

FILEY TOWN COUNCIL
EMERGENCY PLAN WORKING PARTY MEETING
HELD WEDNESDAY 23 JULY 2014 AT 7.00PM

Present:

Filey Town Council	Cllr S Bosomworth, Cllr D Glanvill, Cllr J Meek, Cllr J Shackleton, Cllr R Walker Mrs G Robinson – Town Clerk Mr Ken Leathley – Health & Safety Risk Advisor
Community Scarborough Borough Council	Mrs A Newbury (current Chair) Borough Cllr M Cockerill Borough/Cty Cllr S Cross Mr Steve Reynolds, SBC Health & Community Safety Manager
North Yorkshire County Council Major Incident Response Team H M Coastguard	Mr Matthew Robinson Beverley Brotherston Ms Janet Richardson

Mrs Aileen Newbury welcomed everyone to the meeting and thanked them for attending.

ELECTION OF CHAIRMAN

Cllr Susan Bosomworth was unanimously elected as Chairman of the Emergency Plan Working Party and chaired the meeting from this point onwards.

Cllr Bosomworth thanked everyone for electing her to this position and for having confidence in her to carry out the position of Chairman which she felt sure would be an interesting and rewarding role. She then went on to thank Mrs Aileen Newbury for the sterling job she had carried out as Chairman of the Emergency Plan Working Party over many years and often in very difficult circumstances. A round of applause was given to Mrs Aileen Newbury from the rest of the group. Mrs Aileen Newbury thanked everyone for their support over past years and confirmed that she would like to remain on the group as a member but wished Cllr Susan Bosomworth every success as the new Chairman.

ELECTION OF VICE CHAIRMAN

Cllr Jeff Meek was unanimously elected as Vice-Chairman of the Emergency Plan Working Party.

TERMS OF REFERENCE

The Terms of Reference for the Emergency Plan Working Party were accepted.

APOLOGIES

Cllr J Haxby (Personal), Cllr Marion Wright (ill-health), Mr A Crossley, SBC (prior meeting), Mr J Colling and Mr B Robson (RNLI Exercise), Mr P Armitage (work), Sgt Chris Gosling (work commitment), Mr Mike Wright (YAS).

DECLARATIONS OF INTEREST

It was noted that no declarations of interest were made.

MINUTES OF LAST MEETING HELD ON 10 SEPTEMBER 2013

The minutes of the last meeting held on 10 September 2013 were agreed as a true and accurate record.

MATTERS ARISING FROM THE LAST MEETING

None – all matters had been addressed.

Continued overleaf

REVIEW OF THE EMERGENCY PLAN EXERCISE HELD ON 13 MAY 2014

Mr Matt Robinson informed members that the training exercise was a re-run of a generic exercise designed to provide support in an emergency situation before the emergency services arrive and for the Emergency Plan Group to cope on their own in the first instance. He went on to state that there had been many improvements made since the last exercise had been held and it was very worthwhile to do the exercise as the more times it is practised the better people are at being able to cope in a real emergency situation. All the actions from the first exercise had been carried forward and implemented in this year's exercise with all rooms in the Evron Centre being utilised.

Members went through a list of points raised by those attending the exercise and the following actions were agreed.

- Walkie Talkies would be useful to improve communication
[It was felt that Walkie Talkies was a must to provide a good level of communication – Matt/Gina to source and obtain costings](#)
- A delegated person is required in each of the rooms – [depends upon size of incident, put in Action Card for Centre Manager - GR](#)
- A multi mobile phone charger would be useful – [this item would need to be updated regularly GR to cost](#)
- A wheelchair would be useful – [agreed if required could be sourced from Dixons](#)
- Foldable cages for dogs – [Matt to provide GR with information to cost up](#)
- Need security on the main door – [need to use PCSO's and Police if at all possible.](#)
- Need a meeter and greeter on the main door to advise people where to go – [good idea, put in Action Card for Centre manager - GR](#)
- Need other language information sheets to communicate better with foreign persons – [Matt to action](#)
- Registration needs more designated people and perhaps could be split into 4 to register people on a one to one basis to improve confidentiality – [agreed if resources allow put in Action Card for Centre Manager - GR](#)
- Registration forms need to be simpler e.g. not necessary to log date of birth – [Matt/GR to action](#)
- Administration Box not big enough and difficult to find things – needs a mobile filing system on wheels with file trays which can just be taken out with all forms ready to use – [agreed GR to order](#)
- 2 sets of Information Panels to be placed in emergency equipment store – [2 info panels now in emergency equipment store room](#)
- Make more use of other agencies present e.g. SBC for Sand Bags etc – [location of new sand bag store needs to be determined – GR to check with Andy Crossley](#)
- Lions Minibus and Sea Cadets Minibus could be utilised – [details to be put in plan](#)
- [New Mobile Phone – agreed to replace to a touch screen for ease of use – GR to action and update all phone numbers](#)

GR showed members a new banner which had been ordered and would be placed in the Emergency Equipment store at the Evron Centre – [a further banner would be useful to be placed on the Methodist Church with an arrow pointing towards Evron centre to show people where to go.](#)

[GR to obtain permission for expenditure from members on Flood Working Group/Emergency Plan Group once costs have been determined for the above items but agreed by those members present that £100 to be utilised for new phone and new filing drawers as soon possible.](#)

[GR to update the Emergency Equipment inventory once new items have been purchased.](#)

Members agreed that it would be useful for a further exercise to be held in approx one years' time but in the meantime the Chairman requested a mini-training exercise to discuss job roles and to go through each role card to highlight what specific duties each person is expected to carry out. It was agreed that all members of the Town Council should be invited to attend as they may be

required in the event of a major emergency. The mini-training exercise to be planned towards the end of the year.

The Chairman suggested that a loggist or recorder would be useful (if resources allow).
[Matt to provide some incident log books.](#)

Members were invited to make further comment on the emergency exercise and the following comments were made:

- Another Room may be needed for First Aid in addition to Room 11- K Leathley
- If Salvation Army are unable to assist possibility of Methodist ladies being requested to help
- MIRT could have organised more volunteers when they arrived had they known Salvation Army were not present – need better communication – Bev Brotherston
- Need a collator of information to liaise with emergency services to update information of flipcharts to let everyone know what is happening

TO CONSIDER OUTSTANDING MATTERS FOR INCLUSION INTO THE FILEY EMERGENCY PLAN AS FOLLOWS:

Risk Assessment

[Mr Steve Reynolds to speak to Bob Webster, SBC Health & Safety Officer and arrange for Risk Assessment to be signed as soon as possible.](#)

REVIEW OF THE EMERGENCY PLAN

Members of the group went through the relevant pages of the Emergency Plan and suggested information which needs updating.

Filey Town Council's next newsletter – article for vulnerable people to come forward for their names to be included in the Emergency Plan.

The Clerk to update all changes and arrange for the updated contact details to be shown as an Appendix to the Emergency Plan so that this could just be readily circulated.

[The Clerk to update the Emergency Plan plus Appendix as soon as possible and circulate to all plan holders.](#)

The Chairman asked if members were aware of any changes please could they let the Clerk know as soon as possible.

[Cllr Jeff Meek and Cllr Diane Glanvill need a copy of the Emergency Plan as they are new members.](#)

NYCC EMERGENCY PLANNING OFFICERS

Matt Robinson stated that he would be pleased to organise a further training exercise after next May 2015 following elections as there may be a lot of new members which would require training and thought a mini-training exercise would be a good idea to discuss job roles. Matt commented that Filey was the most ahead and engaged council in the county in terms of emergency planning and this was all credit to the Town Council and its members.

FLOODING/EMERGENCY PLAN RESERVE

The Clerk confirmed that the reserve balance stood at £1,017.26 as at 31.3.14 with expenditure of £50 being committed for the new banner in 2014. The Clerk also stated that the group had made a request to the Finance & General Purposes Committee to include a sum of £500 in the 2014/2015 Budget to top up the reserve but it was noted that this would most probably be utilised for emergency equipment which had been highlighted following the training exercise. The Clerk requested if the Emergency Plan Group would wish to submit a request for a further £500 in the 2015/2016 budget.

[It was agreed that a recommendation be made to the Finance & General Purposes Committee to consider a sum of £500 being placed in the Town Council's budget for 2015/2016 for emergency planning/flooding purposes.](#)

ANY OTHER BUSINESS

None.

NEXT MEETING

It was agreed that the next meeting will be organised towards the end of the year for a mini-training exercise to discuss job roles.

The Chairman thanked all members of the Working Party for attending the meeting and for their contributions which were greatly appreciated.

The meeting closed at 8.10pm

Cllr Susan Bosomworth
Chairman
Emergency Plan Working Party