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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 **MONDAY 6<sup>th</sup> June 2022 at 6.00pm.**

The agenda for the meeting appears below.



Dawn Drury  
Town Clerk

31<sup>st</sup> May 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 FOR THE MUNICIPAL YEAR 2022-2023
2. APOLOGIES FOR ABSENCE

**RECOMMENDED:**

*To receive and note Apologies for Absence.*

3. DECLARATIONS OF INTEREST

**RECOMMENDED:**

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16<sup>th</sup> 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).

4. 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.

5. RECORD OF PREVIOUS MEETINGS (PREVIOUSLY CIRCULATED)

**RECOMMENDATION:**

*That the Minutes of the Defibrillator Work Partying meeting held on Thursday 28<sup>th</sup> April 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.*

6. DEFIBRILLATOR UPDATE

**RECOMMENDATION:**

*To receive information in respect of the following defibrillators:*

- (i) The Civic Centre defibrillator*
- (ii) The British Legion defibrillator*

**RECOMMENDATION:**

*To decide any course of action in respect of the British Legion defibrillator.*

7. DEFIBRILLATOR LOCATIONS

**RECOMMENDATION:**

*To review the map detailing the location of existing defibrillators and to determine possible locations of future defibrillators.*

8. DEFIBRILLATOR DATA RECORDING SHEET (COPY TO BE DISTRIBUTED AT THE MEETING)

**RECOMMENDATION:**

*To review the data collated to date and to allocate Councillors to visit locations of defibrillators with missing information, to make contact with the guardians and collect information to complete the data records.*

9. DEFIBRILLATOR BUDGET

Currently, there is no Keynsham Town Council budget allocated for purchase of defibrillators, maintenance of defibrillators or training events in Keynsham.

**RECOMMENDATION:**

*To consider whether funds should be taken from General Reserves and allocated to a Defibrillator budget and if so, decide on a sum to be recommended to full Council for approval.*

10. COMMUNICATIONS PLAN

*Consider a communication plan as follows:*

*Methods of informing residents of their nearest defibrillator. List methods*

*Display of defibrillator mapping posters.*

*Regular news updates on installation of new defibrillators. Forthcoming article space:-*

*The WeekIn (distribution w/c 25<sup>th</sup> July 2022) and Keynsham News Autumn edition*

*(distribution w/c 15<sup>th</sup> August 2022) articles required by Friday 15<sup>th</sup> July 2022 – allocate Councillor to write this article.*

11. 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) Formulate a timeline for the installation of more defibrillators ensuring that the town is covered evenly.*
- (iii) Consider the financing of additional defibrillators including grant funding opportunities that may be promoted to community groups.*
- (iv) Consider holding some defibrillator training events for Councillors, staff and residents.*

12. DATE OF NEXT MEETING

***RECOMMENDED:***

To note that a date be arranged, in July 2022 at 6.00 p.m., for the next Defibrillator Working Party to be held in the Town Council office.

Some suggested dates should the group decide to schedule a meeting:

Monday 4<sup>th</sup> July at 6.00 p.m.

Tuesday 5<sup>th</sup> July at 6.00 p.m.

Thursday 14<sup>th</sup> July at 6.00 p.m.

Monday 18<sup>th</sup> July at 6.00p.m.

Wednesday 20<sup>th</sup> July at 6.00 p.m.