

**THE BODENHAM FLOOD PROTECTION GROUP
CONSTITUTION
APRIL 2021**

STATUS AND NAME OF THE ORGANISATION

1. The Bodenham Flood Protection Group (BFPG) was established in 2008 by decision of the Bodenham Parish Council (BPC) to be a permanent sub-group of the Council. In March 2021, the BFPG ceased to be a permanent sub-group following discussions with the BPC and subsequently became an autonomous community group on 1 April 2021. The BFPG continues to undertake, where possible, action to protect residents and property in the Parish from the threat and anxiety of flooding.

OBJECTIVES OF THE ORGANISATION

2. The objectives of the BFPG shall be:
 - a. To monitor the watercourses and drainage systems in Bodenham Parish, with reference to those areas where flooding has taken place in the past, and to identify where action needs to be taken to minimise the risk of future flooding.
 - b. To act in alerting relevant authorities when action is required that is beyond the Group's remit.
 - c. To identify and assist those in the Parish who through the need for advice, age or infirmity require help in taking precautions against the possibility of flooding to their properties and/or assistance in the event of the risk of flooding becoming imminent or occurring.
 - d. To procure and maintain stocks of filled sandbags and to distribute these about the Parish (including, where necessary, to individual householders).
 - e. To take all necessary measures, including the provision of insurance cover, provision of a Safety Policy, appropriate briefings, and Risk Assessments, to ensure the health and safety of members and members of the public whilst engaged on the Group's work.
 - f. To seek funding from the BPC to support aspects of work required to meet the Group's objectives should the BFPG be unable to adequately cover costs from its own monetary resources. The BFPG will aim to also raise funds through social and promotional activities. Funds raised may be used for items like work equipment (for example strimmers, loppers, rakes) and sandbags, as well as providing a basis for future fundraising (for example purchasing of event items).

MEMBERSHIP

3. Membership of the Group is open to individuals over eighteen who apply and are approved by the Committee.
4. The Committee must keep a register of the names and contact details of all members.

THE COMMITTEE

7. A Committee shall be elected to carry out the business of the BFPG.
8. The Committee:
 - a. Shall comprise of, as a minimum, a Chairperson, Secretary, Operations Manager and Treasurer, who are resident in Bodenham Parish. Up to a maximum of 8 members can be elected onto the Committee at any one time.
 - b. Shall be elected at the Annual General Meeting (AGM). Vacancies arising during the year may be filled promptly and without the need to await the next AGM. In such instances, elections will be made by non-attendance voting, via e-mail, for example.

- c. Where there are no candidates for election, the Committee may co-opt new committee members as required.
- d. Bi-monthly meetings will act as the steering mechanism for the Group, although a meeting may be convened at the request of any member of the Committee to address a specific issue, as circumstances warrant.
- e. The Minutes of Committee Meetings shall be circulated to all members, preferably by e-mail but via hard copy if necessary as well as be published on the Parish Website.
- f. Committee members must all be members of the BFPG.
- g. No committee member may receive any benefit of any kind arising from being a Committee member.
- h. Committee members accept no joint or individual liability arising from:
 - i) any injury to other members of the group, to volunteers, or to members of the public, assisting in flood group duties.
 - ii) for property damage or costs incurred as a result of these or related duties.

OTHER TEAM MEETINGS

9. A wider team meeting to include the Committee, all Area Reps, Working Party Members and Emergency Response Team members shall take place twice a year.

ANNUAL GENERAL MEETING

10. An AGM shall be held every year around the end of April, at which the Committee will report on its work, present a statement of accounts and stand down to seek re-election.

11. The AGM shall elect a new committee and shall vote on any recommendations and any amendments to the Constitution.

12. The Secretary shall notify all members of the date and place of the AGM not less than 14 days before it is due to be held.

EXTRAORDINARY MEETINGS:

13. Arranged by the Committee for all members to attend should an event occur where key issues or proposed decisions need to be discussed and/or voted upon.

QUORA

14. No committee meeting shall, shall take place if less than 4 members are present to form a quorum.

CHANGES TO THE CONSTITUTION

15. Amendments to the Constitution may be proposed by any member of the Group but must be approved and voted on by the Committee.

16. Any suggested amendments to it must be made to the Secretary for consideration at the next Committee Meeting.

17. The whole membership will be advised of any changes to the Constitution but the directive from the Committee shall be final.

FINANCE

19. The Group's Financial Year will run from 1 April to 31 March with the Treasurer's report produced thereafter for presentation at the AGM. Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

20. The funds of the Group, including all donations, contributions and bequests, shall be paid into the BFPG's bank account. Any funds belonging to the Group must be used solely for furthering its objectives.

21. Any person anticipating having to spend his or her own personal finance, on behalf of the Group and requiring to be reimbursed for this expenditure must first obtain the agreement of the Committee for such expenditure. It is anticipated that any such expenditure will be able to be brought up at Committee Meetings; however, should an urgent purchase be required, approval from the Committee, may be gained via e-mail if more expedient.

22. If advance authorisation for expenditure has not been obtained, reimbursement may be refused.

23. A limit of £30 petty cash will be kept for smaller purchases, which the Treasurer can authorise without prior referral to the whole Committee as long as the purchases are noted in the accounts.

24. The annual accounts will be checked by an independent examiner.

DISSOLUTION OF THE GROUP

25. The BFPG may only be dissolved at an Extraordinary Meeting called for that purpose and the proposal to dissolve the Group must be given to all members not less than 14 days before that meeting.

26. A proposal to dissolve the Group shall take effect if the proposal is agreed by the majority of the attendees (a vote of more than 50%).

27. If the Group is dissolved, any funds and possessions belonging to it shall be disposed of by transfer to the Bodenham Community Charity to be used so far as practicable for purposes the same as, or similar to, the BFPG.

Constitution adopted on: 1 April 2021

Committee Names and Signatures (hard copy with signatures held by Secretary):

Andrew Maxwell, Chair

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Debby House, Secretary

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Kathy Tremain, Treasurer

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Adrian House, Operations Manager

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Rebecca Burnill, Events Co-ordinator

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Dave Clemence, Committee Member

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Sadie Chambers, Committee Member

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