

Bills for Payment - 4th December to 16th December 2019
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount		Minute agreed	Power
								The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019
DD	Mainstream	Phone and Broadband (DD 16.12.19)	£5.69	£1.13	£6.82			
DD	E-ON	Streetlight Power (DD 15.12.19)	£142.27	£7.11	£149.38		118/19	
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		£141.75		118/19	
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		£70.87			
BACS	J K Gardening	Grass cutting @ YCC	£70.88		£70.88			
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50			
BACS	J K Gardening	Village orderly	£392.50		£392.50			
BACS	J K Gardening	Tree planting and associated works	Total £1338.50	£500.00	£500.00		NL Grant	
BACS	FOS UK	Dog Bin emptying	£338.00		£338.00		177/19	
BACS	Insight Cleaning	YCC Cleaning	£192.00		£192.00		YCC 39/19	
BACS	SLCC	Webinar	£30.00	£6.00	£36.00		028/19 (iii)	
BACS	Webglu	Quartely website charge	£60.00	£12.00	£72.00		151/17	
BACS	PPL/PRS Invoice	YCC licence	£432.50	£86.50	£519.00		Legal	
BACS	GB Sport	ROSPA Annual Inspection	£225.00	£45.00	£270.00		218/19	
BACS	Cathedral Leasing	Hygiene Services	£129.99	£26.00	£155.99		H & S	
BACS	Banwell Garden Centre	Christmas Tree	£100.00	£20.00	£120.00		240/19 (iv)	
BACS	Banwell Garden Centre	Tree planting and associated works	Total £415	£245.83	£295.00		NL Grant	
BACS	Calor	Gas refill	£431.20	£21.56	£452.76		39/19	
BACS	Sutcliffe	MUGA panel	£468.52	£93.70	£562.22		195/19 (iv)	
BACS	Banwell News	Advertisemement	£24.00		£24.00		194/19	
BACS	E. Shayler	Nest Thermostat & Overtime	£195.22	£24.83	£220.05		YCC 61/19	
SO	E. Shayler	Clerk's Salary (SO 23.12.19)	£1,526.54		£1,526.54		118/19	
DD	E-ON	YCC power (DD 28.12.19)	£132.78	£6.64	£139.42		YCC 20/19	
DD	Nest	Pension contibutions (DD 28.12.19)	£142.47		£142.47		118/19	
DD	Unity Trust	Bank Charges	£25.50		£25.50			
DD	NS Council	Waste Collection (DD 01.01.19)	£14.50		£14.50		118/19	
DD	TV Licence	YCC TV licence (02.01.20)	£154.50		£154.50			
BACS	HMRC	PAYE and NI for Sept (12.01.19)	£538.02		£538.02			
		Totals	£6,893.03	£399.64	£7,292.67			



MINUTES OF A MEETING OF THE PARISH COUNCIL HELD AT 7:15pm ON MONDAY 16th DECEMBER 2019 AT BANWELL YOUTH & COMMUNITY CENTRE

PRESENT: Councillors: Paul Blatchford (Chairman), Phil Adams, Phil Baird, Karen Bennett, Steve Davies, Paul Harding (Vice-Chairman), Nick Manley and Maggie McCarthy.

IN ATTENDANCE: Mrs Liz Shayler (Clerk)

WARD COUNCILLOR: Cllr Haverson

AVON & SOMERSET POLICE: None

MEMBERS OF THE PUBLIC: 1

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

255/19 To receive apologies for absence (agenda item 1)

Apologies were received from District Councillor Harley.

256/18 To receive and consider an application to fill a casual vacancy by co-option from Karen Bennett (agenda item 2)

Resolved: To co-opt Karen Bennett on to Banwell Parish Council

The resolution was correctly proposed and seconded (unanimous)

Cllr Bennett read and signed the Declaration of Acceptance of Office

257/19 To receive members' declarations of interest on any agenda item (agenda item 3)

No declarations of interest

258/19 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the following agenda items 5 & 6 by reason of the confidential nature of the items of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (agenda item 4).

Resolved – to exclude members of the press and public for agenda items 5 & 6.

The resolution was correctly proposed and seconded (unanimous)

259/19 To receive an update on the current agreement with Wessex Water and agree a way forward (agenda item 5).

The Clerk updated the Council on the current agreement with Wessex Water. Unfortunately, the papers had not arrived in time for the meeting and so would be considered at a future meeting.

260/19 To discuss the present Scout Hut plans and lease (agenda item 6).

The Chairman updated the Council on the present Scout Hut plans and lease.

Before the meeting was reconvened 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 police were present and no report received.

iii) Ward Councillor's report

Cllr Haverson updated the Council on the following items;

- **Weston Sunshine Fund** – there had been a delay to the announcement of the successful grant applications and it was hoped that this would now be announced during January.
- **Junction 21 Park and Ride** – The North Somerset Planning Officer, dealing with the application was recommending refusal. However, the suggestion was that it may have been called in to Committee. Both Cllr Haverson and Cllr Harley agreed with the Parish Council that it was an unsuitable location and would echo this at Committee.
- **North Somerset's Climate Emergency measures** - are now available to view and Councillors were invited to comment.
- **North Somerset's Rewilding programme** - Currently the proposal was for North Somerset owned land however Councillors were invited to look at the proposals and to think about whether they can think of anywhere appropriate within the village.
- **Green Open Homes event** – set for the 13th / 14th June Councillors were asked to suggest any homes that might agree to be included.

The meeting was reconvened

261/19 To approve as a correct record, the minutes of the Extra-ordinary meeting of the Parish Council on the 2nd December 2019 (agenda item 7).

Resolved – That the minutes of the Extra-ordinary meeting of the Parish Council held on the 2nd December 2019 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous with 2 abstentions due to absence).

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

262/19 To receive a short presentation from Richard Olive of Gigaclear with an update on their rollout plans and progress for the delivery of the ultrafast fibre broadband network in Banwell (agenda item 8).

Richard Olive gave a brief presentation updating the Council on Gigaclear's rollout plans and delivery of the ultrafast fibre broadband network in Banwell. The aim is for all outlaying work in Banwell to be completed by March 2020. Cllr Harding asked about the blue writing which had appeared around the village. It was suggested that this might be to do with one of the Water companies.

263/19 To note the following sets of minutes (agenda item 9).

(i) Planning Committee minutes from the 2nd December

The Planning Committee minutes for the 2nd December were noted.

(ii) Youth and Community Centre Committee on the 2nd December

The Youth and Community Centre Committee minutes for the 2nd December were noted.

264/19 To agree the end of the Youth Club's probation period and the commencement of an annual contract as per the Youth and Community Centre Committee's recommendation (agenda item 10).

Resolved: To agree the commencement of an annual rolling contract with YMCA Dulverton which will be based on satisfactory appraisals.

The resolution was correctly proposed and seconded (unanimous)

265/19 To receive the Clerk's report/Exchange of information: (agenda item 11).

- (i) **Recreation Ground additional play equipment** – the benches had been erected along with the climber and see saw. The table tennis table and zipline are due in later this week.
- (ii) **First Bus** – Cllr Harding made the Council aware that First Bus are cutting the 6:30am morning bus which would result in residents struggling to get to Bristol for work. He also asked Cllr Haverson to investigate the pricing structure of the buses.

266/19 To approve the supply and fit of a bollard on the footpath between Church Street and the Church, adjacent to Chillies (agenda item 12).

Resolved: To approve the supply and fit of a bollard on the footpath between Church Street and the Church, adjacent to Chillies for £390.

The resolution was correctly proposed and seconded (6 in favour, 1 against and 1 abstention)

267/19 To discuss the installation of an entry system for the Youth & Community Centre and agree a way forward (agenda item 13).

Resolved: To authorise the installation of a door entry system for £1660 to allow the building to be opened from inside the building and by a key card / fob system out of hours.

The resolution was correctly proposed and seconded (unanimous)

268/19 To note the annual tree survey and agree any actions (agenda item 14).

The Council noted that there was only one action on the report.

Resolved: To remove the chain from around the Cemetery Tree.

The resolution was correctly proposed and seconded (unanimous)

269/19 To note the training available and agree any attendance (agenda item 15).

- (i) 15th Jan / 11th Feb Cloud computing for the Modern Council Webinar £30. The Clerk

Resolved: The Clerk to attend this webinar.

The resolution was correctly proposed and seconded (unanimous)

- (ii) 4th / 11th / 17th March Creating accessible word and PDF documents Webinar £30. The Clerk

Resolved: The Clerk to attend this webinar.

The resolution was correctly proposed and seconded (unanimous)

270/19 To receive a report from the Neighbourhood Planning meeting on November 22nd and agree a way forward (agenda item 16).

Resolved: That the Parish Council feel it is not appropriate to start a neighbourhood plan at the present time. That the time and resources be allocated to working with North Somerset on the Banwell Bypass and associated infrastructure.

The resolution was correctly proposed and seconded (unanimous)

271/19 To consider the views from the Riverside Public Consultation and agree a way forward (agenda item 17).

The views received from the public consultation were noted. They were predominately for benches and younger children play equipment.

Resolved: To revamp riverside area and to apply for the government pop up park funding for a gate, multi-use piece of equipment and two additional picnic benches. Goal posts to be considered at a later date.

The resolution was correctly proposed and seconded (unanimous)

272/19 To discuss the initial draft of the 2019/2020 budget and decide whether a tea and buns meeting is required (agenda item 18).

The Clerk informed the Council that this year a budget of £124,343 was being recommended which was a precept requirement of £93,908. The budget requirement has increased due to taking over the Youth and Community Centre. This will result in a precept increase of 0.6% which equates to 48p a year or approximately 4p a month for a band D property.

Resolved: To agree the 2020/2021 budget and to submit the resultant precept requirement to North Somerset.

The resolution was correctly proposed and seconded (unanimous)

273/19 To authorise bills for payment (agenda item 19)

Resolved: To authorise bills for payment of £7292.67 Cllr Harding and Cllr Blatchford to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

274/19 To agree the setting up of a quarterly direct debit for £155.99 with Cathedral Leasing for hygiene services (agenda item 20).

Resolved: To agree the setting up of a quarterly direct debit for £155.99 with Cathedral Leasing for hygiene service.

The resolution was correctly proposed and seconded (unanimous)

275/19 To note the Parish Council's end of November's net position, bank balances and bank reconciliation (agenda item 21).

The Parish Council's end of November's net position, bank balances and bank reconciliation were noted.

276/19 Dates of the next meetings – (agenda item 22)

6th January 2020 Planning Committee Meeting, 7pm, Banwell Youth & Community Centre
20th January 2020 Parish Council Meeting, 7:30pm, Banwell Youth & Community Centre

The Chairman closed the meeting at 20:30

.....Chairman

.....Date

Agenda Item 8




Requirements

- New Councillor laptop
- Clerk desktop computer
- Clerk laptop

Currently the Parish Council have 2 low spec notebooks spare and an intel core i3 laptop with 4gb memory and 1tb of storage.

Problems

- 1st notebook has defunct battery and occasional gremlins which can make it challenging to use and 2nd notebook has many gremlins and has already been for IT assessment but has never really worked.
- Clerk currently using spare Councillor laptop to work from home which is not really fit for Clerking purposes, slow when working on icloud / accounting package / several applications at the same time, applications can sometimes stall when working between apps.
- Clerk's tower computer (again i3) not really fit for purpose; slow when working on icloud / accounting package / several applications at the same time. Running CCTV in the background for security slows down the computer.

Recommended for: ²	Smart 	Smarter 	Genius 
Streaming movies in vivid color and 4k detail	✓	✓	✓
Managing photo projects with ease	✓	✓	✓
Ultra-fast, ultra-reliable connectivity		✓	✓
Creating and editing content in full 4K HDR with a billion colors		✓	✓
Running the most demanding apps and games			✓

To run various clerking applications effectively an i5 is required with an 8gb memory.

Most of the Parish Council documents are stored as part of the Microsoft 365 one drive and so storage is less important.



Possible solutions

New Clerk desktop with old desktop going to 2nd desk for anyone working with the Clerk as could have access to PC docs **£400 - £500.**

and/ or

- Clerk sticks with current laptop, attempts to get one of the notebooks fixed for new Councillor. **No cost**
- Clerk sticks with current laptop and a new Councillor lap top is purchased **£300 - £400**
- New Clerk laptop (intel core i5 with 8gb memory, 500gb + storage) bought and new Councillor uses current Councillor laptop **£400 - £500.**

Budget left in office equipment – approximately **£1900.** Council have asked to consider replacing current printer when ink runs out (approximately March) which will cost between **£200 & £300**

Banwell & Winscombe

Generalist Outreach Funding Report

Citizens Advice North Somerset (CANS) provides an alternate weekly (Tuesday) Generalist Advice Service from:

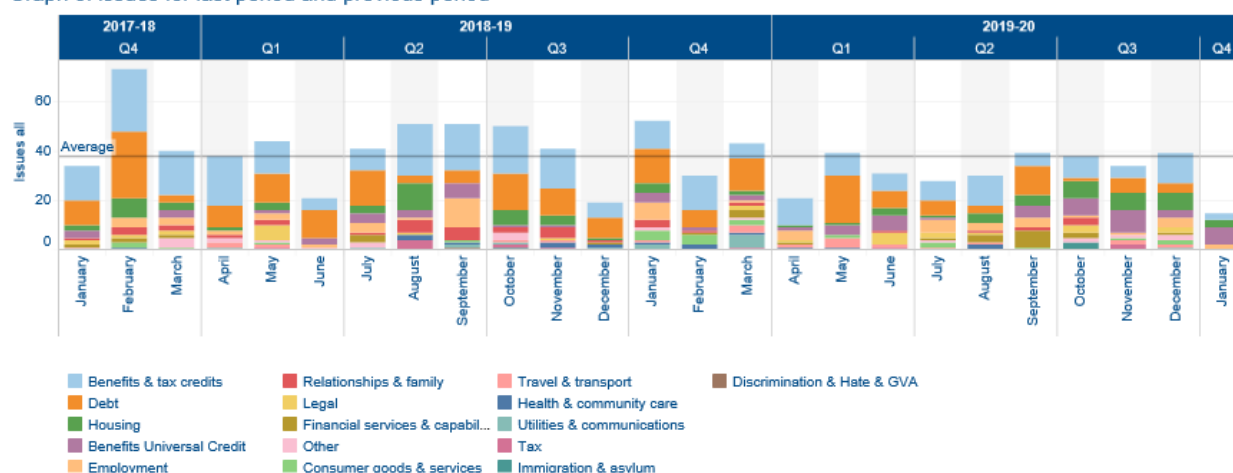
- Banwell Children's Centre, West Street, Banwell, BS29 6DB
- Winscombe & Sandford Parish Council office, 11 Sandford Road, Winscombe, BS25 1JA

The Generalist Services is delivered by a paid dedicated Outreach Adviser who is available to see clients from 9.30 am to 12.30 pm.

In Quarters 1-3 of 2019-20 we have helped **54** unique clients with **110** issues through the Banwell & Winscombe Generalist Outreach drop-in service. Clients mostly came to see us about debt and welfare benefit issues but also housing and employment.

There is a greater demand from the area than the number of clients seen at the outreach. In quarter 1-3 of 2019-20 **112** Banwell, Winscombe and Sandford residents sought help from CANS with **286** issues. The Advice Trends data (graph 1) provides a breakdown of the issues experienced by the local residents.

Graph of issues for last period and previous period



The top 5 issues Banwell, Winscombe and Sandford residents sought advice about were:

- Welfare Benefits and Universal Credit (113 issues)
- Debt (54 issues)
- Housing (33 issues)
- Employment (22 issues)
- Financial services (14 issues)

	2019-20									Grand Total
	Q1			Q2			Q3			
	April	May	June	July	August	September	October	November	December	
Benefits & tax credits	11	9	7	8	12	5	9	5	12	77
Benefits Universal Credit	1	4	6	1		5	7	9	3	36
Consumer goods & services		1		2		1		1	2	5
Debt		19	7	6	3	12	1	6	4	54
Employment	4			5	3	4	1	1	4	22
Financial services & capability	1			1	3	7	2		1	14
Health & community care	1	1			2					4
Housing	1	1	3	1	4	4	7	7	7	33
Immigration & asylum							3			3
Legal	1		5	2	1		3		2	13
Other				1			2	1	2	6
Relationships & family			1		1	1	3			6
Tax			1					2		3
Travel & transport	1	4	1	1	1			2	1	9
Utilities & communications									1	1
Grand Total	21	39	31	28	30	39	38	34	39	286

The top Benefit and Universal Credit issues are:

- Personal Independent payments
- Initial Claim – Universal Credit
- Attendance Allowance
- Employment & Support Allowance

The top Debt issues are:

- Debt Relief Order
- Council tax arrears
- Unsecured personal loans
- Guarantor loan debts

The top Housing issues are:

- Access to and provision of housing
- Environment and neighbour issues
- Actual homelessness
- Threatened homelessness
- Private sector rented property

The top Employment issues are:

- Dismissal
- Terms and conditions
- Redundancy
- Employment Tribunals

The top Financial Services issues are:

- Financial capability i.e. budgeting and managing money
- Personal pensions

In addition to the data above, we have also provided the Project Overview report which contains Key Statistic Dashboards for clients by Outreach and clients by Ward. The Dashboards provide a profile breakdown for all clients living in the Banwell & Winscombe Ward area. Please read the guidance notes that accompany the reports which explains how we collect our data and how we calculate the statistics within a given reporting period.

Funding

The current funding stream is due to end on the 31st March 2020. We believe there is an ongoing need for this service and that local residents are greatly benefiting from being able to access advice and information in their local area. Furthermore, it is evident that local residents are benefiting from all the CANS specialist and generalist services including specialist debt advice, housing advice and welfare rights advice.

We operate a full cost recovery policy when delivering services and unfortunately we currently have no unrestricted funding that can be used to support this service.

The 2020/21 cost of a 1 day per week Generalist Advice Service providing 6 hours of service (3 hours face-to-face / 3 hours follow-up) will be £7,892. This cost includes the provision of a paid Generalist Outreach Adviser plus employer on costs, office, supervision and management costs. This service is shared equally between Banwell Parish Council and Winscombe and Sandford Parish Council and we would propose the following division:

- Banwell Parish Council - £3,946
- Winscombe & Sandford Parish Council - £3,946

I would like to take this opportunity to thank both Parish Councils for their continued support in funding this post and enabling us to deliver our much needed services. We really do value you as partners and I hope that we can continue to work with you in the next financial year.

If you would like any further information or have questions in relation to this Business Case then please do not hesitate to contact me.

Fiona Cope

Fiona Cope ~ Chief Officer

Citizens Advice North Somerset

dd: 01934 836202 / email: fiona.cope@nscab.org.uk / www.nscab.org.uk

Citizens Advice North Somerset is the trading name of North Somerset Citizens Advice Bureau

Registered Office: Old Village Hall, 25 Old Street, Clevedon, BS21 6ND

Authorised and regulated by the Financial Conduct Authority FRN: 617686

Company limited by guarantee registered number: 2906303

Charity registration number: 1052967



19 NOVEMBER 2019

PC13-19 | STRENGTHENING POLICE POWERS TO TACKLE UNAUTHORISED ENCAMPMENTS

Summary

The Home Office has issued a new consultation on strengthening police powers to tackle unauthorised encampments. The consultation covers criminalising the act of trespassing, broadening the existing categories of criminal trespass and broadening police powers to deal with trespassers. The main consultation document can be found [here](#).

Context

The government previously consulted on unauthorised developments and encampments in April 2018. Responses to this made clear that significant problems are created by many unauthorised encampments, including the sense of unease and intimidation residents feel when an unauthorised encampment occurs, the frustration at not being able to access amenities, public land and business premises, and the waste and cost that is left once the encampment has moved on.

The government also heard compelling evidence that stronger powers are needed to address the issues and concerns identified and that the majority of respondents believe the government should consider criminalising unauthorised encampments in England and Wales, by creating an offence of trespassing when setting up an unauthorised encampment. The government would now like to test the appetite to go further and broaden the existing categories of criminal trespass.

NALC's views

NALC is minded to use points made in response to the April 2018 consultation, as a steer to guide our new response. These include:

- All cases of unauthorised encampments should be criminalised on account of trespassing
- The police should have the power to direct trespassers to leave land as soon as it has been determined that they are there illegally
- The police should be able to take action regardless of the number of vehicles in the unauthorised encampment
- Principal authorities should have the power to demand the police attend as soon as an unauthorised encampment appears and to claim back costs incurred repairing damage caused by clearing up after unauthorised encampments

Consultation questions

NALC will be responding to the below consultation questions and is interested in the sector's views:

Q1. To what extent do you agree or disagree that knowingly entering without the landowner's permission should only be made a criminal offence if it is for the purpose of residing on it?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q2. To what extent do you agree or disagree that the act of knowingly entering land without the landowner's permission should only be made a criminal offence if it is for the purpose of residing on it with vehicles?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q3. To what extent do you agree or disagree that the landowner or representatives of the landowner should take reasonable steps to ask persons occupying their land to remove themselves and their possessions before occupation of the land can be considered a criminal offence?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q4. To what extent do you agree or disagree that a criminal offence can only be committed when the following conditions have been met?

a) the encampment prevents people entitled to use the land from making use of it

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

b) the encampment is causing or is likely to cause damage to the land or amenities

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

c) those on the encampment have demanded money from the landowner to vacate the land; and/or

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

d) those on the encampment are involved or are likely to be involved in anti-social behaviour.

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q5. What other conditions not covered in the above should we consider?

Q6. To what extent do you agree or disagree that police should be given the power to direct trespassers to suitable authorised sites in a neighbouring local authority area?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q7: Should this be subject to conditions around agreements being in place between local authorities?

Yes / No

Q8: Should there be a maximum distance that a trespasser can be directed across?

Yes / No If yes, what distance should that be?

Q9: Should there be any other conditions that should be considered when directing a trespasser across neighbouring authorities. If so, what should these be?

Yes / No

If yes, what should these be?

Q10. To what extent do you agree or disagree that the period of time in which trespassers directed from land would be unable to return should be increased from 3 months to 12 months?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q11. To what extent do you agree or disagree that the number of vehicles needing to be involved in an unauthorised encampment before police powers can be exercised should be lowered from six to two vehicles?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q12. To what extent do you agree or disagree that the police should be granted the power to remove trespassers from land that forms part of the highway?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q13: To what extent do you agree or disagree that the police should be granted the power to seize property, including vehicles, from trespassers who are on land with the purpose of residing on it?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q14: Should the police be able to seize the property of:

i) Anyone whom they suspect to be trespassing on land with the purpose of residing on it;

ii) Anyone they arrest for trespassing on land with the purpose of residing on it;

or iii) Anyone convicted of trespassing on land with the purpose of residing on it?

Q15. To what extent do you agree or disagree that the proposed amendments to sections 61 and 62A of the Criminal Justice and Public Order Act 1994 contained in this consultation are sufficient measures to tackle the public disorder issues which are associated with unauthorised encampments without the requirement for introducing specific powers that criminalise unauthorised encampments?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q18. Do you have any other comments to make on the issue of unauthorised encampments not specifically addressed by any of the questions above?

Your views

Please email your responses to this consultation to Jessica.Lancod-Frost@nalc.gov.uk by 17.00 on 19 February 2019. County associations are asked to forward this briefing onto all member councils in their area.

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

30 December 2019

Dear Liz

BANWELL PARISH COUNCIL

Interim internal audit report - Year ended 31 March 2020

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 2019-20 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)' 2019
- The Accounts and Audit (England) Regulations 2015 (as amended).

I was appointed as internal auditor to the Parish Council in July 2019.

My first interim internal audit visit was on 17 December 2019.

Background

Banwell Parish Council has income and expenditure of between £100,000 and £200,000 and is subject to review by the external auditor, PKF Littlejohn. The Council had a clean annual report from the external auditor for 2018-19.

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.

During this visit I checked the following:

- Minutes of Council Meetings
- Policies and procedures
- Bank and cash
- Expenditure
- VAT claims
- Payroll
- Risk assessment and insurance
- Budgets and reserves
- Sole managing trustee
- 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
- 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
- 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 risk assessment has been adopted during the year
- Action has been taken, or is underway on all of the recommendations in the last internal audit report

Recommendations

I have no recommendations to make based on the work undertaken at this visit.

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 interim internal audit visit, in my view, the internal control procedures in operation are adequate to meet the needs of Banwell Parish Council.

Next visit

The next internal audit visit has been arranged for 3 March 2020.

At this visit detailed checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash
- Income and expenditure
- Risk assessment and insurance
- Asset register

If possible the year end checks after 31 March 2020 will be carried out remotely.

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

BCB

Bills for Payment - 5th November to 12th November 2019

Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount		Minute agreed	Power
								The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019
DD	Mainstream	Phone and Broadband (DD 14.01.20)	£113.46	£22.69	£136.15		118/19	
DD	E-ON	Streetlight Power (DD 15.01.20)	£147.01	£7.35	£154.36		118/19	
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		£141.75			
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		£70.87			
BACS	J K Gardening	Grass cutting @ YCC	£70.88		£70.88			
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50			
BACS	J K Gardening	Village orderly	£392.50		£392.50			
BACS	J K Gardening	Environmental Fee	Total £878.50	£40.00	£40.00			
BACS	FOS UK	Dog Bin emptying	£338.00		£338.00		177/19	
BACS	Insight Cleaning	YCC Cleaning	£120.00		£120.00		39/19	
BACS	Winscombe PC	Chairmanship Training	£100.00	£20.00	£120.00		220/19	
BACS	GB Sport	Table Tennis Tables	£3,346.00	£669.20	£4,015.20		230/19	
BACS	GB Sport	Picnic Tables	£2,500.00	£500.00	£3,000.00		230/19	
BACS	GB Sport	Climber	Total £10,310.40	£1,845.16	£3,295.20		230/19	
BACS	Complete Business	Hand towels, black cartridge & staples	£52.48	£10.50	£62.98			
BACS	E. Shayler	Expenses (Stamps, mops, bucket, festive food & drink, YC Christmas tree & lights	£135.61	£6.32	£141.93			
SO	E. Shayler	Clerk's Salary (SO 26.01.20)	£1,526.54		£1,526.54		118/19	
DD	E-ON	YCC power (DD 28.01.20)	£93.21	£4.66	£97.87		YCC 20/20	
DD	Nest	Pension contributions (DD 28.01.20)	£134.70		£134.70		118/19	
DD	NS Council	Waste Collection (DD 01.02.20)	£14.50		£14.50		118/19	
BACS	HMRC	PAYE and NI for Sept (12.02.20)	£487.18		£487.18		118/19	
		Totals	£19,213.00	£3,085.88	£14,523.11			

Banwell Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/12/2019		
	Cash in Hand 01/04/2019		185,918.17
	ADD Receipts 01/04/2019 - 31/12/2019		128,587.87
	SUBTRACT Payments 01/04/2019 - 31/12/2019		314,506.04
	Cash in Hand 31/12/2019 (per Cash Book)		78,647.44
B			235,858.60
	Cash in hand per Bank Statements		
	Cash 31/12/2019	0.00	
	Unity Trust Bank (20398572) 31/12/2019	85,914.62	
	Bonus saver account (81413459) 31/12/2019	44,561.23	
	Reserve Account (59678674) 31/12/2019	89,907.57	
	Current account (53357655) 31/12/2019	15,475.18	
			235,858.60
	Less unpresented cheques		0.00
			235,858.60
	Plus unpresented receipts		0.00
	Adjusted Bank Balance		235,858.60
	A = B Checks out OK		

Banwell Parish Council

Net Position by Cost Centre and Code

Cost Centre Name

Cemetery and Memorials			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
101	Grass Cutting	0.00	0.00	0.00	1,950.00	1,463.00	487.00
102	Paths / Trees / Garden	0.00	0.00	0.00	350.00	90.00	260.00
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	706.00	5,491.18
105	Environmental Fee	0.00	0.00	0.00	360.00	40.00	320.00
		£197.18	0.00	£0.00	8,940.00	£2,299.00	6,838.18

<u>Cemetery Income</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
908	Cemetery Income	0.00	3,000.00	2,593.00	0.00	90.00	-497.00
		£0.00	3,000.00	£2,593.00	0.00	£90.00	-497.00

Childrens Centre		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
700	Repairs and Maintenance	0.00	0.00	1,000.00	2,946.00	1,967.49	1,978.51
701	CCTV	0.00	0.00	0.00	2,000.00	2,627.50	-627.50
702	Electricity	0.00	0.00	0.00	1,035.52	802.15	233.37
703	Gas	0.00	0.00	0.00	2,630.99	1,204.92	1,426.07
704	Water	0.00	0.00	0.00	601.22	334.24	266.98
705	Waste Collection	0.00	0.00	0.00	147.00	241.10	-94.10
706	Cleaning Supplies	0.00	0.00	0.00	2,818.00	1,654.23	1,163.77
707	Office equip inc website	120.00	0.00	0.00	3,000.00	1,149.58	1,970.42
708	Phone / internet	0.00	0.00	0.00	500.00	428.21	71.79
901	Childrens Centre Hire	0.00	100.00	648.00	0.00	0.00	548.00
910	YCC Grass Cutting	0.00	0.00	0.00	0.00	283.52	-283.52
911	YCC Hedge / fence & tree work	0.00	0.00	0.00	0.00	90.00	-90.00
		£120.00	100.00	£1,648.00	15,678.73	£10,782.94	6,563.79

Clerk and Administration		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
301	Salary & NI	0.00	0.00	0.00	22,500.00	19,990.83	2,509.17
302	Clerk's Pension	0.00	0.00	0.00	650.00	1,304.03	-654.03
305	Hall Hire	0.00	0.00	0.00	64.00	21.00	43.00
307	Advertising	0.00	0.00	0.00	300.00	144.00	156.00
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	503.00	297.00
310	Audit Fees	0.00	0.00	0.00	1,000.00	450.00	550.00
311	Legal Costs inc Land registration	0.00	0.00	0.00	200.00	67.00	133.00
312	Training Clerk	0.00	0.00	0.00	400.00	475.00	-75.00
313	Training Councillors	0.00	0.00	0.00	600.00	555.00	45.00
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	1,060.00	4,940.00
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	61.50	38.50
913	Memorial Tree Planting	0.00	3,727.00	3,727.00	3,727.00	3,491.83	235.17
		£0.00	3,727.00	£3,727.00	38,718.87	£30,610.50	8,108.37

Environment		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
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	435.81	4,710.00	3,532.00	1,178.00
203	Env Hedge / Fence / Tree Work	0.00	0.00	0.00	450.00	275.00	175.00
204	Env Grass Cutting	0.00	0.00	120.00	1,850.00	1,202.23	767.77
205	Dog Bins	0.00	0.00	0.00	4,080.00	3,423.95	656.05
206	Env Maintenance Riverside / defib	0.00	0.00	0.00	3,520.00	1,384.31	2,135.69
207	Environmental Projects	547.00	0.00	512.00	4,000.00	1,633.10	3,425.90
208	Environmental Grant	0.00	7,149.52	0.00	2,500.00	0.00	-4,649.52

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

£547.00	9,233.21	£2,715.69	22,757.88	£13,098.47	3,688.89
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Highways		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
400	Street Light Power	0.00	0.00	0.00	2,000.00	1,506.36	493.64
401	Street light Maintenance	0.00	0.00	0.00	3,500.00	1,750.00	1,750.00
402	Street Light Upgrade	5,300.00	0.00	0.00	5,300.00	7,875.00	2,725.00
403	Highways related projects	0.00	0.00	3,500.00	8,000.00	280.16	11,219.84
		£5,300.00	0.00	£3,500.00	18,800.00	£11,411.52	16,188.48

Income		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
902	Misc Income	0.00	100.00	202.02	0.00	0.00	102.02
903	Childrens Centre stipend	0.00	0.00	0.00	0.00	0.00	0.00
904	Annual precept	0.00	88,896.00	88,896.00	0.00	0.00	0.00
907	VAT	0.00	0.00	612.22	0.00	0.00	612.22
912	CIL	0.00	0.00	400.80	0.00	0.00	400.80
		£0.00	88,996.00	£90,111.04	0.00	£0.00	1,115.04

Recreation Ground		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
601	Rec Grass Cutting	0.00	0.00	0.00	1,310.00	1,275.75	34.25
602	Rec Maintenance	250.40	0.00	0.00	2,000.00	410.61	1,839.79
603	Rec Tree and Fence Work	0.00	0.00	0.00	500.00	90.00	410.00
604	Rec Annual Inspections	0.00	0.00	0.00	310.00	200.00	110.00
909	Play Equipment	0.00	20,000.00	19,892.14	20,000.00	2,533.86	17,358.28
		£250.40	20,000.00	£19,892.14	24,120.00	£4,510.22	19,752.32

Youth Club		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
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
		£0.00	400.00	£568.16	15,400.00	£710.08	14,858.08

NET TOTAL	£6,414.58	125,456.21	£124,755.03	144,415.48	£73,512.73	76,616.15
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Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)