

S101 Emergency Committee Terms of Reference

S101 Delegation of Powers

1. The Committee is constituted under the 1972 Local Government Act to ensure that in the event of an emergency the Council can function and fulfil its legally obligated responsibilities.

An emergency is defined as an urgent, sudden and serious event or unforeseen change in circumstances that necessitates immediate action to remedy harm or avert immediate danger to life, health or property that may affect the safety of any person or cause harm or damage to any council owned property.

2. The S101 committee will be constituted as follows by office:

- a) Chair
- b) Vice Chair
- c) Chair of Finance Committee
- d) Chair of Planning Committee
- e) Chair of Personnel Committee

The Parish Clerk will be in attendance.

3. The committee will be convened by the Chair or in their absence the Vice Chair acting with the Parish Clerk. In the absence of the Chair or Vice Chair, a Chair of a sub-committee (as named above) may convene the committee in conjunction with the Parish Clerk.
4. This committee will only meet as necessary with the Chair or in his/her absence the Vice Chair acting with Parish Clerk. In the absence of either the Chair or the Vice Chair then a Chair of a committee as named above will act in conjunction with the Parish Clerk.
5. The item or items to be discussed will be only those for which it has been necessary to convene the meeting.
6. Any decisions are made as if they are made by the full council. A quorum will be defined as three members.
7. Councillors not on the Section 101 committee will be notified by email immediately a meeting is called, the subject/s to be discussed and the reason for the meeting. They will be entitled to attend such a meeting but will not be able to vote on any matter.
8. The Committee will be authorised to agree emergency expenditure up to a total of £5000 to put into effect any emergency repairs or any other work to mitigate losses or risk.
9. Members of the Council will be notified by the Parish Clerk of the conclusions of the meeting within 24 hours by email or any other method if emails are not available.

These terms were agreed at the Parish Council meeting on 17 June 2026

