



Banwell Youth and Community Centre,  
West Street  
Banwell. BS29 6DB  
01934 820442

14<sup>th</sup> May 2019

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose.

**To: The Chairman and all members of Banwell Parish Council.**

**You are summoned to attend the Annual Meeting of Banwell Parish Council, to be held on Monday 20<sup>th</sup> May 2019 at 7.30 p.m. at Banwell Childrens Centre, when the following business will be transacted.**

*Liz Shayler*  
Clerk to the Council

Before the meeting begins there will be a public participation session – *This session is open to the Public to present comments, observations, information, petitions or lead deputations and is the only time members of the public may participate. (Please note that the Council is unable to make formal decisions under this item)*

- i) Members of the public.
- ii) Community Beat Manager's report.
- iii) Ward Councillor's report.

## **AGENDA**

1. To elect a Chairman of the Parish Council for 2019/20 and to receive the Chairman's Declaration of Acceptance of Office
2. To elect a Vice Chairman of the Parish Council for 2019/20 and to receive the Vice Chairman's Declaration of Acceptance of Office
3. To receive apologies for absence.
4. To consider resolving that Banwell Parish Council is eligible to use the General Power of Competence (pages 1 & 2).
5. To agree a change of structure to the Committees and Working Groups for 2019/20 (page 3)
6. To appoint Members to Committees and Working Groups for 2019/20 (page 4)
7. To appoint members of outside bodies for 2019/20 (see list of members from 2018/19 page 4)
8. To receive members' declarations of interest on any agenda item
9. To approve as a correct record the minutes of the meeting of the Parish Council held on 8<sup>th</sup> April 2019 (attached – pages 5 to 10)
10. To note the requirements for the Local Council Award Scheme Quality and agree a way forward for completing councillor profiles and a budgeted action plan (pages 11 – 19)
11. To note the internal auditors, final report for the 2018/2019 accounts and agree any recommendations (pages 20 - 23)

12. To carry out a review of the effectiveness of the system of internal control (page 24)
13. To approve the Annual Governance Statements for 2018/19 (page 25)
14. To approve the Statement of Accounts for 2018/19 (page 26)
15. To receive the Clerk's report/Exchange of information: (Please note that the Council is unable to make any formal decisions under this item)
  - i) Community Picnic on June 1<sup>st</sup> 2019
  - ii) North Somerset High Street improvement fund
  - iii) Flagpoles and the annual flying of the flags (page 27)
  - iv) Winscombe Parish Council Grant
16. To approve items of expenditure:
  - i) £347 +VAT for renewal of the Scribe Accounts Licence
  - ii) Renewal of CPRE membership (pages 28 & 29) last year £36
  - iii) £102 for Pear Technology Maplink software update and support (Cemetery map)
  - iv) £2185.06 Insurance premium, 2<sup>nd</sup> year of 3 year fixed contract (see previous email)
  - v) New ID Cards
  - vi) £30 for additional grass cutting for the Recreation Ground football pitch over the summer
  - vii) £19.99 each for Paperweights for the Volunteer of the Year award
17. To discuss and agree the following items in relation to the Childrens Centre
  - (i) £220 Quarterly servicing of the disabled access lift (pages 30 & 31)
  - (ii) £50 Gas & Boiler Service
  - (iii) £230.11 Maintenance expenditure required as a result of the annual emergency lighting report (replacement of 3 x emergency light batteries, 2 x 4 pin PL lamps and 2 x 5ft fluorescent tubes)
  - (iv) £154.40 for fortnightly refuse collection
  - (v) £33.14 for two sets of recycling bins (page 32)
18. To discuss the present dog bin collection increase from £3.90 to £5 a bin and agree a way forward.
19. To discuss the end of South West Ambulance services defib contract and agree a way forward (page 33)
20. To note the annual bus shelter inspections and agree any maintenance expenditure required (page 34 & 35)
21. To review and approve the following documents; (pages 36 – 52)
  - i) Calendar of Meeting dates (page 36)
  - ii) Planning Committee Terms of Reference (pages 37 & 38)
  - iii) Youth and Community Centre Committee Terms of Reference (page 39)
  - iv) Employment Committee Terms of Reference (pages 40)
  - v) Cemetery and Memorials Working Party Terms of Reference (pages 41)
  - vi) Appeals Committee Terms of Reference (pages 42)
  - vii) Disciplinary Policy (pages 43 – 47)
  - viii) Grievance Policy (pages 48 - 50)
  - ix) Complaints Policy (pages 51 & 52)
22. To note the training available and agree any attendance.
  - i) 5<sup>th</sup> June Town and Parish Council Workshop. Town Hall, Weston. Free
  - ii) 22<sup>nd</sup> June - Being a Good Councillor. 9:45 am until 12:30. Manor Hall, Coalpit Heath. £60.
  - iii) 27<sup>th</sup> July - Being a Good Councillor. 9:45 am until 12:30. Cleeve Village Hall. £60.
  - iv) SLCC training (page 53)
23. To agree and sign the 'Earthlight Terms and Conditions of Use' to enable the Parish Council to have access to North Somerset's Earthlight mapping system (pages 54)

24. To consider a request from the Banwell Scouting Association to use the Youth and Community Centre field on the 7<sup>th</sup> July for their Annual AGM and bar-b-que.
25. To discuss and agree a response to NALC on the Department for Transport new consultation on the vehicle operator licensing system which is due to come into force by 1 April 2020 (page 55)
26. To confirm the recommendation from the Employment Committee to increase the Clerks weekly hours from 24 to 28, increase of spinal point from 26 to 27 (old 32 to 33) and the nationally advised pay increase to spinal point 27 of the Clerks Salary (see employment minutes 28.03.19).
27. To agree regular standing order and direct debit payments made from the Unity bank account (page 56)
28. To authorise bills for payment (page 57)
29. To note the Parish Council's end of April's net position, bank balances and bank reconciliation (pages 58 - 60)
30. To note payments agreed in the 2018/2019 financial year of £6414.58 which will be carried over to the 2019/2020 budget (page 61)
31. Date of the next meeting –
  - Youth and Community Committee TBA
  - 17<sup>th</sup> June 2019 – Parish Council Meeting
  - Cemetery and Memorials Working Group TBA Banwell Cemetery

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, gender reassignment, sexual orientation, marital status, religion & belief, pregnancy & maternity and disability) Crime and Disorder, Health & Safety and Human Rights.