

## **Emergency Sub Committee Notes Monday 22<sup>nd</sup> April 2024**

In attendance: Cllrs A Chapman, N Jacques, N Pinchbeck, C Thorton, L Bennet and B Troop

Also in attendance: Town Clerk

### **1. Apologies for Absence if any**

Councillor P Vickers

### **2. Declarations of Interest**

None declared

### **3. Types of Emergency**

Noted from the last minutes and to add fire and chemical explosions from large plants such as Immingham.

### **4. Assembly Rooms**

#### **a) Use of Community emergency space**

To continue with discussion with CHAMP and obtain formal agreement

#### **b) Shared access and security**

Ongoing work on access to keys and passwords and use of office laptop.

Action Town Clerk to speak to IT to look at access for councillors to OneDrive documents through Teams.

To add Ropewalk to the list of Community Spaces.

To review the procedure and ask HEPs to help with registration of vulnerable people.

It was suggested that a regular reminder/article can be placed in the Bartonian for each issue.

### **5. Emergency Response Questionnaire**

It was agreed that the shortened version is good and an example was shared with members.

### **6. Volunteers/Staff**

#### **a) Training -**

Councillors will need showing how to access One Drive through Teams and or council laptops and where passwords are stored. Also check with HEPS for any training opportunities.

b) Roles –

Cllr Bennet shared with the committee that there are 172 Barton volunteers and some Street Volunteers remain active. Cllr Bennet will liaise with the Co-Ordinator. Again to ask for advice from HEPs on Emergency Home Plans and how best to employ the Voluntary Street Volunteers.

c) HR Matters –

Personnel Committee advice to be asked for recruiting volunteers and having town council contracts.

**8. De-Fib Locations**

Agreed to continue working on the list and to obtain the Tide Table information.

Action to invite HEPs to the next meeting on the 3<sup>rd</sup> June 2024 at 5pm

**Meeting closed at 18:50**