

SC IMT Minutes Virtual Meeting 24/03/20

Attendees: Michele Wilson, Marion Pratt, Sue Svedang, Bob & Joy Tucker, Mike and Julie Carpenter & Janet Palmer

Apologies: Colin Coleman & John Friend

1	Any Items Requiring Urgent Attention
	None
2	Update on Situation
2.1	New Government measures can be viewed at https://www.gov.uk/coronavirus
2.1	Volunteer Network - a very good response to the request for volunteers we are awaiting further guidance from the West Devon Community Coordination Covid 19 Team who have Operational Cells for Community Response and Financial hardship. Details of their current advice can be found at https://www.westdevon.gov.uk/article/6652/Coronavirus-latest-information-and-advice
2.2	Current numbers of vulnerable persons requiring assistance is quite low however with notification by NHS of those with key underlying issues being notified that number is likely to go up. There would be a wish for the IMT to Identify all those that might require support (if not immediately) in the future because of Age, Health or exposure to the Covid-19 symptoms Anyone in the Parish who wants a helping hand please use this link http://www.sampfordcourtenay-pc.gov.uk/sites/default/files/downloads/2020-03/request-assistance-1-1065273896.pdf or Call MARION PRATT 01837 82285
2.3	IMT Communications Plan for Covid-19
	The toolkit was discussed and IMT agreed that there needed to be a period during which only essential messages needed to be passed. That a dedicated Covid-19 Page to be set up on the website. That there should be one agreed consistent message that is sent out by all IMT Members and Volunteers which ensures Accuracy, Brevity and Clarity
3	Review Aim and Objectives
	They have been amended to —
	Aim - To lessen the effects of the Covid-19 Pandemic

	<p>Objectives</p> <ul style="list-style-type: none"> a) To use community resources to limit the impact of the pandemic on our community b) Identify and help vulnerable members of the community c) To engage the local resources and community volunteers to deliver support as required d) To communicate effectively with all residents publishing advice, warnings and messages throughout the pandemic and support the community to be more self resilient e) To ensure the health and safety of Parish Council personnel and community Volunteers f) To keep records of the actions taken and decision made during the response to Covid-19
4	Actions Required
4.1	Set up new Covid-19 Page on web
4.2	Prepare a clear and corporate briefing for volunteers that sets out how they will achieve the Objectives whilst still complying with the Government measures imposed for the next 3 weeks
4.3	Prepare following guidance from WD Community Co-ordination Team official letter for volunteers to advice officials of their role in the SC IM Plan
4.4	Seek through local telephone contact sign up to the Website email network
4.6	Prepare the next newsletter to be sent electronically only with volunteers communicating the information and messages by telephone to those without reliable internet preventing further unnecessary letter drops
5	Time of Next Meeting
	Conference call next Tuesday TBC