



STAPLEHURST EMERGENCY HELP TEAM

Minutes of meeting held on Wednesday, 8th June 2016

Those present:

Andrew Watson (Chair)	Bill Piper
Sue Bassett	Chris Ralph
Margaret Friswell	Rory Silkin
Bob Howse	Gill Smith
Peter Jeffery	Peter Spearink
Alison Lain	Rob Wiles (KRF)
Sam Lain-Rose	
Mire Martin	
Pam Payne	

Apologies for Absence: Diane Buch, Joan Buller, Barbara Keel, Donna Maxa, Laureen Rodwell, Craig Wilson, Emma Wilson

1. **Chairman's remarks:** Andrew welcomed everyone to the meeting, in particular Rob Wiles from Kent Resilience Forum.

Andrew recounted an incident on 5th April when he received a call that refugees were seen leaving a lorry in Staplehurst. In fact they had gone when he arrived, but on the way to the location he realized the importance of having a plan, this being something that SEHT has prepared for.

2. **Minutes** of the AGM were accepted and signed.

3. **Matters arising / current matters.**

3.1 Second Equipment bag: Sue has been assessing specific needs and getting quotations for the second bag and also for high-visibility jackets with the SEHT logo. Money has been contributed by Eric Hotson. She is also getting advice from Rob Wiles, who is keen that we keep to the standard suggested by KRF. In fact KRF is willing to finance it (possibly freeing money previously allocated). Sue and Rory discussed how that money might be allocated. Andrew agreed to thank Eric.

3.2 Insurance of 4X4 s and a list of owners.

There was discussion of the insurance affecting voluntary drivers with 4X4 vehicles.

Andrew read the following paragraph from the latest 'Community Emergency Plan' template, issued by the Kent Resilience Forum.

2. LEGALITIES

2.1. Insurance, Health and Safety.

It is recognised that those named in this plan are not trained, equipped, empowered or resourced to carry out functions of an emergency service. The response will be generally confined to supporting the welfare of the people in the community and helping to maintain normal community life.

Volunteers provide support at their own discretion and in a voluntary (not compulsory) capacity. No one is obliged to carry out duties they do not feel able to undertake and should not put themselves at any risk.

Thus no special cover is required since drivers are all voluntary. Rory agreed to investigate insurance further, as SEHT acts under the auspices of Staplehurst Parish Council. Rob Wiles said he *may* also be able to work through KRF.

Andrew also pointed out that it may be necessary to recompense drivers for the cost of diesel fuel, and that he might undertake to authorize payment.

Sam suggested that a clearer basis should be established based on cost. It was agreed that proper records are needed and that drivers should be asked to keep a mileage log.

3.3 Increase in number of volunteers. Andrew reported that he and Laureen had addressed the local Scouts, whose leader is in favour of participation in the exercise on 8th October. Chris

suggested that this should be extended to the Explorers. Andrew was disappointed at the lack of response from Scouts' parents. He has emphasized that participation in SEHT is not onerous.

3.4 WhatsApp: Members willing to be on a Whatsapp list identified themselves. Andrew will enter their names and test the system.

3.5 We discussed a list of vulnerable residents. Andrew was concerned about any list (on memory stick, paper or both) falling into the wrong hands. Sam questioned the purpose of the data: in case of a local problem emergency services will act according to need; in case of a white-out it may be necessary to know where people are. Rob recommended identifying places which are vulnerable.

It was agreed that Andrew shall summarize the discussion and present a policy document for the next meeting. (Agenda). This document will then be used in a consultation with groups interested in other people, such as WI, churches, etc.

(Rob added that KRF does not have any lists of vulnerable persons available pre-incident but rely on organisations like the NHS, KCC Social Services, district councils, utilities etc supplying that information reactively from their extensive databases.

He suggested that SEHT list only those residents who wish to register as vulnerable and call together a small group in the event of an emergency to pool their knowledge to identify those in the area affected - WI, Spar, local churches, Community Warden etc. Their intelligence would be backed up by the information that KRF would provide as above.)

3.6 Means of disseminating advance-warning information to members: Andrew raised this with Rob Wiles on behalf of Kent Resilience Forum. Rob said this is still being worked on. There was discussion about the pros and cons of using email.

4. SEHT Exercise 8 Oct 2016: Andrew reported that the script has been drafted. The point of the exercise is that the Team needs to be familiar with key sections of The Plan, in particular the setting up and on-going management of a shelter, so that any implementation is both quick and effective.

5. KALC Emergency Help Team Workshop (19 May) Feedback.

Andrew had attended. In discussion, he found that Emergency Help teams in other boroughs, Ashford in particular, collaborated with their neighbours through their 'borough coördinator'. He had observed some networking at the meeting. A discussion followed as to whether we were failing in this degree of networking with surrounding parishes. However, how many of our neighbours have plans like ours? Certainly, we are in a position to help Marden should there be a need.

It was agreed that Andrew should approach a relevant contact in Maidstone, for whom Rob was to provide the details.

At the start of the session, the KALC moderator had asked for feedback from the participants, but Andrew was not sure how to go about this. Rob was to advise him. Andrew added that he found the morning useful, and that his feedback would be positive.

There had been a request from KALC that SEHT should agree to be appraised. [Result?]

6. Any other business

6.1 It was suggested (to Rob) that there should be an item in the KRF Plan on illegal migrants.

6.2 We discussed a stall at the forthcoming fete. . It was decided that this would be an add-on to the Parish Council's stand. Rob W was to find suitable material for the KALC presentation.

6.3 Rob asked members to volunteer to role-play in an exercise run by KCC at Romney Marsh on 27th September. Bring empty suitcases and pets! Forms were distributed, and are available.

7. Date of Next meeting: Wednesday 14th September.