

Bradford on Avon Town Council

Resources committee - Minutes



Held at 7.00pm on Tuesday 21 February 2023 at St. Margaret's Hall, Bradford on Avon

Present

Cllr S Blackwell (Chairman)

Cllr K Vigar

Cllr E Franklin

Ian Brown (Chief executive & Town Clerk)

Matthew McLaughlin (Communications Officer)

Cllr D Garwood

Cllr S Gibson

Cllr T Trimble

Sarah Hawkins (Accountant)

Members of the public: None

Apologises: Cllr Kay, Cllr McNeill-Ritchie

37. Declaration of interest

None

38. Minutes

It was proposed by Cllr Vigar seconded by Cllr Garwood and with all in favour it was **RESOLVED**: that the minutes of the last meeting held on the 13th December 2022 be accepted as a true record.

39. Matters Arising

None

40. Accounts for payment

It was proposed by the Cllr Franklin seconded by Cllr Vigar and with all in favour it was **RESOLVED**: To pay invoices and payroll and direct payments for November, December 2022 and January 2023.

41. Management Account reports

The income and expenditure reports by committee for November, December 2022 and January 2023 were noted.

42. Internal Audit January 2023

The internal audit report was noted, and the committee expressed their thanks to the accountant and staff involved.

43. Election Costs

The Chief Executive & Town Clerk explained that Wiltshire Council, as part of its budget planning process, intended to introduce a charge to City, Town and Parish councils to recover costs, which would save it £360,000.

The headline charge is currently C. £1.70 per elector, which would have cost the Town council C.£14,000 for the last election.

Members asked what the Town was getting for its charge, as the Unitary elections would be held at the same time? Whilst the election function was part of the Unitary Council's statutory function. The Clerk outlined it was for 'cost recovery', such as, ballot papers, hall hire etc.

The costs would equate to approximately 1.5% on the council tax for the Town Council and the Clerk suggested that it would be prudent to include in the 24/25 budget process and identify it as a separate cost in the budget process.

44. Wiltshire Towns Programme

The Clerk explained that, following the funding for the heritage trail, Wiltshire Council had identified a further £10,000 for the Town Council for 2022/23 as part of its Wiltshire Towns Programme and that he'd formulated a claim for the year and this had been agreed by Wiltshire Council and permission was being sought to use the Council's seal to the agreement to enable the Town Council to claim the funds.

It was proposed by the Cllr Garwood seconded by Cllr Trimble and with all in favour it was **RESOLVED**: To give permission to use the Town Council Seal.

45. Next meeting

It was noted that the next meeting has been provisionally arranged on the 6th June 2023.

Questions from the Public:

The Committee received a question from a member of the public via email, which breaks into four requests for maintenance at the youth centre:

- i) Adding effective sound dampening in the hall, to create a truly multifunctional space.
- ii) Adding more plug sockets and light switches in the hall, and the communal spaces to improve accessibility.
- iii) Updating carpets and furniture in particular replacing old chairs and sofas which are no longer fit for purpose.
- iv) A coat of paint to all internal rooms, to brighten and update.

Members highlighted that the Town Council only took ownership of the youth centre on 1st April 2022, prior to this it was 'leased' from Wiltshire Council. It was pointed out that the Town Council was looking at the centre, its condition and its future use, the budget would need to be a consideration.

46. Confidential business

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

Meeting closed: 8.00pm