



Town Clerk: Dawn Drury
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To: - Members of the Community Resilience Working Party Councillors D Biddleston, C Brennan, M Burton (Chair), C Leonard 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** on **MONDAY 22ND JANUARY 2024** at **6.00pm**.

The Agenda for the meeting appears below.

A handwritten signature in black ink, appearing to read "Dawn", enclosed in a simple oval scribble.

Dawn Drury
Town Clerk

16 January 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 7th December 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.

5. KEYNSHAM'S COMMUNITY RESILIENCE PLAN

RESOLUTIONS FROM THE MEETING ON 7TH DECEMBER 2023:

- *That the Town Council produce a Community Resilience Plan following the format of the Saltford Parish Council Plan and not using the B&NES template, and that the Hazard and Impacts of Keynsham are recorded in landscape format, similar to that included in the B&NES Community Resilience Plan.*
- *That the following hazards be added to the original list produced in October 2022 – Explosion (gas or similar), shortages due to industrial action (food and other consumables), Rail incidents, sewage leaks/water contamination, extreme heat, outbreak of war. In respect of cyber-attacks on the original list the Town Clerk is to seek information from SoVision as to how this would be dealt with by them.*
- *That the Plan should be a Town Council Plan produced with support from key external organisations and not a plan produced by the Community.*
- *That the following be added to the Prevent/Protect topic - methods of communication (radio, social media, flyers etc) – this should form its own sub-plan to be included in the main Plan. The Town Clerk to investigate members of the TA delivering emergency flyers should the need arise.*

- *The development of a Community Resilience volunteers list (to be held by the Town Council) and all volunteers undertaking the Town Council volunteers induction process and being given a copy of the Volunteers Induction Pack.*
- *That a list be produced detailing contractors, businesses and partners (such as B&NES) that could assist with the provision of larger equipment e.g. generators, portaloos, mattresses, specialised equipment, 4 x 4 transportation, etc.*
- *To RECOMMEND to Town Council that the Town Clerk be given the authority to spend larger sums of money, in an emergency, under delegated powers with the agreement of key Councillors, Chair and Vice Chair of Council and the Chair and Vice Chair of Finance and Policy Committee. This be written into the Town Council Financial Regulations for approval by full Council.*
- *That a flyer be produced by the Town Council Business and Community Engagement Officer in respect of the preparation of a grab and go bag (example in B&NES Community Resilience Plan). This flyer to be promoted to the public.*
- *That Community Wardens will head up volunteer teams to be considered at a future meeting.*
- *That at a future meeting, maps are looked at to ensure that there are safe refuge places, enough volunteers and that areas of concern (such as where boat people live) are recorded within the plan.*
- *That the following partner groups are contacted to ascertain whether they would offer facilities or support if an emergency incident occurred in Keynsham:
Local Churches, local Community Halls, Schools, Wellsway Sports Hall, the Leisure Centre, Somerdale Pavilion, the Cricket, Rugby and Football Clubs and the Masonic Hall.*
- *That the Town Clerk send out a selection of dates to the Working Group members for meetings once a month in February, March and April 2024.*

6. KEYNSHAM COMMUNITY RESILIENCE PLAN (template example attached)

RECOMMENDED:

To review the template for the Keynsham Community Resilience Plan

7. HAZARDS LIST (attached)

RECOMMENDED:

To consider the best method of putting the Hazard List into a Hazards and Impact table. Suggested ways work on this topic a) as a group; b) as individual Councillors (dividing up the hazards list); or c) at a workshop with key external support organisations.

8. COMMUNITY VOLUNTEERS LIST

RECOMMENDED:

To decide on a method of building a volunteers list (this to be undertaken later in the formation of the plan).

9. LIST OF CONTRACTORS

RECOMMENDED:

To build a list of possible Contractors to contact for support with larger equipment.

10. GRAB AND GO PACK (Draft attached)

RECOMMENDED:

To review the Grab and Go Poster and approve the same.

11. SAFETY TIPS POSTER (Draft attached)

RECOMMENDED:

To review the Safety Tips Poster and approve the same.

12. COMMUNITY WARDENS

RECOMMENDED:

To decide on a method for selection of Community Wardens and numbers required.

13. SAFE REFUGE PLACES

RECOMMENDED:

- (i) On the maps to be supplied at the meeting mark on possible safe refuge places.*
- (ii) That a list be made, and office staff contact the venues to seek their approval to be on the Town Council Safe Refuge Place list and be included in the Community Resilience Plan. A contact name and number for each venue to be sourced, this will be stored safely and not form part of the written plan.*

14. ORGANISATIONS OFFERING SUPPLIES & SUPPORT (Not refuge)

RECOMMENDED:

That a list be formulated that can be contacted by office staff.

15. DATE OF NEXT MEETING

RECOMMENDED:

That the next meeting be held on Monday 26th February 2024 at 5.00 p.m. in the Town Council Office.