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To: All Members of the Bus Services Committee: Councillors S Leach (Formerly Alenshasy), D Biddleston, D Brassington, M Burton, E Cannon (Chair) and H MacFie.

Substitutes – 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 **Thursday 5<sup>th</sup> February 2026 at 7.00 p.m.**

The agenda for the meeting appears below.

Dawn Drury  
Town Clerk

29<sup>th</sup> January 2026

#### **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 meeting of the Bus Services Committee held on 28<sup>th</sup> October 2025 and the notes of the meeting held on 1<sup>st</sup> December 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 1<sup>st</sup> December 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. EMAIL FROM THE MAYOR OF THE WEST OF ENGLAND REGARDING DIAL-A-RIDE AND COMMUNITY TRANSPORT (Email in SharePoint)

*RECOMMENDED:*

*To receive and note the details of the email.*

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

**RECOMMENDED:**

*To receive and note the information.*

**8. COMPLAINTS AND COMPLIMENTS LOG (In SharePoint file)**

**RECOMMENDED:**

*To note that Keynsham Town Council has received one complaint and no compliments since the last meeting on 1<sup>st</sup> December 2025.*

**9. HIGHLIGHT REPORT QUARTER 3 OCTOBER – DECEMBER 2025 (In SharePoint file)**

**RECOMMENDED:**

*To receive and note the Highlight Report that was submitted for quarter 3.*

**10. BUS STOP – SOMERDALE**

The Town Clerk noticed and reported that the bus shelter that has been installed by Taylor Wimpey on the Somerdale site has an incorrect spelling of Arcadius Way on the bus stop flag. WESTLocal and Bath and North East Somerset Council have confirmed that the responsibility for rectification lies with Taylor Wimpey.

Adrian Slade, Strategic Projects Direct from Taylor Wimpey has confirmed that he has passed this information on to their site team to review.



Bus stop sign – Arcadius Way and not Arcadius Way

11. WECA/WESTLOCAL INFORMATION ON FUNDING SUPPORT FROM APRIL 2026  
(Email information in SharePoint)

**RECOMMENDED:**

*To receive and note the details of the email.*

12. REVIEW OF WESTLOCAL PROJECT INITIATIVE FOR THE WEST OF ENGLAND  
COMBINED AUTHORITY (WECA)

The Town Clerk received an invitation from Ian Withers, Associate Auditor, One West as follows:

*Good afternoon, Dawn*

*I am currently carrying out a review of the WESTlocal project initiative, for the West of England Combined Authority (WECA).*

*This is primarily internal to WECA reviewing governance, systems and processes. I would though like to discuss local transport schemes further with a small sample of community groups around mainly the interaction with WECA, systems and processes rather than any outcome.*

*I have been given your name by Nicola Philips, Bus Services Manager for WECA and would be very grateful if you could spare some time for a short meeting either by MS Teams or phone. If you are agreeable to this then can you please let me know a couple of options for when would be good for you.*

*To provide a little further background, I work for One West which is a shared support services partnership between Bath & North East Somerset and North Somerset Councils and provide an Internal Audit Service to WECA.*

*Many thanks in advance for any assistance.*

*Regards*

*Ian*

**RECOMMENDED:**

- (i) To receive and note the information in the email.*
- (ii) To receive an update from the Town Clerk in respect of a Teams meeting held with Ian Withers on 3<sup>rd</sup> February 2026.*

13. 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 late March 2026 for the next Bus Services Committee meeting.*