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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 18th July 2022 at 5.00pm.**

The agenda for the meeting appears below.

A handwritten signature in black ink, appearing to read "KLS", is written over a horizontal line.

Katherine Sears
Deputy Town Clerk

12th July 2022

EMERGENCY EVACUATION PROCEDURE

When the continuous alarm sounds, you must evacuate the building by the exit and proceed to the assembly point: Grassed area past St. Cadoc House, Temple Street.

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. APOLOGIES FOR ABSENCE

RECOMMENDED:

To receive and note Apologies for Absence.

2. 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).

3. 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.

4. RECORD OF PREVIOUS MEETINGS (PREVIOUSLY CIRCULATED)**RECOMMENDATION:**

That the Minutes of the Defibrillator Work Party meeting held on Monday 6th June 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

5. DEFIBRILLATOR UPDATE*a) Current defibrillators in the town.***RECOMMENDATION:**

To receive information in respect of Councillor findings in respect of defibrillators located in the town.

*b) The British Legion defibrillator***RECOMMENDATION:**

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

*c) Heartsafe & Great Western Air Ambulance Charity – AED Package (Information attached)***RECOMMEND**

To consider the purchase of an AED package for Manor Road sports Pavilion.

6. DEFIBRILLATOR LOCATIONS

RECOMMENDATION:

To review the map detailing the location of existing defibrillators, plot on information in respect of any that are missing from the map and to determine possible locations of future defibrillators.

7. 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.

8. FOLLOW ON ACTIONS

RECOMMENDED FUTURE ACTIONS:

- (i) To continue to visit 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.*

9. DATE OF NEXT MEETING

RECOMMENDED:

To note that a date be arranged, in September 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:

- Tuesday 6th September at 6.00 p.m.
- Thursday 8th September at 6.00 p.m.
- Monday 19th September at 6.00 p.m.
- Wednesday 21st September July at 6.00p.m.
- Thursday 22nd September at 6.00 p.m.