

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

Telephone: 01482 665600

Website: elloughtonbrough-tc.gov.uk



7 August 2019

Dear Councillor,

RE: Finance and Strategic Planning Committee

You are hereby summoned to attend an Extraordinary Finance and Strategic Planning Committee meeting to be held on **Thursday 15 August 2019**, commencing at **1pm**, in the **Committee Room (60 Welton Road)**.

The agenda for the meeting is set out below.

Town Clerk

Agenda

Committee Members: Cllr Brogden, Cllr S. Duckles, Cllr Credland, Cllr Luckraft, Cllr Bentley and Cllr Rowe.

No	Item
	<u>Procedural items</u>
1	Apologies Committee to note any apologies, the reasons given for absence and consider acceptance of them.
2	Declarations of interest Committee to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests or personal interest.

<u>Deferred Business items</u>	
3	Budget report - Quarter 1 2019-20 Committee to note and consider the budget report for the first quarter of the financial year.
4	Events and Publicity Committee Committee to consider the following request from the Events and Publicity Committee in relation to budget, that: <ul style="list-style-type: none"> i. A virement of £788 be made from the grants line (4235) to the events budget line (4500) to cover the grant expenditure, and; ii. A virement of £1,000 be made from the contingency fund (4995) to the events budget (4500) to cover the unexpected Petuaria Press overspend.
5	Review of the Asset Register Committee to review an updated version of the Asset Register.
6	Purchase of a large screen Committee to consider the proposal below for the purchase of a large TV screen and computer equipment for installation in the Committee Room, 60 Welton Road, Brough. At the last meeting of the Planning Committee a number of councillors suggested that the matter be investigated by the Town Clerk and the matter be brought to the attention of the Finance and Strategic Planning Committee. Committee to consider delegating power to the Town Clerk to purchase a 55" (or larger) TV screen and wall bracket at a cost of no more than £600 (excluding VAT). Committee to note and consider a quote from MnB Computing of a Dell Optiplex 3060 (i3, 4gb RAM, 128gb SSD) computer at a cost of £329.82 +VAT and a Dell wall bracket £25 +VAT. Funding for the screen and associated equipment would come from the Office Equipment 4365 budget line which has £1,000 in it for the 2019-20 financial year. Committee may also consider other options that are within the budget outlined above.
<u>New Business items</u>	
7	Grant request from the PFA Committee to consider providing a grant of £2,770 to the PFA to undertake extensive tree works on and around the Burrs.

	Committee to note that the grant funding budget currently has £2,500 of funds left in it for the 2019-20 financial year. However, that figure might be reduced depending on the decision relating to item 4 of the agenda.
8	Information Commissioners Office (ICO) Fees Committee to consider providing the Town Clerk with authorisation to establish a direct debit with the ICO for Data Protection Registration fees (currently £40 a year).
9	Emergency Plan Committee to note the request from Emergency Planning officers at ERYC for a copy of an up to date Emergency Plan for the Town Council area. Committee to further note that three template plans have been circulate with all parishes and towns encouraged to complete 'Level 1' which is designed to be completed quickly and easily whilst further consideration is given to whether the Town Council might wish to prepare a Level 2 or 3 plan. Committee to consider the draft Level 1 form attached to the agenda and to consider what actions, if any, it wishes to undertake in relation to Level 2 and Level 3.
	<u>Next meeting</u>
10	Date and time of the next meeting Committee to consider confirming the date and time of the next ordinary meeting as Monday 28 October 2019 at 5pm in the Committee Room of the Council Offices (60 Welton Road) .

ITEM 3

2019-20 First Quarter Budget Monitoring Report



Committee: Administration & Finance Committee
Report Author: Tom Clay, Town Clerk
Report Date: 2 July 2019

1. Overview

- 1.1 The report will outline the Town Council's position at the quarter end of the 2019-20 financial year and acts as the principle budget monitoring document.
- 1.2 A summary will be provided in the body of the report along with specific matters for members to consider and a recommendation at section 4.
- 1.3 Appendix A contains a reconciliation of amounts held in the Town Council's accounts as of the 30 June 2019.

2. Summary

- 2.1 For the budget as a whole it is difficult to predict this early in the year if there will be an overspend or underspend. Detailed budget monitoring figures can be found at appendix B.
- 2.2 The Town Council set out in its 2018-19 budget that it expected income of £169,512 in 2019-20. At the end the quarter the total figure for income was £84,586.
- 2.3 The 2018-19 budget set out that the Town Council expected payments totalling £169,512 for the current financial year. At the end of the quarter the total figure for payments was £52,519.

3. Specific Matters

- 3.1 In the section below the Town Clerk/RFO has highlighted specific matters for members to consider further or note.

Income

- 3.2 Several lines show income beyond what was expected, such as: Grants (1105), Other Income (1990) and Events Income and Donations (1100). None of these matters are an issue for concern at this stage, but they should be monitored and taken into account during further budget setting rounds.
- 3.3 The only matter of concern exists around the Petuaria Press Advert line which is unlikely to reach its budget target of £2,000 based on the previous year's outturn.

Expenditure

- 3.4 4225 Insurance. This line has experienced a considerable overspend. The overspend came about following a review of the asset register last year which showed that a

number of items were not insured or underinsured. In the future the budget will need to be increased.

- 3.5 4360 Office Printer. There is an overspend with this line, but the issues with this line have largely been resolved.
- 3.6 140 Events and Publicity Lines. There are several issues related to lines in this Committee's area of responsibility which are set out in a separate report presented to the July 2019 meeting of the Committee.

4. Other Matters

- 4.1 **Virements.** There has been one virement to date of £1,000 from the contingency budget line (4995) to the events budget line (4500).
- 4.2 **Petty Cash.** Controls are in place around the petty cash and there is currently nothing to report.
- 4.3 **Audit.** The external audit for 2018-19 is currently taking place and will be completed by the end of August 2019. The internal audit process for 2019-20 is underway and the audit of the first quarter has taken place and will be considered by the Committee at the June 2019 meeting.
- 4.4 **VAT.** A claim of £382 for the fourth quarter (1 January 2019 – 31 March 2019) of the 2018-19 financial year was submitted and received in the current financial year. A reclaim for the first quarter (1 April 2019 – 30 June 2019) will be submitted soon.
- 4.5 **Investment.** The investment account with NS&I contains £31,523 and is likely to accrue approximately £220 of interest in early January 2020. Committee members might in future years wish to consider increasing the amount held in the investment account or consider other investment products which could provide higher interest.

5. Recommendation

- 5.1 It is recommended that members note the comments of the Town Clerk/RFO above and consider undertaking any actions described in the report.

Appendix A – Bank Reconciliation 30.06.2019

ELLOUGHTON CUM BROUGH TOWN COUNCIL Bank Reconciliation

ACCOUNTS RECONCILED TO: 30/06/2019

General Fund - Movement

Amount Shown Bank Statement 31/05/2019	£161,220.15
Add receipts	£2,666.14
Less payments	£11,186.78
Total	£152,699.51

General Fund - Reconciliation

Amount Shown Bank Statement	£152,699.51
Less Unrepresented Cheques	£0.00
Balance A	£152,699.51

Petty Cash

Reconciled to 30.06.2019	Balance B	£200.00
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NS&I Investment

Statement 31.12.2018	Balance C	£31,523.04
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TOTAL FUNDS AVAILABLE ON: 30/06/2019

Balance (A+B+C=D) D	£184,422.55
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Appendix B – Budget Monitoring Table 2019-20

Annual Budget - By Committee

	Last Year		Brought Forward	Net Virement	Current Year			Total	Actual YTD	Next Year		
	Budget	Actual			Agreed	EMR				Agreed	EMR	Carried Forward
FINANCE & STRATEGIC PLANNING												
100 Administration												
1076	Precept	0	159,275	0	0	160,742	0	160,742	80,371	164,761	0	0
1090	Interest Received	0	227	0	0	220	0	220	0	226	0	0
1100	Events Income & Donations	0	595	0	0	0	0	0	0	0	0	0
1105	Grant	0	300	0	0	0	0	0	3,025	0	0	0
1990	Other Income	0	2,605	0	0	50	0	50	166	51	0	0
	Total Income	0	163,002	0	0	161,012	0	161,012	83,562	165,038	0	0
4210	Audit Fees	0	1,639	0	0	1,350	0	1,350	0	1,384	0	0
4215	Professional Fees	0	2,183	0	0	500	0	500	130	513	0	0
4220	Subscriptions & Memberships	0	1,502	0	0	1,500	0	1,500	1,584	1,538	0	0
4225	Insurance	0	1,534	0	0	1,600	0	1,600	2,450	1,640	0	0
4235	Grant Funding	0	12,680	0	0	15,000	0	15,000	0	15,375	0	0
4236	Annual Grant	0	0	0	0	0	0	0	11,500	0	0	0
4245	Section 137 Expenditure	0	150	0	0	350	0	350	0	359	0	0
4300	Office Rent	0	5,977	0	0	7,800	0	7,800	1,950	7,995	0	0
4305	Room Hire	0	0	0	0	0	0	0	65	0	0	0
4310	Property Maintenance	0	124	0	0	500	0	500	0	513	0	0
4320	Office Servicing & Insurance	0	2,841	0	0	3,100	0	3,100	167	3,178	0	0
4340	Utilities	0	706	0	0	1,120	0	1,120	299	1,148	0	0
4350	Telephone & Broadband	0	1,468	0	0	1,150	0	1,150	201	1,179	0	0
4355	Office 365	0	0	0	0	0	0	0	207	0	0	0
4360	Office Printer	0	1,038	0	0	850	0	850	1,120	871	0	0

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Annual Budget - By Committee

	Last Year		Brought Forward	Net Virement	Current Year			Total	Actual YTD	Next Year		
	Budget	Actual			Agreed	EMR	EMR			Carried Forward		
4370 Stationery & Postage	0	884	0	0	800	0	800	342	820	0	0	
4530 Other Comms (non-events)	0	0	0	0	100	0	100	0	103	0	0	
4990 Sundries	0	235	0	0	52	0	52	0	53	0	0	
4995 Contingency	0	0	0	-1,000	5,200	0	4,200	0	5,330	0	0	
Overhead Expenditure	0	32,960	0	-1,000	40,972	0	39,972	20,015	41,999	0	0	
Movement to/(from) Gen Reserve	0	130,041			120,040		121,040	63,546	123,039			
999 VAT Data												
115 VAT on Receipts	0	5,304	0	0	5,000	0	5,000	382	5,125	0	0	
Total Income	0	5,304	0	0	5,000	0	5,000	382	5,125	0	0	
515 VAT on Payments	0	4,844	0	0	5,000	0	5,000	1,323	5,125	0	0	
Overhead Expenditure	0	4,844	0	0	5,000	0	5,000	1,323	5,125	0	0	
Movement to/(from) Gen Reserve	0	460			0		0	(941)	0			
FINANCE & STRATEGIC PLANNING - Income	0	168,306	0	0	166,012	0	166,012	83,943	170,163	0	0	
Expenditure	0	37,805	0	-1,000	45,972	0	44,972	21,338	47,124	0	0	
Movement to/(from) Gen Reserve	0	130,501			120,040		121,040	62,605	123,039			

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Annual Budget - By Committee

	Last Year		Brought Forward	Net Virement	Current Year			Total	Actual YTD	Next Year		
	Budget	Actual			Agreed	EMR	EMR			Carried Forward		
ENVIRONMENT												
130 Environment												
1130 Allotment	0	586	0	0	600	0	600	0	615	0	0	0
Total Income	0	586	0	0	600	0	600	0	615	0	0	0
4070 Street Cleaning	0	2,142	0	0	2,500	0	2,500	0	2,563	0	0	0
4260 Allotments	0	586	0	0	600	0	600	598	615	0	0	0
4310 Property Maintenance	0	2,951	0	0	2,000	0	2,000	36	2,050	0	0	0
4311 Grounds Maintenance	0	7,615	0	0	8,000	0	8,000	0	8,200	0	0	0
4330 External Testing H&S	0	418	0	0	830	0	830	0	851	0	0	0
4380 Capital Projects	0	8,424	0	0	5,000	0	5,000	0	5,125	0	0	0
4400 Christmas Lighting	0	3,137	0	0	5,000	0	5,000	1,124	5,125	0	0	0
4410 Footway Lighting Maintenance	0	1,530	0	0	3,810	0	3,810	0	3,905	0	0	0
4430 Play Area & Equipment	0	429	0	0	3,000	0	3,000	280	3,075	0	0	0
4440 Salt Bins	0	340	0	0	1,250	0	1,250	1,230	1,281	0	0	0
4450 Street Furniture	0	865	0	0	3,000	0	3,000	0	3,075	0	0	0
Overhead Expenditure	0	28,437	0	0	34,990	0	34,990	3,267	35,865	0	0	0
Movement to/(from) Gen Reserve	0	(27,851)			(34,390)		(34,390)	(3,267)	(35,250)			
ENVIRONMENT - Income	0	586	0	0	600	0	600	0	615	0	0	0
Expenditure	0	28,437	0	0	34,990	0	34,990	3,267	35,865	0	0	0
Movement to/(from) Gen Reserve	0	(27,851)			(34,390)		(34,390)	(3,267)	(35,250)			

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Annual Budget - By Committee

	Last Year		Brought Forward	Net Virement	Current Year			Total	Actual YTD	Next Year		
	Budget	Actual			Agreed	EMR	EMR			Agreed	EMR	Carried Forward
EVENTS & PUBLICITY												
140 Events & Publicity												
1100 Events Income & Donations	0	19	0	0	0	0	0	0	613	0	0	0
1110 Sponsorship	0	1,307	0	0	900	0	0	900	30	923	0	0
1115 Petuaria Press Adverts	0	421	0	0	2,000	0	0	2,000	0	2,050	0	0
Total Income	0	1,747	0	0	2,900	0	0	2,900	643	2,973	0	0
4500 Events	0	1,869	0	1,000	3,000	0	0	4,000	1,838	3,075	0	0
4501 Art Exhibition	0	0	0	0	0	0	0	0	1,558	0	0	0
4505 Other Events	0	705	0	0	200	0	0	200	0	205	0	0
4510 Petuaria Press	0	4,211	0	0	5,000	0	0	5,000	2,978	5,125	0	0
4515 Map & Walk leaflets	0	0	0	0	300	0	0	300	0	308	0	0
4520 Website	0	0	0	0	100	0	0	100	0	103	0	0
Overhead Expenditure	0	6,784	0	1,000	8,600	0	0	9,600	6,374	8,816	0	0
Movement to/(from) Gen Reserve	0	(5,037)			(5,700)			(6,700)	(5,731)	(5,843)		
EVENTS & PUBLICITY - Income												
Expenditure	0	1,747	0	0	2,900	0	0	2,900	643	2,973	0	0
Movement to/(from) Gen Reserve	0	6,784	0	1,000	8,600	0	0	9,600	6,374	8,816	0	0
Movement to/(from) Gen Reserve	0	(5,037)			(5,700)			(6,700)	(5,731)	(5,843)		

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Annual Budget - By Committee

	Last Year		Brought Forward	Net Virement	Current Year			Total	Actual YTD	Next Year		
	Budget	Actual			Agreed	EMR				Agreed	EMR	Carried Forward
PERSONNEL												
110 Personnel												
4000 Salary	0	45,559	0	0	76,000	0	76,000	13,073	77,900	0	0	0
4010 PAYE & NI	0	13,326	0	0	0	0	0	4,159	0	0	0	0
4020 Pension	0	17,530	0	0	0	0	0	4,388	0	0	0	0
4060 Staff Other Expenses	0	18	0	0	30	0	30	0	31	0	0	0
4200 Training Staff	0	899	0	0	1,000	0	1,000	99	1,025	0	0	0
4201 Training Members	0	216	0	0	1,500	0	1,500	0	1,538	0	0	0
4230 Member Travel & Costs	0	0	0	0	70	0	70	0	72	0	0	0
4335 Office Testing H&S	0	44	0	0	350	0	350	220	359	0	0	0
4365 Office Equipment	0	819	0	0	1,000	0	1,000	0	1,025	0	0	0
Overhead Expenditure	0	78,410	0	0	79,950	0	79,950	21,940	81,950	0	0	0
Movement to/(from) Gen Reserve	0	(78,410)			(79,950)		(79,950)	(21,940)	(81,950)			
PERSONNEL - Income												
Expenditure	0	78,410	0	0	79,950	0	79,950	21,940	81,950	0	0	0
Movement to/(from) Gen Reserve	0	(78,410)			(79,950)		(79,950)	(21,940)	(81,950)			
Total Budget Income												
Expenditure	0	170,639	0	0	169,512	0	169,512	84,586	173,751	0	0	0
Movement to/(from) Gen Reserve	0	151,436	0	0	169,512	0	169,512	52,919	173,755	0	0	0
Movement to/(from) Gen Reserve	0	19,203			0		0	31,667	(4)			

ITEM 5

Description of Asset	Location	Proxy Cost at 31/03/2019	Proxy Cost at 31/03/2020	Replacement Value (For Insurance)	Notes
Land and long-term leases					
Elloughton Village Green	Main Street and Church Lane	£1	£1	£0	S8 Commons Registration Act 1965
Half Moon Green and Pump Green	Front of the Half Moon Pub and Pharmacy	£1	£1	£0	S8 Commons Registration Act 1965
Pinfold Green and Cow Lane	Pinfold Green and Cow Lane	£1	£1	£0	S8 Commons Registration Act 1965
Coronation Copse	Station Road and Saltground Road	£1	£1	£0	S8 Commons Registration Act 1965
St Mary's Green	End of St Mary's Close	£1	£1	£0	Freehold
(Section of) Main Drain and Footpath 4	Rear of Littordale, Lowerdale and Higham Way	£1	£1	£0	Freehold
War Memorial (land)	Corner of Welton Road and Skillings Lane	£1	£1	£0	25 Year Lease
Elloughton Road Play Area (land)	Elloughton Road Play Area	£1	£1	£0	99 Year Lease
Petunia Community Centre (site and land)	Between Welton Road and Centurion Way	£1	£1	£0	25 Year Lease
Allotment (land)	Buccaneer Way	£0	£380	£0	
Civic Regalia and Office Inventory					
Civic Regalia	Town Council office or with office holder	£4,250	£3,954	£6,375	Proxy - Slight decrease following review in 2019
Office Inventory	Town Council office	£11,018	£11,079	£11,018	
External Assets					
Defibrillators (two)	Methodist Church Welton Road and E YMS Stockbridge Road	£2,580	£2,580	£2,890	
War Memorial	Brough Corner (Welton Road)	£1,500	£1,500	£185,000	
Flag Pole	Brough Corner (Welton Road)	£1,298	£1,298	£1,545	
Shed (contents and sweepers barrow)	Grass area north of Elloughton Road Play Area	£2,466	£2,385	£2,385	Proxy - Slight increase following review in 2019
Play Equipment	Elloughton Road Play Area	£87,466	£84,609	£87,466	Proxy - Decrease following review in 2019
Bus Stops	Elloughton Road and Main Street (Elloughton)	£10,102	£10,102	£10,102	
Green space fencing and ornaments	Various	£4,966	£2,076	£0	Proxy - Decrease following review in 2019
Litter Bins	Various	£11,302	£12,280	£12,307	Proxy - Slight increase following review in 2019
Seating	Various	£38,314	£38,314	£34,112	Insurance value lower because of man made seats
Lamp Columns	Various	£52,000	£53,000	£53,000	Proxy - One lamppost added after review
Noticeboards	Various	£12,707	£11,646	£11,646	Proxy - One noticeboard found not to be TCs
Salt Bins	Various	£4,991	£7,752	£7,752	Proxy - Increase following review in 2019
		£244,502	£242,967	£425,597	

ITEM 7



ELLOUGHTON-CUM-BROUGH TOWN COUNCIL
COMMUNITY GRANT APPLICATION FORM 2019-20

Basic Information

PROJECT/SERVICE (use no more than 25 words)

Manage and maintain the trees on the perimeter
of THE BULLS PLAYING FIELD

AMOUNT REQUESTED: £ 2770

Contact Details

Q1 Name of your organisation: Elloughton-cum-Brough Playing Field Association

Name of contact for this application

Title: Mr First Name: ANTHONY ROBERT Surname: GALBRAITH

Position held in the organisation: Treasurer

Contact Address:

Postcode:

Tel:

..Email address:

About your organisation

Q2 What type of organisation are you? Tick (✓) relevant category:

Registered Charity: (✓) (Charity Registration Number: 523236)
Voluntary Organisation: () Other:

Q3 When was your organisation established? 1962

Q4 Please tick this box to confirm that your organisation is properly formed (i.e. has a document such as a Deed of Trust, Constitution, Standing Orders, etc)

Q5 Please tick this box to confirm that your organisation has charitable/community aims which benefit residents within the Town Council area.

Q6 Briefly describe your organisation, including how many members/users you have, whether there is a subscription fee and the usual activities/services you provide. If you are a new organisation, describe the services/activities you plan to provide.

We are a group of 6 Trustees which manages the charity.
We have supporters but there is no subscription fee. Separately,
we also promote the Petuana Revisited project.

Details of the project/service you are planning

Q7 Give details of the project/service (continue on another sheet if necessary).

We commissioned a comprehensive survey of the trees on the Burs. A report was received on the condition of eleven individual trees and seven groups of trees/bushes containing 136 individual plants. About half of these are wild cherry trees, mostly seed-propagated.

The recommendations include felling of one individual tree (an ash) and removal of 88 trees amongst the seven groups.

Also recommended is thinning and crown lifting amongst the trees to remain.

Funding of your project/service

Q8 List any funding you have received from the Town Council in the last three years.

Year	Project/Service Description	Award £
2017	General maintenance and public liability insurance	1 000
2018	General maintenance / Petuana Revisited project	2 000
2019	General maintenance and grass cutting	3 000

Q9 Please provide a detailed breakdown of funding required. Please provide quotes, or any other information to show costs, to support your application (use another sheet if necessary).

Project/Service Expenditure - list all items of expenditure	AMOUNTS
Wold Trees Ltd - Carry out tree survey and make detailed recommendations.	£ 288
	£
	£
Wold Trees Ltd - carry out all the recommended work.	£ 2770
	£
	£
[Wold Trees Ltd - carry out the urgent work only]	£ [1230]
	£
Total	£ 3058

ITEM 9

Community Emergency Plan for the Town Council of Elloughton Cum Brough

Level One
Updated: 05 August 2019

SECTION I: CONTACT DIRECTORY

(to be reviewed annually)

Emergency Management Team

In the event of the plan being triggered the following Town Councillors and members of the community have agreed to form the Emergency Management Team:

Name	Address	Telephone	E-mail

Member of Town Council not on Emergency Management Team

Name	Address	Telephone	E-mail

Ward Councillors

Name	Address	Telephone	E-mail
Cllr Richard Meredith	Peggy Farrow House, Elloughton Dale, Elloughton HU15 1QB	07824 559448	councillor.meredith@eastriding.gov.uk
Cllr Pat Smith	36 Drover Rise, Elloughton, HU15 1LN	(01482) 666785 07913 335208	councillor.smith@eastriding.gov.uk
Cllr Terry Gill	74 Spindlewood, Elloughton, HU15 1LL	(01482) 666924	info@terrygill.co.uk

Organisation contact details

Fire Service, Police, Ambulance & Coastguard	999
Anglian Water	03457 145 145
East Riding of Yorkshire Council	01482 393939
Electricity Emergency Service & Supply Failure	105
Environment Agency Floodline	03459 88 11 88
Fire Service – non emergency	01482 565333
Gas Emergency Service & Gas Escapes	0800 111 999
Hull City Council	01482 300300
NHS – non emergency	111
North East Lincolnshire Council	01472 313131
North Lincolnshire Council	01724 297000
Police – non emergency	101
Severn Trent Water	0800 783 4444
Yorkshire Water	08451 24 24 24

SECTION 2: TOWN COUNCIL RESOURCES

Meeting Venue(s)

The Emergency Management Team will usually need to meet during an emergency and agree what is to be done. The following meeting locations have been identified:

Venue	How to access	Contact Details
Town Council Offices, 60 Welton Road, Brough, HU15 1BH	Via door at the rear of Vets near Brough Corner War memorial	01482 665600 town.clerk@elloughtonbrough-tc.gov.uk

Public Information

The Parish Council will provide regular updates to the public during an emergency, including passing on messages received by other organisations. The following information channels can be used.

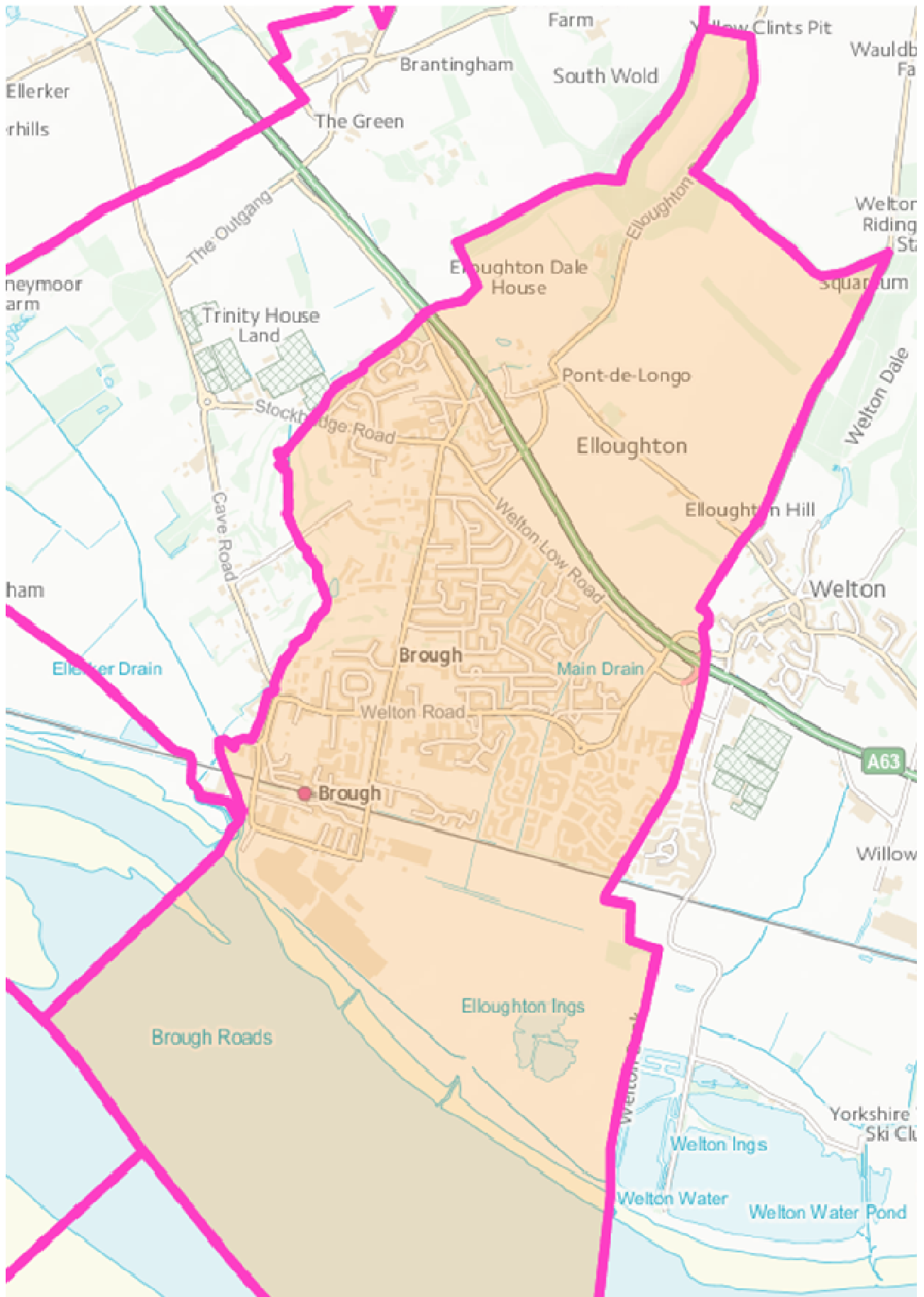
Information Source	Who can access / update?	Contact Details
Parish Council Website http://www.elloughtonbrough-tc.gov.uk	Open to all / Town Council Staff	01482 665600 town.clerk@elloughtonbrough-tc.gov.uk
Parish Council Noticeboards: 1) Outside parade of shops, 51-53 Skillings Ln, Brough HU15 1BA 2) On wall outside the front of TSB, 59b Welton Rd, Brough HU15 1AB 3) On wall over the road from Elloughton Pharmacy, 63 Main St, Elloughton, Brough HU15 1HT	Open to all / Town Council Staff	01482 665600 town.clerk@elloughtonbrough-tc.gov.uk

Defibrillator location(s)

The community's defibrillators can be found at these locations. Access to the defibrillator is usually given by the 999 operator following a 999 call, rather than being mobilised by the Community Emergency Team.

Location
Near entrance of the Elloughton Travel Centre, EY Depot, Stockbridge Road, Elloughton
Front of Brough Methodist Church, 51 Welton Rd, Brough, HU15 1DL

MAP OF PARISH



PLAN PUBLICATION AND INFORMATION

Plan Publication

Electronic copies of this plan have been e-mailed to:

- <heps@eastriding.gov.uk>
- All Town Councillors and members of staff

The original electronic version of this plan is kept at:

- Town Council Offices, 60 Welton Road, Brough, HU15 1BH

Backup electronic versions of this plan are kept at:

- Town Council cloud backup

Hard copies of this plan are kept at:

- Town Council Offices, 60 Welton Road, Brough, HU15 1BH

A web version of the plan **with the confidential information removed** has been posted on <http://www.elloughtonbrough-tc.gov.uk/policies-and-procedures.aspx> for public information.

Plan Maintenance

The plan should be reviewed every year at the Annual Meeting of the Town Council in May. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc). The Town Clerk, Tom Clay, will have responsibility for reviewing the emergency plan and should report back the Parish/Town Council meeting to confirm that a review has taken place.

Any updates to the plan, or lessons that have been learned from exercises, should be approved by Town Council before the plan is changed.

The Town Clerk, Tom Clay, is responsible for providing an updated version of the plan to all those listed in Section 1.

Plan Exercise and Review

This plan should be exercised once every two years. Tom Clay, the Town Clerk will have responsibility for arranging the exercise. An exercise guide and some potential scenarios are available at www.Letsgetready.org.uk, or by calling 01482 393051.

<Insert name> should make sure that all the people who are involved in the plan are aware of their role, and know that that they might be contacted during an emergency.

Data Protection

This plan will contain personal information once complete. Town and Parish Councils should follow their data protection procedures when completing, maintaining and storing this plan.

Community Emergency Plan for the Parish of <insert>

Level Two
Updated: <insert date last amended>

SECTION I: PLAN ACTIVATION

Activating the Plan

This plan should be activated when an incident happens that requires a co-ordinated community response.

Any member of the Parish Council / Community Emergency Team may be notified of such an incident, often by the local authority or residents. They should contact one of the following people who have been authorised to activate the community emergency plan and lead the initial incident response:

-
-
-
-
-

Emergency Management Team

In the event of the plan being triggered the following Parish Councillors and members of the community have agreed to form part of the Emergency Team:

Name	Address	Telephone	E-mail

Member of Parish Council not on Community Emergency Team

Name	Address	Telephone	E-mail

SECTION 2: EMERGENCY TEAM ACTION CHECKLIST

<DELETE AS NECESSARY>

IN AN EMERGENCY DIAL 999. Follow the Emergency Services advice at all times, and always be aware of your own safety and the safety of those around you.

<There are specific initial actions to follow for incidents involving flooding and severe weather. If your community is at risk from either of these it could be beneficial to include these within the plan. The level three plan template includes these sections. If you want to include these in your plan you can find the Level Three template on www.letsgetready.org.uk/lets-get-ready-community/town-and-parish-council/ or contact HEPS on 01482 393051 to request a copy of the appropriate sections.>

- Gather as much information about the situation as possible - eg:
 - The location of the emergency.
 - Type of incident.
 - Number of people and/or properties involved.
 - The type of support that might be needed (eg moving items upstairs, providing immediate shelter, basic household tasks).
 - Tune into your local radio station for updates.
 - Make contact with the representatives of any responding organisations at the scene.
- Consider whether you can work effectively from your current location, or whether you need to move to an alternate location (see [Section 3](#)). Arrange for the Incident Room to be opened as appropriate.
- Notify the emergency team and request they meet at the nominated location (see [Section 1 & 3](#)) <and instigate the call cascade as necessary>
- If the emergency has the potential to be drawn out consider putting in place a rota for all the roles involved. It is important to make sure people don't over work themselves during an incident as this can easily happen.
- Use the standard agenda to run the meeting. Circulate the Response Aim and Objectives so people know what you are trying to achieve. (see [Section 4](#))
- Decide which local resources should be mobilised initially to support the community. You might want to give this task to one person within the emergency team to co-ordinate.
- <Notify the following, as appropriate:
 - Community Coordinators / Area Wardens
 - Flood Wardens
 - Ward Members
 - Neighbourhood Watch Groups
 - Any other Groups pre-agreed locally>

- If there is a representative from the Emergency Services, Council or other responder working in your community, please go and introduce yourself and tell them you have activated your community emergency plan.
- Consider asking for additional members of the community (volunteers) to help with the response, you may have pre-identified community coordinators already. You might want to give this task to one person within the emergency team to co-ordinate.

The type of support that would be welcomed changes from emergency to emergency but might include:

- Helping people move valuable and sentimental items upstairs.
 - Helping deploy any flood protection products they might have.
 - Providing some immediate shelter if people have had to leave their homes.
 - Looking after pets.
 - Providing lifts to family and friends.
 - Doing basic household tasks such as shopping.
- The Council may be sending update emails to the Emergency Team members. Agree who is going to keep checking their email account and keep monitoring the Council's website.
 - Tell your community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected. (see [Section 3](#))
 - Help communicate any warning information messages, and recommend that people tune into the local radio station.
 - Keep the public message boards and any social media sites (Facebook, Twitter, etc.) used up to date with the latest information.
 - Decide whether you will offer residents a key number to contact during the emergency.
 - Establish contact with neighbouring Parish/Town Councils and ask for/offer support if appropriate.
 - Ensure that any members of your community engaged in the response are not putting themselves at risk. Make sure they are acting lawfully (eg not speeding), carefully and are not carrying out tasks and activities that they are not qualified to do.
 - When the immediate risk of the emergency has passed consider what role the Parish Council can play in helping the community recovery. Continue the meetings of the Community Emergency Team, using the Recovery Aim and Objective. (see [Section 4](#))

<Add any additional key actions that you think are appropriate>

SECTION 3: PARISH RESOURCES

<DELETE AS NECESSARY>

Meeting Venue(s)

The Emergency Management Team will usually need to meet during an emergency and agree what is to be done. The following meeting locations have been identified:

Venue	How to access	Contact Details

Emergency Box location and contents

The Parish Council has prepared an emergency box to help the Emergency Management Team function in an emergency.

Location	Contents	How to Access	Contact Details
	<p>Useful items your box might include:</p> <ul style="list-style-type: none">• a copy of this plan.• a street map of the area.• Paper and pens.• the register of electors.• wind up/battery operated radio.• wind up/battery operated torch• wind up/ mobile phone charger.		

Emergency Equipment

The Parish Council has purchased equipment that may be of use during the response to an emergency.

Location	Summary of Contents	How to access	Contact Details

Community Emergency Shelter(s)

Sometimes people will need to evacuate their homes in an emergency. The following facilities have been identified where people can shelter for a few hours until they can return home or make alternative arrangements. **<Consider a mutual aid agreement with a neighbouring parish if you have no suitable facilities>**

Location	Capacity	How to Access	Contact Details

Emergency transport pick-up point(s)

If the local authority arranges transport to move people to larger emergency shelters, the following locations have been identified as particularly pick up points:

Location	Address, 6 figure grid reference or location description that can be provided to the Local Authority

Public Information

The Parish Council will provide regular updates to the public during an emergency, including passing on messages received by other organisations. The following information channels can be used.

Information Source	Who can access / update?	Contact Details
Parish Council Website <add address>		
Parish Council Facebook Page		
Parish Council Twitter		
Parish Council Noticeboards: Notice Board 1) <insert location> Notice Board 2) <insert noticeboard location>		
<Other>		
List any other known community social media pages not owned by the council that you may need to share information with or monitor.		

Defibrillator location(s)

The community's defibrillators can be found at these locations. Access to the defibrillator is usually given by the 999 operator following a 999 call, rather than being mobilised by the Community Emergency Team.

Location

SECTION 4: STANDARD MEETING AGENDA & AIM AND OBJECTIVES

Emergency Management Team

Initial Meeting Agenda

- 1) Introduction of Attendees
- 2) Nominate Chair of Emergency Management Team
- 3) Situation Report
- 4) Agree Aim and Objectives of Response
- 5) Actions Required to Meet Aim and Objectives
- 6) Time of Next Meeting

Emergency Management Team

Subsequent Meeting Agenda

- 1) Any Items Requiring Urgent Attention
- BREAK OUT TIME TO ACTION URGENT ITEMS AS AGREED ABOVE**
- 2) Update on Situation
 - 3) Review Aim and Objectives
 - 4) Review Outstanding Actions
 - 5) Actions Required to Meet Aim and Objectives
 - 6) Time of Next Meeting

Aim and Objectives of the Community's Emergency Response

Aim

To lessen the effects of the emergency

Objectives

- To work effectively with multi agency responders
- To use community resources to limit the impact of the emergency on
 - People
 - Property
 - Local Businesses
 - Environment
 - Heritage
- To help vulnerable members of the community
- To engage the resources available from our delivery partners, town and parish councils, the community and voluntary sector and businesses
- To provide residents with warnings and messages throughout the emergency
- To communicate effectively with all Parish Councillors and Ward Councillors during the emergency
- To ensure health and safety of Parish Council personnel and community responders
- To keep records of the actions taken and decision made during the emergency
- To support residents and businesses to recovery from the emergency

Aim and Objectives of the Community's Recovery Response

Aim

To help people help themselves to recover from an emergency

Objectives

- People:
 - are protected from immediate risks to health and safety and have access to appropriate shelter, basic resources and essential services.
 - feel that their home and property are safe and secure during recovery
 - have access to the information they need to make their own decisions about how they react to the situation
 - know how to access the services that are available to them.
- Essential services, infrastructure and transport networks are brought back into use as soon as practicable.
- Communities are fully involved in the recovery process and are able to take decisions on issues that affect them.
- Businesses have access to their premises and know how to access support available to them.
- Community resources and organisations are providing practical support as appropriate.
- Recovery is well co-ordinated between all responding organisations.

SECTION 4: CONTACT DIRECTORY
(to be reviewed annually)

Ward Councillors

Name	Address	Telephone	E-mail

<Please include in this section any additional contact details for volunteers,
community groups, flood wardens, etc.>

Organisation contact details

Fire Service, Police, Ambulance & Coastguard	999
Anglian Water	03457 145 145
East Riding of Yorkshire Council	01482 393939
Electricity Emergency Service & Supply Failure	105
Environment Agency Floodline	03459 88 11 88
Fire Service – non emergency	01482 565333
Gas Emergency Service & Gas Escapes	0800 111 999
Hull City Council	01482 300300
NHS – non emergency	111
North East Lincolnshire Council	01472 313131
North Lincolnshire Council	01724 297000
Police – non emergency	101
Severn Trent Water	0800 783 4444
Yorkshire Water	08451 24 24 24

MAP OF PARISH

PLAN PUBLICATION AND INFORMATION

Plan Publication

Electronic copies of this plan have been e-mailed to:

- [<heps@eastriding.gov.uk>](mailto:heps@eastriding.gov.uk)
- [<Insert Parish/Town Council name> Councillors](#)

The original electronic version of this plan is kept at:

- [<Insert location>](#)

Backup electronic versions of this plan are kept at:

- [<Insert location>](#)

Hard copies of this plan are kept at:

- [<Insert location>](#)

A web version of the plan **with the confidential information removed** has been posted on [<Parish/Town Council web address>](#) for public information.

Plan Maintenance

The plan should be reviewed every year at [<Insert month>](#) Parish Council Meetings. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc). [<Insert name>](#) will have responsibility for reviewing the emergency plan and should report back the Parish/Town Council meeting to confirm that a review has taken place.

Any updates to the plan, or lessons that have been learned from exercises, should be approved by at least two of the Parish Members before the plan is changed.

[<Insert name>](#) is responsible for providing an updated version of the plan to all those listed in Section I.

Plan Exercise and Review

This plan should be exercised <insert agreed frequency>. <Insert name> will have responsibility for arranging the exercise. An exercise guide and some potential scenarios are available at www.Letsgetready.org.uk, or by calling 01482 393051.

<Insert name> should make sure that all the people who are involved in the plan are aware of their role, and know that that they might be contacted during an emergency.

Data Protection

This plan will contain personal information once complete. Town and Parish Councils should follow their data protection procedures when completing, maintaining and storing this plan.

Community Emergency Plan for the Parish of <insert>

Level Three
Updated: <insert date last amended>

SECTION I: PLAN ACTIVATION

Activating the Plan

This plan should be activated when an incident occurs that requires a co-ordinated community response.

Any member of the Parish Council / Community Emergency Team may be notified of such an incident, often by the local authority or residents. They should contact one of the following people who have been authorised to activate the community emergency plan and lead the initial incident response:

-
-
-
-
-

Emergency Management Team

In the event of the plan being triggered the following Parish Councillors and members of the community have agreed to form part of the Emergency Management Team:

Name	Address	Telephone	E-mail

Member of Parish Council not on Community Emergency Team

Name	Address	Telephone	E-mail

SECTION 2: EMERGENCY TEAM ACTION CHECKLIST

<DELETE AS NECESSARY>

IN AN EMERGENCY DIAL 999. Follow the Emergency Services advice at all times, and always be aware of your own safety and the safety of those around you.

<There are specific initial actions to follow for incidents involving flooding and severe weather. If your community is at risk from either of these it could be beneficial to complete these sections within the plan. The level three plan template includes these sections. If you want to include these in your plan you can find the sections on www.letsgetready.org.uk/lets-get-ready-community/town-and-parish-council/ or contact HEPS on 01482 393051 to request a copy of the appropriate sections.>

- Gather as much information about the situation as possible - e.g.:
 - The location of the emergency.
 - Type of incident.
 - Number of people and/or properties involved.
 - The type of support that might be needed (e.g. moving items upstairs, providing immediate shelter, basic household tasks).
 - Tune into your local radio station for updates.
 - Make contact with the representatives of any responding organisations at the scene.
- Consider whether you can work effectively from your current location, or whether you need to move to an alternate location (see [Section 3](#)). Arrange for the Incident Room to be opened as appropriate.
- Notify the emergency team and request they meet at the nominated location (see [Section 1 & 3](#)) <and instigate the call cascade as necessary>
- If the emergency has the potential to be drawn out consider putting in place a rota for all the roles involved. It is important to make sure people don't over work themselves during an incident as this can easily happen.
- Use the standard agenda to run the meeting. Circulate the Response Aim and Objectives so people know what you are trying to achieve. (see [Section 6](#).)
- Decide which local resources should be mobilised initially to support the community. (see [Section 4](#)). You might want to give this task to one person within the emergency team to co-ordinate.
- <Notify the following, as appropriate:
 - Community Coordinators / Area Wardens
 - Flood Wardens
 - Ward Members
 - Neighbourhood Watch Groups
 - Any other Groups pre-agreed locally>(see [Sections 4, 7 and 9](#))

- If there is a representative from the Emergency Services, Council or other responder working in your community, please go and introduce yourself and tell them you have activated your community emergency plan.
- Consider asking for additional members of the community (volunteers) to help with the response, you may have pre-identified community coordinators already (see [Section 4](#)). You might want to give this task to one person within the emergency team to co-ordinate.

The type of support that would be welcomed changes from emergency to emergency but might include:

- Helping people move valuable and sentimental items upstairs.
 - Helping deploy any flood protection products they might have.
 - Providing some immediate shelter if people have had to leave their homes.
 - Looking after pets.
 - Providing lifts to family and friends.
 - Doing basic household tasks such as shopping.
- The Council may be sending update emails to the Emergency Team members. Agree who is going to keep checking the council email account and keep monitoring the Council's website.
 - Tell your community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected (see [Section 3](#)).
 - Help communicate any warning information messages, and recommend that people tune into the local radio station.
 - Keep the public message boards and any social media sites (Facebook, Twitter, etc.) used up to date with the latest information.
 - Decide whether you will offer residents a key number to contact during the emergency.
 - Establish contact with neighbouring Parish/Town Councils and ask for/offer support if appropriate (see [Section 7](#))
 - Ensure that any members of your community engaged in the response are not putting themselves at risk. Make sure they are acting lawfully (e.g. not speeding), carefully and are not carrying out tasks and activities that they are not qualified to do.
 - When the immediate risk of the emergency has passed consider what role the Parish Council can play in helping the community recovery. Continue the meetings of the Community Emergency Team, using the Recovery Aim and Objective (see [Section 6](#)).

<Add any additional key actions that you think are appropriate>

SECTION 3: PARISH RESOURCES

<DELETE AS NECESSARY>

Meeting Venue(s)

The Emergency Management Team will usually need to meet during an emergency and agree what is to be done. The following meeting locations have been identified:

Venue	How to access	Contact Details

Emergency Box location and contents

The Parish Council has prepared an emergency box to help the Emergency Management Team function in an emergency.

Location	Contents	How to Access	Contact Details
	<p>Useful items your box might include:</p> <ul style="list-style-type: none">• a copy of this plan.• a street map of the area.• Paper and pens.• the register of electors.• wind up/battery operated radio.• wind up/battery operated torch• wind up/ mobile phone charger.		

Emergency Equipment

The Parish Council has purchased equipment that may be of use during the response to an emergency.

Location	Summary of Contents	How to access	Contact Details

Community Emergency Shelter(s)

Sometimes people will need to evacuate their homes in an emergency. The following facilities have been identified where people can shelter for a few hours until they can return home or make alternative arrangements. **<Consider a mutual aid agreement with a neighbouring parish if you have no suitable facilities>**

Location	Capacity	How to Access	Contact Details

Emergency transport pick-up point(s)

If the local authority arranges transport to move people to larger emergency shelters, the following locations have been identified as particularly pick up points:

Location	Address, 6 figure grid reference or location description that can be provided to the Local Authority

Public Information

The Parish Council will provide regular updates to the public during an emergency, including passing on messages received by other organisations. The following information channels can be used.

Information Source	Who can access / update?	Contact Details
Parish Council Website <add address>		
Parish Council Facebook Page		
Parish Council Twitter		
Parish Council Noticeboards: Notice Board 1) <insert location> Notice Board 2) <insert noticeboard location>		
<Other>		
List any other known community social media pages not owned by the council that you may need to share information with or monitor.		

Defibrillator location(s)

The community's defibrillators can be found at these locations. Access to the defibrillator is usually given by the 999 operator following a 999 call, rather than being mobilised by the Community Emergency Team.

Location

Hard Standing / Car Parks etc

The following locations have been identified for the emergency services and other should they need to arrange for plant, vehicles or other resources to be delivered.

Location	Address, 6 figure grid reference or location description that can be provided to the Local Authority

SECTION 4: COMMUNITY RESOURCES

<DELETE AS NECESSARY>

Community Groups / Church Groups / Local Businesses / Sports Groups that have offered to help in an emergency

Group / Organisation / Business	Support Offered	Contact Details

Residents that have offered to help in an emergency

Name	Support Offered	Contact Details

SECTION 5: VULNERABLE PEOPLE

<DELETE AS NECESSARY>

Residents that might require assistance in an Emergency

The following people have asked if the Parish Council can contact them during an emergency to see if they need any particular assistance.

Name	Location	Contact details

Buildings / Businesses likely to shelter Vulnerable People in an Emergency

The following buildings / buildings shelter are known to shelter vulnerable people. They have their own emergency plan but the Parish Council may wish to check whether they need any assistance in an emergency.

Name	Location	Contact details

Community Coordinators / Area Wardens

Often a person is not vulnerable until they are affected by an emergency and it may be necessary to send people into an area to door knock, or simply to have a visible presence so that people can ask them for help. If this was required, members of the emergency team or other volunteers would act as Area Wardens and be asked to visit the areas below.

Area to be Covered	Name of Warden (leave blank if to be allocated at the time of the emergency)

SECTION 6: STANDARD MEETING AGENDA & AIM AND OBJECTIVES

Emergency Management Team

Initial Meeting Agenda

- 1) Introduction of Attendees
- 2) Nominate Chair of Emergency Management Team
- 3) Situation Report
- 4) Agree Aim and Objectives of Response
- 5) Actions Required to Meet Aim and Objectives
- 6) Time of Next Meeting

Emergency Management Team

Subsequent Meeting Agenda

- 1) Any Items Requiring Urgent Attention

BREAK OUT TIME TO ACTION URGENT ITEMS AS AGREED ABOVE

- 2) Update on Situation
- 3) Review Aim and Objectives
- 4) Review Outstanding Actions
- 5) Actions Required to Meet Aim and Objectives
- 6) Time of Next Meeting

Aim and Objectives of the Community's Emergency Response

Aim

To lessen the effects of the emergency

Objectives

- To work effectively with multi agency responders
- To use community resources to limit the impact of the emergency on
 - People
 - Property
 - Local Businesses
 - Environment
 - Heritage
- To help vulnerable members of the community
- To engage the resources available from our delivery partners, town and parish councils, the community and voluntary sector and businesses
- To provide residents with warnings and messages throughout the emergency
- To communicate effectively with all Parish Councillors and Ward Councillors during the emergency
- To ensure health and safety of Parish Council personnel and community responders
- To keep records of the actions taken and decision made during the emergency
- To support residents and businesses to recovery from the emergency

Aim and Objectives of the Community's Recovery Response

Aim

To help people help themselves to recover from an emergency

Objectives

- People:
 - are protected from immediate risks to health and safety and have access to appropriate shelter, basic resources and essential services.
 - feel that their home and property are safe and secure during recovery
 - have access to the information they need to make their own decisions about how they react to the situation
 - know how to access the services that are available to them.
- Essential services, infrastructure and transport networks are brought back into use as soon as practicable.
- Communities are fully involved in the recovery process and are able to take decisions on issues that affect them.
- Businesses have access to their premises and know how to access support available to them.
- Community resources and organisations are providing practical support as appropriate.
- Recovery is well co-ordinated between all responding organisations.

SECTION 7: CONTACT DIRECTORY

Ward Councillors

Name	Address	Telephone	E-mail

Neighbouring Town and Parish Councils

Name	Address	Telephone	E-mail

Organisation contact details

Fire Service, Police, Ambulance & Coastguard	999
Anglian Water	03457 145 145
East Riding of Yorkshire Council	01482 393939
Electricity Emergency Service & Supply Failure	105
Environment Agency Floodline	03459 88 11 88
Fire Service – non emergency	01482 565333
Gas Emergency Service & Gas Escapes	0800 111 999
Hull City Council	01482 300300
NHS – non emergency	111
North East Lincolnshire Council	01472 313131
North Lincolnshire Council	01724 297000
Police – non emergency	101
Severn Trent Water	0800 783 4444
Yorkshire Water	08451 24 24 24

Updated: <insert date>

SECTION 8: SNOW CLEARANCE PLAN
<DELETE AS NECESSARY>

Snow Clearance Table

<Complete the table below with any snow/ice specific information. Please delete any columns that you do not use>

Clearance Area (listed in Order	Area to Be Cleared	Provide more information on area to be cleared if appropriate	Equipment and People Required	Any known areas of Vulnerable People affected
1				
2				
3				
4				
5				

<Additional Actions to take when completing this section – please delete when considered and actioned or disregarded

- Add local farmers or contractors that might be willing to use snow ploughs to clear the roads to the Community Resources Section 4
- Add any volunteers that might help clear snow to the Community Resources Section 4 – e.g. local rugby club
- If you have bought any equipment to help clear snow – e.g. shovels, salt spreaders – add them to Parish Resources Section 3>

Sketch Map Showing Snow Clearing Locations

<If helpful, use this space to draw and sketch maps that might help describe the risk of flooding identified in the Snow Clearance Table. Delete the page if not required.>

General Advice on Clearing Snow

- The aim of the snow clearing is to make the situation better and safer when finished than it was before you started.
- It's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. So if possible, start removing the snow in the morning.
- When you're shovelling snow, make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides. Take care where you put it so it doesn't block paths or drains.
- Do not pile up snow where it will block or obstruct the footpath, access to property or road in any way. It may be necessary to remove any resulting accumulations of snow.
- Spread salt on the area you have cleared of snow to prevent the residual film icing over.
- Salt is very effective and requires only a small amount spread over a wide area to stop ice forming, all types of salt are effective for example dishwasher or even table salt works well when treating household paths and drives.
- If you have a pedestrian salt spreader, the following rates could be used:

Freezing conditions	10-20 g/m ²
Freezing conditions expected after rain	15-25 g/m ²
Freezing conditions and / or light snow expected	15-25 g/m ²
Continuous snow expected	20g/m ²
Ice Formed	10-25 g/m ²
Hard packed / snow ice	20-40 g/m ²
Snow cover exceeds 30mm	20-40 g/m ²

- Salt doesn't work instantly; it needs sufficient time to dissolve into the moisture on the ground. You can use rock salt, ordinary table or dishwasher salt - a tablespoon for each square meter you clear should work. If you don't have enough salt, you can also use a grit and salt mix. This is particularly helpful on snow that is starting to compress, as it helps to provide better grip under foot. Sand or ash can also be used for this.
- Avoid using hot water as it may freeze and make the situation more hazardous.

SECTION 9: FLOOD PLAN
<DELETE AS NECESSARY>

Flood Action Table

<Complete the table below with any flood specific information. Examples are provide, please delete any columns that you do not use >

Flood Area	Area at Flood Risk	Describe Flood Risk / Direction of Flood	Triggers for action	Action required during a flood	Equipment and People Required	Time Required	Any known areas of Vulnerable People affected
1	Area surrounding Wesley Culvert	In the past, water has backed up at the culvert and flowed downhill to flood properties on Church Street to a depth of about 3 foot.	When Flood Warning received for Wesley Culvert.	Use Mr Albarn's pump to help with flow Advise residents in Church Street to be prepared for flooding	Mr Albarn / pump 2 volunteers to door knock	2 hours to set up 30 mins to complete door knock	Numbers 3, 7 and 9.
2	Properties at Cross Street.	During heavy rainfall, this area is susceptible to surface water flooding.	When calls received from residents of Cross Street.	Limited options to prevent flooding. Door knock residents and advise to be prepared for flooding. Assist residents were possible. Open the Village Hall to provide shelter if required.	3 volunteers to door knock	30 mins to door knock.	None identified – Volunteers to check during door knock.

3								
4								
5								

<Additional Actions to take when completing this section – please delete when considered and actioned or disregarded

- Add any local farmers / contractors that might be willing to supply pumps and similar equipment to your local resources section
- If you have bought any community equipment to help with flooding– e.g. self-inflating sandbags, pumps etc, add them to Parish Resources Section 3>

Sketch Map Showing Locations at Risk of Flooding and the Flow Route

<Use this space to draw and sketch maps that might help describe the risk of flooding identified in the Flood Action Table. Delete the page if not required.>

Flooding Advice for Residents

If a flood is expected

- Move items upstairs or to a high place – particularly sentimental items that cannot be replaced such as photograph albums.
- Bring caged outdoor pets inside, move all pets with food, water, bedding and litter trays upstairs
- If you have time, move your car out of the flood risk area. Empty furniture drawers and cupboards. Place the contents and any furniture you can upstairs. Fasten plastic bags round the legs of wooden furniture to help minimise absorption of water
- Be prepared to turn off mains gas and electricity
- Be prepared to evacuate if necessary:
 - Grab 'Go bag' and check contents.
 - Turn off electricity, gas and water supplies and unplug appliances
 - Take their mobile phone and charger.
 - Take some spare clothes.
 - Take prescribed medication with them.
 - Take cash and credit cards.
 - Lock all doors and windows.
 - If they leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.
- Put plugs in sinks and weight them down to prevent backflow from the drains. Weigh down the loo seat too.

During a Flood

- Accidents happen in fast flowing flood water. Try to avoid contact with flood water. Do not drive through flood water and do not let children play in flood water. As well as the risk of disease, manhole covers may have dislodged under the pressure of floodwater creating a drowning risk.
- Stay safe, listen to the advice of the emergency services and evacuate when told to do so.
- Do not touch sources of electricity if you are standing in water.
- Always wash their hands/arms/legs after coming into contact with floodwater with hot water and soap.
- Keep contaminated footwear and clothing away from children

PLAN PUBLICATION AND INFORMATION

Plan Publication

Electronic copies of this plan have been e-mailed to:

- [<heps@eastriding.gov.uk>](mailto:heps@eastriding.gov.uk)
- [<Insert Parish/Town Council name> Councillors](#)

The original electronic version of this plan is kept at:

- [<Insert location>](#)

Backup electronic versions of this plan are kept at:

- [<Insert location>](#)

Hard copies of this plan are kept at:

- [<Insert location>](#)

A web version of the plan **with the confidential information removed** has been posted on [<Parish/Town Council web address>](#) for public information.

Plan Maintenance

The plan should be reviewed every year at [<Insert month>](#) Parish Council Meetings. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc). [<Insert name>](#) will have responsibility for reviewing the emergency plan and should report back the Parish/Town Council meeting to confirm that a review has taken place.

Any updates to the plan, or lessons that have been learned from exercises, should be approved by at least two of the Parish Members before the plan is changed.

[<Insert name>](#) is responsible for providing an updated version of the plan to all those listed in Section I.

Plan Exercise and Review

This plan should be exercised [<insert agreed frequency>](#). [<Insert name>](#) will have responsibility for arranging the exercise. An exercise guide and some potential scenarios are available at www.Letsgetready.org.uk, or by calling 01482 393051.

[<Insert name>](#) should make sure that all the people who are involved in the plan are aware of their role, and know that that they might be contacted during an emergency.

Data Protection

This plan will contain personal information once complete. Town and Parish Councils should follow their data protection procedures when completing, maintaining and storing this plan.