



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 24th September 2019 at 7pm

Present:

Cllr A Kay

Cllr S McNeill-Ritchie

Cllr D Newton (Chairman & Leader of the Council)

Cllr M Roberts

Sandra Bartlett (Town Clerk)

Ian Brown (Director of Operations)

Sarah Hawkins (Accountant)

Members of the Public: None

Apologies: Cllr L Brown, Cllr E Franklin, Cllr Garwood, Cllr T Lomax, Cllr J Parker and Cllr Taylor.

22. Matters arising

(i) Minute number 16 – Noted that accounts were in the process of being opened with CCLA. Lloyds Treasury Deposit matures this week. Accountant discussed the figures involved and explained that the second half of the precept was due. Long-term, medium-term and short-term figures were discussed. The Resources Committee agreed to open CCLA accounts with authority of the Town Clerk, Director of Operations and Accountant to manage and operate.

(ii) Minute number 17 – Community Asset Transfers – Director of Operations reported about the quotes obtained and explained they were all very close in the price per hour. His decision was that McCloys was his chosen provider.

23. Declarations of interest – none

24. Terms of Reference

Terms of Reference for this committee were considered and some changes made. It was proposed by the Chairman, seconded by Cllr Kay and with all in favour it was **RESOLVED:** to recommend these changes to the next Full Council meeting.

25. Review of budget

Cllr McNeill-Ritchie asked questions about various overspends and received explanations. It should be noted that final meter readings were not forthcoming from Wiltshire Council on community asset transfer involving pieces of land.

26. Appointment of Internal Auditor

Quotes noted. This item was deferred to the next Full Council. Members would like to see a report from Officers for comparison. They also asked for a three-year price.

27. Management Accounts Reports

Detailed management reports for 30th June 2019, 31st July 2019 and 31st August 2019 were noted. These accounts show detailed balance sheet and income and expenditure by committee.

28. Accounts for payment

Cllr Roberts asked for a breakdown of the credit card bill. Accountant agreed to send him a copy of the statements. He asked other questions for which he received explanations for. He queried an invoice for £420 to Wessex Heating for a boiler service. Accountant advised this was for the house in Culver Close, which had not been completed by Wiltshire Council for sometime. Town Council needed a certificate for this item as the house was rented out.

Private session

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