

KEYNSHAM TOWN COUNCIL

Minutes of the Bus Services Committee meeting held on
Thursday 24th July 2025 at 10.00 a.m.
in the Town Council Office, 15 – 17 Temple Street, Keynsham

PRESENT: Councillors E Cannon and H MacFie

Substitute Cllr C Davis for Cllr A Halliday

IN ATTENDANCE: Dawn Drury - Town Clerk.

47. ELECTION OF CHAIRMAN 2025/2026

RESOLVED:

That Cllr E Cannon be elected as Chair of the Bus Services Committee for the Municipal Year 2025/2026.

48. ELECTION OF VICE CHAIRMAN 2025/2026

RESOLVED:

That Cllr H MacFie be elected as Vice Chair of the Bus Services Committee for the Municipal Year 2025/2026.

49. APOLOGIES FOR ABSENCE

RESOLVED:

To receive, note and accept apologies from Cllrs D Biddleston, M Burton and A Halliday.

Apologies were also received from Terry Hopkins of Dial-A-Ride.

50. NOT PRESENT

Cllr S Alenshasy and D Brassington.

51. TERMS OF REFERENCE

RESOLVED:

(i) To receive and note the Terms of Reference of the Committee.

(ii) That the Terms of Reference required one amendment (under Functions) in order to permit the Committee to manage urgent matters without the need to wait for full Council

approval. Cllr Cannon to draft the proposed clause for approval by Council at the September Town Council meeting.

52. MINUTES OF LAST MEETING

RESOLVED:

That the minutes of the last meeting of the Bus Services Committee held on 6th May 2025 be confirmed as a true record and signed by the Chairman.

53. UPDATE ON KEYNSHAM BUS SERVICE SINCE THE LAST BUS SERVICES COMMITTEE MEETING ON 8th May 2025

RESOLVED:

(i) Infrastructure

To note that there has been no further information on the bus gate (Bilbie Green).

(ii) Use of the Bus

To note that in respect of the income received by the Bus Operator, the grant available and revenue the Service seems to be running quite comfortably.

To note the following in respect of concessionary funds.

The concessionary fare scheme is managed by the Mayoral Combined Authority (MCA), as WESTlocal is also funded by the MCA the income is internally transferred from one budget to the other. There is a lag in the concessionary fare calculations and therefore for our supported services we don't include this income when calculating the cost per passenger journey (CPPJ) and we don't include this for WESTlocal either. Some of the groups have asked for concessionary fare income to be taken into account but in terms of the MCA looking at the success of the project it doesn't affect anything. Your current CPPJ is £7.17 which is in line with our other supported services which range from £8.27 to £2.43.

That WESTLocal be asked for an annual concessionary figure summary to be provided annually.

(iii) Promotion of the K1 Bus Service

To note there was nothing to report.

54. REPORT FROM THE BUS OPERATOR

RESOLVED:

(i) To note that there was no report from the Bus Operator on the Service and a representative was not in attendance.

(ii) That the Chair of the Bus Service Committee write to WECA in respect of the following. The Town Clerk to draft the initial letter (to be reviewed by the Chair).

The Town Clerk reported that the Bus Operator had increased concerns in respect of additional staffing costs being incurred due to the changes in National Insurance, increases in fuel/power and maintenance costs. She explained that as part of the financial support structure in place, the monthly grant amount available is £14,904.15, as per the annual payment schedule. Of this, the Town Council is currently claiming an approximate maximum monthly figure of £140.00, leaving £14,764.15 available monthly to support the Operator.

The Bus Operator has been given a starting point for claiming support in the sum of £14,171.07 from which their monthly income is deducted, which was increased from £13,891.00 the 2024 – 2025 monthly figure. The Clerk believes that this rise was instigated to ensure their continued service provision and to meet the new cost realities, yet the remaining unclaimed portion of the grant just over £600 remains underutilised.

55. REPORT FROM DIAL-A-RIDE

RESOLVED

To note that there was no report from Dial-A-Ride.

56. FINANCIAL DATA SUBMITTED TO WECA IN RESPECT OF APRIL, MAY & JUNE 2025

RESOLVED:

To receive and note the information.

57. SIGNED AND SEALED GRANT OFFER LETTER FOR THE FINANCIAL YEAR 2025/2026

A question was asked about the date on which the Agreement was signed, November 2024. This is the date that the Agreement required signature for the financial year April 2025 – March 2026.

RESOLVED:

To receive and note the information.

58. KTC POSTERS FOR K1 BUSES

The posters have been printed and are now in all of the K1 buses.

RESOLVED:

To receive and note the information in respect of the K1 poster signage.

59. COMPLAINTS AND COMPLIMENTS LOG

RESOLVED:

That Town Council has not received any complaints or compliments since 8th May 2025.

60. RESIDENT'S REQUEST TO RESOLVE THE ISSUES OF PARKING ON WARWICK ROAD AND ADJACENT ROADS AFFECTING THE BUS MANOEUVERING IN THIS AREA

RESOLVED:

To defer the matter to the next meeting, so that Councillor Biddleston may speak on the same.

61. YOUTH GUARANTEE TRAILBLAZERS & CARE LEAVERS OFFERS - WESTLOCAL K1, P1, Y8, 99, X91, 40 & 2V

RESOLVED:

To receive and note the information.

62. DATE OF NEXT MEETING

RESOLVED:

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

63. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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 item 17 to progress sensitive issues.

64. CHANGE REQUEST FOR THE K1 SERVICE

RESOLVED:

To receive and note the confidential report in respect of the K1 Service Change Request.

The meeting finished at 10.53 a.m.

Signed: (CHAIR)

Date: