



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, G Middleton, M Robson, and Z Roberts Smith, and all members of the Emergency Planning Committee

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

AGENDA

1. APOLOGIES
2. DECLARATIONS OF INTERESTS, OR PREDETERMINATIONS (Councillors only)
Including any interests not already registered
3. TO CONFIRM CO-OPTION OF COMMITTEE MEMBER
4. TO RECEIVE AND SIGN MINUTES OF EMERGENCY PLANNING COMMITTEE 2 July 2018
5. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE
6. FINANCIAL MATTERS
 - 6.1 Current budget and expenditure up-date
 - 6.2 Committee budget for 2019/20
7. REVIEW OF ACTIVITY SINCE LAST MEETING
 - 7.1 Radio Training refresher
 - 7.2 Sevenoaks testing connection with Edenbridge
8. FORTHCOMING ACTIVITIES
 - 8.1 Exercise Eden – 30th November
 - 8.2 To arrange the annual equipment audit
 - 8.3 To review the Edenbridge Community Emergency Plan
9. INFORMATION EXCHANGE
 - 9.1 Kent Police Service
 - 9.2 Kent Fire & Rescue Service
 - 9.3 Sevenoaks District Council Emergency Planning Officer
 - 9.4 Edenbridge First Responders
 - 9.5 Open round table comments from Members, if any
10. DATE AND VENUE OF NEXT MEETING
Monday 4th February 2019, at 7.30pm in Rickards Hall
11. 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.*

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

Office hours: Monday – Friday 9.00am – 5.00pm **Tel:** (01732) 865368 **Fax:** (01732) 866749

Email: townclerk@edenbridgetowncouncil.gov.uk **Web:** www.edenbridgetowncouncil.gov.uk

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	26.00	74.00
Sundry Receipts	0.00	0.00	0.00	Others	175.00	0.00	175.00
				Training	0.00	0.00	0.00
	275.00	275.00	0.00		275.00	26.00	249.00

Report for Emergency Planning Committee 5 November 2018

3. TO CONFIRM CO-OPTION OF COMMITTEE MEMBER

It is proposed to add Robert McKillop to the list of co-opted non-councillor members, bringing the benefit of his radio communications experience to the committee.

Do members wish to confirm Mr McKillop as a co-opted member?

5. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE None.

6. FINANCIAL MATTERS

6.1 Current budget and expenditure update

The budget and expenditure up-date to 30 September is attached for members' information. During the course of the radio refresher training (see item 7.1 below) it became apparent that several radios were no longer holding their charge for optimal operation. After further testing, and ahead of the forthcoming exercise the committee chairman and vice-chairman approved purchase of a set of 13 replacement batteries for the FT60E radios at £289.30 (ex VAT) from Depreciation budget heading. **Are members happy to endorse this expenditure?**

6.2 Committee budget for 2019/20

The budget for the current financial year was set at £275 as shown on the comparisons. The Council's Forward Planning committee last month agreed guidance for committees that any proposed increase in budget should be no more than 3%. In light of possible equipment replacement, and further training which may be necessary, **do members wish to propose a higher budget figure for the next financial year?**

7. REVIEW OF ACTIVITY SINCE LAST MEETING

7.1 Radio training refreshers

A short refresher training session for radio licence holders was held 10th October in Rickards Hall. Five of the licence holders were able to attend.

7.2 Sevenoaks testing connection with Edenbridge

A verbal report will be given at the meeting.

8. FORTHCOMING ACTIVITIES

8.1 Exercise Eden

Sevenoaks District Council is organising an exercise in Edenbridge on Friday morning 30th November, with assistance from Kent Resilience Forum. Committee members with radio licences who would like to take part have been requested to confirm their availability for the date. An update on arrangements will be provided at the meeting.

8.2 To arrange the annual equipment audit

Two or three committee members are needed to carry out the annual audit of equipment held at the Council office and the WI Hall. **Which members would like to volunteer for this key task?**

8.3 To review the Edenbridge Community Emergency Plan

The town's Community Emergency Plan is due for review this month – changes in contact details have been updated *ad hoc* since last year. A small group of two or three members is needed to review the plan in detail, to see if any amendments are need. **Which members would like to carry out this review?**

9. INFORMATION EXCHANGE

9.1 Kent Police Service

9.2 Kent Fire & Rescue Service

9.3 Sevenoaks District Council Emergency Planning Officer

9.4 Edenbridge First Responders

9.5 Open round table comments from Members, if any

10. DATE AND VENUE OF NEXT MEETING

Monday 4th February 7.30pm in Rickards Hall

11. PRESS RELEASE Are there any items members wish to be the subject of a Press Release?