



Little Hadham Parish Council

CORONAVIRUS RESPONSE COMMITTEE

Minutes of the Little Hadham Coronavirus Response Committee held on Wednesday 1st April 2020 via Zoom Video link.

Present: Cllr Michael Attwell (MA)
Cllr Carolyn Westlake (CW)
Cllr F Arkell (FA)
Carole Page (CP)
Jan Williamson (JW)
Cllr Geoff Williamson (GW)
Rev. Steve Bate (SB)
Alistair Clift (AC)
Brian Shea (BS)
Dave Willet (DW) – for part of the meeting
Jo Burke (JB)

Stephen Carter - minute taker (SC)

Item/Action
The meeting opened with prayer led by SB.
1. Apologies for absence: Apologies received from Lara Clark, Liz Lloyd Williams and Brenda Kain.
2. Minutes of meeting held on 24th March: The minutes were agreed as an accurate record of the meeting.
3. Review of actions from previous meeting: <ul style="list-style-type: none">a. Facebook Update: FA confirmed this has been completed.b. Minutes of previous meeting: CP confirmed these are now on the Parish Council Website.
4. New Committee Member: MA proposed and CP seconded the proposal to co-opt SC onto the Committee as Minute Taker for these meetings. This was unanimously agreed.
5. Lead Coordinator Update: JW updated the meeting on actions taken to date. These include: <ul style="list-style-type: none">• Volunteers have been recruited to cover the village and hamlets in the local area. These details are now recorded on a spreadsheet that has been circulated to the committee• CW is helping JW to support the larger areas/hamlets• Church End does not yet have a coordinator Action: SB agreed to speak to James Helm who lives in this locality to ask if he can suggest a volunteer to take on this role.



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- JW updated on the system that has been put in place to enable residents to indicate any needs they have for support
Action: Coordinators to notify JW of any new volunteers
- Karin and Frank Green are contacting parishioners of St Celia's church daily to offer support and keep contact.
- Operations Community at Apton House are able to provide additional support to any referrals needing to be made for further or more complex support
- Information on food suppliers providing safe collections and deliveries are being collated and will be made available to residents

The meeting discussed the need for each volunteer to have someone identified that can take on their role if they are incapacitated.

Action: All Committee and volunteer coordinators to give thought to a possible person to deputise for them if needed.

6. Local area co-ordinator reports:

- a. Jo Burke: Reported that a "WhatsApp" group has been set up for neighbours to use in her area to enable regular contact and communication
- b. Alistair Clift: The leaflet delivered to homes gave JW contact details and needs to be followed up with a second leaflet giving AF details. AF reported that he has received one contact to date
- c. Brian Shea: BS has received one contact to date
- d. Hadham Hall: JW reported that Lara Clark has agreed to be the coordinator for Hadham Hall
- e. Carolyn Westlake has agreed to take over the Chapel Lane area from Brenda Kain

The meeting were reminded that if there are any serious medical concerns then they should seek advice from either NHS111 or call the emergency services on 999.

JW reported that Herts Help are also able to provide assistance as needed for any referrals.

Actions: Coordinators to contact JW in the first instance if they have any concerns about residents.

Action: All coordinators and Committee members were reminded of the need for confidentiality with any information or details about residents.

Action: JW to send a briefing to coordinators with contact details and any other information on support available.

7. Key issues:



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- i. Cash payments: JW reminded all of the advice circulated by E.Booth regarding cash and pensions
The meeting discussed what action to take if requested by residents to obtain cash for them from their banks/ATMs. It was noted this has not been requested yet but protocols need to be agreed to cover this request.
Action: Coordinators to contact JW if they receive such a request from a resident.
- ii. Food provision: JW has circulated details of these providers and further details will be provided as updated
- iii. Medication/prescriptions: It was noted that there is a process in place for volunteers to collect prescriptions/medication for residents as requested
- iv. Health & Safety of volunteers: It was agreed that there needs to be clear guidance to volunteers on what they can and cannot do and someone should take the lead on this.
Action: AF agreed to draft some guidance for consideration by this Committee.
- v. Information and data: All were reminded of the need to ensure that any information (including the spreadsheet produced by JW) is to be treated as confidential and all need to be aware of GDPR requirements with regard to information. Medical information being particularly sensitive. All were reminded to ensure that emails should be sent using BCC to ensure email addresses are not widely circulated.
Action: MA to ask Jane Atwell to provide guidance for consideration by this Committee.

8. Group structure and meeting frequency: The following were noted:

- The Chair of this Committee will report back to the Parish Council
- Volunteers are needed for other roles that will need to be covered such as H & S, PR & communications etc.
- This Committee will meet weekly for now
- The Local Coordinators need to network regularly

9. Public relations/communications: The following were discussed and agreed:

- There needs to be another leaflet distributed to residents of AF area giving his details
- There needs to be a second mail drop to all residents with details of the local coordinator and backup person. It also needs to ask residents to identify their needs e.g. prescription collection, phone contact etc.
Action: All to email JW with any further suggestions.



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- Coordinators need to engage with those volunteers who don't have any actions yet. These can also be asked if willing to volunteer for roles such as H & S, communications, social media updates etc.
- It is important to thank those who have volunteered to date.
Action MA and CP to draft something to be sent to volunteers.
- Social prescribing: The meeting agreed that promoting activities through social media will help residents.
Action: JW and FA to take forward these actions.
- Social Media: It was agreed that this needs to be developed further to provide updates and information to residents.
Action: AF and CW to draft some proposals for the next meeting. MA to speak to the Editor of the Parish News, Anne Wright to see if she is willing to assist AF and CW.
- Funding for activities: MA reported that the Parish Council , through CP's spending authority, has agreed to cover moderate expenditure although no spending needs have been identified yet JW reported that Carrion Housing have made a grant available to Much Hadham and we may be able to collaborate with them to access the funding.
Action: JW to speak to Much Hadham contact.

10. Terms of Reference: CP reported that she is drafting terms of reference for this Committee.

11. Chair for this Committee: MA explained that he is not able to take on this role due to other commitments he will have soon when he volunteers with the Ambulance Service.

It was agreed that anyone willing to volunteer for the role of Chair to contact MA before the next meeting and a decision will be made at that meeting.

There being no other business the Chair closed the meeting.