

PARISH RESILIENCE
WORKING GROUP
TERMS OF REFERENCE
HAMBLEDON PARISH COUNCIL

Adopted 06 July 2026 (Minutes Ref 3064)



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1. Purpose of the Working Group

The Parish Resilience Working Group of Hambledon Parish Council (HPC; 'the Council') is an advisory group set up to advise the Council on matters related to resilience within the Parish.

2. Terms of Reference

- a. The Working Group should consist of at least two Council members, and the Clerk (in an advisory role). There is no upper limit on number of members.
- b. Membership is determined at the Annual Meeting of the Council, or at the next available full Council meeting in the case of a resignation of a Council member.
- c. The Working Group may invite members of the public to join the efforts of the group and to attend meetings in an advisory capacity.
- d. At the Annual Meeting of the Council, Councillors shall:
 - I. review these terms of reference; and
 - II. appoint a Council member as Lead Member who will ensure all members of the Working Group are kept informed and involved with progress, and act as the primary contact to the Council.
- e. In line with the purpose set by the Council, the remit of the Working Group is to:
 - I. Identify potential areas of risk to the Parish. These may include, but not be limited to, the following categories:
 - Natural Hazards (e.g. heat waves; flooding).
 - Accidents and system failures (e.g. national power outage; accident involving high consequence dangerous goods).
 - Human health (e.g. pandemic; outbreak of emerging infectious disease).
 - Animal and Plant Health (e.g. diseases such as foot and mouth; plant pests, such as Emerald Ash Borer Beetle).
 - Societal, Conflict and Instability (e.g. arson; rioting; deliberate disruption of UK space systems & space-based services; industrial action).
 - Cyber (e.g. cyber-attacks).
 - Terrorism (i.e. terrorist attacks).
 - Emerging risks (e.g. Asian hornet).
 - II. Seek to understand these risks and how the Council may prepare for them by way of:
 - Creating and maintaining a Business Continuity Plan.
 - Publishing, for the benefit of all residents, a basic guide to potential risks and mitigation, focusing on information 'sign-posting' and self-help.
 - Disseminating to residents any advisory information received from other sources (e.g. the Environment Agency).
 - Creating and maintaining a generic action plan which can be adapted according to the emergency situation. This should focus on the role of the PC and the practical steps that may be required.
 - Maintaining a reserve of [£3,000.00] in the budget (previously known as the 'Flood Reserve') to allow for necessary expenditure in emergency situations.
 - III. Support residents during an emergency event, by way of:
 - Hiring a venue as a co-ordination 'hub', where appropriate.
 - Acting as a formal point of contact for outside agencies and statutory bodies.
 - Disseminating advisory information from reliable/professional sources.
 - Co-ordinating a parish-wide response, in particular to support vulnerable residents.
 - Reporting back to the Council.

- IV. Support residents after an emergency event, by way of:
 - Disseminating advisory information from reliable/professional sources.
 - Assessing the Council's response and updating ToR and plans accordingly.
 - V. Co-ordinate with the 'Adaptation Project' work carried out by the Council's Hambledon Greening Working Group.
 - VI. Report on progress/updates to full Council at ordinary meeting where appropriate, and provide Councillors with background information and advice to allow them to make fully-informed resolutions when necessary.
- f. Any Council members of the Working Group are delegated by the Council to communicate with residents and outside agencies/relevant statutory bodies, in the absence of the Clerk.
 - f. The Working Group does not have any delegated powers to make decisions for or on behalf of the Council, and must not exceed its purpose or remit without the Council's permission.
 - g. Meetings of the Working Group are informal and therefore do not need to be held in public (unless the Council stipulates that they should) and may be held remotely.
 - h. Meetings of the Working Group do not need to be minuted, but minutes are considered best practice to allow for accurate reporting to the Council.
 - i. The Working Group is an informal advisory group and any decisions made by the Group cannot bind the Council. The Council will consider the advice provided by the Working Group but is under no obligation to accept the advice as a basis for any decisions made.

3. Expenditure

- a. The Council has an earmarked reserve for use in parish emergencies.
- b. The value of this reserve (currently £3,000) is agreed annually in December when the Council's budget is set for the following financial year.
- c. Use of this reserve is governed by the Financial Regulations of the Council and may only be amended or varied by resolution of the Council. The Regulations must be observed in conjunction with the Council's Standing Orders and Financial Reserves Policy.