



STAPLEHURST EMERGENCY HELP TEAM

Minutes of the meeting held on Thursday 19 December 2013 at The Free Church, Staplehurst

Present: Rory Silkin (Chair), Geoff Barber, Sue Bassett, Joan Buller, Peter Jeffery, Neal Kemp, Erica Lock, Bill Piper, Laureen Rodwell, Dave Staunton-Lambert, Andy Turner (Marden)

Apologies: Paul Butcher, Bob Howse, Anne Finlayson, Margaret Friswell, Mira Martin, Donna Friend, Peter Spearink

Chairman's Welcome and Remarks: Rory welcomed Cllr. Neal Kemp on to the committee. He also welcomed Cllr. Andy Turner of Marden who was present to share information.

Minutes: The minutes of the previous meeting (29 August) were accepted and signed.

Matters Arising:

Defibrillator: Joan announced that the Library now has a defibrillator which will shortly be permanently available on its outside wall. There is also one in the Medical Centre. Peter announced that Gresham House is prepared to help by purchasing and installing a defibrillator which could be made available to SEHT. Some members of the committee have had training in the use of the defibrillator, and there was a call for the same for others.

Business:

Phone list: It was evident from a recently alert that members were using different editions of the list. It was agreed that in future each edition would be dated or numbered. Laureen undertook to maintain and distribute the list. Members were asked to check their contact details on one distributed with the agenda and to inform her asap of any changes.

Action: All members.

It was also suggested that Outlook Express be used automatically and periodically to send out the latest edition to all members and interested parties (such as Kent Emergency Action). There was some concern that in the case where the top phone in the tree, especially the mobile phone, is unmanned, a call from Kent Emergency Planning or the police might not reach the team. Dave assured the meeting that the emergency services have the whole tree, and that the caller would cascade down the list. Nevertheless it was agreed that it is essential that the updated version of the tree is available to emergency services.

Meeting Dates: There was concern about regularity of meetings and it was agreed that dates should be set. Quarterly was considered appropriate, though the Chairman could call an extra meeting to discuss any urgent matter.

The following dates were agreed for 2014:

24th March: AGM

19th June

18th September

27th November.

Action: Diary

Possible speakers were discussed for the AGM.

It was agreed that an exercise should be held just after the June meeting.

Bill stressed the need of the team members to keep in contact with each other.

Terms of Reference: Rory presented a draft "terms of reference" document to define and to clarify the purpose of the SEHT. (Attached to the agenda email.) This could be presented to inform people who enquired. Members were asked for their comments. Action all members.

Emergency Plan: Sue mentioned the need to update the details of the Emergency Plan. This has not been done for a while. Action.

Training: Various aspects of training were discussed. Dave stressed the need to test each other and to develop ideas to strengthen our sense of confidence. Geoff questioned the need (at exercises) for volunteers to act in a "troublesome" manner. This led to a discussion on form filling; it was agreed that the forms seem tedious, but that as we are part of a greater scene and this is what Kent Emergency Planning has decided, we needed to persist. In a rest centre, the information collectors should be at tables rather than moving about. Agenda for June. It was agreed that we should do a form-filling exercise amongst ourselves.

Marden: We discussed knowledge and experience with Cllr. Andy Turner. Marden parish has not progressed yet as far as Staplehurst has done. Rory suggested that a joint exercise with Marden is a possibility. Bill enquired whether other neighbouring parishes had emergency plans. None was known.

Publicity: Bill suggested that it is time to remind people in the parish of the Team's existence, with the hope of getting further volunteers. It was agreed that an article should appear in the next *Village Update*.

Laureen raised the idea of having our own "info" email address. Sue offered to investigate the use of our own address which would feed into the Parish Office. Action.

Radio Equipment: Dave asked about the purchase of a pair of CB radios. It was agreed that this would be discussed with the Parish Council.

Date of the Next Meeting: 24 March 2014, the AGM

Rory wished us all a happy Christmas.