



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT 7:30pm ON MONDAY 21st JANUARY 2019 AT BANWELL CHILDRENS CENTRE

PRESENT:	Councillors Paul Harding (Vice-Chairman), Paul Bateman, Paul Blatchford, Steve Davies, Phil Hale, Maggie McCarthy, Nick Manley, Dawn Parry and Emma Perrett.
IN ATTENDANCE:	Mrs Liz Shayler (Clerk).
WARD COUNCILLOR:	Cllr Ann Harley
AVON & SOMERSET POLICE:	PCSO Anderson
PRESS:	None
MEMBERS OF THE PUBLIC:	3

Before the meeting opened Members of the public were invited to speak;

i) **Members of the public.**

The following issues were raised;

- The missing drop kerbs at Knightcott particularly in relation to accessing the Co-op. The Clerk to contact the Co-op. Cllr Harley to speak to North Somerset Highways.
- The zebra crossing and the unlit poles. Now that the trees have been cleared the Clerk to contact North Somerset concerning lighting the columns.

ii) **Community Beat Manager's report.**

The following report was received for the period 16/12/2019 to 19/11/2019

Calls from the Parish received = 4

Selection of crimes reported includes: 2 abandoned 999, 2 antisocial behavior, 3 assault, 6 criminal damage, 2 harassment, 8 suspicious activity, 1 theft and 3 traffic related.

Beat Surgeries continue to be held in the neighbouring village of Winscombe at the Community Centre Farmers Market between 10am and midday. There will be one at Banwell Garden Centre on the 26th January 2019. Alternately the team can be contacted via the Avon and Somerset Constabulary website or Twitter @ASPWSM.

iii) **Ward Councillor's report.**

Cllr Harley reported that North Somerset were in the middle of budget discussions and interviews. It was suggested that she get together with Cllr Hale and Cllr Blatchford to discuss the proposed development for 63 houses on Wolvershill Road which she had called in for a committee decision.

Concern was raised about waste collections for the following reasons;

- After running out of grey bags a local resident was told by Council Connect to use black bags. However, when these were left out they were not collected. Clarification had been sought from North Somerset.
- Cllr Bateman reported that regularly two black wheelie bins are put out but only one is collected.
- Cllr Parry had been contacted by a number of residents concerning residual rubbish throughout the village but particularly along Wolvershill Road.
- Cllr Harley was asked to suggest to North Somerset that the council's waste calendar should clearly identify dates for green waste collections.
- Cllr Hale asked when roadside gully clearing would take place. The Clerk reported that there was no longer a NSC programme for this and that it was now by request

only. Any gully clearing needed to be reported to Council Connect. The Clerk will contact North Somerset concerning the gullies on Eastermead Lane.

The meeting was convened

001/19 To receive apologies for absence (agenda item 1).

Apologies were received from Cllr Jim Weston and Cllr Adams.

002/19 To receive members' declarations of interest on any agenda item (agenda item 2).

Cllr Bateman declared an interest 16 (ii) and (x) due to the proximity of the applications to his property.

003/19 To approve as a correct record, the minutes of the Parish Council Meeting held on 17th December 2018 (agenda item 3).

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

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

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

004/19 To note the minutes of the Youth Club Management Committee held on 10th January 2019 (agenda item 4).

The minutes were noted. Cllr Harding drew the Council's attention to the fact that Youthworkz had resigned and that the Committee would be evaluating the current provision and looking at what is offered in other places before recruitment began.

005/19 To receive the Clerk's report/Exchange of information: (agenda item 5).

- (i) **Lights around the village** – The Clerk reported the light at the back of 'The Ship' carpark and had written to a resident on High Street concerning overhanging trees blocking the light near the speed bump.
- (ii) **Discussion group in 'The Bell' concerning traffic in Banwell** – Cllr Harding and the Clerk indicated their intention to attend
- (iii) **North Somerset Settlement Boundary Meeting** – Due to her absence at the last meeting when the working party was agreed Cllr Parry requested that she be present at this meeting.

006/19 To review and approve the following documents (agenda item 6).

- (i) **Dignity at Work / Antbullying and harassment Policy**

Resolved – To approve the Dignity at Work / Antbullying and harassment Policy with the insertion of 'co-opted' alongside 'elected' in paragraph 1.4.

The resolution was correctly proposed and seconded (unanimous).

- (ii) **Equal Opportunities Policy**

Resolved – To approve the Equal Opportunities Policy.

The resolution was correctly proposed and seconded (unanimous).

(iii) **The wording for the 'Recognition of Service to the Community Award'**

Resolved – With editing amendments and to include individuals to approve the wording for the award.

The resolution was correctly proposed and seconded (unanimous).

007/19 To approve the following items of expenditure: - (agenda item 7).

- i) £175 for the SLCC annual subscription.

Resolved – To approve the payment of £175 for the SLCC annual subscription

The resolution was correctly proposed and seconded (unanimous).

- ii) Engraving the 'Recognition of Service to the Community Award' and the associated expenditure for prizes.

Resolved – To approve expenditure up to £100 for the engraving a paperweight(s) for the Recognition of Service to the Community Award.

The resolution was correctly proposed and seconded (unanimous).

008/19 To note the annual play inspection and to consider the 'medium / low risk' items (agenda item 8).

Resolved: The annual play inspection was noted. Cllr Harding and GB Sports to meet on site to discuss the inspection reports.

009/19 To discuss the Banwell WWI memorial tree planting draft proposal of a tree at Riverside and potential funding (agenda item 9)

Resolved – Cllr Hale to prepare a combined funding bid for the Banwell WW1 memorial tree planting in Banwell based on the draft proposals received from Ian Monger, including replacement trees on the Recreation Ground.

The resolution was correctly proposed and seconded (unanimous).

010/19 To move the Parish Assembly from the 29th April 2019 to the 13th May 2019 (agenda item 10).

Resolved – To move the Parish Assembly from the 29th April 2019 to the 13th May 2019

The resolution was correctly proposed and seconded (unanimous).

011/19 To note the training and events available and agree any attendance. (agenda item 11).

- i) **16th February 'Planning in Plain English', Felton Village Hall. 9:45am – 12:30pm £60**

No one to attend this course

- i) **16th March 'Being a Good Councillor' – Farmborough £60**

No one to attend this course

012/19 To receive a presentation by the Scouts of geocaching within Banwell (agenda item 12)

Postponed until February when the Scouts can attend.

013/19 To authorise bills for payment (agenda item 13).

Resolved: To authorise bills for payment of £3954.23 Cllr Harding and Cllr Blatchford to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

014/19 To agree the 2019/2020 Parish Council budget and precept requirement (agenda item 14)

In answer to written questions from Cllr Hale, the Clerk explained how the amounts had been calculated.

Resolved: To agree the 2019/2020 Parish Council budget and precept requirement

The resolution was correctly proposed and seconded (unanimous)

015/19 To note the Parish Council's end of December's net position, bank balances and bank reconciliation (agenda item 15).

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

016/19 To note and comment upon planning applications (agenda item 16).

Cllr Blatchford gave a presentation on the applications.

- i) **18/P/4343/FUL** - Cedar Haven Haybow Hewish Weston-super-Mare BS24 6RB. Siting of a static home and erection of a day room.

Resolved – To not support this application unless the same time condition as currently applies to the bungalow is attached to any planning permission.

The resolution was correctly proposed and seconded (Unanimous)

- ii) **18/P/4723/RM** - Land South Of Churchland Way, Wolvershill Road, Banwell. Reserved matters for appearance, landscaping, layout and scale in relation to the construction of a noise bund pursuant to Outline application 16/P/2744/OT2 (Outline planning application with Environmental Statement with all matters reserved for subsequent approval for a residential development of up to 250 dwellings and associated infrastructure)

Resolved – To not object to this application on the condition that no construction traffic accesses the site along Summer Lane.

The resolution was correctly proposed and seconded (8 in favour 1 abstention)

- iii) **18/P/4943/FUL** - Eton House, The Gobbles, Wolvershill Road, Banwell. BS29 6LA. Extension and conversion of a double garage to provide accommodation ancillary to the main dwelling.

Cllr Blatchford suggested a condition to ensure that this does not become a separate dwelling in the future.

Standing orders were suspended to allow the agent to speak.

The agent considered that the applicant would be happy with the condition as there were no plans for this to be a separate dwelling.

Standing orders were reinstated.

Resolved – To not object to this application providing there is a condition to ensure that it does not become a separate dwelling in the future.

The resolution was correctly proposed and seconded (Unanimous)

- iv) **18/P/4977/FUH** - 9 Riverside, Banwell. BS29 6EE. First floor side/rear extension and internal alterations.

Resolved – To object to this application for the following reasons;

- There is an issue with the design which puts a post on the edge of the boundary making access to the neighbouring property problematic.
- The design of the southern boundary wall is overbearing and visually intrusive leaving a long 'blank' wall adjacent to the neighbouring property.

The resolution was correctly proposed and seconded (8 in favour 1 abstention)

- v) **18/P/4979/FUL** - Waits Farm, Knightcott Road, Banwell. Change of use of agricultural land to ancillary residential use.

Resolved – To not support this application on grounds of damage to the landscape and loss of agricultural land.

The resolution was correctly proposed and seconded (6 in favour 2 against)

- vi) **18/P/5077/FUL** - Stonebridge Farm Wolvershill Road Banwell BS29 6DR. Change of use of land from agriculture to create an extension to caravan storage area.

Standing orders were suspended to allow the agent and applicant to speak.

The agent gave a brief presentation on the background to this application.

Standing orders were reinstated.

Resolved – To not object to this application on the proviso that a landscape scheme is approved by North Somerset for the southern boundary of the proposed..

The resolution was correctly proposed and seconded (Unanimous)

- vii) **18/P/5105/FUL** - Stonebridge Farm Wolvershill Road Banwell BS29 6DR. Variation of condition No. 2 on application 11/P/0297/F to allow for the operational life of the touring caravan site to be extended.

Standing orders were suspended to allow the agent and applicant to speak.

The agent gave a brief presentation on the background to this application.

Standing orders were reinstated.

Resolved – To not object to this application for an extension to 2024 subject to a condition that the land be surrendered in good time for the bypass if required by North Somerset.

The resolution was correctly proposed and seconded (Unanimous)

- viii) **18/P/5132/FUH** - 86 High Street, Banwell. BS29 6AQ. Erection of two-story side extension and reconfiguration of internal layout to create an annex within dwelling.

Resolved – To not object to this application

The resolution was correctly proposed and seconded (Unanimous)

- ix) **18/P/5157/LBC** - 39 West Street Banwell BS29 6DE. To remove and replace square concrete patio slabs, put down in the late 1980s, with natural limestone which would be more in character with the cottage.

Resolved – To support to this application

The resolution was correctly proposed and seconded (Unanimous)

- x) **8/P/5209/RM** - Mead Fields, Parklands Phase 3A Land South Of Churchland Way Wolvershill Road Banwell. Submission of reserved matters of access, appearance, landscaping, layout and scale for the erection of 136no. dwellings pursuant to outline planning permission 12/P/1266/OT2

Resolved – To object to this application for the following reason;

- Poor design, layout and appearance.

However, should planning permission be given there should be a condition that no construction traffic access the site along Summer Lane and that the entrance to the haul road is surfaced with tarmac and dust suppression, a wheel wash and regular road sweeper is provided.

The resolution was correctly proposed and seconded (8 in favour 1 abstention)

- xi) **18/P/5223/FUH** - 19 Knightcott Banwell BS29 6HS. Construction of an underground garage with new access off of existing highway. Rebuilding of existing dilapidated stone boundary wall and replacement of existing 1.8m high fence with stone walling.

Resolved – To not support this application as it will adversely alter the street scene and because the opening to the garage is too close to a sharp bend in the road.

The resolution was correctly proposed and seconded (Unanimous)

- xii) **18/P/5118/OUT** - Bristol Airport, North Side Road, Felton. Consideration of the Environmental statement. Outline planning application (with reserved matters details for some elements included and some elements reserved for subsequent approval) for the development of Bristol Airport to enable a throughput of 12 million terminal passengers in any 12-month calendar period.

Resolved – To note this application but to register concern that there will be an increase in traffic, loss of green belt, air pollution and noise pollution which North Somerset Council should address in its consideration of the application.

The resolution was correctly proposed and seconded (Unanimous)

017/19 To note planning decisions – (agenda item 17).

- i) **18/P/4293/COA** - Old Malt House 40B West Street Banwell BS29 6DB. Prior approval for conversion from office (Use Class B1(a)) to 1no. residential dwelling house (Use Class C3) **PRIOR APPROVAL NOT REQUIRED**
- ii) **18/P/4660/OUT** – Land North of Hunters Lodge, Cooks Lane, Banwell. Outline application for the erection of a pair of semi-detached dormer bungalow dwellings. Access for determination; all other matters reserved for subsequent approval. **REFUSED**
- iii) **18/P/4675/FUL** – 18/P/4675/FUL - Unit 5, Box Bush Lane, Rolstone, Weston-super-Mare. BS24 6UA. Proposed erection of a new building (Use Classes B1/B2). **APPROVED**
- iv) **18/P/4696/FUH** - Silver Birches Whitecross Lane Banwell BS29 6DP. Replace existing garage and outbuildings with single storey side extension, new detached front garage. **APPROVED**
- v) **18/P/4697/RM** – Land Adjacent to Rayners, The Paddock, Banwell. Reserved Matters Permission sought in relation to 16/P/2423/O for the erection of a detached two storey dwelling with access from The Paddock; to include access, appearance, landscaping, layout and scale. **APPROVED**
- vi) **18/P/4700/OUT** – 1 William Daw Close, Banwell. BS29 6HQ. Outline application for the demolition of existing bungalow and erection of 2no. detached dwellings with access, layout and scale for approval. Matters of appearance and landscaping reserved for subsequent approval. **REFUSED**
- vii) **18/P/4773/FUL** - Banwell Scout Hut West Street Banwell BS29 6DB. Demolition of existing Scout Hut and erection of a replacement. **APPROVED**
- viii) **18/P/4804/FUL**- Land to the North West of The Old Farmhouse Rolstone Farm West Rolstone Road Hewish Banwell BS24 6UU. Provision of equine ménage area. **APPROVED**

018/19 Date of the next meeting – (agenda item 18)

18th February 2019 – Parish Council Meeting 7:30pm Banwell Children’s Centre.

019/19 The Council was recommended to resolve that members of the press and public be excluded from the meeting during consideration of the following agenda item 20 (Agenda item 19)

Resolved – that members of the press and public be excluded from the meeting during consideration of agenda item 20

The resolution was correctly proposed and seconded (unanimous).

020/19 To discuss the following North Somerset Documents (Agenda item 20)

Following advice from the Parish Council’s Solicitors the Clerk advised the meeting that as the draft licence agreement still hadn’t been drawn up by North Somerset Council and that whilst the documents can be considered they should not be signed until the licence had been provided. Cllr Hale pointed out that answers to questions put to the solicitors on the draft agreement and deed were also awaited

i) **Agreement for Surrender**

Resolved – (i) that the signing of the Agreement for Surrender be deferred until the draft licence is received from NSC and considered by the Parish Council and further advice is received from the Parish Council’s Solicitor and (ii) that Cllrs who

had not yet commented to the Clerk on the draft agreement do so in the next seven days

The resolution was correctly proposed and seconded (Unanimous).

ii) **Deed for Surrender**

Resolved – (i) that the signing of the Deed for Surrender be deferred until the draft licence is received from NSC and considered by the Parish Council and further advice is received from the Parish Council’s Solicitor and (ii) that Cllrs who had not yet commented to the Clerk on the draft agreement do so in the next seven days .

The resolution was correctly proposed and seconded (Unanimous).

iii) **Licence**

Consideration of this item was deferred until the draft licence has been received from NSC and viewed by the Parish Council’s Solicitor.

iv) **To discuss the installation of a second line for the alarm system.**

The Clerk informed the Council that currently North Somerset use two phone lines. One for the phone and broadband and the second for the alarm. It was possible to combine this but it might cause interference and is also only possible on an ASDL line thus preventing an upgrade to fibre. A quote for a second line had been received.

Resolved – that a second phonenumber be installed at a cost of £50 with an ongoing rental cost of £11/month for an alarm to allow the broadband to be updated to fibre if required.

The resolution was correctly proposed and seconded (Unanimous).

The Chairman closed the meeting at 21:40

.....Chairman

.....Date

Bills for Payment - 18th December 2018 to the 15th January 2019
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Minute agreed	Power
	Already Paid						
DD	Unity	Manual handling charge	£0.60		£0.60		
DD	Mainstream	Phone and Broadband (DD 14.01.19)	£47.49	£9.50	£56.99		LGA 1972 s111
DD	E-ON	Streetlight Power (DD 16.01.19)	£185.52	£37.10	£222.62		PCA 1957, s3 & HA 1980 S301
BACS	J K Gardening	Grass cutting @ Rec Ground	£141.75		£141.75		PHA 1875 s164
BACS	J K Gardening	Grass cutting @ Riverside, Children's Centre, K'cott Bank	£141.75		£141.75		PHA 1875 s164
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50		LGA 1972 s214 (2) & (6)
BACS	J K Gardening	Village Orderly duties	£392.50		£392.50		LGA 1972 s112
BACS	J K Gardening	Environmental fee	£40.00		£40.00		LGA 1972 s214 (2) & (6)
BACS	J K Gardening	Clear Paths in Cemetery	£45.00		£45.00		LGA 1972 s214 (2) & (6)
		Total £923.50					
BACS	Youthworkz	Youth Club staffing costs (£520 - £14 subs) + Programme costs (£84.50)	£590.50		£590.50		LG (MP) Act 1976 S19 (1e) & (1f)
BACS	SLCC	Webinar	£60.00	£12	£72.00	284/18 (i)	LGA 1972 s111
BACS	SLCC	Annual Subscription	£175.00		£175.00		LGA 1972 s111
BACS	Greenways	Dog bin emptying	£78.46		£78.46	283/19	EPA 1990 s5 subsection 86 (13)
BACS	Parish News	Classified Add	£36.00		£36.00		LGA 1972 s142
BACS	Complete business solutions	Ink Cartridges (4 in total, 2 free as replacing faulty cartridges)	£64.46	£12.89	£77.35		LGA 1972 s111
SO	E. Shayler	Clerk's Salary (SO 26.01.19)	£1,312.23		£1,312.23		LGA 1972 s112
DD	Nest	pension contributions (DD 31.01.19)	£69.10		£69.10		LGA 1972 s112
BACS	HMRC	PAYE and NI for January (DD 12.02.19)	£340.48		£340.48		LGA 1972 s112
		Totals	£3,882.74	£71.49	£3,954.23		

Agenda Item



BANWELL PARISH COUNCIL FINANCIAL REGULATIONS

INTRODUCTION

In accordance with the requirements of The Accounts and Audit Regulations **2015 and its subsequent amendments** the Parish Council has prepared, considered and adopted formally these Financial Regulations for the proper financial management of all its financial affairs. These regulations will be reviewed **annually**.

The Council is required to:

- (a) appoint a Responsible Finance Officer;
- (b) adopt and maintain Financial Regulations and a Financial Risk assessment;
- (c) maintain an effective system of internal audit;
- (d) ensure the efficient use of resources & value for money on all financial matters at all times.

1. GENERAL

1.1 These financial regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.

1.2 They form part of the arrangements by which the council discharges its responsibility under the Accounts and Audit Regulations **2015 and its subsequent amendments** to ensure: a) that the financial management of the council is adequate and effective and that it has a sound system of internal control, and b) that its accounts comply with proper practices as set out in "Governance and Accountability for Local Councils – A Practitioners' Guide (England)"

1.3 The Responsible Financial Officer (RFO), under the policy direction of the Council, shall be responsible for the proper administration of the Council's affairs.

1.4 The RFO shall be responsible for the production of financial management information.

1.5 The Council shall be responsible for ensuring that the financial management is adequate and effective and that the council has a system of internal controls which facilitates the effective exercise of its functions and which manages risk.

1.6 The Council shall review at least once a year the effectiveness of its systems of internal controls and shall produce a statement on internal control with its statement of accounts.

2. ANNUAL ESTIMATES

2.1 Each Committee (if any) shall formulate and submit proposals to the Council in respect of revenue and capital costs for the following financial year not later than the end of November each year.

2.2 Detailed estimates of all receipts and payments for the year shall be prepared each year by the RFO.

2.3 No major projects should be undertaken without a detailed feasibility report which will include funding sources, cash flow forecasts and revenue implications for future years.

Commitments to capital schemes should not be entered into unless and until the financial consequences have been incorporated in the council's approved budget.

2.4 The Council shall review the estimates not later than the end of December each year and shall fix the precept to be levied for the ensuing financial year. The RFO shall supply each member with a copy of the approved estimates.

2.5 The annual budgets shall form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

3.1 Expenditure on revenue items may be incurred up to the amounts included in the approved budget.

3.2 No expenditure may be incurred which will exceed the amount provided in the revenue budget. The Clerk may, with the approval of Council, vire between subheads.

3.3 The RFO shall **monthly** provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure against that planned.

3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The Clerk shall report the action to the Council as soon as practicable thereafter.

3.5 Unspent provisions in the revenue budget **shall only be carried forward to a subsequent year with approval of Council** otherwise it will be transferred to the general reserve.

3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations **2015** and any subsequent amendments thereto.

4.2 The RFO shall be responsible for completing the annual financial statements of the Council as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.

4.3 The RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and for submitting the Annual Return for approval and authorisation by the Council within the timescale set by the Accounts and Audit Regulations 2015 as amended, or set by the Auditor.

4.4 The RFO shall be responsible for ensuring that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with Regulation 5 of the Accounts and Audit Regulations 2015, and any subsequent amendments

thereto. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

4.5 The Council shall carry out a review of the effectiveness of internal audit on an annual basis in accordance with the Accounts and Audit Regulations 2015, and any subsequent amendments thereto.

4.6 The Internal Auditor shall carry out the work required by the RFO and the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as compiled annually by the Audit Commission. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing on a regular basis with a minimum of **two** reports in respect of each financial year.

4.7 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers required by Audit Commission Act 1998 section 15 and the Accounts and Audit Regulations 2015, and any subsequent amendments thereto.

4.8 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.

5.2 A schedule of the payments required, forming part of the agenda for the meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to Council. If the schedule is in order it shall be authorised by a resolution of the Council and shall be initialled by the Chairman of the meeting. If more appropriate the detail may be shown in the minutes of the meeting.

5.3 Cheques drawn / **BACs payments made** on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4 shall be signed / **authorised** by two members of Council.

6. SAFEGUARDING MONEY

6.1 The RFO is responsible is setting up banking arrangements but these and any changes to them, must be approved by the Council. Any arrangements to automatically transfer money between accounts must also be approved by the council.

6.2 The use of any form of corporate credit card is not permitted.

6.3 Each bank mandate, list of authorised signatures, limits of authority and amendments to any of these, must be approved by the council. Authorised signatories should be rotated on a regular basis.

6.4 The Council will review the arrangements for handling money and its associated risks at least annually. Up to date bank reconciliations should be presented to each ordinary meeting of the council, **with these checked monthly against the bank statements by a nominated Councillor.**

6.5 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.

6.6 Invoices for payment should be checked by the Clerk and entered onto a schedule for approval by council. Payments should be made by cheques signed by two authorised members. Where electronic banking is used, arrangements, approved by council, must ensure that at least two people authorise any transaction. Urgent payments may, exceptionally, be made by the RFO, council Chairman **and two authorised signatories.** These should be reported to the next meeting, with appropriate explanations.

6.7 Once approved, signed cheques should be issued or other forms of payment initiated promptly by the RFO.

6.8 Direct debit or standing order payments may be permitted, with the approval of council, for regular items such as utility bills or payroll. Amounts so paid should be reported to council along with the normal payment schedule. The RFO must ensure that all salary and other relevant payments comply with PAYE and other rules issued by HMRC.

6.9 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices if a list of such payments shall be submitted to the next appropriate meeting of Council.

6.10 The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. PAYMENT OF SALARIES

7.1 The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.

7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates, provided that each payment is reported to and ratified by the next available Council Meeting.

8. LOANS AND INVESTMENTS

8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.2 The Council's Investment Policy, shall be in accordance with the Trustee Act 2000, and shall be reviewed on a regular basis (at least annually).

8.3 All investments of money under the control of the Council shall be in the name of the Council.

8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose.

8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9. INCOME

9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3 The Council will review all fees and charges annually, following a report of the RFO.

9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6 The origin of each receipt shall be entered on the paying-in slip.

9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least quarterly .

9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

10.1 Before placing an order or making a purchase steps should be taken to ensure that the council is paying a competitive price and achieving good value for money. Wherever possible quotes should be obtained from 3 sources. Where the estimated cost exceeds £4,000, formal written quotes should be sought.

10.2 Longer term contracts for the supply of services such as gas, electricity, water and telephones should be regularly reviewed to ensure that the best terms are being obtained with regard to tariffs and supplier. Other ongoing arrangements such as with professional advisers, banks, insurance providers, maintenance contractors etc., should be reviewed at least every three years and a report prepared for council on how best to ensure continuing value for money. Everyone involved with the council should be aware of the need to achieve value and increase efficiency and should bring relevant issues to the attention of the clerk and the council.

10.3 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.4 Orders should be placed by the RFO or other officer approved by him/her as the appropriate budget holder. Before committing the council the RFO should check that funds are available within the budget and that the council has the necessary power to incur the expenditure.

10.5 Orders should only be placed for goods and services that will be used by the council for its own purposes.

10.6 For capital projects and other contracts estimated to cost less than £25,000 the council's contract standing orders should be followed.

10.7 Where, in accordance with these standing orders, contracts with a value over £25,000 are advertised, the information should also be published on the government's Contracts Finder system. Details of the award of a contract over £25,000 should also be published on Contracts Finder. (*Public Contracts Regulations 2015*).

11. CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

(a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency, provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:

- (i) for the supply of gas, electricity, water, sewerage and telephone services;
- (ii) for specialist services, such as are provided by solicitors, accountants, surveyors and planning consultants;
- (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
- (v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council);
- (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

(b) Where it is intended to enter into a contract with a value over £25,000 it must be advertised; the information should also be published on the government's Contracts Finder system. Details of the award of a contract over £25,000 should also be published on Contracts Finder. (*Public Contracts Regulations 2015*).

(c) When it is to enter into a contract less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a), the Clerk or RFO shall obtain three quotations (priced descriptions of the proposed supply); where the value is below

£4,000 and above £2000 the Clerk or RFO shall obtain a minimum of 2 estimates. Otherwise, Regulation 10 (2) above shall apply. A minimum of one written quotation shall be obtained where the estimated value of a proposed purchase or related purchases exceeds £500 but is less than £2,000 and where legislation so requires

(d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

(e) Where the estimated value of a quotation or estimate is more than £4000, the Clerk shall require that such quotations or estimates are returned in a specifically marked sealed envelope and that such envelopes remain sealed until they are opened by the Clerk in the presence of a member of the Parish Council.

(f) If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

(g) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

(h) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing before any work has begun, the Council being informed where the final cost is likely to exceed the financial provision.

13. CONSULTANTS & CONTRACTORS

13.1 All consultants and contractors shall be required to carry a level of insurance appropriate to the level of risk of works being carried out with a minimum of £1,000,000 public liability cover

14. STORES AND EQUIPMENT

14.1 The Clerk shall be responsible for the care and custody of stores and equipment.

14.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

14.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

14.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

15. PROPERTIES AND ESTATES

15.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Regulation 4(3)(b) of the Accounts and Audit Regulations 1996 as amended.

15.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.

15.3 Items of equipment should be recorded on an inventory list, which should be checked periodically by the RFO. If a stores system is operated proper procedures for receiving, storing, issuing and valuing stock items should be followed as determined by the RFO in accordance with good practice.

16. INSURANCE

15.1 Following an annual risk assessment, the RFO shall affect all insurances and negotiate all claims on the Council's insurers.

15.2 The Clerk shall give prompt notification to the insurers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

17. RISK MANAGEMENT

17.1 The Clerk / RFO shall prepare and promote risk management policy statements in respect of all activities of the Council.

17.2 When considering any new activity, the Clerk / RFO shall prepare a draft Risk Management policy for the activity and shall bring a draft addressing the legal and financial liabilities and Risk Management issues that arise to Council for consideration and, if thought appropriate, adoption.

17.3 The Council shall carry out a Financial Risk Assessment on an annual basis in accordance with the Accounts and Audit Regulations 2015, and any subsequent amendments thereto. The minutes shall record such review of the financial risks.

18. CHARITIES

18.1 Where the Council is sole trustee of a charitable body, the Clerk / RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk / RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

19. REVISION OF FINANCIAL REGULATIONS

19.1 It shall be the duty of the Council to review the Financial Regulations of the Council annually.

BANWELL PARISH COUNCIL FINANCIAL RISK ASSESSMENT

Issue and Risk Identified	Risk Rating	Those at Risk	Current Controls	Possible Further Action
Financial Prudence and Probity - Potential damage to Council reputation	1	Parish Council/ Employees/ Parishioners	Monthly budget monitoring statements. Regular scrutiny of financial records by the appointed internal auditor and proper arrangements for the approval of expenditure. Quarterly returns to HMRC. Internal Audit Assurance.	
Financial Loss/ Fraudulent Activity	2	Parish Council/ Parishioners	Monthly Councillor audit to check invoices against appropriate cheque stubs. Two Councillors to, sign each cheque /authorise each BACs payment. Invoices to be checked before signing / authorising and cheque stubs and invoices to be initialled. Council to ratify and authorise all payments at ordinary meetings. All financial obligations to be resolved and clearly minuted before any commitment. Direct debits / Standing Orders only approved on the bank account on instruction of the full Council. Internal Audit to check VAT entries on invoices against VAT to be claimed from Custom & Excise and amount recorded in the current account statement. Monthly bank reconciliations should be undertaken as soon as practicable following receipt of bank statements in order to maintain effective control. Weekly back-up of all financial information held. No petty cash is held. All cash/cheques and non-negotiable money to be banked as soon as possible. Receipts issued for cash payments. Security of cash receipts requiring banking.	
Probity of Parish Councillors	4	Parish Council Reputation	Remind Councillors at each meeting of the need to consider each agenda item and decide whether to declare an interest. Remind Councillors that they need to review their entry in the 'Statutory Register of Members' Financial and Other Interests' register at least annually. To provide the Monitoring Officer with details, within 28 days of receiving any gift or hospitality, over the value of £25.	

BANWELL PARISH COUNCIL FINANCIAL RISK ASSESSMENT

Issue and Risk Identified	Risk Rating	Those at Risk	Current Controls	Possible Further Action
Adequacy of Precept	4	Parish Council/ Parishioners	Ensure adequacy of annual precept through sound budgetary arrangements. Monthly budget updates with detailed budgets yearly comparison in the autumn. Draft budget and precept requirement to be on December PC agenda and agreed in January.	
Insurance – Adequate for PC Risks including assets	6	Parish Council/ Parishioners	Annual Review of the Council's insurance requirements to ensure it is at an appropriate level for all liabilities/assets. Weekly visual checks made on play equipment by members of the Parish Council. Asset register to be kept up to date.	
Financial Regulations	3	Parish Council/ Parishioners	Annually Review of the adequacy of the Regulations.	
Reserves	6	Parish Council/ Parishioners	Ensure that an adequate level of reserves is maintained through the budget setting process. A reserves policy	
Cemetery Fees	4	Parish Council	Ensure fees charged cover all costs as well as contributing to the cost of an extension. Fees reviewed annually	
ASSETS				
Protection of the Council's physical assets	6	Parish Council/ Parishioners	Buildings insured for all risks and theft (Children's Centre, cemetery shed and wall). Street furniture insured. Office equipment insured. Kept in locked office. Street lighting maintained by Weston Rail Services . Weekly checks of defib.	Keep adequacy of insurance cover under review annually.
Maintenance of buildings	6	Parish Council/ Parishioners	North Somerset Council responsible for maintenance of Children's Centre. Village Hall maintained by the Village Hall Committee. Parish Council to contribute to maintenance as necessary.	North Somerset to hand over the building. Ensure agreed maintenance has been / will be carried out.
Security of buildings	6	Parish Council/ Parishioners	North Somerset Council responsible for security of Children's Centre. CCTV and entry controls in place. Village Hall responsible for security of Village Hall. CCTV and entry controls in place	As above

BANWELL PARISH COUNCIL FINANCIAL RISK ASSESSMENT

Issue and Risk Identified	Risk Rating	Those at Risk	Current Controls	Possible Further Action
Cemetery – Memorial Safety	6	Parish Council/ Parishioners	Annual topple check completed by cemetery and memorials committee. Ensure compliance with Cemetery Regulations and Cemetery and Memorials Policy. Annual review of Cemetery Regulations and Cemetery and Memorials Policy.	Arrange training for Cemetery and Memorials Committee.
Cemetery – filling of all currently available space	6	Parish Council/ Parishioners	Attempts to identify land for a cemetery extension have been ongoing for over 20 years.	Identify and secure a suitable site as soon as possible.
Allotment site	1	Parish Council/ Parishioners	Site established in 2010. Cllr serves as member of Allotment Society Committee. Two leases with the Parish Council. One between the Parish Council and the Allotment Society, one with the Landowner and the allotment society.	
Recreation Ground and Riverside Play Area including risks to users	9	Parish Council/ Parishioners	Rec Ground / Riverside play equipment, gates, fencing and surfaces insured. Visual weekly checks of play equipment by a competent person. Annual independent checks made on condition/safety of all play equipment by a ROSPA inspector.	
Risks to third parties from Council assets	9	Parish Council/ Parishioners	Public liability insurance in place. Action taken on ad hoc basis to repair/replace assets as required. 6 yearly structural/electrical safety testing of all street lights last carried out in 2017. Annual PA Test of all electrical items Annual inspection of trees by a qualified tree surgeon Risk assessments of individual events/activities carried out as necessary. Annual inspection of grit bins, benches, dog bins & flagpoles by a nominated councillor.	
OTHER RISKS				
Employer liability/ Compliance with employment law	4	Parish Council/ Parishioners	Insurance in place. Membership of ALCA/NALC. Clerk is member of SLCC on behalf of the Council.	
Safety of Staff	4	Parish Council/ Parishioners	Office accommodation independently risk assessed.	

BANWELL PARISH COUNCIL **FINANCIAL RISK ASSESSMENT**

Issue and Risk Identified	Risk Rating	Those at Risk	Current Controls	Possible Further Action
Legality of the Council's actions	4	Parish Council/ Parishioners	Membership of ALCA/SLCC Professional advice when required. Appropriate training for Clerk/members.	
Contracts – compliance with law/ensuring value for money	4	Parish Council/ Parishioners	Standing Orders and Financial Regulations in place and reviewed annually.	
Use of contractor's various injuries, etc.	6	Parish Council/ Parishioners & Contractors	Contractor to have public liability insurance cover of £5 million. All contractors asked for Health and Safety Policy. Evidence of registration and licence is obtained. Contractors asked to produce risk assessments for the associated work activities. All electricians used are NICEIC registered and contractors servicing gas appliances are GASSAFE registered. Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc are appropriately licensed. Work of all contractors is monitored by a nominated councillor	Design a record for monitoring activities.
Use of contractors Incomplete / unsatisfactory workmanship	6	Parish Council	All electricians used are NICEIC registered and contractors servicing gas appliances are GASSAFE registered. Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc are appropriately licensed. Evidence of registration and licence is obtained. Work of all contractors is monitored by a nominated councillor	Design a record for monitoring activities.
Use of Volunteers	6	Parish Council/Members of the council	10 million Public liability provided by Parish Council to cover activities by volunteers Adequate risk assessments.	



Banwell Parish Council

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 at Work Policy and comply with Codes of Practice or work instructions 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 The Accident Record Book is kept in the parish clerk's office.

5. FIRST AID

- 5.1. First Aid boxes are located as follows:
Box 1: The Kitchen of the Village Hall.
Box 2: Banwell, Sandford and Winscombe Children's Centre
- 5.2. Appointed persons responsible for boxes are:
Box 1: Derek Huik, Village Hall Management Committee
Box 2: Maxine Christian, Children's Centre Administrator

6. FIRE SAFETY

The parish council does not have direct responsibility for fire safety. It will comply with the fire safety regulations provided to hirers of Banwell Village Hall and Banwell, Sandford and Winscombe Children's Centre.

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

10. HEATING, LIGHTING AND VENTILATION

- 10.1. 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.
- 10.2. 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.
- 10.3. Office lighting. Desks should be placed to gain the maximum amount of light taking into account the use of IT equipment. Freestanding desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

11. ELECTRICAL EQUIPMENT

- 11.1. All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635) and its subsequent amendments.
- 11.2. 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.
- 11.3. 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, typewriter: 3 amp fuse; 2-bar heater, 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.
- 11.4. Only electrical equipment approved by the Council should be used which must be annually PA 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 overnight and at weekends except the WiFi.
- 11.5. 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 dripping. Extension leads are for temporary use only and should not exceed 10 feet in length.
- 11.6. 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.

12. FURNITURE, FITTINGS AND EQUIPMENT

- 12.1. Heavy equipment and furniture must not be moved by individuals.
- 12.2. Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- 12.3. 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 particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.

- 12.4. High shelves should only be reached through the use of steps provided for that purpose.

13. FIRE PRECAUTIONS

- 13.1. All staff must be fully conversant with the "Fire Alert" system displayed in the village hall and children's centre (when appropriate)
- 13.2. Exit corridors must be kept clear at all times.
- 13.3. 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".

14. GROUNDS MAINTENANCE

- 14.1. Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
- 14.2. 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.
- 14.3. 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.
- 14.4. 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.
- 14.5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
- 14.6. 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.
- 14.7. The manufacturer's instructions regarding the safe use of machines and chemicals must be adhered to.
- 14.8. 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.
- 14.9. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
- 14.10. Pathways on Council owned premises shall be inspected weekly as part of the visual inspection of the Recreation Ground and Riverside Play area.
- 14.11. Cemetery headstones will be checked annually by the Cemetery Committee, for danger of toppling.

15. 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.

PHYSICAL TEST

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

Scheme of Delegation

This Scheme of Delegation authorises the Proper Officer / Responsible Financial Officer to act with delegated authority in the specific circumstances detailed.

1. Responsible Financial Officer Duties & Powers

The Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer Duties & Powers

2.1 The Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- 2.1.1 Receive declarations of acceptance of office;
- 2.1.2 Receive and record notices disclosing interests at meetings;
- 2.1.3 Receive and retain plans and documents;
- 2.1.4 Sign notices, agreements, licences or other documents on behalf of the Council;
- 2.1.5 Receive copies of By-laws made by another local authority;
- 2.1.6 Certify copies of By-laws made by the Council;
- 2.1.7 Sign and issue summonses to attend meetings of the Council.
- 2.1.8 Keep proper records for all Council Meeting
- 2.1.9 Notify the Returning Officer of any casual vacancies and liaise with him/her regarding the conduct of elections

2.2 In addition, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- 2.2.1 The day to day administration of services, together with routine inspection & control.
- 2.2.2 Authorisation of routine expenditure within the agreed budgets.
- 2.2.3 Emergency or necessary expenditure up to £500 outside of the agreed budget (see 7 - Urgent matters below).
- 2.2.4 Dealing with all press and public relations on behalf of the Council in consultation with the Chairman or Vice-Chairman.
- 2.2.5 Liaise with North Somerset / Parish Council Contractors on clear uncontentious matters of concern raised by members of the public or Councillors without first putting it on a Council agenda.
- 2.2.6 Make decisions as to whether items are appropriate for inclusion in the website and/or social media channels.

2.3 Delegated actions of the Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

3 **Urgent Matters**

- 3.1 In the event of any matter arising ***which requires an urgent decision*** notwithstanding delegated powers granted by paragraph 2.2 above, the Clerk shall forthwith consult with the Chairman and/or Vice-Chairman and those Members so consulted together with the Clerk shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 3.2 Before exercising the delegated powers granted by paragraph 3.1 above, those Members consulted shall consider whether the matter is of sufficient interest to justify recommending to the Chairman that an Extraordinary Meeting of the Council should be called.
- 3.3 Whenever any action is taken under this Standing Order, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Council.



Banwell Parish Council - Standing orders

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1. **Meetings generally**

- Full Council meetings
- Committee meetings
- Sub-committee meetings / Working Party

Although by law working parties do not need to follow statutory guidelines, Banwell PC considers that, where possible, working parties should follow the same rules as for a sub-committee.

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a Bank Holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- ■ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may only make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The total time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed otherwise by the Chairman of the meeting.
- g A member of the public shall not speak for more than three minutes unless directed otherwise by the Chairman of the meeting.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may, however, direct that a written or oral response be given later.
- i Any person wishing to speak should raise their hand and may choose to sit or stand when speaking. The Chairman of the meeting may at any time ask a person to stand when speaking.
- j Any person who speaks at a meeting shall direct his comments to the Chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.
- ■ l **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted.**
- ■ m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.**
- o **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- ■ ■ p **Subject to a meeting being quorate, all decisions at a meeting shall be made by a majority of the councillors or non-councillors with voting rights present and voting.**
- ■ ■ q **The Chairman of a meeting may give an initial vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an initial vote.**
See standing orders 3(h) and 3(i) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.

- r **Voting on a matter shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- s The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- t **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 2d viii below for the quorum of a committee or sub-committee meeting.
- v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- w A meeting shall not exceed a period of 2 ½ hours unless directed otherwise by the Chairman of the meeting with agreement from the council/committee

2. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, any or all members of an advisory committee or a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees, sub-committees, working groups as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 2(a) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 2(a) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-

committee;

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee.

3. Ordinary council meetings

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year, which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council may direct.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g **The Vice-Chairman of the Council, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an initial vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an initial vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the Council, the business of the annual meeting shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year, which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 2 above;
 - ix. Review and adoption of appropriate standing orders and financial regulations (if not reviewed within the last 12 months);
 - x. Review of arrangements, including any charters and agency agreements, with other local

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- authorities and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and assets including buildings and office equipment (if not reviewed within the last 12 months);
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks (if not reviewed within the last 12 months);
- xv. Consider payment of any subscriptions falling to be paid annually.
- xvi. To agree any monthly direct debits
- xvii. Review of the Council's and/or staff subscriptions to other bodies;
- xviii. Review of the Council's complaints procedure (if not reviewed within the last 12 months);
- xix. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (if not reviewed within the last 12 months);
- xx. Review of the Council's policy for dealing with the press/media (if not reviewed within the last 12 months); and
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of Council.

4. Extraordinary meetings of the council and committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The Chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the Chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of a committee [or a sub-committee].

5. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.

- g An amendment shall not be considered unless early verbal notice of it is given at the meeting.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.
- j Subject to standing order 5(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- k One or more amendments may be discussed together if the Chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final amendment immediately before it is put to the vote.
- o Unless permitted by the Chairman of the meeting, a councillor may speak only once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under Standing Order 5(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the Chairman of the meeting.

6. Disorderly conduct at meetings

- a All members must observe the Code of Conduct which was adopted by the Council on 9th July 2012 and any subsequent amendments which is reviewed annually.**
- b No person(s) present at a meeting shall persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.**
- c If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any councillor or the Chairman of the meeting may move that the person shall be no longer heard or shall be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- d If a resolution made under standing order 6(c) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(a) above is not clear in meaning, the motion shall be reworded in conjunction with the mover of the motion.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose confidential or other sensitive information the disclosure of which would not be in the public interest.
- b Unless approved beforehand by the Council as being in the public interest, councillors and staff shall not disclose confidential or other sensitive information.

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () are a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution, which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations - See also standing order 1(t) above.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless a dispensation has been granted, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which the person has a disclosable pecuniary interest. The person may return to the meeting after it has considered the matter in which the interest is held.
- c Unless a dispensation has been granted, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which the person has a non-pecuniary interest if so required by the Council's code of conduct and may return to the meeting only after it has considered the matter in which the interest is held.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, given verbally at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required, and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered at the beginning of the meeting of the Council, or committee or a sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation, the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a Upon notification by North Somerset Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;

- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by North Somerset Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Parish Council shall consider what action, if any, to take against that person. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the Council, a committee or a sub-committee serve on councillors, by email, confirming the time, place and the agenda, provided any such email contains the electronic signature and title of the Proper Officer.**
See standing order 1(b) above for the meaning of clear days for a meeting of a full council and standing order 1(c) above for a meeting of a committee.
 - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them);**
See standing order 1(b) above for the meaning of clear days for a meeting of a full council and standing order 1(c) above for a meeting of a committee.
 - iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given notice at least 5 days before the meeting confirming his withdrawal of it;
 - iv. **convene a meeting of the council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - v. facilitate inspection of the minute book by local government electors;
 - vi. **receive and retain copies of byelaws made by other local authorities;**
 - vii. retain acceptance of office forms from councillors;
 - viii. retain a copy of every councillor's register of interests;
 - ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's policies and procedures relating to the same;
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - xii. arrange for legal deeds to be executed;
See also standing order 22 below.
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
 - xiv. manage access to information about the Council via the publication scheme; and
 - xv. retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect. *See also standing order 22 below.*

16. Responsible Financial Officer

- a) The Responsible Financial Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **Accounts and accounting statements**

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England)
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments for the preceding quarter;
 - ii. the Council’s aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported
which shall include a comparison with the budget for the financial year and highlights any actual or potential over / underspends.
- d As soon as practicable after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments for the last quarter and the year to date for information; and
 - ii. to the Council, the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **Financial controls and procurement**

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council’s accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £4,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

- iii. tenders to be submitted in writing to the Proper Officer in a sealed envelope, marked 'Tender' which shall not show any company logo or other information that identifies the tenderer;
 - iv. tenders shall be opened by the Proper Officer in the presence of the Chair and at least one other councillor after the deadline for submission of tenders has passed;
 - v. tenders shall be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f Where the value of a contract is likely to exceed £25,000 (or other threshold specified by the Office of Government Commerce) the Council will comply with the Public Contracts Regulations 2015 and EU procurement rules.**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of the employment committee is subject to standing order 11 above.
- b Subject to the Council's policy regarding absences from work, the Council's Proper Officer shall notify the Chairman of the employment committee or, if he/she is not available, the Vice-Chairman of the employment committee of absence occasioned by illness or other reason and that councillor or the Proper Officer shall report such absence to the employment committee.
- c The Chairman or in his/her absence, the Vice-Chairman and one other member of the employment committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the employment committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Proper Officer shall contact the Chairman of the employment committee or' in his/her absence, the Vice-Chairman of the employment committee in respect of an informal or formal grievance matter, and this matter shall be reported to the employment committee and progressed by resolution of that committee (see Grievance Policy).
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the Chairman or Vice-Chairman of the employment committee, this shall be communicated to another member of the employment committee, who shall report it to the employment committee which shall progress the complaint by resolution of the employment committee (see Grievance Policy).
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only the Chairman and Proper Officer of the Council shall have access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above if so justified.

20. Requests for information

- a Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998. (and their subsequent amendments)

- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Parish Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 (and its relevant amendments)

21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

22. Execution and sealing of legal deeds - *See also standing orders 15(b)(xii) and (xv) above.*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 22(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

23. Communicating with North Somerset Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Ward Councillor(s) and Link Officer of North Somerset.

24. Councillor activities


- a Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.
- b Councillors wishing to resign may do so only by letter / email to the Chairman of the Parish Council with a copy to the Proper Officer. Resignation from the Council is effective immediately.
- c The Chairman wishing to resign from his role must do so only by letter /email to the Proper Officer of the Parish Council. Resignation from the Chair is effective immediately.
- d A member of the Council shall not be appointed Chairman for a period exceeding three consecutive years^[15.1].

25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the Chairman of a meeting as to the application of standing orders at the meeting shall be final.

Agenda item 6

Amazon.co.uk product page for Proper P-PTTS6W-1 Adjustable Trolley for Laptop and Projector - White.



Proper P-PTTS6W-1 Adjustable Trolley for Laptop and Projector - White
by Proper
★★★★☆ 33 customer reviews
| 12 answered questions
Amazon's Choice for "laptop and projector stand"

Price: **£49.99** ✓prime
2 new from **£49.99** 1 used from **£44.59**

Size Name: **Projector Trolley - White**

- TV Trolley 32 - 65" Black £129.15 ✓prime
- TV Trolley 32 - 65" White £109.99 ✓prime
- TV Trolley 60 - 100" Black --
- Projector Trolley - White** **£49.99** ✓prime

- Max load:10kg/22lbs
- Tables rotate 360 degrees and tilts up to 35 degrees (left or right).
- Table top size - 400mmx350mm & 300mmx350mm
- Raised edges stop device from sliding off trolley

Share [Icons]

Buy new: £49.99
✓prime
FREE Delivery by **Tomorrow** if you order within 7 hrs 53 mins. [Details](#)
In stock. Dispatched from and sold by Amazon. Gift-wrap available.
Item arrives in packaging that reveals what's inside. To hide it, choose **Ship in Amazon packaging** at checkout.

Quantity: 1 ▾

[Add to Basket](#)
[Buy Now](#)

Deliver to Liz - Banwell BS29 6BW
 Buy used: £44.59

Date _____

Inspection by _____

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

Date: PC Papers 18/02/2019

Inspection by:

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

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

Date:

Inspection by:

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

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

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

Date _____

Inspection by _____

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

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

Date:

Inspection by:

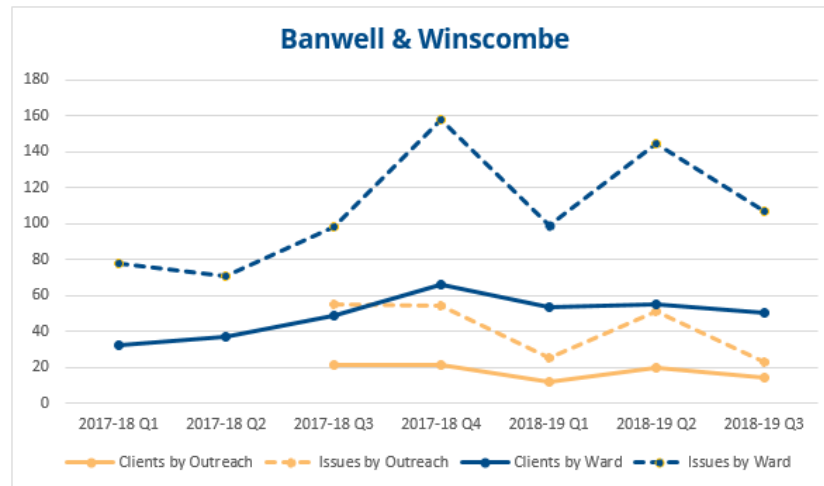
Litter Bin Number	Location	Score	Comments
1	Recreation Ground 1		
2	Recreation Ground 2		
3	West Street Car-Park		
4	Riverside 1		
5	Riverside 2		

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

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

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

Citizens Advice North Somerset has been delivering an Outreach Advice Service in Banwell & Winscombe since August 2017 – as indicated by the yellow lines in the chart below. The demand for this service has been extremely positive from the outset and we believe it has encouraged more local residents to seek help and advice either directly through the outreach service or from other CANS services (as indicated by the ward data).



From April 2018 this service has been funded by the Banwell and Winscombe Parish Councils. As a direct consequence of the introduction of the outreach service we have seen a 60% increase in clients living in Banwell & Winscombe receiving advice with a 93% increase in the issues they are being helped with.

The top issues for local residents are:

- Personal Independence Payments
- Council Tax arrears
- Debt Relief Orders
- Employment
- Threatened homelessness
- Divorce and separation
- Death and bereavement

Dashboards

We have attached the following dashboards:

- Clients by Ward Year to Date Q1-Q3
- Clients by Outreach Year to Date Q1-Q3

The Dashboards provide a profile breakdown for all clients living in Banwell and Winscombe. Please read the guidance notes attached which explains how we collect our data and how we calculate the statistics within a given reporting period.

Funding

The current funding stream is due to end on the 31st March 2019. We believe there is a need for this service and that local residents are greatly benefiting from being able to access advice and information in their local area. The fact that we have seen a 60% increase in client numbers since the introduction of this new service demonstrates the demand for such a service.

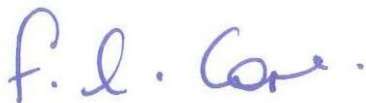
The 2019/20 cost of a 1 day per week Outreach Adviser providing a 6 hour service (3 hours face to face and 3 hours follow-up) will be £7,650. This cost increase is as a consequence of increased salary costs, including increase to statutory pension contributions, and to take account of inflation cost increases. Unfortunately we do have to operate a full cost recovery policy when delivering services as we have no surplus funds to provide any subsidies. This service is shared equally between Banwell and Winscombe Parish Councils and we would propose the following division:

Banwell Parish Council - £3,825

Winscombe Parish Council - £3,825

I would like to take this opportunity to thank the Parish Councils for their support in funding this post and enabling us to deliver our much needed services. We really do value you as partners and I hope that we can continue to work with you in the next financial year.

If you have any further questions or would like additional information then please do not hesitate to contact me.

A handwritten signature in blue ink that reads 'F. L. Cope'.

Fiona Cope

Chief Officer

Citizens Advice North Somerset

fiona.cope@nscab.org.uk / DD: 01934 836202 / www.nscab.org.uk

Key Statistics

Citizens Advice North Somerset

25

11/04/2018 11/12/2018



Summary

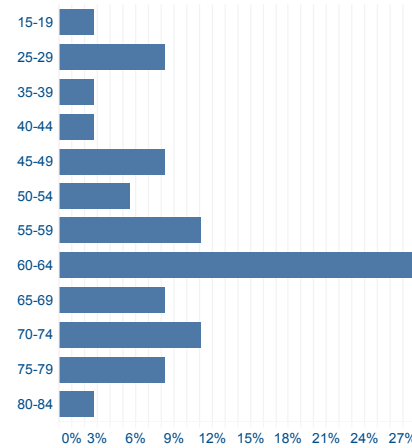
Clients	38
Quick client contacts	
Issues	91
Activities	66
Cases	29

Outcomes

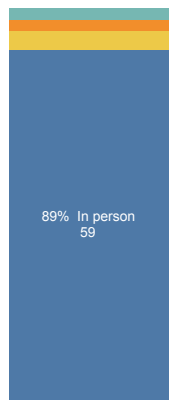
Issues

Issues	Clients
Benefits & tax credits	18
Benefits Universal Credit	7
Consumer goods & services	1
Debt	9
Employment	1
Financial services & capability	3
Health & community care	2
Housing	7
Relationships & family	4
Tax	1
Grand Total	91

Age

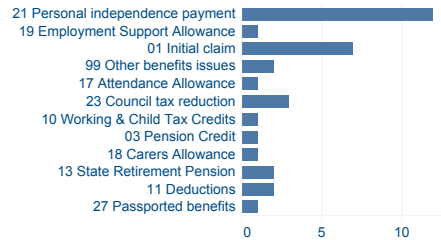


Channel



■ In person
■ Telephone
■ Email
■ Admin

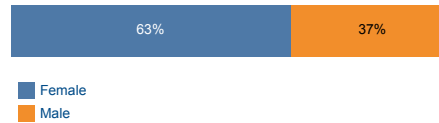
Top benefit issues



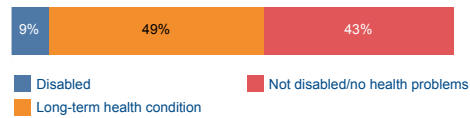
Top debt issues



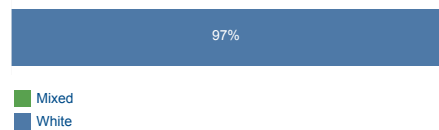
Gender



Disability / Long-term health



Ethnicity





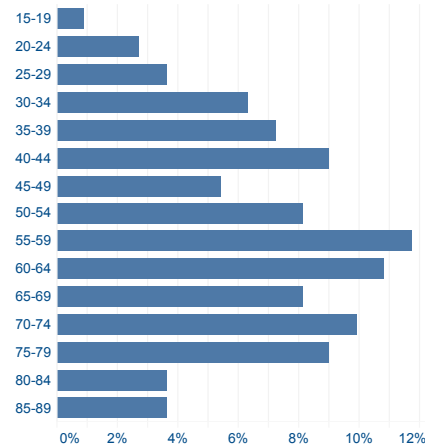
Summary

Clients	114
Quick client contacts	
Issues	339
Activities	377
Cases	113
Outcomes	
Income gain	£48,862
Re-imbursments, services, loans	£730
Debts written off	£72,452
Repayments rescheduled	£310

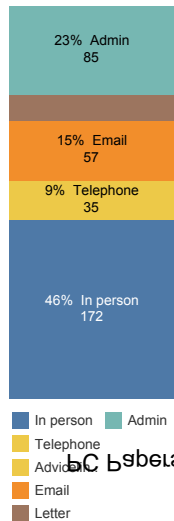
Issues

Issues	Clients
Benefits & tax credits	59
Benefits Universal Credit	14
Consumer goods & services	2
Debt	26
Discrimination	1
Employment	10
Financial services & capability	4
Health & community care	4
Housing	15
Immigration & asylum	1
Legal	6
Other	7
Relationships & family	13
Tax	5
Travel & transport	5
Utilities & communications	4
Grand Total	339

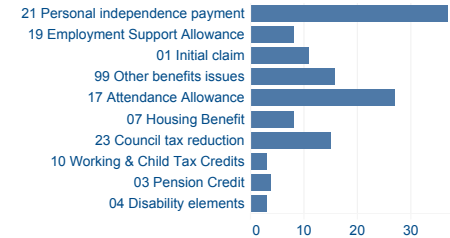
Age



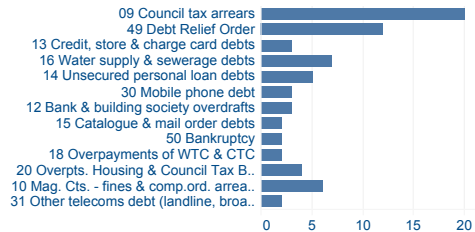
Channel



Top benefit issues



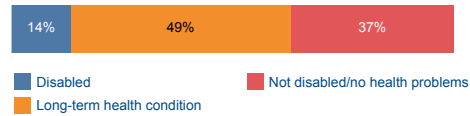
Top debt issues



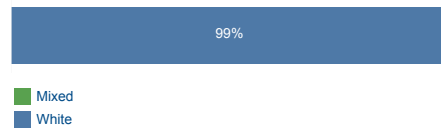
Gender



Disability / Long-term health



Ethnicity



Agenda item 13

Description	Value
<p>To supply and apply TOTAL chemical weed control to all street paths kerbs backwalls etc within the Banwell boundaries</p> <p>1st application April 2019</p> <p>2nd application may be needed Sept / Oct 2019</p> <p>Extras -Bowling Green from Church Street to West Street (be really careful because of the bowling green grass and there was concern the spray would blow onto the bowling green)</p> <p>The Cart Wash Area which is at the bottom of the Bowling Green Path steps on Church St</p> <p>A small (in length) path which runs from Church Street (adjacent to Chillies Restaurant to the churchyard.</p> <p>The Jubilee Pump area which is along High Street. - will need to be unlocked.</p>	<p>£357.00</p> <p>£357.00</p>
<p style="text-align: right;">Sub Total:</p> <p style="text-align: right;">VAT @ 20.00%:</p> <p style="text-align: right;">Total:</p>	<p>£714.00</p> <p>£142.80</p> <p>£856.80</p>

This quotation is valid for a period of 14 days from: 23/01/2019

Currently missing on this quotation but agreed in the past

- The school close flower planters
- Knightcott Road flower planter area
- Holders Way (from East Street to Castle Hill)
- Small path Knightcott Road to the Paddocks (behind bus shelter)

Additional items already requested

- West Street Car-Park
-

Start Date	Estimated Finish	Days	Road closed	Closure From	Closure To	Comment
01/05/2019	15/05/2019	15	Whitley Road	Junction of Banwell Road and Christon Road	Junction of Well Lane and High Street	
01/05/2019	08/05/2019	8	Winthill	Junction of Christol Road and The Rhodyate	Junction of Castle Hill and The Rhodyate	
02/05/2019	11/05/2019	10	Puxton Road	Junction of West Rolstone Road and	Jusr past junction of Puxton Road and Box Bush Lane	
28/05/2019	15/07/2019	49	Wolvershill Road	Junction of Wolvershill Park and Wolvershill Road	Junction of Eton lane and Wolvershill Road	Closed the same time as Riverside
28/05/2019	14/06/2019	18	Riverside	End of Riverside Loop by pumping station on Riverside	Junction of West Rolston Road and Puxton Road	Closed the same time as Wolvershill Road
25/06/2019	03/07/2019	9	Lane off Moor Road	Junction of Moor Road and lane off Moor Road	The whole route. No through Road	
03/07/2019	05/08/2019	34	Banwell Road	Junction of weston Lane and Banwell Road	Junction of Banwell Road and Christon Road	
03/07/2019	05/08/2019	34	Cooks Lane	Junction of Wolvershill Road and Cooks Lane	The whole route. No through Road	Why 34 days?
16/07/2019	24/07/2019	9	High Street	Junction of Well Lane and High Street	Highfield Kennels, High Street	
20/07/2019	26/07/2019	7	Eton Lane	Junction of Wolvershill Road and Eaton Lane	The whole route. No through Road	
24/07/2019	14/08/2019	22	Moor Road	Junction of Riverside and Moor Lane	The whole route. No through Road	
12/08/2019	16/08/2019	5	Balls Barn Lane	Junction of West Rolston Road and Balls Barn Lane	The whole route. No through Road	
15/08/2019	21/08/2019	7	Waywick Lane	Junction of Silvermoor Lane and Waywick lane	The whole route. No through Road	

Bills for Payment - 22nd January to the 18th February 2019
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Minute agreed	Power
DD	Mainstream	Phone and Broadband (DD 14.02.19)	£47.49	£9.50	£56.99		LGA 1972 s111
DD	E-ON	Streetlight Power (DD 16.02.19)	£185.52	£37.10	£222.62		PCA 1957, s3 & HA 1980 S301
BACS	J K Gardening	Grass cutting @ Rec Ground	£141.75		£141.75		PHA 1875 s164
BACS	J K Gardening	Grass cutting @ Riverside, Children's Centre, K'cott Bank	£141.75		£141.75		PHA 1875 s164
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50		LGA 1972 s214 (2) & (6)
BACS	J K Gardening	Village Orderly duties	£392.50		£392.50		LGA 1972 s112
BACS	J K Gardening	Environmental fee	£40.00		£40.00		LGA 1972 s214 (2) & (6)
BACS	J K Gardening	Hedges - Riverside, Rec, YCC	Total £1188.50		£310.00		LGA 1972 s214 (2) & (6)
BACS	Youthworkz	Youth Club staffing costs (£650 - £9.50 subs) + Programme costs (£145.49)	£785.99		£785.99		LG (MP) Act 1976 S19 (1e) & (1f)
BACS	Greenways	Dog bin emptying	£313.84		£313.84	283/19	EPA 1990 s5 subsection 86 (13)
BACS	AED Locator	Defib Monitoring Service	£195.00	£39.00	£234.00		PHA 1936 s234
BACS	E. Shayler	Overtime Payment 12 hrs and expenses	£142.89		£142.89		LGA 1972 s111
SO	E. Shayler	Clerk's Salary (SO 26.02.19)	£1,312.23		£1,312.23		LGA 1972 s112
DD	Nest	pension contributions (DD 31.02.19)	£69.10		£69.10		LGA 1972 s112
BACS	HMRC	PAYE and NI for January (12.03.19)	£340.48		£340.48		LGA 1972 s112
		Totals	£4,581.04	£85.60	£4,666.64		

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	1,625.00	325.00
102	Paths / Trees / Garden	0.00	0.00	0.00	350.00	60.00	290.00
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	3,092.00	908.00
105	Environmental Fee	0.00	0.00	0.00	0.00	320.00	-320.00
		£0.00	0.00	£0.00	6,580.00	£5,097.00	1,483.00

Cemetery Income		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
908	Cemetery Income	0.00	2,500.00	6,095.00	0.00	0.00	3,595.00
		£0.00	2,500.00	£6,095.00	0.00	£0.00	3,595.00

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	16,934.69	3,565.31
302	Clerk's Pension	0.00	0.00	0.00	400.00	696.95	-296.95
303	Phone / Internet	0.00	0.00	0.00	500.00	385.78	114.22
304	Office rent	0.00	0.00	0.00	2,830.00	2,145.00	685.00
305	Hall Hire	0.00	0.00	0.00	270.00	510.00	-240.00
306	Office equipment / Stationary / We	0.00	0.00	25.00	4,500.00	3,255.58	1,269.42
307	Advertising	0.00	0.00	0.00	300.00	132.00	168.00
308	Insurance	0.00	0.00	0.00	2,200.00	2,622.87	-422.87
309	Subscriptions inc ALCA & SLCC	0.00	0.00	0.00	700.00	246.00	454.00
310	Audit Fees	0.00	0.00	0.00	900.00	693.75	206.25
311	Legal Costs inc Land registration	0.00	0.00	0.00	200.00	69.85	130.15
312	Training Clerk	0.00	0.00	0.00	400.00	623.80	-223.80
313	Training Councillors	0.00	0.00	0.00	600.00	563.80	36.20
314	Inspections / Risk Assessments	0.00	0.00	0.00	300.00	217.00	83.00
315	Grants and Donations	3,000.00	0.00	0.00	2,500.00	5,789.07	-289.07
316	Chairmans Allowance	0.00	0.00	0.00	100.00	60.00	40.00
317	Bank Charges	0.00	0.00	0.00	0.00	40.80	-40.80
		£3,000.00	0.00	£25.00	37,200.00	£34,986.94	5,238.06

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	1,647.88	0.00
202	Village Orderly	0.00	435.81	435.81	4,710.00	3,925.00	785.00
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	1,457.50	342.50
205	Dog Bins	0.00	0.00	0.00	4,233.00	2,993.79	1,239.21
206	Env Maintenance Riverside / defib	0.00	0.00	0.00	2,000.00	1,126.75	873.25
207	Environmental Projects	0.00	0.00	215.00	6,000.00	1,335.00	4,880.00
208	Environmental Grant	4,420.52	7,149.52	0.00	11,570.04	1,210.00	7,631.04
		£4,420.52	9,233.21	£2,298.69	32,410.92	£13,799.25	16,097.67

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	1,855.31	544.69
401	Street light Maintenance	0.00	0.00	0.00	2,000.00	2,085.30	-85.30
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	102.38	7,897.62
		£0.00	0.00	£0.00	13,400.00	£4,042.99	9,357.01

Income		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
901	Childrens Centre Rent	0.00	2,500.00	2,500.00	0.00	0.00	0.00
902	Misc Income	0.00	30.00	110.82	0.00	0.00	80.82

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>							
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	88,897.00	0.00	0.00	0.00
907	VAT	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	93,556.91	£93,637.73	0.00	£0.00	80.82

<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	1,417.50	382.50
602	Rec Maintenance	0.00	0.00	484.77	1,000.00	1,150.77	334.00
603	Rec Tree and Fence Work	0.00	0.00	0.00	900.00	911.67	-11.67
		£0.00	0.00	£484.77	3,700.00	£3,479.94	704.83

<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	5,897.54	5,702.46
501	YC Programme	0.00	0.00	0.00	2,000.00	1,100.61	899.39
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	181.00	0.00	0.00	-719.00
		£4,422.40	900.00	£181.00	14,900.00	£6,998.15	11,605.25

NET TOTAL		£11,842.92	106,190.12	£102,722.19	108,190.92	£68,404.27	48,161.64
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Banwell Parish Council

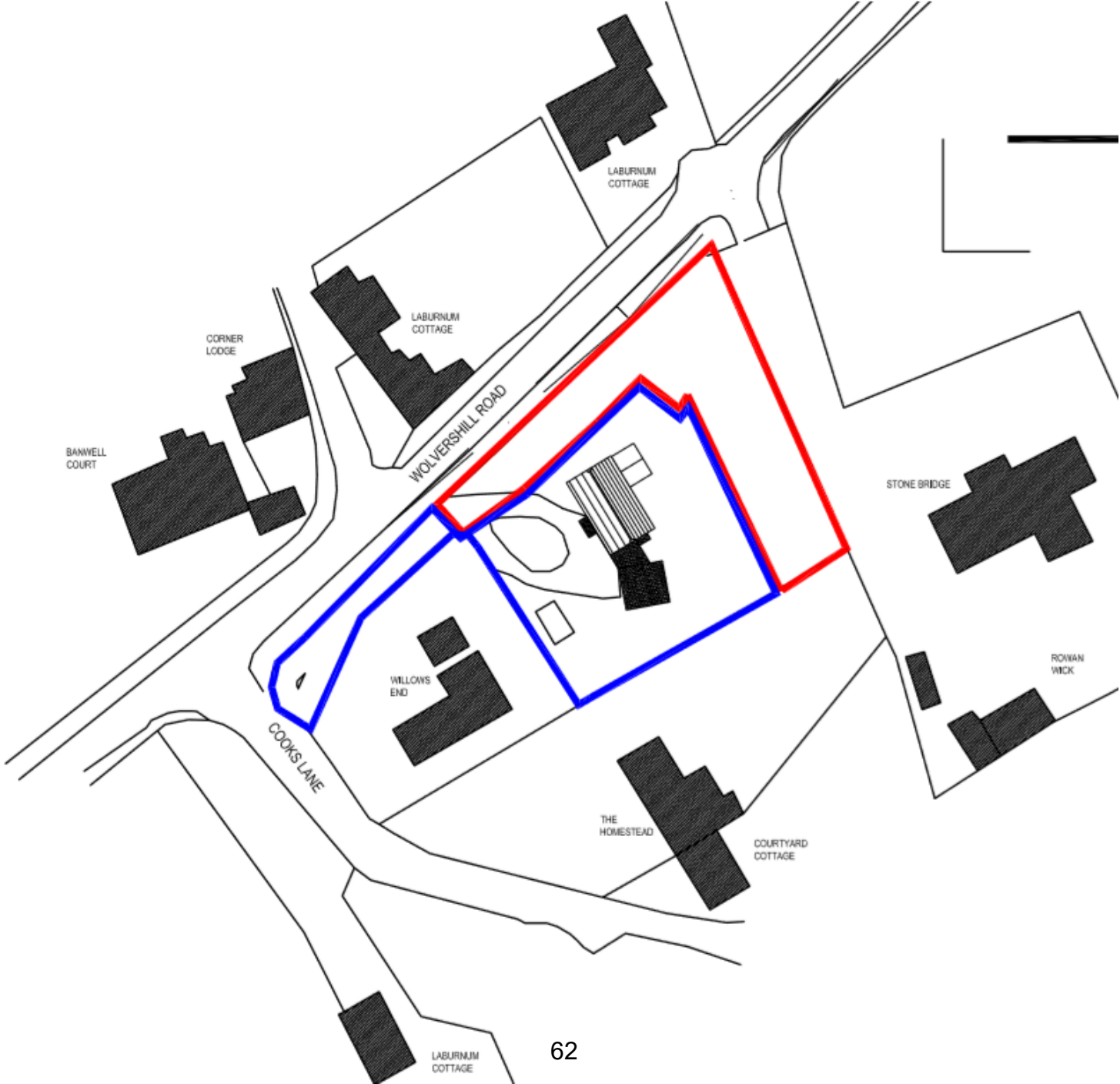
Bank Reconciliation at 12/02/2019			
	Cash in Hand 01/04/2018		151,072.76
	ADD		
	Receipts 01/04/2018 - 12/02/2019		106,321.47
	SUBTRACT		
	Payments 01/04/2018 - 12/02/2019		71,601.27
A	Cash in Hand 12/02/2019 (per Cash Book)		185,792.96
	Cash in hand per Bank Statements		
	Cash 31/01/2019	0.00	
	Current account (53357655) 31/01/2019	6,443.18	
	Reserve Account (59678674) 31/01/2019	86,607.89	
	Bonus saver account (81413459) 31/01/2019	44,479.76	
	Unity Trust Bank (20398572) 31/01/2019	48,667.61	
			186,198.44
	Less unrepresented cheques As attached		405.48
			185,792.96
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		185,792.96
	A = B Checks out OK		

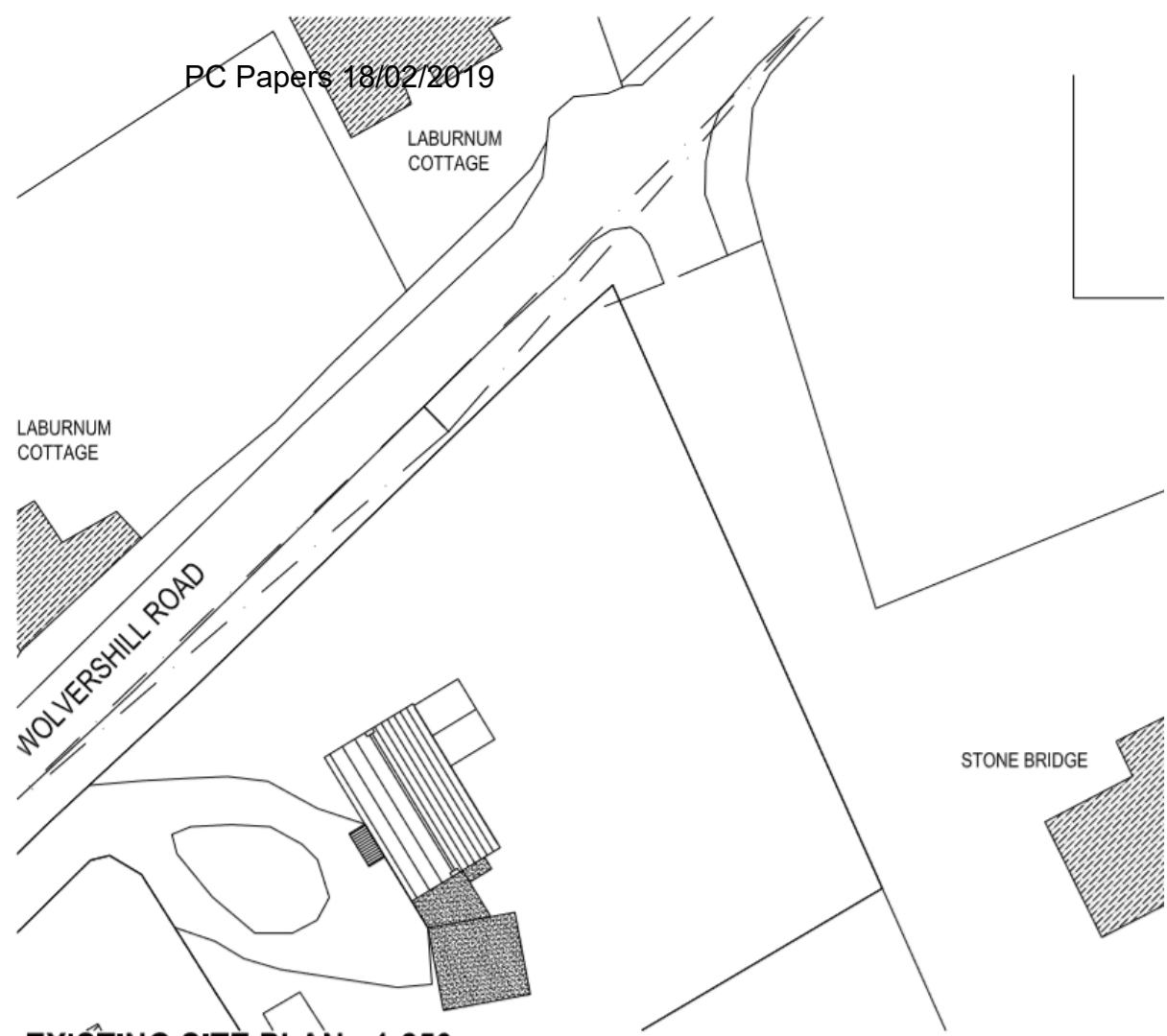
Planning

February 2019

18/P/3796/FUL - Tardiz Cooks Lane Banwell BS29 6DS.

Erection of new dwelling, single garage and associated driveway and parking. **APPEAL LODGED**





EXISTING SITE PLAN - 1:250



PROPOSED SITE PLAN - 1:250

PC Papers 18/02/2019



PROPOSED FRONT ELEVATION - 1:50

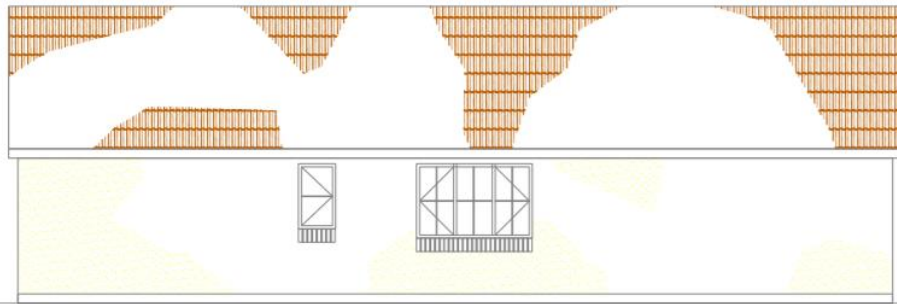


PROPOSED REAR ELEVATION - 1:50

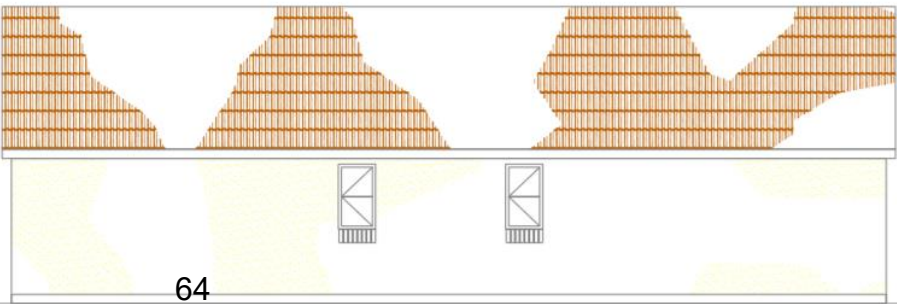


PROPOSED FLOOR PLAN - 1:50

PROPOSED SIDE ELEVATION - 1:50



PROPOSED SIDE ELEVATION - 1:50



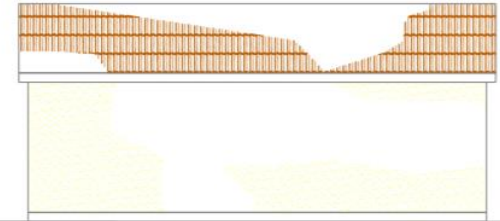
PROPOSED SIDE ELEVATION - 1:50

64

PROPOSED FRONT ELEVATION - 1:50



PROPOSED REAR ELEVATION - 1:50



PROPOSED SIDE ELEVATION - 1:50

No.	Description	Date
1	RG5 TECHNICAL CONSULTANTS	
2	RESULAH	
3	UPPER NORTH STREET	
4	CHELDHAM	
5	SOMERSET	
6	BS27 3HX	
7	TEL: 07739 864515	
8	RYOUNG@RGSTECHNICAL	
9	07739 864515	

Site/Project Name: TARDIS, WOLVESHILL ROAD, BARN

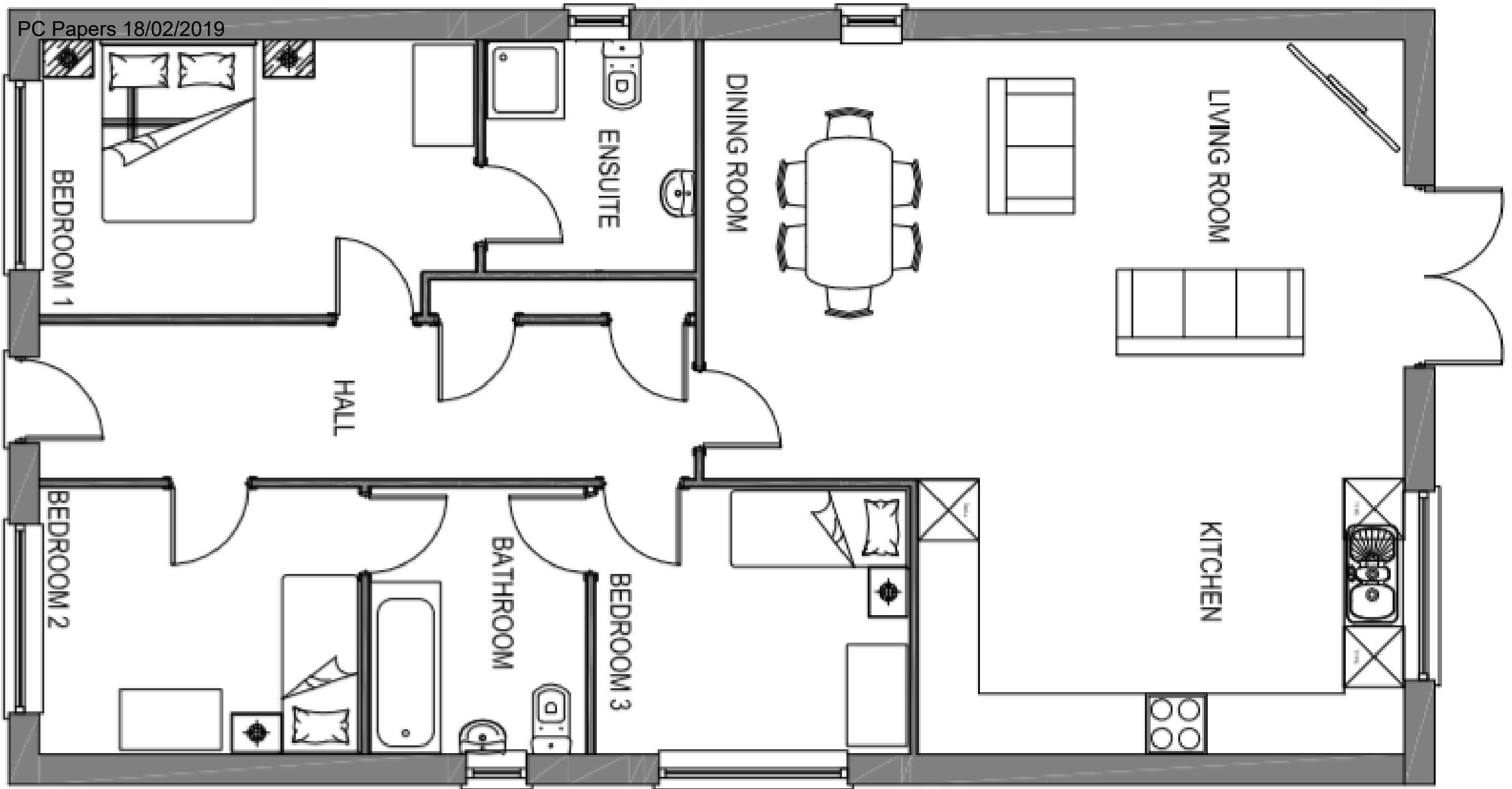
Client: EXISTING AND PROPOSED BLOCK PLAN, PROPOSED FLOOR PLAN AND ELEVATIONS

Scale: VARIES Date: 07.07.18

Drawn: RY Checked: [blank]

Approved: [blank]

Project No: RGS07.P.001



PROPOSED FLOOR PLAN - 1:50

18/P/5231/RM - Land at Parklands, Wolvershill Road, Weston-super-Mare.

Reserved matters application for details of layout, scale, appearance, landscaping and parcel access for the erection of 149no. dwellings pursuant to outline 12/P/1266/OT2.



Planting Notes

IMPLEMENTATION PROGRAMME
 Plants to be planted during week and season to be indicated on drawings. Plants to be planted in the first planting season following completion of the planting works. Plants to be planted in the first planting season following completion of the planting works or within the first planting season following completion of the planting works or within the first planting season following completion of the planting works.

GARDEN PREPARATION POLICY
 All groundworks to be carried out and soil from existing operations to be used in the garden areas. All groundworks to be carried out in accordance with the Garden Preparation Policy. Refer to space technical pack for garden and planting Waterlogged Gardens.

TOPDRESSING OPERATIONS
 All topdressing to be carried out and grass areas to be topdressed to the satisfaction of the contractor. Topdressing to be carried out on all grass areas and on all other areas where the soil is deficient. Topdressing to be carried out on all areas where the soil is deficient. Topdressing to be carried out on all areas where the soil is deficient. Topdressing to be carried out on all areas where the soil is deficient.

Plant Schedule

All plants to be supplied from an HTA approved nursery and in accordance with National Plant Code.

Key	Species	Specification	No
AL	Azalea	1400mm H, Ex Hy standard, container	2
CC	Cornus	1400mm H, Ex Hy standard, container	4
MD	Magnolia	1400mm H, Ex Hy standard, container	2
ML	Malus	1400mm H, Ex Hy standard, container	1
MT	Malus	1400mm H, Ex Hy standard, container	1
PC	Pyrus	1400mm H, Ex Hy standard, container	1

Key	Species	Specification	No
LM	Lonicera	1400mm H, Ex Hy standard, container	2
PR	Prunella	1400mm H, Ex Hy standard, container	2

Key	Species	Specification	No
AL	Azalea	1400mm H, Ex Hy standard, container	2
CC	Cornus	1400mm H, Ex Hy standard, container	4
MD	Magnolia	1400mm H, Ex Hy standard, container	2
ML	Malus	1400mm H, Ex Hy standard, container	1
MT	Malus	1400mm H, Ex Hy standard, container	1
PC	Pyrus	1400mm H, Ex Hy standard, container	1

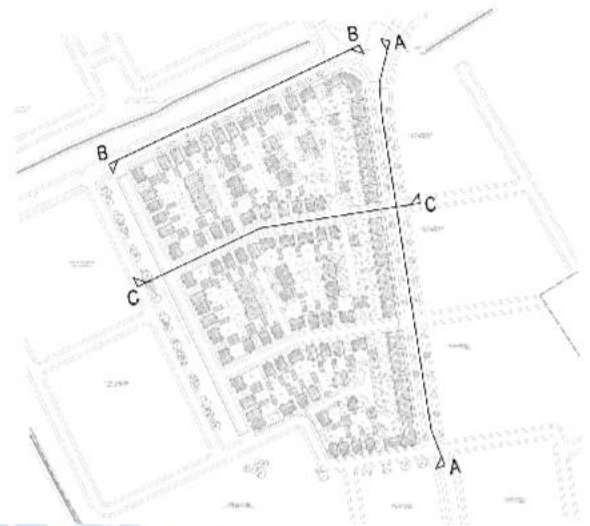
Key	Species	Specification	No per bin
AL	Azalea	1400mm H, Ex Hy standard, container	2
CC	Cornus	1400mm H, Ex Hy standard, container	4
MD	Magnolia	1400mm H, Ex Hy standard, container	2
ML	Malus	1400mm H, Ex Hy standard, container	1
MT	Malus	1400mm H, Ex Hy standard, container	1
PC	Pyrus	1400mm H, Ex Hy standard, container	1

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MT	Malus	1400mm H, Ex Hy standard, container	1
PC	Pyrus	1400mm H, Ex Hy standard, container	1

ASSEMBLY GRASS
 To be sown or sowed etc.
 20% Grass - 100% Seed
 20% Grass - 100% Seed
 20% Grass - 100% Seed
 20% Grass - 100% Seed

Key

- Site boundary
- Proposed tree
- Existing tree retained
- Existing hedge planting removed
- Proposed planting
- Proposed existing grass area
- 1.5m Glass board fence
- 1.5m Brick wall



PC Papers 18/02/2019



NO	No. of Bedrooms	Sqft	No.	Total Sqft
30	28	534	2	1,068
31	28	541	2	1,082
TOTALS	48	1,075	4	2,150

APPROXIMATE	No. of Bedrooms	Sqft	No.	Total Sqft
12 ROOM	18	539	1	539
18 ROOM	28	605	1	605
28 ROOM	28	634	1	634
28 ROOM	28	621	1	621
28 ROOM	28	541	1	541
48 ROOM	48	1,075	1	1,075
TOTALS	148	3,415	5	5,415

APPROXIMATE	No. of Bedrooms	Sqft	No.	Total Sqft
12 ROOM	18	539	1	539
18 ROOM	28	605	1	605
28 ROOM	28	634	1	634
28 ROOM	28	621	1	621
28 ROOM	28	541	1	541
48 ROOM	48	1,075	1	1,075
TOTALS	148	3,415	5	5,415

House Type	No. of Bedrooms	Sqft	No.	Total Sqft
Block A-1-1-A	28	740	2	1,480
Block A-1-1-B	28	717	1	717
Block A-1-2	28	749	3	2,247
Block A-1-3	28	649	1	649
Block B-1-1-A	28	740	2	1,480
Block B-1-1-B	28	717	1	717
Block B-1-2	28	704	3	2,112
Block B-1-3	28	649	1	649
10 ROOM	30	802	1	802
12 ROOM	30	921	4	3,684
18 ROOM	30	1,029	20	20,580
28 ROOM	30	1,214	19	23,066
30 ROOM	30	1,242	11	13,662
30 ROOM	30	1,242	11	13,662
30 ROOM	48	1,848	20	36,960
30 ROOM	48	1,848	4	7,392
30 ROOM	48	1,848	4	7,392
30 ROOM	48	1,848	4	7,392
TOTALS	48	1,075	8	10,775





PLANNING

architects
and planners

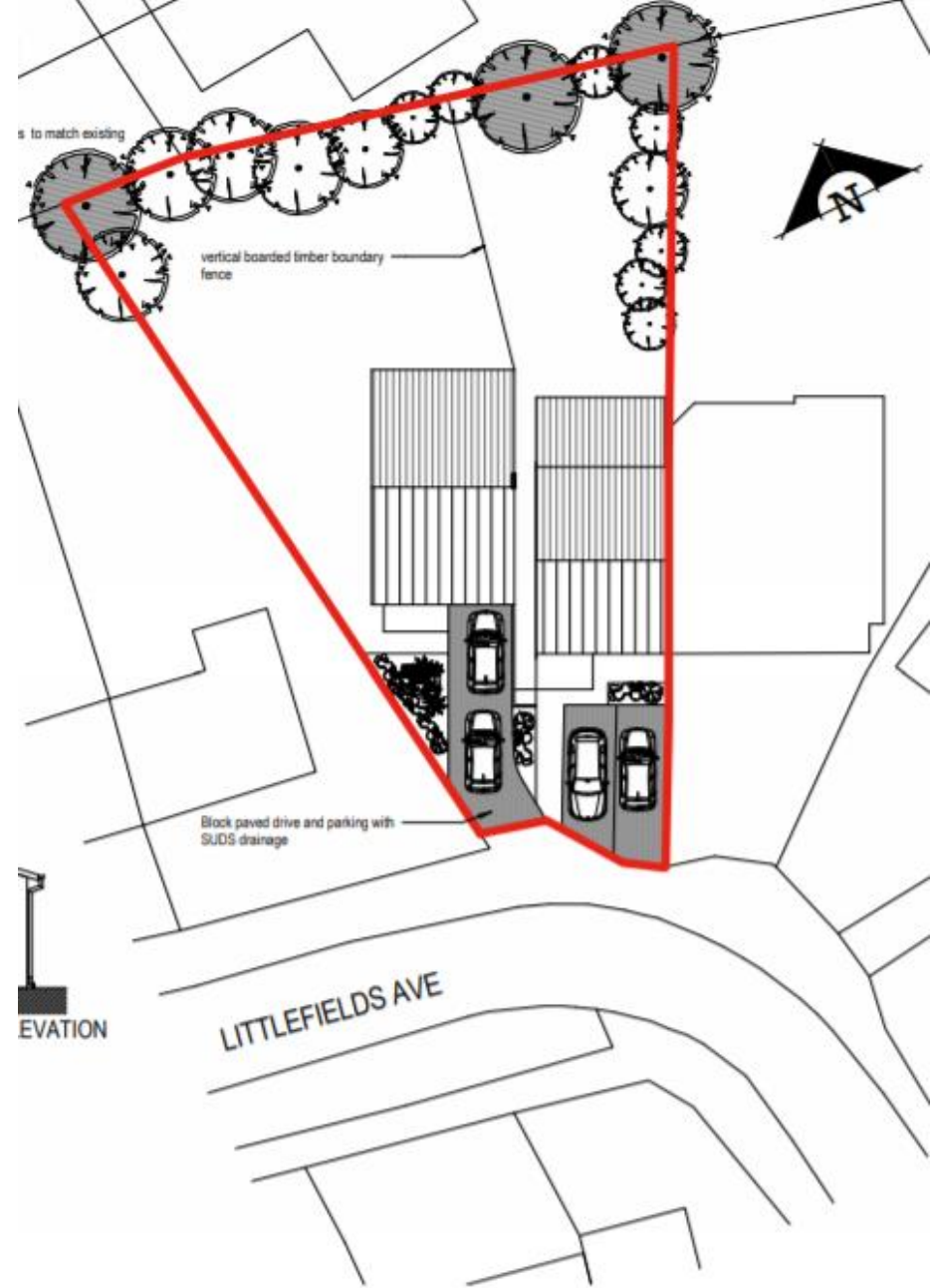


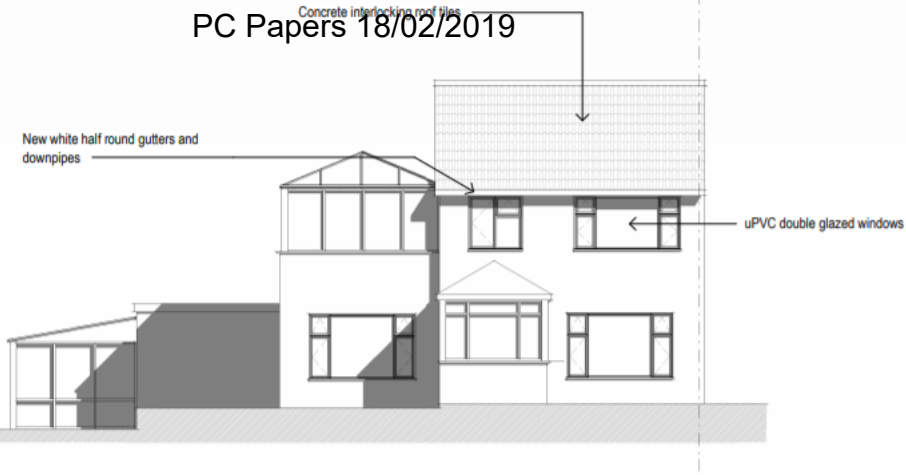
Standard
Architectural

19/P/0158/FUL - 1 Littlefields Avenue Banwell BS29 6BE.

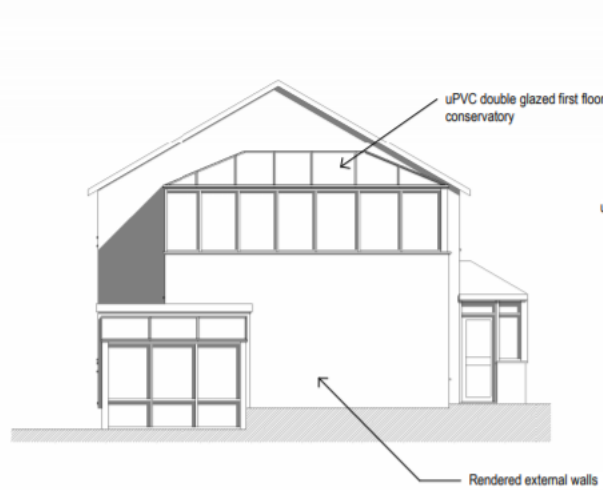
Demolition of existing side extension and erection of a single storey rear extension to dwelling. Erection of 1no. new detached dwelling adjacent to existing dwelling







EXISTING SOUTH ELEVATION
scale 1:100@A1



EXISTING WEST ELEVATION
scale 1:100@A1



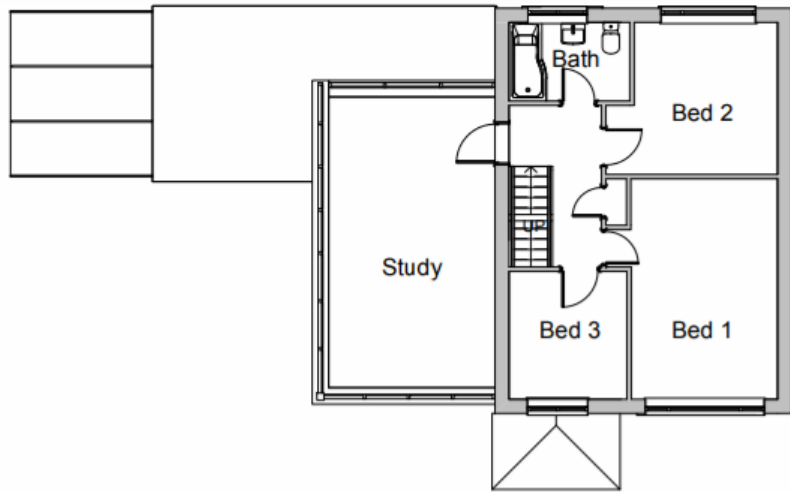
EXISTING NORTH ELEVATION
scale 1:100@A1



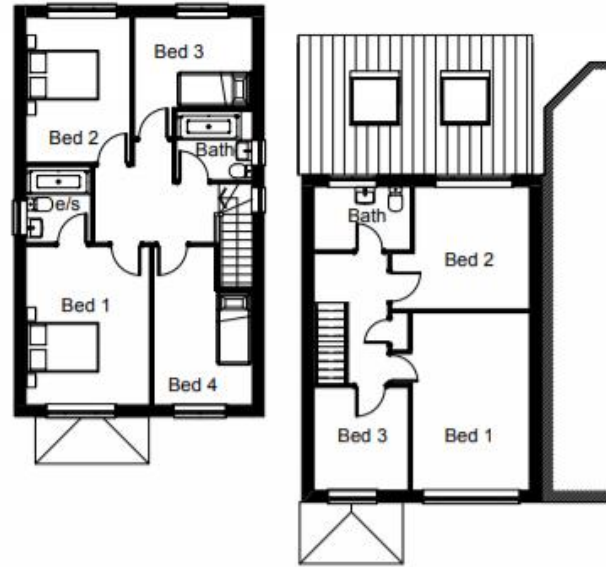
PROPOSED SOUTH ELEVATION
scale 1:100@A1



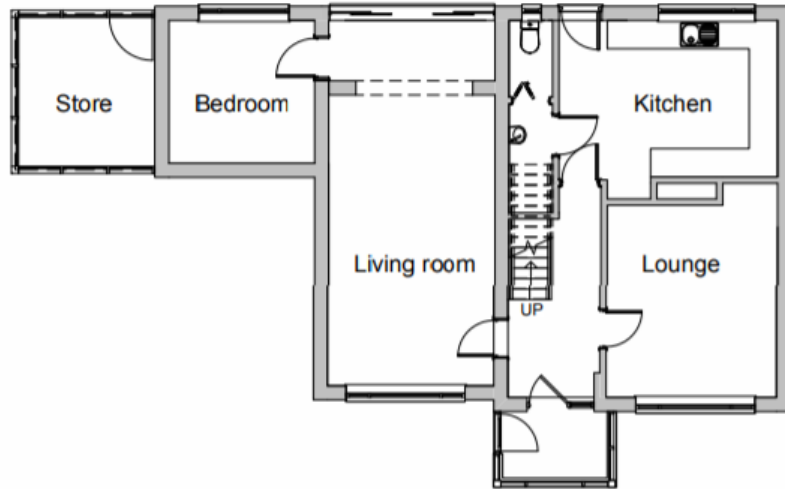
PROPOSED NORTH ELEVATION
scale 1:100@A1



EXISTING FIRST FLOOR PLAN
scale 1:100@A1



PROPOSED FIRST FLOOR PLAN
scale 1:100@A1



PROPOSED GROUND FLOOR PLAN
scale 1:100@A1

18/P/3681/FUL - Erection of two dwellings, access and parking. Land to the rear of The Ship Hotel, West Street, Banwell. **REFUSED**

18/P/4943/FUL - Eton House, The Gobbles, Wolverhill Road, Banwell. BS29 6LA. Extension and conversion of a double garage to provide accommodation ancillary to the main dwelling. **WITHDRAWN**

18/P/5157/LBC - 39 West Street Banwell BS29 6DE. To remove and replace square concrete patio slabs, put down in the late 1980s, with natural limestone which would be more in character with the cottage. **APPROVED**