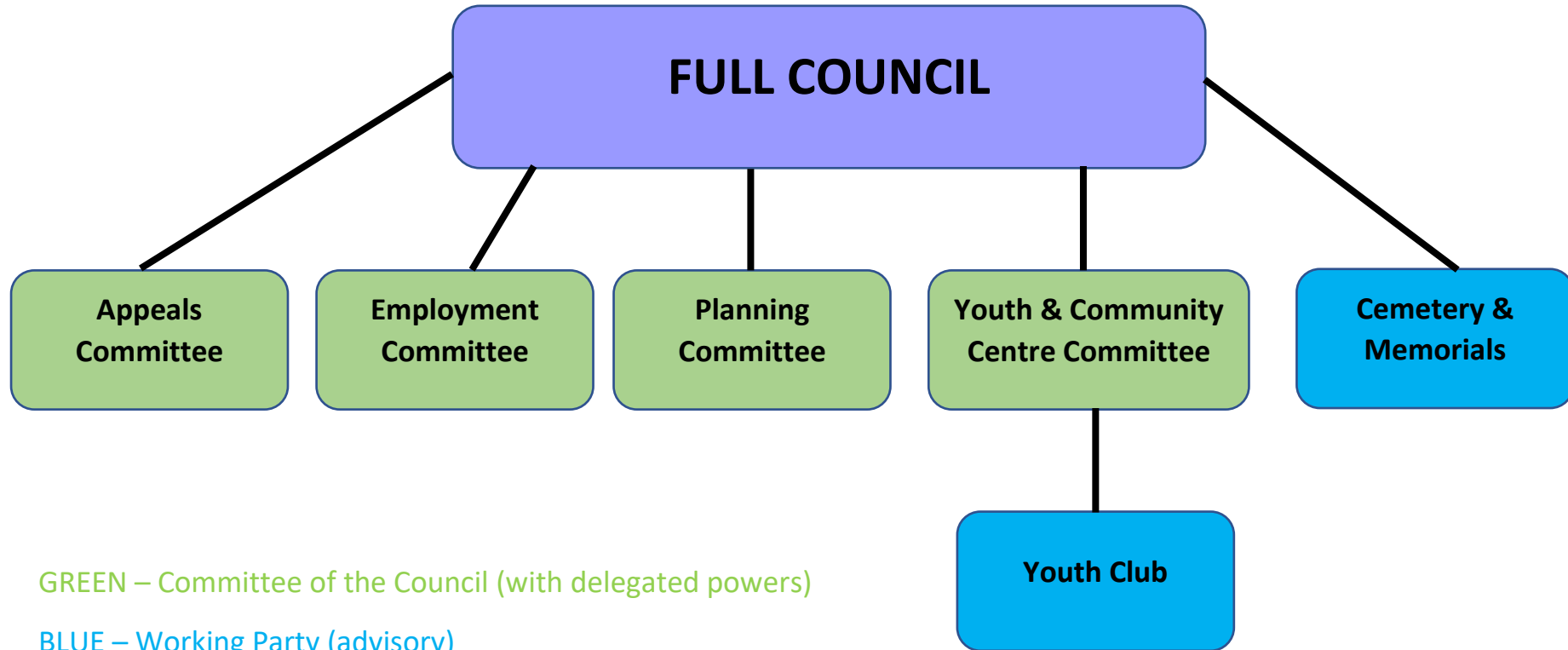


Agenda item 5 – Committee Structure



GREEN – Committee of the Council (with delegated powers)

BLUE – Working Party (advisory)

Committee Members 2020/21 Members already filled in are those from 2019/20

If you have been unable to attend the committee meetings in the past year, then please consider carefully whether you would like to continue on that committee.

Planning (1 st Monday of the month)	Youth and Community Centre (3 rd Monday every two months)
Cllr Blatchford (Chairman)	Cllr Adams
Cllr Baird	Cllr Baird
Cllr Davies	Cllr Blatchford (Vice-Chairman)
Cllr Harding	Cllr Harding
Cllr Manley (Vice – Chairman)	Cllr Manley (Chairman)
Cllr Parry	Cllr McCarthy
Employment	Appeals (in the unlikely event that after a grievance / disciplinary hearing that there is an appeal)
Cllr Baird	Cllr McCarthy
Cllr Blatchford	Cllr Davies
Cllr Harding (ex officio)	Vacancy
Cllr Parry	
Cemetery & Memorials Working Party (twice a year)	
Cllr Paul Blatchford (Chairman)	John Keate (co-opted)
Cllr Davies	Richard Tolmie (co-opted)
Cllr McCarthy (Vice-Chairman)	
Cllr Phil Adams	
Cllr Paul Harding (ex officio)	

Outside Body	2019/20 Representatives
ALCA North Somerset Group	Cllr Harding & Vacancy
Banwell Allotment Society	Vacancy
Banwell in Bloom	Vacancy
Banwell Scouts & Guides Association	Cllr Adams
Banwell School Community Governor	Vacancy
Banwell Village Hall Management Committee	The Clerk & Cllr McCarthy currently attend as they hold positions on the Committee.
Churchill and Langford Minibus Society	Vacancy
Community Resilience	Vacancy
Defibrillator Guardians	Cllr Adams, Cllr Baird & Cllr Manley
Hinkley Point Community Forum	Cllr Blatchford
Parochial Church Council	Cllr McCarthy
NSC Standards Sub-Committee (need a knowledge of the Code of Conduct)	Cllr Harding
Weekly Visual Checks of Play Areas	Cllr Harding and Cllr Baird
Winscombe & Banwell Patient Participation Group	Cllr Parry



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD REMOTELY AT 7:30pm ON MONDAY 27th APRIL 2020

PRESENT:	Councillors: Paul Blatchford (Chairman), Phil Adams, Phil Baird, Karen Bennett, Steve Davies, Paul Harding (Vice-Chairman), Nick Manley, Maggie McCarthy, Dawn Parry & John Wormald.
IN ATTENDANCE:	Mrs Liz Shayler (Clerk)
WARD COUNCILLOR:	None
AVON & SOMERSET POLICE:	None
MEMBERS OF THE PUBLIC:	None

The Chairman, Paul Blatchford, opened the meeting by welcoming everybody

Before the meeting was reconvened Members of the public were invited to speak.

Members of the public

No members of the public were present and therefore no issues were raised.

Community Beat Manager's report

The following report was received for the period 16/03/2020 to 22/04/2020.

Calls from Parish = 46 with the following selection of crimes reported: 3 antisocial behavior, 8 Covid 19 Breech, 2 Criminal Damage, 1 fraud, 1, harassment, 12 suspicious activity and 5 traffic related.

Members of the public were assured that the police service continues to run as normal, it is appreciated that the majority of residents are abiding to the government rules of "STAY AT HOME & SAVES LIVES" keeping travel to a minimum and exercising locally. However, they were attending a large number of Covid 19 breeches within the Banwell area and therefore members of the public were asked to observe the guidelines to help prevent the spread of the virus and protect the NHS. People were also encouraged to call 101 to report any breeches within the community.

Everyone as been asked that whilst at home to check the security of their property, making sure door and window locks are in good working order, sheds are secure, items of value are property marked, photographed and serial numbers noted, outdoor lights are in working order, computer/laptop and iPad's are updated and security scanned for virus or threats. It is also thought to be a good time to think about setting up a "NEIGHBOURHOOD WATCH" group, many may already be using things like "What's App" or messenger to communicate with their neighbours, it was possible to make it official by looking at the Avon and Somerset Constabulary website for details.

Members of the public were asked to look out for vulnerable and elderly people within the community at this uncertain time. The team can be contacted via the Avon and Somerset Constabulary website or Twitter @ASPWSM.

Ward Councillor's report

No Ward Councillor was present, and no report had been received.

The meeting was convened

076/20 To receive apologies for absence (agenda item 1)

No apologies were received

077/20 To receive members' declarations of interest on any agenda item (agenda item 2)

No declarations of interest were received.

078/20 To approve as a correct record, the minutes of the Parish Council Meeting on the 16th March 2020 (agenda item 3)

Resolved – That the minutes of the Parish Council Meeting held on the 16th March 2020 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous)

The minutes of the meetings will be signed by the Chairman as a correct record.

079/20 To note the minutes of the Planning Committee minutes from the 6th April 2020 (agenda item 4)

The minutes of the Planning Committee Meeting were noted.

080/20 To receive the Clerk's report/Exchange of information (agenda item 5)

- (i) **Community Picnic on July 4th 2020** – The Clerk informed the Council that this will be on next month's agenda and to consider what they would like to do.
- (ii) **Winscombe & Sandford Parish Council Grant** – £1000 had been granted to help fund the Youth & Community Centre.
- (iii) **Defibrillator Guardianship** – Cllr Baird & Adams were currently unable to undertake their guardianship duties. The Clerk had undertaken the last couple however the defibrillators required registering on the new website. Cllr Manley agreed to register all cabinets and undertake the checks.
- (iv) **Food bank donations** – District Cllr Haverson, Keith McLaughlin, Paul & Amanda Smallwood from Churchill & Langford Minibus Society and various members of the public had donated both money and food to the food bank. The Chairman thanked all those who had contributed.
- (v) **Play Areas** – Cllr Harding reported that the good news was that most people had abided by the lockdown rules and were not using either the Recreation Ground or Riverside. Unfortunately, over the weekend somebody had cut away the cable ties on one of the Riverside Swings. These had been retied up again.

081/20 To approve the following items of expenditure (agenda item 6)

- (i) **£2,471.52 Insurance premium, final year of 3-year fixed contract**

Resolved: To agree the Insurance premium payment of £2471.52 to Came & Company

The resolution was correctly proposed and seconded (unanimous)

- (ii) **£225.50 Quarterly servicing of the disabled access lift**

Resolved: To agree the payment of £225.50 for quarterly servicing of the disabled access lift.

The resolution was correctly proposed and seconded (unanimous)

082/20 To note the training and events available and agree any attendance (agenda item 7)

- (i) **Tues 28th April, Managing Your Council's Social Media Presence Through The Coronavirus Crisis. Webinar 12:30pm – 1:30pm. £30**

No one to attend this webinar

- (ii) **21st May, Video Presentation Skills – Communicating Professionally on Camera. Webinar £30**

No one to attend this webinar

083/20 To discuss the £350 grant application from Vision North Somerset (agenda item 8)

Resolved: That £100 be granted to Vision North Somerset.

The resolution was correctly proposed and seconded (unanimous)

084/20 To note the broken bench at the entrance to Wolvershill Park and discuss a way forward (agenda item 9)

Resolved: That the bench is refurbished when possible. Cllr Parry to speak to a local carpenter

The resolution was correctly proposed and seconded (unanimous)

085/20 To discuss the postponed Parish Assembly and the Community Volunteering Award (agenda item 10)

Resolved: That the Parish Council consider this item at a later point in the year and once amended, the Annual Report to be advertised more widely.

The resolution was correctly proposed and seconded (unanimous)

086/20 To postpone the annual Spring Clean to either the 12th, 19th or 26th September (agenda item 11)

Resolved: That the Annual Spring Clean be postponed until the 19th September 2020

The resolution was correctly proposed and seconded (unanimous)

087/20 To note the conclusion of the internal audit March 2020 (agenda item 12)

The conclusion of the internal audit was noted with no actions to be taken. The internal auditor's submission to the external auditor was also noted.

088/20 To approve the Annual Governance Statements for 2019/20 (agenda item 13)

Resolved: That Box 1 – 9 of the Annual Governance Statement 2019/20 be completed as 'yes'

The resolution was correctly proposed and seconded (unanimous)

The Annual Governance statements to be signed by the Chairman and Clerk

089/20 To approve the Statement of Accounts for 2019/20 (agenda item 14)

The completed accounting statement, having been signed by the Responsible Financial Officer was presented to Council in advance of the meeting

Resolved: To approve the Statement of Accounts for 2019/20

The resolution was correctly proposed and seconded (unanimous)

The Accounts to be signed by the Chairman

090/20 To formally authorise bills for payment including the extra-ordinary one at the end of March (agenda item 15)

Resolved: To formally authorise extra-ordinary bills for payment of £2749.45 for the end of March 2020 and to authorise April's Bills for Payment of £26,131.08. Cllr Harding and Cllr Baird to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

091/20 To note the Parish Council's end of March's, bank balances and bank reconciliation (agenda item 16)

The Parish Council's end of March's bank balances and bank reconciliation were noted.

092/20 To note the Parish Council's 2020/21 budget (agenda item 17)

The Parish Council's 2020/21 budget was noted.

093/20 To agree regular standing order and direct debit payments made from the Unity bank account (agenda item 18)

Resolved: That the following regular standing orders and direct debits be agreed;

SO	Clerk basic salary	Monthly
DD	Pension – NEST	Monthly
DD	E-On – electricity streetlights	Monthly
DD	E-On – electricity YCC	Monthly
DD	Mainstream telephone lines x 2 at YCC	Monthly
DD	North Somerset – waste collection at YCC	Monthly
DD	Water-2-Business YCC	Quarterly
DD	Cathedral Hygiene YCC	Quarterly
DD	Unity Trust Bank Charges	Quarterly
DD	Information Commissioners Office - data protection	Annually
DD	TV Licence	Annually
VDD	Land Registry	When requested

The resolution was correctly proposed and seconded (unanimous)

094/20 To discuss the hire of an internal auditor for the financial year 2020/21 (agenda item 19)

The Council were told that the present internal auditor had offered her services for £500 a year which she was prepared to hold with an annual inflation increase for the next three years.

Resolved: That Bridget Bowen be hired as the Internal auditor for the next three years.

The resolution was correctly proposed and seconded (unanimous)

095/20 Dates of the next meetings – (agenda item 20)

- 4th May Planning Committee Meeting, 7pm, Remotely <https://us02web.zoom.us/j/279564797>
- 18th May Annual Parish Council Meeting, 7:30pm, Remotely <https://us02web.zoom.us/j/308292669>

The Chairman closed the meeting at 20:20

.....Chairman

.....Date

Bills for Payment - 1st April to the 27th April 2020
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount		Minute agreed	Power
	Already Paid							
DD	Mainstream	Phone and Broadband (DD 14.04.20)	£115.96	£23.19	£139.15		118/19	The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019
DD	E-ON	Streetlight Power (DD 17.04.20)	£147.01	£7.35	£154.36		118/19	
DD	E-ON	YCC power (DD 27.04.20)	£149.40	£7.47	£156.87		YCC 20/20	
SO	E. Shayler	Clerk's Salary (SO 26.04.20)	£1,526.54		£1,526.54		118/19	
DD	Calor	LPG top up (DD 27.04.20)	£379.20	£18.96	£398.16		150/19	
DD	Calor	Standing charge (DD 27.04.20)	£14.71	£0.74	£15.45		150/19	
		Total £413.61						
	To Pay							
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		£141.75			
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		£70.87			
BACS	J K Gardening	Grass cutting @ YCC	£70.88		£70.88			
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50			
BACS	J K Gardening	Village orderly	£392.50		£392.50			
BACS	FOS UK	Dog Bin emptying	£339.00		£339.00		177/19	
BACS	Insight Cleaning	YCC Cleaning includes extra & carpet cleaning equipment	£312.00		£312.00		39/19	
BACS	GB Sport	Zipline	£12,102.25	£2,420.45	£14,522.70		035/20 (ii)	
BACS	Bridget Bowen	Internal Audit	£75.00		£75.00		240/19	
BACS	Weston Rail Services	Quarterly charge	£875.00	£175.00	£1,050.00		243/18	
BACS	Triangle Lift Services	Annual maintenance	£225.50	£45.10	£270.60	Awaiting agenda item	H & S	
BACS	Churchill & Langford Minibus Society	Bookers food bank shop	£250.59	£4.59	£255.18		062/20	
BACS	North Somerset	Works to footpaths	£363.50		£363.50	From last Bills for Payment	035/20 (iii)	
BACS	E. Shayler	Overtime & Expenses (food bank shop & zoom)	£620.31	£9.91	£630.22		062/20	
BACS	Complete Weed Control	Annual Spray	£364.00	£72.80	£436.80		239/18	
	Citizens Advice	Annual Contribution for outreach	£3,946.00		£3,946.00		009/20	
BACS	Pear Technology	Annual subscription for Cemetery Plan	£85.00	£17.00	£102.00			
DD	Nest	Pension contributions (DD 30.04.20)	£182.89		£182.89		118/19	
DD	Cathedral Leasing LTD	Hygeine Services	£129.99	£26.00	£155.99			
BACS	HMRC	PAYE and NI for Sept (12.05.20)	£792.03		£792.03		118/19	
		Totals	£22,912.36	£2,802.56	£25,714.92			
Transfer	Natwest	Environmental Fee from Cemetery Account to Current Account	£120.00		£120.00			

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

Method	Payee	Details	Net Amount	VAT	Gross Amount	Minute agreed	Power
Already Paid							The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019
BACS	GB Sport & Leisure	Belle Bee seesaw	£1,880.84	£398.77	£2,279.61	230/19	
To Pay							
BACS	Complete Business	Card & Hand Towels	£37.50	£7.50	£45.00	H & S	
BACS	Liz Shayler	Covid-19 expenses including food bank purchases	£221.04	£9.10	£230.14	062/20	
BACS	C & L Minibus Society	Covid-19 Food Bank purchases	£187.77	£6.93	£194.70	062/20	
		Totals	£2,327.15	£422.30	£2,749.45		



MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD REMOTELY AT 7pm ON MONDAY 4th MAY 2020

PRESENT: Councillors Paul Blatchford (Chairman), Phil Baird, Steve Davies, Paul Harding, Nick Manley & Dawn Parry

IN ATTENDANCE: Mrs Liz Shayler (Clerk), Parish Cllr John Wormald, District Cllr Karin Haverson, 4 members of the public

Before the meeting was reconvened Members of the public were invited to speak.

- (i) Several residents spoke in objection to 20/P/0620/FUL and raised the following concerns:
- The archaeological importance of parts of the site
 - The impact on the ecology of the site including birds of prey, the Canadian Geese migration route and the disruption to local wildlife
 - The combined effect on local tourism of a large area of fields being turned into a solar farm both locally and across surrounding villages
 - The short-term effect on the local road infrastructure which consists of narrow country lanes
 - The accumulative effect of this volume of solar panels and the loss of green space
 - Lack of maintenance of the current site including wildlife being trapped on the fence and not being removed
 - Suspected incorrect boundary distance specified
 - It was felt that this was at odds to North Somerset's Planning Policies on Solar Farms
- (ii) Cllr Haverson spoke in support of the principle of Solar Farms but understood the concerns of residents.

The Meeting was convened

26/20 To receive apologies for absence (agenda item 1)

No apologies were received

27/20 To receive declarations of interest (agenda item 2)

No committee member declared an interest

28/20 To approve as a correct record the minutes of the Planning Committee Meeting held on the 6th April 2020 (agenda item 3).

Resolved – That the minutes of the Planning Committee Meeting held on the 6th April 2020 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous).

The minutes of the meetings will be signed by the Chairman as a correct record.

29/20 To note and comment upon planning applications (agenda item 4)

(i) **20/P/0600/MMA**

Western Trade Centre, Knightcott Rd, Banwell. BS29 6HT. Minor material amendment to reserved matters application 19/P/0230/RM to allow for relocation of the access road and position of the houses on plots 09 and 10 and changes to house types B and C on plots 2, 9 and 10.

This application was noted

(ii) **20/P/0620/FUL**

Bowerhouse Land, Havage Drove off Box Bush Lane, Rolstone, Banwell. BS24 6UA. Installation of ground mounted photovoltaic units and associated works to extend the existing solar farm.

Resolved – Whilst the Parish Council supports Solar Panel Farms, they recommend refusal on the following grounds;

- The archaeological importance of parts of the site
- The impact on the ecology of the site and the disruption to local wildlife
- Out of scale given the sheer size of the farm.
- The accumulative effect of this volume of solar panels and the loss of green space
- Loss of visual amenity

The resolution was correctly proposed and seconded (unanimous)

(iii) **20/P/0767/FUL**

1, Littlefields Avenue, Banwell. BS29 6BE. Demolition of existing side extension and erection of a single storey rear extension to dwelling. Erection of 1no. new detached dwelling adjacent to existing dwelling (amendment to previously approved planning application 19/P/0158/FUL - new dwelling set slightly further forward).

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

- This is a dangerous corner and the design of the parking will mean that vehicles will be reversing on to a road with a blind bend.
- The area of the designated parking is constrained meaning that parking on an already dangerously congested road is inevitable.
- It is contrary to planning Condition 8 of the original approval (19/P/0158/FUL).

The resolution was correctly proposed and seconded (unanimous)

(iv) **20/P/0776/NMA**

Mead Fields, Parklands Phase 3B, Land South of Churchland Way, Wolvershill Road, Banwell. Non-material amendment to permission 19/P/2662/RM to allow changes to red line and extent of road adoption, to include section of estate road.

This application has already been decided

(v) **20/P/0823/FUL**

Land Court Farm, Puxton Road, Hewish, Weston-super-Mare. BS24 6UE. New agricultural building which will be primarily used for the purpose of housing/feeding livestock (juvenile cattle).

Resolved – To note this application.

The resolution was correctly proposed and seconded (unanimous)

30/20 To note planning decisions – (agenda item 5)

(i) **20/P/0384/FUH**

Mole End, West Rolstone Road, Hewish, Weston-super-Mare BS24 6UQ. Demolition of outhouse, erection of single storey side and rear extensions. **APPROVED**

(ii) **20/P/0030/FUL**

Land Court Farm, Puxton Rd, Hewish, Weston-super-Mare BS24 6UE. Demolition of existing agricultural buildings & erection of a replacement agricultural building. **APPROVED**

(iii) **20/P/0776/NMA**

Mead Fields, Parklands Phase 3B, Land South of Churchland Way, Wolvershill Road, Banwell. Non-material amendment to permission 19/P/2662/RM to allow changes to red line and extent of road adoption, to include section of estate road. **APPROVED**

(iv) **19/P/3056/ADV**

Land at the Junction of A371 and Well Lane Banwell. Advertising consent for a proposal to place one hoarding sign on land adjacent to the junction of the A371 and Well Lane in Banwell, North Somerset. **REFUSED**

31/20 Date of the next meeting (agenda item 6)

Planning Meeting 1st June 2020 7pm remotely <https://us04web.zoom.us/j/279564797>

The Chairman closed the meeting at 19:45

.....Chairman

.....Date

DRAFT



Supplementary to Banwell Parish Council Standing Orders

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allow local councils to hold remote meetings. The regulations give automatic authority to hold remote meetings and amend standing orders as required.

These regulations remain in force until May 7th, 2021 or earlier if repealed and require a number of temporary changes to Standing Orders.

General

These procedures should be read in conjunction with Banwell Parish Council's standing orders.

The Regulations made under s78 of Coronavirus Act 2020 apply and where there is a conflict between these and any other adopted standing orders or legislation, these Remote Meetings Procedures take precedence in relation to any remote meeting.

1. Annual Meeting

The requirement to hold an Annual Meeting of the Council is to be disregarded and prior to May 7th, 2021 may only take place

- a) where called by the Chairman or
- b) following a resolution calling for an annual meeting being passed at a meeting of the Council

2. Access to Information

"Published on the website of the council" will also apply in relation to where:

- b) a document is required to be 'open to inspection'
- c) a document is required to be published and made available at the council's offices.
- d) there is a requirement to publish information including public notices, agendas, minutes, background papers and written reports

3. Remote Access to Meetings

The definition of "meeting" within the Council's Standing Orders is amended so that:

- a) 'place' includes where a meeting is held, or to be held in more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers
- b) 'open to the public' includes access to the meeting by remote means including video conferencing, live webcasting and interactive streaming
- c) where a meeting is accessible to the public through remote means, the meeting is open to the public whether or not members of the public are able to attend the meeting in person.
- d) if the Council becomes aware that its technology has failed, and the meeting is no longer accessible to the public, the meeting shall be adjourned.
- e) if public access cannot be restored within a reasonable period, the remaining business shall be deferred to a future meeting.

4. Councillors in remote attendance

A councillor is present and counted for the purposes of the quorum when they can:

- f) hear and where practicable see other members of the council
- g) hear and where practicable see members of the public wishing to participate during the public session of the meeting or as invited by the Chairman

A councillor be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance are not met. In these circumstances the Chairman may if appropriate:

- h) adjourn the meeting to permit conditions for remote attendance to be re-established
- i) count the number of councillors in attendance for the purpose of the quorum

5. Remote attendance by members of the public

A member of the public is in attendance when they can:

- j) hear (and where practicable see) the members of the council at the meeting and also be heard (and where practicable be seen)
- k) hear (and where practicable see) the members of public attending the meeting and also be heard (and where practicable be seen), including those wishing to speak during the public session or as invited by the Chairman

A member of the public in will be deemed to have left the meeting where, at any point during the meeting, any of the conditions for remote attendance at 5 a) are not met.

- l) Subject to 5 b) the Chairman may
- m) adjourn the meeting to permit conditions for remote attendance to be re-established
- n) vary the order of the agenda or complete the remaining business of the meeting in the absence of the member of the public in remote attendance.

6. Remote Voting

Unless a recorded vote is demanded, the Chairman will take the vote by :

- e) Clear visual confirmation at the meeting that there is agreement or
- f) a roll call and the number of votes for or against the motion or amendment or abstaining will be recorded.

7. Code of Conduct – councillors excluded from the meeting

Where a councillor is required to leave the room as a requirement of the Council's code of conduct, the Councillor will adjourn to the waiting room whilst any discussion or vote take place.

8. Exclusion of the press and public

Where the council has resolved to exclude the press and public from any part of the meeting, due to the confidentiality of the business to be discussed then:

- g) The means of remote attendance and access to the meeting by members of the press and public will be severed
- h) Each councillor present shall declare that there are no other persons present who are not entitled to be (hearing or seeing), and/or recording the meeting.



TERMS OF REFERENCE

To review and approve the following

	REVIEWED	TO BE REVIEWED
Planning Committee Terms of Reference	May 2019	May 2020
Youth and Community Centre Committee Terms of Reference	May 2019	May 2020
Employment Committee Terms of Reference	May 2019	May 2020
Cemetery and Memorials Working Party Terms of Reference	May 2019	May 2020
Appeals Committee Terms of Reference	May 2019	May 2020

2020/21	Full Parish Council (3rd Monday)	Planning Committee (1st Monday)	YCC Committee	Employment Committee / Cemetery & Memorials WP	Rec Trust (Ad Hoc)
May remotely	Annual Meeting 18th https://us02web.zoom.us/j/84671130173	4th https://us04web.zoom.us/j/279564797			
June remotely	15th https://us02web.zoom.us/j/84671130173	1st https://us04web.zoom.us/j/279564797	1st TBC		AGM
July remotely	20th https://us02web.zoom.us/j/84671130173	6th https://us04web.zoom.us/j/279564797		Cemetery Committee TBD	
August remotely	17th https://us02web.zoom.us/j/84671130173	3rd https://us04web.zoom.us/j/279564797	3rd TBC		
September TBD	21st	7th		Employment Committee TBD	
October TBD	19th	5th	5th	Cemetery Committee TBD	
November TBD	16th	2nd			
December TBD	21st	7th	7th		
January	18th	4th			
February	15th	1st	1st		
March	15th	1st		Employment Committee TBD	
April	19th	Tues 6th / Mon 12th due to Easter	TBD		
May	17th	Tues 4th / Mon 10th due to Bank Hol			

Parish Assembly 2020 currently postponed

Parish Assembly 2021 April 12th or 26th



BANWELL PARISH COUNCIL MEMBER CODE OF CONDUCT

Introduction

Pursuant to section 27 of the Localism Act 2011, Banwell Parish Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

- He/she shall behave in such a way that a reasonable person would regard as respectful.
- He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
- He/she shall not seek to improperly confer an advantage or disadvantage on any person.
- He/she shall use the resources of the Council in accordance with its requirements.
- He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of Interests

Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B below. The member shall also register the pecuniary interests of his/her spouse or civil partner, or of somebody with whom s/he is living as husband or wife or as if they were a civil partner.

Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B below (and those of his/her spouse or civil partner, or of somebody with whom s/he is living as husband or wife or as if they were a civil partner).

A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B below (or those of his/her spouse or civil partner, or of somebody with whom s/he is living as husband or wife or as if they were a civil partner) within 28 days of becoming aware of it.

A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of Interests at Meetings

Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.

Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.

A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.

Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Other Interests

If a member (or a close member of their family) has a non-disclosable pecuniary or non-pecuniary interest in any matter coming before the Council, a Committee or Sub-Committee, s(he) shall declare such interest as soon as it becomes apparent, and shall withdraw from the room during consideration of the item to which the interest relates if advised to do so by the Clerk.

Dispensations

On a written request made to the Council's proper officer (Appendix C), the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Appendix A

Interests defined by regulations made under section 30(3) of the Localism Act 2011 and described in the table below.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12-month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or between his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a body in which such a person is a partner in a firm, a director of an incorporated body or holds the beneficial interest in securities*) and the Council — (a) under which goods or services are to be provided or works are to be executed & (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge) — (a) the landlord is the Council; and (b) the tenant is a body in which the member, or his/her spouse or civil partner/ the person with whom the member is living as if they were spouses/civil partners has a beneficial interest.
Securities	Any beneficial interest in securities of a body where — (a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and either (b) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

(*“Securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.)

Appendix B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) any body—
 - (a) exercising functions of a public nature.
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which the member of the Council is a member or in a position of general control or management.

(iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

Appendix C



*Clerk: Mrs. L Shayler
Parish Council Office,
Banwell Village Hall,
Westfield Road, Banwell,
North Somerset BS24 6BS*

Tel: 01934 820442

DECLARATION OF INTEREST

Meeting

Date

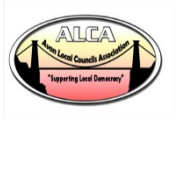
Name	Agenda Item	Pecuniary/ Non-pecuniary	Reason	Request for dispensation Y/N	If Yes, please specify if this is to speak and/or vote	Signature

E-mail: clerk@banwellparishcouncil.org.uk

Web: www.banwellparishcouncil.org.uk



Banwell Parish Council Protocol for Remote Meetings



1.0. Introduction

1.1. On 4th April 2020 the Government introduced The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 which allows local councils to meet remotely. These regulations apply to meetings held before 7th May 2021.

In order to meet the regulations, the following conditions must be satisfied.

Members in remote attendance must be able:

- a. to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
- b. to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
- c. to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

2.0. Technology

2.1. For the purposes of holding remote meetings, Banwell Parish Council will use Zoom

2.2. Guidance on how to use the video-conferencing platform will be circulated to all members and will be publicly available on the Council's website.

2.3. Members will advise the Clerk of any technical issues relating to access to these meetings.

3.0. Preparation for Meetings

3.1. The meeting will be advertised on the Council's website and all members and officers due to attend will be issued with a notice and agenda by email. This will be within the usual timeframe for meeting notices.

3.2. All non-confidential meeting papers will be available on the Council's website.

3.3. Minutes will be taken in the usual way and displayed on the. Minutes will be circulated after the meeting and signed at a future face-to-face meeting once restriction have been lifted.

3.4. Where a member is unable to attend a meeting, apologies will be submitted and received in the usual way.

3.5. The meetings will be open to the public and ways of accessing the meeting will explained on the agenda (or on the meeting notice).

3.6. The same standards of behaviour are applied to remote meetings as to physical meetings. All members are bound by the Council's Code of Conduct. Members, officers and members of the public are asked to be patient with those who are less experienced in such meetings.

3.7. Members and officers in attendance at the meeting are reminded to check the background of their video range in order to ensure confidentiality, data protection and Code of Conduct requirements are met.

3.8. It is possible that technical issues may arise. It may be necessary for the host to request clarification or ask for dialogue to be repeated to make sure everyone can be heard and that they have the correct information for the minutes.

3.9. Those in attendance are asked to physically raise their hands or use raise hand button when they wish to speak. Anyone dialing in by telephone will be advised of a word to use to enable them to “raise a hand” vocally.

3.10. Where a councillor has an interest in a matter and would normally leave a physical meeting, they will exit the meeting. They will wait in the virtual “waiting room” and will be returned to the meeting by the Clerk.

3.11. It may be necessary for members to prepare themselves for the meeting in a different way than usual. Where members do not have access to a printer, it may be necessary to familiarise themselves with the agenda and any reports beforehand.

4.0. The Meeting

4.1. The Clerk of the Council will set up and technically host the meeting. An email invitation, with an explanation of how to access the meeting, will be sent to all members,

4.2. Councillors are asked to ensure they are in a place with as little background noise as possible. Once checks have been carried out to ensure that everyone in attendance can be heard, all those in attendance will be muted by the Clerk. This eliminates background and feedback as well as ensures people are not talking over one another as there can sometimes be a time delay.

4.3. Whilst the Clerk is hosting the meeting, it will be chaired in the usual manner. There is a possibility that there will be more input from the Clerk than is usual given that, where members do not have access to a printer, it is possible that they will not be able to use the computer video function and look at the agenda and/or supporting papers at the same time.

4.4. It is possible that the meeting will be recorded (via the video conferencing platform itself). This is to aid the writing of minutes in a situation where the minute-taker is involved with technical aspects of the meeting as well as for openness and transparency. This will be deleted once the minutes have been approved at the following meeting of the Parish Council / Committee.

4.5. If a vote is required, those attending by video will be asked to raise their hand until they have been advised that their vote has been recorded. Any members attending by telephone will be asked to express their vote vocally.

4.6. If you have difficulty hearing or being heard throughout the meeting, you are asked to advise the Clerk via the text “chat” function. Please be aware that this can be seen by everyone in attendance.

5.0. Public Participation

5.1. The agenda will invite the public to attend and will include information of how to access meetings.

5.2. The usual public participation session will take place. Members of the public are reminded that the Council cannot make any decisions on matters that do not appear on the agenda. If members of the public have questions about matters not on the agenda, they are requested to contact the Council outside of the meeting.

5.3. The meeting host may remove anyone from the meeting who is being intentionally disruptive, using offensive language or incessantly interrupting the meeting proceedings.

5.4. Public participation occurs before the meeting begins and each member of the public will be unmuted to allow them to contribute. They will be asked to raise their hands if they would like to speak at any other time during the meeting and it will be at the Chairman's discretion whether to suspend standing orders to allow them to speak.

6.0. Relation to other policies and procedures

6.1. The Clerk will ensure that Data Protection requirements are followed when organising remote meetings

6.2. Members of the Council and members of the public are asked to ensure that they do not breach the General Data Protection Regulations (GDPR) and general confidentiality when they contribute to the meeting.

6.3. Where relevant, the Council's Privacy Notices will be amended to incorporate remote meetings

6.4. Where relevant, the Council's Risk Assessment will be amended to incorporate remote meetings



POLICIES AND PROCEDURES

To review and approve the following highlighted policies & procedures

POLICY	REVIEWED	TO BE REVIEWED
Absence Policy	April 2017	Jan 2020
Acceptable use Policy	Aug 2019	Aug 2021
Accessibility Statement	Sept 2019	Sept 2020
Code of Conduct	March 2020	Feb 2021
Community Engagement	Nov 2018	Nov 2020
Complaints Procedure	May 2019	May 2021
Dignity at Work / Antbullying & harassment policy	Jan 2019	Jan 2020
Disciplinary Procedure	May 2019	May 2021
Equal Opportunities Policy	Jan 2019	Jan 2020
Expenses – Travel & Subsistence Policy	July 2019	March 2021
Financial regulations	Feb 2020	Feb 2021
Flagpole and Flag Flying Policy	Nov 2019	Nov 2023
General Data Protection Regulations Policy <ul style="list-style-type: none"> Data Audit Privacy Notice Subject Access Request Form 	Aug 2019 March 2019	Aug 2020 Ongoing
Grant awarding Policy	Jan 2019	July 2021
Grievance Procedure	May 2019	May 2021
Health and Safety I am intending to rewrite this so will submit latter in the year.	March 2019	Feb 2020
Investments Strategy	June 2019	June 2020
Press and Media Policy	July 2019	July 2022
Protocol for marking the death of a Senior Figure	June 2017	June 2019
Publication scheme and schedule	Nov 2017	Nov 2019
Records Management Policy	July 2019	July 2023
Reserves Policy	May 2019	May 2021
Safety of Memorials Policy	October 2019	October 2023
Scheme of Delegation	March 2020	March 2021
Standing Orders	Feb 2020	Feb 2021
Training Policy	Nov 2018	Nov 2020
War Memorial Policy	July 2015	ASAP

Clerks Report

External Audit

All papers have now been submitted to the external auditor for the limited assurance review. These papers can also be accessed on the Parish Council website (under financial information) which also includes the internal audit reports and the notice for Public rights which will run from the 15th June to the 24th July.

Works to the hill adjacent to the Quarry

As many of you may be aware there have been works to the land adjacent to the quarry. National Grid are currently burying their new cables to connect Hinkley but also burying Western Power's. This is so that the pylons throughout the AONB can then be removed. However, piggy backing the pylons is a fibre optics cable so Western Power are having it buried by. They are using a different route than the power cables hence it started adjacent to the caves, went across the hill, and will end up at the Castle. The trench has now been dug and most has been filled in and reseeded. It is expected that the area will be fenced off for approximately 6 months to allow the grass to grow back.

Covid-19 Emergency Plan

As you are aware there are 32 co-ordinators who are covering 24 areas throughout the Parish. These are supported by over 70 volunteers bringing the total volunteering to over 100. The shielded now have access to priority food deliveries and the food parcels and therefore it is quite quiet throughout the village.

However, North Somerset wide there has been an increase in people struggling with isolation which has resulted in having to call in outside agencies. The phone call only volunteers and co-ordinators have been, weekly / every two weeks, ringing around the parishioners who have been identified to check in. This has been a crucial lifeline for some people and has been appreciated. Everyone has been asked to think about people they know who are living alone and are in the very high / high risk category and to give them a call.

Food Bank donations

We have continued to receive food and money donations from Councillors & Members of the public. This has helped to provide over 46 complete food parcels for both individuals and families and a top up to 41 food parcels for our vulnerable families. This has been another lifeline for members of the community ensuring that everyone in Banwell has access to food.

Banwell Youth Club Update

Social Media – The Banwell facebook page has been slow to gain members. Some of the young people told us that they do not have Facebook.

As an organisation we have a generic YMCA Weston, youth club Instagram page up and running, directed at those who usually attend all our sessions to maintain a positive relationship and offer support in this difficult time. The pages are also designed for young people who may benefit from our posts in general and encourages them to develop or learn new skills. So we do not lose the contact with those young people that do not have facebook, we have encouraged them to join the Instagram page above.

Now the Facebook page is up and running, we are continuing to post content regularly which is suitable for young people to do within their own homes, supporting the government guidelines. We posting our own ideas/versions of creations making the experience a lot more personal and relatable and ask for the young people to post their results or ideas back to us

Virtually – We have held two Zoom club meetings for the Banwell members and four young people have joined. This has been welcomed by the young people who have got involved, enjoying games and challenges each week.

Our main aim for the Zoom meetings is to encourage all young people to stay connected and know they have a point of contact they can still talk to if they ever need advice or guidance outside of the home environment.

This week we linked with the Wrington youth club (as numbers have been low) and challenged them to a bake off. The feedback from both young people and parents were all positive, one parent enjoyed the fun aspect of the scavenger hunt where young people raced to find objects around the house. We will continue to link until numbers grow or the young people request to split back to their original groups.

Feedback from the sessions have been very positive. One young person said ‘I have felt very isolated from my friends, since being in lockdown. Being able to connect with them on the Zoom meetings have cheered me up. Thank you’

Staying connected- Due to the unfamiliar time we are currently experiencing, we have revised all our policies and procedures for working online to keep both Young people and Staff to stay safe, whilst using both Zoom and Social media. We will also be sending out parental permission forms to all parent/Guardians so they are aware of how we are continuing to run our services.

Weekly checking in- We have been checking in with Young people and their families where possible. We will use this opportunity to inform parents of our safer working practice and new guidelines.

Community Links- The Stable café in Weston –super-Mare offers free lunches to young people whose families may be struggling at this difficult time and do not fit the criteria of free school meals. We deliver twice weekly.

I have been working with the Museum and they are looking into providing a fun history pack for any young people aged 6-11 years old and we will aim get them to young people who may benefit from them.

This week I have been contacted by a local author from Bleadon who has donated 300 of her books to families that have young people aged 8-11 year olds.

Please let me know if any of these opportunities would benefit any of the young people within the community. We also continue to extend our offer of any help in the community.

We have been keeping in contact with Avon and Somerset Police as they are keen to work with youth organisations to encourage and educate young people as opposed to reprimand should there be challenges around them not following social distancing guidance. This is a situation they are continuing to monitor and we and other organisations are ready to work in partnership, should there be a need in the communities where we have built positive relationships with young people.

Overall, we continue to support the young people who attend the Banwell youth provision, via the social media platforms and Zoom. Our aim is to encourage as many young people to join in the Zoom meetings when possible, so they can stay connected with Youth workers and friends and know they have a trusted adult they can contact if needed.

Proposal to provide Audio Visual Equipment/Services for: Banwell Parish Council

Although this is a firm quote with a fixed price please consider this as a 'working document' and if our recommendations are not entirely what you are looking for or you have a different idea then let me know and we can re-work the proposal to suit you. We work on the 'give the customer what they want and need' rather than 'what we want' principle!

Price Beat Promise

We have quoted below a competitive price but in the unlikely event our prices are out of line please tell us. We operate a Price Beat Promise and will beat any like for like quotation!

Details of the Proposal below - Date Proposed - 14 February 2020

Audio System - Installation

Supply & Install the following equipment:

- ✓ 1 x Sound System including simple to use, combined Mixer/Amplifier with sufficient inputs and connection lead to enable music to be played from iPad/Mp3/Laptop/Smart Phone (Toa/Clever Acoustics)
- ✓ 6 x Wall mounted Speakers (APART/JBL) - recommended for the clarity and versatility for both vocal and music) – colour to suit surrounding, fixed as discussed - 4 in corners of main hall and 2, diagonally positioned in the reception area. These will be configured to work in total or zoned into the two rooms
- ✓ 3 x Wireless Microphone Systems including receiver units 2 x Lapel and 2 x Hand-held (for audience/congregation use) (Trantec/Toa/Audio Technica etc.)
- ✓ 1 x Bluetooth Audio Receiver (TP Link) connected to your Amplifier, this enables any music to be sent wirelessly from any Bluetooth enabled device such as a Laptop, iPad, Smart Phone or Tablet – Range of 10-15m
- ✓ 1 x AV Cabinet to house/store all PA Equipment/Remotes etc. Sturdy, Lockable either Freestanding Wood Effect (can be bolted to floor or tethered to wall) or Metal Compact (rack type with shelves) Wall Mounted
- ✓ Please note, we may be able to incorporate your existing radio and CD player within the new system and will do our best to do this if you go ahead with the works.

Price: £2888

For your consideration

- ✓ Additional Wireless Microphone Systems including receiver units - Lapel or Headset (for presenter use), Hand-held (for audience/congregation use) (Trantec/Toa/Audio Technica etc.) - **Additional £285 each**
- ✓ 1 x Professional CD/USB Media Player with CD/MP3 playback & Remote Control (Denon/Teac) - **Additional £229**

Induction Hearing Loop System Installation

Supply & Install the following equipment:

- ✓ 2 x Induction Hearing Loop Systems including Induction Loop Amplifiers for each of the rooms – Optimum power for size of Hall & Induction Loop Cable to suit surroundings) - Loop Amplifier Wall Mounted unless part of an Audio installation which will be sited alongside the other Audio equipment. Ability to isolate one from the other using zonal switch
- ✓ Commissioned & Connected to existing/proposed amplifier where installed or Ambient Microphone (fixed to wall/ceiling) if no amplifier installed as a stand-alone system. We always recommend you have a further microphone to be used by the person speaking which will enhance pick up by hearing aids. This can be a cabled one or wireless - see below for details.

Price: £1278

For your consideration

- ✓ Hearing Loop Tester - enables non-hearing aid wearers to use and test the loop – Additional **£49**

Notes

- Where applicable, includes all cables, fly leads, connectors, surface trunking (as necessary) and mounts.
- Where stated, all fully installed, connected to electrical mains sockets (sometimes using extensions) and commissioned with basic training. We will uninstall and dispose of, redundant/replaced equipment & cabling wherever required/necessary.

VAT

- **Prices shown are exclusive of VAT.**

Equipment Warranty/Aftercare Service

1. Warranty period for both equipment and workmanship are normally 12 months from date of purchase/installation – items such as consumables (projector lamps & remotes) may differ according to the product.
2. Warranty can be enhanced and extended if required – Our Aftercare Service for System Installation works costs from £26.99 + VAT per month which covers an annual inspection/service and 1 call-out per year which will extend the life of the product – please let us know if you need any more details – we will let you know in more detail if you choose to go ahead with the proposal as each Aftercare Service Agreement is tailored to the specific installation.

Logistics/Timings/Notes

1. The job is estimated to take **2-4 days** (dependent of options) to be completed by one or two of our specialist Audio Visual Technical Team and may be subject to a site survey.
2. PDF Brochures/Specifications/Photos of main products and photos of work done are available if needed
3. We can also arrange mock-ups showing cable runs, positioning of equipment for HO/Faculty or fundraising requirements – let us know if you want us to provide these
4. References from our customer base can be supplied as requested and these can be contacted or with their permission a visit could be arranged.
5. Our Terms & Conditions are listed on the last page of this email – please read them

Local clients where we have done similar work

Listed below are a couple of our clients, local to you where we have provided work similar to that being proposed above. If you need any more details of any of these please let me know. We would also encourage you to look at and 'like' our Facebook page to keep updated of work we have been involved with currently and historic. This is <https://www.facebook.com/audiovisualdirect/?ref=bookmarks>

- **Backwell Parish Hall**
- **Sandford Village Hall - Winscombe**
- **Congresbury Parish Council**
- **Yatton Parish Council**

Other Products from Audio Visual Direct!

We also Sell, Hire, Lease, Rent, Service and Repair a wide selection of other items of Audio Visual Equipment including Projectors, Projection Screens, TV/Screens/Monitors, Sound Systems, Laptops/PC's, Stage & Ambient Lighting, Video Cameras & CCTV Systems from the best Manufacturers. Please call us if you are interested in any of these products. Check out our website at www.audiovisualdirectuk.co.uk or view the on-line catalogue by clicking on the following link <http://onestoppresentations.co.uk/audiovisualdirect/>

Attachments

Attached you will find some documents that you may find of use/interest to you. These are:

- Grants & Funding Sources for Community Halls & Churches - Useful for ideas how get help funding AV Installations.
- Hallmark Standard for Community Halls - This explains about the Nationally recognised standard for Hall Facilities
- Hearing Loop Information - Details what they are and why you should have one
- Example Photos of equipment/installation work - some basic photos of work done/equipment supplied

Order from Audio Visual Direct!

I trust the above and attached is clear and concise. If you require any further information or clarification, then please do not hesitate to contact me by any of the methods shown below. We believe in cutting out all the industry jargon and giving simple, clear proposals – if you need more in-depth detail/breakdown then please let us know and we will provide this.

To place your order simply call me on **01934 615576** or email me at sales@audiovisualdirectuk.co.uk

If you would be so kind to confirm that you have received this proposal as with the increase in electronic mail, we sometimes find that emails get lost or put straight into the SPAM folder. If we don't hear from you, I hope you wouldn't mind if we call you just to confirm receipt.

Thank you for the opportunity to quote you and I look forward to hearing from you

Yours sincerely,

Mark

Mark Thyer

Audio Visual Direct | 35 Ashcombe Park Road, Weston-super-Mare BS23 2YF
Tel: 01934 615576 | Email: sales@audiovisualdirectuk.co.uk

Web: www.audiovisualdirectuk.co.uk/On-Line
Catalogue: <http://onestoppresentations.co.uk/audiovisualdirect/>
Facebook: <https://www.facebook.com/audiovisualdirect/>
Twitter: <https://twitter.com/audiovisualsw>
YouTube: <https://www.youtube.com/channel/UC5y7J0RFTQZp2XhMA4swpRg>

GDPR We fully comply with the principal of GDPR and you can stop any further notifications by emailing us at enquiries@audiovisualdirectuk.co.uk and put the word 'UNSUBSCRIBE' in the header.



**audiovisual
direct**

Audio Visual Direct Proposal - Terms & Conditions - 14 February 2020 - Please Read

1. If the additional items quoted for are for supply & Installation, it is assumed that these will be ordered at the same time as other elements of the proposal and if purchased on their own may attract installation costs.
2. We may have to offer alternative components where items included in our quotation are no longer available due to supply chain issues or obsolescence, these will be carefully selected on the basis of suitability and will be discussed and agreed prior to completion.
3. All new equipment is covered by standard manufacturer's warranties unless specified as consumables (lamps/remotes/batteries etc)
4. Warranty period for both equipment and workmanship are normally 12 months from date of purchase/installation – items such as consumables (projector lamps & remotes) may differ according to the product.
5. Warranty can be enhanced and extended if required – Our Aftercare Service for System Installation works costs from £26.99 per month which covers an annual inspection/service and 1 call-out per year which will extend the life of the product – please let us know if you need any more details.
6. Please note some parts of an Induction Loop System Equipment may be exempt of VAT – Please ask for more details.
7. If your organisation is a CofE Church and the work involves cabling or new products attached to the main fabric of the building, you main need to apply for permission from the Diocese which could be done with the Archdeacon's Authority or a perhaps a Faculty and would suggest you speak to the DAC at the Diocese for further instructions prior to going ahead. We can help with mock-ups showing cable runs and plans showing positioning of the equipment.
8. All of the products we supply are classed as 'appliances', just like DVD players or electric kettles and all are supplied with a standard UK 3 pin plug which directly plugs into existing mains sockets around the room/hall with the occasional use of different lengths of pre-manufactured/pre-moulded extensions where necessary.
9. We rarely have to touch any electrics whatsoever but, if in the rare case, we need to, we would work with and employ a qualified NICEIC Approved Contractor who will attend the installation with us, at our cost.
10. If you are having major works done, we would advise that you should consider acoustic absorption as if this includes lots of changes to seating and flooring then this may create additional reverberation. If you need details of specialist companies who deal with this, please let me know.
11. Unless specifically mentioned all site meetings in connection with building works as part of a project are not included in the price quoted above and will be charged at £100 each which contributes to staff and fuel costs.
12. Just to point out that, if this installation is part of a major refurbishment, laying any cabling is generally done at 'first fix' stage which can be done when ready. We would obviously like to be involved with any necessary building/progress meetings with the Architects/Builders in the various stages but particularly at the early ones.
13. Please note, when Wireless Microphone Systems where more than 4 mics are required which, if using 'Channel 70' are free of the requirement for a licence but limited to the 4 channels/mics within the legal allowance you will need a 'Channel 38' system as well which attracts a fee of £28 per microphone per year which is your responsibility.
14. Basic training is done at the time of the installation. If you require something more comprehensive, then this can be arranged for a date to suit you. We charge £150 for half a day with one of our trainers which covers our virtual costs.
15. If we are just delivering equipment to you then there will be a delivery of £7.50 (plus VAT)
16. We can usually book a date for installation within 10-20 working days of order but will endeavour to do earlier.
17. For Installation work, payment terms are payment with order or if you prefer a deposit (minimum 50%) with order and the remainder within 5 working days of satisfactory completion.
18. If a job is cancelled, then you may be liable for a fee dependent when the cancellation takes place.
19. All prices shown are exclusive of VAT.
20. This proposal is valid for 30 days from date of sending and subject to market conditions.
21. We fully comply with the principal of GDPR and you can stop any further notifications by emailing us at enquiries@audiovisualdirectuk.co.uk and put the word 'UNSUBSCRIBE' in the header.

Master Revised 18/12/19
Date of proposal 14/02/20

Entrance



Front



Front Side



Client: **Banwell Parich Council**

Description: **Window Graphics**

Date: **16/12/19**



AP Signs and Print
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Bills for Payment - 28th April to the 16th May 2020
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount		Minute agreed	Power
	Already Paid							
BACs	Kaye Gunningham	Allotment payment	£1,647.88		£1,647.88		c07/19	The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019
DD	E-ON	Streetlight Power (DD 10.05.20)	£118.56	£5.93	£124.49		093/20	
DD	Mainstream	Phone and Broadband (DD 14.05.20)	£2.99	£0.60	£3.59		093/20	
	To Pay							
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		£141.75			
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		£70.87			
BACS	J K Gardening	Grass cutting @ YCC	£70.88		£70.88			
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50			
BACS	J K Gardening	Village orderly	£392.50		£392.50			
BACS	J K Gardening	Environmental Fee	£40.00		£40.00			
BACS	J K Gardening	Strim flower beds Wolverhill & Knightcott	£60.00		£60.00			
BACS	J K Gardening	Additional grass cutting High St & Wolverhill Pk Total £1018.50	£80.00		£80.00			
BACS	FOS UK	Dog Bin emptying	£339.00		£339.00		177/19	
BACS	Insight Cleaning	YCC Cleaning (deep clean)	£280.00		£280.00		39/19	
BACS	Vision North Somerset	Operational Inspection	£100.00		£100.00		083/20	
BACS	Came & Company	Insurance	£2,212.07	£259.45	£2,471.52		081/20	
BACS	Scribe	Annual Subscription	£347.00	£69.40	£416.40		064/20 (ii)	
BACS	E. Shayler	Overtime & Expenses (food bank shop & zoom)	£167.45	£2.40	£169.85		062/20	
SO	E. Shayler	Clerk's Salary (SO 26.05.20)	£1,569.86		£1,569.86		093/20	
DD	E-ON	YCC power (DD 25.05.20)	£88.00	£4.40	£92.40		093/20	
DD	Calor	LPG top up (DD 27.04.20)	£379.20	£18.96	£398.16		150/19	
DD	Calor	Standing charge (DD 27.04.20) Total £413.61	£14.71	£0.74	£15.45		150/19	
DD	Nest	Pension contributions (DD 30.05.20)	£150.69		£150.69		093/20	
BACS	HMRC	PAYE and NI for Sept (12.06.20)	£581.37		£581.37			
		Totals	£8,435.91	£361.88	£8,797.79			

Agreed at last meeting

Banwell Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/04/2020			
	Cash in Hand 01/04/2020		186,593.72
	ADD Receipts 01/04/2020 - 30/04/2020		55,661.78
	SUBTRACT Payments 01/04/2020 - 30/04/2020		242,255.50
			25,730.45
A	Cash in Hand 30/04/2020 (per Cash Book)		216,525.05
	Cash in hand per Bank Statements		
	Cash 30/04/2020	0.00	
	Unity Trust Bank (20398572) 30/04/2020	68,023.65	
	Bonus saver account (81413459) 30/04/2020	44,590.79	
	Reserve Account (59678674) 30/04/2020	90,817.43	
	Current account (53357655) 30/04/2020	13,093.18	
			216,525.05
	Less unrepresented payments		0.00
			216,525.05
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		216,525.05
	A = B Checks out OK		

Banwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Cemetery & Memorials		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
101	Cem Grass Cutting	0.00	0.00	0.00	1,950.00	162.50	1,787.50
102	Cem paths / trees / garden	0.00	0.00	0.00	300.00	0.00	300.00
103	Cem making up graves	0.00	0.00	0.00	200.00	0.00	200.00
104	Cemetery / Memorial Maintenance	0.00	0.00	0.00	5,000.00	0.00	5,000.00
105	Env Fee	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	7,450.00	£162.50	7,287.50

Cemetery Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
110	Cemetery Income	90,682.00	3,000.00	0.00	0.00	0.00	87,682.00
		£90,682.00	3,000.00	£0.00	0.00	£0.00	87,682.00

Clerk & Administration		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
201	Salary & NI	0.00	0.00	0.00	26,000.00	2,101.02	23,898.98
202	Clerk pension	0.00	0.00	0.00	302.00	0.00	302.00
203	Advertising	0.00	0.00	0.00	300.00	0.00	300.00
204	Insurance	0.00	0.00	0.00	2,123.00	0.00	2,123.00
205	Subscriptions inc ALCA & SLCC	0.00	0.00	0.00	900.00	85.00	815.00
206	Audit Fee	0.00	0.00	0.00	1,000.00	75.00	925.00
207	Legal Costs	0.00	0.00	0.00	500.00	0.00	500.00
208	Training Clerk	0.00	0.00	0.00	800.00	0.00	800.00
209	Training Councillor	0.00	0.00	0.00	600.00	0.00	600.00
210	Grants & Donations	0.00	0.00	0.00	7,000.00	3,946.00	3,054.00
211	Chairmans Allowance	0.00	0.00	0.00	250.00	0.00	250.00
212	Covid-19	0.00	0.00	500.00	0.00	892.54	-392.54
213	Bank Charges	0.00	0.00	0.00	100.00	0.00	100.00
		£0.00	0.00	£500.00	39,875.00	£7,099.56	33,275.44

Environment		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
301	Allotment	0.00	1,647.88	0.00	1,647.88	0.00	0.00
302	Env Grass Cutting	0.00	0.00	0.00	850.00	70.87	779.13
303	Env Hedge / Fence / Tree Work	0.00	0.00	0.00	300.00	0.00	300.00
304	Village Orderly	0.00	435.81	0.00	4,710.00	392.50	3,881.69
305	Dog Bins	0.00	0.00	0.00	4,080.00	339.00	3,741.00
306	Env Maintenance / Inspect Riversi	0.00	0.00	0.00	2,500.00	727.50	1,772.50
307	Env Projects	0.00	0.00	0.00	3,000.00	0.00	3,000.00
308	Env Grant	0.00	11,000.00	7,149.52	2,000.00	0.00	-1,850.48
309	Rec Play Equipment	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	13,083.69	£7,149.52	19,087.88	£1,529.87	11,623.84

Highways		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
401	Street light power	0.00	0.00	0.00	1,800.00	147.01	1,652.99
402	Street light maintenance	0.00	0.00	0.00	3,500.00	875.00	2,625.00
403	Street light upgrade	0.00	0.00	0.00	7,900.00	0.00	7,900.00
404	Highways related projects	0.00	0.00	0.00	1,500.00	0.00	1,500.00
		£0.00	0.00	£0.00	14,700.00	£1,022.01	13,677.99

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
501	Misc Income	0.00	0.00	22.26	200.00	0.00	222.26
502	Annual Precept	0.00	93,908.00	46,954.00	0.00	0.00	-46,954.00
503	VAT	0.00	0.00	0.00	0.00	0.00	0.00
504	CIL	401.00	3,000.00	0.00	0.00	0.00	-2,599.00

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

£401.00	96,908.00	£46,976.26	200.00	£0.00	-49,330.74
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Recreation Ground

<u>Code</u> <u>Title</u>	<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	1,700.00	141.75	1,558.25
602 Rec Maintenance	0.00	0.00	0.00	2,500.00	0.00	2,500.00
603 Rec Tree & Fence Work	0.00	0.00	0.00	150.00	0.00	150.00
604 Rec Inspections	0.00	0.00	0.00	400.00	0.00	400.00
605 Rec Play Equipment	0.00	0.00	0.00	0.00	12,102.25	-12,102.25
	£0.00	0.00	£0.00	4,750.00	£12,244.00	-7,494.00

Youth & Community Centre

<u>Code</u> <u>Title</u>	<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>
701 YCC upgrade	0.00	0.00	0.00	18,000.00	0.00	18,000.00
702 YCC repairs & maintenance	0.00	0.00	0.00	3,000.00	225.50	2,774.50
703 YCC CCTV	0.00	0.00	0.00	2,000.00	0.00	2,000.00
704 YCC Electricity	0.00	0.00	0.00	1,000.00	149.40	850.60
705 YCC Gas	0.00	0.00	0.00	1,500.00	0.00	1,500.00
706 YCC water	0.00	0.00	0.00	650.00	0.00	650.00
707 YCC waste	0.00	0.00	0.00	650.00	4.10	645.90
708 YCC cleaning & supplies	0.00	0.00	0.00	2,500.00	322.78	2,177.22
709 Office Equipment inc Website	0.00	0.00	0.00	3,000.00	0.00	3,000.00
710 YCC phone & wifi	0.00	0.00	0.00	600.00	115.96	484.04
711 YCC Grass cutting	0.00	0.00	0.00	850.00	70.88	779.12
712 YCC hedge, fence & tree work	0.00	0.00	0.00	280.00	0.00	280.00
713 YCC grants & donations	0.00	1,300.00	0.00	0.00	0.00	-1,300.00
714 YCC income	0.00	0.00	1,036.00	1,300.00	0.00	2,336.00
	£0.00	1,300.00	£1,036.00	35,330.00	£888.62	34,177.38

Youth Club

<u>Code</u> <u>Title</u>	<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>
801 YC sessions	0.00	0.00	0.00	10,000.00	0.00	10,000.00
802 YC budget	5,000.00	0.00	0.00	500.00	0.00	5,500.00
803 YC extraordinary activities	0.00	0.00	0.00	1,000.00	0.00	1,000.00
804 YC Computers	1,000.00	0.00	0.00	0.00	0.00	1,000.00
805 YC subscriptions	0.00	400.00	0.00	0.00	0.00	-400.00
	£6,000.00	400.00	£0.00	11,500.00	£0.00	17,100.00

NET TOTAL

	£97,083.00	114,691.69	£55,661.78	132,892.88	£22,946.56	147,999.41
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Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)