



Banwell Youth and Community Centre,
West Street
Banwell. BS29 6DB
01934 820442

13th May 2025

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 the Annual Meeting of Banwell Parish Council, to be held at the Youth & Community Centre (YCC) on Monday 19th May 2025 at 7:30pm, when the following business will be transacted.

The meeting will be livestreamed on Facebook <https://www.facebook.com/banwellparishcouncil>

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. (*The Council is unable to make formal decisions under this item*). Please note: this meeting is being livestreamed by the Council. We endeavour to ensure that the public seating area is not filmed. However, if you speak during the meeting, you are likely to be included in the livestream.

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

A G E N D A

1. To elect a Chairman of the Parish Council for 2025/26 and to receive the Chairman's Declaration of Acceptance of Office
2. To elect a Vice Chairman of the Parish Council for 2025/26 and to receive the Vice Chairman's Declaration of Acceptance of Office
3. To receive apologies for absence.
4. To appoint Members to Committees and Working Groups for 2025/26 (see list of members from 2024/25 page 1)
5. To appoint members of outside bodies for 2025/26 (see list of members from 2024/25 page 1)
6. To receive members' declarations of interest on any agenda item
7. To approve as a correct record the minutes of the Parish Council Meeting held on the 14th of April 2025 (pages 2 – 7)
8. To note the following minutes:
 - i) Parish Assembly held on the 28th of April 2025 (pages 8 - 10)
 - ii) Planning Committee on 12th of May 2025 (pages 11 - 16)
 - iii) Youth & Community Centre Committee on 12th of May 2025 (pages 17 - 20)
 - iv) Employment Committee on 12th of May 2025 (page 21)

9. To review and approve all Banwell Parish Council Committee and Working Parties (page 22) and their Terms of Reference (listed on page 23)
10. To approve the following documents
 - i) Calendar of Meeting dates (page 24)
 - ii) Standing Orders (sent previously)
 - iii) Financial Regulations (sent previously)
 - iv) Risk Assessment and Management Plan (was Financial risk assessment) (sent previously)
 - v) Artificial Intelligence Policy (page 25)
11. To review and approve all Banwell Parish Council Policy and Procedures (listed on pages 26 & 27)
12. To receive the Officer report/Exchange of information: Please note that the Council is unable to make any formal decision under this item (page 28).
 - i) Banwell Bypass
 - ii) £1500 grant received from Winscombe Parish Council
 - iii) Community Infrastructure Levy
13. To approve the following expenditure (page 28).
 - i) £561.60 + VAT for Annual Scribe Accounts subscription.
 - ii) £1,872.03 for the Insurance Premium.
14. 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 from £32.68 www.nalc.gov.uk/nalc-events
15. To discuss the request from a Jubilee Gardens resident for a dog bin located at the entrance of Jubilee Gardens and to agree the cost of the annual collection of £270.40. (page 28 & 29).
16. To note the operational play inspections and agree any expenditure (page 29).
17. To note the internal checks reports from the 10th of April and agree any recommendations (pages 30 - 32)
18. To note the Parish Council's end of April's net position, reserves, bank balances and bank reconciliation (pages 33 – 36)
19. To agree regular standing order, direct debit, card and BACs payments made from the Unity bank account (page 37)
20. To agree to update the bank mandate for Unity Trust Bank.
21. To authorise bills for payment for May (page 38).
22. Date of the next meeting –
 - Monday 2nd of June 2025, 7pm Planning Committee at the Youth & Community Centre (YCC).
 - Monday 2nd of June 2025, 7pm Environmental Group at the YCC.
 - Monday 16th of June, 7pm Recreation Ground Trust at the YCC.
 - Monday 16th of June 2025, 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.