



EUXTON PARISH COUNCIL

Meeting: All Purposes Committee Meeting
Classroom, Euxton PC Community Centre,
Wigan Road, Euxton
Thursday, 7th January 2016, 7.15pm

All Purposes Committee

- 1 Cllr J Bamber
- 2 Cllr M Bamber
- 3 Cllr M Jarnell
- 4 Cllr E Jones
- 5 Cllr J Matson
- 6 Cllr J Prayle
- 7 Cllr K Reed
- 8 Cllr T Reed
- 9 Cllr A Riggott
- 10 Cllr M Thornhill

A G E N D A

1. Apologies
2. Minutes of the last meeting held on 22 October 2015
3. Website and Communications (Item 3)
Update on progress with the Website, any changes etc
Consider provision/need for Cllr email addresses, costs etc
4. Volunteer Kits
Update on project, propose some volunteer events and dates to be arranged and advertised
5. Christmas Celebrations
Review and consider any changes for next year or any additional requirements
6. Grant Applications
Consider grant applications received (Item 6)
7. ROF Lamp Post project
Receive update and plan to move forward (Item 7)
8. Defibrillator project
Consider information and options and ways to proceed (Item 8)
9. Gala Day
Consider attendance and required materials (Item 9)
Consider running the bag competition again, how to arrange and promote
10. Village Competitions
Consider entries to competitions, costs, arrangements (Item 10)
11. Wayside seat provision
Consider any required locations/replacement seat locations
12. Other items this Committee can take forward

D. Platt
CLERK

Published: 18/12/15

MINUTES of the ALL PURPOSES COMMITTEE held 22 October 2015 at The Annexe, Euxton PC Community Centre, Euxton.

<u>Present</u>	Cllrs	J Bamber	K Reed
		M Bamber	A Riggott (Chair)
		E Jones	M Thornhill

1. Apologies Cllrs M Jarnell, J Prayle, T Reed

Councillor Cook had submitted his resignation from the Committee. Received.

2. Minutes of last Meeting

Resolved: Minutes of the All Purposes Committee held 25 August 2015, Cllr Thornhill's apologies were added and they were agreed to be accurate record of the meeting, signed by the meeting Chairman.

3. Website and Communications

Members were updated that the website had been created and needed members to take a look through the constructed pages to check they are correct and how to fill in the blank pages. Dates will be circulated to get the working group together to go through items, Clerk will circulate the link to the website.

Facebook and Twitter will be reviewed after the work on the website has been started.

Resolved: Members agreed the photo competition winner to be the Malaysian entry, Clerk to contact winners and arrange a photo and prize giving.

4. Volunteer Kits

Resolved: Members agreed to buy a 20 man volunteer kit of pickers, gloves, vests, rings at a cost of approx £475 from budgets 05-7 and 06-5.

5. Christmas Celebrations (Item 5)

Resolved: Members agreed to purchase new Christmas Tree lights, at a cost of £645.

Resolved: Members agreed to book Coppull band to play at the carol singing at £110.

Members agreed that the band, EWMG AND Community Centre could put out collection buckets. Members volunteered to help with the refreshments after the singing.

6. Flower Contract

Resolved: Members agreed the contractor to be G & A Marskell.

7. Grant Applications

Members discussed application in detail.

Resolved: Members agreed to give to Euxton PC Community Centre £800 but to note in the letter to them that, the Committee would look favourably on an application which improved the wi-fi to the rooms as this has been a problem for the Council not having access at meetings which needed it.

The suggestion of financing a defibrillator was referred to the next agenda.

8. War Memorial

An update was given regarding Remembrance Sunday arrangements. A request from the WI was discussed regarding planters, this was referred to Cllr J Bamber to take to the EWMG meeting.

9. Heritage Fund

Resolved: Members agreed to order one Euxton Ornamental sign using budgets 05-9 and 08-3, from Ozzy Wrought Iron at a cost of £365 not fitted, to be installed at the planter opposite the Bay Horse.

10. Other items this Committee can take forward

Clerk to circulate the Grant Policy with its changes.

Cllr Wellerd project of the stone plaque, ask for update.

The seat at the top of School Lane on Pear Tree Lane is to go on the next agenda if CBC is not to replace it.

There being no further general business the Chairman declared the meeting closed.

3. Website and Communications (Item 3)

Consider provision/need for Cllr email addresses, costs etc

Easy-WebSites (EWS) can create 18 emails for all of our Cllrs (if required) eg. Joebloggs@euxtoncouncil.org.uk

They are IMAP email addresses and sit on a server belonging to @euxtoncouncil.org.uk (IMAP is “Internet Message Access Protocol (IMAP) lets you access email stored on a mail server”)

When these IMAP addresses are mailed into they are delivered into a box on your computer which EWS sets up for each of you and you can keep the emails, respond to them etc - they do not use or reveal your personal address, mail goes through the created Euxton address.

Because they sit on a server which belongs to @euxtoncouncil.org.uk and ‘going’ through the Council system they would probably be covered under the Council’s Data Controller license (we would need to obtain written ICO confirmation on this point (requested)).

The database can also be accessed via a webpage log in if necessary for info searches to satisfy FOI requests, for example.

The cost is £2.50 per mail box per month, which includes the set-up, maintenance and any help and assistance to install/reinstate the boxes on each of the Cllrs set up on the system. Helpline assistance also.

Euxton Parish Church Community Centre.

Wigan Road, Euxton.

Registered Charity 1130598

Att'n Mrs Debra Platt
Clerk to Euxton Parish Council
9, Ambleside Ave
Euxton, Nr Chorley
PR7 6NX

Please reply to:-

Gordon Mitchell
Hon. Secretary
8, The Croft
Euxton
Chorley
Lancs
PR7 6LH
Tel:- 07712 671945

8th December, 2015

Dear Debra,

Further to our recent communications, I am now formally applying on behalf of Euxton Community Centre for a Parish Council grant to enable us to enhance our WiFi installation, and make it fit for purpose.

As I know you are aware, our current installation is some 10 years old, and cannot supply a reliable signal to the main building. It has never been strong enough to allow WiFi access within the Annexe.

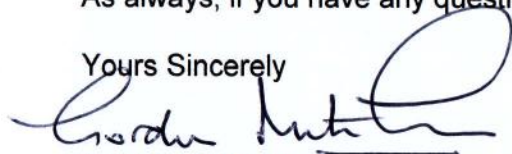
We have obtained a quotation to rectify this which is enclosed with the application. The quotation offers alternatives of fixed or remote access to the Annexe building (no cost difference) ; we probably prefer the wireless option as this will be less prone to vandalism, but would be pleased to consider any views you may have.

The cost of the project is £1206 incl. VAT. As you know we have had considerable other expenditure recently so we are therefore asking if you would consider a grant to help us finance this much needed project. If a 100% grant is possible, then this would be very gratefully received and would enable us to put the work in hand without delay.

Your past assistance has been very welcome and much needed. Any future help will be gratefully received. A copy of our latest accounts is attached, and as you know our constitution is that of the Church of England.

As always, if you have any questions, please do not hesitate to ask.

Yours Sincerely



Gordon Mitchell
Hon. Secretary



IT in Focus Limited
Vantage House
East Terrace Business Park
Euxton Lane
Euxton
PR7 6TB
VAT: 971 8753 75
info@itinfocus.co.uk

Gordon Michell
Euxton Community Ctr

QUOTE **ECC-20151208**

08 December 2015

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	Infrastructure Part & Labour	895.00	20%	895.00
2:00 Hours	Setup, commission and test	55.00	20%	110.00
			Net Total	1,005.00
			VAT	201.00
			GBP Total	£1,206.00

OTHER INFORMATION

Company Registration Number: 06441404



Badger Alarms and CCTV Systems

12 Fitchfield, Penwortham, Preston. PR1 9UE

01772 740864 or 07707 954600

28/11/2015

Estimate for: Euxton Community Centre

Location: As above

Job Description:- Upgrade to the WI-FI

Supply and fit:-

- 3 x Wireless access points into the main building
- 1 x point to point link to the remote building
- 1 x Wireless access point to the remote building
- 1 x Power over Ethernet 5 port switch

Total £895.00 + Vat

(included in main quote)

12 months warranty included.

I hope all the information you require is detailed above. If you have any further questions please do not hesitate to contact me. Please note that all prices are subject to vat at the current rate.

Kind Regards

Peter Jones
Badger Alarms & CCTV Systems

Hi Gordon,

I have attached my quote from Peter who does the infrastructure element of the job which is the bulk of the cost on this occasion. I have included this in my own quotation under the line for infrastructure but wanted to be completely transparent with the final price.

The quote covers the three access points that are required to reliably cover the main building as well as a link to the second building and an additional access point over there.

For the building link itself you have two options:

- 1) Point to point wireless link - This will remove the need for a hard wired link which makes the installation neater and reduces the opportunities for vandalism.
- 2) Hard wired link between the two buildings - Whilst not as aesthetically pleasing this option does offer a slight advantage in reliability as there are fewer components in the link.

There is no price differential between the two options as whilst the point to point link has a higher equipment cost this is offset by the additional labour costs of the hard wired link.

Best wishes,

Andrew Harwood
Director

Covering letter sent by e.mail

7. ROF Lamp Post project

Receive update and plan to move forward (Item 7)

Since November 2015 we have informed Persimmon that we are hoping to get the formal go-ahead for an approved budget in mid Jan '16.

£2000 has been submitted for the precept budget.

We would then be in a position to begin work as soon as ground / weather conditions allow and contractors availability is finalised.

We agreed to be back in touch with Persimmon with an update late Jan '16 and we would then move towards appointing a contractor.

8. Defibrillator project

Consider information and options and ways to proceed (Item 8)

At the last All Purposes Committee meeting it was discussed to develop a public defibrillator project.

Attached are some information and guidance sheets from two companies, St Johns Ambulance and Community Heartbeat – these give guidance and information regarding the choosing, fitting and continued maintenance of such units.

A Neighbourhood Priority request form was completed (also attached) to ask for Neighbourhood monies to help with electricity supply wiring.

Also, Lancashire County Council lighting section have been approached about an electricity supply – response awaited.

(1) **Cardiac Science™ Powerheart® G5 CPRD fully automatic defibrillator
(also available in Semi)**



Description

A complete AED solution that gives confidence to both novices and trained emergency professionals to act in the event of a sudden cardiac arrest. This defibrillator has been tested to military standards. First time users can successfully perform each critical step of a rescue with intuitive pad design, real time instruction and feedback via voice and text prompts.

- Rescue Ready® technology daily, weekly and monthly self testing
- Audible alert sounds if any issues are identified
- Easy to follow voice and text prompts ensure proper compression rate
- Fast shock times (typically) within 10 seconds post CPR
- Rugged design with high protection rating for a variety of situations
- Non polarised pads can be placed in either position
- Directions of where to place the pads and easy-pull tab for positioning
- Customises energy level needed depending on analysis of each patient.
- If more than one shock is necessary - increases shock energy to higher level
- Downloadable, easily viewable shocks and ECG information via PC or USB
- Semi automatic defibrillator & semi automatic

Suitable for: Work places, transportation, sporting venues, schools, retail, hotels, places of worship and public places

AED Package Contents: Defibrillator, battery, pair of defibrillation pads (adult), defibrillator manager software, defibrillator manual, getting started card and steps to rescue guide

Screen: Yes

ECG capability: Can be downloaded via AED manager software

Voice prompts for AED and CPR: Yes

Battery: Lithium - 4 year replacement guarantee

Pads / electrodes: Adult non-side specific pads - 2 year shelf life

Pads pre-connected: Yes

Self tests: Yes

IP rating: IP55

Drop abuse / tolerance: 1 metre

Guarantee: 7 years

Cost: £1,200 plus VAT

(2) H40017 Zoll AED Plus
(Available in fully or semi-automatic defibrillator)



The Zoll AED Plus which is our best selling, full rescue, semi or fully automatic AED and has the following features.

- Simple displays and voice prompts guide the user through exactly what to do if someone goes into cardiac arrest.
- A straight forward, simple defibrillator with clear, step by step instructions
- Prompts the user with text, images and voice
- Can be used easily by anyone - from passers by, minimally trained first aiders and medical professionals
- Adaptive metronome guides the user to the correct rate and depth for accurate chest compressions
- Ensures everything is done in order
- Detects heart rhythm and if needed instructs the rescuer
- If shocks are required, they are delivered rapidly to the casualty and safely to the user
- Can be used on children up to 8 years of age using infant pads
- The lid, if needed, can be used as a shoulder support to keep the casualty's airway open
- Full-rescue AED that provides Real CPR Help® for rate and depth of chest compressions
- One piece, easy to place pre-connected CPR-D•padz® electrodes with a five year shelf life
- Semi-automatic - administers a shock at the press of a button. Fully automatic send shock when needed without need to press button.
- The only AED to use inexpensive 123 photo flash lithium batteries that are readily available from most department, camera and electronic stores.

AED Package Contents: Defibrillator, soft case, ten batteries, CPR-D-padz® electrodes with first responder kit, operator's guide and DVD

Battery: Lithium – 10 x 123A photo flash – 5 year shelf life

Pads / electrodes: SMART PADS – 5 year shelf life

Pads pre-connected: Yes

Guarantee: 7 years on the AED unit

Cost: £999 + VAT per unit

(3) H35000 Physio-Control Lifepak® CR Plus (Fully automated)



For use by those with no life saving experience or with minimal training, this low cost AED can be used by the first person on the scene of a cardiac arrest. Made with exactly the same technology as used in hospital yet is simple to use.

- Voice and picture instructions for AED and CPR
- Clear and calm guidance through a) assessing the patient b) opening the airway and c) applying the defibrillator pads
- Detects heart rhythm and if needed delivers the shock on its own, without rescuer interaction required yet gives the user a commentary
- No buttons to push
- QUIK-PAK™ electrodes are pre-connected, easy to open and apply, saving time in an emergency situation
- Requires little maintenance and is quick and easy to recharge
- Suitable for use on infants and children
- Can be used with electrodes (available on request only)
- Highly visible indicator shows it is ready to use.

AED Package contents

Contents: Defibrillator, carry case, Ambu® Res-Cue mask® first responder kit, charging stick, two pair of adult QUIK-PAK™ electrodes, quick reference card and user DVD

Fully automatic

Battery: CHARGE-PAK charging stick with either 1 or 2 sets of electrodes, with 2 year shelf life

Pads pre-connected: Yes

Guarantee: 8 years

Cost: £975+ VAT per unit

(4) H70002 Philips Heartstart® HS1 – (Semi-automatic defibrillator)



Ready to rescue – simply pull on the handle to open and activate. Anyone can use this affordable, portable cardiac AED and save a life.

- Perfect for those with minimal training, clear instructions guide the user step by step through defibrillation and CPR
- Calming voice instructions
- Simple to operate
- Small and light to carry
- Semi-automatic - administers shock at the press of a button
- Adult SMART pads are pre-connected to the defibrillator to save time in an emergency
- Maintenance free and self testing
- Produces reports for analysis and record keeping

AED Package contents

Contents: Defibrillator, one lithium battery, one adult SMART pads cartridge, quick reference guide, quick set-up guide and owner's manual

Semi automatic

Battery: Lithium – 5 year shelf life, 4 year standby life, or 200 shocks

Pads / electrodes: SMART PADS – 2 year shelf life

Pads pre-connected: Yes

Guarantee: 8 years

Cost: £980+ VAT per unit

AED Training – available on all packages

Whilst you do not need to be trained to be able to use an AED, we would advise it, as many people feel more comfortable and confident if they have had training and practise on the AED unit. No previous first aid knowledge is necessary to attend an AED course. Our course teaches the essential skills required by an AED operator and gives students the confidence to know what to do in an emergency.

Course content

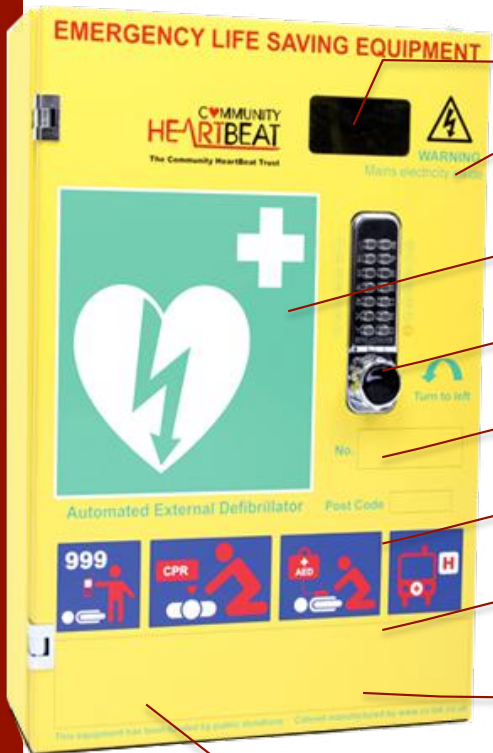
- Treatment of an unconscious casualty
- Resuscitation
- Heart attacks
- Getting to know the AED
- Operating the AED.

Course duration is three hours assessment and certification, with continuous assessment by trainer.



Choosing the right partner for your community defibrillator solution is critical. Working with CHT you get the right equipment, with the right support, meeting the right Governance issues, and the long term assurance to help make your project a success.

Reason 1 - The CHT range of defibrillator cabinets – the only UK design that meets ALL the required guidelines and specifications for storage of medical devices



- High visibility yellow cabinets to ensure easy identification in poor light or dark conditions (just like ambulances)
- Powered cabinets conform to all health and safety regulations including legal safety markings on *outside* of cabinet
- AED logo follows international ILCOR guidelines of green and white heart on a background that makes this stand out
- Marine grade stainless steel mechanical locks to avoid any jamming and corrosion found with Aluminium or electronic
- Unique coding and identification system for easy traceability and provenance of all parts – just like an airplane
- Unique logo based instruction set to meet disability, SEL, SEN dyslexia, and other regulations and legal requirements
- IP65 CERTIFIED cabinet in its 'end user' configuration. All electrical components meet ISO standards
- Pressure equalization devices, and other patented mechanisms to reduce possibility of door jamming in an emergency
- A range of other design features which aid anti-vandal, anti-theft, Governance, and structural stability including stainless steel carcass*

Reason 2 – a range of defibrillator types to meet your exact need, and taking into account the users, location and community needs. All meet the various regulations and requirements.

Reason 3 – a full and holistic package to include equipment supply, training, governance, signage, long term support, registration with your ambulance service, consumable resupply and more. What happens if your defibrillator or cabinet develop a fault?

Reason 4 – WebNos™ management tool allows for full Governance on your site. You have medical equipment and this has to be kept well maintained and ready for action at all times. WebNos manages this process for you, and also links to your ambulance service, enabling them to be able to activate your defibrillator in an emergency, without fear of Vicarious Liabilities. WebNos also generates reports for the coroner, and keeps a full audit trail of activity with your defibrillator.

Reason 5 – We are a not for profit organisation. Any surpluses are used to the aims of the charity rather than going into shareholders pockets.



further



* Stainless steel model only. Specifications subject to change



Reason 6 – We will tell you the facts about community defibrillation, and not avoid issues that many suppliers may not advise you of. We help you manage the *Risk, Liability & Governance*

Reason 7 – Working with the ambulance services in the UK, with ambulance staff on our board of management, we ensure close co-operation with the requirements and governance of the ambulance services, as well as legal considerations. This ensures your equipment will be the right equipment, and used in the right way.

Reason 8 – We ensure that only the highest quality of manufacture of the equipment supplied, supported by a full backup service in case of problems such as lock jams on cabinets, or battery problems. All equipment is manufactured to **ISO9002** standards by companies that have long trading histories, and therefore reputations to keep!

Reason 9 – Research and Development: all our services are constantly improving and developing in line with the needs of this fast moving marketplace. We undertake research into this area, and are always looking at new ways to help the community, not only in the right equipment supply, but also ongoing support processes.

Reason 10 – We are there even after a rescue, to help download critical data; to provide counselling support; to help recommission your equipment; to make sure ‘duty of care’ is followed.

CHT is staffed by people who are medically trained and are committed to a great passion for community defibrillation. We are here to help you do this right.

Our services are not the cheapest, but they are ‘**Gold Standard**’ - the **best** and most **holistic**. For example, this is medical equipment, and it has to be looked after. It is no use having a steel cabinet that has an aluminium lock that may jam in time and cannot be opened in a rescue. Nor one that professes to be waterproof, yet cannot show any certification for its IP rating. Or one that fails to address disability legislation or even recognises the international symbology for defibrillators.

Our training programmes for communities are appropriate, designed for this placement, and are comprehensive and in everyday, non-medical, language. These sessions are open to as many people as you require in the community.

Our **governance** support is essential, particularly if there is a death and a coroner enquiry. Our WebNos™ Governance system is fully comprehensive and links to the ambulance service. Our support for you in areas of addressing liability is also unique, and we offer the only truly robust accreditation system to ensue public confidence.

IP rating	Feature	Implication
IPX4	No dirtproof certification and only splash proof	May expose equipment to dirt, insects, water
IP65	100% dirtproof, insect proof and ability to withstand storms, or water fired from a jet	Minimum standard to ensure equipment is kept dry, clean and safe from insects, dirt and water

If you are going to invest in a community defibrillator, do it right.

For more information please contact the Charity via the web site below.

www.communityheartbeat.org.uk

The ‘People-Heart’ logo, cPAD logo and CHT logo are trademarks of the Community HeartBeat Trust
Registered charity number 1132824.



IP ratings have to be tested in the ‘end user configuration’ supported by a certificate issued by a recognised testing body





You are implementing a project involving medical equipment which is designed to save a life, if used correctly. Most Ambulance services will insist on proof of some form of Governance to ensure that the equipment is maintained correctly; is ready for action 99.99% of the time; meets the various liability and other requirements; and will protect the end users.

Defibrillator - Is this a make of defibrillator that can be supported by the local ambulance service, or their agents? The reason for this is to be able to download clinical data after the rescue in order to complete the *duty of care*.

Cabinet - Does your cabinet, or other storage facility, meet Health and Safety requirements? Does it meet disability requirements? Does it meet other requirements for public use? Does it carry the internationally recognised defibrillator symbology? Is the storage water and dirt resistant in its end user state (ie in its place of use) – thus it must be IP65 and certified. Have you appropriate mechanisms to direct rescuers to the defibrillator site? Is it highly visible (ie Hi Visibility colour and location)? Are all components serial numbered in case of a Coroner enquiry? Is it compliant to BS standards? Is it IP certified (in its end user state)?



Data protection – in a community or office situation, your defib will hold clinical data that can be identified to the patient. What process have you in place for data protection, or to meet Caldecott protocols? How will you transfer this data to the hospital to fulfill your 'duty of care' and yet remain data compliant?

Records - Have you a regular checking and management system in place that is Ambulance service agreed (eg WebNos™)? Ie can the Service see the records at any time to ensure them that the defibrillator is ready for use, and available in a rescue? Failure to have this in place may mean that it cannot be activated by the ambulance service. Does this meet Dept. Health, MHRA and RC(UK) guidance?

Do you have full and comprehensive records of the defibrillator and its storage solution, where all work; maintenance; supplies and servicing is stored and available on request? This must include initial fitting of the defibrillator cabinet; records of any electrical work; safety requirements; confirmation it has been registered; and who are the staff responsible to manage the equipment, with their contact details. Can this system supply regular reports? This is stored onto the WebNos system if a CHT project.

Access - If a locked cabinet, do the key codes match the local ambulance service requirements for standardisation? Are the locks used marine grade Stainless Steel to reduce possibility of jamming? Is the cabinet ISO9002 manufactured?

What is the activation protocol for the defibrillator? Is this recorded and process agreed with all stakeholders? Is there a mechanism in place to notify the scheme coordinators that the defibrillator has been used? What 'downtime' has been agreed before re-commissioning? Do you have an Memorandum of Understanding (MoU) in place with the local ambulance service? Is your site 'accredited'?





Post rescue - what protocols do you have in place to not only re-commission the defibrillator, but also to let all stakeholders know the defibrillator is ready for action again? Do you have counseling available?

Recommissioning checklist :

- ✓ Replacement electrodes?
- ✓ Defibrillator cleaning/sterilisation?
- ✓ Replacement ready/rescue kits?
- ✓ Tested and operational?
- ✓ Returned to cabinet?
- ✓ Cabinet tested to make sure it is functional?
- ✓ Ambulance service notified? Confirmation?



Disability – Is the cabinet disability compliant? Do you have evidence that the cabinet used has been mounted in accordance with the requirements for Health and Safety and also meeting disability legislation? ie no more than 1.3m from ground. Are the fixing bolts strong enough so that someone can climb on, or hang from, the storage cabinet and not pull from the wall? Has it been installed to electrical safety standards? Is this documented? Have you agreements in place for electricity and hosting?

Ambulance services – have you registered this site and all the required information concerning this with your local ambulance service (CHT will do this automatically with partner communities)? Have you confirmatory evidence this has been registered and available for activation in an emergency? (Registration on web based mapping sites is NOT registering it to be available in an emergency). What mechanism have you in place to amend the details when they change? How do you address the 'lone rescuer'?

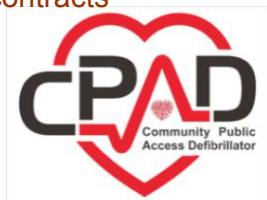
Community awareness - Have you undertaken community awareness programmes so that your community is fully aware of the defibrillator, why it has been positioned in the community, how to activate in an emergency, who is responsible for this, and how to undertake basic CPR and use the defibrillator? Is this a 'standard' course or one that reflects *your* community? Evidence should be provided by the community, and a record kept, of a public awareness session/training for as many people as possible in the community. Did you know – the chance of a cardiac arrest in a village primary school in under 8 years old, is around 1 event in every 3000 years.

Replacement equipment – what mechanism do you have in place to replace the equipment if a fault occurs, or if the equipment is stolen or damaged, or taken by the ambulance crews? How do you plan to get this back? Have you planned for replacement equipment in 10 years time? Are you insured for both theft/damage and also Public Liability? Do you have a servicing contract in place? (CHT has servicing contracts available). Does this just cover the defibrillator, or your entire project?



Do it right and save a life

www.communityheartbeat.org.uk





Managed Solutions

Congratulations! You have made the right decision for choosing to provide a defibrillator for your community. That is the easy bit!

The CHT works with you every step of the way to implement your project to not only ensure you have the most suitable equipment, but also to make sure you have the following in place too:

- Public liability insurances
- Accreditation
- Recommissioning strategies
- Health and Safety policies
- Community training and awareness programmes
- Site maintenance regimens
- Correct reporting processes
- Theft and Damage insurances cover
- Installation by qualified electrician
- Ambulance service MoU
- VAT
- Hosting agreements
- Owner/Responsible person agreements
- Fixed cost base
- Post rescue counseling
- Correct reporting processes
- Duty of Care
- Quality standards

A **CHT Managed Solution** offers a cost effective method of implementing a quality community defibrillator project that addresses the many potential liabilities.

The advantages of this approach is:

- CHT becomes the 'owner' in law, and therefore accept the main liabilities
- CHT has Public Liability insurances
- CHT takes control of policies and procedures, and the site becomes 'Accredited'
- CHT has theft and damage insurances
- CHT can provide the equipment VAT exempt under HMRC rules
- CHT will make sure of the equipment is out of service for any reason, you will have replacement equipment for the community.
- CHT provides a counseling service as part of 'duty of care'
- CHT has the contract with the local ambulance service
- CHT arranges any hosting and other agreements with the hosting site (eg village hall)
- CHT arranges an annual 'health check' on your equipment – defibrillator *and* cabinet
- The community gets the best equipment and solution currently available

The community still has the following obligations:

- The community will carry out regular weekly and monthly checks on the equipment, reporting this via the CHT WebNos Governance system
- Any replacement or additional equipment is acquired via CHT, or a separate annual support agreement is taken out with CHT.
- Installation costs are met by the community.

Managed Solutions are a much easier way for the community to get higher quality equipment, looked after, cheaper, and liabilities addressed. The managed solutions agreement runs for a minimum of 4 years. At the end of this period the community can buy and take over the equipment for £1, or ask CHT to continue the provision. If the community takes over the equipment, CHT will require the various Governance aspects to be addressed, or continued. The cost for a managed solution is the same as a purchase, but savings on VAT, insurance and time.

www.communityheartbeat.org.uk



Services

WebNos

Web based Notification system Managing governance in a simple way

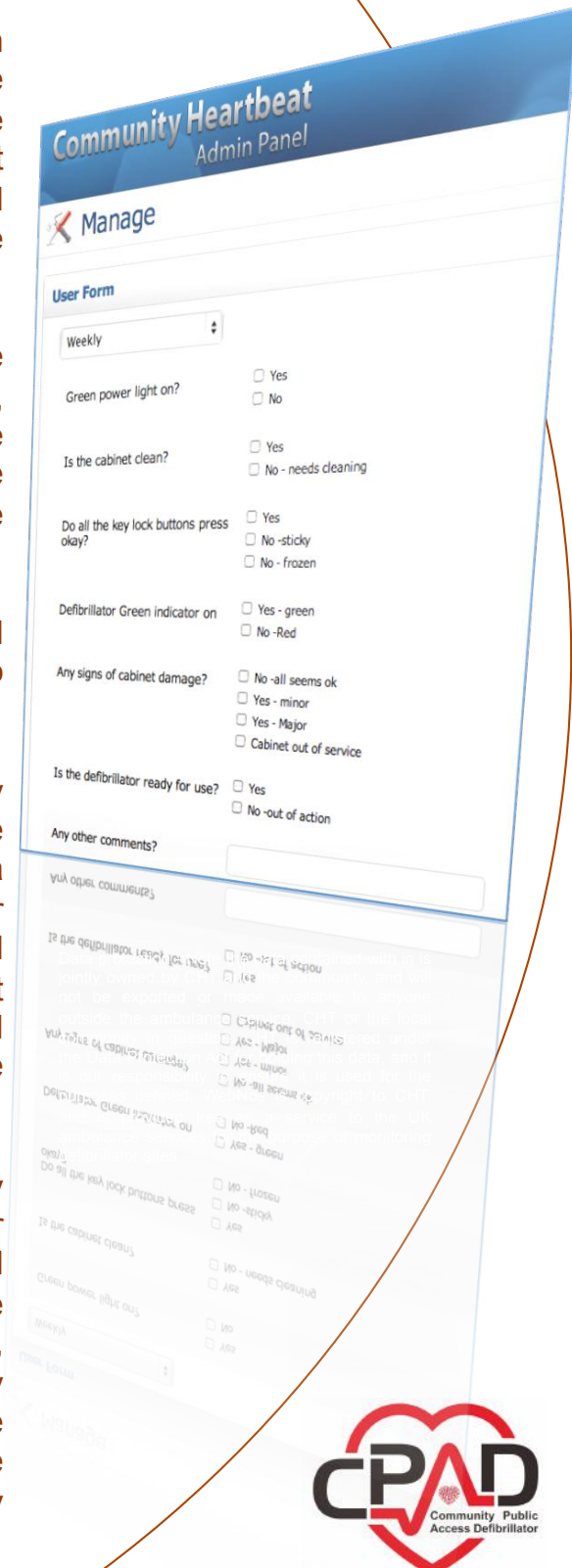
As part of maintaining the ready state of defibrillators in the community, and to ensure good governance, the ambulance services require notification of this ready state and also notification of any issues arising that may affect this ready state. Your defibrillator has to be ready and available 99.99% of the time. CQC audits ambulance services on this aspect of Governance.

With the large increase in numbers of defibrillators in the community, the Charity has introduced a standardised, and simplified, system of governance that can be undertaken by the community coordinator, and also where the ready state can be viewed by the respective ambulance service at any time. This is called WebNos™.

WebNos is available for any CHT delivered or supported defibrillator location, but also other suppliers can also subscribe to the service.

All defibrillator sites can be registered across the country with the responsible person identified for the routine maintenance and management of these. By using a simple check list approach, the ready state for defibrillator can be determined along with an audit trail of checks and issues. This therefore simplifies the routine management of the defibrillators, and also addresses the potential vicarious liability issues. It also prepares reports for the coroner in case of a death.

The WebNos system has a database of all community defibrillators along with the scheme coordinators and their respective ambulance service responder managers stored within. It also tracks all information relating to the defibrillator: training records, maintenance issues, installation safety, and has a consumable re-supply feature. Users are automatically notified when checks are required. This is a unique service offered by the Community Heartbeat Trust, the specialists in community based defibrillation.



Services

WebNos™

Web based Notification system

Resuscitation Council (UK) April 2015 - legal aspects of AED usage :

“The general principles of liability would suggest that if it is used or provided in a negligent fashion there may be liability. Therefore, it could be argued that it would be negligent if the village post office, for example, purchased an AED and encouraged villagers to use it without providing training. In general, there are two means by which the risk of personal liability may be minimised. The first is by good practice, and the second is by taking out adequate indemnity insurance. Good practice in this context means following the guidelines recommended by authoritative bodies such as the Resuscitation Council (UK), both in the teaching and in the practice of resuscitation techniques. Training should be up to date and recommendations about re-training and refresher courses should be followed. Equipment must be of a type recommended for the procedure for which it is used, and must be well maintained in accordance with the manufacturers’ recommendations”.

UK DEPARTMENT OF HEALTH - requirements for medical devices April 2014:

“Good record keeping is essential for the safe management of medical devices (AEDs). All the aspects of medical device management ... require some degree of record keeping. The records should be maintained within one system wherever possible.” ...“Accurate and complete copies of records in paper or electronic form are required to be made available for future inspection, review and copying e.g. for CQC, internal audits, traceability, investigations.”

MHRA guide to defibrillators April 2012 :

“Up-to-date records of location, service and maintenance should be kept for all medical devices (AEDs)”

American Heart Association guidelines 2014:

“It is important to do a weekly or monthly visual inspection of the AEDs to ensure they are in working order - the program coordinator or another designated person can do the inspections. This person develops a written checklist to assess the readiness of the AEDs and supplies. A checklist supplements regularly scheduled, more detailed inspections recommended by the manufacturer.”

WebNos is the UK’s most comprehensive management tool for keeping track of all aspects of Governance for defibrillators. The system not only allows regular checks to be maintained, but also allows for a complete and holistic record of the device to be made available to the Coroner in the event of a death. WebNos enables:

1. Shared data across all stakeholders, along with copies of policies and procedures.
2. Initial installation records, electrical safety, ‘responsible person’, compliance and equipment manifest
3. Weekly, Monthly, Annual checks in line with DoH and MHRA recommendations
4. Instant reports to record usage of the defibrillator, reporting out of action and back in action details.
5. Reporting to the Resuscitation Council on rescue details
6. Training records
7. Equipment consumable resupply and/or replacements
8. Statutory notifications, investigations and outcomes
9. Coroner reports; ambulance service reports; stakeholder reports
10. A full history of the equipment, its usage, changes to the configuration, battery and electrode replacement dates, and other required audit information.

The WebNos service is free to all clients of the Community Heartbeat Trust charity, and to ambulance services in the UK.

WebNos is a service from the Community Heartbeat Trust charity and is rademarked, copyrighted and IP protected. For more information please contact the Charity.



Neighbourhood Priority Scoping Document 2016/17

This form is to assist Members, Parish Reps and Officers to initially scope proposed neighbourhood priorities for delivery in 2016/17. The details will provide clarity in advance of the January/February 2016 Neighbourhood Group meeting so that the group can make informed decisions on which proposals to take forward. It is anticipated that groups will again be invited to agree three Neighbourhood Priorities for the forthcoming year.

Neighbourhood Area Group	EUXTON, Astley & Buckshaw
Your name and organisation	Euxton Parish Council
What is the title of the priority you are proposing?	Public Defibrillator Project
Detail of the scheme: Please specify what actions, infrastructure and/or interventions are anticipated.	Assistance with the cost of an electricity supply so we can deliver a project of providing a public defibrillator in this area.
What are the expected outcomes for the Neighbourhood/ Community of implementation of the scheme? Please provide a rationale or any evidence you have to support the outcomes you have identified.	To provide in this area a publically accessible defibrillator. This area is used by young people at the skate park facilities, walkers as it is a gateway to the Yarrow Valley walks and the cricket club very close.
Please identify other agencies/partners that may need to be consulted in order to deliver the scheme.	LCC for electricity supply from street lighting columns (have been approached in an email asking feasibility and cost). CBC land owner, EPC land controller.
What do you think are the anticipated costs of the scheme?	Electricity supply, ducting and cabling from closest street light on to land. (If price comes in from LCC will pass it on to you).
What other resources may be needed to deliver the scheme?	Manpower to dig trench if LCC only want to do the fixing up and not the manpower element.

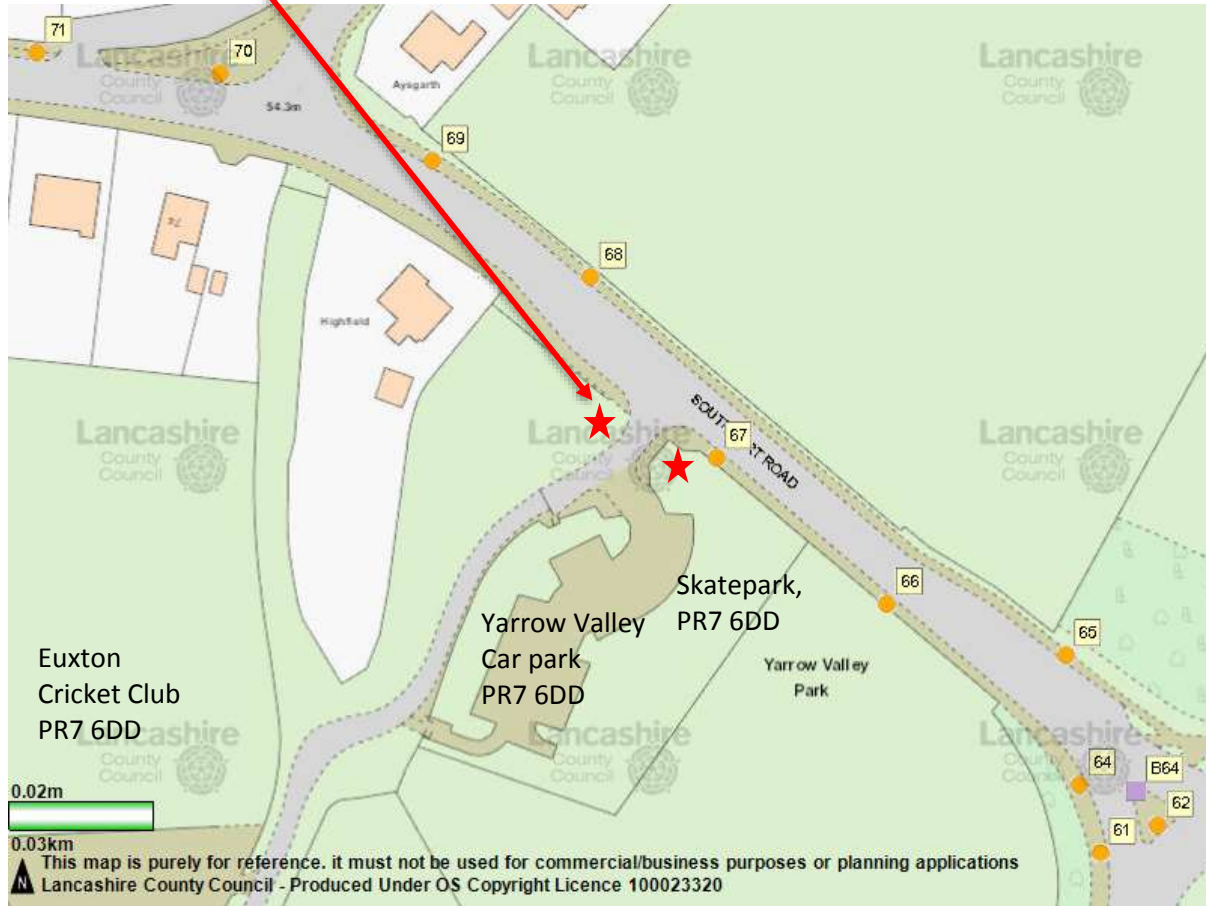
Please return to Louise Elo, Neighbourhood Team Manager at:
louise.elo@chorley.gov.uk by 5pm on Friday 21st November 2014

Neighbourhood Priority Scoping Document 2016/17

Defibrillator project

Orange circles street light columns

Red stars are possible/favourable locations for a public defibrillator



Please return to Louise Elo, Neighbourhood Team Manager at:
louise.elo@chorley.gov.uk by 5pm on Friday 21st November 2014

GreenUrban's Public Access Defibrillator Security Box



- Easily installed
- No electrician required - plugs into a standard wall socket
- Low voltage "In Box", 15 volt transformer - Low running cost
- Frost protection heater
- Status Lights
- Internal light to aid night use
- Single hand entry
- Blank dedication panel
- Pre set locking codes as required
- 304 grade stainless steel outer shell

Saving Money...Saving Lives



Locking Options:

- Mechanical Lock supplied as standard
- Electronic Lock option
- Remote Access Lock option
- Swipe Card Lock option

Upgrade Options:

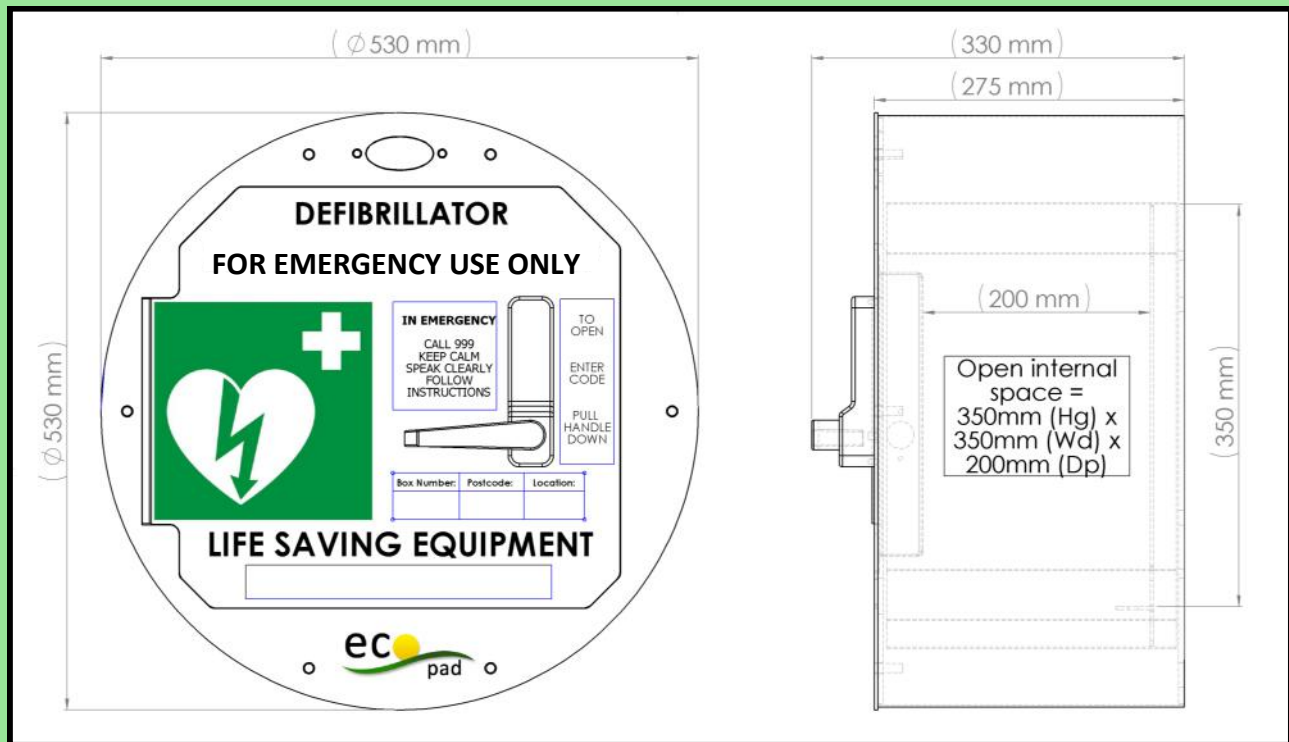
- Overhead Lighting
- Overhead Canopy
- Fittings for Mounting Post
- Emergency Vehicles/ Vessel Kits
- Remote Temperature / Condition Readout
- Real time logging of access, usage and status
- Off grid solar power package

Also available in 316 Grade Stainless Steel for harsh environments



ecopad Technical Specification

Dimensions



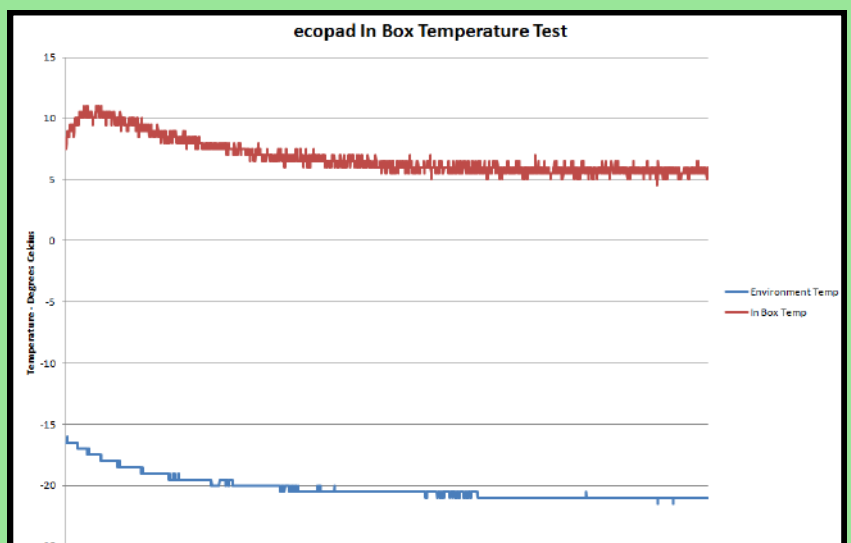
Electrical

- 240v to 15 volt transformer supplied
- Low "In-Box" Voltage for protection and low power consumption
- Transformer can be hard wired in but comes supplied with standard 3 pin plug ready to "plug & play"
- Status Light indicates:
 - > Defibrillator is In Box and Available
 - > Defibrillator is Out of Box
 - > Fault requiring attention

Temperature and Water Resistance

The ecopad has been designed to be water resistant and to maintain a high enough temperature during Winter months to ensure that the defibrillator and pads are protected in the UK's weather climate.

The box can cope with outside temperatures as low as -15 degrees celsius and has actually been tested down to -20 with successful results.



9. Gala Day

Consider attendance and required materials (Item 9)

Consider running the bag competition again, how to arrange and promote

It does not cost anything for our attendance/pitch at the Gala Day, we just let them know we are going

We already have some items ie, Gazebo, newsletters, maps etc

History

2010	First year	Bags (green on green) and bears
2011	Second	Bags (green on white) and keyrings
2012	Third	cancelled, used bags next year
2013	Fourth	Bags (silver on blue) 300
2014	Fifth	Bags 400 (blue on white) car stickers, pens
2015	Sixth	Bags 400 (gold on blue) strap bands, pens

It has been suggested we have a banner next year to better display who we are and where we are (a simple design and price attached).

We have some bags from 2014 and 2015 left, maybe approx. 150 at most.
We have a few pens, maybe 25 at most.

Bags cost around £488 for 400, £340 for 250

Other products you could have are what you have had in the past ie, bears, stickers, pens, keyrings etc or a new idea but need info to price up.

BANNERS

Approximately £55 to 60 for a 3m x 60cm deep vinyl banner with eyelets

Euxton Parish Council
Come and meet us

Euxton Parish Council

10. Village Competitions

Consider entries to competitions, costs, arrangements (Item 10)

Lancashire Best Kept Village Competition

Criteria: Villages up to a population of 8,500 £25 per entry
Judges do not announce their attendance or require guiding round etc
Fill in forms, choose items to go forward for 'Certificate of Merit' entries

North West In Bloom Competition (Britain In Bloom)

Criteria: different class sizes, ours is 6,000 to 12,000 population at £110
Judges make a date to be shown around the village for 2 hrs and require an entry
booklet to back up the tour showing how you fill the criteria
Presentation event tickets (2015 were £27) each
Plaques on the flower beds 6x18=108