



**The Queen's Award
for Voluntary Service**

BODENHAM FLOOD PROTECTION GROUP COMMITTEE MEETING MINUTES

**16 March 2021
Via ZOOM
18.00**

Attendees

Chair: Andrew Maxwell

Secretary: Debby House

Treasurer: Kathy Tremain

Operations Manager: Adrian House

Events Co-Ordinator: Rebecca Burnill

Member: Dave Clemence

Member: Sadie Chambers

Apologies: none

AGENDA ITEMS

1. Welcome
2. Outstanding Actions
3. Topic 1: Finance
4. Treasurer's Report
5. Operations Update
6. Events Update
7. AOB

Item 1 Welcome | 18.00 | Lead: Chair

As Chair, Andrew welcomed the Committee to the meeting. He confirmed the plan to leave the auspices of Bodenham Parish Council (BPC) on 31st March 2021 and that the Group would be standing independently from 1 April; the formal letter from the BPC is at Attachment A. He expressed his thanks to the Committee for getting the Group this far and noted that Kathy would provide an update on Finances under Topic 1.

Item 2 Outstanding Actions | 18.05 | Lead: Secretary

As Secretary, Debby then led the Committee through the actions as follows:

3.1 Formal letter about leaving the auspices of the BPC. Completed and closed.

3.2 Andrew updated the Committee on the Group's insurance. The insurance broker that Andrew was working with had confirmed that the annual premium as quoted last October still stood: £265 including admin. This provided Personal and

Public Liability and covered any person of any age on the working parties, as long as there were no medical conditions to prevent that. Members would be expected to declare any medical issues prior to helping on the working parties. The policy did not cover equipment because doing so would double the premium and given that the majority of the equipment the Group currently uses is not worth more than £1,000, it was not deemed economical. There was some discussion on the value of mechanical equipment held at Millcroft Farm and whether the policy covered equipment held elsewhere. It was noted that at the present time, such equipment would continue to be used for specific purposes. The Committee agreed to review the insurance at regular intervals to ensure it was fit for purpose as there would come a time that space would need to be found for the Millcroft equipment also and so this equipment and any satellite storage would need to be included. Rebecca offered some storage space if needed, for which the Committee was grateful. On the subject of storage, Andrew agreed to store the BBQ currently at Kay Clark's house.

Kathy enquired about the asset list. Adrian confirmed that it was last updated two weeks previously and it had been sent to the BPC for their comments. Although Kathy initially took an action to talk to the BPC, it has since been confirmed by Councillor Maxwell that the only item that was not on the asset list was the container which the BPC voted to donate to the BFPG. The Parish Clerk should use the list as written by Adrian in his official handover letter (still awaited at time of writing). **Post meeting note:** the BFPG asset list has been updated to include the container.

A vote was then taken to confirm Andrew's proposal for purchasing the insurance as described. The vote was carried unanimously for this to be put in place by the end of the first week of April (so that payment can be made into the new FY). Action completed and closed.

3.3 Kathy confirmed that the BFPG's new bank account had been opened on-line (see also Topic 1). Action completed and closed.

7.1 Information pack to enable 7.2. Completed and closed.

7.2 Sadie updated the Committee that she had received a response from Herefordshire County Council (HCC) regarding her query about flood gauges for Millcroft Road. HCC were apparently concerned that having gauges would encourage motorists to drive through flood water where hidden hazards could be a problem. They suggested the BFPG work with HCC and Balfour Beatty Living Places (BBLP) to set up a system where the BFPG had access to signs that could be put out at agreed locations. The BFPG would then need to liaise with BBLP to formally open/close the road.

Sadie felt that the HCC response was weak and planned to challenge them to provide evidence that having flood gauges encouraged people to continue driving through flood water. Adrian advised that the Group already has access to signs which are put out by members at either end of Millcroft and at the top of Ketch Lane. Dave also pointed out that part of the problem was the severity of flooding along Millcroft often meant that it was difficult to discern where the road ended and the brook wall began. Sadie undertook to take these points back to HCC. Action open and ongoing.

7.3 Parish Clerk to be asked for help identifying potential problems. Completed and closed: the Lengthsman and Footpath officer have been tasked with informing the BFPG of any potential flood risk problems they may come across.

7.4 Adrian apologised to Dave for not completing this action yet, explaining that it would become clear when he provided his Operations Update. Action open and ongoing.

7.5 Constitution to be sent to the Committee. Completed and closed.

Item 3 Topic 1 | 18.40 | Lead: Treasurer

The main topic for discussion was the Treasurer's finance proposal that had been sent to the Committee for pre-reading.

Kathy confirmed that all the necessary items for managing the account had been received and she was in negotiations with the Parish Clerk to receive an initial amount into the account from the BPC. **Post-meeting note:** an interim sum of £2500 has been paid into the Group's account. The total amount to be paid to the BFPG will be discussed at the BPC's next meeting on 12th April.

Kathy then ran through her document which identified areas of best practice. There was general discussion on the points raised by Kathy and the following was agreed:

A petty cash amount of £30 would be held for the purchase of small items and a daily limit of £300 would be set for internet banking.

Whilst it was agreed that cheques were unlikely to be the preferred method of banking for the Group, it was recognised that there may be occasions when they would be required. In these cases, 2 signatures would be required to sign all cheques, the Chair and the Treasurer, as they were named on the account. Dave agreed to be a 3rd signatory in case one of the others were unavailable.

Kathy requested to see the latest draft Constitution for her to identify anything that needed to be added/amended on the finance side. Debby agreed to send the Constitution to Kathy.

Action items	Person responsible	Deadline
3.1 Kathy to ensure Dave is added to any necessary paperwork	Treasurer	31 st March
3.2 Debby to send Constitution to Kathy	Secretary	Completed

Item 4 Treasurer's Report | 19.00 | Lead: Treasurer

Kathy then continued with the Finance Report: the balance of funds held by BFPG for the end of this period (as at 16.3.21) is £4,935.76.

At the end of last period (16.2.21) the balance was £4,886.79. This balance was adjusted on 23.2.21 following agreement with the Parish Clerk regarding VAT (see Interim Treasurer's Report of the same date). At the end of 23.2.21, the balance was £4,925.76 and since then we received £10.00 in donations. We have spent £0.00.

The balance of our new bank account at the time of the meeting was £0.00, however, post meeting, £2500 has been paid in by the BPC. Funds held by BPC are to be confirmed but should be £2425.96. The amount of cash we have is £10.00, so our total balance is £4,935.76

Income Breakdown: donation from Mr. & Mrs. Bowden of £10.00 towards the Easter Treasure Trail. A vote of thanks to Mr. and Mrs. Bowden was recorded.

Item 5 Operations Update | 19.10 | Lead: Ops Manager

Adrian provided an update on the new telemetry system. As reported at the last meeting, the new system was installed on Thursday 18 February. However, this had not been a smooth process.

The system has failed 3 times to “check in” and the account profile was changed, limiting access. Adrian reported that he had contacted Hydro International (HI) pointing out the issues and was informed that any commissioning issues would be resolved. However, various other problems have been observed over the last 2 weeks and so Adrian took a series of screen shots and sent them to HI showing the date & time & the loss of data.

Following this (and an apology) it was reported that a complete logger swap would need to take place at the site on Wednesday (17th). It seemed that the unit which was installed had developed a fault and needed to be returned to the manufacturer. **Post meeting note:** Adrian confirms that the swap did take place, however at time of writing there was still no confirmation that the swap had been successful but HI are monitoring it closely and will pay another site visit next week if required. A written update has been sent to the Parish Clerk because the system is a Parish Council asset (the BFPG just manages it on their behalf).

Adrian then moved on to confirm that Working Parties will begin on 10 April, the first of which will be another visit to Ketch/Millcroft brook to remove some large items & some more from Powis' field. The “island” of debris alongside Smeadles has become too big for the Group to tackle as it stands. Andrew confirmed that he had spoken with the

landowner and he was hopeful that once the weather improves, they will be able to get in with machinery to remove the bulk of it.

Finally, Adrian mentioned the issue of flood barriers. It was noted that many properties had been gifted flood barriers post-2007 by the Environment Agency. Some of these may now be coming to the end of their life. These barriers belong to the properties concerned and are therefore the home-owners responsibility to replace if necessary. However, it would be prudent for the BFPG to maintain an up-to-date list of manufacturers in case any resident contacted us to ask for advice (we know that at least one of the original manufacturers has gone out of business).

Action items	Person responsible	Deadline
5.1 Adrian to begin and maintain list of barrier manufacturers	Ops Manager	Next meeting

Item 6 Events Update | 19.25 | Lead: Events Co-Ordinator

Rebecca reported that plans for the Easter Treasure Trail were going well. She requested £200 for expenses which would cover prizes as well as things like wipes, hand sanitisers, pens. It would also provide a float. A vote was taken and agreed.

Rebecca noted that Cadbury had declined to help with sponsorship however S & A Fruit had given a positive response. An offer had been made for punnets of berries to give out or a larger basket that could be raffled. Rebecca had decided, with Andrew, that the latter would help bring in some much-needed funds but she wanted the Committee's views on pricing of raffle tickets. It was agreed that due to handling requirements, 50 pence for one ticket would be best, with Rebecca writing the contact details.

Rebecca went on to say that because of the Covid rules, she and Andrew had designed a poster which would be laminated and available on the table to highlight the rules under which we would be holding the event. This would hopefully allay any concerns that may occur. Rebecca was also designing a flyer with the Group details to hand out to participants. The S & A sponsorship would appear on the Clue list.

Following a general discussion, it was agreed that certainly Committee members and maybe other members should act as marshals on the day to identify ourselves to residents. It was also agreed that given the amount of time the event would likely take, a schedule should be drawn up that could be used to identify other helpers.

Adrian suggested all should wear the Group hi-vis vests not just for safety but also to advertise us as members. It was also agreed that Adrian should take (discreet, no faces etc.) photographs of the day; he would also bring the hi-vis vests.

Rebecca asked the Committee if anyone was First Aid trained. No-one held current certificates but Sadie agreed to look into it to try and identify someone who might help.

Finally, the Committee thanked Rebecca for all her hard work so far on this event.

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
6.1 Submit a schedule of help required that could be sent out to members	Events Co- Ordinator	23 March 2021
6.2 Investigate possible First Aid cover for the event and report by e-mail	SC	23 March 2021

Item 7 AOB | 19.40 | Lead: All

There were no other items for discussion that had not already been covered so the meeting was brought to a close.

Actions 7.2 and 7.4 as above will be carried over.

Membership News: NTR

DONM: 18 May 2021 via Zoom

Attachment A

Bodenham Parish Council

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Mr Andrew Maxwell,
Brook Cottage,
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HR1 3HS

9th March 2021

Dear Andrew,

I am writing to confirm that at its meeting on 1st March 2021 Bodenham Parish Council agreed to the request of the Bodenham Flood Protection Group (BFPG) to remain no longer as a sub-group of the Parish Council w.e.f. 31st March.

Accordingly, all BFPG funds will be paid on or before 31st March into the new BFPG account with Lloyds Bank, details of which Kathy Tremain has given me, after the Parish Council has agreed with Kathy as to the actual sum.

Yours sincerely,



Dr Chris Smith
Clerk to Bodenham Parish Council
