



**Bradford on Avon
Town Council**



**LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD**

BRADFORD ON AVON TOWN COUNCIL

You are hereby summoned to a meeting of the

RESOURCES COMMITTEE

to be held at St Margaret's Hall, St Margaret's Street, Bradford on Avon BA15 1DE
on the 15th March 2022 at 7pm.



10th March 2022

Sandra Bartlett

Town Clerk

AGENDA

1. 7.00pm QUESTION TIME OPEN TO THE PRESS AND PUBLIC (not to exceed 30 minutes) The public are welcome to ask questions on matters that are on the agenda and other matters at the Chairman's discretion <i>The question should not be a statement and limited to no more than 2 minutes.</i>
2. Apologies - <i>To accept any apologies.</i>
3. Minutes <i>Minutes attached from the last meeting held on the 14th December 2021 plus an amendment to the 19th October 2021 minutes concerning Residents Panel.</i>
4. Matters arising (FOR INFORMATION ONLY) - none
5. Declarations of interest <i>To receive any Declaration(s) of Interest under the relevant authorities (Disclosable Pecuniary Interests) Regulation 2012 made under s.30(3) of the Localism Act 2011 and under the Code of Conduct adopted by the Town Council.</i>
6. Audit Report - <i>Internal Auditor's interim report attached for 2021-22.</i>
7. Risk Management Strategy <i>Report attached from Director of Operations on the Risk Management Strategy up to 31st March 2022.</i>
8. Reserves Policy <i>Draft Reserves Policy from the Director of Operations attached for discussion.</i>
9. Debtor to be written off <i>Invoice to Night flix Gin Cinema Tour 13th - 15th August 2021 £600. This company has gone into liquidation. This was a last minute booking and did not cost anything to let the space.</i>
10. Vexatious Complaints Policy - <i>Draft Vexatious Complaints Policy attached.</i>
11. Accounts for payment <i>To approve payroll and direct payments and invoices up to 30th November 2021, 31st December 2021, 31st January, 28th February 2022. The accounts having been examined by a non-signatory councillor.</i>
12. Management Accounts Reports <i>Detailed management reports up to 30th November 2021, 31st December, 31st January and 28th February 2022. These accounts show detailed income and expenditure by committee heading.</i>
13. Community Asset Transfer Director of Operations to give an update.
14. Next meeting <i>The next meeting has been arranged for the 21st June 2022.</i>
15. Confidential Business <i>'Under the Public Bodies (Admission to Meetings) Act 1960 by reason of a confidential nature to be discussed, that the public and press be excluded from the meeting'. Commercial and staffing matters to be discussed.</i>



Bradford on Avon
Town Council



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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 14th December 2021 at 7pm

Present:

Cllr S Blackwell (Chairman)
Cllr D Garwood
Cllr S Gibson
Cllr A Kay
Cllr K Vigar
Sandra Bartlett (Town Clerk)
Ian Brown (Director of Operations)
Sarah Hawkins (Accountant)
Members of the Public: 0
Apologies: Cllr J Parker

33. Minutes

It was proposed by Cllr Vigar, seconded by Cllr Gibson and with four in favour and one abstention it was **RESOLVED:** To accept the minutes from the last meeting held on the 19th October 2021. Clerk to issue an amendment to Minute 20 Residents Panel – To include more detail on how the decision was reached.

34. Matters arising

Minute number 23 – Queen's Platinum Jubilee 2nd to 5th June 2022 - Clerk reported that the first meeting will take place on the 14th January 2022 at 9.15am in the Town Council offices.

35. Declarations of interest - none

36. Accounts for payment

It was proposed by Cllr Gibson seconded by Cllr Garwood and with all in favour it was **RESOLVED:** To pay invoices and payroll and direct payments for October 2021 amounting to £66,720.28 and £650,000 in investment transfers.

37. Management Accounts Reports

The income and expenditure by committee for October 2021 were noted.

38. Next meeting

The next meeting has been arranged for 15th March 2022.

39. Confidential business

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

Amendment to Resources Committee minutes

Residents Panel minute from 19.10.21

Cllr Vigar explained in detail her report on the Residents panel.

Cllr Garwood acknowledged that Cllr Vigar had put together a comprehensive paper. He did not want to stifle debate but was concerned about it being discussed at Resources Committee; he said this should be discussed at Full Council. He thought it premature to be discussing it with contractors at this stage. Cllr Vigar said that she had given members notice a month in advance of this meeting that she would discuss this with them on a one to one and in person if they wished and only one person had taken up that opportunity. Cllr Vigar said that she had noticed this procurement committee had made various decisions in the past.

Cllr McNeill-Ritchie thought the proposal a lot better, but the process was not. He had listened to the recording of the September Full Council meeting and 1 hour 10 minutes and 43 seconds in, he thought it would be decided at a Community and Wellbeing Committee not the one that followed Full Council but the one planned for the 30th November 2021. We should have said it will come back to Full Council but we did not. He said he was not a member of Resources and he would not have had a vote. He said it was an innovation and that no town our size has done this, although the costs for this were not high. If the selection of the candidates is for the already vocal and vociferous then they come forward, we will not reach the second objective of this which was to reach the voices not heard from. The professional body needs to help us identify different demographics and new volunteers for the people who otherwise don't get heard. How do we replace people who leave? He said there will be natural wastage with volunteers who are too busy to continue with it and this needs to be done on a 'like for like' basis. He said we need to be clear what this panel is and is not. He said that councillors will be citing this panel and we all need to know what is, and what it isn't, if it is for new ideas and new thoughts and some suggestions on how the town feels, it is not democratic but could be informative. Cllr Vigar and others addressed these points, said that the panel would be on a pilot basis, and the future of it be decided at the March Full Council after the first survey had been completed.

Bradford on Avon Town Council

Internal Audit Report: Interim 2021-22

Chris Hackett

*Consultant Auditor
For and on behalf of
Auditing Solutions Ltd*

Background

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and the system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to our interim review for the 2021-22 financial year which took place on the 10th January 2022 together with our preparatory work. Due to the impact of the Covid-19 pandemic the review was completed remotely. We wish to thank the Clerk and the Accountant for providing all the information in electronic format to enable us to complete our work. This report will be updated following our final review for 2021/22 due to be completed next summer.

Internal Audit Approach

In commencing our review for the year, we have regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is also designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's AGAR, which requires independent assurance over eleven internal control objectives.

Overall Conclusion

We are pleased to report that, in the areas examined to date, the Council operates effective internal control arrangements and that income and payments are supported by suitable documentation.

We request that this report is presented to Members.

This report has been prepared for the sole use of Bradford on Avon Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Accountant maintains the Council's accounting records using the Rialtas software with five separate cashbooks in use, three for the Council's Lloyds bank accounts (Cash Books one & two relating to the Current & Premier Interest a/cs, whilst Cash Book five records detail of the fixed term deposit). There is a further cash book for the CCLA deposit fund and a cash book for miscellaneous cash in hand.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently:

- Confirmed the closing 2020/21 balances reported in the year-end accounts have been correctly brought forward in to the current year, 2021/22, as recorded in the Rialtas system;
- Reviewed the external auditor's report on 2020/21 to confirm there were no issues raised requiring our follow up;
- Verified that the Rialtas financial ledger remained "in balance" at the date of our review, based on the system back-up provided to us;
- Discussed arrangements for authorising and processing journals, manual adjustments to the Rialtas Ledger;
- Discussed the arrangements for backing up the Council's IT systems including the Rialtas Ledger;
- Examined detail in the Council's Current account cash book (one) and premier interest account cash book (two) for November 2021 agreeing transactions to the relevant bank statements;
- Agreed the reconciliations on cash books one and two as at 31st October and 30th November 2021;
- Agreed the balance reported currently in Rialtas for the Lloyds deposit, cash book (five), to the deposit statement from Lloyds dated 6th August 2021;
- For the CCLA deposit fund account we agreed the balance reported currently in Rialtas to the CCLA deposit fund statement dated 30th November 2021 and sample tested the transfers during the year between the CCLA deposit fund and the Lloyds account; and
- Confirmed the balance held for cash in hand.

Conclusions

The accounts are in balance and no anomalous adjusting entries or aged cheques appear in the reconciliations

We shall extend testing in this area at our final review, checking at least one further month's transactions as recorded in the cashbooks to bank statements and verifying the year-end bank reconciliations and the accurate disclosure of the combined cash and bank year-end balances in the AGAR.

Review of Corporate Governance & Regulatory Framework

Our objective here is to ensure that the Council has a robust regulatory framework in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain, as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation. Specifically, we:

- Have commenced our review of the minutes for the financial year to date reading those posted on the Council's website seeking to identify any areas where the Council has considered, or is considering taking any action that may result in ultra vires expenditure being incurred;
- Noted that the Council approved Standing Orders (SO)s, Financial Regulations (FRs) and the Code of Conduct in July 2021;
- Confirmed that the Council has determined it can use the General Power of Competence;
- Note the Council acquired the Local Council Award Scheme Quality Gold status;
- Tested the Council continues to post detail of larger payments on its website each month to comply with the Transparency Code; and
- Confirmed the Council advertised the availability of its 2020/21 accounts for public inspection.

Conclusions

No matters have been identified from this area of our review based on our work completed so far requiring recommendations. We will extend our review of minutes at our final visit.

Review of Expenditure

Our aim here is to ensure that:

- Council resources are released in accordance with the approved procedures and budgets;
- Payments are appropriately supported, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official order has been raised on each occasion when one would be expected;

- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We discussed the procedures in place for processing, certification and release of funds and control of the Council credit card and consider them satisfactory.

To obtain assurance in this area we have commenced our review of expenditure examining a sample of 39 individual payments processed in the year to 31st December 2021, together with four NNDR invoices paid over monthly in the year. The test sample totals £193,597 and equates to 66% of non-pay related payments in the year to the above date with all the payments in the sample supported appropriately by invoices or suitable documentation.

We have confirmed that the VAT due for reclaim at 31st March 2021 has been recovered. Then we reviewed the first two quarterly VAT reclaims for 2021/22 confirming the receipt of the related funds from HMRC into the accounts.

Conclusions

We are pleased to report that no issues arise in this area warranting formal comment or recommendation: we shall extend our testing at the final visit.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- We have examined the Council's current year insurance policy provided by Zurich which runs to May 31st 2022. Cover includes:
 - Buildings insurance
 - Public liability £15m;
 - Hirer's liability £2m;
 - Employer's liability £10m;
 - Motor vehicles; and
 - Fidelity guarantee £2m; and
- We confirmed the Council's arrangements for completing safety inspections of play areas.

Conclusion

No matters have been identified from our work completed so far, the Council has arrangements for managing risks. We will review the annual overall financial risk assessment at our final visit. (It is due to be considered by the Council in March 2022).

Budgetary Control and Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from Wiltshire Council; also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We are pleased to note that members receive regular management accounts during the year together with details of accounts for payment.

Conclusions

No issues arise in this area currently. We shall review the budget setting process for 2022/23, budget outturn for 2021/22 and the level of reserves at our final visit/review.

Review of Income

Our objective in this area is to ensure that the Council identifies all the income to which it is entitled and has appropriate arrangements in place to ensure its prompt recovery. The Council receives income from a variety of areas in addition to the annual precept, primarily by way of hall and sports field hire, together with various grants, donations, recoverable VAT and other miscellaneous events, etc.

We reviewed the latest budget information on Rialtas to identify suitable areas to test. At this review we have tested the following to obtain assurance the income is fairly stated, we:

- Agreed the precept receipted in to cash book one in April and September 2021 to the amount set and recorded in the minutes;
- Confirmed the system for collecting letting income is continuing to operate by sample testing two Youth Centre Bookings in July 2021 from the booking diary to the accounting system;
- Tested dividend income recorded in Rialtas for the CCLA property fund to the third party statements;
- Enquired of donations in respect of the Skate Park and Culver Close and were provided with detail, although we note that remittance advices were not provided by the donors; and

- Reviewed the unpaid invoices report on Rialtas at 31st December 2021.

As previously noted, we have test checked one month's income from the bank statements to the accounts and confirmed recovery of VAT.

Conclusions

No issues arise in this area presently. We will review budget outturn at our final visit and test additional areas as necessary.

Petty Cash Account

We are required, as part of the AGAR reporting process, to review and verify the soundness of controls over the operation of the Council's petty cash account which is operated on an imprest basis with a float of £400 which is topped up periodically to replenish the cash expended.

We have test checked the petty cash payments made in November 2021 confirming expenditure was supported by vouchers signed by two officers and by invoices or till receipts. We further confirmed that VAT was separately identified for reclaim. We were not able to physically check the petty cash held as our work was done remotely, but we confirmed a reconciliation had been completed.

Conclusions

No issues arise in this area based on our work completed.

Review of Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions.

We note that preparation of the Council's monthly payroll is outsourced to Moorepay who provide the Council with copy payslips and all other relevant documentation to facilitate payments to individuals, HMRC and the Pension Fund Administrators. To meet our audit objective, we have sampled checked the October 2021 payroll reports, specifically, for a sample we:

- Re-performed the calculation of tax, national insurance and pension contributions, checking the employer's pension contributions were in line with the amount advised by Wiltshire Council and the employee pension contribution bandings were applied;
- Agreed the amounts recorded in the Rialtas cash book for employee pay, payments to the pension provider and HMRC to the detailed payroll reports; and
- Commenced a month on month trend analysis of payroll costs recorded in cash book (one) to enable us to identify any possible material anomalies to investigate.

Conclusion

No issues arise in the area based on our work completed to date. We will extend our monthly trend analysis at our final visit.

Investments and Loans

We aim here to ensure that the Council is maximising its interest earning potential through "investment/deposit" of surplus cash in appropriate funds. As recorded earlier in this report, we have test checked the receipt of dividends from the CCLA property fund and agreed the CCLA deposit fund balance to the November 2021 statement.

We have test checked the re-payment of the PWLB loan as part of our sample of payments testing.

Conclusions

No issues arise in this area warranting formal comment or recommendation at this stage. We will, at our final visit, check the loan balance outstanding at the year end to the Government website and ensure investment balances are reported correctly in the AGAR/ statement of accounts.

Bradford on Avon Town Council



Risk Management Scheme

REVIEW DATE: March 2021

1

Version Control

Action	Who	Date	Comments
Draft to Resources Committee	Town Clerk	17.12.19	As a 94-page agenda was sent out, members were given more time to consider these policies and discuss them at the next Resources Committee on the 19 th February 2020. This meeting was subsequently cancelled.
Draft to Full Council	Town Clerk	04.02.20	Ask members for their comments by 9 th April 2020 then take to Full Council on the 5 th May for adoption
Draft to Full Council	Town Clerk	27.07.20	Adopted by Full Council 27.07.20
Review	Director of Operations	20.12.21	Resources 15.03.22

Introduction

The Risk Management Scheme sits under the Town Council's Risk Management Strategy 2020, the purpose of the Risk Management Scheme is to ensure that Bradford on Avon Town Council is aware of its risks and has a strategy to manage these risks. The Town Council recognises that it has a responsibility to manage internal and external risk and is committed to the implementation of a risk management strategy.

This Risk Management Scheme aims to ensure that the Town Council protects the public, employees, assets, liabilities and reputation from risk and potential losses. The Scheme recognises that risk management applies to all aspects of the Council's work and is essentially a feature of good governance.

The Risk Management Scheme is a record of identified risks and will be on an annual basis, the scheme is also a working document and risks will be added/amended or deleted as needed should circumstances change or give rise to the need to re-assess the Council's control measures. The scheme is further supplemented with additional assessments regarding specific activities undertaken during the normal working year.

The Town Council is following the process of Identification, Quantification, Probability, Impact and mitigation in identifying and managing its risks. The Town Council has adopted the approach for scoring, in a five by five matrix, impact v likelihood which then identifies a RAG rating prior to mitigation. In attempting to mitigate risk the Town Council will; Eliminate the risk, reduce the risk, transfer the risk, share the risk, or insure the risk.

There is a final option for the Council, to decline the risk and not undertake the activity.

Scoring

1. Likelihood: the probability of a risk
2. Consequences: the severity of the impact or the extent of damage caused by the risk.

Likelihood of Occurrence

Based on the likelihood of the occurrence of a risk the risks can be classified under one of the five categories:

- Rare:** Rare and exceptional risks which have a less than 10% chance of occurrence.
- Unlikely:** Risks that have a low probability of occurrence but still cannot be ruled out completely.
- Possible:** Risks which have a near 50/50 probability of occurrence.
- Likely:** Risks that have 60-80% chances of occurrence can be grouped as likely.
- Definite:** A risk that is almost certain to show-up during project execution. If you're looking at percentages a risk that is more than 80% likely to cause problems will fall under this category.

Consequences

The consequences of a risk can again be ranked and classified into one of the five categories, based on how severe the damage can be:

- Insignificant:** Risks that will cause a near negligible amount of damage to the overall progress.
- Minor:** If a risk will result in some damage, but the extent of damage is not too significant and is not likely to make much of a difference to the overall progress.
- Moderate:** Risks which do not impose a great threat, but yet a sizable damage can be classified as moderate.
- Critical:** Risks with significantly large consequences which can lead to a great amount of loss are classified as critical.
- Catastrophic:** These are the risks which can make the project completely unproductive and unfruitful and must be a top priority during risk management.

Risk Table

		Likelihood				
		Rare	Unlikely	Possible	Likely	Definite
Consequence	Insignificant	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Critical	4	8	12	16	20
	Catastrophic	5	10	15	20	25

Bradford on Avon Town Council Risk Management Scheme							
No.	Description of Risk	Likely	Consequences	Score	Controls	Control score	Actions
1. Business continuity							
1.1	Loss of staff	2	4	8	Succession planning, multi skilled team, manage staff welfare, training & reviews	4	Annual staff reviews, training budget
1.2	Loss of IT	3	3	9	System backed up, external ICT support provider, anti-virus software, budget available for new hardware	4	Annual testing of 'restore' process
1.3	Loss of buildings	2	5	10	Option to move to another site/work from home, hirers information (ICT) stored off site Annual review of fire risk assessment and safety checks Buildings insured and business losses	6	Plan, test and review Contract in place Insurance in place
1.4	Business Interruption	2	4	8	Option to move to another site/work from home, hirers information (ICT) stored off site Insured for business losses	3	Plan, test and review
1.5	Pandemic	5	5	25	Undertake risk assessments Identify and follow government advice Scale back services Provide regular communication updates	12	Plan, test and review
2. Governance							
2.1	Challenge from public	1	3	3	Standing orders in place	2	Annual review of Standing orders
2.2	Reputation of the Council – libel/legal proceedings	2	3	6	Trained and experience officers, communication policy, members code of conduct, Libel and Slander Insurance (£0.5k)	2	Communication policy Insurance in place
2.3	Legislation – General Power of Competence	1	5	5	Ensure that at least one member of staff holds the clerks' qualification	2	
2.4	GDPR – Data breach	2	3	6	Codes of conduct, Data Protection policy and Retention Policy	2	Annual review of Data policies

2.5	Members interests	3	4	12	Code of conduct, review members declarations	4	Annual review of declarations Committees standing item
2.6	Health & Safety	2	4	8	Individual risk assessment for activities, training, inspections regimes, testing, professional contractors, insurance	2	Annual review of risk assessments
2.7	Safeguarding	2	4	8	Safeguarding policy, relevant staff DBS's, awareness training	4	Safeguarding policy
2.8	Insurance	2	5	10	Review Insurance requirements, awareness training, review assets, services	4	Annual review
2.9	Contract Awards	2	3	6	Standing orders/ Financial regulations, committee decisions	2	Annual review
2.10	Quality Council Status	3	3	9	Ensure plans & policies are reviewed, up to date and relevant	2	Annual review
3. Finance							
3.1	Precept capping	2	4	8	Ensure the council has earmarked funds and reserves policy	3	Develop reserves policy
3.2	Financial Failure	1	5	5	Financial Regulations in place, regular financial reporting, audit process	3	Keep under review
3.3	Financial loss/fraud	2	5	10	Financial Regulations, trained staff, segregation of duties, authorisation process, financial reporting, audit process, Fidelity Insurance (£2m)	3	Keep under review
3.4	Banking/cash handling	1	5	5	Financial Regulations, trained staff, segregation of duties, financial reporting, regular bank reconciliations, audit process	2	Keep under review
3.5	VAT	1	3	3	VAT returns made qrtly, audit process	2	
3.6	Unbudgeted costs	2	4	8	Earmarked reserves policy, financial reporting, ensure projects reviewed, costed and reported.	2	Annual review of policy
3.7	Investments	2	4	8	Monitor investments to safeguard investment and maximise returns.	4	Annual review
3.8	Public Liability	3	5	15	Insurance cover (£15m), risk assessments, safe systems of	4	Keep under review

					work, up to date asset register		
4. Buildings							
4.1	Maintenance	2	3	6	Maintenance schedule, develop replacement schedule, contracts in place, budget provision for maintenance and controlled replacement	1	Keep under review
4.2	Access	1	3	3	Keys controlled, booking diary and staff on duty, Buildings DDA compliant	2	Keep under review
4.3	Fire	2	5	10	Fire alarms checked regularly, fire extinguisher contract, regular PAT, gas inspections and fixed wiring testing	3	Annual review Contracts in place
4.4	Flooding	3	5	15	Flood defences in place, contact with EA alarm system, work with CEV's, trained staff, insurance	6	Keep under review Emergency Plan
4.5	Theft	2	4	8	Security system, tested and maintained (ensure all buildings), valuables kept in safe	2	Annual review
4.6	Damaged by users	2	4	8	Hires Liability Insurance (£2m)	3	Keep under review
4.7	legionella	2	4	8	Monthly visits	4	Annual contract
4.8	Tenant Liabilities	3	4	12	Legal/tenancy agreements Insure liabilities Regular inspections	4	Annual Review
5. Play areas							
5.1	Maintenance	3	4	12	Weekly inspections, report logging, trained staff/contractors, work schedules, insurance, develop upgrade schemes	4	Inspection regime Upgrade schemes
5.2	Environmental hazards (litter/fouling)	3	3	9	Report logging, trained staff/contractors, cleansing schedules	4	Schedule
5.3	Tennis Courts	2	3	6	Regular inspections	2	
5.4	Basketball Court/Kickabout Area	2	3	6	Regular inspections	2	
6. Trees							
6.1	Management	3	5	15	Tree management policy, Tree register, Regular inspections by qualified and experienced contractor, risk assessments	4	Annual inspection regime

6.2	Maintenance	2	5	10	Dead, Dying and Dangerous, Tree management policy, qualified and experienced contractors	4	List of suitable contractors
6.3	Ash Dieback	3	4	12	Tree Inspections Mitigation works	6	
7. Open Spaces							
7.1	Maintenance	4	4	16	Regular inspections, report logging, appropriate contractors, work schedules	6	Contract monitoring
7.2	Litter	3	3	9	Regular inspections, report logging, appropriate contractors, work schedules Staff issued PPE and trained	4	Contract monitoring
7.3	Street Furniture (benches/bins/signs/noticeboards)	3	2	6	Regular inspections, budget for provision, additional cleaning by volunteers	4	
7.4	Community Fridge	3	4	12	Regular inspections	6	Daily inspections nominate co-ordinator
7.5	Walls and structures	3	4	12	Regular inspections, report logging, appropriate contractors	4	Keep under review
7.6	Terra recycling store	2	2	4	Regular inspections, regular cleaning and emptying	2	
7.8	Vandalism/Anti-social behaviour	3	3	9	Regular inspections Insurance	6	
8. Events							
8.1	Council Events	3	5	15	Produce event specific risk assessments, insurance, gain relevant permissions, trained staff/approved contractors	4	Consider event by event
8.2	Other events (partnerships)	3	5	15	Check event specific risk assessments, check third party insurance, Check relevant permissions, trained staff/approved contractors	4	Consider event by event
8.3	Events on Council owned land/buildings	3	5	15	Check event specific risk assessments, check third party insurance, Check relevant permissions, trained staff/approved contractors	4	Consider event by event
9. Staffing							
9.1	HR Issues	2	3	6	Retain HR advisor, training, welfare checks, regular meetings, professional bodies employment updates	4	Keep under review

9.2	Anti-Social behaviour towards staff	2	3	6	Training, lone working policy, support arrangements	4	Keep under review
9.3	Volunteers	2	4	8	Ensure work agreed, risk assessed and supervised, volunteers trained in areas of work, Volunteer code of conduct	4	Annual review
9.4	Driving at work	2	3	6	Driving is the last travel option. All drivers to have insurance and valid driving licence Staff and volunteers	4	Check insurance Driver licence checks Vehicle checks/maint
9.5	Equipment uses	2	4	8	Staffed trained in equipment use, equipment only used for the purpose it's provided for, equipment maintained to recommended manufacturer requirements. Staff issued with PPE and replaced when damaged	2	Review training
9.6	Employer Liability	2	5	10	Insurance in place (£10m),	4	Annual review
9.7	Lone Working	3	4	12	Follow the lone working procedures and risk assessments	4	Review at monthly meetings
9.8	Pandemic	3	4	12	Work from home procedure Remote working equipment Regular communication Priorities services	6	Review

Bradford on Avon Town Council



Reserves Policy

Version Control

Action	Who	Date	Comments
Draft to Resources Committee	Director of Operations	15.03.22	

DRAFT

1. Introduction

- 1.1 Bradford on Avon Town Council sets an annual budget to enable it to deliver its Business Plan aims and objectives. The budget consists of ongoing revenue expenditure financed through the precept and capital projects financed via other routes including reserves.
- 1.2 The Town Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.
- 1.3 As authorities have no legal powers to hold revenue reserves other than those for reasonable working capital needs, or for specifically earmarked purposes, whenever an authority's year-end general reserve is significantly higher than the annual precept, an explanation has to be provided to the auditor.
- 1.4 The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 2020 edition) advises:
- “As with any financial entity, it is essential that authorities have sufficient reserves (General and Earmarked) to finance both its day-to-day operations and future plans. It is important, however, given that its funds are generated from taxation/public levies, that such reserves are not excessive.”*
- 1.5 Although sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement, there is no specified minimum level of reserves that an authority should hold. It is the responsibility of the Responsible Financial Officer (RFO) to recommend to the Council the level of reserves.
- 1.6 Procedures should be established to alert the Council if the general reserves are below 3 month's or at realistic risk of breaching the 3 month barrier of the precept value.
- 1.7 The Council's portfolio of assets and services, has and is still increasing. It is vital that its reserves are reviewed through the annual budgeting process and within day to day management of financial matters. The RFO ensures that changes affecting risk management and reserve levels are identified and alerted to Council.

2.0 Types of Reserves

- 2.1 The Town Council operates three reserve categories on its balance sheet:
- i) In year budget
 - ii) General reserves
 - iii) Earmarked reserves

- 2.2 In year budget is the holding account for the precept, which is paid to the council in April and October by the unitary Council (collection authority). This account funds the day to day expenditure. This **should not** be considered as part of the general reserves.
- 2.3 General reserves are often referred to as the 'working balance' and is money which is not earmarked for specific purposes but rather a sum of money held in anticipation of uneven cashflow or set aside to deal with unexpected events or emergencies. This is usually created through surpluses as a result of activities being postponed, cancelled, or projects coming in under budget.
- 2.4 Earmarked reserves can be held for several reasons. As the name suggests these represent amounts which are 'earmarked' for specific items of expenditure to meet known or predicted liabilities or projects. Earmarked reserves can be used to spread expenditure commitments over a period of time thereby reducing the impact of that commitment on any one year.

Earmarked reserves are typically held for:

- Renewals - used to plan and finance an effective programme of equipment replacement, planned property repair and maintenance or grounds maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward of under spend - Some expenditure budgeted for projects in a given financial year cannot be spent in that year. Reserves are used as a mechanism to carry forward these resources.
- Insurance – to enable the Council to meet excesses not covered by insurance
- Capital projects – these may be set up from time to time to meet known or predicted liabilities and assist in the delivery of the Council's Business Plan.
- S106/CIL Funds – these funds come from planning gains and can only be used for the purpose prescribed and very often are time limited by the planning agreement.

3.0 Principles to Assess the Adequacy of Balances and Reserves

- 3.1 A considerable degree of professional judgement is required in making any financial assessment and the RFO can only be expected to provide advice.
- 3.2 The identification of projects will impact on reserves and considered in setting the budget, which is the responsibility of the Council on the recommendation of the Resources Committee and the RFO. This forms the foundation of setting the precept to enable the delivery of the Council's Business Plan.

- 3.3 In order to assess the adequacy of reserves when setting the budget, the RFO should take account of the strategic, operational, and financial risks facing the Council. The financial risks should be assessed in the context of the Council's overall approach to risk management.
- 3.4 The RFO should ensure that the Council has put in place effective arrangements for internal controls.
- 3.5 The setting of reserves levels is just one of several related decisions in the formulation of the medium-term financial plan (MTFP) as well as the budget for a particular year. Account should be taken of the key financial assumptions underpinning the budget alongside a consideration of the Council's financial management arrangements.
- 3.6 Balancing the annual budget by drawing on general reserves must be viewed as a legitimate short-term option only. General reserves must be viewed as a short-term resolution of unexpected costs. Foreseeable or anticipated project costs should be properly budgeted for and included in earmarked reserves.
- 3.7 General reserves must not be deployed to finance recurrent expenditure or to finance anticipated or foreseeable projects. Adjustments to the budget and precept must take account of the financial needs of the Council and the need to maintain required earmarked reserves and general reserves in line with the Council's policy.

4.0 Governance Concerning the Balances and Reserves

- 4.1 The policy on balances and reserves will be reviewed annually as part of the Council's policies review and will be considered in the budget setting process.
- 4.2 The RFO should review the levels of earmarked reserves held and authorise removal of redundant earmarked reserves and creation of new earmarked reserves as part of the annual budgeting process.
- 4.3 Projects delivering the Council's Business Plan will be agreed at Committee and new earmarked reserves will be created to fund these.
- 4.5 Once an Earmarked Reserve has been established by the Town Council it is the responsibility of the RFO to ensure funds are spent in line with their purpose. The purpose of each Earmarked Reserve should be reviewed annually to ensure that it is still relevant.

5.0 Policy Statement

- 5.1 Earmarked reserves will be established to reflect anticipated financial requirements to aid the Council in achieving the outcomes from its Business Plan.
- 5.2 All Earmarked reserves are recorded by the RFO and include the purpose for which the earmarked reserve is held.
- 5.3 Reviewing the Council's annual financial performance and its audit procedures is part of the annual budgeting process. This can then identify planned and unplanned expenditure items and thereby indicate an appropriate level of reserves.
- 5.4 A general reserve will be held by the Town Council to cushion the impact of uneven cash flows, in year inflationary budget pressure and the impact of unexpected, unforeseen, emergency, and uninsured situations.
- 5.5 The level of general reserves is a matter of professional judgement and so this policy does not attempt to prescribe that a specific level will always be appropriate for this Council. However, the Council aims to achieve between three and six months' worth of precept.
- 5.6 The primary means of building a general reserve will be through reallocation of funds e.g., where a project comes under budget or through allocation from the annual budget.
- 5.7 If, in the most extreme circumstances, general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short-term resources. The Council must at all times keep a minimum balance sufficient to pay three month's salaries to staff and associated expenses e.g., National Insurance, tax contributions and pensions.
- 5.8 In the event that general reserves exceed the maximum intended level, the Council would look to invest the excess for income generation to reduce future pressure on the precept.

Bradford on Avon Town Council



Vexatious Complaints policy

Version Control

Action	Who	Date	Comments
Draft to Resources Committee	Town Clerk	15.03.22	Adopted by Resources
Review	Director of Operations	March '23	

1. Introduction

This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be persistent, habitual, or vexatious.

The Local Government Ombudsman provides the following definition of unreasonable and unreasonably persistent complainants:

"Those complainants who, because of the frequency or nature of their contacts with an authority, hinder the authority's consideration of their or other people's complaints."

The Town Council considers vexatious, habitual, or persistent complaints and correspondence as:

- behaviour, which is obsessive, persistent, harassing, prolific, repetitious
- displaying an insistence on pursuing groundless or unjustified issues and/or unrealistic outcomes beyond all reason
- displaying an insistence upon pursuing complaints or issues in an unreasonable manner
- a "scatter gun" approach, with copies of letters being sent to several people on a regular basis, often including the officers, media, an MP, The Clerk, Councillors, and the Mayor of the Council

The following clauses form the Town Council's policy for ways of responding to these situations.

1.1 In this policy the term habitual means 'done repeatedly or as a habit'. The term persistent means 'incessant or consistent' requiring a disproportionate amount of officer time in relation to the complaint. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'.

1.2 This policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.

1.3 The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.

1.4 Habitual or vexatious complaints can be a problem for Council staff and members. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer and Member time. While the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.

1.5 Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.

1.6 The aim of this policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair, and reasonable.

2. Habitual or Vexatious Complainants

2.1 For the purpose of this policy the following definitions of persistent, habitual, or vexatious complainants will be used:

The repeated and/or obsessive pursuit of:

- a. unreasonable complaints and/or unrealistic outcomes
- b. reasonable complaints in an unreasonable manner
- c. repeated commentary or presentation of the same information in an attempt to elicit a different response

2.2 Prior to considering its implementation the Council will send a summary of this policy to the complainant to give them prior notification of its possible implementation.

2.3 Where complaints continue and have been identified as persistent, habitual, or vexatious in accordance with the criteria set out in Section 3, the Resources Committee will seek agreement to treat the complainant as a persistent, habitual, or vexatious complainant for the appropriate course of action to be taken.

2.4 The Clerk on behalf of the Town Council will notify complainants, in writing, of the reasons why their complaint has been treated as persistent, habitual, or vexatious and the action that will be taken. The Wiltshire Unitary Councillor for Bradford on Avon North/South will also be informed that a constituent has been designated as a persistent, habitual, or vexatious complainant.

2.5 The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

3. Definitions

3.1 Bradford on Avon Town Council defines unreasonably persistent, habitual, and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's complaints. The description 'unreasonably persistent', 'habitual', and 'vexatious' may apply separately or jointly to a particular complainant.

3.2 Examples include the way in which, or frequency with which, complainants raise their complaints with staff or how complainants respond when informed of the Council's decision about the complaint.

3.3 Features of an unreasonably persistent, habitual, and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

An unreasonably persistent, habitual, and/or vexatious complainant may:

- have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious).
- refuse to specify the grounds of a complaint despite offers of assistance
- refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.

- refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure.
- refuse to accept that issues are not within the power of the Council to investigate, change or influence.
- insist on the complaint being dealt with in ways which are incompatible with the complaint's procedure or with good practice (e.g., insisting that there must not be any written record of the complaint).
- make what appear to be groundless complaints about the staff dealing with the complaints, and seek to have them dismissed or replaced
- make an unreasonable number of contacts with the Council, by any means in relation to a specific complaint or complaints.
- make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes telephone calls or e-mails).
- harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language or publish their complaints in other forms of media.
- raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process.
- introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be taken into account and commented on.
- change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed.
- deny statements he or she made at an earlier stage in the complaint process.
- are known to have electronically recorded meetings and conversations without the prior knowledge and consent of the other person(s) involved.
- adopts a 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors, media.
- refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given.
- make the same complaint repeatedly, perhaps with minor differences, after the complaint's procedure has been concluded and insist that the minor differences make these 'new' complaints which should be put through the full complaint's procedure.
- persist in making the same complaint, despite the complaint previously being answered.
- persistently approach the Council through different routes or other persons about the same issue.

- persist in seeking an outcome which Council has explained is unrealistic for legal or policy (or other valid) reasons.
- refuse to accept documented evidence as factual.
- complain about or challenge an issue based on an historic and/or an irreversible decision or incident.
- combine some or all of these features.

4. Imposing Restrictions

4.1 The Town Council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints procedure and reported to the Councils Resources Committee for consideration.

4.2 In the first instance the Clerk will consult with the Chairman of the Council and Chairman of the Resources Committee prior to issuing a warning to the complainant. The Clerk will contact the complainant in writing, or by e-mail, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the Council may take if they do not comply.

4.3 If the behaviour continues, the Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the Town Council in future will be restricted. The Clerk will make this decision at the Councils Resources Committee or if time appropriate, in consultation with the Chairman of the Council and the Chairman of the Resources Committee and inform the complainant in writing of what procedures have been put in place and for what period.

4.4 Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time over which that the restriction will be in place. In most cases restrictions will apply for between three to six months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis, or at the next Resources Meeting.

4.5 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:

- banning the complainant from making contact by telephone except through a third party e.g. a solicitor, a Councillor or a friend acting on their behalf.
- banning the complainant from sending emails to individuals and/or all Council Officers and insisting they only correspond by postal letter.
- requiring contact to take place with one named member of staff only.
- restricting telephone calls to specified days and/or times and/or duration requiring any personal contact to take place in the presence of an appropriate witness.
- letting the complainant know that the Town Council will not respond to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff will be identified who will read future correspondence).

4.6 When the decision has been taken to apply this policy to a complainant, the Clerk will contact the complainant in writing to explain:

- why the decision has been taken.
- what action has been taken.
- the duration of that action.

4.7 The Clerk will enclose a copy of this policy in the letter to the complainant.

4.8 Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Chairman of the Council and the Chairman of the Resources Committee may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

4.9 Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, e.g., the reporting of the matter to the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

5. New complaints from complainants who are treated as abusive, vexatious, or persistent

5.1 New complaints from people who have come under this policy will be treated on their merits. The Clerk, the Chairman of the Town Council in conjunction with the Chairman of the Resources Committee will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor ignoring genuine service requests or complaints where they are founded.

5.2 The fact that a complainant is judged to be unreasonably persistent, habitual, or vexatious, and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

6. Review

6.1 The status of a complainant judged to be unreasonably persistent, habitual, or vexatious will be reviewed by the Clerk, the Chairman of the Town Council, and the Chairman of the Resources Committee after three months and at the end of every subsequent three months within the period during which the policy is to apply, or by the next Resources Committee Meeting.

6.2 The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

7. Record Keeping

7.1 The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

- the name and address of each member of the public who is treated as abusive, vexatious, or persistent, or any other person who so aids the complainant.
- when the restrictions came into force and ends
- what the restrictions are
- when the person and Council were advised.

7.2 Full Council will be provided with a regular report giving information about members of the public who have been treated as vexatious/persistent as per this policy.

Bradford on Avon Town Council
Payments December 2021

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/12/2021	Mr TS & Mrs J Lisney	DD 1Dec21	3567.63	VIC Rent 3Dec21-2Mar22
01/12/2021	Grist Environmental Limited	DD 1Dec21	154.18	Refuse Collections Oct21
03/12/2021	Leaf & Bean	Cash 3Dec	150.00	Gifts 3Dec21
03/12/2021	Prudential Assurance	FP 3DEC	200.00	Nov21 Cont'ns
03/12/2021	Wiltshire Pension Fund	FP 3DEC	8336.83	Nov21 Cont'ns
08/12/2021	Booker Ltd	DD 8Dec21	95.09	Bar Supplies 3Dec21
09/12/2021	De Lage Landon Leasing Ltd	DD 9Dec21	550.97	EV Rental 9Dec21-9Jan22
10/12/2021	Lloyds Bank plc	DD 10Dec21	27.62	Charges 10Oct-9Nov21
14/12/2021	West Mercia Energy	DD 14Dec21	952.42	Electricity Oct21
15/12/2021	Merthyr Reclamation	FP 15Dec21	3950.00	55 sq/yd Pennant Stone +Del
17/12/2021	BIRMINGHAM	DD 17Dec21	226.38	Nov Calls/Dec Charges
20/12/2021	Entanet International Ltd	DD 20Dec21	11.40	YC Line Rent Dec21
22/12/2021	Avon Printing Services Ltd	221221001	667.00	Winter N'letter x6900
22/12/2021	Burbidge Electrical	221221002	6931.20	CL21 Electrical Installation#1
22/12/2021	Joceline Bury	221221003	260.00	Winter N'letter
22/12/2021	Mrs Angela DALE	221221004	400.00	Tea Dances Nov21
22/12/2021	Festive Lights Ltd	221221005	1029.31	CL21 4x10mFlashLights&Connectors
22/12/2021	G Greenaway	221221006	22.00	Window Cleaning Nov21
22/12/2021	GWP Medical Services	221221007	150.00	CL21 First Aid Provision
22/12/2021	Chris Hogg	221221008	435.00	Trailer - 2018Model (GaryHall)
22/12/2021	Mr R.W.A. Powell	221221009	30.00	WG Grass cut 10Nov21
22/12/2021	Smith & Arbor Ltd	221221010	250.00	BAW Willow Fell&Cut
22/12/2021	Richard Snarr	221221011	15.55	Water Fountain Insulation
22/12/2021	Simon Sutton	221221012	42.09	WoodFiller/Batteries/Lever
22/12/2021	Systemagic Ltd	221221013	261.60	IT Support Nov21
22/12/2021	Tier 1 Asset Management Ltd	221221014	730.80	Lenovo Thinkpad&3YrWarranty
22/12/2021	Tom Beavan Ltd	221221015	468.00	Website updates TrafficCons
22/12/2021	Bradford on Avon Walkers are W	221221016	160.00	VIC Wheel Maps x 40
22/12/2021	Timothy Yeomans	221221017	50.00	SMH Xmas Decorations
22/12/2021	Jassy Music	FP 22DEC21	150.00	3Dec Music
22/12/2021	HMRC	BACS 22DEC	8538.74	PAYE/NIC Nov21
22/12/2021	Cash	Cash 22Dec	81.13	Petty Cash Nov21
23/12/2021	UK Wholesale Direct	DD 23Dec21	34.19	VIC Nov Calls/Jan Charges
23/12/2021	Moorepay Limited	DD 23Dec21	136.63	Payroll Nov21
23/12/2021	West Mercia Energy	DD 23Dec21	236.96	Electricity Oct21
24/12/2021	Brand Cru Ltd t/as Cru Wines	241221001	154.72	3Dec Wine
24/12/2021	Fine Pines	241221002	7278.00	CL21 39 Mini Xmas Trees
24/12/2021	Mr TS & Mrs J Lisney	241221003	1345.63	VIC Insurance/ServiceCharge
24/12/2021	Mrs B's Caring Catering Ltd	241221004	444.00	3Dec Catering
24/12/2021	D Perry	241221005	125.00	CC/VF Grass Cutting Nov21
24/12/2021	Royal Mail Group Ltd	241221006	545.21	N'letter D2D x6885
24/12/2021	Rural Services Partnership Ltd	241221007	52.00	Rural Market Town Group M'ship
24/12/2021	BWBSL	241221008	3036.36	Water 9Jun-30Nov21
24/12/2021	Wiltshire Council	241221009	261.15	Advert - Comms Officer
24/12/2021	Staff Salaries	BACS 24DEC	23510.15	Salaries Dec21
29/12/2021	Wiltshire Council Non-Domestic	DD 142337	349.00	Rates 21/22 VIC
29/12/2021	Wiltshire Council Non-Domestic	DD 112343	404.00	Rates 21/22 YC
29/12/2021	Wiltshire Council Non-Domestic	DD 134007	484.00	Rates 21/22 SMH
29/12/2021	Lloyds Bank plc	DD 29Dec21	384.69	Credit Card Purchases
29/12/2021	Wiltshire Pension Fund	FP 29DEC21	7856.19	Dec21 Cont'ns
29/12/2021	Prudential Assurance	FP 29DEC21	200.00	Dec21 Cont'ns
31/12/2021	Fenland Leisure Products Ltd	311221001	141.80	Playground Surface Repair Kit
31/12/2021	Hammerpaw Ltd	311221002	100.00	FOT A4 Poster Design
31/12/2021	Initial Washroom Hygiene	311221003	96.75	SMH Hygiene Bins OND21
31/12/2021	Integrated Water Services Ltd	311221004	127.40	Water Hygiene Nov21
31/12/2021	Lyreco UK Limited	311221005	149.15	Cleaning Mats Nov21
31/12/2021	NVB Architects	311221006	3600.00	CCP RIBA Stage 2
31/12/2021	Stronghold Global Ltd	311221007	67.15	Cleaning Materials Dec21
31/12/2021	Systemagic Ltd	311221008	861.42	IT Support Dec21
	Total Payments			
		Total Payments	<u>£90,876.49</u>	

YC Youth Centre
VIC Visitor Information
SMH St Margaret's Hall
WG Westbury Garden
VF Victory Field
CCP Culver Close Pavilion
PP Poulton Park
GWW Great West Way
EV Electric Vehicle
BAW Becky Addy Wood
FOT Future of Transport

Bradford on Avon Town Council
Payments made in January 22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
04/01/2022	Grist Environmental Limited	DD 4Jan	193.96	Refuse Collections Nov21
07/01/2022	Lloyds Bank plc	DD 7Jan	28.10	Charges 10Nov to 9Dec21
11/01/2022	De Lage Landon Leasing Ltd	DD 11Jan	550.97	EV Rental 9Jan-9Feb22
12/01/2022	Booker Ltd	DD 12Jan	27.79	Cleaning Supplies Jan22
13/01/2022	West Mercia Energy	DD 13Jan	1318.45	Gas/Electricity Nov21
17/01/2022	Entanet International Ltd	DD 17Jan	69.60	YC Line Rental Jan22
17/01/2022	BIRMINGHAM	DD 17Jan	226.49	Dec Calls/Jan Charges
17/01/2022	Avon Printing Services Ltd	170122001	605.00	FOT A5 Flyers x1891
17/01/2022	Mrs Angela DALE	170122002	200.00	Tea Dances Dec21
17/01/2022	G Greenaway	170122003	22.00	Window Cleaning Jan22
17/01/2022	Overt Design	170122004	480.00	Advent & Mistletoe Trail Artwork
17/01/2022	Simon Sutton	170122005	30.01	Truck Fuel
17/01/2022	Unique Signs Ltd	170122006	144.30	5xA2 Signs
20/01/2022	West Mercia Energy	DD 20Jan	359.17	Electricity Nov21
21/01/2022	HMRC	BACS 21JAN	7800.42	PAYE/NIC Dec22
25/01/2022	UK Wholesale Direct	DD 25Jan22	33.10	VIC Dec Calls/Feb Charges
25/01/2022	Lloyds Bank plc	DD 25Jan22	2088.78	Credit Card Purchases
26/01/2022	Staff Salaries	BACS 26JAN	24171.25	Staff Salaries Jan22
28/01/2022	Petty Cash	Tfr 28Jan	14.25	Petty Cash Dec21
28/01/2022	Carl Jones	FP 28JAN	735.33	2021 Skatepark expenses
28/01/2022	Information Commissioner	DD 28Jan	55.00	DP Reg 2022
28/01/2022	Wiltshire Council Non-Domestic	DD 142337	349.00	Rates 21/22 VIC
28/01/2022	Wiltshire Council Non-Domestic	DD 112343	404.00	Rates 21/22 YC
28/01/2022	Wiltshire Council Non-Domestic	DD 134007	484.00	Rates 21/22 SMH
31/01/2022	S J Aplin Playgrounds Ltd	310122001	1547.71	BF/VF Play Area Repairs
31/01/2022	Burbidge Electrical	310122002	2400.00	CL21 Installation #2
31/01/2022	Community Foster Care	310122003	10917.53	Youth Services JFM22
31/01/2022	Haven Fire Security Consultant	310122004	440.10	SMH Intruder Alarm Battery
31/01/2022	Integrated Water Services Ltd	310122005	127.40	Water Hygiene Dec21
31/01/2022	Low Carbon Products Ltd	310122006	591.16	Moulded Bench Bearfield
31/01/2022	Lyreco UK Limited	310122007	51.04	Cleaning Materials Dec21
31/01/2022	NVB Architects	310122008	3600.00	CCP RIBA Stage2 #2
31/01/2022	Ricoh UK Ltd	310122009	374.12	Photocopier Rental/Copies
31/01/2022	Royal Mail Group Ltd	310122010	545.68	FOT Reminder Leaflet Del Jan22
31/01/2022	Systemagic Ltd	310122011	921.60	Laptop Comms Officer
31/01/2022	Systemagic Ltd	310122011	1051.62	Eset antivirus (3Devices 3yrs) & Support
31/01/2022	Weisberg Legal Ltd	310122012	1314.00	KH Lease #1
31/01/2022	Wiltshire Council	310122013	123.29	YC Rent 4Dec-17Jan22
31/01/2022	Timothy Yeomans	310122014	65.98	Cleaning Equipment etc
31/01/2022	Prudential Assurance	FP 31JAN	200.00	Jan22 Contr'ns
31/01/2022	Wiltshire Pension Fund	FP 31JAN	8083.89	Jan22 Contr'ns

Total Payments £ 72,746.09

YC Youth Centre
VIC Visitor Information
SMCP St Margaret's Car Park Toilets
SCP Station Car Park Toilets
SMH St Margaret's Hall
BF Barton Farm
VF Victory Field
CCP Culver Close Pavilion
KH Kingston House
FOT Future of Transport

Bradford on Avon Town Council
Payments November 2021

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/11/2021	Grist Environmental Limited	DD 1Nov21	160.06	Refuse Collections Sep21
03/11/2021	Booker Ltd	DD 3Nov21	27.02	Cleaning Materials
05/11/2021	Prudential Assurance	FP 5NOV	200.00	Oct21 Cont's
05/11/2021	Wiltshire Pension Fund	FP 5NOV	9083.31	Oct21 Cont's
10/11/2021	De Lage Landon Leasing Ltd	DD 10Nov21	550.97	EV Rental 9Nov-9Dec21
12/11/2021	Lloyds Bank plc	DD 12Nov21	25.89	Charges 10Sep to 9Oct21
15/11/2021	Entanet International Ltd	DD 15Nov21	11.40	YC Line Rental Nov21
15/11/2021	West Mercia Energy	DD 15Nov	684.35	Electricity Sep21
17/11/2021	BIRMINGHAM	DD 17Nov21	227.09	Oct Calls/Nov Charges
18/11/2021	Mrs Angela DALE	181121001	300.00	Tea Dances x3 Oct21
18/11/2021	Ex Libris Press	181121002	8.00	VIC Nature Walks x4
18/11/2021	Calvin James	181121003	259.90	Borehole 40mHose Reelx2/SprayGun
18/11/2021	JH Jones & Sons Ltd	181121004	177.60	Borehole Tap
18/11/2021	Pear UK West Ltd	181121005	1197.00	Distribute 35k TownMaps
18/11/2021	D Perry	181121006	574.98	VF/CC/Bearfield Maintenance Oct21
18/11/2021	Rialtas Business Solutions Ltd	181121007	355.20	Bookings Software Support
18/11/2021	Smith of Derby Ltd	181121008	274.80	Town Clock Maintenance
18/11/2021	Smith & Arbor Ltd	181121009	240.00	WG Tree Stump Removal etc
18/11/2021	Simon Sutton	181121010	36.50	Keys CC/VIC
18/11/2021	Tom Beavan Ltd	181121011	108.00	Website Hosting Nov21
18/11/2021	Unique Signs Ltd	181121012	72.00	Banner Patches x2
18/11/2021	Wiltshire Council	181121013	298.63	YC Rent 13Jul-29Oct21
18/11/2021	Timothy Yeomans	181121014	31.00	Masonry Paint etc
18/11/2021	Youth Adventure Trust	181121015	1000.00	YouthAdvTrust Grant 21/22
19/11/2021	West Mercia Energy	DD 19Nov21	218.28	Gas Sep21
22/11/2021	Royal Mail Group Ltd	FP 22Nov	545.36	D2D Autumn Newsletter
22/11/2021	Entanet International Ltd	DD 22Nov21	29.10	YC Broadband Nov21
22/11/2021	HMRC	BACS 22NOV	9360.54	PAYE/NIC Oct21
24/11/2021	Booker Ltd	DD 24Nov	10.19	5ltr Detergent
24/11/2021	Moorepay Limited	DD 24Nov21	148.55	Payroll Oct21
25/11/2021	UK Wholesale Direct	DD 25Nov21	33.85	VIC Oct Calls/Nov Charges
26/11/2021	Staff Salaries	BACS	24418.34	Salaries Nov21
29/11/2021	Wiltshire Council Non-Domestic	DD 142337	349.00	Rates 21/22 VIC
29/11/2021	Wiltshire Council Non-Domestic	DD112343	404.00	Rates 21/22 YC
29/11/2021	Wiltshire Council Non-Domestic	DD134007	484.00	Rates21/22 SMH
30/11/2021	All The Kit	301121001	1212.00	CL21 Staging/Sound System Hire
30/11/2021	Bradsons	301121002	624.62	RS21 Road Marshalls
30/11/2021	Burbidge Electrical	301121003	542.64	SMH Foyer Light Repairs
30/11/2021	Colin Johns	301121004	665.00	Planning Consultancy JAS21
30/11/2021	Conservation Contractors Ltd	301121005	756.00	BAW Tree Survey
30/11/2021	Elite Industrial Supplies Ltd	301121006	137.51	Facemasks x20 (TC/Explore)
30/11/2021	Greenbarnes Ltd	301121007	1104.23	Replacement Noticeboard
30/11/2021	Initial Washroom Hygiene	301121008	51.70	YC Hygiene Units ND21J22
30/11/2021	Integrated Water Services Ltd	301121009	127.40	Water Hygiene Oct21
30/11/2021	Lyreco UK Limited	301121010	104.51	Cleaning Materials Oct21
30/11/2021	Overt Design	301121011	100.00	RP Flyer Design
30/11/2021	Paper Bag Co (South West) Ltd	301121012	180.00	Skate Bags x50
30/11/2021	Ralph Allen Press Ltd	301121013	571.00	VIC TownMapx6000
30/11/2021	Royal British Legion	301121014	30.00	Poppy Appeal Donation 2021
30/11/2021	Rialtas Business Solutions Ltd	301121015	70.80	MTD Annual support fee
30/11/2021	Solutions On Stage	301121016	1696.80	SMH PAT testing etc
30/11/2021	Systemagic Ltd	301121017	269.82	MS365 Packages
30/11/2021	William Bryan	301121018	200.00	CL21 Live Singer

Total Payments £ 60,348.94

YC Youth Centre
VIC Visitor Information
SMH St Margaret's Hall
WG Westbury Garden
VF Victory Field
CCP Culver Close Pavilion
PP Poulton Park
GWW Great West Way
EV Electric Vehicle
RP Residents Panel