

STAPLEHURST EMERGENCY HELP TEAM



Minutes of meeting held on Thursday 1st September 2011
The Youth Centre, Staplehurst

Present:

Rory Silkin (Chair)	Erika Lock
Joan Buller	Dave Staunton-Lambert
Anne Finlayson	Margaret Friswell
Paul Butcher	Sue Bassett
Paul Linaker (part)	John Briffa
Peter Spearink	Brian Mundy (part)
Peter Jeffery	
Liz Mandley & Richard Tyer – Kent Red Cross	

Apologies: Bill Piper, Donna Friend, Lauren Rodwell, Pam Payne

Action

1. **Welcome and Apologies for Absence**

Rory opened the meeting and gave apologies for absence – see above.

2. **Minutes of Previous Meeting and Matters Arising**

Minutes of the meeting of 14th July 2011 were taken as read and noted. Peter Spearink remarked that he was waiting to hear back from the Drama Club about volunteer evacuees for the 8th October Community Shelter training day.

3. **Training:**

First Aid - Maidstone Red Cross representatives Richard Tyer and Liz Mandley spoke about the training that the Red Cross could offer volunteers. The whole course (to include insurance, safe guarding, child protection, equipment, manuals and a nationally recognised qualification) would take 28 hours continuous assessment. Whilst training and equipment would be free, there could be a small charge for the manuals. Yearly updates would be needed to maintain the qualification together with competencies checked every third year. Candidate's packs were distributed to those who may wish to apply for training. Agreement would need to be reached regarding dates and times for the training. Some preferred evenings, others daytime. Use of the Youth Club was offered. Lauren to liaise and organise.

Laureen

Community Centre – 8th October 2011 10 a.m. – 2 p.m.
General discussion as to how many more volunteers would be needed and who would set up a rota (no conclusion reached). Peter Spearink agreed to add details to the Website Forum and put posters on noticeboards. Paul Butcher offered the use the

Peter Spearink

Youth Club. Query regarding supplies; Peter Spearink agreed to raise this with the Parish Council on 05/09/11. Beyond this, more detailed instructions were needed. The potential attendees' list was circulated. Members to send photographs to Sue if a badge was wanted clerk@staplehurstvillage.org.uk

Peter Spearink

*All Members
Sue Bassett*

4. **Staplehurst Emergency Plan**

Bill Piper, Anne Finlayson and Sue Bassett had worked on the draft, which had been circulated to KCC and members. Agreed that the document was easy to understand with suggested Action Cards and Flow Chart to provide more detailed information. Uncertainty was raised regarding need for CRB checks, costs and where insurance responsibility would lie. Members' comments on the EP draft were requested by 21st September to Sue Bassett. When further work would be done on the area of Insurance, Health & Safety. BP, AF & SB to meet on 22nd September to work on next draft.

All Members

Bill/Anne/Sue

5. **Information Share and Any Other Business**

Rest Centre Training – 23/11/11 – Littlebourne – Members requested clarification as to whether this was still going ahead or needed following 8th October 2011 Community Rest Centre training event.

Laureen

Care Home Visits – Joan Buller and Bill Piper had visited nearly all Care Homes and each was happy to liaise with and help one another. Abbotsleigh had called SEHT when the water had been cut off recently. General discussion ensued regarding other crises that may affect Care Homes and how help could be organised. It was clear that as a group we had much local knowledge but this needed to be gathered together and documented. Joan Buller agreed to help with this.

Joan Buller

Risk Survey – Brian Mundy was continuing with this work and expressed concern that in certain areas, many services were concentrated together (power cables, sewerage and water pumps, electrical sub stations). Joan Buller raised a concern regarding the Esso Garage closure and potential fumes from underground fuel tanks. Brian agreed to check into this.

Brian Mundy

Sue Bassett

Diversions – Paul Linnaker commented on the apparent haphazard way in which the signing of diversionary routes around main road blockages was arranged. Sue Bassett to enquire of Kent Highways if such plans already existed. Peter Spearink and Paul Linnaker agreed to meet and consider diversions and where signage would be needed. David S-L offered to turn such plans into .pdfs for sending to KHS & Police.

*Paul Linnaker
Peter Spearink
David S-L*

Food supplies – Margaret Friswell had been compiling a list of potential outlets and organisations to call upon in an emergency but was not sure what was required next. Perhaps it would become clearer on 8th October?

Sue Bassett

Business contacts data – General discussion about how to make contact with specialists and businesses (such as Pharmacists and Acorn Hire) outside of normal working hours. Sue agreed to draft and circulate an Information Form for Businesses which could be used to gather such useful information.

6. **Date of Next Meeting:**

7.30 pm - 29 September 2011 –The Youth Centre