

**MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE**  
**Held at Tetbury Library, Close Gardens, Tetbury, Glos GL8 8DU.**  
**Monday 22<sup>nd</sup> January 2024 at 7pm**

Present

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

Officers: T Niblett – CEO/RFO

Public: 2 members

**FS01. 01/24 Apologies for absence:**

Received and accepted from Councillors P Burrell and R Smith

**FS02. 01/24 Declarations of Interest:**

None

**FS03. 01/24 Public Consultation:**

Thanked Councillor S Scott for the excellent presentation on the 2024/25 budget.

**FS04. 01/24 To approve the minutes of the meeting held on Monday 20<sup>th</sup> November 2023:**

It was proposed by Councillor P Coleman, seconded by Councillor Z Baker to approve the minutes of the meeting held on Monday 20<sup>th</sup> November 2023:

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent -2
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**FS05. 01/24 To note action points from previous meeting:**

Noted

**FS06. 01/24 To note financial summary, bank reconciliation for November and December 2023:**

As of 31<sup>st</sup> December 2023, it was noted the TTC Current Account held £25,655.98, TTC Deposit Account £251,025.62, Dolphins Hall S106 £4.62, Tetbury Police Museum and Courtroom £3,176.63 and Contingency Funds £90,555.19 of which £203,519.14 are committed costs. The VIC Current Account held £2,678.58.

**FS07. 01/24 To note and approve payments for January 2024 ad estimate transfer of funds:**

It was noted that the January payments for TTC amounted to £31,506.04, VIC payments amounted to £2,296.18.

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

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent -2
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**FS08. 01/24 To allocate two Councillors to sign off January 2024 invoices:**

Councillors P Coleman and Councillor S Scott will sign off the January 2024 invoices.

**FS09. 01/24 To discuss top flat rent:**

Councillor E Farnham provided an overview. The Committee needs to familiarize themselves with the legislation that needs to be completed as and when the current tenant is vacating the flat.

**FS10. 01/24 To discuss recommendations from the public budget consultation:**

The consultation was very well attended, and the Council received positive feedback on the 2024/25 budget.

**FS11. 01/24 To discuss and approve the recommendation to Full Council the 2024-25 budget:**

It was proposed by Councillor Z Baker, seconded by Councillor J Taylor to recommend to Full Council the 2024-25 budget which was discussed at the Full Council meeting in December and the public consultation meeting on Wednesday 17<sup>th</sup> January.

Voting Record:	For – 5	Against – 0	Abstentions – 2	Absent -2
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**FS12. 01/24 To discuss and approve the recommendation to Full Council the 2024-25 precept:**

It was proposed by Councillor Z Baker, seconded by Councillor P Coleman to recommend to Full Council to increase the precept by 5%, Band D property will increase from £152.37 to £160 (£7.63).

Voting Record:	For – 5	Against – 0	Abstentions – 2	Absent -2
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**FS13. 01/24 To allocate Councillors to work alongside Police Museum Curator to carry out a review on the Museum finances:**

It was proposed by Councillor S Scott, seconded by Councillor Z Baker for Councillors E Farnham and C Pearce to work alongside the Police Museum Curator to carry out a review on the Museum finances and report back to Finance & Scrutiny.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent -2
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**FS14. 01/24 To receive an update on The Old Courthouse building review:**

Councillor S Scott provided an overview. It was requested that a commercial valuation for The Old Courthouse is required before a feasibility study can be carried out on the building. Councillor S Scott advised that 2 quotations have been received and this to become an agenda item for Full Council in January to approve this request.

**FS15. 01/24 To discuss and approve the recommendation to Full Council Risk Management Policy:**

Councillor J Taylor was thanked for the work that had been completed so far on this draft policy. A few comments had been received within this meeting and all members were asked to send any comments on this draft policy to Councillor J Taylor, Councillor S Scott and CEO/RFO by the end of January for this to become an agenda item at Finance & Scrutiny in February.

**FS16. 01/24 To discuss the Station car park lease:**

Councillor C Pearce provided an overview. Currently there is no signage to the entrance of the car park providing the correct definition for the long stay car park. The lease between Tetbury Town Council and Cotswold District Council (CDC) runs out on 7<sup>th</sup> January 2098. Due to the length of the lease and the concerns that have been raised by Tetbury Town Council, the committee would like to proceed with requesting a meeting between both parties in the future. All committee members

have been requested to send any questions that we would like to raise to Councillor C Pearce and Councillor J Taylor. This to become an agenda item for February.

**FS17. 01/24 To discuss and recommend to Full Council SLA Agreement between TTC, Men in Sheds and the Goods Shed:**

The committee were advised that the name needs to be changed to Tetbury Men’s Sheds and the Service Level Agreement (SLA) should only be between TTC and Tetbury Men’s Shed, with a separate SLA between the Goods Shed and Tetbury Men’s Shed.

It was proposed by Councillor S Scott, seconded by Councillor E Farnham to recommend to Full Council the SLA between Tetbury Town Council and Tetbury Men’s Shed and the agreement should be for a period of 5 years and reviewed annually.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent -2
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**FS18. 01/24 To discuss and approve to Full Council – How to speak at a Council meeting:**

Councillor E Farnham provided an overview. The advice presented was given at a recent Chairs training course and provides the members of the public on how and when they can contribute at a Council meeting. It was proposed by Councillor S Scott, seconded by Councillor Z Baker to approve the document and to recommend this to Full Council later due to the length of the January Full Council agenda.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent -2
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**FS19. 01/24 To note Internal Audit Report:**

The internal audit report was noted and it was recommended that a spreadsheet needs to be created to make sure that the recommendations provided have been actioned, this to be an ongoing action. The spreadsheet needs to be completed and actioned every time the Town Council receives an audit report with the first spreadsheet being presented to Full Council in April.

**FS20. 01/24 To authorise CEO/RFO to sign off Internal Auditors Engagement letter with Tetbury Town Council:**

It was proposed by Councillor Z Baker, seconded by Councillor J Taylor to authorise the CEO/RFO to sign off the engagement letter between the Internal Auditor and Tetbury Town Council.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent -2
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**FS21. 01/24 Correspondence Received:**

Email received from IT provider who advises that the Microsoft 365 annual renewals are due shortly.

Information has been received from other Councils on how they conduct their BACS and how Councillors view their bank statements to sign off the bank reconciliations.

The Rail Lands Regeneration Trust have advised this committee that they are progressing with replacing the glass foyer doors, funds are through the Steepleton S106. It was requested that Councillor P Coleman who is the Town Council representative to request a meeting between both parties as TTC need to be informed in the first instance about any building works that the Trust wishes to carry out.

Quotation had been received for the Commercial Vehicle, which is due for renewal on 15<sup>th</sup> February 2024, CEO advised that our new insurance broker has been contacted to receive comparable quotes.

An invoice from Gloucestershire County Council had been received to allow Tetbury Town Council to hire the library every Monday and on a few ad hoc bases.

Rialtas have provided the Council with a new loyalty scheme which allows the Town Council to receive a discount on the services we currently receive. The Silver Scheme (2 year contract) has been accepted as the choice for the Town Council.

**FS22. 01/24 Councillor Reports:**

Councillor S Scott – Thanked everyone for assisting with the budget process.

Councillor K Painter – Asked when the grant for the Comic Con can be presented, advised that this can take place in the new financial year.

Councillor P Coleman – Provided the Committee with the £1 peppercorn rent from The Rail Lands Regeneration Trust

**FS23. 01/24 Items for inclusion at the next meeting:**

Risk Management Policy

Station Yard car park lease

**FS24. 01/24 Date of next meeting – Monday 19<sup>th</sup> February 2024 at 7pm.**

**FS25. 01/24 Exclusion of the Public and Press to allow discussion of confidential business:** It was proposed by Councillor J Taylor, 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 8.38pm

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

**FS26. 01/24 To approve Closed Session minutes of Monday 20<sup>th</sup> November 2023:**

Following a minor amendment to add the voting record, it was proposed by Councillor E Farnham, seconded by Councillor Z Baker to approve the closed session minutes held on Monday 20<sup>th</sup> November.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent -2
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# Tetbury

## Town Council

**FS27. 01/24 To note new National Association of Local Councils (NALC) model contract of employment:**

Noted.

**FS28. 01/24 To discuss processes and practices for VIC review:**

Councillor S Scott requested the committee to be mindful when discussing staffing issues and no staff members should be questioned outside of working hours.

Meeting closed 8.51pm

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