



## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT 7:30pm ON MONDAY 16<sup>th</sup> SEPTEMBER 2019 AT BANWELL YOUTH & COMMUNITY CENTRE

<b>PRESENT:</b>	Councillors: Paul Blatchford (Chairman), Phil Adams, Steve Davies, Paul Harding (Vice-Chairman), Maggie McCarthy, Nick Manley and Dawn Parry
<b>IN ATTENDANCE:</b>	Mrs Liz Shayler (Clerk)
<b>WARD COUNCILLOR:</b>	None
<b>AVON &amp; SOMERSET POLICE:</b>	None
<b>PRESS:</b>	None
<b>MEMBERS OF THE PUBLIC:</b>	None

The Chairman welcomed everyone and announced the resignation of Cllr. Phil Hale from the Parish Council. The Chairman would be writing a letter of thanks to him in appreciation of everything he had done on behalf of the Parish Council.

**189/19 To receive apologies for absence (agenda item 1)**

Apologies were received from Cllr Baird and District Councillor Ann Harley.

**190/19 To receive members' declarations of interest on any agenda item (agenda item 2)**

No declarations of interest were received.

**191/19 To approve as a correct record, the minutes of the Parish Council Meeting held on 19<sup>th</sup> August 2019 (agenda item 3)**

**Resolved** – That the minutes of the Parish Council Meeting held on 19<sup>th</sup> August 2019 be approved as a correct record of the meeting.

**The resolution was correctly proposed and seconded (6 in favour with 1 abstention due to absence).**

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

**192/19 To note the Planning Committee minutes from the 2<sup>nd</sup> September 2019 (agenda item 4)**

The minutes of the Planning Committee Meeting were noted.

**193/19 To receive the Clerk's report/Exchange of information (agenda item 5)**

- i) **Riverside wet area** –The Clerk, in conjunction with the Chair, have written to Bristol Water in relation to reinstating the area to its original state to include landscaping and the fence. It was also suggested that a gesture of goodwill would be appropriate. A reply is waited.
- ii) **Cemetery Wall** – The work to the co-oping stones on the wall has been completed however concern was raised by the Contractor about the boundary wall to the east which has brambles and ivy growing up behind it which was likely to affect the integrity of the wall. The resident asked to clear the brambles and nettles along the Abbey Wall has done so.
- iii) **Memorial Garden** – Martin Hemmings emailed to thank the Parish Council and to say that he was being helped by David & Margaret Purkiss. He would also be very grateful for some of the tulip bulbs offered by Axbridge Rotary Club for the Memorial Garden.

- iv) **Dropped Kerbs** – The Co-op recently contacted the Clerk concerning dropped kerbs with a view to contributing to a scheme. There is meeting scheduled for the middle of September with North Somerset and the Co-op. The Clerk and Chairman will attend and report back to Council.
- v) **Recreation Ground** – Planning permission for the additional play equipment at the Recreation Ground has been approved. The tender documents have been sent out and are due to be returned by noon on Tuesday 24<sup>th</sup> September. Thanks were given to Phil Hale who mended the broken slat on the bench at the Recreation Ground.
- vi) **Bilbie Grange / Taylors Fields development** – A letter has been received from a local resident concerning the lime trees on this development. The Clerk has spoken to the North Somerset Tree Officer who had requested Tree Preservation Orders (TPO's) for the trees on site but which had been overlooked by the planning officer. However, the tree officer was going to visit the site and is looking to add a retrospective TPO.
- vii) **Post Office** – Unfortunately, the Post Office have been unable to identify a suitable solution within the village and have therefore advised that as there have been no suitable opportunities to re-establish a service, the Banwell branch will remain closed.
- viii) **Dog Bins** – The new contractor started Sunday 8<sup>th</sup> September and will initially be emptying the dog bins every Sunday. Any problems please let the Clerk know.
- ix) **Narrows** – Cllr Harding reported that he had received a letter from the Police in reference the vehicle which had hit him. Whilst the Police didn't intend on pressing charges Cllr Harding had been given the owners contact details if he wished to pursue it.
- x) **Ancient remains** – The Clerk and the Chair would be meeting Border Archaeology in relation to the logistics for the burial of the ancient remains found in Banwell in 2012.
- xi) **Reflectors Wolvershill Road** – It was reported that the safety reflectors along Wolvershill Road by 'The Elms' had been knocked down. Cllr Parry will report this to North Somerset.

194/19

**To approve the following items of expenditure (agenda item 6)**

- (i) **Donation for the purchase of Remembrance Day Wreaths using Section 137**

**Resolved** – To agree a donation of £60 for the purchase of a Remembrance Day Wreath.

**The resolution was correctly proposed and seconded (Unanimous).**

- (ii) **Up to £96 for an insert in the Parish Magazine**

**Resolved** – To agree the cost of up to £96 for an insert in the Parish Magazine.

**The resolution was correctly proposed and seconded (Unanimous).**

- (iii) **£80 to replace the fence panel at the back of the War Memorial**

**Resolved** – To agree the purchase of the fence panel at the back of the War Memorial.

**The resolution was correctly proposed and seconded (Unanimous).**

195/19

**To discuss the quarterly operational play inspection reports and agree a way forward (agenda item 7)**

- (i) **Swing seats**

**Resolved** – To replace the current swing seat in need of repair with a DDA accessible swing seat.

**The resolution was correctly proposed and seconded (unanimous).**

**(ii) Movement of Recreation Ground and Riverside signs**

**Resolved** – To move the Recreation Ground and Riverside signs to the adjacent fencing

**The resolution was correctly proposed and seconded (unanimous).**

**(iii) Rubbing down and repainting Recreation Ground goal posts and Riverside Swing**

**Resolved** – To suggest this to Wrington Vale Rotary Club as one of the projects they could complete.

**The resolution was correctly proposed and seconded (unanimous).**

**(iv) Welding of MUGA**

**Resolved** – To replace the affected panel completely

**The resolution was correctly proposed and seconded (unanimous).**

**196/19 To agree to add the Children’s Centre Carpark to the biannual weed spraying (agenda item 8)**

**Resolved** – To agree to add the Children’s / Youth and Community Centre Carpark to the biannual weed spraying

**The resolution was correctly proposed and seconded (unanimous).**

**197/19 To consider a request from a local resident for an additional dog bin at the entrance to Wolvershill Park (agenda item 9)**

**Resolved** – That the bins in this location are monitored for the next four months and if there is still felt to be a problem with capacity that an additional bin will be considered in the New Year.

**The resolution was correctly proposed and seconded (unanimous).**

**198/19 To discuss the offers from Wrington Vale Rotary Club and Axbridge Rotary Club and suggest some projects which they might like to be involved in (agenda item 10)**

**Resolved** – To suggest the following projects; rubbing down and repainting of Riverside Swings, the Recreation Ground goal posts, varnishing the benches around the village, weeding in the car parks and the multi-use games area and litter picking around the village. A larger project to be considered is the removal of the brambles on the recreation ground.

**The resolution was correctly proposed and seconded (unanimous).**

**199/19 To discuss the Parish Council public opening hours to fit in with activities occurring at the Youth and Community Centre (agenda item 11)**

**Resolved** – To agree to change the Parish Council public opening hours on a Thursday from 1pm until 3pm to 10am until noon.

**The resolution was correctly proposed and seconded (unanimous).**

- 200/19**      **To review and approve the Parish Council’s Accessibility Statement (agenda item 12)**
- Resolved** – To review and approve the Parish Council’s Accessibility Statement
- The resolution was correctly proposed and seconded (unanimous).**
- 201/19**      **To note the training and events available and agree any attendance (agenda item 13)**
- (i)      **3<sup>rd</sup> October ALCA Playground Inspections 10 – 2 £50**
- No one to attend this session
- (ii)      **8<sup>th</sup> October SMPF Playground Inspections 10 - 2 Free Woolavington**
- No one to attend this session
- (iii)      **12<sup>th</sup> October Town and Parish Council Summit 9:30 – 12:30 Nailsea**
- Resolved:** Cllr Blatchford and Cllr Parry to attend this summit
- The resolution was correctly proposed and seconded (unanimous).**
- (iv)      **12<sup>th</sup> October Planning in Plain English 10 – 12:30 £50 Long Ashton**
- Resolved:** Cllr Harding & Manley to attend this training
- The resolution was correctly proposed and seconded (unanimous).**
- (v)      **5<sup>th</sup> October ALCA AGM 10am until 12.**
- Unfortunately, no one is available to attend the AGM and the clerk was asked to send the Councils apologies.
- 202/19**      **To discuss the request from North Somerset concerning assigning road names to the development 12/P/1266/OT2 and 17/P/5586/RM Wolverhill Road (agenda item 14)**
- Resolved:** To suggest the following road names; Wyndham Avenue and Buller Road, additional suggestions linked to old tithe maps include; Cream Croft Close, Dalmoor Lane, Whalefield Avenue, Orchard Road, Clingas Close, Williams Avenue, Churchland Drive, Cowleaze Avenue, Reeves Close and The Ruddocks. Road names linked to previous owners include; Sheppard Avenue, Tanner Street, Blew Lane, Criddle Avenue, Gill Road, Harding Drive, Blackberrow Lane, Porters Avenue, Simmons Street, Dyer Lane, Bishop Drive, Pigott Drive and other Banwell related suggestions include; George Bennett Avenue, Emery Close, Bishop Law Drive, Castle Road, Mendip View and Turner Drive.
- The resolution was correctly proposed and seconded (unanimous).**
- 203/19**      **To discuss North Somerset Council’s suggested permit scheme for road works and street works (agenda item 15)**
- Resolved:** To support North Somerset’s suggested permit scheme for road works and street works.

**The resolution was correctly proposed and seconded (unanimous).**

**204/19 To discuss and agree a response to the Consultation on 5G Mobile Coverage in Rural Areas (agenda item 16)**

The Council noted the Consultation on 5G Mobile Coverage in Rural Areas

**205/19 To authorise bills for payment (agenda item 17)**

An amended bills for payment schedule was tabled

**Resolved:** To authorise bills for payment of £4134.48 Cllr Harding and Cllr McCarthy to authorise the BACs payments. To include the final payment of £280 to Greenways despite the inconsistent and missed collections.

**The resolution was correctly proposed and seconded (unanimous)**

**206/19 To note the successful completion of the 2018/2019 external audit (agenda item 18)**

The successful completion of the 2018/2019 external audit was noted

**207/19 To note the Parish Council's end of August's net position bank balances and bank reconciliation (agenda item 19)**

The net position, bank balances and bank reconciliation for the end of August were noted.

**208/19 Dates of the next meetings – (agenda item 20)**

7<sup>th</sup> October 2019 Planning Committee Meeting, 7pm, Banwell Children's Centre

21<sup>st</sup> October 2019 Parish Council Meeting, 7:30pm, Banwell Children's Centre

The Chairman closed the meeting at 20:45

.....Chairman

.....Date

**Bills for Payment - 19th August to 10th September 2019**  
**Banwell Parish Council**

Method	Payee	Details	Net Amount	VAT	Gross Amount	Minute agreed	Power
	<b>Already Paid</b>						The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019
BACS	CV Gowers	Cremation Plot reimbursement	£90		£90	173/19	
BACS	Land Registry	Land Charges Search	£2		£2	118/19	
	<b>To Pay</b>						
DD	Mainstream	Phone and Broadband (DD 14.07.19)	£3.08	£0.61	<b>£3.69</b>	118/19	
DD	E-ON	Streetlight Power (DD 15.07.19)	£147.01	£7.35	<b>£154.36</b>	118/19	
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		<b>£141.75</b>		
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		<b>£70.87</b>		
BACS	J K Gardening	Grass cutting @ YCC	£70.87		<b>£70.87</b>		
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		<b>£162.50</b>		
BACS	J K Gardening	Village Orderly duties	£392.50		<b>£392.50</b>		
BACS	J K Gardening	War Memorial Hedge	£40.00		<b>£40.00</b>		
		<b>Total £878.50</b>					
BACS	Greenways	Final Dog bin emptying bill	£280.00		<b>£280.00</b>	283/19	
BACS	Kirsty's Kleaners	YCC Cleaners	£165.00		<b>£165.00</b>	057/19	
BACS	GB Sport	Operational Play Inspection	£100.00	£20.00	<b>£120.00</b>	136/19 (i)	
BACS	WEBGLU	Managed web service	£60.00	£12.00	<b>£72.00</b>	151/17	
BACS	WEBGLU	Domain name for 10 years	£62.00	£12.40	<b>£74.40</b>		
BACS	E. Shayler	Overtime	£81.17		<b>£81.17</b>		
SO	E. Shayler	Clerk's Salary (SO 26.09.19)	£1,526.54		<b>£1,526.54</b>	118/19	
DD	E-ON	YCC power (DD 24.09.19)	£54.69	£2.73	<b>£57.42</b>	YCC 20/20	
DD	Nest	Pension contributions (DD 28.09.19)	£143.59		<b>£143.59</b>	118/19	
DD	Unity	Bank Charges (DD 30.09.19)	£18.00		<b>£18.00</b>		
DD	NS Council	Waste Collection (DD 01.10.19)	£14.50		<b>£14.50</b>	118/19	
BACS	HMRC	PAYE and NI for Sept (12.10.19)	£545.32		<b>£545.32</b>		
		<b>Totals</b>	<b>£4,079.39</b>	<b>£55.09</b>	<b>£4,134.48</b>		



# Banwell Parish Council

## MINUTES OF A MEETING OF THE YOUTH & COMMUNITY CENTRE COMMITTEE HELD AT BANWELL CHILDREN'S CENTRE AT 7.00 P.M. ON MONDAY 12<sup>th</sup> SEPTEMBER 2019

**Present:** Nick Manley (Chairman) Phil Adams, Paul Blatchford, Paul Harding and Maggie McCarthy (Vice Chairman)

**In attendance:** Liz Shayler (Clerk)

**33/19 To receive apologies for absence: (agenda Item 1)**

Apologies were received from Cllr Phil Baird

**34/19 To receive declarations of Interest (agenda Item 2)**

There were no declarations of interest received.

**35/19 To approve, as a correct record, the minutes of the Youth & Community Centre Committee minutes from the 1<sup>st</sup> July 2019 (agenda Item 3)**

**Resolved:** To approve, as a correct record, the minutes of the Youth & Community Centre Committee minutes from the 1<sup>st</sup> July 2019

**The resolution was correctly proposed and seconded (3 in favour with 2 abstentions due to absence)**

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

**36/19 Exchange of information (agenda item 4)**

- i. **Youth Club Tuck Shop** – see agenda item 8
- ii. **Snagging** – North Somerset had been onsite again. The porch will be resealed in places and then a floor will be relayed.

**37/19 To review and approve the following documents (agenda item 5)**

- i. **Youth Community Centre (YCC) Hire Application and Terms & Conditions of Hire**

**Resolved:** To approve the YCC Hire Application and Terms & Conditions of Hire with the removal of all references to the field.

**The resolution was correctly proposed and seconded (unanimous)**

- ii. **Youth & Community Centre (YCC) Risk Assessment**

**Resolved:** To approve the YCC Risk Assessment

**The resolution was correctly proposed and seconded (unanimous)**

- iii. **COSHH Risk Assessment**

**Resolved:** To approve the COSHH Risk Assessment

**The resolution was correctly proposed and seconded (unanimous)**

**iv. Fire Risk Assessment**

**Resolved:** To note the Fire Risk Assessment

**The resolution was correctly proposed and seconded (unanimous)**

**38/19 To agree to the following expenditure in relation to the Youth & Community Centre (agenda item 6)**

**i. Removal of North Somerset's CCTV wires which go across the roof of the Scout Hut**

**Resolved:** To approve the removal of North Somerset's CCTV wires

**The resolution was correctly proposed and seconded (unanimous)**

**ii. To restore the magnetic door mechanism at the front entrance to prevent rain coming into the building and for ease of wheelchair access.**

**Resolved:** To approve the restoration of the magnetic door mechanism at the front entrance by DS Securities

**The resolution was correctly proposed and seconded (unanimous)**

**iii. To connect the emergency exit door in the hall to the fire alarm so that they automatically release when the fire alarm sounds.**

**Resolved:** To approve the connection of the emergency exit door in the hall to the fire alarm.

**The resolution was correctly proposed and seconded (unanimous)**

**39/19 To discuss the current cleaning arrangement and agree a way forward (agenda item 7)**

**Resolved:** To approve the hire of Contractor D for a probationary period of 4 months.

**The resolution was correctly proposed and seconded (unanimous)**

**40/19 To agree a budget for a Youth Club tuck shop (agenda item 8)**

**Resolved:** To agree an initial budget of £100 to set up a tuck shop.

**The resolution was correctly proposed and seconded (unanimous)**

**41/19 To agree a budget to allow young people to purchase games / activities for Youth Club (agenda item 9)**

**Resolved:** To agree an initial budget of £500 for young people to purchase games / activities for Youth Club

**The resolution was correctly proposed and seconded (unanimous)**

**42/19 To discuss the proposal for a 'Community Fridge' which will be available and run by Love Banwell on a Thursday morning (agenda item 10)**

**Resolved:** To approve the use of the YCC foyer for a community table from 9am until 12:30pm on a Thursday.

**The resolution was correctly proposed and seconded (unanimous)**

**43/19 To discuss the following hire requests (agenda item 11)**

- i. **North Somerset Heritage Forum on Friday 25<sup>th</sup> October 2019 from 9am until 1pm**

**Resolved:** To approve, the request from North Somerset Heritage Forum

**The resolution was correctly proposed and seconded (unanimous)**

- ii. **Banwell Church to hold the Covenant Lunch, Sunday 12<sup>th</sup> Jan 2020, 9am until 3pm.**

**Resolved:** To approve, the request from Banwell Church to hold the Covenant Lunch

**The resolution was correctly proposed and seconded (unanimous)**

- iii. **Monthly Ward Councillor Surgery TBC**

The Clerk informed the meeting that the Ward Councillor is planning on using Thursday's Coffee and Chat session as an opportunity to hold a Ward Surgery.

- iv. **'Community Emergency Shelter' Scheme**

**Resolved:** To approve the use of the Youth and Community Centre in the event of an emergency as part of the 'Community Emergency Shelter' Scheme

**The resolution was correctly proposed and seconded (unanimous)**

- v. **Village Hall Trustees training**

**Resolved:** To approve the use of the Youth and Community Centre for Village Hall Trustees training on the proviso that Councillors be invited to attend in the role as Recreation Ground Trustees.

**The resolution was correctly proposed and seconded (unanimous)**

**44/19 To note the Youth and Community Centre budget and Youth Club budget (agenda item 12)**

The Youth and Community Centre budget and Youth Club budget was noted.

**45/19 Date of Next Meeting (agenda item 13)**

Monday 11<sup>th</sup> November 2019 at 7.00 p.m.

The meeting closed at 8pm.

Chairman.....

Date.....



## MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD AT 7pm ON MONDAY 7<sup>th</sup> OCTOBER 2019 AT BANWELL YOUTH AND COMMUNITY CENTRE

<b>PRESENT:</b>	Councillors Paul Blatchford (Vice Chairman), Steve Davies, Phil Baird Paul Harding & Nick Manley
<b>IN ATTENDANCE:</b>	Mrs Liz Shayler (Clerk)
<b>WARD COUNCILLORS:</b>	None
<b>PRESS:</b>	None
<b>MEMBERS OF THE PUBLIC:</b>	1

### **031/19 To appoint a Chairman for the Planning Committee for 2019/20 (agenda item 1)**

**Resolved** – To elect Cllr Paul Blatchford as Chairman of the Planning Committee for 2019/20

### **032/19 To appoint a Vice - Chairman for the Planning Committee for 2019/20 (agenda item 2)**

**Resolved** – To elect Cllr Nick Manley as Vice Chairman of the Parish Council for 2019/20

### **033/19 To receive apologies for absence (agenda item 3)**

Apologies were received from Cllr Dawn Parry and District Councillor Ann Harley

### **034/19 To receive declarations of interest (agenda item 4)**

No declarations were made.

### **035/19 To approve as a correct record the minutes of the Planning Committee Meeting held on the 2<sup>nd</sup> September 2019 (agenda item 5).**

Standing orders were suspended to allow the agent for the application to speak.

Standing orders were reinstated.

**Resolved** – That the minutes of the Planning Committee Meeting held on the 2<sup>nd</sup> September 2019 be approved as a correct record of the meeting.

**The resolution was correctly proposed and seconded (3 in favour with 2 abstentions due to absences).**

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

### **036/19 To note and comment upon planning applications (agenda item 6)**

- (i) **19/P/1868/FUL** - Banwell Garage 20 Knightcott Road Banwell BS29 6HA. Erection of two number dwellings with garages and associated landscaping following demolition of existing buildings

**Resolved** – To support this application.

**The resolution was correctly proposed and seconded (unanimous)**

- (ii) **18/P/19/P/1945/CQA** - Land Off Havage Drove Box Bush Lane Rolstone. Prior approval for change of use from agricultural building and land to 1no. dwelling within use class C3, plus

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associated operational development comprising the replacement and installation of doors and windows; replacement of roof covering; cladding and render to external wall.

**Resolved** – To object to this application on the following grounds;

- Outside of the settlement boundary
- Concerns about the impact on the flood zone.

**The resolution was correctly proposed and seconded (unanimous)**

(iii) **19/P/1963/FUL** - Land At Blagdon Water Garden Centre Bath Road Langford. Demolition of buildings (Use Class A1 - retail). Conversion of existing two-storey building to 1no. four bedroom dwelling (Use Class C3); replacement of existing bungalow (Use Class C3) with 1no. two-storey five-bedroom dwelling; and erection of 8no. dwellings. Redevelopment of Walled Garden comprising restoration and extension of the existing derelict cottage and heated wall to provide 1no. five-bedroom dwelling and erection of 1no. single-storey five-bedroom dwelling. Improvements to existing vehicular access, hard/soft landscape works, and drainage.

**Resolved** – To note this application

**The resolution was correctly proposed and seconded (unanimous)**

**037/19 To note planning decisions – (agenda item 7)**

- (i) **19/P/1357/MMA** - Land South of Churchland Way, Wolvershill Road, Banwell. Minor material amendment to application 17/P/5586/RM. **APPROVED**
- (ii) **19/P/1588/FUL** – Cedar Haven, Haybow, Hewish, Banwell. BS24 6RB. Siting of a static home and erection of a new day room. **WITHDRAWN**
- (iii) **19/P/1675/FUL** - Stonebridge Farm Wolvershill Road Banwell BS29 6DR. Extension to caravan storage area. **APPROVED**
- (iv) **19/P/1752/FUL** - Redbrick Barn Balls Barn Lane Rolstone BS24 6RD. Associated operational works for the erection of an external fire escape staircase to facilitate the use of the barn as a children's nursery previously approved under Class S (18/P/3778/CSA) **APPROVED**

**038/19 Date of the next meeting (agenda item 8)**

21<sup>st</sup> October 2019 Parish Council Meeting 7:30pm Banwell Youth & Community Centre

4<sup>th</sup> November 2019 Planning Meeting 7:00pm Banwell Youth & Community Centre

The Chairman closed the meeting at 19:30

.....Chairman

.....Date



## Banwell Parish Council Cemetery - Regulations

### 1. Introduction

The purpose of this Policy Document is to set out the Banwell Parish Council Cemetery “in-house” rules which apply to the provision of the bereavement services and to provide a useful guide to members of the public who require the said services.

Please note, the explanatory notes set out in this policy document do not form part of the Rules but have been inserted into the Policy Document in italics so as to explain the provisions and reasons for the Rules.

All graves will be sold subject to the Rules set out in this Policy Document (which may be amended from time to time by the Council), together with any statutory legislation relating to 1) the provision of the services and 2) the management, regulation and control of Council owned and/or managed cemeteries and crematoria, and issued by central government and any other competent authority under which the Council is bound to comply.

Should anyone have any queries in connection with the Rules and guidance set out in this Policy Document, in the first instance they should contact the Clerk at the Parish Council Office. Any complaints will be dealt with in accordance with the Council’s Complaints Policy.

### 2. Terms of Reference and Definitions

In this Policy Document, unless the context otherwise requires the following terms shall have the meanings given to them below:

“Cemetery” means the Cemetery off St Andres Church Graveyard, East Street for which Banwell Parish Council is the Burial Authority

“The Clerk” means the person holding the office of Clerk to the Council or any person appointed by the Parish Council to act on their behalf.

“The Council” means the Banwell Parish Council

“Exclusive Right of Burial” means an exclusive right of burial granted in accordance with Rule 4.2.1

“Memorial” means an object serving as a remembrance and for the purposes of these rules include a headstone, cross, kerb, landing, edging, stone chippings, vase, flat memorial tablet, wooden grave markers, temporary grave markers and those memorials permitted under Rule 5

“Memorial Rules” means those rules set out under Rule 5 of this Policy Document

“Policy Document” means this document which sets out the Rules

“Register of Burials” means a register of all burials in a Cemetery kept and maintained by the Council

“Rules” means the Banwell Parish Council Cemetery’ “in house” rules set out in this Policy Document.

“Right of Burial” means a right of burial granted in accordance with Rule 4.2

“Table of Fees” means the list of fees and charges for goods and services provided by Banwell Parish Council Cemetery

“the Parish Council Office” means the office at Banwell Youth & Community Centre, West Street, Banwell BS29 6DB.

### 3. General Rules and Guidance

3.1 Other than as set out to the contrary in this Policy Document or in exceptional circumstances, the opening and closing times of Banwell Cemetery is from 9am until 6pm or sunset whichever is earlier.

3.2 Animals are not permitted in any Cemetery other than for assistance dogs.  
*Not all of our visitors feel that cemeteries are suitable environments for pets.*

3.3 The Council reserves the right to exclude from any Site any persons not being mourners or persons directly connected with a funeral at the Cemetery. Such a right may be exercised by the Clerk on behalf of the Council.  
*In some cases it may be necessary to close the Sites to visitors due to an extremely large funeral or on the request of the police or another authority.*

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- 3.4 When notice of burial or cremation is given and where it is anticipated that a funeral is one at which a large number of persons may be expected to assemble, then the applicant or his or her representative shall notify the Clerk.  
*If notification of a large attendance is given measures can be put in place by the staff to ensure the service is not compromised or disrupted in any way.*
- 3.5 If any damage is caused to Cemetery land, walls or premises by any cause whatsoever, the person or persons committing such damage will be held responsible by the Council.  
*The service area will always attempt to recover full costs for any damage caused by visitors in order to protect the available budgets for the upkeep, maintenance and improvement of the service.*
- 3.6 No photography or filming shall be allowed within the Cemetery except with the consent of Clerk. Families or a representative of a family however may photograph an individual Memorial.  
*Some visitors may be offended by being filmed or photographed within the cemeteries or whilst attending funerals.*
- 3.7 No music (whether live or recorded) shall be played within the Cemetery by any person except with the permission of the Clerk.  
*Music can disturb other visitors to the Cemeteries. Permission will generally be granted for music to accompany a funeral service.*
- 3.8 Dead flowers, spent wreaths or other articles of waste or litter must be placed in the appropriate receptacles provided at the entrance to the Cemetery or Churchyard. Any floral items found 'past their best' within the Cemetery may be removed without notice by Banwell Parish Council Cemetery' staff.  
*This allows our staff to keep the cemeteries and crematorium areas tidy for our visitors.*
- 3.9 All persons in the Cemeteries must take all reasonable care in order to protect their own safety
- 3.10 Visitors must conduct themselves in a quiet and orderly manner and must keep to the pathways, except when visiting graves.  
*This ensures that the Cemetery is used in the manner to which is expected from our visitors.*
- 3.11 All vehicles not connected with the excavation and maintenance of graves, or the erection or maintenance of headstones, shall not be permitted. Bicycles will not be permitted. Wheelchairs are allowed access to the Cemetery, motorised or otherwise.
- 3.12 All persons admitted to the Cemetery will be subject to the Rules set out in this Policy Document. Any person infringing the Regulations may be removed from the Cemetery by a member of staff / Councillor of Banwell Parish Council Cemetery.
- 3.13 The Council reserves the right to make any alterations to the Rules as and when required  
*As the service changes and improves it may be necessary to amend the current regulations accordingly or at short notice. Wherever possible when this happens Bereavement Services will take all reasonable steps to inform those affected by any changes.*

## 4. Burial Rules and Guidance

### 4.1 Bookings

- 4.1.1 All initial bookings for a burial (including the burial of cremated remains) in any Cemetery must first be made to the Parish Council Office either by telephone or in person and confirmed in writing as soon as possible thereafter using the Councils specified form referred to in 4.1.2 below.  
*This ensures all of our relative processes and procedures can be followed to minimise any problems that may arise.*
- 4.1.2 For all burials a notice of an interment using the Council's specified form must be delivered to the Parish Council's Office at least two (2) Working Days prior to the interment.

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*This ensures that the staff of Banwell Parish Council Cemetery have enough notification to excavate a grave in preparation for a burial.*

4.1.3 At the discretion of the Clerk an interment at shorter notice than that provided for by Rule 4.1.2 may be provided:

- a. in a case of emergency certified by a medical practitioner; or
- b. for those requiring burial due to cultural need in which case the burial will be subject to the agreed 'Out of Hours' burial procedure

Banwell Parish Council Cemetery will try wherever possible to facilitate burials at any time providing that all statutory documentation is in place but this is dependent on staff availability to undertake the necessary checks and preparatory works.

4.1.4 A notice of interment will be accepted by telephone but is subject to confirmation in writing on the form provided by the Council and such form shall be duly completed in all respects and be signed by the person applying for the interment.

*It is a statutory requirement that a burial cannot take place without the consent of the burial authority.*

4.1.5 No alteration to a notice of interment is permitted unless 1) a written request for any such alteration has been submitted to the Parish Council Office and 2) such alteration has been agreed by the Clerk.

*Only alterations to arrangements can be accepted in writing prior to the burial date, this ensures there can be no misunderstandings if verbal alterations only are given.*

4.1.6 All fees and charges in respect of an interment will be invoiced at the time of registration of the notice of the interment. The invoice will be raised against the person submitting the application and should be paid by cheque or bank transfer.

*In usual circumstances this will be the Funeral Director acting on behalf of the bereaved. Payment of fees may also be made direct to the Parish Council Office by the applicant for the interment.*

4.1.7 The Council accepts no liability for the consequences arising from the loss or delay in delivery of any notice, Orders or other document sent to the Council by post.

4.1.8 The person responsible for the interment shall make all the necessary arrangements with the minister or other person intended to officiate at the interment, including the payment of the minister's fee.

*Banwell Parish Council Cemetery do not provide a minister or officiate as part of its service.*

## **4.2 Grave Selection & Purchase of Exclusive Rights of Burial**

Banwell Parish Council Cemetery may grant upon such terms and conditions as it considers appropriate, to any individual an Exclusive Right of Burial. Enquiries relating to such rights can be made to the Parish Council Office. Burials, and the grants of Exclusive Rights of Burial will only be allowed in rotation.

### **4.2.1 Exclusive Right of Burial**

4.2.1.1 An Exclusive Right of Burial allows the purchaser of such a right to burial in an agreed grave space.

A grave which is subject to an Exclusive Right of Burial may not be opened and no one may be buried there without the owner's permission (other than where the provisions of Rule 4.3 apply).

4.2.1.2 An Exclusive right of Burial will be granted for a period of 80 years beginning with the date upon which the grant is made and upon such terms and conditions as the Council deems appropriate.

The Council may extend the period of such a grant for up to 100 years from the date upon which the extension is granted. The fee for an Exclusive Right of Burial is set out in the Table of Fees.

*Under the current legislation, an Exclusive Right of Burial may only be granted for a certain length of time.*

4.2.1.3 Purchase of an Exclusive Right of Burial will only be allowed in rotation.

4.2.1.4 An Exclusive Right of Burial does not constitute any ownership of land. It is purely the right to have a burial in a selected grave.

*The purchase of burial rights is not in any way the purchase of the land in which the grave lies, it is essential that the public are aware that the grave is sold on a lease basis and that the only rights with that lease are the rights to a burial in the grave and to place a subsequent memorial.*

4.2.3.5 On the purchase of the Exclusive Right of Burial a Deed of Grant shall be issued to the person by whom or on whose behalf the said exclusive Right of Burial is purchased.

4.2.3.6 The holder of the Exclusive Right of Burial may surrender his/her right at any time in respect of the grave or grave space where the said right has not been exercised (ie where no burial has taken place and/or no memorial has been placed on the grave). In all cases the fee repayable will be that of the original fee paid to purchase the Exclusive Right of Burial.

*Some people purchase a grave in advance but then later decide it is no longer required. As the grave is unused it is permissible for the Council to sell the right of burial to another person.*

### **4.3 Transfer of Exclusive Right of Burial**

4.3.1 An Exclusive Right of Burial to a grave space may be transferred by deed or bequeathed by will.

4.3.2 In cases where the owner of the Exclusive Right or Burial ("the grant holder") is still alive the transfer may be done by completion of a Deed of Assignment. A Deed of Assignment is available from the Parish Council Office. This form should be completed and signed by the grant holder and the person taking ownership of the said right and submitted to the Parish Council Office together with the original Deed of Grant. A new Deed of Grant will be then issued to the new holder of the said right. A fee, as set out in the Table of Fees, in connection with this service is payable to Banwell Parish Council Cemetery.

*This is the recognised legal way of transfer of grave rights where the grant holder is alive.*

4.3.3 Where the grant holder is deceased, and provided that the Exclusive Right of Burial has not been specifically left to another person, then upon production of a will or letters of administration the Exclusive Right of Burial may be legally transferred to the person in possession of the Letters of Administration or the beneficiary of the residue of the estate under the terms of the grant holder's will.

*The grave rights form part of the estate of the deceased and can thereby be transferred to the appropriate person upon proof being submitted to the Administration Office of Bereavement Services.*

4.3.4 In cases where the grant holder is deceased and there is no will or Letters of Administration available then the Exclusive Right of Burial may not be transferred to another person however a further burial in the grave space may be permissible (if there is available depth) subject to the applicant for the burial completing a Statutory Declaration and ensuring that any other person equally entitled counter signs the Statutory Declaration. A statutory declaration must be witnessed by a Solicitor or a Commissioner for Oaths.

*This is a legally recognised way of dealing with this issue.*

### **4.4 Plan of Cemetery**

In accordance with current legislation the Council keeps and maintains plans showing all used grave spaces and those graves or grave spaces to which special rights appertain (ie an Exclusive Right of Burial). Such plans are kept at the Cemetery and are available for inspection, free of charge on any Working Day.

*This is a legal requirement as well as an operational requirement of the service.*

### **4.5 Register of Burials**

All burials carried out in the Cemeteries are recorded in a Register of Burial. The Registers of Burials are kept in the Parish Council Office and are available for inspection by appointment on any Working Day at the Parish Council Office by any person free of charge.

#### 4.6 “Unpurchased Graves”

The charge for an interment in a grave where the Exclusive Right of Burial has not been purchased does not include any right or privilege relating to the grave space.

*This is what is termed a public grave and no memorialisation is permitted unless the right of burial is purchased. Any person may apply to undertake a burial in an unpurchased grave and would only have to pay the interment fee as set out in the Table of Fees. However it should be noted that other unrelated burials may take place in the same grave and no headstone or other memorial will be permitted on the grave.*

#### 4.7 Burial Procedure

4.7.1 Before a grave space which is subject to an Exclusive Right of Burial can be opened, the written consent of the owner of the Exclusive Right of Burial, or his or her legal representative, must be submitted to Banwell Parish Council Cemetery at the Administration Office together with the original Deed of Grant. If the original Deed of Grant has been mislaid /lost a sworn Statutory Declaration relating to the loss of the original Deed of Grant will be required.

*The Council must be satisfied that the person requesting the burial is the person legally entitled to the Exclusive Right of Burial..*

4.7.2 In cases where the person intended to be interred was the owner of the Exclusive Right of Burial immediately before his death, the Council if requested by the person giving notice of the interment, has the power to order that the grave space be re-opened for the interment of the deceased owner without obtaining the consent of his or her executor or other representative.

*The registered grave owner has a legal right to be buried in any grave space they own the rights to.*

4.7.3 All bodies brought to the Cemetery for burial shall be contained in a suitable coffin or shroud to a pattern agreed with Banwell Parish Council Cemetery. All cremated remains must also be held in a suitable container. The coffin or suitable container must be clearly marked for identification purposes and include the full name of the deceased.

*To properly respect the deceased and also prevent distress that may be caused to other visitors or staff is essential that the body of the deceased person is properly covered. Cremated remains will only be accepted in a suitable container prior to burial or scattering within the grounds.*

4.7.4 Interments shall be permitted between 10am and 4pm from the 1<sup>st</sup> April until the 30<sup>th</sup> September and between 10am and 3pm between the 1<sup>st</sup> October and the 31<sup>st</sup> March Monday to Saturday. No burial shall take place on a Sunday without written permission from the Clerk.

4.7.6 No rehearsals of funeral arrangements shall take place in the Cemetery without prior consent, in writing, from the Clerk.

4.7.6 Prior to the burial being undertaken, the Registrar’s Certificate for Disposal or Coroner’s Order for Burial must be handed to the Clerk / Cemetery Orderly’ or his representative unless the person who has arranged for the burial to take place is able to provide a signed written declaration in the prescribed form confirming that the Registrar’s Certificate for Disposal or the Coroner’s Order for Burial has been issued and the reason as to why the said document cannot be delivered to the Clerk / Cemetery Orderly. This declaration or the relevant certificate must be handed in prior to the burial taking place.

*These are legal documents that must be submitted prior to the burial being allowed to take place.*

4.7.7 All funerals will be met by a member of staff from Banwell Parish Council Cemetery. No burial will be allowed to proceed unless accompanied by the Clerk / Cemetery Orderly. A check of the name plate will be made against the statutory paperwork prior to any interment being permitted.

*This ensures that the correct coffin is buried in the correct grave.*

4.7.8 The person arranging the funeral or his/her representative shall ensure that they have sufficient persons to transfer the coffin from the vehicle to the grave side and lower the coffin into the grave. In all cases this should be a minimum of 4 persons for a burial of an adult.

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*It is the responsibility of the funeral director or the person making the funeral arrangements to ensure enough people are present to transfer the coffin from the hearse/vehicle to the grave side and lower the coffin to the base of the grave.*

### **4.8 Grave Preparation and Backfilling**

4.8.1 Other than where the provisions of Rule 4.8.6 may apply, all excavation works and backfilling of graves will only be undertaken by the Cemetery Orderly.

*As a Health and Safety issue it is not possible to allow any other person to excavate any grave space within the Cemeteries.*

4.8.2 Grave spaces in the Cemetery shall be in accordance with the following measurements:-  
Full Adult grave space - Maximum of 10ft long by 4ft wide.

*In order to effectively lay out and plan the Cemeteries it is necessary to provide a maximum dimension to each grave space. Should a larger grave space than this be required a request to the Clerk should be submitted.*

4.8.3 Graves shall be excavated to a maximum depth of:  
8'6" for 3 interments 6'6" for 2 interments 4'6" for 1 interment.

*This is so that the Council can comply with the current legislation in this regard.*

4.8.4 The positions of the head and the feet of a grave space in all the Cemeteries shall be as designated by the Council.

4.8.5 A grave shall be of sufficient width and length to admit a coffin to the size specified on the notice of interment.

*It is the responsibility of the person making the funeral arrangements to provide accurate measurements of the coffin size to ensure the correct size grave is prepared.*

4.8.6 At the discretion of the Cemetery Orderly and where safe and possible to do so the Council will allow family backfilling to take place under supervision of Cemetery Orderly. In the event of a family wishing to backfill the grave after the service, details must be included on the original notice of interment.

*Some families find this an appropriate way to pay their final respects to the deceased. In all cases Banwell Parish Council Cemetery' staff will be present to oversee and supervise the backfilling and provide assistance where necessary.*

### **4.9 Burial of Stillborn Children and Foetal Remains**

4.9.1 No interment of a stillborn child shall be permitted unless the Registrar's Certificate for Disposal or the Coroner's Order for Burial is deposited with the Clerk before burial.

*This is a statutory requirement.*

4.9.2 The body of any stillborn child brought to the Cemetery for burial must be enclosed in a suitable receptacle.

*To properly respect the deceased and also prevent distress that may be caused to other visitors or staff is essential that the body of any deceased person is properly covered.*

4.9.3 Burial of stillborn and foetal remains is permitted in any privately owned grave space, in the dedicated Children's sections or in a grave space which is not subject to an Exclusive Right of Burial.

*This allows for a choice for the bereaved.*

### **4.10 Infectious Diseases**

In all cases when the deceased suffered from an infectious disease or was exposed to radiation, the person making funeral arrangements shall notify the Clerk before the funeral.

For the purpose of this Rule the term "dangerous infectious disease" includes plague, cholera, smallpox, typhus fever, enteric fever (including typhoid and paratyphoid fevers), scarlet fever and diphtheria, and

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such other infectious diseases as the Area Health Officer may determine from time to time to require such precautions.

*These are the current list of dangerous infectious diseases; this may be added to by the Chief Medical Officer at any point.*

### **4.11 Inhabitants of the Parish**

4.11.1 For the purpose of these regulations and the Table of Fees a person shall be deemed to be an inhabitant (residential status<sup>1</sup>) if;

- I) At the time of death he/she was a resident of the Parish, or
- II) During the five years immediately preceding death he or she had resided in the Parish for a continuous period of twelve months, or
- III) Being the owner of a grave space, he or she was an inhabitant at the time of purchase.

4.11.2 Additional fees shall be charged to all non-inhabitants (residential status 2) as laid down in the Table of Fees, except that when a grave is purchased by a non-inhabitant for the interment of an inhabitant, no additional fee shall be charged.

4.11.3 A grave may be purchased for a non-inhabitant only if there is a traceable link to Banwell.

### **4.12 Exhumation**

After interment, no body or casket containing the ashes of a body, shall be removed from the grave without the production to the Clerk at the Parish Council Office of the appropriate order or licence for exhumation in accordance with the statutory requirements.

### **4.13 Grave Aftercare**

4.13.1 The Council will keep in order all parts of the burial ground, but the owner shall keep all memorials in repair. The Council reserves the right at all times to remove wreaths and flowers.

4.13.2 Any headstone on any grave space not kept in good order, repair and condition by the owner, and to the satisfaction of the Council, will be removed, or otherwise dealt with at the Council's discretion. Where the name and address of the owner of the grave space affected are known to the Council, only after three months' notice of neglect or want of repair has been given to the owner, will this be undertaken.

4.13.3 In the case of urgent safety issues the Council reserve the right to remove the risk promptly and look for reimbursement later. Removal of the risk does not necessarily mean restoring a memorial to original condition; it could be to erect safety fencing or laying on the ground a stone likely to fall.

4.13.4 The Council will manage the aftercare and maintenance of the Cemeteries as they see fit and in accordance with the service standards set out by Banwell Parish Council Cemetery. This includes levelling, turfing or seeding areas within the Cemeteries as required.

*Under Article 4 of the Local Authorities' Cemeteries Order 1977 the burial authority has a duty to keep a cemetery in good order and repair. Banwell Parish Council employ a Cemetery Orderly to undertake the grounds maintenance duties, although families may choose to tend their own graves.*

4.13.5 Following an interment, the next of kin contact details must be provided to the Clerk. These details must be kept up to date. If the next of kin details are not kept up to date, and the next of kin cannot be traced by using all reasonable means, then the Council reserves the right to remove any memorial from a grave. In these circumstances the Council will not be held responsible for any damage which may occur.

### **4.14 Grave Types**

Banwell Parish Council Cemetery only offer a lawn or cremated remains grave type of burial.

#### **4.14.1 Lawn Graves**

Other than a headstone placed on the foundation at the head of the grave no memorialisation (and for the avoidance of doubt this includes kerbs, fences, edgings, chippings, plantings or borders of any description) is permitted on a Lawn Grave.

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*Lawn Graves are required to be clear of any materials to allow for regular and easy maintenance and also ensure that all families who purchase a grave on a lawn section are able to keep and maintain a lawn effect throughout the section. Traditional graves which allow for kerbs, edgings and plantings are available, upon request, in other sections of the Cemeteries.*

### **4.15.2 Cremated Remains Graves**

4.15.2.1 Cremated remains may also be interred in any other full size grave where an Exclusive Rights of Burial has been granted provided that the owner of the Exclusive Right of Burial has given the necessary permission to inter in that grave, or if desired, in an unpurchased grave space.

*Burials of cremated remains are available in any grave or a full size adult grave if required.*

4.15.2.2 Cremated remains must be held in a container suitable for burial. The container must have the full name of the deceased clearly visible. *Suitable identification of the deceased person is essential to ensure the correct remains are interred in the correct grave.*

4.15.2.3 No burial of cremated remains will be permitted unless a copy of the Certificate of Cremation from the crematorium where the cremation took place, is delivered to the Parish Council Office, together with the necessary completed notice of interment and the prescribed fee.

*This is to comply with current legislation.*

### **4.16 Application of the Rules to graves in existence prior to the coming into force of the Policy Document.**

4.16.1 Banwell Parish Council acknowledge that there may be some graves within the Cemetery which were already in existence prior to the coming into force of this Policy Document and which will not comply with the Rules set out in this Policy Document. In some circumstances the Council reserves the right to use its discretion to waive some or all of these Rules with respect to such graves on the condition that such graves are well kept and maintained by the owners of the graves and/or their families/heirs.

4.13.2 The following rules will also apply to any such graves:-

4.13.2.1 Any such grave that is in a designated lawn section will be regularly inspected by staff of Banwell Parish Council Cemetery;

4.13.2.2 Should any grave situated within the cemetery become untidy or neglected in the view of the staff of Banwell Parish Council Working Party, where possible, Banwell Parish Council will notify the registered grave owner that the grave has become untidy or neglected and/or contains any unauthorised memorials such as fences, kerbs or edgings on or around the lawn grave which fall into a state of disrepair the area, and if following 14 days of such notification the grave has not been properly maintained/repared or made tidy or within the said 14 day timescale the grave owner, family or next of kin have not notified Banwell Parish Council Cemetery that they will maintain/repair and/or make tidy the grave within the next 5 days, then the necessary works will be carried out by Banwell Parish Council Cemetery.

*This ensures that neglected graves are restored to a neat and tidy appearance for the benefit of all of our visitors and the grounds staff who maintain the areas.*

4.13.2.3 In respect of Rule 4.13.2.2 once any items are removed and any works carried out on the grave the future management/maintenance of the grave space will fall under the Rules set out in this Policy Document and no further discretion on the part of the Council as to waiving such Rules will be applied.

*This ensures that the problems of unauthorised memorials do not reoccur in the future and ensures the grounds are kept in a neat and tidy condition.*

4.13.3.1 The Rules set out in 4.13 extend to cremated remains where any unauthorised memorialisation becomes neglected.

*This allows for the Authority to deal with any grave space regardless of its type should it become neglected.*

- 4.13.3.2 The scattering of cremated remains may take place in the Garden of Remembrance with prior permission from the Clerk.
- 4.13.3.3 No scattering of cremated remains will be permitted unless a copy of the Certificate of Cremation, is delivered to the Parish Council Office.  
*This is to ensure that all previous legal requirements have been completed prior to the disposal of the cremated remains.*
- 4.13.3.4 No person shall scatter cremated remains within any part of the Cemetery without the permission of the Clerk. Any request for the same must be made in writing to the Parish Council Office.  
*It is unlawful to scatter any remains within the cemetery without first gaining permission from the Council who manage and own the land.*

## 5. Memorial Rules and Guidance

### 5.1 Application for permit to place Memorial upon a grave

- 5.1.1 No Memorial is to be installed in the Cemetery unless permission has been granted by Banwell Parish Council Cemetery. *It is essential for Banwell Parish Council Cemetery to manage Memorials placed within the Cemetery.*
- 5.1.2 An application for permission to carry out Memorial works may be made by any of the following in respect of a grave which is subject to an Exclusive Right of Burial.
- (i) the owner of the Exclusive Right of Burial or
  - (ii) any person who can satisfy the Clerk that he/ she is a relative of the person buried in the grave, or is acting at the request of such a relative and that it is impractical for him or her or such relative to trace the owner of the said right.
- This ensures the correct person is applying for the memorial works.*
- 5.1.3 The Memorial Application form must be completed fully and include a detailed plan of the proposed Memorial including its dimensions and details of the proposed fixing method. An application will only be processed upon receipt of the correct fee where applicable.  
*This ensures the Clerk can ensure the proposed memorial is within the regulations and will be fixed to an approved industry standard.*
- 5.1.4 The permit application must clearly state the section of the Cemetery in which the grave is situated together with the grave number.  
*This ensures the Memorial is going on the correct grave and the proper person is authorised to instruct the work.*
- 5.1.5 All such applications are to be submitted to the Parish Council Office. Once checked, and, if agreed by Banwell Parish Council, the work may undertaken once the time & date has been agreed with the Clerk. A site check of the authorised works may be carried out by Banwell Parish Council.  
*This ensures there is no clash between work being undertaken in the Cemetery and a funeral.*

### 5.2 Fixing of Memorials

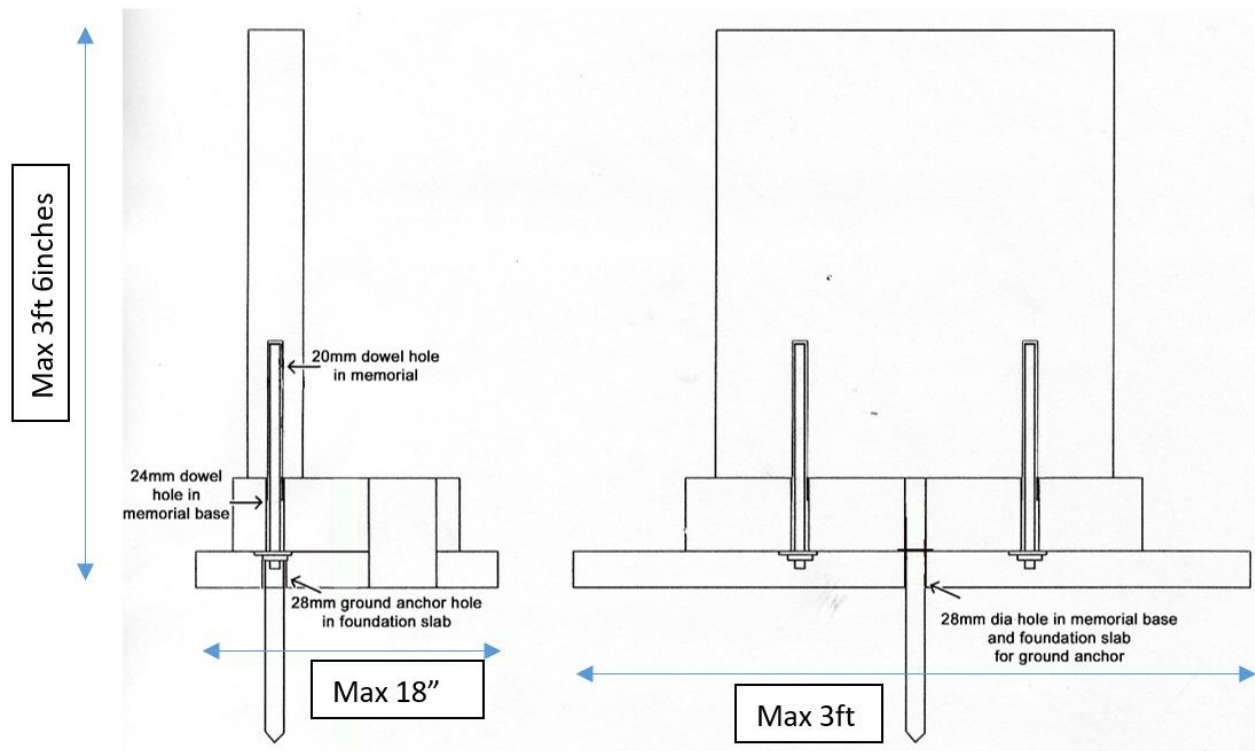
- 5.2.1 Memorials shall be permitted on private graves only and shall be wholly constructed in natural stone, marble or wood.
- 5.2.2 No memorial shall be erected or placed on a grave until the owner of the grave has been granted a right to place a memorial, including the approval by the Clerk of the inscription or subsequent inscriptions. The right will not be issued until the appropriate fees and charges have been paid to the Clerk.

#### a) GRAVES

A drawing on paper (stating colours, dimensions, grave space number corresponding with the register of graves and short specification of materials to be used, restricted to natural stone, marble or wood, and proposed inscription describing style of lettering and colour) shall be submitted to the

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Clerk for approval; and the appropriate fees paid before the erection, or undertaking of any work. Stainless Steel dowels only shall be used in connection with any stonework. The grave space number shall be placed on every memorial in half inch (1.5cm) lettering. No memorial shall exceed three feet, six inches (107cm) in height, by three feet (92cm) in width, by one foot (31cm) overall back to front. The concrete base of any memorial shall not exceed three feet, six inches (107cm) in width by 18" (46cm) and shall be so constructed that it does not protrude above the level of the surrounding ground. No kerbstones or granite chippings will be permitted. All memorials must be fixed in line with the National Association of Memorial Masons Code of Working Practice.



### b) CREMATED REMAINS

As for 16.3 a) above but no memorial shall exceed four inches (10cm) in height. Memorial tablets for single plots will be 18"x12"x4" (46cm x 31cm x 10cm) deep at the rear tapering to 2" (5cm) at the front, whilst memorial tablets for adjacent double plots will be 18"x18"x4" (46cm x 46cm x 10cm) deep at the rear tapering to 2" (5cm) at the front. This may include one mounted vase (excluding glass) to each memorial tablet.

### c) The name of the monumental mason shall be displayed discreetly up to half inch (1.5cm) high along with the number of the grave space of an inch (5cm) high

5.2.3 Separate vases will not be permitted in the grave space.

5.2.4 No works are permitted to be carried out on any grave space except by:

- a Monumental Mason who agrees to fix their memorials in line with the National Association of Memorial Masons ("NAMM") approved standard and code of safe working practice
- is accredited to the British Registration of Approved Monumental Masons Scheme ("BRAMM") or an equivalent scheme or;
- by staff / Councillors of Banwell Parish Council Cemetery (and such works may include any works associated with memorial safety inspections and the subsequent temporary making safe of any Memorial)

*To promote high standards and protect consumers we only allow those Memorial Masons who agree to work to the guidelines of the approved national scheme.*

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- 5.2.5 Basic cleaning/washing down and non-specialist cleaning of a Memorial may be undertaken by any person.
- 5.2.6 All Memorials (including Memorials being re-fixed after a burial has taken place and those found to be unsafe after Memorial testing has taken place) are to be fixed in line with the National Association of Memorial Masons (“NAMM”) approved standard and code of safe working practice. This states the minimum requirements for the fixing of Memorials. On occasion it may be appropriate to include additional foundations or bearer slabs and these cannot exceed 4’ in width x 18” deep.  
All costs for this work must be met by the person to whom a permit to place the Memorial was given on his or her heir.  
*To ensure all Memorials are safe they must be fixed to the recognised approved standards of the day.*
- 5.2.7 All work carried out in connection with memorials or markers shall be carried out under the control of the Clerk. Any memorial or marker wrongly or illegally erected or placed on a grave space shall be removed as the law permits.
- 5.2.8 The person undertaking the fixing or laying of memorials shall provide all equipment for the work. Equipment and surplus materials shall be removed without delay and the site left in a tidy condition.
- 5.2.9 An extra administration fee will be charged to a Monumental Mason if any memorial is placed or subsequently amended without an application form being submitted to the Clerk in advance, along with the appropriate fee. The extra administration fee will be the equivalent of the original fee i.e. double will be charged. This is in recognition of the extra work involved.
- 5.2.10 The upkeep and maintenance of any Memorial within the Cemetery remains the responsibility of the person to whom a permit to place the Memorial was given or his or her heir.  
*All Memorials remain in the ownership and are the responsibility of the grave owner or his/her family.*

### 5.3 Operational Times for Memorial Works

The erection of, cutting of inscriptions on, or professional cleaning of, Memorials shall be carried out within public opening hours of 9.00am and 6.00pm (or sunset whichever is earlier) Monday to Friday.  
*Works can only be undertaken during normal operational hours to ensure safety within the site.*

### 5.4 Memorial Safety Testing

All Memorials erected within any of the Cemeteries will be subject to periodic testing. This is currently carried out annually but by law must be carried out every 5 years as recommended by the Health and Safety Executive. Any Memorials failing a safety test will be made safe by Banwell Parish Council Cemetery staff. This may include being sunk into the ground vertically, laid flat, cordoned off, stake and banded to warn visitors of a danger. The grave owner or his/her representatives are responsible for authorising suitable repairs to be undertaken by an approved BRAMM accredited mason.

Should it be necessary for any Memorial to be removed from a Site due to it being a danger or where no person has come forward to arrange repairs after a reasonable time period, the Council may carry out any such removal in accordance with the provisions of Section 3 (1) of the Local Authorities’ Cemeteries Order 1977. Such provisions include the requirement for the Council to display a notice in conspicuous positions at the entrances to the Cemetery and on the Parish Council notice board.

*The Council has a legal obligation to ensure the Cemetery is safe to both visit and work in. In order to be satisfied that this is the case it is essential that Banwell Parish Council Cemetery carry out regular inspections of Memorials in the Sites in a bid to avoid injury or death to any of its staff or visitors.*

### 5.5 Memorial Types

5.5.1 The following types of Memorials are permitted in the Cemeteries subject to compliance with Rules 5.5.2 to 5.5.6 :-

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- a) Headstone or Cross
- b) Vases will only permitted if attached to the headstone / memorial tablet
- c) Flat Memorial Tablet
- d) Cremated Remains Headstone
- e) Temporary Grave Marker

### 5.5.2 Headstones and Crosses

Headstones and crosses are permissible on any burial grave space (see 5.2.1)

### 5.5.3 Flat Memorial Tablet

Flat Memorial Tablets are permissible on any cremated remains grave space. On burial graves flat memorial tablets must be placed at the head of the grave only.

### 5.5.4 Cremated Remains Headstone

Cremated Remains Headstones are permissible on any cremated remains grave space.

### 5.5.6 Temporary Grave Marker

Temporary grave markers are permissible and will positioned by the Cemetery Orderly.

## 5.6 Materials

- 5.6.1 Memorials made of any type of natural material is permissible in the Cemeteries provided that it complies with the approved NAMM standard and is fixed to the grave by a registered BRAMM fixer other than for the exception set out in Regulation 6.7.2. *This allows for more freedom of choice for the bereaved.*
- 5.6.2 Wooden crosses must be fitted securely into the ground but do not have to be secured a national approved method.  
*Wooden Crosses do not pose the same sort of danger as other traditional memorials.*

## 5.7 Unauthorised Memorials

- 5.7.1 Should any unauthorised items be placed on or around any grave or any Memorial put in place contravene the Rules the grave will be photographed, the unauthorised items shall be removed and placed into storage by the Parish Council Staff for a period of up to 1 month, after which they may be destroyed. No notice will be given to the owner of the Exclusive Right of Burial.  
*Pursuant to the Local Authorities' Cemeteries Order 1977 no tombstone or other memorial may be placed in a cemetery without the permission of the officer appointed for that purpose by the burial authority. If permission has not been granted the burial authority is permitted to remove the memorialisation from the site.*

*It is essential that the burial sections are maintained to the agreed standard for the benefit of all of our visitors. It is unfair for one or two families to furnish their graves with articles outside of the Rules which can cause distress to others when alternative options are available. It is not always possible to notify the grave owner of the need to remove unauthorised memorialisation, particularly if the grave owner has moved and not informed the Administration Office. It is for this reason, we hold any items that are removed and destroy them after 1 month without necessarily giving notice.*

- 5.7.2 The Council, in its capacity as a burial authority, is legally entitled to recover the cost it may incur in removing any unauthorised tombstone or other Memorial from the person to whose order the tombstone or Memorial was placed or within two years from the placing of the tombstone or memorial, from the personal representative of such a person.  
*All memorials installed within the Cemeteries must be approved by the Memorials Manager by the granting of a permit. If any memorials are erected outside of the Rules or without proper permission they may be removed and destroyed.*

## 6. Gardens of Remembrance

The Garden of Remembrance provides a peaceful and tranquil setting to scatter cremated remains.

- 6.1 All cremated remains shall be scattered in accordance with the industry recognised best practice standards. Cremated remains shall be scattered evenly over the garden so as not to leave any noticeable trace.
- 6.2 No mementoes, floral tributes, wind chimes or other items are permitted to be left in or on any of the shrubs within the Garden of Remembrance.

### **7. Floral Tributes, Waste and Recycling**

In Banwell Parish Council Cemetery it is common for there to be floral tributes left within the Cemetery. Banwell Parish Council Cemetery are not responsible for the type or condition of any floral tributes left by visitors.

- 7.1 Floral tributes will be removed from graves where a burial has taken place between 14 and 21 days after the burial date. Should any families wish to remove and keep the floral tributes themselves they are advised to do this within 14 days of the burial date.
- 7.3 Any waste removed including floral tributes may be placed in the compost area at the entrance to the cemetery and visitors are asked to remove any non- compostable materials.
- 7.4 Articles such as windchimes, cards, pictures, flags etc are not permitted to be placed on any tree, bench or other similar feature within the Cemetery.

### **8. Memorial Benches**

The Parish Council own a memorial bench for which next of kin can purchase a plaque in memory of a loved one. A Memorial Bench Plaque application form is available from the Parish Council Office.



Location: Banwell Cemetery  
 Task: Checking Memorials  
 Assessed by: Liz Shayler (Clerk)

**Memorial Inspection Risk Assessment**

ACTIVITY	HAZARD	WHO MIGHT BE HARMED	INITIAL RISK RATING	IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS NEEDED TO CONTROL RISK?	FINAL RISK RATING
<b>Visual / Physical inspection of the memorial</b>	Crushing from the memorial falling	Clerk, Councillors, Public, People sharing the workplace	5 x 2 = 10 MEDIUM	Annual memorial safety inspection programme in place Regular checks of memorials prior to interments Loose memorials staked and banded where possible Use of high visibility tape to identify loose or laid flat memorials Clerk trained to carry out memorial inspections by attending Institute of Cemetery and Crematorium Management Memorial Inspection Course.	Wear PPE – steel toe caps	5 x 1 = 5 LOW
<b>Manual Handling</b>	Muscle/Back strain	Clerk & Councillors	4 x 3 = 12 MEDIUM	Always check and move memorials as trained. Remember to carry out visual checks first and always stand to the side of the memorial. Do not attempt to stop a memorial which is falling.  Councillor training on site in how to check/ move memorials		4x1 = 4 LOW
<b>Allergies</b>	Checking memorials on sites with noxious plants	Staff	4 x 3 = 12 MEDIUM	Site checked prior to works. Areas requiring treatment identified and treated.		4 x 1 = 4 LOW
				<p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Be aware of the environment in which you are working</li> <li>• Ensure clerk / councillor training is undertaken</li> <li>• Always check ground conditions prior to work</li> <li>• ICCM training concerning memorial inspections completed by Clerk / Councillor present during inspection.</li> </ul>		



## Banwell Parish Council

Banwell Youth & Community Centre,  
West Street, Banwell BS29 6DB

Telephone: (01934) 820442

Email: [clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk)

### Grave Ownership and Deed Transferral

#### Ownership of a grave - what does this mean?

When buying a grave, it is important to understand what you are actually buying is the Exclusive Rights of Burial in a grave for a specified period of time. You are not buying the grave freehold: it is more like purchasing a lease. Banwell Parish Council retains ownership of the land at all times. Banwell Parish Council issues new Deed of Grant of Exclusive Right of Burial for 80 years, allowing the purchase of extensions at the end of that period, at 25 year increments up to a maximum of 100 years. Renewing or extending the Deed of Grant of Exclusive Right is strongly recommended.

These Exclusive Rights of Burial would be for up to two normal interments within the grave plot. However, when the grave plot is full with respect to normal burials, it may still be utilised for the interment of cremated remains.

It is important to retain the Deed in a secure place, as it is the only legal document held by the owner confirming their entitlement to the burial and memorial rights. The Council issues this document when the grave is first purchased and it should be produced for each burial. Possession of the Deed does not in itself signify ownership of the grave.

After the rights have lapsed, grave ownership reverts to the Council and the Council is at liberty to reuse or resell any space remaining.

You have the right to:

- be buried in the grave or plot if space is available (includes cremated remains);
- authorise further burials in the grave where space is available or for the interment of cremated remains;
- place an inscribed memorial on the grave or give permission for an additional inscription to be added.

A grave owner is responsible for:

- ensuring the memorial is in a safe condition and pay for any repairs required.

Burial Law (Local Authorities Cemeteries Order 1977) states that no burial may take place in a grave and no memorial may be placed on a grave without the written permission of the grave owner during the period of the Exclusive Rights, excluding the burial of the grave owner.

A situation often arises where registered owner(s) are deceased and other family members want to arrange a further burial to take place in the grave, or for an additional inscription to be placed on the memorial. In order for the burial or memorial request to proceed the Exclusive Right of Burial needs to be transferred to the person(s) entitled to the rights.

#### Transfer of grave ownership

The grave owner can assign the Exclusive Rights of Burial, during their lifetime, to another individual on completion of a Request for Transfer of Deed Ownership form. The procedure for establishing grave ownership when the original owner has died depends upon whether there is a will.

### **Death of Deed Owner**

If the owner of the Exclusive Rights dies, it is reasonably assumed that they gave permission to have themselves interred in the grave. After this, the Rights become part of their estate and may be left in a Will or assigned by their executors to someone else. If the Rights are not specifically mentioned in the Will, they will form part of the 'residue' of the Will, usually willed as 'and all my other worldly goods' at the end of the Will.

Whoever inherits the Rights will need to contact the Council and arrange for a transfer of ownership before the grave can be opened again. It is not possible to place a new monument or alter an existing one without the express permission of the owner (Exclusive Right holder).

In cases where the owner of the Rights died years ago and the family wish to reuse the grave, there is a need to legally transfer ownership. This may involve seeing copies of Will(s) and / or Grants of Probate. Otherwise there may be a need to make a Statutory Declaration in front of a Commissioner for Oaths, Solicitor or Magistrate. Although the Council can advise of the process and provide specimen paperwork, ownership is the family's responsibility and the Council is unable to accept a booking for an interment unless ownership has been clearly established.

### **Deceased owner left a valid will**

If the deceased grave owner has made a valid will and left an estate of sufficient value to require the Grant of Probate, ownership of the grave can be transferred by the Executor. The Executor must produce a sealed copy of the Grant of Probate and complete a Request for Transfer of Deed Ownership form.

If the estate is not of sufficient value to obtain a Grant of Probate, ownership may be transferred by the Executor named in the will by Statutory Declaration and the production of the will. It is the Executor's responsibility to identify the correct person for the transfer of ownership.

Whoever inherits the Rights will need to contact the Council and arrange for a transfer of ownership before the grave can be opened again. It is not possible to place a new monument or alter an existing one without the express permission of the owner (Exclusive Right holder).

### **Grant of letters of administration have been obtained**

If there is no will, or the will is not valid, and the estate is of sufficient value as to require a Grant of Letters of Administration, ownership of the grave can be transferred to the personal representative of the deceased. The applicant must produce a sealed copy of the Grant of Letters of Administration Form. It is then the administrator's responsibility to identify the correct person for transfer of ownership and assent the transfer by completing an Assent of Executor or Administrator form.

### **Deceased owner dies intestate**

If there are no Executors or Letters of Administration have not been granted, the rules of intestacy apply as laid down in the Administration of Estate Act 1925. The applicant for transfer of ownership should complete a Statutory Declaration. Statutory Declarations are legal documents and must be signed in the presence of a Magistrate or Commissioner for Oaths.

The Statutory Declaration should clearly set out the facts regarding the original purchase of the Exclusive Rights of Burial, the death of the registered owner, intestate or otherwise and the relationship of the applicant to the registered owner. The original Deed of Grant and a certified copy of the owner's death certificate should accompany the Declaration. Where the Deed has been lost, suitable wording should be incorporated within the declaration to the effect. It is essential that the written agreement of all the next of kin of the deceased owner to the transfer of ownership should also be obtained and attached to the Declaration.

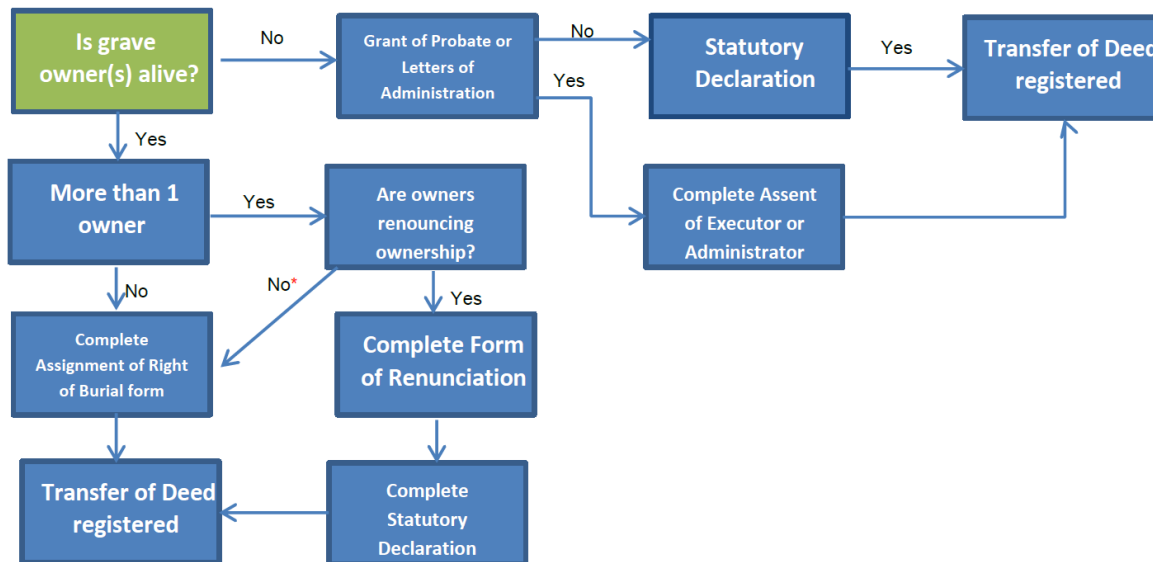
## Family disputes

Where a family dispute results in a stalemate and relevant consents are withheld, the ownership cannot be transferred and no further burials will be allowed. The various next of kin reaching an agreement between themselves can only resolve this.

## Renunciation - what does this mean?

Renunciation is when a registered owner or someone entitled to the Burial Rights does not wish to retain their 'rights'. A renunciation form needs to be completed and is available from Banwell Parish Council office.

### Transferring grave deed ownership



\* All owners to complete

## Forms of transferring deeds ownership:

**Request for Transfer of Deed Ownership** - Used by a living owner to transfer or change the ownership of the Exclusive Rights of Burial i.e. to transfer to new owner or add an additional owner.

**Grant of Probate** - Granted to the Executor(s) of a Will once a document has been proven in Court. To be legally acceptable we can only accept sight of a "SEALED" Grant; i.e. it must bear the embossed seal of the court.

**Letters of Administration** - When a deceased person dies intestate then the next of kin can apply to the Courts to be made Administrator of the estate. An Administrator receives the same powers to administer the estate of the deceased as an executor.

**Form of Assent of Executor or Administrator** - The form used to transfer ownership from an executor or administrator after ownership has been transferred into their name by production of Probate or Letters of Administration.

**Statutory Declaration** - The form used to transfer ownership from a deceased owner when no official documents have been issued. Declarations can be either based on a Will that did not go to probate, claiming ownership by the executor or by the Next of Kin if the deceased left no will.

**Form of Renunciation** - Used together with a Statutory Declaration when grave is being claimed by more than one person i.e. the deceased may have three children and next-of-kin, and one or more of those children wishes to give up their Rights to the ownership.

**Certificates** - All certificates supplied with transfer applications must be originals or certified copies.

**Fees** - Unless organised at the time of a funeral the transfer of grave ownership will incur an administration fee.

### Summary Checklist

#### Transfer grave rights of a deceased person

If there is a will -

If the deceased owner left a will saying who the grant of exclusive right of burial should be passed to we require:

- the grant of exclusive right of burial
- the grant of probate
- an assent from the executor(s) of the will giving the grant of exclusive right of burial to you

If the deceased owner left a will - with insufficient value to merit a grant of probate application - and you claim the exclusive right of burial, we will require:

- the grant of exclusive right of burial
- a statutory declaration detailing the relationship of the person claiming the right of exclusive burial to the deceased owner
- a form of renouncement from all other people who would be entitled to claim the grant of exclusive right of burial.

If the owner dies without leaving a will, we require:

- the Grant of Exclusive Right of Burial
- the grant of letters of administration
- an assent from the administrator(s) giving the Grant of Exclusive Right of Burial to you.

If the estate is of insufficient value to merit application for letters of administration, we require:

- the Grant of Exclusive Right of Burial
- a statutory declaration detailing the relationship of the person claiming the rights to the registered grave owner
- a form of renouncement from all other people who would be entitled to claim the grant of exclusive right of burial

Statutory declarations must be witnessed by a Commissioner for Oaths or Magistrate.

You should seek legal advice regarding your own circumstances and for completing forms.



# Banwell Parish Council

Banwell Youth & Community Centre,  
West Street, Banwell BS29 6DB

Telephone: (01934) 820442

Email: [clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk)

## REQUEST FOR TRANSFER OF DEED OWNERSHIP

Burial of Body or Ashes: .....

Burial / Ashes Plot Number: .....

Current Deed Number: .....

Name of Current Deed Holder: .....

Reason for Transfer of Deed: .....

.....

.....

.....

Name of New Deed Holder: .....

Address of New Deed Holder: .....

.....

Telephone Number(s): .....

E-Mail: .....

Signature of Applicant: .....

BPC Use Only		
Accepted/Signature	Date	Grave Ref No

**Clerks Report October 2019**

- (i) **Knightcott Zebra Crossing** - The crossing is now lit both at the top and the columns making it significantly more visible.
- (ii) **Knightcott dropped Kerbs** - The Chairman and Clerk attended a very positive meeting at the Co-op. North Somerset have quoted approximately £1500 per pair of kerbs of which the Co-op were confident they could fund. The Clerk will liaise with North Somerset and the Co-op to fill in the necessary paperwork.
- (iii) **Remembrance Parade** - A reminder that the Memorial Parade is November 10<sup>th</sup>. The Parish Council are to meet in the Carp-Park at about 2:30pm for the parade to leave at 2:45pm (see attached programme).
- (iv) **The formation of a Neighbourhood Plan** – The Chairman and Councillor Parry attended the North Somerset Workshop on the 12<sup>th</sup> and the Chairman has requested that we invite North Somerset Neighbourhood planning team to come and speak to the Parish Council about the possibility of doing a neighbourhood plan in Banwell.
- (v) **Next year's precept** – A reminder to think about costed projects for the financial year 2020/21. Any costed suggestions by mid-November for draft precept consideration in December.

## BANWELL REMEMBRANCE PARADE & SERVICE 10<sup>th</sup> NOVEMBER 2019

### PROGRAMME TIMINGS

#### The Parade

The Parade will be organised as follows:

2:30pm	Marchers (includes PC) & Banners assemble in the Car Park
2:45pm	Parade marches off direct to the church
3:00pm	Remembrance Service begins
3:45pm	Assemble outside the church and March to the War Memorial
4:00pm	The Laying of Wreaths at the War Memorial
4:30pm	Parade dismissed at the Car Park

Note: East Street, West Street and Church Street will be closed to traffic during the actual parade and Wreath laying.

#### The Service

The service will begin at 3:00pm – Service Sheets will be provided

#### Laying of Wreaths at the War Memorial

Under the direction of the Parade Marshal

Last Post will sound – all standards are to be dipped during the Silence and remain dipped until the Reveille

The Wreath laying will be led by the Parish Council, followed by the Royal British Legion  
When the wreath laying is complete and the final blessing has been received the parade will move off to the Car Park.

#### Post Parade Refreshment

After the parade refreshments will be available in the Scout Hut, located at the bottom of the Car Park.

#### Wooden Crosses

An area in the churchyard will be available 10 days prior to the Remembrance Service in which wooden crosses may be inserted to remember those that have fallen (these crosses are available from the Poppy Sellers).

#### Rehearsal

A Rehearsal will be held in St Andrew's Church at **7:15pm on Thursday 7<sup>th</sup> November** for the RBL and all youth groups.

#### Remembrance Day 11<sup>th</sup> November

At St Andrew's Church on Monday 11<sup>th</sup> November at 10:30 we will gather at the Field of Remembrance in the Churchyard for a short service and the two minutes silence at **11am**. Please join us to remember with pride and gratitude, those who have fought and died for us.



## **Banwell Parish Council Lone Working Policy & Guidance**

### **1. Introduction**

- 1.1.** Banwell Parish Council recognises that staff / Councillors on Council business are required to work by themselves in the community without close or direct supervision, sometimes in isolated work areas or out of office hours.
- 1.2.** Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 Banwell Parish Council has a legal obligation to look after the health, safety and welfare of their employees and contractors. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

### **2. Scope of the Policy**

- 2.1.** This policy applies to all situations involving lone working arising in connection with the duties and activities of Banwell Parish Council staff / Members.
- 2.2.** Lone workers include:
  - Those working at their main place of work where:
    - Only one person is working on / in the premises.
    - Home workers.
    - People who work separately from each other, eg in different locations.
    - People who work alone in the community / different locations.
    - People who work outside normal office hours.
  - Those working away from their fixed base where:
    - One worker is visiting another premises or meeting venue.
    - One worker is making a home visit to an individual.
    - One worker is working from their own home.

### **3. Aims of the Policy**

The aim of the policy is to:

- Increase employee and Councillors awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic and ongoing way.
- Ensure that appropriate training is available so that employees are able to recognise risk and to provide practical advice of safety when working alone.
- Encourage full reporting and recording of any incidents relating to lone working to the Parish Council / Employment Committee Chairman / Vice Chairman.
- Reduce the number of incidents and injuries to staff related to lone working.

### **4. Responsibilities**

- 4.1.** Banwell Parish Council is responsible for:
  - Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working and that they regularly review the effectiveness of the policy.
  - Ensuring that all employees are aware of this policy

## Oct 21st PC Papers

- Providing resources for putting the policy into practice and that appropriate equipment is given to staff to carry out their role / duties
- Ensuring that risk assessments are carried out and reviewed where necessary.
- Ensuring that appropriate support and equipment is given to staff involved in any incident.

### 4.2. The Clerk to the Council is responsible for:

- Making sure that risk assessments are carried out and reviewed regularly;
- Reporting annually to the Full Council on any incidents and actions taken in response.

### 4.3. The Clerk and Councillors engaged in lone working are responsible for:-

- Taking reasonable care of themselves and other people who may be affected by their actions;
- Follow all rules and regulations laid down by the Parish Council;
- Report all incidents that may affect the health and safety of themselves or others;
- Taking part in training designed to meet the requirements of this policy;
- Report any dangers they identify or any concerns they might have;
- Record full details of their lone working time;
- Recognise and assess potentially high risk activities before carrying out any work activity and put in place appropriate arrangements to carry out the identified task safely to mitigate risk associated with working alone;

It is important that lone workers are considered for known medical conditions which may make them unsuitable for working alone. Any employee / contractor / member who could be considered as a lone worker has a duty to advise the Chair to the Council / Employment Committee or the Clerk of any medical conditions which may affect them working alone. Where a medical condition is known an assessment conducted through Occupational Health may be appropriate. Consideration will then be given to routine work and foreseeable emergencies which may impose addition or specific risks.

## 5. Guidance for Risk Assessment of Lone Working

- Is the person fit and suitable to work alone?
- Are there adequate channels of communication?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Travelling to site or meetings.

## 6. Good Practice for Lone Workers

- 6.1.** This Council has agreed that the Clerk will be available to the public & councillors during the public opening hours (10 to 12 noon Tuesday & Thursday) on a 'drop in basis' to carry out Council business. During this period a lone worker shall have access to the means of summoning emergency assistance as has been identified in the Youth & Community Centre risk assessment.
- 6.2.** Members of this Council will be advised that every endeavour should be made to make an appointment when wishing to meet with a member of staff.
- 6.3.** During work hours, all staff leaving the workplace (or home) should leave the details of where they are going and their estimated time of arrival back with another party – this can be a family member. If, during the trip away, any plans change significantly this should be communicated back to the other party – this can be a family member.

- 6.4. When meeting with contractors, arrangements must be made to meet in a public place and not in their home.
- 6.4. If a visit is being made to a member of the public in their home, a Councillor must be informed of the visit and the approximate times. Meetings in private homes should be discouraged.
- 6.5. Lone workers should have access to adequate first aid facilities (located in the YCC) and mobile workers should carry a first aid kit suitable for treating minor injuries with them.
- 6.6. Lone workers should have a mobile phone and other personal safety equipment where this is necessary.
- 6.7. Where possible, when locking premises, any internal areas to be checked should be done when there is more than one person in the building and no staff member / contractor / member should be left to unlock or lock a vulnerable building alone.
- 6.8. All incidents must be reported to the Council and recorded via the accident / incident book (kept in the YCC Kitchen). Employees / Members should ensure that all incidents, where they feel threatened or unsafe, are reported. This includes incidents of verbal abuse. Any member or employee who is faced with aggression / or conflict should seek to extricate themselves from the situation with the minimum of risk and get to a place of safety. They should ensure they do not get into any kind of argument with anyone who is being aggressive or threatening as this will serve to inflame the situation. If emergency assistance is required whilst out and about all employees should dial 999.
- 6.9. The Clerk / a Councillor is at liberty to refuse to meet with a Council Member, Contractor, Member of the Public alone, if they feel threatened or feel it would be inappropriate.

## **7. Review**

This policy will be reviewed every two years or following any accident or incident arising out of lone working.

# Electrical Services Contract

This electrical services agreement is entered into by and between the parties listed below:

## Panda Telecom Ltd T/as Weston Rail Services

Andrew Dixon	
Director	
1 Stodelegh Close	
Worle	andy.dixon@westonrailservices.co.uk
Weston-super-Mare	01934 806707
BS22 7QB	07973 416174

## Customer

Banwell Parish Council	
Banwell Parish Council Clerk	
Banwell Village Hall,	clerk@banwellparishcouncil.org.uk
Westfield Road,	01934 820442
Banwell.	
BS29 6BW	

# Deliverables

The following services will be performed under the terms of this electrical services agreement for the next three years.

Street lighting PPM Full maintenance including a survey of lighting every 2 months (6 visits per annum).  
Survey estate during hours of darkness to check lighting.

When a fitting is found to be unserviceable we will attend with the necessary equipment to investigate and repair.

This quote is for replacement of unserviceable: -

Lamps, control gear, fuses, internal cabling, photocells & lanterns like for like if beyond economical repair.

Upgrade existing fittings to LED at additional cost.

Repair & replace columns at additional costs.

Any Additional costs will be agreed before commencement of work.

Target is to attend within 5 working days. Call outs will be included within the above costs but must be a reasonable and agreed number of times per annum

Work will be carried out during normal working hours

# Payments

12-month costs will be divided into a quarterly fee due in 30 days of invoice.

All payments will be plus relevant VAT at the current rate as published by HMRC

Name	Price	QTY	Subtotal
PPM cost Annually	£3500.00	1	£3500.00
PPM cost Quarterly	£875.00	1	£875.00

# Terms and Conditions

1. All electrical installation work will be performed in compliance with National and Local guidelines and regulations.
2. If Weston Rail Services discovers a need for additional time or materials once the work has commenced, Weston Rail Services will seek written approval prior to continuing work.
3. Customer is responsible for providing unmitigated access to the work area.
4. All areas of installation will be left in the condition found unless otherwise stated in writing by Weston Rail Services
5. Weston Rail Services is not responsible for power provided to the street lighting, only from base of the column to the lantern.
6. Weston Rail Services will prove if power is present as part of the normal fault finding agreement and report to the client

# Risk and Title of Goods & Property

1. All applicable goods and products installed will become property of the client on date of installation.
2. All goods not paid in full or remaining with customer will be property of the service provider until payment has been made or delivery has ensued.
3. Client is responsible for all insurance of dwellings and service location for entire time of work.

## Warranty

Weston Rail Services will to the best of their knowledge provide installation and quality parts for overall best quality of product. Furthermore, all parts will be warrantied for a 12-month period after installation for any technical defects.

## Acceptance

By signing below, Customer understands and accepts all terms and conditions outlined in this electrical services agreement.

Client ..... Date .....  
Liz Shayler, Clerk to Banwell Parish Council

Contractor..... Date .....  
Andrew Dixon, Panda Telecom Ltd

Venue and course	Date/time	Price	Places
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**Weston-super-Mare - The Campus**

2.52 miles

<b>Emergency first aid at work</b> Become a qualified first aider.	Mon 21 Oct 09:00 - 17:00	<b>£126.00</b> £151.20 inc VAT	- <input type="text" value="1"/> + <b>BOOK</b>
---	-----------------------------	-----------------------------------	--

<b>Emergency first aid at work</b> Become a qualified first aider.	Mon 18 Nov 09:00 - 17:00	<b>£126.00</b> £151.20 inc VAT	- <input type="text" value="1"/> + <b>BOOK</b>
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<b>Emergency first aid at work</b> Become a qualified first aider.	Mon 09 Dec 09:00 - 17:00	<b>£126.00</b> £151.20 inc VAT	- <input type="text" value="1"/> + <b>BOOK</b>
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Venue and course	Date/time	Price	Places
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**Weston-super-Mare - The Royal Hotel**

5.00 miles

<b>Emergency first aid at work</b> Become a qualified first aider.	Mon 13 Jan 09:00 - 17:00	<b>£126.00</b> £151.20 inc VAT	- <input type="text" value="1"/> + <b>BOOK</b>
---	-----------------------------	-----------------------------------	--

<b>Emergency first aid at work</b> Become a qualified first aider.	Tue 18 Feb 09:00 - 17:00	<b>£126.00</b> £151.20 inc VAT	- <input type="text" value="1"/> + <b>BOOK</b>
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**1. Weston Super Mare (3.8 miles)**

**Emergency first aid at work (previously 'Appointed Persons')**

Date and time	Places available	Price per person
12 Nov 19 8.45am - 4.00pm	10	£135.00 (ex VAT) <a href="#">Book course</a> £162.00 (inc VAT)
28 Nov 19 8.45am - 4.00pm	11	£135.00 (ex VAT) <a href="#">Book course</a> £162.00 (inc VAT)
20 Dec 19 8.45am - 4.00pm	11	£135.00 (ex VAT) <a href="#">Book course</a> £162.00 (inc VAT)
21 Jan 20 8.45am - 4.00pm	12	£135.00 (ex VAT) <a href="#">Book course</a> £162.00 (inc VAT)
13 Feb 20 8.45am - 4.00pm	12	£135.00 (ex VAT) <a href="#">Book course</a> £162.00 (inc VAT)

[Show more dates](#)

**2. Clevedon ( Cricket Club) (7.9 miles)**

**Emergency first aid at work (previously 'Appointed Persons')**

Date and time	Places available	Price per person
18 Oct 19 8.45am - 4.00pm	4	£135.00 (ex VAT) <a href="#">Book course</a> £162.00 (inc VAT)
5 Dec 19 8.45am - 4.00pm	12	£135.00 (ex VAT) <a href="#">Book course</a> £162.00 (inc VAT)
3 Jan 20 8.45am - 4.00pm	12	£135.00 (ex VAT) <a href="#">Book course</a> £162.00 (inc VAT)
30 Jan 20 8.45am - 4.00pm	12	£135.00 (ex VAT) <a href="#">Book course</a> £162.00 (inc VAT)
25 Feb 20 8.45am - 4.00pm	12	£135.00 (ex VAT) <a href="#">Book course</a> £162.00 (inc VAT)

# Weston & North Somerset Disability Information & Advice Line



Room 5 Roselawn  
28 Walliscote Grove Road  
Weston-super-Mare  
BS23 1UJ

Tel: 01934 419426

Email: [mail@westondial.co.uk](mailto:mail@westondial.co.uk)

Website: [www.westondial.co.uk](http://www.westondial.co.uk)

Chairman: Graham Andrews  
Treasurer: Sandy Hydes

20<sup>th</sup> August 2019

Dear Liz Shayler,

I am writing on behalf of our management team to ask if your Parish Council would kindly make a donation to us. This is our 40<sup>th</sup> anniversary year of service in North Somerset.

We are all volunteers. We cover all disabilities and all ages (free of charge). Our premises are accessible. The management team meets every 6-8 weeks. Welfare Rights is a great part of our service.

We aim to combat poverty and isolation amongst people with disabilities and their carers. We serve all Parishes. Our funding is low so any help you can give will be appreciated.

Yours Sincerely,

Jill Hopkins

Liz Shayler (Clerk)  
Banwell Parish Council Youth and Community Centre  
West Street  
Banwell  
BS29 6BD

We are Open:  
Tuesdays 11am – 3pm and Thursdays 11am – 3pm  
Charity no. 1121294



**Agenda item 15**  
**The Burnham & Weston Energy Sunshine Fund**  
**is now open for applications until 15th November 2019**

The fund is aimed at local community-led organisations including, but not limited to, small voluntary groups, clubs, charities, social enterprises, schools, health centres and parish/town councils.

We want to fund projects that have a real legacy in the local area. This might include:

- projects which help reduce energy costs and carbon emission for local community buildings (such as fitting LED lighting, solar panels or 'smart' controls).
- community-led activities that help reduce household energy costs and carbon emissions, such as draft proofing, insulation, and renewable energy.
- projects which help develop local skills and knowledge, particularly in relation to energy, climate change and the environment.
- ideas that will help a community club or organisation (whatever it does) better serve your community, particularly the disadvantaged.

Full details and a link to the application form can be found here:

<https://www.somersetcf.org.uk/burnhamandweston>

**Bills for Payment - 19th August to 10th September 2019**  
**Banwell Parish Council**

Method	Payee	Details	Net Amount	VAT	Gross Amount	Minute agreed	Power
	<b>Already Paid</b>						The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019
BACS	CV Gowers	Cremation Plot reimbursement	£90		£90	173/19	
BACS	Land Registry	Land Charges Search	£2		£2	118/19	
	<b>To Pay</b>						
DD	Mainstream	Phone and Broadband (DD 14.07.19)	£115.36	£23.07	<b>£138.43</b>	118/19	
DD	E-ON	Streetlight Power (DD 15.07.19)	£142.27	£7.11	<b>£149.38</b>	118/19	
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		<b>£141.75</b>		
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		<b>£70.87</b>		
BACS	J K Gardening	Grass cutting @ YCC	£70.88		<b>£70.88</b>		
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		<b>£162.50</b>		
BACS	J K Gardening	Additional strimming flower beds	£60.00		<b>£60.00</b>	149/17	
BACS	J K Gardening	Additional Grass cutting	£105.00		<b>£105.00</b>	157/19 & 135/19	
BACS	J K Gardening	Environmental Fee Hill	£40.00		<b>£40.00</b>		
BACS	J K Gardening	War Memorial Hedge	£90.00		<b>£90.00</b>	H & S	
		<b>Total £1133.50</b>					
BACS	FOS UK	Dog Bin emptying	£338.00		<b>£338.00</b>	177/19	
BACS	Kirsty's Kleaners	YCC Cleaners (Final Bill)	£181.50		<b>£181.50</b>	057/19	
BACS	Weston rail service	Lights 3rd quartely bill (not invoiced in June)	£875.00	£175.00	<b>£1,050.00</b>	242/18	
BACS	Weston rail service	Lights final quartely bill	£875.00	£175.00	<b>£1,050.00</b>	242/18	
		<b>Total £2100.00</b>					
BACS	DS Securities	Works per Quotation 19th July	£555.00	£111.00	<b>£666.00</b>	YC 38/19	
BACS	SLCC	Books	£65.91	£0.80	<b>£66.71</b>		
BACS	Complete Weed Cont	Weed Spraying around the village	£357.00	£71.40	<b>£428.40</b>	239/18	
BACS	Man in Red	Porch Window Clean	£60.00		<b>£60.00</b>		
BACS	Water 2 Business	Water Bill	£334.24	£28.51	<b>£362.75</b>		
BACS	Microbitz	Cllr Davies Computer	£48.75	£9.75	<b>£58.50</b>		
SO	E. Shayler	Clerk's Salary (SO 26.10.19)	£1,526.54		<b>£1,526.54</b>	118/19	
DD	E-ON	YCC power (DD 28.10.19)	£66.71	£3.34	<b>£70.05</b>	YCC 20/20	
DD	Nest	Pension contibutions (DD 28.10.19)	£134.70		<b>£134.70</b>	118/19	
DD	NS Council	Waste Collection (DD 01.11.19)	£14.50		<b>£14.50</b>	118/19	
BACS	HMRC	PAYE and NI for Sept (12.11.19)	£487.18		<b>£487.18</b>		
		<b>Totals</b>	<b>£6,918.66</b>	<b>£604.98</b>	<b>£7,523.64</b>		

**Banwell Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name**

<b>Cemetery and Memorials</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
101	Grass Cutting	0.00	0.00	0.00	1,950.00	975.50	974.50
102	Paths / Trees / Garden	0.00	0.00	0.00	350.00	0.00	350.00
103	Making up Graves	0.00	0.00	0.00	280.00	0.00	280.00
104	Cemetery / Memorial Maintenance	197.18	0.00	0.00	6,000.00	616.00	5,581.18
105	Environmental Fee	0.00	0.00	0.00	360.00	0.00	360.00
		<b>£197.18</b>	<b>0.00</b>	<b>£0.00</b>	<b>8,940.00</b>	<b>£1,591.50</b>	<b>7,545.68</b>

<b>Cemetery Income</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
908	Cemetery Income	0.00	3,000.00	1,883.00	0.00	90.00	-1,207.00
		<b>£0.00</b>	<b>3,000.00</b>	<b>£1,883.00</b>	<b>0.00</b>	<b>£90.00</b>	<b>-1,207.00</b>

<b>Childrens Centre</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
700	Repairs and Maintenance	0.00	0.00	1,000.00	2,946.00	1,317.51	2,628.49
701	CCTV	0.00	0.00	0.00	2,000.00	1,640.00	360.00
702	Electricity	0.00	0.00	0.00	1,035.52	507.20	528.32
703	Gas	0.00	0.00	0.00	2,630.99	674.01	1,956.98
704	Water	0.00	0.00	0.00	601.22	0.00	601.22
705	Waste Collection	0.00	0.00	0.00	147.00	53.11	93.89
706	Cleaning Supplies	0.00	0.00	0.00	2,818.00	992.73	1,825.27
707	Office equip inc website	120.00	0.00	0.00	3,000.00	813.49	2,306.51
708	Phone / internet	0.00	0.00	0.00	500.00	301.86	198.14
901	Childrens Centre Hire	0.00	100.00	360.00	0.00	0.00	260.00
910	YCC Grass Cutting	0.00	0.00	0.00	0.00	70.88	-70.88
911	YCC Hedge / fence & tree work	0.00	0.00	0.00	0.00	0.00	0.00
		<b>£120.00</b>	<b>100.00</b>	<b>£1,360.00</b>	<b>15,678.73</b>	<b>£6,370.79</b>	<b>10,687.94</b>

<b>Clerk and Administration</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
301	Salary & NI	0.00	0.00	0.00	22,500.00	13,470.00	9,030.00
302	Clerk's Pension	0.00	0.00	0.00	650.00	704.61	-54.61
305	Hall Hire	0.00	0.00	0.00	64.00	0.00	64.00
307	Advertising	0.00	0.00	0.00	300.00	120.00	180.00
308	Insurance	0.00	0.00	0.00	2,122.87	2,185.06	-62.19
309	Subscriptions inc ALCA & SLCC	0.00	0.00	0.00	800.00	503.00	297.00
310	Audit Fees	0.00	0.00	0.00	1,000.00	50.00	950.00
311	Legal Costs inc Land registration	0.00	0.00	0.00	200.00	67.00	133.00
312	Training Clerk	0.00	0.00	0.00	400.00	345.00	55.00
313	Training Councillors	0.00	0.00	0.00	600.00	385.00	215.00
314	Inspections / Risk Assessments	0.00	0.00	0.00	155.00	202.50	-47.50
315	Grants and Donations	0.00	0.00	0.00	6,000.00	900.00	5,100.00
316	Chairmans Allowance	0.00	0.00	0.00	100.00	99.75	0.25
317	Bank Charges	0.00	0.00	0.00	100.00	36.00	64.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>34,991.87</b>	<b>£19,067.92</b>	<b>15,923.95</b>

<b>Environment</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
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	2,354.50	2,355.50
203	Env Hedge / Fence / Tree Work	0.00	0.00	0.00	450.00	185.00	265.00
204	Env Grass Cutting	0.00	0.00	120.00	1,850.00	884.62	1,085.38
205	Dog Bins	0.00	0.00	0.00	4,080.00	2,409.95	1,670.05
206	Env Maintenance Riverside / defib	0.00	0.00	0.00	3,520.00	264.98	3,255.02
207	Environmental Projects	547.00	0.00	4,239.00	4,000.00	2,301.10	6,484.90
208	Environmental Grant	0.00	7,149.52	0.00	2,500.00	0.00	-4,649.52
		<b>£547.00</b>	<b>9,233.21</b>	<b>£6,442.69</b>	<b>22,757.88</b>	<b>£10,048.03</b>	<b>10,466.33</b>

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

**Banwell Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name**

<b>Highways</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
400	Street Light Power	0.00	0.00	0.00	2,000.00	1,074.81	925.19
401	Street light Maintenance	0.00	0.00	0.00	3,500.00	0.00	3,500.00
402	Street Light Upgrade	5,300.00	0.00	0.00	5,300.00	7,875.00	2,725.00
403	Highways related projects	0.00	0.00	0.00	8,000.00	0.00	8,000.00
		<b>£5,300.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>18,800.00</b>	<b>£8,949.81</b>	<b>15,150.19</b>

<b>Income</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
902	Misc Income	0.00	100.00	134.43	0.00	0.00	34.43
903	Childrens Centre stipend	0.00	8,650.00	0.00	0.00	0.00	-8,650.00
904	Annual precept	0.00	88,896.00	88,896.00	0.00	0.00	0.00
907	VAT	0.00	0.00	612.22	0.00	0.00	612.22
		<b>£0.00</b>	<b>97,646.00</b>	<b>£89,642.65</b>	<b>0.00</b>	<b>£0.00</b>	<b>-8,003.35</b>

<b>Recreation Ground</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
601	Rec Grass Cutting	0.00	0.00	0.00	1,310.00	850.50	459.50
602	Rec Maintenance	250.40	0.00	0.00	2,000.00	517.61	1,732.79
603	Rec Tree and Fence Work	0.00	0.00	0.00	500.00	0.00	500.00
604	Rec Annual Inspections	0.00	0.00	0.00	310.00	100.00	210.00
909	Play Equipment	0.00	20,000.00	0.00	20,000.00	1,874.67	-1,874.67
		<b>£250.40</b>	<b>20,000.00</b>	<b>£0.00</b>	<b>24,120.00</b>	<b>£3,342.78</b>	<b>1,027.62</b>

<b>Youth Club</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
500	YC Staffing	0.00	0.00	0.00	11,600.00	560.00	11,040.00
501	YC Programme	0.00	0.00	0.00	2,000.00	150.08	1,849.92
502	YC Extraordinary Activities	0.00	0.00	0.00	800.00	0.00	800.00
503	YC Computers	0.00	0.00	555.16	1,000.00	0.00	1,555.16
905	YC Subscriptions	0.00	400.00	13.00	0.00	0.00	-387.00
		<b>£0.00</b>	<b>400.00</b>	<b>£568.16</b>	<b>15,400.00</b>	<b>£710.08</b>	<b>14,858.08</b>

<b>NET TOTAL</b>	<b>£6,414.58</b>	<b>130,379.21</b>	<b>£99,896.50</b>	<b>140,688.48</b>	<b>£50,170.91</b>	<b>66,449.44</b>
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## Banwell Parish Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

	<b>Bank Reconciliation at 30/09/2019</b>		
	Cash in Hand 01/04/2019		185,918.17
	<b>ADD</b>		
	Receipts 01/04/2019 - 30/09/2019		101,353.94
	<b>SUBTRACT</b>		287,272.11
	Payments 01/04/2019 - 30/09/2019		54,003.75
<b>A</b>	<b>Cash in Hand 30/09/2019</b> (per Cash Book)		<b>233,268.36</b>
	Cash in hand per Bank Statements		
	Cash 30/09/2019	0.00	
	Unity Trust Bank (20398572) 30/09/2019	84,088.37	
	Bonus saver account (81413459) 30/09/2019	44,538.77	
	Reserve Account (59678674) 30/09/2019	89,152.44	
	Current account (53357655) 30/09/2019	15,635.18	
			<b>233,414.76</b>
	Less unrepresented cheques As attached		146.40
			233,268.36
	Plus unrepresented receipts As attached		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>233,268.36</b>
	<b>A = B Checks out OK</b>		