



Banwell Youth and Community Centre,
West Street
Banwell. BS29 6DB
01934 820442
12th April 2023

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 unless excluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose.

To: The Chairman and all members of Banwell Parish Council.

You are summoned to attend a Meeting of Banwell Parish Council, to be held at the Youth & Community Centre (YCC) on Monday 17th April 2023 at 7:30pm, when the following business will be transacted.

The meeting will be livestreamed on Facebook or can be joined virtually via zoom
<https://us02web.zoom.us/j/308292669>.

Liz Shayler
Clerk to the Council

Before the meeting begins there will be a public participation session – *This session is open to the Public to present comments, observations, information, petitions or lead deputations and is the only time members of the public may participate. (Please note that the Council is unable to make formal decisions under this item)*

- i) Members of the public.
- ii) Community Beat Manager's report.
- iii) Ward Councillor's report.

A G E N D A

1. To receive apologies for absence.
2. To receive members' declarations of interest on any agenda item.
3. To approve as a correct record the minutes of the Parish Council Meeting held on the 20th of March 2023 (pages 1 – 6)
4. To note the following committee Meeting minutes
 - i) Planning Committee Meeting held on the 3rd April 2023 (pages 7 & 8).
 - ii) Youth & Community Centre Committee Meeting held on the 3rd of April 2023 (pages 9 - 11).
5. To receive the Officer report/Exchange of information: Please note that the Council is unable to make any formal decision under this item (page 12)
 - i) Recreation Ground and Riverside Green additional play equipment projects
 - ii) Donation from Ward Tree Surgeons of a Birch Tree to replace the memorial tree on the Recreation Ground
 - iii) School crossing and flashing amber lights
 - iv) Coronation memorabilia for Banwell Buddies and Banwell School.
6. To note the training and events available and agree any attendance.
 - (i) ALCA e-learning on nimble £14 each [E-Learning Courses ALCA](#)
 - (ii) Breakthrough communications training £30 [Communications Courses ALCA](#)
 - (iii) Various finance training £30 [Finance Training ALCA](#)
 - (iv) Various Scribe finance training (this is our accounting package) Free [Scribe Training](#)
 - (v) Various NALC training £30 www.nalc.gov.uk/nalc-events

7. To agree the following expenditure.
 - i) £95 for the annual membership to the Institute of Cemetery & Crematorium Management.
 - ii) £417.60 + VAT for the annual Scribe accounting package.
 - iii) £737.74 for the Annual Avon Local Council Association (ALCA) subscription
8. To review and approve the updated Asset Register (pages 13 – 17).
9. To note the March Operational Play Inspection reports for the Recreation Ground (18 – 23) and Riverside Green (pages 24 - 27) and agree a way forward (page 28).
10. To note the street names suggestions (Ochre Fields & Kestrel View) for the former Western Trade Centre, Knightcott Road, and agree a way forward.
11. To note the conclusion of the internal audit report 31st March 2023 (page 29 - 32) and agree any recommendations (pages 33 & 34)
12. To carry out a review of the effectiveness of the system of internal control and review the Internal Audit Plan (pages 35 & 38)
13. To agree up to two savings bank accounts for the Cemetery Fund and Parish Council Reserves and agree signatories (page 39 & 40).
14. To agree an update to the bank signatories on Unity Bank Account.
15. To authorise bills for payment for April (page 41).
16. To note the Parish Council's end of March's net position, bank balances and bank reconciliation (pages 42 – 45)
17. To note the Parish Council's 2023/24 new budget (pages 46 – 48)
18. Date of the next meeting –
 - Monday 24th of April 2023, 7:30pm Parish Assembly at the Youth & Community Centre (YCC)
 - Wednesday 3rd of May 2023, 7pm Planning Committee at the YCC
 - Monday 15th of May 2023, 7:30pm Parish Council Meeting at the YCC

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, gender reassignment, sexual orientation, marital status, religion & belief, pregnancy & maternity and disability) Crime and Disorder, Health & Safety and Human Rights.