

**Minutes of the meeting of the Emergency Support Sub-Committee
held on 14th August 2023 at 6.30pm**

Councillors present:	Drucquer (RD), Fenton (AF), Heseltine (DH)
Non-member Councillors:	Andy Alderson (AA), Mick Birro (MB)
In attendance:	Eve Haskins (EH, Town Clerk)
Non councillor members:	None
Members of the public:	None

**Start: 6.30pm
Finish: 7.25pm**

2324/01 Election of Chair for 2023-24

Resolved to elect Councillor Heseltine as Chair of the Emergency Support Sub Committee for the municipal year 2023-24.

Resolved to elect Councillor Clough as Vice Chair of the Emergency Support Sub Committee for the municipal year 2023-24.

2324/02 Apologies for absence

Apologies for absence received, and reasons for absence approved, from Councillor Clough.

2324/03 Disclosures of interest

None.

2324/04 Minutes of previous meeting

Resolved to confirm as a correct record the minutes of the meeting held on 19th December 2022.

2324/05 Public Participation

None.

2324/06 Emergency Plan

Resolved to agree the following regarding the Emergency Plan:

a) Emergency Plan review:

- All agreed that the Town Council's role in an emergency would be to start a local response, in conjunction with Bradford Council's Ward Officers.
- DH emphasized that the Town Council do not have a large list of local volunteers, and that previous emergency situations have been managed via local residents' WhatsApp and Facebook groups mainly; agreed that EH to contact the Admin of the groups again to request that they ask all members whether they would be willing to join a volunteers' group managed by the Town Council.
- DH highlighted that it would be useful to have 'do's and don'ts' warning cards etc for the Town Council to help out with information distribution until Bradford Council representatives can take over.

- MB highlighted that Bradford Council would need to know what supplies the Town Council has/may need in the case of an emergency: DH reported that the Town Council has still not received a response to the grant application for storage container/further emergency supplies including water pumps etc., agreed that MB to check on the progress with this.
 - MB recommended other sources of funding for supply help, including from Northern Powergrid, Tesco and Asda: MB to circulate further information on these.
 - Refuge centres were discussed: agreed that MB to make contact with the Scout hut on Sycamore Street, Bingley, and the Methodist Church on Mornington Road, Bingley, as well as any other potential sites, to gauge their interest in becoming a local rest centre.
 - RD suggested that, in addition to Twitter and Facebook, the Town Council could make use of other social media channels such as WhatsApp and Threads, and that pre-arranged wording could be used in posts: agreed that EH to arrange for the Admin Assistant to investigate this.
- b) Documents from Bradford Council's Emergency Planning team: DH confirmed that MB circulated cards which could be used in an emergency: agreed that EH to print out/laminate the cards to include in the cupboard with the emergency supplies.
- c) Training event with Bradford Council's Emergency Planning team: DH highlighted that response training is needed for members of the Emergency Support Sub Committee and any volunteers; MB to arrange this training, to circulate dates to agree via email, to also invite the Admin of the volunteer WhatsApp group, Michelle Chapman, former Emergency Planner, Chris Slaven and Lindsay Bennett, of the Friends of Myrtle Park.

2324/07 Emergency kit

Resolved to agree the following regarding the emergency kit:

- EH highlighted that the emergency kit is listed on page 28 of the Emergency Pla document.
- Agreed that the stock/batteries should be reviewed in September rather than December: EH to amend the Emergency Plan accordingly and arrange for the stock to be reviewed next month, including battery expiry dates etc.

2324/08 Date of next meeting

Date of the next meeting, to be held at the Hub, Myrtle Place, Bingley, to be organized via email. Agreed need to agree a training session first, before having another committee meeting.

Actions:

- **Agenda item 2324/06a: EH to contact the Admin of the local residents' WhatsApp and Facebook groups again to request that they ask all members whether they would be willing to join a volunteers' group managed by the Town Council.**
- **Agenda item 2324/06a: MB to check on the progress with the grant application for storage container/further emergency supplies including water pumps etc.**
- **Agenda item 2324/06a: MB to circulate further information on other recommended other sources of funding for supply help, including from Northern Powergrid, Tesco and Asda.**
- **Agenda item 2324/06a: MB to make contact with the Scout hut on Sycamore Street, Bingley, and the Methodist Church on Mornington Road, Bingley, as well as any other potential sites, to gauge their interest in becoming a local rest centre.**
- **Agenda item 2324/06a: EH to arrange for the Admin Assistant to investigate the use of other social media channels such as WhatsApp and Threads, and to consider pre-arranged wording which could be used in posts.**
- **Agenda item 2324/06b: EH to print out/laminate the emergency response cards to include in the cupboard with the emergency supplies.**

- **Agenda item 2324/06c:** MB to arrange for emergency response training, to circulate dates to agree via email, to also invite the Admin of the volunteer WhatsApp group, Michelle Chapman, former Emergency Planner, Chris Slaven and Lindsay Bennett, of the Friends of Myrtle Park.
- **Agenda item 2324/07:** EH to amend the Emergency Plan accordingly to state that the stock/batteries to be checked in September rather than December, and to arrange for these checks to be made next month.

DRAFT