

Bradford on Avon Town Council
Resources committee - Minutes



Held at 7.00pm on Tuesday 3rd March 2025 at Kingston House, Bradford on Avon

Present

Cllr C Spence

Cllr A Kay

Cllr G Simmonds

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

Members of the public: one

Apologies: Cllr J Vittles, Cllr S Blackwell, Cllr K Bessant

43. Declarations of Interest

None

44. Minutes

It was proposed by Cllr Spence seconded by Cllr Kay and with all in favour it was **RESOLVED**: that the minutes of the last meeting held on the 2nd December 2026 be accepted as a true record.

45. Matters Arising

None.

46. Accounts for Payment

It was proposed by Cllr Simmonds seconded by Cllr Kay and with all in favour it was **RESOLVED**: To pay invoices and payroll and direct payments for November 2025 £165,281.45, December 2025 £143,741.37, and January 2025 £113,592.89.

47. Management Account reports

The income and expenditure reports by committee for November, December 2025 and January 2026 were noted.

48. CCLA Investment

The Chair, Cllr Simmonds introduced his report explaining the Better World Global Equity Fund.

It was proposed by Cllr Simmonds seconded by Cllr Spence and with all in favour it was **RESOLVED**: To recommend that the Responsible Financial Officer makes further assessment and makes an investment in the CCLA Better World Global Equity Fund based on affordability and the council's broader risk position.

49. Sickness & Absence Policy

The Chief Executive & Town Clerk introduced the policy and explained the council's policy had not previously been reviewed and that as part of an ongoing exercise to review all council policies this area had now been undertaken and brought up to date.

It was proposed by Cllr Spence seconded by Cllr Simmonds and with all in favour it was **RESOLVED**: To adopt the Sickness & Absence Policy

50. Employer's Pension Discretion Policy

The Chief Executive & Town Clerk introduced the policy explaining that whilst the Local Government Pension Regulations define the details of the scheme, the administering authority and the employer did have some discretion over parts of the scheme. This needed to be reviewed 'regularly', which had not happened for some time.

It was proposed by Cllr Simmonds seconded by Cllr Kay and with all in favour it was **RESOLVED**: To adopt the Employer's Pension Discretion Policy

51. Information Technology Policy

The Chief Executive & Town Clerk introduced the policy explaining that as part of undertaking the year end accounts and for filling the conditions of the AGAR the council will now have to sign off, Assertion 10, which deals with the councils IT systems and management.

It was proposed by Cllr Spence seconded by Cllr Simmonds and with all in favour it was **RESOLVED**: To adopt the Information Technology Policy

52. Forward Work Plan 2025 - 2029

The Chief Executive & Town Clerk introduced the Forward Work Plan, explaining that this is a living document which will direct the officer team in delivering its responsibilities and the council's business plan. This will highlight direction of travel and help set priorities. This will allow forward resource planning and inform staff development.

It was proposed by Cllr Simmonds seconded by Cllr Kay and with all in favour it was **RESOLVED**: To adopt the Forward Work Plan

53. 4x4 Vehicle Replacement

The Chief Executive & Town Clerk introduced the report, explaining that the previous 4x4 was now beyond economic repair and had to be scrapped. A suitable replacement had been found that met the council's requirement, but a decision had to be made and therefore the Chief Executive & Town Clerk had authorised the purchase, after a quick discussion with the mayor.

It was proposed by Cllr Simmonds seconded by Cllr Kay and with all in favour it was **RESOLVED**: To retrospectively agree to purchase a used 4x4 at a cost of £13,250.

54. Next meeting

It was noted that the next meeting would provisionally take place on 2nd June 2026.

Meeting closed: 8.05pm

Questions

A list of questions had been submitted prior to the meeting [5.22pm] and it was agreed that these would be responded to, in writing, in due course.

DRAFT