



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD REMOTELY AT 7:30pm ON MONDAY 21st SEPTEMBER 2020

PRESENT: Councillors: Paul Harding (Chairman), Phil Adams, Phil Baird (Vice-Chairman), Karen Bennett, Paul Blatchford, Steve Davies, Nick Manley, Maggie McCarthy, Dawn Parry, Paul Philcox & John Wormald.

IN ATTENDANCE: Mrs Liz Shayler (Clerk)
WARD COUNCILLOR: Cllr Karin Haverson
AVON & SOMERSET POLICE: None
MEMBERS OF THE PUBLIC: None

Cllr Paul Harding, opened the meeting by welcoming everybody

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

Members of the public

No issues were raised.

Community Beat Manager's report

The following report was received for the period 13/08/2020 to 19/09/2020.

Calls from Parish = 58 with the following selection of crimes reported: 4 abandoned 999 call, 2 antisocial behavior, 6 concern for welfare, 1 criminal damage, 2 harassment, 8 suspicious activity, 1 theft and 17 traffic related.

Although the number of calls this month look higher than last month unfortunately, it takes account of traffic related incidents that happen on the M5 within the Banwell stretch of the motorway. Crime in general within the Banwell village is relatively low. As Covid is still very much an issue beat surgeries remain on hold until further notice, however policing continues as usual. Should a member of the public need any assistance from the local beat team they are asked to look at the Avon and Somerset Constabulary website (the "in your area" page), phone 101 or Twitter @ASPWSM.

Ward Councillor's report

District Cllr Haverson gave a number of updates.

- North Somerset covid case numbers can now be accessed on the homepage of their website <https://www.n-somerset.gov.uk/>. The leader of the Council has written to the Health Minister with concerns about the lack of available testing.
- North Somerset have announced the launch of their Citizens panel which aims to consult with residents on a range of issues. Councillors were encouraged to sign up.
- The new primary school on the Locking Parklands development has opened.
- Due to coronavirus then currently most face to face children's services were not occurring. However, some services were now online including the breast-feeding support group.
- North Somerset were pleased with the response to the Challenges Consultation which would be used to inform their options consultation later in the year.
- Concern was raised about the new Government plans to reform the planning system. The Council were encouraged to submit their views on the consultation.

The meeting was convened

164/20 To receive apologies for absence (agenda item 1)

Apologies were received from Ward Cllr Harley

165/20 To receive and consider an application to fill a casual vacancy by co-option from Paul Philcox (agenda item 2)

Resolved: To co-opt Paul Philcox on to Banwell Parish Council.

The resolution was correctly proposed and seconded (unanimous)

Cllr Philcox read and signed the Declaration of Acceptance of Office

166/20 To receive members' declarations of interest on any agenda item (agenda item 3)

No declarations of interest were received.

167/20 To approve as a correct record, the minutes of the Parish Council Meeting on the 17th August 2020 (agenda item 4)

Resolved – That the minutes of the Parish Council Meeting held on the 17th August 2020 be approved as a correct record with the addition of Cllr Bennett to those present.

The resolution was correctly proposed and seconded (unanimous with 1 abstention due absence)

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

168/20 To note the minutes of the following Committees (agenda item 5)

(i) Planning Committee held on 7th September 2020

The minutes of the Planning Committee Meeting on the 7th September 2020 were noted.

(ii) Youth & Community Centre Committee held on the 7th September 2020

The minutes of the Youth & Community Committee Meeting on the 7th September 2020 were noted.

169/20 To receive the Clerk's report/Exchange of information (agenda item 6)

(i) Works to the Youth & Community Centre

All internal & external works including the extension roof have been completed by Steven Sherwood. Additionally, he replaced the manhole cover, repaired the gutters and added a hook to hold the door open in the porch. The top office has been repainted and the zoom booth ready for use.

(ii) Foodbank & Food Forum

To date Banwell foodbank have given out the following: 95 full foodbank parcels, 57 free school meals supplemented parcels, 26 half term extra parcels, 27 Non-food summer holiday essentials packs and 35 holiday packs. The plan is to establish Banwell as an official foodbank unit. North Somerset Together are planning a Food Forum which will look at what Parishes and Towns are doing around the area with a view to sharing good practise and ideas.

(iii) Dropped Kerbs

The Clerk informed the meeting that one of the dropped kerbs which the Parish Council had been campaigning for had been installed by Bellway Homes. This was a surprise both to the Clerk and North Somerset. Unfortunately, it had been installed badly and North Somerset had requested that it be redone. The other three kerbs using the Co-op's grant, would hopefully be put in over the winter months.

(iv) **Scout Hut Lease**

The Scout Hut Lease had now been signed by both the Scout Association Trust and the Chair, Vice Chair and Clerk to the Parish Council. It had been returned to the Scout's Solicitors who will register it with land registry on their behalf.

(v) **Increase to ALCA subscription**

Correspondence had been received from the Avon Local Council Association (ALCA) that there was a possibility that their portion of annual subscription will increase by 30%. The costs are expected to be National Association of Local Councils (NALC) £177.12 and ALCA £474.59 giving a total of £651.71.

(vi) **Bench Inspections**

Concern was raised about the state of the bench along Castle Hill. Cllr Baird offered to undertake the bench inspections earlier this year. The Clerk to send the inspection report.

170/20 To discuss the quarterly operational play inspection reports and agree a way forward (agenda item 7)

Both play inspection reports were noted

Resolved – To agree the overall cost of £819.80 for the repairs to Riverside and Recreation Ground play equipment.

The resolution was correctly proposed and seconded (unanimous)

171/20 To note the training and events available and agree any attendance (agenda item 8)

(i) **28th September 2 – 3pm SLCC Planning White Paper: Planning for the Future**

Resolved – To agree the cost of £35 for the attendance of Cllr Manley

The resolution was correctly proposed and seconded (unanimous)

(ii) **27th October 2-3pm The Public Sector Geospatial Agreement: Maximise the benefits £30/£35**

Resolved – To agree the cost of £35 for the attendance of Cllr Baird

The resolution was correctly proposed and seconded (unanimous)

(iii) **24th March SLCC Regional Conference, Bristol. £75**

Resolved – To agree the cost of £75 for the attendance of the Clerk

The resolution was correctly proposed and seconded (unanimous)

172/20 To authorise the following expenditure (agenda item 9)

(i) **The removal of the dead cherry tree and stump for £220 in the Cemetery.**

Resolved – To agree the cost of £220 for the removal of the dead cherry tree and stump in the Cemetery.

The resolution was correctly proposed and seconded (unanimous)

(ii) **The cost of £225 for the Annual ROSPA Play equipment inspections at the Recreation Ground & Riverside Play Area.**

It was noted that some of the play equipment was missing or out of action due to Covid-19 however recognised that the remainder of the equipment still needed to be checked.

Resolved – To agree the cost of £225 for the annual ROSPA Play equipment inspections.

The resolution was correctly proposed and seconded (unanimous)

(iii) **The cost of a new laptop and the replacement of four old laptops for £958.30**

Resolved – To agree the cost of £958.30 to purchase five new Parish Council laptops.

The resolution was correctly proposed and seconded (unanimous)

173/20 To discuss the formation of a Youth Council / Youth Forum or Youth Focus Group (agenda item 10)

The Parish Council felt this was a good idea and it was important to engage with young people. Cllr Bennett to investigate further by visiting the Youth Club and a local Youth Council.

174/20 To discuss the proposal from the Kathleen Jones Trust to supply and plant a Memorial tree and memorial stone on Riverside Green commemorating the 75th Anniversary of VE Day and VJ day (agenda item 11)

Resolved – That the Kathleen Jones Trust be allowed to supply and plant a Memorial Tree but the stone to be deferred.

The resolution was correctly proposed and seconded (unanimous)

175/20 To discuss changing the name of Banwell Parish Council to Banwell Community Council (agenda item 12)

This was discussed at length, but it was felt that the name reflects the Parish Boundary and its history.

176/20 To discuss organising a Christmas Window display in December (agenda item 13)

Resolved – Cllr Bennett to lead with support from the Clerk to organise a Christmas Window display for 2020. To authorise expenses of up to £350 if it was felt that the starter pack offered value for money for the community.

The resolution was correctly proposed and seconded (unanimous)

177/20 To discuss and agree a response to a response to the Governments Consultation on managing pavement parking (agenda item 14)

Whilst this was felt to be a problem in areas of the village, it was recognised that this consultation was aimed at the Local Authority and that the Parish Council could not offer a significant contribution.

178/20 To authorise bills for payment (agenda item 15)

Resolved: To authorise August's Bills for Payment of £23,626.38 Cllr Harding and Cllr Baird to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

179/20 To note the Parish Council's end of August's, bank balances and bank reconciliation (agenda item 16)

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

180/20 Dates of the next meetings – (agenda item 17)

28th September 2020 Employment Committee remotely <https://us02web.zoom.us/j/83645552654>

5th October 2020 7pm Planning Committee remotely <https://us04web.zoom.us/j/279564797>

19th October 2020 – 7:30pm Parish Council Meeting <https://us02web.zoom.us/j/308292669>

The Chairman closed the meeting at 20:40

.....Chairman

.....Date

DRAFT

Bills for Payment - 19th July to the 14th August 2020
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Column1	Minute agreed	Power
	Already Paid							The Parish Council have
BACS	ICS Scaffolding	YCC Scaffold	£650	£130	£780			
BACS	Steven Sherwood	Works to YCC	£5,468		£5,468		YCC 26/20	
BACS	WPD	Movement of pole	£4,863.04	£972.61	£5,835.65		154/20	
BACS	Rocket Media	Playground signs	£72.00	£14.40	£86.40		H & S	
DD	Mainstream	Phone and Broadband (DD 14.09.20)	£3.34	£0.66	£4.00		093/20	
DD	E-ON	Streetlight Power (DD 16.09.20)	£155.43	£7.77	£163.20		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			
		Total £838.50						
BACS	FOS UK	Dog Bin emptying	£339.00		£339.00		177/19	
BACS	Insight Cleaning	YCC Cleaning	£192.00		£192.00		39/19	
BACS	Weston Rail Services	Remove CCTV Camera & post	£400.00	£80.00	£480.00		YCC 35/20	
BACS	SLCC	Clerk & Councillor Training	£170.00	£34.00	£204.00		136/20 (iii) 157/20 (iv & v)	
BACS	ALCA	Clerk & Councillor Training	£190.00		£190.00		136/20 (i & ii) 157/20	
BACS	Steven Sherwood	Works to YCC extension roof	£2,650.00		£2,650.00		YCC 36/20	
BACS	ICS Scaffolding	Extension scaffold	£240.00	£48.00	£288.00		YCC 36/20	
BACS	Ward Tree Surgeons	Removal of dead Elm	£120.00	£24.00	£144.00		H & S	
BACS	DS Securities	Call out for door access panel	£95.00	£19.00	£114.00		H & S	
BACS	Tempest	ID badges	£75.60	£15.12	£90.72		062/20	
BACS	Webglu	Accessibility Work	£654.90	£130.98	£785.88		140/20	
BACS	E. Shayler	Overtime & Expenses (zoom, paint, lock, stamps, safety sockets)	£105.89	£6.28	£112.17		YCC 25/20	
BACS	E. Shayler	5 x Cllr Computers & zoom booth (Argos)	£958.30	£191.65	£1,149.95	Awaiting agenda item	Part YCC 24/20	
BACS	E. Shayler	2 x Youth Club Computers (Amazon)	£1,083.32	£216.66	£1,299.98		YCC 33/20	
SO	E. Shayler	Clerk's Salary (SO 26.09.20)	£1,604.57		£1,604.57		093/20	
DD	Nest	Pension contributions (DD 26.08.20)	£162.54		£162.54		093/20	
DD	Unity Trust	Bank Charges	£27.00		£27.00			
BACS	HMRC	PAYE and NI for Sept (12.09.20)	£658.82		£658.82		093/20	
		Totals	£21,777.25	£1,891.13	£23,668.38			
To note	E-ON	YCC power in credit	£73.61					



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD REMOTELY AT 7P.M. ON MONDAY 28TH SEPTEMBER 2020

Present: Cllrs Paul Blatchford, Karen Bennett, Paul Harding & John Wormald

In attendance: Liz Shayler (Clerk).

10/20 To receive and accept apologies for absence (agenda item 1).

Cllr Bennet apologised that she would be late to the meeting.

11/20 To appoint a Chairman of the Employment Committee for 2020-21 (agenda Item 2)

Resolved – To appoint Cllr Harding as Chairman.

The resolution was correctly proposed and seconded (Unanimous)

12/20 To appoint a Vice Chairman of the Employment Committee for 2020-21 (agenda item 3)

Resolved – To appoint Cllr Wormald as Vice Chairman.

The resolution was correctly proposed and seconded (Unanimous)

13/20 To receive members' declarations of interest on any agenda item (agenda item 4)

No member's declarations of interest were received.

14/20 To approve as a correct record the Employment Committee meeting minutes from the 28th March 2017 (agenda item 5).

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

The resolution was correctly proposed and seconded (unanimous, 1 abstention due to absence).

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

Cllr Bennett joined the meeting

15/20 To agree hiring a Communications & Marketing Officer instead of an Administrative Assistant (agenda item 6).

Resolved – To agree hiring a Communications & Marketing Officer instead of an Administrative Assistant with the addition of grant funding to the title

The resolution was correctly proposed and seconded (Unanimous)

16/20 To agree an application pack including job description, person specification & application form (agenda item 7).

Resolved – To agree the application pack including job description, person specification & application form with a change to the dominance of grant funding and editing additions.

The resolution was correctly proposed and seconded (Unanimous)

17/20 To agree the timetable for the hiring of a new officer (agenda item 8).

Resolved – to agree the timetable for hiring a new officer with movement of one week into the future.

The resolution was correctly proposed and seconded (Unanimous)

18/20 To note the increase to the Clerks Salary from the National Joint Council (agenda item 9)

To note the increase to the Clerks Salary from the National Joint Council as it had already been agreed in March.

19/20 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item 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 1960. (agenda item 10)

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

The resolution was correctly proposed and seconded (Unanimous)

20/20 To undertake the Clerk's probationary appraisal (agenda item 11)

The Clerk was thanked for going above and beyond her role in organising the Council's response to the Covid 19 pandemic. In particular, the speed and efficiency with which she developed a network of volunteers to look after the needs of vulnerable parishioners and in helping set up the village Food Bank.

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

21/20 To agree the date of the next meeting (agenda item 12)

Week beginning 2nd November for shortlisting purposes
16th November for interviews
March 2020 for the next six-monthly appraisal

BANWELL PARISH COUNCIL

ACTION PLAN FOR September 2020 to March 2021

NAME: Liz Shayler

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

DATE OF INTERVIEW: 28th September 2020

NAME OF EMPLOYMENT COMMITTEE CHAIRMAN: Cllr Harding

1. KEY WORK TARGETS FOR NEXT YEAR

To continue to meet the challenges of Covid – 19
To investigate sustainability measures for the Youth & Community centre

2. NEW RESPONSIBILITIES (if any)

To oversee the recruitment of the Communications, Marketing & Grant Funding Officer
Mentor new Officer

3. ADDITIONAL ACTION POINTS (if any)

4. TRAINING AND DEVELOPMENT NEEDS

NEEDS

HR
First Aid Training
Fire Marshall Training

OBJECTIVE(S)

To ensure the smooth hiring of a new officer
To meet H & S objectives on Risk Assessment
To meet H & S objectives on Risk Assessment

REVIEW DATE: March 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.



MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD REMOTELY AT 7pm ON MONDAY 5th OCTOBER 2020

PRESENT: Councillors Phil Baird, Paul Blatchford, Paul Harding, Nick Manley (Chairman), Dawn Parry (Vice Chairman) & John Wormald.
IN ATTENDANCE: Mrs Liz Shayler (Clerk)

Cllr Manley convened the meeting by welcoming everyone.

63/20 To receive apologies for absence (agenda item 1)

Apologies were received from Cllr Philcox

64/20 To receive declarations of interest (agenda Item 2)

No Committee Member declared an interest

65/20 To approve as a correct record the minutes of the Planning Committee Meeting held on the 7th September 2020 (agenda item 3).

Resolved – That the minutes of the Planning Committee Meeting held on the 7th September 2020 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous with abstention due to absence).

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

66/20 To note and comment upon planning applications (agenda item 6)

- (i) **20/P/1717/FUL Banwell Youth and Community Centre West Street Banwell. BS29 6DB**
Demolition Culverting of the ditch adjacent to the 1st Banwell Scout building. Creation of additional space to the left of the building for an environmental area and additional car parking space for the Scout Hut Minibus and for visitors. Siting of a metal storage container. Replacement of 2no. doors to building.

Given this application has been submitted by the Parish Council it was noted.

67/20 To discuss and agree a way forward in relation to the Government Consultations on 'Planning for the Future' (agenda item 7)

Resolved: Cllr Manley to submit the tabled response to the 'Planning for the Future' Consultation, with an amendment to question 21 (reflecting and retaining the rural nature of the existing community) to the National Association of Local Councils (NALC) and the Government.

The resolution was correctly proposed and seconded (unanimous)

68/20 To note planning decisions – (agenda item 8)

- (i) **20/P/1224/LDE The Moor Dairy, Moor Road, Banwell BS29 6ET.**
Certificate of lawful development for the erection of a single storey extension to the sides and rear of an existing dwellinghouse, the use of an existing outbuilding within the curtilage of the dwellinghouse as an annex and operations comprising of the repair and maintenance of an existing area of hardstanding. **SPLIT DECISION**
- (ii) **20/P/1523/FUL The Longhouse 25 East Street Banwell BS29 6BW**
Proposed subdivision of existing dwelling to form two 2-bedroom dwellings. **APPROVED**
- (iii) **20/P/1538/TPO Cedar Lodge Wolvershill Road Banwell BS29 6DJ**
T1 - Monterey Cypress - Crown lift to 2.5m, no cuts larger than 40mm. **APPROVED**

- (iv) **20/P/1670/FUH Brick House Farm Waywick Lane Banwell BS24 6UZ**
Erection of a two storey and single storey front extension, annexe and cart store. **APPROVED**
- (v) **20/P/1755/FUH Pennyard House, East Street, Banwell. BS29 6BW**
Demolition of front conservatory and replace with a new porch; replacement of existing sliding aluminium framed windows with 'Heritage' style uPVC woodgrain casement windows; re-rendering of external elevations and erection of a 1.4m high boundary wall at the front of the property between Pennyard House and The Longhouse. **APPROVED**
- (vi) **20/P/1911/TRCA Oak Lodge, West Street, Banwell. BS29 6DB**
T1 - Eucalyptus – Fell **NO OBJECTION**

69/20 Date of the next meeting (agenda item 9)

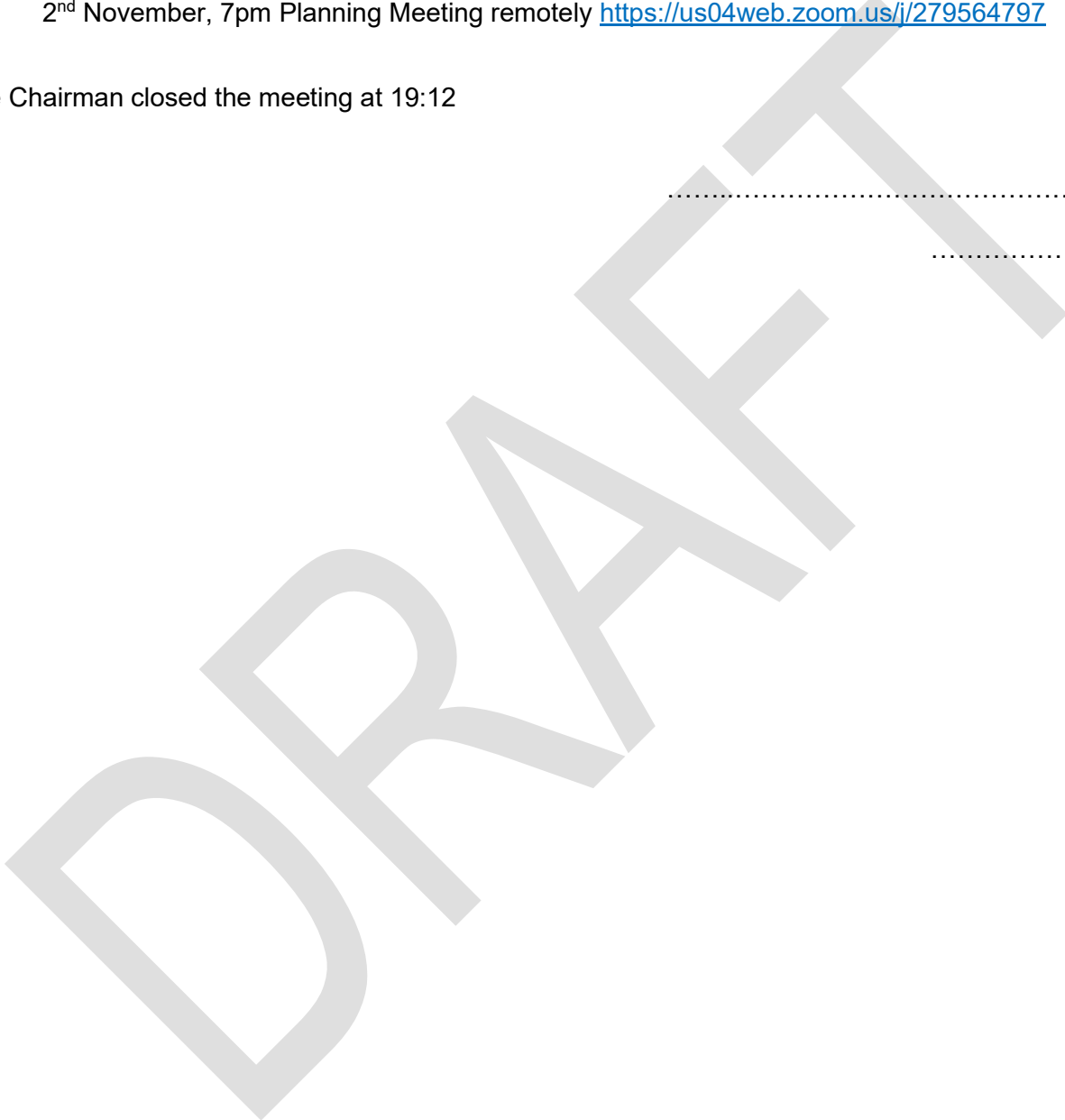
19th October, 7:30pm Parish Council Meeting remotely <https://us02web.zoom.us/j/308292669>

2nd November, 7pm Planning Meeting remotely <https://us04web.zoom.us/j/279564797>

The Chairman closed the meeting at 19:12

.....Chairman

.....Date



Clerks Report

Precept

The 2nd tranche of the precept has been received from North Somerset.

Youth & Community Centre Car Pak

The area at the entrance of the YCC has now been cleared. Unfortunately, for health & safety reasons the Buddleigh had to be cut back. Once the brambles and Ivy were cleared it was realised that it had sprouted from a tree which had fallen over. There was a real concern that the branches without the brambles supporting them would be in danger of snapping.

The works by Wessex Water to alleviate the pressure on the mains have started. Given they will be digging a trench through the centre of the carpark then it will be closed until the work is complete. Wessex Water have been asked to ensure that the area is safe for evening users to access the YCC. The electricity pole is due to be moved at the beginning of November.

Recruitment of a new Officer

The employment committee decided to change the focus of the new officer from general administration to communications, marketing and grant funding. It was hoped that the Parish Council would be able to find someone who can plug the current gaps whilst alleviating the pressure on the Clerk.

Foodbank

The food bank resources are going to be used to put together a half term food parcel for families receiving free school meals. This will be packaged up and given out the week beginning the 19th October.

NALC online events: Rebuilding Communities

Throughout the next 18-months, NALC's new online event series will bring together national influencers, policymakers and decision-makers, along with people from across the local (parish and town) council sector to share the latest ideas and inspiration on how we can build back stronger and more resilient communities for the future.

SCHEDULE

Health and Wellbeing Week

28 – 30 October

Sponsors: BHIB Councils Insurance, Blachere Illumination, CCLA and Parish Online

Leaders talk: The future of health challenges post COVID-19

28 October 2020 — 11:30 – 12:30

A strategic look at how local councils can help their communities overcome health challenges in their areas when the current pandemic eases. Experts and principal authorities will provide their vision on the future health challenges for communities and how local councils can support their communities to manage these issues.

Speakers: Olivia Butterworth, head of public participation at NHS England

Leaders talk: Collaboration for health and wellbeing

29 October 2020 — 11:30 – 12:30

Get a local and national perspective on how partnership working across different levels of local government can have a positive impact on the health and wellbeing of local communities.

Speakers: Danielle Frost, health and wellbeing officer at the Essex Association of Local Councils; Dr Mike Gogarty, director of wellbeing, public health and communities at Essex County Council; and Justin Newman, director of strategy and partnerships at Ageing Better

Leaders talk: Local councils and hidden disabilities

30 October 2020 — 11:30 – 12:30

Local councils are best placed to understand the hidden disabilities in their communities. You will hear from sector specialists on how to recognise residents with dementia and epilepsy and how you can ensure their wellbeing and safety.

Speakers: Cllr Liz Hitchins, chairman at Dementia Friendly Parishes around the Yealm; Clare Pelham, chief executive at the Epilepsy Society; and Professor Ian Sheriff, academic partnership lead for dementia at the University of Plymouth

Leaders talk: Supporting mental health in your community

30 October 2020 — 13:30 – 14:30

Now more than ever, the challenges of mental health are of increasing importance. This event will focus on those challenges and how local councils can support their communities. You will hear from the leading mental health charity and other organisations on how to support mental health in your communities. Plus, you will be able to share your own experiences and ideas on how your council is finding solutions for residents on mental health.

Speakers: Amy Browne, stewardship lead at CCLA; and Paul Farmer, chief executive at Mind

In conversation: Frome — youth first

17 November 2020 — 12.00 – 13.15

If you're looking for inspiration on how to engage with young people in your community, then this event is for you. Hear about Frome Town Council's unique youth services offer, its People's Budget plans and its Link and Learn training, all of which help the council engage with active young people.

Speakers: Cllr Anita Collier, Kate Hellard, community development manager, and Paul Wynne, town clerk at Frome Town Council

In conversation: Biggleswade virtual study tour

26 January 2021 — 12.00 – 13.15

Want to learn more about strategic planning? Then what better way to do it than from a like-minded council such as Biggleswade Town Council. In this session, you will hear about the council's unique approach to strategic planning and see how it delivers projects across all local public policy areas, working with vastly different bodies.

Speakers: Cllr Madeline Russell and Peter Tarrant, chief executive and town clerk at Biggleswade Town Council

Prices for events listed here:

NALC member: £30 — Non-member: £40

Get more information and book your place now, at www.nalc.gov.uk/rebuildingcommunities.

Please feel free to share this information with colleagues who may be interested in attending.

Agenda item 8 - Items for expenditure

- i) **£120 for the removal of the 2nd dying elm tree in the Recreation Ground**
This is dead and will need to be removed
- ii) **Donation for the purchase of Remembrance Day Wreaths using Section 137**
Last year the donation was £60
- iii) **£44.05 for the annual fire extinguisher survey**
Completed annually for H & S reasons
- iv) **£250 for the annual tree survey**
Same company as last year, reduced price due to 2nd visit
- v) **£7,675 for the replacement of the last 17 obsolete streetlights as per highways streetlight budget 20/21**
Currently we have 17 obsolete streetlights left which would not be able to be repaired. £7900 was budgeted for this financial year to get 15 replaced. The contractor has agreed to replace all of them for £7675
- vi) **£120 for the annual Christmas Tree sourced from Banwell Garden Centre and located in the school the weekend beginning the 5th /6th December.**
The Garden Centre have agreed to hold their price for this year. The school have asked that the tree is erected on the 5th December.

Agenda item 9 - To agree the cost of £44 towards insurance for a Covid compliant Halloween trail

A local resident is organising a Covid safe Halloween Trail around the village on the 31st October. Houses will display a Halloween symbol on their windows and children tick off on a sheet to say which ones they have seen. Once they have completed as much as they can they return it where they will get a bag of sweets. The resident has asked whether we can cover the cost of the insurance which will be supplied at a cost of £44.



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PEACE OF MIND FOR YOUR COUNCIL

Keeping on top of data protection and compliance can be a huge challenge for parish and town councils of all shapes and sizes. Clerks and officers already have a great deal on their plate and their resources are often stretched to the limit.

All councils understand the importance of getting data protection and compliance right, yet few have the in-house resources to effectively keep on top of ever-changing policies and guidelines. Whether it's finding out about the latest changes to legislation or caselaw, accessing relevant and good quality training at a time that suits you, or getting expert help or advice when you need it most. We want to make it really easy for your council to access the training, resources and expertise you need, when you need it most. That's why Breakthrough Communications are launching their groundbreaking Compliant Councils Hub, to take the stress out of data protection and compliance.

What is the Compliant Councils Hub and how will it benefit my council?

The Compliant Councils Hub is an online subscription service for councils, making it easy for your town or parish council to ensure that you are able to keep up to date with the latest changes to data protection rules and regulations.

With a simple log in and a variety of packages to suit all budgets, you can be confident that your council has access to the training, support and guidance it needs. With the Compliant Councils Hub, your council can stay ahead of the agenda and say with confidence that your council won't be caught out.

Our expert advice and training will give you peace of mind AND will save your council time and money in the long run.

The Compliant Councils Hub gives town and parish councils access to regularly updated, on-demand, data protection training modules, templates and resources and video walk-through guides. On top of that, your council gets optional access to a range of live, virtual masterclasses, one-to-one expert consultations and advice on all areas of data protection and compliance. In short, we give your council peace of mind and the confidence to be compliant.

HERE'S WHAT'S INCLUDED:

All of our subscriptions come with powerful tools that all parish and town councils can benefit from. Whether it's our library of on-demand training and resources, our 'how to' walkthrough video guides, templates or our really useful monthly Compliance eBulletin, the Compliant Councils Hub gives your council the confidence to be compliant.

We also optionally offer access to 1-2-1 private consultations with our data protection expert, as well as optional access to our regular live Masterclass events on a range of different subjects. Whatever your needs, we've got your council covered.



On-demand training, delivered in bitesize chunks

Data protection and compliance are vast subjects. That's why we've broken down our on-demand training videos into manageable, bitesize chunks, all which are regularly updated to ensure you stay compliant. You can choose to work through all of our training modules in one go, or simply access the content that's most relevant to you and your council.

'How to' guides, templates and other resources

Training is rarely enough, by itself. That's why the Compliant Councils Hub also give you access to the templates and resources to help you actually implement what you've learnt in our training modules. We've also produced a range of video 'walk through guides', which take you through how best to make use of our templates and other resources.



Our Compliance eBulletin, delivered to your inbox

A huge challenge facing councils is being able to research latest data protection news, guidelines and policy updates. We solve this problem by sending you a regular Compliance eBulletin, delivered directly to your inbox. This really useful email will give you the key updates, advice and best practice that your council needs to know, when you need to know it.





Access to data protection and legal experts

You can optionally select a subscription package that includes access to 1-2-1 consultations with our experienced Certified EU GDPR Practitioner, who will give you advice and support on issues your council is facing. When legal support is required, we have also built a partnership with one of the UK's leading data protection lawyers, and can offer an introduction if required.

Regular, live Masterclasses

Our live, Zoom-based masterclasses go beyond training and provide you in-depth learning opportunities on a range of relevant topics for parish and town councils. These optional masterclasses include sessions for councils who provide commercial services, to councils who act as landlords, in-depth training on Privacy by Design, Data Protection Impact Assessments, Special Categories of Data, managing Freedom of Information requests, dealing with data breaches, and more.



Access our special pre-launch, discounted pricing

Compliance Hub Essentials	Compliance Hub Professional	Compliance Hub Premium
£14 £10 per month or £149 £100 per year <small>plus VAT</small>	£22 £18 per month or £249 £195 per year <small>plus VAT</small>	£34 £29 per month or £394 £329 per year <small>plus VAT</small>
One-off setup fee of £49+VAT	One-off setup fee of £49+VAT	One-off setup fee of £49+VAT
<ul style="list-style-type: none">✓ Unlimited access to our library of on-demand data protection and compliance training✓ Unlimited access to our 'How To' video walkthrough guides, making it really easy for you to put learning into action✓ Our Super Helpful Compliance e-Bulletin delivered to your inbox every month✓ Referral to our data protection lawyers, for when legal advice is required	<ul style="list-style-type: none">✓ Unlimited access to our library of on-demand data protection and compliance training✓ Unlimited access to our 'How To' video walkthrough guides, making it really easy for you to put learning into action✓ Our Super Helpful Compliance e-Bulletin delivered to your inbox every month✓ Referral to our data protection lawyers, for when legal advice is required <p>2 inclusive private consultations with our in-house data protection expert per year</p> <p>4 inclusive tickets to our range of live Data Protection & Compliance Masterclasses for Councils throughout the year</p>	<ul style="list-style-type: none">✓ Unlimited access to our library of on-demand data protection and compliance training✓ Unlimited access to our 'How To' video walkthrough guides, making it really easy for you to put learning into action✓ Our Super Helpful Compliance e-Bulletin delivered to your inbox every month✓ Referral to our data protection lawyers, for when legal advice is required <p>4 inclusive private consultations with our in-house data protection expert per year</p> <p>Unlimited inclusive tickets to our range of live Data Protection & Compliance Masterclasses for Councils throughout the year</p>

Secure your access to the Compliant Councils Hub at: breakthroughcomms.co.uk/compliantcouncilshub

Agenda item 11 - To discuss and agree a way forward in relation to a request from parents with children who attend Banwell School to reinstate a Lollypop person at a cost of £3445 excluding uniform & pole

We have been contacted by a parent with children currently attending Banwell School. It is in relation to the safety of children along West Street at school pick up and drop off time.

Given that currently all children have to access the school from West Street it is felt that this has created a dangerous route for children & parents walking to / from the school. We are therefore being asked if the Parish Council could fund a Lollypop person to assist the children on their school journey on the crossing by Westfield Road. This will cost £3445 with additional need for uniform and a pole.

Meanwhile I am working with Banwell School and the Safe Routes to School Team on a one-way system of paths to and from the Village Hall Car Park.

Agenda item 12 - To discuss and agree a way forward in relation to digitalising the Parish Council Logo to enable it to be used across various platforms

Our current logo is not fit for purpose for a wide range of platforms. One company has quoted a 2nd was asked via Cllr Parry but as of 3 weeks later has not been in touch. The quote is more than £500 but less £800. Currently the YCC budget has been spent.

Option 1

To employ a company to undertake the digitalisation using a different budget (e.g. equip / software budget) or use reserves

Option 2

To put this in the 2021/2022 budget

Agenda item 13 - To discuss moving the current cemetery mapping system from Pear Technology to Scribe

Currently we pay an annual fee of £102 to Pear Technology for a map linked to an excel spreadsheet. Scribe are offering a new system for an annual fee of £374.40. Whilst a lot more expensive it includes everything that Pear does with the addition of satellite view, invoice / receipts for interments & memorials, exclusive burial certificates, calendar of burials, memorial inspections, better search facility and generation of reports. It also links directly with the accounting system and as it is online (in the UK) it can be accessed from anywhere with read only access. I have attached more detailed information from Scribe.

Option 1

To continue using Pear Cemetery Mapping with associated excel spreadsheet and manual interment / memorial application forms and records of memorial inspections with no current report generating facility.

Option 2

To agree the cost of switching to Scribe using the software budget

Option 3

To agree to switch but include this in the 2021/2022 annual subscriptions budget



Quotation for Liz Shayler (CiLCA) Clerk to Banwell Parish Council

What does your subscription fee cover?

At Scribe we charge each Council a single subscription fee. Included in your subscription fee is:

The Scribe Cemetery Web Based Software

Access to the latest version of the Scribe Cemetery software, along with regular software updates.

Back Ups

Have a digital backup of your Cemetery records in case you lose or damage your paper version.

Fully Inclusive Set Up and Training

When you purchase Scribe Cemetery we will set you up with access to your own online account and provide you with one-to-one training with our in house expert. Depending on your experience level, we typically find most Clerks require between 1 and 5 hours of training in their first month of using Scribe Cemetery. If your Clerk/Council changes, or you employ someone new, we'll happily repeat the training at no extra charge.

Support

Once you're up and running you will continue to have unlimited access to the Scribe Support Team. We're available by email, phone and live chat during office hours Monday to Friday. With your permission, we can access your account and solve questions remotely and quickly.

Online Knowledge Base

If you prefer to self-learn, our online knowledge base is filled with tutorials, frequently asked questions, and help documents.

Satellite Mapping

You receive a satellite map of your Cemetery included in the price.



Your Quotation

Scribe Accounts Subscription - £39 per month
Less 20% Current Scribe Customer Discount = £31.20 (ex VAT)

Commencing 1st November paid annually £374.40 +VAT

All inclusive pricing, no hidden charges:

Includes:

- Mapping
- IT support
- Uncapped system support
- Usage training
- Online data storage and backups
- No long term contract

Web Scribe Cemetery	Full Cemetery Management System	Invoicing Link To Scribe Accounts
Record Database	Inspection System	UK Data Centre
Calendar	Reports: Burial, Condition and Management	Back Ups
10+ Notices	Online Training	Email & Telephone Support



Scribe Cemetery

Bringing your Cemetery management up to date.

Why use Scribe Cemetery?

Scribe Cemetery has been built to provide a web based, long term solution for your Cemetery, mapping registers and maintenance.

Use of Cemetery can increase your efficiency and cost effectiveness in the long term. It is flexible and supports multiple cemetery sites and types, including areas set aside for different faiths, types of burial, areas for infants, cremations, natural burial grounds and private as well as local authority cemeteries.

Manage your registers

You can maintain registers of burials, exclusive rights of burial and memorials alongside recording detailed grave information, including depths of burials, positions of multiple burials and remaining capacity.

Historic data can be added via an import function to enable you to access all previous records.

Administer burial ground functions

Enter full details of funerals or applications for rights, issue official Deeds or Grants of Right. Print instructions to grave diggers, certificate of burial and memorial permits.

Print or produce emails directly from Scribe Cemetery with the documents as attachments. Keep a register of funeral directors and other regular agents, maintain a table of fees and produce an invoice or receipt.

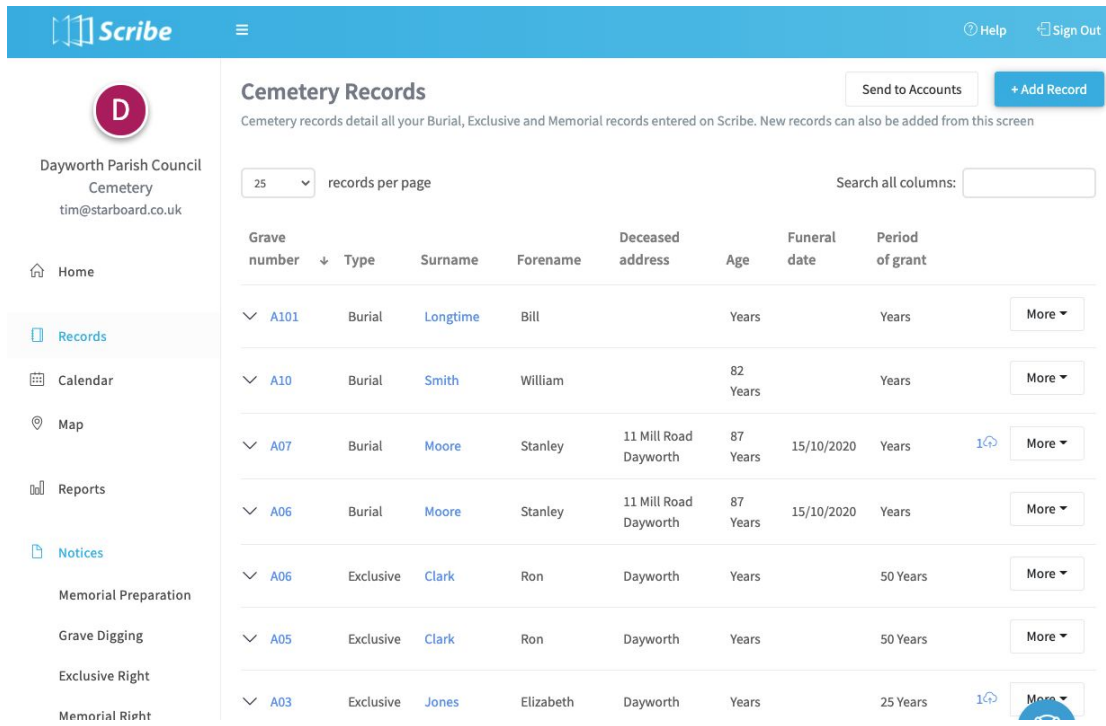
Produce management reports showing grave use, memorial condition, expiring rights etc. Include inspection records, detailed memorial records, flag unsafe graves and produce a full report schedule.

Help your Clerk

Scribe Cemetery helps your Clerk get the most out of their time and get really on top of the job. This allows them to make more progress with the projects that make a difference.

Scribe Cemetery Key Features Screenshots

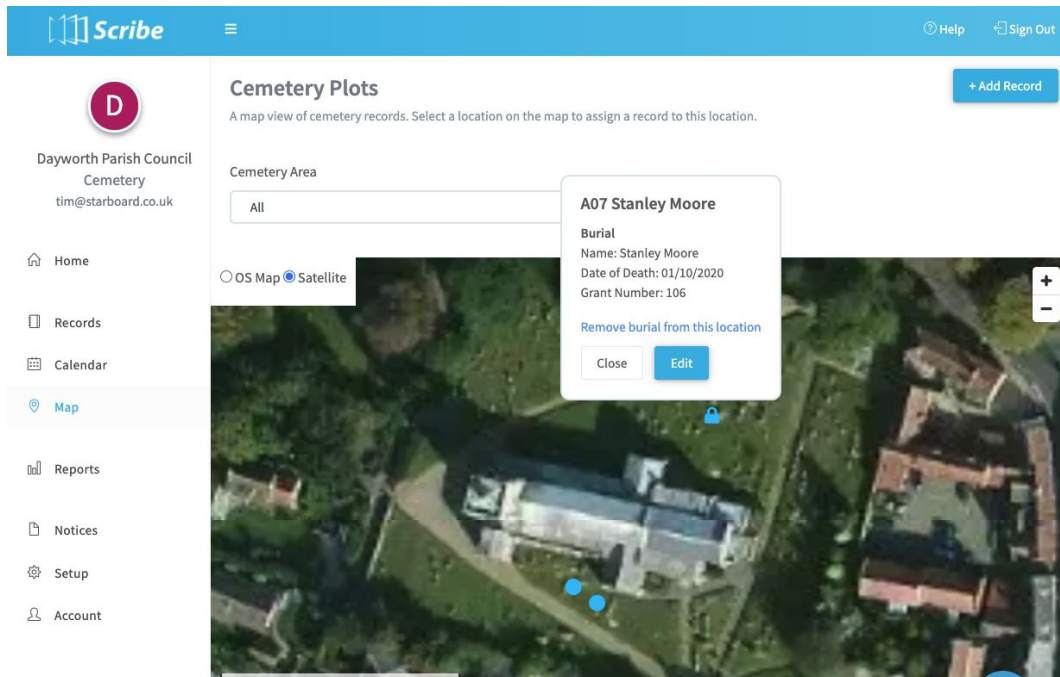
Records



The screenshot shows the 'Cemetery Records' interface. On the left is a navigation sidebar with options: Home, Records, Calendar, Map, Reports, Notices, Memorial Preparation, Grave Digging, Exclusive Right, and Memorial Right. The main content area has a header with 'Scribe' logo, a menu icon, and 'Help' and 'Sign Out' links. Below the header, there's a user profile for 'Dayworth Parish Council Cemetery' with email 'tim@starboard.co.uk'. The main section is titled 'Cemetery Records' and includes a 'Send to Accounts' button and a '+ Add Record' button. A dropdown menu shows '25 records per page' and a search bar labeled 'Search all columns:'. A table lists records with columns: Grave number, Type, Surname, Forename, Deceased address, Age, Funeral date, and Period of grant. Each row has a 'More' button.

Grave number	Type	Surname	Forename	Deceased address	Age	Funeral date	Period of grant
A101	Burial	Longtime	Bill		Years		Years
A10	Burial	Smith	William		82 Years		Years
A07	Burial	Moore	Stanley	11 Mill Road Dayworth	87 Years	15/10/2020	Years
A06	Burial	Moore	Stanley	11 Mill Road Dayworth	87 Years	15/10/2020	Years
A06	Exclusive	Clark	Ron	Dayworth	Years		50 Years
A05	Exclusive	Clark	Ron	Dayworth	Years		50 Years
A03	Exclusive	Jones	Elizabeth	Dayworth	Years		25 Years

Mapping



The screenshot shows the 'Cemetery Plots' interface. It features a map view of cemetery records. A sidebar on the left includes: Home, Records, Calendar, Map, Reports, Notices, Setup, and Account. The main header has 'Scribe' logo, a menu icon, and 'Help' and 'Sign Out' links. Below the header, there's a user profile for 'Dayworth Parish Council Cemetery' with email 'tim@starboard.co.uk'. The main section is titled 'Cemetery Plots' and includes a '+ Add Record' button. A text box says 'A map view of cemetery records. Select a location on the map to assign a record to this location.' Below this is a 'Cemetery Area' dropdown menu with 'All' selected. A map shows an aerial view with a blue pin. A popup window for 'A07 Stanley Moore' displays details: Burial, Name: Stanley Moore, Date of Death: 01/10/2020, Grant Number: 106. It includes a 'Remove burial from this location' link, 'Close' and 'Edit' buttons, and a lock icon.

Burial Register

D
Dayworth Parish Council
Cemetery
tim@starboard.co.uk

- Home
- Records
- Calendar
- Map
- Reports
 - Burial Register**
 - Condition Report
 - Management Register
- Notices
- Setup

Burial Register

A major function in burial ground administration is maintenance of the Public Register so that all the Cemetery cases can be viewed. In traditional book forms these fell into categories like the Register of Graves, the Register of Burials, the Register of Exclusive Rights, etc. All of these options can be produced here. Some councils may wish to routinely print out in these formats, and others may be happy to rely on the computer records.

Register Type

Burial

Advanced

[View Report](#) [Download](#)

GetBurialRegister 1 / 1

Page 1 of 1 13/10/2020

**Dayworth Parish Council
Cemetery Register Burial**

Garden of Remembrance											
Grave No	Grant	Ref	Age	Funeral Date	Deceased	Applicant	Agent	Depth	No. Buried	Type of burial	Fee
A10	101		82 Years	30/12/1999	William, Smith			1.5m	1	Burial	
A101	898	8989	0 Years	30/12/1999	Bill Longme			1.5m	1	Burial	
A01	100		99 Years	02/10/2020	Richard, Smithson Dayworth	John, Smith		1.8m	1	Burial	
A02	101		98 Years	06/10/2020	Albert, Jones Dayworth	Alice, Jones				Burial	
A06	106		87 Years	15/10/2020	Stanley, Moore 11 Mill Road Dayworth	Brenda, Moore 11 Mill Road Dayworth		1.8m	1	Burial	
A07	106		87 Years	15/10/2020	Stanley, Moore 11 Mill Road Dayworth	Brenda, Moore 11 Mill Road Dayworth		1.8m	1	Burial	

Memorial Preparation Notices

D
Dayworth Parish Council
Cemetery
tim@starboard.co.uk

- Home
- Records
- Calendar
- Map
- Reports
- Notices
 - Memorial Preparation**
 - Grave Digging
 - Exclusive Right
 - Memorial Right
- Setup

Memorial Preparation Notices

[+ Add Notice](#)


Details of available notice documents that can be produced via a burial record. Additional notice documents may be added here.

25 records per page Search all columns:

Name	Box1	Box2	Box3	Box4	Box5
Removal	LOCAL AUTHORITIES CEMETERIES ORDER 1977 (AS AMENDED) MEMORIAL REMOVAL	Please arrange for the removal and safe storage of the memorial in relation to the grave as described above. (Adjacent plots described on attached Plot Marker schematic)	This work instruction is authorised under the Council's Cemetery Regulations in order for a burial to take place or on grounds of public safety, but does not constitute a memorial permit.		More
Planting	LOCAL AUTHORITIES CEMETERIES ORDER 1977 (AS AMENDED) NATURAL MEMORIAL PLANTING	Please arrange for the planting to be carried out in relation to the grave as described above. (Adjacent plots described on attached Plot Marker schematic)			More
Foundation	LOCAL AUTHORITIES CEMETERIES ORDER 1977 (AS AMENDED) FOUNDATION CONSTRUCTION - MEMORIAL	Please arrange for a memorial foundation to be prepared as described above. (Adjacent plots described on attached	This notice does not constitute a Memorial Permit or a Right to Erect the Memorial. Any work must be authorised by both the Council and the owner of the grave rights, and if so specified must be carried out under the		More

Grave Inspections

MetaMask
Has access to this site
Help Sign Out



Dayworth Parish Council
Cemetery
tim@starboard.co.uk

- Home
- Records
- Calendar
- Map
- Reports
- Notices
- Setup
- Account

Alice Jones Documents (Grave A02)

You can attach documents to a record to help store all of the related files in the same place


25 records per page
Search all columns:

CreatedDate	Name	Notes	Attached File
23/09/2020 08:56:53	Word doc (example attachment)	Just an example of an uploaded doc	Cemetery6/Example Cemetery Upload_fa4528a4-2a73-4c9e-811f-d98f04da8e77.docx
23/09/2020 08:56:18	Scan of letter (example attachment)	just an example image	Cemetery6/Scribe Quill Feather_65128996-900c-47ed-80bc-0960bc82496e.png

Page 1 of 1 (2 results)
[Back to Record](#)

[+ Link a Document](#)

Scribe
Help Sign Out



Dayworth Parish Council
Cemetery
tim@starboard.co.uk

- Home
- Records
- Calendar
- Map
- Reports
- Notices
- Setup
- Account

Inspection of grave 24_A02

TODO

Survey date:

Flag this grave as unsafe

Grave

Grave condition & action needed

Trial dig date:

Trial dig results

Removal Details

Notification date:

Reason:

Removal / relocation

Memorial Safety Inspection

Summary condition

Management Register



Dayworth Parish Council
Cemetery
tim@starboard.co.uk

Home

Records

Calendar

Map

Reports

Burial Register

Condition Report

Management Register

Notices

Setup

Account

Management Register

From time to time you may need to analyse how much use is being made of the cemetery. The Management Register is designed to show usage data. You can break down the analysis into different parts of the cemetery, and different types of rights. Nothing is calculated automatically here - it is provided as a list which you can study. Other information you can obtain from the normal registers if used selectively.

Register Type

All

Advanced

[View Report](#) [Download](#)

GetManagementRegister 1 / 1

Page 1 of 1 13/10/2020

Dayworth Parish Council Management Register All

Grave	Burial Date	Depth of Grave	Remaining Depth	No in Grave	Remaining Capacity	More Poss	Religion
Burials - North Side							
A06	30/12/1899			1	1	Yes	
A101	30/12/1899	1.5m		1			
A06	15/10/2020	1.8m		1	-20		Church of England
A07	15/10/2020	1.8m		1	1	Yes	Church of England
Garden of Remembrance							
A03	30/12/1899						Church of England
A05	30/12/1899			1	1	Yes	
A10	30/12/1899	1.5m		1			
A01	02/10/2020	1.8m	1	1	1		Church of England
A02	06/10/2020						Church of England

Date:

Inspection by:

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

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

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

Date _____

Inspection by _____

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

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

Date:

Inspection by:

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

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

Inspection by

Date.....

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

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

Date _____ Time _____

Inspection by _____

	Location of Bus Shelter	Condition	Comments
1	A370 (between the entrances to Silvermoor Rd and West Rolstone Rd) BPC		
2	A371 Elborough Hill (opposite Banwell Road) NS		
3	Knightcott Road (Opposite Summer Lane) BPC		
4	Knightcott Road (Opposite Well Lane BPC		
5	Knightcott Road (By Knightcott Motors) BPC		
6	Knightcott Road (By Westfield Road) (BPC)		
7	Knightcott Road (Opposite Westfield Road) NS		
8	West Street (in front of the school) NS		

Condition scoring	1 = Good	2 = Fair	3 = Some attention needed	4 = Work Required	5 = Dangerous needs immediately rectified
--------------------------	----------	----------	---------------------------	-------------------	-------------------------------------------

Carnival Stalls

1

**Coconut Shy
(Large)**



2

**Croc Shy
(Large)**



3

**Hook a Duck
(Water Required)**



4

Whack a Rat



5

**Putting (Golf)
(Heavy)**



6

Darts



<p>7</p>	<p>Table Skittles</p>	
<p>8</p>	<p>Long Alley Skittle (Large)</p>	
<p>9</p>	<p>Tin-Can Alley (Large)</p>	
<p>10</p>	<p>Hoop la (Large)</p>	
<p>11</p>	<p>Beach ball Basketball (Large)</p>	
<p>12</p>	<p>Noughts and Crosses (Heavy)</p>	

13 Stick or twist drum



14 Ping pong tubs



**15 Quoits
(Heavy)**



16 Golf Chip shot



17 Giant Cards



**18 Village stocks
(Water Required)**



19 Spin to win



20 Target Football (Large)



21 Football Table



22 Buzzer Game



23 Connect 4 Game



24 Shove hem penny



Bills for Payment - 19th July to the 14th August 2020
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount		Minute agreed	Power
Already Paid								
BACS	Wellers Hedleys	Scout Hut Lease	£600	£120	£720		252/19	The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019
DD	Mainstream	Phone and Broadband (DD 14.10.20)	£111.86	£22.37	£134.23		093/20	
DD	E-ON	Streetlight Power (DD 16.10.20)	£150.41	£7.52	£157.93		093/20	
DD	E-ON	YCC power (19.11.20)	£6.35	£0.34	£6.69		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	Additional Grass Cutting (High Street, Knigcott, Summer Lane, Wolverhill Pk, Castle	£165.00		£165.00		135/19 & 157/19	
BACS	J K Gardening	Grass strimming around tubs	£30.00		£30.00	Total £1033.50	149/17	
BACS	FOS UK	Dog Bin emptying	£339.00		£339.00		177/19	
BACS	Insight Cleaning	YCC Cleaning	£194.00		£194.00		39/19	
BACS	Weston Rail Services	Quarterly Charge	£875.00	£175.00	£1,050.00		243/18	
BACS	SLCC	Clerk Training	£60.00	£12.00	£72.00		Employment appraisal	
BACS	Complete Weed Contr	2nd spray	£364.00	£72.00	£436.00		136/20 (i & ii) 157/20	
BACS	Tempest	ID badges x 3	£8.33	£1.67	£10.00	waiting for invoice	Covid-19	
BACS	E. Shayler	Overtime & Expenses (zoom, ink, lock, microsoft licence x 2, Window Wanderland registration)	£604.54	£35.66	£640.22		176/20	
SO	E. Shayler	Clerk's Salary (SO 26.09.20)	£1,604.57		£1,604.57		093/20	
DD	Nest	Pension contibutions (DD 26.08.20)	£154.02		£154.02		093/20	
DD	North Somerset	Waste Collection (01.11.20)	£11.32		£11.32		093/20	
DD	North Somerset	Cathedral Hire (05.11.20)	£129.99	£26.00	£155.99		093/20	
BACS	HMRC	PAYE and NI for Sept (12.09.20)	£658.82		£658.82		093/20	
		Totals	£6,905.71	£472.56	£7,378.29			

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	975.00	975.00
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	120.00	-120.00
		£0.00	0.00	£0.00	7,450.00	£1,095.00	6,355.00

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	2,690.00	0.00	0.00	90,372.00
		£90,682.00	3,000.00	£2,690.00	0.00	£0.00	90,372.00

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	14,391.51	11,608.49
202	Clerk pension	0.00	0.00	0.00	302.00	943.49	-641.49
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	2,471.52	-348.52
205	Subscriptions inc ALCA & SLCC	0.00	0.00	0.00	900.00	598.00	302.00
206	Audit Fee	0.00	0.00	0.00	1,000.00	475.00	525.00
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	480.00	320.00
209	Training Councillor	0.00	0.00	0.00	600.00	0.00	600.00
210	Grants & Donations	0.00	0.00	10,000.00	7,000.00	4,346.00	12,654.00
211	Chairmans Allowance	0.00	0.00	0.00	250.00	0.00	250.00
212	Covid-19	0.00	0.00	986.60	0.00	2,462.96	-1,476.36
213	Bank Charges	0.00	0.00	0.00	100.00	56.70	43.30
		£0.00	0.00	£10,986.60	39,875.00	£26,225.18	24,636.42

Environment		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
301	Allotment	0.00	1,647.88	1,647.88	1,647.88	1,647.88	0.00
302	Env Grass Cutting	0.00	0.00	0.00	850.00	780.22	69.78
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	435.81	4,710.00	2,355.00	2,355.00
305	Dog Bins	0.00	0.00	0.00	4,080.00	2,034.00	2,046.00
306	Env Maintenance / Inspect Riversi	0.00	0.00	0.00	2,500.00	760.50	1,739.50
307	Env Projects	0.00	0.00	0.00	3,000.00	230.00	2,770.00
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	£9,233.21	19,087.88	£7,807.60	7,429.80

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	970.27	829.73
402	Street light maintenance	0.00	0.00	0.00	3,500.00	1,750.00	1,750.00
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	797.39	702.61
		£0.00	0.00	£0.00	14,700.00	£3,517.66	11,182.34

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
501	Misc Income	0.00	0.00	153.74	200.00	0.00	353.74
502	Annual Precept	0.00	93,908.00	93,908.00	0.00	0.00	0.00
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 £94,061.74 200.00 £0.00 -2,245.26

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	850.50	849.50
602	Rec Maintenance	0.00	0.00	0.00	2,500.00	72.00	2,428.00
603	Rec Tree & Fence Work	0.00	0.00	0.00	150.00	120.00	30.00
604	Rec Inspections	0.00	0.00	0.00	400.00	67.00	333.00
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	£13,211.75	-8,461.75

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	18,295.60	-295.60
702	YCC repairs & maintenance	0.00	0.00	0.00	3,000.00	3,526.99	-526.99
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	409.83	590.17
705	YCC Gas	0.00	0.00	0.00	1,500.00	409.36	1,090.64
706	YCC water	0.00	0.00	0.00	650.00	39.54	610.46
707	YCC waste	0.00	0.00	0.00	650.00	264.08	385.92
708	YCC cleaning & supplies	0.00	0.00	0.00	2,500.00	1,346.78	1,153.22
709	Office Equipment inc Website	0.00	0.00	0.00	3,000.00	1,642.91	1,357.09
710	YCC phone & wifi	0.00	0.00	0.00	600.00	310.30	289.70
711	YCC Grass cutting	0.00	0.00	0.00	850.00	425.28	424.72
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	1,244.00	1,300.00	0.00	2,544.00
		£0.00	1,300.00	£1,244.00	35,330.00	£26,670.67	8,603.33

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	480.00	9,520.00
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	1,083.32	-83.32
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	£1,563.32	15,536.68

NET TOTAL

£97,083.00 114,691.69 £118,215.55 132,892.88 £80,091.18 153,408.56

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 30/09/2020		
	Cash in Hand 01/04/2020		186,593.72
	ADD Receipts 01/04/2020 - 30/09/2020		127,850.11
			314,443.83
	SUBTRACT Payments 01/04/2020 - 30/09/2020		86,612.93
A	Cash in Hand 30/09/2020 (per Cash Book)		227,830.90
	Cash in hand per Bank Statements		
	Cash 31/08/2020	0.00	
	Unity Trust Bank (20398572) 30/09/2020	74,860.14	
	PC Reserve Saver account (81413 30/09/2020	44,599.39	
	Cemetery Reserve Account (59678 30/09/2020	93,525.01	
	Natwest Current account (5335765 30/09/2020	14,846.36	
			227,830.90
	Less unrepresented payments		0.00
			227,830.90
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		227,830.90
	A = B Checks out OK		