

Buckden Parish Council

Flood Group

Type

Advisory Group

Membership

The Group will have a minimum of three Parish Councillors and a maximum of four Parish Councillors. There will be a maximum of five non Parish Councillor members, who should also be Flood Coordinators. If possible, there should be one from each area of the village which is at risk of flooding.

The Chairman is selected/elected at the Annual Parish Council meeting or failing this at the first meeting of the Advisory Group after the Annual Parish meeting. The selection of Chair and membership of the group must be confirmed by the September Parish Council meeting. Co-opted members of the public may be selected/elected throughout the year. Co-opted members shall be subject to approval by the full Parish Council.

One member of the AG will be nominated as the Climate Change Champion

Quorum and Attendance

Other members of the Parish Council may attend by invitation of the advisory group and the group may allow other persons to attend to advise as required.

The quorum shall be 3 members of the AG, at least one of whom must be a Councillor.

Purpose

The purpose of the Flood Group is to develop, manage and communicate a Flood Plan for the village to include an action plan for the event of a flooding incident.

Delivery of the relevant elements of the BPC Operational Plan (Appendix 1)

Authorities

(i) To prepare a Flood Plan for the approval of the Parish Council; (ii) to appoint a Flood Incident Manager (if a volunteer can be found) to activate the Flood Plan in the event of a flooding incident; (iii) to liaise with relevant local and national Authorities having responsibility for flooding incidents; (iv) to report to and seek approval of the Parish Council as necessary.

Meeting arrangements

There will be a minimum of 3 meetings a year. One week's notice of the date and agenda must be given. The Chairman will be responsible for calling meetings and producing and circulating minutes.

Meetings may be called at the request of the full Council to discuss and provide advice or recommendations on a particular subject.

Reporting

Reports on the work of the Advisory Group will be provided to the full Parish Council on a regular basis and recommendations for action made as required by full Council.

Resources and budget

The Chairman of the Advisory Group will be a member of the Finance Advisory Group and will advise that Advisory Group on the budgetary requirements for the forthcoming year. The Chairman of the Advisory Group will be a member of the Finance Advisory Group and will advise that Advisory Group on the budgetary requirements for the forthcoming year. The Advisory Group will be responsible for administering the budget set and may through the Clerk spend up to a certain amount each financial year for individual items not requiring full Council approval, as per Financial Regulations.

Any proposals for expenditure that exceeds the budget set for the group must be taken to full Council. For all major expenditure it is the normal practice for three quotes to be obtained and considered and a recommendation made to the whole Parish Council for their purchase. In certain circumstances where it is not practical or possible to obtain three quotes the Council may decide to go for one or two quotes only.

Review

The Terms of Reference will be reviewed annually.

Version Control

Date amended	Reason for version change	Amended by
December 2022	AG formed and ToR approved	Flood Group and BPC
August 2024	Annual review and revision including the updated Operational Plan actions to be monitored by the AG	Chair of CAG and Chair of Flood AG
April 2025	Annual review and revision including the updated Operational Plan actions to be monitored by the AG	Chair of CAG and Chair of Flood AG

Appendix 1 Operational Plan 2025-26

Flooding Group The purpose of the Flood Group is to develop, manage and communicate a Flood Plan for the village to include an action plan for the event of a flooding incident.

Achievements this year 24-25

Targets for 25-26

Flooding Group

Flooding Group

Flood risk hot spots identified Ongoing mitigation actions, including deployment of flood pumps No household flooding Ongoing communication on flooding events Transfer of Flood Group Chai	TARGET 1 Complete local risk and action survey with LLFA TARGET 2 Prepare Flood Management Plan TARGET 3 Communicate effectively on flooding issues.
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