



Town Clerk: Dawn Drury
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To: All Members of the Bus Services Committee: Councillors S Alenshasy, Alex Beaumont, D Brassington, D Biddleston, M Burton, E Cannon and Hal Macfie.

Substitutes – Councillors C Davis and A Greenfield

cc. All Other Town Councillors

Dear Member

You are requested to attend a meeting of the BUS SERVICES COMMITTEE to be held in MakeSpace, 2 Riverside Terrace, Keynsham BS31 1HF on **Thursday 9th January 2025 at 10.00a.m.**

The agenda for the meeting appears below.

A handwritten signature in black ink, appearing to read "Dawn", enclosed in a simple black oval outline.

Dawn Drury
Town Clerk

2nd January 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. INTERIM CHAIR FOR THIS INAUGRAL MEETING OF THE BUS SERVICES COMMITTEE

Cllr Cannon to commence the first meeting of the Bus Services Committee by feeding back on action points for the last Bus Services Working Party meeting on 19th November 2024.

Bus Services Committee

Action points as follows: -

- (i) The Chair of the Bus Working Party writes to the Bus Operator and WECA requesting more accurate bus usage data and brings it back to this meeting.
- (ii) The Chair of the Bus Working Party write to the Bus Operator requesting that their drivers undertake training on accessibility to their buses for disabled drivers, including use of ramps.
- (iii) The Chair of the Bus Working Party contacts WECA communications and the bus operator to seek permission to get logos on the K1 bus.

2. ELECTION OF A CHAIR FOR THE BUS SERVICES COMMITTEE

RECOMMENDED:

To appoint a Chair for the Bus Services Committee until May 2025.

3. ELECTION OF A VICE CHAIR FOR THE BUS SERVICES COMMITTEE

RECOMMENDED:

To appoint a Vice Chair for the Bus Services Committee until May 2025.

4. MEMBERSHIP OF THE BUS SERVICES COMMITTEE

RECOMMENDED:

To note that Councillors Souzan Alenshasy, Alex Beaumont, Dave Biddleston, David Brassington, Martin Burton, Edmund Cannon and Hal MacFie (substitutes Cllrs Chris Davis and Alan Greenfield) are the appointed members of the Committee until May 2025, as agreed at the Meeting of the Town Council on 19th November 2024.

5. APOLOGIES FOR ABSENCE

To receive apologies for absence.

6. MINUTES OF LAST MEETING

RECOMMENDED:

That the minutes of the last meeting of the Bus Services Working Party held on 11th November 2024 be confirmed as a true record and signed by the Chairman.

7. TERMS OF REFERENCE

NAME OF WORKING PARTY	BUS SERVICES COMMITTEE
MEMBERSHIP WITH VOTING RIGHTS	7 Members of the Town Council (2 substitutes)
MEMBERSHIP WITHOUT VOTING RIGHTS	B&NES Transport Officer Dial-A-Ride Representatives WECA Representatives Other community representatives Big Lemon (to be invited as required)
TERMS OF REFERENCE	(i) To consider transport solutions to maintain and extend the K1 Community Bus Service (when time permits) and introduce a second K2 service, if finances permit. Also, to look at possible improvements to existing services. (ii) To make recommendations to the Town Council on future community transport arrangements in Keynsham
DELEGATED POWERS	None – reports and makes recommendations to full Town Council for voting.
QUORUM	3 Town Councillors.
FREQUENCY OF MEETINGS	Bi-monthly meetings

RECOMMENDED:

To receive and note the Terms of Reference for the Bus Services Committee approved at the Town Council meeting on 19th November 2024.

8. UPDATE ON KEYNSHAM BUS SERVICE SINCE THE LAST WORKING PARTY MEETING ON 19th NOVEMBER 2024

RECOMMENDED:

To receive a verbal update and feedback on the Bus Service from members of the old Working Party and the Clerk.:

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

9. EMAIL FROM WEST OF ENGLAND – DATED 31st DECEMBER 2024 – 3.17 P.M.(Attached)

RECOMMENDED:

- To decide whether or not to impose financial penalties where any journey or part of a journey does not operate for reasons within the bus operators' control.*
- To note that the single fare cap is rising from £2.00 to £3.00 on 1st January 2025. As the WESTlocal schemes are funded by BSIP the £2.00 fare cap will remain and you don't need to make any changes.*

10. REPORT FROM THE BUS OPERATOR (To follow)

RECOMMENDED:

To receive a report from our Bus Operator on the Service.

11. COMPLAINTS AND COMPLIMENTS LOG

RECOMMENDED:

To note that there have been no additional complaints or compliments logged since the last meeting.

12. FINANCIAL DATA SUBMITTED TO WECA IN RESPECT OF OCTOBER & NOVEMBER INVOICE (Attached)

RECOMMENDED:

- To receive and note the information.*
- To note that the monthly financial information will be presented at every Bus Services Committee meeting going forward for noting only.*

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 early March 2025 for the next Bus Services Committee.*

