

**MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE**  
**Held at St Marys Primary School, St Marys Road, Tetbury, Glos GL8 8BW**  
**Monday 9<sup>th</sup> June 2025 at 7pm**

Present

Town Councillors: S Scott, J Taylor, Z Baker, R Smith, P Burrell, M Baker, L Farnham, P Coleman

Officers: T Niblett – CEO/RFO

Public: District Councillor L Hall-Wilson, Councillor K Painter, Police Museum Curator – Maria Marsh and 3 members of the public

**FS01. 06/25 To elect a Chair:**

Councillor Mark Baker was duly elected as Chair

**FS02. 06/25 To elect a Vice Chair:**

Councillor Judith Taylor was re-elected as Vice Chair

**FS03. 06/25 Apologies for absence:**

Received from Councillor C Pearce – Personal reasons

**FS03. 06/25 Declarations of Interest:**

None

**FS04. 06/25 Public Consultation:**

Councillor K Painter has brought forward the Community Infrastructure Levy (CIL) application from St Marys Church. Also advised the Council that a resident has been in contact regarding a grant application for the Goods Shed. The Committee are aware of this application and will be discussed within the meeting this evening.

Representatives from St Marys Church provided an overview of the CIL application.

*Chair moved Agenda item 14 and agenda 15*

**FS14. 06/25 To discuss and recommend to Full Council Community Infrastructure Levy (CIL) application from St Marys Church:**

The application is for £27,500 to assist with the first phase to employ a part-time project manager for 9 months, pay for architect fees to assess the building and develop the plans, along with specialist input from other professionals. Committee were advised that there would be resistance from a preservation society due to the removal of the proposed Georgian Pews. Further grant funding for the first phase is currently being sought. The committee raised concerns that CIL money could be provided on a project that might not proceed. The committee acknowledged that the application met the CIL criteria and would recommend the application to Full Council.

**FS15. 06/25 To discuss and approve Police Museum match funding grant:**

Tetbury Police Museum and Courtroom has been awarded a grant from DCMS/Arts Council England. The grant along with match funding will allow us to purchase a more secure display case. The museum has been awarded £2850 towards the costs of up to £4300. £700 in donations has recently been deposited into the account and this can be used towards the match funding. Curator advised that the current display case will either be utilised to display other items within the museum or gifted to another museum. It was proposed by Councillor L Farnham, seconded by Councillor P Burrell to approve the match funding grant.

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Voting Record:	For – 7	Against – 1	Abstentions – 0	Absent - 1
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**FS06. 06/25 To approve the minutes of the meeting held on Tuesday 22<sup>nd</sup> April 2025:**

It was proposed by Councillor P Burrell, seconded by Councillor Z Baker to approve the minutes of the meeting held on Tuesday 22<sup>nd</sup> April 2025.

Voting Record:	For – 5	Against – 0	Abstentions – 3	Absent - 1
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**FS07. 06/25 To note action points from previous meetings:**

Police Museum (FS07.06/24)– Request the donation box is emptied on a regular basis. Meeting to be arranged with Curator.

Building Working Group (FS11. 11.24&TC11. 12/24) – On-going, meeting to be arranged

Civic Expenses (FS05. 02/25) – Policy to be written and presented to the committee for recommendation to Full Council.

IT Provider (FS15. 03/25) – Agenda item 20

Insurance Requirements (FS10. 04/25) – Insurance renewed 1<sup>st</sup> June, Cyber cover commenced May 2025

Purchase 6 sheds for NPHAA (FS12. 04/25) Sheds purchased and delivered to Hampton Street site

**FS08. 06/25 To note Bank Reconciliation for April 2025:**

Noted

**FS09. 06/25 To note Financial Summary, Bank Reconciliation and Earmarked Reserves for May 2025:**

As of 31<sup>st</sup> May 2025, it was noted that TTC Current Account held £27,967.05, TTC Deposit Account £349,136.52, Contingency Funds £92,000.93, Police Museum £11,040.38, CIL and Buildings Maintenance £60,450.90. The Visitor Information Centre account held £2,109.23. Earmarked Reserves £196,751.46.

**FS10. 06/25 To note payments for May 2025:**

It was noted that Tetbury Town Council payments for May amounted to £30,021.99, VIC payments for May amounted to £2,068.38, Police Museum £1,289.60, Credit Card payments amounted to £914.15. CEO to provide a clear monthly financial procedure for Police Museum Curator to follow.

**FS11. 06/25 To approve June payments and estimate transfer of funds:**

It was noted that Tetbury Town Council payments for June amounted to £40,359.21, VIC payments for June amounted to £2,857.22, Police Museum £1,827.50, Credit Card payments amounted to £502.13. It was requested that a transfer of funds of £25,000 from TTC Deposit Account to TTC Current Account. It was proposed by Councillor S Scott, seconded by Councillor L Farnham to approve the June payments and the transfer of £25,000 from the TTC Deposit Account to TTC Current Account.

Voting Record:	For – 8	Against – 0	Abstentions – 0	Absent - 1
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It was requested a transfer of funds of £1,500 from TTC Deposit Account to VIC account to cover the June payments. It was proposed by Councillor S Scott, seconded by Councillor Z Baker to approve the transfer of £1,500 from the TTC Deposit Account to VIC Account.

Voting Record:	For – 8	Against – 0	Abstentions – 0	Absent - 1
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**FS12. 06/25 To allocate two Councillors to sign off June and July 2025 invoices:**

Councillor Z Baker and J Taylor will sign off June and July invoices. CEO to request a Councillor who does not sit on the Finance & Scrutiny Committee to sign off the August payments.

**FS13. 06/25 To note income and expenditure for Month 1 and Month 2:**

Noted

**FS16. 06/25 To discuss Code of Conduct Policy and recommend to Full Council for approval:**

The Code of Conduct Policy presented to the Committee follows last years policy and is in line with Cotswold District Councils Policy. It was proposed by Councillor S Scott, seconded by Councillor L Farnham to recommend the Code of Conduct Policy to Full Council for approval.

Voting Record:	For – 8	Against – 0	Abstentions – 0	Absent - 1
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**FS17. 06/25 To discuss Complaints Policy and recommend to Full Council for approval:**

The Complaints Policy presented to the Committee follows last years policy, following a request to note the contact details for the External Auditor, it was proposed by Councillor L Farnham, seconded by Councillor S Scott to recommend the Complaints Policy to Full Council for approval.

Voting Record:	For – 8	Against – 0	Abstentions – 0	Absent - 1
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**FS18. 06/25 To discuss and approve Financial Reserves Policy:**

Following an amendment to remove 3-month wording under heading Reserves currently maintained, it was proposed by Councillor L Farnham, seconded by Councillor S Scott to approve the Financial Reserves Policy.

Voting Record:	For – 8	Against – 0	Abstentions – 0	Absent - 1
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**FS19. 06/25 To discuss and approve Investment Strategy Policy:**

Following an amendment to note the reason why the Public Works Loan was taken out, it was proposed by Councillor S Scott, seconded by Councillor L Farnham to approve the Investment Strategy Policy.

Voting Record:	For – 8	Against – 0	Abstentions – 0	Absent - 1
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**FS20. 06/25 To discuss and approve the IT provider for Tetbury Town Council:**

Councillor S Scott has spoken to two out of the three suppliers, defer this item to July.

**FS21. 06/25 To discuss budget requirements for 2026/2027:**

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CEO to provide Councillor S Scott with details of the general free reserves as of 31<sup>st</sup> March 2025. Revised Health and Safety contract figures have been provided.

Standing orders were suspended to discuss next agenda time.

*Councillor P Coleman left the meeting 8.44pm*

**FS22. 06/25 Correspondence Received:**

Late correspondence received regarding an opportunity to apply for Cotswold District Council Rural England Prosperity Fund up to £25,000 to install 60 solar panels on the Goods Shed.

There is an urgency for the application to be agreed in principle as the deadline is Monday 16<sup>th</sup> June at 5pm and Full Council does not meet until 7pm that evening.

It was proposed by Councillor P Burrell, seconded by Councillor J Taylor to support the application, but to note that this was supported by the Finance & Scrutiny Committee and not Full Council and we could remove ourselves from the grant process at any time should that be the wishes of the Council.

Voting Record:	For – 8	Against – 0	Abstentions – 0	Absent - 2
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*Councillor P Coleman returned to the meeting 8.55pm*

**FS23. 06/25 Councillor Reports:**

Councillor Z Baker – Requested bring paper copies of all reports that will be discussed at Full Council next week.

District Councillor L Hall-Wilson – requested to provide a report to the Committee due to arriving after the public consultation had closed. Noted comments being made about the Dolphins Hall on social media. Noted new Tetbury Town Council website was not as aesthetically pleasing as the previous provider. Advised the Cotswold District Council Rural England Prosperity Fund has received numerous applications.

**FS24. 06/25 Items for the next meeting:**

IT supplier

**FS25. 06/25 Date of next meeting:**

Monday 14<sup>th</sup> July 2025, 7pm

**FS26. 06/25 Exclusion of the Public and Press to allow discussion of confidential business:** It was proposed by Councillor L Farnham, 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.

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Resident kindly provided Tetbury Town Council with document wallets.

Meeting closed 9pm

**FS27. 06/25 To discuss and approve tenancy of Top Floor Flat:**

Tenancy has reached its six-month end date, and the committee were advised this will now become a rolling one-month tenancy. Councillor S Scott to carry out flat inspection with CEO.

Meeting closed 9.05pm

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