

MINUTES of the Staplehurst Emergency Help Team meeting held on Wednesday 20 October 2015 at The Free Church, Staplehurst. 7.30 p.m.

Present: Chairman Andrew Watson welcomed the following to the meeting; Catherine Abbott, Sue Bassett, Joan Buller, Margaret Friswell, Bob Howse, Peter Jeffery and Rory Silkin.

1 Apologies for Absence were noted from: Kevin Hobson, Barbara Keel, Donna Maxa, Bill Piper, Laureen Rodwell, Peter Spearink and Dave Staunton-Lambert.

2 Minutes of last meeting: 17 September 2015 – Approved.

3 Matters arising/current matters:

ACTION

- 3.1 Staplehurst Emergency Plan Review 2015 – No progress reported. Sue B
Craig W
- 3.2 Staplehurst Emergency Plan Review Appendix 9 - No progress reported. David S-L
- 3.4 Telephone Tree March 2015 amendments – Completed, however it was agreed later in the meeting that additional names of currently active members should be added to the telephone tree. Sue offered to re-jig the whole Telephone Tree and attempt to organize the branches along lines of proximity to one another in case telephone communications failed at any time. The updated list to be emailed to the members on it and paper copies put in Rest Centre bags. Sue B
- 3.5 Second equipment bag suggestion – AW had offered to speak to Rob Wiles about a duplicate set of bags (not yet progressed). Andrew W
Joan B
Rory S
Joan Buller and Rory Silkin offered to inspect the Rest Centre Bags List of Contents, consider what a duplicate set of bags should contain and investigate an additional storage venue (McCabe or Free Church?). It was also suggested that 20 Hi-Viz jackets with SEHT Logo front and back be purchased in case house-to-house calls were needed to be made, in order to locate vulnerable residents in an emergency situation. Suggested also that a stock of metallic blankets be purchased for emergency use. Sue was requested to research and report to the Parish Council for agreement to fund these purchases. Sue B
- 3.6 Rest Centre availability/changes & updates – Peter stated that Greenworld would not be available as a Rest Centre/source of food next year and agreed to contact Frankies Farm Shop instead. Details to be given to Sue to update the plan (awaited). Peter S
Sue B
7. Forward planning should refugees arrive in Staplehurst – Agreed that Andrew's draft Refugee Management Procedure should be incorporated into the SEHT Emergency Plan as an Appendix. Sue B

4 Feedback from 17 October exercise – Those present considered the Exercise had been useful, interesting and wide-ranging. Eighteen volunteers had attended the Exercise organized by Rob Wiles & Theresa Young. The defibrillator training by the British Red Cross had also been helpful. Theresa offered to supply "Coping in a Crisis" Leaflets aimed at children, to be put in the Rest Centre bags.

5 Questions or Actions considered following the exercise

- 5.1 How to involve/train non-active volunteers was touched upon. Sue commented that she updated their contact details annually in the new year. It was suggested that they be contacted in batches by members at SEHT gatherings throughout the year, from a printed copy of details held in the Rest Centre bags. Sue B
- 5.2 Insurance of 4x4s – Whilst it was likely that vehicle owners' own insurance could provide cover (provided they weren't paid), agreed that the KCC/MBC/SPC insurance potential for volunteers using their own 4x4s in an emergency should be checked. Attempts to update and increase the number of local volunteers with 4x4s before the winter, should be made. ?
- 5.3 Campaign to increase number of volunteers – Sue commented that the number of volunteers had been reducing year on year. A general campaign was needed to encourage new people to volunteer. Sue commented that SEHT members approaching members of the public at Christmas Markets had proved successful in the past. Andrew commented that recruiting needed to be "attractive" but no specific action was agreed. ?
- 5.4 SEHT Facebook and/or Twitter – Rory agreed to investigate how these might work/benefit SEHT endeavours. Rory S
- 5.5 Volunteer Shift Rota – It was made clear during the Exercise that volunteers should not work for more than 4 hours in any 12 hours that a Rest Centre might be open. A shift rota system to be added to the SEHT Emergency Plan 2015 Review. Sue B
- 5.6 UK Power Networks Leaflets – UKPN had produced a useful Leaflet whereby vulnerable people could add themselves to the Priority Services Register. They would then receive text messages or phone updates during a power cut and access extra support as required. Agreed these should be obtained and distributed to vulnerable people by volunteers. ?
- 5.7 Defibrillator List – It was suggested that local businesses and Care Homes be asked if they held a defibrillator. A list of the location of all defibrillators in the Parish could then be drawn up and added to the Emergency Plan. A volunteer would need to be identified to research/progress this suggestion. ?

6 Information update – No items raised.

7 Any Other Business – Peter Jeffrey reported that he had spoken to staff at Spar about original agreement for the sourcing of food from Spar by SEHT members in cases of emergency. Current staff members were not aware of any such arrangement. The Clerk would need to write to the Manager of Spar to renew this arrangement with Head Office. It was thought that KRS/MBC would reimburse Spar/SEHT on production of a receipt following an official emergency situation where a Rest Centre had been established. Parish Clerk

8 Date of next meeting – Wednesday, 20 January 2016. 7.30 p.m. at the Free Church. All