

## Withington Emergency Plan meeting

Wednesday 18<sup>th</sup> March 2020, 18.30 hours. Parish Room.

### Minutes

(Initial part of meeting to be chaired by Chair of WPC)

**1/Covid-19 Present:**

Councillors Phil Heath (Chair), Neil Maxwell, Lesley Stone, Martin Timmis and Alan Williams.  
Clerk: Denise Roscoe

**2/Covid-19 Instigation of Withington Parish Emergency Plan**

It was agreed to instigate the Parish Emergency Plan. Meeting not open to public to avoid contamination. Documents will be published.

"A resolution was agreed to make the Parish Emergency Team (PET) a committee of Withington Parish Council. The terms of reference are to communicate the Covid-19 instructions given by the Government and/or Shropshire Council to Withington Parishioners. To identify vulnerable parishioners and parishioners willing to volunteer. To organize volunteers to help the vulnerable and parishioners needing help". 25/03/20 DR

**3/Covid019 Election of Chair for Withington Parish Emergency Plan**

It was agreed that Cllr Timmis would be the Chair.

**4/Covid-19 Introduction of Decision log**

Decisions made will be logged by the Emergency Plan Chair

**5/Covid-19 Introduction of Lessons Learned log**

Lessons Learned will be logged by the Emergency Plan Chair

**6/Covid-19 Emergency Plan review**

Emergency Plan 2014 has been reviewed although there are areas which require updating. The Register of Resources will be reviewed at a later date.

- Updating emergency contacts: Action Clerk: to update
- Approval of amendments: Action: Cllrs to approve document once amendments made  
Action Clerk: publish on website

**7/Covid-19 Electoral roll**

It is understood that the electoral roll may be used to aid emergency planning. Action: Clerk to identify parishioners not on the email circular list.

**8/Covid-19 Approval of Covid-19 information sheet, printing, distribution.**

It was agreed to distribute the Covid-19 information sheet along with information to identify, vulnerable parishioners and recruit volunteers to help. Information regarding the Church will also be included. Action: Cllr Timmis to print and Councillors to distribute.

**9/Covid-19 Volunteers list**

List of volunteers will be produced from responses to Covid-19 information sheet. It was decided to try and match vulnerable parishioners with volunteers from the parish and to use the volunteer form produced by the Shropshire Star

Minutes confirmed as correct 25<sup>th</sup> March 2020 \_\_\_\_\_

Chairman

**10/Covid-19 Subsequent meetings –**

Future meetings will be held via the internet if possible, Action Neil Maxwell to test internet team meetings starting with the Chair M Timmis. Otherwise meetings will be held as tonight with at least a metre between each Councillor and the Clerk

**11/Covid-19 AOB**

Councillor Williams asked for authorisation be delegated to the Clerk to make any necessary payments that are within budget until further notice. It was agreed to delegate responsibility to the Clerk. Payments will still be authorized by a Councillor.

If the Clerk becomes ill Cllr Williams will cover the finance duties.

Action Cllr Timmis: to send Emergency Plan to Cllr Picton

Annual Village Meeting & Withington Parish Council Meeting on 6<sup>th</sup> May 2020 may be postponed. The Parish Council is waiting for legal advice.

**12/Covid-19 Date of next meeting:**

**Wednesday 25<sup>th</sup> March 5.00pm method/venue to be arranged**

Minutes confirmed as correct 25<sup>th</sup> March 2020 \_\_\_\_\_

Chairman