



**Bradford on Avon
Town Council**



**LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD**

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 19th October 2021 at 7pm

Present:

Cllr S Blackwell (Chairman)
Cllr D Garwood
Cllr S Gibson
Cllr S McNeil-Ritchie (substitute for Cllr Kay)
Cllr T Trimble (substitute for Cllr Parker)
Cllr K Vigar
Sandra Bartlett (Town Clerk)
Ian Brown (Director of Operations)
Sarah Hawkins (Accountant)
Members of the Public: 2
Apologies: Cllr A Kay and Cllr J Parker

16. Minutes

It was proposed by Cllr Gibson, seconded by Cllr Trimble and with 5 in favour and 1 abstention it was **RESOLVED:** To accept the minutes from the last meeting held on the 29th June 2021.

17. Matters arising – none

18. Declarations of interest - none

19. Traffic consultation

Cllr Trimble explained that this was a sensitive subject and professional help was needed to prepare for two public events in St. Margaret's Hall and a leaflet to all residents to engage in a traffic consultation. He said that the Town Council had gone out to tender and appointment of consultants would be chosen in confidential business this evening.

20. Residents Panel

After discussion, it was proposed by Cllr Vigar, seconded by Cllr Trimble and with 6 in favour it was **RESOLVED:** To appoint Company 'B' to create an application form, receive applications and select participants for a Residents' Panel that will provide survey-based information to the Council regarding residents' views on a range of council activities and responsibilities. The 8th March 2022 Full Council will be presented with the results of the survey, invited to review progress, and consider the next stages of the project.

21. Budget

Summary Income and Expenditure by budget heading for first 6 months up to 30th September 2021 was noted. Accountant answered a Councillor's questions on this.

22. Draft Business Plan 2021- 2025

Cllr McNeill-Ritchie asked why there were EV Chargers and EV Infrastructure. Director of Operations advised that the changes were the expansion of Town Council facilities and the infrastructure was to encourage Wiltshire Council with their plans. It was agreed to delete "Investigate the provision of more electric charging points" in favour of "Encourage the development of electric vehicle charging infrastructure". He also suggested that the wording under Aims on page 8 be changed to read "To manage our sites ecologically in a responsible way". Proposed by Cllr Gibson seconded by Cllr Trimble and with all in favour it was **RESOLVED**: to recommend the Draft Business Plan 2021-2025 to Full Council with grammatical amendments.

23. Queen's Platinum Jubilee 2nd – 5th June 2021

Discussion ensued on how this event should be marked. It was proposed by Cllr Vigar, seconded by Cllr Garwood and with all in favour it was **RESOLVED**: to have a Working Group to discuss all these ideas with members and the Preservation Trust.

24. Conclusion of audit for the year ended 31st March 2020

The Annual Governance Statements Sections 1-3 and the external auditor's final report and Certificate were noted. These details were available on the Town Council's website. Chairman thanked the team and especially the accountant for another clean audit.

25. Accounts for payment

It was proposed by Cllr Gibson, seconded by Cllr Trimble and with all in favour it was **RESOLVED**: To pay invoices and payroll and direct payments for June £75,447.10, July £77,089.76, August £72,037.97, and September £193,715.69.

26. Management Accounts Reports

Detailed management reports up to 30th June 2021, 31st July 2021, 31st August 2021 and 30th September 2021 were noted. These accounts show detailed income and expenditure by committee heading.

27. Next meeting

The next meeting has been arranged for the 14th December 2021.

28. Confidential business

It was proposed by Cllr Vigar, seconded by Cllr Trimble and with all in favour it was **RESOLVED**: To start confidential business.