

Committee Members

Cemetery & Memorials (Tuesday pm meeting quarterly)	Youth Club (Tuesday pm meeting every two months)
Cllr Paul Blatchford	Cllr Paul Blatchford
Cllr Steve Davies	Space
Cllr Phil Hale	Space
Space	Space
Space	Space
Cllr Jim Weston (ex officio)	Cllr Jim Weston (ex officio)
Cllr Paul Harding (ex officio)	Cllr Paul Harding (ex officio)
John Keate (co-opted)	
Richard Tolmie (co-opted)	
Employment	Appeals Committee (in the unlikely event that after a grievance / disciplinary hearing that there is an appeal)
Cllr Jim Weston (ex officio)	Cllr Phil Hale
Cllr Paul Harding (ex officio)	Space
Cllr Dawn Parry	Space
Space	
Space	
Children's Centre Working Party	Highways Working Party
Cllr Paul Blatchford	Cllr Paul Harding
Cllr Paul Harding	Cllr Jim Weston
Cllr Phil Hale	

Members of Outside Bodies

Outside Body	2017/18 Representatives
ALCA North Somerset Group	Cllr Phil Hale & Vacancy
Banwell Action Group	Cllr Paul Harding
Banwell Allotment Society	Cllr Paul Bateman
Banwell in Bloom	Vacancy
Banwell Scouts & Guides Association	Vacancy
Banwell School Community Governor	Cllr Dawn Parry
Banwell Village Hall Management Committee	Cllr Jim Weston and Vacancy
Children's Centre Partnership (meetings are midweek between 1pm and 3pm)	2 x Vacancies
Churchill and Langford Minibus Society	Cllr Jimmy Weston and Vacancy
Community Resilience	Vacant
Defibrillator Guardians	Paul White and Cllr Jimmy Weston
Hinkley Point Community Forum	Cllr Jimmy Weston and Cllr Blatchford
Parochial Church Council	Vacant
NSC Standards Sub-Committee (need a knowledge of the Code of Conduct)	Cllr Paul Bateman & Cllr Jim Weston
Weekly Visual Checks of Play Areas	Cllr Paul Harding and Vacancy
Winscombe & Banwell Patient Participation Group	Cllr Dawn Parry



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT 7:30pm ON MONDAY 9th APRIL 2018 AT BANWELL VILLAGE HALL

PRESENT:	Councillors Jim Weston (Chairman), Phil Adams, Paul Blatchford, Steve Davies, Phil Hale, Paul Harding (Vice-Chairman), Maggie McCarthy and Dawn Parry.
IN ATTENDANCE:	Mrs Liz Shayler (Clerk).
WARD COUNCILLOR:	None
AVON & SOMERSET POLICE:	None
PRESS:	None
MEMBERS OF THE PUBLIC:	10

75/18 To receive apologies for absence (agenda item 1).

Apologies were received from Cllrs Angela Haden, Paul Bateman and District Cllr Ann Harley.

76/18 To receive members' declarations of interest on any agenda item (agenda item 2).

None received

77/18 To invite public participation (agenda item 3).

i) Members of the public.

None received

ii) Community Beat Manager's report.

No PC / PCSO was present and no report was received.

iii) Ward Councillor's report.

No Ward Councillor was present and no report was received.

78/18 To approve as a correct record, the minutes of the Parish Council Meeting held on 12th March 2018 (agenda item 4).

Resolved – That the minutes be approved as a correct record of the meeting subject to minute 64/18 (Internal Auditor's report) being changed from a vote to just noting the report .

The resolution was correctly proposed and seconded (7 in favour with one abstention due to absence).

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

79/18 To note the Cemetery and Memorials Committee meeting minutes from the 27th March 2018 (agenda item 5).

The minutes were noted.

80/18 To agree a response to North Somerset's Pre Order Consultation for Modification Order 58 - Waterloo Farm, Banwell (agenda item 6)

Standing orders were suspended to allow member of the public to speak.

The following concerns/observations were brought up by members of the public;

- What designation would the routes be given?
- If they were given a designation who would be responsible for their maintenance?
- A lot of the routes were impassable to vehicles and had been so for 20 years plus so how/who would make them vehicle ready?
- Concerns were raised about the safety and security of livestock, farm equipment / vehicles on the moors if the routes were to be opened up to all vehicles.
- The droves have never been used as a right of way for vehicles except for land owners / tenants.
- Each of the tracks should be treated separately and not as one as they have had different rights of access.

Members of the public were encouraged to make submissions to North Somerset Council.

The meeting was reopened.

Resolved – That a submission be made to North Somerset Council raising the following points

- Historically there has never been vehicular access to the drove by members of the public.
- Use by vehicles will inevitable degrade the tracks
- Pedestrians and horse riders have been known to use these droves for many years

The resolution was correctly proposed and seconded (unanimous).

81/18 To review and approve the following documents; (agenda item 7)

(i) Asset Register

Resolved – To approve the Asset Register and review again in 2019

The resolution was correctly proposed and seconded (unanimous).

82/18 To receive the Clerk's report/Exchange of information: (agenda item 8).

- (i) **Great British Spring Clean** a reminder to Councillors that it would take place on Saturday 14th April: refreshments and equipment would be provided.
- (ii) **Banwell Post Office opening hours** – the Clerk reported that the Post Office hours were being reduced from six days a week to two afternoons a week due to cost of the Post Office franchise to the local shop.
- (iii) **Lights around the village** - No concerns were raised.
- (iv) **'Battles Over' Beacon** – The Chairman reported that this was progressing well. Volunteers had offered pallets and a local farmer had offered to clear a patch of ground. He suggested a meeting in June with other community groups to discuss the event in more detail.

83/18 To discuss and agree the purchase of replacement defibrillator pads and a replacement bag (agenda item 9).

Resolved – To purchase three replacement adult pads, three junior pads and a bag for the defibrillator located outside Boulters, Knightcott Road. The total cost is £742.08

The resolution was correctly proposed and seconded (unanimous).

- 84/18 To agree the cost of the removal of three trees on the recreation ground (agenda item 10).**
- Resolved** – Contractor B to be asked to undertake the work on the Recreation Ground trees for £620.
- The resolution was correctly proposed and seconded (unanimous).**
- 85/18 To receive an update on the changing of energy supply and agree fixing for 2 years with the current supplier (agenda item 11)**
- Resolved** – To agree a 2-year fixed term contract with E-On.
- The resolution was correctly proposed and seconded (unanimous).**
- 86/18 To receive an update on the Citizens Advice outreach service provision in the Parish and agree a way forward for the Section 137 donation of £3000 (agenda item 12).**
- Resolved** – To run the Citizens Advice outreach service for nine months using a Section 137 donation from the Council of £3000.
- The resolution was correctly proposed and seconded (unanimous).**
- 87/18 To agree the wording for ‘The Volunteer of the Year 2018’ shield (agenda item 13).**
- Resolved** – The following wording be shown on the award ‘Banwell Parish Council Recognition of Services to the Community Award’ and a bespoke disc with the Parish Council’s Logo to be added to the shield. There would be two awarded this year and all nominees would receive a letter of recognition for their service to the community.
- The resolution was correctly proposed and seconded (unanimous).**
- 88/18 To defer the consideration of grant applications received for the Parish Council Grants until May 2018 and to agree a date for a tea and buns meeting (agenda item 14).**
- Resolved** – To defer the consideration of grant applications received for the Parish Council Grants until May 2018 and to hold a tea and buns meeting on Tuesday May 8th at 7pm.
- The resolution was correctly proposed and seconded (unanimous).**
- 89/18 To note the events, training available and agree any attendance (agenda item 15).**
- (i) **30th April 2018 ‘GDPR’ Long Ashton 10:30am – 12:30 £40. The Clerk & Cllr Harding**
- Resolved** – That the Clerk and Cllr Harding attend this session
- The resolution was correctly proposed and seconded (unanimous).**
- (ii) **1st May 2018 ‘Playground Seminar’ Yate 12:00 – 15:30 £35.**
- That no one attend this session
- (iii) **7th June 2018 ‘Basic Bid Writing’ Bristol 9am - 11:30 £95. Cllr Hale**
- Resolved** – That Cllr Hale attend this session along with the ‘advanced bid writing’ course in the afternoon for a total price of £190.
- The resolution was correctly proposed and seconded (unanimous).**

90/18 To agree a response to North Somerset's Education Provision in North Somerset ~ A Commissioning Strategy 2018 – 2021 (agenda item 16).

Resolved – The Clerk to write a submission and email it out to Councillors for comment before it is sent to North Somerset Council and to include the following points;

- Banwell Primary School is a very valued community asset in the centre of the Conservation Area. It is at the heart of the village and part of its identity. Potentially increasing its physical size could have an adverse effect on the CA and also the availability of facilities e.g. playing field.
- Doubling the size of Banwell School would cause highways problems. It would probably increase the need for staff parking spaces and would increase the number of parents dropping off their children at school which would cause huge problems at both entrances and all the surrounding roads.

The resolution was correctly proposed and seconded (unanimous).

91/18 To authorise bills for payment (agenda item 17).

A revised list of payments was circulated for consideration.

Resolved: To authorise bills for payment of £8677.30. Cllr Harding and Cllr Parry to sign the cheques.

The resolution was correctly proposed and seconded (unanimous)

92/18 To note the Parish Council's end of March's net position, bank balances and bank reconciliation (agenda item 18).

The net position, bank balances and bank reconciliation were noted.

93/18 To note and comment upon planning applications (agenda item 19).

- i) **18/P/2236/OUT** – Meadow Court, Wolvershill Road, Banwell. BS29 6DJ. Outline planning permission for the erection of 2no. dwellings with access and layout for approval and appearance, landscaping and scale reserved for subsequent approval.

Resolved – Banwell Parish Council do not support this application for the following reason;

- North Somerset is believed to have a five-year housing supply
- It is outside the settlement boundary
- There are no bus services along Wolvershill Road
- Although an outline application, there is no information on the impact of building so close to at least one established tree or consideration of site drainage and the ability of the applicant to provide suitable sight lines in perpetuity at the site entrance had not been demonstrated

The resolution was correctly proposed and seconded (Unanimous)

- ii) **18/P/2326/RM** - Lower Rhodyate Farm, The Rhodyate, Banwell, North Somerset. BS29 6NR Reserved matters application for the erection of an agricultural worker's dwelling for matters of access, appearance, landscaping, layout and scale pursuant to outline application 17/P/2014/O (erection of 1 No. agricultural workers dwelling with all matters reserved for subsequent approval).

Resolved – Whilst the Parish Council had supported the initial outline application for an agricultural worker's dwelling the Council does not support this application for the following reasons;

- The habitable area of the building appears to exceed the area as permitted
- The design is out of keeping with the Area of Outstanding Natural Beauty
- The building is designed to be completely independent of the farm
- It appears to have been designed as a large family home and not for an agricultural worker as specified in the outline application

The resolution was correctly proposed and seconded (Unanimous)

- iii) **18/P/2665/FUH & – 18/P/2666/LBC** – Yarborough Cottage, Banwell Road, Christon, Banwell, North Somerset. BS29 6ND. Oak framed garden room to side

Resolved – Banwell Parish Council support this application.

The resolution was correctly proposed and seconded (Unanimous)

94/18 To note planning decisions – (agenda item 20).

- i) **17/P/2372/FUL** - The Old Farmhouse, Rolstone Farm, West Rolstone Road, Hewish, BS24 6UU. Erection of two storey front porch. **REFUSED**
- ii) **17/P/5127/ CQA** - The Barn at Laurel Farm, Summer Lane, Banwell. BS29 6LP. Prior approval for change of use from agricultural building and land to 1no. dwelling (use class C3), plus associated operational development comprising of partial demolition of the existing structure; rendering of existing block walls with timber slats above; insertion of new windows, doors and rooflights. **GRANTED.**
- iii) **17/P/5628/FUL** - Parcel 7051 Land Off, Moor Road, Banwell. North Somerset. Retrospective application for the siting of two equestrian shelters for stabling and storage, together with change of use of the land from agricultural to agricultural and equestrian. **GRANTED**
- iv) **18/P/2182/LDP** - Small Acre, Box Bush Lane, Rolstone, Weston-super-Mare, North Somerset. BS24 6UA. Application for a Lawful Development Certificate for proposed siting of a twin unit mobile home. **CERTIFIED**

95/18 The Council was recommended to resolve that members of the press and public be excluded from the meeting during consideration of agenda item 22, 23 and 24 (agenda item 21).

Resolved – that members of the press and public be excluded from the meeting during consideration of agenda items 22, 23 & 24.

The resolution was correctly proposed and seconded (unanimous).

96/18 To discuss and agree a way forward in relation to advice required for the Children's Centre Lease (agenda item 22).

The Clerk to email the National Association of Local Councils with the information required by NALC.

97/18 To discuss and agree a way forward concerning the fence line between West Garston and the Recreation Ground (agenda item 23).

Resolved – That the Clerk write to the residents of West Garston explaining where the actual boundary of the recreation ground is in relation to their properties and the difficulty now faced by the Parish Council in maintaining the recreation ground fence.

The resolution was correctly proposed and seconded (unanimous).

98/18 To consider the draft scout hut lease and further information and to agree a way forward (agenda item 24).

Cllr Hale gave a presentation on the current progress of the Scout Hut lease.

Resolved – To wait for the Scouts to discuss the draft on the 10th April and along with their comments to discuss it a future meeting.

The resolution was correctly proposed and seconded (unanimous).

99/18

Dates of the next meetings – (agenda item 25)

23rd April 2018 – Annual Parish Assembly 7:30pm Banwell Village Hall.

26th April 2018 – Youth Club Committee meeting 7pm Banwell Children’s Centre.

21st May 2018 – Annual Meeting of the Parish Council 7:30pm Banwell Village Hall.

22nd May 2018 – Cemetery and Memorials Committee 7pm Banwell Cemetery.

The Chairman closed the meeting at 21:45

.....Chairman

.....Date

Bills for Payment - 12th March to the 4th April 2018
Banwell Parish Council

Chq No.	Payee	Details	Net Amount	VAT	Gross Amount	Minute agreed	Power
5291	E. Shayler	Clerk's April's Salary (£1495.57) and 6 hrs CiLCA (£83.64)	£1,318.37		£1,579.21		
5291	E. Shayler	Clerk's Expenses (table clothes, land registry) Total £1434.94	£116.57		£116.57		LGA 1972 s112
5292	HMRC	PAYE and NI for October	£350.31		£350.31		LGA 1972 s111
5293	J K Gardening	Grass cutting @ Rec Ground, Riverside, Children's Centre, K'cott Bank	£283.50		£283.50		LGA 1972 s112
5293	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50		PHA 1875 s164
5293	J K Gardening	Village Orderly duties	£392.50		£392.50		LGA 1972 s214 (2) & (6)
5293	J K Gardening	Hedges- Riverside, Rec, YCC Total £1148.50	£310.00		£310.00		LGA 1972 s112
5294	Youthworkz	Youth Club staffing costs (£890 - £36 = £854) + Programme costs (£175.69)	£1,029.69		£1,029.69		
5295	Complete Business Solutions	Ink Cartridges x 5	£128.92	£25.78	£154.70		LG (MP) Act 1976 S19 (1e) & (1f)
5296	SSE	4th Quarter Maintenance	£363.09	£72.62	£435.71		LGA 1972 s112
5297	Microbitz	Service work to Cllr Batemans computer	£68.25	£13.65	£81.90		PCA 1957, s3 & HA 1980 S301
5298	Bin-It	Dog Bin Emptying	£352.73	£70.55	£423.28		
5299	CAB	Outreach advisor	£3,000.00		£3,000.00		EPA 1990 s5 subsection 86 (13)
							Section 137 class 9
DD	Nest	April pension contributions (DD 10.5.18)	£69.48		£69.48		
DD	EON	Electricity Account (DD 22.02.18) (£258.58 - £6.60 credit)	£191.11	£38.22	£229.33		LGA 1972 s112
DD	Mainstream	fraud, call charges (£4.62) Broadband (£54.00) (DD 16.04.17)	£48.85	£9.72	£58.62		PCA 1957, s3 & HA 1980 S301
		Totals	£8,185.87	£230.54	£8,677.30		LGA 1972 s111

PC Papers 21.05.18



Campaign to Protect
Rural England

Standing up for your countryside

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Banwell Parish Council
c/o Liz Shayler
Westfield Road
BANWELL
Somerset
BS29 6BS

Welcome to a new year of CPRE membership - please return your renewal form today.

12 April 2018

Dear Members

Thank you for being a CPRE member. It is support from organisations like yours that makes it possible for us to stand up for our beautiful and irreplaceable countryside.

I am delighted to enclose your membership card for the coming year and ask that you please return your form and payment by 22/06/2018.

I hope your organisation is proud to be a member of CPRE – together we have achieved many successes for the countryside over the past 12 months.

At a national level, you helped us shift Government thinking on how to solve the housing crisis, which will save more green fields. At the same time, you supported CPRE Avonside, which is often a lone voice defending your local countryside from inappropriate development.

This is wonderful progress but there is still much to do and your continuing membership is crucial.

While the Government is now listening to our concerns about its approach to getting more houses built, the countryside remains threatened by over-inflated and undeliverable housebuilding targets. It is vital we stay vigilant on this issue to prevent more unnecessary loss of our green fields during the coming year. With your ongoing support, we will carry on pressing for sensible targets and better protection of the countryside.

To continue your membership, please complete and return your form in the envelope provided.

Thank you again for standing up for our countryside. If we do not do it, who will?

Yours sincerely

I am proud to protect England's glorious countryside for another year

Your membership

Your membership is £36.00, paid annually

I would like to increase my membership gift to

£36 £50 £100 £240 Your choice £_____ per year

Please keep my membership gift £36.00, paid annually

How would you prefer to pay?

Cheque (please make cheques payable to CPRE)

Card

Your card details

Mastercard Visa Maestro Amex

Card number: _____

Start date: ____ - ____ Expiry date: ____ - ____

Signature: _____ Date: _____

If you would like to pay by BACS direct transfer please credit Sort Code 51-50-03 Account 65724623 quoting your Membership number 473081 as a reference

473081

Stay up to date

473081

Please send me CPRE's monthly e-newsletter, Campaigns Update

Email: _____

Please check your details

Name and address: Banwell Parish Council, c/o Liz Shayler, Westfield Road, BANWELL, Somerset, BS29 6BS

Phone number: 01934 820442

Mobile number: _____

Email: clerk@banwellpc.org.uk

Membership number: 473081

473081



If you would prefer not to receive certain communications from CPRE, please call our Supporter Services Team on 0800 163680 or email supporterservices@cpre.org.uk

The successes you achieved last year

Here are just two of the victories your membership helped accomplish for the countryside last year.

You made the Government listen

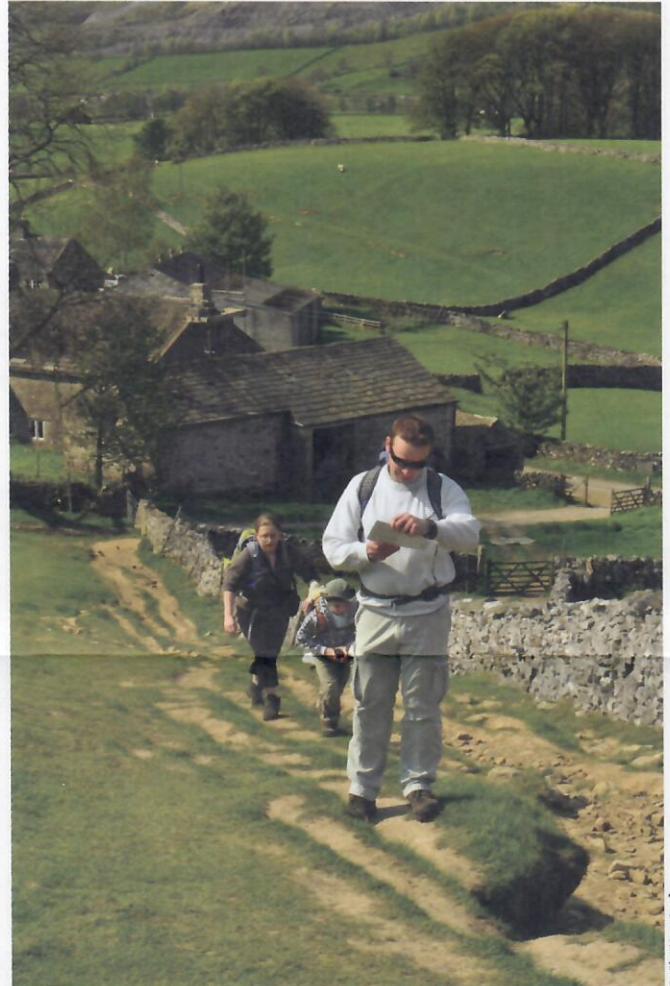
Earlier this year, the Government published its Housing White Paper. We feared it would include more reforms to the planning system that would herald a fresh assault on the countryside. Instead, thanks to the persistent campaigning you helped make possible, the Government acted on many of our ideas.

The White Paper includes promises to protect our Green Belt, support more brownfield development and to take a closer look at problems in the housing market, rather than liberalising the planning system further.

You campaigned to keep our countryside beautiful

Each year, 24 billion drinks containers are sold in the UK and many end up littering our countryside. With your support, we are calling on the Government to introduce a scheme where consumers pay a deposit of around 10p when they buy a drink and get it back when they return the container.

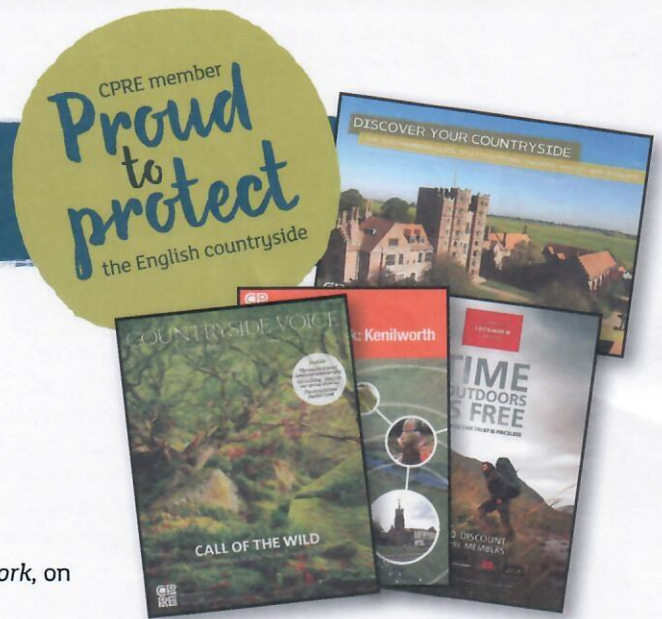
Our research shows a scheme like this could lead to a 90% return-rate for drinks containers. Now Coca-Cola has announced it will support a deposit return system in Scotland. Our hope is that this will encourage ministers in England to follow suit.



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The benefits of your membership

- Regular issues of our magazine, *Countryside Voice*.
- Membership of your local county branch.
- 10% discount at Cotswold Outdoor.
- Access to our expert Planning Helpline and website www.planninghelp.org.uk.
- Our regular monthly e-newsletter, *Campaigns Update*.
- Printed publications, such as our campaigning newsletter *Fieldwork*, on request.



How your membership will protect the countryside this year

Thanks to your subscription, we will be able to campaign on important issues like these over the next twelve months.

Shaping the future of English farming

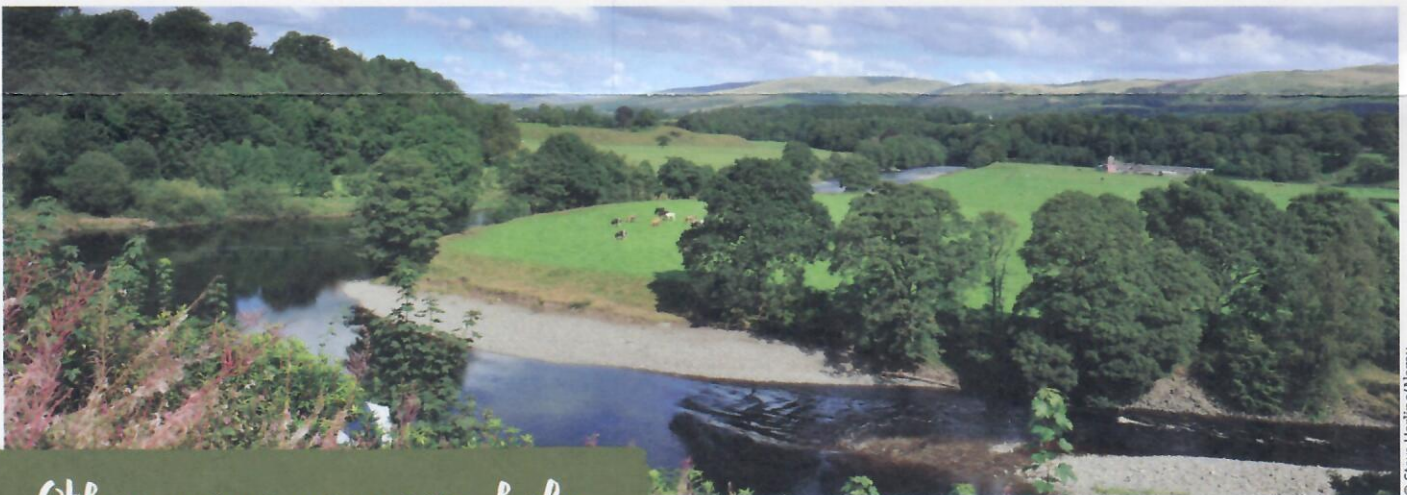
Brexit will bring the UK's EU farming subsidies to an end. This is a once-in-a-generation opportunity to create new farming policies that will shape English farming and our countryside for decades to come. With your support, we will influence the debate to help secure the best future for our landscape, farmers and communities.

Making major new roads a last resort

The Government's £15 billion road building programme promises to relieve congestion and boost local economies. Yet our recent research proves there is scant evidence for this. Instead, our analysis found that road building generates traffic, damages the countryside and rarely brings economic benefit. We will continue to campaign to make building new roads a last resort.

Campaigning for realistic housebuilding targets

Your support will help us persuade the Government to set sensible housebuilding targets, based on need not economic ambition, to prevent more unnecessary loss of countryside.



© Steve Harting/Alamy

Other ways you can help

A legacy protects for future generations

Legacies are a vital source of income for CPRE and help to fund around 30% of our work. If you would like to help protect our precious countryside for generations to come, please consider helping us in this very important way. To talk to someone about including CPRE in your Will please call our Legacy Officer on 020 7981 2855. If you are happy to share your intentions, it is an enormous help to us and completely confidential.

- I have already left a gift to CPRE in my Will
- I intend to leave a gift to CPRE in my Will
- I would like more information on leaving a gift to CPRE in my Will

Your local CPRE branch needs you

Our volunteers are the lifeblood of our work. If you would like to learn new skills, meet likeminded people and help protect countryside you love near you, please tick the box below. Your local branch will be delighted to welcome you.

- Yes, I would like to find out more, please ask **CPRE Avonside** to contact me.

BANWELL PARISH COUNCIL – ASSET REGISTER

Asset	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2017/18	Asset Value	Replacement Cost	Insured Value 2017/18	Comments
Recreation Ground	Westfield Road	Mr Day	Donated	1946	£1	£1	N/A		Left in will, owned by PC as 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 Trustees, land is currently being investigated for registration
Riverside Green	Riverside	N/A	N/A	N/A	£1	£1	N/A		Being investigated for land registration.
Children's Centre	West Street	Refit N. Somerset	Land is leased	N/A	Unknown	£460,000	N/A	£503,000	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.
Small parcels of land at top of Castle Hill.	Castle Hill	N/A	N/A	N/A	£1	£1	N/A		Being investigated for land registration.
Small parcels of land at path - 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.
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	Unknown at present	1970's	£1	£1	N/A		Being investigated for land registration.
Village pump & walls	High Street	Unknown	Donated	1900's	£1	£1	N/A		Being investigated for land registration. Repointed and repainted May 2017
War Memorial & Land	West Street	Post Office	Donated	1920's	£1	£1	N/A		Being investigated for land registration. 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.

BANWELL PARISH COUNCIL – ASSET REGISTER

Asset	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2017/18	Asset Value	Replacement Cost	Insured Value 2017/18	Comments
Equipment in Recreation Ground:									All visually checked weekly with annual independent inspection
Nest swing	Recreation Ground	Sutcliffe Play (SW) Ltd	£2,462	Spring 2010	£2,462	£2,462	£3200	Play equipment insured for £41,934	
Toddler swings	„	„	£1,153	Spring 2010	£1,153	£1,153	£1600	“	
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	£15000	“	
MUGA	„	„	£15,068	Spring 2010	£15,068	£15,068	£23,000	“	
Junior swings barriers	„	„	£1,856	Nov 2011	£1,856	£1,856	£2,600 £600	“	
Safagrass & safety surfacing, rec, riverside & MUGA	„	„	£20,604 £5811	Spring 2010 Nov 2011	£20,604 £5811	£26,415	£34,000	Surfaces insured for £24,349	
Rec Fence	“	Keran Mellor	£9727.58	June 2016 May 2017	£9727.58	£9727.58	£9727.58		
2 x Weston benches	„	Donated	Unknown	Spring 2010	Donated	£200	Unknown as bespoke traditional metal benches	Street furniture insured for £18,077	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		£1500	£2,300	Play equipment insured for £41,934	

BANWELL PARISH COUNCIL – ASSET REGISTER

Asset	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2017/18	Asset Value	Replacement Cost	Insured Value 2017/18	Comments
Climber	Riverside	Touchwood	£6300	Aug 2013	£6300	£6300	£2,500	Play equipment insured for £41,934	
benches x 5	“	Various	Unknown	Oct 2008	Unknown	£250	£2,500		Estimated value of £50 per bench based on the variety of ages/ sizes and materials of the benches.
Gates & fencing	“	Various	£6,500	Oct 2008	£7,382	£7,382	£6,500	£7,382	
Village Hall defibrillator 14B00463141	Village Hall	Donated	£2428.80	Aug 2014	£2428.80	£2428.80	£2428.80	Defib's insured for £10,000	
Banwell News Defibrillator	Banwell News	Donated AED	Cabinet only £1404	April 2014	£1404	£1404	£2428.80	Defib's insured for £10,000	
Co-Op Defibrillator 16B00518884	Co-Op	AED	£2428.80	Feb 2017	£2428.80	£2428.80	£2428.80	Defib's insured for £10,000	
Boulters Defibrillator 14B00463698	Boulters	Donated	Donated	Sept 2015	£2428.80	£2428.80	£2428.80	Defib's insured for £10,000	Missed from asset register currently being investigated
Shed at Cemetery	Cemetery	Unknown	Unknown	1950's	£1,306	£1,306		£1,306	
Walls at Cemetery	Cemetery	Unknown	Unknown	1950's	£30,907	£30,907		£30,907	Abbey Wall reinforced spring 2017
6 Laptops supplied to Councillors	Individual Councillors	Acer	£1423.38	May 2016	£1423.38	£1423.38	£1440	Office & general contents insured for £14,680	
3 Laptops supplied to Councillors	Individual Councillors	Lenovo Del	£1128	April 2017	£1128	£1128	£1128	“	
Acer / Lenovo Desktop Computer	Office	Acer / Lenovo	£397.46	April 2016	£397.38	£397.38	£399	“	
2 Printer/copiers	Office	HP and Canon Printers	Unknown	Unknown	£2	£2	HP £400	“	Canon printer in storage is spare only would not be replaced
1 filing cabinets	Office	Unknown	Unknown	Unknown	£1	£1	£147.90	“	

BANWELL PARISH COUNCIL – ASSET REGISTER

Asset	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2017/18	Asset Value	Replacement Cost	Insured Value 2017/18	Comments
Lap top, Projector & screen	Office	Optoma ES521	Part donation	Jan 2012	£100	£100	£369	Office & general contents insured for £14,680	PC contribution £100
Misc office equipment	Office Desk / Cuboards	Ikea	£120	July 2015 Jan 2017	£120	£120	£120	"	Ikea pigeon holes Desk
Vehicle Activated Speed Sign	Mobile	Swarco	2,700	Nov 2017	£2,700	£2,700	2,700		
3 Brick bus shelters	Knightcott Road	Built by Keran Mellor Services	Unknown	Unknown	£3000	£3000	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	£2000	£2000	£130 per bin (plus £50 for fixing) Total £2,000	Street furniture insured for £18,077	All inspected Jan 2011 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	£2000	£1000	£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 Free standing £501	"	West Street board value based on its age.
Banwell/Potigny road signs x 4	Various	Unknown	Unknown	Unknown	£4	£4	TBV	"	

BANWELL PARISH COUNCIL – ASSET REGISTER

Asset	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2017/18	Asset Value	Replacement Cost	Insured Value 2017/18	Comments
War memorial	West St	Unknown	Donated	Unknown	£1	£1	N/A	Not materially insured	Cleaned by Wells Cathedral Stonemasons Autumn 2011/ repointed October 2016.
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		
Chain of Office	Chairman	Roy Rice	Donated	Unknown	£1	£1	TBV		
Total Asset Values in Red						£616,529			

Inventory of items in Banwell Fire Station under the care of Banwell & District Volunteer Fire Unit. (Prepared by Roy Rice September 2011).

- Manual Fire Engine dated 1810 with long brass & copper branch pipe.
- Four original wooden wheels for the 1810 Fire Engine in bad repair.
- Short length of leather hose.
- One leather hose repair clamp.
- One V thread brass branch with incorrect nozzle.
- One V thread branch with turn off tap and side outlet.
- One Hose winder.
- Two large oil lamps from front of 1887 fire engine.
- Two medium oil lamps from rear of 1887 fire engine, one with red painted lens.
- Two small hand or belt held oil lamps probably supplied with 1887 fire engine.
- Picture of Mr Castle Chief Officer seated in undress uniform.
- Picture of Mr Castle Chief Officer at Abbey Door.
- Picture of Mr Fred Day Chief Officer seated.
- Picture of firemen at back of station in undress uniform.
- Picture of War time crew at Abbey gates.
- Picture of W. Neate in councillor's dress.
- Two Thatch Hooks. At the moment, these are on show at the North Somerset Museum Weston Super Mare.
- One brass Fog Horn, for raising the alarm. This was given by Mike Yard son of Fred Yard Ex Sub Officer at Banwell since the Fire Station closed. It is a job to say if this belongs to the B&DFVU or Banwell Parish but seeing it was originally in the station with the above items I would suggest belongs to the Parish.

(Note - Anything that was in the station when it was given to the parish in 1887, if it ever closed would be given back to the Parish.)

HeartSafe Smart Tag Monitoring System

Dear Customer

We wish to advise that the 1 year period of HeartSafe® Smart Tag annual monitoring and retrieval we offered free of charge with the public access defibrillator and cabinet purchased for your community has now come to an end.

We hope you will wish to continue with the service which provides very high levels of governance and most importantly a proven audit trail of the 8 questions your guardian answers each time they carry out a guardian check on the equipment. This information we collect monthly and pass on to the Emergency Services maintaining an audit trail with them of all details relating to your defibrillator. We hope to be able to help do this for you for the life span of the warranty of 10 years of the equipment.

We advised you at the time of purchase that the monitoring would be renewable at the end of 12 months at the cost of £49 plus VAT. In anticipation of you wishing to continue using this service, we enclose our invoice for £49 plus VAT (total £58.80) for the next 12 months of monitoring.

AED Locator (E.U.) Limited t/a HeartSafe® has £5million Public Liability insurance cover. We believe our system with automated reminders to the guardian prompting them of the need to carry out their inspections using their mobile phone with QR reader or PC is a very advanced reliable, simple, system to use.

Should you wish not to continue, please advise us immediately. We will then inform the Emergency Services we are no longer monitoring your equipment and it will be removed from their operations list. Should you choose to discontinue the service, please advise any other parties within your organisation dealing with the monitoring matter that we are no longer monitoring your cabinet and AED.

We hope however you will continue to use our service and remain part of the HeartSafe® network of PAD sites in the UK.

Kind regards,
HeartSafe® AED Locator



LIGHTATOUCH

2 May 2018

The Parish Clerk
Banwell Parish Council
Banwell Village Hall,
Westfield Road,
Banwell
BS29 6BS

Dear Liz

Interim Internal Audit Visit: Banwell Parish Council – covering January to March 2018

This is the final internal audit visit in 2017/2018 to check that the Parish Council adheres to the requirements set out in the Governance and Accountability for Smaller Authorities in England ensuring that compliance is maintained.

This internal audit report continues to test compliance against the Governance and Accountability for Smaller Authorities in England, and follows up on the recommendations made in our interim internal audit visits on the 7 November 2017 and 20 February 2018.

We continued with our independent audit tests using various financial records, vouchers, documents, minutes, insurance documentation to ascertain the efficiency and effectiveness of the internal control framework.

As part of the Internal Audit Review we checked that:

Bank reconciliation

- the bank reconciliation at 31 March 2018 was reperformed and no errors were noted.

Income and Expenditure

- it was confirmed that the un-presented cheques were accurate to the Parish Council records at 31 March 2018.
- the cash book entries were all agreed to the bank statements for March 2018.

.....

On-line bank access

- The Council has access to view Natwest bank statements on line. The Clerk is a personal customer of Natwest and her personal accounts and the council accounts are linked on the same log in.
- We are concerned that the Parish Council Natwest account is at risk by providing accessing through the personal banking facilities There is also a privacy issue for the individual concerned.

Recommendation:

We recommend that:

- *the Parish Council should request a dedicated log on facility with Natwest to eliminate the need to use the personal banking log on of the Parish Clerk. It is further recommended that if this cannot be offered by Natwest then the Parish Council should seek a different bank account provider who will offer dedicated online access that is unique to the Parish Council.*

Approval of payments

- The payments schedules are approved by Council and this is recorded in the minutes. However, the minutes do not record the amount of expenditure that has been approved. It is therefore not possible to verify that all payments have been approved, and it would be possible to alter the payment schedule attached to the minutes.

Recommendations:

We recommend that:

- *The minutes of the meeting at which payments are approved refer to the total of payments on the payment schedule that has been approved.*

Parish Council Minutes

- Minutes of the Parish Council were reviewed and checked for approvals for the period January to March 2018.

Fixed asset register

- The fixed asset register was reviewed and the Clerk updated it for missing items. The basis for valuation was discussed and a consistent approach is now adopted using cost where known and insurance value as a proxy for cost is used where the actual cost is unknown. This is in accordance with proper practices.

End of year procedures

- A full check was carried out on the end of year documentation provided by the Parish Clerk to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2016/17 and 2017/18 shown on Section 2 of the Accountability and Governance Annual Return as required by the External Auditor.
- The Annual Internal Audit Report was completed with positive answers to all relevant objectives.

May 2, 2018
Page 3

Conclusion

We are pleased to report that the various records and procedures in place for the Parish Council provide an adequate standard of control with the exception of recommendations made in this report. Other minor queries were resolved during the course of the audit for various transactional elements in the period covered.

This letter report should be noted and taken to the next meeting of the Parish Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be minuted by the Parish Council.

Yours sincerely,

Internal Auditors

Internal Audit 1 Action Points

Action required	Action Taken	Date to be completed
The cash book transactions are printed off and retained with the bank reconciliation on each occasion	Already actioned by Cllr Harding	13/11/17
Bank reconciliations should be carried out to match to the last day of each month shown on the bank statement	Bank Statements requested for the same day at the end of the month. Online banking applied for.	14/11/17 15/11/17
A designated Councillor should sign and date each bank reconciliation and bank statement to confirm that the totals are correct as part of their scrutiny role.	Already Actioned by Cllr Harding	13/11/17
Bank reconciliations for all bank accounts are carried out to the same date, i.e. the last day of the month	Bank Statements requested for the same day at the end of the month. Online banking applied for.	14/11/17 15/11/17
A designated Councillor should sign and date the HMRC toolkit schedule to validate that the payments made to HMRC and NEST are correct as part of their Parish Councillors scrutiny role.	Already actioned by Cllr Harding	13/11/17
An additional column added to the budget spreadsheet setting out how the budgeted expenditure will be financed, and following across to the precept request column.	Actioned for 2018/2019 budget.	08/01/18
The Parish Council undertake a review of the ownership of its land assets including examination of documentation of the bequest, to ensure that they are recorded in the correct entity (Council or Charity).	Recreation Ground & Cemetery completed. Other pieces of land ongoing. Childrens Centre needs to be valued.	August 2017 05/05/18
The Council undertakes a review of its responsibilities in relation to the Charity, including a review of the trust deed and the Charity's requirements to record income and expenditure with a minimum of offsetting.	Already actioned	20/02/18
Additional action points		
Different number series and sections of the receipts file for each bank account	Different number series is not possible at present time but can be actioned April 2018. After further investigation this is not possible on our present accounting system. New sections already actioned	1/04/18 7/11/17
Laptop & Defibs be added to the Assets Register net of VAT as confirmation that this is now an asset of the Parish Council	Already actioned	1/11/17
Copy of attendance sheet to back up subscription amount on Youthworkz invoice.	Already actioned by Youthworkz	30/11/17
Sign Direct debits each month.	Already actioned	14/11/17

Interim Internal Audit 2 Action Points

Action required	Action Taken	Date to be completed
It was noted that a new vehicle activated speed sign was purchased in December 2017 and this item should now be added to the Assets Register net of VAT as confirmation that this is now an asset of the Parish Council.	Already action by the Clerk Restated figure 2016/2017 on the 2017/2018 accounting statement.	22/02/18 16/05/18
It was noted that a small number of receipts and payments were not recorded in the month in which they occurred and not all transactions were chronologically ordered in the cash book. Care should be taken at the year-end that all transactions relating to 2017/18 are recorded in the correct financial year.	Clarification being sort All bills will now be dated the day they are agreed at council.	31/02/18 09/04/18
Expenditure under section 137 is recorded as such in the minutes when it is approved and that the Council keeps a note of the annual section 137 limit to ensure it is not exceeded.	Already action 4/5 recorded 1 missed.	
Additional action points		
Records all expenditure relating to the Recreation Ground under a separate cost heading.	Will be actioned in the new financial year	01/04/2018
Enquires of the Charity Commission whether the expenditure made by the Council on behalf of the Charity should be recorded as Charity spending on the Charity Commission Annual Return. And, whether this would be any different if income exceeded £250,000.	Different advice given by SLCC, Charity Commission and NALC. Therefore Clerk will action separate cost heading which will be reported to the Recreation Ground Trust but will not form part of the Recreation Ground accounts.	01/04/2018
Makes the same enquiry of NALC in relation to the recording of expenditure, and on reflection I think it would also be a good idea to ask NALC if the Council should authorise Recreation Ground expenditure as a grant to the Charity, and if this should be recorded in the Council minutes.		

Final Internal Audit Action Points

Action required	Action Taken	Date to be completed
<p>The Parish Council should request a dedicated log on facility with Natwest to eliminate the need to use the personal banking log on of the Parish Clerk. It is further recommended that if this cannot be offered by Natwest then the Parish Council should seek a different bank account provider who will offer dedicated online access that is unique to the Parish Council.</p>	<p>Clerk to action</p> <p>Clerk to investigate online banking with Unity.</p> <p>At present PC are not following the guidelines for financial services compensation scheme (FSCS). Where it is advised that no more than £85,000 should be kept with any single financial provider as only up to £85,000 can be claimed back.</p>	
<p>The minutes of the meeting at which payments are approved refer to the total of payments on the payment schedule that has been approved.</p>	<p>Actioned for the minutes of the 9th April 2018</p>	<p>10/04/18</p>

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- **all smaller authorities*** where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- **any other smaller authorities that either:**
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - an explanation of any significant year on year variances in the accounting statements
 - your notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2017/18

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18, page 4**
- **Section 2 – Accounting Statements 2017/18, page 5**
- **Section 3 – The External Auditor Report and Certificate 2017/18, page 6**
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 7 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.		

*More guidance on completing this annual return is available in ***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

Annual Internal Audit Report 2017/18

EN BANWELL PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. NO PETTY CASH HELD			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

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

Date(s) internal audit undertaken: **22 OCT 17, 20 FEB 18, 24 APR 18**
 Name of person who carried out the internal audit: **BRIDGET BOWEN FCA**
 Signature of person who carried out the internal audit: *[Signature]*
 Date: **24 April 2018**

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

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

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

EN Banwell Parish Council

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 2018, 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 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. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

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

MINUTE REFERENCE
dated DD/MM/YY

Chairman SIGNATURE REQUIRED
Clerk SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.banwellparishcouncil.org.uk AUTHORITY WEBSITE ADDRESS

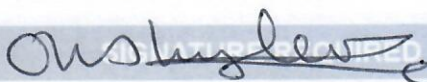
Section 2 – Accounting Statements 2017/18 for

EN Banwell Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	145,855	152,850	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.
2. (+) Precept or Rates and Levies	77,651	87,791	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	34,794	31,715	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	21,671	19,856	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	83,780	101,427	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	152,850	151,073	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	152,850	151,073	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.
9. Total fixed assets plus long term investments and assets	RESTATE D 612,701	616,529	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.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

16/05/2018

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

EN Banwell Parish Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2017/18

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Banwell Parish Council**_____

County Area (local councils and parish meetings only): **North Somerset**_____

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on Monday 4th June 2018_____

and ending on Friday 13th July 2018_____

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days inclusive and must include the first 10 working days of July 2018.

We have suggested the following dates: Monday 4 June – Friday 13 July 2018.

The latest possible dates that comply with the statutory requirements are Monday 2 July – Friday 10 August 2018.)

Signed: 

Role: Parish Clerk & Responsible Financial Officer

PLEASE SUBMIT THIS FORM TO PKF LITTLEJOHN LLP WITH THE AGAR AND OTHER REQUESTED DOCUMENTATION

Explanation of variances – pro formaName of smaller authority: **Banwell Parish Council** County area (local councils and parish meetings only): **North Somerset** **Please provide full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 <i>Precept or Rates and Levies</i>					
Box 3 <i>Total other receipts</i>					
Box 4 <i>Staff costs</i>					
Box 5 <i>Loan interest/ capital repayments</i>					
Box 6 <i>All other payments</i>	83780	101262	17482	21	The Parish Council have had an ongoing issue with the Cemetery wall which has now being resolved. This year's expenditure was £23011.42. Part was budgeted the other came form reserves.
Box 9 <i>Total fixed assets & long term investments & assets</i>					
Box 10 <i>Total borrowings</i>					
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:				

Authority name and reference	BANWELL PARISH COUNCIL	
BOX NO	9	£
(b) Figure in 2017 column last year		521,079
(a) Restated figure in 2017 column this year		612,701
(d) Total variance:		+91,622

Reasons	Amount £
After training and an asset register review various items had been missed / incorrectly valued from the 2016/2017 asset register. Items over £2000 include the Defibrillators (£8,690), Cemetery Wall (30,907), Riverside play equipment (15,187), Bus Shelters (£3,000), Streetlights (13,610), Fencing around the Parish (17,110).	£91,504

A copy of the 2017/2018 asset register is available on request

BANWELL PARISH COUNCIL

CONTRACT FOR THE PROVISION OF A YOUTH CLUB SERVICE

Parties to the Contract

- (1) Banwell Parish Council, through its Youth Club Management Committee (the commissioner).
- (2) Youthworkz (the contractor).

Service to be Provided

The provision of a youth club service in the village. The core service to provide youth club sessions on a minimum of two evenings a week.

Detailed Requirements

Location – Children’s Centre, West Street, Banwell.

Frequency – A minimum of two sessions per week for 44 weeks throughout the year (as agreed with the commissioner) as follows -

The sessions will be held between 17:00 and 21.00. These are for school years 5 to 11 and/or ages 9 to 19 years.

Sessions to include a range of positive activities suitable for the age range in question, to meet the young people’s needs which may include but will not be restricted to cookery, art, music, sport and citizenship. The provider will also provide appropriate advice and support in the areas of drug and alcohol misuse and sexual health.

As well as the core service, the commissioner will agree with the contractor other activities to meet the users’ needs (e.g. occasional weekend or holiday daytime activities). In addition, as agreed with the commissioner, the contractor will undertake outreach work in the village to make contact with young people who do not currently make use of the service.

The contractor will also agree with the commissioner, activities and trips outside of the village with the possibility of an annual residential excursion.

Contract Period

1st September 2018 until 31st August 2019. The contract may be extended, subject to satisfactory performance and negotiation between the commissioner and contractor.

The contractor is obliged to give 3 months’ notice in writing to terminate their contract.

The length of notice which the contractor is entitled to receive from the Council to terminate their contract is 3 months in writing.

Payments

The contractor will invoice the commissioner each month for payment of staff costs, and expense claims. This will be paid by cheque in arrears.

Other Terms

The contractor is required to comply with the following conditions –

- All staff to have been subject to an enhanced CRB disclosure.
- To hold appropriate liability insurance for the activities undertaken.
- To provide the commissioner with copies of their safeguarding/child protection/ equality policies.
- Any excess income received from subscriptions and sales will be put back into Youth Club funds.
- GDPR Compliant

Signed

Liz Shayler
Banwell Parish Clerk on behalf of commissioner

Youthworkz on behalf of contractor.

Date

Agenda item 29

We have had two complaints about this particular piece of ground and how awful it looks.

It is North Somerset's but they have no plans to do anything about it.

The first resident suggested putting stones on the verge but this is not allowed (North Somerset) and would be removed or whoever put them there could be sued if someone was to have an accident involving them.

The second resident has made the following suggestion.

There is a patch of grass at the end of Godding Lane with a dog bin on (Wolvershill Road end of the lane), it was dug up along with the hedge when the new water pipe went though. This was reinstated with a new hedge and reseeded grass but the grass has never been allowed to get established due to cars parking on it so looks terrible. Is there anything that can be done?

May be reseed again and a temp fence or roped off until established. I'm happy that this area should be left natural and not regularly mowed so could be seeded with a meadow mix. maybe a good spot for a tree in the future.

Bills for Payment - 4th April to the 20th May 2018
Banwell Parish Council

Chq No.	Payee	Details	Net Amount	VAT	Gross Amount		Minute agreed	Power
5300	K. Gunningham	Allotment fee	£1,647.88		£1,647.88		05/05/2016	SH & AA 1908, s.23
5301	GB sport	Repairs to nest swing	£350	£70	£420		304/17	PHA 1875 s164
5302	E. Shayler	Clerk's April's Salary (£1354.17) inc 6 hrs CiLCA (£88.02)	£1,354.17		£1,354.17			LGA 1972 s112
5302	E. Shayler	Clerk's Expenses (shield - £144.85, food for PA, batteries & stationary) Total £1578.83	£194.34	£36.50	£224.66			LGA 1972 s111
5303	HMRC	PAYE and NI	£350.31		£350.31			LGA 1972 s112
5304	J K Gardening	Grass cutting @ Rec Ground	£141.75		£141.75			PHA 1875 s164
5304	J K Gardening	Grass cutting @ Riverside, Children's Centre, K'cott Bank	£141.75		£141.75			PHA 1875 s164
5304	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50			LGA 1972 s214 (2) & (6)
5304	J K Gardening	Village Orderly duties	£392.50		£392.50			EPA 1990 sIV subsection 86 (13)
5304	J K Gardening	Environmental Fee Total £878.50	£40.00		£40.00			OSA 1906, ss9 & 10
5305	Youthworkz	Youth Club staffing costs (£680 - £24 = £656) + Programme costs (£84.66)	£740.66		£740.66			LG (MP) Act 1976 S19 (1e) & (1f)
5306	Bin-It	Dog Bin Emptying	£352.73	£70.55	£423.28			EPA 1990 s5 subsection 86 (13)
5307	Complete Weed Control	Weed Spray	£350	£70	£420		35/18	HA 1980 S96
5308	North Somerset	Contribution to footpath furniture	£100.00		£100.00		42/18	HA 1980 S43, 50
5309	Tim Light	final internal audit report	£93.75		£93.75		178/17	LGA 1972 s111
5310	Pear technology	Annual support and software updates	£225.00	£45.00	£270.00			LGA 1972 s111
5311	ALCA	GDPR training x 2	£80.00		£80.00		89/18	LGA 1972 s111
5312	Barrett Corp Harington	Childrens Centre reinstatement valuation and report	£500.00	£100.00	£600.00		part 32/18 (ii)	LGA 1972 s111
5313	Aero Healthcare	Defib pads	£554.76	£112.94	£667.70	waiting for invoice	83/18	PHA 1936 s234
5314	Ward Tree Surgeons	Work to recreation ground trees	£620.00	£124.00	£744.00		84/18	PHA 1875 s164
DD	Nest	May pension contributions (DD 10.6.18)	£72.31		£72.31			LGA 1972 s112
DD	EON	Electricity Account (DD 22.05.18) (£258.58 - £6.60 credit)	£191.11	£38.22	£229.33			PCA 1957, s3 & HA 1980 S301
DD	Mainstream	fraud, call charges, rent, caller display(DD 14.05.17)	£60.70	£12.14	£72.84			LGA 1972 s111
		Totals	£8,716.22	£679.35	£9,389.39			

Banwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Cemetery and Memorials		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
101	Grass Cutting	0.00	0.00	0.00	1,950.00	162.50	1,787.50
102	Paths / Trees / Garden	0.00	0.00	0.00	350.00	0.00	350.00
103	Making up Graves	0.00	0.00	0.00	280.00	0.00	280.00
104	Cemetery / Memorial Maintenance	0.00	0.00	0.00	4,000.00	0.00	4,000.00
		£0.00	0.00	£0.00	6,580.00	£162.50	6,417.50

Cemetery Income		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
908	Cemetery Income	0.00	2,500.00	805.00	0.00	0.00	-1,695.00
		£0.00	2,500.00	£805.00	0.00	£0.00	-1,695.00

Clerk and Administration		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
301	Salary & NI	0.00	0.00	0.00	20,500.00	1,668.68	18,831.32
302	Clerk's Pension	0.00	0.00	0.00	400.00	69.48	330.52
303	Phone / Internet	0.00	0.00	0.00	500.00	48.85	451.15
304	Office rent	0.00	0.00	0.00	2,830.00	0.00	2,830.00
305	Hall Hire	0.00	0.00	0.00	270.00	0.00	270.00
306	Office equipment / Stationary / We	0.00	0.00	25.00	4,500.00	255.27	4,269.73
307	Advertising	0.00	0.00	0.00	300.00	0.00	300.00
308	Insurance	0.00	0.00	0.00	2,200.00	0.00	2,200.00
309	Subscriptions inc ALCA & SLCC	0.00	0.00	0.00	700.00	0.00	700.00
310	Audit Fees	0.00	0.00	0.00	900.00	0.00	900.00
311	Legal Costs inc Land registration	0.00	0.00	0.00	200.00	59.85	140.15
312	Training Clerk	0.00	0.00	0.00	400.00	0.00	400.00
313	Training Councillors	0.00	0.00	0.00	600.00	0.00	600.00
314	Inspections / Risk Assessments	0.00	0.00	0.00	300.00	0.00	300.00
315	Grants and Donations	3,000.00	0.00	0.00	2,500.00	3,000.00	2,500.00
316	Chairmans Allowance	0.00	0.00	0.00	100.00	0.00	100.00
317	Expenses	0.00	0.00	0.00	0.00	0.00	0.00
		£3,000.00	0.00	£25.00	37,200.00	£5,102.13	35,122.87

Environment		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
201	Allotment	0.00	1,647.88	1,647.88	1,647.88	0.00	1,647.88
202	Village Orderly	0.00	435.81	0.00	4,710.00	392.50	3,881.69
203	Env Hedge / Fence / Tree Work	0.00	0.00	0.00	450.00	103.33	346.67
204	Env Grass Cutting	0.00	0.00	0.00	1,800.00	141.75	1,658.25
205	Dog Bins	0.00	0.00	0.00	4,233.00	352.73	3,880.27
206	Env Maintenance Riverside / defib	0.00	0.00	0.00	2,000.00	0.00	2,000.00
207	Environmental Projects	4,420.52	7,149.52	0.00	7,149.52	0.00	4,420.52
		£4,420.52	9,233.21	£1,647.88	21,990.40	£990.31	17,835.28

Highways		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
400	Street Light Power	0.00	0.00	0.00	2,400.00	191.11	2,208.89
401	Street light Maintenance	0.00	0.00	0.00	2,000.00	363.09	1,636.91
402	Street Light Upgrade	0.00	0.00	0.00	1,000.00	0.00	1,000.00
403	Highways related projects	0.00	0.00	0.00	8,000.00	0.00	8,000.00
		£0.00	0.00	£0.00	13,400.00	£554.20	12,845.80

Income		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
901	Childrens Centre Rent	0.00	2,500.00	0.00	0.00	0.00	-2,500.00
902	Misc Income	0.00	30.00	4.08	0.00	0.00	-25.92
903	Council Tax Support Grant	0.00	2,129.91	2,129.91	0.00	0.00	0.00
904	Precept	0.00	88,897.00	44,448.50	0.00	0.00	-44,448.50

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Banwell Parish Council
Net Position by Cost Centre and Code

<u>Cost Centre Name</u>							
907 VAT		0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	93,556.91	£46,582.49	0.00	£0.00	-46,974.42
<u>Recreation Ground</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
601	Rec Grass Cutting	0.00	0.00	0.00	1,800.00	141.75	1,658.25
602	Rec Maintenance	0.00	0.00	0.00	1,000.00	0.00	1,000.00
603	Rec Tree and Fence Work	0.00	0.00	0.00	900.00	206.67	693.33
		£0.00	0.00	£0.00	3,700.00	£348.42	3,351.58
<u>Youth Club</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
500	YC Staffing	0.00	0.00	0.00	11,600.00	890.00	10,710.00
501	YC Programme	0.00	0.00	0.00	2,000.00	173.67	1,826.33
502	YC Extraordinary Activities	3,422.40	0.00	0.00	1,300.00	0.00	4,722.40
503	YC Computers	1,000.00	0.00	0.00	0.00	0.00	1,000.00
905	YC Subscriptions	0.00	900.00	36.00	0.00	0.00	-864.00
		£4,422.40	900.00	£36.00	14,900.00	£1,063.67	17,394.73
NET TOTAL		£11,842.92	106,190.12	£49,096.37	97,770.40	£8,221.23	44,298.34

Banwell Parish Council

	Bank Reconciliation at 30/04/2018		
	Cash in Hand 01/04/2018		
			151,072.76
	ADD		
	Receipts 01/04/2018 - 30/04/2018		49,096.37
			200,169.13
	SUBTRACT		
	Payments 01/04/2018 - 30/04/2018		8,477.46
A	Cash in Hand 30/04/2018 (per Cash Book)		191,691.67
	Cash in hand per Bank Statements		
	Cash	30/04/2018	0.00
	Current account (53357655)	30/04/2018	100,452.50
	Reserve Account (59678674)	30/04/2018	80,718.97
	Bonus saver account (81413459)	30/04/2018	12,378.42
			193,549.89
	Less unrepresented cheques As attached		1,883.22
			191,666.67
	Plus unrepresented receipts As attached		25.00
B	Adjusted Bank Balance		191,691.67
	A = B Checks out OK		