

CHESIL BANK PARISH COUNCIL
Emergency Planning working group
Terms of Reference

1. Membership:

- a) Membership of the group will consist of Councillors from each of the Parishes
- b) Members of the public may be co-opted onto the working group, although a quorum is not dependant on public representation.
- c) The Clerk will attend to support and administer if required
- d) The Chairman will be elected by the working group

2. Purpose:

- a. To draw up and amend the Chesil Bank Parish Emergency plan
- b. To act in the event of an emergency as detailed in the plan

3. Quorum:

- a. At least 3 members of the group shall constitute a quorum.

4. Meetings:

- a. The group will meet in as necessary to facilitate the needs of the working group the meeting will last no more than 2 hours.

5. Expenditure

- a. Approval will be sought from Chesil Bank Parish Council for all expenditure.

6. Term of Reference:

The group will be responsible for the following matters:

- a. Ensure that there is an Emergency Plan in place for all of the Parishes.
- b. Review the plan and its procedures annually and keep the contact lists up to date.
- c. Keep fellow Parish Councillors involved and regularly informed.
- d. Publicise the existence of the plan to the residents
- e. Identify temporary accommodation together with equipment and personnel within the parish that may be available during an emergency and work in partnership with District and County Council Emergency Planning teams to ensure this information is available to all.
- f. Liaise with other village groups as appropriate with regard to dealing with emergencies
- g. Undertake a review of the effectiveness of the directory - as appropriate - following any emergency situation.
- h. Any other issues as requested by the main Council.

7. Reporting

- a. The Emergency planning working group will report back to the Chesil Bank Parish council.

8. General

- a. Every working group of Chesil Bank Parish Council shall operate under the relevant standing orders of the Council and follow the Code of conduct and make declarations of interest as appropriate.
- b. All copies of documents shall be vested with the clerk and circulated to all Parish Councillors as required.