



# Edenbridge Town Council

Town Clerk: Christine Lane CertHE Local Policy



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

**An EMERGENCY PLANNING COMMITTEE meeting will be held 7.30pm Monday 5 February 2018 at Rickards Hall**

## AGENDA

1. APOLOGIES
2. DECLARATIONS OF INTERESTS, OR PREDETERMINATIONS (Councillors only)  
Including any interests not already registered
3. TO RECEIVE AND SIGN MINUTES OF EMERGENCY PLANNING COMMITTEE 6 November 2017
4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE  
None.
5. FINANCIAL MATTERS
  - 5.1 Current budget and expenditure up-date
6. REVIEW OF ACTIVITY SINCE LAST MEETING
  - 6.1 Depth gauge
  - 6.2 Medway Flood Partnership
  - 6.3 Amateur radio licence training
  - 6.4 Exercise
  - 6.5 Volunteer registration
7. FORTHCOMING ACTIVITIES
  - 7.1 Training
8. INFORMATION EXCHANGE
  - 8.1 Kent Police Service
  - 8.2 Kent Fire & Rescue Service
  - 8.3 Sevenoaks District Council Emergency Planning Officer
  - 8.4 Edenbridge First Responders
  - 8.5 Open round table comments from Members, if any
9. DATE AND VENUE OF NEXT MEETING  
Monday 2nd July 2018, at 7.30pm – venue?
10. 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 committee.*

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**Council offices:** Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR

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Income for Emergency Planning	Budget	Actual	Balance	Expenditure for Emergency Planning	Budget	Actual	Balance
Allocation from Precept	275.00	275.00	0.00	Equipment/Tools	100.00	18.64	81.36
Sundry Receipts	0.00	0.00	0.00	Others	175.00	112.50	62.50
				Training	0.00	0.00	0.00
	<b>275.00</b>	<b>275.00</b>	<b>0.00</b>		<b>275.00</b>	<b>131.14</b>	<b>143.86</b>

## **Report for Emergency Planning Committee 5 February 2018**

### **4.1 MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE**

None

### **5. FINANCIAL MATTERS**

The budget and expenditure up-date to 31 December 2017 is attached for Members' information. In the last month, six exam fees for the radio licence training have been paid at £27.50, total £165 – of which £62.50 was available from the committee budget, and the remainder from Council contingency as agreed at November full Council meeting.

### **6. REVIEW OF ACTIVITY SINCE LAST MEETING**

#### **6.1 Depth gauge**

The Medway Catchment Asset Performance Team at the Environment Agency have installed a new gauge board by the Stone Bridge, on the east side by the former chapel.

#### **6.2 Medway Flood Partnership**

The Chairman has requested membership of the operational group via the Environment Agency and is awaiting contact from them.

#### **6.3 Amateur Radio licence training**

The Vice Chairman has organised a bespoke Foundation licence training course in Rickards Hall for six volunteers from 12<sup>th</sup> to 14<sup>th</sup> February.

#### **6.4 Exercise**

No further update.

#### **6.5 Volunteer registration**

With new data protection requirements and for insurance, when the Council's policy has been confirmed, it is likely each volunteer with the committee will need to be formally registered.

### **7. FORTHCOMING ACTIVITIES**

#### **7.1 Training**

The Chairman has been in contact with Kent Resilience Forum regarding possible training updates for volunteers and Members, and it is proposed to arrange relevant basic training.

### **8. INFORMATION EXCHANGE**

#### **8.1 Kent Police Service**

#### **8.2 Kent Fire & Rescue Service**

#### **8.3 Sevenoaks District Council Emergency Planning Officer**

#### **8.4 Edenbridge First Responders**

#### **8.5 Open round table comments from Members, if any**

### **9. DATE AND VENUE OF NEXT MEETING**

Monday 2<sup>nd</sup> July 7.30pm at (?) venue

### **10. PRESS RELEASE**

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