

**Minutes of the Meeting of the Defibrillator Committee of Lapley, Stretton & Wheaton Aston Parish Council held on Tuesday 20th August 2019 at Lapley and Wheaton Aston Village Hall**

**In Attendance:**

 Cllr W Millington Wheaton Aston

Cllr Sue Whittingham Wheaton Aston

 Cllr R Nelson Wheaton Aston

 Cllr V Renfrew Lapley

 Mr D Leaper

**Also in Attendance:** Mrs A Watson Parish Clerk

 J Russell AED donate

**Apologies:**

 Cllr Anderson

**Absent:**

Public Forum

No public in attendance

**Standing Orders were imposed 1.30pm**

1. **Election of Chairman**

Nominated by Cllr Millington seconded by Cllr Renfrew. **Resolved** Cllr Sue Whittingham accepted the role of Chairman

1. **Apologies**

Apologies were received and accepted from Cllr Anderson

1. **Declarations of interest and dispensations**

 Cllr Sue Whittingham and Mr D Leaper declared there roles as Community First Responders

1. **Terms of reference /Membership**

**Resolved** to accept the terms of reference as stipulated by full council. Mr D Leaper was elected as a full member of the Committee

1. **AEDdonate**

A representative attended and confirmed the role of AEDdonate in securing funds for additional defibrillators and gave direction as to how to lead a fund raising project . Staffordshire 1000 project has been formed with the aim of increasing the coverage of public access defibrillators.

Idea for one defib to cover approx. 200m radius, site ideas proceeds can be used. Once fundraising is established the charity will support with equipment purchase and installation

Fundraising officer will offer support , will canvass the area if required and can set up a webpage for online donation, 100% of donation reach the project or gain support from South Staffs lottery

Identified a need for additional defibs as follows:

* two in Stretton- locations to be identified
* Lapley one in the centre an one at Sunnybank
* Wheaton Aston at the Dr surgery in place – potential sites St Marys School and the Hartley Arms and The Sports and Social Club, Old School Court, Bradford Arms, Cafe India

**Resolved:** in the first instance contact Bradford arms, Sports and Social Club Sunny Bank and St Marys School to inquire if they would be prepared to house a defibrillator and work with LSWA PC and AEDdonate to fundraise for an external defibrillator and cabinet . if the result is positive AEDdonate will begin the fundraising . full campaign for an external defib is £1995 defib, cabinet, installation , training and registration and ongoing support. Community First responders have confirmed that once the defibrillators have been purchase the group will take responsibility and maintain.

Four campaigns will be ran consecutively

**J Russel left the meeting**

1. **Update**

PCM gave an update;

* BT have confirmed that LSWA PC can take over the power supply
* WPD have confirmed that the MPAN is set up and defibrillators can be added at any time
* Eon have taken on LSWA PC as a customer for the charge of a supply to the CCTV and phone kiosk
* Planning at SSC have advised that planning permission is unlikely to be required however a certificate of Lawfulness should be submitted
1. **Ownership**

**Resolved :** the ownership of the defibrillators to be installed at Lapley and Stretton remain the property of the Community First Responders. LSWA PC do not take any responsibility for the maintenance or ownership of the defibrillators The PC will provide the housing equipment for them and ensure that the relevant permission are obtained to house the equipment. LSWA PC will also take n responsibility for the power supply and MPAN .

**Resolved:** the committee request an amount to be budgeted in the precept annually to ring fence funds to provide new batteries and pads - D Leaper to provide costings over five years

**Insurance:** AEDdonate confirmed that if a Turtle Box was vandalised then they would cover the cost for a replacement box. PCM to advise PC insurers accordingly and add cabinets to the fixed asset lists

PCM to look in to relevant policies

LSWA PC will offer to cover the electrical supply costs of approx. £8 per annum

1. **Location**

**Resolved:** Immediate installation will be at the phone kiosk at Lapley Green and Stretton – PCM is to liaise with Stretton Nursery

Future projects for The Bradford Arms, Sunnybank Caravan park, St Marys School and The Sports and Social Club.

1. **Planning Permission**

**Resolved:** to apply for a change of use at a cost of £58.50 plus mapping costs

1. **Cabinet, signage purchase , budget**

A budget of £2950 has been set by full council**.**

Resolved to purchase:

* kiosk cabinet from Turtle Engineering via AEDdonate, rep has confirmed it meets BT approval cost of £840, this includes the cabinet, installation and donation back board. Sponsors to be recognised are The Community First Responders and LSWA PC. Signs from Sedgley Sign, custom stickers at £8.00 each four are required
* Regular defib cabinet from Turtle box at £550- to be reduced if purchased via AEDdonte, AEDdonate to install for £180.00 (Stretton)
* A locator sign for installation on the village hall for £78 from Sedgley Signs. To seek permission from the Village Hall Committee. To be custom made
* For village signs from Seton at £21.07, nine are required. PCM to contact Highways for permission

**11.Maintenance**

**Resolved:** The Community First Responders will retain ownership and maintenance of the defibrillators to be installed at Lapley and Stretton. CFR will ensure that the defibs are registered with the WMAS and will complete all required documents and maintenance records. There is not any obligation for LSWA PC to have further involvement with the defibrillators, (verified by Mr D Leaper as representative for CFR)LSWA PC will replace pads and batteries as required

**12.Future Project**

As discussed under agenda item 5. Areas in need of a defib identified, will revise as required

**13.items for future consideration**

Awaiting responses

 **14. Date of next meeting**

 To be called as required

Meeting closed 3.20pm