



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

10<sup>th</sup> April 2024

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 excluded 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 a Meeting of Banwell Parish Council, to be held at the Youth & Community Centre (YCC) on Monday 15<sup>th</sup> April 2024 at 7:30pm, when the following business will be transacted.**

The meeting will be livestreamed on Facebook <https://www.facebook.com/banwellparishcouncil>

*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.
- iv) Banwell Football Club

## **A G E N D A**

1. To receive apologies for absence.
2. To receive members' declarations of interest on any agenda item.
3. To approve as a correct record the minutes of the Parish Council Meeting held on the 18<sup>th</sup> of March 2024 (pages 1 – 4)
4. To note the following minutes / notes from the following.
  - i) Wolverhill Liaison Group 20<sup>th</sup> March 2024 (page 5 - 7).
  - ii) Employment Committee 25<sup>th</sup> of March 2024 (page 8 & 9).
  - iii) Planning Committee 3<sup>rd</sup> of April 2024 (pages 10 & 11).
5. To ratify the appointment of the new Admin Officer, Gerry Cronin and Communications Officer, Sally-Ann Marks, with a start date of the 6<sup>th</sup> of April at SCP 13 for 6hrs a week.
6. To receive the Officer report/Exchange of information: Please note that the Council is unable to make any formal decision under this item (page 12)
  - i) Youth & Community Centre Path
  - ii) Community Payback Scheme
  - iii) Spring Clean
  - iv) New Officers

7. To note the training and events available and agree any attendance.
  - i) ALCA e-learning on nimble £14 each [E-Learning Courses ALCA](#)
  - ii) Breakthrough communications training £30 [Communications Courses ALCA](#)
  - iii) Various finance training £30 [Finance Training ALCA](#)
  - iv) Various Scribe finance training (this is our accounting package) Free [Scribe Training](#)
  - v) Various NALC training from £32.68 [www.nalc.gov.uk/nalc-events](http://www.nalc.gov.uk/nalc-events)
  - vi) SLCC The Managing Village Halls and Practical Compliance for CCTV by Parish Town and Community Councils – £85 Admin Officer
8. To agree the following expenditure (page 12).
  - i) £100 for the annual membership to the Institute of Cemetery & Crematorium Management.
  - 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).
  - iv) £125 for a standing safety sign.
  - v) Approximately £2,300 (increased fidelity) waiting for final figure. Insurance premium year three of a three-year contract (to be sent via email).
  - vi) Up to £35 for engraving and paperweight for 'Service to the Community Award'.
9. To consider a request for £450 from Vision North Somerset (pages 13 & 14).
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 (page 15)
11. To agree a response to North Somerset Consultation [www.n-somerset.gov.uk/getinvolved](http://www.n-somerset.gov.uk/getinvolved) on bin collections (page 16)
12. To note the conclusion of the internal audit report 31st March 2023 and agree any recommendations (pages 17 - 19)
13. To note the Parish Council's end of March's net position, reserves, bank balances and bank reconciliation (pages 20 – 23)
14. To review and approve the updated Asset Register (pages 24 – 26).
15. To carry out a review of the effectiveness of the system of internal control and review the Internal Audit Plan (pages 27 - 30)
16. To confirm that the Parish Council have no conflicts of interest with the external auditor BDO LLP.
17. To note the Internal Auditors signed section of the Annual Return for 2023/24 (pages 31 & 32)
18. To approve the Annual Governance Statements for 2023/24 (page 33)
19. To approve the Statement of Accounts for 2023/24 (pages 34 - 37)
20. To agree to carry forward two underspent 2023-2024 budgets into the 2024-2025 budget (page 38)
21. To authorise bills for payment for April (page 39).
22. To note the Parish Council's 2024/25 new budget (pages 40 & 41)
23. Date of the next meeting –
  - Monday 22<sup>nd</sup> of April 2024, 7:30pm Parish Assembly (Annual Meeting of the Electors) at the Youth & Community Centre.
  - Wednesday** 8<sup>th</sup> of May 2024, 7pm Planning Committee at the YCC.
  - Wednesday** 8<sup>th</sup> of May 2024, 7:30pm Youth & Community Centre Committee at the YCC.
  - Monday 20<sup>th</sup> of April 2024, 7:30pm Parish Council Meeting at the YCC.

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.