

Flood Committee (FC) Terms of Reference

Purpose:

To seek to mitigate flooding and to provide advice, help and support to parishioners in preparation for and during flood events.

A - Responsible for:

1. Implementing the decisions of CPC that relate to these Terms of Reference.
1. Annual review of CPC's Flood Plan and submitting it to CPC for adoption; and if necessary, undertaking a further review if –
 - a. following a flood, changes need to be made and incorporated before the next annual review; and/or
 - b. another statutory authority advises that a change or changes should be made before the next annual review.
2. Liaising with relevant statutory authorities in order to fulfil its responsibilities, including to encourage and facilitate inspections of waterways, drains and culverts.
3. Liaising with the councillor(s) responsible for CPC's communications in order to provide relevant information to parishioners through media such as CPC's website, noticeboards and social media pages.
4. Identifying owners of properties within the Parish at risk of flooding and, in accordance with GDPR principles, maintaining a database to be updated annually of those who wish to be kept informed specifically on flooding-related matters.
5. Establishing a system of communication with (a) owners of properties within the Parish at risk of flooding; (b) parishioners to inform them of FC activities and to encourage their participation as and where possible.
6. Obtaining as much historical information as possible relating to flooding, past remedial works and communications with statutory authorities and other relevant matters.
7. Monitoring regularly the Parish's flood mitigation measures (drains, culverts, watercourses and ditches) to check they remain properly effective.
8. Maintaining custody of the equipment set out in CPC's Flood Plan and monitoring its condition.

B - Membership:

1. Two serving parish councillors, who will be nominated by Croscombe Parish Council (CPC) at the Annual Parish Council meeting.
1. Non-councillors may be invited to join the FC by CPC at any time, to provide relevant knowledge and expertise. Such members do not have a right to vote or to second a motion. Non-councillor members shall complete and sign a declaration of interests when appointed.
2. At least one parish councillor and two non-councillors shall be present for a meeting of the FC to be quorate.
3. Membership of the FC may be changed at any meeting of CPC.

C - Meetings:

1. Meetings will normally be quarterly but can be held more frequently if required.
1. Meetings must be held in locations that comply with CPC's Standing Orders.
2. As a Committee, public notice of meetings and public admission are required by the Standing Orders.
3. Agendas must be circulated by Clerk at least three clear working days prior to any meeting to all its members and to the Clerk of CPC.
4. As a Committee, full minutes are required. The chair of the FC should forward minutes of its meeting to the Clerk within five working days if the Clerk was not present to minute the meeting.

D – Decisions and Delegated Powers:

1. The FC may have delegated authority to make decisions on behalf of CPC, these having previously agreed by consultation with CPC.
1. The FC may only use resources identified and agreed by CPC.

E – Reporting to Council:

1. In accordance with Standing Order 9, the chair must submit to the Clerk any proposal or resolution arising from its meetings that includes recommendations to CPC, for consideration by CPC.

Version 1

Approved by CPC 10 December 2020.