

Attachment 2 to FC Minutes 16th February 2024

Queen Camel Flood Committee (Working Group) Terms of Reference Adopted 22nd May 2023

1. Purpose

The primary purpose of the Flood Committee (FC) is to seek to reduce the risk of flooding in Queen Camel and to provide help and support to residents in preparation for and during flood events, thereby reducing risk to life and property.

The FC may liaise directly with government, the police and other authorities, agencies and organisations in order to fulfil its responsibilities during active flood events.

2. Membership

There will be a minimum of six members. The Parish Council will appoint at least one parish councillor as liaison between the FC and the Parish Council.

The Chairman will be nominated by the FC annually.

The FC will maintain a list of members and Help Team volunteers and fill vacancies as they arise.

Vacancies may be filled by Queen Camel parishioners through self-referral to the FC. FC members will vote to accept new members and will inform the clerk of the names of those appointed.

3. Meetings

Meetings will take place flexibly with a minimum of one per year, which will usually take place in early autumn and will review all of the FC's responsibilities.

Minutes will be taken by a member of the FC and a copy provided to the clerk.

4. Reporting and action

Draft minutes shall be accepted as a report to the next council meeting. A short verbal report may also be given by the parish councillor member of the FC.

If a resolution is required the parish councillor member of the FC shall ask the clerk to add this to the Parish Council agenda.

5. Responsibilities

5.1. Parish Strategic Flood Risk Assessment (PSFRA)

To maintain a PSFRA that will identify the risks to life and property and identify the corresponding risk mitigation plan/s in place to reduce these identified risks to 'As Low as Reasonably Practicable' (ALARP).

5.2. Communication Plan

5.2.1 To provide a Flood Plan that sets out the communication process with:

- (a) owners of properties within the parish at risk of flood,
- (b) the volunteer Help Team,

(c) Government agencies and other organisations responsible for flood matters, including the established Lead Local Flood Authority (LLFA) within the county.

5.2.2 To liaise with neighbouring parishes in respect of all aspects of flood mitigation.

5.2.3 To have at least one FC member attend the Annual Village Meeting, and present updates if requested.

5.3 Road Closures and Flood Warning Signs

5.3.1 To liaise with the Police to secure relevant road closures in times of flood.

5.3.2 To put out flood warning signs on footpaths where there is a risk to the safety of people.

5.4. Equipment

To have custody of flood equipment listed on an inventory kept up to date by the FC and to ensure the equipment is maintained in a serviceable condition.

5.5 Training and safety

The FC will join, in coordination with the Parish Council, relevant networks to ensure that it is informed by local authorities including Somerset Rivers Authority and the Environment Agency.

The FC will take advantage of the training, resources and advice available from Somerset Council (*Somerset Prepared*) as the overarching organisation responsible.

To be covered by Parish Council insurance all members of the FC and regular flood volunteers should be registered with the Parish Council (through signing the Volunteer Policy). In an emergency additional volunteers will be deemed registered by providing their name to an existing volunteer.

Training in manual handling and safety will be paid for by the Parish Council.

5.6 Records

The FC will deposit copies of its plans, lists and minutes with the Parish Clerk. The FC will supply updates of the information published on the Queen Camel Parish Council webpage to the clerk to maintain its currency.

5.7 Budget

The FC will review anticipated costs each year and the councillor member shall submit an itemised request for budget to the clerk each October to cover equipment and training needs.

6. Privacy

6.1 The names of FC members will be published in the minutes of the Annual Parish Council Meeting.

6.2 Contact details of FC members shall be supplied to the clerk by the Chair. By joining a working party (i.e. FC) members consent to their address, email address, and telephone number being stored electronically and made available to other members of the working group (i.e. FC) and the clerk.

6.3 Members and volunteers must provide written consent for their name and/or other personal data to be published on the Queen Camel Parish Council website.

7. Other relevant documents

The activities of the FC are subject to Queen Camel Parish Council Standing Orders, Financial Regulations, Volunteer and other policies that can be viewed at: <https://queencamelpc.org.uk/yourcouncil/policies-procedures-publications/>

8. Review

These Terms of Reference will be reviewed annually by the FC for re-adoption by the parish council.

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