

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

Present

Town Councillors: M Baker (Chair) J Taylor (Vice Chair) Z Baker, P Burrell, S Scott, C Pearce, L Farnham

Officers: T Niblett (CEO/RFO)

Public: 1 member of the public

FS01. 03/26 Apologies for absence:

Councillor R Smith – Received - personal

Councillor A Figueirido – No apologies for absence received

FS02. 03/26 Declarations of Interest:

None

FS03. 03/26 Public Consultation:

None

FS04. 03/26 To approve the minutes of the meeting held on Monday 9th February 2026:

It was proposed by Councillor J Taylor, seconded by Councillor S Scott to approve the minutes of the meeting held on Monday 9th February 2026.

Voting Record:	For – 5	Against – 0	Abstentions – 2	Absent - 2
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FS05. 03/26 To note action points from previous meetings:

Police Museum (FS07.06/24)– Agenda item

Grounds Team new vehicle requirements – Agenda item.

Original agreement for works in St Saviours and St Marys Church St Marys information sent to committee 24.02.26.

Staff working updates – April agenda item

CDC Community Governance – This will be discussed at CDC on 18th March

FS06. 03/26 To note Bank Reconciliation and Financial Summary for February 2026:

As of 28th February 2026, it was noted that TTC Current Account held £18,563.58, TTC Deposit Account £142,629.34, Contingency Funds £92,451.33, Police Museum £4,146.87, CIL and Buildings Maintenance £103,136.62. The Visitor Information Centre account held £2,515.73.

FS07. 03/26 To note Income and Expenditure for Month 11:

Noted.

To look at budget lines with spends of over 100% and to make sure the Council has budgeted in 2026-2027 in line with 2025-2026 spend.

FS08. 03/26 To note March payments and estimate transfer of funds:

It was noted that Tetbury Town Council payments for March amounted to £28,703.11, VIC payments for March amounted to £2,045.85, Police Museum £2,009.86, Credit Card payments amounted to £323.09.

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

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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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 S Scott, seconded by Councillor M Baker to approve the transfer of £2,000 from the TTC Deposit Account to VIC Current Account.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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FS09. 03/26 To allocate two Councillors sign off April payments:

Councillor S Scott and Councillor P Burrell will sign off the April payments. CEO advised that due to year-end date and moving to new accounts system, the April payments will be presented within an Excel spreadsheet.

FS10. 03/26 To discuss and approve Internal Auditor Recommendations:

It was noted that the Internal Auditor has acknowledged that the Town Council are continuing in receiving good practice points. Within the recommendations it was advised that the Model Financial Regulations need updating – this will take place at the Annual Meeting of the Council in May. The Asset Register should be reviewed; the Committee have noted this takes place on a regular basis and the register is always updated should we purchase or remove an item. It was proposed by Councillor S Scott, seconded by Councillor J Taylor to approve the recommendations.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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FS11. 03/26 To discuss and approve opening various bank accounts with CCLA and Unity Bank:

Currently all Tetbury Town Council bank accounts are held with Lloyds Bank earning between 0.50%-0.60% gross interest rates. Due to the precept that has been requested for 2026/2027, Tetbury Town Council is exempt from the £120,000 bank compensation scheme. The committee were advised that there are two sector-focused institutions who provide various bank accounts with a higher interest rate. It was proposed by Councillor S Scott, seconded by Councillor J Taylor to open a Unity Trust 32-day notice account and place the contingency fund currently £92,451.33 into this account. The CEO has been asked to confirm whether the CCLA Public Sector Deposit Fund is an investment fund? Does GAPTC, SLCC or NALC recommend these banks? To contact other councils who use these banks to obtain information on their performance.

Voting Record:	For – 6	Against – 1	Abstentions – 0	Absent - 2
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FS12. 03/26 To discuss and recommend to Full Council purchasing additional Council vehicle:

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The grounds team have requested purchasing an additional vehicle to assist with the day-to-day activities and securing the machinery. The Council has budgeted £8,300 in the 2026-27 budget for a vehicle to be purchased on HP. It was agreed that Councillor S Scott hold a meeting with the grounds foreman to discuss various options including electrical, obtain the annual mileage and repair costs on the existing vehicle.

Items 13-17 are policies that need to be in place as part of Assertion 10.

FS13. 03/26 To discuss and recommend to Full Council Code of Conduct Policy:

This policy follows the CDC model. The CEO has been asked to check with other councils whether they set a limit with regards to gifts and hospitality. It was agreed to recommend to Full Council the Code of Conduct policy.

FS14. 03/26 To discuss and recommend to Full Council IT Policy:

It was agreed to recommend to Full Council the IT policy. Once approved at Full Council, office to send to all Councillors a step-by-step guide to set up the email signature sign off. It was requested that an audit is carried out on our policies to make sure they are robust and everyone is following the procedures we have in place.

FS15. 03/26 To discuss and recommend to Full Council Allotment Tenancy Privacy Notice:

It was agreed to recommend the Allotment Tenancy Privacy Notice to Full Council.

FS16. 03/26 To discuss and recommend to Full Council Events Participation Privacy Notice:

It was agreed to recommend the Events Participation Privacy Notice to Full Council. It was noted that although not officially recognised, TTC already follow this privacy notice when holding events.

FS17. 03/26 To discuss and recommend to Full Council Model Publication Scheme:

It was requested that a cover sheet is added and recommend to Full Council the Model Publication Scheme.

FS18. 03/26 To receive an update on Police Museum:

Councillor Z Baker, CEO and Curator met to discuss various topics. It was agreed that the Police Museum Curator will provide a report to the Heritage, Environment and Community Committee every other month. Curator to provide CEO of any grants that are being applied for and to provide the remittance if successful with a brief overview on where the funds are to be spent. It was noted that damp is becoming an issue within the museum and advised that there are grants which can be applied to assist with a survey on the building and to assist with any repair works that need to be carried out. It was advised that a dehumidifier would need to be purchased soon, have requested more information on this and how many electric sockets may need to be installed for this to be moved around the museum.

FS19. 03/26 Correspondence Received:

Business Rates have been received, and we will see an increase of £7.50 per month, this is within the budget set for 2026-2027.

Quarterly financial checks have been carried out by Councillor I Watson and Councillor S Sanderson.

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FS20. 03/26 Councillor Reports:

None

FS21. 03/26 Items for the next meeting:

Review of year-end figures if they are available in time for the next meeting

FS22. 03/26 Exclusion of the Public and Press to allow discussion of confidential business: It was proposed by Councillor L Farnham, seconded Councillor S Scott 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 8.10pm

FS23. 03/26 Staffing Matters:

CEO advised Committee of the amended pension contributions for the next 3 years.

CEO provided a brief update on the appraisals that have taken place and advised of concerns raised regarding a safety issue.

Meeting closed 8.27pm

Chair Dated