

# **Flood Response Volunteer Sub-Committee of Sampford Brett Parish Council**

## **TERMS OF REFERENCE**

### **Purpose & Objectives of the Flood Response Volunteer Committee:**

The Sampford Brett Flood Response Volunteer committee is made up of Parish Councillors and local volunteers who make themselves available whenever possible to respond to a flood event in the village. They will make use of the equipment provided to help minimise the effects of flooding on people and buildings.

The committee was established to ensure that the flood response volunteers are well informed and coordinated and operate in a manner in which safety is a priority for themselves and those involved at the flood event.

The objective of the committee is to formalise the organisation of the flood response volunteers so that they operate in a responsible manner, share expertise and learn from past experiences. The committee will report regularly to the Parish Council.

### **Membership:**

#### *Make up of committee:*

The committee will comprise a Chair, Vice-Chair and volunteers who have signed up to assist in the event of a flood in the parish. When possible, a record of the meeting will be made by the Clerk to the Parish Council.

#### *How is the Committee made up:*

The Chair and Vice-Chair will be Parish Councillors. The Chair will normally be the nominated Flood Warden for the Parish Council.

#### *Term of Office:*

There is no time limit on how long the Chair and Vice-Chair can be in position, except that they must hold the position of Parish Councillor.

#### *Selection and appointment of members:*

As and when required, the Parish Council will nominate replacements of Chair and Vice-Chair. Volunteers from the community can join the group at any time by contacting the Chair.

### **Decision-Making:**

The minimum number of sub-committee members in place to be quorate and conduct valid business and take part in voting procedures should be 5, of which at least one should be the Chair or Vice-Chair.

Voting shall be carried out when the number present equals or exceeds the quorum. In the event of a tie the Chair (or representative) shall have the casting vote.

No decision can be made on expenditures. Any proposal for actions which require funds must be put to the full Parish Council.

### **Meetings:**

Meetings will be held at least twice a year. Notice and meeting agenda must be issued and placed on the Parish Council noticeboard 3 full working days in advance, excluding bank holidays.

Ad hoc meetings may be called at any time, notice and advertising as above.

Any essential paperwork to be discussed at the meeting should be sent out as early as possible, but no less than 3 full working days beforehand.

A summary of key discussion points, with recommendations or actions will be recorded. A copy will be sent to all sub-committee members and the Clerk of the Parish Council.

**Delegating Tasks & Powers:**

Tasks, powers and decision-making may be delegated to the sub-committee by the full Parish Council committee.

**Reporting & Monitoring:**

The sub-committee will report back to the full Parish Council by minutes of meetings and verbal reports by the Chair/nominated Flood Warden or their stand in.

**Review by the Parish Council:**

The Terms of Reference and the Emergency Flood Plan (part of the Parish Council's Emergency Plan) will be reviewed and evaluated annually. The date of the last review must be recorded.

*Approved by the Flood Response Volunteers committee: 1.6.2023  
Awaiting approval by the full Parish Council.*