



Community Emergency Plan Working Party Terms Of Reference

1. Purpose

The main purpose of the St Dennis Community Emergency Plan Working Party is to oversee the preparation of a Community Emergency Plan for St Dennis Parish.

2. Authority

The Working Party is appointed by and is solely responsible to St Dennis Parish Council. The Working Party will make suggestions to full council for the document, decisions will be made by Full Council.

3. Membership

- a. The Working Party will consist of no fewer than three Parish Councillors.
- b. Up to 3 members of the public may be co-opted onto the committee for assistance.

4. Meetings

- a. The Working Party will meet as and when required.
- b. One representative from the Working Group will act as the lead and report back to Full Council.
- c. A meeting can be called by a member of the Working Party.
- d. Written minutes will be taken to record the Working Party's decisions and will be forwarded to the Clerk for circulation to all Councillors with recommendations for the next Full Council meeting.
- e. Notes of the meeting will be recorded by a member of the Working Party.
- f. The Parish Clerk will be responsible for arranging the distribution of the papers.

5. Roles and Responsibilities

- a. Ensure that a Community Emergency Plan is created which:
 - i. Identify the risks most likely to impact St Dennis Parish
 - ii. Identify vulnerable people, groups and establishments which will need special arrangements in the event of an emergency.
 - iii. Identify community resources available to assist during an emergency.
 - iv. Identify extra resources which may be required and advise the Parish Council of the requirements.
- b. Provide awareness of Community Emergency Planning to the Community.
- c. Act as the main contact point for the County Council, the Environment Agency, and the emergency services for the purposes of emergency planning.
- d. Be accountable for steering and providing strategic management of the Community Emergency Plan.
- e. Regularly report back to the Parish Council for approval endorsement of decisions taken.

6. Finance

The Parish Council will set an agreed budget for the Plan. The Working Party will notify the Parish Council advising them of any planned expenditure before it is incurred. The Parish Council will authorise in advance significant expenditure. Costs for room hire will be managed by the Parish Council office within a set budget delegated for such purposes from the Council.



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7. Conduct

It is expected that all Working Party members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

8. Changes to the Terms of Reference

These Terms of Reference may be amended with the support of at least (two-thirds) of the current membership of the Working Party and with the approval of the Parish Council.

9. Dissolution

The Working Party will be dissolved once its objectives have been attained and/or when at least (two-thirds) of its members and the Parish Council, consider its services are no longer required.

Adopted by St Dennis Parish Council on the 6th September 2022

Min Ref: 152/22