

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
Monday 20th April 2026 at 7pm

Present

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

Officers: T Niblett (CEO/RFO)

Public: 1 member of the public

FS01. 04/26 Apologies for absence:

Councillor C Pearce – Received - personal

Councillor A Figueirido – No apologies for absence received

FS02. 04/26 Declarations of Interest:

None

FS03. 04/26 Public Consultation:

None

FS04. 04/26 To approve the minutes of the meeting held on Monday 9th March 2026:

Following minor amendments, it was proposed by Councillor L Farnham, seconded by Councillor M Baker to approve the minutes of the meeting held on Monday 9th March 2026.

Voting Record:	For – 4	Against – 0	Abstentions – 1	Absent - 2
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FS05. 04/26 To note action points from previous meetings:

Grounds Team new vehicle requirements – On-going

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

Staff working updates – On-going

CDC Community Governance – CDC have resolved to ward Tetbury with effect from the May 2027 elections

Opening of Unity Bank Account – In progress

Obtain information from CCLA regarding Public Sector Fund – Information received

FS06. 04/26 To note Bank Reconciliation and Financial Summary for March 2026:

As of 31st March 2026, it was noted that TTC Current Account held £13,346.71, TTC Deposit Account £114,265.43, Contingency Funds £92,486.79, Police Museum £2,537.97, CIL and Buildings Maintenance £103,184.09. The Visitor Information Centre account held £2,783.93.

FS07. 04/26 To note Income and Expenditure for Month 12:

Noted. Look at producing a Police Museum policy.

Following year end, it was noted that general reserves held £82,390, 3-month contingency £91,862.

FS08. 04/26 To note April payments and estimate transfer of funds:

It was noted that Tetbury Town Council payments for April amounted to £30,153.00, VIC payments for April amounted to £3,787.07, Police Museum £8.50, Credit Card payments amounted to £541.66.

It was requested that we have approve the April payments. It was proposed by Councillor S Scott, seconded by Councillor R Smith, to approve the April payments.

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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. No request for a transfer of funds to the TTC Current Account due to the 75% precept being received.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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FS09. 04/26 To allocate two Councillors sign off May payments:

Councillor Z Baker and Councillor P Burrell will sign off the May payments.

FS10. 04/26 To discuss Annual Town Meeting Report:

Members are happy with the content of the Finance & Scrutiny report.

FS11. 04/26 To discuss and recommend to Full Council social media policy:

It was proposed by Councillor S Scott, seconded by Councillor J Taylor to recommend to Full Council the social media policy.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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FS12. 04/26 To discuss and approve renewing Cyber Insurance:

Following discussions with various insurance brokers who have been advised that the cyber insurance quotation with our current provider is competitive and they have not offered to provide a quotation, it was proposed by Councillor S Scott, seconded by Councillor R Smith to approve renewing the Cyber Insurance with our existing provider.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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FS13. 04/26 To discuss and approve renewing Combined Insurance:

Due to the renewal date being 1st June, we have been unable to receive insurance quotations from other providers as it is over the 30-day period. This item is to be discussed at the Annual Meeting of the Council.

FS14. 04/26 To discuss and recommend to the Annual Meeting of the Council Standing Orders:

CEO/RFO went through the proposed amendments with committee members. It was proposed by Councillor L Farnham, seconded by Councilor P Burrell to recommend to the Annual Meeting of the Council the amended Standing Orders.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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FS15. 04/26 To discuss and recommend to the Annual Meeting of the Council Remit of Committees:

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CEO/RFO went through the proposed amendments with committee members. It was proposed by Councillor P Burrell, seconded by Councillor L Farnham to recommend to the Annual Meeting of the Council the amended Remit of Committees.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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FS16. 04/26 To discuss and recommend to the Annual Meeting of the Council Financial Regulations:

CEO/RFO went through the proposed amendments with committee members. It was proposed by Councillor P Burrell, seconded by Councillor Z Baker to recommend to the Annual Meeting of the Council the amended Financial Regulations.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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FS17. 04/26 To discuss and recommend to the Annual Meeting of the Council Fixed Asset Register:

CEO/RFO went through the proposed amendments with committee members. It was proposed by Councillor P Burrell, seconded by Councillor L Farnham to recommend to the Annual Meeting of the Council the amended Fixed Asset Register.

Voting Record:	For – 6	Against – 0	Abstentions – 1	Absent - 2
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FS18. 04/26 To discuss and recommend to the Annual Meeting of the Council Scheme of Delegation:

It was proposed by Councillor S Scott, seconded by R Smith to recommend to the Annual Meeting of the Council the Scheme of Delegation.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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FS19. 04/26 To note amendments to the Employment Rights Act 2025:

Information regarding the amended Employment Rights Act 2025 has been received from SW Councils. Following these amendments TTC will implement the various policies which are now legislation.

FS20. 04/26 To discuss and recommend to Full Council Paternity Policy:

It was proposed by Councillor P Burrell, seconded by Councillor R Smith to recommend to Full Council the Paternity Policy.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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FS21. 04/26 To discuss and recommend to Full Council Whistleblowing Policy:

It was proposed by Councillor S Scott, seconded by Councillor Z Baker to recommend to Full Council the Whistleblowing Policy.

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FS22. 04/26 To discuss and recommend to Full Council Bereaved Partners Paternity Leave Policy:

It was proposed by Councillor S Scott, seconded by Councillor J Taylor to recommend to Full Council the Bereaved Partners Paternity Leave Policy.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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FS23. 04/26 To discuss and recommend to Full Council the Visit Tetbury Green and Sustainability Policy:

It was noted that this is a very comprehensive policy, it was requested that we look at adopting this policy for the Council. It was proposed by Councillor S Scott, seconded by Councillor J Taylor to recommend the Visit Tetbury Green and Sustainability Policy to Full Council.

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FS24. 04/26 Correspondence Received:

Noted the increase in bank charges from Lloyds Bank.

FS25. 04/26 Councillor Reports:

Councillor M Baker – Thanked Councillor S Scott and CEO/RFO for assistance this year.

Councillor R Smith – Advised P Sims who was Mayor from 1982-1984 will be leaving Tetbury, a bouquet of flowers from Tetbury Town Council has been sent.

FS26. 04/26 Items for the next meeting:

Budget

FS27. 04/26 Date of next meeting – Monday 8th June 2026, 7pm, Tetbury Library, Close Gardens

FS28. 04/26 Exclusion of the Public and Press to allow discussion of confidential business: It was proposed by Councillor S Scott, seconded Councillor P Burrell 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 8.35pm

FS29. 04/26 To approve closed session minutes held Monday 9th March 2026:

It was proposed by Councillor L Farnham, seconded by Councillor S Scott to approve the closed session minutes held on Monday 9th March 2026.

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FS30. 04/26 Staffing Matters:

CEO advised that the housekeeper has handed in their notice and interviews for the position will be taking place later this week.

Meeting closed 8.45pm

Chair Dated