



Kessingland Parish Council

Terms of Reference for the Emergency Planning Committee

Governance

The Emergency Planning Committee is appointed by and solely responsible to Kessingland Parish Council. The Committee's duties, as set out in these terms of reference, are defined and agreed by the Parish Council, which may vote, at any time, to modify, remove or increase the Committee's terms.

Meetings

There will be a minimum of one meeting a year which will take place within a month of the Council's AGM. Other meetings are to be held as and when required.

Membership

The Committee will consist of no fewer than five councillors and the group will elect an Emergency Co-ordinator, who will act as Chair, as well as a Deputy Emergency Co-ordinator, at its first meeting following the Annual Meeting of the Council each May. Any elected committee member can preside, by agreement, in the absence of a Chair. The quorum for the meeting will be three councillors. The Chair and Vice-Chair of the Council will have automatic membership and full voting rights.

All other members of the Council have the right to attend the meeting and make representations on the matters being discussed however only committee members have the right to vote.

Record of Proceedings

The committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the committee's decisions and will be received at the next Parish Council meeting and tabled as an appendix. The Clerk will be responsible for arranging the recording and distribution of the minutes.

Responsibilities

The committee has delegated authority from the Council to carry out their responsibilities as determined by the Emergency Plan and Protocol Document and to consider and approve payments from the Emergency Fund section of the budget up to the amount of £10,000 per annum.

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Adopted 05/2021 Reviewed May 2026 Next Review: 2027

to £500 as long as that payment does not exceed the maximum amount of the budget. Payments exceeding this amount or any additional funding, require authorisation from the Finance & Governance Committee for amounts up to and including £5,000 or Full Council itself for amounts over £5,000.

To consider the environmental and climate change implications of committee decisions in regard to the Council's declaration of a Climate Emergency.

Record of Amendments

03/23 Amended to increase the delegated spending authority from £250 to £500.