



## MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 17<sup>th</sup> of MARCH 2025

**PRESENT:** Councillors: Paul Harding (Chairman), Simon Arlidge, Paul Blatchford, Steve Davies, Nick Manley, Kelly Smith, Matthew Thomson, Steve Voller (Vice-Chairman) & Tara Wright.

**IN ATTENDANCE:**

WARD COUNCILLOR: Cllr Tristram  
MEMBERS OF THE PUBLIC: One

Cllr Harding 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.**

None received.

iii) **Ward Councillor's report.**

Cllr Tristram gave the following brief report on the following.

- **Banwell Bypass** – With the construction of the Southern Link Road, the A368 will be closed. Riverside is expected to be closed for 3 months at some point after March 23rd.
- **Wolvershill Development** – He has been liaising with residents and Wain Estates regarding the impact of the works on local businesses. He has also participated in meetings concerning the proposed sports pitches within the strategic green gap and is scheduled to meet with the Football Club.
- **Thomas Close Parking** - A resident of Thomas Close has raised concerns about inconsiderate parking. Cllr Tristram has met with nine local residents to discuss the issues and has arranged a meeting with Allianz Homes to address the matter further.

**The meeting was convened.**

**030/25 To receive apologies for absence (agenda item 1)**

Apologies were received from Cllrs Mike Bailey and Nina Thain.

**031/25 To receive members' declarations of interest on any agenda item (agenda item 2)**

No interests were declared.

**032/25 To approve as a correct record, the minutes of the Parish Council meeting on the 17<sup>th</sup> of February 2025 (agenda item 3)**

**Resolved** – That the minutes of the Parish Council Meeting be approved as a correct record.

**The resolution was correctly proposed and seconded (unanimous)**

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

**033/25 To note the following minutes / notes from the following (agenda item 4).**

- i) **Planning Committee 3<sup>rd</sup> of March 2025**
- ii) **Employment Committee 3<sup>rd</sup> of March 2025**

The minutes above were noted.

**034/25 To receive the Clerk's report/Exchange of information (agenda item 5)**

i) **Banwell Bypass update**

An apology was received from the bypass team regarding the lack of notice and subsequent delay of the road closure at Riverside. This issue was partly due to an IT error, which did not recognise that Church Street would be impacted by the closure. The anticipated road closures include a nighttime closure of Well Lane (to the industrial estate) and Riverside, which will take place once the necessary permits are received (from 23<sup>rd</sup> March onwards). There has been a change in Galliford Try's Communications Officer, and a "Meet the Contractor" event is being scheduled for May.

Utility diversions and the construction of the haul road are ongoing. The decision to proceed to Stage Two, allowing main construction to begin, is still expected to be discussed at the Full Council meeting on 1st April. A Parish Council briefing by the Bypass Team will take place on 14th April.

ii) **Community Governance Review**

As of April 6, 2025, the 126-bus service, which operates between Weston-super-Mare and Wells via Banwell, will undergo significant changes following a tendering process by North Somerset and Somerset Councils. To expedite travel to and from Weston-super-Mare, buses will now run via the A371 through Banwell, Hutton Moor, and Locking Road, instead of passing through Hutton and Uphill (which includes the hospital and Weston College). Additionally, the timetable will be revised on all days, with an improved frequency on Saturdays, as two buses will now operate the service instead of one.

iii) **Mead Fields Development.**

The Clerk and Cllr Blatchford attended the Mead Realisations Stakeholders meeting. It was confirmed an area adjacent to the Mead Fields Hub will be provided for play. Currently the ground is too wet for it to be mown. The public spaces construction has been delayed to June due to Backhouse construction of the roads adjacent to this space. There is now a floodlight outside of the building for when the hub is used at night and new signage. The issue with the lights by the care home is also likely to be resolved in the next week or so.

iv) **Streetlights.**

The Clerk requested volunteers to take photos of the Parish Council Streetlights and then upload them to the asset management system Civic.ly. Cllrs Arlidge, Harding, Thomson, and Voller volunteered.

**035/25 To note the training and events available and agree any attendance (agenda item 6)**

- i) **ALCA Operating an effective Staffing Committee 11th & 18th June from 6:15pm, £120. Cllr Bailey and the Clerk.**

**Resolved** – To approve the cost of £240 for the Clerk and Cllr Bailey to attend Staffing Committee training.

**The resolution was correctly proposed and seconded (unanimous)**

- ii) **Chairmanship Skills 12th June from 6:15pm, £45**
- iii) **ALCA e-learning on nimble**
- iv) **Breakthrough Communications Training via ALCA**
- v) **Various Finance Training via ALCA**
- vi) **Various 'Scribe' Finance Training**
- vii) **Various NALC training from £30**

The training above was noted.

The Clerk tabled additional training

viii) **ALCA National Planning Policy Framework (NPPF): The Impact of Reforms on Local Councils.**

**Resolved** – To approve the cost of £40 for Cllr Arlidge & Voller to attend the NPPF training.

**The resolution was correctly proposed and seconded (unanimous)**

**036/25 To approve the following expenditure (agenda items 7)**

- i) **Up to £35 for engraving and paperweight for 'Service to the Community Award'.**

**Resolved** – To approve the cost of up to £35 for the paperweight and engraving.

**The resolution was correctly proposed and seconded (unanimous)**

- ii) **£100.50 for annual automatic front door service.**

**Resolved** – To approve the cost of £100.50 for annual automatic front door service.

**The resolution was correctly proposed and seconded (unanimous)**

**037/25 To receive a report on the Soup and a Roll initiative and agree a way forward (agenda item 8).**

**Resolved** – To agree to pause the 'Soup and a Roll' initiative at the end of May until September.

**The resolution was correctly proposed and seconded (unanimous)**

**038/25 To agree the cost of a baseline ecological survey for the Parish Council owned green spaces (agenda item 9).**

**Resolved** – To agree Contractor A undertake a baseline ecological survey for the Parish Council owned green spaces to include the cemetery at a cost of £2045. The Clerk to be given delegated authority to authorise an increase in cost if the Cemetery has not been included.

**The resolution was correctly proposed and seconded (unanimous)**

**039/25 To note the Impact Alliance Loneliness Project and discuss whether to progress this initiative (agenda item 10).**

**Resolved** – To agree to participate in the Impact Alliance Loneliness Project.

**The resolution was correctly proposed and seconded (unanimous)**

**Resolved:** Subject to confirmation that the legality of funds passing through the Parish Council accounts is verified and that there are no audit concerns, funding schemes may be processed through the Parish Council.

**The resolution was correctly proposed and seconded (unanimous)**

**Resolved:** Cllr Smith, Cllr Harding and the Clerk will attend the first meeting.

**The resolution was correctly proposed and seconded (unanimous)**

**040/25 To agree a response to North Somersets First Community Governance Consultation (agenda item 11).**

**Resolved** – To agree the response to North Somersets First Community Governance Consultation included within the agenda papers.

**The resolution was correctly proposed and seconded (unanimous)**

**041/25 To note the Planning Committee’s response and determine the Council’s response to North Somersets Consultation paper on Additional Sites (agenda item 12).**

**Resolved** – To agree the following response to North Somersets Consultation paper on Additional Sites included within the agenda papers.

**The resolution was correctly proposed and seconded (unanimous)**

**042/25 To agree the following new documents (agenda item 13).**

- i) **General Data Protection Regulation Policy.**
- ii) **Subject Access & Other Rights Policy Data.**
- iii) **GDPR Data Map.**

**Resolved** – To agree the reviewed General Data Protection Regulation Policy, new Subject Access & Other Rights Policy and GDPR Data Map.

**The resolution was correctly proposed and seconded (unanimous)**

- iv) **Vehicle Activated Speed Sign Risk Assessment.**

**Resolved** – To agree the updated Vehicle Activated Speed Sign Risk Assessment.

**The resolution was correctly proposed and seconded (unanimous)**

- v) **Section 4.1 of the Cemetery Regulations.**
- vi) **Interment Application Form.**

**Resolved** – To agree the changes to Section 4.1 of the Cemetery Regulations and Interment Application Form.

**The resolution was correctly proposed and seconded (unanimous)**

**043/25 To note the Parish Council’s end of February’s net position, reserves, bank balances and bank reconciliation (agenda item 14)**

The Parish Council’s end of February’s net position, reserves, bank balances and bank reconciliation were noted.

**044/25 To authorise bills for payment for March (agenda item 15).**

The Clerk tabled additional bills for payment.

**Resolved** – To authorise the bills for payment for March of £12,355.50. Cllr Harding and Cllr Blatchford to authorise the BACs payments. The Clerk to undertake the two bank transfers and close the Natwest Deposit Account.

**The resolution was correctly proposed and seconded (unanimous)**

**045/25 Dates of the next meetings (agenda item 16)**

- Monday 7th of April 2025, 7pm Planning Committee at the Youth & Community Centre (YCC).
- Monday 14th of April 2025, 7:30pm Parish Council Meeting at the YCC.
- Monday 28th April 2025 7:30pm Parish Assembly / Annual Meeting of Electors at the YCC.

The Chairman closed the meeting at 20:25

.....Chairman

.....Date

**Bills for Payment - 18th February to the 16th March 2025**  
**Banwell Parish Council**

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
<b>Already Paid</b>						The Parish Council
BACS	St Johns Ambulance	Donation	£ 50.00		083/24	
DD	YU	Streetlight Power	£ 234.58		083/24	
DD	Avanti Gas	LPG Delivery	£ 794.40		083/24	
DD	Mainstream	Phone and Broadband	£ 57.23		083/24	
DD	XCS	Printer copies	£ 11.17		126/24	
<b>To Pay</b>						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		083/24	
BACS	Ambience Landscape	Dog Bin Emptying	£ 648.07		083/24	
BACS	YMCA	Youth Club Sessions	£ 405.00		083/24	
BACS	Insight Cleaning	YCC Cleaning	£ 256.00		083/24	
BACS	Mark Walker	a2 Garden design for tendor purposes	£ 499.99		019/25 (ii)	
BACS	North Somerset	Officer 1st Aid Training	£ 105.00		155/24 (ii)	
BACS	GB Sport	Quarterly inspection	£ 120.00		083/24	
BACS	Parish Magazine	Posters x 2 and article	£ 137.00		240/19	
BACS	The Gatehouse	Soup Nov to March	£ 690.00		022/24	
BACS	Adams Memorials	Works to Cemetery memorials	£ 1,050.00		156/24 (iii)	
BACS	Adams Memorials	Ancient Remains Stone	£ 150.00	<b>TOTAL £1200</b>	139/23	
BACS	Bridget Bowen	2nd internal audit	£ 250.00		113/23	
BACS	Avon Armour	Incorrectly paid in advance for annual service	£ 85.00		036/25 (ii)	
BACS	ALCA	Chairmanship Training	£ 45.00		122/24 (i)	
BACS	ALCA	NPPF update Training	£ 40.00	<b>TOTAL £85</b>	035/25 (viii)	
BACS	Ward Tree Surgeons	Work pick up in annual inspection	£ 1,152.00		006/25 (ii)	
BACS	Audio Visual Direct	Technical Call Out	£ 102.00		044/25	
BACS	Officer overtime + Expenses	Overtime, expenses (weaving, refreshments, rolls & milk)	£ 434.33		contractual & 022/24	
DD	EDF	YCC Electricity	£ 66.31		083/24	
DD	Lloyds Bank PLC	Multipay charge & costs (Open AI, signage, A3 paper)	£ 51.03		044/25	
SO	Officer Salaries	Officer Salaries	£ 2,831.71		083/24	
DD	Nest	Pension contributions	£ 207.13		083/24	
DD	Unity Trust	Bank Charges	£ 10.50		083/24	
DD	North Somerset	YCC Waste Collection	£ 9.50		083/24	
BACS	HMRC	PAYE and NI	£ 904.21		083/24	
		<b>Totals</b>	<b>£ 12,440.50</b>			
Transfer	Natwest Current Account	Payment for works from Natwest Cemetery Account	£ 1,090.00		044/25	
Transfer	Natwest Current Account	Transer balance from Savings Account to current account	£ 45,950.35		197/24	
Close	Natwest Deposit Account	Closed as opened alternative				

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



## Minutes of the meeting of the Planning Committee held at Banwell Youth & Community Centre, 7pm on Monday 7<sup>th</sup> of April 2025.

**PRESENT:** Councillors Nick Manley (Chairman), Simon Arlidge, Paul Blatchford, Paul Harding & Matthew Thomson.

**IN ATTENDANCE:** Liz Shayler (Clerk).

Cllr Manley welcomed everybody.

**Before the meeting was convened, members of the public were invited to speak.**

No members of the public were present.

**The meeting was convened.**

### **17/25 To receive apologies for absence (agenda item 1)**

Apologies were received from Steve Davies.

### **18/25 To receive declarations of interest (agenda Item 2)**

Cllr Harding declared an interest in planning application 25/P/0653/FUH 28, Littlefields Avenue, Banwell BS29 6BQ.

### **19/25 To approve as a correct record the minutes of the Planning Committee Meeting held on the 3<sup>rd</sup> of March 2025 (agenda item 3)**

**Resolved** – That the minutes of the Planning Committee Meeting held on the 3<sup>rd</sup> of March be approved as a correct record of the meeting.

**The resolution was correctly proposed and seconded (unanimous with one abstention due to absence)**

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

### **20/25 To note and comment upon planning applications (agenda item 5).**

#### **(i) 25/P/1336/FUL Land off Catworthy Lane, Banwell.**

Retention of a building for equestrian use.

**Resolved:** to log the following comment on the planning portal. 'Banwell Parish Council is unable to provide comments at this time as no documents have been made available on the planning portal'

**The resolution was correctly proposed and seconded (unanimous)**

The committee requested that the Environment and Biodiversity Officer comments went to all planning committee members and the Clerk.

#### **(ii) 25/P/0241/FUL Field Off Moor Road, Banwell.**

Proposed erection of a general-purpose agricultural building.

**Resolved:** To note this application but recommend the existing hedgerow is widened, maintained at more than 3m in height and, if possible, to relocate the proposed new trees within this.

**The resolution was correctly proposed and seconded (unanimous)**

(iii) **25/P/0635/FUH 'Withyhurst', Riverside, Banwell. BS29 6EH**

Proposed demolition of existing detached stable/store buildings and erection of a part one-storey, part two-storey side extension to existing outbuilding alongside the creation of a canopy front porch and fenestration alterations to all elevations.

**Resolved:** To object to this application for the following reasons.

While a recent Lawful Development Certificate confirms the existing annexe as lawful and therefore exempt from certain annexe policy requirements, North Somerset Council's planning guidance still states that annexes should not exceed 50% of the size of the main dwelling and must remain ancillary in use.

The current annexe lacks essential cooking and washing facilities, which reinforces its ancillary status. The proposed extension would significantly alter this relationship, creating a self-contained two-bedroom dwelling with an additional office that could readily be used as a third bedroom. No measurements have been provided to demonstrate compliance with the 50% size guideline, and the application fails to justify the scale of the proposed development.

This proposal raises concerns about the creation of an independent dwelling outside the settlement boundary, which would result in the overdevelopment of a rural site.

**The resolution was correctly proposed and seconded (unanimous)**

(iv) **25/P/0653/FUH 28, Littlefields Avenue, Banwell. BS29 6BQ**

Proposed erection of a single storey side extension with enlarged room in the roof and associated rear facing dormer.

**Resolved:** To note this application.

**The resolution was correctly proposed and seconded (unanimous)**

**21/25 To note the following planning applications (agenda item 6).**

(i) **25/P/0467/AOC Land South of Churchland Way Wolvershill Road.**

Discharge of condition 42 (Generate 15% of energy required by each building or buildings) from application 12/P/1266/OT2.

(ii) **25/P/0638/NMA Land to South of William Daw Close Banwell.**

Non-material amendment to application 18/P/3334/OUT (Outline planning application for a residential development of up to 26no. dwellings and associated infrastructure with access for approval; appearance, landscaping, layout and scale reserved for subsequent approval.) to allow for an amendment to plot 12 (AG) for an already approved house type (SC) to provide greater separation and privacy for Hatherleigh House.

The applications above were noted.

**22/25 To note planning decisions – (agenda item 7)**

(i) **24/P/1388/FUL Winthill Farm Winthill Banwell**

Change of use from barn/store/workshop to 2no. holiday lets. **APPROVED**

(ii) **24/P/1735/FUL Cannaways Barns Silver Moor Lane Banwell BS29 6LQ**

Demolition of 'Building H' and erection of a new building for storage of bicycles, garden equipment and solar panel electrical equipment. **APPROVED**

(iii) **24/P/1890/CQA Buildings and Land at Box Bush Lane Rolstone Banwell BS24 6UA**

Prior approval for the change of use of 2no. barns and associated curtilage land to 2no. dwellinghouses with operational development including the insertion of new windows and doors, and replacement of damaged walls and roofing as necessary. **Prior approval - required and grant**

(iv) **24/P/2498/CQA Land Southeast of Land Farm Puxton Road Hewish**

Prior approval to convert part of an existing agricultural barn into 1no. dwelling with operational development consisting of re-roofing, re-cladding, insertion of new window and doors. **Prior approval - required and grant**

- (v) **24/P/2692/FUL The Old Police House 3 Towerhead Road Banwell BS29 6PG**  
Change of Use from dwellinghouse to a use providing living accommodation and associated health and wellbeing services (Sui generis use). **APPROVED**
- (vi) **25/P/0151/LDP Willow Barn Silver Moor Lane Banwell BS29 6LG**  
Certificate of lawful development for the proposed erection of a single storey rear extension. **APPROVED (lawful)**
- (vii) **25/P/0165/TPO Avona Wood Banwell Woods Towerhead Road Banwell**  
4-5 no. Hazels - coppice to let in more light. **APPROVED**
- (viii) **25/P/0258/LDE Withyhurst Riverside Banwell BS29 6EH**  
Certificate of lawfulness for confirmation that the use of an existing outbuilding used as a two-storey annexed habitable space used incidentally to the occupation of the main dwellinghouse (Withyhurst) is lawful. **APPROVED (lawful)**

**23/25 Date of the next meeting (agenda item 8)**

Monday 12<sup>th</sup> of May 2025 7pm Planning Committee Meeting at the YCC.

**The Chairman closed the meeting at 19:20**

.....Chairman

.....Date

DRAFT



**5. To receive the Officer report/Exchange of information: Please note that the Council is unable to make any formal decision under this item.**

**i) Banwell Bypass update**

North Somerset Council has approved the decision to proceed to Stage Two, allowing main construction work on the Banwell Bypass to begin.

**Traffic Management:**

- The Knightcott traffic lights have been removed.
- The Towerhead traffic lights will remain in place for a few more weeks before being removed.
- The traffic lights on Wolverhill Road are currently under review to ensure it is clear they are only for haul road access/crossing, and do not give vehicles on Wolverhill Rd right of way.
- The closure of Riverside delayed to at least the 22<sup>nd</sup> April for a duration of 11 weeks.

**Communications and Engagement:**

Galliford Try's new Communications Officer is now in post and has met with the Clerk. She, along with members of the Bypass team, will be attending the Parish Assembly on 28th April to give a brief presentation on the scheme. As a result, the Parish Council's formal update has been postponed until June, when more information about the construction timetable is expected to be available. A "Meet the Contractor" event has been scheduled for Thursday, 22nd May.

**ii) Baseline Ecology Survey**

Due to be undertaken in June.

**6. To agree the following expenditure.**

**i) £105 for the annual membership to the Institute of Cemetery & Crematorium Management.**

Budgeted for in the 2025/26 budget this is the formal agenda item authorising the payment.

**ii) £417.60 + VAT for the annual Scribe Bookings.**

Budgeted for in the 2025/26 budget this is the formal agenda item authorising the payment.

**iii) £910.37 for the Annual Avon Local Council Association (ALCA) subscription (£640.15) and Annual National Association of Local Councils (NALC) subscription (£270.22).**

Budgeted for in the 2025/26 budget this is the formal agenda item authorising the payment.

**iv) £2000 annual contribution to the Older Peoples Service.**

Budgeted for in the 2025/26 budget this is the formal agenda item authorising the payment.

**v) £25 + VAT for an A3 YCC private carpark sign.**

There was an incident last week where a parked car blocked the minibus from being able to exit.

**vi) £250 + VAT Annual PAT testing and Emergency Lights in the YCC.**

**vii) £190 + VAT for additional batteries for councillor laptops**

When the Clerk is unable to complete any Councillor Lap top issues then we use Microbiz. We have two fairly new Acer Lap tops whose batteries have completely failed. They are not under warranty. It is £95 for each battery and fitting.



**8. To agree an initial £100 budget for the Community Picnic and temporary signage on Riverside.**

**Overview:** The Clerk met with the football club about the combined event on the 13<sup>th</sup> July 2025. Topics covered during the meeting included:

- Agreed name of the event and joint communications
- Contacting local clubs and organisations
- Risk assessment
- First aid provision, marquee, and toilet facilities
- Electricity/generator requirements and PA system
- Sports day-style activities (ice cream truck and face painting have been booked)

As the Council is aware, parking on Riverside can be problematic. Adequate parking will be available in the back field, but marshals will be needed to direct traffic. To assist with this, the football club has proposed using temporary signage on Riverside Green to indicate the location of event parking. They have also requested that this signage be permitted for other large events in the future.

**Recommendation:**

- To approve an initial budget of £100 to cover a possible second Portaloo and prizes for the event.
- To authorise the use of temporary signage on Riverside Green for this and future large-scale community events.

**9. To discuss the request for a cream tea to replace the soup and a roll for June to August.**

Those attending the Community Living Room sessions were disappointed to learn that no food would be served between June and August. These sessions have become a valued opportunity for people to gather weekly and connect over a shared meal. While last year’s summer salad option was not well received, a lunchtime cream tea has been suggested as a seasonal alternative.

Initial research suggests this could be offered for £2 per person, with minimal risk of waste. Scones would be the only item requiring short-term use, while clotted cream and jam—served in individual portions—typically have shelf lives of a month or more.

**Estimated Cost per Person approximately £1.80 - £2.00**

Item	Portion Size	Estimated Cost
Clotted cream	1 x 40g pot	£0.90 (possibly get it cheaper from Bookers / Costco if in stock)
Strawberry jam	1 x 28g portion (sachet or mini jar)	£0.35
Scones	1/ 2 (depending on size)	£0.30–£0.50
Tea / Coffee		£0.25

**Recommendation:** To offer a cream tea every Thursday from 12:30 to 1:30pm during June. If successful and with no cost to the Parish Council, the initiative would continue through July and August.

**10. To discuss the request for horse warning signs along Riverside.**

**Background:** The Parish Council has received a request from a resident for horse warning signs to be installed along Riverside to improve safety for horse riders. The concern relates to the speed of vehicles in the area, particularly as they approach or leave the village, and the potential risks posed to vulnerable road users. Similar signage has reportedly been installed on the approach to Hutton.

North Somerset Council (NSC) has confirmed they would not object to the installation of signs on private land, but signage would not be permitted on the public highway. Therefore, it would be necessary to identify suitable locations and gain landowner consent where relevant.

To progress this, a councillor may wish to volunteer to walk the road and assess potential locations for signage.

Indicative Costs (excl. VAT):

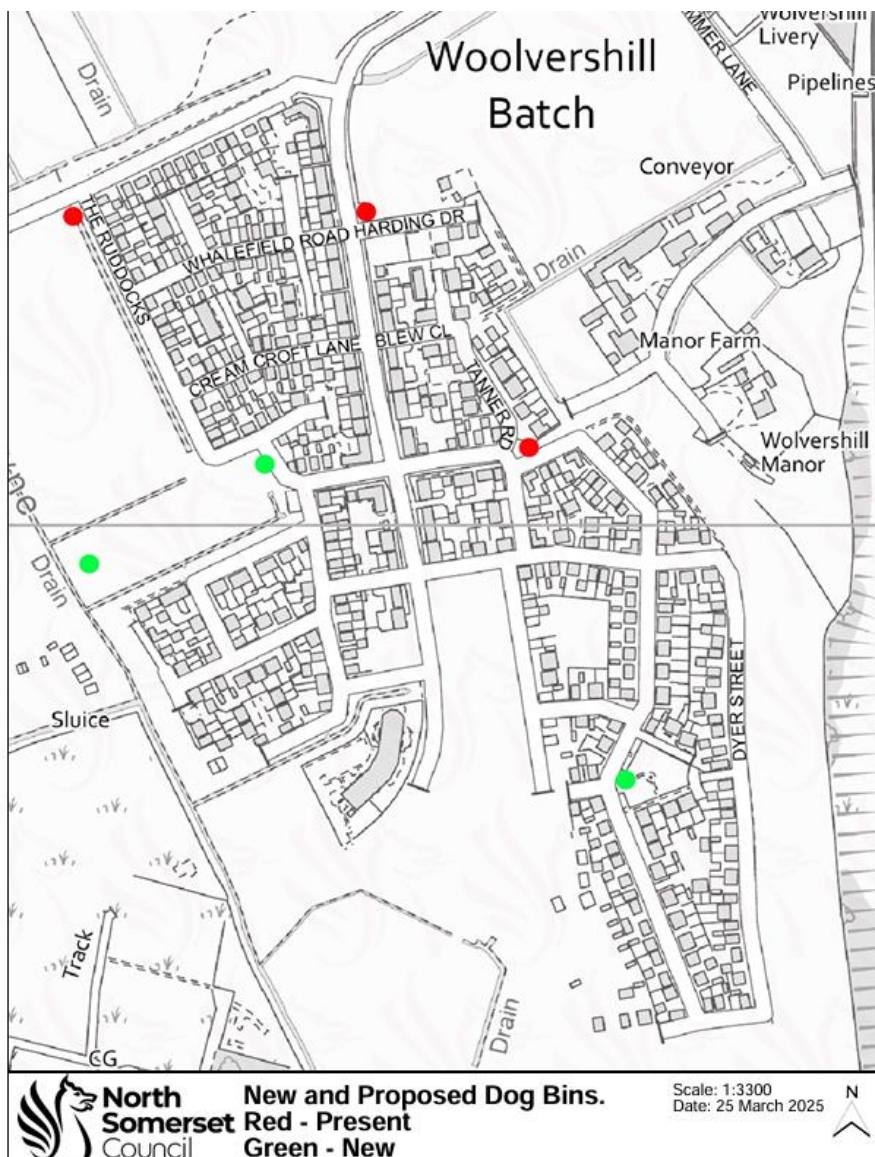
- A2 size (4mm correx board): £20.83
- A1 size (4mm correx board): £29.17
- A2 size (3mm ACM - aluminium composite metal): £30.00
- A1 size (3mm ACM - aluminium composite metal): £45.00



**To note the donation from Mead Realisations of £1050 for dog bins located in Mead Fields and to agree the cost of installation and an additional bin for approximately £630**

With the new contractor living with Meadfields it has been noted that the current bins need to be enlarged or double the amount of collections (an additional £270.40 per bin). The plan is therefore to:

- Purchase a larger bin for Harding Drive (60L).
- Swap the bin on Tanner Road (35L) for the original one on Harding Drive (50L) and move the 35L one further along the road to opposite number 64.
- Purchase a 50L bin for The Ruddocks and move the 35L one to Eastermead Lane.
- Purchase two 50L bins at either end of the public open space.



**Budget Implication**

Glasdon Fido 50 Dog Bin x 3 with post £1287.41 with VAT.  
 Glasdon Retriever 60 with post £330 with VAT.  
 Installation of 3 new bins £300 and repositioning of three bins.  
 Annual Cost of additional emptying £811.20 (already in 2025.26).

Mead Realisations have agreed a contribution of £1050.

**Recommendation**

Purchase and install 3 Fido 50 bins and 1 Retriever 60 at a cost of £1917.41



**BANWELL PARISH COUNCIL - GRANT APPLICATION FORM**

Name of organisation	BANWELL VILLAGE HALL
Name on bank account / We prefer to pay by BACS so please include your details	Banwell Village Hall Foundation Sort: 40:46:18 A/C: 42178176
Registered Charity/Charity Number	Yes / No 290796
Contact name and position with the group	Neil Humphrys-Smith
Contact name's home address.	REDACTED
Contact name's telephone number and email address.	REDACTED
Purpose for which the grant would be used and who will benefit from it (in particular in reference to Banwell residents).	Meet legal requirement to register hall title with Land Registry
Describe the evidence you have obtained that shows a need for the grant.	On transferring responsibility for the hall in 2023 it was discovered that the parish had failed to ever register the land. <b>This is incorrect. It was never the Parish Councils responsibility to register the land. There was a query as to why it was on the PC asset register (suspect this was because the PC were custodian trustees).</b>
Grant amount being requested including a breakdown of costs.	Solicitors Fee £500 +vat – <b>Given this cost the Clerk has offered to do it for free in her own time. With use of the Parish Councils Planning Portal Access and a solicitor's sign off fee (awaiting cost – last time it was £10)</b> Land registry est. at £170.00. <b>It would be through the portal and so cost is estimated at £100 - £150 (depending on value of VH).</b>
Number of members in the Group	See Charity Commission for current trustees
Total spent by the group in the year. (Any figures should be for the last financial year of the organisation).	£35,000 -
Total received by the group in the year	£30,000
Who has also been approached for funding for this project.	N/A
Main income sources – please itemise. (A summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached.	Hire fees paid by users.  Audited accounts for 2023 are available on the Charity Commission Website – <b>These do not agree with the figures above as the last financial year was end of Dec 24 and so assume the figures above are these rather than those on the website.</b>
Current bank balance (please state date)	16/1/2025 - £50,000
Special/other considerations	Earliest consideration of this application is requested as fees may increase in April.

**Recommendation:** To authorise the Clerk to use the Parish Councils Planning Portal Access to register the Village Hall with Land Registry.

The Parish Council to consider whether they are prepared to pay the registration fee.

### 13. To note the Environment and Biodiversity survey outcomes and suggested actions

Key values	What we are already doing	Suggested/ Possible Action
Green Spaces & Countryside	<ul style="list-style-type: none"> <li>Working with an ecologist to survey our green spaces and create a management plan to enhance them</li> </ul>	<ul style="list-style-type: none"> <li>Once survey complete, collaborate with PC Working Group on recommendations.</li> <li>Explore opportunities for tree planting &amp; creation of bee, butterfly, and insect habitats.</li> <li>Approach and work with local landowners to advise on biodiversity.</li> </ul>
Wildlife & Biodiversity	<ul style="list-style-type: none"> <li>Facebook posts on biodiversity topics such as “No Mow May” are already in place.</li> <li>Baseline survey’s as above</li> </ul>	<ul style="list-style-type: none"> <li>Expand with more varied wildlife gardening methods and practices on Facebook.</li> <li>Approach local groups to explore potential collaborations.</li> <li>Research the potential for a citizen science project focused on the River Banwell.</li> <li>Organise community workshops to create bird, bat, and hedgehog boxes.</li> </ul>
Walks & Outdoor Access	<ul style="list-style-type: none"> <li>Buddy walks programme</li> <li>Advertise Winscombe’s better health walk</li> </ul>	<ul style="list-style-type: none"> <li>Work with NSC to establish a Better Health Walk in Banwell.</li> <li>Explore partnerships with local walking groups.</li> <li>Investigate transport needs; consider using the minibus to assist with accessibility.</li> <li>Apply for funding to support guided nature walks.</li> <li>Contact Mendip Hills Natural Landscapes to organise a guided walk. Investigate funding.</li> </ul>
Banwell river and hills		<ul style="list-style-type: none"> <li>Citizen science project as above</li> <li>Contact Mendip Hills Natural Landscapes to organise a guided walk</li> </ul>

Concerns	What we are already doing	Suggested/ Possible Action
Impact of the Bypass & Development	<ul style="list-style-type: none"> <li>Monthly updates on the Parish Council website.</li> <li>Work with developers for best outcomes for nature</li> <li>Commenting on NSC planning to prioritise nature.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to ensure BNG targets are met and maintained as per requirements</li> </ul>
Loss of Green Spaces & Nature	<ul style="list-style-type: none"> <li>Replace every tree removed with two new ones.</li> <li>Preserve the strategic green gap.</li> <li>Comment on planning applications to ensure proposed green corridors are suitable for nature.</li> <li>Ecology survey and enhancement suggestions.</li> </ul>	<ul style="list-style-type: none"> <li>Implement ecologist's recommendations with the Sustainability Action Group.</li> <li>Engage with local landowners as previously outlined.</li> </ul>
Concerns for pollution, sustainability and climate change	<ul style="list-style-type: none"> <li>Regular Facebook posts.</li> <li>Banwell community clean-up events.</li> <li>Improvements to YCC’s carbon footprint—approaching carbon neutrality.</li> <li>Advocate eco-friendly building standards in planning.</li> </ul>	<ul style="list-style-type: none"> <li>Continue sharing sustainable living tips via social media and local events.</li> <li>Explore further improvements to YCC energy efficiency.</li> <li>Citizen science projects as noted above.</li> </ul>
Traffic and Road Impact on Nature	<ul style="list-style-type: none"> <li>Advocate for green infrastructure.</li> <li>Comment on planning applications to support suitable green corridors.</li> </ul>	<ul style="list-style-type: none"> <li>Promote sustainable transport options</li> <li>May community transport Facebook communication</li> <li>June newsletter and E-newsletter</li> </ul>

#### Most Requested Topics

Wildlife Gardening	<ul style="list-style-type: none"> <li>Facebook posts ‘No mow may’ - top seen post</li> </ul>	<ul style="list-style-type: none"> <li>Expand with more varied wildlife gardening content.</li> <li>Collaborate with local groups to share expertise and resources.</li> </ul>
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Plastic Reduction	<ul style="list-style-type: none"> <li>Facebook posts on plastic reduction among top-performing.</li> <li>Biscuit and snack recycling available at YCC.</li> <li>Recycling 'shoot-out' planned with youth club.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor North Somerset's new recycling marketing and identify any support gaps we can fill.</li> </ul>
Connecting with Nature	<ul style="list-style-type: none"> <li>Buddy walks programme</li> <li>Willow weaving crafting sessions</li> </ul>	<ul style="list-style-type: none"> <li>As above 'Better health walks' in Banwell.</li> <li>Explore partnerships with local walking groups with comms.</li> <li>Community-led bird, bat, and hedgehog box creation.</li> </ul>
Food Waste Reduction	<ul style="list-style-type: none"> <li>Facebook posts on food waste reduction high engagement.</li> <li>Composting scheme researched, seeing location.</li> </ul>	<ul style="list-style-type: none"> <li>Educate residents on food preservation techniques</li> <li>Work with developers to include community composting</li> </ul>

### Highest Rated Sustainability Topics

Topic	What we are already doing	Suggested/ Possible Action
Enhancing Green Spaces	<ul style="list-style-type: none"> <li>Working with an ecologist to survey our green spaces and create a management plan to enhance them</li> </ul>	<ul style="list-style-type: none"> <li>As above, implement ecologist's recommendations.</li> <li>Seek funding for further enhancements.</li> <li>Engage with landowners to improve biodiversity on their land</li> </ul>
Energy Saving at Home	<ul style="list-style-type: none"> <li>Ongoing Facebook posts on insulation and energy-saving tips.</li> </ul>	<ul style="list-style-type: none"> <li>Share home energy-saving tips through social media</li> <li>Promote Available Grants for residents</li> <li>Promote CSE Thermal Imaging camera with Cllr Tristam.</li> </ul>
Improving Banwell's Biodiversity	<ul style="list-style-type: none"> <li>Working with an ecologist to survey our green spaces and create a management plan to enhance them</li> </ul>	<ul style="list-style-type: none"> <li>Post more variety of wildlife gardening methods &amp; practice on Facebook.</li> <li>Approach local groups to see if any collaboration would be beneficial</li> <li>See above Citizen science project.</li> <li>Community wildlife box projects.</li> </ul>
Recycling / Upcycling	<ul style="list-style-type: none"> <li>Biscuit and snack recycling available at YCC.</li> <li>Recycling 'shoot-out' planned with youth club.</li> </ul>	<ul style="list-style-type: none"> <li>Investigate clothing swap event</li> <li>Investigate repair workshop in conjunction with Banwell FC</li> </ul>
Shopping Local	<ul style="list-style-type: none"> <li>Promote community market</li> <li>Christmas market &amp; Buy in Banwell social media</li> </ul>	

### Encouragement for Participation:

People want more information about upcoming activities.	<ul style="list-style-type: none"> <li>Frequently posting on social media</li> <li>Putting posters in the YCC</li> <li>Publishing events in the Banwell parish magazine</li> </ul>	<ul style="list-style-type: none"> <li>Working in collaboration with other local group may be able to reach a wider audience</li> </ul>
Opportunities to learn new skills would motivate engagement.	<ul style="list-style-type: none"> <li>Willow weaving crafting sessions</li> </ul>	<ul style="list-style-type: none"> <li>Explore options for repair workshops</li> <li>Running a woodwork session to make bat, bird and/or hedgehog boxes</li> <li>Share online content for making DIY projects</li> </ul>

# Banwell Parish Council

## Action Plan 2025 / 2026

The Parish Council takes its responsibility very seriously and strives continually to improve Banwell to make it a pleasant village where people are proud to be part of our community. Its aims are.

1. **Facilities & Amenities** - To continually promote the best interests of all members of the local community by providing facilities and amenities in the parish not provided by the Unitary Authority e.g.: a cemetery, a community centre, open spaces (Recreation Ground & Riverside).
2. **Direct Services** - Where the Parish Council provides direct services, it will do so ethically and 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.
3. **Communication** - 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.
4. **The Local Environment** - 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.

When the Parish Council set their budget for the next financial year, members try and think about the aims above and using the Strategic Plan and its associated Action Plan the budget reflects what the council can do to achieve their aspirations in the next year and beyond.

These may include ensuring there is a small financial provision to enable the improvements / events to be made and in addition often applications can be made to both local and national funding bodies to provide those facilities which otherwise would not have been possible.

Our Plan therefore includes 4 sections:

- Facilities & Amenities
- Direct Services
- Communication
- The Local Environment.

Please have a look at our action plan and if you feel you can help or become involved in any way then please contact us.

[clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk) / 01934 820442/Youth & Community Centre, West Street, Banwell. BS29 6DB

	Facilities & Amenities		
Aims	Objectives	Budget Implication	Timescale
1.1 Develop & Enhance	1.11 In conjunction with the NSC Local Plan and Bypass Teams to support improvements in centre of the village	No cost except officer time. Mitigation taken out of Stage 2 build. Local Plan work only.	Ongoing
	1.12 To assess the War Memorial Assess the War Memorial to improve clarity of names.	£5000 in budget although grant possible.	Sept 25
	1.13 To continue to investigate a New Cemetery within the Parish boundaries.	No cost except officer time. Awaiting report from Government on cemeteries.	Winter 25/26
1.2 Wellbeing	1.21 To continue to ensure all open spaces are well cared for & enhanced Install all-weather path on the Recreation Ground.	Approx £54,000 in budget as part of CIL – looking for grant opportunities. See 3.1 for consultation.	Completed April 25.
	1.21 To continue to ensure all open spaces well cared for & enhanced. Investigate fully - resurface and reline MUGA	Approx £20,000. Binding is significantly cheaper. Possible CIL project.	Autumn 25
	1.22 Run events and activities to support mental & physical wellbeing across all sections of the community.	Public living rooms £120 refresh Soup & a Roll self-financing Banwell Walks No cost except officer time Budget included within Env Projects – see aim 4.	Ongoing
	1.22 Summer Holiday Activities	£1300 Extra ordinary activities. £3700 Earmarked reserves	Summer 25
	1.22 Continue the Remembrance Day Parade.	Bypass contractors have agreed to support.	Oct /Nov
	1.23 Promote positive planning and influencing local development. Meetings of Wolverhill Development Groups.	No cost except officer time.	Ongoing
	1.24 Safeguarding the separate identities of Banwell and the new Village and their environs.	No financial implication	Ongoing
	1.25 Support the implementation of 20mph & road calming measures.	Design 2026. Mitigation 2027. No current financial implication	Ongoing
1.3 Inclusivity	1.33 Ensure that the Parish Council continues to provide diverse and inclusive facilities. Clerk to initiate discussion with ARUP on the YCC	No cost except officer time.	April 25
	1.34 Encourage the use of the YCC for community services / activities.	Utilities & officer time	Ongoing



<b><u>Direct Services</u></b>			
<b>Aims</b>	<b>Objectives</b>	<b>Implication</b>	<b>Time</b>
2.1 Improve organisational management & efficiency	2.11 Reviewing the staffing structure and objectives to ensure they reflect changing legislative and community needs.	Reviewed in March 25 increase in Env hours. Review again.	Sept 25
2.2 Develop and implement a fixed assets strategy	2.21 Developing a fixed assets map.	Civicy App budgeted for 2025/26.	Summer 25
	2.22 Developing a formal fixed assets maintenance program.	As above	Autumn 25 onwards
	2.23 Evaluating the Youth & Community Centre as a community and office space in the short, medium & long term.	No cost except officer time. Office to be considered at YCC meeting in May	May 25 Autumn 25
	2.25 Continue to evaluate cost v benefit analyses associated with the provision of playgrounds and open spaces	Advertising budget below for consultation. No additional cost except officer time	Autumn 25
	2.26 New Defibrillator in Meadfields.	Approx £1300. Grant to be investigated.	June 25
2.3 Improve forward-planning	2.33 To identify Parish Council projects.	No cost except officer time. Tea & Buns	Sept 25
	2.34 Considering future opportunities and challenges, including anticipated increases in powers and responsibilities. SWOT analysis.	No cost except officer time. Meeting with Wolverhill Development Groups.	Ongoing
2.4 Pursue all possible appropriate forms of alternative revenue and funding	2.41 Advancing project planning to facilitate timely release of funds.	No cost except officer time.	Ongoing
	2.42 Maximising Section 106 or Community Infrastructure Levy monies available.	No cost except officer time	Ongoing
	2.43 Grant funding	Env Officer has been given 2hrs a week.	Ongoing

	<u>Communication</u>		
Aims	Objectives	Implication	Time
3.1 Understanding our Community	Community feedback survey on Rec and Riverside over the Summer.	Parish Mag £100 printing £100	July 24
3.2 Engaging with our Community	3.21 Additional noticeboards at Mead Fields. Replace West Street noticeboard.	£1000 free standing location under negotiation. £500 wall mounted,	Autumn 24
	3.22 To continue the quarterly electronic Banwell newsletter and improve volume of sign ups	No additional cost – Comms Officer hours.	Ongoing
	3.23 To produce 4 x insert for the Parish Mag each year.	In budget all external advertising £650	Ongoing
	3.24 To support a thriving Banwell Business community. Christmas Market & 'Buy in Banwell'	No cost except officer time.	Ongoing 06/12/25
	3.26 Improve the accessibility, relevance, ease of use and immediacy of our communication channels, including social media.	In budgets £650 all advertising – new Comms Officer in post.	Ongoing
3.3 Involving our community	3.31 Work with NSC & the Wolverhill Developers to create a Wolverhill Master Plan.	No cost except officer time.	Ongoing
	3.32 Increase involvement of the community in Parish Council activities	£35 for award and engraving. Refreshments at Parish Assembly & officer time. Activities related to Aim 4	Ongoing 28/4/25

	The Local Environment		
Aims	Objectives	Implication	Timescale
4.1 Act sustainably including adopting a reduce, reuse, recycle strategy.	4.11 Promote and provide opportunities for the reduction of waste and increase of recycling. Produce sharing table /composting workshop.	Poss £200 for a workshop Comms Officer hrs &	Ongoing
	4.11 Work with the FC on their Men's Shed initiative.	Poss £200 for tutor See additional habitats budget.	
	4.13 Raise environmental awareness amongst employees and the community.	Comms / Env Officer hrs	Ongoing
	4.14 Review & reduce energy costs and associated emissions. Work with ARUP on future proofing YCC.	Energy tariff July 25. No additional costs except Officer hours.	June 24
	4.14 Investigation of Community Energy Scheme.	Cllr Arlidge & Voller	Ongoing
	4.15 Carbon reduction. Promote sustainable transport options	No additional costs except Officer hrs.	May 25 comms
4.2 Protect and enhance wildlife and the environment and promote biodiversity.	4.21 Tree Policy	Clerk hours. Tree / fence works budget £1410.	Winter 25
	4.22 Environmental communications relating to wildlife and biodiversity. promoting and encouraging native planting	Officer time & £150 for a workshop	Ongoing
	4.23 To investigate ways of improving biodiversity	£2350 Ecology Survey.	June 2025
	4.24 To investigate the creation of additional habitats. Trees (currently 6 required) Animal / Bird / Insects boxes (up to 20)	Approx £300 - £400 £100 - £400 per 20	Summer 2025
4.3 Environment and the decision-making process	4.31 To work with North Somerset's Local Plan team to make it as green as possible with Strategic Green Gap	No cost except officer time.	Ongoing
	4.32 Ensuring money is invested wisely by researching the eco status of banks used / use of green utilities.	Annual Charity Bank account due to end summer 25	June 25
	4.34 To create a "Sustainable Banwell" Website page.	Env Officer hours.	Nov / Dec 25
	4.36 Compile an Environmental Policy Statement and update Strategic Plan.	Env Officer hours.	Winter 25
	4.37 Planning Committee to consider green measures in all recommendations when discussing a planning application.	Env Officer employed.	Ongoing Started Nov 24



# Banwell Parish Council

## General Volunteers Policy

**1. Introduction** The Parish Council recognises the valuable contribution that volunteers make to the local community. This policy outlines the expectations, responsibilities, and procedures for individuals who wish to volunteer their time and skills to support Parish Council activities. It is designed to ensure that volunteering is safe, structured, and mutually beneficial.

**2. Scope** This policy applies to all volunteers engaged in activities organised or supported by the Parish Council. It covers community events, maintenance projects, administrative support, and any other tasks where volunteer assistance is required.

### 3. Eligibility to Volunteer

- Volunteers must be aged 18 or over to participate independently.
- Volunteers under the age of 18 are welcome to take part but must be accompanied and supervised at all times by a parent or responsible adult.
- The Parish Council reserves the right to determine the suitability of any volunteer for a given role.

### 4. Volunteer Responsibilities

 Volunteers are expected to:

- Conduct themselves in a safe, responsible, and respectful manner.
- Follow any instructions or guidance provided by the Parish Council or designated organisers.
- Adhere to health and safety requirements relevant to the activity.
- Respect other volunteers, staff, and members of the public.
- Use any provided tools or equipment responsibly and return them in good condition.
- Report any accidents, hazards, or concerns to the designated organiser immediately.
- For specific roles (e.g., zebra crossing assistance), comply with any additional procedures such as the Body Worn Camera Policy if issued.

### 5. Parish Council Responsibilities

 The Parish Council will:

- Provide appropriate guidance and supervision for volunteers.
- Conduct risk assessments for volunteer activities where necessary.
- Supply necessary equipment and safety gear as required.
- Ensure volunteers are adequately briefed on health and safety procedures.
- Maintain appropriate insurance coverage for volunteer activities.
- Each volunteer will be assigned a named point of contact who will serve as their main support.

### 6. Safeguarding and Supervision

- All volunteers working with children or vulnerable adults must comply with safeguarding policies.
- Volunteers under the age of 18 must have parental consent and be accompanied by a responsible adult at all times.
- Any safeguarding concerns should be reported to the Clerk / Parish Council immediately.

### 7. Health and Safety

- Volunteers must comply with the Parish Council's health and safety policies and procedures.
- Volunteers should not undertake activities that put themselves or others at risk.
- Personal protective equipment (PPE) will be provided where necessary.
- Volunteers are encouraged to dress appropriately for the task and weather conditions.

- Those working alone (for example, councillors performing specific duties) must adhere to the Lone Working Policy and maintain appropriate communication and safety measures.

## **8. Insurance**

- Volunteers are covered under the Parish Council's public liability insurance while engaged in authorised activities.
- The Parish Council does not accept liability for personal possessions lost or damaged during volunteer activities.

## **9. Confidentiality**

- Volunteers may have access to confidential or sensitive information during their service.
- They are required to maintain strict confidentiality regarding any information obtained through their volunteer work.

## **10. Equal Opportunities**

- The Parish Council is committed to equal opportunities and will not discriminate against volunteers based on age, gender, race, disability, religion, sexual orientation, or any other protected characteristic.

## **11. The Volunteer's Voice**

- Volunteers are encouraged to share their views and feedback regarding their roles and any issues they encounter.
- This can be done through their designated point of contact or through the employment committee.

## **12. Problem Resolution and Complaints Procedure**

- The Parish Council aims to address and resolve any issues as soon as they arise.
- A clear complaints procedure is available to volunteers on request, detailing how to raise concerns or complaints and the steps that will be taken to resolve them.
- All complaints will be documented and reviewed as part of the ongoing policy evaluation.

## **13. Termination of Volunteering**

- The Parish Council reserves the right to terminate a volunteer's involvement if they fail to adhere to this policy or engage in unsafe or inappropriate behaviour.
- Termination may also occur if the volunteer no longer meets the role requirements or if circumstances change.

## **14. Review and Monitoring**

- This policy will be reviewed every two years to ensure it remains fit for purpose and compliant with any changes in regulations or best practices.
- Feedback from volunteers and staff will be considered as part of the review process



# Banwell Parish Council

## General Volunteer Risk Assessment:

### Introduction

The Parish Council is committed to ensuring the safety of all volunteers involved in council-supported activities. This risk assessment identifies, evaluates, and mitigates risks associated with volunteering roles, including community clean-ups, zebra crossing assistance, defibrillator guardianship, Vehicle Activated Sign (VAS) movement, Tea & Tech / You Can Do I.T., nature-based crafts/activities, and annual checks.

### Risk Rating Matrix

	<b>A</b> possibility of death, major injury, major damage or loss of property or equipment.	<b>B</b>	<b>C</b> minor injury or minor damage to property or equipment
1 Extremely Likely			
2 Likely			
3 May but unlikely			

Identified Hazards	Who's Exposed	Risk Rating	Mitigation	Final Risk Rating	Further Mitigation
Manual Handling (VAS movement, event setup, defibrillator checks)	Volunteers, councillors	2B	Volunteers advised to use correct lifting techniques; training provided where necessary	3C	Consider lightweight equipment where feasible
Traffic Hazards (Zebra crossing volunteers, road proximity tasks)	Volunteers, public	1A	High-visibility clothing required; training on safe road positioning	3B	Consider additional traffic calming measures where applicable
Lone Working (VAS movement, annual checks)	Volunteers, councillors	2B	Compliance with Lone Working Policy; communication plan in place	3C	Ensure volunteers have mobile phones for emergency contact
Slips, Trips & Falls (Uneven ground, wet conditions, street furniture checks)	Volunteers, public	2B	Volunteers advised to wear appropriate footwear and remain vigilant	3C	Encourage public reporting of hazards
Weather Exposure (Cold, heat, rain during outdoor tasks)	Volunteers	2B	Advice on suitable clothing; rescheduling in extreme conditions	3C	Provide water/shelter where feasible
Use of Equipment (Litter pickers, VAS tools, defibrillator maintenance tools, secateurs and scissor)	Volunteers	2B	Volunteers instructed in correct use; PPE and supervision provided where necessary	3C	Regular checks on equipment safety

**Approved:** February 3<sup>rd</sup> 2025

**Next Review:** By February 2026

Violence/Verbal Abuse (Zebra crossing volunteers, public engagement)	Volunteers	1B	Clear guidance on dealing with difficult situations; zero tolerance approach	2C	Liaison with local authorities for persistent issues
Data Protection (Handling of personal information in volunteer roles)	Volunteers, council staff	2C	Compliance with General Data Protection Policy; training on confidentiality.	3C	Regular policy reviews
Biohazards (Litter picking, handling waste, defibrillator maintenance)	Volunteers	2B	Use of gloves, litter pickers, and hand hygiene protocols	3C	Additional PPE where necessary
Ergonomic and Electrical Safety (Tea and Tech volunteers using IT equipment)	Volunteers, public	2C	Ensure correct workstation setup, use of PAT-tested equipment, and regular breaks	3C	Provide guidance on safe computer usage

**Approved:** February 3<sup>rd</sup> 2025

**Next Review:** By February 2026

Bridget.C.Bowen FCA

[REDACTED]

Mrs E Shayler  
Clerk to Banwell Parish Council  
Youth and Community Centre  
West Street  
Banwell  
North Somerset  
BS29 6DB

11 March 2025

Dear Liz

**BANWELL PARISH COUNCIL**

**Internal audit report - Year ended 31 March 2025**

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

I am bound by the ethical guidelines of the Institute of Chartered Accountants of England and Wales. I confirm that I am independent of the Council.

The internal audit work I have carried out has been planned to enable me to give my opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2024-25 Annual Governance and Accounts Return.

I have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils - A Practitioners' Guide (England)' 2024
- The Accounts and Audit (England) Regulations 2015 (as amended).

I was appointed as internal auditor to the Parish Council for three years to 2025-26 on 19 June 2023.

My first internal audit review for 2024-25 was undertaken on 26 November 2024.



## Background

Banwell Parish Council has income and expenditure of between £100,000 and £200,000 and is subject to audit by the external auditor, BDO LLP. The Council had a clean annual report from the external auditor for 2023-24.

The Council is a sole managing trustee of Banwell Recreation Ground.

The Council is not required to comply with either Transparency Code as it's income and expenditure falls between the thresholds for which either of the Transparency Codes apply.

The Council's accounting records are maintained on Scribe.

## Internal audit checks

I have undertaken a series of audit tests on the Council's financial records, vouchers, documents, minutes, policies, procedures and insurance documentation to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out at the visit.

I have checked the following:

- Minutes of Council Meetings
- Bank and cash
- Income
- Expenditure
- VAT claims
- Payroll
- Risk assessment
- Action taken on the recommendations in prior report

## Findings

Details of good practice noted, my recommendations and other matters to be brought to the Council's attention are set out below.

### Good practice

- The Council has achieved the Local Council Quality Award
- The Clerk is CiLCA qualified
- The Council maintains its books and records on Scribe software
- All records were up to date and easy to follow
- The Council's Standing Orders and Financial Regulations are reviewed regularly and are tailored appropriately for the Council
- The Council has appropriate policies in place
- The Clerk is aware of the requirements of GDPR and the Council is registered with the ICO
- Councillors attend training by the local branch of the National Association of Local Councils
- Councillors undertake regular spot checks throughout the year
- Bank reconciliations are prepared accurately and regularly

### **Good practice – continued**

- Bank reconciliations are carried out promptly each month, and are checked by a councillor
- Details of all payments authorised at meetings are recorded in the minutes
- All payment vouchers tested were evidenced as approved
- There are strong internal controls over cash receipts
- A formal burial register is maintained
- HMRC Toolkit is used for the payroll
- All eligible employees have either been auto-enrolled in a pension scheme or have opted out in writing
- All employees have contracts of employment
- The budgeting process is detailed and thorough and monitored throughout the year
- VAT claims are made regularly
- The risk assessment has been adopted during the year
- The asset register is complete and accurate and has been properly maintained
- Adequate insurance is in place
- Action has been taken, or is underway on all of the recommendations in the last internal audit report

### **Recommendations**

- There are no recommendations

### **Other matters to be brought to the Council's attention**

- There are no other matters to bring to the Council's attention

### **Conclusion**

Based on the tests I have carried out at this internal audit visit, in my view, the internal control procedures in operation are strong and are adequate to meet the needs of Banwell Parish Council.

### **Next visit**

The next internal audit review has been arranged to be carried out remotely on 8 April 2025.

Checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash
- Income
- Expenditure
- Action taken on the recommendations in the prior report
- Year end checks

**Next Steps**

This report should be noted and taken to the next meeting of the Parish Council. The Council should decide what action will be taken on the recommendations I have made.

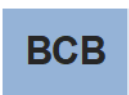
Kind regards

Yours sincerely

A large, irregular blue redaction mark covers the signature area, obscuring the name and any handwritten notes.

Bridget Bowen FCA

Internal auditor



## Asset Register

The purpose of the register is to record your fixed assets and long term investments. This can be used regardless of whether you prepare your accounts on a Receipts and Payments basis or an Income and expenditure basis

Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	Location/Responsibility	Estimated Life
CCTV 3 x cameras	ACTIVE	Youth & Community Centre	30/03/2022	£795.00	£795.00		
YCC Fence	ACTIVE	Youth & Community Centre	16/08/2023	£496.00	£996.00	YCC	
CCTV Equipment	ACTIVE	Youth & Community Centre	Apr-19	£0.00	£1.00		
Fridge Freezer	ACTIVE	Youth & Community Centre	Apr-19	£0.00	£1.00		
Tablets x 4	ACTIVE	Youth & Community Centre	21/12/2021	£349.96	£349.96	YCC	5
Land on which Scout Hut & CC a	ACTIVE	Youth & Community Centre	1981	£0.00	£1.00		N/A
Projector & screen	ACTIVE	Youth & Community Centre	Jan-12	£0.00	£100.00	YCC	
Sharp LC3262CE TV	ACTIVE	Youth & Community Centre	Aug-08	£699.95	£1.00		
Leather sofas x 2	ACTIVE	Youth & Community Centre	Aug-08	£1,195.00	£1.00		
Additional Audio & Vis equip	ACTIVE	Youth & Community Centre	May 2021	£4,787.00	£4,787.00	YCC	
Field behind CC	ACTIVE	Youth & Community Centre	1981	£0.00	£1.00		N/A
2 x YC laptops	ACTIVE	Youth & Community Centre	Sep-20	£1,083.32	£1,083.32		
Sofas x 2	ACTIVE	Youth & Community Centre	2008	£0.00	£1.00		
Cookers x 8	ACTIVE	Youth & Community Centre	May 2021	£620.56	£620.56	YCC	
Dishwasher	ACTIVE	Youth & Community Centre	Apr-19	£0.00	£1.00		
upgraded Sound Equipment	ACTIVE	Youth & Community Centre	May-20	£4,463.98	£4,463.98		



Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	Location/Responsibility	Estimated Life
Tables for meetings	ACTIVE	Youth & Community Centre	Dec-19	£470.00	£470.00		
Canon digital camera and memor	ACTIVE	Youth & Community Centre	Oct-09	£149.98	£1.00		
Youth & Community / Children's	ACTIVE	Youth & Community Centre	N/A	£0.00	£503,000.00		N/A
Gazebo	ACTIVE	Youth & Community Centre	23/11/2021	£254.00	£254.00	YCC	5
Chrome book	ACTIVE	Youth & Community Centre	20/01/2022	£166.66	£166.66	YCC	5
Chromebook	ACTIVE	Youth & Community Centre	20/01/2022	£166.66	£166.66	YCC	5
CCTV	ACTIVE	Youth & Community Centre	20/02/2024	£530.00	£530.00		
Washer / Drier	DISPOSED	Youth & Community Centre	Apr-19	£0.00	£1.00		
55" TV	DISPOSED	Youth & Community Centre	Feb-20	£324.00	£324.00		
Washer / Dryer	ACTIVE	Youth & Community Centre	23/05/2024	£399.00	£399.00		1↻
TV	ACTIVE	Youth & Community Centre	23/12/2024	£257.50	£257.50	YCC	10 1↻
CCTV Cameras	ACTIVE	Youth & Community Centre	18/02/2025	£530.00	£530.00	YCC	10 1↻
Solar Battery 2nd	ACTIVE	Youth & Community Centre	21/01/2025	£1,582.00	£1,582.00		25 1↻
Wet pour under nest	ACTIVE	Recreation Ground	20/04/2023	£1,249.00	£1,249.00	Rec	
Recreation Ground	ACTIVE	Recreation Ground	1946	£0.00	£1.00		N/A
DA Picnic benches x 2	ACTIVE	Recreation Ground	Dec-19	£1,140.00	£1,140.00		
Tadpole wings	ACTIVE	Recreation Ground	Spring 2010	£1,153.00	£1,153.00		



Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	Location/Responsibility	Estimated Life
Hide & slide unit	ACTIVE	Recreation Ground	Spring 2010	£5,127.00	£5,127.00		
Infinity bowl	ACTIVE	Recreation Ground	Feb 23	£1,692.00	£1,692.00	Recreation Ground	
Safagrass, safety surfacing, r	ACTIVE	Recreation Ground	2010, 2011, 2020	£20,604.00	£35,611.00		
Nest swing	ACTIVE	Recreation Ground	Spring 2010	£2,462.00	£2,462.00		
2 x metal benches	ACTIVE	Recreation Ground	Unknown	£400.00	£400.00	Recreation Ground (Toddler Area)	
Rec Fence	ACTIVE	Recreation Ground	June 2016 May 2017	£9,727.58	£9,727.58		
Football goals	ACTIVE	Recreation Ground	Feb 23	£3,948.00	£3,948.00	Recreation Ground	
Zipline	ACTIVE	Recreation Ground	Mar-20	£4,002.00	£4,002.00		
Climber	ACTIVE	Recreation Ground	Feb-20	£2,724.00	£2,724.00		
Sea-Saw	ACTIVE	Recreation Ground	Feb-20	£1,037.81	£1,037.81		
MUGA	ACTIVE	Recreation Ground	Spring 2010	£15,068.00	£15,068.00		
Bench in toddler area	ACTIVE	Recreation Ground	Spring 2010	£344.00	£344.00		
2 x litter bins	ACTIVE	Recreation Ground	Feb 23	£719.00	£719.00	Recreation Ground	
Wheelspin	ACTIVE	Recreation Ground	Feb 23	£6,296.90	£6,296.90	Recreation Ground	
Circuit Climber unit	ACTIVE	Recreation Ground	Spring 2010	£11,147.00	£11,147.00		
Junior swings barriers	ACTIVE	Recreation Ground	Nov-11	£1,856.00	£1,856.00		
Picnic benches x 3	ACTIVE	Recreation Ground	June 2019 Dec 2019	£2,205.00	£2,205.00		



Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	Location/Responsibility	Estimated Life
Springie helicopter	ACTIVE	Recreation Ground	Spring 2010	£622.00	£622.00		
Table Tennis Table	ACTIVE	Recreation Ground	Feb-20	£3,036.00	£3,036.00		
2 x Weston benches	ACTIVE	Recreation Ground	Spring 2010	£0.00	£1,000.00		
Street lights x 67	ACTIVE	Highways	Variety	£13,610.00	£24,254.00		
Vehicle Activated Speed Sign	ACTIVE	Highways	Nov-17	£2,700.00	£2,700.00		
Speed Watch Equipment	ACTIVE	Highways	Jul-04	£0.00	£1.00		
3 Brick bus shelters	ACTIVE	Highways	Unknown	£0.00	£3,000.00		
Standing sign	ACTIVE	Highways	29/04/2024	£225.00	£225.00		1↻
CCTV	ACTIVE	Highways	20/08/2024	£569.95		NSC	10 1↻
Riverside Play Equipment	ACTIVE	Environment	20/04/2023	£24,892.76	£24,892.76	Riverside	
Litter bins x 2	ACTIVE	Environment	Unknown	£0.00	£2.00		
Notice boards x 2	ACTIVE	Environment	Unknown	£4.00	£563.00		
Riverside Green	ACTIVE	Environment	N/A	£0.00	£1.00		N/A
Dog bins x 22	ACTIVE	Environment	Variety	£0.00	£3,000.00		
Benches x 10	ACTIVE	Environment	Variety - unknown	£0.00	£1,000.00		
benches x 5	ACTIVE	Environment	Oct-08	£0.00	£250.00		
Track at Wint Hill Land at Qua	ACTIVE	Environment	1970's	£0.00	£1.00		N/A



Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	Location/Responsibility	Estimated Life
Cabinet & Defibrillator	ACTIVE	Environment	01/04/14 14/07/19	£1,404.00	£2,589.00		
Banwell/Potigny road signs x 4	ACTIVE	Environment	Unknown	£0.00	£4.00		
Gates & Fencing	ACTIVE	Environment	Nov 23	£11,901.52	£11,901.52	Riverside	
Picnic Table	ACTIVE	Environment	Dec 21	£1,008.00	£1,008.00	Riverside	
Small parcels of land at top o	ACTIVE	Environment	N/A	£0.00	£1.00		N/A
Picnic Bench	ACTIVE	Environment	21/12/2021	£840.00	£420.00	Rec	15
Defibrillator 14B00463698	ACTIVE	Environment	Sep-15	£0.00	£2,428.80		
Small parcels of land at path	ACTIVE	Environment	N/A	£0.00	£1.00		N/A
Land SW & S of Springfield Gdn	ACTIVE	Environment		£0.00	£0.00		N/A
Defibrillator 14B00463141	ACTIVE	Environment	Aug-14	£2,428.80	£2,428.80		
Small parcels of land at Knigh	ACTIVE	Environment	N/A	£0.00	£1.00		N/A
Defibrillator 16B00518884	ACTIVE	Environment	Feb-17	£2,428.80	£2,428.80		
Swings	ACTIVE	Environment	Unknown	£0.00	£1,500.00		
Riverside Litter bin	ACTIVE	Environment	21/02/2024	£239.45	£239.45	Riverside	
Clerk Laptop	ACTIVE	Clerk & Administration	15/07/2023	£483.32	£483.32	Clerk Home	5
2 cllr laptops	ACTIVE	Clerk & Administration	24/07/2023	£499.98	£499.98	Councillor Home	5
Cllr laptop	ACTIVE	Clerk & Administration	15/07/2023	£174.98	£174.98	Councillor Home	5



Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	Location/Responsibility	Estimated Life
Councillor Laptops x 2	ACTIVE	Clerk & Administration	21/12/2021	£466.65	£466.65	Councillor	5
1 filing cabinets	ACTIVE	Clerk & Administration	Unknown	£0.00	£1.00		
Clerk laptop	ACTIVE	Clerk & Administration	Dec-20	£579.00	£579.00		
Chain of Office	ACTIVE	Clerk & Administration	Jul-04	£480.00	£1.00		
Officer HP Laptop	ACTIVE	Clerk & Administration	Feb-20	£397.46	£397.46		
HP Printer	ACTIVE	Clerk & Administration	Feb 2022	£446.26	£446.26	YCC	
2 Printer/copiers	ACTIVE	Clerk & Administration	Unknown	£0.00	£2.00	YCC	
Lenovo Desktop Computer	ACTIVE	Clerk & Administration	Feb-20	£649.02	£649.02	YCC	
Misc office equipment	ACTIVE	Clerk & Administration	01/07/15 01/01/17	£120.00	£120.00	YCC	
Misc office equipment	ACTIVE	Clerk & Administration	Apr-19	£0.00	£1.00	YCC	
4 Laptops supplied to Council	ACTIVE	Clerk & Administration	Jul-20	£1,449.94	£1,449.94		
Cemetery site	ACTIVE	Cemetery	Late 1950's	£1.00	£1.00		N/A
Walls at Cemetery	ACTIVE	Cemetery	1950's	£0.00	£30,907.00		
Memorial stones;	ACTIVE	Cemetery	Unknown	£0.00	£3.00		
Jubilee Gate	ACTIVE	Cemetery	Unknown	£0.00	£1.00		
War memorial	ACTIVE	Cemetery	Unknown	£0.00	£1.00		
War Memorial & Land	ACTIVE	Cemetery	1920's	£0.00	£1.00		N/A



Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	Location/Responsibility	Estimated Life
Shed at Cemetery	ACTIVE	Cemetery	1950's	£0.00	£1,306.00		
Village pump & walls	ACTIVE	Cemetery	1900's	£0.00	£1.00		N/A





# REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL

## Purpose of the Report

To inform the Council of its duty under the Accounts and Audit Regulations 2015 and the guidance outlined in Governance and Accountability for Smaller Authorities in England (2024 edition) to annually review the effectiveness of its system of internal control.

## Background

The Parish Council is required to:

1. Maintain a sound system of internal control that:
  - o Enables the effective exercise of its functions and achievement of objectives;
  - o Ensures financial and operational management is effective;
  - o Includes effective arrangements for the management of risk.
2. Conduct an annual review of the effectiveness of these internal controls.
3. Prepare and approve an Annual Governance Statement.

## Responsibility

The Parish Council, as the corporate body, is responsible for overseeing its governance framework. This includes monitoring audit outcomes, reviewing financial statements, and approving internal control arrangements.

## Review Process

The following sources are considered when reviewing the effectiveness of the system:

- **Annual Governance Statements** (approved at this meeting).
- **Compliance with Auditing Standards**, as evidenced in financial documents brought to council.
- **Internal Audit Reports**, including the most recent Annual Internal Audit Report.
- **External Audit Opinions**, which continue to rely on internal audit work.
- **Regular Financial Monitoring**, including budget comparisons and reserve updates reported to Council and Committees.
- **Quarterly Additional Councillor Checks**, where members undertake internal financial reviews to ensure transparency, proper oversight, and adherence to financial procedures.
- **Statement of Accounts** for the relevant financial year, assessed for clarity, completeness, and accuracy.

## Conclusion

There is sufficient evidence to confirm that:

- Internal control systems are robust and effective.
- Risk is actively managed and regularly reviewed.
- Financial and governance processes are functioning appropriately.
- Recommendations from both internal and external audit are acted upon promptly and proportionately.

## Recommendation

That the Council:

1. Notes this review of the effectiveness of the system of internal control;
2. Approves the findings and confirms the internal control systems are fit for purpose;
3. Agrees that this review, along with the Internal Audit Plan, informs the preparation of the Annual Governance Statement.





## **Banwell Parish Council Internal Audit Plan**

This Internal Audit Plan runs from February / March of each year. It covers three financial years – a review of the audit of the previous financial year, the audit of the current financial year and the appointment of the internal auditor for the new financial year that starts in April.

### **March – May (depending on election year)**

Full Council to agree with the Clerk to review the effectiveness of the Internal Audit plan and relevant documentation. Full Council to approve this Audit Plan.

### **April / May**

Start of the new financial year.

Full Council to receive end of year report from Clerk for previous years accounts.

Full Council to receive final internal audit report from Auditor for previous years accounts.

Full Council (via RFO) receives Annual Governance and Accountability Return (or Audit Return) for previous years accounts.

Full Council to receive a copy of the Audit Return forms for previous years accounts and approve it at the relevant Parish Council meeting which is sent to the External Auditor by 2 July.

Full Council to review and approve the selection of Internal Auditor (for the new financial year)

### **Aug / Sept**

If unchallenged, Full Council receives a report from the external Auditor for previous years accounts.

Publish External report, for previous years accounts, along with complete Annual Governance and Accountability Return (Audit Return).

### **Nov - Jan**

Internal Auditor to meet with the Clerk for 1<sup>st</sup> Interim Audit.

Full Council to consider, publish and review any issues raised by the Internal Auditor.

Implement Action plans from either external / internal auditor (if required)

Full Council to meet, discuss and agree next financial year's budget and precept requirement.

### **April**

Internal Auditor to meet with the Clerk for final Interim Audit

Full Council to consider, publish and review and issues raised by the Internal Auditor.

Implement Action plan from Internal Auditor (if required)

## Internal Audit Review Checklist – Part 1 – Meeting standards

It was RESOLVED in May 2024 to continue with the appointment of Bridget Bowen as the internal auditor for the Parish Council for the next three financial years 2023/2024, 2024/2025, 2025/2026. The Council is considering the review of effectiveness of the internal audit process in the following five areas:

Expected standard	Evidence of achievement	Yes/ No	Areas for development or additional details
1. Scope of internal audit	<p>Has the scope of the internal audit been discussed with the internal auditor to ensure that the audit covers all the relevant risk areas?</p> <p>Internal audit must take into account both the council’s risk assessment and internal control arrangements. The audit also covers the council’s anti-fraud and corruption arrangements.</p>	Yes	
2. Independence	<p>The internal auditor is sufficiently independent, unbiased and objective as they do not have any other role within the council. The Internal auditor is given direct access to those charged with governance, if required.</p>	Yes	
3. Competence	<p>The internal auditor has sufficient knowledge to be able to carry out the audit. There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.</p>	Yes	
4. Relationships	<p>The responsibilities of council members are understood; training of members is carried out as necessary. Responsible officer (Clerk and RFO) is consulted on the internal audit plan. (Evidence is on audit files). Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter). Councillors complete internal financial checks monthly, quarterly and annually.</p>	Yes	
5. Audit Planning and Reporting	<p>The Parish Council is aware of a timetable of when the internal audits will take place and notified when a report is presented. The internal audit plan properly considers the risks facing the council and has been approved by the council.</p>	Yes	

Reviewed April 2025

To be reviewed by April 2026

Internal Audit Review Checklist – Part2 – Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of achievement	Yes or No	Areas for development
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs.	Yes as per financial regulations	
Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Yes as per financial regulations	
Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	Yes, as appropriate, where relevant	
Add value and assist the organisation in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	Yes, as appropriate	
Be forward looking	In formulating the annual audit plan, agenda changes are considered. Internal audit maintains awareness of new developments in the council's services, risk management and corporate governance arrangements.	Yes, all aspects are considered based on the scale of response.	
Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	Yes, we have a full risk management process and internal audit.	

Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Yes, Appropriate and proportional resources are made available.	
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Responses made are proportional and in line with the relative scale of the response required.

The Parish Council has a strong ethos of good management of these processes and procedures. The Parish Council is advised on updates and changes in best practice by the Clerk / RFO.

Processes, Risk Management and Policy changes are reviewed on a regular basis and relevant updates, changes and challenges to these are implemented as required and in scale to the Parish Councils responsibilities. The Council is constantly looking forward to incoming policy changes and developing appropriate responses to those where required and as appropriate and reflect best practice with support from Council groups such as NALC / ALCA and SLCC.

# Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

# INTERNAL AUDITOR'S ANNUAL REPORT

Year ended 31 March 2025

Banwell Parish Council

Objective	Explanation
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F	No petty cash held
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K	The authority did not certify itself as exempt from limited assurance review in 2023/24
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Bridget.C.Bowen FCA  
Internal auditor

09-Apr-25

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

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 2025, 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 <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
<b>1.</b> Balances brought forward			<i>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.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>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.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>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.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 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**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



**Accounting statements 2024-25**

By completing this box, the figures will pull through to the relevant tabs of the workbook to assist you in reporting on the significant variances

	Year ending		Variance £	Variance %	Notes and guidance	Explanation required
	31-Mar-24	31-Mar-25				
					<b>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</b>	
1. Balances brought forward	235,064.81	219,437.02			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	122,646.03	133,600.19	10954.16	9%	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	No explanation required
3. (+) Total other receipts	60,919.92	34,438.47	-26481.45	-43%	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	Please explain within the relevant tab
4. (-) Staff costs	41,809.21	49,582.47	7773.26	19%	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.	Please explain within the relevant tab
5. (-) Loan interest/capital repayments	-	-	0	0%	Total expenditure of payments of capital and interest made during the year on the authority's borrowings (if any).	No explanation required
6. (-) All other payments	157,384.53	89,517.48	-67867.05	-43%	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	Please explain within the relevant tab
7. (=) Balances carried forward	219,437.02	248,375.73			Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	Please explain in the Reserves tab
	Bal c/f checker	Bal c/f checker				
8. Total value of cash and short term investments	219,437.02	248,375.73			The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>	
9. Total fixed assets plus long term investments and assets	752,794.17	755,462.67	2668.5	0%	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.	No explanation required
10. Total borrowings	-	-	0	0%	The outstanding capital balances as at 31 March of all loans from third parties (including PWLB).	No explanation required

**Other receipts**

2023/24 60919.92 2024/25 34438.47

Difference -26481.45  
 % Change -43% yes explain

Use the table below to breakdown your explanation

*(consider any fixed assets that have been sold and ensure reflected in explanation in box 9 fixed assets)*

*Please ensure you complete the value for both years, please do not provide the movement only.*

2023/24	£	2024/25	£	Difference	Explanation (Ensure each explanation is quantified)
10000		0		-10000	Solar Panel Grant from North Somerset Council
1233.5		881.5		-352	YCC income
405		0		-405	Donation from developer for 2 dog bins
5598.67		0		-5598.67	CIL
1652		1415		-237	Food Bank Donations
20614.18		7064.17		-13550.01	VAT income from 126 form
1065		3469.85		2404.85	Public Living Room Donations
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
<b>Total</b>	<b>40568.35</b>	<b>12830.52</b>		<b>-27737.83</b>	

Enter more lines as appropriate

**Staff costs**

2023/24      41809.21    2024/25      49582.47

Difference      7773.26  
 % Change      19%    Yes explain

Use the table below to breakdown your explanation

*Identify and quantify, changes in head count, pay awards, change in hours, please provide a value*

2023/24	£	2024/25	£	Difference	Explanation (Ensure each explanation is quantified)
23288.05		25366.6		<b>2078.55</b>	Clerks Salary, increased spinal point.
1787.97		1885.64		<b>97.67</b>	Additional overtime (predominately to do with change in staff)
5020.52		3793.57		<b>-1226.95</b>	Change to Comms Officer. The previous Officer resigned in September 2023 and we didn't employ another one until April 2024.
0		2053.24		<b>2053.24</b>	New Admin Officer - the previous comms officer took on admin work but it was decided to split the role in April 2024. We had two employees one after the other before it was decided to get rid of the post in September 2024.
0		2857.19		<b>2857.19</b>	New Env Biodiveristy Officer started in October 2024
9037.56		11211.9		<b>2174.34</b>	Payments to HMRC
				<b>0</b>	
				<b>0</b>	
				<b>0</b>	
				<b>0</b>	
				<b>0</b>	
				<b>0</b>	
				<b>0</b>	
				<b>0</b>	
				<b>0</b>	
				<b>0</b>	
				<b>0</b>	
<b>Total</b>	<b>39134.1</b>	<b>47168.14</b>		<b>8034.04</b>	

Enter more lines as appropriate

**All other payments**

2023/24	157384.53	2024/25	89517.48
		Difference	-67867.05
		% Change	-43%

yes explain

Use the table below to breakdown your explanation

*(consider any fixed assets that have been purchased and reflect in explanation in box 9 fixed assets)*

*Please ensure you complete the value for both years, please do not provide the movement only.*

2023/24	£	2024/25	£	Difference	Explanation (Ensure each explanation is quantified)	Is this purchase an asset and reflected in Box 9
	21066		0	-21066	Solar Panels purchased	
	40473.21		0	-40473.21	Play Equipment For Riverside Play Area.	
	4698.05		30	-4668.05	Maintenance to Recreation Ground Play Equipment	
	1438.65		647	-791.65	Reduction to Community Centre Electricity bill due to installation of solar panels.	
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
<b>Total</b>	<b>67675.91</b>	<b>677</b>		<b>-66998.91</b>		

Enter more lines as appropriate

## Reserves

Box 7

248375.73 Precept

133600.19

		£	£	£
<b>Earmarked reserves:</b>				
Cemetery	Reserve 1	109753.67		
Community prescribing Grant	Reserve 2	863.57		
Food Bank	Reserve 3	2623.64		
New Banwell Solar Grant	Reserve 4	9488.88		
CIL 22/23	Reserve 5	64986.16		
Refreshments	Reserve 6	32.33		
CIL 23/24	Reserve 7	5598.67		
Community Living Room	Reserve 7	126.49		
			<hr/>	
			193473.41	
<b>General reserve</b>		<b>54902.32</b>	<hr/>	
			54902.32	
<b>Total reserves (must agree to Box 7)</b>				<hr/> <hr/> <b>248376</b>

## Banwell Parish Council

### Net Position by Cost Centre and Code

#### Cost Centre Name

#### Cemetery & Memorials

<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>
101	Cem Grass Cutting				1,950.00	1,950.00	
102	Cem paths / trees / garder				300.00	1,049.99	-749.99
103	Cem making up graves				200.00	120.00	80.00
104	Cemetery / Memorial Main				5,000.00	960.00	4,040.00
105	Env Fee				2,045.00		2,045.00
106	Cemetery software				450.00	450.00	
					<b>9,945.00</b>	<b>£4,529.99</b>	<b>5,415.01</b>

#### Cemetery 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>
110	Cemetery Income			2,563.09			2,563.09
111	Cemetery Bank interest			3,273.34			3,273.34
				<b>£5,836.43</b>			<b>5,836.43</b>

#### Clerk & Administration

<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>
201	Salary & NI				40,000.00	47,168.14	-7,168.14
202	Clerk pension				2,400.00	2,414.33	-14.33
203	Advertising				650.00	349.50	300.50
204	Insurance			84.26	2,300.00	1,819.00	565.26
205	Subscriptions inc ALCA &				3,000.00	1,905.44	1,094.56
206	Audit Fee				1,500.00	960.00	540.00
207	Legal Costs				600.00	14.10	585.90
208	Training Officers			34.80	900.00	1,412.82	-478.02
209	Training Councillor			160.00	400.00	562.68	-2.68
210	Grants & Donations				7,000.00	7,617.50	-617.50
211	Chairmans Allowance				400.00	164.96	235.04
212	IT Equipment in software			198.00	1,500.00	1,954.34	-256.34
213	Bank Charges				200.00	163.80	36.20
215	Risk Assessments				180.00		180.00
709	Office Equipment inc Web				1,000.00	695.96	304.04
				<b>£477.06</b>	<b>62,030.00</b>	<b>£67,202.57</b>	<b>-4,695.51</b>

#### Earmarked Reserves

<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>
214	Food bank			1,375.00	2,000.00	897.17	2,477.83
504	CIL 2022/23						
718	Living Room			3,469.85		3,243.37	226.48
808	Social Perscribing Grant					476.11	-476.11
				<b>£4,844.85</b>	<b>2,000.00</b>	<b>£4,616.65</b>	<b>2,228.20</b>

#### Environment

<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>
301	Allotment		1,647.88	1,647.88	1,647.88	1,647.88	
302	Env Grass Cutting				2,045.00	2,045.04	-0.04
303	Env Hedge / Fence / Tree			245.00	310.00	830.00	-275.00
304	Village Orderly		435.81	435.81	4,710.00	4,710.00	
305	Dog Bins				8,565.00	6,464.99	2,100.01
306	Env Maintenance / Inspec				2,000.00	439.63	1,560.37
307	Env Projects				5,000.00	2,357.27	2,642.73
308	Env Grant		7,149.00	7,149.52	1,000.00		1,000.52
			<b>9,232.69</b>	<b>£9,478.21</b>	<b>25,277.88</b>	<b>£18,494.81</b>	<b>7,028.59</b>

#### Highways

<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>
401	Street light power				3,000.00	2,365.88	634.12

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	2,625.00	875.00
403 Street light upgrade			
404 Highways related projects	8,000.00	974.37	7,025.63
	<b>14,500.00</b>	<b>£5,965.25</b>	<b>8,534.75</b>

**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		200.00	634.88			434.88
502 Annual Precept		122,646.03	133,600.19			10,954.16
503 VAT						
		<b>122,846.03</b>	<b>£134,235.07</b>			<b>11,389.04</b>

**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	2,290.00	-40.00
602 Rec Maintenance				8,600.00	30.00	8,570.00
603 Rec Tree & Fence Work				300.00	600.00	-300.00
604 Rec Inspections				400.00	527.00	-127.00
605 Rec Play Equipment & Be				5,000.00		5,000.00
				<b>16,550.00</b>	<b>£3,447.00</b>	<b>13,103.00</b>

**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			3,019.50	6,200.00	8,706.18	513.32
702 YCC repairs & maintenanc				2,900.00	4,345.25	-1,445.25
703 YCC CCTV				800.00	675.00	125.00
704 YCC Electricity				1,800.00	647.00	1,153.00
705 YCC Gas				1,000.00	1,285.71	-285.71
706 YCC water				600.00	345.81	254.19
707 YCC waste			64.72	300.00	195.33	169.39
708 YCC cleaning & supplies			12.98	2,700.00	3,072.10	-359.12
710 YCC phone & wifi				700.00	585.15	114.85
711 YCC Grass cutting				1,125.00	1,125.00	
712 YCC hedge, fence & tree \				500.00	490.00	10.00
713 YCC grants & donations		1,000.00	1,000.00			
714 YCC income		500.00	881.50			381.50
715 YCC Booking software				430.00	417.60	12.40
716 YCC Music Licence				600.00	736.13	-136.13
717 YCC events refreshments			65.99	120.00	79.71	106.28
		<b>1,500.00</b>	<b>£5,044.69</b>	<b>19,775.00</b>	<b>£22,705.97</b>	<b>613.72</b>

**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				8,000.00	5,130.00	2,870.00
802 YC budget				400.00		400.00
803 YC extraordinary activities				3,000.00		3,000.00
805 YC subscriptions		600.00	615.55			15.55
806 Tuck Shop		100.00	442.63	100.00	377.94	64.69
807 Youth Forum				200.00		200.00
		<b>700.00</b>	<b>£1,058.18</b>	<b>11,700.00</b>	<b>£5,507.94</b>	<b>6,550.24</b>

**NET TOTAL**

	<b>134,278.72</b>	<b>£160,974.49</b>	<b>161,777.88</b>	<b>£132,470.18</b>	<b>56,003.47</b>
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Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

**Banwell Parish Council**  
**Reserves Balance**  
**2024-2025**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Cemetery Reserves	103,917.24			5,836.43	109,753.67
Social prescribing grant	863.57				863.57
Food Bank	2,145.81		897.17	1,375.00	2,623.64
New Banwell Solar	2,339.36			7,149.52	9,488.88
CIL 22/23	64,986.16				64,986.16
Refreshments	46.05		79.71	65.99	32.33
CIL 2023/24	5,598.67				5,598.67
Community Living Room	-99.99		3,243.37	3,469.85	126.49
NSC Solar Panel Grant					0.00
CIL 2024/25					0.00
<b>Total Earmarked</b>	<b>179,796.87</b>		<b>4,220.25</b>	<b>17,896.79</b>	<b>193,473.41</b>
<b>TOTAL RESERVE</b>	<b>179,796.87</b>		<b>4,220.25</b>	<b>17,896.79</b>	<b>193,473.41</b>
<b>GENERAL FUND</b>					54,902.32
<b>TOTAL FUNDS</b>					248,375.73



## Banwell Parish Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/03/2025</b>		
	Cash in Hand 01/04/2024		219,437.02
	<b>ADD</b> Receipts 01/04/2024 - 31/03/2025		168,038.66
			387,475.68
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/03/2025		139,099.95
<b>A</b>	<b>Cash in Hand 31/03/2025</b> (per Cash Book)		<b>248,375.73</b>
	Cash in hand per Bank Statements		
	Natwest Current account (5335765    31/03/2025	23,002.43	
	Cemetery Reserve Account (59678    31/03/2025	19,370.33	
	PC Reserve Saver account (81413    31/03/2025	36,039.13	
	Unity Trust Bank (20398572)    31/03/2025	31,690.50	
	Lloyds Credit Card    31/03/2025	0.00	
	Charity Bank    31/03/2025	88,273.34	
	Unity Saver    31/03/2025	50,000.00	
			<b>248,375.73</b>
	Less unrepresented payments		
			248,375.73
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>248,375.73</b>
	<b>A = B Checks out OK</b>		

Department	Budget 2025 / 26	Precept	Reserves
<b>Cemetery &amp; Memorials</b>			
Grass cutting	£ 1,950.00	£ 1,950.00	£ -
Paths / Trees & Garden	£ 300.00	£ 300.00	£ -
Making up graves	£ 200.00	£ -	£ 200.00
Cemetery / Memorial work contingency	£ 5,000.00	£ 2,000.00	£ 3,000.00
Cemetery software	£ 450.00	£ 450.00	£ -
<b>TOTAL</b>	<b>£ 7,900.00</b>	<b>£ 4,700.00</b>	<b>£ 3,200.00</b>

<b>Clerk and Administration</b>			
Salary & NI	£ 48,000.00	£ 48,000.00	£ -
Pension provision	£ 2,400.00	£ 1,000.00	£ 1,400.00
Locum	£ -	£ -	£ -
Advertising inc printing	£ 650.00	£ 650.00	£ -
Insurance	£ 1,900.00	£ 1,900.00	£ -
Subscriptions	£ 2,000.00	£ 2,000.00	£ -
Audit fees	£ 1,400.00	£ 1,400.00	£ -
Legal costs	£ 600.00	£ 600.00	£ -
Training Officers	£ 600.00	£ 600.00	£ -
Training Cllrs	£ 500.00	£ 500.00	£ -
Grants and Donations	£ 8,100.00	£ 8,100.00	£ -
Chairman's Allowance	£ 400.00	£ 400.00	£ -
Jubilee / Coronation	£ -	£ -	£ -
Bank Charges	£ 200.00	£ 200.00	£ -
Food Bank	£ 2,000.00	£ -	£ 2,000.00
Risk Assessments	£ 180.00	£ 180.00	£ -
Election Charges	£ -	£ -	£ -
Office Equip inc printer	£ 1,500.00	£ 1,500.00	£ -
IT Equip inc software	£ 1,500.00	£ 1,500.00	£ -
<b>TOTAL</b>	<b>£ 71,930.00</b>	<b>£ 68,530.00</b>	<b>£ 3,400.00</b>

<b>Environment</b>			
Grass Cutting	£ 2,045.00	£ 2,045.00	£ -
Fence and Tree Work	£ 310.00	£ 310.00	£ -
Village Orderly	£ 4,890.00	£ 4,890.00	£ -
Dog Bins	£ 7,500.00	£ 8,565.00	£ -
Riverside & Defib	£ 2,000.00	£ 2,000.00	£ -
Environmental projects	£ 8,200.00	£ 8,200.00	£ -
Environmental Grant	£ 1,000.00	£ 1,000.00	£ -
Riverside project	£ -	£ -	£ -
<b>TOTAL</b>	<b>£ 25,945.00</b>	<b>£ 27,010.00</b>	<b>£ -</b>

<b>Highways</b>			
Power	£ 3,000.00	£ 3,000.00	£ -
Maintenance	£ 1,500.00	£ 1,500.00	£ -
6 yr inspect / single phase upgrade	£ -	£ -	£ -
Highways related projects	£ 3,000.00	£ 3,000.00	£ -
<b>TOTAL</b>	<b>£ 7,500.00</b>	<b>£ 7,500.00</b>	<b>£ -</b>

### Recreation Ground

Rec Grass Cutting	£	2,300.00	£	2,300.00	£	-
Rec Maintenance	£	8,600.00	£	8,600.00	£	-
Rec Trees & Fences	£	300.00	£	300.00	£	-
Inspections	£	400.00	£	400.00	£	-
Play Equipment & Path	£	6,000.00	£	6,000.00	£	-
<b>TOTAL</b>	<b>£</b>	<b>17,600.00</b>	<b>£</b>	<b>17,600.00</b>	<b>£</b>	<b>-</b>

### YCC

YCC upgrade	£	2,000.00	£	2,000.00	£	-
Repairs & Maintenance	£	3,000.00	£	3,000.00	£	-
CCTV	£	800.00	£	800.00	£	-
Electricity	£	800.00	£	800.00	£	-
Gas	£	1,000.00	£	1,000.00	£	-
Water	£	600.00	£	600.00	£	-
Waste Collection	£	300.00	£	300.00	£	-
Cleaning & supplies	£	3,000.00	£	3,000.00	£	-
Phone internet	£	600.00	£	600.00	£	-
Grass cutting	£	1,125.00	£	1,125.00	£	-
fence / hedge	£	500.00	£	500.00	£	-
Booking software	£	430.00	£	430.00	£	-
Music Licence	£	600.00	£	600.00	£	-
YCC events refreshments	£	150.00	£	150.00	£	-
Grants & Donations	-£	1,000.00	-£	1,000.00	£	-
Income	-£	500.00	-£	500.00	£	-
<b>TOTAL</b>	<b>£</b>	<b>13,405.00</b>	<b>£</b>	<b>13,405.00</b>	<b>£</b>	<b>-</b>

### Youth

Youth Club staffing	£	8,000.00	£	8,000.00	£	-
Youth Club budget inc tuck	£	500.00	£	-	£	500.00
Extraordinary activities inc Residential	£	5,000.00	£	1,300.00	£	3,700.00
Subs	-£	550.00	-£	550.00	£	-
Youth Council / forum	£	200.00	£	-	£	200.00
<b>TOTAL</b>	<b>£</b>	<b>13,150.00</b>	<b>£</b>	<b>8,750.00</b>	<b>£</b>	<b>4,400.00</b>

<b>GRAND BUDGET TOTAL</b>	<b>£</b>	<b>157,430.00</b>	<b>£147,495.00</b>	<b>£</b>	<b>11,000.00</b>
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### INCOME

Village Orderly Grant	£	435.81	£	435.81	£	-
NSC Contribution	£	245.00	£	245.00		
Misc income	£	300.00	£	300.00	£	-
CIL	£	-	£	-	£	-
Solar panel grant from New Solar Banwell	£	7,149.00	£	7,149.00	£	-
Food Bank Donations	£	-	£	-	£	-
Social Prescribing	£	-	£	-	£	-
Public Living Room	£	-	£	-	£	-
Refreshments	£	-	£	-	£	-
Solar panel grant from NSC	£	-	£	-	£	-
<b>TOTAL INCOME</b>	<b>£</b>	<b>8,129.81</b>	<b>£</b>	<b>8,129.81</b>	<b>£</b>	<b>-</b>

<b>GRAND TOTAL</b>	<b>£</b>	<b>149,300.19</b>	<b>£</b>	<b>139,365.19</b>	<b>£</b>	<b>11,000.00</b>
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Cemetery income	£4,000	0	
Section 137 Contributions	In May 2023 Barwell Parish Council resolved to adopt the General Power of Competence.		

<b>GENERAL RESERVES (ESTIMATED AT 30.04.25)</b>	<b>£</b>	<b>54,902.32</b>
<b>EARMARKED RESERVES (ESTIMATED 30.04.25)</b>	<b>£</b>	<b>83,719.74</b>
<b>CEMETERY EXTENSION RESERVE ON 31.03.25</b>	<b>£</b>	<b>109,753.70</b>

**Bills for Payment - 18th March to the 10th April 2025**  
**Banwell Parish Council**

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
<b>Already Paid in 24/25 Financial Year</b>						The Parish Council
BACS	Avon Armour	Part Payment for annual door inspection	£ 85.00		036/25 (ii)	
BACS	Webglu	Quarterly web maintenance	£ 243.84		083/24	
<b>Already Paid in 25/26 Financial Year</b>						
DD	YU	Streetlight Power	£ 234.61		083/24	
DD	Mainstream	Phone and Broadband	£ 73.32	Query additional cost	083/24	
<b>To Pay</b>						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		083/24	
BACS	Ambience Landscape	Dog Bin Emptying	£ 648.07		083/24	
BACS	YMCA	Youth Club Sessions	£ 540.00		083/24	
BACS	Insight Cleaning	YCC Cleaning	£ 256.00		083/24	
Chq	GB Sport	All Weather Path	£ 54,974.92		158/24	
BACS	GB Sport	Quarterly inspection	£ 132.00		083/24	
BACS	GB Sport	Wetpour under toddler equipment	£ 17,604.00	<b>TOTAL £17,736.00</b>	174/24	
BACS	Scribe	Annual Bookings Renewal	£ 501.12		Agenda Item	
BACS	Bridget Bowen	2nd internal audit	£ 85.00		113/23	
BACS	ALCA	Annual Subs	£ 910.37		Agenda Item	
BACS	Churchill Minibus Society	Contribution to the ' Older People Service'	£ 2,000.00		Agenda Item	
BACS	K. Gunningham	Annual Banwell Allotment Payment	£ 1,647.88		095/23	
BACS	ICCM	Annual subscription	£ 105.00		Agenda Item	
BACS	Officer overtime + Expenses	Overtime, expenses (rolls & butter)	£ 114.97		contractual & 022/24	
DD	EDF	YCC Electricity	£ 18.58		083/24	
DD	Lloyds Bank PLC	Multipay charge & costs (Open AI, YC, YCC misc, plaque)	£ 202.20		Admin	
SO	Officer Salaries	Officer Salaries	£ 2,957.40	New Env & Tax code	083/24	
DD	Nest	Pension contributions	£ 199.38		083/24	
DD	Unity Trust	Bank Charges	£ 12.15		083/24	
DD	North Somerset	YCC Waste Collection	£ 9.50		083/24	
BACS	HMRC	PAYE and NI	£ 1,080.66		083/24	
<b>Totals</b>			<b>£ 85,679.31</b>			

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