



WINTER & EMERGENCY PLAN COMMITTEE TERMS OF REFERENCE

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1. Objective

Plaistow and Ifold Parish Council ('the Council') is committed to helping residents become more resilient and prepared to respond to adverse weather, major incidents, and emergencies; particularly whilst they wait for assistance from the emergency services and/or principal authorities.

The Winter & Emergency Plan Committee ('the Committee') is constituted to support the Council's objective and to work with West Sussex County Council (WSSCC) and Chichester District Council (CDC) to achieve this aim. One of the Committee's central objectives is to prepare and keep under review a Winter and Emergency Resilience Plan to support the community.

2. Governance

1. That powers be exercised in accordance with any policy adopted or resolutions made by the Parish Council.
2. That powers be subject to the Council's Standing Orders, Financial Regulations, Code of Conduct and Scheme of Delegation.
3. Where there is disparity between the Council's Standing Orders and this Terms of Reference and/or other relevant policy to the Committee, the Council's Standing Orders shall take precedence.
4. That any proposal which involves any change in the existing policies already approved by the Council shall be submitted to the Full Council for approval.
5. Day to day management of Council matters rests with the Parish Clerk.
6. Urgent/emergency issues within the remit of the Winter & Emergency Plan Committee may be dealt with as they arise by the Parish Clerk in consultation with the Chair of the Committee and one (1) other Committee member.
7. All Members will attend training relevant to the work of the Committee as identified & provided by the Council.
8. Nothing in these Terms of Reference shall prevent the Council from dealing with a matter that might otherwise be dealt with by this Committee.

3. Membership & Quorum

Membership of the Committee shall consist of a maximum of eight (8), which must include no fewer than four (4) Councillors. The Chair and Vice Chair of the Parish Council in an ex-officio capacity.

Membership can include non-councillors to support the objectives of the Committee (SO 4(b)).

Members of the Committee will be elected by the Council annually in May.

The Committee Chair shall be elected by the membership at the first meeting after the Annual Meeting of the Parish Council (May) unless already appointed by the Council. The Chair or Vice Chair of the Council may not chair the Committee (SO 4(d)(xviii)).

Non-councillor members of the Committee may be appointed by the Committee, from time to time, if this is considered appropriate. These members will not have voting rights unless this is expressly approved by the Council.

A quorum shall consist of three (3) members; at least one (1) of whom must be a Councillor.

In accordance with SO 4(d)(v), the Committee may appoint and determine the terms of office of any substitute members to the Committee whose role is to replace an ordinary member(s) at a meeting of the Committee if the ordinary member(s) of the Committee has confirmed to the Proper Officer (Clerk) three (3) days before the meeting that they are unable to attend.

4. Areas of Responsibility & Expenditure

The Committee has the following delegated authority from the Council, unless otherwise directed and/or resolved upon by the Council:

- a) Winterton Hall – to liaise with the Winterton Hall Management Committee (WHMC), who are the Management Trustees of the charity, and support them to make day-to-day decisions regarding the Winterton Hall in its capacity as the Parish’s designated emergency building.
- b) Salt bins including audit, signage, and equipment.
- c) All roads not identified as part of WSCC’s Precautionary Network and/or privately owned.
- d) Winter treatment and clearance of footways, cycleways and/or 3rd party, or non-highway land.
- e) Spend within the allocated Winter & Emergency Plan Committee Budget, subject to limitations set out in this Terms of Reference document.
- f) Farmers/Contractors appointed to treat/clear local roads.
- g) Daily decision on weather conditions.
- h) Emergency centres.
- i) Emergency equipment.
- j) Volunteers who support the work of the Committee, from time to time.
- k) Winterton Hall WIFI contract.
- l) Parish Defibrillators.
- m) Plaistow & Ifold adopted BT telephone kiosks.
- n) Flooding and Riparian Ownership.

The Committee will receive an annual budget, which shall include the annual Winterton Hall WIFI cost, and has delegated authority to make expenditure decisions to discharge its areas of responsibility subject to limitations set out in this Terms of Reference document.

The Committee must defer all significant decision making, expenditure above £500 and the instruction of contractor(s) to the full Council.

The Council may at any time, following resolution, revoke any delegated authority.

Adopted: December 2023

Review: 2024

The Committee may decide not to exercise its delegated responsibilities and may instead refer any matter to the Council and/or make a recommendation to the Council.

5. Meetings

The calendar of meetings shall be confirmed at the Annual Meeting of the Council (May) and published on the Council's website [here](#).

Meetings of the Committee shall take place biannually in March and September at 7.30pm unless the Committee otherwise directs from time to time. Additional meetings may be convened if required, to ensure the effective discharge of its areas of responsibility.

Nothing in this Terms of Reference document shall prevent the exercise by either the Committee Chair or members to call extraordinary meetings in accordance with SO 6(c) and (d).

The meeting venue shall, whenever possible, alternate between Kelsey Hall, Ifold and Winterton Hall, Plaistow.

Only members of the Committee may vote on agenda items, but other Councillors may attend in that capacity and may speak with the permission of the Chair but shall not be entitled to vote.

Minutes of all meetings will be recorded by the Clerk, or by any member nominated at the meeting and dealt with in accordance with SO 12.

6. Review

These Terms of Reference are to be reviewed annually by the Committee at the first meeting following the Annual Meeting of the Council (May) and any changes recommended to the Council.