



Terms of Reference: LW&GC Community Resilience & Emergency Group

Adopted: 04/02/2026

Introduction

LW&GC Community Resilience & Emergency Group has been active since 2022.

- **Community Resilience & Emergency Group Coordinator / PC Lead: Cllr Joy Morgan**
- **Community Coordinator: **TBC** (Non-Councillor)**

leekwoottonandguyscliffeparish.gov.uk/community-resilience

Contact the group at: CommunityResilience@leekwoottonandguyscliffeparish.gov.uk

Aims & Objectives

The Aims of the LW&GC Community Resilience & Emergency Group are:

1. to build local capacity to prepare for, respond to, and recover from emergencies and other disruptions
2. to complement and support official gold, silver and bronze emergency response teams by providing support, local knowledge and resources

Objectives include:

- identifying the hazards that may affect the communities of Leek Wootton, Hill Wootton and Guy's Cliffe
- fostering social connectedness and building an efficient communication network within the community to enable a prompt and effective response to an emergency
- developing local plans and resources to make the community safer and more self-sufficient
- assisting/advising the Parish Council on the periodical revision of its Emergency Plan

Group Composition

LW&GC Community Resilience & Emergency Group is a Leek Wootton & Guy's Cliffe Parish Council Working Party, which is an informal group. The composition of a working party can include any number of parish councillors, officers and/or non-Councillors with an interest or expertise in this area.

One Parish Councillor will act as PC Lead of the Working Party and official contact for the LW&GC Community Resilience & Emergency Group.

The PC Lead will sit on any organisation committee and be responsible for reporting back the group's activities to the full Council.

With the exception of the PC Lead, the organisation / committee structure of the group is not stipulated.

Finance & Property

LW&GC Community Resilience & Emergency Group does not have a delegated budget.

The Parish Council has a line item within the budget, G/CR, for the Community Resilience & Emergency group to apply for incidental expenditure.

For larger projects, the Group may apply to the Parish Council for grant-funding.

Allocation and distribution of finance, and applications for grant-funding shall be handled by the Clerk to the Parish Council.

Property of LW&GC Community Resilience & Emergency Group is the property of the Parish Council.

Meetings & Activities

The Community Resilience & Emergency Group meet at least four times a year.

The Working Party may discuss and prepare advisory reports to the Parish Council on matters affecting the defined aims and objectives of LW&GC Community Resilience & Emergency Group.

LW&GC Community Resilience & Emergency Group is not a Committee, but a democratic decision-making process shall be observed to make decisions or settle differences of opinion in accordance with the following voting rules: a quorum comprises of 50% of members and not less than 3; in the event of an equality of votes, whether he/she has exercised an original vote the Chairman shall have a second and casting vote.

The conduct of meetings shall have regard to the Standing Orders of the Parish Council and to national legislation.

Functions

To enact its business so as to best achieve the defined aims and objectives of the Group.

Amendment to Terms of Reference

The full Parish Council may amend the terms of reference with one month's written notice.

Appendix: Promotion of LW&GC Community Resilience & Emergency Group

As a working party of Leek Wootton & Guy's Cliffe Parish Council, the Group may use the Parish Council logo (below left), or the Community Resilience & Emergency Group logo (below right) on promotional material:

