



Banwell Youth and Community Centre,
West Street
Banwell. BS29 6DB
01934 820442
8th May 2022

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 unless excluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose.

To: The Chairman and all members of Banwell Parish Council.

You are summoned to attend the Annual Meeting of Banwell Parish Council, to be held at the Youth & Community Centre (YCC) on Monday 16th May 2022 at 7pm, when the following business will be transacted.

The meeting will be livestreamed on Facebook or can be joined virtually via zoom

<https://us02web.zoom.us/j/308292669>. Meanwhile due to the size of the YCC we ask that any members of the public wishing to attend please contact the Clerk in advance.

Liz Shayler
Clerk to the Council

Before the meeting begins there will be a public participation session – *This session is open to the Public to present comments, observations, information, petitions or lead deputations and is the only time members of the public may participate. (Please note that the Council is unable to make formal decisions under this item)*

- i) Members of the public.
- ii) Community Beat Manager's report.
- iii) Ward Councillor's report.
- iv) Bypass Update

A G E N D A

1. To elect a Chairman of the Parish Council for 2022/23 and to receive the Chairman's Declaration of Acceptance of Office
2. To elect a Vice Chairman of the Parish Council for 2022/23 and to receive the Vice Chairman's Declaration of Acceptance of Office
3. To receive apologies for absence.
4. To appoint Members to Committees and Working Groups for 2022/23 (see list of members from 2020/21 page 1)
5. To appoint members of outside bodies for 2022/2023 (see list of members from 2021/22 page 1)
6. To receive members' declarations of interest on any agenda item
7. To approve as a correct record the minutes of the Parish Council Meeting held on the 18th April 2022 (pages 2 – 7)
8. To note the following Committee Meeting Minutes (to follow)
 - i) Planning Committee Meeting on the 9th of May 2022
 - ii) Youth & Community Centre Committee Meeting on the 9th of May 2022

9. To review and approve all Banwell Parish Council Committee and Working Party Terms of Reference (listed on page 8)
10. To approve the following documents
 - i) Calendar of Meeting dates (page 9)
 - ii) Financial Regulations and associated Risk Assessment ([banwell-parish-council-information/](#))
 - iii) Standing Orders ([banwell-parish-council-information/](#))
11. To review and approve all Banwell Parish Council Policy and Procedures (listed on page 10 & 11)
12. To receive the Officer report/Exchange of information: Please note that the Council is unable to make any formal decision under this item (page 12)
 - i) Joint Strategic Needs Assessment (JSNA)
 - ii) £1000 grant from Winscombe Parish Council
 - iii) Jubilee Grants
 - iv) Improving Play Spaces Fund
13. To note the training and events available and agree any attendance.
 - i) ALCA e-learning on nimble £14 each [E-Learning Courses ALCA](#)
 - ii) Various communications training £30 [Communications Courses ALCA](#)
 - iii) Various finance training £30 [Finance Training ALCA](#)
 - iv) Various Scribe finance training (this is our accounting package) Free [Scribe Training](#)
 - v) 25th May 'Fighting Climate Change' 12 – 1:15pm £38.93 (only a few spaces left)
 - vi) 27th July 'Giving Local Councils more of a say on housing' 12 – 1:15pm £38.93
 - vii) FREE Introduction to Local Councils E-learning Course [E-Learning Courses ALCA](#)
14. To approve the following items of expenditure: -
 - (i) £468 for Annual Scribe subscription.
 - (ii) £2,027.29 Insurance premium year two of a three year contract.
15. To consider a grant application for up to £600 from Banwell in Bloom (pages 13)
16. To consider the donation of up to two chat benches (<https://www.chatbench.uk/>) from the Rotary Club
17. To authorise bills for payment for May (page 14)
18. To note the Parish Council's end of April's net position, bank balances and bank reconciliation (pages 15 - 17)
19. To agree regular standing order, direct debit and BACs payments made from the Unity bank account (page 18)
20. Date of the next meeting –
 - Monday 6th of June, 7pm Planning Committee at the YCC
 - Monday 20th of June 2022, 7:30pm Annual Meeting of the Parish Council at the YCC

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, gender reassignment, sexual orientation, marital status, religion & belief, pregnancy & maternity and disability) Crime and Disorder, Health & Safety and Human Rights.