



**Bradford on Avon  
Town Council**

Minutes of the Bradford on Avon Town Council  
Resources Committee  
Held at St. Margaret's Hall, St. Margaret's Street,  
Bradford on Avon  
On the 29<sup>th</sup> June 2021 at 7pm

Present:

Cllr S Blackwell (Chairman)  
Cllr E Franklin (substituting for Cllr Kay)  
Cllr D Garwood  
Cllr S Gibson  
Cllr J Parker  
Cllr T Trimble (in attendance)  
Cllr K Vigar  
Sandra Bartlett (Town Clerk)  
Ian Brown (Director of Operations)  
Sarah Hawkins (Accountant)  
Members of the Public: None  
Apologies: Cllr A Kay

1. Minutes

It was proposed by Cllr Garwood seconded by Cllr Gibson and with all in favour it was **RESOLVED**: To accept the minutes of the last meeting held on the 8<sup>th</sup> December 2020 as a true record.

2. Declarations of interest - none

3. Election of Vice-Chairman

The Chairman asked for nominations for Vice-Chairman of this committee. Cllr Parker nominated Cllr Gibson and this was seconded by Cllr Vigar and with no further nominations it was **RESOLVED**: That Cllr Sarah Gibson be Vice-Chairman of this committee for the year 2021-22.

4. Appointment of QS for recreational pavilion and skateboard projects

Director of Operations explained that according to Financial Regulations 10.1 (ii) states "for specialist services" there is an exception when dealing with contracts not to obtain three quotes. The architects appointed have proposed that HMW Consultants would be an appropriate company to act as QS for the recreational pavilion and skateboard project. After discussion, it was proposed by Cllr Franklin, seconded by Cllr Garwood and with all in favour it was **RESOLVED**: To appoint HMW Consultants as QS for the recreational pavilion and skateboard project and for the Director of Operations to negotiate an agreement with them.

5. Standing Orders

After discussion, it was proposed by Cllr Gibson, seconded by Cllr Vigar and with all in favour it was **RESOLVED**: To recommend to Full Council that the standing orders be adopted.

#### 6. Financial Regulations

Clerk explained that she had been making more changes to the draft financial regulations circulated and being consistent with the formatting. It was agreed that these new changes will be sent to all councillors with their Full Council agenda papers for the 6th July 2021.

#### 7. Code of Conduct

After discussion, it was proposed by Cllr Franklin, seconded by Cllr Garwood and with all in favour it was **RESOLVED**: to recommend to Full Council adoption of the Code of the Conduct.

#### 8. Insurance Claims

(i) It was noted that the Town Council's Business Interruption insurance claim due to Covid-19 was rejected by Zurich.

(ii) It was noted that a personal injury claim has been sent to the council. The Town Council's insurers are dealing with the claim.

#### 9. Grants Policy

After discussion, it was proposed by Cllr Gibson, seconded by Cllr Parker and with all in favour it was **RESOLVED**: That the grants policy be adopted by the council.

#### 10. Interim Audit

The clean virtual interim audit held on the 22<sup>nd</sup> April 2021 was noted.

#### 11. Accounts for payment

It was proposed by Cllr Franklin, seconded by Cllr Parker and with all in favour it was **RESOLVED**: to pay invoices and payroll and direct payments for March £86,611.69, April £50,520.95 and May £93,974.71.

#### 12. Management Accounts Reports

The management account reports for March April and May 2021 were noted.

#### 13. Confidential business

It was proposed by Cllr Franklin, seconded by Cllr Vigar and with all in favour it was agreed to start confidential business.