



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

BODENHAM FLOOD PROTECTION GROUP COMMITTEE MEETING MINUTES

**12 January 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. Introductions
3. Outstanding Actions
4. Topic 1
5. Operations Update
6. Treasurer's Report
7. AOB

Item 1 Welcome | 18.00 | Lead: Chair

Andrew welcomed the new Committee members, thanking them all for stepping forward to ensure the BFPG is able to continue its good work in protecting the village during flooding incidents. He noted that he was very pleased that the Committee was now 7 strong and that several new, general members had also come forward each with a willingness to join Working Party groups. He added that this was a key step in enabling the Group to continue long term.

Item 2 Introductions | 18.15 | Lead: All

All members then introduced themselves, giving a little of their background to the rest of the Committee and their reasons for volunteering.

There was agreement that one of those reasons, for everyone, (and in some cases the reasons were personal), was the sterling work that had been done by the Group in the past. It was noted that the December 2020 floods served to underline the need for the Group to continue.

Item 3 Outstanding Actions | 18.25 | Lead: Secretary

As this was the Inaugural Meeting of the new Committee and no formal meetings had been able to take place since the AGM in August 2020, there were no outstanding actions to review

Item 4 Topic 1 | 18.30 | Lead: Chair

TITLE: Changing the profile of the Bodenham Flood Protection Group (BFPG) from Sub-group to Working Group, still under the auspices of the Bodenham Parish Council (BPC)

Discussion

Andrew introduced the proposal for changing the profile of the BFPG, referring to the pre-reading material previously sent out to Committee members (attached). He emphasised that this change was in order to streamline BFPG business and acknowledged the amazing work and commitment that had gone previously. He then opened the floor for discussion.

There followed some questions and discussions around the following:

- how ordinary members would forward their issues for discussion
- whether the group would be able to function while awaiting a decision from the BPC and when we could expect to hear
- whether Councillor Harrington should be briefed on the changes
- whether streamlining the Committee might mean diluting the BFPG presence in the village

Debby explained that members would be able to use the secbfpg@gmail.com e-mail address to raise issues for inclusion at the next Committee meeting (or they could call the Secretary, if the issue was urgent, for the issue to be raised to the Committee over e-mail/phone). Once the Committee had discussed the issue, a response would be sent back to the individual member concerned and the issue and response noted in the next minutes.

Andrew explained that until the proposal was approved by this Committee and the Parish Council, the status quo would remain and no change to the function of the group was anticipated. A meeting had been arranged between the BPC and the BFPG (Chair and Secretary to attend) on 18th January for us to brief the PC on the Group and this proposal.

Post-Meeting Note: the meeting has been subsequently postponed due to the BPC Chair not being able to attend. A new date is expected to be set. In the meantime, a draft of the new Constitution will be sent to be BPC ahead of its next Parish Meeting, set for 1st February 2021. This is intended to enable the Parish Council to have full insight into the future function of the BFPG.

Andrew also felt (which the Committee agreed with), that briefing Cllr. Harrington was the responsibility of the Parish Council, should they wish to do so. Finally, Andrew noted that this Committee was now 7 active members and so if anything, in his view, the Group was stronger not diluted. All agreed that keeping ordinary members fully briefed on activities was a must and that Committee minutes would continue to be available via e-mail, hard copy (for those without e-mail facilities) and posted to the Parish Web-site. An Annual Report would also be issued and as soon as circumstances allowed, we would re-start the fundraising/social activities.

Closing: Once the discussion concluded, Debby asked for members to vote via a show of hands. The proposal was carried unanimously and actions were noted below.

Action items	Person responsible	Deadline
4.1 Send the power point presentation for the Parish Council, to the rest of BFPG Committee for information.	Chair	29 January 2021
<i>Post-Meeting Note: with the date of the presentation to be rescheduled, a copy of the draft Constitution will be sent to the BPC and to the BFPG Committee, on 29 Jan instead.</i>		
4.2 Send the draft, new Terms of Reference to the Parish Council for consideration	Chair	23 January 2021 (done)

Item 5 Operations Update | 18.50 | Lead: Operations Manager

Discussion

Adrian gave a brief history of the Telemetry system for the benefit of new Members and then outlined the current issues. During December 2020, there had been a couple of low battery warnings, suggesting that the system was failing. Hydro International (HI) were contacted by Tony Mitcheson on our behalf. Following some initial confusion over the contract and some issues with payment, HI came back with a proposal for 2 options.

1. Replace the battery
2. Replace the system

The current system, is over 11 years old and no longer supported and so HI don't keep batteries in stock; the lead time on just replacing the battery would therefore be a couple of weeks anyway. Despite that, it was the general consensus that the most cost-effective option would be to replace the system, which would give us a 2-year initial warranty. This work could be done in February. Adrian has asked HI for a formal quote for this option which will be sent to the BPC for consideration. The system is a village asset which the BPC funds and the BFPG monitor and look after on their behalf.

Post-Meeting Note: The BPC quickly approved the funding for replacing the system and arrangements are in hand with HI for this work to be completed as soon as possible.

On working parties, Adrian reported that the usual schedule of April to September would, on the whole, be maintained and that he would be issuing dates in the not-too-distant future. However, where necessary, ad hoc work parties would also be scheduled to attend to more imminent issues. One such session is in the process of being organised for the end of January/beginning of February. This session, apart from clearing debris away, is a good opportunity to introduce new members to the group and its work. We are now working to a Tier 1 and Tier 2 list. The former being used for heavier work and the latter for more general clearing, sandbag maintenance etc.

Adrian also brought up the issue of the Group's insurance, because he had concerns about members potentially doing jobs individually, which raises a Health and Safety concern. Andrew explained that we currently come under the BPC's umbrella insurance for our work and that this is being investigated separately.

There was a question as to whether the risk profile for the village due to its demographics, helped the business case for the telemetry. It was felt that the demographic for the village was not static anyway, although at any given point it may help. However, it was felt that the business case for a new system was strong enough without it (see Post-Meeting Note above).

Finally, Adrian requested permission to purchase S hooks and chains to facilitate the storage of BFPG tools and also a new First Aid kit for members to use on working parties should the need arise.

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
5.1. Investigate and report (via e-mail) on the cost of the S hooks, chain and First Aid kit.	Operations Manager	15 January 2021 (<i>done</i>)

Post-Meeting Note: it was agreed with the Treasurer that these could be purchased

Item 6 Treasurer's Report | 19.10 | Lead: Treasurer

Kathy reported that the current BFPG balance stood at £5,087.96 but this did not include recent expenditure for the ZOOM account (£143.88). This was the only expenditure this month and obviously because of the current restrictions, there had been no income.

Kathy also reported the discrepancy between the BFPG figures and the those of the BPC, a difference of £169.00. She had gone back through all the records as much as she could but could not find where the discrepancy had begun. It was noted that previously it was understood that the discrepancy was due to the different accounting months of the two groups.

It was discussed whether we should expend a lot of effort investigating this and a suggestion of noting the differences and drawing a line under it was agreed. If, at a future time, the discrepancy became much larger, the issue would be raised with the BPC.

Action items	Person	Deadline
responsible	Deadline	
6.1 In due, course, once the relationship between the BFPG and the BPC is clarified, Kathy to look at the accounting dates and consider whether they could be aligned in the future.	Treasurer	None set

Item 7 AOB | 19.15 | Lead: All

Andrew asked each Committee member to encourage residents, where they could, to ask for sandbags to protect their homes. There is stock held around the village, but it is too late once the floods hit and residents should consider having a stock of them, as long as they are able to keep them stored safely and keep them dry. He then thanked everyone for attending and asked for another meeting to be arranged for mid-February.

Membership News:

Our thoughts are with Mrs. Kay Clarke at this difficult time.

Our best wishes go to Mrs. Gwen Bowden for a speedy recovery.

DoNM: TBC (Tentative date: 16 February 2021)