



BODENHAM FLOOD PROTECTION GROUP REPORT **(OCTOBER 2020)**

SUMMARY OF THE PAST MONTH

1. The arrival of autumnal weather has brought with it increased rainfall and flood risk. On 4 October the Millcroft Brook rose slightly, but not enough to trigger any alerts.

TRANSFER TO THE NEW COMMITTEE

2. A variety of transition tasks have been ongoing behind the scenes, with the new Committee taking control of certain admin tasks, finance and general organisation. Documentation on risk assessments, the buddy system, inventory and sandbag monitoring are all being gradually handed over. More on the transition activities will become available over time, including the reissue of updated contact information.

SANDBAGS

3. As previously reported, the most pressing issue facing the BFPG was the preparation and redeployment of sandbags in advance of the coming winter. On the morning of 8 October, a small group of volunteers took delivery of 250 new sandbags and these are now distributed between the Parish Hall container and the various cages around the Village. Many thanks to those who gave up their time to help with this.

TREASURER'S REPORT

4. The balance in the Group's account remains unchanged at £5,047.96, as the sandbags, which cost £637.50 plus VAT of £127.50, were kindly paid for by the Parish Council.

WATERCOURSE MAINTENANCE

5. A big thank you to all the volunteers (experienced and new) who have stepped forward to commit to helping on future working parties. The Committee are still keen to recruit more people to start next year. It is hoped to have enough people on the list to create a rota system which should hopefully make it easier for volunteers to attend. If you haven't already been in touch, but would be willing to volunteer please contact the Secretary, Debby House at debbyjhouse@icloud.com or on 01568-797305.

SOCIAL EVENTS

6. **Annual Bonfire**. On Saturday, 17 October the bonfire was duly despatched, albeit a week later than originally planned and, sadly, with only two members of the Group present. Probably the largest ever, its remains were still smouldering five days later.

7. **Future Social Events**. There are currently no events planned for the foreseeable future, but potential activities have been discussed and as soon as the Committee are able to, they will update everyone with any plans.

K.A.M.

25/09/2020

Bodenham Flood Protection Group
Roles and Responsibilities (from September 2020)

It is proposed that, once the new committee is in place (with effect October 2020?), the following roles are required and their tasks and responsibilities within each role (which may differ to those currently undertaken), should be as follows:

Chairman (Vacant):

Deciding overall strategy and direction of the group
 Supporting the Operations Officer during emergencies as required
 Reporting to the monthly Parish Council meetings
 Advising the Parish Council on flood related matters (pertaining to the Village)
 (With the Treasurer) ensuring insurance cover for all group activities
 Acting as the point of contact for external agencies as necessary (such as Herefordshire Council, Environment Agency)
 (With the Treasurer) securing Parish Council approval for expenditure on sandbags, telemetry system, etc.
 Monitoring and amending the Constitution as required
 Maintaining the Group's Safety Policy
 Preparing meeting agendas
 Chairing the Group's meetings
 Approving and signing minutes

Operations Officer (Adrian House):

Taking charge (with Area Reps) in flood emergencies
 'Walking the brook'. deciding priorities for maintenance and preparing the schedule
 Leading the working parties
 Arranging storage, repair and replacement of equipment
 Arranging for annual spraying
 Overseeing telemetry system operation including alert levels and contact lists
 Liaison with Hydro-International/Isodaq
 (With the Treasurer), ensuring the SMS account is in credit
 Acting as BFPG Safety Officer (including maintaining the Health and Safety incident log)
 Carrying out risk assessments of all work and social activities

Secretary (Vacant):

Maintaining attendance records of all activities – working parties, meetings, social activities
 Maintenance of the group structure
 Maintenance of the Group's 'buddy' system to protect vulnerable residents
 Preparation of meeting agendas and minutes
 Maintenance of membership records and contact lists
 Acting as Data Protection Officer

Treasurer (Kathy Tremain):

Maintaining the BFPG account

Producing the Treasurer's Report for the monthly meetings
Dealing with cash and cheque receipts and expenditure
Liaising with the Parish Clerk over receipts/payments/VAT
Reconciling BFPG accounts with Parish accounts as required
Producing the annual statement for the AGM
(With the Ops Officer) ensuring the SMS account has credit
(With the Chairman) securing Parish Council approval for expenditure on sandbags, telemetry system, etc.
(With the Chairman) ensuring insurance cover for all group activities

Sandbag Officer (Andrew Maxwell):

Issuing sandbags as required and maintaining sandbag records
Liaising with suppliers for reordering of sandbags
(With the Ops Officer) agreeing on sandbag checks and replace/repair activities
Oiling sandbag containers' locks and updating notices as necessary

PR/Fundraising Officer (Debby House):

Acting as central co-ordinator in flood emergencies
Conducting PR and marketing for the Group such as recruitment drives, advertising social activities, asking for support, etc. as required
Preparing notes for the monthly Parish *Newsletter*
Maintaining the BFPG pages on the Parish Website
Maintaining a photographic record of all group activities
Arranging and organising the social and fundraising calendar
Chairing social events, assisting and thanking other organisers of fundraising/social events as necessary