



Bradford on Avon Town Council

Minutes of the Annual Town Council meeting of
BRADFORD ON AVON TOWN COUNCIL held
on Tuesday 2 May 2023 at 7p.m in St. Margaret's Hall

Attendance – Town Council

Cllr K Bessant
Cllr S Blackwell
Cllr E Franklin
Cllr D Garwood
Cllr S Gibson
Cllr A Kay
Cllr S McNeill-Ritchie
Cllr J Parker
Cllr A Potter
Cllr T Trimble
Cllr K Vigar
Mr I Brown (Town Clerk/Chief Exec)
Ms S Howe (Committee Clerk)
Ms S Hawkins (Accountant)
Mr M McLaughlin (Communications Officer)

Members of the public: 2

Apologies: Cllr J Vittles

1. Election of Council Chairman and Town Mayor

Councillor Blackwell proposed Councillor Katie Vigar, seconded by Councillor Trimble and with no further nominations and all in favour it was **RESOLVED** that Councillor Katie Vigar was elected Chairman and Mayor for the ensuing municipal year. Councillor Vigar stated that she had enjoyed her time as Mayor over the past 12 months and it would be a privilege to continue in office for another year.

2. Chairman's Declaration of Acceptance of Office

The Town Clerk stated that Councillor Vigar would sign her declaration of acceptance of office for the role of Chair and Mayor of the town on the 3 May 2023.

3. Declarations of interest – none

4. Election of Vice Chairman and Deputy Town Mayor

Councillor Vigar nominated Councillor Emma Franklin, seconded by Councillor Parker and with no further nominations and all in favour it was **RESOLVED** that Cllr Emma Franklin be Vice-Chairman and Deputy Mayor.

The Chair stated that she was very much looking forward to working with Councillor Franklin over the coming year.

5. Register of Members' Interest

Members were reminded to advise the Town Clerk if they have any changes to their disclosable pecuniary interests. Councillor Kay asked if the register could be circulated to remind councillors of their current list disclosable pecuniary interests lodged on the register.

6. Minutes

It was proposed by Councillor Gibson, seconded by Councillor Franklin and with all in favour it was **RESOLVED**: to accept the minutes of the last Full Council meeting held on the 18 April 2023.

7. Matters arising - none

8. Outgoing Chairman's Report and Incoming Chairman's Report

The Chair summarised her report which is supplied with the agenda. She started by stating that it had been a great privilege to be Mayor with many significant events taking place such as the Platinum Jubilee and Proclamation of the new King as well as progressing important local projects. She also highlighted the planting of 3,500 trees around the town in the last few months including the Ukrainian community's 'homeland' trees in Westbury Garden and the Hornbeam at Barton Farm planted to commemorate the reign of Elizabeth II. The Chair went on to say how much she had enjoyed attending all the town events over the course of the last year.

The Chair thanked the town council staff and officers for all their work both seen, unseen and out of hours, she thanked her fellow councillors for their service and support, thanked the town's dedicated volunteer community and finally thanked Councillor Jennie Parker the outgoing Deputy Town Mayor and described her as having a talent for networking particularly amongst the community and volunteering groups whom she inspires and encourages.

The Chair then gave a verbal update looking ahead over the next year: the Skatepark will break ground on 9 May, the Coronation celebrations will get underway on the 8 May and last for 3 days with a live screen in Victory Field broadcasting the Coronation and celebrative concert as well as films for additional entertainment. The Preservation Trust will host a picnic outside the Tithe Barn with tea and cake available on the 9 May and there will be a volunteer open day on the 10 May in Westbury Garden. Full details are on the town council website. Finally, there will be Live Music Festival organised by the town council for the first time over the first weekend in June with details again on the website and via social media. Councillor Kay added the recently revived French Twinning association are planning a trip to Sully-sur-Loire in June and places on the coach are still available.

Finally, the Chair mentioned the draft Annual Report compiled by the Communications Officer which was circulated with the agenda and will be published at the Town Gathering in a couple of weeks' time.

9. General Power of Competence

The Chair confirmed that the town council has met the criteria to use the General Power of Competence as set out in the Localism Act 2011 sections 1-8 :

- The number of councillors elected at the last ordinary elections or at a subsequent by-election must equal or exceed two thirds of its total number of councillor's seats. To note 12 out of 12 members of the Town Council are elected.
- The Council must employ a Clerk with recognised sector-specific qualifications. To note the Town Clerk presented his certificate having passed the CiCLA qualification in Section 7, General Power of Competence.

It was proposed by Councillor Bessant and seconded by Councillor Kay and with all in favour.

RESOLVED: to adopt the General Power of Competence (Localism Act 2011 s1-8)

10. Selection of Committees and agree committee meeting dates

The Chair suggested that the memberships of the committees should be discussed regarding any changes, followed by the election or re-election of the Chairs. The Vice-Chairs could then be elected or re-elected at the first meeting of each committee.

Councillor Franklin asked to resign from Community and Wellbeing Committee and move to Resources committee. All members agreed.

All Chairs apart from Councillor Vittles as Chair of Town Development confirmed they were happy to continue. Councillor Potter confirmed she was happy to stand as Chair of Town Development.

It was proposed by Councillor Potter and seconded by Councillor Franklin and with all in favour.
RESOLVED: to re-elect all Chairs of the Committees with the exception of Town Development where Councillor Potter will replace Councillor Vittles.

The schedule of committee meeting dates was noted. Councillor Kay asked if Environment and Green Spaces committee meeting on the 27 June 2023 could switch with Community and Wellbeing committee meeting on the 13 June 2023. Councillor Parker as Chair of Community and Wellbeing Committee confirmed she was happy with that.

It was proposed by Councillor Kay and seconded by Councillor Gibson and with all in favour.
RESOLVED: to adopt the meeting schedule for 2023 with the amendment that Environment and Green Spaces committee would now be held on 13 June 2023 and Community and Wellbeing Committee on the 27 June 2023.

11. Health & Safety Policy Statement

Councillor Blackwell proposed, seconded by Councillor Gibson, and with all in favour it was **RESOLVED** to agree the Health & Safety Policy Statement for the Town Council.

The Town Clerk signed the statement.

12. Draft Risk Management Scheme

Members were asked to re-adopt the Risk Management Scheme as the Closed Churchyards and Cemetery assets had been added to the scheme recently.

It was proposed by Councillor Parker and seconded by Councillor Trimble and with all in favour.
RESOLVED: to adopt the updated Risk Management Policy for the town council.

13. Annual Governance and Accountability Return (AGAR) 2022-23

The Accounts Officer introduced the item stating that the AGAR documents are returned each year following the Audit by the Internal Auditor who audits the town council accounts twice a year. Once signed and returned the accounts are then available for the public to view for a period of time.

13.(i) Section 1 of the Annual Governance Statement 2022/23. This was approved by all members and signed in the meeting by the Chair and the Committee Clerk

13.(ii) Section 2 Accounting Statements 2022/23 were noted and signed by the Chair.

Councillor McNeil-Ritchie congratulated and thanked the Accounts Officer for all her hard work and meticulous accounts keeping, which was echoed by all members.

14. Tubas Vision and Response from Friends of Palestine

The paper and response were noted by the councillors with no comments. The Chair confirmed that the council is looking forward to a visit by Representatives from Tubas later this year with Friends of Palestine Group helping to support the trip.

The meeting closed at 7.25pm

Appendix 1

Members of the public who spoke at the Annual Council meeting 2 May 2023

1. Question regarding Agenda item 8: Extra Full Council Minutes from the 18 April 2023 mentions that 'it was resolved to begin Confidential Business' but no details of the nature of the confidential business. The resident quoted Wiltshire Council in two instances who do itemise their confidential business. He believes it is contingent upon the council to itemise confidential business so that residents know what is going on.

The Chair confirmed that in general the council has been looking at how it reports on confidential items so that residents are aware of what is discussed as far as possible. In this instance it concerned the ongoing litigation regarding Becky Addy Wood and no further information could be released at the time. Residents can talk to their councillor at any time about any matter but there are always a number of matters which fall under confidential business.

2. At the end of the meeting a resident came forward and stated on behalf of the town she wished to thank Councillor Vigar as Mayor, Councillor Parker as out-going Deputy Mayor, all members and staff and officers of the town council for all their hard work.

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