

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

Present

Town Councillors: J Taylor (Chair), P Burrell, C Pearce, R Smith

Officers: T Niblett – CEO/RFO

Public: None

**FS01. 03/24 Apologies for absence:**

Received and accepted from Councillors S Scott, E Farnham, Z Baker and P Coleman

**FS02. 03/24 Declarations of Interest:**

None

**FS03. 03/24 Public Consultation:**

None

**FS04. 03/24 To approve the minutes of the meeting held on Monday 19<sup>th</sup> February 2024:**

A Councillor had concerns regarding the wording of FS10. 02/24, advised that the Councillor was not in attendance at this meeting and the minute reference will not be amended as this was a true reflection of the discussions that took place at the meeting. It was proposed by Councillor P Burrell, seconded by Councillor J Taylor to approve the minutes of the meeting held on Monday 19<sup>th</sup> February 2024.

Voting Record:	For – 2	Against – 0	Abstentions – 2	Absent - 4
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**FS05. 03/24 To note actions points from previous meetings:**

FS16.02/24 – To provide an update regarding Plot 8 following the paperwork that has been given to the Mayor, is this going to be a future agenda item at Full Council?

FS06. 02/24 – Mayors expenses – spent to date - £207 which is within the budget of £800

FS13. 09/20 – S106 Policy – need clarification whether this is a Tetbury Town Council decision.

**FS06. 03/24 To note financial summary, bank reconciliation for February 2024:**

As of 29<sup>th</sup> February 2024, it was noted that TTC Current Account held £22,333.68, TTC Deposit Account £197,887.21, Contingency Funds £90,748.81, Police Museum £1,060.43 of which £203,712.76 are committed costs. The Visitor Information Centre Current Account held £2,679.53.

**FS07. 03/24 To note and approve payments for March 2024 and estimate transfer of funds:**

It was noted that the March payments for TTC amounted to £39,361.98, VIC payments amounted to £4,114.80.

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

Voting Record:	For – 4	Against – 0	Abstentions – 0	Absent - 4
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**FS08. 03/24 To allocate two Councillors to sign off March 2024 invoices:**

It was noted following last month's meeting and following the advice from the Internal Auditor that the March invoices will be authorised by Councillor S Scott and P Coleman. The April invoices will be signed by Councillors P Burrell and Councillor J Taylor.

**FS09. 03/24 To discuss Finance and Scrutiny Committee Editorial for the Annual Town Report:**

Requested that the editorial is amended to make clear that the report is for the 2023/2024 budget, to note that the Dolphins Hall grant is to assist with the grass cutting of the recreation ground.

**FS10. 03/24 To recommend to Full Council contacting Cotswold District Council regarding Dolphins Hall S106 contracts:**

As the motion did not receive a seconder this request will not be forwarded to Full Council.

**FS11. 03/24 Correspondence Received:**

Correspondence received from CDC and a sporting organisation within the town asking whether the TTC S106 policy has been adopted.

**FS12. 03/24 Councillor Reports:**

Cllr C Pearce – Awaiting authorisation from Gloucestershire Highways to see whether the 20s Plenty signs can be removed on existing speed limit signs as this is misleading to drivers. Has received a response from the local Police regarding assistance with the lorry watch.

Cllr R Smith – Regarding the Dolphins Hall redevelopment – understood some of the funds for the new build should have gone to the Youth, advised that there are acoustic folding doors, and the youth will have their own space.

**FS13. 03/24 Items for inclusion at the next meeting:**

Asset Register

**FS14. 03/24 Date of next meeting – Monday 22<sup>nd</sup> April 2024 at 7pm.**

**FS15. 03/24 Exclusion of the Public and Press to allow discussion of confidential business:** It was proposed by Councillor P Burrell, seconded Councillor R Smith 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 7.25pm

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

**FS16. 03/24 To approve Closed Session minutes of Monday 19<sup>th</sup> February 2024:**



# Tetbury Town Council

It was proposed by Councillor J Taylor, seconded by Councillor P Burrell to approve the closed session minutes held on Monday 19<sup>th</sup> February 2024.

Voting Record:	For – 2	Against – 0	Abstentions – 2	Absent -4
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**FS17. 02/24 To discuss Staffing Matters:**

Due to staffing holidays Councillor P Burrell has kindly offered to carry out reception duties on various days over a 2-week period starting from Monday 25<sup>th</sup> March.

An FOI request has recently been received; employment matters are exempt and therefore this request has been denied.

Meeting closed 7.30pm

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