

# BRADWELL PARISH COUNCIL



TERMS OF REFERENCE	COMMUNITY RESILIENCE
VERSION	1.2
LAST REVIEWED	03 May 2022

1. The Community Resilience Committee is a parish council committee established to help co-ordinate emergency events in the Parish of Bradwell. Examples of these events could include flooding (river & surface water), snow related problems & traffic incidents. The scope of responsibility of this committee is
  - 1.1.1 to acquire, provision and manage a store to hold emergency supplies,
  - 1.1.2 to document procedures and contact lists for use in the event of an emergency,
  - 1.1.3 to inform Bradwell residents of the responsibilities of this committee and their own responsibilities in the event of emergencies,
  - 1.1.4 to develop close relationships with other authorities responsible for providing help,
  - 1.1.5 to ensure the safety of committee members and the public,
  - 1.1.6 to facilitate emergency response groups where appropriate e.g. Flood Wardens.

- 1.2 The membership of the committee is determined at the Annual Meeting of the Parish Council, and is usually four members, with the parish council chairman and vice-chairman being automatic ex-officio members. The committee chairman is appointed by the full Parish Council and the vice-chairman is elected annually by the committee at the first meeting after the Annual Meeting of the Parish Council. The committee chairman and vice-chairman shall hold office until the next Annual Meeting of the Parish Council, as per their Standing Orders.

In addition to parish council members, a number of members from the Snow Wardens and the Flood Wardens can be co-opted as non-voting members of this committee. These co-options must be approved at a full parish council meeting.

Quoracy is defined as two of the four council members and one third of the full committee membership. If members present (not including those debarred by reason of a declared interest) falls below the required quorum, then the meeting shall be adjourned and any business not transacted shall be transacted at the next meeting or on such other day as the chairman may fix. In the event of an equality of votes, the chairman of the committee shall have a second or casting vote.

- 1.3 The Community Resilience committee has delegated authority from Bradwell Parish Council in the following areas and is expected to:-
  - 1.3.1 propose an annual budget to the RFO in a timely fashion
  - 1.3.2 acquire and manage a supply of equipment likely to be of use in the event of an emergency.
  - 1.3.3 prepare for local emergencies and where necessary provide communication channels and assist others.
- 1.4 On-site meetings may be arranged by the chairman of the committee, or by the vice-chairman if the chairman is not available. Where an on-site meeting is arranged all members of the committee shall be notified, but not all have to be in attendance.

- 1.5 The Community Resilience committee should meet at least twice per annum. Minutes of all meetings will be recorded by the Parish Clerk or any member nominated at the meeting and circulated at full meetings of Parish Council.
- 1.6 This committee should endeavour to assure that no liability falls on the council as a result of injury to members of the public. Any actual or potential safety issues should be reported to the Community Resilience committee chairman as soon as practicable for action.
- 1.7 A member may consider any matter in which he (or their spouse/partner) have a personal interest (but not a prejudicial interest), provided the interest is disclosed in the usual manner in line with the provisions of the Members' Code of Conduct.
- 1.8 This committee will be responsible for managing expenditure within the agreed budget for all aspects of the Community Resilience committee under its control.
- 1.9 It is the duty of the council to review the Terms of Reference of the committee each year at the Parish Council meeting following the Annual Meeting of the Parish Council.