

BODENHAM FLOOD PROTECTION GROUP

MINUTES OF THE BODENHAM FLOOD PROTECTION GROUP'S ANNUAL GENERAL MEETING AT THE SIWARD JAMES CENTRE AT 7.30PM ON TUESDAY, 27 AUGUST 2013

ITEM	ACTION
<p><u>ITEM 1 - WELCOME AND INTRODUCTION BY CHAIRMAN</u></p> <p>1. The Chairman welcomed everyone to the Annual General Meeting. He thanked all those who had served on the Committee and as Area Representatives for the past twelve months and all the members of the Group for their continuing support.</p> <p>2. <u>Apologies.</u> There were 30 members present and apologies were received from Mr and Mrs Clark, Mr and Mrs Hemming and Miss Gibson.</p>	
<p><u>ITEM 2 – ELECTION OF COMMITTEE MEMBERS AND AREA REPRESENTATIVES FOR 2012-13</u></p> <p>3. The Chairman reminded members that, as the BFPG is a sub-group of the Parish Council, its election procedure had to conform to that used by the Council. He said that he would stand down as Chairman, but remain in the room while the Secretary conducted the election of the incoming Chairman.</p> <p>4. <u>Election of Chairman.</u> The Secretary took the chair and reminded members that nominations for all appointments had closed on 31 July 2013. All the existing Area Representatives had agreed to remain in post for a further year, but no one had offered themselves as Chairman, Secretary, Operations Officer or Treasurer. She asked if there was anyone who would be willing to take on the role of Chairman. Mr Tilford proposed that Cllr Mitcheson should remain as Chairman and this was seconded by Mr Dowler and unanimously approved by the Meeting.</p> <p>5. <u>Election of Secretary.</u> Cllr Mitcheson then resumed the Chair and conducted the election of the Secretary. He informed members that no one had put themselves forward to take on this post, but that the present Secretary would remain if there were no other contenders. Mr Tilford proposed that Mrs Mitcheson should remain as Secretary and this was seconded by Mrs Fryer and unanimously agreed.</p> <p>6. <u>Election of Operations Officer.</u> The Chairman said that, due to work commitments, Mr Stephens wished to stand down as Operations Officer, but would continue to support the Group. The Chairman, on behalf of the Group, thanked Mr Stephens for all the help and assistance he had provided. He then said that, if there were no members present wishing to take on this post, he would assume its responsibilities himself. Mrs Watson proposed that Cllr Mitcheson should be the new Operations Officer and this was seconded by Mr George and agreed.</p> <p>7. <u>Election of Treasurer.</u> The Chairman reminded the AGM that Mr Clark had stated at the last meeting that he wished to stand down as Treasurer. In Mr Clark's absence he expressed the Group's thanks to Mr Clark for all he had done as Treasurer since the establishment of the Group. He asked if anyone was willing to take on the post of Treasurer and the Secretary said that she would do so. This was proposed by Mrs Bowden, seconded by Mrs Bick and unanimously agreed.</p>	

ITEM	ACTION
<p>8. <u>Election of Area Representatives.</u> The Chairman said that, as he had already stated, all the Area Representatives had agreed to serve for a further year. They would, however, have to be formally elected. This was proposed by Mr Rice and seconded by Mrs Parker. The Chairman thanked all the Area Representatives for all that they had done, and continued to do, for the Group.</p> <p>9. A list of those elected at the Meeting to serve during 2013-14 is attached at Annex B to these Minutes.</p>	
<p><u>ITEM 3 – CHANGES TO THE CONSTITUTION</u></p>	
<p>10. <u>Area Representatives’ Responsibilities.</u></p> <p>a. The Chairman recalled that at the Group’s Meeting last January he had presented a short document setting out the responsibilities of Area Representatives. (A copy is attached to these Minutes at Annex A). He had done this because at the time there seemed to have been some uncertainty about what Area Representatives were supposed to do in preparation for emergencies and when emergencies actually occurred. After some discussion, it had been agreed that the document would be accepted as guidance until it could be formally incorporated into the Group’s Constitution at the present AGM.</p> <p>b. Although at first sight the document might appear rather daunting, it was actually simple and straightforward - in fact, nothing more or less than a summary of what Area Representatives were doing already. He asked if there were any final comments on the text.</p> <p>c. As there were no comments, the Chairman proposed that Paragraph 9.e. of the Constitution (as amended on 30 August 2011) be amended by:</p> <p>(1) The deletion of its last sentence and the insertion of: “In general, they are responsible for representing the views of residents in their areas on flooding-related matters, as well as noting and reporting any issues concerning actual or potential flooding. A more detailed summary of their responsibilities is attached at Annex A.”</p> <p>(2) The inclusion of the summary of Area Representatives’ responsibilities in the Constitution as Annex A.</p> <p>d. Mr Tilford asked that the Chairman’s proposal be supported and this was seconded by Mr Sebbage and unanimously agreed.</p> <p>11. <u>Other Proposed Amendments to the Constitution.</u> The Chairman then asked whether members wished to propose any other changes to the Constitution. No such proposals were made.</p>	
<p><u>ITEM 4 – MINUTES OF THE LAST MEETING</u></p>	
<p>12. The Chairman asked members to approve the Minutes of the July Meeting which had been circulated earlier with the Agenda and which were also available in hard copy on the tables for those members without computers. Miss Easson proposed that the Minutes be approved, this was seconded by Mrs Evans, and agreed.</p>	

ITEM

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ITEM 5 – MATTERS ARISING

13. **High Visibility Jackets.** The Chairman reported that the Secretary had again been in touch with Mr Dan Trewin at the Environment Agency to ask if there was any possibility of the Agency supplying the BFPG Area Representatives with heavy duty high visibility jackets. Mr Trewin had now replied that, although he would be unable to provide heavy duty high visibility jackets, he was able to provide light weight ‘waistcoats’. In addition, he would be able to arrange for some wording on the back of the jackets, such as “FLOOD GROUP”. The Secretary had replied that this offer would be gratefully received. Although the ‘waistcoats’ are not exactly what we had asked for, when these are worn over raincoats, etc, they will give more authority to Area Representatives calling on residents during emergencies.

ITEM 6 - TREASURER’S REPORT

14. Although Mr Clark, the Treasurer for 2012/13, was unable to be present, he had provided a report detailing the Income and Expenditure for the Group for the last 12 months.

<u>Income</u>		<u>Expenditure</u>	
Balance c/f	£1,737.53	Secretary Ink	£ 50.00
Quiz Night Entry	£ 276.00	Siward James Room Hire	£ 20.25
Quiz Night Raffle	£ 92.00	Quiz Night Food/Wine	£ 60.47
Quiz Night Donations	£ 30.00	Siward James Room Hire	£ 13.50
Sale of Loo Bung	£ 33.60	100 M Hose, Couplers	£147.54
Coffee Morning	£ 323.40	Siward James Hire for	
Coffee Morning Donation	£ 56.60	Coffee Morning	£ 30.00
Anonymous Donation	£ 30.00	Purchase 4 Padlocks/keys	£ 13.22
VAT Refund on Waders	£ 21.33	Purchase 4 extra keys	£ 15.50
Donation BBQ	£ 30.00	1 Pr Neoprene Chest Waders	£ 37.95
		Postage for Waders	£ 6.95
		Siward James Room Hire	£ 15.75
		3 Prs Thigh Waders + post	£ 98.96
		Siward James Room Hire	£ 13.50
		Secretary Ink (2012-2013)	£ 70.99
		Balance c.f	£2058.88
Total Income	£2660.46		£2660.46

15. The Chairman explained that this showed that that the Group had started the year with £1,737.53 and ended it with the present balance of £2,058.88 (a difference of +£321.35). He was not aware of any outstanding invoices. He went on to reiterate the Group’s thanks to Mr Clark for all his work as Treasurer since the BFPG was first established.

16. Mr Tilford asked the Chairman if the BFPG’s accounts were ever audited. The Chairman replied that they formed a sub-account within the Parish Council’s Account, which was subject to an annual audit, but he was not aware that the Group’s sub-account had ever been audited separately. Mr Tilford also asked about the equipment held by the Group. The Secretary replied that she maintained a list of all items of equipment purchased by the BFPG, together with their location, and this was sent to the Parish Clerk at the end

ITEM	ACTION
<p>of each year (after the AGM), together with the Working Party Schedule. The Chairman commented that in addition to this it would be a good idea to gather all the equipment together for a complete stock check once a year.</p>	<p>Secretary Treasurer</p>
<p><u>ITEM 7 – WATER LEAK ON MILLCROFT ROAD</u></p> <p>17. The Chairman remarked that sharp-eyed members would have noticed that there was now a new ditch, complete with grips, along Millcroft Road from No 1 to No. 27. Although this would not cure the long-standing issue of water running down the North side of the road, it should at least remove the danger to pedestrians and vehicles in icy weather by ensuring that the water is kept off the road surface.</p> <p>18. The ditch had been dug by Amey and, for interest, it was the same crew that had re-dug the drain holes along the C1121 next to the Millcroft Brook (just past the Ketch Lane culverts) and fitted them with metal drain covers. He noted that this was likely to be the last work that Amey carried out in the Bodenham area since Balfour Beatty take over the contract on 1 September.</p>	
<p><u>ITEM 8 – FUTURE PLANS</u></p> <p>19. <u>Working Party Sessions.</u></p> <p>a. The Chairman reported that at the last two Friday working party sessions on 2 August and 16 August work had continued with clearing the Orchard Close ditch system. This had proved to be a significant undertaking because of the extent to which the hedge had grown over the watercourse. However, good progress had been made and the Group were now within sight of completing the whole task. He said that particular thanks should go to Mr Stephens and to everyone else who had turned up to help. It had been hard, but very worthwhile, work.</p> <p>b. He noted that the next working party session would be on 30 August and that all those who would like to help should meet at the field entrance at the rear of Orchard Close at 6.00pm.</p> <p>c. Further working party sessions would be on 13 and 27 September and the locations for these would be notified by the Secretary in due course.</p>	<p>Secretary</p>
<p><u>ITEM 9 – ANY OTHER BUSINESS</u></p> <p>20. <u>Bonfire Party.</u> The Chairman reminded members that the Annual Bonfire Party would be held at Millcroft Farm on Saturday, 21 September at 6.00pm and that everyone would be most welcome. Mulled ‘Surprise’, together with sausage rolls, would be provided. However anyone with other preferences or special dietary requirements would be welcome to bring their own contributions. (A copy of the poster is attached to these Minutes).</p> <p>21. <u>Quiz Night.</u> The Chairman asked Mrs Griffiths to update the Meeting regarding the Quiz Night on Friday, 25 October at the Parish Hall. Mrs Griffiths said that the posters would be going up soon around the Village, followed by the flyers nearer the date.</p>	<p>Mrs Griffiths</p>

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<p>22. <u>Sandbags.</u></p> <p>a. The Chairman asked all those who had sandbags on their property to check them and let him know if they needed any new ones. Those in the cages would be checked at a working party session.</p> <p>b. Mrs Davies asked about the combination for the cage locks which had proved problematical in the past. The Chairman said that this had been solved by providing new padlocks with keys. He said that the Secretary would include a list of the key holders and locations of the cages in the Minutes.</p> <p>c. <u>Sandbag Cage Locations and Key Holders:</u></p> <p>Chapel Lane/ Orchard Close Cage</p> <table data-bbox="363 703 1133 775"> <tr> <td>Chapel Lane:</td> <td>Mr Pritchard</td> <td>797428</td> </tr> <tr> <td>Orchard Close:</td> <td>Mr Stephens</td> <td>07779-407605</td> </tr> </table> <p>Parish Hall Cage Mr Giampalma 07970-285020</p> <p>Bodenham School Car Park Cage Mr Mullenger 797199</p> <p>Siward James Cage Mrs Baines 797412</p> <p>Spare keys are held by:</p> <p>Millcroft Farm</p> <table data-bbox="268 1218 1040 1290"> <tr> <td>Chairman</td> <td>Cllr Mitcheson</td> <td>797170</td> </tr> <tr> <td>Secretary</td> <td>Mrs Mitcheson</td> <td>797170</td> </tr> </table> <p>The Moor Mr Clark 797943</p>	Chapel Lane:	Mr Pritchard	797428	Orchard Close:	Mr Stephens	07779-407605	Chairman	Cllr Mitcheson	797170	Secretary	Mrs Mitcheson	797170	
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Chairman	Cllr Mitcheson	797170											
Secretary	Mrs Mitcheson	797170											
<p><u>ITEM 10 – DATE OF THE NEXT MEETING</u></p> <p>23. The next Meeting will be held on Tuesday, 24 September. There being no further business, the 2013 Annual General Meeting closed at 8.05pm.</p>													

AREA REPRESENTATIVES' RESPONSIBILITIES

As an Area Representative you are asked to undertake the responsibilities listed below.

1. Take a general interest in your area to identify those residents:
 - a. Whose properties are liable to suffer from flooding.
 - b. Who may need help in taking flood precautions, whether from age or infirmity or because they spend a lot of time away from home.
 - c. Make sure that you have telephone contact details for all residents in your area whose homes are at risk of flooding.
2. Inform residents in your area about the Bodenham Flood Protection Group and advise them of its potential value to them as a source of advice on flood precautions, flood insurance and sandbags.
3. Ensure that:
 - a. Those residents in your area who need help in taking flood precautions are included in the 'Buddy System' with appropriate support.
 - b. You keep the Secretary informed of changes to the details of the 'Buddy System' for your area.
4. Let the Secretary know when you are going to be away from home for more than a day or two, so that arrangements can be made to provide flood protection cover for your area during your absence.
5. Allow your telephone and/ or e-mail address to be included on:
 - a. The lists of Area Representatives published by the BFPG in the *Bodenham Newsletter* and the Parish Council Website.
 - b. The Flood Warning Telemetry System Alarm system so that you can receive alerts when the water levels in the Millcroft Brook are exceptionally high. (This only applies to Area Representatives in Bodenham Moor).
6. When a flood emergency appears to be imminent:
 - a. Assess the situation and decide whether or not any residents in your area need to be warned to take flood precautions and, if so, which residents.
 - b. If the situation warrants it, warn residents in your area by telephone or, if necessary, by visiting their houses.
 - c. Check that the 'Buddy System' is working as planned and, if not, take action as appropriate.
 - d. Keep the Chairman or Secretary informed of the situation in your area throughout the emergency on 01568-797170.

BODENHAM FLOOD PROTECTION GROUP
2014/15 Area Reps and Committee List

Chairman: Cllr Tony Mitcheson
Treasurer: Mrs Babs Mitcheson
Operations Manager: Cllr Tony Mitcheson
Secretary: Mrs Babs Mitcheson

The Moor:

The Moor Road: Mr Tony Clark
Orchard Close: Mr Robert Pritchard
Chapel Lane: Mr Robert Pritchard
Brockington Road: Mr Simon Dowler
(2 -31& 35)
Brockington Road: Mrs Rebecca Burnill
(1, 32-34, 36 – 42A)
Brockington Road (43- 54): Mrs Gwen Bowden
Siward James: Mrs Gillian Baines
Ash Grove Close: Mrs Jean Fryer
Ash Grove View: Mr David Harris
Ash Grove View: Cllr Alec Avery
Millcroft Road: Miss Barbara Gibson

Bodenham Village:

Bridge to War Memorial:
The Forge Mr Simon Nickols
Church and Bodenham
Village: Mr David Ayshford Sanford
Mr Mike Mullenger