

BINGLEY TOWN COUNCIL



The Hub, Myrtle Place, Bingley, BD16 2LF

Minutes of the meeting of the Emergency Support Sub-Committee held on 15th February 2022 at 1.30pm

Start: 1.30pm

Finish: 2.18pm

Councillors present: Owen, Williams, Winnard
Councillors in attendance not
A member of this committee: Goode, Truelove
In attendance: Eve Haskins (Town Clerk), Chris Slaven (Emergency Planning, BMDC)
Non councillor members: Lynne Williams
Members of the public: None

2122/01 Election of Chair

Resolved to elect Councillor Williams as Chair of the Emergency Support Sub-Committee for the municipal year 2021-22.

2122/02 Apologies for absence

Apologies for absence received, and reasons for absence approved, from Councillors Clough and Drucquer.

2122/03 Disclosures of interest

Councillor Williams declared an interest as a Director of Hopscotch Taverns, and Lynne Williams also declared an interest as a Director of Hopscotch Taverns. Councillor Winnard declared an interest as a Ward Councillor for Bradford Council.

2022/04 Previous minutes

Resolved to confirm as a correct record the minutes of the meeting held on 16th July 2020.

2022/05 Public Participation

No members of the public present.

2022/06 Emergency Plan

Resolved to agree the following regarding the Emergency Plan:

- Emergency Plan to be used to help facilitate and coordinate/signpost volunteers in the case of a local emergency.
- Hub facility could be used as a non-public management centre if necessary (Arts Centre to remain the primary rest centre, and Bingley Fire Station as one of the secondary rest centres): keyholders of the Hub building also included on the Responder list to ensure that they are aware of the alarm and access codes in the Hub (Councillors Goode, Owen, Williams, Winnard).
- Depending on the emergency, Bingley Town Council members listed as Responders in the Emergency Plan could help with assessing the situation (e.g. watching the rising river), to enable services to be sent where necessary (e.g. army helicopter).
- During the emergency, Responders need to record what help is coming in (incoming resources) to protect the Council from accusations of inappropriation of resources.

- Two forms (SBAR form and Debrief form) to be printed and copies kept in the emergency equipment cupboard.
- Need to rationalize who is to be included on the Emergency Plan as a Responder: agreed that Councillor Williams to contact everyone on the Whatsapp emergency group.
- All Responders then to undertake training at Bingley Fire Station: Councillor Williams to liaise with Mr Slaven regarding the training, to be held before the Annual Town Meeting in May, at the Hub.
- All Responders to be provided with a copy of the Emergency Plan (confidential).
- Councillor Williams to amend and update the Emergency Plan accordingly, including the names of the key holders of the Hub (Councillors Goode, Owen, Williams and Winnard), and new Town Clerk, Ward Officer, Assistant Ward Officer etc.

2022/07 Emergency kit

Resolved to agree the actions outlined below following the inventory of the emergency kit by Councillor Williams:

- Two way radios, grab-bag, wind-up radio to be deleted from the inventory as not needed.
- To recommend to the Finance and General Purposes Committee that the following are purchased:
 - Wind up torch.
 - Static whiteboard and pens.
 - Batteries (for the DAB radio and loudhailer),
- Town Clerk to monitor the quantity and use by dates of the batteries, to be stored in the Hub.
- Inventory to be amended to indicate that the First Aid kit is kept in the cupboard in the Hub kitchen, and the maps are in the emergency equipment cupboard.
- Copies of the amended Emergency Plan to be placed in the emergency cupboard.

2022/08 Next Emergency Support Sub Committee meeting

The next meeting of the Emergency Support Sub Committee will be arranged for a later date, following the above training.