

**MINUTES OF THE FULL COUNCIL MEETING
held at Tetbury Library, Close Gardens, Tetbury
7pm Monday 16th March 2026**

Present:

Town Councillors: Steve Scott (Mayor) Mark Baker (Deputy Mayor), Ian Watson, Patricia Burrell, Zowie Baker, L Farnham, Judith Taylor and K Painter.

Officer: T Niblett (Chief Executive Officer) V Bolwell (Executive Officer)

Public: District Councillor L Hall-Wilson and 3 members of public

TC01. 03/26 To receive and accept any apologies for absence:

Councillor A Figueiredo – no apologies received
Councillor A Thilthorpe - apologies received – personal
Councillor N Ind - apologies received – holiday
Councillor S Sanderson - apologies received – personal
Councillor C Pearce apologies received – no comment
Councillor X Macutay- Malloch - apologies received – work
Councillor R Smith – apologies received – personal

TC02. 03/26 To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests:

None

TC03. 03/26 Public Consultation:

A representative addressed the meeting regarding the UK Town of Culture bid and noted that the final draft is due on 31 March. It was explained that the structure of the bid consists of a delivery body, made up of arts and cultural organisations, and an accountable body, for which the Town Council has been proposed.

For TTC to receive an explanation of the accountable body’s role from Cllr I Watson, it was proposed by Cllr S. Scott and seconded by Cllr J. Taylor that Standing Orders be suspended, and this was agreed.

Voting record	For 8	Against 0	Abstain 0	Absent 7
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Cllr I. Watson then outlined the responsibilities of the accountable body, stating that it would provide governance and oversight to ensure the safe and compliant delivery of the programme, with the option for some responsibilities to be delegated to the HEC Committee. He advised that the accountable body would manage the financial role, including the establishment of a separate bank account to ensure transparent monitoring and appropriate use of funds.

He further explained that the role includes coordinating the various initiatives involved in the bid and undertaking auditing or assurance activities if required. In addition, he noted that the accountable body would maintain ongoing communication with the delivery group to ensure plans remain aligned and that the project progresses as intended.

It was proposed by Cllr S Scott seconded by Cllr M Baker to approve Tetbury Town Council’s financial role in the UK Town of Culture bid.

Voting record	For 5	Against 0	Abstain 3	Absent 7
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It was requested by Cllr L. Farnham that it be minuted that her abstention was due to her membership of one of the organisations involved in the bid. Cllr K. Painter also abstained on the basis of his involvement with Comic Con, and Cllr I. Watson abstained as he is a member of the panel associated with the bid.

TC04. 03/26 To receive an update from the Dolphins Recreation Centre (DRC) regarding Project 1:
No report received.

TC05. 03/26 To approve the Full Council minutes – Monday 16th February 2026:
After an amendment It was proposed by Cllr M Baker seconded by Cllr J Taylor to approve the Full Council minutes held on Monday 26th January 2026.

Voting record	For 8	Against 0	Abstain 0	Absent 7
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TC06. 03/26 To note action points:

Noted.

Please can councillors inform the office if they have completed the terrorism training if they did not receive their certificate.

TC07. 03/26 To discuss and approve a response regarding Gloucestershire’s Local Government Reorganisation proposals: It was proposed by Cllr S Scott seconded by Cllr J Taylor to support the proposal for one Unitary Council which was recommended by Cotswold District Council, Gloucestershire County Council, Stroud District Council and Tewksbury Borough Council.

Voting record	For 8	Against 0	Abstain 0	Absent 7
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Cllr Farnham recommended that councillors try to attend a range of meetings run by GAPTC in order to observe the different areas of discussion taking place at their devolution workshops across Gloucestershire

TC08. 03/26 To note decision made by the Finance & Scrutiny Committee to transfer the Contingency Fund held with Lloyds Bank to a 32-day notice account with Unity Trust Bank:
Members noted the decision made by the Finance & Scrutiny Committee to transfer the Contingency Fund held with Lloyds Bank to a 32-day notice account with Unity Trust Bank. Cllr L. Farnham requested that it be minuted that she did not agree with the decision, stating that she felt insufficient information had been provided regarding Unity Trust Bank to support the move.

TC09. 03/26 To receive an update on the Business Plan:

Noted

Cllr I Watson expressed appreciation for the extensive work carried out by Cllr J Taylor in preparing the business plan.

TC10. 03/26 To approve Committee and Council meeting dates for 2026/2027: It was proposed by Cllr P Burrell seconded by Cllr I Watson to approve the Committee and Council meeting dates for 2026/2027

Voting record	For 12	Against 0	Abstain	Absent 7
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TC11. 03/26 To discuss the setting for the Annual Town Meeting:

Members agreed to invite relevant local organisations to attend the Annual Town Meeting, so they are able to represent themselves and respond directly to any questions raised. Organisations to be invited include the Police, Culture of Tourism group, Greening Tetbury, Highways Working Group, the Feoffees, Dolphins Recreation Centre, the Goods Shed, and the Tetbury Area Youth and Community Trust.

TC12. 03/26 To approve Code of Conduct Policy as recommended by the Finance & Scrutiny

Committee: It was proposed by Cllr S Scott seconded by Cllr M Baker to approve Code of Conduct Policy as recommended by the Finance & Scrutiny Committee.

Voting record	For 8	Against 0	Abstain 0	Absent 7
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TC13. 03/26 To approve IT Policy as recommended by the Finance & Scrutiny Committee:

It was proposed by Cllr F Farnham, seconded by Cllr Ma Baker to approve IT Policy as recommended by the Finance & Scrutiny Committee

Voting record	For 8	Against 0	Abstain 0	Absent 7
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TC14. 03/26 To approve Allotment Tenancy Privacy Notice as recommended by the Finance & Scrutiny Committee:

It was proposed by Cllr M Baker, seconded by Cllr L Farnham, to approve Allotment Tenancy Privacy Notice as recommended by the Finance & Scrutiny Committee

Voting record	For 8	Against 0	Abstain 0	Absent 7
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TC15. 03/26 To approve Events Participation Privacy Notice as recommended by the Finance & Scrutiny Committee:

It was proposed by Cllr Z Baker, seconded by Cllr L Farnham, to approve Events Participation Privacy Notice as recommended by the Finance & Scrutiny Committee

Voting record	For 8	Against 0	Abstain 0	Absent 7
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TC16. 03/26 To approve Model Publication Scheme as recommended by the Finance & Scrutiny

Committee: It was proposed by Cllr Z Baker, seconded by Cllr P Burrell, to approve Model Publication Scheme as recommended by the Finance & Scrutiny Committee

Voting record	For 8	Against 0	Abstain 0	Absent 7
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TC17. 03/26 To approve purchasing 8 Bleed Kit Dispenser ‘Standalone’ Model 2:

It was proposed by Cllr M Baker, seconded by Cllr J Taylor, to approve purchasing 8 Bleed Kit Dispenser ‘Standalone’ Model 2:

Voting record	For 8	Against 0	Abstain 0	Absent 7
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TC18. 03/26 To note Mayors and CEO reports:

Noted.

TC19. 03/26 Noting draft minutes of Heritage Environment and Community Committee dated Monday 2nd March 2026:

Typo Noted.

TC20. 03/26 Noting draft minutes of Planning Committee dated 16th February 2026:

Noted.

TC21. 03/26 Noting draft minutes of Finance & Scrutiny Committee dated Monday 9th March 2026: Noted.

TC22. 03/26 To note Working Group minutes:

Members requested that individual names be included within the meeting notes. At the next meeting, members will be asked whether they have any objections to their names being recorded in a public document.

TC23. 03/26 To receive County Councillor Report:

Noted.

TC24. 03/26 To receive District Councillor Reports:

Noted.

TC25. 03/26 To consider correspondence received to date:

Noted.

TC26. 03/26 To receive Members Reports:

Cllr K Painter reported that a member of the public had requested information regarding the allotments. The CEO advised that the individual should contact the Council office for further details.

It was also noted that the Disaster Strategy document requires updating. The CEO confirmed that this matter has already been raised at the Finance & Scrutiny Committee.

Cllr L Farnham reported that during a recent visit to another town, they observed the use of a town-wide survey covering a variety of topics such as traffic, local facilities, and general community issues. Cllr Farnham suggested that a similar survey could be beneficial for TTC. **Action:** Add to April agenda.

TC27. 03/26 Items for inclusion on the April Agenda:

Town Survey.

TC28. 03/26 To note the dates and time of the Full Council meeting, Monday 27th April 2026, 7pm:

Noted.

TC29. 03/26 CLOSED SESSION – Resolution to exclude the public and press:

Due to no paperwork this has been postponed till April.

Meeting closed 8.39pm

Chair Dated