Exmouth Town Council
Town Hall, St Andrews Road
Exmouth, Devon, EX8 1AW
tel: 01395 276167
email: reception@exmouth.gov.uk
www.exmouth.gov.uk

COMMUNITY RESILIENCE WORKING PARTY

Purpose: The Working Party will develop and co-ordinate a Community Emergency Plan with involvement from friends, neighbours, emergency services (police etc.), the local authority emergency planning officer as well as community groups such as residents' associations, to make the plan resilient. A Town Council led Emergency Plan will give authority, access to local records and continuity.

Having a Community Emergency Plan does not mean that a group will replace the emergency responders and it must be stressed that nothing will be done which would put anyone in the community at risk.

Membership: The Working Party will be made up of no less than eight Exmouth Town Councillors, where possible, one from each ward, with an option to co-opt non-voting members of the public (with relevant experience). In addition, advice will be sought from professional experts to ensure the Plan is developed in line with emergency responders.

Quorum: Three members

Power: Local Government Act 1972 section 137

Delegated Authority: No

1. Terms

1.1. The Council's Standing Orders apply to all meetings of the Working Party.

1.2. The Working Party shall be appointed on an annual basis at the Annual Meeting of the Town Council.

1.3. The first order of business of the first meeting of the Working Party after its annual appointment will be to elect a Chairman.

1.4. The Chairman and Vice Chairman of the Council shall be Ex-officio, non-voting members of the Working Party.

1.5. The Working Party will meet once a year. Additional meetings will be arranged as required especially in the early stages of the development of the Plan.

1.6. Meetings shall not be open to the public unless the Committee feels it appropriate to include the press and public for specific items.

1.7. Members of the Working Party will receive an agenda and supporting papers in accordance with the Council's Standing Orders.

1.8. Notice of meetings and minutes will be published in accordance with the Council's Standing Orders.

1.9. Members of the Working Party must be familiar with Exmouth's Town Council's current Climate Plan. The Climate Plan should be referenced as part of any decision-making process.

2. Responsibilities

Emergency planning is about putting strategies in place to reduce the impact of an incident.

2.1. Gathering information: collecting information about community resources including: manpower, equipment and material;

2.2. Identifying and preparing for risks: carrying out a risk assessment;

2.3. Writing a suitable self-help plan;

2.4. Updating the plan: keeping important contact details up to date;

2.5. Validating the plan: test the plan by undertaking exercises;

2.6. Coordinating and leading the response.

Adopted by Exmouth Town Council on 13th May 2024.

Reaffirmed: 18th May 2026
Review date: May 2027