



Town Clerk: Dawn Drury
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Telephone: 0117 986 8683
Mobile: 07399 612317

E-mail: townclerk@keynsham-tc.gov.uk
Website: www.keynsham-tc.gov.uk

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 **THURSDAY 25TH APRIL 2024** at **7.00 pm**.

The Agenda for the meeting appears below.

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

Dawn Drury
Town Clerk

20th February 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 Monday 26th February 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.

5. UPDATE ON HAZARDS TASK (Template to follow)**RECOMMENDED:**

- (i) To receive and note Councillors information on hazards for the insertion into the plan.*
- (ii) To note that office staff will input the information into the hazards data plan document, if required.*

6. COMMUNITY VOLUNTEERS LIST**RECOMMENDED:**

- (i) To note that a call out for volunteers has been undertaken and few responses have come into Town Council.*
- (ii) That as part of the Volunteers week meeting the Community Resilience Plan (CRP) will be explained to all volunteers and CRP volunteers will be enlisted.*
- (iii) To note that the volunteer list is to be retained by the Town Council and that all volunteers will need to attend an induction session with the Council and receive a volunteer's pack.*

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 (Report attached)

RECOMMENDED:

To receive costs in respect of the Grab and Go Poster, flyers (internal print cost) and postcard costs (external print cost).

9. COMMUNITY WARDENS

RECOMMENDED:

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.

10. SAFE REFUGE PLACES

RECOMMENDED:

To receive an update on the proposed places of refuge.

11. ORGANISATIONS OFFERING SUPPLIES & SUPPORT (Not refuge)

RECOMMENDED:

That this matter be considered, and a list be formulated of which businesses to contact.

12. FUTURE MEETINGS WITH KEY STAKE HOLDERS

RECOMMENDED:

(i) *That to note that a future meeting will need to be held with Stake Holders to discuss the plan.*

(ii) *That this item be kept on the agenda 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.*

13. DATE OF NEXT MEETING

RECOMMENDED:

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