



MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 21st of AUGUST 2023

PRESENT: Councillors: Paul Blatchford (Chairman), Mike Bailey, Paul Harding, Maggie McCarthy, Steve Voller and Tara Wright.

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

Cllr Blatchford 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.

The following report was received for the period 12/07/2023 to 20/08/2023.

Incidents reported = 70 with the following selection of crimes reported: 14 abandoned 999 calls (there is still an issue with ring back from Samsung mobiles), 3 antisocial behaviour, 2 concern for welfare, 1 criminal damage, 2 harassment, 1 missing person, 8 suspicious activity, 1 threat, 2 theft and 10 traffic related.

For up-to-date information residents can visit the Avon & Somerset website or follow them on social media (Facebook "Weston & Worle police or Twitter "ASPNorthSom"). Residents were asked if they see anything suspicious in the area or would like to talk to local officers, please call 101 or 999 in an emergency, they can also report anonymously to Crimestoppers on 0800555111.

iii) Ward Councillor's report

No Ward Councillor was present and no report had been received.

The meeting was convened.

131/23 To receive apologies for absence (agenda item 1)

Apologies were received from Cllr Steve Davies (who attended virtually), Simon Arlidge, Kevin Gibbons, Nick Manley, Kelly Smith and District Cllr Joe Tristram.

132/23 To receive members' declarations of interest on any agenda item (agenda item 2).

A personal interest was declared in agenda item 8 by Cllr Harding as his wife is the Chair of Banwell Singers.

133/23 To approve as a correct record, the minutes of the Parish Council meeting on the 17th of July 2023 (agenda item 3)

Resolved – That the minutes of the Parish Council Meeting held on the 17th of July 2023 be approved as a correct record of the meeting with the following amendments.

The resolution was correctly proposed and seconded (unanimous)

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

134/23 To note the following committee Meeting minutes (agenda item 4).

- i) **Planning Committee Meeting held on the 14th of August 2023.**
- ii) **Cemetery Working Group held on the 14th of August 2023.**

The minutes from the above committees were noted.

135/23 To receive the Clerk's report/Exchange of information (agenda item 5)

- i) **Riverside Pumping Station ditch.**
Bristol Water will be completing some ditch clearance at Riverside Green. They have been given permission to clear the ditch on Parish Council land but at no cost to the Council. They have also agreed to cut back the tree currently overhanging the play area.
- ii) **Riverside fencing**
An additional post has been added to a long strip of rail around the outside of Riverside Green in the event the rail fall off to lessen the gap to prevent vehicular access.
- iii) **Banwell Singers £500 food bank donation**
Banwell Singers were thanked for their £500 donation to the foodbank.
- iv) **Hedges around the War Memorial**
The WI will be decorating the war memorial hedges again this year with knitted poppies on a net.
- v) **Banwell Bypass**
The shortfall of funding for the Banwell Bypass has now been approved by North Somerset and Homes England. The timeline has also been extended through to March 2026.

136/23 To move agenda item 13 forward to allow any questions to the Chairman of the Allotment Society.

Resolved – to agree the movement of agenda item 13.

The resolution was correctly proposed and seconded (unanimous)

137/23 To agree to support the Banwell Allotment Society moving to a co-operative society and to amend the lease accordingly (agenda item 13):

Resolved – That the Parish Council agree to support the Banwell Allotment Society moving to a co-operative society and to amend the lease accordingly.

The resolution was correctly proposed and seconded (unanimous)

138/23 To note the training and events available and agree any attendance (agenda item 6)

- i) **ALCA e-learning on nimble**
- ii) **Breakthrough Communications Training via ALCA**
- iii) **Finance Training via ALCA**
- iv) **Free 'Scribe' Finance Training**
- v) **Various NALC Training**

139/23 To approve the following expenditure (agenda item 7).

- i) **Replacement dog bin.**

Resolved – To agree the cost of £261.87 for a replacement 50L metal fido dog bin from Glasdon.

The resolution was correctly proposed and seconded (unanimous)

- ii) **£350 per site for a post installation check (a requirement for the Riverside play funder grant).**

Resolved – Given that there has not been an official handover of the equipment to the Parish Council then to use the annual inspection by an independent ROSPA inspector as the post installation check. The Clerk to have delegated authority to authorise the post installation check for Riverside Play Area if required by North Somerset before November.

The resolution was correctly proposed and seconded (unanimous)

- iii) **£180 for 6 stone reserved plaques for the cemetery.**

Resolved – To agree the cost of £180 for 6 stone reserved plaques for the cemetery.

The resolution was correctly proposed and seconded (5 in favour and 1 against)

- iv) **£150 for a stone to commemorate the ancient remains being reburied from the archaeological dig site.**

Resolved – To agree the cost of £150 for a stone to commemorate the ancient remains being reburied from the archaeological dig site.

The resolution was correctly proposed and seconded (unanimous)

- v) **Up to £100 for a brass plaque and engraving to go on the stone above.**

Resolved – To agree the cost of up to £100 for a brass plaque and engraving to go on the stone above.

The resolution was correctly proposed and seconded (unanimous)

- vi) **£241.50 for a new Cemetery sign at the entrance.**

Resolved – To agree the cost of £241.50 for a new Cemetery sign at the entrance. With the addition of 'other' in the second sentence and the Clerks email address.

The resolution was correctly proposed and seconded (unanimous).

- vii) **Up to £450 for work to memorials identified by Cemetery Working Group during memorial testing.**

Resolved – To agree up to £450 for work to memorials identified by Cemetery Working Group during memorial testing.

The resolution was correctly proposed and seconded (unanimous)

140/23 To discuss the grant application from the Banwell Singers and agree a way forward (agenda item 8):

Resolved – Whilst the Parish Council fully support Banwell Singers then given they were unsure of the community benefit of the grant and that it would set a precedent for grant applications for running costs of clubs and societies within Banwell then not to approve the application.

The resolution was correctly proposed and seconded (unanimous with 1 abstention)

141/23 To discuss entry to the Christmas Tree Festival at the Church 14 – 17th Dec and agree a way forward (agenda item 9):

Resolved – That the Parish Council enter the Christmas tree festival.

The resolution was correctly proposed and seconded (unanimous)

142/23 To agree to hold a Christmas Window Wander Trail December 14th – 17th (agenda item 10):

Resolved – That the Parish Council hold Christmas Window Wander Trail between December 14th & 17th to coincide with the Christmas Tree Festival.

The resolution was correctly proposed and seconded (unanimous)

143/23 To discuss the current Parish Council aims and agree any changes (agenda item 11):

Resolved – That the Parish Council agree the following aims.

- To continually promote the best interests of all members of the local community by providing facilities and amenities not provided in the Parish by the Unitary Authority eg: a Cemetery, a Community Centre, Open Spaces (Recreation Ground & Riverside).
- To provide the best possible services and amenities which meet the needs and expectations of our residents and endeavour to manage these within the most economical budget available.
- Where the Council provide direct services, it endeavours to maintain high professional standards and a quality service. It feels that such quality is the expectation of the parishioners and will not compromise these standards.
- The Parish Council aims to be a "Listening Council" and encourages you to let us know your opinions, comments and concerns. Where needed, we will act promptly to pass onto other local authorities or bodies, concerns which we cannot deal with ourselves, problems within the powers of the Parish Council will be passed to the relevant committees.

Cllr Voller to reword the following aim and send it to Councillor and the Clerk for adoption.

- The Parish Council has declared a climate emergency and aims to protect and enhance wildlife and the environment using policy (principles of action to be formally adopted by the Council) and planned activities (actions or events) sustainability and biodiversity.

The resolution was correctly proposed and seconded (unanimous)

144/23 To discuss the young carers group and agree a cost for a fortnightly hire starting in October 2023 (agenda item 12):

Resolved – That the Parish Council support the use of the Youth & Community Centre by Alliance Homes for young carers at the full fees.

The resolution was correctly proposed and seconded (5 in favour with 1 against)

145/23 To agree a response to the Proposed Public Path Diversion Order for part of footpath AX 3/35, The Cottage, West Rolstone Road, Banwell (agenda item 14):

Resolved – That the Parish Council agree to the proposed diversion for part of footpath AX 3/35 on the proviso that it reopens the path allowing it to be entered at both ends.

The resolution was correctly proposed and seconded (unanimous)

146/23 To authorise bills for payment for August (agenda item 15)

The Clerk tabled an additional bills for payment schedule which included the North Somerset Election expenses and the removal of Calor Gas as the Clerk disputed the outstanding invoice.

Resolved: To authorise the bills for payment sheet for July of £7700.67. Cllr McCarthy and Cllr Bailey to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

147/23 To note the Parish Council's end of July's net position, bank balances and bank reconciliation (agenda item 16)

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

148/23 Dates of the next meetings (agenda item 17)

- Monday 4th of September 2023, 7pm Planning Committee at the Youth & Community Centre (YCC)
- Monday 18th of September 2023, 7:30pm Parish Council Meeting at the YCC.
- Monday 25th of September 2023, 7pm Employment Committee at the YCC

The Chairman closed the meeting at 20:25

.....Chairman

.....Date

DRAFT

Bills for Payment - 17th July to the 21st August 2023
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
Already Paid						The Parish Council
DD	YU	Streetlight Power (July)	£ 200.43		095/23	
DD	YU	Streetlight Power (July)	£ 9.49		095/23	
DD	Mainstream	Phone and Broadband (DD 14.07.23)	£ 4.01		095/23	
To Pay						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		095/23	
BACS	J K Gardening	Removal of YCC fence	£ 80.00		104/23 (iii)	
BACS	J K Gardening	Environmental Fee x 2	£ 80.00		Admin	
BACS	Ambience Landscape	Dog Bin emptying	£ 629.20		095/23	
BACS	Insight Cleaning	YCC Cleaning Dec 2022	£ 192.00		095/23	
BACS	YMCA	Youth Club	£ 405.00		095/23	
BACS	Banwell Handyman	2 x Benches	£ 84.50		087/23	
BACS	ALCA	New Councillor Training	£ 80.00		122/23	
BACS	Parish News	Advert for WERN event	£ 28.50	pd by WERN	Grant	
BACS	Paul Harding	Paint and Bolts for Rec benches	£ 67.40		Admin	
BACS	The Print Hive	No Dogs & CCTV signs	£ 142.86		124/23 (i)	
BACS	North Somerset	Election Expenses	£ 92.00		Admin	
DD	Loyds Bank PLC	Multipay charge & costs (zoom, clerk & Cllr laptops, refreshments).	£ 862.35		095/23	
SO	Officer Salaries	Officer Salaries	£ 2,786.87		095/23	
DD	Nest	Pension contributions	£ 233.68		095/23	
DD	North Somerset	YCC Waste Collection	£ 9.50		095/23	
BACS	HMRC	PAYE and NI	£ 669.54		095/23	
		Totals	£ 7,700.67			

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



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 7pm ON MONDAY 11th SEPTEMBER 2023

Present: Cllrs Paul Blatchford (Chairman), Paul Harding & Maggie McCarthy

In attendance: Liz Shayler (Clerk)

01/23 To receive and accept apologies for absence (agenda item 1).

No apologies were received.

02/23 To appoint a Chairman of the Employment Committee for 2023-24 (agenda Item 2)

Resolved – To appoint Cllr Blatchford as Chairman.

The resolution was correctly proposed and seconded (Unanimous)

03/23 To appoint a Vice Chairman of the Employment Committee for 2023-24 (agenda item 3)

Resolved – To appoint Cllr Harding as Vice Chairman.

The resolution was correctly proposed and seconded (Unanimous)

04/23 To receive members' declarations of interest on any agenda item (agenda item 4)

No member's declarations of interest were received.

05/23 To approve as a correct record the Employment Committee meeting minutes from the 5th of March 2023 (agenda item 5).

Resolved – That the minutes be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous).

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

06/23 To note the Communications, Marketing and Grant Funding Officer's appraisal targets (agenda item 6).

The Communications, Marketing and Grant Funding Officer's appraisal targets were noted (see attached). He was congratulated on the £10,000 conditional solar panel funding and it was suggested that he attend Facebook training on meta business.

07/23 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item 8 & 9 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. (agenda item 7)

Resolved – That the press and public be excluded from the meeting.

The resolution was correctly proposed and seconded (Unanimous)

08/23 To undertake the Clerk’s six-monthly appraisal (agenda item 8)

The Chairman undertook the appraisal which resulted in a satisfactory outcome, identifying key work targets (see attached).

09/23 To discuss the end of the Communications, Marketing and Grant Funding Officers 6-month probation and agree a way forward.

Resolved: to extend the 6-month probation for four months. This is to enable the Employment Committee to further evaluate performance in relation to the communications and marketing side of the role after the Christmas Market and Christmas Window Trail events.

10/23 To agree the date of the next meeting (agenda item 9)

8th of January 2024 at Banwell Youth & Community Centre

The Chairman closed the meeting at 20:00

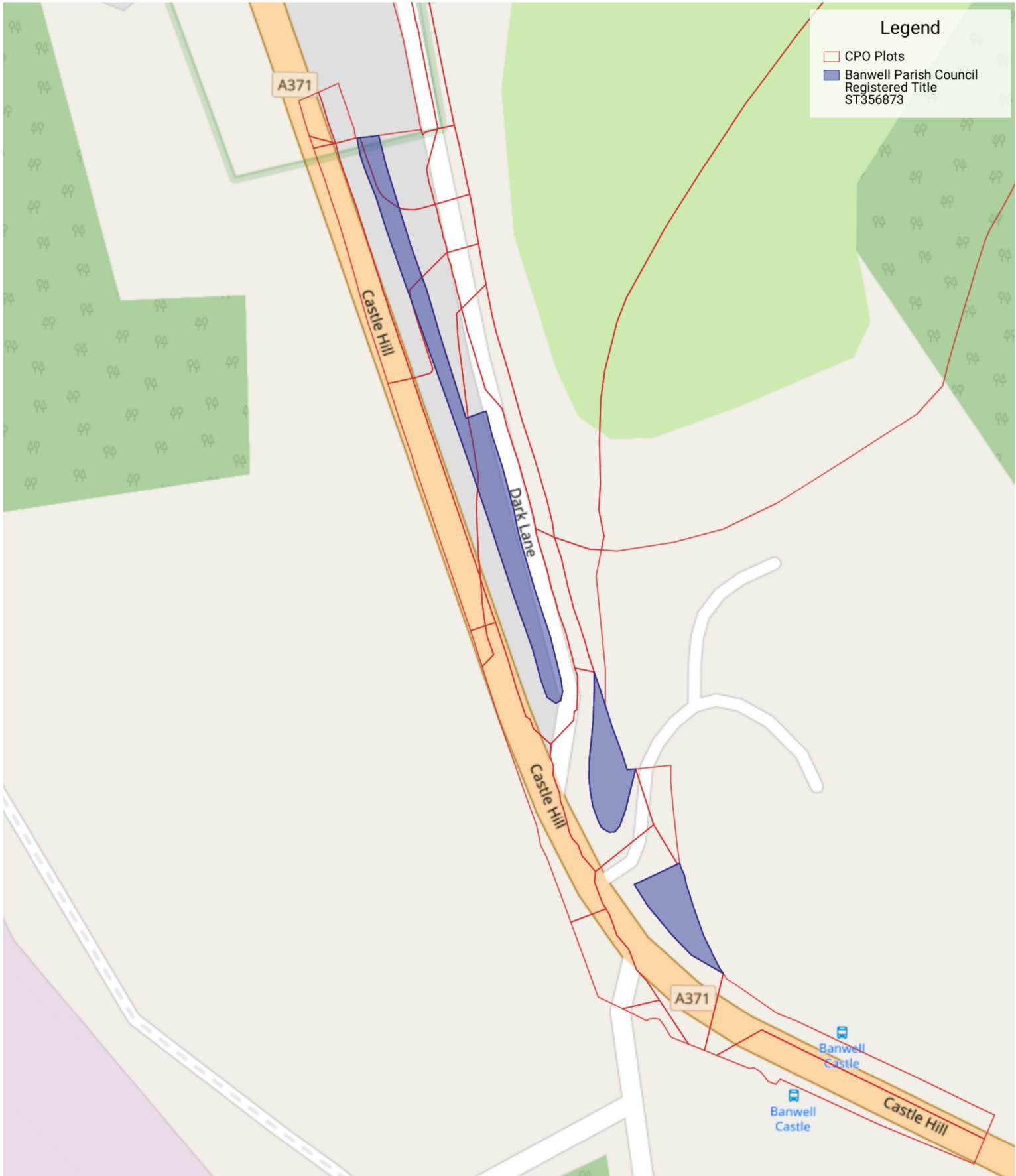
.....Chairman

.....Date

TARGETS REDACTED

TARGETS REDACTED


Banwell Bypass - Banwell PC Overview Plan



Land and property

Infrastructure

Highways adoption

-  A Class Highway
-  Adopted footpath/cyclepath
-  B Class Highway
-  C Class Highway
-  Class 4 (Unclassified Road)
-  Highways stopped up (closed)
-  Pedestrianised Roads
-  Prospectively Maintained Road (private road)
-  Not-adopted with Section 38 Agreement
-  Not-adopted with Section 106 Agreement
-  Unclassified Road

Street lighting



Castle Hill

North Somerset Highways adoption on Parish Council Land.

Scale: 1:1000
 Drawn by: Banwell Parish Council
 Date: 24 August 2023
 Time: 11:19:00



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6. To discuss renewing the Breakthrough Communications Annual Hive Premium at a 50% discounted price of £998.50.

Below is a summary of what you're getting with Council Hive:

- Unlimited user access to the Council Hive Hub (this can include Cllrs if you deem it appropriate - at no extra cost)
- Access to over 250 recorded training videos, downloadable resources, templates and more
- Access to our masterclass live events (and recordings) throughout the year
- Free upgrade - access to our team for proactive or reactive advice and support (for example, when we provided Liz with CCTV advice recently)

This Autumn they are also introducing a lot more content and if there's a desire for content or live sessions for councillors, they are prepared to include this, if helpful.

7. To receive the Officer report/Exchange of information:

i) Parish Council Sustainability Aim

The Parish Council has declared a climate emergency. It will operate and promote positive measures impacting the environment while reducing and eliminating adverse impacts.

The Parish Council will use appropriate policy (principles of action to be formally adopted by the Parish Council) and planned activities (actions or events) to:

- Act sustainably including adopting a reduce, reuse, recycle strategy.
- Promote biodiversity.
- Protect and enhance wildlife and the environment.

ii) £10,000 Rural England Prosperity Fund (REPF) Conditional Offer.

A Grant of £10,000 has been provisionally awarded to us for our Solar Panel Scheme on the YCC. We are currently chasing updated quotes to forward on. It will potentially mean an extra-ordinary meeting to approve a contractor before the next meeting to meet the terms of the grant.

8. To agree the following expenditure.

i) £50 for Retrofitters to carry out a thermal performance test.

The thermal performance test enables an accurate measurement of whole fabric heat loss (known as Heat Transfer Coefficient or HTC). It operates through small temperature sensors which are strategically positioned, almost unseen, about the property. They need to remain in position for a minimum of three weeks at any stage over the winter period when the house is being heated (normally between October and April).

At the end of the test, the true performance of the building is calculated, and a report produced. This can then be used to provide a rating on the energy efficiency of the building. This is part of the process of gathering information about future heating systems and whether works need to be undertaken on the fabric of the building. It also provides evidence as to why we would need (or not) additional energy efficiency measures for grant funding purposes.

ii) £450 Annual Cemetery package.

This is our legal record of all purchased plots and burials. It was transferred from an excel spreadsheet as it has a mapping tool and links with the accounts so is a substantial time saving.

iii) £255 for the Annual RoSPA Play equipment inspections at the Recreation Ground & Riverside Play Area.

This is the required annual independent inspection undertaken by a RoSPA qualified inspector but organised through GB Sport as they come out and do a number of inspections and therefore there is a cost saving.

iv) £542.97 Youth & Community Centre PPL / PRS Music licence

This is the annual licence which covers any music which is broadcast in the YCC e.g. at youth club or any events.

v) £60 donation for the Remembrance Day Wreath.

Previously we have made a £60 donation.



Banwell Parish Council

Appraisal Protocol



Introduction

Appraisals are used in organisations to help employees achieve and full their potential and for the employer to continue to monitor performance in order to achieve its goals and improve the quality of the products/services which it provides. An appraisal interview is an opportunity to take an overall look at work content and volume, look back at what has been achieved, agree objectives for the future and consider what development needs the employee may have for the year ahead.

The main purposes of the appraisal system are as follows:

- a) Performance: to provide a clear statement on how staff are performing, to see whether further progress can be made & consider what help might be given to build on strengths.
- b) Responsibilities: to record present and future responsibilities.
- c) Personal development: to look at future work and identify opportunities for development and training, to benefit ones career and to maximize the contribution to the Council.
- d) Communication: to ensure that ideas and views are shared.
- e) Future work: to plan work priorities and objectives for the next year and consider solutions to problems.

WHO APPRAISES WHOM?

The Clerk is appraised by the Employment Committee but views from stakeholders such as the staff, contractors, contacts, members of the public as well as the elected members can be sought to give a comprehensive summary of the Clerk's performance.

Any other staff, employed by the Parish Council, are appraised by the Clerk as their line manager. Any changes to probation / job description etc.. will be taken to the Employment Committee for approval.

KEY FEATURES

The appraisal should take into consideration the following factors:

- (a) Openness – An appraisal should be open from both parties perspective and an employee should be privy to all comments made by an employer during or after an Appraisal process. It is usual to provide the employees with details of the appraisal process, including any documentation to be used, well in advance of the process commencing (see appendix).
- (b) Confidentiality - the appraiser(s) and appraisee only will normally see the appraisal record. The fact that an appraisal has taken place and the new targets will be reported to council but the contents remain confidential.
- (c) Consistency – All staff should be appraised according to the same scheme. It is desirable that the same process is continued over a period of years so that comparisons can be made across timescales.
- (d) Objectives – Objectives set during the appraisal are objective and understood by both appraisers and appraisee. They are based upon actual conduct and performance rather than personalities or subjective criteria.
- (e) Forward-looking - the main value of reviewing past performance is to identify matters which can be built upon, problems that can be tackled by the Council or by training, and new opportunities.

- (f) Positive - problems, difficulties and mistakes should be discussed openly so that solutions can be found, training offered or defective systems improved.
- (g) Two-way conversation - appraisees are encouraged to contribute frankly in assessing their performance and goals.
- (h) No surprises – it is poor practice to introduce new information, particularly of a critical nature at an appraisal interview. If there are issues with conduct of performance then they should be raised with the employee at the time they occur, not held back to handle at an appraisal session.
- (i) Contractual – all employees have a clause which states that there will be six monthly appraisals which the employer will be obliged to undertake.

PROCEDURE FOR APPRAISALS

- a) Agree a date: The appraiser and appraisee should agree between themselves a date for the appraisal to take place. It is advisable for at least 5 days preparation to be allowed. The month is often set at the previous performance review meeting, which is usually 6 months before.
- b) Documents: the appraisee and appraiser should have at least the following documentation to hand at the appraisal:
 - job description
 - written objectives set previously (if any)
 - record of previous appraisal (if any)
- c) Preparation: both the appraisee and appraiser should spend time planning what they want to discuss. The appraisal format should form the basis of the appraisal this is sent to the appraisee prior to the appraisal for completion. The appraiser should also be familiar with the council's own strategic objectives for the coming year to ensure that the appraisal contributes to the council's own direction.
- d) The venue: Both parties should be agreeable to the venue of the appraisal, which should ideally be in a quiet place and away from other distractions.
- e) The interview: It should be conducted by the appraiser(s) in an informal atmosphere. The appraiser should begin by explaining the scope of the interview and then encourage the appraisee to comment on performance, training, development, and future objectives and to suggest solutions to any problems. The appraiser should take notes.
- f) Gradings/ratings: satisfactory – unsatisfactory are currently used.
- g) Writing up: The appraiser should write up a report of the interview and give a copy to the appraisee at the conclusion of the appraisal or as soon as possible thereafter.
- h) Signature: The completed form should be given to the appraisee to consider, adding any comment and to sign it and the appraisee should then return it to the appraiser.
- i) Records: The appraiser will make three copies of the signed form and:
 - give one copy to the appraisee to keep.
 - keep one copy for his or her own records.
 - one for the central confidential personnel records
- j) Follow up: The appraiser is responsible for ensuring that any further action is taken as agreed at the appraisal.

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

An interim review may be conducted between appraisals upon completion of a major project or where the council's strategy/overall objective change requiring review of all employees' objectives. There is no requirement to complete formal appraisal documentation at these reviews. However:

- agreed action points should be noted by the appraiser and a copy given to the appraisee.
- the appraisee's objectives may be revised.

QUESTIONS TO DISCUSS AT APPRAISAL

Appraisers and appraisees could use a checklist in preparing for, conducting, and recording the appraisal interview. See appendix 1 for first appraisal.

Training and Development

The appraisee and appraiser should jointly identify training needs. Concentrate first on the areas of skill and knowledge needing development, and only after that on training solutions. Recommendations should relate to needs identified in reviewing past performance and/or to new objectives or additional responsibilities.

Getting the most out of the Appraisal Interview

The appraisal interview is a significant form of communication between an employee, their immediate boss and their employer. The basic purpose of any form of communication at work is to produce some form of action or activity. The Appraisal interview will cover a review of the Council's objectives and attainments, a discussion about skills and knowledge as applied in the workplace, feedback from others in the organisation or significant external contacts, feedback from the employee to their line manager/elected members, future challenges and development needs and will seek to set new objectives for the coming year.

The GROW model is a useful approach to exploring aspirations and direction when Training and Development as discussed:

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?

Final Comments

The appraisee and the appraiser will have the opportunity to consider the appraisal record and add any comments.

Deficiencies /Unsatisfactory Performance

Any deficiencies or unsatisfactory performances noted will result in an action plan agreed between the appraiser and the appraisee. Continuing deficiencies or unsatisfactory performance will result in a review of that individual's competence to continue to carry out their particular type of work. It may be appropriate for such discussions to lead to a separate disciplinary process for poor performance but a disciplinary sanction is not an automatic outcome from a poor appraisal. The council's disciplinary procedure needs to be followed if the committee undertaking the appraisal believe that measures have been taken to assist the employee achieve but the role is still considered beyond the employee's capability.

360 degree appraisals

Many organisations, in the private sector in particular, favour the 360° approach to appraisals. This allows for the views and perspectives of many “stakeholders” to be taken into consideration and therefore does not just rely on a ‘top down’ assessment by management of their subordinates. Views from direct reports, contractors, customers, business contacts are often sought and incorporated into the appraisal. In the context of the council set-up this could involve opinion from all councillors, staff, contractors, parishioners, contacts at Principal Authorities etc. The council will need to decide whether the feedback sought is provided anonymously or not and also needs to provide parameters around which the feedback is given e.g. it needs to focus the review onto specific areas, not just allow a free-for-all and enable the feedback to be consistent.

SETTING OBJECTIVES

Objectives provide framework for the coming year’s work. They should be agreed between appraiser and appraisee. The objectives need to reflect the employee’s job description and the council’s own objectives derived from its strategic and business plans. Such targets are sometimes referred to as Key Performance Indicators (KPIs). Often objectives will set a higher standard for performance than before, designate additional responsibility or assign new projects. It is usual to aim for around 6 to 8 main objectives, any more can be over- stretching. It is good practice to have one personal development objective within the set agreed in order to encourage CPD (continuing professional development) to occur.

Effective objectives should be **S.M.A.R.T.**:

1. **Specific:** the objective should refer to a particular task or piece of work or specific aspects of behaviour or performance.
2. **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.
3. **Agreed:** The objective should be agreed by appraisee and appraiser
4. **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.
5. **Timed:** All objectives should have a date by which they are to be achieved.

There are three steps in setting effective objectives:

1. Select the part of the job to which the objective will relate.
2. Agree what is the result to be achieved within that area.
3. Settle how the result will be achieved and the steps that the appraisee will need to take: these are standards of performance.



BANWELL PARISH COUNCIL

FIRST APPRAISAL FORM

SECTION 1

NAME: _____

JOB TITLE: _____

DATE, TIME AND PLACE OF INTERVIEW: _____

NAME OF APPRAISER: _____

Section 2 was completed at the interview by xxxxxx and then checked and signed by xxxx.

SECTION 2

1. How do you feel you have contributed to the smooth running of the council?
2. What do you feel have been your main achievements?
3. What do you feel have been your main areas of difficulty?
4. How could these be overcome?
5. What particular strengths do you feel you have and to what extent are they being used?
6. What weaknesses, if any, do you have in fulfilling the responsibilities of your job?
7. How would you assess your own ability to be organised and get things done?
8. How would you describe your relationship with the councillors?
9. What do you like most and least about your job?
10. How challenging do you find your current position?
11. Do you have any capabilities or interests which you feel might be better used than at present?
12. In what areas do you think you could improve your performance?
13. What changes do you think could be made to alleviate any difficulties, weaknesses and pressure and enable you to use your strengths to make your job more enjoyable/challenging?
14. Do you feel that we provide enough assistance to help you develop?
15. What do you see yourself doing within
 - a) the next 2 years?
 - b) the next 5 years?
16. What do you feel could prevent you from achieving the above?
17. Chose four / five objectives from your job description which you would like to work on in the next year?
18. What training is needed to help you work on these?
19. Are there any additional points in respect to your job which you would like to discuss?

BANWELL PARISH COUNCIL

SECTION 3: ACTION PLAN FOR

NAME: _____

JOB TITLE: _____

DATE OF INTERVIEW: _____

NAME OF APPRAISER: _____

1. KEY WORK TARGETS FOR NEXT SIX MONTHS

Council

2. NEW RESPONSIBILITIES (if any)

3. ADDITIONAL ACTION POINTS (if any)

4. TRAINING AND DEVELOPMENT NEEDS

NEEDS

OBJECTIVE(S)

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.

Banwell Parish Council
APPRAISAL REVIEW FORM

NAME: _____

JOB TITLE: _____

DATE OF INTERVIEW: _____

NAME AND TITLE OF LINE MANAGER: _____

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.



Banwell Parish Council

Asset Disposal Procedure

Introduction

This procedure provides clear guidance on the process to follow when disposing of Parish Council Assets. This procedure does not apply to buildings and land but to items that are obsolete, beyond repair and surplus to requirements but which have a de minimis value of above £100 (as per our Asset Register).

What is the process?

The first step is to estimate the value of the item(s) to be disposed of. The following methods can be applied to estimate the value of the item(s):

- By obtaining a quotation or preliminary bid.
- Previous knowledge and experience.
- Research (internet, trade publications etc).

It is important to ensure that details such as values, item descriptions etc, are accurately recorded and evidenced to ensure a clear audit trail of the disposal process. This can be done by using the form at Appendix A if not already recorded on the asset register.

What are key disposal considerations?

Before decisions are made regarding the correct method of disposal, the Clerk will first determine if the item is in working order and therefore in saleable or re-usable condition, it may be that the item has only recycle or scrap value. If established that the item is re-useable or saleable the following needs to be considered:

- Re-Use or Relocation - Assets can be re-used or relocated to other areas owned by the Parish Council.
- Sale or transfer of items – all sales of assets should be accompanied by a receipt and a completed Disclaimer form (Appendix B). The Disclaimer should be signed and completed by both the Clerk and the purchaser, with the original being retained by the council and a copy given to the purchaser for their records.

Any revenue generated from the disposal of an asset, will, in normal circumstances, be credited to the cost centre from which the asset was originally funded.

If it is decided that the item has only recycle or scrap value, the Clerk will take reasonable steps to ensure that items are disposed of in such a way that the risk to the council is appropriately mitigated. Risks may include:

- 3rd party claims (where injury is caused by using the disposed of item).
- Breaches of legislation (e.g. Data Protection Act as a result of insufficient data cleansing of computer equipment).
- Reputational damage (arising from adopting environmentally unfriendly disposal routines).

The March asset register shows items disposed of by the Clerk within that financial year these are then removed from the register the following March.

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:

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:



Banwell Parish Council

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 express any views at pre-application stage.

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.

Pre-application meetings

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

1. The meeting is open to the public to attend and has been reasonably advertised.
2. The developer meets all reasonable costs for the hosting of the public meeting including the provision of large scale paper plans for display purposes.
3. 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.

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).

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:

1. The venue is convenient and accessible in the community.
2. 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.
3. That there is a genuinely open mind and willingness to adapt plans in response to community feedback.
4. The developer meets all reasonable costs for the hosting of the public meeting including the provision of large scale paper plans for display purposes.

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 noted that Banwell Parish Council are concerned about potential issues with encouraging early conversations with developers on pre-application proposals. These include requests for meetings with individual councillors and how feedback on a proposal could be viewed as pre-determination.

It is recommended:

Individual Councillor's discussions

- a. Councillors must be aware of their obligations under the Council's Code of Conduct.
- b. 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.
- c. 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.

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.

Date _____

Inspection by _____

Seat	Type of bench	Condition	Area	Comments	Date
Car Park West St.	Metal				
School West st.	Metal body / wooden slats				
Memorial West St.	Metal body / wooden slats				
Castle Hill	Metal body / wooden slats				
Bow bridge, Riverside	Metal body / wooden slats				
Riverside green 1	Metal				
Riverside green 2	Plastic				
Riverside green 3	Plastic				
Riverside green 4	Plastic				
Riverside green 5	Wooden				
Golling Lane	Metal body / wooden slats				
Wolvershill Park	Metal body / wooden slats				
Knightcott Gardens	Wooden				
Knightcott Motors	Wooden				
Recreation Ground 1	Metal body / wooden slats				
Recreation Ground 2	Metal body / wooden slats				
Recreation Ground 3	Metal body / wooden slats				
Rec. toddler area 1	Metal with back				
Rec. toddler area 2	Metal seat				
The Quarry	Half tree trunk – Solid				
Eastermead Lane	Half tree trunk – Solid				
The Cemetery 1 Hebden	Wooden				
The Cemetery 2 Molton	Wooden				
The Cemetery 3 Catholic	Wooden				
The Cemetery 4 Cremations	Wooden				
The Cemetery 5	Wooden				
Seat scoring	1 = Good		Area	1 = Neat & Tidy	
	2 = Fair		Scoring	2 = Fair	
	3 = Some attention			3 = Requires clean up	
	4 = Work Required			4 = Overgrown	
	5 = Dangerous removal			5 = Unusable / poor condition	

Date:

Inspection by:

	Dog Bin Location	Score	Comments
1	High St/North Rd junction		
2	High St/Hill Path junction		
3	Eastermead Lane		
4	Church St by Cart Wash		
5	Riverside Green		
6	Riverside Green by pumping station		
7	Godding Lane – Riverside end		
8	Godding Lane – Wolverhill Road end		
9	Path between Knightcott Park/Wolverhill Park		
10	Knightcott Rd behind bus stop at The Paddock		
11	Westfield Road opp. village hall.		
12	Westfield Road south side by alleyway		
13	Queens Road		
14	High St near kennels		
15	Knightcott Gardens		
16	Knightcott Road (south side)		
17	Footpath - West St to Littlefields Rd (top)		
18	Footpath - West St to Littlefields Rd (bottom)		
19	Hillend		
20	West St car park		

1 = Good
2 = Fair
3 = Some attention needed
4 = Work Required
5 = Dangerous needs removal

Date:

Inspection by:

Flag Pole Number	Location	Score	Comments
Left of the Memorial	Ground Mount bases		
	Concrete footings		
	Poles		
	Pulley's		
Right of the Memorial	Ground Mount bases		
	Concrete footings		
	Poles		
	Pulley's		

- A foundation (the ground socket) inspection
- Anchor bolts should be checked for wear and tear and rust
- Check the pole for signs of wear, fatigue, bending or failure
- Lanyards should be checked for wear, signs of abrasion and UV ageing
- All fittings and the hinge pins should be checked
- Poles on occasions may need to be lowered and cleaned, checking the top pulley wheel (at the same time)
- Flags should be inspected and where necessary replaced

1 = Good
2 = Fair
3 = Some attention needed
4 = Work Required
5 = Dangerous needs removal

Date _____

Inspection by _____

	Location of Grit Bin	Condition	Level of grit	Comments
1	Wolvershill Rd junction with Wolvershill Pk.			
2	North Road			
3	Littlefields Road			
4	High St j/w Greenfields Avenue			
5	High Street (top of Littlefields Rise)			
6	High Street (by The Ship Inn Car park entrance)			
7	Westfield Road			
8	Knightcott Park			
9	School Close			
10	Wint Hill adjacent to entrance to castle			
11	Cart Wash			
12	Knightcott Gardens			

Condition scoring	1 = Good		Level Scoring	1 = Full
	2 = Fair			2 =
	3 = Some attention needed			3 = Half Full
	4 = Work Required			4 =
	5 = Dangerous needs immediate removal			5 = Empty

Date:

Inspection by:

Litter Bin Number	Location	Score	Comments
1	Recreation Ground 1		
2	Recreation Ground 2		
3	West Street Car-Park		
4	Riverside 1		
5	Riverside 2		

1 = Good
2 = Fair
3 = Some attention needed
4 = Work Required
5 = Dangerous needs removal

Inspection by

Date.....

Memorials	Items	Comments
War Memorial	Boundary – Fencing / Wall Structure Clean and Tidy Hedges	
Village Pump	Boundary Wall Structure Gate Padlock / Well Cover Clean and Tidy	
Cart Wash Area (Bristol Water responsibility)	Boundary – Fencing / Wall Flower Planters Clean and Tidy	
Village Car Park Millennium Stone 1 and paved area.	Boundary – Fencing / Wall Structure Flower bed / planters Clean and Tidy	
Banwell P.C. Centenary stone Riverside Green	Structure Clean and Tidy Tree	
VE Day Centenary Stone, Riverside Green	Structure Clean and Tidy Vegetation	
D-Day remembrance area Golling Lane	Boundary – Fencing Structure Clean and Tidy Vegetation / Trees	
Gate to Churchyard, East Street	Structure	
Welcome to Banwell sign, East Street	Structure Clean and Tidy Vegetation	
Welcome to Banwell sign, Castle Hill	Structure Clean and Tidy Vegetation	
Welcome to Banwell sign, Knightcott Road	Structure Clean and Tidy Vegetation	
Welcome to Banwell sign, Wolvershill Road	Structure Clean and Tidy Vegetation	

1 = Good
2 = Fair
3 = Some attention needed
4 = Work Required
5 = Dangerous needs immediate removal

Date _____ Time _____

Inspection by _____

	Location of Bus Shelter	Condition	Comments
1	A370 (between the entrances to Silvermoor Rd and West Rolstone Rd) BPC		
2	A371 Elborough Hill (opposite Banwell Road) NS		
3	Knightcott Road (Opposite Summer Lane) BPC		
4	Knightcott Road (Opposite Well Lane BPC		
5	Knightcott Road (By Knightcott Motors) BPC		
6	Knightcott Road (By Westfield Road) (BPC)		
7	Knightcott Road (Opposite Westfield Road) NS		
8	West Street (in front of the school) NS		

Condition scoring	1 = Good	2 = Fair	3 = Some attention needed	4 = Work Required	5 = Dangerous needs immediately rectified
--------------------------	----------	----------	---------------------------	-------------------	---



It is suggested that you take the opportunity to read the document accessed through the link and the questions below. Submit a response. Your responses will then be collated and presented at the next meeting for approval as a collective.

Every four years the council develops a Corporate Plan. This is the council's overarching strategic document. It sets out our vision and ambitions for the area and for the organisation.

As part of our commitment to strengthening our relationships with Town and Parish councils, we want to find out what is important to you and what you would like to see in the plan. At the same time, we're also keen to hear your views on the budgets which will support the delivery of the plan.

You can give your council's views by answering the questions below. Please only give one response per council. If you have any questions about the survey, please contact our [Business Planning team](#).

Please give the name of your council:

We would like to ask your views about our vision to be Open, Fair and Green.

Thinking about how we work together, what does being an open council mean to you?

Thinking about how we work together, what does a fair North Somerset mean to you?

Thinking about how we work together, what does a green North Somerset mean to you?

Do you agree that this vision is right for North Somerset?

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

Please tell us why you agree or disagree that this vision is right for North Somerset:

We have drafted four ambitions designed to help us achieve our vision. We would like your views on each ambition.

Our ambition for our children and young people is: *Our children and young people feel cared for, safe, supported, and are given equality of opportunity to thrive.*

Do you agree this is the right ambition for children and young people in North Somerset?

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

If you have disagreed please tell us why:

Please give your thoughts on how you think we could help to achieve this ambition together, what actions should we take?

Are there any areas aligned to this ambition where services could be shared between us or transferred that you would like to explore?

Our ambition for adults and communities is: *Our communities are caring, healthy and safe, where people help each other to live well.*

Do you agree this is the right ambition for adults and communities in North Somerset?

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

If you have disagreed please tell us why:

Please give your thoughts on how you think we could help to achieve this ambition together, what actions should we take?

Are there any areas aligned to this ambition where services could be shared between us or transferred that you would like to explore?

Our ambition for North Somerset as a place is: *Our towns and villages are thriving and sustainable places to live, work and visit.*

Do you agree this is the right ambition for North Somerset as a place?

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

If you have disagreed please tell us why:

Please give your thoughts on how you think we could help to achieve this ambition together, what actions should we take?

Are there any areas aligned to this ambition where services could be shared between us or transferred that you would like to explore?

Our ambition for North Somerset Council is: *Our council delivers consistently good services and value for money to support an ambitious community.*

Do you agree this is the right ambition for how we work as a council?

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

If you have disagreed please tell us why:

Please give your thoughts on how you think we could help to achieve this ambition together, what actions should we take?

Are there any areas aligned to this ambition where services could be shared between us or transferred that you would like to explore?

Do you have any other thoughts on the development of the Corporate Plan, if so please tell us here:

To support delivery of the Corporate Plan we set our budget each year which shows us how much money we have to spend and what we are going to spend it on. We would like your views to help this process.

Can you give us your view on which of these issues you think will be most important in North Somerset in the coming year (add an 'x' in the relevant box):

	Very important	Important	Not important	Not at all important	Don't know
The climate emergency					
The cost of living crisis					
Inequality in our society					
Availability of services for vulnerable adults					
Availability of services for vulnerable children and young people					
Availability of services to support good physical health and wellbeing					
Availability of services to support good mental health and wellbeing					
Availability of leisure services and things to do					
Availability of public transport					
Availability and affordability of housing					
Crime and community safety					
Community development and resilience					
The condition of our highways and roads					
Changing the way we travel					
Access to good jobs					
The environment for businesses to thrive					
The condition of our town centres and availability of shops and services there					
The availability of services in rural areas					
Our environment including flooding risks and biodiversity					
Dealing with local waste and increasing the amount we recycle					
Add in any other important issues here:					

Please add in any comments you might have on these issues:

--

Can you give us your view on which of these issues your council is most concerned about:

	Very important	Important	Not important	Not at all important	Don't know
The climate emergency					
The cost of living crisis					
Availability and affordability of housing					
Affordability of utilities					
Affordability of food					
Inequality in our society					
Access to services for vulnerable adults					
Access to services for vulnerable children and young people					
Access to services to support good physical health and wellbeing					
Access to services to support good mental health and wellbeing					
Access to leisure services and things to do					
Access to public transport					
The impacts of crime and anti-social behaviour on you and your community					
The offer for community activities and support in your area					
The condition of our highways and roads					
Changing the way we travel					
Access to good jobs					
The environment for businesses to thrive					
The condition of our town centres and availability of shops and services there					
Access to services in rural areas					
Our environment including flooding risks and biodiversity					
Dealing with local waste and increasing the amount we recycle					
Add in any other important issues here:					

Please add in any comments you might have on these issues:

--

Is there an issue, either North Somerset wide or important to your council, that you would like to prioritise for investment and improvement?

The council will need to balance its budget to pay for the rising cost and demand for our services and increasing council tax is an important part of the budget because this money helps to pay for the services we provide. Each year the government sets an upper limit on council tax increases although councils can ask residents to support higher increases if there is a local need to raise more money. The current limit is 4.99%. As of August 2023, inflation is running at 6.8%.

What level of council tax increase would you support in the coming year?

- Up to 3%
- Between 3% and 5%
- More than 5%
- An increase aligned to inflation
- An increase aligned to the government limit

When planning for the future the council wants to ensure that the services we provide are delivered at an affordable cost and in the best way possible.

How strongly do you agree or disagree with using the following approaches?

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
Bringing services back in house from commercial companies					
Transferring services to other organisations like commercial companies					
Working in partnership and sharing services with other councils and public sector agencies					
Transferring services to other organisations like community groups, social enterprises and town and parish councils					
Changing working practices to make better use of technology and more efficient ways of working					
Using digital technology more widely to support the delivery of services and making more services available online					
Making more efficient use of council assets such as land and buildings					
Increasing fees and charges for some services					
Targeting resources on the most vulnerable and people most in need					

Stopping provision of some discretionary services to protect services to vulnerable groups					
Reducing the quality of some services provided					
Scaling back or stop providing some services					
Encouraging more people to volunteer their time to become involved in the delivery of services					

Do you have any comments on any of these approaches or would like to suggest any others?

Are there any comments you would like to make about the budget or have any suggestions for where we could make savings or generate income?

Do you have any thoughts in how we could work more collaboratively together in the future to support our communities and ensure the best use of resources?

SURVEY ENDS



Banwell Parish Council
Notice of conclusion of audit
Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Banwell Parish Council for the year ended 31 March 2023 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Banwell Parish Council on application to:</p> <p>Mrs. L Shayler Clerk to the Parish Council, Banwell Parish Council Office, (a) Banwell Village Hall, Westfield Road, Banwell, North Somerset. BS29 6BW</p> <p>Tel: 01934 820442 Email: clerk@banwellparishcouncil.org.uk</p> <p>(b) Tuesday 10am until Noon Thursday 10am until Noon</p> <p>Other times available by appointment.</p> <p>Electronic copies are available online.</p> <p>3. Hard copies will be provided to any person on payment of £1 a page for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) Liz Shayler (Parish Clerk & RFO)</p> <p>Date of announcement: (e) 24th August 2023</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Banwell Parish Council
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

15/05/2023

and recorded as minute reference:

091/23

MINUTE REFERENCE

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

Chairman



Clerk



www.banwellparishcouncil.org.uk

ENTER FULLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

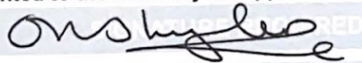
EN Banwell Parish Council TY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	171,992	161,960	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	93,908	110,785	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	49,765	159,453	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	34,083	41,320	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	119,622	155,814	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	161,960	235,065	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	161,960	235,065	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	685,169	725,529	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date 15/05/2023

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

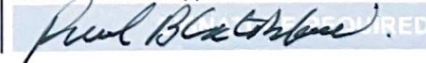
15/05/2023

as recorded in minute reference:

092/23

MINUTE REFERENCE

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



Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **EN Banwell Parish Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

ENTER BDO LLP - Southampton AUDITOR

External Auditor Signature

DocuSigned by:
BDO LLP
SIGNATURE REQUIRED
2BEB056D80974E4.....

Date

21 August 2023 M/YYYY

Bills for Payment - 22nd August to the 13th September 2023
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
Already Paid						The Parish Council
BACS	BDO LLP	External Auditor	£756.00	There are 2 MPAN numbers	Admin	
DD	YU	Streetlight Power	£197.73		095/23	
DD	YU	Streetlight Power	£9.49		095/23	
DD	Mainstream	Phone and Broadband	£4.63		095/23	
DD	EDF	YCC Electricity	£103.58		095/23	
To Pay						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£1,043.34		095/23	
BACS	J K Gardening	Environmental Fee £40	£40.00		Cem Admin	
BACS	Ambience Landscape	Dog Bin emptying	£629.20		095/23	
BACS	Insight Cleaning	YCC Cleaning	£192.00		095/23	
BACS	Glasdon	Dog Bin	£321.71		139/23	
BACS	ESPO	Toilet Rolls & Hand Towels	£65.64		YCC Admin	
BACS	Parish News	Advert x 2 & Sept Article	£121.12		Comms Admin	
BACS	Weston Rail	Quarterly Light Maintenance	£1,050.00		95/23	
BACS	Scribe	Cemetery Package Renewal	£540.00		Agenda Item	
BACS	Breakthrough Communications	Annual Subscription	£1,198.20		Agenda Item	
BACS	The Printhive	YCC sign	£42.00		YCC 29/23	
DD	Loyds Bank PLC	tuck).	£788.10		095/23	
SO	Officer Salaries	Officer Salaries	£2,786.46		095/23	
DD	Nest	Pension contributions	£233.68		095/23	
DD	North Somerset	YCC Waste Collection	£9.50		095/23	
BACS	HMRC	PAYE and NI	£669.54		095/23	
			Totals			
			£10,801.92			

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

Banwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Cemetery & Memorials		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
101	Cem Grass Cutting				1,950.00	812.50	1,137.50
102	Cem paths / trees / garder				300.00		300.00
103	Cem making up graves				200.00		200.00
104	Cemetery / Memorial Main				5,000.00		5,000.00
105	Env Fee				2,045.00	240.00	1,805.00
106	Cemetery software				450.00		450.00
					9,945.00	£1,052.50	8,892.50

Cemetery Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
110	Cemetery Income			3,401.34			3,401.34
111	Cemetery Bank interest			75.26			75.26
					£3,476.60		3,476.60

Clerk & Administration		Bal. B/Fwd.	Receipts		Payments		Current Balance	
Code	Title		Budget	Actual	Budget	Actual	Budget	
201	Salary & NI				37,400.00	17,242.22	20,157.78	
202	Clerk pension				800.00	1,213.15	-413.15	
203	Advertising		28.50		500.00	280.50	248.00	
204	Insurance				2,100.00	2,226.55	-126.55	
205	Subscriptions inc ALCA &				2,300.00	1,941.44	358.56	
206	Audit Fee				950.00	1,130.00	-180.00	
207	Legal Costs				600.00	92.00	508.00	
208	Training Officers				650.00	300.00	350.00	
209	Training Councillor				400.00	160.00	240.00	
210	Grants & Donations				5,000.00	200.00	4,800.00	
211	Chairmans Allowance				300.00	259.48	40.52	
213	Bank Charges				200.00	49.90	150.10	
215	Risk Assessments				150.00	180.00	-30.00	
					£28.50	51,350.00	£25,275.24	26,103.26

Earmarked Reserves		Bal. B/Fwd.	Receipts		Payments		Current Balance	
Code	Title		Budget	Actual	Budget	Actual	Budget	
214	Food bank			852.00		192.35	659.65	
218	Jubilee & Coronation				500.00		500.00	
504	CIL					1,249.00	-1,249.00	
809	Social Prescribing Commu							
815	Refreshments		10.01			41.85	-31.84	
					£862.01	500.00	£1,483.20	-121.19

Environment		Bal. B/Fwd.	Receipts		Payments		Current Balance		
Code	Title		Budget	Actual	Budget	Actual	Budget		
301	Allotment		1,647.88	1,647.88	1,647.88	1,647.88			
302	Env Grass Cutting				2,045.00	752.55	1,292.45		
303	Env Hedge / Fence / Tree				300.00		300.00		
304	Village Orderly		435.81	435.81	4,710.00	1,962.50	2,747.50		
305	Dog Bins				6,568.00	2,674.99	3,893.01		
306	Env Maintenance / Inspec				2,000.00	1,458.85	541.15		
307	Env Projects				3,000.00	1,003.38	1,996.62		
308	Env Grant		7,149.00				-7,149.00		
309	Riverside Project				48,280.52	40,233.76	8,046.76		
					9,232.69	£2,083.69	68,551.40	£49,733.91	11,668.49

Highways		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
401	Street light power				4,000.00	1,072.83	2,927.17

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

Banwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

402 Street light maintenance	3,500.00	875.00	2,625.00
403 Street light upgrade	1,400.00		1,400.00
404 Highways related projects	3,000.00		3,000.00
	11,900.00	£1,947.83	9,952.17

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>
501	Misc Income		100.00	225.01			125.01
502	Annual Precept		122,646.03	61,323.01			-61,323.02
503	VAT						
			122,746.03	£61,548.02			-61,198.01

Recreation Ground

<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>
601	Rec Grass Cutting				2,250.00	891.75	1,358.25
602	Rec Maintenance				2,000.00	1,539.72	460.28
603	Rec Tree & Fence Work				300.00		300.00
604	Rec Inspections				400.00	67.00	333.00
605	Rec Play Equipment & Be				2,512.80		2,512.80
					7,462.80	£2,498.47	4,964.33

Youth & Community Centre

<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>
701	YCC upgrade				25,000.00		25,000.00
702	YCC repairs & maintenanc				3,000.00	1,241.60	1,758.40
703	YCC CCTV				200.00	67.80	132.20
704	YCC Electricity				2,000.00	531.10	1,468.90
705	YCC Gas				2,000.00	383.01	1,616.99
706	YCC water				600.00	114.03	485.97
707	YCC waste			114.00	620.00	655.45	78.55
708	YCC cleaning & supplies			26.67	2,700.00	1,075.65	1,651.02
709	Office Equipment inc Web				2,500.00	1,961.89	538.11
710	YCC phone & wifi				1,000.00	241.68	758.32
711	YCC Grass cutting				1,125.00	445.88	679.12
712	YCC hedge, fence & tree \				500.00	1,076.00	-576.00
713	YCC grants & donations		1,000.00	1,000.00			
714	YCC income		500.00	366.00			-134.00
715	YCC Booking software				350.00		350.00
			1,500.00	£1,506.67	41,595.00	£7,794.09	33,807.58

Youth Club

<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>
801	YC sessions				9,000.00	2,328.03	6,671.97
802	YC budget				400.00	231.55	168.45
803	YC extraordinary activities				2,000.00		2,000.00
804	YC Printer						
805	YC subscriptions		550.00	375.70			-174.30
806	Tuck Shop		100.00	311.10	100.00	153.58	157.52
807	Youth Forum				200.00		200.00
			650.00	£686.80	11,700.00	£2,713.16	9,023.64

NET TOTAL

134,128.72	£70,192.29	203,004.20	£92,498.40	46,569.37
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