



## Terms of Reference

### **Arundel Town Council Emergency Plan**

Working Group Adopted by Arundel Town Council at the Planning & Environment Committee meeting held on 27 February 2020 Minute No. P2732.

<b>Membership</b>	<ul style="list-style-type: none"> <li>• The Working Group will be made up from members of the community, including Town Councillors nominated by the Town Council.</li> <li>• A minimum of two Town Councillors shall be present at each meeting.</li> </ul>
<b>Roles</b>	<p>Defining Roles</p> <ul style="list-style-type: none"> <li>• At the first meeting, the Working Group will elect a Town Councillor to be Chairperson.</li> <li>• The Town Clerk and Administrative Assistant will provide administrative support as required.</li> <li>• Wherever possible all members should have a specific role, to be agreed by the Working Group</li> </ul>
<b>Policy</b>	<ul style="list-style-type: none"> <li>• It is expected that all Working Group members abide by the principles and practice of the Town Council Code of Conduct including declarations of interest. A copy of the Code of Conduct will be shared with all members.</li> <li>• Town Council insurance will cover the agreed activities of the Working Group, but Working Group members, in liaison with the Town Clerk, need to ensure that terms of the insurance are not breached.</li> </ul>
<b>Purpose</b>	<p>The purpose of the Working Group shall be to:</p> <ul style="list-style-type: none"> <li>• Undertake further investigation, research and consultation in order to identify the need and local support for an Emergency Plan within the town of Arundel.</li> <li>• Liaise with relevant authorities and organisations to make the Emergency Plan as effective as possible.</li> <li>• Identify ways of involving the whole community and gather the views and opinions of as many residents and organisations in the community as possible.</li> <li>• Determine the types of information gathering to be used.</li> <li>• Be responsible for the production of the final plan.</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• The Working Group shall normally meet monthly, or as may be required.</li> <li>• Notice of meetings shall be sent to members via the communication method agreed with, and appropriate to, each individual member.</li> <li>• Whenever possible, notices of meetings should detail the matters to be discussed.</li> </ul>



	<ul style="list-style-type: none"><li>• The Working Group shall keep a record of meetings, and circulate notes to the Working Group members, Town Clerk, Mayor and Deputy Mayor in a timely fashion.</li></ul>
<b>Finance</b>	<ul style="list-style-type: none"><li>• Grants and funding can be applied for by the Working Group and held by the Town Council, who will ring-fence the funds for Emergency Plan purposes only.</li><li>• All financial transactions including ordering supplies will be conducted through the Town Clerk, to ensure that the Town Council Financial Regulations are observed.</li><li>• The Working Group shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the Town Clerk and Full Council on their budget.</li><li>• The Working Group will report back to the Town Clerk and Full Council on planned and actual expenditure for the project. Invoices will be made out in the name of the Town Council.</li></ul>
<b>Reporting</b>	<ul style="list-style-type: none"><li>• A monthly report containing a summary and/or any recommendations that require Town Council approval shall be prepared and included on the Full Council meeting Agenda in agreement with the Town Clerk.</li></ul>
<b>Dissolving the Working Group</b>	<ul style="list-style-type: none"><li>• At the conclusion of the Emergency Plan the Town Council should discuss and agree the future of the Working Group. It is recommended that an annual review takes place and is diarised.</li><li>• If the Working Group wishes to dissolve it must notify the Town Council.</li></ul>