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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 6<sup>th</sup> February 2025** at **7.00 pm**.

The Agenda for the meeting appears below.



Dawn Drury  
Town Clerk

30<sup>th</sup> January 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 16<sup>th</sup> 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 21<sup>st</sup> October 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.*

5. FLOOD RESILIENCE

To receive information and assistance from B&NES Council Emergency Management Team and Flooding and Drainage Team in respect of completing the Town Council's Community Resilience Plan section on flooding and storms scenario. B&NES officers will be in attendance to answer questions.

To receive information and assistance from a representative of the Environment Agency who will also share information on the Flood Warden scheme.

**RECOMMENDED:**

*To receive and note the information.*

6. UPDATE ON HAZARDS

At the last meeting Councillor Burton agreed to look at the B&NES Community Resilience Contingency Planning Toolkit and Formulation of Community Emergency Plan for Keynsham document and provide feedback at this meeting. He also offered to produce a flow chart model that could be tested.

**RECOMMENDED:**

(i) *To receive the feedback and flow chart model from Cllr Burton*

7. FEEDBACK ON THE KEYNSHAM PANTRY MEETING – 27<sup>TH</sup> JANUARY 2025

**RECOMMENDED:**

*To receive verbal feedback from this event.*

8. 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.*

9. 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:**

*To note that costs for production/distribution of the poster, flyers (internal print cost) and postcard costs (external print cost) will be presented to 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).*

10. 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.

**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 Clerk has not distributed any of the Community Resilience Volunteer's letters.*

11. SAFE REFUGE PLACES

**RECOMMENDED:**

- (i) To note that the following organisations have offered their halls as a safe place of refuge:*

- *Victoria Methodist Church*
- *St. John's Church*
- *Broadlands School*
- *The Fear Hall*

*We are awaiting a response from the Baptist Church.*

*Wellsway School have said No.*

*Wellsway Sports Hall would be available at weekends and during school holidays.*

*IKB School and St. Dunstan's Church still need to be contacted.*

- (ii) The name, contact details and out of hour mobile/phone numbers of key people/key holders will be kept confidential to key Town Council officers for GDPR reasons.*

12. 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.

13. 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, The Voice, The Week In and Town Council Social Media channels.

14. DATE OF NEXT MEETING

**RECOMMENDED:**

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