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To: - Members of the Community Resilience Working Party Councillors D Biddleston, C Brennan, M Burton (Chair) and H MacFie.

c.c. All other Town Councillors.

Dear Councillor,

You are requested to attend a meeting of the **COMMUNITY RESILIENCE WORKING PARTY** to be held in **MAKESPACE, 2 RIVERSIDE TERRACE, KEYNSHAM** on **MONDAY 21ST OCTOBER 2024** at **7.00 pm**.

The Agenda for the meeting appears below.

A handwritten signature in black ink, appearing to read "Dawn", is written over a light blue circular stamp.

Dawn Drury
Town Clerk

16th October 2024

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. 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

RECOMMENDED:

That the Minutes of the Community Resilience Working Party meeting held on Thursday 15th August 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.

5. UPDATE ON HAZARDS TASK (Draft Community hazard sheet)

RECOMMENDED:

- (i) *To receive and consider the completed Councillors information on hazards for the insertion into the plan.*
- (ii) *To decide on the style of presentation of the hazard information.*

6. FEEDBACK ON FOOD POVERTY WORKSHOP – MONDAY 14TH OCTOBER 2024

RECOMMENDED:

To receive verbal feedback from this event.

7. LIST OF CONTRACTORS

RECOMMENDED:

To note that this still needs to be formulated by Office Staff and will be brought back to a future meeting.

8. GRAB AND GO PACK & DEFIBRILLATOR POSTCARD (Postcard draft attached)

RECOMMENDED:

- (i) *To approve the finished design for the Grab and Go bag and Defibrillator postcards.*
- (ii) *Costs for production/distribution of the poster, flyers (internal print cost) and postcard costs (external print cost) will be presented to Finance and Policy when we are in a position to distribute the same (awaiting information on safe places so that these can be mapped with a QR link, ensuring resources are in place and we have appointed Community Wardens for each area that is to be specified in the actual plan)*

9. COMMUNITY WARDENS (Letter attached)

RECOMMENDED:

- (i) *To have an update on the appointment of Community Wardens as agreed below: -*

Keynsham East

2 for Chandag Estate

2 for the Hygge Estate

Keynsham South

2 for The Meadows

2 for Queens Road

2 for Bilbie Green

2 for Holmoak

Keynsham North

2 for Somerdale

2 for Broadlands area

2 for Central Town

2 for Stockwood area

As minuted on 26th February – update needed - As a starting point Ex-Street Wardens (during COVID) should be contacted and the Councillors should recommend and seek Community Wardens for the areas within their Wards.

- (ii) *To approve a letter to go out to Ex-Street Wardens and to the Community should the Community Warden positions above be not filled.*

10. SAFE REFUGE PLACES

RECOMMENDED:

To note that Town Council staff have started contacting possible places of safe refuge asking for agreement in principle and obtaining the name of a key person/key holder.

Staff will obtain an out of hours number. The Safe Places list will be presented at a future meeting.

11. ORGANISATIONS OFFERING SUPPLIES & SUPPORT (Not refuge)

RECOMMENDED:

To note that this matter was deferred from the last meeting and still needs to be actioned by staff.

To consider major businesses Waitrose, Tesco, Sainsbury's, Iceland and Poundland.

Supplies to include blankets, food, water, emergency kits, etc., dependent on the disasters.

12. FUTURE MEETINGS WITH KEY STAKEHOLDERS

RECOMMENDED:

- (i) To note that a future meeting will need to be held with Stakeholders to discuss the plan.*
- (ii) That this item be kept on the agenda for each meeting as a reminder as to who should be invited to a future meeting:*

- Emergency Service Representatives.*
- Stakeholders and Contractors (suppliers of equipment).*
- Organisations offering a place of safety.*
- Volunteers.*
- Key Community Wardens.*

These meetings will be communicated to key Stakeholders via Facebook Groups, The Voice, The Week In and Town Council Social Media channels.

13. DATE OF NEXT MEETING

RECOMMENDED:

That the next meeting be held in early December to be arranged by Doodle Poll.