



Banwell Parish Council

MINUTES OF A MEETING OF THE YOUTH & COMMUNITY CENTRE (YCC) COMMITTEE HELD AT THE YCC, WEST STREET, BANWELL AT 7:30pm ON MONDAY 5th of AUGUST 2024

Present: Cllrs Nick Manley (Chairman), Paul Harding and Matthew Thomson.

In attendance: Liz Shayler (Clerk) and Cllr Steve Davies.

21/24 To elect a Chairman of the Youth & Community Centre (YCC) Committee for 2024/25 (agenda item 1)

Resolved – That Cllr Manley be elected as Chairman of the YCC Committee for 2024/25

The resolution was correctly proposed and seconded (unanimous).

22/24 To elect a Vice Chairman of the Youth & Community Centre (YCC) Committee for 2024/25 (agenda item 2)

Resolved – That Cllr Thomson be elected as Vice Chairman of the YCC Committee for 2024/25

The resolution was correctly proposed and seconded (unanimous).

23/24 To receive apologies for absence: (agenda Item 3)

Apologies were received from Cllrs Maggie McCarthy & Tara Wright.

24/24 To receive members' declarations of interest on any agenda item (agenda Item 4).

There were no declarations of interest received.

25/24 To approve, as a correct record, the minutes of the Youth & Community Centre Committee (YCC) minutes from the 8th of May 2024 (agenda Item 5)

Resolved: To approve, as a correct record, the minutes of the YCC Committee meeting from the 8th of May 2024.

The resolution was correctly proposed and seconded (unanimous)

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

26/24 To note the following reports from the following (agenda Item 6)

- i) **YMCA Dulverton on the current Youth Club provision.**
- ii) **Chairmans unannounced visit report**

The reports above were noted.

27/24 To complete the YMCA Dulverton appraisal process (agenda Item 7)

Resolved: The appraisal process was completed resulting in a satisfactory outcome (see attached sheet).

The resolution was correctly proposed and seconded (unanimous).

28/24 To discuss the renewing of the Youth Club contract with YMCA Dulverton and agree a way forward (agenda Item 8)

Resolved: To agree the following recommendations from the Clerk.

- To renew the contract for a period of a year with a continuation of a further three years with quarterly appraisals.
- If YMCA Dulverton are unable to provide additional staffing for the Summer Holidays begin investigating alternative contractors in January 2025.
- To Introduce new programs based on feedback from the youth and community to ensure that the offerings remain relevant and engaging.
- A joint social media campaign every September to encourage attendance

The resolution was correctly proposed and seconded (unanimous).

29/24 To receive the Officer's report/Exchange of information (agenda Item 9)

i) North Somerset – Stay and Play Sessions

Due to staff shortages these sessions haven't occurred since the beginning of February. Unfortunately, it is unlikely that unless there is further staff recruitment that the sessions will commence in September. Cllr Tristram has taken this up with Cllr Bell.

ii) Community Payback Team

Unfortunately, the team cancelled on July 16th due to the illness of the team leader. We are waiting for his return to work so that they can reschedule all the missed parishes. Any suggestions for works are welcome.

iii) YCC Works

The entrance porch has been completed and looks significantly better. It was suggested that it should be painted annually. Despite the previous tap splash preventers splitting very quickly, it was decided to trial a different type. While they are not color-coded, the hot tap mixes with cold water before it leaves the tap and doesn't get above 43 degrees, making this acceptable. These preventers were cheaper than the alternative ones that had failed and, so far, have not split. They will continue to be monitored.

iv) Cooking Sessions

Whilst the Parish Council run sessions ended in May then for the last few months a volunteer food technician from the community has been coming monthly to take self-financing cookery sessions which culminate in the attendees all having lunch together.

v) Free Health Events for Cardiovascular Disease prevention

We have been offered an opportunity of tests and advice to residents as part of a three-hour session. The service is delivered by a team of clinical staff. Offering CVD risk consultation, blood pressure checks and if required a diabetes and cholesterol check, people are offered free lifestyle advice and support.

30/24 To agree the following expenditure (agenda Item 10).

- £306.25 + VAT for annual CSG sewage pump service.**
- £256.43 + VAT for kitchen shutter service.**
- £97.60 inc VAT for the annual hygiene waste collection.**
- Approximately £300 for a replacement 55" TV.**

Resolved: To approve the expenditure above.

The resolution was correctly proposed and seconded (unanimous)

31/24 To discuss the hire of the field by the Potigny Town Twinning Group and agree a way forward (agenda Item 11).

Resolved: That the Potigny Town Twinning Group be offered the community discount for the hire of the field in September for a fund-raising event.

The resolution was correctly proposed and seconded (unanimous)

32/24 To note the damage caused to the hedges and trees at the Youth & Community Centre and to agree a way forward (page 12).

The damages were noted and that the Clerk had fenced of the area to minimise the hazard and allow regrowth of the vegetation.

33/24 To note the Youth and Community Centre and Youth Club budgets (agenda Item 13).

The Youth and Community Centre budgets were noted.

34/24 Date of Next Meeting (agenda item 14)

Youth & Community Centre Committee (YCC) Meeting at Banwell YCC on 4th November 2024.

The meeting closed at 20:00

Chairman.....

Date.....

YMCA –REVIEW OF PERFORMANCE

Period under review 1st April 2024 to 16th July 2024

iii) Are all contracted sessions being held? **Yes** / No where possible
Comments...

iv) Are the numbers attending increasing? Yes / **No** / NA

Comments ... Consistent attendance between 6 and 12. This is not unusually for this time of year – exams, trips, nice weather etc...

v) Is a comprehensive range of activities being organised? **Yes** / No / NA

Comments... Yes, but only within the village.

vi) Are YMCA demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? Yes / **No**

Comments.... No scope for Easter or Summer Holiday activities. Day camp in September

vii) YMCA arranging activities outside of the village? Yes / **No** / NA

Comments... Day Camp being organised for September.

viii) Are YMCA seeking other sources of funding for Youth Club activities? Yes / **No** / NA

Comments – N/A.

ix) Is any feedback from **users**/parents positive? **Yes** / No

Comments –. Feedback very positive from users during unannounced visit.

x) Have any complaints been received about the service? Yes / **No**

Comments...

xi) Have there been any behavioural issues at the Youth Club including damage? Yes / **No** / NA

Comments...

10. Have any unannounced visits been made by Committee members since the review? **Yes**/No

Comments...

11. Any other comments:

A day camp is being organised for September unfortunately due to lack of staff then a residential is not possible.

12. Conclusion – **Satisfactory** / Unsatisfactory

13. Action points for YMCA

- To ensure a list of activities is sent to the Comms Officer when agreed by young people. Within 2 weeks of new term.
- To ensure that Tuck and Subs are being banked at least every half term.
- To have representation at the Christmas Market to attract members.

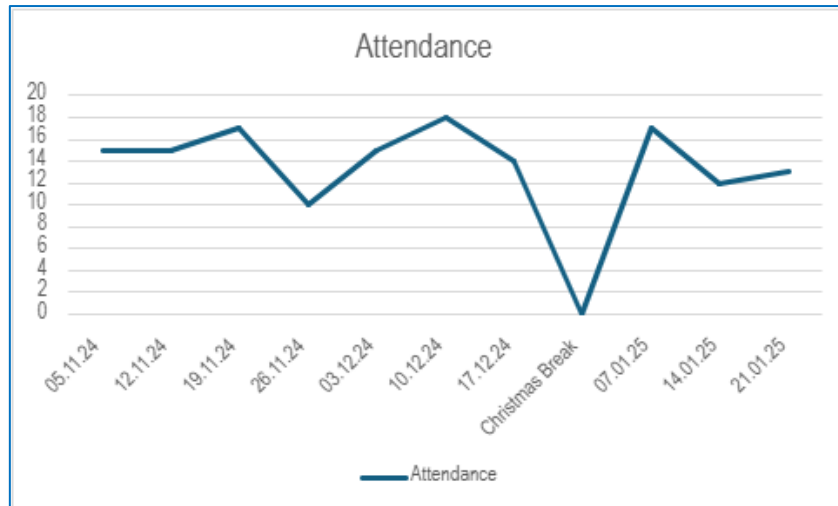
14. Action points for Youth Club Management Committee.

- The Clerk to put the October Day Camp on the full parish council agenda.

Banwell Youth Group

October '24 - January '25 Report

Attendance



We have seen the numbers level off since the half term with a regular group who come each week and others who come sporadically as other commitments allow. This has meant that weekly numbers have dipped since Sept/Oct when we were seeing numbers in the high 20s or even into the 30s. We now see numbers in the high teens most weeks. This levelling of numbers and the development of the core group has seen a difference in dynamic that has been carefully managed to ensure the longer attending members do not feel pushed out and the new ones feel welcomed. We'd like to see the more sporadic members feel that they want to come each week and have a steady growth through this.

What we have been up to the last few months?

With the more regular numbers at youth club, we have had the opportunity to get to know the newer members more and develop relationships between the young people and staff. A lot of the younger boys have been struggling without the outdoor space as they have a lot of energy, so each week make sure there is a variety of activities on offer. This helps both those who like to keep moving or have shorter attention spans and those who prefer to have choices.

We have done an array of different activities over the months including:

- S'mores
- Christmas Bauble baubles
- Mental Health Sessions
- Clay model making
- Bead based craft (Bracelets, keyrings etc.)
- Goal Setting
- Pizza Pockets

We also enjoyed our day camp trip during the October half term. On the 31st Oct we joined the YMCA day camp team at Barley wood and enjoyed rock climbing, den building in the woods, archery and using the Segways. The young people that attended had a great time and asked to go again and those who heard about it the next week said they wished they'd gone. This is really encouraging, and we hope to be able to do more activities/trips like this.

Behaviour

We have seen an overall improvement in behaviour at youth club over the last few weeks, as new members have settled in, and friendships formed. We have had an isolated instance of name calling that was resolved quickly and the young person responsible has recognised his actions were unacceptable and apologised. As the group has shifted and dynamics changed, we have seen that some young people have struggled particularly those with sensory issues as the volume of the youth club has risen, however with support and the use of headphones they are able to engage well still at youth club and are enjoying being a part of it.

Communication

We continue to make sure we are available to the young people if they need to talk to an adult. They usually will speak to us at youth club to ask for support or advice, occasionally they may ask to be able to contact us outside of youth club and we continue to be available via social media for those situations.

Future plans

Our plans for the coming weeks include a variety of activities and we are looking forward to returning outside where we can have more sports and games. The programme currently includes decorating biscuits, crafts and sports and we are particularly looking forward to Amy visiting us to talk about nature and make bird feeders.

We hope to organise a trip to 'Airhop' for the 4th term and are looking forward to another fun packed term.

YMCA –REVIEW OF PERFORMANCE

Period under review 1st September 2024 to 28th October 2024

1. Are all contracted sessions being held? **Yes** / No where possible
Comments...
2. Are the numbers attending increasing? **Yes** / No / NA
Comments ... Experiencing a surge with the new Year 6 intake. Currently approximately 30.
3. Is a comprehensive range of activities being organised? **Yes** / No / NA
Comments... Yes, but only within the village.
4. Are YMCA demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? **Yes** / No
Comments.... A Day Camp was organised for September but only three people attended.
5. YMCA arranging activities outside of the village? **Yes** / No / NA
Comments... A Day Camp was organised for September but only three people attended.
6. Are YMCA seeking other sources of funding for Youth Club activities? Yes / **No** / NA
Comments – N/A.
7. Is any feedback from users/parents positive? Yes / No / **NA**
Comments – None received.
8. Have any complaints been received about the service? Yes / **No**
Comments...
9. Have there been any behavioural issues at the Youth Club including damage? **Yes** / No / NA
Comments... See report but predominately new cohort pushing boundaries.
10. Have any unannounced visits been made by Committee members since the review? Yes/**No**
Comments...
11. Any other comments:
A Day Camp was organised for September but only three people attended.
The Youth Leader has left and has been replaced.
12. Conclusion – **Satisfactory** / Unsatisfactory
13. Action points for YMCA
 - To ensure a list of activities is sent to the Comms Officer when agreed by young people. Within 2 weeks of new term.
 - To ensure that Tuck and Subs are being banked at least every half term.
 - To have representation at the Christmas Market to attract members.
14. Action points for Youth Club Management Committee.

YMCA –REVIEW OF PERFORMANCE

Period under review 1st November 2024 to 28th January 2025

1. Are all contracted sessions being held? **Yes** / No where possible
Comments...
2. Are the numbers attending increasing? **Yes** / No / NA
Comments ... Currently high teens.
3. Is a comprehensive range of activities being organised? **Yes** / No / NA
Comments... Yes, which included an October day camp.
4. Are YMCA demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? **Yes** / No
Comments.... A Day Camp was organised for October
5. YMCA arranging activities outside of the village? **Yes** / No / NA
Comments... A Day Camp was organised for September but only three people attended.
6. Are YMCA seeking other sources of funding for Youth Club activities? Yes / **No** / NA
Comments – N/A.
7. Is any feedback from users/parents positive? Yes / No / **NA**
Comments – None received.
8. Have any complaints been received about the service? Yes / **No**
Comments...
9. Have there been any behavioural issues at the Youth Club including damage? Yes / **No** / NA
Comments....
10. Have any unannounced visits been made by Committee members since the review? Yes/**No**
Comments...
11. Any other comments:
....
12. Conclusion – **Satisfactory** / Unsatisfactory
13. Action points for YMCA
 - To ensure a list of activities is sent to the Comms Officer when agreed by young people. Within 2 weeks of new term.
 - To ensure that Tuck and Subs are being banked at least every half term.
14. Action points for Youth Club Management Committee.
 - To support the air hop initiative but subsidising the cost.

6. To receive the Clerk's report/Exchange of information: Please note that the Council is unable to make any formal decisions under this item.

i) Mentoring Bookings

We now have several sets of mentoring bookings. Meaning that the buildings is used every day during the week for activities that would be unable to happen without the committee allowing the building to be used for free.

ii) Community Payback Team

The fence has now been completed at the back of the YCC. It will be programmed in with the team again in the spring / summer. It has been suggested that they look at the ivy covered wall to cut any stems but not remove the ivy until it has died back.

iii) Works to YCC.

Works have included, replacing men's toilet seat, rehangng the ladies toilet door which required a replacement finger guard, installing CCTV signs and resealing windows in porch. Works required are replacement bolts for lift, repairs to chairs, and erection of Fire Assembly Point by hatched area in the carpark.

iv) Community Learning Forest School Taster session.

We have been approached by the North Somerset Community Learning Team in relation to Forest School for under 5s at Goblin Coombe on a Friday. They are trying to attract more families who can't usually afford to attend these kinds of sessions and asked if we could host an introduction session, with engaging activities for young people and their guardians, which would then introduce them to the Goblin Coombe Programme.

7. To note the outstanding invoice of £10 for the field and agree a way forward.

There was a booking for the field in June 2024. It was linked to a booking in the Scout Building. The Clerk & Admin Officer checked the CCTV and confirmed that the field was used. Unfortunately, despite three attempts to contact the user of the field the invoice of £10 remains unpaid.

8. To agree the following documents.

i) Hire Fees.

HIRE RATES PER HOUR	PRICE PER HOUR
YCC Hire Monday to Friday	£12.00
YCC Hire Saturday & Sunday	£14.00

Community Group Discount

Community groups in Banwell are eligible for a 50% discount on standard rates if the event directly benefits the group's purpose. This concession is limited to one discounted booking per six months per group, at the Youth and Community Centre Committee's discretion.

For groups / organisations or charities providing a service directly benefiting Banwell residents, the building may be used at no charge in certain cases. Eligibility for this concession will be determined by the Youth and Community Centre Committee on a case-by-case basis.



BANWELL YOUTH & COMMUNITY CENTRE BOOKING FORM AND TERMS & CONDITIONS OF HIRE

NAME: ORGANISATION:

ADDRESS:

TELEPHONE:

EMAIL ADDRESS:

BOOKING INFORMATION

Date(s): Time (From-To):

Regular Booking Details (if applicable):

During School Holidays? Yes / No

Hire Fees:

- **Monday-Friday:** £12.00 per hour
- **Saturday-Sunday:** £14.00 per hour

Payment Methods:

- Preferred method is by Bank Transfer: Use your organisation's or personal name as the reference for easy tracking.
- Cheque: Payable to "Banwell Parish Council."

All bookings for casual hirers will only be confirmed once payment is received in full. Regular hirers are required to pay by the last day of the previous month for ongoing bookings

Agreement Copies

To confirm the booking, **two signed copies** of this Hiring Agreement are required. Please return one signed copy to Banwell Parish Council, either in person or by email clerk@banwellparishcouncil.org.uk, and retain the second copy for your records.

Community Group Discount

Community groups in Banwell are eligible for a 50% discount on standard rates if the event directly benefits the group's purpose. This concession is limited to one discounted booking per six months per group, at the Youth and Community Centre Committee's discretion.

For groups / organisations or charities providing a service directly benefiting Banwell residents, the building may be used at no charge in certain cases. Eligibility for this concession will be determined by the Youth and Community Centre Committee on a case-by-case basis.

Indemnity Clause

The Hirer agrees to indemnify and hold harmless the Parish Council, its employees, and volunteers for:

- Repair costs for any damage caused to the premises or its contents during the hire period.
- Claims arising from any injuries, damages, or losses resulting from the use of the premises by the Hirer.

Deposit, Payments & Cancellations

- **Cleaning & Breakages Deposit:** A refundable £40 deposit is required for casual hires, refunded after inspection.
- **Payment:** Casual hires must pay in full to confirm booking. Regular hirers must pay by the last day of the previous month.
- **Cancellations:**
 - Less than 14 days' notice: 50% of the fee is retained.
 - Less than 7 days' notice: 100% of the fee is retained.
 - Deposit refunds remain unaffected by cancellation.

Terms of Use

- **Access & Security:** Access details will be provided prior to the event. The hirer is responsible for securing doors, turning off appliances, and extinguishing lights and ensuring heating is turned off upon exit. Failure to do so may result in loss of the cleaning and breakages deposit or a fine.
- **Facilities Use:** The hire includes the main building and field but excludes any fenced-off areas. Use only the designated spaces and ensure no unauthorized access.
- **Cleaning & Setup:** Hirers are responsible for setting up, cleaning up, and removing all waste. Failure to comply may result in loss of the deposit.

GDPR

By signing this form, you consent to the use of your contact details for the period of hire. Information is retained solely for security purposes and may be shared with authorities if necessary.

General Conditions

- **Permissible Activities:** The Hirer may only conduct activities as agreed. Unauthorised use of electrical equipment, flammable substances, or illegal activities, including smoking indoors, is prohibited.
- **Noise & Conduct:** Keep noise to a minimum, especially when leaving. Excessive noise or disturbances may impact future hire eligibility.
- **Insurance & Compliance:** The Hirer must ensure any necessary insurance, health, and safety protocols are in place for their event.
- **Animals:** Only guide dogs are allowed unless prior permission is obtained.
- **Capacity Limits:** Ensure guest numbers do not exceed specified limits for each room.

Room	Size (Metres)	Capacity Seated	Maximum Capacity	Square Metres
Reception / Social area with shutter to Kitchen	5.6m x 6.2m	25	50	34.72m ²
Hall including lower lounge area	11m x 48m 4.2m x 3.7m	67	125	64m ²

For any disputes or special arrangements, please contact the Parish Clerk.

Signature

By signing below, I, the Hirer, agree to the Terms & Conditions of Hire as outlined above:

Hirer Signature: Date:

Parish Council Representative Signature: Date:

Banwell Parish Council Contact: Email: clerk@banwellparishcouncil.org.uk phone: (01934)820442



Banwell Parish Council

Youth and Community Centre (YCC) Field Usage Agreement

I, _____, hereby agree to the following terms and conditions regarding my use of the Youth & Community Centre (YCC) field on _____ Date) from _____ (Start Time) to _____ (End Time):

Responsibility for Damages:

I agree to cover all costs associated with any damage caused to the YCC facilities and/or the field resulting from my use. This includes both direct and indirect damages.

Litter and Waste Removal:

I commit to removing all litter and waste generated by my activities on the field. If I fail to do so, I agree to pay for the costs incurred by the YCC for the removal and proper disposal of such litter and waste.

Liability for Injury and Property Damage:

I accept full responsibility for any injury or damage to persons or property that may occur as a result of my use of the YCC field. This includes any claims, actions, or legal proceedings that may arise due to accidents or negligence on my part.

Weather and Field Condition Compliance:

I agree to refrain from using the field if weather conditions (e.g., heavy rain) could lead to significant ground damage.

Indemnity:

I agree to indemnify and hold harmless Banwell Parish Council, its employees, and volunteers from any claims or liabilities arising from my use of the YCC field.

By signing below, I acknowledge that I have read, understood, and agree to abide by these terms and conditions.

Signature: _____ Date: _____

Please sign and return this form to the Parish Clerk, Banwell Youth and Community Centre, West Street, Banwell, BS29 6DB (letterbox to the left of the building), or scan and email it to clerk@banwellparishcouncil.org.uk.

Banwell Parish Council

Youth Community Centre – General User Risk Assessment

Identified Hazards	Who's Exposed	Frequency	Severity	Observations	Risk Rating	Action Required	
Main Entrance							
i) Moving vehicles in car park	All site users	Medium	High	i) Speed hump to slow vehicles entering site.	Medium	i) Sign for gate required Could use net to stop litter from blowing out.	
ii) Pedestrian Access		Medium	Medium	ii) Walkways and entrances are generally in good order.	Medium		
iii) Parking Area – slips and falls.		Medium	Medium	iii) Car park tarmac replaced. Can be slippery after frost. Grit bin checked annually. Gate kept closed unless building in use when Clerk checks its safe.	Low Medium		
iv) Propane Gas tank		Low	High	iv) Propane Gas in 6ft high metal fenced area safe and secure. Not locked. No second access if a fire starts by current access.	Medium Low		
vi) Waste storage – littering		Medium	Low	vi) Wheelie bin, two recycling boxes & tetra-cycle bin	Low		
YCC external							
i) Access and Egress	All site users	Medium	Low	i) Vehicle entrance and paths were smooth and even, although weeds in cracks of path around bulidng.	Medium	Remove weeds every 6 months as part of spring / summer clean.	
ii) DDA Provision		Low	High	ii) As above	Medium		
iii) All fire exit doors		Medium	High	iii) Fire Risk undertaken annually in August. Escape routes and fire exit doors checked weekly. Marked with signs and are kept clear	Medium		
i) Entrance, walkways, paths and patio area	All site users	Medium	Medium	i) All paths and the patio were smooth and even overgrown edges in places.	Medium		
ii) Bushes, shrubs and Trees		Low	Medium	ii) Trees annually inspected every 14 / 15 months.	Medium		

Banwell Parish Council
Youth Community Centre – General User Risk Assessment

Internal - On Monday – Wednesday North Somerset use the kitchen who have their own additional risk assessments.						
i) DDA Compliance	All site users	Low	High	i) Disabled access button installed (although only used on exit), lift maintained twice a year.	Medium	At present each group has their own trained first aider. Clerk is only emergency at work trained.
ii) Slips, trips and falls – Injury caused by tripping over objects or slipping on spillages.		Medium	Medium	ii) General good housekeeping. Caution steps signs All areas well lit, including stairs with secure handrail. Spills mopped up immediately, a mop, bucket, brushes and pan available. 2 x First Aid box provided (main hall & kitchen).	Medium	
iii) Fire If trapped staff and visitors could suffer fatal injuries from smoke inhalation/burns.		Low	High	iii) Fire risk assessment carried out annually and Fire alarm system maintained quarterly. Fire escape route kept clear of obstructions & combustible materials at all times. Fire Action Notices on all fire exits. Members of the public unfamiliar with the building to be reminded of the fire exits.	Medium	
Hall –						
i) Slips, trips and falls – Injury caused by tripping over objects or slipping on spillages.	All site visitors	Medium	Medium	i) General good housekeeping. Caution steps signs and all areas well lit, including stairs with secure handrail. Disabled access lift. First Aid box provided with signs. Spills mopped up immediately, a mop, bucket, brushes and pan available. Small children are parents / carers responsibility.	Low	Checks undertaken on handrail stability twice a year.
ii) Cuts and abrasions		Medium	Low	ii) Qualified first aider is responsibility of group.	Low	
iii) Emergency evacuation procedure; fire terrorist attack		Low	Medium	iii) Procedure in place for emergency evacuation – to include methods of egress; designated assembly point (Car Park), clerk as fire marshal, emergency services contacted by clerk in the event of an emergency. Office phone available only when clerk present.	Medium	Clerk is only emergency at work first aid trained. All events to have qualified first aider.
iv) Risk of fire		Low	High	Current fire risk assessment carried out annually. Clerk is fire Marshall. Volunteers aware of fire procedures and assembly point.	Medium	

Banwell Parish Council
Youth Community Centre – General User Risk Assessment

Kitchen						
i)Gas boiler could malfunction.	All site visitors	Medium	Low	i)Gas boiler installed June 2010, which is serviced annually. Clerk instructed in its use.		
ii)Slips, trips and falls – Injury caused by tripping over objects or slipping on spillages.		Low	Medium	ii)General good housekeeping. Caution steps signs All areas well lit, including stairs with secure handrail. First Aid box provided. Spills mopped up immediately, a mop, bucket, brushes and pan available.		
iii)Cuts and abrasions		Low	Low	iii)Knives stored in plastic box above the microwave. First Aid box provided. Where possible use tools (cutlery, tongs, cake slice etc.) to handle food rather than hands.		
iv)Food Handling Frequent hand washing can cause skin damage.		Low	Low	iv)Food grade, single use, non-latex gloves are available for tasks that can cause skin problems Where handling can't be avoided hands are washed promptly afterwards. Hand washing facilities are provided.		
v)Contact with steam, hot water and hot surfaces - scalding injuries or burns.		Medium	Medium	v)Kitchen equipment including water boiler & coffee PA tested annually. Staff & volunteers trained how to safely use water boiler and coffee machines. Rubber gloves, cloths and aprons and oven gloves provided. Hot water signs displayed at sinks and mixer taps provided.		
vi)COSCH		Medium	Medium	vi) COSCH list kept in kitchen.		Label boiler and under sink cupboard. COSCH data sheets to be stored in these cupboards.
vii) Food Poisoning		Low	Medium	vii) PC to serve tea coffee & biscuits / fresh homemade or bought cake. Food hygiene / safety is the responsibility of the hirer.		



Banwell Parish Council

CCTV Risk Assessment:

Identified Hazards	Who's Exposed	Frequency	Severity	Observations	Risk Rating	Action Required
Privacy Intrusion	All site users	Medium	Medium	Cameras positioned to avoid monitoring private areas such as homes or gardens.	Medium	Regularly review camera angles to ensure compliance with privacy standards and the Data Protection Act.
Unauthorised Access to Footage	Parish Council, Police	Low	High	Footage access restricted to authorised personnel (Clerk/designated Councillor).	Medium	Enforce password protection, log all access to footage, and implement strong access controls.
System Malfunction	All site users	Low	Medium	Routine checks performed by the Clerk/designated Councillor to confirm operational functionality.	Low	Schedule and document system checks. Arrange immediate repair for non-functional cameras or equipment.
Retention of Footage Beyond Necessary Period	Parish Council	Medium	Medium	Footage retained for 1 month unless flagged for investigation, per policy.	Medium	Confirm automated deletion is functioning properly. Conduct annual audits to verify compliance with retention policy.
Physical Damage to Cameras or Equipment	All site users	Low	Medium	Cameras mounted securely and within a 6ft height to deter vandalism.	Low	Include equipment checks in weekly site inspections. Ensure protective measures, such as housing, are in place.
Inadequate Signage	Public	Medium	Low	Signs displayed at all access routes to areas under surveillance, per the Code of Practice.	Low	Ensure signage remains visible, clear, and compliant with requirements. Replace missing or damaged signs promptly.
Breach of Data Protection Regulations	Parish Council	Low	High	Compliance maintained with GDPR and the Surveillance Camera Code of Practice.	Medium	Provide regular training for personnel on data protection and ensure the policy is reviewed bi-annually as scheduled.
Failure to Respond to Data Subject Requests	Public	Low	Medium	Subject access requests are managed through a defined process via the Parish Clerk.	Low	Ensure forms are readily available on the Parish Council website and staff are trained in handling requests.
Insufficient Emergency Response	All site users	Low	High	Emergency procedures include Police involvement for crimes	Medium	Maintain a contact list for emergency services and

				and maintenance protocols for urgent repairs.		contractors. Document and review emergency procedures regularly.
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System Overview

- **Number of Cameras:** Seven fixed cameras.
- **Areas Covered:** Building exterior, including entrances.
- **Exclusions:** No cameras monitor private property, gardens, or sensitive areas.

Additional Notes

- **Data Management:**
 - Footage is stored on a DVR with a retention period of 1 month.
 - Any data copied to USB for evidence is securely handled, logged, and retained per policy.
- **Emergency Procedures:**
 - Malfunction or breach reports are escalated to the Clerk/
 - Emergency maintenance access is strictly controlled.

Policy Alignment

This risk assessment directly reflects the objectives and operational procedures outlined in the Parish Council's **CCTV Policy**, ensuring the system operates effectively while remaining compliant with legal and ethical standards.

Approved: February 3rd 2025

Next Review: By February 2026



Banwell Parish Council

Electrical Safety Risk Assessment

Identified Hazards	Who's Exposed	Frequency	Severity	Observations	Risk Rating	Action Required
Faulty Electrical Equipment	Staff, councillors, public	Low	High	Annual PA testing is conducted in April / May for all equipment	Medium	Remind Councillors of Date for PA Testing. Give guidance to councillors on visually checking their laptops for damage.
Overloading of Sockets	Staff, councillors	Medium	Medium	Overloaded sockets can result in overheating and fire. At YCC, socket usage is managed; at home, councillors may not follow safe practices.	Medium	Provide guidance (see appendix 1) on using appropriate plug extensions and avoiding socket overloading.
Damaged Cables and Plugs	Staff, councillors, public	Medium	High	Defective cables and plugs are visually checked at YCC during use; at home, councillors may not inspect them.	Medium	Remind staff and councillors to perform regular visual inspections and report any damage promptly. Replace damaged equipment immediately.
Electrical Fires	Staff, councillors, public	Low	High	Fixed wiring at the YCC is inspected every 5 years. Fire safety measures (extinguishers, clear corridors) are in place.	Low	
Electrocution	Staff, councillors	Low	High	All equipment at YCC is compliant with regulations. Councillors' home setups may lack RCD protection.	Medium	Recommend councillors use RCD adapters or surge protectors for laptops and ensure home setups comply with safety standards.
Inadequate Training or Awareness	Staff, councillors	Medium	Medium	Councillors may not be familiar with electrical safety practices for laptops at home.	Medium	Provide guidance on electrical safety, including tips for safe laptop use at home.
Trailing Cables	Staff, councillors, public	Medium	Medium	Trailing cables present a trip hazard and can lead to damaged plugs or sockets.	Medium	Secure trailing cables at the YCC with tape or cable covers. Provide councillors with advice on safe cable management at home.
Improper Use of Electrical Heaters	Staff	Low	High	Heaters at YCC must comply with fire regulations and be positioned safely.	Medium	Inspect heaters annually for compliance with fire safety regulations and ensure staff are aware of safe heater use practices.
Use of Unapproved Equipment	Staff, councillors	Low	Medium	Only council-approved equipment is used at the YCC, but councillors may use unapproved chargers or extensions at home.	Low	Advise councillors to use only approved chargers for their council-issued laptops.

System Overview

1. YCC Electrical Setup:

- All fixed wiring inspected every 5 years (last completed 13th September 2024).
- Portable equipment (e.g., kitchen appliances, office equipment) is PAT tested annually during April / May.

2. Councillors' Laptops:

- Each councillor is issued a laptop for use at home.
- Laptops are primarily used for email, document handling, and council-related tasks.

Control Measures

1. At the YCC:

- Conduct regular PA testing and fixed wiring inspections.
- Maintain clear pathways and prevent trailing cables.
- Train staff to identify and report electrical hazards.

2. At Home:

- Provide councillors with guidance on electrical safety for home setups (see appendix 1), emphasising:
 - Avoiding socket overloading.
 - Inspecting cables and plugs for wear or damage.
 - Using RCD adapters or surge protectors.

Emergency Procedures

• At the YCC:

- Report electrical faults immediately to the Clerk.
- Evacuate the building in case of fire and contact emergency services.
- Isolate power at the main fuse box if safe to do so.

• At Home:

- Advise councillors to unplug devices immediately if faults are noticed (e.g., sparks, unusual smells).
- Follow fire safety advice (call 999, use fire extinguishers if safe).

Approved: February 2025

Next Review: February 2026

Appendix 1



Banwell Parish Council Electrical Safety Guidance for Councillors

Purpose

This guidance aims to ensure the safe use of electrical equipment provided by the Parish Council, such as laptops, and to promote electrical safety at home.

General Safety Tips

- 1. Inspect Equipment Regularly:**
 - Check cables, plugs, and chargers for any signs of wear or damage (e.g., frayed wires or cracks).
 - Do not use equipment if you notice damage. Report it immediately to the Parish Clerk for replacement.
- 2. Avoid Overloading Sockets:**
 - Plug equipment directly into a socket whenever possible.
 - If you must use an extension lead, try to ensure it has surge protection and is not overloaded. If possible use a power strip with individual switches for each socket.
- 3. Cable Management:**
 - Keep cables tidy and avoid trailing them across walkways to prevent tripping hazards.
 - If necessary use cable ties or covers to secure cables neatly.
- 4. Turn Off Equipment When Not in Use:**
 - Switch off laptops, chargers, and other devices when not in use.
 - Unplug chargers from sockets overnight or when leaving the house.
- 5. Use Only Approved Equipment:**
 - Use the laptop charger and accessories provided by the Parish Council.
 - Do not use unapproved chargers or adapters as they may pose a fire or electrocution risk.

Fire Safety

- 1. Use Surge Protectors or RCDs:**
 - Where possible, use a Residual Current Device (RCD) to protect against electric shocks and surges (available from the Parish Clerk).
 - Where possible ensure extension leads have surge protection.
- 2. Keep Devices Ventilated:**
 - Avoid placing laptops on soft surfaces like beds or cushions during use as this can cause overheating.
 - Ensure adequate airflow around electrical devices.
- 3. In Case of Fire:**
 - If you notice sparks, burning smells, or overheating, unplug the device immediately if it is safe to do so.
 - In case of an electrical fire, do not use water to extinguish it. Use a dry powder fire extinguisher or call 999.

Laptop-Specific Tips

- 1. Charging Safety:**
 - Avoid leaving the laptop plugged in once fully charged to prevent overheating.
 - Use the charger provided by the Parish Council, as it is certified for safety.
- 2. Avoid Liquid Hazards:**
 - Keep drinks and other liquids away from the laptop and charger to prevent short circuits or damage.
- 3. Battery Care:**
 - Do not attempt to open or repair the laptop battery.
 - If the battery appears swollen or damaged, stop using the device and report it to the Parish Clerk immediately.

What to Do if You Spot a Problem

1. Report Issues Immediately:

- Contact the Parish Clerk if you notice damage to any equipment or cables.
- Request replacements promptly to avoid using faulty equipment.

2. Stop Using Faulty Equipment:

- Do not attempt repairs yourself unless qualified and authorized to do so.
- Unplug the device and set it aside until inspected.

Further Support

If you have questions or need additional equipment, please contact the Parish Clerk on 01934 820442.

Banwell Parish Council
Summary of Receipts and Payments
 Cost Centre Group - YCC Committee

29 January 2025 (2024-2025)

Youth & Community Centre

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
701	YCC upgrade				6,200.00	5,877.50	322.50	322.50 (5%)
702	YCC repairs & maintenance				2,900.00	3,016.07	-116.07	-116.07 (-4%)
703	YCC CCTV				800.00	530.00	270.00	270.00 (33%)
704	YCC Electricity				1,800.00	314.91	1,485.09	1,485.09 (82%)
705	YCC Gas				1,000.00	449.22	550.78	550.78 (55%)
706	YCC water				600.00	183.10	416.90	416.90 (69%)
707	YCC waste		7.72	7.72	300.00	166.83	133.17	140.89 (46%)
708	YCC cleaning & supplies		12.98	12.98	2,700.00	2,294.93	405.07	418.05 (15%)
710	YCC phone & wifi				700.00	441.98	258.02	258.02 (36%)
711	YCC Grass cutting				1,125.00	843.75	281.25	281.25 (25%)
712	YCC hedge, fence & tree work				500.00	170.00	330.00	330.00 (66%)
713	YCC grants & donations	1,000.00	1,000.00					(0%)
714	YCC income	500.00	515.00	15.00				15.00 (3%)
715	YCC Booking software				430.00	417.60	12.40	12.40 (2%)
716	YCC Music Licence				600.00	566.63	33.37	33.37 (5%)
717	YCC events refreshments		25.99	25.99	120.00	79.71	40.29	66.28 (55%)
SUB TOTAL		1,500.00	1,561.69	61.69	19,775.00	15,352.23	4,422.77	4,484.46 (21%)

Youth Club

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
801	YC sessions				8,000.00	3,240.00	4,760.00	4,760.00 (59%)
802	YC budget				400.00		400.00	400.00 (100%)
803	YC extraordinary activities				3,000.00		3,000.00	3,000.00 (100%)
805	YC subscriptions	600.00	514.55	-85.45				-85.45 (-14%)
806	Tuck Shop	100.00	391.63	291.63	100.00	265.07	-165.07	126.56 (63%)
807	Youth Forum				200.00		200.00	200.00 (100%)
SUB TOTAL		700.00	906.18	206.18	11,700.00	3,505.07	8,194.93	8,401.11 (67%)

Summary

NET TOTAL	2,200.00	2,467.87	267.87	31,475.00	18,857.30	12,617.70	12,885.57 (38%)
V.A.T.		16.14			1,782.01		
GROSS TOTAL		2,484.01			20,639.31		

Department	Budget 2023 / 24	Actual 2023/24	Budget 2024 / 2025	Spend 01.04.24 - 30.09.24	Anticipated Spend 2024 - 25	Comments	Draft Budget 2025 / 26	Precept	Reserves
YCC									
YCC upgrade	£ 25,000.00	£ 240.00	£ 6,200.00	£ 4,200.00	£ 5,000.00		£ 2,000.00	£ 2,000.00	£ -
Repairs & Maintenance	£ 3,000.00	£ 3,626.47	£ 2,900.00	£ 2,420.12	£ 2,500.00		£ 3,000.00	£ 3,000.00	£ -
CCTV	£ 200.00	£ 212.80	£ 800.00	£ 530.00	£ 800.00	2nd yr of replacement	£ 800.00	£ 800.00	£ -
Electricity	£ 2,000.00	£ 1,438.65	£ 1,800.00	£ 241.00	£ 600.00	New contract renew 2025	£ 800.00	£ 800.00	£ -
Gas	£ 2,000.00	£ 1,441.01	£ 1,000.00	£ 449.22	£ 1,000.00		£ 1,000.00	£ 1,000.00	£ -
Water	£ 600.00	£ 294.92	£ 600.00	£ 183.10	£ 483.10		£ 600.00	£ 600.00	£ -
Waste Collection	£ 620.00	£ 714.17	£ 300.00	£ 157.33	£ 276.66		£ 300.00	£ 300.00	£ -
Cleaning & supplies	£ 2,700.00	£ 2,679.39	£ 2,700.00	£ 2,038.93	£ 2,971.04		£ 3,000.00	£ 3,000.00	£ -
Phone internet	£ 1,000.00	£ 507.73	£ 700.00	£ 394.36	£ 571.44	1st year of 3yr	£ 600.00	£ 600.00	£ -
Grass cutting	£ 1,125.00	£ 1,012.13	£ 1,125.00	£ 750.00	£ 1,125.00		£ 1,125.00	£ 1,125.00	£ -
fence / hedge	£ 500.00	£ 1,274.34	£ 500.00	£ 170.00	£ 500.00		£ 500.00	£ 500.00	£ -
Booking software	£ 350.00	£ 417.60	£ 430.00	£ 417.60	£ 417.60		£ 430.00	£ 430.00	£ -
Music Licence	Budgetted as part of YCC office equip	£ 701.97	£ 600.00	£ 566.63	£ 600.00		£ 600.00	£ 600.00	£ -
YCC events refreshments	£ 112.11	£ 701.97	£ 120.00	£ 53.18	£ 120.00	23/24 paid for by fund raising	£ 150.00	£ 150.00	£ -
Income	-£ 500.00	-£ 1,233.50	-£ 500.00	-£ 515.00	-£ 600.00		-£ 500.00	-£ 500.00	£ -
TOTAL	£ 38,707.11	£ 14,029.65	£ 19,275.00	£ 12,056.47	£ 16,364.84		£ 14,405.00	£ 14,405.00	£ -