



Minutes of the Bradford on Avon Town Council
Virtual Extraordinary Resources Committee
On the 8th December 2020 at 7pm

Present:

Cllr L Brown
Cllr D Garwood
Cllr A Kay
Cllr S McNeill-Ritchie
Cllr D Newton (Chairman)
Cllr M Roberts
Sandra Bartlett (Town Clerk)
Ian Brown (Director of Operations)
Sarah Hawkins (Accountant)
Members of the Public: None
Apologies: Cllr E Franklin and Cllr J Parker

1. Minutes

It was proposed by Cllr Kay seconded by Cllr McNeill-Ritchie and with all in favour it was **RESOLVED**: To accept the minutes of the last meeting held on the 19th December 2019 as a true record.

2. Matters arising – none

3. Declarations of interest - none

4. Budget 2021-22

Director of Operations explained the draft budget for 2021-22. Cllr Brown was disappointed with Wiltshire Council that they had reduced the tax base this year, even though new houses had been built. Councillors agreed that the expenditure items and non-precept income levels were appropriate. Cllr Newton noted, with agreement from Cllrs Kay, Garwood and McNeill-Ritchie, that due to current circumstances (being COVID and economic uncertainty in 2021 due to Brexit) and the substantial level of reserve held, it would be inappropriate to pass on even a small precept increase to residents. After discussion, it was proposed by Cllr Newton seconded by Cllr Garwood and with all in favour it was **RESOLVED**: to recommend to Full Council to accept the draft budget of £1,154,150 but set the precept the same as last year at £885,590 with the increase coming from reserves of £53,100.

5. Freedom of Information Request (FOI)

Noted that a FOI request had been made about the social distancing project in town and that the Clerk had responded on behalf of the Town Council with information received from Town Councillors and Officers.

6. Conclusion of Audit for the year ended 31st March 2020

It was noted that the Annual Governance Statement Section 1-3 and the external auditor's final report and certificate attached. These details on the Town Council's website. A clean audit had been received from the External Auditor.

7. Interim Audit Report –2020-21

Interim Audit Report 2020 – 21 from Auditing Solutions Limited was considered. It was noted that there were no recommendations made following the virtual interim audit held on the 16th November 2020.

8. Projects Update

These reports were explained by the Director of Operations and noted.

9. Insurance Claims

- (i) It was noted that the Town Council's business interruption claim due to COVID-19 had been rejected.
- (ii) It was noted that a personal injury claim had been received. Clerk advised that the Town Council's insurers were dealing with this matter.

10. Management Accounts Reports

The management reports up to 30th September 2020 and 31st October 2020 were noted. These accounts showed detailed balance sheet and income and expenditure by committee heading.

11. Accounts for payment

Cllr Roberts asked for more information on the Avoncliff Weir project. The Accountant said that she would show Cllr Roberts the account details on income and expenditure, and that that specific element had been reviewed in detail by the internal auditor with no issues raised. The accounts for September and October 2020 were checked by Cllr Kay and she found no problems. It was proposed by Cllr Newton seconded by Cllr Garwood and with all in favour it was **RESOLVED**: That payments for September 2020 in the amount of £96,113.02 and October 2020 payments in the amount of £64,370.04.

The meeting closed at 7.46pm