

## Emergency Plan Sub Committee

**Minutes of the meeting held on Thursday 5<sup>th</sup> April 2018, 1:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes**

**Present:** Cllrs Pauline Prop, Thillai Visvendran, Geoff Woolmore

**Also present:** Ian Tegerdine (Landscaping Manager / Health & Safety Officer), Brian Barton (Committee & Member Services Officer).

**EP 01/18 To elect a Chair for the Council year 2018 / 2019:**

Cllr Geoff Woolmore proposed and Cllr Pauline Prop seconded that Cllr Thillai Visvendran is elected Chair for the Council year 2018 / 2019.

Cllr Visvendran accepted his nomination. There were no other nominations.

**RESOLVED**

**That Cllr Thillai Visvendran is elected Chair for the Council year 2018 / 2019.**

**EP 02/18 Apologies:**

There were no apologies given.

**NOTED**

**EP 03/18 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

**EP 04/18 Chairs Announcements:**

There were no Chairs announcements.

**NOTED**

**EP 05/18 Questions from the public (Max. 10 minutes):**

There were no questions from members of the public.

**NOTED**

**EP 06/18 To review the draft Emergency Plan:**

The Committee & Member Services Officer was asked to check what GDPR compliance implications there might be with listing contact telephone numbers in the Emergency Plan.

Page three (3) under "Resources" to add "The Sikh Temple on Leadenhall, The Islamic Community Centre on Coffee Hall, The Kingdom Hall of Jehovah's Witnesses on Netherfield and the Chapel on Netherfield".

Page four (4) the Landscaping Manager / Health & Safety Officer will update the list of Councillors contact numbers, to delete "Cllr Geoff Woolmer" and replace with "Cllr Geoff Woolmore".

The Landscaping Manager / Health & Safety Officer to add the ward next to each of the Councillors as listed.

The Landscaping Manager / Health & Safety Officer to add the prefix 01908 where applicable on the Councillors contact numbers as listed.

The Landscaping Manager / Health & Safety Officer will look into supplying two (2) walkie talkies to be stored in the Woughton Community Council Hub.

Page six (6) Item twelve (12) (a) second bullet point to delete "(see overleaf)" and replace with "(see below)".

To delete "Whoever does" and replace with "Whoever completes".

Page seven (7) Item (b) bullet point two (2) delete "Inform him / her" and replace with "inform the Police Officer".

Bullet point three (3) delete "undertaken" and replace with "execute"

Page nine (9) at the end of the page delete "Town Council" and replace with "Milton Keynes Council"

Members were informed that the Risk Assessments included in the draft Emergency Plan cannot be amended as they are the same templates as used by the Emergency Services.

Appendix B - Resources / Equipment, some of the items as listed will need to be sourced.

Appendix C - Resources / Skills, Members were requested to identify any members of the public that may have the appropriate skills to assist in an emergency.

#### **RESOLVED**

- 1. That the Committee & Member Services Officer to check what GDPR compliance implications there might be with listing contact telephone numbers in the Emergency Plan.**
- 2. Page three (3) under "Resources" to add "The Sikh Temple on Leadenhall, The Islamic Community Centre on Coffee Hall, The Kingdom Hall of Jehovah's Witnesses on Netherfield and the Chapel on Netherfield".**
- 3. Page four (4) the Landscaping Manager / Health & Safety Officer to update the list of Councillors contact numbers, to delete "Cllr Geoff Woolmer" and replace with "Cllr Geoff Woolmore".**
- 4. That the Landscaping Manager / Health & Safety Officer to add the ward next to each of the Councillors as listed.**

5. That the Landscaping Manager / Health & Safety Officer to add the prefix 01908 where applicable on the Councillors contact numbers as listed.
6. That the Landscaping Manager / Health & Safety Officer to look into supplying two (2) walkie talkies to be stored in the Woughton Community Council Hub.
7. Page six (6) Item twelve (12) (a) second bullet point to delete “(see overleaf)” and replace with “(see below)”.
8. To delete “Whoever does” and replace with “Whoever completes”.
9. Page seven (7) Item (b) bullet point two (2) delete “Inform him / her” and replace with “inform the Police Officer”.
10. Bullet point three (3) delete “undertaken” and replace with “execute”.
11. Page nine (9) at the end of the page delete “Town Council” and replace with “Milton Keynes Council”.

**EP 07/18 To discuss and agree the process for implementing the Emergency Plan:**

The Emergency Plan will be presented at a future Full Council meeting for adoption.

**NOTED**

**EP 08/18 To discuss and agree the contacts for the emergency services:**

The Council Manager has agreed to be the main contact, it was further suggested that the Responsible Financial Officer / Operations Manager and the Landscaping Manager / Health & Safety Officer are additional contacts during office hours.

It was proposed that three (3) Councillors would between them contact other Councillors after office hours in the event of an emergency.

**RESOLVED**

1. That the Council Manager to be the main contact, and that the Responsible Financial Officer / Operations Manager and the Landscaping Manager / Health & Safety Officer are additional contacts during office hours.
2. That three (3) Councillors to between them contact other Councillors after office hours in the event of an emergency.

**EP 09/18 To discuss and agree the items needed in a grab bag:**

The items for a grab bag will consist of a copy of the Emergency Plan, a torch and batteries, local maps, a note to remember a Councillor’s mobile phone/ charger and a notebook and pen as indicated in the draft Emergency Plan.

Woughton Community Council will be supplying the grab bags.

**RESOLVED**

**That the items for a grab bag will consist of a copy of the Emergency Plan, a torch and batteries, local maps, a note to remember a Councillor’s mobile phone/ charger and a notebook and pen as indicated in the draft Emergency Plan.**

**EP 10/18 To agree a timetable to adopt the Emergency Plan:**

The draft Emergency Plan will be finalised by June 2018 and adopted at the September Full Council meeting.

Training will need to take place on the implementation of the Emergency Plan. The Landscaping Manager / Health & Safety Officer will ask a contact at Campbell Park Parish Council to find out what training they have undertaken for their Emergency Plan.

**RESOLVED**

- 1. That the draft Emergency Plan to be finalised by June 2018 and adopted at the September Full Council meeting.**
- 2. That the Landscaping Manager / Health & Safety Officer to ask a contact at Campbell Park Parish Council to find out what training they have undertaken for their Emergency Plan.**

**Date of next meeting:**

To be confirmed at the Annual Meeting of the Community Council.

**THE CHAIR CLOSED THE MEETING AT 2:51PM**

Chair \_\_\_\_\_ Date \_\_\_\_\_

DRAFT