



MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 18th of MARCH 2024

PRESENT: Councillors: Paul Blatchford (Chairman), Mike Bailey, Steve Davies, Kevin Gibbons, Paul Harding (Vice-Chairman), Nick Manley, Kelly Smith, Matthew Thomson, Steve Voller and Tara Wright.

IN ATTENDANCE: Mrs Liz Shayler (Clerk)
WARD COUNCILLOR: Cllr Joe Tristam
MEMBERS OF THE PUBLIC: None

Cllr Blatchford welcomed everybody.

Before the meeting was convened, members of the public were invited to speak.

i) Members of the public.

No members of the public were present.

ii) Community Beat Manager's report.

No Community Beat Managers report was received.

iii) Ward Councillor's report.

Cllr Tristam gave the following brief report on the withdrawal of the construction company for the Banwell Bypass (covered in the Clerks report).

The meeting was convened.

030/24 To receive apologies for absence (agenda item 1)

Apologies were received from Cllr Simon Arlidge & Maggie McCarthy.

031/24 To receive members' declarations of interest on any agenda item (agenda item 2)

No interests were received.

032/24 To approve as a correct record, the minutes of the Parish Council meeting on the 19th of February 2024 (agenda item 3)

Resolved – That the minutes of the Parish Council Meeting held on the 19th of February 2024 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous with two abstentions due to absence)

The minutes of the meeting will be signed by the Chairman as a correct record.

033/24 To note the following minutes / notes from the following (agenda item 4).

- i) Planning Committee 4th of March 2024
- ii) Employment Committee 4th of March 2024
- iii) Wolvershill Liaison Group 11th March 2024

The minutes from the meetings above were noted.

034/24 To receive the Clerk's report/Exchange of information (agenda item 5)

- i) **Riverside and Recreation Ground Play Equipment.**
All of the faults with the new equipment have now been remedied. All outstanding maintenance works have been completed.
- ii) **Zebra Crossing Escort**
Five volunteers including the Clerk have undertaken the Traffic Management for Community Events (TMCE) Training which is valid for 5 years. Due to the Volunteers previous commitments the crossing will be unmanned at the beginning of March and during May. A Warning Sign, lent from the Police, is currently being trialled at the crossing.
- iii) **Solar Panels and Youth & Community Centre Path**
The solar panels are installed and working. It is hoped the path will be completed this week.
- iv) **Banwell Bypass**
Alun Griffiths Contractors Ltd have told North Somerset Council that they will no longer deliver the Banwell bypass. The full press release is available via the following link: <https://n-somerset.gov.uk/news/alun-griffiths-pull-out-banwell-bypass-contract>. The Clerk is working with the Bypass Team to fully understand the implications. Work is being done to ensure planned works on site will continue as soon as possible. It's hoped to be back on track in the Autumn.

035/24 To note the training and events available and agree any attendance (agenda item 6)

- i) **ALCA e-learning on nimble**
- ii) **Breakthrough Communications Training via ALCA**
- iii) **Various Finance Training via ALCA**
- iv) **Various 'Scribe' Finance Training**
- v) **Various NALC training from £30**
- vi) **NALC Emerging trends in local government finance' and 'Decoding the future of AI in local governance' £32.68 each.**

Resolved – To agree the cost of £98.04 for the Clerk to attend NALC Emerging trends in local government finance' and 'Decoding the future of AI in local governance and Cllr Volley to attend NALC The Future of Neighbourhood Plans'.

The resolution was correctly proposed and seconded (unanimous)

036/24 To note the dog bin emptying contract, increase of £188.76 a year (agenda item 7)

The annual increase of £188.76 was noted.

037/24 To note the annual spring clean on the 27th of April and agree any associated costs (agenda item 8).

- i) **Refreshments**

Resolved – To agree a budget of up to £40 for refreshments.

The resolution was correctly proposed and seconded (unanimous)

- ii) **Weed clearing kits.**

Resolved – To agree a budget of up to £300 to purchase 5 sets of weed clearing items.

The resolution was correctly proposed and seconded (unanimous)

038/24 To agree the following expenditure (agenda item 9).

- i) **£458 for the first of the two annual weed control sprays.**

Resolved – To agree the cost of £458 for the first of the two annual weed control sprays.

The resolution was correctly proposed and seconded (unanimous)

ii) £97 for annual automatic front door service.

Resolved – To approve the payment of £97 for the annual automatic front door service.

The resolution was correctly proposed and seconded (unanimous)

039/24 To the wording for the stone demarking the ancient remains being reburied (agenda item 10).

Resolved – To agree the following wording ‘*Hic iacent reliquiae trium ignotorum; requiescant in pace* (Here lie the remains of three unknown souls, may they rest in peace)’ for the stone with the addition of a date range and a QR code.

The resolution was correctly proposed and seconded (unanimous)

040/24 To agree the new Banwell Business Continuity Plan (agenda item 11)

Resolved – To agree the new Strategic Plan Action Plan

The resolution was correctly proposed and seconded (unanimous)

041/24 To authorise bills for payment for March (agenda item 12)

Resolved: To authorise the bills for payment sheet for March of £29,863.44. Cllr Harding and Cllr Bailey to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

042/24 To note the Parish Council’s end of Februarys net position, reserves, bank balances and bank reconciliation (agenda item 13)

The Parish Council’s end of Februarys net position, reserves balance, bank balances and bank reconciliation were noted.

043/24 Dates of the next meetings (agenda item 14)

- Wednesday 20th of March 7pm Wolvershill Working Group Youth & Community Centre (YCC).
- Monday 25th of March, TBD employment Committee at the YCC.
- Wednesday 3rd April 2024, 7pm Planning Committee at the YCC.
- Monday 15th of April 2024, 7:30pm Parish Council Meeting at the YCC.
- Monday 22nd of April 2024, 7:30pm Parish Assembly (Annual Meeting of the Electors) at the YCC.

The Chairman closed the meeting at 20:00

.....Chairman

.....Date

Bills for Payment - 19th February to the 18th March 2024
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power	
Already Paid						The Parish Council	
BACS	Glasdon	Riverside litterbin	£ 287.34	There are 2 MPAN numbers inc refunds	174/23		
DD	Avanti Gas	YCC LPG Tank Fill	£ 791.52		095/23		
DD	YU	Streetlight Power	£ 226.70		095/23		
DD	YU	Streetlight Power	£ 8.88		095/23		
DD	Mainstream	Phone and Broadband	£ 27.12		095/23		
To Pay							
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		095/23		
BACS	J K Gardening	Bus Shelter	£ 45.00		H & S		
BACS	J K Gardening	High St to Littlefields Footpath	£ 85.00		208/23		
BACS	J K Gardening	Env. Fee	£ 40.00		Cem admin		
BACS	Ambience Landscape	Dog Bin emptying	£ 629.20		095/23		
BACS	Insight Cleaning	YCC Cleaning	£ 216.00		095/23		
BACS	YMCA	Dec (£270), Jan (£405) & Feb (£405) Youth Club	£ 1,080.00		095/23		
BACS	Weston Rail Services	Quarterly lighting inspection & maintenance	£ 1,050.00		095/23		
BACS	Up to Speed	TMCE Training	£ 336.00		E07/24		
BACS	North Somerset	Recruitment advert x 2	£ 144.00		E06/24		
BACS	ALCA	Planning Training	£ 40.00		005/24		
BACS	Gregor	Final Solar Panel payment	£ 15,780.20		176/23		
BACS	Webglu	Quarterly managed web service, facebook and x feed.	£ 243.60		095/23		
BACS	GB Sport	Various maintenance works to Rec equipment	£ 413.52		H & S		
BACS	GB Sport	Rec panels	£ 2,349.69		105/23 (i)		
BACS	Parish News	PC article	£ 81.94		108/23		
BACS	Carmino Dagostino	Soup for Soup & a Roll initiative	£ 630.00		189/23 (i)		
BACS	Bridget Bowen	Interim Internal Audit	£ 200.00		113/23		
BACS	SLCC	Comms Training (unpaid from April 2023)	£ 270.00		043/23 (vi & vii)		
BACS	Neil Merrick	Cookery Session 5	£ 24.63		189/23 (ii)		
DD	EDF	YCC Electricity	£ 105.47		095/23		
DD	Lloyds Bank PLC	Multipay charge & costs (zoom, food bank).	£ 260.54	095/23			
BACS	Liz Shayler	Overtime & expenses (rolls, milk, high viz jacket & signs)	£ 393.60	189/23(i) & 207/23			
SO	Liz Shayler	Clerks Salary	£ 2,008.95	095/23			
DD	Nest	Pension contributions	£ 209.75	095/23			
BACS	HMRC	PAYE and NI	£ 831.95	095/23			
DD	North Somerset	YCC Waste Collection	£ 9.50	095/23			
			Totals				
			£ 29,863.44				

The Parish Council have resolved to use the General Power of Competence as of the 15th May 2023



Banwell Parish Council

Banwell Youth & Community Centre,
West Street, Banwell BS29 6DB
Telephone: (01934) 820442

Email: clerk@banwellparishcouncil.org.uk

MEETING: Wolvershill Development Working Group.

DATE & TIME: Monday 20th March 2024 at 7 pm.

LOCATION: Banwell Youth & Community Centre

PRESENT: Parish Councillors Paul Blatchford (Chairman), Paul Harding (Vice-Chairman), Mike Bailey, Matthew Tompson, Steve Voller and 4 members of the community.

Also present: Liz Shayler (Clerk).

Cllr Blatchford welcomed everybody.

WWG10/24 **To receive apologies for absence**

Apologies were received from Cllr Simon Arlidge.

WWG11/24 **To receive members' declarations of interest on any agenda item**

A personal interest was received by Cllr Tompson as his wife's relative's own property on Summer Lane.

WWG12/24 **To agree the minutes from the Wolvershill Working Group on the 12th of February.**

Resolved: To agree the agree the minutes from the Wolvershill Working Group on the 12th of February.

The resolution was correctly proposed and seconded (unanimous with an abstention due to absence)

WWG13/24 **To note the minutes from the Wolvershill Liaison Group meeting on the 11th of March.**

The minutes from the meeting above were noted.

WWG14/24 **To receive suggestions on the following elements of the masterplan.**

- i) Facilities
- ii) Access and Movement
- iii) Green and Blue Infrastructure
- iv) Local Centre

The Clerk gave a brief overview of the process including the background of the allocation of this site. The meeting was told that it was an early opportunity to look and comment on the Master Plan and new North Somerset supplementary planning document in relation to the new Wolvershill Local Plan strategic site.

Notes from the meeting will be sent on to North Somerset and any developers. Further information presented to the Liaison Group will then flow to the Working group for feedback.

There was a presentation on some initial thoughts around facilities, access & movement, green and blue infrastructure and the local centre.

Breakout Session.

Those attending separated into four groups and then considered each of the slides above in more detail. Feedback was collected by post it note. Attendees raised the following.

i). Facilities

- If Co-op & Convenience Store are listed then missing are Banwell Garden Centre, The Castle (B & B and cream teas in the summer), The Gatehouse (at the Castle) restaurant and the Pharmacy.
- If the Football Club is included, then missing are the Recreation Ground and Riverside Green play areas.
- Would be nice to include publicly available: EV charging point, soft play area, area for mobile library (if library not included within local centre), all weather pitches (tennis, basketball, football etc...), baby changing, toilet facilities.
- Ensure all facilities new and old are accessibility complaint.
- Area for farmer's market.
- Cutting off Worle from development cuts off nearest supermarket, Children's Centre, 24hr pharmacy, library and other facilities at the campus.
- Important to consider the phasing of the facilities – not left to last so that residents have nowhere to go, shop, play etc...

ii). Access and movement.

- The importance of Public Transport was emphasised.
- Suggestion that given that as the traffic is being removed through the centre of Banwell Village then the express route could go along Knightcott Road, up Wolvershill Road to the transport hub and then to Bristol around the bypass.
- Whilst it seems that there is a bus link directly to Worle station it was hoped that this could be rerouted to include part of the present village.
- Does the express route connect to the rail network?
- Ensure that the amount of bus stops have been considered carefully – not to may to significantly slow the route down but enough to service the new settlement adequately.
- A lot of concerns about the closure of Wolvershill Road north of the settlement to Worle and Silvermoor Lane, reducing the ways in which more than 2800 properties can exit and entre the new settlement.
- Careful traffic modelling must be undertaken to ensure that it is known where the cars are likely to go and what impact this will have on the present / new infrastructure.
- Ensure that limited speed restrictions are considered on all roads / lanes.
- Would there be parking to enable carsharing schemes?
- Whilst not part of this process it was felt to be important that the bus network needs to be a viable alternative before cars are prohibited whether this be generally (i.e. active travel routes or specifically e.g. Wolvershill Road access to Worle).
- Important that the road infrastructure is in place before building commences to prevent unnecessary disruption to present residents.

iii). Green and Blue Infrastructure.

- Concern was raised about all allotments being north of the new settlement also with the closure of Wolvershill Road whether you will still be able to access the current ones.
- Concern was raised about the allotments proximity to grazing animals, whether there would be vehicular access and the desire for a community allotment / orchard.
- The importance of protecting fords and waterways and whether there was a way of enhancing them (e.g. Banwell currently have Kingfishers).
- Concerns were raised in relation to creation of public rights of ways/ bridleways which may result in trespass on neighbouring privately owned land.
- Discussion as to whether the land in the strategic gap could be protected and utilised more for exercise / walking routes / green spaces / natural play areas / picnic areas to help protect it from future development.

- Careful consideration needs to be given for the active travel routes in and around the new settlement and Banwell Village to ensure they are as safe and as accessible as possible.
- The creation of a nature reserve and possible community farm and the protection of historic hedgerows and trees.
- Concern was raised about how wet some of the low-lying areas are: how they and properties located here will be protected. That flood and surface water run off channels need to be established and enhanced early to protect these properties and surrounding areas.
- Ensure that floodplains are not built on.
- That footpaths / cycleways are clearly defined.
- Would be nice to include all weather pitches (tennis, basketball, football etc...).
- Concern was raised about how present wildlife, and how their habitats could be improved / protected (e.g. freshwater mussels / kingfishers which can be found in the Banwell River and surrounding rhynes).
- It was suggested that green spaces should be ring fenced early. Given the length of time it takes for trees and shrubs to mature then they should be planted before building work commences to reduce the impact of the construction process.
- Concern was raised about maintenance and who will maintain the play areas / green spaces / attenuation ponds after the developers have moved on.
- Green spaces buffers around existing properties.
- The importance of the M5 sound barrier

iv). Local Centre

- Liked the idea of a pedestrianised local centre which has capacity for a farmers' market which could include stall for allotment holders / local businesses.
- Liked the ideas of the three different hubs (anchors).
- Learning / health hub - given that capacity has been reached within Banwell it was felt a GP surgery was necessary as part of the hub which could include space for anti-natal classes, diabetes clinics, exercise classes for over 50's, chair yoga etc... Perhaps a small self-service library / café / gaming centre / communal or shared office space as part of the learning side.
- Community hub to include facility which can be hired for Village Hall type activities e.g. parties, private groups (knitting / WI / badminton / table tennis etc...).
- Men's Shed initiative at either hub.
- The mobility hub could include cycle / scooter hire, business / volunteer 'repair it' for repairing, servicing all forms on non-motorised vehicles and mobility aids.
- The importance of parking near the centre was emphasised to help draw people to use the facilities but also for those with mobility issues who will still need to drive regardless of how far away they live.
- Possible pub, pharmacy (especially if cutting of access to Worle), farm shop (utilising local suppliers), small retail to compliment a village centre.
- Visual impact should be considered from the current village as it will be near the crown of the hill. What will be the maximum number of stories in different areas.
- Super high-speed Wi-Fi a must for all residents and public buildings and built to be as sustainable as possible (Passivhaus standards).
- Concern that there is not a repetition of cheap / varied housing (e.g. West Wick).
- Ensure it is in keeping with the aesthetics of a village.

Feedback from the session will inform ongoing work on the Wolvershill proposals to feed into the Supplementary Planning Document and Master Plan preparation.

WWG16/24 **Date of next meeting – TBD.**



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 25th of MARCH 2024

Present: Cllrs Paul Blatchford, Paul Harding (Chairman) & Maggie McCarthy

In attendance: Liz Shayler (Clerk).

16/24 To receive and accept apologies for absence (agenda item 1).

Apologies were received from Cllr Arlidge.

17/24 To receive members' declarations of interest on any agenda item (agenda item 2)

No member's declarations of interest were received.

18/24 To approve as a correct record the Employment Committee meeting minutes from the 4th of March 2024 (agenda item 3).

Resolved – That the minutes be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous).

The minutes of the meeting were signed by the Chairman as a correct record.

19/24 To appoint a Communications and Marketing Officer (agenda item 4)

Resolved – To appoint Sally-Ann Marks as the new Communications and Marketing Officer.

The resolution was correctly proposed and seconded (unanimous)

20/24 To appoint an Administration Officer (agenda item 5)

Resolved – To appoint Gerry Cronin as the new Administration Officer.

The resolution was correctly proposed and seconded (unanimous)

21/24 To agree any training necessary for the new Officers (agenda item 6)

Resolved – To agree that both Officer undertake the Introduction to Local Council Administration Training through SLCC at £120 per person.

The resolution was correctly proposed and seconded (unanimous)

Resolved – To agree that both Officer undertake ChatGPT training if necessary.

The resolution was correctly proposed and seconded (unanimous)

Resolved – To agree that the Comms Officer, if available, undertakes Managing the Media when Dealing with an Issue or Crisis on the 15th April.

The resolution was correctly proposed and seconded (unanimous)

Resolved – To agree that the Admin Officer, if available, undertakes Water Compliance and Legionella Control on the 24 April.

The resolution was correctly proposed and seconded (unanimous)

22/24 To agree the date of the next meeting (agenda item 7)
2nd of September 2024 TBD at Banwell Youth & Community Centre

The Chairman closed the meeting at 18:30

.....Chairman

.....Date



Minutes of the meeting of the Planning Committee held at Banwell Youth & Community Centre, 7pm on Wednesday 3rd of April 2024.

PRESENT: Councillors Nick Manley (Chairman), Paul Blatchford, Steve Davies, Paul Harding & Matthew Thomson.

IN ATTENDANCE: Liz Shayler (Clerk).

MEMBERS OF THE PUBLIC: None

Cllr Manley welcomed everybody.

Before the meeting was convened, members of the public were invited to speak.

Members of the public.

No members of the public were present

The meeting was convened.

16/24 To receive apologies for absence (agenda item 1)

No apologies were received.

17/24 To receive declarations of interest (agenda item 2)

No declarations of interest were received.

18/24 To approve as a correct record the minutes of the Planning Committee Meeting held on the 4th of March 2024 (agenda item 3)

Resolved – That the minutes of the Planning Committee Meeting held on the 4th of March 2024 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous)

The minutes of the meeting were signed by the Chairman as a correct record.

19/24 To note and comment upon planning applications (agenda item 4).

(i) **24/P/0443/FUH Woodfield 10 Dark Lane Banwell BS29 6BP.**

Proposed erection of a single storey side extension and installation of 1no. window to the West elevation.

Resolved: to note this application but if approved request that the additional windows be fitted with glass which reduces light pollution due to foraging bats in this location.

The resolution was correctly proposed and seconded (unanimous)

20/24 To note the following planning applications (agenda item 5).

(i) **24/P/0363/AOC Land South of Churchland Way and Wolvershill Road Mead Fields Banwell Weston-super-Mare**

Request to discharge condition numbers 27 (Public Access) and 28 (Renewable Energy) on application 23/P/0565/FUL

(ii) **24/P/0345/TRCA Banwell House Wolvershill Road Banwell BS29 6DG**

Fell T1 (Eucalyptus). **Already Decided**

(iii) **24/P/0494/EA2 Land North of Banwell, West of Wolvershill Rd and East of Summer Lane.**

Request for a formal scoping opinion to determine the scope of an Environmental Impact Assessment for a residential-led mixed use development comprising of up to 650 residential dwellings, ancillary retail, community, employment floorspace and later living accommodation within

part of the wider SL's Local Centre (up to 5,000 sqm within ASL's site), a 2-Form Entry (FE) Primary School, public open space and associated access, infrastructure, landscape and ancillary works.

- (iv) **24/P/0523/AOC Land at Former Western Trade Centre Knightcott Road Banwell**
Request to discharge condition no 16 (Landscape Management Plan) on application 15/P/0968/O
- (v) **24/P/0561/AOC Phase 4A Parklands Weston-super-Mare**
Request to discharge condition numbers 7 (Phasing), 10 (Construction Management), 14 (Construction Water Run Off), 15 (Foul Water Drainage), 22 (Landscaping), 24 (Landscape management plan), 25 (Tree Protection design), 28 (Biodiversity), 29 (Dark Vegetated Corridor Scheme), 30 (External Lighting), 31 (Biodiversity & Nature Conservation Management Plan), 34 (Fencing), 37 (Nature & Contamination Assessment), 46 (Street Lighting), 48 (Finished Levels), 49 (Material Samples), 50 (Surface Materials Samples), 54 (Boundary Enclosures) and 57 (Waste Control) on application 12/P/1266/OT2
- (vi) **24/P/0572/EA2 Land North of Knightcott Road East and West of Summer Lane Banwell**
Request for a formal scoping opinion to determine the scope of an Environmental Impact Assessment for a proposed development of 800no. residential dwellings, up to 6.5ha employment use, public open space and areas of play, sustainable drainage, planting, foot/cycle paths, noise bund, community infrastructure, access and ancillary uses.

The applications above were noted.

21/24 To note planning decisions – (agenda item 6)

- (i) **23/P/1375/FUH The Old Chapel, East Street, Banwell. BS29 6BN**
Proposed new entrance gate, log and bin store. **APPROVE**
- (ii) **23/P/1852/FUH & 23/P/1853/LBC Abbey Towers, East Street, Banwell. BS29 6BW**
Demolition of single storey storeroom and pergola and erection of a single storey garden room and two storey residential annexe attached to the existing building; new doorway to replace window to retained east elevation and replacement of first floor window with wooden framed double glazed window. Alterations to existing tower building to create a new doorway, re-lay tower roof and insertion of new conservation rooflight, secondary glazing to window & internal repairs. **APPROVE**
- (iii) **23/P/2848/FUH 22, Westfield Road, Banwell. BS29 6BA**
Proposed erection of a rear single storey kitchen extension and French doors to the front elevation. **APPROVE**
- (iv) **23/P/2849/FUH Rose Bank, 6 Dark Lane, Banwell. BS29 6BP**
Proposed removal of pillar to widen entrance along west boundary. Proposed fascia changes including UPVC windows and render cladding. **APPROVE**
- (v) **24/P/0243/FUH 7 Towerhead Road, Banwell. BS29 6PQ**
Proposed demolition of existing conservatory and erection of a single storey extension in place. Replacement of adjacent pitched roofing with a flat-roof. **APPROVE**
- (vi) **24/P/0011/MMA 'Cannaways Barns', Silver Moor Lane, Banwell. BS29 6LQ**
Minor material amendment to permission 23/P/1038/FUL to allow for addition of front porch and other alterations to external appearance of each plot. **APPROVE**
- (vii) **24/P/0312/TRCA 68A West Street Banwell BS29 6DE**
Goat Willow Salix Caprea rear garden -Crown reduction / Pollard. Dead Tree (unknown type) covered in Ivy in dangerous condition removal to 2m high stump. Magnolia (TPO) by front garage removal of single ingrowing branch. **NO OBJECTION (tree/hed) unconditional**

However, they request a condition that the windows be fitted with glass which reduces light pollution due to foraging bats.

- (viii) **24/P/0345/TRCA Banwell House Wolvershill Road Banwell BS29 6DG**
Fell T1 (Eucalyptus). **NO OBJECTION (tree/hed) unconditional).**

22/24 Date of the next meeting (agenda item 7)

Planning Meeting Wednesday 8th of May 2024 7pm at Banwell Youth & Community Centre

The Chairman closed the meeting at 19:08

.....Chairman

.....Date

6. To receive the Officer report/Exchange of information:

i) Youth & Community Centre Path

The path has now been completed.

ii) Community Payback Scheme

I have met with the payback officer and as we are the first Parish Council to engage with them then we have been offered every two weeks for 8hrs on a Saturday for May and June. I have spoken to Banwell in Bloom and hope to speak to the Church & Village Hall to see if they have any groundworks type activities which they would like completed. Currently on the list are;

- Repainting YCC Fence
- Wooden benches around the village
- West Street to Paddocks path & Littlefield's to High Street (NSC Highways Footways)
- West Garston to Knightcott.
- Washing Banwell in Bloom Pots opposite the Co-op
- General Litter pick once a month
- Weed around YCC and throughout the village as necessary.

Any other suggestions would be appreciated as their first session is the 4th of May.

iii) Spring Clean

27th April we have had volunteers who have offered cakes. North Somerset will be delivering wheeleie bins for sorting the recycling and a collection of green waste after the 4th of May (after Community Payback team have been)

iv) New Officers

Our two new Officers have started. During April they are undertaking all induction & training with a view to starting their designated hours in May.

8. To agree the following expenditure.

i) £100 for the annual membership to the Institute of Cemetery & Crematorium Management (ICCM).

The annual membership allows an unlimited number of calls to their advice line (which we have used in the past and had to use for a query last week). It also entitles you to reduced cost of training.

ii) £417.60 + VAT for the annual Scribe accounting package.

iii) £813.84 for the Annual Avon Local Council Association (ALCA) subscription (£586.52) and Annual National Association of Local Councils (NALC) subscription (£227.32).

The annual membership allows an unlimited number of calls for advice (I have used them for HR advice). It also entitles you to free introduction to local councils training and reduced cost of other training (both ALCA & NALC). They also have legal advice both with legal advice topic notes but also bespoke advice, if necessary.

iv) £185 or £216.45 (reflective) for a standing safety sign

This is similar to the sign we have been leant by the police to trial.

Feedback from parents has been positive and it seems to make vehicles travelling from the Weston direction to think before parking on the zebra crossing.

Suggested Wording

WAIT
HERE
UNTIL
CLEAR

Cheaper versions are available but don't stand out as much as the Police Officer.

v) Approximately £2,300 (increased fidelity). Insurance premium year three of a three-year contract (to be sent via email).

Final cost hasn't been sent through yet. Hoping we will have a figure by the 15th April.

vi) Up to £35 for paperweight and engraving shield for 'Service to the Community Award'.

Previously we have awarded a brass star shaped paperweight, these seem to have been discontinued and are now made of silver alloy but at twice the price. A suggested alternative is glass / crystal. The cost of which is £25 which includes engraving. Additionally, engraving the shield is then approximately £7.



BANWELL PARISH COUNCIL - GRANT APPLICATION FORM

Name of organisation	Vision North Somerset
Name on bank account (for cheque payments)	Vision North Somerset
Registered Charity/Charity Number	Charity registration number 1165364
Contact name and position with the group	Lauren Williams, CEO
Contact name's home address	Vision North Somerset, 3 Neva Road, Weston Super Mare BS23 1YD
Contact name's telephone number and email address.	Anonymised
Purpose for which the grant would be used and who will benefit from it (in particular in reference to Banwell residents).	<p>One in five people in Banwell will experience sight loss – which may lead to social isolation and struggles with mental health. The grant would be used to help the set up of drop in sessions for some of your most vulnerable and isolated local people. Sessions include:</p> <ul style="list-style-type: none"> • Advice and information • Assistive equipment • Guest speakers • Peer support and socialisation <p>If these sessions prove successful in Banwell, we would consider the establishment of a permanent group led by local volunteers.</p>
Describe the evidence you have obtained that shows a need for the grant.	<p>People with sight loss are twice as likely to experience depression than the UK average yet only 17% are offered emotional support (RNIB). In North Somerset there are almost 9000 people living with sight loss, of whom only around 700 are registered blind. This means over 8000 visually impaired people have a link to statutory support and are at high risk of isolation, loneliness, inactivity and poor mental health. Covid and the cost-of-living crisis have exacerbated these problems.</p> <p>We have successfully established regular drop in sessions in Nailsea, Clevedon and Portishead so are now reaching out to other areas in North Somerset to provide the same support.</p>
Grant amount being requested including a breakdown of costs.	<p>We are asking for £450 towards the establishment of several drop in sessions in Banwell.</p> <p>£150 - Mileage for 1-2 staff and volunteers to attend drop in events £100 - Marketing materials and information leaflets printing and postage £100 – Staff time £50 - refreshments and resources for sessions</p>
Number of members in the Group	Vision North Somerset has approximately 1500 people with visual impairment on our database and around 700 with hearing impairment. New people come to us every week.

Total spent by the group in the year 2023-2024	£328,350.00
Total received by the group in the year 2023-2024	£333,203.00
Who has also been approached for funding for this project.	We were fortunate to also receive funding for pop-up hubs from Long Ashton Parish Council.
Main income sources – please itemise <small>(A summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited).</small>	North Somerset Council grant for statutory services (not including the work we are requesting this grant for). Grants from trust funds. Donations and other fundraising.
Current bank balance	£203,721
Special/other considerations	Thank you so much to Banwell Parish Council for your support of Vision North Somerset. I would be happy to come and talk with you about the difference your support is making to local people.

I declare that to the best of my knowledge the statement made in this application form, including any accompanying sheets, are true.

Signature.....L J Williams..... Date 28/03/2024...
(Electronic submissions can use electronic signatures)

This form should be submitted to the Parish Council either by email: clerk@banwellparishcouncil.org.uk or to the Parish Office, Banwell Youth & Community Centre, West Street Banwell. BS29 6DB.

10. To agree a formal response from the Parish Council in relation to initial ideas submitted by three of the developers involved in the new Wolvershill development.

Facilities:

- We recommend including publicly available amenities such as EV charging points, soft play areas, space for a mobile library (if a self-service library is not included within the local centre), all-weather pitches, baby changing facilities, and toilets. It's essential to ensure that all facilities, both new and old, are accessible.
- A designated area for a farmer's market would be a valuable addition.
- We express concern about the potential impact of cutting off Worle from the new development, as it would disconnect residents from essential facilities such as supermarkets, Children's Centers, pharmacies, libraries, and other amenities. Phasing of facilities is crucial to ensure that residents have access to necessary services throughout the development process.

Access and Movement:

- We suggest exploring alternative routes for the express route, such as along Knightcott Road, up Wolvershill Road to the transport hub, and then to Bristol around the bypass, considering the reduction of traffic through the centre of Banwell Village.
- While there seems to be a bus link directly to Worle station, it is hoped that it could be rerouted to include part of the present village.
- Careful consideration should be given to the number of bus stops to avoid significantly slowing down the route while adequately servicing the new and present settlement.
- Concerns were raised about the closure of Wolvershill Road north of the settlement, limiting access for over 2800 properties. Comprehensive traffic modelling on all roads/lanes are necessary to mitigate potential impacts.
- Provision for parking to enable car-sharing schemes is recommended, along with ensuring that road infrastructure is in place before building commences to prevent unnecessary disruption to present residents.

Green and Blue Infrastructure:

- We express concern about the potential closure of access to current allotments due to their location north of the new settlement. Suggestions include the creation of a community allotment/orchard.
- Protecting fords and waterways, enhancing them, and utilising land in the strategic gap for exercise/walking routes, green spaces, natural play areas, and picnic spots are essential considerations.
- Careful planning for active travel routes in and around the new settlement and Banwell Village is crucial to ensure safety and accessibility.
- Measures to protect low-lying areas from flooding, including establishing and enhancing flood and surface water runoff channels, should be prioritised (given issues residents are experiencing on William Dawes Close).
- Suggestions include the inclusion of all-weather pitches (tennis, basketball, football etc.) and measures to improve/protect present wildlife habitats.
- We recommend ring-fencing green spaces early and planting trees and shrubs before building work commences to reduce the impact of the construction process. Concerns were raised about maintenance and who will maintain play areas/green spaces/attenuation ponds after the developers have moved on. The importance of the M5 sound barrier was also emphasised.

Local Centre:

- We support the idea of a pedestrianised local centre with capacity for a farmers' / community market.

- The concept of three different hubs is welcomed. Suggestions include in the learning/health hub - a GP surgery, self-service library, café, gaming centre, and communal or shared office space. The community hub could offer facilities for various activities, including Men's Shed initiatives. The mobility hub could include facilities for cycle/scooter hire and repair services for non-motorised vehicles and mobility aids.
- Parking near the centre of the community is crucial for drawing people to use the facilities, particularly for those with mobility issues.
- Additional facilities such as a pub, pharmacy, farm shop, and small retail outlets are suggested.
- Visual impact should be considered, especially from the current village, as it will be near the crown of the hill.
- Super high-speed Wi-Fi is essential for all residents and public buildings all of which should be built to be as sustainable as possible (Passivhaus standards).

11. To agree a response to North Somerset Consultation on bin collections

Introduction

The public consultation concerns transitioning to 3-weekly residual waste collections. The proposal aims to address environmental concerns, reduce costs, and encourage recycling. Other local authorities have successfully implemented this change, resulting in reduced waste, increased recycling, and financial savings. North Somerset Council's high recycling rates indicate strong support for recycling initiatives, but there's room for improvement. The proposal includes engaging stakeholders, such as residents, local councils, and businesses, to gather feedback. Financial implications include consultation costs covered by the waste reserve. The initiative aligns with legal requirements and contributes positively to the council's climate emergency declaration by reducing vehicle emissions and waste sent to Energy from Waste while increasing recycling.

Suggested Parish Council response

Banwell Parish Council have the following feedback on the proposal concerning the transition to 3-weekly residual waste collections.

We acknowledge the importance of addressing environmental concerns, reducing costs, and promoting recycling within our community. As a council deeply committed to sustainable practices and environmental stewardship, we fully support initiatives aimed at enhancing recycling rates and reducing waste sent to energy from waste facilities. We believe that transitioning to 3-weekly residual waste collections aligns with these goals and contributes positively to our collective efforts in combating climate change.

However, while we endorse the proposal in principle, we also wish to express our concerns regarding the potential implications of missed collections on our community. Specifically, we are apprehensive about the possibility of increased volumes of residual waste accumulating between collections, which may lead to unpleasant odours and other associated issues. It is essential that there are robust contingency plans and effective communication strategies to minimise the occurrence of missed collections and mitigate any adverse effects on our environment and quality of life.

Bridget.C.Bowen FCA
86 High Street
Weston
Bath BA1 4DD

Tel: 07465 416597

Email: bridget.c.bowen@outlook.com

Mrs E Shayler
Clerk to Banwell Parish Council
Youth and Community Centre
West Street
Banwell
North Somerset
BS29 6DB

12 March 2024

Dear Liz

BANWELL PARISH COUNCIL

Internal audit report - Year ended 31 March 2024

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

I am bound by the ethical guidelines of the Institute of Chartered Accountants of England and Wales. I confirm that I am independent of the Council.

The internal audit work I have carried out has been planned to enable me to give my opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2023-24 Annual Governance and Accounts Return.

I have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2023
- The Accounts and Audit (England) Regulations 2015 (as amended).

I was appointed as internal auditor to the Parish Council for three years to 2025-26 on 19 June 2023.

My second internal audit review for 2023-24 was undertaken on 12 March 2024.

Background

Banwell Parish Council has income and expenditure of between £200,000 and £300,000 and is subject to audit by the external auditor, BDO LLP. The Council had a clean annual report from the external auditor for 2022-23.

The Council is a sole managing trustee of Banwell Recreation Ground.

The Council is not required to comply with either Transparency Code as it's income and expenditure falls between the thresholds for which either of the Transparency Codes apply.

The Council's accounting records are maintained on Scribe.

Internal audit checks

I have undertaken a series of audit tests on the Council's financial records, vouchers, documents, minutes, policies, procedures and insurance documentation to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out at the visit.

I have checked the following:

- Minutes of Council Meetings
- Bank and cash
- Income
- Expenditure
- VAT claims
- Payroll
- Risk assessment
- Asset register
- Action taken on the recommendations in prior report

Findings

Details of good practice noted, my recommendations and other matters to be brought to the Council's attention are set out below.

Good practice

- The Clerk is CiLCA qualified
- The Council maintains its books and records on Scribe software
- All records were up to date and easy to follow
- The Council's Standing Orders and Financial Regulations are reviewed regularly and are tailored appropriately for the Council
- The Council has appropriate policies in place
- The Clerk is aware of the requirements of GDPR and the Council is registered with the ICO
- Councillors attend training by the local branch of the National Association of Local Councils

Good practice - continued

- Councillors undertake regular spot checks throughout the year
- Bank reconciliations are prepared accurately and regularly
- Bank reconciliations are carried out promptly each month, and are checked by a councillor
- Details of all payments authorised at meetings are recorded in the minutes
- All payment vouchers tested were evidenced as approved
- A formal burial register is maintained
- HMRC Toolkit is used for the payroll
- All eligible employees have either been auto-enrolled in a pension scheme or have opted out in writing
- All employees have contracts of employment
- The budgeting process is detailed and thorough and monitored throughout the year
- VAT claims are made regularly
- The asset register is complete and accurate and has been properly maintained

Recommendations

- There are no recommendations

Other matters to be brought to the Council's attention

- There are no other matters to bring to the Council's attention

Conclusion

Based on the tests I have carried out at this internal audit visit, in my view, the internal control procedures in operation are strong and are adequate to meet the needs of Banwell Parish Council.

Next visit

The final internal review will be done remotely on 2 April 2024.

Checks will be carried out on:

- Year end checks

Next Steps

This report should be noted and taken to the next meeting of the Parish Council. The Council should decide what action will be taken on the recommendations I have made.

Kind regards

Yours sincerely



Bridget Bowen FCA

Internal auditor

Banwell Parish Council

Net Position by Cost Centre and Code

Cost Centre Name

<u>Cemetery & Memorials</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
101	Cem Grass Cutting				1,950.00	1,950.00	
102	Cem paths / trees / garder				300.00	401.50	-101.50
103	Cem making up graves				200.00		200.00
104	Cemetery / Memorial Main				5,000.00		5,000.00
105	Env Fee				2,045.00	480.00	1,565.00
106	Cemetery software				450.00	450.00	
					9,945.00	£3,281.50	6,663.50

<u>Cemetery Income</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
110	Cemetery Income			7,587.34			7,587.34
111	Cemetery Bank interest			75.26			75.26
					£7,662.60		7,662.60

<u>Clerk & Administration</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
201	Salary & NI				37,400.00	39,134.15	-1,734.15	
202	Clerk pension				800.00	2,675.06	-1,875.06	
203	Advertising		28.50		500.00	633.56	-105.06	
204	Insurance				2,100.00	2,226.55	-126.55	
205	Subscriptions inc ALCA &				2,300.00	2,858.78	-558.78	
206	Audit Fee				950.00	1,655.00	-705.00	
207	Legal Costs				600.00	104.00	496.00	
208	Training Officers				650.00	345.00	305.00	
209	Training Councillor				400.00	322.32	77.68	
210	Grants & Donations				5,000.00	4,876.00	124.00	
211	Chairmans Allowance				300.00	494.62	-194.62	
213	Bank Charges				200.00	173.33	26.67	
215	Risk Assessments				150.00	180.00	-30.00	
216	Locum					1,787.84	-1,787.84	
709	Office Equipment inc Web				2,500.00	2,859.41	-359.41	
817	Coronation					250.31	-250.31	
					£28.50	53,850.00	£60,575.93	-6,697.43

<u>Earmarked Reserves</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>		
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>		
214	Food bank		1,652.00			1,272.15	379.85		
504	CIL 2022/23					1,249.00	-1,249.00		
505	CIL 2023/24		5,598.67				5,598.67		
506	NSC Solar Panel Grant	10,000.00	10,000.00	10,000.00	10,000.00				
809	Social Prescribing Commu		120.00			418.18	-298.18		
815	Refreshments		52.01			118.07	-66.06		
816	Living Room		1,065.00			1,164.99	-99.99		
					10,000.00	£18,487.68	10,000.00	£14,222.39	4,265.29

<u>Environment</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>		
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>		
301	Allotment		1,647.88	1,647.88	1,647.88	1,647.88			
302	Env Grass Cutting				2,045.00	1,945.49	99.51		
303	Env Hedge / Fence / Tree				300.00	518.33	-218.33		
304	Village Orderly	435.81	435.81	4,710.00	4,710.00				
305	Dog Bins				6,568.00	6,195.30	372.70		
306	Env Maintenance / Inspec		405.00		2,000.00	1,678.31	726.69		
307	Env Projects				3,000.00	1,974.90	1,025.10		
308	Env Grant	7,149.00	7,149.52			11,357.70	-11,357.18		
309	Riverside Project				48,280.52	40,473.21	7,807.31		
					9,232.69	£9,638.21	68,551.40	£70,501.12	-1,544.20

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Banwell Parish Council

Net Position by Cost Centre and Code

Cost Centre Name

Highways		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
401	Street light power				4,000.00	2,648.53	1,351.47
402	Street light maintenance				3,500.00	3,500.00	
403	Street light upgrade				1,400.00		1,400.00
404	Highways related projects				3,000.00	1,041.25	1,958.75
					11,900.00	£7,189.78	4,710.22

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
501	Misc Income		100.00	601.99			501.99
502	Annual Precept		122,646.03	122,646.03			
503	VAT						
					122,746.03	£123,248.02	501.99

Recreation Ground		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
601	Rec Grass Cutting				2,250.00	2,204.25	45.75
602	Rec Maintenance				2,000.00	4,698.05	-2,698.05
603	Rec Tree & Fence Work				300.00	358.33	-58.33
604	Rec Inspections				400.00	304.00	96.00
605	Rec Play Equipment & Be				2,512.80		2,512.80
					7,462.80	£7,564.63	-101.83

Youth & Community Centre		Bal. B/Fwd.	Receipts		Payments		Current Balance		
Code	Title		Budget	Actual	Budget	Actual	Budget		
701	YCC upgrade			500.00	25,000.00	240.00	25,260.00		
702	YCC repairs & maintenanc				3,000.00	3,626.47	-626.47		
703	YCC CCTV				200.00	212.80	-12.80		
704	YCC Electricity				2,000.00	1,438.65	561.35		
705	YCC Gas				2,000.00	1,441.01	558.99		
706	YCC water				600.00	294.92	305.08		
707	YCC waste		114.00		620.00	828.17	-94.17		
708	YCC cleaning & supplies		26.67		2,700.00	2,679.39	47.28		
710	YCC phone & wifi				1,000.00	507.73	492.27		
711	YCC Grass cutting				1,125.00	1,102.13	22.87		
712	YCC hedge, fence & tree \				500.00	1,274.34	-774.34		
713	YCC grants & donations	1,000.00	1,000.00						
714	YCC income	500.00	1,233.50				733.50		
715	YCC Booking software				350.00	417.60	-67.60		
716	YCC Music Licence					701.97	-701.97		
					1,500.00	£2,874.17	39,095.00	£14,765.18	25,703.99

Youth Club		Bal. B/Fwd.	Receipts		Payments		Current Balance		
Code	Title		Budget	Actual	Budget	Actual	Budget		
801	YC sessions				9,000.00	4,960.40	4,039.60		
802	YC budget				400.00	251.26	148.74		
803	YC extraordinary activities				2,000.00		2,000.00		
804	YC Printer								
805	YC subscriptions	550.00	552.99				2.99		
806	Tuck Shop	100.00	459.60		100.00	339.28	120.32		
807	Youth Forum				200.00		200.00		
					650.00	£1,012.59	11,700.00	£5,550.94	6,511.65

NET TOTAL	144,128.72	£162,951.77	212,504.20	£183,651.47	47,675.78
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Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Banwell Parish Council
Reserves Balance
2023-2024


<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Cemetery Reserves	96,254.64			7,662.60	103,917.24
Social prescribing grant	1,161.75		418.18	120.00	863.57
Food Bank	1,765.96		1,272.15	1,652.00	2,145.81
New Banwell Solar	6,547.54		11,357.70	7,149.52	2,339.36
CIL 22/23	66,235.16		1,249.00		64,986.16
Refreshments	112.11		118.07	52.01	46.05
CIL 2023/24				5,598.67	5,598.67
Community Living Room			1,164.99	1,065.00	-99.99
NSC Solar Panel Grant			10,000.00	10,000.00	0.00
Total Earmarked	172,077.16		25,580.09	33,299.80	179,796.87
TOTAL RESERVE	172,077.16		25,580.09	33,299.80	179,796.87
GENERAL FUND					39,640.15
TOTAL FUNDS					219,437.02


Asset Register


The purpose of the register is to record your fixed assets and long term investments. This can be used regardless of whether you prepare your accounts on a Receipts and Payments basis or an Income and expenditure basis


Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value
War Memorial & Land	ACTIVE	Cemetery	1920's	£0.00	£1.00
War memorial	ACTIVE	Cemetery	Unknown	£0.00	£1.00
Jubilee Gate	ACTIVE	Cemetery	Unknown	£0.00	£1.00
Memorial stones;	ACTIVE	Cemetery	Unknown	£0.00	£3.00
Walls at Cemetery	ACTIVE	Cemetery	1950's	£0.00	£30,907.00
Shed at Cemetery	ACTIVE	Cemetery	1950's	£0.00	£1,306.00
Village pump & walls	ACTIVE	Cemetery	1900's	£0.00	£1.00
Cemetery site	ACTIVE	Cemetery	Late 1950's	£1.00	£1.00
Chain of Office	ACTIVE	Clerk & Administration	Jul-04	£480.00	£1.00
Clerk laptop	ACTIVE	Clerk & Administration	Dec-20	£579.00	£579.00
1 filing cabinets	ACTIVE	Clerk & Administration	Unknown	£0.00	£1.00
Lenovo Desktop Computer	ACTIVE	Clerk & Administration	Feb-20	£649.02	£649.02
2 Printer/copiers	ACTIVE	Clerk & Administration	Unknown	£0.00	£2.00
HP Printer	ACTIVE	Clerk & Administration		£446.26	£446.26
Officer HP Laptop	ACTIVE	Clerk & Administration	Feb-20	£397.46	£397.46
4 Laptops supplied to Council	ACTIVE	Clerk & Administration	Jul-20	£1,449.94	£1,449.94

Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value
Misc office equipment	ACTIVE	Clerk & Administration	Apr-19	£0.00	£1.00
Misc office equipment	ACTIVE	Clerk & Administration	01/07/15 01/01/17	£120.00	£120.00
3 Laptops supplied to Council	DISPOSED	Clerk & Administration	Apr-17	£1,128.00	£1,128.00
Acer / Lenovo Desktop Computer	DISPOSED	Clerk & Administration	Apr-16	£397.46	£397.46
Councillor Laptops x 2	ACTIVE	Clerk & Administration	21/12/2021	£466.65	£466.65
Cllr laptop	ACTIVE	Clerk & Administration	15/07/2023	£174.98	£174.98
2 cllr laptops	ACTIVE	Clerk & Administration	24/07/2023	£499.98	£499.98
Clerk Laptop	ACTIVE	Clerk & Administration	15/07/2023	£483.32	£483.32
benches x 5	ACTIVE	Environment	Oct-08	£0.00	£250.00
Benches x 10	ACTIVE	Environment	Variety - unknown	£0.00	£1,000.00
Dog bins x 22	ACTIVE	Environment	Variety	£0.00	£3,000.00
Riverside Green	ACTIVE	Environment	N/A	£0.00	£1.00
Notice boards x 2	ACTIVE	Environment	Unknown	£4.00	£563.00
Picnic Table	ACTIVE	Environment	Dec 21	£1,008.00	£1,008.00
Gates & Fencing	ACTIVE	Environment	Nov 23	£11,901.52	£11,901.52
Banwell/Potigny road signs x 4	ACTIVE	Environment	Unknown	£0.00	£4.00
Chiswick Road	ACTIVE	Environment	01/04/14 14/07/19	£1,404.00	£2,589.00

Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	
Track at Wint Hill Land at Qua	ACTIVE	Environment	1970's	£0.00	£1.00	
Small parcels of land at top o	ACTIVE	Environment	N/A	£0.00	£1.00	
Small parcels of land at Knigh	ACTIVE	Environment	N/A	£0.00	£1.00	
Defibrillator 14B00463141	ACTIVE	Environment	Aug-14	£2,428.80	£2,428.80	
Land SW & S of Springfield Gdn	ACTIVE	Environment		£0.00	£0.00	
Defibrillator 16B00518884	ACTIVE	Environment	Feb-17	£2,428.80	£2,428.80	
Small parcels of land at path	ACTIVE	Environment	N/A	£0.00	£1.00	
Defibrillator 14B00463698	ACTIVE	Environment	Sep-15	£0.00	£2,428.80	
Swings	ACTIVE	Environment	Unknown	£0.00	£1,500.00	
Litter bins x 2	ACTIVE	Environment	Unknown	£0.00	£2.00	
Gates & fencing	DISPOSED	Environment	Oct-08	£6,500.00	£7,382.00	
Riverside Play Equipment	ACTIVE	Environment	20/04/2023	£24,892.76	£24,892.76	1↔
Riverside Litter bin	ACTIVE	Environment	21/02/2024	£239.45	£239.45	1↔
Picnic Bench	ACTIVE	Environment	21/12/2021	£840.00	£420.00	1↔
Speed Watch Equipment	ACTIVE	Highways	Jul-04	£0.00	£1.00	
Vehicle Activated Speed Sign	ACTIVE	Highways	Nov-17	£2,700.00	£2,700.00	
Street lights x 67	ACTIVE	Highways	Variety	£13,610.00	£24,254.00	

Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	
3 Brick bus shelters	ACTIVE	Highways	Unknown	£0.00	£3,000.00	
Wheelspin	ACTIVE	Recreation Ground	Feb 23	£6,296.90	£6,296.90	
2 x metal benches	ACTIVE	Recreation Ground	Unknown	£400.00	£400.00	
Nest swing	ACTIVE	Recreation Ground	Spring 2010	£2,462.00	£2,462.00	
Rec Fence	ACTIVE	Recreation Ground	June 2016 May 2017	£9,727.58	£9,727.58	
Football goals	ACTIVE	Recreation Ground	Feb 23	£3,948.00	£3,948.00	
2 x litter bins	ACTIVE	Recreation Ground	Feb 23	£719.00	£719.00	
Bench in toddler area	ACTIVE	Recreation Ground	Spring 2010	£344.00	£344.00	
MUGA	ACTIVE	Recreation Ground	Spring 2010	£15,068.00	£15,068.00	
Sea-Saw	ACTIVE	Recreation Ground	Feb-20	£1,037.81	£1,037.81	
Climber	ACTIVE	Recreation Ground	Feb-20	£2,724.00	£2,724.00	
Zipline	ACTIVE	Recreation Ground	Mar-20	£4,002.00	£4,002.00	
Safagrass, safety surfacing, r	ACTIVE	Recreation Ground	2010, 2011, 2020	£20,604.00	£35,611.00	
Infinity bowl	ACTIVE	Recreation Ground	Feb 23	£1,692.00	£1,692.00	
Table Tennis Table	ACTIVE	Recreation Ground	Feb-20	£3,036.00	£3,036.00	
Springie helicopter	ACTIVE	Recreation Ground	Spring 2010	£622.00	£622.00	
Picnic benches x 3	ACTIVE	Recreation Ground	June 2019 Dec 2019	£2,205.00	£2,205.00	

Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	
Junior swings barriers	ACTIVE	Recreation Ground	Nov-11	£1,856.00	£1,856.00	
Circuit Climber unit	ACTIVE	Recreation Ground	Spring 2010	£11,147.00	£11,147.00	
2 x Weston benches	ACTIVE	Recreation Ground	Spring 2010	£0.00	£1,000.00	
Hide & slide unit	ACTIVE	Recreation Ground	Spring 2010	£5,127.00	£5,127.00	
Toddler swings	ACTIVE	Recreation Ground	Spring 2010	£1,153.00	£1,153.00	
DA Picnic benches x 2	ACTIVE	Recreation Ground	Dec-19	£1,140.00	£1,140.00	
Recreation Ground	ACTIVE	Recreation Ground	1946	£0.00	£1.00	
Wet pour under nest	ACTIVE	Recreation Ground	20/04/2023	£1,249.00	£1,249.00	1↻
Additional Audio & Vis equip	ACTIVE	Youth & Community Centre	May 2021	£4,787.00	£4,787.00	
Field behind CC	ACTIVE	Youth & Community Centre	1981	£0.00	£1.00	
Washer / Drier	ACTIVE	Youth & Community Centre	Apr-19	£0.00	£1.00	
Leather sofas x 2	ACTIVE	Youth & Community Centre	Aug-08	£1,195.00	£1.00	
Sharp LC3262CE TV	ACTIVE	Youth & Community Centre	Aug-08	£699.95	£1.00	
Projector & screen	ACTIVE	Youth & Community Centre	Jan-12	£0.00	£100.00	
2 x YC laptops	ACTIVE	Youth & Community Centre	Sep-20	£1,083.32	£1,083.32	
Cookers x 8	ACTIVE	Youth & Community Centre	May 2021	£620.56	£620.56	
Sofas x 2	ACTIVE	Youth & Community Centre	2008	£0.00	£1.00	

Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	
Land on which Scout Hut & CC a	ACTIVE	Youth & Community Centre	1981	£0.00	£1.00	
Youth & Community / Children's	ACTIVE	Youth & Community Centre	N/A	£0.00	£503,000.00	
Canon digital camera and memor	ACTIVE	Youth & Community Centre	Oct-09	£149.98	£1.00	
Tables for meetings	ACTIVE	Youth & Community Centre	Dec-19	£470.00	£470.00	
upgraded Sound Equipment	ACTIVE	Youth & Community Centre	May-20	£4,463.98	£4,463.98	
Dishwasher	ACTIVE	Youth & Community Centre	Apr-19	£0.00	£1.00	
55" TV	ACTIVE	Youth & Community Centre	Feb-20	£324.00	£324.00	
Fridge Freezer	ACTIVE	Youth & Community Centre	Apr-19	£0.00	£1.00	
CCTV Equipment	ACTIVE	Youth & Community Centre	Apr-19	£0.00	£1.00	
YCC Fence	ACTIVE	Youth & Community Centre	16/08/2023	£496.00	£996.00	2↻
CCTV 3 x cameras	ACTIVE	Youth & Community Centre	30/03/2022	£795.00	£795.00	1↻
CCTV	ACTIVE	Youth & Community Centre	20/02/2024	£530.00	£530.00	1↻
Chromebook	ACTIVE	Youth & Community Centre	20/01/2022	£166.66	£166.66	1↻
Chrome book	ACTIVE	Youth & Community Centre	20/01/2022	£166.66	£166.66	1↻
Gazebo	ACTIVE	Youth & Community Centre	23/11/2021	£254.00	£254.00	1↻
Tablets x 4	ACTIVE	Youth & Community Centre	21/12/2021	£349.96	£349.96	



Banwell Parish Council Internal Audit Plan

This Internal Audit Plan runs from February / March of each year. It covers three financial years – a review of the audit of the previous financial year, the audit of the current financial year and the appointment of the internal auditor for the new financial year that starts in April.

March – May (depending on election year)

Full Council to agree with the Clerk to review the effectiveness of the Internal Audit plan and relevant documentation. Full Council to approve this Audit Plan.

April / May

Start of the new financial year.

Full Council to receive end of year report from Clerk for previous years accounts.

Full Council to receive final internal audit report from Auditor for previous years accounts.

Full Council (via RFO) receives Annual Governance and Accountability Return (or Audit Return) for previous years accounts.

Full Council to receive a copy of the Audit Return forms for previous years accounts and approve it at the relevant Parish Council meeting which is sent to the External Auditor by 2 July.

Full Council to review and approve the selection of Internal Auditor (for the new financial year)

Aug / Sept

If unchallenged, Full Council receives a report from the external Auditor for previous years accounts.

Publish External report, for previous years accounts, along with complete Annual Governance and Accountability Return (Audit Return).

Nov - Jan

Internal Auditor to meet with the Clerk for 1st Interim Audit.

Full Council to consider, publish and review any issues raised by the Internal Auditor.

Implement Action plans from either external / internal auditor (if required)

Full Council to meet, discuss and agree next financial year's budget and precept requirement.

April

Internal Auditor to meet with the Clerk for final Interim Audit

Full Council to consider, publish and review and issues raised by the Internal Auditor.

Implement Action plan from Internal Auditor (if required)

Internal Audit Review Checklist – Part 1 – Meeting standards

It was RESOLVED in May 2024 to continue with the appointment of Bridget Bowen as the internal auditor for the Parish Council for the next three financial years 2023/2024, 2024/2025, 2025/2026. The Council is considering the review of effectiveness of the internal audit process in the following five areas:

Expected standard	Evidence of achievement	Yes/ No	Areas for development or additional details
1. Scope of internal audit	Has the scope of the internal audit been discussed with the internal auditor to ensure that the audit covers all the relevant risk areas? Internal audit must take into account both the council's risk assessment and internal control arrangements. The audit also covers the council's anti-fraud and corruption arrangements.	Yes	
2. Independence	The internal auditor is sufficiently independent, unbiased and objective as they do not have any other role within the council. The Internal auditor is given direct access to those charged with governance, if required.	Yes	
3. Competence	The internal auditor has sufficient knowledge to be able to carry out the audit. There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	
4. Relationships	The responsibilities of council members are understood; training of members is carried out as necessary. Responsible officer (Clerk and RFO) is consulted on the internal audit plan. (Evidence is on audit files). Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter). Councillors complete internal financial checks monthly, quarterly and annually.	Yes	
5. Audit Planning and Reporting	The Parish Council is aware of a timetable of when the internal audits will take place and notified when a report is presented. The internal audit plan properly considers the risks facing the council and has been approved by the council.	Yes	

Reviewed April 2024

To be reviewed by April 2025

Internal Audit Review Checklist – Part2 – Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of achievement	Yes or No	Areas for development
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs.	Yes as per financial regulations	
Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Yes as per financial regulations	
Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	Yes, as appropriate, where relevant	
Add value and assist the organisation in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	Yes, as appropriate	
Be forward looking	In formulating the annual audit plan, agenda changes are considered. Internal audit maintains awareness of new developments in the council's services, risk management and corporate governance arrangements.	Yes, all aspects are considered based on the scale of response.	
Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	Yes, we have a full risk management process and internal audit.	

Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Yes, Appropriate and proportional resources are made available.	
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Responses made are proportional and in line with the relative scale of the response required.

The Parish Council has a strong ethos of good management of these processes and procedures. The Parish Council is advised on updates and changes in best practice by the Clerk / RFO.

Processes, Risk Management and Policy changes are reviewed on a regular basis and relevant updates, changes and challenges to these are implemented as required and in scale to the Parish Councils responsibilities. The Council is constantly looking forward to incoming policy changes and developing appropriate responses to those where required and as appropriate and reflect best practice with support from Council groups such as NALC / ALCA and SLCC.

The Internal Audit and the mechanisms for financial management have been recommended to a full council meeting in April 2023. The 2023/24 audit process challenged previous processes and found them strong and meet the needs of Banwell Parish Council adequately.

Recommendation: To approve the Internal Audit Plan and to resolve that the effectiveness of the system of internal controls in good and adequately meet the needs of Banwell Parish Council.

Annual Internal Audit Report 2023/24

BANWELL PARISH COUNCIL

<https://www.banwellparishcouncil.org.uk> AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

05/12/2023 12/03/2024 02/04/2024

Name of person who carried out the internal audit

BRIDGET.C.BOWEN FCA INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

09/04/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

INTERNAL AUDITOR'S ANNUAL REPORT

Year ended 31 March 2024

Banwell Parish Council

Objective	Explanation
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F	No petty cash held
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K	The authority did not certify itself as exempt from limited assurance review in 2022/23
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Bridget.C.Bowen FCA

Internal auditor

Date

02-Apr-24

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Accounting statements 2023-24

By completing this box, the figures will pull through to the relevant tabs of the workbook to assist you in reporting on the significant variances

	Year ending		Variance £	Variance %	Notes and guidance	Explanation required
	31-Mar-23	31-Mar-24				
					Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	161,960.38	235,064.81			Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year	
2. (+) Precept or Rates and Levies	110,785.00	122,646.03	11861.03	11%	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	No explanation required
3. (+) Total other receipts	159,453.14	60,919.92	-98533.22	-62%	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	Please explain within the relevant tab
4. (-) Staff costs	41,320.59	41,809.21	488.62	1%	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	No explanation required
5. (-) Loan interest/capital repayments	-	-	0	0%	Total expenditure of payments of capital and interest made during the year on the authority's borrowings (if any).	No explanation required
6. (-) All other payments	155,814.12	157,384.53	1570.41	1%	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	No explanation required
7. (=) Balances carried forward	235,063.81	219,437.02			Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	Please explain in the Reserves tab
	Bal c/f checker	Bal c/f checker				
8. Total value of cash and short term investments	235,065.81	219,199.00			The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	725,529.47	752,794.00	27264.53	4%	The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March.	No explanation required
10. Total borrowings	-	-	0	0%	The outstanding capital balances as at 31 March of all loans from third parties (including PWLB).	No explanation required

Other receipts

2022/23 159453.14 2023/24 60919.92

Difference -98533.22
 % Change -62% yes explain

Use the table below to breakdown your explanation

(consider any fixed assets that have been sold and ensure reflected in explanation in box 9 fixed assets)

Please ensure you complete the value for both years, please do not provide the movement only.

2022/23	£	2023/24	£	Difference	Explanation (Ensure each explanation is quantified)
69177.7		5598.67		-63579.03	Community Infrastructure Money (CIL) received
21727.03		0		-21727.03	Section 106 money for Wolverhill Rd Development
2135		0		-2135	Jubilee Grants Awarded
2890.63		0		-2890.63	Community Hub Grant Awarded
14299.04		7149.52		-7149.52	2 Solar Farm payment made last year (as 2021/22 received in 2022/23)
1000		0		-1000	Grant from Griffiths for LED lights
10003.89		20614.18		10610.29	VAT refunds
20044.38		0		-20044.38	Riverside Project
0		10000		10000	NSC Solar Panel Grant
				0	
				0	
				0	
				0	
				0	
				0	
Total	141277.67	43362.37		-97915.3	

Enter more lines as appropriate

To agree to carry forward several individual unused 2023-2024 budgets into the 2024-2025 budget

The purpose of this report is to secure Members' approval of the carry forward of a number of individual unused 2023-2024 budgets into 2024-2025

The Council sets its revenue budgets on an annual basis and there is no automatic carryover of unused budgets into the following year. However, circumstances sometimes arise beyond the council's control, where expenditure slips from the planned year to the next, where a budget is being accrued to pay for a large item e.g. YCC path or grants / CIL which may be spent over two or more financial years.

Cost code	Original budget	Budget underspend	Roll Forward	Explanatory note	Minute agreed
Officer Training	£650.00	£305	£300	To pay for the Comms & Admin Officers to undertake ILCA & legionella training.	E21/24
YCC Upgrade	£25,000	£24,760	£4200	Underspend due to grant awarded and use of Cil. Roll forward – to pay for path which slipped into financial year 24/25.	
TOTAL			£4500		

Recommendation: To approve the movement of £300 for Officer Training and £4200 for YCC upgrade from the 2023-2024 budget into the 2024-2025 budget.

Bills for Payment - 20th March to the 8th April 2024
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
Already Paid						The Parish Council
DD	Unity Trust	Bank charges	£ 32.40	There are 2 MPAN numbers	095/23	
DD	YU	Streetlight Power	£ 234.49		095/23	
DD	YU	Streetlight Power	£ 9.49		095/23	
DD	Mainstream	Phone and Broadband	£ 57.14		095/23	
To Pay						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		095/23	
BACS	J K Gardening	Moss Killer	£ 20.00		Cem admin	
BACS	Ambience Landscape	Dog Bin emptying	£ 629.20		095/23	
BACS	Insight Cleaning	YCC Cleaning	£ 240.00		095/23	
BACS	YMCA	Youth Club Sessions	£ 540.00		095/23	
BACS	LG Groundworks	YCC path	£ 5,040.00		YCC 07/24	
BACS	SLCC	Admin Officer Training	£ 288.00		Agenda item & E21/24	
BACS	Scribe	Annual Accounts	£ 501.12		Agenda item	
BACS	Churchill Minibus Society	Contribution to the ' Older People Service'	£ 2,000.00		210/23 (ii)	
BACS	K. Gunningham	Annual Banwell Allotment Payment	£ 1,647.88		095/23	
BACS	Carmino Dagostino	Soup for Soup & a Roll initiative	£ 630.00		189/23 (i)	
BACS	Bridget Bowen	Internal Audit	£ 40.00		113/23	
BACS	Jonathan McMilan	Summer High-Viz	£ 24.18		207/23	
BACS	Neil Merrick	Cookery Sessions	£ 163.58	awaiting receipt	189/23 (ii)	
DD	EDF	YCC Electricity	£ 41.63		095/23	
DD	Lloyds Bank PLC	Multipay charge & costs (zoom, tuck, office equipment, food bank).	£ 579.76	awaiting statement	various & 095/23	
BACS	Liz Shayler	Overtime & expenses (rolls, milk, knife sharpener)	£ 304.63		189/23(i) & 207/23	
SO	Officer Salaries	Officer Salaries	£ 2,800.00	awaiting tax codes	E14/24	
DD	Nest	Pension contributions	£ 207.71		095/23	
BACS	HMRC	PAYE and NI	£ 831.95	awaiting tax codes	095/23	
DD	North Somerset	YCC Waste Collection	£ 9.50		095/23	
		Totals	£ 17,916.00			
Transfer	Natwest Accounts	Cemetery Account / Current Account rebalance				

The Parish Council have resolved to use the General Power of Competence as of the 15th May 2023

Department	Budget 2024 / 25	Precept	Reserves
Cemetery & Memorials			
Grass cutting	£ 1,950.00	£ 1,950.00	£ -
Paths / Trees & Garden	£ 300.00	£ 300.00	£ -
Making up graves	£ 200.00	£ -	£ 200.00
Cemetery / Memorial work contingency	£ 5,000.00	£ 2,000.00	£ 3,000.00
Cemetery software	£ 450.00	£ 450.00	£ -
TOTAL	£ 7,900.00	£ 4,700.00	£ 3,200.00

Clerk and Administration			
Salary & NI	£ 40,000.00	£ 40,000.00	£ -
Pension provision	£ 2,400.00	£ 2,400.00	£ -
Locum	£ -	£ -	£ -
Advertising inc printing	£ 650.00	£ 650.00	£ -
Insurance	£ 2,300.00	£ 2,300.00	£ -
Subscriptions	£ 3,000.00	£ 3,000.00	£ -
Audit fees	£ 1,500.00	£ 1,500.00	£ -
Legal costs	£ 600.00	£ 600.00	£ -
Training Officers	£ 900.00	£ 600.00	£ 300.00
Training Cllrs	£ 400.00	£ 400.00	£ -
Grants and Donations	£ 7,000.00	£ 7,000.00	£ -
Chairman's Allowance	£ 400.00	£ 400.00	£ -
Jubilee / Coronation	£ -	£ -	£ -
Bank Charges	£ 200.00	£ 200.00	
Food Bank	£ 2,000.00	£ -	£ 2,000.00
Risk Assessments	£ 180.00	£ 180.00	£ -
Election Charges	£ -	£ -	£ -
TOTAL	£ 61,530.00	£ 59,230.00	£ 2,300.00

Environment			
Grass Cutting	£ 2,045.00	£ 2,045.00	£ -
Fence and Tree Work	£ 310.00	£ 310.00	£ -
Village Orderly	£ 4,710.00	£ 4,710.00	£ -
Dog Bins	£ 8,565.00	£ 8,565.00	£ -
Riverside & Defib	£ 2,000.00	£ 2,000.00	£ -
Environmental projects	£ 5,000.00	£ 5,000.00	£ -
Environmental Grant	£ 1,000.00	£ 1,000.00	£ -
Riverside project	£ -	£ -	£ -
TOTAL	£ 23,630.00	£ 23,630.00	£ -

Highways			
Power	£ 3,000.00	£ 3,000.00	£ -
Maintenance	£ 3,500.00	£ 3,500.00	£ -
Upgrades	£ -	£ -	£ -
6 yr inspect / single phase upgrade	£ -	£ -	£ -
Highways related projects	£ 8,000.00	£ 5,000.00	£ 3,000.00
TOTAL	£ 14,500.00	£ 11,500.00	£ 3,000.00

Recreation Ground			
Rec Grass Cutting	£ 2,250.00	£ 2,250.00	£ -
Rec Maintenance	£ 8,600.00	£ 8,600.00	£ -
Rec Trees and Fence Work	£ 300.00	£ 300.00	£ -
Inspections	£ 400.00	£ 400.00	£ -
Play Equipment & Path	£ 5,000.00	£ 5,000.00	£ -
TOTAL	£ 16,550.00	£ 16,550.00	£ -

YCC			
YCC upgrade	£ 6,200.00	£ 2,000.00	£ 4,200.00
Repairs & Maintenance	£ 2,900.00	£ 2,900.00	£ -
CCTV	£ 800.00	£ 800.00	£ -
Electricity	£ 1,800.00	£ 1,800.00	£ -
Gas	£ 1,000.00	£ 1,000.00	£ -
Water	£ 600.00	£ 600.00	£ -
Waste Collection	£ 300.00	£ 300.00	£ -
Cleaning & supplies	£ 2,700.00	£ 2,700.00	£ -
Office Equip inc software	£ 2,500.00	£ 2,500.00	£ -
Phone internet	£ 700.00	£ 700.00	£ -
Grass cutting	£ 1,125.00	£ 1,125.00	£ -
fence / hedge	£ 500.00	£ 500.00	£ -
Booking software	£ 430.00	£ 430.00	£ -
Music Licence	£ 600.00	£ 600.00	£ -
YCC events refreshments	£ 120.00	£ 120.00	£ -
Grants & Donations	-£ 1,000.00	-£ 1,000.00	£ -
Income	-£ 500.00	-£ 500.00	£ -
TOTAL	£ 20,775.00	£ 16,575.00	£ 4,200.00

Youth			
Youth Club staffing	£ 8,000.00	£ 8,000.00	£ -
Youth Club budget inc tuck	£ 500.00	£ -	£ 500.00
Extraordinary activities inc Residential	£ 3,000.00	£ 1,800.00	£ 1,200.00
Subs	-£ 600.00	-£ 600.00	£ -
Youth Council / forum	£ 200.00	£ -	£ 200.00
TOTAL	£ 11,100.00	£ 9,200.00	£ 1,900.00

Grand Total	£ 155,985.00	£141,385.00	£14,600
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INCOME			
Village Orderly Grant	£ 435.81	£ 435.81	£ -
Misc income	£ 200.00	£ 200.00	£ -
CIL	£ -	£ -	£ -
Solar panel grant from New Solar Banwell	£ 7,149.00	£ 7,149.00	£ -
Food Bank Donations	£ -	£ -	£ -
Social Prescribing	£ -	£ -	£ -
Community Hub	£ -	£ -	£ -
Griffiths Happy to chat	£ -	£ -	£ -
Griffiths LED lights	£ -	£ -	£ -
Somerset Community	£ -	£ -	£ -
Public Living Room	£ -	£ -	£ -
Rec section 106	£ -	£ -	£ -
Play Innovator Fund	£ -	£ -	£ -
Solar panel grant from NSC	£ -	£ -	£ -
INCOME	£ 7,784.81	£ 7,784.81	£ -

Budget - income	£ 148,200.19	£ 133,600.19	£ 14,600.00
Precept request			
Reserves to be used			