



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

14th April 2026

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

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

You are summoned to attend a Meeting of Banwell Parish Council, to be held at the Youth & Community Centre (YCC) on Monday 20th of April 2026 at 7:30pm, when the following business will be transacted.

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

Liz Shayler
Clerk to the Council

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

- i) Members of the public.
- ii) Community Beat Manager's report.
- iii) Leader of North Somerset Council report.
- iv) Ward Councillor's report.

A G E N D A

1. To receive apologies for absence.
2. To receive and consider an application to fill the casual vacancy by co-option from Darren Salvage
3. To receive members' declarations of interest on any agenda item.
4. To approve as a correct record the minutes of the Parish Council Meeting held on the 16th of March 2026 (pages 1 – 5)
5. To note the following minutes:
 - i) Employment Committee meeting on the 30th of March (pages 6 & 7)
 - ii) Mendip Villages Joint Committee meeting on the 26th of March (pages 8 - 9)
 - iii) Mendip Villages Joint Committee meeting on the 8th of April (page 10)
 - iv) Planning Committee Meeting on the 13th of April (pages 11 - 13)
6. To note the training and events available and agree any attendance (page 14).
 - i) ALCA Chairmanship Part 1 course online, Thursday 16th July £45 Cllr Bailey
 - ii) ALCA e-learning on nimble £14 each [E-Learning Courses ALCA](#)
 - iii) Breakthrough communications training £30 [Communications Courses ALCA](#)
 - iv) Various finance training £30 [Finance Training ALCA](#)
 - v) Various Scribe finance training (this is our accounting package) Free [Scribe Training](#)
 - vi) Various NALC training from £32.68 www.nalc.gov.uk/nalc-events

7. To receive the Officer report/Exchange of information: Please note that the Council is unable to make any formal decision under this item (page 14).
 - i) Banwell Bypass
 - ii) Mead Fields Surgery
 - iii) Hedge Planting
 - iv) Gym equipment on the Recreation Ground
8. To approve the following expenditure (pages 15).
 - i) £110 for the annual membership to the Institute of Cemetery & Crematorium Management.
 - ii) £417.60 + VAT for the annual Scribe Bookings.
 - iii) £951.58 for the Annual Avon Local Council Association (ALCA) subscription (£659.35) and Annual National Association of Local Councils (NALC) subscription (£292.23).
 - iv) £160 + VAT Annual PAT testing and Emergency Lights in the YCC.
 - v) Up to £500 for plants for the Remembrance Garden Planting.
 - vi) £40 hire of Scout Building for one-off Mental Health Fayre run in conjunction with Youth Club
 - vii) £191.50 for edition 14 of Arnold Bakers Local Council Administration and The Clerks Manual
 - viii) £1000 annual contribution to the Langford and Churchill Minibus Society
9. To note the issue with the Heartsine Defibrillators and agree a way forward (page 16).
10. To agree which Octopus contract to move to in May for the YCC electricity (page 17).
11. To discuss moving from soup and a roll to cream tea for May to end of August (page 17).
12. To discuss the request for a buddy bench in celebration of Banwell Schools Centenary year (page 18).
13. To discuss the choice of fencing material at Riverside (wood or recycled plastic) (page 18 & 19).
14. To consider whether to take part in the North Somerset Highways Delivering Together Pilot (page 19).
15. To note North Somerset Consultation on Riverside Speed Limit Proposals (page 20).
16. To agree the following documents Pages 20 – 34)
 - i) Updated Asset Register (pages 20 – 24).
 - ii) Updated Dignity at Work (pages 25 - 28)
 - iii) Updated Sickness Management Policy (pages 29 & 30)
 - iv) New Environmental and Climate Policy Statement (pages 31 & 32).
 - v) New Pension Statement (page 33).
 - vi) New Information Technology (I.T.) Policy (page 34)
 - vii) New 2026/27 Action Plan (pages 35 - 39)
17. To note the internal audit report from the 16th of March and agree any recommendations (pages 40 - 43)
18. To note the quarterly internal controls report undertaken by Cllr Voller (pages 44 & 45)
19. To carry out a review of the effectiveness of the system of internal control and review the Internal Controls and Internal Audit Plan (pages 46 - 49)
20. To confirm that the Parish Council have no conflicts of interest with the external auditor BDO LLP.
21. To note the Internal Auditors section of the Annual Return for 2025/26 (pages 50 & 51)
22. To approve the Annual Governance Statements for 2025/26 (page 52)
23. To approve the Statement of Accounts for 2025/26 (pages 53 - 59)
24. To note the Parish Council's end of March's net position, reserves, bank balances and bank reconciliation (pages 60 – 63)

25. To note the Parish Council's 2025/26 new budget and approve an additional £3000 (taken from general reserves) to cover additional officer hours (pages 64 & 65).

26. To authorise bills for payment for April (page 66).

27. Date of the next meeting –

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, TBD Youth & Community Centre Committee Meeting at the YCC.

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