

KEYNSHAM TOWN COUNCIL

Minutes of the Community Resilience Working Party meeting held on Thursday 11th September 2025 at 7.00 p.m. in the Town Council Office, 15 – 17 Temple Street, Keynsham

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

IN ATTENDANCE: Katherine Sears (Deputy Town Clerk)

17 APOLOGIES FOR ABSENCE

There were none

18 DECLARATIONS OF INTEREST

There were none.

19 DISPENSATIONS

There were none.

20 RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Community Resilience Working Party meeting held on Tuesday 24th June 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

21 FLOOD RESILIENCE

RESOLVED:

- i) *To receive and note that officers are looking at a new host for the KTC website and seeking quotes for Council to discuss next financial year, this will enable us to have an environmental webpage detailing information regarding flooding area, flooding reporting etc.*
- ii) *To note that there was no feedback on any information from Ward Cllr G Leach on Sydenham meadow reservoir/attenuation pond and that the Clerk has sent a further email.*
- iii) *No further update from Jacob of the Environmental Agency in respect of the Somerdale Path at this point.*

Cllr Biddleston joined the meeting

22 TEMPLATE EMERGENCY PLAN

RESOLVED:

- i) *To receive and note that the Keynsham Community Hub has been recorded as the backup HQ should the KTC office be out of action during an emergency incident.*
- ii) *DTC to write to all KTC Councillors and ask whether they would have their details on the emergency plan as an out of hours contact and as someone to activate the plan should it be needed.*
- iii) *Receive and note that the emergencies be defined on a list within the Plan and graded with levels of action required e.g. level 1 watch and wait (B&NES and Emergency Services dealing with the incident – update community with social media posts), Level 2 (assistance requested from B&NES/Emergency Service or utility company – action on request), level 3 (Emergency critical – places of refuge, supplies and additional support required). The primary Co-ordinators the Town Clerk or Deputy Town Clerk will inform the Team of level of emergency and action to be taken.*
Also to note that Cllr Cooper has worked on the community plan for each emergency.
Cllr Cooper to continued working on the flow chart which talks through each of the emergency scenarios.
- iv) *To note that the previously referred to WhatsApp groups will be actioned once the plan is finalised.*
- v) *To note Cllr Cooper has been working on the log sheet of incidents.*
- vi) *It was noted that a volunteer's manual should be included - to contain a list what their roles are.*
- vii) *DTC to gain two key holder contact details for the list of Places of Refuge. Noted that the new premises had been contacted and the plan updated with responses to date.*
- viii) *To note that the TA and other organisations regarding the possibility of assistance with provision of 4x4 wheeled drive vehicles and that we are awaiting a reply.*
- ix) *The following actions to be made to the Plan:*
 - *Page 8 - DTC to collect two contacts for each location to cover absences*
 - *Page 10 – DTC to add details of Defibs around Town*
 - *Delete the duplicate page*
 - *Confirm what numbers B&NES hold for KTC in the case of emergency. 1) Dawn 2) Katherine and then who else?*

23 COMMUNICATIONS MATRIX

RESOLVED:

Cllr Cooper has been working on the communication matrix and will continue to do so and bring to the next meeting

24 PRODUCTION OF A PRIVACY STATEMENT

RESOLVED:

It was noted that a privacy statement needs to be added to the plan and provided to those involved – Key Holders for Places of Refuge, those providing resources and

supplies, detailing how Council will use and store information together with who will have access to such information.

25 GRAB AND GO PACK & DEFIBRILLATOR POSTCARD

RESOLVED:

- (i) To note that the quotes be sought for production the postcards near the time of distribution*
- (ii) To note that there is no budget for production of the postcards or promotion of the plan and so the Working Party are asked to consider a suitable budget. Officers recommend a budget figure in the region of £500. DTC to investigate distribution services and gain quotes.*
- (iii) The postcards to be standard throughout the Town as have specific defib locations could go out of date when new defibs are installed. The QR code for the defib finder website be printed.*
- (iv) Costs for production to be taken to Finance and Policy Committee*

26 COMMUNITY WARDENS

RESOLVED:

- i) DTC to contact Mark Boulton from the Wombles to ask if any of their members wish to be volunteers.*
- ii) WERN representative to be invited to next meeting, along with her manager potentially.*

27 SAFE REFUGE PLACES

RESOLVED:

To note that this is the same as Places of Refuge and the DTC will work on having a comprehensive list that covers the Town

28 ORGANISATIONS OFFERING SUPPLIES & SUPPORT (Not refuge)

RESOLVED:

DTC to contact TA, Scouts and Supermarkets

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

29 FUTURE MEETINGS WITH KEY STAKEHOLDERS

RESOLVED:

- (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 refuge*
- *Volunteers.*
- *Key Community Wardens.*

(iii) *Once the plan is finalise and practice test run needs to be put in place.*

30 DATE OF NEXT MEETING

RESOLVED:

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

The meeting finished at 7.47 p.m.

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

(CHAIRMAN)