



## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT 7:30pm ON MONDAY 17<sup>th</sup> JUNE 2019 AT BANWELL CHILDRENS CENTRE

<b>PRESENT:</b>	Councillors: Paul Blatchford (Chairman), Phil Adams, Phil Baird, Steve Davies, Phil Hale, Paul Harding (Vice-Chairman), Maggie McCarthy, Nick Manley and Dawn Parry
<b>IN ATTENDANCE:</b>	Mrs Liz Shayler (Clerk)
<b>WARD COUNCILLOR:</b>	None
<b>AVON &amp; SOMERSET POLICE:</b>	None
<b>PRESS:</b>	None
<b>MEMBERS OF THE PUBLIC:</b>	None

The Chairman, Paul Blatchford, opened the meeting by welcoming everybody

### **Before the meeting opened Members of the public were invited to speak;**

i) **Members of the public**

No matters raised.

ii) **Community Beat Manager's report**

The following report was received for the period 20/05/2019 to 17/06/2019

Calls from the Parish received = 63

Selection of crimes reported includes: 2 abandoned 999 call, 5 antisocial behavior, 4 burglary & attempted, 7 concern for welfare, 1 criminal damage, 4 harassment, 6 missing person, 2 suspicious activity, 1 theft and 10 traffic related.

The next Beat Surgery is at Banwell Garden Centre coffee shop on Saturday 27<sup>th</sup> July 2019 1400hrs until 1500hrs. Alternatively the team can be contacted via the Avon and Somerset Constabulary website or Twitter @ASPWSM.

Members of the public not part of their horse or farm watch groups were asked to contact PCSO Anderson who offers free tack and property marking.

iii) **Ward Councillor's report**

No Ward Councillor was present and no report had been received.

### **The meeting was convened**

**123/19 To receive apologies for absence (agenda item 1)**

Apologies were received from District Councillor Ann Harley.

**124/19 To receive members' declarations of interest on any agenda item (agenda item 2)**

No interests were declared.

**125/19 To approve as a correct record, the minutes of the Annual Meeting of the Parish Council held on 20<sup>th</sup> May 2019 (agenda item 3).**

**Resolved** – That the minutes of the Annual Meeting of the Parish Council held on 20<sup>th</sup> May 2019 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.

Cllr Davies joined the meeting

**126/19 To approve as a correct record, the minutes of the Cemetery & Memorials Committee Meeting held on 26<sup>th</sup> February 2019 (agenda item 4).**

The Clerk informed the meeting that as the Committee no longer exists the final set of minutes need to be signed off.

**Resolved** – That the minutes of the Cemetery & Memorials Committee Meeting held on 26<sup>th</sup> February 2019 be approved as a correct record of the meeting.

**The resolution was correctly proposed and seconded (4 in favour, 5 abstentions due to absence).**

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

**127/19 To approve as a correct record, the minutes of the Youth Club Committee Meeting held on 28<sup>th</sup> March 2019 (agenda item 5).**

The Clerk informed the meeting that as the Committee no longer exists the final set of minutes need to be signed off.

**Resolved** – That the minutes of the Youth Club Committee Meeting held on 28<sup>th</sup> March 2019 be approved as a correct record of the meeting.

**The resolution was correctly proposed and seconded (4 in favour, 5 abstentions due to absence).**

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

**128/19 To note the minutes of the Youth and Community Centre Committee Meeting held on 28<sup>th</sup> May 2019 (agenda item 6).**

The minutes of the Youth & Community Centre Committee Meeting were noted.

**129/19 To note the minutes of the Planning Committee Meeting held on 3<sup>rd</sup> June 2019 (agenda item 7).**

The minutes of the Planning Committee Meeting were noted.

**130/19 To receive the Clerk's report/Exchange of information: (agenda item 8).**

- (i) **Community Picnic** – the Clerk reported that the feedback from those who attended was very positive despite the poor turnout and she thanked the Councillors who were able to support the event.
- (ii) **ALCA AGM** – the Chairman reported that there had been three speakers at the AGM; the new leader of North Somerset Council (Cllr Don Davis), Carl Tonks from Mead Realisations and Dick Whittington from the West of England Rural Network. He briefly gave a report on what each of the speakers had to say.
- (iii) **Profiles** – The Vice Chairman reminded Councillors to give the Clerk their profile information.

**131/19 To delegate to the Clerk the 1<sup>st</sup> Land registration applications on behalf of the Parish Council (agenda item 9).**

**Resolved** – To delegate to the Clerk the 1<sup>st</sup> Land registration applications on behalf of the Parish Council.

**The resolution was correctly proposed and seconded (unanimous).**

**132/19 To agree the Planning Application cost of £117 for Phase 1 of the Recreation Ground redevelopment (agenda item 10).**

**Resolved** – To agree the planning application cost of £117 for Phase 1 of the Recreation Ground redevelopment.

**The resolution was correctly proposed and seconded (unanimous).**

**133/19 To agree, if required at a later stage, the cost of an ecological appraisal for the Recreation Ground planning application (agenda item 11).**

**Resolved** – To agree, if required at a later stage, the cost of an ecological appraisal for the Recreation Ground planning application at £459 + VAT from Quantock Ecology.

**The resolution was correctly proposed and seconded (unanimous).**

**134/19 To consider the purchase of a Scribe (accounting package) read only licence for £29 (agenda item 12).**

**Resolved** – To not purchase a Scribe read only licence.

**The resolution was correctly proposed and seconded (unanimous).**

**135/19 To discuss and agree the following items of expenditure from the environmental projects budget (agenda item 13).**

**(i) £70 for a one-off clearance of the areas at the entrance to the Children’s Centre**

The meeting was informed that due to a crack in the wall in the public car park North Somerset Council is unable to allocate a budget for clearing the vegetation at the entrance to the Childrens Centre.

**Resolved** – That despite it being North Somerset’s responsibility to maintain the car park, to approve the payment of £70 to JK Gardening for a one-off clearance of the areas at the entrance to the Children’s Centre in order to make the area look more attractive and to free up two car parking spaces.

**The resolution was correctly proposed and seconded (unanimous).**

**(ii) £25 per cut for the grass at Knightcott**

**Resolved** – To approve the payment of £25 per cut for 4 cuts a year to JK Gardening for the grass at Knightcott.

**The resolution was correctly proposed and seconded (unanimous).**

**(iii) £25 per cut for the grass at the top of Castle Hill**

**Resolved** – To approve the payment of £25 per cut for 4 cuts a year to JK Gardening for the grass at the top of Castle Hill.

**The resolution was correctly proposed and seconded (unanimous).**

(iv) **£35 for the removal of vegetation on the visibility splay at the top of Dark Lane**

The Clerk told the meeting that she had received complaints about the dangerous nature of the visibility splay at the top of Dark Lane which land is being claimed by the Parish Council for 1<sup>st</sup> Registration.

**Resolved** – To approve the payment of £35 to JK Gardening for the removal of vegetation on the visibility splay at the top of Dark Lane

**The resolution was correctly proposed and seconded (unanimous).**

(v) **High Street**

The meeting was told that North Somerset Council is struggling to ensure that the verge along High Street is maintained. However, the council might be prepared to contribute £120 towards maintenance if this can be carried out by our grass cutting contractor. This item would be on the next agenda for consideration.

**136/19 To note the training and events available and agree any attendance (agenda item 14).**

(i) **3<sup>rd</sup> July Playground Inspections GB Sports, Weston. 8:45am – 4pm £150 (certification +£100)**

**Resolved:** Cllr Baird to attend this training without certification

**The resolution was correctly proposed and seconded (unanimous).**

(ii) **22<sup>nd</sup> July 2019 - Being a Good Councillor. 9:45am - 12:30. Cleeve Village Hall. £60**

No one to attend this course at the present time.

(iii) **28<sup>th</sup> & 29<sup>th</sup> October 2019 NALC National Conference £200 (+ VAT)**

No one to attend this conference due to the costs involved

**137/19 To discuss Somerset & VE Day 75 and the weekend of the 8<sup>th</sup> – 10<sup>th</sup> May 2020 and whether the Parish Council wishes to organise an event (agenda item 15)**

After a brief discussion the Parish Council felt unable to organise an event themselves but that consideration would be given to supporting another organisation if they wished to organise something.

**138/19 To discuss producing a welcome pack for new residents (agenda item 16)**

**Resolved:** That Cllr Blatchford investigates producing a welcome pack for new residents

**The resolution was correctly proposed and seconded (unanimous).**

**139/19 To authorise bills for payment (agenda item 17)**

**Resolved:** To authorise bills for payment of £7255.69. Cllr Harding and Cllr McCarthy to authorise the BACs payments.

**The resolution was correctly proposed and seconded (unanimous)**

**140/19 To note the Parish Council's end of May's net position bank balances and bank reconciliation (agenda item 18).**

The net position, bank balances and bank reconciliation were noted.

**141/19 The Council was recommended to resolve that members of the press & public be excluded from the meeting during consideration of agenda item 20 (agenda item 19).**

**Resolved** – that members of the press and public be excluded from the meeting during consideration of agenda item 20

**The resolution was correctly proposed and seconded (unanimous).**

**142/19 To consider the draft Scout Hut lease and to agree a way forward (agenda item 20)**

Cllr Hale gave a brief presentation on the draft lease that had been prepared by the Scouts.

**Resolved** – That as the Scouts make reference to the present Head Lease, a new one of which is being prepared by the Parish Council and Wessex Water, it would be inappropriate for the Scouts lease to be agreed until the Head Lease has been finalised. As well as other issues with the draft it was felt that references to the old lease were also inappropriate; it was hoped that these issues could be addressed once the new Head Lease has been agreed.

**The resolution was correctly proposed and seconded (unanimous).**

**143/19 Dates of the next meetings – (agenda item 21)**

Monday 15<sup>th</sup> July 2019 – Parish Council Meeting 7:30pm Banwell Children's Centre.

The Chairman closed the meeting at 21:00

.....Chairman

.....Date

**Bills for Payment - 20th May to the 17th June 2019**  
**Banwell Parish Council**

Method	Payee	Details	Net Amount	VAT	Gross Amount	Minute agreed	Power
DD	NS Council	Wast Collection (DD 01.06.19)	£12.87		<b>£12.87</b>	118/19	The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019
DD	Mainstream	Phone and Broadband (DD 14.06.19)	£12.42	£2.48	<b>£14.90</b>	118/19	
DD	E-ON	Streetlight Power (DD 15.06.19)	£188.61	£37.72	<b>£226.33</b>	118/19	
BACS	J K Gardening	Grass cutting @ Rec Ground	£141.75		<b>£141.75</b>		
BACS	J K Gardening	Grass cutting @ Riverside, Children's Centre, K'cott Bank	£141.75		<b>£141.75</b>		
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		<b>£162.50</b>		
BACS	J K Gardening	Village Orderly duties	£392.50		<b>£392.50</b>		
BACS	J K Gardening	Repair Rec fence	£65.00		<b>£65.00</b>		
BACS	J K Gardening	YCC fencing	<b>Total £1153.50</b>		<b>£310.00</b>		
BACS	Greenways	Dog bin emptying	£400.00		<b>£400.00</b>	283/19	
BACS	Kirsty's Kleaners	YCC Cleaners	£214.50		<b>£214.50</b>	057/19	
BACS	Webglu	Managed Web Service	£60.00	£12.00	<b>£72.00</b>	151/17	
BACS	GB Sport and Leisure	Supply and fit recreation benches	£1,741.00	£348.20	<b>£2,089.20</b>	T25/19	
BACS	Phil Adams	Defib batteries	£9.98		<b>£9.98</b>	H&S	
BACS	Triangle Lifts	Lift Maintenance	£220.00	£40.00	<b>£264.00</b>	108/19 (i)	
BACS	Complete Business Solutions	Office / cleaning supplies (Hand Towels, gloves, pins, clothes washing up liquid, blue tac, bin bags)	£53.46	£10.69	<b>£64.15</b>		
BACS	SLCC	Accessibility Webinar	£60.00	£2.00	<b>£72.00</b>	113/19 (iv)	
BACS	Tempest	ID Badges	£33.50	£6.70	<b>£40.20</b>	107/19 (v)	
BACS	JPS Services	PA Test at Childrens Centre	£160.00		<b>£160.00</b>	83/19 (iii)	
BACS	E. Shayler	Overtime & Expenses (recycling bins, fire log, dividers & tabs)	£131.76	£8.38	<b>£140.14</b>	055/19	
SO	E. Shayler	Clerk's Salary (SO 26.06.19)	£1,526.54		<b>£1,526.54</b>	118/19	
DD	Nest	Pension contibutions (DD 30.06.19)	£148.03		<b>£148.03</b>	118/19	
DD	NS Council	Wast Collection (DD 01.07.19)	£12.87		<b>£12.87</b>	118/19	
BACS	HMRC	PAYE and NI for April (12.07.19)	£574.48		<b>£574.48</b>		
		<b>Totals</b>	<b>£6,713.52</b>	<b>£468.17</b>	<b>£7,255.69</b>		



# Banwell Parish Council

Banwell Youth & Community Centre

West Street, Banwell. BS29 6DB

Telephone: (01934) 820442

Email: [clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk)

**MEETING:** Cemetery and Memorials Working Group.

**DATE & TIME:** Tuesday, 25<sup>th</sup> June 2017 at 7pm.

**LOCATION:** Banwell Cemetery, St Andrews Church, Church Street, Banwell.

**PRESENT:** Parish Councillors, Paul Blatchford (Chairman) & Phil Hale plus, co-opted members John Keate (Church Orderly) & Richard Tolmie.

## NOTES

**01/19 To appoint the Chairman of the Cemetery & Memorials Working Party for 2019 / 2020 (agenda item 1)**

**Resolved:** To appoint Cllr Blatchford as Chairman.

**The resolution was correctly proposed and seconded (unanimous)**

**02/19 To receive apologies for absence (agenda item 2)**

Apologies were received from Cllr Harding.

**03/19 To receive members' declarations of interest on any agenda item (agenda item 3)**

Richard Tolmie declared an interest in agenda item 7 as owner of the grave.

**04/19 Matters for Information / Clerks Report (agenda item 4)**

- i. **Cemetery Wall bordering St Andrews Churchyard** – work has been completed to the Cemetery Wall.
- ii. **Burial of archaeological remains** – the meeting was told that the Clerk had been contacted about reburial of archaeological remains. She was waiting for procedural information from the Institute for Cemetery and Crematorium Management (ICCM). The meeting was happy for the remains to be buried in the Cemetery with a location to be decided when it was established how much space would be required.
- iii. **Cemetery inspection training** - the ICCM were intending on holding a training session in the Taunton area. It was suggested that the Clerk and one other should attend. This would be an agenda item at the next Parish Council meeting.
- iv. **Cemetery signs** – the Clerk was asked to source signs for the Cemetery shed.

**05/19 To discuss and suggest a way forward concerning the D-Day memorial stone along Golling Lane (agenda item 5)**

The Committee were told that the area that the D-Day memorial stone was currently located, along Golling Lane, had become very overgrown. It had been suggested, by the group who donated it originally, that perhaps Riverside was a more appropriate location.

The Clerk was asked to contact again Bellway Homes, the current owner of the site, to find out what their plans were for the Golling Lane area.

**06/19 To discuss and suggest a way forward concerning refreshing the War Memorial names (agenda item 6)**

The meeting felt that the War Memorial was generally in a good state of repair. It was suggested that it should be monitored in the next year with a view to it being assessed in 2020. Meanwhile, the Clerk was asked to write to the British Legion asking them to ensure that the memorial wreaths are removed from the steps before Christmas to prevent mould growth.

**07/19 To discuss the addition of a second small memorial plaque to a cremation space (agenda item 7).**

**Resolved:** That a second small memorial plaque be allowed to be positioned in front of a cremation space along the East Wall as it would take it in line with one of the neighbouring memorials.

**The resolution was correctly proposed and seconded (three in favour with one abstention)**

**08/19 To suggest any work needed on the paths, trees, garden and the compost area in the Cemetery (agenda item 8)**

It was felt there were no maintenance needs at the present however the trees would need to be monitored. The Clerk was asked to write to two of the neighbouring properties to ask them to maintain their side of the boundary.

**09/19 To undertake the annual cemetery and memorials safety check (agenda item 9)**

The annual safety check of memorial stones took place. The clerk recorded the headstones requiring work.

The meeting also checked the coping stones some of which were found to be loose. The Clerk to obtain a quote to have the stones reattached.

**10/19 To note the Cemetery and Memorials Budget (agenda item 10)**

The budget was noted

**11/19 Date of next meeting (agenda item 11)**

15<sup>th</sup> July – Parish Council Meeting, 7:30pm Banwell Children’s Centre  
17<sup>th</sup> September 2019 Banwell Cemetery

The Chairman closed the meeting at 20:00

.....Chairman

.....Date



# Banwell Parish Council

## MINUTES OF A MEETING OF THE YOUTH & COMMUNITY CENTRE COMMITTEE HELD AT BANWELL CHILDREN'S CENTRE AT 7.00 P.M. ON MONDAY 17<sup>th</sup> JUNE 2019

**Present:** Nick Manley (Chairman) Phil Adams, Paul Blatchford, Paul Harding and Maggie McCarthy (Vice Chairman)

**In attendance:** Liz Shayler (Clerk)

**16/19 To appoint a Chairman for the Youth & Community Centre (YCC) Committee for 2019/20 (agenda item 1)**

**Resolved:** To appoint Cllr Manley as Chairman of the YCC Committee

**The resolution was correctly proposed and seconded (unanimous)**

**17/19 To receive apologies for absence: (agenda Item 2)**

No apologies were received

**18/19 To receive declarations of Interest (agenda Item 3)**

There were no declarations of interest received.

**19/19 To approve, as a correct record, the minutes of the Youth & Community Centre Committee minutes from the 28<sup>th</sup> May 2019 (agenda Item 4)**

**Resolved:** To approve, as a correct record, the minutes of the Youth & Community Centre Committee minutes from the 28<sup>th</sup> May 2019

**The resolution was correctly proposed and seconded (3 in favour with 2 abstentions due to absence)**

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

**20/20 To discuss the present and future electricity contract (agenda Item 5)**

**Resolved:** To switch the electricity contract to E-ON and to fix for three years.

**The resolution was correctly proposed and seconded (unanimous)**

**21/19 Exchange of information (agenda item 6)**

- i. **Hire of YCC** - the clerk reported that she had received written confirmation from the hirers of the Scout hut on the 22<sup>nd</sup> June that they agree to the terms and conditions for their use of the field behind the hut as specified at the YCC meeting on the 28<sup>th</sup> May.
- ii. **Youth Club visits** – Cllr McCarthy reported that she had visited the Big Hub which is a very popular Youth Club. She was very impressed with how it was being run. The Clerk was asked to send out the draft tender documents for running the Youth Club at the YCC to the Committee members for consideration at the next meeting.
- iii. **Snagging** – North Somerset Council had been on site and is hoping to complete the remainder of the snagging list within the next month.

15th July PC Papers

- iv. **Wessex Water** – the Clerk confirmed she had spoken to a representative of Wessex Water who was hopeful that the new Head Lease would be ready for consideration by the end of June.

**22/19 To note the Youth and Community Centre budget (agenda item 14)**

The Youth and Community Centre budget was noted.

**23/19 Date of Next Meeting (agenda item 15)**

Monday 1<sup>st</sup> July 2019 at 7.00 p.m.

The Chairman closed the meeting at 7:20pm.

Chairman.....

Date.....



# Banwell Parish Council

## MINUTES OF A MEETING OF THE YOUTH & COMMUNITY CENTRE COMMITTEE HELD AT BANWELL CHILDREN'S CENTRE AT 7.00 P.M. ON MONDAY 1<sup>ST</sup> JULY 2019

**Present:** Cllrs Nick Manley (Chairman), Phil Baird, Paul Blatchford, Paul Harding and Maggie McCarthy (Vice Chairman)

**In attendance:** Liz Shayler (Clerk)

**24/19 To receive apologies for absence: (agenda Item 1)**

No apologies were received

**25/19 To receive declarations of Interest (agenda Item 2)**

There were no declarations of interest received

**26/19 To approve as a correct record the minutes of the Youth & Community Centre Committee minutes from the 17<sup>th</sup> June 2019 (agenda item 3)**

**Resolved** – That the minutes of the Youth & Community Centre Committee Meeting held on 17<sup>th</sup> June 2019 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.

**27/19 To agree a LPG Gas Contract (agenda Item 4)**

This item was deferred until Calor Gas confirm the cost of tank removal if the Parish Council were to move to another gas supplier and for outstanding figures from Flogas.

**28/19 To discuss the request from Somerset Kickboxing Academy to hire the centre on a Wednesday evening from September (agenda item 5)**

**Resolved** – To agree a request from Somerset Kickboxing Academy to hire the centre on a Wednesday evening from September with this being revisited in a year.

**The resolution was correctly proposed and seconded (Unanimous).**

**29/19 To agree the timetable for employment of a Youth Club provider and tender pack (agenda item 6)**

**Resolved** – To agree the tender pack and timetable with the following amendments; Closing date – 2<sup>nd</sup> August, Shortlisting – 5<sup>th</sup> August and Interviews – w/b 12<sup>th</sup> August

**The resolution was correctly proposed and seconded (Unanimous).**

**30/19 To discuss the proposal from the Church and agree a way forward (agenda item 7)**

(i) **Coffee morning**

**Resolved** – To agree a request from the Church for use of the Childrens Centre for a Thursday coffee morning from 9am until 12. Given the nature of the activity with a 50% discount of the hire at a cost of £6 an hour with this being revisited in six months.

**The resolution was correctly proposed and seconded (Unanimous).**

**(ii) Befriending office space**

**Resolved** – To agree a request from the Church for use of the upper office space on a Thursday morning with this being revisited in six months.

**The resolution was correctly proposed and seconded (Unanimous).**

**(iii) Tumble Time Tots**

**Resolved** – To agree a request from the Church for use of the Childrens Centre on a Thursday afternoon for a Tumble Time Tots session. Given the nature of the activity with a 50% discount of the hire at a cost of £6 an hour with this being revisited in six months.

**The resolution was correctly proposed and seconded (Unanimous).**

**(iv) Vine Counselling**

**Resolved** – To agree a request from the Church for use of the upper office space for Vine Counselling sessions. Currently, under Parish Council hours, the upper office is only free during the day on a Thursday pm or Friday. It was suggested that Vine could negotiate with North Somerset to use the upper Office during North Somerset’s allocated time (except Tuesday morning which is currently used by Citizen’s Advice on alternate weeks) with this being revisited in six months.

**The resolution was correctly proposed and seconded (Unanimous).**

**(v) Appleshed**

This item was deferred until the autumn after the new Youth Club provider has been hired.

**(vi) STAMP**

This item was deferred until the autumn after the new Youth Club provider has been hired.

**31/19 Exchange of information (agenda item 8)**

- (i) Heritage meeting – It was brought to the meetings attention that the Heritage Society were looking for a venue for their quarterly heritage meeting in November. This would be an item on the next agenda.

**32/19 Date of Next Meeting (agenda item 9)**

15<sup>th</sup> July – Parish Council Meeting, 7:30pm Banwell Children’s Centre  
 5<sup>th</sup> August – Youth and Community Centre Meeting, 7pm Banwell Children’s Centre

The meeting closed at 7:30pm.

Chairman.....

Date.....



## MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD AT 7.30pm ON MONDAY 1<sup>st</sup> JULY 2019 AT BANWELL YOUTH AND COMMUNITY CENTRE

<b>PRESENT:</b>	Councillors Phil Hale (Chairman), Phil Baird, Paul Blatchford (Vice Chairman), Steve Davies, Paul Harding and Nick Manley.
<b>IN ATTENDANCE:</b>	Mrs Liz Shayler (Clerk).
<b>WARD COUNCILLORS:</b>	Cllr Harley & Cllr Haverson
<b>PRESS:</b>	None
<b>MEMBERS OF THE PUBLIC:</b>	None

### Before the meeting opened members of the public were invited to speak;

- (i) Cllr Harley reported that she had called in the William Daw Close application for a decision by the NSC Planning & Regulatory (P&R) Committee and it had been deferred to allow a site meeting. Councillors were asked if they were able to attend the site meeting on the 15<sup>th</sup> July and/or the next P&R Committee meeting on the 17<sup>th</sup> July.
- (ii) Cllr Harley told the meeting that she had reported activities on the land off Summer Lane, Banwell (refused traveller's site) to NSC's Enforcement Team as lots of residents had complained that there were 'unauthorised' works occurring.

### The meeting was convened

#### 009/19 To receive apologies for absence (agenda item 1)

Apologies were received from Cllr Dawn Parry

#### 010/19 To receive declarations of interest (agenda Item 2)

Cllr Manley declared an interest in planning application 5(ii)

#### 011/19 To approve as a correct record the minutes of the Planning Committee Meeting held on 3<sup>rd</sup> June 2019 (agenda item 3).

**Resolved** – That the minutes of the Planning Committee Meeting held on 3<sup>rd</sup> June 2019 be approved as a correct record of the meeting.

**The resolution was correctly proposed and seconded (5 in favour and 1 abstention due to absence).**

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

#### 012/19 To discuss and agree a response to North Somerset Council Statement of Community Involvement (SCI) revision 2019 (agenda item 4).

It was noted that the draft, revised SCI proposes that a formal response on planning applications would not be considered by email without prior agreement. It was also felt that on occasion it might not be possible for a parish council to submit comments on a planning application before the consultation deadline due to their meeting cycle though it was also noted that NSC does endeavour to take late comments into account.

**Resolved** – To respond to the consultation on the draft revised North Somerset Statement of Community Involvement by requesting that email be included as an acceptable way in which responses can be submitted on planning applications.

**The resolution was correctly proposed and seconded (unanimous)**

**013/19 To note and comment upon planning applications (agenda item 5)**

- (i) **19/P/1079/FUL** - Towerbrook Farm, Catworthy Lane, Banwell. BS29 6PQ. Retrospective application for the conversion of agricultural barn to 2no. dwellings.

**Resolved** – To note this application but to express concerns about the lack of detail in relation to landscaping, car parking and sewage treatment.

**The resolution was correctly proposed and seconded (unanimous)**

**Cllr Manley left the meeting**

- (ii) **19/P/1319/FUH** - The Lawns, 2 High Street, Banwell. BS29 6AA. Proposed whole house window refurbishment, front porch development, garage roof refurbishment, driveway parking area and all associated works at 2 High Street.

**Resolved** – To support this application

**The resolution was correctly proposed and seconded (unanimous)**

**Cllr Manley returned to the meeting**

- (iii) **19/P/1356/DCM& 19/P/1359/DCO** - Hinkley Point C Connection Project, Between Bridgwater In Somerset And Seabank Substation, North of Avonmouth. Formal submission to discharge Requirement 9(1)(d) (Provision of embedded landscape mitigation and landscape schemes - Towerhead Brook Bridge, for Stage 2.1 of the authorised development) of the National Grid (Hinkley Point C Connection Project) Order 2016 (as Amended).

**Resolved** – To note this application

**The resolution was correctly proposed and seconded (unanimous)**

- (iv) **19/P/1397/CQA** - Barn at Silver Moor Lane Banwell. Prior approval for change of use from agricultural building and land to 1no dwelling within use class C3, plus associated operational development comprising installation of replacement walls with new doors and windows.

**Resolved** – To not support this development for the following reasons;

- it is on the flood plain
- it is outside the settlement boundary
- it is in an unsustainable location

**The resolution was correctly proposed and seconded (unanimous)**

- (v) **19/P/1400/TEN** - Land at Fox Hollow Box Bush Lane Rolstone Banwell. BS24 6UA. Notification, under Regulation 5 of the Electronic Communications Code Regulations, for the proposed installation of fixed-line broadband apparatus, 1 x 9m Wooden Pole (7.20m above ground).

**Resolved** – To note this application

**The resolution was correctly proposed and seconded (unanimous)**

- (vi) **19/P/1495/ LDE** - Western Trade Centre Knightcott Road Banwell. Certificate of lawfulness for existing use of the land as open storage (Use class B8).

**Resolved** – To note this application

**The resolution was correctly proposed and seconded (unanimous)**

**014/19 To note planning decisions – (agenda item 6)**

- i) **18/P/2250/FUL** Ground Floor, 8 West Street, Banwell BS29 6DA. Change of use of ground floor (former hair salon) to self-contained one bedroom flat. **APPROVED**
- ii) **18/P/4891/FUL** - The Workshop, Moor Road, Banwell, BS29 6EF. Erection of a single storey extension to existing light industrial unit to provide additional operating space. Removal of 3no. existing storage units. **APPROVED**
- iii) **19/P/0230/RM** - Western Trade Centre, Knightcott Road, Banwell. BS29 6HT. Submission of reserved matters of access, layout, scale, appearance & landscaping for erection of 10no. dwellings, following demolition of existing buildings on site pursuant to Outline Approval 15/P/0968/O. **APPROVED**
- iv) **19/P/0314/FUL** - Land Off Summer Lane, Banwell. BS29 6LP. Use of land for the stationing of caravans for residential purposes as a single pitch gypsy/traveller site and the erection of a day room building ancillary to that use. **REFUSED**
- v) **19/P/0355/FUH & 19/P/0356/LBC** - Stuntree Farm, West Rolstone Road, Hewish, Weston-super-Mare, BS24 6UR. Refurbishment of dwelling- works to include internal works; 2no. conservation roof lights; replacement of a number of windows & doors; Lime render to North & East elevations; repair/ reconstruction of boundary walls; new entrance gates, piers and boundary wall. Demolition of pigsty and reuse of materials. **APPROVED**
- vi) **19/P/0357/FUL** - Stuntree Farm, West Rolstone Road Hewish, Weston-super-Mare, BS24 6UR. Retrospective change of use application for use as a vehicle compound. **REFUSED**
- vii) **19/P/0408/FUL** - Land to South of Silver Moor Lane (A370 End Of Lane) Banwell. Creation of new vehicle access to field. **APPROVED**
- viii) **19/P/0937/FUH** - 42 Knightcott Road, Banwell. BS29 6HF Proposed replacement porch and pitch roof over existing garage, new porch, proposed pitched roof over existing front dormer. **APPROVED**

**015/19 Date of the next meeting (agenda item 7)**

15<sup>th</sup> July – Parish Council Meeting, 7:30pm Banwell Children’s Centre

5<sup>th</sup> August – Planning Committee Meeting, 7pm Banwell Children’s Centre

The Chairman closed the meeting at 20:20

.....Chairman

.....Date

## Childrens Centre Gas Comparison

Contractor	Quarterly standing charge	Price per litre	Additional Extra's	Total based on 2928 litres (it should be less than this)
A Calor	£58.84	40p	1 year fixed Read remotely contract minimum 3 years	£1230.04
B Avantia Gas	£80	31p 34p	6 monthly fixed 1 year fixed Read manually contract minimum 3 years	£1075.52
C Flogas			Never got back to me with a price	

Recommendation: Calor Gas, while marginally more expensive there would be no need to swap gas tank and it will be read remotely.



## **Banwell Parish Council Expenses - Travelling and Subsistence Policy**

### **1. Introduction**

- 1.1. This Policy for Members' Travelling and Subsistence Allowances (referred to in this document as "the Policy") is made under the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 and its subsequent amendments.
- 1.2. The Policy is approved by the full Council and may only be amended by the full Council.
- 1.3. The Policy contains general clauses describing the overall arrangements for members' travelling and subsistence allowances, together with Annex 1 showing the actual entitlements as agreed by the Council annually or when appropriate.
- 1.4. In accordance with the provisions of the above Regulations, the Policy, including the Annex's, is made by the Parish Council having first considered recommendations from the Remuneration Panel for North Somerset.

### **2. Interpretation**

- 2.1. The term "councillor" in this Policy means an elected or co-opted councillor of Banwell Parish Council
- 2.2. Use of the term "the Regulations" within this Policy is a reference to the Local Authorities (Members' Allowances) (England) Regulations 2003 and its subsequent amendments.
- 2.3. Where there is an issue over the interpretation of the Policy, the view of the Clerk as Responsible Financial Officer shall be final.

### **3. Payment of Allowances**

- 3.1. Banwell Parish Council does not pay attendance basic allowances to Members. Expenses properly made on items agreed by the Council will be reimbursed at cost on production of a valid receipt or invoice.
- 3.2. The responsibility for the accuracy, integrity and correctness of the claim rests with the claimant. Where in the opinion of the Clerk, a claim cannot for some reason be met within the rules of this Policy, the claim will not be paid and the claimant will be informed in writing of the reason.
- 3.3. Travel and subsistence allowances are to be claimed promptly and must not be allowed to accumulate before claim. Councillors are to submit such claims monthly, within the normal accountancy deadlines announced by the Clerk.
- 3.4. Backdated claims for a period longer than two months may be accepted at the discretion of the Clerk.
- 3.5. Claims made after 31 March in respect of expenditure within the financial year ending on that date, shall be accepted only up to the deadline announced by the Clerk, which will normally be 30 April. The Clerk shall have discretion to deal with exceptional circumstances.

#### 15th July PC Papers

- 3.6. It is the responsibility of the councillor to notify the Council of any material change in the information held by the Council and relevant to the processing of claims (e.g. change of address or vehicle details).

#### **4. Travel and Subsistence Allowances**

- 4.1. Expenditure incurred by employees in accordance with Parish Council Financial Regulations or on other items agreed by the Council will be reimbursed at cost on production of a valid receipt or invoice.
- 4.2. Travel expenses will be paid as standard class rail fares or mileage allowance relief as per Annex 1.
- 4.3. Parking costs will be paid on production of a valid parking stub for the date being claimed for.
- 4.4. The current Travel and Subsistence Rules and Allowances are shown as Annex 1 of this Policy.
- 4.5. For the purpose of making mileage claims, councillors are permitted to claim for “allowable journeys” only – a list/definition of “allowable journeys” and relevant approved duties is shown as Annex 2 to this Policy.

**Appendix 1 – Travel and Subsistence Rules and Allowances****Car User Allowance for all employees****All Fuel types and Engine Sizes**

Mileage rates: -up to 10,000 miles	45.0p (as from 1 April 2016)
-over 10,000	25.0p

**Bicycle allowance** 2p per mile**Subsistence**

Subsistence cannot be claimed for visits to Banwell Parish Council establishments during normal working hours.

Councillors necessarily incurring additional expense in the course of their work in respect of meals or overnight accommodation will be reimbursed approved expenses up to these amounts. These are the maximum limits and where less is spent the actual amount should be claimed. Claims for meals and overnight accommodation should not normally apply when staying on a residential course or residential conference. All claims must be accompanied by a receipt. Claims for lunch cannot be made where lunch is part of a training course, seminar, site visit etc.

<b>Breakfast</b> (either as part of an overnight stay or leaving home before 7.00 am)	-up to £6.72
<b>Lunch</b> (between 12pm and 2pm)	-up to £9.24
<b>Tea</b> (must include the period between 3pm and 6pm)	-up to £3.64
<b>Evening meal</b> (return or work beyond 7pm)	-up to £11.44
<b>Overnight absence</b>	-up to £106.40

**Any claims which exceed the above limits will be capped.** In exceptional circumstances subject to prior approval being obtained (and subsequent production of receipts unless discretion is exercised) the Council may approve additional expenses.

These payments only apply to duties undertaken outside of North Somerset. Subsistence cannot be claimed for duties undertaken in North Somerset.

**Appendix 2 – “Approved Duties” and “Allowable Journeys” for claim purposes**

**Part A** - The following is a list of approved duties within the terms of the Regulations and approved by the Council for which travel and subsistence claims may be made.

Attendance at:

- in an observer capacity, pursuant to any legitimate role as a councillor.
- in order to exercise a statutory or constitutional power, right or duty.
- a meeting of anybody to which the Parish Council makes appointments or nominations (or of any committee or subcommittee of such body) but only as, or on behalf of, the appointed or nominated person;
- any training or personal development event authorised under the agreed members’ training programme
- An event /meeting where the councillor is representing the Parish Council

**Part B** – An “allowable journey” shall comprise the following:

Travel from the councillor’s home address (as notified to the Council) to the location of any of the meetings/events referred to in Part A above, where they are outside of the Parish of Banwell, and the return journey.



## **BANWELL PARISH COUNCIL PRESS AND MEDIA POLICY**

1. It is vital that the Parish Council provides local people with the opportunity to engage and that the community can get directly involved with the democratic decision making process.
2. The Council's contact with the press and media is extremely important in this regard and should be undertaken in a positive and proactive way.
3. All members of the Council are entitled to respond directly when they are contacted by the press and media. However, in doing so, they should take the following considerations into account:
  - 3.1 to consider the wider implications of the information about to be imparted and in what capacity the information is being given, for what reason and purpose;
  - 3.2 that the Parish Council's Code of Conduct and Standing Orders be considered;
  - 3.3 that if in doubt, members should seek the advice of an officer or fellow member in advance.
4. In the event of individual members being contacted by the press or media careful consideration is to be given as to whether or not the enquiry should be referred to the Clerk; a direct quote can be given so long as it is made clear that the view expressed is a personal one and has not been given on behalf of the Parish Council.
5. On receipt of a request from the press or other media for a formal statement the person receiving the request should advise the sender that a statement will be considered and issued shortly.
6. All requests from the press or other media for an oral or written statement or comment from the Council should be co-ordinated by the Clerk.
7. The Clerk will draft a response and discuss any respective statement, quotes and/or information to be provided with the Chairman, (or Vice Chairman if unavailable). Statements will then be issued on behalf of the Council. Members will be consulted before the statement is issued and if a member wishes to make a comment then he/she must reply to the Clerk within a stipulated time period.
8. Press releases will be drafted by the Clerk after consultation with members who must reply to the Clerk within a stipulated time period. Press releases should not be issued by a member. Where appropriate, quotes within press statements can include both member and officer comments.
9. Due regard should be given to any ward related issues and any appropriate consultation with Ward Members.
10. Should members wish to provide oral or written statements/articles to the press or other media in their role as a Parish Councillor then these should be agreed in the first instance by the Clerk, and circulated to the other members prior to publication.
11. The Parish Council acknowledges the right of the media to obtain information under the Freedom of Information Act and will co-operate with requests for information.
12. Statements and press releases will be circulated to all press and media contacts and the Parish Council will keep a record of all communications with the press and other media, including any press/media coverage.



## BANWELL PARISH COUNCIL

### RECORDS MANAGEMENT & DOCUMENT RETENTION POLICY

Banwell Parish Council recognises that the efficient and effective management of its records is essential to comply with its legal and regulatory obligations ([General Data Protection Regulations 2018](#), Data Protection Act 1998, Freedom of Information Act 2000 & Environmental Information Regulations 2004 and their subsequent amendments) and to assist in the satisfactory management of public business by the Parish Council.

This policy provides a framework through which this effective management and retention of public records can be achieved and properly audited.

#### Scope

This policy applies to all records created, received or maintained by the Parish Council. Records are defined as all those documents which relate to the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its communications, transactions and activities. These records may be created, received or maintained in hard copy or electronically. Some of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

#### Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory requirements. The person with overall responsibility for maintaining this policy is the Clerk and Proper Officer to the Parish Council.

The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be stored and retrieved easily, appropriately and timely.

The Clerk and Proper Officer must ensure that the records for which he/she is responsible are accurate, and are maintained and disposed of in accordance with the Parish Council's records management guidelines.

Individual Councillors may hold records in hard copy format or electronically at home or on their home computers. If the Councillor considers that some of these documents are important in the context of the parish records they should ensure that the Clerk retain a copy for the official record. Individual councillors are strongly advised to undertake "weeding" and "housekeeping" on a regular basis. On resigning from the council councillors should delete electronic records they hold and destroy hard copy documents. Councillors should be aware that records that they hold may be subject to the provisions of the Data Protection Act 1998, Freedom of Information Act 2000 and Environmental Information regulations 2004, [Localism Act 2011](#) and the [General Data Protection Regulations 2018](#).

#### Relationship with existing policies

This policy has been drawn up within the context of other Parish Council policies including the Banwell's Publication Scheme

Records shall be managed in accordance with the Limitation Act 1980, the Data Protection Act 1998, the Freedom of Information Act 2000, [Localism Act 2011](#), [General Data Protection Regulations 2018](#), and the Lord Chancellor's Code of Practice on the management of records and their subsequent amendments.

## Retention Schedule

The Parish Council is required to maintain a retention schedule listing types of records which it creates or holds in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

The Clerk will be expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when he/she is creating new record keeping systems.

The retention schedule refers to all Parish Council records irrespective of the media in which they are stored.

## Planning Papers

### • Permission Granted

All emails / electronic information should be retained until after the development has been completed to allow the Council to check that the development proceeds in accordance with the terms of the permission.

### • Appeal decisions

All emails / electronic information should be retained for 5 years as it may be required should there be longer term implications e.g. the decision creates a precedent for other developments in the parish.

### • Permission Refused

All emails / electronic information should be retained until after the period in which an appeal can be made has expired. If a resulting appeal is dismissed the documentation should be retained for 5 years in case further applications relating to the same site are submitted.

### • Local Development Framework and other planning policies produced by the relevant County and District Councils

These policies shall be retained for the period the policies are in force. This is necessary so that the Council.

- Can, in making comments on planning issues refer to the relevant policies.
- Can, should it so wish, become involved in neighbourhood planning.

## MINIMUM RETENTION PERIODS

Document or Record	Min Retention Period	Reason
<b>Minutes &amp; Correspondence</b>		
Signed Minutes of Council Meetings	Indefinite	Archive
Correspondence / emails & papers on important local issues & activities	Indefinite	Archive
Routine correspondence, papers & emails	1 year	Management
<b>Finance &amp; Payroll</b>		
Receipt and Payment accounts	Indefinite	Archive
Annual Return and Audited accounts	Indefinite	Archive

All Bank Statements	Last completed Audit year	Audit
Bank Paying-in Books	Last completed Audit year	Audit
Cheque Books Stubs	Last completed Audit year	Audit
Correspondence relating to audit matters	Last completed Audit year	Audit
Budgetary Control Papers	2 years + current year	Audit
Quotations and Tenders	6 years	Limitation Act 1980 (as amended)
Paid Invoices	6 years	VAT
VAT records	<del>6</del> <u>6 years</u>	VAT
Payroll records	<u>12 Years</u>	<u>Audit</u>
<del>Last completed Audit year</del>		<u>Superannuation</u>
<u>Timesheets</u>	<u>Last completed Audit year</u>	<u>Audit</u>
<b>Insurance Policies</b>		
Cert of Employers Liability	<del>450</del> years	Legal requirement
Cert of Public Liability	21 years	Legal requirement
Other insurance policies	while valid or a claim can be made	Management
Insurance Claim Records	7 Years after all obligations are concluded	Legal requirement
Policy renewal records & correspondence	While Valid	Management
<b>General Management</b>		
Title Deeds, leases, agreements, contracts	Indefinite	Audit/ Management
Members allowances	6 years	Tax
<b>Health &amp; Safety</b>		
Accident Books (injuries to Adults)	25 Years from closure	Management
Accident Books (injuries to Children)	25 Years from closure	Management
Equipment Inspection Records	25 Years	Management
Premises Inspection Records	25 Years	Management
Risk Assessments	3 Years from last assessment	Management
<b>Members</b>		
Register of Members Interests	18 months after individual ceases to be a Member	Management
<b>Miscellaneous</b>		
Complaints	2 Years after closure of case	Management
Information requests	2 Years after closure of case	Management
Press Releases	5 Years	Management
Public consultation: surveys & returns	5 Years	Management
Register of Officers Interests	Indefinite	Management

Formatted Table

Reports, newsletters etc from other bodies	Retain as long as useful	Management
--	--------------------------	------------

**Personnel/Human Resources**

Application forms (interviewed - unsuccessful)	6 Months	Management
Disciplinary records	Retain for period of employment	Management
Personal files (not payroll information)	6 years after ceasing	Management

**Burial Grounds**

Register of fees collected	Indefinite	Archives, Local Authority Cemeteries Order 1977 (Sl. 204)
Register of burials		
Register of purchased graves		
Register / Plan of grave spaces		
Register of Memorials		
Applications for interment		
Applications for right to erect memorials		
Disposal certificates		
Copy of Certificates of grant of exclusive right of burial.		

**CCTV**

<u>Observation sheets</u>	<u>3 years</u>	<u>Data protection</u>
<u>Signing in sheets</u>	<u>3 years</u>	<u>Management</u>
<u>Review requests</u>	<u>3 years</u>	<u>Data protection</u>
<u>Discs – master</u>	<u>1 month overwritten</u>	<u>Data protection</u>
<u>Discs – uploaded</u>	<u>For as long as required</u>	<u>Data protection</u>
<u>Code of Practice</u>	<u>Review annually</u>	<u>Management</u>
<u>Photographs/digital prints</u>	<u>31 days</u>	<u>Data protection</u>

General correspondence will be retained if relevant, the minimum period is 1 year. An annual review of all documentation should be carried out and items that have reached their deletion or destruction date being deleted/destroyed and the remainder being considered for archiving.

- Formatted: Font: (Default) Arial, 12 pt, Bold
- Formatted: Font: Bold
- Formatted: Font: (Default) Arial, 12 pt

<p>Special/other considerations</p>	<p>Application made for either Parish Council grant or Solar Fund.</p> <p>The proposed replacement scout hut is progressing well, planning permission has been granted, potential building contractors identified and issued with tender documents.</p> <p>As previously if the proposed new HQ proceeds, Scouting face significant financial liabilities. While the main construction cost is to be met by very generous benefactors, in order to fully realise the potential of the new building both for Scouting and as an asset for the wider community it is the opinion of the executive committee that the building should have well equipped modern kitchen facilities.</p> <p>With the replacement hut becoming more of a reality over the last 12 months Scouting have continued to minimise expenditure on existing hut maintenance and have taken a frugal approach to other expenditure, this is reflected in the build up of bank balances.</p> <p>Whilst retained bank balances appear high, they are dwarfed by potential liabilities.</p> <p>This grant application is for the purchase of an energy efficient dish washer and replacement crockery and cutlery.</p>
-------------------------------------	--

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

Signature.....Laurence Pole..... Date 27/06/19.....  
 (Electronic submissions can use electronic signatures)

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

**Asset:** Multi Use Games Court

**Manufacturer:** Sutcliffe Play

**Safer Surfacing:** n/a

**Finding:** The rubber capping to top of rebound panels is opening up between the 2 sections.  
The rebound mesh is coming away from its rubber edge behind the goal and weld mesh is corroding with welds splitting



**Recommended Action:** Monitor wear to rebound panel capping's. Repair rebound panel behind goal

**Risk Assessment:** Low

**Asset:** Signage

**Manufacturer:**

**Safer Surfacing:**

**Findings:** There are no clearly visible signs stating ownership details of site

**Recommended Action:** Fit sign providing site ownership details

**Risk Assessment:** Low

**Asset:** Fencing

**Manufacturer:** Unknown

**Safer Surfacing:** n/a

**Findings:** Some posts are rotting at ground level and are loose in ground. Horizontal timbers to fence are decaying and a couple have snapped.



**Recommended Action:** Repair or replace all rotten posts.

**Risk Assessment:** Low.

**Asset:** Gates

**Manufacturer:** Unknown

**Safer Surfacing:** N/A

**Findings:** The entrance gate from Riverside is sticking open. Vehicle gate into main area is satisfactory. Vehicle gate into play area is not locked shut. And self-closing gate is sticking open.



**Recommended Action:** The self-closing gates are not closing as they are catching on ground or vegetation around gate when fully open. Adjust hinges on post to raise height of gates to prevent catching on ground and keep clear of overgrowing vegetation.

**Risk Assessment:** Low

*Note ensure when gates are adjusted that there is a minimum of 12mm gap to both the opening and closing sides of the gates to prevent finger trap .*

*Target closing speed of a self-closing gate is 4-8 seconds*

**Asset:** Benches x2

**Manufacturer:** Marmax

**Safer Surfacing:** n/a

**Findings:** Satisfactory



**Recommended Action:** No action required at time of inspection

**Risk Assessment:** Low

**Asset:** Bench

**Manufacturer:** Possibly Handmade Places

**Safer Surfacing:** n/a

**Findings:** Bench is not secure and the top of bench was very slippery at time of inspection



**Recommended Action:** Secure bench and clean top

**Risk Assessment:** Low

**Asset:** General fenced in grass area

**Manufacturer:**

**Safer Surfacing:** n/a

**Findings:** There are various large stones and remains of grass matting from where old equipment has been removed. These are creating trip hazards for children running and playing about in this area.



**Recommended Action:** Clear area of as much debris as possible and import top soil turf or seed to cover and level this area.

**Risk Assessment:** Med

**Asset:** Steel Bench Seat

**Manufacturer:**

**Safer Surfacing:** n/a

**Findings:** Satisfactory



**Recommended Action:** No action required at time of inspection

**Risk Assessment:** Low

**Asset:** Picnic Bench

**Manufacturer:**

**Safer Surfacing:** Installed onto a narrow wet pour pad

**Findings:** Bench itself is satisfactory but there is a lot of heavy moss on surface under and to the sides the bench. Thistles growing around legs of bench



**Recommended Action:** Remove moss from surface and treat surface with a suitable moss inhibitor / weed killer

**Risk Assessment:** Low

**Asset:** Litter and Dog Bins

**Manufacturer:**

**Safer Surfacing:** n/a

**Findings:** The one litter bin mounted to fence has a lot of brambles around it making it difficult to users to access the bin.



**Recommended Action:** Remove brambles from around litter bin

**Risk Assessment:** Low

**Asset:** Swing frame  
15th July PC Papers

**Manufacturer:** Supplied by GB Sport

**Safer Surfacing:** Wet Pour

**Findings:** There are minor gaps to safer surface edging. Moss is forming on the surface. There is some minor play to the swing tear drops but new bushes have been fitted.



**Recommended Action:** Monitor

**Risk Assessment:** Low.

*Note: Swing chains and shackles should be replaced when worn to 40% wear*

**Asset:** Entrance Stile

**Manufacturer:**

**Safer Surfacing:** N/A

**Findings:** The stile itself is satisfactory. However a no dog's sign has been fitted to the main upright post. The sign is installed in such a way that it could become a potential hazard to users trying to grip the post in that they could easily grip the sign as opposed to intended post.



**Recommended Action:** Relocate sign to adjoining fence

**Risk Assessment:** Low.

**Asset:** Entrance Gates from Road and Roadside fencing

**Manufacturer:** Gates -Steelway

**Safer Surfacing:** n/a

**Findings:** Galvanised bow top fencing is satisfactory. Entrance gate near to Nursery footpath is not fully self-closing. This gate is also catching on the ground slightly.



**Recommended Action:** Lubricate hinges and springs regularly .Fit nylon washers to hinges. Gates should close within a target speed of 4-8 seconds .

**Risk Assessment:** Low

*Inspectors note: Signs fitted to gates can often affect the closing speeds during windy weather as they can act like a sail. Consider relocating signs to adjacent fence*

**Asset:** Signage

**Manufacturer:**

**Safer Surfacing:** n/a

**Findings:** Satisfactory



**Recommended Action:** No action required at time of inspection

**Risk Assessment:** Low

**Asset:** Timber fence and combination gate to toddler area. **Manufacturer:** Steelway gate

**Safer Surfacing:** n/a

**Findings:** There is minor damage to mesh on fencing. Rail to fence damaged and repair section fitted Gate spring bar securing pin is proud (incorrect pin) .Slightly excessive threads to sign fixing bolts



**Recommended Action:** Remove excess threads to sign bolts (min 8mm of exposed thread) Fit correct pin to gate .And repair mesh to fence. Relocate signs to adjacent fence

**Risk Assessment:** Low

**Asset:** 15th July PC Papers  
Toddler area seating x2 and 1 picnic bench

**Manufacturer:**

**Safer Surfacing:** n/a

**Findings:** Minor corrosion at ground level to leg of green bench. At time of inspection the picnic bench was muddy to top of table and seat



**Recommended Action:** Clean mud from picnic bench

**Risk Assessment:** Low

**Asset:** Slide Climber

**Manufacturer:** Sutcliffe DZW 276

**Safer Surfacing:** Grass matting

**Findings:** Square deck panel to unit is slightly warped. The grass mats have sunk into ground reducing impact absorbency



**Recommended Action:** Monitor surfacing in hot dry conditions due to mats sinking there will be limited impact absorbency

**Risk Assessment:** Low.

**Asset:** Spring Rider

**Manufacturer:** Sutcliffe Inclusive

**Safer Surfacing:** Grass matting

**Findings:** Grassmats have sunk reducing impact absorbency. U bolts to spring are rusting.



**Recommended Action:** Monitor rust to spring rocker u bolts and replace as required.

**Risk Assessment:** Low

**Asset:** 1 bay 2 toddler seat swing

**Manufacturer:** Sutcliffe SWB062

**Safer Surfacing:** Grass matting.

**Findings:** Grassmats have sunk into grass reducing impact absorbency.



**Recommended Action:** Monitor

**Risk Assessment:** Low

**Asset:** Double bench seat

**Manufacturer:**

**Safer Surfacing:** n/a

**Findings:** Slat damaged /rotting and 1 no slat missing from bench.



**Recommended Action:** Repair or replace slat.

**Risk Assessment:** Low

**Asset:** Bench seat

**Manufacturer:**

**Safer Surfacing:** n/a

**Findings:** Soil erosion and trip point to front of bench



**Recommended Action:** Reinstate soil to front of bench.

**Risk Assessment:** Low

**Asset:** Basket Swing

**Manufacturer:** Sutcliffe SNS080

**Safer Surfacing:** Grassmats

**Findings:** Basket seat twisted upside down .Grass mats have sunk into surface reducing impact absorbency



**Recommended Action:** The basket seat was untwisted by inspector Monitor surfacing to item

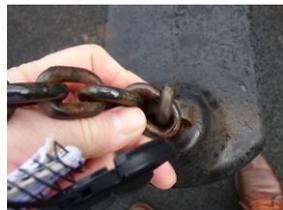
**Risk Assessment:** Low

**Asset:** 2 bay 4 junior seat swing

**Manufacturer:** Sutcliffe SWB 084

**Safer Surfacing:** Black wet pour

**Findings:** Chains are notching and were twisted up at time of inspection. There are gaps to edge of the safer surface due to shrinkage. There are minor splits to seats



**Recommended Action:** The chains were untwisted by inspector. Monitor wear to chains/seats and gaps to surface edge

**Risk Assessment:** Low

**Asset:** Football Goals x 2

**Manufacturer:**

**Safer Surfacing:** n/a

**Findings:** Frames are rusting and 1 no goal is loose in ground



**Recommended Action:** Rub down and repaint frames and secure loose goal

**Risk Assessment:** Low

**Asset:** Junior Climber

**Manufacturer:** Sutcliffe Activzone

**Safer Surfacing:** Wet Pour

**Findings:** 2 no Damaged /missing rubber bolt cover /grips .Minor movement to monkey bar grip bearing. Chain fixing wearing to climbing ring



**Recommended Action:** Replace missing or damaged caps. And replace link to ring climber

**Risk Assessment:** Low

**Asset:** Litter Bins x 2

**Manufacturer:**

**Safer Surfacing:** n/a

**Findings:** Satisfactory



**Recommended Action:** No action required at time of inspection

**Risk Assessment:** Low

**Asset:** Picnic Bench

**Manufacturer:**

**Safer Surfacing:** n/a

**Findings:** Litter around the bench



**Recommended Action:** Consider installing a new litter bin or relocating existing bin closer to the table.

**Risk Assessment:** Low

## **To Discuss the Replacement Defibrillator at end of South West Ambulance Service 4 Year contract.**

As the replacement unit is a considerable cost to the council I have researched the replacement and the three units on the short list for discussion represent the leading defibrillators in use in UK.

**South West Ambulance Service** are offering a **Cardiac Science G5 Defibrillator** and four year's service agreement including replacement pads and batteries. Plus annual training for the public for £1,800 plus VAT £2,160 inc VAT. The units warranty is 7 years, battery 4 years and pads 2 years.

**HeartSafe** are offering a **HeartSine 500P Defibrillator** and four years service agreement including Carry Case spare pads and spare battery and a training event. The units warranty is 10 years, battery 4 years and pads 4 years. HeartSafe offer free additional pads and resuscitation preparation kit as well as replacement pads if the unit is used. They will also gift a free unit if the Defibrillator is proved to have saved a life. Plus annual training for the public for £1,185.00 plus VAT, £1,422.00 inc VAT.

**The DefibPad (On Line supplier)** offer a **Zoll AED Plus** with free replacement pads. A 7 year Defibrillator unit warranty, 5 year battery and 5 year pad life. Supplied with a set of pads. Training and replacement batteries extra. For £948.00 plus VAT £1,137.60 inc VAT.

My personal recommendation is the offer from HeartSafe that has as good a back up as the South West Ambulance. They offer the HeartSine Defibrillator that has the best 10 year warranty but their service is £738.00 less than South West Ambulance. The DefibPad's offer is the least cost however it excludes any training and the replacement batteries are extra also. The difference between the HeartSafe and DefibPad is £261.00 that would be the training fee for one day plus a battery.

That is the financial difference however another important factor is that HeartSafe are based at West Harptree and are easily accessible if we encounter any problems in the future. We also have the HeartSine defibrillators in all our other AED Boxes in the village and a common set up will make the Guardians work simpler and when we have training for the public they will have a familiar unit to use in case of emergencies.

Councillor Philip Baird

# **Management of Memorials INSPECTION WORKSHOPS - Friday, 20th September 2019 at Somerset and West Taunton Council,**

## **Management of Memorials Workshop**

Management of Memorials INSPECTION WORKSHOPS -

Friday, 20th September 2019 at Somerset and West Taunton Council, Taunton Cemeteries,  
Wellington New Rd, Taunton TA1 5NE .

Course duration - 10:00 am - 4pm approximately - lunch / refreshments included.

Who is it for: In response to demand the Institute has arranged a one day training workshops to train officers and operatives who will have the responsibility for the inspection and making safe of memorials.

The day consists of a morning session dealing with the background, legislative/health and safety issues and all existing guidance available on this subject. The afternoon is a practical session based in the local cemetery.

This is an ideal opportunity for those authorities wishing to make progress with their memorial safety programme and the workshop will ensure that all the staff involved will be suitably trained and competent in the work they are asked to carry out. ICCM Certificates of attendance will be issued following the course.

**ICCM Members will be charged £135 per delegate + VAT**

**Bills for Payment - 18th June to the 9th July 2019****Banwell Parish Council**

Method	Payee	Details	Net Amount	VAT	Gross Amount		Minute agreed	Power
	<b>Already Paid</b>							
BACS	Unity Trust Bank	Service Chart	£18		<b>£18</b>			
DD	Mainstream	Phone and Broadband (DD 14.07.19)	£115.54	£23.10	<b>£138.64</b>		118/19	The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019
DD	E-ON	Streetlight Power (DD 15.07.19)	£182.53	£36.51	<b>£219.04</b>		118/19	
BACS	J K Gardening	Grass cutting @ Rec Ground	£141.75		<b>£141.75</b>			
BACS	J K Gardening	Grass cutting @ Riverside, Children's Centre, K'cott Bank	£141.75		<b>£141.75</b>			
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		<b>£162.50</b>			
BACS	J K Gardening	Village Orderly duties	£392.50		<b>£392.50</b>			
BACS	J K Gardening	Riverside remedial work	£150.00		<b>£150.00</b>		060/19iv	
BACS	J K Gardening	Flower beds	£60.00		<b>£60.00</b>		149/17ii	
BACS	J K Gardening	Grass verge Wolverhill	£20.00		<b>£20.00</b>		149/17 iii	
BACS	J K Gardening	Castle Hill verge	£25.00		<b>£25.00</b>		135/19iii	
BACS	Greenways	Dog bin emptying	<b>£395.00</b>		<b>£395.00</b>	Have queried invoice	109/19	
BACS	Kirsty's Kleaners	YCC Cleaners	£132.00		<b>£132.00</b>		057/19	
BACS	GB Sport & Leisure	Operational inspections	£150.00	£30.00	<b>£180.00</b>		030/19	
BACS	GB Sport & Leisure	Councillor Play equipment inspection training	<b>£100.00</b>	£20.00	<b>£120.00</b>		136/19i	
BACS	EDF Energy	Electricity at the YCC	£385.57	£19.28	<b>£404.85</b>			
BACS	Banwell Parish News	Classified Add	£36.00		<b>£36.00</b>		16/17	
BACS	Weston Rail Services	Replacement LED lighting	£5,250.00	£1,050.00	<b>£5,250.00</b>		243/18	
BACS	Winscombe Parish Council	Councillor Training	£100.00	£20.00	<b>£120.00</b>			
BACS	E. Shayler	Overtime & Expenses (microsoft licences, land registry ID, & planning permission fee)	£424.80	£43.33	<b>£468.13</b>		132/19	
SO	E. Shayler	Clerk's Salary (SO 26.07.19)	£1,526.54		<b>£1,526.54</b>		118/19	
DD	Nest	Pension contributions (DD 30.07.19)	£143.59		<b>£143.59</b>		118/19	
DD	NS Council	Waste Collection (DD 01.08.19)	£12.87		<b>£12.87</b>		118/19	
BACS	HMRC	PAYE and NI for April (12.08.19)	£545.32		<b>£545.32</b>			
DD	ICO	Data Protection	£40.00		<b>£40.00</b>		118/19	
		<b>Totals</b>	<b>£10,633.26</b>	<b>£1,242.22</b>	<b>£10,825.48</b>			

**Bridget.C.Bowen**  
**Chartered Accountant**

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

Tel: 07465 416597

Email: [bridget.c.bowen@outlook.com](mailto:bridget.c.bowen@outlook.com)

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

7 July 2019

Dear Mrs Shayler

**Banwell Parish Council quotation for internal audit services**

Thank you for your invitation to submit a quotation for the supply of Internal Audit Services to Banwell Parish Council for 2019-20.

Please find enclosed the quotation documentation setting out the scope and fees for undertaking the standard internal audit work.

This quotation is for the provision of internal audit work to enable me to give an opinion on the internal control objectives set out in the Annual Governance and Accountability Return. I will also test the Council's general risk management and overall governance generally and compliance with the Transparency Code.

I confirm that I am a qualified Fellow Member of the Institute of Chartered Accountants in England and Wales and hold full Personal Indemnity Insurance cover. I am regulated by the ICAEW and licensed for public practice.

I am currently the appointed internal auditor to 27 Town and Parish Councils across Somerset, Gloucestershire Wiltshire and Dorset. This includes Congresbury, Winscombe and Sandford, Shepton Mallet, South Petherton and Churchill Parish Councils in Somerset.

I was the external auditor for Town and Parish Councils across the country between 2002 and 2015 for Moore Stephens and then Grant Thornton. In 2018 and again this year I have assisted PKF Littlejohn over the summer to deliver the external audits for 2017-18 and 2018-19. I believe this experience coupled with my work as an internal auditor gives me a unique insight into the finances, governance and issues that face this sector.

**Bridget.C.Bowen**  
**Chartered Accountant**

**Banwell Parish Council**

**Quotation for internal audit work for the year ended 31 March 2020**

**STANDARD INTERNAL AUDIT**

**Scope of work**

- to check that appropriate accounting records have been kept properly throughout the year
- a test check of expenditure vouchers to the financial ledgers
- a test check on VAT reimbursement claims
- a review of Committee and Council minutes to ensure decisions are properly approved in accordance with the Council's Financial Regulations
- a review of risk assessment procedures
- a review of insurance cover arrangements
- a test check on budget information
- a review of the Council's reserves policy
- a test check of income recorded on bank paying in books, credits to the financial ledger and source documentation
- a review of staffing and payroll documentation
- a review of the asset and investments registers
- test check on the periodic and year-end reconciliation of bank accounts and investments
- a review of the accounting statements prepared during the year
- a review of the Council's compliance with the Transparency Code
- a review of the Council's responsibilities as a sole managing trustee
- a review of the year end information to be submitted to the external auditor

Site visits will be undertaken twice a year.

Matters arising and recommendations will be discussed with the Responsible Financial Officer and a written report will be issued after each internal audit visit.

**Bridget.C.Bowen**  
**Chartered Accountant**

**Banwell Parish Council**

**Quotation for internal audit work for the year ended 31 March 2020**

**STANDARD INTERNAL AUDIT**

**FEES**

**2019-20 - £475 based on two visits per year**

Included in the quoted fee above is an advice service on standard financial matters throughout the year.

Should you require any project or further work, I will be delighted to supply a separate fee quote.

Bridget Bowen FCA

## Banwell Parish Council

<b>Bank Reconciliation at 30/06/2019</b>			
	Cash in Hand 01/04/2019		185,918.17
	<b>ADD</b>		
	Receipts 01/04/2019 - 30/06/2019		53,204.12
	<b>SUBTRACT</b>		
	Payments 01/04/2019 - 30/06/2019		26,366.58
<b>A</b>	<b>Cash in Hand 30/06/2019</b> (per Cash Book)		<b>212,755.71</b>
	Cash in hand per Bank Statements		
	Cash	30/06/2019	0.00
	Unity Trust Bank (20398572)	30/06/2019	63,993.89
	Bonus saver account (81413459)	30/06/2019	44,515.84
	Reserve Account (59678674)	30/06/2019	87,746.80
	Current account (53357655)	30/06/2019	16,499.18
			<b>212,755.71</b>
	Less unrepresented cheques As attached		0.00
			212,755.71
	Plus unrepresented receipts As attached		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>212,755.71</b>
	<b>A = B Checks out OK</b>		

**Banwell Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name**

<b>Cemetery and Memorials</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
101	Grass Cutting	0.00	0.00	0.00	1,950.00	487.50	1,462.50
102	Paths / Trees / Garden	0.00	0.00	0.00	350.00	0.00	350.00
103	Making up Graves	0.00	0.00	0.00	280.00	0.00	280.00
104	Cemetery / Memorial Maintenance	197.18	0.00	0.00	6,000.00	0.00	6,197.18
105	Environmental Fee	0.00	0.00	0.00	360.00	0.00	360.00
		<b>£197.18</b>	<b>0.00</b>	<b>£0.00</b>	<b>8,940.00</b>	<b>£487.50</b>	<b>8,649.68</b>

<b>Cemetery Income</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
908	Cemetery Income	0.00	3,000.00	523.00	0.00	0.00	-2,477.00
		<b>£0.00</b>	<b>3,000.00</b>	<b>£523.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>-2,477.00</b>

<b>Childrens Centre</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
700	Repairs and Maintenance	0.00	0.00	1,100.00	2,946.00	1,186.10	2,859.90
701	CCTV	0.00	0.00	0.00	2,000.00	1,640.00	360.00
702	Electricity	0.00	0.00	0.00	1,035.52	0.00	1,035.52
703	Gas	0.00	0.00	0.00	2,630.99	634.79	1,996.20
704	Water	0.00	0.00	0.00	601.22	0.00	601.22
705	Waste Collection	0.00	0.00	0.00	147.00	12.87	134.13
706	Cleaning Supplies	0.00	0.00	0.00	2,818.00	563.73	2,254.27
707	Office equip inc website	120.00	0.00	0.00	3,000.00	450.12	2,669.88
708	Phone / internet	0.00	0.00	0.00	500.00	178.18	321.82
		<b>£120.00</b>	<b>0.00</b>	<b>£1,100.00</b>	<b>15,678.73</b>	<b>£4,665.79</b>	<b>12,232.94</b>

<b>Clerk and Administration</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
301	Salary & NI	0.00	0.00	0.00	22,500.00	7,121.06	15,378.94
302	Clerk's Pension	0.00	0.00	0.00	650.00	282.73	367.27
305	Hall Hire	0.00	0.00	0.00	64.00	0.00	64.00
307	Advertising	0.00	0.00	0.00	300.00	84.00	216.00
308	Insurance	0.00	0.00	0.00	2,122.87	2,185.06	-62.19
309	Subscriptions inc ALCA & SLCC	0.00	0.00	0.00	800.00	468.00	332.00
310	Audit Fees	0.00	0.00	0.00	1,000.00	50.00	950.00
311	Legal Costs inc Land registration	0.00	0.00	0.00	200.00	10.00	190.00
312	Training Clerk	0.00	0.00	0.00	400.00	180.00	220.00
313	Training Councillors	0.00	0.00	0.00	600.00	0.00	600.00
314	Inspections / Risk Assessments	0.00	0.00	0.00	155.00	202.50	-47.50
315	Grants and Donations	0.00	0.00	0.00	6,000.00	0.00	6,000.00
316	Chairmans Allowance	0.00	0.00	0.00	100.00	99.75	0.25
317	Bank Charges	0.00	0.00	0.00	100.00	18.00	82.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>34,991.87</b>	<b>£10,701.10</b>	<b>24,290.77</b>

<b>Environment</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
201	Allotment	0.00	1,647.88	1,647.88	1,647.88	1,647.88	0.00
202	Village Orderly	0.00	435.81	0.00	4,710.00	1,177.50	3,096.69
203	Env Hedge / Fence / Tree Work	0.00	0.00	0.00	450.00	185.00	265.00
204	Env Grass Cutting	0.00	0.00	0.00	1,850.00	445.25	1,404.75
205	Dog Bins	0.00	0.00	0.00	4,080.00	1,027.68	3,052.32
206	Env Maintenance Riverside / defib	0.00	0.00	0.00	3,520.00	9.98	3,510.02
207	Environmental Projects	547.00	0.00	4,239.00	4,000.00	886.10	7,899.90
208	Environmental Grant	0.00	7,149.52	0.00	2,500.00	0.00	-4,649.52
		<b>£547.00</b>	<b>9,233.21</b>	<b>£5,886.88</b>	<b>22,757.88</b>	<b>£5,379.39</b>	<b>14,579.16</b>

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**

<b>Highways</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
400	Street Light Power	0.00	0.00	0.00	2,000.00	556.66	1,443.34
401	Street light Maintenance	0.00	0.00	0.00	3,500.00	0.00	3,500.00
402	Street Light Upgrade	5,300.00	0.00	0.00	5,300.00	0.00	10,600.00
403	Highways related projects	0.00	0.00	0.00	8,000.00	0.00	8,000.00
		<b>£5,300.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>18,800.00</b>	<b>£556.66</b>	<b>23,543.34</b>

<b>Income</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
901	Childrens Centre Rent	0.00	100.00	0.00	0.00	0.00	-100.00
902	Misc Income	0.00	100.00	65.86	0.00	0.00	-34.14
903	Childrens Centre stipend	0.00	8,650.00	0.00	0.00	0.00	-8,650.00
904	Annual precept	0.00	88,896.00	44,448.00	0.00	0.00	-44,448.00
907	VAT	0.00	0.00	612.22	0.00	0.00	612.22
		<b>£0.00</b>	<b>97,746.00</b>	<b>£45,126.08</b>	<b>0.00</b>	<b>£0.00</b>	<b>-52,619.92</b>

<b>Recreation Ground</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
601	Rec Grass Cutting	0.00	0.00	0.00	1,310.00	425.25	884.75
602	Rec Maintenance	250.40	0.00	0.00	2,000.00	390.40	1,860.00
603	Rec Tree and Fence Work	0.00	0.00	0.00	500.00	0.00	500.00
604	Rec Annual Inspections	0.00	0.00	0.00	310.00	0.00	310.00
909	Play Equipment	0.00	20,000.00	0.00	20,000.00	1,741.00	-1,741.00
		<b>£250.40</b>	<b>20,000.00</b>	<b>£0.00</b>	<b>24,120.00</b>	<b>£2,556.65</b>	<b>1,813.75</b>

<b>Youth Club</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
500	YC Staffing	0.00	0.00	0.00	11,600.00	560.00	11,040.00
501	YC Programme	0.00	0.00	0.00	2,000.00	150.08	1,849.92
502	YC Extraordinary Activities	0.00	0.00	0.00	800.00	0.00	800.00
503	YC Computers	0.00	0.00	555.16	1,000.00	0.00	1,555.16
905	YC Subscriptions	0.00	400.00	13.00	0.00	0.00	-387.00
		<b>£0.00</b>	<b>400.00</b>	<b>£568.16</b>	<b>15,400.00</b>	<b>£710.08</b>	<b>14,858.08</b>

<b>NET TOTAL</b>	<b>£6,414.58</b>	<b>130,379.21</b>	<b>£53,204.12</b>	<b>140,688.48</b>	<b>£25,057.17</b>	<b>44,870.80</b>
------------------	------------------	-------------------	-------------------	-------------------	-------------------	------------------