



## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT THE YOUTH & COMMUNITY CENTRE 2021 AT 7:30pm ON MONDAY 11<sup>th</sup> AUGUST 2021

**PRESENT:** Councillors: Paul Harding (Chairman), Phil Baird (Vice-Chairman), Paul Blatchford, Steve Davies & Maggie McCarthy.

<b>IN ATTENDANCE:</b>	Mrs Liz Shayler (Clerk)
WARD COUNCILLOR:	None
AVON & SOMERSET POLICE:	None
MEMBERS OF THE PUBLIC:	5

Cllr Harding welcomed everybody.

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

### **Members of the public**

No issues were raised.

### **Community Beat Manager's report**

The following report was received for the period 19/07/2021 to 11/08/2021.

Calls from Parish = 46 with the following selection of crimes reported: 4 abandoned 999 calls, 1 antisocial behaviour, 2 concern for welfare, 2 fraud, 1 suspicious activity, 1 theft from a vehicle, 1 theft, 1 threat and 8 traffic related.

The Police reported that there have been several reports of theft from motor vehicles in surrounding villages, all which have been left unlocked on the driveway, please ensure vehicles are locked and secured and any valuables removed or hidden, for any crime prevention advice you can always contact your Neighbourhood police team.

The team can be contacted via the Avon and Somerset Constabulary website or Twitter @ASPWSM.

### **Ward Councillor's report**

No Ward Councillor was present and no report was received.

### **The meeting was convened.**

#### **098/21 To receive apologies for absence (agenda item 1)**

Apologies were received from Cllrs Phil Adams and Nick Manley.

#### **099/21 To receive members' declarations of interest on any agenda item (agenda item 2)**

No declarations of interest were received.

#### **100/21 To approve as a correct record, the minutes of the Parish Council Meeting on the 5<sup>th</sup> of July 2021 (agenda item 3)**

**Resolved** – That the minutes of the Parish Council Meeting held on the 5<sup>th</sup> of July 2021 be approved as a correct record of the meeting with the following amendment to minute **088/21** The year in the resolution to be changed from 2021 to 2022.

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

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

**101/21 To note the minutes of the Planning Committee minutes from the 2<sup>nd</sup> of August 2021 (agenda item 4)**

The minutes of the Planning Committee Meeting on the 2<sup>nd</sup> August 2021 were noted.

**102/21 To note the training and events available and agree any attendance (agenda item 5)**

**i) Various Breakthrough Communications Training £30**

The training was noted

**ii) 16<sup>th</sup> September ALCA Planning in Plain English £40**

No one to attend this webinar

**iii) 28<sup>th</sup> September ALCA Online Fraud Protection FREE**

No one to attend this webinar

**iv) 6<sup>th</sup> October SLCC Government's Reforms to the Planning System £60**

**Resolved** – To approve £60 for the Clerk to attend this webinar.

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

**v) ALCA e-learning on nimble**

**Resolved** – To approve £30 for the Clerk to attend webinars on Fire Safety & Manual Handling.

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

**vi) 13<sup>th</sup> & 14<sup>th</sup> October SLCC National Conference £100**

**Resolved** – To approve £100 for the Clerk to virtually attend SLCC's National Conference.

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

**103/21 To receive the Officer report/Exchange of information (agenda item 6)**

**i) Window Wanderland**

Banwell's first Window Wanderland will be going ahead on the 15th, 16th and 17th October. Parishioners, businesses and organisations are being invited to sign up to create an illuminated window display for the trail. A Facebook event has been created which can be shared. For those that are not on Facebook, word of mouth, posters, leaflets and the Parish Magazine will be used to publicise the event. Banwell School has distributed an invitation letter to parents inviting them to sign up. The official Banwell Window Wanderland sign up page is live and ready to accept people to sign up. Events website: [www.windowwanderland.com/event/banwell-2021/](http://www.windowwanderland.com/event/banwell-2021/) or Facebook: [www.facebook.com/banwellparishcouncil](https://www.facebook.com/banwellparishcouncil).

**ii) 'Getting to Know your Council' communications strategy**

This has now begun. These communications have focused on "Getting to Know Your Council" and showcase the initiatives, schemes and day to day role of the Council, its councillors and staff. The videos have proved popular on Facebook and YouTube. The Chairman reminded all councillors about creating their own short video clip.

**Cllr Davies joined the meeting**

iii) **Section 106 Youth Club Contribution**

The Taylors Fields Section 106 contribution of £1869.51 has now been received and will be used to fund the summer taster sessions and Youth Club overnight stay in September.

iv) **Recreation Ground Repairs**

The social distancing measures at the Recreation Ground and Riverside Play Area have been removed and the repairs have been completed except for the bearings for the rotating handgrips on the teenzone, the repairs to the play surface and replacement fence.

v) **Dog Bins**

Two dog bins have now been replaced with a third having a liner. Another is on order.

vi) **Banwell & Winscombe Practise Manager**

The Clerk met the new Practise Manager and Reception Manager. The Parish Council were thanked for their support with the vaccination clinics. A variety of new initiatives are being considered from diabetes support groups to ulcer clinics. Currently the surgery is experiencing unprecedented requests for appointments where they have had to close online access once appointments are full. The time for this has been varying from day-to-day but with increasing requests this has become earlier in the day. They are investigating an alternate online system which will hopefully streamline this system.

vii) **Parish Magazine Article**

The delayed April 2019 article is due to be published in September.

viii) **Summer Food Club**

Four weeks have now been completed. Those who have received the food parcels have been delighted and have shared photo of their creations the videos have currently had over 1000 views with two weeks are left to go. The photos will be used to create a gallery on the Parish Councils website. The recipe and Zoom link can be found on the Parish Council website <https://www.banwellparishcouncil.org.uk/news/summer-food-club/>

ix) **White lines at the Youth & community Centre**

These will be painted on Thursday 26<sup>th</sup> August. If Councillors were planning on visiting the office, they were asked to use the main carpark.

x) **£5000 National Lottery Fund for 'You Can Do I.T.'**

The Parish Council have been awarded £5000 for our 'You can do I.T.' digital divide initiative. The money will go towards projector, screen, conference audio system, refreshments, advertisements, laptops / tablets. This is to allow us to run a new set of digital training sessions and workshops at the Youth & Community Centre (YCC). The sessions will largely focus on bridging the digital divide which is the gap between those who have access to the digital world and those who do not. The aim will be to run the skills sessions alongside a coffee morning to provide a welcoming atmosphere with refreshments.

xi) **Bypass Consultation**

The Chairman informed the Council that it had become necessary to delete comments from some of the Parish Councils Facebook posts as they were personal attacks on residents, or the publication of misleading, untruthful or inaccurate information. As such he had posted an explanation as to why it had been necessary to remove some comments.

**104/21 To discuss the Queens Platinum Jubilee and agree a way forward (agenda item 7)**

**Standing orders were suspended** to allow the British Legion to speak freely about the Jubilee. Given the size of their committee they were unable to independently organise an event and asked if the Council would support them.

**Standing Orders were reinstated**

i) **The Community Picnic on the 5<sup>th</sup> June 2021**

The meeting was informed that the structure of this will run similarly to the previous 'Big Lunches'. The British Legion offered to speak to their contacts about a display of refurbished WW1 & WW2 vehicles.

ii) **'A tree for the Jubilee' sponsored by Banwell Garden Centre**

The Clerk informed the Council that the Garden Centre had offered to sponsor a tree for the Jubilee and that a community orchard was also being investigated.

**Resolved** – To thank the Garden Centre for the tree but to discuss when it is planted at the next Parish Council meeting.

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

iii) **Any other issues brought forward**

**Resolved** – The Communications Officer and Clerk to work with the British Legion to facilitate setting up a webpage & social media posts advertising an initial meeting(s) to form a Jubilee Working Party.

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

**105/21 To ratify the following expenditure made by the Clerk using delegated powers (agenda item 8).**

- i) Approximately £150 for the Summer Holiday food parcels
- ii) £70 for two A1 maps of Banwell Parish (minimum order)
- iii) £119.02 for new signage for the YCC & Cemetery

**Resolved** – To approve the above expenditure made by the Clerk using delegated powers and to note that the Summer Holiday parcels are likely to be closer to £200.

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

**106/21 To approve the following expenditure (agenda item 9).**

i) **Between £10 and £20 for Facebook, advertising for the Window Wonderland Event**

**Resolved** – To approve, if needed, between £10 and £20 for Facebook, advertising for the Window Wonderland Event

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

ii) **Approximately £30 to replace the Recreation Ground memorial tree**

The Chairman reported that there were three trees that had now died (two on the Recreation Ground and one at Riverside). However, the Vice-Chairman would like to pay for one of the trees and the Chairman would like to pay for the 2<sup>nd</sup>.

**Resolved** – To approve the payment of approximately £30 to replace one of the Recreation Ground memorial trees.

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

iii) **£6 a month for the continued insertion of an advertisement in the classified section of the Parish Magazine**

**Resolved** – To approve the monthly payment of £6 for the continued insertion of an ad in the classified section of the Parish Magazine.

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

iv) **£18.71 for a replacement Merry Christmas sign**

**Resolved** – To approve the payment of £18.71 for a replacement Merry Christmas sign.

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

**107/21 To note the Parish Magazine survey and to agree the production of a quarterly e-newsletter to also be printed within the Parish Magazine (agenda item 10).**

The Parish Magazine survey was noted

**Resolved** – To agree the production of a quarterly e-newsletter and the cost of its insertion in the Parish Magazine.

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

**108/21 To agree North Somerset's Earthlight Terms and Conditions (agenda item 11).**

**Resolved** – To agree North Somerset's Earthlight Terms and Conditions.

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

The terms and conditions were signed by the Clerk and the Chairman.

**109/21 To authorise Augusts bills for payment (agenda item 12)**

**Resolved:** To authorise Augusts bills for payment of £6673.92. Cllr Harding and Cllr Baird to authorise the BACs payments for August.

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

**110/21 To note the Parish Council's end of July bank balances and bank reconciliation (agenda item 13)**

The Parish Council's end of July's bank balances and bank reconciliation were noted.

**111/21 Dates of the next meetings (agenda item 14)**

6th September 2021 7pm Planning Committee at the Youth & Community Centre (YCC)  
6th September 2021 7:30pm Youth & Community Centre Committee at the YCC  
20th September 2021 – 7:30pm Parish Council Meeting at the YCC

The Chairman closed the meeting at 20:20

.....Chairman

.....Date

**Bills for Payment - 20th July until the 11th August**  
**Banwell Parish Council**

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
<b>Already Paid</b>								The Parish Council
BACS	Wellspring Counselling	Grant	£100.00		<b>£100.00</b>		090/21	
BACS	GB Sport	Relocation of picnic bench	£456.00	£91.20	<b>£547.20</b>		083/21 (ix)	
DD	Mainstream	Phone and Broadband (DD 15.08.21)	£8.52	£1.72	<b>£10.24</b>		075/21	
DD	E-ON	Streetlight Power (DD 15.08.21)	£155.43	£7.77	<b>£163.20</b>		075/21	
DD	E-ON	YCC power (18.08.21)	£48.25	£2.41	<b>£50.66</b>		075/21	
<b>To Pay</b>								
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		<b>£141.75</b>		075/21	
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		<b>£70.87</b>		075/21	
BACS	J K Gardening	Grass cutting @ YCC	£70.88		<b>£70.88</b>		075/21	
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		<b>£162.50</b>		075/21	
BACS	J K Gardening	Village orderly	£392.50		<b>£392.50</b>		075/21	
BACS	J K Gardening	Environmental Fee x 2	£80.00		<b>£80.00</b>		H & S	
BACS	Ambience Landscape	Dog Bin emptying	£433.33	£86.67	<b>£520.00</b>		075/21	
BACS	Insight Cleaning	YCC Cleaning	£192.00		<b>£192.00</b>		075/21	
BACS	YMCA	Youth Club	£360.00		<b>£360.00</b>		075/21 & 083/21 (vi)	
BACS	GB Sport	Basketball net	£10.00	£2.00	<b>£12.00</b>		H & S	
BACS	PKF Littlejohn	External Audit	£400.00	£80.00	<b>£480.00</b>		Audit	
BACS	SLCC	Training Course (Clerk)	£30.00	£6.00	<b>£36.00</b>		081/21 (ii)	
BACS	GB Sport	Works to Rec & Riverside	£754.80	£150.96	<b>£905.76</b>		170/20	
DD	Loyds Bank PLC	Multipay charge & costs (zoom, signage, sanitary products, rubber taps, plug covers, table tennis bats & net)	£153.60	£27.92	<b>£181.52</b>		075/21	
BACS	Clerk expenses	Overtime & ASDA for summer food club parcels	£155.93		<b>£155.93</b>		105/21	
SO	Officer Salaries	Officer Salaries (SO 26.08.21)	£2,094.81		<b>£2,094.81</b>		075/21	
DD	Nest	Pension contributions (DD 26.08.21)	£150.06		<b>£150.06</b>		075/21	
DD	Calor Gas	LPG Gas standing order	£14.71	£0.74	<b>£15.45</b>		075/21	
DD	North Somerset	Waste Collection (01.09.21)	£9.50		<b>£9.50</b>		075/21	
DD	Water 2 business	Water Bill (01.09.21)	£48.63		<b>£48.63</b>		075/21	
BACS	HMRC	PAYE and NI for Sept (12.09.21)	£593.76		<b>£593.76</b>		075/21	
<b>Totals</b>			<b>£6,319.63</b>	<b>£354.29</b>	<b>£6,673.92</b>			



## Minutes of the meeting of the Planning Committee held at Banwell Youth & Community Centre, 7pm on Monday 6<sup>th</sup> September 2021.

**PRESENT:** Councillors Nick Manley (Chairman) Phil Baird, Paul Blatchford (Vice Chairman) and Paul Harding.

**IN ATTENDANCE:** Mrs Liz Shayler (Clerk) & Cllr McCarthy

### **44/21 To receive apologies for absence (agenda item 1)**

Cllr Steve Davies sent his apologies.

### **45/21 To receive declarations of interest (agenda Item 2)**

No interests were declared.

### **46/21 To approve as a correct record the minutes of the Planning Committee Meeting held on the 2<sup>nd</sup> of August 2021 (agenda item 3)**

**Resolved** – That the minutes of the Planning Committee Meeting held on the 2<sup>nd</sup> of August 2021 be approved as a correct record of the meeting.

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

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

### **47/21 To note and comment upon planning applications (agenda item 8).**

- (i) **21/P/2064/FUL The Moor Dairy, Moor Road, Banwell. BS29 6ET**  
Proposed change of use of an agricultural welfare building to Class E

This application was noted.

- (ii) **21/P/2431/FUH Woodcutters Barn, Riverside, Banwell. BS29 6EE**  
Replacement garage / store building

**Resolved** – To support this application.

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

### **48/21 To note planning decisions – (agenda item 9)**

- (i) **20/P/3081/RM Parcels 2.1a, 2.1b, 2.2a and 2.2b at Parklands, Churchland Way, Weston.**  
Reserved matters application for matters of access, appearance, landscaping, layout, scale for the erection of 77no. dwellings with associated roads, footways, parking, drainage, landscaping and public open space pursuant to 12/P/1266/OT2. **APPROVED**
- (ii) **21/P/0192/FUL Waterloo Farm, Silvermoor Lane, Banwell BS29 6LL.**  
Change of use to light industrial use (Use Class E). **APPROVED**
- (iii) **21/P/0201/AOC Land at Parklands, Churchland Way, Weston.**  
Request to discharge condition Nos. 12, 28, 30, 31, 34, 37, 38, 39, 40, 46 and 48 on application 17/P/5586/RM. **APPROVED (Discharge Condition) (RDC)**
- (iv) **21/P/1083/FUH Meliden, Summer Lane, Banwell. BS29 6LE**  
Proposed erection two of single storey rear extensions to the North elevation. Demolition of the existing garage & store and erection of a replacement double garage and re-surfacing of driveway. **APPROVED**
- (v) **21/P/1626/MMA 86 High Street Banwell BS29 6AQ**  
Minor material amendment for the variation of Condition 2 of permission of permission 18/P/5132/FUH to reduce the proposal in size with the inclusion of a dormer **APPROVED**

- (vi) **21/P/1847/AOC Bowerhouse Land at Havage Drove, Box Bush Lane, Rolstone.**  
 Discharge of condition No. 9 Construction Environmental Management Plan, No.12 (part) road condition survey and No. 14 design of the panels and inverters on application 20/P/0620/FUL.  
**APPROVED (Discharge Conditions) (RDC)**
- (vii) **21/P/2111/TRCA The Grange 60B West Street Banwell North Somerset BS29 6DB**  
 T1 - Magnolia - Crown reduction by 1m, T2 - Dogwood - Cut back over lawn by 3m **NO OBJECTION**

**49/21 Date of the next meeting (agenda item 10)**

Planning Committee Meeting 4<sup>th</sup> October 2021 7pm at Banwell Youth & Community Centre

The Chairman closed the meeting at 19:10

.....Chairman

.....Date





# Banwell Parish Council

## MINUTES OF A MEETING OF THE YOUTH AND COMMUNITY CENTRE (YCC) COMMITTEE HELD REMOTELY AT 7:30pm ON MONDAY 6<sup>th</sup> SEPTEMBER 2021

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

**In attendance:** Liz Shayler (Clerk) & 1 member of the public

### **01/21 To receive apologies for absence: (agenda Item 1)**

Apologies were received from Cllr Phil Adams

### **02/21 To elect a Chairman of the Youth & Community Centre Committee for 2021/22**

**Resolved** – That Cllr Manley be elected as Chairman of the Youth & Community Committee for 2021/22

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

### **03/21 To elect a Vice Chairman of the Youth & Community Centre Committee for 2021/22**

**Resolved** – That Cllr McCarthy be elected as Chairman of the Youth & Community Centre Committee for 2021/22.

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

### **04/21 To receive members' declarations of interest on any agenda item (agenda Item 4).**

There were no declarations of interest received.

### **05/21 To approve, as a correct record, the minutes of the Youth & Community Centre Committee (YCC) minutes from the 7<sup>th</sup> of September 2020 (agenda Item 5)**

**Resolved:** To approve, as a correct record, the minutes of the YCC Committee minutes from the 7<sup>th</sup> of September 2020.

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

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

### **06/21 To note the report from YMCA Dulverton on the current Youth Club provision and residential trip planned for the 25<sup>th</sup> of September (agenda Item 6)**

The report and residential trip were noted

### **07/21 To complete the YMCA Dulverton appraisal process (agenda Item 7)**

**Resolved:** The appraisal process was completed resulting in a satisfactory outcome (see attached sheets).

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

### **08/21 To receive the Clerk's report/exchange of information (agenda item 8)**

#### **i) White Lines**

The white lines in the Youth & Community have now been painted.

ii) **Signage & basketball net**

New signage has been bought and erected including first aid signage, evacuation point and warning stairs. The basketball net has been purchased and put up.

iii) **Community Orchard**

The Clerk has been speaking to Wessex Water who are investigating the possibility of turning the bottom section of the YCC field into a community orchard / copse of trees.

iv) **YCC energy efficiency measure being considered**

- **New Doors & Grates on Windows**

The grates have been removed from the windows and the new doors have been fitted meaning an increase in natural daylight into the building. The new doors have meant a decrease in the lights needing to be used and reduction in heat loss, hoping that this initiative will make the heating more efficient.

- **LED lighting**

Quotes have been sourced for replacing all the internal and external lighting for LED. The quotes range £9000 – £12000. Currently grant funding of £4000 is being applied for to support the installation of this.

- **Heatpump**

Quote sourced - £40,000. Given the YCC only spends about £800 a year on gas for the heating (pre-covid) then even if gas was never used again then at £40000 even if the YCC saved £800 a year (unlikely given the cost of the electricity for the heatpump) then it would take over 50 years to pay for itself and would need to be replaced before that time. It would also not reduce our carbon footprint as it would require significantly more electricity than the LPG gas it would save. From an environmental point of view whilst disposal of the LPG gas tank might be desired, from a practical point of view it would be more sensible to either wait for technology more suitable for the YCC, look at alternative heating system suggestions / change the makeup of the building (false ceilings) or offset the gas.

- **PV Panels**

Quote sourced – approximately £21,000. The Rural Community Energy fund has been investigated. However, we have been led to believe that this volume of solar panels was not large enough and would not provide enough of a community benefit. This is possibly a project that could go on a 3 / 5-year plan.

**09/21 To ratify the following expenditure made by the Clerk using delegated powers (agenda Item 9)**

- i) **If necessary, to fund the remainder of the audio-visual equipment needed for hybrid / streaming meetings**
- ii) **£544.09 for the PPL / PRS music licence.**

**Resolved:** To ratify the expenditure made above by the Clerk using delegated powers.

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

**10/21 To discuss and agree a way forward in relation to the Youth & Community Centre (agenda item 10)**

- i) **Painting of the shipping container**

YMCA have suggested an artist who will work with young people for inspiration and then paint the container. The committee asked for the design to come back to them before painting.

- ii) **Hourly fee for YCC field**

Currently set at £5 an hour with a 15 mins change over. It can only be booked on the hour / half hour.

**Resolved:** To agree a charge of £5 an hour with a 15 mins change over.

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

**iii) Hourly fee for the YCC Office**

Currently set at £5 an hour with a 30 mins change over. It can only be booked on the hour / half hour.

**Resolved:** To agree a charge of £5 an hour with a 30-minute change over.

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

**iv) The use of the office for the Hope Project run by Second Step and other Counselling services**

Currently the office has been offered for free to the services above. Currently only used by Citizens Advice.

**Resolved:** To agree the free use of the office for the Hope Project run by Second Step and other Counselling services.

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

**v) Meeting venue for groups including LGBT+, Knit & Natter**

**Resolved:** To agree the Youth & Community Centre can initially be booked for free for support groups and social clubs to be looked at on a case-by-case basis.

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

**Resolved:** Knit and Natter to use the reception area for their group on a Monday afternoon allowing North Somerset to use the main hall for courses.

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

**vi) Lightening Risk Assessment**

The Clerk to contact the insurance company to see if we are covered for a lightning strike and whether there are any terms and conditions attached to the cover.

**11/21 To note the fire risk assessment and agree the purchase of 2 sets of finger guards (agenda item 11)**

**Resolved:** The fire risk assessment was noted and agree the purchase of 2 sets of finger guards for £71 + VAT.

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

**12/21 To note the Youth and Community Centre (YCC) and Youth Clubs Budgets (agenda item 12)**

The Youth & Community Centre and Youth Club budgets were both noted.

**13/21 Date of Next Meeting (agenda item 13)**

21<sup>st</sup> September, 7:30pm Parish Council Meeting remotely <https://us02web.zoom.us/j/308292669>  
2<sup>nd</sup> November, TBD YCC Committee remotely <https://us02web.zoom.us/j/86909958879>

The meeting closed at 20:50

Chairman.....

Date.....

## YMCA –REVIEW OF PERFORMANCE

Period under review 7<sup>th</sup> September 2020 to the 6<sup>th</sup> September 2021

1. Are all contracted sessions being held? **Yes** / No **where possible**  
Comments see YMCA report
2. Are the numbers attending increasing? Yes / **No** / NA  
Comments see YMCA report
3. Is a comprehensive range of activities being organized? **Yes** / No / NA  
Comments see YMCA report
4. Are YMCA demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? **Yes** / No  
Comments see YMCA report
5. YMCA arranging activities outside of the village? Yes / **No** / NA  
Comments – Covid-19
6. Are YMCA seeking other sources of funding for Youth Club activities? Yes / **No** / NA  
Comments – Covid-19
7. Is any feedback from users/parents positive? **Yes** / No  
Comments – Covid-19
8. Have any complaints been received about the service? Yes / **No**  
Comments...
9. Have there been any behavioural issues at the Youth Club including damage? Yes / **No** / NA  
Comment – Covid-19
10. Have any unannounced visits been made by Committee members since the review? Yes/**No**  
Comments ...
11. Any other comments
  - New ping pong bats and nets purchased
  - Summer Holiday Youth Club only 2 additional members
12. Conclusion – **Satisfactory** / Unsatisfactory
13. Action points for YMCA
  - YMCA, to visit Banwell School / Churchill Academy to speak to Year Groups about Youth Club.
  - To speak to Daisy about a comprehensive social media advertising campaign.
  - Subs / tuck to be paid in shortly
14. Action points for Youth Club Management Committee.
  - Daisy to work with YMCA in relation to engaging with young people

Signed.....

Date.....

## **Forthcoming Training Events held in partnership with your local County Association**

### **Courses designed for Councillors**

#### **Data Protection for Councillors**

Whether you are an experienced Councillor or have only recently been elected, it is vital that you understand how data protection fits with your role as an elected member. With legislation and case law evolving, this interactive session will provide you with an opportunity to make sure you are getting the essentials right and ensure you are meeting your legal obligations as a Councillor.

#### **Get in front of the camera: how to build your confidence and engage with your community with video and Facebook Live**

Video is one of the most effective digital communication mediums, yet even the most experienced Councillors can be a little camera shy! We help you build the confidence needed to succeed with video, whether it's for live virtual meetings or pre-recorded videos, and help you discover the power of 'Facebook Live' for truly effective engagement with your local community.

#### **Social Media Skills for Councillors**

Social media offers Parish and Town Councillors as individually-elected members a fantastic opportunity to engage and communicate with their residents. Building up two-way conversations through the power of digital platforms has never been easier, but it can be tricky to get started and to know where to focus your time and effort as an individual Councillor. We walk you through the essential ways to get the most out of key social media platforms as a local Councillor, and provide top tips to engage with your residents.

#### **Public Speaking Skills for Councillors**

Public speaking can be daunting, even for experienced Councillors. With the advent of virtual meetings, it's more important that Councillors feel confident to effectively communicate with residents at public or virtual events. Our experts will guide you through techniques and strategies to help you speak in public with flair, confidence and authenticity.

### **Courses designed for Council Officers**

#### **Beyond Facebook: how councils can make use of Instagram, Twitter and other emerging social media platforms**

More and more Councils are looking to use a range of social media platforms in order to increase their digital reach into their community. Instagram and Twitter are two key platforms that offer a range of benefits for Councils. This practical session looks at how to get started and what strategies and techniques are working well for councils like yours.

#### **Data Protection for Clerks and Officers**

In an ever-evolving legislative landscape, it is vital that Councils ensure they have the most up-to-date understanding of their data protection and related obligations. This session walks Councils through the principles of GDPR and related legislation including PECR, what it means in practical terms and the systems and processes Councils should have in place to ensure they are working towards sustainable compliance.

#### **How to engage with young people in your community**

Young people can be a particularly challenging demographic for councils to reach and engage with. We explore how to understand the issues that matter to young people, how to effectively reach and engage with them online and offline, and how best to work with them to improve different aspects of your community.

#### **Strategies to identify and recruit new local councillors**

How can you effectively find and encourage people to stand or be co-opted as town or parish Councillors? In many areas it is increasingly hard to find people who are willing to put their names forward either at election time or to be co-opted. We show you effective ways Councils and Councillors can encourage more people to come forward and this interactive session explores practical ways to do just that.

### **Managing difficult people and conversations**

Managing professional relationships effectively is important, and this is particularly true for Clerks and local council officers. Yet whether it's with other officers or with councillors, sometimes difficult situations will present themselves, and it's vital to have the skills to manage the challenges. This session for local council officers explores practical techniques and ideas to manage difficult relationships in a council environment.

### **Emotional resilience skills for council officers**

Why do some people handle whatever life throws at them, while others tend to struggle? The answer is resilience. Resilience is the ability to recover from the inevitable problems that life throws at us. This session will focus on increasing your resilience and managing it as part of your wellbeing. Looking at self-care and self-awareness, we will lead you in the first steps to improving your resilience and developing a resilience journal.

### **Embracing equality, diversity and inclusion in your council**

This session will focus on understanding protected characteristics, the difference between direct and indirect discrimination and the definitions of equality, diversity and inclusion – and how they relate to the internal and external work of parish and town councils. The aim being to raise awareness to barriers to progress for diverse communities and barriers to productivity for staff.

### **Communicating through a Crisis**

We never know when a crisis could strike. From local flooding to a council meeting going viral there are many ways in which local councils can find themselves in the eye of the media storm. This session takes participants through the detail of preparing for a crisis no matter what form it may take. Passing on expert tips and guidance on being as prepared as you can be should the worst happen.

### **How to prepare for TV and radio interviews**

This session is designed for officers and councillors who want to be better prepared for appearing on broadcast media – principally TV and radio. We will share the secrets of preparing for interviews and techniques for dealing effectively with getting your message across. Broadcast media retains very extensive reach into all communities with regional TV and radio still having a large audience making it important that local councils are engaging.

### **Writing effective press releases to get local coverage**

In this session we will explore the skill of writing a press release that will both get your council the coverage you are looking for and also convey the messages you want to get across. Participants will go away with a much deeper understanding of how to construct your press releases and what is most effective in getting good coverage.

### **Getting started with local media**

Traditional media offers Parish and Town Councils a platform to engage and communicate with their residents, but engaging journalists can be daunting. We help you build the confidence needed to succeed, exploring how you can build effective two-way relationships with journalists.

## E-Learning Module Content Information

Nimble generic modules:

Course Title: Equality, Diversity & Inclusion Essentials	
Cost: £14/delegate	Description: The course boosts understanding of the equality and diversity legislation, and its hand-picked examples demonstrate the benefits that come from promoting equality and diversity in the workplace. This module has a short assessment at the end to check understanding.
Course Title: Modern Slavery Essentials	
Cost: £14/delegate	Description: This course looks at the extent of modern slavery in the UK; how to spot the signs of a victim; what to watch out for as an employer and how to report concerns to ensure vulnerable people are identified and supported. This module has a short assessment at the end to check understanding.
Course Title: Display Screen Equipment (DSE) Workstation Assessment	
Cost: £14/delegate	Description: This course, which includes extensive information and fundamentals on posture, as well as a practical manual on making adjustments to the workstation, was designed in cooperation with leading expert Rachel Stevens from Optimum Performance Training Ltd. Rachel has over 30 years' experience of providing posture training, DSE workstation assessments and musculoskeletal advice. This module has a short assessment at the end to check understanding.
Course Title: Customer Service Essentials	
Cost: £14/delegate	Description: This interactive Customer Service Essentials course has been designed to help all those in customer handling roles, hone their skills in customer service excellence. This module has a short assessment at the end to check understanding.
Course Title: Team Leadership Essentials	
Cost: £14/delegate	Description: This highly interactive course helps your employees effectively lead teams towards a shared goal, by developing their leadership skills and using

	different leadership styles dependent on the situation. This module has a short assessment at the end to check understanding.
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<b>Course Title: Stress Management Essentials</b>
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Cost: £14/delegate	Description: Most people experience stress from time to time, and this isn't necessarily bad; stress is a natural response, but prolonged periods of stress can be harmful. There are many ways in which employees can reduce or avoid stress, and if experiencing stress already, there are approaches to follow to manage stress effectively. This highly interactive course helps employees prevent, reduce, and manage their stress levels, by providing a wide range of tools to deal with stress. This module has a short assessment at the end to check understanding.
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<b>Course Title: Time Management Essentials</b>
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Cost: £14/delegate	Description: this course explores the principles and practicalities of effective time management; providing techniques and coping mechanisms to make you more productive and efficient at work, and by default, everyday life! This module has a short assessment at the end to check understanding.
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<b>Course Title: Personal Safety Essentials</b>
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Cost: £14/delegate	Description: Throughout the course there are tips and strategies to be more safety conscious, to help employees minimise their vulnerability and enable them to avoid situations and environments that might place them at greater risk. This module has a short assessment at the end to check understanding.
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<b>Course Title: Freedom of Information Essentials</b>
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Cost: £14/delegate	Description: This highly interactive course effectively demonstrates the provisions of the Freedom of Information (FOI) act using engaging case studies throughout. Both publishing information and requests for information are explained and discussed in-depth with examples and detailed case studies. This module has a short assessment at the end to check understanding.
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<b>Course Title: Fire Safety Essentials</b>
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Cost: £14/delegate	Description: This course aims to change the way you think about fire. It will help you to recognise and reduce fire hazards in your workplace and will explain what you need to do in the unlikely event of a fire. The overall risk of a fire occurring is significantly lowered by having knowledgeable staff, making fire safety training a must in every workplace. This module has a short assessment at the end to check understanding.
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Course Title: Health and Safety Essentials	
Cost: £14/delegate	Description: Throughout the course there are tips and strategies to be more safety conscious, to help employees minimise their vulnerability and enable them to avoid situations and environments that might place them at greater risk. This module has a short assessment at the end to check understanding.

Course Title: Data Protection Essentials (GDPR)	
Cost: £14/delegate	Description: You need to know about, and comply with, current data protection regulations – the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 – to avoid serious legal consequences for you and your employer. This course will help you understand the aims and provisions of the UK's data protection legislation and offers essential, practical advice on how to make yourself compliant. This module has a short assessment at the end to check understanding.

Course Title: Home Working Essentials	
Cost: £14/delegate	Description: This course will provide some tips and advice on how to become an effective home worker. You'll receive guidance on setting up your workspace, staying safe and secure, communicating remotely, and maintaining productivity while away from the office. This module includes practical guidance and advice to help you work productively in your home-office environment.

Course Title: Information Security Essentials	
Cost: £14/delegate	Description: This highly interactive course helps you become more aware of your role in information security. It prepares you to do your part and leaves you with best practice tips to ensure information is kept secure. This module includes a range of learning activities to help you develop your understanding of information security.

Course Title: Anti-money Laundering Essentials	
Cost: £14/delegate	Description: Have you ever thought about the journey your cash might have taken to get to you? Would you have any idea if it had been used in a crime? This course aims to increase awareness of money laundering and includes a range of learning activities to help you develop your understanding of money laundering and how to prevent it.

Course Title: Anti-bribery Essentials	
Cost: £14/delegate	Description: The Bribery Act 2010 is among the strictest legislation internationally on bribery. It is now possible to charge organisations if it is found they failed to prevent bribery, and to charge individuals who are found guilty of bribing or being

	<p>bribed. Knowing exactly what is and isn't accepted under the Act enables employees to act within the confines of the law.</p> <p>This course explains the Bribery Act, including the four offences covered by it, and uses case studies to give learners more insight. This course can form an integral part of an organisation's defence against the crime of failing to prevent bribery. This course helps you understand the Bribery Act and shows you how the provisions of this UK legislation function.</p>
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Course Title: Manual Handling Essentials	
Cost: £14/delegate	<p>Description: Many of us move and lift loads in our daily work, often without giving much thought to the potential consequences. Yet, workplace injuries to the back, shoulders and neck are common with millions of working days lost to musculoskeletal disorders every year. When we lift and move loads during our daily working life, it's vital that we know how to prevent injury – by actively reducing risks, a better awareness of posture, and using effective manual handling technique.</p> <p>This e-learning module includes a range of learning activities to help you develop your understanding of manual handling.</p>

Course Title: cyber User Awareness	
Cost: £14/delegate	New – description to follow

## **Clerks Report**

### **Tea & Tech Initiative**

Last week was our first very successful tea and tech session. The feedback was excellent with a real desire from those people attending for there to be more. We had a variety of people attending to those with a particular issue to those who just wanted to know more about anything. The focus was on smart technology phones and tablets, but he answered some general questions and computer specific questions as well. I have managed to secure another one for October and November but waiting to confirm the dates. There will be no cost to the Parish Council as we have managed to link with WERN and St Monica's trust.

### **North Somerset's Welcome Back Fund**

This fund is an extension to the Reopening High Streets Safely Fund (RHSSF) that was allocated to North Somerset Council back in June 2020. A maximum of £150,000 has been allocated to projects for town and parish councils.

The funding can be used for:

1. Support to develop an action plan for how LA's may begin to safely reopen their local economies
2. Communications and public information to ensure safe reopening of local economies (marketing/radio campaigns etc.)
3. Business facing awareness raising to ensure safe reopening of local economies
4. Temporary public realm changes to ensure safe reopening of local economies
5. Support and promote a safe public environment for a local area's visitor economy
6. Support local authorities to develop plans for responding to medium term impact of CV-19 including trialling new ideas, particularly where these relate to the high street

Daisy and I are looking at a mini Christmas Market and a Grand Spring Clean. It is hoped that if we hold these two events, we can buy items that we can then use for other things like the YCC, the Jubilee and the Village. If Council are happy for the Clerk and Comms Officer to continue to investigate then it will be brought formally to the next meeting.

### **Recreation Ground & Riverside Benches**

The following has now been authorised; new toddler fencing, repairs to the wetpour and new picnic benches at the Recreation Ground and Riverside.

### **Wolvershill Road Bench**

A local resident has completely refurbished the bench along Wolvershill Road adjacent to the entrance to Wolvershill Park.



# Banwell Parish Council Community Engagement and Communications Policy

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## 1. Introduction and Aims

The purpose of this Policy is to guide Banwell Parish Council's communication activity and community engagement. As a Parish Council we want to make sure that our communications are circular between the Council and the community.

The Parish Council aim to be transparent with information and decision making through communications and welcome parishioners to suggest changes to services and the parish.

Banwell Parish Council is committed to engaging its community through multiple channels to be as inclusive, accessible, and transparent as possible. This includes, online, physical printed information and verbal communication.

This policy sets out a Code of Practice to act as a guide for both staff and Councillors regarding the use of social media, e-mails, website population, consultation, notice boards, press relations and any other community engagement platforms.

The policy reflects the notion that effective communication is key in creating an engaged community.

Communication and feedback shall be welcomed by the Parish Council to help promote an open dialogue between Council and parishioners.

Community Engagement is a term covering many different activities carried out with people who make up the community. It is about making sure that people can get involved and take part in lots of different ways from designing, planning, development, delivery and reviewing of services and activities which benefit the community.

## 2. Defining the Community

The Council considers the community of Banwell, irrespective of age, race, gender, gender reassignment, sexual orientation, marital status, religion & belief, pregnancy & maternity and disability to consist of:

- All residents of the parish;
- All users of the Parish Council's services;
- All those who work within the parish;
- All those who own businesses within the parish;
- All young people who live and/or go to school within the parish;
- All local voluntary organisations, clubs and societies;
- Any group or organisation that represents some or any of the members of the above sections of the community.

Additionally, the Council recognises that there are certain bodies that are crucial to the quality of life in Banwell and aims to maintain excellent working relationships with these bodies, including the Police, Doctors, Schools, Community Groups, North Somerset and neighbouring Parish Councils.

The Parish Council recognise the diversity in our community and want to make sure that everyone in Banwell can have their voice heard and get involved in shaping the future.

The Council understands that some individuals and groups in the community may be hard to reach and therefore will consider different methods of engagement and give thought to those who are hard to reach. This may require the support of partner agencies or making direct contact with groups, leaders and individuals to encourage participation.

### 3. Provision of Information to the Community

Banwell Parish Council provide people with information about events, services, policies and decisions which might affect or interest them in a way that can be easily accessed and understood.

Information shall be provided by the Parish Council to the community in a variety of platforms in an accessible manner to reach all members of the Banwell community. This shall include online information sources and offline sources.

Details to be found in the communications strategy on specific platforms for communication.

### 4. Opportunities for Formal Representations to the Council

**Public participation:** All Full Council and committee meetings are 'public meetings' at which members of the public can attend. There is a dedicated session before each meeting for the public to address the council on matters of interest. Details of proposed meeting dates, together with appropriate agendas are published on the Council's website and on two separate notice boards within the parish.

**In writing:** Formal representations to the Parish Council may be made at any time in writing to the Parish Clerk (Youth & Community Centre, West Street) or by email [clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk).

### 5. Engagement Considerations and Conduct

Before Community Engagement is undertaken it is important that consideration is given to what is the most appropriate form it should take and how it should be carried out, relative to the method.

**Social Media:** The Council aims to use social media to support a circle of communication with the community but recognises that it is not always appropriate to respond to every message/comment, publicly or otherwise. For complex issues users should be referred to traditional forms of communication, such as email and telephone, to allow access to regular contact with the Council/Clerk. The only exception to dismissing two-way communication is if comments and posts from the public are sharing incorrect/misleading information or personally attacking councillors, staff or residents. Bullying will not be tolerated, and comments/posts may be deleted or be turned off on posts that include such content. Councillors using social media must be considerate in any response to avoid members of the public confusing personal views with that of the Council. The items within the Social Media Policy shall be followed when updating the Parish Council's social media pages (social media policy can be found on [banwellparishcouncil.org.uk](http://banwellparishcouncil.org.uk)).

**Consultations:** When seeking the views on a specific project or idea, the Council will consult with the community. Most consultations will be open to all Banwell residents, but on occasion consultations may include specific stakeholders only. Before consultation, stakeholders should be identified, and the appropriate method of communication chosen to reach all stakeholders. The appropriate type of consultation to fit the target audience must be considered (online, in person events/workshop or via printed forms). A clear start and end date should be made for consultations. Open consultations shall run for a minimum of 4 weeks. Focused consultations may run for a minimum of 2 weeks. Consultations should, where possible, not be run during holiday periods (Easter, Christmas or School holidays). Non leading, specific questions should be used in consultations.

**Press release, statements, and engagement:** Press releases shall focus on promoting the Council as a body and not promote the views of specific members/groups, publicise individual members or encourage the public to hold a particular view. Items listed in the Press and Media policy shall be followed (policy available on [banwellparishcouncil.org.uk](http://banwellparishcouncil.org.uk)).

**Public meetings:** Council meetings are open to the public and provide an open session for public comments and engagement. Public attendees are to be welcomed and encouraged to communicate with the Council.

**Council website:** The Council website is the main source of information and is to include non-political information to promote news, events, and Council information. Local services are to be included on the website, however caution is to be taken when adding a new local service or businesses to the directories. For businesses requesting to be added to the business directory, confirmation that the business is Banwell based must be sought via confirmation of the business address from the owner. Local services can also be added but also must be Banwell based, or be nearby and used by Banwell residents, such as doctors surgeries and schools. All items added to the website must be verified as official and not spam/unsecure, particularly if site links are shared. The items within the Social Media Policy and Accessibility Statement shall be followed when updating the Parish Council website.

**Reports:** The Annual Report shall contain updates from the Council of the previous year. The report can contain Council news, updates, finances, initiatives and highlight the contributions of residents and community groups in Banwell where applicable. The Annual Report shall be made available on the Parish Council website.

**Noticeboards:** Noticeboards shall contain up to date Council information, including meeting agendas. For the full noticeboard information, view the noticeboard policy (available on the [banwellparishcouncil.org.uk](http://banwellparishcouncil.org.uk)).

**Partnership working:** Partnership working is the Council working with local groups, bodies and organisations on projects in the spirit of community action. To ensure effective partnership working there should be a formal / informal agreement to co-operate to achieve a common goal, to share information whilst often pooling resources, risks and rewards. Councillors will represent the Council on various local groups/outside bodies. The Council will consider all requests for representation on such bodies and the representatives nominated form the minutes of the Annual Meeting of the Council in May. The Council also supports a formal partnership arrangement with North Somerset.

## 6. Role of Council Members and Officers

Councillors are the elected decision makers of the Parish Council. Their contact details are available from the Parish Council offices, on the Parish Council noticeboards and on the Parish Council website ([www.banwellparishcouncil.org.uk](http://www.banwellparishcouncil.org.uk)). Members of the public are welcome to contact Councillors to raise any issues. Councillors should not make personal statements that could damage the reputation of the Council, or have a negative impact on partnerships with other organisations, or on the credibility of the Council or other members.

Councillors wishing to make a personal statement to the media must clearly inform the media:

- that their comment is made as an individual and is not necessarily the view of the Council.
- that other councillors may hold a different view.
- that the matter may still need to be discussed or resolved by the Council.

The Parish Clerk is the Proper Officer and Responsible Financial Officer to the Council and is employed to carry out its day to day functions and make sure that its services are provided for the local community. Their contact details are available on the Parish Council noticeboards and on the Parish Council website. Members of the public are welcome to contact the Clerk (Youth &

Community Centre, West Street, 01934 820442 / email - [clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk)) with any questions or to raise any issues.

The Communications, Marketing and Grant Funding Officer shall be responsible for Council communications and creating /maintaining a communications strategy. Email [comms@banwellparishcouncil.org.uk](mailto:comms@banwellparishcouncil.org.uk)

## 7. Communications before Parish Council Elections

Council resources should not be used for publicising individual councillors unless it is relevant to the position they hold in the Council. The Code of Recommended Practice on Local Authority Publicity states:

- Publicity about individual councillors may include the contact details, the positions they hold in the Council (for example, Chair of Planning Committee) and their responsibilities.
- Publicity may also include information about individual councillors' proposals, decisions and recommendations, only where this is relevant to their position and responsibilities within the Council.
- All publicity should be objective, jargon free and easy to understand.
- Publicity should not be party political.
- Publicity shall not be related to a particular party or directly attacking policies and opinions of other parties, groups or individuals.
- The period between the notice of an election and the election itself (purdah) should not include publicity of any individual involved in the election.
- Newsletters, press releases and social media communications may still be published during purdah, however must not relate to any particular councillor or contain images of councillors during this time.

## 8. Branding and House Style

All forms of communication should be clear that it is from Banwell Parish Council. To achieve this, the Banwell Parish Council logo shall be included on all possible communications including:

- Letterheads
- Website
- Facebook posts created in CANVA (image and text posts)
- Posters
- Social media pages
- Fliers
- Agendas/minutes
- Policies
- Any relevant marketing document/image.

CANVA.com may be used to create Banwell Parish Council branded marketing documents/images to include the Banwell Parish Council logo. Brand colours shall not be required for all marketing tools as a variety of events and initiatives will require different colours and styles to fit the target audience.

To ensure that the Council's communications across platforms are impactful and conform to the requirements of the Local Government Acts 1986 and 1988, the Council's House Style will be:

- Written in jargon free language.
- Clear and to the point.



- Based on fact, information, actions, resolutions or achievements of community and or Council.
- Promoting opportunities for involvement, both across the village and directly within the Council.
- Consistent with the Council's positions identified in minutes, policies, standing orders and regulations.
- Controversial issues will be handled with care, with arguments presented clearly and fairly if the Council has a particular stance. Political controversial issues will be avoided to promote non-political discussion.
- Written documents shall be non-emotive and reflect information.
- Non-social media communications shall be approachable yet formal, whereas social media communications may be more casual.
- Grammar to be accurate but avoid dated or old-fashioned terminology.

An annual review of the house style and branding by the Communications Officer should be undertaken to ensure it is successfully meeting and promoting the objectives of the communications strategy.



**BANWELL** PARISH  
COUNCIL

# Banwell Parish Council Communications and Community Engagement Strategy

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**To be reviewed and updated February 2022.**

## 1. Purpose and Aims of the Strategy

The communication strategy has several aims to improve communications, create a circle of communication and to be transparent to the public. The Communication strategy shall be supported by the communications policy, which outlines the regulations of communication methods. Councillor and staff filled out an anonymous survey to have their say on the contents of this strategy. The purpose and aims include:

- The purpose of this strategy is to provide aims and objectives to promote a circle of communication between Banwell Parish Council and Banwell residents.
- To create a plan to share regular updates on Banwell PC news to ensure the community understand the role of the Council.
- To engage the community through multiple channels to be as inclusive, accessible, and transparent as possible. This includes, online, physical printed information and verbal communication.
- To make the Parish Council accessible and support the community in understanding the role of the Council in clear, jargon free language.
- Engage the community regarding the enhancement of the parish's ecological and environmental assets and stance on the climate emergency.
- To create relationships with local stakeholders through social media to create a sharing culture to help spread information further.
- To create communication campaigns to increase information sharing and open dialogues with the community on a variety of topics.
- To create a newsletter/E-newsletter for Parish Council news and updates.
- To provide a guide to running communication campaigns for Council events/initiatives.
- To work with stakeholders to create a shared vision when running communication campaigns.
- To provide a guide to make communications frequent through multiple channels when promoting Council events/initiatives.
- To help create a positive perception of the Council through transparent communication.
- To follow a clear set of questions when undertaking communications (appendix 1).
- To increase communications and engagement with the under 25 age group in Banwell.

## 2. Current Communication Methods

The Parish Council currently communicate through the following channels:

*Table 1: Current communications methods and suggested actions for improvement.*

Communication Method	Current Use	Suggested Improvements
<b>Facebook</b>	5-7 posts per week on Banwell PC Facebook page and approx. 1-2 posts per week shared to the local Banwell groups. Story updates approx. once per week. Facebook live videos for Food Club.	Include subtitles on all videos. Schedule more “evergreen” posts and repeat posts. Create campaign/events guide (appendix 4). Use Facebook to drive users to PC website. To consider the time/day of posting for optimisation, e.g. Tuesday, Wednesday and Friday 9 a.m.–1 p.m high engagement on Facebook (Arens, 2021).
<b>Instagram</b>	1-2 posts per week. Story updates approx. once per week. Stories updates approx. once per week.	Post 2-3 times per week and create images to correct Instagram image size. Follow more local pages and increase use of locally appropriate hashtags. Consider posting times e.g. Monday through Friday 11 a.m. (Arens, 2021).
<b>Twitter</b>	Intermittent updates. Irregular posting.	Re-tweet local tweets approx.. x3 per week. Aim for 2-4 original tweets per week. Consider optimal posting times e.g. Wednesday 9 a.m.– 3 p.m., Tuesday through Thursday 9–11 a.m (Arens, 2021).
<b>PC website</b>	Updates approx. 2 times per month with news/website updates.	Increase updates on website to 3-4 per month if applicable.
<b>Village noticeboards</b>	Regularly updates with Council meeting agendas (twice per month). Events and initiatives added when relevant.	Use to drive to website – sign post.

<b>Parish magazine insert and advert</b>	Newsletter inserted to parish magazine approx. x2 per year.	To increase newsletter insert to x4 per year in addition to a quarterly E-Newsletter. To include all communication methods within the parish advert.
<b>Full Council Meetings with public participation session</b>	Monthly planning and full council meetings which include a public participation session. Meetings advertised on noticeboards, website and Facebook.	To encourage public participation by continuing to highlight that they are welcome. Share to meeting reminders on social media and when possible, stream meetings online for residents at home.
<b>Flier drops</b>	Work with volunteers and local school to drop fliers to residents via parish magazine, posting, and/or displaying leaflets in the local shop and doctor surgery.	To aim to flier drop for all relevant council consultations or initiatives a minimum of 4 weeks before the event/deadline
<b>Partnership working</b>	Contact with organisations and businesses including schools, churches, and doctors on events /initiatives/information sharing. To continue to communicate with police, North Somerset Council and neighbouring Parish/Town Councils.	Encourage more local businesses to get involved with PC events and initiatives.
<b>Consultation</b>	Surveys to residents e.g. E-Newsletter survey 2021.	Undertake online and paper surveys annually including for feedback on events/initiatives.
<b>Support and presence at local events</b>	Councillors attend/support local events and communicate with residents e.g litter picks, school assemblies, youth club, remembrance day.	Increase regular sharing of local events within council communications.
<b>Working with local press</b>	Sending out press releases and news to press such as parish magazine, the Mercury, ITV West and the Bristol Post.	Share stories more regularly with local press and begin researching local radio stations to partner with.
<b>Office open 10-12 Tues &amp; Thurs</b>	Public welcome to come to Council building to ask questions	Communicate this option more online and offline to residents.
<b>Extraordinary meetings for important time sensitive issues</b>	Public welcomes to attend to contribute to these meetings.	To aim to reach a wider audience by marketing meetings through multiple comms channels.
<b>Annual report</b>	Annual report summarising the year passed made public annually.	To ensure as many members of the community as possible aware by sharing the report through stakeholders, online and via the parish mag.

### 3. Proposed Additional Communication Methods

- Climate and Nature Working Party (in person and online).
- Displays at the Youth and Community Centre to support specific events, consultations, or initiatives.
- Drop in events, e.g. meet your councillors at coffee mornings.
- Increase in public consultations.
- Communication campaigns (Know your Council, Environmental).
- Quarterly E-Newsletter and printed newsletter.
- Increase communications with local press.

### 4. SWOT Analysis of Council Communications

Below is a SWOT analysis of Council communications and community engagements, showing the top three Strengths (S), Weaknesses (W), Opportunities (O) and Threats (T).

#### Top Strengths

1. Multiple comms channels to increase reach and accessibility.
2. Healthy collaborative partnerships with local organisations.
3. Great relationship between Council and staff = clear internal communications.

#### Top Weaknesses

1. Irregular updates on Twitter.
3. Insufficient engagement with the younger community (25 and under).

#### Top Opportunities

1. Reaching a wider audience by creating an E-Newsletter and Instagram.
2. Engaging residents through new initiatives post COVID-19 lockdown, such as You Can Do I.T.

#### Top Threats

1. Bullying behaviour social media users.
2. Spread of misinformation of Council information.

### 5. Target Audience and Language

The Parish Council aim to follow clear objectives that are measurable and achievable whilst tailoring communications for target audiences. Various communication platforms, language and topics should be used to target different audiences. With support from the Communications Policy, the guide below should be used when disseminating information to the public to ensure the target group can be reached. Learn from the target audience and listen to any feedback from them when monitoring success.

**Instagram:** Instagram should be used to target residents ages of 18-34 as this age group most commonly uses Instagram (Statistica, 2021). Language should be factual yet casual, conversational, and short, with use of hashtags. Emojis can be used, but not in excess. Focus should be on images. Avoid text heavy images. Direct language should be used actioning audience what to do e.g. "Help, Improve, Explain, Favourite, Comment below, share with" us etc.

**Facebook:** According to our Facebook insights, Banwell Parish Council followers are mostly aged between 35-54, therefore communications style should target this age range. Language should be casual and contain informative information about the Parish. Emojis can be used but should be limited. Avoid text heavy images. Direct language should be used actioning audience what to do e.g. “Help, Improve, Explain, Favourite, Comment below, share with” us etc.

**Twitter:** Over 80% of twitter users are under 50 years old (Sehl, 2020). Twitter posts should be short and focus on resharing of information locally as it is popular with stakeholders/organisations. Avoid text heavy images.

**Website:** Target audience are residents of Banwell who have access to the internet and seek information from websites rather than social media. Language should be more formal than social media but be jargon free and easy to understand. All to be accessible (alt text, accessibility checker word etc, see Communications Policy). Avoid text heavy images.

**Noticeboards:** Information to be displayed here to target walkers, on foot commuters and those without internet. To contain Council information on initiatives and Council meetings, as well as requests from public.

**Public Sessions at Council Meetings:** Target audience are Councillors and Banwell residents who have queries or wish to propose a change/initiative. Current audience those who have a clear understanding of the Parish Council, however the aim shall be to widen the target audience to all adults in Banwell through encouraging participation at meetings on multiple communication channels. Meetings shall be both in person and advertised online for public participation at the beginning of each meeting. Language used shall be jargon free and aimed to encourage participation and be welcoming to members of the public.

**Consultation:** Banwell residents. Specific audience dependent on consultation topic, but both internet users and non internet users to be targeted through online and hard copy surveys. Language should be clear and simple and shall contain consent/GDPR information.

**Flier drops:** Users who do not follow the Parish Council online or who do not use the internet. Fliers always to include online Council communication sources as well as offline means of communication (phone number, drop in sessions). In addition to targeted household drops, information to be shared in local shop.

**E-Newsletter:** Banwell residents who use the internet and wish to keep up to date with Council news online. Language should be informal yet professional and jargon free.

**Parish Magazine Newsletter:** Banwell residents that do not follow Banwell Parish Council online or may not have access to the internet. Particularly areas with low internet use such as Summer Lane Park Home Residents. Language as above in E-newsletter.

## 6. Communication Objectives & Measures

The below table summarises the key current objectives of the Council including actions to be taken, measure and target audience. All monitoring measures should be reviewed at least annually and annual social media audits to take place. Social media audits shall review insights, as well as compare progress to other similar sized Councils social media platforms (e.g. number of followers). Similar local organisations shall be followed and their top performing posts reviewed for research purposes. Insights shall be monitored but it shall be made clear that engagement on social media can fluctuate significantly depending on the event/new/campaign running at the time. Objectives may change or be added to over time.

Table 2: Communication objectives and measures.

OBJECTIVE	ACTIONS	MEASURES	AUDIENCE
To improve public knowledge of the role of the Parish Council	Create “Get to Know Your Council” campaign and share on social media, parish magazine, website and consider drop in event (possibly Thursdays) to meet councillors. Include videos with faces and subtitles to increase reach. See appendix 2 for full campaign plan.	Clerk to monitor number of residents interested in becoming a Councillor. Comms officer to monitor reach on social media and engagement rate of posts. Reshare posts with highest engagement. Review number of visits to website during/after campaigns.	Residents of Banwell and those who are interested in becoming a councillor. Posts on various communications channels be modified to target average audience.
To highlight the Parish Councils stance on the Climate Emergency	To share regular environmental posts under monthly themes. See appendix 3 for timeline. Creation of Climate and Nature working party.	Social media insights on posts shares to be reviewed by Comms Officer to monitor engagement. Review number of residents interested in Climate and Nature Working party.	Banwell residents with an interest in the environment, as well as individuals unaware of environmentally friendly alternatives. Residents interested in acting on climate change.
Increase knowledge of Council initiatives and events	For initiatives and events with set dates, follow the generic communications plan and tailor to each event (appendix 4). To plan one event per season and promote (appendix 5).	Comms office to monitor social media insights. Clerk to monitor number of people taking part in events and initiatives. Comms officer to distribute feedback surveys after.	Various for specific events. E.g. events for younger residents to have a focus on Instagram, through schools and at Banwell youth club.
To keep residents up to date on Council news	To create a quarterly E-Newsletter and to have this printed in the Parish Magazine. Updates on website news page to 3-4 per months.	Comms office to monitor number of subscribers to the E-Newsletter.	Parish newsletter to target all residents with a focus on those who do not have internet access/internet skills. E-Newsletter to target residents with internet access.



To increase partnership working/ collaboration	Communicate with stakeholders including schools, churches, Doctors, police, other councils, businesses and community groups.	Comms officer and Clerk to monitor which organisations agree to share information and support projects – keep in contact and review those who are not involved.	Decision makers from local organisations.
To engage residents with new initiatives to reduce digital divide post lockdown, e.g. You Can Do IT and Tea and Tech	Share event as per events guide (appendix 4), and to organise the I.T workshops using National Lottery Funding	Comms Officer to monitor online reach of event using insights. Clerk to monitor number of residents in attendance to workshops.	Tea and tech comms to reach over 50s with limited IT skills. You Can Do IT comms to target individuals of working age, including out of work and in work, with limited IT skills.
To reduce bullying behaviour online and promote a safe space for residents to communicate with the Council	To allow comments and posts to be shared on Council social media pages, but to delete comments/posts that contain misinformation or bullying against councillors, staff or other residents. Comments may be turned off on posts.	Comms Officer to measure success through observing reduction in hateful and negative language on Council's social media and an increase in residents communicating on social media platforms (use insights).	Individuals online who share incorrect or hateful information.
To provide access to internet-based events/initiatives to those that may not have it, such as the internet.	As well as run initiatives to improve digital divide, continue running Zoom booths for public to use. Provide options to support residents to sign up to initiatives that require the internet at the Youth and Community Centre (e.g. Window Wanderland).	Clerk to monitor number of people using Zoom booth and requesting support.	Individuals with limited/no internet/limited IT skills.
Communicate with volunteers	Keep volunteers up to date with current initiatives and opportunities and to ensure praise and thanks is given publicly e.g. COVID-19 vaccine clinic thank you posts online and in parish magazine.	Clerk to monitor number of volunteers helping with Council projects. Comms Officer to share posts/articles of thanks to volunteers.	Banwell PC volunteers and residents.
Increase communication with wider press	To communicate about Council news and initiatives to local papers, tv, social media and radio.	Number of press related organisations engaging and sharing Parish Council	Local press and their audience.

		news to be monitored by Comms Officer.	
Increase engagement with under 25 age group	Continue to work with Banwell School, Churchill Academy and Youth Club to reach under 18s. Work on expanding following of newly created Instagram to reach under 25s. Councillor attendance at Youth Club and Banwell School Assemblies. To encourage involvement from youth club at PC events e.g spring clean.	Comms officer to monitor engagement on Instagram insights. Clerk to monitor communication with Banwell Youth Club/schools.	Primary and Secondary School children and parents, youth club attendees, under 25s.
To promote a circle of communication between residents and Council	Welcome comments, messages and posts on social media from residents. Comms Officer to share social media posts to local online groups (Banwell news and events). To provide in person, email or telephone communication methods on printed communications. To run public session meetings and consultations to hear from residents.	Comms officer to monitor online participation, e.g. using Facebook insights. Clerk to monitor in-person/phone/email communications from residents and respond. Monitor public attendance at meetings.	Any resident with queries for Council.
To encourage information sharing amongst stakeholders	To share the information on social media from organisations relevant to Banwell (NHS, Doctors surgery, School, North somerset Council etc). To work with the above and local shops to have Parish Council fliers displayed.	Comms officer to re-share local relevant organisations posts on Twitter and Facebook. Clerk to organise fliers to be shared by local organisations for relevant events/initiatives.	Local organisations/groups.
To have evergreen social media posts available	To create a shared folder under Comms Officer – General Social Media – Evergreen posts and fill with images and information to be shared on social media on a regular basis.	Comms office to monitor engagement with evergreen posts (comments, views, likes) and to change the format/wording of any that begin to decline significantly in engagement.	Social media users.
To continue to grow YouTube Channel	Continue to create and share videos on YouTube and share these on other social media platforms/website. All videos must	Comms officer to monitor increase in subscribers and views on YouTube.	YouTube users and social media users. Also target audience who prefer/need subtitles.

	contain subtitles. Auto subtitles can be achieved in settings by adding “yt:cc=on” to the tags section.		
To increase local following on social media platforms	Use local hashtags. Follow local groups/pages. Share images with locally familiar images/views. Maintain a photo album in shared file with photos with permissions. All images used online to have ALT text. Tag local organisations on social media posts where relevant.	Comms officer to monitor following on all social media platforms and monitor use of local hashtags relevant to Banwell PC.	Banwell social media users.
Consider resource implication. As engagement increases, increase sign posting	To ensure all relevant social media posts, webpages, newsletters, leaflets etc have sign posts to relevant information to look at before contacting us. Multiple contact methods to be sign posted with details of waiting times. Ensure auto response on social media inboxes.	Comms officer to monitor number of queries coming through social media and to ensure sign posting is clear. Clerk to monitor number of email, telephone and in person queries and review.	Banwell residents with issues/queries/ questions.
Judging Success	To judge success of communications, to not only hold feedback surveys after events/initiative but to also hold an annual or biennial consultation to seek how residents feel about Parish Council communications.	Aim to have a minimum of 60% of respondents feel they are engaged with and involved with the Parish Council news in 2022. Aim to increase this year on year.	Banwell residents, stakeholders, local organisations.
To consult public on projects annually	Councillors to brainstorm possible projects in May/June each year. Public consultation June / July to get feedback on project ideas and need for projects from public.	Comms officer to monitor number of responses to surveys.	Banwell residents
To follow an annual communications plan	To follow the annual communication plan as a guide for community engagement (appendix 6).	Comms Officer to review if plan is on track and check off completed items throughout the year.	Comms Officer and Clerk (guidelines).

## References

Arens, E (2021). *The best times to post on social media* [ONLINE] Available at: [The Best Times to Post on Social Media in 2021 | Sprout Social](#) [Accessed 06/09/2021].

Sehl, K (2020). *Top Twitter Demographics That Matter to Social Media Marketers*. [ONLINE] Available at: [Top Twitter Demographics That Matter to Social Media Marketers \(hootsuite.com\)](#) [Accessed 16/08/2021].

Statista (2021). *Distribution of Instagram users in the United Kingdom (UK) as of July 2021, by age group*. [ONLINE] Available at: [UK: Instagram users by age group 2021 | Statista](#) [Accessed 30/08/2021].

## Appendix 1 – Considerations Before Community Engagement is Undertaken

- Is community engagement needed?
- Who is to be engaged with and why?
- What are the intended outcomes?
- How do you plan to communicate?
- Who has an interest, skills or expert knowledge?
- How can opportunities for residents to become involved be created?
- What time and resources may be required?
- What guidance should be set – e.g. what the aims are, how residents can get involved and how contributions can influence a project?
- Are the methods of engagement tailored to the group or individual?
- Have the council considered hard to reach individuals and groups?
- Can other leaders, organisations, businesses or groups help?
- How can the method of engagement best suit the target individual or group? (time of engagement, day of engagement, method).
- How can the council promote how members of the community can become involved and influence decisions?
- How will the engagement be captured and analysed?
- Has the community been kept informed about what is planned, or what is happening?
- Look at what other people are doing to build on good practice.
- How will you let others know what is happening and show that the outcomes have been achieved and the work has made a difference?
- How can the event or engagement be evaluated to improve future events?

## Appendix 2: Get to Know Your Council Campaign Plan

In addition to the social media plan below, information to be condensed and shared on the Banwell Parish Council website, E-Newsletter and printed parish newsletter once per campaign to reach individuals not on social media. Posts may be added or removed depending on if there are councillor vacancies.

Facebook (2-3 per week)	Instagram (2-3 per week)	Twitter (1-2 per week)	Link	Photo
What do you think the role of the Parish Council is? Follow our #GetToKnowYourCouncil campaign on Facebook, Instagram, twitter, Youtube and our website to find out.	What do you think the role of the Parish Council is? Follow our #GetToKnowYourCouncil campaign on Facebook, Instagram, twitter, Youtube and our website to find out.	What do you think the role of the Parish Council is? Follow our #GetToKnowYourCouncil campaign on Facebook, Instagram, twitter, Youtube and our website to find out.		Canva photo - get to know your council
Here is Liz to tell you all about the role of Banwell Parish Council for our #GetToKnowYourCouncil campaign! Questions? Comment below or message us.	Here is Liz to tell you all about the role of Banwell Parish Council for our #GetToKnowYourCouncil campaign! Questions? Comment below or message us.	Here's Liz, Clerk to Council, to tell you all about the role of Banwell Parish Council #GetToKnowYourCouncil	<a href="https://www.youtube.com/watch?v=gW-MfCEgovg&amp;list=PL4StmmByrgdU3wqfiX1canCgNbKQkhAHC">https://www.youtube.com/watch?v=gW-MfCEgovg&amp;list=PL4StmmByrgdU3wqfiX1canCgNbKQkhAHC</a>	Screen shot from video
The Clerk plays a key role in the everyday running of Banwell Parish Council. Find out all about your Clerk, Liz Shayler, in the video below!	The Clerk plays a key role in the everyday running of Banwell Parish Council. Find out all about your Clerk, Liz Shayler, in the video below!	Head to our YouTube channel to find out about the role of Liz, Clerk to Banwell Parish Council! #GetToKnowYourCouncil	<a href="https://www.youtube.com/watch?v=oy44c3WZOtU">https://www.youtube.com/watch?v=oy44c3WZOtU</a>	Screen shot from video

#GetToKnowYourCouncil	#GetToKnowYourCouncil			
Have you met your parish councillors? See the video below to find out about the role of the Chairman, Paul Harding.  #GetToKnowYourCouncil	Have you met your parish councillors? See the video below to find out about the role of the Chairman, Paul Harding.  #GetToKnowYourCouncil	Hear from Chairman Paul Harding to find out about his role. #GetToKnowYourCouncil	<a href="https://www.youtube.com/watch?v=Flw7HFegreE">https://www.youtube.com/watch?v=Flw7HFegreE</a>	Screen grab from video
The services Banwell Parish Council offer can easily get mixed up with the service North Somerset Council provide.  Head over to our website to find out more about who does what! #GetToKnowYourCouncil	The services Banwell Parish Council offer can easily get mixed up with the service North Somerset Council provide.  Head over to our website to find out more about who does what! #GetToKnowYourCouncil	Who does what? Head over to our website to find what the Parish Council does. #GetToKnowYourCouncil	Link to website – need to create page of who does what	Who does what? Canva post
VACANCY Do you enjoy getting involved with the wonderful Banwell Community? If you have an hour or so a week to spare, you could become a Parish Councillor. Contact us	VACANCY: Are you looking for ways to boost your CV or looking for local government experience? If yes and you are a community player and over	VACANCY: are you a community player? We have vacancies for a Parish Councillor	<a href="https://www.banwellparishcouncil.org.uk/news/parish-councillor-casual-vacancy/">https://www.banwellparishcouncil.org.uk/news/parish-councillor-casual-vacancy/</a>	Vacancy post make on canva

<p>on <a href="mailto:clerk@banwellparishcouncil.org.uk">clerk@banwellparishcouncil.org.uk</a> if you are keen!</p> <p>#GetToKnowYourCouncil</p>	<p>18, you could become a Parish Councillor! Contact <a href="mailto:clerk@banwellparishcouncil.org.uk">clerk@banwellparishcouncil.org.uk</a> for more info.</p> <p>#GetToKnowYourCouncil</p>	<p>#GetToKnowYourCouncil</p>		
<p>Meet Nick! Nick is a Parish Councillor to Banwell Parish Councillor. You can hear all about his role in the video below.</p> <p>We currently have vacancies for Parish Councillors, get in touch for more information on how to apply.</p> <p>#GetToKnowYourCouncil</p>	<p>Meet Nick, one of our Parish Councillors!</p> <p>If you enjoy helping the community and want to give your CV a big boost, consider applying to become a Parish Councillor (send us a DM).</p> <p>#GetToKnowYourCouncil</p>	<p>Meet Nick, one of our Parish Councillors!</p> <p>#GetToKnowYourCouncil</p>	<p><a href="https://www.banwellparishcouncil.org.uk/news/parish-councillor-casual-vacancy/">https://www.banwellparishcouncil.org.uk/news/parish-councillor-casual-vacancy/</a></p>	<p>Screen shot from video</p>
<p>Who are your Parish Councillors?</p> <p>Meet Councillor Paul Blatchford!</p> <p>There are so many reasons to become a Parish Councillor, whether you are interested in</p>	<p>Who are your Parish Councillors?</p> <p>Meet Councillor Paul Blatchford!</p> <p>There are so many reasons to become a Parish Councillor, whether you are</p>	<p>Who are your Parish Councillors?</p> <p>Meet Councillor Paul Blatchford!</p> <p>#GetToKnowYourCouncil</p>	<p><a href="https://www.youtube.com/watch?v=CHGmYzIQzb8">https://www.youtube.com/watch?v=CHGmYzIQzb8</a></p>	<p>Screen shot from video</p>

<p>planning, climate, community projects, youth provisions and more, consider becoming a Parish Councillor!</p> <p>#GetToKnowYourCouncil</p>	<p>interested in planning, climate, community projects, youth provisions, gaining experience and more, consider becoming a Parish Councillor!</p> <p>#GetToKnowYourCouncil</p>			
<p>Who can become a Parish Councillor? If you are community focused and want to help make Banwell the best it can be, we want to hear from you!</p> <p>Head over to the Banwell Parish Council website for all the criteria and to apply.</p> <p>#GetToKnowYourCouncil</p>	<p>Who can become a Parish Councillor? If you are community focused and want to help make Banwell the best it can be, we want to hear from you!</p> <p>Head over to the Banwell Parish Council website for all the criteria and to apply.</p> <p>#GetToKnowYourCouncil</p>	<p>Who can become a Parish Councillor?</p> <p>Head over to our website to find out who can apply and how to apply!</p> <p>#GetToKnowYourCouncil</p>	<p>Link to website : <a href="https://www.banwellparishcouncil.org.uk/news/parish-councillor-casual-vacancy/">https://www.banwellparishcouncil.org.uk/news/parish-councillor-casual-vacancy/</a></p>	<p>Make vacancy post on Canva</p>
<p>Who Does What?!</p> <p>Here are some examples of Parish Council Services/responsibilities:</p> <p>Cemetery</p> <p>Planning</p>	<p>Who Does What?!</p> <p>Here are just some examples of Parish Council Services/responsibilities:</p> <p>Cemetery</p> <p>Planning</p>		<p>Link to website – need to create page of who does what</p>	



<p>Youth Club</p> <p>Street Lights</p> <p>Youth &amp; Community Centre</p> <p>Speed reduction initiatives</p> <p>Food Club initiatives</p> <p>Support Banwell Food Bank</p> <p>Riverside Play Area and Rec</p> <p>Covid Support</p> <p>Community Picnic</p> <p>Dog Bins</p> <p>To find out more, head over to our website!</p> <p>#GetToKnowYourCouncil</p>	<p>Youth Club</p> <p>Street Lights</p> <p>Youth &amp; Community Centre</p> <p>Speed reduction initiatives</p> <p>Food Club initiatives</p> <p>Support Banwell Food Bank</p> <p>Riverside Play Area and Rec</p> <p>Covid Support</p> <p>Community Picnic</p> <p>Dog Bins</p> <p>To find out more, head over to our website!</p> <p>#GetToKnowYourCouncil</p>			
<p>Are you keen to get more involved in your community? Contact us if you are interested in becoming a Parish Councillor or volunteer.</p> <p>#GetToKnowYourCouncil</p>	<p>Are you keen to get more involved in your community? Contact us if you are interested in becoming a Parish Councillor or volunteer.</p>		<p>Link to website : <a href="https://www.banwellparishcouncil.org.uk/news/parish-councillor-casual-vacancy/">https://www.banwellparishcouncil.org.uk/news/parish-councillor-casual-vacancy/</a></p>	<p>Make vacancy post on Canva</p>

	#GetToKnowYourCouncil			
<p>Meet Daisy, the Communications, Marketing and Grant Funding officer to Banwell Parish Council! Find out about Daisy's role below</p> <p>#GetToKnowYourCouncil</p>	<p>Meet Daisy, the Communications, Marketing and Grant Funding officer to Banwell Parish Council! Find out about Daisy's role below</p> <p>#GetToKnowYourCouncil</p>	<p>Meet Daisy, the Communications, Marketing and Grant Funding officer to Banwell Parish Council! Find out about Daisy's role below</p> <p>#GetToKnowYourCouncil</p>	<p><a href="https://www.youtube.com/watch?v=UE8-Aht1B-o">https://www.youtube.com/watch?v=UE8-Aht1B-o</a></p>	<p>Screen shot from video</p>
<p>Meet Cllr Maggie McCarthy</p> <p>Maggie was born in Banwell and is passionate about preserving the village heritage. Watch the video below to learn more.</p> <p>#GetToKnowYourCouncil</p>	<p>Meet Cllr Maggie McCarthy</p> <p>Maggie was born in Banwell and is passionate about preserving the village heritage. Watch the video below to learn more.</p> <p>#GetToKnowYourCouncil</p>	<p>Meet Cllr Maggie McCarthy</p> <p>Maggie was born in Banwell and is passionate about preserving the village heritage. Watch the video below to learn more.</p> <p>#GetToKnowYourCouncil</p>	<p><a href="https://www.youtube.com/watch?v=6VA29YqQ1qE">https://www.youtube.com/watch?v=6VA29YqQ1qE</a></p>	
<p>Lets talk bins!</p> <p>@North Somerset Council are responsible for garden waste, recycling and black bin waste collections.</p> <p>Banwell Parish Council do not provide a waste collection service, but the Council do</p>	<p>Lets talk bins!</p> <p>@North Somerset Council are responsible for garden waste, recycling and black bin waste collections.</p> <p>Banwell Parish Council do not provide a waste collection service, but the</p>	<p>@North Somerset Council are responsible for garden waste, recycling and black bin waste collections. Banwell Parish Council collect dog bins around the village.</p> <p>#GetToKnowYourCouncil</p>	<p>Link to north somerset waste collection : <a href="https://www.n-somerset.gov.uk/my-services/bins-recycling/recycling-rubbish-collections">https://www.n-somerset.gov.uk/my-services/bins-recycling/recycling-rubbish-collections</a></p>	<p>Recycle bin image or recycle bin parish map.</p>

collect dog bins around the village.  #GetToKnowYourCouncil	Council do collect dog bins around the village.  #GetToKnowYourCouncil			
Meet Councillor Steve Davies  Steve has been a Parish Councillor for nearly 20 years! Find our more about Steve in the video below.  #GetToKnowYourCouncil	Meet Councillor Steve Davies  Steve has been a Parish Councillor for nearly 20 years! Find our more about Steve in the video below.  #GetToKnowYourCouncil	Meet Councillor Steve Davies  Steve has been a Parish Councillor for nearly 20 years! Find our more about Steve in the video below.  #GetToKnowYourCouncil	<a href="https://www.youtube.com/watch?v=kjJEInZqbAg">https://www.youtube.com/watch?v=kjJEInZqbAg</a>	

### Appendix 3: Environmental communications timeline plan

Climate/environmental issues shall be covered through various Council communication channels. This will include x3 Facebook posts per week, x2 twitter posts, x2 Instagram posts for each topic. The topics shall also be shared once per week on Instagram and Facebook stories. A page shall be set up on the website for Climate/Environment to summaries the topics raise on social media. A summary of the past 4 topics shall be covered in the quarterly E-Newsletter and printed newsletter. When the Climate Working group is formed, they may suggest topics, links and information to be shared. Communicate with North Somerset Council to see if they have environmental comms they could share with us for joint information sharing.

The topics below shall be researched and promoted by the Parish Council with monthly themes:

**January – Green travel**

**February– Insulating Your homes**

**March – Wildlife/natural gardening**

**April – Connecting with nature**

**April-May – No Mow May**

**June – Food waste/composting/allotments**

**June-July – Plastic reduction – reduce reuse recycle (plastic free July)**

**August – Green Travel**

**September – Connecting with nature**

**October – Insulating your home**

**November – Green energy**

**December – Low waste gift giving**

#### Appendix 4: Generic Events/initiatives Communication Plan

In addition to the below plan, the content for each campaign/event/initiative shall be tailored to the target audience of that event. Not all events will require all the below communication methods to be used, dependant on the audience.

Communication Method	Action/Frequency	Actions to Consider/measures
<b>Facebook</b>	More than 2 months before event/initiative post x2 per week. Less than 1 month post x3-4 per week and once on stories. Create event and share once per week within above posts. Tag relevant organisations where applicable.	Consider whether paid “boost” ads are required. Up to £20 per event/initiative appropriate for size of parish. Comms Officer to monitor reach and engagement both with/without paid ads using Facebook insights.
<b>Facebook local pages</b>	Post once per week on Facebook local pages (Banwell News and Events).	Monitor number of comments, reach, likes when shared to local pages.
<b>Instagram</b>	More than 2 months before event/initiative post x1 per week. Less than 1 month post x2-3 per week and once on stories. Use local hashtags to increase reach and tag relevant organisations where applicable.	Monitor engagement (likes, comments).
<b>Twitter</b>	More than 2 months before event/initiative post x1 per week. Less than 1 month post x2 per week. Tag relevant organisations where applicable and use relevant hashtags.	Consider retweeting similar events/initiative and link to own. Monitor retweets of event/initiative.
<b>YouTube</b>	For events that have video content, share on YouTube with subtitles. Include relevant tags to increase traffic. Share videos to Social Media.	Consider permissions required for video sharing of certain events. Monitor views on YouTube Videos.
<b>Website</b>	Include update on news tab up to 3 months before event and regularly update. Include event on events calendar.	Consider, where appropriate, making the pop up page event/initiative related. Traffic to page may be monitored using Google Analytics.
<b>Noticeboards</b>	Minimum one poster per event.	Update poster/ flier with changes where required.

<b>Fliers</b>	One flier drop per event (where applicable e.g. target drop houses and/or in local shop, doctors surgery, through school).	
<b>Event webpage separate to PC website e.g. Window Wanderland</b>	Update information where required and make page public up to 3 months ahead of event.	Monitor page visits where applicable to monitor traffic.
<b>E-Newsletter/Parish mag</b>	To ensure event can be publicised once in quarterly newsletter and published in quarterly printed newsletter for the parish magazine.	Monitor sign ups to E-newsletter. Ensure timeline for E-newsletter set up to avoid missing deadlines.
<b>Stakeholders</b>	To share information initially via email to introduce event and gauge interest in support. Later send fliers and posters to request sharing of information e.g through school, doctors, shop.	Consider which businesses may also be interested in events/initiatives. Monitor involvement of stakeholders in events and information sharing,
<b>Drop in sessions</b>	Where applicable, consider 1-2 drop in events in lead up to initiatives, campaigns etc. Encourage councillor participation. Include display boards.	Monitor number of attendees at drop in events to determine success and need to continue. Consider online zoom sessions in addition.
<b>Press Release</b>	To send 1-2 press releases per event to local press including The Mercury, Somerset Live, local radio etc.	Monitor support of press/number of releases published.
<b>Feedback</b>	After event, to create survey for feedback. Create on google forms but post in printed newsletter that a hard copy can be collected from Y.C.C.	Consider target printed copy drops if the event was largely focused at groups with limited internet use. Monitor number of people submitting feedback and increase comms/modify if numbers more than 60% lower than number of participants at event/initiative.

## Appendix 5- Seasonal Regular Events

The Parish Council shall aim to have at least one regular event per season (winter, spring, summer, autumn). Appendix 4 plan to be referred to when planning communications for each event. Councillor presence to be promoted at all events and involvement from Youth Club organised.

Activity	Information	Timeline	Assigned to
<b>Window wonderland</b>	Agreed by Council for 2021 and comms started. Community to sign up to create window displays October 2021.	Autumn	Comms Officer and Clerk. Volunteers/stakeholder.
<b>Winter Event (e.g. Winter Market).</b>	Undecided. Council to consider a winter event, such as road closure to hold Winter Market.	Winter	Clerk to organise event. Comms Officer to Publicise.
<b>Spring Clean</b>	Postponed 2021. To restart 2022 with support from Council.	Spring	Clerk to organise event. Comms Officer to Publicise.
<b>Community Picnic</b>	Postponed 2021. To restart 2022.	Summer	Clerk to organise event. Comms Officer to Publicise.

## Appendix 6: Annual Communications Plan

### Comms timeline for the Year

Type	Comms required	Ja n	Fe b	Ma r	Ap r	Ma y	Ju n	Ju l	Au g	Se p	Oc t	No v	De c
<b>Monthly</b>	Planning Committee Meeting 1st Mon	2	2	2	2	2	2	2	2	2	2	2	2
	Full Council Meeting 3rd Mon	2	2	2	2	2	2	2	2	2	2	2	2
	Highways Notifications Adhoc												
	YCC Whats on Notifications	4	4	4	4	4	4	4	4	4	4	4	4
	Community Events & Calendar	2	2	2	2	2	2	2	2	2	2	2	2
	Citizens Advice	2	2	2	2	2	2	2	2	2	2	2	2
	Youth Club	4	4	4	4	4	4	4	4	4	4	4	4
	Business Directory	4	4	4	4	4	4	4	4	4	4	4	4
	Beat Team Surgery	2	2	2	2	2	2	2	2	2	2	2	2
	NS Community Learning	1	1	1	1	1	1	1	1	1	1	1	1
	Mobile Library dates for the month	2	2	2	2	2	2	2	2	2	2	2	2
	Minibus Timetable and trips	2	2	2	2	2	2	2	2	2	2	2	2



<b>One off annual events</b>	Spring Clean												
	Community Picnic												
	Window Wanderland												
	Winter Event												
	Parish Assembly												
<b>Climate Emergency Comms</b>	Green travel												
	Insulating Your homes												
	Wildlife/natural gardening												
	Connecting with nature												
	No Mow May												
	Food waste/composting/allotments												
	Plastic reduction – reduce reuse recycle (plastic free July)												
	Green energy												
	Low waste gift giving												
<b>Annual General Comms</b>	Shop in Banwell												
	Parish Council Annual Report												

	Walking Buddies												
	Annual Survey												
	E-newsletter & Parish Mag												
<b>Get to Know Your Council</b>	Officers												
	Services												
	Councillors												
	Volunteering												
	North Somerset not PC												
	Vacancy if applicable												

# EVENT RISK ASSESSMENT FORM

Event Name	Remembrance Day	Date	16/08/2021	Venue	Road Closure
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(1) Activity/area of concern  i.e. What is taking place as part of the event?	(2) Hazards identified  i.e. What can cause harm	(3) Persons at risk  i.e. Who could be harmed by the hazard	(4) Current risk factor (High, medium or low) i.e. Determine the amount of risk	(5) Actions to be taken to minimise each risk  i.e. What action can you take to lower the level of risk	(6) New risk factor (High, medium or low) i.e. Risk factor after action taken
<b>Site</b>	<b>Management</b>				
<b>Injury from unauthorised vehicle</b>	Risk of injury to marshals and members of the parade, this could include on-lookers and visitors	Marshals and members of the public	High	<b>Road Closures</b> will be clearly marked and warning signs displayed before the event/ parade.	Low
<b>Emergency Situation/ procedure</b>	Ambulance or Emergency Service Access during parade	Marshals and members of the public	Medium	Procedure in place for emergency response – to include methods of egress; to designated assembly point e.g. village hall car park, marshals will be informed on what to do in the event of an emergency. To clear the road!	Low
<b>Care of children</b>	Youth Members/ Scouts attending parade	Members of the public - children	Medium	Clearly identified Specials / marshals in reflective jackets, youth workers e.g. Scout Leaders etc... Parents	Low
<b>First Aid</b>	Minor injury – slip, trip and fall or general accident or incident, illness	Marshals, attendees, members of the public	Medium	First Aid kits available at the YCC and the Church.	Low

Uneven surfaces, road, pavement etc	Slips, trips and falls	Members of the public – especially the elderly and children	Medium	Liz & Russ Shayler will check the route and pavements prior to the parade.	Low
Inclement weather	Rain, high winds, lightening! Slips, trips and falls Slippery surfaces	Marshals, members of the public the elderly	Medium	Pre-check of forecast, suitable clothing, marshals wearing hi-viz jackets. Pre-route inspection and check	Low
Vehicle movement from Dwelling or Parking Space	Struck by Reversing vehicle	Marshals and members of the public	Medium/ low	Marshals / Specials clearly identifiable to take charge in the event of an unexpected vehicle movement.	Low
COVID 19	Residents/ Marshals/ Members of the public contracting COVID 19.	Residents/ Marshals/ Members of the public	Medium	Masks worn by all Marshalls. All Marshalls to carry hand sanitiser /wipes make their own way to road closure points. Where possible, stay 2m away from members of the public and each other. Facebook Comms to encourage the use of masks along the parade route.	Low
	Marshals may be in self-isolation on the day of the event.	Marshals	Low	Stand in Marshals contact details available on the day	Low
	A case of COVID-19 occurs in one of the participants of the event.	Marshals, members of the public	Low	Masks worn by all Marshalls. All Marshalls to carry hand sanitiser /wipes and stay 2m away from members of the public and each other. List of Marshals retained for 2 weeks. Room available at YCC if participant becomes unwell.	Low

### Sequence:

Banwell Parish Council have arranged for twelve people to assist with the road closures and these persons will be positioned at strategic points while the parade travels along the route to control traffic.

**Notices** will be posted on main roads *prior* to the Remembrance Day parade to alert road users of the upcoming event with a date and time of the parade. 14/11/21 and 2:45pm – 3pm and 3:45pm – 4:30pm

**Warning signs** and **cones** will be insitu on the day of the event to alert car drivers and others that the roads are closed, and key positions will be manned by Specials / marshals in Hi-Viz jackets or Hi-Viz vests with walkie talkies to support and stop the traffic and control vehicle movement.

These Specials / marshals controls will be in-place at Church Street (**2 marshals/Specials**), The Square (**2 marshals / Specials**) including East Street/High Street, Castle Hill (**2 marshals**), High Street at Littlefields Road (**2 marshals**) and on Wolverhill Road (**2 marshals / Specials**). **1/2 marshal** (can double at School Close if necessary) will be with the parade, informing the other marshals when to close the road and the parade when to begin. This marshal will then follow the parade and will inform the other marshals when to reopen the roads.

Name of person completing and authorising the Risk Assessment:

Signature.....

Date.....

Date \_\_\_\_\_

Inspection by \_\_\_\_\_

Seat	Type of bench	Condition	Area	Comments	Date
Car Park West St.	Metal				
School West st.	Metal body / wooden slats				
Memorial West St.	Metal body / wooden slats				
Castle Hill	Metal body / wooden slats				
Bow bridge, Riverside	Metal body / wooden slats				
Riverside green 1	Metal				
Riverside green 2	Plastic				
Riverside green 3	Plastic				
Riverside green 4	Plastic				
Riverside green 5	Wooden				
Golling Lane	Metal body / wooden slats				
Wolvershill Park	Metal body / wooden slats				
Knightcott Gardens	Wooden				
Knightcott Motors	Wooden				
Recreation Ground 1	Metal body / wooden slats				
Recreation Ground 2	Metal body / wooden slats				
Recreation Ground 3	Metal body / wooden slats				
Rec. toddler area 1	Metal with back				
Rec. toddler area 2	Metal seat				
The Quarry	Half tree trunk – Solid				
Eastermead Lane	Half tree trunk – Solid				
The Cemetery 1 Hebden	Wooden				
The Cemetery 2 Molton	Wooden				
The Cemetery 3 Catholic	Wooden				
The Cemetery 4 Cremations	Wooden				
The Cemetery 5	Wooden				
<b>Seat scoring</b>	1 = Good		<b>Area</b>	1 = Neat & Tidy	
	2 = Fair		<b>Scoring</b>	2 = Fair	
	3 = Some attention			3 = Requires clean up	
	4 = Work Required			4 = Overgrown	
	5 = Dangerous removal			5 = Unusable / poor condition	

**Date:**

**Inspection by:**

	<b>Dog Bin Location</b>	<b>Score</b>	<b>Comments</b>
1	High St/North Rd junction		
2	High St/Hill Path junction		
3	Eastermead Lane		
4	Church St by Cart Wash		
5	Riverside Green		
6	Riverside Green by pumping station		
7	Godding Lane – Riverside end		
8	Godding Lane – Wolverhill Road end		
9	Path between Knightcott Park/Wolverhill Park		
10	Knightcott Rd behind bus stop at The Paddock		
11	Westfield Road opp. village hall.		
12	Westfield Road south side by alleyway		
13	Queens Road		
14	High St near kennels		
15	Knightcott Gardens		
16	Knightcott Road (south side)		
17	Footpath - West St to Littlefields Rd (top)		
18	Footpath - West St to Littlefields Rd (bottom)		
19	Hillend		
20	West St car park		

1 = Good
2 = Fair
3 = Some attention needed
4 = Work Required
5 = Dangerous needs removal

Date:

Inspection by:

Flag Pole Number	Location	Score	Comments
Left of the Memorial	Ground Mount bases		
	Concrete footings		
	Poles		
	Pulley's		
Right of the Memorial	Ground Mount bases		
	Concrete footings		
	Poles		
	Pulley's		

- A foundation (the ground socket) inspection
- Anchor bolts should be checked for wear and tear and rust
- Check the pole for signs of wear, fatigue, bending or failure
- Lanyards should be checked for wear, signs of abrasion and UV ageing
- All fittings and the hinge pins should be checked
- Poles on occasions may need to be lowered and cleaned, checking the top pulley wheel (at the same time)
- Flags should be inspected and where necessary replaced

1 = Good
2 = Fair
3 = Some attention needed
4 = Work Required
5 = Dangerous needs removal



Date \_\_\_\_\_

Inspection by \_\_\_\_\_

	Location of Grit Bin	Condition	Level of grit	Comments
1	Wolvershill Rd junction with Wolvershill Pk.			
2	North Road			
3	Littlefields Road			
4	High St j/w Greenfields Avenue			
5	High Street (top of Littlefields Rise)			
6	High Street (by The Ship Inn Car park entrance)			
7	Westfield Road			
8	Knightcott Park			
9	School Close			
10	Wint Hill adjacent to entrance to castle			
11	Cart Wash			
12	Knightcott Gardens			

<b>Condition scoring</b>	1 = Good		<b>Level Scoring</b>	1 = Full
	2 = Fair			2 =
	3 = Some attention needed			3 = Half Full
	4 = Work Required			4 =
	5 = Dangerous needs immediate removal			5 = Empty

**Date:**

**Inspection by:**

<b>Litter Bin Number</b>	<b>Location</b>	<b>Score</b>	<b>Comments</b>
1	Recreation Ground 1		
2	Recreation Ground 2		
3	West Street Car-Park		
4	Riverside 1		
5	Riverside 2		

1 = Good
2 = Fair
3 = Some attention needed
4 = Work Required
5 = Dangerous needs removal

Inspection by .....

Date.....

Memorials	Items	Comments
War Memorial	Boundary – Fencing / Wall Structure Clean and Tidy Hedges	
Village Pump	Boundary Wall Structure Gate Padlock / Well Cover Clean and Tidy	
Cart Wash Area (Bristol Water responsibility)	Boundary – Fencing / Wall Flower Planters Clean and Tidy	
Village Car Park Millennium Stone 1 and paved area.	Boundary – Fencing / Wall Structure Flower bed / planters Clean and Tidy	
Banwell P.C. Centenary stone Riverside Green	Structure Clean and Tidy Tree	
VE Day Centenary Stone, Riverside Green	Structure Clean and Tidy Vegetation	
D-Day remembrance area Golling Lane	Boundary – Fencing Structure Clean and Tidy Vegetation / Trees	
Gate to Churchyard, East Street	Structure	
Welcome to Banwell sign, East Street	Structure Clean and Tidy Vegetation	
Welcome to Banwell sign, Castle Hill	Structure Clean and Tidy Vegetation	
Welcome to Banwell sign, Knightcott Road	Structure Clean and Tidy Vegetation	
Welcome to Banwell sign, Wolvershill Road	Structure Clean and Tidy Vegetation	

1 = Good
2 = Fair
3 = Some attention needed
4 = Work Required
5 = Dangerous needs immediate removal

Date \_\_\_\_\_ Time \_\_\_\_\_

Inspection by \_\_\_\_\_

	Location of Bus Shelter	Condition	Comments
1	A370 (between the entrances to Silvermoor Rd and West Rolstone Rd) BPC		
2	A371 Elborough Hill (opposite Banwell Road) NS		
3	Knightcott Road (Opposite Summer Lane) BPC		
4	Knightcott Road (Opposite Well Lane BPC		
5	Knightcott Road (By Knightcott Motors) BPC		
6	Knightcott Road (By Westfield Road) (BPC)		
7	Knightcott Road (Opposite Westfield Road) NS		
8	West Street (in front of the school) NS		

<b>Condition scoring</b>	1 = Good	2 = Fair	3 = Some attention needed	4 = Work Required	5 = Dangerous needs immediately rectified
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Department	Budget 2020 - 21	Actual	Budget 2021 - 2122	Spend 1 April - 31st Oct 20	Anticipated Spend 2020 - 21	Comments	Draft Budget 2022 - 23	Precept	Reserves
<b>Cemetery &amp; Memorials</b>									
Grass cutting	£ 1,950.00	£ 1,950.50	£ 1,950.00	£ 812.50	£ 1,950.00	No anticipated increase	£ 1,950.00	£ 1,950.00	£ -
Paths / Trees & Garden	£ 300.00	£ 8,696.97	£ 300.00	£ -	£ 100.00		£ 300.00	£ 100.00	£ 200.00
Making up graves	£ 200.00	£ -	£ 200.00	£ -	£ 120.00		£ 200.00	£ -	£ 200.00
Cemetery / Memorial work contingency	£ 5,000.00	£ 1,435.00	£ 5,000.00	£ -	£ 1,500.00	War memorial due clean apply for grant	£ 5,000.00	£ 1,500.00	£ 3,500.00
Cemetery software	£ -	£ 374.40	£ -	£ -	£ 374.40	last yr combined with general subscriptions	£ 380.00	£ 380.00	£ -
<b>TOTAL</b>	<b>£ 7,450.00</b>	<b>£ 12,456.87</b>	<b>£ 7,450.00</b>	<b>£ 812.50</b>	<b>£ 4,044.40</b>		<b>£ 7,830.00</b>	<b>£ 3,930.00</b>	<b>£ 3,900.00</b>

<b>Clerk and Administration</b>									
Salary & NI	£ 26,000.00	£ 29,628.30	£ 31,000.00	£ 13,639.31	£ 30,000.00	Poss 1% inc, opt spinal point X 2 + refresh of Clerk role	£ 34,000.00	£ 33,000.00	£ 1,000.00
Pension provision	£ 650.00	£ 1,860.55	£ 1,000.00	£ 560.00	£ 800.00	Figure on system is employee & affected by covid news 1/4 news	£ 1,000.00	£ 850.00	£ 150.00
Advertising inc printing	£ 300.00	£ 50.00	£ 300.00	£ -	£ 330.00	New 3yr plan	£ 500.00	£ 500.00	£ -
Insurance	£ 2,123.00	£ 2,471.52	£ 2,471.52	£ 1,933.12	£ 1,933.12	ALCA / SLCC / Zoom inc	£ 1,933.12	£ 1,933.12	£ -
Subscriptions	£ 900.00	£ 1,622.15	£ 1,200.00	£ 598.00	£ 1,200.00		£ 1,200.00	£ 1,200.00	£ -
Audit fees	£ 1,000.00	£ 725.00	£ 900.00	£ 650.00	£ 850.00		£ 900.00	£ 900.00	£ -
Legal costs	£ 500.00	£ 723.00	£ 600.00	£ -	£ 500.00		£ 600.00	£ 200.00	£ 300.00
Training Officers	£ 800.00	£ 724.00	£ 700.00	£ 30.00	£ 500.00		£ 700.00	£ 500.00	£ 200.00
Training Cllrs	£ 600.00	£ 385.00	£ 600.00	£ -	£ 390.00		£ 600.00	£ 600.00	£ -
Grants and Donations	£ 7,000.00	£ 6,123.53	£ 7,000.00	£ 100.00	£ 3,500.00	inc CAB & Jubilee	£ 7,000.00	£ 5,000.00	£ 2,000.00
Chairman's Allowance	£ 250.00	£ -	£ 250.00	£ 48.32	£ 100.00		£ 250.00	£ 250.00	£ -
Jubilee	£ -	£ -	£ -	£ -	£ -		£ 200.00	£ 200.00	£ -
Bank Charges	£ 100.00	£ 166.10	£ 100.00	£ 46.50	£ 120.00		£ 120.00	£ 120.00	£ -
Covid	£ -	£ 2,633.54	£ 1,000.00	£ 381.43	£ 700.00	Includes, food bank etc..	£ 500.00	£ 500.00	£ -
Risk Assessments	£ 300.00	£ 140.00	£ 300.00	£ 140.00	£ 300.00		£ 300.00	£ 150.00	£ 150.00
<b>TOTAL</b>	<b>£ 40,523.00</b>	<b>£ 47,252.69</b>	<b>£ 47,421.52</b>	<b>£ 18,126.68</b>	<b>£ 41,223.12</b>		<b>£ 49,803.12</b>	<b>£ 45,903.12</b>	<b>£ 3,800.00</b>

<b>Environment</b>									
Grass Cutting	£ 850.00	£ 1,370.44	£ 1,450.00	£ 579.35	£ 1,300.00		£ 1,450.00	£ 1,450.00	£ -
Fence and Tree Work	£ 300.00	£ 621.67	£ 300.00	£ 110.00	£ 300.00	Doesn't inc rec & YCC	£ 300.00	£ 300.00	£ -
Village Orderly	£ 4,710.00	£ 4,710.00	£ 4,710.00	£ 1,962.50	£ 4,710.00	No anticipated increase	£ 4,710.00	£ 4,710.00	£ -
Dog Bins	£ 4,080.00	£ 3,765.00	£ 4,080.00	£ 1,949.99	£ 5,200.00		£ 5,200.00	£ 5,200.00	£ -
Riverside & Defib	£ 2,500.00	£ 612.00	£ 5,000.00	£ 185.00	£ 300.00	Underspend into pot	£ 5,000.00	£ 2,000.00	£ 3,000.00
Environmental projects	£ 3,000.00	£ 2,122.50	£ 4,000.00	£ 679.00	£ 2,000.00	Includes info board	£ 4,000.00	£ 2,000.00	£ 2,000.00
Environmental Grant	£ 2,000.00	£ 559.00	£ 2,000.00	£ -	£ 2,000.00	Rest of grant to be used for YCC / info board	£ 2,000.00	£ 2,000.00	£ -
Riverside project	£ -	£ -	£ 3,600.00	£ -	£ 870.00	Underspend to be earmarked	£ 2,000.00	£ 2,000.00	£ -
<b>TOTAL</b>	<b>£ 17,440.00</b>	<b>£ 13,760.61</b>	<b>£ 25,140.00</b>	<b>£ 5,465.84</b>	<b>£ 16,680.00</b>		<b>£ 24,660.00</b>	<b>£ 19,660.00</b>	<b>£ 5,000.00</b>

Highways									
Power	£ 1,800.00	£ 1,877.77	£ 1,800.00	£ 767.11	£ 1,800.00	New LED lights	£ 1,800.00	£ 1,800.00	£ -
Maintenance	£ 3,500.00	£ 3,500.00	£ 3,500.00	£ 1,750.00	£ 3,500.00	New lighting contract 3yrs fixed 3rd year	£ 3,500.00	£ 3,500.00	£ -
Upgrades	£ 7,900.00	£ 7,675.00	£ 5,000.00	£ -	£ 5,360.00	10 LED lights	£ 5,500.00	£ 5,500.00	£ -
6 yr inspect	£ -	£ -	£ -	£ -	£ -	Completed 2017 due 2022/23	£ 1,400.00	£ 1,400.00	£ -
Highways related projects	£ 1,500.00	£ 797.39	£ 4,000.00	£ 2,351.67	£ 2,600.00		£ 1,500.00	£ 1,000.00	£ 500.00
<b>TOTAL</b>	<b>£ 14,700.00</b>	<b>£ 13,850.16</b>	<b>£ 14,300.00</b>	<b>£ 4,868.78</b>	<b>£ 13,260.00</b>		<b>£ 13,700.00</b>	<b>£ 13,200.00</b>	<b>£ 500.00</b>

Recreation Ground									
Rec Grass Cutting	£ 1,700.00	£ 1,701.00	£ 1,700.00	£ 708.75	£ 1,701.00	No anticipated increase	£ 1,700.00	£ 1,700.00	£ -
Rec Maintenance	£ 2,500.00	£ 72.00	£ 2,500.00	£ 1,085.80	£ 3,500.00		£ 2,500.00	£ 2,000.00	£ 500.00
Rec Trees and Fence Work	£ 150.00	£ 203.33	£ 150.00	£ 120.00	£ 200.00	Split from Env	£ 200.00	£ 200.00	£ -
Inspections	£ 400.00	£ 217.00	£ 400.00	£ 140.00	£ 220.00		£ 220.00	£ 220.00	£ -
Play Equipment	£ 20,000.00	£ 12,102.25	£ 20,000.00	£ -	£ 20,000.00	Section 106	£ -	£ -	£ -
<b>TOTAL</b>	<b>£ 24,750.00</b>	<b>£ 14,295.58</b>	<b>£ 24,750.00</b>	<b>£ 2,054.55</b>	<b>£ 25,621.00</b>		<b>£ 4,620.00</b>	<b>£ 4,120.00</b>	<b>£ 500.00</b>

YCC									
YCC upgrade	£ 18,000.00	£ 24,853.93	£ 18,000.00	£ 26,200.00	£ 26,200.00		£ 18,000.00	£ 6,000.00	£ 10,000.00
Repairs & Maintenance	£ 3,000.00	£ 5,162.37	£ 3,000.00	£ 1,774.06	£ 3,000.00		£ 3,000.00	£ 3,000.00	
CCTV	£ 2,000.00	£ 145.00	£ 2,000.00	£ -	£ 145.00		£ 1,000.00	£ 200.00	£ 800.00
Electricity	£ 1,000.00	£ 754.09	£ 1,000.00	£ 265.55	£ 700.00	Less used due to Covid	£ 1,000.00	£ 1,000.00	£ -
Gas	£ 1,500.00	£ 438.78	£ 1,500.00	£ 398.22	£ 600.00	Less used due to Covid	£ 1,000.00	£ 1,000.00	£ -
Water	£ 650.00	£ 88.51	£ 650.00	£ -	£ 200.00	Less used due to Covid & broken meter	£ 600.00	£ 400.00	£ 200.00
Waste Collection	£ 650.00	£ 580.31	£ 650.00	£ 293.60	£ 500.00	new contract due 2022	£ 500.00	£ 500.00	£ -
Cleaning & supplies	£ 2,500.00	£ 2,252.43	£ 2,500.00	£ 1,221.66	£ 2,300.00		£ 2,500.00	£ 2,500.00	£ -
Office Equip inc software	£ 3,000.00	£ 4,027.06	£ 5,000.00	£ 524.21	£ 2,200.00	Grant for IT	£ 3,000.00	£ 2,000.00	£ 1,000.00
Phone internet	£ 600.00	£ 482.01	£ 600.00	£ 257.46	£ 500.00	new contract due 2022	£ 600.00	£ 600.00	£ -
Grass cutting	£ 850.00	£ 850.56	£ 850.00	£ 369.40	£ 850.56		£ 850.00	£ 850.00	£ -
fence / hedge	£ 280.00	£ 773.33	£ 280.00	£ 110.00	£ 250.00		£ 280.00	£ 280.00	£ -
Booking software	£ -	£ -	£ -	£ 348.00	£ 348.00		£ 348.00	£ 348.00	£ -
Grants & Donations	-£ 1,300.00	£ -	-£ 1,000.00	-£ 6,000.00	-£ 10,000.00		£ -	£ -	£ -
Income	-£ 1,300.00	-£ 1,408.00	-£ 1,300.00	-£ 969.20	-£ 1,400.00		-£ 1,300.00	-£ 1,300.00	£ -
<b>TOTAL</b>	<b>£ 31,430.00</b>	<b>£ 39,000.38</b>	<b>£ 35,030.00</b>	<b>£ 24,792.96</b>	<b>£ 26,393.56</b>		<b>£ 32,678.00</b>	<b>£ 18,678.00</b>	<b>£ 12,000.00</b>

Youth									
Youth Club staffing	£ 10,000.00	£ 2,979.00	£ 10,000.00	£ 2,160.00	£ 4,500.00	Currently 1 day possible inc to 2.	£ 9,000.00	£ 7,000.00	£ 2,000.00
Youth Club budget	£ 500.00	£ -	£ 500.00	£ 38.23	£ 250.00		£ 500.00	£ -	£ 500.00
Computers / printer	£ 1,000.00	£ 1,090.81	£ 500.00	£ -	£ -		£ 500.00	£ -	£ 500.00
Extraordinary activities inc Residential	£ 1,800.00	£ -	£ 1,800.00	£ -	£ 1,400.00	Section 106	£ 1,400.00	£ 1,400.00	£ -
Subs	-£ 400.00	-£ 169.30	-£ 400.00	£ -	-£ 120.00	£1 per person	-£ 400.00	-£ 400.00	£ -

Youth Council / forum	£ -	£ -	£ 200.00	£ -	£ -		£ 200.00	£ -	£ 200.00
<b>TOTAL</b>	<b>£ 12,900.00</b>	<b>£ 3,900.51</b>	<b>£ 12,600.00</b>	<b>£ 2,198.23</b>	<b>£ 6,030.00</b>		<b>£ 11,200.00</b>	<b>£ 8,000.00</b>	<b>£ 3,200.00</b>
<b>Grand Total</b>	<b>£ 149,193.00</b>	<b>£ 144,516.80</b>	<b>£ 166,691.52</b>	<b>£ 58,319.54</b>	<b>£ 133,252.08</b>		<b>£ 144,491.12</b>	<b>£113,491.12</b>	<b>£28,900</b>

#### INCOME

Village Orderly Grant	£ 435.81	£ 435.81	£ 435.81	£ 435.81	£ 435.81	Concern this will not exist.	£ 435.81	£ 435.81	£ -
Misc income	£ 100.00	£ 505.58	£ 200.00	£ 55.20	£ 80.00		£ 100.00	£ 100.00	£ -
CIL	£ 3,000.00	£ -	£ 12,000.00	£ -	£ 3,000.00	Outstanding CIL	£ 6,000.00	£ 6,000.00	£ -
Solar panel grant from New Solar Banwell	£ 7,149.00	£ 7,149.00	£ 7,149.00	£ 7,149.00	£ 7,149.00		£ 7,149.00	£ 7,149.00	£ -
<b>INCOME</b>	<b>£ 10,684.81</b>	<b>£ 8,090.39</b>	<b>£ 19,784.81</b>	<b>£ 7,640.01</b>	<b>£ 10,664.81</b>		<b>£ 13,684.81</b>	<b>£ 13,684.81</b>	<b>£ -</b>

						Budget	Precept	Reserves
	<b>£138,508</b>	<b>£133,831.99</b>	<b>£146,907</b>	<b>£50,680</b>	<b>£122,587</b>	<b>£130,806</b>	<b>99,806</b>	<b>£28,900</b>

							93908	
Cemetery income	£ 3,000.00	£ 4,830.00	£ 3,000.00	£ 2,870.00	£ 3,500.00	Not part of budget as earmarked	£3,500	0
Section 137 Contributions	In May 2019 Banwell Parish Council resolved to adopt the General Power of Competence.							

**GENERAL RESERVES (ESTIMATED AT 30.04.20)**

**£60,000**

**CEMETERY EXTENSION RESERVE ON 30.09.21**

**£90,143**

**CEMETERY EXTENSION RESERVE (ESTIMATED AT 30.04.20)**

**£92,000**

Band D Tax base calculator not produced yet

Last year Band D £83.82

Increase / decrease unknown

The budget reflects what I feel we need. The precept requirement is the absolute minimum and then the reserves are what we might need.

We need to be seen to be using some of the reserves as currently we have about 100% of the precept in reserves.

**Bills for Payment - 17th August until the 14th September 2021**  
**Banwell Parish Council**

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
<b>Already Paid</b>						Awaiting invoice		The Parish Council
BACS	WSM Road Markings	White lines for YCC	£1,180.00	£236.00	<b>£1,416.00</b>		083/21 (i)	
BACS	PPL/PRS	YCC music licence	£453.41	£90.68	<b>£544.09</b>		083/21 (iii)	
BACS	Audio Visual Direct	50% payment for work	£2,393.50	£478.70	<b>£2,872.20</b>		YC 08/21 & 09/21	
DD	Mainstream	Phone and Broadband (DD 15.09.21)	£6.52	£1.31	<b>£7.83</b>		075/21	
<b>To Pay</b>								
DD	E-ON	YCC power (21.09.21)	£53.81	£2.69	<b>£56.50</b>		075/21	
DD	E-ON	Streetlight Power (DD 24.09.21)	£155.43	£7.77	<b>£163.20</b>		075/21	
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		<b>£141.75</b>		075/21	
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		<b>£70.87</b>		075/21	
BACS	J K Gardening	Grass cutting @ YCC	£70.88		<b>£70.88</b>		075/21	
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		<b>£162.50</b>		075/21	
BACS	J K Gardening	Village orderly	£392.50		<b>£392.50</b>		075/21	
BACS	J K Gardening	Additional Grasscutting (High Street, Knightcott Garage, the Castle, Wolverhill Rd & Pk	£165.00		<b>£165.00</b>		075/21	
BACS	J K Gardening	Strimming around flowers box	£30.00		<b>£30.00</b>		075/21	
BACS	J K Gardening	Moss treatment at YCC	£30.00		<b>£30.00</b>		H & S	
BACS	Ambience Landscape	Dog Bin emptying	£433.33	£86.67	<b>£520.00</b>		075/21	
BACS	Insight Cleaning	YCC Cleaning	£128.00		<b>£128.00</b>		075/21	
BACS	YMCA	Youth Club Summer Holiday Provision	<b>£600.00</b>		<b>£600.00</b>		083/21 (vi)	
BACS	Audio Visual Direct	Final payment for work	£2,393.50	£478.70	<b>£2,872.20</b>		YC 08/21 & 09/21	
BACS	Webglu	Quarterly Website / email charge	£179.90	£35.98	<b>£215.88</b>		075/21	
BACS	SLCC	Training Course & National Conference (Clerk)	£130.00	£26.00	<b>£156.00</b>		102/21 (iv & vi)	
BACS	SLCC	Training Course x 2	£80.00	£16.00	<b>£96.00</b>		Agenda item	
BACS	GB Sport	Move goal posts	£360.00	£72.00	<b>£432.00</b>		083/21 (viii)	
BACS	Councillor Expenses	ILCA Course	£120.00	£124.00	<b>£144.00</b>		081/21 (iii)	
BACS	Weston Rail Services	Streetlight replacements	£5,360.00	£1,072.00	<b>£6,432.00</b>		083/21 (i)	
BACS	Harness IT	Fire Risk Assessment	£112.50		<b>£112.50</b>		H & S	
BACS	Scribe	Cemetery Package Annual Subscription	£375.00	£75.00	<b>£450.00</b>		194/20	
BACS	Nibra	YCC signage	£119.02	£23.80	<b>£142.82</b>		005/21	
BACS	DS Securities	New batteries for Fire Alarm	£70.00	£14.00	<b>£84.00</b>		H & S	
DD	Loyds Bank PLC	Multipay charge & costs (zoom, tamtorque clips, dog bin & microphone)	£271.36	£53.68	<b>£325.04</b>		075/21	
BACS	Officer expenses	Overtime & ASDA for summer food club parcels	£248.50		<b>£248.50</b>		Contractual & 105/21	
SO	Officer Salaries	Officer Salaries (SO 26.09.21)	£2,094.81		<b>£2,094.81</b>		075/21	
DD	Nest	Pension contributions (DD 26.09.21)	£154.86		<b>£154.86</b>		075/21	
DD	Unity Trust	Bank Charges	£29.55		<b>£29.55</b>		075/21	
DD	North Somerset	Waste Collection (01.10.21)	£9.50		<b>£9.50</b>		075/21	
BACS	HMRC	PAYE and NI for Sept (12.10.21)	£593.76		<b>£593.76</b>		075/21	
<b>Totals</b>			<b>£14,927.09</b>	<b>£2,077.83</b>	<b>£16,904.92</b>			



# Banwell Parish Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 31/08/2021</b>		
	Cash in Hand 01/04/2021		171,991.58
	<b>ADD</b> Receipts 01/04/2021 - 31/08/2021		73,638.59
	<b>SUBTRACT</b> Payments 01/04/2021 - 31/08/2021		245,630.17
	<b>Cash in Hand 31/08/2021</b> (per Cash Book)		74,903.07
<b>B</b>			<b>170,727.10</b>
	Cash in hand per Bank Statements		
	Cash 31/08/2021	0.00	
	Unity Trust Bank (20398572) 31/08/2021	30,074.67	
	PC Reserve Saver account (81413 31/08/2021	44,603.48	
	Cemetery Reserve Account (59678 31/08/2021	90,143.26	
	Natwest Current account (5335765 31/08/2021	5,905.69	
			<b>170,727.10</b>
	Less unrepresented payments		0.00
			170,727.10
	Plus unrepresented receipts		0.00
	<b>Adjusted Bank Balance</b>		<b>170,727.10</b>
	<b>A = B Checks out OK</b>		

# Banwell Parish Council

## Net Position by Cost Centre and Code

### Cost Centre Name

Cemetery & Memorials		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
101	Cem Grass Cutting	0.00	0.00	0.00	1,950.00	812.50	1,137.50
102	Cem paths / trees / garden	0.00	0.00	0.00	300.00	0.00	300.00
103	Cem making up graves	0.00	0.00	0.00	200.00	0.00	200.00
104	Cemetery / Memorial Maintenance	0.00	0.00	0.00	5,000.00	0.00	5,000.00
105	Env Fee	0.00	0.00	0.00	0.00	120.00	-120.00
106	Cemetery software	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	7,450.00	£932.50	6,517.50

Cemetery Income		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
110	Cemetery Income	87,269.55	3,000.00	2,870.00	0.00	0.00	87,139.55
		£87,269.55	3,000.00	£2,870.00	0.00	£0.00	87,139.55

Clerk & Administration		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
201	Salary & NI	0.00	0.00	0.00	31,000.00	13,639.31	17,360.69
202	Clerk pension	0.00	0.00	0.00	1,000.00	755.01	244.99
203	Advertising	0.00	0.00	0.00	300.00	0.00	300.00
204	Insurance	0.00	0.00	0.00	2,471.00	1,933.12	537.88
205	Subscriptions inc ALCA & SLCC	0.00	0.00	0.00	1,200.00	598.00	602.00
206	Audit Fee	0.00	0.00	0.00	900.00	650.00	250.00
207	Legal Costs	0.00	0.00	0.00	600.00	0.00	600.00
208	Training Officers	0.00	0.00	0.00	700.00	30.00	670.00
209	Training Councillor	0.00	0.00	0.00	600.00	0.00	600.00
210	Grants & Donations	0.00	0.00	0.00	7,000.00	100.00	6,900.00
211	Chairmans Allowance	0.00	0.00	0.00	250.00	48.32	201.68
212	Covid-19	0.00	0.00	0.00	1,000.00	33.78	966.22
213	Bank Charges	0.00	0.00	0.00	100.00	46.50	53.50
214	Covid-19 food bank	814.56	0.00	420.00	0.00	347.65	886.91
215	Risk Assessments	0.00	0.00	0.00	300.00	0.00	300.00
		£814.56	0.00	£420.00	47,421.00	£18,181.69	30,473.87

Environment		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
301	Allotment	0.00	1,647.88	1,647.88	1,647.88	1,647.88	0.00
302	Env Grass Cutting	0.00	0.00	0.00	1,450.00	579.35	870.65
303	Env Hedge / Fence / Tree Work	0.00	0.00	0.00	300.00	110.00	190.00
304	Village Orderly	0.00	435.81	435.81	4,710.00	1,962.50	2,747.50
305	Dog Bins	0.00	0.00	0.00	4,080.00	1,949.99	2,130.01
306	Env Maintenance / Inspect Rivers	0.00	0.00	0.00	1,400.00	185.00	1,215.00
307	Env Projects	0.00	0.00	0.00	4,000.00	679.00	3,321.00
308	Env Grant	8,701.61	11,000.00	0.00	2,000.00	0.00	-298.39
309	Play Equipment	1,700.00	1,100.00	1,100.00	3,600.00	0.00	5,300.00
		£10,401.61	14,183.69	£3,183.69	23,187.88	£7,113.72	15,475.77

Highways		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
401	Street light power	0.00	0.00	0.00	1,800.00	767.11	1,032.89
402	Street light maintenance	0.00	0.00	0.00	3,500.00	1,750.00	1,750.00
403	Street light upgrade	0.00	0.00	0.00	5,000.00	0.00	5,000.00
404	Highways related projects	0.00	0.00	0.00	4,000.00	2,315.67	1,684.33
		£0.00	0.00	£0.00	14,300.00	£4,832.78	9,467.22

Income		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
501	Misc Income	0.00	0.00	505.58	100.00	0.00	605.58

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**

502 Annual Precept	0.00	93,908.00	46,954.00	0.00	0.00	-46,954.00
503 VAT	0.00	0.00	3,514.98	0.00	0.00	3,514.98
504 CIL	400.80	3,000.00	0.00	12,000.00	0.00	9,400.80
	<b>£400.80</b>	<b>96,908.00</b>	<b>£50,974.56</b>	<b>12,100.00</b>	<b>£0.00</b>	<b>-33,432.64</b>

**Recreation Ground**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
601	Rec Grass Cutting	0.00	0.00	0.00	1,700.00	708.75	991.25
602	Rec Maintenance	0.00	0.00	0.00	2,500.00	1,085.80	1,414.20
603	Rec Tree & Fence Work	0.00	0.00	30.00	150.00	120.00	60.00
604	Rec Inspections	0.00	0.00	0.00	400.00	140.00	260.00
605	Rec Play Equipment	0.00	20,000.00	0.00	20,000.00	0.00	0.00
		<b>£0.00</b>	<b>20,000.00</b>	<b>£30.00</b>	<b>24,750.00</b>	<b>£2,054.55</b>	<b>2,725.45</b>

**Youth & Community Centre**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
701	YCC upgrade	0.00	0.00	0.00	18,000.00	26,200.00	-8,200.00
702	YCC repairs & maintenance	0.00	0.00	0.00	3,000.00	1,774.06	1,225.94
703	YCC CCTV	0.00	0.00	0.00	2,000.00	0.00	2,000.00
704	YCC Electricity	0.00	0.00	0.00	1,000.00	265.55	734.45
705	YCC Gas	0.00	0.00	0.00	1,500.00	398.22	1,101.78
706	YCC water	0.00	0.00	0.00	650.00	0.00	650.00
707	YCC waste	0.00	0.00	14.25	650.00	293.60	370.65
708	YCC cleaning & supplies	0.00	0.00	0.00	2,500.00	1,221.66	1,278.34
709	Office Equipment inc Website	0.00	0.00	0.00	5,000.00	524.21	4,475.79
710	YCC phone & wifi	0.00	0.00	0.00	600.00	257.46	342.54
711	YCC Grass cutting	0.00	0.00	15.00	850.00	369.40	495.60
712	YCC hedge, fence & tree work	0.00	0.00	0.00	280.00	110.00	170.00
713	YCC grants & donations	0.00	1,000.00	5,000.00	0.00	0.00	4,000.00
714	YCC income	0.00	1,300.00	1,969.20	0.00	348.00	321.20
		<b>£0.00</b>	<b>2,300.00</b>	<b>£6,998.45</b>	<b>36,030.00</b>	<b>£31,762.16</b>	<b>8,966.29</b>

**Youth Club**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
801	YC sessions	0.00	0.00	0.00	10,000.00	2,160.00	7,840.00
802	YC budget	5,000.00	0.00	0.00	500.00	38.23	5,461.77
803	YC extraordinary activities	0.00	0.00	1,869.51	1,800.00	0.00	3,669.51
804	YC Printer	0.00	0.00	0.00	500.00	0.00	500.00
805	YC subscriptions	0.00	400.00	0.00	0.00	0.00	-400.00
806	Tuck Shop	0.00	100.00	0.00	100.00	0.00	0.00
807	Youth Forum	0.00	0.00	0.00	200.00	0.00	200.00
		<b>£5,000.00</b>	<b>500.00</b>	<b>£1,869.51</b>	<b>13,100.00</b>	<b>£2,198.23</b>	<b>17,271.28</b>

**NET TOTAL**

<b>£103,886.52</b>	<b>136,891.69</b>	<b>£66,346.21</b>	<b>178,338.88</b>	<b>£67,075.63</b>	<b>144,604.29</b>
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