

Lowestoft Town Council
Terms of Reference for the Community Safety Committee

1. The Community Safety Committee is appointed by and solely responsible to Lowestoft Town Council.
2. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's terms.
3. There has been no delegated authority granted by Full Council.
4. Meetings are to be held as and when required. This is likely to be at least every other month.
5. The membership of the Committee will be no fewer than quorum plus one (i.e. five Councillors). Full Council will elect a Chair for the Committee at the Annual Meeting of the Council every May. All members of the Committee are expected to represent the interest of the whole Council area. Membership is voluntary and any Lowestoft Town Councillor may join the Community Safety Committee by self-selection. Any member can preside by agreement in the Chair's absence. A quorum will be a minimum of four members. The Mayor will have automatic membership and full voting rights. Substitutes may be appointed to ensure that meetings are quorate. All other members of the Council who are not on the Committee have the right to attend the meeting and make representations on the matters being discussed within the Public Forum.
6. The Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Committee's decisions and will be received at the next Full Council meeting. The Clerk will be responsible for arranging the recording and distribution of the minutes.

7. Responsibilities

The Committee has a duty to fulfil the following responsibilities:-

1. To explore options for community safety on Lowestoft Town Council land and make recommendations to Full Council.
2. To work with the Clerk and other relevant officers to implement COVID-19 recovery and safety measures.
3. To work with other bodies, including Suffolk County Council Emergency Planning, East Suffolk Council and other relevant statutory authorities to assess what is in place to deal with emergencies, particularly where relevant to the Town Council's assets.
4. To implement the Town Council's Health Emergency Declaration, including to oversee the actions of other Committees and Sub-Committees.
5. To implement the Town Council's Defibrillator Policy, including its commitment to install at least two defibrillators per year and match fund at least an additional five.

8. **Financial delegations** Full Council has approved the following financial delegations to the Community Safety Committee:

- £50,000 Community Safety budget
- £10,000 for defibrillators

The per-item expenditure limit is £5,000 and expenditure will not exceed the total amount of each budget delegated to this Committee. A standing item on the Committee's agenda will ensure expenditure is monitored.

9. Climate Emergency

This Committee has an important role in examining closely how its recommendations and actions can ensure the Climate Emergency Declaration is properly considered.