



**Bradford on Avon
Town Council**



Minutes of the Full Town Council meeting of
BRADFORD ON AVON TOWN COUNCIL held at St. Margaret's Hall, Bradford on Avon
on Tuesday 3rd March 2020 at 7p.m.

Attendance – Town Council

Cllr E Franklin
Cllr D Garwood
Cllr A Kay
Cllr T Lomax
Cllr J Lynch
Cllr S McNeill-Ritchie (Chairman)
Cllr D Newton (Leader of the Council)
Cllr J Parker
Cllr M Roberts
Cllr D Taylor*
Mrs S Bartlett (Town Clerk)
Mr I Brown (Director of Operations)
*arrived at 7.05pm
Apologies: Cllr L Brown and Cllr S Gibson

Members of the Public: Judith Hammond and 17 members of the public mainly Friends of Palestine members. Erin from Wiltshire Times.

100. Declarations of interest – none

101. Minutes

It was proposed by Cllr Kay and seconded by Cllr Parker and with all in favour it was **RESOLVED:** that the minutes of the last meeting held on the 4th February 2020 be accepted as a true record.

102. Matters arising

Minute number 99 – Traffic Data Collection – Chairman reported that no reply had been received from Wiltshire Council.

103. Minutes of Committees

The minutes for the following committees were noted: -
Highways & Transport Committee held on the 11th February 2020,
Environment & planning Committee held on the 18th February 2020 and
Community & Recreation Committee held on the 25th February 2020.

104. Chairman's Report

The Chairman thanked the C.E.V.s for their hard work and service during the recent floods. He said that the breach in the defences demonstrates the need to have a body of trained volunteers on standby to help the emergency services.

105. Bradford on Avon Friends of Palestine

Judith Hammond addressed the Full Council. After discussion, it was proposed by Cllr Newton, seconded by Cllr Kay and with all in favour it was **RESOLVED:** The reciprocal friendship between our two towns, and to support the Bradford on Avon Friends of Palestine in furthering the cultural and social links between the people of Tubas and Bradford on Avon.

106. Annual Town Meeting to be held on the 16th April 2020

The draft agenda and format for the Annual Town Meeting was discussed and agreed. Chairman explained that after the meeting had closed a bar will be opened and speakers for that part were discussed. It was decided to ask for one from the Men's Shed, one from the Floaty Boaters and one on Environmental Issues.

107. Town Council Policies

Cllr Lynch said that these draft policies did not mirror his recent experience with the complaints process. He said that although he was exonerated, he would like the Monitoring officer to give his comments on the Complaints policy. Cllr Newton said he would like to see more clarity about how someone can complain and who to go to for it, whether it be Officer or Town Councillor. He said that the Code of Conduct for members should be mentioned.

After discussion, members requested these policies in a Word format, so changes could be made and sent to the Town Clerk by Easter (9th April). Town Clerk agreed to standardise them and include an amendment sheet and show related documents. These policies to be discussed again on the 5th May Full Council meeting.

108. Two extra cheque signatories

After discussion, it was agreed that the Director of Operations be added to the bank mandate and Cllr Mike Roberts. It was decided that the Accountant not be added to the bank mandate as she generated the paperwork. All cheques to be signed by one officer and one councillor.

109. Management Accounts Reports

Detailed management reports up to 30th November 31st December and 31st January 2020 were noted. These accounts show detailed balance sheet and income and expenditure by committee heading.

110. Accounts for payment

The accounts for November, December and January had been checked by a non-signatory councillor. It was proposed by Cllr Newton, seconded by Cllr Kay and with all in favour it was **RESOLVED**: That invoices and payroll for November £57,772.10, December £78,561.35 and January £63,400.65 be paid.

The meeting closed at 8.08p.m.