

Buckden Parish Council Flood Group

Terms of Reference

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.

Parish Council members are appointed at the Annual Meeting of the Parish Council (The first meeting of the Parish Council year)

The Chairman is selected / elected at the Annual Parish Council meeting or failing this at the first meeting of the Advisory Group. In year vacancies may be filled by co-option by agreement with the Chair of the Parish Council.

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.

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 advisory group.

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.

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