



Tetbury Town Council

To all Members of the Council

(Councillors: Steve Scott (Mayor), Mark Baker (Deputy Mayor), Zowie Baker, Patricia Burrell, Liz Farnham, Alison Figueiredo, Nikki Ind, Xam Macutay-Malloch, Kevin Painter, Colin Pearce, Susanne Sanderson, Rodney Smith, Judith Taylor, Ian Watson, Adam Thilthorpe)

You are summoned to attend the Meeting of the Council on Monday 16th February 2026 at 7pm for the transaction of the following business. The meeting will be held at Tetbury Library, Close Gardens, Tetbury, Glos. **All members of the public and press are welcome.**

Chief Executive Officer
10th February 2026

1.	To receive a presentation from Mike McKeown – Cotswold District Council – Climate Change
2.	To receive and accept any apologies for absence
3.	To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests
4.	Public Consultation <i>The Council allows fifteen minutes for public questions or statements. Each person speaking is to state their name and will be allowed a maximum of three minutes. Questions may be answered briefly but not debated. Issues may be referred to a later meeting of the Council or a Committee for response if deemed necessary.</i>
5.	To receive an update from the Dolphins Recreation Centre regarding Project 1 (5.1)
6.	To approve the Full Council minutes – Monday 26 th January 2026
7.	To note action points
8.	To approve the Risk Management Strategy as recommended by the Finance & Scrutiny Committee
9.	To discuss and approve working in conjunction with Gloucestershire Constabulary for site recommendations regarding the Community Speedwatch Cameras
10.	To discuss and approve the Community Energy Strategy
11.	To discuss and approve the provision of Bleed Control Kits at all Tetbury Town Council defibrillator sites
12.	To nominate two Councillors to carry out the quarterly finance checks
13.	To discuss and approve writing to Gloucestershire County Council (GCC) Highways supporting relevant cabinet member at GCC to resurface Gumstool Hill
14.	To discuss and approve the layout for the Annual Town Meeting and reporting in the Tetbury Advertiser
15.	To note Mayors and CEO reports
16.	Noting draft minutes of Heritage Environment and Community Committee dated Monday 2 nd February 2026
17.	Noting draft minutes of Planning Committee dated 26 th January 2026
18.	Noting draft minutes of Finance & Scrutiny Committee dated Monday 9 th February 2026
19.	To note Working Group minutes
20.	To receive County Councillor Report
21.	To receive District Councillor Reports
22.	To consider correspondence received to date
23.	To receive Members Reports
24.	Items for inclusion on the March Agenda
25.	To note the dates and time of the Full Council meeting, Monday 16 th March 2026, 7pm

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 THE FULL COUNCIL MEETING
held at Tetbury Library, Close Gardens, Tetbury
7pm Monday 26th January 2026**

Present:

Town Councillors: Steve Scott (Mayor) Mark Baker (Deputy Mayor), Ian Watson, Nikki Ind, Patricia Burrell, Zowie Baker, Rodney Smith, Adam Thilthorpe, Suzanne Sanderson, Judith Taylor, X Macutay-Malloch, K Painter.

Officer: V Bolwell (Executive Officer)

Public: District Councillor L Hall-Wilson and 7 members of public

TC01. 01/26 To receive and accept any apologies for absence:

Councillor A Figueiredo received and accepted.

Councillor C Pearce received and accepted.

Councillor L Farnham received and accepted

Councillor A Thilthorpe has confirmed attendance but may arrive late due to a prior commitment

TC02. 01/26 To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests:

Cllr I Watson informed the Committee of his intention to attend the forthcoming Twinning Festival in Germany. He confirmed that all associated costs and expenditure will be met personally, and no financial support is required from Tetbury Town Council.

TC03. 01/26 Public Consultation:

A member of the public (MOP) addressed the Committee to raise serious concerns regarding the worsening car parking situation within Tetbury town centre. Speaking on behalf of what they described as approximately 95% of residents and businesses, they stated that parking availability had become “past critical”, with visitors reportedly spending between one and one and a half hours searching for a space before leaving the town altogether. They highlighted that no additional parking provision had been made despite continued housing development, and that around 30 spaces had been lost in the past year due to revised white lining and the installation of electric vehicle chargers. The new housing development at Bath Road was cited as likely to add further pressure. Comparisons were drawn with Malmesbury and Nailsworth, both offering free parking and enjoying high footfall and commercial occupancy, whereas Tetbury currently has around twenty vacant commercial premises and, in the resident’s view, lacks a clear high street vision. They also expressed concern that revenue from the West Street Car Park—previously around £47,000, now approximately £30,000—had historically been used in support of a multistorey car park project in Cirencester rather than being reinvested locally.

In response, the Chair of the Parking Committee acknowledged the long-standing nature of these concerns and emphasised the need to continue pressing Cotswold District Council for action. **Action HEC.**

A MOP outlined a proposal for Tetbury to submit a bid for UK Town of Culture 2028. MOP explained that Tetbury, with a population of under 8,000 and more than ten active cultural organisations, fits well within the broad cultural definition used by the scheme. MOP advised that the initial application process would be relatively low-effort, with shortlisted towns receiving £60,000 to develop their full bid. The eventual winner is awarded £3 million, with £250,000 available to runners-up. MOP noted that the project would require the support of Tetbury Town Council to oversee funding should the bid progress. MOP confirmed that the initiative is intended to

be community-wide and that there is meeting on Wednesday 28th Jan 2026 at The Goods Shed with representatives from ten local cultural organisations to explore next steps.

Cllr Watson declared an interest in the proposal and reported that the bid already has support from Cotswold District Council, Gloucestershire County Council, and the local MP. **Action HEC March.**

A MOP raised concerns regarding Agenda Item 13, expressing the view that participation in the twinning event in Germany could be facilitated via video conference rather than through in-person attendance. The member of the public stated that they felt it was unnecessary for a Councillor or staff member to travel to Germany for this purpose.

TC04. 01/26 To receive an update from the Dolphins Recreation Centre (DRC) regarding Project 1:

The Committee received the report, noting continued frustration regarding the absence of a confirmed opening date for the facility, which was originally anticipated for June. Members also expressed concern over the financial implications of progressing to Phase 2, particularly in light of increasing Public Works Loan Board interest rates.

It was further noted that the Town Council has not had trustee representation for more than five years, and Members agreed that a formal mechanism—such as regular scheduled meetings or a working/networking group with user organisations—is needed to ensure effective communication and oversight.

District Councillor L Hall-Wilson encourage the DRC to take their help to expedite progress with Building Control, noting that a previous meeting before Christmas had indicated an opening “within weeks,” which has not been achieved.

Actions A letter will be sent to the DRC expressing the Council’s concerns and offering support to help move matters forward. The item will be added to the February agenda to discuss next steps and establish a plan for future progress.

TC05. 01/26 To approve the Full Council minutes – Monday 15th December 2025:

It was proposed by Cllr J Taylor seconded by Cllr R Smith to approve the Full Council minutes held on Monday 15th November 2025.

Voting record	For 11	Against 0	Abstain 0	Absent 4
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TC06. 01/26 To note action points:

TC23: Terrorism training, please let the CEO/EO if you have completed the training but not download certificate.

TC14: Gloucestershire Highways advised that the scheduled CCTV survey at Gumstool Hill was delayed due to parked vehicles obstructing access but has now been rescheduled.

Cllr P Burrell suggested a previous report relating to flooding near Cookspool may be of relevance and requested that this be located and forwarded to Gloucestershire Highways for reference.

TC07. 01/26 To approve the recommendation from the Finance & Scrutiny Committee to authorise two Councillors to become dual signatories on the current bank account for BACS payments: It was proposed by Cllr I Watson seconded by Cllr X Macutay- Malloch to approve the recommendation from the Finance & Scrutiny Committee to authorise two Councillors to become dual signatories on the current bank account for BACS payments.

Voting record	For 11	Against 0	Abstain 0	Absent 4
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TC08. 01/26 To approve the SLA between Gloucestershire Constabulary and Tetbury Town Council for the provision of Community Speed watch Cameras:

Due to incorrect information on report this will be discussed at Finance and Scrutiny.

TC09. 01/26 To note Q3 Income and Expenditure:

Noted.

Councillor A Thilthorpe arrived 7.20pm

TC10. 01/26 To approve the precept request of £532,946 to Cotswold District Council – Precept set at Full Council Monday 15th December 2025:

It was proposed by Cllr M Baker seconded by Cllr Z Baker to approve the precept request of £532,946 to Cotswold District Council – Precept set at Full Council Monday 15th December 2025.

Voting record	For 10	Against 1	Abstain 1	Absent 3
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TC11. 01/26 To discuss and approve holding a town meeting regarding potential burial sites:

It was proposed by Cllr K Painter seconded by Cllr N Ind that the Council arrange a Town Meeting regarding potential burial sites, seeking guidance from Cotswold District Council on the correct process. Tetbury Upton Parish Council will be invited to participate due to the potential location of burial sites within their parish.

Voting record	For 11	Against 0	Abstain 1	Absent 3
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TC12. 01/26 To discuss and approve updates on Business Plan:

Cllr N Ind noted items for correction

Items 0.4, 0.5, 0.7, 0.13, 0.14, 2.1 Annual - these need months added for clarity.

4.1 discussion with Dolphin Recreation Centre regarding phase 2.

7.1 can the word bungalow be replaced with single floor living accommodation.

TC13. 01/26 To receive an update on progress following the recent advertisement for twinning participation and to seek approval for the Mayor, CEO, EO and Councillor I Watson to attend the upcoming twinning event in Germany: The Committee received an update on efforts to re-establish active links with Zwingenberg following reduced engagement during the COVID period. The Mayor and Deputy Mayor of Zwingenberg recently visited, and an invitation has been extended for representatives to attend the May Wine and Food Festival, including visits to local sites such as Battenberg Castle and Royal-related locations. Members considered approval for attendance by the

Mayor, CEO, EO and Cllr I. Watson for a five-night visit, noting that members of the public had also expressed interest.

Members raised concerns regarding the appropriateness of using public funds, particularly in the context of the precept increase and wider cost-of-living pressures.

Questions were also raised over whether it was necessary for both the CEO and EO to attend.

The EO clarified that flights for officers and Cllr I Watson would be self-funded, and that Zwingenberg would host accommodation, minimising costs to Tetbury Town Council. It was also noted that the CEO, EO and Cllr Watson have been in active discussions with Zwingenberg for the past year to maintain and strengthen the twinning relationship.

It was proposed in principle by Cllr K Painter seconded by Cllr M Baker, subject to detailed costs being reviewed by the Finance & Scrutiny Committee to approve Mayor, CEO, EO and Cllr I Watson attending the Zwingenberg Wine and Food Festival.

Voting record	For 10	Against 0	Abstain 2	Absent 3
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Cllr S Sanderson, Cllr X Macutay- Malloch and Cllr N Ind expressed interest in attending. Any other councillors wishing to attend the Wine and Food Festival were asked to inform the CEO/EO directly.

TC14. 01/26 To receive Mayors and CEO reports:

Noted.

TC15. 01/26 To note draft minutes of Heritage, Environment and Community Meeting dated Monday 12th January 2026:

EO raised typo regarding attendance, this will be adjusted for HEC meeting.

TC16. 01/26 To note draft minutes of Planning Committee meeting dated Monday 15th December 2025: Noted.

TC17. 01/26 To note draft minutes of Finance & Scrutiny Committee meeting dated Monday 19th January 2026: Noted.

TC18. 01/26 To receive County Councillor Reports: Noted.

TC19. 01/26 To receive District Councillor Reports:

Cllr M Baker thanked District Councillor L Hall-Wilson for her efforts in the recent fires at Cirencester Road Industrial Estate. Cllr Hall-Wilson represented Tetbury extremely well.

Cllr N. Ind reported that social media had been used extensively to highlight the recent fires. As the District Councillor for the ward, Cllr Ind notified Environmental Health and expressed thanks to the Environmental Health Officers for their attendance and proactive response. Cllr Ind received two emails from residents regarding the issue, while Tetbury Town Council did not receive any direct contact.

TC20. 01/26 To consider correspondence received to date:

It was proposed by Cllr N Ind seconded by Cllr K Painter to suspend standing orders to discuss approving a short statement to Government.

Voting record	For 12	Against 0	Abstain 0	Absent 3
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Cllr N Ind provide the committee with a brief statement for submission to Cotswold District Council to present on Tetbury Town Councils behalf.

It was proposed by Cllr J Taylor seconded by Cllr P Burrell to approve the following statement ***'It is vital that an infrastructure first approach is taken to any site for development in Tetbury and throughout the district. Tetbury's capacity to absorb significant growth is primarily constrained by the availability of social rented/truly affordable homes for local people, limited public transport, healthcare provision, employment opportunities - light industry/office space.'***

Voting record	For 12	Against 0	Abstain 0	Absent 3
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FOI – Tetbury Area Youth and Community Trust – Sure Team; Cllr Z Baker noted this information had already been supplied to the member. How much does an FOI cost Tetbury Town Council?

McCarthy Recycling – This is outside the remit of Tetbury Town Council, as responsibility for waste and recycling lies with Cotswold District Council.

Resident raised concerns with recent work at Bartley Croft - recent Openreach excavation works, Members were advised that residents should contact their service provider directly, as this is not a matter for Highways.

TC21. 01/26 To receive members report:

Cllr S Scott – Please can members note Staff are not councillors' Personal assistants. Staff prioritise statutory/council resolutions.

Cllr M Baker – Concerned about continuous emails being received by members of staff. Can we implement the Vexatious Policy?

Cllr J Taylor – Representative of Cotswold District Council (CDC) will be speaking at next month's Full Council to raise awareness of Environmental issues.

Cllr K Painter – A local High Street business has contacted a Cllr K Painter regarding plans to expand their shop and has expressed a wish to invite the Mayor and Deputy Mayor to visit. Cllr S. Scott requested that the invitation be forwarded to the EO/CEO so appropriate arrangements can be made.

Cllr K Painter requested non-financial support for the Comic Con – would Tetbury Town Council support this event?

Cllr N Ind – Representative from CDC will be hosting a retro fit workshop in March, more details to follow.

Cllr P Burrell – Requested information regarding attendance, what is deemed to be a suitable absence for not attending a council meeting?

TC22. 01/26 Items for inclusion on the February Agenda:

VIC Business Plan – HEC agenda

Car Parking – HEC agenda

TC23. 01/26 To note the dates and time of the Full Council meeting Monday 16th February 2026, 7pm, Tetbury Library:

Noted.

TC24. 01/26 CLOSED SESSION – Resolution to exclude the public and press:

It was proposed by Cllr M Baker, seconded Cllr Z 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.

Meeting closed 8.50pm

Chair Dated



TC5. 01/26 To discuss staffing matters

Members were reminded of the importance of adhering to employment law and established Council HR procedures, noting that performance-related comments must not be made outside the formal processes. As Councillors, it was emphasised that there is a responsibility to always follow these procedures.

Meeting ended 9.21pm

Chair Dated

1. Purpose of Report

To note the actions taken on previous decisions of the Committee.

Ref	ACTION	WHO	STATUS
TC11. 01/25 TC19. 07/25	Business Plan All agenda items to have relevant business plan reference number. Cllr J Taylor to circulate summary table of business plan, items and responsibilities	Cllr J Taylor	March agenda item
TC14. 01/25	Staff Working Group	CEO	Updated job descriptions and responsibilities – F&S March agenda item
TC14. 07/25	Work in collaboration with the Feoffees to write to water organisation to request silt chambers	CEO	County Cllr I Watson has provided funds for a CCTV camera survey from Gumstool Hill to Millenium Green
TC23. 07/25	Request all Councillors and staff carry out Anti-terrorism awareness training	CEO	EO sent link again to all Councillors. CEO sent email to all Councillors 30.10.25 requesting this is completed by 17.11.25. Thank you to Councillors and staff who have already completed this training. Along with all office staff only 4 Councillors have carried out the training.
TC13. 09/25	Consider and approve nominations for Local Green Spaces (LGS) within Tetbury	CEO	All nominations have been sent to CDC on 10.11.25.
TC09. 12/25	TTC to respond to CDC Local Plan	CEO	TTC comments posted on CDC Local Plan Consultation pages on 17.12.25
TC11. 12/25	Crowdfund Cotswold – Suffolk Close Play Area	EO/HEC Committee	CDC have extended the crowdfunding to 16.02.26

TC14. 12/25	Councillor Advocacy Scheme – Glos Police	CEO	Advised that meetings are held online, should any Councillors wish to be added to the distribution list please inform CEO. No Councillor requests have been received.
TC15. 12/25	Restriction of pathway in Chipping Street due to resident bins	CDC	Have been advised that representative from CDC have visited the properties and have offered brown sacks.
TC04. 01/26	Update from DRC	CEO	Letter sent to DRC.
TC07. 01/26	To authorise two Councillors to become dual signatories on bank accounts	CEO	On-going
TC11. 01/26	To arrange town meeting regarding potential burial sites	CEO	CEO and EO arranged meeting with representative from CDC on 25/02 to obtain the correct information moving forward before a date can be arranged
TC20. 01/26	To provide CDC with a statement regarding invitation to contribute with Government	EO	Response sent to CDC on 27.01.26, acknowledgement from CDC received 27.01.26
TC20. 01/26	How much does an FOI cost	CEO	FOI costs the council more than £450. Nationally £7,000 FOI costs at District level.
TC20. 01/26	Mayor to receive an invitation from a local business regarding plans to expand	ClIr K Painter	No invitation currently received.
TC21. 01/26	Requested information regarding attendance and what is deemed suitable	CEO	Valid reasons for not attending Committee and Council meetings illness, work commitments, family emergencies. Not reading backing papers may be considered poor practice or a breach of the Member Code of

			Conduct (duty to act diligently). Members are expected to prepare for meetings.
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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 Finance and Scrutiny Committee receive up-to-date budget information at each meeting. 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.
Banking	1. Inadequate checks result in error/theft 2. Mitigate risks	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	Existing procedures adequate. Investment strategy to be reviewed in June 2026. Financial regulations approved at annual meeting of the

	of bank failure		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	council in May 2025 and thereafter, annually. Approved at Full Council January 2026.
Cash	Loss through theft or dishonesty	Low	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.	If approved this will take effect from May 2027.
VAT	Re-claiming/charging	Low	The Council has financial regulations which set out the requirements. VAT claimed every quarter.	Existing procedures adequate.
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	Management/Control of Risk	Review/Assess/Revise
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		/ Low Risk?		
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	<p>1. Occupied and managed by the Council directly. Up-to-date fire alarm systems and buildings insurance in place.</p> <p>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 24th November 2034.</p> <p>CW checks fire alarms annually.</p> <p>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.</p> <p>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.</p> <p>CEO to approve any change of use ie: Room hire, EO to approve the changes in the absence of the CEO</p>	1. Existing procedures adequate. Buildings Working Group has been set up and will be meeting in March 2025
Land: 1. Burial Ground 2. Playgrounds and play equipment at Webb Road and Suffolk Close 3. Play area	1. Injury from insecure headstones/unsafe trees/tripping hazard 3. Injury to children/public from poorly maintained equipment	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.

and Car Park at the Goods Shed				
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 party/parties/property	1. Low 2. Low	1. Regular inspection when posting notices 2. Due care and attention	Existing procedures adequate. Ensure inspections are carried out.
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 resulting in costs being awarded against the Council 2. Liability for death or injury to employees in the course of their duties	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. 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.	Existing procedures adequate. GAPTC available for advice.
Legal Liability	1. Legality of activities 2. Proper and timely reporting via Minutes 3. Proper	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.

	document control			
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 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)	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 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	At the end of the Council year, CEO to provide a report of training that has been carried out by Staff and Councillors.

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	Annually	Approved: Annual Meeting of Council May 2025	
Insurance Providers	Annually		
VAT return completed	Quarterly	June, September, December, March	Review by March
Budget agreed	Annually	December	
Precept requested:	Annually	January	CDC notified before 31 st January deadline
Bank reconciliation overseen by Councillors	Monthly	Carried out by two Councillors	Budget/precept set
Staff salaries reviewed	Annually	To be reviewed following staff working group outcome	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	Ongoing	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 Contractors' Indemnity Insurance	Updated according to any amendments made to job specification or working hours One off check with each new contract	All Contracts reviewed and updated November 2022 CEO contract signed Feb 2024 Ongoing	Reviewed annually Signed by Mayor
Members' responsibilities Code of Conduct adopted Register of Interests completed and updated Register of Gifts/Hospitality Declarations of Interests minuted	Annually On joining Council and within 28 days of changes Within 28 days At each formal meeting	July 2024 Ongoing Provided within 28 days of becoming Councillor, to be updated as and when a change of interest has been made Ongoing Office to be notified of any gifts and hospitality. Ongoing	Personal/Individual duty for Councillors
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	FULL COUNCIL – Monday 16 th February 2026
Agenda item	09.
Subject	To discuss and approve working in conjunction with Gloucestershire Constabulary for site recommendations regarding the Community Speed watch cameras
Accountable Members	All members
Accountable Officer	EO
Summary/Purpose	<p>The proposed location of the cameras to be submitted to the police was provisionally determined by a representative of the Highways Working Group and Councillor M Baker after walking around the town looking at sites where manned speed watch sessions had been held.</p> <p>Hardie close where there have been multiple sessions conducted and Bath Road just past The Berrells are locations where speed watch sessions have taken place.</p> <p>Bath road suffers terribly with speeding vehicles coming into town and indeed there have been several traffic incidents, speed watch data support this.</p> <p>Cirencester road suffers more so with speeding vehicles in both directions. Speeds of up to 56mph in the 30mph zone have been recorded. The location opposite Hardie close was selected as this is where speed watch sessions have taken place and is also a location where the police can site an enforcement camera as and when needed.</p> <p>All locations are subject to police approval following a visit from them yet to be arranged.</p>
Financial Implications Budget code and cost centre	
Climate Impact	
Governance and Legislation	There is no specific legislation that requires or restricts TTC from contacting the Police regarding the placement of speed watch cameras. However TTC has the General Power of Competence which allows the Council to liaise with the Police on community safety matters.
Recommendation	To approve working in conjunction with Gloucestershire Constabulary for site recommendations
Report written by	CLlr M Baker

Committee and Date	FULL COUNCIL - Monday 16 February, 2026
Agenda item	10.
Subject	Community Energy Initiative
Accountable Members	Clls Ind and Taylor
Accountable Officer	CEO
Summary/Purpose	<p>Cllrs Ind and Taylor participated in a GAPTC Online session about initiatives to kickstart community energy projects. Community Energy is a way for communities to generate or save energy thereby saving money and reducing pollution. This proposal is about renewable energy generation using solar panels. There are already a number of these projects operating in Gloucestershire.</p> <p>This initiative can support small projects e.g. schools, churches, village halls etc. The Gloucestershire Community Energy Forum identifies groups that provide funds and can advise on setting up appropriate financial models. The process is as follows:</p> <ul style="list-style-type: none"> • Identify a suitable roof for solar panels; • The Gloucestershire Community Energy Coop leases the roof for 25 years; • The money for installation is raised through a local share offer e.g. £250 per person and get interest back annually; • The electricity generated is offered to the owner at less than the grid tariff, reducing running costs; • After 25 years, the installation is gifted to the owner. <p>We seek the support of full council to investigate this initiative further, involving other relevant groups such as Greening Tetbury.</p>
Financial Implications Budget code and cost centre	None
Climate Impact	A reduction in demand for energy from the national grid and providing a climate friendly solution to the provision of electricity to a wide variety of groups within Tetbury.
Recommendation	To support councillors Ind and Taylor in exploring this initiative further with relevant groups and organisations that could benefit from such an initiative.
Report written by	Cllrs Judith Taylor and Nikki Ind

Committee and Date	FULL COUNCIL – Monday 16 th February 2026
Agenda Item	11
Subject	To consider and approve the provision of Bleed Control Kits at all Tetbury Town Council defibrillator sites
Accountable Members	All
Accountable Officer	CEO
Summery/Purpose	<p>Tetbury Town Council is committed to enhancing the safety and wellbeing of residents and visitors. In line with this commitment, the Council has previously installed defibrillators at key locations across the town.</p> <p>Following the recent installation of the first Bleed Control Kit and the subsequent social media post, the Council received a significant amount of positive feedback from the community. Residents expressed strong support for the initiative, recognising the potential for Bleed Control Kits to save lives in emergency situations, particularly where severe bleeding occurs before emergency services arrive.</p> <p>Given the positive response and the clear community demand, it is proposed that Bleed Control Kits are installed at all Tetbury Town Council defibrillator sites. This would ensure that life-saving equipment is readily available at multiple locations throughout the town, further strengthening the Council's emergency response infrastructure.</p> <p>The recommended Bleed Control Kits are the HeartSafe models, which are NHS-approved and widely recognised for their quality and effectiveness. HeartSafe kits are designed to provide essential equipment for the immediate treatment of catastrophic bleeding, including severe injuries from accidents or incidents involving sharp objects. Their inclusion alongside defibrillators ensures a comprehensive approach to public first aid provision.</p>
Recommendations	To approve
Financial Implications	8 x £95.00 plus VAT
Legal Legislation	<p>CIL funds must be used to support the development of the local area by funding: (Regulation 59C, Community Infrastructure Levy Regulations 2010, as amended).</p> <p>Bleed Control Kits, when installed at public defibrillator sites, can be considered as supporting local infrastructure and public safety, especially if justified as meeting the needs of a growing or changing population.</p>
Report written by	EO

Committee and Date	FULL COUNCIL – Monday 16 th February 2026
Agenda item	12.
Subject	To allocate two Councillors to carry out quarterly budget checks
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>To provide an insight into the Council financial procedures, we are seeking two Councillors who do not sit on the Finance & Scrutiny Committee to carry out a quarter budget checks for 2025-2026.</p> <p>This procedure will take approximately one hour, and the paperwork is available to view.</p>
Financial Implications Budget code and cost centre	None
Climate Impact	None
Recommendation	To allocate two Councillors to carry out quarterly budget checks
Report written by	CEO

Committee and Date	FULL COUNCIL – Monday 16 th February 2026
Agenda item	13.
Subject	To discuss and approve writing to Gloucestershire County Council (GCC) Highways supporting relevant cabinet member at GCC to resurface Gumstool Hill
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>Representatives from Tetbury Woolsack Committee has been in contact with a District Councillor regarding the current road conditions on Gumstool Hill and the impact this may have on competitors should the surface and potholes remain the same.</p> <p>The reinvigoration of the Woolsack race has been fantastic for the town and our community, and we should be able to present both the race and town in the best light possible as this receives both national and worldwide coverage.</p> <p>We have been advised that the list of GCC Highways projects is very long and after the latest settlement from Government, budgets are very tight.</p> <p>To that end, I would like to be propose that Tetbury Town Council writes a letter of support to the relevant cabinet member at GCC, to lobby for this project.</p>
Financial Implications Budget code and cost centre	None
Climate Impact	None
Governance and Legislation	Highways Act 1980 Primary Legislation: The Highways Act 1980 is the principal Act governing the maintenance and improve of highways in England and Wales.
Recommendation	To write a letter to GCC Highways supporting relevant cabinet member motion
Report written by	CEO
Proposer	Councillor Ian Watson
Seconder	Councillor Nikki Ind

Committee and Date	FULL COUNCIL – Monday 16 th February 2026
Agenda item	14.
Subject	To discuss and approve the layout for the Annual Town Meeting and reporting in the Tetbury Advertiser
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>The Town Council currently provides the residents of the town with an annual report from the mayor, all committees and the VIC outlining its activities, achievements and financial position. Along with these reports we also invite the Gloucestershire Constabulary to provide an annual report.</p> <p>In previous years we have received reports from other organisations within the town, although this stopped due to financial constraints.</p> <p>We are now seeking Councillors views on whether the Town Council should once again invite additional organisations within the town to present annual reports.</p> <p>Apart from the financial implications as the cost to the Council is £210 per page in the Tetbury Advertiser, most organisations already provide the residents of the town with monthly updates within the Advertiser, and the reputation of the Council could be damaged if we are seen to favour certain organisations within the town.</p> <p>The last annual report cost the council £1,344.00 for 8 pages of editorial.</p>
Financial Implications Budget code and cost centre	£210 per full page
Climate Impact	None
Governance and Legislation	<p>Local Government Act 1972 Section9(1) requires every parish in England with a separate parish council to hold an annual parish meeting between 1st March and 1st June each year.</p> <p>Best practice: many councils voluntarily produce an annual report summarising activities, achievements, and financial information for transparency and public engagement.</p> <p>The annual meeting of the council is governed by Local Government Act 1972, Schedule 12, Part II.</p>
Recommendation	To approve the layout for the Annual Town Meeting and reporting in the Tetbury Advertiser
Report written by	CEO

1. Purpose of report
To note works carried out at the Town Council Offices, VIC, and Grounds Team
2. Recommendation
For Full Council to note report
3. Town Council Offices

CEO and EO attending GCC Highways Parish and Town Council Focus Group at Shire Hall.

Staff appraisals have begun and will be completed by the end of March.

Internal Auditor will be visiting the Council offices on Friday 13th February.

Pupils from Sir William Romney's school visited the town council as part of their enrichment day.

CEO, EO and Councillor Z Baker (Chair of Heritage, Environment and Community Committee), held a meeting with a representative from Tetbury Area Youth and Community Trust (TAYCT). TAYCT is part of Age-Friendly Cotswolds, a new three-year initiative made possible thanks to the generous support of The Summerfield Charitable Trust. We were advised that TAYCT are reaching out to over 100 young people each week this is thanks in part to TTC and their continued support.

CEO and EO held a meeting with representatives from GCC Highways regarding various issues within the town.

EO has been in contact with GCC Highways regarding the Vehicle Activated Signs (VAS), it seems that the posts have been installed on Cirencester Road and Hampton Street and GCC are under the impression that TTC have the signs in their possession. EO clarifying situation and hoping for a positive outcome shortly.

Grounds Team

Removed part of Sherwood Road Lane hedge due to obstructing neighbours gate and shed
Tidied up Cookspool following emergency tree works
Cut back St Saviours laurel hedge
Tidied up Wiltshire Bridge
Tidied up Gumstool Hill telephone box and installed new bleed kit
Cleared brambles and planters at the Goods Shed
Fence repair work ongoing along Station Yard

VIC Team

This report provides an overview of activity at the Tetbury Visitor Information Centre (VIC) during January 2026. Although January is traditionally a quieter month for visitor activity, staff have continued to work proactively to enhance service delivery, strengthen digital engagement, and progress retail and operational improvements ahead of the upcoming spring season.

Footfall throughout January aligned with typical seasonal patterns, with reduced visitor numbers following the Christmas period. Despite this natural downturn, those who visited the centre engaged positively with the service. Staff continued to encourage visitors to provide feedback on their experiences, and the comments received were constructive and overwhelmingly positive. Visitors consistently praised the professionalism, friendliness, and detailed local knowledge of the team. Many also highlighted the usefulness of information relating to local walks, heritage, and independent high street businesses.

A significant focus during January has been the ongoing refresh of the VIC's digital presence, forming part of wider work to update the Visit Tetbury online identity. Key activity included reviewing and updating website pages to ensure accuracy for the 2026 season, refining written content, and improving the layout of visitor-facing information. Social media accounts also received increased attention, with more frequent posts highlighting local attractions, businesses, and events.

Work has also progressed on the cataloguing of merchandise from the Visitor Information Centre shop, in preparation for expanding online retail options. This project will enable visitors and residents to purchase Tetbury-branded goods and locally sourced products remotely. During January, staff photographed stock items, drafted product descriptions, reviewed pricing, and identified priority items for early upload. This initial catalogue will form the basis for the first phase of the online shop launch, providing an additional income stream while supporting local suppliers and craftspeople.

In addition to these key projects, staff undertook several operational tasks to prepare for the year ahead. This included reviewing printed materials, updating internal information resources, and beginning initial planning for spring promotional activity. Work is also underway to put in place a more consistent approach to capturing visitor feedback throughout the year, ensuring that data collected can be meaningfully analysed and used to inform improvements.

Although January is generally quiet, significant progress has been made across digital development, visitor engagement, and retail preparation. This work ensures that the Visitor Information Centre is well positioned as it moves towards the 2026 tourism season, with services that remain responsive, informative, and aligned with visitor needs and wider community ambitions.

**MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
held at Tetbury Library, Close Gardens, Tetbury, GL8 8DU on the
2nd February 2026**

Present:

Town Councillors: Z Baker (Chair), S Sanderson (Vice Chair), N Ind, and R Smith.

Officers: V Bolwell (EO)

Public: Cllr K Painter

HEC01. 02/26 To receive and accept any apologies for absence:

Cllr Colin Pearce – Personal – Received and accepted.

Cllr Alison Figueiredo – Personal – Received and accepted.

Cllr I Watson – Gloucestershire County Council – Received and accepted.

HEC02. 02/26 Public Consultation:

Cllr K Painter attended to answer question regarding Agenda item 15.

It was proposed by Cllr Z Baker seconded by Cllr N Ind that Standing Orders be suspended to bring forward Agenda Item 15, allowing Cllr K. Painter to respond to questions.

Voting record	For 4	Against 0	Abstain 0	Absent 3
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HEC15. 02/26 To consider and approve draft letter to be sent to the Chamber of Commerce requesting information on the number of businesses it supports and related details:

Discussion took place regarding correspondence received by Full Council (FC) at the December meeting concerning Tetbury Chamber of Commerce (TCC) which FC requested HEC to respond.

K. Painter in his chamber capacity advised that TCC is not a formally constituted organisation. At present there is no committee beyond the Chair (K Painter) and the Secretary (C Pearce), and the group has no membership fees or dedicated bank account.

Members noted that TCC is not an accredited member of the British Chambers of Commerce.

Concerns were raised regarding the TCC website, which currently displays a “Connection Not Private” security warning and includes several outdated business listings (e.g. Quales, Church Street Barbers). Members expressed reservations about its accessibility and the potential security risks associated with attempting to access the site.

Members further noted that seeking clarity on the status and operations of TCC support the Tetbury Town Council’s (TTC) 2024–2028 Business Plan objective 3.1 To review and re-establish the Council’s relationship with TCC in order to strengthen business support within the town.

K Painter also reported that an update had not yet been received from District Cllr L. Hall-Wilson regarding the market research study undertaken by Heartflood.

Questions identified for clarification included:

Status and security of the website

Number of businesses currently registered with TCC

**MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
 held at Tetbury Library, Close Gardens, Tetbury, GL8 8DU on the
 2nd February 2026**

It was proposed by Cllr N Ind seconded by Cllr S Sanderson that a formal letter would be drafted and sent to the TCC Chair's address requesting responses to the questions raised. The correspondence and any reply will be included within public correspondence. Members expressed its support for constructive dialogue and for the potential relaunch of a functioning and representative Chamber for Tetbury.

Voting record	For 4	Against 0	Abstain 0	Absent 3
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HEC03. 02/26 Declarations of Interest:

Cllr S Sanderson declared a non-pecuniary interest in Agenda item 11, as they are a Governor at Sir William Romney's School.

HEC04. 02/26 To approve the Minutes of the Heritage, Environment and Community meeting held on Monday 12th January 2026: It was proposed by Cllr N Ind seconded by Cllr S Sanderson to approve the minutes of the Heritage, Environment and Community meeting held on 12th January 2026

Voting record	For 3	Against 0	Abstain 0	Absent 3
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HEC05. 02/26 To note Budget, spend to date and forecast spend:
 Noted.

HEC06. 02/26 To note Heritage, Environment community Action Plan from previous meeting:
 Noted.

HEC07. 02/26 To note Visitor Information Centre report:
 Noted.

HEC08. 02/26 To receive the Police Museum Report:
 No report received.

HEC09. 02/26 To note Grounds Team monthly Play Park Inspection:
 Noted.
 Cllr R Smith and Cllr S Sanderson are available for this February inspection.

HEC10. 02/26 To note Highways Working Group notes 20th January 2026:
 Noted.

HEC11. 02/26 To consider a request from Sir William Romney School (SWR) for financial support towards their Community Day and approve funding: Members noted that Tetbury Area Youth and Community Trust (TAYCT) were missing from the proposal. **Action** - Cllr S Sanderson will raise this with SWR.

Cllr N Ind suggested contacting the Feoffees for support.

Members also felt it would be a good opportunity to raise Tetbury Town Council profile.

**MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
 held at Tetbury Library, Close Gardens, Tetbury, GL8 8DU on the
 2nd February 2026**

It was proposed by Cllr Z Baker seconded by Cllr R Smith to approve a maximum budget of £500.00 for the Sir William Romneys Community Day BBQ – Budget Code 4316 – Youth Provision.

Voting record	For 4	Against 0	Abstain 0	Absent 3
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HEC12. 02/26 To discuss and approve Citizen Advice Bureau grant application: Members noted that previous grant allocations to other organisations had reduced the remaining grant budget. It was proposed by Cllr Z Baker and seconded by Cllr R. Smith that £1,000 from the remaining grant funds be awarded to the Citizens Advice Bureau in support of their grant application.

Voting record	For 4	Against 0	Abstain 0	Absent 3
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Members discussed that, prior to the Covid-19 pandemic, the Citizens Advice Bureau (CAB) received a strategic grant from the Council. It was agreed that Tetbury Town Council should consider reinstating a strategic grant of £1500.00 for CAB in the 2027/28 financial year.

HEC13. 02/26 To discuss and approve funding for Town Crier Uniform:

Our previous Town Crier is considering whether to donate or sell the jacket. **Action** – EO to follow up.

Members agreed for “Emeritus” status for the retiring Town Crier.

There are currently no public events planned, so there is no urgency regarding regalia. It was agreed to explore sustainable sourcing options for future regalia, including local dressmakers and vintage suppliers.

It was noted that the Tetbury Advertiser still lists the contact details for the previous Town Crier, who retired before Christmas after approximately ten years’ service. The EO will arrange for this to be updated.

HEC14. 02/26 To review and approve proposed uses for the adopted Gumstool Hill Phone Box:

It was proposed by Cllr N Ind seconded by Cllr Z baker to approved the following proposed uses for the adopted Gumstool Hill Phone Box:

- Installation of a public Bleed Kit.
- Creation of displays featuring historic information about the town, including the Woolsack Races, Tetbury’s history as a market town, the Feoffees of Tetbury, and other notable local landmarks.

Voting record	For 4	Against 0	Abstain 0	Absent 3
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It was agreed that the Executive Officer will contact the History of Tetbury Society to collaborate on the design and content of interpretation boards. This will be progressed as an **Action**.

**MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
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 2nd February 2026**

HEC16. 02/26 To discuss Business Plan for the Visitor Information Centre for the financial year 2026/27, consider recommendations, and agree next steps:

Members discussed the budget for 2027/28 and the development of a digital plan for the Visitor Information Centre (VIC). It was emphasised that there are no plans to close the VIC; rather, the Council is exploring alternative ways to enhance Tetbury’s digital presence as a visitor destination.

It was agreed to establish a working group to progress the digital plan, consisting of the following councillors: Councillors - S Sanderson – Z Baker – N Ind – R Smith. It was also agreed that absent members would be invited to join the working group.

HEC17. 02/26 to update members on the ongoing parking challenges within Tetbury and to seek agreement on coordinated plan of action in collaboration with the Car parking Working Group: Email to be sent to Chair of working group Cllr J Taylor to discuss plans.

Cllr N Ind highlighted the car park spaces at Tesco, noting that Love Lane provides a scenic walk into the town and showcases Tetbury’s heritage. Cllr Ind also raised concerns about excessive foliage along the route, suggesting that improvements could be made to enhance accessibility and the overall appearance of this key access point. It was noted that this matter is on the Highways agenda, and a site visit has been arranged to assess the potential for improvements.

It was also noted that Stow-on-the-Wold currently offers two hours of free parking for residents and visitors, which may be a useful comparison for future consideration.

HEC18. 02/26 To consider and approve whether HEC wishes to support the development of a Town of Culture 2028 bid: It was proposed by Cllr Z Baker seconded by Cllr N Ind to support the development of a Town of Culture 2028 bid.

Voting record	For 4	Against 0	Abstain 0	Absent 3
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HEC19. 02/26 To approve the SLA between Gloucestershire Constabulary Tetbury Town Council for the provision of Community Speed watch cameras: It was proposed by Cllr N Ind seconded by Cllr R Smith that the Service Level Agreement (SLA) between Gloucestershire Constabulary and Tetbury Town Council for the provision of Community Speed Watch cameras be approved, subject to the recommended camera sites from Gloucestershire Constabulary being approved by Full Council.

Voting record	For 4	Against 0	Abstain 0	Absent 3
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HEC20. 02/26 To note Wellbeing Week 2026 report:

No report received.

**MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
 held at Tetbury Library, Close Gardens, Tetbury, GL8 8DU on the
 2nd February 2026**

HEC21. 02/26 To consider correspondence:

Community Litte Pick – EO to contact Insurance company regarding public liability

Wildlife Trust HabiMap programme – Members agreed to the survey and asked EO to highlight land owners.

Daily Telegraph – Information required regarding Antiques in Tetbury – Visit Tetbury responded.

It was proposed by Cllr Z Baker seconded by N Ind to suspend standing orders regarding correspondence received.

Voting record	For 4	Against 0	Abstain 0	Absent 3
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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.

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.

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

Voting record	For 4	Against 0	Abstain 0	Absent 3
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HEC22. 02/26 To receive members reports:

None.

HEC23. 02/26 Items for the inclusion of March 2026 Agenda:

Please let EO know by the 23rd of February 2026

HEC24. 02/26 To note the dates and time and date of the next Heritage, Environment and Community meeting 7pm Monday 2nd February 2026 at Tetbury Library – Close Gardens – Tetbury:
 Noted.

Chair.....

Date.....

Meeting ended 850 pm

MINUTES OF A MEETING OF THE PLANNING COMMITTEE
held in Tetbury Library, Close Gardens, Tetbury on Monday 26th January 2026
at 6.30pm

PRESENT:

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

Officer: EO (V Bolwell)

Public: District Councillors I Watson, N Ind.

PL01. 01/26 Apologies for absence:

None.

PL02. 01/26 Declarations of Interest:

None.

PL03. 01/26 Public Consultation:

None.

PL04. 01/26 To approve the minutes of the meeting held on Monday 15th December 2025:

It was proposed by Councillor P Burrell, seconded by Councillor R Smith to approve the minutes of the meeting held on Monday 15th December 2025.

Voting record	For 5	Against 0	Abstain 0	Absent 0
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PL05. 01/26 Consideration of planning, listed building consent, tree work and licensing applications received by 20th January 2026 (refer to attached Schedule link):

<p><u>25/03659/FUL</u> Full application for erection of one and a half storey side extension 42 Silver Street Decision: TTC has no objection</p>	<p><u>25/04059/FUL</u> Full application for replacement of existing refrigeration plant with new 17 Long Street Decision: TTC has no objection</p>
<p><u>25/04067/FUL</u> Full application for erection of rear garden room with associated internal alterations. Conversion of outbuilding to home office. Demolition of rear porch. 28 London Road Decision: TTC has no objection</p>	<p><u>25/03708/FUL</u> Full application for change of use of land for the stationing of one shepherd's hut for use as self-catering holiday accommodation Cutwell Farm, Cutwell Decision: TTC has no objection</p>

MINUTES OF A MEETING OF THE PLANNING COMMITTEE
held in Tetbury Library, Close Gardens, Tetbury on Monday 26th January 2026
at 6.30pm

<p><u>25/03539/FUL</u> Full application for front entrance porch</p> <p>Avon Reach, Cottons Lane</p> <p>Decision: TTC has no objection to the proposal. However, the Council notes that the Biodiversity Net Gain Form is incorrect. The submitted information does not accurately reflect the site's context, specifically its proximity to the stream, adjoining farmland, and existing hedgerows. The Council requests that the biodiversity assessment be updated to properly account for these features.</p>	<p><u>26/00084/FUL</u> Full application for erection of single storey rear extension and conversion of garage with front drive alterations and associated works</p> <p>43 Close Gardens</p> <p>Decision: TTC has no objection</p>
<p><u>25/03766/FUL</u> Full application for erection of detached games room with associated works. Demolition of garden store</p> <p>34 Longfurlong Lane</p> <p>Decision: TTC has no objection to the proposal but expresses sympathy with the neighbouring residents' concerns. The Council requests that the Planning Officer carefully consider the potential impacts of light, overlooking, and window angles as part of the assessment, and ensure that any issues are appropriately addressed and mitigated.</p>	

PL06. 01/26 To note planning applications using Scheme of Delegation:

Noted

PL07. 01/26 Correspondence:

None received.

PL08. 01/26 To receive Chairs report:

Cllr J Taylor has suggested introducing an action list to track planning applications on which this Committee has submitted comments or recommendations. Could the CEO/EO please follow this up and prepare an action list so that Members can clearly see the outcomes of our comments? If possible, could this be implemented from February/March?

PL09. 01/26 to receive Vice Chairs report:

Nothing to report.

MINUTES OF A MEETING OF THE PLANNING COMMITTEE
held in Tetbury Library, Close Gardens, Tetbury on Monday 26th January 2026
at 6.30pm

PL10. 01/26 To receive Members report:

Nothing to report.

PL11. 01/26 Next scheduled meeting – Monday 26th January 2026, 6.30pm:

Noted.

Meeting closed 6.53pm

Chair Dated

DRAFT

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.

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.

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

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.

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

Voting Record:	For – 5	Against – 0	Abstentions – 0	Absent - 4
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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 Z Baker to recommend to Full Council.

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

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

Voting Record:	For – 5	Against – 0	Abstentions – 0	Absent - 4
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FS12. 02/26 To approve the recommendation form 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 be to revisit the tree in the spring during leaf growth. Currently there is £4616 funds available in the

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

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.

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

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

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



Highways Working Group – 20th January 2026 Summary Notes

Attendance

- **Present:** Members RA-PJ (VB volunteer meeting Clerk (not council role))
- **Councillors** ZB
- **Apologies:** Cllr I Watson, Cllr M Baker, JB, BS-DB-SW & GC

Key Updates

- **20's Plenty:** Ongoing increase in funding. I Watson update.
- **Speed Monitoring:** SLA for VAS to be approved at Jan Full Council. Two speed cameras agreed. Members to confirm that post have been installed on Cirencester Road.
- **Ferns Road:** Cllr J Harris meet with residents.
- **Yellow Lines:** Inconsistent need of refreshing Chipping and Silver Street.
- **Manhole Covers:** Some fixed; ongoing. JB raised pot hole Long Street around Knead.
- **Parking Signs:** not clear raise with Cllr J Taylor chair of parking working group.
- **Damaged Bike signs:** These have been refreshed and graffiti removed.
- **Reduce Lorry weight:** Cllr M Baker ongoing.

Parking & Access

- Pavement parking issues: recent media highlighted local councils are able to issue fines. **Action.**
- Co-op car park still closed; Contact Car park Working Group to follow up. **Outstanding Action.**

Actions

- IW: Update on 20's Plenty & VAS
- MB: Send HGV letter
- JT: Car park issues
- Glos Highways: Yellow lines & safety
- PCSO for pavement parking
- Dates for next year's meetings – second Tuesday of the month (with flexibility)– VB to send email to all.

Next Meeting 10th March 2026 – 7pm - Old Court House

Gloucestershire County Council – Tetbury Division Report

Councillor: Ian Watson

Period: December – February 2026

This has been an incredibly busy month for the Liberal Democrats at Gloucestershire County Council. We've hit the ground running since the start of 2026 and have been working hard to get our budget finalized and across the line.

Local Government Re-organisation

Having established the 12 workstreams that will make up the transition programme, the LGR programme board is now being recruited to.

We continue to work collaboratively as 7 councils and have agreed a split of LGR costs and have already got a firm governance structure in place.

We have appointed a program director who will start full time at the beginning of April. Emily McGuinness brings vast experience from her role as SW regional manager for the LGA, and is a well-respected and personable figure who will be an real asset in managing the complexities of this transition.

Each workstream has a lead "sponsor" made up largely of the Chief Execs from the 7 councils and other directors. The sponsors will continue to lead on the workstreams on top of their own role. Workstream managers/ coordinators are largely also in place and

are made up of council officers whose day jobs will be "back-filled" to allow them the time to concentrate on the LGR transition.

We expect the government consultation to begin in the coming weeks and will last for 7 weeks. This will be led by MHCLG, and we believe will be on all 3 options put forward in November.

We still anticipate a ministerial decision on the government's preferred option by the beginning of July.

Much of the work of the workstreams at this stage is about base-lining and data gathering so that we have a clear picture of how each council operates, what systems they use, what assets they own etc.

The next stage will be designing the future operating model, and this is where councillors and partners will be asked to input through a series of workshops.

It is important to note that whilst structures will be put in place to ensure that the new authority/ies will be safe and legal and be able to deliver services on day 1 of the new council/s, many of the decisions will be made by the newly formed "shadow" authority/ies following elections in May 2027.

Fair Funding Review Settlement

We received our Fair Funding Review settlement from the Government just before Christmas, this decides the amount of funding we will receive from central government over the next few years. Unfortunately, this review was far from 'fair' for Gloucestershire, and we are facing a devastating near £10 million cut in funding next year, rising to a staggering £30 million in three years.

This is a horrible position for government to have put us in as we need this money to deliver essential services for our communities.

We will continue to work tirelessly to do everything in our power for our residents. We have implored the Government to rethink this insulting, irresponsible decision.

Budget

On 28 January, Cabinet passed our 2026/27 budget, which will go to full council on 18 February.

We faced a significant challenge in producing a budget that honoured our commitments, protected and improved essential services, as well as absorbing the impact of reduced funding from the fair funding review and dealing with the black hole left by the conservative administration.

However, we are incredibly happy with what we have managed to achieve, including the highest ever investment into Highways, £6.35 million towards the cost of three new adult care homes and a £42m investment in Youth Hubs.

Full budget from page 27 -

<https://glostext.gloucestershire.gov.uk/documents/g12173/Public%20reports%20pack%20Wednesday%2028-Jan-2026%2010.00%20Cabinet.pdf?T=10>

Highways Summary

Peer Review

- We are having a peer review of our highway's system. Scheduled for 10–12 February 2026 with peers confirmed by the LGA.
- Scope agreed, position statement and interview schedule being finalized.

£15m Budget Allocations

- £5m per year over 3 years allocated across drainage, resurfacing, deep cleans, route impact schemes, customer response, and additional operational resources.
- Officers are developing delivery and resourcing plans, to be reported to the Highways Board in March.

Member Influence Process

- We are reworking the current system to ensure members have proper influence. The aim is a strategic, needs led approach to maintenance with fair countywide distribution.
- Peer Review feedback will inform the final approach, full details due in March.

Major Projects Update

- A40 Hambrook House: Bridge repairs progressing well; completion expected mid February.

- A435 Cycle Link: On track for completion before the Gold Cup Festival (w/c 9 March).

Upcoming Resurfacing

- Multiple schemes across Forest, Stroud, Cotswold, Tewkesbury and Cheltenham districts running January–February 2026 with varied operational hours.
- Full list available on the County Resurfacing Works webpage.

Find and Fix

- 70% of enquiries now come via FixMyStreet (up from 35%), reducing inefficiency and duplicate reports.
- System redirects non GCC issues automatically and improves visibility of true network demand.
- Please continue to report issues at - <https://fixmystreet.gloucestershire.gov.uk/>

M5 Junction 10

After strong lobbying from our Councillors and MPs we received an additional £71.5million in funding for the transformative M5 Junction 10 Improvements Scheme.

This will allow us to move ahead with vital transport upgrades that will unlock homes, jobs and investment. Completion of the scheme will:

- Enable the delivery of over 20,000 new homes — including over 7,000 that are affordable
- Support the Golden Valley development and the National Cyber Innovation Centre and technology cluster, including the creation of around 12,000 skilled jobs for local people
- Build on the successful delivery of the £33 million Arle Court Transport Hub

However, we understand that during construction there may be disruption to local areas and will ensure we manage this as carefully as possible.

Community Safety/ 20mph Zones

We continue our work on community and road safety including the roll out of 20mph zones.

We launched a six-week consultation on Monday 19 January, to seek views on proposals to enforce moving traffic offences at 16 high risk locations across the county.

For more information, including a full list of the identified locations, and to take part in the consultation, please visit -

<https://haveyoursaygloucestershire.uk/engagementhq.com/moving-traffic-anpr-enforcement-site-consultation?preview=true>

Gloucestershire Local Nature Recovery Strategy

We are delighted to announce that our Local Nature Recovery Strategy will be published mid-February. This marks a landmark step towards a greener, healthier future for our county.

The strategy includes a county-wide interactive map where individuals can select any area in the county and see how biodiversity and wildlife can be supported and enhanced there.

This will help planners, land managers, and communities identify priority areas for restoring habitats, improving rivers and green spaces, and promoting sustainable land management.

It aims to create wildlife friendly places, connect habitats, and support community led nature projects.

Read more and access the map from 13 February here -

<https://www.gloucestershire.gov.uk/planning-and-environment/ecology-and-landscape/gloucestershire-local-nature-recovery-strategy/>

Digital Infrastructure, Inclusion, and Innovation Strategy

We are incredibly excited about our new digital strategy with three key focuses:

- Infrastructure
- Inclusion

- Innovation

The aim of this is to create a fully connected, digitally skilled, and innovation-driven county by 2030.

A key part of this is working with SMEs to ensure they are fully utilising digital opportunities to boost their businesses, we will offer them grants and training.

It is vitally important to us that all Gloucestershire's citizens have access to technology and are confident using it.

Read the full strategy here -

<https://glostext.gloucestershire.gov.uk/mgChooseDocPack.aspx?ID=12173>

Grassroots Neighbourhood Fund

Councillors continue to distribute their Grassroots Neighbourhood funding. It is incredibly exciting to see the positive impacts from this. Examples include –

Adult Social Care Survey

We are inviting feedback from residents as part of the national Adult Social Care Survey, which runs annually under the guidance of the Department of Health and Social Care and NHS England.

Around 1,439 people in Gloucestershire have been selected at random to take part in the 2025-26 survey. Questionnaires will start arriving by post this week and responses should be returned by 6 March.

The survey plays a vital role in improving services by showing what works well and where changes are needed.

For further information - <https://www.gloucestershire.gov.uk/adult-social-care-survey/>

Royal Visits

On Wednesday 21 January Her Majesty The Queen met with staff who provide vital care and support to victims and survivors of domestic abuse in Gloucestershire.

Upon arrival, Her Majesty met privately with a domestic abuse survivor who now works for the service after receiving direct support.

Her Majesty then met with staff and volunteers, who outlined the stages of an individual's journey through GDASS services, from initial contact through to the range of support available to those who have experienced, or are experiencing, domestic abuse.

We were also honoured to have Her Royal Highness Princess Anne officially opening University of Gloucestershire's City Campus.

We're proud to be working with the university to support the wider regeneration of Gloucester's city centre.

F40 Campaign

This month was F40 campaign week fighting for fairer funding for every pupil.

Currently Gloucestershire receives less funding per pupil than many other counties. We're calling on the Government to confirm that upcoming policy reforms will include a real commitment to reinvest in our primary and secondary schools.

The children of Gloucestershire deserve equal funding.

Find out more about the campaign - https://www.f40.org.uk/campaign-activity/?fbclid=IwY2xjawPoIPhleHRuA2FlbQlxMQBzcnRjBmFwcF9pZBAyMjlwMzkxNzg4MjAwODkyAAEeFeCxKb3B8GLNraNapLe0T8jh9riYTAcZbVszGMLF7SQg7US6gCOhEROGnB8_aem_kgKskBThuvX43XY_BR9TCw

Local Foster Carers for Local Children

Across the county, many children and young people continue to need compassionate and dedicated foster carers—adults who can offer stability, care and security during what can be an incredibly challenging time in their lives.

At Gloucestershire County Council, we remain committed to our principle of 'Local foster carers for local children'.

We welcome foster carers from all walks of life, and with a range of fostering options available, we're confident there's a type of fostering that can fit different lifestyles and circumstances. Every new carer brings us closer to ensuring more children can grow, recover and thrive within their own county.

Find out more - <https://www.gloucestershire.gov.uk/childrens-social-work-jobs/foster-with-us/>

Ward Councillor Update

Town and Parish Councils

Cllr Nikki Ind

Tetbury East and Rural

February 2026

Since my January report, the day-to-day work in the ward has continued, including the week of burning rubbish at the Tetbury Industrial Estate. I am grateful to the Environmental Health Officers, who acted swiftly on numerous occasions, working hard and reacting, along with other partner organisations, to contact from myself and Cllr Hall-Wilson – who kept residents up to date with her social media posts.

It is budget setting time, and I will be attending the budget briefing prior to the District Council Budget Meeting on Monday 23rd February at 6pm

This month I have attended training including:

- Treasury Management
- Delivery of community energy schemes - I attended this training as a town councillor - it was delivered by the Gloucestershire Associate of Parish & Town Councils, and I found it very useful. I look forward to working with colleagues at Tetbury Town and Parish Councils to identify properties throughout communities where roofs would be available for solar power – there are opportunities in community energy schemes to lease your roof. Please contact me if you need any further information.
- Association of Democratic Services Officer Chair Training

Outstanding Local items:

- GP Surgery - Street Lighting on Cirencester Road – including Strategic Infrastructure CIL and Bus timetables
- Highways – multiple potholes reported via Fix My Street, tree and signage issues throughout the ward, water runoff affecting the Millennium Green – results of investigations
- Drainage/Flooding/Highways issues – affecting Shipton Moyne

I will be unavailable from 24th February until 24th March – my out of office message will have information to signpost residents to services, however, I am delighted that my colleague Cllr Ian Watson has offered to support residents who need to speak to a councillor during this time. He is contactable at ian.watson@cotswold.gov.uk

Items at meetings since my last report:

Full Council on 21st January:

- Committee and Cabinet Appointments - including reallocation of portfolios
- Primate Licences and associated fees
- Mid-Year Treasury Management report
- Motion to make the Cotswolds a Dementia Friendly District – supported unanimously

Audit & Governance 27th January:

- Annual Treasury Management Strategy and Annual Non-Treasury Investment Strategy 2026/27
- Annual Capital Strategy
- Information Governance Update & Senior Information Risk Owner Annual Highlights report 2024/25
- 2024/25 External Audit Report & Audit Opinion

Overview & Scrutiny on 2nd February:

- Updates from Gloucestershire County Council Scrutiny Committees
- The Retail and Hospitality Sectors in the Cotswold District
- Budget 2026/27 and Medium-Term Financial Strategy

Cabinet on 5th February:

- Asbestos Management Plan - approved
- Contract for Waste, Street Cleansing and Grounds Maintenance Services
- Budget 2026-27 and Medium-Term Financial Strategy

Full details of agenda and backing papers for District Council meetings are available on the Cotswold District Council website – www.cotswold.gov.uk – please search Meetings and select the meeting required. To watch the meeting please search Live Council Meetings and Webcasts and select Webcasts.

Forthcoming Meetings –

- **Budget Council Meeting – 23rd February 6.00pm**
- **Overview & Scrutiny – 2nd March 4.00pm**
- **Cabinet – 5th March 6.00pm**
- **Planning & Licensing – 11th March 2.00pm**
- **Full Council – 18th March 2.00pm**
- **Planning & Licensing – 8th April 2.00pm**
- **Audit & Governance – 9th April 4.00pm**
- **Overview & Scrutiny – 13th April 4.00pm**
- **Cabinet – 16th April 6.00pm**
- **Planning & Licensing – 13th May 2.00pm**
- **Annual Council – 6.00pm**

Keeping Up to Date

Please sign up to the CDC Town and Parish Council mailing list.

District Councillor Report February 2025



Ian Watson
Tetbury Town Ward

District-Wide Updates Affecting Tetbury

Cotswold District Council has confirmed almost **£1 million of investment** into three major district-wide projects funded partly through the Community Infrastructure Levy (CIL). These initiatives are designed to improve sports facilities, strengthen community spaces, and enhance cycling and active-travel infrastructure across the district. While not Tetbury-specific, these investments will benefit local residents who use shared facilities and travel networks in nearby areas.

Residents and community groups are also being invited to take part in **Crowdfund Cotswold**, with the council calling for new community project proposals on 29 January 2026. This provides a valuable opportunity for Tetbury groups to seek funding for local improvements and initiatives.

Councillors recently united behind a motion supporting the creation of **dementia-friendly communities** throughout the Cotswolds, a district-wide priority that complements Tetbury's ongoing commitments to wellbeing and support for older residents.

Updates Specific to Tetbury

Tetbury Town Council began the new year with several key community engagement activities. On 7 January 2026, the Council held a **Budget Public Consultation**, offering residents the opportunity to contribute to local financial planning. Weekly **Wellbeing Woodland sessions** at Hailey Woods also resumed from 5 January, providing health and wellbeing benefits for Tetbury residents.

Waste and recycling services saw some disruption in early January, with the Town Council issuing notices regarding **missed waste collections** on 5 January 2026. Residents were encouraged to report any issues directly through district channels.

There was also a **temporary road and footway closure** on Bath Road running from 5 to 23 January 2026, affecting local travel and access within the Tetbury area.

Governance, Elections and Planning Activity

At district level, a by-election on 22 January 2026 resulted in the election of **Cllr Craig Thurling** to represent The Rissingtons Ward. Though not within the Tetbury ward, the change is relevant to overall council composition and committee dynamics.

I have been deeply involved in planning issues as Vice Chair of Planning, participating in several significant planning and licensing decisions. These included the approval of revised private licence fees, decisions on major planning applications such as Chesterton Farm and the Southrop Estate Office (Thyme), and the deferral of the Siddington Park application pending further review. These decisions contribute to district-wide planning precedents that may influence future applications in the Tetbury area.

Community and Cultural Environment

Across the wider region, new exhibitions and cultural events continue to contribute to the Cotswolds' reputation as a centre for arts and heritage. Notably, a new Paula Rego exhibition opened at The Wilson gallery in Cheltenham at the end of January, adding to the cultural offer accessible to Tetbury residents.

Tetbury Town Council continues its regular schedule of public meetings and provides transparent access to financial information, governance policies, and community service details. This ongoing accessibility supports good local engagement and encourages residents to participate in civic life.

Along with other residents involved in Tetbury events I was happy to be invited onto the team preparing to submit an application for the Town of Culture.

Emerging Local Themes (Jan–Feb 2026)

Recent communications and issues suggest that key themes for Tetbury residents during this period include:

- Ongoing concerns about the reliability of **waste and recycling collection services**
- Travel delays and accessibility challenges following January's **road closure**

- A strong appetite for engagement in **local budget planning**
- Continued public interest in **wellbeing and environmental activities**
- Opportunities for local organisations via **Crowdfund Cotswold**

Forward Look: Priorities for Tetbury

As we move further into 2026, important areas of focus will include:

- Maintaining oversight of waste collection performance and service improvements
- Supporting active travel initiatives linked to new district investment
- Encouraging local groups to apply for Crowdfund Cotswold support
- Promoting dementia-friendly initiatives within the community
- Ensuring Tetbury remains fully represented in ongoing Local Plan discussions

FULL COUNCIL – Monday 16th February 2026

Agenda 22. Correspondence Received – Private Estate Management

Good morning,

Please note the following regarding **Housing Estate Management** that relates directly to the **Hunts Grove motion passed in 2023**.

The **Ministry of Housing, Communities and Local Government** launched a consultation on 18 December 2025 looking at **how to reduce the prevalence of private estate management arrangements on new housing developments**. The consultation focuses on the growing number of housing estates where roads, drainage systems, green spaces and other shared amenities are not adopted by the local authority and are instead maintained by private estate management companies. This model has raised ongoing concerns about accountability, costs to residents, and long-term maintenance standards.

Through the consultation, the government is seeking views on how to reduce reliance on private estate management and encourage greater adoption of amenities by public authorities. Proposals include introducing common national standards for adoptable infrastructure, exploring whether certain public amenities should be subject to mandatory adoption, and removing incentives that currently make non-adoption more attractive to developers. The consultation also considers whether some arrangements, such as embedded management companies, should be prohibited, and whether greater emphasis should be placed on resident-controlled management models.


In addition, the government is looking at ways to improve transparency around estate management, strengthen protections for homeowners, improve dispute resolution mechanisms, and assess whether estate management charges are financially sustainable and affordable in the long term.

The consultation closes on 12 March. Further details and the consultation document can be found on the government website, and any enquiries can be directed to reducingprevalence@communities.gov.uk.

NALC will be responding to the consultation and on lines citing the original GAPTC motion passed at our 2023 AGM and adopted by the NALC policy committee later that year ([Gloucestershire 310723.pdf](#)). If GAPTC member councils have any additional case studies from the county/area where the motion originated as to estate management company maladministration/lack of engagement with parishes NALC would to include this in its response, please send them to me by latest 4/2 so that I can pass them along to our colleagues at NALC.

Warm regards
Kerrin

The CEO of Tetbury Town
Council,
The Council Offices,
Long Street,
Tetbury.



8/2/25

Dear Sir,

I was utterly dismayed and disappointed to learn that the money supposedly allocated to updating the Suffolk/Cheriot close play area is now to be spent on the recreation ground which I believe has already had money spent on it in recent years.

We are to the north of the town and about 3/4 mile from the recreation ground which would mean that younger children would need to be accompanied by parents. Many local children are able to access the Suffolk/Cheriot play area independently because of its proximity. We have local children and children on their way home from school using our area.

Sadly the Suffolk/Cheriot play area is looking

very tired and has only had a climbing frame (now broken - not from abuse) so that only one side can be used; the slide is not very effective and the swings could do with updating.

Please think again! The children in this northern area of the town deserve an updated play area - please give them a play area to be really proud of.

yours faithfully

A solid black rectangular box redacting the signature of the sender.

FULL COUNCIL – Monday 16th February 2026
Agenda 22. Correspondence Received - Twinning

Dear Tara,

Yesterday evening we discussed another idea to improve our twinning which I like to share with you and the council: We were asking ourselves if there is any public event before Christmas (something like switching on the Christmas lights) where we could take part in? We could bring some traditional German food like "Stollen" or other typical things. I believe this could be great fun and it also could help to make our twinning visible in Tetbury.

Best regards!

FULL COUNCIL – Monday 16th February 2026

Agenda 22. Correspondence received – Warm Houses Local Grant Scheme

Good Afternoon,

I'm getting in touch to remind you about the **Warm Homes Local Grant scheme**, run by Severn Wye's Warm and Well service. This scheme helps low-income households in Gloucestershire and South Gloucestershire access free energy-efficiency home upgrades to reduce energy bills over winter.

We are working on behalf of the Gloucestershire and South Gloucestershire local authorities and have ?5.25 million in government funding available. It is open to residents who:

- Own or privately rent a property with an EPC rating of D, E, F or G
- Have a total household income of under ?36,000 per year

Households in your area could qualify for **fully-funded energy-saving home improvements** which is why I'm getting in touch so that you can share this with your community.

We've received great feedback from those already benefiting from the scheme – *"I'm very grateful to have received the grant and I hope others will take advantage"*.

Find out more and apply here: severnwye.org.uk/upgrade

Please find attached social media materials to help share this opportunity, so that we can reach as many residents as possible that will qualify for this opportunity to take the first step to a warmer, more energy-efficient home.

If you would like any further information, please don't hesitate to get in touch.