

## To all Members of the Finance & Scrutiny Committee

(Councillors:) Steve Scott, Judith Taylor, Zowie Baker, Patricia Burrell, Rodney Smith, Liz Farnham, Peter Coleman, Colin Pearce, Kevin Painter, Mark Baker

You are summoned to attend a Meeting of the Finance & Scrutiny committee on Monday 9<sup>th</sup> June 2025 at 7.00 pm for the transaction of the following business. The meeting will be held in St Marys Primary School, St Marys Road, Tetbury. All members of the Public and Press are welcome to attend.



Tara Niblett  
Chief Executive Officer  
2<sup>nd</sup> June 2025

1.	To elect a Chair
2.	To elect a Vice Chair
3.	Apologies for absence
4.	Declarations of Interest
5.	Public Consultation (Note: Fifteen minutes is allowed for public questions or statements. Each person to state name and to be allowed three minutes maximum. Questions may be answered briefly but not debated. Issues may be referred for subsequent response if necessary)
6.	To approve Minutes of the meeting held on Tuesday 22 <sup>nd</sup> April 2025
7.	To note action points from previous meetings
8.	To note Bank Reconciliation for April 2025
9.	To note Financial Summary, Bank Reconciliation and Earmarked Reserves for May 2025
10.	To note payments for May 2025
11.	To approve June payments and estimate transfer of funds
12.	To allocate two Councillors to sign off June and July 2025 invoices
13.	To note income and expenditure for Month 1 and 2
14.	To discuss and recommend to Full Council Community Infrastructure Levy (CIL) application from St Marys Church
15.	To discuss and approve Police Museum match funding grant
16.	To discuss Code of Conduct Policy and recommend to Full Council for approval
17.	To discuss Complaints Policy and recommend to Full Council for approval
18.	To discuss and approve Financial Reserves Policy
19.	To discuss and approve Investment Strategy Policy
20.	To discuss and approve the IT provider for Tetbury Town Council
21.	To discuss budget requirements for 2026-2027
22.	Correspondence Received
23.	Councillor Reports <ul style="list-style-type: none"> <li>1. Chair</li> <li>2. Deputy</li> <li>3. Members</li> </ul>
24.	Items for the next Meeting
25.	Date of next meeting – Monday 14 <sup>th</sup> July 2025, 7pm, venue to be confirmed
26.	CLOSED SESSION – Resolution to exclude the Public and Press
27.	To discuss and approve tenancy of Top Floor Flat

Members are reminded that the Council has a general duty to consider the above matters in the exercise of any of its functions: Equality and Diversity, Crime &

*Disorder, Health & Safety and Human Rights. Members are also reminded that they are required to comply with the ethical standards laid down in the seven 'Nolan' principles of public life in their conduct within Council meetings and at all times when acting as a Councillor.*

**MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE**  
**Held at Tetbury Town Council, The Old Courthouse, 63 Long Street, Tetbury, Glos GL8**  
**8AA. Tuesday 22<sup>nd</sup> April 2025 at 7pm**

Present

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

Officers: T Niblett – CEO/RFO

Public: 3 members of the public

**FS01. 04/25 Apologies for absence:**

Received from Councillor C Pearce – Personal reasons

Councillor L Farnham – Holiday

Councillor – P Coleman - Work

**FS02. 04/25 Declarations of Interest:**

None

**FS03. 04/25 Public Consultation:**

Resident asked why has the money which is currently earmarked for burial not being scrutinised?

**FS04. 04/25 To approve the minutes of the meeting held on Monday 17<sup>th</sup> March 2025:**

It was proposed by Councillor P Burrell, seconded by Councillor R Smith to approve the minutes of the meeting held on Monday 17<sup>th</sup> March 2025.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 3
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*Chair requested agenda item 13 to be moved for discussion*

It was proposed by Councillor R Smith, seconded by Councillor S Scott to suspend Standing Orders to allow the Chair of The Rail Lands Regeneration Trust to answer any questions the committee may have on this matter.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 3
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**FS13. 04/25 To discuss and recommend to Full Council CIL Application for Tetbury Trail:**

Tetbury Trail which sits under the umbrella of The Rail Lands Regeneration Trust have requested £5,000 of the Community Infrastructure Levy (CIL) to assist with resurfacing the second section of the Tetbury Trail. Due to the footfall within this area, the second section of the trail has become eroded exposing a mass of tree roots and thick mud when wet.

How many trees would be cut back? Unknown number, but it is not the intention to cut a lot of trees down.

How would you be covering the exposed roots? Limestone Chippings.

Which contractor would you be using? 3 quotations have been received, and it seems the contractor recommended by Gloucestershire County Council Highways is the preferred contractor.

It was proposed by Councillor K Painter, seconded by Councillor J Taylor that the CIL application is valid for Full Council to decide whether to approve the application and the funds to be transferred.

**FS05. 04/25 To note action points from previous meetings:**

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Police Museum – Meeting took place between CEO, Councillor Z Baker and Police Museum Curator, a further meeting has been arranged for 28<sup>th</sup> May – *June agenda item*. The opening of the Police Museum 6 days a week is an agenda item for Full Council – 28<sup>th</sup> April 2025

Building Working Group – EICR (Electrical Installation Condition Report) had been carried out on the building 02.04.25. Next meeting of the working group to be arranged

Information and Data Protection Policy – Agenda item 14

Civic Expenses – Following advice from GAPTC, write a policy outlining the items that are covered within Civic Expenses, this to be reviewed every Council term.

CIL Application from TRLRT – Full Council approved the CIL request, £5,936 transferred 25.03.25

Internal Auditor – Financial Regulations – agenda item 17, Audit plan regarding Internal Auditor recommendations to become a June agenda item

SLA between TTC and GAPTC – Agenda item 18

IT Provider – Agenda item 19

Website – Current provider requesting renewal fee to come out of the contract, Parish Online currently working on new website and should be up and running shortly.

**FS06. 04/25 To note year end budget to date and general reserves carried forward 2025/2026:**

On 1<sup>st</sup> April 2025, RBS Rialtas carried out the year-end shutdown on behalf of Tetbury Town Council. The General Reserves moving into 2025/2026 are £82,390, with 3-month contingency funds of £91,862. It was noted that the burial ground Earmarked Reserves which currently stands at £30,372 needs to become a Full Council agenda item to decide if these funds need to be included in the general reserves for 2026/2027.

**FS07. 04/25 To approve payments for April 2025 and estimated transfer of funds:**

It was noted that Tetbury Town Council payments for April amounted to £63,874.12, VIC payments for April amounted to £2,187.59, Credit Card payments amounted to £888.99. It was proposed by Councillor Z Baker, seconded by Councillor P Burrell to approve the April payments.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 3
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The CEO/RFO advised that 75% of the precept had been received and no transfer of funds was requested for the TTC payments. It was requested that a transfer of funds of £3,000 from the TTC Deposit account to the Visitor Information current account to cover the April payments as there is currently £567.99 in the account. It was proposed by Councillor P Burrell, seconded by Councillor M Baker to approve the transfer of £3,000 from the TTC Deposit account to the VIC current account.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 3
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**FS08. 04/25 To allocate two Councillors to sign off May 2025 invoices:**

Councillor S Scott and Councillor Z Baker will sign off the May invoices.

**FS09. 04/25 To note Income and Expenditure for Month 12:**

As of 31<sup>st</sup> March 2025, it was noted that TTC Current Account held £16,735.50, TTC Deposit Account £79,159.29, Contingency Funds £91,862.46, Police Museum £6,658, CIL and Buildings Maintenance £65,353.48. The Visitor Information Centre account held £186.14.

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**FS10. 04/25 To discuss insurance requirements for 2025-2026:**

The insurance policy renewal date 1<sup>st</sup> June 2025, Councillor J Taylor and CEO will meet with insurance broker shortly to go through the policy and to request that Cyber Attack cover is included in this year's policy. The committee have been requested, if they have any questions, to contact the CEO as soon as possible.

**FS11. 04/25 To discuss and recommend to Full Council Service Level Agreement between Tetbury Town Council and Tetbury Rail Land and Regeneration Trust for Railway Carriage, signal box, storage containers and the bar/portacabin:**

Committee would like to recommend that the agreement is to be reviewed annually and for The Rail Lands Regeneration Trust to restore the land should any of these items be removed.

**FS12. 04/25 To discuss and approve purchasing the remaining 6 sheds for the New Picket Harper Allotment Site:**

This is the final phase of the replacement of the original sheds on the New Picket Harper Allotment site. The sheds which have been requested by the Allotment Association are 6x4 Premium Shiplap Modular Apex Sheds. The cost for each shed is £430 and this will be taken from the S106 funds that Tetbury Town Council received in 2019. It was proposed by Councillor P Burrell, seconded by Councillor R Smith to approve the purchase of the 6 sheds at £430 each.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 3
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*FS13. 04/25 discussed after FS04. 04/25*

**FS14. 04/25 To discuss and recommend to Full Council Data Protection and Information Management Policy:**

It was proposed by Councillor P Burrell, seconded by Councillor M Baker to recommend the Data Protection and Information Policy to Full Council.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 3
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**FS15. 04/25 To discuss and recommend to Full Council Anti-Harassment and Bullying Policy:**

CEO/RFO advised that this policy sits within the Data Protection and Information Management Policy. It was proposed by Councillor J Taylor, seconded by Councillor Z Baker to recommend the Anti-Harassment and Bullying Policy to Full Council.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 3
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**FS16. 04/25 To discuss and recommend to Full Council at the Annual meeting of the Council – Standing Orders:**

It was noted at the Annual Meeting of the Council which took place in May 2024, that a Personnel committee would be set up, unfortunately this did not happen. It was discussed that when the Standing Orders is approved at the Annual Meeting of the Council that this is brought to the Councils attention and a remit for this committee will be brought to the Council in due course. CEO to contact other town councils to see if they have a personnel committee and to request a copy of their remit.

**MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE**  
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**FS17. 04/25 To discuss and recommend to Full Council at the Annual Meeting of the Council – Financial Regulations:**

Electronic payments – CEO/RFO to advise from the approved Financial Regulations in May 2024, how many Councillors are authorized to approve transactions on accounts.

**FS18. 04/25 To approve the Service Level Agreement (SLA) between Tetbury Town Council and Gloucestershire Association of Parish and Town Councils (GAPTC) for 2025-2026.**

It was proposed by Councillor Z Baker, seconded by Councillor P Burrell to approve the Service Level Agreement between Tetbury Town Council and Gloucestershire Association of Parish and Town Councils.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 3
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CEO advised that the TTC payments for April will be increased as the subscription of £1851.83 would need to be renewed.

**FS19. 04/25 To discuss and approve the IT provider for Tetbury Town Council:**

Councillor Scott advised this is on-going. CEO has requested that all laptops are hardwired due to technical issues that took place following recent Teams and Zoom meetings.

**FS20. 04/25 To discuss and recommend to Full Council at the Annual Meeting of the Council – Remit of Committees:**

3.37 Chair of the Climate working group requested that this working group reports to Full Council and not the Heritage, Environment and Community committee.

4.9 To look at removing within the Planning remit reviewing Tree Preservation Orders.

5.10 Emergency procedure and disaster plan, working group to be set up.

All working groups will not receive officers support.

**FS21. 04/25 Correspondence Received:**

None

**FS22. 04/25 Councillor Reports:**

Councillor S Scott – Thanked all members for their hard work and support during the year, still a long way to go but steadily making progress

Councillor J Taylor – Thanked Councillor S Scott for being chair

Councillor M Baker – Disappointed that certain Councillors do not attend meetings but sending emails whilst they are taking a break from Council business, need to check the rules on Councillors taking sabbaticals for various reasons and if they are allowed to comment on any council business during this time.

Councillor R Smith - Thanked Councillor S Scott for being chair.

Councillor P Burrell – Can the Dolphins Hall request CIL funding for the play area within the recreation ground?

Councillor K Painter – Thanked officers for making the Council offices accessible to all should a meeting take place, and another accessible building is not available.

**MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE**  
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**8AA. Tuesday 22<sup>nd</sup> April 2025 at 7pm**

**FS23. 04/25 Items for the next meeting:**

Budget

**FS24. 04/25 Date of next meeting:**

Monday 9<sup>th</sup> June 2025, 7pm

**FS25. 04/25 Exclusion of the Public and Press to allow discussion of confidential business:** It was proposed by Councillor Z Baker, seconded Councillor M 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 8.41pm

**FS26. 04/25 To discuss staffing matters:**

Following the completion of the EO passing the Certificate in Local Council Administration (CILCA) the EO salary will automatically increase by one SCP, this will take effect from April 2025.

Meeting closed 8.48pm

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

**Report to a Meeting of  
Tetbury Town Council's Finance and Scrutiny Committee  
Monday 9<sup>th</sup> June 2025, 7pm**

**PROGRESS AGAINST ACTIONS ARISING FROM PREVIOUS MEETINGS**

1. Purpose of Report  
To note the actions taken on previous decisions of the Committee.
2. Recommendation  
**That the Action Points be noted.**

Ref	ACTION	WHO	STATUS
<b>FS07. 06/24</b>	Meeting with Police Museum Curator	Cllrs Z Baker, CEO	Meeting to be arranged
<b>FS11. 11/24</b>	Building Working Group to be set up and meet on a monthly basis with an initial report being received at Full Council in March		Meeting to be arranged.
<b>TC11. 12/24</b>	Full Council approved Building Working Group remit	Cllrs S Sanderson, S Scott, P Coleman	Meeting took place. EICR completed 02.04.25
<b>FS05. 02/25</b>	Civic Expenses	CEO	To write a policy outlining the items that can be purchased through civic expenses, this to be reviewed every Council term.
<b>FS15. 03/25</b>	IT Provider – Councillor Scott to contact the 3 companies who have provided a quotation and to bring forward a recommendation	Cllr S Scott	Agenda item 20
<b>FS10. 04/25</b>	Insurance Requirements	CEO	Combined Insurance renewed 01/06.25.  Cyber Insurance started 05/25.
<b>FS12. 04/25</b>	Purchase 6 sheds for NPHAA	CEO	Sheds purchased and delivered to Hampton Street Allotment site

3. Financial Implications  
None arising directly from this item.
4. Legal Implications  
None arising directly from this item

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## Tetbury Town Council 2025-2026

### Bank - Cash and Investment Reconciliation as at 30 April 2025

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

30/04/2025	TTC Current Account	57,285.32
30/04/2025	TTC Deposit	356,235.72
30/04/2025	ttc fixed term deposit	91,937.96
30/04/2025	Lloyds Credit Card	0.00
30/04/2025	Police Museum & Courtroom	6,022.48
30/04/2025	TIC 00734002	1,473.09
31/03/2025	Petty Cash Tin VIC	1.10
30/04/2025	CIL & Buildings Maintenance	60,407.20

**573,362.87**

##### Unpresented Payments

**32,100.00**

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**541,262.87**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

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**541,262.87**

##### All Cash & Bank Accounts

1	TTC - Current Account	25,185.32
2	TTC - Deposit Account	356,235.72
3	TTC Contingency	91,937.96
4	Credit Card Account	0.00
5	Police Museum	6,022.48
6	VIC - Current Account	1,473.09
7	Petty Cash VIC	1.10
8	CIL & Building Maintenance	60,407.20
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>541,262.87</b>

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
321 EMR CIL	8,332.78	16,120.77	24,453.55
325 EMR - New Burial Ground	30,372.06		30,372.06
330 EMR - Contingency	91,862.46		91,862.46
340 EMR - Van Purchase	1,008.09		1,008.09
350 EMR - Building	49,810.96	-755.66	49,055.30
	<u>181,386.35</u>	<u>15,365.11</u>	<u>196,751.46</u>

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Tetbury Town Council 2025-2026

Bank - Cash and Investment Reconciliation as at 31 May 2025

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<u>Confirmed Bank &amp; Investment Balances</u>		
<u>Bank Statement Balances</u>		
31/05/2025	TTC Current Account	27,967.05
31/05/2025	TTC Deposit	349,136.52
31/05/2025	ttc fixed term deposit	92,000.93
31/05/2025	Lloyds Credit Card	0.00
31/05/2025	Police Museum & Courtroom	11,040.38
31/05/2025	TIC 00734002	2,109.23
31/05/2025	Petty Cash Tin VIC	0.00
31/05/2025	CIL & Buildings Maintenance	60,450.90
		542,705.01
<u>Receipts not on Bank Statement</u>		
		0.00
Closing Balance		<u>542,705.01</u>
<u>All Cash &amp; Bank Accounts</u>		
1	TTC - Current Account	27,967.05
2	TTC - Deposit Account	349,136.52
3	TTC Contingency	92,000.93
4	Credit Card Account	0.00
5	Police Museum	11,040.38
6	VIC - Current Account	2,109.23
7	Petty Cash VIC	1.10
8	CIL & Building Maintenance	60,450.90
	Other Cash & Bank Balances	<u>0.00</u>
	Total Cash & Bank Balances	<u>542,706.11</u>

## TTC MONTHLY FINANCIAL SUMMARY

<b>ACTUAL</b>	<b>TTC Bank Summary @ 31st May 2025</b>		<b>Note</b>
	Tetbury Town Council Current Account	£27,967.05	
	TTC Deposit Account	£349,136.52	
	Police Museum	£11,040.38	
	CIL & Buildings Maintenance	£60,450.90	
	3 month Fixed Rate Account	£92,000.93	
	<b>TOTAL</b>	<b>£540,595.78</b>	
	<b>Committed Costs</b>		<b>Note</b>
	General Reserve @ 3 Months Routine Expenditure	£92,000.93	
	New Burial Ground EMR	£30,372.06	
CIL & Buildings Maintenance	£60,450.90		
Van Purchase	£1,008.09		
<b>Total</b>	<b>£183,831.98</b>		
<b>Current Working Capital B5-B15</b>		<b>£356,763.80</b>	

<b>FORECAST</b>	<b>Monthly Forecast of Outturn (FOO)</b>	<b>Forecast Income</b>	<b>Routine Expenditure</b>	<b>Project Expenditure</b>	<b>Comment</b>
	June	£575.00	£35,000.00	£0.00	
	July	£575.00	£35,000.00	£0.00	
	August	£575.00	£35,000.00	£0.00	
	September	£121,742.00	£35,000.00	£0.00	25% precept income
	October	£575.00	£35,000.00	£0.00	
	November	£575.00	£35,000.00	£0.00	
	December	£575.00	£35,000.00	£0.00	
	January	£575.00	£35,000.00	£0.00	
	February	£575.00	£35,000.00	£0.00	
	March	£575.00	£35,000.00	£0.00	
	<b>Total</b>	<b>£126,917.00</b>	<b>£350,000.00</b>	<b>£0.00</b>	
	<b>Year End FOO (Free Reserve)</b>		<b>£133,680.80</b>		

## VIC MONTHLY FINANCIAL SUMMARY

ACTUAL	<b>VIC Bank Summary @ 31st May 2025</b>		<b>Note</b>
	VIC Current Account	£2,109.23	
	<b>TOTAL</b>	<b>£2,109.23</b>	
	<b>Committed Costs</b>		<b>Note</b>
	<b>Total</b>	<b>£0.00</b>	
	<b>Current Working Capital B5-B15</b>		<b>£2,109.23</b>

FORECAST	<b>Monthly Forecast of Outturn (FOO)</b>	<b>Forecast Income</b>	<b>Routine Expenditure</b>	<b>Project Expenditure</b>	<b>Comment</b>
	June		£2,000.00	£0.00	
	July		£3,500.00	£0.00	
	August		£2,000.00	£0.00	
	September		£2,000.00	£0.00	
	October		£3,500.00	£0.00	
	November		£2,000.00	£0.00	
	December		£2,000.00	£0.00	
	January		£3,500.00	£0.00	
	February		£2,000.00	£0.00	
	March		£2,000.00	£0.00	
	<b>Total</b>	<b>£0.00</b>	<b>£24,500.00</b>	<b>£0.00</b>	
	<b>Year End FOO (Free Reserve)</b>		<b>-£22,390.77</b>		

## Receipts for Month 2

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Cashback	Banked: 29/04/2025	1.30						
Cashback	Lux Rewards		1.30		1900	90	1.30	Cashback
Credit	Banked: 01/05/2025	5.24						
Credit	Lloyds Bank		5.24		1900	90	4.66	Cashback Credit
					1900	90	0.58	Cashback Credit
	Banked: 09/05/2025	907.61						
907.61	TTC - Current Account	907.61			200		907.61	Top-up
Total Receipts for Month		914.15	0.00	0.00			914.15	
Cashbook Totals		<u>914.15</u>	<u>0.00</u>	<u>0.00</u>			<u>914.15</u>	

## Payments for Month 2

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/04/2025	Amazon	BACS	3.89		0.65	4400	110	3.24	Finger guards
01/04/2025	Amazon	BACS	12.52		2.09	4980	200	10.43	A3 File Holder
01/04/2025	Amazon Business	BACS	12.98		2.16	4980	200	10.82	A5 literature holder
02/04/2025	Tesco	BACS	15.34			4130	100	15.34	Refreshments, Bleach
07/04/2025	Tesco	BACS	13.40			4130	100	13.40	Refreshments, Dishwasher
07/04/2025	Amazon Business	BACS	34.66		5.79	4316	135	28.87	PVA Glue - Easter Crafts
07/04/2025	Amazon	BACS	18.99		3.17	4316	135	15.82	Safety Scissors - Easter Craft
07/04/2025	Amazon	BACS	11.87		1.98	4316	135	9.89	Paint pens - easter crafts
07/04/2025	Amazon	BACS	22.02		3.68	4316	135	18.34	Craft kits - Easter
07/04/2025	Amazon	BACS	4.98		0.83	4316	135	4.15	Easter Foam Stickers
07/04/2025	Amazon	BACS	4.99		0.83	4316	135	4.16	Easter scratch crafts
07/04/2025	Adobe	BACS	19.97			4190	100	19.97	Monthly subscription
08/04/2025	Amazon Business	BACS	19.23		3.21	4316	135	16.02	Crown party hats - craft day
10/04/2025	Tesco	BACS	1.45			4130	100	1.45	Refreshments
10/04/2025	Tesco	BACS	71.53		11.92	4410	110	59.61	51.13l Van Fuel
14/04/2025	Tesco	BACS	19.73			4316	135	19.73	Craft Afternoon Refreshments
15/04/2025	Amazon Business	BACS	167.05		27.84	4420	110	139.21	Grounds Team - trousers
16/04/2025	Screwfix	BACS	29.99			4420	110	29.99	Safety Boots (DT)
16/04/2025	Amazon EU	BACS	15.89		2.65	4980	200	13.24	Brochure Holder - VIC
16/04/2025	Amazon Business	BACS	20.97		3.49	4980	200	10.82	File Holder
16/04/2025	Amazon Business	BACS	32.29			4470	110	6.66	VE Flag
16/04/2025	Amazon Business	BACS	32.29		5.38	4420	110	26.91	Fleece jacket Grounds Team
22/04/2025	Workwear Express	BACS	192.78		32.13	4420	110	160.65	Sweaters, T-Shirts, Polo Shirt
24/04/2025	Tesco	BACS	3.60			4130	100	3.60	x2 Polish
24/04/2025	Tesco	BACS	10.00			4130	100	10.00	Storage box with lid
24/04/2025	Tesco	BACS	42.07			4410	110	42.07	Mower fuel
27/04/2025	Canva	BACS	13.00			4190	100	13.00	Subscription - Visual suite
27/04/2025	Amazon Business	BACS	27.96		4.66	4400	110	23.30	Strimmer Cord
27/04/2025	Amazon Business	BACS	6.00		1.00	4130	100	5.00	Hand wash
28/04/2025	Screwfix	BACS	37.99			4420	110	37.99	Safety boots
28/04/2025	Tesco	BACS	11.80			4130	100	11.80	Refreshments
29/04/2025	Amazon Business	BACS	13.46		2.23	4130	100	11.23	Screen wipes, A4 index tabs
30/04/2025	Coop	BACS	1.75			4130	100	1.75	Refreshment
Total Payments for Month			914.15	0.00	115.69			798.46	
Balance Carried Fwd			0.00						
Cashbook Totals			914.15	0.00	115.69			798.46	

## Receipts for Month 2

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	6,022.48					6,022.48	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
	Cashbook Totals	<u>6,022.48</u>	<u>0.00</u>	<u>0.00</u>			<u>6,022.48</u>	

## Payments for Month 2

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
23/05/2025	Elizabeth Roper	BACS	947.85			4483	115	947.85	Ks2 workshop & Materials
23/05/2025	We Design Maps	BACS	172.80			4141	115	172.80	Stroud Map Advert 1st payment
23/05/2025	Maria Marsh	BACS	168.95			4482	115	168.95	Office Chair - John Lewis
Total Payments for Month			1,289.60	0.00	0.00			1,289.60	
Balance Carried Fwd			4,732.88						
Cashbook Totals			<u>6,022.48</u>	0.00	0.00			<u>6,022.48</u>	

## Receipts for Month 2

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	25,185.32					25,185.32	
CIL Tesco Banked: 08/05/2025		21,120.77						
CIL Tesco Cotswold District Council		21,120.77			1078	90	21,120.77	CIL - 21/00549/FUL Tesco
					321		21,120.77	CIL - 21/00549/FUL Tesco
					6001	90	-21,120.77	CIL - 21/00549/FUL Tesco
Total Receipts for Month		21,120.77	0.00	0.00			21,120.77	
Cashbook Totals		<u>46,306.09</u>	<u>0.00</u>	<u>0.00</u>			<u>46,306.09</u>	

## Payments for Month 2

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/05/2025	Cotswold District Council	DD	738.00			4070	100	738.00	May Business Rates
07/05/2025	Parish Online	BACS	504.00		84.00	4190	100	420.00	Website design
09/05/2025	Credit Card Account	907.61	907.61			230		907.61	Top-up
14/05/2025	Mrs A Cordwell	BACS	12.35			4002	100	12.35	Flowers - AP Leaving
15/05/2025	Nest Pension	DD	231.21			4001	100	231.21	April NEST pension
22/05/2025	Tesco	DD	13.71			4080	100	13.71	Wellbeing Mobile Charges
23/05/2025	Eagle Plant	BACS	16.20		2.70	4400	110	13.50	Strimmer cord
23/05/2025	Victoria Bolwell	BACS	4.50			4002	100	4.50	Highways mtg mileage
23/05/2025	Jireh Solutions Ltd	BACS	627.90		104.65	4190	100	523.25	Monthly IT support
23/05/2025	Dolphins Hall	BACS	45.00		7.50	4316	135	37.50	Craft activity hall hire 14.04
23/05/2025	kent county council	BACS	168.24		28.04	4190	100	140.20	May - Aug photocopier rent
23/05/2025	SureTeam Limited	BACS	120.00		20.00	4175	100	100.00	Monthly H&S Contract
23/05/2025	Eagle Plant	BACS	40.80		6.80	4420	110	1.50	Gloves
						4400	110	32.50	Postmix
23/05/2025	GLC & R Williams	BACS	111.22		18.54	4400	110	92.68	Welding mower handle, wood
23/05/2025	Tetbury Advertiser	BACS	1,612.80		268.80	4140	100	1,344.00	Annual Report x8 pages
23/05/2025	Ratcliffe & Son	BACS	42.00		7.00	4400	110	35.00	Brushcutter Guard
23/05/2025	Shred It	BACS	128.02		21.34	4130	100	106.68	Shredding Services
23/05/2025	KP Gardens Glos Ltd	BACS	408.79		68.13	4430	110	340.66	x2 April Railway Cuts
23/05/2025	South West Councils	BACS	145.20		24.20	4060	100	121.00	Managing Absence 02/04 TN
23/05/2025	Tetbury In Bloom	BACS	234.00			4440	110	234.00	6 hanging baskets TTC
23/05/2025	Tetbury In Bloom	BACS	1,000.00			4440	110	1,000.00	Bedding & Perennial plants
23/05/2025	Tara Niblett	BACS	35.15			4002	100	35.15	Highways Meeting
23/05/2025	Circle.cloud Communications	DD	249.43		41.57	4080	100	207.86	Telephone charges
23/05/2025	Shred It	BACS	127.46		21.24	4130	100	106.22	Shredding Charges
23/05/2025	Glos Playing Field Association	BACS	285.00			4060	100	285.00	AB/RB/DT Playground Inspection
23/05/2025	GCC - Pensions	BACS	3,781.21			4001	100	3,781.21	May Pensions
23/05/2025	Connect Electrical & AV Ltd	BACS	1,188.00		198.00	4470	110	990.00	Beacon PA & Lighting
23/05/2025	Corinium Event First Aid	BACS	69.30			4470	110	69.30	Beacon Event - First Aid
23/05/2025	HM Revenue & Tax	BACS	2,663.95			4000	100	2,663.95	May NI & Tax
23/05/2025	Victoria Bolwell	BACS	6.30			4002	100	6.30	Fuel Tetbury-Malmesbury
28/05/2025	Salaries	BACS	14,504.64			4000	100	14,504.64	May salaries
Total Payments for Month			30,021.99	0.00	922.51			29,099.48	
Balance Carried Fwd			16,284.10						
Cashbook Totals			46,306.09	0.00	922.51			45,383.58	

## Receipts for Month 2

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,473.09					1,473.09	
	Banked:	0.00						
			0.00				0.00	
<hr/>								
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Balance Carried Fwd	595.29						
	Cashbook Totals	<u>2,068.38</u>	<u>0.00</u>	<u>0.00</u>			<u>2,068.38</u>	

## Payments for Month 2

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
20/05/2025	Lloyds Bank	BACS	8.50			4801	200	8.50	Banking charges
23/05/2025	Atmosphere	BACS	59.10			4810	200	59.10	Postcards
23/05/2025	National Express	BACS	22.80			4900	200	22.80	Transport ticket
23/05/2025	TRLRT	BACS	29.34			4935	200	29.34	Various tickets
23/05/2025	Sophie Learmont	BACS	25.20			4885	200	25.20	Bee Flower Bowls
23/05/2025	HM Revenue & Tax	BACS	498.50			4940	200	498.50	May Tax + NI
28/05/2025	Salaries	BACS	1,424.94			4940	200	1,424.94	May Salaries
Total Payments for Month			2,068.38	0.00	0.00			2,068.38	
Cashbook Totals			<u>2,068.38</u>	<u>0.00</u>	<u>0.00</u>			<u>2,068.38</u>	

## Receipts for Month 3

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
			0.00				0.00	
<hr/>								
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Balance Carried Fwd	502.13						
	Cashbook Totals	<u>502.13</u>	<u>0.00</u>	<u>0.00</u>			<u>502.13</u>	

## Payments for Month 3

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/05/2025	Tesco	BACS	47.75		7.96	4410	110	39.79	34.13l Diesel
09/05/2025	Tesco	BACS	47.00		7.83	4410	110	39.17	35.1 litre unleaded
12/05/2025	Waitrose & Partners	BACS	20.25			4002	100	20.25	APayne leaving gift
12/05/2025	Waitrose & Partners	BACS	19.00			4002	100	19.00	APayne Leaving gift
14/05/2025	The Gilbertine Kitchen	BACS	25.50			4002	100	25.50	CDC meeting
15/05/2025	The Olive Tree	BACS	22.50			4002	100	22.50	Clerks networking meeting
22/05/2025	Briant Tyre & Exhaust Services	BACS	180.00		30.00	4220	100	150.00	x2 Tyres, Valve, Balance
23/05/2025	Tesco	BACS	72.01		12.00	4410	110	60.01	51.47l Diesel
27/05/2025	Canva	BACS	13.00			4160	100	13.00	Subscription charges
28/05/2025	Tesco	BACS	7.04			4130	100	7.04	Refreshments
30/05/2025	Tesco	BACS	2.70			4130	100	2.70	Cleaning product
30/05/2025	Tesco	BACS	45.38		7.56	4410	110	37.82	33.89l Unleaded
Total Payments for Month			502.13	0.00	65.35			436.78	
Cashbook Totals			502.13	0.00	65.35			436.78	

## Receipts for Month 3

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	11,040.38					11,040.38	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
	Cashbook Totals	<u>11,040.38</u>	<u>0.00</u>	<u>0.00</u>			<u>11,040.38</u>	

## Payments for Month 3

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
13/06/2025	Elizabeth Roper	BACS	400.00			4483	115	400.00	Materials, Props, worksheets
13/06/2025	Newhall Publishing Limited	BACS	240.00		40.00	4141	115	200.00	1/2 Beaufort Polo Club Annual
13/06/2025	Maria Marsh	BACS	1,187.50			4480	115	1,187.50	April - June Honorarium
Total Payments for Month			1,827.50	0.00	40.00			1,787.50	
Balance Carried Fwd			9,212.88						
Cashbook Totals			11,040.38	0.00	40.00			11,000.38	

## Receipts for Month 3

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	27,967.05					27,967.05	
	Banked:	0.00						
			0.00				0.00	
<hr/>								
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Balance Carried Fwd	12,392.16						
	Cashbook Totals	<u>40,359.21</u>	<u>0.00</u>	<u>0.00</u>			<u>40,359.21</u>	

## Payments for Month 3

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
27/02/2025	Proactive Business Supplies	BACS	-30.10		-5.02	4130	100	-25.08	Credit Note Received
03/06/2025	Cotswold District Council	DD	738.00			4070	100	738.00	June Business Rates
13/06/2025	GCC - Pensions	BACS	3,760.25			4001	100	3,760.25	June pensions
13/06/2025	HM Revenue & Tax	BACS	2,654.68			4000	100	2,654.68	June NI & Tax
13/06/2025	Jireh Solutions Ltd	BACS	627.90		104.65	4190	100	523.25	Monthly IT support
13/06/2025	Water Plus	BACS	58.77		2.91	4475	110	55.86	Highfield Allotment charges
13/06/2025	Tetbury Hardware Store	BACS	13.39		2.23	4400	110	11.16	Bags, Lightbulb
13/06/2025	SureTeam Limited	BACS	120.00		20.00	4175	100	100.00	June H&S Contract
13/06/2025	Gallagher Insurance	BACS	551.04			4120	100	551.04	Cyber Package Insurance
13/06/2025	kent county council	BACS	7.25		1.21	4190	100	6.04	139 colour, 1378 Mono copies
13/06/2025	Gallagher Insurance	BACS	6,145.10			4120	100	6,145.10	Commercial Insurance
13/06/2025	Topping Van Gerwen	BACS	1,740.00		290.00	4170	100	1,450.00	Payroll Services
13/06/2025	Proactive Business Supplies	BACS	60.00		10.00	4130	100	50.00	Archive boxes
20/06/2025	Public works loan board	DD	9,819.09			4290	100	9,819.09	Loan Payment
27/06/2025	Salaries	BACS	14,093.84			4000	100	14,093.84	June salaries
Total Payments for Month			40,359.21	0.00	425.98			39,933.23	
Cashbook Totals			40,359.21	0.00	425.98			39,933.23	

## Receipts for Month 3

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	2,109.23					2,109.23	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd	747.99						
	Cashbook Totals	<u>2,857.22</u>	<u>0.00</u>	<u>0.00</u>			<u>2,857.22</u>	

## Payments for Month 3

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
13/06/2025	HM Revenue & Tax	BACS	498.50			4940	200	498.50	June Tax & NI
13/06/2025	National Express	BACS	175.08			4900	200	175.08	Various ticket sales
13/06/2025	Koodooweb Technologies Ltd	BACS	648.00		108.00	4870	200	540.00	Visit Tetbury website
13/06/2025	Sophie Learmont	BACS	65.70			4885	200	65.70	Local crafts
13/06/2025	Hookshouse Pottery (C White)	BACS	39.60			4885	200	39.60	x2 mugs
13/06/2025	Tetbury Linocut	BACS	5.40			4825	200	5.40	Cards
27/06/2025	Salaries	BACS	1,424.94			4940	200	1,424.94	June Salaries
Total Payments for Month			2,857.22	0.00	108.00			2,749.22	
Cashbook Totals			2,857.22	0.00	108.00			2,749.22	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>90</u> <u>TTC Income</u>							
1076 Precept	363,502	484,669	121,167			75.0%	
1090 Interest Received	206	0	(206)			0.0%	
1092 Telephone Monthly Credit	390	0	(390)			0.0%	
1110 Burials	200	0	(200)			0.0%	
1120 Flat Rent	575	6,900	6,325			8.3%	
1200 Grants Received	0	7,164	7,164			0.0%	
1900 Miscellaneous Income	265	0	(265)			0.0%	
TTC Income :- Income	<u>365,138</u>	<u>498,733</u>	<u>133,595</u>			73.2%	0
Net Income	<u>365,138</u>	<u>498,733</u>	<u>133,595</u>				
<u>100</u> <u>TTC Administration</u>							
4000 TTC Admin. Staff	18,022	252,400	234,378		234,378	7.1%	
4001 TTC Pensions	3,882	36,900	33,018		33,018	10.5%	
4002 TTC Staff Expenses	6	2,500	2,494		2,494	0.2%	
4030 Power of Gen. Competence	0	400	400		400	0.0%	
4060 Training Costs	896	6,500	5,604		5,604	13.8%	
4062 Election Costs	0	19,200	19,200		19,200	0.0%	
4063 CIL Grant Expenditure	5,000	0	(5,000)		(5,000)	0.0%	5,000
4070 Business Rates	739	8,487	7,748		7,748	8.7%	
4080 Telephone	762	2,350	1,588		1,588	32.4%	
4085 Allotment Exp (Yr 6 of 10)	2,150	2,500	350		350	86.0%	
4090 Utilities	790	7,500	6,710		6,710	10.5%	
4120 Insurance	2,526	7,000	4,474		4,474	36.1%	
4130 Office Supplies	138	1,750	1,612		1,612	7.9%	
4140 Publicity	168	2,000	1,832		1,832	8.4%	
4160 Subscriptions	2,861	3,200	339		339	89.4%	
4170 Audit/ Professional Fees	1,474	5,000	3,526		3,526	29.5%	
4175 Health & Safety Monthly Contra	100	1,500	1,400		1,400	6.7%	
4180 Legal Fees	0	5,000	5,000		5,000	0.0%	
4190 IT	3,282	15,000	11,718		11,718	21.9%	
4200 Member's Expenses	0	1,000	1,000		1,000	0.0%	
4210 Civic Expenses	0	800	800		800	0.0%	
4220 Vehicle Costs & Repairs	0	3,520	3,520		3,520	0.0%	
4230 Vehicle Tax/Insurance	0	1,100	1,100		1,100	0.0%	
4240 Building Repairs/Maintenance	756	0	(756)		(756)	0.0%	756
4265 D. Hall Grounds Maintenance	0	2,500	2,500		2,500	0.0%	
4290 PWLB Loan	0	19,639	19,639		19,639	0.0%	
4492 Bank charges	9	0	(9)		(9)	0.0%	
4996 Grant Expenditure	186	0	(186)		(186)	0.0%	
TTC Administration :- Indirect Expenditure	<u>43,747</u>	<u>407,746</u>	<u>363,999</u>	0	<u>363,999</u>	10.7%	5,756
Net Expenditure	<u>(43,747)</u>	<u>(407,746)</u>	<u>(363,999)</u>				
6000 plus Transfer from EMR	5,756	0	(5,756)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>(37,992)</u>	<u>(407,746)</u>	<u>(369,754)</u>				
<u>110 Heritage &amp; Environment</u>							
4095 St Saviours Water	0	115	115		115	0.0%	
4400 Equipment & Repairs	79	3,500	3,421		3,421	2.3%	
4410 Fuel	0	2,000	2,000		2,000	0.0%	
4420 Clothing	0	660	660		660	0.0%	
4430 Open Spaces	10	6,050	6,040		6,040	0.2%	
4435 Trees / Tree Work	0	10,000	10,000		10,000	0.0%	
4440 Planting	0	1,819	1,819		1,819	0.0%	
4451 Christmas	0	1,000	1,000		1,000	0.0%	
4460 Playground Inspection & Repair	368	2,000	1,632		1,632	18.4%	
4470 Projects	252	4,500	4,248		4,248	5.6%	
4471 Awards	0	500	500		500	0.0%	
4476 Town Centre	0	3,000	3,000		3,000	0.0%	
Heritage & Environment :- Indirect Expenditure	<u>710</u>	<u>35,144</u>	<u>34,434</u>	<u>0</u>	<u>34,434</u>	<u>2.0%</u>	<u>0</u>
Net Expenditure	<u>(710)</u>	<u>(35,144)</u>	<u>(34,434)</u>				
<u>115 Police Museum</u>							
1130 Police Museum Donations	9	0	(9)			0.0%	
1900 Miscellaneous Income	0	0	(0)			0.0%	
Police Museum :- Income	<u>9</u>	<u>0</u>	<u>(9)</u>				<u>0</u>
4061 PM Training and Expenses	0	400	400		400	0.0%	
4120 Insurance	627	0	(627)		(627)	0.0%	
4121 Police Museum Insurance	0	750	750		750	0.0%	
4141 Police Museum Marketing	0	850	850		850	0.0%	
4161 Police Museum Memberships	0	100	100		100	0.0%	
4480 Police Museum Staff Costs	0	4,750	4,750		4,750	0.0%	
4481 Police Museum Collections Care	0	1,000	1,000		1,000	0.0%	
4482 PM Training and Expenses	0	400	400		400	0.0%	
4491 Bank Charges	17	0	(17)		(17)	0.0%	
Police Museum :- Indirect Expenditure	<u>644</u>	<u>8,250</u>	<u>7,606</u>	<u>0</u>	<u>7,606</u>	<u>7.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(636)</u>	<u>(8,250)</u>	<u>(7,614)</u>				
<u>135 Health, Wellbeing &amp; Youth</u>							
4310 Current Youth Services	29,600	29,600	0		0	100.0%	
4315 Emergency Fund	0	600	600		600	0.0%	
4316 Holiday Youth Provision	2,550	5,000	2,450		2,450	51.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4317 Organisation Grants	0	3,000	3,000		3,000	0.0%	
Health, Wellbeing & Youth :- Indirect Expenditure	32,150	38,200	6,050	0	6,050	84.2%	0
Net Expenditure	<u>(32,150)</u>	<u>(38,200)</u>	<u>(6,050)</u>				
<u>140 Community Projects</u>							
1150 Community Fridge Grant	0	1,000	1,000			0.0%	
Community Projects :- Income	0	1,000	1,000			0.0%	0
Net Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>				
<u>150 Potential Projects for next ye</u>							
4085 Allotment Exp (Yr 6 of 10)	0	2,500	2,500		2,500	0.0%	
Potential Projects for next ye :- Indirect Expenditure	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	<u>0</u>	<u>(2,500)</u>	<u>(2,500)</u>				
<u>200 Visitor Information Centre</u>							
1805 Maps	127	1,200	1,073			10.6%	
1830 Ticket Sales Nat. Express Inc	24	300	276			8.0%	
1840 Ticket Sales Goods Shed	32	300	268			10.8%	
1862 Cards/Notelets and Postcards	32	450	418			7.2%	
1865 Postage and Packaging	0	200	200			0.0%	
1870 Walks & Cycles	24	500	476			4.8%	
1872 Tea Towels	68	1,000	932			6.8%	
1875 Gifts & Souvenirs	121	750	629			16.1%	
1880 Books and Guides	65	250	185			26.0%	
1882 Local Crafts	28	0	(28)			0.0%	
1885 Calendars	8	50	43			15.0%	
1900 Miscellaneous Income	142	0	(142)			0.0%	
Visitor Information Centre :- Income	671	5,000	4,329			13.4%	0
4801 Banking charges	9	0	(9)		(9)	0.0%	
Visitor Information Centre :- Direct Expenditure	9	0	(9)	0	(9)		0
4070 Business Rates	142	0	(142)		(142)	0.0%	
4090 Utilities	181	0	(181)		(181)	0.0%	
4800 Maps	80	2,000	1,921		1,921	4.0%	
4830 Books - Heritage	43	0	(43)		(43)	0.0%	
4835 Tea Towels	0	750	750		750	0.0%	
4840 Calendars	0	100	100		100	0.0%	
4845 Gifts & Souvenirs	0	2,000	2,000		2,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 01/04/2025

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4870 Website	0	470	470		470	0.0%	
4900 Ticket Sales Nat. Express	0	250	250		250	0.0%	
4940 VIC Staff Costs	1,923	24,100	22,177		22,177	8.0%	
4961 Square Automatic Charges	6	500	494		494	1.3%	
4970 VIC Repairs/IT	0	1,000	1,000		1,000	0.0%	
4980 VIC Stationery/Miscellaneous	57	350	293		293	16.2%	
Visitor Information Centre :- Indirect Expenditure	2,432	31,520	29,088	0	29,088	7.7%	0
Net Income over Expenditure	<u>(1,770)</u>	<u>(26,520)</u>	<u>(24,750)</u>				
Grand Totals:- Income	365,817	504,733	138,916			72.5%	
Expenditure	79,691	523,360	443,669	0	443,669	15.2%	
Net Income over Expenditure	<u>286,126</u>	<u>(18,627)</u>	<u>(304,753)</u>				
plus Transfer from EMR	5,756	0	(5,756)				
Movement to/(from) Gen Reserve	<u>291,882</u>	<u>(18,627)</u>	<u>(310,509)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>90</u> <u>TTC Income</u>							
1076 Precept	363,502	484,669	121,167			75.0%	
1078 CIL Income	21,121	0	(21,121)			0.0%	21,121
1090 Interest Received	3,070	0	(3,070)			0.0%	
1092 Telephone Monthly Credit	780	0	(780)			0.0%	
1110 Burials	1,520	0	(1,520)			0.0%	
1120 Flat Rent	1,150	6,900	5,750			16.7%	
1200 Grants Received	3,500	7,164	3,664			48.9%	
1900 Miscellaneous Income	273	0	(273)			0.0%	
	<u>394,916</u>	<u>498,733</u>	<u>103,817</u>			<u>79.2%</u>	<u>21,121</u>
TTC Income :- Income							
	<u>394,916</u>	<u>498,733</u>	<u>103,817</u>				
Net Income							
6001 less Transfer to EMR	21,121	0	(21,121)				
	<u>373,795</u>	<u>498,733</u>	<u>124,938</u>				
Movement to/(from) Gen Reserve							
<u>100</u> <u>TTC Administration</u>							
4000 TTC Admin. Staff	35,190	252,400	217,210		217,210	13.9%	
4001 TTC Pensions	7,895	36,900	29,005		29,005	21.4%	
4002 TTC Staff Expenses	64	2,500	2,436		2,436	2.6%	
4030 Power of Gen. Competence	0	400	400		400	0.0%	
4060 Training Costs	1,302	6,500	5,198		5,198	20.0%	
4062 Election Costs	0	19,200	19,200		19,200	0.0%	
4063 CIL Grant Expenditure	5,000	0	(5,000)		(5,000)	0.0%	5,000
4070 Business Rates	1,477	8,487	7,010		7,010	17.4%	
4080 Telephone	1,016	2,350	1,334		1,334	43.2%	
4085 Allotment Exp (Yr 6 of 10)	2,150	2,500	350		350	86.0%	
4090 Utilities	1,236	7,500	6,264		6,264	16.5%	
4120 Insurance	2,526	7,000	4,474		4,474	36.1%	
4130 Office Supplies	425	1,750	1,325		1,325	24.3%	
4140 Publicity	1,512	2,000	488		488	75.6%	
4160 Subscriptions	2,861	3,200	339		339	89.4%	
4170 Audit/ Professional Fees	1,474	5,000	3,526		3,526	29.5%	
4175 Health & Safety Monthly Contra	200	1,500	1,300		1,300	13.3%	
4180 Legal Fees	0	5,000	5,000		5,000	0.0%	
4190 IT	4,399	15,000	10,601		10,601	29.3%	
4200 Member's Expenses	0	1,000	1,000		1,000	0.0%	
4210 Civic Expenses	0	800	800		800	0.0%	
4220 Vehicle Costs & Repairs	0	3,520	3,520		3,520	0.0%	
4230 Vehicle Tax/Insurance	0	1,100	1,100		1,100	0.0%	
4240 Building Repairs/Maintenance	756	0	(756)		(756)	0.0%	756

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4265 D. Hall Grounds Maintenance	0	2,500	2,500		2,500	0.0%	
4290 PWLB Loan	0	19,639	19,639		19,639	0.0%	
4492 Bank charges	17	0	(17)		(17)	0.0%	
4996 Grant Expenditure	186	0	(186)		(186)	0.0%	
<b>TTC Administration :- Indirect Expenditure</b>	<b>69,686</b>	<b>407,746</b>	<b>338,060</b>	<b>0</b>	<b>338,060</b>	<b>17.1%</b>	<b>5,756</b>
<b>Net Expenditure</b>	<b>(69,686)</b>	<b>(407,746)</b>	<b>(338,060)</b>				
6000 plus Transfer from EMR	5,756	0	(5,756)				
<b>Movement to/(from) Gen Reserve</b>	<b>(63,930)</b>	<b>(407,746)</b>	<b>(343,816)</b>				
<b>110 HEC</b>							
1804 Highfield Allotment Income	45	0	(45)			0.0%	
<b>HEC :- Income</b>	<b>45</b>	<b>0</b>	<b>(45)</b>				<b>0</b>
4095 St Saviours Water	0	115	115		115	0.0%	
4400 Equipment & Repairs	280	3,500	3,220		3,220	8.0%	
4410 Fuel	102	2,000	1,898		1,898	5.1%	
4420 Clothing	396	660	264		264	60.0%	
4430 Open Spaces	351	6,050	5,699		5,699	5.8%	
4435 Trees / Tree Work	0	10,000	10,000		10,000	0.0%	
4440 Planting	1,234	1,819	585		585	67.8%	
4451 Christmas	0	1,000	1,000		1,000	0.0%	
4460 Playground Inspection & Repair	368	2,000	1,632		1,632	18.4%	
4470 Projects	1,318	4,500	3,182		3,182	29.3%	
4471 Awards	0	500	500		500	0.0%	
4476 Town Centre	0	3,000	3,000		3,000	0.0%	
<b>HEC :- Indirect Expenditure</b>	<b>4,048</b>	<b>35,144</b>	<b>31,096</b>	<b>0</b>	<b>31,096</b>	<b>11.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,003)</b>	<b>(35,144)</b>	<b>(31,141)</b>				
<b>115 Police Museum</b>							
1130 Police Museum Donations	9	0	(9)			0.0%	
1900 Miscellaneous Income	0	0	(0)			0.0%	
<b>Police Museum :- Income</b>	<b>9</b>	<b>0</b>	<b>(9)</b>				<b>0</b>
4061 PM Training and Expenses	0	400	400		400	0.0%	
4120 Insurance	627	0	(627)		(627)	0.0%	
4121 Police Museum Insurance	0	750	750		750	0.0%	
4141 Police Museum Marketing	173	850	677		677	20.3%	
4161 Police Museum Memberships	0	100	100		100	0.0%	
4480 Police Museum Staff Costs	0	4,750	4,750		4,750	0.0%	

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## Detailed Income &amp; Expenditure by Budget Heading 01/05/2025

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4481 Police Museum Collections Care	0	1,000	1,000		1,000	0.0%	
4482 PM Training and Expenses	169	400	231		231	42.2%	
4483 Police Museum Education	948	0	(948)		(948)	0.0%	
4491 Bank Charges	26	0	(26)		(26)	0.0%	
<b>Police Museum :- Indirect Expenditure</b>	<b>1,942</b>	<b>8,250</b>	<b>6,308</b>	<b>0</b>	<b>6,308</b>	<b>23.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,934)</b>	<b>(8,250)</b>	<b>(6,316)</b>				
<b>135 HEC</b>							
4310 Current Youth Services	29,600	29,600	0		0	100.0%	
4315 Emergency Fund	0	600	600		600	0.0%	
4316 Holiday Youth Provision	2,704	5,000	2,296		2,296	54.1%	
4317 Organisation Grants	0	3,000	3,000		3,000	0.0%	
<b>HEC :- Indirect Expenditure</b>	<b>32,304</b>	<b>38,200</b>	<b>5,896</b>	<b>0</b>	<b>5,896</b>	<b>84.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(32,304)</b>	<b>(38,200)</b>	<b>(5,896)</b>				
<b>140 Community Projects</b>							
1150 Community Fridge Grant	0	1,000	1,000			0.0%	
<b>Community Projects :- Income</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>			<b>0.0%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>				
<b>150 Potential Projects for next ye</b>							
4085 Allotment Exp (Yr 6 of 10)	0	2,500	2,500		2,500	0.0%	
<b>Potential Projects for next ye :- Indirect Expenditure</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,500)</b>	<b>(2,500)</b>				
<b>200 Visitor Information Centre</b>							
1805 Maps	198	1,200	1,002			16.5%	
1830 Ticket Sales Nat. Express Inc	208	300	93			69.2%	
1840 Ticket Sales Goods Shed	32	300	268			10.8%	
1862 Cards/Notelets and Postcards	78	450	372			17.4%	
1865 Postage and Packaging	0	200	200			0.0%	
1870 Walks & Cycles	56	500	444			11.2%	
1872 Tea Towels	201	1,000	799			20.1%	
1875 Gifts & Souvenirs	226	750	524			30.1%	
1880 Books and Guides	75	250	175			30.0%	
1882 Local Crafts	176	0	(176)			0.0%	
1885 Calendars	8	50	43			15.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1900 Miscellaneous Income	1,309	0	(1,309)			0.0%	
Visitor Information Centre :- Income	<u>2,567</u>	<u>5,000</u>	<u>2,433</u>			51.3%	<u>0</u>
4801 Banking charges	17	0	(17)		(17)	0.0%	
Visitor Information Centre :- Direct Expenditure	<u>17</u>	<u>0</u>	<u>(17)</u>	<u>0</u>	<u>(17)</u>		<u>0</u>
4070 Business Rates	142	0	(142)		(142)	0.0%	
4090 Utilities	362	0	(362)		(362)	0.0%	
4800 Maps	80	2,000	1,921		1,921	4.0%	
4810 Post Cards	59	0	(59)		(59)	0.0%	
4830 Books - Heritage	43	0	(43)		(43)	0.0%	
4835 Tea Towels	0	750	750		750	0.0%	
4840 Calendars	0	100	100		100	0.0%	
4845 Gifts & Souvenirs	0	2,000	2,000		2,000	0.0%	
4870 Website	0	470	470		470	0.0%	
4885 Local Craft	25	0	(25)		(25)	0.0%	
4900 Ticket Sales Nat. Express	23	250	227		227	9.1%	
4935 Ticket Sales Good Shed Arts Ce	29	0	(29)		(29)	0.0%	
4940 VIC Staff Costs	3,847	24,100	20,253		20,253	16.0%	
4961 Square Automatic Charges	18	500	482		482	3.5%	
4970 VIC Repairs/IT	0	1,000	1,000		1,000	0.0%	
4980 VIC Stationery/Miscellaneous	102	350	248		248	29.1%	
Visitor Information Centre :- Indirect Expenditure	<u>4,729</u>	<u>31,520</u>	<u>26,791</u>	<u>0</u>	<u>26,791</u>	<u>15.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,179)</u>	<u>(26,520)</u>	<u>(24,341)</u>				
Grand Totals:- Income	397,537	504,733	107,196			78.8%	
Expenditure	112,727	523,360	410,633	0	410,633	21.5%	
Net Income over Expenditure	<u>284,809</u>	<u>(18,627)</u>	<u>(303,436)</u>				
plus Transfer from EMR	5,756	0	(5,756)				
less Transfer to EMR	21,121	0	(21,121)				
Movement to/(from) Gen Reserve	<u>269,444</u>	<u>(18,627)</u>	<u>(288,071)</u>				

## Business Case for Reshaping St Marys' Church, Tetbury



Tetbury is named after the seventh Century Abbess Tetta and St Marys' Church is a significant tourist attraction in the town as well as the site of over 1,400 years of Christian worship. While much of Tetbury dates from the Elizabethan era, the current church building was redeveloped more recently by the Georgians and then altered again by the Victorians. Now at the beginning of the New Carolean era, the Parochial Church Council (PCC) finds itself with a building that, despite its iconic spire and airy, attractive space being well-loved by many residents and visitors, is no longer fit for purpose.

### **Benefits to Tetbury Town Council for reshaping St Marys'**

The church building is a familiar fixture in the town and the site of various civic events and ceremonies, including Jubilee events, Remembrance Day services, carol concerts raising money for Tetbury Hospital, Christmas carol services and various weddings and funerals throughout the year. It is also a significant part of the town's tourism appeal, attracting hundreds of visitors during the year, many of whom will also use amenities in the town and visit other town tourist sites. It is a focal point of many of the performances during the Tetbury Music Festival and hosts various other concerts due to its acoustics and ambiance. However, the building is at risk. Without a significant amount of money being spent on it, the building will become increasingly uncomfortable and unattractive to users. The lack of adequate heating and toilet facilities, particularly for the disabled, impedes its development as a community hub. Doing nothing is not an option.

In 2023, the PCC ran a community-wide consultation, including two public workshops; asking what the public understood about the issues the church building faces and what their solutions were for the future. Responses were unequivocal in the importance of keeping the building, with numerous suggestions for improvement. They also helped fashion a vision for the reshaping of St Marys'. The PCC responded by reviewing the options and settled on moving towards a major redevelopment, with the option of an extension. Architects with church redevelopment experience submitted preliminary ideas; one has been appointed.

We want a church building that is warm (both physically and metaphorically) and welcoming; inclusive and flexible; well-equipped as a hub to serve the local community while attractive to visitors and tourists to our Cotswold town. Our draft outline plans\* include better toilet facilities and a fully functioning kitchen. We want the redeveloped building to be open and available to wider community beyond regular church activities. This would include having a large central space, that is well-heated in the winter, with various flexible function rooms.

The next step is to secure funding to pay for the design and planning stage before seeking and obtaining approval of the plans from Gloucestershire Diocesan Advisory Committee, the Church of England-equivalent to gaining Planning Permission.

### **Why we are seeking funding from the Community Infrastructure Levy**

St Marys' Church is an independent charity, while also part of the wider Church of England. That means that the charity, through its trustees, who are the PCC members, is responsible for generating sufficient funds to be self-sustaining. In fact, we are required to pay a Parish Share, which goes towards the central Diocesan pot to fund Church of England activity across the county. It costs £338 a day to run St Marys', and most years we only just about break even. Despite popular perceptions about the Church of England, in Tetbury we don't have additional resources or endowment funds to call upon for our development work. We must seek external funding to simply maintain the grade I listed building.

There are grant makers who do support church developments, but most of them tend to part-fund a development once a fair proportion, typically up to half, of the funding has been found elsewhere. We are therefore approaching the Council's CIL fund to secure initial funding to help us unlock access to these other grant-makers. We estimate that the start of the next step will cost in the region of £55,000\*. This would pay for the architect to assess the building and develop plans for how it might change, as well as specialist input from other professionals such as heating engineers. We also want to hire a part-time project manager. They will hopefully see the project through to fruition but need to start at this point.

**We would like Tetbury Town Councillors to consider allocating CIL funding to cover up to half of the £55,000 estimate, enabling our fundraising efforts to commence.**

Redeveloping St Marys' offers a number of positive outcomes for the town.

- i. St Mary's Church is considered an identified Community Facility in the town's Neighbourhood Plan. The plan states that "Development proposals to sustain or extend the community use of existing identified Community Facilities and ACVs and the development of new facilities will be supported." We want to sustain and extend St Marys' community use through our reshaping plans.
- ii. It is already fully accessible. A redevelopment would only improve that accessibility, particularly the installation of a disabled toilet. We want the redeveloped building to be available to the wider community beyond regular church activities. It could be used for Town hall-type meetings as well as community events beyond those the Goods Shed or Dolphin's Hall might put on.
- iii. The church currently attracts a constant stream of tourists. Our development aspirations include improving the way the tourists engage with the church's heritage through improved signage telling the church's story in the context of the history of the town. We want to use the space better to inform visitors about other things going on in the town and to improve their opportunities to buy souvenirs and gifts from their visit. If St Marys' can develop its tourist attraction status, it could also provide an anchor for other tourist activities. With the Visitor Information Centre now located at the end of Long Street, St Marys' is a tourist outpost in the south end of town. We could produce tourist maps showing a tourism trail, like the #shoplocal map, between St Marys', the Police Museum and St Saviours to encourage tourists to walk around the town while familiarising themselves with the many shops and cafés on the way.
- iv. The church and churchyard are already locations valued by filmmakers, including Rivals, as well as radio presenters such as BBC Radio 3's recent Compline broadcast.
- v. Last year we opened the church building for the Town's Chamber of Commerce to meet on several occasions, including hosting a Christmas market event for traders in the town without shop fronts. While such options are possible at present, they are limited by the inadequate heating arrangements and by the church's layout. A redevelopment could offer much more and become a regular venue for such events and meetings.
- vi. We want to develop a business model that includes securing grant funding to provide subsidised hire for community groups that currently can't afford other local venues. The redevelopment could include creating function rooms where we could host the Friendship café, for example, or be a home to local under-privileged groups who struggle to find somewhere to meet.

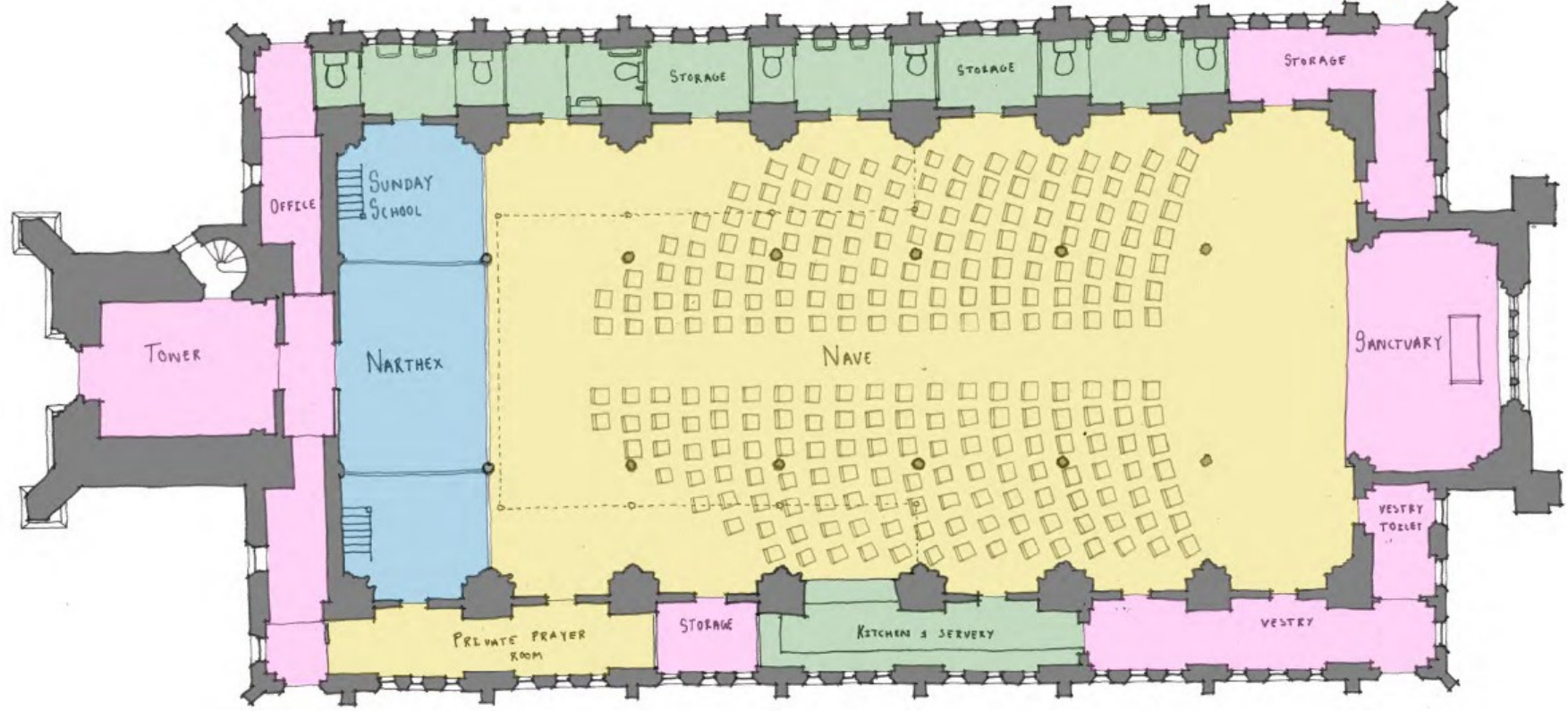
Securing a portion of CIL funding will be a great way to pump-prime our fundraising and a leverage to secure other grants and offers of support, ultimately resulting in a thriving building that can serve the town better.

\* see Extract from architect's initial designs, Draft Phase 2 Budget, Annual Report and Accounts of St Marys' Tetbury 2024

Our vision: part 4.02

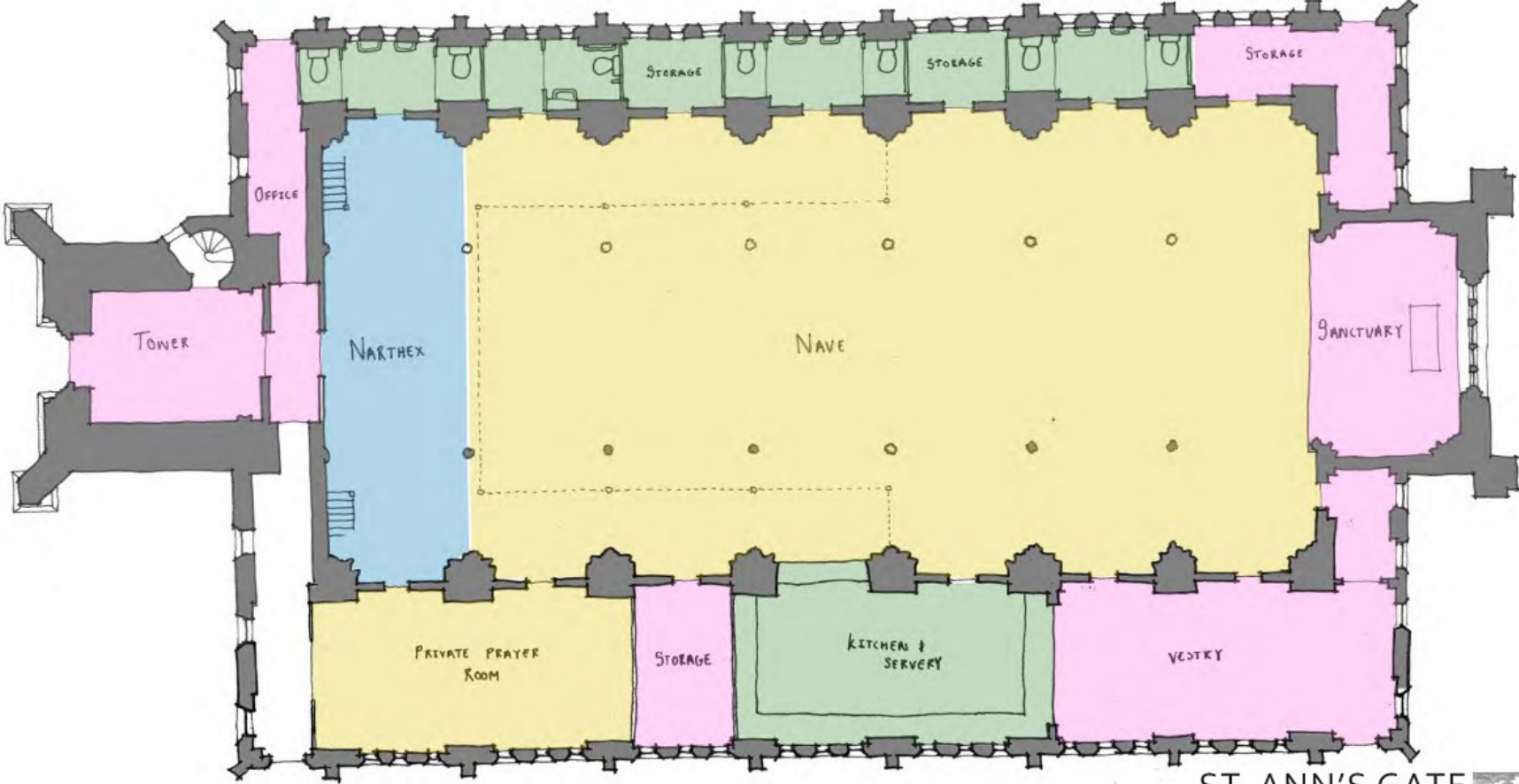
The Church of St. Mary  
Tetbury, Gloucestershire

Re-shaping the church



St. Mary's Church Tetbury - sketch plan as proposed, with ground floor pews removed and side ambulatories brought into use for ancillary facilities.

Re-shaping the church



St. Mary's Church Tetbury - sketch plan as proposed, with ground floor pews removed (nave shown clear for illustrative purposes), north side ambulatory used for wcs and storage, and the southern side extended to provide enhanced ancillary facilities.

This has been considered before...:

*"The form and dimensions of the building are such as to be very suitable for the seating of a large congregation in such a manner that all can see and join in the services, but the present arrangement of the seats is unsatisfactory; the seats themselves are high and uncomfortable ..."*

Part of a report by Waller & Sons, renowned ecclesiastical architects from Gloucester, providing advice to the church at the turn of the last century.

The Church of St. Mary  
Tetbury, Gloucestershire

April 2024

Background: Report by Waller & Sons, June 1899, courtesy of Gloucester Heritage Hub (Gloucester Archives)

ST. ANN'S GATE  
ARCHITECTS 

**ST MARYS' CHURCH, TETBURY**

**REORDERING**

**DRAFT PHASE 2 BUDGET**

**Note:**

- (a) I have assumed we are only funding to RIBA Stage 2 (Concept Design) at this stage. Reaching this stage might take nine months according to Antony's approximate timeline.
- (b) A faculty/planning permission would be applied for at RIBA Stage 3 (Spatial Co-ordination), but the costs of getting from Stage 2 to Stage 3 will be very dependent on the length of discussion and amount of redesign needed following discussion with heritage bodies and the diocese.
- (c) At this stage, VAT is not recoverable since work will not start in next 12 months.

**1. Costs**

<b>Item</b>	<b>Amount exc VAT (£)</b>	<b>VAT (£)</b>	<b>Amount inc VAT (£)</b>
St Anne's Gate (Antony's estimate)	25,000	5,000	30,000
Dimensional survey – will be obtained as part of Quinquennial work			
Project manager at £175 per day (£25 per hour)	6,825	1,365 if self employed	8,190
	If one day per week. Might be more sensible to recruit a project manager on the basis they are paid per hour since time commitment required will be very variable		
Fundraiser	Done in-house.		
Heating engineer	5,000	1,000	6,000
Archaeologist	Not needed at this stage?		
Structural engineer	Not needed at this stage?		
Quantity surveyor	Not needed at this stage? Antony notes early involvement very helpful		
Contingency	10,000	-	10,000
<i>Total</i>	46,825	7,365	54,190

Committee and Date	Finance and Scrutiny – Monday 9 <sup>th</sup> June 2025
Agenda item	15
Subject	Match Funding for Police Museum Grant
Accountable Members	All
Accountable Officer	CEO
Summary/Purpose	<p>Match funding is required for a grant opportunity to get a professional and secure museum display case.</p> <p>Tetbury Police Museum and Courtroom has been awarded a grant from DCMS/Arts Council England to improve security and display in smaller regional museums.</p> <p>The grant includes the purchase of a display case that meets current government requirements for loans up to the value of £4300.</p> <p>A secure case will help us meet Accreditation standards for the loans we hold, and may help mitigate concerns around museum insurance.</p> <p>It will support our requests to acquire loans in the future from other museums such as the Corinium or Bow Street or other museums. This would allow us to do more temporary displays for the local community to enjoy.</p> <p>This grant helps provide the foundations for future grants around display and interpretation.</p> <p>This is an opportunity for the museum and its volunteers to gain knowledge of security and ordering display cases and all that it entails.</p> <p>It will help meet the museums collection development policy – inspiring collections are cared for, developed and shared with and for communities.</p> <p>And it fits in with the Museum’s Forward Plan of improving displays both visually and to meet environmental needs of an object on display, as well as security.</p>



# Tetbury

## Town Council

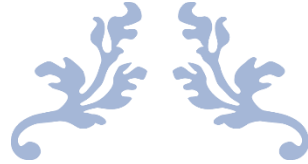
Financial Implications Budget code and cost centre	<p>The museum has been awarded £2850 toward the costs of up to £4300.</p> <p>Match funding = £1430.</p> <p>The highest amount of match funding is £1430.</p> <p>The budget line of Collection Care is £1000, of which £730 can be used for this project.</p> <p>Further funds would come from recent donations to the museum - £700 deposited into the Museum's bank account.</p>
Recommendation	To Approve match funding grant
Report written by	Curator

An example case, the Click Netherfield VISTA





**Tetbury**  
Town Council



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CODE OF CONDUCT

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Adopted at Full Council – July 2024



## Contents

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## I. Introduction

1. This code of conduct (Code) is adopted pursuant to the Council's duty to promote and maintain high standards of conduct my Members of the Council.

Members have a duty to uphold the law and to act on all occasions in accordance with the public trust placed in them.

## II. Scope of the Code of Conduct

2. The Code applies to Members whenever acting in their official capacity as a Member of Tetbury Town Council, including
  - (a) When engaged in the business of Tetbury Town Council or representing the Council externally.
  - (b) When behaving so as to give a reasonable person the impression of acting as a representative of Tetbury Town Council.

This Code of Conduct does not seek to regulate what Members do in their purely private and personal lives.

3. The obligations set out in this Code are in addition to those which apply to all Members by virtue of the procedural and other rules of the Council and any Protocols and Policies which may be adopted from time to time by the Council.
4. Failure to comply with the requirements within this code of Conduct which relate to disclosable pecuniary interests, and which are set out in sections V and VI and Appendix A is a criminal offence.<sup>1</sup>

## III. General Principles of Members' Conduct

5. In carrying out their duties in exercising the functions of their Authority or otherwise acting as a Councillor, Members will be expected to observe the general principles of conduct set out below. These principles will be taken into consideration when any allegation is received of a breach of the provisions of the Code.
  - **Selflessness** – Councillors must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
  - **Honesty and Integrity** – Councillors must not place themselves in situations where their honesty and integrity may be questioned, must not behave improperly and must on all occasions avoid the appearance of such behaviour.

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<sup>1</sup> Section 34 Localism Act 2011



# Tetbury

## Town Council

- **Objectivity** - Councillors must make decisions impartially and on merit, including when making public appointments, awarding contracts, or recommending individuals for rewards or benefits.
- **Accountability** – Councillors must be accountable for your decisions and actions to the public and you must co-operate fully and honestly with any scrutiny appropriate to your office.
- **Openness** – Councillors should be as open as possible about your decisions and actions and the decisions and actions of the Council, you should be prepared to provide reasons for those decisions and actions.
- **Leadership** – Councillors must promote and support these principles by example, and must act in a way that secures or preserves public confidence
- **Respect for others** – Councillors must treat people with respect in behaviour, speech and in the written word.

#### IV. Rules of Conduct

6. Members shall base their conduct on a consideration of the public interest, avoid conflict between personal interest and the public interest and resolve any conflict between the two, at once, and in favour of the public interest.

7. Members shall observe the following rules:

##### General Requirements

- (1) **Do** treat everyone with respect
- (2) **Do not** bully any person
- (3) **Do not** harass any person
- (4) **Do** promote equalities and **do not** discriminate unlawfully against any person
- (5) **Do not** use your position improperly to confer on or secure for yourself or any other person, an advantage or disadvantage, or seek to improperly influence a decision about any matter from which you are excluded from participating or voting as a result of the requirements of Part VI of this Code
- (6) **Do not** do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of the Council
- (7) **Do not** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, unless –
  - (i) You have the consent of a person authorised to give it;
  - (ii) You are required by law to do so;
  - (iii) The disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
  - (iv) The disclosure is –
    - (a) Reasonable and in the public interest; and
    - (b) Made in good faith and in compliance with the reasonable requirements of the Council

Before making any disclosure under (iv) above, the written advice of the CEO must be sought and considered.

- (8) **Do not** prevent another person from gaining access to information to which that person is entitled by law
- (9) **Do** promote and support high standards of conduct when serving in your public post by leadership and example
- (10) **Do not** behave in a manner which brings your role or the Council into disrepute.
- (11) **Do not** use knowledge gained solely as a result of your role as a Member for the advancement of your own interests

When using the resources of the Council, or authorising the use of those resources by others:

- (12) **Do** ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Council or to the office to which you have been elected or appointed
- (13) **Do** have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986

When making decisions on behalf of, or as part of, the Council:

- (14) **Do** ensure that decisions are made on merit, particularly when making public appointments, awarding contracts, or recommending individuals for rewards or benefits
- (15) **Do** have regard to advice provided to you by the Council's Officers, particularly that provided by the CEO where such advice is offered pursuant to their statutory duties.
- (16) **Do** be as open as possible about your own decisions and actions and those of the Council and be prepared to give reasons for those decisions and actions
- (17) **Do** ensure that you are accountable for your decisions and co-operate fully with whatever scrutiny is appropriate to your office.

#### **V. Registration of Interests**

8. Members shall observe the following rules when registering their interests.

- (1) **Do**, within 28 days of taking office as a Member (or Co-opted Member), notify the Monitoring Officer at Cotswold District Council of any disclosable pecuniary interest as defined in Appendix A and any other registrable interest as defined in Appendix B.
- (2) **Do**, within 28 days of the date of a disclosure referred to in Paragraph 9(2) of this Code, notify the Monitoring Officer at Cotswold District Council of the interest.
- (3) **Do**, notify the CEO of any new interest (disclosable or other registrable interest) or change to any registered interest within 28 days of the date of that change.
- (4) **Do**, approach the CEO if you feel that your interest should be treated as sensitive because its disclosure could lead to you, or a person connected with you, being subject to violence or intimidation.

#### **VI. Declaration of Interests and Restrictions on Participation**

Members must observe the following rules:-

9. Disclosable Pecuniary Interests

Where a matter, in which you have an interest as specified in Appendix A (disclosable pecuniary interests), arises at a meeting at which you are present, or where you become aware that you have such an interest in any matter to be considered or being considered at a meeting:-

- (1) **Do** disclose the interest to the meeting. If the CEO or EO considers it a sensitive matter interest, you must declare that you have an interest but do not need to disclose the nature of the interest.
- (2) **Do** ensure that, if your interest is not entered in the Council's register, you disclose the interest to the meeting as required in 9(1) above and that you notify CEO and EO of the interest within 28 days in accordance with Paragraph 8(2) of this Code.
- (3) **Do** withdraw from the meeting and **do not** vote on the matter, participate, or participate further, in any discussion of the matter at the meeting unless a dispensation has been granted.

10. Other Interests (Other Registrable Interests Appendix B and Non-registrable Interests)

Where a matter, in which

Either you have an interest as specified in Appendix B (other registrable interests),

Or where a decision on the matter might reasonably be regarded as affecting, to a greater extent than it would affect the majority of other Council taxpayers, ratepayers or inhabitants of the area affected by the decision, your well-being or financial position of a member of your family, or any person with whom you have a close association, or who has a contractual relationship (including employment) with yourself, member of your family or close associate arises at a meeting at which you are present, or where you become aware that you have such an interest in any matter to be considered or being considered at a meeting:-

- (1) **Do** ensure that you disclose the interest to the meeting. If the CEO or EO considers it a sensitive interest, you must declare that you have an interest but do not need to disclose the nature of the interest.
- (2) **Do** leave the meeting and **do not** vote on the matter, participate, or participate further, in any discussion of the matter at the meeting (unless a dispensation has been granted or it is an excepted function), if,
  - (a) It affects the financial position of an interest specified in Appendix B (other registrable interests)
  - (b) It affects your financial position or well-being or that of a member of your family, or any person with whom you have a close association, or who has a contractual relationship (including employment) with yourself, member of your family or close



# Tetbury Town Council

associate

Or

- (c) It relates to the determination of any approval, consent, licence, permission or registration in relation to you or any person or body described in (a) and (b) above

And a reasonable member of the public knowing the facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest.

The rules set out in Paragraph 10(2) above do not have the effect of precluding a member from attending a meeting only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. The Member must, after making their submission, withdraw immediately from the meeting.

## VII. Duties in respect of the Code of Conduct

11. Members shall observe the following:-

- (1) **Do** undertake training on the Code of Conduct as required by the Council.
- (2) **Do** co-operate, at all stages, with any investigation into your conduct which may be carried out in accordance with the arrangements for the investigation and determination of complaints which have been put in place by the Council.
- (3) **Do not** seek to intimidate, or attempt to intimidate, any person who is, or is likely to be, a complainant, a witness or involved in the administration of any investigation or proceedings in relation to an allegation that a Member has failed to comply with his or her Authority's Code of Conduct.
- (4) **Do** comply with any sanction imposed on you following a finding that you have failed to comply with the Code of Conduct.

## VIII. Dispensations

12. Where a Member has a disclosable pecuniary interest as described in this Code, and set out in Appendix A, or has an interest which would preclude the Member's participation in the item of business as described in Paragraph 10 of this Code, the Member may apply to CEO for a dispensation.
13. The Council may grant a Member a dispensation to participate in a discussion and vote on a matter at a meeting even if the Member has a disclosable pecuniary interest as described in this Code, and set out in Appendix A, or has another registrable interest (Appendix B) or non-registrable interest which would preclude the Member's participation in the item of business as described in Paragraph 10 of this Code.

## IX. Gifts and Hospitality

14. When offered gifts and hospitality in your capacity as a Member of the Council, the following rules must be observed.

- (1) **Do not** accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or to a reasonable suspicion of influence to show favour, from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.
- (2) **Do** register with the CEO any gift or hospitality within 28 days of its receipt. (Appendix B).
- (3) **Do** register with the CEO any significant gift or hospitality that they have been offered but have refused to accept.

#### **X. Definitions**

The following are definitions which apply for the purposes of the Code of Conduct.

1. Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient.
2. “Close associate” means someone with whom you are in close regular contact over a period of time who is more than an acquaintance. It may be a friend, a colleague, a business associate or someone you know through general social contacts. It is someone a reasonable member of the public would think you might be prepared to favour/disadvantage (“close association” shall be construed accordingly).
3. Harassment is conduct, on at least two occasions, that causes alarm or distress or puts people in fear of violence.
4. “Meeting” is a meeting of the Council, or any Committee, working group of the Council.
5. “Member” is an elected Member or a Co-opted Member of the Council. “Co-opted Member” is a person who is not a Member of the Council but who is either a Member of any Committee or Working group of the Council, or a Member of, and represents the Council on, any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that Committee or Sub-committee.
6. “Member of your family means:
  - Partner (spouse/civil partner/someone you live with as if a spouse or civil partner);
  - A parent/parent-in-law, son/daughter, step-son/step-daughter, child of partner; and the partners of any of these persons;
  - A brother/sister, grandparent/grandchild, uncle/aunt, nephew/niece; and the partners of any of these persons.
7. “CEO” is the Chief Executive Officer of the Council. EO is the Executive Officer of the Council.

8. "Pending notification" is an interest which has been notified to the CEO but which has not been entered in the Council's Register in consequence of that notification.
9. Respect means politeness and courtesy in behaviour, speech, and in the written word.
10. "The Act" is the Localism Act 2011.
11. "The Council" is Tetbury Town Council.
12. Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
13. "Well-being" means general sense of contentment and quality of life.
14. Expected functions are functions of the Council in respect of
  - (i) Housing, where the Member is a tenant of the Council provided that those functions do not relate particularly to the Member's tenancy or lease;
  - (ii) An allowance, payment or indemnity given to Members;
  - (iii) Any ceremonial honour given to Members; and
  - (iv) Setting Council tax or a precept under the Local Government Finance Act 1992.

## Disclosable Pecuniary Interests

The interests set out below are “Disclosable Pecuniary Interests” in accordance with the Localism Act 2011 and Members must notify the Monitoring Officer at Cotswold District Council in accordance with Paragraphs 8(1)-(3) of this Code of Conduct of any interest which is an interest of **the Member (M) or of any of the following:**

- The Member’s spouse or civil partner;
- A person with whom the Member is living as husband and wife; or
- A person with whom the Member is living as if they were civil partners:

And the Member is aware that that other person has the interest.

Subject	Disclosable Pecuniary Interest
Employment, Office, Trade, Profession or Vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant Authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour relations (Consolidation) Act 1992(a).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate Tenancies	Any tenancy where (to M’s knowledge)- (a) The landlord is the relevant Authority; and (b) The tenant is a body in which the relevant person has a beneficial interest

Securities

Any beneficial interest in securities of a body where -  
(a) that body (to M's knowledge) has a place of the business or land in the area of the relevant authority; and

(b) either –

(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

(a) "The Act" means the Localism Act 2011;

(b) "body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

(c) "director" includes a member of the committee or management of an industrial and provident society;

(d) "land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right of the relevant person (alone or jointly with another) to occupy the land or to receive income,

(e) "M" means a member of a relevant authority

(f) "member" includes a co-opted member;

(g) "relevant authority" means the authority of which M is a member;

(h) "relevant period" means the period of 12 months ending with the day on which M gives notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

(i) "relevant person" means M or any other person referred to in section 30(3)(b) of the Act;

(j) "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000(b) and other securities of any description, other than money deposited with a building society.

## Other Registrable Interests

The interests set out below are “other registrable interests” which must be notified to the Monitoring Officer at Cotswold District Council in accordance with Paragraphs 8(1), 8(2) and 8(4) of this Code of Conduct.

A member must notify the Monitoring Officer at Cotswold District Council of any interest held by **the Member** in any of the categories set out below:

Subject	Other Interest
Management or Control	Any body of which the Member is in a position of general control or management (including where you have been appointed or nominated by the Council).
Public/Charitable and Other External Bodies	Any body – 9(a) exercising functions of a public nature; 9(b) directed to charitable purposes; or 9( c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or Trade Union).  Of which the Member of the Council is a member or in a position of general control or management.
Employer	Any person or body who employs, or has appointed, the Member.
Gifts and Hospitality	The name of any person, organisation, company or other body from whom the Member has received, by virtue of their office, all gifts or hospitality regardless of value should be declared.



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# COMPLAINTS POLICY

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To be discussed at Finance & Scrutiny and recommended to Full Council – June 2025



TO BE APPROVED AT FULL COUNCIL – JUNE 2025  
To be reviewed June 2026

Tetbury Town Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this Council or are unhappy about an action or lack of action by this Council, this Complaints Policy sets out how you may complain to the Council and how we shall try to resolve your complaint.

‘A complaint is an expression of dissatisfaction about the Council’s action or lack of action or about the standard of a service, whether the action was taken, or the service provided by the Council itself or a person or body acting on behalf of the Council’

Note the complaint will be treated as a complaint against the council not an individual member or employee. All complaints **MUST** be submitted in writing (this can be via email). The complaint should be sent to [ceo@tetbury.gov.uk](mailto:ceo@tetbury.gov.uk) or CEO, Tetbury Town Council, The Old Courthouse, 63 Long Street, Tetbury, Glos GL8 8AA. If the complaint is in reference to the CEO, then please address the complaint to the Mayor at the above address.

Please include the following information in your complaint submission:

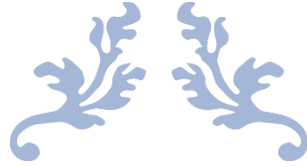
1. Your name and address
2. An outline of the complaint
3. Any relevant details, for example dates, names of relevant members or employees/contractors
4. Any details of what you would like as an outcome/remedy (if appropriate)

To investigate your complaint the Council will delegate the investigation to an appropriate Officer or member.

The Council will acknowledge **receipt of** your complaint within 10 working days. An indication of how long it will take to respond to your complaint will also be given.

The Council will endeavour to undertake all necessary action within a reasonable period.

Type of Conduct	Refer to
Alleged financial irregularity	Local electors have a statutory right to object to a Council’s audit of accounts (s.27 (1) of the Local Audit and Accountability Act 2014). <b>PKF Littlejohn (external auditors)</b> <b><a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a></b>
Alleged criminal activity	The Police
Members conduct alleged to breach the code of conduct adopted by the Council	Monitoring Officer, Cotswold District Council, Trinity Road, Cirencester, Glos GL7 1PX



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# FINANCIAL RESERVES POLICY

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To be reviewed and approved at Finance & Scrutiny – June 2025



TO BE APPROVED AT FINANCE & SCRUTINY JUNE 2025  
To be reviewed June 2026

### Purpose

Tetbury Town Council is required to maintain adequate financial reserves to meet the needs of the Council. The purpose of this policy is to set out how the Council will determine and review the level of reserves. The Council's General Reserves is where all the revenue income and expenditure of the Council is accounted for. It does not include specific funds earmarked for long term projects.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum or maximum level of reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

### Types of Reserves

Reserves can be categorised as “general” (held to cushion the impact of uneven cash flows or unexpected events) or “earmarked” (held for a specific purpose)

Earmarked or “specific” Reserves can be held for several reasons.

#### **General Reserves:**

General Reserves are often referred to as the “working balance” and is money which is not earmarked for specific purposes but rather sums of money held in anticipation of uneven cashflow or set aside to deal with unexpected events or emergencies. This is usually created through surpluses as a result of activities being postponed, cancelled or coming in under budget. Reserves of this nature can be spent or earmarked at the discretion of members, subject to approval by the Council. The “General” or “Emergency” Reserve needs to be regularly reviewed using a risk-based assessment.

#### **Earmarked Reserves:**

Earmarked Reserves will be established on a “needs” basis in line with anticipated requirements.

The Council will be required to identify the following when making recommendations for each reserve:

- a. The reason for/purpose of the Reserve
- b. How and when the Reserve can be used
- c. Any procedures for the Reserve's management and control
- d. A process and timescale for review of the Reserve to ensure continuing relevance and adequacy.



Expenditure from Reserves can only be authorised by the Finance & Scrutiny Committee **with a recommendation to Full Council (Financial Regulations 4.6)**

Reserves can only be used once and so should not be held to fund ongoing expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

All Earmarked Reserves are recorded on a schedule held by the Responsible Finance Officer which lists the various earmarked reserves and the purpose for which they are held.

Reviewing the Town Council's Financial Risk Assessment is part of the annual budgeting by Committees and the year-end accounting procedures. Part of this process identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

### **General Reserves**

An Emergency or General Reserve will be held by the Town Council to cushion the impact of uneven cashflows, and the impact of unexpected, unforeseen, emergency and uninsured situations.

The building of a General Reserve will be through reallocation of funds e.g where a project comes in under budget or through an allocation from the annual budget.

If in most extreme circumstances General Reserves were exhausted due to major unforeseen spending pressure within a particular financial year the Council would be able to draw down from its Contingency Fund to provide short-term resources.

The General Reserve is not to exceed 25% of routine budget expenditure, in order to minimise the amount of unallocated public money held by the Council.

The General Reserve shall not be allowed to decrease to a figure less than 15% of routine budget expenditure as this will expose the Council to the risk of not being able to meet unforeseen costs.

### **Principles to Assess the Adequacy of Balances and Reserves**

Setting the budgets is the responsibility of the individual Committees in collaboration with the Responsible Financial Officer, reviewed by the Finance and Scrutiny Committee and a recommendation then made to Full Council in January for ratification and formal approval. This forms the foundation of setting the precept.

In order to assess the adequacy of Reserves when setting the budget, both the Responsible Financial Officer and the Committees should take account of the strategic, operational and



financial risks facing the Committee/Council. The financial risks should be assessed in the context of the Council's overall approach to risk management. The Responsible Financial Officer should ensure that the Council has put in place effective arrangements for internal audit of the control environment and systems of internal control.

Setting the level of Reserves is just one of several related decisions in the formation of the long and medium-term financial strategy as well as the budget for a particular year.

**Reserves currently maintained.**

The guidance states that local councils need to hold an amount in reserves to meet expenditure and that a council should typically hold between 3- and 12-months expenditure. The Town Council currently holds a 3-month contingency of £92,000 (May 2025).

Reserves to be reviewed annually.



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# INVESTMENT STRATEGY POLICY

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To be approved by Finance & Scrutiny Committee – June 2025



TO BE REVIEWED JUNE 2026

## **INVESTMENT STRATEGY POLICY**

### **INTRODUCTION:**

Tetbury Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community. All investments will be made in line with the Council's financial procedures and observations, or advice received from the Council's internal and external auditors.

This investment strategy policy complies with the requirements set out in the Statutory Guidance on Local Government Investments issued by the Department of Communities and Local Government and takes account of Section 15(1)(a) of the Local Government Act 2003.

This investment strategy policy should be read in conjunction with Tetbury Town Council's Financial Regulations.

The Council will ensure it has adequate though not excessive cash resources to enable it at all times to have the level of funds available which are necessary for the achievement of its service objectives.

### **INVESTMENT OBJECTIVES AND PRACTICE**

In accordance with Section 15(1) of the Local Government Act 2003, Tetbury Town Council will have regard to:

- Such guidance as the Secretary of State may issue;
- To such other guidance as the Secretary of State may by regulations specify.

The Council's investment priorities will be centred on security of reserves first, whilst also providing sufficient liquidity and profit,

All investments will be made in sterling.

Tetbury Town Council will not engage in borrowing monies purely to invest, or to lend and make a return, as is unlawful and the Council will not engage in such activity.

Tetbury Town Council **currently** does not place investments with institutions other than banks.

### **LONG TERM INVESTMENTS**

Long Term Investments are defined in the guidance as those with a maturity date greater than 36 months.

Tetbury Town Council does not currently hold any long-term investments and no long-term investments are currently envisaged.

## **NON-SPECIFIED INVESTMENTS**

These investments have greater potential risk such as investments in the money market, stocks and shares.

Given the unpredictability and uncertainties surrounding such investments, Tetbury Town Council will not use this type of investment.

## **LOANS**

Tetbury Town Council currently holds ~~two~~ **one** Public Works Loan Board loan. ~~The first loan was taken out in 2009 for a sum of £130,009 and will mature on 10<sup>th</sup> March 2025. As of 31<sup>st</sup> March 2023 the amount outstanding on this loan was £21,994.86.~~

The ~~second~~ Public Works Loan Board loan was taken out in 2016 for a sum of £361,792 and will mature 20<sup>th</sup> June 2041. As of 31<sup>st</sup> March ~~2023~~ **2025**, the amount outstanding on this loan was ~~£288,451.64.~~ **£263,355.58**

~~At the Full Council meeting which took place on 13<sup>th</sup> December 2021, it was resolved to discuss at a public consultation to take out a £200,000 Public Works Loan Board Loan to assist with the completion of the community hall of the Dolphins Hall Redevelopment Project.~~

## **REVIEW OF INVESTMENTS**

The return on investments will be reviewed regularly and at least annually by the Council.

Agenda 21. Budget Requirements 2026/2027

Budget Code	TTC Administration	25/26 budget	26/27 proposed budget
4000	TTC Admin Staff*	£ 252,400.00	
4001	TTC Pensions	£ 36,900.00	
4002	TTC Staff Expenses	£ 2,500.00	
4030	Power of General Competence	£ 400.00	
4060	Training Costs	£ 6,500.00	
4062	Election Costs**	£ 19,200.00	£ 19,386.00
4063	CIL Grant Expenditure	£ -	
4070	Business Rates	£ 8,487.00	
4080	Telephone	£ 2,350.00	
4085	Allotments Expenditure	£ 2,500.00	
4090	Utilities	£ 7,500.00	
4120	Insurance	£ 7,000.00	
4130	Office Supplies	£ 1,750.00	
4140	Publicity	£ 2,000.00	
4160	Subscriptions	£ 3,200.00	
4170	Audit/professional fees	£ 5,000.00	
4175	H&S Contract	£ 1,500.00	
4180	Legal Fees	£ 5,000.00	
4190	IT	£ 15,000.00	
4200	Members Expenses	£ 1,000.00	
4210	Civic Expenses	£ 800.00	
4220	Vehicle Costs & Repairs	£ 3,520.00	
4230	Vehicle Tax/Insurance	£ 1,100.00	
4240	Buildings Repairs/Maintenance	£ -	
4265	D. Hall Grounds Maintenance***	£ 2,500.00	
4290	PWLB Loan	£ 19,639.00	£ 19,639.00
4492	Bank Charges****	£ -	£ 102.00
4996	Grant Expenditure	£ -	

\* National increases usually agreed by Trade Unions in November

\*\* TTC to pay 100% election costs

\*\*\* TTC provides grounds person assistance with emptying bins throughout the year  
 Winter hours Monday - Friday  
 Summer hours Monday, Wednesday and Friday  
 100% costs to Tetbury Town Council

\*\*\*\* £8.50 per month