

# Terms of Reference

## Community Emergency Planning Working Group



### GENERAL

Brixton Parish Council will appoint the Committee and determine the composition, quorum, role and functions.

The Terms of Reference should be read in conjunction with the Parish Council's adopted Standing Orders and Financial Regulations.

In applying the Terms of Reference, the Committee is empowered to consult, in so far as it might consider it necessary or desirable, with any other committee of the Council or with any other Council or outside body or person.

### COMPOSITION

1. The Committee shall elect a Chairman and Vice Chairman
2. Members of the committee shall undertake training as necessary to fulfil their role.

### ROLE AND FUNCTION

Meetings will be held as necessary.

The Committee will:

- Ensure that there is an Emergency Plan in place for the Parish.
- Review the plan and its procedures annually and keep the contact lists up to date.
- Keep fellow Parish Councillors involved and regularly informed.
- Publicise the existence of the plan to the residents

**Policy adopted by Brixton Parish Council 27<sup>th</sup> July 2016**

**Policy updated at the meeting of Brixton Parish Council – 28<sup>th</sup> September 2018**

**Updated by Brixton Parish Council – 31<sup>st</sup> July 2019, 29<sup>th</sup> July 2020 , 24<sup>th</sup> November 2021, 30<sup>th</sup> November 2022 and 29<sup>th</sup> November 2023**

**November 2023 – this group is not currently operational**

Kirstie Aldridge, Clerk to Brixton Parish Council