



Minutes of the Bradford on Avon Town Council
Resources Committee
Held at the Town Council offices, St. Margaret's Hall, Bradford on Avon
On Tuesday 22nd May 2018 at 7pm

Present:

Cllr D Garwood
Cllr J Lynch
Cllr S McNeill-Ritchie
Cllr D Newton (Chairman & Leader of the Council)
Cllr J Parker
Cllr M Roberts
Sandra Bartlett (Town Clerk)
Sarah Hawkins (Accountant)
Cllr Sarah Gibson

Members of the Public: John Baker from the Wiltshire Times (arrived 7.05pm), James from The Swan (arrived 7.10pm)

Apologies: Cllr L Brown, Cllr E Franklin, Cllr Alex Kay and Cllr T Lomax.

1. Minutes

It was proposed by Cllr Garwood, seconded by Cllr McNeill-Ritchie 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.

2. Declarations of interest - none

3. Vice-Chairman

It was proposed by Cllr McNeill-Ritchie to nominate Cllr David Garwood as Vice-Chairman, seconded by the Chairman and with no further nominations it was **RESOLVED**: That Cllr David Garwood be Vice-Chairman of this committee.

4. Terms of Reference

(i) Members were happy with the joint terms of reference for this committee to incorporate personnel issues.

(ii) Chairman advised that this committee had too many members and asked for this to revert to Full Council when he would be asking members to withdraw so that 7 members were on this committee. Cllr Lynch agreed to step down and go on Highways & Transport instead. This matter to be discussed at Full Council.

5. Age U.K.

Chairman reported that the Service Level Agreement (SLA) was fine but needed refinement with a schedule of Key Performance Indicators (KPI's). It was agreed to sign the SLA. with the additional schedule and pay the grant of £6,000 to Age UK.

6. Winsley Road/Wine Street

After a lengthy discussion, it was proposed by Cllr Roberts, seconded by Cllr McNeill-Ritchie and with all in favour it was **RESOLVED**: To spend £4,000 in joint partnership with Wiltshire Council CATG on pavement improvements at the Winsley Road/Wine Street junction.

7. Minerva Owls

James explained how the project would operate. It would start on the 25th June and finish 15 September. He tabled a sample owl. There would be up to 70 owls in the project covering Bath and the surrounding area, all with beacons in them to enable people to follow the trail using their mobiles. The owls are to be decorated by an artist of our choice (the organisers have already got 70 such lined up). James said that he had secured £1000 worth of funding from businesses in town. He said that the owls would be auctioned off afterwards and the profits would go to four charities, 70% Royal United Hospital new Cancer Centre, 10% Bath and North East Somerset Young Carers, 10% The Archway Project and 10% The Little Owl Project. Artists get 20% of the auction fee. An owl costs £2,750 + VAT. It was proposed by the Chairman, seconded by Cllr Garwood and with all in favour it was **RESOLVED**: To propose to Full Council, that up to £1,000 matched funding with businesses be spent.

8. Expenses Policy

Following discussion, two amendments as follows:-

2.5 Spelling error with "choosing".

2.6 Insert "Members will be repaid for the cost of paper if they supply a receipt".

2.7 As Councillors are supplied with tablets, costs for ink for printers will be paid with a receipt. That this Expenses Policy now be recommended to Full Council with the above amendments.

9. Internal Auditor

(i) End of year audit report dated 16th April 2018 was discussed and noted.

(ii) After some discussion it was proposed by the Chairman, seconded by Cllr Garwood and with all in favour it was **RESOLVED**: To re-appoint IAC Audit Limited as internal auditor for 2018-19. With regards to 2019-20 members requested that quotes be sought for a possible change of auditor.

(iii) The effectiveness of the Town Council's internal control which was in accordance with proper practices was noted.

10. Annual Summary of Risks

After some discussion, it was proposed by the Chairman, seconded by Cllr Garwood and with all in favour it was **RESOLVED**: To note the Annual Summary of Risks.

11. Cheque Signatories/Internal Audit by Councillor

(i) It was noted that Cllrs Brown, Franklin, Garwood, Lynch, McNeill-Ritchie and Newton were signatories on the bank account.

(ii) It was also noted that Cllr Alex Kay a non-signatory to continue with the monthly internal audit for 2018-19.

12. Youth Strategy Request for Proposals

Chairman explained that bids had arrived. He said that he knew the managers applying but did not have a pecuniary interest. After some discussion, it was proposed by the Chairman, seconded by Cllr Lynch and with all in favour it was **RESOLVED**: That the Chairman and Clerk arrange for some councillors to act as a Tender Panel.

13. Meeting dates

The meeting dates attached to these minutes were noted.

14. TIC. Lease at the Greenhouse 50 St Margaret's Street

Although not on the agenda, the Chairman wanted noted for information only that as instructed at Full Council the Landlords had agreed to a Deed of Variation and this was signed in the meeting for a rolling lease with 6-month notice by either side. This replaces the current break clause, which expires on the 26th May 2018.

15. Confidential Business

It was proposed by the Chairman, seconded by Cllr McNeill-Ritchie and with all in favour it was **RESOLVED**: To start private business.