Dear Ian,

The charity trustees (management committee) of Walton Village Hall charity are planning to amend the charity's governing document, namely the Conveyance and Trust Deed dated 28th March 1995, and request approval from Walton Parish Council for changes that relate to the Council.

The charity trustees agree amendment is necessary to ensure the charity's governing document is fit for purpose, in particular providing greater clarity and instruction regarding the distinct roles of the managing/charity trustees and the holding/custodian trustee(s); and to vest the charity property in the Official Custodian for Charities.

- S.177 of the Charities Act 2011 defines *"Charity Trustees"* as *"the persons having the general control and management of the administration of the charity".*
- S.4 ss2 b) of the Public Trustee Act 1906 says *"The management of the trust property and the exercise of any power or discretion exercisable by the trustees under the trust shall remain vested in the trustees other than the custodian trustee (which trustees are herein-after referred to as managing trustees)".*
- S.4 ss2 f) of the Public Trustee Act 1906 says *"The power of appointing new trustees, when exercisable by the trustees, shall be exercisable by the managing trustees alone…".*

The amendments will also provide greater clarity about the charity property by including detail of the 'Reading Room', omitted from the Conveyance dated 28th March 1995 which conveyed the 'Village Hall' property only. This was rectified via a Conveyance dated 16th January 2013 conveying the 'Reading Room' as if it had been included as part of the charity property in the 1995 Conveyance subject to and on the trusts contained in the 1995 Conveyance.

The Charity Commission approved ACRE model Village Hall Trust Deed has been used to draft the amendments. Charity Commission approval will also be obtained for regulated changes.

The charity trustees request Walton Parish Council's written approval for amendments to:

- Replace Clause 3, regarding appointment of the management committee, with provisions in the new Clause 5 'The Management Committee'. This is in line with the usual practice for village hall charities where committee members are: elected by inhabitants of the area of benefit at the AGM; appointed by appointing user bodies; and co-opted by the committee.
- Replace Clause 15, regarding the minute book and books of account, with the new Clause 11 'Recording of Meetings' and Clause 13 'Accounts', removing the requirement to provide copies to the Council. Note: charity accounts and annual report are publicly available on request.
- Replace Clause 16, regarding mortgage or otherwise obtaining advances on the security of the charity property, with provisions in the sub clause 4.5 under new Clause 4 'Powers of the management committee', removing requirement for the Council's consent.
- Amend Clause 17, regarding disposal of Trust Property (now Clause 19 'Disposal of Trust Property'), to clarify this is a decision for the charity trustees (management committee).

- Amend Clause 18, regarding altering rules (now Clause 18 'Rules') removing the Council's involvement in the event of a tied vote. Note: the new sub clauses 10.7 and 12.9 provide for the chairperson to have a casting vote if there is a tied vote, at management committee meetings and the AGM respectively.

New clauses referred to above:

5. The management committee

5.1 The members of the management committee described in Clause 2.1 shall hold office until the end of the first annual general meeting of the Charity after the resolution dated [insert date].

5.2 Subject to Clause 5.1, the management committee shall consist of:

5.2.1 up to [ ] elected members

5.2.2 up to [ ] appointed members and may include

5.2.3 up to [ ] co-opted members.

All such members of the management committee are charity trustees for the purposes of charity law.

Elected members

5.3 The elected members must be elected at an annual general meeting or a special general meeting convened in the circumstances described in Clause 7.3.

Appointed members

5.4 The management committee shall maintain a list of user bodies that they consider to be supportive of the Charity's Objects and which have indicated a wish to appoint a member of the management committee. Each listed user body shall have the right to appoint one committee member. Any such appointment must be made according to the ordinary practice of the appointing body and must be notified in writing to the secretary.

5.4.1 Where any application for the right to appoint a committee member is received from any existing or newly-formed body operating in the area of benefit, the committee may, with the approval of not less than two-thirds of all the committee members, add such body to the list of user bodies and allow such body to appoint a committee member.

5.4.2 The management committee may, with the approval of (a) the body concerned and (b) not less than two-thirds of all committee members, remove a body from such list of user bodies.

5.4.3 A minute of the relevant resolution, authenticated by the chairperson, should be (a) placed with the governing documents and (b) kept with the management committee's working papers.

5.4.4 The appointment will be effective from the date on which the secretary is informed of the appointment.

Co-opted members

5.5 Co-opted members must be appointed at a duly constituted meeting of the management committee.

Term of office

5.6 Subject to Clauses 5.7 and 5.8, the period of office of members of the management committee starts:

5.6.1 in the case of elected members, at the end of the annual general meeting at which they are elected

5.6.2 in the case of appointed members appointed at the annual general meeting in any year, at the end of that meeting or, in the case of an appointed member appointed after such annual general meeting, or to fill a casual vacancy, on the day on which notification of his appointment is received by the secretary

5.6.3 in the case of co-opted members, from the date of their co-option.

5.7 All members of the management committee retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or reappointed.

Casual vacancies

5.8 In the event of a casual vacancy, the management committee must minute it at their next meeting and, if in the office of an appointed member, notify as soon as possible the proper appointing body who may on such notice appoint an alternative member to represent them. A casual vacancy in the office of an elected member may be filled by the management committee. The period of office of a member elected to fill a casual vacancy starts at the end of the meeting of the management committee at which he or she was so elected.

New members

5.9 The management committee must give each new member on their first appointment a copy of this Governing Document and any amendments made to it, and a copy of the Charity's latest report and statement of accounts.

Register of members

5.10 The management committee must keep a register of the name and address of every member of the management committee and the dates on which their terms of office begin and end.

---

11. Recording of meetings

The management committee must keep proper minutes of its meetings. The minute book must be available for inspection upon reasonable request by any member of the management committee. The minute book must be retained by:

11.1 the secretary or

11.2 another suitable person appointed by the management committee to do so.

---

13. Accounts

The management committee must comply with their obligations under the Charities Act 2011 with regard to:

13.1 the keeping of accounting records for the Charity

13.2 the preparation of annual statements of account for the Charity

13.3 the auditing or independent examination of the statements of account for the Charity and

13.4 the transmission of the statements of account of the Charity to the Charity Commission.

---

4. Powers of the management committee

The management committee has the following powers, which may be exercised only in promoting the Objects:…

…4.5 to borrow money by mortgage or otherwise or to seek grant aid as may be required for maintaining, extending or improving the Property or any part thereof or erecting any building thereon or for any work carried on therein and to charge the whole or any part of the Property and the trust fund with repayment of the money so borrowed or granted (but only in accordance with the restrictions imposed by the Charities Act 2011)

---

18. Rules

Within the limits prescribed by this Governing Document the management committee may from time to time make and alter rules for the management of the Charity and in particular with reference to:

18.1 the terms and conditions upon which the Property or any part of the trust fund may be used by persons or bodies other than the management committee for the purposes specified in this Governing Document and the sum (if any) to be paid for such use

18.2 the deposit of money at a proper bank or building society and the safe custody of documents

18.3 the appointment of an auditor or an independent examiner

18.4 the engagement or dismissal of such officers, servants and agents as the management committee may consider necessary and the payment of such persons (not being members of the management committee)

18.5 the summoning and conduct of meetings.

---

19. Disposal of Trust Property

If the management committee decides at any time that on the ground of expense or otherwise it is necessary or advisable to discontinue the use of the property in whole or in part for the purposes stated herein it shall call a meeting of the inhabitants of the age of 18 years or upwards of the area of benefit of which meeting not less than 14 days notice (stating the terms of the resolution that will be proposed there at) shall be posted in a conspicuous place or places on the property and advertised in a newspaper circulating in the area of benefit and if such decision shall be confirmed by three quarters of such inhabitants present and voting at such meeting the management committee may with the consent of the Charity Commission let or sell the Village Hall for any part thereof. All monies arising from such letting or sale (after the satisfaction of any liabilities properly payable there out) shall with such consent as aforesaid be applied either in the purchase of other property approved by the management committee and to be held upon the trusts for the purposes and subject to the provisions hereinbefore set forth (including those power) or as near thereto as circumstances shall permit or towards such other charitable purposes or objects for the benefit of the inhabitants of the area of benefit as maybe approved by the Charity Commission and meanwhile such monies shall be invested and any income arising therefrom shall either be accumulated (for such time as maybe allowed by law) by investing the same and the resulting income thereof in like manner as an addition to and to be applied as capital of such investments or shall be used in furthering the purposes specified in this deed."

I am attaching copies of the original Conveyance and Trust Deeds for reference. I would be grateful if this matter could be added to the agenda for the forthcoming Parish Council Meeting on the 10th November.

Best Regards

William Weaver
Chair Village Hall Management Committee

Dated 28 March 1995

The Reverend Canon Kenneth Harper

Mr Robert William Graham and

Mr Alan Forster Armstrong

and

Parish Council of Walton

Conveyance

of

The Village Hall, Parish of Walton in

the County of Cumbria

Burnetts

Carlisle

This conveyance is made the twenty eighth day of March 1995 between the Reverend Cannon Kenneth Harper of Rose Cottage, Rockcliffe, Cumbria, Robert William Graham of Thomas Dean, Solmain, Walton, Cumbria Alan Forster Armstrong of Townhead Farm, Walton Cumbria being the present Trustees of the Walton Village Hall (hereinafter called "the Trustees") of the one part and the PARISH COUNCIL OF WALTON in the County of Cumbria (hereinafter called "the Council") of the other part

WHEREAS

1. By a Conveyance (hereinafter called "the Conveyance") dated the 31st day of August 1973 and made between Peter David Johnson of the one part and the Trustees and Thomas William Wilkinson of the other part all that piece of land hall and premises known as and occupied as the Village Hall (formerly the Parish School) in the Parish of Walton in the County of Cumbria and more particularly described in and delineated on the plan attached to the Conveyance (hereinafter called "the Village Hall") was conveyed to the Trustees and Thomas William Wilkinson in fee simple upon the trusts then applicable thereto.
2. Thomas William Wilkinson died on the 31st day of December 1985.
3. The Trustees desire to vest the Village Hall in the Council.

NOW THIS CONVEYANCE WITNESSES as follows

1. The Trustees as Trustees HEREBY CONVEY unto the Council ALL THAT the before mentioned property comprised in the Conveyance being the Village Hall TO HOLD the same unto the Council in fee simple upon the trusts and subject to the powers and provisions set out in the Schedule hereto.

IN WITNESS whereof the Trustees have hereunto set their hands and John Brian Hogg and John Robinson two members of the Council have pursuant to a resolution of the Council passed on the 14th day of June 1993 hereunto set their hands the day and year first before written.

1. (a) The Village Hall shall be held upon trust for the purposes of a Village Hall for the use of the inhabitants of the Parish of Walton in the County of Cumbria (hereinafter called "the area of benefit") without distinction of political religious or other opinions including use for meetings lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life of the said inhabitants.

   (b) The Village Hall shall be administered in conformity with the provision of this deed by the committee of management hereinafter constituted (hereinafter called "the Committee) who shall be the charity trustees within the meaning of Section 46 of the Charities Act 1960.
2. The Parish Council of Walton shall be the custodian trustee of the Village Hall and the provisions of Subsection (2) of Section 4 of the Public Trustee Act 1906 shall apply to the said Council and to the Committee respectively in like manner as they apply to the Public Trustee and Managing Trustees.
3. (a)Except as hereinafter in this clause provided the Committee shall consist of a Chairman a Secretary a Treasurer and two other members to be appointed by the Council annually, the first Committee to take

office on the date of this deed and each subsequent Committee to take office at each anniversary hereafter of the date of this deed.

(b) All members of the Committee shall retire from office after 12 months in office or at next anniversary of the date of this deed after appointment whichever shall first occur but any member may be re-appointed by the Council.

(c) A casual vacancy on the Committee may be filled by the Committee.

(d) The constitution of the Committee as herein before provided may be altered from time to time by a resolution of the Council.

4. The proceedings of the Committee shall not be invalidated by any failure to appoint or any defect in the appointment election or qualification of any member.
5. No person shall be entitled to act as a member of the Committee until after signing in the minute book of the Committee a declaration of acceptance and of willingness to act in the trusts of this deed.
6. No member of the Committee shall take or hold any interest in any property otherwise than as Trustee for the purposes hereof or receive any remuneration or be interested in the supply of work or goods at the cost of the Village Hall save that any member of the Committee may be remunerated for the supply of work or goods provided either:

   (a) The amount paid does not exceed £500.00

   or

   (b) (i) The Committee has invited tenders for the supply of work or goods by advertisement in a newspaper circulating in the area of benefit and

   (ii) The said member has tendered in response to the said advertisement and

   (iii) All the members of the Committee have resolved unanimously to accept the said members tender he being ineligible to vote on the resolution or to take any part in the discussions leading to the vote on that resolution.
7. Any member of the Committee who is adjudged bankrupt or who makes a composition or arrangement with his creditors or who is incapacitated from acting or who communicates in writing to the Committee his wish to resign shall thereupon cease to be a member.
8. The Committee shall hold at least two ordinary meetings in each year but a special meeting may be summoned at any time by the chairman or any two members upon seven clear days notice being given to all other members of the matters to be discussed.
9. Unless otherwise provided herein every matter shall be determined by a majority of members of the Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.
10. (a) There shall be an annual general meeting in connection with the Village Hall which shall be held in the month of May in each year or as soon as practicable thereafter.

    (b)All inhabitants of the area of benefit of 18 years of age and upwards shall be entitled to attend and vote at the general meeting.

(c) Public notice of every annual general meeting shall be given in the area of benefit at least 14 days before the date thereof by affixing a notice to some conspicuous part of the Village Hall or other conspicuous place in the area of benefit and by such other means as the conveners think fit.

(d) The Committee shall present to each annual general meeting the report and accounts of the Village Hall for the preceding year.

11. The Committee shall cause all the buildings and other property chattels and assets of the Village Hall at all times to be kept in good repair and sufficiently insured against fire theft public liability and other reasonably insurable risks.

12. After satisfying its obligations under the preceding clause the committee shall as and when it thinks fit apply the net yearly income of the Village Hall for the purposes of the Village Hall.

13. Any sum of cash at any time belonging to the Village Hall and not needed as a balance for working purposes shall be invested.

14. The Committee may receive any additional donations or endowments for the general purposes of the Village Hall and it may also accept donations or endowments for any special objects connected with the Village Hall not inconsistent with the provisions of this deed.

15. The committee shall provide and keep a minute book and books of account and copies thereof shall be sent to the Council.

16. The Committee may with the consent of the Council from time to time by mortgage or otherwise obtain such advances on the security of the Village Hall or any part thereof as maybe required for maintaining extending or improving the same or any part thereof or erecting any building thereon or for the work carried out therein and may continue or may repay in whole or any part from time to time any existing mortgage or charge on the Village Hall.

17. If the Council decides at any time that on the ground of expense or otherwise it is necessary or advisable to discontinue the use of the Village Hall in whole or in part for the purposes stated herein it shall call a meeting of the inhabitants of the age of 18 years or upwards of the area of benefit of which meeting not less than 14 days notice (stating the terms of the resolution that will be proposed thereat) shall be posted in a conspicuous place or places on the Village Hall and advertised in a newspaper circulating in the area of benefit and if such decision shall be confirmed by three quarters of such inhabitants present and voting at such meeting the Council may with the consent of the Charity Commissioners or the Secretary of State let or sell the Village Hall or any part thereof. All monies arising from such letting or sale (after the satisfaction of any liabilities properly payable there out) shall with such consent as aforesaid be applied either in the purchase of other property approved by the Council and to be held upon the trusts for the purposes and subject to the provisions hereinbefore set forth (including this power) or as near thereto as circumstances shall permit or towards such other charitable purposes or objects for the benefit of the inhabitants of the area of benefit as maybe approved by the Charity Commissioners or the Secretary of State and meanwhile such monies shall be invested and any income arising therefrom shall either be accumulated (for such time as maybe allowed by law) by investing the same and the resulting income thereof in like manner as an

addition to and to be applied as capital of such investments or shall be used in furthering the purposes specified in this deed.

18. Within the limits prescribed by this deed the Committee may from time to time make and alter rules for the management of the Village Hall and in particular with reference to

    (a) The terms and conditions upon which the Village Hall maybe used by persons or bodies other than the Committee for the purposes specified in this deed and the sum (if any) to be paid for such use

    (b) The deposit of monies at a proper Bank or Building Society and the safe custody of documents

    (c) The appointment of an auditor

    (d) The engagement and dismissal of such other officers servants and agents as the Committee may consider necessary and the payment of such persons (not being members of the Committee)

    (e) The summoning and conduct of meetings including the number of members who shall form a quorum thereat provided that at meetings of the Committee the quorum shall not be less than three

    Provided that any decision concerning the rules which is not a unanimous decision of all members of the Committee shall be referred to the Council for approval by the Council and the decision shall be ineffective until approved.

SIGNED AS A DEED by KENNETH HARPER

SIGNED AS A DEED by ROBERT WILLIAM GRAHAM

SIGNED AS A DEED by ALAN FORSTER ARMSTRONG

SIGNED AS A DEED by JOHN BRIAN HOGG

SIGNED AS A DEED by JOHN ROBINSON

DATED 16 January 2013

ROBERT WILLIAM GRAHAM and ALAN FORSTER ARMSTRONG (1)

and

PARISH COUNCIL OF WALTON (2)

CONVEYANCE

of

The Reading Room, Parish of Walton,

in the County of Cumbria

Burnetts

It's not just business, it's personal

MONTGOMERY WAY
ROSEHILL
CARLISLE
CA1 2RW

THIS CONVEYANCE is made the 16 day of JANUARY 2013

BETWEEN ROBERT WILLIAM GRAHAM of Thomasdene, Walton, Brampton, Cumbria and **ALAN FORSTER ARMSTRONG** of Town Head Farm, Walton, Brampton, Cumbria being the present Trustees of the Walton Village Hall ('the Trustees') (1) and the **PARISH COUNCIL OF WALTON** of Walton, Brampton, Cumbria ('the Council') (2)

WHEREAS

1. By a Conveyance dated 3rd August 1973 made between Peter David Johnson (1) the Reverend Canon Kenneth Harper, Thomas William Wilkinson, Robert William Graham, and Alan Forster Armstrong (2) ('the First Conveyance') **ALL THAT** piece of land, hall and premises known and occupied as the Village Hall (formerly the Parish School) in the Parish of Walton, Cumbria and more particularly described and delineated on the plan attached to the First Conveyance and shown coloured green and cross-hatched black on the plan now attached hereto ('the Village Hall') was conveyed to the Trustees in fee simple upon the trusts then applicable thereto

3. By a Conveyance dated 2 November 1973 made between Peter Davidson Johnson (1) the Reverend Canon Kenneth Harper, Thomas William Wilkinson, Robert William Graham, and Alan Forster Armstrong (2) ('the Second Conveyance') **ALL THAT** piece of land, hall and premises known and occupied as the Reading Room in the Parish of Walton, Cumbria and more particularly described and delineated on the plan attached to the Second Conveyance and shown coloured green and hatched black on the plan now attached hereto ('the Building') was conveyed to the Trustees in fee simple upon the trusts then applicable thereto

2. Thomas William Wilkinson died on the 31st day of December 1985.

3. By a Conveyance dated 28 March 1995 made between the Reverend Canon Kenneth Harper, Thomas William Wilkinson, Robert William Graham and Alan Forster Armstrong (1) and the Parish Council of Walton, Walton, Brampton, Cumbria (2) ('the 1995 Conveyance') **ALL THAT** the Village Hall was conveyed to the Council in fee simple upon the trusts and subject to the powers and provisions set out in the Schedule thereto

4. Reverend Canon Kenneth Harper died on the 16th day of January 1999.

5. The Building having not been included within the 1995 Conveyance, but having since that date been treated as if it had been comprised in the 1995 Conveyance, the Trustees now desire to vest the Building in the Council upon the trusts of the 1995 Conveyance.

NOW THIS CONVEYANCE WITNESSETH as follows:-

1. The Trustees hereby convey unto the Council **ALL THAT** the Building **TO HOLD** the same unto the Council in fee simple upon the trusts as if it had been included as part of the Village Hall in the 1995 Conveyance subject to and on the trusts contained in the 1995 Conveyance.

IN WITNESS whereof the Trustees have executed this Deed and John Antony Evans and Simon John Gillespie Wood two members of the Council have pursuant to a resolution of the Council passed on the 10th day of September 2012 hereunto executed this deed the day and year first above written.

SIGNED as Deed
by **ROBERT WILLIAM GRAHAM** in the presence
of:- Robert William Graham
Witness Signature: Howard Graham
Name: HOWARD GRAHAM
Address: HOLME HOUSE
WALTON
BRAMPTON CA8 2EA
Occupation: FARMER.

SIGNED as Deed
by **ALAN FORSTER ARMSTRONG** in the presence
of:- ALAN FORSTER ARMSTRONG
A F Armstrong
Witness Signature: B Davidson
Name: BRIAN DAVIDSON
Address: HAZELWOOD
WALTON.
BRAMPTON CA8 2DH
Occupation: RETIRED

SIGNED as a Deed

By JOHN ANTONY EVANS

in the presence of:-

Witness Signature .....

Name J. KYLE

Address HILL HOUSE

WALTON

BRAMPTON

Occupation ... FARMER

SIGNED as a Deed

By SIMON JOHN GILLESPIE WOOD

in the presence of:-

Witness Signature .....

Name J. KYLE

Address HILL HOUSE

WALTON

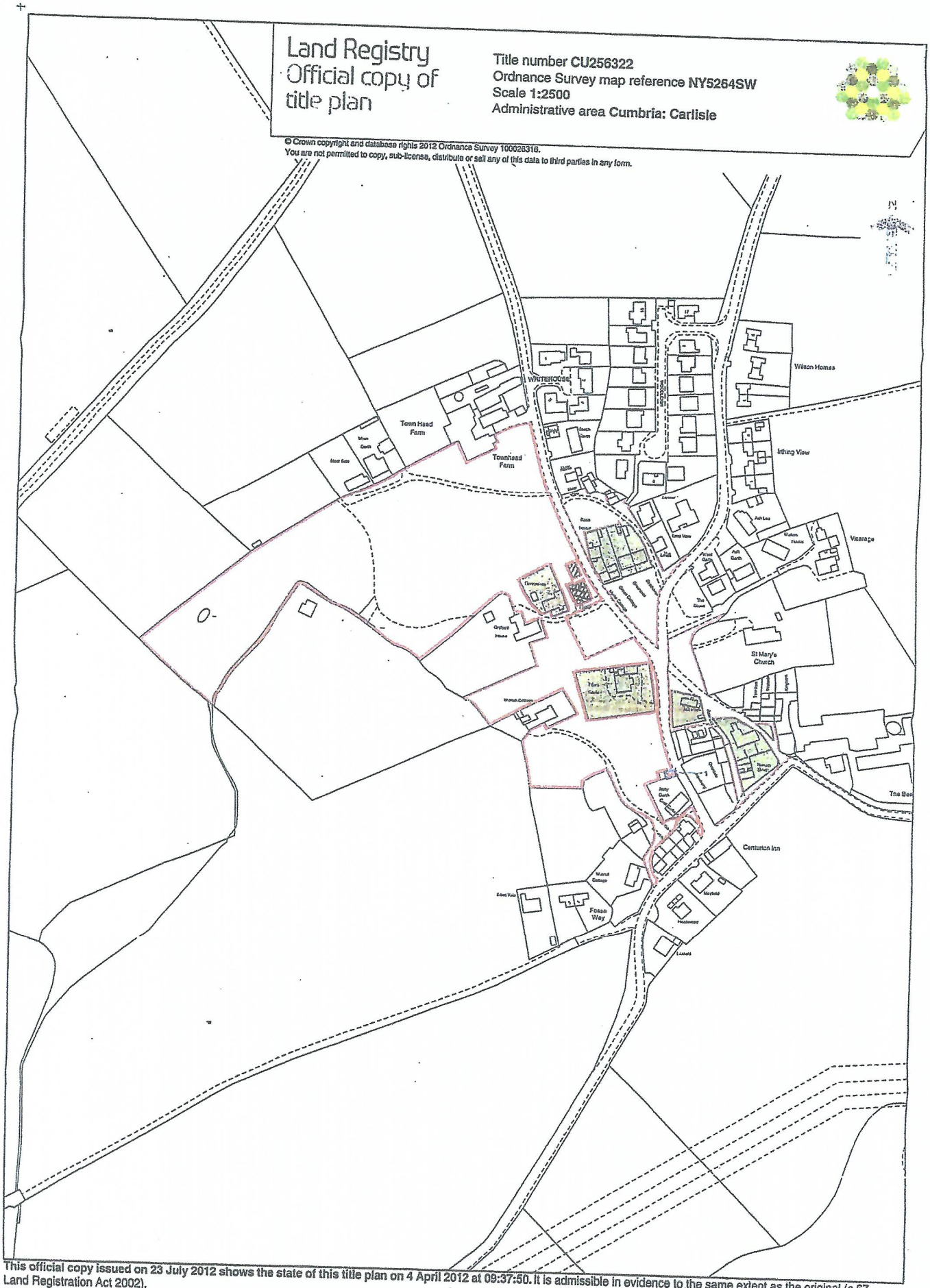
BRAMPTON

Occupation ... FARMER

Land Registry Official copy of title plan

Title number **CU256322**
Ordnance Survey map reference **NY5264SW**
Scale **1:2500**
Administrative area **Cumbria: Carlisle**

© Crown copyright and database rights 2012 Ordnance Survey 100026316.
You are not permitted to copy, sub-license, distribute or sell any of this data to third parties in any form.



This official copy issued on 23 July 2012 shows the state of this title plan on 4 April 2012 at 09:37:50. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002).
This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground. See Land Registry Public Guide 19 - Title Plans and Boundaries.
This title is dealt with by Land Registry, Durham Office.

"How would my community survive in an emergency situation?"

"Work together, support each other and become better prepared."

Community Emergency Planning

Guidance



ACTion with communities in cumbria

Cumbria PREPARED

ACTion with communities in cumbria

Community Emergency Planning

- **How would your community manage in an emergency situation - power outage or becoming isolated due to severe weather, for example?**
- **The Emergency services' ability to respond locally could be delayed, due to pressure of demand. In this type of situation, self help could be advantageous.**
- **A Community which works together, supports each other can be both better prepared and better able to respond.**

What is a Community Emergency Plan?

- It is written by a community for that community. People come together, discuss what their local risks or emergency situation could be.
- The plan identifies key local contacts, including designating someone to be a lead contact with the emergency services and local authority.
- It can also identify potential local resources which could be utilised in an emergency and may establish a local "hub", or village hall where community members can safely go.

Overall, to identify how best to do the following: Prepare for, Respond to, and Recover from an emergency situation.

It is not the role of the community to take on the responsibilities of emergency services, e.g. to save life, or to take risks themselves... but it is an opportunity to support each other until outside help arrives.

Why have a Plan?

- To inform people in advance, in order to prepare for and minimise risk.
- To raise awareness of those who might be at greater risk, or need additional support.
- For inclusivity and belonging, people on the ground know their community best.
- Helps the community to cope early on, if authorities and emergency services are not immediately available.
- To enhance communication all round.
- To facilitate a local response and engage with statutory authorities.

Work together and consider the following:

- What are the potential emergencies?
- What might be impacted? How could your Community respond?

Write a Plan Down, consider the following:

- What might trigger the plan's use? Who decides and lets others know?
- Outline details of actions in your Plan

Be prepared

- Ensure local residents and relevant agencies know of the Plan.
- Test the Plan, record review dates and update it to keep it relevant!

Community Members are best placed to utilise their local geographical knowledge, understanding of resources and initiate support in situ when an incident occurs.

People from elsewhere, drafted in to assist, may have limited knowledge of the locality. Local. A Plan with a local map can assist people with directions and overall save time.

The Process of developing a Plan

Get together

A small group is needed to produce the Plan and often forms the basis of the Community Response Group (CRG) to coordinate delivery.

Approach local authorities, emergency services, and other relevant agencies, to make them aware that you are doing a Plan, and to ask how they can assist you.

Take stock

Identify potential emergencies, the impacts on the community, and what actions can be taken. Consider whether these are general enough to be applied to other emergency situations.

Talk to residents and businesses to identify what resources may be available to assist in an emergency e.g. communications, skills, facilities, equipment and willing volunteers.

What happened during any previous emergencies that your community may have experienced? Where there any lessons learned and can you use those to aid your preparedness and response to any future incidents?

Is there an appropriate 'Place of Safety', such as the village hall or local pub, which could provide shelter, a coordination point and access to information or supplies?

Consider who might be at greater risk, harder to contact; or less able to respond to and act on information received in an emergency.

Write down your plan

A Community Emergency Plan template may help you.

Consider the triggers which would prompt you to activate your Plan e.g. flood / severe weather warning; power cut in cold conditions.

Communication is vital, if possible have more than one way to contact people and consider what you would do if phone lines are down.

Assess the risks

Carry out a simple risk assessment for the actions in your Plan and consider whether any training or protective clothing etc. is needed. An template risk assessment may help you.

Let people know

The Plan itself will contain personal contact details and may not be appropriate to make publicly available. However, it is important that everyone knows about the Plan and what it means for them.

An unrestricted copy of your Plan should be sent to: crf.secretariat@cumbria.gov.uk
For input into the secure Resilience Direct system, which is used by emergency services and authorities.

Test it & review

Test your Plan against different scenarios, if possible involving relevant agencies. Keep details up to date and review it annually.

A simple Plan includes:

- 'Community Response Group' contacts.
- Triggers to activate the Plan.
- Possible emergencies, impacts and actions.
- Community resources: names, contact details, and how they could help.
- Key contacts: authorities, emergency services
- Plan to review and update

For more information please contact ACTion with Communities in Cumbria, Tel: 01768 425666 or visit our website: www.cumbriaaction.org.uk

ACT champions community and rural issues

ACTion with Communities in Cumbria, Room 11, Redhills House, Redhills Business Park, Penrith, CA11 0DT
Tel: 01768 425666 | www.cumbriaaction.org.uk | info@cumbriaaction.org.uk
Registered in England as Voluntary Action Cumbria | Charity Number 1080875 | Company Number 3957858

©ACT 2018. This publication may be reproduced free of charge in any format or medium provided that it is reproduced accurately and not used in a misleading context. The material must be acknowledged as ACTion with Communities in Cumbria copyright and the title of the publication specified.

ACTion with Communities in Cumbria

Community Emergency Planning Having the Conversation

Community Emergency Plans can help to minimise the impact of an emergency and help communities to recover more quickly. For many communities however, the prospect of writing a Plan and getting involved in an emergency situation can be a daunting one.

This guidance is aimed at communities considering how they can work together, and better support each other through difficult times. It aims to highlight how useful it can be to have 'had the conversation' even if you decide not to go on to write a detailed Community Emergency Plan.

Inconvenience or Emergency?

An inconvenience for one person could be a potential emergency for another. It doesn't have to be a 'blue light response' situation.

For example, being without power or water for an extended period of time could cause significant upset and health risks for more vulnerable residents.

Being stuck at home due to poor weather can mean residents are unable to collect prescriptions or shop for food. Extreme temperatures, such as freezing conditions or a heat wave, also pose significant health risks.

People can be more vulnerable at different times in their lives: e.g. a parent home alone with a new born baby; an elderly resident with a chronic health condition or anyone who is affected by sickness or injury.

Community Conversations

Coffee mornings or other events are a great opportunity for local people to discuss their experiences.

There will have been incidents in the past which the community responded to by working together and looking out for their neighbours. Learning more about them can help you to identify potential risks and positive actions that will help in the future.

There's no need to be too formal about it, simply ask people to talk and share their experiences of the last time the area was challenged by heavy snow, or a power cut etc.

Keep it relaxed and encourage everyone to speak who wants to. Ask a volunteer to take some notes so you have a record of what people said.

Community Conversations

- Have informal discussions and share stories
- Make the most of local coffee mornings and other existing community 'get togethers'
- Make a note of the key points

Parish / Town Council Conversations

- Discuss information from community conversations
- Invite Community Support Officers, Neighbourhood Watch, local First Responder etc.
- Consider writing a Community Emergency Plan

Help residents be better prepared

- Encourage individual households and businesses to be better prepared for emergencies
- Share guidance from local authorities, environment agency etc.
- Use existing communications (newsletters, social media, websites, meetings etc.

Handouts on the table or an introduction from a volunteer 'conversation starter' can act as a prompt and keep conversations on track:

Q: Can you remember the last time people in the village were:

- 'Snowed in'
- Without power
- Without water
- Without communications
- Stuck because of icy conditions
- Flooded
- Affected by extreme weather
- Affected by an emergency situation

Q: Were some people more affected than others?

Q: What did people do to help themselves and others?

Q: What happened?

Parish Council Conversation

Parish/Town Councils or other community groups e.g. Neighbourhood Watch, can have similar discussions. They may be the ones to initiate wider community conversations.

Discuss the information gathered from the community conversations, and use the Community Emergency Planning guidance available, to decide whether to write a Plan.

Could a more coordinated community response better support those who need it most? Simple, practical steps such as a telephone tree system to check if residents are okay and provide information; collecting prescriptions; delivering emergency supplies or a hot meal, could make a real difference.

Consider whether the community could have a role to play in the event of a 'blue light response' from the emergency services. This could be providing local knowledge, aid local communications or open a community venue as a place of safety and coordination point.

Invite your Police Community Support Officer, Neighbourhood Watch representative, First Responder, or representatives of other key groups to feed into the discussions.

Encourage Resilient Households

Whether you decide to go on to prepare a Community Emergency Plan or not, you can encourage individual households to be better prepared and encourage them to produce a household emergency plan.

The Priority Services Register (PSR) is a free service which enables utility providers to look after customers who have extra communication, access or safety needs when there's an interruption to electricity, gas or water supply. Visit: www.thepsr.co.uk/

Remember to keep it simple - use guidance from local authorities and agencies e.g. Environment Agency, and existing local communications such as newsletters, notice boards, community website, events and meetings.

Contacts & Additional Resources

Further Community Emergency Planning guidance (including templates) are available on the ACT website: https://www.cumbriaaction.org.uk

For a wide variety of resources to support communities, businesses and individuals to plan for emergencies, visit: https://cumbriaprepared.org.uk

For more information please contact ACTion with Communities in Cumbria on Tel: 01768 425666 or visit our website: www.cumbriaaction.org.uk

ACT champions community and rural issues

ACTion with Communities in Cumbria
Registered in England as Voluntary Action Cumbria
Charity Registration Number 1080875. Company Number 3957858
©ACT 2015 This publication may be reproduced free of charge in any format or medium provided that it is reproduced accurately and not used in a misleading context. The material must be acknowledged as ACTion with Communities in Cumbria copyright and the title of the publication specified.

ACTion with Communities in Cumbria

ACTion with Communities in Cumbria

Improving Community Resilience:
A guide for Parish / Town Councils

Resilience is the ability to face challenges and recover from them quickly. Parish and Town Councils can have a key role in helping communities to be more resilient, whether this is about local people being better able to respond to and recover from an emergency, or support each other in difficult times.

This guidance is aimed at local councils considering how to encourage and support community resilience, and suggests a range of practical measures which ACT can help you with.

It's not all about writing a Plan!

Writing a Community Emergency Plan is a great way to be prepared and more resilient, but it's not the only option. We hope the following examples will help you to consider what would work best in your community. Some are quick and easy, others take more planning and consideration, but there will be something you can do.

Get it on the agenda

Discuss your community's resilience as a council. Consider what your role could be in supporting, encouraging, and promoting existing resilience measures, and whether new approaches could also be useful.

ACT can help with these discussions and you could also invite your Community Support Officer, Neighbourhood Watch representative, First Responder, or other key groups.

Review existing networks

The council clerk is often the first point of contact for local authorities looking to make contact with a community in an emergency. Consider what this might mean for your parish.

- What if your clerk is not available or doesn't live locally?
- What contacts with the wider community do they have which could help to provide updates on the situation e.g. snow / water blocked roads; residents who may need extra help; volunteers who could provide assistance?
- What formal / informal communication networks are there locally which could be useful in an emergency?

Provide seasonal information

Include seasonal information in your local newsletter, website and on social media, such as what to do in the event of heavy snowfall or a heatwave. Reminders about ordering oil, stocking up on supplies, checking flood protection etc. are also useful, particularly for newcomers preparing for their first winter.

You don't need to be the experts, use information from trusted sources such as your local authority, Cumbria Prepared or Age UK.

Encourage individual resilience

Encourage households and businesses to be prepared and plan what they would do in an emergency.

Local businesses may already have business continuity plans but could they also play a part in supporting the wider community?

If you're in an area where there are holiday homes and accommodation, consider how information is shared with tourists and holiday makers and how they will know what to do during an emergency.

Promote existing services

Many people may not be aware of free services already available to them, which they could sign up for. ACT can help you find out more about:

- Priority Service Registers - provided by energy suppliers and operators. Eligible residents receive priority support in an emergency, plus other services.
- MET Office Severe Weather Warnings and Environment Agency Flood Warnings.

Promote good neighbourliness

Consider how local events, activities and communications can help promote good neighbourliness:

- A community litter-pick where people are encouraged to work with someone new, followed by tea and cake for all.
- Recognise good deeds by publicly thanking individuals and groups. Encourage people to nominate someone in the community for a 'thank you' in the local newsletter.
- Introduce a 'chatter and natter' table at the community café or coffee morning, to encourage new people to get talking.
- Encourage residents to get to know their neighbours. You don't have to be best friends, but it's a lot easier to ask for help, or to pop by and check everything is okay, if you've already introduced yourselves.
- Create a simple welcome pack for new residents, with local information, invitations to upcoming community events, groups etc.
- Consider introducing a private social network for your area such as the free 'NextDoor' app. Residents can sign up to be part of local conversations about what's happening in the community.

Set up a Good Neighbours Scheme

A Good Neighbours Scheme is a coordinated community-run initiative providing practical assistance to those who need it. Local volunteers provide help with practical tasks such as simple household repairs, gardening, shopping, transport etc.

Schemes such as this help to create better connected communities, where residents who may be most at risk in an emergency are known about and can be better supported. ACT can help you to set up a scheme.

Community conversations

Hold a public meeting to discuss emergencies the community has faced before, and what can be learnt for the future.

Community coffee mornings or other events can be a great opportunity to do this too. ACT's 'Having the Conversation' guidance can help you and is available on our website.

Encourage local groups to help

Contact local groups and encourage them to consider what they could do to help e.g.

- Use of the village hall as a Place of Safety and coordination point in an emergency; install a Public Access Defibrillator.
- Promote resilience to their group members; arrange First Aid training.
- Be a point of contact in an emergency, to help identify residents who might need extra support and volunteers who may be able to help out.

Community Emergency Planning

A Community Emergency Plan identifies potential emergency situations and sets out what local people can do to help each other and the emergency services. It also identifies volunteer roles and key contacts in the community who will coordinate the Plan's delivery - act as a point of contact for local authorities and emergency services, if appropriate.

Further Information

ACT can provide further information, guidance, and support. We're also keen to discuss your ideas for improving your community's resilience and how we can help.

Contact us and visit our website:
https://www.cumbriaaction.org.uk

For more information please contact ACTion with Communities in Cumbria on Tel: 01768 425666 or visit our website: www.cumbriaaction.org.uk

ACT champions community and rural issues

ACTion with Communities in Cumbria, T: 01768 425666 | www.cumbriaaction.org.uk | info@cumbriaaction.org.uk | Registered in England as Voluntary Action Cumbria | Charity Registration Number 1080875 | Company Number 3957858

ACTion with Communities in Cumbria

©ACT 2018 This publication may be reproduced free of charge in any format or medium provided that it is reproduced accurately and not used in a misleading context. The material must be acknowledged as ACTion with Communities in Cumbria copyright and the title of the publication specified.

DT061 ACT Guidance Sheet 03.09.18 updated (29.01.26)