

**MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE**  
**Held at Tetbury Library, Close Gardens, Tetbury, Glos GL8 8DU.**  
**Monday 17<sup>th</sup> June 2024 at 7pm**

Present

Town Councillors: S Scott, J Taylor, P Coleman, L Farnham, P Burrell, Z Baker, R Smith, C Pearce, K Painter

Officers: T Niblett – CEO/RFO

Public: 1 member of the public

**FS01. 06/24 To elect Chair of Finance & Scrutiny:**

It was proposed by Councillor R Smith, seconded by Councillor P Burrell to elect Councillor S Scott as Chair of the Finance & Scrutiny Committee.

Voting Record:	For – 8	Against – 1	Abstentions – 0	Absent - 0
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**FS02. 06/24 To elect Vice Chair of Finance & Scrutiny:**

It was proposed by Councillor S Scott, seconded by Councillor R Smith to elect Councillor J Taylor as Vice Chair of the Finance & Scrutiny Committee.

Voting Record:	For – 9	Against – 0	Abstentions – 0	Absent - 0
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**FS03. 06/24 Apologies for absence:**

None

**FS04. 06/24 Declarations of Interest:**

None

**FS05. 06/24 Public Consultation:**

None

**FS06. 06/24 To approve the minutes of the meeting held on Monday 22<sup>nd</sup> April 2024:**

It was proposed by Councillor L Farnham, seconded by Councillor P Burrell to approve the minutes of the meeting held on Monday 22<sup>nd</sup> April 2024.

Voting Record:	For – 5	Against – 0	Abstentions – 4	Absent - 0
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**FS07. 06/24 To note action points from previous meetings:**

Usage of Top Floor Flat – CEO contacting valuation office to arrange a meeting for business rates to be assessed.

5 new sheds for NPHAA- Sheds have been ordered and will be delivered week commencing 17<sup>th</sup> June.

Meeting between Police Museum Curator – Meeting to be rescheduled to look at the Police Museum finances and accounting practices.

**FS08. 06/24 To note Financial Summary, Income and Expenditure, Bank Reconciliation for April and May 2024:**

As of 30<sup>th</sup> April 2024, it was noted that TTC Current Account held £77,669.23, TTC Deposit Account £411,299.38, Contingency Funds £90,942.85, Police Museum £267.03 of which £215,132.52 are committed costs. The Visitor Information Centre Current Account held £8,446.76.

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As of 31<sup>st</sup> May 2024, it was noted that TTC Current Account held £44,816.24, TTC Deposit Account £373113.70, Contingency Funds £91,040.02, Police Museum £11,302.03 of which £215,229.69 are committed costs. The Visitor Information Centre Current Account held £5,718.16.

**FS09. 04/24 To note payments made in May and to approve payments for June 2024, and estimated transfer of funds:**

It was noted that the Tetbury Town Council payments for May amounted to £62,138.30, VIC payments for May amounted to £3,473.29, Police Museum for May amounted to £135.82, Credit Card for May amounted to £910.52.

It was noted that the Tetbury Town Council payments for June amounted to £45,068.47, VIC payments for June amounted to £3,843.71.

The CEO/RFO requested a transfer of funds of £25,000 from the TTC Deposit account to the TTC current account to cover the June payments. It was proposed by Councillor P Burrell, seconded by Councillor Z Baker to approve the transfer of the £25,000 to TTC Current Account.

Voting Record:	For – 9	Against – 0	Abstentions – 0	Absent - 0
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The CEO/RFO requested a transfer of funds of £3,000 from the TTC Deposit account to the VIC current account to cover the June payments. It was proposed by Councillor Z Baker, seconded by Councillor R Smith to approve the transfer of the £3,000 to VIC Current Account.

Voting Record:	For – 9	Against – 0	Abstentions – 0	Absent - 0
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The CEO/RFO requested the transfer of funds for the Community Infrastructure Levy £42,094.54 and the Buildings Maintenance Earmarked Reserves £50,000.00 into a separate bank account. It was proposed by Councillor Z Baker, seconded by Councillor P Burrell to transfer £92,094.54 into a separate bank account.

Voting Record:	For – 9	Against – 0	Abstentions – 0	Absent - 0
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**FS10. 06/24 To allocate two Councillors to sign off July 2024 invoices:**

Councillor P Coleman and Councillor J Taylor will sign off the July 2024 invoices.

**FS11. 06/24 To note Income and expenditure for Month 1 and Month 2:**

Noted

**FS12. 06/24 To note the amendments to the existing insurance policy and premium for 2024/25:**

Tetbury Town Council are currently in a 3-year binding Long Term Agreement with Hiscox Insurance Company. A meeting was held prior to the insurance renewal date with the insurance broker, Councillor J Taylor and CEO/RFO to review the insurance policy. Following the amendments made to the policy to increase the office contents, increase play equipment, defibrillator cover, add civic regalia, the insurance premium for 2024/25 will be £5,790.35.

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It was noted during the meeting that cyber-attacks are not included within the current insurance policy. CEO/RFO currently awaiting quotations before bringing them to a future Finance & Scrutiny committee meeting.

**FS13. 06/24 To discuss and recommend to Full Council the Complaints Policy:**

The complaints policy has been simplified. Following minor amendments it was proposed by Councillor L Farnham, seconded by Councillor P Burrell to recommend the Complaints policy to Full Council.

Voting Record:	For – 9	Against – 0	Abstentions – 0	Absent - 0
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**FS14. 06/24 To discuss and recommend to Full Council the approval of the Section 1 – Annual Governance Statement 2023/24 for the Annual Governance and Accountability Return 2023/24:**

It was proposed by Councillor P Burrell, seconded by Councillor R Smith to recommend to Full Council Section 1 of the Annual Governance Statement 2023/24 for the Annual Governance and Accountability Return 2023/24.

Voting Record:	For – 9	Against – 0	Abstentions – 0	Absent - 0
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**FS15. 06/24 To discuss and recommend to Full Council the approval of the Section 2 – Accounting Statements 2023/24 for the Annual Governance and Accountability Return 2023/24:**

It was proposed by Councillor Z Baker, seconded by Councillor P Burrell to recommend Section 2 – Accounting Statements 2023/24 for the Annual Governance and Accountability Return to Full Council.

Voting Record:	For – 9	Against – 0	Abstentions – 0	Absent - 0
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The CEO/RFO advised the committee of the internal auditors’ observations following the last internal audit which was carried out earlier this month.

**FS16. 06/24 To note update from 20s plenty Campaign:**

The Finance & Scrutiny committee received the results of the questionnaire which was run through the Tetbury Advertiser, Experience Tetbury, Tesco, Goods Shed and local schools, 822 people completed the questionnaire with 75% are in favour of some form of 20mph zone, 63% fully supporting the zone, 12% supporting a zone, albeit with changes and 25% not supporting. The results will also be forwarded to Full council for all members to receive a copy of the report.

**FS17. 06/24 Correspondence Received:**

None

**FS18. 06/24 Councillor Reports:**

Councillor S Scott – Thank you for re-electing as Chair.

Councillor J Taylor – Thank you for re-electing as Vice Chair.

Councillor R Smith – Thank you for the committee’s hard work last year.

Councillor C Pearce – Need to arrange another meeting regarding the building assessment.

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Councillor P Coleman – Advised the committee of the funds that the Goods Shed raised when the rebuild was taking place.

Councillor L Farnham – Happy to attend on behalf of Tetbury Town Council the GAPTC AGM which is taking place on 20<sup>th</sup> July, so long as there are no costs involved.

**FS19. 06/24 Items for the next meeting:**

Police Museum Accounts update  
Staffing review

**FS20. 06/24 Date of next meeting:**

Monday 15<sup>th</sup> July 2024, 7pm

**FS21. 04/24 Exclusion of the Public and Press to allow discussion of confidential business:** It was proposed by Councillor P Burrell, seconded Councillor L Farnham 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 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 8.07pm*

Chair ..... Dated .....

**FS22. 06/24 To approve closed session minutes of Monday 18<sup>th</sup> March 2024:**

It was proposed by Councillor J Taylor, seconded by Councillor R Smith to approve the closed session minutes of Monday 18<sup>th</sup> March 2024.

Voting Record:	For – 4	Against – 0	Abstentions – 5	Absent - 0
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**FS23. 06/24 To discuss and recommend to Full Council the approval of staff working practices:**

A staffing member would like to reduce their hours and a staffing member would like to compress their working hours. It was proposed by Councillor L Farnham, seconded by Councillor P Coleman to recommend to Full Council to approve these proposals.

Voting Record:	For – 9	Against – 0	Abstentions – 0	Absent - 0
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**FS24. 06/24 to note staffing matters which have taken place in May 2024:**

CEO/RFO updated committee on various staffing matters and members absence throughout May.