

To receive a report from the Community Emergency Plan Working Group

Report to: Policy & Finance

Date of Report: 19.06.2026

Officer Writing the Report: Administration Officer

Purpose of the report: To receive an update from the Community Emergency Plan Working Group following their first initial meeting on the 18 June 2026.

Pursuant Minute: Policy & Finance held on 10 June 2025 Minute nr. 189/25/26

Officer's Recommendations

Members are asked to:

1. Note the progress made following the initial meeting of the Community Emergency Plan Working Group;
2. To appoint a Member to fill the current vacancy on the Working Group.

Report Summary

At the Policy and Finance meeting held on 10 June 2025, Members agreed to establish a Community Emergency Plan Working Group, comprised of Councillors Ashburn, Martin, Miller and Nowlan, with support from the Administration Officer. Councillor Martin has since stepped down from the group, creating a vacancy for any Member wishing to join.

Due to the complexity of developing a Community Emergency Plan and current staff capacity, there was a delay in convening the Working Group. Members were initially provided with a detailed template used by Cornwall Council; however, since its approval by the Committee, Cornwall Council has issued a simplified template for use by towns and parishes.

The Working Group reviewed the Cornwall Council template and identified key sections requiring local information (**Appendix A**). At this meeting, Councillor Ashburn was appointed Chairman, the Terms of Reference were received and approved (**Appendix B**), and meeting notes were recorded (**Appendix C**).

Members agreed to begin gathering contact details for relevant emergency responders, community organisations and local facilities that may be required during an emergency.

Responsibilities for obtaining this information were allocated and will be considered at the next meeting.

The Working Group will continue to meet over the coming months to complete the draft Community Emergency Plan, including identifying local resources, key contacts and arrangements for community support during emergencies. A draft plan will be presented to the Policy and Finance Committee for consideration once completed.

Signature of Officer:

Administration Officer