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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 the **TOWN COUNCIL OFFICE, 15 – 17 TEMPLE STREET, KEYNSHAM** on **TUESDAY 24TH JUNE 2025** at **7.00 pm**.

The Agenda for the meeting appears below.

Dawn Drury
Town Clerk

17th June 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. ELECTION OF CHAIRMAN 2025/2026

RECOMMENDED:

To elect the Chair of the Community Resilience Working Party for the Municipal Year 2025/2026.

2. ELECTION OF VICE CHAIRMAN 2025/2026

RECOMMENDED:

To elect the Vice Chair of the Community Resilience Working Party for the Municipal Year 2025/2026.

3. MEMBERSHIP OF THE COMMUNITY RESILIENCE WORKING PARTY 2025/2026

RECOMMENDED:

To note that Councillors Cllrs Dave Biddleston, Caitlin Brennan, Martin Burton, Deb Cooper and Hal MacFie, and Alex Beaumont (substitute) are the appointed members of the Working Party for the Municipal Year 2025/2026, as agreed at the Annual Meeting of the Town Council on 20th May 2025.

4. APOLOGIES FOR ABSENCE

RECOMMENDED:

To receive and note apologies for absence.

5. 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).

6. 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.

7. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:

That the Minutes of the Community Resilience Working Party meeting held on Thursday 3rd April 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

8. TERMS OF REFERENCE

NAME OF WORKING GROUP	COMMUNITY RESILIENCE WORKING PARTY
MEMBERSHIP	4 Keynsham Town Councillors
DUAL HATTED COUNCILLORS	Dual Hatted Councillors must represent either B&NES or the Town Council. They cannot do both.
MEMBERSHIP WITH NON-VOTING RIGHTS	Subject to agreement by the Working Group, Keynsham Town Council may nominate non-voting members to assist the Working Group.
MEETINGS	<p>The Working Group shall meet every 6 weeks for not more than 2 hours.</p> <p>A Chairman for the meeting will be elected at the start of the first meeting up until the next municipal year May 2023.</p> <p>The Town Clerk will organise the meeting including preparation of the Agenda and taking of the minutes.</p>
TERMS OF REFERENCE	<p>Purpose:</p> <p>To look at the issue of creating a Community Resilience plan for the Town of Keynsham.</p> <p>Key Tasks:</p> <ul style="list-style-type: none"> • To review past emergency plans. • To consider how the Keynsham Town Council Community Resilience plan will look. • To work with other organisations in the Community to assist with formulate the plan. • To consider listing place of safety and warm space venues in the Town. • To decide whether the plan and any emergency will be managed by the Town Council or whether this will be done by a group formulated for this purpose that will be overseen by the Town Council • To report back to full Council in respect of the formulation of the plan • To work on a promotional campaign to highlight to the community the Community Resilience Plan

	<ul style="list-style-type: none"> To ensure that that the completed plan is available on the Town Council website.
DELEGATED POWERS	The Working Group has no delegated powers. Authority for decision-making rests with the Keynsham Town Council as per the respective governance structures.
QUORUM	No quorum

9. FLOOD RESILIENCE (Flooding maps to be presented at the meeting)

RECOMMENDED:

- (i) *To update on any actions since the last meeting.*
- (ii) *Feedback on any information from Ward Cllr G Leach on Sydenham meadow reservoir/attenuation pond.*
- (iii) *To look at flooding maps for Keynsham to see areas at risk of future flooding.*
- (iv) *To receive any updates from Jacob of the Environment Agency in respect of flooding on the Somerdale circular path.*

10. TEMPLATE EMERGENCY PLAN (Working copy attached)

RECOMMENDED:

To consider the attached template emergency plan and decide on the next steps.

11. GRAB AND GO PACK & DEFIBRILLATOR POSTCARD

RECOMMENDED:

- (i) *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.*
- (ii) *The Clerk will explain some alternative methods of distribution and getting the information out to the community.*
- (iii) *Costs will be sought for the production of postcards and taken to Finance and Policy Committee.*

12. COMMUNITY WARDENS

RECOMMENDED:

To update on the position of possible Community Wardens.

13. SAFE REFUGE PLACES

RECOMMENDED:

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

14. ORGANISATIONS OFFERING SUPPLIES & SUPPORT (Not refuge)

RECOMMENDED:

To note that this matter be deferred as it still needs to be actioned by staff.

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

15. 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, The Week In and Town Council social media channels.

16. DATE OF NEXT MEETING

RECOMMENDED:

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