



Town Clerk: Dawn Drury
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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 **THURSDAY 3rd April 2025 at 7.00 pm.**

The Agenda for the meeting appears below.

Dawn Drury
Town Clerk

27th March 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. 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 6th February 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

5. FLOOD RESILIENCE

RECOMMENDED:

To provide the Town Clerk with details of any actions from this matter from the last meeting that she was unable to attend.

6. UPDATE ON HAZARDS

RECOMMENDED:

- (i) *To provide the Town Clerk with an update on the flow chart model produced by Cllr Burton and any actions to be taken from this matter from the last meeting that she was unable to attend.*

7. GRAB AND GO PACK & DEFIBRILLATOR POSTCARD

The updated grab and go bag/defibrillator postcard has been updated with the amendments recommended at the last meeting.

RECOMMENDED:

- (i) To receive and note the proposed design.*
- (ii) To decide if post cards should be designed so that they are specific to individual Wards.*
- (iii) To note that costs for production/distribution of the poster, flyers (internal print cost) and postcard costs (external print cost) will be presented to the Finance and Policy Committee when we are in a position to distribute the same (awaiting information on safe places so that these can be mapped with a QR link, ensuring resources are in place and we have appointed Community Wardens for each area that is to be specified in the actual plan).*

8. COMMUNITY WARDENS

RECOMMENDED:

- (i) To have an update on the appointment of Community Wardens as agreed below: -*

Keynsham East

- 2 for Chandag Estate
- 2 for the Hygge Estate
- 2 Broadmead – Boating community

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

Update - 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.

To revisit the recommendations from the last meeting.

RECOMMENDED:

- (i) To receive an update from Councillor Biddleston in respect of volunteers.*
- (ii) To note that Deb Cooper be contacted to be a volunteer for the Stockwood area (this still needs to be actioned from the last minutes).*

- (iii) *To note whether Councillor MacFie has forwarded the details of a possible volunteer on the Hygge Park to Councillor Biddleston.*
- (iv) *To note that to date no volunteers have come forward to the Town Clerk for further information and that the Town Clerk has not distributed any of the Community Resilience Volunteer's letters.*

9. SAFE REFUGE PLACES

RECOMMENDED:

To note that the Town Clerk has not received the B&NES list of safe spaces.

10. 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.

11. 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.

12. DATE OF NEXT MEETING

RECOMMENDED:

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