

To All Members of the Heritage, Environment and Community Committee

Councillors: Zowie Baker (Chair), Suzanne Sanderson (Vice Chair), Peter Coleman, Nikki Ind, Alison Figueiredo, Colin Pearce, Rodney Smith, and Ian Watson.

You are summoned to attend the Heritage, Environment and Community Committee on **Monday 7th July at 7pm** Tetbury Library, Close Gardens, Tetbury, for the transaction of the following business. **All members of the public & press welcome.**



Executive Officer
3rd July 2025

AGENDA

1. Apologies for absence
2. 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)
3. Declarations of interest
4. To approve the Minutes of the meeting held on Monday 2 nd June 2025
5. To note Budget, spend to date and forecast spend
6. To note Heritage Environment and Community Action updates
7. To note Visitor Information Centre report
8. To receive the Police Museum report
9. To discuss and review Police Museum Policy and receive an update of the Police Museum Business Plan
10. To discuss budget requirements 2026/27
11. To discuss and recommend Full Council Burial Site search
12. To discuss and approve the rejuvenation of Suffolk Close Play Area
13. To discuss and approve the application for Brown and White Tourism Signs
14. To discuss and approve St Micheals Church Signage
15. To discuss Colour Friday – Shop Small Shop Tetbury 2025
16. To consider Correspondence
17. To receive members Reports
18. Items for inclusion on the September Agenda
19. To note the dates and time and date of the next Heritage, Environment and Community meeting 7pm Monday 1 st September 2025 at Tetbury Library – Close Gardens – Tetbury

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 THE HERITAGE, ENVIRONMENT & COMMUNITY
held at St Marys School, St Marys Road, GL8 8BW Tetbury on the 2ND June
2025

Present:

Town Councillors: Z Baker (Chair), S Sanderson (Vice Chair) P Coleman, A Figueredo, I Watson, N Ind and R Smith.

Officers: V Bolwell (EO)

Public: M Marsh (Curator) one member of the public.

HEC01. 06/25 To Elect a Chair:

It was proposed by Cllr P Coleman and seconded by Cllr R Smith that Cllr Z Baker be elected as Chair of the Heritage, Environment and Community Committee.

Voting record	For 6	Against 0	Abstain 1	Absent 1
---------------	-------	-----------	-----------	----------

HEC02. 06/25 To Elect a Vice Chair

It was proposed by Cllr I Watson and seconded by Cllr P Coleman that Cllr S Sanderson be elected as Vice Chair of the Heritage, Environment and Community Committee.

Voting record	For 6	Against 0	Abstain 1	Absent 1
---------------	-------	-----------	-----------	----------

HEC03. 06/25 To receive and accept any apologies for absence:

None received.

HEC04. 06/25 Public Consultation: To allow a member of the public to speak in support of a later agenda item, it was proposed by Cllr I Watson and seconded by Cllr N Ind to suspend Standing Orders and bring forward Agenda Item 18.

Voting record	For 7	Against 0	Abstain 0	Absent 1
---------------	-------	-----------	-----------	----------

HEC18. 06/25 To discuss and approve supporting a Community Co-operative Coffee Cup Recycling Station: A member of the public attended the meeting to present a proposal for a Community Co-operative Coffee Cup Recycling Station, with the broader aim of expanding into general recycling and sustainable energy initiatives. He highlighted that although 7.5 million coffee cups are used daily in the UK, fewer than 1% are recycled due to the lack of suitable collection systems.

A prototype recycling tube, made from recycled drain wire, was introduced. It is designed to be placed alongside existing bins to collect used coffee cups separately, preventing them from entering general waste. The design includes a fluid tank and may incorporate used coffee grounds to absorb residual liquid. It is adjustable and accommodates various cup sizes.

The initiative seeks to establish Tetbury as a leader in sustainable practices, with potential funding through business sponsorship and tourism marketing. Collaboration with the County Council would be required for installation on public pathways. A company called Decent Packaging may be interested in supporting the project.

**MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
held at St Marys School, St Marys Road, GL8 8BW Tetbury on the 2ND June
2025**

It was proposed by Cllr N. Ind and seconded by Cllr I. Watson to support the Community Co-operative Coffee Cup Recycling Station and begin discussions with relevant stakeholders.

Voting record	For 7	Against 0	Abstain 0	Absent 1
---------------	-------	-----------	-----------	----------

The member of the public also shared information on a separate commercial recycling concept, which does not require council support at this stage. The idea involves consolidating commercial waste collection in Tetbury to reduce emissions and improve efficiency. A pilot is underway at the Goods Shed, aiming to eliminate multiple commercial bins and replace them with a local, zero-emissions solution.

HEC05. 06/25 Declarations of Interest:
None.

HEC06. 06/25 To approve the Minutes of the Heritage and Environment meeting held on Monday 7th April 2025: It was proposed by Cllr P Coleman seconded by Cllr S Sanderson to approve the minutes of the Heritage and Environment committee meeting held on Monday 7th April 2025.

Voting record	For 5	Against 0	Abstain 2	Absent 1
---------------	-------	-----------	-----------	----------

HEC07. 06/25 To approve minutes of the Health, Wellbeing and Youth meeting held on Monday 14TH April 2025:

After amendment It was proposed by Cllr N Ind seconded by Cllr S Sanderson to approve the minutes of the Health Wellbeing and Youth committee meeting held on Monday 14th April 2025.

Voting record	For 4	Against 0	Abstain 2	Absent 4
---------------	-------	-----------	-----------	----------

HEC08. 06/25 To note Budget, spend to date and forecast spend: Cllr N. Ind noted that the Publicity and Training budget line is already 20% spent by the second month of the financial year. The Curator confirmed this for a town map over two years.

Cllr Ind also requested clarification regarding the Training and Expenses line, which shows 42% (£169) spent to date.

The Curator responded that they had not yet received the current year's budget and were not involved in the budget-setting process.

HEC09. 06/25 To note Heritage and Environment Action Plan from previous meeting:

HE12. 01/25 Inspirational Awards to be removed.

HE17. 02/25 Beacon Event removed.

HEC10. 06/25 To note Health, Wellbeing and Youth Action updates:

HWY14. 02/24 Evening Café for Young People to be removed.

HWY10. 02/25 Westonbirt Arboretum Ticket – Please can we have an update, Cllr Z baker would like to see these advertised.

HWY02. 02/25 Why names and addresses are not included to be removed.

MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
held at St Marys School, St Marys Road, GL8 8BW Tetbury on the 2ND June
2025

HEC11. 06/25 To note Visitor Information Centre report: Noted.

Members expressed their appreciation that the museum is now open during the same hours as the Visitor Information Centre.

Cllr N. Ind suggested exploring opportunities to collaborate with local tour guides, with a view to promoting the museum and VIC as part of their guided tours. **EO to Action.**

HEC12. 06/25 To note the Police Museum report:

A verbal update was provided on recent activity at the Police Museum. It was reported that the museum has had a successful few months, with visitor numbers increasing overall despite a quieter April. There was a particularly good turnout during the Easter weekend and May bank holidays.

A collaborative Easter Golden Egg Hunt was held with local business Dot and Doug, which was well received by visitors. Looking ahead, the museum hopes to increase business involvement through cross-promotion opportunities. It was noted that the recent Shrapnel Boys book event had lower attendance than expected, possibly due to the older target audience it was aimed at.

The museum continues to participate in the Kids in Museums initiative, using map trails and themed activities to attract families. A VE Day worksheet was personally funded by a member of staff prior to a credit card and has not yet been reimbursed. It was also noted that all donations to the museum should be recorded and acknowledged by the Tetbury Town Council.

A capacity-building grant from Museum Development Southwest was awarded to support a visit to the National Justice Museum in Nottingham. The grant was issued in the name of Tetbury Police Museum, in line with government guidance for local authority museums. Additionally, a grant titled "On Display" was awarded by the Arts Council to fund a secure display case. The grant totals £2,870 towards a case costing £4,300. The new case is required to meet security standards for loaned items and to replace the current outdated and insecure display units.

Concerns were raised regarding the clarity of financial procedures, particularly around applying for grants and making purchases without prior committee approval. Cllr N. Ind expressed concern about the process and suggested that the matter be raised at the Finance and Scrutiny Committee. A backing paper outlining the financial implications, including donation income, the collection care budget, and the full cost of the display case, is to be submitted to the CEO by Thursday, 5th June.

It was also reported that the museum being unattended is creating insurance challenges. The current jewellery cabinets are not suitable for loan items, and removing these loans would significantly impact the museum's displays. The new display case would address these issues and support future publicity and volunteer engagement.

Planning is underway for a Royal Society Grant event on 20th September at the Goods Shed, which will feature a Crime and Forensics Lab for families aged 7 to 15. Publicity will be shared via social media and school newsletters. The museum continues to work with an education consultant and local teachers on the Curriculum programme. Although the education budget line is currently overdrawn, grants from crowdfunding, Feoffees, and Tesco's Bags of Help are being used to support outreach. These grants need to be reflected in the budget for transparency.

MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
held at St Marys School, St Marys Road, GL8 8BW Tetbury on the 2ND June
2025

HEC13. 06/25 To discuss and approve Christmas Switch On Event 2025 Working Group:

EO noted the increased requirements for event safety following the introduction of Martyn’s Law (The Terrorism (Protection of Premises) Act 2025), which received Royal Assent in April 2025. The legislation introduces a tiered approach to public safety and places new responsibilities on event organisers to ensure preparedness and reduce vulnerability to potential terrorist threats.

In light of this legislation, future events will require significantly more support and planning to ensure a safe environment for attendees. The EO also raised the importance of public awareness regarding the funding of such events. It was highlighted that Tetbury Town Council was successful in securing a Build Back Better grant of £3,500 to support this year’s event.

Members were advised that if the Council wishes to continue running similar events in the future, appropriate funding will need to be considered and included in future budget planning.

It was proposed by Cllr S Sanderson seconded by Cllr Z Baker to approve Christmas Switch On Event 2025 Working Group.

Voting record	For 7	Against 0	Abstain 0	Absent 1
---------------	-------	-----------	-----------	----------

Cllrs Baker, Sanderson, Ind, Coleman, Watson have volunteered to join the Working Group. EO to advertise and arrange a meeting date.

HEC14. 06/25 To note the 80th VE Day Event 2024:

Noted.

HEC15. 06/25 To approve Tetbury Town Criers Honorarium:

It was proposed by Cllr Z Baker seconded by Cllr P Colean to approve Tetbury Town Criers Honorarium

Voting record	For 7	Against 0	Abstain 0	Absent 1
---------------	-------	-----------	-----------	----------

Cllr N Ind has requested the TTC’s events calendar is sent to the Town Crier.

HEC16. 06/25 To discuss and approve Cotswold District Council – Town Centre’s Initiative:

It was proposed by Cllr N Ind seconded by Cllr Z Baker to approve Cotswold District Council – Town Centre’s Initiative.

Voting record	For 6	Against 0	Abstain 1	Absent 1
---------------	-------	-----------	-----------	----------

HEC17. 06/25 To approve allotment fees for 2025/26:

It was proposed by Cllr Z Baker seconded by S Sanderson to approve the allotment fees 2025/26

Voting record	For 7	Against 0	Abstain 0	Absent 1
---------------	-------	-----------	-----------	----------

MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
held at St Marys School, St Marys Road, GL8 8BW Tetbury on the 2ND June
2025

HEC19. 06/25 To discuss budget requirements 2026/27:

EO requested that all members begin considering budget requirements for the 2026/27 financial year. Members were asked to submit any suggestions or proposals via email prior to the next meeting to allow for timely discussion and inclusion in the draft budget.

HEC20. 06/25 To consider Correspondence:

Memorial Rose – Members recommended that a memorial rose be planted near the Goods Shed, towards Wiltshire Bridge, in recognition of the existing memorial rose already located in that area. Could we also send information regarding the bench plaques and costings.

Creative Arts practitioner – Could we send the details of TAYTC.

Braybrooke Close Trees- Our tree surgeon has surveyed these trees – due to being TPO area it may take up to 8 weeks.

HEC21. 06/25 To receive members Reports:

Cllr R Smith – It was noted that on market trading days, the area behind the Market House is being used for parking by traders operating underneath the structure. Members agreed that this space is intended for specific use and requested that a letter be sent to the Feoffees, kindly asking them to remind their traders of the appropriate parking arrangements.

Cllr N Ind – Could we find out who Cotswold Networking is? They advertised a fete at the recreational ground, and we have no information regarding this.

Cllr S Sanderson – Could we please advertise a banner for Sir William Romney for their upcoming open days? The Executive Officer confirmed that a banner can be displayed to promote Sir William Romney School's upcoming open days. The EO will advise R. Baker, who manages building banner bookings, to coordinate the necessary arrangements.

HEC22. 06/25 Items for inclusion on the July Agenda:

Colour Friday
Braybrooke Trees
Christmas 2025

HEC23. 06/25 To note the dates and time and date of the next Heritage, Environment and Community meeting 7pm Monday 2nd July at Tetbury Library – Close Gardens – Tetbury:
Noted.

Chair.....

Date.....

Meeting Closed 21.36

Detailed Income & Expenditure by Budget Heading 01/06/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110</u> <u>HEC</u>							
1804 Highfield Allotment Income	190	0	(190)			0.0%	
	<u>190</u>	<u>0</u>	<u>(190)</u>				<u>0</u>
HEC :- Income							
4095 St Saviours Water	0	115	115		115	0.0%	
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%	
4400 Equipment & Repairs	291	3,500	3,209		3,209	8.3%	
4410 Fuel	278	2,000	1,722		1,722	13.9%	
4420 Clothing	396	660	264		264	60.0%	
4430 Open Spaces	352	6,050	5,698		5,698	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%	
4472 Market License	1,029	0	(1,029)		(1,029)	0.0%	
4475 Allotments Highfield	56	0	(56)		(56)	0.0%	
4476 Town Centre	0	3,000	3,000		3,000	0.0%	
	<u>37,626</u>	<u>73,344</u>	<u>35,718</u>	<u>0</u>	<u>35,718</u>	<u>51.3%</u>	<u>0</u>
HEC :- Indirect Expenditure							
Net Income over Expenditure	<u>(37,436)</u>	<u>(73,344)</u>	<u>(35,908)</u>				
Grand Totals:- Income	190	0	(190)			0.0%	
Expenditure	37,626	73,344	35,718	0	35,718	51.3%	
Net Income over Expenditure	<u>(37,436)</u>	<u>(73,344)</u>	<u>(35,908)</u>				
Movement to/(from) Gen Reserve	<u>(37,436)</u>	<u>(73,344)</u>	<u>(35,908)</u>				

10:00

Detailed Income & Expenditure by Budget Heading 01/06/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>115 Police Museum</u>							
1130 Police Museum Donations	709	0	(709)			0.0%	
1900 Miscellaneous Income	0	0	(0)			0.0%	
Police Museum :- Income	<u>709</u>	<u>0</u>	<u>(709)</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	373	850	477		477	43.9%	
4161 Police Museum Memberships	0	100	100		100	0.0%	
4480 Police Museum Staff Costs	1,188	4,750	3,563		3,563	25.0%	
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	1,348	0	(1,348)		(1,348)	0.0%	
4491 Bank Charges	26	0	(26)		(26)	0.0%	
Police Museum :- Indirect Expenditure	<u>3,730</u>	<u>8,250</u>	<u>4,520</u>	<u>0</u>	<u>4,520</u>	<u>45.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,021)</u>	<u>(8,250)</u>	<u>(5,229)</u>				
Grand Totals:- Income	709	0	(709)			0.0%	
Expenditure	3,730	8,250	4,520	0	4,520	45.2%	
Net Income over Expenditure	<u>(3,021)</u>	<u>(8,250)</u>	<u>(5,229)</u>				
Movement to/(from) Gen Reserve	<u>(3,021)</u>	<u>(8,250)</u>	<u>(5,229)</u>				

10:03

Detailed Income & Expenditure by Budget Heading 01/06/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200</u> <u>Visitor Information Centre</u>							
1805 Maps	212	1,200	988			17.6%	
1830 Ticket Sales Nat. Express Inc	208	300	93			69.2%	
1840 Ticket Sales Goods Shed	71	300	229			23.7%	
1862 Cards/Notelets and Postcards	82	450	368			18.2%	
1865 Postage and Packaging	0	200	200			0.0%	
1870 Walks & Cycles	84	500	416			16.8%	
1872 Tea Towels	244	1,000	756			24.4%	
1875 Gifts & Souvenirs	267	750	483			35.6%	
1880 Books and Guides	87	250	163			34.8%	
1882 Local Crafts	186	0	(186)			0.0%	
1885 Calendars	8	50	43			15.0%	
1900 Miscellaneous Income	1,309	0	(1,309)			0.0%	
Visitor Information Centre :- Income	<u>2,757</u>	<u>5,000</u>	<u>2,243</u>			<u>55.1%</u>	<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%	
4825 Cards/Notelets & Postcards	5	0	(5)		(5)	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	540	470	(70)		(70)	114.9%	
4885 Local Craft	131	0	(131)		(131)	0.0%	
4900 Ticket Sales Nat. Express	198	250	52		52	79.2%	
4935 Ticket Sales Good Shed Arts Ce	29	0	(29)		(29)	0.0%	
4940 VIC Staff Costs	5,770	24,100	18,330		18,330	23.9%	
4961 Square Automatic Charges	20	500	480		480	4.0%	
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>7,481</u>	<u>31,520</u>	<u>24,039</u>	<u>0</u>	<u>24,039</u>	<u>23.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,741)</u>	<u>(26,520)</u>	<u>(21,779)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	2,757	5,000	2,243			55.1%	
Expenditure	7,498	31,520	24,022	0	24,022	23.8%	
Net Income over Expenditure	<u>(4,741)</u>	<u>(26,520)</u>	<u>(21,779)</u>				
Movement to/(from) Gen Reserve	<u>(4,741)</u>	<u>(26,520)</u>	<u>(21,779)</u>				

[REDACTED]

Councillor Ian Watson
The Old Court House
63 Long Street
Tetbury
GL8 8AA

[REDACTED]

14 March 2025

Dear Councillor Ian Watson

I write further to my previous letter of 10 March as promised.

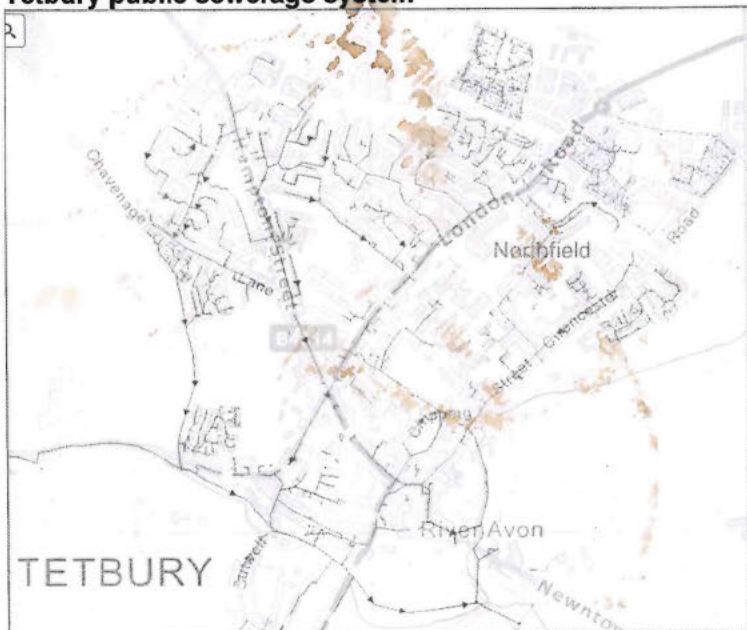
Andy Mears, our Wastewater Engagement Manager, has provided the following information to help answer your enquiry.

Tetbury

Tetbury, along with many other drainage systems in water bearing strata (such as Limestone or chalk) are prone to suffer from infiltration. Drainage systems are owned by a number of different people or organisations, but the length of pipe is dominated by individual property owners. Recent research calculates that the length of privately owned pipes is approximately double the length of publicly owned pipes.

Tetbury is predominantly a combined sewerage system (see figure below) with only recent developments being provided with a separate surface water drainage system (denoted by blue lines).

Tetbury public sewerage system



[REDACTED]

[REDACTED]

Due to the groundwater infiltrating private drains as well as public sewers, flow to the water recycling centre can remain high long after rainfall has ended, especially in wet winter periods. We can seal our sewers, which is hard, but we have no jurisdiction over private assets.

Your useful graphs demonstrate very clearly that the Tetbury storm overflow discharges during winter periods but not in the summer. This is the usual fingerprint of a groundwater-induced overflow. Additionally, we have established that such discharges are not what we think of as normal 'raw sewage flows'.

You may find our video from Shrewton, another of our groundwater-affected water recycling centres (WRCs), helpful as this demonstrates this clearly. This video is available on YouTube and is titled "Wastewater treatment in Shrewton".

Planned improvements

Tetbury storm overflow is prioritised for investment in line with the Government's Storm Overflow Discharge Reduction Plan targets along with all other storm overflows. Under this recent government legislation, the overflow will ultimately need to achieve two very important targets:

1. Discharge no more than 10 times per year on average.
2. Cause no local environmental harm.

These are the targets that we currently plan to achieve by 2040 at Tetbury. It's worth noting that it's not yet been established if there is harm to be addressed.

Over and above this, our plan for 2025-30 includes improving 143 storm overflows at a cost of over £500 million to achieve the targets. The overflows have been chosen following the EA's prioritisation scheme and you can read about this in the Storm Overflows Discharge Reduction Plan enclosed with this letter.

We're very sorry that Tetbury is not included in the 2030 list of improvement sites. Despite some of our overflows discharging effluent that looks like tap water and easily meets the standards for the local WRC, there is much to do, and it will take time.

We believe that suitable solutions for overflows like Tetbury are nature-based treatment, i.e. reedbeds or similar wetlands. We are currently exploring options and looking into the possibility of this being implemented in due course at Tetbury.

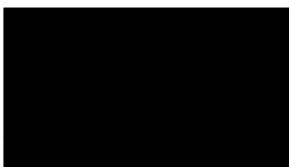
Impact

The EA publishes river monitoring data that is available to view by visiting the following webpage www.environment.data.gov.uk/catchment-planning/WaterBody/GB109053027800.

It's good to see that all the parameters assessed in 2022 achieved Good or even High standards. Intermittent discharges rarely contribute to chronic pollution problems such as phosphorus levels. Tetbury does discharge for long periods however so there is more potential for impact. That phosphate has been assessed by EA as 'Good' is probably a reflection of the very dilute nature of the storm discharge, and the high dilution provided by the receiving river.

The treated discharge at the WRC is already subject to phosphorus removal treatment. We will be improving this by 2030, with the legal permit/licence details as follows:

2025 Permit mg/l		2024 mg/l	2030 Permit mg/l
Legal	Target	Achieved	Legal
2.0	0.5	0.6	0.5



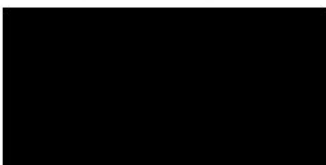
This will also be contributing strongly to the Good status of the river.

I hope this is helpful but if you would like to discuss anything further, Andy has let me know that he's happy to call you or meet with you in person. Please do let me know if this is something you would like me to arrange.

Yours sincerely



Sarah Melis
Customer Relations



Purpose of Report

To note the actions taken on previous decisions of the Committee.

Recommendation

That the Action Points be noted.

Ref	ACTION	WHO	STATUS
HR10. 01/24	Information Board Repair – The Goods Shed	EO	Removed and awaiting repair Notice Board company contacted Funding application to be applied for
HR10. 04/24	Vehicle Activated Signs (VAS)	Cllr C Pearce	This item has been raised by County Councillor Ian Watson
HE10. 01/25	Riverbed	All members	Working in Partnership with Feoffees. Planting and Information of Information Board
HR10. 07/24	Food Festival	All members	Postponed from April – in discussions with an organisation late September
HE12. 02/24	Christmas in Tetbury	All	Road Closures applied for Ten licences applied for Security Staff contacted AV Connect will provide sound and light fully insured and licenced. Risk assessment meeting Working Group to be established Action Counters Terrorism training completed by EO
HE14. 02/24	Wessex water response	Cllr I Watson	Third Correspondence See attached
HE10. 02/25	TRO update Hatchings Tetbury Fire Station	EO/All	Completed July

HWY08. 01/25	The Reel Oscars Event	Cllr A Figueiredo	Will take place later in the year. Handover – ONGOING
HWY13. 03/25	Recognition of Highstreet Business	EO	<p>Flowers We will purchase floral arrangements from a local florist to present to each business.</p> <p>Certificates Custom-designed certificates will be created to commemorate their anniversaries.</p> <p>These certificates will highlight their achievements and express our gratitude for their contributions to the community.</p> <p>Skeins Anniversary: 44 Years</p> <p>Scentiments Anniversary: 25 Years</p> <p>Artique Anniversary: 53 Years</p> <p>Handover – Ongoing</p> <p>Date to be confirmed.</p>
HEC21 06/25	Letter to Market traders using layby for parking	Cllr R Smith/EO	A letter has been sent to the Feoffees requesting their assistance in advising traders not to park in the Tetbury Town Council layby, to ensure the space remains accessible for its intended use.
HEC21 06/25	Enquire about recent Fete advertised	Cllr N Ind/EO	After extensive emails the organisers of Cotswold Fete could not be established



1. Purpose of report

To note information regarding the Visitors Information centre.

2. Recommendation

For Heritage, Environment and Community to note report.

June has been a steady and encouraging month at the Tetbury Visitor Information Centre. Although we've seen a reduction in National Express services, we moved quickly to ensure continued visibility for ticket availability. New promotional posters have been requested to let visitors and residents know that tickets can still be purchased directly from the VIC. This proactive approach aims to maintain awareness and retain customer confidence.

Footfall throughout the month remained consistent with seasonal trends, averaging approximately 25-35 visitors per day. Weekends saw a slight increase in numbers, particularly during fine weather and on event days, pushing daily totals closer to 45. Sales figures have mirrored these patterns, showing stable performance across both ticketing and merchandise.

In anticipation of the upcoming school holidays, we've expanded our children's gift and activity range. New merchandise lines have included puzzles, pocket-money toys, and summer-themed souvenirs, which have already seen a 12% increase in sales compared to this time last year.

Social media continues to play a key role in our outreach. Our Instagram account reached over 4,800 users this month—an increase of 18% from May—while Facebook engagement remained strong, particularly through collaborations with local shops and event organisers. These partnerships have proven invaluable, helping us amplify visitor messaging and showcase Tetbury's unique offerings.

In all, June provided a solid lead-in to the busy summer season. With strategic planning, consistent visitor interest, and strong community connections, we're optimistic about a lively and successful July.

Victoria Bolwell – Visitor Information Supervisor



Tetbury Police Museum and Courtroom

63 Long Street, Tetbury GL8 8AA

COLLECTIONS CARE AND CONSERVATION POLICY

Date of Approval	7 March 2022
Date due for Review	1 February 2025
Governing Body	Tetbury Town Council
Policy Review Procedure	This document will be reviewed and published as required, at least once every three years.

Table of Contents

1	Introduction.....	3
2	Statement of purpose.....	3
3	Context.....	3
4	People.....	3
5	The Buildings.....	4
6	The Collection.....	4
6.1	Care and Conservation Policy for Working Items in the Collection.....	5

1 Introduction

This policy has been written in accordance with the museum's Statement of Purpose and the Collections Development Policy. All staff (paid and volunteer) have read and agreed to abide by the policy. The Collections Care and Conservation Plan sets out the way the policy will be put into action and should be read in conjunction with the Business Plan, the Emergency Plan, and any other plans affecting the collections and the museum buildings.

2 Statement of purpose

The purpose of the Collections Care and Conservation Policy is to set a framework for:

- The preservation of the collections and buildings in the care of the museum
- Preventative and remedial conservation of the collections
- The safe use of and access to collections, within the limits of the museum's resources

3 Context

The museum aims to improve the care and conditions of all its collection in accordance with Benchmarks in Collections Care, Spectrum, Signposts or other approved standards within the limits of its resources.

The safety and preservation of the collection will be considered from the outset of any plans to alter the displays or storage, to modify the buildings or to allow access to any part of the collections.

4 People

The care of the collections is the responsibility of everyone who works in or visits the museum or courtroom.

Any concerns regarding the collections should be reported in writing to the curator.

The museum trains all volunteers who handle the collections in the course of their work. No untrained personnel are allowed to handle items from the accessioned collection. Training is open to all volunteers.

Researchers or other visitors working with the collections will be briefed on how to handle the items they are working on and will be supervised at all times.

The museum has access to the regional Conservation Development Officer (CDO) for regular advice. Any issues or concerns will be discussed with the CDO by the curator or other qualified conservator.

The museum will check the suitability of conservators chosen to work or advise on the collections. A professionally accredited conservator or a conservator listed on the Conservation Register will normally be chosen.

No item in the collections will be modified or altered until advice has been obtained from a suitably qualified conservator.

Only suitably trained and qualified conservators will carry out remedial treatment on objects.

The museum will keep detailed records of all treatments carried out on objects, including the name and contact details of the person or company.

5 The Buildings

The museum recognises that the maintenance of its buildings is fundamental to the preservation of both the building and collection and endeavours to work along with the Town Council to keep the buildings in a suitable condition. The museum's collection is stored and displayed in the following building:

Building	Used for	Owner	Upkeep carried out by
Victorian Police Station and Courtroom	Museum, town council offices	Tetbury Town Council	Tetbury Town Council

The museum has a Buildings Plan for the upkeep of all buildings which are its responsibility.

The museum carries out an annual inspection of all museum buildings which are not its responsibility and notifies the body responsible about any remedial or maintenance work required.

6 The Collection

The museum is aware of the risks to the collection from environmental factors, poor handling, storage and display materials and methods, and of the need to record the condition of the collection. The museum cares for the collections in store, on display and, by setting suitable requirements, on loan.

The details are listed in the Collection Care and Conservation Plan and include:

- Awareness of vulnerable objects
- Identifying threats to the collection
- Checking building condition - the building will be checked regularly for any deterioration in its condition
- Building maintenance
- Inspecting and cleaning the museum
- Housekeeping and cleaning objects on open display

- Condition checking the collection
- Collections Care and Conservation records
- Environmental monitoring including temperature, relative humidity, light and dust
- Environmental control and improving the environment
- Pest monitoring and managing the threat from pests
- Equipment maintenance
- Storage materials and methods
- Display materials and methods
- Transporting objects
- Collection care resources
- Professional advice
- Remedial conservation and working with conservators
- Training for the collection care team
- The Collection: Working Items - the museum has a separate policy for the care of historic working items (e.g. machinery, clocks, mechanical toys, instruments)

6.1 Care and Conservation Policy for Working Items in the Collection

- The museum has in its collection a working clock and multiple bicycles and a motorcycle.
- The museum endeavours to keep the clock on display in working order. It is only wound by a volunteer after training.
- While the bicycles and motorcycle are not generally moved the museum strives to keep them in good working condition within limitations of funding and expertise.
- Any loans of these object weather to another museum or a third party, will be carefully considered with regard to the effects on the object in moving or being used



Tetbury Police Museum and Courtroom
63 Long Street, Tetbury GL8 8AA

COLLECTIONS DEVELOPMENT POLICY

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

Date of Approval	7 March 2022
Date due for Review	1 February 2025
Governing Body	Tetbury Town Council
Policy Review Procedure	This document will be reviewed and published as required, at least once every three years.

Table of Contents

1	Relationship to Other Relevant Policies/Plans of the Organisation.....	3
2	History of the Collection.....	3
3	An Overview of the Current Collection.....	4
4	Themes and Priorities for Future Collecting.....	4
5	Themes and priorities for rationalisation and disposal.....	4
6	Legal and ethical framework for acquisition and disposal of items.....	5
7	Collecting policies of other museums.....	5
8	Archival holdings.....	5
9	Acquisition.....	5
10	Human remains.....	6
11	Biological and geological material.....	6
12	Archaeological material.....	6
13	Exceptions.....	7
14	Spoliation.....	7
15	The Repatriation and Restitution of objects and human remains.....	7
16	Disposal procedures.....	7

1 Relationship to Other Relevant Policies/Plans of the Organisation

1.1.1 The museum's statement of purpose is:

To tell the story of policing in Tetbury and Gloucestershire, in the context of the social history of the town and surrounding area, through its collection of objects and the presentation of Tetbury's former police station and courtroom for the benefit of residents and visitors.

1.2 The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

1.3 By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.

1.4 Acquisitions outside the current stated policy will only be made in exceptional circumstances.

1.5 The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using Spectrum primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

1.6 The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.

1.7 The museum will not undertake disposal motivated principally by financial reasons.

2 History of the Collection

2.1 The museum was founded in 1981 after the police station and courtroom were closed in 1970. At the start there was a request for objects from the public and the Gloucester Constabulary. Currently most objects from the Gloucester Constabulary are on renewable loan. Over the years the museum has collected a number of items relating to policing from its conception in 1839 to more recent times. The collection now consists of nearly 3800 itemised objects. Some items are donated from foreign police officers as a good will gesture between forces after visiting the museum. Although not actively encouraged it is seen as beneficial to the museum. The largest and one of the most loved objects is the police Velocette motorcycle from the 1950's.

3 An Overview of the Current Collection

3.1 The collection consists mainly of historical objects related to policing in Gloucester. This includes uniforms, hats, wooden batons, silver trophy's, books and photographs. There is a set of 200 British restraints and handcuffs that were donated by a local collector in the last year - some were previously on loan. There is a display of various mannequins arranged in the courtroom depicting a time when the Court was in session as well as our resident Sergeant. We also hold a few period bicycles and a velocette motorcycle from Gloucestershire.

4 Themes and Priorities for Future Collecting

4.1 It is understood that museums need to continue to collect in order to remain relevant in the community. Space for storage and display is an issue and must be a primary concern considered when accessioning items.

4.2 The themes for collecting in the future include objects relating to the social history of the Tetbury and rural area from the past 200 years. High priority is given to items related to crime and punishment. A priority is also collecting more objects from the Gloucester Constabulary and its history.

4.3 Gaps in the collection are actively sought to be filled and include historical uniforms, especially uniforms from women in the police force - the museum currently only has one complete woman's uniform from the 1980s.

4.4 Photographs of all periods continue to be collected. Oral histories are also missing and desired. The handling collection is in need of more objects, in particular items for children and sessions with the elderly.

5 Themes and priorities for rationalisation and disposal

5.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.

5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

5.3 Disposal and rationalisation is not a priority for the museum at this time, although situations may arise in which disposals may be considered – such as for legal or safety reasons or in situations where items are irreparable – in which case the policies above will be followed.

6 Legal and ethical framework for acquisition and disposal of items

6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7 Collecting policies of other museums

7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

7.2 Specifically the museum would consider the policies of museums local to the area including Museum in the Park and the Corinium Museum (mainly known for Roman and ancient objects). Also special consideration would be given to Winchcombe Museum whose current collection includes police related objects both from Gloucester and beyond.

7.3 There is an existing relationship with the Gloucester Archive with which we have some overlap in collecting archive material pertaining to the Gloucester Constabulary. The museum currently has on loan and displays some archival items from their collection.

8 Archival holdings

8.1 The museum holds archival objects especially photographs and paper items relating to the constabulary on loan. Such objects are integral to collecting information related to the history of the constabulary. It is likely that and to individual donors who may be retired serving officers in the area would donate to the museum items such as papers and photographs relating to their time in service.

8.2 These items will be collected and kept in an environment according to the national archive standards. Fragile paper and books will be kept on display in a manner that does not damage the paper or their spines. The museum may wish to expand its holdings into the digital archive in the near future.

9 Acquisition

9.1 All acquisitions are first reviewed for appropriateness by the Curator and then discussed by volunteers involved in working with the museum and its collections. The museum tries to engage as many stakeholders and volunteers as possible in the growing collection.

9.2 Final approval on acquisitions that do not need purchasing, or incur a costs, lies with the Curator after careful consideration of the object's condition, spacial and display requirements,

storage issues and its relevance to this policy (with advice from professional conservators or other experts as necessary).

9.3 If the object is being offered for sale or its acquisition incurs a cost, then the Curator will present the proposal to the Heritage and Regeneration committee for review and approval. If the cost is outside the budget line for the year then the proposal would go to the finance committee for approval of the costs.

9.4 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

9.5 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10 Human remains

10.1 The museum does not hold or intend to acquire any human remains.

11 Biological and geological material

11.1 The museum will not acquire by any direct or indirect means any biological or geological specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

12 Archaeological material

12.1 Although the museum does not actively collect archaeological material, the museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

12.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

13 Exceptions

13.1 Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

14 Spoliation

14.1 The museum will use the statement of principles ‘Spoliation of Works of Art during the Nazi, Holocaust and World War II period’, issued for non-national museums in 1999 by the Museums and Galleries Commission.

15 The Repatriation and Restitution of objects and human remains

15.1 The museum’s governing body, acting on the advice of the museum’s professional staff, if any, may take a decision to return human remains (unless covered by the ‘Guidance for the care of human remains in museums’ issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

15.2 The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the ‘Guidance for the care of human remains in museums’.

16 Disposal procedures

16.1 All disposals will be undertaken with reference to the Spectrum primary procedures on disposal.

16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.

16.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort – destruction.

16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.

16.6 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.

16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.

16.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).

16.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

16.10 Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.

16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.

16.12 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with Spectrum procedure on deaccession and disposal.

Disposal by exchange

16.13 The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.

16.13.1 In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.

16.13.2 If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.

16.13.3 If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the museum will place a notice on the MA's Find an Object web listing service, or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).

16.13.4 Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

Disposal by destruction

16.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.

16.14.1 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.

16.14.2 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.

16.14.3 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.

16.14.4 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.



Tetbury Police Museum and Courtroom
63 Long Street, Tetbury GL8 8AA

DOCUMENTATION POLICY

Date of Approval	7 March 2022
Date due for Review	1 February 2025
Governing Body	Tetbury Town Council
Policy Review Procedure	This document will be reviewed and published as required, at least once every three years.

Table of Contents

1	Introduction.....	3
2	Aims and Objectives.....	3
3	Accountability.....	3
4	Levels of Documentation.....	3
5	Computerisation of Records.....	4
6	Access to Sensitive Information.....	4
7	Security Against Loss of Irreplaceable Collection Information.....	4

1 Introduction

Documentation is the cornerstone of any museum. It enables the research, study, display and care of objects held by the museum. Recording collection information is central to ensuring accountability for the collection and its management. It enables collection information to be accessed by the public and is especially important for access of objects not on display in the museum.

Our policy for the documentation of the collection is to ensure that the information we hold relating to the collection is accurate, secure, reliable and accessible.

2 Aims and Objectives

The aim of this Policy is to ensure that we fulfill our guardianship, stewardship and accessibility responsibilities. Through implementation of this policy, our objectives are to:

- Maintain at least minimum professional standards in documentation procedures (Spectrum 5) and collection information and attain the very highest standards wherever possible
- Improve accountability for the collection
- Extend access to collection information
- Strengthen the security of the collection

3 Accountability

The museum will follow the accountability principles defined by the Museums and Galleries Commission:

"to enable museums to fulfill their fundamental responsibilities for collections and the information associated with them. The principles are that a museum should know at any time exactly for what it is legally responsible (this includes loans as well as permanent collections), and where each item is located." (MGC 1993)

4 Levels of Documentation

The museum is committed to record significant information about the objects in our care so that each object we are legally responsible for (including loans as well as long term collections) can be identified and located.

The process of documentation is mainly done by volunteers after training and under the supervision of the curator. Currently this can include the filling in of entry forms and condition surveys. This information is then entered onto a spreadsheet on the museum computer. Due to working practices of the past (from its founding in 1981) the information held about each object is minimal and

mostly an inventory. The aim is to log information about as many objects as possible using a 'catalogue' method.

5 Computerisation of Records

The museum currently has a record of the collection on an Excel spreadsheet. Any backlog items will be added to this list when they are accessioned. We are in the process of choosing a Spectrum 5 compliant computerised database to allow volunteers to catalogue the collection. The database will make it easier to adhere to collection requirements.

6 Access to Sensitive Information

All requests for information will be considered in terms of compliance with the Freedom of Information Act (2000), Data Protection Act (1998) and the General Data Protection Regulation 2018. We will review requests for confidential data such as donor information, valuations or site details on a case by case basis, and in accordance with the applicable legislation and any legal agreements or conditions of gift.

7 Security Against Loss of Irreplaceable Collection Information

We have in place measures to ensure the physical security and long-term preservation of all documentation records, whether paper or computerised. We will update all manual and computerised records as appropriate. Regular backups will be made to secure digital data. Where collection information is wholly computerised and managed centrally we will make backup copies of all key files, and where considered appropriate, house them securely off-site.



Tetbury Police Museum and Courtroom

63 Long Street, Tetbury GL8 8AA

ACCESS POLICY

Date of Approval	7 March 2022
Date due for Review	1 February 2025
Governing Body	Tetbury Town Council
Policy Review Procedure	This document will be reviewed and published as required, at least once every three years.

Table of Contents

1	Mission Statement.....	3
2	Our Commitment to Accessibility.....	3
3	Definition of Access.....	3
3.1	Commitment to Access.....	3
4	Areas of Access Covered by this Policy.....	4
4.1	Physical Access.....	4
4.2	Sensory Access.....	4
4.3	Intellectual Access.....	4
4.4	Financial Access.....	4
4.5	Emotional and Attitudinal Access.....	4
4.6	Other Access.....	4
5	Access Audits, Access Policy and Plan.....	4
6	Evaluation of Services, Consultation and Audiences.....	5
6.1	The Building.....	5
6.2	Visitor Welcome and Customer Care.....	5
6.3	Collections.....	5
6.4	Interpretation.....	6
6.5	Learning.....	6
6.6	Communications.....	6

1 Mission Statement

To help residents and visitors better understand the role of the Tetbury and Gloucestershire Constabulary as an integral part of the community and its society from 1838 to the present day.

2 Our Commitment to Accessibility

The Tetbury Town Council is committed to providing the widest possible access to its Museum's collections and services to enable audiences from all sections of the community to enjoy use of the Museum. Our policy is to build accessibility into everything that we do to develop and improve our services. This commitment is long term and our aim is to make continuous improvements as our resources permit. This commitment extends to our volunteers (we have no paid staff) as well as visitors. We are committed to ongoing training, where appropriate, in access issues for our volunteers.

Tetbury Police Museum and Courtroom recognises that there are many barriers to access at all levels of the Museum service and understands that all visitors have different needs. However, we believe that everyone has a fundamental right to engage with and enjoy the Museum and its collections.

3 Definition of Access

We define access as something that is made possible when physical, sensory, intellectual, financial, cultural, emotional and attitudinal barriers are removed, reduced or overcome.

3.1 Commitment to Access

This policy supports our Mission Statement by providing a framework that aims to include all our visitors, potential visitors, volunteers and staff.

We aim to welcome all members of society into the Museum, regardless of sex, age, social status, ethnic origin or ability. We strive to provide the widest possible access to its building, collections and services in order to provide learning, research and enjoyment by all.

We will make its collections and building accessible, by removing as many barriers to access as practicable, and we will continue to develop and improve our services, within the limits of budgetary, resourcing, legal and planning considerations and the conservation and security of the collections.

Our Access Policy Statement is a public document available to all.

4 Areas of Access Covered by this Policy

4.1 Physical Access

We aim to maintain buildings and facilities that are as physically accessible as possible within the constraints of a Victorian building to enable people with physical disabilities, the elderly and those caring for young children to appreciate the Museum.

4.2 Sensory Access

We aim to enable visitors to receive a sensory experience and enjoy the Museum's environment, exhibitions and collections, including those with impaired vision or hearing.

4.3 Intellectual Access

We aim to recognise and provide for different learning styles and abilities and to adhere to a text strategy which takes into account different visitor needs.

4.4 Financial Access

We aim to keep charges competitive, and consider the ability to pay when setting fees and charges for activities and events. We aim to offer a range of services to suit differing incomes to ensure as many people as possible are able to access our services.

4.5 Emotional and Attitudinal Access

We aim to provide an excellent standard of customer care to ensure that all visitors feel welcome and comfortable in our venue.

4.6 Other Access

We are aware of other barriers to access that could exist within our service e.g. geographical and cultural. We aim to take account of these in our action plan. We aim to engage the broadest audience in our exhibitions, and events, within the limitations of the existing collections.

5 Access Audits, Access Policy and Plan

An Access Audit was last done in 2014. One is planned for 2022. This will cover the external and internal environment of the museum visit, as well as remote access including the future website.

An Access Action Plan will be prepared for 2023, which sets out the work required to improve access, by removing barriers identified by the audit and by customer feedback.

The trustees and all volunteers will be made aware of this policy and every effort will be made to provide training as necessary.

6 Evaluation of Services, Consultation and Audiences

The Museum will evaluate its services and use this information to ensure our services meet visitor needs.

6.1 The Building

The Museum building is a Victorian stone construction and therefore has limitations on access.

There is no lift to the upper floor which is something that is under review by the town council and museum. It is not possible to have a stair lift as the stairs are not suitable. This will be reviewed in our Access Action Plan.

The Museum is committed to providing a safe environment for all. It has procedures for the safe evacuation of all users and staff in an emergency, as outlined in our Emergency Plan.

The Museum adheres to all current guidelines and legislation relating to Health and Safety and all staff are made aware of Museum procedures during their induction.

We will conduct risk assessments for all Museum events and activities that take place.

6.2 Visitor Welcome and Customer Care

All volunteers are involved in implementing this policy, assisting and welcoming our customers across the different service areas.

Information for potential visitors explaining our opening times, services, and access to the collections is available on leaflets, by telephone, via email, social media and the town council websites.

All users of the Museum will be treated with equal respect within an inclusive atmosphere, and welcomed according to their individual needs.

Wherever possible, the Museum will provide adequate signage and navigation to suit a range of needs, and will respond to requests made by the public regarding information required in alternative formats, as resources allow.

6.3 Collections

The Museum is committed to increasing public access to the collections and information, and to increasing knowledge of the collections and heritage of the Gloucester Constabulary and Tetbury.

We will strive to provide varied means of access to the collections, which includes permanent displays, temporary exhibitions, loans, object handling, publications, events, and activities.

Stored collections are available to view by appointment, subject to compliance with current Museum policies.

6.4 Interpretation

The needs of visitors are taken into account when preparing and presenting collections, information and interpretation.

Text guidelines are followed for displays, exhibitions and learning activities.

The Museum will provide levels of information and interpretation to suit a range of audiences and abilities.

Information on displays will be provided in a range of formats, for example: labels, large print, audio, interactive displays, talks and tours.

6.5 Learning

The Museum will provide learning programmes that are tailored to the needs and requirements of specific groups and audiences.

Learning materials will be made available for different audiences and abilities as required, and as resources allow.

We will continue to develop our handling collections and active learning environments.

The Museum aims to provide a range of suitable handling materials for different audiences and levels of ability.

6.6 Communications

The Museum will ensure that all information and communications follow good practice.

The Museum aims to keep the public informed of its collections, temporary exhibitions, events and activities through appropriate publicity including social media.

The Museum will provide a range of ways that people can communicate with us.

Tetbury Police Museum & Courtroom Decision Making and Guiding Principles

Approved: 7 March 2022

1

The Tetbury Police Museum and Courtroom is located on the premises of the original Victorian police station at the end of Tetbury's main thoroughfare, along with the Tetbury Town Council which owns the museum. The Museum was founded in 1981, ten years after the courtroom closed, by enthusiastic and dedicated volunteers. In addition to the police cells, office and courtroom the museum holds a number Gloucester Constabulary artefacts, Tetbury policing artefacts and stories, and a large British restraints and handcuffs collection. The Museum is free to enter. In 2007 the museum gained accreditation under the guidance of the volunteer curator.

The Museum's vision is: To build a stronger community through a better appreciation of the history of Tetbury.

The Museum's mission is: To help residents and visitors better understand the role of the Tetbury and Gloucestershire Constabulary as an integral part of the community and its society from 1838 to the present day.

The Museum's purpose is: To tell the story of policing in Tetbury and Gloucestershire, in the context of the social history of the town and surrounding area, through its collection of objects, the presentation of Tetbury's former police station and courtroom, and its educational activities for the enjoyment and benefit of residents and visitors.

2

The Museum is owned and run by Tetbury Town Council.

The approval of policies, procedures, staffing arrangements and the budget of the Museum is undertaken on behalf of the Council by its Heritage & Regeneration Committee (the "H&RC") through delegated responsibility. The H&RC meets throughout the year and the minutes of the H&RC are a public record. The Honorary Curator is responsible for operational management of the Museum, under the oversight of the H&RC.

In considering matters pursuant to the Museum the members of the governing body discharge their responsibilities as trustees of the collection by:

- acting in the best interests of the Museum at all times
- not benefiting from their office as a trustee other than to the extent permitted by their position
- not putting themselves in a position where their interests conflict with those of the Museum.

This document will be reviewed every 3 years.



Tetbury Police Museum and Courtroom
63 Long Street, Tetbury GL8 8AA

BUSINESS PLAN

Date of Approval	7 March 2022
Date due for Review	February 2025
Governing Body	Tetbury Town Council
Policy Review Procedure	This document will be reviewed and published as required, at least once every three years.

Table of Contents

1	Introduction.....	3
2	Vision.....	3
3	Mission Statement.....	3
4	Statement of Purpose.....	3
5	Situation Review.....	3
5.1	Review of 2013-2018 Forward Plan.....	3
5.2	Governance.....	4
5.3	Staffing.....	4
5.4	Audience.....	5
5.5	Collection.....	5
5.6	Premises.....	5
5.7	Finances.....	6
6	Risk Analysis.....	7
6.1	Internal Risks.....	7
6.2	External Risks.....	8
7	Strategic Aims.....	9
8	Objectives.....	9
9	Action and Resource Plan.....	10
10	Forward Plan Review and Monitoring.....	12

1 Introduction

The Tetbury Police Museum and Courtroom is located on the premises of the original Victorian police station at the end of Tetbury's main thoroughfare, along with the Tetbury Town Council which owns the museum. The Museum was founded in 1981, ten years after the courtroom closed, by enthusiastic and dedicated volunteers. In addition to the police cells, office and courtroom the museum holds a number Gloucester Constabulary artefacts, Tetbury policing artefacts and stories, and a large British restraints and handcuffs collection. The Museum is free to enter. In 2007 the museum gained accreditation under the guidance of the volunteer curator.

2 Vision

The Museum's vision is:

To build a stronger community through a better appreciation of the history of Tetbury.

3 Mission Statement

The museum's mission is:

To help residents and visitors better understand the role of the Tetbury and Gloucestershire Constabulary as an integral part of the community and its society from 1838 to the present day.

4 Statement of Purpose

The Museum's purpose is:

To tell the story of policing in Tetbury and Gloucestershire, in the context of the social history of the town and surrounding area, through its collection of objects, the presentation of Tetbury's former police station and courtroom, and its educational activities for the enjoyment and benefit of residents and visitors.

5 Situation Review

See 5.8 for an update on the original accreditation submission.

5.1 Review of 2013-2018 Forward Plan

The objectives and outcomes of the previous forward plan were:

- To provide substantial improvement, additional features, and expansion

The last forward plan had some ambitious plans for expansion and accessibility that did not come to fruition due to a change in the priorities of the council due to restricted funding. These plans are currently on hold, but this is an area that needs to be revisited once new sources of funding are identified. The accessibility of the museum remains a key concern to be addressed.

- Introduction of a visitor entrance fee

It was decided that an entrance fee was not a viable option at this time to increase funding after researching other museums. Alternative ways of obtaining funding need to be explored.

- Extend marketing

A leaflet was produced and distributed widely, and its design will be reviewed for re-printing. The museum now has a presence on Tetbury's newly launched updated website for visitors. This was a joint initiative to increase tourism by the Town Council and local businesses. The museum participated in town community day.

- Video/Audio displays

A new introduction screen was installed downstairs welcoming visitors to the museum. A period television set was retrofitted with a slide show of police vehicles. And a popular period telephone was installed that recites stories of crimes from Tetbury's past.

- A dedicated office space and team of volunteers

A dedicated office space was provided for the use of volunteers to manage the museum and work on the collection. Several volunteers were recruited early on, although a renewed drive for volunteers is necessary.

5.2 Governance

The Museum is managed by an honorary volunteer Curator who reports to the Heritage and Regeneration Committee of the Tetbury Town Council.

Approval of the policies, procedures, and staffing arrangements rests with the Heritage and Regeneration Committee. As the governing body of the Museum, the Committee meets throughout the year with the minutes of the meetings being part of the public record. Committee members are appointed from members of the Tetbury Town Council at each new term of that body.

5.3 Staffing

The Museum is managed by an honorary curator hired by the town council. In 2019 a new Curator was appointed as the previous curator retired after 7 years.

There are about 10 volunteers that are involved in various aspects of the museum, many of them members of the Tetbury Town Council. Several help monitor the museum on special open weekends in the summer, and others assist with collection care and documentation.

The museum is open daily Monday through Friday from 10am to 3pm during which time it is monitored by council staff.

5.4 Audience

The Museum started opening on most weekends in the summer, which has proven popular with visitors to the town.

Visitor numbers have been increasing slowly from about 3,500 to approximately 4,000 per year. This is partly due to weekend openings. Visitors to the museum are largely non-residents who are visiting the town – usually in the summer - with the occasional purposeful visit by ex-Police officers. School children will often visit in groups when studying areas related to crime and punishment. We also give private tours, including Beavers and Guides mainly out of hours.

Survey forms are available to visitors in the museum, although they are not frequently filled in, and if they are they are usually done by non-residents which does not give a clear view of local use of the museum.

5.5 Collection

The bulk of the collection was created at the Museum's inception, with the majority of items on display. There are occasional donations of items, including a clock, uniforms, and offers from other museums. The permanent items in the collection are wholly owned by the Tetbury Town Council. Long-term loaned items are primarily from the Gloucester Constabulary.

Since 2008 the museum had on long term loan the Alex Nichols Collection of Handcuffs and Restraints. It was decided in 2018 that the non-British handcuffs in the collection did not fit the museum's collection policy so they were returned to Mr Nicholls. However, Mr Nicholls generously permanently donated the other items he had loaned to the museum. In addition, he kindly donated the rest of his personal British handcuff collection to the museum.

In 2019 the majority of the collection items not on display that were stored in the basement of the building were relocated to upstairs rooms due to environmental issues with damp conditions.

Much progress has been made on the documentation backlog although there is still a small backlog of items to be accessioned. An inventory was completed and an accession register was created using a spreadsheet. Marking and labelling and movement control will be the next step. Hopefully it will be easier to maintain records once a museum database is acquired and as collection management continues to work toward being Spectrum compliant.

5.6 Premises

The museum facilities – the old Police Station and the old Courtroom - are the property of and wholly controlled by the Tetbury Town Council, with the Museum rooms provided for as long as the Council owns and occupies the premises.

Access to the museum is limited for visitors with mobility issues as the ground floor area has a step, and the Courtroom on the first floor is only accessible by stairs.

The Tetbury Town Council is reviewing their environmental policies in coordination with the Cotswold District Council, and this will inform the Museum's own policy.

5.7 Finances

Funding is primarily provided by the Tetbury Town Council. Additional revenue comes from donations in the museum's donation box, donations from group tours, and the sales of a limited number of items from the museum's shop area. There have been no recent grants.

The museum has received a budget of £3,000 for the last five years. This covers the basic running costs of the museums and the curator's honorarium. Any projects normally require grant funding. The museum relies on donations to help it function, with an average of £300 received via donation boxes that help with miscellaneous expenses.

The 2019-2020 budget was impacted by the need to use the funds to cover costs related to damages suffered by objects that were on loan to the museum.

Financial Year	Income	Expenditure
2017/2019	£2,869	£2,869
2018/2019	£2,248	£2,248
2019/2020	£565 (preliminary)	£4,676
2020/2021		
2021/2022		

5.8 2020-2021 Update

Because of the covid pandemic the museum closed in March 2020 and did not re-open until August 2021. For the next three months the building was closed and all work was done at home. During this time significant effort went towards writing and submitting grant applications to Esmee Fairbairn (unsuccessful), Historic England Emergency Recovery fund, the NLHF Recovery grant and the Recovery grant run via the SWMD. The HE grant application was for the repair and restoration of the Victorian external staircase which would be another entrance for the museum. The Recovery grants were for building a strong foundation for the museum to come out of the pandemic with a priority plan for volunteer recruitment and audience development as well as a good governance review and a website. In total the museum received £36,500.

Through the grants we were able to have a consultant review our governance structure and provide a workshop on for the board (Tetbury Town Council). Another consultant researched setting up a friends group for us but it was decided that the museum was not ready or well known enough in the area to do this. We were provided with steps to take when we were ready to go down this route. An

Audience Development consultant worked with us to recognize the audiences we have and possible audiences to reach out to (and to prioritise these ideas in a development plan).

The SWMD grant enabled us to hire a volunteer management and recruitment consultant to work with us to write and rewrite all the Museum's policies and procedures with regard to volunteer management, and to develop a recruitment plan. Training in induction and interviewing of volunteers was provided.

Going forward the museum will strive to maintain a vibrant and engaged volunteer team. This will help the museum fulfil its potential as a community facing asset for the town council. Having volunteers will enable the museum to develop audience development plans and bring in new audiences in particular from the local community.

The museum continued to do environmental and pest checks throughout covid. But the planned collection work has been put on hold until more volunteers can be brought on board to help with labelling, the database and auditing.

The focus of the last 6 month has been on recruiting front of house staff to open the museum and give a fuller richer experience to the visitors. In the future we will focus on audience and improving the interpretation in the museum along with making more of a feature of the Victorian building's history for visitors.

6 Risk Analysis

6.1 Internal Risks

Threats	Opportunities
<ul style="list-style-type: none"> • Closure by the Council • Council sells building and relocates, (with or without the Museum) • Inadequate staffing 	<ul style="list-style-type: none"> • Recruit Volunteers and give them ownership • Grant funding • Income stream from sales • Community education outreach • Population increase brings new pool of residents to volunteer and a larger local audience • Increase cycle of temporary exhibitions • Re-branding • Link with Visitor Information Centre • Joint work with Dolphins Hall • Paid-for events and talks • Expand range of delivery / activities
Weaknesses	Strengths
<ul style="list-style-type: none"> • No permanent staff • Only limited volunteering • Limited funding • Lack of promotion • Minimal signage and 'presence' on the street • Shared building • Council Offices closed at weekends so Museum closes • No Volunteer Agreement • Collections Policy needs updating • Only a small collection, much still owned by Gloucestershire Constabulary 	<ul style="list-style-type: none"> • Experienced Curator working on professional qualification (first ever for Tetbury Police Museum) • Knowledge of grants process • Unique collection • Being co-located with Town Council allows the Museum

6.2 External Risks

	Opportunities	Threats
Political	<ul style="list-style-type: none"> • Stable local government • Support at the county level • Changes on the town council 	<ul style="list-style-type: none"> • Changes in the town council • The council's priorities changing • Brexit could mean less funding for museums
Economic	<ul style="list-style-type: none"> • Visitor numbers to town are up • Disposable income is high • Local shops grant schemes • Boutiques in high street • More housing can mean more opportunity for donations and volunteers • Goods Shed brings more visitors and offers promotion opportunities 	<ul style="list-style-type: none"> • Loss of financial support of the town council • Commuter living • High street shops closing • Less diverse shops
Social	<ul style="list-style-type: none"> • Two distinct social groups: weekend visitors/second homes vs permanent residents • Population and number of houses is growing • More retired housing • Town holds a variety of family fun events throughout the year 	<ul style="list-style-type: none"> • Population average age is increasing • Loss of volunteers as people retire later • Potential volunteers are working at the Good Shed
Technological	<ul style="list-style-type: none"> • Using technology to encourage younger people into the museum • Get a museum database • Create a website • Social media presence • Training for volunteers in website/social media/apps 	<ul style="list-style-type: none"> • Keeping up with new technologies • Visitor expectations • Technology has limited lifespan in museum • Volunteers untrained
Legal	<ul style="list-style-type: none"> • Update policies 	<ul style="list-style-type: none"> • Keeping policies updated • Insurance/liability for collection needed • DBS check for working with the vulnerable
Environmental	<ul style="list-style-type: none"> • Work with the council to have a sustainable plan for the building. 	<ul style="list-style-type: none"> • The museum is housed in an old Victorian building without suitable environment controls • Fabric of building needs work

7 Strategic Aims

The key aims of the Museum are:

- To maintain and present an engaging collection
- Ensure the museum is resilient
- Provide a benefit to the local community

8 Objectives

The Museum aims will be met through the following objectives:

- To raise the profile of the museum
- To ensure the museum has a sustainable future
- To improve the visitor experience
- To develop the workforce
- To increase access to the collection
- To increase learning and outreach opportunities
- To maintain accreditation

9 Vision

The vision for the museum in 5 years:

- For the museum to be more accessible and welcoming
- The museum will know its audiences better and have increased its local audiences
- The museum will be a destination in its own right with its profile increased
- The staff/volunteer numbers to be increased
- The museum will be more resilient and sustainable

10 Action and Resource Plan

The following tables show the activities necessary to achieve the objectives and aims of the Museum:

To maintain and present an engaging collection				
Action	End Date	Who	Budget/Effort	Performance Indicator
Increase Access - Care for the collection in a professional manner				
Undertake a collection care audit to determine conservation needs	Feb 2023	Curator, volunteers	50 hours	List of items requiring conservation
Acquire a collection database software/service	Jun 2021	Curator	£1500 (grants, council), 50 hours	Database available
Review and update documentation plan	Aug 2022	Curator	£0, 20 hours	Plan updated
Address accessioning of backlog items	April 2023	Curator, volunteers	£0, 100 hours	Accessioning progress
Audit collection and update database	June 2023	Curator, volunteers	£0, 200 hours	Audit progress
Monitor environment to determine need	Dec 2022	Curator	£0, 20 hours	Environment report
Acquire de-humidifiers or suitable devices	Mar 2022	Curator	£1000, 10 hours	Devices installed
Review and renew loan agreements	Aug 2022	Curator	£0, 20 hours	Loans renewed
Improve the Visitor Experience				
Explore redisplaying collection	Feb 2025	Curator, volunteers	£0, 150 hours	Action plan for display
Acquire new display cases	Feb 2025	Curator, volunteers	£5000, 50 hours	New cases installed
Refresh interpretation boards and labelling	Feb 2024	Curator, volunteers	£500, 150 hours	Updated displays
Increase learning and outreach opportunities				
Develop a schools offer	April 2023	Curator, volunteers and input from teachers	£300, 150 hours	New education package available for schools

Increase links and opportunities for group visits	April 2023	Curator	50 hours	Groups booking tours
Develop tour offers	April 2022	Curator, volunteer manager	Training £200	Groups booking tours
Develop an events program	October 2022	Volunteers, volunteer manager	150 hours	A program for 2023
Ensure the museum is resilient				
Action	End Date	Who	Budget/Effort	Performance Indicator
Develop the workforce				
Create volunteer agreement and induction process	Jun 21	Curator	£0	Forms and process created
Training in museum database	Dec 22	Curator	£1300	A team of Volunteers trained in Modes
Recruit volunteers	Feb 2023	Curator, volunteers	£100	Number of volunteers
Train volunteers in collection care	April 2020, ongoing after	Curator, conservator	£500	Training taken
Training and development for curator	ongoing		£250	Skills set developed
Raise the Profile of the museum				
Create and distribute new updated leaflet	May 2022	Curator	£500 (council)	Leaflets distributed
Engage in social media	Jan 2023	Curator	£0, 120 hours	Number of followers
Build relationship with Visitor Information Centre	Jun 2022	Curator, volunteers	£0, 20 hours	Referrals from VIC
Develop and undertake an audience survey	Dec 2022	Curator, volunteers, SWMD	£150, 100 hours	Number of completed surveys
Install signage to museum in town	Mar 2023	Curator	£500, 20 hours	Signs installed
Increase revenue				

Improve Museum shop offerings	Dec 2020	Volunteer and curator	£300, 40 hours	Increased sales
Hold fundraising/awareness events	Feb 2023	Curator and volunteers	£100, 20 hours	Events held, funds raised
Research possibility of a Friend's organization	Feb 2021	Curator	£0, 30 hours	Recommendation report
Maintain accreditation				
Review constitution	Aug 2022	Curator	£0, 5 hours	Council approved
Research possibility of a Friend's organization	Aug 2022	Curator	£0, 30 hours	Recommendation report
Review forward plan, policies and procedures	Feb 2023	Curator, volunteers	£0, 50 hours	Review yearly

Provide a benefit to the local community				
Action	End Date	Who	Budget/Effort	Performance Indicator
Promote the social history of Tetbury				
Publish stories in local magazines	Nov 2023	Curator volunteers	£0, 150 hours	Stories published
Setup dedicated website	Dec 2022	Curator, volunteers	£2000 , 100 hours	New website created
Continue to collect objects and stories past and present about policing in Tetbury	Feb 2023	Volunteers	£0, 50 hours	Number of objects/stories
Be a useful resource for the town				
Research and acquire loan box for schools	Mar 2022	Curator	£300, 20 hours	A box to loan
Develop closer relationship with schools	Feb 2023	Curator	£0, 20 hours	School visits to museum
Increase outreach activities to local organizations	Feb 2023	Curator and volunteers	£0, 20 hours	Requests for outreach
Provide temporary exhibits	Feb 2023	Curator, volunteers	£100, 60 hours	Temporary exhibits held
Improve the accessibility of the Museum				
Review accessibility situation and options	Dec 2022	Curator, volunteers	£0, 30 hours	Report on accessibility

11 Forward Plan Review and Monitoring

This Forward Plan will be reviewed on an ongoing basis in order to align activities with the actions identified.

Implementation of this forward plan will be managed by the Curator under the direction of the Heritage and Regeneration committee of the Tetbury Town Council.

Committee and Date	Heritage, Environment and Community Committee 7 th July 2025
Agenda item	09
Subject	To discuss and review Police Museum Policy and receive an update of the Police Museum Business Plan
Accountable Members	All
Accountable Officer	EO
Summary/Purpose	<p>This report outlines the Council's intention to implement an annual review of the Tetbury Police Museum's policies and to receive regular updates on the Museum's Business Plan.</p> <p>Policy Review Commitment</p> <p>Tetbury Town Council recognises the importance of maintaining up-to-date and effective policies for the operation of the Police Museum. While current policies are reviewed every three years, the Council proposes to introduce an annual review process to:</p> <ul style="list-style-type: none"> • Ensure policies remain relevant and responsive to changing needs. • Monitor compliance with museum accreditation standards. • Support continuous improvement in collections care, access, documentation, and governance. • This review will be conducted by the Heritage, Environment and Community Committee, with input from the honorary curator and volunteers. <p>Business Plan Update</p> <p>The Council also requests an annual update on the Museum's Business Plan to track progress against strategic objectives.</p> <ul style="list-style-type: none"> • Visitor numbers and engagement activities. • Volunteer recruitment and training. • Financial performance and funding opportunities. • Progress on accessibility, outreach, and collection care. • The update will help the Council assess the Museum's resilience, sustainability, and community impact.
Financial Implications Budget code and cost centre	
Recommendation	To approve
Report written by	EO

Council Budget Discussion 2026/27

Budget Item	Current Amount (£)	Consideration
Christmas	4000	Due to new legislation extra provision is needed
Town Crier	650	
New Bunting	1500	This year's installation will be the last due to the condition of the bunting
Bunting Installation	1000	
Market Trading Licence	1000	
Tree Budget	10000	
Equipment and Repairs	3500	
Fuel	2000	
Clothing	660	
Open Spaces	6050	
Playground Expenses	2000	
Projects	1500	
Town Centre	3000	
St Saviours Water	115	
Youth Services	29600	
Emergency Fund	600	
Holiday Provision	5000	
Inspo Awards 2026	500	
Planting (TIB)	1900	
Town Centre	3000	
Grants	3000	

Summary

Total Budget Amount: £80575

This document outlines the proposed budget considerations for the fiscal year 2026/27. The council is requested to review and discuss the allocations for various items, including Christmas, Town Crier, new bunting, bunting installation, and other essential services and projects. The goal is to ensure that the budget is allocated effectively to meet the needs of the community.

Committee and Date	Heritage, Environment and Community Committee 7 th July 2025
Agenda item	11
Subject	To discuss and recommend to Full Council burial site searches in Tetbury
Accountable Members	All members
Accountable Officer	EO
Summary/Purpose	<p>The site searches will be to define the optimum area for a cemetery. Review of environmental factors with respect to cemetery development within the Tetbury local authority area and up to 1 mile from the local authority area boundary. This will highlight highly unsuitable areas to avoid at the earliest stage.</p> <p>Before the Town Council spends any more from the Earmarked Reserves it is recommended that the site searches are carried out in the first instance and should CDS Group find any suitable land bring this back to Full Council to approve the next steps.</p> <p>At present it is recommended that a T2 groundwater risk assessment would be carried out.</p>
Financial Implications Budget code and cost centre	Approximately £7,500 TBC
Recommendation	To carry out the site searching assessment before carrying out any further investigation works.
Report written by	EO

Committee and Date	Heritage, Environment and Community Committee 7 th July 2025
Agenda item	12
Subject	To discuss and approve the rejuvenation of Suffolk Close Play Area
Accountable Members	All
Accountable Officer	EO
Summary/Purpose	<p>The Suffolk Close play park has not been updated since 2015 and is now in need of significant improvement to meet modern safety standards, accessibility needs, and community expectations. The current facilities are outdated and do not reflect the inclusive, sustainable, and engaging play environments that children and families deserve.</p> <p>Proposal Overview Creative Play UK has submitted a comprehensive proposal for the transformation of the Suffolk Close play area. Two design options have been presented, both incorporating:</p> <p>Modern, inclusive play equipment including a two-tower structure (Dover Castle), basket swings, chin-up bars, and a timber adventure trail. Accessible features such as a wheelchair-accessible picnic table with umbrella. Safety surfacing using wet pour materials in vibrant, durable finishes. Sustainable materials including FSC-certified timber and recycled Play-Tec PCR panels.</p> <p>Sustainability: Use of recycled materials and eco-conscious manufacturing.</p> <p>Community Engagement: A revitalised space will encourage outdoor activity, social interaction, and community pride.</p> <p>Longevity & Support: Creative Play offers extensive warranties and ongoing maintenance packages.</p> <p>Funding Strategy To support the project, the Council will could explore multiple funding avenues, including: Local Authority Gloucestershire County Council community funds. National Funding Bodies, National Lottery Community Fund, Sport England. Charitable Trusts Tesco Community Grants. Corporate Sponsorships – Local businesses may be approached. Community Fundraising – Events, crowdfunding</p>
Financial Implications	£40,000
Budget code and cost centre	Fundraising – Grant- Donation- Business sponsorship
Recommendation	To approve
Report written by	EO

Committee and Date	Heritage, Environment and Community - 7 th July 2025
Agenda item	13.
Subject	To discuss and approve the application for Brown and White Tourism Signs
Accountable Members	All
Accountable Officer	EO
Summary/Purpose	<p>Application for Brown and White Tourism Signposting in Gloucestershire</p> <p>Purpose of Signage Brown and white tourism signs are intended to guide visitors to local tourism facilities. These signs are not for advertising and must not duplicate existing directional signage.</p> <p>Application Process Fee: A non-VAT able application fee of £260 (as of 1st April 2025) is payable to Gloucestershire County Council. Responsibilities: If approved, the applicant must cover the costs of sign design, construction, and ongoing maintenance or replacement. The signs remain the property of the Council.</p> <p>Applications may be refused if signage contributes to "sign pollution." Shared signage with other local facilities may be recommended for those on the same route.</p> <p>Introducing more widely recognised tourism signage for the VIC and museum would greatly enhance their prominence and appeal to visitors. Brown and white tourism signs are a trusted and familiar visual cue for travellers, signalling places of interest and cultural value. By aligning with this nationally recognised signage standard, the VIC and Police Museum would not only become easier to locate but also gain credibility as key destinations within the area. This improved visibility can lead to increased visitor numbers, longer stays, and greater engagement with local heritage, ultimately supporting the town's tourism economy and community identity.</p>
Financial Implications	£260.00 application
Budget code and cost centre	£50.00 sign
Recommendation	To approve
Report written by	EO

Committee and Date	Heritage, Environment and Community – 7 th July 2025
Agenda Item	14
Subject	To discuss and approve St Michael's Catholic Church directional Signs
Accountable Members	All
Accountable Officer	EO
Summary/Purpose	<p>We have received a request regarding a finger arm to St Micheal’s Catholic Church, Tetbury. Currently there are no information pointers to this area.</p> <p>History From 1881 to 1883, Mass was celebrated in Tetbury by Fr Francis Larive from Malmesbury. During both World Wars, evacuees prompted visiting priests to resume services, though a permanent worship space wasn't established until 1931 with the purchase of York House. In 1941, the Zoar Strict Baptist Chapel was acquired for £820 by Fr Harrison, offering a more fitting place of worship. A parish hall followed in 1965, and a sacristy extension around 1988. The Fransalians served the parish until 1995, after which diocesan clergy took over.</p> <p>We highlight places of worship on lecterns in the town and on maps in the Visitor Information Centre. But there are no indicators like many of the other Heritage sites in Tetbury.</p> <p>To stay in keeping with the current signage I would recommend remaining with the previous supplier for consistency throughout the town.</p> <p>From £223.00 Arm depth - Single Line Finger Arm (90 x 700mm) Font - Times New Roman Finish - Black & Argenbright</p>
Recommendations	To approve.
Financial Implications	£250.00 including fixings
Report written by	EO