

**GREAT WALTAM PARISH COUNCIL**  
**TERMS OF REFERENCE FOR THE**  
**EMERGENCY COMMITTEE**

1. The emergency committee is primarily constituted to create and monitor an emergency plan to support the Parish.
2. The committee will comprise a minimum of 7 members of the full Parish Council.
  - a. One member will be the Parish Council Chair.
  - b. The second member will be the Parish Council Vice – Chair.
  - c. Up to 3 members will be appointed to the Committee at the Annual General meeting of the Parish Council (or at the next meeting if members join by co-option). Membership to be drawn from across the Parish.
3. The First Order of business when the committee convenes after an annual general meeting will be to elect a chairperson of the Committee
4. The committee meets 1 time a year in July.
5. The sub-committee will not have any finances allocated to them.
6. Items to be discussed at the committee meeting must be on the Agenda.
7. The Agenda will be published in advance of the meeting (Minimum 3 clear days) and e-mailed to members and displayed on noticeboards.
8. Minutes of the committee shall be distributed promptly.
9. The Clerk will act as secretary.