

**MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE**  
**Held at Tetbury Library, Close Gardens, Tetbury, Glos GL8 8DU.**  
**Monday 18<sup>th</sup> November 2024 at 7pm**

Present

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

Officers: T Niblett – CEO/RFO

Public: 2 members of the public

**FS01. 11/24 Apologies for absence:**

Received from Councillor C Pearce (personal reasons)

Councillor L Farnham (Working away)

Councillor K Painter (no reason given)

**FS02. 11/24 Declarations of Interest:**

None

**FS03. 11/24 Public Consultation:**

Resident looking through the draft October version of the budget and requested that the precept level is not increased any higher than 2.5%, this could be achieved by reducing the staffing budget by 15% and closing the Police Museum.

**FS04. 11/24 To approve the minutes of the meeting held on Monday 21<sup>st</sup> October 2024:**

It was proposed by Councillor P Burrell, seconded by Councillor P Coleman to approve the minutes of the meeting held on Monday 21<sup>st</sup> October 2024.

Voting Record:	For – 5	Against – 0	Abstentions – 1	Absent - 3
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**FS05. 11/24 To note action points from previous meetings:**

Police Museum - RFO to provide committee with grant details obtained during COVID

CIL – Agenda item 12

**FS06. 11/24 To note Financial Summary, Income and Expenditure, Bank Reconciliation for October 2024:**

As of 31<sup>st</sup> October 2024, it was noted that TTC Current Account held £26,627.53, TTC Deposit Account £243,839.99, Contingency Funds £91,480.86, Police Museum £10,940.95, CIL and Buildings Maintenance £92,412.09, of which £215,988.10 are committed costs. The Visitor Information Centre account held £4,080.90.

**FS07. 11/24 To note payments for November 2024 and estimated transfer of funds:**

It was noted that Tetbury Town Council payments for November amounted to £34,797.65, VIC payments for November amounted to £3,375.39, Police Museum payments for November amounted to £3,392.68, Credit Card payments for November amounted to £581.72.

The CEO/RFO requested a transfer of funds of £25,000 from the TTC Deposit account to the TTC current account to cover the November payments. It was proposed by Councillor S Scott, seconded by Councillor R Smith to approve the transfer of £25,000 from the deposit account to the current account.

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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 November payments. It was proposed by Councillor R Smith, seconded by Councillor Z Baker to approve the transfer of £3,000 from the deposit account to the VIC current account.

Voting Record:	For – 6	Against – 0	Abstentions – 0	Absent - 3
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**FS08. 11/24 To allocate two Councillors to sign off December 2024 invoices:**  
 Councillor P Burrell and Councillor J Taylor will sign off the December invoices.

**FS09. 11/24 To note Income and expenditure for Month 7:**  
 Noted.

**FS10. 11/24 To discuss and recommend to Full Council Biodiversity Policy:**  
 Councillor P Coleman to seek confirmation whether the Town Council could provide free editorial in the Tetbury Advertiser for raising awareness and advice on various actions within the policy. It was proposed by Councillor P Coleman, seconded by Councillor Z Baker to recommend the Biodiversity Policy to Full Council.

Voting Record:	For – 6	Against – 0	Abstentions – 0	Absent - 3
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**FS11. 11/24 To discuss and recommend to Full Council Building Working Group remit:**  
 It was recommended that once the Building Working Group has been set up should meet on a monthly basis with an initial report to be received at Full Council at the March meeting. Following this amendment it was proposed by Councillor Z Baker, seconded by Councillor R Smith to recommend to Full Council the Building Working Group remit.

Voting Record:	For – 6	Against – 0	Abstentions – 0	Absent - 3
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**FS12. 11/24 To discuss CIL applications and processes:**  
 Cllr J Taylor provided an overview. Following a brief discussion, it was recommended that the Finance & Scrutiny Committee proposes to Full Council the purchase of bat boxes, bug hotels, bleed kits and signage for the recreation ground play area. With regards to contributing to the new building at the Dolphins Hall, it was requested that the Council writes to the Trustees and ask if there is a specific item TTC could purchase instead of CIL money being put into the general funds for building works. Heritage & Environment to research costs for 2 new living bus stops and changing the roofs on the existing bus stops. CEO to contact CDC for The Limes development CIL funds. Contact GCC Highways for legal advice on 20s plenty signs. It was proposed by Councillor Z Baker, seconded by Councillor J Taylor to recommend to Full Council the purchasing of bat boxes, bug hotels, bleed kits, signage for the recreation ground play area and contact the Trustees of the Dolphins Hall for a specific item TTC could purchase.

Voting Record:	For – 4	Against – 0	Abstentions – 2	Absent - 3
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**FS13. 11/24 To discuss 2025/2026 budget requirements:**

Councillor S Scott provided an overview of the proposed budget. 4 summaries have been provided using an increase of 6% in the precept costing a Band D property an extra £9.80. To balance the budget would require an 11.5% increase in the precept. It was requested that we provide the residents with a clearer overview of the reasons why the precept is increasing and the services that TTC are providing on behalf of Gloucestershire County Council.

**FS14. 11/24 Correspondence Received:**

Lloyds Bank will be charging £8.50 per month on 3 business accounts, this will begin in January 2025.

**FS15. 11/24 Councillors Reports:**

Councillor S Scott – Thanked all members for their assistance with the draft budget

**FS16. 11/24 Items for the next meeting:**

CIL, Policies, business plan, budget

**FS17. 11/24 Date of next meeting – Monday 20<sup>th</sup> January 2025, 7pm**

**FS18. 11/24 Exclusion of the Public and Press to allow discussion of confidential business:** It was proposed by Councillor P Burrell, 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 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 .....

**FS19. 11/24 To approve the confidential minutes of the meeting held on Monday 21<sup>st</sup> October 2024:**

It was proposed by Councillor Z Baker, seconded by Councillor P Burrell to approve the minutes of the meeting held on Monday 21<sup>st</sup> October 2024.

Voting Record:	For – 6	Against – 0	Abstentions – 0	Absent - 3
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**FS20. 11/24 To discuss staffing matters:**

To note national pay award for 2024/25, this will included in the November salaries and backdated from 1<sup>st</sup> April 2024.

To address lieu hours that have been accrued by the CEO and EO.