

# Walberswick Parish Council

## Safety Committee

### Draft Constitution, Terms of Reference & delegated Powers

#### 1 INTRODUCTION

- 1.1 At their Annual meeting on 14<sup>th</sup> May 2018, the Parish Council resolved to set up a Safety Committee with the following Constitution, Terms of Reference & delegated Powers

#### 2 CONSTITUTION

- (i) The Committee shall be named The Safety Committee
- (ii) Membership of the Committee shall be 3 councillors
- (iii) The Committee shall consider all matters relating to the safety of people and for those assets for which the Parish Council has specific responsibilities. The Committee may consider representations from members of the public, and may consult with the police, District and County Council and other authorities on matters within its delegated powers. The Committee will make appropriate recommendations to Parish Council.

#### 3 TERMS OF REFERENCE

- (i) To keep under review the safety of Parish assets. In particular the Committee will ensure that annual safety reports are commissioned as required, reviewed and that any recommendations for action resolved by Parish Council are implemented by the agreed timescales
- (ii) To oversee Health & safety risk assessments for Parish Council employees and to ensure that any recommendations arising are brought to the Parish Council for approval

#### 4 DELEGATED POWERS

- (i) Power to request information from any statutory organisation and to consider representations from Parishioners.
- (ii) Power for any member of the Safety Committee to recommend to the Clerk an emergency spend of up to £300, for urgent action on safety related issues that cannot wait until the next scheduled Parish Council meeting. Clerk to authorise and produce relevant purchase order(s) after consultation with the Chairman. Any spend will be explained at the next Parish Council meeting following the spend, proof of spend provided and an appropriate annual budget provision made. All councillors will be advised by email as soon as practicable of any spend made using delegated powers