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To: - Members of the Defibrillator Working Party (Councillors D Biddleston, C Brennan, C Fricker and B Simmons)

c.c. All other Town Councillors.

Dear Councillor,

You are requested to attend a meeting of the **DEFIBRILLATOR WORKING PARTY** to be held in the **TOWN COUNCIL OFFICE** on **THURSDAY 28th April 2022 at 7.30pm.**

The Agenda for the meeting appears below.

A handwritten signature in black ink, appearing to read "Dawn", enclosed in a simple oval scribble.

Dawn Drury
Town Clerk

21st April 2022

EMERGENCY EVACUATION PROCEDURE

Procedures will be presented at the start of the meeting.
Arrangements are in place for the safe evacuation of disabled people.

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014).

AGENDA

1. TO APPOINT A CHAIR FOR THE WORKING PARTY
2. TERMS OF REFERENCE (attached)

RECOMMENDED:

To receive and note the Terms of Reference (previously approved at full Council on 22nd March 2022)

3. APOLOGIES FOR ABSENCE

RECOMMENDED:

To receive and note Apologies for Absence.

4. DECLARATIONS OF INTEREST

RECOMMENDED:

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16th April 2019) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464 and as per Standing Order 3(v).

5. DISPENSATIONS

RECOMMENDED:

In accordance with Standing Order 13, to consider any requests for dispensations (for disclosable pecuniary interests) prior to the item(s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

6. DEFIBRILLATOR LOCATIONS

To determine the location of all existing defibrillators in Keynsham and plot them on a Parish Online map. The following websites detail the locations of some Keynsham defibrillator locations

[The National Defibrillator Database | \(nddb.uk\)](http://nddb.uk)

[AED Defibrillator UK Locations | Find an AED / Defibrillator \(heartsafe.org.uk\)](http://heartsafe.org.uk)

RECOMMENDED:

- (i) *That the Working Party review these sites on a shared screen (at the meeting) and record their findings.*
- (ii) *That the Town Clerk plot all defibrillators on a map ready for the next meeting.*

7. FOLLOW ON ACTIONS

RECOMMENDED:

- (i) Visits are made to all existing defibrillators and ascertain who manages the cabinet/defibrillator. Obtain make and model details, battery expiry dates and defibrillator end of life information from the owner. Decide which Councillors will visit which defibrillators.*
- (ii) From the mapping ascertain current areas of coverage, target coverage (areas requiring defibrillator installation).*
- (iii) Formulate a timeline for the installation of more defibrillators ensuring that the town is covered evenly.*
- (iv) Consider the financing of additional defibrillators including grant funding opportunities that may be promoted to community groups.*
- (v) Consider holding some defibrillator training events for Councillors, staff and residents.*
- (vi) Consider a communication plan as follows:*

*Methods of informing residents of their nearest defibrillator. List methods
Display of defibrillator mapping poster.*

*Regular news updates on installation of new defibrillators (suggestion nominated
Councillor to write a regular article for the Keynsham News).*

8. DATE OF NEXT MEETING

RECOMMENDED:

To note that a date be arranged, in May 2022 at 6.30 p.m., for the next Defibrillator Working Party to be held in the Town Council office.