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To: - Members of the Community Resilience Working Party Councillors D Biddleston, C Brennan, M Burton, 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 **THURSDAY 7th December 2023 at 6.00pm.**

The Agenda for the meeting appears below.

Dawn Drury
Town Clerk

30th November 2023

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. TO APPOINT A CHAIR FOR THE WORKING PARTY
2. TO APPOINT A VICE CHAIR FOR THE WORKING PARTY
3. TERMS OF REFERENCE (attached)

RECOMMENDED:

To receive and note the Terms of Reference of the Working Party.

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 Monday 17th October 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

8. COMMUNITY RESILIENCE PLAN (Attached 2014 Hazard Workshop Results 2014, B&NES Community Resilience Contingency Planning Template and redacted version of Saltford Parish Council's plan notes)

Background information (Recap for new Councillors).

On the 8th January 2014 Keynsham Town Council and BANES had a collective workshop entitled Keynsham Town Council Hazard Workshop, the results of discussions attached. At this workshop a Keynsham Town Council Community Resilience Contingency Planning Template was produced (copy attached). This document provides background information on hazards and resilience and provides some key tools for effective preparations and responses. The second section of the Template (p.23 onward) was designed for Keynsham Town Council to capture the key information about Keynsham Community and its resources that will help the Town Council to prepare and respond with resilience.

This document was provided for Keynsham Town Council to fill in and grow.

Back in July 2022 Bath and North East Council suggested to Town and Parish Council's that they complete the template B&NES Council Community Resilience Tool Kit 2022 (Copy attached).

At its meeting on 21st June 2022 the Town Council resolved to produce a Community Emergency Plan, but not using the Template as this contravenes GDPR regulations.

The Town Clerk has contacted Saltford Parish Council as they have already completed and published their plan.

Saltford Parish Council decided not to use the B&NES Council Community Resilience Tool kit 2022, as their view was that they needed something flexible, up-to-date and low maintenance, which could come together effectively when required but that did not need too much beyond/between initial set up and an emergency.

The Saltford Emergency Co-ordinators Group was subsequently created. It is made up of c.8/9 people in the village volunteering in an independent capacity, but they are all associated with key local organisations (their Parish, Saltford Parish Council Cllrs, Saltford Community Association, B&NES Ward Cllrs).

They have set up a WhatsApp Group to use to call an emergency meeting (online / at our designated place of safety) in the case of any large-scale or village wide emergency. They also know each other's addresses and have a place of safety to meet if required or if the phone/internet lines go down. They also have an emergency helpline on standby.

Saltford's Emergency Plan is intentionally brief. It needs 4 out of the 8/9 members to function effectively. It's at the top of their WhatsApp Group for reference in an emergency for guidance i.e., assigning roles etc., when a meeting is called, pending who is available. Some tasks can be done remotely, i.e., comms, contacting volunteers for a place of safety support etc., so not all members of the Group have to be in Saltford for it to operate. (See attached, redacted version or their plan).

For further information see their [Emergency Planning and Resilience](#) page on Saltford Parish Council's website (hosted / written by Saltford Parish Council but as mentioned the Group is separate from the Parish Council). This sets out what the community can expect, when the group may act, how residents and businesses can support, place of safety info, and how residents can prepare for an emergency.

Saltford's approach is supported by the fact that those in the Group are already active in the community and are likely to either have someone's number and/or know who has what. If not, the Group will put out a call on social media for resources or help. Neighbours of those not online will be encouraged to support and share info, they also have noticeboards. They have also been in contact with the Saltford Business Network, whose members are in principle willing to assist (i.e., local pubs/restaurants can supply food to a place of safety etc).

The Emergency Co-ordinators Group has also contacted key groups in the village so they are aware of the plan and how they could help if needed (i.e., Saltford School, the Church, WI Groups, Scouts, Guides, Community Transport, etc). These groups were invited to a meeting so that they could get a better idea of what resources they had to offer and what information they would like to see shared.

Once tested Saltford Emergency Co-ordinators Group will review and tweak, but it's felt this approach compared to that suggested by B&NES is manageable, relevant and appropriate. Saltford created its plan with a view that its role is more 'on the ground' support engaging local knowledge and resource to help aid B&NES and the wider Avon and Somerset Local Resilience Team.

Saltford's approach is also in line with the type of place and community it is i.e., village, community spirited, lots of willing volunteers, people know people, etc. Scaling up this approach to a town, or its use in a different type of village, would impact on its effectiveness.

KEYNSHAM'S COMMUNITY RESILIENCE PLAN

RESOLUTIONS FROM THE MEETING ON 17TH OCTOBER 2023:

- *That the Town Council produce a Community Resilience Plan following the format of the Saltford Parish Council plan and not using the B&NES template.*
- *That members think of any additional further crisis that may have been missed and will need adding to the list already provided by the Town Clerk.*
- *That members of the Working Party consider other organisations that could be included as places of refuge at a time of crisis, for example Community At 67, the Cricket Club, the Rugby Club, Local Churches and Secondary Schools.*
- *That once an initial plan is in place that the suggested refuge places be contacted so that one key point of contact may be added to the emergency contact list that will be held by the Town Council.*

- *That ways of circulating information in respect of places of refuge and aid available be considered and recorded at the next meeting of this Working Party.*
- *That creating a leaflet on Emergency Grab Bags be considered further at the next Working Party meeting.*

Keynsham Town Council now need to recap on decisions in respect of:

- a) How to formulate its own plan?
- b) Whether to make it a Town Council Plan or whether to go along the same lines as Saltford of having an Emergency Coordinators Group?
- c) Which key leaders from other organisations in the Town to invite to a future meeting to begin producing a plan?

Once the Plan is produced this needs to be shared with the Community and Local Emergency Services.

9. DATE OF NEXT MEETING

RECOMMENDED:

To note that a date is to be arranged.

Suggestion that the meeting be arranged for a date when other key members of the Working Party have been contacted and their availability sought.