

**MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE**  
**Held at Tetbury Library, Close Gardens, Tetbury**  
**Monday 19<sup>th</sup> January 2026 at 7pm**

Present

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

Officers: T Niblett (CEO/RFO)

Public: 1 member of the public

**FS01. 01/26 Apologies for absence:**

Councillor C Pearce – Received

Councillor A Figueirido – No apologies for absence received

**FS02. 01/26 Declarations of Interest:**

None

**FS03. 01/26 Public Consultation:**

None

**FS04. 01/26 To approve the minutes of the meeting held on Monday 10<sup>th</sup> November 2025:**

It was proposed by Councillor Z Baker, seconded by Councillor P Burrell to approve the minutes of the meeting held on Monday 10<sup>th</sup> November 2025.

Voting Record:	For – 4	Against – 0	Abstentions – 2	Absent - 2
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**FS05. 01/26 To note action points from previous meetings:**

Police Museum (FS07.06/24)– meeting to be rearranged between Curator, Chair of Heritage, Environment and Community Committee, CEO. Following meeting carry out a full review of the Police Museum.

Grounds Team new vehicle requirements – CEO to request Grounds Foreman writes a report with the justifications of purchasing new vehicle.

**FS06. 01/26 To note Bank Reconciliation and Financial Summary for December 2025:**

As of 31<sup>st</sup> December 2025, it was noted that TTC Current Account held £35,486.63, TTC Deposit Account £196,416.35, Contingency Funds £92,362.49, Police Museum £9,751.63, CIL and Buildings Maintenance £103,020.02. The Visitor Information Centre account held £2,584.64.

**FS07. 01/26 To note December payments:**

It was noted that Tetbury Town Council payments for December amounted to £57,461.73, VIC payments for December amounted to £2,827.34, Police Museum £243.10, Credit Card payments amounted to £862.94.

**FS08. 01/26 To note Income and Expenditure for Month 9:**

Noted. Committee requested explanation on the overspends for the Police Museum Membership.

**FS09. 01/26 to approve January payments and estimate transfer of funds:**

It was noted that Tetbury Town Council payments for January amounted to £27,047.20, VIC payments for January amounted to £2,435.54, Police Museum £4,112.08, Credit Card payments amounted to £961.66.

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It was requested that we have a transfer of funds of £25,000 from TTC Deposit Account to TTC Current Account and £2,000 from the TTC Deposit Account to the VIC Current Account. It was proposed by Councillor S Scott, seconded by Councillor P Burrell to approve the January payments and the transfer of £25,000 from the TTC Deposit Account to TTC Current Account and £2,000 from the TTC Deposit Account to the VIC Current Account.

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**FS10. 01/26 To allocate two Councillors to sign off January payments:**

Councillor Z Baker and Councillor J Taylor agreed to sign off the January payments.

**FS11. 01/26 To discuss comments from public regarding budget consultation:**

Budget consultation took place on Wednesday 14<sup>th</sup> January with 6 TTC Councillors, 1 District Councillor and 5 members of the public attended. Various questions were raised regarding the tax base, number of houses, number of burial plots left, will there be an election this year, why does TTC have earmarked funds for a burial ground when this is not within the local plan or the neighbourhood plan? It was requested that we advertise the budget before the meeting in January 2027.

Email received from a resident regarding the Visitor Information Centre (VIC) and the Police Museum (PM) advising in their opinion these should be closed. CEO will advise an overview of the VIC and PM will be discussed in a future meeting.

**FS12. 01/26 To discuss and approve recommendations from the Internal Auditor following visit which took place on 31<sup>st</sup> October 2025:**

It was noted that although this committee voted against the release of payments via dual controls, this in the opinion of the auditor is not adequate. It was suggested that the committee approve the recommendations alongside the CEO and EO two Councillors have the authority to sign off the BACS payments. It was noted these would need to be authorized on the Tuesday as payments are made the Friday following the Finance & Scrutiny meeting. This is to be recommended to Full Council to approve.

**FS13. 01/26 To approve appointing an internal auditor for 2026-2027:**

Quotations have been received. It was proposed by Councillor Z Baker, seconded by Councillor P Burrell to approve the quotation with the current provider for a one-year basis. CEO to contact provider to ask whether the cost will increase as the quotation was on a 3-year basis.

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**FS14. 01/26 To discuss and approve purchasing Council Hive Premium Service to assist with Assertion 10:**

Due to Assertion 10 which is coming into effect with the 2025-2026 Annual Governance and Accountability Return (AGAR), TTC will need to demonstrate that they can manage personal data lawfully, safely and securely, and in line with the responsibilities. It was proposed by Councillor S

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Scott, seconded by Councillor J Taylor to proceed with the Council Hive Premium with Breakthrough Communications at a cost of £1997.

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**FS15. 01/26 To discuss and approve renewing Microsoft Licenses:**

It was noted that Councillors staying on Business Premium license is no longer required due to the number of Councillors who do not use the Council issued I-Pads and the 15 licenses can be downgraded to Basic which is a cost saving of £2,386.80 a year. It was requested that the CEO checks to ascertain whether passwords are still required to sign into the I-Pads as the security will also be downgraded on these devices. It was proposed by Councillor P Burrell, seconded by Councillor J Taylor to downgrade the Microsoft licenses from Premium to Basic for all Councillors and to renew with our current provider due to the continued IT support we receive.

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**FS16. 01/26 To discuss and approve accounts supplier for 2026-2027:**

It was proposed by Councillor S Scott, seconded by Councillor Z Baker to proceed with the Scribe package on a one-year basis. To request that we pay a one-off initial cost of £2,389 to transfer the data from our current supplier to the new system due to the time this will take, set up of the allotments package and to approve the monthly on-going costs of £111 for the accounts and allotments.

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**FS17. 01/26 To discuss and approve to recommend to the Heritage, Environment and Community Committee the grant application from Citizens Advice Bureau:**

The Committee scrutinized the grant application and resolved that this application meets the criteria and could be discussed at the next Heritage, Environment and Community meeting who have the powers within their remit to approve/decline the application.

**FS18. 01/26 Correspondence Received:**

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

**FS19. 01/26 Councillor Reports:**

Councillor M Baker – Thanked Councillor S Scott and CEO for producing the 2026/27 budget.

**FS20. 01/26 Items for the next meeting:**

None

**FS21. 01/26 Date of next meeting Monday 9<sup>th</sup> February 2026, 7pm, Tetbury Library, Glose Gardens:**

**FS22. 01/26 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

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following items of business on the grounds they involved the likely disclosure of confidential information (as defined in paragraphs (1) and (2) of Part I of Schedule 12A to Section 100A(4) of the Local Government Act 1972 [Information relating to an individual and Information relating to the financial or business affairs of any particular person]), and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

Meeting closed 8.20pm

**FS23. 01/26 To approve Closed Session minutes of the meeting held on Monday 10<sup>th</sup> November 2025:**

It was proposed by Councillor Z Baker, seconded by Councillor M Baker to approve the closed session minutes held on Monday 10<sup>th</sup> November 2025.

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Meeting closed 8.25pm

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