

**MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE**  
**Held at Tetbury Library, Close Gardens, Tetbury, Glos GL8 8DU.**  
**Monday 15<sup>th</sup> July 2024 at 7pm**

Present

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

Officers: T Niblett – CEO/RFO

Public: 1 member of the public

**FS01. 07/24 Apologies for absence:**

Received and accepted from Councillor K Painter and C Pearce

**FS02. 07/24 Declarations of Interest:**

None

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None

A resident requested clarification on the Earmarked Reserves for the burial ground.

**FS04. 07/24 To approve the minutes of the meeting held on Monday 17<sup>th</sup> June 2024:**

It was proposed by Councillor J Taylor, seconded by Councillor R Smith to approve the minutes of the meeting held on Monday 17<sup>th</sup> June 2024.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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**FS05. 07/24 To note action points from previous meetings:**

Usage of Top Floor Flat – contact CDC to see whether the council tax has to be paid due to the flat being empty.

Meeting with Police Museum Curator – Need to confirm the meeting arranged for Friday 19<sup>th</sup> July is going ahead.

**FS06. 07/24 To note Financial Summary, Income and Expenditure, Bank Reconciliation for June 2024:**

As of 30<sup>th</sup> June 2024, it was noted that TTC Current Account held £24,642.09, TTC Deposit Account £253,458.31, Contingency Funds £91,143.78, Police Museum £11,166.21, CIL and Buildings Maintenance £92,094.52, of which £215,333.45 are committed costs. The Visitor Information Centre account held £5,632.23.

**FS07. 07/24 To approve payments for July 2024, and estimated transfer of funds:**

It was noted that the Tetbury Town Council payments for July amounted to £28,759.28, VIC payments for July amounted to £2,340.27, Police Museum amounted to £1,864.42, Credit Card amounted to £857.85.

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

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Voting Record:	For – 6	Against – 1	Abstentions – 0	Absent - 2
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Due to there being no meeting in August it was proposed by Councillor S Scott, seconded by Councillor L Farnham to transfer £25,000 from the TTC Deposit Account to the TTC Current Account to cover the August payments.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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**FS08. 07/24 To allocate two Councillors to sign off August and September 2024 invoices:**  
 Councillor S Scott and Councillor Z Baker will sign off the August and September 2024 invoices.

**FS09. 07/24 To note Income and expenditure for Month 3:**  
 Noted

It was requested that the CEO/RFO provides the committee with an approximate figure of how much more will be coming out of the audit/professional fees as it is already 102% spent on the budget.

**FS10. 07/24 To discuss and recommend to Full Council to approve the Code of Conduct:**  
 The code of conduct which is being brought to the Finance & Scrutiny Committee is in line with the Cotswold District Council Code of Conduct. It was requested that all gifts and hospitality should be declared to the CEO to be placed on the gifts and hospitality register. This can be reviewed in six months. It was proposed by Councillor Z Baker, seconded by Councillor P Coleman to approve the amendments and to recommend to Full Council the Code of Conduct.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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**FS11. 07/24 To approve amendment to Burial policy:**  
 Amend item 1 of the burial policy to read St Saviours is partitioned into two distinct areas, the Churches Conservation Trust covers the front section while Tetbury Town Council has burial authority only over the second section, see attached map. It was proposed by Councillor Z Baker, seconded by Councillor L Farnham to approve the amendment to the Burial Policy.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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**FS12. 07/24 To discuss and recommend to Full Council the CIL Policy:**  
 Councillor J Taylor provided an overview. The CIL Policy set out the legislation. This to become an agenda item at Full Council for approval.

**FS13. 07/24 Correspondence Received:**  
 None

**FS14. 07/24 Councillor Reports:**  
Cllr Scott – Will start discussing 2025/26 budget in September.

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**FS15. 07/24 Items for the next meeting:**

Budget  
CIL Policy

**FS16. 07/24 Date of next meeting:**

Monday 16<sup>th</sup> September 2024, 7pm  
Councillor Coleman unable to attend this meeting.

**FS17. 04/24 Exclusion of the Public and Press to allow discussion of confidential business:** It was proposed by Councillor , seconded Councillor 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 7.55pm*

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

**FS18. 07/24 To approve closed session minutes of Monday 17<sup>th</sup> June 2024:**

It was proposed by Councillor L Farnham, seconded by Councillor Z Baker to approve the closed session minutes of Monday 17<sup>th</sup> June 2024.

Voting Record:	For – 7	Against – 0	Abstentions – 5	Absent - 2
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**FS19. 07/24 To discuss staffing matters:**

TTC has been contacted by the landlord of the VIC premises who have advised that 33 Church Street will be going on the open market shortly.

*CEO/RFO left the meeting 8.20pm*

**FS20. 07/24 To approve additional payments in line with employment contract for CEO and EO:**

It was agreed that the chair would meet with the staff and bring back a proposal to the September meeting.

Voting Record:	For – 9	Against – 0	Abstentions – 0	Absent - 0
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