



Deputy Town Clerk: Katherine Sears  
15-17 Temple Street,  
Keynsham, Bristol BS31 1HF  
Telephone: 0117 986 8683

E-mail: [deputytownclerk@keynsham-tc.gov.uk](mailto:deputytownclerk@keynsham-tc.gov.uk)  
Website: [www.keynsham-tc.gov.uk](http://www.keynsham-tc.gov.uk)

To: - Members of the Defibrillator Working Party; Cllrs S Alenshasy, C Brennan, M Burton, C Fricker, C Leonard

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 26<sup>th</sup> FEBRUARY 2023** 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 February 2024

**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 accept 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 (PREVIOUSLY CIRCULATED)

**RECOMMENDATION:**

*That the Minutes of the Defibrillator Work Party meeting held on Thursday 2<sup>nd</sup> November 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.*

5. DEFIBRILLATOR UPDATE & LOCATIONS

a) Meadows Pavilion

**RECOMMENDATION:**

- i) Decide if this is the location to install a defibrillator with the donation from South West Lions.*
- ii) Confirm this defibrillator is listed on the KTC asset register, but Keynsham Town Football Club be the guardians.*

b) Taylor Wimpey

**RECOMMENDATION:**

*Receive and note the update on this defibrillator.*

c) Cllr Brennan's Fundraising Initiative

**RECOMMENDATION:**

*Receive and note the update from Cllr Brennan.*

d) Future locations for defibrillators around Keynsham

**RECOMMENDATION:**

*Discuss future locations using the provided map.*

6. DEFIBRILLATOR DATA RECORDING SHEET (Attached)

To note the updates on the recording sheet.

**RECOMMENDED:**

*To receive updates in respect of the site visits.*

7. DEFIBRILLATOR TRAINING

**RECOMMENDED:**

*Confirm a date for another training day for residents to attend.*

8. 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.*
- (ii) *Formulate a timeline for the installation of more defibrillators ensuring that the town is covered evenly.*
- (iii) *To consider business cards for residents with details of closest defibrillators*

9. DATE OF NEXT MEETING

**RECOMMENDED:**

*To note that a date be arranged, in April 2024 at 7.00 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 16<sup>th</sup> April 2024 at 7.00 p.m.*

*Tuesday 23<sup>rd</sup> April 2024 at 7.00 p.m.*