

Terms of reference

<u>Group</u>	COMMUNITY EMERGENCY PLAN WORKING GROUP
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Date first completed	???? ???????? 2014
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Date(s) updated / reviewed (annually)	
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Purpose / role of the group

(broad purpose / role, aims / responsibilities)

This group was established by Perranzabuloe Parish Council to ...

Producing and maintaining Community Emergency Plan (in conjunction with outside bodies and interested parties).

To discuss matters relevant to the group, forward planning for the group, and report back to full Council for ratification. No delegated powers.

The Chair of this group will be a member of the PPC's Finance Sub Committee.

The Chair is responsible for the reporting back to full council.

Members

This group is made up of 2 Parish Councillors.

Councillors B Byfield, J Smeadon

Members of the public/parishioners* can/cannot* be temporarily / permanently* seconded onto this working group and can/cannot* vote on issues.

(*delete where appropriate)

Meetings

Frequency: Quarterly as a minimum

Venue: to be advised

Agenda: to be compiled by Chair and distributed to attendees a minimum of 1 working day prior to meeting

Chair: Cllr B Byfield

Secretary:

Definition of terms