



## Winsham Parish Council

### Terms of Reference for Working Parties, Groups and Task and Finish Groups

#### Membership

A Working Party, Group and Task and Finish Group set up by Winsham Parish Council will have at least two thirds of its membership of councillors, who can co-opt parishioners as additional members.

#### Quorate

For the Working Party, Group and Task and Finish Group to be quorate, there must be at least three councillors present.

#### Meetings

As required.

#### Terms of Reference

- 1) To make recommendations to the Council on the particular topic for which the Working Party, Group and Task and Finish Group has been set up.
- 2) To keep the Clerk informed of meetings and site visits, with the necessary Risk Assessments before an intended site visit.
- 3) The Working Party, Group and Task and Finish Group should concentrate its efforts on the remit for which it was set up and not to stray into areas outside its designated purpose.
- 4) At the first meeting the Working Party, Group or Task and Finish Group should produce an outline of the area of study. This should be included on the agenda at the Parish Council meeting to which they will report.

#### **Particular to the Parish Emergency Plan**

The aim of this plan is to allow the local community to support itself on a short term basis, in an emergency which affects the community, when normal response by the emergency services are delayed or overwhelmed due to the scope or nature of an incident. This would include:

- the method of alerting residents if/when certain areas in the Parish were judged to be in danger,
- a means of evacuation while still possible,
- emergency shelter, first aid, sleeping and catering facilities, emergency power and portable cooking equipment,
- transport both land and water (flooding may be the main emergency),
- availability of contractors equipment, and numerous other considerations.

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Signed by ..... Chairman