



Bradford on Avon
Town Council



QUALITY
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 17th December 2019 at 7pm

Present:

Cllr L Brown

Cllr D Garwood

Cllr A Kay (Acting Chairman)

Cllr S McNeill-Ritchie

Cllr M Roberts*

Cllr J Lynch**

Sandra Bartlett (Town Clerk)

Ian Brown (Director of Operations)

Members of the Public: None

Apologies: Cllr E Franklin, Cllr T Lomax, Cllr J Parker and Cllr D Newton

* Cllr Roberts arrived at 7.30pm

* Cllr Lynch left at 7.30pm

In the absence of the Chairman, Cllr Kay, Vice-Chairman took the chair.

Before the meeting started Cllr Brown complained he had been sent a 94 page agenda, which he thought should have been dealt with at Full Council on the 3rd December 2019 and that meeting had been cancelled because of lack of business. He said he was disappointed in the governance of this Council for cancelling other scheduled meetings. His opinion was that all policy items should be dealt with at Full Council. Acting Chairman explained that all these draft policies need working up with Councillors' input at Resources Committee before they are sent to Full Council. Clerk said that in the past she had tried having a file and asking all members to come in and give their comments but this did not work as no one visited the office. Clerk explained that three of the policies listed were an outcome of the Internal Auditors visit from the 19th November 2019, namely Risk Management Strategy, Anti-Fraud and Corruption Policy and Whistleblowing Policy.

Cllr Lynch asked for the Complaints Policy and Whistleblowing Policy to be deferred as he thought the Town Clerk's view was different from the Monitoring Officer at Wiltshire Council.

34. Minutes

It was proposed by Cllr McNeill-Ritchie and seconded by Cllr Roberts and with all in favour it was **RESOLVED:** To accept the minutes of the last meeting held on the 24th September 2019.

35. Matters arising – none

36. Declarations of Interest - none

37. Budget setting for 2020-21

The draft budget was discussed in detail. Members present thought it seemed reasonable. It will now be put forward to the Full Council meeting on the 7th January 2020 to set the precept.

38. Internal Audit Report Interim 2019-20

Auditing Solutions Limited interim report and eight recommendations were discussed in detail and noted. Cllr Brown requested to know the date of the next visit and the Clerk agreed to keep all Councillors informed. She advised that it will be after the year end, usually in April 2020. She will advise all Councillors when the date has been arranged.

39. Town Council Policies

As explained earlier in the meeting. These policies will be discussed at the next Resources Committee on the 19th February 2020 before being ratified at Full Council March 3rd 2020. In the meantime, members to send the Clerk their comments to be discussed on each policy.

40. Management Accounts Reports

Income and expenditure accounts for September and October 2019 were noted. Balance Sheets for September and October 2019 were noted.

41. Accounts for payment

The accounts had been checked by Cllr Parker and she found no problems.

Some queries were answered on the payments for October.

It was proposed by Cllr McNeill-Ritchie seconded by Cllr Roberts and with all in favour it was **RESOLVED:** That payments for September in the amount of £71,858.66 and October in the amount of £56,015.28 be paid.

42. Next meeting

It was noted that the next meeting had been arranged for 19th February 2020.

43. Confidential Business

It was proposed by Cllr McNeill-Ritchie seconded by Cllr Garwood and with all in favour to start confidential business.