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To: - Members of the Community Resilience Working Party Councillors D Biddleston, C Brennan, M Burton (Chair), D Cooper 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 the **TOWN COUNCIL OFFICE, 15 – 17 TEMPLE STREET, KEYNSHAM** on **THURSDAY 11<sup>TH</sup> SEPTEMBER 2025 at 6.00 pm.**

The Agenda for the meeting appears below.

Dawn Drury  
Town Clerk

4<sup>th</sup> September 2025

#### 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 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).

## 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 Tuesday 24<sup>th</sup> June 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.*

## 5. FLOOD RESILIENCE

### **RECOMMENDED:**

- (i) *To note that Officers are starting to look at the production of a new website and are seeking quotes for the same. This will enable us to have an environmental webpage detailing information regarding flooding areas, flooding reporting etc. will be available.*
- (ii) *To note that there has still been no feedback on any information from Ward Cllr G Leach on the Sydenham Meadow reservoir/attenuation pond. A further email has been sent to Cllr Leach.*
- (iii) *To receive any updates from Dave Biddleston in respect of any feedback from Jacob of the Environment Agency in respect of the Somerdale Path.*

## 6. TEMPLATE EMERGENCY PLAN (Working copy attached)

### **RECOMMENDED:**

- (i) *To note that the Keynsham Community Hub will be recorded as the back up HQ should the Town Council office be out of action during an emergency incident.*
- (ii) *To confirm the names of the Ward Councillors from Keynsham South, East and North that will be part of the Team to activate the emergency plan.*
- (iii) *Resolution 10 from the last working party minutes:  
That all the emergencies be defined on a list within the Plan and graded with levels of action required e.g. level 1 watch and wait (B&NES and Emergency Services dealing*

*with the incident – update community with social media posts), Level 2 (assistance requested from B&NES/Emergency Service or utility company – action on request), level 3 (Emergency critical – places of refuge, supplies and additional support required). The primary Co-ordinators the Town Clerk or Deputy Town Clerk will inform the Team of level of emergency and action to be taken. This will be actioned by the Town Clerk/Deputy Town Clerk before the next meeting.*

- (iv) To note that WhatsApp groups referred in point 10 of the last minutes will be actioned once the planned is finalised.*
- (v) To receive further information on the log sheet of incidents – Cllr Cooper reported at the last meeting that she may have one that she could share.*
- (vi) To note that a volunteer's manual should be included – to contain a list of what their roles are.*
- (vii) To note that the following have been contacted in respect of assembly points/community resources and skills (council is awaiting responses).*
  - *The Rugby or Football Pavilions (to serve the Stockwood Hill area of town).*
  - *Elim Church.*
  - *Add in St. Francis Church, same key holders as Victoria Methodist Church.*
  - *St. Dunstan's Church.*
  - *Masonic Hall.*
  - *Keynsham Leisure Centre.*
  - *The Meadows Pavilion.*
- (viii) To note that the administration assistant is contacting the TA and other organisations regarding the possibility of assistance with provision of 4 wheeled drive vehicles (council is awaiting a reply).*
- (ix) To note that a document will be produced to record skills of all volunteers.*
- (x) To note that the following actions have been undertaken:*
  - *Supporting organisations – emergency contact numbers – Town Clerk to mark Temple House Surgery as opening 24 hour and offering out of hours assistance.*
  - *To mark the railway line on the map in a different colour so that it is clearer.*

## 7. COMMUNICATIONS MATRIX

### *RECOMMENDED:*

*To receive, note and comment on the Communication's matrix produced by Cllr Cooper.*

## 8. PRODUCTION OF A PRIVACY STATEMENT

### *RECOMMENDED:*

*To note that a privacy statement is to be produced that will be passed on to the Places of refugee, key holders and those providing resources and supplies detailing how Council will use*

*and store personal information together with who will have access to such information. The privacy statement is to be provided as part of the signing up process.*

## 9. GRAB AND GO PACK & DEFIBRILLATOR POSTCARD

**RECOMMENDED:**

- (i) To note that quotes will be sought for production of the postcards closer to time of distribution.*
- (ii) To note that there is no budget for production of the postcards or promotion of the plan and so the Working Party are asked to consider a suitable budget. Officers recommend a budget figure in the region of £500.*
- (iii) The distribution of the postcards with inclusion of the What 3 Word and postcode area needs further consideration as this is a huge task for office staff.*
- (iv) The Town Clerk will explain some alternative methods of distribution and getting the information out to the community.*
- (v) Costs will be sought for the production of postcards and taken to Finance and Policy Committee.*

## 10. COMMUNITY WARDENS

**RECOMMENDED:**

- (i) To note that Martin Boulton needs to be contacted regarding any Wombles wishing to be volunteers.*
- (ii) The WERN representative Natalie Condick will be invited to the next meeting.*

## 11. SAFE REFUGE PLACES

**RECOMMENDED:**

*To note that this still needs more work to ensure that all areas of town are covered.*

## 12. ORGANISATIONS OFFERING SUPPLIES & SUPPORT (Not refuge)

**RECOMMENDED:**

*To note that this matter is to be actioned by Council staff.*

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

## 13. 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, Keynsham Voice and Town Council social media channels.

#### 14. DATE OF NEXT MEETING

***RECOMMENDED:***

*That the next meeting be held in early November 2025 to be arranged by Doodle Poll.*