

Minutes from the General Meeting on Tuesday the 18th of October 2016

Held at: 22 Bridge Street, Tadcaster, LS24 9AL

Time: 6pm to 9pm

Present:

Chair: Nicola Eades

Treasurer: David Bewley

Secretary: Richard Rafferty

Trainer: Pauline Allen

1. Charity business:

Confirmed roles until next AGM:

Chair: Nicola Eades

Treasurer: David Bewley

Secretary: Richard Rafferty

Trainer: Pauline Allen

Charity status confirmed

Requirements/ tasks that have been performed:

- NE has informed the bank of the charity status
- NE has informed the insurance of the charity status
- DB ordered some charity boxes to be distributed
- NE has updated the website and social media
- Ensure all Letterheads are updated
- An accountant has been sourced to do TFAG's end of year accounts
- NE has informed Agency's and council of the charity status
- NE has informed volunteers of the charity status
- DB has informed the Public of the charity status

Meeting interval and dates confirmed to be published on the website and notification on social media 1 week prior:

Tadcaster Flood Action Group 22 Bridge Street, Tadcaster, LS24 9AL, 01937 833416

Email: Nicola@tadcasterflood.org

Tadcaster Flood Action Group is a charity registered in England and Wales (1169701).

General meetings: Every ¼

- Tuesday 10th of January at 6pm
- Tuesday 4th of April at 6pm
- Tuesday 27th of June at 6pm

Annual general meeting:

- Tuesday 19th of September at 7pm

Confirmed special meetings to be held in between if required.

2. TFAG's accounts reviewed:

All Coordinators reviewed the community accounts and the I2I accounts, including gross amount of TFAG from March 2016 to October 2016. Accounts signed off by all Coordinators.

Additionally NE to organise a meeting with the groups accountant Rachel Jennings to discuss the set up and the transfer of accounts to the new charity status.

3. Reviewed the Flood Advice Fair event on the 09/10/16:

- All Coordinators viewed the feedback received, confirmed NE to email all feedback corresponds, to gain consent to use the quotes on the website.

Additionally NE, to compile the list of footfall numbers from the event.

- Any improvements:

Feedback cards on exit.

A larger stall for TFAG, including the same welcome stall.

More volunteers to help.

Clicker to count footfall to the event.

Different stalls i.e. Yorkshire Dales River Trust.

- Would we do it again next year?

Yes the same time of year i.e. mid October, on a Sunday and at the same time 11am to 3pm.

Prepare next year's event July 2017.

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4. Water safety management update and discussion:

- The Town Council have performed a site survey, a decision is to be made at the full Town Council meeting on the 01/11/16
- NE has emailed Samuel Smith's Brewery for land permission on the east side 16/10/16.
- All Coordinators reviewed the financial funding for the project: approximate cost including cementation £1,300 to approach the groups funding sources once land consent has been provided.

5. Prevention packs update and discussion:

- Distribution of the leaflets for registration has commenced to be completed by the 21/10/16, confirmed the close off date for registration for the packs is the 5th of November 2016.
- To write a prevention pack "project policy" including the following details: a maximum number of hydro snakes will be 2 packs per ground floor property and they need to be at risk of flooding in Tadcaster.
- Distribution of the hydro snakes to be on Sunday the 11th of December, NE to confirm a venue.
- Confirmed the prices of the hydro snakes are £1,418.00 including VAT and delivery for 110 Packs of 2.
- To look at further flood prevention products ie FLOODLOCK WATER ACTIVATED DOOR SEAL BOOSTER £11.99 PER pack of 3, NE to get a pack.

6. Insurance survey discussion:

All Coordinators confirmed the groups purpose for the survey, an un-biased opinion to help the community voice their opinion. To publish the survey on facebook, the website and within the leaflet drop for the purpose of the group and submitted to the government if any issue is found.

7. Christmas market discussion:

Christmas market involvement confirmed by all Coordinators, HI VIS and HF radios to be used, including the volunteer requirements discussed. Once the numbers are confirmed NE to email the plan to the Town Council.

DB and NE to organize a leaflet design for distribution at the market for TFAG.

8. Courses update and discussion:

- Discussion took place with all Coordinators on the National Highways Sector Scheme 12D T1 course confirmed by Centurion traffic.

The course costs/breakdown is as follows:

Course delivered at a location of your choice for a maximum of 12 learners £650

12D T1 Cards £60 per learner (total of £720 for 12 cards).

Mileage from Leicester (204 mile return journey) £91.80

Total £1461.80

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All Coordinators agreed this is an essential course for the safety of the group and it would be worth while organising the course for a further 8 volunteers. Funding: NE to speak to NYCC at the meeting on the 20/10/16

Agreed that the course needs to be for March 2017, venue at the Riley Smith Hall. Volunteer selection required, to get feedback ASAP to see who is interested.

- NE updated Coordinators on the progress of the "DEFRA level 1" course, Paul Tweed from NYCC is investigating the course, feedback due at the meeting on 20/10/16. All Coordinators agreed this course is essential.
- All Coordinators discussed further training for the volunteers including date suggestions:

Suggestions of course from discussion are: Moving & Handling, Road safety course, Emergency scenario training with NYCC and admin training.

All Coordinators agreed that winter training is needed for the volunteers.

PA suggested a social event, all Coordinators agreed. NE to investigate further.

All Coordinators agreed suggested that feedback is needed from all volunteers via email on course interests including sourcing emergency contact numbers ASAP, NE to send emails.

Pump maintenance is due on the East pump in 2 weeks, all Coordinators agreed to invite all volunteers, to perform throw rope exercises with ground pegs.

9. Pump maintenance review:

Site secured at Newton Kyme for pumping; all Coordinators agreed this is a Summer location due to access.

To confirm further sites for Winter maintenance of either Sherburn in Elmet or Ulleskelf. NE to follow up with emails to different connections.

10. Plan forward for fundraising:

- All four Coordinator involvements confirmed.
- To increase charity boxes within the Town.
- RR suggested Water safety training at the swimming pool for children with YRB and TFAG: RR and NE to look into further.
- Potential charity ball?
- Bike rally RR to look into further.
- Flood Advice Fair October 2017.

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