



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT THE YOUTH & COMMUNITY CENTRE 2021 AT 7:30pm ON MONDAY 21st FEBRUARY 2022

PRESENT: Councillors: Paul Blatchford (Chairman), Phil Baird (Vice Chairman), Kevin Gibbons, Nick Manley

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

Before the meeting was convened, the Vice Chairman announced the resignation of Cllr Harding as Chairman. He was thanked for his leadership for the last few years.

Members of the public were then invited to speak.

Members of the public

No members of the public were present

Community Beat Manager's report

No Community Beat Manager was present and no report had been received

Ward Councillor's report

Cllr Haverson gave the following report on the following items.

- Setting of North Somerset budget and subsequent precept which will see an increase of 2.99% in the precept. There have been budget increases in children's service and the environment.
- The new local plan and the impact of Banwell and the policy of encouraging growth on brown field sites in and around Weston.
- The future of Castlewood and that due to the flexible working of officers it was felt that the building was not needed as council offices in the future.
- Churchill Leisure Centre and its future and the lack of time given to Parish Councils to consider its future.

The meeting was convened.

014/22 To receive apologies for absence (agenda item 1)

Apologies were received from Cllrs Paul Harding and Maggie McCarthy. Apologies were also received from Cllrs Phil Adams, Steve Davies, Matthew Thomson and the Communications Officer who were all listening online.

015/22 To elect a Chairman of the Parish Council for the remainder of the fiscal year 2021/22 and to receive the Chairman's Declaration of Acceptance of Office (agenda item 2)

Resolved – To elect Cllr Paul Blatchford as Chairman of the Parish Council for the remainder of the 2021/22 fiscal year.

The resolution was correctly proposed and seconded (unanimous)

Cllr Blatchford read and signed the declaration of acceptance of office. He wanted to thank Cllr Harding for steering the Parish Council through the pandemic.

016/22 To receive members' declarations of interest on any agenda item (agenda item 3)

No declarations of interest were received.

017/22 To approve as a correct record, the minutes of the Parish Council Meeting on the 17th of January 2021 (agenda item 4)

Resolved – That the minutes of the Parish Council Meeting held on the 17th of January be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous)

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

018/22 To note the following minutes (agenda item 5)

- i) **Environmental Working Group minutes from the 24th of January 2022**
The minutes were noted
- ii) **Planning Committee minutes from the 7th of February 2022**
The minutes were noted

019/22 To agree the following actions as suggested by the Environmental Working (agenda item 6)

- i) **To approve the creation of a Banwell Sustainability Page on Facebook, with the Clerk, Communications Officer and Cllr Thomson as administrators**

Resolved – To approve the creation of a Banwell Sustainability Page on Facebook, with the Clerk, Comms Officer and Cllr. Thomson as administrators.

The resolution was correctly proposed and seconded (unanimous)

- ii) **To approve the organisation of any free terracycle scheme and to purchase an outdoor lockable bin to create a 24/hour recycling drop off station at the Youth & Community Centre.**

Resolved – To approve the organisation of any free terracycle scheme and to purchase an outdoor lockable bin of up to £30 to create a 24/hour recycling drop off station at the Youth & Community Centre.

The resolution was correctly proposed and seconded (unanimous)

020/22 To note the training and events available and agree any attendance (agenda item 7)

- i) **ALCA e-learning on nimble**
The training was noted
- ii) **Communications Training via ALCA**
The training was noted
- iii) **Finance Training via ALCA**
The training was noted
- iv) **'Scribe' Finance Training via ALCA**
The training was noted

v) **23rd March SLCC Climate Change Summit**

Resolved –To approve the attendance of the Clerk for £45.

The resolution was correctly proposed and seconded (unanimous)

vi) **6th April SLCC Community Engagement Summit**

Resolved –To approve the attendance of the Clerk and one other to attend for £90.

The resolution was correctly proposed and seconded (unanimous)

vii) **20th April Somerset Playing Fields Association, Playground Awareness & Inspection Training (Free)**

The attendance of the Clerk and Cllr Gibbons was noted to this free event.

021/22 To receive the Officer report/Exchange of information (agenda item 8)

i) **Digital Inclusion Sessions**

There have been three You Can Do IT sessions and three Tea and Tech sessions. We now have five regular volunteers and three students who have offered to help during the holidays. The West of England Rural Network (WERN) have paid for an enhanced CRB check which enables the Clerk to run and supervise the volunteering students.

ii) **Thank you form 1st Banwell Scouts.**

The Parish Council have received a thank you for the £1000 grant awarded to them to help support the purchase of a new minibus.

iii) **Route 60+ event on the 12th of April.**

This is an event for the over 60s which will part focus on giving the over 60s confidence and safer driving tips but will also include information from other organisations like West of England Rural Network and their village agents, AMS Handy Person Service, Citizens Advice, Community Response, Churchill Minibus Society amongst others. It will be run in the Youth & Community Centre on the afternoon of the 12th of April.

iv) **Wifi & livestreaming meetings.**

Whilst the Wifi has now been upgraded from an ASDL line to fibre then there still seems to be issues with the upload and download speed via wifi in the hall meaning live Facebook streaming is currently not possible unless plugged into the router (purchased in 2014). The Clerk has agreed with Mainstream to trial a new router for £165 to see if this improves the wifi connection. Meanwhile, the planning meeting will be hosted by the Clerk from home and the full Parish Council Meetings will be hosted by the Communications Officer from home allowing the Clerk to be present at the full council meetings.

v) **Banwell Bypass Update**

There has been a delay to the bypass consultation to March due to the overruling of the Bristol Airport planning decision. The bypass now must take into account the increased capacity of the airport so additional traffic surveys and modelling have to be undertaken.

vi) **Local Plan Update**

The Local Plan Consultation is due to begin in the middle of March for six weeks. There will be a face to face questions & answers session run from the village hall during this time.

vii) **Youth Club Projects**

The Clerk informed the Council she is currently looking at grant funding to support two projects supporting Youth Club with additional funding for a residential weekend, summer holidays programme and two healthy eating / cookery courses.

022/22 To approve the following expenditure (agenda item 9)

i) £270 for the annual tree survey

Resolved – To approve £270 for the annual tree survey.

The resolution was correctly proposed and seconded (unanimous)

ii) £99 for the 3-year major review of the Youth & Community Centre's insurance valuation

Resolved – To approve expenditure of £99 for the 3-year major review of the Youth & Community Centre's insurance valuation

The resolution was correctly proposed and seconded (unanimous)

iii) £145 annual CCTV maintenance for the Youth & Community Centre (YCC)

Resolved – To approve the payment of £145 to DS Securities for the annual maintenance of the CCTV at the YCC.

The resolution was correctly proposed and seconded (unanimous)

iv) £424 for the annual weed control

Resolved – To approve the payment of £424 for March's weed spray and give the Clerk delegated authority to approve the October spray if necessary.

The resolution was correctly proposed and seconded (unanimous)

v) £8870 for the remaining 17 streetlights to be upgraded to LED

Resolved – To approve the payment of £8870 for the remaining 17 streetlights to be upgraded to LED by Weston Rail Services our current lighting contractors.

The resolution was correctly proposed and seconded (unanimous)

vi) To confirm the purchase of a new router for £165 approved by Clerk using delegated authority

Resolved – To approve the payment of £165 for a new router.

The resolution was correctly proposed and seconded (unanimous)

023/22 To discuss whether to have a card payment system for events (agenda item 10).

Resolved – To agree that the Parish Council purchase a Elavon card payment system for £29 at 1.75% per transaction for events.

The resolution was correctly proposed and seconded (unanimous)

024/22 To discuss and agree the jubilee memorabilia to be purchased for Banwell School (agenda item 11).

Resolved – To agree that 200 mugs be purchased and the design to be forwarded to Parish Councillors for approval.

The resolution was correctly proposed and seconded (unanimous)

025/22 To note the following annual play inspections and agree any expenditure (agenda item 12).

Resolved – The annual play inspections were noted and expenditure agreed £150 budget for the spring clean to repaint the goal posts, spring below the helicopter and swings at Riverside.

The resolution was correctly proposed and seconded (unanimous)

026/22 To agree a date for the annual Spring Clean (agenda item 13).

Resolved – That the Parish Council Spring Clean be on Saturday 2nd April 2022.

The resolution was correctly proposed and seconded (unanimous)

027/22 To agree to temporarily cover the insurance of Banwell Singers until the Jubilee or when the group is created formally (agenda item 14).

Resolved – To agree to temporarily cover the insurance of Banwell Singers until the Jubilee or when the group is created formally.

The resolution was correctly proposed and seconded (unanimous)

028/22 To review and approve the following documents (agenda item 15).

i) **Hybrid Meeting Protocol**

Resolved – To approve the new Hybrid Meeting Protocol.

The resolution was correctly proposed and seconded (unanimous)

ii) **Asset Register**

Resolved – To approve the updated Asset Register. With the following amendment to the date for installation of the bench on the recreation ground to 2022.

The resolution was correctly proposed and seconded (unanimous)

029/22 To authorise February bills for payment (agenda item 16)

The Clerk informed the Council that whilst Cllr Harding is not present at the meeting he had checked the bills for payment for accuracy.

Resolved: To authorise February bills for payment of £6100.73. Cllr Harding and Cllr Baird to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

030/22 To note the Parish Council's end of January's bank balances and bank reconciliation (agenda item 17)

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

031/22 Dates of the next meetings (agenda item 18)

7th of March 2022, 7pm Planning Committee at the Youth & Community Centre (YCC)

21st of March 2022, 7:30pm Parish Council Meeting at the YCC

The Chairman closed the meeting at 20:40

.....Chairman

.....Date

Bills for Payment - 20th January until 11th February 2022
Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
Already Paid								The Parish Council
BACS	TV Licence	YCC TV licence	£159		£159		075/21	
BACS	1st Banwell Scouts	Grant awarded	£1,000		£1,000		007/22 (i)	
BACS	Churchill Minibus Society	Grant awarded	£500		£500		007/22 (ii)	
BACS	SLCC	Practioners Conference	£75	£15	£95		147/21 (iii)	
BACS	SPF	Annual membership	£15		£15		006/22 (i)	
DD	Mainstream	Phone and Broadband (DD 15.02.22)	£64.69	£12.95	£77.64		075/21	
To Pay								
DD	E-ON	YCC power (20.02.22)	£67.27	£3.36	£70.63		075/21	
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		£141.75		075/21	
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		£70.87		075/21	
BACS	J K Gardening	Grass cutting @ YCC	£70.88		£70.88		075/21	
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50		075/21	
BACS	J K Gardening	Village orderly	£392.50		£392.50		075/21	
BACS	J K Gardening	Environmental Fee	£40.00		£40.00		H & S	
BACS	J K Gardening	Trees in Cemetery	Total £1188.50		£310.00		H & S	
BACS	Ambience Landscape	Dog Bin emptying	£433.33	£86.67	£520.00		075/21	
BACS	Insight Cleaning	YCC Cleaning	£176.00		£176.00		075/21	
BACS	YMCA	Programme costs	£480.00		£480.00		075/21	
BACS	ALCA	Essential Councillor	£40.00		£40.00		161/21 (vii)	
BACS	SLCC	Climate Change Event	£45.00	£9.00	£54.00		Agenda item	
BACS	DS Securities	Annual Monitoring Charge for CCTV System	£145.00	£29.00	£174.00		Agenda item	
BACS	The Bell	Christmas Meal	£140.00		£140.00	Waiting for Invoice		
BACS	Officer overtime & expenses	Clerks overtime & expenses (Digital Inclusion sessions)	£128.66		£128.66		Grant	
DD	Loyds Bank PLC	Multipay charge & costs (zoom)	£198.60	£30.73	£229.33		Admin	
SO	Officer Salaries	Officer Salaries (SO 26.02.22)	£2,130.00		£2,130.00		075/21	
DD	Nest	Pension contributions (DD 26.02.22)	£158.96		£158.96		075/21	
DD	North Somerset	Waste Collection (01.03.22)	£9.50		£9.50		075/21	
DD	Calor Gas	LPG Gas standing charge	£14.71	£0.74	£15.45		075/21	
BACS	HMRC	PAYE and NI for Sept (12.03.22)	£656.33		£656.33		075/21	
Totals			£5,944.59	£156.14	£6,100.73			



Minutes of the meeting of the Planning Committee held at Banwell Youth & Community Centre, 7pm on Monday 7th of March 2022.

PRESENT: Councillors Steve Davies, Paul Blatchford (Vice Chairman), Paul Harding and Nick Manley (Chairman),

IN ATTENDANCE: Mrs Liz Shayler (Clerk), Cllr McCarthy & 2 members of the public

07/22 To receive apologies for absence (agenda item 1)

No apologies were received

08/22 To receive declarations of interest (agenda Item 2)

No declarations of interest were received.

09/22 To approve as a correct record the minutes of the Planning Committee Meeting held on the 7th of February 2022 (agenda item 3)

Resolved – That the minutes of the Planning Committee Meeting held on the 7th of February 2022 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous with 2 abstentions due to absence)

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

10/22 To note and comment upon planning applications (agenda item 4).

Given that the applicants of 22/P/0476/FUH were present the Chairman moved agenda item 4 (ix) to the beginning of the applications considered.

(ix) **22/P/0476/FUH – 73 Knightcott Road Banwell North Somerset BS29 6HE.**

Demolition of existing carport and proposed erection of a single-storey rear extension, new front porch and new detached garage.

Resolved – To support this application

The resolution was correctly proposed and seconded (unanimous)

(i) **21/P/3423/LBC Stonebridge Wolvershill Road Banwell Somerset BS29 6DR**

Refurbishment of windows, with the exception of the noted replacement window to west elevation; replacement of existing modern doors with a similar pattern to the current kitchen door to provide a better symmetrical and more traditional design for the building; renovation of existing porch and replacement porch on rear (south) elevation; removal of cementitious mortars and renders on external elevations and repointing with traditional lime products; and painting of external lime based rendered elevations

Resolved – To support this application.

The resolution was correctly proposed and seconded (unanimous)

(ii) **22/P/0135/FUL - Land to the rear of Royston Wolvershill Road Banwell BS29 6DG**

Demolition of existing redundant agricultural barn and erection and re-siting of a new agricultural building.

Resolved – To not object to this application.

The resolution was correctly proposed and seconded (unanimous)

(iii) **22/P/0155/OUT - Land to the rear of Rayners Wolvershill Road Banwell BS29 6DG**

Outline planning application for the erection of a detached dwelling on land to the rear of Rayners with access to be off The Paddock, with all matters reserved for subsequent approval.

Resolved – To not object to the principle of a detached dwelling in this location however, a reserved matters application is necessary

The resolution was correctly proposed and seconded (unanimous)

(iv) **22/P/0240/LDP – 48 Taylors Fields Banwell North Somerset BS29 6AJ**

Certificate of lawful development for the erection of a conservatory to rear elevation.

The Planning Committee noted this application.

(v) **22/P/0245/LDE – Muddle End Moor Road Banwell North Somerset.**

Certificate of lawfulness for the change of use of land from agricultural to a mixed use of agriculture/equestrian.

The Planning Committee noted this application.

(vi) **22/P/0303/MMA – Banwell Garage, 87 Knightcott Road Banwell North Somerset BS29 6HR.**

Demolition of conservatory and erection of single storey rear extension.

Resolved – To support this application

The resolution was correctly proposed and seconded (unanimous)

(vii) **22/P/0355/FUH – 87 Knightcott Road Banwell North Somerset BS29 6HR.**

Demolition of conservatory and erection of single storey rear extension.

Resolved – To support this application

The resolution was correctly proposed and seconded (unanimous)

(viii) **22/P/0404/CQA – Barn Adjacent to Cannaways Farm Silvermoor Lane. BS29 6LQ**

Prior approval for the change of use of building and land from agriculture to 1no. dwelling (Use Class C3) with associated operational development consisting insertion of new windows and doors; infilling of existing openings and covering with metal cladding.

Resolved – To object to this application due to it being an additional residential property outside of the settlement boundary and within flood zone level 3a.

The resolution was correctly proposed and seconded (unanimous)

11/22 To note planning decisions – (agenda item 5)

(i) **21/P1735/RM Land West of Wolvershill Rd, North of Wolvershill Pk & Knightcott Pk Banwell**

Reserved matters application for appearance, landscaping, layout and scale for erection of 54no. dwellings, including 16no. affordable housing units (30%), along with the provision of informal public open space and associated works pursuant to outline planning permission 18/P/4735/OUT

APPROVED

(ii) **21/P/2063/FUL – The Moor Dairy Moor Road Banwell BS29 6ET**

Erection of 2no. equestrian hay stores and the erection of an agricultural storage shed.

APPROVED

(iii) **21/P/2796/FUL – Parcel of land along Havage Drove off Box Bush Lane Banwell**

Erection of stables and tack room and associated parking and yard to facilitate use. **APPROVED**

(iv) **21/P/3420/AGA - Land at Brick Cottage, Moor Road, Banwell**

Application to determine if prior approval is required for the erection of a 27.43m x 9.14m steel portal framed building. **PRIOR APPROVAL - GRANT**

- (v) **21/P/3490/AGA – Land between Puxton Pk, Cowslip Lane & The Laurels, West Rolstone Rd.**
Application to determine if prior approval is required for a proposed formation of track for agricultural use. **PRIOR APPROVAL - GRANT**
- (vi) **21/P/3527/FUH – 65 High Street Banwell North Somerset BS29 6AF.**
Erection of two storey and single storey rear extensions and construction of Timber outbuilding.
APPROVED

12/22 Date of the next meeting (agenda item 6)

Planning Committee Meeting Monday 4th of April 2022 7pm at Banwell Youth & Community Centre

The Chairman closed the meeting at 19:20

.....Chairman

.....Date

DRAFT



Banwell Parish Council

MINUTES OF A MEETING OF THE YOUTH AND COMMUNITY CENTRE (YCC) COMMITTEE HELD REMOTELY AT 7:30pm ON MONDAY 7th MARCH 2022

Present: Cllrs Paul Blatchford, Paul Harding, Nick Manley (Chairman) and Maggie McCarthy (Vice-Chairman)

In attendance: Liz Shayler (Clerk), Cllr Steve Davies and 1 member of the public.

01/22 To receive apologies for absence: (agenda Item 1)

No apologies were received

02/22 To receive members' declarations of interest on any agenda item (agenda Item 2).

There were no declarations of interest received.

03/22 To approve, as a correct record, the minutes of the Youth & Community Centre Committee (YCC) minutes from the 1st November 2021 (agenda Item 3)

Resolved: To approve, as a correct record, the minutes of the YCC Committee minutes from the 1st of November 2021.

The resolution was correctly proposed and seconded (unanimous)

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

04/22 To note the report from YMCA Dulverton on the current Youth Club provision (agenda Item 4)

The report was noted. The Chairman expressed his thanks to YMCA Dulverton for the growth of the Youth Club membership since last meeting.

05/22 To complete the YMCA Dulverton appraisal process (agenda Item 5)

Resolved: The appraisal process was completed resulting in a satisfactory outcome (see attached sheet).

The resolution was correctly proposed and seconded (unanimous)

06/22 To receive the Clerk's report/exchange of information (agenda item 6)

i) Christmas Market & Welcome Back Fund

Banwell Christmas Market was a huge success. Twenty-one stallholders came along, with a mixture of local businesses, charities and organisations. Over 200 people were estimated to have attended the event from Banwell and beyond. The funding from the European Union and HM Government allowed the Parish Council to purchase Christmas trees, tables, banners, a gazebo and advertisement in the Parish Magazine. Many of these purchases are reusable for future events at the YCC.

ii) National Lottery Grant & Sunshine Grant

Unfortunately, our £10,000 National Lottery Grant was refused. However, we have just applied for the sunshine grant for £2500 to fund the swap to LED in and outside the YCC. We have also put both the LED lights and Solar Panels projects forward for the Bypass support of local community projects.

iii) **Social Prescribing Community Grant**

A grant has been applied for to fund a summer holidays package of positive experiences for young people who attend Banwell Youth Club and those who may wish to join Youth Club. Included is a residential weekend for approximately 15 young people which will include activities at the YMCA Centre in Bridgewater, camping at the Youth & Community Centre Banwell and team building exercises the following day. The summer holidays activities include a different activity every Monday throughout the summer holidays (except for the bank holiday) for approximately 4 hours.

iv) **Community Food Project Grant**

A grant has been applied for to fund two courses of six face-to-face cooking sessions from a trained food technician. There will be a quick demonstration focusing on the key elements for the lesson and then with support from volunteers' young people will complete the recipe. The culmination of this project will be to cook for a social occasion, young people will experience creating a meal plan, creating a shopping list and a time plan for cooking. It will also focus on the social aspect of eating with others and its benefits for reducing isolation.

v) **YCC car parking lines**

The disabled parking symbol which had sheered off the surface of the carpark has now been repainted.

vi) **Push bar doors in the hall**

There has been an issue with the push bar doors at the back of the main hall. Currently the mechanism has been replaced once and is due to be replaced again.

07/22 To discuss and agree a way forward in relation to Wifi at the YCC (agenda item 7)

Resolved: To approve the payment of up to £350 to install an ethernet cable which runs from the office to the hall to enable livestreaming from the hall.

The resolution was correctly proposed and seconded (unanimous)

08/22 To agree the fee for the new WeAreAware support Group (agenda item 8)

Resolved: To offer the YCC for free for four months to allow a new WeAreAware support group to be set up and the committee to review the fee in July 2022.

The resolution was correctly proposed and seconded (unanimous)

09/22 To note the Youth and Community Centre (YCC) and Youth Clubs Budgets (agenda item 9)

The Youth & Community Centre and Youth Club budgets were both noted.

10/22 Date of Next Meeting (agenda item 10)

YCC Committee Meeting at Banwell Youth & Community Centre 3rd of May 2022

The meeting closed at 19:50

Chairman.....

Date.....

YMCA –REVIEW OF PERFORMANCE

Period under review 9th November 2021 to the 1st March 2022.

1. Are all contracted sessions being held? **Yes** / No where possible
Comments...
2. Are the numbers attending increasing? **Yes** / No / NA
Comments - numbers have risen to a consistent 13 to 15 since YMCA Dulverton's attendance at the Christmas Market.
3. Is a comprehensive range of activities being organized? **Yes** / No / NA
Comments – cooking is a very popular activity.
4. Are YMCA demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? **Yes** / No
Comments – Covid has curtailed a lot of activities. However, a comprehensive set of activities are being planned for the summer holidays along with a residential
5. YMCA arranging activities outside of the village? **Yes** / No / NA
Comments - Covid has restricted activities outside the village although there was a very successful trip to AirHop. A comprehensive set of activities are being planned for the summer along with a residential.
6. Are YMCA seeking other sources of funding for Youth Club activities? **Yes** / **No** / NA
Comments – the Clerk has applied on behalf of Youth Club for two sets of funding for summer holiday activities, a residential weekend and two sets of 6 week cookery course.
7. Is any feedback from users/parents positive? **Yes** / No
Comments – Facebook comments from parents encouraging parents to send their children.
8. Have any complaints been received about the service? **Yes** / **No**
Comments...
9. Have there been any behavioural issues at the Youth Club including damage? **Yes** / **No** / NA
Comments...
10. Have any unannounced visits been made by Committee members since the review? **Yes** / **No**
Comments...
11. Any other comments
12. Conclusion – **Satisfactory** / Unsatisfactory
13. Action points for YMCA
14. Action points for Youth Club Management Committee.
 - A member of the committee to attend Youth Club to get feedback from young people.



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 8pm ON MONDAY 7th MARCH 2022

Present: Cllrs Paul Blatchford, Paul Harding & Maggie McCarthy

In attendance: Liz Shayler (Clerk).

01/22 To receive and accept apologies for absence (agenda item 1).

No apologies were received.

02/22 To receive members' declarations of interest on any agenda item (agenda item 2)

No member's declarations of interest were received.

03/22 To approve as a correct record the Employment Committee meeting minutes from the 20th of September 2021 (agenda item 3).

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

The resolution was correctly proposed and seconded (unanimous).

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

04/22 To note the Communications, Marketing and Grant Funding Officer's appraisal targets (agenda item 6).

The Communications, Marketing and Grant Funding Officer's appraisal targets were noted (see attached).

05/22 To discuss the Unison 1.75% minimum pay increase to the spinal column points and agree to use this year's budget for funding. A final increase has yet to be agreed and so this will be on the understanding that the increase may be modified in next year's budget depending on the final outcome (agenda item 5)

The Clerk tabled the new NALC / SLCC suggested pay scales for the financial year 2021/2022

Resolved – To use this year's budget and the new 2021/2022 NALC / SLCC pay scales for the Clerks & Communications Officers salary backdated to the 1st of April 2021.

The resolution was correctly proposed and seconded (unanimous)

06/22 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item 7 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (agenda item 6).

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

The resolution was correctly proposed and seconded (unanimous)

07/22 To undertake the Clerk's six-monthly appraisal (agenda item 7)

The Clerk was thanked for her commitment to the Parish Council and for continuing to run the food bank and its associated initiatives. She was also thanked for the way in which she and the Communications Officer have worked effectively together to keep the community informed.

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

08/22 To undertake an evaluation of the Officer's Salaries (agenda item 8)

Resolved – To increase the Communications Officers salary by one spinal point to LCP point scale 11 from the 1st April 2022

The resolution was correctly proposed and seconded (unanimous)

Resolved – To increase the Clerks salary by one spinal point to LCP point scale 31 from the 1st April 2022.

The resolution was correctly proposed and seconded (unanimous)

09/22 To discuss the Clerks unused holiday carried over from the financial year 2020/21, due to Covid (agenda item 9).

Resolved – That due to the exceptional circumstances which led to unused holiday in the financial year 2020 / 2021 that the Clerk use a minimum of 8 of these hours before the end of the financial year and that the remainder of the unused holiday be reimbursed.

The resolution was correctly proposed and seconded (unanimous)

10/22 To agree the date of the next meeting (agenda item 10)
5th of September 2022

The Chairman closed the meeting at 20:30

.....Chairman

.....Date

BANWELL PARISH COUNCIL
SECTION 3: ACTION PLAN FOR Daisy May Finniear, March 2022

NAME: Daisy May Finniear

JOB TITLE: Communications, Marketing & Grant Funding Officer

DATE OF INTERVIEW: 21st February 2022

NAME OF APPRAISER: Liz Shayler

1. KEY WORK TARGETS FOR NEXT SIX MONTHS

Council

1. To action any suggestions agreed by Clerk / Council from e-newsletter evaluation.
2. To investigate how the business directory is structured and look to make it more user friendly.
3. To run the marketing / communications for the Jubilee events and to manage the work of the D of E student supporting the events.
4. To ensure that the timeline on the comms strategy is followed in its entirety.
5. To work with new Councillors and encourage current councillors to create videos.

2. NEW RESPONSIBILITIES (if any)

To complete the environmental action plan for agreement by the Parish Council.

3. ADDITIONAL ACTION POINTS (if any)

None

4. TRAINING AND DEVELOPMENT NEEDS

NEEDS

OBJECTIVE(S)

Any relevant additional Grant funding training.
Canva course / branding free internet course / videos
Climate Change Summit

5. ADDITIONAL COMMENTS

Daisy has been a real asset to the Council. There have been very positive comments from the third parties in relation to how the Parish Council communicates with its residents. In particular Breakthrough Communications used Daisy's Engagements Policy as an exemplar and have an interview with her which has gone to all Parish / Town Council signed up to their community hub. The 'Get to Know Your Council' communications (the previous set of targets) resulted in three new Councillors joining in the Council.

REVIEW DATE: September 2022

CLERK'S SIGNATURE **DATE**

EMPLOYEE'S SIGNATURE **DATE**

Issue a copy of whole appraisal to the employee and employment file. Issue a copy of Section 3 to the Employment Committee. Set the next review date, depending on the information above.

BANWELL PARISH COUNCIL

ACTION PLAN FOR September 2021 to March 2022

NAME: Liz Shayler

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

DATE OF INTERVIEW: 20th September 2022

NAME OF EMPLOYMENT COMMITTEE CHAIRMAN: Cllr Blatchford

1. KEY WORK TARGETS FOR NEXT YEAR

To continue to run the various Parish Council initiatives Tea & Tech and You Can Do IT and evaluate their effectiveness in May to assess their future.

To source funding and support YMCA Dulverton for two new initiatives for Youth Club – Summer holiday sessions & residential weekend and two new cookery courses.

To organise the Jubilee Community Picnic and to support the Comms Officer with the Jubilee Wander and the Banwell Caves with their visits.

2. NEW RESPONSIBILITIES (if any)

To continue to liaise with North Somerset Bypass team as well as the Local Plan team.

3. ADDITIONAL ACTION POINTS (if any)

To attend the National Conference in person.

4. TRAINING AND DEVELOPMENT NEEDS

NEEDS

OBJECTIVE(S)

First Aid Training

To meet H & S objectives on Risk Assessment

REVIEW DATE: September 2024

CHAIRMAN'S SIGNATURE **DATE**

EMPLOYEE'S SIGNATURE **DATE**

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

Clerks Report

Councillor profiles and videos on the website

The Communications Officer intends on doing another 'Get to Know Your Council' in May 2022 to fill any vacancies. As part of this and also the Quality Council award we need to ensure the website is up to date with a photograph and blurb about every councillor. She would also like to work with those Councillors who do not currently have a video so that everyone has one.

Wi-Fi & livestreaming meetings

Unfortunately, the ethernet cable is not due to be installed until the end of April. As such the Parish Council meetings will continue to be administered by the Communications Officer at home and the Committee meetings by the Clerk from home.

Community Food Project Grant & Social Prescribing Community Grant

North Somerset have approved both applications totalling £6070 which will be used for Youth Club to fund 2 sets of 6 weeks of cookery lessons, a residential weekend & five 4 hr sessions of activities during the summer holidays.

To discuss the increase in cost for the dog bin contract and agree a way forward

Due to a significant increase in costs, the dog bin collections have been increased from the 1st of March 2022. From £5200 to £5382. An annual increase of £182 at approximately £5.17 (previously £5) a bin which is still below the £6 charged by an alternate contractor quoted in February 2021.

To discuss the increase in cost for the Youth Club Sessions and agree a way forward

Due to an increase in costs, there will be an increase of £15 for each session. Currently each session costs £120 and with the increase they will now cost £135.00. This will be effective from 1st April 2022 but not affect the summer provisions which we were already quoted for. This will be the first increase since they were hired in 2019.

Next Years budget is £9000 (with £2000 allocated from reserves) currently 1 session for the 42 weeks would be £5670 well within budget and will still allow another member of staff or 2 sessions to be considered if the demand exceeds the capacity of 30 (current youth club attendance is 14/15 young people).

YCC Contracts

Current Suppliers	Unmetered Electricity	YCC Electricity	Water	Comments
E-On		3yr SC 25.11p – UR 15.49p		Contract ends on the 9 th of July, but a month's notice to be given. Approx. annual cost £1407.02
N-Power	3yr SC 57.808p – UR 14.623p			Contract ends on the 1 st of May, but a month's notice should be given. Approx. annual cost £1839
Water-2-business			Approx. £381.32	
New Contract				Standing Charge (SC) per day Unit Rate (UR) Day/Normal - Pence per Kwh
E-On	No new contracts until April 22	1yr SC 30p – UR 36.7p		E-On are prepared to hold the price until July
		2yr SC 30p – UR 30.5p		“ “
British Gas	N/A	3yr SC 39.26p – UR 32.08p		Approx. annual cost £1534.93
Scottish Power	N/A	3yr SC 94.42p – UR 29.4p		Approx. annual cost £1620.01
EDF	N/A	3yr SC 25p – UR 37.1p		Approx. annual cost £1700.65
Yu Energy	3yr SC 43.28p – UR 31.05p Night Rate 38.25			Approx. annual cost £3456.16 quoted 03/02/22. New contracts currently on hold
N-Power	No new contracts being offered	No new contracts being offered		
Everflow			Approx. £385.42	Saving of approximately £4.50 a year

15/03/22 - Due to the current crisis then a lot of companies have stopped quoting / allowing new contracts. Whilst the YCC electricity in July will only have an increase of about £150 the increase in the unmetered supply (streetlights) will be considerable (at least double) from May 1st.

Proposals:

- Water - Stay with present water provider (it would cost more in the Clerks time to switch provider than the annual saving of £4.50).
- Electricity, Unmetered supply - to give the Clerk delegated authority to agree a contract with an unmetered electricity supply provider if new contracts are being allowed before the next meeting on April 18th 2022 (to allow for the months' notice in the event of a change of supplier).
- Electricity, metered supply - given that staying with E-On is currently the cheapest option then stay with E-On and requote over the summer.

BANWELL PARISH COUNCIL - GRANT APPLICATION FORM

Name of organisation	BANWELL
Name on bank account (for cheque payments)	BANWELL WOMENS INSTITUTE
Registered Charity/Charity Number	NO EW66118
Contact name and position with the group	Alison Willins (President)
Contact name's home address	Redacted
Contact name's telephone number and email address.	Redacted
Purpose for which the grant would be used and who will benefit from it (in particular in reference to Banwell residents).	Promotion of the WI within the local area, supporting / training / advising 18+ females. Providing education speakers + events available to the community. Please see addi
Describe the evidence you have obtained that shows a need for the grant.	paper work Audited accounts; + overview of WI group.
Grant amount being requested including a breakdown of costs.	£2000 please see supportive work attached.
Number of members in the Group	28
Total spent by the group in the year (Any figures should be for the last financial year of the organisation).	Please see audited accounts for 2018/2019 + 2020/2021.
Total received by the group in the year	- £610.33 £768.52 £1111.20 £1180.15
Who has also been approached for funding for this project.	Parish and local council.
Main income sources — please itemise (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).	membershi Raffles Fundraising events. Accounts provided on separate sheet (Audited).
Current bank balance (please state date)	
Special/other considerations	We are aiming to provide for both young and mature women within the community of all abilities.

Banwell Womens Institute (WI) Grant application 2022

Purpose

Banwell WI has been running since 1941 . It has always been a very successful group , providing support for women over the age 18 years old, in the early days the group flourished with lots of garden parties, participation in local events and supporting of local business.

The WI is based on fellowship, truth, tolerance and justice with national groups starting over 100 years ago . It encourages women to provide support to each other in so many ways from developing long lasting friendships, provision of educational programmes locally, nationally and most recently online. These include Green environmental issues, female health awareness , educational craft / catering it has a wealth of knowledge based experience of the supportive members backing it up .

As a group we raise funds to support the activities that are organised for the ladies/ transgender persons that wish to attend either as members or non members (small fee payable). We have supported various charities over the years such as Southwest Air ambulance, British Legion and Children's Hospice South West to name but a few .

With dwindling numbers despite the increasing population and the reduced activity due to age/ health related issues, we are struggling to maintain the support for fundraising / promotional events so it is imperative that we look at encouraging new members to the group to enable us to survive .At a recent training session we discussed the loss of some of the smaller groups and we feel that by acting now by planning for the future we are hoping to avoid this from happening to us. We have recently adopted five members of the Locking WI group when they were forced to close last year due to lack of resources, whilst we see other areas within Somerset thriving with numbers in excess of 80 . COVID has hit our local community hard , with some members still in isolation. We have been unable to organise essential fundraising events that are needed to survive , to date we have organised a Jumble Sale and a local Craft Fayre which will be hosting 20 stalls at the Village Hall this year.

Using the grant we would be able to promote the WI through publicity of events (Press/Radio/ Social-media / Flyers),placing us in a stronger position to continue the good work that has been achieved since 1941 . We are focusing our efforts both internally and externally at membership retention and recruitment. Our hope is to increase the quality of speakers / activities / fundraising events that we offer not only for our members but also encourage the local parishioners to the meeting. The National federation offers both online and national educational courses charging £5 per person on line , or local trips £20 each we will be able to subsidise this which will help twofold , by supporting the National Federation as well as our members . It will also provide funding for educational trips which will be open to non members such as a day trip to Bath with an afternoon tea , a trip to Tyntesfield House.

We already have a few subsidiary groups such as skittles, ladies that lunch and a mixed craft group, we are now looking at promoting other areas to include a quiz / darts team as well as introducing groups to include walking and a book club .

In Summary we would use the grant to

1. Cover promotional costs
2. Speaker fees
3. Subsidised training events
4. Subsidised Day trips
5. Provision of local social events
6. Increased group support for materials / transportation to events

Evidence obtained

Membership age , currently ranges from 50 - 90 + (the average age is 75)
Audited Financial statements 2021/2020 and 2018/2019 provided
A selection of WI material showing the monthly program of events
A copy of the most recent bank statement .
A selection of training events available , Denman at home website available to be viewed online .
Membership numbers from as far back as 2006 range from 28- 36, we currently have 28 members
this includes the 5 members from Locking WI . Demonstrating loss of membership in an ever
growing environment .

Grant break down £2000

Speaker fees x 6 @ £80	£480
Advertising costs estimated.	£270
Subsidising Online Denman events 60 x £2.50	£150
Subsidised training days 30 x £10	£300
Event room hire x 2 full /4 half days	£100
Craft equipment	£100
Subsidised Transport costs for trips out x 2	£400
Refreshments at events	£200
Cheese and wine evening	
Craft fayre	
Jumble sale	
Dance class "Bollywood "	



Banwell WI

7.30PM @ BANWELL VILLAGE HALL .

2ND THURSDAY OF THE MONTH
(Not August)

January 13th 2022

Inspirational talk from Louise McMilan who will be talking about her breast cancer story and how it has turned her life around.

We have an inspirational theme for tonight so bring along an item that has inspired you i.e., a picture, poem, item you have made.

Bring along a flower from your garden – points awarded for winners and each entry.

February 10th 2022

Speaker Sammy Ball who will be joining us to discuss her book about the Weston Playhouse Theatre.

Bring along a flower from your garden – points awarded for winners and each entry.

Bring along any memorabilia you may have from the Weston Playhouse

March 10th 2022

Speaker Chantelle Thompson from Tillies Cottage a short talk on her new venture, followed by assistance with the 'Decorating a Jam Jar challenge' The annual craft cup will be presented to the winner.

Most decorative Jam jar (Chantelle to judge the winner)

Bring along a flower from your garden – points awarded for winners and each entry

Meeting requirements: - due to current covid restrictions we request that you wear a face mask, use the hand sanitiser provided, temperature scanning, we also encourage you to perform a lateral flow to help minimise the risk to our members.

Decoupage Workshop

Badminton Methodist Church Hall, Badminton Road, Downend, Bristol BS16 6NU

Saturday 23rd April 2022 10.00am – 12.30pm

Learn the unique art of Decoupage by using very fine paper or printed serviettes which are ripped up and then delicately glued piece by piece to vases, tea light holders, bowls or coasters. You will be engaging in recycling and up cycling, creating the most stunning, beautiful designs that transform new, old and used pieces of glassware. The finished product is still fully functional and can be used as normal.



Please bring with you on the day: A small glass object eg a tea light holder, bowl or small vase, bring extra in case you finish your first piece quickly. Paper to work on (to save getting glue on the work surface) an apron, a box or tube to carry your glassware home as it may still be wet. A small paint brush -half inch head is ideal. Any serviette will do with a small easy design. Small plastic pot eg yoghurt pot – glue will be provided.

Members £20

Closing Date: Wednesday 6th April 12 noon

Please apply through your WI Secretary, who can return the application to WI House by post or by email to events@avonfwi.org.uk Your WI will be invoiced. **No SAE required – email confirmation will be sent.**

NUMBER OF APPLICANTS		
Members _____	@ £20	= £
TOTAL		= £

IN THE EVENT OF A BALLOT WE WILL WITHDRAW/WE WILL ACCEPT FEWER TICKETS (Please delete as appropriate)

.....APPLICATION FORM

Avon Federation of Women's Institutes

Decoupage Workshop - Saturday 23rd April 2022

Members £20

Closing date Wednesday 6th April 12 noon

Name of WI _____

NUMBER OF APPLICANTS		
Members _____	@ £20	= £
TOTAL		= £

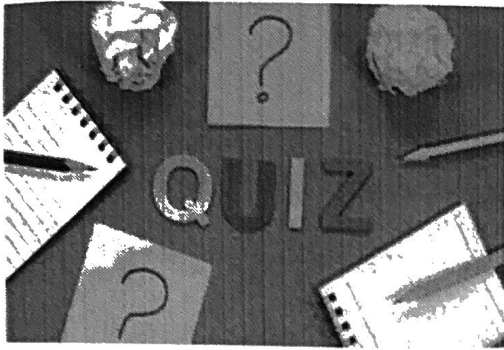
Please provide contact details of applicants:

Main Contact Name _____ **Email** _____ **Tel** _____

NAME	EMAIL	TELEPHONE

IN THE EVENT OF A BALLOT WE WILL WITHDRAW/WE WILL ACCEPT FEWER TICKETS (Please delete as appropriate)

Charity No. 1022293 Company No. 02821499



Federation Quiz

Thursday 12th May 2022
7.00pm – 10.00pm

Somerset Hall, 11 The Precinct,
Portishead, BS20 6AH

A return to the popular format for the Federation Quiz with members playing in teams of four. There will be a Quiz Master for the evening and we will have a raffle. The quiz will start at 7.00pm **prompt** and there will be a break for tea/coffee and biscuits which are included in the ticket price.

As we are at the Somerset Hall there will be a cash bar – therefore please note that you will not be permitted to bring your own alcohol.

Members £16 per team of 4

Closing Date: Wednesday 27th April @ 12 noon

Please apply through your WI Secretary, who can return the application to WI House by post or by email to events@avonfwi.org.uk Your WI will be invoiced. **No SAE required – email confirmation will be sent.**

NUMBER OF TICKETS REQUIRED _____ @ £16 per team of 4 TOTAL £ _____

IN THE EVENT OF A BALLOT WE WILL WITHDRAW/WE WILL ACCEPT FEWER TICKETS (Please delete as appropriate)

.....APPLICATION FORM

Avon Federation of Women's Institutes

Federation Quiz - Thursday 12th May 2022

Members £16 per team of 4

Closing Date: Wednesday 27th April @ 12 noon

Name of WI _____ Name of Quiz Team _____

NUMBER OF TICKETS REQUIRED _____ @ £16 per team of 4 TOTAL £ _____

Please provide contact details of applicants:

Main Contact Name _____ Email _____ Tel _____

NAME	EMAIL	TELEPHONE

IN THE EVENT OF A BALLOT WE WILL WITHDRAW/WE WILL ACCEPT FEWER TICKETS (Please delete as appropriate)



Coach Trip to RHS Malvern Spring Festival
Friday 6th May 2022 8.15am start – 4.00pm
Three Counties Showground, Malvern, Worcestershire, WR13 6NW

We are arranging a **coach only** trip to the RHS Malvern Spring Festival on Friday 6th May 2022 at the Three Counties Showground in Malvern. This is an opportunity to go to the Festival without having to worry about driving and parking your car. **It will be your responsibility to purchase your own entry ticket to the Festival.**

Please indicate pick-up point – Keynsham or Almondsbury _____

Members £18 and Non-Members £20

Closing Date: Monday 18th April @ 12 noon

Please apply through your WI Secretary, who can return the application to WI House by post or by email to events@avonfwi.org.uk Your WI will be invoiced. **No SAE required – email confirmation will be sent.**

NUMBER OF APPLICANTS		
Members _____ @ £18		= £
Non-Members _____ @ £20		= £
TOTAL		= £

IN THE EVENT OF A BALLOT WE WILL WITHDRAW/WE WILL ACCEPT FEWER TICKETS (Please delete as appropriate)

.....APPLICATION FORM

Avon Federation of Women's Institutes

Coach Trip to RHS Malvern Spring Festival - Friday 6th May 2022

Members £18 and Non-Members £20

Closing date: Monday 18th April @ 12 noon

Name of WI _____

NUMBER OF APPLICANTS		
Members _____ @ £18		= £
Non-Members _____ @ £20		= £
TOTAL		= £

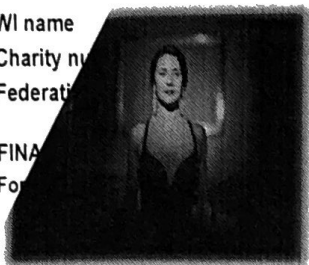
Please provide contact details of applicants:

Main Contact Name _____ Email _____ Tel _____

NAME	EMAIL	TELEPHONE

IN THE EVENT OF A BALLOT WE WILL WITHDRAW/WE WILL ACCEPT FEWER TICKETS (Please delete as appropriate)

WI name
Charity no
Federation
FINA
For



SPRING MEETING 2022

Wednesday 23rd March 2022 7pm (for a 7.15pm start) – 9.30pm

**Chipping Sodbury Town Hall, 57-59 Broad Street, Chipping Sodbury,
Bristol, BS37 6AD**

We are really lucky to be able to welcome **Mary-Jess** as our guest speaker and to hear her inspirational story first hand.

Whilst studying Mandarin in China, Mary-Jess won the "Chinese X Factor", a singing competition live on Chinese TV with a viewing audience of 70 million people. Shortly after, she released her award-winning debut album 'Shine' with Decca, Universal. Mary-Jess was chosen to sing the Downton Abbey theme song for the Official Soundtrack albums and she has also lent her vocals to Marvel soundtracks. She was asked to sing 'Abide with Me' at the 2012 FA Cup Final in front of a live audience of 90,000 people and a worldwide TV audience of 300 million people. She has released four albums and has been a featured artist on 16 others. After performing at The GREAT Festival of Creativity, Mary-Jess was invited to Number 10 Downing Street where she was asked by the UK Government and the Foreign Office to represent UK music as an ambassador for The GREAT Britain Campaign in 144 countries around the world.

Members £10 and Non-Members £12

Closing Date: Wednesday 9th March (12 noon)

Please apply through your WI Secretary, who can return the application to WI House by post or by email to

events@avonfwi.org.uk

Your WI will be invoiced.

No SAE required – email confirmation will be sent.

NUMBER OF APPLICANTS		
Members	_____ @ £10	= £
Non-Members	_____ @ £12	= £
TOTAL		= £

IN THE EVENT OF A BALLOT WE WILL WITHDRAW/WE WILL ACCEPT FEWER TICKETS (Please delete as appropriate)

.....APPLICATION FORM

Avon Federation of Women's Institutes

Spring Meeting - Wednesday 23rd March 2022

Members £10 and Non-Members £12

Closing date Wednesday 9th March (12 noon)

Name of WI _____

NUMBER OF APPLICANTS		
Members	_____ @ £10	= £
Non-Members	_____ @ £12	= £
TOTAL		= £

Please provide contact details of applicants:

Main Contact Name _____ **Email** _____ **Tel** _____

NAME	EMAIL	TELEPHONE

IN THE EVENT OF A BALLOT WE WILL WITHDRAW/WE WILL ACCEPT FEWER TICKETS (Please delete as appropriate)

Charity No. 1022293 Company No. 02821499

WI name
 Charity number (if registered)
 Federation

BANWELL
 AVON



FINANCIAL STATEMENT
 For the period

from 1/10/2018 to 30/9/2019

Section A Receipts and Payments

A1 Receipts	Total £	Last year £	A2 Payments	Total £	Last year £
Receipts at meetings	127.50	128.80	Meeting expenses	911.54	692.78
Subscriptions (WI share)			Committee Members' expenses		
Full 28	574.00	630.00			
Dual					
Pro - Rata 1	15.38				
Gift Aid			Pooling of fares / expenses	48.41	22.80
Publications	5.00		Publications	86.00	75.87
Activities & events	414.00	30.00	Activities & events	909.50	44.00
WI fundraising	36.00	391.35	WI fundraising		
Interest received			Insurance	16.96	15.36
Paid into current account					
Paid into deposit account					
Grants and donations	425.50		Donations made	34.00	204.65
Other income	17.00		Other payments	48.00	20.00
WI-owned hall - total receipts			WI-owned hall - total payments		
Total Receipts	1614.39	1180.15	Total Payments	2054.41	1075.46

A3 Restricted funds included in total receipts			A4 Restricted funds included in total payments		
--	--	--	--	--	--

Total Receipts less Total Payments (Surplus/Deficit for the year)	-440.03
A5 Total cash funds brought forward from last year (equals last year's total at B1)	1837.50
A6 Total cash funds carried forward at this year end	1397.47
A7 Total restricted funds at year end included in total cash funds above	

The main purposes of the Women's Institute organisation are:

(a) to advance the education of women and girls for the public benefit in all areas including (without limitation): (i) local, national and international issues of political and social importance; (ii) music, drama and other cultural subjects; and (iii) all branches of agriculture, crafts, home economics, science, health and social welfare;

(b) to promote sustainable development for the public benefit by: (i) educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources; and (ii) promoting sustainable means of achieving economic growth and regeneration;

(c) to advance health for the public benefit; and

(d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering

Guidance on completing the WI Financial Statement is available on the My WI website

WI name
 Charity number (if registered)
 Federation

BANWELL
 WI.



FINANCIAL STATEMENT
 For the period

from 1.10.20 to 30.9.21

Section A Receipts and Payments

A1 Receipts	Total £	Last year £	A2 Payments	Total £	Last year £
Receipts at meetings	10.00	62.00	Meeting expenses	154.33	706.11
Subscriptions (WI share)			Committee Members' expenses	28.96	20.04
Full 07	583.20	633.00			
Dual					
Pro - Rata					
Gift Aid			Pooling of fares / expenses		43.79
Publications	17.13		Publications	17.13	119.90
Activities & events			Activities & events		16.00
WI fundraising			WI fundraising		
Interest received			Insurance	18.53	18.27
Paid into current account		.63			
Paid into deposit account					
Grants and donations			Donations made	18.50	20.75
Other income		72.89	Other payments	69.58	99.00
WI-owned hall - total receipts			WI-owned hall - total payments		
Total Receipts	610.33	768.52	Total Payments	307.02	1043.86

A3 Restricted funds included in total receipts			A4 Restricted funds included in total payments		
--	--	--	--	--	--

Total Receipts less Total Payments (Surplus/Deficit for the year)

303.31

A5 Total cash funds brought forward from last year (equals last year's total at B1)

1122.13

A6 Total cash funds carried forward at this year end

1425.44

A7 Total restricted funds at year end included in total cash funds above

The main purposes of the Women's Institute organisation are:

- (a) to advance the education of women and girls for the public benefit in all areas including (without limitation): (i) local, national and international issues of political and social importance; (ii) music, drama and other cultural subjects; and (iii) all branches of agriculture, crafts, home economics, science, health and social welfare;
- (b) to promote sustainable development for the public benefit by: (i) educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources; and (ii) promoting sustainable means of achieving economic growth and regeneration;
- (c) to advance health for the public benefit; and
- (d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

Guidance on completing the WI Financial Statement is available on the My WI website

Flowers, Crafts & Coffee Committee

Email: flowerscraftsandcoffee@avonfwi.org.uk

Chairman: Di Millard

We look forward to seeing you at our planned events this year, starting with our:

A COFFEE MORNING WITH CRAFTS

Wednesday 16th February, 10.30am-12.15pm, Doynton Village Hall, Toghill Lane, Doynton, Bristol BS30 5SY

DECOUPAGE WORKSHOP

Saturday 23rd April 2022 10.00am - 12.30pm, Badminton Methodist Church Hall, Badminton Road, Downend, Bristol BS16 6NU

SUMMER PLANTING

Wednesday 18th May, details to follow in March Newsletter

Best wishes, Di

Combined Arts

Email: jomofromwick@aol.com

Chairman: Jo Morton

PARK LANE BIG BAND!

Saltford Hall, Monday 4th April 8-10pm

LIVE MUSIC! Come and join us for a wonderful 'Big Band' experience. This talented local band with their resident singer, Hannah, showcases 1930/40's swing band music and interprets later hit tunes. An exciting evening to look forward to!

Bar available - Nibbles provided - Raffle - Parking

Members **£15** non-members **£17** Closes **Wednesday 23rd March**

TO COME

Music for a Summer's Evening in Frenchay, in the summer of course!

Best wishes, Jo

AVON WRITERS ONLINE - REVIEW

We began this in January 2021. This is a mutual self-help online group for writing our fiction, poetry or articles. Month by month there were exercises tailor-made to the members' personal goals and commenting on each other's newly written pieces. It was a fun relaxed way to improve our writing at our own pace. We are looking forward to this year's Avon Writer's Online with our new cohort.

SAMBA DRUMMING

Lansdown Golf Club, Wednesday 23rd February 7.30-9.15pm

All details in November and December 2021 editions of Avon News. Contact WI House for late availability. Do join us for this fun event!

Events 2022

Events Team Chairman: Jo Morton

We are currently organising a speaker to give us **basic First Aid tuition** later in the year. Perhaps this is something that one of your WI Committee members would be interested in doing?

FOR ZOOM EVENTS

You can apply directly to WI House by email (events@avonfwi.org.uk) and pay by BACS - AFWI, Lloyds Bank, 30-00-01, 02078514. or through your WI Secretary, but do ensure that you provide your accurate email address.

FOR 'LIVE' EVENTS

Please apply through your WI Secretary, who can return the application form by post to WI House or email events@avonfwi.org.uk
Your WI will be invoiced after the closing date.

Applications need to be received by the office by 12 noon on the closing date please.

Diary Dates 2022

EVENT	DATE	CLOSING DATE / DETAILS
COFFEE MORNING WITH CRAFTS	Wednesday 16th February	Contact WI House for availability
WINTER WALK: THORNBURY	Wednesday 23rd February	Contact WI House for availability
SAMBA DRUMMING WORKSHOP	Wednesday 23rd February	Closing Date 9th March
AFWI SPRING MEETING	Wednesday 23rd March	Closing Date 23rd March
PARK LANE BIG BAND	Monday 4th April	Closing Date 23rd March
FOLK DANCING	Thursday 7th April	Closing Date 23rd March
RESOLUTION & DELEGATES MEETING	Thursday 14th April	Closing Date 8th March
DECOUPAGE WORKSHOP	Saturday 23rd April	Closing Date 6th April
FEDERATION HOLIDAY: KENT	Departing 25th April	Contact WI House for availability
MALVERN SPRING SHOW COACH ONLY	Friday 6th May	Closing Date 18th April
FEDERATION QUIZ	Thursday 12th May	Closing Date 27th April
FAMILY FUN DAY	Friday 3rd June	Details next month

WI House, 11 Station Road, Keynsham, Bristol BS31 2BH. Tel: (0117) 9864782

Advertisements to office@avonfwi.org.uk £10 for 50 words (100 word max), WI Members £8.

Flyers £150, Ad space sold first come first served.

Charity Reg. No. 1022293 Company Reg. No. 02821499

To agree to carry forward several individual unused 2021-2022 budgets into the 2022-2023 budget

The purpose of this report is to secure Members' approval of the carry forward of a number of individual unused 2021-2022 budgets into 2022-2023

The Council sets its revenue budgets on an annual basis and there is no automatic carryover of unused budgets into the following year. However, circumstances sometimes arise beyond the council's control, where expenditure slips from the planned year to the next, where a budget is being accrued to pay for a large item e.g. Riverside Play Area or grants / CIL which may be spent over two or more financial years.

Cost code	Original budget	Budget underspend	Roll Forward	Explanatory note	Minute agreed
Officer Training	£700.00	£236	£236	To pay for the Clerk to attend the National Conference per the Clerk appraisal at the Employment committee meeting on the 7 th of March 2022.	E07/22
Office equipment inc website	£5000	£2669.09	£490	£165 for Wifi Router £325 Work to install ethernet cable at YCC not able to be completed until next financial year (£225-£325) estimated cost.	022/22 (vi) YC 07/22
Risk Assessments	£300	£187.50	£99	YCC 3-year major review	022/22 (ii)
Grants	£7000	£5016.68	£500	Awarded to Banwell Community Singers	007/22 (iii)
YCC Water	£650	£601.37	£600	Water Bill delayed until May 2022 due to water meeting breaking and water leak. Water Bill 09/08/21 – 09/03/22 est £1222.94	
YCC CCTV	£2000	£1855	£795	Work programmed in for 29/03/22	TBA
Subscriptions	£1200	£205.34	£205	ALCA have moved their subscriptions until after the 1 st of April.	TBA
Env Play Equipment	£4700	£2760	£2760	To be added to Riverside Play Equipment budget	TBA
TOTAL			£5685		
Cost Code	Income	Still to spend	Roll Forward	Explanatory note	
CIL	£2911.22	£2510.42	£2510.42	Automatically carried over until spent. Allocated to YCC LED light replacement.	
Community Food Grant	£2083.80	£2083.80	£2083.80	Received in this financial year to be spent in next financial year.	
Social Prescribing Grant	£3986	£3986	£3986	Received in this financial year to be spent in next financial year.	
Donation to Env hedge / fence / tree work	£30	£30	£30	Donation for replacement memorial trees	

Bills for Payment - 20th December until 11th January 2022

Banwell Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power	
Already Paid									
DD	Mainstream	Phone and Broadband (DD 15.03.22)	£4.29	£0.86	£5.15		075/21	The Parish Council	
DD	N-Power	Streetlight Power (17.03.22)	£128.44	£6.42	£134.86		075/21		
DD	E-ON	YCC power (17.03.22)	£63.87	£3.18	£66.85		075/21		
To Pay									
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		£141.75		075/21	The Parish Council	
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		£70.87		075/21		
BACS	J K Gardening	Grass cutting @ YCC	£70.88		£70.88		075/21		
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		£162.50		075/21		
BACS	J K Gardening	Village orderly	£392.50		£392.50		075/21		
Total £838.50									
BACS	Ambience Landscape	Dog Bin emptying	£433.33	£86.67	£520.00		075/21		
BACS	Insight Cleaning	YCC Cleaning	£192.00		£192.00		075/21		
BACS	YMCA	Programme costs	£360.00		£360.00		075/21		
BACS	Parish Magazine	March article & adverts	£99.00		£99.00		107/21		
BACS	Banwell Castle	Christmas Meal	£258.00		£258.00		134/21		
BACS	SLCC	Community engagement summit	£45.00	£9.00	£54.00		020/22 (vi)		
BACS	Adams Memorials	Memorial Repairs	£458.33	£91.67	£550.00		H & S		
BACS	ICCM	Managing Gardens of Remembrance	£80.00		£80.00		Agenda item		
BACS	Officer Salaries	WERN payment, overtime & backdated pay	£1,045.99		£1,045.99		008/22 & e05/22		
DD	Loyds Bank PLC	Multipay charge & costs (zoom, monthly fee)	£14.99	£2.40	£17.39		151/21		
SO	Officer Salaries	Officer Salaries (SO 26.01.22)	£2,130.00		£2,130.00		075/21		
DD	Nest	Pension contributions (DD 26.01.22)	£254.36		£254.36		075/21		
DD	Unity Trust	Bank Charges (DD 31.03.22)	£30.60		£30.60		Admin		
Payments in next financial year									
DD	North Somerset	Waste Collection (DD 01.02.22)	£9.50		£9.50		075/21		
DD	Calor	LPG Gas	£562.03	£28.10	£590.13		075/21		
BACS	HMRC	PAYE and NI for Sept (12.02.22)	£1,297.16		£1,297.16		075/21		
Totals			£8,108.79	£217.84	£8,326.63				

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				1,950.00	1,787.50	162.50
102	Cem paths / trees / garder				300.00	100.00	200.00
103	Cem making up graves				200.00		200.00
104	Cemetery / Memorial Main				5,000.00	61.00	4,939.00
105	Env Fee					320.00	-320.00
106	Cemetery software					375.00	-375.00
					7,450.00	£2,643.50	4,806.50

Cemetery Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
110	Cemetery Income	87,269.55	3,000.00	5,730.00			89,999.55
		£87,269.55	3,000.00	£5,730.00			89,999.55

Clerk & Administration		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
201	Salary & NI		2,492.87	31,000.00	30,784.31		2,708.56
202	Clerk pension			1,000.00	1,704.40		-704.40
203	Advertising			300.00	207.00		93.00
204	Insurance			2,471.00	1,933.12		537.88
205	Subscriptions inc ALCA &			1,200.00	994.66		205.34
206	Audit Fee			900.00	925.00		-25.00
207	Legal Costs			600.00			600.00
208	Training Officers		30.00	700.00	494.00		236.00
209	Training Councillor			600.00	289.00		311.00
210	Grants & Donations			7,000.00	1,983.32		5,016.68
211	Chairmans Allowance			250.00	48.32		201.68
212	Covid-19			1,000.00	203.22		796.78
213	Bank Charges			100.00	130.72		-30.72
214	Covid-19 food bank	814.56	1,170.95		721.94		1,263.57
215	Risk Assessments			300.00	112.50		187.50
216	You can do I.T. Grant		5,000.00	5,317.15	5,000.00	5,480.49	-163.34
217	Welcome Back Fund			590.21	600.49		-10.28
		£814.56	5,000.00	£9,601.18	52,421.00	£46,612.49	11,224.25

Environment		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
301	Allotment		1,647.88	1,647.88	1,647.88	1,647.88	
302	Env Grass Cutting				1,450.00	1,169.57	280.43
303	Env Hedge / Fence / Tree			30.00	300.00	180.00	150.00
304	Village Orderly		435.81	435.81	4,710.00	4,317.50	392.50
305	Dog Bins				4,080.00	4,549.97	-469.97
306	Env Maintenance / Inspec				1,400.00	858.27	541.73
307	Env Projects				4,000.00	1,704.74	2,295.26
308	Env Grant	8,701.61	11,000.00		2,000.00		-298.39
309	Play Equipment	1,700.00	1,100.00	1,100.00	3,600.00	840.00	4,460.00
		£10,401.61	14,183.69	£3,213.69	23,187.88	£15,267.93	7,351.56

Highways		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
401	Street light power				1,800.00	1,600.62	199.38
402	Street light maintenance				3,500.00	3,500.00	
403	Street light upgrade				5,000.00	5,360.00	-360.00
404	Highways related projects				4,000.00	2,315.67	1,684.33
					14,300.00	£12,776.29	1,523.71

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

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
501	Misc Income		100.00	621.50			521.50
502	Annual Precept		93,908.00	93,908.00			
503	VAT			3,514.98			3,514.98
504	CIL	400.80	12,000.00	2,510.42			-9,088.78
		£400.80	106,008.00	£100,554.90			-5,052.30

Recreation Ground		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
601	Rec Grass Cutting				1,700.00	1,559.25	140.75
602	Rec Maintenance			722.00	2,500.00	4,925.30	-1,703.30
603	Rec Tree & Fence Work			30.00	150.00	6,386.40	-6,206.40
604	Rec Inspections				400.00	296.00	104.00
605	Rec Play Equipment & Be		20,000.00		20,000.00		
			20,000.00	£752.00	24,750.00	£13,166.95	-7,664.95

Youth & Community Centre		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
701	YCC upgrade			655.00	18,000.00	26,333.84	-7,678.84
702	YCC repairs & maintenanc				3,000.00	2,710.61	289.39
703	YCC CCTV				2,000.00	145.00	1,855.00
704	YCC Electricity				1,000.00	667.90	332.10
705	YCC Gas				1,500.00	412.93	1,087.07
706	YCC water				650.00	48.63	601.37
707	YCC waste			42.75	650.00	610.58	82.17
708	YCC cleaning & supplies				2,500.00	2,359.65	140.35
709	Office Equipment inc Web				5,000.00	2,330.91	2,669.09
710	YCC phone & wifi				600.00	549.56	50.44
711	YCC Grass cutting			15.00	850.00	794.68	70.32
712	YCC hedge, fence & tree \				280.00	250.00	30.00
713	YCC grants & donations		1,000.00	1,000.00			
714	YCC income		1,300.00	1,603.60			303.60
			2,300.00	£3,316.35	36,030.00	£37,214.29	-167.94

Youth Club		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
801	YC sessions				10,000.00	4,200.00	5,800.00
802	YC budget	5,000.00			500.00	38.23	5,461.77
803	YC extraordinary activities			1,869.51	1,800.00	600.00	3,069.51
804	YC Printer				500.00		500.00
805	YC subscriptions		400.00	107.00			-293.00
806	Tuck Shop		100.00	136.30	100.00	58.05	78.25
807	Youth Forum				200.00		200.00
		£5,000.00	500.00	£2,112.81	13,100.00	£4,896.28	14,816.53

NET TOTAL	£103,886.52	150,991.69	£125,280.93	171,238.88	£132,577.73	116,836.91
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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 28/02/2022		
	Cash in Hand 01/04/2021		171,991.58
	ADD Receipts 01/04/2021 - 28/02/2022		138,979.65
			310,971.23
	SUBTRACT Payments 01/04/2021 - 28/02/2022		146,862.95
A	Cash in Hand 28/02/2022 (per Cash Book)		164,108.28
	Cash in hand per Bank Statements		
	Cash 28/02/2022	0.00	
	Unity Trust Bank (20398572) 28/02/2022	20,266.63	
	PC Reserve Saver account (81413) 28/02/2022	44,605.69	
	Cemetery Reserve Account (59678) 28/02/2022	93,007.77	
	Natwest Current account (5335765) 28/02/2022	6,228.19	
			164,108.28
	Less unrepresented payments		
			164,108.28
	Plus unrepresented receipts		
B	Adjusted Bank Balance		164,108.28
	A = B Checks out OK		