



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 30th MARCH 2026

Present: Cllrs Mike Bailey (Chairman), Simon Arlidge, Andrew Base and Steve Voller (Ex Officio).

In attendance: Liz Shayler (Clerk)

01/26 To receive and accept apologies for absence (agenda item 1).

Apologies were received from Cllr Tara Wright.

02/26 To receive members' declarations of interest on any agenda item (agenda item 2)

No member's declarations of interest were received.

03/26 To approve as a correct record the minutes of the meeting of the Employment Committee held on the 1st of September 2025 (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 two meetings were signed by the Chairman as a correct record.

04/26 To reassess the need for additional workforce capability and discuss increasing Officer hours (agenda item 4).

Resolved: To increase Clerk hours by 4 hours a week.

Resolved: To commence recruitment for a Finance Officer, including placing an advert with North Somerset Council at a cost of £60, with a proposed start date of September.

Resolved: To temporarily retain the additional 2 hours of grant-funded time within the Environment and Biodiversity Officer role for a further 6 months.

The resolution was correctly proposed and seconded (unanimous).

05/26 Exclusion of the press and public. (The Committee is recommended to resolve that members of the press and public be excluded from the meeting during consideration of agenda item 6 - 8 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (agenda item 5).

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

The resolution was correctly proposed and seconded (unanimous).

06/26 To note the Communication Officer six-monthly appraisal targets (agenda item 6).

The Communication Officers six-monthly appraisal targets were noted.

07/26 To note the Environment and Biodiversity Officer's six-monthly appraisal targets (agenda item 7).

The Environment and Biodiversity Officer's six-monthly appraisal targets were noted.

08/26 To undertake the Clerk's six-monthly appraisal and agree any targets (agenda item 9).

The Clerks six monthly appraisal was undertaken, and appraisal targets agreed. The Clerk was thanked for all her work.

10/26 To agree the date of the next meeting (agenda item 10)

7th of September 2026 at Banwell Youth & Community Centre

The Chairman closed the meeting at 7:42pm

.....Chairman

.....Date

DRAFT

Review of Clerk/RFO Job Evaluation and Pay Scale

Purpose

To review the current grading of the Clerk and Responsible Financial Officer (RFO) post and consider whether the existing LC2 Above Substantive Benchmark Range continues to reflect the duties and responsibilities of the role. The purpose of the review is to ensure that the grading of the post, rather than the individual postholder, remains appropriate and provides a suitable basis for future remuneration, recruitment and succession planning.

Current Position

The Clerk/RFO post is currently graded at LC2 Above Substantive Benchmark Range (SCP 29–32). The current postholder is paid at SCP 33, reflecting the contractual provision for an additional spinal column point for holding the Certificate in Local Council Administration (CiLCA). The scope and responsibilities of the post have developed since the existing grading was established and a fresh job evaluation has therefore been undertaken.

Job Evaluation

The completed job evaluation is attached. The assessment has been undertaken on the basis of the requirements and responsibilities of the post. A cautious approach has been taken, with functions which could reasonably be considered ancillary to another function not separately counted and working groups not counted as formal committees.

The completed evaluation spreadsheet results in 14 Job Profile Points and indicates SCP 33 for the underlying post. SCP 33 is the commencement of the LC3 Below Substantive Benchmark Range (SCP 33–36). The evaluation therefore indicates that the existing LC2 Above grading no longer reflects the post and that it should now be graded LC3 Below.

As a reasonableness check, the post has also been assessed against the eight job profile elements contained within the SLCC Guidance Note – How to Evaluate the Clerk's Job (March 2026). The assessment identifies a mixture of Profile 2 and Profile 3 characteristics, with the knowledge, mental skills, communication, independence and physical resource elements demonstrating significant Profile 3 characteristics. This supports positioning the post within LC3 Below. A copy of the guidance is available from the Clerk if required.

The evaluation spreadsheet also takes account of the current postholder's experience and qualifications. Applying these factors produces a higher spinal column point; however, an immediate increase to that point is not proposed.

Instead, it is proposed that the post is regraded to LC3 Below, with the Clerk remaining on the current salary for the remainder of 2026/27 and progressing to SCP 34 from 1 April 2027. At current pay rates, the incremental increase from SCP 33 to SCP 34 would add approximately £900 per annum to the Clerk's gross salary, based on the contracted 32 hours per week, together with the associated employer on-costs. This can be incorporated into the 2027/28 budget.

Thereafter, progression would continue in accordance with the existing contractual arrangements. The grading of the post should be reviewed again following any material change in its scope or responsibilities.

Recommendation

The Employment Committee is recommended to:

1. note the completed job evaluation and agree that the Clerk/RFO post be regraded from LC2 Above Substantive Benchmark Range to LC3 Below Substantive Benchmark Range;
2. agree that there is no immediate change to the Clerk's current salary during 2026/27; and
3. agree progression to SCP 34 from 1 April 2027.

JOB EVALUATION SHEET - Clerk to the Council

Version 1.28

Nov-24

password

12345

Step 1 - Job Functions (add "x" boxes as appropriate)

Recreation grounds, playing fields & play areas	x
Burial grounds, crematoria, churchyards	x
Entertainment & the arts	
Community transport schemes	
Crime prevention - CCTV, Neighbourhood watch	x
Street Lighting	x
Street Furniture - bus shelters, benches, bins	x
Size of task - add 1 point if specific task is substantial	1
Number of Functions	8

Community buildings	x
Car parks	
Tourism	
Open spaces	x
Allotments	
Public Toilets	
Swimming pools	

Fill in these cells

clear the content before adding, some have drop down lists.

Updated salary Mar 22
This is a guide only and should be used with the LC scales document
Nov-23 fixed error in lookups, highlighted task size, added autocalc spinal
ALWAYS check for accuracy!

Look at the Profiles LC1 to LC4 in the table below - for each Job Profile Item pick from the list the items that best reflect the parish - enter the appropriate points in the Job Profile Points Column

Note - conditional formatting and drop down lists may highlight more than one cell

Step 2 - Job Profile Items	Job Profile Points	Profile LC1	Pts	Profile LC2	Pts	Profile LC3	Pts	Profile LC4	Pts
Number of functions (calculated from above)	8	1 to 3	1	4 to 6	2	7 to 9	3	10 or more	4
Number of Electors	3,001 to 10,000	up to 750	1	751 to 3,000	2	3,001 to 10,000	3	over 10,000	4
Amount of Annual Budget (Precept)	£25k to £250k	up to £25k	1	£25k to £250k	2	£250k to £750k	3	£750K or more	4
No of Full Parish Council Meetings per Year	12 or more	less than 6	1	6 to 11	2	12 or more	3		
No of Committees (not Working Parties or Meetings)	2 to 4	0	0	less than 2	0	2 to 4	2	5 or more	3
Number of Staff supervised (full or part time)	1 to 10	none	0	1 to 10	1	11 to 20	3	21 or more	3

Total Job Profile Points 14

In Column 1 in Step 3 - Job Assessment Table below, circle the Job Profile Points that match this number

Step 3 - Job Assessment

Note

Review the Job Profile Points in Column 1
The corresponding Job Spinal Points in Column 2 in (A)
should populate automatically

JOB ASSESSMENT TABLE

Column 1 Job Profile Pts	Column 2 Spinal Pts
1 to 3	5
4	7
5 to 6	14
7 to 8	19
9	24
10 to 11	29
12 to 14	33
15	37
16 to 17	42
18 to 19	46
20	50
More	55

Select Payscale

Apr-2025

JOB SPINAL POINTS SUMMARY

33	(A)	Spinal Points from Job Assessment Table
+		plus
3	(B)	Spinal Points from Experience & Qualification Table
=		equals
36		Total Spinal Points for determining Pay Scale

Now - refer to current Pay Scales issued by NALC/SLCC to determine Pay Rate

PROPOSED			CURRENT
36	Pay scale	Pay scale	32
£ -	FTE Salary	FTE Salary	#REF!
£ -	Rate / hour	Rate / hour	#REF!

The number in Column 2 should align with Box (A) in the JOB SPINAL POINTS SUMMARY

Step 4 - Experience & Qualifications

Select from list

		Status	Pts
Experience	More than 5 yrs	2	New Clerk 0
Qualifications	CiLCA	1	CiLCA 1
Are you Clerk and Responsible Financial Officer (RFO)?	Yes	0	Yes 0

Status	Pts	Status	Pts	Status	Pts
Less than 2 yrs	0	2 to 5 yrs	1	More than 5 yrs	2
Cert Local Policy	2	Diploma	3	Degree (BA)	4
No	-3				

(Note - No RFO is MINUS 3)

Experience & Qualifications Spinal Points 3

The number in Box (B) in the JOB SPINAL POINTS SUMMARY (calculated)

To consider the appointment of a part-time Finance Officer and agree whether to proceed with an open recruitment process or make a fixed-term appointment for a period of two years.

Background

In March 2026, the Council agreed to establish a part-time Finance Officer post for approximately eight hours per month. The intention was to progress recruitment shortly afterwards. I apologise that this has not yet been progressed. Due to the volume of other Council work and competing priorities over recent months, there has not been sufficient capacity to complete the recruitment process.

The Finance Officer post was created to provide additional support with routine financial administration and improve resilience within the officer team.

The Council is entering a period of anticipated growth, particularly as the Wolverhill development progresses and the population of the parish increases. This is likely to result in additional projects, services, financial administration and general workload over the coming years.

As the Finance Officer role is a new post, there would be value in allowing the role to develop in practice before determining the Council's longer-term staffing structure. A temporary arrangement would give the Council time to understand the actual level and nature of support required and how this fits alongside the Clerk and other officer roles.

The Council's former Finance Officer has confirmed that she would be willing to return and undertake the work on a self-employed basis for a period of up to two years. She previously carried out the Finance Officer role for Banwell Parish Council for approximately two years and has around 20 years' experience working in local government, including with Winscombe Parish Council and other councils.

This would give the Council the option of appointing someone with substantial relevant experience on a temporary basis while the role is established and the Council considers its longer-term staffing requirements.

Proposed Arrangement

The proposed arrangement would be for approximately eight hours per month at £18.95 per hour, giving an estimated annual cost of approximately £1,819.20, subject to the actual hours worked. For the remainder of the 2026/27 financial year, from November 2026 to March 2027, the estimated cost would be approximately £758. It is recommended that a budget of up to £1,000 is allowed for this period to provide some flexibility while the role is established.

As a self-employed contractor, she would invoice the Council for work undertaken and would be responsible for her own tax and National Insurance arrangements. This would also require less ongoing employment administration for the Clerk than appointing an additional employee. A simple services agreement would be put in place setting out the scope of work, hourly rate, expected hours, confidentiality, invoicing arrangements and termination provisions.

Scope of the Role

The Finance Officer would provide routine financial administration support to the Clerk/RFO, including invoice processing, maintaining accounting records, preparing payment information, bank reconciliation, payroll administration, VAT records and general finance support. The Clerk would remain the Council's Responsible Financial Officer and retain responsibility for budget preparation and monitoring, reserves, year-end accounts, AGAR, audit and overall financial governance.

Longer-Term Staffing

A two-year arrangement would provide experienced financial support now while allowing the Council to establish and evaluate the Finance Officer role in practice. It would also give the Council time to assess how the workload of the officer team changes as the parish grows and to consider its longer-term staffing requirements on the basis of actual experience rather than prediction.

Towards the end of the two-year period, the Council could undertake a wider staffing review. This could include consideration of whether the Finance Officer role should continue separately or whether a broader Deputy Clerk role incorporating financial responsibilities would be more appropriate.

The former Finance Officer's experience and knowledge would also provide useful input when evaluating the role and considering what responsibilities should form part of any future staffing structure.

Options

The Council is asked to consider whether to:

- proceed with an open recruitment process for the part-time Finance Officer post; or
- appoint the former Finance Officer on a self-employed basis at £18.95 per hour for approximately eight hours per month, for a period of up to two years.

Recommendation

Given the relatively small number of hours involved, the experience and previous knowledge available, and the anticipated need to reconsider the Council's staffing structure as the parish grows, the Clerk considers that Option 2 provides a practical transitional arrangement.

It would provide immediate support, allow the Finance Officer function to be established and evaluated and give the Council time to determine what officer structure will best meet its longer-term needs

APPOINTMENT OF FINANCE OFFICER TIMETABLE

Place advertisements – 13th October 2026

Closing date – Friday, 13th November 2026

Shortlisting – Monday 15th November 2024

Interviews – Monday 22nd November 2024

Advertisement to be placed in -

Our Website / noticeboards (Free)

Avon Local Councils' Association website (Free) and email to all local Clerks

Local Clerks Facebook Forum (Free)

North Somerset website £60 1 month

Not necessary.

Society of Local Council Clerks website (1 week - £90, 2 weeks £175, 3 weeks £265) – no need as not looking for a Clerk

Weston Mercury (£230. Cost of a second week would be £195. The advert would also go into their midweek edition and into the North Somerset Times, as well as on their jobs24 website.) – not sure it is worth the amount.



Job Vacancy: Banwell Parish Council

Job Title: Finance Officer

Part time – approximately 8hrs a month

Salary Grade Scale 13 full-time equivalent of £30,023 (£15.56 per hr)

Banwell Parish Council is seeking an organised, accurate and dependable Finance Officer to join its small officer team. This is a newly created role supporting the Clerk and Responsible Financial Officer with the Council's day-to-day accounts, budget monitoring, audit preparation and financial administration.

The role will include processing invoices and payments, recording income, bank reconciliations, VAT returns, maintaining clear audit records and assisting with financial reports, annual budgeting and year-end work.

Applicants should have relevant bookkeeping, accounting or finance experience, be confident using computerised systems and spreadsheets, and be able to work independently to recurring deadlines. Experience of local government or parish council finance would be helpful but is not essential, as appropriate training will be provided.

We offer.

- A varied and responsible role supporting the local community.
- A small, friendly and supportive working environment.
- Relevant training and development.
- Membership of the Local Government Pension Scheme, subject to eligibility.

Closing date: Friday, 13th November 2026

Interviews: Monday, 23rd November 2026

Proposed start: As soon as possible

Interested? Then visit the PC website <https://www.banwellparishcouncil.gov.uk/news/vacancy/> for more information and an application pack or email Liz Shayler, our Parish Clerk, at clerk@banwellparishcouncil.gov.uk

Completed application forms should be returned by email or post. CVs will not be accepted.

Banwell Parish Council is committed to equality of opportunity and welcomes applications from all suitably qualified candidates.



Banwell Parish Council

Website: www.banwellparishcouncil.gov.uk

E-mail: clerk@banwellparishcouncil.gov.uk

Tel: (01934) 820442 / 822441

**Banwell Youth & Community Centre,
West Street, Banwell, North Somerset. BS29 6DB**

12th of October 2026

Dear Applicant,

Finance Officer

Thank you for expressing an interest in the above position. I am pleased to enclose an information pack consisting of:

- Job Description
- Person Specification
- Application Form (attached separately)

Banwell Parish Council is a progressive and ambitious local council committed to providing well-managed, financially sustainable services for the community. We are looking for a reliable, organised and suitably experienced individual to join our small officer team and support the Council with its day-to-day financial administration, budget monitoring and year-end processes. The Finance Officer will work under the direction of the Clerk and Responsible Financial Officer. The role requires a high degree of accuracy, confidentiality and personal organisation, together with the ability to work independently and meet statutory and internal deadlines.

The post is primarily office based at Banwell Youth & Community Centre. Some flexibility may be possible once the successful candidate is established in the role.

If you feel that you could make a worthwhile contribution to the work of the Council and wish to be considered for this post, please complete the attached application form, explaining how your experience and skills meet the person specification. Applications will only be considered where a fully completed application form has been submitted. CVs will not be accepted.

Information supplied by applicants may be copied and stored securely for the purpose of the recruitment process and, for the successful applicant, retained as part of their personnel record in accordance with the Council's data protection responsibilities.

The closing date for applications is **Friday, 13 November 2026**. Shortlisting will take place on **Monday, 16 November 2026** and interviews will be held on **Monday, 23 November 2026**.

Applications should be sent by email to clerk@banwellparishcouncil.gov.uk or by post to the address shown above.

Yours sincerely,

Clerk, Banwell Parish Council

Equal opportunities statement: Banwell Parish Council intends to ensure that no job applicant receives less favourable treatment on grounds unrelated to the requirements of the post. Recruitment decisions will be based on relevant skills, experience and suitability for the role.

Applications should be sent or emailed to the above address



Job Title: Finance Officer

Part time – approximately 8hrs a month

Salary Grade Scale 13 full-time equivalent of £30,023 (£15.56 per hr)

Main Purpose of Job:

To support the Clerk and Responsible Financial Officer in maintaining accurate and timely financial records and effective financial controls for Banwell Parish Council. The postholder will undertake routine financial administration, prepare information for budget monitoring and meetings, assist with audit and year-end requirements, and help ensure that the Council's financial procedures are followed consistently.

Working Relationships:

Internally, the Finance Officer will work closely predominately with the Clerk and Responsible Financial Officer, other Council officers, councillors and members of relevant committees. Externally, the postholder may have contact with suppliers, contractors, hirers, banks, payroll and pension providers, auditors, HMRC, North Somerset Council and other public or professional bodies as required.

Key Responsibilities:

- Maintain the Council's accounting records accurately and promptly using the Council's accounting software and associated systems.
- Process purchase invoices, check coding and supporting documentation, and prepare payment schedules for authorisation in accordance with the Council's financial regulations.
- Raise sales invoices and other charges, record income received and follow up outstanding amounts in liaison with the Clerk.
- Undertake monthly bank reconciliations and reconcile relevant control accounts, investigating and resolving discrepancies promptly.
- Assist with the preparation of monthly budget monitoring reports.
- Provide financial information for Council and committee agendas.
- Prepare and submit VAT returns and maintain appropriate supporting records.
- Assist with payroll administration, pension information and related returns where these functions are not undertaken by an external provider.
- Maintain orderly electronic and paper records for audit purposes, including invoices, receipts, authorisations, grants and contractual financial information.
- Assist with the annual accounts, internal audit and external audit process.
- Monitor compliance with the Council's financial regulations, internal controls and relevant policies, and bring any concerns or proposed improvements to the Clerk promptly.
- Assist with grant claims, funding records and monitoring returns where required.
- Undertake relevant training and keep up to date with changes affecting parish council finance and administration.
- Carry out any other duties that are broadly consistent with the nature and level of the post.

General requirements

- Maintain confidentiality and handle personal and financial information securely.
- Work in accordance with the Council's policies, including data protection, equality, health and safety and financial regulations.
- Demonstrate political impartiality and professional conduct when dealing with councillors, residents, suppliers and other organisations.
- Plan and manage the workload effectively, meeting recurring payment, reporting, audit and statutory deadlines.

Note: This job description is intended to describe the main responsibilities of the post. It may be reviewed and amended in consultation with the postholder to reflect the developing needs of the Council.



PERSON SPECIFICATION

Finance Officer

CATEGORY	ESSENTIAL	DESIRABLE
Qualifications	a) Educated to at least GCSE level or equivalent, including English and mathematics. b) Relevant bookkeeping, accounting or finance qualification, or demonstrable equivalent experience (e.g. regular use of Scribe). c) Willingness to undertake training relevant to parish council finance and administration	A) AAT qualification or equivalent. B) FILCA, ILCA, CiLCA or other local council sector training.
Related Experience	d) Experience of maintaining accurate financial records using computerised accounting systems. e) Experience of processing invoices, payments and income. f) Experience of bank reconciliations and producing financial reports. g) Experience of working to regular deadlines with a high level of accuracy	C) Experience of local government, parish or town council finance. D) Experience of VAT returns, payroll or pensions administration. E) Experience of budget preparation, audit or year-end accounts. F) Experience of grant claims or funding monitoring.
Knowledge, skills and abilities.	h) Good numeracy and attention to detail. i) Strong IT skills, including Microsoft Excel, Word, Outlook and the ability to learn specialist software. j) Ability to understand and apply procedures, policies and financial controls. k) Ability to organise and prioritise a varied workload with minimal supervision. l) Ability to identify discrepancies, investigate issues and maintain clear audit trails. m) Clear written and verbal communication skills. n) Ability to work constructively as part of a small team and deal professionally with councillors, suppliers and members of the public.	G) Knowledge of parish council financial regulations, the AGAR process and public-sector accounting requirements. H) Experience of Scribe or similar local council accounting software. I) Ability to prepare clear summaries, forecasts and variance explanations for non-finance audiences
Other Requirements	o) Honest, reliable and discreet, with a strong understanding of confidentiality. p) Methodical, self-motivated and able to work independently. q) Flexible approach to working hours during busy periods such as budget setting and year end. r) Able to attend occasional evening meetings if required. s) Commitment to equal opportunities and public service.	J) Experience of working in a small public, voluntary or community organisation



APPLICATION FOR EMPLOYMENT

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application (**use the person specification to help**). Shortlisting for interview will be based only on the information from this form (CV's will not be considered) and scored in conjunction with the person specification. We are unable to accept Applications after the closing date stated in the advertisement.

POST APPLIED FOR: Finance Officer

1. APPLICANT'S DETAILS

Title	Surname	First Name/s

Home Address

Postcode

Telephone Numbers

Daytime	Evening	Mobile

Email (where possible)

Are there any restrictions regarding your employment? e.g. Do you require a work permit?

Yes / No If yes, please provide details on a separate sheet of paper.

Are you related, or have a relationship with, a Councillor or Officer of the Parish Council?

Yes / No If yes, please advise who and in what capacity.

What is your available Start Date?

2. EMPLOYMENT RECORD

Please start with your most recent employment. Continue on separate sheet as necessary.

Current Employer Name:

Address:

Job Title

Dates of Employment

Brief Description of Duties, Responsibilities and Achievements

Current Salary:

Reason for leaving (if applicable)	
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Previous Employment			
Employer Name and Address	Job Title and Dates of Employment	Brief Description of Duties, Responsibilities and Achievements	Reason For Leaving & Salary

3. EDUCATION AND TRAINING

Please include education, courses and qualifications relevant to this post.

Name and Address of school/ college/university /training body - most recent first	Subject	Qualification level	Date gained

PROFESSIONAL QUALIFICATIONS State whether by election or examination

Qualification/s	Date	Examination

Other Training and Professional Development	Date

4. EXPERIENCE AND SKILLS

Please state any other skills or experience you have gained which are relevant to the Job Description and Person Specification for this post. Your experience does not have to be gained in paid employment and may relate to special interests or volunteering. Continue on separate sheet as necessary.

5. WORKING WITH PUBLIC MONEY

Please tell us two ways in which Banwell Parish Council uses public money well, and one way in which you think we could improve.

6. REFERENCES

Please give details of two references. One must be your current or most recent employer. References will only be taken up with permission of the applicant.

Name
Position
Organisation
Address
Tel No.

Name
Position
Organisation
Address
Tel No.

Data Protection Notice:

The information you provide in this application form will be used for the purpose of assessing your suitability for employment with Banwell Parish Council. By submitting this form, you consent to the collection, processing, and storage of your personal data by Banwell Parish Council for recruitment purposes.

Your personal data will be treated confidentially and will only be shared with individuals involved in the recruitment process. We may also use your information to contact you regarding your application or to inform you of other job opportunities within our organisation that may be of interest to you.

Your data will be retained for a reasonable period after the recruitment process has concluded, in accordance with our retention policies and legal requirements. If you are successful in your application, the information you provide may be used for personnel administration purposes.

By submitting this form, you acknowledge that the information provided is accurate and complete to the best of your knowledge. You have the right to request access to, correction of, or deletion of your personal data held by Banwell Parish Council.

For more information about how we process your personal data and your rights under data protection laws, please refer to our Privacy Policy, which can be found on our website www.banwellparishcouncil.gov.uk. If you have any questions or concerns about the processing of your personal data, please contact The Clerk (see details below)

By signing below, you confirm that you have read and understood the above data protection notice and consent to the processing of your personal data as described.

8. DECLARATION AND SIGNATURE (an electronic signature is acceptable)

I hereby declare that all the information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that any false or misleading information may result in the rejection of my application or termination of employment, if hired. I authorise Banwell Parish Council to verify the information provided and to contact references listed (this will only be with your permission).

I also understand that any offer of employment is contingent upon satisfactory receipt of references. By signing below, I agree to abide by the policies and procedures of Banwell Parish Council, if hired.

Signed:

Date:

Thank you for completing this form. Please return by midday on the **13th of November 2026**.

Please return by email to: clerk@banwellparishcouncil.gov.uk

Please return by post to:
Parish Clerk
Banwell Parish Council
Youth & Community Centre
West Street
Banwell BS29 6BW