



STAPLEHURST EMERGENCY HELP TEAM

Minutes of meeting held on Thursday 17 January 2013 The Staplehurst Free Church

Present:

Rory Silkin (Chair)	Peter Spearink
Joan Buller	Paul Butcher
Margaret Friswell	Donna Friend
Sue Bassett	Bob Howse
Dave Staunton-Lambert	Peter Jeffery
Anne Finlayson	Geoff Barber

1. Welcome and Apologies for Absence

Rory welcomed everyone to the meeting and thanks were extended to Bob for allowing us to use the excellent facilities at the Staplehurst Free Church for this meeting. Ken Collins had decided to resign from the group and Rory, on behalf of SEHT, passed on thanks, through these minutes, to Ken for his invaluable assistance to the team.

Apologies had been received from Ken Collins, Pam Payne, Erika Lock, Chris Ralph and Bill Piper.

2. Emergency Boxes – to be put on future agenda

It was agreed that checking and familiarising ourselves with the contents of the boxes was an essential task but as Bill was not present, this item would be put on the agenda of a future meeting.

3. Contact Tree

A revised contact tree had been distributed. The number of the SEHT mobile to be removed from the top of the tree as it was to be used as communication during an emergency and not as part of the initial contact process. The mobile was currently being held by Dave Staunton-Lambert.

Rory offer to ask Mick Westwood from the Parish office is he was in agreement to being contacted as part of the emergency contact system for the SEHT and would then contact Sue to start the contact process.

It was agreed that a list of names of the other volunteers not on the SEHT but who had offered support would be kept in the emergency boxes so that they could be contacted, if needed, during an emergency situation.

There were various amendments and additions to the other emergency contacts which are attached to the contact tree. Laureen agreed to update and redistribute.

There was a question raised about where the boundary for the SEHT group to operate and it was agreed that this would be the parish boundary but could stretch beyond this, if necessary.

Paul spoke to Spar and they advised that proof of identity was needed before they would allow people to purchase essential items for residents who were unable to get to the shops themselves. It was suggested that some headed paper with authorisation to receive goods were prepared for use at the Spar. Sue agreed to prepare the letter.

Paul agreed to obtain the out of hours telephone for the supermarket.

Community Warden, Mira Martin, to be added to the email contact list. Laureen to get her email address. (mira.martin@kent.gov.uk).

The contact details for Pete Gardner, PCSO, also to be added to the additional emergency contact information list (peter.gardner@kent.pnn.police.uk).

Neighbourhood Watch also has a list of useful contacts on their website which is shortly to go live.

At this point the Minutes of the Previous Meeting were discussed. Peter and Paul advised that they had sent apologies but this had not been noted on the minutes. Apart from this point, the minutes were agreed.

4. List of Key Holders

The details of the key holders had been updated. The newly established Green World Garden Centre in Knoxbridge would be approached to use as a temporary rest centre.

Out of hours numbers of key holders and other services to be held by a small group of members of the SEHT.

Amanda Dudell to be alerted to the possible use of a vehicle in an emergency (Joan offered to contact her). Michael Booker also to be contacted by Donna. However it was important to note that a special licence was needed to drive a mini bus. Existing drivers to be asked if they were willing to be called in.

Anne offered to check the out of hours contact numbers for the halls.

5. Documentation Training

The date of Tuesday 22 January at 10.00 am had been selected as the most suitable day for this training. Teresa, Emergency Planning, KCC, would run the training. The following people had been identified as being interested in taking part.

Joan Buller
Sue
Rory
Ann
Donna
Peter
Chris Ralph
Geoff Barber
Bill Piper?
Erika

6. Speakers

As mentioned previously the Trefoil Guild had asked for speakers at the Guide Centre. Rory offered to do this. Sue to contact Trefoil Guild to confirm.

Laureen advised that she and Teresa were doing a joint presentation to a group of ladies in the village who meet regularly and discuss various topics. This would be some time around June.

Re: Red Cross Training/First Aid Training

Liz Mandley, Volunteer Co-Ordinator from the British Red Cross was still keen to progress training some members of the group as First Aiders. She also wanted to discuss some new initiatives such as Community First Responders in the local community. It was agreed that either Liz would be asked to attend the next meeting or Paul would visit her in College Avenue, Maidstone.

Paul, Geoff, Donna, Ann, David, Erika were still all interested in taking up the training.

7. Annual General Meeting

This to be part of a normal meeting. Those “additional” people on the database also to be invited. Parish Council to be asked if they would fund the hire of the South Hall for this. Rory agreed to take this forward. It was agreed that the meeting would be on **Monday 8 April 7.30** in the South Hall for approximately two hours, with tea and biscuits available.

Other Parish Council chairs to be invited. Kent Fire & Rescue to be ask to attend and possible give a talk. Lauren to talk to Erika about this as she has contacts in the Fire Service. Other possible attendees/speakers were considered such as the Red Cross, Urban Search & Rescue (Peter to give Lauren the contact), Kent Air Ambulance Service.

8. Any Other Business

Dave Staunton-Lambert had been to KALC in October and gave a brief talk about the work of the SEHT and how it was funded. They were all very interested. It was agreed that an invite be extended to the AGM. Paul to email them as he is vice-chair of KALC or he would invite them at the meeting in early February.

There was also a talk from resident in Grafty Green which included fire awareness and residents checking fire hydrants. During a recent fire there, the fire brigade didn't know where the hydrants were and there was insufficient pressure when they were found. Fire hydrants can be checked by individual residents. Joan to put short piece in the Village Update saying that they would like help to monitor the hydrants, etc. and report back any issues. There was a map of Staplehurst showing fire hydrants at Parish office. Dave to ask contact to attend to the AGM to speak and or give information.

Anne felt that the second emergency box should be located somewhere that was easily accessible, other than Sobel. Bob said that he felt that a couple of boxes could be located in the Free Church. The contents of the boxes to be split, if possible. Bill to be asked if he would assist with this and Geoff offered to help.

Peter to have a conversation with Green World about sponsoring the hi-viz jackets.

9. Date of Next Meeting

This was agreed as **Thursday 21 March, 7.30 in the Youth Club.**