

## Exmouth Town Council

### Community Resilience Working Party

Informal notes of the meeting held at 1000 on Wednesday 30 October 2019  
in the ETC Meeting Room, Town Hall

#### Present

Councillor Tony Woodward	TW	Exmouth Town Councillor (Chairman)
Councillor Steve Gazzard	SG	Exmouth Town Councillor
Chetna Jones	CJ	Exmouth Town Council, Deputy Town Clerk
Tim Clatworthy	TC	Exmouth Town Council

#### **ACTION POINTS IN BOLD AND UNDERLINED**

##### **1. Welcome and apologies**

Apologies had been received from Cllrs Tim Dumper and Brian Bailey

##### **2. To approve the notes of the 26<sup>th</sup> September meeting**

With only two councillors present, this meeting was not quorate and last meeting's notes could therefore not be approved.

##### **3. Matters arising (items not on the agenda)**

a) At the last meeting the w/p had agreed to take the current Emergency Plan to Full Council on 11<sup>th</sup> November for acceptance, and this was still the aim subject to the WP members' agreeing to the amendments and actions raised at the last meeting.

**CJ will circulate the amended Plan, confirming that this will be added to the next Town Council meeting unless anyone had any objections.**

b) Discussion followed as to whether our Terms of Reference could be altered to incorporate legitimate electronic voting via various means.

**CJ to investigate use of Egress and video chat as a way of voting.**

##### **4. Update from chairman's meeting with Dave Whelan, EDDC Lead for Emergency Planning**

Dave Whelan advised (a) that our volunteers' contact details should be entered on the Plan, and (b) that all our volunteers should be registered with the Red Cross. **TW to contact Red Cross re. our volunteers.**

##### **5. Exmouth Community Emergency Plan – review**

a) CJ has been fine-tuning the Plan and has produced a sample Plan in a loose-leaf folder, from which documents can be easily extracted as necessary in an emergency – e.g. Annex D (pp 28-31), which is that part of the Plan which will determine if the Plan is to be activated. Multiple single-sided copies of this Annex would be needed in each folder, and also for the Evacuee Information Sheet (mentioned on pp 43-44). CJ is now reaching out to local contacts, and looking for ways in which to improve the maps.

b) P 40: The minister for Exmouth Baptist Church is Rev Mike Martin.

c) SG and TW felt that this version (incorporating CJ's additional information, shared verbally at this meeting) could be presented to Full Council on 11<sup>th</sup> November.

d) What the Police most want from us is that we communicate with local residents, and that we update them regularly. It is not necessary to know the address of every resident deemed to be vulnerable, more to be aware of the areas where the more vulnerable live, which are known to EDDC.

e) It was agreed that 3 of the 5-member LERT Control Centre Team would be (1,2) the Chairman and Deputy Chairman of the Council and (3) the Chair of CRWP; the

remaining 2 yet to be agreed. These would initiate the cascade of outgoing calls to volunteers, etc but there would need to be an additional person (possibly the Town Clerk) to manage the control point and ensure it is staffed. These 5 members do not need to be from different wards.

**TW to contact certain volunteers as possible for the 4<sup>th</sup> and 5<sup>th</sup> members.**

- f) **CJ to obtain names and contact details for keyholders of ICPs and community shelters.**

**6. To investigate grant opportunities to purchase the 5 LERT team emergency boxes**

Although a budget had been agreed by the Town Council, it would be worth investigating if grants were available. Grants could be used to buy the emergency boxes containing a copy of the plans and other useful emergency equipment.

**7. Preparations and format for 21<sup>st</sup> November volunteer meeting**

**CJ to invite Kate Pearson to the meeting.**

**TW to ask Red Cross personnel to attend.**

Refreshments to be provided.

CJ suggested that parts of the Human Terrain analysis Powerpoint presentation recently conducted by Marine and Naval personnel could be added at the back of the Plan folders.

**8. AOB**

The Terms of Reference should be revisited for implementing and maintaining the Plan. This to be looked at after the Volunteers' meeting.

**9. Date of next meeting**

To be agreed after the Volunteers' meeting.

The meeting closed at 12.35pm.