

ST CLEER PARISH COUNCIL
COMMUNITY ENGAGEMENT AND EMERGENCY PLANNING TASK AND FINISH GROUP

The Council will review and determine the terms of reference for all Task and Finish Groups and Working Parties at the annual meeting of the Council.

Appointment: - The Task and Finish Group members are appointed by the Parish Council.

This is an informal group with no delegated authority to act independently

Other members – Other members will be drawn from Council or from any individuals with specific expertise in community responding or who may be a key contact during such a crisis

General

The Task and Finish Group shall comply with all Council’s policies, protocols, systems and procedures including the Standing Orders and Financial Regulations and any other statute within legislation.

Objective

To promote those activities that engage with the electors and residents of St Cleer that benefit the locality; including but not exclusive to all elements of community engagement and emergency planning

Aim	Objectives
Develop the St Cleer Emergency Plan, a first response plan, for St Cleer in case of major incident	<p>This is a very boundaried and time specific Parish supported intervention aimed at:</p> <ul style="list-style-type: none"> • Identification of key people • Key communication methods • Communication Strategy • Initial evacuation sites with suitable accommodations provided • Initial identification of vulnerable people within the village • Identification of resources within the village eg water, power, machinery • Enabling the Police, Ambulance, Fire and other agencies access to the village and assisting with the management of traffic flow to enable this and to protect others • Provision of equipment to be used in extreme circumstances • Provision of information to Gold Command Centre in advance to enable a co-ordinated response to St Cleer as and when needed
Communication Strategy <ul style="list-style-type: none"> • Within the village • Without the village 	<ul style="list-style-type: none"> • Proactive plan of community engagement; competitions, surveys and mailshots • Contemporary website • Engaging social media; Live streaming of meetings on zoom • Planning applications on social media • Meetings published on Social Media • Links to Minutes on Social Media
Development of a Business Continuity Plan for the Parish	<ul style="list-style-type: none"> • Back up / Cyber safety adequate • IT outage / ITC inadequacies for the workplan • Virtual Meeting arrangements • Clerk replacement / locum
Promotion of initiatives that will promote both community cohesion and ability to respond to major incident	<ul style="list-style-type: none"> • Community Resilience Training (e.g. Duke of Cornwall Awards) • Red Cross Reserves • Heart start courses (use of AEDs) • Use of Allotments (Fill capacity) • Work with antisocial behavior to improve St Cleer – Driving behavior and criminal damage • Receive reports on data from the mobile speed camera • Agree rotation of the camera • Support of the St Cleer Environmental Group

<p>Noticeboards</p> <ul style="list-style-type: none"> • Agendas and Minutes • Locations 	<p>Proactive publication Agenda and minutes</p> <ul style="list-style-type: none"> • Darite • Crows Nest • Redgate • Tremar • Trecarne • Horizon • Pavilion <p>Static info</p> <ul style="list-style-type: none"> • Trevelthy Quoit • Siblyback
<p>Publications</p> <ul style="list-style-type: none"> • Granite Post • Clerestory 	<p>Regular publication of Parish business</p>
<p>Publication Policy</p>	<p>Annual Review and publication Website to be updates post all meetings</p>
<p>Events</p> <ul style="list-style-type: none"> • Remembrance • Operation London Bridge 	<p>Arrange road closure for events Provide TTRO Section 8 Marshalls</p>

Developed from TOR for Community Engagement and TOR for Emergency Planning

CommEngagement meeting 16.9.20

Parish 28.10.20

**ST CLEER PARISH COUNCIL
COMMUNITY ENGAGEMENT TASK AND FINISH GROUP**

The Council will review and determine the terms of reference for all Task and Finish Groups and Working Parties at the annual meeting of the Council.

Appointment: - The Task and Finish Group members are appointed by the Parish Council.

This is an informal group with no delegated authority to act independently

Other members – Other members will be drawn from Council or from any individuals with specific expertise in community responding or who may be a key contact during such a crisis

General

The Task and Finish Group shall comply with all Council’s policies, protocols, systems and procedures including the Standing Orders and Financial Regulations and any other statute within legislation.

ObjectiveThe short term provision of an effective Communications Strategy which will form policy and practice in the future

Aim	Objectives	
Strategy <ul style="list-style-type: none"> • Within the Parish • With other Parishes • With Cornwall Council 	Short medium and long term aim Published	
Public Relations <ul style="list-style-type: none"> • Media Strategy 	Shift from Firefighting to proactive plan	
Social Media <ul style="list-style-type: none"> • Facebook • Instagram • Twitter 	Increase Councillor involvement as Admins Increase media presence	Achieved Achieved
Promotion <ul style="list-style-type: none"> • Allotments • Use of Pavilion 	Fill allotments Achieved	
St Cleer Website <ul style="list-style-type: none"> • Links to Cornwall Council 	Tender and revision Cornwall <ul style="list-style-type: none"> • Register of interests • Complaints • Planning portal 	Achieved
Live Streaming meetings <ul style="list-style-type: none"> • CCTV Tender 	Tender Achieved	
Noticeboards <ul style="list-style-type: none"> • Agendas and Minutes • Locations 	Agenda and minutes <ul style="list-style-type: none"> • Darite • Crows Nest • Redgate • Tremar • Trecarne 	<ul style="list-style-type: none"> • Horizon • Pavilion Static info <ul style="list-style-type: none"> • Treveithy Quoit • Siblyback

Publications <ul style="list-style-type: none"> • Granite Post • Clerestory 	<p style="text-align: right;">Achieved</p>
Publication Policy	<p>Annual Review</p>
Events <ul style="list-style-type: none"> • Carnival • Remembrance • Operation London Bridge 	<p>Policy</p> <p style="text-align: right;">Achieved Remembrance</p>
Volunteers <ul style="list-style-type: none"> • Link to Emergency Planning 	
Planning	<p>Proactive publication of Agenda Achieved</p> <p>Link to Cornwall Planning Achieved</p>