



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 21st June 2022 at 7pm

Present:

Cllr S Blackwell (Chairman)
Cllr S Gibson
Cllr A Kay
Cllr J Parker
Cllr K Vigar
Cllr J Vittles
Cllr S McNeill-Ritchie
Ian Brown (Director of Operations)
Sarah Hawkins (Accountant)

Members of the Public: None

Apologies: Cllr Trimble, and Sandra Bartlett (Town Clerk)

01. Minutes

It was proposed by Cllr Gibson seconded by Cllr Vigar and with all 3 in favour and 4 abstentions it was **RESOLVED:** that the minutes of the last meeting held on the 15th March 2022 be accepted as a true record.

02. Matters arising - none

03. Declarations of interest - none

04. Use of the Town Council seal

The note that the Town Council seal had been used to complete the lease of Kingston House.

05. Cheque signatories/internal Audit by Councillor

Cllr D Garwood, Cllr S McNeill-Ritchie, Cllr E Franklyn, Cllr K Vigar, Cllr S Gibson, Cllr S Blackwell and Cllr J Vittles are confirmed as cheque signatories along with the Town Clerk and Director of Operations to deal with day-to-day administration.

Cllr J Parker undertakes the monthly account audit.

It was proposed by the Cllr Gibson and seconded by Cllr Vigar and with all in favour it was **RESOLVED:** Confirm the above-mentioned councillors as cheque signatories.

06. Accounts for payment

It was proposed by the Cllr Vigar seconded by Cllr Parker and with all in favour it was **RESOLVED:** To pay invoices and payroll and direct payments for April 2022 £90,383.22, and May 2022 £69,440.14.

07. Management Accounts Reports

The income and expenditure reports by committee for the year 2021/22, and April 2022 and May 2022 were noted.

Cllr Kay raised the issue of the Youth Eco Project Grant budget (£6,000 401-4801), this was discussed and agreed that it needed to be published and moved in the budget book to Community and Well-being (103 – 4801) and ringfenced.

08. Next meeting

It was noted that the next meeting will be held on the 11th October 2022.

09. Confidential business

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