



DRAFT

BRADFORD ON AVON
TOWN COUNCIL

ANNUAL REPORT

2019 -20

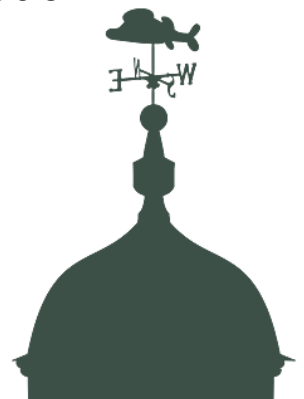


**BRADFORD
ON AVON**
TOWN COUNCIL



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Introduction from

Cllr Simon McNeill-Ritchie, Mayor
and
Cllr Dom Newton,
Leader of the Council



As we look back on 2019-20, we cannot help but view it through the prism of the last two months, our preparations for addressing the ongoing Public Health Emergency, and the Prime Minister's announcement of a nationwide lockdown on 23rd March.

At this stage, the duration of the Emergency is unclear, but to the extent that we can, we will continue provide support and resourcing to support our community and thank everyone for their stoicism.

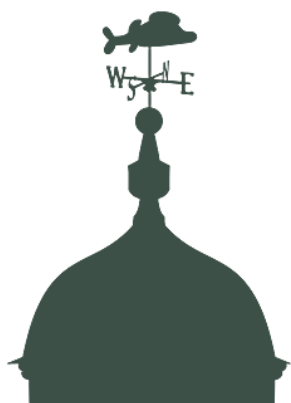
We must also mark, though, the significant work that has been undertaken in the last 12-months in other areas . The declaration of a Climate Emergency in March 2019, alongside the installation of solar panels on St. Margaret's Hall, set the tone for the year, which has seen a strong emphasis on addressing Climate Change through community action. Projects such as the installation of the water fountains, adoption of several small woodlands, and the continued fantastic efforts of our community volunteers mark the town out as one which we are proud to serve.

Alongside this, events such as the Duck Race and Christmas Lights switch on continue to provide a source of fun and entertainment to our town, and support local businesses and community groups.

As we head into the next period, there will no doubt be challenges. But, coming together as we will, we are sure that the community will show resilience and outstanding support for each other.

With very best wishes,

Simon and Dom



Climate Emergency

The declaration of a Climate Emergency at the beginning of March 2019 set a significant part of the Town Council's policy agenda.

Over the course of the year, the Council has hosted several public meetings to consult residents, and bring in external experts on specific subjects. It's also provided the theme for a number of events.

In May, Climate Friendly Bradford on Avon, local schools, voluntary organisations and businesses each took a role in creating bunting festooned around the town - a real community effort!



An inaugural meeting of the Climate Emergency Steering Group was held in August 2019, with a follow up in November.

The strategy document resulting from this process was shared extensively within the South West region, and led the way for several other Town and Parish Councils following suit.



Policies & Strategies adopted 2019-20

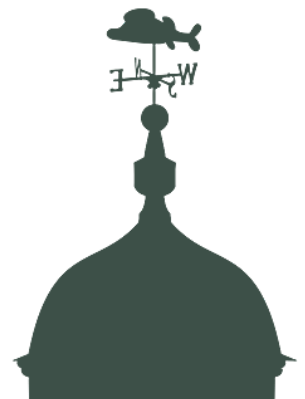
Alongside these policy areas, specific actions on these policies included:

- extensive tree-planting in Avoncliff Wood;
- ecology talks such as a 'Bat Chat', raising an awareness of endangered species;
- Green Homes event;
- Support for achieving Plastic-Free Community status;
- Adoption of Climate Emergency logo, to raise awareness of the policy;
- Adoption of local woodland.

Preparing for Growth

Alongside the Climate Emergency declaration, the Council continued to prepare for the long-anticipated transfer of assets and delegation of services from Wiltshire Council. This is anticipated to complete in mid-2020.

To further this policy, in January 2020 the Town Council recruited a Green Spaces Officer, who will work with voluntary and community sector groups and other stakeholders to promote and enhance our green infrastructure.



Projects 2019-20

Support for St. Laurence

In early summer Town Councillors confirmed a £10,000 donation to support new science facilities at St Laurence School. The build, which is now planned to be opened in Autumn 2020, will support children and young people across the town and from the surrounding area. The Town Council has launched a competition to name the lab, under the theme 'Ecology'.



Skatepark Project Progress

In August 2019 the Town Council selected Maverick Industries as our partner to design and build a new skatepark in the town to replace the facility removed by Wiltshire Council in early 2018, with site provisionally confirmed as Poulton field in February 2020.

The project, which is hoped to be funded primarily from community donations and grants, will provide a wheeled sports facility for skaters, BMXers and scooters.

Design work will now proceed with a consultation group made up of skaters and young people in the town, prior to initial work on planning permission.

Safer Pathways Project

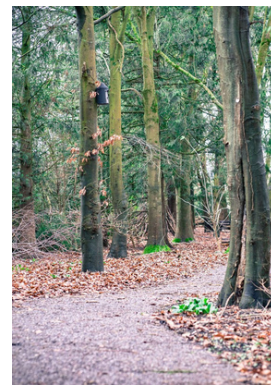
In April 2019, the Town Council launched the Safer Pathways project to review safety on various pedestrian routes around the town, with a view to installing handrails, and addressing paving surfaces.

Railings have now been completed between Newtown & Tory, and on the McKeever Bridge. Other areas continue to be reviewed.

Wood for the Trees

In keeping with our declaration of a Climate Emergency, the Town Council have taken on two areas of woodland. Kingston Woods was transferred to Town Council ownership alongside an attached children's play area by housing developer CG Fry.

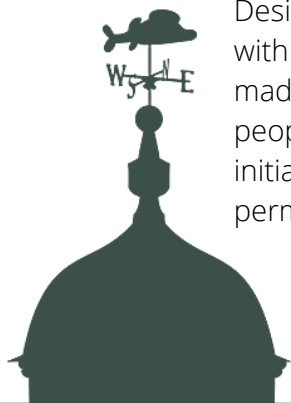
Arnolds Wood was gifted to the town in early 2020, and will be maintained as a mixed woodland habitat.



Fountains Support Plastic-free

Working with Climate Friendly Bradford on Avon, the Preservation Trust and other partners, the Town Council have installed three water fountains around the town to slake thirst and reduce the numbers of single-use plastic bottles.

Part of the Plastic Free initiative, the refill stations can be found in Culver Field, St. Margaret's Car Park and Sladesbrook play area.



Events

The **2019 Duck Race** held on 22nd April saw its biggest crowd to date, with hundreds flocking to the town centre for the annual race of 1000 ducks down a section of the River Avon.

The event was sponsored by Puddle Ducks Bristol & Bath with entertainment from Ticklish Allsorts and the FB Pocket Orchestra!



Christmas Light Switch-On & Gift Fair 2019

The annual Christmas Lights switch-on event was a big success once again. Performances in Westbury Garden came from Swing with Soul, St Laurence School Choir and Groovy Movers. There was also street entertainment from Nothing Like a Dame, fairground rides and food stalls.

The 2019 Shining Lights of BoA, Pip Maguire and Ellie Davies attended the event, and were presented with trophies by the Mayor.

Pancake Race 2020

The 2020 race was won by Harry Hamlin of CS Bowyers Funeral Directors.



Tourism & Events 2019-20

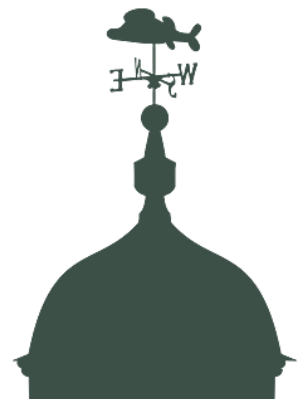
Along with the organisation and running of various annual events, the Town Council oversees the town's tourism offer; running the Tourist Information Centre (TIC) located in Westbury Garden; liaising with tourist industry organisations such as Visit Wiltshire, Visit Bath and the Great West Way; liaising with local venues and businesses; and developing the Explore BoA brand (implemented in 2018).



Along with the above, the www.bradfordonavon.co.uk website and social media feeds **@ExploreBoA** are managed by the Tourism & Events officer.



Follow **@ExploreBoA**
on social media



Facilities & Green Spaces 2019-20

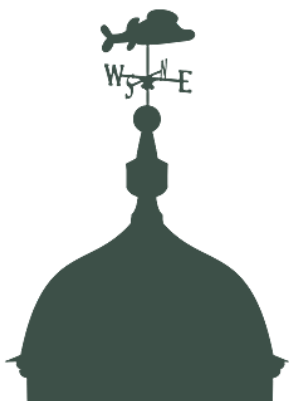
The Town Council are responsible for St Margaret's Hall, the Youth & Community Centre, Westbury Garden, Victory Field and Culver Close Recreation Ground offering affordable rates for private, commercial and organisational hire.

We are currently working with Wiltshire Council as part of their Asset Transfer process, which will see several extra locations and facilities being brought over to our stewardship, under management of our recently appointed Director of Operations.



New Role creation: Green Spaces Officer

In preparation for this transferral of assets and to inform our Climate Emergency strategy, we have also created a new role; Green Spaces Officer, and increased our Town Warden numbers.



Online

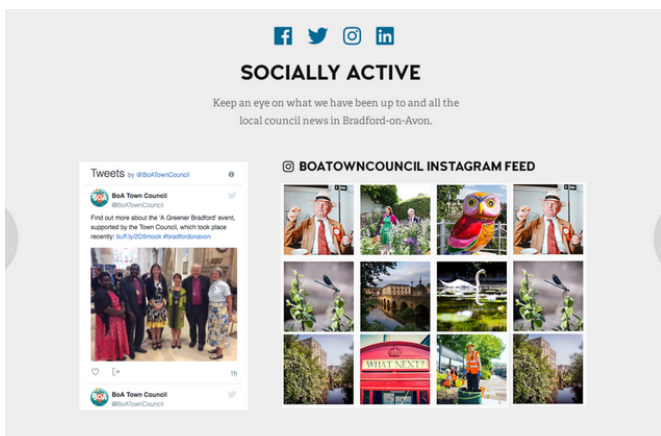
The Town Councils website and social media websites have developed rapidly in the last year, becoming a primary means of communicating accurate and timely information to residents.

In combination with re-branding, a clean and accessible website has dramatically improved our online presence.



Our social media feeds have also grown strongly. We have developed a standardised look, feel, and tone of voice for posts, coupled with high-quality imagery from an in-house professional photographer to build brand profile and online engagement.

This enables us to reach more people in the community, to ensure that they are aware of and can get involved in what the Town Council is doing - providing for improved accountability and transparency.



Communications

2019-20

Quarterly Newsletter

We continue to produce and distribute our Newsletter on a quarterly basis, to every household in the BA15 1 and BA15 2 postcodes.

As well providing information on Town Council initiatives, the Newsletter enhances visibility for community groups that have received grants or other support from us.



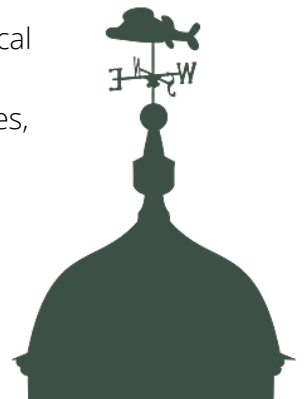
Community engagement

We regularly liaise with community groups, providing graphics where needed to support their events, helping to promote local charities. We work closely with the Town Council Community Emergency Volunteers to provide logos, branded equipment and identity cards and to enlist volunteers.

As well as Town Council meetings, we have hosted a range of other meetings and evenings, particularly in relation to the declaration of a Climate Emergency in March 2019.

We provide information to local and national press on Town Council policies, and respond to media enquiries.

Follow @BoATownCouncil on social media



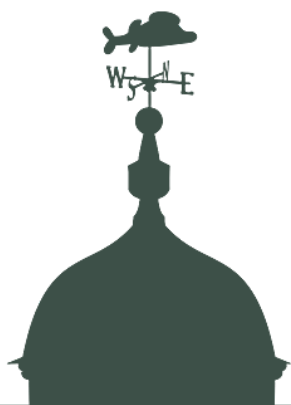
Accounts 2019-20



Bradford on Avon Town Council Accounts Balance Sheet as at 31 March 2020

	£	£
Current Assets		
Stock	2541	
Debtors	4100	
VAT Due	4753	
Prepayments	15481	
Rented Property Deposit	3000	
Current Account (Lloyds)	7514	
Deposit Accounts (Lloyds)	445917	
Deposit Account (CCLA)	150000	
Petty Cash	550	
		633856
Current Liabilities		
Creditors	21499	
Accruals	8064	
HMRC Due	7767	
Receipts in Advance	4771	
Booking Deposits Held	654	
BOA Fireworks	8050	
Misc Deposits Held	573	
		51378
Total Assets less Current Liabilities		582478
Financed By	£	£
General Reserves	(34,677)	
EMR - Signage & Wayfinding	14950	
EMR - Infrastructure Funding	76000	
EMR - Flood Defences	30000	
EMR - Youth Strategy	37105	
EMR - Capital Projects	62768	
EMR - Highways & Transport	49332	
EMR - Consultancy/Agency	43000	
EMR - Democratic Development	8000	
EMR - CIL	135484	
EMR - Asset Management	60176	
EMR - Recreation	16000	
EMR - Property	6500	
EMR - IT Replacements	8914	
EMR - Secret Gardens	1000	
EMR - Station Approach	2500	
EMR - Kingston Farm	62968	
EMR - Skatepark Feasibility	5000	
		585020
BALANCE AT YEAR END		(2,542)

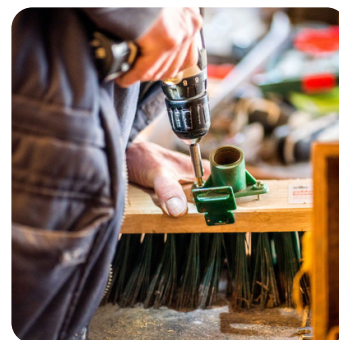
For more information on Town Council accounts visit:
www.bradfordonavontowncouncil.gov.uk/freedom-of-information
 or contact our office (see page 14)



Grants Awarded 2019-20

Recipient Body	Date	Amount	Purpose
St Laurence School	April 19	£10,000	Science equipment for new laboratories
Friends of Larkrise school	April 19	£1,000	Donation to assist in legal advice
Wessex MS Therapy	May 19	£750	Towards the cost of providing counsellors
BOA Lions	May 19	£110	Lions Fun Run
U3A Photography Group	May 19	£200	Photograph mounts & frames for exhibition in the West Barn
Carers Support Wiltshire	July 19	£1200	To set up a carer's café in BOA – one afternoon a month where carers can come together for support
BOA Computer club (no website added explore info)	July 19	£800	Towards cost of providing service
BOA Film Society	Sept 19	£50	Sponsoring a film - 3 Billboards outside Ebbing Missouri
BOA Museum	Dec 19	£1000	Towards the Grounds resistance system for Museum
Group 5	Dec 19	£500	Maintenance & running costs of the vehicle
Monday – Wednesday Club	Dec 19	£300	Towards food and Trip costs
Help Counselling Services	Dec 19	£360	Towards provision of 15 councillors in the area
Dementia Action Alliance	Dec 19	£950	Towards cost of 'Party in the Park' event
Men's Shed	Dec 19	£2400	Venue rent
Bowls Club	Dec 19	£1400	Half amount (with Area board) for new mower

For more information about grants awarded and how to apply for a grant visit:
<https://bradfordonavontowncouncil.gov.uk/grants-funding/>



Emergency Provision 2019-20

The last month or so of 2019-2020 have primarily been focused on the developing public health emergency, and the Town Council's response to that.

The confirmation of business continuity protocols by senior officers in March 2020 correctly pre-empted subsequent announcements by Her Majesty's Government laying the groundwork for continuing good governance of the town, as the situation develops.

With support the town's Community Emergency Volunteers, the Town Council have established emergency procedures, with the Leader of the Council and Chair of Council (Mayor) providing direct advice to the Town Clerk in order to support decision-making in the months ahead.

This will be supported by both the Director of Operations and Communications Manager in daily meetings to assess and respond to the needs of the town.

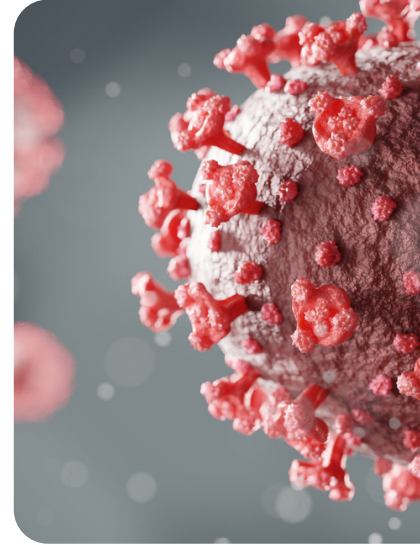
Information and leadership

While, as a Town Council we do not have a statutory role in public health, and only limited resources to assist in those efforts, providing effective communication and information will be key in supporting our community.

Covid-19 pandemic

Ensuring that public health messaging is made locally relevant, that it doesn't become 'wall-paper' and that it is delivered in an interesting and innovative way will be key areas of focus.

This will range from direct messages from Council Leaders, to online visuals content and short films.



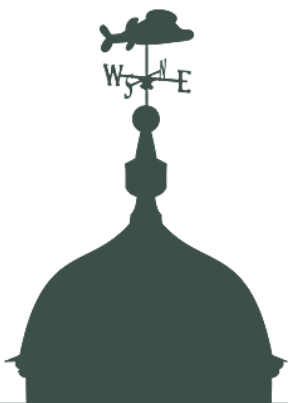
Community Support

The Town Council have recently launched a community fund, which will aim to raise £5,000 for the most vulnerable members of our community.

In addition, we are supporting a growing network of Street Champions to assist neighbours at a street-by-street level. This has involved rapid development of IT processes to assist in deployment of resources - assisted by several volunteers with experience of setting up processes and using online platforms.

We have also provided emergency additional funding to the Bradford on Avon Hub and Julian House, recognising that those most vulnerable are likely to be hardest hit.

The Town Council have closed all facilities for the present period, and will ensure that they are available as required for public health use.



Your Councillors 2019-20

Bradford on Avon is divided into two wards: South Ward and North Ward, each represented by six elected councillors.

Councillors are volunteers who are elected by the people of Bradford on Avon.



North Ward

Simon McNeill-Ritchie
Alex Kay
Dom Newton
Tom Lomax
Jim Lynch
Dan Taylor

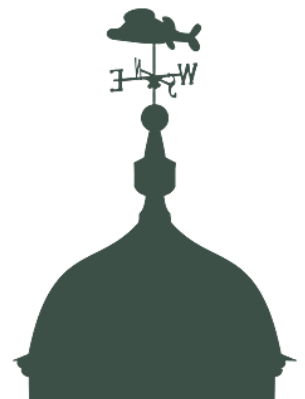
South Ward

Emma Franklin
Sarah Gibson
Jenny Parker
Dave Garwood
Mike Roberts
Laurie Brown

**To get in touch with any of your local
councillors visit:**

www.bradfordonavontowncouncil.gov.uk/your-councillors

or contact them via our office (see page 14)



Your Officers

2019-20

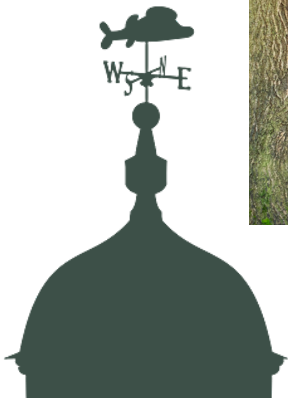
Town Council Officers ensure the day to day running of the organisation, as well as the delivery of council services and functions. Council staff are responsible for providing advice, implementing council's direction and taking action on council decisions.

Council officers also provide advice and expertise that help the council to form policy, along with delivering services and implementing decisions.

Town Clerk - Sandra Bartlett
Director of Operations - Ian Brown
Communications Manager - Lydia Booth
Tourism & Events Officer - Steph Shearing
Green Spaces Officer - Chris Hogg
Accountant - Sarah Hawkins
Facilities Manager - Tim Yeomans



Deputy Hall Manager - Keith Draper
Senior Administrator - Val Baker
Administrator - Gill Murray
Administrator - Jackie Brown
Town Warden - Simon Sutton
Town Warden - Stewart Heatherwick
Town Warden - Keith Denmark
Caretaker - Roger Collett





Contact us

We'd love to hear from you on how you think we are doing, what you would like us to focus on in the future, and how we can make our services even better.

Our phone line and email are staffed
9am - 5pm Monday - Thursday
9am - 4:30pm Friday

Email:

office@bradfordonavontowncouncil.gov.uk

Telephone: 01225 864240

By Post:

St Margaret's Hall, St Margaret's Street,
Bradford on Avon, Wiltshire BA15 1DE

You can also reach us and find out lots more information online:

Visit our website::

www.bradfordonavontowncouncil.gov.uk

We are closed on weekends & public holidays (unless otherwise stated)

