



STAPLEHURST EMERGENCY HELP TEAM

Minutes of meeting held on Thursday 21 March 2013 The Youth Club, Staplehurst

Present:

Rory Silkin (Chair)	Peter Spearink
Joan Buller	Bill Piper
Paul Butcher	Anne Finlayson
Sue Bassett	Laureen Rodwell
Donna Friend	Erika Lock

1. Welcome and Apologies for Absence

Rory welcomed everyone to the meeting and read apologies received from: Geoff Barber, Dave Staunton-Lambert, Peter Jeffery, Bob Howse and Margaret Friswell.

2. Minutes of Previous Meeting & Matters Arising

Laureen was asked to ensure that Mira Martin was included in emails concerning the Help Team. She confirmed that she would do this.

Paul had visited the Red Cross premises in Maidstone. Liz Mandley, volunteer co-ordinator from the Red Cross was trying to organise training which might be a full weekend's training as opposed to three consecutive weekends, which everyone was finding difficult to manage. Paul had handed her names of those interested in becoming trained first aiders.

Paul also advised regarding hi-viz. He had given Sue details of a firm in Medway who could provide reasonably priced jackets in all sizes with a pocket for the role to be inserted. Rory confirmed that costs could come out of the budget.

Item 4 – List of keyholders. List to be updated to include Green World Garden Centre in Knoxbridge when they had responded to a letter from SEHT thanking them for their support and agreement to use their premises as a possible rest centre.

Paul had invited KALC to the Annual Meeting.

Anne advised that she had presented to a small meeting of KALC in Faversham. She reported that other parishes were asking their Community Wardens to kick start the plans. She also advised of another presentation that we had been asked to do in Dover for the Sandwich KALC.

Joan advised that during a meeting she attended at the McCabe Centre, a number of staff (around 15) had shown interest in refresher first aid training.

One of the delays in confirming the training from the Red Cross was that it was difficult to secure trainers as they were all volunteers.

Sue advised that she had prepared three laminated letters addressed to the Spar in Staplehurst for use by selected SEHT members to identify themselves when purchasing essential items for vulnerable residents during an emergency.

Anne advised that she hadn't been able to contact the key holders to confirm their details.

Joan had contacted Amanda Dudell re use of the mini bus. There were some volunteer drivers but the bus was locked every night and weekend in Health Centre car park. Checks would be made to establish whether the volunteer drivers could use it in emergencies on behalf of SEHT.

Paul agreed to forward contact details of the deputy manager of Spar, who lives locally.

3. Emergency Boxes – check and replenish

It was agreed to put this item at the end of the meeting. See note at end of minutes*.

4. Open/Annual Meeting Event

This had been organised for Monday 8 April at 7.30 – 9.30 in the South Hall of the Village Centre. Other Parish Council chairs to be invited.

Peter offered to find contact details of the Search & Rescue team with a view to invited them along and Erika to contact Alexa Kirsten-Woods from the Fire Service. The Urban Search & Rescue to be emailed again.

The following people to be sent an invitation to join us: Green World, Mira Martin, Pete Gardner and WRVS (via Chris Ralph). The Salvation Army was also suggested.

The outline programme would be:

- Rory to go over what has happened so far, lessons learnt and details of emergency centres secured.
- Invite attendees to offer any ideas about expanding the group and the service provided to a wider audience.
- Q & A Session.

Other parishes have been cutting and pasting our document, however, in line with new guidelines suggested by KCC, the format may be. A copy of these guidelines will be sent to Anne who would share the template when received.

Gerry Prodger and Staplehurst School to be invited.

Mick to advertise the event under Latest News on the website and calendar.

Biscuits, tea and coffee would be supplied – organised by Sue.

Consideration to be given to leaflets and other materials from KCC.

3. Emergency Boxes – meeting adjourned to look at the emergency boxes at Sobel Lodge.

Date of Next meeting. 13 June.

7. Any Other Business

- The group had been asked to provide speakers to address outside organisations. Anne had done a couple of Rory and Dave had also done one. Paul said he would be willing to present to a group, time permitting. Rory confirmed that out of pocket expenses, such as petrol, would be paid out of parish funds.

Rory had agreed to speak to The Tefoil Guild in June and Laureen was speaking at the Housewives Guild in April.

- Bill reported that the local care homes were not getting together as had been hoped previously. An email would be written to care homes inviting them to attend the

Annual Meeting. It was confirm that each home would have their own emergency plan but they were not coordinated.

- Paul advised that he was very impressed by new Maidstone library archives and recommended a visit.
- Anne felt that the group would benefit from Terms of Reference and/or a constitution and agreed to draw something up for consideration.

8. Date of Next Meeting

This was agreed as **Thursday 13 June in the Youth Club.**

* The meeting adjourned so that the group could see where the emergency boxes were stored in Sobel Lodge. The two cases and holdall were emptied and the contents checked against the inventory. This was a useful exercise to familiarise everyone with the contents and to ensure missing items were replaced.