



Minutes of the Bradford on Avon Town Council  
Resources Committee  
Held at the Town Council offices, St. Margaret's Hall, Bradford on Avon  
On 25<sup>th</sup> October 2018 at 7pm

Present:

Cllr E Franklin

Cllr D Garwood (Vice-Chairman)

Cllr T Lomax

Cllr D Newton (Chairman & Leader of the Council)

Cllr M Roberts

Sandra Bartlett (Town Clerk)

Ian Brown (Operations Manager)

Members of the Public: 1

Apologies: Cllr L Brown, Cllr A Kay, Cllr S McNeill-Ritchie and Cllr J Parker.

29. Minutes

After one small amendment was made, it was proposed by Cllr Garwood seconded by Cllr Roberts and with all in favour it was **RESOLVED**: That the minutes of the last meeting held on the 10<sup>th</sup> July 2018 be signed as a true record.

30. Declarations of interest – none

31. Ricoh Photocopier

It was noted that the photocopier lease expires in November 2018. The Operations Manager's Report was considered and discussed. It was proposed by Cllr Newton seconded by Cllr Garwood and with all in favour it was **RESOLVED**: Of the five quotes to accept the 5-year rental agreement with Ricoh at a cost of £173.07 for quarterly rental with 0.024 for colour and 0.0024 for black and white copies. The annualised cost will be £692.28.

32. Financial Regulations

The draft financial regulations were noted. Leader of the Council asked for these to be re-written in more plain English speak and cut down, to ensure clarity of process and openness. Cllrs Newton, Garwood and McNeill-Ritchie to assist the Clerk with this. This item was then deferred.

33. Community Fridge

That this item be deferred until a site had been found.

34. Budget 2018-19

(i) The spend this year against budget was noted. Members thought it was difficult to understand the staff costs, as they appeared in various headings, and so was less transparent.

(ii) Discussion took place on whether to vire funds from the Youth budget to top up the grants budget. It was decided to journal the two grants for Mighty Girls and Fresh Start Films to the Youth Strategy Budget code 205/4650 at a cost of £1,500 each. Any future grants within this financial year which met the youth criteria will be taken from the Youth Strategy budget under the Community and Recreation Committee heading.

(iii) Cllr Garwood to report on topping up the Christmas lights budget. Cllr Garwood tabled the projected income and expenditure. A discussion ensued and it was decided to discuss this matter further at Full Council on the 6<sup>th</sup> November 2018.

#### 35. Doors at Victory Field

The report from the Operations Manager on the shutters at Victory Field pavilion was considered. After discussion, it was proposed by Cllr Newton seconded Cllr Roberts and with all in favour it was **RESOLVED:** That Option 1 for the replacement of the roller shutter with a galvanised steel door and repairs to the side of the building at a cost of £1,733.00 be accepted.

#### 36. Health & Safety Inspection Reports

Ian Brown explained the findings from the Health and Safety Inspection Reports (circulated with the agenda) on the buildings occupied by the Town Council. He said that 22 medium term risks were found with some low risk. He advised that he was currently working to comply with the identified risks.

#### 37. Private Business

It was proposed by the Chairman seconded by Cllr Garwood and with all in favour it was agreed to start private business.

