

Bradford on Avon Town Council

Resources committee - Minutes



Held at 7.00pm on Tuesday 8th September 2026 at Kingston House, Bradford on Avon

Present

Cllr S Blackwell

Cllr A Kay

Cllr B Reed

Cllr G Simmonds

Cllr C Spence

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

Members of the public:

Apologies: Cllr K Elliott

12. Declarations of Interest

None

13. 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 June 2026 be accepted as a true record.

14. Matters Arising

None

15. Accounts for Payment

It was proposed by Cllr Simmonds seconded by Cllr Spence and with all in favour it was **RESOLVED**: To pay invoices and payroll and direct payments for May 2026 £238,764.49, June 2026 £266,266.59, and July 2026 £130,244.02.

16. Management Account reports

The income and expenditure reports by committee for May, June and July 2026 were noted.

17. Debt Recovery Planning

The Council has two long running debtors, which it has pursued over the last two which, unfortunately, has not resulted in payment. The recovery of bad debts has been discussed and agreed to consider each on its merits.

It was proposed by Cllr Simmonds seconded by Cllr Kay and with all in favour it was **RESOLVED**: To Write off the debts

- i) £85.20
- ii) £960.00

18. Recordings at Council Meetings

The Openness of Local Government Bodies Regulations 2014 allows anyone attending a council meeting to report, record, film or photograph council meetings open to the public. Such recordings, however taken, can then be published to make them available to those who have not attended.

The council is proposing a set of guidelines to manage this process, set out in the report.

It was proposed by Cllr Simmonds seconded by Cllr Kay and with all in favour it was **RESOLVED**: To, adopt all these proposals and publish guidelines to the website.

19. Verbal Staffing update

The Chief Executive & Town Clerk explained that;

- i) The Community Engagement Officer has been redesignated as Community Engagement & Projects Officer.
- ii) New Starters -
 - Roz – Business Support Officer
 - Alex – Venues & Facilities Officer
 - Bev – Deputy BoA Youth Co-ordinator
 - Olha – BoA Youth Worker
 - Alistair – Town warden/Venues Assistant
- iii) Maternity leave –
 - The Officer currently on maternity leave is due to return in October, has requested to delay her return and it's been agreed to a 3 month

sabbatical. Then to return initially on a part time bases 22 ½ Hrs per week.

iv) National Pay Award

Agreement has been reached on the national pay award, 3.3%, which will be backdated to 1st April 2026.

20. Next meeting

It was noted that the next meeting 1st December 2026.

Meeting closed: 7.15 pm