

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

Attendance – Town Council

Cllr L Brown
Cllr E Franklin
Cllr D Garwood (Vice-Chairman)
Cllr A Kay (Chairman)
Cllr T Lomax
Cllr S McNeill-Richie
Cllr D Newton (Leader of the Council)
Cllr S Plummer
Cllr M Roberts
Cllr D Taylor
Mrs S Bartlett (Town Clerk)

Apologies

Cllr J Lynch and Cllr J Parker.

Members of the Public – Martin Newman, Peter Dunford and 3 others.

13. Declarations of interest

Cllr Plummer made his usual declaration of interest. He also said that he would take no part in the discussion on Minerva Owls, as he was taking part in this initiative.

14. Minutes

It was proposed by Cllr Garwood, seconded by Cllr Garwood and with all in favour it was **RESOLVED:** that the minutes of the last meeting held on the 8th May 2018 be signed as a true record.

15. Matters arising

Minute 11. General Power of Competence (GPC) – Leader of the Council explained the eligibility for adoption of the GPC under sections 1-6 of the Localism Act 2011, in the context of the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, Schedule 1 following Councillor Brown's comments at the last meeting, that

1. Town Council pass a resolution to continue to do so, which was done on the 8th May 2018;
2. Two-thirds of the Council are elected (as opposed to co-opted – we are 100% elected);
3. The Clerk holds a relevant qualification, as evidenced by the Clerk's presentation of her credentials to Council and the public at the meeting on the 8th May 2018.

With regards to the Council holding a Quality mark this is not related to the General Power of Competence and there was no legal requirement for the Council itself to hold a Quality mark from any outside body.

On the specific issue of Calendars, the guidance from CILCA also does not, in any case, prescribe that all meetings are published a year in advance. The wording is:

A calendar of all meetings including the annual meeting of electors

The calendar (in any format) includes the Annual meeting of the Council and Annual Parish/Town meetings and both meetings must be held during the correct statutory period. The calendar also shows that the councils has at least four full council meetings a year.

16. Chairman and Vice-Chairman's Report

Chairman reported that May had been a busy month with Mayor making on the 8th May, the Annual Town Gathering/Meeting on the 17th May, which was well attended, and she had received many compliments on how this meeting was conducted. On the 12th May she attended the C.E.V. training workshop with Jennie and Simon on flood defences. Bank holiday Monday 28th May she opened the pill box by Barton Bridge. This morning she attended on behalf of the Council and staff the funeral of Ex Councillor and past Mayor Peter Taylor. Peter had been Mayor from 1991-92 and had been a councillor for nearly 30 years. Last week she was in Sully sur Loire with the French Twinning and did a speech in French. She met the Mayors from Sully and the nearby town Viglain. She met an Education Officer who knew about our Youth Strategy and wanted to consider a youth exchange

project with us. She spoke to the Manager of their T.I.C. and sharing links on our websites. On the 15th May 2018 she attended the Devizes Mayors' Forum. Deputy Mayor reported that he had attended the mayor making ceremonies in both Salisbury and Bath. He said that he noticed that tourist numbers were down in Salisbury. He noticed that Bath had music to welcome their guests.

17. Minutes of Committees

The minutes from the Resources Committee held on the 22nd May 2018 were not accepted as they were incomplete. This to be an item on the next agenda.

18. Master Planning

Cllr Newton explained that with changes to the National Planning Policy Framework, Core Strategy, Neighbourhood Plan with Areas of Opportunity within the town, there was a need for establishment of a cross committee group to begin preparation of a master plan, including representatives from Town Development and Environment and Planning Committees, noting requests from Unitary Councillors Sarah Gibson and Johnny Kidney.

After some discussion it was proposed by Cllr Newton, seconded by Cllr Garwood and with all in favour it was **RESOLVED**: To have a Master Planning Group with 2 representatives from Town Development Committee, 2 representatives from Environment and Planning Committee and 1 representative from Highways and Transport Committee. These representatives to be chosen at the appropriate committees.

19. Youth Services Tender Update

Cllr Newton reported that the Tender Panel would be meeting this Friday morning and members would be receiving presentations from the interested bidders.

20. Minerva Owls

The recommendation from the Resources Committee to spend up to £1000 match funding with the businesses for a Minerva Owl was considered. Peter Dunford advised that the Wiltshire Council's Area Board had given up to £1000. It was proposed by Cllr Kay, seconded by Cllr Newton and with all in favour it was **RESOLVED**: To match fund up to £1,000 with the businesses for a Minerva Owl.

21. Resources Committee and Highways & Transport Committee

(i) The membership of the Resources Committee was re-visited. We have 10 members and Terms of Reference says 7 members. Cllr Jim Lynch had agreed at the Resources Committee to come off this committee. With 9 members it was decided to change the Terms of Reference for the Resources Committee at a future Full Council meeting, as stated in the Standing Orders.

(ii) At the recent Resources Committee Cllr Lynch had requested to join the Highways and Transport Committee. It was proposed by Cllr Newton and seconded by Cllr McNeill-Ritchie and with all in favour it was **RESOLVED**: That Cllr Lynch joins the Highways and Transport Committee.

22. General Data Protection Regulation update

Cllr Newton explained the compliance documents by having a Cookies Information and Privacy Notice were required to be published on the Town Council's website. Cllr Newton also pointed out that individual councillors would also have to pay £40 each to be compliant to process information on behalf of the Town Council in a representative role.

23. Travel and Expenses Policy 0.3

The Travel and Expenses Policy 0.3 was considered and amendments made:

(i) 2.6 Reams of paper can be given to members through the Town Council offices.

(ii) 2.7 As Councillors are issued with tablets, ink for printers can be ordered through the Town Council offices.

(iii) 2.8 Any expenses members have to incur, as their regulatory requirement of being a Town Councillor will be repaid.

It was proposed by Cllr Newton, seconded by Cllr Garwood and with 9 in favour and 1 abstention it was **RESOLVED**: To accept the Travel and Expenses Policy with the 3 amendments above.

24. Annual Return

- (i) Members answered the questions 'yes' in Section 1 of the Annual Governance Statement 2017/18 and the Chairman and Clerk signed this statement in the meeting.
- (ii) Section 2 Accounting statements for 2017/18 were signed in the meeting and noted.

25. Assets Register

The Assets Register was noted. Cllr Roberts pointed out that the make of vehicle for the CEV truck was incorrectly stated. He also noticed that the be spoke town map was not used now. Clerk explained that more photographs will accompany the next asset register using the software from Pear Technology.

26. Register of Members Interests

Chairman reminded members if they had any changes to their Register of Members' interests that they must notify the Monitoring Officer of any disclosable pecuniary interests which he/she has at the time of notification under the Localism Act 2011 s30 (1). Clerk to provide log in and password to the Leader of the Council.

27. Management Accounts Reports

Detailed management reports up to 30th April 2018 were noted.

28. Accounts for payment

Cllr Kay reported that she had checked the accounts up to 30th April 2018 and found no issues. Cllr Lomax proposed seconded by Cllr Roberts and with all in favour it was **RESOLVED:** That April 2018 invoices amounting to £45,950.74 be paid.

The meeting closed at 8.20p.m.

Appendix 1

Member of the Public who spoke at the Full Council meeting on the 4th June 2018

1. Martin Newman addressed the Full Council and said that he disagreed with the statutory notice to call the meeting, which he believed to be incorrectly worded inviting the local electorate to attend their own meeting for the Annual Parish Meeting, which they had a statutory right to attend.

He also disagreed that the meeting be held in licensed premises and disagreed with the name change to Annual Town Gathering from Annual Town Meeting. The Leader of the Council agreed to email to Mr Newman on these matters.

I suggest we should we append Dom's response to these minutes