

STAPLEHURST EMERGENCY HELP TEAM



Minutes of Annual General Meeting held on Wednesday 23 March 2016 The South Hall, Staplehurst Village Centre

Present:	Andrew Watson (Chair)	Erika Lock
	Sue Bassett	Pam Payne
	Diane Buch	Christine Ralph
	Joan Buller	Laureen Rodwell
	Margaret Friswell	Rory Silkin
	Peter Jeffrey	Gill Smith
	Alison Lain	Peter Spearink
	Sam Rose-Lain	Craig Wilson

Apologies: Apologies were received from: Bill Piper, Barbara Keel, Donna Maxa, Bob Howse and Dave Staunton-Lambert

1. **Welcome and Apologies for Absence:**

Andrew Watson, Chair of SEHT, welcomed all present and gave apologies, listed above.

2. **Chairman's Annual Report**

The Annual Report had been attached to the agenda and Andrew Watson ran through the detail. A copy of the report is attached to these minutes.

In particular the Chairman wished to thank Sue Bassett for her support over the last year since he became involved in the group and for updating plans and keeping members of the group informed. Thanks were also extended to Rory Silkin and Craig Wilson for their help.

3. **Election of Chairman and Vice Chairman**

As there were no other nominations for Chairman, Peter Spearink nominated Andrew Watson to remain as Chairman. This was seconded by Pam Payne. Peter Spearink offered to act as Vice Chairman for the coming year and he was formally nominated by Rory Silkin and seconded by Sam Lain-Rose.

4. **Minutes of meeting of 20 January 2016 for approval**

The minutes of the previous meeting were read by all present and approved by Erika Lock, seconded by Rory Silkin and signed off as an accurate record by Andrew Watson.

5. **Matters arising/current matters**

5.1 Sue advised that a review of the Plan had been completed and some amendments made. She advised that the Plan was a live document, subject to amendment from time to time and whenever necessary. The Plan would be put on a memory stick and an abridged version, with any confidential information removed, would be put on the SEHT page of the Parish Council web pages. Thanks were extended to Sue for her work on the Plan.

5.2 Items were being purchased for the second emergency "box". Eric Hotson through the KCC Community Grant Scheme had given the group a grant of £200 towards the cost of this equipment.

Action: AW to send a note of thanks to EH.

5.3 Andrew was aware of a number of owners of 4 x 4 vehicles who may be willing to assist in a relevant emergency situation. He would approach each driver to discuss.

5.4 The local Scouts would be involved in the forthcoming exercise (in October) and the Guides would also be asked. It is hoped that their parents would subsequently take an interest in the group.

5.5 A What'sAp SEHT contact group was being organised and there were currently three members. Others to be added. This would be another way of contacting members when necessary. The app could only be downloaded on a smart phone. Instructions on how set this up would be provided.

5.6 Andrew confirmed he had distributed leaflets on power supply and from the Red Cross to local residents over the age of 70. There was discussion around the use of confidential information and it was agreed that this would be discussed in greater detail at the next meeting.

Action: Item for next agenda.

5.7 In addition to the defibrillator housed outside the village library, Andrew had established there is another one at Iden Manor nursing home but not in the other homes in the village. There was also one at the Jubilee Field.

6. **Outline plan for SEHT Activity during 2016**

A scenario for an exercise in October had been prepared. The Scouts would be involved in this as actors. The Guides would also be asked. After brief discussion, it was agreed that the date of this exercise would be Saturday 8 October.

7. **Information update**

There had been another flood warning issued over the last couple of weeks but no problems were subsequently reported.

Andrew and Peter to view the flood defences at a property in Clapper Lane.

8. **Any Other Business**

Craig suggested, for discussion, ways of informing members of SEHT of potential emergencies, such as severe weather warnings, by group email or text. Rob Wiles to be asked if the group can be forewarned of any potential emergency situation. Andrew to contact Rob.

It was also agreed that the exercise scenario be shared with Rob for his view and information.

Action: AW to contact Rob Wiles.

9. **Date of Next Meeting**

The date of the next meeting of SEHT was agreed as 8 June, 7.30 at the Free Church, subject to this being available.

Action: Bob Howse to be contacted re availability of the Free Church for this meeting.