a grid as a means of supporting stems in water
- Class 10 Complete a modern design inspired by the Victorian period

**• Flower Arranging Part 3 – 20-week course of 3-hour classes. 60 learning hours**

- 1st Class Complete a design of choice showing good use of Elements and Principles of Design
- 2nd Class Complete an asymmetrical design showing good use of line and contrasts of form
- 3rd Class Complete an interpretative design incorporating a title card
- 4th Class Complete an interpretative design incorporating one or more accessories
- 5th Class Complete a design using recycled materials
- 6th Class Complete a Still Life design
- 7th Class Complete a Petite design
- 8th Class Complete a Pave design 1
- 9th Class Complete a landscape design
- 10th Class Complete a table centre for a specified occasion using one or more candles
- 11th Class Complete a design in the style of Dutch Flemish Period
- 12th Class Complete a design in the style of the Rococo period
- 13th Class Complete a design in the style of the Art Deco period
- 14th Class Complete a design using a fence like structure
- 15th Class Complete a hanging design using threaded or strung materials
- 16th Class Complete a design incorporating a cage
- 17th Class Complete a design inspired by current trends
- 18th Class Construct a Phormium Rose and Phormium Button Fold
- 19th Class Construct a bear grass/midelino structure and an ivy rose
- 20th Class Create an improved design that was student's favourite on this course

Student written work can be completed during class time and the only homework is to prepare materials to bring to next class, detailed below:

- Student Diary of Work – this is one sheet of paper where the student records the practical work that they have done.

- Student Evaluation Sheet – this is a sheet that records that all the learning outcomes have been completed for that practical design.
- Subject Unit Outline – a record for the student to refer to for each class as to what the practical will be.
- Student Tracking Form – this is just a record of which practical session in the course have been completed as the student progresses through to the end.

Currently we do not plan to run the qualification in Cheshire due to the travel costs, administration, limited number of National Teachers in Cheshire willing to run the courses, and the low number of people expressing an interest (so far).

Our preferred delivery channel is still through Further Education Colleges. Southport College is planning to deliver courses once the proposed teacher has become a National NAFAS Teacher. The college is working with Julie Pearson, NAFAS's new Education Trustee to achieve this.

If you or any of your club members would like to find out more about the courses, and are interested in taking part, full details are on the NAFAS website in the Education section: [NAFAS Courses » NAFAS](#) You can apply through the NAFAS website or contact Pam Mosedale.

### **How much will the courses cost a NAFAS member?**

At this stage it is a little difficult to give an accurate figure of how much the courses will cost a NAFAS member to complete.

NAFAS costs are as follows<sup>10</sup>:

- *All Students have to register independently with NAFAS to become a Student Member at a cost of £10 per year for as many courses as they wish to take.*
- *Students of the courses are each charged £20 for Part 1, £40 for Part 2 and £60 for Part 3 by NAFAS, which the Tutor builds in to the cost of the courses to the student.*
- *All Tutors teaching the NAFAS certified courses have to register independently with NAFAS to become a Teacher Member at a cost of £50 per year no matter how many courses are taught.*
- *A national teacher fees are circa. £25 per hour.*

### **Some dates for 2026**

Date	Location	Subject	Tutor
Sunday 8 <sup>th</sup> March	Tarvin	Elements & Principles of design	Jackie Charnock
Saturday 17 <sup>th</sup> October	Plumley	Experienced members – tbc	Helen Hare
Sunday 18 <sup>th</sup> October	Tarvin	Experienced/teachers – tbc	Helen Hare

Helen Hare would like some guidance on what designs you would like her to teach on both days. Please have a look at her Facebook and her Instagram accounts to see some of her fabulous and innovative designs and let me know which ones you would like to create in October 2026. Just click on the link, the pictures are open to everyone.

[\(20+\) Helen Hare - search results | Facebook](#)

[Helen Hare \(@helen\\_hare\\_floral\\_art \) • Instagram photos and videos](#)

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<sup>10</sup>Source: NAFAS Education committee 2025

### **Future workshop venues**

Over the past couple of years, we have tended to hire Frodsham and Tarvin to hold our education events. They cost around £120 per event, have big halls and large car parks but they are in the centre of Cheshire which means they are ideal for some members but others have to travel from the west (Wirral, Neston etc.) and the east (Stockport, Disley etc.). We also have issues trying to find a venue on a Saturday. Plumley appears to be the only one sometimes available on a Saturday, but the hall is quite small and so is the car park. We aim for about 20 people attending a workshop at £25 each to break even. Where would you like us to hold future events? Neston, and Wirral Clubs spoke strongly about the location of workshops – there has never been one in or near to Wirral. Again, the point was made that there are too many on Sunday.

The Five Villages Hall, Backford, near Chester has been suggested as an alternative venue. Hiring the hall and kitchen initially look a little more expensive and we may need to increase workshop fees to say £30/35 per person to break even.

Pam Mosedale, Education representative, 07876 176501

## **7. Events / Publicity Update**

### **7.i Flower Arranger Magazine – Sharon Hooper**

A new person has taken over the role of Area Flower Arranger Officer, Sharon Hooper. The handover of all information from the previous AFAO is now complete.

The Flower Arranger subscription for 2026 has increased to £17 for four editions, £5.40 each. This is a saving of £8.75 based on subscription via NAFAS.

At the end of 2025, subscriptions for the Winter edition were 309, compared to 367 for the Winter 2024 edition<sup>11</sup>, a reduction of 58 magazines (16%).

#### **For 2026:**

The order has been placed for the Spring 2026 edition, with a total of 255 subscriptions. Four clubs did not place an order this time. This is a reduction in subscribers of 17.5% (54 magazines) compared to those ordered for Winter 2025. We're encouraging clubs to pay subscriptions directly via BACS to the area treasurer (details are on the order form) and to send order forms via email. This will help to make the process more efficient/ timely and avoid any potential delays with the postal service.

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<sup>11</sup>Flower Clubs of Cheshire featured in the winter 2024 edition so sales may have been inflated because of this. EF

Dates to note for future 2026 club orders to AFAO:

- Summer Edition 14<sup>th</sup> February
- Autumn Edition 16<sup>th</sup> May
- Winter Edition 16<sup>th</sup> August

Discussions are ongoing about attendance at events in 2026 to promote subscription to the Flower Arranger magazine outside of the NAFAS organisation, but with an opportunity to raise interest in joining a local flower club. We are also looking into reinstating Flower Arranger rewards and possible sponsorship for prizes for club competitions. Further information to be announced later. You can contact your AFAO at [flower.arranger@nafascheshire.org.uk](mailto:flower.arranger@nafascheshire.org.uk) for any questions or queries regarding new or existing subscriptions, orders or additional copies.

\*\*\*\*\*

Goostrey pointed out that there used to be an extra incentive to purchase the magazine – a prize for the Club who sold the most, or a bursary. JS answered that the money had been transferred to a prize at the Area Show,

### **7.ii RCCS – ‘Theatre of Flowers’ – Tracy-Anne Clancy**

Planning for the 2026 Show is well underway, with the Cheshire Agricultural Society (CAS) being about 6 weeks ahead of where they have been in previous years. The show-ground map is now available and a special entry price for the show is being offered to all affiliated members (plus one guest) of Flower Clubs of Cheshire. Details and process for obtaining a discounted ticket are still being finalised but, for example, the special rate may be £25 compared with £37 gate price<sup>12</sup>. The theme for the 2026 RCCS is ‘Commonwealth’ and the CAS will also be celebrating the 10<sup>th</sup> anniversary of the ‘Royal’ title.

The ‘Theatre of Flowers’ planning is progressing well with the Floral Design Competition Schedule at proof reading stage. Thank you to all those who have volunteered or agreed to participate at this year’s show. Disley & District Flower Club have offered to create an exhibit for the publicity area and Knutsford Flower Club ladies will be arranging the table flowers in the President’s marquee. In the New Year we will once again be asking for assistance with stewarding on show days in the ‘Theatre of Flowers’. Please support our Area show in 2026.

Uncertainty persists in respect of the long-term future of the RCCS which is primarily an agricultural show because footfall has been lower in recent years.

### **7.iii Website & Publicity – Tracy-Anne Clancy**

- Our Area website is effectively our ‘shop window’. It is therefore important that the content is both relevant and up to date. Some Clubs are very efficient at sending their updates to our website manager, Mike Gallagher, for inclusion, - particularly ensuring that the Club Programme is up to date, along with club information and contact details. However, some Club Programmes are not up to date, some have errors in the years, some have spelling mistakes and some Clubs membership numbers, subscription and visitor’s fees are very outdated. Please review the data on the website for your Club and update as necessary.

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<sup>12</sup>NAFAS affiliated members will be able to take one friend at the reduced rate.



- We are in the process of reviewing all the 'Area Documents' (under the 'Directory' menu tab). The recently adopted Safeguarding Policy can be referenced here and the intention is to build a catalogue of useful Forms etc that can then be downloaded as required.

#### **7.iv Newsletter – Tracy-Anne Clancy**

The November newsletter has been issued, and the December newsletter will be out soon.

Any Club with information about events to share across the Area can be sent to

[newsletter@nafascheshire.org.uk](mailto:newsletter@nafascheshire.org.uk) for inclusion. Please forward the newsletter on to all your Club members.

#### **7.v Flower School of Cheshire – Jean Jones**

Why not start the new year with a workshop! If your club would like to join the growing trend for more workshops but are not sure where to start just drop an email to the Flower Clubs of Cheshire area office [chairman@nafascheshire.org.uk](mailto:chairman@nafascheshire.org.uk) and we can help with as much or as little as you want us to. Don't forget that these can also be a good way to subsidise club funds and grow your membership especially if your club invites visitors.

#### **Competitors Support Group – Janet Schofield**

Thank you to everyone that entered our AGM competition – I hope you enjoyed seeing the fabulous designs.

We held a very special education day in early November where four of our successful competitors shared their stories and advice about competing, before technique learning workshop sessions.

We will be following this up with two Zoom sessions for members in the New Year:

- Jan 13th 'What you need to know to enter and compete.'
- Feb 10th 'A walk through the Cheshire show schedule.'

Both at 7pm for approx. one hour, both free of charge.

Email [canonlineevents@gmail.com](mailto:canonlineevents@gmail.com) to register.

The Zoom sessions will be followed on March 8th by a workshop on the Elements & Principles of Design led by Jackie Charnock at Tarvin community Centre CH3 8LY 10.00-16.00, price £25.

Contact Pam Mosedale [education@nafascheshire.org.uk](mailto:education@nafascheshire.org.uk) for more details and to book your place.

### **8. Cluster Updates**

**Peony** – Elworth, Leek, Macclesfield, Nether Alderley, South Cheshire, Wistaston.

**Iris** – Ashton Hayes & Tarvin, Chester, Eddisbury & Sandiway, Frodsham, Handbridge, Holt, Mid Cheshire, Rural Chester, Tarporley, Widnes, Winwick.

**Lily** – Handbridge, Hoylake, Neston, New Brighton, Upton-by-Chester, Wirral.

**Rose** – Goostrey, Hale Barns, Heald Green, Knutsford, Lymm, Sale.

**Sunflower** – Bramhall & Cheadle Hulme, Bramall Hall, Disley, Prestbury, Romiley, Stockport Afternoon, Wilmslow Guild.

#### **Peony Cluster – Jean Jones**

It was good to see several clubs from the Peony Cluster at the AGM in October and many of us enjoyed a good natter over lunch. Since then, a few have been in touch with their news.

**Wistaston** Flower Club have a Table Decoration Workshop on December 5<sup>th</sup> and we are really looking forward to celebrating our 65<sup>th</sup> Blue Sapphire Anniversary in 2026 with lots of fabulous demonstrations.

**Nether Alderley** Fiona sent this report from the other side of the world, there's dedication to flower club for you! Have a fabulous time, Fiona.

We are having our Christmas demonstration next week at Chelford with Sara Barrow. I don't think there's much else going on apart from the AGM. I'm in Australia and enjoying a different world.

**Elworth** Bernard raises a common dilemma in his response and I'm sure he would welcome any suggestions. His newsletter shows what a thriving club Elworth is but I'm sure the club would appreciate more commitment from its members to ensure this continues.

May I take this opportunity to wish you all a Happy Christmas and a flower filled 2026!

Jean xxx

#### **Iris Cluster** – Anne Walton

Members from four clubs from Iris Cluster met for coffee at The Lounge, Delamere in September. As we were leaving, we floated the idea about a possible Cluster event. But What? After some thought I suggested to the Cluster that we could maybe do something like a

#### **Market, Meet and Munch Morning**

**Market:** Every Club could have a stall and sell items to raise money for their club

**Meet:** It would be an opportunity to meet up and chat over a coffee

**Munch:** We could munch on delicious cakes and goodies

Tickets could be sold, and a raffle organised to raise further funds either for the clubs or for charity. Event to be held Easter or Summer.

I appreciate the fact that nearly all the clubs in the cluster responded. Sadly, the event won't go ahead as, after talking to their clubs, most felt it would not be viable. The reasons being

- Members won't travel out of the village let alone to a venue further afield
- It would be left to a small number of people on the Committee to organise and support the event
- The logistics of transporting items etc.
- People are busy organising events for their own clubs

A couple of the clubs were interested but we would need more to participate to make it a successful event. If any other cluster would like to run with the idea, then please do so.

Alternatively, it may be something to think about, in the future, if several clubs across Flower Clubs of Cheshire would like to give it a go at a central location.

As I said I really appreciate that most clubs responded...it is good to know you are reading my epistles! Thank you!

Best Wishes to all in Flower Clubs of Cheshire

Anne Walton, Iris Cluster Lead

#### **Lily Cluster** – Colette Dunkley

It has been some time since I put together a report from the cluster, and I thought I had better make an effort especially with a club reps meeting coming soon.

I have been attempting to produce a table of all the demonstrations in the cluster for 2026. Using current information given to me or taken from area website the picture is incomplete. Could I ask for a list of your demonstrations for 2026 if I haven't got them already?

More importantly, as the end of the year approaches, would you kindly make sure that the details are sent to Mike Gallagher so they can appear on the Clubs information list on the website. In previous years I have done fliers of programmes for some clubs so that they can go on the website



and am happy to do them again if I have the information. Other notices can be added to your club information on the website six items a year.

*Mike Gallagher, the webmaster can be contacted by email [webmaster@nafascheshire.org.uk](mailto:webmaster@nafascheshire.org.uk) or by going to the website and selecting "Clubs List" from the drop down menu and clicking on the blue Contact Us link in the introduction to that page.*

I have a list of the details of all the clubs in the cluster. I have provided it before but am sending it to you again with minor updates to refresh memories. (It also includes Chester Flower Club details as some people wanted an afternoon club and Chester is closest). Edena Joughin gives this list to people who attend her floristry classes to promote our clubs. Recently I distributed copies at a session I was asked to do at a local church group.

**Hoylake Flower Club** The Autumn Competition and Social evening went well. Attendees had a very pleasant time. (It's Carol Bradstreet's delectable baking that puts everyone in a good frame of mind.) It's pleasing to note that members from other clubs came and competed, and they enjoyed the experience. Once again, the "best in show" went to a member from another club. It would have been great to have seen more competitors.

### **Upcoming events 2026**

**Wirral Flower Club Wednesday to Saturday May 20-23 2026** Exhibition at Heswall United Reformed Church, Telegraph Road Heswall, "English Traditions". Wednesday is set up day and Thursday, Friday and Saturday it's open to the public. Wirral suggested that they might hold a Well Dressing workshop Next year.

**Neston Flower Society** Planning a coach trip to Powis Castle **12th May £20.**

### **Rose Cluster – Tracy-Anne Clancy**

The cluster had a get together recently, at our usual venue – Fryer's Garden Centre (and we might have done a little bit of Christmas browsing!) It was an opportunity to discuss the recent National AGM and to ensure that all the staff changes at HQ were briefed and can be cascaded within our clubs. We are looking at some collaborative ventures in the future, particularly sharing demonstrators and workshops.

We would like to say a 'fond farewell' to all the members of Hale Barns Flower Club (closing at the end of December) and we thank them all for their support of Flower Clubs of Cheshire over the years. We sincerely hope that they will continue to be members of other cluster clubs going forwards. Lymm Floral Art Group invited Hale Barns members for 'taster sessions' in June, September and for the Christmas demonstration recently and were pleased to welcome several members to the demonstrations.

**Sunflower Cluster** – David Mason

The cluster has not met since “The 12 Days of Christmas” @ Bramall Hall is a fabulous installation by the cluster and worth visiting. There was a very successful wreath workshop at Sale for disadvantaged people.

**9. Proposals**

Proposal 1: Judges Refresher Day

**10. AOB**

1. ‘55 tins for 55 years’ Trussell foodbank will be given the tins brought by members.
2. In the New Year, it is proposed to have a Club Officers Day to support Club Chairmen, Programme Secretaries and Treasurers in their respective roles, a short presentation for anyone who would like to gain a better understanding of Club budgets, setting subscriptions and related matters.
3. Dawn Weaver was congratulated – her husband has become a NAFAS Trustee.
4. JS reported that there was yet no balance sheet from the National Show at Gloucester.
5. The summer social is planned for July and Hartford golf club has been suggested as a venue. Volunteers will be required nearer the time.

Dorothy Irvin, President Flower Clubs of Cheshire closed the meeting at 12:44pm. She wished all the compliments of the season on behalf of the Leadership Team.

The meeting closed at 12:44pm.

**Date of next Club Representatives Forum: Tuesday, 27<sup>th</sup> January 2026 at Owley Wood Community Centre, Northwich**

Signed.....

Date.....



## **FLOWER CLUBS OF CHESHIRE PROPOSAL FORM**

<b>Name and Club</b>	Flower Clubs of Cheshire
Carol Baker – Judges' Representative	
<b>Contact email</b> ( <i>this is to enable us to send you a response to your proposal</i> )	
cdunwoody2013@gmail.com	
<b>Contact telephone/mobile number</b> ( <i>this is in case we need to clarify any details</i> )	
07701 051 886	
<b>Outline of your proposal: Judges Refresher Day</b>	
To organise a Judges Refresher Day for all Cheshire judges which could be open to neighbouring Areas. This could possibly be mid-May 2026 (Sunday) and be held at Five Villages Hall, Backford. The course tutor would be a National judge and also be qualified to train judges. It is proposed to approach Pat Hutchinson from Harrogate (North East Area) to be the tutor.	
<b>Draft budget</b>	
Estimated costings at this stage. All subject to availability.	
Tutor (Fee & Mileage) (Possibly Pat Hutchinson from Harrogate)	£250
Hall Hire (Sunday rates) (Possibly Five Villages Hall, Backford)	£100
Refreshments / Judges Lunch	£ 25
Certificates / Other	£ 25
<b>Total</b>	<b>£400</b>
Possible number of attendees 15? This event could be available for Judges from Mercia & North Wales and Flowers North West.	
Cost of the course per person:	
For 15 attendees	£27
For 10 attendees	£40
For 20 attendees	£20
Suggest the cost per person is £25 (as they will also have to prepare a floral exhibit to bring). Would bring own lunch.	
<b>How does your proposal encourage new members to our Association or encourage our present membership to participate?</b>	
A requirement of Flower Clubs of Cheshire is that all judges need to attend a refresher day at least every 3 years, to keep up to date. Also beneficial for competitors to improve, aware of updates for competing and will help with knowledge of what judges look for.	
<b>How does this proposal demonstrate adherence to the NAFAS Values?</b>	
It maintains NAFAS standards of excellence, offers support for our current judges and encourages competitors to develop their skills. Support the NAFAS value: 'Make full use of the knowledge, energy and commitment of all of our association's members'	
<b>Any other information</b>	
<b>LEADERSHIP TEAM Agreed/Not Agreed (with reasons)</b>	
Agreed at Leadership Team Meeting 24/11/25	
Decision sent to Club/ Individual on (date) 24/11/25	

## Appendix 1

25<sup>th</sup> March 2025

### Future of NAFAS – Time to Restructure?

#### FAO The National Chairman and Board of Directors of NAFAS

At our last Club Representatives meeting, news of Steven Lane's retirement at the end of this year was announced. An update was also provided regarding the Finance Manager vacancy and other staffing changes at Head Office. On behalf of the membership of Flower Clubs of Cheshire, it was agreed, following a discussion, that a letter be sent to the National Chairman and Board of Directors of NAFAS, questioning the current staffing structure of the Association, investing some of our funds into supporting key roles, whether there are plans for a strategic review of the future of the Association, including considering relocation outside of the expensive City Centre of London.

- The role of a new CEO – should this be a more holistic role? Concern was expressed that our current CEO seems to be 'thinly spread'. We felt the future role of a CEO should be a more outward looking role, focussing on promoting NAFAS and networking with similar organisations to maximise our presence. It was felt that the role be supported by an experienced senior finance professional.
- The role of Finance Manager – should this be 'upgraded'? The management of the finances of the organisation including; monthly reporting vs budget, quarterly forecasts during the year, budgeting, preparation of the business plan, challenging & managing individual budgets, reviewing the cost structure of the organisation, liaison with the investment managers, liaison with auditors and filing accounts would all typically be within a job description of a Finance Director rather than a CEO. There would still obviously be the necessity for transactional processing to be undertaken, but current accounting software packages have significantly reduced the workload in this area. Flower Clubs of Cheshire suggest that the finance role within the organisation be re-considered.
- As discussed at the NAC, Flower Clubs of Cheshire would welcome an increased marketing / social media / website presence.

Flower Clubs of Cheshire are fully supportive of the future of NAFAS but feel that the time has come to restructure to protect and enhance our future. With a declining membership, the answer to balancing the books doesn't only lie with aiming for a higher income stream or hoping income from new initiatives will plug the gaps. We strongly suggest a comprehensive strategic review of the cost structure of the organisation (all aspects) by an experienced senior finance professional, should also be a matter of priority. With the current lease on the London office having approximately only two years left, maybe now is the time to start considering moving out of Central London. It was also agreed that spending some of the 'investment' on enhancing key roles should be considered as a priority by the Directors. The membership feels that whilst we wish to safeguard our future by having funds in the bank, some of that needs to be expended now for the benefit of the current membership and not just saving it – for what?

We would be happy to discuss this further if required and would be willing to support the way forward for the Association.

Kind regards

Chairman's Office

On behalf of the Membership of 'Flower Clubs of Cheshire'





## Appendix 2



### National Association of Flower Arrangement Societies

1st Floor, 42-44 Bishopsgate  
London EC2N 4AH

#### NAFAS Statement

On Monday 10th November, NAFAS Trustees and representatives from 20 Areas met in Leamington Spa for a productive day of open discussion around the Association's affiliation and membership structure. The meeting explored future options for NAFAS, its Areas, clubs, and members.

Next steps:

- A report summarizing the day will be circulated to all attendees during the week commencing 17th November. Areas are encouraged to share this with their members.
- At the January NAC meeting in Leamington Spa, Area Chairmen will have the opportunity to provide updates and feedback.
- Two further meetings dedicated to this project are planned for the first half of 2026, with dates to be confirmed at the Board meeting on 21st November.
- The current Affiliation Fee will be discussed at the upcoming Board meeting.

The Board of Trustees extends heartfelt thanks to all attendees for their time, energy, and commitment to shaping the future of the Association.

Telephone: 020 7247 5567      Email: [info@nafas.org.uk](mailto:info@nafas.org.uk)      Website: [www.nafas.org.uk](http://www.nafas.org.uk)

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Appendix  
to Dec Minutes

## Annex 1

# Using passwords to protect your devices & data



National Cyber Security Centre a part of GCHQ

Cyber Aware 

**Create strong passwords** 

The more unusual your password is, the harder it is for a criminal to guess.

- Combine three random words to create a single memorable password (for example CupFishBiro).
- Use a password manager app to create strong passwords for you (and remember them).
- Don't use predictable passwords (such as dates, family and pet names) or ones that criminals can easily guess (like '1234').
- If your smart device comes with a default password (like 0000), change it immediately.

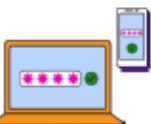
**How do criminals get hold of passwords?** 

Passwords are often stolen when an organisation holding your details suffers a data breach. Criminals use the stolen passwords to try and access your other accounts.

They will also:

- try to access accounts using obvious passwords that many people still use (like 123456)
- pretend to be somebody 'official' such as a bank, the NHS, or a government department, and trick you into revealing your password
- use sneaky techniques on social media (such as tricking you into sharing an SMS code)
- trick you into revealing passwords by creating fake phishing emails (or SMS messages) that link to scam websites

This is why you should avoid re-using the same password for different accounts, and not use predictable passwords that a criminal can easily guess.

**Set up two-step verification (2SV) for added security** 

2SV adds an extra step when you log in, usually by giving you a code to enter from an app or SMS.

- It means even if a criminal knows your password, they won't be able to access your accounts
- You should set it up on all your important accounts (email, social media, etc), even if you have a strong password
- Find out how to set it up on popular services at [ncsc.gov.uk/2sv](https://ncsc.gov.uk/2sv), or look in the security settings after you log in

**Protect your email account** 

Use a strong and unique password for your email account. If a criminal accesses your email, they could:

- use it to access to all your other accounts
- access information about you (including banking and social media details)
- send emails and messages pretending to be from you

**Look after your passwords** 

Storing your passwords safely means you won't have to remember them, so you can use strong ones:

- It's OK to write down your passwords, but keep them somewhere safe, and out of sight.
- Most web browsers will offer to save your passwords for you. It's safe for you to do this (unless you're using a shared computer outside your home, for instance at college or a library).
- Password manager apps are a safe way to store passwords.

**What to do if your password is stolen?** 

If you think your password has been stolen, or if it appears in any 'worst password' lists, change it as soon as possible.

- Indicators of a stolen password include being unable to log in, or messages sent from your account that you don't recognise.
- To check if your details have appeared in public data breaches, you can use online tools such as [haveibeenpwned.com](https://haveibeenpwned.com). Similar services are often included in antivirus or password manager tools that you may already be using.

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