


To all Members of the Finance & Scrutiny Committee

(Councillors:) Mark Baker (Chair), Judith Taylor (Vice Chair), Steve Scott, Zowie Baker, Patricia Burrell, Rodney Smith, Liz Farnham, Colin Pearce, Alison Figueirdo

You are summoned to attend a Meeting of the Finance & Scrutiny committee on Monday 9th March 2026 at 7.00 pm for the transaction of the following business. The meeting will be held in Tetbury Library, Close Gardens, Tetbury. All members of the Public and Press are welcome to attend.



Tara Niblett
Chief Executive Officer
2nd March 2026

1.	Apologies for absence
2.	Declarations of Interest
3.	Public Consultation (Note: Fifteen minutes is allowed for public questions or statements. Each person to state name and to be allowed three minutes maximum. Questions may be answered briefly but not debated. Issues may be referred for subsequent response if necessary)
4.	To approve Minutes of the meeting held on Monday 9 th February 2026
5.	To note action points from previous meetings
6.	To note Bank Reconciliation and Financial Summary for February 2026 (0.2)
7.	To note Income and Expenditure for Month 11
8.	To approve March payments and estimate transfer of funds (02)
9.	To allocate two Councillors to sign off April payments (0.2)
10.	To discuss and approve Internal Auditor Recommendations
11.	To discuss and approve opening various bank accounts with CCLA and Unity Bank
12.	To discuss and recommend to Full Council purchasing additional Council vehicle
13.	To discuss and recommend to Full Council Code of Conduct Policy
14.	To discuss and recommend to Full Council IT Policy
15.	To discuss and recommend to Full Council Allotment Tenancy Privacy Notice
16.	To discuss and recommend to Full Council Events Participation Privacy Notice
17.	To discuss and recommend to Full Council Model Publication Scheme
18.	To receive an update on Police Museum
19.	Correspondence Received
20.	Councillor Reports <ul style="list-style-type: none"> 1. Chair 2. Deputy 3. Members
21.	Items for the next Meeting
22.	Date of next meeting – Monday 20 th April 2026, 7pm, Tetbury Library, Close Gardens
23.	CLOSED SESSION – Resolution to exclude the Public and Press
24.	Staffing Matters

Members are reminded that the Council has a general duty to consider the above matters in the exercise of any of its functions: Equality and Diversity, Crime & Disorder, Health & Safety and Human Rights. Members are also reminded that they are required to comply with the ethical standards laid down in the seven 'Nolan' principles of public life in their conduct within Council meetings and at all times when acting as a Councillor.

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
Monday 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
----------------	---------	-------------	-----------------	------------

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
----------------	---------	-------------	-----------------	------------

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
----------------	---------	-------------	-----------------	------------

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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
----------------	---------	-------------	-----------------	------------

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
----------------	---------	-------------	-----------------	------------

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

**Report to a Meeting of
Tetbury Town Council's Finance and Scrutiny Committee
Monday 9th March 2026, 7pm**

PROGRESS AGAINST ACTIONS ARISING FROM PREVIOUS MEETINGS

1. Purpose of Report
To note the actions taken on previous decisions of the Committee.
2. Recommendation
That the Action Points be noted.

Ref	ACTION	WHO	STATUS
FS07. 06/24	Meeting with Police Museum Curator	Cllrs Z Baker, CEO	Meeting arranged 4 th March.
FS12. 10/25	To find the original agreement for works in St Saviours and St Marys Churchyard	CEO	St Marys information sent to the Committee 24 th February. Emailed representative from Churches Conservation Trust regarding St Saviours.
FS10. 11/25	To discuss new vehicle requirements for Grounds Team and ascertain whether a second vehicle is required.	CEO/Grounds Foreman	Agenda item.
FS23. 11/25	Staff Working Group Updates	Working Group	Agenda item.
FS10. 02/26	To confirm when Cotswold District Council will be discussing the Community Governance request from Tetbury Town Council to become a warded town	CEO	This will be discussed at CDC on 18 th March.

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

VIC MONTHLY FINANCIAL SUMMARY

VIC Bank Summary @ 28th February 2026		Note		
	VIC Current Account	£2,515.73		
	TOTAL	£2,515.73		
Committed Costs		Note		
	Total	£0.00		
	Current Working Capital B5-B15		£2,515.73	

	Monthly Forecast of Outturn (FOO)	Forecast Income	Routine Expenditure	Project Expenditure	Comment
	March		£3,250.00	£0.00	
	Total	£0.00	£3,250.00	£0.00	
	Year End FOO (Free Reserve)		-£734.27		

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

Tetbury Town Council 2025-2026

Bank - Cash and Investment Reconciliation as at 28 February 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2026	TTC Current Account	18,563.58
28/02/2026	TTC Deposit	142,629.34
28/02/2026	ttc fixed term deposit	92,451.33
28/02/2026	Lloyds Credit Card	0.00
28/02/2026	Police Museum & Courtroom	4,146.87
28/02/2026	TIC 00734002	2,515.73
31/12/2025	Petty Cash Tin VIC	0.00
28/02/2026	CIL & Buildings Maintenance	103,136.62

363,443.47

Unpresented Payments

12.64

363,430.83

Receipts not on Bank Statement

110.00

Closing Balance

363,540.83

All Cash & Bank Accounts

1	TTC - Current Account	18,563.58
2	TTC - Deposit Account	142,629.34
3	TTC Contingency	92,451.33
4	Credit Card Account	97.36
5	Police Museum	4,146.87
6	VIC - Current Account	2,515.73
7	Petty Cash VIC	1.10
8	CIL & Building Maintenance	103,136.62
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	363,541.93

TTC MONTHLY FINANCIAL SUMMARY

TTC Bank Summary @ 28th February 2026		Note			
ACTUAL	Tetbury Town Council Current Account	£18,563.58			
	TTC Deposit Account	£142,629.34			
	Police Museum	£4,146.87			
	CIL and Buildings Maintenance	£103,136.62			
	3 month Fixed Rate Account	£92,451.33			
	TOTAL	£360,927.74			
	Committed Costs		Note		
	General Reserve @ 3 Months Routine Expenditure	£92,451.33			
	New Burial Ground EMR	£30,372.06			
	CIL and Buildings Maintenance	£103,136.62			
Van Purchase	£1,008.09				
Total	£226,968.10				
Current Working Capital B5-B15		£133,959.64			
FORECAST	Monthly Forecast of Outturn (FOO)	Forecast Income	Routine Expenditure	Project Expenditure	Comment
	March	£575.00	£35,000.00	£0.00	
	Total	£575.00	£35,000.00	£0.00	
	Year End FOO (Free Reserve)	£99,534.64			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>90</u> <u>TTC Income</u>							
1076 Precept	484,669	484,669	0			100.0%	
1078 CIL Income	42,242	0	(42,242)			0.0%	42,242
1090 Interest Received	2,635	0	(2,635)			0.0%	
1092 Telephone Monthly Credit	3,606	0	(3,606)			0.0%	
1110 Burials	5,770	0	(5,770)			0.0%	
1120 Flat Rent	6,325	6,900	575			91.7%	
1121 Room Rental	500	0	(500)			0.0%	
1122 Flat Gas	33	0	(33)			0.0%	
1140 Markets	500	0	(500)			0.0%	
1200 Grants Received	7,325	7,164	(161)			102.2%	
1900 Miscellaneous Income	4,716	0	(4,716)			0.0%	
	<u>558,320</u>	<u>498,733</u>	<u>(59,587)</u>			<u>111.9%</u>	<u>42,242</u>
TTC Income :- Income							
	<u>558,320</u>	<u>498,733</u>	<u>(59,587)</u>				
Net Income							
6001 less Transfer to EMR	42,242	0	(42,242)				
Movement to/(from) Gen Reserve	<u>516,078</u>	<u>498,733</u>	<u>(17,345)</u>				
<u>95</u> <u>DNU VIC Income</u>							
1825 Bunting Fund	500	0	(500)			0.0%	
	<u>500</u>	<u>0</u>	<u>(500)</u>				<u>0</u>
DNU VIC Income :- Income							
	<u>500</u>	<u>0</u>	<u>(500)</u>				
Net Income							
<u>100</u> <u>TTC Administration</u>							
1900 Miscellaneous Income	32	0	(32)			0.0%	
	<u>32</u>	<u>0</u>	<u>(32)</u>				<u>0</u>
TTC Administration :- Income							
	<u>32</u>	<u>0</u>	<u>(32)</u>				
4000 TTC Admin. Staff	208,649	252,400	43,751		43,751	82.7%	
4001 TTC Pensions	44,732	36,900	(7,832)		(7,832)	121.2%	
4002 TTC Staff Expenses	1,356	2,500	1,144		1,144	54.3%	
4030 Power of Gen. Competence	547	400	(147)		(147)	136.8%	
4060 Training Costs	3,132	6,500	3,368		3,368	48.2%	
4062 Election Costs	7,972	19,200	11,228		11,228	41.5%	
4063 CIL Grant Expenditure	5,000	0	(5,000)		(5,000)	0.0%	5,000
4070 Business Rates	7,906	8,487	581		581	93.2%	
4080 Telephone	7,466	2,350	(5,116)		(5,116)	317.7%	
4085 Allotment Exp	2,258	2,500	242		242	90.3%	
4090 Utilities	5,562	7,500	1,938		1,938	74.2%	
4120 Insurance	9,222	7,000	(2,222)		(2,222)	131.7%	

15:04

Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4130 Office Supplies	2,298	1,750	(548)		(548)	131.3%	
4135 Defibrillators	524	0	(524)		(524)	0.0%	524
4140 Publicity	2,402	2,000	(402)		(402)	120.1%	
4160 Subscriptions	3,025	3,200	175		175	94.5%	
4170 Audit/ Professional Fees	14,372	5,000	(9,372)		(9,372)	287.4%	7,711
4175 Health & Safety Monthly Contra	1,100	1,500	400		400	73.3%	
4180 Legal Fees	0	5,000	5,000		5,000	0.0%	
4190 IT	16,021	15,000	(1,021)		(1,021)	106.8%	
4200 Member's Expenses	0	1,000	1,000		1,000	0.0%	
4210 Civic Expenses	272	800	528		528	34.0%	
4220 Vehicle Costs & Repairs	2,078	3,520	1,442		1,442	59.0%	
4230 Vehicle Tax/Insurance	483	1,100	617		617	43.9%	
4240 Building Repairs/Maintenance	1,855	0	(1,855)		(1,855)	0.0%	1,855
4265 D. Hall Grounds Maintenance	2,500	2,500	0		0	100.0%	
4290 PWLB Loan	19,638	19,639	1		1	100.0%	
4315 Emergency Fund	57	0	(57)		(57)	0.0%	
4355 Christmas Expenditure	996	0	(996)		(996)	0.0%	
4492 Bank charges	94	102	9		9	91.7%	
4995 Locum Fees	180	0	(180)		(180)	0.0%	
4996 Grant Expenditure	3,321	0	(3,321)		(3,321)	0.0%	
TTC Administration :- Indirect Expenditure	<u>375,018</u>	<u>407,848</u>	<u>32,830</u>	<u>0</u>	<u>32,830</u>	<u>92.0%</u>	<u>15,090</u>
Net Income over Expenditure	<u>(374,986)</u>	<u>(407,848)</u>	<u>(32,862)</u>				
6000 plus Transfer from EMR	15,090	0	(15,090)				
Movement to/(from) Gen Reserve	<u>(359,896)</u>	<u>(407,848)</u>	<u>(47,952)</u>				
<u>110 HEC</u>							
1141 Christmas Markets	1,175	0	(1,175)			0.0%	
1804 Highfield Allotment Income	815	0	(815)			0.0%	
1901 Donation Received	1,000	0	(1,000)			0.0%	
HEC :- Income	<u>2,990</u>	<u>0</u>	<u>(2,990)</u>				<u>0</u>
4095 St Saviours Water	98	115	17		17	85.5%	
4310 Current Youth Services	29,600	29,600	0		0	100.0%	
4315 Emergency Fund	7	600	593		593	1.2%	
4316 Holiday Youth Provision	2,704	5,000	2,296		2,296	54.1%	
4317 Organisation Grants	3,000	3,000	0		0	100.0%	
4400 Equipment & Repairs	1,575	3,500	1,925		1,925	45.0%	
4410 Fuel	998	2,000	1,002		1,002	49.9%	
4420 Clothing	512	660	148		148	77.6%	
4430 Open Spaces	3,387	6,050	2,663		2,663	56.0%	64

15:04

Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4435 Trees / Tree Work	5,251	10,000	4,749		4,749	52.5%	
4440 Planting	1,257	1,819	562		562	69.1%	
4451 Christmas	64	1,000	936		936	6.4%	
4460 Playground Inspection & Repair	473	2,000	1,527		1,527	23.6%	
4470 Projects	3,267	4,500	1,233		1,233	72.6%	
4471 Awards	0	500	500		500	0.0%	
4472 Market License	1,029	0	(1,029)		(1,029)	0.0%	
4475 Allotments Highfield	237	0	(237)		(237)	0.0%	
4476 Town Centre	0	3,000	3,000		3,000	0.0%	
HEC :- Indirect Expenditure	<u>53,459</u>	<u>73,344</u>	<u>19,885</u>	<u>0</u>	<u>19,885</u>	<u>72.9%</u>	<u>64</u>
Net Income over Expenditure	<u>(50,469)</u>	<u>(73,344)</u>	<u>(22,875)</u>				
6000 plus Transfer from EMR	64	0	(64)				
Movement to/(from) Gen Reserve	<u>(50,405)</u>	<u>(73,344)</u>	<u>(22,939)</u>				
<u>115</u> <u>Police Museum</u>							
1130 Police Museum Donations	1,803	0	(1,803)			0.0%	
1135 Police Museum Grants Received	3,400	0	(3,400)			0.0%	
1900 Miscellaneous Income	2,139	0	(2,139)			0.0%	
Police Museum :- Income	<u>7,342</u>	<u>0</u>	<u>(7,342)</u>				<u>0</u>
4061 PM Training and Expenses	0	400	400		400	0.0%	
4121 Police Museum Insurance	627	750	123		123	83.6%	
4141 Police Museum Marketing	1,041	850	(191)		(191)	122.5%	
4161 Police Museum Memberships	356	100	(256)		(256)	355.6%	
4480 Police Museum Staff Costs	3,665	4,750	1,085		1,085	77.2%	
4481 Police Museum Collections Care	583	1,000	417		417	58.3%	
4482 PM Training and Expenses	169	400	231		231	42.2%	
4483 Police Museum Education	1,448	0	(1,448)		(1,448)	0.0%	
4485 Police Museum Grant Expenditur	7,308	0	(7,308)		(7,308)	0.0%	
4487 PM Marketing	21	0	(21)		(21)	0.0%	
4491 Bank Charges	94	102	9		9	91.7%	
Police Museum :- Indirect Expenditure	<u>15,311</u>	<u>8,352</u>	<u>(6,959)</u>	<u>0</u>	<u>(6,959)</u>	<u>183.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(7,969)</u>	<u>(8,352)</u>	<u>(383)</u>				
<u>135</u> <u>HEC</u>							
4316 Holiday Youth Provision	0	0	(0)		(0)	0.0%	
HEC :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>(0)</u>	<u>0</u>	<u>(0)</u>		<u>0</u>
Net Expenditure	<u>(0)</u>	<u>0</u>	<u>0</u>				

15:04

Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>140 Community Projects</u>							
1150 Community Fridge Grant	0	1,000	1,000			0.0%	
Community Projects :- Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>				<u>0</u>
Net Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>				
<u>200 Visitor Information Centre</u>							
1805 Maps	576	1,200	624			48.0%	
1830 Ticket Sales Nat. Express Inc	485	300	(185)			161.7%	
1840 Ticket Sales Goods Shed	588	300	(288)			196.0%	
1862 Cards/Notelets and Postcards	398	450	52			88.3%	
1865 Postage and Packaging	4	200	197			1.8%	
1870 Walks & Cycles	360	500	140			71.9%	
1872 Tea Towels	765	1,000	235			76.5%	
1875 Gifts & Souvenirs	817	750	(67)			109.0%	
1880 Books and Guides	228	250	22			91.1%	
1882 Local Crafts	551	0	(551)			0.0%	
1885 Calendars	173	50	(123)			345.5%	
1897 Cards for Good Causes	1,406	0	(1,406)			0.0%	
1900 Miscellaneous Income	1,462	0	(1,462)			0.0%	
Visitor Information Centre :- Income	<u>7,812</u>	<u>5,000</u>	<u>(2,812)</u>			<u>156.2%</u>	<u>0</u>
4801 Banking charges	94	102	9		9	91.7%	
Visitor Information Centre :- Direct Expenditure	<u>94</u>	<u>102</u>	<u>9</u>	<u>0</u>	<u>9</u>	<u>91.7%</u>	<u>0</u>
4070 Business Rates	142	0	(142)		(142)	0.0%	
4090 Utilities	582	0	(582)		(582)	0.0%	
4800 Maps	946	2,000	1,054		1,054	47.3%	
4810 Post Cards	203	0	(203)		(203)	0.0%	
4825 Cards/Notelets & Postcards	68	0	(68)		(68)	0.0%	
4830 Books - Heritage	78	0	(78)		(78)	0.0%	
4835 Tea Towels	0	750	750		750	0.0%	
4840 Calendars	110	100	(10)		(10)	110.0%	
4845 Gifts & Souvenirs	1,408	2,000	592		592	70.4%	
4870 Website	564	470	(94)		(94)	120.0%	
4885 Local Craft	243	0	(243)		(243)	0.0%	
4900 Ticket Sales Nat. Express	433	250	(183)		(183)	173.3%	
4935 Ticket Sales Good Shed Arts Ce	533	0	(533)		(533)	0.0%	
4940 VIC Staff Costs	21,948	24,100	2,152		2,152	91.1%	
4961 Square Automatic Charges	92	500	408		408	18.4%	
4970 VIC Repairs/IT	178	1,000	822		822	17.8%	
4980 VIC Stationery/Miscellaneous	176	350	174		174	50.3%	
Visitor Information Centre :- Indirect Expenditure	<u>27,706</u>	<u>31,520</u>	<u>3,814</u>	<u>0</u>	<u>3,814</u>	<u>87.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(19,988)</u>	<u>(26,622)</u>	<u>(6,634)</u>				

Continued over page

Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	576,996	504,733	(72,263)			114.3%	
Expenditure	471,589	521,166	49,577	0	49,577	90.5%	
Net Income over Expenditure	<u>105,407</u>	<u>(16,433)</u>	<u>(121,840)</u>				
plus Transfer from EMR	15,154	0	(15,154)				
less Transfer to EMR	42,242	0	(42,242)				
Movement to/(from) Gen Reserve	<u>78,320</u>	<u>(16,433)</u>	<u>(94,753)</u>				

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	97.36					97.36	
	Banked: 09/02/2026	323.09						
Top up	TTC - Current Account	323.09			200		323.09	Credit Card payment
Total Receipts for Month		323.09	0.00	0.00			323.09	
Cashbook Totals		<u>420.45</u>	<u>0.00</u>	<u>0.00</u>			<u>420.45</u>	

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/01/2026	Amazon Business	BACS	9.29		1.55	4420	110	7.74	Grounds Team Gloves
05/01/2026	Orange Packaging Ltd	BACS	20.40		3.40	4130	100	17.00	Cleaning products
06/01/2026	Amazon Business	BACS	27.32		4.55	4400	110	22.77	Legionnaires Disease Test
06/01/2026	Amazon Business	BACS	2.99		0.50	4130	100	2.49	Parcel Tape
06/01/2026	Amazon Business	BACS	4.07		0.68	4130	100	3.39	4x 500ml hand soap
06/01/2026	Tesco	BACS	10.55			4130	100	10.55	Cleaning Products/Refreshments
07/01/2026	Adobe	BACS	19.97			4190	100	19.97	Monthly contract
13/01/2026	Tesco	BACS	1.65			4130	100	1.65	Refreshments
16/01/2026	Tesco	BACS	1.65			4130	100	1.65	Refreshments
20/01/2026	Amazon Business	BACS	16.00		2.67	4130	100	13.33	Cleaning products
20/01/2026	Stratum Trading Ltd	BACS	9.89		1.65	4130	100	8.24	Cleaning products
20/01/2026	X Distributions Ltd	BACS	12.17		2.03	4130	100	10.14	Cleaning products
20/01/2026	Temu	BACS	11.08		1.85	4980	200	9.23	Gift Bags - VIC
20/01/2026	Tesco	BACS	7.10			4130	100	7.10	Refreshments/cleaning products
20/01/2026	Tesco	BACS	50.01		8.34	4410	110	41.67	34.75l Van fuel
21/01/2026	Amazon Business	BACS	5.78		0.96	4130	100	4.82	Cleaning Product
21/01/2026	Egypt Mill Hotel	BACS	47.52			4002	100	47.52	Clerks Networking Event
26/01/2026	Tesco	BACS	7.65			4130	100	7.65	Refreshments
27/01/2026	Canva	BACS	13.00		2.17	4190	100	10.83	Monthly contract
01/02/2026	Amazon Business	BACS	45.00			4130	100	45.00	Refreshments
Total Payments for Month			323.09	0.00	30.35			292.74	
Balance Carried Fwd			97.36						
Cashbook Totals			420.45	0.00	30.35			390.10	

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	4,146.87					4,146.87	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
	Cashbook Totals	<u>4,146.87</u>	<u>0.00</u>	<u>0.00</u>			<u>4,146.87</u>	

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
13/03/2026	We Design Maps	BACS	172.80		28.80	4141	115	144.00	Stroud Map advert
13/03/2026	Dean Heritage Museum Trust	BACS	63.36		10.56	4161	115	52.80	Disaster Ins/Recovery mbrship
13/03/2026	Maria Marsh	BACS	1,187.50			4480	115	1,187.50	Honorarium Jan-Mar 2026
20/03/2026	Maria Marsh	BACS	99.20			4485	115	99.20	Train Tickets Nottingham
20/03/2026	Maria Marsh	BACS	207.00			4485	115	207.00	Accommodation Nottingham
20/03/2026	Museum Learning	BACS	60.00			4483	115	60.00	Prep courtroom activities
20/03/2026	Museum Learning	BACS	220.00			4483	115	220.00	Write-up workshops
Total Payments for Month			2,009.86	0.00	39.36			1,970.50	
Balance Carried Fwd			2,137.01						
Cashbook Totals			4,146.87	0.00	39.36			4,107.51	

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	18,563.58					18,563.58	
	Banked:	0.00						
			0.00				0.00	
<hr/>								
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Balance Carried Fwd	10,139.53						
	Cashbook Totals	<u>28,703.11</u>	<u>0.00</u>	<u>0.00</u>			<u>28,703.11</u>	

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/03/2026	Jireh Solutions Ltd	BACS	2,881.12		480.19	4190	100	2,400.93	Microsoft 365 licenses
01/03/2026	SureTeam Limited	BACS	120.00		20.00	4175	100	100.00	Monthly H&S Contract
02/03/2026	PEAC (UK) Limited	DD	591.30		98.55	4080	100	492.75	Monthly telephone charges
03/03/2026	Cotswold District Council	DD	702.00			4070	100	702.00	Business Rates
03/03/2026	Cotswold District Council	DD	702.00			4070	100	702.00	Business rates
03/03/2026	Cotswold District Council	DD	-702.00			4070	100	-702.00	Double entry
05/03/2026	ICO (Data Protection Act)	DD	47.00			4160	100	47.00	Data Protection Renewal
13/03/2026	Wicksteed Leisure Ltd	BACS	423.89		70.65	4460	110	353.24	Shackle, Bolt & Pin
13/03/2026	Eagle Plant	BACS	120.00		20.00	4430	110	100.00	Storage container
13/03/2026	Eagle Plant	BACS	23.98		4.00	4430	110	19.98	Tarmac Repair (DRC Access)
13/03/2026	Eagle Plant	BACS	78.00		13.00	4130	100	65.00	Postmix (Station Yard)
13/03/2026	Mrs V Bolwell	BACS	11.70			4002	100	11.70	26 miles Sustainability Mtg
13/03/2026	GCC - Pensions	BACS	3,880.57			4001	100	3,880.57	Pension contributions
13/03/2026	HM Revenue & Tax	BACS	4,600.58			4000	100	4,600.58	Tax, NI Contributions
13/03/2026	Proactive Business Supplies	BACS	88.20		14.70	4130	100	73.50	x3 boxes A4 paper
19/03/2026	British Gas	DD	204.20		9.72	4090	100	194.48	Feb-Mar electricity
20/03/2026	Mrs Victoria Bolwell	BACS	21.60			4002	100	21.60	Highways mtg Shire Hall miles
20/03/2026	Bridget C Bowen	BACS	400.00			4170	100	400.00	Feb Audit Review
20/03/2026	kent county council	BACS	8.59		1.43	4130	100	7.16	Copy charges 215 clr/1130 B&W
20/03/2026	Water Plus	BACS	55.02		12.42	4475	110	42.60	Allotment water
20/03/2026	Mrs Victoria Bolwell	BACS	9.90			4002	100	9.90	CDC Mtg mileage
20/03/2026	Shred It	BACS	133.84		22.31	4130	100	111.53	Shredding Services
20/03/2026	Cotswold District Council	BACS	500.00			4470	110	500.00	Town Centre Report - CDC
27/03/2026	Salaries	BACS	13,801.62			4000	100	13,801.62	March salaries
Total Payments for Month			28,703.11	0.00	766.97			27,936.14	
Cashbook Totals			28,703.11	0.00	766.97			27,936.14	

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	2,515.73					2,515.73	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>2,515.73</u>	<u>0.00</u>	<u>0.00</u>			<u>2,515.73</u>	

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
13/03/2026	Tetbury & District Footpath Gr	BACS	18.20			4800	200	18.20	Various maps
13/03/2026	National Express	BACS	25.36			4900	200	25.36	Ticket sales
13/03/2026	M Cass	BACS	6.99			4830	200	6.99	Book
13/03/2026	HM Revenue & Tax	BACS	519.88			4940	200	519.88	Tax + NI Contribution
27/03/2026	Salaries	BACS	1,475.42			4940	200	1,475.42	March salaries
Total Payments for Month			2,045.85	0.00	0.00			2,045.85	
Balance Carried Fwd			469.88						
Cashbook Totals			2,515.73	0.00	0.00			2,515.73	

Committee and Date	FINANCE & SCRUTINY – Monday 9 th March 2026
Agenda item	10.
Subject	To discuss and approve Internal Auditor Recommendations
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>Following the recent Internal Auditor visit which took place on Friday 13th February, several recommendations were identified to strengthen governance and financial management.</p> <ul style="list-style-type: none"> • Model Financial Regulations – this will be updated at the Annual Meeting of the Council in May 2026 • Asset Register – The register will be updated as part of the transition to the new Scribe System and presented to Full Council at the Annual Meeting of the Council. • Insurance – A review of the insurance policy will be taking place on Thursday 12th March – Councillors Scott, Taylor and the EO will be attending a meeting with the broker. Insurance policy to be renewed 1st June 2026. • Dual Bank Authorisation - ongoing
Financial Implications Budget code and cost centre	None
Climate Impact	None
Recommendation	To approve Internal Auditor Recommendations
Report written by	CEO

[REDACTED]

Tara Niblett
CEO to Tetbury Town Council
The Old Courthouse
63 Long Street
Tetbury
Gloucestershire
GL8 8AA

20 February 2026

Dear Tara

TETBURY TOWN COUNCIL

Internal audit report - Year ended 31 March 2026

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

I am bound by the ethical guidelines of the Institute of Chartered Accountants of England and Wales. I confirm that I am independent of the Council.

The internal audit work I have carried out has been planned to enable me to give my opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2025-26 Annual Governance and Accounts Return.

I have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2025
- The Accounts and Audit (England) Regulations 2015 (as amended).

I was appointed as internal auditor to the Parish Council for three years to 2025-26 on 19 June 2023.

My second visit for 2025-26 was on 13 February 2026

Background

Tetbury Town Council has income and expenditure of between £400,000 and £500,000 and is subject to review by the external auditor, PKF Littlejohn. The external auditor's report for 2024-25 raised an other matter not affecting their opinion relating to the weaknesses in relation to the fixed asset register and controls over payments.

The Council is not a sole managing trustee.

It is good practice for the Council to comply with the Local Government Transparency Code 2015.

The Council's accounting records are maintained on RBS software.

Internal audit checks

I have undertaken a series of audit tests on the Council's financial records, vouchers, documents, minutes, policies, procedures and insurance documentation to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out at the visit.

During this visit I checked the following:

- Minutes of Council Meetings
- Bank and cash
- Investments
- Income
- Expenditure
- VAT claim
- Payroll
- Insurance
- Action taken on the recommendations in prior report

Findings

Details of good practice noted, my recommendations and other matters to be brought to the Council's attention are set out below.

Good practice

- The CEO is CiLCA qualified
- The Council is a member of the National Association of Local Councils
- The Council maintains its books and records on RBS software
- All records were up to date and easy to follow
- The Council's Standing Orders and Financial Regulations are reviewed regularly and are tailored appropriately for the Council
- The Council has appropriate policies in place
- The Clerk is aware of the requirements of GDPR and the Council is registered with the ICO
- The Finance Committee takes an active scrutiny role

Good practice – continued

- Councillors attend training by the local branch of the National Association of Local Councils
- Councillors undertake regular spot checks throughout the year
- Bank reconciliations are prepared accurately and regularly
- Bank reconciliations are carried out promptly each month, and are checked by a councillor
- Details of all payments authorised at meetings are recorded in the minutes
- All payment vouchers tested were evidenced as approved
- There are strong internal controls over cash receipts
- All allotment holders have signed tenancy agreements
- A formal burial register is maintained
- The payroll is operated by an independent external payroll provider
- All eligible employees have either been auto-enrolled in a pension scheme or have opted out in writing
- All employees have contracts of employment
- The budgeting process is detailed and thorough and monitored throughout the year
- VAT claims are made regularly
- The Council is taking steps to comply with the Local Government Transparency Code (2015)
- The Council is taking steps to comply with Assertion 10 on the 2025-26 AGAR.

Recommendations

The Council should formally consider my internal audit report and develop and action plan to implement the recommendations.

Policies and procedures

- The Council has adopted the new Model Financial Regulations, but they have not been fully tailored and some square brackets are still in them. I recommend the Council reviews the Financial Regulations and tailors them appropriately.

Asset register

- A thorough review of the asset register should be undertaken, along with a review of the insurance of assets to make sure that everything the Council owns is included and insured, and that all items on the register actually belong to the Council.

Other matters to bring to the Council's attention

- The Council has recently decided to implement my recommendation concerning dual online authorisation for payments. This is currently in progress and is expected to be in place for March or April 2026. As dual online authorisation was not in place for all of the year to 31 March 2026 I will have to respond NO to internal control objective B on the Annual Internal Audit Report. However, I will give full detail in my explanation of the new procedures that are being implemented.
- During my review it was noted that one contract of employment had not been signed.

Conclusion

Based on the tests I have carried out at this internal audit visit, in my view, the internal control procedures in operation were NOT adequate to meet the needs of Tetbury Town

Council during the year because of the poor controls over the release of payments from the bank.

I am pleased to say that action is currently underway to implement dual authorisation and I will be able to give a more favourable conclusion in my next report.

Next visit

The next internal audit visit has been arranged for 12 June 2026.

At this visit detailed checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash
- Petty cash
- Risk assessment
- Asset register
- Action taken on the recommendations in prior report
- Year end checks

Next Steps

This report should be noted and taken to the next meeting of the Council. The Council must decide what action will be taken on the recommendations I have made.

Kind regards

Yours sincerely

A black rectangular redaction box covering the signature of the internal auditor.

Bridget Bowen FCA

Internal auditor

Committee and Date	FINANCE & SCRUTINY – Monday 9 th March 2026
Agenda item	11.
Subject	To discuss and approve opening various bank accounts with CCLA and Unity Bank
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>All Tetbury Town Council bank accounts are presently held with Lloyds Bank. The Contingency Account earns 0.50% gross interest rate, CIL and Deposit Account earns 0.60% gross interest rate, which is significantly below current market alternatives available to the public sector.</p> <p>Two reputable sector-focused institutions – CCLA and Unity Trust Bank – have provided options for consideration. Both organisations are well-established within the public sector.</p> <p>CCLA – Public Sector Deposit Fund Average monthly yield: 3.77% Annual Charges: 0.21% deducted from the fund Minimum deposit: £25,000 Instant Access Not an on-line service</p> <p>Unity Trust Bank – Deposit Products Minimum deposit: £85,000 Fees: No fees Requirement: Must open an Instant Access Savings Account (Free of Charge) Interest Rates: 6-month Fixed Term: 3.45% 12-month Fixed Term: 3.50%</p> <p>Unity Trust Bank – 32 Day notice Minimum deposit: Nil Annual Interest Rate: 2.70% Requirement: Must open an Instant Access Savings Account</p> <p>Unity Trust Bank – 95 Day notice Minimum deposit: Nil Annual Interest Rate: 2.90% Requirement: Must open an Instant Access Savings Account</p> <p>Instant Access Savings Account Interest Rate: 1.95% Access: Immediate Fees: None</p>



Tetbury

Town Council

	<p>Risks: All options are low risk, but CCLA's fund is diversified across many institutions, reducing exposure to any single bank.</p> <p>Overview:</p> <p>Due to Tetbury Town Council increasing the precept over £500,000, we are exempt from the £120,000 bank compensation scheme.</p> <p>In April 2026, Tetbury Town Council will receive 75% of the £532,946 precept request.</p> <p>CIL Funds available £44,985.97</p> <p>Agreed at Full Council in December 2025, to increase the Contingency Fund to £100,000 (Minute reference TC08. 12/25)</p>
Financial Implications Budget code and cost centre	Removing £319,987.97 from the various Lloyds Bank accounts from 1 st April 2026
Climate Impact	None
Governance and Legislation	Local Government Act 1972 Section 151: Requires every local authority to make arrangements for the proper administration of their financial affairs, which includes the operation of bank accounts. Localism Act 2011 (General Power of Competence) Have the power to do anything that an individual may do, unless specifically prohibited by law. This includes opening and operating bank accounts (Localism Act 2011, Section 1).
Recommendation	To open a CCLA Public Sector Deposit Fund - £100,000 contingency To open a CCLA Public Sector Deposit Fund - £175,000 of the precept To open a Unity Instant Access Savings Account - £44,987.97 of CIL funds
Report written by	CEO

Committee and Date	FINANCE & SCRUTINY – Monday 9 th March 2026
Agenda item	12.
Subject	To discuss and recommend to Full Council purchasing additional Council vehicle
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>The purchase of a new council van is necessary to ensure the continued safe, efficient, and professional delivery of services.</p> <p>The current vehicle in use is 17 years old and is increasingly experiencing mechanical issues. Ongoing repairs are becoming less cost-effective and may result in avoidable downtime.</p> <p>A replacement vehicle will provide several operational benefits:</p> <ul style="list-style-type: none"> • Increased Operational Capacity: The proposed vehicle will allow transportation of three staff members rather than two, improving workforce deployment and reducing the need for additional journeys. • Protection of Council Equipment: An enclosed rear storage area will ensure tools and equipment are securely stored, protected from weather damage, and less vulnerable to theft, safeguarding council assets. • Professional Public Image: A modern, well-maintained vehicle reflects positively on the council, reinforcing professionalism and public confidence when attending sites and interacting with residents. • Improved Fuel Efficiency: A newer vehicle will offer better fuel economy, contributing to reduced running costs and supporting value-for-money principles. • Enhanced Staff Welfare: Improved comfort, reliability, and modern safety features will support staff wellbeing and reduce disruption caused by mechanical failures. • Service Reliability: A dependable vehicle will minimise downtime and help ensure consistent service delivery to the community. • Health & Safety Compliance: A newer vehicle will better support compliance with current health and safety standards, reducing the risks associated with mechanical failure, manual handling of equipment, and unsafe



Tetbury

Town Council

	<p>storage. Improved vehicle condition and layout will contribute to safer daily operations for staff.</p> <ul style="list-style-type: none">• Environmental Considerations: Investing in a newer model will reduce emissions compared to the existing 17-year-old vehicle, supporting the council's environmental responsibilities and sustainability objectives.• Value for Money & Public Accountability: While the existing van will be retained, investing in a reliable, fuel-efficient vehicle reduces long-term maintenance costs, minimises service disruption, and demonstrates responsible stewardship of public funds. <p>In summary, the acquisition of a new van represents a practical and responsible investment that will improve operational efficiency, protect council resources, enhance public perception, support health and safety compliance, contribute to environmental objectives, and ensure the reliable delivery of services to the community.</p> <p>At the December Full Council meeting when the budget for 2026/2027 was approved (TC08. 12/25), a budget line was added to purchase a new vehicle. The budget for 2026/2027 was set at £8,300 this was for the deposit and ongoing monthly payments. At the time of the resolution the vehicle the grounds team requested was a Nissan Primastar Used vehicle at a total cost of £17,495.00.</p> <p>Due to the time that has lapsed from the resolution the proposed vehicle is no longer available, and the grounds team are now requesting a similar vehicle. Various options were provided to this Committee in October 2025.</p>
Financial Implications	£16,495 outright purchase
Budget code and cost centre	£25,231.30 over 60 months with £4,948.50 deposit
Climate Impact	Diesel CO2 183g/km MPG 40.4
Governance and Legislation	<p>The council must have the legal power to acquire vehicles for its functions (Local Government Act 1972, S.111)</p> <p>The decision to purchase or lease must be made by resolution at a properly convened council meeting and recorded in the minutes.</p> <p>Consider the Council's Financial Regulations and Standing Orders regarding procurement thresholds and authorisation. (TTC</p>



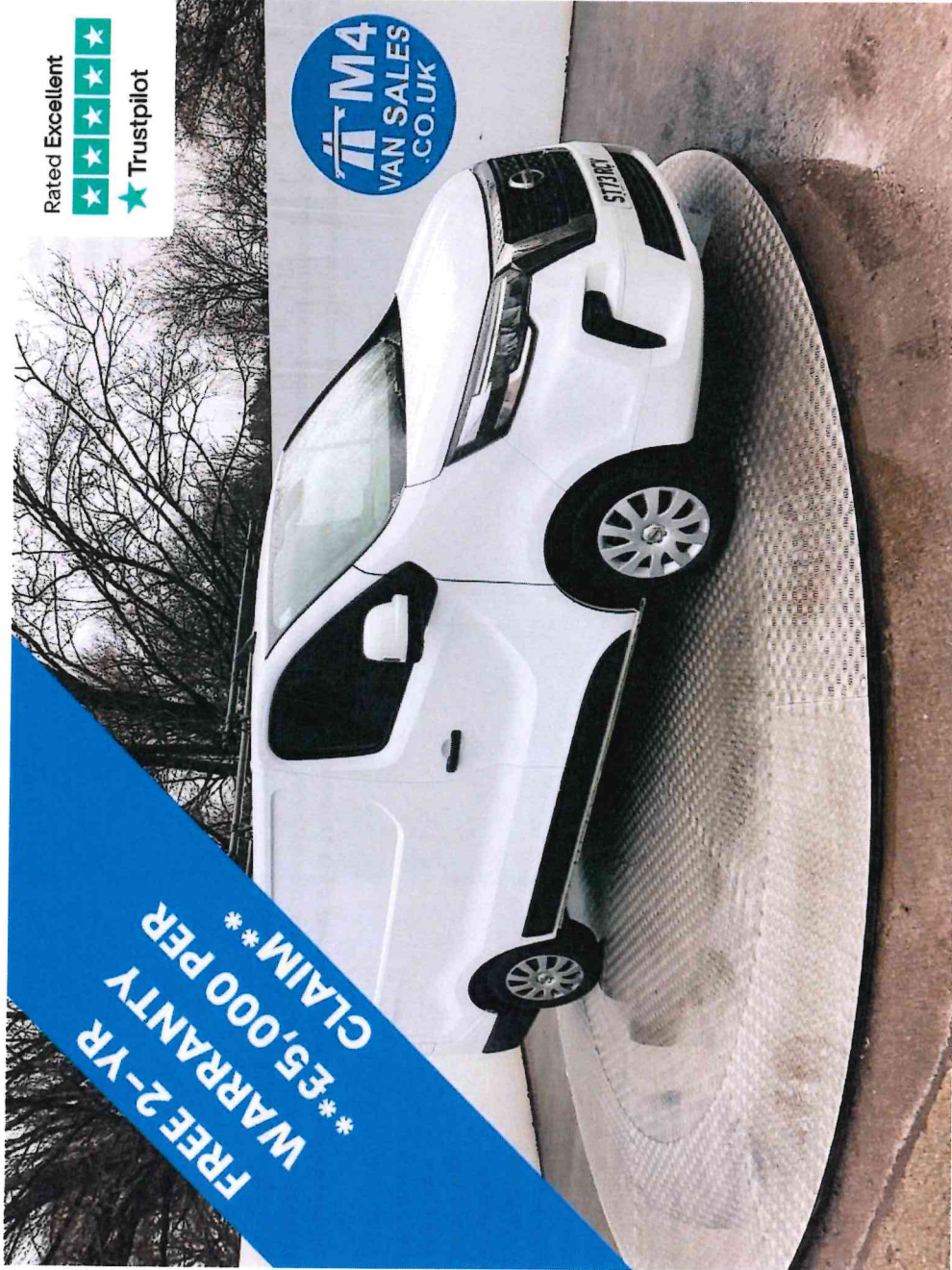
Tetbury

Town Council

	<p>Financial Regulations – Procurement - 5.8 contracts greater than £3,000 seek at least 3 fixed price quotes). Loans and Investments 10.2 – TTC Financial Regulations)</p> <p>Any purchased or leased van must be added to the council’s asset register and adequately insured (JPAG Practitioners Guide 2024, s5.60)</p> <p>General Reserves Purpose are held to meet unexpected or unplanned expenditure and to provide working capital (JPAG Practitioners Guide 2024, Section 5.32).</p> <p>Council approval – must be authorised by full council resolution, with clear reasons minuted (Local Government Act 1972, S150).</p>
Recommendation	To recommend to Full Council purchasing additional Council Vehicle
Report written by	Grounds Team

Nissan Primastar dCi 28 Acenta SWB L/R A/C Euro 6

£16,495 + VAT
Or monthly from £337.88



M4 SALES

TIME-LIMITED OFFER * TIME-LIMITED OFFER

FREE 2 YEAR WARRANTY

- Supreme + or Secure Warranty
- Unlimited Mileage
- DPF & Wet Belt Cover*
- £5,000 Claim Limit

opteven

*Subject to vehicle condition and mileage. Mileage limit may vary. See dealer for full details.



Year 2023 (73)

Body SWB Panel Van

Mileage 44313

Gearbox Manual

Fuel Diesel

Engine 2.0

Owners 1

Doors 5

Seats 3

BHP 108

MPG 40.4


CO2

183 York Centre
 Marlborough Road, Swindon, Wiltshire, SN3 6AA
 Phone: 01793 297678
 Email: martin@m4sales.co.uk

To find out more, email: sales@m4sales.co.uk

HP


Hire Purchase – Business Users

What is HP? 

Term	60 Months
First Payment	£337.88
58 Monthly Payments	£337.88
Final Payment	£347.88
Cash Deposit	£1,649.50
Cash Price (excl VAT)	£16,495.00
VAT Payable with Deposit	£3,299.00
Total Customer Deposit (inc VAT)	£4,948.50
Amount of Credit	£14,845.50
Total Charge for Credit	£5,437.30
Total Amount Payable	£25,231.30
Finance Provider Admin Fee	£340.00
Option to Purchase Fee	£10.00
A.P.R.	13.8% A.P.R.
Rate of Interest (fixed)	6.70%

CS

Conditional Sale – Private Individual
Representative Example

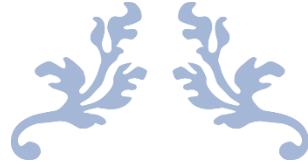
What is CS? 

Term	60 Months
First Payment	£338.10
58 Monthly Payments	£338.10
Final Payment	£338.10
Cash Deposit	£1,649.50
Cash Price (excl VAT)	£16,495.00
VAT Payable with Deposit	£3,299.00
Total Customer Deposit (inc VAT)	£4,948.50
Amount of Credit	£14,845.50
Total Charge for Credit	£5,440.50
Total Amount Payable	£25,234.50
Finance Provider Admin Fee	£340.00
Option to Purchase Fee	£10.00
A.P.R. Representative	13.9% A.P.R.
Rate of Interest (fixed)	6.70%

Committee and Date	FINANCE & SCRUTINY – Monday 9 th March 2026
Agenda item	13-17
Subject	Various policies for Assertion 10
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>Within your backing papers you are being asked to review and recommend to Full Council the following policies:</p> <ul style="list-style-type: none"> • Allotment Tenancy Privacy Notice • Event Participation Privacy Notice • Code of Conduct • IT Policy • Model Publication Scheme <p>These polices are part of Assertion 10 which comes into effect with the 2025/2026 Annual Governance and Accountability Return (AGAR)</p>
Financial Implications Budget code and cost centre	None
Climate Impact	None
Recommendation	To review and recommend to Full Council the above policies
Report written by	CEO



Tetbury
Town Council



CODE OF CONDUCT

To be reviewed at Finance & Scrutiny – March 2026



To be approved at Full Council – March 2026
To be reviewed March 2027

Contents

I	Introduction	2
II	Scope of the Code of Conduct	2
III	General Principles of Councillors' Conduct	2
IV	Rules of Conduct	3
V	Registration of Interests	4
VI	Declaration of Interests and Restrictions on Participation	4
VII	Dispensations	6
VIII	Definitions	7
	Appendix A – Disclosable Pecuniary Interests	9
	Appendix B – Other Registrable Interests	11

I. Introduction

1. This code of conduct (Code) is adopted pursuant to the Council's duty to promote and maintain high standards of conduct my Members of the Council.

Members have a duty to uphold the law and to act on all occasions in accordance with the public trust placed in them.

II. Scope of the Code of Conduct

2. The Code applies to Members whenever acting in their official capacity as a Member of Tetbury Town Council, including
 - (a) When engaged in the business of Tetbury Town Council or representing the Council externally.
 - (b) When behaving so as to give a reasonable person the impression of acting as a representative of Tetbury Town Council.

This Code of Conduct does not seek to regulate what Members do in their purely private and personal lives.

3. The obligations set out in this Code are in addition to those which apply to all Members by virtue of the procedural and other rules of the Council and any Protocols and Policies which may be adopted from time to time by the Council.
4. Failure to comply with the requirements within this code of Conduct which relate to disclosable pecuniary interests, and which are set out in sections V and VI and Appendix A is a criminal offence.¹

III. General Principles of Members' Conduct

5. In carrying out their duties in exercising the functions of their Authority or otherwise acting as a Councillor, Members will be expected to observe the general principles of conduct set out below. These principles will be taken into consideration when any allegation is received of a breach of the provisions of the Code.
 - **Selflessness** – Councillors must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
 - **Honesty and Integrity** – Councillors must not place themselves in situations where their honesty and integrity may be questioned, must not behave improperly and must on all occasions avoid the appearance of such behaviour.

¹ Section 34 Localism Act 2011



Tetbury

Town Council

- **Objectivity** - Councillors must make decisions impartially and on merit, including when making public appointments, awarding contracts, or recommending individuals for rewards or benefits.
- **Accountability** – Councillors must be accountable for your decisions and actions to the public and you must co-operate fully and honestly with any scrutiny appropriate to your office.
- **Openness** – Councillors should be as open as possible about your decisions and actions and the decisions and actions of the Council, you should be prepared to provide reasons for those decisions and actions.
- **Leadership** – Councillors must promote and support these principles by example, and must act in a way that secures or preserves public confidence
- **Respect for others** – Councillors must treat people with respect in behaviour, speech and in the written word.

IV. Rules of Conduct

6. Members shall base their conduct on a consideration of the public interest, avoid conflict between personal interest and the public interest and resolve any conflict between the two, at once, and in favour of the public interest.

7. Members shall observe the following rules:

General Requirements

- (1) **Do** treat everyone with respect
- (2) **Do not** bully any person
- (3) **Do not** harass any person
- (4) **Do** promote equalities and **do not** discriminate unlawfully against any person
- (5) **Do not** use your position improperly to confer on or secure for yourself or any other person, an advantage or disadvantage, or seek to improperly influence a decision about any matter from which you are excluded from participating or voting as a result of the requirements of Part VI of this Code
- (6) **Do not** do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of the Council
- (7) **Do not** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, unless –
 - (i) You have the consent of a person authorised to give it;
 - (ii) You are required by law to do so;
 - (iii) The disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) The disclosure is –
 - (a) Reasonable and in the public interest; and
 - (b) Made in good faith and in compliance with the reasonable requirements of the Council

Before making any disclosure under (iv) above, the written advice of the CEO must be sought and considered.

- (8) **Do not** prevent another person from gaining access to information to which that person is entitled by law
- (9) **Do** promote and support high standards of conduct when serving in your public post by leadership and example
- (10) **Do not** behave in a manner which brings your role or the Council into disrepute.
- (11) **Do not** use knowledge gained solely as a result of your role as a Member for the advancement of your own interests

When using the resources of the Council, or authorising the use of those resources by others:

- (12) **Do** ensure that such resources are not used for political purposes (including party political purposes) unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Council or to the office to which you have been elected or appointed
- (13) **Do** have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986

When making decisions on behalf of, or as part of, the Council:

- (14) **Do** ensure that decisions are made on merit, particularly when making public appointments, awarding contracts, or recommending individuals for rewards or benefits
- (15) **Do** have regard to advice provided to you by the Council's Officers, particularly that provided by the CEO where such advice is offered pursuant to their statutory duties.
- (16) **Do** be as open as possible about your own decisions and actions and those of the Council and be prepared to give reasons for those decisions and actions
- (17) **Do** ensure that you are accountable for your decisions and co-operate fully with whatever scrutiny is appropriate to your office.

V. Registration of Interests

8. Members shall observe the following rules when registering their interests.

- (1) **Do**, within 28 days of taking office as a Member (or Co-opted Member), notify the **Monitoring Officer at Cotswold District Council (with a copy being sent to the CEO of Tetbury Town Council)** of any disclosable pecuniary interest as defined in Appendix A and any other registrable interest as defined in Appendix B.
- (2) **Do**, within 28 days of the date of a disclosure referred to in Paragraph 9(2) of this Code, notify the **Monitoring Officer at Cotswold District Council (with a copy being sent to the CEO of Tetbury Town Council)** of the interest.
- (3) **Do**, notify the **Monitoring Officer of Cotswold District Council** of any new interest (disclosable or other registrable interest) or change to any registered interest within 28 days of the date of that change **with a copy being sent to the CEO of Tetbury Town Council.**

- (4) **Do**, approach the **Monitoring Officer at Cotswold District Council** if you feel that our interest should be treated as sensitive because its disclosure could lead to you, or a person connected with you, being subject to violence or intimidation.

VI. Declaration of Interests and Restrictions on Participation

Members must observe the following rules:-

9. Disclosable Pecuniary Interests

Where a matter, in which you have an interest as specified in Appendix A (disclosable pecuniary interests), arises at a meeting at which you are present, or where you become aware that you have such an interest in any matter to be considered or being considered at a meeting:-

- (1) **Do** disclose the interest to the meeting. If the CEO or EO considers it a sensitive matter interest, you must declare that you have an interest but do not need to disclose the nature of the interest.
- (2) **Do** ensure that, if your interest is not entered in the Council's register, you disclose the interest to the meeting as required in 9(1) above and that you notify the CEO and EO of the interest within 28 days in accordance with Paragraph 8(2) of this Code.
- (3) **Do** withdraw from the meeting and **do not** vote on the matter, participate, or participate further, in any discussion of the matter at the meeting unless a dispensation has been granted.

10. Other Interests (Other Registrable Interests Appendix B and Non-registrable Interests)

Where a matter, in which

Either you have an interest as specified in Appendix B (other registrable interests),

Or where a decision on the matter might reasonably be regarded as affecting, to a greater extent than it would affect the majority of other Council taxpayers, ratepayers or inhabitants of the area affected by the decision, your well-being or financial position of a member of your family, or any person with whom you have a close association, or who has a contractual relationship (including employment) with yourself, member of your family or close associate arises at a meeting at which you are present, or where you become aware that you have such an interest in any matter to be considered or being considered at a meeting:-

- (1) **Do** ensure that you disclose the interest to the meeting. If the CEO or EO considers it a sensitive interest, you must declare that you have an interest but do not need to disclose the nature of the interest.
- (2) **Do** leave the meeting and **do not** vote on the matter, participate, or participate further, in any discussion of the matter at the meeting (unless a dispensation has been granted or it is an excepted function), if,

- (a) It affects the financial position of an interest specified in Appendix B (other registrable interests)
- (b) It affects your financial position or well-being or that of a member of your family, or any person with whom you have a close association, or who has a contractual relationship (including employment) with yourself, member of your family or close associate

Or

- (c) It relates to the determination of any approval, consent, licence, permission or registration in relation to you or any person or body described in (a) and (b) above

And a reasonable member of the public knowing the facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest.

The rules set out in Paragraph 10(2) above do not have the effect of precluding a member from attending a meeting only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. The Member must, after making their submission, withdraw immediately from the meeting.

VII. Duties in respect of the Code of Conduct

11. Members shall observe the following:-

- (1) **Do** undertake training on the Code of Conduct as required by the Council.
- (2) **Do** co-operate, at all stages, with any investigation into your conduct which may be carried out in accordance with the arrangements for the investigation and determination of complaints which have been put in place by the Council.
- (3) **Do not** seek to intimidate, or attempt to intimidate, any person who is, or is likely to be, a complainant, a witness or involved in the administration of any investigation or proceedings in relation to an allegation that a Member has failed to comply with his or her Councils Code of Conduct.
- (4) **Do** comply with any sanction imposed on you following a finding that you have failed to comply with the Code of Conduct.

VIII. Dispensations

12. Where a Member has a disclosable pecuniary interest as described in this Code, and set out in Appendix A, or has an interest which would preclude the Member's participation in the item of business as described in Paragraph 10 of this Code, the Member may apply to CEO

for a dispensation.

13. A Member may be granted a dispensation to participate in a discussion and vote on a matter at a meeting even if the Member has a disclosable pecuniary interest as described in this Code, and set out in Appendix A, or has an other registrable interest (Appendix B) or non-registrable interest which would preclude the Member's participation in the item of business a described in Paragraph 10 of this Code.

IX. Gifts and Hospitality

14. When offered gifts and hospitality in your capacity as a Member of the Council, the following rules must be observed.

- (1) **Do not** accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or to a reasonable suspicion of influence to show favour, from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.
- (2) **Do** register with the CEO any gift or hospitality **with an estimated value of at least £50** within 28 days of its receipt. (Appendix B).
- (3) **Do** register with the CEO any significant gift or hospitality that they have been offered but have refused to accept.

X. Definitions

The following are definitions which apply for the purposes of the Code of Conduct.

1. Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient.
2. "Close associate" means someone with whom you are in close regular contact over a period of time who is more than an acquaintance. It may be a friend, a colleague, a business associate or someone you know through general social contacts. It is someone a reasonable member of the public would think you might be prepared to favour/disadvantage ("close association" shall be construed accordingly).
3. Harassment is conduct, on at least two occasions, that causes alarm or distress or puts people in fear of violence.
4. "Meeting" is a member of the Council, or any Committee, sub-committee, joint committee or joint sub-committee of the Council.
5. "Member" is an elected Member or a Co-opted Member of the Council. "Co-opted Member" is a person who is not a Member of the Council but who is either a Member of any Committee or Sub-Committee of the Council, or a Member of, and represents the Council on, any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that Committee or Sub-

committee.

6. "Member of your family means:
 - Partner (spouse/civil partner/someone you live with as if a spouse or civil partner);
 - A parent/parent-in-law, son/daughter, step-son/step-daughter, child of partner; and the partners of any of these persons;
 - A brother/sister, grandparent/grandchild, uncle/aunt, nephew/niece; and the partners of any of these persons.
7. "CEO" is the Chief Executive Officer of the Council. EO is the Executive Officer of the Council.
8. "Pending notification" is an interest which has been notified to the **Monitoring Officer at Cotswold District Council** but which has not been entered in the Council's Register in consequence of that notification.
9. Respect means politeness and courtesy in behaviour, speech, and in the written word.
10. "The Act" is the Localism Act 2011.
11. "The Council" is Tetbury Town Council.
12. Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
13. "Well-being" means general sense of contentment and quality of life.
14. Expected functions are functions of the Council in respect of
 - (i) Housing, where the Member is a tenant of the Council provided that those functions do not relate particularly to the Member's tenancy or lease;
 - (ii) An allowance, payment or indemnity given to Members;
 - (iii) Any ceremonial honour given to Members; and
 - (iv) Setting Council tax or a precept under the Local Government Finance Act 1992.

Disclosable Pecuniary Interests

The interests set out below are “Disclosable Pecuniary Interests” in accordance with the Localism Act 2011 and Members must notify **the Monitoring Officer at Cotswold District Council** in accordance with Paragraphs 8(1)-(3) of this Code of Conduct of any interest which is an interest of **the Member (M) or of any of the following:**

- The Member’s spouse or civil partner;
- A person with whom the Member is living as husband and wife; or
- A person with whom the Member is living as if they were civil partners:

And the Member is aware that that other person has the interest.

Subject	Disclosable Pecuniary Interest
Employment, Office, Trade, Profession or Vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant Authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour relations (Consolidation) Act 1992(a).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate Tenancies	Any tenancy where (to M’s knowledge)- (a) The landlord is the relevant Authority; and (b) The tenant is a body in which the relevant person has a beneficial interest

Securities

Any beneficial interest in securities of a body where -
(a) that body (to M's knowledge) has a place of the business or land in the area of the relevant authority; and

(b) either –

(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

(a) "The Act" means the Localism Act 2011;

(b) "body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

(c) "director" includes a member of the committee or management of an industrial and provident society;

(d) "land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right of the relevant person (alone or jointly with another) to occupy the land or to receive income,

(e) "M" means a member of a relevant authority

(f) "member" includes a co-opted member;

(g) "relevant authority" means the authority of which M is a member;

(h) "relevant period" means the period of 12 months ending with the day on which M gives notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

(i) "relevant person" means M or any other person referred to in section 30(3)(b) of the Act;

(j) "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000(b) and other securities of any description, other than money deposited with a building society.

Other Registrable Interests

The interests set out below are “other registrable interests” which must be notified to the CEO in accordance with Paragraphs 8(1), 8(2) and 8(4) of this Code of Conduct.

A member must notify the **Monitoring Officer at Cotswold District Council** of any interest held by **the Member** in any of the categories set out below:

Subject	Other Interest
Management or Control	Any body of which the Member is in a position of general control or management (including where you have been appointed or nominated by the Council).
Public/Charitable and Other External Bodies	Any body – 9(a) exercising functions of a public nature; 9(b) directed to charitable purposes; or 9(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or Trade Union). Of which the Member of the Council is a member or in a position of general control or management.
Employer	Any person or body who employs, or has appointed, the Member.
Gifts and Hospitality	The name of any person, organisation, company or other body from whom the Member has received, by virtue of their office, all gifts or hospitality regardless of value should be declared.



INFORMATION TECHNOLOGY (IT) POLICY

Reviewed by Finance & Scrutiny – March 2026



TO BE ADOPTED BY FULL COUNCIL – MARCH 2026

1. Purpose and Scope

This policy sets out how Tetbury Town Council will use, manage, and protect its information technology (IT) systems and digital assets. It applies to all councillors, employees, volunteers, contractors, and anyone else authorised to access council systems and data.

The policy covers all forms of information and communication technologies including council-owned devices, email systems, websites, cloud storage, third-party platforms, and personal devices used for council business.

This IT Policy should be used alongside the council's other adopted policies and procedures, including but not limited to:

- Data Protection Policy
- Social Media Policy
- Email and Communications Policy
- Information Security Checklist

Together, these documents form the council's approach to responsible digital governance and legal compliance.

2. Roles and Responsibilities

- **The CEO** is responsible for managing and enforcing this policy, ensuring IT resources are used appropriately and securely.
 - **Councillors and staff** are responsible for complying with the policy and reporting any breaches or incidents immediately.
 - External **IT support providers** and contractors must adhere to the standards set out in this policy when handling council information
-

3. Acceptable Use

IT systems and council-issued devices must only be used for legitimate council business. Personal use is discouraged and, where permitted, must not interfere with work responsibilities or compromise the council's security or reputation.

The use of personal email accounts for council business is prohibited. All council correspondence must be conducted through official council email addresses.

4. Data Security and Confidentiality

All devices used to access council data must be password-protected. Where possible, two-factor authentication should be enabled for cloud-based systems and emails.

Documents containing personal data or sensitive information must be stored securely, preferably in encrypted cloud-based storage. Any transfer of such data must use secure sharing tools.

Staff and councillors must not disclose confidential council information to any unauthorised person, either during or after their term of office or employment.

5. Software and Hardware Management

Only authorised software approved by the CEO or IT support provider may be installed on council devices. Regular updates and security patches must be applied.

Obsolete or faulty equipment must be securely wiped before disposal, and hardware must be disposed of in line with environmental regulations.

6. Email and Communication Standards

All official communications must use the council's designated email system. Emails must be professional, respectful, and concise, and must not contain defamatory or offensive material.

Email accounts must include the standard disclaimer as shown below regarding data protection and information requests.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the system manager at ceo@tetbury.gov.uk

You should not use, disclose, distribute, copy or print the email or any information attached to or contained in it. The Council does not guarantee the accuracy or reliability of information in the message.

The views expressed herein are not necessarily those of the Council.

Email records must be retained in line with the council's document retention policy.

7. Website and Social Media Governance

The council's website and any official social media accounts are managed by the CEO or designated officers, who are responsible for ensuring published content is accurate, lawful, and regularly updated.

Websites must comply with the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 and publish a valid accessibility statement.

Any comments received via social media must be moderated in line with the council's social media Policy.

8. Remote Working and Mobile Devices

Staff and councillors working remotely must ensure they use a secure internet connection and do not leave devices unattended in public or shared spaces.

Devices must be locked when not in use and must not be shared with family members or others.

Council documents must not be downloaded onto personal devices unless approved by the CEO.

9. Incident Reporting and Cyber Security

Any data breach, loss of equipment, or suspected cyber incident must be reported immediately to the CEO, who will investigate and determine whether the breach needs to be reported to the Information Commissioner's Office (ICO).

The council will follow procedures outlined in its Data Protection Policy and maintain an incident log.

All councillors and staff must remain vigilant against phishing attempts and other online threats.

10. Training and Awareness

All new councillors and employees will receive IT and data protection training during induction. Periodic refresher training will be offered to all users.

Staff and councillors are encouraged to familiarise themselves with National Cyber Security Centre (NCSC) guidance on staying safe online.

11. Compliance with Legislation

This policy ensures compliance with:

- Local Government Act 1972
- Freedom of Information Act 2000

- Data Protection Act 2018 and the UK General Data Protection Regulation
- Local Audit and Accountability Act 2014
- Public Sector Bodies Accessibility Regulations 2018
- Local Government Transparency Code 2015
- Electronic Communications Act 2000

Council data and IT practices will be reviewed regularly to ensure compliance with these and other relevant regulations.

12. Disaster Recovery and Backup

The CEO must ensure that critical council documents and emails are backed up at least weekly using a secure and encrypted cloud-based service. Backup systems should include automatic version control and the ability to restore data in the event of accidental deletion or system failure.

A disaster recovery plan must be maintained and reviewed annually, including defined recovery time objectives (RTOs) and procedures for restoring essential operations.

13. Third-party Access and Security Standards

Any contractors or third-party software providers accessing council data or systems must do so under a formal agreement. This agreement must specify minimum cybersecurity standards and ensure compliance with the Data Protection Act 2018.

Access must be limited to the data or systems necessary for their role, logged appropriately, and revoked as soon as work is completed.

14. Use of CCTV and Surveillance

Where the council operates CCTV or similar surveillance systems, they will be used solely for the purposes stated at the time of installation (such as crime prevention or public safety).

All systems must comply with the ICO's CCTV Code of Practice. Signs must be clearly displayed in areas under surveillance. Data must be stored securely, retained only for the legally allowed duration, and accessed only by authorised personnel.

15. Digital Inclusion and Accessibility



The council recognises the importance of digital inclusion. Support and training will be offered to councillors and staff who are less confident using technology. Residents who are digitally excluded will be offered alternative methods of accessing council information and services, such as paper notices or telephone enquiries.

The council's website and online documents must comply with accessibility regulations and offer downloadable content in accessible formats.

16. Review and Monitoring

This policy will be reviewed annually by the CEO and presented to the full council for approval.

Breaches of this policy may result in disciplinary action, reporting to the Monitoring Officer, or other action in line with the council's Code of Conduct or HR procedures.

This policy supports the council's commitment to maintaining high standards of transparency, accountability, and information security.



ALLOTMENT TENANTS PRIVACY NOTICE

Reviewed by Finance & Scrutiny – March 2026



TO BE APPROVED AT FULL COUNCIL – MARCH 2026
To be reviewed March 2027

2. Allotment Tenants Privacy Notice

Why we collect your data

To administer allotment tenancies and manage waiting lists.

What data we collect

- Name, address, contact details
- Tenancy records and payment history

Lawful basis

- **Contract** – to manage your tenancy agreement
- **Legal obligation** – to maintain financial records
- **Public task** – to provide allotment services

Who we share with

Your information is not shared beyond the Council except where legally required (e.g. auditors).

Retention

Tenancy records are kept for the life of the tenancy and up to 6 years after it ends (for financial/audit purposes).

The Legal References

- UK GDPR Article 13: Where personal data is collected directly from the individual, the council must provide privacy information *at the time of collection*.
- UK GDPR Article 14: Where data is obtained from someone else, the same information must be provided *within a reasonable period*.
- Data Protection Act 2018, Section 44(1): Reinforces that controllers must meet the “right to be informed” under Articles 13 and 14.

The regulator (the Information Commissioner’s Office) says plainly:

“You must provide people with information about how you use their data. We call this ‘privacy information’. You do this through a **privacy notice**.” (ICO Guidance: *Right to be informed*).

-
- You can contact the Information Commissioners Office on 0303 123 113
<https://ico.org.uk/make-a-complaint/>
 - ICO Registration Reference: Z7467247
 - Organisation Name: Tetbury Town Council



EVENT PARTICIPATION PRIVACY NOTICE

Reviewed by Finance & Scrutiny – March 2026



TO BE APPROVED AT FULL COUNCIL – MARCH 2026
To be reviewed March 2027

5. Event Participation Privacy Notice

Why we collect your data

To manage participation in council events, ensure health and safety, and provide updates about the event.

What data we collect

- Name and contact details
- Emergency contact details (if relevant)

Lawful basis

- **Public task** – to run council events safely
- **Consent** – for emergency contacts or photos used in publicity

Who we share with

Data may be shared with emergency services if required during the event.

Retention

Event records are kept for 12 months unless required longer for insurance or accident reporting.

The Legal References

- UK GDPR Article 13: Where personal data is collected directly from the individual, the council must provide privacy information *at the time of collection*.
- UK GDPR Article 14: Where data is obtained from someone else, the same information must be provided *within a reasonable period*.
- Data Protection Act 2018, Section 44(1): Reinforces that controllers must meet the “right to be informed” under Articles 13 and 14.

The regulator (the Information Commissioner’s Office) says plainly:

“You must provide people with information about how you use their data. We call this ‘privacy information’. You do this through a **privacy notice**.” (ICO Guidance: *Right to be informed*).

-
- You can contact the Information Commissioners Office on 0303 123 113
<https://ico.org.uk/make-a-complaint/>
 - ICO Registration Reference: Z7467247
 - Organisation Name: Tetbury Town Council
-



Information available from Tetbury Town Council under the model publication scheme

The publication scheme is organised into seven classes:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Reviewed at Finance & Scrutiny – March 2026

To be approved at Full Council – March 2026

To be reviewed – January 2027

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) <u>This will be current information only.</u> <u>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</u>	(hard copy or TTC Website)	Free
Who's who on the Council and its Committees	TTC Website and Hard Copy	Free 10p per sheet
Contact details for CEO and Council members (named contacts where possible with telephone number and email address (if used))	TTC Website and Hard Copy	Free 10p per sheet
Location of main Council office and accessibility details	TTC Website and Hard Copy	Free 10p per sheet
Staffing structure	TTC Website and Hard copy	Free 10p per sheet
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(hard copy or TTC Website)	
Current and previous financial year as a minimum	TTC Website and Hard copy	Free 10p per sheet
Annual return form and report by auditor	TTC Website and Hard copy	Free 10p per sheet
Finalised budget	TTC Website and Hard copy	Free 10p per sheet

Precept	Hard copy	10p per sheet
Borrowing Approval letter		
Financial Standing Orders and Regulations	TTC Website and Hard Copy Hard copy	Free 10p per sheet
Grants given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses	Hard copy	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or TTC Website)	
Parish Business Plan (current and previous year as a minimum) Neighbourhood Plan	TTC Website and Hard copy	Free 10p per sheet
Annual Report to Town Council (current and previous year as a minimum)	TTC Website and Hard copy 10p per sheet	Free 10p per sheet
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or TTC Website)	
Timetable of Meetings, Agendas, Minutes and Reports (Council, Committee and sub-committee meetings), Annual Meeting of the Town – excluding information that is confidential to the meeting Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	TTC Website and Hard copy	Free 10p per sheet
Agendas of meetings (as above)	TTC Website & Noticeboards Hard copy	Free 10p per sheet

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting-	TTC Website Hard copy	Free 10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting-	TTC Website Hard copy	Free 10p per sheet
Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	TTC Website and Hard copy	Free 10p per sheet
Bye-laws	GCC TTC-Website	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) - Current information only	(hard copy or TTC Website) TTC Website	Free
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	TTC Website and Hard copy	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	TTC Website and Hard copy	Free 10p per sheet

Information security policy		
Records management policies (records retention, destruction and archive)	Not applicable	
Data protection policies	TTC Website and Hard copy	Free 10p per sheet
Schedule of charges (for the publication of information)	TTC Website	Free
Class 6 – Lists and Registers - Currently maintained lists and registers only	(hard copy or TTC Website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	TTC Website and Hard copy	Free 10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Hard copy	10p per sheet
Register of gifts and hospitality	Hard copy	10p per sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) - Current information only	(hard copy or TTC Website; some information may only be available by inspection)	
Allotments, Bus Shelters, Burial grounds and closed churchyards, Open Spaces, Seating, Litter Bins	TTC Website and Hard copy	Free 10p per sheet
Burial grounds and closed churchyards	TTC Website Hard copy	Free 10p per sheet
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	TTC Website Hard copy	Free 10p per sheet

Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per sheet
Bus shelters	TTC Website Hard copy	Free 10p per sheet
Markets	Hard copy	10p per sheet
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	10p per sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Costs Schedule Most of the information is available free of charge on the Tetbury Town Council website. Where the document is not available online it will be supplied upon request with the following charges applicable. <ul style="list-style-type: none"> ● Photocopying (Black and White) – 10p per A4 Sheet ● Photocopying (Colour) – 30p per A4 sheet ● Postage – cost of Royal Mail standard 2nd class 		
Contact Details: CEO and RFO, Tetbury Town Council, The Old Courthouse, 63 Long Street, Tetbury, Gloucestershire GL8 8AA Email: ceo@tetbury.gov.uk Telephone: 01666 504670		

Committee and Date	FINANCE & SCRUTINY – Monday 9 th March 2026
Agenda item	18.
Subject	To receive an update on Police Museum
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>Meeting held between CEO, Councillor Z Baker and Police Museum Curator to discuss various topics.</p> <p>Councillor Z Baker provided the Police Museum Curator with a copy of the current budget and the budget which has been set for 2026/2027. It was noted that there are a few budget lines which have overspent this year.</p> <p>Once approved at Full Council in March, the CEO will provide the Curator with the committee and Full Council dates for 2026/2027.</p> <p>CEO to provide the dates when invoices are required each month for approval at F&S.</p> <p>Every other month the Heritage, Environment and Community Committee will receive a Police Museum Report. The next report will be received by the Committee in April.</p> <p>CEO has requested that a copy of any publicity for the Police Museum events are given to Reception and the VIC to publicise.</p> <p>Advised a class from Stratton school will be visiting the Police Museum on 11th March for 3 hours.</p> <p>Police Museum Curator to provide the CEO with a copy of the grant applications that are being completed and advise when the remittance is received so this can be acknowledged within the correct budget lines.</p> <p>Small grant funding has been applied to assist with recruiting volunteers.</p> <p>It was noted that within our Finance Regulations personal debit and credit cards cannot be used. The Police Museum Curator advised that some of the grants received are for personal expenses and there will be times when a personal debit/credit card will be used.</p> <p>Damp is becoming a bigger issue within the Police Museum. Advised that there are possible grants that could be sought</p>



Tetbury

Town Council

	<p>which will assist with the cost for a survey of the building and potential grants to assist with repair costs.</p> <p>Police Museum Curator advised a dehumidifier will be purchased in the very near future due to the damp issues and extra electric sockets will need to be installed. Councillor Z Baker requested the Police Museum Curator advises where and how many sockets are required and we will obtain quotes for this work to be completed.</p> <p>CEO has requested that the donations within the various boxes in the Police Museum are counted and banked before 31st March 2026. It was agreed that the donations will be collected and banked every other month, this will be carried out by a volunteer of the Museum and a staff member of TTC. All donations will now have to be banked at a Lloyds Bank as you can no longer use the Post Office.</p> <p>Following an emergency checklist for the office, it was advised that a volunteer check in/out book will be purchased.</p> <p>It was requested that a sign is placed within the Museum and Courtroom advising visitors that there is a Visitor Information Centre within the building.</p> <p>A skip will need to be hired shortly to remove various items within the cellar.</p> <p>The new cabinet has been received, and the old cabinets are being offered to other museums.</p> <p>Next meeting has been arranged for Wednesday 6th May.</p>
Recommendation	To note update
Report written by	CEO