

Terms of Reference
Warlingham Parish Council (the "Council") and the
Emergency Planning Working Group

1. Purpose

- i) To compile a list of emergency situations and identify the resources required (e.g. agencies, people, equipment) to assist with the community response in each case and
- ii) To produce an emergency plan for consideration by the Parish Council by 30 November 2021.

2. Authority

The Working Group is established by and takes its authority from the Council. It is accountable to and shall report to the Council.

The Working Group is not authorised to let, take or make any contract, license or lease. Nor to make or approve any expenditure that is or shall at any time be a liability of the Council.

3. Membership of the Working Group

The membership of the Working Group must include at least two Parish Councillors and may include representatives of other Councils (e.g. District, County), agencies providing emergency services, local groups and local residents.

4. Meetings

The Working Group will meet as often as required. Meeting notes should be submitted to and retained by the Parish Clerk.

There must be three members present to constitute a quorum, of whom two must be Parish Councillors.

The Chair of the Working Group will be elected by its members annually. In the absence of the Chair from a Working Group meeting, the Group must appoint a Chairman, from those present, as its first action.

5. Conduct

The Working Group must act in a professional manner and maintain high standards in all its meetings, communication and business. The Council's Code of Conduct applies to the Parish Councillors.

6. Appointment of Council representatives to the Working Group

The Council will appoint members to the Working Group from among its membership. All appointments shall be confirmed at the Annual Meeting of the Council and appointees shall hold office for a term expiring on the date of the next Annual Meeting. Additional or replacement members, drawn from the members of the Council, may be appointed by the Council during the year.

The Working Group may be dissolved by the Parish Council.

7. All Principles and Policies of the Council to apply, including:

- The Parish Council Code of Conduct
- Policies relating to data protection legislation
- Notes of the meetings to be publicly available