

**KIRTON IN LINDSEY TOWN COUNCIL  
COMMUNITY EMERGENCY PLAN COMMITTEE MINUTES**

**Minutes of the meeting of Kirton in Lindsey Town Council  
Community Emergency Plan Committee  
Held on Monday 19<sup>th</sup> March, 2018 at the Heritage Room, Town Hall, Kirton in  
Lindsey at 6.30pm.**



Members Present: Cllr Pat Frankish (Chair), Cllr Kathy Cooper and Cllr Paul Kelly

Also present: Town Clerk, Neil Taylor-Matson

Public Participation: No members of the public were present.

**MINUTES**

CEP1803/01

Election of Chair

Cllr Pat Frankish was nominated as Chair for the proceedings.

CEP1803/02

Apologies for absence

Apologies were received from Cllr Billy Boyd, Cllr Joy Kofoed and Cllr David Garritt.

CEP1803/03

Declaration of Interests / Dispensations

- a. No declarations of interests were made.
- b. No dispensations were sought or granted.

CEP1803/04

Minutes of the Previous Meeting

The Committee considered the Minutes of the Community Emergency Plan Committee Meeting held on 11<sup>th</sup> July 2016.

**RESOLUTION: That the Minutes were duly signed as a true and accurate record.**

CEP1803/05

Kirton in Lindsey Town Council Community Emergency Plan

The Committee reviewed the Community Emergency Plan and agreed the following actions;

**RESOLUTION: That the Town Hall, Huntcliff School and KLASSIC Park are approached to reconfirm their agreement as community emergency shelters.**

**RESOLUTION: To approach the Primary School to discuss the potential use as an additional community emergency shelter.**

**RESOLUTION: To respond to residents queries that highway clearing, including during heavy snowfall, remains the responsibility of North Lincolnshire Council unless they are unable to get through, at which point a policy decision is to be made in liaison with the Town Council to activate local resources to assist.**

**RESOLUTION: That the updated policy from North Lincolnshire Council following the recent adverse weather is sought and presented to Full Council at the next available meeting.**

**RESOLUTION: That the new National Flood Line number is noted and the old number removed from all documentation.**

**RESOLUTION: To respond to residents' queries to confirm that Kirton is well provided for with registered carers in the town and the community online response during the recent adverse weather was testament of this.**

**RESOLUTION: That a piece is written for the next edition of Kirton First to ask if any residents in the town would like their details passing to the emergency services for support during emergency situations and if any volunteers within the town would be willing to have their names passed to the emergency services as potential points of assistance in emergency situations.**

Signed:

Dated:

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**RESOLUTION:** *That all contact numbers and addresses throughout the plan are checked and confirmed, with permission from the relevant people for their appearance in the plan.*

**RESOLUTION:** *That the Town Council Office location and mobile phone number is updated throughout the plan.*

**RESOLUTION:** *To approach the Town Hall Trustees to discuss the potential use of the Town Hall Garden as a sand bag store if the need arose.*

**RESOLUTION:** *To approach Cleatham Hall to discuss the potential use for emergency accommodation should the need arise.*

**RESOLUTION:** *To approach The Shires to discuss the potential provision of cooking supplies or general food and drink supplies should the need arise.*

**RESOLUTION:** *To approach Station Road Co-Op to discuss the potential provision of general food and drink supplies should the need arise.*

**RESOLUTION:** *To approach Gordon Lochrie to discuss his inclusion on the plan under Vets.*

**RESOLUTION:** *To update the CEP Box with the updated plan, an updated street map, an updated list of contact details and electoral roll.*

**RESOLUTION:** *To approach the Counsellor who attends the Town Hall to discuss the potential inclusion of their details under Listening Skills.*

**RESOLUTION:** *To approach Wayne Eynon to discuss the inclusion of the appropriate contact details for LIVES under Medical skills.*

**RESOLUTION:** *To approach the Doctors Surgery to discuss their inclusion under Medical skills.*

**RESOLUTION:** *To update Community Leaders and Local Knowledge to include changes at St Andrew's United Church and to approach Martin and Mary Hollingsworth and the WI to discuss potential for inclusion within the plan.*

**RESOLUTION:** *That the updated plan is circulated for comments to attendees of this meeting and then taken for adoption at the next available Full Council Meeting.*

**RESOLUTION:** *That an Emergency Plan exercise is planned once the updated plan is adopted and annually thereafter.*

**RESOLUTION:** *To place an item on the Agenda for the Full Council Meeting in March to agree the Community Emergency Team contact details with all Councillors.*

**ACTION: Town Clerk**

CEP1803/06

Agenda for next and future meetings

The Committee agreed that an exercise should be held during the next meeting of the Committee.

CEP1803/07

Date of next meeting

The date and time of the next meeting is to be confirmed after the Full Council Meeting in May 2018.

Signed:

Dated: