

KEYNSHAM TOWN COUNCIL

Minutes of the Community Resilience Working Party meeting held on Monday 21st October 2024 at 7.00 p.m. in MakeSpace, Riverside Terrace, Keynsham

PRESENT: Councillors D Biddleston, M Burton and H MacFie

IN ATTENDANCE: Dawn Drury (Town Clerk)

48. APOLOGIES FOR ABSENCE

Cllr C Brennan

49. DECLARATIONS OF INTEREST

There were none.

50. DISPENSATIONS

There were none.

51. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Community Resilience Working Party meeting held on Thursday 15th August 2024 (previously circulated) be confirmed as a true record.

52. UPDATE ON HAZARDS TASK:

The hazard work produced by the Councillors was presented to the Working Party. The hazards considered that were presented were in numerous styles e.g. policies, bullet point lists etc. There was some discussion regarding whether all the information should be included. It was suggested that the B&NES Community Resilience Contingency Planning Toolkit be used as an example for the Town Council plan and elements of the hazards work be included. Also, a list of all hazards considered and perhaps an example of one or two e.g. flooding and power cuts. Councillor Burton will look at this document together with the Formulation of Community Emergency Plan for Keynsham document which the Working Party agreed previously would not be followed completely to form Keynsham's plan. The Town Clerk to forward these documents to Cllr Burton.

Cllr Burton also offered to produce a flow chart model that could be tested.

53. FOOD POVERTY WORKSHOP EVENT – 14TH OCTOBER 2024

Councillors Burton and Biddleston gave feedback on this event explaining that the ethos was to encourage people to improve the way they eat, encouraging them to eat more healthier with the money that they have to spend on food.

The event was a networking opportunity for like mind organisations e.g. Foodbank, Community Fridge, Crop Drop etc. Other less well know groups that work with improving food poverty were also in attendance e.g. Bath Rugby Club who provide meals to children during school holidays.

The Workshop providers reported that for most people this was not a potential issue except for not having a choice of food due to not being able to afford more healthy food. Part 2 of the Workshop is being held on 20th November 12.30 p.m. – 3.45 p.m.

RESOLVED:

That the above information be noted.

54. LIST OF CONTRACTORS

RESOLVED:

To note that this still needs to be formulated by Office Staff and will be brought back to a future meeting.

55. GRAB AND GO PACK

RESOLVED:

To note that the Grab and Go Bag and Defibrillator Postcard design be approved with the following amendments:

Grab and Go Bag side of postcard.

- *add the words – What would you include?*
- *Images medication*
- *When places of safety confirmed add QR code link to map*

Defibrillator side

- *Add number after the words Personal mobile.*
- *Delete next of kin and add emergency family contact number.*
- *Add number after the word insurance.*
- *Delete the word office and add the word surgery after the word Doctor's.*
- *Add Your nearest defibrillators is _____*

56. 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

RESOLVED:

- (i) To add the Boat People living in Broadmead area – 1 volunteer.*
- (ii) That Councillor Biddleston contact the volunteers from the COVID Action Group, initially, to see if they would be interested in being a Community Resilience volunteer.*
- (iii) That Deb Cooper be contacted to be a volunteer for the Stockwood area.*
- (iv) That Councillor MacFie forward the details of a possible volunteer on the Hygge to Councillor Biddleston.*
- (v) That Volunteers that come forward will be instructed to contact the Clerk who will send them a copy of the Community Resilience volunteers letter and once all the volunteering positions have been filled will be invited to a drop in session in the Makespace building. The office to complete a Volunteer DBS application and receive a volunteers induction pack.*

The following will be considered as an addition induction session training on use of a bleed kit and defibrillator.

57. 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.

RESOLVED:

- (i) *That the above information be noted.*
- (ii) *That key people from those places offering a safe refuge be invited to a drop-in session in January/February to discuss what they can offer. To assist the Community Resilience Working Party with its decision on selecting suitable Emergency Accommodation (see list of criteria page 31 of B&NES Community Resilience Contingency Planning Toolkit.)*

58. ORGANISATIONS OFFERING SUPPLIES & SUPPORT (Not refuge)

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

RESOLVED:

To defer this matter to a future meeting.

59. 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.

RESOLVED:

That the above information be noted.

60. COMPLETION OF THE PLAN

RESOLVED:

If possible, the plan be completed by the end of May 2025.

61. DATE OF NEXT MEETING

RESOLVED:

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

The meeting finished at 7.50 p.m.

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

(CHAIRMAN)

DRAFT