

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
Monday 9th February 2026 at 7pm

Present

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

Officers: T Niblett (CEO/RFO)

Public: 1 member of the public

FS01. 02/26 Apologies for absence:

Councillor C Pearce – Received – holiday

Councillor A Figueirido – No apologies for absence received

Councillor M Baker – Received - work

Councillor L Farnham – Received - personal

FS02. 02/26 Declarations of Interest:

None

FS03. 02/26 Public Consultation:

Member of the public asked why the burial ground has not been given a budget line? Advised that any costs relating to the burial ground are kept in an earmarked reserve account and any expenses are taken from this account.

FS04. 02/26 To approve the minutes of the meeting held on Monday 19th January 2026:

Following a minor amendment, it was proposed by Councillor Z Baker, seconded by Councillor P Burrell to approve the minutes of the meeting held on Monday 19th January 2026.

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| Voting Record: | For – 5 | Against – 0 | Abstentions – 0 | Absent - 4 |
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FS05. 02/26 To note action points from previous meetings:

Police Museum (FS07.06/24)– meeting date of 18th February given to Curator, awaiting a response. March agenda item. It was noted that the F&S Committee agreed to match fund up to £1430 for the new display cabinet on a total cost of £4300. Expenses on 80% currently stands at £3,608.80, grant awarded £2,850.

Grounds Team new vehicle requirements – March agenda item.

Staff working updates – March agenda item

FS06. 02/26 To note Bank Reconciliation and Financial Summary for January 2026:

As of 31st January 2026, it was noted that TTC Current Account held £27,612.39, TTC Deposit Account £169,533.12, Contingency Funds £92,409.56, Police Museum £5,631.05, CIL and Buildings Maintenance £103,081.27. The Visitor Information Centre account held £2,387.69.

FS07. 02/26 To note Income and Expenditure for Month 10:

Noted.

FS08. 02/26 To note February payments and estimate transfer of funds:

It was noted that Tetbury Town Council payments for February amounted to £34,285.01, VIC payments for February amounted to £2,039.53, Police Museum £3,623.44, Credit Card payments amounted to £1,808.37.

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

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It was requested that we have a transfer of funds of £2,000 from TTC Deposit Account to the VIC Current Account. It was proposed by Councillor P Burrell, seconded by Councillor J Taylor to approve the transfer of £2,000 from the TTC Deposit Account to VIC Current Account.

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FS09. 02/26 To allocate two Councillors sign off February payments:

Councillor P Burrell and Z Baker sign off the February payments.
 Councillor R Smith and Councillor S Scott advised they will sign off the March payments.

FS10. 02/26 to discuss and recommend to Full Council the Risk Management Strategy:

The committee reviewed the amendments that the CEO has made and following one further amendment, it was proposed by Councillor Z Baker, seconded by Councillor R Smith to recommend to Full Council.

The CEO was asked to confirm with Cotswold District Council when Tetbury Town Councils warding request will be discussed.

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FS11. 02/26 To discuss and approve the additional costs for Internal Auditor:

At the Finance & Scrutiny meeting which took place on Monday 19th January, the committee resolved to continue with the existing internal auditor (who is independent of the council) on an annual basis, due to the quotation provided which was based on a 3year contract the CEO has been advised that there is an additional cost of £100 to the quotation provided. It was proposed by Councillor S Scott, seconded by Councillor Z Baker to approve the additional cost of £100 making the annual expenditure £1,195.

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FS12. 02/26 To approve the recommendation from the Heritage, Environment and Community Committee to ring-fence £3,000 from the tree works budget to complete possible emergency works in Linfoot Road:

At the recent Heritage, Environment and Community Committee meeting, correspondence was received regarding a tree in Linfoot Road. The Council's tree surgeon has inspected the tree and has identified possible Ash Dieback. We have been advised that the most cost-effective approach would

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be to revisit the tree in the spring during leaf growth. Currently there is £4616 funds available in the tree works budget. It was proposed by Councillor S Scott, seconded by Councillor P Burrell to ring-fence £3,000 to carry out the possible emergency tree works.

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FS13. 02/26 Correspondence Received:

Dentons are requesting confirmation on whether Tetbury Town Council wishes to provide editorial for the next edition. It was proposed by Councillor J Taylor, seconded by Councillor P Burrell to suspend standing orders.

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It was proposed by Councillor Z Baker, seconded by Councillor P Burrell, not to advertise in the next edition of the Dentons Directory.

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Committee were advised that the insurance policy will expire on 31st May along with the current contract with the insurance company also expires. It was requested that Councillors from this committee attends a meeting with the CEO and a representative from the broker company on 12th March. Councillor S Scott and J Taylor have agreed to attend the meeting and have requested this starts at 9.30am.

FS14. 02/26 Councillors Reports:

None received

FS15. 02/26 Items for the next meeting:

- Update on Police Museum
- Purchasing new vehicle
- Various policies to assist with Assertion 10
- Internal Auditor report
- Staff updates

Councillor R Smith advised he may not be able to attend the next meeting.

Meeting closed 7.33pm

Chair Dated