Perranarworthal
PARISH COUNCIL

EMERGENCY PLANNING WORKING GROUP: TERMS OF REFERENCE

1 Membership

The Emergency Planning Working Group shall comprise no fewer than four councillors selected at a meeting of the parish council, which would normally be the annual parish council meeting.

2 Quorum

The quorum of the working group shall be not less than two councillors.

3 Attendance by others

Other members of the council may attend meetings of the working group, but may not vote.

The working group may co-opt or invite persons other than parish councillors to attend meetings of the working group.

4 Chair

The councillors on the working group shall appoint one of their number to be the chair of the working group.

5 Purpose

The purpose of the working group shall be to:

- consider all matters relating to emergency planning in the parish
- advise and make recommendations to the parish council in relation to emergency planning and any other associated matter
- prepare and regularly update an emergency plan for the parish, which shall be presented for approval to the parish council
- ensure that all necessary arrangements are in place to implement the emergency plan, should it be necessary
- activate the emergency plan, should it become necessary

30.3.22 The parish council approved the terms of reference.

- annually, and before the date set by the parish council, advise the parish council of any budgetary requirements in relation to emergency planning
- liaise with the Neighbourhood Watch coordinator for the parish, consider all "crime reports" issued by the police in relation to the parish and report to the full council as necessary.[1]

6 Meetings

The working group shall arrange such meetings as its members determine.

The chair of the working group should ensure that notes are produced of meetings of the working group.

All notes of working group meetings must be presented to the next following meeting of the parish council.

7 Authority

The working group shall have delegated power in respect of the implementation and operation of any emergency plan approved by the parish council.

1 This additional sub-section on Neighbourhood Watch was agreed at the parish council meeting on 30 November 2022.