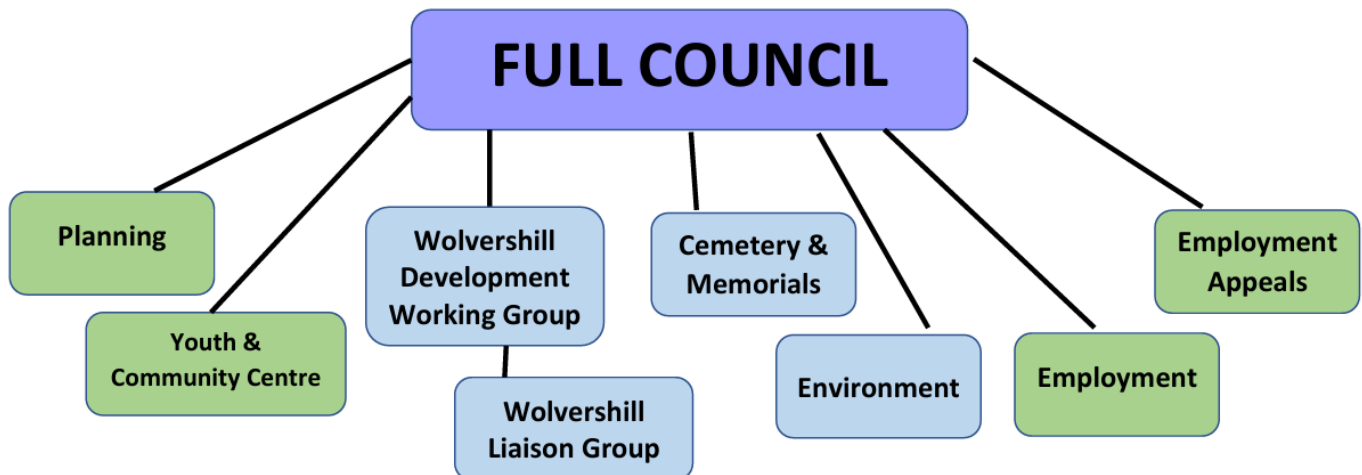


Committee Structure



GREEN – Committee of the Council (with delegated powers)

BLUE – Working Group (advisory)

Employment Committee

The Committee is responsible for the employment and welfare of the Parish Councils employees. This includes reviewing staffing structures / levels to make recommendations to the Council, reviewing the Clerk/RFO performance etc. It meets twice a year.

Appeals Committee

The Appeals Committee adjudicates on all appeals to decisions regarding disciplinary & grievance matters by the Employment Committee. It would only meet in the event of a staffing appeal.

Planning Committee

The Planning Committee makes recommendations to North Somerset Council on behalf of Banwell Parish Council on all matters relating to planning within the Parish. This includes planning applications, planning appeals and on planning policy reviews at local, regional and national level. It meets monthly.

Youth and Community Centre (YCC) Committee

This Committee is responsible for the running of the Youth Community Centre. It meets quarterly.

Cemetery & Memorials Working Group

This working group is responsible for the general running of the cemetery and memorials around the Parish. This covers recommending to Council the arranging of maintenance works etc. as well as carrying out regular inspections of the memorials. It meets twice a year.

Environmental Working Group

This working group is established to co-ordinate the Parish's overall approach to biodiversity and sustainability and to monitor the Parish Councils Action Plan. It meets quarterly.

Wolvershill Working Groups x 2

These new working group were established to feed into the Master Plan for the Wolvershill Development which will include design codes, green spaces, retail space, light industrial, schools, etc... One group of the Chair, Vice-chair, Chair of Planning and the Clerk will work directly with North Somerset and the three main developers. The second group will include more councillors and any members of the public wishing to become involved. These are adhoc groups convened when necessary.

The terms of reference for each of the committees / working parties can be found on our website
<https://www.banwellparishcouncil.gov.uk/parish-council/parish-council-information/>

Committee / Working Group Members 2025/26

Current members already filled in. Please consider carefully whether are available.

| | |
|--|--|
| Planning 1 st Monday of the month | Youth and Community Centre 1 st Monday of the month (quarterly) |
| Cllr Arlidge | Cllr Base |
| Cllr Bailey | Cllr Bailey |
| Cllr Davies | Cllr Harding |
| Cllr Dolling | Cllr Smith |
| Cllr Harding | Cllr Thomson |
| Cllr Thomson | |
| | |
| Employment 1 st Monday March & September | Appeals When needed |
| Cllr Arlidge | Cllr Davies |
| Cllr Bailey | Cllr Thomson |
| Cllr Base | Cllr Voller |
| Cllr Wright | |
| VACANCY | |
| | |
| Cemetery & Memorials Working Group May & October | Environment Working Group 1 st Monday of the month (quarterly) |
| Cllr Base | Cllr Arlidge |
| Cllr Davies | Cllr Bailey |
| Cllr Harding | Cllr Harding |
| VACANCY | Cllr Smith |
| VACANCY | Cllr Voller |
| Maggie McCarthy (co-opted) | |
| John Keate (co-opted) | |
| | |
| Wolvershill Development Liaison Group | Wolvershill Development Working Group |
| Chairman of the Parish Council | Cllr Arlidge |
| Vice-Chairman of the Parish Council | Cllr Bailey |
| Chairman of the Planning Committee | Cllr Dolling |
| | Cllr Harding |
| | Cllr Thomson |
| | Cllr Voller |

The Chairman & Vice Chairman of the Parish Council are able to attend any committee & working party as ex-officio with voting rights unless it is the Appeals Committee and they are on the Employment Committee.

To appoint members of outside bodies for 2025/2026

| | |
|---|--|
| Outside Body | Members below are from 2025/26 |
| ALCA North Somerset Group | VACANCY & VACANCY |
| Banwell Allotment Society | VACANCY |
| Banwell in Bloom | Cllr Thomson |
| Banwell Scouts Association | Cllr Smith |
| Banwell School Community Governor | VACANCY |
| Banwell Village Hall Management Committee | VACANCY X 2 |
| Churchill and Langford Minibus Society | Cllr Bailey |
| Meadfields Stakeholders Group Clerk, | Clerk, Cllr Bailey & VACANCY |
| Parochial Church Council | VACANCY (although elected in April) |
| NSC Standards Sub-Committee | Cllr Harding |
| Winscombe & Banwell Patient Participation Group | VACANCY |
| Other | |
| Defibrillator Guardians | Nick Manley |
| Weekly Visual Checks of Play Areas | Cllr Dolling, Cllr Bailey & Cllr Thomson |
| Vehicle Activated Speed Sign | Cllr Dolling & Cllr Thompson |



**MINUTES OF THE PARISH COUNCIL MEETING HELD IN
BANWELL YOUTH & COMMUNITY CENTRE (YCC)
AT 7:30pm ON MONDAY 20th APRIL 2026**

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

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

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. 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.

iv) Ward Councillors report.

Cllr Tristram reported that, overall, residents appear to be content at present. He noted having received a small number of enquiries relating to potholes, gullies, and drainage. He also confirmed that he has met again with residents of William Dawes Close and attended the 'Coffee and Chat' morning held at the Scout Building.

The meeting was convened.

050/26 To receive apologies for absence (agenda item 1)

Apologies were received from Cllrs Kelly Smith and Tara Wright.

051/26 To receive and consider an application to fill the casual vacancy by co-option from Darren Salvage (agenda item 2)

This was delayed until May.

052/26 To receive members' declarations of interest on any agenda item (agenda item 3)

No interests were declared.

053/26 To approve as a correct record the minutes of the Parish Council Meeting held on the 16th of March 2026 (agenda item 4)

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

The resolution was correctly proposed and seconded (unanimous)

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

054/26 To note the following minutes (agenda item 5)

- i) **Employment Committee meeting on the 30th of March**
- ii) **Mendip Villages Joint Committee meeting on the 26th of March**
- iii) **Mendip Villages Joint Committee meeting on the 8th of April**
- iv) **Planning Committee Meeting on the 13th of April**

The minutes above were noted.

055/26 To note the training and events available and agree any attendance (agenda item 6)

- i) **ALCA Chairmanship Part 1 course online, Thursday 16th July £45**

Resolved – To approve the attendance of Cllr Bailey.

The resolution was correctly proposed and seconded (unanimous)

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

The training above was noted.

056/26 To receive the Clerk's report/Exchange of information (agenda item 7)

- i) **Banwell Bypass update**

Wales & West are currently working at Knightcott, with Phase 3 of the Galliford Try works due to commence on 20 April. Traffic management is expected to remain in place in this area for the next few months. Apologies have been received regarding previous traffic management issues, and future arrangements will require approval by the Bypass Team to improve communication and signage. Riverside is currently closed until mid-July to enable completion of the Moor Road link and subsequent bridge works.

- ii) **Mead Fields Surgery and Spring Clean**

A joint event was held with six residents attending. Updates were requested on allotments, play areas, pedestrian access, and road links, with some elements subject to further clarification or delay.

- iii) **YCC Hedge Planting**

The hedge planting project at the Youth & Community Centre was completed successfully with support from Galliford Try, the North Somerset Bypass Team, and the Scouting Association.

- iv) **Recreation Ground Gym Equipment**

Feedback from other councils was generally positive, with higher usage linked to more advanced, adaptable equipment. A review of the current specification, including the potential addition of app-enabled equipment, is underway and will be brought back to a future meeting.

057/26 To approve the following expenditure (agenda item 8)

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

Resolved – To approve the cost of £110 for the annual subscription to the ICCM.

The resolution was correctly proposed and seconded (unanimous)

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

Resolved – To approve the cost of £417.60 + VAT for the annual subscription to Scribe Bookings.

The resolution was correctly proposed and seconded (unanimous)

iii) **£951.58 for the Annual Avon Local Council Association (ALCA) subscription.**

Resolved – To approve the cost of £951.58 for the Annual ALCA subscription.

The resolution was correctly proposed and seconded (unanimous)

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

Resolved – To approve the cost of £160 + VAT for the Annual PAT testing.

The resolution was correctly proposed and seconded (unanimous)

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

Resolved – To approve the cost of up to £500 for plants for the Remembrance Garden.

The resolution was correctly proposed and seconded (unanimous)

vi) **£40 hire of Scout Building for one-off VANS showcase event.**

Resolved – To approve the cost of £40 for the hire of the Scout Building.

The resolution was correctly proposed and seconded (unanimous)

vii) **£191.50 for edition 14 of Arnold Baker on Local Council Administration & The Clerks Manual**

Resolved – To approve the cost of £191.50 for Arnold Baker on Local Council Administration & The Clerks Manual.

The resolution was correctly proposed and seconded (unanimous)

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

Resolved – To approve the annual contribution of £1000 to the Langford and Churchill Minibus Society.

The resolution was correctly proposed and seconded (unanimous)

058/26 To note the issue with the Heartsine Defibrillators and agree a way forward (agenda item 9).

Resolved – To move away from HeartSine Defibrillators due to ongoing uncertainty regarding their production and availability of pads and to approve the reallocation of this budget towards the purchase of two Primedic HeartSave defibrillators.

The resolution was correctly proposed and seconded (unanimous)

059/26 To agree which Octopus contract to move to in May for the YCC electricity (agenda item 10).

Council considered the benefits of fixing electricity prices in light of current global uncertainty versus switching to an Agile tariff. It was noted that the Agile tariff rates vary every 30 minutes, and that electricity usage at the YCC generally falls outside the peak period of 4pm to 7pm. It was further highlighted that, when combined with the existing solar panels and battery storage, there is potential for additional cost savings.

Resolved – To remain with Octopus and move to the Agile Tariff, with a review to be undertaken in September.

The resolution was correctly proposed and seconded (unanimous)

060/26 To discuss moving from ‘Soup and a Roll’ to Cream Tea for May to end of August (agenda item 11).

Resolved – To move to a weekly ‘Cream Tea’ from May until the end of August, with the preferred timing to be confirmed following feedback. It was further agreed that the initiative will revert to ‘Soup and a Roll’ in September at the Clerk’s discretion, unless there is a significant increase in costs.

The resolution was correctly proposed and seconded (unanimous)

061/26 To discuss the request for a buddy bench in celebration of Banwell Schools Centenary year (agenda item 12).

Resolved – To approve a budget of up to £600 for the purchase of a buddy bench and plaque to support the school’s centenary celebrations and delegate authority to the Clerk to progress the purchase in consultation with the school.

The resolution was correctly proposed and seconded (unanimous)

062/26 To discuss the choice of fencing material at Riverside (wood or recycled plastic) (agenda item 13).

Cllr Base presented the available fencing options, including timber and recycled plastic, and led the discussion on the merits of each, including sustainability considerations. The majority of the discussion centred around the use of timber.

Resolved – That the Council agree to use timber as the fencing material at Riverside. Cllr Base will continue to research suitable timber fencing options.

The resolution was correctly proposed and seconded (unanimous)

063/26 To consider whether to take part in the North Somerset (NSC) Highways Delivering Together Pilot (agenda item 14).

Resolved – To agree in principle to take part in the North Somerset Highways Delivering Together Pilot, subject to the final cost implications being provided to and approved by the Parish Council.

The resolution was correctly proposed and seconded (unanimous)

064/26 To note North Somerset (NSC) Consultation on Riverside Speed Limit Proposals (agenda item 15).

The meeting welcomed the proposal to reduce the current 60mph speed limit to 40mph. Discussion took place regarding the Riverside section south, between the new Moor Road link and the existing 30mph zone, which it was felt should be further reduced to 30mph, with the aim of slowing vehicles approaching the chicanes adjacent to the Riverside play area.

Resolved – That the North Somerset Speed Limit Proposals be noted, and that the Parish Council requests the Riverside section south, between the new Moor Road link and the existing 30mph limit, be reduced from the proposed 40mph to 30mph.

The resolution was correctly proposed and seconded (unanimous)

065/26 To agree the following documents (agenda item 16)

i) Updated Asset Register

Resolved – To approve the Asset Register.

The resolution was correctly proposed and seconded (unanimous)

ii) Updated Dignity at Work Policy.

Resolved – To approve the Dignity at Work Policy.

The resolution was correctly proposed and seconded (unanimous)

iii) **Updated Sickness Management Policy.**

Resolved – To approve the Sickness Management Policy.

The resolution was correctly proposed and seconded (unanimous)

iv) **New Environmental and Climate Policy Statement.**

Resolved – To approve the Environmental and Climate Policy Statement.

The resolution was correctly proposed and seconded (unanimous)

v) **New Pension Statement.**

Resolved – To approve the Pension Statement with the addition of an explanation that a Councillor is required to set up the NEST scheme when any new officer is enrolled.

The resolution was correctly proposed and seconded (unanimous)

vi) **New Information Technology (I.T.) Policy.**

Resolved – To approve the Information Technology (I.T.) Policy.

The resolution was correctly proposed and seconded (unanimous)

vii) **New 2026/27 Action Plan**

Resolved – To approve the 2026/27 Action Plan.

The resolution was correctly proposed and seconded (unanimous)

066/26 To note the internal audit report from the 16th of March and agree any recommendations (agenda item 17).

The Clerk reported that the recommendation from the Internal Auditor to update the asset register had been completed.

Resolved – That the internal audit report from 16 March be noted, and that it be further noted that the Parish Council is likely to be required to move to an Income and Expenditure accounting basis in 2027/28.

The resolution was correctly proposed and seconded (unanimous)

067/26 To note the quarterly internal controls report undertaken by Cllr Voller (agenda item 18).

The quarterly internal controls report undertaken by Cllr Voller was noted, with no recommendations raised.

068/26 To carry out a review of the effectiveness of the system of internal control and review the Internal Controls and Internal Audit Plan (agenda item 19).

Resolved – To approve the Internal Audit Plan and to resolve that the effectiveness of the system of internal controls is good and adequately meets the needs of Banwell Parish Council.

The resolution was correctly proposed and seconded (unanimous)

069/26 To confirm that the Parish Council have no conflicts of interest with the external auditor BDO LLP (agenda item 20).

Resolved – To confirm that the Parish Council have no conflicts of interest with the external auditor BDO LLP.

The resolution was correctly proposed and seconded (unanimous)

070/26 To note the Internal Auditors section of the Annual Return for 2025/26 (agenda item 21).

The Internal Auditors section of the Annual Return for 2025/26 was noted.

071/26 To approve the Annual Governance Statements for 2025/26 (agenda item 22).

Resolved – To approve the Annual Governance Statements for 2025/26.

The resolution was correctly proposed and seconded (unanimous)

072/26 To approve the Statement of Accounts for 2025/26 (agenda item 23).

Resolved – To approve the Statement of Accounts for 2025/26.

The resolution was correctly proposed and seconded (unanimous)

073/26 To note the Parish Council's end of March net position, bank balances, bank reconciliation and reserves (agenda item 24).

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

074/26 To note the Parish Council's 2025/26 new budget and approve an additional £3000 (taken from general reserves) to cover additional officer hours (agenda item 25).

The Parish Council's 2025/26 new budget was noted

Resolved – To agree an additional £3000 (to be taken from general reserves) to increase the salary budget to cover additional officer hours.

The resolution was correctly proposed and seconded (unanimous)

075/26 To authorise bills for payment for April (agenda item 26).

Resolved – To authorise the April payments totalling £21,033.97. Cllrs Harding and Bailey to authorise the BACS payments on behalf of the Council.

The resolution was correctly proposed and seconded (unanimous)

076/26 Dates of the next meetings (agenda item 27)

Monday 27th April 2026, 7:30pm Parish Assembly at the Youth & Community Centre (YCC)

Monday 11th May 2026, 7pm Planning Committee at the YCC

Monday 11th May 2026, TBC Youth & Community Centre Committee Meeting at the YCC.

The Chairman closed the meeting at 20:35

.....Chairman

.....Date

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

| Method | Payee | Details | Gross Amount | Comments | Minute agreed | Power |
|---|-----------------------------|---|--------------------|--------------------------|--------------------------------|--------------------|
| Already Paid in 25/26 Financial Year | | | | | | The Parish Council |
| BACS | Noticeboard Company | Noticeboard | £ 1,532.89 | | 177/25 | |
| BACS | Banwell Garden Centre | Remembrance Day Garden | £ 2,800.00 | | 120/25 | |
| Already Paid in 26/27 Financial Year | | | | | | |
| 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 | |
| To Pay | | | | | | |
| 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 | Brmbles Clearance YCC and Littlefields | £ 95.00 | | 89/25 & H & S | |
| BACS | J K Gardening | Treating moss Total: £1218.34 | £ 65.00 | | 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 | | 057/26 (i) | |
| BACS | DS Securities | Door Access servicing | £ 168.00 | | H & S | |
| BACS | ALCA | Annual Subs | £ 951.58 | | 057/26 (iii) | |
| 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 Total: £564.72 | £ 501.12 | | 057/26 (ii) | |
| 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 Total: £385 | £ 85.00 | | 113/23 | |
| BACS | Churchill Minibus Society | Annual contribution for the Minibus Society | £ 1,000.00 | | 057/26 (viii) | |
| 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 | Multipay charge & costs (Open AI, microsoft business, YCC) | £ 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 | |
| Totals | | | £ 21,033.97 | | | |

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

**MINUTES OF BANWELL PARISH ASSEMBLY
HELD AT THE YOUTH AND COMMUNITY CENTRE ON MONDAY 27th APRIL 2026**

The meeting was chaired by Councillor Steve Voller (Chairman of Banwell Parish Council).

Present: 22 members of the public, 9 Parish Councillors, 1 Banwell Parish Council Officer, 1 North Somerset Officer and the minutes were taken by Liz Shayler (Clerk to Banwell Parish Council).

1. APOLOGIES

An apology was received from Cllr Arlidge.

2. MINUTES OF LAST PARISH ASSEMBLY

The minutes of the Annual Parish Assembly held on 28th of April 2025 were approved as a correct record of the meeting and were duly signed by Cllr Voller.

3. BANWELL PARISH COUNCIL –

i. Chairman's Report

The Chairman, Steve Voller, gave the following report.

It's been another busy year across the parish and I'd like to thank everyone for their participation and engagement whether as individuals, clubs or societies. It's this that makes Banwell a community and more than simply a place to live. What follows is a summary of some of the activities and initiatives over the past year with many being continued as more than simply one-off events.

Bringing our Community Together: The regular Soup and Roll/Cream teas and Tea & Tech sessions have continued alongside new initiatives such as making seed bombs and willow crafting. Both were incredibly popular. The summer community picnic took place at the football club where everyone was able to wilt in the incredible summer temperatures! The Banwell Heritage Day was very well attended, and it was good to see so many taking an interest in the history of the village. We've also been undertaking parish council surgeries at Mead Fields giving residents the opportunity to meet and chat to us. Many of the topics raised are followed up with the developers and North Somerset Council (NSC).

Supporting Resident Wellbeing: An important subject among young and old. This has included support for the YCC, providing free training on the use of the defibrillators (to be repeated this year), supporting the Forget Me Not Café (Alzheimer's Society) through to taking a leading role in the Impact Alliance Loneliness project alongside neighbouring parish councils. Special thanks to the Clerk and Cllrs Harding and Smith for their engagement in this project which will see new events and activities being announced.

Protecting Our Natural Environment: Ecological surveys have taken place across the village to identify areas for improvement and ideas for new initiatives. Residents participated in the Environment group alongside councillors and the Biodiversity & Environment officer. This has seen the provision of bat boxes, swift chambers and hedgehog homes move forward. Additional hedging has been planted – supported by the Bypass Team and local groups such as the scouts. The first spring clean in Mead Fields was well supported and a reminder that the village spring clean takes place on the 16th of May. Come & join us!

Shaping how Banwell Grows: Work on the bypass continues apace and you may have seen that tarmac has started to be laid – a significant milestone. This time next year we should be tantalisingly close to it opening. We continue to keep in contact with the bypass team to influence where we can work that impacts on existing roads. However, disruption is inevitable given the amount of construction needed and how busy the road network is. Keep an eye out for NSC's public consultation later this year on the place-making work that will take place in the village once the bypass is open. This involves widening footpaths and creating passing zones to make the village centre more people friendly, safer and to slow down traffic. We're also encouraging NSC to extend

plans for 20mph speed limits across the whole village and not just areas included in the bypass scheme.

We should expect to see later this year/next planning submissions from the Wolverhill developers. We're still concerned about NSC's draft ideas for the Strategic Green Gap and continue to challenge them even at this early stage. Thanks to the work of the parish council's planning committee and residents who commented on NSC's Local Plan 5 draft sites, which would have led to more than 300 houses being built village-side of the bypass, were removed from it.

Maintaining What Matters: We continue to look after our local assets such as the Recreation ground and Riverside play areas, memorials, grit bins and dog bins – amongst others! A new remembrance garden has been created in the cemetery and will be planted next month.

Investing in our Community: Approximately £5,000 in grants and donations have been provided to local groups and charities for initiatives benefitting the general community. Non-financial support has been provided to help new groups start up, for example, use of the YCC.

Running your Parish Council: Last but not least a huge amount of work takes place behind the scenes to keep the parish running smoothly and efficiently. Thanks to the Clerk and for the supporting work of the Biodiversity and Environment officer, Communications officer and village orderly for all they do. Our appreciation also goes to Cllrs Thain and Manley who have left the parish council and to district councillor Tristram for his help and support when needed. Finally, my thanks to your parish councillors for their commitment and positivity throughout the year.

ii. Clerks report

The Clerk reported that the Parish Council's Statement of Accounts for the 2025/26 financial year is now available on the website, with hard copies available on request. The level of reserves was highlighted, including earmarked reserves for a cemetery extension and Community Infrastructure Levy (CIL) funds allocated to the recently constructed all-weather path around the Recreation Ground.

The Clerk was pleased to report that, due to an increase in the Council Tax Base, the cost to a Band D property has increased by only 96p, bringing the annual charge to £86.97. The Council recognised the continued challenges posed by rising household utility costs and has sought to minimise the financial impact on residents.

The Clerk invited the Assembly to seek clarification on any issues. No queries were raised.

iii. Environment and Biodiversity Officer

The Environment and Biodiversity Officer gave a brief PowerPoint presentation outlining what she has been doing this year and future plans. No questions were raised following the presentation. A copy of the presentation is available on request from the Clerk.

4. NORTH SOMERSET COUNCIL

i) Ward Councillors Report

No District Councillor was present, and no report had been received.

Brenda Fowler was present and introduced herself as a North Somerset Officer working for Children's services identifying gaps in provision and looking at how they can be filled through the Community. She was pleased to be working with Banwell as one of the two pilot areas.

5. MEMBER OF PARLIAMENTS UPDATE

No Member of Parliament was present, and no report has been received.

6. RECOGNITION OF SERVICE TO THE COMMUNITY AWARD 2025

The Clerk was pleased to present the 2025 Recognition of Service to the Community Award. This year's Volunteer of the Year award was presented posthumously in memory of Sonia Mitchell, in recognition of her outstanding contribution to village life.

Sonia gave her time generously to many aspects of the community, including fundraising for the church, organising events such as the Christmas Tree Festival and Harvest Supper, and playing an active role in the carnival. Through the Banwell Flower Club, she shared her skills and enthusiasm, more recently teaching others the art of flower arranging. She was also known for her kindness and willingness to help others, regularly providing lifts to appointments, church, and local groups, and offering companionship as a walking buddy. During COVID, she supported the community as a coordinator at Knightcott Gardens.

Sonia's quiet determination, superb organisational skills, and heart of gold made a lasting impact on the village. She will be greatly missed.

7. PUBLIC COMMENTS

No comments or questions were received.

8. REPORTS BY VILLAGE ORGANISATIONS

Reports were presented by the following village organisations over the past year.

- Banwell Bell Ringers* – Steve Davies
- Banwell Archaeology* – Steve Davies
- St Andrews Church – Rev. Jacqui Keir-Bucknall
- Banwell Village Hall – Claire Atyeao
- Royal British Legion* – Penny Mottram
- Banwell Gardening Club* – Lynne Ralph
- Banwell Methodists* – John Batt
- Banwell Amateur Dramatics* – Jackie Parkinson
- Coffee and Chat* – Jackie Parkinson
- Banwell Potigny Town Twinning* – Dinah Harrison
- Banwell Football Club – Steve Smith and Brian Peat

(*Copies of these written reports are held by Banwell Parish Council and may be inspected by making application to the Parish Clerk).

10. DATE OF THE NEXT MEETING OF ELECTORS – Monday 26th April 2027

There being no further business the Chairman closed the meeting at 8:30pm and thanked all those who had attended.

..... Chairman

..... Date



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

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

IN ATTENDANCE: Amy Symonds (Environment and Biodiversity Officer)

MEMBERS OF THE PUBLIC: 5

Cllr Dolling 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 2nd March 2026 (Agenda Item 3)

Resolved – That the minutes of the Planning Committee Meeting held on the 2nd 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 and request that a simple Habitat Management and Monitoring Plan (HMMP) be secured. This should set out the management, monitoring, and replacement of any failed planting over a 30-year period. The Parish Council also requests that native species are used in the planting scheme to maximise ecological value and ensure compatibility with the local landscape.

The Parish Council also requests that, in accordance with standard condition CO08 (Ecology – Bats), no external lighting is installed unless full details have first been submitted to and approved in writing by the Local Planning Authority. This is particularly important as the site lies within the North Somerset and Mendip Bats SAC (Zone C) and in close proximity to Zone B, making it suitable for commuting and foraging bats.

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 and requests clarification on whether the sewage treatment plant (STP) will be used. If it is not proposed, full details of an alternative foul drainage solution should be submitted to and approved in writing by the Local Planning Authority prior to occupation, to ensure compliance and to prevent pollution of the water environment. The Parish Council also requests that, in accordance with standard condition CO08 (Ecology – Bats), no external lighting is installed unless full details have first been submitted to and approved in writing by the Local Planning Authority.

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) **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**

(vii) **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 11th of May 2026 7pm at the Youth and Community Centre.

The Chairman closed the meeting at 19:16

.....Chairman

.....Date



Banwell Parish Council

MINUTES OF A MEETING OF THE YOUTH & COMMUNITY CENTRE (YCC) COMMITTEE HELD AT THE YCC, WEST STREET, BANWELL AT 7:30pm ON MONDAY 11th MAY 2026

Present: Cllrs Andrew Base, Mike Bailey (Chairman), Paul Harding (Vice-Chairman), Kelly Smith & Matthew Thomson.

In attendance: Liz Shayler (Clerk)

15/26 To receive apologies for absence: (agenda Item 1)

Apologies were received from Cllr Wright.

16/26 To receive members' declarations of interest on any agenda item (agenda Item 2).

No interests were declared.

17/26 To approve as a correct record the minutes of the Youth and Community Centre Committee minutes from the 2nd of February 2026 (agenda Item 3)

Resolved: To approve, as a correct record, the minutes of the YCC Committee meeting from the 2nd of February 2026.

The resolution was correctly proposed and seconded (unanimous)

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

18/26 To note the YMCA Dulverton report on the current Youth Club (agenda Item 4)

The report was noted.

19/26 To complete the YMCA Dulverton appraisal process (agenda Item 5)

Resolved: That the YMCA Dulverton appraisal process was completed at the meeting, resulting in a satisfactory outcome, with Cllr Smith to undertake an unannounced visit.

The resolution was correctly proposed and seconded (unanimous).

20/26 To receive the Officer's report/Exchange of information (agenda Item 6)

i) Boundary Fence

The spikes have now been removed where they could be accessed. This work was completed by the handyman at a cost of just under £300.

ii) YCC Hedges

The hedging whips have now been planted. Ward Tree Surgeons have agreed to provide wood chippings to place around the base of the hedging. This will help suppress weed growth, improve water retention during dry periods, and provide additional protection while the plants establish. It is hoped that the wood chippings will be delivered ready for the spring clean so that volunteers can assist with spreading them.

iii) £1500 Winscombe Parish Council Grant

We received the annual donation of £1500 from Winscombe Parish Council towards the operating costs of the Youth and Community Centre.

21/26 To agree a budget of up to £400 to purchase water butts and watering cans for the Youth and Community Centre (agenda Item 7).

Resolved: To agree a budget of up to £400 to purchase waters butts and watering cans for the Youth and Community Centre.

The resolution was correctly proposed and seconded (unanimous)

22/26 To discuss the 2026 summer provision suggested costs and agree a way forward (agenda Item 8).

Resolved: To agree, in principle, that the proposed summer youth programme should proceed, with external grant funding to be applied for where available. Delegated authority was granted to the Clerk, in consultation with the Chair of the Youth & Community Centre Committee, to confirm and implement the final programme arrangements in sufficient time for the summer holiday period.

The resolution was correctly proposed and seconded (unanimous)

23/26 To receive the feasibility report from ARUP and agree a way forward (agenda Item 9).

Resolved: That the Committee receives and notes the ARUP Feasibility Report and agrees that the Clerk be authorised to investigate options and obtain indicative costs for further assessment work relating to heating performance, air leakage, building fabric performance, and acoustic improvements to the main hall at the Youth & Community Centre, and report back to the Committee with recommendations. Also, that the Clerk reopens discussions with Wessex Water regarding restrictions, easements, and permitted uses relating to the external land surrounding the Youth & Community Centre.

The resolution was correctly proposed and seconded (unanimous).

24/26 To note the Youth and Community Centre and Youth Club budgets (agenda Item 10).

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

25/26 Date of Next Meeting (agenda item 11)

Youth & Community Centre (YCC) Committee Meeting at Banwell YCC on July 6th, 2026.

The meeting closed at 8:15pm

Chairman.....

Date.....

YMCA –REVIEW OF PERFORMANCE

Period under review 1st January to the 30th April 2026

- 1 Are all contracted sessions being held? **Yes** / No where possible
Comments...
- 2 Are the numbers attending increasing? Yes / **No** / NA
Comments ... Currently between 15 and 24 (slightly lower than last term).
- 3 Is a comprehensive range of activities being organised? **Yes** / No / NA
Comments... Yes, see report and summer holiday activities proposed.
- 4 Are YMCA demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? **Yes** / No
Comments.... Summer holidays activities proposed.
- 5 YMCA arranging activities outside of the village? **Yes** / No / NA
Comments... All summer holidays activities proposed outside of the village.
- 6 Are YMCA seeking other sources of funding for Youth Club activities? Yes / **No** / NA
Comments – Suggestion that PC applies for funding for Summer Holiday Activities.
- 7 Is any feedback from users/parents positive? Yes / No / **NA**
Comments – None received.
- 8 Have any complaints been received about the service? Yes / **No**
Comments...
- 9 Have there been any behavioural issues at the Youth Club including damage? Yes / **No** / NA
Comments.... None reported.
10. Have any unannounced visits been made by Committee members since the review? Yes/**No**
Comments...
11. Any other comments: None at this time.
12. Conclusion – **Satisfactory** / Unsatisfactory
13. Action points for YMCA
 - To ensure that Tuck and Subs are being banked correctly at least every half term.
 - To arrange meeting with Clerk to discuss Summer Holiday Provision.
14. Action points for Youth Club Management Committee.
 - Officers to investigate external funding.
 - Cllr Smith to undertake unannounced visit



Terms of Reference for the Employment Appeals Committee

Objective

The Employment Appeals Committee is constituted to hear and determine appeals relating to disciplinary, grievance, capability, and other employment matters referred to it in accordance with the Council's adopted procedures.

Membership

- Membership shall consist of three Parish Councillors appointed by Full Council.
- Members of the Employment Committee, or any member previously involved in the matter under consideration, shall not be eligible to serve on the Employment Appeals Committee for that case.
- The Council may appoint independent external persons to support the Committee where considered appropriate by Full Council.
- Where both the Clerk and Administrator are directly involved in the matter being considered, an alternative minute taker shall be appointed by the Committee.

Standing Orders and Procedure

- The Council's Standing Orders shall apply to meetings of the Employment Appeals Committee unless superseded by statutory employment requirements or the Council's adopted employment procedures.
- Three members shall constitute a quorum.
- The Chairman of the Committee shall be elected at the first meeting convened for each appeal matter unless previously appointed by Full Council.
- The Committee shall act in accordance with the Council's disciplinary, grievance, capability, and other relevant employment procedures, together with relevant ACAS guidance.

Responsibilities

The Employment Appeals Committee shall:

- Hear appeals arising from formal employment procedures.
- Consider all relevant evidence presented by the parties involved.
- Determine appeals fairly, reasonably, consistently, and without prior bias.
- Make decisions and recommendations in accordance with the Council's adopted procedures and relevant employment legislation.
- Ensure all matters are handled in strict confidence and in accordance with data protection requirements.

Meetings

- Meetings will be held as required and in accordance with the time scales set down in the Parish Council's disciplinary and grievance policies.
- Members of the press and public will be excluded from these meetings.

Compliance

The Committee shall operate in accordance with:

- Relevant employment legislation
- The Council's Standing Orders and Financial Regulations
- The Council's adopted employment policies
- Current ACAS guidance

Relevant health and safety and data protection requirements.



BANWELL PARISH COUNCIL CEMETERY & MEMORIALS WORKING GROUP TERMS OF REFERENCE

General

To meet when necessary, in the Cemetery at the discretion of the Chairman of the Cemetery & Memorials Working Group to deal with matters pertaining to the efficient management of the responsibilities listed below and to report to the Parish Council via the meeting notes.

Cemetery

- To oversee the allocation of plots for burials and cremations (delegated to the Clerk).
- To maintain the current position and alignment of burial and cremation plots.
- To recommend to council the appointment of a Cemetery Orderly and revise the job specification, as necessary.
- To approve memorials applications before payment and installation, six months after interment for full burial (delegated to the Clerk)
- To ensure the area is kept tidy and free of rubbish and weeds.
- To ensure all hedges, trees and pathways are well maintained.
- To ensure all buildings and walls are in a good state of repair.
- To carry out an annual Memorial Safety check on the headstones.
- To consider and recommend for approval or refusal to the Parish Council, any memorials that may be unusual to, or not considered to be in keeping with other memorials in the cemetery.

Memorials

To annually monitor the condition of the War Memorial and the memorial stones in the parish by completing an inspection.

Finance for recommendation to Full Council

- To annually set rates for burials, cremations and memorials.
- To annually prepare estimates for the budget for submission to the Council.
- To prepare a list of proposed special projects to be referred to the Council.



Employment Committee Terms of Reference

Membership

The Chairman or Vice-Chairman and four other members of the Parish Council.

Quorum

Three members of the Committee.

Authority and Scope

The Committee is authorised to act on behalf of the Parish Council in matters relating to staffing and employment, including recruitment, appraisals, staff wellbeing, training and development, and compliance with employment legislation and council policies.

The Committee may make decisions within approved budgets and delegated authority. Matters involving changes to staffing structure, budgetary implications outside approved budgets, or amendments to Council policy shall be referred to Full Council for resolution.

Terms of Reference

The Employment Committee shall:

- Oversee the recruitment, retention, wellbeing, and professional development of staff to support the effective operation of the Council.
- Determine pay, terms, and conditions of employment in line with relevant legislation, national agreements, recognised guidance, and best practice.
- Draft, review, and update employment contracts, job descriptions, person specifications, and employment-related procedures as required.
- Periodically review staffing structures, workloads, and resource requirements to ensure the efficient and effective operation of the Council.
- Ensure staff wellbeing by providing appropriate support, workspaces, equipment, training, and safe systems of work in accordance with the Council's legal obligations.
- Identify staff training and development needs and support continuing professional development through appraisals, training opportunities, and agreed development plans.
- Ensure members of the Employment Committee undertake appropriate training relevant to their employment responsibilities, including recruitment, grievance and disciplinary procedures, equality, confidentiality, and employment law.
- Act as a panel for recruitment, grievance, disciplinary, capability, and absence management matters in accordance with the Council's adopted policies and procedures.
- Conduct regular staff appraisals and oversee performance management processes where appropriate.
- Keep under review employment legislation, HR best practice, and ACAS guidance to ensure the Council remains compliant and up to date.
- Ensure all employment matters, discussions, and documentation are handled in strict confidence and in accordance with the Council's confidentiality and data protection policies.
- Meetings of the Employment Committee will normally be held in person. Any remote or hybrid attendance arrangements shall be subject to current legislation and Council policy.

Compliance

The Committee shall operate in accordance with:

- Relevant employment legislation
- The Council's Standing Orders and Financial Regulations
- The Council's adopted employment policies
- Current ACAS guidance
- Relevant health and safety and data protection requirements.

Reviewed May 2026 to be reviewed May 2027



Banwell Parish Council

Planning Committee Terms of Reference

Introduction

The role of this Committee is to provide the Council's response on any planning application or on any other planning matter that is referred to the Council for comment. Where appropriate this Committee may resolve to refer a particular planning matter to Full Council for determination.

Membership

The Committee is a Standing Committee and its members shall be Parish Councillors who are appointed to the Committee at the Annual Meeting of the Parish Council in May each year. At the first meeting of the Committee following the Annual Meeting of the Parish Council the first item of business shall be to elect a Chairman and a Vice-Chairman for the Committee.

The Committee shall be comprised of a minimum of five councillors, with the Chair and Vice Chair of the Council being ex officio members, with a maximum membership of eleven councillors. Members joining the Council at a date after the annual Committee elections, may also join the Planning Committee as can an existing member who elects not to join the Committee at the Annual Meeting of the Council, but who subsequently seeks to be a member of the Committee. In both cases the member must attend at least three meetings of the Committee before being able to vote. Substitutions are not permitted. The Quorum for the Planning Committee is three.

Delegation of Planning Powers to the Planning Committee

The Committee will have responsibility for all matters associated with and relevant to planning, specifically.

- The consideration of and response to planning applications received from North Somerset Council by deadline dates set by North Somerset Council or an extended date as may be agreed with that Council.
- The preparation of a response to all Development Plan documents or such other planning policy or planning guidance documents as may be referred to the council for comment.
- In responding to planning applications, the Committee will, where appropriate, include recommendations encouraging sustainable and environmentally-friendly development. This includes referencing Banwell Parish Council's adopted list of suggested green measures (e.g. biodiversity preservation, energy efficiency, water conservation, and sustainable transport options) using the phrase: "Please consider including the following green measures," followed by selected applicable suggestions.

Referrals and Site Visits

- Any member of the Council may request that any planning matter shall be put to Full Council for a decision provided that the request is supported by at least two other Committee members who have a right to vote.
- All members of the Planning Committee should familiarise themselves with a proposed agenda item, as appropriate, prior to the Planning Committee Meeting at which it will be discussed and if any member wishes to make a site visit before the date on which the matter is to be considered by Committee he/she may undertake one with or without other members of the Committee.
- In the event of a site visit being proposed at a meeting of the Planning Committee a joint site visit by members shall be arranged at the meeting for a time when as many Committee members will be able to attend and if necessary the Clerk will seek an appropriate

extension of any consultation deadline from the appropriate authority to allow consideration of the matter at the next meeting of the Committee

- A joint site visit after the Planning Committee meeting shall not be held unless at least three councillors notify the meeting of their agreement to a site visit and their intention to attend.
- Councillors making a site visit shall not enter a property and shall always respect occupiers' privacy.

Publication of Meeting Information and Timetable

- The date and time of a Planning Committee meeting will be published at least 3 clear working days (excludes weekends) before the meeting.
- Meetings will be convened for the first Monday of every month unless it is a bank holiday.
- To meet North Somerset Council's consultation deadline or the consultation deadline of another body a planning application or other planning matter may be discussed at a full Council meeting instead of at the Planning Committee. In such circumstances the Planning Committee Chairman or, if necessary, the Planning Committee Vice Chairman shall chair the discussion on the relevant matter. If neither are present at the meeting, then the Chairman or Vice Chairman of the Council shall take the Chair.
- Meetings are held in a hybrid format where possible. Members of the public may watch live via Facebook or contact the Clerk in advance to attend remotely via Zoom.

Attendance, Representation and Voting at Committee Meetings

- With respect to planning applications, planning applicants and members of the public who may wish to present or comment on a validated planning application on the Committee agenda will be given the opportunity to speak at the meeting for a maximum of three minutes per speaker in advance of the Committee's consideration of the application.
- As appropriate, relevant questions from residents along with any other questions from the Committee will be put to the applicants (if present and content to answer questions) by the Committee as necessary after the close of the public speaking period.
- Members of the public who attend a meeting of the Planning Committee will be given the opportunity to comment on any other planning matters on the agenda, but all speakers will again be afforded only three minutes to make their comments. The Committee Chairman on the day has the discretion to minimise the number of speakers and to determine the order of speaking: residents, in particular, are encouraged to nominate a single speaker to speak on their behalf if at all possible in order to avoid duplication of comments.
- Any Councillor, who is not on the committee, may also attend but cannot vote on any agenda item.
- The Chairman of the Committee on the day shall have a second and casting vote in the event of an equality of votes.



BANWELL PARISH COUNCIL WOLVERSHILL DEVELOPMENT LIAISON GROUP TERMS OF REFERENCE

The Wolvershill Development Liaison Group ('the Liaison Group') is a working group of Banwell Parish Council ('the Council') which facilitates communication between North Somerset Council, the Developers of the new strategic planning site of Wolvershill and the Community.

Membership

The Parish Council membership shall be the Chairman, Vice-Chairman, Chairman of Planning, the Clerk, relevant North Somerset Officers and representatives from the Developers with control over the land at Wolvershill.

The Chair of the Liaison Group will be a Member of the Parish Council and shall be chosen by the Liaison Group Members at the first meeting. The Clerk will administer the meetings on behalf of the Council and Community.

Decisions

The Liaison Group shall discuss elements of the Wolvershill emerging planning policy framework, input into master planning considerations and make recommendations. The Liaison Group has no budgetary or spending powers.

Meetings

The Liaison Group shall meet as required. Copies of the draft notes of the meetings shall be circulated to all Members, the Wolvershill Working Group and Parish Council members within 10 workdays. Liaison Group meetings may be held virtually and are not required to be held in public. The Clerk will follow normal statutory regulations in terms of notice of Council meetings as a matter of good practice.

Quorum

The quorum shall be 6 members of the Liaison Group a minimum of this being 2 Parish Councillors. If the number of members present falls below the required quorum the meeting may be adjourned unless it is felt necessary, due to urgent requirements, to continue discussions. The notes of that meeting will then be forwarded to Full Council for consideration as per usual.

Responsibilities

The key objective of the Liaison Group is to facilitate engagement with Banwell Parish Council on the formulation of master planning for the proposed Wolvershill Strategic Location emerging through the North Somerset Local Plan 2039. The Local Plan 2039 is not yet adopted, and so the Wolvershill Strategic Location is not yet confirmed. Master planning is being coordinated by NSC through the preparation of planning policy and supplementary planning guidance, and detailed master planning is to be led by developers to underpin planning applications in due course.

Life of the Liaison Group

The Liaison Group shall continue to meet until the Wolvershill Master Plan has been formally agreed by North Somerset Council. Further sessions may be beneficial to inform ongoing detailed master planning, including potentially with individual developers as part of any pre-planning application engagement.

Review

The Terms of Reference shall be reviewed by the Parish Council in May of each year.



BANWELL PARISH COUNCIL WOLVERSHILL DEVELOPMENT WORKING GROUP TERMS OF REFERENCE

The Wolvershill Development Working Group ('the Working Group') is a working group of Banwell Parish Council ('the Council') and is established to consider and evaluate the recommendations / suggestions from the Wolvershill Development Liaison Group in relation to the Wolvershill Master Plan.

Membership

Membership will be a minimum of three Members of the Council ('Council members'), and up to five members of the community ('Community members') or special interest groups as invited. N.B. Numbers are flexible – the Council recognises it is important to have the right skills and interest on the working Group and, whilst membership will be generally reviewed annually at the Annual Parish Council Meeting, it is possible that community membership may increase and go above eight.

The Chair of the Working Group will be a Member of the Council and shall be chosen by the Working Group Members at the first meeting. The Clerk will administer the meetings on behalf of the Council and Community.

Decisions

The Working Group shall discuss elements of the emerging planning policy framework with members of the community and recommend feedback to the Parish Council. Full Council will consider these in formulation of their official feedback to the Wolvershill Liaison Group. The Working Group has no budgetary or spending powers.

Meetings

The Working Group shall meet as required. Copies of the draft notes of the meetings shall be circulated to all Members and the Parish Council within 10 workdays. Liaison Group meetings may be held virtually and are not required to be held in public. The Clerk will follow normal statutory regulations in terms of notice of Council meetings as a matter of good practice.

Quorum

The quorum shall be 3 members of the Working Group a minimum of this being 2 Councillors. If the number of members present falls below the required quorum the meeting may be adjourned unless it is felt necessary, due to urgent requirements, to continue discussions. The notes of that meeting will then be forwarded to Full Council for consideration as per usual.

Responsibilities

The key objective of the Working Group is to facilitate engagement with the Community on the formulation of master planning for the proposed Wolvershill Strategic Location emerging through the North Somerset Local Plan 2039.

Life of the Working Group

The Working Group shall continue to meet until the Wolvershill Master Plan has been formally agreed. The Working Group shall then discuss either dissolving or continuing to support North Somerset with the development of the new Supplementary Planning Document (SPD).

Review

The Terms of Reference shall be reviewed by the Parish Council in May of each year.



Banwell Parish Council

Youth & Community Centre (YCC) Committee

Terms of Reference

Premise

- The purpose of this committee is to take overall responsibility for the Youth and Community Centre.
- The committee structure is designed to enable council business to be more easily conducted and discussed than could be achieved at a Full Council meeting. Where appropriate, this Committee will make recommendations to Full Council and will abide by any decision there made.

Membership

- The Membership of the Committee will be appointed at the Statutory Annual Meeting of the Parish Council in May each year.
- The committee shall comprise a minimum of five appointed councillors with the Chair and Vice Chair of the Parish Council being ex officio members to a maximum of eleven Councillors. Council may co-opt such other members that are not members of the Council to sit in an advisory capacity as required.
- A quorum of the Committee will be at least three Councillors.
- At the first meeting of the Committee following the Annual Meeting of the Parish Council the first item of business will be to elect a Chairman & Vice-Chairman.

Voting in Meetings

- Each member will have one vote; the Chairman of the Committee will have a second & casting vote in the event of an equality of votes.
- Advisory members will have no voting rights.
- The rules of voting and debate as set out in the Council's Standing Orders will apply to the Committee.

Key Elements

In principle, the committee will be responsible for:

- General day to day running of the YCC
- Hiring of the YCC
- Maintenance and development of YCC's facilities
- Youth Club

Detail

- The Committee has delegated powers to make decisions and authorise expenditure within the agreed Youth & community Centre & Youth Club budget without needing further approval from Full Council.
- Any proposed expenditure or actions outside the agreed budget or remit must be recommended to Full Council for approval.
- Committee meetings may be held in a hybrid format, allowing remote attendance via video conferencing in line with Council policy, similar to Planning Committee arrangements.
- Items for discussion may be raised by any Councillor either through a meeting or via the Clerk.
- As defined with Standing Orders, this Committee may form Working Parties and Sub-Committees. All such Working Parties and Sub-Committees shall have membership open to all Councillors.

Banwell Parish Council Meeting Dates

All Parish Council meetings are held at the Youth & Community Centre. You are welcome to attend face to face, via zoom or they will be livestreamed on Facebook. **Dates highlighted in yellow are out of sequence due to the bank holidays.**

| 2025/26 | Full Parish Council (7:30pm 3rd Monday) | Planning Committee (1st Monday 7pm) | YCC Committee (1st Monday) | Employment Committee (1st Monday) | Environment WG (1st Monday) | Cemetery & Memorials WG | Parish Assembly |
|-----------|---|-------------------------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------|-----------------|
| May | 18th | 11th | 11th | | | | |
| June | 15th | 1st | | | 1st | 10th / 11th | |
| July | 20th | 6th | | | | | |
| August | 17th | 3rd | 4th | | | | |
| September | 21st | 7th | | 1st | | | |
| October | 19th | 5th | | | 5th | 14th / 15th | |
| November | 16th | 3rd | 3rd | | | | |
| December | 21st | 7th | | | | | |
| January | 18th | 11th | | | | | |
| February | 15th | 1st | 2nd | | | | |
| March | 15th | 1st | | 2nd | | | |
| April | 19th | 5th | | | 5th | | 26th |
| May | TBC 17th | TBD - Elections | | | | | |

The agenda and associated paperwork is available the Wednesday before a Monday meeting. They can be found on our website www.banwellparishcouncil.gov.uk or a hard copy is available Thursday 10am until 12 at the Youth & Community Centre, West Street.



Banwell Parish Council

Standing Orders

Contents

| | | |
|------------|---|-----------|
| 1. | Meetings generally..... | 2 |
| 2. | Committees and sub-committees..... | 3 |
| 3. | Ordinary council meetings..... | 4 |
| 4. | Extraordinary meetings of the council and committees and sub-committees | 5 |
| 5. | Rules of debate at meetings | 5 |
| 6. | Disorderly conduct at meetings..... | 7 |
| 7. | Previous resolutions..... | 7 |
| 8. | Voting on appointments | 7 |
| 9. | Motions for a meeting that require written notice to be given to the Proper Officer..... | 7 |
| 10. | Motions at a meeting that do not require written notice..... | 7 |
| 11. | Management of Information | 8 |
| 12. | Draft minutes..... | 8 |
| 13. | Code of conduct and dispensations - <i>See also standing order 1(t) above.</i> | 8 |
| 14. | Code of conduct complaints..... | 9 |
| 15. | Proper Officer | 10 |
| 16. | Responsible Financial Officer | 10 |
| 17. | Accounts and accounting statements | 10 |
| 18. | Financial controls and procurement..... | 11 |
| 19. | Handling staff matters..... | 12 |
| 20. | Requests for information..... | 12 |
| 21. | Relations with the press/media..... | 12 |
| 22. | Execution and sealing of legal deeds - <i>See also standing orders 15(b)(xii) and (xv) above.</i> | 13 |
| 23. | Communicating with North Somerset Councillors..... | 13 |
| 24. | Councillor activities | 13 |
| 25. | Standing orders generally..... | 13 |
| 26. | Safeguarding..... | 13 |
| 27. | Civility and Respect..... | 13 |
| 28. | Responsibilities under Data Protection Legislation | 14 |

Standing orders that are in **bold type contain legal and statutory requirements**. The National Association of Local Councils (NALC) recommends that councils adopt them without changing them or their meaning. Standing orders not in bold do not contain statutory requirements so they have been amended to suit local needs.

1. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings / Working Group

All the below will be applied to virtual meetings (if they become lawful) as explained in more detail in the appendix 'Protocol for remote meetings May 2020'. Although by law working groups do not need to follow statutory guidelines, Banwell PC considers that, where possible, working groups should follow the same rules as for a sub-committee.

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a Bank Holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- ■ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may only make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The total time designated for public participation at a meeting in accordance with standing order (e) above shall not exceed 15 minutes unless directed otherwise by the Chairman of the meeting.
- g A member of the public shall not speak for more than three minutes unless directed otherwise by the Chairman of the meeting.
- h In accordance with standing order (e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may, however, direct that a written or oral response be given later.
- i Any person wishing to speak should raise their hand or in some way indicate they wish to speak, and may choose to sit or stand when speaking.
- j Any person who speaks at a meeting shall direct their comments to the Chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.
- ■ l **Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted.** Persons attending a meeting may not provide a running oral commentary during proceedings in a manner which disrupts the meeting.
- ■ m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in their absence be done by, to or before the Vice-Chairman of the Council.**
- o **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- ■ ■ p **Subject to a meeting being quorate, all decisions at a meeting shall be made by a majority of the councillors or non-councillors with voting rights present and voting.**
- ■ ■ q **The Chairman of a meeting may give an initial vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether he gave**

an initial vote.

See standing orders 3(h) and 3(i) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.

- r **Voting on a matter shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- s The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting.
 - ii. the names of councillors present and absent.
 - iii. interests that have been declared by councillors and non-councillors with voting rights.
 - iv. **dispensations granted to councillors or non-councillors with voting rights**
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered.
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- t **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest, or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 2d viii below for the quorum of a committee or sub-committee meeting.
- v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- w A meeting shall not exceed a period of 2 ½ hours unless directed otherwise by the Chairman of the meeting with agreement from the council/committee

2. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, any or all members of an advisory committee or a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees, sub-committees and working groups as may be necessary, and:
 - i. shall determine their terms of reference.
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of council.
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings.
 - iv. shall, subject to standing orders 2(a) and (c) above, appoint and determine the terms of office of members of such a committee.
 - v. may, subject to standing orders 2(a) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer at least 3 clear days before the meeting that they are unable to attend.
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee.
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee.
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three.

- ix. shall determine if the public may participate at a meeting of a committee.
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee.
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee.

3. Ordinary council meetings

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year, which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council may direct.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.**
- f **The Chairman of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.**
- g **The Vice-Chairman of the Council, unless they resign or become disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an initial vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an initial vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the Council, the business of the annual meeting shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done later. In a year, which is not an election year, delivery by the Chairman of the Council of their acceptance of office form unless the Council resolves for this to be done later.**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council.
 - iii. Receipt of the minutes of the last meeting of a committee.
 - iv. Consideration of the recommendations made by a committee.
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities.
 - vi. Review of the terms of reference for committees.
 - vii. Appointment of members to existing committees.
 - viii. Appointment of any new committees in accordance with standing order 2 above.
 - ix. Review and adoption of appropriate standing orders and financial regulations (if not reviewed within the last 12 months);

- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back.
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.
 - xiii. Review of inventory of land and assets including buildings and office equipment (if not reviewed within the last 12 months);
 - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks (if not reviewed within the last 12 months);
 - xv. Consider payment of any subscriptions falling to be paid annually.
 - xvi. To agree any monthly direct debits
 - xvii. Review of the Council's and/or staff subscriptions to other bodies.
 - xviii. Review of the Council's complaints procedure (if not reviewed within the last 12 months);
 - xix. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act legislation (if not reviewed within the last 12 months);
 - xx. Review of the Council's policy for dealing with the press/media (if not reviewed within the last 12 months); and
 - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of Council.
- k. Where practicable the Council shall live stream all Full Council meetings and, where practicable, committee meetings via its official Facebook page. Members of the public may observe meetings either in person or via the livestream. The Council may also provide a Zoom link for non-councillor attendees (e.g. members of the public, press, or invited speakers) to observe or contribute to meetings, subject to the Chairman's discretion and any protocols adopted. Attendance by councillors via Zoom shall not be counted as present at any meeting under legislation currently in force, unless permitted by statutory provisions

4. Extraordinary meetings of the council and committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The Chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the Chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of a committee [or a sub-committee].

5. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.
- j Subject to standing order 5(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- k One or more amendments may be discussed together if the Chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final amendment immediately before it is put to the vote.
- o Unless permitted by the Chairman of the meeting, a councillor may speak only once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor.
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke.
 - iii. to make a point of order.
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chairman of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion.
 - ii. to proceed to the next business.
 - iii. to adjourn the debate.
 - iv. to put the motion to a vote.
 - v. to ask a person to be no longer heard or to leave the meeting.
 - vi. to refer a motion to a committee or sub-committee for consideration.
 - vii. to exclude the public and press.
 - viii. to adjourn the meeting; or
 - ix. to suspend standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under Standing Order 5(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the Chairman of the meeting.

6. Disorderly conduct at meetings

- a **All members must observe the Code of Conduct which was adopted by the Council on 9th July 2012 and any subsequent amendments which is reviewed annually.**
- b No person(s) present at a meeting shall persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute.**
- c If a person disregards the request of the Chairman of the meeting to moderate or improve their conduct, any councillor or the Chairman of the meeting may move that the person shall be no longer heard or shall be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- d If a resolution made under standing order 6(c) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include suspending or closing the meeting.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(a) above is not clear in meaning, the motion shall be reworded in conjunction with the mover of the motion.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether to include the motion on the agenda shall be final.

10. Motions at a meeting that do not require written notice.

The following motions may be moved at a meeting without written notice to the Proper Officer.

- i. to correct an inaccuracy in the draft minutes of a meeting.
- ii. to move to a vote.
- iii. to defer consideration of a motion.
- iv. to refer a motion to a particular committee or sub-committee.
- v. to appoint a person to preside at a meeting.
- vi. to change the order of business on the agenda.
- vii. to proceed to the next business on the agenda.
- viii. to require a written report.
- ix. to appoint a committee or sub-committee and their members.
- x. to extend the time limits for speaking.
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest.
- xii. to not hear further from a councillor or a member of the public.
- xiii. to exclude a councillor or member of the public for disorderly conduct.
- xiv. to temporarily suspend the meeting.
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

11. Management of Information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose confidential or other sensitive information the disclosure of which would not be in the public interest.
- b Unless approved beforehand by the Council as being in the public interest, councillors and staff shall not disclose confidential or other sensitive information.
- c The Council shall have in place and keep under review appropriate technical and organisational measures to ensure the security, resilience and proper management of information held in paper and electronic form.
- d The Council shall maintain policies for the retention and secure destruction of information

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution, and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:
 “The Chairman of this meeting does not believe that the minutes of the meeting of the (****) held on [date] in respect of (****) are a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution, which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations - See also standing order 1(t) above.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless a dispensation has been granted, a councillor or non-councillor with voting rights shall

withdraw from a meeting when it is considering a matter in which the person has a disclosable pecuniary interest. The person may return to the meeting after it has considered the matter in which the interest is held.

- c Unless a dispensation has been granted, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which the person has a non-pecuniary interest if so required by the Council's code of conduct and may return to the meeting only after it has considered the matter in which the interest is held.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, given verbally at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required, and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates.
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote.
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered at the beginning of the meeting of the Council, or committee or a sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation, the number of persons prohibited from participating in the business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a Upon notification by North Somerset Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law.
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d **Upon notification by North Somerset Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Parish Council shall consider what action, if any, to take against that person. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the Council, a committee or a sub-committee serve on councillors, by email, confirming the time, place and the agenda, provided any such email contains the electronic signature and title of the Proper Officer.**
See standing order 1(b) above for the meaning of clear days for a meeting of a full council and standing order 1(c) above for a meeting of a committee.
 - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them);**
See standing order 1(b) above for the meaning of clear days for a meeting of a full council and standing order 1(c) above for a meeting of a committee.
 - iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given notice at least 5 days before the meeting confirming their withdrawal of it.
 - iv. **convene a meeting of the council for the election of a new Chairman of the Council, occasioned by a casual vacancy in office.**
 - v. facilitate inspection of the minute book by local government electors.
 - vi. **receive and retain copies of byelaws made by other local authorities.**
 - vii. retain acceptance of office forms from councillors.
 - viii. retain a copy of every councillor's register of interests.
 - ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Legislation, in accordance with and subject to the Council's policies and procedures relating to the same.
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
 - xi. **ensure that planning applications notified to the Council and the Council's responses to the local planning authority are appropriately recorded.**
 - xii. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form.
 - xiii. arrange for legal deeds to be executed.
See also standing order 22 below.
 - xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
 - xv. manage access to information about the Council via the publication scheme; and
 - xvi. retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect. *See also standing order 22 below.*

16. Responsible Financial Officer

The Responsible Financial Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England)
- b All payments by the Council shall be authorised, approved, and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30th June, 30th September and 31st December in each year a statement to summarise:
- i. the Council's receipts and payments for the preceding quarter.
 - ii. the Council's aggregate receipts and payments for the year to date.
 - iii. the balances held at the end of the quarter being reported.

which shall include a comparison with the budget for the financial year and highlights any actual or potential over / underspends.

- d As soon as practicable after the financial year end on 31st March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the Council, the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31st March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30th June.

18. Financial controls and procurement

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls.
 - ii. the assessment and management of financial risks faced by the Council.
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually.
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £30,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services, and the execution of works with an estimated value in excess of £5,000 excluding VAT may be considered for publication on the Central Digital Platform (Find a Tender) in accordance with the Procurement Act 2023.**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services, or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process.
 - iii. tenders to be submitted in writing to the Proper Officer in a sealed envelope, marked 'Tender' which shall not show any company logo or other information that identifies the tenderer.
 - iv. tenders shall be opened by the Proper Officer in the presence of the Chairman and at least one other councillor after the deadline for submission of tenders has passed.
 - v. tenders shall be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender. **However, all contract awards exceeding £30,000 including VAT must be reported publicly in line with the Procurement Act 2023.**
- f **Where the value of a contract is likely to exceed £30,000 including VAT, the Council must comply with the Procurement Act 2023 and publish notices on the Central Digital Platform (Find a Tender) as required. For contracts exceeding £5,000 excluding VAT, the Council may choose to publish opportunities on the Central Digital Platform to enhance transparency.**

Reviewed May 2026

to be reviewed by May 2027

All contract values must be recorded both inclusive and exclusive of VAT in procurement notices and financial reports.

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of the employment committee is subject to standing order 11 above.
- b Subject to the Council's policy regarding absences from work, the Council's Proper Officer shall notify the Chairman of the employment committee or, if he/she is not available, the Vice-Chairman of the employment committee of absence occasioned by illness or other reason and that councillor or the Proper Officer shall report such absence to the employment committee.
- c The Chairman or in their absence, the Vice-Chairman and one other member of the employment committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the employment committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Proper Officer shall contact the Chairman of the employment committee or, in their absence, the Vice-Chairman of the employment committee in respect of an informal or formal grievance matter, and this matter shall be reported to the employment committee and progressed by resolution of that committee (see Grievance Policy).
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the Chairman or Vice-Chairman of the employment committee, this shall be communicated to another member of the employment committee, who shall report it to the employment committee which shall progress the complaint by resolution of the employment committee (see Grievance Policy).
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only the Chairman and Proper Officer of the Council shall have access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above if so justified.

20. Requests for information

- a Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Legislation.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Parish Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 (and its relevant amendments)
- c The Council shall also publish information in accordance with applicable transparency legislation and guidance.

21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

22. Execution and sealing of legal deeds - See also standing orders 15(b)(xii) and (xv) above.

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 22(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

23. Communicating with North Somerset Councillors

An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Ward Councillor(s) and Link Officer of North Somerset.

24. Councillor activities

- a Unless authorised by a resolution, no councillor shall:
 - i inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii issue orders, instructions, or directions.
- b Councillors wishing to resign may do so only by letter or email to the Chairman of the Parish Council with a copy to the Proper Officer. Resignation from the Council is effective immediately.
- c The Chairman wishing to resign from their role must do so only by letter or email to the Proper Officer of the Parish Council. Resignation from the Chairman is effective immediately.
- d A member of the Council shall not be appointed Chairman for a period exceeding three consecutive years.

25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form.
- d The decision of the Chairman of a meeting as to the application of standing orders at the meeting shall be final.

26. Safeguarding

The Council is committed to safeguarding children, young people and vulnerable adults. All staff, councillors, contractors and volunteers are expected to adhere to the Council's adopted Safeguarding Policy, which outlines reporting procedures, responsibilities, and expectations.

This Standing Order should be read alongside the full Safeguarding Policy, which is reviewed annually or as legislation requires.

27. Civility and Respect

The Council supports the principles of the national Civility & Respect Pledge and is committed to treating all councillors, staff, and members of the public with dignity, courtesy, and respect.

All conduct at meetings and in council-related communication shall reflect the standards set out in the Council's Dignity & Respect Policy, which complements the Code of Conduct and relevant Standing Orders.

These expectations also apply to electronic communications and social media activity relating to Council business.

Reviewed May 2026

to be reviewed by May 2027

The Council shall seek to conduct its meetings and activities in a manner which is inclusive, accessible and respectful to all participants.

28. Responsibilities under Data Protection Legislation

The Council shall:

- a. maintain policies and procedures to respond to individuals exercising rights under data protection legislation;
- b. maintain procedures for responding to and managing personal data breaches;
- c. maintain appropriate technical and organisational security measures for information held electronically and in paper form;
- d. maintain appropriate privacy notices;
- e. maintain records of processing activities where required by law.

FINANCIAL REGULATIONS

Contents

| | |
|--|----|
| 1. General..... | 2 |
| 2. Risk management and internal control..... | 2 |
| 3. Accounts and audit..... | 3 |
| 4. Budget and precept..... | 4 |
| 5. Procurement..... | 5 |
| 6. Banking and payments | 6 |
| 7. Electronic payments..... | 7 |
| 8. Cheque payments | 8 |
| 9. Payment cards | 8 |
| 10. Petty Cash | 9 |
| 11. Payment of salaries and allowances | 9 |
| 12. Loans and investments..... | 9 |
| 13. Income..... | 9 |
| 14. Payments under contracts for building or other construction works..... | 10 |
| 15. Stores and equipment..... | 11 |
| 16. Assets, properties and estates | 11 |
| 17. Insurance | 11 |
| 18. Charities | 11 |
| 19. Suspension and revision of Financial Regulations..... | 12 |
| Appendix 1 - Tender process | 12 |

These Financial Regulations were adopted by the council at its meeting held on June 17th 2024.

Financial Regulations that are in **bold type** contain legal and statutory requirements. The National Association of Local Councils (NALC) recommends that councils adopt them without changing them or their meaning. Standing orders not in bold do not contain statutory requirements so they have been amended to suit local needs.

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Clerk has been appointed as Responsible Financial Officer (RFO). The RFO;
 - acts under the policy direction of the council.
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - determines on behalf of the council its accounting records and control systems.
 - ensures the accounting control systems are observed.
 - ensures the accounting records are kept up to date.
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements.**
 - **approving an annual governance statement.**
 - **borrowing.**
 - **declaring eligibility for the General Power of Competence and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
 - monthly review the bank mandate for all council bank accounts.
 - authorise any grant or single commitment

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

- 2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a risk assessment including risk management proposals.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed.**
 - **ensure the prompt, accurate recording of financial transactions.**
 - **prevent and detect inaccuracy or fraud and**
 - **allow the reconstitution of any lost records.**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. Monthly a member of the Council shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the bank statements as evidence of this. This is then verified quarterly by another member of the Council whose report is presented to and noted by full council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council files will be kept on the one drive which is accessed by all authorised officers in the event of an employee leaving or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate.**
 - **a record of the assets and liabilities of the council.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.**
- 3.7. The internal auditor shall be appointed by Full Council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council.
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year.
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - is not involved in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council.
 - initiate or approve accounting transactions.
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by Full Council at least annually for the following financial year and the final version published online. The RFO will inform committees of any salary implications before they consider their draft their budgets.
- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year. A forecast for the following four financial years will take into account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.
- 4.6. Having considered the proposed budget and four-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.7. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.8. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.9. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned. This is presented monthly to the Parish Council.

4.10. Any addition to, or withdrawal from, any earmarked reserve (except where items are paid directly into earmarked reserves e.g. food bank, public living room) shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and recorded in the minutes. Currently the Parish Council have the General Power of Competence and as such use this as their legal power.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (except for items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £5,000 excluding VAT but below £30,000, the council may publish the opportunity on the Central Digital Platform (Find a Tender) to enhance transparency and efficiency, in line with the Local Government Transparency Code 2015.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Procurement Act 2023 regarding the publication of invitations and notices about the award of contracts. This includes using the Central Digital Platform where applicable.**
- 5.8. All contract values must be reported both inclusive and exclusive of VAT in any procurement notice, in compliance with the Procurement Act 2023 and Local Government Transparency Code 2015.
- 5.9. When publishing notices on the Central Digital Platform, the Clerk shall ensure that VAT is clearly stated and correctly calculated
- 5.10. The Clerk shall ensure that all procurement notices meet the required publication standards as set out in Procurement Regulations (Regulations 24 and 36)
- 5.11. For contracts greater than £4,000 excluding VAT the Clerk shall seek at least 3 fixed price quotes;
- 5.12. where the value is between £1,000 and £4,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.13. For smaller purchases, the clerk shall seek to achieve value for money but recognises the use of regular contractors / local contractors.
- 5.14. **Contracts must not be split to avoid compliance with these rules.**
- 5.15. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
 - i. specialist services, such as legal professionals acting in disputes.
 - ii. repairs to, or parts for, existing machinery or equipment.
 - iii. works, goods or services that constitute an extension of an existing contract.
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.16. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

5.17. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.18. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £1000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below £2,000 excluding VAT.
- the council the council or relevant committee for any items between £2,000 and £5,000 excluding VAT.
- the council for all items over £5,000.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.19. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.20. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.21. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.22. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.23. An official order or letter shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.24. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to have its current account with Unity Bank. .

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. More than two people are involved in all payments, using dual online authorisation and / or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch 'Bills for Payment', this shall be checked by a councillor before being presented and agreed by the Parish Council / relevant committee, for authorisation by a second Councillor

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking (cheques where necessary), in accordance with a resolution of the council / delegated committee / delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO will draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A copy of the 'Bills for Payment' schedule of payments (which includes regular payments) shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. The Clerk, acting as Responsible Financial Officer, shall have delegated authority to authorise payments within approved budgets and in accordance with these Financial Regulations. All payments shall remain subject to the council's dual authorisation and approval procedures:
 - i. any payments of up to £1000 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. A detailed list of all payments shall be disclosed within as an attachment to the minutes of the meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but will not be involved in approving any payment.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The RFO shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be given to two authorised signatories.
- 7.5. In the prolonged absence of the RFO a member of staff or in exceptional circumstance an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council annually.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council annually.
- 7.11. The council may make regular payments of fixed sums by banker's standing order (e.g. salaries), provided that the instructions are approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council annually.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers annually.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be prepared by the Clerk and signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1000 unless authorised by council in writing before any order is placed. The card will have a £2000 limit.
- 9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month. The Council credit card must only be used for expenses incurred wholly and exclusively for Council purposes. **Discretionary spending, such as refreshments for Council events, public meetings, or volunteer activities, may be purchased directly using the Council credit card where provision exists within an approved budget. One-off or exceptional expenditure outside approved budgets must be authorised by resolution of the Council before purchase.**

- 9.3. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy. Such expenses must be reclaimed using the standard Expenses Form process and supported by receipts.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received will be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.
- 10.2. Cash income received will not be paid into the petty cash float but will be separately banked, as provided elsewhere in these regulations.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Employment Committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by two councillors to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall have an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which is written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council biannually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The Parish Council may accept payments by debit or credit card for services, facilities, or goods provided, subject to the following conditions:
1. **Approval and Setup:** The use of card payment systems, including card readers and any associated service provider, must be approved by resolution of the Council. All payment systems must comply with relevant security standards.
 2. **Transaction Limits:** The Council shall set a maximum limit for individual card transactions. Any single transaction paid by card shall not exceed £1000, unless otherwise agreed by resolution of the Council.
 3. **Processing Fees:** Any fees charged by the card payment service provider for processing transactions shall be accounted for and included in the Council's budget. Where permitted, these fees may be passed on to the payer.
 4. **Reconciliation and Record-Keeping:** The Responsible Financial Officer (RFO) shall ensure that all card payments received are properly recorded in the Council's financial system. Reconciliation of card payments with bank statements shall take place monthly, with appropriate records maintained for audit purposes.
 5. **Data Security:** All card payments shall be processed in compliance with the Payment Card Industry Data Security Standard (PCI-DSS). Under no circumstances shall cardholder data, including card numbers, be stored by the Council.
 6. **Refunds:** Any refund of payments made by card shall be authorized by the RFO or Clerk and documented in the financial records. The refund shall be processed via the original card payment system
- 13.7. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.8. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.9. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The Clerk shall be responsible for the care and custody of stores and equipment.

15.2. Delivery notes shall be obtained in respect of all goods received or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified annually.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The RFO shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

18. Charities

18.1. Where the council is sole managing trustee of a charitable body the Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk / RFO. The Clerk shall monitor changes in legislation (including the Procurement Act 2023 and Local Government Transparency Code 2015) or proper practices and advise the council of any need to amend these Financial Regulations to ensure compliance with updated statutory requirements.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

Tender notices shall include the following information to comply with Procurement Act 2023 requirements:

- *Procurement reference number*
- *Contract start and end dates*
- *Estimated contract value inclusive of VAT*
- *Description of goods/services required*
- *Selection criteria and contract award method*

The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council. If using the Central Digital Platform, the Clerk shall ensure compliance with all necessary publication guidelines

- 2) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 3) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 4) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 5) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

BANWELL PARISH COUNCIL - RISK ASSESSMENT and MANAGEMENT PLAN

This Risk Assessment and Management Plan identifies the main strategic, operational, financial and governance risks facing Banwell Parish Council and sets out the control measures in place to manage those risks. The document is reviewed annually by the Council, or sooner where significant changes occur to the Council's activities, services, staffing, assets or legal responsibilities

Risk Rating Matrix

| | | | |
|--------------------|---|---|--|
| | A possibility of death, major injury, major damage or loss of property or equipment. | B Significant injury, service disruption or financial loss | C minor injury or minor damage to property or equipment |
| 1 Extremely Likely | | | |
| 2 Likely | | | |
| 3 May but unlikely | | | |

| Issue and Risk Identified | Risk Rating | Those at Risk | Current Controls | Risk Rating | Possible Further Action |
|--|-------------|---|--|-------------|---|
| Financial prudence & probity - Potential reputational damage | 2B | Parish Council/ Employees/ Parishioners | Monthly budget monitoring statements. Regular scrutiny of financial records by the appointed internal auditor and proper arrangements for the approval of expenditure. Quarterly returns to HMRC. Internal Audit Assurance. | 3C | |
| Potential fraud, data security breaches, and incorrect reconciliation of card payments. | 2A | Parish Council/ Parishioners | Use of a secure card payment provider that complies with PCI-DSS standards. Regular reconciliation of card payments with bank statements by the Responsible Financial Officer (RFO). All card transactions to be reviewed by the Council at regular intervals, with transaction limits in place. All procurement transactions must comply with the Procurement Act 2023. VAT must be reported accurately in financial records to align with Local Government Transparency Code 2015. | 2C | Annual review of card payment provider to ensure compliance with security standards. Introduction of internal procedures for handling card payment refunds and disputes. |
| Use of PC Credit Card/ discretionary Spending | 2B | Parish Council/ Parishioners | The Parish Council credit card is restricted to use by the Clerk only. Card spending is limited to Council-approved purchases. - Discretionary expenses, such as event refreshments, must be paid personally and reclaimed via the Expenses Form unless prior approval is recorded in the minutes. - Credit card transactions are monitored and reviewed monthly by councillors authorising payments. | 3C | |
| Financial Loss/ Fraudulent Activity | 2A | Parish Council/ Parishioners | Monthly Councillor audit to check invoices against appropriate cheque stubs. Council to ratify & authorise all payments at ordinary meetings. | 2C | |

BANWELL PARISH COUNCIL - RISK ASSESSMENT and MANAGEMENT PLAN

| | | | | | |
|---|----|------------------------------|---|----|--|
| | | | <p>Two Councillors to sign each cheque /authorise each BACs payment. Invoices to be checked before signing / authorising and cheque stubs and invoices to be initialled.</p> <p>All financial obligations to be resolved and clearly minuted before any commitment.</p> <p>Direct debits / Standing Orders only approved on the bank account on instruction of the full Council.</p> <p>Internal Audit to check VAT entries on invoices against VAT to be claimed from HMRC, amount recorded in bank account statement</p> <p>Monthly bank reconciliations should be undertaken as soon as practicable following receipt of bank statements.</p> <p>Weekly back-up of all financial information held.</p> <p>No petty cash is held.</p> <p>All cash/cheques and non-negotiable money to be banked as soon as possible. Receipts issued for cash payments.</p> <p>Security of cash receipts requiring banking.</p> <p>Quarterly check by Parish Councillor</p> | | |
| Probity of Parish Councillors | 2B | Parish Council Reputation | <p>Remind Councillors at each meeting of the need to consider each agenda item and decide whether to declare an interest.</p> <p>Remind Councillors that they need to review their entry in the 'Statutory Register of Members' Financial and Other Interests' register at least annually.</p> <p>To provide the NSC Monitoring Officer with details, within 28 days of receiving any gift or hospitality, over the value of £25.</p> | 3C | |
| Adequacy of Precept | 2B | Parish Council/ Parishioners | <p>Ensure adequacy of annual precept through sound budgetary arrangements.</p> <p>Monthly budget updates with detailed budgets yearly comparison in the autumn.</p> <p>Draft budget and precept requirement to be on December PC agenda and agreed in January.</p> | 3C | |
| Insurance – Adequate for PC Risks including assets | 2A | Parish Council/ Parishioners | <p>Annual Review of the Council's insurance requirements to ensure it is at an appropriate level for all liabilities/assets.</p> <p>Weekly visual checks made on play equipment by members of the Parish Council. Asset register to be kept up to date.</p> | 3B | |
| Financial Regulations | 2B | Parish Council/ Parishioners | <p>Annually Review of the adequacy of the Regulations.</p> <p>Ensure that all financial processes remain in compliance with the Procurement Act 2023 and Local Government Transparency Code 2015.</p> | 3C | |

BANWELL PARISH COUNCIL - RISK ASSESSMENT and MANAGEMENT PLAN

| | | | | | |
|--|----|---------------------------------|--|----|--|
| | | | Ensure that all contract values are recorded both inclusive and exclusive of VAT in procurement notices and financial reports | | |
| Reserves | 2B | Parish Council/ Parishioners | Ensure that an adequate level of reserves is maintained through the budget setting process. A reserves policy | 3C | |
| Cemetery Fees | 2C | Parish Council | Ensure fees charged cover all costs as well as contributing to the cost of an extension. Fees reviewed annually | 3C | |
| ASSETS | | | | | |
| Protection of the Council's physical assets | 2A | Parish Council/ Parishioners | Buildings insured for all risks and theft (YCC, cemetery shed and wall). Street furniture insured. Office equipment insured. Kept in locked office. Street lighting maintained by Weston Rail Services. Weekly checks of defib. | 3B | Keep adequacy of insurance cover under review annually. |
| Maintenance of buildings | 2B | Parish Council/ Parishioners | Parish Council responsible for Youth & Community Centre and shed at cemetery. | 3C | Keep adequacy of insurance cover under review annually. |
| Security of buildings | 2A | Parish Council/ Parishioners | Parish Council responsible for security of YCC. CCTV and entry controls in place. 6 monthly maintenance check and annual fee. Village Hall responsible for CCTV looking over the Recreation Ground and entry controls in place | 3C | |
| Cemetery – Memorial Safety | 2A | Parish Council/ Parishioners | Annual safety check completed by cemetery and memorials committee. Memorial Mason present. Ensure compliance with Cemetery Regulations and Cemetery and Memorials Policy. Annual review of Cemetery Regulations and Cemetery and Memorials Policy. | 3C | |
| Cemetery – no space available | 1C | Parish Council/ Parishioners | Attempts to identify land for a cemetery extension have been ongoing for over 20 years. Current calculations suggest at least 15 years before full for burials. The government is also investigating reusing graveyards. | 1C | Recalculate capacity annually and include in long-term facilities planning |
| Allotment site | 1C | Parish Council/ Parishioners | Site established in 2010. Cllr serves as member of Allotment Society Committee. There are two leases: one between the Parish Council and the Allotment Society, and one between the Allotment Society and the landowner. | 1C | |
| Recreation Ground and Riverside Play | 1A | Parish Council/ Parishioners | Rec Ground / Riverside play equipment, gates, fencing and surfaces insured. Visual weekly checks of play equipment by a trained person. | 2B | |

BANWELL PARISH COUNCIL - RISK ASSESSMENT and MANAGEMENT PLAN

| | | | | | |
|--|----|------------------------------------|--|----|--|
| Area including risks to users | | | Annual independent checks made on condition/safety of all play equipment by a ROSPA inspector. | | |
| Risks to third parties from Council assets | 1A | Parish Council/ Parishioners | Public liability insurance in place. Action taken on ad hoc basis to repair/replace assets as required. 6 yearly structural/electrical safety testing of all streetlights last carried out in 2023. Annual PA Test of all electrical items Annual inspection of trees by a qualified tree surgeon Risk assessments of individual events/activities carried out. Annual inspection of grit bins, benches, dog bins & flagpoles by a nominated councillor. | 2B | |
| OTHER RISKS | | | | | |
| Employer liability/ Compliance with employment law | 2B | Parish Council/ Parishioners | Insurance in place. Membership of ALCA/NALC. Clerk is member of SLCC on behalf of the Council. | 3C | |
| Safety of Staff | 2B | Parish Council/ Parishioners | Office accommodation independently risk assessed. | 3C | |
| Legality of the Council's actions | 2B | Parish Council/ Parishioners | Membership of ALCA/SLCC Professional advice when required. Appropriate training for Clerk/members. | 3C | |
| Loss of financial or personal data through cyberattack or software failure | 2A | Parish Council/ Parishioners | Cloud backups, antivirus software, secure passwords, staff training, two-factor authentication where available. | 2C | |
| System failure or data breach affecting financial transactions or bookings | 2B | Parish Council/ Parishioners | Contracts in place with software providers. Cloud-based daily backups | 3C | Include software providers in annual risk review |
| Use of AI tools for admin tasks may result in inaccurate content, unintended bias, or lack of appropriate oversight. | 2C | Parish Council / Staff / Public | AI tools are only used for administrative drafting, it does not replace officer or council decision-making responsibilities All AI-generated content is reviewed and approved by the Clerk (or appropriate officer) before use. No personal or sensitive data is entered into AI tools. Content is tailored and fact-checked to ensure alignment with Council policies and tone. | 3C | Keep staff updated on ethical and privacy considerations as use evolves. |

BANWELL PARISH COUNCIL - RISK ASSESSMENT and MANAGEMENT PLAN

| | | | | | |
|---|----|--|---|----|--|
| Contracts – compliance with law/ensuring value for money | 2B | Parish Council/ Parishioners | <p>Standing Orders and Financial Regulations in place and reviewed annually.</p> <p>Procurement processes must comply with the Procurement Act 2023 and the Local Government Transparency Code 2015.</p> <p>For contracts exceeding £5,000 excluding VAT, the Council may choose to publish opportunities on the Central Digital Platform (Find a Tender) to enhance transparency.</p> <p>For contracts exceeding £30,000 including VAT, the Council must publish opportunities on the Central Digital Platform in accordance with statutory procurement regulations.</p> <p>All contract values must be reported both inclusive and exclusive of VAT in procurement notices</p> | 2C | |
| Use of contractor’s various injuries, etc. | 2A | Parish Council/ Parishioners & Contractors | <p>Contractor to have public liability insurance cover of £1 million.</p> <p>All contractors asked for Health and Safety Policy.</p> <p>Evidence of registration and licence is obtained.</p> <p>Contractors asked to produce risk assessments for the associated work activities.</p> <p>All electricians used are NICEIC registered, and contractors servicing gas appliances are GASSAFE registered.</p> <p>Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc are appropriately licensed.</p> <p>Work of all contractors is monitored by the Clerk / nominated councillor.</p> <p>For contracts exceeding £5,000 excluding VAT, procurement opportunities may be published on the Central Digital Platform in line with Procurement Act 2023 regulations.</p> <p>For contracts exceeding £30,000 including VAT, procurement notices must be published on the Central Digital Platform, ensuring compliance with transparency and statutory requirements.</p> | 2B | Design a record for monitoring activities. |
| Use of contractors Incomplete / unsatisfactory workmanship | 2B | Parish Council | <p>All electricians used are NICEIC registered and contractors servicing gas appliances are GASSAFE registered.</p> <p>Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc are appropriately licensed.</p> <p>Evidence of registration and licence is obtained.</p> <p>Work of all contractors is monitored by a nominated councillor</p> | 3C | Design a record for monitoring activities. |
| Use of Volunteers | 2B | Parish Council/ Members of the council | <p>10 million public liability provided by Parish Council to cover activities by volunteers.</p> <p>Adequate risk assessments.</p> | 3C | |



Appraisal Protocol

Introduction

Appraisals are used to support employees in achieving their full potential and to enable the Council to monitor performance, support development, and deliver effective services to the community. The appraisal process supports the Council's strategic objectives, service delivery to residents, and the effective and efficient use of resources. An appraisal meeting provides an opportunity to review work undertaken, discuss achievements and challenges, agree future objectives, and identify any development or training needs.

The main purposes of the appraisal system are as follows:

- Performance – to review how staff are performing and identify opportunities to build on strengths or provide support.
- Responsibilities – to confirm current duties and consider any changes.
- Personal Development – to identify training and development needs.
- Communication – to provide a structured opportunity for open discussion.
- Future Work – to agree priorities and objectives for the coming period..

Roles and Responsibilities

The Clerk will be appraised by the Employment Committee. All other staff will be appraised by the Clerk as line manager. Any changes to contracts, probation, or job descriptions will be referred to the Employment Committee for approval.

Appraisal Cycle

The Council operates a structured appraisal cycle as follows:

- End of Probation (Initial Appraisal):
Section 1 of the appraisal form is completed. This focuses on reviewing performance, identifying strengths and areas for development, and discussing the role.
- Setting Objectives:
Section 2 (Action Plan) is completed following the appraisal. This sets key work targets, responsibilities, and training needs for the next six months.
- Six-Month Review:
Section 3 (Appraisal Review Form) is completed to review progress against the agreed objectives and identify any further actions.

This cycle then continues, with new objectives set and reviewed every six months. **With a Strategic Development Review (Section 4) to be undertaken after five years of service.**

Key Features

Appraisals will be conducted in line with the following principles:

- (a) **Openness** – The process will be transparent, and employees will have access to all relevant documentation.
- (b) **Confidentiality** – Appraisal records will remain confidential to those directly involved. The Council will be informed that appraisals have taken place, but not of their content.
- (c) **Consistency** – The same process will be applied to all staff.
- (d) **Objectivity** – Discussions will be based on performance and evidence, not personal opinion.
- (e) **Forward-looking** – The focus will be on future development and improvement.
- (f) **Positive approach** – Issues will be addressed constructively with a focus on solutions.
- (g) **Two-way discussion** – Employees are encouraged to contribute openly.
- (h) **No surprises** – Performance issues should be raised at the time they occur, not introduced for the first time at appraisal.

Appraisal Process

1. Agreeing a Date

The appraiser and appraisee will agree a suitable date, allowing at least five working days for preparation. The next appraisal date is normally agreed at the previous meeting.

2. Documentation

Both parties should have access to:

- Job description
- Previous objectives (if applicable)
- Previous appraisal record (if applicable)

3. Preparation

Both parties should prepare in advance. The appraisal form should be completed by the appraisee prior to the meeting where appropriate. The appraiser should consider the Council's strategic priorities.

4. The Meeting

The appraisal will take place in a private, quiet setting. It should be conducted in an informal and constructive manner.

The discussion will include:

- Review of past performance
- Achievements and challenges
- Training and development needs
- Future objectives
- Notes will be taken during the meeting.

5. Recording the Appraisal

A written record will be completed and shared with the appraisee as soon as possible following the meeting. The appraisee will have the opportunity to comment before signing.

6. Record Keeping

Copies of the completed appraisal will be:

- Provided to the employee
- Retained by the appraiser
- Held securely in confidential personnel records

7. Follow-Up

The appraiser is responsible for ensuring agreed actions are progressed.

Performance Assessment

Performance will be assessed as either:

- Meeting expectations
- Requiring improvement

Where improvement is required, an action plan will be agreed.

Timing

The appraisal interview will be conducted every six months in March & September for the Clerk and for other employees during August and February.

Interim Reviews

Interim reviews may take place where necessary, for example following significant projects or changes in Council priorities. These reviews do not require full documentation, but key actions should be recorded and shared

Training and Development

Training needs will be identified jointly during the appraisal. Priority will be given to areas that support performance improvement and achievement of objectives. The GROW model may be used to support development discussions

| | | |
|----------|-------------|------------------------|
| G | Goals | what do you want? |
| R | Reality | what is happening now? |
| O | Options | what could you do? |
| W | Way Forward | what will you do? |

Setting Objectives

Objectives provide a framework for the coming period and should align with the employee's role and the Council's priorities. Typically, 4–6 objectives will be agreed. Effective objectives should be **S.M.A.R.T.**:

Specific: the objective should refer to a particular task or piece of work or specific aspects of behaviour or performance.

Measurable: There should be measures (quantitative or qualitative) which are clearly agreed and understood; these will enable progress and achievement to be monitored and recognised.

Agreed: The objective should be agreed by appraisee and appraiser

Realistic: The objective should be designed to be challenging for the appraisee but should not be so demanding that there is a high likelihood of failure.

Timed: All objectives should have a date by which they are to be achieved.

At least one objective should relate to personal development.

Managing Performance Issues

Where performance concerns are identified:

- An action plan will be agreed
- Appropriate support or training will be provided

If performance does not improve, the Council's disciplinary procedure may be followed where appropriate.

Final Comments

Both the appraiser and appraisee will have the opportunity to add final comments to the appraisal record.

Appendices

The Council will maintain standard appraisal forms to support this process, including:

- Initial appraisal form
- Review form
- Action plan template
- Strategic Development Review

Copies of completed forms will be issued and stored in accordance with this protocol.



SECTION 1 Initial Appraisal (End of Probation)

NAME: _____
 JOB TITLE: _____
 DATE, TIME AND PLACE OF INTERVIEW: _____
 NAME OF APPRAISER: _____

1. What do you feel has gone well in your role so far? (contribution and achievements)
2. What aspects of your role have you found most challenging?
3. How have you tried to address these challenges, and what further support might help?
4. What strengths do you bring to the role, and are these being fully used?
5. Are there any areas where you feel you need to improve or develop further?
6. How do you feel your organisation and time management are working at the moment?
7. (keeps your key performance indicator in there)
8. How would you describe your working relationships with councillors and others?
9. What do you enjoy most and least about your role?
10. Do you feel you have received enough support and guidance so far?
11. What training or development would help you in your role?
12. Looking ahead, what objectives would you like to focus on over the next six months?
13. Is there anything else you would like to raise or discuss??

SECTION 2: Action Plan (6 months)

NAME: _____
 JOB TITLE: _____
 DATE OF INTERVIEW: _____
 NAME OF APPRAISER: _____

1. KEY WORK TARGETS FOR NEXT SIX MONTHS

2. NEW RESPONSIBILITIES (if any)

3. ADDITIONAL ACTION POINTS (if any)

4. TRAINING AND DEVELOPMENT NEEDS

| | |
|--------------|---------------------|
| <u>NEEDS</u> | <u>OBJECTIVE(S)</u> |
|--------------|---------------------|

5. ADDITIONAL COMMENTS

REVIEW DATE: _____

CLERK'S SIGNATURE **DATE**

EMPLOYEE'S SIGNATURE **DATE**

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

Section 3 Six-Month Review Form

NAME: _____
JOB TITLE: _____
DATE OF INTERVIEW: _____
Name of Appraiser: _____

1. REVIEW OF KEY WORK TARGETS

ADDITIONAL / NEXT TARGETS SET

2. REVIEW OF NEW RESPONSIBILITIES/ADDITIONAL ACTION POINTS (if any)

3. REVIEW OF TRAINING AND DEVELOPMENT NEEDS

ADDITIONAL TRAINING AND DEVELOPMENT NEEDS SET NEEDS OBJECTIVE(S)

4. COMMENTS (EMPLOYMENT COMMITTEE AND OR EMPLOYEE)

NEXT REVIEW DATE:.....
CHAIRMAN'S SIGNATURE DATE
EMPLOYEE'S SIGNATURE DATE

Issue a copy of section 4 to the employee, Chairman of the Employment Committee and employment file; set the next review date, depending on the information above.

Section 4 – Strategic Development Review (to be undertaken every 5 years of service)

NAME: _____
JOB TITLE: _____
DATE, TIME AND PLACE OF INTERVIEW: _____
NAME OF APPRAISER: _____

1. How do you feel your role has developed since you started?
2. Do you feel the current role and responsibilities remain appropriate? (e.g. scope, hours, priorities)
3. Are there any aspects of the role that could be improved or carried out differently?
4. How manageable is your workload over the longer term?
5. What aspects of your role do you find most rewarding?
6. Are there any areas you would like to develop further or take on in the future?
7. Are there any areas you would prefer to reduce or step back from over time?
8. What are your aspirations for the next:
2 years?
5 years?
9. What support, training, or changes would help you achieve these aims?
10. Are there any risks or challenges you foresee for the role or the Council in the future?
11. Are there any changes the Council should consider to support future service delivery?
12. Any other comments or suggestions?



Asset Disposal Procedure

Introduction

This procedure sets out the process for the disposal of Parish Council assets to ensure transparency, accountability, and compliance with relevant legislation and the Council's Financial Regulations. This procedure applies to assets with a value above £100 as recorded in the Asset Register. It does not apply to land or buildings.

Responsibilities

The Clerk is responsible for managing the asset disposal process in accordance with this procedure and the Council's Financial Regulations. Disposal of assets must be authorised at the appropriate level in line with the Council's Financial Regulations.

Valuation of Assets

Prior to disposal, the value of the asset must be reasonably estimated using one or more of the following methods:

- Obtaining a quotation or preliminary bid
- Previous knowledge and experience
- Research (e.g. internet, trade publications)

The Council will seek to achieve a reasonable market value or best value where appropriate. All valuations must be recorded to provide a clear audit trail.

Disposal Options

The Clerk will assess whether the asset is:

- In working order and suitable for reuse or sale, or
- Only suitable for recycling or disposal as scrap

Where appropriate, the following options should be considered:

- Sale to a third party
- Transfer or donate to a community organisation
- Trade-in against replacement equipment
- Recycling or environmentally responsible disposal

Sale or Transfer of Assets

Where an asset is sold or transferred:

- A receipt must be issued
- A completed Disclaimer Form (Appendix B) must be signed by both parties
- The Council will retain the original document

All items are sold on a "bought as seen" basis. No warranty is given or implied. Income from asset disposal will normally be credited to the cost centre from which the asset was originally funded.

Risk Management

The Clerk will take reasonable steps to ensure that risks associated with disposal are appropriately managed, including:

- Risk of injury or third-party claims
- Compliance with legislation (including data protection)
- Environmental considerations and reputational impact

All IT and electronic equipment must be securely wiped or destroyed in accordance with data protection legislation prior to disposal.

7. Record Keeping and Asset Register

All disposals must be documented to ensure a clear audit trail. This may be recorded using the Asset Disposal Form (Appendix A) or within the Asset Register. The Asset Register presented in March will include all items disposed of during that financial year. This will be subject to internal audit review.

Following internal audit, the Asset Register is reviewed and approved by the Council in April/May as part of the Annual Governance and Accountability Return (AGAR) process. Assets will be formally removed from the Asset Register as part of this annual review cycle.

Appendix A

Banwell Parish Council Asset Disposal Form



Name of person completing form and position within the Parish Council:

Description of Asset:

Asset Value:

Has the Asset been removed from the Asset Register?

YES / NO

Has the correct approval been sought to comply with financial regulations?

YES / NO

Authorising Officer:

Appendix B

Banwell Parish Council Disclaimer Form



Clerks Name:

Contact Details:

Full Description of Item(s) to be Purchased:

Items are purchased / obtained from Banwell Parish Council on a bought as seen basis.

I/we the undersigned take ownership of the above item(s) at own risk and understand that Banwell Parish Council accepts no liability for any damage or injury caused to persons or property resulting from the transportation, storage or use of the item(s) listed above.

Signed:

Date:

Organisation:

Reviewed May 2026. To be review by May 2029.



BANWELL PARISH COUNCIL BUSINESS CONTINUITY PLAN

Scope

The Civil Contingencies Act 2004 places a duty on the local authority to ensure that it is prepared, as far as reasonably practical, to continue to provide critical functions in the event of a disruption.

Whilst this is not a statutory duty for a Parish Council, Banwell Parish Council intends to recognise the importance of producing and maintaining a Business Continuity Plan for implementation in the event of a disruption to the day-to-day running of the Council and Banwell Youth and Community Centre (YCC). This plan provides a framework for the council to mobilise its response and undertake work to prevent or mitigate the severity of potential disruptions. This plan identifies the first reactions, recovery objectives, structure for implementation, monitoring, follow-up procedures and communication process to keep everyone informed of necessary changes to service delivery.

Objective

To ensure the continuation of the business of Banwell Parish Council in the event of unforeseen or catastrophic events.

Core Business

The Council provides local services to its electorate which includes the provision of:

- The Parish Council Office
- Employed staff to carry out Banwell Parish Council functions.
- Website, notice boards, newsletter information and the use of other social media to communicate important and relevant matters.
- Public benches, street lighting, defibrillators, grit bins, bus Shelters, dog & litter bins.
- Open spaces - Banwell Recreation Ground & Riverside Green, back of the YCC.
- Children's play equipment & Muga at the Recreation Ground, Riverside Green.
- Youth & Community Centre building including carpark & CCTV.
- Traffic calming – vehicle activated speed sign (VAS) & speed gun.
- Banwell Cemetery.
- Tree maintenance for trees on parish council land.
- Grants and community support.
- Acting as a consultee on planning applications to represent the best interests of the parish.
- Managing the finances of the Council and using the precept for the benefit of the community.
- Liaising with North Somerset Council and other partnership organisations on issues affecting parish.

Banwell Parish Council staff operate from the Youth and Community Centre, West Street and home.

If the Clerk is suddenly unavailable (first 48 hours)

- Chair/Vice-Chair to take immediate oversight
- Environment & Biodiversity Officer to coordinate operational/office functions
- Communications Officer to manage all external communications (website, social media, public messaging)
- Access:
 - Emails, files and systems via Microsoft 365 / OneDrive
 - Task management via Todoist (shared access)
 - Passwords and MFA device held securely and accessible to authorised officers
- Refer to:
 - Clerk Handover Guide (detailed procedures)
 - Business Continuity Plan (this document)
 - Consider short-term locum support (via SLCC/ALCA) and/or advice from Winscombe Clerk

Potential causes of disruption:

National disasters / Weather related problems

- a) Storm, tempest, flood and snow
- b) Fire
- c) Actions by other people including terrorism.
- d) Epidemic / pandemic.

Failure to

- a) Equipment due to failure, breakage or theft
- b) Utilities and infrastructure providers
- c) Public Services

Losses of

- a) Staff/Councillors through death, illness or injury or resignation, whilst on or off Council duty
- b) Equipment theft breakage or major damage
- c) Loss of Council records through theft, fire or corruption of files
- d) Councillors by any reason which leaves the Council inquorate

Emergency Contact Details

| Emergency / issue | Name | Contact Details |
|--|---|---|
| Street furniture (benches, dog bins, litter bins, bus shelters) broken/dangerous | Clerk | 01934 820442 |
| Roads, pavement, street signs, fallen trees, main streetlights, waste disposal/fly tipping | North Somerset Council | Office hours - 01934 888888 Emergency out of hours 01934 622669 https://n-somerset.gov.uk/contact-us |
| Emergency repairs to Parish Council buildings | Clerk | 01934 820442 |
| Youth and Community Centre Alarm | Clerk DS Securities Monitoring Station (out of hours) | 01934 820442 01934 417730 0844 80 999 90 |
| Water emergencies | Bristol Water. | 0345 7023797 www.bristolwater.co.uk/contact-us/ |
| Electrical emergencies | National Grid Weston Rail Services | 0800 096 3080 www.nationalgrid.co.uk/contact-us 01934 806707 |
| Gas emergencies LPG Tank Boiler | National Gas Emergency Helpline Avanti R. Cox | 0800 111 999 0808 208 0000 07850 647121 / 01934 221280 |
| Emergency services – Fire, Police, Ambulance | Avon & Somerset Fire, Police and Ambulance Services | 999 |
| Non-emergency crime | Avon & Somerset Police | 101 www.avonandsomerset.police.uk/contact/ |
| Insurance Company – queries | Clear Councils Enquiries. www.clearcouncils.co.uk AGM House, 3 Barton Close, Leicester. LE19 1SJ | 0330 013 0036 councils@thecleargroup.com |
| Insurance Company – Claims | As above | As above |
| Environment Agency | National Customer Contact Centre PO Box 544 Rotherham S60 1BY | 03708 506 506 enquiries@environmentagency.gov.uk |

Table of Potential Events and Mitigation

| Timeline | Mitigation | 24 hours | Within 7 days | Within 1 month | Within 3 months |
|----------|------------|----------|---------------|----------------|-----------------|
|----------|------------|----------|---------------|----------------|-----------------|

| Recovery Event | To minimise impact | Immediate response & actions | Response required by PC operating procedures | Business Continuity to rebuild confidence | |
|---|--|--|--|---|--|
| Disaster impacting on the parish | <p>Emergency plan to be drawn up for parish by September 2025 link to North Somerset Council Emergency Plan</p> <p>This will include a contact list of main North Somerset Council contacts and resources</p> | <p>Clerk to contact appropriate North Somerset Council department/ emergency services/ Central Government/ NALC/ SLCC / ALCA / Emergency Plan working group meet virtually or in person - draw up action plan to include communications with community.</p> <p>Common Sense and direction suggested by above to inform action plan put in place.</p> <p>Actively listen and monitor any communications from above.</p> | <p>Full Council review action plan</p> <p>YCC Committee to review Emergency Plan and make building available as necessary</p> | <p>Full Council review actions taken, results and way forward in medium and long term.</p> <p>Report to community on action taken, results and way forward.</p> | Review position and procedure for improvements |
| YCC Building/play area unserviceable | <p>Separate YCC Business Continuity Plan – below</p> <p>Risk assessments in place for these services/buildings</p> | <p>All affected services/buildings closed if necessary and contact made with users of YCC.</p> <p>Chair/Vice-Chair and staff to devise plan of action based on advice from relevant bodies.</p> <p>Clerk to work from home</p> | <p>Report to Full Council and communicate with community.</p> <p>Services (drop in / meetings) to be relocated to Scout Building / Village Hall</p> | As above | As above |
| Loss of parish council staff due to sudden/longer term illness, incapacity or death | <p>Todoist (shared with office staff) contains all recurring statutory, financial and operational tasks and should be reviewed daily in the event of Clerk absence.</p> <p>Log ins & passwords on password protected file on one drive and held by Chair in safe place.</p> | <p>Chairman / Vice to be informed who informs all members.</p> <p>Clerk / Chairman to access computer (all files kept on one drive) and collect files etc. Emails to be re-directed.</p> <p>The Council may seek short-term locum support via SLCC/ ALCA. Informal support and</p> | <p>Immediate operational cover to be coordinated by the Environment & Biodiversity Officer (office functions) and Comms Officer (communications), with oversight from the Chair/Vice-Chair.</p> | <p>Report to Full Council.</p> <p>Provide replacement and/or begin recruitment procedures.</p> <p>Claim against key person insurance cover</p> | As above |

| | | | | | |
|--|---|---|---|---|--|
| | Use of Office365 Multi-factor authentication is managed via a dedicated council mobile device accessible to authorised officers. | advice may also be sought from neighbouring clerks (e.g. Winscombe), who are familiar with similar systems. | The Employment Committee will then determine the short-term and longer-term staffing strategy, including locum support. | | |
| Death or serious injury to member of staff whilst carrying out Council duties | Training of staff in all activities requiring Health & Safety certification | As above and Clerk/ Chairman to inform HSE if necessary. | As above and full council to decide on response to HSE (if necessary) and insurance company | Provide replacement and/or begin recruitment procedures | Review position and procedure for improvements |
| Loss of Council membership due to multiple resignations (causing PC to be inquorate) | Co- Option of Cllrs | Inform all remaining members of Council/Clerk. Inform North Somerset Council Election Services. | North Somerset Council to decide on temporary working strategy for immediate Council business | Instigate by-election procedure/co-option procedure as advised by North Somerset Council. | As above |
| Loss of parish council staff due to resignation or dismissal | 6 monthly appraisals | Contact ALCA / SLCC for provision of support staff. | Full Council to decide on temporary cover strategy. Post/emails/phone to be re-directed | Process of recruitment or temporary cover. Provide replacement | As above |
| Loss of Council documents due to fire | Use of Office 365 One Drive. | Clerk to inform Chairman. Inform Insurance company. | Council to review position. | Report incident to Full Council meeting. | As above |
| Loss of Council electronic data, due to fire, flood, breakdown of theft | Use of Office 365 One Drive Council laptops password protected | Clerk to inform Chairman. | Install back up files on portable hard drive | Report incident to Full Council. Provide replacement equipment. | As above |
| Loss of Council equipment due to theft or breakdown | Offline back – ups for council staff laptops Use of Office 365 One Drive | As above & report theft to police and insurance company. Decide on immediate replacement. | Replace in line with current financial regulations. | Report incident to Full Council. Provide replacement equipment. | As above |

| | | | | | |
|---|---|--|--|---|---|
| Financial loss This covers under-budgeting and loss of money through fraud, theft, poor accounting systems | Risk assessed in line with Financial Risk assessment. PC has established adequate reserves. Insurance in place to cover major risks | Risk assessed in line with Financial Risk assessment | Risk assessed in line with Financial Risk assessment. Extraordinary Full Council Meeting to assess situation. | Full Council review actions taken, results and way forward in medium and long term. | Full Council review actions taken, results and way forward in medium and long term. |
|---|---|--|--|---|---|

BANWELL YOUTH & COMMUNITY CENTRE (YCC) BUSINESS CONTINUITY PLAN

| Timeline | Mitigation | 24 hours | Within 7 days | Within 1 month | Within 3 months |
|---|--|--|---|---|------------------------------|
| Recovery Event | To minimise impact | Immediate response & actions | Response as required by PC operating procedures | Business Continuity to rebuild confidence | |
| YCC required to close due to: Maintenance issue | Keep maintenance schedule up to date. regular maintenance checks. | Check maintenance schedule and call out emergency company as required. Staff to work from home. | Inform PC. If emergency call-out, work to be completed within 7 days. Services to be moved to Scout Hut / Village Hall | Check the maintenance schedule. | Review maintenance schedule. |
| Fire | See Fire Risk Assessment Monitored Fire Alarm | As above and contact insurance company. Call out a company to assess the damage. | As above | As above | As above |
| Burst Pipes No Heating No Electricity No Wi-Fi | Ensure heating is on a timer, set to a minimum during prolonged building closures. Keep maintenance schedule up to date. Generator available Automatic redirection to mobile app. | Mop up any water escape and bring in dehumidifiers to offset water vapour. Contact Plumber Get generator (Cllr Bailey) and inform Chair. Staff able to work from home | As above | As above | As above |
| Blocked drains | Signs stating no wet wipes / sanitary products to be flushed down toilets. | Close toilets as necessary Ensure all H&S / wet floor signs put up to bring attention to the public. Contact Cleaner. | As above | As above | As above |

| | | | | | |
|---|--|--|--|---|---|
| Break-in | Ensure building locked and alarmed when empty. Monitored intruder alarm, Police automatically called. | Liaise with the Police & get incident no. Report incident no. to the insurance company. Call out company to board up broken windows/ doors as necessary. | As above | As above | As above |
| Natural disasters (e.g., floods, earthquakes, severe weather). | Keep maintenance schedule up to date. regular maintenance checks. | Assess the extent of damage to the building and facilities. Implement temporary measures to secure the premises if necessary. Communicate with users about the temporary closure and relocation of activities. | Inform PC. If emergency call-out, work to be completed within 7 days. | Check the maintenance schedule. | Review maintenance schedule. |
| Public health emergencies e.g. pandemic/outbreak of legionnaires | Continuity Plan exists. Legionnaires risk assessment implemented. Offline backups for council staff. Staff have laptops for homeworking and use Office 365 One Drive | Inform Chair / Vice and users. Follow National Guidance and contact HSE if necessary. | Inform PC and where possible update users. | If necessary, continue to update users. Implement any additional measures necessary before opening. Evaluate and update the business continuity plan based on lessons learned | Evaluate and update the business continuity plan based on lessons learned |
| Financial loss This covers under-budgeting and loss of money through fraud, theft, poor accounting systems and loss of income. | Risk assessed in line with Financial Risk assessment PC has established adequate reserves. Insurance in place to cover major risks. Regularly advertise room hire & What's On | Risk assessed in line with Financial Risk assessment Use Parish Council reserves to pay bills as required | Risk assessed in line with Financial Risk assessment. Extraordinary Full Council Meeting to assess situation. | Full Council review actions taken, results and way forward in medium and long term. | Full Council review actions taken, results and way forward in medium and long term. |

Other information:

- The Clerk (or in their absence, the Chair/Vice-Chair or nominated officer as set out above) is the first point of contact for all emergencies and business continuity actions.
- The Clerk is to implement all business continuity actions except the “Clerk” not available actions.
- If the Clerk is not available and urgent action is required the Chair, Vice-Chair or member nominated by the Chair, with advice (if necessary) from the Winscombe Clerk, shall implement all business continuity actions.
- If the Clerk is not available the Chair, Vice-Chair, or a member of the Parish Council nominated by the Chair or Vice-Chair with advice, (if necessary) from the Winscombe Clerk, shall implement the “Clerk not available” actions.
- Parish Council Officers can work from home and have access to a laptop and Microsoft 365 one drive.

Where key information is held

| Area | Location / Access |
|-----------------------------|-----------------------------------|
| Detailed procedures | Clerk Handover Guide |
| Task management | Todoist (shared access) |
| Emails & files | Microsoft 365 / OneDrive |
| Passwords & access | Secure file + MFA device |
| Finance system | Scribe |
| Business continuity actions | This document |
| Building-related systems | Clerk mobile (MFA-enabled device) |

Review of plan

The business continuity plan to be reviewed on an annual basis:

- Contact details to be checked whether they are current and correct.
- Banwell Parish Council to consider whether the critical activities, key risks and contingency plan are comprehensive and sufficient.
- An updated Business Continuity Plan to be given available on the website.



INVESTMENT STRATEGY

Introduction

The Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

Investment Objectives

The Council will have regard to:

- (a) such guidance as the Secretary of State may issue;
- (b) to such other guidance issued by the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC).

The Council's investment priorities are, in order of importance: security of reserves, liquidity & yield (return). All investments will be made in sterling.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful. The Council will not engage in such activity.

The Council will ensure that, where possible, deposits are held with UK institutions covered by the Financial Services Compensation Scheme (FSCS). The Council will have regard to the applicable FSCS protection limits and will aim to spread funds across institutions where balances exceed those limits, in order to minimise risk.

In addition to the above priorities, the Council will seek, where appropriate and where this does not compromise security or liquidity, to place funds with ethical or environmentally responsible financial institutions, and to support investments that align with environmental sustainability principle.

Specified Investments

Specified investments are those offering high security and high liquidity, made in sterling and with a maturity period of no more than one year.

The Council will use the following types of specified investments.

- Deposits with UK banks and building societies, including current accounts and interest-bearing savings accounts.
- Fixed-term or notice deposit accounts where appropriate.

Non- Specified Investments

These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainties surrounding such investments, Banwell Parish Council will not use this type of investment.

Liquidity of Investments

The Council will determine the maximum periods for which funds may be invested, having regard to the need to maintain sufficient liquidity for operational requirements. The Clerk/RFO is delegated to manage the Council's investments in accordance with this strategy, ensuring that sufficient funds are available to meet the Council's day-to-day and planned expenditure.

Review of Investments

The Council will review its investments, interest rates, and this strategy at least annually, or more frequently if there are significant changes in financial circumstances or market conditions.



POLICY FOR THE MANAGEMENT OF LEGIONELLA RISKS

Purpose

This policy sets out how Banwell Parish Council manages the risk of Legionella bacteria in water systems under its control, in order to protect employees, contractors, and members of the public.

Legal Framework:

- Health and Safety at Work etc. Act 1974
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Management of Health and Safety at Work Regulations 1999
- HSE Approved Code of Practice L8: Legionnaires' disease – The control of Legionella bacteria in water systems

Responsibilities

Banwell Parish is the Duty Holder for the purposes of Legionella control. The Parish Clerk is the Responsible Person and has day-to-day responsibility for:

- Ensuring risk assessments are undertaken and reviewed
- Implementing and monitoring control measures
- Maintaining records and the site logbook
- Ensuring appropriate training and competence
- Appointing and overseeing competent contractors where required

All employees and contractors must comply with this policy and any associated procedures.

Risk Assessment and Control

The Council will ensure that suitable and sufficient risk assessments of all relevant water systems are carried out in accordance with Health and Safety Executive guidance. The detailed control measures, monitoring frequencies, and operational procedures are set out in the Council's Legionella Risk Assessment and associated site logbook, which together form the Council's written scheme of control.

Risk assessments will be reviewed at least annually and whenever there is reason to suspect they are no longer valid or where significant changes occur. This policy will be reviewed every three years or sooner where significant changes to the Risk Assessment, legislation, or Council operations are identified.

Monitoring and Maintenance

Monitoring, flushing, temperature checks, and maintenance activities will be carried out in accordance with the frequencies and procedures set out in the Legionella Risk Assessment and recorded in the site logbook. Routine microbiological sampling is not undertaken, as it is not considered necessary for this low-risk system supplied with potable mains water. However, the Council will respond to any concerns regarding water quality and arrange testing where appropriate. In addition, Bristol Water undertakes periodic inspections of the water supply. The most recent inspection in April 2024 confirmed that the water quality was within safe parameters.

Records

Records will be maintained for risk assessments, monitoring activities, flushing, maintenance, and any remedial works. These records will be kept in the site logbook and retained in accordance with Council procedures.

Training and Competence

The Responsible Person will ensure they are suitably trained and competent to carry out their duties. Any staff or contractors involved in Legionella control will receive appropriate instruction, training, and supervision.



Lone Working Policy

Introduction

Banwell Parish Council recognises that employees and Councillors may be required to work alone in the course of their duties, whether within Council premises, from home, or in the community. The Council has a duty under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 to ensure, so far as is reasonably practicable, the health, safety and welfare of those working on its behalf.

Scope of the Policy

This policy applies to all situations involving lone working arising in connection with the duties and activities of Banwell Parish Council employees / Councillors. Lone workers include:

- Working alone in main place of work / premises.
- Direct from home workers
- Working alone in the community / different locations
- Visiting individuals in their own homes
- Working outside normal office hours

Policy Statement

The Council will take all reasonable steps to ensure that risks associated with lone working are properly identified, assessed, and managed. Detailed control measures, including communication arrangements, safe systems of work, and environment-specific precautions, are set out in the Council's risk assessments for office and homeworking activities and associated procedures:

Responsibilities

Banwell Parish Council is responsible for:

- Ensuring suitable and sufficient risk assessments are in place for lone working activities
- Providing appropriate resources, training, and equipment
- Promoting a safe working culture and ensuring this policy is implemented and reviewed.

The Clerk to the Council is responsible for:

- Ensuring risk assessments are completed, implemented, and reviewed regularly
- Monitoring lone working arrangements and responding to any concerns
- Reporting incidents and actions to the Council where appropriate.

Employees / Councillors are responsible for:

- Taking reasonable care of their own safety and that of others
- Following this policy, risk assessments, and safe systems of work
- Maintaining appropriate communication when working alone
- Reporting any incidents, hazards, or concerns promptly
- Exercising their right to withdraw from situations they consider unsafe.

Employees are encouraged to inform the Clerk of any medical or other conditions which may affect their ability to work alone, so that appropriate support or adjustments can be considered.

Key Principles

- Lone working will only be undertaken where it is considered safe to do so
- Appropriate communication arrangements must be in place
- Individuals must be able to summon assistance if required
- Visits or activities assessed as higher risk should be avoided or additional controls implemented
- All incidents, near misses, or concerns must be reported and recorded.

Incident Reporting

All incidents relating to lone working must be reported to the Clerk and recorded in accordance with the Council's accident and incident reporting procedures.



MEMORIAL SAFETY POLICY

Introduction

The Parish Council is committed to ensuring that the Cemetery is maintained as a safe environment for visitors, staff, councillors and contractors. The Council recognises its duty of care to manage the risks associated with memorials, while treating all matters with appropriate sensitivity and respect for the bereaved.

Legal Framework

This policy is informed by the following legislation:

- Local Authorities' Cemeteries Order 1977 (LACO)
- Health and Safety at Work etc. Act 1974

Under this legislation, the Council has a duty to take reasonable steps to ensure that memorials do not present a risk to public safety.

Responsibilities

Memorials remain the responsibility of the grave owner or their next of kin. The Parish Council has a duty to take appropriate action where a memorial is identified as unsafe. The Clerk is responsible for ensuring inspections are arranged and appropriate records are maintained. The Council will determine appropriate action where required.

Inspection Programme

Council will undertake a programme of memorial safety inspections annually. Inspections will be carried out by the Clerk and/or councillors who have received instruction in the Council's memorial inspection process and who follow the Council's agreed safety procedures. New councillors involved in inspections will be shown the Council's memorial inspection process before taking part. Detailed inspection methods, safety controls and training requirements are set out in the Council's Memorial Inspection Risk Assessment

Managing Unsafe Memorials

Where a memorial is identified as posing a risk:

- The memorial will be assessed and appropriate action taken based on the level of risk.
- Where practicable, memorials will be made temporarily safe (e.g. staking or cordoning off).
- The Council will seek to contact the grave owner and allow a reasonable period for remedial works where there is no immediate danger.
- In cases of immediate risk, the Council may take action without prior notice to remove the danger.

Where the grave owner or next of kin cannot be identified or contacted, the Council may undertake appropriate works to make the memorial safe or to reinstate it, where it considers this necessary. In such cases, a record of the works undertaken and associated costs will be retained within the Council's cemetery records system. Where a future interment or other request relating to the grave takes place, the Council may seek to recover reasonable costs incurred from the grave owner or their representatives before granting approval. All actions will be proportionate, recorded appropriately, and undertaken in accordance with the Council's legal powers.

What is the Policy of the Parish Council in dealing with a memorial that is causing concern?

The Council will make reasonable efforts to contact grave owners before undertaking permanent remedial works. Where contact cannot be made, or where urgent action is required, appropriate notices may be placed on or near the memorial and retrospective contact attempted where possible. The Council recognises that this is a sensitive matter and will communicate with due care and respect at all times.

Supporting Documentation

This policy should be read in conjunction with:

- Cemetery Risk Assessment
- Memorial Inspection Risk Assessment
- Health and Safety Policy

These documents set out the detailed operational procedures and control measures that support this policy.

Reviewed May 2026. To be reviewed by May 2029.



Pre-application Discussion Protocol

Background

The term pre-application discussions include any discussions which take place before a decision is taken on an application.

Banwell Parish Council (the 'Council') acknowledge that developers may wish to present proposals at different planning application stages to the Council and that pre-application discussions play an important role in major developments. The Council welcomes the desire of developers to consult both the Council and the local community more widely. However, the Council is also aware of the importance of public perception in planning and the critical need to avoid any appearance that the Council is conducting secretive negotiations or, colluding with developers. In order to avoid improper lobbying by a developer or creating a perception that the Council have a predetermined position about a proposed development and will follow the policy guidance notes below.

The Council will not normally express formal views at the pre-application stage other than through a resolution of the Council or its Planning Committee at a properly constituted public meeting.

Scope

This document applies to all Councillors, Committees, Employees of the Council, contractual third parties and agents of the Council who work and act on behalf of the Council. This document applies to all developers, landowners, their employees and agents that act on their behalf.

Strategic Developments and Plan-Making Exception

In the case of large-scale strategic developments, particularly those forming part of the Local Plan and/or being progressed in partnership with the Local Planning Authority, the Council may adopt an alternative engagement approach.

This may include the establishment of liaison groups involving developers, the Local Planning Authority, and Parish Council representatives to facilitate ongoing master planning discussions. These arrangements are distinct from standard pre-application discussions and are intended to support plan-making, rather than to consider or determine a specific planning application. Where such arrangements are in place:

- Notes of meetings will be recorded and shared with the Parish Council.
- A separate working group, including community representation where appropriate, may be used to review proposals and inform Council responses.
- All formal views of the Council will continue to be agreed at a public Council or Committee meeting.

Where the Local Planning Authority is directly involved in pre-application or master planning discussions, the Council may participate in structured engagement processes led or supported by the Authority.

Pre-application meetings

Banwell Parish Council will not normally hold private meetings with developers unless there is a necessary and compelling reason which could be justified to the public (for example a strong commercial sensitivity, where a developer wishes to receive an initial steer before deciding whether to progress).

In considering a request to meet with a developer prior to formal submission of a planning application, Banwell Parish Council would expect that:

- The meeting is open to the public to attend and has been reasonably advertised.
- The developer meets all reasonable costs for the hosting of the public meeting including the provision of large-scale paper plans for display purposes.
- A public consultation or engagement event is either already scheduled, or firmly planned.

This may take place within a scheduled local council meeting rather than a separate event. Whilst for large developments an initial pre-app meeting and the community engagement event may be far apart in time, for smaller applications, these could effectively be undertaken at the same meeting.

Pre-application community engagement

Banwell Parish Council will encourage developers to carry out engagement with the local community before submitting plans for significant or complex developments. Any Pre-application meeting must meet the following expectations:

- The venue is convenient and accessible in the community.
- Sufficient and timely publicity within the community and to all likely interested parties. The timing of the meeting should be appropriate to allow as wide a range of people as possible to attend.
- That there is a genuinely open mind and willingness to adapt plans in response to community feedback.
- The developer meets all reasonable costs for the hosting of the public meeting including the provision of large scale paper plans for display purposes.

For strategic developments, community engagement may be facilitated through a combination of developer-led consultation and Parish Council working groups. Local Councillors are advised not to attend separate private briefings as part of public consultation, but instead to attend a public event.

Pre-Application Process and the Code of Conduct for Local Councils

It is recognised that pre-application discussions can raise concerns regarding lobbying, predetermination, and the role of individual councillors:

Individual Councillor's discussions

- Councillors must be aware of their obligations under the Council's Code of Conduct.
- Individual Councillors must not enter into informal discussions of possible future applications with a developer; to do so may lead to a complaint for a potential breach of the Code.
- Where a site meeting is needed, the Council will nominate at least two representatives to attend.

A developer should not attempt to lobby individual members; if this occurs, the Local Council reserves the right to withdraw from any pre-application process.

Use of Working Groups and Liaison Arrangements

Informal discussion of emerging proposals may take place within properly constituted working groups established by the Council. Any views expressed at this stage are for the purpose of information gathering and developing feedback only and do not represent the formal position of the Council. Where liaison arrangements are in place for strategic developments, Parish Council representatives will not express views on behalf of the Council and will instead report back to the relevant working group and Full Council.

Pre-Determination

Councillors should avoid expressing any detailed opinion or prior view which might be viewed as pre-determination. To this end, a formal meeting arranged by the Town/Parish Council could include the following suggested wording on the meeting agenda or invitation:

While I/Members may express an opinion for or against the proposal at this meeting, my/our mind(s) is/are not closed and I/we will only come to a conclusion on whether I/we should support the scheme or offer an objection after I/we have listened to the full debate.

A similar statement could also be read out and clearly stated at the start of an informal meeting, to make it clear that the members of the Parish Council attending are not pre-determining their position on a proposal. Local councillors could also include the words 'in principle' or 'subject to ..' when expressing their views to further emphasise that any opinions given at this stage are not pre-judging a proposal in advance of a formal planning application.



Record Management Policy

Purpose

Banwell Parish Council recognises that the efficient and effective management of its records is essential to support good governance, ensure transparency, and comply with legal and regulatory requirements. This policy provides a framework for the creation, management, retention, and disposal of records.

The Council will ensure that records are:

- Accurate and reliable
- Stored securely
- Easily retrievable
- Retained only for as long as necessary
- Disposed of appropriately

This policy supports compliance with the UK General Data Protection Regulation (UK GDPR), particularly the principles of data minimisation, storage limitation, accuracy, and accountability.

Scope

This policy applies to all records created, received, or maintained by the Council in the course of its business, regardless of format, including paper records, electronic documents, emails, images, audio, and video recordings. Records include all information that provides evidence of the Council's activities, decisions, and transactions.

Responsibilities

The Council has overall responsibility for ensuring that records are managed in accordance with legal and regulatory requirements. The Retention Schedule (Appendix A) forms part of this policy and is approved by the Council.

The Clerk is responsible for:

- Implementing this policy
- Maintaining effective record-keeping systems
- Ensuring records are retained and disposed of in accordance with the Retention Schedule
- Providing guidance on records management practices

Councillors may hold records in paper or electronic form. Where records relate to Council business:

- Important records must be shared with the Clerk for inclusion in official records
- Records must be handled in accordance with data protection legislation
- Records should be regularly reviewed and deleted when no longer required

Upon leaving office, councillors must:

- Delete electronic records
- Destroy any hard copy records relating to Council business

Records Management Principles

The Council will:

- Maintain records in a structured and consistent manner
- Ensure appropriate access controls are in place
- Protect records from loss, damage, or unauthorised access
- Retain records only for as long as necessary
- Dispose of records securely and appropriately

Some records will be retained permanently as part of the Council's archive.

Retention and Disposal

Records will be retained in accordance with the Retention Schedule set out in Appendix A. At the end of their retention period, records will be securely destroyed, or archived where they have ongoing historical or legal value. An annual review of records will be undertaken to ensure compliance with retention periods.

Related Policies

This policy should be read in conjunction with:

- Data Protection Policy
- Privacy Notice
- Freedom of Information Publication Scheme
- CCTV Policy
- Body Worn Camera Policy

APPENDIX A – RETENTION SCHEDULE

Introduction

This Retention Schedule sets out the minimum periods for which records must be retained. Retention periods are based on legal requirements, operational need, and best practice guidance. Retention periods are minimum periods. Records may be retained for longer where necessary for legal, regulatory, or operational reasons

| Document or Record | Min Retention Period | Reason |
|---|-------------------------------|--------------------------------|
| Minutes & Correspondence | | |
| Signed Minutes of Council Meetings | Indefinite | Historical record |
| Correspondence / emails relating to significant decisions, legal matters, or major projects | Indefinite | Historical / governance record |
| Routine correspondence, emails & papers | 2 years | Operational need |
| Finance & Payroll | | |
| Receipt and Payment accounts | Indefinite | Historical record |
| Annual Return & Audited Accounts | Indefinite | Statutory requirement |
| Bank Statements | Current year + 6 years | Financial/audit requirement |
| Paying-in Books | Current year + 6 years | Financial/audit requirement |
| Cheque Book Stubs | Current year + 6 years | Financial/audit requirement |
| Audit correspondence | Current year + 6 years | Audit requirement |
| Budgetary control papers | Current year + 2 years | Operational need |
| Quotations and Tenders (successful & unsuccessful) | 6 years | Limitation Act 1980 |
| Paid Invoices | 6 years | VAT requirement |
| VAT Records | 6 years | VAT requirement |
| Payroll Records | 6 years | HMRC requirement |
| Timesheets | Current year + 6 years | Audit requirement |
| Insurance Policies | | |
| Employers Liability Insurance Certificates | 40 years | Legal requirement |
| Public Liability Insurance Certificates | 21 years | Legal requirement |
| Other Insurance Policies | Duration of policy + 6 years | Limitation period |
| Insurance Claims Records | 7 years after settlement | Legal requirement |
| Policy renewal records & correspondence | While valid + 6 years | Operational/legal |
| General Management | | |
| Title deeds, leases, agreements, contracts | Indefinite | Legal / governance record |
| Members' allowances | 6 years | Tax requirement |
| Health & Safety | | |
| Accident records (adults) | 3 years from date of incident | Limitation period |
| Accident records (children) | Until age 21 | Limitation period |
| Equipment inspection records | 6 years | Operational / liability |

Reviewed May 2026. To be reviewed by May 2029.

| | | |
|---|--|---|
| Premises inspection records | 6 years | Operational / liability |
| Risk assessments | Current + 3 years | Good practice |
| Members | | |
| Register of Members Interests | Until next full election or 18 months which ever is the longest. | Governance / transparency |
| Miscellaneous | | |
| Complaints | 6 years after closure | Limitation period |
| Information requests (FOI/EIR) | 3 years after closure | ICO guidance |
| Press releases | 5 years | Operational |
| Public consultation (surveys & returns) | 5 years | Operational |
| Register of Officers' Interests | Indefinite | Governance |
| External reports/newsletters | As long as useful | Operational |
| Personnel/Human Resources | | |
| Job applications (unsuccessful) | 6 months | GDPR |
| Disciplinary records | Duration of employment + 6 years | Employment law |
| Personnel files | 6 years after leaving employment | Limitation period |
| Burial Grounds | | |
| Burial registers, grave registers, memorial registers | Indefinite | Statutory / historical |
| Applications for interment & memorials | Indefinite | Legal record |
| Exclusive right of burial certificates | Indefinite | Legal record |
| Disposal certificates | Indefinite | Legal record |
| CCTV & Body Worn Cameras | | |
| CCTV recordings (routine) | 28–31 days | ICO guidance |
| CCTV recordings (incident-related) | Until resolution + 1 year | Legal / evidential |
| Body cam footage (routine) | 28–31 days | ICO guidance |
| Body cam footage (incident-related) | Until resolution + 1 year | Legal / evidential |
| Access logs / review requests | 3 years | Data protection |
| CCTV / Body Cam policy documents | Review annually | Governance |
| Planning | | |
| Planning application records (full documentation) | Not held by the Council | Held by NSC as Local Planning Authority |
| Parish Council consultation responses | Indefinite (with minutes) | Governance / historical record |
| Routine emails relating to planning applications | 2 years | Operational need |

General correspondence will be retained if relevant, the minimum period is 1 year. An annual review of all documentation will be carried out and items that have reached their deletion or destruction date being deleted/destroyed and the remainder being considered for archiving.

12. 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

13. 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:**
- **Well Lane/ Summer Lane Junction:** Works relating to the new junction and road realignment are ongoing, including excavation works and the diversion of utilities. No confirmed date has yet been provided for when the realigned junction will be opened. Further works will also be required to the entrance of the industrial estate. Concerns have been raised regarding the next stage of works and the proposed Summer Lane junction closure, particularly in relation to maintaining safe pedestrian access, and these are being investigated.
- **East Street:** Discussions are ongoing regarding a proposed closure in or around July. The bypass team has advised that the closure period will be kept as short as possible and that traffic management arrangements will be used where feasible to minimise disruption. A letter will be sent to residents outlining the future works programme. A fuller update is expected at the June catch-up meeting.
- **Riverside:** Riverside is now closed, north of the road closure point, until the end of July to facilitate works associated with the bypass bridge. The Moor Road link road is due to open on 18th May. Moor Road itself will only be closed in the immediate area of the embankment works and bridge installation, with access maintained via the new link road, north of the Riverside closure. There will be no pedestrian access along Moor Road north of the embankment works until Riverside reopens. Any pedestrian access to this area will need to be via Silvermoor Lane / north of the Riverside closure point.
- **Comms** A drone will shortly be operating in the area to capture footage of the Moor Road link road works and construction of the Riverside bridge for communications and project update purposes.

ii) £1500 grant received from Winscombe Parish Council

We received the annual donation of £1500 from Winscombe Parish Council towards the operating costs of the Youth and Community Centre.

iii) Riverside Fencing

Cllr Base reported that the existing suppliers who previously provided quotations have been contacted regarding the expected lifespan of timber fencing. Both advised that a typical lifespan would be approximately 10 years, although this cannot be guaranteed.

One supplier highlighted a product called "Post Saver Wrap", which is a waterproof sleeve fitted around the base of the post at ground level. This is intended to protect the post at its most vulnerable point, just above ground level, and could potentially extend the lifespan of the posts significantly, possibly doubling their life expectancy.

In addition, discussions are ongoing with a local woodmill that manufactures its own posts and rails. This may provide opportunities to explore alternative timber types or bespoke specifications aimed at improving durability and lifespan. The other suppliers only offer standard off-the-shelf products, so this level of flexibility is not available through them.

iv) Local Plan Update Discussion

The Clerk and the Chairman received an update from the local plan team. The Local Plan is due to be submitted next week, with Examination Hearings currently expected to take place in October.

Key updates discussed included:

- The proposed number of schools has reduced from three to two.
- References to health facilities remain open to interpretation; however, the supporting wording within the plan has been strengthened.
- Infrastructure delivery mechanisms and Section 106 trigger points have also been strengthened.

- It has been suggested that there will now not be a Supplementary Planning Document (SPD) for Wolverhill. Instead, the developers are progressing a Masterplan Framework document. Concerns were raised during the discussion that, without an SPD, there may be less protection and fewer mechanisms available to ensure that the aspirations and infrastructure identified within the Masterplan Framework are ultimately delivered.
- Safeguarding for Junction 21A has meant a reduction in the amount of employment land proposed.
- The overall allocation across the wider site area remains approximately 3,300 dwellings. This figure includes not only the three main developer sites but also smaller adjoining sites within the allocation area.

14. To agree the date of the 4th of July for the Community Picnic and any associated costs.

Due to the Village Hall being booked for most Saturdays in June and July, and in an effort to avoid clashes with other village events, Saturday 4th July 2026 has been identified as the preferred date for the Community Picnic.

As the WI no longer exists, the Clerk will liaise with the Village Hall Committee to establish whether they wish to open the bar and whether any local clubs or organisations would like to provide tea, coffee, and cakes. If no group is available to do so, the Clerk has offered to coordinate refreshments with the support of volunteers.

Should the Parish Council need to provide refreshments directly, a small budget would be required for tea, coffee, milk, sugar, and related supplies. It is hoped that, as with the Christmas Market, cakes may be donated by residents and community groups.

An offer has also been received to organise traditional races and games as part of the event. A modest budget for prizes is therefore requested.

15. To approve the following expenditure.

i) £768 + VAT for Annual Scribe Accounts subscription

This relates to the Council's annual accounting software subscription. The expenditure was included within the approved 2026/27 budget; this agenda item seeks formal approval to authorise payment.

ii) £3660.36 for two green bus shelter roofs.

As part of the bypass works, the existing breezeblock bus shelters are due to be demolished and replaced with new modern shelters by the bypass team. The Parish Council asked whether green roofs could be incorporated into the design of the new shelters and has been advised that this would be possible, subject to the Parish Council meeting the additional cost of £3,660.36. As requested this project was included within the approved 2026/27 budget, although updated costings are higher than originally projected. The office is currently investigating potential grant funding which could cover up to £2,000 of the expenditure. This agenda item seeks a decision from members as to whether they wish to proceed with funding the green roofs.

Environmental officer recommendation

Although a green roof represents a significant initial outlay, it offers long-term benefits that can be maximised through additional maintenance. Nevertheless, as our area receives more rainfall than locations where green roofs have remained successful with no ongoing maintenance for over 3 years (the establishment period), we can be confident it will remain sustainable in this location. While the individual biodiversity gains may be relatively small, green roofs can contribute to wider pollination pathways and provide important ecological steppingstones for insects and other wildlife moving through urban areas. They also represent an example of safeguarding green space in the long term, and it is exactly these kinds of cumulative gains that can, over time, make a larger meaningful difference.

iii) £1870.96 Insurance premium (detailed breakdown sent via email).

This is the second year of a three-year insurance agreement. A detailed breakdown has been circulated to members via email. The expenditure was included within the approved 2026/27 budget; this agenda item seeks formal approval to authorise payment.

iv) £900 for review of website to meet WCAG 2.2.

A review of the Parish Council website has already been undertaken to assess compliance with WCAG 2.2 accessibility standards. This expenditure relates to carrying out the recommended works

and improvements identified within that review to help ensure the website meets the required accessibility standards.

v) £50 four North Somerset run ‘Stay and Play’ sessions at Mead Fields Hub.

North Somerset Children’s Services recently held a ‘Stay and Play’ session at Mead Fields Hub, which was well attended, with five families taking part. Following the success of the initial session, Children’s Services would like to run a further four sessions at the venue. The Mead Fields Hub hire charge is £5 per hour, with the total cost for the four sessions being £50. This agenda item seeks approval for the associated room hire costs.

vi) £150 for a replacement school crossing policeman sign.

The existing school crossing patrol sign has deteriorated due to weather damage and has split. The School Crossing Patrol Escort has carried out several repairs; however, the sign is now reaching the end of its usable life and requires replacement. As the current crossing arrangements are expected to remain in place for approximately another year, this agenda item seeks approval for the purchase of a replacement sign.

16. To consider the Electoral Review of North Somerset Council draft recommendations and agree a response.

Whilst it is somewhat challenging to interpret from the maps provided, it appears that the draft recommendations would place Mead Fields within the proposed Locking, Hutton & Bleadon ward.

As Mead Fields lies within Banwell Parish, it would seem more appropriate for the area to remain within the same warding arrangement as the remainder of Banwell Parish, ensuring that residents are represented by the same North Somerset councillor(s) as the wider parish community.

Separating Mead Fields from the remainder of Banwell Parish risks creating fragmented representation within the Unitary Authority structure. Currently, the ward councillor for Banwell attends Parish Council meetings and is able to engage with issues affecting the whole parish, including Mead Fields. If Mead Fields were moved into a different district ward, effective representation would rely on engagement from councillors representing two separate wards. This could create unnecessary complexity and reduce the clarity and effectiveness of local representation for residents and the Parish Council alike.

Given that Banwell Parish Council has already indicated that Banwell parish boundaries may be considered as part of a future Community Governance Review, it would be sensible to retain the current arrangements at this stage and reconsider any changes alongside a future boundary review, rather than introducing a partial separation now.

Suggested response: Banwell Parish Council objects to the draft recommendation which appears to place the Mead Fields development within the proposed Locking, Hutton & Bleadon ward.

Mead Fields lies within Banwell Parish and forms part of the Banwell community. It is therefore important that residents of the development are represented by the same North Somerset councillor(s) as the remainder of the parish. Placing Mead Fields within a different district ward would create an unnecessary split in representation within a single parish community, potentially weakening effective communication, accountability, and coordinated working between residents, the Parish Council, and North Somerset councillors.

The Council also notes that a future Community Governance Review may consider wider parish boundary arrangements. Given this, the Parish Council believes it would be more appropriate to retain the existing warding arrangements at this stage and consider any future electoral changes alongside a full review of parish boundaries, rather than introducing a partial change in advance.

For these reasons, Banwell Parish Council requests that Mead Fields remains within the same North Somerset ward as the remainder of Banwell Parish

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

Cost Centre Name**Administration**

| <u>Code</u> | <u>Title</u> | <u>Bal. B/Fwd.</u> | <u>Receipts</u> | | <u>Payments</u> | | <u>Current Balance</u> |
|-------------|--------------------------|--------------------|-----------------|---------------|------------------|------------------|------------------------|
| | | | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> |
| 203 | Advertising | | | | 1,000.00 | | 1,000.00 |
| 204 | Insurance | | | | 1,900.00 | | 1,900.00 |
| 205 | Subscriptions inc ALCA & | | | | 2,000.00 | 1,061.58 | 938.42 |
| 206 | Audit Fee | | | | 1,400.00 | 385.00 | 1,015.00 |
| 207 | Legal Costs | | | | 600.00 | | 600.00 |
| 209 | Training Councillor | | | | 500.00 | | 500.00 |
| 210 | Office Equipment | | | | 1,500.00 | 36.07 | 1,463.93 |
| 211 | Chairmans Allowance | | | | 400.00 | | 400.00 |
| 212 | IT Equipment in software | | | | 2,500.00 | 513.48 | 1,986.52 |
| 213 | Bank Charges | | | | 200.00 | 23.10 | 176.90 |
| 215 | Risk Assessments | | | | 180.00 | | 180.00 |
| | | | | | 12,180.00 | £2,019.23 | 10,160.77 |

Cemetery & Memorials

| <u>Code</u> | <u>Title</u> | <u>Bal. B/Fwd.</u> | <u>Receipts</u> | | <u>Payments</u> | | <u>Current Balance</u> |
|-------------|----------------------------|--------------------|-----------------|---------------|-----------------|----------------|------------------------|
| | | | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> |
| 101 | Cem Grass Cutting | | | | 1,950.00 | 162.50 | 1,787.50 |
| 102 | Cem paths / trees / garder | | | | 1,000.00 | | 1,000.00 |
| 103 | Cem making up graves | | | | 200.00 | | 200.00 |
| 104 | Cemetery / Memorial Main | | | | 5,000.00 | | 5,000.00 |
| 105 | Env Fee | | | | | | |
| 106 | Cemetery software | | | | 560.00 | | 560.00 |
| | | | | | 8,710.00 | £162.50 | 8,547.50 |

Cemetery Income

| <u>Code</u> | <u>Title</u> | <u>Bal. B/Fwd.</u> | <u>Receipts</u> | | <u>Payments</u> | | <u>Current Balance</u> |
|-------------|------------------------|--------------------|-----------------|----------------|-----------------|---------------|------------------------|
| | | | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> |
| 110 | Cemetery Income | | 3,500.00 | 777.59 | | | -2,722.41 |
| 111 | Cemetery Bank interest | | 3,500.00 | | | | -3,500.00 |
| | | | 7,000.00 | £777.59 | | | -6,222.41 |

Earmarked Reserves

| <u>Code</u> | <u>Title</u> | <u>Bal. B/Fwd.</u> | <u>Receipts</u> | | <u>Payments</u> | | <u>Current Balance</u> | |
|-------------|--------------|--------------------|-----------------|---------------|-----------------|-----------------|------------------------|-----------------|
| | | | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | |
| 504 | CIL 2022/23 | | | | | | | |
| 505 | CIL 2025/26 | | | | | | | |
| 506 | CiL 2026/27 | | | | | | | |
| 507 | Food bank | | | 60.00 | 2,000.00 | | 2,060.00 | |
| 718 | Living Room | | | 100.00 | | 14.86 | 85.14 | |
| | | | | | £160.00 | 2,000.00 | £14.86 | 2,145.14 |

Environment

| <u>Code</u> | <u>Title</u> | <u>Bal. B/Fwd.</u> | <u>Receipts</u> | | <u>Payments</u> | | <u>Current Balance</u> |
|-------------|--------------------------|--------------------|-----------------|---------------|------------------|------------------|------------------------|
| | | | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> |
| 301 | Allotment | | 1,647.88 | | 1,647.88 | 1,647.88 | -1,647.88 |
| 302 | Env Grass Cutting | | | | 2,045.00 | 170.42 | 1,874.58 |
| 303 | Env Hedge / Fence / Tree | | | | 1,000.00 | | 1,000.00 |
| 304 | Village Orderly | | 435.81 | | 4,890.00 | 392.50 | 4,061.69 |
| 305 | Dog Bins | | | | 7,500.00 | 478.40 | 7,021.60 |
| 306 | Env Maintenance / Inspec | | | | 2,000.00 | 65.00 | 1,935.00 |
| 307 | Env Projects | | 245.00 | | 8,200.00 | 772.82 | 7,182.18 |
| | | | 2,328.69 | | 27,282.88 | £3,527.02 | 21,427.17 |

Grants & Donations

| <u>Code</u> | <u>Title</u> | <u>Bal. B/Fwd.</u> | <u>Receipts</u> | | <u>Payments</u> | | <u>Current Balance</u> |
|-------------|--------------------|--------------------|-----------------|---------------|-----------------|------------------|------------------------|
| | | | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> |
| 219 | Grants & Donations | | | | 8,100.00 | 1,000.00 | 7,100.00 |
| 308 | Env Grant | | 7,149.00 | | 1,000.00 | | -6,149.00 |
| | | | 7,149.00 | | 9,100.00 | £1,000.00 | 951.00 |

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

Cost Centre Name

| Highways | | Bal. B/Fwd. | Receipts | | Payments | | Current Balance |
|-----------------|---------------------------|--------------------|-----------------|---------------|------------------|----------------|------------------------|
| Code | Title | | Budget | Actual | Budget | Actual | Budget |
| 401 | Street light power | | | | 3,000.00 | 233.79 | 2,766.21 |
| 402 | Street light maintenance | | | | 1,500.00 | 705.00 | 795.00 |
| 403 | Street light upgrade | | | | | | |
| 404 | Highways related projects | | | | 7,000.00 | | 7,000.00 |
| | | | | | 11,500.00 | £938.79 | 10,561.21 |

Impact Alliance

| Impact Alliance | | Bal. B/Fwd. | Receipts | | Payments | | Current Balance |
|------------------------|--------------|--------------------|-----------------|---------------|-----------------|----------------|------------------------|
| Code | Title | | Budget | Actual | Budget | Actual | Budget |
| 808 | Salary IA | | | | | 365.08 | -365.08 |
| | | | | | | £365.08 | -365.08 |

Income

| Income | | Bal. B/Fwd. | Receipts | | Payments | | Current Balance |
|---------------|----------------|--------------------|-----------------|---------------|-------------------|-------------------|------------------------|
| Code | Title | | Budget | Actual | Budget | Actual | Budget |
| 501 | Misc Income | | 2,500.00 | 0.04 | | | -2,499.96 |
| 502 | Annual Precept | | 145,290.19 | 72,645.10 | | | -72,645.09 |
| 503 | VAT | | | | | | |
| | | | | | 147,790.19 | £72,645.14 | -75,145.05 |

Recreation Ground

| Recreation Ground | | Bal. B/Fwd. | Receipts | | Payments | | Current Balance |
|--------------------------|-------------------------|--------------------|-----------------|---------------|------------------|----------------|------------------------|
| Code | Title | | Budget | Actual | Budget | Actual | Budget |
| 601 | Rec Grass Cutting | | | | 2,300.00 | 187.50 | 2,112.50 |
| 602 | Rec Maintenance | | | | 16,000.00 | | 16,000.00 |
| 603 | Rec Tree & Fence Work | | | | 300.00 | | 300.00 |
| 604 | Rec Inspections | | | | 530.00 | | 530.00 |
| 605 | Rec Play Equipment & Be | | | | 14,000.00 | | 14,000.00 |
| | | | | | 33,130.00 | £187.50 | 32,942.50 |

Staffing

| Staffing | | Bal. B/Fwd. | Receipts | | Payments | | Current Balance |
|-----------------|----------------------------|--------------------|-----------------|---------------|------------------|------------------|------------------------|
| Code | Title | | Budget | Actual | Budget | Actual | Budget |
| 201 | Salary & NI | | | | 49,000.00 | 4,905.62 | 44,094.38 |
| 202 | Clerk pension contribution | | | | 1,400.00 | 173.89 | 1,226.11 |
| 208 | Training Officers | | | | 600.00 | | 600.00 |
| 216 | Overtime | | | | 2,000.00 | | 2,000.00 |
| 217 | Pension employer contrib | | | | 1,000.00 | 130.41 | 869.59 |
| | | | | | 54,000.00 | £5,209.92 | 48,790.08 |

Youth & Community Centre

| Youth & Community Centre | | Bal. B/Fwd. | Receipts | | Payments | | Current Balance |
|-------------------------------------|---------------------------|--------------------|-----------------|---------------|-----------------|---------------|------------------------|
| Code | Title | | Budget | Actual | Budget | Actual | Budget |
| 701 | YCC upgrade | | | | 2,000.00 | | 2,000.00 |
| 702 | YCC repairs & maintenanc | | | | 3,000.00 | 658.60 | 2,341.40 |
| 703 | YCC CCTV | | | | 800.00 | | 800.00 |
| 704 | YCC Electricity | | | 146.56 | 200.00 | 19.94 | 326.62 |
| 705 | YCC Gas | | | | 1,000.00 | 461.14 | 538.86 |
| 706 | YCC water | | | | 800.00 | | 800.00 |
| 707 | YCC waste | | | | 350.00 | 9.77 | 340.23 |
| 708 | YCC cleaning & supplies | | | | 3,000.00 | 264.00 | 2,736.00 |
| 710 | YCC phone & wifi | | | | 600.00 | 47.62 | 552.38 |
| 711 | YCC Grass cutting | | | | 1,125.00 | 93.75 | 1,031.25 |
| 712 | YCC hedge, fence & tree \ | | | | 1,000.00 | | 1,000.00 |
| 713 | YCC grants & donations | | 1,500.00 | | | | -1,500.00 |
| 714 | YCC income | | 500.00 | 1,564.00 | | | 1,064.00 |
| 715 | YCC Booking software | | | | 430.00 | | 430.00 |
| 716 | YCC Music Licence | | | | 600.00 | | 600.00 |
| 717 | YCC events refreshments | | | | 150.00 | | 150.00 |

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

Cost Centre Name

| | | | | | |
|--|----------|-----------|-----------|-----------|-----------|
| | 2,000.00 | £1,710.56 | 15,055.00 | £1,554.82 | 13,210.74 |
|--|----------|-----------|-----------|-----------|-----------|

Youth Club

| <u>Code</u> | <u>Title</u> | <u>Bal. B/Fwd.</u> | <u>Receipts</u> | | <u>Payments</u> | | <u>Current Balance</u> |
|-------------|-----------------------------|--------------------|-----------------|----------------|------------------|----------------|------------------------|
| | | | Budget | Actual | Budget | Actual | Budget |
| 801 | YC sessions | | | | 8,000.00 | 675.00 | 7,325.00 |
| 803 | YC extraordinary activities | | | | 5,000.00 | | 5,000.00 |
| 805 | YC subscriptions | | 550.00 | 109.00 | | | -441.00 |
| 806 | Tuck Shop | | | 52.50 | | | 52.50 |
| 807 | Youth Forum | | | | 200.00 | | 200.00 |
| | | | 550.00 | £161.50 | 13,200.00 | £675.00 | 12,136.50 |

NET TOTAL

| | | | | | |
|--|------------|------------|------------|------------|-----------|
| | 166,817.88 | £75,454.79 | 186,157.88 | £15,654.72 | 79,140.07 |
|--|------------|------------|------------|------------|-----------|

Banwell Parish Council
Reserves Balance
2026-2027

| <u>Reserve</u> | <u>OpeningBalance</u> | <u>Transfers</u> | <u>Spend</u> | <u>Receipts</u> | <u>CurrentBalance</u> |
|------------------------|-----------------------|------------------|--------------|-----------------|-----------------------|
| Earmarked | | | | | |
| Cemetery Reserves | 118,991.26 | | | 777.59 | 119,768.85 |
| Food Bank | 3,801.98 | | | 60.00 | 3,861.98 |
| New Banwell Solar | 16,638.40 | | | | 16,638.40 |
| CIL 22/23 | 4,503.73 | | | | 4,503.73 |
| CIL 2023/24 | 5,598.67 | | | | 5,598.67 |
| Community Living Room | 148.66 | | 14.86 | 100.00 | 233.80 |
| CIL 2025/26 | 58,376.83 | | | | 58,376.83 |
| Total Earmarked | 208,059.53 | | 14.86 | 937.59 | 208,982.26 |
| TOTAL RESERVE | 208,059.53 | | 14.86 | 937.59 | 208,982.26 |
| GENERAL FUND | | | | | 131,179.37 |
| TOTAL FUNDS | | | | | 340,161.63 |

Banwell Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

| | | | |
|----------|---|------------|-------------------|
| | Bank Reconciliation at 30/04/2026 | | |
| | Cash in Hand 01/04/2026 | | 278,688.02 |
| | ADD Receipts 01/04/2026 - 30/04/2026 | | 77,695.46 |
| | | | 356,383.48 |
| | SUBTRACT Payments 01/04/2026 - 30/04/2026 | | 16,221.85 |
| A | Cash in Hand 30/04/2026 (per Cash Book) | | 340,161.63 |
| | Cash in hand per Bank Statements | | |
| | Natwest Current account (5335765 30/04/2026 | 7,031.29 | |
| | Cemetery Reserve Account (59678 30/04/2026 | 25,574.38 | |
| | PC Reserve Saver account (81413 30/04/2026 | 51.33 | |
| | Unity Trust Bank (20398572) 30/04/2026 | 165,250.16 | |
| | Lloyds Credit Card 30/04/2026 | 0.00 | |
| | Charity Bank 30/04/2026 | 92,254.47 | |
| | Unity Saver 30/04/2026 | 50,000.00 | |
| | | | 340,161.63 |
| | Less unrepresented payments | | |
| | | | 340,161.63 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 340,161.63 |
| | A = B Checks out OK | | |

Regular payments to be made by direct debit, standing order, Card or BACs– for 2026/27

| | | Frequency |
|------|---|------------------|
| SO | Clerk basic salary | Monthly |
| SO | Communications Officer basic salary | Monthly |
| SO | Administration Officer basic salary | Monthly |
| DD | Pension – NEST | Monthly |
| DD | YU – unmetered electricity streetlights | Monthly |
| DD | EDF – metered electricity YCC | Monthly |
| DD | Mainstream telephone & app for YCC | Monthly |
| DD | North Somerset – waste collection at YCC | Monthly |
| DD | Lloyds Multipay Card fee | Monthly |
| DD | Multipay Card purchases | When requested |
| DD | Water-2-Business YCC | Quarterly |
| DD | Unity Trust Bank Charges | Quarterly |
| DD | CF Corporate Printer hire | Quarterly |
| DD | XCS Printing charges | Quarterly |
| DD | Avantia gas Standing Charge | Quarterly |
| DD | Avantia LPG Delivery | When requested |
| DD | Rentokil-initial - YCC hygiene waste removal | Annually |
| DD | Information Commissioners Office - data protection | Annually |
| DD | TV Licence | Annually |
| VDD | Land Registry | When requested |
| Card | Chatgpt | Monthly |
| Card | Zoom | Annual |
| Card | Microsoft | Annual x 3 |
| BACS | HMRC | Monthly |
| BACS | JK Gardening - Grass Cutting / Village Orderly Contract | Monthly |
| BACS | Corporate Cleaning Services Dog Bin Contract | Monthly |
| BACS | Insight Cleaning - YCC Cleaning Contract | Monthly |
| BACS | YMCA Dulverton - Youth Club Contract | Monthly |
| BACS | Banwell News – Quarterly newsletter and advert | Quarterly |
| BACS | GB Sport & Leisure - Play area operational inspections | Quarterly |
| BACS | Weston Rail Services - Street light Maintenance | Quarterly |
| BACS | Webglu - website maintenance and associated fees | Quarterly |
| BACS | YCC PPL/PRS Music Licence | Annually |
| BACS | Scribe Accounting, Bookings, Cemetery and Civicly | Annually |
| BACS | Allotment payment to K Gunningham | Annually |

Approval of this schedule of regular budgeted payments is used for business continuity purposes. A monthly 'Bills for Payment Schedule' will still be produced and authorized by two Councillors.

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

| Method | Payee | Details | Gross Amount | Comments | Minute agreed | Power |
|---|-----------------------------|--|--------------------|---|----------------------|-------|
| Already Paid in 26/27 Financial Year | | | | | | |
| DD | Octopus Energy | YCC energy use | -£ 0.31 | Investigating how to show on accounting system. | 089/25 | |
| DD | Mainstream | Phone and Broadband | £ 57.31 | | 089/25 | |
| To Pay | | | | | | |
| 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 | Brambles Clearance Littlefields | £ 25.00 | | H & S | |
| BACS | J K Gardening | Environment Fees x 2 | £ 80.00 | | Admin | |
| BACS | J K Gardening | Riverside rails x 2 | £ 65.00 | | H & S | |
| BACS | Corporate Cleaning Services | Dog Bin Emptying | £ 574.08 | Now VAT Registered | 089/25 | |
| BACS | Insight Cleaning | YCC Cleaning | £ 272.00 | | 089/25 | |
| BACS | YMCA | Youth Club Provision | £ 270.00 | | 089/25 | |
| BACS | Scribe | Civic.ly monthly cost | £ 63.60 | | 172/24 | |
| BACS | Scribe | Annual Accounting Package | £ 921.60 | Agenda Item | | |
| BACS | Ward Tree Surgeons | Tree Works | £ 336.00 | | 006/26 (ii) | |
| BACS | Weston Rail Services | PAT testing | £ 192.00 | | 058/26 | |
| BACS | Medisol | 2nd Defib payment | £ 1,123.68 | | 057/26 (iv) | |
| BACS | Clear Councils | Annual Insurance Premium | £ 1,870.96 | Agenda Item | | |
| BACS | Amy Symonds | Impact Alliance Officer Salary | £ 308.53 | To be claimed back | MVJC 05/26 | |
| BACS | Officer overtime + Expenses | Overtime, expenses (milk, rolls, refreshments) | £ 106.19 | | contractual & 037/25 | |
| DD | Lloyds Bank PLC | Multipay charge & costs (Open AI, microsoft business, star award, books, food bank and tuck) | £ 492.50 | | various | |
| SO | Officer Salaries | Officer Salaries | £ 3,409.20 | | 089/25 & E29/25 | |
| DD | Nest | Pension contributions | £ 293.35 | Now includes Env Officer | 089/25 | |
| DD | Unity Trust | Bank Charges | £ 12.70 | | 089/25 | |
| DD | North Somerset | YCC Waste Collection | £ 9.77 | | 089/25 | |
| BACS | HMRC | PAYE and NI | £ 1,304.18 | | 089/25 | |
| Totals | | | £ 12,845.99 | | | |

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