



# Tetbury

## Town Council

### **To all Members of the Finance and Scrutiny Committee**

(Councillors Stephen Hirst (Chair) Sandra Ball, Jon Easterbrook, Rob McCorkell, Kevin Painter, Tony Walsh (Deputy Chair) and Jason Williams)

You are summoned to attend a meeting of the Finance and Scrutiny Committee that has been arranged for **Monday 8<sup>th</sup> April 2019 at 7.00pm** to take place at 63 Long Street, Tetbury for the transaction of business on the following Agenda. **All Members of Public welcome.**

Stephen Holley  
Town Clerk  
2<sup>nd</sup> April 2019

### **AGENDA**

1. Apologies for absence
2. Public Consultation (Note: Fifteen minutes is allowed for public questions or statements. Each person to state name and to be allowed three minutes maximum. Questions may be answered briefly but not debated. Issues may be referred for subsequent response if necessary)
3. Declarations of interest
4. Minutes of the Meeting held on 11<sup>th</sup> March 2019
5. Action points arising from those Minutes
6. Bank Reconciliation for March 2019 and Reserves
7. Accounts for 2018/19 - Income & Expenditure to end of March
8. Budget for 2019/20
9. Steepleton Development – Use of Section 106 monies
10. Use of Community Hub – Including use by Social Prescriber
11. Correspondence
12. Brief Councillor reports
13. Agenda items for future consideration
14. Date and time of the next meeting – 7pm, on Monday 10<sup>th</sup> June 2019

***Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equality and Diversity, Crime & Disorder, Health & Safety and Human Rights.***

***Members are also reminded that they are required to comply with the ethical standards laid down in the seven 'Nolan' principles of public life in their conduct within Council meetings and at all times when acting as a Councillor.***

**MINUTES OF A MEETING OF THE FINANCE AND SCRUTINY COMMITTEE**  
**Held in the Council Chamber, Council Offices, Monday 11<sup>th</sup> March 2019 at 7.00pm**

**PRESENT:**

Councillors: S Hirst (Chair), S Ball, K Painter, A Walsh and J Williams

Officers: S Holley (Town Clerk)

Members of Public: None

**FS01. 3/19 Apologies for absence:**

Received from Councillors Easterbrook and McCorkell.

**FS02. 3/19 Public Consultation:**

None.

**FS03. 3/19 Declarations of Interest:**

(a) Agenda/Minute Item 11 – Councillor Williams declared an ‘Other’ interest in the stage payment of the grant to St Mary’s Playgroup due to a personal acquaintance with the applicants.

(b) Agenda/Minute Item 14 – Councillor Painter declared an ‘Other’ interest in the proposal to use the Community Hub to house a Comic Workshop, which was a personal proposal that did not give rise to a pecuniary interest.

**FS04. 3/19 Minutes:**

The Minutes of the meeting held on 14<sup>th</sup> January 2019 were approved as a correct record.

Record of Voting: For – 5, Against – 0, Abstentions – 0, Absent/Apologies – 2.

**FS05. 3/19 Action points arising from the minutes:**

The circulated report on action taken since the last meeting was NOTED. In particular:

(a) FS12. 4/18 – Defibrillators – The Committee was pleased to note that orders had been placed in February for four machines (two under the District Council scheme, with match-funding from the Tetbury Lions Club and two 100% funded by Tesco). Arrangements had been made for three training sessions in April, with more likely. Councillor Painter reported that he, with other members and Officers, had taken up the offer to visit the Steepleton development on Cirencester Road. While there, he had taken the opportunity to suggest to Pegasus Life that they install a defibrillator for residents and this had been agreed.

(b) FS08. 1/19 – TAYCT (Youth Club) request for £3,500 ‘top-up’ grant - Councillor Hirst confirmed that Cotswold District Council would provide £1,000 of the sum requested, and he was hopeful that Gloucestershire County Council would be able to provide a further £2,000.

**FS06. 3/19 Payments for March 2019 and Bank Reconciliation for February 2019:**

(a) The Committee unanimously APPROVED the following schedules detailing receipts and payments for March (Month 12):

	£
Town Council Receipts	Nil
Town Council Payments	28,457.68
Visitor Information Centre Receipts	Nil
Visitor Information Centre Payments	549.03

Later in the meeting it was acknowledged that the figure for Town Council Payments would be increased by the cost of renewing the contract with Rialtas for the RBS Omega accounting system (£370 plus VAT) and the stage payment of the grant to St Mary’s Playgroup (£11,600).

(b) The Bank Reconciliation dated 1<sup>st</sup> February 2019 was NOTED (Total Balances - £368,042.99). The Committee also noted the balances of the Council’s Earmarked Reserves (£322,368.30) and that the Town Clerk and the Deputy Chair had implemented the Council’s Resolution to open a second Deposit Account for the Dolphins Hall S106 money (£179,733 had been placed in a Three Month Fixed Term Deposit Account at 0.9%).

(c) The Committee agreed to the Town Clerk’s request that, to assist with cashflow for the final payments in 2018/19, Officers now implement the Council’s resolution to return to the General Fund 90% of the Allotments Earmarked Reserve and 90% of the Market Place

Reserve. Cotswold District Council had agreed in principle and Members were confident that the Council could provide the necessary development plan. An alternative was the £38,912 balance of the Earmarked Reserve for Pre-School Provision, which the Council had agreed could go into the General Fund at the year end.

**FS07. 3/19 Accounts for 2018/19 – Income and Expenditure (Month 11):**

The Committee NOTED the circulated report and gave close attention to the amended figures (following the RBS Technician's work and report) in the light of the Council's recent discussion on its financial position.

**FS08. 3/19 Renewal of Contract with Rialtas for RBS Omega Accounting Software**

The Committee was requested to consider whether to renew the contract for the Council's accounting software system, or to move to another system. RBS Omega had provided the cheapest quote (£370 plus VAT) but the Committee was asked to consider whether, in the light of recent problems with financial reporting, a slightly more expensive system might be more cost-effective. On reflection, the Committee felt that other systems bespoke to Local Government were likely to report in a similar format to the RBS Omega system and the recent issues might be addressed by training for Officers and improved monitoring by the Committee and the Council. Consequently, it was unanimously RESOLVED to renew the contract with RBS Omega; however, the Committee would pay close attention to the system and its proper use over the next Financial Year.

**FS09. 3/19 Claim for Loss and Damage – Police Museum:**

The Committee noted a report that the claimant had rejected the initial offer of £2,000 and had suggested £3,000 against the initial claim of £3,130. The Committee felt that this was not much of a drop and AGREED a course of action for the Town Clerk to follow.  
Unanimous.

**FS10. 3/19 – Budget for 2019/20:**

The Committee received a report outlining progress with the Budget for 2019/20, including the Council's Resolution approving a Base or Skeleton Budget (with various financial control measures), progress against that Resolution, and the Heritage and Regeneration Committee's work on its own Budget the previous week. The Committee had already noted in Agenda Item/Minute 6 the creation of a new Fixed Term Deposit Account for the Dolphins Hall S106 money. The Committee advised the Town Clerk/RFO that, as the District Council would split paying the Town Council's Precept (April and October) the increase to the General Reserve (formerly known as the Emergency Reserve) should be in corresponding stages, initially to 20% and then to the agreed 25%. Unanimous.

**FS11. 3/19 – Stage payment of grant to St Mary's Playgroup:**

The Committee RESOLVED to pay an itemised claim for a stage payment of £11,600 comprising £6,600 for equipment and £5,000 for staff training. Payment would be from the Pre-School Provision Earmarked Reserve. The Town Clerk was requested to provide the Mayor with a date for the Playgroup's Open Day at the new Forest School. Record of Voting: For – 4, Against – 0, Abstentions – 1, Absent/Apologies – 2.

**FS12. 3/19 Revised Grants Policy for 2019/20:**

The Committee was requested to recommend a new Grants Policy and Process to the Council. It was RESOLVED that the process be adopted, subject to the following amendments: (i) the Council should advertise two one month 'windows' for receipt of applications – the whole of June, for the Council to make decisions in its July meeting (in the light of recommendations by this Committee at its July meeting) and November, for the Council to make decisions in its January meeting (in the light of recommendations by this Committee at its January meeting); (ii) the Grant application form should be amended to make clear that the Council expected to give full publicity to the grants it awarded; and (iii) the recipients of minor grants would be declined assistance the following year unless the

Council accepted that there were special or peculiar circumstances. Unanimous. It was suggested that the maximum value of level of grant determined by the Committee return to £500 from the new limit of £750 but this would remain for later consideration. It was AGREED that a list of recipients of grants from the Town Council should be included in the Annual Report.

**FS13. 3/19 Policy for use of Council buildings and open spaces**

The Committee was requested to consider a draft Policy for the organised use of the Council's buildings and its open spaces. It was explained that the Policy was not intended for casual use by friends and family. The Committee noted the comments of the Heritage and Regeneration Committee and AGREED that (i) the Council should not apply a charge for use of its buildings or open spaces and (ii) Officers should consult the Tetbury Feoffees to see if a common approach to use of the Rail Lands could be reached. The Committee RECOMMENDED the draft Policy to the Council subject to a number of amendments and that the proposed Notice of Regulations for public use of the Rail Lands should be posted without seeking formal bylaws, because the application process was burdensome and bylaws did not provide much greater weight for enforcement. Unanimous.

**FS14. 3/19 Comic Workshop in the Community Hub**

Councillor Kevin Painter explained his wish to create a Comic Workshop based in the Community Hub. As Councillor Painter was the Chair of the Heritage and Regeneration Committee, which had given initial approval, the Town Clerk had suggested he put the proposal to this Committee for independent scrutiny. Councillor Painter explained that he wanted to display comic art and art from graphic novels on the walls of the Community Hub, to use it for occasional Comic Workshop events and perhaps for a Comic Convention. In response to members' questions he made clear that there would be no personal gain. The Committee APPROVED the proposal unanimously.

**FS15. 3/19 Correspondence:**

The Committee noted a letter suggesting the installation of CCTV to cover the Chipping Car Park, in order to record drug-dealing near the United Services Club. The Committee was sympathetic to the situation, but felt that the installation of CCTV would simply drive the problem a few yards away out of camera range.

**FS16. 3/19 Brief Councillor Reports:**

None.

**FS17. 3/19 Agenda items for future consideration:**

Members were requested to contact the Clerk and/or Chairman with suggestions.

**FS18. 3/19 Date and time of the next meeting:**

7pm, on Monday 8<sup>th</sup> April 2019.

The Meeting closed at 9.05pm

Chairman ..... Dated .....

**Report to a Meeting of  
Tetbury Town Council's Finance and Scrutiny Committee  
to be held at 7.00pm on Monday 8<sup>th</sup> April 2019**

**ACTION POINTS**

1. Purpose of Report

To note the actions taken on previous decisions of the Committee.

2. Recommendation

**That the Action Points be noted.**

<b>Ref</b>	<b>ACTION</b>	<b>WHO</b>	<b>STATUS</b>
<b>FS10. 01/17</b>	Contact volunteers of emergency plan to see if they are still willing to volunteer	Deputy Clerk / Cllrs Ball and Walsh	New date being arranged for the scenario exercise.  ONGOING
<b>FS14. 1/18</b>	Renewal of lease over Visitor Information Centre at 33 Church Street. Landlord's agent to be asked to consider extending for longer term	Town Clerk	2 Apr. Landlord's agent confirms Landlord is appointing new solicitor to complete this work.  DELETE ON COMPLETION
<b>FS12. 4/18</b>	Provision of 2 x defibrillators under CDC scheme (at the Goods Shed and at the Football Clubhouse on the Recreation Ground) with 2 more under the Tesco 'blue tokens' scheme (St Mary's Centre and Football Clubhouse, Preston Park).	Town Clerk	4 defibrillators installed end of March. 3 x training sessions arranged 9 <sup>th</sup> and 16 <sup>th</sup> April with more possible (depending on interest)  DELETE AFTER FINAL SESSION & FEEDBACK
<b>FS14. 4/18</b>	Town Centre CCTV / Crime Prevention	Town Clerk	Pilot installation fully installed before end March.  ONGOING
<b>FS08. 1/19</b>	TAYCT (Youth Club) request for £3,500 'top-up' grant referred to the Council	Town Clerk/ Cllr Hirst	11 Mar – Councillor Hirst confirms CDC will provide £1,000 and hopeful that GCC will provide another £2,000.  DELETE ON CONFIRMATION OF GCC FUNDING
<b>FS12. 3/19</b>	Revised Grants Policy for 2019/20	Town Clerk	The new Grants Policy has been uploaded to the Council's website, and will be advertised on posters, in flyers to be distributed at the Annual Town Meeting and in the May edition

			of the Advertiser DELETE
<b>FS13. 3/19</b>	Policy for use of Council buildings and open spaces	Town Clerk	Policy approved by the Council on 25 <sup>th</sup> March 2019. DELETE

3. Financial Implications

None arising directly from this item.

4. Legal Implications

None arising directly from this item.

Stephen Holley  
Town Clerk

**Report to a Meeting of  
Tetbury Town Council's Finance and Scrutiny Committee  
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4. Legal Implications

None arising directly from this item.

Stephen Holley  
Town Clerk



## Tetbury Town Council

## Bank - Cash and Investment Reconciliation as at 1 March 2019

**Confirmed Bank & Investment Balances**Bank Statement Balances

31/03/2019	TTC Current Account	12,528.96
31/03/2019	TTC Deposit	131,180.29
31/01/2016	ttc fixed term deposit	0.00
31/01/2018	Coop Fixed	0.00
25/06/2018	Protected Recreation - CLOSED	0.00
31/03/2019	TIC 00734002	2,862.39
31/07/2015	Petty Cash tin1	0.00
30/11/2018	Petty Cash Tin 2	89.68

146,661.32

Other Cash & Bank Balances

0.00

146,661.32

Unpresented Payments

36.00

146,625.32

Receipts not on Bank Statement

0.00

146,625.32

**Closing Balance**All Cash & Bank Accounts

1	TTC - Current Account	12,528.96
2	TTC - Deposit Account	131,180.29
3	TTC Fixed Term Deposit	0.00
4	Credit Card Account	0.00
5	Protected Recreation CLOSED	0.00
6	VIC - Current Account	2,826.39
7	Petty Cash	89.68
8	TTC Deposit Account S106	179,733.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>326,358.32</b>

Date: 03/04/2019

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**Cashbook 4**

User: JAH

**Credit Card Account**

For Month No: 12

**Receipts for Month 12**

**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Bank	Banked: 07/03/2019	8.49						
Bank	lloyds bank	8.49			4105	100	8.49	Credit Card payment
<b>Total Receipts for Month</b>		8.49	0.00	0.00			8.49	
<b>Cashbook Totals</b>		<u>8.49</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

Date: 03/04/2019

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Time: 14:40

**Cashbook 4**

User: JAH

**Credit Card Account**

For Month No: 12

**Payments for Month 12**

**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
2/02/2019	Amazon	BACS	8.49			4130	100	8.49	ipad HDMI cable
<b>Total Payments for Month</b>			8.49	0.00	0.00			8.49	
<b>Balance Carried Fwd</b>			0.00						
<b>Cashbook Totals</b>			<u>8.49</u>	<u>0.00</u>	<u>0.00</u>			<u>8.49</u>	

03/04/2019

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**Detailed Income & Expenditure by Budget Heading 01/03/2019**

**Month No: 12**

**Cost Centre Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>90 TTC Income</b>								
1076 Precept	0	300,000	299,895	(105)			100.0%	
1090 Interest Received	12	211	800	589			26.4%	
1100 S106 Receipts	0	179,733	0	(179,733)			0.0%	179,733
1110 Burials	520	8,420	10,000	1,580			84.2%	
1120 Flat Rent	500	6,000	6,000	0			100.0%	
1121 Room Rental	0	1,000	1,000	0			100.0%	
1140 Markets	0	40	0	(40)			0.0%	
1200 Grants Received	0	10,025	0	(10,025)			0.0%	
1300 French trip donations	0	2,572	0	(2,572)			0.0%	
1900 Miscellaneous Income	90	24,092	1,500	(22,592)			1606.1%	
	<b>1,122</b>	<b>532,094</b>	<b>319,195</b>	<b>(212,899)</b>			<b>166.7%</b>	<b>179,733</b>
6001 less Transfer to EMR	0	179,733						
<b>Movement to/(from) Gen Reserve</b>	<b>1,122</b>	<b>352,361</b>						
<b>100 TTC Administration</b>								
1820 Miscellaneous Merchandise Inc	0	65	0	(65)			0.0%	
1900 Miscellaneous Income	0	184	0	(184)			0.0%	
	<b>0</b>	<b>249</b>	<b>0</b>	<b>(249)</b>				<b>0</b>
4000 TTC Admin. Staff	16,226	194,470	195,890	1,420		1,420	99.3%	
4030 Power of Gen. Competence/S137	0	200	400	200		200	50.0%	
4040 Rail Lands	0	11,885	0	(11,885)		(11,885)	0.0%	
4060 Training Costs	200	2,476	2,000	(476)		(476)	123.8%	
4070 Business Rates	0	7,766	7,000	(766)		(766)	110.9%	
4080 Telephone	705	3,927	3,300	(627)		(627)	119.0%	
4090 Utilities	577	3,490	3,000	(490)		(490)	116.3%	
4105 Credit Card Payment	0	15	0	(15)		(15)	0.0%	
4120 Insurance	0	8,849	6,000	(2,849)		(2,849)	147.5%	
4130 Office Supplies	989	5,468	2,750	(2,718)		(2,718)	198.8%	
4140 Publicity	180	3,674	3,000	(674)		(674)	122.5%	
4150 Petty Cash	0	850	1,000	150		150	85.0%	
4160 Subscriptions	0	2,395	2,500	105		105	95.8%	
4170 Audit/ Professional Fees	0	2,232	2,000	(232)		(232)	111.6%	
4180 Legal Fees	0	3,190	1,500	(1,690)		(1,690)	212.7%	
4190 IT	582	3,227	3,500	273		273	92.2%	
4200 Member's Expenses	0	155	170	15		15	91.2%	
4210 Civic Expenses	0	1,329	1,250	(79)		(79)	106.3%	
4220 Vehicle Costs & Repairs	0	100	950	850		850	10.5%	
4230 Vehicle Tax/Insurance	0	630	1,000	370		370	63.0%	

Continued over page



## Detailed Income &amp; Expenditure by Budget Heading 01/03/2019

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4240 Building Repairs/Maintenance	0	4,908	20,000	15,092		15,092	24.5%	
4250 Highways	0	10,414	10,500	86		86	99.2%	
4260 Grants - F&S	0	9,450	8,000	(1,450)		(1,450)	118.1%	
4265 Grants - Dolphin Hall	0	11,408	0	(11,408)		(11,408)	0.0%	11,369
4280 VIC Grant from TTC	0	10,000	10,000	0		0	100.0%	
4290 PWLB Loan	5,825	31,289	31,289	(0)		(0)	100.0%	
4310 Youth Worker	0	10,000	10,000	0		0	100.0%	
4350 French trip expenditure	0	4,685	0	(4,685)		(4,685)	0.0%	
4355 Christmas Expenditure	0	271	0	(271)		(271)	0.0%	
4395 S106 Pre-School Provision	11,600	11,600	0	(11,600)		(11,600)	0.0%	
4891 Miscellaneous Merchandise	0	113	0	(113)		(113)	0.0%	
<b>TTC Administration :- Indirect Expenditure</b>	<b>36,883</b>	<b>360,468</b>	<b>326,999</b>	<b>(33,469)</b>	<b>0</b>	<b>(33,469)</b>	<b>110.2%</b>	<b>11,369</b>
<b>Net Income over Expenditure</b>	<b>(36,883)</b>	<b>(360,219)</b>	<b>(326,999)</b>	<b>33,220</b>				
6000 plus Transfer from EMR	0	11,369						
<b>Movement to/(from) Gen Reserve</b>	<b>(36,883)</b>	<b>(348,849)</b>						
<u>101 French Trip/Twinning</u>								
4350 French trip expenditure	0	66	0	(66)		(66)	0.0%	
<b>French Trip/Twinning :- Indirect Expenditure</b>	<b>0</b>	<b>66</b>	<b>0</b>	<b>(66)</b>	<b>0</b>	<b>(66)</b>		<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(66)</b>						
<u>110 Heritage &amp; Regeneration</u>								
4095 St Saviours Water	0	67	100	33		33	67.3%	
4400 Equipment & Repairs	99	1,983	2,000	17		17	99.2%	
4410 Fuel	55	1,210	1,250	40		40	96.8%	
4420 Clothing	0	202	1,000	798		798	20.2%	
4430 Open Spaces	0	6,537	7,000	463		463	93.4%	
4435 Trees / Tree Work	2,741	6,616	8,000	1,384		1,384	82.7%	
4440 Planting	0	1,453	1,500	47		47	96.9%	
4450 Christmas Lights	0	3,181	2,500	(681)		(681)	127.3%	
4460 Playground Inspection & Repair	0	618	1,000	382		382	61.8%	
4470 Projects	0	7,796	10,000	2,204		2,204	78.0%	
<b>Heritage &amp; Regeneration :- Indirect Expenditure</b>	<b>2,894</b>	<b>29,664</b>	<b>34,350</b>	<b>4,686</b>	<b>0</b>	<b>4,686</b>	<b>86.4%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(2,894)</b>	<b>(29,664)</b>						
<u>115 Police Museum</u>								
1130 Police Museum Donations	188	436	1,000	564			43.6%	
1131 Police Museum Merchandise Sale	0	12	100	89			11.5%	
<b>Police Museum :- Income</b>	<b>188</b>	<b>448</b>	<b>1,100</b>	<b>653</b>			<b>40.7%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2019

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4480 Police Museum	250	1,626	2,500	874		874	65.0%	
Police Museum :- Indirect Expenditure	<u>250</u>	<u>1,626</u>	<u>2,500</u>	<u>874</u>	<u>0</u>	<u>874</u>	<u>65.0%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>(62)</u></b>	<b><u>(1,178)</u></b>						
<u>120 Goods Shed</u>								
4502 Refurbishment of Goods Shed	0	13,000	0	(13,000)		(13,000)	0.0%	
Goods Shed :- Indirect Expenditure	<u>0</u>	<u>13,000</u>	<u>0</u>	<u>(13,000)</u>	<u>0</u>	<u>(13,000)</u>		<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>0</u></b>	<b><u>(13,000)</u></b>						
<u>125 Community Hub Building</u>								
1260 Community Hub Income	0	151	0	(151)			0.0%	
Community Hub Building :- Income	<u>0</u>	<u>151</u>	<u>0</u>	<u>(151)</u>				<u>0</u>
4065 Community Hub Expenditure	0	1,614	0	(1,614)		(1,614)	0.0%	
4070 Business Rates	350	2,100	0	(2,100)		(2,100)	0.0%	
4090 Utilities	0	92	0	(92)		(92)	0.0%	
Community Hub Building :- Indirect Expenditure	<u>350</u>	<u>3,807</u>	<u>0</u>	<u>(3,807)</u>	<u>0</u>	<u>(3,807)</u>		<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>(350)</u></b>	<b><u>(3,655)</u></b>						
<u>150 Potential Projects for next ye</u>								
4145 CCTV	0	0	15,000	15,000		15,000	0.0%	
4155 Wild Towns Project	0	0	10,000	10,000		10,000	0.0%	
4166 New Burial Ground	0	3,645	18,798	15,153		15,153	19.4%	3,645
4167 Dolphins Hall Rebuild	0	0	22,000	22,000		22,000	0.0%	
4395 S106 Pre-School Provision	0	10,000	78,912	68,912	30,000	38,912	50.7%	10,000
Potential Projects for next ye :- Indirect Expenditure	<u>0</u>	<u>13,645</u>	<u>144,710</u>	<u>131,065</u>	<u>30,000</u>	<u>101,065</u>	<u>30.2%</u>	<u>13,645</u>
6000 plus Transfer from EMR	0	13,645						
<b>Movement to/(from) Gen Reserve</b>	<b><u>0</u></b>	<b><u>0</u></b>						
<u>200 Visitor Information Centre</u>								
1800 VIC CDC Grant Income	0	10,000	10,000	0			100.0%	
1805 Maps	86	1,412	0	(1,412)			0.0%	
1810 Grant from TTC	0	10,000	10,000	0			100.0%	
1820 Miscellaneous Merchandise Inc	0	191	30,000	29,809			0.6%	
1830 Ticket Sales Nat. Express Inc	150	2,512	0	(2,512)			0.0%	
1840 Ticket Sales Westonbirt Inc	0	0	14,000	14,000			0.0%	
1850 Ticket Sales Music Festival In	369	5,675	0	(5,675)			0.0%	
1860 Ticket Sales Other Inc	225	3,782	0	(3,782)			0.0%	
1865 Postcards & Cards	60	730	0	(730)			0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2019

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1870 Walks & Cycles	54	950	0	(950)			0.0%	
1875 Gifts & Souvenirs	344	4,967	0	(4,967)			0.0%	
1880 Heritage Guide Book	11	276	0	(276)			0.0%	
1885 Calendars	1	344	0	(344)			0.0%	
1890 Stamps	32	397	0	(397)			0.0%	
1895 Crafts	11	108	0	(108)			0.0%	
1897 Cards for Good Causes	0	2,048	0	(2,048)			0.0%	
1898 Cards for Good Causes Commissi	0	238	0	(238)			0.0%	
1900 Miscellaneous Income	0	646	0	(646)			0.0%	
Visitor Information Centre :- Income	<b>1,343</b>	<b>44,276</b>	<b>64,000</b>	<b>19,724</b>			<b>69.2%</b>	<b>0</b>
4070 Business Rates	0	2,152	2,000	(152)		(152)	107.6%	
4090 Utilities	0	736	700	(36)		(36)	105.1%	
4120 Insurance	0	79	0	(79)		(79)	0.0%	
4150 Petty Cash	0	135	150	15		15	90.2%	
4800 Maps	0	1,102	0	(1,102)		(1,102)	0.0%	
4810 Post Cards	0	332	0	(332)		(332)	0.0%	
4820 Books - Walks/Cycle	0	587	0	(587)		(587)	0.0%	
4830 Books - Heritage	36	269	0	(269)		(269)	0.0%	
4840 Calendars	0	332	0	(332)		(332)	0.0%	
4845 Gifts & Souvenirs	0	1,419	0	(1,419)		(1,419)	0.0%	
4870 Website	0	514	1,500	986		986	34.2%	
4880 Stamps	0	0	250	250		250	0.0%	
4890 Miscellaneous Merchandise	0	543	10,000	9,457		9,457	5.4%	
4900 Ticket Sales Nat. Express	352	2,574	0	(2,574)		(2,574)	0.0%	
4910 Ticket Sales Westonbirt	0	2,119	0	(2,119)		(2,119)	0.0%	
4920 Ticket Sales Music Festival	0	4,079	0	(4,079)		(4,079)	0.0%	
4930 Ticket Sales Other	0	636	0	(636)		(636)	0.0%	
4935 Ticket Sales Good Shed Arts Ce	161	2,799	0	(2,799)		(2,799)	0.0%	
4940 VIC Staff Costs	1,130	19,050	17,500	(1,550)		(1,550)	108.9%	
4950 Lease	1,163	4,650	5,000	350		350	93.0%	
4960 Streamline Charges	38	499	500	1		1	99.8%	
4970 VIC Repairs/IT	0	70	500	430		430	14.0%	
4980 VIC Stationery/Miscellaneous	0	529	1,000	471		471	52.9%	
4985 Cards for Good Causes Expendit	0	2,108	0	(2,108)		(2,108)	0.0%	
Visitor Information Centre :- Indirect Expenditure	<b>2,879</b>	<b>47,313</b>	<b>39,100</b>	<b>(8,213)</b>	<b>0</b>	<b>(8,213)</b>	<b>121.0%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,535)</b>	<b>(3,037)</b>						
<u>250 Tesco Bags Project</u>								
4285 Tesco Bags for Help Expenditur	0	4,581	0	(4,581)		(4,581)	0.0%	
Tesco Bags Project :- Indirect Expenditure	<b>0</b>	<b>4,581</b>	<b>0</b>	<b>(4,581)</b>	<b>0</b>	<b>(4,581)</b>		<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(4,581)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2019

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	2,654	577,217	384,295	(192,922)			150.2%	
Expenditure	43,256	474,169	547,659	73,490	30,000	43,490	92.1%	
<b>Net Income over Expenditure</b>	<b>(40,602)</b>	<b>103,049</b>	<b>(163,364)</b>	<b>(266,413)</b>				
plus Transfer from EMR	0	25,014						
less Transfer to EMR	0	179,733						
<b>Movement to/(from) Gen Reserve</b>	<b>(40,602)</b>	<b>(51,670)</b>						

Report to a Meeting of  
Tetbury Town Council's Finance and Scrutiny Committee  
to be held at 7.00pm on Monday 8<sup>th</sup> April 2019

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**STEEPLETON DEVELOPMENT – USE OF SECTION 106 MONIES**

1. Purpose of Report

To consider use of the Section 106 monies arising from the Steepleton Development on Cirencester Road by Pegasus Life.

2. Recommendations

**(a) That, subject to approval by Cotswold District Council, the £6,165 for the Goods Shed be allocated to the General Fund and thereby used to offset the PWLB Loan repayments;**

**(b) that the Council work with the District Council on an agreed use of the £31,500 for Extra Care in Tetbury; and**

**(c) that the £9,750 for the Dolphins Hall redevelopment be added to the Dolphins Hall Earmarked Reserve.**

3. Background

3.1 These monies arise as 'planning gain' community contributions from Pegasus Life as the developer of the Steepleton site on Cirencester Road.

3.2 It is hoped that Cotswold District Council will adopt the same attitude to the Goods Shed contribution as it did to the same contribution arising from the Highfield Farm development, i.e. the money was negotiated for the conversion of the Goods Shed by the Town Council and, because the Council has already fulfilled its side of the S106 'contract' it may now use the S106 contribution as it wishes, either to pay the PWLB loan or any other Council project. However, it has been suggested that the wording of the S106 agreement is such that the District Council may pay the money direct to the Goods Shed/TRLRT.

3.3 The Town Clerk recommends that – if the District Council agrees that the purpose of negotiating these funds was to pay for the Goods Shed conversion work, the money should come to the Town Council. If agreed, this money could be allocated to the General Fund and thereby used to offset the PWLB Loan repayments. These payments are already committed to in the Budget for 2019/20.

3.4 District Councillor Stephen Hirst has advised that Cotswold District Council is looking for a plan from the Tetbury community for use of the Extra Care funds. The Committee is recommended to start such discussions with the District Council.

3.5 There is no doubt that the £9,750 for the Dolphins Hall project should be held by the Council in the existing Earmarked Reserve.

4. Financial Implications

As outlined in the report.

5. Legal Implications

None arising directly from this report.

Stephen Holley  
Town Clerk



**Report to a Meeting of  
Tetbury Town Council's Finance and Scrutiny Committee  
to be held at 7.00pm on Monday 8<sup>th</sup> April 2019**

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**USE OF COMMUNITY HUB – INCLUDING USE BY SOCIAL PRESCRIBER**

1. Purpose of Report

To receive an update on the use of the Community Hub.

2. Recommendation

**That the update report be noted.**

3. Background

3.1 The Community Hub was acquired by the Council in order to provide the town with a venue for community activities. Since obtaining the keys in 2018 the Community Hub was promoted as being available in the Advertiser and on the Council's noticeboards with no regular bookings.

3.2 However, the Tetbury Cares forum was offered use of the building in 2017 and that has the subject of discussion on how to deliver Tetbury Cares without a firm proposal coming forward.

3.3 At the end of 2018 the Lions Club and the Council agreed to temporarily fund a part-time employee from January to March 2019 pending arrangements for permanent employment using S106 funding, which has not yet been provided.

3.4 However, there is a new proposal by the town's Social Prescriber, Lisa Hepworth, with Jo Tancock from Tetbury Area Youth and Community Trust and mental health specialist Annie Evans. They would like to use the Community Hub to provide free or affordable mental health and emotional well-being consultations to individuals, families and schools. They also want to create a mentoring group and will be looking for volunteers.

3.5 This proposal does not require any financial contribution by the Town Council, they only want use of the building – which has been agreed already as being in accordance with the Council's intended use for it.

3.6 The proposal will be explained in greater detail at the next meeting of Tetbury Cares, to be held in the Council Chamber at 6.30pm on Monday 15<sup>th</sup> April.

4. Financial Implications

None arising directly from this report.

5. Legal Implications

None arising directly from this report.

Stephen Holley  
Town Clerk