

**MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE  
Held at The Old Courthouse, 63 Long Street, Tetbury, Glos GL8 8AA  
Monday 10<sup>th</sup> November 2025 at 7pm**

Present

Town Councillors: M Baker (Chair), J Taylor (Vice Chair) Z Baker, L Farnham, P Burrell

Officers: T Niblett (CEO/RFO)

Public: 9 members of the public

**FS01. 11/25 Apologies for absence:**

Councillor C Pearce – Personal reasons

Councillor R Smith – Personal reasons

Councillor S Scott – Attending CDC Local Plan Meeting

Councillor A Figueirido – Personal reasons

**FS02. 11/25 Declarations of Interest:**

None

**FS03. 11/25 Public Consultation:** Representative from the Christmas Lights Committee provided an overview of the grant request for £2,000 to assist with the Christmas lights display within the town. Due to restrictions, they are unable to put Christmas lights across the road as in other towns. The committee are hoping to raise enough funds next year to place lights within the trees in and round the town.

*Agenda item 12 brought forward*

**FS12. 11/25 To discuss and recommend to the Heritage, Environment and Community Committee the grant request from Tetbury Christmas Lights:**

It was proposed by Councillor L Farnham, seconded by Councillor Z Baker to suspend Standing Orders to allow representatives from the Christmas Lights committee to answer questions the committee may have.

<b>Voting Record:</b>	<b>For – 5</b>	<b>Against – 0</b>	<b>Abstentions – 0</b>	<b>Absent - 4</b>
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Questions were asked about the grant that Tetbury Town Council provided in the past for Christmas lights. CEO/RFO advised that the Town Council had a budget line of £5,000, due to financial constraints the Council removed this from the budget and currently has a budget line to assist with the Christmas switch on and Christmas Tree Festival. The Executive Officer (EO) has been successful in obtaining grants from Gloucestershire County Council to assist with the funding for this and previous years' events.

It was proposed by Councillor P Burrell, seconded by Councillor Z Baker to recommend to the Heritage, Environment and Community Committee the grant request from Tetbury Christmas Lights.

<b>Voting Record:</b>	<b>For – 5</b>	<b>Against – 0</b>	<b>Abstentions – 0</b>	<b>Absent - 4</b>
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**FS04. 11/25 To approve the minutes of the meeting held on Monday 13<sup>th</sup> October 2025:**

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Following an amendment to change the members of public to two, it was proposed by Councillor J Taylor, seconded by Councillor M Baker to approve the minutes of the meeting held on Monday 13<sup>th</sup> October 2025.

Voting Record:	For – 2	Against – 0	Abstentions – 3	Absent - 4
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**FS05. 11/25 To note action points from previous meetings:**

Police Museum (FS07.06/24)– meeting arranged for Wednesday 5<sup>th</sup> November cancelled, new date to be arranged.

Building Working Group (FS11. 11.24&TC11. 12/24) – On-going

IT Provider (FS15. 03/25) – On-going, agenda item for January

Budget Requirements –agenda item 11

**FS06. 11/25 To note Bank Reconciliation and Financial Summary for October 2025:**

As of 31<sup>st</sup> October 2025, it was noted that TTC Current Account held £37,269.92, TTC Deposit Account £273,607.01, Contingency Funds £92,269.94, Police Museum £9,531.85, CIL and Buildings Maintenance £102,912.81. The Visitor Information Centre account held £3,243.28.

It was noted that £21,121 CIL money has been received from the Northfield Road/London Road development, boosting the CIL payments to £42,242.

**FS07. 11/25 To approve November payments and estimate transfer of funds:**

It was noted that Tetbury Town Council payments for November amounted to £32,204.40 VIC payments for November amounted to £2,421.23, Police Museum £NIL. Credit Card statement has not been received.

It was requested that we have a transfer of funds of £25,000 from TTC Deposit Account to TTC Current Account. It was proposed by Councillor P Burrell, seconded by Councillor L Farnham to approve the November payments and the transfer of £25,000 from the TTC Deposit Account to TTC Current Account.

Voting Record:	For – 5	Against – 0	Abstentions – 0	Absent - 4
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It was noted that the December payments and request for transfer of funds will be emailed to all members as there is no Finance & Scrutiny Committee meeting in December.

**FS08. 11/25 To allocate two Councillors to sign off December payments:** Councillor P Burrell and Councillor Z Baker agreed to sign off the December payments.

**FS09. 11/25 To discuss and approve purchasing Council Hive Premium Service to assist with**

**Assertion 10:** With the introduction of Assertion 10, Councils need to demonstrate, more transparently than ever, that they are managing digital, data and information governance responsibly. The CEO/RFO has recommended a company who have worked alongside various Councils and National Association of Local Councils (NALC) supporting data protection, GDPR and FOI compliance. The cost for the Council Hive Premium Service will be £1997. Members have requested

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testimonials from councils who have used this company as they are questioning the testimonials within the literature provided.

**FS10. 11/25 To discuss new vehicle requirements for the Grounds Team and implications to the budget:** The Grounds Foreman has provided the Committee with a preferred option of a Nissan Primastar van as an additional vehicle for the grounds team. The current cost to purchase a vehicle outright is £20,994, although this has not been budgeted for in 2025/2026, to lease would cost £3,499 deposit with 58 payments of £397.05. It was noted that a conversation had been held with the grounds team who advised they do not believe a second vehicle is required. Before we move forward on this item the CEO/RFO to seek advice on whether we can finance a vehicle. It was proposed by Councillor P Burrell, seconded by Councillor J Taylor to obtain the grounds' team preference on whether an additional vehicle is required.

Voting Record:	For – 4	Against – 1	Abstentions – 0	Absent - 4
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**FS11. 11/25 To discuss budget requirements for 2026/2027:**

It was requested by a member of the Committee to receive a line by line overview on the budget, it was advised that this would be a long process due to the number of budget lines and bearing in mind that this has been on the agenda at the Finance & Scrutiny Committee and Full Council for several months. An overview of the Police Museum budget was requested.

**FS13. 11/25 To discuss and recommend to the Heritage, Environment and Community Committee the grant request from Citizens Advice Bureau:**

Tetbury Town Council have been contacted by the Citizens Advice Bureau (CAB) to consider a grant request of £1394. The CAB are contacting numerous town and parish councils to assist with reaching their target of £15,000. The CEO/RFO has been requested to obtain more up-to-date accounts as the accounts presented are up to March 2024. It was requested to note that the CAB provides a wonderful service to residents of the town.

**FS14. 11/25 To request an update regarding current telephone supplier:**

Tetbury Town Council have been with the current telephone supplier for the past 2 years. Due to increased costs and the supplier losing one of the telephone numbers, the CEO/RFO has been trying to ascertain how much it would cost to remove ourselves from this contract. This information is not forthcoming and the CEO/RFO will keep the committee informed once this has been received.

**FS15. 11/25 To note all contracts over £1000:**

It was noted that TTC has 7 contracts over £1000 – Shredding Services, Health & Safety, Grass cutting for the Rail Lands, Payroll services, IT Services, IT Support, and Telephones.

**FS16. 11/25 To approve the remit of the Local Plan Consultation Working Group:**

It was proposed by Councillor J Taylor, seconded by Councillor M Baker to approve the Local Plan Consultation Working Group remit.

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**FS17. 11/25 Correspondence Received:**

Correspondence has been received regarding the draft budget. CEO/RFO will respond.

**FS18. 11/25 Councillor Reports:**

Councillor M Baker – Raised concerns regarding the recent email exchanges between Councillors.

A point was raised that due to transparency all Councillor emails exchanges should be brought to Full Council under correspondence.

Councillor J Taylor – Raised concern regarding the lack of literature from the 3 candidates who stood at the recent elections.

It was noted that it is the responsibility of the candidates and not the town council to provide the information to the residents of the town.

Councillor L Farnham – Could we please add on the February agenda item General Data Protection Regulation (GDPR) for the speed cameras that TTC are purchasing.

**FS19. 11/25 Items for the next meeting:**

None

**FS20. 11/25 Date of next meeting Monday 26<sup>th</sup> January 2026, 7pm, Tetbury Library, Glose Gardens:**

**FS21. 11/25 Exclusion of the Public and Press to allow discussion of confidential business:** It was proposed by Councillor J Taylor seconded Councillor M Baker that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Public and Press be excluded from the Meeting for the following items of business on the grounds they involved the likely disclosure of confidential information (as defined in paragraphs (1) and (2) of Part I of Schedule 12A to Section 100A(4) of the Local Government Act 1972 [Information relating to an individual and Information relating to the financial or business affairs of any particular person]), and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

Voting Record:	For – 5	Against – 0	Abstentions – 0	Absent - 4
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Meeting closed 8.23pm

**FS22. 11/25 To approve Closed Session minutes of the meeting held on Monday 8<sup>th</sup> September 2025:**

It was proposed by Councillor J Taylor, seconded by Councillor M Baker to approve the closed session minutes held on Monday 8<sup>th</sup> September 2025.

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**FS23. 11/25 To note Staff Working Group Updates and approve any remuneration increases as recommended by the Staff Working Group:**

It was requested that the proposed amendment to the grounds team summer hours be discussed at Full Council. The summer hours would extend to the end of October due to the daylight hours.

It was requested that the amended job descriptions for all members of the staff be approved. Members had concerns that the new job descriptions did not reflect all the requirements and responsibilities that are carried out by each member. CEO/RFO to send to all members the old and new version of the job descriptions and to request any amendments should be sent to the Staff Working Group members.

The CEO/RFO provided the committee with a draft valuation for the LGPS.

Meeting closed 8.45pm

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