



Town Clerk: Dawn Drury
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Telephone: 0117 986 8683
Mobile: 07399 612317

E-mail: townclerk@keynsham-tc.gov.uk
Website: www.keynsham-tc.gov.uk

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 **TUESDAY 25th October 2022 at 6.30pm.**

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

20th October 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 18th July 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 any new information in respect of Councillor findings in respect of defibrillators located in the town.

b) The British Legion defibrillator

To note that a new defibrillator has been purchased and the Town Council is working with the British Legion to get this up and running. The British Legion have asked the Town Council to take on this defibrillator hence it will be registered with the circuit in the Town Council name, be insured by the Town Council and put on our schedule for a weekly check.

RECOMMENDATION:

To receive and note the above information.

- c) Heartsafe & Great Western Air Ambulance Charity – AED Package – Manor Road Pavilion.

RECOMMENDED:

To receive a verbal update regarding purchase of an AED package following the Finance and Policy Committee meeting on 13th September 2022.

- d) Defibrillator at the Civic Centre

This defibrillator is now up and running. It is registered to the Town Council, insured and checked by the Town Council.

RECOMMENDED:

To note the above information.

6. DEFIBRILLATOR LOCATIONS

At the meeting on 18th July 2022, it was resolved to contact the local churches and chemists to enquire whether they would be interested in have a defibrillator installed on the outside of their buildings.

RECOMMENDED:

To receive and update from Councillors in respect of this matter.

7. DEFIBRILLATOR DATA RECORDING SHEET

At the meeting on 18th July 2022, Councillors agreed to seek information on current defibrillators and possible sites as follows:

CLlr C Brennan will visit the following sites for the information on their defibrillators:

- B&NES Recycling Depot x 2
- Tesco
- Wellsway School
- Keynsham Police Station
- Keynsham Leisure Centre

CLlr D Biddleston will visit the following sites for the information on their defibrillators:

- St John's Church
- Almeda Facilities

DTC to contact the Frys Bowling Club for their details.

RECOMMENDED:

To receive updates in respect of the site visits.

8. PROMOTION OF TOWN COUNCIL DEFIBRILLATOR WORK

RECOMMENDED

To note that an article was published in The Week In (3rd August) and the Autumn edition of the Keynsham News detailing the work of this working party. Due to the rescheduling of this meeting the deadline has been missed for the Winter edition of the Keynsham News, so further information will be included in the Spring edition.

9. FOLLOW ON ACTIONS FOR FUTURE MEETINGS.

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.*
- (v) To consider a defibrillator budget for 2023/24.*

10. DATE OF NEXT MEETING

RECOMMENDED:

To note that a date be arranged, in November 2022 at 6.30 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 5th December at 6.30 p.m.

Thursday 8th December at 6.30 p.m.

Wednesday 14th December at 6.30 p.m.