

KEYNSHAM TOWN COUNCIL

Minutes of the Community Resilience Working Party meeting held on Thursday 2nd April 2026 at 7.00 p.m. in the Town Council Office, 15 – 17 Temple Street, Keynsham

PRESENT: Cllrs M Burton, D Biddleston and H MacFie

IN ATTENDANCE: Katherine Sears (Deputy Town Clerk) and Cllr Andy Halliday

45 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs D Cooper and C Brennan.

46 DECLARATIONS OF INTEREST

There were none.

47 DISPENSATIONS

There were none.

48 RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Community Resilience Working Party meeting held on Monday 19th January 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

49 TEMPLATE EMERGENCY PLAN

RESOLVED:

- i) *To add Cllr Burton and Cllr MacFie to list of contacts. DTC to contact Councillors again for any volunteers to be an out of hours contact, in particular North Ward.*
- ii) *To receive and note the emergency levels defined on the list within the Plan.*
- iii) *To defer the update from Cllr Cooper on the flow chart which talks through each of the emergency scenarios.*
- iv) *To defer the update on the log sheet of incidents that Cllr Cooper has been working on.*
- v) *To note that details of the two key holder contacts to be included in the Plan within the section on the list of Places of Refuge.*
- vi) *To note that there will be no TA assistance with provision of 4x4 wheeled drive vehicles in the event of an emergency. To revisit this item at the next meeting.*
- vii) *To receive and note the update on the following actions to be included in the latest update to the plan.*
 - *Page 8 - DTC to collect two contacts for each location to cover absences, this is up to date.*



- *Page 10 – DTC to add details of Defibrillators – to note that this has been actioned.*
- *To note that the duplicate page has been deleted.*
- *To note that the following point still needs to be actioned – To confirm what numbers B&NES hold for KTC in the case of emergency. 1) Dawn 2) Katherine and then who else? B&NES have been contacted to ascertain this information.*

50 COMMUNICATIONS MATRIX

RESOLVED:

To note that the matter of the Communications Matrix be deferred to the next meeting when Cllr Cooper will present the same.

51 GRAB AND GO PACK & DEFIBRILLATOR POSTCARD

RESOLVED:

- (i) To receive and note the quotes for printing and distribution.*
- (ii) To recommend to Full Council that the cheapest printing options to be used and the National door-to-door delivery service.*

52 COMMUNITY WARDENS

RESOLVED:

- i) The DTC contacts Mark Boulton from the Wombles to ask if any of their members wish to be volunteers and will report back at the next meeting.*
- ii) That the WERN representative be invited to next meeting, potentially along with her Manager.*

53 SAFE REFUGE PLACES

RESOLVED:

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

54 ORGANISATIONS OFFERING SUPPLIES & SUPPORT (Not refuge)

RESOLVED:

To note that this be omitted from the plan and the Town Council will take instructions from Bath and North East Somerset Council in the event of an emergency.

55 FUTURE MEETINGS WITH KEY STAKEHOLDERS

RESOLVED:

- (i) To note that a future meeting will need to be held with Stakeholders to discuss the Plan.*

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(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 and those on the Emergency Plan in B&NES.*
- *Organisations offering a place of refuge.*
- *Volunteers and Key Community Wardens.*

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

56 DATE OF NEXT MEETING

RESOLVED:

That the next meeting be held in early July 2026 to be arranged by Doodle Poll.

The meeting finished at 7.47 p.m.

Signed: (CHAIR) *M. C. [Signature]* Date: *3/4/26.*

