



Banwell Youth and Community Centre,
West Street
Banwell. BS29 6DB
01934 820442
14th May 2024

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 20th May 2024 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 2024/25 and to receive the Chairman's Declaration of Acceptance of Office
2. To elect a Vice Chairman of the Parish Council for 2024/25 and to receive the Vice Chairman's Declaration of Acceptance of Office
3. To receive apologies for absence.
4. To appoint Members to Committees and Working Groups for 2024/25 (see list of members from 2023/24 page 1)
5. To appoint members of outside bodies for 2024/25 (see list of members from 2024/25 page 1)
6. To receive members' declarations of interest on any agenda item
7. To approve as a correct record the minutes of the Parish Council Meeting held on the 15th of April 2024 (pages 2 – 7)
8. To note the following Minutes
 - i) Parish Assembly held on the 28th of April 2024 (pages 8 - 10)
 - ii) Planning Committee Meeting held on the 8th of May 2024 (pages 11 & 12)
 - iii) Youth & Community Centre Meeting held on the 8th of May 2024 (pages 13 – 15)
9. To review and approve all Banwell Parish Council Committee and Working Party Terms of Reference (listed on page 16)

10. To approve the following documents
 - i) Calendar of Meeting dates (page 17)
 - ii) Updated Strategic Plan Action Plan and indicative To-Do-List (pages 18 – 32)
 - iii) Standing Orders ([banwell-parish-council-information/](#))
11. To review and approve all Banwell Parish Council Policy and Procedures (listed on pages 33 & 34)
12. To note the training and events available and agree any attendance.
 - i) £70 +VAT SLCC Agendas and Minutes 30th July & 6th August – Admin Officer
 - ii) £50 +VAT SLCC 18th November Creating Accessible Documents – Admin & Comms Officer
 - iii) £75 Nailsea Town Council 'Practical Project Management' 9th July - Clerk
 - iv) ALCA e-learning on nimble £14 each [E-Learning Courses ALCA](#)
 - v) Various communications training £30 [Communications Courses ALCA](#)
 - vi) Various finance training £30 [Finance Training ALCA](#)
 - vii) Various NALC training <https://www.nalc.gov.uk/our-events>
 - viii) FREE various Scribe finance training (this is our accounting package) Free [Scribe Training](#)
13. To receive the Officer report/Exchange of information: Please note that the Council is unable to make any formal decision under this item.
 - i) Civicly App (page 34)
 - ii) £1000 grant received from Winscombe Parish Council (page 35)
 - iii) Jubilee Gate on East Street (page 35)
14. To agree the date for the Community Picnic and any associated costs (page 35).
15. To approve the following items of expenditure.
 - i) £561.60 + VAT for Annual Scribe Accounts subscription.
 - ii) The Insurance premium (page 36, detailed breakdown sent via email).
16. To consider a request for £200 from Great Western Air Ambulance Charity (pages 37 & 38)
17. To note the Parish Council's end of April's net position, reserves, bank balances and bank reconciliation (pages 39 - 42)
18. To agree regular standing order, direct debit and BACs payments made from the Unity bank account (page 43)
19. To authorise bills for payment for May (page 44)
20. Date of the next meeting –
 - Monday 3rd of June, 7pm Planning Committee at the Youth and Community Centre (YCC)
 - Monday 17th of June, 7pm Recreation Ground Trust (YCC)
 - Monday 17th of June, 7:30pm Meeting of the 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.