

**Harting Parish Council**  
**Emergency Advisory Committee**  
**Remit and Terms of Reference**

1. The Emergency Advisory Committee ("EAC") is established to manage the Emergency Plan for Harting Parish Council (HPC).
2. As an advisory committee, the EAC does not meet in public, but its minutes will be posted on the Council's website.
3. The EAC will meet at least once a year and as and when emergency situations arise.
4. The EAC will consist of a chairman appointed by Harting Parish Council (HPC), who unless HPC resolves otherwise, be a member of HPC.
5. The maximum membership will be 8. The Chairman and Vice-Chairman of HPC are ex-officio members.
6. The quorum for meetings will be three members.
7. The EAC may establish sub-committees in order to accommodate particular issues.
8. In the event of a significant emergency the EAC, or a sub committee of the EAC, has delegated authority to makes decisions and/or carry out actions for and on behalf of the Council on any urgent matters, not including those reserved to the Council in legislation, policies or in its Standing Orders or Financial Regulations.
9. Any actions taken in (8) above must be reported to the next full Council meeting.
10. The EAC may not apply for or receive additional funds or grants from bodies without HPC's prior permission.
9. The EAC will not operate its own banking or accounting arrangements outside those provided by HPC.
10. The EAC will operate in accordance with the relevant data protection and other legislation and will ensure that in the conduct of its affairs all relevant statutory rules and regulations are followed and obeyed.

11. In all the above matters, and in others that may arise as the consequence of its operation, the EAC will be governed by all relevant HPC Standing Orders. All members of the EAC are subject to HPC's Code of Conduct.

**EAC Terms of Reference**

**Adopted by Harting Parish Council on 15 February 2024**

**Next review due May 2025**