

**AXMINSTER TOWN COUNCIL**

**MINUTES OF THE MEETING OF  
THE RISK ASSESSMENT AND EMERGENCY PLANNING COMMITTEE**

**HELD AT THE GUILDHALL AT 7.00 P.M. ON THURSDAY, 8<sup>TH</sup> JUNE 2017**

1. **PRESENT** : Cllr. J.W. Walden(Chairman), Cllr. P.G. Hayward, Cllr. H.J.A. Jeffery, Cllr. Mrs. S.R. Spiller, Cllr.A.L. Young, Mr. M. Adamson-Drage (by invitation) and the Town Clerk (Miss H. Kirkcaldie). No members of the press or public.
2. **APOLOGIES**: Cllr. Mrs. S.L.N.Leat, Cllr. Watson.
3. **ELECTION OF CHAIRMAN**: in the temporary absence of Cllr. Walden, Cllr. Hayward, duly proposed and seconded was elected as Chairman.
4. **MINUTES OF PREVIOUS MEETINGS**: the minutes of the previous meetings, having been approved and adopted by the Town Council were signed.
5. **MATTERS ARISING FROM PREVIOUS MEETINGS**: none.

CLLR. WALDEN ARRIVED AT THIS POINT AND ASSUMED CHAIRMANSHIP OF THE MEETING

6. **PUBLIC FORUM**: None.
7. **MATTERS OF URGENCY**:
  - a) Key Allocations – the Town Clerk said that she wished to raise this matter following changes in various tenancies but asked that it be referred into committee. Agreed.
8. **TO REVIEW AND UPDATE EMERGENCY PLAN**: The Chairman said he had called the meeting in the light of recent terrorist events in London as he felt it was appropriate to review and update the Emergency Plan, although the main function of the plan was to deal with civil emergencies in situations in which the town was cut off from outside help, probably as a consequence of bad weather, as had happened in 2012 and 2013.

Mr. Adamson-Drage said that he felt that the plan should be expanded to include more detail. He pointed out that by virtue of its easterly Cllr. B.R. Watson position in the county on the eastern side of the Axe Valley there was a likelihood that help from the east would be more practicable than from the west and asked whether there was any cross-border liaison in this respect between Devon and Dorset. The Town Clerk said that it was crucial to refresh the various contact details as most of these were out of date and she had made some informal enquiries with some food shops and other organisations.

Cllr. Jeffery reported on a meeting he had attended the previous day on Community Resilience. Cllr. Hayward said that the Flood Resilience funding money was still available and recommended that this be used to purchase signage, hydro-snakes and other flood mitigation equipment. There was discussion as to where such equipment could be stored. The point was made that residents living in areas known to flood should be encouraged to take measures to protect their properties from risk as far as possible, for example by installing flood barriers at the doors of their properties and keeping a stock of sandbags available. A working party will meet to pursue these matters in more detail.

Cllr. Young proposed that proposed that under the provisions of the Public Bodies (Admission to Meetings ) Act 1960, (as amended by the Local Government Act 1972 the public, (including the

press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Agreed

**9. KEY POLICY:** It was agreed that following various changes in tenancies the locks on doors be re-barrelled with keys which could not be copied without written authority from the Town Council and that a register be kept of those to whom such keys had been issued. A key safe will be ordered for Pippins similar to that used at the Guildhall.

Signed ..... Date .....