



STAPLEHURST EMERGENCY HELP TEAM

Minutes of meeting held on Thursday 13 June 2013 The Youth Club, Staplehurst

Present: Rory Silkin (Chair), Margaret Friswell, Joan Buller, Bill Piper, Paul Butcher, Anne Finlayson, Peter Spearink, Mira Martin, Geoff Barber, Erika Lock

Apologies: Laureen Rodwell, Sue Bassett, Donna Friend, Peter Jeffrey, Chris Rolph, Brian Mundy, Dave Staunton-Lambert, Bob Howse

1. Welcome and Apologies for Absence

Rory welcomed everyone to the meeting, especially noting Mira's presence. He read apologies

2. Minutes of Previous Meeting & Matters Arising

The minutes had been provided.

Anne will forward Terms of Reference for the Team to Rory for inclusion in the next agenda.

Action.

Rory will check that a letter to Green World has been sent.

Action.

3. Role of Secretary:

Following Laureen's resignation as Secretary, it was decided that the role of Secretary should be split. The new roles, and the current holders are as follows:

Information Secretary, liaising with the Parish Office: Sue Bassett.

Updating contact tree: Sue Bassett

Arranging exercises: Erika, Anne, Dave.

Minutes: Bill Piper

Preparing Agendas: Chairman

Erika mentioned that she has been appointed Assistant Parish Clerk at Marden, and had been co-opted on to Marden's Emergency Planning Committee.

Mira's role (which also relates to Marden) was also mentioned.

4. Initiating Action:

Bill expressed concerns about (1) the role of the mobile phone in activating the Team and (2) the possibility that individual members of the Team might activate the Team should they become aware

of a need.

It was decided:

- That the mobile phone should continue to be held by a member of the team who would ensure that it is kept charged. Should he leave the parish for any length of time it should be handed to another member.
- That there are sufficient telephone numbers in the top rows of the contact tree to ensure that the team could be activated.
- That any team member who has alerted 999 should then activate the team. The team could also be alerted in case of a non-emergency need. It is better to meet and then stand down than to do nothing.

- That Mira should have access to the tree, and could call for help without involving the emergency services.

5. Information update:

Donna has been in contact with Red Cross and had passed her CRB check. However Red Cross training had suffered setbacks because of lack of trainers. It was stressed that training is necessary if we are to render assistance as it offers protection from litigation.

Defibrillators were discussed. There is one in the Library, awaiting users' training. Other possible sites were discussed. It was suggested that when a supermarket gets built the management should be approached to provide one on site. Action: RS to speak to Health Centre
It was agreed that Bill should email care homes to enquire how many of them have now acquired a defibrillator. Action.

5. Speakers:

Rory, Dave and Anne have all spoken to other parishes and to KALC.

It was considered that the KFRS speaker at the AGM had been a success, and it was suggested that another such speaker, perhaps from the Ambulance service, should be invited to speak on a future occasion.

6. AGM

The date of the next AGM was provisionally set at 24th March 2014.

7. Any Other Business

Cllr Paul Kelly (being nearby) was asked to be an additional keyholder for the Village Centre, and he agreed to be on the contact tree for that purpose.

8. Date of Next Meeting

This was agreed as Thursday 29th August 2013 in the Youth Club.