



**Bradford on Avon
Town Council**



Minutes of the Annual Town Council meeting of
BRADFORD ON AVON TOWN COUNCIL held at St. Margaret's Hall, Bradford on Avon
on Tuesday 7th May 2019 at 7.00p.m.

Attendance – Town Council

Cllr L Brown
Cllr E Franklin
Cllr D Garwood
Cllr A Kay
Cllr S McNeill-Ritchie
Cllr D Newton (Leader of the Council)
Cllr J Parker
Cllr M Roberts
Cllr D Taylor
Mrs S Bartlett (Town Clerk)
Ian Brown (Operations Manager)
Lydia Booth (Communications Manager)

Apologies – Cllr J Lynch and Cllr T Lomax

Members of the Public – 11 members of the public

1. Election of Council Chairman and Town Mayor

Nominations for the position of Chairman and Town Mayor were received. Cllr Newton nominated Cllr McNeill-Ritchie, Cllr Roberts nominated Cllr Brown and with 7 votes in favour and 2 against for Cllr McNeill-Ritchie and 2 votes in favour and 4 against for Cllr Brown it was **RESOLVED**: That Cllr Simon McNeill-Ritchie be elected as Chairman and Town Mayor for the ensuing municipal year. Cllr Kay (Out-going Mayor and Chairman) handed the chain of office to Cllr Simon McNeill-Ritchie.

2. Chairman's Declaration of Acceptance of Office

The Chairman signed his Declaration of Acceptance of Office in the meeting and this was witnessed by the Clerk.

3. Declarations of interest -none

4. Election of Vice Chairman and Deputy Town Mayor

The Chairman asked for nominations for the position of Vice Chairman and Deputy Town Mayor. Cllr Franklin nominated Cllr Taylor, Cllr Brown nominated Cllr Roberts and with no further nominations and with 7 votes for Cllr Taylor and 2 votes for Cllr Roberts, it was **RESOLVED**: That Cllr Daniel Taylor be Vice-Chairman and Deputy Mayor for the year 2019-20. Cllr Garwood handed the chain of office to Cllr Daniel Taylor.

5. Leader of the Council

Nominations were received for the Leader of the Council, Cllr Kay nominated Cllr Newton, seconded by Cllr Franklin and Cllr Brown nominated Cllr Roberts, seconded by Cllr Roberts and with 7 votes for Cllr Newton and 2 votes for Cllr Roberts it was **RESOLVED**: That Cllr Dom Newton be Leader of the Council for the forthcoming year.

6. Minutes

After a couple of amendments were made, it was proposed by Cllr Garwood, seconded by Cllr Roberts and with all in favour it was **RESOLVED**: To accept the minutes of the last meeting held on the 2nd April 2019.

7. Matters arising (FOR INFORMATION ONLY) - None

8. Annual Governance and Accountability Return 2018/19

- (i) Members answered the questions 'yes' in Section 1 of the Annual Governance Statement 2018/19 and the Chairman and Clerk signed this statement in the meeting.
- (ii) Section 2 Accounting statements for 2018/19 were signed in the meeting and noted.
- (iii) Cllr Newton reported that the council could be better at risk management.

9. Selection of Committees and Delegation of Powers

(i) Chairman said that after the election on the 6th June 2019 an Away Day Conference would be arranged to decide the work of the council for the next two years and a business plan would be written containing these plans. He said that the council had come up the list for community asset transfers and transfer of services. There was a meeting arranged for Friday to discuss the potential list. Chairman said that the Terms of Reference would be reviewed at the conference and changes brought back to Full Council.

(ii) The nominations for Councillors membership on the committees were agreed. This list was attached to the minutes. Decisions were also made on individual for the Committees:

Environment & Planning Committee – Cllr Parker proposed Cllr Alex Kay as Chairman, seconded by Cllr Franklin and with all in favour it was **RESOLVED**: That Cllr Alex Kay be Chairman of the Environment and Planning Committee.

Town Development Committee – Cllr Newton proposed Cllr McNeill-Ritchie, seconded by Cllr Kay and with all in favour it was **RESOLVED**: That Cllr Simon McNeill-Ritchie be Chairman of the Town Development Committee.

Resources Committee – Cllr Dom Newton was appointed Chairman of the Resources Committee as Leader of the Council to comply with Standing Orders.

Highways & Transport Committee – Cllr Garwood proposed Cllr Dom Newton as Chairman of Highways & Transport Committee, seconded by Cllr Franklin and with all in favour it was **RESOLVED**: That Cllr Newton be Chairman of the Highways and Transport Committee.

Community & Recreation Committee – Cllr Kay proposed Cllr Emma Franklin as Chairman, seconded by Cllr Brown and with all in favour it was **RESOLVED**: That Cllr Emma Franklin be Chairman of the Community & Recreation Committee.

10. Policies of the Town Council

The following policies were available in the office for members to read and comment on. Annual Summary of Risks, Asset Register, Health and Safety Policy, Standing Orders, Financial Regulations and Environmental Statement. These policies to be re-adopted at the next Full Council meeting.

11. Register of Members pecuniary interests

Chairman advised that members should advise the Clerk if they have any changes to the Register of Members pecuniary interests held at Wiltshire Council.

12. Vacancy in the South Ward

It was noted that Wiltshire Council have advised that an election will take place on the 6th June 2019 and that the relevant notice had been posted in the South Ward for nominees.

The meeting closed at 7.50p.m.



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Committee Structure and Membership for Bradford on Avon Town Council 2019/20

Environment & Planning Committee	Community & Recreation Committee
1 Cllr Alex Kay (Chairman)	1 Cllr Emma Franklin (Chairman)
2 Cllr David Garwood	2 Cllr Dom Newton (Leader of the Council)
3 Cllr Tom Lomax	3 Cllr Alex Kay
4 Cllr Dom Newton	4 Cllr Jim Lynch
5 Cllr Jennie Parker	5 Cllr Simon McNeill-Ritchie
6 Cllr Emma Franklin	6 Cllr Jennie Parker
	7 Cllr Mike Roberts
	8 Cllr Dan Taylor
Town Development Committee	Resources Committee
1 Cllr Simon McNeill Ritchie (Chairman)	1 Cllr Dom Newton (Chairman & Leader of the Council)
2 Cllr Dom Newton (Leader of the Council)	2 Cllr Alex Kay
3 Cllr Alex Kay	3 Cllr David Garwood
4 Cllr David Garwood	4 Cllr Laurie Brown
5 Cllr Laurie Brown	5 Cllr Emma Franklin
6 Cllr Emma Franklin	6 Cllr Tom Lomax
7 Cllr Tom Lomax	7 Cllr Simon McNeill-Ritchie
8 Cllr Mike Roberts	8 Cllr Jennie Parker
9 Cllr Dan Taylor	9 Cllr Mike Roberts
Highways & Transport Committee	
1 Cllr Dom Newton (Chairman and Leader of the Council)	
2 Cllr Alex Kay	
3 Cllr David Garwood	
4 Cllr Mike Roberts	
5 Cllr Tom Lomax	
6 Cllr Simon McNeill-Ritchie	
7 Cllr Jim Lynch	