



TERMS OF REFERENCE

FLOOD ADVISOR TO ARUNDEL TOWN COUNCIL

Appointment Made:	9th May 2024 (renewal)
Term:	One year (ends May Council Meeting 2025)
Office Holder	Derek Waller
Remuneration	Not applicable Reasonable expenses permitted with prior authorisation of the Town Clerk
<p>Principal Responsibilities:</p> <ol style="list-style-type: none">1. To advise the council on all aspects of flood risk and flood defences in Arundel, including attending relevant council meetings.2. To help the council to maintain timely communications of all flood and flood defence issues with Arundel residents.3. To act as the council's primary contact point with the Environment Agency, contractors and all other third-party organisations involved in Flood Defences.4. To monitor and keep the Town Council abreast of the performance of Southern Water in reducing the level of pollution of the River Arun and drawing Southern Water's attention to serious incidents.5. To submit quarterly flood updates to Full Council.	
<p>Exclusions:</p> <ol style="list-style-type: none">1. The Advisor is not empowered to enter into any financial commitment on the council's behalf.2. The Advisor shall not issue instructions or advice to Arundel residents or businesses, or to the Environment Agency, Contractors or any other third-party in relation to Flood Defences, on behalf of the council.	
Signed:	(Town Clerk) Date:
Signed:	(Flood Advisor) Date:

