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To: - Members of the Community Resilience Working Party Councillors D Biddleston, C Brennan, M Burton (Chair) 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 3RD SEPTEMBER 2025 at 3.00 pm.**

The Agenda for the meeting appears below.

Dawn Drury
Town Clerk

26th August 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. **ELECTION OF CHAIRMAN 2026/2027**
RECOMMENDED:

To elect the Chair of the Community Resilience Working Party for the Municipal Year 2026/2027.

2. ELECTION OF VICE CHAIRMAN 2026/2027

RECOMMENDED:

To elect the Vice Chair of the Community Resilience Working Party for the Municipal Year 2026/2027.

3. MEMBERSHIP OF THE COMMUNITY RESILIENCE WORKING PARTY 2026/2027

RECOMMENDED:

To note that Councillors Cllrs Dave Biddleston, Caitlin Brennan, Martin Burton and Hal MacFie, are the appointed members of the Working Party for the Municipal Year 2026/2027, as agreed at the Annual Meeting of the Town Council on 19th May 2026.

4. APOLOGIES FOR ABSENCE

RECOMMENDED:

To receive and note apologies for absence.

5. 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).

6. 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.

7. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:

That the Minutes of the Community Resilience Working Party meeting held on Thursday 2nd April 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

8. TERMS OF REFERENCE

NAME OF WORKING GROUP	COMMUNITY RESILIENCE WORKING PARTY
MEMBERSHIP	5 Keynsham Town Councillors
DUAL HATTED COUNCILLORS	Dual Hatted Councillors must represent either B&NES or the Town Council. They cannot do both.
MEMBERSHIP WITH NON-VOTING RIGHTS	Subject to agreement by the Working Group, Keynsham Town Council may nominate non-voting members to assist the Working Group.
MEETINGS	The Working Group shall meet every 6 weeks for not more than 2 hours. A Chairman for the meeting will be elected at the start of the first meeting up until the next municipal year. The Town Clerk will organise the meeting including preparation of the Agenda and taking of the minutes.
TERMS OF REFERENCE	Purpose: To look at the issue of creating a Community Resilience plan for the Town of Keynsham. Key Tasks: • To review past emergency plans. • To consider how the Keynsham Town Council Community Resilience plan will look. • To work with other organisations in the Community to assist with formulate the plan. • To consider listing place of safety and warm space venues in the Town. • To decide whether the plan and any emergency will be managed by the Town Council or whether this will be done by a group formulated for this purpose that will be overseen by the Town Council • To report back to full Council in respect of the formulation of the plan • To work on a promotional campaign to highlight to the community the Community Resilience Plan • To ensure that that the completed plan is available on the Town Council website.

DELEGATED POWERS	The Working Group has no delegated powers. Authority for decision-making rests with the Keynsham Town Council as per the respective governance structures.
QUORUM	No quorum

9. GRAB AND GO PACK & DEFIBRILLATOR POSTCARD

RECOMMENDED:

- (i) *Receive and note the update on this initiative.*
- (ii) *Discuss a subsequent meeting where "Is Everyone Safe" presents to Councillors about their product.*

10. THE PEOPLE'S EMERGENCY BRIEFING FILM

RECOMMENDATION:

To receive and note that Town Council are jointly hosting, with Keynsham Filmworks, The People's Emergency Briefing on 12th October 7pm at The Space.

11. TEMPLATE EMERGENCY PLAN (Working copy to follow)

RECOMMENDED:

To consider the attached template emergency plan and decide on the next steps.

12. COMMUNITY WARDENS

RECOMMENDED:

To update on the position of possible Community Wardens.

13. 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, The Week In and Town Council social media channels.

14. DATE OF NEXT MEETING

RECOMMENDED:

That the next meeting be held later in September 2026 to be arranged by Doodle Poll.