

KESSINGLAND PARISH COUNCIL



Minutes of the Emergency Planning Committee held at 2.00pm Tuesday 20th June 2023 in the Council Chamber, Marram Green

Members present: Cllrs M. Dunne, I. Graham, A. Green & S. James
Other Cllrs in attendance: None
Others present: None
Clerk to the Meeting: N. Coleby (Clerk) & D. Blowers (Admin/Committee Clerk)

1. **Election of Chair of Committee/Emergency Co-ordinator**
Cllr James was nominated for Chair of Committee/Emergency Co-ordinator by Cllr Green, this was seconded by Cllr Dunne with all in favour.
2. **Chair's welcome**
Cllr James welcomed attendees to the meeting and explained the meeting protocol.
3. **Election of Vice-Chair/Deputy Emergency Co-ordinator**
Cllr James proposed that Cllr Boyle becomes the Vice-Chair/Deputy Emergency Co-ordinator, this was seconded by Cllr Green with all in favour.
4. **Apologies for absence**
Apologies for absence were noted from Cllrs Boyle & McLean. Cllr Graham proposed acceptance and Cllr Green seconded with all in favour.
5. **Declarations of Interest**
 - 5.1 There were no Declarations of Disclosable Pecuniary Other Registerable and Non-Registerable Interests from councillors on items on the Agenda and to note that there are no written requests for dispensations for Disclosable Pecuniary Interests nor dispensations granted.
6. **Minutes of the previous meeting**
 - 6.1 The minutes of the meeting held on 1st December 2022 had been circulated and acceptance of them was proposed by Cllr Dunne, seconded by Cllr Graham 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 a dummy run through of the plan was held last January and was well attended by key holders and other individuals who would be called upon should the emergency plan ever be put into practise.
- 9.2 It was noted that the emergency boxes have been updated and have been returned to the emergency hubs with thanks to S. Hogg (Deputy Clerk) for organising.

10. Date of next meeting

It was noted by Cllr James (Chair) that the next meeting that was scheduled for 10am Wednesday 17th January 2024, needs to be brought forward, this will now be held at 10am Wednesday 27th September 2023.

11. Items for the next agenda.

It was noted that items for the next agenda need to be with the Clerk by 5pm on 15th September 2023.

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 14.18pm.

Emergency Planning

I certify that these are accurate minutes of the above meeting as approved at a meeting of the Emergency Planning Committee Committee held on the

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Signed
Cllr S. James
Chair, Emergency Planning Committee

Dated