

Minutes of a Meeting of the Emergency Planning Group
Of Easington Parish Council

Wednesday 22nd July, 2020. 19:00 held at Spurn Bird Observatory Meeting Room.

Cllr K Nicholson, Cllr I Smith, Cllr D Tucker, Cllr T Smith & Cllr A Tucker

Aim: To update the Emergency Parish Plan to incorporate Covid-19.

Cllr D Tucker: ERYC have advised that there may be another spike in Oct/Nov so are formulating a 'Master Plan'.

1. Agree Chair of the Meeting:

It was agreed that Cllr Nicholson Chair the meeting.

2. Update on what the PC undertook during the recent episode of Covid-19.

a) Establishment of vulnerable (agreed to change to 'anyone registered')

The Clerk has established the lone residents and endeavoured to contact most to make them aware of resources and help available such as HUBB, Fareshare, local amenities and also to check they had contact details for these and the Parish Council.

It was agreed to produce a mailshot to all households to ask if they would like to register with the PC. This would include giving permission to share their data/contact details, as deemed essential. This would be to establish if anyone felt they may need additional support, e.g. help with shopping or just to agree to be contacted with information.

Replies to be sent via email. KN to check if the post box at the community hall can be made available to the PC in confidence to collect replies there.

b) Dissemination of information on Covid-19.

Should a second spike happen, the emergency committee to hold weekly virtual catch up meetings to ensure the group are up to date with information and clear on action points.

c) Monitoring of those registered.

All contact forms via the mailshot would be confidential and GDPR compliant, information would be recorded and stored by the Clerk.

A list of standard questions is to be prepared for calls being made.

Establish closer links with other local parishes to share good practice.

Establish a volunteer network.

3. Strengths and weaknesses of work carried out.

It was felt that there was a lack of communication. Communication pathways need to be established. DT to create a flow chart of communications.

4. Where can we improve anything that was missed.

Improved communication via weekly meetings of the group. TS offered the use of his home should meetings need to happen. Suggest a more proactive approach to planning for major incidents. DT suggested holding a supply of additional PPE, such as masks and gloves.

5. Guidelines and Data Protection.

The mailshot needs to be compliant and the Parish Council needs to ensure data is stored securely and only shared if residents have given consent when registering. The Clerk to collate all data.

The Emergency Plan working group to look into making the Whatsapp and Facebook groups official Parish Council groups, if appropriate. A social media policy would need to be adopted into the Parish Council Standing Orders.

6. Roles and responsibilities.

- AT to produce draft mailshot for all households.
- DT to produce a flow chat to include all the potential emergency events.
- IS to lead and coordinate.
- AMW to populate current Emergency plans with up to date information. To include appendices for
 - ❖ Severe Flood Warning
 - ❖ Pandemic
 - ❖ Severe Weather
- Disseminate information to Flood Working group.
- Update Gas Companies and MOD of the revised Emergency Plan.

Strap line of group: Prepare for the worst, and hope for the best

Date of next meeting: Wednesday 5th August, 19:00