



Banwell Youth and Community Centre,  
West Street, Banwell. BS29 6DB  
01934 820442  
12<sup>th</sup> May 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 the Annual Meeting of Banwell Parish Council, to be held at the Youth & Community Centre (YCC) on Monday 18<sup>th</sup> May 2026 at 7:30pm, when the following business will be transacted.**

**The meeting will be livestreamed on Facebook.**

*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 elect a Chairman of the Parish Council for 2026/27 and to receive the Chairman's Declaration of Acceptance of Office
2. To elect a Vice Chairman of the Parish Council for 2026/27 and to receive the Vice Chairman's Declaration of Acceptance of Office
3. To receive apologies for absence.
4. To receive and consider an application to fill the casual vacancy by co-option from Darren Salvage
5. To agree committee / working group structure and appoint for 2026/27 (see list of members from 2025/26 pages 1 & 2)
6. To appoint members of outside bodies for 2026/27 (see list of members from 2025/26 page 2)
7. To receive members' declarations of interest on any agenda item
8. To approve as a correct record the minutes of the Parish Council Meeting held on the 20<sup>th</sup> of April 2026 (pages 3 – 9)
9. To note the following Minutes
  - i) Parish Assembly held on the 27<sup>th</sup> of April 2026 (pages 10 - 12)
  - ii) Planning Committee Meeting held on the 11<sup>th</sup> of May 2026 (pages 13 – 15)
  - iii) Youth & Community Centre Meeting held on the 11<sup>th</sup> of May 2026 (16 - 18)
10. To review and approve all Banwell Parish Council Committee and Working Party Terms of Reference (pages 19 - 26)

11. To approve the following documents (pages 27 – 58)
  - i) Calendar of Meeting dates (page 27)
  - ii) Standing Orders (pages 28 – 41)
  - iii) Finance Regulations (pages 42 – 53)
  - iv) Risk Assessment and Management Plan (pages 54 – 58)
12. To review and approve the following Parish Council Policy and Procedures (pages 59 & 34)
  - i) Appraisal Policy (pages 59 - 63)
  - ii) Asset Disposal Policy (pages 64 & 65)
  - iii) Business Continuity Plan (pages 66 - 73)
  - iv) Investment Strategy (page 74)
  - v) Legionella Management Policy (page 75)
  - vi) Lone Working Policy (page 76)
  - vii) Memorials Safety Policy (page 77)
  - viii) Preapplication Protocol (pages 78 & 79)
  - ix) Record management Policy (pages 80 & 82)
13. To note the training and events available and agree any attendance (page 83).
  - i) ALCA e-learning on nimble £14 each [E-Learning Courses ALCA](#)
  - ii) Various communications training £30 [Communications Courses ALCA](#)
  - iii) Various finance training £30 [Finance Training ALCA](#)
  - iv) Various NALC training <https://www.nalc.gov.uk/our-events>
  - v) FREE various Scribe finance training (this is our accounting package) Free [Scribe Training](#)
14. To receive the Officer report/Exchange of information: Please note that the Council is unable to make any formal decision under this item (page 83).
  - i) Banwell Bypass
  - ii) £1500 grant received from Winscombe Parish Council
  - iii) Riverside Fencing
  - iv) Local Plan update
15. To agree the date of the 4<sup>th</sup> of July for the Community Picnic and any associated costs (page 84).
16. To approve the following items of expenditure (pages 84 & 85).
  - i) £768 + VAT for Annual Scribe Accounts subscription.
  - ii) £3660.36 for two green bus shelter roofs
  - iii) £1870.96 Insurance premium (detailed breakdown sent via email).
  - iv) £900 for review of website to meet WCAG 2.2
  - v) £60 for four North Somerset run 'Stay and Play' sessions at Mead Fields Hub
  - vi) £150 for a replacement school crossing policeman
17. To consider the Electoral Review of North Somerset Council draft recommendations and agree a response (page 85)
18. To note the Parish Council's end of April's net position, reserves, bank balances and bank reconciliation (pages 86 - 90)
19. To agree regular standing order, direct debit and BACs payments made from the Unity bank account (page 91)
20. To agree to add additional bank signatories to the Unity Trust mandate.
21. To authorise bills for payment for May (page 92)
22. Date of the next meeting –
  - Monday 1<sup>st</sup> of June, 7pm Planning Committee at the Youth and Community Centre (YCC)
  - Monday 15<sup>th</sup> of June, 7pm Recreation Ground Trust (YCC)
  - Monday 15<sup>th</sup> of June, 7:30pm Meeting of the Parish Council at the YCC