

FILEY TOWN COUNCIL
EMERGENCY PLAN WORKING PARTY MEETING
HELD TUESDAY 14 JULY 2015 AT 7.00PM

Present:

**Filey Town Council
(Emergency Plan Group)**

Cllr S Bosomworth, Cllr D Glanvill, Cllr J Haxby,
Cllr J Meek, Cllr A Shaw, Cllr R Walker
Mrs G Robinson – Town Clerk
Mrs M Prentice – Deputy Town Clerk

Also present

Cllr J Casey, Cllr R Horley, Cllr J Houden-Banks,
Cllr J Shackleton

**Community
Scarborough Borough Council**

Mrs A Newbury
Mr Andy Crossley, SBC Flood & Coastal Engineer
Mr Phil Armitage, Evron Centre Manager

North Yorkshire County Council

Mr Matthew Robinson, Emergency Planning Officer

North Yorkshire Police

Sgt Chris Gosling

North Yorkshire Fire Brigade

Mr Nicky Bennett

H M Coastguard

Miss Fran Wilkins

Filey Lifeboat

Mr John Colling, Lifeboat Operations Manager

Filey School

Ms Elaine Jones representing Ebor Academy Trust

Cllr Susan Bosomworth welcomed everyone to the meeting and thanked them for attending and introductions were made. Cllr Bosomworth informed every one of the emergency evacuation and signing in procedures.

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.

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 M Cockerill (ill-health), Cllr Marion Wright (ill-health), Boro/Cty Cllr S Cross (work), Mr K Leathley (ill-health), Mr Mike Wright (Yorkshire Ambulance Service work commitment) and Lion President Tony Nixon (personal).

DECLARATIONS OF INTEREST

It was noted that no declarations of interest were made.

MINUTES OF LAST MEETING HELD ON 23 JULY 2014

The minutes of the last meeting held on 23 July 2014 were agreed as a true and accurate record.

EMERGENCY PLAN TRAINING EXERCISE

Matt Robinson, NYCC Emergency Planning Officer gave an interesting presentation (presentation notes attached) to all present on What is Emergency Planning; how and why the Filey Community Emergency Plan was created and how it worked in practice for the setting up of a Rest Centre including the roles and responsibilities of the Filey Emergency Planning Group. Matt gave historical background to the floods which had occurred in Filey and the emergency support exercises which the group had undertaken to date. He went on to explain about the Major Incident Response Team, and the Police chains of command (Silver Command can be based anywhere in a major emergency) and then invited questions from the floor. Andy Crossley stated that sand

bags were now located at Filey School and in a shed on the Bus Station Car Park (not locked). A question was asked regarding school children being released in a major emergency and it was noted that the schools have their own emergency plan. Cllr Casey asked if members who are DBS checked should be included in the Emergency Plan and this was thought to be a good suggestion.

MATTERS ARISING FROM THE LAST MEETING

The Clerk had costed the following items which had been identified from the last training session:

- A set of 6 walkie talkies
- A multi-mobile phone charger
- 2 dog cages
- A new emergency phone

The Clerk stated that all of the above could be purchased for under £500 and was within the agreed Town Council budget of £500 for 2015/2016 and a reserve of £1,408.77 and it was agreed for

The Clerk to purchase the above items with Andy Crossley providing advice and guidance on the purchase of the set of 6 walkie talkies.

All members were shown the Emergency Pack Folders and it was agreed

That an article should be placed in the next Town Council Newsletter, Filey Bay Today Magazine and Posters in Town Council Notice Boards to highlight that the Emergency Pack Folders are available to all households and to highlight the red 'H' for HELP which can be displayed in resident's windows in case of a major emergency and help is required. An awareness session at Filey Library could also be arranged and should additional Emergency Folders be required then possibly some Section 106 monies could be applied for.

Matt Robinson agreed to contact Yorkshire Water and the Environment Agency to check if the literature was still in date. Matt also agreed to contact Bob Webster, SBC Health & Safety Officer to liaise with Mr Leathley regarding the signing off the Risk Assessment for the Evron Centre being used as a Rest Centre.

REVIEW OF THE EMERGENCY PLAN

The Clerk circulated copies of an 'Appendix A List of Contact Details' restricted document in addition to the main restricted Emergency Plan document and this was reviewed and changes highlighted from all members of the group.

The Clerk was requested to update the Appendix and circulate together with a new Emergency Plan Document to all members of the group as soon as possible.

ANY OTHER BUSINESS

Matt Robinson offered to organise another Emergency Training Exercise in Spring 2016 which was his offer was gratefully accepted by the group.

NEXT MEETING

To be agreed early next year prior to a training exercise.

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 8.35pm

Cllr Susan Bosomworth
Chairman
Emergency Plan Working Party