



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 26th FEBRUARY 2024** at 5.00 pm.

The Agenda for the meeting appears below.

A handwritten signature in black ink, appearing to read "Dawn", written in a cursive style.

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 16th January 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 the template hazards data plan document created by Cllr Brennan.*
- (ii) To receive and note Councillors information on hazards for the insertion into the plan.*
- (iii) To note that office staff will input the information into the hazards data plan document, if required.*

6. COMMUNITY VOLUNTEERS LIST**RECOMMENDED:**

- (i) To decide on a method of building a volunteers list, matter deferred from the previous meeting.*
- (ii) 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 a list of contractors will be presented at 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:

(i) To decide on a method for selection of Community Wardens and numbers required. Last month it was suggested that Council use the ex-street Wardens that supported the community during COVID.

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, as it was deferred from the last meeting.

12. DATE OF NEXT MEETING

RECOMMENDED:

That the next meeting be held on Monday 12th March 2024 at 7.00 p.m. in the Town Council Office.