

# BINGLEY TOWN COUNCIL



Cottingley Community Centre, Littlelands, Cottingley, Bingley, BD16 1AL

## EMERGENCY SUPPORT SUB COMMITTEE

MINUTES OF THE MEETING OF THE EMERGENCY SUPPORT SUB COMMITTEE HELD ON TUESDAY  
5TH MARCH 2019 AT 2:00 PM AT COTTINGLEY CORNERSTONE CENTRE, BD16 1AL

<b>Councillors present:</b>	Dearden, Hardman
<b>Councillors in attendance not a member of this committee:</b>	None
<b>In attendance:</b>	Ruth Batterley, Town Clerk
<b>Non Councillor members of the sub-committee</b>	Michelle Chapman
<b>Members of the public:</b>	None

Start: 2:00 PM

Finish: 2:50 PM

### 1819/01 Election of the Chair of the Emergency Planning Sub Committee

- a) To elect a Chair of the meeting for the purposes of transacting item (1b)
- b) To elect a Chair for this meeting

- a) **Resolved** to elect Councillor Dearden as the Chair for the purpose of transacting item 1(b)
- b) **Resolved** to elect Councillor Dearden as the Chair of the sub committee

### 1819/02 Apologies for Absence

1. To note apologies for absence
2. To receive and consider apologies for absence
3. To approve reasons for absence

**Resolved** to approve the reasons for absence for Councillor Owen.

**Resolved** to approve the reasons for absence for Councillor J Wheatley.

**Resolved** to approve the reasons for absence for Mr Smithson.

### 1819/03 Disclosures of interest

- a) To receive declarations of interest from councillors on items on the agenda.
- b) To receive written requests for dispensations for disclosable pecuniary interest
- c) To grant any requests for dispensation as appropriate.

There were no disclosures of interest and no request for dispensation had been received.

#### **1819/04 To receive the sub committee's terms of reference**

The terms of reference for the subcommittee were received.

#### **1819/05 Public Participation**

**Members of the public are reminded that this is their opportunity to speak to the meeting on any topic relevant to the work of the council. However, they may not speak during the rest of the meeting unless specifically invited to do so by the Chair**

No members of the public were present.

#### **1819/06 Emergency Plan**

- a) To receive Chris Slaven from Bradford Council to discuss the Emergency Plan**
- b) To consider the Emergency Plan**
- c) To make any recommendations to the Finance and General Purposes committee**

- a) Mr Slaven spoke about the Emergency Plan. He noted that the format of the plan has now changed. Some of the information has changed and the plan is now produced in a booklet format. The plan will be discussed with the new Town Council and new Town Councillor members will be appointed as the Town Council representatives for the plan.

Mr Slaven provided six keys for the emergency box located at the Fire Station. The box will be checked by Mr Slaven to establish if its contents are intact. Mr Slaven will check all of the named contacts in 2.9.

##### **Resolved:**

Further information to be included will be :

- An update from Mr Slaven's meeting with the Environment Agency on 14/03/19.
- The person responsible for updating the Town Council Twitter account
- Historic flood events are to be sent by committee members to Mr Slaven for inclusion on the plan
- A testing exercise with the Town Council will be held after the plan is in a more up to date form

#### **1819/07 Death of a Senior Member of State**

- a) To consider arrangements for the death of a senior member of state**

Mr Slaven had a copy of the confidential CBMDC London Bridge policy i.e the plan for Bradford Council's response to the death of the queen. The clerk asked for a copy of the notes from the training session being held by CBMDC on the death of a senior member of state.

#### **1819/08 Future meetings**

##### **To set the date for future subcommittee meetings**

It was noted that the new council would take office in early May. A date for the subcommittee to meet is to be arranged for early in the new council's diary.