



Tetbury Town Council

To all Members of the Council

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

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

Chief Executive Officer
10th March 2026

1.	To receive and accept any apologies for absence
2.	To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests
3.	Public Consultation <i>The Council allows fifteen minutes for public questions or statements. Each person speaking is to state their name and will be allowed a maximum of three minutes. Questions may be answered briefly but not debated. Issues may be referred to a later meeting of the Council or a Committee for response if deemed necessary.</i>
4.	To receive an update from the Dolphins Recreation Centre regarding Project 1
5.	To approve the Full Council minutes – Monday 16 th February 2026
6.	To note action points
7.	To discuss and approve a response regarding Gloucestershire’s Local Government Reorganisation proposals
8.	To note decision made by the Finance & Scrutiny Committee to transfer the Contingency Fund held with Lloyds Bank to a 32-day notice account with Unity Trust Bank
9.	To receive an update on the Business Plan
10.	To approve Committee and Council meeting dates for 2026/2027
11.	To discuss the setting for the Annual Town Meeting
12.	To approve Code of Conduct Policy as recommended by the Finance & Scrutiny Committee
13.	To approve IT Policy as recommended by the Finance & Scrutiny Committee
14.	To approve Allotment Tenancy Privacy Notice as recommended by the Finance & Scrutiny Committee
15.	To approve Events Participation Privacy Notice as recommended by the Finance & Scrutiny Committee
16.	To approve Model Publication Scheme as recommended by the Finance & Scrutiny Committee
17.	To approve purchasing 8 Bleed Kit Dispenser ‘Standalone’ Model 2
18.	To note Mayors and CEO reports
19.	Noting draft minutes of Heritage Environment and Community Committee dated Monday 2 nd March 2026
20.	Noting draft minutes of Planning Committee dated 16 th February 2026
21.	Noting draft minutes of Finance & Scrutiny Committee dated Monday 9 th March 2026
22.	To note Working Group minutes
23.	To receive County Councillor Report
24.	To receive District Councillor Reports
25.	To consider correspondence received to date
26.	To receive Members Reports
27.	Items for inclusion on the April Agenda
28.	To note the dates and time of the Full Council meeting, Monday 27 th April 2026, 7pm
29.	CLOSED SESSION – Resolution to exclude the public and press
30.	To approve Full Council Closed Session Minutes – Monday 26th January 2026

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

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

Present:

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

Officer: T Niblett (Chief Executive Officer)

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

TC01. 02/26 To receive a presentation from Mike McKeown – Cotswold District Council – Climate Change:

Provided an overview on how residents and businesses can reduce their carbon footprint. Due to climate change we will see more flooding and heatwaves on a regular basis. Information was received regarding solar panels, batteries, switching oil to heat pumps and infrared heaters in community buildings and organisations where grants can be obtained to assist with energy saving products.

TC02. 02/26 To receive and accept any apologies for absence:

Councillor C Pearce – apologies received

Councillor A Figueiredo – no apologies received

TC03. 02/26 To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests:

None

TC04. 02/26 Public Consultation:

Resident requested information on payments made to CDS Group for potential burial site searches.

TC05. 02/26 To receive an update from the Dolphins Recreation Centre (DRC) regarding Project 1:

None received

TC06. 02/26 To approve the Full Council minutes – Monday 26th January 2026:

It was proposed by Cllr Z Baker seconded by Cllr J Taylor to approve the Full Council minutes held on Monday 26th January 2026.

Voting record	For	12	Against	0	Abstain	1	Absent	2
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TC07. 02/26 To note action points:

Business Plan – March item

Staff working group – F&S March item

Collaboration with Feoffees requesting silt chambers at Millenium Green – County Cllr Watson provided funds for CCTV survey.

Anti-terrorism Training – Link to be sent to all Councillors

Crowdfund – Suffolk Close Play Area – CDC have extended the crowdfunding deadline

Update from DRC – Letter sent to Trustees

Dual Signatories for bank accounts – ongoing

Arrange town meeting for burial sites – CEO and EO arranged meeting with CDC representatives

Cost for FOI – Nationally at District level and above £7,000

TC08. 02/26 To approve the Risk Management Strategy as recommended by the Finance & Scrutiny Committee:

Following minor amendments regarding legal powers, fire alarm checks to be carried out on a monthly basis, CEO to check with the insurance broker whether there is an age limit on Councillor Indemnity Insurance, it was proposed by Councillor L Farnham, seconded by Councillor J Taylor to approve the Risk Management Strategy.

Voting record	For 13	Against 0	Abstain 0	Absent 2
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TC09. 02/26 To discuss and approve working in conjunction with Gloucestershire Constabulary for site recommendations regarding the Community Speed watch Cameras

It was proposed by Councillor I Watson, seconded by Councillor M Baker to arrange a meeting between the EO, County Councillor I Watson, Councillor Z Baker, Councillor M Baker and Gloucestershire Constabulary to confirm the sitings for the Speed watch Cameras and Vehicle Activated Signs (VAS) for Tetbury.

Voting record	For 13	Against 0	Abstain 0	Absent 2
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TC10. 02/26 To discuss and approve the Community Energy Strategy:

Councillor N Ind provided an overview. The Community Energy Strategy is a way for communities to generate or save energy thereby saving money and reducing pollution. The Community Energy Strategy can support small projects e.g. schools, churches, village halls etc. The Gloucestershire Community Energy Coop leases the roof for 25 years, after this time the installation is gifted to the owner. It was proposed by Councillor I Watson, seconded by Councillor K Painter to authorise Councillor N Ind and Councillor J Taylor to explore this initiative further with relevant groups and organisations that could benefit from such an initiative.

Voting record	For 13	Against 0	Abstain 0	Absent 2
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This is not part of the Climate Strategy Working Group, and Councillors N Ind and J Taylor will report back into Full Council at various stages throughout the year.

TC11. 02/26 To discuss and approve the provision of Bleed Control Kits at all Tetbury Town Council defibrillator sites:

Following the installation of a bleed control kit and the positive response from the community, it is proposed that the Council purchases a further 8 bleed control kits to be installed within the Tetbury Town Council (TTC) owned defibrillators which are based across the town. The bleed control kits will be purchased through Community Infrastructure Levy (CIL) funds. It was requested that the current defibrillator map is updated to include the newly installed defibrillators at The Old Courthouse which is owned by TTC and under the Market House which is owned by The Feoffees. It was requested that we write to the Feoffees to advise that we are purchasing bleed control kits and would they consider purchasing one to be placed under the Market House. It was proposed by Councillor N Ind,

seconded by Councillor I Watson to purchase 8 bleed control kits through CIL funds and install at TTC defibrillator sites.

Voting record	For 12	Against 0	Abstain 1	Absent 2
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TC12. 02/26 To nominate two Councillors to carry out the quarterly finance checks:

Councillors I Watson and S Sanderson will carry out quarterly finance checks.

TC13. 02/26 To discuss and approve writing to Gloucestershire County Council (GCC) Highways supporting relevant cabinet member at GCC to resurface Gumstool Hill:

TTC were advised that the chances of Gumstool Hill being resurfaced due to the Woolsack Races in May would be small due to the resurfacing work that is currently required within the County. It was noted that the safety of the competitors is a priority and should the resurfacing not be approved this would show the town in a bad light due to the local and international media coverage the Woolsack event receives.

It was proposed by Councillor N Ind, seconded by Councillor I Watson to suspend Standing Orders to allow District Councillor Hall-Wilson to contribute to this item.

Voting record	For 13	Against 0	Abstain 0	Absent 2
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The Council were advised that some competitors would not take part due to the state of the road and there is a fear that the Woolsack event will not take place.

It was proposed by Councillor I Watson, seconded by Councillor N Ind, to write a letter to GCC Highways supporting relevant cabinet member to lobby for this project and to layout the concerns that the Woolsack and the Council have should the resurfacing not take place before May 2026.

Voting record	For 12	Against 0	Abstain 1	Absent 2
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TC14. 02/26 To discuss and approve the layout for the Annual Town Meeting and reporting in the Tetbury Advertiser:

It was proposed by Councillor K Painter, seconded by Councillor L Farnham, to produce editorial for 2 pages of the May edition of Tetbury Advertiser, which will advise that a full report can be found on the Town Council website.

Voting record	For 13	Against 0	Abstain 0	Absent 2
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It was proposed by Councillor N Ind, seconded by Councillor Z Baker to suspend Standing Orders.

Voting record	For 13	Against 0	Abstain 0	Absent 2
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It was requested that a March Full Council agenda item is required to discuss inviting all sports and community groups to the Annual Town Meeting.

TC15. 02/26 To note Mayors and CEO reports:

Noted.

TC16. 02/26 Noting draft minutes of Heritage, Environment and Community Committee dated Monday 2nd February 2026:

Noted.

TC17. 02/26 Noting draft minutes of Planning Committee dated Monday 26th January 2026:

Noted.

TC18. 02/26 Noting draft minutes of Finance & Scrutiny Committee dated Monday 9th February 2026:

Noted.

TC19. 02/26 To note Working Group minutes:

Noted.

TC20. 02/26 To receive County Councillor Report:

Regarding the Local Government Re-organisation GCC are working collaboratively and have agreed to split the costs across the current 7 councils. GCC received the Fair Funding Review settlement from the Government and are currently facing near £10million cuts in funding next year, rising to £30million in three years.

TC21. 02/26 To receive District Councillor Report:

District Councillor I Watson – CDC have confirmed almost £1million of investment into three major district-wide projects funded partly through Community Infrastructure Levy (CIL). These initiatives are designed to improve sports facilities, strengthen community spaces and enhance cycling and active-travel infrastructure across the district. Councillors united behind a motion to support the creation of dementia-friendly communities.

District Councillor N Ind – Grateful to the Environmental Health Officers who acted swiftly on numerous occasions with the recent fires at the Tetbury Industrial Estate. Multiple potholes have been reported on GCC Fix my street.

District Councillor Hall-Wilson – Miller Homes have requested a meeting to discuss the prospective planning applications in Tetbury. Delighted to take CDC CEO Jane Portman on a tour of Tetbury with Upton. Arranged a “Retrofit Roadshow” for Tetbury, this will be held on 4th March between 7pm-9pm at the Dolphins Hall.

TC22. 02/26 To consider correspondence received to date:

Correspondence from GAPTC has been received regarding Housing Estate Management, this to become an agenda item at the March Finance & Scrutiny meeting to discuss further and provide a response from TTC as the consultation deadline is 12th March.

Correspondence received from resident regarding the Suffolk Close Play Area rejuvenation project, upset to hear that the CIL funds have now been diverted to the Recreation Ground. Being north of the town, they are about ¾ mile away from the Recreation Ground and many local children can access Suffolk Close independently, children also use this area on their way home from school. CEO advised that the Council resolved for the CIL funds to be used at Suffolk Close and unaware that the Council have resolved to change this decision.

Correspondence received regarding information about the Warm Homes Local Grant Scheme, run by Severn Wye’s Warm and Well service. This scheme helps low-income households in Gloucestershire and South Gloucestershire access free energy-efficiency home upgrades.

Correspondence received from twinning association in Germany to see if there is a public event before Christmas where they can participate and make the twinning between both towns more visible.

Correspondence received from Tetbury Rugby Club asking whether the Town Council could support the under 11 age group with their international tour. Unfortunately, we do not have any grant funds available in this current financial year, and the next grant window is September. Advised to contact Feoffees, Tetbury Lions and Jack Lane Trust.

Correspondence received regarding potholes to the entrance of the Dolphins Hall, advised this area is maintained by TTC and will fill in the potholes within this area weather permitting very soon.

TC23. 02/26 To receive Members reports:

Councillor M Baker – Spoken to business owner who is developing new website for businesses in the town.

Councillor N Ind – NPHAA are holding their AGM on Wednesday 18th February, have asked if TTC can keep a ring-binder with information up to 2016, advised this is acceptable.

Councillor R Smith – Raised over £1,000 for TAYCT

TC24. 02/26 Items for inclusion on the March agenda:

Business Plan

Committee dates for 2026/27

Various policies to assist with Assertion 10

Annual Town Meeting

TC25. 02/26 To note the date and time of the Full Council meeting, Monday 16th March, 7pm

Councillor N Ind sent apologies for this meeting.

Meeting closed 8.39pm

Chair Dated

1. Purpose of Report

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

Ref	ACTION	WHO	STATUS
TC11. 01/25 TC19. 07/25	Business Plan All agenda items to have relevant business plan reference number. Cllr J Taylor to circulate summary table of business plan, items and responsibilities	Cllr J Taylor	Agenda item
TC14. 01/25	Staff Working Group	CEO	Updated job descriptions and responsibilities F&S April agenda item
TC14. 07/25	Work in collaboration with the Feoffees to write to water organisation to request silt chambers	CEO	County Cllr I Watson has provided funds for a CCTV camera survey from Gumstool Hill to Millenium Green
TC23. 07/25	Request all Councillors and staff carry out Anti-terrorism awareness training	CEO	EO sent link again to all Councillors. CEO sent email to all Councillors 30.10.25 requesting this is completed by 17.11.25. Thank you to Councillors and staff who have already completed this training. Along with all office staff only 4 Councillors have carried out the training.
TC11. 12/25	Crowdfund Cotswold – Suffolk Close Play Area	EO/HEC Committee	Crowdfunded now ended
TC04. 01/26	Update from DRC	CEO	Email received from Trustee 18.02.26 advising letter will be discussed at next DRC meeting
TC07. 01/26	To authorise two Councillors to become dual signatories on bank accounts	CEO	On-going

TC11. 01/26	To arrange town meeting regarding potential burial sites	CEO	CEO and EO met with CDC. Need to co-ordinate dates for parish poll.
TC20. 01/26	Mayor to receive an invitation from a local business regarding plans to expand	Cllr K Painter	No invitation currently received.
TC09. 02/26	Speed watch cameras sites	EO	Meeting to be arranged with EO, County Cllr I Watson, Councillors Z Baker, M Baker and Glos Constabulary to discuss VAS and Speed Watch camera positions within the town
TC10. 02/26	Community Energy Strategy	Cllrs N Ind & J Taylor	To report back to Full Council once initial discussions have taken place
TC11. 02/26	Purchasing Bleed Control Kits	CEO	Agenda item
TC12. 02/26	Councillor I Watson and S Sanderson to carry out ¼ financial checks	CEO	Completed 6 th March
TC13. 02/26	Write to relevant cabinet member at GCC to support County Cllr Ian Watson request for Gumstool Hill to be resurfaced in time for Woolsack Races	CEO	Letter sent 2 nd March 2026
TC22. 02/26	Correspondence received regarding CIL funding to Suffolk/Cheviot Close and concerned the funds have been allocated to the Recreation Ground	CEO	Wrote to resident advising of the resolution made at Full Council in Nov 2025, grant funding received, Tesco blue tokens and crowd funding that has taken place to assist with the project
TC22. 02/26	Tetbury Rugby Club requesting information to assist with funding for Youth international tour	CEO	Emailed advising when the next grant window for TTC is open and provided details of other organisations who maybe able to assist with funding
TC22. 02/26	Potholes to entrance of Dolphins Hall	CEO	Grounds team have filled in the potholes

Committee and Date	FULL COUNCIL – Monday 16 th March 2026
Agenda item	07.
Subject	To discuss and approve a response regarding Local Government Reorganisation proposals
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>The government has launched its consultation on Gloucestershire’s Local Government Reorganisation proposals. This is a seven-week consultation that terminates on 26 March. Before a proposal can be implemented, government is required to consult with <i>any council affected that has not submitted a proposal</i>, as well as <i>any other appropriate persons</i>, both GAPTC and NALC have been named Statutory Consultees and therefore their views have specifically been requested.</p> <p>The consultation document is available online at Local government reorganisation in Gloucestershire - GOV.UK.</p> <p>GAPTC advise all Parish & Town Councils to:</p> <ul style="list-style-type: none"> • Compile a whole-council response, then • Respond directly via the government website link • Send GAPTC a copy of your response to inform our response, by Friday 13 March (TTC have been given until 17th March due to Full Council meeting on 16th March) • Share the consultation widely with your residents, encouraging them to participate (this has been advertised on our Facebook and website pages). <p><u>Proposal for One Unitary Council</u> – This will cover the whole of Gloucestershire.</p> <p>https://futuregloucestershire.org.uk/wp-content/uploads/2025/11/1UA-Proposal-Gloucestershire-Local-Government-Reorganisation.pdf</p> <p>This proposal recommends replacing the current two-tier system of county, district, borough and city councils with a Single Unitary Authority (SUA) serving all 659,000 residents. SUA will streamline decision-making, eliminate duplication and unlock significant financial and operational efficiencies.</p> <p><u>Proposal for Two Unitary Councils</u>- One for the West (Gloucester, Forest of Dean, Stroud) and one for the East (Cheltenham, Cotswold and Tewksbury).</p>



Tetbury

Town Council

<https://futuregloucestershire.org.uk/wp-content/uploads/2025/11/2UA-Proposal-Gloucestershire-Local-Government-Reorganisation.pdf>

This proposal recommends replacing the current two-tier system of county, district, borough and city councils with a two-unitary model.

East 310,000 population comprising the districts of Cheltenham, Cotswold and Tewksbury.

West 349,000 comprising the districts of Gloucester, Forest of Dean and Stroud.

Proposal for Town Unitary Councils, Greater Gloucester, rest of the County – One would be an expanded Gloucester City, called Greater Gloucester, which includes several nearby parishes; the other would cover the rest of the county, called Gloucestershire Unitary.

<https://futuregloucestershire.org.uk/wp-content/uploads/2025/11/GG-and-GU-final.pdf>

This proposal will replace the current system of one county council and six district councils with two strong complementary unitary authorities designed around the lives of the residents, Greater Gloucester (GG) and Gloucestershire Unitary (GU)

GG – comprising Gloucester City (and, subject to Ministerial direction to expand geographies beyond the existing boundary into neighbouring parishes within the existing Districts of Stroud, Tewkesbury and Forest of Dean) population 178,000.

GU population 470,000 – covering Cheltenham, the Cotswolds and (subject to a Ministerial direction to change boundaries the remaining parts of) Stroud, Tewkesbury and Forest of Dean.

This option was prepared outside of the joint working arrangements between the seven councils, and this has been submitted under separate cover.

Each of the seven councils considered the proposal through their own democratic process and voted on their preferred option.

Cheltenham Borough Council
East/West Two Unitaries



	<p>Cotswold District Council, Gloucestershire County Council, Stroud District Council, Tewksbury Borough Council Single Unitary Authority</p> <p>Forest of Dean District Council None (not supportive of LGR)</p> <p>The ambition of the Government, is to simplify local government, ending the two-tier system and establishing new single-tier unitary councils that are responsible for all local government services in the area.</p> <div data-bbox="603 703 1311 1384"><h3>Timeline</h3><p>This is the quickest possible timetable for setting up a new council in Gloucestershire. The dates may change, depending on decisions made by the government.</p><ul style="list-style-type: none">21 March 2025 Gloucestershire councils submit interim plan and proposal for new unitary structure.28 November 2025 Gloucestershire councils submit full proposal and plan for new unitary structure.December 2025 to April 2026 Government reviews proposals – decision and legislative changes to follow.May to December 2027 Elections for new unitary (shadow authority).April 2028 New unitary structure introduced.</div>
Recommendation	To support the proposal for one Unitary Council which was recommended by Cotswold District Council, Gloucestershire County Council, Stroud District Council and Tewksbury Borough Council
Report written by	CEO



Tetbury

Town Council

Boundaries

One unitary



Two unitary (East/West split)



Two unitary (Greater Gloucester City)



Committee and Date	FULL COUNCIL – Monday 16 th March 2026
Agenda item	08.
Subject	To note decision made by the Finance & Scrutiny Committee to transfer the Contingency Fund held with Lloyds Bank to a 32-day notice account with Unity Trust Bank
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>Tetbury Town Council's precept exceeds £500,000 which places the Council outside the Finance Services Compensation Scheme (FSCS) for local authority deposits.</p> <p>All Council funds are presently held within a range of Lloyds Bank accounts. Among these is a 3-month contingency fund earning 0.50% gross interest, with a current balance of £92,486.79.</p> <p>At the meeting of the Finance & Scrutiny Committee held on Monday 9th March 2026, members resolved to transfer the 3-month contingency fund balance of £92,486.79 and place into a 32-day notice account with Unity Trust bank, offering a significantly higher interest rate of 2.70%.</p> <p>This decision was taken to improve the Council's return on reserves while maintaining appropriate access to funds.</p> <p><i>To facilitate opening the 32-day notice account, Tetbury Town Council must open a Unity Trust Instant Access Account, as this is a prerequisite for holding the 32-day notice account.</i></p> <p>Unity Trust Bank works with over 3,000 Councils in the UK.</p>
Financial Implications Budget code and cost centre	£92,486.79 transferred to Lloyds Bank to Unity Trust Bank
Governance and Legislation	<p>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.</p> <p>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).</p>
Recommendation	To note decision made by the Finance & Scrutiny Committee
Report written by	CEO

¹Tetbury Town Council's Business Plan 2024 – 2028

The Town Council's Business Plan is based on the priorities/objectives identified in the Tetbury and Tetbury Upton Neighbourhood Plan 2015-2030. The actions are set out under the Neighbourhood Plan priorities except for the first one which details priorities relating to the running of the town council.

Priorities related to the running of the council

Ref	Topic	Actions	Success criteria	Owner/lead person	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
0.1	Code of conduct	On appointment, and unless done so within the last year, councillors will undertake requisite training (including refresher training) to ensure they know what it means to be a councillor and how to conduct themselves	Training course attendance; attendance at meetings; uphold Civility and respect pledge	Full council CEO	Tetbury residents and business owners, GAPTC, CDC, monitoring officer	On-going	Training		Annually: May
0.2	Funding	Set a balanced budget each year, monitor income &	Review expenditure under	Full council Chair F&S	Tetbury residents and business	From April 2024; on-going	-		May, Sept

¹ Business Plan vs 6, 8 February, 2026

		expenditure; ensure vfm in the delivery of services	General Power of Competence; report to full council including reserves		owners, CDC, VIC, Police Museum				
0.3	Asset Register: to be a standard agenda item on full council agenda	TTC will inspect its assets and review the assets register	Accurate asset register	Full council CEO	Tetbury residents & businesses	Annually, from April 2024			Annually: F&S in May
0.4	Grants	Allocation of grants to local community groups	Grants made in line with TTC Grants Policy	Chair HEC up to £500; F&S >£500	Local groups, societies & charities	On-going	HEC		Feb, May, Sept
0.5	S106 and Community Infrastructure Levy	Develop and implement policies for allocation of funds to ensure effective use of developer contributions	S106 & CIL policies agreed and implemented	Full council Chair F&S CEO	CDC, developers	On-going	CIL & S106 funds		Feb, May, Sept
0.6	Communications & engagement	Review the frequency & effectiveness of TTC communications (Staffing review) and police report	Website kept up-to-date with minutes etc. review number of hits etc	Full council CEO	Tetbury & TU residents & businesses	May 2026	Full council		May & September

0.7	Communication & engagement	Produce a welcome leaflet for new residents for distribution by estate agents signposting key services	Take-up & feedback	Full council Chair HEC	Tetbury & TU residents & businesses	Sept 2026	Full council		May 2027
0.8	Tourism	Provide good information for town visitors and residents physically as well as on the website	Footfall; increased use of website; positive feedback	Chair HEC	TTC, Tetbury & TU residents, businesses & tourists	Ongoing	H&R		September
0.9	Climate training	Provide training for all councillors & employees to ensure climate considerations are taken into account on all relevant decisions; Explore opportunities for joint climate-related training with other organisations to promote wider engagement & learning	Noted on minutes of meetings	TTC Chair CSWG	CDC, GT, CDC Wildlife Trust	Feb 2026	Training	¾ done	May

0.10	Communication	Provide guidance to residents and businesses as to how to calculate their carbon footprint, how to reduce their carbon footprint and action to take to support biodiversity	Information on website used	TTC Chair CSWG	TTC, CDC, GGC		N/A		May
0.11	Transport	Replace current council vehicles with low carbon/carbon neutral vehicle	Replacement in place or additional vehicle purchased	TTC CEO		To be determined	TTC x £?		May
0.12	Buildings	Oversee and monitor work on TTC buildings	Buildings work authorised and completed on time	TTC Chair Building Working Group	TTC	Immediate	Ongoing		May
0.13	Local government re-organisation	Determine, oversee and implement necessary work related to local government re-organisation	TTC kept informed of implications of re-organisation and respond accordingly	TTC Mayor Chair of working group	TTC, residents, businesses and stakeholders	Immediate	Ongoing		Annual in September

0.14	IT infrastructure	Ensure IT provision fully meets the needs of TTC and its community	IT provision meets needs, including website	TTC CEO Mayor	TTC and residents	Immediate	?	In progress	February
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Objective 1: The historic fabric and heritage of Tetbury will be conserved, enhanced and celebrated

Ref	Topic	Actions	Success criteria	Owner/Lead	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
1.1	Tourism	Review the effectiveness of the police museum vs costs of running it; Should the police museum be independent of TTC?	Documented evidence of vfm provided by police museum; Review of structure of police museum independent of TTC	Full council Chair HEC	TTC; police museum staff and volunteers; Tetbury residents and businesses	On going		Red	September 2026

Objective 2: Tetbury's unique urban and green landscape within the town and beyond will be protected and enhanced in line with the ethos of the Cotswold AONB

Ref	Topic	Actions	Success criteria	Owner/Lead	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
2.1	Neighbourhood Planning and future update of Neighbourhood Plan (NP)	Review all TTC's actions and policies to ensure they are in line with the NP	NP aligned to local plan priorities reflected in this business plan	Full council & Tetbury Upton PC Chair FC & chair planning	TTC, CDC, Tetbury residents & businesses; developers	On-going	N/A		Sept then 3-yearly
2.2	Biodiversity: Working with a range of species; amphibians; bird boxes; bat boxes; external lighting	TTC groundsmen promote biodiversity by: installing bird & bat boxes, owl hotels & hedgehog routes; developing wild flower verges; no mow May. Biodiversity action highlighted on TTC website	TTC presented with current status of this on an annual basis	TTC CEO	TTC, residents, businesses including planners and landscapers	Ongoing	CIL		May 2026
2.3	Open spaces	Identify open spaces requiring development; explore options for	Quality green spaces	TTC Chair HEC	TTC, CDC, Tetbury residents & businesses	April 2025			Sept 2026

		external funding to support this							
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Objective 3: The town centre will be rebalanced to honour its historic heritage as well as its crucial shopping and meeting role; and its environmental quality will be improved

Ref	Topic	Actions	Success criteria	Owner/Lead	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
3.1	Clarify TTC's strategy for engaging with local shopkeepers	Develop the Shop Independent initiative; clarify re-establishment of Chamber of Commerce; seek views of shopkeepers on range of issues	Shopkeepers active participants in Tetbury events; TTC receive quarterly updates from shopkeepers on issues/events	TTC, local businesses Chair HEC	TTC, local businesses	Feb 2026	N/A		May 2026
3.2	Local business	Consider the impact on local business associated with any planning application.	Impact on local businesses noted in minutes per application	TTC, businesses; Chair Planning	TTC, local businesses	Ongoing	N/A		Sept 2026
3.3	Transport	Increase electric charging points in the town including some at 22KW/min	Programme for installation agreed	CDC, TTC	Residents, tourists, businesses		CDC	Green	Sept 2026

3.4	Transport	Increase car parking spaces in the town by at least 60 to offset those lost to GCC's work extending double yellow lines	Plan determined	GGC Chair CPWP with chair FC	Residents, tourists, businesses	asap	GCC?		May 2027
3.5	Transport	Identify and introduce areas to be no-idling zones in the town	Consult; put up notices in relevant areas	GGC, CDC, TTC Chair Highways	Residents, tourists, businesses	April 2026	?		May 2027
3.6	Transport	Reduce the speed limit to 20mph in selected areas of the town	Roads to be designated with 20mph agreed	GT, TTC, CDC, GCC Chair FC	Residents, tourists, businesses	Ongoing	GCC		May 2026
3.7	Signage	To review the effectiveness of signage in the town	Improved signage of car parks; toilets, open spaces	TTC, CDC, GCC, 20s Plenty Group Chair HEC	Residents, tourists, businesses	July 2025	GCC CIL?		September

Objective 4: Community facilities will facilitate and encourage community engagement and cohesion

Ref	Topic	Actions	Success criteria	Owner	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
4.1	Communication & engagement	Hold a public consultation to discuss taking out a Public Works Loan in support of the Dolphins' Hall phase 2 development	Consultation event held; useful feedback	Full council Chair FC	Tetbury residents & businesses; residents in Tetbury Upton	TBD	Room hire; use DH or GS		
4.2	Burial Ground	Determine approach to finding burial space in and around Tetbury	Space identified and communicated to residents	TTC Chair HEC	Tetbury residents	October 2025	TBD		Annually - October 2026
4.3	Allotments	Encourage the leaseholders of the Highfield Farm allotments to form an allotment association to take on its management	Allotment association formed; allotment occupancy & payment received; no incidents reported. Less officer time spent dealing with queries.	Chair HEC	Allotment leaseholders	Immediate	N/A		Annually - September

4.4	Civic pride	Seek ways to acknowledge & honour the contribution of others to the community	Events planned; feedback received	TTC Chair HEC	Tetbury residents & businesses	Ongoing			May 2025
4.5	Events	Seek ways to partner with other organisations to promote events within Tetbury; list partner organisations on website	Develop calendar of events in Tetbury & involve stakeholders	TTC Chair HEC	Tetbury residents and businesses	From May 2025			Review May 2026

Objective 5: Suitable space for performance arts and other cultural activities will be provided

Ref	Topic	Actions	Success criteria	Owner	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
5.1	Promote the arts and culture	The Goods Shed, Dolphins Hall	Increase in number of events; attendance levels; feedback	Chair HEC	Tetbury residents	Ongoing	From the Goods Shed		Sept - annually

Objective 6: Safe, direct and enjoyable links for walking and cycling to the town centre and other key attractions will be developed to promote sustainable travel

Ref	Topic	Actions	Success criteria	Owner	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
6.1	Shop mobility	TAYCT to decide where wheelchairs and mobility scooters can be stored	Home for mobility aids found	TAYCT, TC Chair HEC	Tetbury residents	April 2025		Red	
6.2	Walking and cycling	Promote walking and cycling routes around the town & identify where improvements needed to make them safer	Publish routes on website; add new routes	TTC Chair HEC	Tetbury residents and visitors	April 2025			May 2026

Objective 7: Affordable homes will be provided that offer a range of tenure types to suit evidenced local need and will be well integrated into new housing developments and

Objective 8: New housing sites will provide the CDC housing allocation and provision to reflect the type of dwelling in demand

Ref	Topic	Actions	Success criteria	Owner	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
7.1	Meeting the needs of house purchasers	Ensure planners are aware of the demand for single storey accommodation from the HP consultation	More bungalows or single storey accommodation are built	Chair Planning	Tetbury residents	Ongoing	N/A		May 2026

Ref	Topic	Actions	Success criteria	Owner	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
8.1	Planning	Ensure all planning applications pay due regard to measures to reduce its carbon footprint, increase biodiversity with appropriate habitats, and landscaped	Specifically ask this of all planning applications at Planning meeting	CDC TTC Chair Planning	Potential residents & businesses	Ongoing	N/A		May, annually

Objective 9: Tetbury will have a flourishing local economy where quality jobs are available locally

Ref	Topic	Actions	Success criteria	Owner	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
9.1	Employment	Implement a review of how TTC might help and encourage more employment in the town	Review undertaken; resulting actions scheduled	TTC, CDC Chair FC	Tetbury residents & businesses; Chamber of Commerce	Nov 2025			N/A

Objective 10: A high standard of leisure and sport provision will serve the whole community and keep people fit and active into old age

Ref	Topic	Actions	Success criteria	Owner	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
10.1	Leisure and Sport facilities	To work with a range of providers in continuing the development of facilities for sport, leisure and recreation	New community hall opened; high usage of recreation ground; Leisure centre; Astro turf, Malthouse, outside pitches	TTC DHRT Chair HEC	Tetbury residents	Immediate			September - annually

Objective 11: The provision of infrastructure including medical and educational provision will be promoted and supported wherever possible so that Tetbury has efficient and caring services to meet the growing modern community

Ref	Topic	Actions	Success criteria	Owner	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
11.1	Transport	Support improvements to infrastructure including bus services e.g. 882 service to Cirencester	People enabled to get to work & attend schools & colleges in Cirencester; enable commuters to connect with trains from Kemble	Full council Chair of FC	Residents and businesses in Tetbury	asap			September 2025

Committee and Working Group Meeting Dates 2026/2027

April	Monday 13th	Heritage, Environment & Community Committee 7pm
	Monday 20th	Finance & Scrutiny Committee 7pm
	Monday 27th	Planning 6.30pm Full Council 7pm

May	Monday 11th	Annual Town Meeting 6.30pm
	Tuesday 12th	Highways Working Group 7pm
	Monday 18th	Annual Meeting of the Council 6.30pm
	Thursday 21st	Climate Strategy Working Group 6.45pm

June	Monday 1st	Heritage, Environment & Community Committee 7pm
	Monday 8th	Finance & Scrutiny Committee 7pm
	Monday 15th	Planning Committee 6:30pm Full Council 7pm

July	Monday 6th	Heritage, Environment & Community Committee 7pm
	Monday 13th	Finance & Scrutiny Committee 7pm
	Tuesday 14th	Highways Working Group 7pm
	Monday 20th	Planning Committee 6:30pm, Full Council 7pm
	Thursday 23rd	Climate Strategy Working Group 6.45pm

August

September	Monday 7th	Heritage, Environment & Community Committee 7pm
	Monday 14th	Finance & Scrutiny Committee 7pm
	Tuesday 15th	Highways Working Group 7pm
	Monday 21st	Planning Committee 6:30pm, Full Council 7pm
	Thursday 24th	Climate Strategy Working Group 6.45pm

October	Monday 5th	Heritage, Environment & Community Committee 7pm
	Monday 12th	Finance & Scrutiny Committee 7pm
	Monday 19th	Planning Committee 6:30pm, Full Council 7pm

November	Monday 2nd	Heritage, Environment & Community Committee 7pm
	Monday 9th	Finance & Scrutiny Committee 7pm
	Tuesday 10th	Highways Working Group 7pm
	Monday 16th	Planning Committee 6:30pm, Full Council 7pm
	Thursday 19th	Climate Strategy Working Group 6.45pm

December	Friday 4th	LIGHT UP TETBURY
	Monday 14th	Planning Committee 6.30pm Full Council 7pm

January 2027	Monday 11th	Heritage, Environment & Community Committee 7pm
	Monday 18th	Finance & Scrutiny Committee 7pm
	Tuesday 19th	Highways Working Group 7pm
	Thursday 21st	Climate Strategy Working Group 6.45pm
	Monday 25th	Planning Committee 6:30pm, Full Council 7pm

February 2027	Monday 1st	Heritage, Environment & Community Committee 7pm
	Monday 8th	Finance & Scrutiny Committee 7pm
	Monday 15th	Planning Committee 6:30pm, Full Council 7pm

March 2027	Monday 1st	Heritage, Environment & Community Committee 7pm
	Monday 8th	Finance & Scrutiny Committee 7pm
	Tuesday 9th	Highways Working Group 7pm
	Monday 15th	Planning Committee 6:30pm, Full Council 7pm
	Thursday 18th	Climate Strategy Working Group 6.45pm

April 2027	Monday 5th	Heritage, Environment & Community Committee 7pm
	Monday 12th	Finance & Scrutiny Committee 7pm
	Monday 19th	Planning Committee 6:30pm, Full Council 7pm

The above dates/times and the frequency of meetings are subject to change at the Council's discretion
 All Council Meetings and Committee Meetings will be held in Tetbury Library, Close Gardens
 with exception of the Annual Town Meeting being held at St Marys Primary School, St Marys Road Tetbury.
DECEMBER 2026 CLOSURE
 Please note that the Council Offices and the Visitor Information Centre will be closed from noon on **Wednesday 23rd December 2026** and will re-open on **Monday 4th January 2027**

Committee and Date	FULL COUNCIL – Monday 16 th March 2026
Agenda item	11.
Subject	To discuss the setting for the Annual Town Meeting
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>Following the February Full Council meeting, it was resolved that we produce editorial for 2 pages of the May edition of the Tetbury Advertiser, which will advise that a full report can be found on the Town Council Website and to invite all sports and community groups (Minute ref TC14. 02/26).</p> <p>Editorial for the May edition needs to be with Tetbury Advertiser by Thursday 16th April for delivery 2nd and 3rd May.</p> <p>The Council needs to decide the content of the editorial for the Advertiser.</p> <p>The Chairs of all Committees need to complete a report which will be published on our website before the Annual Town Meeting on 11th May.</p> <p>Although the Council have requested invitations are sent out to all sports and organisations within the town, Sir William Romney school will be hosting a Cotswold Community Showcase on Tuesday 12th May, which is a celebration of businesses, support services and community groups in Tetbury, Nailsworth and surrounding areas, whereby all these organisations have been invited. Tetbury Town Council are supporting this initiative by providing £500 for the b-b-q as approved at the Heritage, Environment and Community meeting (HEC11. 02/26).</p>
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

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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 as 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** (*F&S Committee requested CEO to look at other Councils for their values – Nailsworth, Stroud, Dursley, Wootton Bassett to name a few Councils have £50 as a benchmark, Quedgeley £100*) 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	<p>Any body –</p> <p>9(a) exercising functions of a public nature;</p> <p>9(b) directed to charitable purposes; or</p> <p>9(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or Trade Union).</p> <p>Of which the Member of the Council is a member or in a position of general control or management.</p>
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

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

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:

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 - Organisation Name: Tetbury Town Council
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MODEL PUBLICATION SCHEME

Reviewed at the Finance & Scrutiny Meeting – Monday 9th March 2026



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



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)	(hard copy or TTC Website)	Free
Who's who on the Council and its Committees	TTC Website and Hard Copy	Free
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
Location of main Council office and accessibility details	TTC Website and Hard Copy	Free
Staffing structure	TTC Website and Hard copy	Free
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
Annual return form and report by auditor	TTC Website and Hard copy	Free
Finalised budget	TTC Website and Hard copy	Free
Precept	Hard copy	
Borrowing Approval letter		
Financial Standing Orders and Regulations	TTC Website and Hard Copy	Free

Reviewed at Finance & Scrutiny – March 2026
 To be approved at Full Council – March 2026
 To be reviewed – January 2027

Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard copy	
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)	
Business Plan (current and previous year as a minimum) Neighbourhood Plan	TTC Website and Hard copy	Free
Annual Report to Town Council (current and previous year as a minimum)	TTC Website and Hard copy	Free
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	TTC Website and Hard copy	Free
Responses to consultation papers	Hard copy	
Responses to planning applications	TTC Website and Hard copy	Free
Bye-laws	GCC 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

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	TTC Website and Hard copy	Free
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	TTC Website and Hard copy	Free
Records management policies (records retention, destruction and archive)	Not applicable	
Data protection policies	TTC Website and Hard copy	Free
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)	
Assets register	TTC Website and Hard copy	Free
Register of members' interests	Hard copy	
Register of gifts and hospitality	Hard copy	

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
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	FULL COUNCIL – Monday 16 th March 2026
Agenda item	17.
Subject	To approve purchasing 8 Bleed Kit dispensers ‘Standalone’ Model 2
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>Following the resolution made at Full Council in January 2026, to purchase Community Bleed Control Kits (TC11. 02/26), for installation at all Tetbury Town Council defibrillator sites.</p> <p>We have been advised by HeartSafe that we are unable to purchase the Community bleed kits separately, and they cannot be held within the same unit as the defibrillators.</p> <p>Tetbury Town Council must purchase the complete standalone bleed kit dispenser which retails at £229 each, this includes the highly visible box and bleed kit.</p> <p>The resolution at Full Council in January 2026, for the 8 bleed kits would have seen a reduction in the Community Infrastructure Levy (CIL) fund of £760, should the Town Council proceed with purchasing 8 Bleed Kit Dispensers Standalone to sit beside the Town Councils defibrillators the CIL fund will see a reduction of £229 each, totalling £1832.</p> <p>We have been advised that Avon and Somerset Police will replenish the bleed kit contents if they are used or out of date, and they are hoping that other Police forces will follow.</p>
Financial Implications	£1832
Budget code and cost centre	CIL Earmarked Reserves
Governance and Legislation	<p>CIL funds must be used to support the development of the local area by funding: (Regulation 59C, Community Infrastructure Levy Regulations 2010, as amended).</p> <p>Bleed Control Kits, when installed at public defibrillator sites, can be considered as supporting local infrastructure and public safety, especially if justified as meeting the needs of a growing or changing population.</p>
Recommendation	To purchase 8 Bleed Kit Dispensers ‘Standalone’ 2
Report written by	CEO



Tetbury

Town Council



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

CEO has been contacted by Roz Savage MP (17.02.26) regarding the current burial ground and if the Town Council have made any further resolutions to obtain future burial land. CEO has provided the MP with copies of the CDS reports, minutes of the January Full Council meeting where the Council resolved to hold a town meeting and advised that the CEO and EO are meeting with representatives of CDC to prepare for this meeting.

CEO and EO met with representatives from CDC to discuss the requirements and legalities for holding the town meeting regarding the potential new burial ground. We were advised that even if the parish poll requests the Town Council purchases land for new burial this is not legally binding.

CEO and EO were invited and attended the LGA Highways Strategic Peer Challenge Parish and Town Council Focus Group at Shire Hall, discussions evolved around Highways internal communications and the reporting channels to town and parish councils. It was noted that members of the public are using social media platforms to report issues instead of reporting on the Highways website page or main telephone number.

CEO and EO attended a sustainability meeting at The Organic Farm Shop, Cirencester. We had a tour of the farm which has been organic for over 25 years. We listened to the founder of Stroud Brewery who have been using organic ingredients to make their beer since 2008 and Car Free Cotswolds who advised how they made the trip from Frome to The Organic Farm Shop without using a car and showed us ways on how we can promote a car free experience within the Cotswolds.

CEO and EO started training on the new accounts system which will go live in April. CEO, EO and Receptionist were taught how to use the allotments software through the new accounts system.

CEO has sent all Councillors a link to GDPR training through Breakthrough Communications, this training is part of the Assertion 10 process that Tetbury Town Council needs to follow.

CEO and EO met with the newly appointed Chair of the Goods Shed Trustees and were given a tour of the refurbished railway carriage, for which Tetbury Town Council provided funding through the Community Infrastructure Levy (CIL). During the meeting, it was noted that the Town Council had not been informed about the recent installation of the solar panels on the building. A request was made that the Council be kept fully updated on all matters relating to the Goods Shed building going forward, particularly where works or alterations are planned.

CEO contacted the Trustees of the DRC to ascertain whether they wished to be included in the annual RoSPA (Royal Society for the Prevention of Accidents) playground inspection, which has been accepted in the past. As no response has been received the RoSPA will carry out their inspections on the TTC play areas only in April 2026.

Grounds Team

Assisted Tetbury in Bloom with removing ivy from the wall in Anniversary Gardens

Filled in the potholes to the entrance to the Dolphins Hall.

First mowing of the season has taken place.

Fixed multiple posts from the Goods Shed to Wiltshire Bridge with a further 18 sleepers being ordered in this year's budget to complete the works.

VIC Team

February has been a positive and productive month for Visit Tetbury, with strong progress across both our digital platforms and the Visitor Information Centre shop. The recently updated TripAdvisor and Google Business listings are now generating noticeably increased traction, with more views, interactions, and engagement from potential visitors. These improvements — including refreshed imagery, corrected business information, and updated descriptions — have significantly enhanced our visibility in tourism-related searches. As a result, more visitors are discovering Tetbury online before arriving, and several have already commented that they were directed to us after finding our improved listings.

Our social media presence continues to perform strongly, supported by consistent high-quality photography, regular event promotion, and features on local businesses. Engagement has grown across both Instagram and Facebook, contributing to increased website traffic as users click through to explore the town and its attractions. This momentum is helping to reinforce Tetbury's profile as a welcoming and vibrant destination ahead of the spring season.

In the Visitor Information Centre shop, we have welcomed another local stockist this month, further expanding our range of locally made products.

Customer interaction at the VIC has also remained strong, with enquiries covering accommodation, walking routes, local attractions, and upcoming events. We have seen an increase in people calling in after discovering us online, which highlights the positive impact of our improved digital presence.

Following the findings of the Mystery Shopper 2025 report, I have implemented a series of strategic improvements to address areas where we underperformed and to enhance the overall visitor experience. To improve sustainability and transport information, I expanded the promotion of public transport options both online and

in-centre, responding directly to the report's call for clearer non-car travel guidance. This has also included meeting with Car Free Cotswolds to discuss a strategic plan.

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

Present:

Town Councillors: Z Baker (Chair), S Sanderson (Vice Chair), I Watson, C Pearce and R Smith.

Officers: V Bolwell (EO)

Public: Three

HEC01. 03/26 To receive and accept any apologies for absence:

Cllr N Ind – received and accepted – Holiday.

Cllr A Figueredo - received and accepted – Medical.

HEC02. 03/26 Public Consultation:

Cllr K Painter, speaking in his personal capacity, expressed thanks for the letter regarding chamber collaboration and confirmed his acceptance of the offer of support, subject to appropriate confidentiality protocols due to the ongoing relaunch process.

Cllr Painter also requested the Council’s in-principal support for hosting a Comic Con event on 30 May. As the matter was not included on the published agenda, Members agreed that it should be deferred to the April committee meeting or referred to Full Council for consideration.

A member of the public raised concern that the Council was “spending thousands of pounds of taxpayers’ money” on matters relating to the burial ground. It was noted that the burial ground project had been previously recommended by the HEC Committee and was now at Full Council for decision.

The Chair clarified that £50,000 had already been reserved for this purpose, having been pre-budgeted several years ago, and therefore no additional cost to the taxpayer was being incurred at this stage.

It was further noted that a public meeting held in September sought views on future spending relating to the search for a new burial ground. A survey undertaken as part of this process had identified potential sites within Tetbury for further consideration.

HEC03. 03/26 Declarations of Interest:

None.

HEC04. 03/26 To approve the Minutes of the Heritage, Environment and Community meeting held on Monday 2nd February 2026: It was proposed by Cllr Z Baker seconded by Cllr R Smith to approve the minutes of the Heritage, Environment and Community meeting held on 2nd March 2026.

Voting record	For 3	Against 0	Abstain 2	Absent 2
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**MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
 held at Tetbury Library, Close Gardens, Tetbury, GL8 8DU on the
 2nd March 2026**

A Member of the Public (MOP) attended the meeting to respond to questions relating to Agenda Item 12.

It was proposed by Cllr Z Baker and seconded by Cllr N Ind that Standing Orders be suspended to bring forward Agenda Item 12, permitting the MOP to address the Council and answer questions.

Voting record	For 5	Against 0	Abstain 0	Absent 2
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HEC12. 03/26 To consider and approve resident volunteer support for the Big Green Spring Clean:

It was proposed by Cllr Z Baker and seconded by Cllr S Sanderson that the Council support volunteers participating in the Big Green Clean and other litter-picking activities within Tetbury.

Voting record	For 5	Against 0	Abstain 0	Absent 2
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EO to send organisers the Tetbury Town Council Risk assessment.

Representative confirmed the date of 22nd March 2026 and EO will circulate this with Council Members.

HEC05. 03/26 To note Budget, spend to date and forecast spend:

Noted.

Cllr I Watson informed Members that he is aware of a department within Gloucestershire County Council that specialises in the removal of Ash Dieback-affected trees. Cllr Watson confirmed that he will make further enquiries and report back with information.

HEC06. 03/26 To note Heritage, Environment community Action Plan from previous meeting:

Noted.

Concerns were raised by Cllr C. Pearce regarding the future of the Court House, and it was noted that a view was expressed that decisions were being delayed and needed to be addressed.

It was further noted by Cllr S. Sanderson that the Court House Working Group had met prior to Christmas and that a report would be brought forward in due course.

HEC07. 03/26 To note Visitor Information Centre report:

Noted.

HEC08. 03/26 To receive the Police Museum Report:

No report received.

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

HEC09. 03/26 To note Grounds Team monthly Play Park Inspection:

Noted.

Play Park at the Goods shed - Concerns were raised by Cllr R Smith regarding the condition of the area used by Parkrun, noting that it was becoming unusable. It was suggested that the area be taped off to allow the grass to recover and regrow.

Further concerns were also raised by Cllr R Smith regarding the operation of the “car park full” signs and how their activation and monitoring were being managed.

It was additionally noted by Cllr I Watson that discussions could be held with Parkrun to request that, during the recovery period, participants congregate on the tarmac instead.

HEC10. 03/26 To discuss accommodation preferences and logistical arrangements for the Zwingenberg Delegation attending the Christmas Event 2026:

It was noted by Cllr C Pearce that there was no allocated budget for Officers to provide the level of assistance being discussed. The Executive Officer advised that the visitors had expressed a preference to stay locally, and that if suitable accommodation could not be arranged with local families, they would secure hotel accommodation at their own cost.

It was noted by Cllr I Watson that there is a group of volunteers who have expressed an interest in becoming involved in the Twinning Project he will contact them to discuss.

It was proposed by Cllr Z Baker and seconded by Cllr R Smith that the Zwingenberg members be invited to attend the Christmas Lights Switch-On event.

Voting record	For 5	Against 0	Abstain 0	Absent 3
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HEC11. 03/26 To consider and approve a request for financial support towards purchasing a plaque at Bath Bridge: It was proposed by Cllr Z Baker seconded by Cllr C Pearce to support the shortfall of £119.20 to purchase historic plaque for Bath Bridge.

Voting record	For 5	Against 0	Abstain 0	Absent 3
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HEC13. 03/26 To seek Council approval for the Executive Officer to submit a nomination for Tetbury to the Bee Friendly Trust Awards: It was proposed by Cllr C Pearce seconded by Cllr Z Baker to approve the EO to submit a nomination for Tetbury to the Bee Friendly Trust Awards.

Voting record	For 5	Against 0	Abstain 0	Absent 3
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HEC14. 03/26 To consider correspondence:

St Saviours – War Memorial – EO noted an organisation has offered to maintain the upkeep of the War Memorial. EO will respond to resident.

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

HEC15. 03/26 To receive members report:

Cllr C Pearce - Concerns were raised by Cllr C. Pearce regarding the poor condition of roads within Tetbury, particularly in relation to potholes. It was noted that Cllr Pearce questioned, in respect of Cllr I. Watson’s county council capacity, whether current spending priorities were appropriate and whether the works being undertaken were fit for purpose. Further concern was expressed regarding reductions in road maintenance funding and the reasons for such cuts.

Concerns were raised by Cllr C. Pearce regarding the parking situation on Gumstool Hill, noting that the current arrangements are unsuitable and that vehicles are unable to pass safely when cars are parked in this area. It was further noted that the parking bay markings have faded and require reinstatement.

HEC16. 03/26 Items for inclusion on the April 2026 agenda:

Please email EO

HEC17. 03/26 To note the dates and time and date of the next Heritage, Environment and Community meeting 7pm Monday 13th April 2026 at Tetbury Library – Close Gardens – Tetbury:
Noted.

Chair.....

Date.....

Meeting ended 1938

MINUTES OF A MEETING OF THE PLANNING COMMITTEE
held in Tetbury Library, Close Gardens, Tetbury on Monday 16th February 2026
at 6.30pm

PRESENT:

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

Officer: CEO (T Niblett)

Public: District Councillors I Watson, Cllr L Farnham

PL01. 02/26 Apologies for absence:

S Scott – work commitments

PL02. 02/26 Declarations of Interest:

Cllr J Taylor – 26/00349/FUL + 26/00228/FUL

PL03. 02/26 Public Consultation:

None.

PL04. 02/26 To approve the minutes of the meeting held on Monday 26th January 2026

It was proposed by Councillor P Burrell, seconded by Councillor R Smith to approve the minutes of the meeting held on Monday 26th January 2026.

Voting record	For 4	Against 0	Abstain 0	Absent 1
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PL05. 02/26 Consideration of planning, listed building consent, tree work and licensing applications received by 10th February 2026 (refer to attached Schedule link):

<p><u>26/00174/FUL</u> Full application for erection of two-storey rear extension, front porch, and dormer windows with associated works</p> <p>5 Highfield Mews Cottages, London Road Decision: The front porch is not in-keeping with the street scene</p>	<p><u>26/00244/FUL</u> Full application for erection of two-storey rear, single-storey side extension, and loft conversion with associated works. Demolition of a conservatory.</p> <p>5 The Damsells Decision: TTC has no objections</p>
<p><u>26/00349/FUL</u> Full application for alterations to existing driveway and parking with associated works</p> <p>52 West Street Decision: TTC has no objections</p>	<p><u>26/00228/FUL</u> Full application for erection of basement extension, single-storey rear extension, conversion of outbuilding to home office, and installation of solar panels with associated works</p> <p>52 West Street Decision: TTC has no objections</p>

MINUTES OF A MEETING OF THE PLANNING COMMITTEE
held in Tetbury Library, Close Gardens, Tetbury on Monday 16th February 2026
at 6.30pm

<p><u>26/00175/FUL</u> Full application for demolition of existing garage and utility room and erection of two storey side extension and single storey rear extension and internal alterations.</p> <p>11 Clarrie Road Decision: TTC has no objections</p>	
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PL06. 02/26 To note planning applications using Scheme of Delegation:

None

PL07. 02/26 Correspondence:

Cllr J Taylor has received a complaint regarding a porch that has been erected on Havenhill Road, advised to contact resident and complete a form on the CDC planning portal.

PL08. 02/26 To receive Chairs report:

Cllr J Taylor advised that TTC has been contacted regarding a planning appeal that has been taken to the Secretary of State and asked the committee if they wish to make any further comments regarding this application? Committee happy with the response already given and no further comments will be made. Meeting held with potential housing developer.

PL09. 02/26 to receive Vice Chairs report:

Nothing to report.

PL10. 02/26 To receive Members report:

Nothing to report.

PL11. 02/26 Next scheduled meeting – Monday 16th March 2026, 6.30pm:

Noted.

Meeting closed 6.50pm

Chair Dated

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

Present

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

Officers: T Niblett (CEO/RFO)

Public: 1 member of the public

FS01. 03/26 Apologies for absence:

Councillor R Smith – Received - personal

Councillor A Figueirido – No apologies for absence received

FS02. 03/26 Declarations of Interest:

None

FS03. 03/26 Public Consultation:

None

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

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

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

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

Grounds Team new vehicle requirements – Agenda item.

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

Staff working updates – April agenda item

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

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

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

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

Noted.

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

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

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

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
Monday 9th March 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 S Scott, seconded by Councillor M Baker, to approve the March payments and the transfer of £25,000 from the TTC Deposit Account to TTC Current Account.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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It was requested that we have a transfer of funds of £2,000 from TTC Deposit Account to the VIC Current Account. It was proposed by Councillor S Scott, seconded by Councillor M Baker to approve the transfer of £2,000 from the TTC Deposit Account to VIC Current Account.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FS19. 03/26 Correspondence Received:

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

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

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

FS20. 03/26 Councillor Reports:

None

FS21. 03/26 Items for the next meeting:

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

FS22. 03/26 Exclusion of the Public and Press to allow discussion of confidential business: It was proposed by Councillor L Farnham, seconded Councillor S Scott that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Public and Press be excluded from the Meeting for the following items of business on the grounds they involved the likely disclosure of confidential information (as defined in paragraphs (1) and (2) of Part I of Schedule 12A to Section 100A(4) of the Local Government Act 1972 [Information relating to an individual and Information relating to the financial or business affairs of any particular person]), and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

Meeting closed 8.10pm

FS23. 03/26 Staffing Matters:

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

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

Meeting closed 8.27pm

Chair Dated



Highways Working Group – 10th March 2026

Attendance

- **Present: Members JB-RA-GC-PJ- VB**
- **Councillors: Chair Cllr Z Baker - Cllr I Watson**
- **Apologies: DB BS SS – MB no apologies**
- **Public JT**

Member of public raised major concerns about severe congestion caused by long running and overlapping roadworks.

Lack of response from Highways for 4 months after queries regarding Cirencester Road (monitoring since November).

Multiple works (Tesco's, Long Street, Bath Road) not being staggered.

Utility companies (SEN) causing long delays — e.g., Long Street paving took 5 days for a half-day job.

Impact on local businesses - Trading down 38–50% year-on-year.

6 shops currently empty between Market House and West Street.

Risk to Tetbury's tourism reputation.

Praised Cllr L Hall-Wilson for her campaign to reduce the road closure on Bath Road.

Key Updates

20's Plenty: Ongoing

Speed Monitoring: SLA approved at Full Council – Areas to be confirmed by Gloucestershire Constabulary.

VAS Installation: Poles have been installed on Hampton Street and Cirencester Road awaiting delivery of signs.

Manhole Covers: Continue to use Fix my Street – Cllr I Watson can follow these up.

Damaged Bike Signs: Two Signs outstanding – **Action** VB to contact Highways team

Reduce Lorry Weight: Cllr M Baker ongoing

County Councillor update members regarding Safer Streets

- 166 county applications; first 25 approved.
 - Funding: **£3M over 2 years** (public health + highways).
 - Additional **£15M resurfacing grant** distributed across 3 Cotswold projects.
-



Lorry Watch

- Last week's session quiet due to drivers avoiding Tetbury because of roadworks.
 - Public appreciative.
 - Next Lorry Watch: **week of April 20th or 27th.**
-

Lighting, Footpaths & Development

- Cirencester Road:
 - New developments lack adequate lighting.
 - CIL contribution only **£5K vs. £50K** needed.
 - Pursuing strategic CIL funding.
 - Footpaths overgrown or missing entirely; not included in current plans.
 - Bath Road & Cirencester Road pavement improvements requested.
 - 30mph TROs stalled due to cost and lack of accident data (only 2 accidents in 7 years).
-
-

Action Items

- Escalate roadworks issues.
 - Engage businesses.
 - Bring parking proposals.
 - Share resurfacing and Safe Streets data
 - Report potholes
 - Volunteer for Lorry Watch (April)
 - Explore feasibility of local VAS installation.
 - Car Parking meeting 18th March

 - **12th May 2026**
-

Gloucestershire County Council – Tetbury Division Report

Councillor: Ian Watson

Period: December – Feb/March 2026

LGR

The government consultation is now open (access here - <https://www.gov.uk/government/consultations/local-government-reorganisation-in-gloucestershire>) and closes on **26 March 2026**. For further info and links to the proposals you can visit Future Gloucestershire - <https://futuregloucestershire.org.uk/>

Budget

We passed our landmark Budget at full council on 18 February. We are investing in the things that matter most to our communities. It hasn't been easy, but Liberal Democrats are making the tough choices needed to deliver a stronger future for Gloucestershire.

This is a budget that resets our financial foundations and invests in Gloucestershire's future. The provisional funding settlement left us £9.5 million worse off than we had expected in December and we also had to deal with the failures and lack of investment in key areas of the previous administration.

Our budget resets and invests. It deals head-on with the financial position we inherited and aligns us with the new Fair Funding landscape to put us on a strong stable footing.

However, we are also investing in the areas most important to our communities, including –

- £15 million extra for Highways, the largest cash boost for generations
- £2 million for road safety
- 3 new care homes

- 2 new special schools

We have also established £32 million in efficiency savings to make at the council.

Highways

We are working hard to improve our highways and have committed a whopping additional £15 million into roads over the next few years.

The incredibly wet weather over the last couple of months has hugely affected our roads. Teams are working as hard as they can, however, the wet weather makes it incredibly hard to fill in potholes and increases the likelihood of more evolving.

Peer Review

- The external team has completed the peer review and given very positive feedback.
- They highlighted areas to keep developing, such as member/officer relationships, work with town and parish councils, repair quality, and governance processes that can slow things down.
- An action planning day is being organised for March 2026.

Member Influence Process

- As set out in the budget papers, most maintenance work must follow a countywide, needs based approach so the network stays in good condition and investment is fairly spread.
- Officers are developing a process for members to influence local highway priorities. This may include:
 - Local surgeries or depot open days twice a year, with sessions on planned works and priorities.
 - LHMs contacting each member at least quarterly to discuss local issues.
 - Clear ways for members to suggest locations for deep cleans, impact schemes, and findandfix work.
- Feedback from the February Peer Review will also be included.
- More detail will be developed and brought to the Highways Board in March.

Resurfacing Coming Up

- See this webpage: [County Resurfacing Works | Highways](#)

District	Scheme	Operational Hours	Planned Start Date	Planned End Date

Forest	3/45 Grange Court Road Westbury-On-Severn	Restricted Days (09:30 to 15:30)	06/02/2026	02/03/2026
Cheltenham	4/90036 Harp Hill Cheltenham	Restricted Days (09:30 to 15:30)	09/02/2026	24/02/2026
Forest	3/352 Parkend Road Coalway	Restricted Days (09:30 to 15:30)	12/02/2026	26/02/2026
Cotswold	3/120 Hidcote Road Ebrington	Unrestricted Days (07:00 to 19:00)	18/02/2026	09/03/2026
Forest	3/21 Mill End Clearwell	Unrestricted Days (07:00 to 19:00)	24/02/2026	02/03/2026
Tewkesbury	3/382 Gloucester Road & Church Street Tewkesbury	Nights (19:00 to 07:00)	26/02/2026	07/03/2026 (Saturday)
Tewkesbury	3/86 Gloucester Road to Stoke Road Tredington	Nights (19:00 to 07:00)	04/03/2026	16/03/2026
Cotswold	A44 Bourton Road Bourton-on-the-Hill	Nights (20:00 to 07:00)	05/03/2026	13/03/2026
Stroud	3/257 Bradley Green Wotton-under-Edge	Nights (19:00 to 07:00)	05/03/2026	11/03/2026
Stroud	3/268 Cirencester Road Minchinhampton	Restricted Days (09:30 to 15:30)	10/03/2026	25/03/2026
Cotswold	A429 Fosseyway Broadwell	Nights (20:00 to 07:00)	12/03/2026	19/03/2026
Cotswold	B4035 Paxford Road Chipping Campden	Nights (19:00 to 07:00)	13/03/2026	23/03/2026

Road Safety Needs Assessment

Gloucestershire's Road Safety Partnership published their Road Safety Needs Assessment urging every road user to take simple, lifesaving actions.

The assessment shows that the biggest factors behind serious collisions are speeding, distraction and impaired driving. Residents are being asked to:

- Slow down, particularly on rural and residential roads
- Watch for pedestrians and cyclists, especially at junctions and crossings
- Never drive under the influence of drugs or alcohol
- Stay focused and avoid in-car distractions

These small changes can significantly reduce the likelihood of devastating collisions.

Read the full assessment here - [Road Safety | Inform Gloucestershire](#)

Gully monitoring pilot project to tackle flood risks

Radar sensors have been added to gullies along Cirencester Road in Charlton Kings, St Georges Road and Pittville Circus. The system uses sound waves to monitor water levels in key gullies.

The devices, managed by Kaarbon Tech, will collate information and send automatic notifications to the Flood Risk Management Team. The aim is that it will reduce reliance on manual surveying and lead to improved operational efficiency and response times.

Coombe Hill development

Residents and local businesses are being invited to attend a public drop-in event to find out more about proposals Coombe Hill.

This is on **4 March 2026 from 3:30pm to 7:00pm at The Swan Inn, Tewkesbury Road, Coombe Hill GL19 4BA.**

The proposals would see 27 acres of Gloucestershire County Council land transformed into a modern, multi-use site designed to deliver essential services and support future growth. Current proposals include:

- A new training facility for Gloucestershire Fire and Rescue Service
- A state-of-the-art highways depot
- A much-needed 80-bed care home
- The sale of a small parcel of land for the development of around 25 new homes

All the latest information on the Coombe Hill development can be found at www.gloucestershire.gov.uk/coombe-hill, where you can also sign up to receive email updates.

We celebrated our foster carers at a special thank you event

The annual celebration, which was held at Tortworth Court near Wotton-under-Edge, was an opportunity for us to recognise the vital role foster carers play in keeping children and young people safe, by providing loving, stable homes for those in care.

The evening brought foster carers together to acknowledge their commitment, compassion and the difference they make to children's lives every day.

Anyone interested in fostering can find out more by visiting www.gloucestershire.gov.uk/fostering.



Boosting Apprenticeships

We pay into the national Apprenticeship Levy, and any unspent funds are reclaimed by the government after two years. So, to keep this money in Gloucestershire, we transfer part of our unused levy to local employers so they can take on apprentices or upskill staff at no extra training cost.

Since 2019, we've transferred over £1.5 million to local employers, mainly supporting adult social care and early years, as well as apprenticeships in health, construction, engineering, education and youth services.

Each year we publish our funding pledge on the national apprenticeship website, where Gloucestershire employers can apply online.

Our New Gloucestershire Business Board (GBB)

This replaces the previous Economic Growth Board and will take a more dynamic, business led approach to supporting growth, investment and innovation. It will provide

strategic oversight of Gloucestershire's economic development agenda, ensuring that business insight directly informs countywide policy and major investment decisions.

The GBB will be co-chaired by Cllr Julian Tooke, cabinet member for business, economic development, planning and infrastructure at Gloucestershire County Council, and Rob Stemp, an experienced cyber security leader, entrepreneur and board advisor.

Our Local Nature Recovery Strategy goes live

Nature across the UK is under extreme pressure. The country is one of the most nature depleted in the world. The interactive online LNRS map shows how we can take action anywhere in the county to help nature recover.

The LNRS provides a vital tool for planners, farmers, landowners, organisations and communities to work together on shared priorities for nature.

From today all local councils will be required to have regard to Gloucestershire's Local Nature Recovery Strategy in decision and plan making. This means they have to consider the priorities set out in the LNRS when determining how relevant plans contribute to and enhance the local natural environment at a plan-making level. The LNRS and its map become a 'material consideration' in the planning system today, based on the individual circumstances of the case.

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

Fire safety guidance for hosts ahead of Cheltenham Festival

The four-day event from 10 to 13 March 2026 brings around 250,000 racegoers to the town each year, and many stay in short-term accommodation across the county.

GFRS is reminding property owners that hosting visitors, even for a short period, creates legal responsibilities under fire safety legislation. Owners are being given advice, so they keep guests safe and reduce the risk of fire. They should ensure:

- Escape routes are clear, accessible and well signed
- Smoke alarms are fitted, tested and compliant
- Guests receive simple instructions on what to do if a fire starts or an alarm sounds
- Electrical appliances and wiring are in good condition and regularly checked
- Combustible materials are kept away from radiators, heaters and open flames

Further guidance and fire safety resources - <https://gloucestershire.gov.uk/glosfire>

Cheltenham Races traffic

In collaboration with local agencies, we have been working behind the scenes to accommodate the influx of visitors. We will postpone all planned roadworks in the area, including minor repairs and major projects such as the A435 cycleway. In the event of any urgent streetworks that cannot be postponed, we will coordinate with utility companies to minimise disruption as much as possible.

Arle Court Transport Hub will run a park and ride service to Cheltenham Racecourse every 15 minutes with Stagecoach. Buses depart from 9:15am to 2:30pm, with returns from 4pm to 7:30pm; the car park closes at 10pm. Tickets cost £15 per car per day and cover up to five passengers.

Celebrating over a year of Youth Hubs supporting young people across Gloucestershire

We are celebrating over a year of impact from our commissioned Youth Hubs, delivered in partnership with three notforprofit organisations working across the county.

Together, these services form the Gloucestershire Commissioned Youth Service (GCYS) which is a coordinated network that offers early help, prevention, and positive opportunities for young people aged 11 to 25.

GCYS launched in October 2024 to ensure young people feel safe, supported, and able to thrive within their local communities. Over the past year, delivery partners The Children's Society, Family Action, and Gloucestershire Gateway Trust, have created vibrant and welcoming youth spaces across the county that have welcomed over 14,000 visits from young people.

Fostering Service celebrates debut novel of young person in care



We were proud to celebrate the achievement of a young person in care as he published his debut novel at 17-years-old. Craigson Palmer held a book launch at Shire Hall for his novel Deepfaded, providing a chance to recognise the achievement and celebrate the potential of children in care across Gloucestershire.

A first draft of the book, which is a psychological thriller and coming-of-age story, was completed when Craigson was just 14 and all earnings from the sale of the novel will be donated to the charity Women's Aid.

District Councillor Report March 2025



Ian Watson
Tetbury Town Ward

1. Overview

February and March have been active months across the district, with significant developments in planning, local services, environmental initiatives, and budget-setting activities. This report provides a concise update on the work undertaken on behalf of Tetbury residents, along with key district-wide matters that directly affect our community.

2. Tetbury Ward Updates

2.1 Planning & Development

Local Planning Applications:

Several applications in and around Tetbury have come forward over the last two months. Notable themes include:

- Small-scale residential extensions within the Conservation Area
- Applications related to energy efficiency improvements, including solar installations
- Ongoing pre-application discussions concerning potential housing land to the east and south of town

I continue to review all applications impacting Tetbury and engage with planning officers to ensure conservation principles, design quality, and local infrastructure capacity remain central considerations.

Five-Year Housing Land Supply:

CDC's updated Housing Land Supply Assessment remains under review, with ongoing implications for planning decisions across the district. I am monitoring this closely as it may affect speculative applications.

3. District-Wide Matters Affecting Tetbury

3.1 2026/27 Budget and Council Tax

Cotswold District Council finalised its budget in February. Key points relevant to residents include:

- Modest increase in CDC's proportion of the Council Tax (within legal limits)
- Continued pressure on homelessness services, waste collection, and inflationary costs
- Ongoing efforts to safeguard frontline services despite national financial constraints on local government

Capital funding for leisure, climate action, and community resilience remains in place.

3.2 Waste & Recycling Services

Residents may have experienced:

- Missed bin collections due to vehicle reliability issues and ongoing staffing pressures
- Adjustments to garden waste renewal cycles (reminder letters have been sent for 2026–27 subscriptions)

I have raised several Tetbury-specific concerns with Ubico and CDC's waste team, particularly around service reliability on the more rural edges of town. Please continue to report any missed collections so they can be logged and tracked.

3.3 Cost-of-Living Support

CDC continues to channel cost-of-living support through:

- The Household Support Fund (pending Government extension updates)
- Community groups and food projects across the district
- Warm spaces and advice hubs

Tetbury's local support networks—both formal and volunteer-led—remain active, and I have been supporting signposting for residents who request assistance.

4. Environmental & Climate Projects

4.1 EV Charging Infrastructure

CDC is progressing the rollout of electric vehicle charging points in rural market towns. Tetbury remains a candidate location, though final site selection and procurement timelines are still being scheduled. I am lobbying to ensure Tetbury is not overlooked.

4.2 Biodiversity & Open Spaces

- The district's biodiversity net gain policy (aligned with new national regulations) came into effect.
- I have provided feedback on management issues relating to Tetbury open spaces, including grass-cutting schedules and tree maintenance.

5. Highways, Transport & Local Infrastructure

While highways fall under Gloucestershire County Council, several issues have been raised through my CDC role and passed through appropriately, including:

- Pothole hotspots around the industrial estate and Bath Road
- Drainage concerns in the centre of town, especially after heavy rainfall
- Queries around parking enforcement and signage

I continue to coordinate with County colleagues to ensure residents' concerns are addressed.

6. Community Engagement & Casework

Casework over February and March has covered:

- Housing support and homelessness concerns
- Anti-social behaviour reports and liaison with local policing teams
- Planning queries from residents and businesses
- Council Tax and benefits enquiries
- Waste collection issues

I remain available to meet residents both in person and online, and I continue to support local community groups with funding bids and council liaison.

7. Upcoming Priorities (April onward)

- Continued monitoring of planning applications and emerging development pressures
- Preparation for summer events and associated licensing matters
- Ensuring Tetbury benefits from district environmental and infrastructure programmes
- Supporting community groups with grant opportunities as the new financial year begins



COTSWOLD
District Council

Laura Hall-Wilson – Cotswold District Councillor for Tetbury with Upton

March Update

District Councillor Report

- At the end of February, I completed the Cirencester 10k in a time of 1 hour and 3 minutes, raising over **£600 for the Pied Piper Appeal**. I would like to extend a huge **thank you** to everyone who sponsored me and supported this fantastic cause.
- Last month's Full Council meeting included the approval of the council's annual budget. During the meeting, the **Conservative Group put forward two amendments** to the proposed budget; however, these were not debated or passed.
- I also attended the Overview and Scrutiny Committee on 2nd March. During the meeting, I asked officers about ensuring that **town and parish councils are more closely involved** as Local Government Reorganisation (LGR) progresses, as your role will be increasingly important in representing local communities.
- In addition, I raised questions about the new process for **applying for Community Infrastructure Levy (CIL) funding**. Following these discussions, I have been encouraging Gloucestershire County Council to apply for strategic CIL funding to improve the lighting and footpath leading to the GP surgery, which I know is an important issue for residents. I am delighted that with Cllr Ian Watson Support and Cllr Nikki Ind's long time involvement, **GCC will be submitting an application for strategic CIL, which I will write to support**.
- I attended a visit to the **A419 'Missing Link'** site to catch up on progress. For Tetbury residents commuting this way, or visiting place like Gloucester Royal Hospital - This major infrastructure project is progressing at pace, and at the beginning of May the new road will be partially opened. From Cirencester and via a contraflow, traffic will navigate a rather complex route at the old Air Balloon roundabout before continuing to Cheltenham or the motorway. To quote our host, this will be 5 weeks of hell! It will be particularly bad if approaching from the 7 Springs direction, and is likely to be problematic for several months, so best avoided if you can.

Cotswold District Council – Full Council

The next Full Council meeting will take place on Wednesday 18th March. A link the agenda and associated documents can be found below:

<https://meetings.cotswold.gov.uk/ieListDocuments.aspx?CId=1154&MId=2472&Ver=4>

Email: laura.hall-wilson@cotswold.gov.uk

Facebook: [Laura Hall-Wilson for Tetbury with Upton](#)

Instagram: @laura4tetburyupton



COTSWOLD
District Council

I have submitted a member question specifically in relation to the recent report on empty units across the district, funded by the Rural Enterprise Prosperity Fund – I am very keen that we seize the moment on this and make some tangible changes based on the recommendations in the report.

You can see my question here:

Question 7: Cllr Laura Hall-Wilson to Cllr Tony Dale, Cabinet Member for Health, Culture and Visitor Experience.

“The report from the Town Centres Initiative has recently been published and for Tetbury one of the key recommendations is parking improvements. I hear from businesses and residents on almost a daily basis how they struggle with parking in Tetbury. Please confirm what measures you will be taking in reaction to this report, to improve the flow of cars and look at how to make parking easier for visitors to our town?”

Local Government Reorganisation

An update was provided to Overview and Scrutiny on 2nd March. The process remains complex and there are still questions that are difficult to answer without the final response from the Secretary of State as to how Gloucestershire is to proceed.

More detail can be found here:

<https://meetings.cotswold.gov.uk/documents/g2474/Public%20reports%20pack%202nd-Mar-2026%2016.00%20Overview%20and%20Scrutiny%20Committee.pdf?T=10>

The consultation is open now so please do all urge your networks to participate:

<https://futuregloucestershire.org.uk/>

<https://www.gov.uk/government/consultations/local-government-reorganisation-in-gloucestershire>

The Dolphins Hall

There is some frustration starting to rear its head again over progress on the new Dolphins Hall.

I have spoken with committee members and I want to help to reset the relationship between the town council, the DRC and other stakeholders in the town. I have suggested a “Town Partnership Board” type of structure with an attendee from all different groups to work on some key issues for the town and deliver for its residents. There has been some positive feedback for this idea and I hope it will start to prevent the decisions of one group having unintended consequences over another so we all benefit.

Email: laura.hall-wilson@cotswold.gov.uk

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COTSWOLD
District Council

Planning and Development

Due to the increase in Government housing targets leaving the Cotswold District unable to show a 5-year housing land supply, we are starting to see speculative housing applications appear in the district.

- Miller Homes contacted me and asked to see me in relation to an option they have on land between Longfurlong Lane and Bath Road. They plan to apply for up to 135 homes in this area. I could not have been clearer that while everyone wants local people to have local houses that they can afford, this location was wrong and they would not receive my support.
- The issues I raised with them included flooding, the existing use as amenity land with good footpath access, which they could not better and the lack of accountability over issues on the Highfields development, which are still not resolved. The team members who came to see me were oblivious to these issues and somewhat surprised but assured me they would follow up on the existing issues. I also pointed out there are other sites in town that residents are supportive of and their site is not in either the existing local plan, or the rapidly progressing update to the local plan.
- The planning application for 8 dwellings off Bath Road (which I requested to be heard at committee) has still not been determined, I understand last week that the archaeological report that was outstanding has now been submitted so I chased for a date as to when it might be determined, and I wait to hear.

In Tetbury

- Unfortunately, the planned Retrofit Roadshow had to be cancelled due to a venue double booking. I appreciate that many residents had expressed interest in attending, so I will work to rearrange the event for another date and will share details as soon as they are confirmed.
- I was approached about a new dog poo bin on Longfurlong Lane, I am very pleased that the waste team at the district council agreed with the location and that they would empty the bin, Tetbury Upton Parish Council have agreed to pay for it. So we can look forward to no more poo bags being dumped on the lane!!
- I understand there have been some missed bin collections recently in town – please let me know when these happen so I can flag it with the cabinet member responsible, especially if the waste is left for several days. I have asked to be updated when collections are missed but this information is yet to be forthcoming.

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Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	COUNCIL – 18 MARCH 2026
Subject	COMMUNITY GOVERNANCE REIEW
Wards affected	All
Accountable member	Cllr Mike Evely, Leader of the Council Email: mike.evely@cotswold.gov.uk
Accountable officer	Angela Claridge, Director of Governance and Monitoring Officer Email: angela.claridge@cotswold.gov.uk
Report author	Sarah Dalby, Electoral Services Manager Email: sarah.dalby@cotswold.gov.uk
Summary/Purpose	To approve the final recommendations of the Community Governance Review
Annexes	Annex A – Details and consultation responses for each area
Recommendation(s)	That Council resolves to: <ol style="list-style-type: none"> 1. Approve the final recommendations in relation to the Community Governance Review for Cirencester, Cutsdean, Fairford, Moreton-in-Marsh, Southrop, Tetbury, as set out in the table at para. 5.1. 2. Authorise the Head of Legal Services to make a Reorganisation of Community Governance order to implement the changes agreed by Council.
Corporate priorities	<ul style="list-style-type: none"> • Supporting Communities
Key Decision	NO
Exempt	NO
Consultees/	Following Council's approval of the Community Governance Review



COTSWOLD
District Council

Consultation	in November 2025, consultation has taken place with Parish and Town Councils, Ward Councillors, County Councillors and residents in each of the affected areas.
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1. EXECUTIVE SUMMARY

- 1.1** Following approval by Council in November 2025, consultation on proposed changes to parish and town council boundaries and councillor numbers has been conducted.
- 1.2** This report sets out the responses to the consultation and recommendations to be considered.

2. BACKGROUND

- 2.1** Community Governance Reviews ("CGR") provide the opportunity for Principal Councils to review and make changes to community governance within their areas.
- 2.2** A CGR enables strong, clearly defined boundaries to be put into place, which reflect local identities and facilitate effective and convenient local government.
- 2.3** Consultation has now taken place on the proposed changes in the areas under review. This includes a meeting with ward members from the areas under review to discuss the consultation responses and agree the recommendations provided here.
- 2.4** Down Ampney Parish Council was included in the initial request for a CGR, however following a change in councillors this request was withdrawn. No consultation has taken place on this.

3. WARD MEMBERS' COMMUNITY GOVERNANCE REVIEW MEETING

- 3.1** At the conclusion of the consultation, a meeting of ward members for the areas included took place.
- 3.2** Members were provided with the full responses for each area and their views were sought on the recommendations.
- 3.3** The recommendations included in this report were agreed with those members.
- 3.4** The full responses for each area can be viewed by contacting the Electoral Services Officer.

4. PROCESS

- 4.1** The consultation included letters being sent to all households affected by the proposed changes. Residents were able to respond by completing an online form, emailing or writing to the Council.
- 4.2** Parish councils, district and county councillors and MPs were also included in the consultation and were able to respond in the same way.



- 4.3** Responses to the consultation were collated for each area and a discussion was held with the relevant ward member(s) to agree the recommendations as they appear in this report.

5. RECOMMENDATIONS

- 5.1** The recommendations for each area are included in Annex A and can be summarised as follows:

Cirencester – Preston	No change
Cirencester – Siddington	No change
Cutsdean	Cutsdean Parish Council to be dissolved and a Parish Meeting created for the area. This change to come into effect no later than 1 October 2026 once all legal requirements have been put in place
Fairford	Increase the number of councillors for Fairford Town Council from 13 to 15 with effect from the May 2027 elections
Moreton-in-Marsh	No change
Southrop	Increase the number of Councillors for Southrop Parish Council from 5 to 7 with effect from the May 2027 elections
Tetbury	Create three wards in Tetbury Town Council with effect from the May 2027 election

6. ALTERNATIVE OPTIONS

- 6.1** If the recommendations are not approved, the parish council arrangements will remain as they are.

7. FINANCIAL IMPLICATIONS

- 7.1.** The changes outlined above can be implemented by the Council within existing resources, any increase in costs for parish elections will be recharged directly to the relevant parish council.



8. LEGAL IMPLICATIONS

8.1 Any review and decision must be conducted in accordance with relevant legislation, namely the Local Government and Public Involvement in Health Act 2007 and the Local Government Act 1972.

8.2 If approved, a Reorganisation Order will be required to be drafted, made and confirmed.

9. EQUALITIES IMPACT

9.1 Governance arrangements should reflect the identities and interests of local communities and promote local cohesion.

10. BACKGROUND PAPERS

10.1 The consultation responses are available to view by contacting the Electoral Services Manager.

(END)

7. Tetbury

Wards

- Tetbury East & Rural – Councillor Nikki Ind
- Tetbury Town – Councillor Ian Watson
- Tetbury with Upton – Councillor Laura Hall-Wilson

Proposal

Tetbury Town Council requested a change to create town council wards in line with the District Council wards.

The Town Council currently has 15 councillors who represent the town. The town council feels that having 3 wards each with 5 councillors will help share the workload more efficiently between the councillors. Each councillor will represent their own ward whilst having an overview of the whole town.

Responses

There were 80 responses of which 41 were in favour, 28 against and 11 gave no clear response either in favour or against.

Recommendation

That Tetbury Town Council be warded as follows with effect from the May 2027 election:

- Tetbury East Ward represented by 5 councillors
- Tetbury Town Ward represented by 6 councillors
- Tetbury West Ward represented by 4 councillors