



## MELTON PARISH COUNCIL – EMERGENCY PLAN

Following the incident in the car park of the playing field, council requested the Finance, Employment and Risk Management Committee to undertake an assessment of whether there is a need for an emergency plan to cover such incidents.

Finance, Employment and Risk Management Committee assessed the risk involved in not having an emergency plan and agreed that the following should form the basis of an Emergency Plan for Melton Parish Council:

- First point of contact should be the Clerk to Melton Parish Council either by telephone or email at the Parish Council Office during normal office hours
- Second point of contact should be the Assistant Clerk to Melton Parish Council either by telephone or email at the Parish Council Office during normal office hours
- Appropriate telephone answering machine messages or email out of office messages should direct the caller in an emergency to the Melton Parish Council Councillor Mobile Phone to enable the caller to either call direct or send a text message should the parish council office be closed
- The Councillor mobile phone to be held by councillors on a rota basis organised by the Chairman of Melton Parish Council
- The Councillor will be responsible for ensuring that it is always switched on, fully charged, has sufficient credit, that messages are responded to and that it is passed on to the next councillor on the rota at the due time
- The Councillor mobile phone to be programmed with the contact numbers of all the councillors, Park Warden, Maintenance Contractor, Suffolk County Council Highways, Suffolk Coastal District Council and Woodbridge Safer Neighbourhood Team
- The Councillor should decide if they can deal with the emergency or pass it to the appropriate agency and depending on the severity of the emergency to advise all other councillors.

The Clerk to obtain the appropriate mobile phone and to confirm that the Park Warden also has an operable mobile phone and if not to provide one.

**It was RESOLVED** to recommend the adoption of the Melton Parish Council Emergency Plan to the next meeting of the full council.

**Proposed by:** Cllr Needham     **Seconded by:** Cllr Thompson.

The mobile phones have subsequently been obtained, charged, set up with a credit and the appropriate contact numbers added. Councillor telephone numbers have been added as contacts where these have been provided by councillors on their data protection form,

Councillor contact telephone number:                    07747 098 800

Park Warden contact telephone number            07789 190 343

Council is invited to adopt this emergency plan as recommended by the Finance, Employment and Risk Management Committee.

Malcolm Green  
Clerk to Melton Parish Council  
August 2011