



Bradford on Avon  
Town Council



Minutes of the Bradford on Avon Town Council  
Resources Committee

Held at the Town Council offices, St. Margaret's Hall, Bradford on Avon  
On the 16<sup>th</sup> July 2019 at 7pm

Present:

Cllr L Brown  
Cllr D Garwood  
Cllr A Kay  
Cllr S McNeill-Ritchie  
Cllr D Newton (Chairman & Leader of the Council)  
Cllr J Parker  
Cllr M Roberts  
Cllr D Taylor (substituting for Cllr Lomax)  
Sandra Bartlett (Town Clerk)  
Ian Brown (Operations Manager)

Members of the Public: None

Apologies: Cllr E Franklin and Cllr T Lomax.

11. Minutes

After an amendment was made, it was proposed by Cllr McNeill-Ritchie seconded by Cllr Parker and with all in favour it was **RESOLVED**: That the minutes of the last meeting held on the 21<sup>st</sup> May 2019 be signed as a true record.

12. Declarations of interest – none

13. Financial Regulations

At the 2<sup>nd</sup> July 2019 Full Council meeting it was agreed to study and adopt the draft Financial Regulations at this Resources Committee. A discussion ensued, members said it would have been useful to see the changes in a different colour font. Cllr Roberts said he may need changes explained to him and the Clerk agreed to do this. He said that the financial regulations were still too long and he would like to see process mapping accompany them. It was proposed by Cllr Newton, seconded by Cllr Garwood and with all in favour it was **RESOLVED**: To adopt the draft Financial Regulations.

14. Vice Chairman

Chairman asked for nominations for Vice-Chairman. Cllr Roberts proposed Cllr Brown, seconded by Cllr Brown and the Chairman proposed Cllr Kay, seconded by Cllr McNeill-Ritchie and with 2 votes in favour of Cllr Brown and 5 votes in favour of Cllr Kay it was **RESOLVED**: that Cllr Kay be Vice-Chairman of this committee.

#### 15. I.T. Replacements 10-year plan

Operations Manager explained his report. He said that replacing the councillors' tablets was a separate piece of work. After discussion, it was proposed by Cllr McNeill-Ritchie, seconded by Cllr Garwood and with all in favour it was **RESOLVED:** That:-

- (i) the proposed IT replacement schedule be approved.
- (ii) Authorise the creation of an earmarked reserve to finance the replacement schedule.
- (iii) Authorise the Operations Manager to progress the replacements for 2019 with Systemagic.

#### 16. Treasury & Investment Policy

After discussion, it was proposed by the Chairman, seconded by Cllr Kay and with all in favour it was **RESOLVED:** To accept the Clerk's recommendation and invest with C.C.L.A. (Church, Charity and Local Authority) to have a property fund for the long term and another CCLA account (tba) in the medium term. To keep the Lloyds Treasury Deposit until it matures in September 2019 and then re-invest it as a short-term measure, as per the Town Council's approved Treasury and Investment Policy.

#### 17. Community Assets Transfers

Operations Manager explained the latest position that the Council will need to appoint a solicitor to transfer 25 packets of land and other services. It was envisaged that this could take up to 50 hours work. After discussion, it was proposed to delegate this to the Operations Manager to obtain 3 quotes from local solicitors and select one. It was noted that this could cost in the region of £13,750.

#### 18. Management Accounts Reports

The detailed management reports including balance sheets and income and expenditure by committee heading up to 30<sup>th</sup> April and 31<sup>st</sup> May 2019 were noted.

#### 19. Accounts for payment

Cllr Kay a non-signatory councillor had examined the accounts for April and May 2019 and found no problems. Cllr Roberts queried one payment on the 30th April and the Clerk agreed to advise him tomorrow what it was for. It was proposed by Cllr Kay and seconded by Cllr McNeill-Ritchie and with all in favour it was **RESOLVED:** that the invoices and payments up to 30<sup>th</sup> April in the amount of £65,824.71 and 31<sup>st</sup> May in the amount of £78,955.23 be paid.

#### 20. Private business

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