

Emergency Sub Committee Notes Wednesday 7 August 2024

In attendance: Cllrs N Jacques, N Pinchbeck, C Thornton, A Chapman

Also in attendance: T Davis Town Clerk

F Chapman Admin Assistant

1. Apologies for Absence if any

Councillor P Vickers, A Watson & L Bennet

2. Declarations of Interest

None declared

3. Review of Work done so far on Emergency Plan

Work is ongoing on the questionnaire. Landlines will be replaced with mobile numbers for those wanting to be included. Review adding any more buildings and to clarify transport pick up points.

Both the leaflet and questionnaire have been sent to HEPS to be checked.

Checking with HEPS as to the requirement of Sites of Interest.

It has been strongly recommended not to have a dingy for the use in a potential flood and to leave to the Emergency Services. To have one would require underwater training.

Key management – to check the security of a secure box for a key and check with the insurers for all councillors to hold a spare key at their home.

To diarise Teams training for the use of share point folders so that councillors can access Emergency Planning documents.

4. Assembly Rooms

Still to liaise with Champ regarding Assembly Room use for an Emergency Space and control room.

5. Emergency Response Questionnaire

Covered above

6. Volunteers/Staff

- a) Training
- b) Roles
- c) HR Matters

7. De-Fib purchase and location update

To check with Conservation Officer regarding external siting of a De-FIB on the Assembly Rooms.

Location update of De-Fib was given to members and it was suggested that any amendments be forwarded to the organisations direct and to set up a location list on the Town Council own website.

Meeting closed at 19:00