

RESILIENCE & EMERGENCY PLAN SUB COMMITTEE

MINUTES OF THE MEETING

01 May 2024 – 19.30 – 21.00

Attendees - Chair – Lucy Stevens, Deb Muscat, Ann Yarnold – Notes, Linda Houseby, Sue Donachy.

Apologies: Janet Court.

1. Terms of Reference for this new sub-committee

Discussed and agreed.

- a) Deb Muscat explained the context for the new sub committee and the need to formalise a plan for future response by the parish council to emergencies which may occur within the parish.
- b) The Terms of Reference were then agreed by those present.
- c) A quoracy of 3 people was agreed with Lucy Stevens being Chair and Deb Muscat as vice Chair and the meeting will be conducted using the same standing orders as the parish council.
- d) Financial support/grants on will be sought on behalf of the Parish Council for the Resilience Sub Committee as appropriate.

2. Deadline for Plan

- a) The final draft Of the plan will be presented to the Parish Council at the September 2024 monthly meeting.
- b) The plan will be reviewed annually at a separate Resilience Meeting to take place in February each year and changes will be presented for agreement at the Parish Council AGM each May.

3. Scope of the Community Emergency Plan – i.e. what it covers and what it does not.

- a) Deb explained that clarity is needed to ensure the plan dovetails into existing responsibilities and does not duplicate either council or local business accountability i.e. caravan parks are responsible for their own resilience plans for their residents.
- b) The aim of the plan is to keep people safe during the period of the emergency and council and other care responsibilities will cease when the event is over.

4. The emergencies that we wish the plan for.

Discussion was held around this topic as there have been natural events such as flooding and excessive snow in the past, however the issues have crystalised into –

RESILIENCE & EMERGENCY PLAN SUB COMMITTEE

- a. Power outages
- b. Communication problems due to rural environment and lack of internet, broadband and signal for mobile phones.

5. The structure of the plan (see ACT template circulated by Linda).

- a) The draft plan will consider all aspects of Community Response for Holme St. Cuthbert's Parish and the ACT will be used as a guide.
- b) There will be an open invitation to the community and targeted individuals at the next meeting with the intention of capturing local knowledge, opinions and concerns so that the evolving plan can benchmark issues from previous events.
- c) It is anticipated that the intelligence gained at this meeting will assist in formatting the new plan and the people attending can be recruited to assist in the response if and when future events occur.

Actions –

- 1) Deb Muscat will write some text to be used to explain and invite people to the next meeting.
- 2) Linda Housby will ensure this invitation is posted in the church magazine.

6. Next meeting

- a) An agenda for the next meeting Wednesday 19th June, 7:30 pm in Holme St Cuthbert's Hall, Mawbray will be drawn up by Deb Muscat.
- b) This will involve engaging with a wider group of people from the parish (as above) to capture stories, identify what actions need to be in the plan, what resources we have within the parish and to ensure any action is within the parish boundary.
- c) Map of the parish will be required.

Action - Deb Muscat to ask David from the Countryside Access Team for a map.