



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD REMOTELY AT 7:30pm ON MONDAY 18th JANUARY 2021

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

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

Cllr Harding opened the meeting by welcoming everybody and announced the resignation of John Wormald from the Parish Council. The Clerk was asked to write a letter of thanks in appreciation of everything he has done on behalf of the Parish Council.

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

Members of the public

No members of the public were present.

Community Beat Manager's report

The following report was received for the period 21/12/2020 to 15/01/2021.

Calls from Parish = 34 with the following selection of crimes reported: 3 abandoned 999 calls, 2 anti-social behaviour, 1 assault, 2 animal related, 4 concerns for welfare, 2 covid-19 breaches, 2 suspicious activity and 5 traffic related.

The Beat team wished the residents of Banwell a happy and safe new year and were excited by the news that the vaccine is already being distributed within the community, with the hope that things will be back to some sort of normality soon. However, they wished to remind residents that we are still very much in the height of the coronavirus pandemic and need to ensure that everyone follows the COVID-19 guidelines. The local police teams have been issuing a larger number of fines over recent weeks to those who still breach the rules and thanked those members of the community that have taken the time to report these breaches. For the latest information on COVID-19 guidelines residents can check the gov.uk website.

The beat team reported an increase in surrounding areas of "theft from motor vehicles". Thieves are opportunist will break into a vehicle if there is something of value that can be stolen and sold on. Residents were reminded to remove all valuables from their vehicles or keep them locked away in the boot out of sight. It was noted that some criminals have scanning devices that can unlock a vehicle without causing any damage. The Police will soon be rolling out a new security marking program for use on tools after several tool thefts last year, so residents were asked to keep an eye out for an announcement.

If residents need any assistance from their local beat team, they were asked to get in touch via 101, Twitter @ASPWSM or the Avon and Somerset police website (in your area).

Ward Councillor's report

Cllr Haverson reported that latest North Somerset full council meeting covering three main points.

1. North Somersets attempt at joining the West of England's Combined Authority (WECA). There was concern that if North Somerset were unable to join that it would leave a funding gap.
2. North Somerset's Climate Emergency declaration. A comparison for 2019 to 2020 showed a significant decrease in Co2 emissions. It was hoped that North Somerset would be able to

build on this going forward. Their aim is to become part of the UK100 which is for those locally elected leaders who have pledged to switch to 100% clean energy by 2050.

3. North Somersets quarterly financial plan. Main budget points include adult social care, Covid support & council tax support. North Somerset are aiming for a 3% increase to their social care precept and a 2% increase for the general precept.

The meeting was convened.

001/21 To receive apologies for absence (agenda item 1)

Apologies were received from Cllr Parry.

002/21 To receive members' declarations of interest on any agenda item (agenda item 2)

No declarations of interest were received.

003/21 To approve as a correct record, the minutes of the Parish Council Meeting on the 21st December 2020 (agenda item 3)

Resolved – That the minutes of the Parish Council Meeting held on the 21st December 2020 be approved as a correct record.

The resolution was correctly proposed and seconded (unanimous)

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

004/21 To note the minutes of the Planning Committee held on 4th January 2021 (agenda item 4)

The minutes of the Planning Committee Meeting on the 4th January 2020 were noted.

005/21 To discuss the following in relation to the Youth & Community Centre and agree a way forward (agenda item 5)

i) Signage for the Youth and Community Centre and an associated logo

The Communications Officer presented the electronic Parish Council logo that she had designed. The logo was praised and a request was made to centralise the name of the Council and use a standard font close to that used on the existing logo

Resolved – That an A1 sign with the Councils details and the new Parish Council logo be purchased along with an A4 sign with an arrow for the entrance of the Car Park.

The resolution was correctly proposed and seconded (unanimous)

ii) Resurfacing of Youth & Community Centre Car Park

The three quotes were discussed. Concern was raised about the lack of detail on one quote and what specifications were required. The Clerk presented information gathered from North Somerset highways department which suggested there should be a minimum of 10mm stone topcoat with the layers being as large as possible to ensure longevity.

Resolved – That Contractor A be contracted to resurface the Youth & Community Centre Car Park at a cost of £25,300 for machine laying but with an increase to this figure if the tarmac is required to be hand laid.

The resolution was correctly proposed and seconded (unanimous)

iii) £495 annual monitoring intruder alarm system

Resolved – To agree the annual monitoring fee of £495 for the intruder alarm.

The resolution was correctly proposed and seconded (unanimous)

iv) £265 annual monitoring fire alarm system

Resolved – To agree the annual monitoring fee of £265 for the fire alarm.

The resolution was correctly proposed and seconded (unanimous)

006/21 To receive the Clerk's report/Exchange of information (agenda item 6)

i) Christmas Meal Initiative and the ASDA Foundation Grant

The Parish Council were able to give out sixty meals in December as part of this initiative. The feedback was incredibly positive. Thanks was given to the Bell Inn and their staff.

ii) Local Council Climate Communications Pilot

The 'Climate Communications for Parish Councils' pilot continues to run. This month's theme is 'land management'. Councillors were encouraged to like any posts to help them reach a wider audience.

iii) Census 2021

Local Authorities have asked for help by spreading the word about the Census 2021. They have collected content that can help the Parish Council talk to residents about the census. It explains what Census 2021 is, why it is important, how to participate and what to do if residents need help. ALCAs informative PDF on how Parish Councils can support the census can be referred to for more details on how to get involved.

iv) North Somerset's Peer Review of the Council's Service

The purpose of the review is to look at what the service does well and the areas it could improve upon. Areas the review will particularly focus on will be North Somerset's decision-making processes for planning and enforcement, pre-application advice arrangements, and their approach to workforce development. Any comments please pass on to Cllr Manley or the Clerk by Friday 22nd January 2021.

007/21 To note the training and events available and agree any attendance (agenda item 7)

i) 23rd February 2021, 12:00 - 13:00 NALC Why representation in local councils matters £30

No one to attend this webinar.

ii) 2nd March Getting People Engaged with your Social Media Content Webinar £30 – The Communications Officer.

Resolved – To agree the cost of £35 for the attendance of the Communications Officer.

The resolution was correctly proposed and seconded (unanimous)

iii) 25th March 2021, 12:00 - 13:00 NALC Building back resilient communities £30

No one to attend this webinar.

iv) 24th March SLCC Regional Conference.

The Clerk informed the Council that the South West conference had moved online and would now be at a cost of £45 instead of £75 (see minute 171/20 iii)

008/21 To authorise the following expenditure (agenda item 8)

i) **£208 annual Society of Local Council Clerks (SLCC) membership**

Resolved – To agree the cost of £208 for annual membership to SLCC.

The resolution was correctly proposed and seconded (unanimous)

ii) **£307.39 movement of the Welcome to Banwell Sign on Castle Hill**

The Clerk informed the meeting that permission had been granted from the Garden Centre and North Somerset Highways.

Resolved – To agree the cost of £307.39 for Nibra Signs to move the Welcome to Banwell Sign on Castle Hill to the flower bed just past the entrance to The Garden Centre.

The resolution was correctly proposed and seconded (unanimous)

Due to technical issues Cllr Philcox left the meeting.

009/21 To discuss the dog bin contractors and agree a way forward (agenda item 9)

The clerk informed the meeting that the current contractor received a written warning in November after a series of missed collections and lack of communication. The contractor spoke to the Chairman and since then the service has improved. Currently there are only three other contractors who undertake this service. Concerns were raised about two of the other contractors and their third would mean an increase of costs per bin from £3.90 to £6.

Resolved – To retain the current contractor for another year with an additional clause to the contract which includes a break clause for unsatisfactory service.

The resolution was correctly proposed and seconded (unanimous)

Cllr Philcox re-joined the meeting.

010/21 To discuss the planting of a Royal British Legion (Banwell Branch) memorial tree on Riverside Green (agenda item 10)

Resolved – That the British Legion may plant a tree on Riverside Green but details of any memorial plaque or stone need to be brought back to Council.

The resolution was correctly proposed and seconded (unanimous)

011/21 To note North Somersets painting line programme and discuss a way forward (agenda item 11)

The meeting was informed that the current works programme for North Somerset is (unless emergency works come up): Spring / Summer – Line Painting, Summer /Autumn – Signage, Autumn/ Winter – Gritting.

Within the Parish there are currently several lines that need repainting. North Somerset have asked if the Parish Council could collate this information by the end of February this would hopefully be programmed in for the spring / summer. The same would apply to any problems with signage for later in the year. Currently the Parish Council already liaise with North Somerset in relation to grit.

Resolved – That all Councillors report any lines which need to be repainted to the Clerk by February 5th 2021.

The resolution was correctly proposed and seconded (unanimous)

012/21 To note the annual tree survey and agree the cost of £220 to have the suggested works completed (agenda item 12)

Resolved – To agree the cost of £220 for Ward Tree Surgeons to complete the suggested works in the annual tree report.

The resolution was correctly proposed and seconded (unanimous)

013/21 To discuss North Somersets Library Strategy and agree a response (agenda item 13)

The Council discussed North Somerset’s Library Strategy and were supportive of its aims.

014/21 To discuss North Somersets proposed speed limit change and agree a response (agenda item 14)

Resolved: That the Council support the proposed speed limit change on the A371.

The resolution was correctly proposed and seconded (unanimous)

015/21 To authorise bills for payment (agenda item 15)

Resolved: To authorise January’s bills for payment of £17366.77. Cllr Harding and Cllr Baird to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

016/21 To note the Parish Council’s end of December’s bank balances and bank reconciliation (agenda item 16)

The Parish Council’s end of December’s bank balances and bank reconciliation were noted.

017/21 Dates of the next meetings (agenda item 17)

1st February 2021 7pm Planning Committee remotely <https://us04web.zoom.us/j/279564797>

15th February 2021 – 7:30pm Parish Council Meeting <https://us02web.zoom.us/j/82684306618>

The Chairman closed the meeting at 20:30

.....Chairman

.....Date

Bills for Payment - 22nd December to the 12th January 2021
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power	
Already Paid									
DD	Mainstream	Phone and Broadband (DD 14.01.21)	£115.38	£23.07	£138.45		093/20	The Parish Council have	
To Pay									
DD	E-ON	Streetlight Power (DD 16.01.20)	£155.43	£7.77	£163.20		093/20		
DD	E-ON	YCC power (19.01.20)	£77.15	£3.86	£81.01		093/20		
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	Fence at Knightcott	£720.00		£720.00		172/19		
BACS	J K Gardening	Rubbish removal for works at Riverside	£120.00		£120.00		H & S		
BACS	J K Gardening	Environmental fee Total £1718.50	£40.00		£40.00		H & S		
BACS	FOS UK	Dog Bin emptying	£339.00		£339.00		177/19		
BACS	Insight Cleaning	YCC Cleaning	£112.00		£112.00		39/19		
BACS	YMCA	Youth Club Oct	£360.00		£360.00		175/19		
BACS	Weston Rail Services	LED replacement lights	£7,675.00	£1,535.00	£9,210.00		190/20 (v)		
BACS	SLCC	Appraisal webinar & SW virtual conference	£75.00	£15.00	£90.00		228/20 & 171/20 (iii) & 007/21 (iv)		
BACS	SLCC	Annual membership Total £912.00	£208.00		£208.00		008/21		
BACS	DS Securities	Annual monitoring charge for YCC Intruder Alarm	£495.00	£99.00	£594.00		005/21 (iii)		
BACS	DS Securities	Annual monitoring charge for YCC Fire Alarm Total £912.00	£265.00	£53.00	£318.00		005/21 (iv)		
BACS	R.Cox	Boiler repair	£533.33	£106.67	£640.00		H & S		
BACS	E. Shayler	Overtime & Expenses (zoom, food bank, boiler repairs)	£462.03		£462.03		Admin		
SO	Officer Salaries	Officer Salaries (SO 26.01.21)	£1,956.15		£1,956.15		093/20		
DD	Nest	Pension contributions (DD 26.01.21)	£156.36		£156.36		093/20		
DD	North Somerset	Waste Collection (01.02.21)	£13.03		£13.03	Have requested cancellation	093/20		
DD	Cathedral Leasing Ltd	Hygiene services YCC (03.02.21)	£129.99	£26.00	£155.99		093/20		
BACS	HMRC	PAYE and NI for Sept (12.02.21)	£651.05		£651.05		093/20		
Totals			£15,497.40	£1,869.37	£17,366.77				
Transfer	Natwest	Cemetery Account to Current Account	£8,400		£8,400		155/20		



MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD REMOTELY AT 7pm ON MONDAY 1st FEBRUARY 2021

PRESENT: Councillors Phil Baird, Paul Blatchford, Steve Davies, Paul Harding and Nick Manley (Chairman).
IN ATTENDANCE: Mrs Liz Shayler (Clerk)

Cllr Manley Convened the meeting by welcoming everyone.

07/21 To receive apologies for absence (agenda item 1)

Cllr Philcox and District Councillor Harley sent their apologies.

08/21 To receive declarations of interest (agenda Item 2)

No interests were declared.

09/21 To approve as a correct record the minutes of the Planning Committee Meeting held on the 4th January 2021 (agenda item 3)

Resolved – That the minutes of the Planning Committee Meeting held on the 4th January 2021 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous)

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

10/21 To note and comment upon planning applications (agenda item 4)

- (i) **20/P/0736/FUL Land West of Mayflower Lodge, Box Bush Lane, Rolstone**
Erection of a fodder, machinery and equipment store.

Resolved – That whilst the Parish Council normally support agricultural building, to object to this application for the following reasons.

- An objection from the internal drainage board due to the proximity of the building to the rhynes.
- Lack of detail about any access to the agricultural building.

The resolution was correctly proposed and seconded (unanimous)

- (ii) **20/P/3212/FUL Towerhead Barn, Towerhead Road Banwell BS29 6PQ**
Change of use (part) agricultural land to domestic curtilage including the erection of a detached garage.

This application was noted.

- (iii) **20/P/3222/FUH 18 Westfield Road Banwell BS29 6BA**
Proposed two storey side extension and associated internal alteration.

Resolved – To support this application.

The resolution was correctly proposed and seconded (unanimous)

(iv) **20/P/3223/OUT 28 Queens Road Banwell BS29 6BB**

Outline application for the demolition of a side extension of existing dwelling and erection of a 2-bedroom dwelling to the side (all matters reserved for subsequent approval).

Resolved – To strongly object to this application because of the failure to address any of the concerns raised by the refusal of the earlier planning application which were:

- The creation of an access onto High Street which does not exist as no dropped kerb.
- Inappropriate car parking scheme leading to displacement of vehicles that currently park there for both residents and carers.
- Destruction of the wall which will disturb the street scene.

The resolution was correctly proposed and seconded (unanimous).

(v) **20/P/3250/FUL Caravan Park Stonebridge Farm Wolvershill Road, Banwell BS29 6AE**

Variation of Condition 1 of planning permission 18/P/5105/FUL (Variation of condition No. 2 on application 11/P/0297/F to allow for the operational life of the touring caravan site to be extended) to extend the operation life of the touring caravan site to 30 November 2024.

This application was noted.

11/21 To note planning decisions – (agenda item 5)

(i) **20/P/2345/FUL Lower Rhodyate Farm, The Rhodyate, Banwell BS29 6NR**

Change of use of agricultural land to form 14 no. caravan pitches for the occupation of construction workers and erection of W/C and shower block. **REFUSED**

(ii) **20/P/2732/FUL Lower Rhodyate Farm, The Rhodyate, Banwell BS29 6NR**

Change of use of agricultural building to workshop falling in Use Classes E(g) (Business) and B8 (Storage and Distribution). **APPROVED**

The Clerk informed the Committee that three more applications had been decided since the agenda had been published.

(iii) **20/2257/FUL Land At Former Western Trade Centre Knightcott Road Banwell**

Outline planning permission for erection of 20no. dwellings with access, landscaping, layout and scale for approval with appearance reserved for subsequent approval. **REFUSED**

(iv) **20/P/2341/FUL Land At Whitley Head House Barn Whitley Road Banwell**

Proposed installation of all-weather equestrian arena for private use, retrospective permission for change of use of agricultural land to form equestrian use and installation of stables & hay store all for private use. **APPROVED**

(v) **20/P/3015/FUH 30 Church Street, Banwell BS29 6EA**

Retrospective application for the re-building and raising of the front boundary stone wall, the erection of piers and gates and the erection of fencing to the rear. **APPROVED**

12/21 Date of the next meeting (agenda item 6)

15th February 2021, 7:30pm Parish Council Meeting remotely <https://us02web.zoom.us/j/308292669>

1st March 2021, 7pm Planning Meeting remotely <https://us04web.zoom.us/j/279564797>

The Chairman closed the meeting at 19:30

.....Chairman

.....Date



Banwell Y.C.C

Youth & Community Centre

01934 820442

www.banwellparishcouncil.org.uk



Banwell Youth & Community Centre

01934 820442

www.banwellparishcouncil.org.uk



Banwell Y.C.C

Youth & Community Centre

01934 820442

www.banwellparishcouncil.org.uk

Clerks Report

i) **Youth & Community Centre sign**

Above you will see three YCC sign mock-ups. Please look at the three signs and see if there is one you prefer or a combination of them all.

ii) **Climate Emergency Communications Pilot**

This month's theme is Food Waste for the Centre for Sustainable Energy (CSE) pilot Climate Communications for Parish Councils.

iii) **Window Wanderland**

This was due in March but due to Covid it will be postponed until the autumn when the evenings draw in again.

iv) **Youth Club Sign Competition**

This was launched at the beginning of February and will run until the 1st of March. YMCA Dulverton will encourage Youth Club members to create some designs.

v) **E-newsletter Survey**

This is due to go live tomorrow (see attached survey). The aim is to get information to inform a Communications Strategy and also to support the Church in doing some research into the Parish Magazine.

vi) **Youth & Community Centre Car Park**

The Youth & Community Centre car park is due to be resurfaced in the middle of March. Before this the shipping container is due to be delivered on or before the 5th march. This will enable the car park to be reopened after the Easter holidays.

vii) **North Somerset's Peer Review of the Council's planning service**

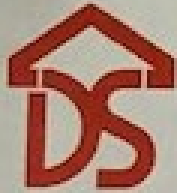
As you are aware the purpose of the review was to look at what the service does well and the areas it could improve upon. Cllr Manley and the Clerk attended and whilst there were elements that were useful then concern was raised that it was used as an opportunity to gripe by other Parish / Town Councillors who disagreed with decisions taken by North Somerset.

viii) **North Somerset's engagement with Town & Parish Councils**

Cllr Harding & the Clerk attended the first forum when Parish & Town Councils were encouraged to look at areas that North Somerset could work in partnership. The next forum is the 25th of February where the focus will be health and wellbeing. The Consultation is later the agenda but if you could let the Clerk or Councillor Harding know of anything you would like brought up at the forum by the 24th of February.

ix) **GDPR legislation**

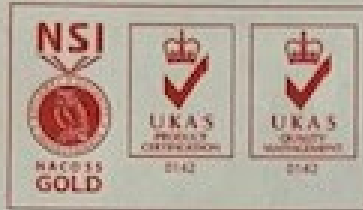
As of 11pm on the 31st December European regulations were brought into UK law (with some keeling schedule changes e.g European law – UK law etc... Within this is a transitional agreement in relation to data and the free flow transfer of data between the UK and Europe for six months. Hopefully, within this time we will have 'adequacy' decision as to whether the UK is a safe place for data to be transferred to. As such I have found out where our data is processed in the case of the adequacy decision not being in the UKs favour. Currently, our main data will not be affected that is for our accounts, cemetery data, website & emails. However, there might be an impact on Microsoft 365 and drop box although both are being looked at in relation to this.



Securities

Specialists in
Intruder Alarms, Fire Alarms and Closed Circuit T.V. Systems
for Domestic, Commercial & Industrial Premises

Unit 9, Oakwood Business Park
Oldmixon Crescent
Weston-super-Mare
North Somerset BS24 9AY



Telephone (01934) 417730
Fax (01934) 417740
E Mail: pete@dssecurities.co.uk
Admin: sian@dssecurities.co.uk

CERTIFICATE NO. NAC06/1787

CCTV MAINTENANCE AGREEMENT

In consideration of the payment included in the contract and the following terms and conditions the company agrees that:-

1. Any attention the equipment may require will be dealt with upon receipt of a telephone call or other form of notification.
2. The Company's liabilities all cease if the equipment is tampered with or otherwise interfered with by persons other than D.S. SECURITIES authorised service personnel.
3. This agreement does not cover misuse, neglect, burglary, fire, theft, water leakage, storm damage, impact, vandalism, electrical voltage fluctuations or accidental damage however caused, change of location or environmental conditions, or excessive play on doors and windows.
4. Customer or keyholder, in the event of an emergency please contact 01934 417730. Out of office hours there will be an answering machine which will tell you the telephone number for the engineer on duty.
5. Outside security lights are not covered by this agreement.



Quotation

local help from a national company
Part of the complete group of companies

Ms Liz Shayler
Banwell Town Council
Westfield Crescent
Banwell
BS29 6BG

Date: 06/02/2021

Quotation Number: 9936

01934 820442

Customer A/C No: 902

Description	Value
Also to include The school close flower planters Knightcott Road flower planter area Holders Way (from East St to Castle Hill) Small path Knightcott Road to the Paddocks (behind bus shelter)	
Additional items: West Street Car Park	
To supply and apply TOTAL chemical weed control to all street paths kerbs backwalls etc within the Banwell boundaries 1st application April 2021	£364.00
2nd application may be needed Sept / Oct 2021	£364.00
Extras -Bowling Green from Church Street to West Street (be really careful because of the bowling green grass and there was concern the spray would blow onto the bowling green)	
The Cart Wash Area which is at the bottom of the Bowling Green Path steps on Church St	
A small (in length) path which runs from Church Street (adjacent to Chillies Restaurant to the churchyard.	
The Jubilee Pump area which is along High Street. - will need to be unlocked.	
Sub Total:	£728.00
VAT @ 20.00%:	£145.60
Total:	£873.60

This quotation is valid for a period of 14 days from: 06/02/2021

We undertake to offer further treatment free of charge to any area where it is agreed at a joint inspection, that a satisfactory initial treatment in accordance with this quotation has not been achieved, providing that notification of defect is given within 30 days of initial completion, or 90 days in the case of total/residual herbicides.
The specific control of grass and weed growth cannot be guaranteed due to varying seasonal temperatures and rainfall affecting the overall result.

Signed: _____

on behalf of Complete Weed Control

CUSTOMER ACCEPTANCE

For acceptance of this quotation, please sign the enclosed pink copy and return to Complete Weed Control at the address below.

Signature: _____

Position: _____

Date: _____

Order No: _____

Value: _____



BANWELL PARISH COUNCIL - GRANT APPLICATION FORM

Name of organisation	1 st Banwell Scout Group
Name on bank account (for cheque payments)	1 st Banwell Scout Group
Registered Charity/Charity Number	Yes
Contact name and position with the group	Brian Peat Executive Member and Trustee 1 st Banwell Scout Group
Contact name's home address	Archways, East Street Banwell, North Somerset BS29 6BW
Contact name's telephone number and email address.	brian.peat@outlook.com 01934 – 822024 07725427906
Purpose for which the grant would be used and who will benefit from it (in particular in reference to Banwell residents).	A request for 50% cost of moving Telegraph Pole located on site leased by 1 st Banwell Scouts. The Telegraph Pole carries all the telephone wires to YCC centre – 1 st Banwell Scouts do not have landline.
Describe the evidence you have obtained that shows a need for the grant.	1 st Banwell Scouts have worked closely with Banwell Parish Council over the past five years, re-negotiating a new 99 year sub-lease of land to ensure that the New Build (Scout Hut) is protected by legal agreement. 1 st Banwell Scouts have also worked closely with the Clerk to ensure that the land around the Scout Hut site is cleared of brambles and scrub, that the 'culvert' was repaired, the 'ditch' filled in and new turf laid. In addition 1 st Banwell Scouts have obtained 50% funding from National Grid to move the Telegraph Pole thus enabling a more 'user friendly' car park area increasing the number of car spaces to be established.
Grant amount being requested including a breakdown of costs.	Openreach Survey costs = £336 (inc VAT) Telegraph Pole movement £ 1,809.08 (inc VAT) Total = 50% x £2,145.08 = £1,072.54 (inc VAT) (the cost of works – survey and movement of Pole to be shared 50/50 between 1 st Banwell Scouts)
Number of members in the Group	Approx 100 Scout Leaders, Exec Members and Scouts
Total spent by the group in the year <small>(Any figures should be for the last financial year of the organisation).</small>	Infrastructure costs to enable New Scout Hut : New Build £225k Landscaping £30k (various – culvert, ditch, pole, turf, fencing etc)

<p>Total received by the group in the year</p>	<p>Grant Funding :</p> <p>Kathleen Jones Family Charity main donors to enable old hut demolished and New Hut built = £225k</p> <p>National Grid (Hinkley Connect = £20k (landscaping)</p> <p>Smaller donations inc Banwell Parish Council / Thatchers, Solar Fund etc = £10k</p>
<p>Who has also been approached for funding for this project.</p>	<p>The scope and reach of this project has developed significantly over the past year. Initially, Scouting were focussed on replacing the Hut, as grant monies were received, we have worked closely with Banwell Parish Council to deliver a complete, Community Project.</p>
<p>Main income sources – please itemise</p> <p>(A summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited).</p>	<p>All funds raised over the last year have been re-invested in ‘external’ enhancements. Parish Clerk has over-seen works. 1st Banwell Scouts have built a strong supportive relationship with Banwell Parish Council. Includes, re-connecting culvert, removing ditch and support for moving both electric Telegraph Pole and Openreach Pole in order to maximise the area for Parking cars and disabled places.</p>
<p>Current bank balance (please state date)</p>	<p>All bank and accounts data is available for inspection, Bank accounts exist for Mini-Bus, general Scouting, each Scout section and New Build – Hut.</p>
<p>Special/other considerations</p>	<p>1st Banwell Scouting have already paid for moving Telegraph Pole. This application seeks to share costs (50/50) with Banwell Parish Council on this single ‘task’.</p> <p>Discussions underway with Openreach to ensure works are completed by 5th March 2021.</p>

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

Signature.....Brian Peat Date...5th February 2021.....
 (Electronic submissions can use electronic signatures)

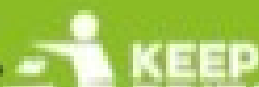
This form should be submitted to the Parish Council either by email: clerk@banwellparishcouncil.org.uk or to the Parish Office, Banwell Village Hall, Westfield Road, Banwell. BS29 6BW.

Join the Great British Spring Clean

Be part of the pick



28 MAY -
13 JUNE 2021





BANWELL PARISH COUNCIL

FINANCIAL REGULATIONS

INTRODUCTION

In accordance with the requirements of The Accounts and Audit Regulations 2015, the new code of Audit regulations (in force from the 1st April 2020) and their subsequent amendments the Parish Council has prepared, considered and adopted formally these Financial Regulations for the proper financial management of all its financial affairs. These regulations will be reviewed annually.

The Council is required to:

- (a) Appoint a Responsible Finance Officer.
- (b) Adopt and maintain Financial Regulations and a Financial Risk assessment.
- (c) Maintain an effective system of internal audit.
- (d) Always ensure the efficient use of resources & value for money on all financial matters.

1. GENERAL

1.1 These financial regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.

1.2 They form part of the arrangements by which the council discharges its responsibility under the Accounts and Audit Regulations 2015 and its subsequent amendments to ensure: a) that the financial management of the council is adequate and effective and that it has a sound system of internal control, and b) that its accounts comply with proper practices as set out in "Governance and Accountability for Local Councils – A Practitioners' Guide (England)"

1.3 The Responsible Financial Officer (RFO), under the policy direction of the Council, shall be responsible for the proper administration of the Council's affairs.

1.4 The RFO shall be responsible to produce financial management information.

1.5 The Council shall be responsible for ensuring that the financial management is adequate and effective and that the council has a system of internal controls which facilitates the effective exercise of its functions and which manages risk.

1.6 The Council shall review at least once a year the effectiveness of its systems of internal controls and shall produce a statement on internal control with its statement of accounts.

2. ANNUAL ESTIMATES

2.1 Each Committee (if any) shall formulate and submit proposals to the Council in respect of revenue and capital costs for the following financial year not later than the end of November each year.

2.2 Detailed estimates of all receipts and payments for the year shall be prepared each year by the RFO.

2.3 No major projects should be undertaken without a detailed feasibility report which will include funding sources, cash flow forecasts and revenue implications for future years. Commitments to capital schemes should not be entered into unless and until the financial consequences have been incorporated in the council's approved budget.

2.4 The Council shall review the estimates not later than the end of December each year and shall fix the precept to be levied for the ensuing financial year. The RFO shall supply each member with a copy of the approved estimates.

2.5 The annual budgets shall form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

3.1 Expenditure on revenue items may be incurred up to the amounts included in the approved budget.

3.2 No expenditure may be incurred which will exceed the amount provided in the revenue budget. The Clerk may, with the approval of Council, vire between subheads.

3.3 The RFO shall monthly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure against that planned.

3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether there is any budgetary provision for the expenditure, subject to a limit of £1000. The Clerk shall report the action to the Council as soon as practicable thereafter.

3.5 Unspent provisions in the revenue budget shall only be carried forward to a subsequent year with approval of Council otherwise it will be transferred to the general reserve.

3.6 No expenditure shall be incurred in relation to any capital project and no contract entered or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 2015 and any subsequent amendments thereto.

4.2 The RFO shall be responsible for completing the annual financial statements of the Council as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.

4.3 The RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and for submitting the Annual Return for approval and authorisation by the Council within the timescale set by the Accounts and Audit Regulations 2015 as amended or set by the Auditor.

4.4 The RFO shall be responsible for ensuring that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with Regulation 5 of the Accounts and Audit Regulations 2015, and any subsequent amendments thereto. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

4.5 The Council shall carry out a review of the effectiveness of internal audit on an annual basis in accordance with the Accounts and Audit Regulations 2015, and any subsequent amendments thereto.

4.6 The Internal Auditor shall carry out the work required by the RFO and the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as compiled annually by the Audit Commission. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing on a regular basis with a minimum of two reports in respect of each financial year.

4.7 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers required by Audit Commission Act 1998 section 15 and the Accounts and Audit Regulations 2015, and any subsequent amendments thereto.

4.8 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.

5.2 A schedule of the payments required, forming part of the agenda for the meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to Council. If the schedule is in order it shall be authorised by a resolution of the Council and shall be initialled by the Councillors authorising the payments. If appropriate the detail may be shown in the minutes of the meeting.

5.3 Cheques drawn / BACs payments made on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4 shall be signed / authorised by two members of Council.

6. SAFEGUARDING MONEY

6.1 The RFO is responsible is setting up banking arrangements but these and any changes to them, must be approved by the Council. Any arrangements to automatically transfer money between accounts must also be approved by the Council.

6.2 The use of any form of corporate credit card is permitted.

6.3 Each bank mandate, list of authorised signatures, limits of authority and amendments to any of these, must be approved by the council. Authorised signatories should be rotated on a regular basis.

6.4 The Council will review the arrangements for handling money and its associated risks at least annually. Up to date bank reconciliations shall be presented to each ordinary meeting of the council, with these checked monthly against the bank statements by a nominated Councillor.

6.5 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.

6.6 Invoices for payment should be checked by the Clerk and entered onto a schedule for approval by council. Payments should be made by cheques signed by two authorised members. When electronic banking is used, two Councillors will authorise the transactions. Urgent payments may, exceptionally, be made by the RFO and two authorised signatories. These should be reported to the next meeting, with appropriate explanations.

6.7 Once approved, signed cheques should be issued or other forms of payment initiated promptly by the RFO.

6.8 Direct debit or standing order payments may be permitted, with the approval of council, for regular items such as utility bills or payroll. Amounts so paid should be reported to council along with the normal payment schedule. The RFO must ensure that all salary and other relevant payments comply with PAYE and other rules issued by HMRC.

6.9 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices if a list of such payments shall be submitted to the next appropriate meeting of Council.

6.10 The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. PAYMENT OF SALARIES

7.1 The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.

7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates, provided that each payment is reported to and ratified by the next available Council Meeting.

8. LOANS AND INVESTMENTS

8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.2 The Council's Investment Policy shall be in accordance with the Trustee Act 2000, and shall be reviewed on a regular basis (at least annually).

8.3 All investments of money under the control of the Council shall be in the name of the Council.

8.4 All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose.

8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9. INCOME

9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3 The Council will review all fees and charges annually, following a report of the RFO.

9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6 The origin of each receipt shall be entered on the paying-in slip.

9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least quarterly.

9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

10.1 Before placing an order or making a purchase steps should be taken to ensure that the council is paying a competitive price and achieving good value for money. Wherever possible quotes should be obtained from 3 sources. Where the estimated cost exceeds £4,000, formal written quotes should be sought.

10.2 Longer term contracts for the supply of services such as gas, electricity, water and telephones should be regularly reviewed to ensure that the best terms are being obtained with regard to tariffs and supplier. Other ongoing arrangements such as with professional advisers, banks, insurance providers, maintenance contractors etc., should be reviewed at least every three years and a report prepared for council on how best to ensure continuing value for money. Everyone involved with the council should be aware of the need to achieve value and increase efficiency and should bring relevant issues to the attention of the Clerk and the council.

10.3 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.4 Orders should be placed by the RFO or another officer approved by him/her as the appropriate budget holder. Before committing the Council, the RFO should check that funds are available within the budget and that the council has the necessary power to incur the expenditure.

10.5 Orders should only be placed for goods and services that will be used by the council for its own purposes.

10.6 For capital projects and other contracts estimated to cost less than £25,000 the council's contract standing orders should be followed.

10.7 Where, in accordance with these standing orders, contracts with a value over £25,000 are advertised, the information should also be published on the government's Contracts Finder system. Details of the award of a contract over £25,000 should also be published on Contracts Finder. (*Public Contracts Regulations 2015*).

11. CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

(a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency, provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:

- (i) for the supply of gas, electricity, water, sewerage and telephone services.
- (ii) for specialist services, such as are provided by legal professionals acting in disputes.
- (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
- (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
- (v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council).
- (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

(b) Where it is intended to enter a contract with a value over £25,000 it must be advertised; the information should also be published on the government's Contracts Finder system. Details of the award of a contract over £25,000 should also be published on Contracts Finder. (*Public Contracts Regulations 2015*).

(c) When it is to enter into a contract less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a), the Clerk or RFO shall obtain three quotations (priced descriptions of the proposed supply); where the value is below £4,000 and above £2000 the Clerk or RFO shall obtain a minimum of 2 estimates. Otherwise, Regulation 10 (2) above shall apply. A minimum of one written quotation shall be obtained where the estimated value of a proposed purchase or related purchases exceeds £500 but is less than £2,000 and where legislation so requires.

(d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

(e) Where the estimated value of a quotation or estimate is more than £4000, the Clerk shall require that such quotations or estimates be returned in a specifically marked sealed envelope and that such envelopes remain sealed until they are opened by the Clerk in the presence of a member of the Parish Council.

(f) If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

(g) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

(h) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing before any work has begun, the Council being informed where the final cost is likely to exceed the financial provision.

13. CONSULTANTS & CONTRACTORS

13.1 All consultants and contractors shall be required to carry a level of insurance appropriate to the level of risk of works being carried out with a minimum of £1,000,000 public liability cover.

14. STORES AND EQUIPMENT

14.1 The Clerk shall be responsible for the care and custody of stores and equipment.

14.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

14.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

14.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

15. ASSETS

15.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Regulation 4(3)(b) of the Accounts and Audit Regulations 1996 as amended.

15.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.

15.3 Items of equipment should be recorded on an inventory list, which should be checked periodically by the RFO. If a stores system is operated proper procedures for receiving, storing, issuing and valuing stock items should be followed as determined by the RFO in accordance with good practice.

15.4 For the purpose of the 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.

16. INSURANCE

15.1 Following an annual risk assessment, the RFO shall affect all insurances and negotiate all claims on the Council's insurers.

15.2 The Clerk shall give prompt notification to the insurers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.

15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

17. RISK MANAGEMENT

17.1 The Clerk / RFO shall prepare and promote risk management policy statements in respect of all activities of the Council.

17.2 When considering any new activity, the Clerk / RFO shall prepare a draft Risk Management policy for the activity and shall bring a draft addressing the legal and financial liabilities and Risk Management issues that arise to Council for consideration and, if thought appropriate, adoption.

17.3 The Council shall carry out a Financial Risk Assessment on an annual basis in accordance with the Accounts and Audit Regulations 2015, and any subsequent amendments thereto. The minutes shall record such review of the financial risks.

18. CHARITIES

18.1 Where the Council is sole trustee of a charitable body, the Clerk / RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk / RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

19. REVISION OF FINANCIAL REGULATIONS

19.1 It shall be the duty of the Council to review the Financial Regulations of the Council annually.

BANWELL PARISH COUNCIL FINANCIAL RISK ASSESSMENT

Issue and Risk Identified	Risk Rating	Those at Risk	Current Controls	Possible Further Action
Financial Prudence and Probity - Potential damage to Council reputation	1	Parish Council/ Employees/ Parishioners	Monthly budget monitoring statements. Regular scrutiny of financial records by the appointed internal auditor and proper arrangements for the approval of expenditure. Quarterly returns to HMRC. Internal Audit Assurance.	
Financial Loss/ Fraudulent Activity	2	Parish Council/ Parishioners	Monthly Councillor audit to check invoices against appropriate cheque stubs. Two Councillors to, sign each cheque /authorise each BACs payment. Invoices to be checked before signing / authorising and cheque stubs and invoices to be initialled. Council to ratify and authorise all payments at ordinary meetings. All financial obligations to be resolved and clearly minuted before any commitment. Direct debits / Standing Orders only approved on the bank account on instruction of the full Council. Internal Audit to check VAT entries on invoices against VAT to be claimed from Custom & Excise and amount recorded in the current account statement. Monthly bank reconciliations should be undertaken as soon as practicable following receipt of bank statements in order to maintain effective control. Weekly back-up of all financial information held. No petty cash is held. All cash/cheques and non-negotiable money to be banked as soon as possible. Receipts issued for cash payments. Security of cash receipts requiring banking.	
Probity of Parish Councillors	4	Parish Council Reputation	Remind Councillors at each meeting of the need to consider each agenda item and decide whether to declare an interest. Remind Councillors that they need to review their entry in the 'Statutory Register of Members' Financial and Other Interests' register at least annually. To provide the North Somerset Monitoring Officer with details, within 28 days of receiving any gift or hospitality, over the value of £25.	

BANWELL PARISH COUNCIL **FINANCIAL RISK ASSESSMENT**

Issue and Risk Identified	Risk Rating	Those at Risk	Current Controls	Possible Further Action
Adequacy of Precept	4	Parish Council/ Parishioners	Ensure adequacy of annual precept through sound budgetary arrangements. Monthly budget updates with detailed budgets yearly comparison in the autumn. Draft budget and precept requirement to be on December PC agenda and agreed in January.	
Insurance – Adequate for PC Risks including assets	6	Parish Council/ Parishioners	Annual Review of the Council’s insurance requirements to ensure it is at an appropriate level for all liabilities/assets. Weekly visual checks made on play equipment by members of the Parish Council. Asset register to be kept up to date.	
Financial Regulations	3	Parish Council/ Parishioners	Annually Review of the adequacy of the Regulations.	
Reserves	6	Parish Council/ Parishioners	Ensure that an adequate level of reserves is maintained through the budget setting process. A reserves policy	
Cemetery Fees	4	Parish Council	Ensure fees charged cover all costs as well as contributing to the cost of an extension. Fees reviewed annually	
ASSETS				
Protection of the Council’s physical assets	6	Parish Council/ Parishioners	Buildings insured for all risks and theft (Children’s Centre, cemetery shed and wall). Street furniture insured. Office equipment insured. Kept in locked office. Street lighting maintained by Weston Rail Services. Weekly checks of defib.	Keep adequacy of insurance cover under review annually.
Maintenance of buildings	6	Parish Council/ Parishioners	North Somerset Council responsible for maintenance of Children’s Centre. Village Hall maintained by the Village Hall Committee. Parish Council to contribute to maintenance as necessary.	North Somerset to hand over the building. Ensure agreed maintenance has been / will be carried out.
Security of buildings	6	Parish Council/ Parishioners	North Somerset Council responsible for security of Children’s Centre. CCTV and entry controls in place. Village Hall responsible for security of Village Hall. CCTV and entry controls in place	As above

BANWELL PARISH COUNCIL FINANCIAL RISK ASSESSMENT

Issue and Risk Identified	Risk Rating	Those at Risk	Current Controls	Possible Further Action
Cemetery – Memorial Safety	6	Parish Council/ Parishioners	Annual topple check completed by cemetery and memorials committee. Ensure compliance with Cemetery Regulations and Cemetery and Memorials Policy. Annual review of Cemetery Regulations and Cemetery and Memorials Policy.	Arrange training for Cemetery and Memorials Committee.
Cemetery – filling of all currently available space	6	Parish Council/ Parishioners	Attempts to identify land for a cemetery extension have been ongoing for over 20 years.	Identify and secure a suitable site as soon as possible.
Allotment site	1	Parish Council/ Parishioners	Site established in 2010. Cllr serves as member of Allotment Society Committee. Two leases with the Parish Council. One between the Parish Council and the Allotment Society, one with the Landowner and the allotment society.	
Recreation Ground and Riverside Play Area including risks to users	9	Parish Council/ Parishioners	Rec Ground / Riverside play equipment, gates, fencing and surfaces insured. Visual weekly checks of play equipment by a competent person. Annual independent checks made on condition/safety of all play equipment by a ROSPA inspector.	
Risks to third parties from Council assets	9	Parish Council/ Parishioners	Public liability insurance in place. Action taken on ad hoc basis to repair/replace assets as required. 6 yearly structural/electrical safety testing of all streetlights last carried out in 2017. Annual PA Test of all electrical items Annual inspection of trees by a qualified tree surgeon Risk assessments of individual events/activities carried out as necessary. Annual inspection of grit bins, benches, dog bins & flagpoles by a nominated councillor.	
OTHER RISKS				
Employer liability/ Compliance with employment law	4	Parish Council/ Parishioners	Insurance in place. Membership of ALCA/NALC. Clerk is member of SLCC on behalf of the Council.	
Safety of Staff	4	Parish Council/ Parishioners	Office accommodation independently risk assessed.	

BANWELL PARISH COUNCIL **FINANCIAL RISK ASSESSMENT**

Issue and Risk Identified	Risk Rating	Those at Risk	Current Controls	Possible Further Action
Legality of the Council's actions	4	Parish Council/ Parishioners	Membership of ALCA/SLCC Professional advice when required. Appropriate training for Clerk/members.	
Contracts – compliance with law/ensuring value for money	4	Parish Council/ Parishioners	Standing Orders and Financial Regulations in place and reviewed annually.	
Use of contractor's various injuries, etc.	6	Parish Council/ Parishioners & Contractors	Contractor to have public liability insurance cover of £1 million. All contractors asked for Health and Safety Policy. Evidence of registration and licence is obtained. Contractors asked to produce risk assessments for the associated work activities. All electricians used are NICEIC registered and contractors servicing gas appliances are GASSAFE registered. Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc are appropriately licensed. Work of all contractors is monitored by a nominated councillor	Design a record for monitoring activities.
Use of contractors Incomplete / unsatisfactory workmanship	6	Parish Council	All electricians used are NICEIC registered and contractors servicing gas appliances are GASSAFE registered. Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc are appropriately licensed. Evidence of registration and licence is obtained. Work of all contractors is monitored by a nominated councillor	Design a record for monitoring activities.
Use of Volunteers	6	Parish Council/Members of the council	10 million Public liability provided by Parish Council to cover activities by volunteers. Adequate risk assessments.	



Banwell Parish Council - Standing orders

1.	Meetings generally	p2
2.	Committees and sub-committees	p3
3.	Ordinary council meetings	p4
4.	Extraordinary meetings of the council and committees and sub-committees	p5
5.	Rules of debate at meetings	p5
6.	Disorderly conduct at meetings	p7
7.	Previous resolutions	p7
8.	Voting on appointments	p7
9.	Motions for a meeting that require written notice to be given to the Proper Officer	p7
10.	Motions at a meeting that do not require written notice	p8
11.	Handling confidential or sensitive information	p8
12.	Draft minutes	p8
13.	Code of conduct and dispensations	p9
14.	Code of conduct complaints	p9
15.	Proper Officer	p10
16.	Responsible Financial Officer	p10
17.	Accounts and accounting statements	p11
18.	Financial controls and procurement	p11
19.	Handling staff matters	p12
20.	Requests for information	p12
21.	Relations with the press/media	p13
22.	Execution and sealing of legal deeds	p13
23.	Communicating with North Somerset	p13
24.	Councillor activities	p13
25.	Standing orders generally	p13

1. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings / Working Party

All of the below will be applied to virtual meetings as explained in more detail in the attached appendix 'Protocol for remote meetings May 2020'. Although by law working parties do not need to follow statutory guidelines, Banwell PC considers that, where possible, working parties should follow the same rules as for a sub-committee.

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a Bank Holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- ■ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may only make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The total time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed otherwise by the Chairman of the meeting.
- g A member of the public shall not speak for more than three minutes unless directed otherwise by the Chairman of the meeting.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may, however, direct that a written or oral response be given later.
- i Any person wishing to speak should raise their hand and may choose to sit or stand when speaking. The Chairman of the meeting may at any time ask a person to stand when speaking.
- j Any person who speaks at a meeting shall direct his comments to the Chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.
- ■ l **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted.**
- ■ m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.**
- o **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- ■ ■ p **Subject to a meeting being quorate, all decisions at a meeting shall be made by a majority of the councillors or non-councillors with voting rights present and voting.**
- ■ ■ q **The Chairman of a meeting may give an initial vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether he gave an initial vote.**

See standing orders 3(h) and 3(i) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.

- r **Voting on a matter shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- s The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- ■ ■ t **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 2d viii below for the quorum of a committee or sub-committee meeting.
- ■ ■ v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- ■ ■ w A meeting shall not exceed a period of 2 ½ hours unless directed otherwise by the Chairman of the meeting with agreement from the council/committee

2. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, any or all members of an advisory committee or a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees, sub-committees, working groups as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 2(a) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 2(a) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;

- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee.
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee.

3. Ordinary council meetings

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year, which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council may direct.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g **The Vice-Chairman of the Council, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an initial vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an initial vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the Council, the business of the annual meeting shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year, which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date.**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 2 above;
 - ix. Review and adoption of appropriate standing orders and financial regulations (if not reviewed

- within the last 12 months);
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.
- xiii. Review of inventory of land and assets including buildings and office equipment (if not reviewed within the last 12 months);
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks (if not reviewed within the last 12 months);
- xv. Consider payment of any subscriptions falling to be paid annually.
- xvi. To agree any monthly direct debits
- xvii. Review of the Council's and/or staff subscriptions to other bodies;
- xviii. Review of the Council's complaints procedure (if not reviewed within the last 12 months);
- xix. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (if not reviewed within the last 12 months);
- xx. Review of the Council's policy for dealing with the press/media (if not reviewed within the last 12 months); and
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of Council.

4. Extraordinary meetings of the council and committees and sub-committees

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The Chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the Chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of a committee [or a sub-committee].

5. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.
- j Subject to standing order 5(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- k One or more amendments may be discussed together if the Chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final amendment immediately before it is put to the vote.
- o Unless permitted by the Chairman of the meeting, a councillor may speak only once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under Standing Order 5(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the Chairman of the meeting.

6. Disorderly conduct at meetings

- a **All members must observe the Code of Conduct which was adopted by the Council on 9th July 2012 and any subsequent amendments which is reviewed annually.**
- b No person(s) present at a meeting shall persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute.**
- c If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any councillor or the Chairman of the meeting may move that the person shall be no longer heard or shall be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- d If a resolution made under standing order 6(c) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include suspending or closing the meeting.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(a) above is not clear in meaning, the motion shall be reworded in conjunction with the mover of the motion.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether to include the motion on the agenda shall be final.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose confidential or other sensitive information the disclosure of which would not be in the public interest.
- b Unless approved beforehand by the Council as being in the public interest, councillors and staff shall not disclose confidential or other sensitive information.

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
“The Chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () are a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution, which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations - See also standing order 1(t) above.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless a dispensation has been granted, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which the person has a disclosable pecuniary interest. The person may return to the meeting after it has considered the matter in which the interest is held.
- c Unless a dispensation has been granted, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which the person has a non-pecuniary interest if so required by the Council's code of conduct and may return to the meeting only after it has considered the matter in which the interest is held.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, given verbally at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required, and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered at the beginning of the meeting of the Council, or committee or a sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation, the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a Upon notification by North Somerset Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an

- investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d. **Upon notification by North Somerset Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Parish Council shall consider what action, if any, to take against that person. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a. The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:
 - i. **at least three clear days before a meeting of the Council, a committee or a sub-committee serve on councillors, by email, confirming the time, place and the agenda, provided any such email contains the electronic signature and title of the Proper Officer.**
See standing order 1(b) above for the meaning of clear days for a meeting of a full council and standing order 1(c) above for a meeting of a committee.
 - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them);**
See standing order 1(b) above for the meaning of clear days for a meeting of a full council and standing order 1(c) above for a meeting of a committee.
 - iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given notice at least 5 days before the meeting confirming his withdrawal of it;
 - iv. **convene a meeting of the council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - v. facilitate inspection of the minute book by local government electors;
 - vi. **receive and retain copies of byelaws made by other local authorities;**
 - vii. retain acceptance of office forms from councillors;
 - viii. retain a copy of every councillor's register of interests;
 - ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's policies and procedures relating to the same;
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - xii. arrange for legal deeds to be executed;
See also standing order 22 below.
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
 - xiv. manage access to information about the Council via the publication scheme; and
 - xv. retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect. *See also standing order 22 below.*

16. Responsible Financial Officer

- a) The Responsible Financial Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England)
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments for the preceding quarter;
 - ii. the Council’s aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported
which shall include a comparison with the budget for the financial year and highlights any actual or potential over / underspends.
- d As soon as practicable after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments for the last quarter and the year to date for information; and
 - ii. to the Council, the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council’s accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £4,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

- iii. tenders to be submitted in writing to the Proper Officer in a sealed envelope, marked 'Tender' which shall not show any company logo or other information that identifies the tenderer;
 - iv. tenders shall be opened by the Proper Officer in the presence of the Chair and at least one other councillor after the deadline for submission of tenders has passed;
 - v. tenders shall be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f Where the value of a contract is likely to exceed £25,000 (or other threshold specified by the Office of Government Commerce) the Council will comply with the Public Contracts Regulations 2015 and EU procurement rules.**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of the employment committee is subject to standing order 11 above.
- b Subject to the Council's policy regarding absences from work, the Council's Proper Officer shall notify the Chairman of the employment committee or, if he/she is not available, the Vice-Chairman of the employment committee of absence occasioned by illness or other reason and that councillor or the Proper Officer shall report such absence to the employment committee.
- c The Chairman or in his/her absence, the Vice-Chairman and one other member of the employment committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the employment committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Proper Officer shall contact the Chairman of the employment committee or' in his/her absence, the Vice-Chairman of the employment committee in respect of an informal or formal grievance matter, and this matter shall be reported to the employment committee and progressed by resolution of that committee (see Grievance Policy).
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the Chairman or Vice-Chairman of the employment committee, this shall be communicated to another member of the employment committee, who shall report it to the employment committee which shall progress the complaint by resolution of the employment committee (see Grievance Policy).
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only the Chairman and Proper Officer of the Council shall have access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above if so justified.

20. Requests for information

- a Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998. (and their subsequent amendments)

- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Parish Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 (and its relevant amendments)

21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

22. Execution and sealing of legal deeds - See also standing orders 15(b)(xii) and (xv) above.

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 22(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

23. Communicating with North Somerset Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Ward Councillor(s) and Link Officer of North Somerset.

24. Councillor activities

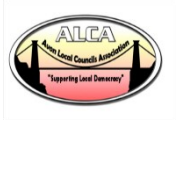
- a Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.
- b Councillors wishing to resign may do so only by letter / email to the Chairman of the Parish Council with a copy to the Proper Officer. Resignation from the Council is effective immediately.
- c The Chairman wishing to resign from his role must do so only by letter /email to the Proper Officer of the Parish Council. Resignation from the Chair is effective immediately.
- d A member of the Council shall not be appointed Chairman for a period exceeding three consecutive years.

25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the Chairman of a meeting as to the application of standing orders at the meeting shall be final.



Banwell Parish Council Protocol for Remote Meetings



1.0. Introduction

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

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

Members in remote attendance must be able:

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

2.0. Technology

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

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

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

3.0. Preparation for Meetings

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

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

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

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

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

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

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

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

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

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

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

4.0. The Meeting

4.1. The Clerk of the Council will set up and technically host the meeting (unless due to technical issues this is performed by a Councillor). An email invitation, with an explanation of how to access the meeting, will be sent to all members,

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

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

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

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

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

5.0. Public Participation

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

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

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

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

6.0. Relation to other policies and procedures

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

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

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

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

Asset	Location	Supplier	Purchase Price	Purchase Date	Estimated Cost 2021/22	Asset Value	Replacement Cost	Insured Value 2020/21	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
Youth & Community / Children's Centre	West Street	Refit N. Somerset	Land is leased	N/A	Unknown	£503,000	N/A	£495,421	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. Fenced 2021
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 adjacent to 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. Bgollard erected 2019
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	N/A	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 equip insured for £108,472	
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	“	
Zipline	„	GB Sport	£4,002	Mar-19	£4,002	£4,002	£4,002	“	
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 £16,876.68	
Picnic benches x 3	„	„	£2,205	June 2019 Dec 2019	£2,205	£2,205	£2,205	Street furniture insured for £31,518.13	
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 equip insured for £108,472	
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 insured for £31,518.13	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 £16,876.68	
Defibrillators									
Defibrillator 14B00463141	Village Hall	Donated	£2,428.80	Aug-14	£2,428.80	£2,428.80	£2,428.80	Defib's insured for £5000	
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 insured for £3269.60	
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 & Canon Printers	Unknown	Unknown	£2	£2	£0	„	1 printer at Clerks home as spare 2nd printer in storage neither to be replaced
HP Printer	Office	HP	AKT	£446.26	£446.26	£446.26	£446.26	„	
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	Office contents insured for £3,269.60	PC contribution £100
6 Laptops supplied to Councillors	Individual Councillors	Acer	£1,423.38	May-16	£0	£0	£0	"	Removed from service and replaced
3 Laptops supplied to Councillors	Individual Councillors	Lenovo Del	£1,128	Apr-17	£1,128	£1,128	£1,128	Business equipment £5,000	
4 Laptops supplied to Councillors	Individual Councillors	Various	£1,450	Jul-20	£1,450	£1,450	£1,450	"	
1 Officer laptop	Comms Officer	Amazon	£579	Dec-21	£579	£579	£579	"	
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 insured for £9149.92	
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	"	
upgraded Sound Equipment	YCC	Audio Visual Direct	£4,464	May-21	£4,464	£4,464	£4,464	"	
2 x YC laptops	YCC	Amazon	£1,083	Sep-20	£1,083	£1,083	£1,083	"	

Canon digital camera and memory card	YCC	Donated	149.98	Oct-09	£1	£1	£149.98	Office contents insured for £3,269.60	
Other									
Shed at Cemetery	Cemetery	Unknown	Unknown	1950's	£1,306	£1,306		£1,559.56	
Walls at Cemetery	Cemetery	Unknown	Unknown	1950's	£30,907	£30,907		£36,891.43	Abbey Wall reinforced spring 2017
Vehicle Activated Speed Sign	Mobile	Swarco	2,700	Nov-17	£2,700	£2,700	2,700	Street furniture insured for £31,518.13	
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	"	
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	"	
War memorial	West St	Unknown	Donated	Unknown	£1	£1	N/A	Not materially insured	Cleaned by Wells Cathedral Stonemasons Autumn 2011/ repointed October 2016.
Total Asset Values in Red						£674,561.65			For the purposes of the AGAR £674,562

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

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

20 December 2020

Dear Liz

BANWELL PARISH COUNCIL

Interim internal audit report - Year ended 31 March 2021

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 2020-21 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)' 2020
- The Accounts and Audit (England) Regulations 2015 (as amended).

I was appointed as internal auditor to the Parish Council for 2020-21 on 27 April 2020.

The first part of my interim internal audit work was undertaken remotely in December 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 2019-20.

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

The Council is not required to comply with either Transparency Code as it's 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.

I have checked the following:

- Minutes of Council Meetings
- Bank and cash
- Income and expenditure
- VAT claims
- Insurance
- Budget and reserves

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 prepared accurately and regularly
- 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
- 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

Good practice continued

- The budgeting process is detailed and thorough and monitored throughout the year
- VAT claims are made regularly
- The Council has taken appropriate action to enable it to continue to meet and function during the Covid-19 pandemic

Recommendations

Risk assessment and insurance

- The Council should consider increasing its fidelity guarantee insurance to cover at least the year end balance plus half the annual precept.

Other matters to be brought to the Council's attention

- The Council should review, update and adopt the overall financial risk assessment before 31 March 2021.

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 next part of the internal audit work on 26 March 2021 and to do the final year end checks remotely in the first two weeks of April 2021.

In March detailed checks will be carried out on:

- Minutes of Council Meetings
- Policies and procedures
- Bank and cash
- Income and expenditure
- Payroll
- Asset register
- Budgets and reserves
- Sole managing trustee
- Transparency code
- Action taken on the recommendations in this report

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

A handwritten signature in blue ink, appearing to read 'Bridget Bowen', written in a cursive style.

Bridget Bowen FCA

Internal auditor



Banwell Parish Council Internal Audit Plan

This Internal Audit Plan runs from February / 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.

February / March

Full Council to agree with the Clerk to review the effectiveness of the Internal Audit plan and relevant documentation. Full Council to approve this Audit Plan.

April

Start of the new financial year.

Full Council to receive end of year report from Clerk for previous years accounts.

Full Council to receive final internal audit report from Auditor for previous years accounts.

Full Council (via RFO) receives Annual Governance and Accountability Return (or Audit Return) for previous years accounts.

May

Full Council to receive a copy of the Audit Return forms for previous years accounts and approve it at the relevant Parish Council meeting which is sent to the External Auditor by 2 July.

Full Council to review and approve the selection of Internal Auditor (for the new financial year)

Aug / Sept

Full Council receives a report from the external Auditor for previous years accounts.

Publish External report, for previous years accounts, along with complete Annual Governance and Accountability Return (Audit Return).

Nov - Jan

Internal Auditor to meet with the Clerk for 1st Interim Audit.

Full Council to consider, publish and review any issues raised by the Internal Auditor.

Implement Action plans from either external / internal auditor (if required)

Full Council to meet, discuss and agree next financial year's budget and precept requirement.

April

Internal Auditor to meet with the Clerk for final Interim Audit

Full Council to consider, publish and review and 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 May 2021 to continue with the appointment of Bridget Bowen as the internal auditor for the Parish Council for the financial year 2020/2021. 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. The Internal auditor is 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 officer (Clerk and RFO) is 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>The Parish Council is aware of a timetable of when the internal audits will take place and notified when a report is presented. The internal audit plan properly takes into account 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 / ALCA and SLCC.

The Internal Audit and the mechanisms for financial management have been recommended to a full council meeting in February 2021. The audit process challenged previous processes and found them satisfactory to meet current requirements.

Bills for Payment - 18th January to the 9th February 2021

Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
Already Paid								
BACS	The Bell	Christmas Meal Initiative	£150		£150		211/20	The Parish Council have
DD	Mainstream	Phone and Broadband (DD 15.01.21)	£9.50	£1.90	£11.40		093/20	
To Pay								
DD	E-ON	Streetlight Power (DD 16.10.20)	£155.43	£7.77	£163.20		093/20	
DD	E-ON	YCC power (19.11.20)	£68.57	£3.43	£72.00		093/20	
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	Hedges, rec, Riverside, YCC	£310.00		£310.00		H & S	
BACS	FOS UK	Dog Bin emptying	£339.00		£339.00		177/19	
BACS	Insight Cleaning	YCC Cleaning	£192.00		£192.00		39/19	
BACS	YMCA	Youth Club Jan	£480.00		£480.00		175/19	
BACS	SPFA	Annual subscription	£15.00		£15.00		229/20 (i)	
BACS	SLCC	Getting People engaged with Social Media	£35.00	£7.00	£42.00		007/21 (ii)	
BACS	DS Securities	Annual monitoring charge for CCTV	£145.00	£29.00	£174.00	awaiting agenda item		
BACS	E. Shayler	Overtime & Expenses (zoom)	£100.15		£100.15		Admin	
SO	Officer Salaries	Officer Salaries (SO 26.02.21)	£1,955.95		£1,955.95		093/20	
DD	Nest	Pension contributions (DD 26.02.21)	£151.67		£151.67		093/20	
DD	Calor Gas	Standing Charge	£15.45		£15.45		093/20	
DD	North Somerset	Waste Collection (01.03.21)	£13.03		£13.03	Have requested cancellation	093/20	
DD	Water 2 Business	Water / Sewage Bill	£48.97		£48.97		093/20	
BACS	HMRC	PAYE and NI for Sept (12.03.21)	£620.57		£620.57		093/20	
Totals			£5,493.79	£49.10	£5,542.89			
Chq Transfer	Unity	Natwest Current Account to Unity Trust Current Account	£20,000		£20,000			

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	1,625.00	325.00
102	Cem paths / trees / garden	0.00	0.00	0.00	300.00	8,636.67	-8,336.67
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	45.00	4,955.00
105	Env Fee	0.00	0.00	0.00	0.00	200.00	-200.00
106	Cemetery software	0.00	0.00	0.00	0.00	374.40	-374.40
		£0.00	0.00	£0.00	7,450.00	£10,881.07	-3,431.07

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	4,010.00	0.00	0.00	91,692.00
		£90,682.00	3,000.00	£4,010.00	0.00	£0.00	91,692.00

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	24,358.82	1,641.18
202	Clerk pension	0.00	0.00	0.00	302.00	1,566.59	-1,264.59
203	Advertising	0.00	0.00	0.00	300.00	50.00	250.00
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	955.00	-55.00
206	Audit Fee	0.00	0.00	0.00	1,000.00	725.00	275.00
207	Legal Costs	0.00	0.00	0.00	500.00	723.00	-223.00
208	Training Clerk	0.00	0.00	0.00	800.00	580.00	220.00
209	Training Councillor	0.00	0.00	0.00	600.00	350.00	250.00
210	Grants & Donations	0.00	0.00	10,000.00	7,000.00	4,550.99	12,449.01
211	Chairmans Allowance	0.00	0.00	0.00	250.00	0.00	250.00
212	Covid-19	0.00	0.00	0.60	0.00	691.86	-691.26
213	Bank Charges	0.00	0.00	0.00	100.00	84.75	15.25
214	Covid-19 food bank	0.00	0.00	2,042.00	0.00	1,687.44	354.56
		£0.00	0.00	£12,042.60	39,875.00	£38,794.97	13,122.63

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	1,228.70	-378.70
303	Env Hedge / Fence / Tree Work	0.00	0.00	0.00	300.00	311.67	-11.67
304	Village Orderly	0.00	435.81	435.81	4,710.00	3,925.00	785.00
305	Dog Bins	0.00	0.00	0.00	4,080.00	3,390.00	690.00
306	Env Maintenance / Inspect Riversi	0.00	0.00	0.00	2,500.00	612.00	1,888.00
307	Env Projects	0.00	0.00	1,700.00	3,000.00	2,122.50	2,577.50
308	Env Grant	0.00	11,000.00	7,149.52	2,000.00	0.00	-1,850.48
309	Play Equipment	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	13,083.69	£10,933.21	19,087.88	£13,237.75	3,699.65

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	1,581.95	218.05
402	Street light maintenance	0.00	0.00	0.00	3,500.00	3,500.00	0.00
403	Street light upgrade	0.00	0.00	0.00	7,900.00	7,675.00	225.00
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	£13,554.34	1,145.66

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
501	Misc Income	0.00	0.00	53.01	200.00	0.00	253.01
502	Annual Precept	0.00	93,908.00	93,908.00	0.00	0.00	0.00

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

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
	£401.00	96,908.00	£93,961.01	200.00	£0.00	-2,345.99

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	1,417.50	282.50
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	203.33	-53.33
604	Rec Inspections	0.00	0.00	0.00	400.00	217.00	183.00
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	£14,012.08	-9,262.08

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	18,870.60	-870.60
702	YCC repairs & maintenance	0.00	0.00	0.00	3,000.00	5,162.37	-2,162.37
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	634.65	365.35
705	YCC Gas	0.00	0.00	0.00	1,500.00	424.07	1,075.93
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	437.29	212.71
708	YCC cleaning & supplies	0.00	0.00	0.00	2,500.00	1,836.78	663.22
709	Office Equipment inc Website	0.00	0.00	4.61	3,000.00	3,688.21	-683.60
710	YCC phone & wifi	0.00	0.00	0.00	600.00	469.97	130.03
711	YCC Grass cutting	0.00	0.00	0.00	850.00	708.80	141.20
712	YCC hedge, fence & tree work	0.00	0.00	0.00	280.00	773.33	-493.33
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	1,328.00	1,300.00	0.00	2,628.00
		£0.00	1,300.00	£1,332.61	35,330.00	£33,045.61	2,317.00

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	1,800.00	8,200.00
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	1,090.81	-90.81
805	YC subscriptions	0.00	400.00	169.30	0.00	0.00	-230.70
806	Tuck Shop	0.00	100.00	0.00	100.00	0.00	0.00
		£6,000.00	500.00	£169.30	11,600.00	£2,890.81	14,378.49

NET TOTAL

£97,083.00	114,791.69	£122,448.73	132,992.88	£126,416.63	111,316.29
-------------------	-------------------	--------------------	-------------------	--------------------	-------------------

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 31/01/2021		
	Cash in Hand 01/04/2020		186,593.72
	ADD Receipts 01/04/2020 - 31/01/2021		134,450.63
			321,044.35
	SUBTRACT Payments 01/04/2020 - 31/01/2021		137,658.94
A	Cash in Hand 31/01/2021 (per Cash Book)		183,385.41
	Cash in hand per Bank Statements		
	Cash 31/01/2021	0.00	
	Unity Trust Bank (20398572) 31/01/2021	27,326.08	
	PC Reserve Saver account (81413) 31/01/2021	44,600.87	
	Cemetery Reserve Account (59678) 31/01/2021	86,448.10	
	Natwest Current account (5335765) 31/01/2021	25,010.36	
			183,385.41
	Less unrepresented payments		0.00
			183,385.41
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		183,385.41
	A = B Checks out OK		