

SPARSHOLT PARISH COUNCIL

SPARSHOLT PARISH COUNCIL Resilience Subcommittee Terms of Reference

Purpose

To recommend to the Parish Council how the parish can become a more resilient community including: assessing and periodically reviewing resilience risks, developing resilience and emergency plans, taking action, monitoring and reporting progress on the resilience plan, monitoring any use of the emergency plan and reporting feedback.

Membership

Four Council members will be appointed to the subcommittee by the Full Council and reviewed every year at the Annual General meeting; the subcommittee is encouraged to co-opt non-Council members who have relevant responsibilities in the parish; such co-options being subject to approval by Full Council at the next Full Council meeting. The chair of the subcommittee will be appointed annually by the Full Council. Dates and times of meetings will be notified to all councillors and councillors will be welcome to attend even if not formally a member of the subcommittee.

Quorum

The quorum for meetings will be three councillors (if a member is unable to attend another councillor may be nominated to do so and may form part of the quorum).

Powers

The subcommittee cannot make decisions on behalf of the Parish Council whilst formulating plans. Its prime function is to carry out the detailed analysis and preparation necessary to make recommendations upon which the full Council can base its decisions and approve plans.

The subcommittee can take actions on behalf of the Parish Council including committing to spending money providing they form part of the approved plans.

Meetings

The subcommittee will meet as required, including by video conferencing, and may conduct business on relevant matters by email at the discretion of the subcommittee chair.

Findings, conclusions and recommendations will be reported at the next Parish Council Meeting with Resilience on the agenda or at an extraordinary meeting should that be agreed as necessary by the Parish Council Chair.

Functions

To advise Sparsholt Parish Council on resilience matters.

To propose ways in which the Parish Council can foster an increased awareness of resilience issues amongst the residents of Sparsholt.

To design and implement an Emergency plan for Sparsholt based on best practice templates available from Hampshire County Council and the UK Government that includes appropriate actions to deal with risks and scenarios that are relevant to Sparsholt parish.

To identify ways to help Sparsholt parish residents be more aware of resilience issues and to help them to take steps to reduce the likelihood of risks occurring and/or reduce the harm that might occur should the risks occur.

To liaise with other local government and other non-governmental service organisations to share plans and contact details necessary for the effectiveness of the plans.

Adopted and approved at Parish Council meeting 20 February 2024 minute reference 23/24-88.

Reviewed with no changes Parish Council Meeting 16 May 2024 minute reference 24/25- 12.10