



Town Clerk: Dawn Drury
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To: All Members of the Bus Services Committee: Councillors S Alenshasy, D Biddleston, D Brassington, M Burton, E Cannon (Chair), A Halliday and H MacFie.

Substitute – Councillor Alex Beaumont and C Davis

cc. All Other Town Councillors

Dear Member

You are requested to attend a meeting of the BUS SERVICES COMMITTEE to be held in the Town Council Office, 15 – 17 Temple Street, Keynsham BS31 1HF on **Tuesday 28th October 2025 at 7.00 p.m.**

The agenda for the meeting appears below.

Dawn Drury
Town Clerk

21st October 2025

EMERGENCY EVACUATION PROCEDURE

When the continuous alarm sounds you must evacuate the building by the exit and proceed to the assembly point: grassed area past St. Cadoc House, Temple Street.

Arrangements are in place for the safe evacuation of disabled people.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. MINUTES OF LAST MEETING

RECOMMENDED:

That the minutes of the last meeting of the Bus Services Committee held on 2nd September 2025 be confirmed as a true record and signed by the Chairman.

3. UPDATE ON KEYNSHAM BUS SERVICE SINCE THE LAST BUS SERVICES COMMITTEE MEETING ON 2nd September 2025

RECOMMENDED:

To receive a verbal update and feedback on the Bus Service from members of the Committee and the Town Clerk:

- *Infrastructure issues.*
- *Use of the Bus Service.*
- *Promotion of the Bus Service.*

4. REPORT FROM THE BUS OPERATOR

RECOMMENDED:

To receive a report from the Bus Operator on the service.

5. REPORT FROM DIAL-A-RIDE

RECOMMENDED:

To receive a report from Dial-A-Ride on this Community Bus Service.

6. FINANCIAL DATA SUBMITTED TO WECA IN RESPECT OF August & September 2025 (All documents available at the meeting and in the Councillor SharePoint file).

RECOMMENDED:

To receive and note the information.

7. COMPLAINTS AND COMPLIMENTS LOG

RECOMMENDED:

To note that Keynsham Town Council has not received any complaints or compliments since the last meeting on 2nd September 2025.

8. WECA INFORMATION ON FUNDING SUPPORT FROM APRIL 2026 AND APPLICATIONS FOR ADDITIONAL SERVICES (To follow)

RECOMMENDED:

To receive and note the information.

9. WESTLOCAL HIGHLIGHT REPORT (TO FOLLOW)

In accordance with clause 15.1 of the Grant Offer Letter, Keynsham Town Council are required to complete the latest Highlight Report for our scheme and return to us by 31st October. This information is needed to allow WECA to monitor progress with the schemes, therefore the report will need to provide information on the first 6 months of this financial year from April to September 2025.

RECOMMENDED:

(i) *To receive and note the Highlight Report.*

(ii) *To approve the Highlight Report.*

10. ADVERTISING AND MARKETING FUNDING

RECOMMENDED:

To note that Keynsham Town Council has received the sum of £1200 for advertising and marketing costs for this year-to-date.

11. DATE OF NEXT MEETING

RECOMMENDED:

To note that a Doodle Poll will be sent out to ascertain the date and time for a meeting in early December 2025 for the next Bus Services Committee meeting.

12. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDED:

In accordance with Standing Order 3(d) to RESOLVE that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted. Agenda items 12 to progress sensitive issues.

13. POSSIBLE K2 SERVICE

RECOMMENDED:

- (i) To receive a verbal update from the Town Clerk.*
- (ii) To recommend to full Council a tested, timed route that has been approved by B&NES Council in principle.*