

BISHOPSTEIGNTON PARISH COUNCIL

TERMS OF REFERENCE 2019-2020

BISHOPSTEIGNTON EMERGENCY RESILIENCE TEAM

Type

The Bishopsteignton Emergency Resilience Team (BERT) is a standing committee of Bishopsteignton Parish Council (BPC).

Purpose

On behalf of Bishopsteignton Parish Council; to review and implement an Emergency Resilience Plan (ERP) for the Village

Scope

Maintain structure, volunteers and co-ordination systems to be able to put this plan into action if required
Regular consultation to ensure the plan and all information contained within is relevant

Authority

If any grant is awarded for specific use decisions on the spend can be made by BERT
Expenditure of any other kind must be recommended to BPC for their consideration
When expense is in excess of £500 at least 3 quotations must be sought.
To activate and implement the adopted plan
To fundraise for BERT resources and any subsequent funds raised shall be held by BPC and ring-fenced for BERT use.

Membership

BPC requires a minimum of 4 participant on this committee
At a meeting of this committee the presence 3 members is required for the meeting to be quorate.
Appointment of members is by BERT recommendation to BPC made at their AGM and majority resolution to approve the proposed membership. The co-option of additional members within the year must be by recommendation of BERT to BPC, and considered at a public meeting.

Current Membership

All BERT members with voting rights
Current members:- Cllr. K. Lambert, Mrs. E. Cawthraw, Mr. R. Gallagher, Mr. E. Stephenson, Cllr. R. Moore, Mr. L. Myers, Mr. N. Shaw, Mr. P. Head & Mrs. E. Kirkland
The Chairman of BERT is Mrs E. Cawthraw
The secretary of BERT is Cllr. R. Moore
The Clerk to BPC shall carry out clerical duties for the team as required

Meeting arrangements

BERT shall meet at least 4 times per year, once per quarter. More often if required.
Meeting shall be held in Bishopsteignton Community Centre, Shute Hill, Bishopsteignton, TQ14 9QL.
Occasionally site meetings will be required, details provided with agenda.
Meeting shall be conducted under BPC Standing order, adopted July 2018.

Reporting

BERT will report to the Full Parish Council in the form of Members Reports
Recommendation shall be brought forward for consideration by the Full Parish Council, at an open public meeting of BPC.

Review

This Terms of Reference for BERT will be reviewed at their next meeting following each AGM of BPC.