

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury, Glos GL8 8DU.
Monday 21st October 2024 at 7pm

Present

Town Councillors: S Scott (Chair), J Taylor (Vice Chair), P Burrell, P Coleman, Z Baker, L Farnham, C Pearce, K Painter

Officers: T Niblett – CEO/RFO

Public: 1 member of the public

FS01. 10/24 Apologies for absence:

Apologies received from Councillor R Smith (Illness)

FS02. 10/24 Declarations of Interest:

None

Chair welcomed back Councillor Farnham from Sabbatical

FS03. 10/24 Public Consultation:

Resident concerned about the council trying to find burial ground when we do not have a statutory obligation.

FS04. 10/24 To approve the minutes of the meeting held on Monday 16th September 2024:

It was proposed by Councillor Z Baker, seconded by Councillor P Burrell to approve the minutes of the meeting held on Monday 16th September 2024.

Voting Record:	For – 5	Against – 0	Abstentions – 3	Absent - 1
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FS05. 10/24 To note action points from previous meetings:

Usage of Top Floor Flat – Tenancy will begin Monday 2nd December 2024.

Police Museum - ongoing.

FS06. 10/24 To note Financial Summary, Income and Expenditure, Bank Reconciliation for September 2024:

As of 30th September 2024, it was noted that TTC Current Account held £29,038.57, TTC Deposit Account £271,135.47, Contingency Funds £91,405.73, Police Museum £10,942.19, CIL and Buildings Maintenance £92,336.20, of which £215,837.08 are committed costs. The Visitor Information Centre account held £4,586.47.

FS07. 10/24 To note payments for October 2024 and estimated transfer of funds:

It was noted that the Tetbury Town Council payments for October amounted to £31,191.55, VIC payments amounted to £3,660.31, Police Museum amounted to £539.00, Credit Card amounted to £864.81.

The CEO/RFO requested a transfer of funds of £25,000 from the TTC Deposit account to the TTC current account to cover the October payments and £2,500 from the TTC Deposit account to the VIC account. It was proposed by Councillor S Scott, seconded by Councillor P Coleman to approve the transfer of £25,000 to TTC Current Account and £2,500 to the VIC account.

Voting Record:	For – 8	Against – 0	Abstentions – 0	Absent - 1
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FS08. 10/24 To allocate two Councillors to sign off November 2024 invoices:

Councillor Z Baker and Councillor P Coleman will sign off the November invoices.

FS09. 10/24 To note Income and expenditure for Month 6:

Noted

FS10. 10/24 To note Annual Governance & Accountability Return (AGAR) External Auditors Report:

Noted. The Council are working in accordance with proper practices and no concerns have been raised by the External Auditor.

FS11. 10/24 To receive an update from the building working group:

Councillor C Pearce provided an overview. Need a clear remit from Full Council to drive this working group forward. Work with the Police Museum Curator to look at the restraints of having a museum in the building and the procedures that need to be followed should the Council wish to sell the building. Provide members with a copy of the Heritage document and detailed plans which had been drafted in the past to extend and make the building more accessible. Draft remit to be brought to the November Finance & Scrutiny meeting.

FS12. 10/24 To discuss 2025/2026 budget requirements:

All Committees have provided draft budget proposals. Maintaining a 5% precept increase as per last year with the proposals will see a deficit of £29,300 and £6,000 overdrawn, this includes increasing the 3-month contingency by £4,100.

FS13. 10/24 To discuss CIL applications and processes:

Various suggestions have been made. As the Town Council offices has become a community hub are we able to allocate these funds to make the building more accessible? CEO to contact CDC to ascertain whether the funds can be used for medical equipment and schools.

FS14. 10/24 Correspondence Received:

Correspondence received regarding the budget and how the Council could reduce expenditure. A resident has requested to become a member of the Council building working group, this to be discussed further once the remit has been approved.

FS15. 10/24 Councillor Reports:

Councillor S Scott – Budget is going to be difficult this year

Councillor P Coleman – Various events have taken place throughout the town which have been very well attended, would be beneficial for better communication between the Council and other organisations.

Councillor K Painter – Asked when the grass will be cut in the churchyards – advised this is weather dependent.

FS16. 10/24 Items for the next meeting:

Budget

Police Museum Update

CIL

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FS17. 10/24 Date of next meeting – Monday 18th November 2024, 7pm.

FS18. 10/24 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 8.55pm

FS19. 10/24 To approve the Confidential Minutes of the meeting held on Monday 16th September 2024:

It was proposed by Councillor Z Baker, seconded by Councillor P Burrell to approve the minutes of the meeting held on Monday 16th September 2024.

Voting Record:	For – 5	Against – 0	Abstentions – 3	Absent - 1
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FS20. 10/24 Staffing Matters – Grounds Team Working Hours:

Currently the grounds team working hours for the summer starts on 1st April – 1st October, CEO looking at extending this to end 31st October to be in line with the British Summer Time. Awaiting legal advice from NALC. Once this has been received CEO will bring this item back to Finance & Scrutiny to discuss further.

Meeting closed 9pm

Chair Dated