Bradford on Avon Town Council

Resources committee - Minutes

Held at 7.00pm on Tuesday 2nd June 2026 at Kingston House, Bradford on Avon

Present

Cllr S Blackwell
Cllr K Elliott
Cllr A Kay
Cllr K Vigar

Ian Brown (Chief Executive & Town Clerk), Sarah Hawkins (Accountant)

Members of the public: None

Apologies: Cllr G Simmounds, Cllr B Reed, Cllr C Spence

55. Declarations of Interest
None

56. Minutes
It was proposed by Cllr Vigar seconded by Cllr Elliott and with all in favour it was **RESOLVED**: that the minutes of the last meeting held on the 3rd March 2026 be accepted as a true record.

57. Matters Arising
Ethical Investment – Officers have undertaken further assessment and consider the investment in the CCLA Better World Global Equity Fund, as agreed at the last meeting. The current situation shows the fund has been in decline and has not performed as the comparator benchmark; therefore, officers are waiting for an uplift in the fund.

58. Accounts for Payment
It was proposed by Cllr Blackwell seconded by Cllr Vigar and with all in favour it was **RESOLVED**: To pay invoices and payroll and direct payments for February 2026 £98,743.61, March 2026 £171,047.89, and April 2026 £383,112.62.

59. Management Account reports
The income and expenditure reports by committee for February, March and April 2026 were noted.

60. Staffing update
The Chief Executive & Town Clerk explained that the council is currently recruiting for three positions;

i) Business Support Officer to act as the receptionist in the morning and the administrative support in the afternoon.
ii) Venues Officer to oversee St Margaret's Hall
iii) Deputy Youth Co-ordinator

It was also explained that whilst the recruitment was undertaken for the Business Support Officer the Council's office would be open slightly less hours.

61. Asset Register
The Chief Executive & Town Clerk introduced the Council's asset register which had been updated during the insurance renewal process. It was noted that in next year's budget an allowance would need to be made for a revaluation of the Council's buildings along with a maintenance/upgrade schedule.

The report was discussed and noted.

62. Audit Report
The Chief Executive & Town Clerk introduced audit report and highlighted the report which has been received. The Accountant then explained the process and the minor changes undertaken from the interim audit before the final audit.

The report was discussed and noted.

63. Fees and Charges 2026/27
The Chief Executive & Town Clerk introduced the fees and charges document for the regular activities of the council. This document is generated to enable transparent charging for the Council's activities.

The report was discussed and noted.

64. Effectiveness of Internal Audit Policy
The Chief Executive & Town Clerk introduced the policy which sets the Council's aspiration from the audit process. The policy has a self assessment part to establish if the audit met the aspirations.

It was proposed by Cllr Elliott seconded by Cllr Vigar and with all in favour it was **RESOLVED**: To adopt the Effectiveness of Internal Audit Policy and the self assessment

65. Next meeting

It was noted that the next meeting would provisionally take place on 8th September 2026.

Meeting closed: 7.35 pm