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

10th November 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 16th November 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 that the Council is unable to make formal decisions under this item)*

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

A G E N D A

1. To receive apologies for absence.

2. To receive members' declarations of interest on any agenda item.

3. To approve as a correct record the minutes of the Parish Council Meeting held on the 19th of October 2026 (pages 1 – 5)

4. To note the following minutes:
   i) Cemetery Working Group Notes 21st October (pages 6 & 7)
   ii) Planning Committee 2nd November 2026 (pages 8 - 10)
   iii) Youth & Community Centre Committee 2nd November 2026 (pages 11 - 14)

5. To agree the actions from the Cemetery Working Group Meeting
   i) To keep the Cemetery fees the same for 2027 (page 15)
   ii) To alter the interment and memorial application form and fees schedule to remove the option to pay by cheque (pages 16 – 20)
   iii) To approve £155 for essential health and safety works to memorials (installation of a base and ground anchor).
   iv) To approve £545 for remedial works to memorials with loose fixings

6. To discuss recommended response from the planning committee to the Public Consultation Land at Knightcott Road, Banwell (Phase II) and agree a Parish Council response (pages 21 - 25).

7. To note the training and events available and agree any attendance (page 26).
    i) GB Sport 26th Nov or 20th Jan Routine Play Inspection training £230 per person
    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

8. To receive the Officer report/Exchange of information: Please note that the Council is unable to make any formal decision under this item (page 26).
    i) Banwell Bypass
    ii) National Grid and Riverside Fencing
    iii) Finance Officer
    iv) Outdoor Gym Equipment at the Recreation Ground
    v) CIL contribution
    vi) Highways, Working Together Pilot Scheme
    vii) Councillor Asset Checks
    viii) Remembrance Parade and War Memorial

9. To agree the following items of expenditure (page 27).
    i) £172.80 + VAT for two new Banwell Recreation Ground signs.
    ii) £942 + VAT for two fence panels in front of the zipline mound.
    iii) £272 + VAT for a new Banwell Cemetery sign.
    iv) £161.66 + VAT for three Christmas market banners
    v) Up to £300 for 2 portable ovens for the YCC
    vi) Up to £250 for Family Day Expenditure

10. To consider the tenders received, agree the award and approve the following contracts (pages 28 - 35).
    i) Grass Cutting
    ii) YCC Cleaning Contract
    iii) YCC CCTV Contract
    iv) YCC Fire and Intruder Alarm

11. To consider the purchase of a new Mobile Vehicle Activated Speed Sign (page 36).

12. To consider the quotes received for the MUGA resurfacing and agree a way forward (pages 37 & 38).

13. To review the following GDPR documents (pages 39 - 50).
    i) GDPR Policy (pages 39 – 42)
    ii) Data Map / Audit (pages 43 – 48)
    iii) Privacy Notice (pages 49 & 50)

14. To note the quarterly internal control report and agree any recommendations (pages 51 & 52)

15. To note the Parish Council's end of October's net position, reserves, bank balances and bank reconciliation (pages 53 - 57)

16. To review the Parish Council's bank mandate and consider adding the Finance Officer and additional councillors as authorised signatories.

17. To authorise bills for payment for November (page 58).

18. Date of the next meeting –
    Monday 23rd of November 2026, 7pm Environment Working Group at the YCC.
    Monday 7th of December 2026, 7pm Planning Committee at the Youth & Community Centre (YCC).
    Monday 21st of December 2026, 7:30pm Full Parish Council 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.