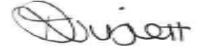


To all Members of the Finance & Scrutiny Committee

(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 19th January 2026 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
13th January 2026

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 10 th November 2025
5.	To note action points from previous meetings
6.	To note Bank Reconciliation and Financial Summary for December 2025 (0.2)
7.	To note December payments (02)
8.	To note Income and Expenditure for Month 9
9.	To approve January payments and estimate transfer of funds (02)
10.	To allocate two Councillors to sign off January payments (0.2)
11.	To discuss comments from public regarding budget consultation
12.	To discuss and approve recommendations from the Internal Auditor following visit which took place on 31 st October 2025
13.	To discuss and approve appointing an internal auditor for 2026-2027
14.	To discuss and approve purchasing Council Hive Premium Service to assist with Assertion 10
15.	To discuss and approve renewing Microsoft licenses
16.	To discuss and approve accounts supplier for 2026-2027
17.	To discuss and approve to recommend to the Heritage, Environment and Community Committee the grant application from Citizens Advice Bureau
18.	Correspondence Received
19.	Councillor Reports <ul style="list-style-type: none"> 1. Chair 2. Deputy 3. Members
20.	Items for the next Meeting
21.	Date of next meeting – Monday 9 th February 2026, 7pm, Tetbury Library, Close Gardens
22.	CLOSED SESSION – Resolution to exclude the Public and Press
23.	To approve Closed Session minutes of the meeting held on Monday 10th November 2025

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 10th 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.

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

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

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

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 13th 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 5th 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 31st 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

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

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.

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

Voting Record:	For – 5	Against – 0	Abstentions – 0	Absent - 4
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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 26th 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 8th September 2025:

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

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

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

**Report to a Meeting of
Tetbury Town Council's Finance and Scrutiny Committee
Monday 19th January 2026, 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 arranged for 5 th November did not take place. Meeting cancelled due to illness. Donations around £800 have now been banked.
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 February meeting.
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.
FS10. 11/25	To discuss new vehicle requirements for Grounds Team and ascertain whether a second vehicle is required.	CEO/Grounds Foreman	Grounds Team requires a second vehicle. Funds have been allocated within the 2026/2027 budget. Agenda item in February to discuss options.
FS13. 11/25	Citizens Advice Bureau Grant Application	CEO	Contacted CAB for further information to sit alongside the grant application, this has not been received.

FS14. 11/25	Update on Telephone Supplier	CEO	To remove ourselves from the existing contract will cost £24,510. Signed in for another 3 years.
FS23. 11/25	Staff Working Group Updates	Working Group	Meeting needs to be rearranged.

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 December 2025		Note	
		VIC Current Account	£2,584.64		
		TOTAL	£2,584.64		
ACTUAL		Committed Costs		Note	
		Total	£0.00		
		Current Working Capital B5-B15	£2,584.64		

FORECAST		Forecast Income	Routine Expenditure	Project Expenditure	Comment
Monthly Forecast of Outturn (FOO)					
January			£3,250.00	£0.00	
February			£3,250.00	£0.00	
March			£3,250.00	£0.00	
Total		£0.00	£9,750.00	£0.00	
Year End FOO (Free Reserve)		-£7,165.36			

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 December 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2025	TTC Current Account	35,486.63
31/12/2025	TTC Deposit	196,416.35
31/12/2025	ttc fixed term deposit	92,362.49
31/12/2025	Lloyds Credit Card	0.00
31/12/2025	Police Museum & Courtroom	9,751.63
31/12/2025	TIC 00734002	2,584.64
31/12/2025	Petty Cash Tin VIC	0.00
31/12/2025	CIL & Buildings Maintenance	103,020.02

439,621.76

Unpresented Payments

8,006.96

431,614.80

Receipts not on Bank Statement

0.00

Closing Balance

431,614.80

All Cash & Bank Accounts

1	TTC - Current Account	27,492.31
2	TTC - Deposit Account	196,416.35
3	TTC Contingency	92,362.49
4	Credit Card Account	-12.64
5	Police Museum	9,751.63
6	VIC - Current Account	2,584.64
7	Petty Cash VIC	1.10
8	CIL & Building Maintenance	103,020.02
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	431,615.90

TTC MONTHLY FINANCIAL SUMMARY

ACTUAL	TTC Bank Summary @ 31st December 2025		Note		
	Tetbury Town Council Current Account	£35,486.63			
	TTC Deposit Account	£196,416.35			
	Police Museum	£9,760.13			
	CIL and Buildings Maintenance	£103,020.02			
	3 month Fixed Rate Account	£92,362.49			
	TOTAL	£437,045.62			
	Committed Costs		Note		
	General Reserve @ 3 Months Routine Expenditure	£92,362.49			
	New Burial Ground EMR	£30,372.06			
	CIL and Buildings Maintenance	£103,020.02			
Van Purchase	£1,008.09				
Total	£226,762.66				
Current Working Capital B5-B15		£210,282.96			
FORECAST	Monthly Forecast of Outturn (FOO)	Forecast Income	Routine Expenditure	Project Expenditure	Comment
	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	£1,725.00	£105,000.00	£0.00	
	Year End FOO (Free Reserve)	£107,007.96			

Receipts for Month 9

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>
Credit	Banked: 01/12/2025	4.39						
Credit	Lloyds Bank		4.39		1900	90	4.39	Cashback Credit
Credit	Banked: 01/12/2025	0.74						
Credit	Lloyds Bank		0.74		1900	90	0.74	Cashback Credit
	Banked: 05/12/2025	857.81						
Top-up	TTC - Current Account	857.81			200		857.81	Credit Card Payment
Total Receipts for Month		862.94	0.00	0.00			862.94	
Balance Carried Fwd		12.64						
Cashbook Totals		<u>875.58</u>	<u>0.00</u>	<u>0.00</u>			<u>875.58</u>	

Payments for Month 9

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>
		Balance Brought Fwd :	12.64					12.64	
06/11/2025	Amazon Business	BACS	9.98		1.66	4030	100	8.32	Whistles - Remembrance
06/11/2025	Tesco	BACS	24.65			4400	110	23.00	Redex
						4130	100	1.65	Milk
07/11/2025	Amazon Business	BACS	33.47		5.58	4355	100	27.89	Megaphone speaker
07/11/2025	Adobe	BACS	19.97			4190	100	19.97	Monrhhly charges
11/11/2025	Tesco	BACS	13.95			4130	100	13.95	Refreshments/cleaning products
11/11/2025	The Works	BACS	160.00			4355	100	160.00	Book Bundle - Switch on
12/11/2025	The Glowhouse Ltd	BACS	61.70		10.28	4355	100	51.42	Glow sticks switch on event
14/11/2025	Amazon Business	BACS	38.90		6.48	4130	100	32.42	5 plastic storage boxes
14/11/2025	Strand Europe Ltd	BACS	31.26		5.22	4130	100	26.04	C Batteries
17/11/2025	Amazon Business	BACS	6.60		1.10	4130	100	5.50	Price gun labels
17/11/2025	Amazon	BACS	6.99		1.17	4130	100	5.82	3V Batteries
20/11/2025	Greenilli	BACS	22.99			4440	110	22.99	Seeded paper - memory tree
20/11/2025	Apex City of Bath	BACS	26.00		4.33	4002	100	21.67	Tourism Awards
20/11/2025	Tesco	BACS	44.70		7.45	4410	110	37.25	30.64l Van fuel
20/11/2025	AED Donate	BACS	208.80		34.80	4135	100	174.00	Defib Electrodes
						321	0	-174.00	Defib Electrodes
						6000	100	174.00	Defib Electrodes
20/11/2025	Tesco	BACS	3.51			4130	100	3.51	Cleaning products
25/11/2025	Tesco	BACS	3.30			4130	100	3.30	Milk
26/11/2025	Amazon Business	BACS	9.30		1.55	4130	100	7.75	AAA Batteries
26/11/2025	Amazon Business	BACS	17.69		2.95	4130	100	14.74	AA Batteries
26/11/2025	Amazon Business	BACS	5.99		1.00	4130	100	4.99	2026 Calendar
27/11/2025	Canva	BACS	13.00			4190	100	13.00	Monthly subscription
27/11/2025	Tesco	BACS	36.19			4130	100	36.19	Refreshments
05/12/2025	Tesco	BACS	64.00			4410	110	64.00	Van fuel
Total Payments for Month			862.94	0.00	83.57			779.37	
Cashbook Totals			875.58	0.00	83.57			792.01	

Receipts for Month 9

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 :	9,283.35					9,283.35	
Donations	Banked: 01/12/2025	38.38						
Donations	Sum Up	38.38			1130	115	38.38	Various donations
Grant	Banked: 12/12/2025	320.00						
Grant	Bristol City Council	320.00			1135	115	320.00	Grant Received
500005	Banked: 18/12/2025	353.00						
500005	Cash received in till	353.00			1130	115	353.00	Donations Received
Total Receipts for Month		711.38	0.00	0.00			711.38	
Cashbook Totals		<u>9,994.73</u>	<u>0.00</u>	<u>0.00</u>			<u>9,994.73</u>	

Payments for Month 9

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>
12/12/2025	Maria Marsh	BACS	84.60			4480	115	84.60	History Society 188 miles
12/12/2025	Museum Learning	BACS	100.00			4483	115	100.00	Liaison Mtg - Planning Mtg
12/12/2025	Police History Society	BACS	50.00			4161	115	50.00	Membership
29/12/2025	Lloyds Bank	BACS	8.50			4491	115	8.50	Monthly banking charge
Total Payments for Month			243.10	0.00	0.00			243.10	
Balance Carried Fwd			9,751.63						
Cashbook Totals			9,994.73	0.00	0.00			9,994.73	

Receipts for Month 9

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 :	31,700.36					31,700.36	
Burial	Banked: 02/12/2025	800.00						
Burial	Matthews Indepent	800.00			1110	90	800.00	Loveridge - Burial
Xmas	Banked: 05/12/2025	35.00						
Xmas	Pomadore Ltd	35.00			1141	110	35.00	Xmas Market
Advowsan	Banked: 05/12/2025	70.00						
Advowsan	Feoffees of Tetbury	70.00			1900	90	70.00	Annual Advowsan
Credit	Banked: 08/12/2025	390.00						
Credit	Circle Cloud	390.00			1092	90	390.00	Monthly telephone credit
Bunting	Banked: 09/12/2025	500.00						
Bunting	Tetbury Woolsack	500.00			1825	95	500.00	Bunting donation
	Banked: 10/12/2025	50,000.00						
Top-up	TTC - Deposit Account	50,000.00			210		50,000.00	Monthly top-up
Flat	Banked: 16/12/2025	575.00						
Flat	R Parker	575.00			1120	90	575.00	Rent
500318	Banked: 16/12/2025	60.00						
Xmas	Xmas Markets	60.00			1141	110	30.00	A Baker
					1141	110	30.00	H Arnold
Burial	Banked: 16/12/2025	150.00						
Burial	A Slade	150.00			1110	90	150.00	O'Grady Memorial
Gas	Banked: 19/12/2025	53.68						
Gas	R Parker	53.68			1900	90	53.68	Flat gas
Market	Banked: 22/12/2025	20.00						
Market	C Law	20.00			1140	90	20.00	Market
Rivals	Banked: 23/12/2025	600.00						
Rivals	Happy Prince ITV	600.00			1200	90	600.00	Rivals Filming donation
Total Receipts for Month		53,253.68	0.00	0.00			53,253.68	
Cashbook Totals		84,954.04	0.00	0.00			84,954.04	

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/12/2025	PEAC (UK) Limited	DD	639.30		106.55	4080	100	532.75	Monthly telephone contract
01/12/2025	British Gas	DD	530.96		88.49	4090	100	442.47	Oct-Nov Gas
01/12/2025	Screwfix	DD	34.99			4400	110	34.99	Uplighters
03/12/2025	Cotswold District Council	DD	702.00			4070	100	702.00	Monthly business charges
05/12/2025	Credit Card Account	Top-up	857.81			230		857.81	Credit Card Payment
08/12/2025	Adam Okin	BACS	425.00			4996	100	425.00	Vocalist - switch on
08/12/2025	Connect Electrical & AV Ltd	BACS	1,330.20		221.70	4996	100	1,108.50	PA System - Switch on
08/12/2025	Guardian Site & event security	BACS	555.00			4996	100	555.00	Security - switch on
09/12/2025	Nest Pension	DD	116.01			4001	100	116.01	Monthly pension
10/12/2025	Keystone Event Management Ltd	BACS	1,393.96		232.33	4000	100	1,161.63	Switch on Fees + Mileage
10/12/2025	Keystone Event Management Ltd	BACS	3,150.00		525.00	4000	100	2,625.00	Switch on event fees
11/12/2025	Mrs V Bolwell	BACS	13.00			4315	100	13.00	Emergency Fund
12/12/2025	Nailsworth Silver Band	BACS	260.00			4355	100	260.00	Switch on event
12/12/2025	Matthew Nichol	BACS	22.50			4002	100	22.50	Mileage SW Tourism Awards
12/12/2025	Water Plus	BACS	19.15			4090	100	19.15	Allotment water charges
12/12/2025	Tetbury Motor Centre	BACS	906.31		151.05	4220	100	755.26	Starter motor, oil filter
12/12/2025	Martin Cordwell	BACS	11.16			4400	110	11.16	Building Sand - TTC Courtyard
12/12/2025	KP Gardens Glos Ltd	BACS	204.39		34.06	4430	110	170.33	x1 rail lands cut Oct
12/12/2025	Eagle Plant	BACS	31.50		5.25	4400	110	26.25	Gravel, Cement, Mix - TTC
12/12/2025	Eagle Plant	BACS	12.30		2.05	4400	110	10.25	R2 Cutter - Suffolk Close
12/12/2025	Eagle Plant	BACS	31.20		5.20	4460	110	26.00	Shingle, Con mix - GShd PArea
12/12/2025	Eagle Plant	BACS	138.00		23.00	4430	110	115.00	Storage container
12/12/2025	GAPTC	BACS	45.00			4060	100	45.00	Council as an Employer TN
12/12/2025	Tetbury Advertiser	BACS	432.00		72.00	4470	110	180.00	x2 Full Page Adverts SI-14596
						4140	100	180.00	x2 Full Page Adverts SI-14596
12/12/2025	Kings Tree Services Ltd	BACS	1,105.20		184.20	4435	110	921.00	Cookspool emergency works
12/12/2025	Martin Cordwell	BACS	11.11			4400	110	11.11	Sand - TTC Offices
12/12/2025	kent county council	BACS	8.06		1.34	4130	100	6.72	188 colour/1199 B&W copies
12/12/2025	Jireh Solutions Ltd	BACS	551.48		91.91	4190	100	459.57	Monthly IT charges
12/12/2025	SureTeam Limited	BACS	120.00		20.00	4175	100	100.00	Monthly H&S contract
12/12/2025	SureTeam Limited	BACS	120.00		20.00	4175	100	100.00	Monthly H&S - Dec
12/12/2025	Eagle Plant	BACS	120.00		20.00	4430	110	100.00	Storage Container
12/12/2025	Eagle Plant	BACS	7.80		1.30	4400	110	6.50	Sharp Sand
12/12/2025	Eagle Plant	BACS	11.70		1.95	4400	110	9.75	Building sand
12/12/2025	Eagle Plant	BACS	10.92		1.82	4420	110	9.10	Safety Specs - Rory
12/12/2025	Eagle Plant	BACS	7.80		1.30	4400	110	6.50	Building sand
12/12/2025	Tetbury Advertiser	BACS	84.00		14.00	4140	100	70.00	1/4 page Dec SI-14688
12/12/2025	Tetbury Advertiser	BACS	252.00		42.00	4140	100	210.00	Full Page - Dec - SI-14757

Payments for Month 9

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>
12/12/2025	Jireh Solutions Ltd	BACS	48.00		8.00	4190	100	40.00	Cllr Thilthorpe I-Pad
12/12/2025	Bridget C Bowen	BACS	400.00			4170	100	400.00	Internal Audit Review
12/12/2025	C L Bayes	BACS	20.49			4030	100	20.49	Remembrance Refreshments
12/12/2025	GCC - Pensions	BACS	4,056.66			4000	100	4,056.66	December pensions
12/12/2025	HM Revenue & Tax	BACS	4,881.86			4000	100	4,881.86	December Tax & NI
12/12/2025	GCC - Pensions	BACS	-4,056.66			4000	100	-4,056.66	Incorrect budget code
12/12/2025	GCC - Pensions	BACS	4,056.66			4001	100	4,056.66	December pensions
12/12/2025	Corinium Event First Aid	BACS	99.94			4996	100	99.94	First Aid - Switch on event
12/12/2025	Cotswold District Council	BACS	7,971.82			4062	100	7,971.82	November election
12/12/2025	Kevin Robinson Collection	BACS	-104.28			4845	200	-104.28	Double entry
12/12/2025	Tetbury & District Footpath Gr	BACS	-27.30			4800	200	-27.30	Double entry
12/12/2025	Tetbury & District Civic Soc	BACS	27.30			4800	200	27.30	Incorrect Cashbook
12/12/2025	Kevin Robinson	BACS	104.28			4845	200	104.28	Incorrect Cashbook
12/12/2025	Eagle Plant	BACS	-138.00		-23.00	4430	110	-115.00	Incorrect entry
12/12/2025	Tetbury Hardware Store	BACS	63.33		10.55	4400	110	52.78	Bulbs, Wire, Glue, Batteries
16/12/2025	Lloyds Bank	BACS	8.50			4492	100	8.50	Monthly banking charges
16/12/2025	Circle.cloud Communications	DD	158.66		26.44	4080	100	132.22	Monthly telephone charges
19/12/2025	British Gas	DD	193.23		9.20	4090	100	184.03	Nov - Dec electricity
22/12/2025	Public works loan board	DD	9,819.09			4290	100	9,819.09	Loan Repayment
22/12/2025	Tesco	DD	13.71			4080	100	13.71	Grounds mobile charges
29/12/2025	Salaries	BACS	14,250.97			4000	100	14,250.97	December salaries
29/12/2025	EE	DD	38.39		6.40	4080	100	31.99	Grounds mobile charges
31/12/2025	British Gas	DD	711.97		118.66	4090	100	593.31	Nov - Dec Gas
31/12/2025	PEAC (UK) Limited	DD	591.30		98.55	4080	100	492.75	Monthly telephone charges
Total Payments for Month			57,461.73	0.00	2,121.30			55,340.43	
Balance Carried Fwd			27,492.31						
Cashbook Totals			84,954.04	0.00	2,121.30			82,832.74	

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,887.28					1,887.28	
2811	Banked: 01/12/2025	4.91						
2811	Square Payments	4.91			1805	200	2.00	Maps
					1862	200	1.00	Postcards
					1870	200	2.00	Walks & Cycling
					4961	200	-0.09	Automatic Square Charges
2911	Banked: 01/12/2025	37.29						
2911	Square Payments	37.29			1885	200	10.99	Calendars
					1862	200	3.50	Cards/Notelets & Postcards
					1897	200	14.97	Cards for Good Causes
					1875	200	8.49	Gifts & Souvenirs
					4961	200	-0.66	Automatic Square Charges
500739	Banked: 02/12/2025	50.58						
500739	Cash received in till	50.58			1862	200	2.15	Cards/Notelets & Postcards
					1897	200	34.93	Cards for Good Causes
					1875	200	0.50	Gifts & Souvenirs
					1882	200	10.00	Local Crafts
					1805	200	2.00	Maps
					1870	200	1.00	Walks & Cycling
0112	Banked: 02/12/2025	25.87						
0112	Square Payments	25.87			1885	200	9.34	Calendars
					1897	200	16.98	Cards for Good Causes
					4961	200	-0.45	Automatic Square Charges
0212	Banked: 03/12/2025	75.51						
0212	Square Payments	75.51			1897	200	76.85	Cards for Good Causes
					4961	200	-1.34	Automatic Square Charges
0312	Banked: 04/12/2025	31.92						
0312	Square Payments	31.92			1897	200	29.94	Cards for Good Causes
					1805	200	2.54	Maps
					4961	200	-0.56	Automatic Square Charges
0412	Banked: 05/12/2025	80.69						
0412	Square Payments	80.69			1885	200	10.99	Calendars
					1862	200	2.75	Cards/Notelets
					1897	200	31.44	Cards for Good Causes
					1875	200	13.97	Gifts & Souvenirs
					1872	200	13.98	Tea Towels
					1870	200	8.99	Walks & Cycling
					4961	200	-1.43	Automatic Square Charges
0512	Banked: 08/12/2025	50.99						
0512	Square Payments	50.99			1897	200	49.90	Cards for Good Causes
					1875	200	1.99	Gifts & Souvenirs
					4961	200	-0.90	Automatic Square Charges
0612	Banked: 08/12/2025	24.51						

Receipts for Month 9

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>
0612	Square Payments	24.51			1897	200	19.96	Cards for Good Causes
					1805	200	3.99	Maps
					1870	200	1.00	Walks & Cycling
					4961	200	-0.44	Automatic Square Charges
0812	Banked: 09/12/2025	74.55						
0812	Square Payments	74.55			1880	200	12.99	Books & Guides
					1885	200	10.99	Calendars
					1897	200	51.90	Cards for Good Causes
					4961	200	-1.33	Automatic Square Charges
0912	Banked: 10/12/2025	4.90						
0912	Square Payments	4.90			1897	200	4.99	Cards for Good Causes
					4961	200	-0.09	Automatic Square Charges
	Banked: 10/12/2025	2,500.00						
Top up	TTC - Deposit Account	2,500.00			210		2,500.00	Top-up
500740	Banked: 11/12/2025	49.85						
500740	Cash received in till	49.85			1862	200	9.37	Cards/Notelets & Postcards
					1897	200	12.98	Cards for Good Causes
					1875	200	11.50	Gifts & Souvenirs
					1882	200	15.00	Local Crafts
					1805	200	1.00	Maps
1012	Banked: 11/12/2025	43.40						
1012	Square Payments	43.40			1862	200	1.75	Cards & Notelets
					1897	200	29.94	Cards for Good Causes
					1875	200	4.99	Gifts & Souvenirs
					1882	200	7.50	Local Crafts
					4961	200	-0.78	Automatic Square Charges
1112	Banked: 12/12/2025	36.29						
1112	Square Payments	36.29			1862	200	7.00	Cards & Notelets
					1897	200	29.94	Cards for Good Causes
					4961	200	-0.65	Automatic Square Charges
1212	Banked: 15/12/2025	46.61						
1212	Square Payments	46.61			1885	200	7.50	Calendars
					1897	200	14.97	Cards for Good Causes
					1875	200	4.00	Gifts & Souvenirs
					1872	200	20.97	Tea Towels
					4961	200	-0.83	Automatic Square Charges
1312	Banked: 15/12/2025	62.75						
1312	Square Payments	62.75			1897	200	44.91	Cards for Good Causes
					1882	200	2.00	Local Crafts
					1870	200	16.95	Walks & Cycling
					4961	200	-1.11	Automatic Square Charges
500741	Banked: 16/12/2025	57.14						

Receipts for Month 9

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>
500741	Cash received in till	57.14			1880	200	5.99	Books & Guides
					1862	200	1.75	Cards & Notelets
					1897	200	41.42	Cards for Good Causes
					1805	200	7.98	Maps
1512	Banked: 16/12/2025	41.64						
1512	Square Payments	41.64			1897	200	27.95	Cards for Good Causes
					1805	200	2.54	Maps
					1872	200	11.88	Tea Towels
					4961	200	-0.73	Automatic Square Charges
1612	Banked: 17/12/2025	47.09						
1612	Square Payments	47.09			1897	200	19.96	Cards for Good Causes
					1875	200	23.97	Gifts & Souvenirs
					1862	200	4.00	Postcards
					4961	200	-0.84	Automatic Square Charges
1712	Banked: 18/12/2025	61.33						
1712	Square Payments	61.33			1897	200	23.46	Cards for Good Causes
					1882	200	18.00	Local Crafts
					1872	200	20.97	Tea Towels
					4961	200	-1.10	Automatic Square Charges
1912	Banked: 22/12/2025	9.08						
1912	Square Payments	9.08			1875	200	9.24	Gifts & Souvenirs
					4961	200	-0.16	Automatic Square Charges
500742	Banked: 23/12/2025	49.94						
500742	Cash received in till	49.94			1897	200	29.94	Cards for Good Causes
					1882	200	20.00	Local Crafts
2212	Banked: 23/12/2025	57.86						
2212	Square Payments	57.86			1897	200	3.00	Cards for Good Causes
					1875	200	1.99	Gifts & Souvenirs
					1840	200	53.90	Goods Shed Ticket Sales
					4961	200	-1.03	Automatic Square Charges
Total Receipts for Month		3,524.70	0.00	0.00			3,524.70	
Cashbook Totals		5,411.98	0.00	0.00			5,411.98	

Payments for Month 9

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>
12/12/2025	Emma Ball Ltd	BACS	221.83			4845	200	221.83	Cards/Tea Towels/Bookmarks
12/12/2025	Tetbury & District Footpath Gr	BACS	27.30			4800	200	27.30	Various maps
12/12/2025	Kevin Robinson Collection	BACS	104.28			4845	200	104.28	Mugs, Notepads, Coasters
12/12/2025	National Express	BACS	120.03			4900	200	120.03	Various ticket sales
12/12/2025	Tetbury Men's Shed	BACS	18.00			4885	200	18.00	Cheese board, mice
12/12/2025	Little Rainbow Jewels	BACS	13.60			4845	200	13.60	Earrings, Bracelet
12/12/2025	Sophie Learmont	BACS	52.20			4845	200	52.20	Bee, Dish, Wobble Bowl
12/12/2025	Sue Taylor	BACS	11.90			4845	200	11.90	Key Ring, Brooch, Tree
12/12/2025	Atmosphere	BACS	254.40			4845	200	254.40	Postcards, Magents, Keyrings
12/12/2025	HM Revenue & Tax	BACS	520.28			4940	200	520.28	December Tax & NI
12/12/2025	Tetbury & District Footpath Gr	BACS	27.30			4800	200	27.30	Various maps
12/12/2025	Kevin Robinson Collection	BACS	104.28			4845	200	104.28	Notepad, Coasters, Mugs
12/12/2025	Kevin Robinson Collection	BACS	-104.28			4845	200	-104.28	Double entry
12/12/2025	Tetbury & District Footpath Gr	BACS	-27.30			4800	200	-27.30	Double entry
22/12/2025	Lloyds Bank	BACS	8.50			4801	200	8.50	Monthly banking charges
29/12/2025	Salaries	BACS	1,475.02			4940	200	1,475.02	December salaries
Total Payments for Month			2,827.34	0.00	0.00			2,827.34	
Balance Carried Fwd			2,584.64						
Cashbook Totals			5,411.98	0.00	0.00			5,411.98	

	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	2,216	0	(2,216)			0.0%	
1092 Telephone Monthly Credit	3,606	0	(3,606)			0.0%	
1110 Burials	4,740	0	(4,740)			0.0%	
1120 Flat Rent	5,175	6,900	1,725			75.0%	
1121 Room Rental	500	0	(500)			0.0%	
1122 Flat Gas	33	0	(33)			0.0%	
1140 Markets	440	0	(440)			0.0%	
1200 Grants Received	7,325	7,164	(161)			102.2%	
1900 Miscellaneous Income	4,379	0	(4,379)			0.0%	
	<u>555,324</u>	<u>498,733</u>	<u>(56,591)</u>			<u>111.3%</u>	<u>42,242</u>
TTC Income :- Income							
	<u>555,324</u>	<u>498,733</u>	<u>(56,591)</u>				
Net Income							
6001 less Transfer to EMR	42,242	0	(42,242)				
Movement to/(from) Gen Reserve	<u>513,083</u>	<u>498,733</u>	<u>(14,350)</u>				
<u>95</u> <u>DNU VIC Income</u>							
1825 Bunting Fund	500	0	(500)			0.0%	
	<u>500</u>	<u>0</u>	<u>(500)</u>				<u>0</u>
DNU VIC Income :- Income							
	<u>500</u>	<u>0</u>	<u>(500)</u>				
Net Income							
<u>100</u> <u>TTC Administration</u>							
1900 Miscellaneous Income	32	0	(32)			0.0%	
	<u>32</u>	<u>0</u>	<u>(32)</u>				<u>0</u>
TTC Administration :- Income							
	<u>32</u>	<u>0</u>	<u>(32)</u>				
4000 TTC Admin. Staff	171,167	252,400	81,233		81,233	67.8%	
4001 TTC Pensions	36,564	36,900	336		336	99.1%	
4002 TTC Staff Expenses	1,299	2,500	1,201		1,201	52.0%	
4030 Power of Gen. Competence	547	400	(147)		(147)	136.8%	
4060 Training Costs	3,062	6,500	3,438		3,438	47.1%	
4062 Election Costs	7,972	19,200	11,228		11,228	41.5%	
4063 CIL Grant Expenditure	5,000	0	(5,000)		(5,000)	0.0%	5,000
4070 Business Rates	6,502	8,487	1,985		1,985	76.6%	
4080 Telephone	6,633	2,350	(4,283)		(4,283)	282.3%	
4085 Allotment Exp	2,150	2,500	350		350	86.0%	
4090 Utilities	3,799	7,500	3,701		3,701	50.7%	
4120 Insurance	9,222	7,000	(2,222)		(2,222)	131.7%	

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Detailed Income & Expenditure by Budget Heading 01/12/2025

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4130 Office Supplies	1,775	1,750	(25)		(25)	101.4%	
4135 Defibrillators	524	0	(524)		(524)	0.0%	524
4140 Publicity	2,332	2,000	(332)		(332)	116.6%	
4160 Subscriptions	3,025	3,200	175		175	94.5%	
4170 Audit/ Professional Fees	14,372	5,000	(9,372)		(9,372)	287.4%	7,711
4175 Health & Safety Monthly Contra	900	1,500	600		600	60.0%	
4180 Legal Fees	0	5,000	5,000		5,000	0.0%	
4190 IT	8,757	15,000	6,243		6,243	58.4%	
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	2,078	3,520	1,442		1,442	59.0%	
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	19,638	19,639	1		1	100.0%	
4315 Emergency Fund	13	0	(13)		(13)	0.0%	
4355 Christmas Expenditure	694	0	(694)		(694)	0.0%	
4492 Bank charges	77	102	26		26	75.0%	
4995 Locum Fees	180	0	(180)		(180)	0.0%	
4996 Grant Expenditure	3,096	0	(3,096)		(3,096)	0.0%	
TTC Administration :- Indirect Expenditure	<u>315,370</u>	<u>407,848</u>	<u>92,478</u>	<u>0</u>	<u>92,478</u>	<u>77.3%</u>	<u>14,727</u>
Net Income over Expenditure	<u>(315,338)</u>	<u>(407,848)</u>	<u>(92,510)</u>				
6000 plus Transfer from EMR	14,727	0	(14,727)				
Movement to/(from) Gen Reserve	<u>(300,611)</u>	<u>(407,848)</u>	<u>(107,237)</u>				
<u>110 HEC</u>							
1141 Christmas Markets	1,175	0	(1,175)			0.0%	
1804 Highfield Allotment Income	815	0	(815)			0.0%	
1901 Donation Received	1,000	0	(1,000)			0.0%	
HEC :- Income	<u>2,990</u>	<u>0</u>	<u>(2,990)</u>				<u>0</u>
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	1,485	3,500	2,015		2,015	42.4%	
4410 Fuel	859	2,000	1,141		1,141	42.9%	
4420 Clothing	467	660	193		193	70.7%	
4430 Open Spaces	2,977	6,050	3,073		3,073	49.2%	64

11:14

Detailed Income & Expenditure by Budget Heading 01/12/2025

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4435 Trees / Tree Work	4,184	10,000	5,816		5,816	41.8%	
4440 Planting	1,257	1,819	562		562	69.1%	
4451 Christmas	0	1,000	1,000		1,000	0.0%	
4460 Playground Inspection & Repair	394	2,000	1,606		1,606	19.7%	
4470 Projects	3,267	4,500	1,233		1,233	72.6%	
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%	
4476 Town Centre	0	3,000	3,000		3,000	0.0%	
HEC :- Indirect Expenditure	<u>48,504</u>	<u>73,344</u>	<u>24,840</u>	<u>0</u>	<u>24,840</u>	<u>66.1%</u>	<u>64</u>
Net Income over Expenditure	<u>(45,514)</u>	<u>(73,344)</u>	<u>(27,830)</u>				
6000 plus Transfer from EMR	64	0	(64)				
Movement to/(from) Gen Reserve	<u>(45,450)</u>	<u>(73,344)</u>	<u>(27,894)</u>				
<u>115</u> <u>Police Museum</u>							
1130 Police Museum Donations	1,803	0	(1,803)			0.0%	
1135 Police Museum Grants Received	3,400	0	(3,400)			0.0%	
1900 Miscellaneous Income	0	0	(0)			0.0%	
Police Museum :- Income	<u>5,203</u>	<u>0</u>	<u>(5,203)</u>				<u>0</u>
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	1,041	850	(191)		(191)	122.5%	
4161 Police Museum Memberships	321	100	(221)		(221)	320.6%	
4480 Police Museum Staff Costs	2,460	4,750	2,290		2,290	51.8%	
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	1,448	0	(1,448)		(1,448)	0.0%	
4485 Police Museum Grant Expenditur	2,499	0	(2,499)		(2,499)	0.0%	
4491 Bank Charges	85	102	17		17	83.3%	
Police Museum :- Indirect Expenditure	<u>8,650</u>	<u>8,352</u>	<u>(298)</u>	<u>0</u>	<u>(298)</u>	<u>103.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,447)</u>	<u>(8,352)</u>	<u>(4,905)</u>				
<u>135</u> <u>HEC</u>							
4316 Holiday Youth Provision	0	0	(0)		(0)	0.0%	
HEC :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>(0)</u>	<u>0</u>	<u>(0)</u>		<u>0</u>
Net Expenditure	<u>(0)</u>	<u>0</u>	<u>0</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>140 Community Projects</u>							
1150 Community Fridge Grant	0	1,000	1,000			0.0%	
Community Projects :- Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>				<u>0</u>
Net Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>				
<u>200 Visitor Information Centre</u>							
1805 Maps	542	1,200	658			45.1%	
1830 Ticket Sales Nat. Express Inc	458	300	(158)			152.8%	
1840 Ticket Sales Goods Shed	575	300	(275)			191.7%	
1862 Cards/Notelets and Postcards	315	450	135			70.0%	
1865 Postage and Packaging	4	200	197			1.8%	
1870 Walks & Cycles	304	500	196			60.8%	
1872 Tea Towels	723	1,000	277			72.3%	
1875 Gifts & Souvenirs	738	750	12			98.3%	
1880 Books and Guides	222	250	28			88.7%	
1882 Local Crafts	498	0	(498)			0.0%	
1885 Calendars	145	50	(95)			290.5%	
1897 Cards for Good Causes	1,406	0	(1,406)			0.0%	
1900 Miscellaneous Income	1,462	0	(1,462)			0.0%	
Visitor Information Centre :- Income	<u>7,392</u>	<u>5,000</u>	<u>(2,392)</u>			<u>147.8%</u>	<u>0</u>
4801 Banking charges	77	102	26		26	75.0%	
Visitor Information Centre :- Direct Expenditure	<u>77</u>	<u>102</u>	<u>26</u>	<u>0</u>	<u>26</u>	<u>75.0%</u>	<u>0</u>
4070 Business Rates	142	0	(142)		(142)	0.0%	
4090 Utilities	582	0	(582)		(582)	0.0%	
4800 Maps	946	2,000	1,054		1,054	47.3%	
4810 Post Cards	203	0	(203)		(203)	0.0%	
4825 Cards/Notelets & Postcards	68	0	(68)		(68)	0.0%	
4830 Books - Heritage	78	0	(78)		(78)	0.0%	
4835 Tea Towels	0	750	750		750	0.0%	
4840 Calendars	110	100	(10)		(10)	110.0%	
4845 Gifts & Souvenirs	1,126	2,000	874		874	56.3%	
4870 Website	564	470	(94)		(94)	120.0%	
4885 Local Craft	189	0	(189)		(189)	0.0%	
4900 Ticket Sales Nat. Express	433	250	(183)		(183)	173.3%	
4935 Ticket Sales Good Shed Arts Ce	473	0	(473)		(473)	0.0%	
4940 VIC Staff Costs	17,958	24,100	6,142		6,142	74.5%	
4961 Square Automatic Charges	87	500	413		413	17.4%	
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>23,238</u>	<u>31,520</u>	<u>8,282</u>	<u>0</u>	<u>8,282</u>	<u>73.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(15,923)</u>	<u>(26,622)</u>	<u>(10,699)</u>				

Detailed Income & Expenditure by Budget Heading 01/12/2025

Month No: 9

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	571,441	504,733	(66,708)			113.2%	
Expenditure	395,839	521,166	125,327	0	125,327	76.0%	
Net Income over Expenditure	<u>175,602</u>	<u>(16,433)</u>	<u>(192,035)</u>				
plus Transfer from EMR	14,791	0	(14,791)				
less Transfer to EMR	42,242	0	(42,242)				
Movement to/(from) Gen Reserve	<u>148,152</u>	<u>(16,433)</u>	<u>(164,585)</u>				

Receipts for Month 10

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>
Credit	Banked: 01/01/2026	4.36						
Credit	Lloyds Bank		4.36		1900	90	4.36	Credit
Credit	Banked: 01/01/2026	0.59						
Credit	Lloyds Bank		0.59		1900	90	0.59	Credit
	Banked: 09/01/2026	846.71						
Top up	TTC - Current Account		846.71		200		846.71	Credit Card Payment
Refund	Banked: 13/01/2026	110.00						
Refund	The Works		110.00		1900	90	110.00	Childrens books refund
Total Receipts for Month		961.66	0.00	0.00			961.66	
Balance Carried Fwd		12.64						
Cashbook Totals		<u>974.30</u>	<u>0.00</u>	<u>0.00</u>			<u>974.30</u>	

Payments for Month 10

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>
		Balance Brought Fwd :	12.64					12.64	
02/12/2025	Tesco	BACS	31.30		5.22	4410	110	26.08	Diesel - 21.16l
03/12/2025	Sainsburys	BACS	64.25			4451	110	64.25	Mulled wine/Xmas Service
04/12/2025	Amazon Business	BACS	10.00		1.67	4996	100	8.33	Bauble winner prize
04/12/2025	Amazon Business	BACS	9.99		1.67	4996	100	8.32	Bauble winner gift
05/12/2025	Visit Tetbury	BACS	1.99			4355	100	1.99	Wrapping paper
06/12/2025	Tesco	BACS	25.25			4130	100	25.25	Chocolate - Assisted living
07/12/2025	Waitrose & Partners	BACS	37.00		6.17	4130	100	30.83	Flowers
07/12/2025	Adobe	BACS	19.97			4190	100	19.97	Monthly IT Charges
08/12/2025	Tesco	BACS	7.55			4130	100	7.55	Refreshments
08/12/2025	Tesco	BACS	8.68			4130	100	8.68	Cleaning products
10/12/2025	Bazachi Ltd	BACS	7.55		1.26	4996	100	6.29	Biscuits - Winter bags
10/12/2025	Amazon Business	BACS	26.99		4.50	4996	100	22.49	Tote Bag - Winter bags
10/12/2025	Utopia Towles Inc	BACS	7.94		1.32	4996	100	6.62	Face Cloths - Winter bags
10/12/2025	Amazon Business	BACS	100.74		16.79	4996	100	83.95	Thermal flask/coffee - winter
10/12/2025	Amazon Business	BACS	74.10		12.40	4996	100	61.70	Fleece blanket - winter bags
10/12/2025	Fenrir Trading Ltd	BACS	8.06			4996	100	8.06	tea Bags - winter bags
11/12/2025	Utopia Towels Inc	BACS	8.44		1.41	4315	100	7.03	Emergency bedding
11/12/2025	Everyday Market Ltd	BACS	9.75			4130	100	9.75	Refreshments
11/12/2025	GHM Capital Ltd	BACS	12.99		2.17	4315	100	10.82	Emergency bed sheet
11/12/2025	AW Retailing Direct Ltd	BACS	18.98			4996	100	18.98	Refreshments - winter bags
11/12/2025	Sainsburys	BACS	20.80			4315	100	20.80	Clothing - Emergency Fund
11/12/2025	Aldi Stores	BACS	12.00			4315	100	12.00	Cleaning/Personal - Emergency
14/12/2025	Amazon Business	BACS	31.80			4130	100	31.80	Refreshments
14/12/2025	Amazon Business	BACS	8.46		1.41	4130	100	7.05	Cleaning products
15/12/2025	Amazon Business	BACS	26.51		4.42	4130	100	22.09	Hand towels
18/12/2025	Casa La Cucina	BACS	272.00			4210	100	272.00	Christmas lunch
19/12/2025	Tesco	BACS	85.57		14.26	4410	110	71.31	57.86l Diesel
27/12/2025	Canva	BACS	13.00			4190	100	13.00	Monthly subscription
Total Payments for Month			961.66	0.00	74.67			886.99	
Cashbook Totals			974.30	0.00	74.67			899.63	

Receipts for Month 10

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 :	9,751.63					9,751.63	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>9,751.63</u>	<u>0.00</u>	<u>0.00</u>			<u>9,751.63</u>	

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
23/01/2026	Maria Marsh	BACS	18.00			4480	115	18.00	Glos Museum Training Mileage
23/01/2026	BrickHouse Conservation Ltd	BACS	2,139.26		356.54	4485	115	1,200.00	Pilgrim Trust Collection Audit
						4481	115	582.72	Pilgrim Trust Collection Audit
23/01/2026	Click Netherfield Ltd	BACS	1,894.62		315.77	4485	115	1,578.85	35% payment display cabinet
23/01/2026	Tetbury Advertiser	BACS	25.20		4.20	4487	115	21.00	Advertising - SI-14563
23/01/2026	Dog Friendly Cotswolds	BACS	35.00			4161	115	35.00	Annual Website listing
Total Payments for Month			4,112.08	0.00	676.51			3,435.57	
Balance Carried Fwd			5,639.55						
Cashbook Totals			<u>9,751.63</u>	<u>0.00</u>	<u>676.51</u>			<u>9,075.12</u>	

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	27,492.31					27,492.31	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>27,492.31</u>	<u>0.00</u>	<u>0.00</u>			<u>27,492.31</u>	

Payments for Month 10

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>
11/12/2025	Utopia Towels Inc	BACS	8.44		1.41	4315	110	7.03	Duvet Set - Emergency purchase
11/12/2025	Everday Market Ltd	BACS	9.75			4130	100	9.75	6x 1kg sugar
11/12/2025	Everyday Market Ltd	BACS	-9.75			4130	100	-9.75	Incorrect cashbook
11/12/2025	Utopia Towles Inc	BACS	-8.44		-1.41	4315	100	-7.03	Incorrect cashbook
14/12/2025	Amazon Business	BACS	31.80			4130	100	31.80	Coffee x6 jars
14/12/2025	Amazon Business	BACS	-31.80			4130	100	-31.80	Incorrect cashbook
15/12/2025	Amazon Business	BACS	26.51		4.42	4130	100	22.09	Hand towels
15/12/2025	Amazon Business	BACS	-26.51			4130	100	-26.51	Incorrect cashbook
05/01/2026	Cotswold District Council	DD	702.00			4070	100	702.00	January Business Rates
09/01/2026	Credit Card Account	Top up	846.71			230		846.71	Credit Card Payment
09/01/2026	Nest Pension	DD	118.40			4001	100	118.40	Pension contributions
19/01/2026	British Gas	DD	158.83		7.56	4090	100	151.27	Dec - Jan electricity 543kWh
19/01/2026	Circle.cloud Communications	DD	168.19		28.03	4080	100	140.16	Telephone charges
19/01/2026	Lloyds Bank	BACS	8.50			4492	100	8.50	Nov - Dec Bank charges
23/01/2026	HM Revenue & Tax	BACS	4,860.90			4000	100	4,860.90	Tax & NI
23/01/2026	GCC - Pensions	BACS	4,052.80			4001	100	4,052.80	Pesnion contributions - Jan
23/01/2026	The Churches Conservation Trus	BACS	300.00			4355	100	300.00	Annual Xmas Tree Festival
23/01/2026	Tetbury Advertiser	BACS	84.00		14.00	4140	100	70.00	December 1/4 page
23/01/2026	GLC & R Williams	BACS	6.00		1.00	4400	110	5.00	Cable Ties
23/01/2026	Tetbury Cleaning Company	BACS	84.00		14.00	4430	110	70.00	7 Bus Shelter cleans Jan - Mar
23/01/2026	Jireh Solutions Ltd	BACS	549.90		91.65	4190	100	458.25	Monthly IT Charges
23/01/2026	Eagle Plant	BACS	138.00		23.00	4430	110	115.00	Storage container hire charge
23/01/2026	Eagle Plant	BACS	16.39		2.73	4400	110	13.66	Stanly knife & blades
23/01/2026	GAPTC	BACS	70.00			4060	100	70.00	x2 Clerks Networking Event
23/01/2026	Eagle Plant	BACS	138.00		23.00	4430	110	115.00	Oct Storage container charge
23/01/2026	Shred It	BACS	133.84		22.31	4130	100	111.53	Shredding Service
23/01/2026	Water Plus	BACS	19.48		3.25	4085	100	16.23	Allotment water charges
23/01/2026	Tara Niblett	BACS	9.90			4002	100	9.90	Youth Networking Mtg Mileage
23/01/2026	Cotswold Fire & Security Ltd	BACS	363.00			4240	100	363.00	Fire Alarm Service/monitoring
						350	0	-363.00	Fire Alarm Service/monitoring
						6000	100	363.00	Fire Alarm Service/monitoring
28/01/2026	Salaries	BACS	14,218.36			4000	100	14,218.36	January salaries
Total Payments for Month			27,047.20	0.00	234.95			26,812.25	
Balance Carried Fwd			445.11						
Cashbook Totals			27,492.31	0.00	234.95			27,257.36	

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	2,584.64					2,584.64	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
	Cashbook Totals	<u>2,584.64</u>	<u>0.00</u>	<u>0.00</u>			<u>2,584.64</u>	

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
20/01/2026	Lloyds Bank	BACS	8.50			4801	200	8.50	Nov - Dec Bank charges
23/01/2026	HM Revenue & Tax	BACS	520.28			4940	200	520.28	Tax & NI
23/01/2026	Tetbury Linocut	BACS	40.95			4885	200	40.95	Print, Cards, Jute Bags
23/01/2026	Sophie Learmont	BACS	13.50			4885	200	13.50	Brooch
23/01/2026	Goods Shed Art Centre	BACS	48.90			4935	200	48.90	x2 Beatles tickets
23/01/2026	Tetbury Cleaning Company	BACS	78.00		13.00	4980	200	65.00	Jan - March 13 window cleans
23/01/2026	Emma Ball Ltd	BACS	250.39			4845	200	250.39	Tea Towels, Cards, Notebooks
23/01/2026	Salaries	BACS	1,475.02			4940	200	1,475.02	January salaries
Total Payments for Month			2,435.54	0.00	13.00			2,422.54	
Balance Carried Fwd			149.10						
Cashbook Totals			<u>2,584.64</u>	<u>0.00</u>	<u>13.00</u>			<u>2,571.64</u>	

Committee and Date	FINANCE & SCRUTINY – Monday 19 th January 2026
Agenda item	11.
Subject	To discuss comments form public regarding budget consultation
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>Public consultation meeting took place on Wednesday 14th January 2026, 5 members of the public attended along with Councillors S Scott, M Baker, J Taylor, N Ind, R Smith and District Councillor Hall-Wilson.</p> <p>Councillor S Scott provided an overview.</p> <p>Questions were asked regarding the tax base and number of houses. Advised this information is received from Cotswold District Council.</p> <p>Burial ground – why has Tetbury Town Council earmarked funds for a burial ground when this is not within the local plan or the neighbourhood plan?</p> <p>How many burial plots do we have left?</p> <p>Will there be an election next year?</p> <p>Look at advertising the budget next year which may encourage more residents to attend.</p> <p>Council was thanked for all their hard work in putting the budget together.</p>
Financial Implications Budget code and cost centre	None
Climate Impact	None
Governance and Legislation	Local Government Act 2011: Encourages councils to engage with their communities and be responsive to local needs, which can include budget consultation
Recommendation	To note the comments made.
Report written by	CEO

'I oppose the proposed Budget, resulting in a 8.3% increase in the Band D Precept, following a similar inflation busting 10% for 25/26.

The evidence from the November Full Council report, is that the Visitor Centre usage, has reduced by 74% since last year. Each visitor now costs an average of £4.26 (peak season), with only an average of one Visitor about every 15 minutes (only 20 a day, peak season).

An objective conclusion, would be that the Visitor Centre should be closed, with a net saving of £26,000.

In addition the Police Museum is not a justifiable expenditure for a small Town like Tetbury. The closure would make no difference to the numbers of Visitors coming to Tetbury. Closure should take place, giving a saving of about £9000, from the planed budget, with no closure costs.

With these two obvious savings, the Band D Precept, would after closure costs of the Visitor Centre, save sufficient money to have a Band D Precept increase of no more than 4%. That would still be around 1%, higher than the expected CPI increase for 26/27.

Please close both the Visitor Centre, and Police Museum, by the start of the 26/27 Financial year, and do not repeat the decision last year, not to close them. Residents should not be used to avoid making obvious decisions.'

Bridget.C.Bowen FCA



Tara Niblett
CEO to Tetbury Town Council
The Old Courthouse
63 Long Street
Tetbury
Gloucestershire
GL8 8AA

11 November 2025

Dear Tara

TETBURY TOWN COUNCIL

Internal audit report - Year ended 31 March 2026

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

I am bound by the ethical guidelines of the Institute of Chartered Accountants of England and Wales. I confirm that I am independent of the Council.

The internal audit work I have carried out has been planned to enable me to give my opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2025-26 Annual Governance and Accounts Return.

I have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2025
- The Accounts and Audit (England) Regulations 2015 (as amended).

I was appointed as internal auditor to the Parish Council for three years to 2025-26 on 19 June 2023.

My first visit for 2025-26 was on 31 October 2025

Background

Tetbury Town Council has income and expenditure of between £400,000 and £500,000 and is subject to review by the external auditor, PKF Littlejohn. The external auditor's report for 2024-25 raised an other matter not affecting their opinion relating to the weaknesses in relation to the fixed asset register and controls over payments.

The Council is not a sole managing trustee.

It is good practice for the Council to comply with the Local Government Transparency Code 2015.

The Council's accounting records are maintained on RBS software.

Internal audit checks

I have undertaken a series of audit tests on the Council's financial records, vouchers, documents, minutes, policies, procedures and insurance documentation to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out at the visit.

During this visit I checked the following:

- Minutes of Council Meetings
- Policies and procedures
- Bank and cash
- Investments
- Income
- Expenditure
- VAT claims
- Budgets and reserves
- Transparency
- Public Rights
- Action taken on the recommendations in prior report

Findings

Details of good practice noted, my recommendations and other matters to be brought to the Council's attention are set out below.

Good practice

- The CEO is CiLCA qualified
- The Council is a member of the National Association of Local Councils
- The Council maintains its books and records on RBS software
- All records were up to date and easy to follow
- The Council's Standing Orders and Financial Regulations are reviewed regularly and are tailored appropriately for the Council
- The Council has appropriate policies in place
- The Clerk is aware of the requirements of GDPR and the Council is registered with the ICO
- The Finance Committee takes an active scrutiny role

Good practice – continued

- Councillors attend training by the local branch of the National Association of Local Councils
- Councillors undertake regular spot checks throughout the year
- Bank reconciliations are prepared accurately and regularly
- Bank reconciliations are carried out promptly each month, and are checked by a councillor
- Details of all payments authorised at meetings are recorded in the minutes
- All payment vouchers tested were evidenced as approved
- There are strong internal controls over cash receipts
- All allotment holders have signed tenancy agreements
- A formal burial register is maintained
- The payroll is operated by an independent external payroll provider
- All eligible employees have either been auto-enrolled in a pension scheme or have opted out in writing
- All employees have contracts of employment
- The budgeting process is detailed and thorough and monitored throughout the year
- VAT claims are made regularly
- The Council is taking steps to comply with the Local Government Transparency Code (2015)
- The Council is taking steps to comply with Assertion 10 on the 2025-26 AGAR.

Recommendations

The Council should formally consider my internal audit report and develop an action plan to implement the recommendations.

Existing recommendations

Recommendations have been included in previous reports in relation to the following matters.

Bank and cash

Controls over expenditure

- The CEO is the person who has the bank log in and releases payments from the bank, and is able to do so alone. This places an onerous level of responsibility on the CEO.

The process currently in place is that the CEO only releases payments in the presence of two councillors who give authorisation for the payments to be released. Whilst I accept that this process is happening, in my opinion this is not a control as the CEO has access to the online banking, and could set up and release payments alone.

A control is only effective if it controls what could happen. If it is possible for the CEO to raise and release payments alone this is, in my opinion a serious weakness in the Council's internal controls over the prevention of unauthorised payments. That the CEO would not do this is of no consequence. There is a particular risk in the situation should there be a change in staffing.

Furthermore the Council is not currently complying with its own Financial Regulation 6.2.

For adequate control over online banking, and to be compliant with the Council's Financial Regulation 6.2 dual online authorisation MUST be put in place.

The process in place at the moment is not one of dual signatories.

Before online banking cheques had to be signed by two Councillors. The controls over online banking must be the same. Lloyds is able to implement dual signatories, I work with Councils who bank with Lloyds and have dual online authorisation in place.

Online fraud is rife in the world today, and is on the rise. With single online authorisation as is in place at the moment a hacker will only have to break into one log in mechanism. Dual online authorisation reduces the risk of both internal and external fraud significantly, and in my view the failure to implement this is a serious weakness.

Councillors are reluctant to change to dual online authorisation, and decided not to implement my recommendation. Despite this decision the Council has on the 2024-25 Annual Government Statement, answered YES to assertion 2 stating that the Council has an adequate system of internal control and YES to assertion 7 stating that the Council has taken action on recommendations made by the internal and external auditors.

Online fraud is rife in the world today, and is on the rise. With single online authorisation as is in place at the moment a hacker will only have to break into one log in mechanism. Dual online authorisation reduces the risk of both internal and external fraud significantly, and in my view the failure to implement this is a serious weakness.

My view is that the controls over payments are NOT adequate, and that with single online authorisation the risks associated with fraud have not been adequately addressed.

I recommend that urgent action is taken to implement dual online authorisation

Fixed asset register

- The fixed asset register is currently under review. The current fixed asset register does not have an overall total on it that can easily be agreed to the figure in Box 9 on Section 1 of the Annual Governance and Accountability Return (AGAR).

The date on which assets were added to the register is not precise and in some cases not present at all. This makes it difficult to determine in which financial year some items should be included.

There is no clear reconciliation of the additions and removals from the register year on year.

The asset register is currently being reviewed, and has been updated to correct the following errors noted:

- assets are included that do not belong to the Council, but are leased to the Council from the Police Museum
- the purchase cost of the land and buildings was mis-stated on the 2024 AGAR

A thorough review of the asset register should be undertaken, along with a review of the insurance of assets to make sure that everything the Council owns is included and insured, and that all items on the register actually belong to the Council.

I recommend that the Council considers a bespoke package (RBS has one) and Scribe have a new asset management system available called Civicy.

Payroll

- The CEO should check that employees who have opted out of the pension scheme do so in writing, at least every three years.

New Recommendations

Investments

- The Council holds a lot of money with Lloyds Bank plc. This means there is a risk should the bank fail, as the Council will only be covered up to £85,000 by the Financial Compensation Scheme. The Council could look at spreading the risk by holding some of its reserves with different financial institutions.

Risk assessment and insurance

- The Council must review, update and adopt the risk assessment at a Full Council meeting, before 31 March 2026 to comply with the Accounts and Audit Regulations 2015.

Policies and procedures

- The independence of the Internal auditor should be considered annually by the Council, irrespective of how many years the Council has appointed the internal auditor.
- The Council has adopted the new Model Financial Regulations, but they have not been fully tailored and some square brackets are still in them. I recommend the Council reviews the Financial Regulations and tailors them appropriately.

Other matters to bring to the Council's attention

- Should the Council decide not to implement my recommendation concerning dual online authorisation for payments and updating the asset register it must answer NO to assertion 7 on the 2025-26 Annual Governance Statement. These matters have now also been raised by the external auditor.

Conclusion

Based on the tests I have carried out at this internal audit visit, in my view, the internal control procedures in operation are NOT adequate to meet the needs of Tetbury Town Council because of the poor controls over the release of payments from the bank.

Next visit

The next internal audit visit has been arranged for 13 February 2026.

At this visit detailed checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash
- Petty cash
- Income
- Expenditure
- VAT claims
- Payroll
- Risk assessment
- Insurance
- Asset register
- Action taken on the recommendations in prior report

Next Steps

This report should be noted and taken to the next meeting of the Council. The Council must decide what action will be taken on the recommendations I have made.

Kind regards

Yours sincerely

A black rectangular redaction box covering the signature of the internal auditor.

Bridget Bowen FCA

Internal auditor

Committee and Date	FINANCE & SCRUTINY – Monday 19 th January 2026
Agenda item	12.
Subject	To discuss and approve recommendations from the Internal Auditor following visit which took place on 31 st October 2025
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>Following the Internal Audit, it was noted that although the Finance & Scrutiny Committee voted against the release of payments via dual controls, this in the opinion of the auditor is not adequate.</p> <p>The Councillor who has dual control alongside the CEO and EO must be able to release the payments on the Tuesday as the BACS payments are set up to be sent to the nominated bank accounts on the Friday following the Finance & Scrutiny Committee.</p> <p>I would suggest that the Councillor who has dual control would be one of the following: the Chair, Vice Chair of the Finance & Scrutiny Committee or Mayor of the Council.</p> <p><u>Fixed Asset Register</u> The current fixed asset register is up-to-date and is presented to the Council on an annual basis.</p> <p><u>Investments</u> Tetbury Town Council to consider moving the 3-month contingency fund to another investments/banking company.</p>
Financial Implications Budget code and cost centre	None
Climate Impact	None
Governance and Legislation	Tetbury Town Council holds the General Power of Competence and have broad powers to invest funds, subject to statutory guidance (Local Government Act 2003; Section 15; Local Authorities (Capital Finance and Accounting) Regulations 2003.
Recommendation	<p>To approve the dual signatories – CEO/EO along with one Councillor.</p> <p>To request the RFO provides a detailed report in moving the 3month contingency fund to another bank/investment company.</p>
Report written by	CEO



Internal Audit Service (IAS)

Dear Members,

We are delighted to offer the GAPTC Internal Audit Service (IAS), designed to support your council with robust internal control and compliance. This service is reviewed annually based on input from our auditors and member councils to ensure a smooth, effective experience.

Our team of trained auditors, regularly updated on local council regulations, is here to offer a professional seamless audit. This year, we've replaced our drop-in support sessions with a step-by-step explainer video to assist with audit preparation and document submission. Clerks are encouraged to email us, or phone, if they experience any challenges, with any part of the services, so that we can help resolve these frustrations quickly. Please also consult our website for useful resources, checklists, a downloadable Letter of Appointment. The service Terms of Reference are included below in Appendix I.

Once you appoint GAPTC as your Independent Auditor, which MUST be done online via this form submission <https://forms.office.com/e/nTi34dsPJ4> you can then start preparing for your audit and the document submission. Once we have received your full submission an auditor will be appointed. Using our comprehensive audit template, the auditor will conduct a thorough review, after which you will receive the final report along with our invoice.

If you indicate that you will require additional support during the audit or wish to arrange a meeting with your auditor, we will be in touch to discuss the additional fees. Please find the 2025-26 fee structure in Appendix II.

Our auditors will also assist with completing the Annual Internal Audit Report section of the AGAR.

We hope this enhanced service will offer valuable support to your council. If you have any questions, please don't hesitate to contact us.

Warm regards,

GAPTC
October 2024

Appendix I

Terms of Reference 2025–2026

Aim

To assist local councils to maintain and improve internal control in accordance with proper practices as set out in the Accounts and Audit Regulations.

Internal Audit Objectives and Responsibilities

The primary objective of the Internal Audit, which is a governance audit, is to review, appraise and report on the adequacy of internal control systems operating throughout the council; to achieve this the Internal Auditor will adopt a predominantly systems-based approach to audit.

The internal audit does not involve the detailed inspection of all records and transactions of an authority to detect error or fraud. It is a supportive service that helps councils remain compliant with statutory regulations.

The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with reference to:

- The effectiveness of operations
- Compliance and applicable policies
- Procedures, laws and regulations
- The safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption.

Accordingly, during an audit the Internal Auditor may:

- Carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year to be able to complete the Annual Internal Audit Report of the Annual Governance & Accountability Return
- Review the means used to identify, measure, classify and report such information
- Review the means of safeguarding assets
- Review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have a significant impact on operations and determine whether the council is compliant

The scope of Internal Audit activity

It is a matter for the auditor to determine the necessary scope and extent of its internal audit, which should be proportionate to the needs, size and the circumstances of the council.

Independence

The main determinant of the effectiveness of Internal Audit is that it is seen to be independent in its planning and operation. To ensure this, the Internal Audit Service will operate within a framework that allows:

- Unrestricted access to the officers of the council
- Reporting in its own name
- Segregation from the day-to-day operations of the council

Every effort will be made to preserve objectivity by ensuring that all Internal Auditors are free from any conflicts of interest and do not undertake any non-audit duties on behalf of the council.

The Council's Responsibilities

The members of the council have clearly defined responsibilities for Risk Management, Internal Control, Internal Audit and preventing fraud and corruption.

The existence of the Internal Audit does not diminish the responsibility of the council to establish systems of Internal Control to ensure that activities are conducted in a secure and well-ordered manner.

Reporting

The Internal Auditor will formally report the results of audits, and the recommendations made to council and, if a GAPTC Internal Auditor is appointed for subsequent years, will follow up to make sure that corrective actions are taken.

Review of Terms of Reference

The Terms of Reference will be reviewed and updated as necessary every year.

Date of next review: October 2026

Appendix II

2025–2026 Internal Audit Service

To ensure the sustainability of this service, the fee structure has been revised. It is now more sensitive to the complexity and time required for different types of audits:

- **Basic audit with no issues (all documents submitted and correct):** This will cover standard document reviews and will have a set fee (see below).
- **Audits with document issues:** If additional time is required to follow up on missing or incorrect documents, there will be an additional hourly charge. GAPTC hosts an information session detailing the service review and outlining how Clerks can prepare for this service without incurring additional fees. We are also providing regular drop-in session where Clerks can join a free remote drop-in with an experienced auditor to ask questions and seek clarity in order to avoid unnecessary fees later on, and ensure a simple audit, for themselves, and the auditor. Please visit our website to book to join the information session, and view dates and joining links for the supportive drop-ins.
- **Audits requiring meetings:** For any face-to-face or Zoom meetings requested, there will be an additional flat fee for the first 1.5 hours, with extra time charged hourly thereafter if needed. Travel costs will also be charged to the council should the auditor need to travel to the clerk's office.

Base Fees (for standard audit, no issues with documentation)

- Band 1 (up to £5,000): £170
- Band 2 (£5,001 - £25,000): £210
- Band 3 (£25,001 - £50,000): £250
- Band 4 (£50,001 - £100,000): £285
- Band 5 (£100,001 - £200,000): £320
- Band 6 (£200,001 - £300,000): £400
- Band 7 (£300,001 - £400,000): £440
- Band 8+ (£400,001+): £480

The proposed increases reflect the time required to review documents and generate reports, ensuring that the service remains economically viable, and that audits are conducted by professional, experienced auditors. The higher fees for larger councils reflect the additional complexity of their accounts.

Additional charges

1. **Inadequate document submission:**

- If key documentation and references are 'missing' or inadequate, requiring the auditor to engage in lengthy toing and froing, a **£35 per hour** charge will be applied for the additional time needed to request, review, and follow up documents required to complete the audit. (Incurring additional fees for incomplete submissions is at the discretion of the auditor.)

2. Face-to-Face or Zoom meeting:

- If a council requests a face-to-face or Zoom meeting to discuss the audit in detail, a **£45 flat fee** per meeting (up to 1.5 hours) will be charged. Any additional time beyond this would be charged at **£35 per hour**. This allows for flexible communication while covering the auditor's additional time.

- 3. Mileage:** Maintain the current mileage rate of **45p per mile** from the auditor's base. This will be charged from the Internal Auditor's base.

Bridget.C.Bowen
Chartered Accountant



Ms Tara Niblett
CEO to Tetbury Town Council,
The Old Courthouse
63 Long Street
Tetbury
Gloucestershire GL8 8AA

11 November 2025

Dear Tara

Tetbury Town Council quotation for internal audit services

Thank you for your invitation to submit a quotation for the supply of Internal Audit Services to Tetbury Town Council for the three years to 2028-29.

Please find enclosed my quote setting out the scope and fees for undertaking the standard internal audit work.

This quotation is for the provision of internal audit work to enable me to give an opinion on the internal control objectives set out in the Annual Governance and Accountability Return. I will also test the Council's risk management, overall governance and compliance with the Transparency Code.

I confirm that I am a qualified Fellow Member of the Institute of Chartered Accountants in England and Wales and hold full Personal Indemnity Insurance cover. I am regulated by the ICAEW and licensed for public practice.

I am currently the appointed internal auditor to 29 Town and Parish Councils across Somerset, Gloucestershire Wiltshire and Dorset. This includes Fairford, Cinderford and Northleach with Eastington Town Councils in Gloucestershire.

I was the external auditor for Town and Parish Councils across the country between 2002 and 2015 for Moore Stephens and then for Grant Thornton. Since 2018 I have assisted PKF Littlejohn over the summers to deliver the external audits. I believe this experience coupled with my work as an internal auditor gives me a unique insight into the finances, governance and issues that face this sector.

I enclose a copy of my resume for your information.

Bridget.C.Bowen
Chartered Accountant

If you have any queries please do not hesitate to contact me. I look forward to hearing from you.

Yours sincerely

Kind regards



Bridget Bowen FCA

Bridget.C.Bowen

Chartered Accountant

Tetbury Town Council

Quotation for internal audit work for the three years ended 31 March 2029

STANDARD INTERNAL AUDIT

Scope of work

- a review of Council and relevant Committee minutes to ensure decisions are properly approved in accordance with the Council's Financial Regulations, and has complied with proper practices
- a review of the Council's policies and procedures
- a check that appropriate accounting records have been kept properly throughout the year
- a test check on the periodic and year-end reconciliation of bank accounts and investments
- a test check of income recorded on bank paying in books, income recorded in the accounting records and source documentation
- a test check of expenditure approval processes and expenditure vouchers to the accounting records
- a test check on VAT reimbursement claims
- a review of staff contracts of employment and payroll documentation
- a review of risk assessment procedures
- a review of insurance cover arrangements
- a review of the assets and investments registers
- a review of the Council's budget setting and monitoring procedures
- a review of the Council's compliance with the relevant Transparency Code
- a review of the information published on the Council's website
- a check on the Council's compliance with the publication requirements for the AGAR
- a review of the Council's compliance with the requirements of Assertion 10 on the 2025-26 Annual Governance Statement
- a review of the year end information to be submitted to the external auditor
- a review of the action the Council has taken on previous internal and external audit recommendations.

Reviews will be undertaken three times a year.

Matters arising and recommendations will be discussed with the Responsible Financial Officer and a written report will be issued after each internal audit review.

Bridget.C.Bowen
Chartered Accountant

Tetbury Town Council

Quotation for internal audit work for the three years ended 31 March 2029

STANDARD INTERNAL AUDIT

FEES

2026-27 - £1,095

2027-28 - £1,125

2028-29 - £1,180

Each annual quote is based on two mid year reviews and a shorter year end review

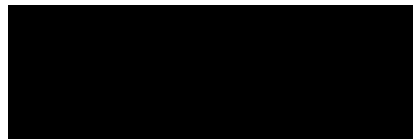
Should this not meet the Council's needs I will be happy to review the work required and amend my quote accordingly.

I am not registered for VAT

Reviews may be undertaken remotely when practicable.

Included in the quoted fee above is an advice service on standard financial matters throughout the year.

Should you require any project or further work, I will be delighted to supply a separate fee quote.



Bridget Bowen FCA

FINANCE & SCRUTINY – Monday 19th January 2026
Agenda 13. To appoint internal auditor for 2026/2027

Quotation received to carry out a final audit £950

Full balance sheet together with an Income and Expenditure Account

Committee and Date	FINANCE & SCRUTINY – Monday 19 th January 2026
Agenda item	14.
Subject	Data Protection Assertion 10
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>Following the Finance & Scrutiny Committee meeting on Monday 10th November, it was requested that testimonials were obtained for TTC to make an informed decision regarding Breakthrough Communications and assisting TTC with Data Protection.</p> <p><u>Wotton-under-Edge</u></p> <p>The Town Council is a member of the Breakthrough Communications Council Hive and has also renewed its membership. It has received free training under this membership which is relevant to Councillors and Officers as the trainers are familiar with the frameworks the Town Councils must work within and the wide range of issues that we deal with. They have also been responsive and helpful when we had a vexatious member of the public; dealing with a Freedom of Information request involving staffing data; Data Protection advice with their specialist for the Chair, Deputy, and me; and impromptu media training and advice for the Chair and Deputy when the BBC wanted to do a live broadcast for the Jubilee. They have always been helpful, approachable, and prompt. The Town Council has also recently signed up for their Data Protection/GDPR and digital governance audit review which we are looking forward to.</p> <p><u>Great Linford</u></p> <p>The reasons our Council subscribes to the Breakthrough Communications (BC)</p> <ol style="list-style-type: none"> 1. Ongoing training and support for staff and Cllrs is exceptionally valuable and provides a resource that delivers clarity and understanding 2. BC did a DATA AUDIT for GLPC which involved all staff and some Cllrs and helped to bring the theory into practical processes which helped staff to understand the whole process and their role in it . the output was specific data mapping , policies and procedures that would of taken me as Clerk and the officers weeks to do , and this was done with a 1 day visit , catch up emails



and video communication all of which then delivered a suite of documents Council understood and use actively

3. Information on the hive is available 24 / 7
4. When we received complaints relating to data and process BC will assist in the sound / legal reply to the complainant – which would take me hours, which takes them 20 mins

They are the data legal service that in an environment of difficulty helps to easily keep us safe and WHEN something goes wrong, a data breach or FOI or SARs they manage the research and review and reply which I can assure you is so time consuming and tricky for Clerks to manage.

I am happy to talk to any Cllr if required as I believe that BC has saved me hours of work on an area that is technical and complex, and moving and therefore gives me and Council security of mind that we are dealing with data carefully and correctly

Wool Parish Council

When I first took over as Clerk of Wool Parish Council, I inherited a couple of inadequate data protection policies — clearly copied from the internet, as one even referenced a completely different part of the country. Recognising the importance of getting this right, I engaged Breakthrough Communications to undertake the comprehensive work set out in the following proposal:

“Compliance Audit, Council Wide Data Map and Data Protection Impact Assessment, Refresh and Creation of Council Policies and Procedures.

We have set out below a proposal to carry out a comprehensive data protection audit and compliance refresh of all the council's policies in this area. This will include the following deliverables:

Council-wide Data Map and Data Protection Impact Assessment

Our Head of Data Protection services will work with the council to visually map the different

strands of personal data currently processed by the council, We will then carry out a risk

assessment on each data strand, using an ICO-approved impact assessment framework process.

This will enable us to advise the council on areas of risk and what mitigations can be put in place.

This will also give the council a far clearer understanding of what data it processes and how the



data is processed, the legal bases for processing and the current extent to which that processing is in accordance with UK GDPR principles as well as related legislative frameworks such as PECR.

Policy and Procedure Creation and Refresh

Having completed the data map and risk assessment process, we will then be in a position to

update the council's overarching Privacy Notice, to ensure compliance with UK GDPR. We will then

use that revised Privacy Notice as the basis for creating (and updating, where relevant) the suite of recommended council data protection policies, which will include:

Updated Data Protection Policy - internal facing

Updated Parish Council Privacy Notice - public facing

Updated Freedom of Information Policy (updated where relevant)

Updated Subject Access Request Policy and Form

Updated Data Security Policy

Updated Information Sharing Policy

Updated Data Breach Policy

Updated Use of emails policy and/or Acceptable use policy.

Updated Use of Personal Devices Policy

Updated Document retention and disposal policy

Data Protection Impact Assessment Document provided to the council will include:

Data Protection Impact Assessment Policy and Guidance Notes for the council

Data Protection Impact Assessment Framework

Data audit spreadsheet/working document"

The work was carried out with absolute professionalism and to an impressively high standard. The results speak for themselves and can be seen on our website: www.woolparishcouncil.com.

At the time of the initial quote, I was also offered the opportunity to join the Hive service. As the original data protection work was unplanned and unbudgeted, I sadly had no capacity to consider it.

Just a couple of months later, however, I received a complex Subject Access Request from an outgoing councillor. Breakthrough were incredibly supportive and, recognising the situation, generously offered for us to join Hive so the SAR work would be covered within the subscription rather than incurring the £60+ per hour cost it would otherwise have required. Their help was invaluable. I genuinely would not have been able to complete the SAR process without the guidance and expertise of Darren from Breakthrough.



Tetbury

Town Council

	<p>Since joining Hive, I've made extensive use of the training resources, particularly around communications and AI. The content is continually refreshed and always relevant. Knowing that expert support is available whenever needed gives real peace of mind, especially in the event of future SARs or a potential data breach.</p> <p>I wholeheartedly recommend Breakthrough Communications. They are professional, knowledgeable, responsive, and an absolute pleasure to work with. Their support has been transformative for our council's data protection practices, and I fully intend to remain with Hive for the foreseeable future.</p>
Financial Implications	£1997
Budget code and cost centre	4190 IT
Climate Impact	None
Governance and Legislation	Comply with the UK General Data Protection Regulation (UK GDPR)
Recommendation	To approve purchasing The Council Hive Premium package to assist with Assertion 10
Report written by	CEO

Committee and Date	FINANCE & SCRUTINY – (originally discussed Monday 13 th November 2025)
Agenda item	14.
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



CloudyIT is proud to be at the forefront of driving the adoption of modern working IT practices in the council sector.

QUOTATION FOR

Commercial Summary

Line	Item	Qty	Terms	Unit Price	Ext. Price
1	Microsoft 365 Business Premium Best for businesses that need all the apps and services included in Business Standard plus advanced cyber threat protection and device management. For businesses with up to 300 employees.	15.00	Annual	£202.80	£3,042.00
2	Microsoft 365 Business Standard Best for businesses that need Office apps across devices plus professional email, cloud file storage, and online meetings & chat. For businesses with up to 300 employees.	7.00	Annual	£115.20	£806.40
3	Microsoft 365 Business Basic Best for businesses that need professional email, cloud file storage, and online meetings & chat. Desktop versions of Office apps like Excel, Word, and PowerPoint not included. For businesses with up to 300 employees.	3.00	Annual	£55.20	£165.60
4	OneDrive for business (Plan 1)	1.00	Annual	£45.60	£45.60
Subtotal					£4,059.60

Payment Terms Summary

VAT	£811.92
Total	£4,871.52

Please note

The project will not progress further than the architecture call until 100% of the One Time Total is received.

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.



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QUOTATION FOR

Commercial Summary

Line	Item	Qty	Terms	Unit Price	Ext. Price
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Subtotal					£4,059.60

Payment Terms Summary

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Agenda 15. Microsoft Licenses – Jireh Solutions

Display name	Licenses
Adam Thilthorpe	Microsoft 365 Business Premium
Alison Figueiredo	Microsoft 365 Business Premium
Colin Pearce	Microsoft 365 Business Premium
Colin Woodward	Microsoft 365 Business Standard
Curator	Microsoft 365 Business Standard
Ian Watson	Microsoft 365 Business Premium
Judith Taylor	Microsoft 365 Business Premium
Kevin Painter	Microsoft 365 Business Premium
Liz Farnham	Microsoft 365 Business Premium
Mark Baker	Microsoft 365 Business Premium
Nikki Ind	Microsoft 365 Business Premium
Patricia Burrell	Microsoft 365 Business Premium
Rialtas	Microsoft 365 Business Basic
Rodney Smith	Microsoft 365 Business Premium
Steve Scott	Microsoft 365 Business Premium
Suzanne Sanderson	Microsoft 365 Business Premium
Tara Niblett	Microsoft 365 Business Standard
Tara Niblett	Microsoft 365 Business Basic
Tetbury Tourism	Microsoft 365 Business Standard
TTC Reception	Microsoft 365 Business Standard
TTC Website	OneDrive for business (Plan 1)
Victoria Bolwell	Microsoft 365 Business Standard
Xyza Aura Macutay-Malloch	Microsoft 365 Business Premium
Zowie Baker	Microsoft 365 Business Premium

The prices upon renewal will be:

- Business Basic: £4.84 per unit per month
- Business Standard: £10.08 per unit per month
- Business Premium: £17.74 per unit per month
- OneDrive for Business Plan 1: £4.11 per unit per month.

Two licenses assigned to CEO – one for CEO TTC Mailbox, other assigned to a mailbox which is directly linked to ALL of the TTC organisation and cannot be unassigned.



Issued To:

Tara Niblett
Tetbury Town Council
The Old Court House
63 Long Street
Tetbury
Gloucestershire
GL8 8AA

Issue Date 08/01/2026
Expiry Date 07/02/2026
Number SQ-2365

SALES QUOTE

Code	Description	Qty	Cost	VAT %	Net
SoftLic	Microsoft 365 Business Premium License	15.00	187.68	20.00	2,815.20
SoftLic	Microsoft 365 Business Standard License	4.00	108.60	20.00	434.40
SoftLic	Microsoft 365 Business Basic License	2.00	52.75	20.00	105.50
SoftLic	Microsoft OneDrive Business Plan 1 License	1.00	43.65	20.00	43.65

VAT Rate	Net	VAT	Total Net	3,398.75
Standard 20.00% (20.00%)	£3,398.75	£679.75	Total VAT	679.75
			TOTAL	£4,078.50

Notes:

All licenses are for a fixed 12 month period which commences on the date of purchase.
Additional licenses added within the 12 month period will be pro-rata at the same cost.
Payments can be made by an annual sum or via 12 monthly payments.

Terms and Conditions:

All License are sold subject to Microsoft and Westcoast Cloud terms and conditions which can be provided upon request.

Deliver To:

Tara Niblett
Tetbury Town Council
The Old Court House
63 Long Street
Tetbury
Gloucestershire
GL8 8AA



Committee and Date	FINANCE & SCRUTINY – Monday 19 th January 2026
Agenda item	15.
Subject	To discuss and approve renewing Microsoft Licenses
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>The Microsoft licenses for all devices is due for renewal on 17th February 2026.</p> <p>15x Business Premium – Councillors I-Pads to facilitate InTune 7x Business Standard – CEO, EO, Reception, Tourism, Grounds 3x Basic – Accounts package, CEO 1x OneDrive for Business - Website</p> <p>Three quotations have been received.</p> <p>Quotes have been received from our current provider, company who specialises in local government and a consultancy focused company.</p> <p>We are currently awaiting confirmation from our provider on whether all Councillors can be moved from the Premium package to the Basic Package. We have also asked them to confirm whether moving to the Basic package would have any impact on security or create any potential risks.</p> <p>It is also noted that not all Councillors use I-Pads, as some access their emails and information through other devices.</p> <p>Last year the Council paid £5750.98 for the licenses.</p>
Financial Implications Budget code and cost centre	<p>Various quotations received</p> <p>4190 IT</p>
Recommendation	To approve renewing the licenses with the current provider and to pay for the licenses on a monthly basis
Report written by	CEO



Business Case

Tetbury Town Council

Created by
Stuart Pearce

Prepared for
Tara Niblett

1. Executive Summary

Tetbury Town Council is clearly committed to good governance, transparency and financial accountability. The Council already maintains a structured approach to budgeting and reserves, and handles a significant precept in excess of £500,000. However, the tools currently used – Rialtas for accounts and a paper-based system for allotments – are no longer meeting the Council's operational needs or strategic expectations.

The move to Scribe offers a practical, modern, and cost-effective way to bring both financial management and allotment administration into a secure, intuitive, and cloud-based environment. Scribe will dramatically reduce time spent on manual tasks, improve data accuracy, and simplify reporting for both officers and councillors.

In terms of time savings, councils moving from Rialtas to Scribe Accounts typically report a reduction in time spent on year-end, and day-to-day financial processing is significantly quicker due to Scribe's integrated workflows. The move from paper to Scribe Allotments reduces admin time by several hours per month, and automates communications, invoicing, and tenancy renewals.

2. Current Situation

Tetbury Town Council manages a substantial budget and has multiple staff involved in finance and administrative operations. Based on the discussion, the current tools in use are:

- **Rialtas** for financial management
- **Paper-based methods** for managing 18 allotment plots
- **Spreadsheets** for some ancillary records, including asset registers

Key Challenges:

- **Councillor engagement** is challenging due to **unintelligible or unclear reports**
- **System lockouts** and performance issues are disrupting workflows
- **Inflexibility** in correcting errors adds time and risk

- Allotment management is **manual, paper-based**, and lacks integration with financial records
 - Asset register is **held in a spreadsheet**, separate from core financial reporting
 - Data is **not cloud-based**, limiting collaboration and remote working
-

3. Risks and Inefficiencies

Without a change in systems, Tetbury Town Council faces several ongoing risks and inefficiencies:

- **Year-end process is resource-heavy**, requiring external support and added cost
- **Manual processes** for allotment management consume hours of staff time per month
- Multiple team members are involved in admin tasks that could be automated
- **Limited users** making collaborative working challenging
- Potential **GDPR risks** due to paper-based tenant data and documents

Opportunity Costs:

- Time spent manually managing reports, managing allotment plots, and preparing year-end returns is time not spent on strategic priorities or resident-facing services
-

4. Solution: Scribe Benefits

Scribe offers an all-in-one, council-specific cloud solution with seamless integration between accounts and allotments. For Tetbury Town Council, the transition to Scribe would bring the following benefits:

Scribe Accounts:

- **Clear, councillor-friendly reports** (e.g. summary, flexed budget, committed spend, Section 137)
- **Automated year-end calculations** including AGAR and variances
- **Unlimited users** with configurable permissions – promotes collaboration
- **Editable transactions** with audit history for accountability
- Built-in **asset register** and **What3Words integration**
- **Auditor access** and simplified report sharing via links
- Elimination of license fees, training fees, bolt-ons, and upgrade costs

Scribe Allotments:

- Full digital record of plots, tenants, agreements, and inspections
- **Automated invoicing** and integration into Scribe Accounts
- Customisable email and letter templates for tenant communications
- **Map builder** with visual plot tracking and tenant linking
- **Self-managed setup** easily achievable for a small number of plots (18)

Quantifiable Benefits:

- A reduction in time, and simplified, **year end processes**
- Day-to-day financial entry and reconciliation is **significantly faster**
- Allotment invoicing, renewals, and inspection functionality **integrated with Scribe Accounts**
- Asset register migrated from spreadsheet **at no additional cost**

5. Conclusion

Scribe represents a future-proof solution tailored to local councils. For Tetbury Town Council, the switch will simplify processes, reduce compliance risk, and free up staff time. With fully supported onboarding and training included, the Council can transition without disruption.

By upgrading from Rialtas and paper-based systems to Scribe Accounts and Scribe Allotments, the Council will:

- Gain clear, intuitive reporting
- Reduce the time and cost of compliance
- Improve team collaboration and resilience
- Digitise and streamline allotment management
- Consolidate asset tracking into one secure system

With the budgeting process already underway, now is an ideal time to make the switch. The Council has a real opportunity to modernise its financial and administrative systems – with a proven provider trusted by over 1,600 councils.



CloudyIT is proud to be at the forefront of driving the adoption of modern working IT practices in the council sector.

QUOTATION FOR

Commercial Summary

Line	Item	Qty	Terms	Unit Price	Ext. Price
	Annual				
2	GovFinance Annual Licence	1.00	Annual	£2,500.00	£2,500.00
	<p>All-in-one financial package with Business Central, Teams access, core reports, and user licences for finance and accountant use.</p> <ul style="list-style-type: none"> • 1 x Essential User (Business Central) • 4 x Team Member Licences • Limited Read-Only Access for M365 users • Free Accountant Access • Core Finance Reports Pack <p>Additional users available on request</p>				
	Annual Subtotal				£2,500.00
	Labour				
6	GovFinance Deployment & Migration	4.00	One Off	£750.00	£3,000.00
	<p>Full setup and transition of GovFinance within your Microsoft 365 environment.</p> <ul style="list-style-type: none"> • Configure secure access and permissions • Set up test and live environments • Import opening balances, control accounts, and open transactions • Finalise transition to live system with full operational checks <p>Additional Notes:</p> <ul style="list-style-type: none"> • Optional historical data import available at additional cost • Quoted price may vary depending on financial setup and training needs identified during deployment 				
7	GovFinance Workshops & Guided Setup	4.00	One Off	£750.00	£3,000.00
	<p>Structured onboarding sessions to configure and optimise your GovFinance environment.</p> <ul style="list-style-type: none"> • Session 1: General Ledger & Cost Centre Dimensions (e.g. Committees), budget setup, and reporting requirements • Session 2: Purchase Orders & Invoicing – including expenditure and payment approval workflows • Session 3: Sales Transactions – invoicing, cash receipts, and credit control processes • Session 4: Cash Management – managing bank transactions and reconciliations • Session 5: Month & Year-End – VAT, AGAR, 				

Line	Item	Qty	Terms	Unit Price	Ext. Price
	financial reporting, checklists, and accruals				
	Additional Notes:				
	• Sessions are up to 2 hours each				
	• Recordings will be provided after each session				
	• Participants are expected to make their own notes				
	• Optional add-on: Bespoke GovFinance Training Documentation tailored to your council's setup				
8	GovFinance PrePaid Support (10 hours)	1.00	One Off	£1,100.00	£1,100.00
	10 Hours Pre-Paid Support				
	Standard End User Support: 8am - 5.30pm Monday - Friday (Excluding Bank Holiday)				
	- Access to CloudyIT support desk via email, phone, support tool				
	Labour Subtotal				£7,100.00
	Optional				£0.00

Payment Terms Summary	
One-Time Total	£7,100.00
VAT	£1,920.00
Total	£11,520.00

****Please note****

The project will not progress further than the architecture call until 100% of the One Time Total is received.

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.



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QUOTATION FOR

Commercial Summary

Line	Item	Qty	Terms	Unit Price	Ext. Price
	Annual				
2	GovFinance Bank Feeds & Payments	1.00	Annual	£995.00	£995.00
	<p>Secure, real-time bank connection for automated reconciliation and payments in Business Central.</p> <ul style="list-style-type: none"> • Connect 1 Bank Account • Direct authentication (unlimited transactions) • Real-time balances + payment integration with Business Central <p>Additional Notes:</p> <ul style="list-style-type: none"> • Additional bank accounts can be added for an extra fee • Some banks may charge connection or transaction fees 				
3	GovFinance Document Capture & Approvals	1.00	Annual	£1,044.00	£1,044.00
	<p>Automated invoice capture and approvals to streamline council finance workflows.</p> <ul style="list-style-type: none"> • Includes up to 50 documents per month • Capture and approve invoices, orders, and receipts • Match invoices to POs and goods receipts • Flexible approval flows with routing, permissions, and audit trails • Advanced features: line recognition, auto-splitting, PDF/XML support <p>Additional Notes:</p> <ul style="list-style-type: none"> • Ideal for councils looking to reduce manual entry and improve financial accuracy 				
4	GovFinance BI Dashboard	1.00	Annual	£495.00	£495.00
	<p>The GovFinance BI Dashboard provides councillors, staff, and the public with clear, real-time financial information. It brings budgets, spending, income, and forecasts together in one place, using simple visuals to support transparency and informed decisions. Accessible to all, the dashboard helps track resources, highlight trends, and ensure value for the community.</p>				
	Annual Subtotal				£2,534.00
	Labour				
8	GovFinance Document Capture & Approvals – One-Time Setup	0.75	One Off	£750.00	£562.50

Line	Item	Qty	Terms	Unit Price	Ext. Price
	Initial setup of automated document capture and approval workflows for councils. Includes: <ul style="list-style-type: none"> • Flexible approval flow configuration for officers and members • Automated routing, permissions, and audit trails • Setup of advanced capture features: line recognition, auto-splitting, and support for all common document types 				
9	GovFinance Bank Feed – One-Time Setup	1.00	One Off	£750.00	£750.00
	Configuration of secure bank connectivity for live balance updates and payment processing in Business Central. Includes: <ul style="list-style-type: none"> • Initial setup and authentication of 1 bank account • Configuration of live bank feed integration • Testing of real-time balance sync and payment functionality • Handover with basic guidance on ongoing use 				
10	GovFinance BI Dashboard – Setup	0.75	One Off	£750.00	£562.50
	The GovFinance BI Dashboard provides councillors, staff, and the public with real-time financial data. It includes budgets, spending, income, forecasts, and one-off charges. All information is mapped to cost centres and the Chart of Accounts, with direct integration to Microsoft Teams for easy access and collaboration.				
11	Bespoke GovFinance Training Documentation	1.00	One Off	£750.00	£750.00
	Tailored documentation created by a GovFinance trainer, aligned to your council's specific processes. Includes: <ul style="list-style-type: none"> • Custom process descriptions • Council-specific user guides • Clear, easy-to-follow reference materials for staff 				
	Labour Subtotal				£2,625.00
	Optional				£0.00

Payment Terms Summary

One-Time Total	£2,625.00
VAT	£1,031.80
Total	£6,190.80

Committee and Date	FINANCE & SCRUTINY – Monday 19 th January 2026
Agenda item	16.
Subject	To discuss and approve accounts package for 2026-2027
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>Tetbury Town Council renewal with current provider (RBS Rialtas) ends 31st March 2026.</p> <p>At a recent Clerks networking event 39 Clerks attended with only 2 Councils using RBS Rialtas and 37 use Scribe.</p> <p>Within the backing papers you will see a business plan from Scribe, RBS Rialtas and Cloudy IT.</p> <p>Councillors have advised that they are finding the current reporting format difficult to follow.</p> <p>Although the current accounts package is hardwired, we are facing daily outages.</p> <p>We have paid for up to 5 users to be able to use the system, unfortunately we are now finding that 2 members of the team cannot use the package at the same time.</p> <p>At a recent meeting with Scribe, we were shown how easy the system is to use and the different types of reports you can receive.</p> <p>With the demonstration from Cloudy the system looked complicated.</p>
Financial Implications Budget code and cost centre	£2,389 one-off cost before 31 st March 2026 to transfer data from Rialtas to Scribe Monthly costs £111
Climate Impact	None
Recommendation	To approve the one-off cost to transfer data from Rialtas to Scribe and to approve the monthly on-going costs with Scribe
Report written by	CEO

Dear Customer,

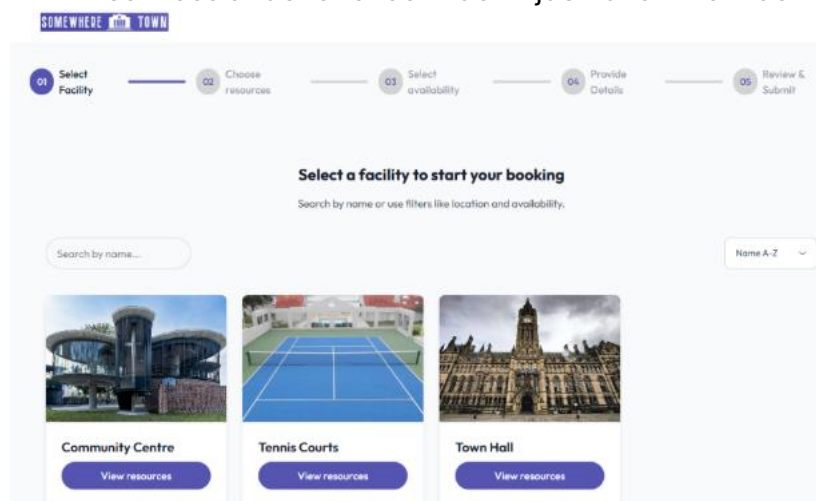
A Look at Our Year Together & What's Next for you

Thank you for your continued partnership with us throughout the past year. As we look ahead, we want to share some key advancements and introduce the exciting future of our platform.

Highlights from the Past Year:

To better serve you, we've been hard at work enhancing our services and team:

- **Strengthened Leadership:** We welcomed a new Development Lead and a new Developer to accelerate improvements to our systems.
- **Enhanced Cloud Experience:** We successfully migrated our cloud users to a new, dedicated Rialtas Web instance for improved performance and reliability.
- **Launched the Bookings Portal:** The first of many new product enhancements is now live offering multiple benefits as well as keeping all of your software and services under one roof – don't just take it from us:



“I’m excited by the new functionality which the new Bookings Portal brings. It is modern, sleek, intuitive and user-friendly enabling a great bookings experience for our customers, and will reduce my current workload in bookings by 30 – 50% whilst also giving customers more information than is currently possible. I anticipate that it will enable us to make better use of the community facility, increase our income and offer a better service with no increase to the cost to the end user”

Please email sales @ sales@rialtas.co.uk for direct enquiries relating to prices for the Bookings Portal.

- **Redesigned Customer Support:** Our Account Management Team has been restructured to provide dedicated support for our existing partners like you, while also welcoming new customers.
- **Collaborating with You:** We've initiated Customer Focus Groups to ensure your feedback directly shapes the future of our solutions.
- **Faster Issue Resolution:** We are about to launch a new Support Chat feature, designed to get you answers and resolve queries faster than ever.
- **Improved Self-Service:** Our Support Portal has been updated with refreshed FAQs and user manuals to help you find information quickly.

The Future is Rialtas Web

Our primary focus for all future development will be on Rialtas Web. This ensures you always have access to the latest innovations and the most secure, efficient experience.

We encourage you to migrate to Rialtas Web to take advantage of these significant benefits:

- **Automatic Security:** Your data is automatically backed up and protected every night, eliminating on-premise risks.
- **Always Current:** Receive new features, improvements, and fixes as soon as they are available with no need for manual updates or installations.
- **Quicker Support:** Our team can directly access and diagnose issues, leading to faster resolutions without the back-and-forth.
- **Guaranteed Uptime:** Avoid disruptions from internal server failures or hardware problems.
- **Future-Proofed Platform:** All new development and cutting-edge features will be released exclusively on Rialtas Web.

While our on-premise desktop application will continue to be supported, the most advanced and feature-rich experience will be on Rialtas Web.

We would be happy to discuss your seamless migration to Rialtas Web. Please contact our team at [REDACTED]

Tetbury Town Council currently uses Omega Cashbook support & maintenance networked up to 5 users.

Annual Support and Maintenance Charges Per Software Module:

Software Module (per annum)	Support & Maintenance Standalone PC	Support & Maintenance Networked up to 5 Users	Support & Maintenance Networked 6 - 10 Users	Support & Maintenance Networked 11-15 Users
Alpha	£210	£306	N/A	N/A
Omega Cashbook	£392	£613	£872	£1012
* Alpha/Omega - Making Tax Digital VAT Submission (Per Company)	£120			
Phased Budgets	£210	£245	£281	£315
Sales Ledger	£210	£245	£281	£315
Purchase Ledger	£210	£245	£281	£315
Purchase Order Processing	£210	£245	£281	£315
Cemeteries Management	£300	£460	£595	£696
Memorial Management	£150	£182	£218	£255
Cemeteries Sales Ledger	£210	£245	£281	£315
Facilities Bookings (NOT PORTAL)	£300	£491	£624	£759
Facilities Booking Google Calendar Integration	£150			
Asset Inventory	£180	£275	£312	£349
Planning	£180	£306	£368	£423
Allotments	£210	£275	£344	£411
Allotments Inspection App Integration	£120			

Along with this annual cost there is a one-off cost to carry out the Year End which is the information used for the AGAR. For the 2025 year-end shutdown the fee was £885.

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>██████████ r</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</p>

	<p>face advice. This is especially true for clients with 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>One of our foodbank advisers currently attends the foodbank in Tetbury every week.</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. We saw a reduction in client numbers from Tetbury in 2025. Our analysis indicates that the numbers were affected between mid March and the end of July when we were without an outreach presence in the town. This was due to a change in location to the library.</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</p>



receiving supermarket vouchers to help with the cost of food.

In Tetbury, our advice resulted in an income gain of £97,617. Additionally, a further £16,888 of debts were written off.

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.

	<p>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 [REDACTED]</p>
<p>Does your organisation have an equal opportunities policy or statement (if yes, please provide a copy with your application)</p>	<p>Yes, please find our equal opportunities statement attached. This is an excerpt from our 'Employee Handbook'.</p>
<p>Does your organisation have a formal constitution (if yes, please provide a copy with your application)</p>	<p>Yes, please find our 'Articles of Association' attached.</p>
<p>EVENT, ACTIVITY OR PROJECT</p>	
<p>Purpose for which grant is sought:</p>	<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>We have a deficit budget for 2025-26 and anticipate the same for 2026-27 especially as several of our funding streams end.</p> <p>We receive funding from the other Town councils where we have an outreach – Moreton in Marsh, Stonehouse Dursley and Wotton under Edge. We also get funding from Stroud Town Council and Cirencester Town Council.</p> <p>Moreton in Marsh Town Council who are also a Cotswold Town Council have recently given us £1500</p>



Tetbury

Town Council

	for this year. Dursley Town Council gives us £5,500 per year on a multi year grant. Funds will also be used to support the running of our popular Tetbury outreach, based within Tetbury Library.
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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	
Amount of grant funding requested: Please provide a full breakdown of the project costs and how the grant money will be spent (itemise costs):	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. Money received from any grants will contribute to our core costs which includes our office spaces, volunteer expenses, and staff salaries.
How much money has/is being raised towards this?	So far, we have raised £5640 of our £15,000 goal. We are continuing to ask each parish and town council to contribute proportionately to the amount of enquires received in the last financial year.
If applicable – how do you plan to raise funds to meet any shortfall and by when?	Again, we will continue to attempt to raise funds through parish and town councils.
Have you previously received a grant from Tetbury Town Council? (if yes please state when, the amount and purpose of the grant).	We have received a grant in the past, pre-2020 – again for core costs.
BANK DETAILS	
Account Name:	Citizens Advice Stroud & Cotswold Districts Ltd
Account Number:	██████████
Sort Code:	██████
Bank/Building Society Address:	████████████████████ ██████████████████ ██████████████████ ██████████ ██████████

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.

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.

Signed *Elizabeth Hall* Dated: 10.10.2025

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