



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT 7:30pm ON MONDAY 18th MARCH 2019 AT BANWELL CHILDRENS CENTRE

PRESENT:	Councillors: Paul Harding (Vice-Chairman), Phil Adams, Paul Blatchford, Steve Davies, Phil Hale, Maggie McCarthy, Nick Manley Dawn Parry and Emma Perrett
IN ATTENDANCE:	Mrs Liz Shayler (Clerk)
WARD COUNCILLOR:	Ann Harley
AVON & SOMERSET POLICE:	PCSO Anderson
PRESS:	None
MEMBERS OF THE PUBLIC:	64

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

i) Members of the public.

No issues were raised.

ii) Community Beat Manager's report.

The following report was received for the period 18/02/2019 to 18/03/2019

Calls from the Parish received = 39

Selection of crimes reported includes: 3 abandoned 999, 3 antisocial behavior, 1 assault, 3 burglary & attempted, 1 civil dispute, 1 criminal damage, 2 harassment, 6 suspicious activity, 1 thefts and 6 traffic related.

The Police continue to see a rise in theft from motor vehicles, mainly vans being targeted for tool thefts over the past few weeks, anyone with information are urged to come forward.

The next Beat Surgery is at Banwell Garden Centre coffee shop on Saturday 23rd March 2019 1400hrs until 1500hrs. Alternately the team can be contacted via the Avon and Somerset Constabulary website or Twitter @ASPWSM.

Members of the Public not part of their horse or farm watch groups were asked to contact PCSO Anderson who offers free tack and property marking.

iii) Ward Councillor's report.

Cllr Harley – Nothing to report due to Purdah which would begin the next day.

Cllr Harding announced that unfortunately Jim Weston had decided to resign. The Clerk was asked to minute the Councils thanks for everything he had done for the village in his time as a Councillor and wished him all the best.

The meeting was convened

046/19 To receive apologies for absence (agenda item 1).

Apologies were received from Parish Councillor Paul Bateman and District Councillor Jerry O'Brien.

047/19 To receive members' declarations of interest on any agenda item (agenda item 2).

No interests were declared.

- 048/19** To approve as a correct record, the minutes of the Parish Council Meeting held on 18th February 2019 (agenda item 3).
- Resolved** – That the minutes of the Parish Council Meeting held on 18th February 2019 be approved as a correct record of the meeting.
- The resolution was correctly proposed and seconded (8 in favour with one abstention due to absence).**
- The minutes of the meeting were signed by the Chairman as a correct record.
- 049/19** To note the minutes of the Cemetery and Memorials Meeting held on 26th February 2019 (agenda item 4).
- The minutes of the Cemetery and Memorials Meeting held on the 26th February were noted.
- 050/19** To receive a presentation by the Scouts on geocaching within Banwell (agenda item 5).
- John Baker gave a brief presentation on geocaching. The Council then discussed how they can support the Scouts. Cllr Manley offered to become the point of contact with the Scouts.
- 051/19** To discuss the movement of the Scouts container temporarily to the Children’s Centre Car-Park (agenda item 6).
- Resolved** – That the Scouts container be allowed to temporarily move onto the grassed area in the Children’s Centre Car-Park whilst the Scout hut is being rebuilt on the proviso that it fits, that the grass is reinstated and the container removed from site after the rebuild.
- The resolution was correctly proposed and seconded (Unanimous)**
- 052/19** To note and comment upon planning applications (agenda item 7).
- Cllr Blatchford gave a presentation on the following applications
- i) **19/P/0126/FUH** - 39 High Street, Banwell. BS29 6AF. Replacement of existing aluminium frame single glazed windows to the front of the property, with timber frame double glazed units
- Resolved:** To support this application.
- The resolution was correctly proposed and seconded (Unanimous)**
- ii) **19/P/0178/FUL** - Land Adjacent to 24 East Street, Banwell. Erection of 1no. dwelling.
- Resolved:** To do not support this application for the following reason;
- Over development
 - Insufficient and cramped parking,
 - Potential damage to trees.
- The resolution was correctly proposed and seconded (Unanimous)**

- iii) **19/P/0187/RM** – Land South of Churchland’s Way, Wolverhill Road, Weston-super-Mare. Submission of reserved matters of appearance, landscaping, layout and scale for approval of road infrastructure pursuant to outline 12/P/1266/OT2.

Resolved: To note this application.

The resolution was correctly proposed and seconded (Unanimous)

- iv) **19/P/0230/RM** - Western Trade Centre, Knightcott Road, Banwell. BS29 6HT. Submission of reserved matters of access, layout, scale, appearance and landscaping for erection of 10no. dwellings, following demolition of existing buildings on site pursuant to Outline Approval 15/P/0968/O (Erection of 10no. dwellings, following demolition of existing buildings on site, with all matters reserved for subsequent approval).

Resolved: To not support this application for the following reasons;

- Cramped car parking design which would lead to parking in the cul-de-sac designed for larger / emergency vehicles to manoeuvre
- Unsure that the trees on North boundary are within development boundary

The resolution was correctly proposed and seconded (Unanimous)

- v) **19/P/0259/LBC** - 2-4 Castle Hill, Banwell. BS29 6NY. Installation of small, domestic security cameras to front and rear of Grade II listed building.

Resolved: To support this application given the damage which regular occurs to this listed building.

The resolution was correctly proposed and seconded (Unanimous)

- vi) **19/P/0289/FUH** - 1 William Daw Close, Banwell. BS29 6HQ. Single storey side extension and front porch.

Resolved: To note this application.

The resolution was correctly proposed and seconded (Unanimous)

- vii) **19/P/0314/FUL** - Land Off Summer Lane, Banwell. BS29 6LP. Use of land for the stationing of caravans for residential purposes as a single pitch gypsy/traveller site and the erection of a day room building ancillary to that use.

Cllr Blatchford gave a presentation on this application.

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

The following items were brought up;

- It was felt that the plan was misleading siting hedgerows which don’t exist.
- No biological / ecological survey was undertaken.
- Last Planning application specified aggregate for the access road this has since been tarmacked. The Clerk to report.
- Flooding and drainage concerns.
- Inconsistent letter drops some residents received a letter whereas other’s didn’t.
- Complaints from neighbours in relation to large vehicles accessing the site by driving over their land.
- Lack of detail in the current planning application.
- Lack of primary school places.
- Lack of streetlighting along Summer Lane
- The noise from the adjacent M5 would not be suitable for children.

Standing orders were reinstated.

Resolved: To not support this application for the following reasons;

- The need for a gypsy/traveller site in this location has not been demonstrated.
- The development lays outside the settlement boundary in an area of open countryside.
- The site is in an unsustainable location with respect to local bus services and local facilities and its use will therefore generate additional traffic.
- No information has been provided to demonstrate that adequate sight lines exist or can be provided for vehicles exiting on to Summer Lane, or on the number and type of daily vehicle movements, the provision for parking and manoeuvring space on the site.
- The entrance is close to a tight bend on Summer Lane which is a narrow and increasingly busy 'rat run' that has no pavements for pedestrian use and no street lighting.
- The proposed structure and caravans and the inevitable artificial lighting will be obtrusive and will have an adverse impact on the visual amenities of this rural area, its character and distinctiveness.
- There will be a loss of habitat for wildlife.
- The cumulative impact that the proposed development and the permitted equestrian use, if such use is still to occur, would have on the area has not been demonstrated and accounted for.
- The application will result in the loss of proposed hedgerow that will also increase visual impact if the proposed day room occupies part of the new hedgerow required by the equestrian permission as shown on the submitted plans.
- No details have been submitted to illustrate the size and appearance of the caravans for the LPA to determine their effect on the landscape and visual amenities.
- No details have been submitted with the application to indicate the number of bedrooms to be provided.
- No details showing where waste bins will be stored.

The resolution was correctly proposed and seconded (Unanimous)

- viii) **19/P/0316/FUH** - 7 North View Drive, Banwell. BS29 6AS. Retrospective application for a 2 storey side extension, front porch and front balcony.

Resolved: To note this application.

The resolution was correctly proposed and seconded (Unanimous)

- ix) **19/P/0320/MMA** - Silver Birches, Whitecross Lane, Banwell. BS29 6DP. Minor material amendment to planning permission 18/P/4696/FUH (replace existing garage and outbuildings with single storey side extension, new detached front garage) to allow for increase in height of garage.

Resolved: To note this application.

The resolution was correctly proposed and seconded (Unanimous)

- x) **19/P/0411/FUL** - Whitley Head House Barn, Whitley Road, Banwell BS29 6NA. Variation to condition 2 of permission 17/P/5093/FUL (Variation of condition 13 of permission (Approved Bat & Bird Survey) of 17/P/0615/F (Proposed conversion of existing agricultural barn to a dwelling).

Resolved: To note this application

The resolution was correctly proposed and seconded (Unanimous)

- xi) 19/P/0562/FUH - 19 Knightcott, Banwell. BS29 6HS. Construction of an underground garage. Rebuilding of existing dilapidated stone boundary wall and replacement of existing 1.8m high fence with stone walling.

Resolved: To note this application

The resolution was correctly proposed and seconded (Unanimous)

053/19 To receive the Clerk's report/Exchange of information: (agenda item 8).

- (i) **Lights around the village** – No faults were reported. The meeting was told that our new contractors were having a few issues with Western Power but it as hoped that this would shortly be resolved.
- (ii) **Donated Children's Centre Chairs** – The meeting was told that the Church had kindly donated 29 plastic chairs, some of which required some TLC. It was suggested that this could be added to the list for the Spring Clean.
- (iii) **Speed data** – The data had been passed to North Somerset and the Police for analysis.
- (iv) **Movement of Parish Office** – The Meeting was informed that the move date will be the afternoon of Tuesday 26th March. Any Parish Councillors available please meet at the Village Hall at 12. Cllr McCarthy to co-ordinate at the Children's Centre.
- (v) **Knightcott Garage** – It was reported that vehicles were parking on the grass around the Knightcott bench meaning that the bench was unusable. The Clerk will write to the owners of Knightcott Garage to ask them not to park on the grass.

054/19 To review and approve the following documents (agenda item 9).

- (i) **Asset Register**

Resolved – To approve the amended Asset Register

The resolution was correctly proposed and seconded (unanimous).

- (ii) **Code of Conduct**

Resolved – To approve the Code of Conduct.

The resolution was correctly proposed and seconded (unanimous).

- (iii) **Data Audit**

Resolved – To approve the amended Data Audit.

The resolution was correctly proposed and seconded (unanimous).

- (iv) **Privacy Notice**

Resolved – To approve the Privacy Notice

The resolution was correctly proposed and seconded (unanimous).

- (v) **Subject Access Request Form**

Resolved – To approve the Subject Access Request Form

The resolution was correctly proposed and seconded (unanimous).

(vi) **Spring Clean Risk Assessment**

Resolved – To approve the Spring Clean Risk Assessment

The resolution was correctly proposed and seconded (unanimous).

055/19 To approve the following item of expenditure (agenda item 10).

i) **Up to £40 for a wall mounted letterbox**

Resolved – To approve the payment of up to £40 for a wall mounted letterbox

The resolution was correctly proposed and seconded (unanimous).

ii) **Up to £160 (excl. VAT) for litter picker's gloves, high viz jackets and a storage bin**

Resolved – To approve the payment of up to £160 (excl. VAT) for litter picker's gloves, high viz jackets and a storage bin.

The resolution was correctly proposed and seconded (unanimous).

iii) **Up to £200 (excl. VAT) for cleaning equipment for the Children's Centre including; a Hoover, wet floor signs, 3 mops & bucket cleaning set and cleaning products**

Resolved – To approve the payment of up to £200 (excl. VAT) for cleaning equipment for the Children's Centre including; a Hoover, wet floor signs, 3 mops & bucket cleaning set and cleaning products.

The resolution was correctly proposed and seconded (unanimous).

iv) **Display boards for Public Consultations**

Resolved – To approve the purchase of a freestanding 6 panel display board for public consultations.

The resolution was correctly proposed and seconded (unanimous).

v) **10% deposit of approximately £370 for the WW1 memorial trees and replacement Recreation Ground trees**

The Council were informed that the Kathleen Jones Trust had agreed a grant of £500 for the WW1 memorial trees.

Resolved - To use the £500 grant from the Kathleen Jones Trust's for the 10% deposit.

The resolution was correctly proposed and seconded (unanimous).

056/19 To discuss and agree the servicing and replacement of faulty / out of date CCTV equipment at the Children's Centre (agenda item 11).

Resolved – To approve a quote from DS Securities to include servicing, replacement of monitoring system (to allow remote access) and replacement of faulty CCTV equipment at the Children's Centre for approximately £1,500 (ex VAT).

The resolution was correctly proposed and seconded (unanimous).

- 057/19** **To discuss and agree the employment of a cleaner for the Children’s Centre from the 1st April 2019 (agenda item 12)**
- Resolved** – To hire Contractor B to clean the Children’s Centre for 3 hours a week on a four-month probation.
- The resolution was correctly proposed and seconded (unanimous).**
- 058/19** **To discuss who will undertake the following checks (agenda item 13).**
- (i) **Fortnightly defibrillator checks**
- Resolved:** Cllr Adams to undertake the fortnightly defibrillator checks.
- The resolution was correctly proposed and seconded (unanimous).**
- (ii) **Monthly movement of the Vehicle Activated Speed Sign**
- Resolved:** Cllr Harding to undertake the movement of the Vehicle Activated Speed Sign every 3/4 weeks download information and send it to the Clerk and Councillors.
- The resolution was correctly proposed and seconded (unanimous).**
- (iii) **Annual bus shelter inspection**
- Resolved:** Cllr Blatchford to undertake the annual bus shelter inspection.
- The resolution was correctly proposed and seconded (unanimous).**
- 059/19** **To note the following annual inspections and agree any maintenance expenditure required (agenda item 14).**
- (i) **Benches – To agree the purchase of brushes, metal paint and varnish**
- The annual bench inspection was noted.
- Resolved:** Up to £25 to purchase brushes, metal paint and varnish.
- The resolution was correctly proposed and seconded (unanimous).**
- (ii) **Dog bins - To agree the purchase of two dog bins**
- Resolved:** To purchase two new Fido dog bins from Glasdon; to remove the underused dog bin at Riverside and replace the one at the Cart Wash, High Street and the Co-op.
- The resolution was correctly proposed and seconded (unanimous).**
- (iii) **Flagpole**
- The annual flagpole inspection was noted.
- (iv) **Grit Bins**
- The annual Grit Bin inspection was noted. The Clerk to contact North Somerset concerning the empty grit bins and the one which has been pushed over at the top of Castle Hill.

(v) **Litter Bins**

The annual flagpole inspection was noted.

(vi) **Memorial– To agree the purchase of a new metal pole and metal paint and brushes.**

The annual Memorial inspection was noted.

Resolved: To purchase metal paint and brushes and the Clerk to speak to North Somerset concerning the corroded pole on East Street.

The resolution was correctly proposed and seconded (unanimous).

060/19 To discuss the quarterly operational play inspection reports and agree any related expenditure (agenda item 15).

(i) **£128 plus delivery for 10 Junior Climber rubber bolts / grips.**

Resolved: To purchase 10 Junior Climber rubber bolts / grips for £128 plus delivery.

The resolution was correctly proposed and seconded (unanimous).

(ii) **£120 for two sets of replacement junior swing chains and oilite bushes.**

Resolved: To purchase two sets of replacement junior swing chains and oilite bushes for £120.

The resolution was correctly proposed and seconded (unanimous).

(iii) **Moss inhibitor, Metal Paint and brushes**

Resolved: Up to £50 to purchase Moss inhibitor, metal paint and brushes.

The resolution was correctly proposed and seconded (unanimous).

(iv) **To clear debris from Riverside, add top soil and reseed.**

Resolved: The Village Orderly to clear debris from Riverside, add top soil and reseed for £155.

The resolution was correctly proposed and seconded (unanimous).

061/19 To agree to publish the Recreation Ground Public consultation questionnaire in the centre of the Parish Magazine at a cost of up to £96 (agenda item 16).

Resolved: To agree the publishing of the Recreation Ground Public consultation questionnaire in the centre of the Parish News with the Spring Clean poster at a cost of up to £96.

The resolution was correctly proposed and seconded (unanimous).

062/19 To agree the one-off fee of £120 to set up a Parish diary (agenda item 17).

Resolved: To agree the one-off fee of £120 to set up a parish diary linked to the Parish Council website.

The resolution was correctly proposed and seconded (unanimous)

- 063/19** To discuss Riverside Play Area and agree a contribution to North Somerset from the underspend of the 2018/2019 Highways budget for works to be undertaken (agenda item 18).
- Resolved:** To agree a contribution of up to £3000 or half, whichever is less, to North Somerset for the cost of the highways works to Riverside to remove the standing water.
- The resolution was correctly proposed and seconded (unanimous)**
- 064/19** To discuss a request from Banwell School for £750 to survey a garage within school grounds (agenda item 19).
- This item had since been resolved.
- 065/19** To discuss a recent increase in dog fouling and agree a way forward (agenda item 20).
- Deferred to April's Meeting
- 066/19** To discuss and agree a response to North Somerset's draft updated list of Local Planning Application Requirements (agenda item 21).
- Resolved:** To support North Somerset's draft updated list of Local Planning Application Requirements.
- The resolution was correctly proposed and seconded (unanimous)**
- 067/19** To discuss and agree a response to the West of England's draft Joint Local Transport Plan 4 (agenda item 22).
- Resolved:** To support the West of England's draft Joint Local Transport Plan 4 but concerns were raised about increasing Council tax to pay for the infrastructure and the need for prioritising the infrastructure schemes planned.
- The resolution was correctly proposed and seconded (unanimous)**
- 068/19** To note the Clerks overtime so far for March and agree any necessary further overtime (agenda item 23).
- Resolved:** To authorise up to 50 hours extra overtime for March.
- The resolution was correctly proposed and seconded (unanimous)**
- 069/19** To authorise bills for payment (agenda item 24)
- Resolved:** To authorise bills for payment of £11771.75 Cllr Harding and Cllr McCarthy to authorise the BACs payments.
- The resolution was correctly proposed and seconded (unanimous)**
- 070/19** To note the Parish Council's end of February's net position, bank balances and bank reconciliation (agenda item 25).
- The net position, bank balances and bank reconciliation were noted.

071/19 To agree the transfer of £360 of Environmental fees from the Cemetery Account to the Natwest Current Account (agenda item 26).

Resolved: To authorise the transfer of £360 of Environmental fees from the Cemetery Account to the Natwest Current Account.

The resolution was correctly proposed and seconded (unanimous)

072/19 To note planning decisions – (agenda item 27).

- (i) **18/P/4496/FUL** - Land adjacent To Waits Cottage, Knightcott Road, Banwell. BS29 6HR. Retrospective application for the retention of altered field gate access. **APPEAL LODGED**
- (ii) **18/P/4977/FUH** - 9 Riverside, Banwell. BS29 6EE. First floor side/rear extension and internal alterations. **APPROVED**
- (iii) **18/P/5105/FUL** - Stonebridge Farm Wolverhill Road Banwell BS29 6DR. Variation of condition No. 2 on application 11/P/0297/F to allow for the operational live of the touring caravan site to be extended. **APPROVED**
- (iv) **18/P/5132/FUH** - 86 High Street, Banwell. BS29 6AQ. Erection of two-story side extension and reconfiguration of internal layout to create an annex within dwelling. **APPROVED**
- (v) **18/P/5223/FUH** - 19 Knightcott Banwell BS29 6HS. Construction of an underground garage with new access off of existing highway. Rebuilding of existing dilapidated stone boundary wall and replacement of existing 1.8m high fence with stone walling. **REFUSED**

073/19 Dates of the next meetings – (agenda item 28)

8th April 2019 – Parish Council Meeting 7:30pm Banwell Children’s Centre.

The Chairman closed the meeting at 21:55

.....Chairman

.....Date

Bills for Payment - 19th February to the 18th March 2019
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount		Minute agreed	Power
	Already Paid							
BACS	Somerset Playing Fields Association	Annual Subscription	£15.00		£15.00			PHA 1875 s164
DD	NEST	Underpayment for October's Pension	£12.54		£12.54			LGA 1972 s112
DD	Mainstream	Phone and Broadband (DD 14.03.19)	£3.80	£0.76	£4.56			LGA 1972 s111
DD	E-ON	Streetlight Power (DD 16.03.19)	£167.57	£33.51	£201.08			PCA 1957, s3 & HA 1980 S301
BACS	J K Gardening	Grass cutting @ Rec Ground	£141.75		£141.75			PHA 1875 s164
BACS	J K Gardening	Grass cutting @ Riverside, Children's Centre, K'cott Bank	£141.75		£141.75			PHA 1875 s164
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50			LGA 1972 s214 (2) & (6)
BACS	J K Gardening	Village Orderly duties	Total £838.50		£392.50			LGA 1972 s112
BACS	Youthworkz	Youth Club staffing costs (£420 - £15 subs) + Programme costs (£6.50)	£411.50		£411.50			LG (MP) Act 1976 S19 (1e) & (1f)
BACS	Greenways	Dog bin emptying	£235.38		£235.38		283/19	EPA 1990 s5 subsection 86 (13)
BACS	GB Sport	Clerk Training and	£250.00	£50.00	£300.00			LGA 1972 s111
BACS	GB Sport	Operational Inspection	£100.00	£20.00	£120.00			PHA 1875 s164
BACS	Panda Telecom Ltd	Streetlighting Contract	£875	£175	£1,050			PCA 1957, s3 & HA 1980 S301
BACS	Webglu	Managed web service	£60	£12	£72			LGA 1972 s111
BACS	ALCA	Annual Subscription	£519.24		£519.24			LGA 1972 s111
BACS	Banwell Village Hall	Office Hire	£740		£740			LGA 1972 s111
BACS	Adams Memorials	Final phase of memorials	£580		£580			LGA 1972 s214 (2) & (6)
BACS	CAB	Outreach payment	£3,738		£3,738			Section 137 (9)
BACS	Glasdon	Cemetery Bench	£700.82	£140.16	£840.98		c 06/19	LGA 1972 s214 (2) & (6)
BACS	Bridget Bowen	Internal Audit	£150.00		£150.00			LGA 1972 s111
BACS	E. Shayler	Overtime Payment 10 hrs and expenses	£140.71	£8.33	£149.04			LGA 1972 s111
SO	E. Shayler	Clerk's Salary (SO 26.03.19)	£1,312.23		£1,312.23			LGA 1972 s112
DD	Nest	pension contributions (DD 28.03.19)	£75.75		£75.75			LGA 1972 s112
DD	Unity	Bank Charges (31.03.19)	£23.85		£23.85			LGA 1972 s111
BACS	HMRC	PAYE and NI for March (12.04.19)	£409.64		£409.64			LGA 1972 s112
		Totals	£11,331.99	£439.76	£11,771.75			
Transfer	NATWEST	Transfer environmental fees to current account	£360.00		£360.00	Awaiting agenda item	Agenda item	



Banwell Parish Council

MINUTES OF A MEETING OF THE YOUTH CLUB MANAGEMENT COMMITTEE HELD AT BANWELL CHILDREN'S CENTRE AT 7.00 P.M. ON THURSDAY 28th MARCH 2019

Present: Nick Manley (Chairman), Paul Blatchford (Vice Chairman), Paul Harding & Maggie McCarthy.

In attendance: Liz Shayler (Clerk),

10/19 To receive apologies for absence: (agenda Item 1)

No apologies received.

11/19 To receive declarations of Interest (agenda Item 2)

There were no declarations of interest received.

12/19 To approve the minutes of the meeting held on 10th January 2019 as a correct record of the meeting (agenda Item 3)

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

The resolution was correctly proposed and seconded (Unanimous)

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

13/19 Exchange of information (agenda item 4)

- (i) **Youthworkz** – The Chairman wished to thank Youthworkz for all their hard work and commitment to the young people of Banwell. They will be missed and the Committee wished them well with their future endeavours.
- (ii) **Youth Club visits** – Cllr McCarthy, the Clerk and two members of Youth Club will be visiting several Youth Clubs in the area and reporting back to the committee.

14/19 To note the Youth Club end of 2018/2019 accounts (agenda item 5)

The Youth Club end of 2018/2019 accounts were noted

15/19 To note the Youth Club budget (agenda item 6)

The Youth Club budget was noted

16/19 Date of Next Meeting (agenda item 7)

Thursday 3rd June 2019 at 7p.m. Banwell Parish Council's Youth and Community Centre

Resolved: That the Youth Club Committee meeting be moved to before the monthly Parish Council meeting from September 2019.

The resolution was correctly proposed and seconded (Unanimous).

The meeting closed at 7:15pm.

Chairman.....

Date.....



Banwell Parish Council

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT BANWELL CHILDRENS CENTRE AT 7.30 P.M. ON THURSDAY 28th MARCH 2019

Present: Cllrs Paul Blatchford, Paul Harding and Dawn Parry,

In attendance: Liz Shayler (Clerk), Cllrs Maggie McCarthy and Nick Manley.

01/19 To receive and accept apologies for absence (agenda item 1).

No apologies were received.

02/19 To receive members' declarations of interest on any agenda item (agenda item 2)

No member's declarations of interest were received.

03/19 To approve as a correct record the Employment Committee meeting minutes from the 27th September 2019 (agenda item 3).

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

The resolution was correctly proposed and seconded (Unanimous).

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

04/19 To agree the clerks annual leave (agenda item 4)

Resolved – To approve the Clerk's annual leave.

The resolution was correctly proposed and seconded (Unanimous)

05/19 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item 6 & 7 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. (agenda item 5)

Resolved – That the press and public be excluded from the meeting.

The resolution was correctly proposed and seconded (Unanimous)

06/19 To undertake the Clerk's six-monthly appraisal (agenda item 6)

The Chairman undertook the appraisal which resulted in a satisfactory outcome, identifying key work targets.

Resolved - That due to the increased work load that the Clerk's work hours be increased from 24 to 28 hours a week.

The resolution was correctly proposed and seconded (Unanimous)

07/19 To undertake the annual review of the Clerks Salary including a 2% suggested increase from the National Joint Council (agenda item 7)

Resolved - That due to the satisfactory outcome of the Clerks review a spinal point pay increase from 26 to 27 (old scale 32 to 33) is to be awarded along with the 2% suggested increase from the National Joint Council.

The resolution was correctly proposed and seconded (Unanimous)

08/19 To agree the date of the next meeting (agenda item 8)

7:30pm September 27th 2019 at Banwell Children's Centre.

The Chairman closed the meeting at 20:05

.....Chairman

.....Date



Banwell Parish Council

CCTV Policy

1 Introduction

1.1 This policy is to control the management, operation, use and confidentiality of the CCTV system at Banwell Parish Council's Youth and Community Centre.

1.2 It has been prepared taking due account of the Code of Practice published by the Data Protection Commissioner (July 2008) and the General Data Protection Regulations (2018)

1.3 This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that the system meets legislative requirements.

1.4 The system comprises of six fixed cameras located on the exterior of the Youth and Community Centre which is owned by Banwell Parish Council.

2. Objectives of the scheme

2.1 (a) To protect the building and its assets

(b) To increase personal safety and reduce the fear of crime

(c) To support the Police in a bid to deter and detect crime

(d) To assist in identifying, apprehending and prosecuting offenders

(e) To protect members of the public and private property

(f) To assist in managing the Recreation Ground.

2.2 The systems will not be used for any other purpose than those set out in this document without prior consultation with the Clerk and where appropriate further consultation may take place with the Trade Unions and also where appropriate, residents. Any non-standard use of the CCTV cameras requires the approval of the Clerk or designated Councillor.

3. Statement of intent

3.1 The CCTV Scheme will be registered with the Information Commissioner under the terms of the General Data Protection Regulations (2018) and will seek to comply with the requirements of this and of the Data Protection Act 1998 and the Commissioner's Code of Practice.

3.2 The Parish Council will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

3.3 Cameras will be used to monitor activities around the Youth and Community Centre to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the Youth and Community Centre, together with its visitors.

3.4. Those operating the system will not focus the static cameras on private homes, gardens and other areas of private property.

3.5 Unless an immediate response to events is required, those operating the CCTV system must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained using the Parish Councils forms for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.

3.6 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Footage will only be released for use in the investigation of a specific crime

3.7 The planning and design has endeavoured to ensure that the CCTV Cameras will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

3.8 Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the CCTV.

4 Operation of the system

4.1 The Scheme will be administered and managed by the Clerk / a designated Councillor, in accordance with the principles and objectives expressed in the code.

4.2 The day-to-day management will be the responsibility of the Clerk / a designated Councillor

4.3 The CCTV system will be operated 24 hours each day, every day of the year.

4.4 The Clerk / a designated Councillor will routinely check and confirm the efficiency of the system and in particular that the equipment is properly recording and that cameras are functional.

4.5 Access to the CCTV Cupboard will be strictly limited to the Clerk / a designated Councillor.

4.6 If out of hours emergency maintenance arises, the Clerk / a designated Councillor must be satisfied of the identity and purpose of contractors before allowing entry to the CCTV cupboard.

4.7 Other administrative functions will include maintaining USB sticks and hard disc space, filing and maintaining occurrence and system maintenance logs.

4.8 Emergency procedures will be used in appropriate cases to call the Emergency Services.

5. Monitoring procedures

5.1 Camera surveillance may be maintained at all times.

5.2. A monitor is installed in the Control Cupboard to which pictures will be continuously recorded.

5.3 If covert surveillance is planned or has taken place copies of the Authorisation Forms, including any Review, or Cancellation must be returned to the Parish Clerk.

6. Recording procedures

6.1 In order to maintain and preserve the integrity of the USB sticks used to record events from the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention must be strictly adhered to:

- (i) Each USB stick must be identified by a unique mark.
- (ii) Before using each USB stick it must be cleaned of any previous recording.
- (iii) The controller shall register the date and time of USB stick insert, including USB stick reference.
- (iv) A USB stick required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure, evidence tape box. If a tape is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed, signed by the controller, dated and returned to the evidence tape box.
- (v) If the USB stick is archived the reference must be noted.

6.2 USB sticks may be viewed by the Police for the prevention and detection of crime, authorised officers of Banwell Parish Council for supervisory purposes, authorised demonstration and training.

6.3 A record will be maintained of the release of USB sticks to the Police or other authorised applicants. A register will be available for this purpose.

6.4 Viewing of USB sticks by the Police must be recorded in writing and in the log book. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.

6.5 Should a recording be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.1 (iv) of this Code. USB sticks will only be released to the Police on the clear understanding that the USB stick remains the property of the Parish Council, and both the USB stick and information contained on it are to be treated in accordance with this code. On occasions when a Court requires the release of an original USB stick this will be produced from the secure evidence USB stick box, complete in its sealed bag.

6.6 The Police may require the Parish Council to retain the stored USB sticks for possible use as evidence in the future. Such USB sticks will be properly indexed and properly and securely stored until they are needed by the Police.

6.7 Applications received from outside bodies (e.g. solicitors) to view or release USB sticks will be referred to the Parish Clerk. In these circumstances USB sticks will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in

Commented [BPC1]: Ask Paul whether GDPR changed this.

such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.

Commented [BPC2]: I am waiting for DS Securities to get back to me concerning the fine detail on recording procedures.

7 Breaches of the code (including breaches of security)

7.1 Any breach of the Code of Practice by Council staff, will be initially investigated by the Parish Clerk, in order for him/her to take the appropriate disciplinary action.

7.2 Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

8 Complaints

8.1 Any complaints about the Parish Council's CCTV system should be addressed to the Parish Clerk.

8.2 Complaints will be investigated in accordance with Section 7 of this Code.

9 Access by the Data Subject

9.1 The General Data Protection Regulations provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

9.2 Subject Access Requests should be made on an application form available from the Parish Clerk. The forms are also available on the website www.banwellparishcouncil.org.uk

13 Public information

Copies of this Policy will be available to the public on the website www.banwellparishcouncil.org.uk and from the Parish Clerk.

Summary of Key Points

- This Policy will be reviewed every two years.
- The CCTV system is owned and operated by the Parish Council.
- The Control room cupboard will not be manned.
- Liaison meetings may be held with the Police and other bodies on request
- Recording USB sticks will be used properly indexed, stored and wiped after appropriate use.
- USB sticks may only be viewed by Authorised Parish Council Officers and the Police.

- USB sticks required as evidence will be properly recorded witnessed and packaged before copies are released to the police.
- USB sticks will not be made available to the media for commercial or entertainment.
- USB sticks will be wiped securely.
- Any Covert Surveillance or use of a Covert Human Intelligence Source being considered or planned as part of an operation must comply with the corporate policies and procedures. The Parish Council must use these procedures and comply with the requirements set out in the procedure documentation.
- Any breaches of this code will be investigated by the Parish Clerk. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Parish Council.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Clerk to the Council at any time.

Signed Print Name

Date/...../.....

(Operators are issued with their own copy of this policy and shall sign to confirm receipt and compliance.)

Adopted



BANWELL PARISH COUNCIL

GRANT AWARDING POLICY

GRANTS FROM THE PARISH COUNCIL - GENERAL INFORMATION AND GUIDELINES

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

PURPOSE OF GRANT

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

CONDITIONS

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

ELIGIBILITY

1. Any Registered Charity, Voluntary Group or Community Organisation.
2. Agencies that operate within Banwell Parish and are of benefit to the local community, with the following provisos:
 - The Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
 - Applications from schools for an activity that takes place within the school day will not normally be considered but will be decided upon on a case to case basis.
 - The Council cannot fund activities outside its legally defined powers and functions.

BANWELL PARISH COUNCIL - GRANT APPLICATION FORM

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

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

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

This form should be submitted to the Parish Council either by email: clerk@banwellparishcouncil.org.uk or to the Parish Office, Banwell Village Hall, Westfield Road, Banwell. BS29 6BW.



Banwell Parish Council

INVESTMENT STRATEGY AND POLICY

INTRODUCTION

The Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

INVESTMENT OBJECTIVES

The Council will have regard to:

- (a) such guidance as the Secretary of State may issue;
- (b) to such other guidance issued by NALC or SLCC.

The Council's investment priorities will be centred on security of reserves first, whilst also providing sufficient liquidity and profit.

All investments will be made in sterling.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

SPECIFIED INVESTMENTS

Specified Investments are those offering high security and high liquidity, made in sterling and with a maturing of no more than a year.

Banwell Parish Council will use:

- Deposits with banks, current account and interest bearing accounts.
- Deposit in fixed Notice Accounts for higher interest.

NON- SPECIFIED INVESTMENTS

These investments have greater potential risk – examples include investment in the money market, stocks and shares.

Given the unpredictability and uncertainties surrounding such investments, Banwell Parish Council will not use this type of investment.

Commented [BPC1]: Council to consider whether this is what they want to say.

LIQUIDITY OF INVESTMENTS

The Clerk/ RFO will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

REVIEW OF INVESTMENTS

The return on investments will be reviewed regularly and at least annually by the Council.

Agenda Item 8

With emergency light testing it is mandatory to carry out a discharge test for 1 hour every 6 months and a 3 hour discharge test every 12 months.

Best practice as we carry out for our clients is every other month just to carry out a flick test to ensure they would work.

- Emergency light 2 monthly test would be about 4 hours £120
- Emergency light 6 monthly test 2 hours £60
- Emergency light monthly test an hour £30

Bridget.C.Bowen FCA
86 High Street
Weston
Bath BA1 4DD

Tel: 07465 416597

Email: bridget.c.bowen@outlook.com

Mrs E Shayler
Clerk to Banwell Parish Council
Banwell Village Hall,
Westfield Road,
Banwell
BS29 6BS

15 March 2019

Dear Liz

BANWELL PARISH COUNCIL

Interim internal audit report - Year ended 31 March 2019

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

I am bound by the ethical guidelines of the Institute of Chartered Accountants of England and Wales. I confirm that I am independent of the Council.

The internal audit work I have carried out has been planned to enable me to give my opinion on the control objectives set out in the Internal Auditor's Report on the 2018-19 Annual Governance and Accounts Return.

I have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils - A Practitioners' Guide (England)' 2017
- The Accounts and Audit (England) Regulations 2015 (as amended).

I was appointed as internal auditor to the Parish Council on 17 September 2018.

This visit on 15 March 2019 was my second interim internal audit visit for 2018-19. I carried out internal audit tests on the various financial records, vouchers, documents, minutes and insurance documentation to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out.

Internal audit checks

During this visit I checked the following:

- Minutes of Council Meetings
- Policies and procedures
- Bank and cash
- Income and Expenditure
- VAT
- Payroll
- Risk assessment and insurance
- Asset register
- Budget and reserves 2019-20
- Sole managing trustee

Findings

Minutes of meetings

The Council meets every month. The minutes of the Council meetings from October 2018 to February 2019 were reviewed. All minutes had been approved at the following meeting and had been signed by the Chair. Every page of the approved minutes had been initialled by the Chair.

Policies and procedures

The Council reviewed and updated its Standing Orders and Financial Regulations on 18 February 2019.

The Council does not have an investment strategy. From 1 April 2018 this is a statutory requirement under s15 (1) (a) para 14 of the Local Government Act 2003 for local authorities with investments of over £100,000. At 28 February 2019 the Council had cash in its bank accounts totalling £182,343.

Recommendation

- *The Council reviews and documents its investment strategy as from 1 April 2018 this is a statutory requirement under s15 (1) (a) para 14 of the Local Government Act 2003 for local authorities with investments of over £100,000*

Bank and cash

The Council has a current bank account, a deposit account and a cemetery account with NatWest and a current account with Unity as follows:

- Natwest - current account - account number 53357655
- Natwest - deposit account - account number 81413459
- Natwest - cemetery account - account number 59678674
- Unity Bank - current account - account number 20398572

The cash book was up to date. Bank reconciliations are carried out every month and are checked by a councillor. Since November 2018 all reconciliations have been signed off by the RFO.

The bank reconciliation at 28 February 2019 was reperformed. The bank reconciliation includes one BACS payment dated 1 March 2019. It is unclear why the system picked this up as a reconciling item. We discussed how this can be avoided at the year end. The cheque that was more than 6 months old at 31 October 2018 has been written back.

The Council has recently moved to on-line banking with Unity. The Councils has strong controls over the authorisation of payments. The Financial Regulations were updated in February 2019 to include procedures around BACS payments.

Income and Expenditure

The cash book expenditure entries for February 2019 were all agreed to invoices and the bank statements. No errors were noted.

The precept receipts of £44,449 in April 2018 and £44,448 in September 2018 were agreed to bank statements.

Income in May 2018 was agreed to source documentation and the bank statements and no errors were noted.

VAT

VAT is claimed quarterly. The claim for the three months to 30 September 2018 was checked to source documentation and no errors were found.

Payroll

The Council has one employee, the Clerk. The Clerk has a current contract of employment and is enrolled in the pension scheme.

Payments to HMRC are made on time. A test check on one month's salary payments found no errors.

Risk assessment and insurance

The Council has insurance through Came & Co. It considers the level of insurance required before the renewal. The Council is currently in the first year of a three year deal.

The level of fidelity guarantee insurance was considered by the Council at the meeting on 19 November 2018 and the cover of £150,000 was considered adequate.

Asset register

The Council maintains an asset register and it has been recently updated. There is a de minimus level of £100 below which assets are not included on the asset register. This has not yet been included in the Financial Regulations.

Recommendation

- *The Council records the de minimus below which assets are not recorded on the asset register in the Financial Regulations.*

Budget and reserves

The 2019-20 budget was agreed at the Council's meeting on 21 January 2019 and the precept of £88,886 was approved.

Earmarked reserves for the cemetery extension were considered by the Council. General reserves are adequate and not excessive.

The Council has a reserves policy and monitors actual expenditure against budget regularly throughout the year.

Sole managing trustee

The Council is the sole managing trustee for Banwell Recreation Ground. The annual return for the Charity for the year ended 31 March 2018 was filed on time at the Charity Commission in October 2018.

The Council has met its responsibilities as a sole managing trustee, the trustees have met during the year, the Recreation Ground has been maintained and the annual return has been filed on time.

Conclusion

Based on the tests I have carried out at this interim internal audit visit, in my view, the internal control procedures in operation are adequate for the needs of Banwell Parish Council.

Details of good practice noted and a summary of my recommendations can be found at the appendices to this report.

Next visit

The next internal audit visit has been arranged for Tuesday 23 April 2019.

At this visit detailed checks will be carried out on:

- Year end checks

Next Steps

This report should be noted and taken to the next meeting of the Parish Council. The Council should decide what action will be taken on the recommendations I have made.

Kind regards

Yours sincerely



Bridget Bowen FCA

Internal auditor

Summary of good practice

1. The Council has an integrated accounting system on Scribe
2. The Clerk is aware of the requirements of GDPR and the Council is registered with the ICO
3. Bank reconciliations are prepared regularly
4. The Clerk is CiLCA qualified
5. Details of payments authorised at meetings are recorded in the minutes

Summary of recommendations

1. The Council reviews and documents its investment strategy as from 1 April 2018 this is a statutory requirement under s15 (1) (a) para 14 of the Local Government Act 2003 for local authorities with investments of over £100,000
2. The Council records the de minimus below which assets are not recorded on the asset register in the Financial Regulations.

Internal Audit 1 April 2019 - Action Points

Action required / suggested	Action Taken	Date to be completed
November 2018		
Bank reconciliations should be signed and dated by the RFO	Already actioned by Clerk / RFO	13/11/18
Direct debits and Standing Orders should be posted on Scribe on day that they appear on bank statement. The only reconciling items on the bank account should be unrepresented cheques and uncleared cash and cheque lodgements	Completed	20/11/18
Financial Regulations are updated to include the controls over on-line banking	Completed	18/02/19
The Council sets a de minimus below which assets are not recorded on the asset register and this is included in the Financial Regulations.	Completed on Asset Register	18/03/19
The Council considers increasing the level of the Fidelity guarantee.	To be discussed	19/11/18
March 2019		
The Council reviews and documents its investment strategy as from 1 April 2018 this is a statutory requirement under s15 (1) (a) para 14 of the Local Government Act 2003 for local authorities with investments of over £100,000	Policy to be written and agreed May / June 2019.	
The Council records the de minimus below which assets are not recorded in the Financial Regulations.	Financial Regulations to be reviewed in 2019.	

Bills for Payment - 18th March 2019 to 8th April 2019
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount		Minute agreed	Power
Already agreed by Council and processed in accounts 2018/2019								
BACS	ICCM	Corporate membership	£90.00		£90.00		c 07/19	LGA 1972 s214 (2) & (6)
BACS	E. Shayler	Expenses	£391.29	£78.25	£469.54		55, 59 & 60/19	LGA 1972 s111
5367	Land Registration	3 x land registration; Quarry, Castle Hill and Knightcott Rd land around bench	£30.00		£30.00			LGA 1972 s111
BACS	CAB	Incorrect account details - resent.	£3,738		£3,738		29/19	Section 137 (9)
Already agreed but processed in 2019/2020 accounts								
BACS	HMRC	PAYE and NI for March (12.04.19)	£409.64		£409.64			LGA 1972 s112
DD	Mainstream	Phone and Broadband (DD 14.02.19)	£63.11	£12.62	£75.73	Waiting for invoice		LGA 1972 s111
DD	E-ON	Streetlight Power (DD 16.02.19)	£185.52	£37.10	£222.62	Waiting for invoice		PCA 1957, s3 & HA 1980 S301
BACS	J K Gardening	Grass cutting @ Rec Ground	£141.75		£141.75	Waiting for invoice		PHA 1875 s164
BACS	J K Gardening	Grass cutting @ Riverside, Children's Centre, K'cott Bank	£141.75		£141.75	Waiting for invoice		PHA 1875 s164
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50	Waiting for invoice		LGA 1972 s214 (2) & (6)
BACS	J K Gardening	Village Orderly duties	£392.50		£392.50	Waiting for invoice		LGA 1972 s112
BACS	J K Gardening	Riverside	£155.00		£155.00	Waiting for invoice		LGA 1972 s214 (2) & (6)
BACS	J K Gardening	Riverside Total £1188.50	£310.00		£310.00	Waiting for invoice		LGA 1972 s214 (2) & (6)
BACS	Youthworkz	Youth Club staffing costs (£560 - £555.16 fundraising) + Programme costs (£150.08 - £13 subs)	£141.92		£141.92			LG (MP) Act 1976 S19 (1e) & (1f)
BACS	Greenways	Dog bin emptying	£313.84		£313.84		283/19	EPA 1990 s5 subsection 86 (13)
BACS	SLCC	VAT webinar	£60.00	£12.00	£72.00			LGA 1972 s111
BACS	E. Shayler	Overtime Payment 50hrs and expenses	£695.81	£37.45	£733.26			LGA 1972 s111 & s112
SO	E. Shayler	Clerk's Salary (SO 26.04.19)	£1,550.78		£1,550.78			LGA 1972 s112
DD	Nest	Pension contributions (DD 30.04.19)	£187.55		£187.55			LGA 1972 s112
BACS	HMRC	PAYE and NI for April (12.05.19)	£832.97		£832.97			LGA 1972 s112
Totals			£9,993.93	£177.42	£10,171.35			

Banwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Cemetery and Memorials		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
101	Grass Cutting	0.00	0.00	0.00	1,950.00	1,950.00	0.00
102	Paths / Trees / Garden	0.00	0.00	0.00	350.00	60.00	290.00
103	Making up Graves	0.00	0.00	0.00	280.00	0.00	280.00
104	Cemetery / Memorial Maintenance	0.00	0.00	0.00	4,000.00	4,372.82	-372.82
105	Environmental Fee	0.00	0.00	0.00	360.00	360.00	0.00
		£0.00	0.00	£0.00	6,940.00	£6,742.82	197.18

Cemetery Income		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
908	Cemetery Income	0.00	2,500.00	6,820.00	0.00	0.00	4,320.00
		£0.00	2,500.00	£6,820.00	0.00	£0.00	4,320.00

Clerk and Administration		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
301	Salary & NI	0.00	0.00	0.00	20,500.00	20,200.53	299.47
302	Clerk's Pension	0.00	0.00	0.00	400.00	862.31	-462.31
303	Phone / Internet	0.00	0.00	0.00	500.00	452.69	47.31
304	Office rent	0.00	0.00	0.00	2,830.00	2,805.00	25.00
305	Hall Hire	0.00	0.00	0.00	270.00	814.00	-544.00
306	Office equipment / Stationary / We	0.00	0.00	25.00	4,500.00	3,801.82	723.18
307	Advertising	0.00	0.00	0.00	300.00	132.00	168.00
308	Insurance	0.00	0.00	0.00	2,200.00	2,622.87	-422.87
309	Subscriptions inc ALCA & SLCC	0.00	0.00	0.00	700.00	870.24	-170.24
310	Audit Fees	0.00	0.00	0.00	900.00	843.75	56.25
311	Legal Costs inc Land registration	0.00	0.00	0.00	200.00	69.85	130.15
312	Training Clerk	0.00	0.00	0.00	400.00	878.80	-478.80
313	Training Councillors	0.00	0.00	0.00	600.00	563.80	36.20
314	Inspections / Risk Assessments	0.00	0.00	0.00	300.00	250.33	49.67
315	Grants and Donations	3,000.00	0.00	200.00	2,500.00	9,527.07	-3,827.07
316	Chairmans Allowance	0.00	0.00	0.00	100.00	60.00	40.00
317	Bank Charges	0.00	0.00	0.00	0.00	40.80	-40.80
		£3,000.00	0.00	£225.00	37,200.00	£44,795.86	-4,370.86

Environment		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
201	Allotment	0.00	1,647.88	1,647.88	1,647.88	1,647.88	0.00
202	Village Orderly	0.00	435.81	435.81	4,710.00	4,710.00	0.00
203	Env Hedge / Fence / Tree Work	0.00	0.00	0.00	450.00	413.33	36.67
204	Env Grass Cutting	0.00	0.00	0.00	1,800.00	1,741.00	59.00
205	Dog Bins	0.00	0.00	0.00	4,233.00	3,543.01	689.99
206	Env Maintenance Riverside / defib	0.00	0.00	0.00	2,000.00	1,321.75	678.25
207	Environmental Projects	0.00	0.00	215.00	6,000.00	1,425.00	4,790.00
208	Environmental Grant	4,420.52	7,149.52	0.00	11,570.04	1,210.00	7,631.04
		£4,420.52	9,233.21	£2,298.69	32,410.92	£16,011.97	13,884.95

Highways		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
400	Street Light Power	0.00	0.00	0.00	2,400.00	2,208.40	191.60
401	Street light Maintenance	0.00	0.00	0.00	2,000.00	2,960.30	-960.30
402	Street Light Upgrade	0.00	0.00	0.00	1,000.00	0.00	1,000.00
403	Highways related projects	0.00	0.00	0.00	8,000.00	102.38	7,897.62
		£0.00	0.00	£0.00	13,400.00	£5,271.08	8,128.92

Income		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
901	Childrens Centre Rent	0.00	2,500.00	2,500.00	0.00	0.00	0.00
902	Misc Income	0.00	30.00	131.00	0.00	0.00	101.00

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

Banwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

903 Council Tax Support Grant	0.00	2,129.91	2,129.91	0.00	0.00	0.00
904 Annual precept	0.00	88,897.00	88,897.00	0.00	0.00	0.00
907 VAT	0.00	0.00	0.00	0.00	0.00	0.00

£0.00	93,556.91	£93,657.91	0.00	£0.00	101.00
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Recreation GroundCode Title

<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

601 Rec Grass Cutting	0.00	0.00	0.00	1,800.00	1,701.00	99.00
602 Rec Maintenance	0.00	0.00	484.77	1,000.00	1,217.44	267.33
603 Rec Tree and Fence Work	0.00	0.00	0.00	900.00	911.67	-11.67

£0.00	0.00	£484.77	3,700.00	£3,830.11	354.66
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Youth ClubCode Title

<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

500 YC Staffing	0.00	0.00	0.00	11,600.00	6,967.54	4,632.46
501 YC Programme	0.00	0.00	0.00	2,000.00	1,252.45	747.55
502 YC Extraordinary Activities	3,422.40	0.00	0.00	1,300.00	0.00	4,722.40
503 YC Computers	1,000.00	0.00	0.00	0.00	0.00	1,000.00
905 YC Subscriptions	0.00	900.00	205.50	0.00	0.00	-694.50

£4,422.40	900.00	£205.50	14,900.00	£8,219.99	10,407.91
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NET TOTAL

£11,842.92	106,190.12	£103,691.87	108,550.92	£84,871.83	33,023.76
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Department	Comments	Budget 2019 - 20
Cemetery & Memorials		
Grass cutting	No anticipated increase	1,950
Garden		350
Making up graves		280
Cemetery / Memorial work contingency	War memorial due to be cleaned. Underspend from last years budget and precept	6,000
TOTAL		£8,580

Clerk and Administration		
Salary & NI	Anticipated 1% increase, optional spinal point	22,500
Clerk's Pension provision	Figure on system is employee & employer increase 2% to 3%	650
Office Rental	Movememnt to Children's centre	0
Room hire	Movememnt to Children's centre	64
Advertising		300
Insurance	New 3yr fixed term	2122.87
Subscriptions	ALCA / SLCC inc	800
Audit fees	Increase due to council over 100K	1000
Legal costs		200
Training		1000
Risk Assessments	Now split with rec	155
Chairman's Allowance		100
Grants and Donations		6000
Bank Charges		100
TOTAL		£34,992

Environment		
Fence & Trees		£400
Village Orderly	No anticipated increase	£4,710
Dog Bins	No anticipated increase	£4,080
Grass Cutting	No anticipated increase	£1,850
Riverside /Defib Maintenance	Includes new defib	£3,520
Environmental projects		£4,000
Environmental Grant	Split to be used to off set Childrens Centre costs	£2,500
TOTAL		£21,060

Highways		
Power	New LED lights	2,000
Maintenance	New lighting contract	3500

Upgrades	2625 for lots of 5 to LED	5300
6 yearly inspection	Completed in 2017	0
Highways projects		4000
TOTAL		£14,800

Recreation Ground		Budget 2019 - 20
Rec Grass Cutting	No anticipated increase	1,310
Rec Maintenance		2000
Rec Trees and Fence Work		500
Annual inspections		310
TOTAL		£4,120

Youth Club		
Youth Club staffing - 2/3 days	At present 2 days possible increase to 3.	£11,600
Youth Club programme costs		£2,000
Computers - match funded	Carry forward	£1,000
Extraordinary activities inc Residential	Includes redecoration of den	£800
Subs		-£400
TOTAL		£15,000

Childrens Centre		
Repairs & Maintenance	North Somerset figures in red	£2,946
CCTV		£2,000
Electricity		£1,035.52
Gas		£2,630.99
Water		£601.22
Waste Collection		£147
Cleaning supplies		£2,818
Sub Total		£12,179
Office equipment, stationery inc Website		£3,000
Phone/Internet	Move to YCC	£500
Insurance	Fittings already included. Up to £12,000 contents already included	£0
Sub Total		3500
TOTAL		£15,679

TOTAL EXPENDITURE		£114,231
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INCOME

Village Orderly Grant	Concern this will not exist.	435.81
Children's Centre Rent	Withdrawal of North Somerset	0
Children's Centre Stipend	Contribution to children 's centre	8,650
Misc income		100
Council Tax Support Grant	Reduction from last year	0
Solar panel grant from New Solar Banwell		7149
INCOME		£16,335

Budget Requirement

£97,896

Cemetery income	Not part of budget as earmarked	£3,000
Section 137 Contributions	It should be noted that Section 137 contributions may come out of various budget headings. For 2018/2019 the maximum	

GENERAL RESERVES (ESTIMATED AT 15.01.19)**CEMETERY EXTENSION RESERVE ON 15.01.19****CEMETERY EXTENSION RESERVE (ESTIMATED AT 30.04.19)**

Budget increased by £3,842

Precept requirement £1 less

Band D £83.82

Last year Band D £80.36

Increase of 4.3% or £3.46 a year or 7p a week