















Full Council

Full Council

8/7/2018 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 3rd July 2018.</i>
 2018.07.03_FC Minutes.pdf	4
5 Matters arising (FOR INFORMATION ONLY)	
6 Chairman's report	<i>Chairman to report.</i>
7 Minutes of Committees	<i>27.06.18 Environment & Planning Committee (Delegated) 10.07.18 Resources Committee 17.07.18 Environment & Planning (Delegated) 24.07.18 Community & Recreation 01.08.18 Environment & planning (Delegated)</i>
 2018.07.24_C&R Minutes f.pdf	8
8 Community & Recreation Committee	<i>Items referred to Full Council from Community & Recreation Committee held on the 24th July 2018. (i) Bobcat Rugby - To recommend to Full Council that £2,987.50 be awarded. Town Council to underwrite the whole amount but Bobcat Rugby to seek contributions from the Area Board and Colonel William Llewellen Palmer Educational Charity. (ii) Skate Park - To recommend to Full Council to set aside £5,000 for feasibility costs, consultation and planning advice. (iii) Draft changes to Part 2 form to be considered.</i>
 Council proposal form Part 2 draft changes.pdf	12
9 Widbrook Wood, Trowbridge Road	<i>Wiltshire Council need to decide whether to list the asset on the register of Assets of Community Value. Comments required on whether the asset meets the definition of community value. Comments due by 22nd August 2018.</i>
 2018.0007 - Nomination Form.pdf	18
 Notification to all interested parties of Nomination of Asset to be Listed as an ACV.pdf	26
10 Water Fountain	<i>To confirm that a black outdoor pedestal bottle filler is ordered and will be paid for by three organisations. Town Council, Climate Friendly and Bradford on Avon Preservation Trust. It will be located at the front of St. Margaret's Hall. To confirm that the Town Council will be responsible for all the water bill, servicing and limescale filter, maintenance and repairs and insurance.</i>
 1st quote.pdf	28
 2nd quote.pdf	35
 Drinking Water Bottle Refill Station220718.pdf	40
11 Management Accounts Reports	<i>Detailed management reports up to 30th June 2018. These accounts show detailed balance sheet and income and expenditure by committee heading.</i>
 Balance Sheet 30Jun18.pdf	52
 I&E By Committee 30Jun18.pdf	53

12 Accounts for payment	<i>To approve payroll and direct payments and invoices up to 30th June 2018. The accounts having been examined by a Councillor.</i>	
 All Payments Jun18.pdf	63	
13 Confidential	<i>To consider a motion 'Under the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of staff and matters for which it is not yet appropriate to release details now to be discussed, that the public and press be excluded from the meeting.</i>	
14 Town Council and TIC websites and branding	<i>Communications Manager and Tourism and Events Officer to do a joint presentation. Report attached.</i>	
 BOATC & Tourism Websitesbranding .pdf	64	
15 HR Companies	<i>Report attached.</i>	
 Council proposal form part two - HR and HS services.pdf	66	
 HR & Employment Law and H&S Report.pdf	71	
16 Operation's Manager	<i>Interview panel met on 23rd July 2018. Two excellent references received. Ian Brown started on the 1st August 2018.</i>	

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 3rd July 2018 at 7.00p.m.

Attendance – Town Council

Cllr E Franklin
Cllr A Kay (Chairman)
Cllr J Lynch*
Cllr S McNeill-Richie
Cllr D Newton (Leader of the Council)
Cllr J Parker
Mrs S Bartlett (Town Clerk)
Tim Yeomans (Hall Manager)
*left at 7.55p.m.

Apologies

Cllr D Garwood (Vice-Chairman), Cllr Lomax, Cllr Plummer and Peter Dunford.

Members of the Public – Martin Newman, Gwen Allison, John Baker from Wiltshire Times and one other member of the public.

29. Declarations of interest - none

30. Minutes

After a small amendment was made It was proposed by Cllr Newton, seconded by Cllr Lynch and with all in favour it was **RESOLVED**: that the minutes of the last meeting held on the 4th June 2018 be signed as a true record.

31. Matters arising - none

32. Chairman's Report

(i) Chairman reported that the new planter was looking beautiful at the top of Whitehill and she thanked Cllr Franklin and her family for their help in completing this.

(ii) Chairman reported that she had attended with Cllr McNeill-Ritchie Salisbury Evensong in remembrance of World War One. She said that this was a moving service in a beautiful Cathedral setting. They also made some World War One events contacts.

(iii) On the 15th June 2018 Chairman attended with Leader of the Council, Council Training and Networking day at Wiltshire Council.

(iv) On the 18th June 2018 Chairman visited Kingston Farm with other Councillors and met C.G. Fry and Son. She was quite heartened by the visit to view the new houses.

(v) On the 27th June 2018 Chairman attended the Monday Wednesday Club AGM: She said this was a very heart warming event even celebrating this excellent volunteer led facility in Trowbridge but attended by several Bradford residents; also marking the retirement of long-term Chairman, Tom.

(vi) On the 28th June 2018 Chairman helped volunteers with some gardening at Wiltshire Heights; big thank you to Cllr Franklin for organising and working so hard on her holidays and also to Cllr Parker for going beyond the call helping to clean out the fountain pond. All in readiness for South West in Bloom judging this Thursday.

(vii) On the 1st July 2018 Bradford on Avon Rowing Club kayak races, over 170 participants for ages for under 11s up to more than 70's. Chairman paddled and presented prizes. Bradford on Avon got top points and now have a place at the National Finals.

(viii) On 3rd July 2018 Frida Owl unveiling: colourful event at Westbury Gardens putting Bradford on Avon on the map for the Bath Minerva Owl Art project; well done to the artist Bunny for excellent eye-catching artwork and to James Sullivan-Tailyour from The Swan for getting it together. The owl will be in situ until the 10th September 2018.

(ix) Preservation Trust and Climate Friendly and the Town Council's Environment and Planning Committee were all working on a project to bring a water fountain to the town to help cut down on the use of plastic bottles.

33. Minutes of Committees

The following minutes were noted: 22.05.18 Resources Committee, 06.06.18 Community & Recreation Committee, 12.06.18 Highways & Transport Committee, 13.06.18 Environment & Planning Committee and 19.06.18 Town Development Committee.

34. Solar Panels on St. Margaret's Hall.

Tim Yeomans gave a presentation on having solar panels on St. Margaret's Hall building. After some discussion, it was proposed by Cllr Newton, seconded by Cllr McNeill-Ritchie and with all in favour it was **RESOLVED:** to have an informal group look at this project and report back to the next Full Council meeting on the 7th August 2018. It was agreed that Tim Yeomans and Cllrs Kay, Lynch, McNeill-Ritchie and Newton be involved.

35. Master Planning

It had been agreed that establishment of a cross committee group to begin preparation of a Master Plan, including representatives from Town Development Committee (Cllr McNeill-Ritchie and Cllr Garwood) and Environment and Planning Committees (Cllrs Kay and Parker), Highways & Transport (Cllr Franklin) noting requests from Unitary Councillors Sarah Gibson and Johnny Kidney. Cllr Newton proposed, Cllr McNeill-Ritchie seconded and with all in favour it was **RESOLVED:** that Cllr Newton be the Chairman of the Master Planning Group.

36. Culver Close

Cllr McNeill-Ritchie gave a presentation on the asset transfer of Culver Close. After some discussion, it was proposed by Cllr McNeill-Ritchie seconded by Cllr Newton and with all in favour it was **RESOLVED:** To accept the recommendation from Town Development Committee on the 19th June 2018 to continue to take over Culver Close on the terms previously laid down.

37. Youth Services

Leader of the Council explained in detail aspects of the Service Level Agreement (S.L.A.). He said that for GDPR purposes the Town Council would be joint data controllers with Community Foster Care. It was proposed by Cllr Newton, seconded by Cllr Parker and with all in favour it was **RESOLVED:** To sign the S.L.A. with Community Foster Care.

38. Health Centre and Doctors appointments

That this item be deferred to gather more information for the next meeting.

39. Countdown to Peace

After some discussion, it was proposed by Cllr McNeill-Ritchie seconded by the Chairman and with all in favour it was **RESOLVED:** That the recommendation from Community & Recreation Committee on the 6th June 2018 be accepted that the Countdown to Peace initiative be a Town Council one and agreed to underwrite the event.

40. Management Accounts Reports

Detailed management reports up to 31st May 2018 were noted.

41. Accounts for Payment

Chairman reported that she had checked the accounts up to 31st May 2018 and found no issues. Cllr Franklin proposed, seconded by Cllr Parker and with all in favour it was **RESOLVED:** That May 2018 invoices amounting to £58,295.75 be paid.

42. Private Session

It was proposed by Cllr Newton seconded by Cllr McNeill-Ritchie and with all in favour it was **RESOLVED:** That private session should commence.

PRIVATE BUSINESS

43. Great West Way

As the cap for the Town Development Committee was £5,000 this matter to be decided at Full Council. After Cllr McNeill-Ritchie explained how the Great West Way ran from West London to Bristol and that Bradford on Avon could be an Ambassador for it. It was proposed by Cllr McNeill-Ritchie, seconded by Cllr Newton and with all in favour it was **RESOLVED**: That the recommendation from Town Development Committee on the 19th June 2018 that the Town Council joins the Great West Way for 3 years at a 25% discounted rate of £5,625.

44. Operation's Manager interview panel

After some discussion, it was decided that Cllrs. Newton, McNeill-Ritchie and the Town Clerk be on the interview panel. Chairman agreed to be substitute if any Councillor pulled out. Also, to ask Cllr Brown if he wished to be on the panel.

45. I.T. situation in the office

Leader of the Council explained that Blue Frontier had attended the offices for a one day to sort out the access to information by employees. Blue Frontier had suggested that the Town Council upgrade to a server to replace the NAS drive. He reported that he had spoken to a local provider and would be writing a report for the Resources Committee on the 10th July 2018 with options on how to improve the infrastructure for I.T. support for an expanding Council. Cllr Newton said that he would obtain three quotes for this service.

The meeting closed at 8.05p.m.

Appendix 1

Member of the Public who spoke at the Full Council meeting on the 3rd July 2018

1. Martin Newman questioned the minutes of the last meeting and said they were not a fair record of what was discussed. He requested that the last minutes be changed.

He tabled a copy of the notice for the Annual Town Gathering.

His main concerns with the last minutes:

- a) He specifically made it clear, as he had outlined, that his principal issue was that the Notice of the Meeting described it as being of Bradford on Avon Town Council which is incorrect.
- b) Cllr Brown stated that he agreed with everything he said.
- c) The Clerk conceded that the Notice was in error by describing the meeting as being of Bradford on Avon Town Council.
- d) The Chairman gave a gracious apology for the error.

He also noted that the Council Chamber was not licensed and had received a copy of the alcohol license for St. Margaret's Hall from the Clerk.



Minutes of the Bradford on Avon Town Council
Community & Recreation Committee
Held at Town Council offices, St Margaret's Hall, Bradford on Avon
On 24th July 2018 at 7pm

Present:

Cllr A Kay
Cllr J Lynch
Cllr S McNeill-Ritchie
Cllr D Newton (Leader of the Council)
Cllr J Parker
Cllr M Roberts
Cllr D Taylor (Chairman)
Sandra Bartlett (Town Clerk)

Members of the Public: Zoe Yeomans and Sarah from Girl Guiding, John Baker Wiltshire Times, Fiona Baker, Derek Robins Mount Pleasant Centre, Liz Newton Nightingales Together, Richard Hathway German Twinning, Nicky Thomas Alzheimer's Support, David Thompson Bobcat Rugby, Liz Northeast Rising Sun*, Sean Dobson Three Horseshoes*, Sam Cole, Idris Jones (both aged 10 with parental consent, James Skateboarder from Melksham and children and parents for a new skatepark, St. Aldhelm's residents including John Potter, Bren Hodgkinson, Elsa Parris and Paul McCumiskey and 1 other.

*left at 8pm

Apologies: None

55. Minutes

It was proposed by Cllr Kay and seconded by Cllr Newton and with all in favour it was **RESOLVED** to accept the minutes of the last meeting held on the 6th June 2018.

56. Declarations of interest

- (i) Cllr Newton declared that his wife from Nightingales Together had a grant application and that he would leave the room whilst it was being discussed.
- (ii) Cllrs Roberts and Parker declared a non-pecuniary interest in the grant application at the Mount Pleasant Centre as they were members of the Mount Pleasant Centre Committee.
- (iii) Chairman declared a non-pecuniary interest in the grant application for the Girl Guiding as his daughter was a Rainbow.

57. Chairman's Report

The Chairman wished to thank the organisers of the Bike Festival last weekend attended by over 400 people and said that one person cycled up the hill in 53.45 seconds.

58. Youth Strategy

- (i) It was noted that the SLA had been signed.
- (ii) It was noted that Community Foster Care were currently recruiting for Youth Workers.
- (iii) Cllr Newton reported that he had attended a meeting with CFC, and representatives from the Area Board to start the plan for the youth provision in the town, including recruitment. CFC have also had a positive initial meeting with St. Laurence school.

59. St. Aldhelm's Play Area closed by Wiltshire Council, as the surface needed patching and repair

Cllr Newton said that he had written a letter to Alan Richell, Interim Director Housing and Commercial Development at Wiltshire requesting a meeting with him and the relevant Cabinet Member about this play area and other Bradford on Avon Community Assets.

Local residents were advised to get a petition together to present to Wiltshire Council as they own this play area, which members would support.

60. Grants

(a) (i) Bobcat Rugby – David Thompson explained how girls rugby worked and what they needed. He explained that he would like some help with publicising their tournaments and I.T. help too.

Cllr Lynch advised Mr Thompson to attend the next Area Board meeting on the 12th September 2018 as Youth would be the theme. As this application had been received late, it did not allow members adequate time to consider this application. After some discussion, it was proposed by Cllr McNeill-Ritchie, seconded by Cllr Newton and with all in favour it was **RESOLVED:** to recommend to Full Council that £2,987.50 be awarded. Town Council to underwrite the whole amount but Bobcat Rugby to seek contributions from the Area Board and Colonel William Llewellyn Palmer Educational Charity.

(ii) Chris Aslett's application concerning the attitude and use/misuse of recreational drugs by children/young people was discussed. Cllr Newton explained that this application was in the initial stages at the moment and will be lodged in the future.

(iii) Skate Park – Idris Jones and Sam Cole and one other gave a presentation on the demise of the skate park in Poulton and how they would like a new one. James Threlfall a TV Presenter and professional skater from Melksham addressed the committee on how his life had changed by having access to this type of facilities. He said that in Melksham they have a new skate park costing £200,000 and they have 70 – 100 skaters per day. He said that their skate park should last 30 years. He said that Melksham, Devizes, Chippenham and Pewsey had good skate parks and Bradford should have the same. Cllr Newton explained the Part 2 form. After some discussion, it was proposed by Cllr Newton, seconded by Cllr Kay and with all in favour it was **RESOLVED:** To recommend to Full Council to set aside £5,000 for feasibility costs, consultation and planning advice.

(iv) German Twinning – Richard Hathway explained the history of the German Twinning Group and explained that in 2019 their 50th Anniversary Golden Jubilee will be reached of the twinning with Norden. The grant is required to meet the costs of hosting a delegation in July 2019. They are hoping to stimulate a positive international outlook within our community, including groups such as sporting clubs, choirs, schools and other local organisations and associations. After some discussion, it was proposed by Cllr McNeill-Ritchie, seconded by Cllr Kay and with all in favour it was **RESOLVED:** To award £1,200.

(v) Girl Guiding – Zoe Yeomans gave a history of the Grade II listed building in Church Street and said that the trustees had owned it since 1938 and that the damp and disrepair had to be rectified so that the girl guides could carry on and the rooms hired out. Zoe said this will cost £10,000. She had obtained £2,000 from the Area Board which she hoped the Town Council would match fund. They would be applying to Colonel William Llewellyn Palmer Educational Charity for £2,000 and had been Funding raising £2000 and the other £2,000 could be raised from subscriptions, which were £5 a term. After some discussion, it was proposed by Cllr Parker, seconded by Cllr Newton and with all in favour it was **RESOLVED:** That £2,000 be awarded to the Girl Guiding.

(vi) Marsha Mars & Emily Middleton – Art and Photography Workshops – This item was deferred as no Part 2 had been completed.

(vii) Mighty Girls – After some discussion, it was proposed by Cllr Parker, seconded by Cllr Newton and with all in favour, it was **RESOLVED:** That £1,500 be awarded to Mighty Girls subject to consulting with the Youth Services we are funding from the Youth Services pot.

(viii) Mount Pleasant Centre – Derek Robins gave a history of the Mount Pleasant Centre and said that he had been Chairman for 2½ years. He said that the building attracts people from 8 months to 88 years. He said that their hire rates had been increased by 10% and that one of their loans would finish in 2021. They would be looking to the Heritage Lottery Fund to replace their roof with Welsh slate. After some discussion, it was proposed by Cllr Lynch, seconded by Cllr McNeill-Ritchie and with all in favour it was **RESOLVED**: That £2,000 be awarded to the Mount Pleasant Centre.

(ix) Music for the Mind by Alzheimer's Support – Nicky Thomas explained how the weekly sessions of about 25 people were delivered and described the benefits it gave to the people who attended the free sessions. She also explained other services which Alzheimer's Support could provide. After some discussion, it was proposed by Cllr Parker, seconded by Cllr Kay and with all in favour it was **RESOLVED**: That £1,000 be awarded to Alzheimer's Support for the Music for the Mind sessions.

Cllr Newton left the room.

(x) Nightingales Together – Liz Newton explained that this had previously been funded by the Area Board. The aim of this proposal was to support and further develop intergenerational services in the town, and so build community cohesion across generations and the community. This will be provided free of charge to families that wish to take it up to the end of 2018. She showed a video of the activities. After some discussion, it was proposed by Cllr McNeill-Ritchie, seconded by Cllr Parker and with all in favour it was **RESOLVED**: That £1,400 be awarded to Nightingales Together.

Cllr Newton re-joined the meeting.

(xi) Richard Snarr, Nordic Walking – Cllr Lynch explained this application and wanted to help Mr Snarr set up his new business. After some discussion, it was proposed by Cllr Lynch, seconded by Cllr Newton and with all in favour it was **RESOLVED**: To allow Nordic Walking on Victory Field from September to November 2018 free of charge. Booking form to be completed so that a note of the charges be made.

(xii) Rising Sun Rhythm & Blues Festival – After some discussion, it was proposed by Cllr Lynch, seconded by Cllr Newton and with all in favour it was **RESOLVED**: That £400 be awarded to the Rising Sun.

(xiii) Three Horseshoes Fringe Event – After some discussion, it was proposed by Cllr Lynch, seconded by Cllr Newton and with all in favour it was **RESOLVED**: That £400 be awarded to the Three Horseshoes.

(b) Council proposal form Part 2

The document to be completed by Town Councillors was considered and it was agreed that some changes should be made to the Introduction paragraph. These changes to be considered at the next Full Council meeting.

61. Bradford on Avon Youth Football Club erecting a sign on the pavilion at Victory Field

Members had no objections to the proposal to erect a sign but the Bradford on Avon Youth Football Club would have to seek Conservation Area consent from Wiltshire Council before they erect the sign.

The meeting closed at 9.10p.m.

Appendix 1

Members of the Public who spoke at the Community and Recreation Committee on 24th July 2018

St. Aldhelm's residents:

1. Paul McCumiskey said he was disappointed that the play area has been closed, as it was good for his children to play there.
2. Elsa Parris said she was upset that the Executives at Wiltshire Council were on six figure salaries but that they could not afford under £2,000 to repair the play area at St. Aldhelm's.
3. Bren Hodkinson said that he was upset that the St. Aldhelm's play area had been closed and hoped that the Town Council could make sure it was reopened as soon as possible.



Council proposal form—part two

v1.1 Public

Jun 28 2017

Introduction

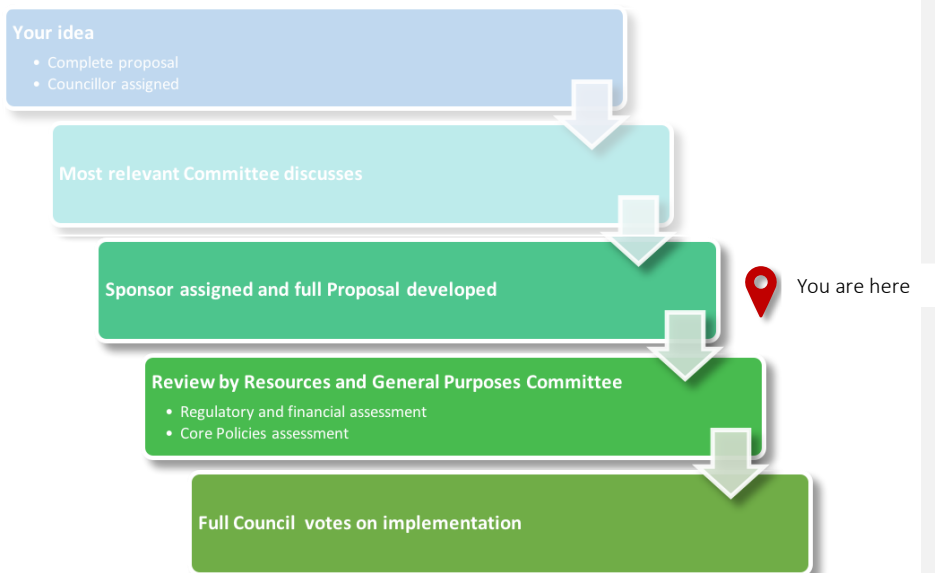
This form is for Councillors to propose a project, policy or other measure to Bradford on Avon Town Council, or who are sponsoring a proposal from a member of the public or local organisation-

It must be used for any measure that both requires the use of Town Council resources and which is above or below the single proposal spending cap for that committee, or as directed by that committee for any other reason (for example, because it would cause the committee to exceed its delegated budget). If it is above the spending cap then that proposal will go to Full Council.

Please complete this form as fully you can, with support from other councillors as required. The relevant committee and the Resources and General Purposes Committee will use it to assess your proposal.

Commented [TC1]: delete

The process



Council proposal form—part one v1.1 Public 28 Jun 2017



Proposal details

1. Basic details

This data will be used to keep in touch with you as we go through the proposal process, and make sure that we can assess your proposal in the most appropriate way.

Proposer's Name:	
Councillor sponsor (if different):	
Name of Proposal:	
<i>Office use</i> Proposal reference: ([Committee code]/###/Year - i.e. B&T/001/2017)	

2. Aims and objectives

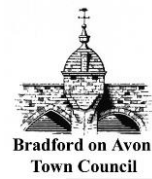
Please describe the aims and objectives of the proposal, including how they relate to any strategic aims set by the Town Council, or action plans in place for the relevant committee.
Delete this paragraph on completion.

3. Description of proposal

Please describe in a sensible level of detail what the proposal is—what you actually want the Town Council to do. This should include, for example, a brief description of any purchases required, any changes to ways of working or policies, training requirements, community involvement, etc.
Delete this paragraph on completion.

4. Implementation plan

Please describe how the proposal will be delivered, and in particular any role that the Town Council will play either directly or indirectly to support it in terms of financial or direct resources.
If this is a grant application, please include details of how funds will be used by the recipient.
Feel free to add more detailed documentation at the end of the document.
Delete this paragraph on completion.



5. Resource requirements

Financial requirements

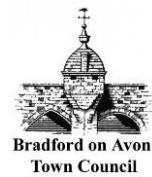
(add lines as appropriate, and also include any projected savings where appropriate)

Is any part of this proposal likely to require use of invested capital?

Is any part of this proposal likely to require access to a loan or credit agreement, for example from the Public Works Loan Board?

Item	Year 1	Year 2	Year 3
Material costs			
Capital costs			
Staffing costs			
TOTAL			

Non-financial requirements:



6. Policy assessment

Please describe how the proposal supports any or all of the following policy areas, including direct outcomes from this proposal and consideration of long-term sustainable benefits to the community:

<p>Good governance and democracy <i>For example:</i></p> <ul style="list-style-type: none"> • Improving access to decision-making • Involving young people • Improving Town Council processes 	
<p>Safety and wellbeing <i>For example:</i></p> <ul style="list-style-type: none"> • Improving pedestrian or cyclist safety • Improving air quality • Promoting healthy living and wellbeing 	
<p>Heritage and culture <i>For example:</i></p> <ul style="list-style-type: none"> • Protecting places and spaces • Encouraging participation in the arts or sports • Promoting the heritage of the town 	
<p>Environmental sustainability <i>For example:</i></p> <ul style="list-style-type: none"> • Reducing environmental impacts • Promoting green technologies • Waste reduction • Promoting 'recycle/re-use' schemes 	
<p>Managed development <i>For example:</i></p> <ul style="list-style-type: none"> • Using or protecting green spaces within the town and surrounding area • Enhancing the town's built environment 	
<p>Financial sustainability <i>For example:</i></p> <ul style="list-style-type: none"> • Funding provided by other parties • Return on investment within defined period • Proposal is self-sustaining within defined period 	



Business and vibrant local economy

For example:

- Promotes tourism
- Improves footfall for retailers
- Promotes a sustainable and balanced local economy



7. Risk assessment

<p>Financial Does the proposal require the Town Council to take any financial risks, for example by investing in a new facility, taking out a loan or underwriting a cost incurred by a third party?</p>	
<p>Regulatory Would the Town Council be acting outside of its powers or could it find itself in breach of any regulations in accepting this proposal?</p>	
<p>Health and Safety Are there any additional Health and Safety considerations for the Town Council arising from this proposal (for example additional Risk Assessments, facilities)?</p>	

8. Next steps

Please outline the immediate next steps that will be required to implement the proposal.

Delete this paragraph on completion.

Nomination for listing as an asset of community value

Nominated land

<p>Area to be covered Please describe the nominated land including its proposed boundaries and exact location, address, postcode and a map attachment.</p>	<p>Land adjoining 267 Trowbridge Road, Bradford-On-Avon (BA15 1UA)</p> <p>The land is part of an area known as Widbrook Wood, in the parishes of Bradford-on-Avon and Holt in Wiltshire. It is approximately 7.3 ha in area. It includes land to which the public have had access, including the boundaries of that land plus the approx.. 160m gated access lane to the west of publicly accessed woods towards Trowbridge Road, plus permanent private vehicular rights of access over other land in title WT309027 to Trowbridge Road to enable continued maintenance and access of the land in this application. This application excludes parts of title WT309027 not described above including the house, garden and woodland which has not been accessed by the public and is signed on site as private.</p> <p>The land within this application is shown on the attached map outlined in yellow (approx 7.3 ha). The land currently for sale is outlined in red (approx 11.3 ha). Parish boundaries are shown as white lines: the west of the areas described above are within Bradford-on-Avon; the east of the areas described above are within Holt. Adjacent land that forms the other part of Widbrook Wood and owned by Wiltshire Wildlife Trust is outlined in green. The map features are approximate.</p> <p>Map attached.</p>
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<p>Ownership</p> <p>Please state all the information you have on:</p> <p>(i) the names of current occupants of the land, and</p> <p>(ii) the names and current or last known addresses of all those holding a freehold or leasehold estate in the land;</p> <p>Please include a copy of the land registry entry.</p>	<p>(i) I do not know if there are any other occupants other than the owners described below.</p> <p>(ii) I understand that the land is freehold. The owners are: ALEXANDER JOHN BENJAMIN and JACQUELINE NORAH BENJAMIN of 267 Trowbridge Road, Bradford-On-Avon BA15 1UA</p> <p>I understand that the owners are not currently living at the above address. The land is currently for sale and the estate agent is: Geoffrey M. Saxty Ltd. Registered Office: Georgian House, 14 St Margaret's Street, Bradford on Avon, Wilts. BA15 1DA. Telephone 01225 864 880 Email info@geoffreysaxty.co.uk</p> <p>There are other rights, provisions and charges on the land shown in the attached land registry entry.</p>
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<p>Community value</p> <p>Your reasons for thinking that Wiltshire Council should conclude that the land is of 'community value', having regard to the definition in the Localism Act:</p> <ul style="list-style-type: none"> • current primary use of the building/ land or use of the building/ land in the recent past furthers the social well-being or social interests (cultural, recreational, or sporting interests) of the local community • it is realistic to think that now or in the next 	<p>Widbrook Wood was planted in the 1990s and 2000s by two adjacent landowners, Alex Moulton and the Benjamin family. This included opening the land for public access facilitated by maintained pathways, stiles (latterly kissing gates) and signage. This access exists now. Part of the planted woodland was reserved for private use, and this is shown with site notices on gates from the public areas to the private areas.</p> <p>The current primary use of the land is as woodland with public access.</p> <p>It is adjacent to land now owned by the Wiltshire Wildlife Trust but all of the features below are inherent to the land subject to this application, and the land in itself provides important community activity which has been used and can, if preserved, continue to be used within the local context.</p> <p>The land is highly valued by the public. It is used daily by the public and local community for dog walking, walking, photography, running and is used for exploring the</p>
---	---

<p>five years there could continue to be primary use of the building/land which will further the social well-being or social interests of the local community (whether or not in the same way as before)</p>	<p>landscape, nature and wildlife within. This wildlife includes the woodland trees and flora including pyramidal orchids, white violets, bluebells and fruiting trees. Fauna includes rabbits, badgers, deer and a variety of bird species. It has been used for education – including by the Girl Guides, by a forest school, and in organised guided walks and cycle events. The woodlands form an important part of the landscape of the area, and provide health and social benefits by virtue of enjoyment and exercise through access by the public, but also through the biodiversity and environmental benefits that the land provides. The land provides flood capacity that contributes to the management of flooding downstream.</p> <p>The Wid Brook runs through this land, in itself of environmental value, but this site is one of the few places where it can be accessed by the public. The planting of these woodlands forms part of the cultural history of the town of Bradford-on-Avon – being undertaken by two notable families of the town – the Moultons being the occupants of the Hall and long-standing owners of industry of the town and the Benjamin family having had a role in the Moulton company and in civic roles in the town. The land is adjacent to other communities of Trowbridge, Staverton and Hilperton, and is within the parish of Holt. The woodlands provide for the social wellbeing and interest of those communities in the same manner as above and provides a place where residents of those communities meet. The woodland is also adjacent to the Kennet and Avon Canal and to the towpath, and thus to dedicated walking and cycling routes to Trowbridge, Bradford on Avon, Hilperton and Staverton, so is easily accessible to visitors and residents of the canal. The woodland forms part of a wider network of valued green spaces, landscape features and access routes.</p> <p>Included is a map from Strava, that shows the aggregate record of people using the Strava app whilst on the land, which forms evidence of significant public use.</p> <p>The woodland has an in important role in personal experiences of the local community. Memories of sessions with the Girl Guides, a place reported as important in the recovery of PTSD, and the location for the proposal for engagement of a local couple. People recall specific trees and features such as the culvert of the Wid Brook under the Kennet and Avon Canal, known locally as ‘the roman tunnel’. It is important that the land remains open to the public and kept in a similar manner and character to preserve access to such community memories.</p>
--	---

	<p>The land is currently for sale, and it is not clear that such qualities – including both the public access for health and enjoyment and the trees themselves – will be preserved. It is therefore the intention, that through this application the local community is given the chance to bid for the land to ensure that the community value, social wellbeing and social interests of the community can be maintained. If such a community bid is successful, it is indeed clear that the benefits available up until now can continue to be available as the primary use remains over the next five years and beyond.</p> <p>We intend to continue to collate information that may assist in the registration after this submission.</p>
--	--

<p>Eligibility to nominate</p> <p>Please provide evidence that you meet the definition of a community nominator as set out in the regulations (i.e. a parish council or voluntary or community body with a local connection).</p> <p>If an unincorporated group please provide a list of 21 names on the local electoral register.</p>	<p>I, Christopher Hogg, am lead applicant for registration and as an unincorporated group I provide 21 names that are on the local electoral register. I list over 21 names of people to ensure that if there is any error in their electoral registration the terms of this application are met.</p> <p>Residents of Bradford-on-Avon: Christopher James Hogg Eunice Parker Susan Coppara Dorna Daw Vivienne Kynaston Jeremy Wire Suzanne Wise Judith Holland Jane Jones Wendy Langhlin Jessica Thimbleby Bill Quantrill Rowena Quantrill Tim Trimble Liz Stephens Richard Craft Esther Jewitt David Waldren Roger Jones Martin Valarth Claire Louise West Elaine Jones</p>
---	--

	<p>Marion Jones Amanda Andrews Jamie Andrews Stéphanie Kasprowski</p> <p>Residents of Trowbridge: Matthew Callaway Wanda Gwiazda Anne-Marie Leflaive Marie Hilly</p> <p>Residents of Hilperton: Stephanie Harbour Alan Harbour Joanna Harbour</p> <p>Resident of North Bradley: Luke Hepples</p> <p>Resident of Westwood: David McQueen</p>
--	---

Your details

Parish	Bradford on Avon
Community area	Bradford on Avon
Your organisation	applying as an unincorporated group
Contact name	Christopher Hogg
Position held	Lead nominee. Applicant.
Address	79 Southville Road Bradford on Avon Wiltshire
Postcode	BA15 1HX

Telephone	
------------------	--

Email	
--------------	--

I confirm that all information provided is accurate and complete

Name	Christopher Hogg
-------------	------------------

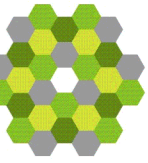
Signature	
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Date	20 th July 2018
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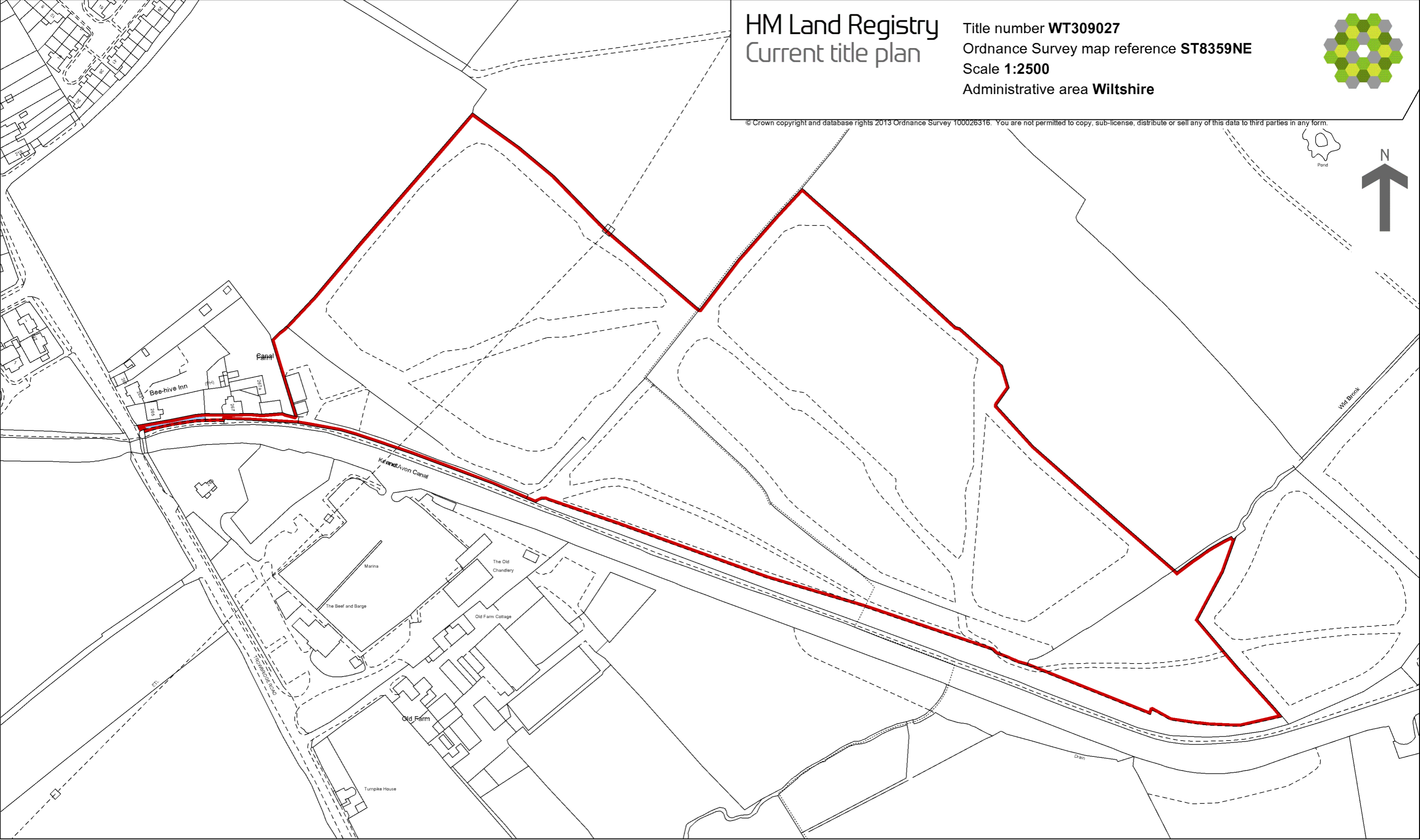
Please return to assetsofcommunityvalue@wiltshire.gov.uk (scanned attachments can be accepted) or via post to Simon Day, Economic Development & Planning, Wiltshire Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER.

HM Land Registry
Current title plan

Title number **WT309027**
Ordnance Survey map reference **ST8359NE**
Scale **1:2500**
Administrative area **Wiltshire**



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This title is dealt with by HM Land Registry, Weymouth Office.



Our Ref: 2018/0007
Enquiries to: Simon Day

Date: 25th July 2018

Mr & Mrs Benjamin
267 Trowbridge Road
Bradford on Avon
Wiltshire
BA15 1UA

Economic Development & Planning
Monkton Park
Chippenham
Wiltshire
SN15 1ER

Tel: 01249 706634
email: simon.day@wiltshire.gov.uk
www.wiltshire.gov.uk

Dear Sir/Madam,

Nomination of Widbrook Wood, Trowbridge Road, Bradford on Avon, BA15 1UA to be listed as an Asset of Community Value

The Localism Act 2011 allows Parish Councils and other local community groups to nominate land and properties to be registered as an 'Asset of Community Value'.

Wiltshire Council has received a nomination from The Friends of Widbrook Wood (West) for Widbrook Wood to be listed as an Asset of Community Value. Please see the attached nomination. A building or land in a local authority's area will be listed as an asset of community value if in the opinion of the authority:

- current non-ancillary use of the building/land or use of the building/land in the recent past furthers the social well-being or social interests (cultural, recreational, or sporting interests) of the local community;
- it is realistic to think that now or in the next five years there could continue to be non-ancillary use of the building/ land which will further the social well-being or social interests of the local community.

Owners of assets which are listed cannot dispose of them without:

- letting the local authority know that they intend to sell the asset or grant a lease of more than 25 years;
- waiting until the end of a six week 'interim moratorium' period if Wiltshire Council does **not** receive a request from a community interest group to be treated as a potential bidder;
- waiting until the end of a six month 'full moratorium' period if Wiltshire Council **does** receive a request from a community interest group to be treated as a potential bidder (in the first six weeks).

The owner of the property does not have to sell the asset to the community interest group. There is also a 'protected period' (18 months from the time that the owner notified the local authority of their intention to dispose of the asset) – during this time there can be no further moratoriums on sale and the owner is free to dispose of the property as they see fit. Assets which are listed will be removed from the list after 5 years.

The [Community Right to Bid: Non-statutory advice note for local authorities](#) published by government provides detailed information on:

- The bodies that can make nominations (such as local parish councils);
- Land that is exempt from being listed (such as premises which are wholly residential);
- The steps that Wiltshire Council has to take when considering to list land as an asset of community value and upon listing that land (including notifying relevant parties);
- Arrangements for owners to make appeals on a decision to list or award compensation on any losses incurred as a result of being listed (including internal reviews and external tribunals);
- Exemptions to the moratorium being applied when land is put up for sale (including a business being sold as a going concern, certain family transfers, sale to a community interest group and as a result of insolvency).

Wiltshire Council has to make a decision on whether to list the asset on the register of Assets of Community Value within 8 weeks. It will therefore be helpful to have any information you would like to submit on whether you believe the asset meets the definition of community value, or other relevant information, by **22nd August 2018**.

Wiltshire Council will decide whether to list the asset as an Asset of Community Value by **19th September 2018** and at that point you will be notified and provided with further information on the appeals procedure which may apply, if relevant.

Yours faithfully



Simon Day
Performance & Service Development Manager
Economic Development & Planning

<iframe src="https://www.googletagmanager.com/ns.html?id=GTM-KFQMTH7" height="0" width="0" style="display:none;visibility:hidden"></iframe>

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 - [Drinking Fountains With WRAS Approved Taps](#)
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Outdoor Bottle Filler

Outdoor Bottle Filler

Price

£958.80 (inc VAT) £799.00 (exc VAT) GBP

Product Code:

M-OBFM5-IAP

Availability:

Green - In Stock 2 to 3 Working Days (other colours 8 to 10 weeks)

Dimensions:

1327mm high

181mm diameter.

Options

Pet Bowl Freeze Resistant Valve

Unit Price (exc VAT):

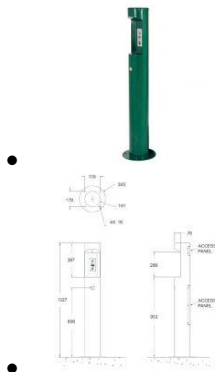
Total Price (inc VAT): £958.80

Quantity

ADD TO BASKET



OUT OF STOCK



- Product Detail
- Dimensions
- Delivery
- Documents
- Related Products

Product Detail

Outdoor Bottle Filling Fountain

Product Code M-OBFM5-IAP

- Outdoor bottle filler for re-filling drinking water bottles.
- Heavy duty green powder coated stainless steel construction.
- The outdoor bottle filling station is operated by a press button to operate the water flow.
- Pre drilled flange with ground mounting plate (requires excavation)
- The outdoor bottle filler is environmentally friendly providing a fast, convenient way to obtain drinking water, and promotes the use of refillable water bottles.
- The press button operated model can be specially ordered with an optional freeze resistant valve.

Size

- 1327mm high
- 933mm from floor to filling recess.
- 181mm diameter.

Delivery

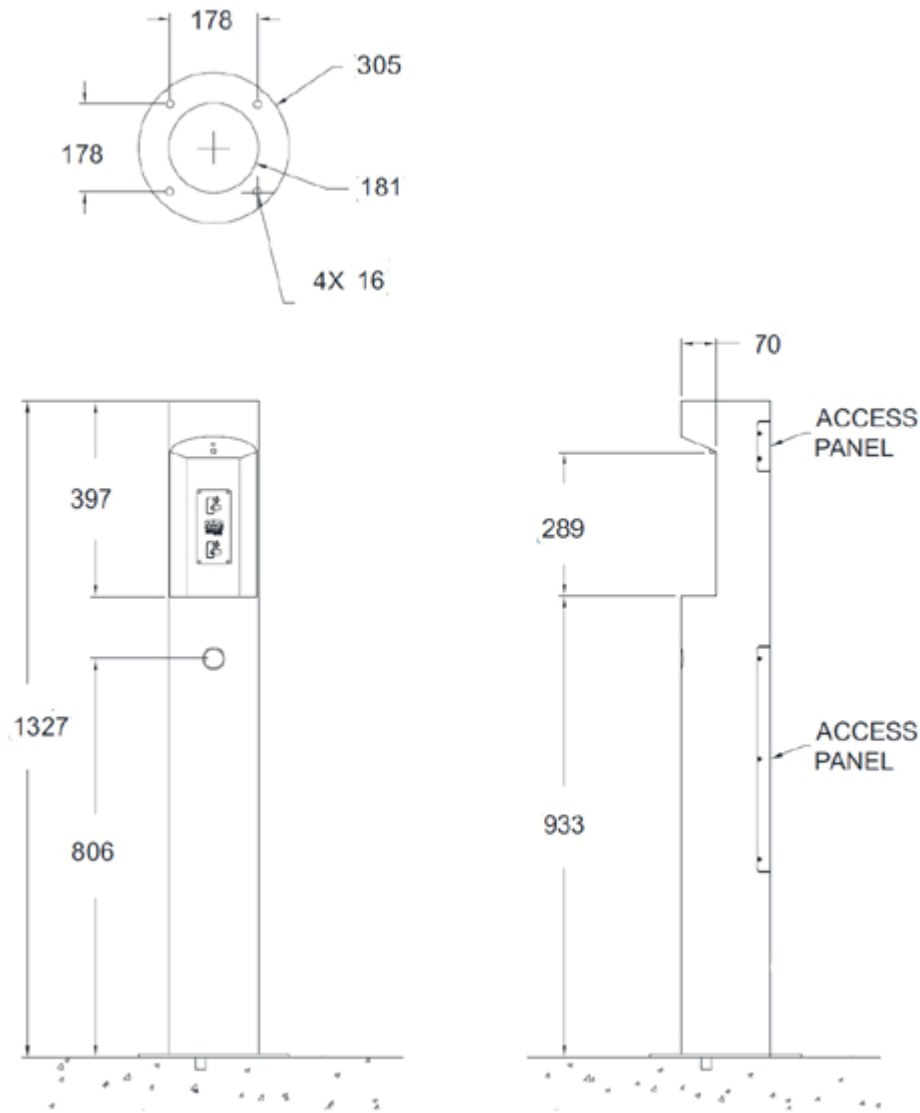
- In stock 3 to 4 working days

Options

The product can be specially ordered in 10 to 12 working weeks with the following options:

- Powder coated steel in red, or, blue.
- Sensor and push button operation.
- Low level pet drinking fountain.
- Freeze resistant valve (press button model only)

Dimensions



Delivery

Delivery

In stock usually 3 to 4 working days.

Special delivery is offered on some products and is noted on the relevant product pages.

Delivery Times

Delivery times stated on the website are indicative of the average time it takes to deliver each product. All delivery times are based on working days and do not include weekends or Bank Holidays.

For remote areas sometimes deliveries may take a little longer than specified.

We will contact you if there are any known delays in the delivery times on your order.

Delivery Method

All orders are despatched by the most suitable and economic method.

If you have ordered several items they may arrive separately to make sure they are delivered by the quickest and most appropriate method, and to guarantee you get the best prices.

Please note our carriers do not offer fixed time slots, and due to time constraints are not able to telephone before delivering.

Documents

PDF Datasheets

- [outdoor-bottle-filler.pdf](#)

Related Products

Products

- [Handwash](#)
- [Sinks](#)
- [Taps](#)
- [Drinking Stations](#)
- [Urinals](#)
- [Toilets](#)
- [Hospital Equipment](#)
- [Washroom Accessories](#)
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Outdoor Pedestal Bottle Filler

Outdoor Pedestal Bottle Filler

£958.80 (inc VAT) £799.00 (exc VAT) GBP

Product Code: OBF

Unit Price (exc VAT):

Total Price (inc VAT): £958.80

Quantity

[ADD TO BASKET](#)

NEW



- Product Detail
- Dimensions
- Delivery
- Documents

- Related Products

Product Detail

Outdoor Bottle Filling Station

Product Code M-OBFM5-IAP

The Murdock outdoor bottle filler is manufactured from heavy duty stainless steel with a green powder coated finish. Supplied with a manual push button valve requiring less than 5 pounds of force to operate the bottle filling station is easy to operate and a perfect way to re-fill water bottles and helps to reduce plastic bottle waste.

With recycling and plastic bottle waste making headlines and on the top of agendas of local councils and water companies this simple stylish bottle filler makes the perfect choice for all indoor and outdoor locations.

Dimensions & Specifications:

Width: 181mm diameter

Height: 1327mm high - 933mm from floor to bottle filling recess.

Material: Heavy duty stainless steel with green coated finish.

Water supply: Push button self closing valve with 100 mesh inlet strainer.

Supplied With:

Stainless steel inground anchor plate (requires excavation).

Flexible drain hose through base.

Flexible inlet supply pipe through base.

Push button self closing water supply valve with strainer.

Delivery:

In stock, usually delivered in 2 to 3 working days (green model only)

Other colours and options 8 to 10 weeks.

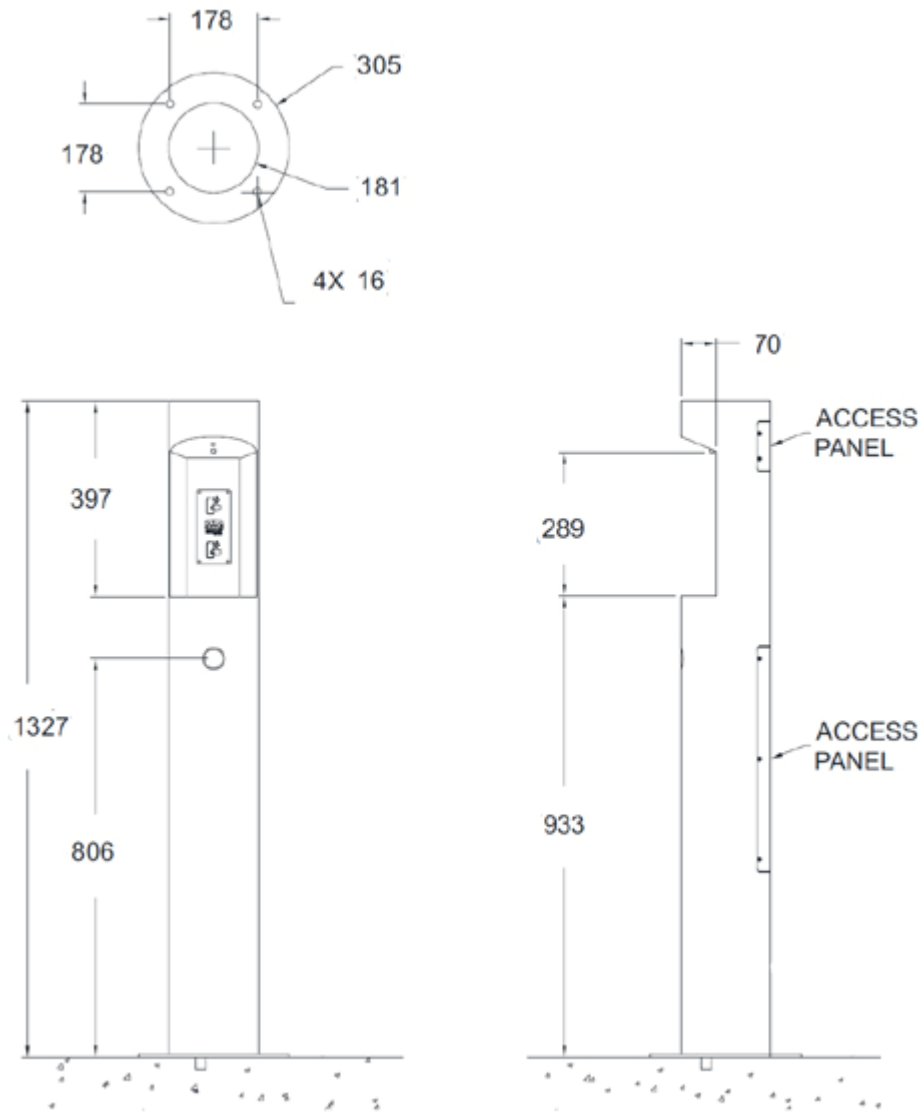
Optional Fountain Extras:

Pet filling fountain (available 8 to 10 weeks).

Red, blue or satin stainless finish (available 8 to 10 weeks).

Infra-red operation (available 8 to 10 weeks).

Dimensions



Delivery

Delivery

In stock usually 2 to 3 working days.

Special delivery is offered on some products and is noted on the relevant product pages.

Delivery Times

Delivery times stated on the website are indicative of the average time it takes to deliver each product. All delivery times are based on working days and do not include weekends or Bank Holidays.

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Documents

Related Products

Products

- [Drinking Fountains](#)
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Drinking Fountain Solutions is a trading name of Washware Essentials Ltd, Kestrel Court, Harbour Road, Portishead, BS20 7AN Registered in England & Wales. Reg No 07533137
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PROJECT:
Drinking Water Bottle Refill Station:
St Margaret's Hall, BoA
Update: 22/07/2018

BOATC

BOAPT

CFBOA

Drinking Water Project

Remit

- To provide a drinking-water source for the people of BoA and visitors, to improve health and reduce use of plastic towards a better World
- To agree shared funding, design and central location
- Starting point: recent installation in Freshford

Team

- Cllr Alex Kay, BoATC Chair Environment & Planning
- Kate Nicholls, BoA Preservation Trust, Townscape
- Eunice Parker, Climate Friendly BoA
- Jill Hollings, Climate Friendly BoA

Drinking water supply

- Environmentally responsible: reduce single-use plastic
- Well-being responsible: encourage hydration and outdoor activity
- Aesthetically pleasing
- Outdoor & weather proof
- Capable of rapid filling of sports bottles
- WRAS & CE Approved
- Vandal proof

Note: Equality Act 2010 for wheel chair access; the Town Council is a drinking water station and staff will help any wheel-chair users if the access is adequate



Water Coolers

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Industrial Cooling Fans

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Home > Halsey Taylor 4405BF - Endura II Tubular Outdoor Bottle Filling Station

Alternative Products

ALTERNATIVE PRODUCTS



Halsey Taylor 4410-BF - Endura II
Tubular Outdoor Bottle Filling Station

Only: **£2,135.00**

Rent From: **£10.95**



New

HALSEY TAYLOR 4405BF - ENDURA II TUBULAR OUTDOOR BOTTLE FILLING STATION

The Endura II 4405BF tubular bottle filling station is WRAS Approved and ideal for outdoor installation, with a strong steel frame and a simple push-button activation unit to prevent damage from vandals.

Buy

ONLY **£1,785.00**

RRP: ~~£2,347.00~~

You Save: **£562.00**

Rent

From: **£9.95** / week

Buy / Rent

Choose an Option...

- WRAS certified
- Price excl. VAT
- Available in green 24 hours; black could take longer
- No drinking fountain arm; weight considerations for wall mounting

Outdoor Water Bottle Filling Station specifications

DESCRIPTION

SPECS

REVIEWS

VIDEO

DOWNLOADS

INCLUDED IN RENTAL

ADDITIONAL INFORMATION

Features	ADA Approved, GreenSpec Listed, Non-Refrigerated, NSF 61/372 lead free, Outdoor Rated, Vandal Resistant, WRAS Approved
Chilled Water Production	Nil
Cooling System	No
Water Temperature	Ambient
Rated Input	N/A
Filtration	Optional
Waste Option(s)	Drain 32mm
Wall Security Brackets	Included
Weight (kg)	41
H x W x D (cm)	46.2 x 25.4 x 48.6
Rental Terms	Please see 'included in rental' tab
BIM Files	BIM files available for Architects

Planning

- Alex will talk with Colin Johns
- Kate to talk with Rosie McG
- No planning application cost for Town Council
- St Margaret's Hall is not listed but in Conservation Area
- Select black to match other iron work, best aesthetic
 - May cost more and/or cause delay
 - Early ordering imperative

Site selection

Location	+ve	-ve	Comment
St Margaret's Hall corner	Owned by BOATC, water supply, on busy walking route	Space limited	Selected; compromise with wall-mounted unit
St Margaret's by TC entrance	Owned by BOATC, water supply, on busy walking route	Near sewerage manhole cover/access needed all times	Rejected
St Margaret's carpark by toilets	Owned by WC, water supply, accessible	Crowded and dark corner, less 'controllable' by BOATC	Rejected
Westbury Hs Gardens	Owned by BOATC	water supply more difficult, not on busy walking route, not so easy to maintain, higher cost, CA: planning	Possible future project of bigger, 'designer' project
Barton Farm	Owned by BOAPT (or WC), lots of visitors/walkers	More difficult for BOATC to maintain	Possible future project

Site agreed: corner on St Margaret's Hall



Funding

- BOATC Environment & Planning Committee approved up to £1,500; subject to total cost and other grants
- BOAPT agreed to pay £1,000
- CFBOA have no funds available but are pursuing a grant from Secret Gardens ca £500 (approval meeting in August)
- Kate is going to apply for Wessex Water grant ca £500, as soon as total cost etc available
- The purchase price for the chosen unit excl. VAT; BOATC can claim VAT back
- The total cost is unlikely to exceed £3,000
 - Note: any surplus funds could be put towards another drinking water fountain in BoA or other environmental project

Installation

- Alex has asked Tim, the Hall Manager to get installation cost estimate from the Plumber
- Tim has the installation specs from MIW website and forwarded those to Plumber

Information Plaque

- DETAILS TO BE DECIDED
- Small (ca 20cm square?)
- Black with gold lettering to match other hardware on St M's
- Thanks to BOATC, BOAPT, CFBOA, and other donors
- BOATC logo
- Possibly short poem about drinking water or no plastics from local poet



Future

It is assumed that in respect of this Water-bottle refill station:

1. BOATC will own it
2. BOATC will supply water
3. BOATC will clean and maintain it
4. It will be covered by BOATC's public liability insurance
5. BOATC will arrange repairs as needed
may revert to contact other organisations for support if necessary

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 3

30June2018

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<i>Current Assets</i>		
100	Trade Debtors	7,220	
105	VAT Control A/c	3,347	
110	Prepayments	31,140	
150	CWLPEC Dr	2,296	
200	Lloyds Current Account	537,802	
201	Lloyds Premier Interest Acct	95,949	
204	Lloyds Fixed Term Deposit	279,581	
231	Petty Cash	300	
232	TIC Float	50	
233	Events Float	100	
235	Youth Club Petty Cash	100	
	Total Current Assets	957,886	
	<i>Current Liabilities</i>		
501	Creditors	30,292	
510	Accruals	4,865	
515	PAYE/NI Due	6,005	
530	Deposits	50	
565	Holding Deposit - Bookings	949	
575	Cards For Good Causes	534	
580	Misc Creditors	433	
585	BOA Womens 100	2,664	
	Total Current Liabilities	45,791	
	Net Current Assets		912,095
	Total Assets less Current Liabilities		912,095
	<i>Represented By :-</i>		
300	Current Year Fund	235,161	
310	General Reserves	552,981	
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		912,095

Month No : 3

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
Resources						
101 Administration						
4001	Staff Employment Costs	16,591	43,742	175,524	131,782	131,782
4002	Agency/Temp Staff	0	0	3,000	3,000	3,000
4006	Refreshments	73	239	1,200	961	961
4007	Staff Travel	0	13	206	193	193
4008	Training and Conferences	0	274	500	226	226
4013	Rent	0	0	20,000	20,000	20,000
4017	Cleaning	20	80	250	170	170
4019	Miscellaneous	0	59	0	-59	-59
4020	Misc Establishment Costs	0	0	500	500	500
4021	Telephone & Broadband	133	397	2,850	2,453	2,453
4022	Postage (incl Franking M/c)	10	92	1,000	908	908
4023	Stationery	70	149	1,900	1,751	1,751
4024	Photocopying	107	214	1,600	1,386	1,386
4025	Insurance	807	824	1,960	1,136	1,136
4026	Subscriptions	142	459	3,000	2,541	2,541
4027	Licences	3	29	0	-29	-29
4031	Recruitment Advertising	850	850	2,500	1,650	1,650
4032	Publicity	0	146	0	-146	-146
4036	Software & Support	1,918	4,425	4,615	190	190
4037	Computer Hardware	0	1,153	4,600	3,447	3,447
4038	Town Clock Maintenance	0	0	150	150	150
4046	Equipment Purchase	73	90	500	410	410
4051	Audit Fees - external	108	-1,175	1,500	2,675	2,675
4052	Audit Fees - internal	58	173	750	578	578
4053	Accountancy Fees	0	0	1,000	1,000	1,000
4054	Payroll Fees	58	264	750	486	486
4055	Legal Fees	0	325	0	-325	-325
4058	Professional Fees	0	0	2,000	2,000	2,000
4064	Bank Charges	15	107	0	-107	-107
	Administration :- Expenditure	21,037	52,930	231,855	178,925	0
1076	Precept	0	344,795	546,708	-201,913	0
1090	Interest Received	4	357	750	-393	0
	Administration :- Income	4	345,152	547,458	-202,306	
	Net Expenditure over	21,032	-292,222	-315,603	-23,381	

Month No : 3

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
102 Civic & Democratic						
4007 Staff Travel	24	24	200	176		176
4008 Training and Conferences	0	175	2,000	1,825		1,825
4030 Events	63	428	0	-428		-428
4034 Newsletter	1,098	1,546	5,000	3,454		3,454
4201 Chairmans Allowance	0	1,100	1,030	-70		-70
4202 Chairmans Expenses	0	135	1,200	1,065		1,065
4203 Members Expenses	0	12	0	-12		-12
4211 Town Council Events	0	0	7,000	7,000		7,000
4215 Remembrance Day	0	0	200	200		200
4221 Twinning	0	10	1,300	1,290		1,290
Civic & Democratic :- Expenditure	1,185	3,430	17,930	14,500	0	14,500
Net Expenditure over	1,185	3,430	17,930	14,500		
109 Capital & Projects						
4901 CP - Loan Repayment	0	0	18,340	18,340		18,340
4902 Rolling Contingency Fund	522	4,272	25,985	21,713		21,713
4903 Rolling Capital Fund Special	0	0	20,000	20,000		20,000
Capital & Projects :- Expenditure	522	4,272	64,325	60,053	0	60,053
1075 CIL (S106) Grants Receivable	0	5,933	0	5,933		0
Capital & Projects :- Income	0	5,933	0	5,933		
Net Expenditure over	522	-1,662	64,325	65,987		
201 Victory Field						
4001 Staff Employment Costs	532	1,659	6,143	4,484		4,484
4012 Water	7	18	0	-18		-18
4014 Light & Heat	-13	16	0	-16		-16
4251 V F Sports Association Grant	0	0	11,000	11,000		11,000
4252 Victory Field Maintenance	227	1,043	6,000	4,957		4,957
4253 V F Safety Checks Play Eqpt	0	0	450	450		450
Victory Field :- Expenditure	753	2,736	23,593	20,857	0	20,857
1001 Booking Income	130	720	0	720		0
Victory Field :- Income	130	720	0	720		
Net Expenditure over	623	2,016	23,593	21,577		

Month No : 3

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
203 Youth & Community Centre						
4001 Staff Employment Costs	500	1,736	2,808	1,072		1,072
4011 Rates	287	861	3,000	2,139		2,139
4012 Water	33	126	200	74		74
4013 Rent	81	249	1,000	751		751
4014 Light & Heat	68	824	2,000	1,176		1,176
4016 Refuse Disposal	35	115	500	385		385
4017 Cleaning	42	151	150	-1		-1
4020 Misc Establishment Costs	0	0	250	250		250
4021 Telephone & Broadband	38	88	300	212		212
4025 Insurance	0	0	80	80		80
4026 Subscriptions	0	0	50	50		50
4036 Software & Support	0	0	50	50		50
4039 CCTV Costs	0	0	60	60		60
4040 Alarms	0	48	350	302		302
4041 Property & Other Maintenance	334	736	5,000	4,264		4,264
4046 Equipment Purchase	667	667	250	-417		-417
Youth & Community Centre :- Expenditure	2,084	5,601	16,048	10,447	0	10,447
1001 Booking Income	2,076	6,102	10,000	-3,898		0
1005 BoA Youth Service Bookings	100	325	0	325		0
1010 Grants Received	0	0	10,000	-10,000		0
Youth & Community Centre :- Income	2,176	6,427	20,000	-13,573		
Net Expenditure over	-92	-826	-3,952	-3,126		
302 Closed Churchyard						
4042 Churchyard Maintenance	0	0	600	600		600
Closed Churchyard :- Expenditure	0	0	600	600	0	600
Net Expenditure over	0	0	600	600		
303 Westbury Gardens						
4001 Staff Employment Costs	356	1,111	4,116	3,005		3,005
4062 Westbury Gardens Maintenance	160	800	10,000	9,200		9,200
Westbury Gardens :- Expenditure	516	1,911	14,116	12,205	0	12,205
1001 Booking Income	25	50	500	-450		0
Westbury Gardens :- Income	25	50	500	-450		
Net Expenditure over	491	1,861	13,616	11,755		

Month No : 3

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
305 <u>Bridge Street</u>						
4014 Light & Heat	27	53	0	-53		-53
Bridge Street :- Expenditure	27	53	0	-53	0	-53
1305 Utilities recharge	0	0	0	0		0
Bridge Street :- Income	0	0	0	0		
Net Expenditure over	27	53	0	-53		
403 <u>Public Conveniences</u>						
4001 Staff Employment Costs	1,414	4,412	16,340	11,928		11,928
4011 Rates	464	1,392	6,000	4,608		4,608
4012 Water	220	429	3,500	3,071		3,071
4014 Light & Heat	158	736	2,076	1,340		1,340
4025 Insurance	0	0	60	60		60
4028 Uniforms/Protective Clothing	20	35	150	115		115
4041 Property & Other Maintenance	23	216	500	284		284
4311 Public Conv's Cleaning Product	110	259	1,700	1,441		1,441
Public Conveniences :- Expenditure	2,409	7,480	30,326	22,846	0	22,846
Net Expenditure over	2,409	7,480	30,326	22,846		
501 <u>St Margaret's Hall</u>						
4001 Staff Employment Costs	5,836	15,874	61,450	45,576		45,576
4011 Rates	388	1,164	5,110	3,946		3,946
4012 Water	148	355	1,600	1,245		1,245
4013 Rent	0	0	-20,000	-20,000		-20,000
4014 Light & Heat	73	796	5,350	4,554		4,554
4016 Refuse Disposal	164	534	1,600	1,066		1,066
4017 Cleaning	141	273	1,000	727		727
4020 Misc Establishment Costs	0	0	750	750		750
4025 Insurance	0	0	3,200	3,200		3,200
4027 Licences	15	86	1,000	914		914
4030 Events	271	742	4,000	3,258		3,258
4032 Publicity	45	149	1,500	1,351		1,351
4040 Alarms	50	178	1,200	1,022		1,022
4041 Property & Other Maintenance	1,478	2,110	7,500	5,390		5,390
4043 Equipment Repairs&RunningCosts	46	186	300	114		114
4046 Equipment Purchase	528	529	4,500	3,971		3,971
4057 Seat Sponsorship Costs	0	0	50	50		50
St Margaret's Hall :- Expenditure	9,182	22,978	80,110	57,132	0	57,132

Month No : 3

I&E By Committee

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
1001	Booking Income	2,868	8,538	55,000	-46,462		0
1203	Events Income	1,060	1,426	3,500	-2,074		0
	St Margaret's Hall :- Income	3,928	9,963	58,500	-48,537		
	Net Expenditure over	5,254	13,015	21,610	8,595		
601	<u>Bearfield</u>						
4601	Bearfield Maintenance	245	490	2,500	2,010		2,010
	Bearfield :- Expenditure	245	490	2,500	2,010	0	2,010
	Net Expenditure over	245	490	2,500	2,010		
602	<u>Festival Gardens</u>						
4602	Festival Gardens	0	0	1,000	1,000		1,000
	Festival Gardens :- Expenditure	0	0	1,000	1,000	0	1,000
	Net Expenditure over	0	0	1,000	1,000		
	Resources :- Expenditure	37,959	101,880	482,403	380,523	0	380,523
	Income	6,263	368,245	626,458	-258,213		
	Net Expenditure over Income	31,696	-266,365	-144,055	122,310		

Month No : 3

I&E By Committee

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
Community & Recreation							
<u>103</u>	<u>Grants</u>						
4102	Grants	2,900	21,246	12,000	-9,246		-9,246
4103	Grant - BoA Historic Bldgs C C	0	0	5,000	5,000		5,000
4106	Grant - Museum	0	0	2,000	2,000		2,000
4107	Grant - Mt Pleasant Centre	0	0	1,500	1,500		1,500
4109	Grant - The Hub	0	0	5,150	5,150		5,150
	Grants :- Expenditure	2,900	21,246	25,650	4,404	0	4,404
	Net Expenditure over	2,900	21,246	25,650	4,404		
<u>202</u>	<u>Events</u>						
4030	Events	0	790	0	-790		-790
4261	Arts & Festival Grants	0	0	8,500	8,500		8,500
4264	Flower Show	0	0	750	750		750
	Events :- Expenditure	0	790	9,250	8,460	0	8,460
1070	Miscellaneous Income	0	0	1,200	-1,200		0
1203	Events Income	0	653	0	653		0
	Events :- Income	0	653	1,200	-547		
	Net Expenditure over	0	137	8,050	7,913		
<u>204</u>	<u>Youth Club</u>						
4019	Miscellaneous	0	13	0	-13		-13
4213	Hall/Room Hire	100	325	0	-325		-325
	Youth Club :- Expenditure	100	338	0	-338	0	-338
1210	Youth Club Subs	0	52	0	52		0
1211	Youth Club Tuck Shop	0	46	0	46		0
	Youth Club :- Income	0	97	0	97		
	Net Expenditure over	100	241	0	-241		
<u>205</u>	<u>Youth Services</u>						
1215	Youth Services Income	0	6,500	0	6,500		0
	Youth Services :- Income	0	6,500	0	6,500		
	Net Expenditure over	0	-6,500	0	6,500		
Community & Recreation :- Expenditure		3,000	22,373	34,900	12,527	0	12,527
Income		0	7,250	1,200	6,050		
Net Expenditure over Income		3,000	15,123	33,700	18,577		

Month No : 3

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
<u>Town Development</u>						
<u>301</u>	<u>Town Development</u>					
4001	Staff Employment Costs	356	1,111	4,116	3,005	3,005
4025	Insurance	42	126	3,200	3,074	3,074
4059	CEV	151	241	8,500	8,259	8,259
4302	Hanging Baskets	5,559	5,559	5,300	-259	-259
4303	Seat Repairs&Renewals	0	0	1,000	1,000	1,000
4308	Pedestrian Safety/Cycle Net.	0	0	2,000	2,000	2,000
4404	Tory Trees	430	430	500	70	70
	Town Development :- Expenditure	6,538	7,467	24,616	17,149	0
1010	Grants Received	0	1,275	0	1,275	0
1070	Miscellaneous Income	0	250	0	250	0
	Town Development :- Income	0	1,525	0	1,525	
	Net Expenditure over	6,538	5,942	24,616	18,674	
<u>304</u>	<u>Business & Tourism inc TIC</u>					
4001	Staff Employment Costs	2,553	5,105	39,519	34,414	34,414
4007	Staff Travel	0	0	100	100	100
4011	Rates	288	863	4,000	3,137	3,137
4012	Water	31	18	500	482	482
4013	Rent	1,000	3,000	12,000	9,000	9,000
4014	Light & Heat	266	764	2,500	1,736	1,736
4017	Cleaning	0	0	500	500	500
4020	Misc Establishment Costs	0	0	500	500	500
4021	Telephone & Broadband	27	74	600	526	526
4022	Postage (incl Franking M/c)	13	17	0	-17	-17
4023	Stationery	0	0	100	100	100
4025	Insurance	25	75	900	825	825
4026	Subscriptions	67	201	3,500	3,299	3,299
4032	Publicity	0	0	1,500	1,500	1,500
4033	Printing	0	0	2,000	2,000	2,000
4036	Software & Support	0	0	250	250	250
4041	Property & Other Maintenance	0	33	150	117	117
4045	Christmas Lights	0	0	10,000	10,000	10,000
4046	Equipment Purchase	0	0	500	500	500
4063	Service Charge	66	198	770	572	572
4070	Goods for Resale	54	371	1,500	1,129	1,129
4219	South West In Bloom	0	0	3,000	3,000	3,000
	Business & Tourism inc TIC :- Expenditure	4,390	10,719	84,389	73,670	0

Month No : 3

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
1010 Grants Received	0	0	1,500	-1,500		0
1200 Christmas Lights Income	0	0	5,000	-5,000		0
1201 TIC Income	355	856	3,000	-2,144		0
1204 Charity Christmas Cards	0	0	1,500	-1,500		0
1205 Accommodation Guide Inc	0	113	0	113		0
1300 Cafe Rent	1,500	2,674	6,000	-3,326		0
1305 Utilities recharge	431	-2,093	1,250	-3,343		0
1310 Insurance Recharged	0	0	400	-400		0
1315 Business Rates Recharged	0	0	2,000	-2,000		0
Business & Tourism inc TIC :- Income	2,286	1,549	20,650	-19,101		
Net Expenditure over	2,104	9,170	63,739	54,569		
Town Development :- Expenditure	10,928	18,186	109,005	90,819	0	90,819
Income	2,286	3,074	20,650	-17,576		
Net Expenditure over Income	8,642	15,112	88,355	73,243		

Month No : 3

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
<u>Environment & Planning</u>						
401	<u>Planning & Environment</u>					
4019	Miscellaneous	400	400	0	-400	-400
4401	Conservation Consultant	0	569	2,000	1,431	1,431
4406	BoA Neighbourhood Plan	0	0	2,000	2,000	2,000
	Planning & Environment :- Expenditure	400	969	4,000	3,031	0
	Net Expenditure over	400	969	4,000	3,031	
<hr/>						
	Environment & Planning :- Expenditure	400	969	4,000	3,031	0
	Income	0	0	0	0	
	Net Expenditure over Income	400	969	4,000	3,031	

Month No : 3

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
<u>Highways & Transport</u>						
<u>402</u> <u>Highways & Transport</u>						
4409 Highways Improvements	0	0	18,000	18,000		18,000
Highways & Transport :- Expenditure	0	0	18,000	18,000	0	18,000
Net Expenditure over	0	0	18,000	18,000		
Highways & Transport :- Expenditure	0	0	18,000	18,000	0	18,000
Income	0	0	0	0		
Net Expenditure over Income	0	0	18,000	18,000		

Bradford on Avon Town Council

Lloyds Current Account

List of Payments made between 01/06/2018 and 30/06/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2018	Mr T S & Mrs J Lisney	SO 1Jun18	3000.00		Jun/Jul/Aug18 TIC Rent
07/06/2018	Festive Lights Ltd	BP 7Jun18	11.19		CL18 2x5mWarmWhiteFlash40LEDS
08/06/2018	Lydia Booth	BP 8Jun18	157.50		LB Data Dongle MAM18&Facebook Boosts
08/06/2018	Lloyds Bank plc	DD 8Jun18	16.92		Charges 10Apr-9May18
12/06/2018	Entanet International Ltd	DD 12Jun18	29.10		ADSL May-Jun18
15/06/2018	Wiltshire Council	DD 112343	344.00		18/19 NDR YC
15/06/2018	Wiltshire Council	DD 142337	345.00		18/19 NDR TIC
15/06/2018	Wiltshire Council	DD 158763	278.00		18/19 NDR SCP
18/06/2018	EA Kay	180618001	103.96		AKay Postcards x1000
18/06/2018	British Gas	180618002	58.86		Electricity 7Mar-6Jun18 Pavill
18/06/2018	Joceline Bury	180618003	447.59		Redesign Newsletter
18/06/2018	Mrs Angela DALE	180618004	251.00		TeaDances x3 May18
18/06/2018	David Garwood	180618005	24.40		DG DepMayor Salisbury By Train
18/06/2018	The Wiltshire Geology Group	180618006	24.82		19xExploreTheLandscapeBOA
18/06/2018	Haven Fire Security Consultant	180618007	61.45		Extinguisher Consumables x4
18/06/2018	Integrated Water Services Ltd	180618008	80.75		WaterHygieneMay18
18/06/2018	Knight's Ground Maintenance	180618009	370.00		May18 Grass Cuts
18/06/2018	Koji Sakai	180618010	37.80		Magnetsx6 etc
18/06/2018	Mr R.W.A. Powell	180618011	120.00		Grass Cut 11May18
18/06/2018	Mr J Venables	180618012	125.00		5hrs MailingList/WebsiteUpdate
18/06/2018	Timothy Yeomans	180618013	59.00		TY Eye Test/Glasses
18/06/2018	Cash	101526	146.65		Light Bulb Pavilion
18/06/2018	Bradford on Avon Walkers are W	101527	160.00		40x Wheel Maps
18/06/2018	J&V Data Services Ltd	DD 18Jun18	15.92		MayCalls/JunCharges
18/06/2018	BIRMINGHAM	DD18Jun18	84.83		MayCalls/JunCharges
19/06/2018	Age U.K. Wiltshire	190618001	6000.00		AgeUK LivingWellService 1819
19/06/2018	Jasper Bark	190618002	50.00		TG18 MC Services
19/06/2018	Crescent Flowers	190618003	75.00		TG18 Flowers etc
19/06/2018	Ms El Franklin	190618004	189.00		SMH Hire 8Mar18
19/06/2018	Local Medical Services Ltd	190618005	290.00		DuckRace18 MedicalCover&CxlFee
19/06/2018	Our Time Project	190618006	1000.00		OurTimeProj C&R6Jun18Min60(i)
19/06/2018	Royds Worthy King	190618007	390.00		Deed of Variation TIC Lease
19/06/2018	Ruby Red Wine Cellars	190618008	118.42		TG18 Bar Costs
19/06/2018	Tees Sport	190618009	799.98		BNLCompactGreenTableTennisT x2
19/06/2018	Multiple Sclerosis Therapy Cen	190618010	700.00		MSTherapyWes C&R6Jun18Min60(i)
19/06/2018	Ms Gina B Griffin	190618011	320.00		TG18 Water Gypsies Band
19/06/2018	Westex Heating Ltd	190618012	276.00		Boiler Services
19/06/2018	Guardian News & Media Ltd	BP 19Jun18	1020.00		Ops Manager Ad
22/06/2018	Charlotte Adcock	FP 22JUN18	60.00		Refund C1108 9Jun18
22/06/2018	UK Wholesale Direct	DD 22Jun18	21.50		MayCalls/JulCharges
22/06/2018	HMRC BACS	BACS 22JUN	4854.01		HMRC May18
25/06/2018	Lloyds Bank plc	DC 25Jun18	239.89		13kg Duck Food etc
26/06/2018	Salaries/Pension	BACS26JUN	22134.06		Salaries/Pension Jun18
28/06/2018	West Mercia Energy	DD 28Jun	1064.97		Gas Apr18
28/06/2018	Moorepay Limited	DD 28Jun18	69.61		May18 Payroll
28/06/2018	Wiltshire Council	DD 134007	466.00		18/19 NDR SMH
28/06/2018	Wiltshire Council	DD 159398	232.00		18/19 NDR SMCP
29/06/2018	Avon Printing Services Ltd	290618001	598.00		Summer Newsletter x6700
29/06/2018	Blue Frontier IT Ltd	290618002	748.20		Monthly Support May18
29/06/2018	Colin Johns	290618003	568.75		Colin Johns JFM18
29/06/2018	Phil Goldsmith	290618004	430.00		Tory Tree Maintenance May18
29/06/2018	Greener Bradford	290618005	400.00		Greener Bradford Contribution
29/06/2018	Grist Environmental Limited	290618006	269.14		Refuse Collection May18
29/06/2018	Haven Fire Security Consultant	290618007	496.19		ExtinguisherConsumables
29/06/2018	Lyreco UK Limited	290618008	241.38		Consumables May18
29/06/2018	Office Beverages	290618009	80.55		May18 Monthly Charge
29/06/2018	D Perry	290618010	245.00		May18 Maintenance
29/06/2018	Mr R.W.A. Powell	290618011	40.00		Grasscut 22Jun18
29/06/2018	Wiltshire Council	290618012	250.00		YC Rent 24Jun-28Sep

Total Payments 51091.39



BOATC and Tourism Websites/Branding

Brief outline of website proposals

Website redesigns

Following on from Full Council's approval of the website tender document (see attached), tenders have been received from three local developers:

- Varn media (which the company Curveball has recently been amalgamated into) <https://varn.co.uk>
- Flipside <http://www.flipsidestudio.co.uk>
- Boson Web <https://bosonweb.net>

All three have submitted quotes to approach the project in two phases; redesigning the Tourism website as 'Phase 1', for completion within 3 months of work commencing and subsequently the Town Council website as 'Phase 2' for completion in early 2019.

Tourism website

As previously acknowledged, the Tourism website www.bradfordonavon.co.uk is urgently in need of redesign in order to bring the information, responsiveness and design up to date, and to act as a showcase for the Town as a tourist destination. In addition, the site will aim to be the 'go-to' place for information on events, things to do, places to visit and provide accommodation information.

With the Great Western Way (GWW) project going live in November, this site needs to be put into development during August 2018 enabling us to be ready to incorporate this project, which is expected will have a highly beneficial impact on the local footfall and economic health of the Town as a whole.

BOATC website

The development of the TC website www.bradfordonavontowncouncil.gov.uk will form 'phase 2' of the project, having had some remedial works already implemented to make it adequate for purpose and editable in-house. However, there is a lot more to do to bring it up to the standards required, secure, informative and user friendly.



Comparisons of proposals

Communications Manager and Tourism/Events Officer to present recommendations to Councillors in private session

Having received tenders, officers have compared like for like costs, service and scope of the three proposals, and will present their findings/recommendations for discussion and agreement on the winning bid.

This is being held in private session to allow frank discussion on the pros and cons of each proposal.

Branding/Marketing

Communications Manager and Tourism/Events Officer to present branding strategy in private session

As part of ongoing Communications policy development, Officers have been working on development of marketing and branding concepts with a view to implementing further concept development within the website design process. This element will inform marketing and communication strategy for both the TC and Tourism visual identity and will require approval of a budget to proceed.

Council proposal form—part two

v1.1 Public

Jun 28 2017

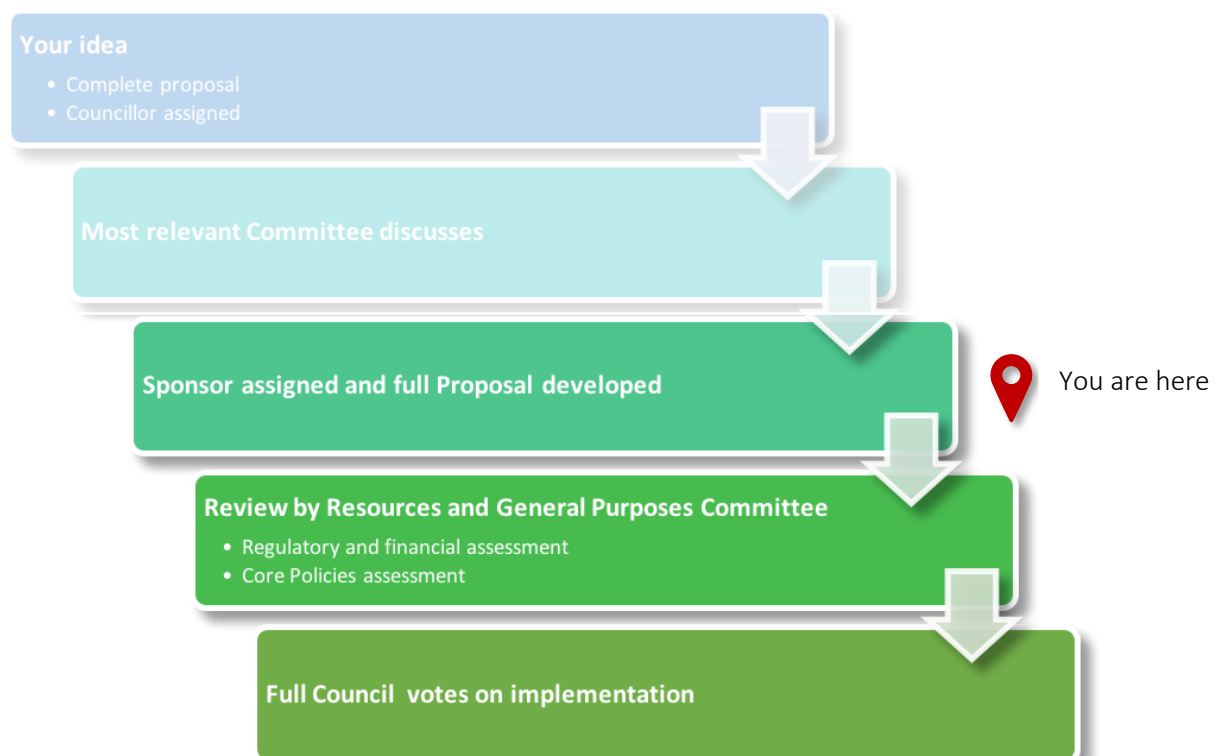
Introduction

This form is for Councillors to propose a project, policy or other measure to Bradford on Avon Town Council, or who are sponsoring a proposal from a member of the public.

It must be used for any measure that both requires the use of Town Council resources and which is above the single proposal spending cap for that committee, or as directed by that committee for any other reason (for example, because it would cause the committee to exceed its delegated budget).

Please complete this form as fully you can, with support from other councillors as required. The relevant committee and the Resource and General Purposes Committee will use it to assess your proposal.

The process



Proposal details

1. Basic details

This data will be used to keep in touch with you as we go through the proposal process, and make sure that we can assess your proposal in the most appropriate way.

Proposer's Name:	Sandra Bartlett
Councillor sponsor (if different):	Dom Newton
Name of Proposal:	HR and H&S outsourcing
<i>Office use</i> Proposal reference: ([Committee code]/###/Year - i.e. B&T/001/2017)	

2. Aims and objectives

To ensure that the Town Council meets its statutory obligations in respect of employment law and health and safety, and as adequate processes to ensure the operational effectiveness of the council while providing for fair a safe treatment of staff and the public.

3. Description of proposal

To procure HR and H&S advice services from a 3rd party provider, to replace those currently provided by SW Councils, which are not deemed to have provided adequate support where required.

The Town Clerk and Leader of the Council have interview, at the Clerk's request, the required 3 companies. Each provided a copy of its service description, which were broadly equivalent and included:

- Review and revision of policies and procedures;
- Ongoing support on policy revision (there was variance here in the levels of automation provided by each);
- Advice lines staffed by qualified staff, with escalation to solicitors and barristers as required;
- Indemnified legal support through tribunal processes;
- Various training, supplied through online platforms;
- Policy communication, absence and holiday management, and performance management (appraisals etc) through proprietary online platforms;
- H&S risk assessment, including an extent of on-site support.

The services will produce as major modernisation in our ability to comply with law, and in doing so protect both the Council and employees.

Costs are detailed in Appendix A, along with more detailed service descriptions.

Once implemented, this service will also reduce the cost of our insurances.

4. Implementation plan

The Town Council will enter into a service contract as soon as possible.

5. Resource requirements

Financial requirements

(add lines as appropriate, and also include any projected savings where appropriate)

Is any part of this proposal likely to require use of invested capital? No

Is any part of this proposal likely to require access to a loan or credit agreement, for example from the Public Works Loan Board? No

Cost proposals from each provider are supplied in Appendix A.

6. Policy assessment

Please describe how the proposal supports any or all of the following policy areas, including direct outcomes from this proposal and consideration of long-term sustainable benefits to the community:

<p>Good governance and democracy <i>For example:</i></p> <ul style="list-style-type: none"> • Improving access to decision-making • Involving young people • Improving Town Council processes 	<p>This will support legal compliance in decision making, and, through the H&S aspect, provide greater assurance for the safety of the public using our services. It will also reduce the risk to the Council from employee relations matters.</p>
<p>Safety and wellbeing <i>For example:</i></p> <ul style="list-style-type: none"> • Improving pedestrian or cyclist safety • Improving air quality • Promoting healthy living and wellbeing 	<p>This will improve the safety and well-being of staff, through better understanding of our obligations and reduced stress for those involved in employee relations issues. It will also provide for better H&S compliance and the protection of members of the public accessing our services.</p>
<p>Heritage and culture <i>For example:</i></p> <ul style="list-style-type: none"> • Protecting places and spaces • Encouraging participation in the arts or sports • Promoting the heritage of the town 	<p>N/A</p>
<p>Environmental sustainability <i>For example:</i></p> <ul style="list-style-type: none"> • Reducing environmental impacts • Promoting green technologies • Waste reduction • Promoting 'recycle/re-use' schemes 	<p>N/A</p>
<p>Managed development <i>For example:</i></p> <ul style="list-style-type: none"> • Using or protecting green spaces within the town and surrounding area • Enhancing the town's built environment 	<p>N/A</p>
<p>Financial sustainability <i>For example:</i></p> <ul style="list-style-type: none"> • Funding provided by other parties • Return on investment within defined period • Proposal is self-sustaining within defined period 	<p>There will be an ongoing financial cost to this service. The rationale is that this is a known, fixed cost, rather than a potentially greater cost, reflecting recent employee relations issues that have required advice and outlay.</p>
<p>Business and vibrant local economy <i>For example:</i></p> <ul style="list-style-type: none"> • Promotes tourism • Improves footfall for retailers • Promotes a sustainable and balanced local economy 	<p>N/A</p>

7. Risk assessment

<p>Financial Does the proposal require the Town Council to take any financial risks, for example by investing in a new facility, taking out a loan or underwriting a cost incurred by a third party?</p>	<p>No, this will be an ongoing operational cost – it will be partly off-set by a reduction in premiums, and will protect against future unknown legal costs arising from employee relations issues.</p>
<p>Regulatory Would the Town Council be acting outside of its powers or could it find itself in breach of any regulations in accepting this proposal?</p>	<p>No – quite the opposite, this will significantly aid compliance.</p>
<p>Health and Safety Are there any additional Health and Safety considerations for the Town Council arising from this proposal (for example additional Risk Assessments, facilities)?</p>	<p>No – quite the opposite, this will significantly aid compliance.</p>

8. Next steps

- Select supplier
- Enter in to contract

H.R. & Employment Law and Health & Safety

The Leader of the Council and I interviewed three companies for H.R. support with Employment Law and Health and Safety Advice. Most of the companies have software available for staff to gain access to the Green Book Terms and Conditions and supporting policies. Any changes are automatically up-dated. They can provide a staff handbook and policies. They can provide Handbooks for staff on Health & Safety. Existing employment contracts can be checked that they are up to date. These companies also offer e-learning covering a huge range of topics, e.g. from Asbestos Awareness to Lone Working for Managers.

	Duration	Cost per month	Cost per annum	Added benefits
Company A	60 months	£358 HR & Law	£4,296	Webinar training available.
Company B	36 months	£331.25	£3,975 + £7.93 per employee insurance x 14 = £111.02 £4,086.02	Site licence to give access to e-learning for training. Free in first year but subsequent years will cost an additional £625 per annum
Company C	36 months	£210	£2,520 + £1,500 = £4,020	5 sites fire risks with annual reviews @ £25 each = £125 per month = £1,500 per year. 800 to 900 risk and COSHH assessments available. 1,140 documents on Atlas.

Recommendation:

The Leader of the Council and I recommend Company 'C' at an annual cost of £4,020 per year to help our Council be up to date with Health and Safety and ISO and current HR and Employment Law, so that everything is in place for a growing town council. Our existing HR advice is not efficient enough for our needs and takes too long and is very expensive.

Sandra Bartlett
Town Clerk
27.07.18