



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT 7:30pm ON MONDAY 17th FEBRUARY 2020 AT BANWELL YOUTH & COMMUNITY CENTRE

PRESENT:	Councillors: Paul Blatchford (Chairman), Phil Adams, Phil Baird, Karen Bennett, Steve Davies, Paul Harding (Vice-Chairman), Nick Manley & Maggie McCarthy.
IN ATTENDANCE:	Mrs Liz Shayler (Clerk)
WARD COUNCILLOR:	Cllr Ann Harley
AVON & SOMERSET POLICE:	PCSO Anderson & PCSO Georgiou
MEMBERS OF THE PUBLIC:	2

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

Before the meeting was reconvened 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 17/06/2019 to 14/07/2019. Calls from Parish = 47
Selection of crimes reported: 6 abandoned 999 call, 3 antisocial behavior, 3 concern for welfare, 4 suspicious activity, 2 theft and 9 traffic related.

The free Bike Marking event at the end of January at the Youth & Community Centre went very well and it is hoped there will be another event in the spring / summer. This month there is Free Tack marking. Members of the public with leather saddles can have them marked at Murphy's tack shop Saturday 22nd February between 1000 – 1100, where it will be possible to sign up for Horse and farm watch.

The next Beat Surgery is at Banwell Garden Centre Coffee Shop on Saturday 7th March 2020, 3pm until 4pm. Alternately the team can be contacted via the Avon and Somerset Constabulary website or Twitter @ASPWSM.

iii) Ward Councillor's report

Cllr Harley reported that North Somerset had rejected the airport expansion plans.

North Somerset would be considering their budgets on the 18th February. She suspected that a charge for green waste collections will be implemented.

Cllr Harley updated the Council on 'The Ship' application, there had been a site visit earlier today and the decisions will be taken later this week. She also reported that the Wolvershill Road application had been changed from 62 houses down to 54 but that she would be calling it into committee if the Planning Officer was minded to approve.

Cllr Harley was questioned about the increase of carparking charges at train stations. She reported that there was a working party looking at making charges across North Somerset more consistent. Cllr Harding felt that increases to the train station carparks was unacceptable as they are predominately used by rail passengers. An increase in charges will discourage people to use the car park and will cause problems on roads around these train stations.

Cllr Harley was also questioned as to why the buses never enter Worle train station despite the bus stop which she said she would investigate.

The meeting was convened

030/20 To receive apologies for absence (agenda item 1)

Apologies were received from Cllr Parry and District Cllr Haverson.

031/20 To receive members' declarations of interest on any agenda item (agenda item 2)

No declarations of interest were received.

032/20 To approve as a correct record, the minutes of the Extra-Ordinary Parish Council Meeting on the 3rd February 2020 (agenda item 3).

Resolved – That the minutes of the Extra-Ordinary Parish Council held on the 3rd February 2020 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous)

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

033/20 To receive the Clerk's report/Exchange of information (agenda item 4)

- (i) **Winscombe Parish Council Grant** – the Clerk reported that Winscombe Parish Council had agreed a grant of £1000 for the running of the Children's Centre / Youth & Community Centre. The Vice-Chairman asked the Clerk to write expressing the Councils thanks.
- (ii) **Sustainability Hub Visit** – Scheduled for Monday the 2nd March at 11am Cllr Baird, Bennett, Blatchford, McCarthy and the Clerk would be attending.
- (iii) **North Somerset Car Park consultation** – given that the consultation runs from today until the day of the next meeting and does not apply to the North Somerset owned carpark in Banwell, Councillors were asked to respond individually.

034/20 To note the training and events available and agree any attendance (agenda item 5)

- (i) **30th April 2020 – Carbon Footprint Workshop £21 Future Economy Network**

No one to attend this training session

- (ii) **18th April – ALCA Climate Emergency Day, Almondsbury Creative £15**

No one to attend this training session

- (iii) **20th April - ALCA Climate Emergency Day, Pensford Memorial Hall £15**

No one to attend this training session

035/20 To approve the following items of expenditure (agenda item 6)

- (i) **£195 for the annual monitoring charge for the Youth & Community Centre CCTV system**

Resolved: To agree the payment of £195 to DS Securities for the annual monitoring charge for the CCTV system.

The resolution was correctly proposed and seconded (unanimous)

- (ii) **Tail chains £15.50 / complete chains £44 for Riverside swings**

Resolved: To agree the payment of £44 for complete chains for the swing at Riverside

The resolution was correctly proposed and seconded (unanimous)

(iii) **£363.50 for works to footpaths**

Resolved: To agree the payment of £363.50 for works to footpaths around the Parish.

The resolution was correctly proposed and seconded (unanimous)

036/20 To discuss and agree the grant applications from the Scouting Association (agenda item 7)

Resolved: That the sum of £1750 be granted to the Scouts towards an oven, fridge, dishwasher crockery and cutlery.

The resolution was correctly proposed and seconded (unanimous)

037/20 To discuss and agree a donation to the Churchill & Langford Minibus Society for a new monthly bus service from Banwell to various locations (agenda item 8)

The Clerk reported that 41 out of 400 minibus users are registered as living in Banwell

Resolved: To agree a donation of £632 to the Churchill & Langford Minibus Society for a new monthly bus service from Banwell to various locations.

The resolution was correctly proposed and seconded (unanimous)

038/20 To discuss and agree the purchase of the paperweight and engraving for the Recognition of Service to the Community Award (agenda item 9)

Resolved: To agree the purchase of the paperweights and engraving for the Recognition of Service to the Community Award

The resolution was correctly proposed and seconded (unanimous)

039/20 To agree the purchase of six dog bins to replace current bins (agenda item 10)

Resolved: To purchase six Fido 25 / 50 depending on the bins in need of replacing.

The resolution was correctly proposed and seconded (unanimous)

040/20 To discuss the current dog bin contract and agree a change to the way in which it is collected (agenda item 11)

Resolved: That the dog bins will only be collected if the bin is over a quarter full.

The resolution was correctly proposed and seconded (unanimous)

041/20 To discuss and agree a date for the annual Spring Clean (agenda item 12)

Resolved: That the annual Spring Clean be set for the 2nd May 2020

The resolution was correctly proposed and seconded (unanimous)

042/20 To review and approve the following documents: (agenda item 13)

(i) **Financial Regulations**

Resolved: To approve the amended Financial Regulations with the addition of a corporate credit card. The Clerk to investigate and bring to a future meeting.

The resolution was correctly proposed and seconded (unanimous)

(ii) **Financial Risk Assessment**

Resolved: To approve the Financial Risk Assessment

The resolution was correctly proposed and seconded (unanimous)

(iii) **Standing Orders**

Resolved: To approve Standing Orders

The resolution was correctly proposed and seconded (unanimous)

(iv) **New Lone Working Policy**

Resolved: To approve the Lone Working Policy with the following amendments.

- section 6 to be renumbered
- 6.4 – with the addition of Clerk / Councillor and a member of the Council / Clerk
- 6.6. – addition of (provided by Council on request)

The resolution was correctly proposed and seconded (unanimous)

043/20 To discuss the use of Parish Council land for metal detecting (agenda item 14)

Resolved: That metal detecting on Parish Council owned land was not appropriate for health and safety reasons.

The resolution was correctly proposed and seconded (unanimous)

044/20 To discuss the secondary gate at Riverside and agree a way forward (agenda item 15)

Resolved: To temporarily lock the internal gate until the whole fence is replaced.

The resolution was correctly proposed and seconded (unanimous)

045/20 To discuss and agree a response to the Consultation on cycling and walking (agenda item 16)

This item was noted as the suggested cycling and walking network does not extend into Banwell.

046/20 To discuss and agree a response to the Consultation on bus services (agenda item 17)

Resolved: That Cllr Harding submit a proposed response to the Councillors for agreement and any additions.

The resolution was correctly proposed and seconded (unanimous)

047/20 To authorise bills for payment (agenda item 18)

Resolved: To authorise bills for payment of £17020.71 Cllr Harding and Cllr Baird to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

048/20 To note the Parish Council's end of December's net position, bank balances and bank reconciliation (agenda item 19)

The Parish Council's end of December's net position, bank balances and bank reconciliation were noted.

049/20 To discuss the date of this year's Parish Assembly currently the 20th April 2020 (agenda item 20)

The Council discussed the date and as it has been set a year ago it was felt it would not be wise to change it.

050/20 Dates of the next meetings – (agenda item 21)

2nd March Planning Committee Meeting, 7:30pm, Banwell Youth & Community Centre

2nd March Employment Committee TBD, Banwell Youth & Community Centre

16th March Parish Council Meeting, 7:30pm, Banwell Children's Centre

The Chairman closed the meeting at 20:35

.....Chairman

.....Date

Bills for Payment - 19th January to the 17th February 2020
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Minute agreed	Power
	Already Paid						
DD	Land Registry	Payment for 1st registration after £60 reimbursed	£60.00		£60.00		
DD	Mainstream	Phone and Broadband (DD 14.02.20)	£3.44	£0.69	£4.13	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 15.02.20)	£147.01	£7.35	£154.36	118/19	
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	Hedges YCC, Rec & Riverside Total £1188.50	£310.00		£310.00		
BACS	FOS UK	Dog Bin emptying	£338.00		£338.00	177/19	
BACS	Insight Cleaning	YCC Cleaning includes extra & oven clean	£288.00		£288.00	39/19	
BACS	GB Sport	Underpayment of invoice 4623	£6,479.81	£1,295.96	£7,775.77	230/19	
BACS	DS Securities	Door entry system	£1,840.00	£368.00	£2,208.00	267/19	
BACS	DS Securities	Call out and replace magnetic contact on door Total £2298	£75.00	£15.00	£90.00	H & S	
BACS	Banwell News	Advertisement & 4 page article	£120.00		£120.00	240/19	
BACS	Banwell News	Classifieds Total £156	£36.00		£36.00		
BACS	SLCC	Webinar x 3	£180.00	£36.00	£216.00	006/20	
BACS	Weston Rail Services	Quartely lighting	£875.00	£175.00	£1,050.00	219/19	
BACS	E. Shayler	Expenses (cake & Office Desktop Computer)	£931.38	£183.54	£1,114.92	008/20	
SO	E. Shayler	Clerk's Salary (SO 26.02.20)	£1,526.54		£1,526.54	118/19	
DD	Calor	Standing Charge	£15.45		£15.45		
DD	E-ON	YCC power (DD 28.02.20)	£81.33	£4.07	£85.40	YCC 20/20	
DD	Nest	Pension contributions (DD 28.02.20)	£146.91		£146.91	118/19	
DD	NS Council	Waste Collection (DD 01.03.20)	£14.50		£14.50	118/19	
DD	Water 2 Business	YCC Water Bill (DD 02.03.20)	£85.17		£85.17		
BACS	HMRC	PAYE and NI for Sept (12.03.20)	£567.19		£567.19	118/19	
		Totals	£14,935.79	£2,084.92	£17,020.71		



MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD AT 7pm ON MONDAY 2nd MARCH 2020 AT BANWELL YOUTH AND COMMUNITY CENTRE

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

IN ATTENDANCE: Mrs Liz Shayler (Clerk) & 6 members of the public.

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

- (i) Several residents spoke to object to application 18/P/4735/OUT and raised the following concerns:
- It was felt a development of fifty plus houses was out of keeping given the nature of Wolvershill road.
 - Fifty plus houses could mean a hundred plus cars making current problems with traffic even worse and potentially making Wolvershill Road more dangerous.
 - There would be an adverse impact of so many extra residents in Banwell on the surgeries and schools.
 - If Council is of the view that there must be additional houses in that area then perhaps a maximum of 15 with a communal garden area around the development
 - Concerns was raised about infilling of houses from Banwell out to the potential bypass route.
 - If a new garden village is built along Summer Lane then a green corridor should be maintained between this development and Banwell so they are not merged.

The Meeting was convened

13/20 To receive apologies for absence (agenda item 1)

Apologies were received from District Councillor Cllr Harley

14/20 To receive declarations of interest (agenda Item 2)

Cllr Parry reminded the committee that she lived on Wolvershill Road but the committee felt that her property was far enough from planning application 18/P/4735/OUT to warrant a declaration.

15/20 To approve as a correct record the minutes of the Planning Committee Meeting held on the 3rd February 2020 (agenda item 3).

Resolved – That the minutes of the Planning Committee Meeting held on the 3rd February 2020 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous).

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

16/20 To note and comment upon planning applications (agenda item 4)

- (i) **18/P/4735/OUT** - Land West of Wolvershill Road, North of Wolvershill Park and Knightcott Park Banwell. Outline planning application for the erection of up to 62no. (reduced to 54) dwellings, along with the provision of informal public open space and associated works. Access from Wolvershill Road for approval with appearance, landscaping, layout and scale reserved for subsequent approval.

Resolved – To continue to not support this application for the following reasons;

- Outside of the settlement boundary

- Will exacerbate the traffic problems already present in the Village and along Wolvershill Road.
- Will increase pollution due to the number of cars which will be idling in queues built up along Knightcott Road and Wolvershill Road.
- Puts unsustainable pressure on the School and Doctor services.
- Will lead to a loss of privacy for direct neighbours and will have an adverse effect on visual amenity and wildlife
- Will increase health hazards due to insufficient sewer capacity.
- The design is cramped and there are insufficient car parking spaces /garages for parking.
- It will erode the strategic green space between the historic centre of Banwell, the potential bypass and a garden village being considered as part of the local plan.
- Reduced bus service and therefore even less sustainable than previously
- A large scale development of this nature was not needed within the Parish.

The resolution was correctly proposed and seconded (unanimous)

- (ii) **20/P/0030/FUL** – Land Court Farm Puxton Road Hewish Weston-super-Mare BS24 6UE. Demolition of existing agricultural buildings and erection of a replacement agricultural building.

Resolved – To support this application

The resolution was correctly proposed and seconded (unanimous)

- (iii) **20/P/0137/FUL** - Eversleigh House East Street Banwell BS29 6BW. Change of use from garage/studio to residential annexe.

Resolved – To not support this application given the lack of detail.

The resolution was correctly proposed and seconded (unanimous)

- (iv) **20/P/0193/FUH & 20/P/0420/LBC** – 4, The Square, Banwell BS24 6BL. Retrospective application for installation of satellite dish and boiler flue to north west elevation (side); plastic guttering and pipework to the south east elevation (rear).

Resolved – To object to this application as there was a concern that it would set a precedent for plastic in the Conservation Area

The resolution was correctly proposed and seconded (unanimous)

- (v) **20/P/0344/NMA** - Land South of Wolvershill Road Churchland Way Weston-super-Mare. Mon material amendment to application 16/P/2744/OT2 (Outline planning application with Environmental Statement with all matters reserved for subsequent approval for a residential development of up to 250 dwellings and associated infrastructure) to allow variation to time scale for the delivery of the River Banwell Strategic Flood Attenuation Scheme

This application was noted

- (vi) **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

Resolved – To not object to this application.

The resolution was correctly proposed and seconded (unanimous)

17/20 To note planning decisions – (agenda item 5)

- (i) **19/P/1608/FUL** - Winthill House Winthill Banwell BS29 6NN. Conversion and extension of existing garage and storage loft to holiday let. **APPROVED**

- (ii) **19/P/2662/RM** – Land of Churchland Way, Wolvershill Road, Banwell. Submission of reserved matters of access, appearance, landscaping, layout and scale for the erection of 88no. dwellings with associated works pursuant to outline planning permission 16/P/2744/OT2. **APPROVED**
- (iii) **19/P/2635/FUL** – Land to the rear of ‘The Ship Hotel’, West Street, Banwell. Erection of 2 No. two-storey dwellings including access & parking. **APPROVED**
- (iv) **19/P/3074/CQA** - Barn 2 Rolstone Manor West Rolstone Road Hewish Weston-super-Mare BS24 6UR. Prior approval for the change of use of an agricultural building (Sui Generis Use) to 1no. dwelling house (Use class C3) with operational development consisting of new rooflights; new render and timber cladding; insertion of windows and doors and re-roofing of lean to. **REFUSED (not permitted development)**
- (v) **19/P/3076/CQA** - Barn 1 Rolstone Manor West Rolstone Road Hewish Weston-super-Mare BS24 6UR. Prior approval for the change of use of an agricultural building (Sui Generis Use) to 1no. dwelling house (Use class C3) with operational development consisting of replacement of existing clay pantile roof with metal roof; new timber cladding and insertion of windows and doors. **REFUSED (not permitted development)**
- (vi) **19/P/3147/FUH** - 28 Queens Road Banwell BS29 6BB. Part demolition of existing rear conservatory, construction of single-storey and two-storey extension on footprint of conservatory. **APPROVED**
- (vii) **19/P/3169/FUH** - 34 High Street Banwell BS29 6AF. Single storey rear elevation extension. **APPROVED**
- (viii) **19/P/3172/PIP** - Land to The South Of Western Trade Centre Knightcott Road Banwell. Permission in principle for residential development for a minimum of one dwelling and a maximum of nine dwellings. **WITHDRAWN**
- (ix) **19/P/3190/TRCA** - 1 Hill Path Banwell BS29 6AB. T1 - Horse Chestnut - Crown reduce by 4m. T2 & T3 - Birch - Crown reduce by 4m. T4 - Holly - crown reduce by 2m. T5 - Ash - crown reduce by 4m. T6 - Sycamore - Crown reduce by 5m. T7 - Beech - crown reduce by 5m. **NO OBJECTION**
- (x) **19/P/3192/FUL** - Gout House Farm West Rolstone Road Hewish Weston-super-Mare BS24 6UH. Agricultural timber frame building to store hay, straw and livestock (Part Retrospective). **REFUSED**
- (xi) **20/P/0121/NMA** - Mead Fields Parklands Phase 3A Land South of Churchland Way Wolvershill Road Banwell. Non-material amendment to application 18/P/5209/RM to allow amendments to internal arrangements and rear elevations of NB31 house types. **APPROVED**
- (xii) **20/P/0122/NMA** - Parklands Phase 1 Land South of Churchland Way Wolvershill Road Banwell. Non-material amendment to application 17/P/5586/RM to change internal arrangements and rear elevations of NB31 house types. **APPROVED**

18/20 Date of the next meeting (agenda item 6)

16th March 2020 7:30pm Parish Council Meeting, Youth & Community Centre

4th April 2020 7:30pm Planning Committee Meeting, Youth & Community Centre

The Chairman closed the meeting at 20:00

.....Chairman

.....Date



Banwell Parish Council

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT BANWELL YOUTH & COMMUNITY CENTRE, 8 P.M. ON MONDAY 2ND MARCH 2020

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

In attendance: Liz Shayler (Clerk) and Cllr Steve Davies

01/20 To receive and accept apologies for absence (agenda item 1)

No apologies were received.

02/20 To elect a Chair for 2019/20 (agenda item 2)

Resolved – That Cllr Harding be elected as Chair for the rest of the 2019/20 Parish Council year.

The resolution was correctly proposed and seconded (unanimous).

03/20 To elect a Vice-Chair for 2019/20 (agenda item 3)

Resolved – That given there are only two months of the Parish Council year left that a Vice-Chair is not elected.

The resolution was correctly proposed and seconded (unanimous)

04/20 To receive members' declarations of interest on any agenda item (agenda item 4)

No member's declarations of interest were received.

05/20 To approve as a correct record the Employment Committee meeting minutes from the 28th March 2019 (agenda item 5)

Resolved – That the minutes of the Employment Committee meeting 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.

06/20 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item 7 & 8 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 2060 (agenda item 6)

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

The resolution was correctly proposed and seconded (Unanimous)

07/20 To undertake the Clerk's six-monthly appraisal (agenda item 7)

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

Resolved - That due to the increased workload that it was recommended to Council that an administration assistant be employed for 20 hours a month using Pay scale LC1 depending on their experience.

The resolution was correctly proposed and seconded (Unanimous)

08/20 To undertake the annual review of the Clerks Salary including a spinal point increase and a possible 2% suggested increase from the National Joint Council (agenda item 8)

Resolved - That due to the satisfactory outcome of the Clerks review a spinal point pay increase from 27 to 28 (old scale 33 to 34) is to be awarded along with any suggested increase from the National Joint Council.

The resolution was correctly proposed and seconded (Unanimous)

09/20 To agree the date of the next meeting (agenda item 9)

8pm September 7th 2020 at Banwell Youth & Community Centre.

The Chairman closed the meeting at 20:30

.....Chairman

.....Date

BANWELL PARISH COUNCIL

ACTION PLAN FOR March 2020 to September 2020

NAME: Liz Shayler

JOB TITLE: Clerk and responsible financial officer to Banwell Parish Council

DATE OF INTERVIEW: 25th March 2020

NAME OF EMPLOYMENT COMMITTEE CHAIRMAN: Cllr Paul Harding

1. KEY WORK TARGETS FOR NEXT YEAR

To Continue to run the Youth & Community centre ensuring all compliance etc.
To ensure the Cemetery Committee receives the Memorial Safety checks training.

2. NEW RESPONSIBILITIES (if any)

With the possible hire of an Admin Assistant the Clerk to put together a vacancy pack for presentation to the next full council meeting.

3. ADDITIONAL ACTION POINTS (if any)

4. TRAINING AND DEVELOPMENT NEEDS

NEEDS

HR

OBJECTIVE(S)

To ensure the smooth hiring of a new administration assistant

6. ADDITIONAL COMMENTS

REVIEW DATE: September 2020

CHAIRMAN'S SIGNATURE **DATE**

EMPLOYEE'S SIGNATURE **DATE**

Issue a copy to the employee and set the next review date, depending on the information above.



Banwell Youth and Community Centre,
West Street, Banwell.
North Somerset. BS29 6BS
(01934) 820442

Applications are now being sought for the position of Administrative Assistant to the Parish Council.

The successful candidate will be required to work 20 hours a month although flexibility will be required, evening and week-end work may be necessary.

Previous experience is preferable and so the salary grade for this post will be NALC LC1, spinal column point 5 – 9 (depending on local council experience).

For further details, please contact the Clerk at the Parish Office. Applications including a CV should be sent to the Clerk at the above address by midnight on Tuesday 14th April 2020.



Banwell Youth and Community Centre,
West Street, Banwell.
North Somerset. BS29 6BS
(01934) 820442

Applications are now being sought for the position of Administrative Assistant to the Parish Council.

The successful candidate will be required to work 20 hours a month although flexibility will be required, evening and week-end work may be necessary.

Previous experience is preferable and so the salary grade for this post will be NALC LC1, spinal column point 5 – 9 (depending on local council experience).

For further details, please contact the Clerk at the Parish Office. Applications including a CV should be sent to the Clerk at the above address by midnight on Tuesday 14th April 2020.



Banwell Parish Council

Website: www.banwellparishcouncil.org.uk

E-mail: clerk@banwellparishcouncil.org.uk

Tel: (01934) 820442

Banwell Village Hall,
Westfield Road, Banwell.
North Somerset. BS24 0NJ

18th March 2020

Dear Applicant,

Assistant Clerk to Banwell Parish Council.

Please find enclosed the job description and person specification for the above post.

Please apply by C.V. **citing evidence of your ability to meet the person specification and to perform the work in the job description** by midnight on Tuesday 14th April 2020 either by email or posting hard copy to the above address to arrive by the above closing time, together with a **covering letter** (no more than one side A4) explaining why you think you are suitable for the post.

All applications will be acknowledged.

Shortlisting will take place in the week commencing 20th April 2020. You will be informed shortly after this if you have been selected for interview (Only those selected for interview will be contacted at this stage).

Interviews will take place the week beginning the 4th May 2020 in Banwell and interviewed candidates will be informed of the outcome soon afterwards.

Thank you for your interest in this post.

Kind regards

Liz Shayler

Liz Shayler
Parish Clerk & RFO to Banwell Parish Council

JOB DESCRIPTION - ASSISTANT CLERK TO THE COUNCIL

Overall Responsibilities

The Assistant Clerk to the Council will assist the Clerk to ensure that the statutory obligations of the Clerk as Proper Officer and Responsible Financial Officer and the instructions of the Council in connection with its function as a Local Authority are conducted and completed in an efficient and effective manner. They are responsible for secretarial and clerical duties, report preparation, maintaining computerised files & statistics, assisting in budget preparation and performing other duties as required.

Responsible To

The Clerk of the Council.

Specific Responsibilities Include

- To assist the Clerk with effective communication with residents by:-
 - Collating articles and other information to formulate the Parish Council Update for the Parish Magazine.
 - Updating the Council's website / Facebook Page on a regular basis
- To prepare in consultation with appropriate members, agenda for allocated committee and working party meetings. To attend such meetings (sometimes outside normal working hours) & prepare minutes/notes for approval and implement decisions agreed by the Council as & when appropriate.
- Assist with budget preparation works by way of calculation, information gathering and projection of figures
- Orders & Tenders – obtain “best value” by way of quotes or price searching for suppliers / contractors required and to assist in the tender process in line with the Parish Council's Financial Regulations and Standing Orders.
- To maintain the Council's Register of Property & Assets.
- Carry out administration in relation to Banwell Parish Council Grant Application system and Outstanding Contribution to the Community Award.
- At the Youth and Community Centre - to assist the clerk in ensuring compliance requirements are met, maintaining a booking system and liaising with users including hiring agreements.
- Assisting with special projects using independent decision-making and judgement.
- To undergo any training courses in connection with the work, whether by home study or venue attendance.
- General Office Duties – to cover general office duties for the Clerk during periods of holiday & absence and to deputise for the Clerk when he/she is on leave or unable for any reason to fulfil their duties.
- To carry out other reasonable duties to assist the Clerk in his/her function as the Proper Officer / Responsible Financial Officer of the council, as directed by the Clerk.

ASSISTANT CLERK – PERSON SPECIFICATION

MARCH 2020

Essential

Knowledge/Qualifications

- Good Standard of secondary education with proven skills in literacy & numeracy (GCE “O”Level/GCSE or equivalent)
- Must agree to undertake all necessary training (Including home study course ‘Introduction to Local Council Administration’)
- Knowledge of office and administrative procedures

Skills

- Good organisational and administrative skills.
- Computer/IT skills (Microsoft Office, ‘Word’, Excel, PowerPoint, internet, Facebook and or Twitter)
- Communication skills (Oral and in writing letters/reports)
- Personal Inter-reaction skills (Dealing with the public/difficult people)
- Good telephone manner (Deal with enquiries/keep records)
- Mobility (Ability to attend meetings in Banwell, service noticeboards, and fulfil other commitments within the Parish)
- Able to organise own workload and priorities with minimal supervision.

Flexibility

- Able to work flexible hours (Servicing evening meetings/functions)
- Work from Home / Office

Attitude

- Able to work alone or as part of a team.
- Approachable, enthusiastic, proactive and self-motivated.
- Positive Outlook

Desirable

Knowledge/Qualifications

- A working knowledge of and understanding of Local Government structures and responsibilities.
- Knowledge of website maintenance
- Some knowledge of the locality

Skills

- Meeting skills (Experience of protocols in meetings, preparing agendas and taking minutes)
- Experience of dealing with the public.

Simple, Transparent Pricing

To make Scribe affordable for all councils, our annual license fee is based upon the size of your Council's precept and receipts. All pricing is ex VAT.

PRECEPT /RECEIPTS	PRECEPT/RECEIPTS	PRECEPT/RECEIPTS	PRECEPT/RECEIPTS	PRECEPT/RECEIPTS
Up to £25,000	£25,000 to £50,000	£50,000 to £100,000	£100,000 to £200,000	£200,000+
Single User License £257 per year	Single User License £283 per year	Single User License £347 per year	Single User License £385 per year	Single User License £487 per year
Unlimited User License £385 per year	Unlimited User License £425 per year	Unlimited User License £520 per year	Unlimited User License £577 per year	Unlimited User License £730 per year



Banwell Parish Council News and Information

Thought about Becoming a Parish Councillor?

Have you ever thought about giving something back to your community by becoming a Parish Councillor? The Parish Council aims to make a difference to the area we live in and can be a rewarding experience by improving our local environment. We currently have **two** vacancies on the Council and would welcome applications from anyone in the village with an interest in getting involved. If you would like to know more about what it means to be a Parish Councillor, please ring the Clerk on **820442** for an informal chat or email clerk@banwellparishcouncillors.org.uk.

Your Parish Councillors

Paul Blatchford (Chairman)	820769	paul.blatchford@banwellparishcouncil.org.uk
Paul Harding (Vice)	822017	paul.harding@banwellparishcouncil.org.uk
Phil Adams	270800	phil.adams@banwellparishcouncil.org.uk
Phil Baird	820736	phil.baird@banwellparishcouncil.org.uk
Karen Bennett		karen.bennett@banwellparishcouncil.org.uk
Steven Davies	822245	steve.davies@banwellparishcouncil.org.uk
Nick Manley	07973 414019	nick.manley@banwellparishcouncil.org.uk
Maggie McCarthy	07975 727996	maggie.mccarthy@banwellparishcouncil.org.uk
Dawn Parry	07595 023204	dawn.parry@banwellparishcouncil.org.uk

Parish Office

The Parish Office is located at the Youth & Community Centre (at the bottom of West Street Carpark adjacent to the Scout Hut) and is open to parishioners on **Tuesdays & Thursdays 10am until 12 noon** – no appointment needed. The Clerk is more than happy to see you at any other time if this isn't convenient – just call (01934) 820442 or email clerk@banwellparishcouncil.org.uk

Website / Facebook Page

Banwell Parish Council would like to remind you of their website. www.banwellparishcouncil.org.uk. A new edition to this is the Community Events Calendar which allows residents to check what other events are happening in the village if you would like to organise one of your own. If you would like to notify us of an event, please contact Lisa Stannard lisa.stannard@newcreationchurches.org.uk or the Clerk.

The website also allows the Council freedom to create community pages. So, if you have a Community group that currently has no website and are interested in

having a page please contact the Clerk on 820442 or email on clerk@banwellparishcouncil.org.uk

The Parish Council Facebook page provide the Parish Council with a much wider visibility in the community, so hopefully residents of all ages will be able to keep up to date and in touch with news from the Parish Council. It can be found at www.facebook.com/banwellparishcouncil.

General information and Parish Council Meeting agendas are also displayed on the parish noticeboards at the entrance to West Street car-park and the Recreation Ground.

Banwell Great British Spring Clean 2nd May 2020

Banwell Parish Council is backing a national campaign to get half a million people out and about cleaning up their local communities in March/April 2020. As part of its support for the country's biggest-ever community clear up Banwell Parish Council is seeking volunteers to take part in an organised litter-pick / weeding and sign cleaning event throughout the village on the:

Due to the weather / Easter, this year's Banwell Spring Clean is Saturday **2nd May 2020 10am until midday**, meeting at **Banwell Youth & Community Centre** at the bottom of West Street Car-Park. **Refreshments included.**

The Great British Spring Clean is about everyone working together to clean up the litter that blights our landscape and communities. It is also about bringing people together to tackle an issue that many people care passionately about.

All equipment will be provided on the day. If you wish to set up your own clean up, please visit the main campaign website at www.greatbritishspringclean.org.uk

Recognition of Service to the Community Award 2020

Many Banwell parishioners give their personal time and energy helping undertake public engagement work or volunteering in the community.

In recognition and celebration of volunteers within the Parish, the Parish Council award the 'Recognition of Service to the Community Award';

So, if you know someone who has, for example;

- Made a significant positive impact in the community.
- Gone above and beyond their role in their capacity as a volunteer.
- Inspired and motivated others to volunteer.
- Made a marked difference to someone's life.
- Generally made a difference working in the community.
- Successfully fundraised for a particular project.

If so, please use the nomination form available from the Parish Council website / Facebook page / by email or by visiting the Parish Office. The form must be returned by **Friday 3rd of April**. The 2020 winners will be announced at the Annual Meeting of Electors on **Monday April 20th**, starting at 7:30pm in Banwell YCC.

Community Picnic 2020

Every year in June, since the idea for a 'Big Lunch' began in 2009, millions of people stop what they're doing and get together with neighbours in a nationwide act of community and friendship more details of which can be found at www.edenprojectcommunities.com/.



In support of the Big Lunch the Parish Council will be holding their annual Community Picnic on **July 5th, 2020 at 12 o'clock** on the **Recreation Ground** and we would like to know if your group want to be involved.

Although people will be able to bring their own picnic we thought that we would also give community organisations around Banwell the opportunity of fundraising by selling food (e.g. a bar-b-que, sweets, ice creams, cakes, tea & coffee etc.) or an activity (e.g. face painting / bouncy castle etc).

So, if your group would like to be involved please email the Clerk before the **31st May 2020**.

Recreation Ground additional play equipment

As you are aware North Somerset Council gave Banwell Parish Council a Section 106 developer contribution of £19,000 from the Taylors Field Development (currently known as Bilbie Grange). Based on the public consultation responses last April this money was used to install a table tennis table, climber, see-saw, zipline and more picnic benches. **Due to inclement weather the final installation of the zipline has been delayed until the ground has dried out.**

A quick reminder that Banwell Recreation Ground is covered by a **Public Space Protection Order** which means dogs are prohibited. If caught owners can face a fine of up to £1000. We have some beautiful walks around the Parish so please take advantage of these instead.

Riverside

Thank you to all those who responded to the consultation for Riverside Play Area. Given the responses the Parish Council have decided to install a multiplay unit and several more picnic benches. We are currently applying for grant to help pay for this but hope that we will be able to have something installed by the Summer.

Banwell Youth Club

A reminder that Banwell Youth Club is open and being run by YMCA Dulverton. The numbers are going from strength to strength and there is an exciting range of activities planned. So, if you are aged between 10 and 18 then come along to the **Youth & Community Centre** (at the bottom of West Street Car Park) on **Tuesday's** between **6:30 and 8:30pm**.

Banwell Children's Centre / Youth and Community Centre

As you are aware with budget cuts North Somerset decided to withdraw from Banwell, Sandford and Winscombe Children Centre located at the bottom of West Street Carpark adjacent to the Scout Hut. The Parish Council did not want to lose Children's Services entirely from the village and so at the beginning of April took over the running of the building as a Youth and Community Centre (YCC). The following activities currently run from the building;

Monday: 9:30 - 11am North Somerset Forest School (drop-in session)
Evening – 5 – 7pm Beavers then alternate weeks Banwell Parish Council or Planning Committee meeting / Explorer Scouts.

Tuesday: 9:30 – 11:30am North Somerset Childminding Group
10am – 12 Banwell Parish Council Public Session
6:30 – 8:30pm Banwell Youth Club

Wednesday: 9:30am until 12:30 Breast Feeding Support Group
6 - 7pm Somerset Kickboxing Academy

Thursday: 9am - 12 Coffee & Chat run by Love Banwell (monthly visits from North Somerset Ward Councillors, WERN, the Police and other guest speakers)
10am - 12 Banwell Parish Council Public Session
6pm – 10pm Cubs & Scouts

The Youth & Community Centre is available for hire outside of these times Monday to Friday £12 an hour Saturday and Sunday £14 an hour please contact the Clerk for more details and a booking form.

Grants and Donations

Environmental Fund – Provided by New Banwell Solar Banwell following the installation of the solar farm near Towerhead will / has helped the following.

- Banwell 1st Scouts for energy efficient oven, fridge, dishwasher, crockery and cutlery.
 - Banwell Youth & Community Centre to fund more energy efficient lighting.
- Further grants and donations from Parish Council funds have also been made to the following;
- Churchill & Langford Community Bus to fund monthly trips to various locations.
 - Dial North Somerset
 - Banwell Archaeology to purchase four historic blue plaques
 - Banwell-Potigny Town Twinning

If you have any suggestions for further projects that the Parish Council can support, please email the Clerk.

Citizens Advice Bureau (CAB)

Book an appointment with the Citizens Advice Bureau if you are having problems with: Paying your council tax, discrimination, paying your water bill, universal credit, managing other debts, budgeting, consumer issues or benefits.



Appointments at Banwell Youth & Community Centre can be booked via the Parish Clerk on (01934) 820442 or email: clerk@banwellparishcouncil.org.uk for **April 14th & 28th, May 12th & 26th, June 9th & 23rd and July 7th & 21st**. Alternative weeks can be booked via the Clerk but are held in Winscombe.

Footpaths

The Parish Council have been approached by local landowners in relation to concerns about walkers not sticking to local footpaths crossing private land and about dogs being under control. Given it is lambing season it is particularly important that everyone follows the Countryside code;

- Be safe—plan ahead and follow any signs
- Leave gates and property **as you find them**
- Keep dogs under close control (where there is any livestock /shooting please keep dogs on the lead and be especially careful of cows with calves)
- Protect plants and animals
- Take your litter home
- Consider other people

And two that we have added;

- If a field has crops in it and the path goes through the middle please walk around the outside of the field.
- Always pick up after your dog, faeces can cause a variety of complications in children and livestock.

There are two Banwell walks which can be found on our website under Parish Council information alternatively you can use the xxxxx

Speed prevention initiatives

As you may be aware, the Parish Council is concerned about the speed cars travel through the centre of Banwell. Evidence suggests that most people are not aware that they are speeding due to complacency and familiarity. The Parish Council has therefore two initiatives aimed at reminding drivers of local speed restrictions.

The **Vehicle Activated Speed Sign** purchased by the Parish Council is continuing to be moved around the village. At present we have agreed three sites and the sign is rotated between these locations. The following data has been received;

East Street 2965 Castle Hill 3925 Knightcott Road 4748

These readings are the average daily amounts that vehicles are travelling over 30mph. These readings are then passed to the Police and North Somerset.

A **Community Speed Watch Team** has been set up. Speed Watch is only undertaken during the day, in dryish weather for maximum of an hour. At present we have identified speed watch sites along Knightcott Road and Wolverhill Road and are looking for volunteers to monitor both areas. The initial training is now online at



<https://www.avonandsomerset.police.uk/services/watch-community-schemes/community-speedwatch/community-speedwatch-knowledge-check/> It is a short video followed by multi-choice questions which in total takes less than 10 minutes to complete. Additional training will be given on site enabling you to use the equipment and meet other volunteers. So, if you or anybody you know has an hour a month to spare then please contact the Clerk. The more people we can encourage to participate the better coverage we can have.

Your Neighbourhood Consultation and engagement

North Somerset's 'Your Neighbourhood' consultation and engagement was launched on Thursday 13th February and runs until the 7th May. It brings together a group of consultations about services which you may use regularly.

They have chosen to group these consultations together so that they can understand the bigger picture for your neighbourhood as well as showing how each proposal or strategy works on its own. They need everyone's views to shape what comes next in these services. They are; Libraries, Leisure and sports centres, Street cleansing, Parks and open spaces & Garden waste

The easiest way to access the consultation is by using the following link: www.nsomerset.gov.uk/yourneighbourhood. If you have any questions email YourNeighbourhood@n-somerset.gov.uk and one of the team will get back to you.

Just for clarification – Bilbie Grange Section 106 Developers Contribution

It was advertised that £221,000 will be given to the Village. Just for clarification these contributions were agreed by North Somerset with Bellway Homes over three years ago. The only payment coming directly to the Parish Council is £38,000 for the Recreation Ground paid in two phases; the first paid for the equipment installed before Christmas the second when 50% of the houses have been sold. Directly coming into the village is the following;

- £11,000 for Banwell Football Club
- £1,800 for the YMCA Dulverton to organise 3rd party providers
- £4,000 for Godding Lane (undertaken by North Somerset)

The rest of the money will be given to North Somerset to be used for the following;

- Children's Services
- Churchill Academy
- Library Services
- Travel Packs

Asset	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2020/21	Asset Value	Replacement Cost	Insured Value 2018/19	Comments
Land									
Recreation Ground	Westfield Road	Mr Day	Donated	1946	£1	£1	N/A		Left in will, owned by PC as Sole Trustees, land registered May 2017. Title ST334088
Land on which the village Hall is built	Westfield Road	Mr Day	Donated	1946	£1	£1	N/A		Left in will, owned by PC as Sole Trustees, given to Village Hall Foundation being investigated for registration
Riverside Green	Riverside	N/A	N/A	N/A	£1	£1	N/A		Land registered February 2020. Title ST356872. Valued in 1990 £10,000
Children's Centre	West Street	Refit N. Somerset	Land is leased	N/A	Unknown	£503,000	N/A	£503,000	Refurbished by North Somerset in 2008.
Small parcels of land at Knightcott,	Knightcott Rd	N/A	N/A	N/A	£1	£1	N/A		Being investigated for land registration.
Small parcels of land at top of Castle Hill.	Castle Hill	N/A	N/A	N/A	£1	£1	N/A		Land registered February 2020. Title ST356873.
Small parcels of land at path - 28 Church St	Church St	N/A	N/A	N/A	£1	£1	N/A		Being investigated for land registration. 28 Church St not registered.
Land on which Scout Hut & CC are located	West Street	N/A	Leased for 999yrs	1981	£1	£1	N/A		Leased on 999-year lease from Wessex Water. Land Reg title No. AV209120
Field behind CC	West Street	N/A	Licensed for 999yrs	1981	£1	£1	N/A		Held on a licence from Wessex Water.
Cemetery site	Off Church St.	N/A	£1	Late 1950's	£1	£1	N/A		Donated by local farmer. Land registered May 2017. Title ST334025
Track at Wint Hill Land at Quarry	Wint Hill	Woodspring / Axbridge District	Unknown at present	1970's	£1	£1	N/A		Land registered February 2020. Title ST356875. Valued in 1990 £10,000
Village pump & walls	High Street	Unknown	Donated	1900's	£1	£1	N/A		Land registered February 2020. Title ST356874. Repointed and repainted May 2017
War Memorial & Land	West Street	Post Office	Donated	1920's	£1	£1	N/A		Land registered February 2020. Title ST356871. Repointed and repainted May 2017
Land SW & S of Springfield Gdns	Springfield Gdns	N/A							Land Reg Title Nos. AV90258 & 79772. Presently being investigated for removal.

Equipment in Recreation Ground:									All visually checked weekly, quarterly operational & annual independent inspection
Nest swing	Recreation Ground	Sutcliffe Play (SW) Ltd	£2,462	Spring 2010	£2,462	£2,462	£3,200	Play equipment to insured for £50,000	
Toddler swings	„	„	£1,153	Spring 2010	£1,153	£1,153	£1,600	“	
Springie helicopter	„	„	£622	Spring 2010	£622	£622	£800	“	
Hide & slide unit	„	„	£5,127	Spring 2010	£5,127	£5,127	£10,000	“	
Bench in toddler area	„	„	£344	Spring 2010	£344	£344	£400	“	
Circuit Climber unit	„	„	£11,147	Spring 2010	£11,147	£11,147	£15,000	“	
MUGA	„	„	£15,068	Spring 2010	£15,068	£15,068	£23,000	“	
Junior swings barriers	„	„	£1,856	Nov-11	£1,856	£1,856	£2600 £600	“	
Safagrass & safety surfacing, rec, riverside & MUGA	„	„	20604 £5811	Spring 2010 Nov 2011	20604 £5811	£26,415	£34,000	Surfaces to be insured for £30,000	
Zipline	„	GB Sport	£4,002	Mar-19	£4,002	£4,002	£4,002	Play equip to be insured for £50,000	
Table Tennis Table	„	„	£3,036	Feb-19	£3,036	£3,036	£3,036	“	
Climber	„	„	£2,724	Feb-19	£2,724	£2,724	£2,724	“	
Sea-Saw	„	„	£1,038	Feb-19	£1,038	£1,038	£1,038	“	
Rec Fence	“	Keran Mellor	£9,727.58	June 2016 May 2017	£9,727.58	£9,727.58	£9,727.58	Gates & fences £15,000 Street	
Picnic benches x 3	„	„	£2,205	June 2019 Dec 2019	£2,205	£2,205	£2,205	furniture to be insured for £20,000	
DA Picnic benches x 2	„	„	£1,140	Dec-19	£1,140	£1,140	£1,140		
2 x Weston benches	„	Donated	Unknown	Spring 2010	Donated	£200	Unknown traditional metal benches		Estimated value of £100 per bench based on the ages/ sizes and materials of the benches.

Equipment at Riverside:									All visually checked weekly with annual independent inspection
Swings	Riverside	Unknown	Unknown	Unknown		£1,500	£2,300	Play equipment to insured for £50,000	
Climber	Riverside	Touchwood	£6,300	Aug-13	£0	£0	£0		Removed as rotten 2019
benches x 5	"	Various	Unknown	Oct-08	Unknown	£250	£2,500	Street furniture to be insured for £20,000	Estimated value of £50 per bench based on the variety of ages/ sizes and materials of the benches.
Gates & fencing	"	Various	£6,500	Oct-08	£7,382	£7,382	£6,500	Gates & fences £15,000	
Defibrillators									
Defibrillator 14B00463141	Village Hall	Donated	£2,428.80	Aug-14	£2,428.80	£2,428.80	£2,428.80	Defib's to be insured for £10,000	
Cabinet & Defibrillator	Banwell News	AED	£1404 £1185	01/04/2014 14/07/2019	£1,404	£1404 £1185	£2,428.80	"	
Defibrillator 16B00518884	Co-Op	AED	£2,428.80	Feb-17	£2,428.80	£2,428.80	£2,428.80	"	
Defibrillator 14B00463698	Boulters	Donated	Donated	Sep-15	£2,428.80	£2,428.80	£2,428.80		
Office									
Acer / Lenovo Desktop Computer	Office	Acer / Lenovo	£397.46	Apr-16	£397.38	£397.38	£399	Office contents to be insured for £3000	
Lenovo Desktop Computer	Office	Acer / Lenovo	£397.46	Feb-20	£649.02	£649.02	£799.99	"	
HP Laptop	Office	Acer / Lenovo	£397.46	Feb-20	£539.98	£539.98	£539.98	"	
2 Printer/copiers	Office	HP and Canon Printers	Unknown	Unknown	£2	£2	HP £400	"	Canon printer in storage is spare only, would not be replaced
1 filing cabinets	Office	Unknown	Unknown	Unknown	£1	£1	£147.90	"	
Misc office equipment	Office Desk / Cupboards	Ikea	£120	01/07/2015 01/01/2017	£120	£120	£240	"	Ikea pigeon holes / Desk
Misc office equipment	Desk / filing cabinet / Chairs	Donated	Donated	Apr-19	£1	£1	£467	"	

Lap top, Projector & screen	Office	Optoma ES521	Part donation	Jan-12	£100	£100	£369	Specified All Risks to be insured for £3500	PC contribution £100
6 Laptops supplied to Councillors	Individual Councillors	Acer	£1,423.38	May-16	£1,423.38	£1,423.38	£1,440	"	
3 Laptops supplied to Councillors	Individual Councillors	Lenovo Del	£1,128	Apr-17	£1,128	£1,128	£1,128	"	
Chain of Office	Chairman	Roy Rice	£480	Jul-04	£1	£1	TBV	"	
Speed Watch Equipment	YCC	Donated	Donated	Jul-04	£1	£1	£250	"	
Youth & Community Centre									
CCTV Equipment	YCC	Donated	Donated	Apr-19	£1	£1	£3,000	General contents to be insured for £9000	
Washer / Drier	YCC	Donated	Donated	Apr-19	£1	£1	£549	"	
Fridge Freezer	YCC	Donated	Donated	Apr-19	£1	£1	£190	"	
Dishwasher	YCC	Donated	Donated	Apr-19	£1	£1	£299	"	
Sharp LC3262CE TV	YCC	Donated	£699.95	Aug-08	£1	£1	£144	"	
55" TV	YCC	Costco	£324	Feb-20	£396	£324	£396	"	
Leather sofas x 2	YCC	Donated	1,195.00	Aug-08	1,195.00	£1	2,000.00	"	
Sofas x 2	YCC	Donated	Donated	2008	£1	£1	1,000.00	"	
Tables for meetings	YCC		£470	Dec-19	£470	£470	£470	"	
Sound Equipment	YCC	Donated	Donated	Mar-19	£1	£1	£750	"	
Canon digital camera and memory card	YCC	Donated	149.98	Oct-09	£1	£1	£149.98	Office contents to be insured for	
Other									
Shed at Cemetery	Cemetery	Unknown	Unknown	1950's	£1,306	£1,306			
Walls at Cemetery	Cemetery	Unknown	Unknown	1950's	£30,907	£30,907			Abbey Wall reinforced spring 2017
Vehicle Activated Speed Sign	Mobile	Swarco	2,700	Nov-17	£2,700	£2,700	2,700	Street furniture to be insured for £20,000	

3 Brick bus shelters	Knightcott Road	Built by Keran Mellor Services	Unknown	Unknown	£3,000	£3,000	6300 - 6500	“	Refurbished summer 2011 Estimated value £1000 a shelter based on their age
Street lights x 67	Various	SEC	Unknown	Variety	£13,610	£13,610	Approx. £900 to replace a column	“	Inspected and electrical safety check completed in Jan 2017. Asset figure based on insurance value.
Dog bins x 20	Various	NSC	Unknown	Variety	£2,000	£2,000	£130 per bin (plus £50 for fixing) = £2000	“	All inspected Jan 2019 and repaired/replaced as necessary. Estimated value of £100 per dog bin based on the variety of ages of the bins.
Benches x 10	Various	Various	Unknown Donated	Variety - unknown	£2,000	£1,000	£200 x 10 = £2000	“	Estimated value of £100 per bench based on the variety of ages/ sizes and materials of the benches.
Litter bins x 5	Various	Various	Unknown Donated	Unknown	£5	£5	£270 x 5 = £1350	“	
Notice boards x 2	West St car park Rec	Unknown	Unknown £413	Unknown	£150 £413	£563	Mounted £288	“	West Street board value based on its age.
Banwell/Potigny road signs x 4	Various	Unknown	Unknown	Unknown	£4	£4	TBV	“	
War memorial	West St	Unknown	Donated	Unknown	£1	£1	N/A	Not materially insured	Cleaned by Wells Cathedral Stonemasons Autumn 2011/ repointed October 2016.
Memorial stones;	West St/ Riverside x 2 /Golling Lane	Unknown	Donated	Unknown	£3	£3	TBV		
Jubilee Gate	East Street	Wally Rice	Donated	Unknown	£1	£1	TBV		
Total Asset Values in Red						£667,963.53			For the purposes of the AGAR £667,964

For the purpose of this asset register the Council has set a de minimus limit of £100 for which assets are not recorded on the register this excludes land, historical artefacts and assets with a replacement value of over £100.

See separate Inventory of items in Banwell Fire Station under the care of Banwell & District Volunteer Fire Unit. (Prepared by Roy Rice September 2011) and Youth Club inventory which are not included above due to the de minimus limit



Banwell Parish Council

Scheme of Delegation

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

1. Responsible Financial Officer Duties & Powers

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

2. Proper Officer Duties & Powers

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

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

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

- 2.2.1 The day to day administration of services, together with routine inspection & control.
- 2.2.2 Authorisation of routine expenditure within the agreed budgets.
- 2.2.3 Emergency or necessary expenditure up to £500 outside of the agreed budget (see 3 - Urgent matters below).
- 2.2.4 Dealing with all press and public relations on behalf of the Council in consultation with the Chairman or Vice-Chairman.
- 2.2.5 Liaise with North Somerset / Parish Council Contractors on clear uncontentious matters of concern raised by members of the public or Councillors without first putting it on a Council agenda.
- 2.2.6 Make decisions as to whether items are appropriate for inclusion in the website and/or social media channels.

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

To be approved on 17th March 2020

To be reviewed by March 2022

3. Urgent Matters

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

4. In the Event of a National / Local Emergency

- 4.1 In the event of any matter arising **which requires a decision** notwithstanding delegated powers granted by paragraph 2.2 or 3 above, the Clerk in consultation with the Chairman and/or Vice-Chairman (if not possible then two members of the Parish Council) shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 4.2 Emergency or necessary expenditure up to £1000 outside of the agreed budget.
- 4.3 If necessary, the monthly bills for payment will be produced, sent electronically to all Councillors for approval by a majority. A complete set of invoices will be sent to the two Councillors undertaking the online bank authorisation. Hard copies will be signed subsequently.
- 4.4 If necessary, the Clerk in consultation with the Chair / Vice Chair of the Youth and Community Centre Committee / Parish Council, (if not possible then two members of the Youth & Community Centre Committee / Council) has delegated authority to suspend standing orders for Health & Safety reasons.
- 4.5 If necessary, the Clerk in consultation with the Chair / Vice Chair of the Youth and Community Centre Committee / Parish Council, (if not possible then two members of the Youth & Community Centre Committee / Council) has delegated authority to close the Youth & Community Centre for Health & Safety reasons.
- 4.6 Whenever any of the above actions are taken, full details shall be submitted by email to the Councillors and a summary be produced at the next meeting of the Council.

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
Youth and Community Centre
West Street
Banwell
North Somerset
BS29 6DB

3 March 2020

Dear Liz

BANWELL PARISH COUNCIL

Interim internal audit report - Year ended 31 March 2020

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 Annual Internal Auditor's Report on the 2019-20 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)' 2019
- The Accounts and Audit (England) Regulations 2015 (as amended).

I was appointed as internal auditor to the Parish Council for 2019-20 in July 2019.

My second interim internal audit visit was on 3 March 2020.

Background

Banwell Parish Council has income and expenditure of between £100,000 and £200,000 and is subject to review by the external auditor, PKF Littlejohn. The Council had a clean annual report from the external auditor for 2018-19.

The Council is a sole managing trustee of Banwell Recreation Ground.

The Council is not required to comply with either Transparency Code as its income and expenditure falls between the thresholds for which either of the Transparency Codes apply.

The Council's accounting records are maintained on Scribe.

Internal audit checks

I have undertaken a series of audit tests on the Council's financial records, vouchers, documents, minutes, policies, procedures 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 at the visit.

During this visit I checked the following:

- Minutes of Council Meetings
- Bank and cash
- Income and expenditure
- VAT claims
- Risk assessment

Findings

Details of good practice noted, my recommendations and other matters to be brought to the Council's attention are set out below.

Good practice

- The Clerk is CiLCA qualified
- The Council maintains its books and records on Scribe software
- All records were up to date and easy to follow
- The Council's Standing Orders and Financial Regulations are reviewed regularly and are tailored appropriately for the Council
- The Council has appropriate policies in place
- The Clerk is aware of the requirements of GDPR and the Council is registered with the ICO
- Councillors attend training by the local branch of the National Association of Local Councils
- Bank reconciliations are carried out promptly each month, and are checked by a councillor
- Details of all payments authorised at meetings are recorded in the minutes
- All payment vouchers tested were evidenced as approved
- HMRC Toolkit is used for the payroll
- All eligible employees have either been auto-enrolled in a pension scheme or have opted out in writing
- All employees have contracts of employment
- The budgeting process is detailed and thorough and monitored throughout the year

Good practice continued

- VAT claims are made regularly
- The risk assessment has been adopted during the year
- Action is taken promptly on all of the recommendations in the internal audit reports

Recommendations

- I have no recommendations arising from this visit.

Other matters to be brought to the Council's attention

- The asset register will be updated to 31 March 2020.

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 to meet the needs of Banwell Parish Council.

Next visit

It is planned to carry out the year end checks remotely in the first two weeks of April 2020.

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

Banwell Parish Council

Internal Audit Plan

This Internal Audit Plan runs from March of each year. It covers three financial years – a review of the audit of the previous financial year, the audit of the current financial year and the appointment of the internal auditor for the new financial year that starts in April.

March	<ul style="list-style-type: none"> • The Council to agree with the Clerk to review the effectiveness of the Internal Audit plan and relevant documentation. • The Council to approve this Audit Plan.
April	<ul style="list-style-type: none"> • Start of the new financial year. • The Council to receive end of year report from Clerk. • The Council to receive final internal audit report from Auditor. • Council (via RFO) receives Annual Governance and Accountability Return (or Audit Return)
May	<ul style="list-style-type: none"> • The Council to receive a copy of the Audit Return forms and approve it at the relevant Parish Council meeting. The Audit Return forms must be sent to the External Auditor by 2 July. • The Council to review and approve the selection of Internal Auditor (for the new financial year)
Aug / Sept	<ul style="list-style-type: none"> • Internal Auditor to meet with the Clerk for 1st Interim Audit • Council receive a report from the external Auditor
Sept / Oct	<ul style="list-style-type: none"> • Publish Internal and External report along with complete Annual Governance and Accountability Return (Audit Return) • The Council to review any issues raised by the Internal Auditor. • Implement Action plan from Internal Auditor (if required)
Nov / Dec	<ul style="list-style-type: none"> • Internal Auditor to meet with the Clerk for 2nd Interim Audit • The Council to review any issues raised by the Internal Auditor. • Implement Action plan from Internal Auditor (if required)
April	<ul style="list-style-type: none"> • Internal Auditor to meet with the Clerk for final Interim Audit • The Council to review any issues raised by the Internal Auditor. • Implement Action plan from Internal Auditor (if required)

Internal Audit Review Checklist – Part 1 – Meeting standards

It was RESOLVED in June 2019 to continue with the appointment of Bridget Bowen as the internal auditor for the Parish Council for the financial year 2019/2020. The Council is considering the review of effectiveness of the internal audit process in the following five areas:

Expected standard	Evidence of achievement	Yes/ No	Areas for development or additional details
1. Scope of internal audit	<p>Has the scope of the internal audit been discussed with the internal auditor to ensure that the audit covers all the relevant risk areas?</p> <p>Internal audit must take into account both the council's risk assessment and internal control arrangements. The audit also covers the council's anti-fraud and corruption arrangements.</p>	Yes	
2. Independence	<p>The internal auditor is sufficiently independent, unbiased and objective as they do not have any other role within the council/board. The Internal auditor must be given direct access to those charged with governance, if required.</p>	Yes	
3. Competence	<p>The internal auditor has sufficient knowledge to be able to carry out the audit. There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.</p>	Yes	
4. Relationships	<p>The responsibilities of council members are understood; training of members is carried out as necessary. Responsible officers (Clerk and RFO) are consulted on the internal audit plan. (Evidence is on audit files). Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter).</p>	Yes	
5. Audit Planning and Reporting	<p>Is the body aware of a timetable of when the internal audit or audits will take place and when a report, if any, will be reported? Does the internal audit plan properly take account of the risks facing the council and has been approved by the council?</p>	Yes	

Internal Audit Review Checklist – Part2 – Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of achievement	Yes or No	Areas for development
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs.	Yes as per financial regulations	
Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Yes as per financial regulations	
Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	Yes, as appropriate, where relevant	
Add value and assist the organisation in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	Yes, as appropriate	
Be forward looking	In formulating the annual audit plan, agenda changes are considered. Internal audit maintains awareness of new developments in the council's services, risk management and corporate governance arrangements.	Yes, all aspects are considered based on the scale of response.	
Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	Yes, we have a full risk management process and internal audit.	
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Yes, Appropriate and proportional resources are made available.	

Responses made are proportional and in line with the relative scale of the response required.

The Parish Council has a strong ethos of good management of these processes and procedures. The Parish Council is advised on updates and changes in best practice by the Clerk / RFO.

Processes, Risk Management and Policy changes are reviewed on a regular basis and relevant updates, changes and challenges to these are implemented as required and in scale to the Parish Councils responsibilities. The Council is constantly looking forward to incoming policy changes and developing appropriate responses to those where required and as appropriate and reflect best practice with support from Council groups such as NALC.

The Internal Audit and the mechanisms for financial management have been recommended to a full council meeting in March 2020. The audit process challenged previous processes and found them satisfactory to meet current requirements.

DRAFT

Bills for Payment - 19th February to the 16th March 2020
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
CHQ	1st Banwell Scouts	Grant	£1,750		£1,750	036/20	
CHQ	Minibus Society	Grant	£632		£632	037/20	
DD	Mainstream	Phone and Broadband (DD 14.02.20)	£3.55	£0.71	£4.26	118/19	
DD	E-ON	Streetlight Power (DD 15.02.20)	£137.53	£6.88	£144.41	118/19	
	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	Cemetery paths	Total £893.50		£55.00		
BACS	FOS UK	Dog Bin emptying	£339.00		£339.00	177/19	
BACS	Insight Cleaning	YCC Cleaning includes extra & carpet cleaning equipment	£340.99		£340.99	39/19	
BACS	GB Sport	Swing Chain replacement	£44.00	£8.80	£52.80	035/20 (ii)	
BACS	GB Sport	Accessible swing	£619.00	£123.80	£242.80	240/19 (ii)	
BACS	GB Sport	Operational inspections	Total £415.60	£20.00	£120.00	136/19 (i)	
BACS	DS Securities	Annual CCTV Maintenance Charge	£145.00	£29.00	£174.00	035/20 (i)	
BACS	DS Securities	Fire Alarm button protectors	Total £210	£6.00	£36.00	H & S	
BACS	Webglu	Quarterly Web Charge	£60.00	£12.00	£72.00	151/17	
BACS	Bridget Bowen	Internal Audit	£200.00		£200.00	240/19	
BACS	YMCA Dulverton	Youth Club Sept 19 - Feb 20	£2,520.00		£2,520.00		
BACS	ALCA	Annual subscription	£536.92		£536.92		
BACS	Adams Memorials	Memorial repairs	£875.00	£175.00	£1,050.00	149/19	
BACS	Weston Rail Services	Replacement LED lights	£2,625.00	£525.00	£3,150.00	243/18	
BACS	North Somerset	Works to footpaths	£363.50		£363.50	035/20 (iii)	
DD	E-ON	YCC power (DD 17.03.20)	£169.84	£33.97	£203.81	YCC 20/20	
BACS	E. Shayler	Overtime & Expenses (screwdriver bits)	£160.10	£7.70	£167.80	H & S	
SO	E. Shayler	Clerk's Salary (SO 26.02.20)	£1,526.54		£1,526.54	118/19	
DD	Calor	LPG top up (DD 28.03.20)	£352.80	£17.64	£370.44	150/19	
DD	Nest	Pension contributions (DD 30.03.20)	£148.03		£148.03	118/19	
		Sub Total	£14,572.30	£966.50	£15,038.80		
To be paid in next financial year 2020/21							
DD	NS Council	Waste Collection (DD 01.04.20)	£14.50		£14.50	118/19	
BACS	HMRC	PAYE and NI for Sept (12.04.20)	£574.58		£574.58	118/19	
		Totals	£15,161.38	£966.50	£15,627.88		

Banwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Cemetery and Memorials		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
101	Grass Cutting	0.00	0.00	0.00	1,950.00	1,788.00	162.00
102	Paths / Trees / Garden	0.00	0.00	0.00	350.00	90.00	260.00
103	Making up Graves	0.00	0.00	0.00	280.00	0.00	280.00
104	Cemetery / Memorial Maintenance	197.18	0.00	0.00	6,000.00	706.00	5,491.18
105	Environmental Fee	0.00	0.00	0.00	360.00	120.00	240.00
		£197.18	0.00	£0.00	8,940.00	£2,704.00	6,433.18

Cemetery Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
908	Cemetery Income	0.00	3,000.00	2,753.00	0.00	90.00	-337.00
		£0.00	3,000.00	£2,753.00	0.00	£90.00	-337.00

Childrens Centre		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
700	Repairs and Maintenance	0.00	0.00	1,000.00	2,946.00	3,882.49	63.51
701	CCTV	0.00	0.00	0.00	2,000.00	3,387.50	-1,387.50
702	Electricity	0.00	0.00	0.00	1,035.52	976.69	58.83
703	Gas	0.00	0.00	0.00	2,630.99	1,219.63	1,411.36
704	Water	0.00	0.00	0.00	601.22	334.24	266.98
705	Waste Collection	0.00	0.00	0.00	147.00	400.09	-253.09
706	Cleaning Supplies	0.00	0.00	0.00	2,818.00	2,101.75	716.25
707	Office equip inc website	120.00	0.00	0.00	3,000.00	2,367.98	752.02
708	Phone / internet	0.00	0.00	0.00	500.00	545.11	-45.11
901	Childrens Centre Hire	0.00	100.00	855.00	0.00	0.00	755.00
910	YCC Grass Cutting	0.00	0.00	0.00	0.00	425.28	-425.28
911	YCC Hedge / fence & tree work	0.00	0.00	0.00	0.00	193.00	-193.00
		£120.00	100.00	£1,855.00	15,678.73	£15,833.76	1,719.97

Clerk and Administration		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
301	Salary & NI	0.00	0.00	0.00	22,500.00	23,642.63	-1,142.63
302	Clerk's Pension	0.00	0.00	0.00	650.00	1,585.64	-935.64
305	Hall Hire	0.00	0.00	0.00	64.00	21.00	43.00
307	Advertising	0.00	0.00	0.00	300.00	300.00	0.00
308	Insurance	0.00	0.00	0.00	2,122.87	2,185.06	-62.19
309	Subscriptions inc ALCA & SLCC	0.00	0.00	0.00	800.00	705.00	95.00
310	Audit Fees	0.00	0.00	0.00	1,000.00	650.00	350.00
311	Legal Costs inc Land registration	0.00	0.00	0.00	200.00	187.00	13.00
312	Training Clerk	0.00	0.00	0.00	400.00	655.00	-255.00
313	Training Councillors	0.00	0.00	0.00	600.00	655.00	-55.00
314	Inspections / Risk Assessments	0.00	0.00	0.00	155.00	202.50	-47.50
315	Grants and Donations	0.00	0.00	0.00	6,000.00	1,060.00	4,940.00
316	Chairmans Allowance	0.00	0.00	0.00	100.00	127.39	-27.39
317	Bank Charges	0.00	0.00	0.00	100.00	61.50	38.50
913	Memorial Tree Planting	0.00	3,727.00	3,727.00	3,727.00	3,491.83	235.17
		£0.00	3,727.00	£3,727.00	38,718.87	£35,529.55	3,189.32

Environment		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		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	4,317.00	393.00
203	Env Hedge / Fence / Tree Work	0.00	0.00	0.00	450.00	378.00	72.00
204	Env Grass Cutting	0.00	0.00	120.00	1,850.00	1,343.97	626.03
205	Dog Bins	0.00	0.00	0.00	4,080.00	4,099.95	-19.95
206	Env Maintenance Riverside / defib	0.00	0.00	0.00	3,520.00	1,384.31	2,135.69
207	Environmental Projects	547.00	0.00	512.00	4,000.00	1,633.10	3,425.90
208	Environmental Grant	0.00	7,149.52	0.00	2,500.00	0.00	-4,649.52

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

	£547.00	9,233.21	£2,715.69	22,757.88	£14,804.21	1,983.15
--	---------	----------	-----------	-----------	------------	----------

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	2,000.00	1,800.38	199.62
401	Street light Maintenance	0.00	0.00	0.00	3,500.00	2,625.00	875.00
402	Street Light Upgrade	5,300.00	0.00	0.00	5,300.00	7,875.00	2,725.00
403	Highways related projects	0.00	0.00	3,500.00	8,000.00	280.16	11,219.84
		£5,300.00	0.00	£3,500.00	18,800.00	£12,580.54	15,019.46

Income		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
902	Misc Income	0.00	100.00	245.52	0.00	0.00	145.52
903	Childrens Centre stipend	0.00	0.00	0.00	0.00	0.00	0.00
904	Annual precept	0.00	88,896.00	88,896.00	0.00	0.00	0.00
907	VAT	0.00	0.00	612.22	0.00	0.00	612.22
912	CIL	0.00	0.00	400.80	0.00	0.00	400.80
		£0.00	88,996.00	£90,154.54	0.00	£0.00	1,158.54

Recreation Ground		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
601	Rec Grass Cutting	0.00	0.00	0.00	1,310.00	1,559.25	-249.25
602	Rec Maintenance	250.40	0.00	0.00	2,000.00	410.61	1,839.79
603	Rec Tree and Fence Work	0.00	0.00	0.00	500.00	194.00	306.00
604	Rec Annual Inspections	0.00	0.00	0.00	310.00	200.00	110.00
909	Play Equipment	0.00	20,000.00	19,892.14	20,000.00	17,605.67	2,286.47
		£250.40	20,000.00	£19,892.14	24,120.00	£19,969.53	4,293.01

Youth Club		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
500	YC Staffing	0.00	0.00	0.00	11,600.00	560.00	11,040.00
501	YC Programme	0.00	0.00	0.00	2,000.00	241.99	1,758.01
502	YC Extraordinary Activities	0.00	0.00	0.00	800.00	346.49	453.51
503	YC Computers	0.00	0.00	555.16	1,000.00	0.00	1,555.16
905	YC Subscriptions	0.00	400.00	13.00	0.00	0.00	-387.00
		£0.00	400.00	£568.16	15,400.00	£1,148.48	14,419.68

NET TOTAL	£6,414.58	125,456.21	£125,165.53	144,415.48	£102,660.07	47,879.31
------------------	------------------	-------------------	--------------------	-------------------	--------------------	------------------