EXMOUTH TOWN COUNCIL
Community Resilience Working Party

Notes of the meeting held at 2pm on Tuesday 15th September 2026 in the Town Hall Chamber

Present

Councillor Dianne Conduit (Chair)	DC	Exmouth Town Council
Councillor Graham Deasy (Ex Officio)	GD	Exmouth Town Council
Councillor Tim Dumper	TD	Exmouth Town Council
Councillor Louise Venables	LV	Exmouth Town Council
Councillor Daniel Wilson	DW	Exmouth Town Council
Mark Devin	MD	Exmouth Town Council
Sam Dorman (note taker)	SD	Exmouth Town Council

Apologies

Councillor Andrew Colman	AC	Exmouth Town Council
Councillor Steve Gazzard	SG	Exmouth Town Council
Councillor David Poor	DP	Exmouth Town Council

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1. To elect a chairman

TD proposed, seconded by LV, that Councillor Dianne Conduit be re-elected as Chair of the Community Resilience Working Party. No other nominations were received, and all members agreed that Councillor Dianne Conduit be elected as Chair.

2. Welcome and Apologies

DC welcomed attendees to the meeting and noted apologies.

3. To approve the notes of the meeting held on 17th September 2025

TD proposed, seconded by DC and it was agreed by members that the notes be accepted as a true record of the meeting held on the 17th September 2025.

4. Matters arising from the previous meeting.

No matters arising from the previous meeting.

5. To review the Emergency Plan and adoption of amendments.

MD provided a brief overview of the proposed amendments to the Emergency Plan, which have been developed following lessons learned from the January unexploded ordnance incident, feedback from subsequent review meetings, and recent extreme weather events. The proposed changes aim to strengthen the Council's emergency

preparedness and response arrangements by introducing clearer procedures for managing emergency shelters, supporting displaced residents, coordinating volunteers, and identifying vulnerable people.

The amendments also included new sections covering heatwaves, wildfires, unexploded ordnance incidents, prolonged power outages, water supply disruptions, and coastal pollution incidents.

In addition, improvements have been made to incident reporting processes and communication arrangements. Members welcomed the work undertaken and agreed to review the detailed proposals and provide feedback before a revised version is recommended to a Full Council meeting for consideration.

GD expressed his thanks to MD for the significant amount of work he had carried out in reviewing the Emergency Plan and preparing the proposed revisions.

6. To confirm status of emergency boxes and equipment requirements.

MD provided an update on the review of the emergency boxes located at the community centres. He and SD had visited all six locations to inspect the boxes and assess their contents. Overall, most of the boxes were found to be in good condition, although all first aid kits required replacement due to expired contents and some minor items were missing from a number of boxes.

Particular concern was raised regarding the box at Clayton House, where numerous items were missing, including high-visibility vests, gloves, batteries, torches and the emergency plan document. Following discussions with East Devon District Council, assurances were given that the matter would be investigated. As a result, proposals were made to improve box security, including the use of breakaway security seals and, potentially, storing the box in a more secure location.

MD outlined a range of proposed additions to the emergency boxes to support future incident responses. These include updated emergency forms, laminated signage for registration and welfare areas, clipboards, stationery, tape, attendance counters, maps of Exmouth, power banks and charging cables, as well as practical items such as screwdrivers needed to access equipment. Members discussed the need to ensure power banks remain charged and considered the potential use of wind-up torches and radios in line with government preparedness guidance.

MD also discussed introducing clearer guidance materials within each box, including quick-reference instructions for volunteers and coordinators so that anyone opening a box during an emergency would immediately understand the procedures to follow. Consideration was also given to improving identification during incidents through role-specific high-visibility clothing, armbands or lanyards, as lessons learned from the January evacuation highlighted difficulties in identifying key personnel.

Members highlighted the importance of information signage and display facilities to enable updated information to be shared with residents during an incident. Simple solutions, such as laminated signs and notices displayed using Blu Tack, were suggested where more formal display equipment was not available.

A question was raised regarding access to the Town Hall during a power outage and whether the building's access control system has a manual override. It was agreed that this would be investigated further. Overall, members supported the proposed improvements to the emergency boxes and recognised the need to ensure they are fully equipped, secure and ready for use in an emergency.

7. To discuss updates on grit bins – councillors to identify and report grit bins which need replenishing in their ward.

SD provided an update on the annual review of the grit bins. She explained that councillors are usually asked to inspect the grit bins in their wards and report back on their condition, although not all wards are consistently checked. Last year, because limited feedback was received, the Town Maintenance team carried out inspections of all known grit bins and found that many contained hardened grit and rubbish, making them unusable. These issues were reported to Devon County Council, which subsequently advised that the problems had been addressed.

It was agreed that an updated list of grit bins would be circulated to councillors, who would be asked to inspect the bins within their wards and provide feedback on their condition. SD will collate the responses and report any issues identified to Devon County Council to ensure that necessary maintenance is carried out ahead of the winter season.

ACTION: SD to circulate updated list of grit bins to councillors.

8. To consider whether to recommend to Council an amendment to the Terms of Reference regarding the number of meetings held per year.

Members reviewed the Working Party's Terms of Reference and agreed that the current arrangement of one meeting per year is no longer adequate given the growing focus on community resilience, emergency preparedness, and emerging risks.

Following discussion, TD proposed and LV seconded that the Working Party should meet quarterly. Members unanimously supported the proposal and agreed that a recommendation be made to the October Full Council to amend the Terms of Reference accordingly.

Recommendation to Full Council:

To amend the Community Resilience Working Party Terms of Reference to provide for four meetings per municipal year, held on a quarterly basis.

Members also discussed inviting LERT team representatives to future meetings to strengthen coordination.

9. Any other business

Members were asked to submit any further comments on the Emergency Plan amendments to MD, and DC thanked MD and SD for their work on behalf of the working party.

10. To agree date of next meeting

The date for the next meeting to be confirmed.

The meeting finished at approximately 3.19pm.