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To: All Members of the Bus Services Committee: Alex Beaumont, D Biddleston, D Brassington, M Burton, E Cannon, A Halliday and H MacFie.

Substitute – Councillor 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 **Wednesday 9th September 2026 at 7.00 p.m.**

The agenda for the meeting appears below.

Dawn Drury
Town Clerk

2nd September 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. INTRODUCTIONS

Introduction of attendees.

2. APOLOGIES FOR ABSENCE

To receive apologies for absence.

3. MINUTES OF LAST MEETING

RECOMMENDED:

That the minutes of the extraordinary meeting of the Bus Services Committee held on 2nd July 2026 be confirmed as a true record and signed by the Chairman.

4. REPORT FROM DIAL-A-RIDE

To receive an update on Dial-A-Ride from representatives of the [organisation](#).

RECOMMENDED:

To receive and note the report.

5. REPORT UPDATE ON THE K1 AND K2 SERVICE FROM WECA

To receive an update and any new information in respect of the K1 and K2 bus services from a representative of WECA. Opportunity for members to ask questions.

RECOMMENDED:

To receive and note the report.

6. COMPLAINTS AND COMPLIMENTS LOG FOR K1 AND K2 SERVICE

RECOMMENDED:

To receive a verbal update on complaints or compliments from 2nd July 2026.

7. BUS COMMITTEE OR BUS FORUM?

A question has been asked as to whether the Bus Services Committee should become a Bus Forum.

Below are the core differences between a Bus Committee and a Bus Forum:

A Committee is a formal, appointed group with the authority to make decisions, set policies, or carry out specific tasks for a parent organisation. A Forum is an open meeting or platform meant for general discussion, sharing ideas, and gathering broad input without the pressure to make binding decisions.

Committees focus on action, governance, and decisions. Forums focus on dialogue, learning, and feedback. Committees hold delegated power to vote, manage, or recommend official actions. Forums lack executive power and do not pass binding resolutions.

Committees are official, permanent or temporary bodies with fixed membership. Forums are open, flexible gatherings that can include changing participants or the general public.

Committees report concrete outcomes or execution steps to a governing body hence the Bus Committee reports to the Town Council. Forums track broad sentiment and share awareness across groups.

RECOMMENDED:

- (i) *That the Bus Services Committee recommends to the Town Council the bi-monthly Committee meetings continue.*
- (ii) *That the Bus Services Committee recommends to the Town Council that it holds two Bus Forum meetings per year, open to the general public, possibly in early February and early July each year.*

8. TERMS OF REFERENCE

Below is the Town Council's Bus Services Committee Terms of Reference, that needs amending to remove Big Lemon from the membership without voting rights.

NAME OF COMMITTEE	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 agree to remove Big Lemon from the membership without voting rights.***9. 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 November 2026.*