

KESSINGLAND PARISH COUNCIL



Minutes of the Emergency Planning Committee held at 9.30am Wednesday 15th June 2022 in the Council Chamber, Marram Green

Members present: Cllrs D. Boyle, M. Dunne & J McLean
Other Cllrs in attendance: None
Others present: None
Clerk to the Meeting: S Hogg (Asst. Clerk)

1. **Chair's welcome**
Cllr Boyle welcomed attendees to the meeting and explained the meeting protocol. He informed the committee that he would like to step down from his role as Chair of Committee/Emergency Co-ordinator.
2. **Election of Chair of Committee/Emergency Co-ordinator**
Cllr James was nominated for Chair of Committee/Emergency Co-ordinator by Cllr Dunne, this was seconded by Cllr McLean with all in favour.
3. **Election of Vice-Chair/Deputy Emergency Co-ordinator.**
Cllr McLean proposed that Cllr Boyle becomes the Vice-Chair/Deputy Emergency Co-ordinator, this was seconded by Cllr Dunne with all in favour.
4. **Apologies for absence.**
Apologies for absence were noted from Cllrs Gower, Green & James. Cllr Dunne proposed acceptance and Cllr McLean seconded with all in favour.
5. **Declarations of Interest.**
There were no Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests.
6. **Minutes of the previous meeting.**
 - 6.1 The minutes of the meeting held on 1st June 2021 held on had been circulated and acceptance of them was proposed by Cllr Dunne, seconded by Cllr McLean with all in favour.
7. **Public participation.**
There were no members of the public present.
8. **Terms of Reference.**
 - 8.1 The Terms of Reference were noted by the committee.

9. Emergency Plan

- 9.1 It was noted that the Deputy Clerk has liaised with the Emergency Planning Co-ordinator and produced a precis of the emergency plan to enable key points to be accessed easily.
- 9.2 It was noted that new equipment has been purchased to update the emergency boxes that are stored at the emergency hubs. The Deputy Clerk will liaise with the key holders to arrange collecting the boxes and update the contents.

10. Date of next meeting.

It was noted that the next meeting is scheduled for 10am Thursday 1st December 2022.

11. Items for the next agenda.

It was noted that items for the next agenda need to be with the Clerk by 5pm on 21st November 2022.

12. Exclusion of the Press and Public

That is accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 (Sections 100 and 102), the public and press be excluded for the remaining items of business due to the confidential nature of the business to be transacted including contractual and personnel related matters.

There are no items in this section of the agenda.

13. Close of Meeting

Meeting closed at 9.40am.

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