



## MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE (YCC) AT 7:30pm ON MONDAY 16<sup>th</sup> MARCH 2026

**PRESENT:** Councillors: Steve Voller (Chairman), Simon Arlidge, Mike Bailey, Steve Davies, Mike Dolling, Paul Harding (Vice Chairman), Kelly Smith and Matthew Thompson.

**IN ATTENDANCE:** Mrs Liz Shayler (Clerk)  
**WARD COUNCILLOR:** None  
**MEMBERS OF THE PUBLIC:** One

Cllr Voller welcomed everybody.

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

i) **Members of the public.**

No members of the public wished to speak.

ii) **Community Beat Manager's report.**

No report was received however, the next "Coffee & Chat" drop in session will be Wednesday 18th March, 11am until midday. Otherwise, residents are encouraged to stay informed via the Avon & Somerset Police website or by following their Facebook page: North Somerset Neighbourhood Policing.

iii) **Leader of North Somerset Council report.**

Cllr Bell was unable to join the meeting.

**The meeting was convened.**

**036/26 To receive apologies for absence (agenda item 1)**

Apologies were received from Cllrs Andrew Base & Tara Wright and District Councillor Tristram.

**037/26 To receive members' declarations of interest on any agenda item (agenda item 2)**

No interests were declared.

**038/26 To approve as a correct record the following Parish Council minutes (agenda item 3)**

i) **14<sup>th</sup> April 2025**

The Council was informed that due to the incorrect date being recorded at the meeting in May for approval of the April minutes they needed to be approved.

**Resolved** – That the April minutes of the Parish Council Meeting be approved as a correct record.

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

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

ii) **16<sup>th</sup> February 2026**

**Resolved** – That the minutes of the Parish Council Meeting be approved as a correct record.

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

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

**039/26 To note the minutes of the Planning Committee on the 2<sup>nd</sup> of March (agenda item 4)**

The minutes of the Planning Committee on the 2nd of March were noted.

**040/26 To note the training and events available and agree any attendance (agenda item 5)**

- i) **ALCA e-learning on Nimble**
- ii) **Breakthrough Communications Training via ALCA**
- iii) **Various Finance Training via ALCA**
- iv) **Various 'Scribe' Finance Training**
- v) **Various NALC training from £30**

The training above was noted.

**041/26 To receive the Clerk's report/Exchange of information (agenda item 6)**

i) **Banwell Bypass update**

Traffic management in the village continues to be driven by ongoing utility works. Wessex Water and Bristol Water have begun works at the Eastermead end of the village. Traffic lights installed by Wales & West on Castle Hill have also resulted in the temporary closure of Wint Hill and Rhodyate by North Somerset Highways for safety reasons.

The reopening of Wolverhill Road has been slightly delayed due to the current works. This will also delay the planned closure of Riverside. A Facebook update will be issued to inform residents.

An initial discussion has taken place regarding the possibility of introducing a village-wide 20mph zone. Mitigation proposals are expected to be presented for consultation in the summer/autumn.

ii) **Mead Fields Stakeholder Meeting**

The Clerk and Cllr Bailey attended. They reported on the following:

- Play Area 1 due to open this month.
- Play Area 2 equipment ordered (10–12 weeks delivery); expected to be installed and opened quicker than Play Area 1 due to improved site preparation.
- Pedestrian walkway (2nd application) approved; awaiting legal sign-off but construction due to start imminently.
- Hub Wi-Fi agreed; installation pending by Centric (new management company).
- Link road likely to open within the year; access to be via new roundabout closer to Morrisons.
- Retail development remains under consideration by North Somerset Council.

iii) **Bus Forum**

The Clerk attended the recent Bus Forum. There will be no service changes affecting Banwell in April, however, the WestLink service will no longer be available in the area. Possible changes to the 126 / 126A services are being considered for September, but no confirmed details have been provided at this stage.

iv) **Crop Swap Table**

Launching in April, the crop swap table will be expanding to include a seed and seedlings swap.

v) **Bat and Swift Boxes**

The bat boxes and swift boxes are up at the Youth and Community Centre ready for the swift arrivals and bats coming out of hibernation in April.

vi) **Physical Activity Fund**

The Physical Activity Fund rejected the Parish Councils application for gym equipment stating that outdoor gym equipment within North Somerset is severely underused in a structured way to benefit people's health.

**042/26 To approve the following expenditure (agenda item 7)**

- i) **Up to £800 for a week's hire of a walk behind sweeper.**

**Resolved** – To approve the cost of up to £800 for a week's hire of a walk behind sweeper.

**The resolution was correctly proposed and seconded (unanimous)**

ii) **£472 for annual weed spray.**

**Resolved** – To approve the cost of £472 for annual weed spray.

**The resolution was correctly proposed and seconded (unanimous)**

**043/26 To move electricity suppliers for the streetlights unmetered supply (agenda item 8).**

The Clerk reported that an additional contract price had been received from Clear Utility. Electricity prices remain highly volatile, with daily fluctuations.

**Resolved** – That the Clerk contacts Utility Aid and Clear Utility on the same day to obtain like-for-like daily quotes for a green energy tariff with a three-year contract and proceeds with the most competitive option.

**The resolution was correctly proposed and seconded (unanimous)**

**044/26 To discuss the installation of gym equipment by the Parish Council and agree a way forward (agenda item 9).**

**Resolved** – To agree in principle to proceed with Contractor 2, Kompan UK, for the installation of outdoor gym equipment on the Recreation Ground at a cost of £19,866.97, subject to positive feedback from other parish councils and the outcome of grant applications. A delay of up to four weeks was agreed to allow this further work to be undertaken.

**The resolution was correctly proposed and seconded (7 in favour, 1 against)**

**045/26 To note the Annual Governance and Accountability Return (AGAR) Assertion 10 report and agree that Banwell Parish Council has appropriate arrangements in place to comply with AGAR Assertion 10 (agenda item 10).**

**Resolved** – That having reviewed the Parish Councils policies, procedures and governance arrangements against the requirements of the JPAG Practitioners' Guide (paragraphs 5.117–5.125), we are satisfied that appropriate arrangements are in place to manage information, data protection and transparency requirements and are therefore compliant with AGAR Assertion 10.

**The resolution was correctly proposed and seconded (unanimous)**

**046/26 To note the Consultation 'Expanding the West of England Combined Authority into North Somerset' and agree a response (agenda item 11).**

**Resolved** – To agree the following response.

Banwell Parish Council notes the consultation regarding the proposed expansion of the West of England Combined Authority (WECA) to include North Somerset. The Parish Council recognises that membership of WECA may offer opportunities for stronger regional collaboration, improved strategic coordination, and potential access to additional investment in areas such as transport, infrastructure, and economic development.

However, the Parish Council would wish to highlight several areas of concern. In particular, members are mindful that Bristol's limited capacity for new housing development may place increasing pressure on neighbouring authorities, including North Somerset, to accommodate additional housing growth. It is important that any regional strategic planning arrangements do not disproportionately shift housing pressures onto surrounding rural communities without appropriate infrastructure and local consideration.

Members also note concerns that combined authorities can add an additional layer of governance, which may feel remote from local communities. Parish and town councils currently have no formal representation within the WECA governance structure, and the Parish Council would encourage

consideration of mechanisms to ensure that the voices of local communities and parish councils are effectively heard within regional decision-making.

Banwell Parish Council therefore supports the proposal for North Somerset to join WECA but asks that these concerns are considered as the process progresses.

**The resolution was correctly proposed and seconded (unanimous)**

**047/26 To note the Parish Council's end of February net position, bank balances, bank reconciliation and reserves (agenda item 12).**

The Parish Council's end of February net position, bank balances, bank reconciliation and reserves were noted.

**048/26 To authorise bills for payment for March (agenda item 13).**

**Resolved** – To authorise the March payments totalling £10,008.96, together with an additional payment of £2,800 to Banwell Garden Centre (previously approved with January's payments) now that the work has been completed. Cllrs Harding and Bailey to authorise the BACS payments on behalf of the Council.

**The resolution was correctly proposed and seconded (unanimous)**

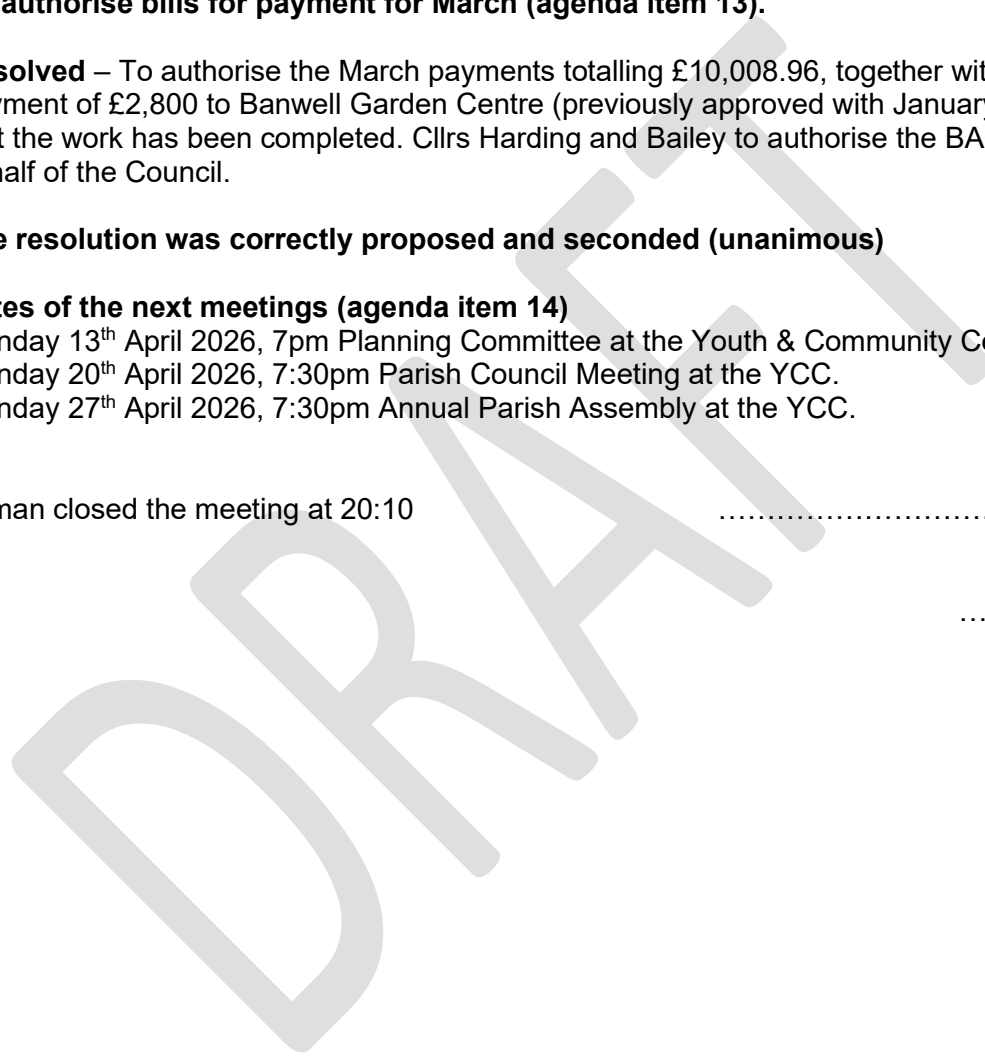
**049/26 Dates of the next meetings (agenda item 14)**

- Monday 13<sup>th</sup> April 2026, 7pm Planning Committee at the Youth & Community Centre (YCC).
- Monday 20<sup>th</sup> April 2026, 7:30pm Parish Council Meeting at the YCC.
- Monday 27<sup>th</sup> April 2026, 7:30pm Annual Parish Assembly at the YCC.

The Chairman closed the meeting at 20:10

.....Chairman

.....Date



**Bills for Payment - 20th February to the 10th March 2026**  
**Banwell Parish Council**

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power	
<b>Already Paid</b>							
DD	YU	Streetlight Power	£ 259.77		089/25	The Parish Council	
DD	Octopus Energy	YCC energy use	£ 74.66		089/25		
DD	Mainstream	Phone and Broadband	£ 57.14		089/25		
DD	XCS	Printer costs	£ 39.48		089/25		
<b>To Pay</b>							
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		089/25		
BACS	J K Gardening	Emptying NSC bins	Total: £1058.34		198/24 (ii)		
BACS	Corporate Cleaning Services	Dog Bin Emptying	£ 478.40		089/25		
BACS	Insight Cleaning	YCC Cleaning	£ 240.00		089/25		
BACS	YMCA	January Youth Club Provision	£ 540.00		089/25		
BACS	YMCA	February Youth Club Provision	£ 405.00		089/25		
BACS	Webglu	Quarterly Website hosting costs	£ 161.46		089/25		
BACS	Glasdon	New West Garston footpath Dog Bin	£ 306.13		023/26 (iii)		
BACS	SLCC	Regional Training Seminar	£ 102.00		021/26 (v)		
BACS	ALCA	Assertion 10 training for Clerk	£ 3.00	£32 refund for cancelled course	021/26 (ii)		
BACS	ALCA	Assertion 10 for Councillors	Total: £18		£ 15.00	021/26 (iii)	
BACS	Scribe	Civic.ly monthly cost	£ 63.60		172/24		
BACS	GB Sport	Service cableways and replace traveller	£ 750.00		176/25		
BACS	GB Sport	Quartely operation inspection	Total: £882		089/25		
BACS	Parish Magazine	Quarterly newsletter	£ 150.00		089/25		
BACS	Rob Cox	YCC repairs to tap and toilet	£ 188.40		H & S		
BACS	Officer overtime + Expenses	Overtime, expenses (keys, postage, milk, butter & rolls)	£ 274.76		contractual & 037/25		
DD	Lloyds Bank PLC	Multipay charge & costs (Open AI, microsoft business, YCC toilet & hand rolls)	£ 94.65		Admin, YCC cleaning		
SO	Officer Salaries	Officer Salaries	£ 3,203.67		089/25 & E29/25		
DD	Nest	Pension contibutions	£ 213.76		089/25		
DD	Unity Trust	Bank Charges	£ 12.85		089/25		
DD	North Somerset	YCC Waste Collection	£ 9.77		089/25		
BACS	HMRC	PAYE and NI	£ 1,175.12		089/25		
<b>Totals</b>			<b>£ 10,008.96</b>				

The Parish Council have resolved to use the General Power of Competence as of the 15th May 2023



# BANWELL PARISH COUNCIL

## MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 30<sup>th</sup> 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 1<sup>st</sup> 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)**

7<sup>th</sup> of September 2026 at Banwell Youth & Community Centre

The Chairman closed the meeting at 7:42pm

.....Chairman

.....Date

DRAFT



## **Minutes of the meeting of the Mendip Villages Joint Committee held virtually, 6pm on Thursday 26<sup>th</sup> March 2026.**

### **PRESENT:**

**Cllrs** Paul Harding (Banwell), Jan Murray (Churchill) Barbara Smart (Winscombe & Sandford).

**Officers:** Liz Shayler (Banwell), Sally Diaz (Churchill) & Lynne Rampton (Winscombe & Sandford)

**Also present:** Trevor Smallwood (Chairman, Churchill & Langford Minibus Society), Chris Head (North Somerset Council) Anne Cooke & David Williams (St Monicas Trust), Tomasin Cuthbert (Soap, Soup Theatre Company).

### **09/26 To receive apologies for absence (agenda item 1)**

Apologies were received from Tina Huckle-Mills (WERN).

### **10/26 To receive members' declarations of interest on any agenda item (agenda Item 2)**

No declarations of interest were received.

### **11/26 To approve as a correct record the minutes of the Mendip Villages Joint Committee from the 4<sup>th</sup> of February 2026 (agenda item 3)**

The minutes of the meeting held on 4<sup>th</sup> of February 2026 were approved.

### **12/26 To note the following reports.**

- (i) **Notes from IA Meeting 17th March**
- (ii) **Chairmans report**
- (iii) **Community Connector role**

The reports above were noted.

### **13/26 To consider and agree expenditure and next steps within the Communications and Volunteers priority strands (agenda item 5).**

#### **(i) Update on Community Website**

This item was deferred to the next meeting to allow the Community Connectors time to hold discussions with the three IT companies, following delays caused by a nationwide issue affecting emails/Microsoft services.

#### **(ii) Park Yoga**

#### **(iii) Mendip Villages Butterfly Oasis**

#### **(iv) Winscombe Intergenerational arts craft installation project**

Each of the above projects was briefly outlined. Questions were raised regarding sustainability, the extent to which the projects were community-led, and whether they would effectively reach the intended target groups.

It was agreed to defer any funding decisions until each project has been assessed against the Changemaker criteria identified by the Impact Alliance.

**14/26 To discuss the progression of emerging ideas and agree next steps for development (agenda item 6).**

**(i) Churchill Community Growing Area**

Churchill Parish Council outlined a proposal for a community growing area to be located at their allotment site. It was suggested that there may be an opportunity to work in partnership with the Redcatch Community Garden project to support development and share learning.

**(ii) Community transport**

The Chairman reported that he is awaiting the consultation response from the West of England Combined Authority regarding community transport before determining the next steps. He is also exploring the potential for existing volunteer drivers, currently supporting medical transport, to be utilised for social activities.

**(iii) Altogether Now Musical Bus**

The activity involved small-group trips using 12-seater buses, created an intimate and sociable experience for participants. Live entertainment from local musicians during the journey added a unique and engaging element, with performers swapping between buses for the return trip. The sessions were very well received, with participants clearly enjoying the experience, and it also helped to build positive relationships with the artists involved.

**(iv) Visit Musical Act**

It was suggested that there may be a possibility that one of the artists involved in the Bristol Beacon Project will visit the Mendip Village.

**15/26 Date of the next meeting (agenda item 7)**

It was agreed to hold the meeting every two months unless there was a need to meet sooner to discuss a particular project. The following dates were agreed.

28<sup>th</sup> May

16<sup>th</sup> July

24<sup>th</sup> September

26<sup>th</sup> November

**The Chairman closed the meeting at 19:15**

.....Chairman

.....Date



**Minutes of the meeting of the Mendip Villages Joint Committee held virtually,  
6pm on Wednesday 8<sup>th</sup> April 2026.**

**PRESENT:**

**Cllrs** Paul Harding (Banwell), Jan Murray (Churchill) Barbara Smart (Winscombe & Sandford).

**Officers:** Liz Shayler (Banwell) & Sally Diaz (Churchill)

**Also present:** Trevor Smallwood (Chairman, Churchill & Langford Minibus Society)

**16/26 To receive apologies for absence (agenda item 1)**

Apologies were received from Lynne Rampton (Winscombe & Sandford) and Amy Symonds (Banwell PC).

**17/26 To receive members' declarations of interest on any agenda item (agenda Item 2)**

No declarations of interest were received.

**18/26 To approve as a correct record the minutes of the Mendip Villages Joint Committee from the 26<sup>th</sup> of March 2026 (agenda item 3)**

The minutes of the meeting held on 26<sup>th</sup> of March 2026 were approved.

**19/26 To consider and agree expenditure and next steps (agenda item 4).**

**(i) Mendip Villages Butterfly Oasis**

**Resolved:** to approve a grant of £2600 to Soap, Soup Theatre Company.

**The resolution was correctly proposed and seconded (unanimous)**

**(ii) Winscombe Intergenerational arts craft installation project**

**Resolved:** to not approve a grant for this project.

**The resolution was correctly proposed and seconded (unanimous)**

**20/26 Date of the next meeting (agenda item 5)**

Thursday 28<sup>th</sup> May 2026, Virtual

**The Chairman closed the meeting at 18:15**

.....Chairman

.....Date



## Minutes of the meeting of the Planning Committee held at Banwell Youth & Community Centre, 7pm on Monday 13th April 2026.

**PRESENT:** Paul Harding (Vice-Chairman), Mike Bailey, Mike Dolling (Chairman), Simon Alridge, Matthew Thomson.

**IN ATTENDANCE:** Amy Symonds (Environment and Biodiversity Officer)

**MEMBERS OF THE PUBLIC:** 5

Cllr Doling welcomed everybody.

**The meeting was convened.**

### **17/26 To receive apologies for absence. (Agenda item 1)**

Apologies were received for Cllr Davies

### **18/26 To receive members' declarations of interest on any agenda item. (Agenda item 2)**

No declarations of interest were received.

### **19/26 To approve as a correct of the minutes from the Planning Committee meeting on the 2<sup>nd</sup> March 2026 (Agenda Item 3)**

**Resolved** – That the minutes of the Planning Committee Meeting held on the 2<sup>nd</sup> March are a correct record of the meeting.

**The resolution was correctly proposed and seconded (unanimous)**

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

### **20/26 To note and comment upon planning applications. (Agenda item 4)**

#### **(i) 26/P/0525/FUL Land North Of Bluebell Cottage Havage Drove Rolstone**

Demolition of 4no. existing structures and construction of 1no. replacement agricultural building, with additional hard standing

**Resolved** – To support the application including the Environment and Biodiversity Officer comments.

**The resolution was correctly proposed and seconded (unanimous)**

#### **(ii) 26/P/0489/FUL Barn 2, Box Bush Farm Box Bush Lane Rolstone BS24 6UA**

Change of use of land from agricultural to Use Class C3 (residential garden land) and external alterations to the building comprising of cladding of the walls, installation of external flue, landscape boundary fences, gates and surfacing materials (pursuant to application 24/P/1890/CQA)

The Chairman allowed the applicant to speak. They stated that the application sought minor amendments to make the property more suitable as a home and to provide a larger garden area.

**Resolved** - To note the application including the Environment and Biodiversity Officer comments.

**The resolution was correctly proposed and seconded (unanimous)**

### **21/26 To note the following applications (Agenda item 5)**

#### **(i) 26/P/0615/AOC Lower Laurel Farm Summer Lane Banwell BS29 6LR**

Request to discharge conditions 3 (LEMP), 4 (Archaeological Investigation) and 5 (Contamination) from application 25/P/0325/FUL

- (ii) **26/P/0446/CRA Rolstone Farm Business Park West Rolstone Road Hewish**  
Application to determine if prior approval is required for the change of use of an agricultural building and its curtilage to Use Class E (commercial, business or service)
- (iii) **26/P/0637/NMA Parcels 2.1a, 2.1b, 2.2a And 2.2b At Parklands Churchland Way**  
Non-Material Amendment to application 23/P/2647/MMA (Minor material amendment to application 20/P/3081/RM (Reserved matters application for matters of access, appearance, landscaping, layout, scale for the erection of 77no. dwellings with associated roads, footways, parking, drainage, landscaping and public open space pursuant to 12/P/1266/OT2) to allow for the redesign of multiple house types and alterations to the proposed layout to improve frontage onto the main link road.) to allow for the removal of cladding to plots 71-76.

**The applications above were noted.**

#### **22/26 To note planning decisions for information**

- (i) **26/P/0173/TRCA Banwell Youth And Community Centre West Street Banwell**  
Cherry (T2 & T3) - Raise low canopy to 2m within 1 year **No objection (tree/hed) unconditional**
- (ii) **26/P/0174/TRCA Ash (T7) Banwell Youth And Community Centre West Street Banwell**  
Raise low canopy to 2m. Remove major dead wood within 1 year **No objection (tree/hed) unconditional**
- (iii) **26/P/0022/FUL Deer Leap Farm Knightcott Road Banwell BS29 6HS**  
Erection of an office/reception building **Approved**
- (iv) **25/P/1583/FUL Land To The North West Of The Moor Dairy Moor Road Banwell**  
Proposed change of use from agricultural land to mixed agricultural and equestrian use and the formation of a 40m x 20m menage **Approved**
- (v) **25/P/0063/FUL Building At Chestnut Farm Wolvershill Road Banwell BS29 6LA**  
The change of use of the building from agriculture to a use Class B2 (motor vehicle and plant servicing and repairs) and alterations of the building including a new roof extension (all retrospective). **Approved**
- (vi) **25/P/1583/FUL Land To The North West Of The Moor Dairy Moor Road Banwell**  
Proposed change of use from agricultural land to mixed agricultural and equestrian use and the formation of a 40m x 20m menage **Approved**
- (vii) **25/P/0063/FUL Building At Chestnut Farm Wolvershill Road Banwell BS29 6LA**  
The change of use of the building from agriculture to a use Class B2 (motor vehicle and plant servicing and repairs) and alterations **Approved**
- (viii) **24/P/2699/AOC Banwell Bypass Land To North And East Of Banwell Including Mitigation Highway Land In Sandford, Winscombe And Churchill**  
Application for the discharge of details reserved by conditions 7(a), 7(c), 7(g), 7(h), 7(m), 7(n), 19, 27(b), 27(d), 28(b) and 30 attached to planning permission 22/P/1768/R3EIA (herein referred to as 'Package C') relating to the Banwell Bypass and Highways Improvement Scheme road construction Phase 2c **Approved**
- (ix) **25/P/1132/FUL Land To The North Of Moor Road Banwell**  
Change of use of land from agricultural to equestrian and erection of stables, hay store and machinery store **Approved**

**The planning decisions above were noted.**

**23/26 Date of the next meeting (Agenda item 7)**

Planning Committee Meeting Monday 11<sup>th</sup> of May 2026 7pm at the Youth and Community Centre.

**The Chairman closed the meeting at 19:16**

.....Chairman

.....Date

DRAFT

5. To note the training and events available and agree any attendance.

- i) ALCA Chairmanship Part 1 course online, Thursday 16th July £45 Cllr Bailey
- ii) ALCA events and training from £30 each [Upcoming-events](#)
- iii) ALCA e-learning on nimble £14 each [E-Learning Courses ALCA](#)
- iv) Breakthrough communications training £30 [Communications Courses ALCA](#)
- v) Various finance training £30 [Finance Training ALCA](#)
- vi) Various Scribe finance training (this is our accounting package) Free [Scribe Training](#)
- vii) Various NALC training from £32.68 [www.nalc.gov.uk/nalc-events](http://www.nalc.gov.uk/nalc-events)

6. To receive the Officer report/Exchange of information: Please note that the Council is unable to make any formal decision under this item.

i) **Banwell Bypass update**

- **Traffic Management:** Wales & West are currently working at Knightcott, and Phase 3 of the Galliford Try works is due to commence next week (April 20<sup>th</sup>). As a result, traffic management will remain in place in this area for the next couple of months.
- **East Street:** Apologies have been received for the poor traffic management, lack of advance warning signs, and limited communication with residents. The bus company had been informed by email, but this had not been acknowledged. Traffic management plans must now be approved by the Bypass Team to ensure that warning signage is improved both on the day and in advance of any planned closures. A letter will be sent to residents outlining future works.
- **Riverside:** Riverside is now closed until mid-July. Initially, this closure will enable completion of the Moor Road link, followed by works on the bypass bridge.

ii) **Mead Fields Surgery and spring clean**

A successful Spring Clean and surgery event was held, attended by six members of the public. The following queries were raised:

- **Allotment provision:** Allotments are planned for the north-east of the site; however, delivery is subject to a Section 106 trigger, which is understood to fall later within the phased development programme. Further clarification is being sought.
- **Play areas and anticipated opening times:** The 1<sup>st</sup> play area had originally been hoped to open at Easter; however, additional land drainage works are currently being undertaken to address waterlogging. There has also been some damage to newly laid turf, which is being rectified. Subject to completion of these works, the play area is expected to open shortly. The 2<sup>nd</sup> play area, located towards the Wain Homes plots, is scheduled for installation in May and, subject to no delays, is anticipated to open before the summer holiday.
- **Pedestrian access to Locking Parklands:** Sign-off is awaited from North Somerset Council's legal team.
- **Road access to Locking Parklands:** This is currently expected to be delivered by the end of the year.

iii) **YCC Hedge Planting**

The hedge planting project at the Youth and Community Centre was highly successful. Galliford Try prepared the ground, following which Galliford Try and the North Somerset bypass team planted the rear row of the hedge. The Scouting Association then planted the front row the following day, with the Beavers, Cubs, and Scouts participating enthusiastically, many planting more than 15 trees each.

iv) **Recreation Ground Gym Equipment**

**Background:** At the Parish Council meeting on the 16<sup>th</sup> March a decision to proceed with the provision of outdoor gym equipment was taken which will be located in the Recreation Ground. This equipment would be for young adults/adults. However, councillors raised concerns about the costs of providing outdoor gym equipment and how frequently such equipment is used. It was agreed to proceed subject to contacting councils who had similar equipment installed to see what their experiences had been.

**Findings:** 3 out of 4 Parish Councils contacted are extremely pleased with the investment they've made in their outdoor gym equipment. The 4th reported low usage on the current site but were planning on providing similar equipment in other play areas. Those reporting it as a success were extremely positive. They all felt that the provision of a customised solution complemented with an ability for people to tailor resistance/weight settings via an app was a significant factor in keeping people using the equipment. It was this feature that set it apart from typically static equipment used by other councils which in their experience was poorly used. Our specification has been customised

in terms of the equipment but none is tailorable via an app. The provisionally preferred contractor has a good reputation based on service levels and equipment quality.

A reassessment of the original specification to see what the costs are to extend it to include tailorable equipment is in progress. A mix of static and app-driven equipment is likely to be more expensive than the current proposal but based on feedback is more likely to be used longer term with a higher uptake. This reassessment will be put forward for consideration at a future council meeting.

**7. To approve the following expenditure.**

**i) £110 for annual membership to the Institute of Cemetery & Crematorium Management (ICCM)**

This is the professional body supporting best practice in cemetery management. Budgeted for in the 2026/27 budget; this item seeks formal approval to authorise the payment.

**ii) £417.60 + VAT for the annual subscription to Scribe Bookings.**

This is the Council's Youth & Community Centre booking system. Budgeted for in the 2026/27 budget; this item seeks formal approval to authorise the payment.

**iii) £951.58 for the Annual Avon Local Council Association (ALCA) subscription (£659.35) and Annual National Association of Local Councils (NALC) subscription (£292.23).**

Budgeted for in the 2026/27 budget this is the formal agenda item authorising the payment.

**iv) £160 + VAT Annual PAT testing and Emergency Lights in the YCC.**

Budgeted for in the 2026/27 budget this is the formal agenda item authorising the payment.

**v) Up to £500 for plants for the Remembrance Garden Planting.**

To complete planting of the new Remembrance Garden, with plants to be installed by a volunteer alongside the Environment and Biodiversity Officer. Planting will be in accordance with the list provided by the Officer, with some flexibility depending on availability from a local supplier. The scheme will provide year-round interest, support wildlife, and be suitable for a public/community setting.

**vi) £40 hire of Scout Building for one-off VANS showcase event, to run alongside the Youth Club**

A request has been received from Voluntary Action North Somerset (VANS) to host a showcase event in Banwell focused on supporting families and young people (aged 11–18) with mental health and wellbeing. The event is proposed to run alongside the Youth Club, using the Scout Building adjacent to the Youth & Community Centre.

The event will include stalls, guest speakers, and opportunities for parents, carers, and young people to access advice, information, and support services, with a separate space available in the YCC for confidential conversations. This model has previously been delivered successfully in Nailsea and is now being extended to Banwell. VANS will fund the wider event costs, including refreshments, publicity, and speaker expenses. It is proposed that the Parish Council supports the event by covering the £40 hire cost.

**vii) £191.50 for edition 14 of Arnold Baker on Local Council Administration & The Clerks Manual Local Council Administration:** Often referred to as “the bible” of local council law, this has updated to reflect the fast-evolving legal landscape affecting parish and community councils. The last edition was published in 2022, and since then, significant developments have reshaped the sector — from proposed local government reorganisation and changes in procurement rules, to new legislation such as the Terrorism (Protection of Premises) Act 2025. Written by Roger Taylor, the leading authority with over 40 years' experience, this edition offers clear, practical guidance and statutory references in a user-friendly format.

**The Clerks' Manual 2023:** The law in this country is ever-changing and the 2023 edition of The Clerks' Manual has been brought firmly into the digital era, without losing the wealth of knowledge which it has always included. The Manual covers English and Welsh law and has over 80 different categories from Accounting and Audit through to Websites, Newsletters and Council Publicity.

**viii) £1000 annual contribution to the Langford and Churchill Minibus Society.**

Budgeted for in the 2026/27 budget this is the formal agenda item authorising the payment.

## 8. To note the issue with the HeartSine Defibrillators and agree a way forward

The Parish Council currently operates several public access defibrillators across the village, primarily using the HeartSine model. Recent correspondence from the supplier has confirmed ongoing uncertainty regarding production and availability, with no confirmed timeline for future supply.

In addition, three existing units are approaching 10 years old, which is typically considered the end of their operational lifespan, and will require replacement in the near future.

Given these factors, and the opportunity to procure multiple units together, it is considered appropriate to move away from the HeartSine model and standardise on a new defibrillator type across the village. This would ensure long-term availability of consumables (pads and batteries), simplify maintenance, and improve value for money.

### Key Requirements

Replacement units should:

- Be fully automatic (removing the need for user decision-making)
- Be simple for untrained members of the public to use
- Be suitable for outdoor/public access locations
- Use shared consumables across multiple units
- Offer long-term reliability and supplier support
- Provide value for money, particularly when purchased in multiple units

### Options Considered

Three suitable options have been identified:

- Primedic HeartSave Y (Fully Automatic)
- ZOLL AED 3 (Fully Automatic)
- Peretti / Progetti Rescue SAM 4.0 (Fully Automatic)

All options meet the Council's core requirements, including ease of use, child mode without pad changes, and suitability for public access locations (IP55 rated).

Feature	Primedic HeartSave Y	ZOLL AED 3	Peretti SAM 4.0
Operation	Fully automatic	Fully automatic	Fully automatic
Ease of use (public)	Very good (simple prompts)	Very good (with additional guidance)	Very good
Decision-free use	✓ Yes	✓ Yes	✓ Yes
Child mode	✓ Button (no pad change)	✓ Built-in (no pad change)	✓ Button (no pad change)
Pad lifespan	~4 years	~3–5 years	~4 years
Battery lifespan	~5 years	~4–5 years	~4–5 years
IP rating	IP55	IP55	IP55
Warranty	10 years	Typically 8 years	Typically 8–10 years
Weight	2.2 kg	~2.5 kg	~2.0 kg
UK usage / track record	Moderate	Very high	Low–moderate
Initial unit cost	£795	£1,195	£954
Pads (10 yrs)	~£140 (2 changes)	~£100 (2 changes)	~£140 (2 changes)
Battery (10 yrs)	~£225 (1 change)	~£250 (1 change)	~£225 (1 change)
<b>Total (10 years)</b>	<b>~£1,160</b>	<b>~£1,545</b>	<b>~£1,320</b>

The Primedic HeartSave Y provides the most cost-effective option over a 10-year period. Standardising on a single model would further reduce costs through shared consumables and simplified maintenance.

### Recommendation

- Approve the purchase of two fully automatic Primedic HeartSave Y defibrillators.
- Agree to move away from the previously approved HeartSine model due to ongoing uncertainty regarding its production and availability.
- Provision is made within the next financial year's budget to replace the remaining two ageing defibrillators, allowing for full standardisation across the village over a phased period.

## **9. To move electricity suppliers for the streetlights unmetered supply.**

Council's current fixed-rate electricity tariff with Octopus Energy has come to an end. New tariff options have been provided, alongside the option of moving to an agile (variable) tariff.

### **Available Options**

Fixed Tariffs (estimated monthly cost):

- 18-month fixed: £55.90
- 12-month fixed: £56.63
- Flexible (variable): £62.23

Fixed tariffs provide price certainty over the term, protecting against market increases but limiting the ability to benefit from price reductions.

### **Agile Tariff (Smart Meter Enabled)**

The Council has a smart meter, solar panels, and battery storage, enabling access to agile tariffs where prices vary every 30 minutes in line with the wholesale market. This approach offers potential savings where energy use can be shifted to lower-cost periods and supported by battery storage. However, it also introduces variability, with higher costs during peak demand periods and less predictable monthly expenditure.

### **Additional Considerations**

- The Council currently benefits from favourable export rates with Octopus Energy, linked to having an import tariff with the same supplier
- Moving away from Octopus may result in less favourable export terms
- Previous experience of switching supplier (from EDF to Octopus) took approximately 9 months to complete
- Remaining with Octopus provides continuity, stability, and avoids administrative burden

### **Position**

At this time, it is not considered appropriate to move away from Octopus Energy for at least the next 12 months, given the benefits of the current export arrangement and previous delays experienced when switching suppliers.

### **Recommendation**

Members are asked to:

- Agree to remain with Octopus Energy
- Consider whether to enter into a new fixed tariff (12 or 18 months) for budget certainty or move to an agile tariff within Octopus to potentially maximise the benefit of the Council's solar and battery infrastructure.

## **10. To consider the continuation of the Cream Tea initiative as a seasonal replacement for Soup & a Roll.**

A cream tea offering was introduced last summer as a seasonal alternative to the Soup and a Roll initiative. This was subsequently returned to Soup and a Roll for the autumn, winter, and spring months. Attendance at Soup and a Roll sessions typically reduces during May and the summer period. In 2023, the summer salad alternative was not well received; however, the cream tea proved to be a more popular option, maintaining the opportunity for residents to meet weekly and socialise over light refreshments.

It is therefore proposed to reintroduce the cream tea earlier in the year, commencing in May, to better reflect seasonal demand and attendance patterns. Costings from last year confirms this could be offered for £2 per person, with minimal risk of waste. Scones would be the only short shelf-life item, while clotted cream and jam, served in individual portions, have longer shelf lives.

**Timing:** Feedback is currently being gathered regarding preferred timings. Early indications suggest a preference for either retaining the existing 12:30–1:30pm slot, or moving to a later afternoon session, between 3:00pm and 4:00pm.


**Recommendation:** To introduce a weekly cream tea session from May until the end of August, with the preferred timing to be confirmed following feedback.

**11. To discuss the request for a buddy bench in celebration of Banwell Schools Centenary year.**  
The Parish Council has been approached by the school in relation to its upcoming centenary celebrations. The Clerk has discussed potential ways in which the Council could support or recognise this milestone.

It is noted that the Kathleen Jones Trust is already contributing by replacing the agates and providing medals for young people. The school has suggested that the Parish Council could provide a “buddy bench” as a lasting and inclusive feature for pupils.

A buddy bench is designed to support children’s wellbeing by providing a space where pupils can sit if they are looking for friendship or support during playtime. The proposed bench would be made from recycled plastic, offering durability and low maintenance, and would be suitable for long-term outdoor use.

An example of a suitable bench has been identified at an approximate cost of £500, with some variation depending on specification and delivery.



**Outdoor Recycled Plastic  
Childrens Playground Buddy  
Bench -Brown**

★★★★★ (0 Reviews)

Guarantee	25 Years
Assembly	Part Assembled
Bulk Buy Discount	Yes

Details Specs FAQs

**DETAILS**

To purchase Hard Ground Fixings for your bench, please click here to view and add to your basket.  
To purchase Soft Ground Fixing Extended Legs for your bench, please click...

[Read more](#)

### Recommendation

It is recommended that the Parish Council:

- Approve a budget of up to £600 for the purchase of a buddy bench to support the school’s centenary celebrations
- Delegate authority to the Clerk to progress the purchase in consultation with the school.

### 12. To discuss the choice of fencing material at Riverside (wood or recycled plastic).

**Background:** Council previously agreed to replace the Riverside fence, with the Clerk initially asked to obtain quotes for recycled plastic fencing as the most environmentally sustainable option. Quotes received for recycled plastic fencing ranged from £6,300 to £12,000, with the most comparable specifications being closer to £12,000.

At the previous meeting, concerns were raised regarding the design of the recycled plastic fencing, particularly the brackets, and alternative designs were requested. During the discussion, timber fencing was also suggested as an option, despite having been previously discounted.

Following further consideration and background work by a councillor, it was agreed to revisit the decision from the outset. Estimated costs are:

- Timber fencing: approximately £2,400 to £3,100
- Recycled plastic fencing: approximately £12,000

Once a material is agreed, a councillor will review suitable design options (e.g. similar to the existing fence or knee-high park-style fencing) and bring to a future meeting.

Criteria	Timber Fencing	Recycled Plastic Fencing
Upfront Cost	★★★★★ (Low £2.4k–£3.1k)	★ (High ~£12k)
Lifespan	★★ (10–15 years typical)	★★★★★ (25–50+ years)
Maintenance Requirements	★★ (Regular checks, treatment, repairs)	★★★★★ (Minimal to none)
Whole Life Cost	★★ (Repeat replacement required)	★★★★★ (High upfront, low ongoing cost)
Environmental Impact (Lifecycle)	★★★ (Natural material but repeat replacement + treatments)	★★★★★ (Made from recycled waste, long lifespan, no treatment)
Visual Appearance (Riverside Setting)	★★★★★ (Natural, blends well)	★★★ (Functional but less natural)
Suitability for Damp/Flood Risk Areas	★★ (Prone to rot over time)	★★★★★ (Resistant to water, rot-proof)
Ease of Repair	★★★★ (Simple to replace sections)	★★★ (Durable but less flexible to modify)
Consistency Over Time	★★ (Weathers, can look worn)	★★★★★ (Retains appearance)

The star ratings are a visual summary to support decision-making. They are based on typical industry expectations around lifespan, maintenance requirements, and environmental performance rather than exact measurements. The key point is the overall pattern rather than the individual scores.

While timber fencing offers a lower upfront cost and a more traditional appearance, recycled plastic fencing provides significant advantages in terms of lifespan, reduced maintenance, and overall environmental impact. When considering whole-life cost and the Parish Council’s commitment to climate and sustainability objectives, recycled plastic fencing represents the more sustainable long-term option.

**Recommendation:** Council to determine whether to proceed with timber or recycled plastic fencing.

### 13. To consider whether to take part in the North Somerset Highways Delivering Together Pilot.

The Parish Council previously considered the proposed contribution-based highway maintenance pilot and agreed in principle to consider participation, subject to further clarification. A detailed request for additional information was subsequently sent to North Somerset Council, including queries relating to the extent of highway coverage, baseline service levels, outstanding contributions for the High Street bank, proposed funding models, and review arrangements. To date, a formal response has not been received.

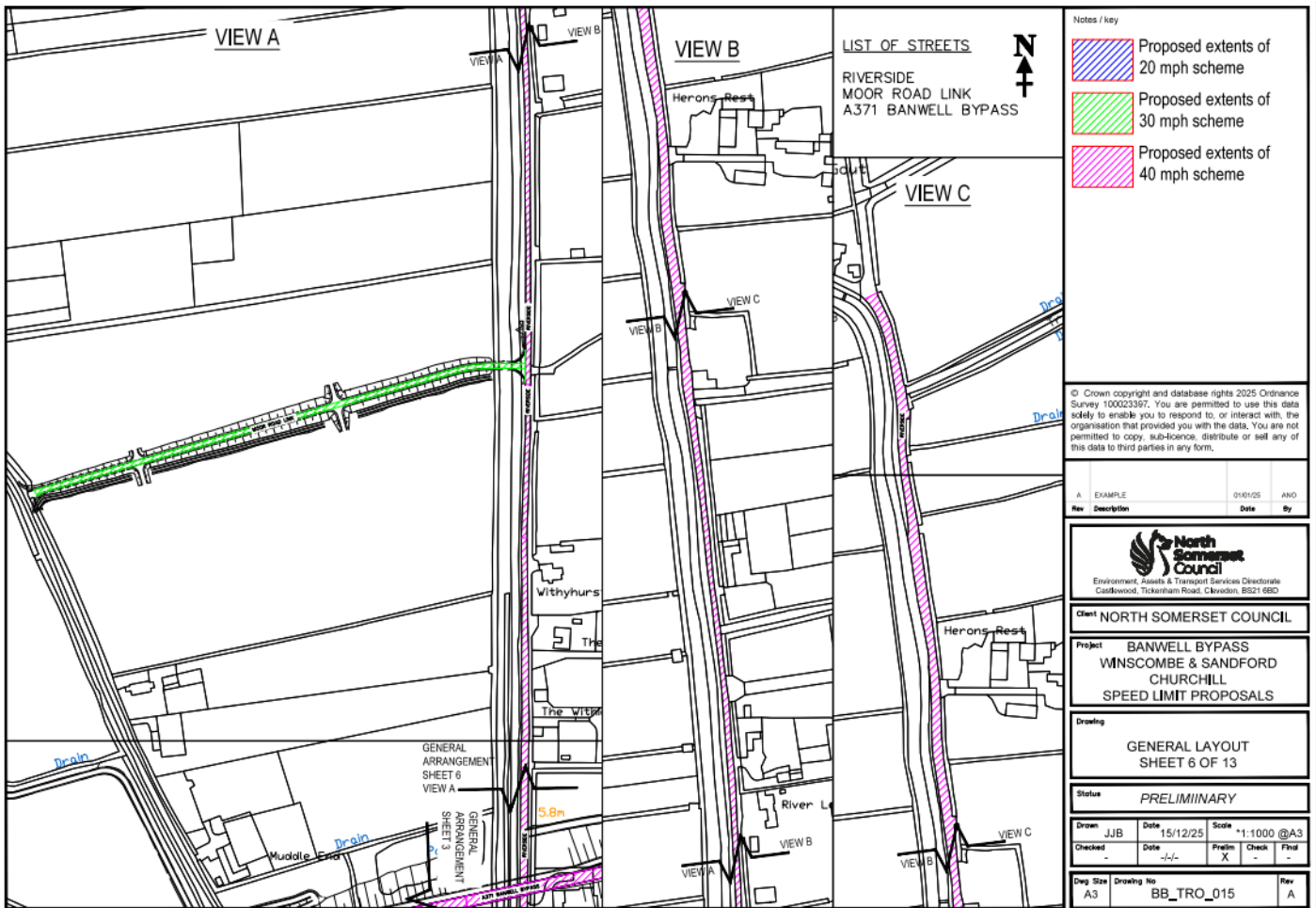
The pilot includes two elements: a dedicated “parish gang” to undertake minor maintenance works (such as vegetation clearance, drainage, signage and general upkeep), and/or enhanced verge maintenance through seasonal “back-to-boundary” cuts. The parish gang would typically undertake several visits between June and October 2026, with work directed by North Somerset Council based on local priorities. The enhanced verge cutting would take place once per year in late summer/early autumn. Core statutory highway services (such as potholes and safety repairs) would continue to be delivered by North Somerset Council.

Costs are based on a per-household model. Initial estimates indicate a cost of approximately £3 per household for the parish gang and £4 per household for enhanced verge cutting, equating to approximately £9,000–£10,500 per year for Banwell if both elements are included. These figures were based on a limited number of participating parishes and are expected to reduce if more councils join the pilot. Expressions of interest are required by 30 April 2026, with final costs and service details to be confirmed thereafter.

Members are asked to consider whether the Parish Council wishes to express an interest in participating in the pilot at this stage, noting the outstanding queries and that a final decision can be made once full details are confirmed.

**14. To note North Somerset Consultation on Riverside Speed Limit Proposals**

North Somerset Council has provided details of proposed speed limit changes associated with the Banwell Bypass scheme. These include the introduction of a 40mph speed limit along Riverside, with a 30mph speed limit on the new Moor Road Link. The plans show the extents of these changes, with the 30mph section focused around the new junction and link road connection. Plans are provided for members' information and review.






**15. To agree the following documents:**

- i) Updated Asset Register.**  
Updated to reflect current Council assets, including the removal of the upgraded fence and the addition of the new all-weather path at the recreation ground, in line with internal audit recommendations.
- ii) Updated Dignity at Work**  
Updated following recent HR training to reflect current legislation and best practice, ensuring a respectful and inclusive working environment.
- iii) Updated Sickness Management Policy**  
Updated following recent HR training to reflect current legislation and provide clear guidance on managing staff absence.
- iv) New Environmental and Climate Policy Statement**  
Introduced as a standalone policy to meet legislative requirements, setting out the Council's formal commitment alongside the broader environmental work outlined in the Strategic Plan.
- v) New Pension Statement**  
Introduced following recent HR training to reflect current legislation and set out the Council's approach to pension provision.
- vi) New Information Technology (I.T.) Policy**  
This provides an overarching framework for the Council's IT arrangements alongside the existing Acceptable Use and Data Protection policies.
- vii) New 2026/27 Action Plan**  
Introduced following recent HR training to reflect current legislation and set out the Council's approach to pension provision.

## Asset Register

The purpose of the register is to record your fixed assets and long term investments. This can be used regardless of whether you prepare your accounts on a Receipts and Payments basis or an Income and expenditure basis

Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	Location/Responsibility	Estimated Life
2 Printer/copiers	ACTIVE	Clerk & Administration	Unknown	£0.00	£2.00	YCC	
HP Printer	ACTIVE	Clerk & Administration	Feb 2022	£446.26	£446.26	YCC	
Projector & screen	ACTIVE	Youth & Community Centre	Jan-12	£0.00	£100.00	YCC	
Misc office equipment	ACTIVE	Clerk & Administration	Apr-19	£0.00	£1.00	YCC	
Misc office equipment	ACTIVE	Clerk & Administration	01/07/15 01/01/17	£120.00	£120.00	YCC	
Lenovo Desktop Computer	ACTIVE	Clerk & Administration	Feb-20	£649.02	£649.02	YCC	
Chromebook	ACTIVE	Youth & Community Centre	20/01/2022	£166.66	£166.66	YCC	5
Chrome book	ACTIVE	Youth & Community Centre	20/01/2022	£166.66	£166.66	YCC	5
Tablets x 4	ACTIVE	Youth & Community Centre	21/12/2021	£349.96	£349.96	YCC	5
Gazebo	ACTIVE	Youth & Community Centre	23/11/2021	£254.00	£254.00	YCC	5
YCC Fence	ACTIVE	Youth & Community Centre	16/08/2023	£496.00	£996.00	YCC	
Additional Audio & Vis equip	ACTIVE	Youth & Community Centre	May 2021	£4,787.00	£4,787.00	YCC	
Cookers x 8	ACTIVE	Youth & Community Centre	May 2021	£620.56	£620.56	YCC	
Washer / Dryer	ACTIVE	Youth & Community Centre	23/05/2024	£399.00	£399.00	YCC	10
TV	ACTIVE	Youth & Community Centre	23/12/2024	£257.50	£257.50	YCC	10
CCTV Cameras	ACTIVE	Youth & Community Centre	18/02/2025	£530.00	£530.00	YCC	10

Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	Location/Responsibility	Estimated Life
Solar Battery 2nd	ACTIVE	Youth & Community Centre	21/01/2025	£1,582.00	£1,582.00	YCC	25
Nest thermostat	ACTIVE	Youth & Community Centre	10/11/2025	£299.99	£299.99	YCC	5 
Riverside Play Equipment	ACTIVE	Environment	20/04/2023	£24,892.76	£24,892.76	Riverside	
Riverside Litter bin	ACTIVE	Environment	21/02/2024	£239.45	£239.45	Riverside	
Picnic Table	ACTIVE	Environment	Dec 21	£1,008.00	£1,008.00	Riverside	
Gates & Fencing	ACTIVE	Environment	Nov 23	£11,901.52	£11,901.52	Riverside	
2 x metal benches	ACTIVE	Recreation Ground	Unknown	£400.00	£400.00	Recreation Ground (Toddler Area)	
Football goals	ACTIVE	Recreation Ground	Feb 23	£3,948.00	£3,948.00	Recreation Ground	
2 x litter bins	ACTIVE	Recreation Ground	Feb 23	£719.00	£719.00	Recreation Ground	
Infinity bowl	ACTIVE	Recreation Ground	Feb 23	£1,692.00	£1,692.00	Recreation Ground	
Wheelspin	ACTIVE	Recreation Ground	Feb 23	£6,296.90	£6,296.90	Recreation Ground	
All weather path	ACTIVE	Earmarked Reserves	15/04/2025	£45,812.43	£45,812.43	Recreation Ground	15 
Picnic Bench	ACTIVE	Environment	21/12/2021	£840.00	£420.00	Rec	15
Wet pour under nest	ACTIVE	Recreation Ground	20/04/2023	£1,249.00	£1,249.00	Rec	
CCTV	ACTIVE	Highways	20/08/2024	£569.95	£569.95	NSC	10
Dog bin	ACTIVE	Environment	23/07/2025	£232.95	£232.95	Mead Fields	25 
Defibrillator	ACTIVE	Environment	13/11/2025	£1,064.85	£1,064.85	Mead Fields	25

Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	Location/Responsibility	Estimated Life	
Noticeboard	ACTIVE	Environment	26/03/2026	£1,279.41	£1,279.41	Mead Fields	25	4↻
Dog bin	ACTIVE	Environment	17/03/2026	£255.11	£255.11	Mead Fields	20	1↻
Dog bin	ACTIVE	Environment	23/07/2025	£268.21	£268.21	Jubilee Fields	25	1↻
2 cllr laptops	ACTIVE	Clerk & Administration	23/12/2025	£383.32	£430.00	Councillor laptops	5	2↻
2 cllr laptops	ACTIVE	Clerk & Administration	24/07/2023	£499.98	£499.98	Councillor Home	5	
Cllr laptop	ACTIVE	Clerk & Administration	15/07/2023	£174.98	£174.98	Councillor Home	5	
Councillor Laptops x 2	ACTIVE	Clerk & Administration	21/12/2021	£466.65	£466.65	Councillor	5	
Clerk Laptop	ACTIVE	Clerk & Administration	15/07/2023	£483.32	£483.32	Clerk Home	5	
Small parcels of land at path	ACTIVE	Environment	N/A	£0.00	£1.00		N/A	
CCTV Equipment	ACTIVE	Youth & Community Centre	Apr-19	£0.00	£1.00			
Toddler swings	ACTIVE	Recreation Ground	Spring 2010	£1,153.00	£1,153.00			
Litter bins x 2	ACTIVE	Environment	Unknown	£0.00	£2.00			
Chain of Office	ACTIVE	Clerk & Administration	Jul-04	£480.00	£1.00			
Field behind CC	ACTIVE	Youth & Community Centre	1981	£0.00	£1.00		N/A	
Riverside Green	ACTIVE	Environment	N/A	£0.00	£1.00		N/A	
Memorial stones;	ACTIVE	Cemetery	Unknown	£0.00	£3.00			
Cllr laptop	ACTIVE	Clerk & Administration	Dec-20	£579.00	£579.00			

Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	Location/Responsibility	Estimated Life	
Notice boards x 2	ACTIVE	Environment	Unknown	£4.00	£563.00			
Walls at Cemetery	ACTIVE	Cemetery	1950's	£0.00	£30,907.00			
Leather sofas x 2	ACTIVE	Youth & Community Centre	Aug-08	£1,195.00	£1.00			
Sharp LC3262CE TV	ACTIVE	Youth & Community Centre	Aug-08	£699.95	£1.00			
1 filing cabinets	ACTIVE	Clerk & Administration	Unknown	£0.00	£1.00			
Shed at Cemetery	ACTIVE	Cemetery	1950's	£0.00	£1,306.00			
Hide & slide unit	ACTIVE	Recreation Ground	Spring 2010	£5,127.00	£5,127.00			
Fridge Freezer	ACTIVE	Youth & Community Centre	Apr-19	£0.00	£1.00			
Cemetery site	ACTIVE	Cemetery	Late 1950's	£1.00	£1.00		N/A	
Swings	ACTIVE	Environment	Unknown	£0.00	£1,500.00			
Sea-Saw	ACTIVE	Recreation Ground	Feb-20	£1,037.81	£1,037.81			
Climber	ACTIVE	Recreation Ground	Feb-20	£2,724.00	£2,724.00			
Zipline	ACTIVE	Recreation Ground	Mar-20	£4,002.00	£4,002.00			
Sofas x 2	ACTIVE	Youth & Community Centre	2008	£0.00	£1.00			
Officer HP Laptop	ACTIVE	Clerk & Administration	Feb-20	£397.46	£397.46			
comms & admin laptops	ACTIVE	Youth & Community Centre	Sep-20	£1,083.32	£1,083.32			
Rec Fence	ACTIVE	Recreation Ground	June 2016 May 2017	£9,727.58	£9,727.58			

Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	Location/Responsibility	Estimated Life
Nest swing	ACTIVE	Recreation Ground	Spring 2010	£2,462.00	£2,462.00		
benches x 5	ACTIVE	Environment	Oct-08	£0.00	£250.00		
War memorial	ACTIVE	Cemetery	Unknown	£0.00	£1.00		
Jubilee Gate	ACTIVE	Cemetery	Unknown	£0.00	£1.00		
Benches x 10	ACTIVE	Environment	Variety - unknown	£0.00	£1,000.00		
Dog bins x 22	ACTIVE	Environment	Variety	£0.00	£3,000.00		
Dishwasher	ACTIVE	Youth & Community Centre	Apr-19	£0.00	£1.00		
Recreation Ground	ACTIVE	Recreation Ground	1946	£0.00	£1.00		N/A
2 x Weston benches	ACTIVE	Recreation Ground	Spring 2010	£0.00	£1,000.00		
Vehicle Activated Speed Sign	ACTIVE	Highways	Nov-17	£2,700.00	£2,700.00		
Banwell/Potigny road signs x 4	ACTIVE	Environment	Unknown	£0.00	£4.00		
Land SW & S of Springfield Gdn	ACTIVE	Environment		£0.00	£0.00		N/A
4 Laptops supplied to Council	DISPOSED	Clerk & Administration	Jul-20	£1,449.94	£1,449.94		
Defibrillator 14B00463141	ACTIVE	Environment	Aug-14	£2,428.80	£2,428.80		
Canon digital camera and memor	ACTIVE	Youth & Community Centre	Oct-09	£149.98	£1.00		
Small parcels of land at Knigh	ACTIVE	Environment	N/A	£0.00	£1.00		N/A
Youth & Community / Children's	ACTIVE	Youth & Community Centre	N/A	£0.00	£503,000.00		N/A

Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	Location/Responsibility	Estimated Life
Land on which Scout Hut & CC a	ACTIVE	Youth & Community Centre	1981	£0.00	£1.00		N/A
Small parcels of land at top o	ACTIVE	Environment	N/A	£0.00	£1.00		N/A
Safagrass, safety surfacing, r	ACTIVE	Recreation Ground	2010, 2011, 2020	£20,604.00	£35,611.00		
Track at Wint Hill Land at Qua	ACTIVE	Environment	1970's	£0.00	£1.00		N/A
Street lights x 67	ACTIVE	Highways	Variety	£13,610.00	£24,254.00		
Defibrillator 16B00518884	ACTIVE	Environment	Feb-17	£2,428.80	£2,428.80		
upgraded Sound Equipment	ACTIVE	Youth & Community Centre	May-20	£4,463.98	£4,463.98		
Picnic benches x 3	ACTIVE	Recreation Ground	June 2019 Dec 2019	£2,205.00	£2,205.00		
Table Tennis Table	ACTIVE	Recreation Ground	Feb-20	£3,036.00	£3,036.00		
Tables for meetings	ACTIVE	Youth & Community Centre	Dec-19	£470.00	£470.00		
Springie helicopter	ACTIVE	Recreation Ground	Spring 2010	£622.00	£622.00		
War Memorial & Land	ACTIVE	Cemetery	1920's	£0.00	£1.00		N/A
3 Brick bus shelters	ACTIVE	Highways	Unknown	£0.00	£3,000.00		
Circuit Climber unit	ACTIVE	Recreation Ground	Spring 2010	£11,147.00	£11,147.00		
Defibrillator 14B00463698	ACTIVE	Environment	Sep-15	£0.00	£2,428.80		
Village pump & walls	ACTIVE	Cemetery	1900's	£0.00	£1.00		N/A
DA Picnic benches x 2	ACTIVE	Recreation Ground	Dec-19	£1,140.00	£1,140.00		

Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	Location/Responsibility	Estimated Life
Bench in toddler area	ACTIVE	Recreation Ground	Spring 2010	£344.00	£344.00		
Junior swings barriers	ACTIVE	Recreation Ground	Nov-11	£1,856.00	£1,856.00		
Cabinet & Defibrillator	ACTIVE	Environment	01/04/14 14/07/19	£1,404.00	£2,589.00		
Speed Watch Equipment	ACTIVE	Highways	Jul-04	£0.00	£1.00		
MUGA	ACTIVE	Recreation Ground	Spring 2010	£15,068.00	£15,068.00		
CCTV 3 x cameras	ACTIVE	Youth & Community Centre	30/03/2022	£795.00	£795.00		
CCTV	ACTIVE	Youth & Community Centre	20/02/2024	£530.00	£530.00		
Standing sign	ACTIVE	Highways	29/04/2024	£225.00	£225.00		



## Dignity at Work / Bullying & Harassment Policy

### 1. Purpose and Scope

#### Statement:

In support of our value to respect others Banwell Parish Council will not tolerate bullying or harassment by, or of, any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The council is committed to the elimination of any form of intimidation in the workplace and - operates a zero-tolerance approach to bullying and harassment in any form.

This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the council's policies on Grievance and Disciplinary handling, the Members Code of Conduct and the Civility and Respect Pledge.

This policy also applies to behaviour from third parties, including members of the public, contractors, and visitors. The Council will take appropriate and reasonable steps to protect its employees and members from bullying or harassment by such individuals.

This policy along with the Civility and Respect Pledge will be made available to all employees as part of their induction and to all Members as part of their Welcome Pack. The council may also wish to share this policy with contractors, visitors and members of the public.

#### Definitions

**Bullying** - "Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse or misuse of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."

**Harassment** is "unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment." This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

These definitions are derived from the ACAS guidance on the topic. Bullying and Harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents.

Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the council's reputation and ultimately, legal proceedings against the council and payment of legal fees and potentially unlimited compensation.

#### Examples of unacceptable behaviour are as follows; (this list is not exhaustive)

Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, making threats of physical violence against a person or their family, deliberately undermining a competent worker by overloading work and/or constant criticism, blaming a person for others' mistakes, preventing an individual's promotion or training opportunities.

Bullying and harassment may occur face-to-face, in meetings, or through written and electronic communications, including email and social media, as well as by telephone or through automated supervision methods. It may occur on or off work premises, during or outside of working hours, where it relates to Council business or impacts working relationships

Reviewed April 2026 to be reviewed by May 2028

### **Penalties:**

Bullying and harassment by any employed persons can be considered examples of gross misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the council. If elected/co-opted Members are bullying or harassing employees, contractors, fellow councillors, others then a referral through the Standards process in place at the time reported as a contravention of the Member's Code of Conduct could be an appropriate measure. If an employee is experiencing bullying or harassment from a third party, the council will take all reasonable steps to ensure no victimisation occurs towards its own employees. In extreme cases harassment, can constitute a criminal offence and the council should take appropriate legal advice, often available from the council's insurer, if such a matter arises.

### **The Legal position:**

The Council has a duty of care towards its employees under common law, as well as statutory responsibilities under legislation including the Employment Rights Act 1996 and the Health and Safety at Work etc. Act 1974. Failure to address bullying or harassment may result in claims such as constructive dismissal or discrimination being brought before an Employment Tribunal.

Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act (including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the council and the perpetrator(s) as individuals named Respondents.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination. The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes, for instance; employers can be vicariously liable for harassment received in the workplace, that the conduct is viewed as 'serious', or 'oppressive and unacceptable', that a 'course of conduct' needs to be established but that this can link incidents which are separated by long time periods and that damages for personal injury and distress can be awarded under the Act.

### **Sexual Harassment:**

The Council recognises its duty under the Worker Protection (Amendment of Equality Act 2010) Act 2023 to take reasonable steps to prevent sexual harassment of its employees.

Sexual harassment includes unwanted conduct of a sexual nature which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading or offensive environment.

The Council operates a zero-tolerance approach to sexual harassment from any source, including councillors, colleagues, contractors, or members of the public.

To prevent sexual harassment, the Council will:

- Ensure all members and staff are aware of expected standards of behaviour
- Provide appropriate training where required
- Take all complaints seriously and act promptly
- Address risks of third-party harassment (e.g. from the public)

Any incident of sexual harassment may be treated as gross misconduct.

## **2. Process for dealing with complaints of Bullying and Harassment**

### **Informal approach**

Any individual (including employees, members, contractors, or visitors) who feels they are being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive or causing discomfort. Anyone concerned about being bullied or harassed is encouraged to maintain a journal or other record of the incidents. All complaints will be handled sensitively and confidentially, as far as reasonably practicable, in order to protect all parties involved and maintain trust in the process.

## Formal approach

**Employees** - Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially in the first instance, initially with the Chair of the Employment committee or another Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal Grievance Procedure to be invoked. The employee will be expected to provide evidence of the conduct about which s/he is complaining.

**Others** - Any other party to the council, other than an employee, who feels ~~he or she~~ they are being bullied or harassed should raise their complaint with the council, where possible, if an informal notification to the alleged perpetrator has been unsuccessful at eliminating the problem. The complaint should then be investigated and a meeting held to discuss the facts and recommend the way forward. A member of the public who feels they have been bullied or harassed by any Members or officers of a council should use the council's official Complaints Procedure. It is important that the Officer(s) or Member(s) being complained about do not prevent the council operating impartially in its investigation and decision making in this regard.

## Grievance – Employees only

A meeting to discuss the complaint with the aggrieved party will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the council's Grievance Procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting.

A full investigation of the complaint will be carried out by an officer or other person appointed by the Employment Committee. The Council reserves the right to appoint an independent investigator where this is considered necessary to ensure impartiality. The Employment Committee may find it appropriate for an external investigator to be involved in order to maintain objectivity and impartiality. The Hearing Panel will publish its recommendations following deliberation of the facts. An action plan should be made available to the aggrieved employee to demonstrate how the problem is to be resolved. If it is decided that mediation or some other intervention is required the council will contact NALC, an employer's body or ACAS for advice.

The employee will have a right of appeal. At all times, the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process. Hence, details of the full grievance will not be shared with the full council without prior approval by the aggrieved party and only after the grievance has been considered by the Employment Committee and, if requested, by the Appeals Committee.

The Council will take all reasonable steps to ensure that no individual is victimised for raising a complaint in good faith.

## Disciplinary Action

Following a Grievance Hearing or investigation into allegations of bullying or harassment the outcome will be communicated to the relevant parties in line with confidentiality requirements a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.

For an **Employee** found to have been bullying/harassing others this will follow the council's Disciplinary procedure under the ACAS Code of Practice and would normally be treated as Gross Misconduct. For **Members** who the council reasonably believe have been bullying or harassing another person(s) whilst undertaking council activities the range of sanctions available to the council, are limited and must be reasonable, proportionate and not intended to be punitive. In some cases, counselling or training in appropriate skill areas e.g. inter-personal communication, assertiveness, chairmanship etc. may be more appropriate than a penalty. Sanctions may include; admonishment, issuing an apology or giving an undertaking not to repeat the behaviour, removal of opportunities to further harass/bully such as removal from a committee(s) where direct contact with the employee or decision-making about that employee will take place, or removing the right to representation on any outside bodies where there will be contact with the employee who has raised the complaint. A referral under the Code of Conduct to the relevant reviewing body is usually an appropriate step and there may be further disciplinary sanctions available as a result of the Standards Committee (England) reviewing the evidence under the Code in place at the time.

A referral to the Police under the Protection from Harassment Act 1997 may also be appropriate in the more extreme cases.

Reviewed April 2026 to be reviewed by May 2028

### **False or malicious allegations**

~~The Council will take all complaints seriously. However, if it is found that a complaint has been made maliciously or in bad faith, this may be treated as misconduct and dealt with under the relevant procedure. A complaint that is not upheld, or cannot be substantiated, will not in itself be considered malicious. False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/Member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure or a referral to the Standards process.~~

### **3. Responsibilities**

All parties to the council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed, then each individual can challenge the perpetrator and ask them to stop. There needs to be agreement about how “robust people management” and “bullying” differ; effective management of performance will usually include feedback based on objective evidence, delivered by the employment committee.

The council undertakes to make this policy and the Civility and Respect Pledge available to all members and employees and request that each party signs to demonstrate acceptance of its terms.

The Council will undertake to ensure that its members and employees are trained in the processes required by this policy as deemed appropriate.



## **Sickness Management Policy**

### **Purpose**

The Parish Council is committed to delivering high quality services. This relies on maintaining consistency and minimising disruption caused by employee absence. In managing sickness absence, the Council will balance the needs of employees with the need to maintain effective service delivery and manage costs.

The Council recognises that there will be occasions where employees are unable to attend work due to sickness or ill health. All absences will be managed fairly, consistently, and with regard to individual circumstances. The Council is committed to supporting employee wellbeing and will take a supportive and proactive approach to managing sickness absence.

Where patterns of absence are identified, the Council will discuss these with the employee to understand any underlying causes. Support, including counselling or Occupational Health advice, will be considered where appropriate before any formal action is taken.

Absence will not normally be treated as a disciplinary matter. However, where absence procedures are not followed, or the reasons for absence are unsatisfactory, the matter may be addressed under the Disciplinary Procedure. Persistent short-term absence or long-term absence that impacts service delivery may be addressed through a formal capability process. For the purpose of this policy, long-term absence is typically defined as a continuous period of absence of four weeks or more.

### **Reporting Sickness**

Employees must notify the Clerk (or nominated contact in the Clerk's absence) as soon as possible on the first day of sickness absence, and no later than 10:00am, providing an indication of the expected duration of absence.

Where the Clerk is absent, notification should be made to the Chair of the Employment Committee. Employees must maintain regular contact during periods of absence and keep the Council informed of any changes to their expected return date. Consideration should be given to current workload, and any urgent tasks or correspondence should be discussed where possible.

For absences of up to seven calendar days, employees are required to complete a self-certification form on return to work. For absences of more than seven consecutive calendar days, a medical certificate ("fit note") must be provided and kept up to date for the duration of the absence. Where a fit note recommends adjustments, such as amended duties, workplace adaptations, or a phased return, these should be discussed with the Council as soon as possible. Failure to provide appropriate certification may result in sick pay not being paid and may be treated as unauthorised absence.

Employees should take reasonable steps to support their recovery and avoid activities that may delay their return to work.

### **Probationary Period**

While some sickness absence may occur during the probationary period, frequent or prolonged absence may affect the Council's ability to confirm an employee in post or may result in termination of employment during the probationary period.

Reviewed April 2026 to be reviewed by May 2030

## **Monitoring and Review of Absence**

The Clerk and the Chair of the Employment Committee will maintain records of sickness absence. Where absence levels, frequency, or patterns give cause for concern, the matter will be discussed with the employee. A review meeting may be arranged to understand the reasons for absence and identify any support required.

Examples of absence that may trigger review include:

- Absence in three consecutive months
- Four or more separate periods of absence within six months
- A pattern of intermittent or recurring sickness

Where concerns persist, the Council may require medical evidence for all absences and may seek independent medical advice.

If absence continues to affect service delivery, the Council may consider formal action under its capability procedures. This may ultimately lead to termination of employment following a fair and reasonable process. Before any such action is taken, the Council will:

- Discuss the situation with the employee
- Consider appropriate support, including counselling
- Seek independent medical advice where appropriate
- Consider reasonable adjustments or alternative duties

Employees have the right to refuse a medical examination and to see or withhold any medical report. Employees also have the right of appeal against any decision relating to termination on the grounds of ill health. Where absence is due to reasons other than ill health, the Council will consider appropriate alternative action to support the employee.

## **Return to Work**

A return-to-work discussion will normally take place following periods of sickness absence, particularly where absence has been more than a few days, forms part of a pattern, or where there are any concerns about the employee's wellbeing or ability to return to work. This provides an opportunity to confirm fitness to return, identify any support or adjustments required, and review any patterns of absence.

## **Statutory Sick Pay and Medical Examination**

Statutory Sick Pay (SSP) will be paid in accordance with current legislation and is subject to the employee complying with the absence reporting and certification requirements. The Council reserves the right to require an employee to attend a medical examination with a medical practitioner nominated by the Council, subject to the provisions of the Access to Medical Reports Act 1988. Any associated costs will be met by the Council.

During periods of sickness absence, employees must not undertake paid work for another employer or for any business without the Council's prior consent



# Environmental & Climate Policy Statement

## 1. Policy Statement

Banwell Parish Council recognises that climate change and biodiversity loss present significant risks to our environment, economy, and community wellbeing.

The Council has declared a Climate Emergency and is committed to operating and promoting positive environmental measures while reducing and eliminating adverse impacts arising from its activities.

This Policy sets out the Council's high-level environmental principles. Delivery of these principles is achieved through the Strategic Plan and associated Action Plans.

## 2. Scope

This Policy applies to:

- All Parish Council operations and services
- All Parish Council owned or managed land and assets
- All Council decision-making processes
- Procurement and financial investment decisions
- Planning consultation responses

The Council recognises that while it cannot directly control all environmental outcomes within the Parish, it will exercise influence where appropriate and work in partnership with other organisations.

## 3. Our Environmental Commitments

### 3.1 Sustainable Operations

The Council will:

- Minimise energy use and improve energy efficiency in its buildings and assets
- Reduce carbon emissions associated with its estate and operations
- Seek renewable energy opportunities where viable
- Reduce waste and promote reuse and recycling
- Reduce unnecessary consumption and resource use
- Promote sustainable transport options where appropriate

### 3.2 Biodiversity & Natural Environment

The Council will:

- Protect and enhance green spaces under its management
- Promote native planting and habitat creation
- Replace trees where removal is necessary (subject to safety and site constraints)
- Seek biodiversity net gains where opportunities arise
- Support wildlife-friendly management practices

### 3.3 Climate Resilience & Community Engagement

The Council will:

- Raise environmental awareness within the community
- Support initiatives that promote sustainable living
- Encourage community participation in environmental projects
- Promote active travel and sustainable development
- Work with North Somerset Council and developers to ensure environmentally responsible growth

### 3.4 Environmental Consideration in Decision-Making

Environmental implications will be considered in:

- Budget setting
- Procurement decisions
- Asset management
- Investment choices

Adopted: April 20<sup>th</sup> 2026. To be reviewed by March 2029

- Planning application responses
- Project development

Where appropriate, reports to Council will identify environmental impacts, risks, and opportunities.

#### **4. Governance & Delivery**

This Policy provides the framework for environmental responsibility.

Delivery is achieved through:

- The Strategic Plan 2024–2029
- The Strategic Plan Action Plan
- The Annual Action Plan
- Relevant operational policies (e.g. Tree Policy, Asset Management, Procurement)

The Environmental & Biodiversity Officer supports implementation, with oversight from Full Council.

#### **5. Monitoring & Review**

The Council will:

- Review progress annually through the Action Plan process
- Consider environmental performance when setting budgets
- Update this Policy as required to reflect legislative or strategic change



## **WORKPLACE PENSION STATEMENT**

### **1. Introduction**

Banwell Parish Council is committed to complying with its legal duties under the Pensions Act 2008 in relation to workplace pensions and automatic enrolment.

### **2. Pension Scheme**

The Council provides access to a workplace pension scheme through the National Employment Savings Trust (NEST). The Council does not participate in the Local Government Pension Scheme (LGPS).

### **3. Automatic Enrolment**

Eligible employees will be automatically enrolled into the NEST pension scheme in accordance with statutory requirements. Eligibility is determined by age and earnings thresholds as set out in current legislation.

### **4. Contributions**

Both the employee and the Council will make contributions to the pension scheme at the minimum rates required by legislation (or higher rates if agreed by the Council). Employee contributions will be deducted from salary through payroll. Employer contributions will be paid directly into the scheme by the Council.

### **5. Opting Out**

Employees have the right to opt out of the pension scheme after being enrolled. Opting out must be done directly through the pension provider in accordance with their procedures. If an employee opts out within the statutory opt-out period, any contributions deducted will be refunded through payroll.

### **6. Re-enrolment**

The Council will re-enrol eligible employees into the pension scheme in line with statutory re-enrolment requirements (currently every three years), where applicable.

### **7. Administration and Responsibilities**

The Council will:

- Ensure that all eligible employees are enrolled as required
- Make accurate and timely pension contributions
- Maintain appropriate payroll and pension records
- Provide employees with required statutory communications

The Clerk/Responsible Financial Officer (RFO) is responsible for the day-to-day administration of pension arrangements.

### **8. Further Information**

Employees can obtain further information about the pension scheme directly from NEST or via the Clerk/RFO.

### **9. Review**

This statement will be reviewed periodically to ensure compliance with legislation and good practice.



## **IT / Digital Policy**

### **1. Purpose**

This policy explains how Banwell Parish Council manages its IT systems, equipment, and data to support secure and effective working. It provides an overarching framework and should be read alongside the Council's Acceptable Use Policy, which sets out the detailed rules for day-to-day use.

### **2. Scope**

This policy applies to all councillors, staff, contractors, and volunteers using Council IT systems or accessing Council data. It covers all Council devices, software, and systems, including Microsoft 365 and any cloud-based services:

### **3. Roles and Responsibilities**

The Parish Council has overall responsibility for ensuring appropriate IT governance.

The Clerk is responsible for the day-to-day management of IT systems, including maintaining security, overseeing access, and responding to issues.

All users are responsible for using IT systems safely and in accordance with the Acceptable Use Policy, and for reporting any concerns promptly.

### **4. Systems and Equipment**

The Council provides IT equipment and systems to support its work, and all equipment remains Council property. Equipment must be used primarily for Council business and handled with reasonable care. Any loss, damage, or faults must be reported to the Clerk as soon as possible. IT equipment and software must be approved by the Clerk (or the Council where appropriate) before use.

### **5. Security and Data Protection**

The Council will take reasonable steps to protect its systems and data, including using secure systems, maintaining appropriate access controls, and keeping software up to date. All Council data must be stored on approved systems, and users must handle information in line with the Council's Data Protection Policy and Acceptable Use Policy. Council data stored in approved systems is backed up to reduce the risk of loss.

Users must remain alert to cyber risks, such as phishing emails, and report anything suspicious without delay. Any data loss, security breach, or system failure must be reported to the Clerk immediately. Personal devices may be used to access Council systems where appropriate, provided they are secure and comply with the Acceptable Use Policy.

### **6. Monitoring and Compliance**

The Council may monitor the use of its IT systems where necessary and in line with legal requirements.

The Clerk will carry out an annual compliance check of all Council-owned laptops to ensure that security measures, software, and settings remain up to date and in line with Council requirements.

Failure to comply with this policy or related policies may result in action being taken in accordance with the Council's procedures.



# Banwell Parish Council

## Action Plan 2026 / 2027

The Parish Council takes its responsibility very seriously and strives continually to improve Banwell to make it a pleasant village where people are proud to be part of our community. Its aims are.

1. **Facilities & Amenities** - To continually promote the best interests of all members of the local community by providing facilities and amenities in the parish not provided by the Unitary Authority e.g.: a cemetery, a community centre, open spaces (Recreation Ground & Riverside).
2. **Direct Services** - Where the Parish Council provides direct services, it will do so ethically and endeavours to maintain high professional standards and a quality service. It feels that such quality is the expectation of the parishioners and will not compromise these standards.
3. **Communication** - The Parish Council aims to be a "Listening Council" and encourages you to let us know your opinions, comments and concerns. Where needed, we will act promptly to pass onto other local authorities or bodies, concerns which we cannot deal with ourselves, problems within the powers of the Parish Council will be passed to the relevant committees.
4. **The Local Environment** - The Parish Council has declared a climate emergency. It will operate and promote positive measures impacting the environment while reducing and eliminating adverse impacts. The Parish Council will use appropriate policy (principles of action to be formally adopted by the Parish Council) and planned activities.

When the Parish Council set their budget for the next financial year, members try and think about the aims above and using the Strategic Plan and its associated Action Plan the budget reflects what the council can do to achieve their aspirations in the next year and beyond.

These may include ensuring there is a small financial provision to enable the improvements / events to be made and in addition often applications can be made to both local and national funding bodies to provide those facilities which otherwise would not have been possible.

Our Plan therefore includes 4 sections:

- Facilities & Amenities
- Direct Services
- Communication
- The Local Environment.

Please have a look at our action plan and if you feel you can help or become involved in any way then please contact us.

[clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk) / 01934 820442/Youth & Community Centre, West Street, Banwell. BS29 6DB

Facilities & Amenities			
Aims	Objectives	Budget Implication	Timescale
1.1 Develop & Enhance	1.11 In conjunction with the NSC Local Plan and Bypass Teams to support village improvements.	No cost except officer time. Mitigation taken out of Stage 2 build. Local Plan work only.	Ongoing
	1.13 To continue to investigate a New Cemetery within the Parish boundaries.	No cost except officer time. Awaiting report from Government on cemeteries.	Winter 26/27
1.2 Wellbeing	1.21 To continue to ensure all open spaces well cared for & enhanced.	Resurface and reline MUGA Approx £15,000. CIL project	Spring 26
		Outdoor gym equipment. CIL project	Spring 26
	1.22 Run events and activities to support mental & physical wellbeing across all sections of the community.	Public living rooms £120 refresh Soup & a Roll self-financing Banwell Walks No cost except officer time Budget included within Env Projects – see aim 4.	Ongoing
		Mead Fields surgery, spring / summer clean, community picnic. £120 refreshments.	
		Summer Holiday Youth Activities £5000 Extra ordinary activities budgeted for.	Summer 26
		Support Banwell FC Men's Shed and start a monthly repair café at the YCC Poss £200 for tutor – env habitats budget.	Summer 26
	1.22 Continue the Remembrance Day Parade.	Bypass contractors have agreed to support.	Oct /Nov
	1.23 Promote positive planning and influencing local development.	Meetings of Wolverhill Development Groups. No cost except officer time.	Ongoing
	1.24 Safeguarding the separate identities of Banwell and the new Village and their environs.	No financial implication	Ongoing
	1.25 Support the implementation of 20mph & road calming measures.	Design 2026. Mitigation 2027. No current financial implication	Ongoing
1.3 Inclusivity	1.31 Ensure the type and frequency of Parish Council events reflects a wide range of community interests.	Park Yoga poss. IA funding Chair Yoga NSC funding Mead Fields events and groups	Summer 26
	1.32 Promote and support local voluntary groups and events held.	Working with Impact Alliance on a Mendip Villages website & ap	Spring 26
	1.33 Ensure that the Parish Council continues to provide diverse and inclusive facilities.	Clerk to look at ARUP report and agree next steps.	Summer 26
	1.34 Encourage the use of the YCC for community services / activities.	Utilities & officer time	Ongoing

	<b><u>Direct Services</u></b>		
<b>Aims</b>	<b>Objectives</b>	<b>Implication</b>	<b>Time</b>
2.1 Improve organisational management & efficiency	2.11 Reviewing the staffing structure and objectives to ensure they reflect changing legislative and community needs.	Reviewed in March 26 increase in Clerk hours. New Finance Officer.	Sept 26
2.2 Develop and implement a fixed assets strategy	2.21 Developing a fixed assets map.	Civicy App budgeted for 2026/27. Cllr Base to support uploading of YCC assets.	Summer 26
	2.22 Developing a formal fixed assets maintenance program.	As above. Cllr Base to support adding maintenance info.	Autumn 25 onwards
	2.23 Evaluating the Youth & Community Centre as a community and office space in the short, medium & long term.	No cost except officer time. Office to be considered at YCC meeting in Sept	Autumn 26
	2.25 Continue to evaluate cost v benefit analyses associated with the provision of playgrounds and open spaces	Advertising budget below for consultation. No additional cost except officer time	Autumn 25
	2.26 New Defibrillator in Meadfields.	Purchased in 25/26 but out of stock. Reconsider. Install. Training	April 26 May 26 June 26
2.3 Improve forward-planning	2.31 Developing succession planning for and flexibility in staff.	New Finance Officer Clerk to produce handover document.	Sept 26
	2.33 To identify Parish Council projects.	No cost except officer time. Tea & Buns	June 26
	2.34 Considering future opportunities and challenges, including anticipated increases in powers and responsibilities. SWOT analysis.	No cost except officer time. Meeting with Wolverhill Development Groups.	Ongoing
2.4 Pursue all possible appropriate forms of alternative revenue and funding	2.41 Advancing project planning to facilitate timely release of funds.	No cost except officer time.	Ongoing
	2.42 Maximising Section 106 or Community Infrastructure Levy monies available.	No cost except officer time	Ongoing
	2.43 Grant funding	Env Officer has been given 2hrs a week.	Ongoing

	<b><u>Communication</u></b>		
<b>Aims</b>	<b>Objectives</b>	<b>Implication</b>	<b>Time</b>
3.1 Understanding our Community	Community feedback survey on Rec and Riverside over the Summer.	Parish Mag £100 printing £100	July 26
3.2 Engaging with our Community	3.21 Additional noticeboards at Mead Fields. Replace West Street noticeboard.	Purchased. Installation £100 Wall mounted £500	April 26 June 26 July 26
	3.22 To continue the quarterly electronic Banwell enewsletter and improve volume of sign ups	No additional cost – Comms Officer hours.	Ongoing
	3.26 Improve the accessibility, relevance, ease of use and immediacy of our communication channels, including social media.	In budgets £650 all advertising – Comms Officer in post.	Ongoing
3.3 Involving our community	3.31 Work with NSC & the Wolverhill Developers to create a Wolverhill Master Plan.	No cost except officer time.	Ongoing

	The Local Environment		
Aims	Objectives	Implication	Timescale
4.1 Act sustainably including adopting a reduce, reuse, recycle strategy.	4.11 Promote and provide opportunities for the reduction of waste and increase of recycling. Produce sharing table.	Poss £200 for a workshop Comms Officer hrs &	Ongoing
	4.13 Raise environmental awareness amongst employees and the community	Officer time & £150 for a workshop	various
	4.14 Review & reduce energy costs and associated emissions. Look at options suggested in ARUP report.	No additional costs except Officer hours. Poss grant funding.	Summer 26
	Investigation of Community Energy Scheme.	Cllr Arlidge & Voller	Ongoing
4.2 Protect and enhance wildlife and the environment and promote biodiversity.	4.21 Creation of Hedgehog highways	Env Officer to share and speak to Wolverhill developers	Winter 2026
	4.23 To investigate ways of improving biodiversity	Use of Ecology Survey to create management plans.	June 2025
	4.24 To investigate the creation of additional habitats.	Additional trees Animal / Bird / Insect boxes. Env budget.	Autumn 2026
4.3 Environment and the decision-making process	4.31 To work with North Somerset's Local Plan team to make it as green as possible with Strategic Green Gap	No cost except officer time.	Ongoing
	4.33 Research funding possibilities for climate projects	No cost except officer time.	Ongoing
	4.35 To continue climate communications plan and regularly update with latest news and advice for residents.	Ensure monthly comms exist with associated comms plan.	Autumn 26
	4.37 Planning Committee to consider green measures in all recommendations when discussing a planning application.	Env Officer to compare pc measures with new NSC conditions.	Ongoing Summer 26

Bridget.C.Bowen FCA  
86 High Street  
Weston  
Bath BA1 4DD

Tel: 07465 416597

Email: [bridget.c.bowen@outlook.com](mailto:bridget.c.bowen@outlook.com)

Mrs E Shayler  
Clerk to Banwell Parish Council  
Youth and Community Centre  
West Street  
Banwell  
North Somerset  
BS29 6DB

10 March 2026

Dear Liz

## **BANWELL PARISH COUNCIL**

### **Internal audit report - Year ended 31 March 2026**

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

I am bound by the ethical guidelines of the Institute of Chartered Accountants of England and Wales. I confirm that I am independent of the Council.

The internal audit work I have carried out has been planned to enable me to give my opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2025-26 Annual Governance and Accounts Return.

I have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2025
- The Accounts and Audit (England) Regulations 2015 (as amended).

I was appointed as internal auditor to the Parish Council for three years to 2025-26 on 19 June 2023.

My second internal audit review for 2025-26 was undertaken on 10 March 2026.

## Background

Banwell Parish Council has income and expenditure of between £200,000 and £300,000 and is subject to audit by the external auditor, BDO LLP. The Council had a clean annual report from the external auditor for 2024-25.

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

The Council is not required to comply with either Transparency Code as it's income and expenditure falls between the thresholds for which either of the Transparency Codes apply.

The Council's accounting records are maintained on Scribe.

## Internal audit checks

I have undertaken a series of audit tests on the Council's financial records, vouchers, documents, minutes, policies, procedures and insurance documentation to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out at the visit.

I have checked the following:

- Minutes of Council Meetings
- Policies and procedures
- Bank and cash
- Income
- Expenditure
- VAT claims
- Payroll
- Insurance
- Asset register
- Action taken on the recommendations in prior report

## Findings

Details of good practice noted, my recommendations and other matters to be brought to the Council's attention are set out below.

### Good practice

- The Council has achieved the Local Council Quality Award
- The Clerk is CiLCA qualified
- The Council is a member of the National Association of Local Councils
- The Council maintains its books and records on Scribe software
- All records were up to date and easy to follow
- The Council's Standing Orders and Financial Regulations are reviewed regularly and are tailored appropriately for the Council
- The Council has appropriate policies in place
- The Council has documented its day to day procedures and internal controls

### **Good practice - continued**

- The Clerk is aware of the requirements of GDPR and the Council is registered with the ICO
- Councillors attend training by the local branch of the National Association of Local Councils
- Councillors undertake regular spot checks throughout the year
- Bank reconciliations are prepared accurately and regularly
- Bank reconciliations are carried out promptly each month, and are checked by a councillor
- Details of all payments authorised at meetings are recorded in the minutes
- All payment vouchers tested were evidenced as approved
- All allotment holders have signed tenancy agreements
- A formal burial register is maintained
- HMRC Toolkit is used for the payroll
- All eligible employees have either been auto-enrolled in a pension scheme or have opted out in writing
- All employees have contracts of employment
- The budgeting process is detailed and thorough and monitored throughout the year
- VAT claims are made regularly
- The risk assessment has been adopted during the year
- The asset register is complete and accurate and has been properly maintained
- Adequate insurance is in place
- Action has been taken, or is underway on all of the recommendations in the last internal audit report
- The Council is complying with the requirements of Assertion 10 on the 2025-26 Annual Governance Statement

### **Recommendations**

#### ***Asset register***

- The capital expenditure on the path should be included as an asset on the asset register. Items that are replacements such as new gates should not be included as new assets.

### **Other matters to be brought to the Council's attention**

- The Councils' income and expenditure has exceeded the £200,000 threshold in 2025-26 and is unlikely to fall back below this level in future years. This will mean that in 2027-28 the Council will have to prepare the Annual Governance and Accounts Return on an Income and Expenditure basis. The year-end debtors and creditors at 31 March 2026, 2027 and 2028 will be needed to enable the preparation of the 2027-28 AGAR. The process of gathering the information for 31 March 2026 should begin soon.

**Conclusion**

Based on the tests I have carried out at this internal audit visit, in my view, the internal control procedures in operation are strong and are adequate to meet the needs of Banwell Parish Council.

**Next visit**

The next internal audit review will be done remotely for 7 April 2026.

Checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash
- Action taken on the recommendations in prior report
- Year end checks

**Next Steps**

This report should be noted and taken to the next meeting of the Parish Council. The Council should decide what action will be taken on the recommendations I have made.

Kind regards

Yours sincerely

A redacted signature consisting of several thick, black horizontal strokes that completely obscure the name and any handwritten notes.

Bridget Bowen FCA

Internal auditor

## BANWELL PARISH COUNCIL

### Quarterly Internal Controls Checklist

Financial Period covered: January - December 2026	Chq. No: N/A	Scb No:305	Scb No:329	Scb No:335	Scb No:355	Scb No:374	Scb No:377	Scb No:127	Month: Qtr	Month:Feb	Month:Mar	Month:Jan	Jan	Month: Feb	Month:Jan	Month:Feb	
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
Are payments authorised by a minimum of two members?	Y	Y															
Are original invoices initialled as evidence to confirm payment is accurate?	Y	Y	Y	Y	Y	Y											
Is the correct amount shown on the bank statement?	Y	Y	Y	Y	Y	Y											
Is the payment shown accurately on Scribe cashbook and initialled	Y	Y	Y	Y	Y	Y											
Are all receipts/income payments correctly shown as part of the 'Scribe Cashbook'?								Y	Y								
Are income receipts reconciled against bank statements								Y	Y								
Is VAT reclaimed correctly, checked as accurate and initialled by a member?									Y								
Is the VAT amount paid /claimed correctly shown on the bank statement?									Y								
Does a member review and countersign each reconciled and appropriate bank statement?										Y							
Are all Bank Accounts reconciled on a monthly basis?											Y						
Is there a separate S137 and VAT column shown as part of the Scribe accounts?												Y					
If funds needs to be transferred between Accounts has a 'Virement' been agreed by the Full Council and noted accordingly?													N/A				
Does the Full Council see the budget figures, monthly?														Y			
Is the PAYE initialled as accurate and NEST summary initialled as correct?															Y		
Is the PAYE and salary payments reconciled with the bank statement and Scribe accounts?															Y		
Card Statement to be checked against related invoices, with invoices initialled as correct.																Y	
Do the monthly bills for payment schedules agree and are these presented as part of the monthly accounting process to Full Council?																	Y

Additional Comments	All accounts in order
---------------------	-----------------------

**Reviewed by Councillor:** Steve Voller

**Date:** 2nd April, 2026

A handwritten signature in black ink that reads "Steve Voller". The signature is written in a cursive style with a large, sweeping flourish at the end.



**Internal Audit Plan**

The Parish Council maintains a system of internal controls including financial regulations, risk management, regular reporting, and internal audit processes. This Internal Audit Plan forms part of that system and supports the Council in meeting its governance responsibilities under the Annual Governance and Accountability Return.

**Summary of Key Internal Controls**

<b>Control Area</b>	<b>Control in Place</b>
Budget monitoring	Monthly budget reports to Full Council
Payments	Authorised in accordance with Financial Regulations and minuted
Bank reconciliation	Completed monthly and reviewed by members
Internal audit	Interim and year-end audits undertaken
Risk management	Annual risk assessment reviewed and approved
Governance	Full Council oversight and approval of key documents

This Internal Audit Plan runs from February / March of each year. It covers three financial years – a review of the audit of the previous financial year, the audit of the current financial year and the appointment of the internal auditor for the new financial year that starts in April.

**March – May (depending on election year)**

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

**April / May**

Start of the new financial year.  
 Full Council to receive end of year report from Clerk for previous years accounts.  
 Full Council to receive final internal audit report from Auditor for previous years accounts.  
 Full Council (via RFO) receives Annual Governance and Accountability Return (or Audit Return) for previous years accounts.  
 Full Council to receive a copy of the Audit Return forms for previous years accounts and approve it at the relevant Parish Council meeting which is sent to the External Auditor by 2 July.  
 Full Council to review and approve the selection of Internal Auditor (for the new financial year)

**Aug / Sept**

If unchallenged, Full Council receives a report from the external Auditor for previous years accounts. Publish External report, for previous years accounts, along with complete Annual Governance and Accountability Return (Audit Return).

**Nov - Jan**

Internal Auditor to meet with the Clerk for 1<sup>st</sup> Interim Audit.  
 Full Council to consider, publish and review any issues raised by the Internal Auditor.  
 Implement Action plans from either external / internal auditor (if required)  
 Full Council to meet, discuss and agree next financial year's budget and precept requirement.

**April**

Internal Auditor to meet with the Clerk for final Interim Audit  
 Full Council to consider, publish and review any issues raised by the Internal Auditor.  
 Implement Action plan from Internal Auditor (if required).

## Internal Audit Review Checklist – Part 1 – Meeting standards

It was **RESOLVED** in January 2026 to continue with the appointment of Bridget Bowen as the internal auditor for the Parish Council for the next three financial years 2026/2027, 2027/2028, 2028/2029. The Council is considering the review of effectiveness of the internal audit process in the following five areas:

Expected standard	Evidence of achievement	Yes/ No	Areas for development or additional details
Scope of internal audit	<p>Has the scope of the internal audit been discussed with the internal auditor to ensure that the audit covers all the relevant risk areas?</p> <p>Internal audit must take into account both the council's risk assessment and internal control arrangements. The audit also covers the council's anti-fraud and corruption arrangements.</p>	Yes	
Independence	The internal auditor is sufficiently independent, unbiased and objective as they do not have any other role within the council. The Internal auditor is given direct access to those charged with governance, if required.	Yes	
Competence	The internal auditor has sufficient knowledge to be able to carry out the audit. There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	
Relationships	The responsibilities of council members are understood; training of members is carried out as necessary. Responsible officer (Clerk and RFO) is consulted on the internal audit plan. (Evidence is on audit files). Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter). Councillors complete internal financial checks monthly, quarterly and annually.	Yes	
Audit Planning and Reporting	The Parish Council is aware of a timetable of when the internal audits will take place and notified when a report is presented. The internal audit plan properly considers the risks facing the council and has been approved by the council.	Yes	

### Internal Audit Review Checklist – Part2 – Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of achievement	Yes or No	Areas for development
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs.	Yes, as per financial regulations	
Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Yes, as per financial regulations	
Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	Yes, as appropriate, where relevant	
Add value and assist the organisation in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	Yes, as appropriate	
Be forward looking	In formulating the annual audit plan, agenda changes are considered. Internal audit maintains awareness of new developments in the council's services, risk management and corporate governance arrangements.	Yes, all aspects are considered based on the scale of response.	
Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	Yes, full risk management process and internal audit	
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Yes, appropriate and proportional resources are made available.	

The Parish Council maintains a strong approach to governance and the management of its processes and procedures. The Clerk / RFO keeps the Council informed of updates and changes in best practice.

Processes, risk management arrangements and policies are reviewed regularly, with updates implemented where necessary and proportionate to the Council's responsibilities. The Council also keeps under review emerging policy and regulatory changes, developing appropriate

responses where required. This is supported through engagement with sector bodies such as National Association of Local Councils (NALC), Avon Local Councils Association (ALCA) and Society of Local Council Clerks (SLCC).

This Internal Audit Plan and associated internal control arrangements support the Parish Council's Annual Governance and Accountability Return (AGAR), particularly Assertions 2 (Internal Control), 3 (Compliance) and 6 (Internal Audit)

# Annual Internal Audit Report 2025/26

EN Banwell Parish Council

www.banwellparishcouncil.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

18/11/2025

10/03/2026

07/04/2026

BRIDGET.C.BOWEN FCA VAL AUDITOR

Signature of person who carried out the internal audit

*Bridget Bowen FCA*

Date

12/04/2026

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

# INTERNAL AUDITOR'S ANNUAL REPORT

Year ended 31 March 2026

Banwell Parish Council

Objective	Explanation
-----------	-------------

K	The authority did not certify itself as exempt from limited assurance review in 2024/25
---	---

Bridget.C.Bowen FCA  
Internal auditor

12-Apr-26

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures <b>must</b> agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

# INTERNAL AUDITOR'S ANNUAL REPORT

Year ended 31 March 2026

Banwell Parish Council

Objective	Explanation
-----------	-------------

K	The authority did not certify itself as exempt from limited assurance review in 2024/25
---	---

Bridget.C.Bowen FCA  
Internal auditor

12-Apr-26

Accounting statements 2025-26

By completing this box, the figures will pull through to the relevant tabs of the workbook to assist you in reporting on the significant variances

	Year ending		Variance £	Variance %	Notes and guidance	Explanation required
	31-Mar-25	31-Mar-26				
					<b>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</b>	
1. Balances brought forward	219,437.02	248,376.00			Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year	
2. (+) Precept or Rates and Levies	133,600.19	139,365.00	5764.81	4%	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	No explanation required
3. (+) Total other receipts	34,438.47	109,275.00	74836.53	217%	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	Please explain within the relevant tab
4. (-) Staff costs	49,582.47	54,632.00	5049.53	10%	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	No explanation required
5. (-) Loan interest/capital repayments	-	-	0	0%	Total expenditure of payments of capital and interest made during the year on the authority's borrowings (if any).	No explanation required
6. (-) All other payments	89,517.48	157,029.00	67511.52	75%	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	Please explain within the relevant tab
7. (=) Balances carried forward	248,375.73	285,355.00			Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	Please explain in the Reserves tab
Bal c/f checker	248,375.73	285,355.00				
8. Total value of cash and short term investments	248,375.73	285,355.00			The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>	
9. Total fixed assets plus long term investments and assets	755,462.67	804,226.00	48763.33	6%	The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March.	No explanation required
10. Total borrowings	-	-	0	0%	The outstanding capital balances as at 31 March of all loans from third parties (including PWLB).	No explanation required

**Other receipts**

2025  2026

Difference   
 % Change  Yes explain

Use the table below to breakdown your explanation

*(consider any fixed assets that have been sold and ensure reflected in explanation in box 9 fixed assets)*

*Please ensure you complete the value for both years, please do not provide the movement only.*

2025 £	2026 £	Difference	Explanation (Ensure each explanation is quantified)
2563.09	5406.26	<b>2843.17</b>	Cemetry Income
3273.34	4001.33	<b>727.99</b>	Cemetry Account bank interest
1375	1990	<b>615</b>	Food Bank Donations
0	58376.83	<b>58376.83</b>	Community Infrastructure Levy Payments
0	1050	<b>1050</b>	Donation for Dog bin
1000	1500	<b>500</b>	Additional grant awarded from Winscombe PC
0	154.22	<b>154.22</b>	Solar Panel payment
0	177	<b>177</b>	Summer Holidays activities
615.55	801	<b>185.45</b>	Youth Club Subscriptions
7064.17	16872.37	<b>9808.2</b>	VAT income
		<b>0</b>	
		<b>0</b>	
		<b>0</b>	
		<b>0</b>	
		<b>0</b>	
<b>Total</b>	<b>15891.15</b>	<b>90329.01</b>	<b>74437.86</b>

Enter more lines as appropriate

**All other payments**

2025	89517.48	2026	157029
		Difference	67511.52
		% Change	75%

Yes explain

Use the table below to breakdown your explanation

*(consider any fixed assets that have been purchased and reflect in explanation in box 9 fixed assets)*

*Please ensure you complete the value for both years, please do not provide the movement only.*

2025 £	2026 £	Difference	Explanation (Ensure each explanation is quantified)	Is this purchase an asset and reflected in Box 9
6464.99	8517.66	2052.67	Additional Dog Bin purchase and additional collections	yes
0	1064.85	1064.85	Defib cabinet purchase	yes
4200	0	-4200	Path at the Youth & Community Centre	No repair
3365	0	-3365	New Solar panel batteries	yes 24/25
0	1412.5	1412.5	Contribution to NSC to purchase step over gate for bridleway	No contribution to local authority
0	14670	14670	CIL payment for replacement safety surfacing	No replacement
0	45812.43	45812.43	CIL payment for all weather path	yes
7064.17	17591.06	10526.89	VAT Payments	
		0		
		0		
		0		
		0		
		0		
		0		
		0		
<b>Total</b>	<b>21094.16</b>	<b>89068.5</b>	<b>67974.34</b>	

Enter more lines as appropriate

## Reserves

Box 7

285355 Precept

139365

		£	£	£
<b>Earmarked reserves:</b>				
Cemetery	Reserve 1	118991.26		
Food Bank	Reserve 2	3801.98		
New Banwell Solar Grant	Reserve 3	16638.4		
CIL 22/23	Reserve 4	4503.73		
CIL 23/24	Reserve 5	5598.67		
Community Living Room	Reserve 6	148.66		
CIL 25/26	Reserve 7	58376.83		
			208059.53	
Joint committee monies held by Winscombe PC			6667	
<b>General reserve</b>		70628.5		
			70628.5	
<b>Total reserves (must agree to Box 7)</b>				<b>285355</b>

<b>Impact Alliance – Mendip Villages Joint Committee Accounting</b>							
		Small authority AGAR – Banwell PC (R&P)	Joint Committee accounts 100%	Banwell PC 33.3% share	Banwell PC AGAR for audit	Small Authority 33.3% share Churchill PC	W&S PC 33.4% share ∴ - 66.6% as holding authority
Line 1	Brought forward	£24,8376	£0	£0	£24,8376		£0
Line 2	Precept	£139,365			£139,365		
Line 3	Other income	£102,608	£20,000	£6,667	£109,275	£6,667	-£13,334
Line 4	Staff Costs	£54,632			£54,632		
Line 5	Loan Repayments	£0			£0		
Line 6	Other payments	£157,029			£157,029		
Non AGAR	Surplus (deficit) for the year		£20,000				
Line 7	Carried forward	£278,688	£20,000	£6,667	£285,355	£6,667	-£13,334
Reconcile	Committee creditor/debtor						
	Committee EMR			£6,667		£6,667	
Line 8	Bank	£278,688	£20,000		£00000		-£13,334
Line 9	Fixed assets	£804,226					
Line 10	Borrowings	0					

**Banwell Parish Council**  
**Net Position by Cost Centre and Code - All Cost Centres and Codes**

**Cost Centre Name**

<b>Cemetery &amp; Memorials</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
101	Cem Grass Cutting				1,950.00	1,950.00	
102	Cem paths / trees / garder				300.00	2,418.33	-2,118.33
103	Cem making up graves				200.00		200.00
104	Cemetery / Memorial Main				5,000.00	18.49	4,981.51
105	Env Fee				2,045.00	360.00	1,685.00
106	Cemetery software				450.00	555.00	-105.00
					<b>9,945.00</b>	<b>£5,301.82</b>	<b>4,643.18</b>

<b>Cemetery Income</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
110	Cemetery Income			5,406.26		170.00	5,236.26
111	Cemetery Bank interest			4,001.33			4,001.33
					<b>£9,407.59</b>	<b>£170.00</b>	<b>9,237.59</b>

<b>Clerk &amp; Administration</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
201	Salary & NI				48,000.00	52,133.21	-4,133.21	
202	Clerk pension				2,400.00	2,499.18	-99.18	
203	Advertising				650.00	892.00	-242.00	
204	Insurance				1,900.00	1,845.01	54.99	
205	Subscriptions inc ALCA &				2,000.00	1,326.37	673.63	
206	Audit Fee				1,400.00	755.00	645.00	
207	Legal Costs				600.00	132.70	467.30	
208	Training Officers				600.00	410.00	190.00	
209	Training Councillor				500.00	705.00	-205.00	
210	Grants & Donations				8,100.00	6,427.76	1,672.24	
211	Chairmans Allowance				400.00	152.44	247.56	
212	IT Equipment in software			58.10	1,500.00	3,257.57	-1,699.47	
213	Bank Charges				200.00	164.52	35.48	
215	Risk Assessments				180.00		180.00	
709	Office Equipment inc Web			26.00	1,500.00	1,311.27	214.73	
					<b>£84.10</b>	<b>69,930.00</b>	<b>£72,012.03</b>	<b>-1,997.93</b>

<b>Earmarked Reserves</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
214	Food bank			1,990.00	2,000.00	811.66	3,178.34	
504	CIL 2022/23					60,482.43	-60,482.43	
505	CIL 2025/26			58,376.83			58,376.83	
718	Living Room			1,702.50		1,680.33	22.17	
808	Social Perscribing Grant					755.83	-755.83	
					<b>£62,069.33</b>	<b>2,000.00</b>	<b>£63,730.25</b>	<b>339.08</b>

<b>Environment</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>		
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>		
301	Allotment		1,647.88	1,647.88	1,647.88	1,647.88			
302	Env Grass Cutting				2,045.00	2,045.04	-0.04		
303	Env Hedge / Fence / Tree				310.00	271.02	38.98		
304	Village Orderly		435.81	435.81	4,890.00	4,785.00	105.00		
305	Dog Bins			1,050.00	7,500.00	8,517.66	32.34		
306	Env Maintenance / Inspec				2,000.00	1,949.67	50.33		
307	Env Projects		245.00	245.00	8,200.00	4,566.42	3,633.58		
308	Env Grant		7,149.00	7,149.52	1,000.00		1,000.52		
					<b>9,477.69</b>	<b>£10,528.21</b>	<b>27,592.88</b>	<b>£23,782.69</b>	<b>4,860.71</b>

<b>Highways</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

**Banwell Parish Council**  
**Net Position by Cost Centre and Code - All Cost Centres and Codes**

<u>Cost Centre Name</u>				
401	Street light power		3,000.00	2,759.90
402	Street light maintenance		1,500.00	947.00
403	Street light upgrade			
404	Highways related projects		3,000.00	137.47
			<b>7,500.00</b>	<b>£3,844.37</b>
				<b>240.10</b>
				<b>553.00</b>
				<b>2,862.53</b>
				<b>3,655.63</b>

<u>Income</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
501	Misc Income		300.00	12.16			-287.84
502	Annual Precept		122,646.03	139,365.19			16,719.16
503	VAT						
			<b>122,946.03</b>	<b>£139,377.35</b>			<b>16,431.32</b>

<u>Recreation Ground</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
601	Rec Grass Cutting				2,300.00	2,250.00	50.00
602	Rec Maintenance				8,600.00	1,045.25	7,554.75
603	Rec Tree & Fence Work				300.00	3,222.00	-2,922.00
604	Rec Inspections				400.00	586.00	-186.00
605	Rec Play Equipment & Be				6,000.00		6,000.00
					<b>17,600.00</b>	<b>£7,103.25</b>	<b>10,496.75</b>

<u>Youth &amp; Community Centre</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
701	YCC upgrade				2,000.00	353.50	1,646.50
702	YCC repairs & maintenanc				3,000.00	3,622.52	-622.52
703	YCC CCTV				800.00	145.00	655.00
704	YCC Electricity			154.22	800.00	465.29	488.93
705	YCC Gas				1,000.00	705.45	294.55
706	YCC water				600.00	361.20	238.80
707	YCC waste			58.62	300.00	224.56	134.06
708	YCC cleaning & supplies				3,000.00	3,107.00	-107.00
710	YCC phone & wifi				600.00	586.11	13.89
711	YCC Grass cutting				1,125.00	1,125.00	
712	YCC hedge, fence & tree \				500.00	250.00	250.00
713	YCC grants & donations		1,000.00	1,500.00			500.00
714	YCC income		500.00	515.50			15.50
715	YCC Booking software				430.00	417.60	12.40
716	YCC Music Licence				600.00	764.33	-164.33
717	YCC events refreshments			18.62	150.00	50.95	117.67
			<b>1,500.00</b>	<b>£2,246.96</b>	<b>14,905.00</b>	<b>£12,178.51</b>	<b>3,473.45</b>

<u>Youth Club</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
801	YC sessions			177.00	8,000.00	4,603.32	3,573.68
802	YC budget				400.00	14.12	385.88
803	YC extraordinary activities				5,000.00	863.57	4,136.43
805	YC subscriptions		550.00	801.00			251.00
806	Tuck Shop		100.00	409.50	100.00	466.13	-56.63
807	Youth Forum				200.00		200.00
			<b>650.00</b>	<b>£1,387.50</b>	<b>13,700.00</b>	<b>£5,947.14</b>	<b>8,490.36</b>

<b>NET TOTAL</b>			<b>134,573.72</b>	<b>£225,101.04</b>	<b>163,172.88</b>	<b>£194,070.06</b>	<b>59,630.14</b>
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Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

## Banwell Parish Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

	<b>Bank Reconciliation at 31/03/2026</b>			
	Cash in Hand 01/04/2025			248,375.73
	<b>ADD</b>			
	Receipts 01/04/2025 - 31/03/2026			241,973.41
				490,349.14
	<b>SUBTRACT</b>			
	Payments 01/04/2025 - 31/03/2026			211,661.12
<b>A</b>	<b>Cash in Hand 31/03/2026</b> (per Cash Book)			<b>278,688.02</b>
	Cash in hand per Bank Statements			
	Unity Saver	31/03/2026	50,000.00	
	Charity Bank	31/03/2026	92,254.47	
	Lloyds Credit Card	31/03/2026	0.00	
	Unity Trust Bank (20398572)	31/03/2026	104,862.24	
	PC Reserve Saver account (81413)	31/03/2026	51.29	
	Cemetery Reserve Account (59678)	31/03/2026	24,796.79	
	Natwest Current account (5335765)	31/03/2026	6,723.23	
				<b>278,688.02</b>
	Less unrepresented payments			
				278,688.02
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>278,688.02</b>
	<b>A = B Checks out OK</b>			

**Banwell Parish Council**  
**Reserves Balance**  
**2025-2026**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Cemetery Reserves	109,753.67		170.00	9,407.59	118,991.26
Social prescribing grant	863.57		863.57		0.00
Food Bank	2,623.64		811.66	1,990.00	3,801.98
New Banwell Solar	9,488.88			7,149.52	16,638.40
CIL 22/23	64,986.16		60,482.43		4,503.73
Refreshments	32.33		50.95	18.62	0.00
CIL 2023/24	5,598.67				5,598.67
Community Living Room	126.49		1,680.33	1,702.50	148.66
CIL 2025/26				58,376.83	58,376.83
<b>Total Earmarked</b>	<b>193,473.41</b>		<b>64,058.94</b>	<b>78,645.06</b>	<b>208,059.53</b>
<b>TOTAL RESERVE</b>	<b>193,473.41</b>		<b>64,058.94</b>	<b>78,645.06</b>	<b>208,059.53</b>
<b>GENERAL FUND</b>					70,628.49
<b>TOTAL FUNDS</b>					278,688.02

Budget heading / costcode	Budget 2026 / 27	Precept	Reserves
<b>Cemetery &amp; Memorials</b>			
Grass cutting	£ 1,950.00	£ 1,950.00	£ -
Paths / Trees & Garden	£ 1,000.00	£ 1,000.00	£ -
Making up graves	£ 200.00	£ 200.00	£ -
Cemetery / Memorial work contingency	£ 5,000.00	£ 1,000.00	£ 4,000.00
Cemetery software	£ 560.00	£ 560.00	£ -
Cemetery income	-£ 3,500.00	-£ 2,400.00	-£ 1,100.00
Cemetery bank interest	-£ 3,500.00	-£ 2,310.00	-£ 1,190.00
<b>TOTAL</b>	<b>£ 1,400.00</b>	<b>£ -</b>	<b>£ 1,710.00</b>

<b>Clerk and Administration</b>			
Salary & NI	£ 46,000.00	£ 46,000.00	£ -
Overtime	£ 2,000.00	£2,000	
Pension provision	£ 2,400.00	£ 1,000.00	£ 1,400.00
Advertising inc printing	£ 1,000.00	£ 1,000.00	£ -
Insurance	£ 1,900.00	£ 1,900.00	£ -
Subscriptions	£ 2,000.00	£ 2,000.00	£ -
Audit fees	£ 1,400.00	£ 1,400.00	£ -
Legal costs	£ 600.00	£ 600.00	£ -
Training Officers	£ 600.00	£ 600.00	£ -
Training Cllrs	£ 500.00	£ 500.00	£ -
Grants and Donations	£ 8,100.00	£ 8,100.00	£ -
Chairman's Allowance	£ 400.00	£ 400.00	£ -
Jubilee / Coronation	£ -	£ -	£ -
IT Equip inc software	£ 2,500.00	£ 1,500.00	£ 1,000.00
Bank Charges	£ 200.00	£ 200.00	£ -
Risk Assessments	£ 180.00	£ 180.00	£ -
Election Charges	£ -	£ -	£ -
Office Equip inc printer	£ 1,500.00	£ 1,500.00	£ -
<b>TOTAL</b>	<b>£71,280.00</b>	<b>£ 68,880.00</b>	<b>£ 2,400.00</b>

<b>Environment</b>			
Grass Cutting	£ 2,045.00	£ 2,045.00	£ -
Fence, tree & hedge work	£ 1,000.00	£ 1,000.00	£ -
Village Orderly	£ 4,890.00	£ 4,890.00	£ -
Dog Bins	£ 7,500.00	£ 7,500.00	£ -
Riverside & Defib	£ 2,000.00	£ 2,000.00	£ -
Environmental projects	£ 8,000.00	£ 8,000.00	£ -
Environmental Grant	£ 1,000.00	£ 1,000.00	£ -
<b>TOTAL</b>	<b>£ 26,435.00</b>	<b>£ 26,435.00</b>	<b>£ -</b>

<b>Highways</b>			
Power	£ 3,000.00	£ 2,500.00	£ 500.00
Maintenance	£ 1,500.00	£ 1,500.00	£ -
6 yr inspect / single phase upgrade	£ -	£ -	£ -
Highways related projects	£ 7,000.00	£ 7,000.00	£ -
<b>TOTAL</b>	<b>£ 11,500.00</b>	<b>£ 11,000.00</b>	<b>£ 500.00</b>

<b>Recreation Ground</b>			
Rec Grass Cutting	£ 2,300.00	£ 2,300.00	£ -

Budget heading / costcode	Budget 2026 / 27	Precept	Reserves
Rec Maintenance	£ 16,000.00	£ 16,000.00	£ -
Rec Trees & Fences	£ 300.00	£ 300.00	£ -
Inspections	£ 530.00	£ 400.00	£ -
Play Equipment & Path	£ 14,000.00	£ 7,000.00	£ 7,000.00
<b>TOTAL</b>	<b>£ 33,130.00</b>	<b>£ 26,000.00</b>	<b>£ 7,000.00</b>

<b>YCC</b>			
YCC upgrade	£ 2,000.00	£ 2,000.00	£ -
Repairs & Maintenance	£ 3,000.00	£ 3,000.00	£ -
CCTV	£ 800.00	£ 800.00	£ -
Electricity	£ 200.00	£ 200.00	£ -
Gas	£ 1,000.00	£ 1,000.00	£ -
Water	£ 800.00	£ 800.00	£ -
Waste Collection	£ 350.00	£ 350.00	£ -
Cleaning & supplies	£ 3,000.00	£ 3,000.00	£ -
Phone internet	£ 600.00	£ 600.00	£ -
Grass cutting	£ 1,125.00	£ 1,125.00	£ -
fence / hedge	£ 1,000.00	£ 1,000.00	£ -
Booking software	£ 430.00	£ 430.00	£ -
Music Licence	£ 600.00	£ 600.00	£ -
YCC events refreshments	£ 150.00	£ 150.00	£ -
Grants & Donations	-£ 1,500.00	-£ 1,500.00	£ -
Income	-£ 500.00	-£ 500.00	£ -
<b>TOTAL</b>	<b>£ 13,055.00</b>	<b>£ 13,055.00</b>	<b>£ -</b>

<b>Youth</b>			
Youth Club sessions	£ 8,000.00	£ 8,000.00	£ -
Youth Club tuck	£ -	£ -	£ -
Extraordinary activities inc Residential	£ 5,000.00	£ 2,800.00	£ 2,200.00
Subs	-£ 550.00	-£ 550.00	£ -
Youth Council / forum	£ 200.00	£ -	£ 200.00
<b>TOTAL</b>	<b>£ 12,650.00</b>	<b>£ 10,250.00</b>	<b>£ 2,400.00</b>

<b>Grand Total</b>	<b>£ 169,450.00</b>	<b>£155,620.00</b>	<b>£ 14,010.00</b>
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<b>INCOME</b>			
Village Orderly Grant	£ 435.81	£ 435.81	£ -
NSC Contribution	£ 245.00	£ 245.00	£ -
Misc income	£ 2,500.00	£ 2,500.00	£ -
Solar panel grant from New Solar Banwell	£ 7,149.00	£ 7,149.00	£ -
<b>INCOME</b>	<b>£ 10,329.81</b>	<b>£ 10,329.81</b>	<b>£ -</b>

	Budget - income	Precept request	Reserves to be used
	£ 159,120.19	£ 145,290.19	£ 14,010.00
	Last Year	£ 139,356.18	

<b>GENERAL RESERVES</b>	£ 52,000.00	(37% of precept)
<b>EARMARKED RESERVES</b>	£ 65,000.00	
<b>CEMETERY EXTENSION RESERVE (E</b>	£ 116,000.00	

**Bills for Payment - 17th March to the 16th April 2026**  
**Banwell Parish Council**

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
<b>Already Paid in 25/26 Financial Year</b>						The Parish Council
BACS	Noticeboard Company	Noticeboard	£ 1,532.89		177/25	
BACS	Banwell Garden Centre	Remembrance Day Garden	£ 2,800.00		120/25	
<b>Already Paid in 26/27 Financial Year</b>						
DD	YU	Streetlight Power	£ 245.48		089/25	
DD	Octopus Energy	YCC energy use	£ 20.94		089/25	
DD	Avanti	YCC LPG Gas	£ 484.20		089/25	
DD	Mainstream	Phone and Broadband	£ 57.14		089/25	
<b>To Pay</b>						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		089/25	
BACS	J K Gardening	Emptying NSC bins	£ 15.00		198/24 (ii)	
BACS	J K Gardening	Brmble Clearance YCC and Littlefields	£ 95.00		89/25 & H & S	
BACS	J K Gardening	Treating moss	<b>Total: £1218.34</b>		H & S	
BACS	Corporate Cleaning Services	Dog Bin Emptying	£ 574.08	Now VAT Registered	089/25	
BACS	Insight Cleaning	YCC Cleaning	£ 264.00		089/25	
BACS	YMCA	Youth Club Provision	£ 675.00		089/25	
BACS	K. Gunningham	Annual Allotment Payment	£ 1,647.88		089/25	
BACS	ICCM	Annual Subscription	£ 110.00	Agenda item		
BACS	DS Securities	Door Access servicing	£ 168.00		H & S	
BACS	ALCA	Annual Subs	£ 951.58	Agenda item		
BACS	Deltron	Annual servicing for YCC Lift	£ 216.00		006/26 (i)	
BACS	Scribe	Civic.ly monthly cost	£ 63.60		172/24	
BACS	Scribe	Annual YCC Bookings	<b>Total: £564.72</b>	Agenda item		
BACS	Neil Merrick	Various jobs (bat boxes, filing iron tips, lobby floor, toilet seat, food bank cupboard bolt & carpet strip).	£ 388.60		Admin, YCC10/26 & 137/25 (iii)	
BACS	Bridget Bowen	Internal audit report	£ 300.00		113/23	
BACS	Bridget Bowen	Final internal audit to include AGAR report	<b>Total: £385</b>		113/23	
BACS	Churchill Minibus Society	Annual contribution for the Minibus Society	£ 1,000.00	Agenda item		
BACS	Weston Rail Services	Annual Lighting Charge	£ 846.00		089/25	
BACS	Complete Weed Control	Total Herbicide for Weed Control	£ 566.40		043/26	
BACS	Amy Symonds	Impact Alliance Officer Salary	£ 477.78	To be claimed back	MVJC 05/26	
BACS	Officer overtime + Expenses	Overtime, expenses (keys, postage, milk, butter & rolls)	£ 344.05		contractual & 037/25	
DD	Lloyds Bank PLC	toilet & hand rolls)	£ 210.97		Admin, YCC cleaning	
SO	Officer Salaries	Officer Salaries	£ 3,409.20		089/25 & E29/25	
DD	Nest	Pension contributions	£ 304.30	Now includes Env Officer	089/25	
DD	Unity Trust	Bank Charges	£ 12.10		089/25	
DD	North Somerset	YCC Waste Collection	£ 9.77		089/25	
BACS	HMRC	PAYE and NI	£ 1,549.55		089/25	
<b>Totals</b>			<b>£ 21,033.97</b>			

The Parish Council have resolved to use the General Power of Competence as of the 15th May 2023