



BINGHAM TOWN COUNCIL

Emergency Plan Sub-committee

Reporting to: Community and Environment Committee

Councillors Members: John Stockwood (Mayor), Andrew Shelton (Deputy Mayor), Rowan Bird and Viv Leach

Terms of Reference:

The sub-committee shall have 2 members, plus the Town Mayor and Deputy Town Mayor. The Chair and if required, a Vice-Chair are to be elected at the first meeting of the Emergency Plan Sub-committee following the Annual Town Council Meeting.

- (a) To decide all matters progressing the Council decisions relating to updating an Emergency Plan for Bingham until the sub-committee is dissolved when the plan is adopted by the Full Council
- (b) Shall make recommendations to the Community and Environment Committee on all matters relating to the Emergency Plan
- (c) Will provide written reports on all meetings of the sub-committee to the next meeting of the Community and Environment Committee
- (d) Shall meet when necessary at places, times and dates as required
- (e) Shall have members appointed by the Community and Environment Committee and/or the Council
- (f) Shall have members whose membership of the sub-committee ends at the first Community and Environment committee after the Annual Town Council Meeting
- (g) Shall have substitute members who are all the Councillors of the Council who are not members of the sub-committee
- (h) Shall have a quorum of 3
- (i) Shall not have public participation in the sub-committee
- (j) Shall not allow the press and public to attend sub-committee meetings
- (k) Shall not require advance public notice of meetings
- (l) The sub-committee may call upon or ask to attend subject matter experts from Rushcliffe Borough Council and/or Nottinghamshire County Council in relation to the development of a co-ordinated Emergency Plan for Bingham