

## West Somerset Flood Group

CONSTITUTION VERSION 3

### AS AGREED AT 22 OCTOBER MEETING

**1. Name:** West Somerset Flood Group

**2. Aims:**

1. The group is concerned with flood-related issues in West Somerset and has the following aims in respect of these:
  - a. Promote greater awareness
  - b. Provide information and advice based on members' knowledge and experience
  - c. Work for fair funding for mitigation and protective measures
  - d. Encourage collaboration between councils, agencies and organisations
  - e. Share good practice
2. The group does not aim to replace the work of Town and Parish Councils and local groups. Its purpose is to address flooding from a broader perspective than is possible for individual members in order to help them in their work and to provide them with a stronger voice to outside bodies.

**3. To achieve these aims, the group will:**

1. Share members' knowledge and experience on flooding within the group
2. Identify flood-related issues that need to be brought to the attention of other authorities, bodies and agencies and can be more usefully promoted by the group than by individual members
3. Bring such flood-related issues to the attention of other authorities, bodies and agencies
4. Represent members' interests on such committees as the group is invited to participate in (eg District Flood Board) and provide advice to such committees as appropriate
5. Where appropriate, invite non-members to meetings to discuss their areas of expertise or issues that concern them
6. Disseminate information on funding opportunities and other matters to members
7. Carry out any other activities that members agree to be appropriate

**4. Powers:**

The essential nature of this group is to provide advice and to lobby on behalf of its members. Direct action on flood-related issues will continue to be taken by individual councils and groups. WSFG's position on issues of substance will be agreed collectively by member representatives. Where appropriate, decisions on the group's position will be agreed by vote. The group will not apply for funding in its own name but will advise on collective bids from member groups if appropriate.

## **5. Membership:**

Membership is open to any Town or Parish Council or local group concerned with flooding in West Somerset. Each member Council or group will nominate one regular representative but may send another representative to meetings in his or her place. Representatives will have authority to vote on group decisions, one vote per member council or group. Representatives will report back to their own council or group. Membership is terminated if the member resigns.

## **6. Meetings:**

Quarterly, in advance of District Flood Board meetings (usually, January, April, July and October). The October meeting will include the AGM. Extraordinary meetings can be called as the group chooses.

## **7. Committee:**

The committee will comprise a Chair, Deputy Chair, and Secretary. Its members will be elected at the AGM.

A minute-taker for meetings will be appointed.

## **8. Rules of Procedure:**

- a. Meetings. The Group will usually meet four times a year. Provisional meeting dates for the year will be agreed at the AGM. A programme for the year (if appropriate) will be provisionally devised by the committee and put to the AGM. Any changes to dates or programmes will be notified as soon as possible.
- b. Attendance and representation. All members will be entitled to send a representative to meetings. Each member will have one vote. Representatives from other authorities/organisations may be invited to particular meetings but will have no voting rights. In certain circumstances members may send more than one representative (for example, if they wish to make a presentation or to attend presentations from other authorities or organisations). In such cases, only one representative will have the right to vote. Attendance numbers to be notified in advance to the secretary where possible.
- c. Quorum: a quorum will comprise one third of current members (rounded down to the nearest whole number) plus one. If necessary, the Chair will hold the casting vote (in addition to his or her own vote).
- d. Committee. Members of the committee will be elected at the AGM. The committee may meet more often to discuss particular issues or confer by email. The outcomes of such discussions will be presented to the Group, either by email or at a meeting and approval sought where necessary. Members of the committee may make executive decisions on minor matters that are not prejudicial to any member of the group. The committee will consult the group before acting on matters of substance. Such consultation may take place by email.
- e. Agenda and minutes. An agenda will usually be circulated at least one week before any meeting. Any proposed items for the agenda should be submitted to the Secretary in good time. Minutes will be checked by the Secretary and Chair and draft

minutes will be circulated as soon as possible after the meeting. They will be revised where necessary and formally approved at the following meeting.

**9. Finances:**

There are currently no financial arrangements. This will be reviewed annually at the AGM and, should a need emerge, appropriate measures will be agreed and taken. Such arrangements will be recorded in an amendment to this constitution.

**10. Amendments:**

The group may amend any provision contained in this Constitution by vote passed by a simple majority of the members present provided there is a quorum.