



Minutes of the Bradford on Avon Town Council
Resources & General Purposes Committee
Held at the Town Council offices, St. Margaret's Hall, Bradford on Avon
On Tuesday 20th March 2018 at 7pm

Present:

Cllr E Franklin
Cllr D Garwood
Cllr S McNeill-Ritchie
Cllr D Newton (Chairman & Leader of the Council)
Sandra Bartlett (Town Clerk)
Sarah Hawkins (Accountant)

Members of the Public: John Baker from the Wiltshire Times

Apologies: Cllr J Lynch and Cllr T Lomax

54. Minutes

It was proposed by Cllr Franklin, seconded by Cllr Garwood and with all in favour it was **RESOLVED**: That the minutes of the last meetings held on the 5th December 2017 and 4th January 2018 be signed as a true record.

55. Declarations of interest - none

56. Age U.K.

Chairman explained that he was still in discussions with the Chief Executive of AGE U.K. and that a mark up of the contract would be presented to a subsequent meeting. This item was deferred for the moment.

57. Floor Cleaner for St. Margaret's Hall

After discussion, it was decided to defer this item because there was not enough information to make a decision, based on the quotes provided which did not show like-for-like items. Item will be passed to Town Management and Development to ensure a timely review.

58. Mac Book for Communications Manager

After some discussion, it was proposed by Cllr Garwood, seconded by Cllr Newton and with all in favour it was **RESOLVED**: To accept quote 'C' at a cost of £1,384. Clerk to add to insurance.

59. Treasury Deposit and Investment Policy

- (i) Noted that the Treasury Deposit had been reinvested for 3 months until the 7th May 2018.
- (ii) Investment Policy – Clerk explained work to date and Cllrs Garwood and McNeill-Ritchie agreed to assist the Clerk in writing an Investment Policy to be taken to Full Council on the 24th April 2018.
- (iii) Financial Advisors – Clerk reported that two had been approached. One had produced costs and the other wanted a meeting to discuss requirements.

60. Code of Conduct and behavioural standards for members

After some discussion, it was proposed by the Chairman, seconded by Cllr Garwood and with all in favour it was **RESOLVED**: To recommend this Code of Conduct and behavioural standards to Full Council on the 24th April 2018.

61. Expenses Policy

This was discussed at length and the Clerk was asked to do more research with other towns. Cllrs. Garwood and McNeill-Ritchie agreed to assist the Clerk with the draft Expenses Policy.

Travel, subsidence, accommodation, consumables and parental responsibility allowance all to be incorporated. This policy to be taken to Full Council.

62. St Laurence School - Home Run App Licence

It was agreed at Planning & Environment Committee on the 14th February to joint fund with the Area Board £1,250 on the Home Run app for St. Laurence School. It was proposed by the Chairman, seconded by Cllr McNeill-Ritchie and with all in favour it was **RESOLVED**: that £1,250 be paid from the Rolling Contingency Fund.

63. Two telephone boxes adopted by the Council at Churches and the top of Whitehill

Cllr Franklin reported that the paint boxes had been ordered to restore them but due to dire weather conditions last week this was delayed until 17th March 2018. She said that with thanks to the volunteers, the telephone boxes have now been cleaned and stripped down. Cllr Franklin said that new glass or polycarbonate would have to be put back in. Cllr McNeill-Ritchie that there were three other working telephone boxes in the town, which needed the same treatment and he hoped that the new town scaping taskforce will be able to help. Cllr Franklin agreed to find out if any others could be adopted. Ms Hawkins reported that the paint kits had been taken from reserves this year as no budget for this.

64. Financial Regulations

Chairman explained that more work needed to be completed by the Clerk on Process Mapping. Chairman reported that standing orders needed to match financial regulations. Town Clerk's emergency powers needed increasing. Clerk to check other town's financial regulations and come up with Cllrs. Garwood and McNeill-Ritchie agreed to assist the Clerk with Financial Regulations and take to Full Council on the 24th April 2018.

65. Confidential business

It was proposed by the Chairman, seconded by Cllr Garwood and with all in favour it was **RESOLVED**: to go into private business.

Minute number	Agreed Action	Action Owner	Delivery Date
56.	Age U.K. further information	DN	a.s.a.p
57.	Floor Cleaner report needed	SHB	a.s.a.p.
58.	Send Work Order for Mac Book and add to insurance	SHB	a.s.a.p.
59 (ii)	Write Investment Policy and take to Full Council.	SHB, SMcN-R and DG	24.04.18
59 (iii)	Financial advisors	SHB, SMcN-R	a.s.a.p.
60.	Code of conduct to Full Council	SHB	24.04.18
61.	Expenses Policy write and take to Full Council	SHB, SMcN-R and DG	24.04.18
62.	Home Run App. License	SH	a.s.a.p.
64.	Financial Regulations rewrite and take to Full Council.	SHB, SMcN-R and DG	24.04.18