

**Copythorne Parish Council – Tuesday November 12<sup>th</sup> 2019**

**Item 15c – To receive and approve the Flooding Advisory Committee Terms of Reference**

The Flooding Advisory Committee have - following discussions with myself - produced a set of proposed Terms of Reference to be added to the Council's "Advisory Committees: Terms of Reference" document.

**Proposal**

**The Flooding Advisory Committee proposed Terms of Reference be adopted and added to the Council's previously adopted "Advisory Committees: Terms of Reference".**

DAVID RIGBY  
Parish Clerk

# Copythorne Parish Council

## TERMS OF REFERENCE : Advisory Committees

### C. Flooding Advisory Committee

#### Aim

The aim of the Flooding Advisory Committee is to advise, oversee and make recommendations to the Council on flooding issues within the Parish of Copythorne, working in conjunction with the appropriate authorities to identify and mitigate flooding issues.

#### Responsible for

1. Preparing a new Copythorne Parish Flood Plan and submitting it to the Council for adoption.
2. Annually reviewing Copythorne Parish Council's Flood Plan and submitting it to the Council for adoption.
3. Ensuring that the Council has as much historic information as possible in its records and make this information available for viewing on a dedicated section of the Council's website; ensuring that all information freely available for viewing meets GDPR requirements.
4. All flooding issues within the Parish that are not the result of highway or private drainage/sewerage related maintenance issues. This would generally concentrate the Flooding Advisory Committee's activities to land and ordinary watercourses within the vicinity of designated main rivers.
5. Ensuring advice is available through such media as the Council's newsletter, website and noticeboards, to inform property and land owners of their obligation, rights and responsibilities.
6. Ensuring that members of the Flooding Advisory Committee, details of whom can be found on the Council's website at: <https://www.copythorne.org.uk/committee-representation/#working> are, within the limits of them being non-expert members of the local community, available to contact for assistance. For information, signposting and advice on non-emergency flooding matters contact should always initially, where possible, be made to the Clerk to the Council.
7. Working and liaising with all appropriate and competent authorities to ensure regular inspection of main rivers and critical watercourses.
8. Providing a schedule of works for the Parish Lengthsman to potentially mitigate the risk of flooding and submitting it to the Council for approval.
9. In accordance with GDPR principles, maintaining a database to be updated annually of parishioners who wish to be informed specifically on flooding related matters. This database and the GDPR consent forms will be held by the Clerk to the Council.

#### Members

- Voting Membership of the Flooding Advisory Committee shall comprise four Councillors elected at the Annual Parish Council Meeting each May.
- The voting members of the Flooding Advisory Committee will elect a Chairman annually.
- Membership of the Flooding Advisory Committee may be changed at any Council meeting.
- Councillors may be co-opted to join during year if authorised by Council.
- Non-Councillors may be invited to join the Flooding Advisory Committee. These persons do not have a right to vote or to move or second a motion.
- Three voting members shall constitute a quorum for meetings.

# Copythorne Parish Council

## Meetings

- Are to be held in such locations that are legal and practical for members to attend and that result in minimal financial burden on the Council.
- The Flooding Advisory Committee will meet on a quarterly basis but can also be convened to deal with flooding incidents or specific matters as necessary.
- As an Advisory Committee public notice of meetings or public admission to Flooding Advisory Committee meetings is not required.
- Agendas are to be distributed by the Chair of the Flooding Advisory Committee at least five working days prior to any meeting to all its members and to the Clerk of the Council. The Clerk is to distribute a copy at least three working days prior to the meeting to all Councillors who are not members.
- As an Advisory Committee full minutes of meetings are not required. The Chair of the Flooding Advisory Committee is however required to forward to the Clerk of the Council notes of its meetings within five working days of any meeting. These will then be distributed to all Councillors for their information within seven working days of the meeting.

## Decisions and Delegated Powers

- The Flooding Advisory Committee is constituted to implement the decisions of the Council as specifically identified in its Terms of Reference and may only use resources as delegated by the Council. The Flooding Advisory Committee has no mandate to make decisions on behalf of the Council.

## Reporting to Council

- The Chair of the Flooding Advisory Committee must submit to the Clerk of the Council any report arising from its meetings that includes recommendations to Council in accordance with Standing Order 9 ("Motions for a meeting that require written notice to be given to the Proper Officer").
- Clear and concise recommendations are required at all times to avoid ambiguity in the motions to the Council to ensure that the intention of the resolution is conveyed to the members for them to vote.