

Club Representatives Forum, 21st April, 2026

Lymm Golf Club, Lymm, WA13 9AN

1. Opening remarks

Tracey-Anne Clancy welcomed everyone to Lymm Golf Club. Today the Area Lunch follows this meeting.

2. Apologies and minutes

Present were: Dorothy Irvin, President Flower Clubs of Cheshire, Tracy-Anne Clancy, and Jean Jones, Flower Clubs of Cheshire Chairman's office, Vanessa Lees, Flower Clubs of Cheshire Secretary, Kate Hughes, Area support officer, Pam Mosedale, Flower Clubs of Cheshire Education Officer, Sharon Hooper, *Flower Arranger* representative. Representatives attended from the following Clubs: Ashton Hayes and Tarvin Flower Club, Chester Flower Club, Disley and district Flower Club, Eddisbury and Sandiway Flower Club, Elworth Flower Club, Frodsham and district Flower Club, Goostrey Flower Club, Handbridge Flower Club, Heald Green Flower Club, Holt Flower Club, Hoylake Flower Club, Knutsford Floral Design Club, Lymm Floral Art Group, Macclesfield Flower Club, Neston Flower Society, Nether Alderley Flower Club, New Brighton Flower Arrangement Society, Prestbury Flower Club, Romiley 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, and Wirral Flower Club. Apologies were received from Janet Schofield, Flower Clubs of Cheshire Chairman's office, Judy Gratton, Flower Clubs of Cheshire Treasurer, also Bramall Hall Flower Club, Mid-Cheshire Flower Club. Anne Meacher, Associate of Honour, and Sally Melvin, who had been invited to the Area lunch sent apologies. Sally said how much she was missing being involved in activities.

3. Updates from the Chairman's Office

Administrative Update – Tracy-Anne Clancy

Happy Spring! Did you know the 30th March was actually Cheshire Day? The Head of Marketing for 'Cheshire' states: 'Cheshire Day is ultimately a collective moment, a chance to celebrate not just what Cheshire looks like, but what it does. It's an opportunity to feel proud of where you live and to support what's made here ... a county built on work, ambition, creativity and care'. I'd like to think that Flower Clubs of Cheshire fits this brief – work, ambition, creativity and care!

We have certainly been working hard since our last meeting. Thank you to Beryl for organising the Demonstrators' Refresher Day in February tutored by Alan Beatty. It was attended not only by our own Cheshire demonstrators but also some of our neighbours too – Flowers Northwest and Mercia and North Wales demonstrators joined the Cheshire cohort for a most informative day. March was our annual E&P Day (thank you to Pam and Pam) to 'brush up' ahead of the competition season – either as a competitor or informed visitor.

Looking forward to the end of April, early May we have two briefing and information sharing sessions for Club Officers (in-post or potential candidates). Please make sure this is shared with your Club members and they receive the invites.

There are still places available at these training days and attendance is encouraged for current and prospective Club Officers. Clubs need to encourage people to step up because you don't need special skills or a lot of time to fulfil the rôles. Area is in need of officers as well as individual Clubs.

Our Area Show in June – an opportunity to showcase our ‘Cheshire Creativity’ – is fast approaching. If you would like to be part of this great event, please do get in touch. If you are keen to support as a visitor to the show, then we are pleased to share the ticket link with you to obtain discounted tickets (for affiliated members only plus a guest) thanks to the Cheshire Agricultural Society.

Unfortunately, due to personal commitments, diary clashes and too many other matters to attend to, we will not be able to host a Summer Social day this year, the next one will be in 2027.

The Flower Clubs of Cheshire officers wanted a good venue, not just a village hall. Venues which had been suggested were prohibitively expensive; Abbeywood is on the market making its future uncertain. Tracy-Anne Clancy explained that she has many personal commitments over the summer and has no time to devote to arranging an event.

Pastoral Update – Jean Jones

I am looking forward to visiting Romiley Flower Club.

The Flower School of Cheshire has not been asked to do any workshops for some time now and I wondered if there was any particular reason for this.

I turned to the Flower Clubs of Cheshire website and a trawl through the details each club has submitted revealed that

14 /34 clubs advertise that they hold workshops even if it is only at Christmas. Pretty good going! No wonder clubs do not need us! One club advertises that they "occasionally" hold workshops. I would take the word "occasionally" out if it was me!

I noticed that Handbridge do a Christmas workshop as this is evident from the pictures they have included and they advertise that they do church flowers. Other clubs might do this and could include it in their pitch. I think Elworth do a Christmas workshop but it isn't on their programme yet. I know Wistaston does fabulous workshops and may want to promote them via the website in the future. Interestingly 6 clubs also say that they do club competitions.

It is good to see that so many clubs are “doers” as well as “watchers” which offers an added dimension for those who like to arrange flowers. Eddisbury and Sandiway Flower Club is currently promoting its next seasonal workshop and a regular attendee told me that she would come every month if we ran more! Another member asked about it on behalf of a friend who doesn't want to join the club but would like to do the workshops.

Workshops can be a good way to attract new members and there is the potential to raise funds from them. If your club is interested in joining the many clubs who successfully run workshops do get in touch. There are a number of teachers in the area who would be able to help with the teaching side of things if your club can do the rest.

If your club is looking to recruit new members you could consider holding a class in a nearby venue, perhaps in conjunction with another club. Hold it on a Saturday or an evening, offer cake or fizz to make it more of an “experience” as this approach seems to attract a younger crowd. Give out vouchers to attend your club meetings. I know many of you will have tried this before but I would suggest that if your numbers are falling it is worth considering doing it again and we will help if you would like us to.

Digressing slightly, my trawl through the details provided by clubs was interesting!



The best website pitch by a million miles is the one from Knutsford Floral Design Club! I won't say why I think that because I would like you to go on the website and see for yourself. Imagine you know nothing about NAFAS, Flower Clubs or demonstrations, would you be inspired to join a club by seeing a list of dates, titles and demonstrator's names. Does that really sell all the wonderful things that we know go on in your club? I leave that thought there and I would urge you to look at Knutsford's post because I think it is a really well thought out advert for what is we know a thriving club. I would have liked to give Knutsford a prize for the best club pitch on the website but I couldn't think of anything that could be shared by so many members so I have made you a certificate to put on your notice board and to throw down the gauntlet to others to equal or better you before our next meeting!

National Liaison Update – Janet Schofield on Zoom at present to NAC

NAFAS Special meeting February 23rd 2026, at Leamington Spa

The special meeting was convened to make further progress on the NAFAS renewal programme. It was a positive meeting and everyone attending was very enthusiastic about the renewal programme and fully supportive of CEO Richard Abraham and the NAFAS board in taking it forward.

I have since signed and returned the resolution¹ on behalf of Flower Clubs of Cheshire. Since submitting my report, the NAFAS renewal resolution has been approved unanimously.

To clarify – under the NAFAS articles of association and standing orders (documents which define how NAFAS is run), the resolution is not necessary to enable the CEO and board to progress with the Renewal Programme. However, Richard requested a formal vote to make sure it was fully supported and that the decision to move forward was clearly and separately documented.

I attach the NAFAS statement² which was produced after the meeting, and which will be circulated via the club contacts – please make sure this is sent to **ALL** club members.

Message from Richard Abraham:

Next Steps

With the Programme agreed:

Implementation plan will be developed and refined.

Companies will be engaged to work with us on various aspects of the Programme.

Funds will be drawn down from Reserves to support the necessary investment.

At April's NAC meeting:

Area Chairs will be provided with the outline implementation programme.

At each NAC meeting a Renewal Programme update will be a standing agenda item.

Monthly update from the CEO:

¹Appendix 2: NAFAS Special Resolution

²Appendix 1: NAFAS Statement

Starting at the end of May, a brief update from the CEO to the Area Chairs that should be cascaded to Club Chairs and beyond within NAFAS.

WAFA Elimination competition

I am delighted that following a request for volunteers, Debbie Davies came forward and will be representing Flower Clubs of Cheshire at the NAFAS WAFA elimination in July. We wish her the very best of luck.

4. Area Secretary's Report – Vanessa Lees

The Flower Clubs of Cheshire Leadership Team met at Frodsham on 21st January to consider solutions for succession planning within the Leadership Team. Tracy-Anne led us in thinking about our current Team, its structure and roles, what we do and whether we should stop doing some things and start doing others. In a wide ranging and frank meeting, we identified that one of the biggest problems is that ordinary club members do not really know who the Leadership Team are, what we do, how we work and, on this basis, they are reluctant to put themselves forward to join us. As we take this issue forward, it is our hope that our Club Officers Refresher Days will begin to open up our contacts with members to bring more understanding of Area roles and encourage those who are wary to get involved in some way.

The Club Officers Refresher Days are now booked for 30th April at Chester Five Villages and 7th May at Plumley. (See Section 8i of this booklet) All club contacts have had details and bookings are coming in. Please continue to promote these days in your clubs, particularly with members who may not yet be on your committee but may be encouraged to join once they know what is and isn't expected of them. These should be fun and interactive sessions, where we all learn from one another.

The new Data Protection and GDPR Policy for Flower Clubs of Cheshire has been finalised³. I am indebted to Fiona Macdonald and her colleague Sian for the comprehensive and user-friendly document which they have produced. I propose that Flower Clubs of Cheshire should adopt this as their policy⁴. All clubs may adopt it for their own use: it is suitable without amendment. A brief session about this will be covered at the Club Officers days. The GDPR policy will not be discussed now because it complies with the law as it stands.

Thank you to those clubs who have been diligent in sending their completed Club Officers forms in after their AGMs. Can I also strongly encourage you to have a very good look at your page on the website to make sure that everything is up to date, and in particular if you have changed venues,

³Appendix 3

⁴Proposal 2

changed your fees or changed your club contacts. I do my best to action any changes which I receive but it is the responsibility of your club to ensure that it is all up to date. Please note that you do have a notice on the main national NAFAS website page for Flower Clubs of Cheshire – please check this too! Here is a link to that page: <https://www.nafas.org.uk/nafas-areas/cheshire/>

Members who are coming to the Area Lunch are welcome at the Club Reps Forum in the morning, but only two delegates from any club may vote.

Proposal 2 proposed by Vanessa Lees, Flower Clubs of Cheshire Secretary, seconded by Tracy-Anne Clancy, passed *nem con*.

5. Area Treasurer's Report – Judy Gratton

Our financial year is from 1st August to 31st July.

Barclays Bank Mandate Changes

Barclays Bank have now completed all the mandate changes, and the additional signatories can now access the accounts.

Financial Overview

The balances on the accounts at Barclays as at 31st March 2026 were as follows:

Current Account	£2,187.61
Savings Account	£33,531.18
JD&E Account	£7,360.33
Flower Arranger Account	£5332.34

Cash in Hand – £208.11

Income: as at 31.03.2026, £1620 has been received for tickets for the Area Lunch.

Expenditure

Demonstrators Refresher Day (Tarvin Community Centre) 22.02.2026

Income

22 x £25.00 for attendees	£550.00
Donation	£10.00
Total	£560.00

Expenses

Fee for instructor, flight, travel expenses, parking at airport	£315.95
Area Rep expenses (airport run x 2, Toll, 4 x mileage CH8 7SN Tarvin)	£91.80
Catering for attendees & instructor	£70.79
Hall Hire 9.30 – 16.30	£95.49
Total	£574.02

Surplus - £14.02

Elements and Principles Refresher Day (Tarvin Community Centre) 08.03.2026

Income

11 x £25.00 for attendees	£275.00
Total	£275.00

Expenses

Hall Hire	£102.30
Instructor Fees	£128.90
Area Rep Expenses	£47.80
Total	£279.00

Surplus - £4.00

Income & Expenditure (Budget for 2025/26)

	Budget £	Actual (to date) £
Facility Costs ⁵	3,800	2,192
Publicity & Promotions	850	113
Cheshire Area Show	2,000	0
Meetings	900	281
Other	250	0
Total	7,800	2,505

Judy Gratton 11.04.2026

6. Representatives' Reports

6.i Judges Report – Carol Baker

Area Report

It is proving difficult to organise a Judges Refresher Day for our qualified judges. The main issue is that there are only seven suitably qualified trainers, some of whom live quite a distance away. As such the travel and accommodation costs are proving expensive. Availability is another issue. Debbie Wadge, National Judging Committee vice-chairman has been consulted for help and guidance. Recognising that show season is now underway, it is felt that a Refresher Day would be better held in the Autumn. Planning continues and any updates will be provided in due course. It is possible we could 'buddy-up' with a neighbouring Area. Late October could be possible. Judges conference in Devon October then logical to have a Day – to repeat with a local person is likely.

I welcome information from my fellow Cheshire judges about any judging bookings this year or any difficulties encountered. Please do get in touch – I'm here to offer support.

National Report

⁵Website, storage and licences

The last National meeting of Area Judges' Representatives took place on 28th January 2026 via zoom. It was an opportunity to share information with other Area Judges and ask questions. The only points to note are:

- comment cards can be posted on social media, so it is important they are well written,
- a discussion about using Not According to Schedule (NAS) on comment cards
- a short definition of Displacement will appear in the Judges' Bulletin, as more examples will be seen on the Show bench in the future.

Not According to Schedule – it was suggested that Judges should give encouragement to competitors and down pointing can be used instead of the 'dreaded' NAS which can be very discouraging to some. A remark can be made on the Comment Card to explain this decision.

The Judge's Conference is a residential weekend, to be held on October 9th – 11th, in Tiverton. Amongst other things, they will be covering 'Meadow' and 'Displacement' designs and the judging criteria for them. It will be a good time to meet with judges from across the country and a mix of Area, National and Trainer Adjudicators, to exchange ideas and information. I will be attending this event and information will be shared with the Cheshire community subsequently.

6.ii Demonstrators Report – Beryl Cotton

Area Report

I am delighted to report that 21 demonstrators attended the 2026 Flower Clubs of Cheshire Refresher Day which was held at Tarvin Community Centre on 22nd February 2026. Alan Beatty was the NAFAS Instructor for the day. We were joined by demonstrators on our Area list but also some demonstrators from Mercia and North Wales along with Flowers Northwest. We had four National Demonstrators present and three prospective trainees. Two demonstrators were unable to attend that had signed up which was most unfortunate. The Evaluation Sheets read well, and everyone had enjoyed the day very much, being enthused, inspired and able to meet up with colleagues. Everyone left with a certificate of attendance. Alan felt that having a sizeable group enabled more peer learning and the attendees really participated very well. At the Question-and-Answer Session a few interesting questions were raised which have been passed onto the National committee. Every attendee received a copy of the NAFAS Mission, Vision and Values Statement. Also, one of the D Forms – Extreme Conditions – was issued to all attendees following the event. The demonstrators brought mechanics/containers along to sell.

Refreshments were served by three members from Knutsford Flower Club, and assistance was given by our Area Chairman's office – Tracy Anne Clancy. Thanks also to Merryn Shaw and Sharon Nolan from Tarvin FC who along with myself assisted in various ways. A huge thank you to everyone who attended and helped in whatever way to make the day a great success.

Mercia and North Wales Area were hoping to hold an Area Demonstrators Test – anyone interested should make application to Sarah Fenton – sarahfenton77@gmail.com Dates involved are 25th April, 13th June, 11th July with the mock test on 26th September, final instruction day 3rd October and Area Test on 17th October 2026. It is good practice for the surrounding NAFAS Areas to work together at such events. This has been postponed due to a lack of numbers. Mercia hopes to commence training in September. Any member interested should make contact with Sarah Fenton.

National Report

The National committee met at the end of January. Margaret Rumens (Chair) welcomed two new members to the committee – Emily Broomhead and Sarah Fenton. Vanessa Wellock has been recommended to represent NAFAS at WAFA Australia to undertake a short demonstration as she will be attending the event. Mini demonstrations at Gloucester were discussed. Despite tricky logistics, all issues were soon resolved. The team had worked exceptionally well together. Plans are well ahead for the pre national assessments and National Test taking place at the Shirley Hall, Solihull, on 11th and 12th April 2026. Tickets available from Vanessa Keys, NAFAS, for both days. Roles were allocated. A zoom meeting for candidates was held on 11 December and a further day of advice and guidance held on 11 January taken by Michael Bowyer. The Winter newsletter is under preparation. At the NAC the Chair was disappointed to learn that the previous newsletter had not been cascaded to all clubs but those Area Chairs present agreed to do so. The NAC were made aware during the meeting of an article in the Guardian regarding pesticides and the lack of legislation. This will be investigated and will be included in the next newsletter. One trainee adjudicator is at the stage to take their final papers. Two further trainees will be finishing their three sit ins and hopefully moving to “Assistant” stage. Good progress is being made.

Dates:

22 nd June	National Demonstrators Committee Meeting
23 rd June	Demonstrators Representatives Meeting
14 th September	NDC Committee Meeting
15 th September	Demonstrators A and I Meeting

Anne Russell is retiring as a demonstrator at the end of 2026. She will honour her bookings until the end of this year.

Beryl reported that there has been a request for a comprehensive published list of demonstrators. She explained that under GDPR the information available is all that they may publish and should be adequate: an email address and postcode. If more information is required an individual Club may always ask the demonstrator.

6.iii Education Report – Pam Mosedale

Elements and Principles Day

Our most recent event was held at Tarvin on the 8th March. The Elements and Principles workshop was led by Pam Fleming- Williams. Pam kindly deputised for Jackie Charnock due to her ill health. 12 Cheshire members attended and almost everyone brought along a design for the class title ‘A Good Yarn’. These lovely designs helped bring the elements and principles to life. Pam shared her knowledge and experience, particularly how the designs could be improved, with just a few minor tweaks. There were lots of activities, chat and questions. The whole group creating a design together using all the elements and principles. Some personal preferences came through as well as a few differences, but all ended well!

Dates for 2026

Date	Location	Subject	Tutor
Saturday 17 th October	Plumley	Experienced members – tbc	Helen Hare
Sunday 18 th October	Tarvin	Experienced teachers – tbc	Helen Hare

These dates have been swapped. Those already entered are agreeable to the alteration, made for reasons of space.

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](#)

NAFAS National – courses

National Education Committee Meeting via Zoom on Tuesday 13th January 2026.

A few extracts from the minutes:

- The CEO has approved a spend of £500 for the Committee to advertise the new courses in the *Flower Arranger* Magazine, this is likely to be 2 half pages across 2 issues, beginning with the Summer 2026 issue.
- ② Southport College – seven students have enrolled individually with NAFAS.
- Update on courses running by NAFAS Tutors Jane Ricard & Sue Slark, and Dawn Meakin Part 1 Surrey Area of NAFAS – Starting 16th January 2026; Part 2 North East Area of NAFAS – Starting 14th March 2026

Education Reps Zoom meeting took place on Tuesday 10th February at 10.00am.

A few extracts from the minutes:

- ② Comment was made that some very good teachers do not become National Teachers as they do not want to travel around the country to teach. This is entirely up to the teacher. Area teachers can become a National Teacher and state that they will only travel a certain distance, presuming that they have all the qualifications to become a National Teacher.
- ② Students can join the courses at any level if they have previously covered the topics involved in earlier courses. However, the designs requested on these courses are written in such a way that any of our National Tutors should be able to develop the students' skills set.
- ② Recorded Prior Learning (RPL) can be considered if students do not wish to start at Part 1 and work their way through to Part 3. They can join at any level, and it is up to the tutor's discretion to include them in a higher-level class.
- ② Flower Arranging Part 1 can still be a learning opportunity even when students think that they have already done that! NAFAS course tutors should easily be able to adapt the new courses to stretch prior learning into a new design as something positive either with sustainable or renewable mechanics, taking the design through different seasons e.g. adding accessories, being environmentally friendly and sustainable.

The next meeting for National Teachers and Education Reps Zoom is on Tuesday 7th April at 10.00am. Full meeting notes are available to anyone who would like them.

Pam is exploring the possibility of a Zoom session with a teacher because of travel expenses. Pat Murphy spoke against Zoom and wishes a hands-on session; many others expressed support for this but there was no proposal brought forward.

The Es&Ps day will not take place in 2027 – it has run now for a few years. There will be a practical study day during March.

7. Flower School – Jean Jones

[Report to be sent to me.]

Flower School has been asked to do a workshop for many months. The Flower Clubs of Cheshire website may be used to advertise workshops on the Flower School page. Jean suggested calling it an “experience” and not a “workshop” this seems to appeal to the young. Jean thinks Knutsford has currently the best “pitch” for their Club on the site so she presented a certificate to them.

Elworth reported that it has abandoned its website altogether because it was not bringing in any new people and only uses Facebook and other social media platforms.

Many Clubs agreed with Elworth that the language used is vitally important because people won't come if they don't know what they are coming to.

Disley reported it has had new members from workshops. They have learned that evenings don't suit working parents and have had successful events at the weekends.

Jean reported that a club in Grantham has been re-born by going to Saturday am away from evening meetings.

Many Clubs reported that Christmas workshops are well attended but it doesn't translate into new members.

8. Events / Publicity Update

8.i Club Officers Refresher Day – Vanessa Lees

Please ensure that your Club Officers are aware of these days and are encouraged to attend. Any prospective Club Officers are welcome. For more information and booking details email secretary@nafascheshire.org.uk

Elworth has a “Team” and not “Officers” – like Flower Clubs of Cheshire. It means that a core group of people share the work without having to fill committee posts.

Vanessa pointed out that if a Club's constitution was not working for them, and was not enabling modernisation and change, then it is perfectly possible for a Club to change its constitution to reflect changing needs and to allow streamlining in order to survive and move forward in the current climate; those present agreed.

8.ii RCCS – ‘Theatre of Flowers’ – Tracy-Anne Clancy

Planning for the ‘Theatre of Flowers’ at the RCCS is progressing well. The theme this year is ‘Artistry’, with the Competition Schedule issued on the 27th January. It is also available on the Cheshire Area website. So far, we have had 67 entries spread across the 12 classes. The judges have been booked and are looking forward to joining us on the afternoon of Monday 15th June. There will be four demonstrations over the two days, the usual Children's Hands On plus the possibility of an Adult's Hands On. Disley and District will be creating an exhibit to support the publicity area for Flower Clubs of Cheshire – thank you so much, ladies. Your plans sound super! We have had several volunteers for stewarding over the two days and those who have undertaken this in previous years have also been contacted. We would be grateful if you would, once again, ask your members to volunteer to steward in the ‘Theatre of Flowers’ and support our Area show. WE NEED STEWARDS In return for two 1½ hour slots, stewards will receive complimentary access to the show ground.

The 'selfie' frame for the entrance to the 'Theatre of Flowers' is being created by Mel Hughes supported by Kate and Joan Wilkinson – we are extremely grateful. Thank you.

Affiliated members (plus one guest) will be able to buy discounted tickets for the show at £25 each (thanks to the CAS). The link available to use to facilitate the purchase of these tickets is:

NAFAS – Theatre of Flowers members ticket link:

<https://royalcheshireshow.ticketsrv.co.uk/referral/NAFAS>

We have been informed by the CAS that our current storage facility at Flittogate Lane (adjacent to the show ground) is being re-purposed and therefore we will not be able to store our 'Theatre of Flowers' show equipment there after the 2026 RCCS. We need new storage; 18th June is deadline and nothing may be replaced after RCCS. If the equipment stored there is disposed of it will not be possible to host an Area show. This news was not mentioned before because it was not known until very recently that planning permission had been granted for the storage out-buildings.

The options are either to purchase a shipping container or to rent storage. A shipping container costs about £2000. It needs to be sited properly and have appropriate flooring and ventilation, thereby incurring other costs. Somewhere to put it has been identified and it can be sold back if RCCS folds. Upton-by-Chester did not think this was particularly expensive.

We need 120 sq ft storage. A quote from UK storage was £2901 per annum, and other companies were more expensive. To this, we must add costs of transport twice each year to bring items from and return them to store. This figure will likely be increased year-on-year.

We currently don't pay insurance, it is insured by the property owner. Insurance is included in monies mentioned.

Proposed, Tracy-Anne Clancy, seconded Vanessa Lees

We propose:

I:	To dispose of our possessions	Votes
II:	To purchase a container	zero
III:	To rent space with a year-by-year recurring cost	all present
		zero

Tracy-Anne was thanked for doing the research on this matter to facilitate a focused discussion.

8.iii Flower Arranger Magazine – Sharon Hooper

The Flower Arranger subscription for 2026 has increased to £17 for four editions. A saving of £8.75 based on subscription via NAFAS. Individual price @ £5.40.

For 2026

Deliveries of the Spring 2026 edition magazine have taken place.

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.

Dates to note for future 2026 club orders⁶:

⁶ Order to AFAO by date shown

- Summer Edition – 14th February
- Autumn Edition – 16th May
- Winter Edition – 16th August

You can contact your AFAO at flower.arranger@nafascheshire.org.uk for any questions or queries regarding new or existing subscriptions, orders or additional copies.

Sharon apologised for the fact that there remains some clubs whose postcodes are wrong despite her best efforts

8.iv Website & Social Media – Vanessa Lees, Tracy-Anne Clancy

- ⑦ The website continues to be updated with all the Club programmes for 2026. Please make sure all new information is sent to either Vanessa Lees or our website manager Mike Gallagher. We are hugely grateful to Mike Gallagher for all his hard work and continued support.
- There are various Policies and Forms now available on the Area website. These are a valuable resource for Clubs to use rather than ‘re-inventing the wheel’; the documents may be downloaded and adapted⁷ for individual Clubs.
- ⑦ Flower School of Cheshire is now a ‘menu option’ with an opportunity for us to clearly offer and advertise classes for all abilities. Clubs and individuals are now sharing details of their classes to be publicised on the website.
- ⑦ NAFAS HQ are currently strengthening this Area from a National perspective and will be launching a new website in the coming year. It is hoped that this will incorporate an electronic ‘Blue Form’ capability. We are also looking forward to being able to roll-out Canva for publicity materials to Clubs.

8.v Newsletter – Tracy-Anne Clancy

The March newsletter has been issued. Any Club with information about events to share across the Area can be sent to newsletter@nafascheshire.org.uk for inclusion. Please forward the newsletter on to all Club members.

9. 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, Hoyle, Neston, New Brighton, Upton-by-Chester, Wirral.

Rose – Goostrey, Heald Green, Knutsford, Lymm, Sale.

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

Peony Cluster – Jean Jones

⁷The GDPR policy should not be adapted but adopted

Nothing to report at present

Iris Cluster – Anne Walton

Nothing to report. Have not met this year yet.

Lily Cluster – Colette Dunkley

Some unhappy news to start. **Hoylake Flower Club**, established 1953 and one of the oldest clubs in the country could close in July. There have been problems with dwindling numbers for years and these are being compounded by the inability to find club officers and running out of funds. Despite warnings members seemed surprised by this news at the AGM and an urgent plan has been put in place to see whether the club can be saved. The plan includes seeking new officers, campaigns to draw people to the club and a reduced framework of meetings. There are developments here and things are looking up.

Wirral Flower Club are busily preparing for their exhibition at Heswall United Reformed Church Telegraph Road Heswall open to public on the 21st-23rd May. These exhibitions are always impressive. The title this year is English Traditions. To raise funds for this show they have taken out a license so that they can have a cash raffle. This is a new, almost experimental venture, for them. It will be interesting to see the outcome. It is Wirral's blue sapphire anniversary next year and they hope to have Jonathan Mosley at the club for an Open Meeting combined with an afternoon tea.

Neston continues to have a range of activities open to them at their venue. A trip has been organised to Powis Castle on Tuesday 12th May £20. This covers the cost of the coach only.

Admission to gardens £12 extra but free to National Trust members.

Nothing to report from New Brighton. Apologies for not contacting Upton by Chester.

Rose Cluster – Tracy-Anne Clancy

Nothing to report, meeting 8th May.

Sunflower Cluster – David Mason

The Sunflower Cluster has not had any meetings lately, however, Stockport Afternoon Club and Romiley Flower Club do support one another with members belonging to both clubs. Also Romiley Flower Club along with other clubs in the area are supporting Disley and District Flower Club to promote their upcoming Open Demonstration. Going forward we will arrange a meeting to catch up with the other clubs in the Cluster.

10. Proposals

1. To support a candidate to WAFA elimination competition
2. To adopt a Flower Clubs of Cheshire GDPR Policy⁸

Both proposals passed *nem con*.

11. AOB

⁸See section 4 above

1. Eleanor Griffiths has a bursary to enter WAFAS as a result of winning a competition in Islington, London, in 2019. Her prize was postponed because of lockdown and has been carried forward. Janet Schofield is going to WAFAS and possibly Sharon Nolan too, so Flower Clubs of Cheshire will be well represented.
2. Lymm have an open demonstration on 21st September: early bird booking by 31st July £25 (or £30 thereafter). James Burnside and Alan Beatty are demonstrating together.

Tracy-Anne Clancy closed the meeting at 12:10pm.

Date of next Club Representatives Forum: Thursday, 23rd July 2026 at Five Villages Hall, Backford, Chester

Signed.....

Date.....

FLOWER CLUBS OF CHESHIRE

PROPOSAL FORMS

Proposal 1.

Name and Club
Janet Schofield
Contact email (<i>this is to enable us to send you a response to your proposal</i>)
nafasliaison@nafascheshire.org.uk
Contact telephone/mobile number (<i>this is in case we need to clarify any details</i>)
07974332387
Outline of your proposal
Support Flower Clubs of Cheshire candidate at NAFAS WAFA Elimination in July
Draft budget
c£160
£100 towards exhibit plus mileage at NAFAS rates
How does your proposal encourage new members to our Association or encourage our present membership to participate?
Representing Flower Clubs of Cheshire at National level
Publicity for Flower Clubs of Cheshire
How does this proposal demonstrate adherence to the NAFAS Values?
Making competing accessible
Any other information
CAN TEAM Agreed/Not Agreed (<i>with reasons</i>)
Decision sent to Club/ Individual on (<i>date</i>)

FLOWER CLUBS OF CHESHIRE PROPOSAL FORM

Proposal 2.

Name and Club
Vanessa Lees / Area Secretary
Contact email (<i>this is to enable us to send you a response to your proposal</i>)
secretary@nafascheshire.org.uk
Contact telephone/mobile number (<i>this is in case we need to clarify any details</i>)
07729 000289
Outline of your proposal: Adoption of GDPR Policy
We propose that The Flower Clubs of Cheshire accept the GDPR and Data Protection Policy presented for approval as a working document for all Area officers to adhere to for all of their activities associated with Flower Clubs of Cheshire. We also propose that this policy be made available to all clubs who do not already have a GDPR Policy to adapt as their own by adding club name and title of designated officer. If this policy is adopted, opportunities will be made for clubs to clarify anything in the policy and to assist clubs in implementing as easily as possible.
Draft budget
No costs have been incurred.
How does your proposal encourage new members to our Association or encourage our present membership to participate?
Existing and new members will be made aware that clubs have this policy in place and that matters of data protection are important to all clubs. This should reassure members, visitors and potential new members that their club is acting within the national GDPR regulations.
How does this proposal demonstrate adherence to the NAFAS Values?
1. Promote NAFAS and particularly, Flower Clubs of Cheshire as a responsible organisation. 2. Simplify and demystify the whole area of data handling and privacy.
CAN TEAM Agreed/Not Agreed (<i>with reasons</i>)
Decision sent to Club/ Individual on (<i>date</i>)

Appendices 1 and 2

NAFAS | Report for Board of Trustees | NAC Meeting – February 2026

Renewal Programme Update and Endorsement

This report summarises the non-risk elements of discussion at the February NAC meeting and sets out the agreed direction of travel for the Renewal Programme.

1. Context and Purpose of the Session

The February meeting continued the structured process begun in January to:

- Work collaboratively across Board and Areas.
- Build shared understanding of the Renewal Programme.
- Facilitate discussion and agreement on the changes required to secure NAFAS' long-term sustainability.

The session recognised that there has been some turnover in NAC membership since January and therefore included updates to ensure all members were fully briefed.

2. General Updates

National Show

The upcoming National Show (15–16 June as key days) was noted. The central team will be posting daily video content throughout the week, providing increased national visibility and engagement.

Church of England Engagement

An exploratory opportunity is being developed with the Church of England regarding innovative approaches to flower arranging. This is at early stages but represents a potential strategic partnership opportunity.

3. Governance and Financial Updates Since January

Governance Review

The governance review has now been completed and presented to the Board. It contains 28 recommendations. These will underpin Renewal implementation and wider governance strengthening.

Investment Review

A pro bono investment review has also been completed. The Board has agreed to increase the organisation's risk profile, setting a new investment target of CPI + 4%.

This approach allows limited drawdown from reserves to fund Renewal over the next three years, with the intention to replenish reserves over time.

Financial Context

Members were reminded that NAFAS is currently operating at an annual deficit of approximately £250,000. The Renewal Programme is likely to cost at least £250,000 per year for the next three years.

The financial rationale for Renewal is therefore not discretionary transformation, but long-term sustainability. Further detail on project oversight and reporting arrangements will be developed alongside wider governance changes.

VAT Update

HMRC has granted an extension for submission of rebate information. Work is ongoing to finalise this submission.

4. Richard's Area Roadshow – Listening and Learning

Richard has now completed 10 Area visits, with further visits scheduled across March, April and beyond. By the end of the 28-day resolution period he expects to have visited 17–18 Areas.

Key themes emerging from these visits:

- General support for Renewal and recognition that change is needed.
- Natural anxiety and requests for greater clarity.
- Wide variation in practice and innovation across Areas (e.g. youth engagement in Kent).
- Strong engagement overall, though some instances of hostility and inappropriate behaviour.

In response to behavioural concerns, a draft Voluntary Leadership and Conduct Code has been prepared. This will be shared with NAC for comment after the Board has reviewed it at its March meeting. It is grounded in the values of Fun, Friendship and Flowers and sets expectations for how we treat one another.

Richard confirmed that Area visits will continue. This is a genuine commitment to listening and learning, not a one-off consultation exercise. A structured approach to future quarterly visits to one Area council will continue (if he is invited to attend by Areas).

5. NAC Endorsement of Renewal

NAC was asked to consider formal endorsement of the governance-related elements of Renewal and to endorse the wider Renewal Programme. Key points clarified during discussion:

- The Board retains ultimate legal responsibility for decisions.
- NAC's role is constitutionally defined in relation to governance especially with respect to club and area governance both locally and nationally.
- Wider Renewal elements (brand, database, membership model etc.) remain Board decisions, informed by NAC advice.
- Consultation cannot extend to every operational decision (e.g. supplier choice), but structured engagement will continue.

Part 2 of the resolution wording was amended following discussion.

The resolution was then passed unanimously, with applause.

6. Formal Resolution and Next Steps

Under constitutional requirements, the resolution must now be circulated for formal confirmation. There is a 28-day period for signing and return from the date it is issued. Until that process is complete, the Renewal Programme cannot formally commence. This does not reflect hesitation, but proper governance. Once ratified, the implementation phase will begin.

7. Implementation Sequencing

Renewal will require:

- Recruitment of appropriate staff resource.
- Procurement processes.
- Structured commissioning and oversight.

Major delivery strands will take time once partners are appointed:

- Website build: approximately 9 months from appointment.
- Brand development and research: similar timeframe.
- Database development and implementation: phased and structured.

Renewal is therefore a sequenced programme of change, not an immediate transformation. The priority over the next 90 days is clarity, preparation and visible early steps.

8. Communication and Transparency

To support expectation management and transparency:

- Richard will look to provide monthly short video updates once the renewal programme has started.

These updates will ensure members can see progress, understand sequencing and remain connected to the programme.

9. Governance and Investment Policy

Work will continue on:

- Implementing the governance review recommendations.
- Updating the Investment Policy in line with agreed risk appetite.

These changes underpin Renewal and long-term sustainability.

10. Overall Position

The February NAC meeting confirmed:

- Broad support for Renewal, recognition that change is necessary.
- The importance of sequencing, clarity and communication.
- The need for visible leadership and structured collaboration.

With formal ratification pending, the organisation now moves from consultation and endorsement into structured implementation. Renewal is a programme to secure the future of NAFAS. It will require sustained leadership, careful governance and consistent communication.

Company Number: 4934904

THE COMPANIES ACT 2006

WRITTEN SPECIAL RESOLUTION

OF

NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES 2003

("the Company")

(Private company limited by guarantee and not having a share capital)

Date of circulation: 26th February 2026

Pursuant to Chapter 2 of Part 13 of the Companies Act 2006, we the undersigned, being all the members for the time being of the Company entitled to receive notice of and to attend and vote at general meetings do resolve as follows:

SPECIAL RESOLUTION

Endorsement of the Renewal Programme

Be it RESOLVED to:

1. Proceed with the Renewal Programme which comprises all of the following four elements together:
 - A review of governance structures at all levels of NAFAS (National, Area, club and member)
 - An agreement to create a GDPR compliant national database led by NAFAS's Head Office with the support of clubs and Areas to create individual memberships that enable access to clubs and Areas to data about members associated with their Area and club in a secure manner
 - The creation of a new website better able to represent the organisation externally and permit Areas, club and member password protected access to both update the website and to access member benefits
 - The development of a new brand respecting the history of NAFAS but outwardly focused to raise public awareness of NAFAS and generating increased membership. Part of this will be supported by market research to better understand our target audience (e.g. the members and possible new members)
2. It is further RESOLVED that implementation of the Renewal Programme is led by the NAFAS's Board of Directors, who will consider input from the NAC Chairmen to the Board prior to final decisions being made.

AGREEMENT

Please read the notes at the end of this document before signifying your agreement to the Special Resolution.

The undersigned, being all the members entitled to vote on the Special Resolution as at the date of circulation, hereby irrevocably agree to the Special Resolution:

..... Janet Schofield On behalf of Flower Clubs of Cheshire	 Date
..... Peter Bodnar On behalf of London and Overseas	 Date
..... Rose Joynes On behalf of Devon & Cornwall Floral Art	 Date
..... Andrew Key On behalf of North Midlands	 Date
..... Rita Braithwaite On behalf of North East	 Date
..... Cecilia Sleaf On behalf of Kent Floral Art	 Date

Julie Pearson
Trustee

Date

Elizabeth Gordon
Trustee

Date

Joan Magee
Trustee

Date

Paula McAinden
Trustee

Date

NOTES

1. If you agree to the Special Resolutions, please indicate your agreement by signing and dating this document where indicated above and returning it to the Company either:
 - i) by e-mail, by sending a scanned copy of the signed and dated Special Resolutions to Vanessa Keys – vanessa@nafas.org.uk; or
 - ii) by hand, by delivering the signed and dated Special Resolutions to the Company's registered office; or
 - iii) by post, by returning the signed and dated Special Resolutions by post to the Company's registered office.
2. If you are indicating agreement to the Special Resolutions on behalf of someone under a power of attorney or other authority, please send a copy of the relevant power of attorney or authority with your indication of agreement.
3. If you do not agree to the Special Resolutions, you do not need to do anything, you will not be deemed to agree if you fail to reply.
4. Once you have indicated your agreement to the Special Resolutions, you may not revoke your agreement.

-
5. When agreement to the Special Resolutions has been received from members representing 75% of the total voting rights, they will be deemed passed. Unless, by 26th March 2026 sufficient agreement has been received for the Special Resolutions to pass, they will lapse. If you agree to the Special Resolutions, please ensure that your agreement reaches us before or during this date.

Appendix 3

Here follows the proposed Policy. (appendix 2 refers to being the appendix to the published policy and not to the current minutes of the meeting)

Flower Clubs of Cheshire – General Data Protection Regulation

Guidelines for Flower Clubs of Cheshire Area and Clubs

Flower clubs must comply with The General Data Protection Regulation ('GDPR') when handling the personal data (information) of members and other third parties (such as demonstrators visiting the club). Clubs must also comply with specific rules regarding personal information if they are using electronic communications (such as a website or communicating via email with members).

The law covers any personal information that directly relates to an identified living person such as name, address, bank account details, phone number, email address, medical details or photographs. It includes all information held on computer or stored in paper or photographic format.

The flower club or **area organisation (referred to in these documents as the 'club')** collecting and using personal information is known as the 'controller' of the information and the individuals whose personal information is being collected are known as 'data subjects'. The law refers to the 'processing' of personal information, which in practice means any way in which a club might use the information, including its collection, access, storage and deletion.

The law is regulated by the Information Commissioner's Office (The ICO), www.ico.org.uk

This set of documents is designed to give your club the necessary framework to comply with the GDPR. Please check the documents and make any amendments that may be necessary to reflect the way in which your club collects and uses personal information.

The guidance in this pack is designed for collection of information via email or in person. If, however, your club has a website that collects personal information you must make sure that your website is compliant with the law. If you collect personal information via a website (e.g. membership information) you will need to provide a privacy notice on the website (see Appendix 1). You will also need to check with your website designer if your website collects 'cookies', and if it does, you will also need to provide an appropriate cookie notice on the website, and your website designer should be able to assist with this.

Next steps. Each club will have different data protection requirements based on their own activities. The following tries to encompass the most likely uses of information. (Any areas highlighted in red are for each club to insert their own names etc.)

This set of documents comprises the following:

Privacy Policy; Appendices to the Privacy policy:

- ☐ Appendix 1 – Privacy Notice
- ☐ Appendix 2 – Retention Policy

Privacy Policy of Flower Clubs of Cheshire

This privacy policy sets out the legal obligations that Flower Clubs of Cheshire must comply with to meet its obligations under data protection law.

Responsibility for this Privacy Policy rests with **the Flower Clubs of Cheshire Area Secretary**

The club's obligations are as follows:

1. **Transparency** The club must be transparent about the way in which the club uses personal information. This is achieved by way of a privacy notice. (**Appendix 1**). Data protection law states that when the club collects information from members or other third parties, **a copy of the privacy notice must be made available to the individual concerned. A copy of the privacy notice must be available at every club meeting and be circulated to every club member when they join.** The privacy notice must be kept under regular review and updated as necessary to make sure that it reflects the way in which the club handles personal information. Club members must be notified of any changes to the Privacy notice.

The law requires that certain information is contained in a privacy notice as set out below:

) **The nature of the information collected and the purposes for which it is used.**

The privacy notice sets out the categories of personal information collected by the club and how it is collected and used. The club must only collect and use personal information for the purposes described in the notice. For example, personal information that has been collected for the purposes of the club mailing list to notify members about club events, membership renewal etc. must not be used to circulate information about another organisation e.g. the village gardening club, as such disclosures are likely to fall outside the scope for which the information was collected.

) **Disclosures to third parties.** If the club uses a third party organisation to process personal information for the club (such as a bulk mailing service) this must be explained in the privacy notice.

) **Legal basis for processing.** The club must have a legal basis for the collection and use of personal information and this has to be set out in the privacy notice. The most likely legal bases applicable in a club are the following;

) **Legitimate interests.** The club must only collect limited information that is necessary to administer club membership and to contact members regarding events. The type of information typically collected is set out in the privacy notice. Provided that such information is only used for the purposes stated in the privacy notice, or its use can be said to be in the reasonable expectation of members, in the context of club membership, the club may rely on the **legitimate interests** basis for processing, and the appropriate wording to explain this is set out in the privacy notice.

) **Consent.** There may be limited situations in which **consent** to processing is required in the context of club activities. One example may be the collection of health information of members for whom accommodation may need to be made, or who have conditions that committee members need to be aware of. If so, the consent of the relevant individuals will need to be obtained. Consent must be freely given, informed and

specific. There may also be times that the club may want to **film and/or publish photographs** of non-club members, for example demonstrators or visitors/workshop attendees. In such cases the club will need to consider whether the consent of the demonstrator to take photos and publish images is required (particularly if images are to be posted on social media).

-) **Legal obligation.** In exceptional circumstances, the club may be under a **legal obligation** to disclose information about members, such as in the event of a criminal investigation regarding misuse of club funds, and the privacy notice addresses this point. The personal information the club holds must be **accurate, and where necessary kept up to date**. For example, membership lists, contact details, etc should be updated every year or when members advise of changes. The privacy notice must explain how individuals can update or rectify their personal information. On a practical level, at membership renewal, members could be asked to check that the details held are correct.
-) The club must only store personal information **for as long as it is necessary**. The personal details of individuals not renewing their membership should be removed from the current membership list. **Appendix 2** sets out the retention periods for the different categories of information held by the club and information regarding retention periods must be contained in the privacy notice.

2. **Security.** The club must hold personal data in a **safe and secure** manner. In particular:

-) Electronic data should be held on a password protected computer when emailing. Paper documents should also be held securely. Access to such information should be limited to relevant committee members. Particular care must be taken when dealing with any sensitive information, such as the medical conditions of any member.
-) Bulk emails e.g. newsletters must be sent with recipients in the Blind Copy (**BCC**) box rather than the **TO** box. Failure to do so will be an unauthorised disclosure of every email address included and members could make a complaint to the Information Commissioner's Office if this happens.
-) If the club uses a third party to process personal information on its behalf (such as a third party mail service provider) there must be a contract with that third party which contains an obligation that personal data will only be processed by that third party on the instructions of the club. The contract must also contain appropriate security obligations on the third party **as the club retains legal responsibility for the information, even when a third party is used to process personal information**. Such third parties often provide their own terms and conditions for this purpose, but it is the club's responsibility to check that such terms are appropriate and meet the club's obligations under the law.

3. **Marketing rules.** If the club sends emails to members with details of events outside the club (e.g. national demonstrations) the club must offer members the opportunity to 'opt out' of receiving similar emails in the future and such opt out requests must be complied with promptly.

4. **Individuals' rights.** Data protection law provides certain rights to individuals. Of most relevance to a club are: the right to subject access, the right to rectification, erasure and restriction of processing, and the right to object. The rights are not absolute and there are exemptions that the club may rely on in appropriate circumstances. Clubs are under strict time

limits to respond to individuals exercising their rights, and must respond without undue delay, and in any event within one month.

5. **Accountability** – The club must be able to demonstrate compliance with the law and this privacy policy and its appendices are designed to address this obligation.

Appendix 1 – Privacy Notice of Flower Clubs of Cheshire

secretary@nafascheshire.org.uk

This Privacy Notice tells you how the club uses your personal information. The Club is the controller of your information.

1. The information we collect from you and how we use it

-) **Your name, postal address, telephone number and email address.** We use this information to register you as a member of the club, to contact you to collect subscriptions and payments for club activities, to send you our club newsletter and information about the activities of our club and local and NAFAS flower clubs that your club membership entitles you to attend.
-) **Emergency contact details.** We use this information in the event of a medical or other emergency whilst you are participating in club activities.
-) **Photographs.** From time to time, we may take photographs of club activities for our records, our club newsletter or for the regional newsletter.

2. Lawful basis for collecting and using your personal data

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. We rely on the following when processing your personal information:

Legitimate interests: It is in the legitimate interests of the club to process your personal information to administer the membership of the club, including processing membership payments and contacting members regarding membership renewals and verifying contact details, and notifying members of activities and events associated with NAFAS membership.

Consent: The collection of some information may require your consent, such as any medical information you need to share with us while attending club events. If we take photographs at events and publish these photographs externally, we will not identify any individuals without obtaining their consent.

Legal obligation: In exceptional circumstances we may be under a legal obligation (e.g. a court order) to disclose information to a third party, such as a law enforcement agency.

3. Our retention policy

We remove your name, address and contact details from our membership records once you cease being a member of the club.

All information is held in accordance with our Retention Policy, a copy of which is available on request.

4. Sharing information with third parties

Sometimes we may use a third-party processor to process personal information on our behalf, such as a bulk email provider. When we do so, we put in place a contract to safeguard the information. We may also share your details with third party organisations (e.g other NAFAS clubs) if you have indicated to us that you will be attending their events.

5. Your Rights

You have certain rights under the law in relation to the information we hold. You can exercise these rights by contacting the club at the address at the top of this notice. The exercise of these rights is subject to certain exceptions as set out in the law.

-) You have the right be told what information we hold about you. This is known as a “subject access request”;
-) We want to make sure that the information we hold about you is accurate and up to date. If there are any changes to your contact details, those of your emergency contacts, or other information we may hold about you, please let us know so that we may rectify them.
-) Please let us know:
 -) If you no longer want to receive communications from us, you object to the way in which we use your information, or you would like us to delete the information we hold about you;
 -) Where processing is based on your consent, if you want to withdraw your consent to future processing.

6. Complaints

If we have been unable to resolve your concerns you can also complain to the ICO via its website: <https://www.ico.org.uk/make-a-complaint> or to the Information Commissioner’s Office, Wycliffe house, Water lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 0303 123 1113

Policy Approved by: The Flower Clubs of Cheshire Leadership Team or Club Leadership Team

Date: 30 March 2026

Date next review due: April 2027

Reviewed by: Area Secretary

Appendix 2 – Retention Policy

Personal Information	Suggested Retention Period	Tips
Information on current members.	Throughout the time the individual is a member.	Information should be up to date. Out-of-date information (such as a previous email address and contact details) should be deleted from all records as soon as the club is notified of the update. Members should be invited to update their contact details at annual renewals.
Information on former members.	Personal information must be removed from membership lists as soon as a member leaves. Financial and other information may be held for longer periods as set out below.	
Information on casual enquirers/visitors interested in becoming members such as for those individuals who registered an interest in the club (maybe via the club website) or came as a visitor but did not become a member.	12 months after last contact with the individual.	
Meeting/event attendee lists – held by club as evidence of who did/didn't attend a particular meeting/event.	3 years after the event.	
Emails.	12 months but if important to retain they may be held for up to 7 years, e.g. if there is content that may relate to a legal claim or financial investigation.	
Accident reports – if relating to adults.	For good practice, keep for 6 years to cover possible legal claims or legal action.	These reports may be required as evidence if a claim is made on the club/area insurance.
Financial records.	There is statutory requirement to keep financial records for 7 years. However, records may be kept for the last 8 years, in order to ensure that year ends are available. Beyond that point, there is little justification in keeping bank statements, cheque stubs etc. unless there was an incident which was of particular significance.	
Minutes of Area meetings.	Minutes of Area meetings may be of historical value and may therefore be retained indefinitely.	
Minutes of Club meetings.	Up to 10 years to be decided on a case-by-case basis unless there is anything of particular significance that requires longer retention.	
Archive material such as Club/Area photograph albums etc.	To be decided on a case-by-case basis as such information may be of historic value to the club.	