



STAPLEHURST EMERGENCY HELP TEAM

Minutes of meeting held on Wednesday 20th January 2016
at The Free Church, Staplehurst

Present: Andrew Watson (Chairman), Catherine Abbott, Sue Bassett, Diane Buch, Joan Buller, Margaret Friswell, Bob Howse, Peter Jeffery, Erika Lock, Mira Martin, Bill Piper, Laureen Rodwell, Rory Silkin, Peter Spearink, Kevin Butler, Alison Lain, Sam Lain-Rose

Apologies: Pam Payne, Craig Wilson, Emma Wilson, Dave Staunton-Lambert, Paul Butcher.

Chairman's Welcome: Andrew welcomed us all.

The Chairman introduced the management team from the Staplehurst Spar store, Kevin Butler, Alison Lain and Sam Lain-Rose. He then brought forward the discussion about how Spar might help SEHT access food in an emergency.

It was **agreed:**

1. That the present management of Spar has discussed the issue with new company managers, and there was broad agreement that the store may cooperate.
2. In an emergency situation, provision of supplies can be agreed quickly, and billing would follow subsequently..
3. Although the system has not been tested, it can be assumed that payment will be authorised by either Staplehurst parish council or Kent County Council. (It was **agreed** that clarification should be sought with KCC.)
4. Staff at Spar should be provided with samples of the SEHT and the SPC identity badges with their logos. If members of SEHT approach Spar for help they should show their identity badges. Rory will ask SPC to provide a letter formally requesting assistance. (Rory)
Spar contact numbers were added to our list.

Kevin reminded the meeting that in some emergency situations, deliveries will be curtailed. We also discussed the policy of contacting Spar in advance if an emergency situation seemed to be developing.

The three members from Spar remained for the rest of the meeting.

Minutes: The minutes of the previous meeting were accepted and signed.

Matters Arising: (This formed the bulk of the meeting.)

- 3.1 Sue reported that she has re-jigged the Staplehurst Emergency Plan document. Andrew
It was agreed that other members of the Team should read and review it. Rory
- 3.2 Appendix 9 Review: Risk assessment of various scenarios: "Things we might have to cope with". This document is in line with that of the Kent Resilience Forum (KRF). It now just needs to be kept up to date.
Sue proposed that the plan and details should be placed on a USB memory stick and kept with the rest-centre bags. **Agreed.** Sue
- 3.4 A new telephone tree has been printed and it being circulated by email. Sue

- 3.5 The second rest-centre equipment bag (which is to be held at the Free Church): Sue
 It was **agreed** that it should contain everything that is in the first, with the exception of road- and direction-signs, but including Staplehurst tabbards and foil emergency blankets
 Rory proposed asking KCC if they would provide this bag and its equipment. Sue
- 3.6 Update of rest-centre availability. This is on-going. Information about rest-centres now contains plans of their interiors, including power and light supplies. Peter S.
 Green World has been deleted. Frankies is to be contacted.
- 5.2 Insurance of 4x4s. Still to be done. It was agreed that advice should be sought from KCC.
 Diane said that in her experience insurers are happy to cover drivers helping in emergencies as long as their driving is not for profit.
 It was agreed that 4x4 drivers should tell their insurers in advance that they are on the SEHT list. Policy
- 5.3 Campaign to increase the number of volunteers. This is still to be done.
 A discussion followed. Andrew undertook to speak at a Scouts meeting. Laureen suggested Scouts (and Guides?) to role-play for a SEHT exercise.
 Other suggestions included a leaflet drop, addressing the WI, notices in Spar and the Library.
- 5.4 SEHT on social media. Approaches for keeping the Team in touch via Twitter and WhatsApp were discussed, both for and against.
 Andrew will create a WhatsApp group. Andrew
- 5.6 UK Power Networks Leaflets. These have not been delivered.
 It was agreed that these could be distributed through the Medical Centre. Andrew
 Sue will mention them also in Volunteers' data to encourage personal contact. Sue
- 5.7 A list of all the defibrilators in the parish. This is still in progress. Andrew

SEHT Activity during 2016

The next meeting will be the AGM, and this will be on 23rd March.
 Other events were discussed briefly, including a possible display at the village fete.

Next exercise: ideas to be discussed at the next meeting. Agenda

Information Update:

There was a recent flood alert, but no casualties.
 Geoff Barber is now a flood warden.
 It was confirmed that a single casualty in the community does not constitute an emergency.

Any Other Business: .None

Date of the Next Meeting: AGM, 23rd March at 7:30