







Full Council

Full Council

1/8/2019 7:00 PM - 8:00 PM ((UTC+00:00) Dublin, Edinburgh, Lisbon, London)

AGENDA

Topic	
1 7.00pm QUESTION TIME OPEN TO THE PRESS AND PUBLIC (not to exceed 30 minutes) <i>The public are welcome to ask questions on matters that are on the agenda and other matters at the Chairman's discretion. The question should not be a statement and limited to no more than 5 minutes. The Chairman will call the question from those who are indicating that they wish to speak.</i> A <i>record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting and will be made public via our website and held in archive.</i>	
2 Apologies <i>To accept apologies.</i>	
3 Declarations of Interest <i>To receive any Declaration(s) of Interest under The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 made under Section 30 (3) of the Localism Act 2011 and under the Code of Conduct adopted by the Town Council</i>	
4 Minutes <i>To approve the minutes of the last meeting held on the 4th December 2018.</i>  2018.12.04_FC Minutes.pdf	3
5 Matters arising (FOR INFORMATION ONLY) <i>(i) Minute number 109 (i) To note that a response had been sent to Baroness Scott. This letter was circulated by email to all councillors.</i>	
6 Minutes of Committees <i>To note the minutes and decisions taken under delegated powers. These minutes are not for discussion.</i> <i>12.12.18 Environment & Planning delegated</i> <i>18.12.18 Resources Committee</i>  2018.12.18_RC Minutes.pdf	5
7 Chairman's report <i>Chairman to report.</i>	
8 Budget 2019 - 20 <i>Recommendation from the Resources Committee meeting held on the 18th December 2018 to accept the budget and set the precept. (Copy of the budget to follow)</i>	
9 Meeting dates <i>Please find attached meeting dates up to March 2020 for approval.</i>  Meeting dates 2019-20.pdf	7
10 Outcomes statement from the Culver Close meeting <i>Report to follow, for the approval of the Council</i>	
11 Management Accounts Reports <i>Detailed management reports up to 30th November 2018. These accounts show detailed balance sheet and income and expenditure by committee heading.</i>  Balance Sheet 30Nov18.pdf  I&E By Committee Nov18.pdf	8 9
12 Accounts for payment <i>To approve payroll and direct payments and invoices up to 30th November 2018. The accounts having been examined by a non-signatory councillor.</i>  Payments Nov18.pdf	17

Attendees

CLlr Alex Kay	Unconfirmed
CLlr Daniel Taylor	Unconfirmed
CLlr David Garwood	Unconfirmed
CLlr Dom Newton	Unconfirmed
CLlr Emma Franklin	Unconfirmed
CLlr Jennifer Parker	Unconfirmed
CLlr Jim Lynch	Unconfirmed
CLlr Laurie Brown	Unconfirmed
CLlr Michael Roberts	Unconfirmed
CLlr Simon Mcneill-Ritchie	Unconfirmed
CLlr Steve Plummer	Unconfirmed
CLlr Tom Lomax	Unconfirmed
Town Clerk	Unconfirmed

Minutes of the Full Council meeting of
BRADFORD ON AVON TOWN COUNCIL held at St. Margaret's Hall, Bradford on Avon
on the 4th December 2018 at 7.00p.m.

Attendance – Town Council

Cllr L Brown
Cllr E Franklin
Cllr D Garwood
Cllr A Kay (Chairman)
Cllr T Lomax
Cllr D Newton (Leader of the Council)
Cllr S Plummer
Cllr M Roberts
Cllr D Taylor
Mrs S Bartlett (Town Clerk)
Mr Ian Brown (Operations Manager)

Apologies

Cllr J Lynch, Cllr J Parker and Cllr S McNeill-Ritchie.

Members of the Public: Laura Darling and Alice from the Boating Community, Jeremy Wire and Peter Dunford.

104. Declarations of interest

Cllr Plummer made his usual declaration of interest.

105. Minutes

After small amendments were made it was, proposed by Cllr Newton and seconded by Cllr Garwood and with all in favour it was **RESOLVED**: that the minutes of the last meeting held on the 6th November 2018 were signed as a correct record.

106. Matters arising

Minute number 98 – Lord Fitzmaurice Foundation – Cllr Roberts reported that this meeting will take place in November 2019.

107. Minutes of Committees

The minutes from the Town Development Committee held on the 23rd October 2018 and the Environment & Planning Committee held on the 13th and 27th November 2018 were noted.

108. Chairman's Report

The Chairman's Report is attached to these minutes. Chairman read out Cllr McNeill-Ritchie's report, which will be forwarded to councillors. Cllr Franklin reported that she had attended a meeting with the Girl Guides and explained how local democracy works. She also came back with their suggestions for the town.

109. Correspondence for action

- (i) Reply noted from Baroness Scott on a no deal Brexit. After discussion, Cllrs Kay, Garwood and Newton decided to send a reply and Cllr Kay will circulate a draft by email to other members with a copy to Michelle Donelan M.P.
- (ii) Mayor's letter to Abbey Mill residents noted.

110. Public Conveniences Door at St. Margaret's Car Park

Operations Manager's Report noted and proposed by Cllr Kay seconded by Cllr Newton and with all in favour it was **RESOLVED**: To accept the quote for £2,750 plus VAT.

111. Woods Avoncliff

Jeremy Wire spoke in support of a donation to the Woodland Trust to buy Avoncliff woods. After discussion, it was proposed by Cllr Kay, seconded by Cllr Newton and with 6 in favour and 3 abstentions it was **RESOLVED**: To take up the Environment & Planning Committee recommendation and send Woodland Trust £250.00 towards the purchase of ancient woodland at Avoncliff.

112. Floaty Boaty Fund (FBF)

Laura Darling and Alice from the boating community explained the Floaty Boaty Fund (FBF) and how it would work with workshops for upskilling boaters working to a 2 to 3 year plan. Alice said that the Wiltshire Council Area Board had already given £1,000 to this initiative.

After a lengthy discussion, it was proposed by Cllr Kay, seconded by Cllr Newton and with 6 in favour and 3 abstentions it was **RESOLVED**: To pay £1,000 to BOACAN but to defer to Resources Committee to scrutinise that this money is ring fenced and spent on the right things for the boating community.

113. Environmental Statement

The Environment Statement proposed by the Council's Health and Safety providers was signed and duly adopted and signed by the Clerk.

114. Health & Safety Policy Statement

The Health & Safety Policy Statement proposed by the Council's Health and Safety providers was signed and duly adopted and signed by the Clerk.

115. Management Accounts Reports

The detailed management reports up to 31st October 2018 showing balance sheet and income and expenditure by committee were noted.

116. Accounts for payment

Chairman reported that she had checked the accounts and had no problems. It was proposed by Cllr Newton seconded by Cllr Garwood and with all in favour it was **RESOLVED**: That October invoices and payroll amounting to £57,302.86 be paid.

The meeting closed at 8.30p.m.



Minutes of the Bradford on Avon Town Council
Resources Committee
Held at the Town Council offices, St. Margaret's Hall, Bradford on Avon
On 18th December 2018 at 7pm

Present:

Cllr L Brown

Cllr A Kay

Cllr T Lomax

Cllr J Lynch (in attendance)*

Cllr D Newton (Chairman & Leader of the Council)

Cllr S Plummer (in attendance)

Cllr M Roberts

Sandra Bartlett (Town Clerk)

Sarah Hawkins (Accountant)

*left at 7.25p.m.

Members of the Public: None

Apologies: Cllr E Franklin, Cllr D Garwood and Cllr S McNeill-Ritchie.

41. Minutes

It was proposed by Cllr Kay seconded by Cllr Roberts and with all in favour it was

RESOLVED: That the minutes of the last meeting held on the 25th October 2018 be signed as a true record.

42. Declarations of interest

Cllr Plummer made his usual declaration of interest.

43. Duke Ellington's 'Sacred Concert' at Wiltshire Music Centre 10.03.19

Cllr Lynch explained that BOACAN had requested £500 of the grant towards the above event, as a contractual obligation arising from the cancelled Food of Love Festival.

After some discussion, it was proposed by Cllr Kay seconded by the Chairman and with 3 in favour and 1 abstention it was **RESOLVED:** That £500 be awarded to BOACAN for the Duke Ellington's 'Sacred Concert' at the Wiltshire Music Centre on the 10th March 2019.

44. Floaty Boat Fund (FBF)

£1,000 match funding with Area Board granted at Full Council on the 4th December 2018. Discussion ensued to ensure that BOACAN ring-fences this money for the benefit of the boating community. Members asked for a statement of activity from BOACAN every six months.

45. Budget 2019-20

Cllr Brown said that he liked the new format of the budget prepared by the Operations Manager. He found it easier to read. His only suggestion was that he would like to see an extra column in the budget with figures on the year to date for comparison to what was proposed. Cllr Plummer requested to know how much the budget would be for tourism and how much would be spent on advertising, coach friendly, subscriptions etc. Cllr Roberts asked questions on the budget proposals, which were explained. Cllr Brown asked if the

flood defence monies were still in the budget and was advised that there was £30,000 in earmarked reserves on the balance sheet.

It was proposed by the Chairman and seconded by Cllr Kay and with all in favour it was **RESOLVED**: That the budget proposal for a precept of £742,390.00 (attached) be recommended to Full Council on the 8th January 2018 with an extra column inserted to show the year to date. This would require an increase in the Council tax for Bradford on Avon of 6%.

The meeting closed at 7.50pm.

Meeting Dates
Jan 2019- March 2020

meeting	time	2019												2020		
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Full Council	19:00	8	5	5	2	7	4	2	6	3	8	12	3	7	4	3
Environment and Planning	19:00	9,30	13,26	20	3,16,30	15,28	11,25	9,23	13,27	10	1,15	5,26	10	8,21	18	10,24
Town Development	19:00	22		12		14		24		17		19		28		17
Community and Recreation	19:00	29		19		29		30			2		11		25	
Highways and Transport	19:00		12		9		18		28		22		18		11	
Resources	19:00	15		26		21		16		24		27	17		19	

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 8 30November2018

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<i>Current Assets</i>		
100	Trade Debtors	17,395	
105	VAT Control A/c	3,780	
110	Prepayments	22,234	
200	Lloyds Current Account	691,206	
201	Lloyds Premier Interest Acct	95,969	
204	Lloyds Fixed Term Deposit	280,477	
231	Petty Cash	300	
232	TIC Float	50	
233	Events Float	100	
235	Youth Club Petty Cash	100	
	Total Current Assets	1,111,610	
	<i>Current Liabilities</i>		
501	Creditors	23,371	
510	Accruals	5,117	
515	PAYE/NI Due	6,246	
525	SMH Cleaning Deposit	142	
530	Deposits	50	
565	Holding Deposit - Bookings	1,106	
575	Cards For Good Causes	3,207	
580	Misc Creditors	433	
585	BOA Womens 100	3,227	
595	C2P Heritage Lottery	3,868	
600	C2P Donations	4,485	
	Total Current Liabilities	51,251	
	Net Current Assets		1,060,360
	Total Assets less Current Liabilities		1,060,360
	<i>Represented By :-</i>		
300	Current Year Fund	383,451	
310	General Reserves	552,956	
335	EMR - Infrastructure Funding	76,000	
337	EMR - CWLPEC	14,105	
339	EMR - Youth Strategy	13,000	
340	EMR - Car Parking Study	1,000	
341	EMR - Grants	3,163	
342	EMR - Highways Budget	16,685	
	Total Equity		1,060,360

Month No : 8

I&E By Committee

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available	% of Budget
Resources								
101	Administration							
4001	Staff Employment Costs	18,402	131,882	236,565	104,683		104,683	55.7 %
4002	Agency/Temp Staff	0	0	3,000	3,000		3,000	0.0 %
4006	Refreshments	10	623	700	77		77	89.0 %
4007	Staff Travel	68	102	300	198		198	34.1 %
4008	Training and Conferences	38	312	1,250	939		939	24.9 %
4013	Rent	0	0	20,000	20,000		20,000	0.0 %
4017	Cleaning	20	182	400	218		218	45.5 %
4019	Miscellaneous	60	143	500	357		357	28.6 %
4021	Telephone & Broadband	174	1,083	1,925	842		842	56.2 %
4022	Postage (incl Franking M/c)	31	19	900	881		881	2.1 %
4023	Stationery	37	372	1,200	828		828	31.0 %
4024	Photocopying	57	575	1,500	925		925	38.3 %
4025	Insurance	807	4,895	9,400	4,505		4,505	52.1 %
4026	Subscriptions	126	1,401	1,750	349		349	80.1 %
4027	Licences	3	194	0	-194		-194	0.0 %
4031	Recruitment Advertising	0	864	2,000	1,136		1,136	43.2 %
4032	Publicity	80	386	1,000	614		614	38.6 %
4036	Software & Support	1,440	9,865	5,000	-4,865		-4,865	197.3 %
4037	Computer Hardware	0	2,529	2,500	-29		-29	101.2 %
4038	Town Clock Maintenance	0	210	251	41		41	83.7 %
4041	Property & Other Maintenance	0	0	500	500		500	0.0 %
4043	Equipment Repairs&RunningCosts	0	33	0	-33		-33	0.0 %
4046	Equipment Purchase	-22	134	750	616		616	17.8 %
4051	Audit Fees - external	108	667	2,000	1,333		1,333	33.3 %
4052	Audit Fees - internal	58	460	900	440		440	51.1 %
4054	Payroll Fees	62	572	1,000	428		428	57.2 %
4055	Legal Fees	0	1,580	2,500	920		920	63.2 %
4056	HR Consultancy	0	644	2,500	1,857		1,857	25.7 %
4058	Professional Fees	0	0	1,000	1,000		1,000	0.0 %
4064	Bank Charges	14	188	300	112		112	62.8 %
	Administration :- Expenditure	21,573	159,914	301,591	141,677	0	141,677	53.0 %
1076	Precept	0	689,590	689,590	0			100.0 %
1080	CWLPEC SLA Income	0	8,000	0	8,000			0.0 %
1090	Interest Received	547	1,272	1,000	272			127.2 %
	Administration :- Income	547	698,862	690,590	8,272			101.2 %
	Net Expenditure over	21,025	-538,948	-388,999	149,949			

Month No : 8

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available	% of Budget
102 Civic & Democratic							
4007 Staff Travel	0	24	0	-24		-24	0.0 %
4008 Training and Conferences	0	175	1,250	1,075		1,075	14.0 %
4019 Miscellaneous	0	42	0	-42		-42	0.0 %
4030 Events	0	428	0	-428		-428	0.0 %
4034 Newsletter	1,248	4,022	4,500	478		478	89.4 %
4201 Chairmans Allowance	0	1,100	1,100	0		0	100.0 %
4202 Chairmans Expenses	54	418	750	332		332	55.8 %
4203 Members Expenses	0	44	600	556		556	7.4 %
4215 Remembrance Day	544	559	0	-559		-559	0.0 %
4221 Twinning	0	87	1,300	1,213		1,213	6.7 %
4750 Democratic Development Fund	0	0	5,000	5,000		5,000	0.0 %
Civic & Democratic :- Expenditure	1,846	6,899	14,500	7,601	0	7,601	47.6 %
1203 Events Income	0	17	0	17			0.0 %
Civic & Democratic :- Income	0	17	0	17			
Net Expenditure over	1,846	6,882	14,500	7,618			
109 Capital & Projects							
4901 CP - Loan Repayment	0	9,170	18,339	9,169		9,169	50.0 %
4902 Rolling Contingency Fund	1,505	11,774	0	-11,774		-11,774	0.0 %
Capital & Projects :- Expenditure	1,505	20,944	18,339	-2,605	0	-2,605	114.2 %
1075 CIL (S106) Grants Receivable	49,032	54,965	0	54,965			0.0 %
Capital & Projects :- Income	49,032	54,965	0	54,965			
Net Expenditure over	-47,527	-34,022	18,339	52,361			
201 Victory Field							
4001 Staff Employment Costs	620	5,028	6,000	972		972	83.8 %
4012 Water	16	61	100	39		39	60.8 %
4014 Light & Heat	18	111	150	39		39	73.7 %
4017 Cleaning	-170	-139	0	139		139	0.0 %
4252 Victory Field Maintenance	77	3,202	10,000	6,798		6,798	32.0 %
4253 V F Safety Checks Play Eqpt	0	0	600	600		600	0.0 %
Victory Field :- Expenditure	562	8,262	16,850	8,588	0	8,588	49.0 %
1001 Booking Income	200	1,455	0	1,455			0.0 %
Victory Field :- Income	200	1,455	0	1,455			
Net Expenditure over	362	6,807	16,850	10,043			

Month No : 8

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available	% of Budget
203 Youth & Community Centre							
4001 Staff Employment Costs	405	3,834	5,400	1,566		1,566	71.0 %
4011 Rates	287	2,296	4,000	1,704		1,704	57.4 %
4012 Water	40	300	500	200		200	59.9 %
4013 Rent	86	662	1,000	338		338	66.2 %
4014 Light & Heat	281	1,746	2,300	554		554	75.9 %
4016 Refuse Disposal	39	306	500	194		194	61.3 %
4017 Cleaning	52	388	500	112		112	77.7 %
4021 Telephone & Broadband	37	274	325	51		51	84.3 %
4027 Licences	5	50	0	-50		-50	0.0 %
4039 CCTV Costs	0	0	250	250		250	0.0 %
4040 Alarms	0	48	275	227		227	17.6 %
4041 Property & Other Maintenance	0	736	1,500	764		764	49.0 %
4043 Equipment Repairs&RunningCosts	0	0	200	200		200	0.0 %
4046 Equipment Purchase	0	667	0	-667		-667	0.0 %
Youth & Community Centre :- Expenditure	1,232	11,307	16,750	5,443	0	5,443	67.5 %
1001 Booking Income	1,511	15,143	10,000	5,143			151.4 %
1005 BoA Youth Service Bookings	0	325	3,000	-2,675			10.8 %
1010 Grants Received	0	0	3,500	-3,500			0.0 %
Youth & Community Centre :- Income	1,511	15,468	16,500	-1,033			93.7 %
Net Expenditure over	-279	-4,161	250	4,411			
303 Westbury Gardens							
4001 Staff Employment Costs	415	3,580	4,000	420		420	89.5 %
4062 Westbury Gardens Maintenance	141	1,391	6,000	4,610		4,610	23.2 %
Westbury Gardens :- Expenditure	556	4,971	10,000	5,030	0	5,030	49.7 %
1001 Booking Income	0	350	500	-150			70.0 %
Westbury Gardens :- Income	0	350	500	-150			70.0 %
Net Expenditure over	556	4,621	9,500	4,880			
305 Bridge Street							
4014 Light & Heat	11	127	0	-127		-127	0.0 %
Bridge Street :- Expenditure	11	127	0	-127	0	-127	
1305 Utilities recharge	0	0	0	0			0.0 %
Bridge Street :- Income	0	0	0	0			
Net Expenditure over	11	128	0	-128			

Month No : 8

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available	% of Budget
403 Public Conveniences							
4001 Staff Employment Costs	1,649	13,375	16,000	2,625		2,625	83.6 %
4011 Rates	464	3,712	6,500	2,788		2,788	57.1 %
4012 Water	158	2,063	3,000	937		937	68.8 %
4014 Light & Heat	242	1,781	2,600	819		819	68.5 %
4017 Cleaning	0	5	0	-5		-5	0.0 %
4028 Uniforms/Protective Clothing	0	96	150	54		54	63.7 %
4039 CCTV Costs	0	0	500	500		500	0.0 %
4041 Property & Other Maintenance	23	681	3,000	2,319		2,319	22.7 %
4311 Public Conv's Cleaning Product	42	666	1,300	634		634	51.2 %
Public Conveniences :- Expenditure	2,577	22,378	33,050	10,672	0	10,672	67.7 %
Net Expenditure over	2,577	22,378	33,050	10,672			
501 St Margaret's Hall							
4001 Staff Employment Costs	5,431	41,601	61,875	20,274		20,274	67.2 %
4011 Rates	388	3,104	5,500	2,396		2,396	56.4 %
4012 Water	845	1,030	1,500	470		470	68.7 %
4013 Rent	0	0	-20,000	-20,000		-20,000	0.0 %
4014 Light & Heat	595	3,036	5,500	2,464		2,464	55.2 %
4016 Refuse Disposal	197	1,463	1,600	137		137	91.4 %
4017 Cleaning	61	763	1,500	737		737	50.9 %
4019 Miscellaneous	0	55	0	-55		-55	0.0 %
4027 Licences	72	563	1,000	437		437	56.3 %
4030 Events	848	3,308	2,500	-808		-808	132.3 %
4032 Publicity	-160	697	1,000	303		303	69.7 %
4039 CCTV Costs	0	0	250	250		250	0.0 %
4040 Alarms	50	427	475	48		48	89.8 %
4041 Property & Other Maintenance	875	5,501	5,000	-501		-501	110.0 %
4043 Equipment Repairs&RunningCosts	46	415	300	-115		-115	138.3 %
4046 Equipment Purchase	0	635	1,250	615		615	50.8 %
St Margaret's Hall :- Expenditure	9,249	62,597	69,250	6,653	0	6,653	90.4 %
1001 Booking Income	4,376	27,995	49,500	-21,505			56.6 %
1203 Events Income	1,244	3,361	2,500	861			134.4 %
St Margaret's Hall :- Income	5,620	31,356	52,000	-20,644			60.3 %
Net Expenditure over	3,629	31,241	17,250	-13,991			
601 Bearfield							
4601 Bearfield Maintenance	245	2,080	2,500	420		420	83.2 %
Bearfield :- Expenditure	245	2,080	2,500	420	0	420	83.2 %
Net Expenditure over	245	2,080	2,500	420			

Month No : 8

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available	% of Budget
602 Festival Gardens							
4602 Festival Gardens	0	0	1,000	1,000		1,000	0.0 %
Festival Gardens :- Expenditure	0	0	1,000	1,000	0	1,000	0.0 %
Net Expenditure over	0	0	1,000	1,000			
Resources :- Expenditure	39,356	299,479	483,830	184,351	0	184,351	61.9 %
Income	56,911	802,472	759,590	42,882			105.6 %
Net Expenditure over Income	-17,555	-502,993	-275,760	227,233			
Community & Recreation							
103 Grants							
4102 Grants	-1,500	30,946	34,000	3,054		3,054	91.0 %
Grants :- Expenditure	-1,500	30,946	34,000	3,054	0	3,054	91.0 %
Net Expenditure over	-1,500	30,946	34,000	3,054			
202 Events							
4030 Events	200	1,612	0	-1,612		-1,612	0.0 %
Events :- Expenditure	200	1,612	0	-1,612	0	-1,612	
1070 Miscellaneous Income	0	41	0	41			0.0 %
1203 Events Income	37	923	0	923			0.0 %
Events :- Income	37	964	0	964			
Net Expenditure over	163	649	0	-649			
204 Youth Club							
4001 Staff Employment Costs	0	895	0	-895		-895	0.0 %
4019 Miscellaneous	0	465	0	-465		-465	0.0 %
4213 Hall/Room Hire	0	325	0	-325		-325	0.0 %
Youth Club :- Expenditure	0	1,686	0	-1,686	0	-1,686	
1210 Youth Club Subs	0	181	0	181			0.0 %
1211 Youth Club Tuck Shop	0	92	0	92			0.0 %
Youth Club :- Income	0	273	0	273			
Net Expenditure over	0	1,413	0	-1,413			
205 Youth Services							
4213 Hall/Room Hire	0	0	3,000	3,000		3,000	0.0 %

Month No : 8

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available	% of Budget
4650 Youth Strategy	6,775	20,866	40,000	19,134		19,134	52.2 %
Youth Services :- Expenditure	6,775	20,866	43,000	22,134	0	22,134	48.5 %
1010 Grants Received	0	0	8,000	-8,000			0.0 %
1215 Youth Services Income	0	6,500	0	6,500			0.0 %
Youth Services :- Income	0	6,500	8,000	-1,500			81.2 %
Net Expenditure over	6,775	14,366	35,000	20,634			
Community & Recreation :- Expenditure	5,475	55,110	77,000	21,890	0	21,890	71.6 %
Income	37	7,736	8,000	-264			96.7 %
Net Expenditure over Income	5,438	47,374	69,000	21,626			
<u>Town Development</u>							
<u>301 Town Development</u>							
4001 Staff Employment Costs	415	3,369	4,000	631		631	84.2 %
4025 Insurance	42	336	0	-336		-336	0.0 %
4059 CEV	60	789	3,000	2,211		2,211	26.3 %
4302 Hanging Baskets	0	5,559	5,500	-59		-59	101.1 %
4303 Seat Repairs&Renewals	0	0	1,500	1,500		1,500	0.0 %
4404 Tory Trees	0	580	1,000	420		420	58.0 %
4550 Play Areas (WC)	0	1,680	30,000	28,320		28,320	5.6 %
4700 Tourism Development Fund	470	6,977	8,000	1,023		1,023	87.2 %
4850 Volunteer Development Fund	0	0	4,000	4,000		4,000	0.0 %
Town Development :- Expenditure	987	19,290	57,000	37,710	0	37,710	33.8 %
1010 Grants Received	0	2,075	0	2,075			0.0 %
1070 Miscellaneous Income	0	250	0	250			0.0 %
Town Development :- Income	0	2,325	0	2,325			
Net Expenditure over	987	16,965	57,000	40,035			
<u>304 Business & Tourism inc TIC</u>							
4001 Staff Employment Costs	3,140	24,320	49,160	24,840		24,840	49.5 %
4006 Refreshments	0	3	200	197		197	1.4 %
4007 Staff Travel	0	62	200	138		138	31.0 %
4008 Training and Conferences	0	200	0	-200		-200	0.0 %
4011 Rates	265	2,119	4,000	1,881		1,881	53.0 %
4012 Water	75	222	900	678		678	24.7 %
4013 Rent	1,000	8,000	16,500	8,500		8,500	48.5 %
4014 Light & Heat	205	1,622	2,450	828		828	66.2 %

Month No : 8

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available	% of Budget
4017 Cleaning	0	0	200	200		200	0.0 %
4019 Miscellaneous	0	3	0	-3		-3	0.0 %
4021 Telephone & Broadband	26	209	750	541		541	27.9 %
4022 Postage (incl Franking M/c)	5	37	100	63		63	37.1 %
4023 Stationery	0	35	100	65		65	35.0 %
4025 Insurance	25	200	0	-200		-200	0.0 %
4026 Subscriptions	130	980	1,750	770		770	56.0 %
4032 Publicity	0	625	1,000	375		375	62.5 %
4036 Software & Support	60	216	0	-216		-216	0.0 %
4041 Property & Other Maintenance	0	525	3,000	2,475		2,475	17.5 %
4045 Christmas Lights	9,605	9,840	8,000	-1,840		-1,840	123.0 %
4046 Equipment Purchase	0	171	500	329		329	34.2 %
4063 Service Charge	66	528	800	272		272	66.0 %
4070 Goods for Resale	25	786	1,500	714		714	52.4 %
4219 South West In Bloom	0	3,668	5,000	1,332		1,332	73.4 %
4225 Signage & Wayfinding Project	0	0	10,000	10,000		10,000	0.0 %
Business & Tourism inc TIC :- Expenditure	14,628	54,369	106,110	51,741	0	51,741	51.2 %
1070 Miscellaneous Income	0	500	0	500			0.0 %
1200 Christmas Lights Income	840	840	4,000	-3,160			21.0 %
1201 TIC Income	127	2,439	3,000	-561			81.3 %
1204 Charity Christmas Cards	0	0	1,000	-1,000			0.0 %
1205 Accommodation Guide Inc	0	113	0	113			0.0 %
1300 Cafe Rent	0	3,907	4,000	-93			97.7 %
1305 Utilities recharge	0	-2,093	800	-2,893			-261.6 %
1310 Insurance Recharged	0	0	300	-300			0.0 %
1315 Business Rates Recharged	0	0	1,250	-1,250			0.0 %
Business & Tourism inc TIC :- Income	967	5,705	14,350	-8,645			39.8 %
Net Expenditure over	13,662	48,664	91,760	43,096			
306 Culver Close							
4041 Property & Other Maintenance	110	123	0	-123		-123	0.0 %
4500 Culver Close Asset Transfer	0	0	30,000	30,000		30,000	0.0 %
Culver Close :- Expenditure	110	123	30,000	29,877	0	29,877	0.4 %
1330 Culver Close Rent Income	375	750	5,000	-4,250			15.0 %
Culver Close :- Income	375	750	5,000	-4,250			15.0 %
Net Expenditure over	-265	-627	25,000	25,627			
Town Development :- Expenditure	15,725	73,782	193,110	119,328	0	119,328	38.2 %
Income	1,342	8,780	19,350	-10,570			45.4 %
Net Expenditure over Income	14,384	65,001	173,760	108,759			

Environment & Planning

Month No : 8

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available	% of Budget
401 Environment & Planning							
4019 Miscellaneous	0	400	0	-400		-400	0.0 %
4401 Conservation Consultant	0	1,446	3,000	1,554		1,554	48.2 %
4800 Environmental Development Fund	0	5,321	10,000	4,679		4,679	53.2 %
Environment & Planning :- Expenditure	0	7,167	13,000	5,833	0	5,833	55.1 %
Net Expenditure over	0	7,167	13,000	5,833			
Environment & Planning :- Expenditure	0	7,167	13,000	5,833	0	5,833	55.1 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	0	7,167	13,000	5,833			
Highways & Transport							
402 Highways & Transport							
4409 Highways Improvements	0	0	20,000	20,000		20,000	0.0 %
Highways & Transport :- Expenditure	0	0	20,000	20,000	0	20,000	0.0 %
Net Expenditure over	0	0	20,000	20,000			
Highways & Transport :- Expenditure	0	0	20,000	20,000	0	20,000	0.0 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	0	0	20,000	20,000			

Bradford on Avon Town Council

List of Payments made between 01/11/2018 and 30/11/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
02/11/2018	BOA Glow Run	FP 2Nov18	750.00	GlowRun C&R 7Feb18 Minute48(i)
09/11/2018	Lloyds Bank plc	DD 9Nov18	17.08	Charges 10Sep-9Oct18
09/11/2018	West Mercia Energy	DD 9Nov18	148.74	Gas Sep18
09/11/2018	Lazy Days Landscaping Ltd	FP 9Nov18	258.00	Bearfield Hole Repairs
09/11/2018	Festive Lights Ltd	FP 9Nov18	690.05	CL18 StringLight & Transformers x48
30/11/2018	Festive Lights Ltd	Refund	-690.05	Refund CL18 StringLight & Transformers x48
13/11/2018	Cash	006410	165.28	Petty Cash Oct18
13/11/2018	Entanet International Ltd	DD 13Nov18	29.10	ADSL Nov18 YC
15/11/2018	Wiltshire Council	DD 112343	344.00	18/19 NDR YC
15/11/2018	Wiltshire Council	DD 142337	363.00	18/19 NDR TIC
15/11/2018	Wiltshire Council	DD 158763	278.00	18/19 NDR SCP
15/11/2018	West Mercia Energy	DD 15Nov18	523.25	Electricity Sep18
18/11/2018	The Bobcats Rugby	191118001	1000.00	BobcatsRugby C&R 24Jul18 Minute60(a)(i)
18/11/2018	Citation Ltd	191118002	402.00	Combined Services/FireRiskAssessment
18/11/2018	Mrs Angela DALE	191118003	170.00	2xTeaDance Hosting Oct18
18/11/2018	Moviola Ltd	191118004	58.53	Film Hire MatineeFilmClub 6Nov18
18/11/2018	D Perry	191118005	245.00	Oct18 Maintenance Bearfield
18/11/2018	Bradford on Avon Preservation	191118006	230.00	C2P PrioryBarn 10Nov18
18/11/2018	Rialtas Business Solutions Ltd	191118007	342.00	Bookings Software Nov18-Oct19
18/11/2018	Unique Signs Ltd	191118008	324.00	CL18 6xBanners
18/11/2018	Wiltshire Council	191118009	2016.00	St Aldhelms Repairs
18/11/2018	WPS Ltd	191118010	34.57	IB Laptop Cover
19/11/2018	BIRMINGHAM	DD 19Nov18	91.81	OctCalls/NovCharges (Office)
19/11/2018	West Mercia Energy	DD 19Nov18	411.96	Electricity Sep18
22/11/2018	Avon Printing Services Ltd	221118001	598.00	Winter18 Newsletter x6700
22/11/2018	Bath Tourism Plus	221118002	540.00	Bath At Christmas Advert
22/11/2018	Mark Bessant Ltd	221118003	700.00	Travel Trade Artwork Design TIC
22/11/2018	Blue Frontier IT Ltd	221118004	637.20	New User Setup etc
22/11/2018	Boson Web Ltd	221118005	1127.10	Website Handover#1 10%
22/11/2018	Burbidge Electrical	221118006	97.30	CL18 Flagpole Holdersx7 & Del
22/11/2018	Joceline Bury	221118007	130.00	Autumn Newsletter Production
22/11/2018	Colin Johns	221118008	520.00	Colin Johns JAS18
22/11/2018	Community Foster Care	221118009	11575.25	Youth Service 12Oct18-22Jan19
22/11/2018	Wiltshire Music Centre Trust L	221118010	36.00	C2P AdminFee WMC Symposium
22/11/2018	The PCC of Holy Trinity Church	221118011	250.00	C2P Choirs Concert Holy Trinity
22/11/2018	Mr R.W.A. Powell	221118012	40.00	WG GrassCut 10Nov18
22/11/2018	HMRC	BACS	6681.09	HMRC BACS 22Nov18
23/11/2018	All The Kit	231118001	960.00	CL18 Stage etc
23/11/2018	Avonfield Gardens Ltd	231118002	120.61	Winter Bedding Plants WG
23/11/2018	Box Tale Soup Ltd	231118003	650.00	WitW 31Oct18
23/11/2018	Colborne Trophies Limited	231118004	102.00	C2P LaminateTreePlaque&Spike
23/11/2018	Dawn Gorman	231118005	350.00	C2P PoetsWar8Nov Emcee etc
23/11/2018	Martin Malone	231118006	300.00	C2P ThePoetsWar Poet&Exps 8Nov
23/11/2018	Simon McNeill-Ritchie	231118007	1072.69	C2P PanelResearchBooks
23/11/2018	Monday Wednesday Club	231118008	250.00	MonWedClub C&R 16Oct18 Min66 (iii)
23/11/2018	Gill Murray	231118009	59.00	GMurray Eye Test etc
23/11/2018	Secure Door Services (SW) Ltd	231118010	1248.00	Replace Pavilion Shutter 1of2
23/11/2018	Max Stanton	231118011	40.00	JazzPiano/Exps 1Nov18 TeaParty
23/11/2018	South West In Bloom	231118012	54.00	SWIB Presentation x3
23/11/2018	Systemagic Ltd	231118013	600.00	Monthly Support Oct18
23/11/2018	The English Garland Company Ltd	231118014	817.59	CL18 DS HD Wreathx4
23/11/2018	UK Wholesale Direct	DD 23Nov18	20.54	TIC NovCalls/OctCharges
23/11/2018	BT Payment Services Ltd	DD23Nov18	88.56	Line Rental 868165 InternetLine
26/11/2018	Dom Newton	101536	44.35	C2P Refreshments Folk/OpenMic Night
26/11/2018	Scott Ludlam	101537	75.00	PA Hire 11Nov18
26/11/2018	Royal British Legion	101538	30.00	TC Donation Poppy Wreath
26/11/2018	Save the Children	101539	200.00	HallTeaPartyCakes 1Nov18
26/11/2018	Lloyds Bank plc	DD 26Nov	103.15	Credit Card Purchases
26/11/2018	J&V Data Services Ltd	DD 26Nov18	15.85	OctCalls/NovCharges
26/11/2018	Moorepay Limited	DD26May18	74.44	Oct18 Payroll

26/11/2018	Salaries/Pension Nov18	BACS 26NOV	24231.40	Salaries/Pension Nov18
28/11/2018	Wiltshire Council	DD 134007	466.00	18/19 NDR SMH
28/11/2018	Wiltshire Council	DD 159398	232.00	18/19 NDR SMCP
30/11/2018	EA Kay	3011001	172.65	C2P Refreshments Archaeology Talk
30/11/2018	Bradsons	3011002	526.60	RoadClosure 11Nov18
30/11/2018	Burbidge Electrical	3011003	1238.66	Electrical Works
30/11/2018	Burbidge Electrical	3011003A	766.66	CL18 StringLight & Transformers x48
30/11/2018	Joceline Bury	3011004	150.00	Winter18 Newsletter
30/11/2018	Joceline Bury	3011004A	580.00	C2P Event Programmes/Info Boards
30/11/2018	Downside Nurseries	3011005	48.00	C2P Centenary Oak Tree
30/11/2018	Gillingham Press Company Ltd	3011006	580.00	C2P TheGreatWar&BOAx500Books
30/11/2018	Annie Falconer-Gronow	3011007	400.00	C2P GreatWar&BOABookDesign&Layout
30/11/2018	Grist Environmental Limited	3011008	271.35	Waste Collections Oct18
30/11/2018	Integrated Water Services Ltd	3011009	82.09	Water Hygiene Oct18
30/11/2018	Jim Lynch	3011010	250.00	C2P An Irishmans War JLYnch
30/11/2018	Lyreco UK Limited	3011011	366.46	Paper Etc Oct18
30/11/2018	Mrs Marilyn Maslen	3011012	170.00	Aug17 Pavilion Marilyn Maslen
30/11/2018	Office Beverages	3011013	88.50	Oct18 Monthly Charge
30/11/2018	Lisa Otter-Barry	3011014	180.00	C2P Chior Leader 10Nov18
30/11/2018	ES Penlington	3011015	180.00	C2P ChoirLeaderFee
30/11/2018	Bradford on Avon Preservation	3011016	50.00	C2P TitheBarnHire3-11Nov18
30/11/2018	Songways	3011017	180.00	C2P EveryoneSangChoirLeader10N
30/11/2018	Dave King	3011018	180.00	C2P Choir Leader Akabella 10No
30/11/2018	Mr J Venables	3011019	218.75	C2P ExhibitionPanelLayout etc
30/11/2018	Visit Wiltshire Limited	3011020	240.00	GWW Training TIC Vols

Total Payments £ 70,259.16