

# KEYNSHAM TOWN COUNCIL

Minutes of the Community Resilience Working Party meeting held on Thursday 15<sup>th</sup> August 2024 at 7.00 p.m. in the Town Council Office

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PRESENT: Councillors D Biddleston, C Brennan, M Burton and H MacFie

IN ATTENDANCE: Dawn Drury (Town Clerk)

## 35. APOLOGIES FOR ABSENCE

*There were none.*

## 36. DECLARATIONS OF INTEREST

*There were none.*

## 37. DISPENSATIONS

*There were none.*

## 38. RECORD OF PREVIOUS MEETINGS

**RESOLVED:**

*That the Notes of the Community Resilience Working Party meeting held on Monday 26<sup>th</sup> February 2024 (previously circulated) and the minutes of 25<sup>th</sup> April 2024 (previously circulated) be confirmed as a true record.*

## 39. UPDATE ON HAZARDS TASK:

Cllr Burton and the Town Clerk confirmed that they had completed and submitted their hazard task information. Cllr MacFie believed that he had completed his tasks. Cllrs Biddleston and Brennan still have work to do on task sheets.

Below is a recap:

Cllr Burton has completed – cyber-attack, fuel shortage and pandemic.

Town Clerk has completed – rail incident, burst water main, floods, sewage leaks/contaminated water.

Cllr MacFie has completed terrorist attack and outbreak of war.

Cllr MacFie still needs to complete – snow, power outages/blackouts and explosions (gas or similar)

Cllr Biddleston needs to complete – major fire, drought, food shortage, poisoning (Salisbury incident), shortages due to industrial action, extreme heat.

Cllr Brennan needs to complete major traffic incident and sink holes.

Cllr Leonard was assigned to complete chemical attacks. The Town Clerk will undertake this task.

*To note that the work experience students have put some of the data into the template document.*

**RECOMMENDED:**

*That the above information be noted.*

#### 40. COMMUNITY NETWORKING EVENT MONDAY 24<sup>TH</sup> JUNE 2024

*To note that this was a very successful event. It was well attended with lots of engagement in the breakout workshops relating to Community Resilience.*

*The PowerPoint produced by Kate and Katherine was well received.*

It was suggested that similar events could be held that could possibly be more charity specific related on matters such as cost of living crisis, winter planning, pension credits and fuel allowance.

Concerns were raised that some pensioners may not be aware of what they are and are not entitled too. Having a One Stop Outreach providing such information was thought to be a good idea. Production of a help leaflet (giving details of benefits and key help contacts) that could be distributed by Churches etc was an idea to consider further. Cllr Burton will make contact with the B&NES Council Community Engagement Team in respect of managing winter shortages.

Questions that arose at the meeting included:

Is there a storage of fuel at Burnett Lock Up? Reply – No, our insurance company will not cover storage of stocks of fuel at the Lock Up.

Did our proposed Bus Service providers have emergency stock of fuel? Action, Cllr Burton will contact them to ascertain this information.

**RECOMMENDED:**

*That the above information be noted.*

#### 41. 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.*

#### 42. GRAB AND GO PACK

**RECOMMENDED:**

*To note that the finished design for the Grab and Go Poster, Flyers (internal print cost) and Postcard costs (external print cost) still needs to be completed and this will be brought to the next meeting.*

It was suggested that Community Wardens could be asked to assist with the distribution of the Defibrillator and Grab and Go Pack postcards. The Town Clerk will check if the Town Council's insurance will cover the Community Wardens for the main role and also for assisting with the distribution of the postcards.

**43. COMMUNITY WARDENS**

*The appointment of Community Wardens, as agreed below, was discussed: -*

Keynsham East

2 for Chandag Estate  
2 for the Hygge Estate

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

Cllr Burton informed the Working Party that he had produced an introduction letter to prospective Community Wardens that he had circulated for consideration prior to the meeting. This letter covered the following aspects:

- What is a Community Warden?
- Why we need your help?
- What does the role involve?
- Collaboration
- How to volunteer?

This letter will be approved by the Town Clerk for distribution initially to the Ex-COVID Wardens, then community members recommended by Town Councillors. If there is a shortage of volunteers the search will go wider with the contents of the letter being circulated in a poster. The letter will request that expressions of interest in the role be sent into the Town Council.

A job criterion needs to be produced and considered at the next meeting.  
All Community Wardens will be invited to an induction and training (possibly bleed kit and defibrillator training) event.

**RECOMMENDED:**

*That the above information be noted.*

**44. SAFE REFUGE PLACES**

*To note that Town Council staff still need to contact the Places of Safe Refuge asking for agreement in principle and obtaining the name of a key person/key holder. Staff will obtain an out of hours number. The Safe Places list will be presented at a future meeting.*

**RECOMMENDED:**

*That the above information be noted.*

**45. ORGANISATIONS OFFERING SUPPLIES & SUPPORT (Not refuge)**

*To note that Town Council staff still need to work on this part of the plan.*

Reminder - To consider major businesses Waitrose, Tesco, Sainsbury's, Iceland and Poundland.

Supplies to include blankets, food, water, emergency kits, etc., dependent on the disasters.

**RECOMMENDED:**

*That the above information be noted.*

**46. FUTURE MEETINGS WITH KEY STAKEHOLDERS**

- (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.

**RECOMMENDED:**

*That the above information be noted.*

**47. DATE OF NEXT MEETING**

**RESOLVED:**

*That the next meeting be held in late September/early October to be arranged by Doodle Poll.*

The meeting finished at 8.00 p.m.

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

(CHAIRMAN)

