

Mudford Flood Group Meeting

Held on 7th October 2024 at Mudford Village Hall

18:30hrs Meeting Started

1. Introductions

Robin Bowring chaired the meeting until the Group's chair is voted in and available to chair the next official meeting of the newly established group. Mudford Parish Council's (MPC) Clerk Petra Galloway was present to take the notes until the Group was established and the Group Secretary voted in.

15 members of the public attended.

2. Apologies

Kay Mackenzie, Vivian Willis, Mike Higgs, Sue Higgs, Paul Bradford, Clive Snell and Sarah Jennings.

3. Previous notes

The notes from two previous meetings have been available on Mudford Parish Council website. No amendments to the notes were requested.

4. To discuss and agree group aims and objectives

The aims and objectives of the group were discussed and agreed as follows:

- a) To promote the interests of all residents in all matters relating to flood risk prevention, preparation, response, recovery and resilience.
- b) To develop a local community flood resilience plan to help reduce the impact of flooding.
- c) To assist the individuals, residents, business owners and community at times of flooding and to ensure effective support is available to assist with recovery.
- d) To promote community spirit, participation, cohesion and enterprise.
- e) To work with all responsible authorities and all other agencies to reduce the risk of flooding; to minimise its material damage and its social, environmental, health and economic effects, and to assist in recovery from flooding.
- f) To ensure members of the group are adequately trained and informed.
- g) To ensure that the risks associated with the group's activities are assessed and that appropriate insurance cover is maintained, and that liability of the group and its members is limited accordingly.
- h) To uphold equal opportunities and to work for good relations among all members of the community, specifically prohibiting any conduct that discriminates or harasses on the grounds of race, religion, disability, age, political beliefs, gender or sexual orientation.

5. To discuss and agree a group name

The group name was agreed to be **Three Villages Flood Group** to reflect the neighboring villages of Chilton Cantelo and Ashington.

6. To discuss and agree group membership and organization

The group membership and organisation was agreed as follows:

Membership is open to anyone who:

- a) Is of legal voting age; and
 - b) Supports the aims and objectives of Three Villages Flood Group; and
 - c) Resides in the county of Somerset or Dorset
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- There shall be NO subscription associated with membership.
 - Membership will begin as soon as the membership form has been received.
 - A list of all members will be kept by the Secretary.
 - Membership of Three Villages Flood Group consists of committee members and general members.

Ceasing of membership:

- Members may resign at any time by writing to the Secretary.
- Membership will automatically cease when a member moves out of the county Somerset or Dorset.

7. To elect a Chair

Pete Lawrence proposed Kay Mackenzie, Jan Sugg seconded the proposal. Kay Mackenzie submitted a letter to the Clerk with her acceptance of the post should she be proposed and seconded for the role. Kay Mackenzie was voted in as the Chair of Three Villages Flood Group in absentia.

Stephen Bartlett proposed Robin Bowring for the role of the Vice-chair, Pete Lawrence seconded the proposal. Robin Bowring was voted in as Vice-chair of the Group and accepted the role.

8. To elect a Secretary

Chelsea Wood was voted in as the Secretary and accepted the role.

9. To elect a Treasurer

Pete Lawrence was voted in as the Treasurer and accepted the role.

10. To elect a Committee

The proposed Constitution allows for a maximum of 10 committee members (4 office bearers: Chair, Vice-chair, Secretary and Treasurer and 6 general Committee Members).

The 6 general committee members voted in by the group members were: Stephen Bartlett, Duncan Woodward, Dawn Woodward, Jan Sugg, Lydia Gane and Charlie Wilson as the representative of Chilton Cantelo.

11. To adopt a Group Constitution

The Constitution has been unanimously adopted by the membership as presented subject to the change of name to Three Villages Flood Group (the template constitution stated Mudford Flood Group).

12. To adopt a Data Protection Policy

The Data Protection Policy has been unanimously adopted by the group membership as presented subject to the change of name to Three Villages Flood Group (the template Data Protection Policy stated Mudford Flood Group).

The Data Protection Procedures have been unanimously adopted by the group membership as presented subject to the change of name to Three Villages Flood Group (the template Data Protection Procedures stated Mudford Flood Group).

13. To discuss and agree bank account provision

Two options were presented as a suitable bank account provider: Lloyds Treasurer's Account and Co-op Bank account.

Lloyds Treasurer's account eligibility criteria were discussed:

- Be a non-profit organisation like a charity, church, club or society
- Use the account for business only
- Be aged 18 or over
- Have an annual turnover of less than £50,000.
- If you're eligible for an account, you won't pay a monthly fee (but might have to pay for specific services).

The membership has unanimously voted to choose Lloyds Treasurer's account for the bank account provision.

ACTION: The Secretary and the Treasurer to set up the bank account.

14. To discuss and agree the use of social media

The use of social media has been discussed. The membership has decided to use WhatsApp group messaging and discuss the need for other media such as Facebook or Instagram at a later date.

It was agreed that the email address on membership forms should be used to provide active alerts, drawing attention to new information placed on the Flood Group webpage.

The members have also discussed how to effectively reach parishioners who do not regularly use internet – it has been decided that the group will create a leaflet which will be distributed to the parishioners to inform them of the existence of the group.

Pete Lawrence has suggested a creation of a Three Villages Flood Group web page on the Mudford Village Hall website with the most relevant group information.

<https://www.mudfordvillagehall.org.uk/>

ACTION: Pete Lawrence to create Three Villages Flood Group web page (Mudford Village Hall website).

15. To discuss sewage discharge data

The discussion has been deferred to the next general meeting when the Chair can attend and a presentation on the topic from an expert can be arranged.

16. Any other Business

Training:

Flood training provided by Environment Agency and Somerset Rivers dates: 17th October and 21st November. Stephen Bartlett has volunteered to oversee training and will provide the members with access to these two events.

ACTION: Stephen Bartlett to provide the access to the EA and SRA training.

Grants:

Wessex Water might provide grants for flood groups
Yeovil Community Rivers
Local Business
Somerset Prepared
Parish Councils

ACTION: Stephen Bartlett will find out grant options available.

Mudford Village Hall:

Discussion of the village hall as a safe haven for people affected by the flooding.

17. Items for the next agenda

- Flyer creation and distribution
- Liability Insurance
- Sewage Discharge Data
- Grant applications
- Emergency planning
- Flood sign storage
- Update on drain cleaning – Highways (Stephen Bartlett to update)

18. Date and time of next meeting

A Committee meeting to discuss the flyer, grant applications and liability insurance - date to be confirmed ASAP.

A General meeting planned for late November/early December.

20:00hrs Meeting Closed

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Date

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Signed as an accurate account of the meeting held