

KEYNSHAM TOWN COUNCIL

Minutes of the Defibrillator Working Party meeting held on Monday 6th June 2022 at 6.30 p.m.
in the Town Council Offices

PRESENT: Councillors C Brennan, D Biddleston, C Fricker and B Simmons

IN ATTENDANCE: Dawn Drury (Town Clerk)

1. ELECTION OF CHAIRMAN

RESOLVED:

That Councillor B Simmons was elected Chairman of the Working Party for the duration of the Working Party.

2. APOLOGIES FOR ABSENCE

There were none.

3. DECLARATIONS OF INTEREST

There were none.

4. DISPENSATIONS

There were none.

RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Defibrillator Work Party meeting held on Thursday 28th April 2022 be confirmed as a true record and signed by the Chairman.

5. DEFIBRILLATOR UPDATE

The Town Clerk reported that the Civic Centre defibrillator, after being used to save a life back in April, now has a new battery pack and pads and is fully functional. There was a period of being out of action due to the guardian not being notified that it had been used. The lack of reporting has been passed on to the local Air Ambulance Service who will liaise with South West Ambulance in respect of this matter.

Two of the Town Council Grounds Maintenance Team and the Town Clerk have received training from the Rotary Guardian on the Civic Centre defibrillator in respect of cabinet cleaning, maintenance and regular checks. The Rotary Club are wishing to handover the guardianship to the Town Council, as they have no members able to continue this service. This matter will be on the next Town Council agenda for approval.

Once agreed the defibrillator will be cared for by Keynsham Town Council, added to the asset register and insured.

The defibrillator cabinet at the Royal British Legion is minus a defibrillator and Councillor Biddleston agreed to do some further investigations in respect of this and to report back at the next meeting.

The Town Clerk reported that she had had a meeting with representatives of Heartsafe and the Air Ambulance Service. They are both very interested in this Town Council project and would be interested in using the town as a pilot to encourage other towns to do the same and improve the defibrillator coverage in as many places as possible.

Councillor Biddleston suggested that the Air Ambulance may be interested in having a stall at the Music Festival and the Town Clerk will send through information to them.

6. DEFIBRILLATOR LOCATIONS

Councillors were given a map of Keynsham detailing the current position of known defibrillators in the town. Sector maps for each ward will be produced in the future.

Councillor Brennan reported that there was a defibrillator on a hook inside the Tesco store and this will be added to our defibrillator records and marked on the Town Council defibrillator map. There is also a defibrillator at Abbeyfields.

Other locations suggested for future defibrillators included the railway station, cricket club, Manor Road Pavilion and checking that all Keynsham schools have a defibrillator on site.

7. DEFIBRILLATOR DATA RECORDING SHEET

The Defibrillator Working Party reviewed the data collated to date and allocated Councillors to visit locations of defibrillators to seek missing information, to make contact with the guardians and collect information to complete the data records.

Councillor Brennan agreed to check for other defibrillators not currently recorded by the Town Council data recording spreadsheet.

Councillor Biddleston agreed to visit locations of existing defibrillators and obtain what three words and other data for recording on the defibrillator sheet.

8. DEFIBRILLATOR BUDGET

Currently, there is no Keynsham Town Council budget allocated for purchase of defibrillators, maintenance of defibrillators or training events in Keynsham.

RESOLVED:

To recommend to Town Council that a budget of £8,000 is allocated to a Defibrillator Budget. This is to be used for the Town Council's own purchases, supporting community

groups with purchases (through match funding - to be checked with the Auditor) and for replacement supplies such as cabinet door batteries, defibrillator batteries and pad sets, signage and AED enhanced resus packs (containing scissors, razors, disposal bag and other equipment).

9. FOLLOW ON ACTIONS:

RESOLVED that following actions points will continue to be discussed/actioned at a future meeting:

- (i) Councillors allocated current defibrillators to visit to ascertain who manages the cabinet/defibrillator and the name of a Guardian appointed to undertake regular checks. Obtain make and model details, battery expiry dates and defibrillator end of life information from the owner. Decide which Councillors will visit which defibrillators.*
- (ii) From the Town Council defibrillator Parish Online map ascertain current areas of coverage and target coverage areas requiring defibrillator installation.*
- (iii) Formulate a timeline for the installation of more defibrillators ensuring that the town is covered evenly.*
- (iv) Consider the financing of additional defibrillators including grant funding opportunities that may be promoted to community groups.*
- (v) Consider holding some defibrillator training events for Councillors, staff, and residents.*

10. COMMUNICATIONS PLAN

RESOLVED:

- (i) That articles be produced for the following:*
 - (a) The Week In – Keynsham Town Council Section (distribution w/c 25th July 2022) - Cllr D Biddleston agreed to produce an article for this press release.*
 - (b) Keynsham News Autumn edition (distribution w/c 15th August 2022) article required by Friday 15th July 2022 – Cllr D Biddleston and Town Clerk to work on production of article.*
- (ii) That the following be considered at future meetings:*
 - (a) Methods of informing residents of their nearest defibrillator.*
 - (b) Display of defibrillator mapping posters.*
 - (c) Regular news updates on installation of new defibrillators.*

11. DATE OF NEXT MEETING

The Working Party's next meeting be held on Monday 18th July 2022 at 5.00 p.m. in the Town Council office.

SIGNED..... DATE.....

(CHAIRMAN)

DRAFT