

# BISHOPSTEIGNTON PARISH COUNCIL

## TERMS OF REFERENCE 2020 - 2021

### 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 a full council public meeting and a majority resolution to approve the proposed membership.

#### **Current Membership**

All BERT members with voting rights

Current members:- Mrs. E. Cawthraw, Mr. R. Gallagher, Mr. E. Stephenson, Mr. R. Moore, Mrs. J. Moore, Mr. L. Myers, Mr. N. Shaw, Mr. P. Head & Mrs. E. Kirkland

The Chairman of BERT is Mrs E. Cawthraw

The Clerk to BPC shall carry out all clerical duties, unless delegated.

#### **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 or remotely via Zoom if required. 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 Annual Meeting of BPC.