

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury, Glos GL8 8DU.
Monday 22nd April 2024 at 7pm

Present

Town Councillors: S Scott (Chair), L Farnham, P Burrell, Z Baker, R Smith

Officers: T Niblett – CEO/RFO

Public: 1 member of the public and Councillor X Macutay-Malloch

FS01. 04/24 Apologies for absence:

Received and accepted from Councillors P Coleman, C Pearce, J Taylor

FS02. 04/24 Declarations of Interest:

None

FS03. 04/24 Public Consultation:

None

FS04. 04/24 To approve the minutes of the meeting held on Monday 18th March 2024:

It was proposed by Councillor P Burrell, seconded by Councillor R Smith to approve the minutes of the meeting held on Monday 18th March 2024.

Voting Record:	For – 2	Against – 0	Abstentions – 3	Absent - 3
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FS05. 04/24 To note action points from previous meetings:

Noted

FS06. 04/24 To note Financial Summary, Income and Expenditure, Bank Reconciliation for March 2024:

As of 31st March 2024, it was noted that TTC Current Account held £13,828.16, TTC Deposit Account £171,115.91, Contingency Funds £90,849.01, Police Museum £267.03 of which £203,812.96 are committed costs. The Visitor Information Centre Current Account held £1,031.15.

FS07. 04/24 To note and approve payments for April 2024, and estimated transfer of funds:

It was noted that the Tetbury Town Council credit card payments for April amounted to £956.42, Tetbury Town Council payments for April amounted to £31,608.99, VIC payments for April amounted to £3,440.05. No transfer was requested due to the Precept being received.

The Marie Curie payment included within the Tetbury Town Council credit card records relates to the donations collected at the Friendship Café, the donations could only be transferred via card.

FS08. 04/24 To allocate two Councillors to sign off May 2024 invoices:

Councillors P Burrell and Z Baker will sign off the May invoices, as there is no Finance & Scrutiny meeting in May Councillors Z Baker and S Scott will sign off the June 2024 invoices.

FS09. 04/24 To discuss year-end accounts and note balances carried forward:

Total income for 2023/24 - £489,148

Total expenditure for 2023/24 - £485,841

Total funds to be transferred to General Reserves at the start of 2024/25 year - £78,099.

Ear Marked reserves £202,963.95 – this is broken down:

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CIL - £30,868.80. New Burial Ground - £31,087.06. Contingency - £90,000.00, Van Purchase - £1,008.09. Buildings Maintenance - £50,000.00.

FS10. 04/24 To discuss financial implications and approve usage for Top Floor Flat:

The current contract was terminated with Tetbury Town Council on 20th April 2024. A local estate agent visited the premises and advised that within the current market we could receive between £700-£750 per month in rental income to rent a self-contained flat. Another option for the Committee to consider would be to use the top floor as commercial space or extra storage space for the Town Council and Police Museum. After careful consideration it was proposed by Councillor P Burrell, seconded by Councillor R Smith to recommend to Full Council that the top floor is rented out as Commercial office space for a non-client facing business on a 6-month lease to begin with and proceed with a rolling month contract. No parking facilities will be allocated.

Voting Record:	For – 5	Against – 0	Abstentions – 0	Absent - 3
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FS11. 04/24 To note and approve SLA between Tetbury Town Council and GAPTC:

Noted. The cost for the Annual subscription between Tetbury Town Council and GAPTC - £1,660.96.

FS12. 04/24 To note CIL payments received to date:

Tetbury Town Council has received £30,868.80 in Community Infrastructure Levy payments with a further £11,225.72 being transferred to TTC in April 2024. CEO was requested to check that TTC are receiving 2 payments for one of the new developments.

FS13. 04/24 To discuss the acknowledgement to Tetbury Town Council on grants provided:

At a recent event at the Goods Shed there was no mention of the significant contribution Tetbury Town Council has made and continues to make in the form of a £1 peppercorn rent and free parking for events. It was also disappointing to note that an organisation had recently thanked the Goods Shed for helping with moving their premises behind the Goods Shed and did not acknowledge the Town Council for allowing them to site their cabin on our land.

FS14. 04/24 To discuss Standing Orders and to request any amendments before approval at Annual meeting of the Council on Monday 20th May 2024:

Additional comments under Section 2 – Disorderly Conduct at meetings has been requested. An additional comment under Section 9 Motions for a meeting that require written notice to be given to the Proper Officer had been requested. It was proposed by Councillor P Burrell, seconded by Councillor R Smith to recommend to Full Council the Standing Orders following the amendments under Section 2 and Section 9.

Voting Record:	For – 5	Against – 0	Abstentions – 0	Absent - 3
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Councillor R Smith left the meeting 8.30pm

FS15. 04/24 To discuss Financial Regulations and to request any amendments before approval at Annual Meeting of the Council on Monday 20th May 2024:

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It was requested that Section 16 was removed as Tetbury Town Council are sole managing trustees. It was noted that once the Financial Regulations are approved at the Annual Meeting of the Council, the Finance & Scrutiny Committee to review each section on a regular basis for compliance and due diligence. It was proposed by Councillor P Burrell, seconded by Councillor Z Baker to recommend to Full Council the Financial Regulations with Section 16 being removed.

Voting Record:	For – 5	Against – 0	Abstentions – 0	Absent - 3
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FS16. 04/24 To discuss Fixed Asset Register and to request any amendments before approval at Annual meeting of the Council on Monday 20th May 2024:

It was requested that all figures are rounded up. To check that the Play Station play area is included in the Goods Shed figure. To look at all parcels of land that we currently own and to obtain advice from GAPTC whether this needs to be included in the asset register. The Asset register to become a quarterly agenda item on Finance & Scrutiny.

FS17. 04/24 to approve New Picket Harper Association request to purchase 5 new sheds from S106 funds:

The allotment association has requested the release of S106 funds to purchase the next set of 5 sheds to replace the original sheds as approved in March 2021. It was proposed by Councillor Z Baker, seconded by Councillor L Farnham to approve the purchase of 5 wooden sheds at a total of £1795.

Voting Record:	For – 5	Against – 0	Abstentions – 0	Absent - 3
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FS18. 04/24 Correspondence Received:

None

FS19. 04/24 Councillor Reports:

Councillor P Burrell – thanked the Chair for their hard work over the past year.

FS20. 04/24 Items for inclusion at the next meeting:

Budget
 CIL Policy
 Complaints Policy
 Financial Regulations

FS21. 04/24 Date of next meeting – Monday 17th June 2024.

FS22. 04/24 Exclusion of the Public and Press to allow discussion of confidential business: It was proposed by Councillor L Farnham, seconded Councillor Z Baker that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Public and Press be excluded from the Meeting for the following items of business on the grounds they involved the likely disclosure of confidential information (as defined in paragraphs (1) and (2) of Part I of Schedule 12A to Section 100A(4) of the Local Government Act 1972 [Information relating to an individual and Information relating to the

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financial or business affairs of any particular person]), and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

Meeting closed 8.55pm

Chair Dated

FS23. 04/24 To approve closed session minutes of Monday 18th March 2024:

This item to be deferred to June meeting due to only one member of the committee who attended this meeting is currently present for this meeting.