

# WELLESBOURNE and WALTON PARISH COUNCIL

*The minutes of a meeting of the Emergency Committee of the Council on Tuesday 20<sup>th</sup> January 2015 at 7.30 pm at the Council Office at 2 School Road, Wellesbourne*



Present:

Chairman: Cllr Lawley    Councillors: Mrs Bolton, Quinn    Clerk: Mrs Scriven    Members of public:

1. **Welcome**
2. **Apologies for Absence** – accepted for Cllr Close, Mrs Hodgkinson
3. **Confirmation of the order of the Agenda** - accepted
4. **Identification of any items that might be resolved for confidential session** - none
5. **Declarations of Interest** - none
6. **Open Session for members of public to raise any matters of relevance to the Parish** - none
7. **Confirmation of the minutes – 18<sup>th</sup> November 2014** - accepted

## 8. **Condensed Emergency Plan** – Cllr EL

### a. **Status**

Amendments

Pg3 It was noted that the number for contact would only be appropriate for office hours. Cllr EL said he would be prepared to put his number forward as an emergency contact.

Pg 4 para 2 no comma after the word year, para 3 sentence continues from the word arise.

Pg 5 added information to para 1, moved forward para 2, remove apostrophe from the word it's

Pg 8-9 extreme weather remove and replace with "be a good neighbour"

Pg 12 exchange map for up to date flood areas

Pg 13 Change emergency rest centre from con club to "will be set up, range of open halls" and remove two paragraphs

Pg 15 added local radio

Pg 16 added flood barrier information. Move "these are - W&WPC" before Do not forget

Pg 21 and 22 swapped around to fit on page better

Pg 23 Emergency (Rivers) – to check if required, remove dentist from list. CSW Resilience Team – query what action they take until W&WPC make contact for members of public – remove this as not a public service.

Remove 2015 from front and back copy so people do not think it is annual document only

b. **Streets to be covered** - Properties that have been flooded will receive a copy of the booklet through the letterbox

### c. **Delivery plan**

Cllrs thanked Cllr EL for his booklet and noted how useful it would be for residents.

## 9. **Handover Document** – Cllr EL

a. Emergency boxes – to be decided where they will be stored and biannual checks on the content dates

b. Electronic copies of the Emergency Plans - Clerk to have electronic copy of emergency plan on the office software

c. Any contact details not in the plan - The resilience team to be updated with the new contacts annually

d. Any outstanding actions - Annual checks to confirm rest centres are still available and willing to act as emergency centre

## 10. **Exchange of Information** -none

## 11. **Date of next Full Council meeting:** 14<sup>th</sup> April 2015

There being no further business to discuss, the meeting closed 8.25pm

Chairman.....Cllr Lawley.....

Signed..... Date..... Completed 20<sup>th</sup> January 2015