

**MINUTES OF THE CLEVEDON TOWN COUNCIL COMMUNITY RESILIENCE SUB-COMMITTEE HELD AT CLEVEDON TOWN COUNCIL OFFICES ON MONDAY 17<sup>TH</sup> NOVEMBER 2014 7PM.**

**PRESENT**

Councillors:- N. Pennycott, G. Hill, L. Knott, J. Middleton, G. Watkins  
In Attendance Ms Hannah Cornock, Flood & Community Resilience Officer

**CR1/14 ELECTION OF CHAIRMAN**

Proposed by Cllr Pennycott, seconded by Cllr Knott and **AGREED** that Cllr Hill should be the Chairman of the Community Resilience Sub Committee.

**CR2/14 RECEIVE APOLOGIES FOR ABSENCE**

The following apologies were received and accepted Cllr Geldart (other commitment) Cllr West (other Commitment) Cllr Hatch (other commitment)

**CR3/14 RECEIVE DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest relating to items on the agenda

**CR4/14 CONFIRM MEMBERSHIP OF THE SUBCOMMITTEE AS ABOVE AND ADD ANY COUNCILLORS WHO EXPRESSED AN INTEREST AS PER COUNCIL MINUTE 14/483**

The membership of the committee were **AGREED** as Councillors; J. Geldart, B. Hatch, G. Hill, L. Knott, J. Middleton, N. Pennycott, G. Watkins, J. West **AGREED** to invite the snow wardens to future meetings

**CR5/14 RECEIVE AND CONFIRM THE TERMS OF REFERENCE FOR THE SUB COMMITTEE.**

**Terms of Reference** for the **Community Resilience Sub Committee**

**Membership**

The sub Committee shall include a minimum of 5 Councillors and shall co-opt such persons as required to undertake specific projects.

A Chairman will be elected at the first meeting.

The Town Clerk to act as Clerk for the sub-committee.

**Reporting**

The sub-committee shall report direct to the Council

**Remit** – to investigate and make recommendations to council on the provision and operation of a Community Resilience plan for Clevedon

The Sub Committee shall:-

- 1 Investigate and make recommendations to the Council on the optimum set up of the Community Resilience Team
- 2 Investigate the possible sources of funding for any recommendations made to Council
- 3 Consult with all identified stakeholders and users on current and future provision
- 4 Undertake the training required for Community Resilience teams
- 5 Prepare and instigate a community led plan with intention of the project being taken out of direct town council control and run by community members.

Members discussed and approved the Terms of Reference circulated with the Agenda.

It was noted that the quorum would be 3. And that there had been no allocation of Budget in 2014/2015 financial year a request for budget in the 2015/2016 financial year would be considered at the next meeting

## **CR6/14 RECEIVE DETAILS FROM NSC OFFICER ON THE COMMUNITY RESILIENCE WEB SITE**

Ms Cornock explained to members that they would be required to undertake the e-training on the web site; there are two mandatory modules to be completed on the theory of Community Resilience and Personal Health & Safety, a dvd can be supplied for those who do not want to do e-learning. Members will require usernames and passwords from NSC.

**ACTION :Town Clerk** to submit email addresses to NSC for the allocation of the above.

**ACTION:ALL MEMBERS** undertake the mandatory training by the next meeting.  
<http://communityresilience-ns.org.uk/wp/>

The role of the sub-committee ultimately would be to facilitate and oversee the community resilience set up in the town, acting as the liaison between partner agencies and the front line teams, providing funding whether that is direct from the Town Council or facilitating funding bids to other organisations. The funds would be kept ringed fenced within the council's accounts, clearly identifiable with audit of all income and expenditure.

There is a lot of information on the web site in respect of templates and examples of what other areas are doing. There is a start-up pack and soon a Champions Guide to setting up a network. The sub-committee discussed whether to work in ward areas (5 based on the new boundaries) or keep to a town wide in team areas. It was felt that the ward areas would be more manageable with each ward taking the lead in a different section in the generic plan – CR Safety Team, CR Transport Team, CR Evacuation & Shelter Team, CR Emergency Feeding & Welfare Team. There would then be specific teams from within these to deal with identifiable risks such as flooding. This would be the Bronze team in the Community Resilience management group. The sub-committee along with the coordinators would be the silver level leading into the district wide Community Resilience Management Group at gold level. The main starting point is to identify groups within the town that could assist; individuals that may wish to take on coordinator role, what hidden skills exist in the town and willingness of individuals to help.

In response to a question the issues around evacuations was discussed particularly the help available for vulnerable individuals or households. If localised event North Somerset officers assist but if it is a wider involving several communities then a traffic light system is used to identify need; Those needing medical evacuation, those needing physical support and those able to assist themselves. The emergency services have access to various databases with relevant information but this can take time to obtain. One way to assist was a voluntary registration of need.

Members discussed one specific risk the town faced – surface and tidal flooding. Stakeholders initially identified are - Friends of Land Yeo, Internal Drainage Board, and Environment Agency. It was agreed that others would be identified within the brainstorming session at the next meeting.

**CR7/14    AGREE THE WAY FORWARD FOR CLEVEDON COMMUNITY  
RESILIENCE**

Following discussions by the Members it was agreed that

*1. All members would undertake the mandatory modular training then sign up for Clevedon Team*

*2. Set up a database of groups and organisations in the town*

There would be a brainstorming session at the next sub-committee meeting with all members bringing details of groups & organisation in the town that they feel would be of use. To establish initial contact and highlight the role they can play within Community Resilience and invite them to participate.

*3. Look at using the template risk assessment to establish areas of concern in the town*

Copy will be provided at the next sub-committee meeting and is currently available on the web site.

*4. Get up to date asset maps of gully's, conduits, and surface water distribution systems.*

Contact would be made with North Somerset Asset Management team.

*5. Identify appropriate stakeholders in the town*

*6. To identify skills within the town that could be of use within any emergency event or to assist in decreasing the impact of any event.*

Cleve had circulated a newsletter to all residents asking about evacuations needs and skill sets.

NEXT MEETING: 1<sup>st</sup> December at 7.30

CHAIRMAN ..... DATE .....