

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 9th February 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
2nd February 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 19 th January 2026
5.	To note action points from previous meetings
6.	To note Bank Reconciliation and Financial Summary for January 2026 (0.2)
7.	To note Income and Expenditure for Month 10
8.	To approve February payments and estimate transfer of funds (02)
9.	To allocate two Councillors to sign off February payments (0.2)
10.	To discuss and recommend to Full Council the Risk Management Strategy
11.	To discuss and approve the additional costs for Internal Auditor
12.	To approve the recommendation from the Heritage, Environment and Community Committee to ring-fence £3,000 from Tree works budget to complete possible emergency works in Linfoot Road
13.	Correspondence Received
14.	Councillor Reports <ol style="list-style-type: none"> 1. Chair 2. Deputy 3. Members
15.	Items for the next Meeting
16.	Date of next meeting – Monday 9 th March 2026, 7pm, Tetbury Library, Close Gardens

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 Tetbury Library, Close Gardens, Tetbury
Monday 19th January 2026 at 7pm

Present

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

Officers: T Niblett (CEO/RFO)

Public: 1 member of the public

FS01. 01/26 Apologies for absence:

Councillor C Pearce – Received

Councillor A Figueirido – No apologies for absence received

FS02. 01/26 Declarations of Interest:

None

FS03. 01/26 Public Consultation:

None

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

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

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

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

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

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

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

FS07. 01/26 To note December payments:

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

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

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

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

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

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

Voting Record:	For – 6	Against – 0	Abstentions – 0	Absent - 2
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FS10. 01/26 To allocate two Councillors to sign off January payments:

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

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

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

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

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

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

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

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

Voting Record:	For – 6	Against – 0	Abstentions – 0	Absent - 2
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FS14. 01/26 To discuss and approve purchasing Council Hive Premium Service to assist with Assertion 10:

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

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

Voting Record:	For – 6	Against – 0	Abstentions – 0	Absent - 2
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FS15. 01/26 To discuss and approve renewing Microsoft Licenses:

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

Voting Record:	For – 6	Against – 0	Abstentions – 0	Absent - 2
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FS16. 01/26 To discuss and approve accounts supplier for 2026-2027:

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

Voting Record:	For – 6	Against – 0	Abstentions – 0	Absent - 2
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FS17. 01/26 To discuss and approve to recommend to the Heritage, Environment and Community Committee the grant application from Citizens Advice Bureau:

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

FS18. 01/26 Correspondence Received:

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

FS19. 01/26 Councillor Reports:

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

FS20. 01/26 Items for the next meeting:

None

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

FS22. 01/26 Exclusion of the Public and Press to allow discussion of confidential business: It was proposed by Councillor S Scott, seconded Councillor M Baker that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Public and Press be excluded from the Meeting for the

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

Meeting closed 8.20pm

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

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

Voting Record:	For – 4	Against – 0	Abstentions – 2	Absent - 2
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Meeting closed 8.25pm

Chair Dated

**Report to a Meeting of
Tetbury Town Council's Finance and Scrutiny Committee
Monday 9th February 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	Clrs Z Baker, CEO	Requested meeting with Curator – 18 th February, awaiting response from Curator
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 March to discuss options.
FS23. 11/25	Staff Working Group Updates	Working Group	Meeting took place 04/02, staffing updates will be discussed in March meeting
FS14. 01/26	Purchasing Council Hive Premium Service	CEO	Purchased 21.01.26 Requested to go on-board week commencing 02/02
FS15. 01/26	Purchase Microsoft Licenses and check security regarding passwords	CEO	Licenses will be renewed Feb 2026, reducing Premium to Basic for TTC

			Councillors. Passcode can be set although supplier will not have the visibility to reset.
FS16. 01/26	To change account supplier to Scribe	CEO	Beginning to transfer data from Feb, March staff training, online April.

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

Tetbury Town Council 2025-2026

Bank - Cash and Investment Reconciliation as at 31 January 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/01/2026	TTC Current Account	27,612.39
31/01/2026	TTC Deposit	169,533.12
31/01/2026	ttc fixed term deposit	92,409.56
31/01/2026	Lloyds Credit Card	0.00
31/01/2026	Police Museum & Courtroom	5,631.05
31/01/2026	TIC 00734002	2,387.69
31/12/2025	Petty Cash Tin VIC	0.00
31/01/2026	CIL & Buildings Maintenance	103,081.27

400,655.08

Unpresented Payments

12.64

400,642.44

Receipts not on Bank Statement

110.00

Closing Balance

400,752.44

All Cash & Bank Accounts

1	TTC - Current Account	27,612.39
2	TTC - Deposit Account	169,533.12
3	TTC Contingency	92,409.56
4	Credit Card Account	97.36
5	Police Museum	5,631.05
6	VIC - Current Account	2,387.69
7	Petty Cash VIC	1.10
8	CIL & Building Maintenance	103,081.27
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	400,753.54

TTC MONTHLY FINANCIAL SUMMARY

ACTUAL	TTC Bank Summary @ 31st January 2026		Note
	Tetbury Town Council Current Account	£27,612.39	
	TTC Deposit Account	£169,533.12	
	Police Museum	£5,631.05	
	CIL and Buildings Maintenance	£103,081.27	
	3 month Fixed Rate Account	£92,409.56	
	TOTAL	£398,267.39	
	Committed Costs		Note
	General Reserve @ 3 Months Routine Expenditure	£92,409.56	
	New Burial Ground EMR	£30,372.06	
	CIL and Buildings Maintenance	£103,081.27	
	Van Purchase	£1,008.09	
Total	£226,870.98		
Current Working Capital B5-B15	£171,396.41		

FORECAST	Monthly Forecast of Outturn (FOO)	Forecast Income	Routine Expenditure	Project Expenditure	Comment
	February	£575.00	£35,000.00	£0.00	
	March	£575.00	£35,000.00	£0.00	
	Total	£1,150.00	£70,000.00	£0.00	
	Year End FOO (Free Reserve)	£102,546.41			

VIC MONTHLY FINANCIAL SUMMARY

VIC Bank Summary @ 31st January 2026		Note		
	VIC Current Account	£2,387.69		
	TOTAL	£2,387.69		
Committed Costs		Note		
	Total	£0.00		
Current Working Capital B5-B15		£2,387.69		

	Monthly Forecast of Outturn (FOO)	Forecast Income	Routine Expenditure	Project Expenditure	Comment
	February		£3,250.00	£0.00	
	March		£3,250.00	£0.00	
	Total	£0.00	£6,500.00	£0.00	
	Year End FOO (Free Reserve)		-£4,112.31		

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

	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	2,441	0	(2,441)			0.0%	
1092 Telephone Monthly Credit	3,606	0	(3,606)			0.0%	
1110 Burials	4,970	0	(4,970)			0.0%	
1120 Flat Rent	5,750	6,900	1,150			83.3%	
1121 Room Rental	500	0	(500)			0.0%	
1122 Flat Gas	33	0	(33)			0.0%	
1140 Markets	480	0	(480)			0.0%	
1200 Grants Received	7,325	7,164	(161)			102.2%	
1900 Miscellaneous Income	4,666	0	(4,666)			0.0%	
	<u>556,681</u>	<u>498,733</u>	<u>(57,948)</u>			<u>111.6%</u>	<u>42,242</u>
TTC Income :- Income							
	<u>556,681</u>	<u>498,733</u>	<u>(57,948)</u>				
Net Income							
6001 less Transfer to EMR	42,242	0	(42,242)				
	<u>514,440</u>	<u>498,733</u>	<u>(15,707)</u>				
Movement to/(from) Gen Reserve							
<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	190,247	252,400	62,153		62,153	75.4%	
4001 TTC Pensions	40,735	36,900	(3,835)		(3,835)	110.4%	
4002 TTC Staff Expenses	1,309	2,500	1,191		1,191	52.4%	
4030 Power of Gen. Competence	547	400	(147)		(147)	136.8%	
4060 Training Costs	3,132	6,500	3,368		3,368	48.2%	
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	7,204	8,487	1,283		1,283	84.9%	
4080 Telephone	6,819	2,350	(4,469)		(4,469)	290.2%	
4085 Allotment Exp	2,166	2,500	334		334	86.6%	
4090 Utilities	3,950	7,500	3,550		3,550	52.7%	
4120 Insurance	9,222	7,000	(2,222)		(2,222)	131.7%	

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Detailed Income & Expenditure by Budget Heading 01/01/2026

Month No: 10

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	2,025	1,750	(275)		(275)	115.7%	
4135 Defibrillators	524	0	(524)		(524)	0.0%	524
4140 Publicity	2,402	2,000	(402)		(402)	120.1%	
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	12,783	15,000	2,217		2,217	85.2%	
4200 Member's Expenses	0	1,000	1,000		1,000	0.0%	
4210 Civic Expenses	272	800	528		528	34.0%	
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	1,855	0	(1,855)		(1,855)	0.0%	1,855
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	57	0	(57)		(57)	0.0%	
4355 Christmas Expenditure	996	0	(996)		(996)	0.0%	
4492 Bank charges	85	102	17		17	83.3%	
4995 Locum Fees	180	0	(180)		(180)	0.0%	
4996 Grant Expenditure	3,321	0	(3,321)		(3,321)	0.0%	
TTC Administration :- Indirect Expenditure	345,316	407,848	62,532	0	62,532	84.7%	15,090
Net Income over Expenditure	(345,284)	(407,848)	(62,564)				
6000 plus Transfer from EMR	15,090	0	(15,090)				
Movement to/(from) Gen Reserve	(330,194)	(407,848)	(77,654)				
<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	2,990	0	(2,990)				0
4095 St Saviours Water	45	115	70		70	39.2%	
4310 Current Youth Services	29,600	29,600	0		0	100.0%	
4315 Emergency Fund	7	600	593		593	1.2%	
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	1,538	3,500	1,962		1,962	43.9%	
4410 Fuel	956	2,000	1,044		1,044	47.8%	
4420 Clothing	467	660	193		193	70.7%	
4430 Open Spaces	3,277	6,050	2,773		2,773	54.2%	64

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Detailed Income & Expenditure by Budget Heading 01/01/2026

Month No: 10

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	64	1,000	936		936	6.4%	
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>49,025</u>	<u>73,344</u>	<u>24,319</u>	<u>0</u>	<u>24,319</u>	<u>66.8%</u>	<u>64</u>
Net Income over Expenditure	<u>(46,035)</u>	<u>(73,344)</u>	<u>(27,309)</u>				
6000 plus Transfer from EMR	64	0	(64)				
Movement to/(from) Gen Reserve	<u>(45,971)</u>	<u>(73,344)</u>	<u>(27,373)</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	356	100	(256)		(256)	355.6%	
4480 Police Museum Staff Costs	2,478	4,750	2,272		2,272	52.2%	
4481 Police Museum Collections Care	583	1,000	417		417	58.3%	
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	5,278	0	(5,278)		(5,278)	0.0%	
4487 PM Marketing	21	0	(21)		(21)	0.0%	
4491 Bank Charges	94	102	9		9	91.7%	
Police Museum :- Indirect Expenditure	<u>12,094</u>	<u>8,352</u>	<u>(3,742)</u>	<u>0</u>	<u>(3,742)</u>	<u>144.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,891)</u>	<u>(8,352)</u>	<u>(1,461)</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	547	1,200	653			45.6%	
1830 Ticket Sales Nat. Express Inc	458	300	(158)			152.8%	
1840 Ticket Sales Goods Shed	588	300	(288)			196.0%	
1862 Cards/Notelets and Postcards	363	450	87			80.6%	
1865 Postage and Packaging	4	200	197			1.8%	
1870 Walks & Cycles	347	500	153			69.3%	
1872 Tea Towels	758	1,000	242			75.8%	
1875 Gifts & Souvenirs	785	750	(35)			104.7%	
1880 Books and Guides	228	250	22			91.1%	
1882 Local Crafts	535	0	(535)			0.0%	
1885 Calendars	153	50	(103)			305.5%	
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>7,633</u>	<u>5,000</u>	<u>(2,633)</u>			<u>152.7%</u>	<u>0</u>
4801 Banking charges	85	102	17		17	83.3%	
Visitor Information Centre :- Direct Expenditure	<u>85</u>	<u>102</u>	<u>17</u>	<u>0</u>	<u>17</u>	<u>83.3%</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	1,376	2,000	624		624	68.8%	
4870 Website	564	470	(94)		(94)	120.0%	
4885 Local Craft	243	0	(243)		(243)	0.0%	
4900 Ticket Sales Nat. Express	433	250	(183)		(183)	173.3%	
4935 Ticket Sales Good Shed Arts Ce	522	0	(522)		(522)	0.0%	
4940 VIC Staff Costs	19,953	24,100	4,147		4,147	82.8%	
4961 Square Automatic Charges	90	500	410		410	17.9%	
4970 VIC Repairs/IT	178	1,000	822		822	17.8%	
4980 VIC Stationery/Miscellaneous	167	350	183		183	47.7%	
Visitor Information Centre :- Indirect Expenditure	<u>25,655</u>	<u>31,520</u>	<u>5,865</u>	<u>0</u>	<u>5,865</u>	<u>81.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(18,106)</u>	<u>(26,622)</u>	<u>(8,516)</u>				

Detailed Income & Expenditure by Budget Heading 01/01/2026

Month No: 10

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	573,040	504,733	(68,307)			113.5%	
Expenditure	432,176	521,166	88,990	0	88,990	82.9%	
Net Income over Expenditure	<u>140,864</u>	<u>(16,433)</u>	<u>(157,297)</u>				
plus Transfer from EMR	15,154	0	(15,154)				
less Transfer to EMR	42,242	0	(42,242)				
Movement to/(from) Gen Reserve	<u>113,777</u>	<u>(16,433)</u>	<u>(130,210)</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>
Refund	Banked: 13/12/2025	110.00						
Refund	The Works	110.00			1900	90	110.00	Refund on Xmas books
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
	Banked: 09/01/2026	846.71						
Top up	TTC - Current Account	846.71			200		846.71	Top up
Refund	Banked: 13/01/2026	110.00						
Refund	The Works	110.00			1900	90	110.00	Childrens books refund
Total Receipts for Month		1,918.37	0.00	0.00			1,918.37	
Cashbook Totals		<u>1,918.37</u>	<u>0.00</u>	<u>0.00</u>			<u>1,918.37</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
09/01/2026	TTC - Current Account	Top up	846.71			200		846.71	Duplicate transfer
		Total Payments for Month	1,808.37	0.00	74.67			1,733.70	
		Balance Carried Fwd	97.36						
		Cashbook Totals	1,918.37	0.00	74.67			1,843.70	

Receipts for Month 11

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 :	5,631.05					5,631.05	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
	Cashbook Totals	<u>5,631.05</u>	<u>0.00</u>	<u>0.00</u>			<u>5,631.05</u>	

Payments for Month 11

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>
13/02/2026	Click Netherfield Ltd	BACS	2,435.94		405.99	4485	115	2,029.95	45% payment display cabinet
13/02/2026	Maria Marsh	BACS	1,187.50			4480	115	1,187.50	July - Sept Honorarium
Total Payments for Month			3,623.44	0.00	405.99			3,217.45	
Balance Carried Fwd			2,007.61						
Cashbook Totals			5,631.05	0.00	405.99			5,225.06	

Receipts for Month 11

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 :	27,612.39					27,612.39	
	Banked:	0.00						
			0.00				0.00	
<hr/>								
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Balance Carried Fwd	6,672.62						
	Cashbook Totals	<u>34,285.01</u>	<u>0.00</u>	<u>0.00</u>			<u>34,285.01</u>	

Payments for Month 11

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>
02/02/2026	PEAC (UK) Limited	DD	591.30		98.55	4080	100	492.75	Monthly telephone charge
02/02/2026	Cotswold District Council	DD	702.00			4070	100	702.00	Business rates
02/02/2026	British Gas	DD	834.24		139.04	4090	100	695.20	Dec - Jan gas
02/02/2026	Water2business	DD	53.20			4095	110	53.20	July-Jan St Saviours water
13/02/2026	John Morgan Partnership	BACS	483.35			4230	100	483.35	Vehicle Insurance
13/02/2026	Tetbury Hardware Store	BACS	17.79		2.96	4400	110	14.83	Bags, Brake lamp
13/02/2026	Eagle Plant	BACS	94.40		15.73	4460	110	78.67	Hire of drill - posts Webb Rd
13/02/2026	Eagle Plant	BACS	132.00		22.00	4430	110	110.00	Storage container charges
13/02/2026	SureTeam Limited	BACS	120.00		20.00	4175	100	100.00	H&S Monthly contract
13/02/2026	Kings Tree Services Ltd	BACS	1,280.40		213.40	4435	110	1,067.00	Linfoot Rd/Cookspool
13/02/2026	Tetbury Area Youth & Cmty Trus	BACS	2,000.00			4317	110	2,000.00	Xmas Lights Project grant
13/02/2026	Starboard Systems Ltd	BACS	2,866.80		477.80	4190	100	2,389.00	Scribe Set up fees
13/02/2026	Water Plus	BACS	106.14		14.44	4085	100	91.70	Highfield Allotment water
13/02/2026	SureTeam Limited	BACS	120.00		20.00	4175	100	100.00	H&S Monthly contract
13/02/2026	CloudyIT	BACS	432.00		72.00	4190	100	360.00	GovAssist Renewal
13/02/2026	kent county council	BACS	168.24		28.04	4130	100	140.20	Photocopier Rental charge
13/02/2026	Citizens Advice Bureau	BACS	1,000.00			4317	110	1,000.00	Grant Payment
13/02/2026	GCC - Pensions	BACS	3,880.57			4001	100	3,880.57	Pension contribution
13/02/2026	Salaries	BACS	13,801.42			4000	100	13,801.42	February salaries
13/02/2026	HM Revenue & Tax	BACS	4,600.78			4000	100	4,600.78	Tax, NI Contributions
13/02/2026	Jireh Solutions Ltd	BACS	549.90		91.65	4190	100	458.25	Monthly IT Charge
19/02/2026	British Gas	DD	450.48		75.08	4090	100	375.40	Jan-Feb Electricity
Total Payments for Month			34,285.01	0.00	1,290.69			32,994.32	
Cashbook Totals			34,285.01	0.00	1,290.69			32,994.32	

Receipts for Month 11

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 :	2,387.69					2,387.69	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
	Cashbook Totals	<u>2,387.69</u>	<u>0.00</u>	<u>0.00</u>			<u>2,387.69</u>	

Payments for Month 11

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>
13/02/2026	Tetbury Linocut	BACS	2.70			4845	200	2.70	Card
13/02/2026	Little Rainbow Jewels	BACS	10.20			4845	200	10.20	Earrings & Necklace
13/02/2026	Sue Taylor	BACS	19.60			4845	200	19.60	Red/Seagreen Cross
13/02/2026	Goods Shed Art Centre	BACS	11.73			4935	200	11.73	Various ticket sales
13/02/2026	HM Revenue & Tax	BACS	520.28			4940	200	520.28	Tax, NI Contributions
27/02/2026	Salaries	BACS	1,475.02			4940	200	1,475.02	February salaries

Total Payments for Month	2,039.53	0.00	0.00	2,039.53
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Balance Carried Fwd	348.16			
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Cashbook Totals	<u>2,387.69</u>	<u>0.00</u>	<u>0.00</u>	<u>2,387.69</u>
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TETBURY TOWN COUNCIL
RISK MANAGEMENT STRATEGY

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation’s ability to successfully execute its strategies and priorities to achieve its objectives. Risk management is the process by which risks are identified, evaluated and controlled. It is a key aspect of governance alongside community focus, structures and processes, standards of conduct and service delivery arrangements.

This document has been produced to enable the Town Council to assess the risks that it faces and satisfy itself that adequate steps have been taken to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, that:

- Identifies the key risks facing the Council;
- Identifies the level of risk;
- Evaluates the management and control of the risk and records findings;
- Reviews, assesses and revises procedures as required.

MANAGEMENT

Subject	Risk(s) Identified	High / Medium / Low Risk?	Management/Control of Risk	Review/Assess/Revise
Business continuity	Council not able to continue its business due to an unexpected or tragic circumstance	Medium	<p>All files and recent records are kept in the Council offices either on paper or backed up on the One Drive through the Cloud. In the event of the CEO being indisposed, the EO would step up and be confirmed as Acting CEO and RFO. Guidance in all matters would be sought through GAPTC. Business interruption insurance cover is in place.</p> <p>Should there be a lack of power within the Council Offices, all Office staff except Receptionist/Administrator to work from home.</p> <p>TTC to offer the use of a warm space within the building to residents whose power supply has been cut off due to a power cut, this to include the opportunity to charge mobile phones/laptops.</p> <p>Should the TTC Council truck be unavailable all grounds team members to walk to location.</p>	Review when necessary. Council and existing staff continue with standard operating procedures until CEO returns to work or is replaced.

Meeting location	1. Adequacy 2. Health and Safety	1. Low 2. Medium	1. Public meetings are held in a location that is accessible to the public e.g. the library, St Mary's Primary School, Goods Shed. Committee/working group meetings may be held in the Courtroom/Council Chamber of the Council's own offices, as appropriate. 2. The Courtroom/Council Chamber are maintained by TTC. The library is maintained by GCC.	Considering reasonable adjustments to make the council offices (Victorian Grade II Listing Building compliant with Disability Discrimination Act).
Council Records	Loss through theft, fire, damage	Low	Some older records are retained at the Gloucestershire Archives (i.e. County Records Office) in Gloucester. Papers are stored in the Council offices. A fire-proof safe has been purchased to house key documentation (deeds); key documents will be added to the fixed asset register for the Annual Town meeting in May and reviewed annually.	Damage or theft unlikely, so provision is adequate. Need to check with Solicitor that TTC files held in a fire safety container.
Council Records electronic	Loss through damage, fire, corruption of computer	Medium	The Town Council's electronic records are kept on the one drive on the Cloud.	Regular support and advice to ensure correct procedures from IT.
FINANCE				
Subject	Risk(s) Identified	High / Medium / Low Risk?	Management/Control of Risk	Review/Assess/Revise
Precept	1. Adequacy of precept; 2. Budget set & precept communicated to District Council on time	1&2. Low	1. Sound budgeting to calculate annual precept. The Council, Heritage, Environment and Community along with the and the Finance and Scrutiny Committee regularly receive up-to-date budget information. The Heritage and Environment Committee, Health, Wellbeing and Youth Committee monitor their own budgets. As of June 2025, these committees will merge and will be known as the Heritage, Environment and Community Committee which was approved at Full Council on 24th March 2025. 2. Detailed budget estimates are considered by Committees every month (except August and December) , from July reviewed by Finance & Scrutiny Committee and then submitted to Full Council to agree the draft Budget December before the Public Budget Consultation and precept in January.	The council has a good history of budgetary control. Existing procedures considered adequate. Send CDC precept request before 31 st January deadline. CEO always emails from CDC confirming precept request has been received before the 31 st January deadline.
Insurance	1. Adequacy 2. Cost 3. Compliance 4. Fidelity Guarantee	1. Low 2. Low 3. Low 4. Medium	1-4. An annual review by Finance & Scrutiny is undertaken of all insurance arrangements. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Existing procedures adequate. Provision and compliance are renewed annually. A new policy was put in place in May 2023. F&S to review in April 2025

Banking	1. Inadequate checks result in error/theft 2. Mitigate risks of bank failure	1. Medium 2. Low	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts Every month 2 Councillors who sit on the Finance & Scrutiny Committee are requested to check the payments before this is set up via BACS. Once a quarter this request will be made to all Councillors. CEO/EO and a Councillor to have dual control for releasing payments as per request by Internal Auditor	Existing procedures adequate. Investment strategy to be reviewed in April 2025 . June 2026 . Financial regulations approved at annual meeting of the council in May 2024 2025 and thereafter, annually. Approved at the Finance & Scrutiny January 2026 meeting.
Cash	Loss through theft or dishonesty	Low	Reconciliation done monthly. Other transactions are made or paid by BACS. The Council Offices and the Visitor Information Centre no longer holds petty cash. Donations from the Police Museum are collected on a quarterly basis and banked. The donations are counted and checked by a volunteer of Police Museum and a staff member of TTC.	Existing procedures adequate.
Financial controls and records	1. Inadequate checks result in error/theft 2. Ultra vires payments	1. Low 2. Low	1. Monthly reconciliation checked by the Finance and Scrutiny Committee and reported at next Finance and Scrutiny meeting. Internal checks by Councillors support the Internal and External Audit processes. The CEO has delegated authority for a number of transactions. Any delegated payments must either have the CEO's authority or be covered by resolution clearly recorded in the minutes. 2. Now the Council has the General Power of Competence, ultra vires payments are highly unlikely, and s137 should no longer be used	Existing procedures adequate.
Freedom of Information Act	Policy Provision	Medium	A model publication scheme for Local Councils is in place. The Council is able to request a fee if the work will take over 15 hours.	CEO & EO monitor and report any impacts of FOI requests to full council as they arise. TTC to consider a data protection service which will assist with FOI requests.
Election Costs	Risk of election cost	High	Election costs to be transferred to local councils. All election costs will be transferred to Tetbury Town Council from 2026-2027. At the September 2025 Full Council meeting, it was requested that Tetbury Town Council be warded in line with the District boundaries to reduce election costs.	Need to find ways to reduce costs of local elections. Council to look at warding. If approved this will take effect from May 2027.
VAT	Re-	Low	The Council has financial regulations which set out the requirements.	Existing procedures adequate.

	claiming/charging		VAT claimed every quarter.	
Annual return	Not submitted within time limits	Low	Annual return is completed and signed by the Council and sent on to the External Auditor within time limit. The Council may request an extension to the deadline	Existing procedures adequate.
STAFF				
Subject	Risk(s) Identified	High / Medium / Low Risk?	Management/Control of Risk	Review/Assess/Revise
CEO/Clerk	1. Loss of qualified CEO/Clerk 2. Fraud 3. Actions undertaken incorrectly 4. Salary paid incorrectly	1. Medium 2. Low 3. Low 4. Low	1. The Council employs CEOs/Town clerks who already hold the CiLCA qualification, if they do not hold the CiLCA qualification they are committed to achieving this qualification within 12 months of taking the position of CEO/Town Clerk. 2. The requirements of Fidelity Guarantee insurance must be adhered to. 3. Staff provided with relevant training, reference books, access to assistance and legal advice 4. CEO/Finance and Scrutiny Committee/Internal Auditor checks.	1. Require membership of SLCC; chair of F&S monitors working conditions and CEO hours. 2. Include in financial statement when setting precept; 3. Purchase revised reference books/
Other staff	1. Inadequate number of staff for work required 2. Staff errors	1. Medium 2. Medium	1. Council sets staff establishment and reviews periodically 2. Staff to be employed with suitable experience and/or qualifications, with additional training as required.	Existing procedures adequate. All staff trained.
Staff Health and Safety	1. Death or injury to employees in the course of their duties 2. Time off work	1. Medium 2. Medium	Since 2020, Health & Safety consultant has been employed to advise TTC on all matters in relation to Health and Safety Policies that should be in place and to advise on appropriate training. Risk assessment of any individual work activities undertaken. All staff are currently receiving first aid training. Grounds team members receive up-to-date manual handling courses when this is up for review.	Existing procedures adequate.
Volunteers	Death or injury volunteers in the course of their duties	Medium	Since 2020, a Health and Safety consultant has been employed to advise TTC on all matters in relation to Health & Safety policies that should be in place and to advise on appropriate training. Risk assessment of any individual work activities undertaken. Police Museum policy incorporates health and safety of its volunteers.	To draft and adopt a policy for the health and safety of volunteers who work at the TTC offices including community fridge, and litter picking or on outside tasks preparing events (March 2024 policy to be written)
See also:				

Liability – Employer liability Councillor’s Propriety – Member Behaviour				
ASSETS				
Subject	Risk(s) Identified	High / Medium / Low Risk?	Management/Control of Risk	Review/Assess/Revise
All assets identified below	Identified below	Identified below	Overall - The Town Council lists its assets in the Asset Register, which is reviewed during the Annual Meeting of the Council. Insurance cover is discussed with the Insurance provider annually. Maintenance and repair are ongoing and factored into the Budget. Playground inspections are undertaken as an ongoing activity by the Grounds Team. All repairs and relevant expenditure for these are actioned in accordance with correct procedures	Identified below Annual Playground Inspections are carried out by RoSPA in April
Buildings: 1. Council Offices, 63 Long Street (inc Police Museum) 2. Council flat 3. The Goods Shed	Fire, criminal damage, accidental damage,	1-2 Medium	1. Occupied and managed by the Council directly. Up-to-date fire alarm systems and buildings insurance in place. 2. Occupied by a tenant. Up-to-date fire alarm systems and buildings insurance in place;. Energy Performance Certificate (EPC) was carried out with an Energy Rating C – this is valid until 24 th November 2034. CW checks fire alarms annually. 3. N/A - The Council are the owners of the Goods Shed. (i.e. holder of the deeds) Day-to-day management is carried out by Trustees of the Rail Lands Regeneration Trust. February 2025, TTC received an unannounced visit from a Fire Inspector who has advised that we have the correct procedures in place for the resident in the top floor flat. CEO to approve any change of use ie: Room hire, EO to approve the changes in the absence of the CEO	1. Existing procedures adequate. Buildings Working Group has been set up and will be meeting in March 2025
Land: 1. Burial Ground	1. Injury from insecure headstones/un	1. Medium 2. Low	1. Regular inspection of the land, tree maintenance and head stones 2 &3. Regular inspection by Grounds Team and annual RoSPA inspection	Existing procedures adequate.

2. Playgrounds and play equipment at Webb Road and Suffolk Close 3. Play area and Car Park at the Goods Shed	safe trees/tripping hazard 3. Injury to children/public from poorly maintained equipment			
War Memorial	Criminal damage, accidental damage	Low	In 2020 the war memorial was cleaned and regular inspections are carried out.	Existing procedures adequate. Inspections are carried out on a regular basis by the Grounds Team. Cleaning of War Memorial to be reviewed every Council term.
Bus Shelters/ Street Furniture/ Litter Bins/Salt Bins	1. Loss or Damage 2. Risk/damage to third party(ies)/property	1. Low 2. Low	1&2. Directly managed by the Council.	1&2 Existing procedures adequate. Ensure inspections are carried out on a programme agreed with the grounds team.
Vehicles: Grounds Team pickup	1. Fire, theft, accident 2. Third party liability	1&2. Low	1&2. Directly managed and operated by the Council. Vehicle insurance renewed every February, insurance for Any Driver over the age of 30. Familiarity training for new users. Regular inspection by Grounds Team prior to use and scheduled maintenance undertaken. Mileage noted on a weekly basis.	Existing procedures adequate.
Plant and Machinery	1. Loss or Damage 2. Risk/damage to third party(ies)/property	1. Low 2. Low	1&2. Directly managed by the Council.	Existing procedures adequate. Ensure inspections are carried out.
Notice Boards/Descriptive Panels	1. Loss or Damage 2. Risk/damage to third	1. Low 2. Low	1. Regular inspection when posting notices 2. Due care and attention	Existing procedures adequate. Ensure inspections are carried out.

	party/parties/property			
Office Equipment	1. Loss or Damage 2. Injury to employees or public	1&2. Low	1&2. Normal office routine unlikely to cause much damage. Operate good Health and Safety practices regarding lifting, storage, cable, working at height etc	Existing procedures adequate.
LIABILITY				
Subject	Risk(s) Identified	High / Medium / Low Risk?	Management/Control of Risk	Review/Assess/Revise
Legal Powers	1. Illegal activity or payments 2. Working Parties or individual Councillors taking decisions / authorising work / binding the Council	1. Low 2. Medium	All activity and payments to be made within the powers of the Council (not ultra vires) and to be resolved and clearly minuted. Ensure councillors understand and adhere to standing orders with clear terms of reference. No Councillor has the authority to authorise any works or contact any external bodies. All contacts and authorisation work must go through the office.	Existing procedures adequate. Monitor on a monthly basis.
Minutes/ Agendas/ Statutory documents	1. Accuracy and legality 2. Non-compliance with statutory requirements	1. Low 2. Low	1. Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at next meeting. Minutes and agendas are displayed according to legal requirements and published on the council's website in a timely manner. 2. Trained CEO gives informed and authoritative advice. All councillors should have New Councillor training and the council chair (mayor) and committee chairs should attend Chairmanship training.	Existing procedures adequate. Report on numbers attending training.
Public Liability	Risk to third party, property or individuals	Medium	Public Liability Insurance is in place. Health and Safety Polices in place and training undertaken as appropriate. Risk assessment of any individual event undertaken .	Existing procedures adequate. Risk assessments filed on One-drive.
Employer liability	1. Non-compliance with employment law possibly	1. Low 2. Medium	1. The CEO has adequate professional support 2. Employer's Liability Insurance is in place. Health and Safety Polices in place and training as appropriate. Risk assessment of work activities undertaken.	Existing procedures adequate. GAPTC available for advice.

	resulting in costs being awarded against the Council 2. Liability for death or injury to employees in the course of their duties		CEO and EO to carry out annual staff appraisals for all members of staff. Mayor and Chair of Finance & Scrutiny to carry out CEO annual appraisal.	
Legal Liability	1. Legality of activities 2. Proper and timely reporting via Minutes 3. Proper document control	1. Medium 2. Low 3. Low	1. CEO to clarify legal position on proposals and seek advice if necessary 2. Council and Committees always receive minutes at subsequent meetings 3. Retention of document policy in place	1-3 Existing procedures adequate.

COUNCILLORS PROPRIETY

Subject	Risk(s) Identified	High / Medium / Low Risk?	Management/Control of Risk	Review/Assess/Revise
Members' Interests	Conflict of Member's personal interest with a decision of the Council	Medium	Councillors have legal duty to (i) complete a form for the Register of Members' Interests and if any changes, update the form within 28 days of any changes and (ii) to withdraw from meeting in the event of pecuniary interest. Potential criminal offence.	Existing procedures adequate. Members have a personal responsibility to declare interests and update the register of interests as necessary. It is the Councillors responsibility to provide Cotswold District Council with the Register of Members Interest and any subsequent changes.
Members' behaviour	1. Disruptive to Council/Committee meetings 2. Damaging to	1. High 2. High 3. High	1-3. All members, whether new or re-elected to attend GAPTC 'Being a Good Councillor' course within 6 months of becoming a councillor. Compliance with Standing Orders. Following the election of Chair and Deputy Chair of each Committee along	At the end of the Council year, CEO to provide a report of training that has been carried out by Staff and Councillors.

	<p>the Council's reputation 3. Poor working relationship with fellow Councillors and/or staff and public – potentially leading to resignation of fellow Councillors, resignation of staff (at considerable expense)</p>		<p>with Mayor and Deputy Mayor all to attend Chairmanship Skills training. Respect for the Chair's control over meetings. Basic respect for others (other members, public and staff). All members are subject to the Code of Conduct which was approved July 2024</p>	
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Date of Approval :	Minute no:
Date Scheduled for Review:	

RISK SCHEDULE ITEM	FREQUENCY	LAST REVIEWED	COMMENTS / ACTIONS
Assets inspection (N.B. physical inspection)	Annually	01/05/23	CEO working with internal auditor to update register in 2023.
Financial Matters Banking Arrangements Insurance Providers VAT return completed Budget agreed Precept requested: Bank reconciliation overseen by Councillors Staff salaries reviewed	Annually Annually Quarterly Annually Annually Monthly Annually	Approved: Annual Meeting of Council May 2025 June, September, December, March December January Carried out by two Councillors To be reviewed following staff working group outcome	Review by March CDC notified before 31 st January deadline Budget/precept set Part of Annual staff appraisal and fed into Budget-setting process Council receives notifications of national salary increases October/November

Internal check of payments/minutes/bank rec	Monthly		
Internal audit	Twice a year		
External audit	Annually		AGAR approved June Full Council before deadline
Administration			
Minutes properly numbered	Each meeting	Internal auditor June 2023 February 2024	Part of Internal Auditors standard check
Asset register available/updated	Annually	May 2025	Regular item - Annual Meeting of the Council
Financial Regulations reviewed	Annually	May 2025	Regular item - Annual Meeting of the Council
Standing orders reviewed	Annually	May 2025	Regular item - Annual Meeting of the Council
Backups taken of computer records	Daily	Ongoing	Updated following new IT System in place and all documentations on i-cloud with various security systems in place
Employers' Responsibilities			
Contract of employment in place	Updated according to any amendments made to job specification or working hours	All Contracts reviewed and updated November 2022 CEO contract signed Feb 2024	Reviewed annually Signed by Mayor
Contractors' Indemnity Insurance	One off check with each new contract	Ongoing	
Members' responsibilities			
Code of Conduct adopted	Annually	July 2024	
Register of Interests completed and updated	On joining Council and within 28 days of changes	Ongoing Provided within 28 days of becoming Councillor, to be updated as and when a change of interest has been made	Personal/Individual duty for Councillors
Register of Gifts/Hospitality	Within 28 days	Ongoing Office to be notified of any gifts and	
Declarations of Interests minuted	At each formal	hospitality.	

	meeting	Ongoing	
Date of Approval : 24th March 2025		Minute no: TC10. 03/25	
Date Scheduled for Review: January 2026			

Low Risk:

Risks event that can impact on a small scale.

Medium Risk:

An event resulting in risks that can cause an impact but not serious.

High Risk:

Severe events can cause a loss of service.

This policy will be reviewed, assessed and revised as and when appropriate.

Committee and Date	FINANCE & SCRUTINY – Monday 9 th February 2026
Agenda item	11.
Subject	To discuss and approve the additional costs for Internal Auditor
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>Following the Finance & Scrutiny meeting on Monday 19th January, where it was approved to continue with the services of the current Internal Auditor, the CEO was asked to confirm if the quoted price for 2026/2027 would change due to the quotation being on a 3year basis.</p> <p>The CEO has been advised that as the Committee wishes to continue on an annual basis instead of signing into a 3 year agreement the fee has increased from £1,095 to £1,195.</p>
Financial Implications Budget code and cost centre	£1,195
Climate Impact	None
Governance and Legislation	The appointment of an internal auditor or parish and town councils in England is governed by the Accounts and Audit Regulations 2015, made under the Local Audit and Accountability Act 2014.
Recommendation	To approve the additional costs for Internal Auditor
Report written by	CEO

Committee and Date	FINANCE & SCRUTINY – Monday 9 th February 2026
Agenda item	12.
Subject	To approve the recommendation from the Heritage, Environment and Community Committee to ring-fence £3,000 from Tree works budget to complete possible emergency works in Linfoot Road
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>At the Heritage, Environment and Community Committee meeting which took place on Monday 2nd February, correspondence was received from a resident concerning one of Tetbury Town Council's trees, which was previously crown reduced in 2017. The Council's tree surgeon has inspected the tree and identified a possible case of Ash Dieback. He advised that the most cost-effective approach would be to revisit the tree in the spring, during leaf growth, to assess its condition more accurately. At that time, a decision may need to be made regarding removal.</p> <p>In light of this, the Executive Officer requested that £3,000 be ringfenced from the 2025/26 budget to cover any unexpected costs associated with the tree's management in 2026/27 financial year. The tree surgeon has confirmed that the tree does not currently pose a risk to the public and will continue to monitor its condition.</p> <p>It was proposed by Cllr N Ind seconded by Cllr Z Baker to ringfence £3000 from the 2025/26 budget to cover unexpected costs associated with the tree's management in 2026/27. The motion was voted 4 in favour, 3 absent, 0 against, 0 abstentions.</p> <p>Current funds available £4616</p>
Financial Implications	£3,000
Budget code and cost centre	4435 Trees/Tree Work
Climate Impact	Tree needs to be removed due to Ash Dieback.
Governance and Legislation	Local Government Finance Act 1992 (Localism Act 2011) – this includes the ability to set aside funds for specific purposes to meet future liabilities or projects.
Recommendation	To approve recommendation from the Heritage, Environment and Community Committee to ring-fence £3,000 from Tree works budget to complete possible emergency works in Linfoot Road
Report written by	CEO and EO

Following our chat, could we include you in the Malmesbury/Tetbury dentons with something along these lines below? Royal Mail will deliver 24,000 directories for it's 46th year next month.

As we do with a number of councils, we would charge the line entry rate only of £182 for the year which would include you in three search categories COUNCILS, TOURIST ATTRACTIOS and TOURIST INFORMATION.

COUNCILS



Tetbury Town Council
Open 9.30am-2.30pm,
telephone hours
01666 504670
reception@tetbury.gov.uk
Facebook: Tetbury Town Council
www.tetbury.gov.uk
The Old Court House,
63 Long St. Tetbury GL8 8AA

TOURIST ATTRACTIONS



**Tetbury Police
Museum**
01666 504670
curator@tetbury.gov.uk
The Old Court House,
63 Long St. Tetbury GL8 8AA

TOURIST INFORMATION



**Visitor Information
Centre**
Mon-Sat 10.00am-3.00pm
01666 331222
tourism@tetbury.gov.uk
The Old Court House,
63 Long St. Tetbury GL8 8AA