



**Staplehurst Emergency Help Team (SEHT)  
Meeting on Friday 31st January 2025 at 19:30  
The Kathie Lamb Centre, Headcorn Road, Staplehurst  
TN12 0DS**

**AGENDA – General Meeting**

- 1. Welcome, Apologies and Introductions** *Mel Alesi*
- 2. Minutes of Previous Meeting & Matters Arising** *Mel Alesi*
- 3. Re-election/Election of Officers within SEHT:  
-Secretarial appointment** *Mel Alesi*
- 4. SEHT Insurance**
  - a. Chainsaw insurance clarification - personal public liability**
  - b. KCC Accreditations**
  - c. KP accreditations***Luke Eastwood  
Mel Alesi*
- 5. Organise Meet and greet**  
Also ties in with below Training *Mel Alesi*
- 6. Training** *Chris Rhodes  
Luke Eastwood*

**Fix a date for a training session for:**

- a. Radio training**
- b. Volunteer induction/sign off**
- c. Welfare centre training - mike evans - mbc contact for resilience**
- d. Volunteer responder induction/signoff**
- e. Live tracking**
- f. Communities prepared training/Kent resilience involvement**
- g. Emergency traffic management**

**7. Fundraising/Donations/sponsorship/charity status**

***Mel Alesi***

**8. Social media/press release/advertising**

***Luke Eastwood***

**9. Operations**

- a. Command structure/ accountability on scene**
- b. Live tracking**
- c. Past incident debrief/updates**
- d. Dynamic risk assessment DRA**
- e. Social Media**
- f. Towing/emergency recovery paperwork**

***Luke Eastwood***

**10. Duke of Cornwall Awards**

***Chris Rhodes***

**11. water storage**

***Mel Alesi***

**12. Treasurer's report / signatories on bank account**

***Adele Sharp***

**13. Traffic Goods and Storage**

***Mel Alesi***

**14. Kent Resilience Forum Video**

- a. Networking**
- b. Face to face of resilience groups**

***Mel Alesi***

**15. Date of Next Meeting**

- a. Virtual meeting?**

***Mel Alesi***