

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury, Glos GL8 8DU.
Monday 16th September 2024 at 7pm

Present

Town Councillors: J Taylor (Chair), P Burrell, Z Baker, R Smith, C Pearce, K Painter

Officers: T Niblett – CEO/RFO

Public: 1 member of the public

FS01. 09/24 Apologies for absence:

Apologies received from Councillor S Scott (Illness), P Coleman (Holiday), L Farnham (Sabbatical)

FS02. 09/24 Declarations of Interest:

None

FS03. 09/24 Declarations of Interest:

Resident raised concerns regarding the amount of money which has already been spent on trying to find burial land within the town. Why is the Council looking at spending money when we do not have a statutory duty to provide a burial ground?

FS04. 09/24 To approve the minutes of the meeting held on Monday 15th July 2024:

It was proposed by Councillor P Burrell, seconded by Councillor Z Baker to approve the minutes of the meeting held on Monday 15th July 2024.

Voting Record:	For – 4	Against – 0	Abstentions – 2	Absent - 3
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FS05. 09/24 To note action points from previous meetings:

Usage of Top Floor Flat – CEO awaiting update on business valuation to include shop.

Confirm whether TTC has to pay Council Tax for Top Floor Flat as it is currently empty – 25% unoccupied discount has been applied.

FS06. 09/24 To note Financial Summary, Income and Expenditure, Bank Reconciliation for July and August 2024:

As of 31st July 2024, it was noted that TTC Current Account held £51,526.90, TTC Deposit Account £203,750.04, Contingency Funds £91,237.92, Police Museum £10,801.79, CIL and Buildings Maintenance £92,166.68, of which £215,499.75 are committed costs. The Visitor Information Centre account held £4,801.72.

As of 31st August 2024, it was noted that TTC Current Account held £24,523.11, TTC Deposit Account £203,962.24, Contingency Funds £91,328.16, Police Museum £10,891.79, CIL and Buildings Maintenance £92,257.84, of which £215,681.15 are committed costs. The Visitor Information Centre account held £3,206.62.

FS07. 09/24 To note payments for August 2024:

It was noted that the Tetbury Town Council payments for August amounted to £27,487.79, VIC payments for August amounted to £2,466.46, Credit Card amounted to £387.53.

FS08. 09/24 To approve payments for September 2024, and estimated transfer of funds:

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It was noted that the Tetbury Town Council payments for September amounted to £34,418.76, VIC payments for September amounted to £2,409.14, Police Museum amounted to £350.00, Credit Card amounted to £376.85.

The CEO/RFO requested a transfer of funds of £30,000 from the TTC Deposit account to the TTC current account to cover the September payments and £3,000 from the TTC Deposit account to the VIC account. It was proposed by Councillor P Burrell, seconded by Councillor R Smith to approve the transfer of the £30,000 to TTC Current Account and £3,000 to the VIC account.

Voting Record:	For – 6	Against – 0	Abstentions – 0	Absent - 3
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FS09. 09/24 To allocate two Councillors to sign off October 2024 invoices:

Councillor Z Baker and Councillor P Burrell will sign off the October invoices.

FS10. 09/24 To note Income and expenditure for Month 4 and 5:

Noted

FS11. 09/24 To note Q1 2024/2025 budget:

Noted

FS12. 09/24 To discuss and approve the Financial Requirements of the Police Museum:

Paying-in book has been received. Debit Card can be provided for this account with CEO and EO as signatories. Requested donations should be banked on a monthly basis. Regarding the grant funding received through COVID, this has been spent on the new staircase and the Curator is requesting part of this money is returned to create general reserves.

FS13. 09/24 To discuss 2025/2026 budget requirements:

Briefly discussed the Finance & Scrutiny part of the budget, look at purchasing the defibrillators batteries and pads through the CIL payments, and to purchase bleed kits for various locations throughout the town. One of the Public Works Loans will have been ended in 2025. Publicity - look at publishing newsletter ourselves and putting more news online instead of through Tetbury Advertiser.

FS14. 09/24 To discuss and recommend to Full Council Grants Policy:

It was requested that the application criteria states Tetbury only and not GL8, and the policy has a review date. It was proposed by Councillor Z Baker, seconded by Councillor R Smith to recommend the Grants Policy to Full Council.

Voting Record:	For – 6	Against – 0	Abstentions – 0	Absent - 3
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FS15. 09/24 To discuss and recommend to Full Council Equality and Diversity Policy:

It was requested that a policy review date be added. Following this amendment it was proposed by Councillor Z Baker, seconded by Councillor R Smith to recommend the Equality and Diversity Policy to Full Council.

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FS16. 09/24 To discuss and recommend to Full Council Dignity at Work Policy:

This policy is part of the Civility and Respect which TTC signed up to in 2023, It was requested that a policy review date is added. For consistency it was requested that the main contacts are the Mayor, Deputy Mayor throughout the policy. It was proposed by Councillor Z Baker, seconded by Councillor P Burrell to recommend to Full Council the Dignity at Work policy.

Voting Record:	For – 6	Against – 0	Abstentions – 0	Absent - 3
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FS17. 09/24 To discuss and recommend to Full Council Grievance Procedure:

It was requested that a policy review date is added. It was proposed by Councillor P Burrell, seconded by Councillor K Painter to recommend the Grievance Procedure to Full Council.

Voting Record:	For – 6	Against – 0	Abstentions – 0	Absent - 3
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FS18. 09/24 To approve the recommendation from the Heritage & Regeneration Committee for the revision of the remit and renaming this committee to Heritage and Environmental Committee:

It was requested that the Climate Strategy Working Group is removed under this committees remit and placed under Full Council. Need to ascertain a Commemorative Policy. It was proposed by Councillor P Burrell, seconded by Councillor K Painter to recommend the revision of the remit and the renaming of the Heritage & Regeneration committee to Full Council.

Voting Record:	For – 6	Against – 0	Abstentions – 0	Absent - 3
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FS19. 09/24 Correspondence Received:

Due to the sensitive nature of the correspondence received this will be discussed in closed session.

FS20. 09/24 Councillor Reports:

None

FS21. 09/24 Items for the next meeting:

Budget
 Police Museum Update
 Building Future

FS22. 09/24 Date of next meeting – Monday 21st October 2024, 7pm.

FS23. 09/24 Exclusion of the Public and Press to allow discussion of confidential business: It was proposed by Councillor J Taylor, seconded Councillor K Painter 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 8.20pm

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FS24. 09/24 To approve the Confidential Minutes of the meeting held on Monday 15th July 2024:

It was proposed by Councillor Z Baker, seconded by Councillor R Smith to approve the minutes of the meeting held on Monday 15th July 2024.

Voting Record:	For – 4	Against – 0	Abstentions – 2	Absent - 3
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FS25. 09/24 Staffing Matters:

CEO and EO to record the lieu hours that have been accrued, this will be reviewed in November 2024.

It was proposed by Councillor Z Baker, seconded by Councillor P Burrell to suspend standing orders to discuss FS19. 09/24 Correspondence received.

Voting Record:	For – 6	Against – 0	Abstentions – 0	Absent - 3
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It was proposed to recommend to Full Council to let the top floor flat on a 6 monthly temporary basis in the first instance to a client of P3.

Meeting closed 8.42pm

Chair Dated