

Lowestoft Town Council

Terms of Reference for the Community Safety Sub-Committee of the Assets, Inclusion and Development Committee

1. The Community Safety Committee is appointed by and solely responsible to Lowestoft Town Council.
2. The Sub-Committee's duties, as set out in these terms of reference, are defined and agreed by the Assets, Inclusion and Development Committee, which may vote, at any time, to modify, remove or increase the Sub-Committee's terms.
3. Meetings are to be held as and when required. This is likely to be at least every other month.
4. The membership of the Sub-Committee will be no fewer than quorum plus one (i.e. four Councillors). The Chair will be elected at the first meeting of the Sub-Committee each Council year. All members of the Sub-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 Sub-Committee by self-selection. Any member can preside by agreement in the Chair's absence. A quorum will be a minimum of three 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 Sub-Committee have the right to attend the meeting and make representations on the matters being discussed within the Public Forum.
5. The Sub-Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Sub-Committee's decisions and will be received at the next Assets, Inclusion and Development Committee meeting. The Clerk will be responsible for arranging the recording and distribution of the minutes.

6. Responsibilities

The Sub-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 the Assets, Inclusion and Development Committee.
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 four defibrillators per year and any match funded applications will be considered through grant applications.

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

- Community Safety budget and reserves
- Defibrillators

The per-item expenditure limit is £3,750 and expenditure will not exceed the total amount of each budget delegated to this Sub-Committee. A standing item on the Sub-Committee's agenda will ensure

expenditure is monitored.

9. Climate Emergency

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