

Committee Members 2021/22 Members already filled in are those from 2020/21

If you have been unable to attend the committee meetings in the past year, then please consider carefully whether you would like to continue on that committee.

Planning (1 st Monday of the month)	Youth and Community Centre (3 rd Monday every two months)
Cllr Blatchford	Cllr Adams
Cllr Baird (ex officio)	Cllr Baird (ex officio)
Cllr Davies	Cllr Blatchford
Cllr Harding (ex officio)	Cllr Harding (ex officio)
Cllr Manley	Cllr Manley
Cllr Parry	Cllr McCarthy
Cllr Philcox	
Employment	Appeals (in the unlikely event that after a grievance / disciplinary hearing that there is an appeal)
Cllr Baird	Cllr McCarthy
Cllr Blatchford	Cllr Davies
Cllr Harding	Cllr Parry
VACANCY	
Cemetery & Memorials Working Party (twice a year)	
Cllr Paul Blatchford	John Keate (co-opted)
Cllr Davies	
Cllr McCarthy	
Cllr Phil Adams	
Cllr Paul Harding (ex officio)	

Outside Body	2020/21 Representatives
ALCA North Somerset Group	Cllr Harding & Cllr Baird
Banwell Allotment Society	Vacancy
Banwell in Bloom	Vacancy
Banwell Scouts & Guides Association	Cllr Adams
Banwell School Community Governor	Vacancy
Banwell Village Hall Management Committee	The Clerk & Cllr McCarthy currently attend as they hold positions on the Committee.
Churchill and Langford Minibus Society	Vacancy
Community Resilience	Vacancy
Parochial Church Council	Cllr McCarthy
NSC Standards Sub-Committee (need a knowledge of the Code of Conduct)	Cllr Harding
Winscombe & Banwell Patient Participation Group	Cllr Parry
Other	
Defibrillator Guardians	Cllr Adams, Cllr Baird & Cllr Manley
Weekly Visual Checks of Play Areas	Cllr Harding and Cllr Baird
Vehicle Activated Speed Sign	Cllr Harding & Cllr Baird



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD REMOTELY AT 7:30pm ON MONDAY 15th MARCH 2021

PRESENT: Councillors: Paul Harding (Chairman), Phil Adams, Steve Davies, Nick Manley, Maggie McCarthy, Dawn Parry & Paul Philcox.

IN ATTENDANCE: Mrs Liz Shayler (Clerk)
WARD COUNCILLOR: None
AVON & SOMERSET POLICE: None
MEMBERS OF THE PUBLIC: 3

Cllr Harding welcomed everybody.

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

National Grid Report

Representative from National Grid and Western Power Distribution gave a brief report on the works within and around Banwell in relation to the Nation Grid Hinkley Connection Project. This included the following: project overview, work in and around Banwell with a programme overview, information about T-pylons, construction traffic and working safely during Covid.

Members of the public

No issues were raised.

Community Beat Manager's report

The following report was received for the period 15/02/2021 to 11/03/2021.

Calls from Parish = 32 with the following selection of crimes reported: 2 abandoned 999 calls, 1 anti-social behaviour, 2 concerns for welfare, 3 covid-19 breaches, 1 criminal damage, 2 suspicious activity, 4 theft, 1 theft from a vehicle and 6 traffic related.

This month the local beat team are promoting 'Horse Watch' & 'Farm Watch'. Residents who are horse owners or farmers that would like to know more about this free service & free tack marking were asked to get in touch.

The local Neighbourhood police team can be contacted via 101, Twitter @ASPWSM or the Avon and Somerset police website (in your area).

Ward Councillor's report

No ward Councillor was present and no report has been received.

The meeting was convened.

035/21 To receive apologies for absence (agenda item 1)

No apologies were received.

036/21 To receive members' declarations of interest on any agenda item (agenda item 2)

No declarations of interest were received.

037/21 To approve as a correct record, the minutes of the Parish Council Meeting on the 15th of February 2021 (agenda item 3)

Resolved – That the minutes of the Parish Council Meeting held on the 15th of February 2021 be approved as a correct record.

The resolution was correctly proposed and seconded (unanimous)

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

038/21 To note the minutes of the Planning Committee held on 1st of March 2021 (agenda item 4)

The minutes of the Planning Committee Meeting on the 1st of March 2021 were noted.

039/21 To receive the Clerk's report/Exchange of information (agenda item 5)

i) Climate Emergency Communications

This month's theme is "Local Travel" and will focus on encouraging people to travel more locally for holidays. As the 'Climate Emergency Communications' trial comes to an end the trial organisers (CSE) have requested feedback from both the Council and the community. Whilst the free trial has been extended by one month after this a paid subscription service may be available if the trial is deemed successful.

ii) ASDA Grant

The Parish Council were awarded £300 for their Christmas initiative and our work in the community with food parcels. The aim is that the Easter Food Club initiative will use a portion of the ASDA "Feeding the Community" grant.

iii) Resurfacing of Youth & Community Centre Car Park

The shipping container is now in situ. The pole preventing access for the Scout minibus has now been repositioned meaning that the preparation work for the tarmacking can go ahead.

iv) Wrington Vale Rotary Club

The rotary club contacted the Parish Council to say they are beginning their weed clearing project again and will be working in the village over the coming months.

v) Strawberry Line Volunteers

The Strawberry line volunteers have contacted the Parish Council to say they have litter picked along the A371 and cleared the bench at the top of Castle Hill.

040/21 To discuss having a Teracycle Recycling Station (agenda item 6)

This item was deferred until the Communications Officer can attend.

041/21 To discuss supporting National Walking Month (agenda item 7)

Resolved – To support National Walking Month by promoting the initiative online and to consider running walking events with volunteers (restrictions allowing).

The resolution was correctly proposed and seconded (unanimous)

042/21 To note the training and events available and agree any attendance (agenda item 8)

i) 30th March SLCC Virtual Covid Risk Assessment 10:00 – 12:30 £30

Resolved – To agree the cost of £30 for the attendance of the Clerk.

The resolution was correctly proposed and seconded (unanimous)

ii) **Cyber awareness e-course £49**

Resolved – To agree the cost of £49 for the Clerk to undertake the course.

The resolution was correctly proposed and seconded (unanimous)

043/21 To authorise the following expenditure (agenda item 9)

i) **£652.15 for the annual ALCA / NALC subscription**

Resolved – To agree the cost of £652.15 for the annual ALCA / NALC subscription

The resolution was correctly proposed and seconded (unanimous)

ii) **£150 for a veil page for the website**

Resolved – To agree the cost of £150 for a veil page for the website

The resolution was correctly proposed and seconded (unanimous)

044/21 To consider alternative dog bin emptying contractors after the termination of the contract with FOSUK (agenda item 10)

Resolved – To hire contractor B to undertake the dog bin emptying contract with a 6-month probation.

The resolution was correctly proposed and seconded (unanimous)

045/21 To accept a North Somerset grant for the continued development of community-led health & wellbeing support in Banwell and its associated criteria (agenda item 11)

Resolved – To accept the grant of £1502.80 for the continued development of community-led health & wellbeing support in Banwell.

The resolution was correctly proposed and seconded (unanimous)

046/21 To agree to fund the following initiatives (agenda item 12)

i) **Chocs for Champs**

The Council were informed that a local resident would like to fund this in its entirety. The Clerk was asked to write a letter of thanks to the resident.

ii) **Easter Food Club Initiative**

Resolved – To fund the Easter initiative.

The resolution was correctly proposed and seconded (unanimous)

047/21 To agree moving the Annual Meeting forward from the 17th of May 2021 to the 4th of May 2021 before the ending of the virtual meeting legislation (agenda item 13)

Resolved – To agree to move the Annual Meeting forward from the 17th of May to the 4th of May 2021.

The resolution was correctly proposed and seconded (unanimous)

048/21 To consider a £500 grant application from Churchill & Lanford Minibus Society (agenda item 14)

Resolved – To agree a grant of £500 to the Churchill & Lanford Minibus Society.

The resolution was correctly proposed and seconded (unanimous)

049/21 To discuss North Somersets ‘Green Infrastructure Strategy’ consultation and agree a response (agenda item 15)

Resolved – That the Council support North Somersets ‘Green Infrastructure Strategy’ to preserve a cleaner and safer environment. Councillors were asked to submit their own individual responses.

The resolution was correctly proposed and seconded (unanimous)

050/21 To authorise bills for payment (agenda item 16)

The Clerk tabled an amended ‘Bills for Payment’ sheet.

Resolved: To authorise March’s bills for payment of £8,881.18. Cllr Harding and Cllr Baird to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

051/21 To note the Parish Council’s end of February bank balances and bank reconciliation (agenda item 16)

The Parish Council’s end of February bank balances and bank reconciliation were noted.

052/21 Dates of the next meetings (agenda item 17)

Tuesday 6th April 2021 7pm Planning Committee remotely <https://us04web.zoom.us/j/279564797>
19th April 2021 – 7:30pm Parish Council Meeting <https://us02web.zoom.us/j/82684306618>
26th April 2021 – 7:30pm Annual Parish Assembly <https://us02web.zoom.us/j/86986643234>

The Chairman closed the meeting at 20:20

.....Chairman

.....Date

Bills for Payment - 19th February to the 15th March 2021
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power	
Already Paid									
BACS	1st Banwell Scouts	50% payment for moving the BT pole	£1,072.54		£1,072.54		25/21	The Parish Council	
BACS	Banwell School	Grant for environmental area	£559		£559		26/21		
BACS	Urban Windows	Replacement YCC doors	£4,083.33		£4,900.00		213/20 (ii)		
DD	Unity Trust	Credit Card set up fee	£50.00		£50.00		217/20		
DD	Mainstream	Phone and Broadband (DD 15.03.21)	£2.54	£0.51	£3.05		093/20		
To Pay									
DD	E-ON	Streetlight Power (DD 16.03.21)	£155.43	£7.77	£163.20		093/20		
DD	E-ON	YCC power (19.03.21)	£50.87	£2.54	£53.41		093/20		
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		£141.75				
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		£70.87				
BACS	J K Gardening	Grass cutting @ YCC	£70.88		£70.88				
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50				
BACS	J K Gardening	Village orderly	£392.50		£392.50				
BACS	J K Gardening	Hedges, rec, Riverside, YCC	Total £898.50	£60.00	£60.00		H & S		
BACS	FOS UK	Dog Bin emptying	£375.00		£375.00		177/19		
BACS	Insight Cleaning	YCC Cleaning	£192.00		£192.00	Includes carpet clean	39/19		
BACS	YMCA	Youth Club Feb	£360.00		£360.00		175/19		
	Webglu	Quartely Fee	£179.90	£35.98	£215.88		151/17		
BACS	Containers Direct	Shipping Container	£1,765.00	£353.00	£2,118.00		124/20 (iv)		
	ALCA	Virtual Chairman Webinar	£35.00		£35.00		023/21 (i)		
BACS	ALCA	Annual Subscription	Total £687.15	£652.15	£652.15		43/21 (i)		
BACS	DS Securities	CCTV & Mag lock works to door	£135.00	£27.00	£162.00		213/20 (ii)		
BACS	Churchill Minibus Society	Donation	£500.00		£500.00		48/21		
BACS	Webglu		£150.00	£30.00	£180.00		43/21 (ii)		
BACS	SLCC	Webinar & e-course	£109.00	£21.90	£130.80		42/21 (i & ii)		
BACS	E. Shayler	Overtime & Expenses (zoom, vaccine clinic items inc high viz, anti bac gel & wipes, wheeled bucket, bin liners & diary)	£130.45	£23.25	£153.70		Admin, covid, H&S & YCC		
SO	Officer Salaries	Officer Salaries (SO 26.03.21)	£1,956.15		£1,956.15		093/20		
DD	Nest	Pension contibutions (DD 26.03.21)	£142.29		£142.29		093/20		
BACS	Unity Trust	Bank Charges (DD 31.03.21)	£31.05		£31.05				
BACS	HMRC	PAYE and NI for Sept (12.04.21)	£559.00		£559.00		093/20		
Totals			£8,379.33	£501.95	£8,881.18				



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD REMOTELY AT 8:30pm ON MONDAY 15th MARCH 2021

Present: Cllrs Phil Baird, Paul Blatchford & Paul Harding

In attendance: Liz Shayler (Clerk).

01/21 To receive and accept apologies for absence (agenda item 1).

No apologies were received.

02/21 To receive members' declarations of interest on any agenda item (agenda item 2)

No member's declarations of interest were received.

03/21 To approve as a correct record the Employment Committee meeting minutes from the 28th September 2020 (agenda item 3).

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

The resolution was correctly proposed and seconded (unanimous).

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

04/20 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item 8 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. (agenda item 4)

Resolved – That the press and public be excluded from the meeting.

The resolution was correctly proposed and seconded (Unanimous)

05/20 To undertake the Clerk's six-monthly appraisal (agenda item 5)

The Clerk was thanked for going above and beyond her role in organising the Council's response to the Covid 19 pandemic. In particular, the vaccination clinics and various initiatives supporting vulnerable families in the Parish.

The Chairman undertook the appraisal which resulted in a satisfactory outcome, identifying key work targets see attached.

06/20 To undertake the annual review of the Clerks Salary including a spinal point increase (agenda item 6).

The Committee discussed how the Clerk's role has grown and would be looking at whether LC2 mid-range (as per the Clerks contract) is still applicable. They also discussed the Clerks unused holiday entitlement.

Resolved – To agree an annual spinal point increase to LCP point scale 29.

The resolution was correctly proposed and seconded (Unanimous)

07/20 To note the Communications, Marketing and Grant Funding Officer's first appraisal and approve the end of the probation period (agenda item 7).

The Communications, Marketing and Grant Funding Officer's first appraisal was noted.

Resolved – To approve the end of the Communications, Marketing and Grant Funding Officer's probation period.

The resolution was correctly proposed and seconded (Unanimous)

08/20 To discuss increasing the Communications, Marketing and Grants Officer hours (agenda item 8)

Given the funding from North Somerset then the Committee were informed that this could be used for Officer time.

Resolved – To increase the Communications, Marketing and Grant Funding Officer's hours per week from eight to ten for the next year. To be reviewed in September 2021.

The resolution was correctly proposed and seconded (Unanimous)

09/20 To agree the date of the next meeting (agenda item 9)

6th September 2021

The Chairman closed the meeting at 21:20

.....Chairman

.....Date

BANWELL PARISH COUNCIL

ACTION PLAN FOR CLERK March 2021 to September 2021

NAME: Liz Shayler

JOB TITLE: Clerk and responsible financial officer to Banwell Parish Council

DATE OF INTERVIEW: 15th March 2021

NAME OF EMPLOYMENT COMMITTEE CHAIRMAN: Cllr Harding

1. KEY WORK TARGETS FOR NEXT YEAR

To continue to meet the challenges of Covid – 19
To investigate the feasibility of energy generation at the Youth & Community Centre (YCC)
To continue to support the continued professional development of the Communications, Marketing & Grant Funding Officer

2. NEW RESPONSIBILITIES (if any)

3. ADDITIONAL ACTION POINTS (if any)

4. TRAINING AND DEVELOPMENT NEEDS

NEEDS

OBJECTIVE(S)

First Aid Training	To meet H & S objectives on risk assessment.
Fire Marshall Training	To meet H & S objectives on risk assessment.
Covid Events Risk Assessment	To support key work target in relation to covid.
Cyber Awareness Course	To help protect the Parish Council from cyber-attacks.

5. ADDITIONAL COMMENTS

The Clerk was thanked for going above and beyond her role in organising the Council's response to the Covid 19 pandemic. In particular, the vaccination clinics and various initiatives supporting vulnerable families in the Parish.

REVIEW DATE: September 2021

CHAIRMAN'S SIGNATURE **DATE**

EMPLOYEE'S SIGNATURE **DATE**

Issue a copy to the employee and set the next review date, depending on the information above.

BANWELL PARISH COUNCIL
SECTION 3: ACTION PLAN FOR Daisy May Finniear, March 2021

NAME: Daisy May Finniear

JOB TITLE: Communications, Marketing & Grant Funding Officer

DATE OF INTERVIEW: 22nd February 2021

NAME OF APPRAISER: Liz Shayler

1. KEY WORK TARGETS FOR NEXT SIX MONTHS

Council

1. To refresh the Parish Council's communications policy
2. To develop a communications strategy
3. 'Getting to know your Parish Council' communications campaign.
4. Apply for grant funding from a variety of sources to support council projects and initiatives.

2. NEW RESPONSIBILITIES (if any)

To start becoming involved in Parish Climate Emergency work

3. ADDITIONAL ACTION POINTS (if any)

None

4. TRAINING AND DEVELOPMENT NEEDS

NEEDS

Sourcing Grant funding

OBJECTIVE(S)

To make finding grants more efficient.

5. ADDITIONAL COMMENTS

Very positive comments from the Parish Council about the logo design, e-newsletter survey and 'Buy in Banwell' communications campaign before Christmas.

Communications & Marketing

Facebook - During the last three months Daisy have almost doubled the reach of our Facebook page in comparison with the previous 3 months. There has also been a 12% increase in likes and a 17% increase in followers.

She has also created communications survey to inform communications strategy.

Grant funding

Combined successful ASDA grant of £300.

REVIEW DATE: _____

CLERK'S SIGNATURE **DATE**

EMPLOYEE'S SIGNATURE **DATE**

Issue a copy of whole appraisal to the employee and employment file. Issue a copy of Section 3 to the Employment Committee. Set the next review date, depending on the information above.



MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD REMOTELY AT 7pm ON TUESDAY 6th APRIL 2021

PRESENT: Councillors Paul Blatchford, Steve Davies, Paul Harding and Paul Philcox.
IN ATTENDANCE: Mrs Liz Shayler (Clerk) and Maggie McCarthy

In the absence of the Chair and Vice Chair then Cllr Blatchford chaired the meeting. He convened the meeting by welcoming everyone.

20/21 To receive apologies for absence (agenda item 1)

Cllr Manley sent his apologies.

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

No interests were declared.

22/21 To approve as a correct record the minutes of the Planning Committee Meeting held on the 1st March 2021 (agenda item 3)

Resolved – That the minutes of the Planning Committee Meeting held on the 1st of March 2021 be approved as a correct record of the meeting with Cllr Philcox being added as present.

The resolution was correctly proposed and seconded (unanimous)

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

23/21 To discuss North Somersets Street Names request for SNN4117 Taylor Wimpey Site (agenda item 4).

Councillors were asked to let the Clerk have any suggestions by the 12th of April for discussion and agreement at full Council.

Cllr Davies joined the meeting.

24/21 To discuss North Somersets draft Conservation Supplementary Planning Document Consultation (agenda item 5)

Councillors were supportive of the document with a few historical fact amendments however, they raised concerns about the outcome of the number of enforcement cases and retrospective planning which is often permitted against the best interest of the Conservation Area.

25/21 To note and comment upon planning applications (agenda item 6).

- (i) **21/P/0587/LDE Western Fields, Whitley Head, Banwell. BS24 6NA**
Certificate of Lawful Development for the change of use of a building from agricultural to Class B8 (Storage).

This application was noted.

- (ii) **21/P/0414/FUH Hollingworth, Dark Lane, Banwell. BS29 6BP.**
Proposed erection of a ground-floor and first-floor extension to provide additional accommodation, with balcony to the rear at first floor level. Erection of a detached garage to the front of property.

Resolved – That whilst the Committee support the extension to provide additional accommodation, with balcony to the rear at first floor level then it was felt that they could not support the additional garages for the following reasons.

- No justification for an additional double garage and lack of detail about the proposal, especially the scale.
- In front of the property line interfering with the street scene.
- Given the incline on Dark Lane the garage would be in an elevated position which would be seen from the Conservation Area.
- Concern that this could become an annex or a separate dwelling.

The resolution was correctly proposed and seconded (unanimous)

(iii) 21/P/0489/FUH Jana, Wolvershill Road, Banwell. BS29 6DJ

Single storey front and rear extensions, loft conversion and front and rear dormers.

Resolved – To not support this application for the following reasons.

- It will create a change to the street scene and therefore become out of keeping among the adjacent dwellings with an increased roof line.
- It will set a precedent for these properties leading to a further reduction of two-bedroom bungalows that are much needed in the village.

The resolution was correctly proposed and seconded (unanimous with 1 abstention)

(iv) 21/P/0756/AOC Land South of Churchland Way, Wolvershill Road, Banwell

Discharge of condition No. 7 Phasing Plan, No.10 Construction Management, No. 12. Surface Water Drainage, No.14. Construction Surface Water Run Off, No. 15. Foul Water Drainage and Nos. 38/39 Land Remediation on application 12/P/1266/OT2

This application was noted.

(v) 21/P/0796/TPO Land South of Churchland Way, Wolvershill Road, Banwell.

T1 - Oak - Fell. G2 - Ash - Fell. G3 - Willow - Fell. Due to planned development of Weston Parklands project

This application was noted.

(vi) 21/P/0857/HHPA Homleigh, Whitecross Lane, Banwell BS29 6DP.

Prior approval request for the erection of a single storey rear extension with a flat roof that would 1) extend beyond the rear wall of the original house by 4.5 metres; 2) have a maximum height of 2.99 metres and 3) have eaves that are 2.99 metres.

Resolved – To support this application.

The resolution was correctly proposed and seconded (unanimous)

(vii) 21/P/0877/TRCA 39, High Street, Banwell. BS29 6AF

T1 - Ash - Fell. G1 - Ash/Sycamore/Elder - Fell.

This application was noted.

26/21 To note planning decisions – (agenda item 7)

(i) 20/P/0736/FUL Land West of Mayflower Lodge, Box Bush Lane, Rolstone

Erection of a fodder, machinery and equipment store. **APPROVED**

(ii) 20/P/1635/MOD Court Farm Moor Road Banwell BS29 6ET

Modification of Section 106 Agreement to amend the mortgagee exemption clause to replace it with the industry standard wording to ensure that it will be possible to secure a charge against the affordable housing units. **APPROVED**

(ii) 20/P/1690/RM Land to South of William Daw Close, Banwell.

Reserved Matters application for approval of appearance, layout, scale and landscaping for the erection of 26no. dwellings pursuant to outline permission 18/P/3334/OUT **APPROVED**

- (iv) **20/P/2666/FUL Kings Field Land off Moor Road, Banwell. BS29 6ET**
Creation of 1no. traveller and gypsy caravan pitch together with the formation of hardstanding and the erection of a day room, stables and shed, siting of park home and touring caravan (Retrospective). **REFUSED**
- (v) **20/P/3212/FUL Towerhead Barn, Towerhead Road Banwell BS29 6PQ**
Change of use (part) agricultural land to domestic curtilage including the erection of a detached garage. **APPROVED**
- (vi) **20/P/3250/FUL Caravan Park, Stonebridge Farm, Banwell.**
Variation of Condition 1 of planning permission 18/P/5105/FUL (Variation of condition No. 2 on application 11/P/0297/F to allow for the operational life of the touring caravan site to be extended) to extend the operation life of the touring caravan site to 30 November 2024. **APPROVED**
- (vii) **21/P/0159/FUH 11 West Street, Banwell BS29 6DA**
Proposed single storey rear extension. **APPROVED**
- (viii) **21/P/0312/TRCA The Manor, 1 Castle Hill, Banwell BS29 6BL**
T1 - Cedar/Lawson - crown reduce by 1-2m. **NO OBJECTION**
- (ix) **21/P/0401/TRCA 68A West Street Banwell BS29 6DE**
T1 - Silver Birch - Fell & replace with similar 3m further north, T2 - Eucalyptus - Clean to remove dead/broken branches throughout crown, reduce crown spread by 4m west side & 3m east side. **NO OBJECTION**

27/21 Date of the next meeting (agenda item 8)

19th April 2021, 7:30pm Parish Council Meeting remotely <https://us02web.zoom.us/j/308292669>
Tuesday 4th May 2021, 7pm Planning Meeting remotely <https://us04web.zoom.us/j/279564797>

The Chairman closed the meeting at 19:25

.....Chairman

.....Date



TERMS OF REFERENCE

To review and approve the following

	REVIEWED	TO BE REVIEWED
Planning Committee Terms of Reference	May 2020	May 2021
Youth and Community Centre Committee Terms of Reference	May 2020	May 2021
Employment Committee Terms of Reference	May 2020	May 2021
Cemetery and Memorials Working Party Terms of Reference	May 2020	May 2021
Appeals Committee Terms of Reference	May 2020	May 2021

Banwell Parish Council Meeting Dates

2019/20	Full Parish Council (3rd Monday)	Planning Committee (1st Monday)	YCC Committee	Employment Committee / Cemetery & Memorials WP	Parish Assembly	Rec Trust (Ad Hoc)
May	4th (Annual Meeting)	4th (due to bank holiday)				
June	21st	No meeting		Cemetery WP TBD		
July	19th	5th	5th			
August	16th	3rd (due to bank holiday)				
September	20th	6th		Cemetery WP TBD		
October	18th	4th	4th	Employment Committee 4th		
November	15th	1st				
December	20th	6th				
January	17th	4th (due to bank holiday)	4th			
February	21st	7th				
March	21st	7th		Employment Committee 7th		
April	19th (due to bank holiday)	4th	4th		28th	
May	16th	3rd (due to bank holiday)				



POLICIES AND PROCEDURES

To review and approve the following highlighted policies & procedures

POLICY	REVIEWED	TO BE REVIEWED
Absence Policy	May 2020	May 2022
Acceptable use Policy	Aug 2019	Aug 2021
Accessibility Statement	May 2020	May 2022
Code of Conduct	May 2020	May 2021
Community Engagement	May 2020	May 2022
Complaints Procedure	May 2019	May 2021
Dignity at Work / Antbullying & harassment policy	May 2020	May 2022
Disciplinary Procedure	May 2019	May 2021
Equal Opportunities Policy	May 2020	May 2022
Expenses – Travel & Subsistence Policy	July 2019	March 2021
Financial regulations	Feb 2021	Feb 2021
Flagpole and Flag Flying Policy	Nov 2019	Nov 2023
General Data Protection Regulations Policy <ul style="list-style-type: none"> Data Audit Privacy Notice Subject Access Request Form 	May 2020 May 2020	May 2022 Ongoing
Grant awarding Policy	Jan 2019	July 2021
Grievance Procedure	May 2019	May 2021
Health and Safety I am intending to rewrite this so will submit later in the year.	March 2019	Feb 2020
Investments Strategy	May 2020	May 2022
Lone Working Policy	June 2020	May 2022
Press and Media Policy	July 2019	July 2022
Protocol for marking the death of a Senior Figure	May 2020	May 2022
Publication scheme and schedule	May 2020	May 2022
Records Management Policy	July 2019	July 2023
Reserves Policy	May 2019	May 2022
Safety of Memorials Policy	October 2019	October 2023
Scheme of Delegation	March 2020	March 2021
Standing Orders	Feb 2021	May 2021
Training Policy	May 2020	May 2022
War Memorial Policy	July 2015	ASAP

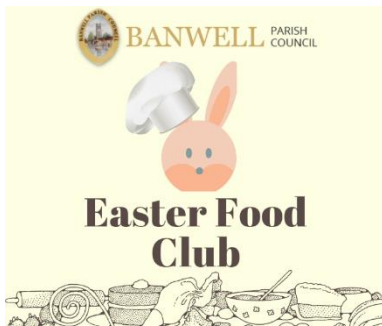
Agenda Item 13 – Officer’s Report

(i) **National Walking Month**

May is National Walking Month Daisy is providing updates on the Council’s Facebook Page and website on the benefits of walking, resources, and schemes to get you moving. The Parish Council has its own scheme the ‘Walking Buddy Programme’. The plan is for people who lack motivation or are nervous to begin walking on their own, then they can contact the Clerk to sign up for a walking buddy. We have already had 5 people express an interest in being volunteers to help people in Banwell to get out and about for a stroll around the village.



(ii) **Easter Food Club Initiative**



Over the Easter Holidays, we organised the ‘Easter Food Club’ event with live online cooking lessons taught by local chefs and teachers. Four tasty meals were made during the free sessions. Some families were given the opportunity to have a food and equipment box provided to take part in the sessions. Families identified by Banwell & Churchill School were also given a free Eco Activity Pack provided by North Somerset Council and Easter Egg provided through the Parish Council from local resident donations.

Thank you must go to Churchill School, Banwell School, North Somerset Council, Banwell Garden Centre, Trussell Trust and Stonebridge Farm for supporting this event, from providing equipment and ingredients to volunteering to run cooking sessions. The event would not have been the same without such strong community support. The recipes can be found on our website, including a link to the recorded cooking sessions.

(iii) **Resurfacing of Youth & Community Centre Car Park**

Now completed, the white lines are on the agenda.

(iv) **Banwell Bootcamp**

Thanks were given for the use of the Youth Community Centre grounds for a Banwell Bootcamp exercise class whilst the Castle was closed.

Insurance Comparison

Contractor	Other Comments	Comments	1 yr cost	3yr cost
A Came & company with Hiscox	Current Insurance Provider	Public Liability £10,000,000 Employers Liability £10,000,000 Officials Indemnity £500,000 Libel and Slander £250,000 Legal Expenses £100,000 Fidelity £250,000	£2,489.66	£2,367.68
B Ecclesiastical		Public Liability £10,000,000 Employers Liability £10,000,000 Officials Indemnity £500,000 Libel and Slander £250,000 Legal Expenses £250,000 Fidelity £200,000	£2,854.28	
C Pen underwriting		Public Liability £10,000,000 Employers Liability £10,000,000 Officials Indemnity £500,000 Libel and Slander £250,000 Legal Expenses £500,000 Fidelity £200,000	£2,938.24	
B BHIB through Aviva	Good support during lockdown for risk assessments despite not being a customer.	Public Liability £10,000,000 Employers Liability £10,000,000 Officials Indemnity £500,000 Libel and Slander £250,000 Legal Expenses £250,000 Fidelity £250,000	£1708.77	£1603.38
C Zurich		Public Liability £12,000,000 Employers Liability £10,000,000 Officials Indemnity £12,000,000 Libel and Slander £500,000 Legal Expenses £200,000 Fidelity £500,000	£2195.61	£1992.87

Increased Fidelity insurance as a minimum of £250,000 requested by the auditor. All associated paper if requested.

Having looked at Clerks recommendations then it seems that they have experience similar to me with Came and Company now being a lot slower to respond to questions. Both BHIB and Zurich have come out well.

Ideas for road names

Close, Road, Lane, Drive, Street, Avenue, Boulevard, Parade

Adams	306 & Luggs
Amos	Marconi
Armstrong	440 & 441 Martins Hills
Badman	Martock
Bay tree	Merrett
Beard	Messiter
Beaufort	433 & 436 Monks Brake
Beckington	Morse
Binman Gresley	270 Niles
Bisdee	Nott
Blandon	Payne
Blenheim	Plaister
290 Bow Acre	Ricketts
Broadbear	Samuel Taylor
272 Burgess Green	Say
431 Butty Acre	278 Scotch Croft
Cappell	Smythe
438 Carborough	421 Square Close
Chapman	St Andrews
Cotgrave	Symons
Council	Symson
Edols	435 Tripps Hill
Emery	Tuckey
Goding	Tutt
Godwin / Godwyn	Urch
264 Goosey	Watt
302 Great Acre	Whatley
453 Hackmead	Wilcox
318 Halls	Willett
Hemmens	Wood
Hewlett	Woolfreys
Horington	287 Yeos
Irish	
317 James Maed	Fields denoted with numbers
Keene	
Laney	Grumble Pill is the rhine that separates Banwell parish from Locking Parish.
Lansdown	
Law	
301 Little Acre	

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

Tel: 07465 416597

Email: bridget.c.bowen@outlook.com

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

6 April 2021

Dear Liz

BANWELL PARISH COUNCIL

Interim internal audit report - Year ended 31 March 2021

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

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

The internal audit work I have carried out has been planned to enable me to give my opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2020-21 Annual Governance and Accounts Return.

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

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2020
- The Accounts and Audit (England) Regulations 2015 (as amended).

I was appointed as internal auditor to the Parish Council for 2020-21 on 27 April 2020.

My second internal audit review was undertaken remotely on 26 March 2021, and the post year end work was completed on 6 April 2021.

Background

Banwell Parish Council has income and expenditure of between £100,000 and £200,000 and is subject to by the external auditor, PKF Littlejohn. The Council had a clean annual report from the external auditor for 2019-20.

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

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

The Council's accounting records are maintained on Scribe.

Internal audit checks

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

I have checked the following:

- Minutes of Council Meetings
- Bank and cash
- Income and expenditure
- VAT claims
- Insurance
- Budget and reserves
- Asset register
- Year end checks

Findings

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

Good practice

- The Clerk is CiLCA qualified
- The Council maintains its books and records on Scribe software
- All records were up to date and easy to follow
- The Council's Standing Orders and Financial Regulations are ed regularly and are tailored appropriately for the Council
- The Council has appropriate policies in place
- The Clerk is aware of the requirements of GDPR and the Council is registered with the ICO
- Councillors attend training by the local branch of the National Association of Local Councils
- Bank reconciliations are prepared accurately and regularly
- Bank reconciliations are carried out promptly each month, and are checked by a councillor
- Details of all payments authorised at meetings are recorded in the minutes

Good practice continued

- HMRC Toolkit is used for the payroll
- All eligible employees have either been auto-enrolled in a pension scheme or have opted out in writing
- All employees have contracts of employment
- The budgeting process is detailed and thorough and monitored throughout the year
- VAT claims are made regularly
- The Council has taken appropriate action to enable it to continue to meet and function during the Covid-19 pandemic

Recommendations

Risk assessment and insurance

- As noted in my last report the Council should consider increasing its fidelity guarantee insurance to cover at least the year end balance plus half the annual precept. Council will consider this in May 2021 when the insurance is due.

Other matters to be brought to the Council's attention

- The Annual Internal Audit Report was completed with positive responses to all relevant objectives.

Conclusion

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

Next Steps

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

Kind regards

Yours sincerely



Bridget Bowen FCA

Internal auditor

Annual Internal Audit Report 2020/21

BANWELL PARISH COUNCIL

www.banwellparishcouncil.org.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable

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

Date(s) internal audit undertaken

03/12/2020 26/03/2021 06/04/2021

Name of person who carried out the internal audit

BRIDGET C. BOWEN FEA AUDITOR

Signature of person who carried out the internal audit

Bridget Bowen

Date

06/04/2021

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

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

INTERNAL AUDITOR'S ANNUAL REPORT

Year ended 31 March 2021

Banwell Parish Council

Objective	Explanation
F	No petty cash held
K	The authority did not certify itself as exempt in 2020
L	The authority has annual turnover exceeding £25,000

Bridget Bown FCA
Internal auditor

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Banwell Parish Council
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

04/05/2021

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.banwellparishcouncil.org.uk

ENTER FULLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

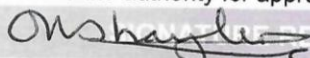
Section 2 – Accounting Statements 2020/21 for

Banwell Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	185,919	186,594	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	88,896	93,908	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	42,989	52,205	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	27,592	31,489	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	103,618	129,226	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	186,594	171,992	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	186,594	171,992	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	670,533	677,151	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
	✓		

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

 SIGNATURE REQUIRED

Date

01/04/2021

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

04/05/2021

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Bills for Payment - 19th February to the 15th March 2021
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
Already Paid								The Parish Council
BACS	Adams Memorials	Repairs to memorials in the cemetery	£1,390.00	£278	£1,668.00			
DD	Mainstream	Phone and Broadband (DD 15.04.21)	£116.69	£23.33	£140.02		093/20	
DD	E-ON	Streetlight Power (DD 17.04.21)	£155.43	£7.77	£163.20		093/20	
DD	E-ON	YCC power (19.04.21)	£49.43	£2.47	£51.90		093/20	
To Pay								
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		£141.75			
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		£70.87			
BACS	J K Gardening	Grass cutting @ YCC	£70.88		£70.88			
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50			
BACS	J K Gardening	Village orderly	£392.50		£392.50			
BACS	J K Gardening	Grass at YCC, Scout Hut	Total £853.50	£15.00	£15.00	To be reimbursed	H & S	
BACS	Ambience Landscape	Dog Bin emptying	£216.67	£43.33	£260.00		044/21	
BACS	Insight Cleaning	YCC Cleaning	£176.00		£176.00		39/19	
BACS	YMCA	Youth Club Feb	£600.00		£600.00		175/19	
BACS	GB Sport	Quarterly Inspection	£100.00	£20.00	£120.00		136/19	
BACS	ICCM	Annual Membership	£95.00		£95.00		Delegated authority	
BACS	Bridget Bowen	Audit	£250.00		£250.00		094/20	
BACS	Weston Rail Services	Quarterly Inspection	£875.00	£175.00	£1,050.00		93/20	
BACS	LW G-Works	Car Park Resurfacing	£26,200.00	£5,240.00	£31,440.00		005/21	
BACS	Triangle Lift Services	Annual Maintenance	£230.01	£46.00	£276.01		Delegated authority	
BACS	Avon Armour	Annual Service & repair to door opening	£273.00	£54.60	£327.60		Deleagted authority	
DD	Calor	YCC Gas (28.04.21)	£387.24		£387.24		93/20	
BACS	E. Shayler	Overtime & Expenses (zoom, bin liners & diary)	£306.25	£24.68	£330.93		covid, H&S & YCC	
SO	Officer Salaries	Officer Salaries (SO 26.04.21)	£1,961.55		£1,961.55		093/20	
DD	Nest	Pension contibutions (DD 26.04.21)	£146.98		£146.98		093/20	
DD	Cathedral Hygeine	Quartely Fee (05.05.2021)	£129.90	£26.00	£155.99		151/17	
BACS	HMRC	PAYE and NI for Sept (12.05.21)	£581.79		£581.79		093/20	
Totals			£33,704.44	£5,663.18	£39,367.71			

Banwell Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2021		
	Cash in Hand 01/04/2020		186,593.72
	ADD Receipts 01/04/2020 - 31/03/2021		146,112.96
			332,706.68
	SUBTRACT Payments 01/04/2020 - 31/03/2021		160,715.10
A	Cash in Hand 31/03/2021 (per Cash Book)		171,991.58
	Cash in hand per Bank Statements		
	Cash 31/03/2021	0.00	
	Unity Trust Bank (20398572) 31/03/2021	34,626.63	
	PC Reserve Saver account (81413) 31/03/2021	44,601.61	
	Cemetery Reserve Account (59678) 31/03/2021	87,269.55	
	Natwest Current account (5335765) 31/03/2021	5,493.79	
			171,991.58
	Less unrepresented payments		0.00
			171,991.58
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		171,991.58
	A = B Checks out OK		

Department	Draft Budget 2020 - 21		Precept	Reserves		
Cemetery & Memorials						
Grass cutting	£	1,950.00	£	1,950.00	£	-
Paths / Trees & Garden	£	300.00	£	300.00	£	-
Making up graves	£	100.00	£	100.00	£	-
Cemetery / Memorial work contingency	£	2,000.00	£	1,500.00	£	500.00
Cemetery software	£	378.00	£	378.00	£	-
TOTAL	£	4,728.00	£	4,228.00	£	500.00

YCC						
Repairs & Maintenance	£	3,000.00	£	2,000.00		
YCC upgrade	£	15,000.00	£	8,500.00	£	6,500.00
CCTV	£	1,000.00	£	1,000.00	£	-
Electricity	£	1,000.00	£	1,000.00	£	-
Gas	£	1,500.00	£	1,500.00	£	-
Water	£	650.00	£	650.00	£	-
Waste Collection	£	650.00	£	650.00	£	-
Cleaning & supplies	£	2,500.00	£	2,500.00	£	-
Office Equip inc software	£	5,000.00	£	4,000.00	£	1,000.00
Phone internet	£	600.00	£	600.00	£	-
Grass cutting	£	850.00	£	850.00	£	-
fence / hedge	£	280.00	£	280.00	£	-
YCC Rent	-£	1,300.00	-£	1,300.00	£	-
TOTAL	£	32,030.00	£	23,530.00	£	7,500.00

Clerk & Admin						
Salary & NI	£	31,000.00	£	30,000.00	£	1,000.00
Pension provision	£	1,000.00	£	1,000.00	£	-
Advertising inc printing	£	300.00	£	300.00	£	-
Insurance	£	2,471.52	£	2,475.00	£	-
Subscriptions	£	1,200.00	£	1,200.00	£	-
Audit fees	£	900.00	£	900.00	£	-
Legal costs	£	500.00	£	200.00	£	300.00
Training Officers	£	700.00	£	500.00	£	200.00
Training Cllrs	£	600.00	£	600.00	£	-
Risk Assessments	£	300.00	£	300.00	£	-
Chairman's Allowance	£	250.00	£	250.00	£	-
Grants and Donations	£	7,000.00	£	5,000.00	£	2,000.00
Bank Charges	£	100.00	£	100.00	£	-
Covid 19	£	200.00	£	200.00	£	-
Covid Food Bank	£	800.00	£	800.00	£	-
TOTAL	£	47,321.52	£	43,825.00	£	3,500.00

Environment						
Fence and Tree Work	£	300.00	£	300.00	£	-
Village Orderly	£	4,710.00	£	4,710.00	£	-
Dog Bins	£	4,100.00	£	4,100.00	£	-
Grass Cutting	£	1,450.00	£	1,450.00	£	-
Riverside & Defib	£	2,000.00	£	2,000.00	£	-
Environmental projects	£	4,000.00	£	3,000.00	£	1,000.00
Environmental Grant	£	2,000.00	£	2,000.00	£	-
TOTAL	£	18,560.00	£	17,560.00	£	1,000.00

Highways

Power	£	1,800.00	£	1,800.00	£	-
Maintenance	£	3,500.00	£	3,500.00	£	-
Upgrades	£	5,000.00	£	5,000.00	£	-
6 yr inspect	£	-	£	-	£	-
Highways related projects	£	4,000.00	£	2,500.00	£	1,500.00
TOTAL	£	14,300.00	£	12,800.00	£	1,500.00

Recreation Ground

Rec Grass Cutting	£	1,700.00	£	1,700.00	£	-
Rec Maintenance	£	1,600.00	£	1,600.00	£	-
Rec Trees and Fence Work	£	150.00	£	150.00	£	-
Inspections	£	400.00	£	400.00	£	-
Play Equipment	£	20,000.00	£	-	£	-
Section 106 grant for play	£	-	£	-	£	-
TOTAL	£	23,850.00	£	3,850.00	£	-

Youth

Youth Club staffing	£	10,000.00	£	9,000.00	£	1,000.00
Youth Club programme	£	500.00	£	-	£	500.00
Computers	£	500.00	£	-	£	500.00
Extraordinary activities inc Residential	£	1,800.00	£	-	£	-
Subs	-£	400.00	-£	400.00	£	-
Youth Council / forum	£	200.00	£	200.00	£	-
TOTAL	£	12,600.00	£	8,800.00	£	2,000.00

Grand Total

£	153,389.52	114,593	£16,000
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INCOME

Village Orderly Grant	£	435.81	£	435.81	£	-
Misc income	£	1,100.00	£	1,100.00	£	-
CIL	£	12,000.00	£	12,000.00	£	-
Solar panel grant from New Solar Banwell	£	7,149.00	£	7,149.00	£	-
INCOME	£	20,684.81	£	20,684.81	£	-

Budget

Precept

Reserves

£132,705**93,908****£16,000**

Cemetery income	£3,500	0	
Section 137 Contributions			

GENERAL RESERVES AT 31.03.21**£57,228****CEMETERY EXTENSION RESERVE ON 31.03.21****£85,875**

Agenda item 23

Regular payments to be made by direct debit, standing order or BACs– for 2021/22

		Frequency
SO	Clerk basic salary	Monthly
SO	Communications Officer basic salary	Monthly
DD	Pension – NEST	Monthly
DD	E-On – electricity streetlights	Monthly
DD	E-On – electricity YCC	Monthly
DD	Mainstream telephone lines x 2 at YCC	Monthly
DD	North Somerset – waste collection at YCC	Monthly
DD	Water-2-Business YCC	Quarterly
DD	Cathedral Hygiene YCC	Quarterly
DD	Unity Trust Bank Charges	Quarterly
DD	Calor gas	Quarterly
DD	Information Commissioners Office - data protection	Annually
DD	TV Licence	Annually
DD	Unity Trust Bank Charges	Quarterly
VDD	Land Registry	When requested
BACS	JK Gardening	Monthly
BACS	Ambience Landscape Gardening	Monthly
BACS	Insight Cleaning	Monthly
BACS	YMCA Dulverton	Monthly
BACS	HMRC	Monthly
BACS	Webglu	Quarterly