

To all Members of the Finance & Scrutiny Committee

(Councillors:) Mark Baker (Chair), Judith Taylor (Vice Chair), Steve Scott, Zowie Baker, Patricia Burrell, Rodney Smith, Liz Farnham, Colin Pearce, Alison Figueirdo

You are summoned to attend a Meeting of the Finance & Scrutiny committee on Monday 10th November 2025 at 7.00 pm for the transaction of the following business. The meeting will be held in Tetbury Library, Close Gardens, Tetbury. All members of the Public and Press are welcome to attend.



Tara Niblett
Chief Executive Officer
3rd November 2025

1.	Apologies for absence
2.	Declarations of Interest
3.	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)
4.	To approve Minutes of the meeting held on Monday 13 th October 2025
5.	To note action points from previous meetings
6.	To note Bank Reconciliation and Financial Summary for October 2025 (0.2)
7.	To approve November payments and estimate transfer of funds (02)
8.	To allocate two Councillors to sign off December payments (0.2)
9.	To discuss and approve purchasing Council Hive Premium Service to assist with Assertion 10
10.	To discuss new vehicle requirements for the Grounds Team and implications to the budget (0.11)
11.	To discuss budget requirements for 2026/2027 (0.2)
12.	To discuss and recommend to the Heritage, Environment and Community Committee the grant request from Tetbury Christmas Lights (0.4)
13.	To discuss and recommend to the Heritage, Environment and Community Committee the grant request from Citizens Advice Bureau
14.	To receive an update regarding current telephone supplier
15.	To note all contracts over £1,000
16.	To approve the remit of the Local Plan Consultation Working Group
17.	Correspondence Received
18.	Councillor Reports <ul style="list-style-type: none"> 1. Chair 2. Deputy 3. Members
19.	Items for the next Meeting
20.	Date of next meeting – Monday 26 th January 2026, 7pm, Tetbury Library, Close Gardens
21.	CLOSED SESSION – Resolution to exclude the Public and Press
22.	To approve Closed Session minutes of the meeting held on Monday 8th September 2025
23.	To note Staff Working Group updates and approve any remuneration increases as recommended by the Staff Working Group

Members are reminded that the Council has a general duty to consider the above matters in the exercise of any of its functions: Equality and Diversity, Crime & Disorder, Health & Safety and Human Rights. Members are also reminded that they are required to comply with the ethical standards laid down in the seven 'Nolan' principles of public life in their conduct within Council meetings and at all times when acting as a Councillor.

**MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at The Old Courthouse, 63 Long Street, Tetbury, Glos GL8 8AA
Monday 13th October 2025 at 7pm**

Present

Town Councillors: M Baker (Chair), J Taylor (Vice Chair) R Smith, C Pearce, S Scott

Officers: J Hunt (Locum Clerk)

Public: one member of the public I Watson

FS01. 10/25 Apologies for absence: A Figueiredo, L Farnham, P Burrell, Z Baker

FS02. 10/25 Declarations of Interest: None

FS03. 10/25 Public Consultation: I Watson asked on behalf of a resident if the Council would consider adopting the Highfields estate open spaces and managing it in perpetuity once the estate has been completed by Miller Homes? There would be some accrual funds from the management company currently £12,000. With potentially £15,000 more when Miller Homes recompense RMG for works that should have been organized by Miller Homes directly, or If the Highfields estate retains a management company (and replaces directors with resident directors), would TTC consider being a supplier to maintain the estate and potentially more revenue via the Highfields Management Company that would pay it. next agenda.

Another resident presented a plan he has started a carbon neutral recycling company to replace existing companies serving the town. He will present at the next full council meeting.

FS04. 10/25 To approve the minutes of the meeting held on Monday 8th September 2025:

Proposed Councillor J Taylor seconded Councillor R Smith to approve the minutes of the meeting held on Monday 8th September 2025

Voting Record:	For – 4	Against – 0	Abstentions – 1	Absent - 4
----------------	---------	-------------	-----------------	------------

FS05. 10/25 To note action points from previous meetings:

Police Museum (FS07.06/24)– meeting on Wednesday 22nd October

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

IT Provider (FS15. 03/25) – On-going

Budget Requirements – Telephone awaiting termination costs. Van costs agenda item 11

FS06. 10/25 To note Bank Reconciliation and Financial Summary for September 2025:

As of 30th September 2025, it was noted that TTC Current Account held £48,815.92, TTC Deposit Account £295,964.06, Contingency Funds £92,224.46, Police Museum £12,522.59, CIL and Buildings Maintenance £81,751.72. The Visitor Information Centre account held £2,280.06.

The second installment of the precept has now been received with £75,000.00 being transferred to the TTC Deposit Account.

FS07. 10/25 To approve October payments and estimate transfer of funds:

It was noted that Tetbury Town Council payments for October amounted to £33,348.29 VIC payments for October amounted to £2,498.73, Police Museum amounted to £3,414.85. Credit Card statement has not been received.

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at The Old Courthouse, 63 Long Street, Tetbury, Glos GL8 8AA
Monday 13th October 2025 at 7pm

The September Credit Card amounted to £446.20.

It was requested that a transfer of funds of £20,000 from TTC Deposit Account to TTC Current Account and a transfer of funds of £2,500 from TTC Deposit Account to VIC Account. It was proposed by Councillor S Scott, seconded by Councillor J Taylor to approve the October payments and the transfer of £20,000 from the TTC Deposit Account to TTC Current Account and £2,500 from the TTC Deposit Account to the VIC Account.

Voting Record:	For – 5	Against – 0	Abstentions – 0	Absent - 4
----------------	---------	-------------	-----------------	------------

FS08. 10/25 To allocate two Councillors to sign off October and November payments: Councillor J Taylor and Councillor S Scott agreed to sign off the October and November payments

FS09. 10/25 To note income and expenditure for Quarter 2 of the 2025/2026: The income and expenditure for quarter 2 of 2025/2026 accounts were noted. Councillors queried the overspend on insurance.

FS10. 10/25 To note response from External Auditor (PKF Littlejohn) on Annual Governance & Accountability Return (AGAR): The external auditor's response was noted.

FS11. 10/25 To discuss new vehicle requirements for the Grounds Team and implications to the budget: After some discussion it was agreed that leasing a new vehicle was not a viable option. Councillors also questioned why the option was for a van not a pick-up. Proposed by Councillor M Baker seconded Councillor J Taylor to investigate the outright purchase of a van either new or used.

Voting Record:	For – 5	Against – 0	Abstentions – 0	Absent - 4
----------------	---------	-------------	-----------------	------------

FS12. 10/25 To discuss budget requirements for 2026/2027: The proposed budget figures were discussed; Councillors requested more information on the insurance increase and requested the CEO endeavors to find the original agreement for works in St Saviors and St Marys church yards. The stationery costs were also queried. It was noted that work to reduce the IT and telephone costs is ongoing. To Full Council.

FS13. 10/25 To discuss and recommend to the Heritage, Environment and Community Committee the grant request from Tetbury Christmas Lights: Councillors requested more information from the Christmas Lights committee.

FS14. 10/25 To discuss and recommend to Full Council grant application form: It was proposed to recommend the grant application form to full council with the amendment '*For grants over £500 a member of the Finance and Scrutiny committee will be allocated as your main point of contact to receive updates on all progress and financial costings of the grant request*' Proposed Councillor S Scott seconded Councillor C Pearce

Voting Record:	For – 5	Against – 0	Abstentions – 0	Absent - 4
----------------	---------	-------------	-----------------	------------

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at The Old Courthouse, 63 Long Street, Tetbury, Glos GL8 8AA
Monday 13th October 2025 at 7pm

FS15. 10/25 To discuss telephone contract and cost implications to exit agreement: On going. Councillors asked the CEO to produce a schedule of all contracts over £1000 per annum with expiry dates for the November meeting.

FS16. 10/25 To discuss and recommend to Full Council Devolution Working Group Remit: It was agreed to recommend the Devolution Working Group remit to full council. Proposed Councillor J Taylor seconded Councillor S Scott.

Voting Record:	For – 5	Against – 0	Abstentions – 0	Absent - 4
----------------	---------	-------------	-----------------	------------

FS17. 10/25 Correspondence Received: No correspondence received

FS18. 10/25 Councillor Reports: Councillor J Taylor queried why there was no Council article in the October Advertiser, the CEO had queried this, awaiting response. Future articles will not be submitted monthly.

Councillors also questioned the outcome of talks with the Goods Shed as a possible meeting venue for Council. CEO to confirm.

FS19. 10/25 Items for the next meeting: Van costs, Telephone, IT supplier, staff working group update, Contracts over £1000

FS20. 10/25 Date of next meeting Monday 10th November 2025, 7pm, Tetbury Library, Glose Gardens:

FS21. 10/25 Exclusion of the Public and Press to allow discussion of confidential business: It was proposed by Councillor S Scott 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
----------------	---------	-------------	-----------------	------------

Meeting closed 8.15pm

FS22. 10/25 To approve Closed Session minutes of the meeting held on Monday 8th September 2025:

FS23. 10/25 To note Staff Working Group Updates: Deferred to November meeting



**MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at The Old Courthouse, 63 Long Street, Tetbury, Glos GL8 8AA
Monday 13th October 2025 at 7pm**

Meeting closed 8.23pm

Chair Dated

**Report to a Meeting of
Tetbury Town Council's Finance and Scrutiny Committee
Monday 10th November 2025, 7pm**

PROGRESS AGAINST ACTIONS ARISING FROM PREVIOUS MEETINGS

1. **Purpose of Report**
To note the actions taken on previous decisions of the Committee.

2. **Recommendation**
That the Action Points be noted.

Ref	ACTION	WHO	STATUS
FS07. 06/24	Meeting with Police Museum Curator	Cllrs Z Baker, CEO	Meeting has been arranged for Wed 5 th November – Meeting cancelled due to illness. Donations around £800 has been received, £350 has been banked awaiting Curator to bank outstanding donations.
FS15. 03/25	IT Provider – Councillor Scott to contact the 3 companies who have provided a quotation and to bring forward a recommendation	Cllr S Scott	On-going. Meeting held with independent IT consultant 04.11.25. Agenda item for January meeting.
FS10. 09/25	Budget requirements	CEO	Agenda item 11.
FS09. 10/25	Note Income and Expenditure for Q2 – why is insurance higher than expected	CEO	The insurance budget line covers TTC and the Goods Shed. The Goods Shed element is paid back and is placed under misc income
FS18. 10.25	Option to hold Council and Committee meetings at the Goods Shed	CEO	This is not a viable option due to other bookings the Goods Shed currently holds throughout the year
FS12. 10/25	To find the original agreement for works in St Saviours and St Marys Churchyard	CEO	St Marys Churchyard closed in 1905, St Saviours churchyard closed in 1977. Under Local Government Act 1972 Section 215, Tetbury Rural Council took over the responsibility for the upkeep of St Marys Churchyard.

			Looking into evidence regarding St Saviours, will notify committee once this has been found.
--	--	--	--

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

VIC MONTHLY FINANCIAL SUMMARY

ACTUAL	VIC Bank Summary @ 31st October 2025		Note
	VIC Current Account	£3,243.28	
	TOTAL	£3,243.28	
	Committed Costs		Note
	Total	£0.00	
	Current Working Capital B5-B15		£3,243.28

FORECAST	Monthly Forecast of Outturn (FOO)	Forecast Income	Routine Expenditure	Project Expenditure	Comment
	November		£3,250.00	£0.00	
	December		£3,250.00	£0.00	
	January		£3,250.00	£0.00	
	February		£3,250.00	£0.00	
	March		£3,250.00	£0.00	
	Total	£0.00	£16,250.00	£0.00	
	Year End FOO (Free Reserve)	-£13,006.72			

Account income transferred from TTC Deposit Account as and when required
 Total expenditure budget £26,520

Tetbury Town Council 2025-2026

Bank - Cash and Investment Reconciliation as at 31 October 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/10/2025	TTC Current Account	37,269.92
31/10/2025	TTC Deposit	273,607.01
31/10/2025	ttc fixed term deposit	92,269.94
31/10/2025	Lloyds Credit Card	0.00
31/10/2025	Police Museum & Courtroom	9,531.85
31/10/2025	TIC 00734002	3,243.28
31/08/2025	Petty Cash Tin VIC	1.10
31/10/2025	CIL & Buildings Maintenance	102,912.81

518,835.91

Unpresented Payments

12.64

518,823.27

Receipts not on Bank Statement

0.00

Closing Balance

518,823.27

All Cash & Bank Accounts

1	TTC - Current Account	37,269.92
2	TTC - Deposit Account	273,607.01
3	TTC Contingency	92,269.94
4	Credit Card Account	-12.64
5	Police Museum	9,531.85
6	VIC - Current Account	3,243.28
7	Petty Cash VIC	1.10
8	CIL & Building Maintenance	102,912.81
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	518,823.27

Detailed Income & Expenditure by Budget Heading 01/11/2025

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>90</u> <u>TTC Income</u>							
1076 Precept	484,669	484,669	0			100.0%	
1078 CIL Income	42,242	0	(42,242)			0.0%	42,242
1090 Interest Received	1,757	0	(1,757)			0.0%	
1092 Telephone Monthly Credit	2,826	0	(2,826)			0.0%	
1110 Burials	3,390	0	(3,390)			0.0%	
1120 Flat Rent	4,025	6,900	2,875			58.3%	
1121 Room Rental	500	0	(500)			0.0%	
1122 Flat Gas	33	0	(33)			0.0%	
1140 Markets	420	0	(420)			0.0%	
1200 Grants Received	5,725	7,164	1,439			79.9%	
1900 Miscellaneous Income	4,122	0	(4,122)			0.0%	
	<u>549,708</u>	<u>498,733</u>	<u>(50,975)</u>			<u>110.2%</u>	<u>42,242</u>
TTC Income :- Income							
	<u>549,708</u>	<u>498,733</u>	<u>(50,975)</u>				
Net Income							
6001 less Transfer to EMR	42,242	0	(42,242)				
	<u>507,467</u>	<u>498,733</u>	<u>(8,734)</u>				
Movement to/(from) Gen Reserve							
<u>100</u> <u>TTC Administration</u>							
1900 Miscellaneous Income	3	0	(3)			0.0%	
	<u>3</u>	<u>0</u>	<u>(3)</u>				<u>0</u>
TTC Administration :- Income							
4000 TTC Admin. Staff	129,846	252,400	122,554		122,554	51.4%	
4001 TTC Pensions	28,325	36,900	8,575		8,575	76.8%	
4002 TTC Staff Expenses	1,142	2,500	1,358		1,358	45.7%	
4030 Power of Gen. Competence	0	400	400		400	0.0%	
4060 Training Costs	3,017	6,500	3,483		3,483	46.4%	
4062 Election Costs	0	19,200	19,200		19,200	0.0%	
4063 CIL Grant Expenditure	5,000	0	(5,000)		(5,000)	0.0%	5,000
4070 Business Rates	5,098	8,487	3,389		3,389	60.1%	
4080 Telephone	5,252	2,350	(2,902)		(2,902)	223.5%	
4085 Allotment Exp	2,150	2,500	350		350	86.0%	
4090 Utilities	2,405	7,500	5,095		5,095	32.1%	
4120 Insurance	9,222	7,000	(2,222)		(2,222)	131.7%	
4130 Office Supplies	1,056	1,750	694		694	60.3%	
4135 Defibrillators	350	0	(350)		(350)	0.0%	350
4140 Publicity	1,872	2,000	128		128	93.6%	
4160 Subscriptions	3,025	3,200	175		175	94.5%	
4170 Audit/ Professional Fees	8,684	5,000	(3,684)		(3,684)	173.7%	3,855
4175 Health & Safety Monthly Contra	700	1,500	800		800	46.7%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4180 Legal Fees	0	5,000	5,000		5,000	0.0%	
4190 IT	7,599	15,000	7,401		7,401	50.7%	
4200 Member's Expenses	0	1,000	1,000		1,000	0.0%	
4210 Civic Expenses	0	800	800		800	0.0%	
4220 Vehicle Costs & Repairs	1,323	3,520	2,197		2,197	37.6%	
4230 Vehicle Tax/Insurance	0	1,100	1,100		1,100	0.0%	
4240 Building Repairs/Maintenance	1,492	0	(1,492)		(1,492)	0.0%	1,492
4265 D. Hall Grounds Maintenance	2,500	2,500	0		0	100.0%	
4290 PWLB Loan	9,819	19,639	9,820		9,820	50.0%	
4355 Christmas Expenditure	35	0	(35)		(35)	0.0%	
4492 Bank charges	60	102	43		43	58.3%	
4996 Grant Expenditure	908	0	(908)		(908)	0.0%	
TTC Administration :- Indirect Expenditure	230,879	407,848	176,969	0	176,969	56.6%	10,697
Net Income over Expenditure	(230,876)	(407,848)	(176,972)				
6000 plus Transfer from EMR	10,697	0	(10,697)				
Movement to/(from) Gen Reserve	(220,179)	(407,848)	(187,669)				
110 HEC							
1141 Christmas Markets	835	0	(835)			0.0%	
1804 Highfield Allotment Income	815	0	(815)			0.0%	
1901 Donation Received	1,000	0	(1,000)			0.0%	
HEC :- Income	2,650	0	(2,650)				0
4095 St Saviours Water	45	115	70		70	39.2%	
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	841	3,500	2,659		2,659	24.0%	
4410 Fuel	621	2,000	1,379		1,379	31.0%	
4420 Clothing	458	660	202		202	69.3%	
4430 Open Spaces	2,461	6,050	3,589		3,589	40.7%	64
4435 Trees / Tree Work	3,263	10,000	6,737		6,737	32.6%	
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	3,087	4,500	1,413		1,413	68.6%	
4471 Awards	0	500	500		500	0.0%	
4472 Market License	1,029	0	(1,029)		(1,029)	0.0%	
4475 Allotments Highfield	237	0	(237)		(237)	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4476 Town Centre	0	3,000	3,000		3,000	0.0%	
HEC :- Indirect Expenditure	45,947	73,344	27,397	0	27,397	62.6%	64
Net Income over Expenditure	(43,297)	(73,344)	(30,047)				
6000 plus Transfer from EMR	64	0	(64)				
Movement to/(from) Gen Reserve	(43,233)	(73,344)	(30,111)				
<u>115 Police Museum</u>							
1130 Police Museum Donations	1,411	0	(1,411)			0.0%	
1135 Police Museum Grants Received	3,080	0	(3,080)			0.0%	
1900 Miscellaneous Income	0	0	(0)			0.0%	
Police Museum :- Income	4,491	0	(4,491)				0
4061 PM Training and Expenses	0	400	400		400	0.0%	
4121 Police Museum Insurance	627	750	123		123	83.6%	
4141 Police Museum Marketing	801	850	49		49	94.3%	
4161 Police Museum Memberships	271	100	(171)		(171)	270.6%	
4480 Police Museum Staff Costs	2,375	4,750	2,375		2,375	50.0%	
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%	
4485 Police Museum Grant Expenditur	2,499	0	(2,499)		(2,499)	0.0%	
4491 Bank Charges	68	102	34		34	66.7%	
Police Museum :- Indirect Expenditure	8,158	8,352	194	0	194	97.7%	0
Net Income over Expenditure	(3,667)	(8,352)	(4,685)				
<u>135 HEC</u>							
4316 Holiday Youth Provision	0	0	(0)		(0)	0.0%	
HEC :- Indirect Expenditure	0	0	(0)	0	(0)		0
Net Expenditure	(0)	0	0				
<u>140 Community Projects</u>							
1150 Community Fridge Grant	0	1,000	1,000			0.0%	
Community Projects :- Income	0	1,000	1,000				0
Net Income	0	1,000	1,000				

15:55

Detailed Income & Expenditure by Budget Heading 01/11/2025

Month No: 7

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	497	1,200	703			41.4%	
1830 Ticket Sales Nat. Express Inc	331	300	(31)			110.3%	
1840 Ticket Sales Goods Shed	521	300	(221)			173.7%	
1862 Cards/Notelets and Postcards	250	450	200			55.6%	
1865 Postage and Packaging	4	200	197			1.8%	
1870 Walks & Cycles	265	500	235			53.0%	
1872 Tea Towels	519	1,000	481			51.9%	
1875 Gifts & Souvenirs	586	750	164			78.1%	
1880 Books and Guides	185	250	65			73.9%	
1882 Local Crafts	308	0	(308)			0.0%	
1885 Calendars	62	50	(12)			124.9%	
1897 Cards for Good Causes	242	0	(242)			0.0%	
1900 Miscellaneous Income	1,462	0	(1,462)			0.0%	
Visitor Information Centre :- Income	<u>5,231</u>	<u>5,000</u>	<u>(231)</u>			<u>104.6%</u>	<u>0</u>
4801 Banking charges	60	102	43		43	58.3%	
Visitor Information Centre :- Direct Expenditure	<u>60</u>	<u>102</u>	<u>43</u>	<u>0</u>	<u>43</u>	<u>58.3%</u>	<u>0</u>
4070 Business Rates	142	0	(142)		(142)	0.0%	
4090 Utilities	582	0	(582)		(582)	0.0%	
4800 Maps	918	2,000	1,082		1,082	45.9%	
4810 Post Cards	203	0	(203)		(203)	0.0%	
4825 Cards/Notelets & Postcards	35	0	(35)		(35)	0.0%	
4830 Books - Heritage	71	0	(71)		(71)	0.0%	
4835 Tea Towels	0	750	750		750	0.0%	
4840 Calendars	0	100	100		100	0.0%	
4845 Gifts & Souvenirs	434	2,000	1,566		1,566	21.7%	
4870 Website	540	470	(70)		(70)	114.9%	
4885 Local Craft	157	0	(157)		(157)	0.0%	
4900 Ticket Sales Nat. Express	246	250	4		4	98.2%	
4935 Ticket Sales Good Shed Arts Ce	282	0	(282)		(282)	0.0%	
4940 VIC Staff Costs	13,967	24,100	10,133		10,133	58.0%	
4961 Square Automatic Charges	54	500	446		446	10.8%	
4970 VIC Repairs/IT	178	1,000	822		822	17.8%	
4980 VIC Stationery/Miscellaneous	102	350	248		248	29.1%	
Visitor Information Centre :- Indirect Expenditure	<u>17,911</u>	<u>31,520</u>	<u>13,609</u>	<u>0</u>	<u>13,609</u>	<u>56.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(12,740)</u>	<u>(26,622)</u>	<u>(13,882)</u>				

Detailed Income & Expenditure by Budget Heading 01/11/2025

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	562,083	504,733	(57,350)			111.4%	
Expenditure	302,955	521,166	218,211	0	218,211	58.1%	
Net Income over Expenditure	<u>259,128</u>	<u>(16,433)</u>	<u>(275,561)</u>				
plus Transfer from EMR	10,761	0	(10,761)				
less Transfer to EMR	42,242	0	(42,242)				
Movement to/(from) Gen Reserve	<u>227,647</u>	<u>(16,433)</u>	<u>(244,080)</u>				

TTC MONTHLY FINANCIAL SUMMARY

ACTUAL	TTC Bank Summary @ 31st October 2025		Note
	Tetbury Town Council Current Account	£37,269.92	£121,167 Precept received
	TTC Deposit Account	£273,607.01	£75,000 Precept transferred to account
	Police Museum	£9,531.85	
	CIL and Buildings Maintenance	£102,912.81	
	3 month Fixed Rate Account	£92,269.94	
	TOTAL	£515,591.53	
	Committed Costs		Note
	General Reserve @ 3 Months Routine Expenditure	£92,269.94	
	New Burial Ground EMR	£30,372.06	
CIL and Buildings Maintenance	£102,912.81		
Van Purchase	£1,008.09		
Total	£226,562.90		
Current Working Capital B5-B15		£289,028.63	

FORECAST	Monthly Forecast of Outturn (FOO)	Forecast Income	Routine Expenditure	Project Expenditure	Comment
	November	£575.00	£35,000.00	£0.00	
	December	£575.00	£35,000.00	£0.00	
	January	£575.00	£35,000.00	£0.00	
	February	£575.00	£35,000.00	£0.00	
	March	£575.00	£35,000.00	£0.00	
	Total	£2,875.00	£175,000.00	£0.00	
	Year End FOO (Free Reserve)		£116,903.63		

Receipts for Month 8

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	37,269.92					37,269.92	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>37,269.92</u>	<u>0.00</u>	<u>0.00</u>			<u>37,269.92</u>	

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/11/2025	Cotswold District Council	DD	702.00			4070	100	702.00	Business Rates
07/11/2025	Nest Pension	DD	185.72			4001	100	185.72	October Pensions
14/11/2025	Topping Van Gerwen	BACS	1,717.99		286.33	4170	100	1,431.66	April - Sept payroll services
14/11/2025	Jenny Hunt	BACS	180.10			4995	100	180.10	Locum Clerk duties
14/11/2025	Tetbury Bowls Club	BACS	50.00			4030	100	50.00	Hire of Hall Remembrance
14/11/2025	Gloucestershire County Council	BACS	260.00			4130	100	260.00	Library hire July - Dec 2025
14/11/2025	Firework Effects	BACS	150.00			4030	100	150.00	Remembrance Maroon
14/11/2025	Shred It	BACS	133.84		22.31	4130	100	111.53	Shredding charges
14/11/2025	Proactive Business Supplies	BACS	88.20		14.70	4130	100	73.50	A4 paper x15 reams
14/11/2025	GLC & R Williams	BACS	54.58		9.10	4430	110	45.48	Stake and Rails Rail Lands
14/11/2025	kent county council	BACS	168.24		28.04	4190	100	140.20	Nov - Feb Photocopier rental
14/11/2025	Ratcliffe & Son	BACS	396.33		66.05	4400	110	330.28	x2 Hedgecutter repairs
14/11/2025	Jireh Solutions Ltd	BACS	545.16		90.86	4190	100	454.30	Monthly IT Support
14/11/2025	GCC - Pensions	BACS	3,880.57			4001	100	3,880.57	November pensions
14/11/2025	Dreams That Glitter Princess	BACS	160.00			4355	100	160.00	Elsa & Anna Xmas Switch on
14/11/2025	HM Revenue & Tax	BACS	4,600.58			4000	100	4,600.58	November tax & NI
14/11/2025	GLC & R Williams	BACS	15.60		2.60	4400	110	13.00	cable ties
14/11/2025	The CDS Group	BACS	4,627.50		771.25	4170	100	3,856.25	Cemetery Search Assessment
						325	0	-3,856.25	Cemetery Search Assessment
						6000	100	3,856.25	Cemetery Search Assessment
14/11/2025	Tetbury Hardware Store	BACS	31.53		5.26	4400	110	26.27	Spray paint, bags, lamp
14/11/2025	Mrs V Bolwell	BACS	112.50			4002	100	112.50	Portsmouth Bootcamp mileage
14/11/2025	Tetbury Forestry Ltd	BACS	180.00		30.00	4430	110	150.00	x2 Xmas Trees St Saviours
19/11/2025	British Gas	DD	162.34		7.73	4090	100	154.61	Oct-Nov electric
28/11/2025	Salaries	BACS	13,801.62			4000	100	13,801.62	November salaries
Total Payments for Month			32,204.40	0.00	1,334.23			30,870.17	
Balance Carried Fwd			5,065.52						
Cashbook Totals			37,269.92	0.00	1,334.23			35,935.69	

Receipts for Month 8

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	3,243.28					3,243.28	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
	Cashbook Totals	<u>3,243.28</u>	<u>0.00</u>	<u>0.00</u>			<u>3,243.28</u>	

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
14/11/2025	Global Publications	BACS	110.00			4840	200	110.00	x22 Calendars
14/11/2025	HM Revenue & Tax	BACS	520.28			4940	200	520.28	November Tax & NI
14/11/2025	Goods Shed Art Centre	BACS	191.20			4935	200	191.20	Various ticket sales
14/11/2025	M Cass & P James	BACS	6.99			4830	200	6.99	Book
14/11/2025	Tetbury Linocut	BACS	2.70			4825	200	2.70	Card
14/11/2025	Little Rainbow Jewels	BACS	33.15			4845	200	33.15	Bookmark, Earrings, Bracelet
14/11/2025	Tetbury Men's Shed	BACS	14.40			4885	200	14.40	Pin Box
14/11/2025	National Express	BACS	67.49			4900	200	67.49	Various ticket sales
28/11/2025	Salaries	BACS	1,475.02			4940	200	1,475.02	November salaries
Total Payments for Month			2,421.23	0.00	0.00			2,421.23	
Balance Carried Fwd			822.05						
Cashbook Totals			<u>3,243.28</u>	<u>0.00</u>	<u>0.00</u>			<u>3,243.28</u>	

Committee and Date	FINANCE & SCRUTINY – Monday 13 th November 2025
Agenda item	09.
Subject	To discuss and approve purchasing Council Hive Premium Service to assist with Assertion 10
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>With the introduction of Assertion 10 in the 2025/26 Annual Governance and Accountability Return (AGAR), local (parish and town) councils are being asked to demonstrate, more transparently than ever, that they are managing digital, data and information governance responsibly.</p> <p>As National Association of Local Councils (NALC's) trusted partner for data protection services, Breakthrough Communications will assist Councils to cut through the complexity and take confident steps toward compliance.</p> <p>What is Assertion 10?</p> <p>Assertion 10 is a new declaration that Tetbury Town Council (TTC) will need to make from the 2025/26 AGAR onwards.</p> <p>Assertion 10 brings together a series of expectations around digital, data and information governance.</p> <p>Assertion 10 requires councils to have a generic email hosted on an authority-owned domain – TTC has this requirement.</p> <p>Website will need to meet WCAG 2.2AA accessibility standards – TTC have been informed by their current website provider tetbury.gov.uk meets this requirement although some adjustments can be made to make the contents more accessible.</p> <p>The visittetbury.gov.uk is not up to WCAG 2.2AA accessibility standards.</p> <p>TTC will need to have an IT policy that covers the secure and lawful use of digital devices within the council – TTC does not currently have an IT policy. This will be brought to the Finance & Scrutiny Committee at the beginning of 2026.</p>



Crucially, Assertion 10 also requires TTC to confirm that they are complying with data protection legislation and the data protection principles.

What does Assertion 10 and data protection compliance mean in practice

Assertion 10 makes it clear that TTC must be able to show they manage personal data lawfully, safely and securely, and in line with their legal responsibilities. This means more than having policies on file.

We need to understand, how personal data moves through our organisation, who has access to it, how it is protected, how it is securely disposed of when no longer needed, and how requests from individuals to exercise their data rights are handled.

Why it pays to act now

Assertion 10 applies to the current financial year. That means TTC should take steps now to ensure we can demonstrate compliance when the time comes. Acting now will also give TTC time to identify and fill gaps, build confidence, and avoid last-minute pressure.

Should we wish to carry out the Data Protection Compliance inhouse the cost to the Council will be **£695**

To allow Breakthrough Communications to carry out a comprehensive data protection compliance review, refresh of the TTC's data protection policies and procedures and provide 12months ongoing support and advice **£4,495** (breakdown of services is attached)

The Data Protection Compliance Toolkit service includes:

- 12 months access to the service (no obligation to renew)
- 24/7 access to on-demand UK GDPR and data protection compliance training, resources, guides and templates
- Unlimited free tickets to regular compliance masterclass, focusing on data protection in council services and operations
- Unlimited access to regular drop in clinics
- Unlimited access to refresher training for council staff and councillors



Tetbury

Town Council

	<p>The Council Hive Service £997</p> <ul style="list-style-type: none">• Council Hive Professional and Council Hive Premium includes <u>everything</u> that is provided in the Data Protection Toolkit Service as well as the following:• 24/7 access to Council Hive Hub, access to training, resources, templates and events covering community engagement, as well as data protection, UK GDPR and FOI compliance• Annual Council 'MOT' style Health checks covering communications and information compliance• Council Hive Premium: Unlimited 1-2-1 advice and support from the team of council communications and compliance experts £1997
Financial Implications Budget code and cost centre	<p>£695 to register for the Data Protection Compliance Toolkit £997 Council Hive Professional £1997 Council Hive Premium £4,495 Data Protection Compliance Review</p> <p>Budget 4190 IT Cost Centre 100</p>
Legal Requirement	Comply with the UK General Data Protection Regulation (UK GDPR)
Climate Impact	None
Recommendation	To approve purchasing The Council Hive Premium package to assist with Assertion 10
Report written by	CEO

Committee and Date	FINANCE & SCRUTINY – Monday 10 th November 2025
Agenda item	10.
Subject	To discuss new vehicle requirements for the Grounds Team and the implications to the 2026/2027 budget
Accountable Members	All members
Accountable Officer	CEO/RFO
Summary/Purpose	<p>Following discussions held at the Finance & Scrutiny Committee meeting on Monday 13th October, more details were requested.</p> <p>The Grounds Foreman has requested that the Council considers purchasing a van instead of a pick-up, this allows the equipment to be kept safe as it will be locked and not on view when not in use.</p> <p>The preferred option which is currently available is a Nissan Primastar cDi 28 Acenta SWB L/R A/C Euro 6.</p> <p>The cost to purchase this van outright is currently £20,994. To spread the cost over 5 years a deposit of £3,499.00 with 58 payments of £397.05 is required making the total payment £27,322.</p> <p>These options and figures will change depending on the timings when the Council decides when/if they wish to purchase another vehicle.</p> <p>Purchasing another vehicle will allow the grounds team to split into 2 areas daily, this will be more noticeable in the mowing season which is now being extended due to the climate conditions we are now facing.</p>
Financial Implications	£20,994 outright purchase
Budget code and cost centre	£27,322.00 over 60 months with £3,499 deposit
Climate Impact	Diesel CO2 183g/km MPG 40.4
Governance and Legislation	<p>The council must have the legal power to acquire vehicles for its functions (Local Government Act 1972, S.111)</p> <p>The decision to purchase or lease must be made by resolution at a properly convened council meeting and recorded in the minutes.</p> <p>Consider the Council's Financial Regulations and Standing Orders regarding procurement thresholds and authorisation. (TTC Financial Regulations – Procurement - 5.8 contracts greater than</p>



Tetbury

Town Council

	<p>£3,000 seek at least 3 fixed price quotes). Loans and Investments 10.2 – TTC Financial Regulations)</p> <p>Any purchased or leased van must be added to the council's asset register and adequately insured (JPAG Practitioners Guide 2024, s5.60)</p> <p>General Reserves Purpose are held to meet unexpected or unplanned expenditure and to provide working capital (JPAG Practitioners Guide 2024, Section 5.32).</p> <p>Council approval – must be authorised by full council resolution, with clear reasons minuted (Local Government Act 1972, S150).</p>
Recommendation	To discuss at Full Council and recommend the purchasing of a used vehicle with costs to be included in the 2026/2027 budget.
Report written by	CEO

Preferred option

used

Nissan Primastar dCi 28 Acenta SWB L/R A/C Euro 6

£17,495 + VAT
Or monthly from £397.05



Year 2022 (72)	Body SWB Panel Van	Mileage 48320	Gearbox Manual	Fuel Diesel	Engine 2.0	Owners 2	Doors 5	Seats 3	BHP 108	MPG 40.4	CO2 183 g/km

Description

This 2022 Nissan Primastar dCi 28 Acenta is a practical and efficient van, perfect for various business needs. The vehicle is a Euro 6 emission class model, ensuring it meets the latest environmental standards. The Primastar comes in Acenta trim and is powered by a 2.0 L diesel engine. This model also features Bluetooth connectivity, allowing for hands-free communication and audio streaming while on the move.

The Nissan Primastar dCi 28 Acenta stands out with its low CO₂ emissions, making it an environmentally conscious choice. Additionally, it falls into a low insurance group, which can lead to significant savings on insurance premiums. The 5-door configuration of this L1 H1 model provides easy access to the cargo area and cabin, enhancing its practicality for everyday use.

Nissan Primastar 28 SWB Low Roof Acenta 110ps Grey 48k 1997cc 2 keys

- Reversing sensors
- Cruise control
- Air conditioning
- Bluetooth connectivity
- 6-speed gearbox
- Side loading door
- Front fog lights
- Radio with USB connection
- Remote central locking
- Deadlocks
- Ply-lined interior
- Elastic barn doors
- Metal bulkhead
- Electric mirrors and windows

Tetbury Town Council Budget 2026/27 - Summary

	26-27	25-26	Difference	%
Income	£532,796	£491,599	£41,198	8.4
Expenses				
General Running Costs	£241,990	£232,600	£9,390	4.0
Building Costs	£9,000	£8,487	£513	6.0
Town Maintenance Costs	£174,334	£158,999	£15,335	9.6
F&S Budget	£2,500	£2,500	£0	0.0
H.E.C Budget	£52,315	£54,815	-£2,500	-4.6
Borrowing	£19,639	£19,639	£0	0.0
VIC Budget	£25,604	£26,652	-£1,048	-3.9
Police Museum Budget	£9,200	£7,950	£1,250	15.7
Total	£534,582	£511,642	£22,940	4.5
Budget Surplus / Deficit	-£1,785	-£20,043	£18,258	-91.1
2025/26 Reserves	£28,014			
Estimated Reserves at end of 24/25	£26,229			
Contingency %	4.91			
This summary is based on an increase in the precept of:	8.30%			
This would mean a change of cost to a band D home of:	£14.61 Per Year			

Income

	26-27	24-25	Difference	%
Precept				
No Of Paying Homes	2,753.8	2,753.8		
Precept (D)	£190.61	£176.00	£14.61	8.3
Total Precept	£524,896	£484,669	£40,228	8.3
Other Income				
Rent from Flat	£6,900	£6,930	-£30	-0.4
Office Rental	£1,000	£0	£1,000	
Total Other Income	£7,900	£6,930	£970	14.0
Total	£532,796	£491,599	£42,168	8.6

General Running

	26-27	25-26	Difference	%
Office Staff Costs	127,579	135,400	-7,821	4% increase
Staff Pensions	18,741	18,500	241	1
Staff Expenses	1,000	1,000	0	0
Training Costs	6,000	6,000	0	0
Telephone	4,750	2,350	2,400	102
Utilities	7,500	7,500	0	0
Insurance	7,000	7,000	0	0
Office Supplies	5,000	1,750	3,250	186
Subscriptions	3,200	3,200	0	0
Internal Audit Fees	5,000	5,000	0	0
Legal Fees	5,000	5,000	0	0
IT	15,000	15,000	0	0
CIVIC Expenses	800	800	0	0
Election Costs	25,000	19,200	5,800	0
Publicity	3,500	2,000	1,500	75
Members Expenses	1,000	1,000	0	0
Power of General Competence	400	400	0	0
Petty Cash	0	0	0	0
Heath and Safety Contract	5,520	1,500	4,020	268
Budget Impact	241,990	232,600	9,390	4

Building Costs

	26-27	25-26	Difference	%
Building Repairs & Maintenance	£0	£0	£0	
Council Tax and Business Rates	£9,000	£8,487	£513	3.0
Budget Impact	£9,000	£8,487	£513	6.0

Town Maintenance

	26-27	25-26	Difference	%
Income				
Town Centre Grant (S106)	3000	3000	£0	0.0
Total Income	3000	3000	£0	0.0
Expenses				
Maintenance Staff Costs	£123,285	£117,000	£6,285	5.4
Staff Pensions	£18,469	£18,400	£69	0.4
Staff Expenses	£1,500	£1,500	£0	
Vehicle Payments & Repairs	£3,520	£3,520	£0	0.0
Vehicle Tax and Insurance	£1,100	£1,100	£0	0.0
Equipment & Repairs	£3,500	£3,500	£0	0.0
Training	£500	£500	£0	0.0
Fuel	£2,000	£2,000	£0	0.0
Planting	£1,900	£1,819	£81	4.5
Tree Maintenance	£10,000	£10,000	£0	0.0
Clothing	£660	£660	£0	0.0
Playground Inspection and Repair	£2,000	£2,000	£0	0.0
Van	£8,300	£0	£8,300	
Staff Mobile Phones	£600	£0	£600	
Total Expenses	£177,334	£161,999	£15,335	9.5
Budget Impact	£174,334	£158,999	£15,335	9.6

Van - £3,500 Deposit monthly costs £400 over 60 months

F&S

	26-27	25-26	Difference	%
Small Grants	£0	£0	£0	
Dolphins Hall	£2,500	£2,500	£0	0.0
Total	£2,500	£2,500	£0	0.0

Heritage Environment & Community

	26-27	25-26	Difference	%
Income				
Allotment Grant (S106)	2,500	2,500	0	0
Open Spaces	700	700	0	0
Total	3,200	3,200	0	0
Expenses				
Youth Services	£29,600	£29,600	£0	
Defibrilators	£0	£0	£0	0.0
Emergency Fund	£600	£600	£0	0.0
Holiday Youth Provision	£2,500	£5,000	-£2,500	0.0
Organisation Grants	£3,000	£7,500	-£4,500	-60.0
Christmas	6,000	1,000	5,000	500
Open Spaces	6,050	6,050	0	0
Allotments	2,500	2,500	0	0
Awards	500	500	0	0
St Saviours Water	£115	£115	£0	0.0
Projects	£1,500	£4,500	-£3,000	
Town Crier	£650	£650	£0	0.0
New Bunting	£1,500	£0	£1,500	
Bunting Installation	£1,000	£0	£1,000	
Total	£55,515	£58,015	-£2,500	-4.3
Budget Impact	£52,315	£54,815	-£2,500	-4.6

Borrowing

	26-27	25-26	Difference	%
PWLB Repayments (Goods Shed)	£19,639	£19,639	£0	0
Budget Impact	£19,639	£19,639	£0	

VIC

	26-27	25-26	Difference	% Notes
Income				
Trading Income	6,000	5,000	1,000	20.0
Totals	6,000	5,000	1,000	20.0
Expenditure				
Staff Costs	24,954	24,100	854	3.5
Insurance	0	132	-132	-100.0
Stock	5,400	5,570	-170	-3.1
IT	1,000	1,000	0	0.0
Card Processing Costs	250	500	-250	-50.0
Stationery	0	350	-350	-100.0
Total Expenditure	31,604	31,652	-48	-0.2
Budget Impact	25,604	26,652	-1,048	-3.9

Police Museum

	26-27	25-26	Difference	%
Income				
Donations	1,000	700	300	
Grants	500	500	0	
Other	500	500	0	
Totals	2,000	1,700	300	
Expenditure				
Collections Care / Packaging	1,000	1,000	0	0.0
Misc Expenses	100	300	-200	-66.7
Insurance	750	750	0	0.0
Training	400	250	150	60.0
Publicity	800	850	-50	-5.9
Outreach / Education	500	0	500	0.0
Remedial Conservation	0	0	0	0.0
Shop	200	0	200	0.0
Memberships	200	250	-50	-20.0
Projects	1,500	1,500	0	
Honorarium	5,750	4,750	1,000	21.1
Total Expenditure	11,200	9,650	1,550	16.1
Budget Impact	9,200	7,950	1,250	15.7




Honorarium costs to be approved by HEC

Reserves

Current Emergency Reserves	95,000
Actual % Emergency Reserves	18
Expected % Emergency Reserve	20
Estimated Free Reserves 04/2025	28,014
Proposed Reserve Transfers	
Building Fund	0
Increase Emergency Reserves	0
Total Transfers	0
Excess Reserves Carried into 2026/27	28,014
Optional Reserves	
Burial Fund	30,370
Shelter Funds	0 Went back into general reserves 2025/2026
Total Optional Reserves	30,370
Reserves Including Optional Reserves	58,384
Emergency Reserves for 2025/26	95,000

Grant Application Form

Please answer all the questions and return the form to the Council.

CONTACT DETAILS	
Name of Organisation:	TETBURY CHRISTMAS LIGHTS COMMITTEE
Charity Number (if applicable):	
Name of Contact:	CLARE FALTHING HELEN PUGH
Contact address (Including postcode):	
Contact telephone number:	
Contact email address:	
Position within organisation:	CLARE FALTHING CHAIRPERSON HELEN PUGH SECRETARY
YOUR GROUP	
Group/Organisation main activities:	TO RAISE FUNDS FOR PROVIDING TETBURY WITH CHRISTMAS LIGHTS & SUPPLYING ELECTRIC TO LIGHT
Approximately how many Tetbury residents will benefit from the grant if approved?	ALL OF THE RESIDENTS WILL BENEFIT
How will Tetbury benefit from the grant if approved?	WE WILL NOT BE IN THE DARK
Does your organisation have an equal opportunities policy or statement (if yes, please provide a copy with your application)	NO.
Does your organisation have a formal constitution (if yes, please provide a copy with your application)	YES - ATTACHED
EVENT, ACTIVITY OR PROJECT	
Purpose for which grant is sought:	TO TOP UP FUNDS WE HAVE ALREADY RAISED



Tetbury

Town Council

Start date of project/activity:	29/1/2025.
End date of project/activity:	CONTINUOUS BUT IF DATE REQUIRED 31/12/2025
Are there any implications for climate change of the project for which you seek finance (benefit wildlife, reduce carbon emissions)	/
GRANT FUNDING	
Amount of grant funding requested: Please provide a full breakdown of the project costs and how the grant money will be spent (itemise costs):	£2,000 PLEASE SEE ATTACHED
How much money has/is being raised towards this?	£5,249.87
If applicable – how do you plan to raise funds to meet any shortfall and by when?	QUIZ RAFFLES STREET COLLECTIONS
Have you previously received a grant from Tetbury Town Council? (if yes please state when, the amount and purpose of the grant).	NO
BANK DETAILS	
Account Name:	TETBURY AREA YOUTH & COMMUNITY TRUST
Account Number:	[REDACTED]
Sort Code:	[REDACTED]
Bank/Building Society Address:	[REDACTED]
<p>I hereby apply for a grant on behalf of the above group/organisation and I confirm I have the authority to apply for funding on their behalf and that the information given above is, to the best of my knowledge and belief correct.</p> <p>I confirm that this application is made on the basis that if successful, the group/organisation will be bound to use the grant only for the purpose specific in this application and will have to comply with any term and conditions attached to the grant.</p>	
Signed [REDACTED]	Dated 12/9/2025



Position within the group/organisation SECRETARY

Checklist:

- Have all boxes completed
- Accounts Attached
- Constitution Attached (if available)
- Equal Opportunities Policy or Statement (if available)
- Safeguarding Policies and Procedures (if applicable)

Completed forms should be returned to:

CEO, Tetbury Town Council, The Old Courthouse, 63 Long Street, Tetbury, Glos GL8 8AA

email: ceo@tetbury.gov.uk

Telephone enquiries: 01666 504670

Please find attached the invoice for the lights we have purchased for this year, we have concentrated on the fund raising rather than looking at different options for lights but this is very much on our radar for next year, as we have been so overwhelmed to the response of Tetbury residents wanting something better for their town. The lights are purchased and we pay for storage, I have attached the original invoice as well as the one we have agreed..

Currently the lights for Tetbury consist of the individual shops which make an effort and the Feeofees decorating the Marketplace, even with the lights on the lampposts and the lights in the trees the main body of Long Street, Market Place and Church Street will be predominantly dark. In comparison to Malmesbury and Cirencester, we are very much the poor relation.

The residents of this town are very proud, and at Christmas particularly the events that the town council and the individual shop keepers have been staging seem to be let down by the poor show from the Christmas lights. We feel that a beautiful show would mean that families and residents from other villages would feel confident in coming into the town to do their shopping and frequent the other businesses that offer a variety of services.

The local schools hold many events at the Church on Church Street and walking through the streets admiring the lights would be important for the well-being of the children, bringing the magic of Christmas into their lives.

As we will not be receiving the grant in time for this year's display, we would be looking to spend the grant on purchasing lights for the town centre predominantly Long Street, Market Place and Church Street and being able to provide Christmas trees for the businesses in the town. We would also be looking to raise funds to a similar level as this year to match/exceed the grant.

Our fundraising for this year has achieved £6,304 but we also have further funds of nearly £600 to add to this, please see the attached spread sheet.

Grant Application Form

Please answer all the questions and return the form to the Council.

CONTACT DETAILS	
Name of Organisation:	Citizens Advice Stroud & Cotswold Districts Ltd.
Charity Number (if applicable):	1096398
Name of Contact:	Elizabeth Hall
Contact address (Including postcode):	<p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p>
Contact telephone number:	██████████
Contact email address:	████████████████████
Position within organisation:	Chief Executive Officer
YOUR GROUP	
Group/Organisation main activities:	<p>Citizens Advice Stroud and Cotswold Districts Ltd helps local residents resolve the problems they face by providing free, confidential, impartial advice and information and by influencing local and national policy makers.</p> <p>National Citizens Advice also has a strategic aim to “use the power of our data to advocate and target solutions to underlying root causes of issues”. One of the ways we deliver this locally is through our Research and Campaigns Group.</p> <p>The main areas of advice are money issues; charitable support and referrals to local foodbanks; housing; employment; relationships and energy issues.</p> <p>Advice can be accessed face to face by appointment at our Cirencester office and various outreach locations, via a Freephone telephone helpline and by email using the form on our website. Advice can also be accessed using the national Citizens Advice public website.</p> <p>Clients who have complex issues often need multiple appointments to resolve them which can involve face to face advice. This is especially true for clients with</p>

	<p>financial problems where there can be a lot of paperwork to see and calls to creditors to make; and disability benefits claims which can take several hours to complete. We have specialist staff and volunteers for benefits, debt and energy casework who take internal and external referrals.</p> <p>In addition, we have a team of dedicated foodbank advisers who take referrals from the Stroud, Cirencester and North Cotswold Foodbanks. There is also a dedicated specialist debt adviser in post for the North Cotswold and Cirencester Foodbank.</p> <p>The cost of living crisis and the ongoing issue of high day to day living costs has resulted in a greater demand for our service that we have been unable to meet with our current resources. Along with other organisations we have sometimes struggled to recruit paid staff and volunteers. However, we tried new initiatives for recruitment in 2024 that were successful and we are repeating these in 2025. We have new volunteer advisers and administration volunteers taking part in our current training programme.</p>
<p>Approximately how many Tetbury residents will benefit from the grant if approved?</p>	<p>During 2024-25 we advised 104 clients from Tetbury.</p>
<p>How will Tetbury benefit from the grant if approved?</p>	<p>As mentioned above, during 2024-25 we advised 104 clients from Tetbury to resolve 667 issues. Our clients ages ranged between 20 and 99 years old, and the main issues we advised on were benefits or debt related.</p> <p>Our advice brings economic benefits to the people we help – around half the advice relates to money issues and, by helping people maximize their income and reduce their debts, we are increasing the money in their pockets which they can then spend in the local economy.</p> <p>We also help Cotswold District Council to administer the Household Support Fund – enabling clients to obtain help with their energy and water costs as well as “wider essentials” such as white goods, warm clothing, warm bedding and energy efficient products as well as receiving supermarket vouchers to help with the cost of food.</p> <p>In Tetbury, our advice resulted in an income gain of £97,617. Additionally, a further £16,888 of debts were written off.</p>



A significant number of our clients identify as disabled or having a long-term health condition. In 2024-25 60% of our Tetbury clients described themselves as disabled or having a long-term health condition. Many of these clients have mental health issues and are facing a long wait for NHS help.

We know that our advice has health and wellbeing benefits – clients tell us that they feel less stressed, depressed or anxious after receiving advice, as well as sometimes reporting improvements in their physical health (for example if they have been assisted with energy issues, including grants, and can now afford to heat their home).

Our 2024-25 client feedback data showed that 86% of our clients said they felt less stressed and anxious as a result of the help they receive from us and 64% felt their physical health had improved.

We are also aware that when we help working people to resolve the issues that they face, they will then take less time off work with stress, or trying to sort out domestic issues, and this also helps the running of the local economy.

By empowering people to resolve their own problems and giving the skills and knowledge to help themselves better in the future, we are helping to reduce the burden on public services who might otherwise be picking up the tab.

We are also an organisation strengthened by volunteers. Many of our volunteers are retired professionals who bring a wealth of experience to the organisation. In return we provide challenging and stimulating volunteering opportunities which keep people healthier and happier in retirement and enable them to use their professional skills to give something back to their community. We also offer some students and young people the opportunity to volunteer with us in their gap years or holidays which gives them work and life experience. Some of our volunteers also use the experience gained with us to secure paid work.

Our Research and Campaigns team have been undertaking a research on project on the prevalence and impact of child poverty in our two districts. If you would like a copy of the report when it has been published please do let me know by email at Elizabeth.hall@ca-scd.org.uk.

Does your organisation have an equal opportunities policy or statement (if yes, please provide a copy with your application)	Yes, please find our equal opportunities statement attached. This is an excerpt from our 'Employee Handbook'.
Does your organisation have a formal constitution (if yes, please provide a copy with your application)	Yes, please find our 'Articles of Association' attached.

EVENT, ACTIVITY OR PROJECT

Purpose for which grant is sought:	<p>Any funding received will contribute to the cost of our core advice service which is available across the Cotswold District.</p> <p>This service is provided by a team of highly trained and experienced volunteer advisers who are supported by a small core team of paid staff.</p> <p>Our core costs include volunteer expenses which are now increasing as more volunteers work in the office instead of remotely, the cost of supervision of the volunteer advisers and volunteer administration team, the training of new staff and volunteers, the cost of paid generalist advice staff (not foodbank, debt or benefits caseworkers) and the cost of running our Cirencester office.</p> <p>Our predicted costs for the core advice service in the Cotswold District for 2025-26 are £166,836. We are grateful to receive a core grant from Cotswold District Council and a small grant from Gloucestershire County Council, but this covers less than 50% of our full core costs so we have budgeted to raise £15,000 during 2025-26 from town and parish councils to contribute to our core costs.</p> <p>Funds will also be used to support the running of our popular Tetbury outreach, based within Tetbury Library.</p>
------------------------------------	---

Start date of project/activity:	1 April 2025
End date of project/activity:	31 March 2026
Are there any implications for climate change of the project for which you seek finance (benefit wildlife, reduce carbon emissions)	As part of our service, we provide energy advice encouraging people to improve the energy efficiency in their homes. This helps low-income households to reduce energy costs as well as reducing carbon footprints.

GRANT FUNDING



Tetbury

Town Council

<p>Amount of grant funding requested:</p> <p>Please provide a full breakdown of the project costs and how the grant money will be spent (itemise costs):</p>	<p>We are asking each town and parish council to contribute proportionately to the number of enquiries from each area in 2024-25. Last year we helped 104 residents of Tetbury to resolve 667 issues which accounted for 9.3% of all our work in the Cotswolds. We are therefore asking for 9.3% of £15,000 i.e. £1394.</p> <p>Money received from any grants will contribute to our core costs which includes our office spaces, volunteer expenses, and staff salaries.</p>
<p>How much money has/is being raised towards this?</p>	<p>So far, we have raised £4140 of our £15,000 goal, thanks to a grant from Cirencester Council. We are continuing to ask each parish and town council to contribute proportionately to the amount of enquires received in the last financial year.</p>
<p>If applicable – how do you plan to raise funds to meet any shortfall and by when?</p>	<p>Again, we will continue to attempt to raise funds through parish and town councils.</p>
<p>Have you previously received a grant from Tetbury Town Council? (if yes please state when, the amount and purpose of the grant).</p>	<p>We have received a grant in the past, pre-2020 – again for core costs.</p>
<p>BANK DETAILS</p>	
<p>Account Name:</p>	<p>Citizens Advice Stroud & Cotswold Districts Ltd</p>
<p>Account Number:</p>	<p>██████████</p>
<p>Sort Code:</p>	<p>██████</p>
<p>Bank/Building Society Address:</p>	<p>████████████████████ ██████████ ████████████████ ████████ ████████</p>
<p>I hereby apply for a grant on behalf of the above group/organisation, and I confirm I have the authority to apply for funding on their behalf and that the information given above is, to the best of my knowledge and belief correct.</p> <p>I confirm that this application is made on the basis that if successful, the group/organisation will be bound to use the grant only for the purpose specific in this application and will have to comply with any term and conditions attached to the grant.</p> <p>Signed <i>Elizabeth Hall</i> Dated: 10.10.2025</p>	

Position within the group/organisation: Chief Executive Officer

Checklist:

Have all boxes completed Y

Accounts Attached Y

Constitution Attached (if available) Y

Equal Opportunities Policy or Statement (if available) Y

Safeguarding Policies and Procedures (if applicable) Y

Completed forms should be returned to:

CEO, Tetbury Town Council, The Old Courthouse, 63 Long Street, Tetbury, Glos GL8 8AA email:

ceo@tetbury.gov.uk

Telephone enquiries: 01666 504670

Committee and Date	FINANCE & SCRUTINY – Monday 10 th November 2025
Agenda item	14.
Subject	To receive an update on current telephone supplier
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>Tetbury Town Council has been in its current contract for 2 years (Minute reference to enter this contract FS14. 10/23) and due to the increasing costs, we have requested a breakdown of these services and costs to terminate the agreement.</p> <p>Tetbury Town Council currently leases 7 handsets which can be individually purchased at £200 each, we have been advised to terminate the agreement with the equipment leasing company is in the region of £17,000. We are currently awaiting a response to ascertain how they can justify these costs.</p> <p>Regarding the monthly telephone costs, we have identified that there are a significant number of opt-out basis services that have been added to our account, we have now requested these are removed with immediate effect.</p> <p>One of the services we are currently paying is Vodafone Red Unlimited at £23.41, this equipment had to be purchased due to the telephone supplier losing our Visitor Information Centre telephone number.</p> <p>We have received notification on 4th November that all the opt-out services will now be removed with immediate effect.</p> <p>CEO to notify committee once the termination costs have been received and to discuss the next steps.</p>
Financial Implications Budget code and cost centre	Still awaiting final costs
Climate Impact	None
Governance and Legislation	Although there is no specific UK Local Government Legislation, the Local Government Act 1972, s.111, empowers councils to do anything “calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions”, which includes entering into and terminating contracts.
Recommendation	To note update on current telephone supplier
Report written by	CEO

Committee and Date	FINANCE & SCRUTINY – Monday 10 th November 2025
Agenda item	15.
Subject	To note contracts over £1,000
Accountable Members	All members
Accountable Officer	CEO/RFO
Summary/Purpose	<p>At the Finance & Scrutiny Committee it was requested that members receive a breakdown of all contracts that Tetbury Town Council holds over £1,000.</p> <p>Shredding services - £1,400 Health & Safety - £1,200 Utilities gas – 10.07p per kWh/61ppd standing charge Utilities electric – 25.29p per kWh/45ppd standing charge Grass Cutting - £171 per cut – Rail Lands minimum 6 per year Payroll services - £2,800 IT Services - £4,807 Business License renewal (Microsoft), IT Support - £5,460 This will increase when we have 15 Councillors Telephone – £5,400 – rental and telephone charges</p>
Financial Implications Budget code and cost centre	<p>Varies each month 4190 – IT, 4090 – Utilities, 4080 – Telephone, 4170 – Audit/Professional Fees, 4175 – Health & Safety, 4430 – Open Spaces, 4130 – Office Supplies</p>
Climate Impact	
Governance and Legislation	<p>s.111 Local Government Act 1972 allows parish and town councils to enter into contracts for a wide range of services which includes all these services listed above.</p> <p>This section of the LGA empowers Councils to do “anything conducive or incidental to the discharge of any of their functions”</p> <p>Tetbury Town Council holds the General Power of Competence (Localism Act 2011, s.1) provides even broader power to contract for any lawful service.</p>
Recommendation	To note contracts over £1000
Report written by	CEO

Local Plan Consultation Working Group Remit

Purpose

To provide Tetbury Town Council with guidance on the response to be made to Cotswold District Council in the Local Plan Consultation. The Working Group will ensure that the interests of the local community are considered and that views are represented.

Objectives

- To report to Full Council on the recommended approach by the Town Council in response to the Local Plan Consultation.
- To assess the potential impacts – positive and negative – on Tetbury and its infrastructure and facilities – Housing, Sustainable and Regular Transport – Highways, Pavements, Cycle Paths - Water/Sewage capacity, Environment, Heritage & Economic Development – jobs for new and existing residents.
- To engage with residents and encourage completion of the online consultation via all Town Council communication channels, including a possible Town Meeting with the Cotswold District Council Local Plan team.

Membership

The Working Group shall consist of:

- Tetbury Town Councillors Nikki Ind, Ian Watson, Judith Taylor & Patricia Burrell
- CEO in personal capacity to provide administrative support
- Relevant stakeholders as required

Meetings

- Initial meeting 23rd October with follow up meeting on 7th November, after the consultation is launched on 5th November – to allow review and consideration of the questions. Potential meeting week commencing 10th November to allow for report to be prepared for Full Council on 17th November
- Meetings may be held online or in person and correspondence may take place via email

Reporting

- The Working Group will report their recommendations to Full Council on 17th November.

Duration

- The Working Group will operate until the conclusion of the Local Plan Consultation process is completed on 18th December 2025.

I note the draft 26/27 Budget. My comments are:

1. A significant part of the 8.3% increase, is due to the grounds staff, budget. I note that £9,000 would be a result of the additional vehicle. Having this needs a business case. In particular

- What are the advantages of having an additional vehicle?

- What would be the consequences of not having the additional vehicle?

2. I note the proposed 20% increase for staffing cost. How can this be justified.

As previously stated, consider that for a small Town like Tetbury, does not justify the retention of the Police Museum. On an income v expenditure basis, closure should be proposed from the end of this financial year. I believe, that closure would make any significant difference to other Tetbury businesses.k

3. As previously stated the VIC is in the wrong location. It should be an interesting the Library. Unfortunately, despite the refurbishment last year, the opportunity was not taken to relocate the VIC to the Library. That would have included an overlap for 6 months for VIC staff, after which the ViC display of leaflets etc, would become an integral part of the Library, and the VIC staff would no longer be needed.

Access to the computers would be available for further tourism information. As the Librarians take money for fines, and photocopying, there is no reason why small scale memorabilia could not be paid to the Librarians.

4. A lift should not be add the existing Town Hall. Instead it should be sold given the extent of refurbishment also needed. The building should be sold with indicative plans for 4 residential units, probably including a single storey infill rear extension.

5. Plans should be prepared (to show to CDC planners, for a 1.5 storey (upper storey in a steeply pitched roof), for a new Town Hall, just off the Goods Shed Carr park, all owned by Tetbuy. Incorporated a small lift to the Council Chamber, and two offices.