

# KESSINGLAND PARISH COUNCIL



## Minutes of the **Emergency Planning Committee** held at 10.30am on Wednesday 28<sup>th</sup> January 2026 in the Council Chamber, Marram Green

**Members present:** Cllrs S. James (Chair) & J. McLean, B. Nicholls & P. Slezacek  
**Other Cllrs in attendance:** None  
**Others present:** None  
**Clerk to the Meeting:** S. Hogg (Acting Clerk)

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1. **Chair's welcome**  
Cllr James welcomed attendees to the meeting and explained the meeting protocol.
2. **Election of Chair of Committee/Emergency Co-ordinator**  
Cllr Slezacek proposed that Cllr James is elected as Chair of this committee/ Emergency Co-ordinator. This was seconded by Cllr McLean with all in favour.
3. **Election of Vice-Chair/Deputy Emergency Co-ordinator**  
Cllr James proposed that Cllr Boyle is elected as Vice-Chair of this committee/ Deputy Emergency Co-ordinator. This was seconded by Cllr McLean with all in favour.
4. **Apologies for absence.**  
Apologies were received from Cllr Cook. Cllr McLean proposed acceptance of the apologies which were seconded by Cllr Nicholls with all in favour.
5. **Declarations of Interest.**  
To receive Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from Councillors on items on the Agenda and to note that there are no written requests for dispensations for Disclosable Pecuniary Interests.  
Dispensations have been granted to the following:
  - Cllr Green in respect of his role as District Councillor & Church Warden
  - Cllr McLean in respect of Kessingland CofE Primary Academy, Kessingland Sports & Social Club
  - Cllr Nicholls in respect of Kessingland Mens Shed
6. **Minutes of the previous meeting.**
  - 6.1 Cllr Nicholls proposed the minutes of the Emergency Planning Committee meeting that was held on 14<sup>th</sup> February 2024 be adopted as an accurate record of the meeting. This was seconded by Cllr Slezacek with all in favour.

7. Public participation.

None.

8. Emergency Plan

8.1 The committee discussed the current version of the Emergency Plan and it was noted that there are some amendments and updates required to the current information. The Acting Clerk will work with the Chair to implement these. An appeal will be put in the Village Newsletter for skilled members of the public, such as nurses, who would be willing to make themselves contactable and assist in an emergency should the need arise. The emergency boxes will be checked to make sure the equipment in them is in date and will be replenished as needed.

9. Date of next meeting.

The date of the next meeting is yet to be scheduled.

10. Items for the next agenda.

To note that items for the next agenda need to be with the Clerk the week before the next scheduled meeting, a date for this will follow.

11. Exclusion of the Press and Public

*That in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 (Sections 100 and 102), the public and press be excluded for the remaining items of business due to the confidential nature of the business to be transacted including contractual and personnel related matters.*

There are no items in this section of the agenda.

12. Close of Meeting

Meeting closed at 11.23am.

I certify that these are accurate minutes of the above meeting as approved at a meeting of the Events and Communications Committee held on the

Signed

Dated

Cllr S. James  
Chair, Emergency Planning Committee