



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT THE YOUTH & COMMUNITY CENTRE 2021 AT 7:30pm ON MONDAY 21st MARCH 2022

PRESENT: Councillors: Paul Blatchford (Chairman), Steve Davies, Kevin Gibbons, Paul Harding, Lizzie Ingram, Nick Manley, Maggie McCarthy and Matthew Thomson.

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

Before the meeting was convened, the Chairman announced the resignation of Cllr Baird. He was thanked for his commitment to the Parish Council for the last few years.

Members of the public were then invited to speak.

Members of the public

No members of the public were present

Community Beat Manager's report

The following report was received for the period 20/02/2022 to 19/03/2022.

Calls from Parish = 23 with the following selection of crimes reported: 5 abandoned 999 calls, 1 antisocial behaviour, 1 concern for welfare, 1 criminal damage, 4 suspicious activity, 2 theft, 2 theft of a vehicle and 4 traffic related.

The beat team were pleased to see so many people at the "Banwell coffee and chat group" this month and are looking forward to attending regularly now that Covid restrictions are lifting. The local Neighbourhood police team can be contacted via 101, or check out their social media sites, Facebook "Weston & Worle police" or Twitter "ASPNorthSomerset".

Ward Councillor's report

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

The meeting was convened.

032/22 To receive apologies for absence (agenda item 1)

Apologies were received from Cllrs Phil Adams, and the Communications Officer who were listening online.

033/22 To receive members' declarations of interest on any agenda item (agenda item 2)

No declarations of interest were received.

034/22 To approve as a correct record, the minutes of the Parish Council Meeting on the 21st of February 2021 (agenda item 3)

Resolved – That the minutes of the Parish Council Meeting held on the 21st of February be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous)

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

035/22 To note the following minutes (agenda item 4)

- i) **Planning Committee minutes from the 7th of March 2022**
The minutes were noted
- ii) **Youth & Community Centre Committee minutes from the 7th of March 2022**
The minutes were noted
- iii) **Employment Committee minutes from the 7th of March 2022**
The minutes were noted

036/22 To confirm the recommendation from the Employment Committee to the increase of spinal point for the Clerk from 30 to 31 and the Communications Officer from 10 to 11 and the nationally advised pay increase to spinal points backdated to the 1st April 2021 (agenda item 5)

Resolved – To confirm the recommendation from the Employment Committee to the increase of spinal point for the Clerk from 30 to 31 and the Communications Officer from 10 to 11 and the nationally advised pay increase to spinal points backdated to the 1st of April 2021.

The resolution was correctly proposed and seconded (unanimous)

037/22 To note the training and events available and agree any attendance (agenda item 6)

- i) **ALCA e-learning on nimble**
The training was noted
- ii) **Communications Training via ALCA**
The training was noted
- iii) **Finance Training via ALCA**
The training was noted
- iv) **'Scribe' Finance Training via ALCA**
The training was noted
- v) **28th April 6:30pm ALCA Planning in Plain English £40**

Resolved –To approve the attendance of Cllr Gibbons for £40.

The resolution was correctly proposed and seconded (unanimous)

- vi) **14th July 9:15am – 12 ICCM Establishing & Managing Gardens of Remembrance £80**

Resolved –To approve the attendance of the Clerk for £80.

The resolution was correctly proposed and seconded (unanimous)

038/22 To receive the Officer report/Exchange of information (agenda item 7)

- i) **Councillor Profiles and videos on the website**
The Communications Officer intends on doing another 'Get to Know Your Council' in May 2022 to fill any vacancies. As part of this and also the Quality Council award we need to ensure the website is up to date with a photograph and blurb about every

councillor. She would also like to work with those Councillors who do not currently have a video so that everyone has one.

ii) **Wi-Fi & Livestreaming meetings.**

Unfortunately, the ethernet cable is not due to be installed until the end of April. As such the Parish Council meetings will continue to be administered by the Communications Officer at home and the Committee meetings by the Clerk from home.

iii) **Community Food Project Grant and Social Prescribing Community Grant**

North Somerset have approved both applications totalling £6070 which will be used for Youth Club to fund 2 sets of 6 weeks of cookery lessons, a residential weekend & five 4 hr sessions of activities during the summer holidays.

iv) **Banwell Bypass Information Event**

The Bypass Information Event is now underway until April 22nd. There are three more opportunities to speak to the Bypass Team and we currently have access to the information boards shown at the information event.

v) **Local Plan Update**

The Local Plan Consultation is now underway until April 28th. The face-to-face question & answer session organised for April has now been cancelled due to attendance at the Bypass Event.

039/22 To the increase in cost for the dog bin contract and agree a way forward (agenda item 8).

The Clerk informed the meeting that due to a significant increase in costs, the dog bin contractor has increased to the cost of collections. From £5200 to £5382. This is an annual increase of £182 at approximately £5.17 (previously £5) a bin.

Resolved – To agree the increase in contract price for the collection of the dog bins.

The resolution was correctly proposed and seconded (unanimous)

040/22 To discuss and agree a way forward in relation to the following Youth & Community Centre contracts (agenda item 9)

i) **Streetlight unmetered supply**

Resolved – To give the Clerk delegated authority to agree a contract with an unmetered electricity supply provider if new contracts are being allowed before the next meeting on April 18th 2022.

The resolution was correctly proposed and seconded (unanimous)

ii) **Youth & Community Centre Electricity**

Given that staying with E-On is currently the cheapest option then stay with E-On and requote a month before the end of the contract in July 2022.

iii) **Water**

Resolved – To stay with present water provider.

The resolution was correctly proposed and seconded (unanimous)

iv) **£236.91 for the quarterly servicing of the disabled access lift**

Resolved – To approve the annual charge of £236.91 for the quarterly servicing of the disabled access lift.

The resolution was correctly proposed and seconded (unanimous)

v) **An additional £15 for each Youth Club Session**

The Clerk informed the Council that the Youth Club Providers would be increasing their session fees from £120 to £135 from the 1st of April. This will be discussed at the next meeting.

041/22 To consider a grant application from the Women's Institute (agenda item 10).

Resolved – To approve the payment of £200 to the Women's Institute to support their group and to offer them a session with our Communications Officer to support them in increasing their membership.

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

042/22 To ratify the purchase of two additional CCTV cameras and the replacement of a third at the Youth & Community Centre for a cost of £795 made by the Clerk using delegated powers (agenda item 11).

Resolved – To ratify the purchase of two additional CCTV cameras and the replacement of a third at the Youth & Community Centre for a cost of £795 made by the Clerk using delegated powers.

The resolution was correctly proposed and seconded (unanimous)

043/22 To note and agree how a response will be formulated to North Somersets Banwell Bypass Consultation (agenda item 12).

Resolved – That all members submit their comments to Cllr Manley by the 6th of April 2022 for a Parish Council response to be collated for agreement at the next Parish Council meeting.

The resolution was correctly proposed and seconded (unanimous)

044/22 To note and agree how a response will be formulated to North Somersets Local Plan Consultation (agenda item 13).

Resolved – That all members submit their comments to Cllr Blatchford by the 6th of April 2022 for a Parish Council response to be collated for agreement at the next Parish Council meeting.

The resolution was correctly proposed and seconded (unanimous)

045/22 To agree to carry forward several individual unused 2021-2022 budgets into the 2022-2023 budget (agenda item 14).

Resolved – To agree to carry forward the following unused 2021-2022 budgets into the 2022-2023 budget.

Cost code	Budget 20/21	Under-spend	Roll Forward	Explanatory note	Minute agreed
Officer Training	£700	£236	£236	To pay for the Clerk to attend the National Conference.	E07/22
Office equipment inc website	£5000	£2669.09	£490	£165 for Wifi Router £325 Work to install ethernet cable at YCC not able to be completed until next financial year (£225-£325) estimated cost.	022/22 (vi) YC 07/22
Risk Assessments	£300	£187.50	£99	YCC 3-year major review	022/22 (ii)
Grants	£7000	£5016.68	£500	Awarded to Banwell Community Singers	007/22 (iii)

YCC Water	£650	£601.37	£600	Water Bill delayed until May 2022 due to broken water meeting & water leak. Bill 09/08/21 – 09/03/22 est £1222.94	045/22
YCC CCTV	£2000	£1855	£795	Work programmed in for 29/03/22	042/22
Subscriptions	£1200	£205.34	£205	ALCA have moved their subscriptions until after the 1 st of April.	045/22
Env Play Equipment	£4700	£2760	£2760	To be added to Riverside Play Equipment budget	045/22
TOTAL			£5685		
Cost Code	Income 20/21	Still to spend	Roll Forward	Explanatory note	
CIL	£2911.22	£2510.42	£2510.42	Automatically carried over until spent. Allocated to YCC LED light replacement.	
Community Food Grant	£2083.80	£2083.80	£2083.80	Received in this financial year to be spent in next financial year.	
Social Prescribing Grant	£3986	£3986	£3986	Received in this financial year to be spent in next financial year.	
Donation to Env hedge / fence / tree work	£30	£30	£30	Donation for replacement memorial trees	

The resolution was correctly proposed and seconded (unanimous)

046/22 To agree the transfer from financial years 2020/21 & 2021/22 of £520 in Environmental fees from the Cemetery Account to the Natwest Current Account (agenda item 15).

Resolved – To agree the transfer from financial years 2020/21 & 2021/22 of £520 in Environmental fees from the Cemetery Account to the Natwest Current Account.

The resolution was correctly proposed and seconded (unanimous)

047/22 To authorise March bills for payment (agenda item 16)

Resolved: To authorise February bills for payment of £8578.92. Cllr Harding and Cllr McCarthy to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

048/22 To note the Parish Council's end of February's bank balances and bank reconciliation (agenda item 17)

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

049/22 Dates of the next meetings (agenda item 18)

Monday 4th of April 2022, 7pm Planning Committee at the Youth & Community Centre (YCC)
Tuesday 19th of April 2022, 7:30pm Parish Council Meeting at the YCC

The Chairman closed the meeting at 20:30

.....Chairman

.....Date

Bills for Payment - 22nd February until 17th March 2022
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power	
Already Paid									
DD	Mainstream	Phone and Broadband (DD 15.03.22)	£4.29	£0.86	£5.15		075/21	The Parish Council	
DD	N-Power	Streetlight Power (17.03.22)	£128.44	£6.42	£134.86		075/21		
DD	E-ON	YCC power (17.03.22)	£63.87	£3.18	£66.85		075/21		
To Pay									
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		£141.75		075/21	The Parish Council	
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		£70.87		075/21		
BACS	J K Gardening	Grass cutting @ YCC	£70.88		£70.88		075/21		
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50		075/21		
BACS	J K Gardening	Village orderly	Total £838.50		£392.50		075/21		
BACS	Ambience Landscape	Dog Bin emptying	£433.33	£86.67	£520.00		075/21		
BACS	Insight Cleaning	YCC Cleaning	£192.00		£192.00		075/21		
BACS	YMCA	Programme costs	£360.00		£360.00		075/21		
BACS	Parish Magazine	March article & adverts	£99.00		£99.00		107/21		
BACS	Banwell Castle	Christmas Meal	£258.00		£258.00		134/21		
BACS	SLCC	Community engagement summit (£54 - £42 credit note)	£10.00	£2.00	£12.00		020/22 (vi)		
BACS	Adams Memorials	Memorial Repairs	£458.33	£91.67	£550.00		H & S		
BACS	DS Securities	Door Access System Repairs, updates & APP movement to new PC	£247.50	£49.50	£297.00		H & S / Admin		
BACS	Officer Salaries	Expenses, WERN payment, overtime & backdated pay	£1,113.83	£9.45	£1,123.28		008/22 & e05/22		
DD	Loyds Bank PLC	Multipay charge & costs (zoom, monthly fee)	£14.99	£2.40	£17.39		151/21		
SO	Officer Salaries	Officer Salaries (SO 26.03.22)	£2,130.00		£2,130.00		075/21		
DD	Nest	Pension contributions (DD 26.03.22)	£254.36		£254.36		075/21		
DD	Unity Trust	Bank Charges (DD 31.03.22)	£30.60		£30.60		Admin		
Payments in next financial year									
DD	North Somerset	Waste Collection (DD 01.04.22)	£9.50		£9.50		075/21		
DD	Calor	LPG Gas (28.04.22)	£562.03	£28.10	£590.13		075/21		
BACS	HMRC	PAYE and NI for Sept (12.04.22)	£1,297.16		£1,297.16		075/21		
Totals			£8,309.13	£269.79	£8,578.92				



Minutes of the meeting of the Planning Committee held at Banwell Youth & Community Centre, 7pm on Monday 4th of April 2022.

PRESENT: Councillors Steve Davies, Paul Harding and Nick Manley (Chairman),
IN ATTENDANCE: Mrs Liz Shayler (Clerk) and Cllr Thomson

013/22 To receive apologies for absence (agenda item 1)

Apologies were received from Cllr Paul Blatchford

014/22 To receive declarations of interest (agenda Item 2)

No declarations of interest were received.

015/22 To approve as a correct record the minutes of the Planning Committee Meeting held on the 7th of March 2022 (agenda item 3)

Resolved – That the minutes of the Planning Committee Meeting held on the 7th of March 2022 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.

016/22 To note and comment upon planning applications (agenda item 4).

(i) 22/P/0390/FUL Buildings South of Hunters Lodge Winthill, Christon Road BS29 6NG

Change of use of redundant agricultural tractor shed and storage building to holiday let accommodation. Erection of a first-floor extension to front of building to regularise the shape; alterations to doors and windows to suit internal layout changes and installation of package treatment or bio-digester drainage system to service accommodation

Resolved – To request the application is brought to the attention of the Mendip AONB with a condition for the proposed development to not become a separate dwelling included as a planning condition on any planning consent.

The resolution was correctly proposed and seconded (unanimous)

(ii) 22/P/0467/FUL - Manor Farm Summer Lane Banwell North Somerset BS29 6LE

Proposed erection of a first-floor side extension to provide lift shaft and accessible bathroom.

Resolved – To support this application.

The resolution was correctly proposed and seconded (unanimous)

(iii) 22/P/0534/AOC - Court Farm, Moor Road Banwell Somerset BS29 6ET

Discharge of Condition No.6 (Bat Mitigation) on application 19/P/2354/FUH.

This application was noted

(iv) 22/P/0586/FUH – 65 High Street Banwell North Somerset BS29 6AF

Erection of two storey and single storey rear extensions. Addition to approved application 21/P/3527/FUH.

Resolved – To support this application

The resolution was correctly proposed and seconded (unanimous)

- (v) **22/P/0689/AOC – Land South Of Churchland Way Wolverhill Road Banwell.**
Discharge of condition No. 7 (Timing) No. 16 (Landscaping) No. 18 (Landscape Management Plan) No.24 (Lighting) No. 25 and 30 and 31(Ecology) No. 32 (Contamination) No. 36 (Energy) No. 37 (Levels) No. 38 and 39(Materials) No. 40 (Enclosures) and No. 42 (Archaeology) on application 19/P/2662/RM.

This application was noted.

- (vi) **22/P/0701/FUH – 3, Emery Gate, Banwell. BS29 6DN.**
Demolition of the existing conservatory and alterations to the existing openings.

Resolved – To support this application

The resolution was correctly proposed and seconded (unanimous)

- (vii) **22/P/0764/MOD – Land At Area 3A Weston Villages Weston-super-Mare.**
Modification of Section 106 legal agreement on permission 12/P/1266/OT2 to amend the mortgagee exemption clause so that it will be satisfactory to the Registered Provider's lender to ensure that they will be able to secure the maximum amount against the Affordable Housing Units so as to facilitate the ongoing delivery of affordable housing within the area.

This application was noted.

- (viii) **22/P/0765/MOD – Land At Area 3B Weston Villages Weston-super-Mare.**
Modification of Section 106 legal agreement on permission 12/P/2744/OT2 to amend the mortgagee exemption clause so that it will be satisfactory to the Registered Provider's lender to ensure that they will be able to secure the maximum amount against the Affordable Housing Units so as to facilitate the ongoing delivery of affordable housing within the area.

This application was noted.

017/22 To note planning decisions – (agenda item 5)

- (i) **21/P1735/RM 22/P/0240/LDP – 48 Taylors Fields Banwell North Somerset BS29 6AJ.**
Certificate of lawful development for the erection of a conservatory to rear elevation. **APPROVED (Lawful).**

018/22 Date of the next meeting (agenda item 6)

Planning Committee Meeting Tuesday 3rd of May 2022 7pm at Banwell Youth & Community Centre

The Chairman closed the meeting at 19:10

.....Chairman

.....Date

Clerks Report

Spring Clean

Thank you to the 14 amazing volunteers who spring cleaned the village on the 2nd of April. We picked up an entire wheely bin full of plastic and glass, half a wheelie bin of paper, a quarter of glass and another wheelie bin full of general waste.

Water Bill

Water-2-Business have accepted that there was an issue with the last bill and will not be charging us for the excess water used due to the leak.

Grants

We have been awarded at least one grant which we been asked not to publicly announce until after 6th May due to purdah.

To discuss the increase in cost for the Youth Club Sessions and agree a way forward

Due to an increase in costs, there will be an increase of £15 for each session. Currently each session costs £120 and with the increase they will now cost £135.00. This will be effective from 1st April 2022 but not affect the summer provisions which we were already quoted for. This will be the first increase since they were hired in 2019.

Next Years budget is £9000 (with £2000 allocated from reserves) currently 1 session for the 42 weeks would be £5670 well within budget and will still allow another member of staff or 2 sessions to be considered if the demand exceeds the capacity of 30 (current youth club attendance is 14/15 young people).

IT IS RECCOMENDED that Council approve increase of session costs to £135.

To review Facebook livestreaming and agree a way forward

Currently our reach for the livestreaming is between 101 (lowest) and 313 (highest) with engagement between 33 and 120. The reach and engagements has tailed off since the first time we live streamed however it is hoped that with the 'Get to know you Council' comms in June that this will increase.

A stored Parish Council meeting video is between 200 and 250mb (for about an hour) with a committee meeting being between 30 and 80mb (about 15/20 mins). Storage on zoom is restricted to 1000mb (1gb) my laptop has a storage capacity of 377gb left. Data protection laws must be considered if a resident during a meeting were to give their name or any identifying information about themselves.

IT IS RECCOMENDED that Council continues to live stream all its Parish Council meetings / Committee meetings (except the employment committee) but that the zoom recordings are deleted after a specified amount of time (3-6months) due to large volume of space that they take up and data protection laws.

BANWELL PARISH COUNCIL - GRANT APPLICATION FORM

Name of organisation	Vision North Somerset
Name on bank account (for cheque payments)	Vision North Somerset
Registered Charity/Charity Number	Yes, charity registration number 1165364
Contact name and position with the group	Lauren Williams, CEO
Contact name's home address	Vision North Somerset, 3 Neva Road, Weston Super Mare BS23 1YD
Contact name's telephone number and email address.	REDACTED
Purpose for which the grant would be used and who will benefit from it (in particular in reference to Banwell residents).	<p>The grant will support our Digital and Technology training service – available to residents of Banwell Parish with a visual impairment. At present we have 155 people on our database in Banwell and Winscombe postcodes – 7 actually in the parish of Banwell.</p> <p>However, nearly a quarter of people over 65 have significant visual impairment and this increases to half of people aged 90 and above. So, there are significant numbers of people in your parish who will need support.</p>
Describe the evidence you have obtained that shows a need for the grant.	<p>As the online world grows, people need support to access essential services such as banking and managing pensions and benefits, managing prescriptions and appointments. Technology can also help people continue to enjoy leisure activities such as reading audio books, accessing radio and television and connecting with friends and family through email, social media and video calls.</p> <p>Vision North Somerset is the only local source of training, information and support on technology for visually impaired people in North Somerset. We have a Digital suite in Weston-Super-Mare where people can visit for training and to explore different equipment. We can also bring portable equipment to drop in days in local towns across the county.</p> <p>Our experience staff and volunteers (many of whom are visually impaired themselves) offer support via telephone, in our technology suite, through home visits and through drop ins around the county.</p> <p>There is high demand for technology training and support – even after adding more staff time to the service and recruiting volunteers, we have a waiting list. Your support will help us provide this essential and unique service.</p>

Grant amount being requested including a breakdown of costs.	<p>The total cost of the Digital service across North Somerset per year is: £20,204</p> <p>£18,368 staffing including Technology Officer and a proportion of Admin and Volunteer Coordinator.</p> <p>£1,920 staff travel, training, DBS costs.</p> <p>£1,836 – 10% of total for overheads including office space, staff equipment, stationary etc.</p> <p>We are requesting a grant of £450 to support work in your parish.</p>
Number of members in the Group	Vision North Somerset has approximately 1500 people on our database.
Total spent by the group in the year	£324,073
Total received by the group in the year	£332,437
Who has also been approached for funding for this project.	<p>Vision North Somerset is fortunate to have received a significant grant from the Karten Foundation towards technology equipment – however equipment is no use unless there are skilled staff using it demonstrate and train.</p> <p>We are applying to a range of local and national trusts, plus engaging in community fundraising and direct appeals.</p>
<p>Main income sources – please itemise</p> <p>(A summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited).</p>	<p>North Somerset Council grant for statutory services (which don't include digital service).</p> <p>Grants from trust funds – two major grants coming to an end in June 2022, leaving us with a significant funding gap, especially for the Digital service.</p> <p>Donations and other fundraising.</p> <p>See attached accounts for details.</p>
Current bank balance (please state date)	£190,281.74 (of which a significant amount is set aside under our reserves policy to cover three months full running costs.) At present, we are looking at a funding gap of around £50,000 from July due to trust funding ending.
Special/other considerations	Thank you so much to Banwell Parish Council for your ongoing support of Vision North Somerset. I would be happy to come and talk with you about the difference your support is making to local people.

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

Signature.....L J Williams..... Date 30th March 2022...
(Electronic submissions can use electronic signatures)

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

Banwell Parish Councils response to North Somersets Banwell Bypass Consultation

Banwell Parish Council is in support of the bypass and broadly backs the current design and placemaking proposals.

We welcome the promise of a walking/cycling link between Banwell Bypass and Sandford, providing children, cyclists and pedestrians with a safe access route to the Strawberry line and Churchill school. However, we do have concerns not all opportunities to establish viable sustainable transport links have been fully explored. Concerns have been raised by the horse-riding community who do not feel that their needs are being adequately considered.

We understand the rationale behind the proposed changes to Wolverhill Road, which will restrict access from the bypass southbound, but are aware that it is causing contention within the Parish due to a perceived increase in travel times to Worle (and the related shops and train station) and access to the centre of the village from north of the bypass. We recognise however, that support has been shown for the proposals from the residents living on Wolverhill Road in relation to reduced emissions and speeding vehicles.

Whilst we called for a junction at Riverside with the bypass during the initial consultation we understand the reasoning provided for the proposed bridge. Currently, the plans do not show an agricultural link between Moor Road and Riverside but we have been informed this is being investigated, taking into account the views of those most affected.

We are in complete support of the commitment to discourage 'rat-running' on the existing road network in the village after the bypass is constructed. Whilst we have every faith in the traffic modelling and placemaking plans, reservations remain about the increase of rat running along Riverside and High Street. We would like to understand how this will be prevented both through physical measures and updated road categorisations (for example, to ensure GPS/Sat Navs do not direct traffic through the village as the "shortest" route). The proposals for a 20mph speed limit, HGV restrictions and narrower road widths are imperative to help mitigate against this aforementioned risk.

The proposals to deliver wider pavements in the village is fully supported by the Parish Council and, ideally, we would like to see this from the centre of the village up to Summer Lane, allowing a safe and sustainable access route to the village's services and amenities to all. Our support extends to the placemaking proposals to firmly establish the village's sense of place and complement its existing identity.

Banwell Parish Council looks forward to seeing firmer plans regarding the bypass' aim to ensure the development provides the opportunity to increase Bio-Diversity Net Gain by at least 10%. We are appreciative of the measures already included to ensure the by-pass does not adversely impact the AONB and the attempts to soften and incorporate its appearance on the countryside in general.

We look forward to continuing working closely with the bypass delivery team, and North Somerset Council, to ensure the bypass delivers in each of its stated objectives.

SP3 Spatial strategy

'The amount of development at villages and in the countryside will relate to local community need'. How will this be determined? If it is by a Neighbourhood Plan, then Banwell will be disadvantaged as we did not develop one on the advice of North Somerset Council Officers in the light of the expected development at Wolvershill.

SP4 Placemaking

We welcome the need for Community Engagement Statements from developers. It needs to be more than just consulting the Neighbourhood Plan, (see SP3 above). There needs to be a separate consultation on each development as an expectation of the planning process.

SP6 Villages and Rural Areas

We welcome the recognition of the detrimental cumulative impacts of development. But we are very concerned as to who will make that judgement, North Somerset Council, the Parish, or the developer? Regarding 'placemaking' there is a specific need in Banwell to extend the projected Spatial Gap to include two fields close to the village. While the Ten Acre field adjacent to the Brewers Arms Public House is already protected as an Ancient Monument it can be seen as part of the 'Gap'. More importantly the field between the Parish Cemetery and Eastermead Lane should become part of the 'Gap'. This will protect the setting of our Grade One Listed Church, the Abbey and the Cemetery. It will also offer an extension of the Football Club to regain pitches lost to the bypass. It could offer allotments after the current ones are annexed from the village by the bypass and a community orchard/green space for the enjoyment of the village. What it will not do is provide an extension to our nearly full cemetery but that could be provided in the space between the Southern Link of the bypass and the village on land currently owned by NCS, as the final part of the Strategic Gap.

SP7 Green Belt

We challenge the current boundaries of the Green Belt in North Somerset. The 70-year-old boundary inhibits the natural growth of Bristol despite the Bristol Link Road offering the infrastructure needed for new housing. This puts undue pressure from developers on the villages and countryside to the south of the authority.

LP1 Strategic location: Wolvershill (north of Banwell)

The Strategic Gap should extend eastwards, (see SP6 above).

There is a contradiction here between the aspiration of this Plan as stated in bullet point 1, 'The new development must complement the existing Banwell village in respect of scale and range of facilities and encourage integration between the two communities', while the Banwell Bypass Plan is to not allow private transport on Wolvershill Road to cross the bypass.

DP3 High quality design

We fully support the aspirations set out in this section. However, we have an underlying concern that these may have to be put aside should the authority not meet its housing target. Then Banwell and others will come under threat from developers again. The shortfall could easily be met if the Green Belt boundaries were shifted, (see SP7 above).

DP23 Town centres

There is no mention of town centre parking or a Park and Ride scheme. This discriminates against villages and rural areas that are served by poor public transport and exorbitant fares.

DP26 Primary shopping centres

See DP23 above

DP35 Landscape

See SP6 above

DP63 Visitor accommodation

This is far too lenient regarding the change of use of a failed holiday accommodation into a permanent residence after 10 years. This looks like an investment opportunity for owners/developers. A change of use should be subject to a new Planning Application with the potential of the 'failed' property being demolished.



RISK MANAGEMENT STRATEGY

What is Risk Management?

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. **Risk Management** is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

Risk Management is an essential feature of good governance, contributing to improved decision making and supporting achievement of objectives. When embedded within the existing planning and decision-making process, risk management provides a basis for ensuring implications are thought through and ensures that the impact of decisions, initiatives and projects are considered and that any identified conflicts are balanced. This will influence success and improve service delivery.

Classification of Risk

Risks can be classified into various categories, but it is important to recognise that for all categories any direct financial loss may have less impact than indirect costs, such as disruption of normal working or failure to fully implement policies.

Strategic Risk – long term adverse impacts of poor decision making or poor implementation. Such actions risk damage to the reputation of the Council and/or loss of public confidence.

Compliance Risk – failure to comply with legislation or laid down procedures, or the lack of documentation to prove compliance. Such actions risk exposure to prosecution, employment tribunals, inability to enforce contracts etc..

Financial Risk – fraud or corruption, waste, excess demand for services. Such actions risk impacting on financial reserves and ultimately Council tax levels, additional audit investigations, reduced service delivery options.

Operating Risk – failure to deliver services effectively, hazards to service users, the general public and/or staff, damage to property. Such actions risk damage to the reputation of the Council, as well as potential insurance claims, resulting in higher insurance premiums.

Why does the Council need a Risk Management Strategy

Structured and consistent risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

The risk management strategy will help to ensure that all Council Committees have an understanding of "risk" and that the Council adopts a uniform approach to identifying and prioritising risks. This should, in turn, lead to conscious choices as to the most appropriate method of dealing with each identified risk, be it elimination, reduction, transfer or acceptance.

Risk Management Policy Statement

Banwell Parish Council recognises that it has a responsibility to manage risks effectively, to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its aims and objectives and to maximise the opportunities to achieve its vision. The Council is committed to identifying, reducing or eliminating the risks to people and the natural and built environments. The Council will seek to embed effective risk management into its culture, processes and structure to ensure that opportunities are maximised.

Adopted 18th April 2022

To be reviewed May 2024

Objectives

The objectives of the Council's risk management strategy are to:

- Integrate risk management into the culture of the Council prevent loss, disruption, damage and injury and reduce costs thereby maximising resources.
- Manage risk in accordance with "best practice".
- Inform policy and operational decisions by identifying risks and their likely impact.
- Raise awareness of the need for practical risk management among all those connected with the planning and delivery of Council services.

The Risk management Process

Implementing the strategy involves identifying, analysing/prioritising, controlling and monitoring risks.

Risk Identification – identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery. The risks associated with such decisions can then be effectively managed.

Risk Analysis – once risks have been identified they need to be assessed, where necessary using proven systematic techniques. If identified risk is seen to be unacceptable then steps need to be taken to control it or respond to it.

Risk Control – is the action taken to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur.

Risk Monitoring – the effectiveness in controlling risk should be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

Roles and Responsibilities

It is important that risk management becomes embedded into the everyday culture and performance management process of the Council.

Councillors – risk management is seen as a key part of the Councillors stewardship role and there is an expectation that they will lead and monitor the approach adopted.

Council Officers - the Clerk to the Council will act as the Lead Officer on Risk Management, overseeing the implementation of the detail of the Strategy.

The Clerk will:

- Provide advice as to the legality of policy and service delivery choices.
- Keep the Council updated on the implications of new or revised legislation.
- Provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions.
- Assess the financial implications of strategic policy options.
- Provide assistance and advice on budgetary planning and control.

Conclusion

The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.



Health and Safety Policy

1. GENERAL STATEMENT OF POLICY

1.1 Banwell Parish Council (the Council) recognises and accepts its responsibility as an employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all its employees, councillors, contractors, voluntary helpers and others who may be affected by the activities of the Council.

1.2 The Council will meet its responsibilities under the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, Health and Safety Regulations 1996 and the Safety Representatives and Safety Committees regulations 1977 (and their subsequent amendments), and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

1.3 The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

1.4 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all those people mentioned in paragraph 1.1, and to provide such information, instruction, training and supervision as they need for this purpose.

1.5 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

1.6 The policy will be kept up to date, particularly as the council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the council. Although risk assessment / method statements are a continuing process, it shall form part of the annual review where necessary.

2. AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

- 2.1. To provide as far as is reasonably practicable:
- A safe place of work and a safe working environment.
 - Arrangements for considering, reporting and reviewing matters of Health and Safety at work.
 - Systems of work that are safe and without risks to health.
 - Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
 - Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
 - Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities

3. ARRANGEMENTS AND RESPONSIBILITIES FOR HEALTH AND SAFETY POLICY AT WORK

- 3.1. As the Council's Safety Officer, the Clerk will:
- Keep informed of relevant Health and Safety policy legislation.
 - Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
 - Make effective arrangements to implement the Health and Safety at Work Policy.
 - Ensure that matters of Health and Safety are discussed at meetings of the Parish Council when appropriate.

- Ensure that risk assessments are carried out when required and that any action required is taken. Consider requesting contractors to supply a written method statement prior to starting major works. Maintain a file of risk assessments.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health and Safety Policy.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Inspectorate.

4. RESPONSIBILITIES – all employees, councillors, and volunteer helpers

- 4.1 Cooperate fully with the aims and requirements of the Health and Safety Policy and comply with Codes of Practice / work instructions and risk assessments for Health and Safety
- 4.2 Contractors should please note the requirements of **Appendix 1**.
- 4.3 Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
- 4.4 Take reasonable care for the health and safety of other people who may be affected by their activities.
- 4.5 Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety unless for maintenance.
- 4.6 Not misuse any plant, equipment tools or materials so as to cause risks to health and safety.
- 4.7 Report any accidents or hazardous incidents to the Clerk.
- 4.8 Record any accident / incident in the Accident Record Book kept in the kitchen.

5. FIRST AID

5. It is a group leaders responsibility to ensure that they are familiar with the first aid plan and the locations of any first aid kits
 - 5.1. First Aid boxes are located as follows:
Box 1: Banwell, Youth & Community Centre Kitchen
Box 2: Banwell, Youth & Community Centre Main Hall
An additional box is in the Main Hall cupboard and is the responsibility of North Somerset
 - 5.2. Appointed persons responsible for boxes are:
Box 1 & 2: Liz Shayler, Parish Clerk
An additional box is in the Main Hall cupboard and is the responsibility of North Somerset

6. FIRE SAFETY

- 6.1 The Parish Council does not have direct responsibility for users fire safety. It will comply with the fire safety regulations provided to hirers of Banwell Youth and Community Centre.

- 6.2 It is a group leaders' responsibility to ensure that they are familiar with the fire and evacuation plan and the location of any fire exits / fire meeting points.

7. TRAINING

The Parish Clerk has overall responsibility for organising training.

8. REPORTING AND RECORDING ACCIDENTS

Accidents shall be reported to the Parish Clerk who will record them in the Accidents Record Book.

9. SMOKING

Smoking is not allowed at any parish council function or organised activity.

OFFICES & BUILDINGS

10. Opening and closing the building

- 10.1. It is a group leaders' responsibility to ensure that they are familiar with the opening and closing of the building including the disarming & setting of the alarm.

11. HEATING, LIGHTING AND VENTILATION

- 11.1 Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F throughout the working day.
- 11.2 Free standing heaters may be used but they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials and be sited away from desks and chairs.
- 11.3 Office lighting. Desks should be placed to gain the maximum amount of light considering the use of IT equipment. Freestanding desk lights should be avoided or placed to minimise the danger of trailing electrical leads.

12. ELECTRICAL EQUIPMENT

- 12.1 All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635) and its subsequent amendments.
- 12.2 Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- 12.3 13-amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plug fuses must be fitted to suit current load of the equipment being used, e.g., desk lamp, calculator: 3-amp fuse; kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- 12.4 Only electrical equipment approved by the Council should be used which must be annually PAT tested. Electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets at weekends except the WiFi.
- 12.5 Leads from points for various desk uses should not trail across areas of access but where unavoidable leads should be taped down or otherwise concealed to prevent tripping. Extension leads are for temporary use only and should not exceed 10 feet in length.

12.6 Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent and authorised by the clerk, to do so.

13. FURNITURE, FITTINGS AND EQUIPMENT

13.1 Heavy equipment and furniture must not be moved by individuals.

13.2 Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.

13.3 Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected annually to ensure correct loading and smoothness of operation, with regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.

13.4 High shelves should only be reached using steps provided for that purpose.

14. FIRE PRECAUTIONS

14.1 All staff must be fully conversant with the "Fire Alert" system displayed in the village hall and children's centre (when appropriate)

14.2 Exit corridors must be always kept clear.

14.3 Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire-resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".

15. GROUNDS MAINTENANCE

15.1 Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.

15.2 All moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.

15.3 The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.

15.4 Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with it.

15.5 Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.

15.6 Fuel tanks must only be filled in the open, with the engine stopped. No naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.

15.7 The manufacturer's instructions regarding the safe use of machines and chemicals must be adhered to.

15.8 Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.

- 15.9 Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
- 15.10 Pathways on Council owned premises shall be inspected weekly as part of the visual inspection of the Recreation Ground and Riverside Play area.
- 15.11 Cemetery headstones will be checked annually by the Cemetery Committee, for danger of toppling.

16 PLAY AREAS – RECREATION GROUND AND RIVERSIDE

The council ensures that the play areas for all are kept as safe environments, see **Appendix 2** for details.

Appendix 1

NOTICE TO CONTRACTORS

For Banwell Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

1. You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974 (and its subsequent amendments), and relevant statutory provisions.
2. The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
3. The council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.
4. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

Appendix 2

PERIODIC INSPECTION PROCESS FOR THE PLAY AREA EQUIPMENT.

VISUAL INSPECTION

1. Visual Inspection of each item of equipment.
2. General observations of the state of the structure and joints.
3. Any evidence of damage or wear?
4. Any foreign objects interfering with the equipment.

Note and assess any issues.

Do they need action?

Can it be remedied immediately?

If it cannot be remedied immediately, what action is required to make the area safe for the public?

(Tape off the area/remove item from play area) Who is required to take remedial action?

ADVISE THE COUNCIL IF ANY IMMEDIATE ACTION IS REQUIRED.

OPERATIONAL INSPECTION

1. Physical test of each item of equipment.
2. Physical test of the structure and joints.
3. Any evidence of weakness, damage or wear?

Note and assess any issues.

Do they need action?

Can it be remedied immediately?

If it cannot be remedied immediately, what action is required to make the area safe for the public?

(Tape off the area/remove item from play area) Who is required to take remedial action?

ADVISE THE COUNCIL IF ANY IMMEDIATE ACTION IS REQUIRED.

ANNUAL INSPECTION

The Council will arrange an annual independent safety inspection of the play equipment and act upon any findings therein.



Banwell Parish Council Grant Awarding Policy

Grants will only be considered that contribute to the wellbeing of our residents of the Parish.

GRANTS FROM THE PARISH COUNCIL - General information and guidelines

- Applications for grants will be considered if they are permissible within their statutory powers from Registered Charities, Voluntary Groups or Community Organisations. Grants will be considered within the financial constraints of the Parish Council.
- To qualify for an award the applicant must be able to demonstrate that any funding from the Council will benefit the Parish, or residents of the Parish.
- Grant applications will normally be considered by the Council at their June / July meeting. Dates and times are available from the Clerk or from the Parish Council website.
- The applicant is welcome to attend the meeting at which the application is to be considered and at the Chairman's discretion may address the Councillors to give background and further information for a maximum period of three minutes.
- Applications should be in writing, on the attached form.
- An environmental grant is also available through the Parish Council from New Solar Banwell which are also covered by this policy.

Purpose of Grant

1. For the purchase of equipment either in part or in full.
2. Funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
3. Contributing toward running costs of a group/organisation serving parishioners.
4. Training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
5. Activities that raise the profile of the area.
6. Hosting special events or celebrations.
7. Provision of recreational facilities.
8. The environmental grant is available when it is deemed it is of benefit to the local environment.

Conditions

1. Grants may not be awarded to individuals.
2. Additional applications within a 12-month period will not normally be considered.
3. The award must be used for the purpose for which the application was made.
4. If the group is unable to use the award for the stated purpose, all monies must be returned to the Council.
5. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
6. Donations to Registered Charities in response to a general fundraising appeal will normally be restricted to an upper limit of £100 but will be decided upon on a case-to-case basis.
7. Groups operating outside the parish boundary will normally be limited to an upper limit of £50 but will be decided upon on a case-to-case basis.
8. Donations of over £2000 are subject to additional requirements which include yearly accounts which show the money went in and a written record of what the grant was spent on.

Eligibility

1. Any Registered Charity, Voluntary Group or Community Organisation.
2. Agencies that operate within Banwell Parish and are of benefit to the local community, with the following provisos:
 - The Council will not fund activities considered to be the responsibility of a Statutory Authority.
 - The Council cannot fund activities outside its legally defined powers and functions.
 - The Council cannot fund activities deemed political

Policy reviewed April 2022 to be reviewed by May 2024.

BANWELL PARISH COUNCIL - GRANT APPLICATION FORM

Name of organisation	
Name on bank account (for cheque payments)	
Registered Charity/Charity Number	Yes / No
Contact name and position with the group	
Contact name's home address	
Contact name's telephone number and email address.	
Purpose for which the grant would be used and who will benefit from it (in particular in reference to Banwell residents).	
Describe the evidence you have obtained that shows a need for the grant.	
Grant amount being requested including a breakdown of costs.	
Number of members in the Group	
Total spent by the group in the year <small>(Any figures should be for the last financial year of the organisation).</small>	
Total received by the group in the year	
Who has also been approached for funding for this project.	
Main income sources – please itemise <small>(A summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited).</small>	
Current bank balance (please state date)	
Special/other considerations	

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

Signature..... Date.....
(Electronic submissions can use electronic signatures)

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

Asset	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2021/22	Asset Value	Replacement Cost	Insured Value 2020/21	Comments
Land									
Recreation Ground	Westfield Road	Mr Day	Donated	1946	£1	£1	N/A		Left in will, owned by PC as Sole Trustees, land registered May 2017. Title ST334088
Land on which the village Hall is built	Westfield Road	Mr Day	Donated	1946	£1	£1	N/A		Left in will, owned by PC as Sole Trustees, given to Village Hall Foundation being investigated for registration
Riverside Green	Riverside	N/A	N/A	N/A	£1	£1	N/A		Land registered February 2020. Title ST356872. Valued in 1990 £10,000
Youth & Community / Children's Centre	West Street	Refit N. Somerset	Land is leased	N/A	Unknown	£503,000	N/A	£495,421	Refurbished by North Somerset in 2008.
Small parcels of land at Knightcott,	Knightcott Rd	N/A	N/A	N/A	£1	£1	N/A		Being investigated for land registration. Fenced 2021
Small parcels of land at top of Castle Hill.	Castle Hill	N/A	N/A	N/A	£1	£1	N/A		Land registered February 2020. Title ST356873.
Small parcels of land at path adjacent to 28 Church St	Church St	N/A	N/A	N/A	£1	£1	N/A		Being investigated for land registration. 28 Church St not registered. Bgollard erected 2019
Land on which Scout Hut & CC are located	West Street	N/A	Leased for 999yrs	1981	£1	£1	N/A		Leased on 999-year lease from Wessex Water. Land Reg title No. AV209120
Field behind CC	West Street	N/A	Licensed for 999yrs	1981	£1	£1	N/A		Held on a licence from Wessex Water.
Cemetery site	Off Church St.	N/A	£1	Late 1950's	£1	£1	N/A		Donated by local farmer. Land registered May 2017. Title ST334025
Track at Wint Hill Land at Quarry	Wint Hill	Woodspring / Axbridge District	N/A	1970's	£1	£1	N/A		Land registered February 2020. Title ST356875. Valued in 1990 £10,000
Village pump & walls	High Street	Unknown	Donated	1900's	£1	£1	N/A		Land registered February 2020. Title ST356874. Repointed and repainted May 2017
War Memorial & Land	West Street	Post Office	Donated	1920's	£1	£1	N/A		Land registered February 2020. Title ST356871. Repointed and repainted May 2017
Land SW & S of Springfield Gdns	Springfield Gdns	N/A							Land Reg Title Nos. AV90258 & 79772. Presently being investigated for removal.

Equipment in Recreation Ground:									All visually checked weekly, quarterly operational & annual independent inspection
Nest swing	Recreation Ground	Sutcliffe Play (SW) Ltd	£2,462	Spring 2010	£2,462	£2,462	£3,200	Play equip insured for £108,472	
Toddler swings	"	"	£1,153	Spring 2010	£1,153	£1,153	£1,600	"	
Springie helicopter	"	"	£622	Spring 2010	£622	£622	£800	"	
Hide & slide unit	"	"	£5,127	Spring 2010	£5,127	£5,127	£10,000	"	
Bench in toddler area	"	"	£344	Spring 2010	£344	£344	£400	"	
Circuit Climber unit	"	"	£11,147	Spring 2010	£11,147	£11,147	£15,000	"	
MUGA	"	"	£15,068	Spring 2010	£15,068	£15,068	£23,000	"	
Junior swings barriers	"	"	£1,856	Nov-11	£1,856	£1,856	£2600 £600	"	
Safagrass & safety surfacing, rec, riverside & MUGA	"	"	20604 £5811	Spring 2010 Nov 2011, Feb 20	20604 £5811	£26,415	£34,000	"	
Zipline	"	GB Sport	£4,002	Mar-20	£4,002	£4,002	£4,002	"	
Table Tennis Table	"	"	£3,036	Feb-20	£3,036	£3,036	£3,036	"	
Climber	"	"	£2,724	Feb-20	£2,724	£2,724	£2,724	"	
Sea-Saw	"	"	£1,038	Feb-20	£1,038	£1,038	£1,038	"	
Rec Fence	"	Keran Mellor	£9,727.58	June 2016 May 2017	£9,727.58	£9,727.58	£9,727.58	Gates & fences £16,876.68	
Picnic benches x 3	"	"	£2,205	June 2019 Dec 2019	£2,205	£2,205	£2,205	Street furniture insured for £31,518.13	
DA Picnic benches x 2	"	"	£1,140	01/12/2019 one replaced in 2021	£1,140	£1,140	£1,140	"	
2 x Weston benches	"	Donated	Unknown	Spring 2010	Donated	£200	Unknown traditional metal benches	"	Estimated value of £100 per bench based on the ages/ sizes and materials of the benches.
Equipment at Riverside:									All visually checked weekly with annual independent inspection
Swings	Riverside	Unknown	Unknown	Unknown		£1,500	£2,300	Play equip insured for £108,472	

Climber	Riverside	Touchwood	£6,300	Aug-13	£0	£0	£0	"	Removed as rotten 2019
benches x 3	"	Various	Unknown	Oct-08	Unknown	£250	£2,500	Street furniture insured for £31,518.13	Estimated value of £50 per bench based on the variety of ages/ sizes and materials of the benches.
bench	"	GB Sport	£1,008	Dec-21	£1,008	£1,008	£1,008	Street furniture insured for £31,518.13	New bench fitted from grant
Gates & fencing	"	Various	£6,500	Oct-08	£7,382	£7,382	£6,500	Gates & fences £16,876.68	
Defibrillators									
Defibrillator 14B00463141	Village Hall	Donated	£2,428.80	Aug-14	£2,428.80	£2,428.80	£2,428.80	Defib's insured for £5000	
Cabinet & Defibrillator HeartSine® 500P AED	Banwell News	AED	£1404 £1185	01/04/2014 14/07/2019	£1,404	£2,589	£2,428.80	"	
Defibrillator 16B00518884 HeartSine® samaritan PAD 500P defibrillator	Co-Op	AED	£2,428.80	Feb-17	£2,428.80	£2,428.80	£2,428.80	"	
Defibrillator 14B00463698	Boulters	Donated	Donated	Sep-15	£2,428.80	£2,428.80	£2,428.80	"	
Office									
Acer / Lenovo Desktop Computer	Office	Acer / Lenovo	£397.46	Apr-16	£397.38	£397.38	£399	Office contents insured for £3269.60	
Lenovo Desktop Computer	Office	Acer / Lenovo	£397.46	Feb-20	£649.02	£649.02	£799.99	"	
HP Laptop	Office	Acer / Lenovo	£397.46	Feb-20	£539.98	£539.98	£539.98	"	
2 Printer/copiers	Office	HP & Canon Printers	Unknown	Unknown	£2	£2	£0	"	1 printer at Clerks home as spare 2nd printer in storage neither to be replaced
HP Printer	Office	HP	AKT	£446.26	£446.26	£446.26	£446.26	"	
1 filing cabinets	Office	Unknown	Unknown	Unknown	£1	£1	£147.90	"	
Misc office equipment	Office Desk / Cupboards	Ikea	£120	01/07/2015 01/01/2017	£120	£120	£240	"	Ikea pigeon holes / Desk
Misc office equipment	Desk / filing cabinet / Chairs	Donated	Donated	Apr-19	£1	£1	£467	"	
Lap top, Projector & screen	Office	Optoma ES521	Part donation	Jan-12	£100	£100	£369	Office contents insured for £3,269.60	PC contribution £100
6 Laptops supplied to Councillors	Individual Councillors	Acer	£1,423.38	May-16	£0	£0	£0	"	Removed from service and replaced

3 Laptops supplied to Councillors	Individual Councillors	Lenovo Del	£1,128	Apr-17	£1,128	£1,128	£1,128	Business equipment £5,000	
4 Laptops supplied to Councillors	Individual Councillors	Various	£1,450	Jul-20	£1,450	£1,450	£1,450	"	
2 Laptops supplied to Councillors	Individual Councillors	Various	£467	Dec-21	£467	£467	£467	"	
1 Officer laptop	Comms Officer	Amazon	£579	Dec-20	£579	£579	£579	"	
Chain of Office	Chairman	Roy Rice	£480	Jul-04	£1	£1	TBV	"	
Speed Watch Equipment	YCC	Donated	Donated	Jul-04	£1	£1	£250	"	
Youth & Community Centre									
CCTV Equipment	YCC	Donated	Donated	Apr-19	£1	£1	£3,000	General contents insured for £9149.92	
Updated CCTV	YCC	DS Securities	£795	Mar-21	£795	£795	£795	"	
Washer / Drier	YCC	Donated	Donated	Apr-19	£1	£1	£549	"	
Fridge Freezer	YCC	Donated	Donated	Apr-19	£1	£1	£190	"	
Dishwasher	YCC	Donated	Donated	Apr-19	£1	£1	£299	"	
Sharp LC3262CE TV	YCC	Donated	£699.95	Aug-08	£1	£1	£144	"	
55" TV	YCC	Costco	£324	Feb-20	£396	£324	£396	"	
Leather sofas x 2	YCC	Donated	1,195.00	Aug-08	1,195.00	£1	2,000.00	"	
Sofas x 2	YCC	Donated	Donated	2008	£1	£1	1,000.00	"	
Tables for meetings	YCC		£470	Dec-19	£470	£470	£470	"	
upgraded Sound Equipment	YCC	Audio Visual Direct	£4,464	May-20	£4,464	£4,464	£4,464	"	
Additional audio visual equipment in projector & Screen	YCC	Audio Visual Direct	£4,787	May-21	£4,787	£4,787	£4,787	"	
2 x YC laptops	YCC	Amazon	£1,083	Sep-20	£1,083	£1,083	£1,083	"	
2 x Chromebooks	YCC	Amazon	£532	Dec-21	£532	£532	£532	"	
2 x Fire tablets	YCC	Amazon	£175	Sep-20	£175	£175	£175	"	
Gazebo	YCC	Amazon	254	Oct-09	£254	£254	£254.00	"	
Canon digital camera and memory card	YCC	Donated	149.98	Oct-09	£1	£1	£149.98	Office contents insured for £3,269.60	
Other									
Shed at Cemetery	Cemetery	Unknown	Unknown	1950's	£1,306	£1,306		£1,559.56	

Walls at Cemetery	Cemetery	Unknown	Unknown	1950's	£30,907	£30,907		£36,891.43	Abbey Wall reinforced spring 2017
Vehicle Activated Speed Sign	Mobile	Swarco	2,700	Nov-17	£2,700	£2,700	2,700	Street furniture insured for £31,518.13	
3 Brick bus shelters	Knightcott Road	Built by Keran Mellor Services	Unknown	Unknown	£3,000	£3,000	£6300 - £6500	"	Refurbished summer 2011 Estimated value £1000 a shelter based on their age
Street lights x 67	Various	SEC	Unknown	Variety	£13,610	£13,610	Approx. £900 to replace a column	"	Inspected and electrical safety check completed in Jan 2017. Asset figure based on insurance value.
Dog bins x 20	Various	NSC	Unknown	Variety	£2,000	£2,000	£130 per bin (plus £50 for fixing) = £2000	"	All inspected Jan 2019 and repaired/replaced as necessary. Estimated value of £100 per dog bin based on the variety of ages of the bins.
Benches x 10	Various	Various	Unknown Donated	Variety - unknown	£2,000	£1,000	£200 x 10 = £2000	"	Estimated value of £100 per bench based on the variety of ages/ sizes and materials of the benches.
Litter bins x 5	Various	Various	Unknown Donated	Unknown	£5	£5	£270 x 5 = £1350	"	
Notice boards x 2	West St car park Rec	Unknown	Unknown £413	Unknown	£150 £413	£563	Mounted £288	"	West Street board value based on its age.
Banwell/Potigny road signs x 4	Various	Unknown	Unknown	Unknown	£4	£4	TBV	"	
Memorial stones;	West St/ Riverside x 2 /Golling Lane	Unknown	Donated	Unknown	£3	£3	TBV	"	
Jubilee Gate	East Street	Wally Rice	Donated	Unknown	£1	£1	TBV	"	
War memorial	West St	Unknown	Donated	Unknown	£1	£1	N/A	Not materially insured	Cleaned by Wells Cathedral Stonemasons Autumn 2011/ repointed October 2016.
Total Asset Values in Red						£685,168.60			For the purposes of the AGAR £685,169

For the purpose of this asset register the Council has set a de minimus limit of £100 for which assets are not recorded on the register this excludes land, historical artefacts and assets with a replacement value of over £100.

See separate Inventory of items in Banwell Fire Station under the care of Banwell & District Volunteer Fire Unit. (Prepared by Roy Rice September 2011) and Youth Club inventory which are not included above due to the de minimus limit

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

1 April 2022

Dear Liz

BANWELL PARISH COUNCIL

Internal audit report - Year ended 31 March 2022

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)' 2021
- The Accounts and Audit (England) Regulations 2015 (as amended).

I was appointed as internal auditor to the Parish Council for three years to 2022-23 on 27 April 2020.

My final internal audit review for 2021-22 was undertaken at the parish council offices on 1 April 2022.

Background

Banwell Parish Council has income and expenditure of between £100,000 and £200,000 and is subject to audit by the external auditor, PKF Littlejohn. The Council had a clean annual report from the external auditor for 2020-21.

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
- Payroll
- Asset register
- Budgets and reserves
- 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 reviewed regularly and are tailored appropriately for the Council
- The Council has appropriate policies in place
- The Clerk is aware of the requirements of GDPR and the Council is registered with the ICO
- Councillors attend training by the local branch of the National Association of Local Councils
- Bank reconciliations are prepared accurately and regularly

Good practice - continued

- Bank reconciliations are carried out promptly each month, and are checked by a councillor
- Details of all payments authorised at meetings are recorded in the minutes
- All payment vouchers tested were evidenced as approved
- HMRC Toolkit is used for the payroll
- All eligible employees have either been auto-enrolled in a pension scheme or have opted out in writing
- All employees have contracts of employment
- The budgeting process is detailed and thorough and monitored throughout the year
- VAT claims are made regularly
- The risk assessment has been adopted during the year
- The asset register is complete and accurate and has been properly maintained
- Adequate insurance is in place
- Action has been taken on all of the recommendations in the last internal audit report

Recommendations

- There are no recommendations.

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 internal audit visit, in my view, the internal control procedures in operation are strong and 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

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

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 2022, 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 <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*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:

DD/MM/YY

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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<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			<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			<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			<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			<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			<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			<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			<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			<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			<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	N/A
			<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 2022 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

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Bills for Payment - 22nd March until 12th April 2022

Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
Already Authorised & Paid 2021/22 Financial Year								
BACS	Womens Institute	Grant	£200.00		£200.00		041/22	The Parish Council
BACS	DS Securities	CCTV	£795.00	£159.00	£954.00		042/22	
BACS	DS Securities	New Intruder Alarm Bell	£95	£19	£114		H & S	
BACS	ALCA	Councillor Training	£40.00		£40.00		037/22 (v)	
BACS	Webglu	Quarterly webservice, email and social media feeds x 2	£179.90	£35.98	£215.88		075/22	
BACS	GB Sport	Aug & Feb 2022 operational inspection x 2	£200.00	£20.00	£240.00		075/22	
Total £1068								
Already Paid 2022/23 Financial Year								
DD	Dash (UK) Ltd	Jubilee Mugs	£550	£110	£660			
DD	Mainstream	Phone and Broadband (DD 15.04.22)	£312.97	£62.59	£375.56		075/21	
DD	N-Power	Streetlight Power (17.04.22)	£134.56	£6.73	£141.29		075/21	
DD	E-ON	YCC power (17.04.22)	£86.42	£4.32	£90.74		075/21	
To Pay								
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		£141.75		075/21	
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		£70.87		075/21	
BACS	J K Gardening	Grass cutting @ YCC	£70.88		£70.88		075/21	
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50		075/21	
BACS	J K Gardening	Village orderly	£392.50		£392.50		075/21	
BACS	J K Gardening	Environmental fee x 2	£80.00		£80.00		Admin	
BACS	J K Gardening	Village orderly	£30.00		£30.00		H & S	
Total £948.50								
BACS	Ambience Landscape	Dog Bin emptying	£448.50	£89.70	£538.20		075/21	
BACS	Insight Cleaning	YCC Cleaning	£216.00		£216.00		075/21	
BACS	YMCA	Programme costs	£600.00		£600.00	Awaiting Invoice	075/21	
BACS	ALCA	Annual Subscription	£682.49		£682.49	Agenda Item		
BACS	ICCM	Annual Subscription	£95.00		£95.00	Agenda Item		
BACS	GB Sport	Paint for table tennis table	£40.30	£8.06	£48.36		H & S	
BACS	Bridget Bowen	Internal Audit	£250.00		£250.00		H & S	
BACS	R. Cox	Gas Safety Check	£95.00	£19.00	£114.00		H & S	
BACS	Complete Business	Hand towels, toilet roll for YCC & printer paper	£75.26	£15.05	£90.31		H & S / Admin	
BACS	Triangle Lifts	Annual Service agreement with 4 visits	£236.91	£47.38	£284.29		040/22 (iv)	
BACS	Weston Rail Services	Quarterly Streetlight Maintenance	£875.00	£175.00	£1,050.00		Covid	
BACS	Volunteers expenses	2 hospital trips to Bristol and 1 to Weston in carparking	£49.95		£49.95		Covid	
BACS	Expenses and overtime	Expenses (refreshments & YC tuck) & overtime	£189.52		£189.52			
DD	Loyds Bank PLC	Multipay charge & costs (zoom, monthly fee, litter pickers, bin bags)	£66.29	£11.30	£77.59		151/21	
SO	Officer Salaries	Officer Salaries (SO 26.04.22)	£2,169.01		£2,169.01		075/21	
DD	Nest	Pension contributions (DD 26.04.22)	£168.91		£168.91		075/21	
DD	North Somerset	Waste Collection (DD 01.05.22)	£9.50		£9.50		075/21	
DD	Cathedral Leasing Ltd	Hygiene Services	£129.99	£26.00	£155.99		075/21	
BACS	HMRC	PAYE and NI for Sept (12.05.22)	£758.38		£758.38		075/21	
Totals			£8,104.51	£391.49	£8,494.15			
Transfer	Natwest	Transfer from Cemetery Account to Current Account	£520.00		£520.00	Transferred in March	046/22	

Banwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Cemetery & Memorials		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
101	Cem Grass Cutting				1,950.00	1,950.00	
102	Cem paths / trees / garder				300.00	100.00	200.00
103	Cem making up graves				200.00		200.00
104	Cemetery / Memorial Main				5,000.00	519.33	4,480.67
105	Env Fee					320.00	-320.00
106	Cemetery software					375.00	-375.00
					7,450.00	£3,264.33	4,185.67

Cemetery Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
110	Cemetery Income	87,269.55	3,000.00	6,050.00			90,319.55
		£87,269.55	3,000.00	£6,050.00			90,319.55

Clerk & Administration		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
201	Salary & NI		2,492.87	31,000.00	34,616.63		-1,123.76
202	Clerk pension			1,000.00	1,958.76		-958.76
203	Advertising			300.00	306.00		-6.00
204	Insurance			2,471.00	1,933.12		537.88
205	Subscriptions inc ALCA &			1,200.00	994.66		205.34
206	Audit Fee			900.00	925.00		-25.00
207	Legal Costs			600.00			600.00
208	Training Officers		30.00	700.00	504.00		226.00
209	Training Councillor			600.00	329.00		271.00
210	Grants & Donations		2,083.80	7,000.00	2,183.32		6,900.48
211	Chairmans Allowance			250.00	48.32		201.68
212	Covid-19			1,000.00	215.21		784.79
213	Bank Charges			100.00	164.32		-64.32
214	Covid-19 food bank	814.56	1,780.95		979.94		1,615.57
215	Risk Assessments			300.00	112.50		187.50
216	You can do I.T. Grant		5,000.00	5,317.15	5,000.00	5,483.98	-166.83
217	Welcome Back Fund			590.21	600.49		-10.28
		£814.56	5,000.00	£12,294.98	52,421.00	£51,355.25	9,175.29

Environment		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
301	Allotment		1,647.88	1,647.88	1,647.88	1,647.88	
302	Env Grass Cutting				1,450.00	1,240.44	209.56
303	Env Hedge / Fence / Tree			30.00	300.00	180.00	150.00
304	Village Orderly		435.81	435.81	4,710.00	4,710.00	
305	Dog Bins				4,080.00	4,983.30	-903.30
306	Env Maintenance / Inspec				1,400.00	918.27	481.73
307	Env Projects				4,000.00	1,704.74	2,295.26
308	Env Grant	8,701.61	11,000.00		2,000.00		-298.39
309	Play Equipment	1,700.00	1,100.00	1,100.00	3,600.00	840.00	4,460.00
		£10,401.61	14,183.69	£3,213.69	23,187.88	£16,224.63	6,394.86

Highways		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
401	Street light power				1,800.00	1,729.06	70.94
402	Street light maintenance				3,500.00	3,500.00	
403	Street light upgrade				5,000.00	5,360.00	-360.00
404	Highways related projects				4,000.00	2,315.67	1,684.33
					14,300.00	£12,904.73	1,395.27

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

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
501	Misc Income		100.00	622.67			522.67
502	Annual Precept		93,908.00	93,908.00			
503	VAT			3,514.98			3,514.98
504	CIL	400.80	12,000.00	2,510.42			-9,088.78
		£400.80	106,008.00	£100,556.07			-5,051.13

Recreation Ground		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
601	Rec Grass Cutting				1,700.00	1,701.00	-1.00
602	Rec Maintenance			722.00	2,500.00	4,925.30	-1,703.30
603	Rec Tree & Fence Work			30.00	150.00	6,386.40	-6,206.40
604	Rec Inspections				400.00	436.00	-36.00
605	Rec Play Equipment & Be		20,000.00		20,000.00		
			20,000.00	£752.00	24,750.00	£13,448.70	-7,946.70

Youth & Community Centre		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
701	YCC upgrade			655.00	18,000.00	26,333.84	-7,678.84
702	YCC repairs & maintenanc				3,000.00	3,848.11	-848.11
703	YCC CCTV				2,000.00	145.00	1,855.00
704	YCC Electricity				1,000.00	731.57	268.43
705	YCC Gas				1,500.00	427.64	1,072.36
706	YCC water				650.00	48.63	601.37
707	YCC waste			42.75	650.00	620.08	72.67
708	YCC cleaning & supplies				2,500.00	2,551.65	-51.65
709	Office Equipment inc Web				5,000.00	2,510.81	2,489.19
710	YCC phone & wifi				600.00	553.85	46.15
711	YCC Grass cutting			15.00	850.00	865.56	-0.56
712	YCC hedge, fence & tree				280.00	250.00	30.00
713	YCC grants & donations		1,000.00	1,000.00			
714	YCC income		1,300.00	1,788.88			488.88
			2,300.00	£3,501.63	36,030.00	£38,886.74	-1,655.11

Youth Club		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
801	YC sessions				10,000.00	4,560.00	5,440.00
802	YC budget	5,000.00			500.00	38.23	5,461.77
803	YC extraordinary activities			1,869.51	1,800.00	600.00	3,069.51
804	YC Printer				500.00		500.00
805	YC subscriptions		400.00	107.00			-293.00
806	Tuck Shop		100.00	136.30	100.00	122.40	13.90
807	Youth Forum				200.00		200.00
808	Community Food Project (2,083.80				-2,083.80
809	Social Prescribing Commu		3,986.00	3,986.00			
		£5,000.00	6,569.80	£6,098.81	13,100.00	£5,320.63	12,308.38

NET TOTAL	£103,886.52	157,061.49	£132,467.18	171,238.88	£141,405.01	109,126.08
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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 31/03/2022			
	Cash in Hand 01/04/2021		171,991.58
	ADD Receipts 01/04/2021 - 31/03/2022		146,165.90
	SUBTRACT Payments 01/04/2021 - 31/03/2022		318,157.48
			156,197.10
A	Cash in Hand 31/03/2022 (per Cash Book)		161,960.38
	Cash in hand per Bank Statements		
	Cash 31/03/2022	0.00	
	Unity Trust Bank (20398572) 31/03/2022	18,117.56	
	PC Reserve Saver account (81413) 31/03/2022	44,606.07	
	Cemetery Reserve Account (59678) 31/03/2022	92,488.56	
	Natwest Current account (5335765) 31/03/2022	6,748.19	
			161,960.38
	Less unrepresented payments		161,960.38
	Plus unrepresented receipts		
B	Adjusted Bank Balance		161,960.38
	A = B Checks out OK		

Banwell Parish Council

Net Position by Cost Centre and Code

Cost Centre Name**Cemetery & Memorials**

<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>
101	Cem Grass Cutting				1,950.00		1,950.00
102	Cem paths / trees / garder				200.00		200.00
103	Cem making up graves				200.00		200.00
104	Cemetery / Memorial Main				5,000.00		5,000.00
105	Env Fee						
106	Cemetery software				380.00		380.00
					7,730.00		7,730.00

Cemetery Income

<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>
110	Cemetery Income		3,500.00				-3,500.00
					3,500.00		-3,500.00

Clerk & Administration

<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>	
201	Salary & NI				34,500.00		34,500.00	
202	Clerk pension				800.00		800.00	
203	Advertising				500.00		500.00	
204	Insurance				1,933.12		1,933.12	
205	Subscriptions inc ALCA &	205.00			1,800.00		2,005.00	
206	Audit Fee				950.00		950.00	
207	Legal Costs				600.00		600.00	
208	Training Officers	236.00			650.00		886.00	
209	Training Councillor				600.00		600.00	
210	Grants & Donations	500.00			4,000.00		4,500.00	
211	Chairmans Allowance				250.00		250.00	
213	Bank Charges				200.00		200.00	
214	Covid-19 food bank	1,615.57			500.00		2,115.57	
215	Risk Assessments	99.00			150.00		249.00	
218	Jubilee			315.00			315.00	
					£2,655.57	£315.00	47,433.12	50,403.69

Environment

<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>	
301	Allotment		1,647.88		1,647.88			
302	Env Grass Cutting				1,650.00		1,650.00	
303	Env Hedge / Fence / Tree	30.00			300.00		330.00	
304	Village Orderly		435.81		4,710.00		4,274.19	
305	Dog Bins				4,800.00		4,800.00	
306	Env Maintenance / Inspec				2,500.00		2,500.00	
307	Env Projects				3,000.00		3,000.00	
308	Env Grant	8,701.61	7,149.00		1,000.00		2,552.61	
309	Riverside Project	5,560.00			10,000.00		15,560.00	
					£14,291.61	9,232.69	29,607.88	34,666.80

Highways

<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>
401	Street light power				1,800.00		1,800.00
402	Street light maintenance				3,500.00		3,500.00
403	Street light upgrade				8,250.00		8,250.00
404	Highways related projects				1,000.00		1,000.00
					14,550.00		14,550.00

Income

<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>
501	Misc Income		100.00				-100.00

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		110,785.00		-110,785.00
503 VAT				
504 CIL	2,911.22	6,000.00		-3,088.78
	£2,911.22	116,885.00		-113,973.78

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				1,700.00		1,700.00
602	Rec Maintenance				2,000.00		2,000.00
603	Rec Tree & Fence Work				300.00		300.00
604	Rec Inspections				350.00		350.00
605	Rec Play Equipment & Be		20,000.00		20,000.00		
			20,000.00		24,350.00		4,350.00

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				12,000.00		12,000.00
702	YCC repairs & maintenanc				3,000.00		3,000.00
703	YCC CCTV				1,000.00		1,000.00
704	YCC Electricity				1,000.00		1,000.00
705	YCC Gas				1,000.00		1,000.00
706	YCC water	600.00			600.00		1,200.00
707	YCC waste				500.00		500.00
708	YCC cleaning & supplies				2,700.00		2,700.00
709	Office Equipment inc Web	325.00			3,000.00		3,325.00
710	YCC phone & wifi	165.00			720.00		885.00
711	YCC Grass cutting				900.00		900.00
712	YCC hedge, fence & tree \				500.00		500.00
713	YCC grants & donations		1,000.00				-1,000.00
714	YCC income		1,400.00				-1,400.00
		£1,090.00	2,400.00		26,920.00		25,610.00

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				9,000.00		9,000.00
802	YC budget				500.00		500.00
803	YC extraordinary activities				1,200.00		1,200.00
804	YC Printer				500.00		500.00
805	YC subscriptions		300.00				-300.00
806	Tuck Shop		100.00		100.00		
807	Youth Forum				200.00		200.00
808	Community Food Project (2,083.80			2,083.80		4,167.60
809	Social Prescribing Commu	3,986.00			3,986.00		7,972.00
		£6,069.80	400.00		17,569.80		23,239.60

NET TOTAL

£27,018.20	152,417.69	£315.00	168,160.80	43,076.31
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