

# THURSTON PARISH COUNCIL

Parish Council Office  
New Green Centre  
New Green Avenue  
Thurston  
IP31 3TG

Tel: 01359 232854

e-mail: [info@thurstonparishcouncil.gov.uk](mailto:info@thurstonparishcouncil.gov.uk)

website: <http://thurston.suffolk.cloud>



---

## TERMS OF REFERENCE FOR THURSTON EMERGENCY PLANNING COMMITTEE

### **Authority:**

The Emergency Planning Committee is appointed by, and solely responsible to Thurston Parish Council. The Committee's duties are defined and agreed by Full Council, which may vote, at any time, to modify the Committee's powers. Meetings are to be held once a quarter with a review of the plan on a seasonable basis.

### **Membership:**

The Committee will consist of no fewer than five Parish Councillors and will elect a Chairman to preside over each and future meetings. Any member of the Committee can preside by agreement in the Chairman's absence. A quorum will be a minimum of three members. The Chairman of the Parish Council will have automatic membership and full voting rights.

### **Records of Proceedings:**

The committee will prepare recommendations which will be circulated to all Councillors and taken to full Council. The Parish Clerk will ensure all Clerking duties are available for the committee to function. Written minutes will be taken to record the Committee's decisions and will be received at the next full Council Committee Meeting and tabled as an appendix.

### **Responsibilities:**

The committee is responsible for producing a directory to assist in the parish in case of an emergency. Summarized versions along with relevant website links will be added to the Parish website.

Within the directory it will:

- a) Identify temporary accommodation together with equipment and personnel within the parish that may be available during an emergency and work in partnership with District and County Council Emergency Planning teams to ensure this information is available to all;
- b) Liaise with other village groups as appropriate with regard to dealing with emergencies;
- c) Undertake a review of the effectiveness of the directory – as appropriate – following any emergency situation;

- d) Map out those areas that have become prone to flooding over the course of the previous year;
- e) Carry out an annual review of the status of the grit bins within the village;
- f) Review the documentation for inclusion on the parish website/Village Information Booklet;
- g) Any other issues as requested by the full Council.