

Community Emergency Plan Working Party

Terms of Reference

Membership

Six members of the Town Council

Co-optees from the Penryn community appointed by the Working Party as it deems appropriate

Chairmanship

The Committee shall elect a Chairman and Vice-Chairman at its first meeting to hold office for the duration of the Working Party.

Scope

To oversee the creation of a Community Emergency Plan for Penryn.

Reporting Mechanism

The Working Party shall submit its final Plan to full Council for approval.

Minutes of the meetings shall be presented to meetings of the full Council.

Public Attendance

Meetings of the Working Party will be open to members of public in accordance with the requirements of the Public Bodies (Admission to Meetings Act) 1960.

Administration

The Working Party will be administered by a Customer Support Officer and attended by the Town Clerk.