



# Edenbridge Town Council

Town Clerk: Christine Lane CertHE Local Policy



To: Cllrs R Bell, T Bryant, J Davison, R Davison, A Layland, M McArthur, S McGregor, M Robson, B Todd, and all members of the Emergency Planning Committee

**An EMERGENCY PLANNING COMMITTEE meeting will be held 7.30pm Monday 3 July at the Sports Pavilion, Lingfield Road Recreation Ground**

## AGENDA

1. APOLOGIES
2. DECLARATIONS OF INTERESTS, OR PREDETERMINATIONS (Councillors only)  
Including any interests not already registered
3. ELECTION OF COMMITTEE CHAIRMAN
4. ELECTION OF COMMITTEE VICE-CHAIRMAN
5. CONFIRMATION OF CO-OPTED MEMBERS
6. TO RECEIVE AND SIGN MINUTES OF EMERGENCY PLANNING COMMITTEE 06 February 2017
7. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE
  - 7.1 Audit of equipment and first aid supplies
  - 7.2 Edenbridge Community Emergency Plan
8. FINANCIAL MATTERS  
Current budget and expenditure up-date
9. REVIEW OF ACTIVITY SINCE LAST MEETING
  - 9.1 Basic First Aid course
  - 9.2 Award of Civic Medallion
10. FORTHCOMING ACTIVITY
  - 10.1 Exercise
11. INFORMATION EXCHANGE
  - 11.1 Kent Police Service
  - 11.2 Kent Fire & Rescue Service
  - 11.3 Sevenoaks District Council Emergency Planning Office
  - 11.4 Edenbridge First Responders
12. DATE AND VENUE OF NEXT MEETING  
Monday 6<sup>th</sup> November 2017 at Rickards Hall at 7.30pm.
13. PRESS RELEASE

*Members of the public are welcome to observe this meeting, but are not permitted to speak.  
Public questions and statements can be taken at the beginning of the monthly meetings of full Council,  
Open Spaces and the Planning committees.*

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Income for Emergency Planning	Budget	Actual	Balance	Expenditure for Emergency Planning		Budget	Actual	Balance
				Equipment/Tools	Others			
Allocation from Precept	275.00	137.50	137.50	Equipment/Tools		100.00	0.00	100.00
Sundry Receipts	0.00	0.00	0.00	Others		175.00	0.00	175.00
	<b>275.00</b>	<b>137.50</b>	<b>137.50</b>			<b>275.00</b>	<b>0.00</b>	<b>275.00</b>

## Report for Emergency Planning Committee 3 July 2017

### 5. Confirmation of co-opted members

Co-option provides non-councillor committee members with the opportunity to speak at meetings (though not to vote on decisions) and also insurance cover during activities.

The list of individual co-optees is currently as follows:

Anna McMillan	Richard Rooth	
Helen Doyle	Kirsty Jefferies-Elliott	
Charles Laver	John Martin	Lesley Martin
Guy Middleton	Tim Norton	David Sargeant
Steve Mercer	Colin Lutley	Jo Edwards (nee Chappell)
David Johnson	Robert Peters	Mark Sanderson
Helen Burgess	Ben Brownless	Sarah Wagland
Rev Stephen Mitchell		
Helen Jackman	Marjorie Johnson	Jenny Brown
Jan Hart	Doreen Howe	Margaret Watts
Wendy Sneyd	Linda Brown	Gwen Chappell
Ronnie Pearman	Gill New	Vicki Raeburn-Ward
Mary Grieve	Gill Lambert	Sue Cash
Sara Young		

**Do members wish to confirm co-opted members as per the above list?**

### 7. Matters arising from the minutes for report and not covered elsewhere

7.1 Audit of equipment and first aid supplies

The first aid kits were checked, and a few small items past expiry date were replaced. The audit of equipment has yet to take place.

7.2 Edenbridge Community Emergency Plan

This has been revised to include details of changes to the environment Agency's Flood Warning Service, but the review of properties at risk is still outstanding.

### 8. FINANCIAL MATTERS

The budget and expenditure up-date to 31 May is attached for members' information.

The budget for 2017/18 was increased by £75 to cover the increased cost of the new radio licence.

### 9. REVIEW OF ACTIVITY SINCE LAST MEETING

9.1 Basic first aid course

Congratulations to three members of the committee who attended a bespoke basic First Aid course in April, Cllr Jill Davison, Gill New, and Rob Peters, updating their knowledge alongside Town Council staff.

9.2 Award of civic medallion

On 26<sup>th</sup> May the Chairman of Edenbridge Town Council awarded a Civic Medallion to Robert McKillop in recognition of his unstinting support to the Edenbridge Emergency Planning Committee.

### 10. FORTHCOMING ACTIVITIES

10.1 Exercise

Verbal report to be given at the meeting.

### 11. INFORMATION EXCHANGE

11.1 Kent Police Service

11.2 Kent Fire & Rescue Service

11.3 Sevenoaks District Council Emergency Planning Officer

11.4 Edenbridge First Responders

### 12. DATE AND VENUE OF NEXT MEETING

Monday 6<sup>th</sup> November 7.30pm at Rickards Hall

### 13. PRESS RELEASE

Are there any items from this meeting members wish to be the subject of a Press Release?