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To: - Members of the Community Resilience Working Party - Councillors D Biddleston, C Brennan, M Burton (Chair), D Cooper and H MacFie.

c.c. All other Town Councillors.

Dear Councillor,

You are requested to attend a meeting of the **COMMUNITY RESILIENCE WORKING PARTY** to be held in the **TOWN COUNCIL OFFICE, 15 – 17 TEMPLE STREET, KEYNSHAM** on **THURSDAY 2ND APRIL 2026** at **7.00 pm**.

The Agenda for the meeting appears below.

Dawn Drury
Town Clerk

26th March 2026

EMERGENCY EVACUATION PROCEDURE

Procedures will be presented at the start of the meeting.
Arrangements are in place for the safe evacuation of disabled people.

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014)).

AGENDA

1. **APOLOGIES FOR ABSENCE**

RECOMMENDED:

To receive and note apologies for absence.

2. DECLARATIONS OF INTEREST

RECOMMENDED:

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16th April 2019) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464 and as per Standing Order 3(v).

3. DISPENSATIONS

RECOMMENDED:

In accordance with Standing Order 13, to consider any requests for dispensations (for disclosable pecuniary interests) prior to the item(s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

4. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:

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.

5. TEMPLATE EMERGENCY PLAN (To follow)

RECOMMENDED:

- (i) *To confirm the names of the Ward Councillors from Keynsham South, East and North that will be part of the Team to activate the Emergency Plan.*
- (ii) *To receive, note and approve the emergency levels defined on a list within the Plan.*
- (iii) *To receive an update from Cllr Cooper on the flow chart which talks through each of the emergency scenarios.*
- (iv) *To receive an update on the log sheet of incidents that Cllr Cooper has been working on.*
- (v) *To receive details of the two key holder contacts to be included in the Plan with the section on list of Places of Refuge.*
- (vi) *To consider the possibility of assistance with provision of 4x4 wheeled drive vehicles. The TA have confirmed that this is something that they cannot offer.*

6. COMMUNICATIONS MATRIX

RECOMMENDED:

To receive, note and comment on the Communication's Matrix produced by Cllr Cooper.

7. GRAB AND GO PACK & DEFIBRILLATOR POSTCARD (attached)

RECOMMENDED:

- (i) To receive, note and consider quotes for production and distribution of the postcards.*
- (ii) To select a company to produce the postcards and to recommend to the Finance and Policy Committee to approve the same.*

8. COMMUNITY WARDENS

RECOMMENDED:

- i) To receive a report from the DTC as to whether any of the Keynsham Wombles wish to be volunteers.*

9. SAFE REFUGE PLACES

RECOMMENDED:

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.

10. ORGANISATIONS OFFERING SUPPLIES & SUPPORT (Not Refuge)

RECOMMENDED:

DTC to contact TA, Scouts and Supermarkets and report back.

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

11. FUTURE MEETINGS WITH KEY STAKEHOLDERS

RECOMMENDED:

- (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, Keynsham Voice and Town Council social media channels.

12. DATE OF NEXT MEETING

RECOMMENDED:

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