



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

8<sup>th</sup> April 2025

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 unless excluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose.

**To: The Chairman and all members of Banwell Parish Council.**

**You are summoned to attend a Meeting of Banwell Parish Council, to be held at the Youth & Community Centre (YCC) on Monday 14<sup>th</sup> April 2025 at 7:30pm, when the following business will be transacted.**

The meeting will be livestreamed on Facebook <https://www.facebook.com/banwellparishcouncil>

*Liz Shayler*  
Clerk to the Council

Before the meeting begins there will be a public participation session – *This session is open to the Public to present comments, observations, information, petitions or lead deputations and is the only time members of the public may participate. (Please note that the Council is unable to make formal decisions under this item)*

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

## **A G E N D A**

1. To receive apologies for absence.
2. To receive members' declarations of interest on any agenda item.
3. To approve as a correct record the minutes of the Parish Council Meeting held on the 17<sup>th</sup> of March 2025 (pages 1 – 5)
4. To note the minutes from the Planning Committee on 7<sup>th</sup> April 2025 following (pages 6 - 8)
5. To receive the Officer report/Exchange of information: Please note that the Council is unable to make any formal decision under this item (page 9).
  - i) Banwell Bypass
  - ii) Biodiversity Study
6. To approve the following expenditure (page 9).
  - i) £105 for the annual membership to the Institute of Cemetery & Crematorium Management.
  - ii) £417.60 + VAT for the annual Scribe Bookings.
  - 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).
  - iv) £2000 annual contribution to the Older Peoples Service.
  - v) £25 + VAT for an A3 YCC private carpark sign.
  - vi) £250 + VAT Annual PAT testing and Emergency Lights in the YCC.
  - vii) £180 for additional batteries for two of the councillor laptops

7. To note the training and events available and agree any attendance.
  - i) ALCA e-learning on nimble £14 each [E-Learning Courses ALCA](#)
  - ii) Breakthrough communications training £30 [Communications Courses ALCA](#)
  - iii) Various finance training £30 [Finance Training ALCA](#)
  - iv) Various Scribe finance training (this is our accounting package) Free [Scribe Training](#)
  - v) Various NALC training from £32.68 [www.nalc.gov.uk/nalc-events](http://www.nalc.gov.uk/nalc-events)
8. To agree an initial £100 budget for the Community Picnic (page 9).
9. To discuss the request for a cream tea to replace the soup and a roll for June to August (page 10).
10. To discuss the request for horse warning signs along Riverside (page 10).
11. To note the donation from Mead Realisations of £1050 for dog bins located in Mead Fields and to agree the cost of an additional bin, installation of approximately £630. (page 11).
12. To discuss a request from the Village Hall for a grant to cover the land registry fees. (page 12).
13. To note the Environment and Biodiversity survey outcomes and suggested actions (page 13 & 14).
14. To agree the following new / reviewed documents (pages 15 – 23).
  - i) Annual Action Plan Parish Council (pages 15 – 19)
  - ii) General Volunteers Policy and Associated Risk Assessment (pages 20 - 23).
15. To note the internal audit reports from the 17<sup>th</sup> of March and agree any recommendations (pages 24 - 27)
16. To review and approve the updated Asset Register (pages 28 – 31).
17. To carry out a review of the effectiveness of the system of internal control and review the Internal Audit Plan (pages 32 - 36)
18. To confirm that the Parish Council have no conflicts of interest with the external auditor BDO LLP.
19. To note the Internal Auditors section of the Annual Return for 2024/25 (pages 37 & 38)
20. To approve the Annual Governance Statements for 2024/25 (page 39)
21. To approve the Statement of Accounts for 2024/25 (pages 40 - 45)
22. To note the Parish Council's end of March's net position, reserves, bank balances and bank reconciliation (pages 46 – 49)
23. To note the Parish Council's 2025/26 new budget (pages 50 -52)
24. To authorise bills for payment for April (page 53).
25. Date of the next meeting –
  - Monday 28<sup>th</sup> April 2025 7:30pm Parish Assembly / Annual Meeting of Electors at the YCC.
  - Monday 12<sup>th</sup> of May 2025, 7pm Planning Committee at the YCC.
  - Monday 12<sup>th</sup> of May 2025, TBD Youth & Community Centre Committee at the YCC.
  - Monday 20<sup>th</sup> of May 2025, 7:30pm Parish Council Meeting at the YCC.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, gender reassignment, sexual orientation, marital status, religion & belief, pregnancy & maternity and disability) Crime and Disorder, Health & Safety and Human Rights.