



**Bradford on Avon  
Town Council**



Minutes of the Virtual Town Council meeting of  
BRADFORD ON AVON TOWN COUNCIL  
Held on Monday 27<sup>th</sup> July 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 L Brown  
Cllr M Roberts  
Cllr D Taylor  
Cllr J Parker  
Mr I Brown (Director of Operations)

\*Left meeting 7.52pm

Members of the Public: 5

34. Declarations of Interest -none

35. Town Council policies

The following policies and scheme were discussed:-

(i) Anti Fraud and Corruption Policy

Cllr Lynch complained that the Town Clerk should have sought the Monitoring Officer's views on all these policies. Town Clerk replied that she had and received a reply saying the Monitoring Officers Office does not give any views or legal advice to any documents. We are our own entity as it were. After one change was made it was proposed by Cllr Lomax seconded by Cllr Kay and with 9 for, 2 against and 1 abstention it was **RESOLVED**: To adopt the Anti-Fraud & Corruption Strategy Policy.

(ii) Risk Management Strategy and Bradford on Avon draft Risk Scheme

Cllr Kay suggested that Resources Committee should have type of risks and risk events as a standing item on each agenda to be discussed at each meeting.

After discussion, it was proposed by Cllr Newton, seconded by Cllr Gibson and with all in favour it was **RESOLVED**: to adopt Risk Management Strategy and Risk Scheme.

(iii) Community Engagement Statement of Intent

After discussion, proposed by Cllr Newton, seconded by Cllr Kay and with all in favour it was **RESOLVED**: To adopt the Community Engagement Statement of Intent.

(iv) Complaints Policy

After a change was made to the procedure for complaints against the Town Clerk, it was proposed by Cllr Brown, seconded by Cllr Newton and with all in favour it was **RESOLVED**: To adopt the Complaints Policy.

(v) Data Protection Policy

Cllr Newton tabled the changes for discussion. After discussion, it was decided that annual refresher training was needed on Data Protection.

It was proposed by Cllr Franklin, seconded by Cllr Kay and with all in favour it was **RESOLVED**: That the Data Protection Policy with changes be adopted.

(vi) Equality & Diversity Policy

After discussion, it was proposed by Cllr McNeill-Ritchie seconded by Cllr Newton and with all in favour it was **RESOLVED**: to accept the Equality and Diversity Policy. Members suggested that the newly formed Diversity Forum looks at this policy at one of their future meetings to improve it and return this policy to Council for further discussion.

(vii) Media & Communication Code of Practice

Some changes were made and it was proposed by Cllr Kay, seconded by Cllr Franklin and with all in favour it was **RESOLVED**: To adopt the Media and communications Code of Practice with changes.

(viii) Publication Scheme

This was accepted.

(ix) Safeguarding Policy

After a change was made it was proposed by Cllr Brown, seconded by Cllr Newton and with all in favour it was **RESOLVED**: To adopt the Safeguarding Policy with a change.

(x) 'Whistle Blowing' Policy

After a change was made it was proposed by Cllr Lomax, seconded by Cllr Newton and with all in favour it was **RESOLVED**: To adopt the 'Whistle Blowing Policy.

The meeting closed at 9.30p.m.