

MINUTES of the MEETING of the EXECUTIVE & EMERGENCY COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 10 APRIL 2025 at 11.00AM

PRESENT: Councillor Ann Duke - Chairman
Councillor Peter Harris – Vice-Chairman
Councillor Lesley Howes (substituting for Councillor Alan Reach)
Councillor Dawn Johnston
Councillor Paul Parsons
Councillor Graham Taylor
Councillor Elizabeth Wickham

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT: There were none

497/24-25. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

498/24-25. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Emma Ben Moussa, due to other commitments.

An apology for absence was received from Councillor Alan Reach, due to other commitments.

Recommended: That the reasons for absence, for the Councillor(s) listed, be formally accepted, and approved.

499/24-25. SUBSTITUTES.

Councillor Lesley Howes substituted for Councillor Alan Reach.

500/24-25. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

501/24-25. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

502/24-25. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 20 MARCH 2020.**

Recommended: The Minutes of the meeting held on 20 March 2020 were confirmed and signed as a true record.

503/24-25. **COMMUNITY RESILIENCE PLAN (p).**

Further to minute 469 – 24/25 (Town Council 27 March 2025) members considered the information supplied from the Kent Resilience Forum in relation to the production of Community Resilience Plan.

Members discussed at length what level of involvement the Town Council should have in relation to emergency planning, and how this would fit into the existing response structure provided by the Emergency Services and other senior stakeholders.

It was agreed that the Town Council would be best placed in gathering information in relation to local volunteers and the skills / resources they possess that could be used in a variety of different situations to help the wider community.

It was highlighted that forming a line of communication in different situations is key and could be a place that the Town Council are able to assist.

Recommended:

1. That officers initially place a call out for volunteers, using the template of information contained in Appendix E, via a variety of communication channels including social media.
2. That a list of potential volunteers be compiled.
3. That Councillors proactively engage with community groups to promote the initiative and the call for volunteers.
4. That officers review the draft plan template contained within the appendices and complete any known information in relation to the Town Council and the community.
5. That the next meeting of this committee be called for 3 months' time to review the initial response and information gathered.

There being no further business, the Meeting closed at 11.55am

Signed: _____ Date: _____
(Chairman)

DRAFT