

## MAIDEN NEWTON AND FROM VAUCHURCH PARISH COUNCIL

### Community Emergency Response Plan Working Group Terms of Reference

**Membership:** At least 3 members of the council.

**Carol King, Georgina Stephenson and Gareth Scott**

Other community representatives as follows:

*TBC when co-opted*

Membership will be approved by Full Council and reviewed annually.

#### **Remit:**

- To produce a **Community Emergency Response Plan** for the parish of **Maiden Newton and Frome Vauchurch PC** for adoption by the council.
- To maintain and update the adopted Community Emergency Response Plan on an annual basis.
- To ensure the relevant departments of the principal authority are provided with an updated and adopted Community Emergency Response Plan.
- Act as the focal point for Community Emergency Response Plan issues and liaise directly with principal authority representatives on Community Emergency Response Plan issues.

#### **Conditions:**

1. Membership of the Working Group to be decided upon its creation and the continued membership of the Group to be re-appointed at the Annual Council Meeting.
2. The Working Group's first business will be to elect a Chair, and this election will be repeated annually at the first meeting following the Annual Council Meeting.
3. Meetings to be convened as required.
4. Meetings will normally exclude the press and public.
5. Full minutes are not normally produced, and verbal reports are acceptable. Meeting notes, and recommendations for the council to be completed if required and presented to the next meeting of the council.
6. The Working Group may co-opt as required.
7. The Working Group may invite specialist professional officers or advisors to attend meetings to provide guidance as to matters under discussion.
8. The Clerk/other will provide administrative support to the Working Group.

#### **Restrictions:**

1. Unless otherwise agreed by the Working Group, only members of the Working Group and other invited attendees may speak at meetings.
2. The quorum shall be three (3).
3. The Working Group has no formal powers of decision-making. It may make recommendations to Full Council and take on actions in conjunction with the principal authority, which will subsequently need to be approved by Full Council.

4. In the event of emergency action being required the decision on taking such action is to be made by the Chairman or Vice-Chairman of the full Council in conjunction with the Clerk and subsequently reported back to the full Council.
5. Any matters not resolved by these Terms of Reference shall be determined the council's Standing Orders and/or other governance documents in the first instance, and in the absence of a clear determination, shall be at the discretion of the Chair in consultation with the Clerk.

*Terms of Reference approved by Full Council on 4<sup>th</sup> June 2026*

*Next Review in June 2027*