

## To all Members of the Finance & Scrutiny Committee

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

You are summoned to attend a Meeting of the Finance & Scrutiny committee on Monday 20<sup>th</sup> April 2026 at 7.00 pm for the transaction of the following business. The meeting will be held in Tetbury Library, Close Gardens, Tetbury. All members of the Public and Press are welcome to attend.



Tara Niblett  
Chief Executive Officer  
13<sup>th</sup> April 2026

1.	Apologies for absence
2.	Declarations of Interest
3.	Public Consultation (Note: Fifteen minutes is allowed for public questions or statements. Each person to state name and to be allowed three minutes maximum. Questions may be answered briefly but not debated. Issues may be referred for subsequent response if necessary)
4.	To approve Minutes of the meeting held on Monday 9 <sup>th</sup> March 2026
5.	To note action points from previous meetings
6.	To note Bank Reconciliation and Financial Summary for March 2026 (0.2)
7.	To note Income and Expenditure for Month 12
8.	To approve April payments and estimate transfer of funds (02)
9.	To allocate two Councillors to sign off May payments (0.2)
10.	To discuss Annual Town Meeting Report
11.	To discuss and recommend to Full Council social media Policy
12.	To discuss and approve renewing Cyber Insurance
13.	To discuss and approve renewing Combined Insurance
14.	To discuss and recommend to the Annual Meeting of the Council Standing Orders
15.	To discuss and recommend to the Annual Meeting of the Council Remit of Committees
16.	To discuss and recommend to the Annual Meeting of the Council Financial Regulations
17.	To discuss and recommend to the Annual Meeting of the Council Fixed Asset Register
18.	To discuss and recommend to the Annual Meeting of the Council Scheme of Delegation
19.	To note amendments to the Employment Rights Act 2025
20.	To discuss and recommend to Full Council Paternity Policy
21.	To discuss and recommend to Full Council Whistleblowing Policy
22.	To discuss and recommend to Full Council Bereaved Partners Paternity Leave Policy
23.	To discuss and recommend to Full Council the Visit Tetbury Green and Sustainability Policy
24.	Correspondence Received
25.	Councillor Reports
26.	Items for the next Meeting
27.	Date of next meeting – Monday 8 <sup>th</sup> June 2026, 7pm, Tetbury Library, Close Gardens
28.	CLOSED SESSION – Resolution to exclude the Public and Press
29.	To approve Closed Session minutes held Monday 9 <sup>th</sup> March 2026
30.	Staffing Matters

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

**MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE**  
**Held at Tetbury Library, Close Gardens, Tetbury**  
**Monday 9<sup>th</sup> 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 9<sup>th</sup> February 2026:**

It was proposed by Councillor J Taylor, seconded by Councillor S Scott to approve the minutes of the meeting held on Monday 9<sup>th</sup> 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 18<sup>th</sup> March

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

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

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

Noted.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**FS19. 03/26 Correspondence Received:**

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

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

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**FS20. 03/26 Councillor Reports:**

None

**FS21. 03/26 Items for the next meeting:**

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

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

Meeting closed 8.10pm

**FS23. 03/26 Staffing Matters:**

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

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

Meeting closed 8.27pm

Chair ..... Dated .....

**Report to a Meeting of  
Tetbury Town Council's Finance and Scrutiny Committee  
Monday 20<sup>th</sup> April 2026, 7pm**

**PROGRESS AGAINST ACTIONS ARISING FROM PREVIOUS MEETINGS**

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

<b>Ref</b>	<b>ACTION</b>	<b>WHO</b>	<b>STATUS</b>
<b>FS12. 10/25</b>	To find the original agreement for works in St Saviours and St Marys Churchyard	CEO	St Marys information sent to the Committee 24 <sup>th</sup> February.  Emailed representative from Churches Conservation Trust regarding St Saviours.
<b>FS10. 11/25</b> <b>FS12. 03/26</b>	To discuss new vehicle requirements for Grounds Team and ascertain whether a second vehicle is required.	CEO/Grounds Foreman	Cllr Scott and Grounds Foreman to meet. On-going
<b>FS23. 11/25</b>	Staff Working Group Updates	Working Group	On-going
<b>FS10. 02/26</b>	To confirm when Cotswold District Council will be discussing the Community Governance request from Tetbury Town Council to become a warded town	CEO	CDC have resolved to ward Tetbury with effect from the May 2027 elections
<b>FS11. 03/26</b>	Opening of Unity Bank Account	CEO	In progress
<b>FS11. 03/26</b>	To obtain more information from CCLA regarding the Public Sector Fund.	CEO	The fund is a low volatility net asset value short-term money market fund under the UK Money Market Funds Regulation (UK MMFR).  The fund aims to maximise current income consistent with the preservation of principal and liquidity by investing in a diversified portfolio of high-quality sterling denominated deposits and instruments.

			<p>The fund only invests in sterling denominated investments and deposits. The principal investments comprise certificates of deposit, call accounts and term deposits with banks and building societies.</p> <p>The yield is calculated on a daily basis (not fixed) it is currently 3.6513% (net of fees)</p> <p>The annual management charge (0.21%) is not charged to you the client, it is taken from the gross income we earn on the fund. The yield above is the current rate (after the AMC)</p> <p>On the current yield a client with £100,000 would receive around £325 per month</p> <p>If you choose to open the account a form is used to make a withdrawal. The proceeds will be received same day. You can either nominate one or two signatories to sign.</p>
<b>FS18. 03/26</b>	Meeting with Police Museum Curator who has requested extra electric sockets and purchase of dehumidifier.	CEO/Cllr Z Baker/Curator	Awaiting more information from Curator where the sockets are required within the museum

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

## VIC MONTHLY FINANCIAL SUMMARY

VIC Bank Summary @ 31st March 2026		Note			
<b>ACTUAL</b>					
	VIC Current Account	£2,783.93			
	<b>TOTAL</b>	<b>£2,783.93</b>			
	<b>Committed Costs</b>		<b>Note</b>		
	<b>Total</b>	<b>£0.00</b>			
	<b>Current Working Capital B5-B15</b>		<b>£2,783.93</b>		

<b>FORECAST</b>	Monthly Forecast of Outturn (FOO)	Forecast Income	Routine Expenditure	Project Expenditure	Comment
	March		£3,250.00	£0.00	
	<b>Total</b>	<b>£0.00</b>	<b>£3,250.00</b>	<b>£0.00</b>	
	<b>Year End FOO (Free Reserve)</b>	<b>-£466.07</b>			

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

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## Tetbury Town Council 2025-2026

### Bank - Cash and Investment Reconciliation as at 31 March 2026

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/03/2026	TTC Current Account	13,346.71
31/03/2026	TTC Deposit	114,265.43
31/03/2026	ttc fixed term deposit	92,486.79
31/03/2026	Lloyds Credit Card	0.00
31/03/2026	Police Museum & Courtroom	2,537.97
31/03/2026	TIC 00734002	2,783.93
31/12/2025	Petty Cash Tin VIC	0.00
31/03/2026	CIL & Buildings Maintenance	103,184.09

**328,604.92**

##### Unpresented Payments

**0.00**

##### **Closing Balance**

**328,604.92**

##### All Cash & Bank Accounts

1	TTC - Current Account	13,346.71
2	TTC - Deposit Account	114,265.43
3	TTC Contingency	92,486.79
4	Credit Card Account	0.00
5	Police Museum	2,537.97
6	VIC - Current Account	2,783.93
7	Petty Cash VIC	1.10
8	CIL & Building Maintenance	103,184.09
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>328,606.02</b>

## TTC MONTHLY FINANCIAL SUMMARY

TTC Bank Summary @ 31st March 2026		Note			
<b>ACTUAL</b>	Tetbury Town Council Current Account	£13,346.71			
	TTC Deposit Account	£114,265.43			
	Police Museum	£2,537.97			
	CIL and Buildings Maintenance	£103,184.09			
	3 month Fixed Rate Account	£92,486.79			
	<b>TOTAL</b>	<b>£325,820.99</b>			
	<b>Committed Costs</b>		<b>Note</b>		
	General Reserve @ 3 Months Routine Expenditure	£92,486.79			
	New Burial Ground EMR	£30,372.06			
	CIL and Buildings Maintenance	£103,184.09			
Van Purchase	£1,008.09				
<b>Total</b>	<b>£227,051.03</b>				
<b>Current Working Capital B5-B15</b>		<b>£98,769.96</b>			
<b>FORECAST</b>	<b>Monthly Forecast of Outturn (FOO)</b>	<b>Forecast Income</b>	<b>Routine Expenditure</b>	<b>Project Expenditure</b>	<b>Comment</b>
	March	£575.00	£35,000.00	£0.00	
	<b>Total</b>	<b>£575.00</b>	<b>£35,000.00</b>	<b>£0.00</b>	
	<b>Year End FOO (Free Reserve)</b>	<b>£64,344.96</b>			

16/04/2026

## Tetbury Town Council 2025-2026

15:39

## Balance Sheet as at 31st March 2026

31st March 2025

31st March 2026

31st March 2025		31st March 2026	
Current Assets			
3,866	VAT Control Account	4,820	
2,000	VIC Stock	1,586	
174	Police Museum Stock	174	
16,736	TTC - Current Account	13,347	
79,159	TTC - Deposit Account	114,265	
91,862	TTC Contingency	92,487	
6,658	Police Museum	2,538	
65,353	CIL & Building Maintenance	103,184	
186	VIC - Current Account	2,784	
1	Petty Cash VIC	1	
<u>265,996</u>		<u>335,186</u>	
<b>265,996</b>	<b>Total Assets</b>	<b>335,186</b>	
Current Liabilities			
0	Creditors	3,615	
2,220	Accruals	17	
<u>2,220</u>		<u>3,632</u>	
<b>263,776</b>	<b>Total Assets Less Current Liabilities</b>	<b>331,553</b>	
Represented By			
82,390	General Reserves	124,931	
8,333	EMR CIL	43,134	
30,372	EMR - New Burial Ground	22,661	
91,862	EMR - Contingency	91,862	
1,008	EMR - Van Purchase	1,008	
49,811	EMR - Building	47,956	
<u>263,776</u>		<u>331,553</u>	

The above statement represents fairly the financial position of the authority as at 31st March 2026 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial \_\_\_\_\_ Date : \_\_\_\_\_

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>90</u> <u>TTC Income</u>							
1076 Precept	484,669	484,669	0			100.0%	
1078 CIL Income	42,242	0	(42,242)			0.0%	42,242
1090 Interest Received	2,769	0	(2,769)			0.0%	
1092 Telephone Monthly Credit	3,606	0	(3,606)			0.0%	
1110 Burials	7,720	0	(7,720)			0.0%	
1120 Flat Rent	6,900	6,900	0			100.0%	
1121 Room Rental	1,000	0	(1,000)			0.0%	
1122 Flat Gas	316	0	(316)			0.0%	
1140 Markets	560	0	(560)			0.0%	
1200 Grants Received	7,682	7,164	(518)			107.2%	
1900 Miscellaneous Income	4,404	0	(4,404)			0.0%	
	<u>561,868</u>	<u>498,733</u>	<u>(63,135)</u>			<u>112.7%</u>	<u>42,242</u>
TTC Income :- Income							
	<u>561,868</u>	<u>498,733</u>	<u>(63,135)</u>				
Net Income							
6001 less Transfer to EMR	42,242	0	(42,242)				
	<u>519,626</u>	<u>498,733</u>	<u>(20,893)</u>				
Movement to/(from) Gen Reserve							
<u>100</u> <u>TTC Administration</u>							
1900 Miscellaneous Income	3	0	(3)			0.0%	
	<u>3</u>	<u>0</u>	<u>(3)</u>				<u>0</u>
TTC Administration :- Income							
4000 TTC Admin. Staff	227,051	252,400	25,349		25,349	90.0%	
4001 TTC Pensions	48,728	36,900	(11,828)		(11,828)	132.1%	
4002 TTC Staff Expenses	1,480	2,500	1,020		1,020	59.2%	
4030 Power of Gen. Competence	547	400	(147)		(147)	136.8%	
4060 Training Costs	3,132	6,500	3,368		3,368	48.2%	
4062 Election Costs	7,972	19,200	11,228		11,228	41.5%	
4063 CIL Grant Expenditure	5,000	0	(5,000)		(5,000)	0.0%	5,000
4070 Business Rates	8,608	8,487	(121)		(121)	101.4%	
4080 Telephone	8,670	2,350	(6,320)		(6,320)	368.9%	
4085 Allotment Exp	2,258	2,500	242		242	90.3%	
4090 Utilities	6,844	7,500	656		656	91.2%	
4120 Insurance	9,222	7,000	(2,222)		(2,222)	131.7%	
4130 Office Supplies	3,047	1,750	(1,297)		(1,297)	174.1%	
4135 Defibrillators	2,375	0	(2,375)		(2,375)	0.0%	2,375
4140 Publicity	2,402	2,000	(402)		(402)	120.1%	
4160 Subscriptions	3,072	3,200	128		128	96.0%	
4170 Audit/ Professional Fees	14,772	5,000	(9,772)		(9,772)	295.4%	7,711
4175 Health & Safety Monthly Contra	1,200	1,500	300		300	80.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4180 Legal Fees	0	5,000	5,000		5,000	0.0%	
4190 IT	18,639	15,000	(3,639)		(3,639)	124.3%	
4200 Member's Expenses	0	1,000	1,000		1,000	0.0%	
4210 Civic Expenses	272	800	528		528	34.0%	
4220 Vehicle Costs & Repairs	2,078	3,520	1,442		1,442	59.0%	
4230 Vehicle Tax/Insurance	483	1,100	617		617	43.9%	
4240 Building Repairs/Maintenance	1,855	0	(1,855)		(1,855)	0.0%	1,855
4265 D. Hall Grounds Maintenance	2,500	2,500	0		0	100.0%	
4290 PWLB Loan	19,638	19,639	1		1	100.0%	
4315 Emergency Fund	57	0	(57)		(57)	0.0%	
4355 Christmas Expenditure	996	0	(996)		(996)	0.0%	
4492 Bank charges	111	102	(9)		(9)	108.3%	
4995 Locum Fees	180	0	(180)		(180)	0.0%	
4996 Grant Expenditure	3,321	0	(3,321)		(3,321)	0.0%	
<b>TTC Administration :- Indirect Expenditure</b>	<b>406,510</b>	<b>407,848</b>	<b>1,338</b>	<b>0</b>	<b>1,338</b>	<b>99.7%</b>	<b>16,941</b>
<b>Net Income over Expenditure</b>	<b>(406,507)</b>	<b>(407,848)</b>	<b>(1,341)</b>				
6000 plus Transfer from EMR	16,941	0	(16,941)				
<b>Movement to/(from) Gen Reserve</b>	<b>(389,566)</b>	<b>(407,848)</b>	<b>(18,282)</b>				
<b>110 HEC</b>							
1141 Christmas Markets	1,675	0	(1,675)			0.0%	
1804 Highfield Allotment Income	830	0	(830)			0.0%	
1901 Donation Received	1,000	0	(1,000)			0.0%	
<b>HEC :- Income</b>	<b>3,505</b>	<b>0</b>	<b>(3,505)</b>				<b>0</b>
4095 St Saviours Water	98	115	17		17	85.5%	
4310 Current Youth Services	29,600	29,600	0		0	100.0%	
4315 Emergency Fund	7	600	593		593	1.2%	
4316 Holiday Youth Provision	2,704	5,000	2,296		2,296	54.1%	
4317 Organisation Grants	3,000	3,000	0		0	100.0%	
4400 Equipment & Repairs	1,879	3,500	1,621		1,621	53.7%	
4410 Fuel	1,095	2,000	905		905	54.8%	
4420 Clothing	636	660	24		24	96.3%	
4430 Open Spaces	4,439	6,050	1,611		1,611	73.4%	64
4435 Trees / Tree Work	5,251	10,000	4,749		4,749	52.5%	
4440 Planting	1,257	1,819	562		562	69.1%	
4451 Christmas	64	1,000	936		936	6.4%	
4460 Playground Inspection & Repair	981	2,000	1,019		1,019	49.0%	
4470 Projects	3,767	4,500	733		733	83.7%	
4471 Awards	0	500	500		500	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4472 Market License	1,029	0	(1,029)		(1,029)	0.0%	
4475 Allotments Highfield	280	0	(280)		(280)	0.0%	
4476 Town Centre	0	3,000	3,000		3,000	0.0%	
HEC :- Indirect Expenditure	<u>56,087</u>	<u>73,344</u>	<u>17,257</u>	<u>0</u>	<u>17,257</u>	<u>76.5%</u>	<u>64</u>
Net Income over Expenditure	<u>(52,582)</u>	<u>(73,344)</u>	<u>(20,762)</u>				
6000 plus Transfer from EMR	64	0	(64)				
Movement to/(from) Gen Reserve	<u>(52,518)</u>	<u>(73,344)</u>	<u>(20,826)</u>				
<u>115 Police Museum</u>							
1130 Police Museum Donations	2,229	0	(2,229)			0.0%	
1135 Police Museum Grants Received	3,690	0	(3,690)			0.0%	
1900 Miscellaneous Income	0	0	(0)			0.0%	
Police Museum :- Income	<u>5,919</u>	<u>0</u>	<u>(5,919)</u>				<u>0</u>
4061 PM Training and Expenses	0	400	400		400	0.0%	
4121 Police Museum Insurance	1,281	750	(531)		(531)	170.7%	
4141 Police Museum Marketing	1,185	850	(335)		(335)	139.4%	
4161 Police Museum Memberships	408	100	(308)		(308)	408.4%	
4480 Police Museum Staff Costs	4,853	4,750	(103)		(103)	102.2%	
4481 Police Museum Collections Care	0	1,000	1,000		1,000	0.0%	
4482 PM Training and Expenses	169	400	231		231	42.2%	
4483 Police Museum Education	1,728	0	(1,728)		(1,728)	0.0%	
4485 Police Museum Grant Expenditur	7,317	0	(7,317)		(7,317)	0.0%	
4487 PM Marketing	21	0	(21)		(21)	0.0%	
4491 Bank Charges	111	102	(9)		(9)	108.3%	
Police Museum :- Indirect Expenditure	<u>17,072</u>	<u>8,352</u>	<u>(8,720)</u>	<u>0</u>	<u>(8,720)</u>	<u>204.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(11,153)</u>	<u>(8,352)</u>	<u>2,801</u>				
<u>135 HEC</u>							
4316 Holiday Youth Provision	0	0	(0)		(0)	0.0%	
HEC :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>(0)</u>	<u>0</u>	<u>(0)</u>		<u>0</u>
Net Expenditure	<u>(0)</u>	<u>0</u>	<u>0</u>				
<u>140 Community Projects</u>							
1150 Community Fridge Grant	0	1,000	1,000			0.0%	
Community Projects :- Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>				<u>0</u>
Net Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2026

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Visitor Information Centre</u>							
1805 Maps	649	1,200	551			54.1%	
1830 Ticket Sales Nat. Express Inc	485	300	(185)			161.7%	
1840 Ticket Sales Goods Shed	642	300	(342)			213.9%	
1862 Cards/Notelets and Postcards	425	450	25			94.5%	
1865 Postage and Packaging	4	200	197			1.8%	
1870 Walks & Cycles	427	500	73			85.3%	
1872 Tea Towels	778	1,000	222			77.8%	
1875 Gifts & Souvenirs	860	750	(110)			114.7%	
1880 Books and Guides	247	250	3			98.7%	
1882 Local Crafts	582	0	(582)			0.0%	
1885 Calendars	173	50	(123)			345.5%	
1897 Cards for Good Causes	1,406	0	(1,406)			0.0%	
1900 Miscellaneous Income	1,462	0	(1,462)			0.0%	
Visitor Information Centre :- Income	8,140	5,000	(3,140)			162.8%	0
4801 Banking charges	103	102	(1)		(1)	101.5%	
Visitor Information Centre :- Direct Expenditure	103	102	(1)	0	(1)	101.5%	0
4070 Business Rates	142	0	(142)		(142)	0.0%	
4090 Utilities	582	0	(582)		(582)	0.0%	
4800 Maps	1,317	2,000	683		683	65.8%	
4810 Post Cards	203	0	(203)		(203)	0.0%	
4820 Books - Walks/Cycle	26	0	(26)		(26)	0.0%	
4825 Cards/Notelets & Postcards	68	0	(68)		(68)	0.0%	
4830 Books - Heritage	85	0	(85)		(85)	0.0%	
4835 Tea Towels	0	750	750		750	0.0%	
4840 Calendars	110	100	(10)		(10)	110.0%	
4845 Gifts & Souvenirs	1,823	2,000	177		177	91.1%	
4870 Website	564	470	(94)		(94)	120.0%	
4885 Local Craft	270	0	(270)		(270)	0.0%	
4900 Ticket Sales Nat. Express	458	250	(208)		(208)	183.4%	
4935 Ticket Sales Good Shed Arts Ce	582	0	(582)		(582)	0.0%	
4940 VIC Staff Costs	23,944	24,100	156		156	99.4%	
4961 Square Automatic Charges	96	500	404		404	19.3%	
4970 VIC Repairs/IT	178	1,000	822		822	17.8%	
4980 VIC Stationery/Miscellaneous	176	350	174		174	50.3%	
4985 Cards for Good Causes Expendit	1,259	0	(1,259)		(1,259)	0.0%	
Visitor Information Centre :- Indirect Expenditure	31,884	31,520	(364)	0	(364)	101.2%	0
Net Income over Expenditure	(23,847)	(26,622)	(2,775)				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2026

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	579,435	504,733	(74,702)			114.8%	
Expenditure	511,658	521,166	9,508	0	9,508	98.2%	
Net Income over Expenditure	<u>67,777</u>	<u>(16,433)</u>	<u>(84,210)</u>				
plus Transfer from EMR	17,006	0	(17,006)				
less Transfer to EMR	42,242	0	(42,242)				
Movement to/(from) Gen Reserve	<u>42,541</u>	<u>(16,433)</u>	<u>(58,974)</u>				

## Tetbury Town Council - April payments

Date	Payee Name	Reference	Total Amount	VAT	a/c	Centre	£Amount	Transaction detail	Payment from 2025/26
01.04.26	Sure Team	BACS	120	20	4175	100	100	Monthly H&S Contract	
31.03.26	Eagle Plant	BACS	132	22	4430	110	110	Monthly Storage Container	√
31.03.26	Eagle Plant	BACS	15.41	2.57	4400	110	12.84	Drill bits	√
31.03.26	Eagle Plant	BACS	18	3	4420	110	15	Gloves	√
31.03.26	Eagle Plant	BACS	151.8	25.3	4400	110	123.5	Station Yard Postmix	√
					4420	110	3	Gloves	√
01.04.26	Scribe	DD	133.2	22.2	4190	100	111	Accounts & Allotment	
31.03.26	GLC & R Williams	BACS	987.02	164.5	4430	110	822.52	Sleepers/Paint/Oil G.Shed	√
02.04.26	British Gas	DD	533.48		4090	100	533.48	Feb - Apr Electricity	√
03.04.26	CDC	DD	709.5		4070	100	709.5	Apr Business Rates	
01.04.26	JM Partnership Ltd	BACS	2607.81		4120	100	2607.81	Goods Shed Insurance	
01.04.26	Jireh Solutions Ltd	BACS	549.9	91.65	4190	100	458.25	April IT Support	√
01.04.26	SW Councils	BACS	666	111	4160	100	555	HR Subscription	
07.04.26	HMRC	BACS	2796.19		4000	100	2796.19	April Tax & NI	
07.04.26	LGPS	BACS	3456.66		4001	100	3456.66	April Pensions	
07.04.26	NEST	BACS	186.59		4001	100	186.59	April Pensions	
07.04.26	Salaries	BACS	14725.7		4000	100	14725.2	April Salaries	
15.04.26	Green Tourism	BACS	198	33	4160	100	165	Green Tourism Membership	
20.04.26	Circle Cloud	DD	168.19	28.03	4080	100	140.16	Monthly telephone charges	
13.04.26	SLCC	BACS	316		4160	100	316	EO Membership	
13.04.26	SLCC	BACS	102	17	4060	100	85	SLCC Regional Training EO	
13.04.26	SLCC	BACS	102	17	4060	100	85	SLCC Regional Training CEO	
18.04.26	Lloyds Bank	BACS	8.5		4492	100	8.5	Bank Charges	√
15.04.26	Jireh Solutions Ltd	BACS	977.8	162.97	4190	100	814.83	CEO Laptop	
15.04.26	Mrs V Bolwell	BACS	29.7	0	4002	100	29.7	EO mileage GAPTC LGR Training	
28.02.26	Ratcliffe & Son	BACS	181.13	30.19	4400	110	150.94	Hedgecutter repairs	√
28.02.26	GLC & R Williams	BACS	15.6	2.6	4400	110	13	Spade	√
			264.82	44.14	4430	110	220.68	Sleeper	

Police Museum - April Payments

<b>Date</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Total Amount</b>	<b>VAT</b>	<b>a/c</b>	<b>Centre</b>	<b>£Amount</b>	<b>Transaction detail</b>	<b>Payment from 2025/26</b>
20.04.26	Lloyds Bank	BACS	8.5		4491	115	8.5	Bank Charges	√

VIC April Payments

Date	Payee Name	Reference	Total Amount	VAT	a/c	Centre	£Amount	Transaction detail	Payment from 2025/26
31.03.26	Sue Taylor	BACS	4.2		4885	200	4.2	Tree of Life	√
07.04.26	Salaries	BACS	1475.42		4940	200	1475.42	April Salaries	
07.04.26	HMRC	BACS	519.88		4940	200	519.88	April Tax + NI	
31.03.26	Goods Shed	BACS	48.9		4935	200	48.9	Various ticket sales	√
14.04.26	Goldeneye	BACS	78.22		5009	200	78.22	Various maps	
31.03.26	Little Rainbow Jev	BACS	22.1		5009	200	22.1	Local Crafts	√
03.03.26	Cards for Good C	BACS	1259.4		4985	200	1259.4	Christmas Cards	√
31.03.26	David Whyman	BACS	242.92		5009	200	242.92	Various maps	√
26.03.26	Global Publicatio	BACS	75.03		5009	200	75.03	Various maps	√
14.03.26	T&Dfootpath Grot	BACS	35		5009	200	35	Various maps	√
25.03.26	Monarchs Way	BACS	26		5009	200	26	Various Guidebooks	√

Credit Card April Payments

Date	Payee Name	Reference	Total Amount	VAT	a/c	Centre	£Amount	Transaction detail	Payment from 2025/26
27.03.26	Canva	BACS	13	2.17	4190	100	2.17	Monthly subscription	
03.03.26	Tesco	BACS	3.55		4130	100		Refreshments	√
16.03.26	Post Office	BACS	0.87		4130	100		Stamp	
16.03.26	Tesco	BACS	7.25		4130	100		Refreshments	√
11.03.26	Tesco	BACS	3.15		4130	100	100	Refreshments	√
16.03.26	Amazon	BACS	24.2	4.04	4420	110	20.16	Waterproof clothing	√
18.03.26	Amazon	BACS	9.89	1.65	4130	100	8.24	Cleaning products	
18.03.26	Amazon	BACS	6.99	1.17	4130	100	5.82	Cleaning products	
26.03.26	Egypt Mill	BACS	37.4		4002	100		Clerk Networking	√
17.03.26	Amazon	BACS	16		4130	100	2.67	Cleaning products	
18.03.26	Amazon	BACS	23.99	4	4130	100	19.99	Alcohol Tester	√
22.03.26	Amazon	BACS	18.05	3.01	4420	110	15.04	Waterproof clothing	
24.03.26	Amazon	BACS	-15.71	-2.62	4420	110	-13.09	Refund clothing	√
17.03.26	Amazon	BACS	31.19	5.2	4130	100	25.99	Paper towels	√
17.03.26	Amazon	BACS	65.4		4130	100		Office supplies	
17.03.26	Amazon	BACS	7.3	1.2	4130	100	6.1	Cleaning products	
17.03.26	Amazon	BACS	27.96	4.66	4400	100	23.3	strimmer cord	
16.03.26	Amazon	BACS	9.49		4130	100		Refreshments	
04.03.26	Amazon	BACS	11.99		4130	100	9.99	Speaker	
17.03.26	Clocking Systems	BACS	22.68	3.78	4130	100		Time cards	
27.03.26	High Speed Trainin	BACS	93.6	15.6	4060	100	78	Environmental Awareness	
23.03.26	Malmesbury Servic	BACS	40.01	6.67	4410	110	33.34	22.24l fuel	
23.03.26	Tesco	BACS	9.3		4130	100		Refreshments	
07.03.26	Adobe	BACS	19.97		4190	100		Monthly subscription	
06.03.26	Tesco	BACS	54.14		4410	110		Fuel	

# Finance & Scrutiny Annual Report

<b>Precept 2025/2026:</b>	£484,669.00
<b>Band D Council Tax:</b>	£176.00
<b>Percentage increase in Band D Council Tax:</b>	10%

The Finance & Scrutiny Committee which consists of 9 members has focused this year on strengthening financial oversight and improving transparency. Through regular monitoring, the Committee has supported sound financial management and contributed to more robust governance.

The Committee are looking at investing into different bank providers which will achieve a higher return than we currently receive with our existing bank.

Three times a year our accounts are thoroughly checked by an internal auditor.

In 2025-2026 our income totalled £561,868 and our expenditure £511,658

Tetbury Town Council received £42,242 this year from Community Infrastructure Levy. The Council resolved to purchased 8 bleed kits at a total cost of £2,221.80 these have been installed alongside the existing defibrillators in and around the town and at the top of Gumstool Hill.

The Council have also resolved to spend £20,000 of the Community Infrastructure Levy to refurbish the Town Councils play area at Suffolk Close/Cheviot Close.

The Finance & Scrutiny Committee has provided rigorous oversight and constructive challenge throughout the year. The Committee is confident that the Town Councils financial position remains stable and that governance arrangements continue to strengthen.



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# SOCIAL MEDIA POLICY

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To be reviewed by Finance & Scrutiny – April 2026



TO BE APPROVED AT FULL COUNCIL – APRIL 2026

## **Tetbury Town Council social media Policy**

The aim of this policy is to set out a Code of Practice to provide guidance to councillors, council staff and others who engage with the council using online communications, collectively referred to as social media.

Social media is a collective term used to describe methods of publishing on the internet.

This policy covers all forms of social media and social networking sites which include (but are not limited to):

- Tetbury Town Council Website
- Facebook and other social networking sites
- ~~Twitter and other micro blogging sites including~~ Instagram
- ~~Youtube and other video clips and podcast sites~~
- ~~LinkedIn~~
- ~~Bloggs and discussion forums~~
- Email

The use of social media does not replace existing forms of communication.

The principles of this policy apply to town councillors and council staff and ~~also~~ applies to others communicating with the Town Council.

The policy sits alongside relevant existing policies which need to be taken into consideration.

The current Code of Conduct applies to online activity in the same way it does to other written or verbal communication.

Individual town councillors and council staff are responsible for what they post in a council and personal capacity. They should be mindful of how comments may be perceived and must not bring the council into disrepute.

In the main, councillors and council staff have the same legal duties online as anyone else, but failure to comply with the law may have more serious consequences.

Social media may be used for formal and informal council activities.

Formal activities (CEO, EO and Administrator only)

- Distribute agendas, post minutes and dates of meetings
- Advertise events and activities
- Good news stories linked website or press page
- Vacancies
- Re-tweet or share information from partner agencies such as Principal Authorities, Police, Library, Health etc.

- Announcing new information
- Post or Share information from other town related community groups such as schools, sports clubs, community groups and charities
- Refer resident queries to the CEO and all other councillors

### **Code of Practice**

When using social media (including email) town councillors and council staff must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative.

Online content should be accurate, objective, balanced and informative.

Town councillors and council staff must not:

- **Hide their identity using false names or pseudonyms**
- present personal opinions as that of the council
- present themselves in a way that might cause embarrassment to the council
- post content that is contrary to the democratic decisions of the council
- post controversial or potentially inflammatory remarks
- engage in personal attacks, online fights and hostile communications
- use an individual's name unless given written permission to do so
- publish photographs or videos of minors without parental permission
- post any information that infringes copyright of others
- post any information that may be deemed libel
- post online activity that constitutes bullying or harassment
- bring the council into disrepute, including through content posted in a personal capacity
- post offensive language relating to race, sexuality, disability, gender, age, religion or belief
- conduct any online activity that violates laws, regulations or that constitutes a criminal offence

Publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action and fine for damages.

This also applies if someone else publishes something libellous on your social media site. A successful libel claim will result in an award of damages against you.

Posting copyright images or text on social media sites is an offence. Breach of copyright will result in an award of damages against you.

Publishing personal data of individuals without permission is a breach of Data Protection legislation is an offence.

Publication of obscene material is a criminal offence and is subject to a custodial sentence.

Councillors' views posted in any capacity in advance of matters to be debated by the council at a council or committee meeting may constitute pre-disposition, Pre-determination or Bias and may require the individual to declare an interest at council meetings

Anyone with concerns regarding content placed on social media sites that denigrate town councillors, council staff or residents should report them to the CEO of the Council.

Misuse of social media content that is contrary to this and other policies could result in action being taken.

CEO, EO and Receptionist will be responsible for posting and monitoring content to ensure it complies with the social media Policy.

They will have authority to remove any posts made by third parties from council social media pages which are deemed to be of a defamatory or libellous nature.

This policy will be reviewed annually.

Committee and Date	FINANCE & SCRUTINY – Monday 20 <sup>th</sup> April 2026
Agenda item	12.
Subject	To discuss and approve renewing Cyber Insurance
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>Our existing Cyber Insurance policy is due for renewal on 21<sup>st</sup> May 2026. This policy was originally taken out because cyber-related risks were not covered under our combined insurance policy, leaving a significant exposure that required separate protection.</p> <p>To ensure the renewal terms remain competitive, we contacted two independent insurance brokers to review the current policy and provide alternative quotations. Both brokers have confirmed that the existing quotation is competitive, and neither has offered an alternative quote. This indicates that the current insurers are providing terms that are in line with, or better than what is presently available in the market.</p> <p>Based on this information, the recommendation is to proceed with the renewal of the existing cyber policy to maintain continuous coverage and ensure Tetbury Town Council remains protected against cyber-related risks.</p>
Financial Implications Budget code and cost centre	£601.04
Recommendation	To approve the Cyber Insurance policy with the existing insurance broker at £601.04
Report written by	CEO

## CYBER AND TECHNOLOGY POLICY 3.0 QUOTATION

Subject to the terms and conditions contained herein, [REDACTED] agrees to issue to the below Named Insured the following quotation for insurance coverage:

<b>Named Insured</b>	Tetbury Town Council	
<b>Address</b>	63 Long Street, Tetbury, ENG GL8 8AA	
<b>Policy Period</b>	From: 21 May 2026 (Effective Date) To: 21 May 2027 (Expiration Date) Both dates 12:01 A.M. at the Named Insured's address above.	
<b>Policy Premium</b>	<b>Premium</b>	£492.00
	Administrative Fee	£50.00
	IPT (12%)	£59.04
	<b>Total</b>	£601.04
<b>Aggregate Policy Limit of Liability</b>		£500,000
<b>Per Event Limit of Liability</b>		£500,000
<b>Aggregate Retention</b>		£2,500
<p>Coverage under this policy is provided only for those Insuring Agreements for which a limit of liability appears below. If no limit of liability is shown for an Insuring Agreement, such Insuring Agreement is not provided by this policy. The Aggregate Policy Limit of Liability shown above is the most the Insurer(s) will pay under this Policy regardless of the number of Insured Agreements purchased. The Aggregate Retention shown above is the most the Insured will pay towards Retentions regardless of the number of claims or events covered under this Policy.</p> <p>Subject to availability, in the event that you elect to use [REDACTED] Incident Response to provide services that result in breach response costs, claim expenses, cyber extortion expenses, or restoration costs, the fees, costs and expenses of [REDACTED] Incident Response covered under the terms and conditions of this policy will not be subject to any Retention.</p>		
<b>THIRD PARTY LIABILITY COVERAGES</b>		
<b>Insuring Agreement</b>	<b>Limit / Sub-Limit</b>	<b>Retention / Sub-Retention</b>
<b>THIRD PARTY SECURITY AND PRIVACY</b>		
A. NETWORK AND INFORMATION SECURITY LIABILITY	£500,000	£1,000
B. REGULATORY DEFENCE AND PENALTIES	£500,000	£1,000
C. PCI FINES AND ASSESSMENTS	£500,000	£1,000
D. FUNDS TRANSFER LIABILITY	£500,000	£1,000
<b>TECHNOLOGY AND MEDIA PROFESSIONAL</b>		
E. TECHNOLOGY ERRORS & OMISSIONS	N/A	N/A
F. MULTIMEDIA CONTENT LIABILITY	£500,000	£1,000

## FIRST PARTY COVERAGES

Insuring Agreement	Limit / Sub-Limit	Retention / Sub-Retention	
<b>EVENT RESPONSE</b>			
G. BREACH RESPONSE SERVICES	Limited to 72 hours following notification to the Breach Response Services Advisor	£0	
H. BREACH RESPONSE COSTS	£500,000	£1,000	
I. CRISIS MANAGEMENT AND PUBLIC RELATIONS	£500,000	£1,000	
J. RANSOMWARE AND CYBER EXTORTION	£500,000	£1,000	
K. DIRECT AND CONTINGENT BUSINESS INTERRUPTION, AND EXTRA EXPENSES FROM SECURITY FAILURE AND SYSTEMS FAILURE	£500,000	i. Waiting period:	8 hours
		ii. Enhanced waiting period:	1 hour
L. PROOF OF LOSS PREPARATION EXPENSES	£50,000	£1,000	
M. DIGITAL ASSET RESTORATION	£500,000	£1,000	
N. COMPUTER REPLACEMENT AND BRICKING	£500,000	£1,000	
O. REPUTATIONAL HARM LOSS	£500,000	Reputation waiting period:	14 Days
P. COURT ATTENDANCE	i. Per day/per person limit: £250		
	ii. Limit: £50,000		
Q. CRIMINAL REWARD	£50,000	£0	
<b>CYBER CRIME</b>			
R. FUNDS TRANSFER FRAUD, PERSONAL FUNDS FRAUD, AND SOCIAL ENGINEERING	£125,000	£1,000	
S. SERVICE FRAUD INCLUDING CRYPTOJACKING	£100,000	£1,000	
T. IMPERSONATION REPAIR COSTS	£50,000	£1,000	
U. INVOICE MANIPULATION	£250,000	£1,000	
<b>Coverages by Endorsement</b>			
BODILY INJURY AND PROPERTY DAMAGE – 3RD PARTY	N/A	N/A	
BODILY INJURY AND PROPERTY DAMAGE – 1ST PARTY	N/A	N/A	
POLLUTION <sup>1</sup>	N/A	N/A	
1. POLLUTION ENDORSEMENT amends A. NETWORK AND INFORMATION SECURITY LIABILITY (if selected) and B. REGULATORY DEFENCE AND PENALTIES (if selected); use of this limit reduces the limit for A. and B.			

REPUTATION REPAIR <sup>2</sup>		£500,000	£1,000
2. REPUTATION REPAIR ENDORSEMENT amends I. CRISIS MANAGEMENT AND PUBLIC RELATIONS; use of this limit reduces limit for I.			
<b>Pre-Claim Assistance</b>		£120	<i>Pre-claim assistance is a benefit included as part of the premium. See Section V, CLAIMS PROCESS, PRE-CLAIM ASSISTANCE of the Policy for more details.</i>
<b>Professional Services</b>	N/A		
<b>Insurer(s) and Quota Share Percentage</b>			
<b>Insurer</b>	<b>Policy No.</b>	<b>Quota Share % of Loss</b>	<b>Quota Share Limit of Liability</b>
			<b>Premium</b>
		50%	£250,000
		20%	£100,000
		30%	£150,000
<b>Retroactive Date</b>	Full Prior Acts Coverage		
<b>Continuity Date</b>	21 May 2025		
<b>Breach Response Services Advisor</b>			
<b>Endorsements and Forms Effective at Inception</b>			
DECLARATIONS			CYGBP-00DC-0622-01
	CYBER AND TECHNOLOGY POLICY 3.0	CYGBP-00PF-1024-01	
PREMIUM PAYMENT ENDORSEMENT			CYGBP-00EN-000057-0123-01
AFFIRMATIVE AI ENDORSEMENT			CYGBP-00EN-000075-0424-01
BREACH RESPONSE SEPARATE LIMIT ENDORSEMENT			CYGBP-00EN-000005-0622-01
QUOTA SHARE ENDORSEMENT			CYGBP-00EN-000007-0622-01
REPUTATION REPAIR ENDORSEMENT			CYGBP-00EN-000004-0622-01
WAR EXCLUSION - AMENDED V2			CYGBP-00EN-000070-1223-01
DEEPPFAKE RESPONSE ENDORSEMENT			CYGBP-00EN-000084-1125-01
<b>Commission</b>	25.00%		

**CONDITIONS**

## Notes: Insurance Renewal Discussion

**Attendees:** Cllr S. Scott, Cllr J. Taylor, DW (Insurance Broker) V Bolwell (EO)

**Subject:** Tetbury Town Council – Insurance Renewal Review

### Indemnity Level and Building Valuation

- The group considered the proposal to **reduce the indemnity level to £700,000**. This suggestion was explored in the context of the council's updated asset information and recent valuations.
- It was noted that the **most recent building valuation was completed in August 2023**.
- In line with best practice for local authorities, the group acknowledged the need to follow a **three-year valuation cycle** to ensure that insured values remain accurate and reflective of the current market.
- Gallagher will provide **two separate valuation options** as part of the renewal process, allowing TTC to assess different approaches and associated costs.
- In addition, TTC will also **seek a local valuation** to provide a clearer comparison and potentially a more cost-effective assessment.
- The possibility of requesting **ROSPA to undertake an assessment of the TTC play parks** was raised, particularly regarding the valuation of equipment.

### Play Park Insurance

- A significant part of the discussion centred on whether TTC should **continue insuring the play parks**.
- It was highlighted that **many councils choose not to insure play parks**, as vandalism is generally rare and the cost of cover can be disproportionate.
- Despite this, **Cllr S. Scott asked DW to also provide costings for increasing the play park cover to £125,000**, ensuring that TTC has a full range of options before making any decision.
- This matter will appear as an item on the **Finance & Scrutiny (F&S) Committee agenda**, where councillors will discuss the potential removal of the play park insurance from the policy.
- Should TTC opt to remove this element of cover, it was advised that **fortnightly inspections** are introduced to mitigate risks, monitor for potential vandalism, and ensure that any issues can be promptly addressed.

### Street Furniture and Defibrillator Cover

- The group reviewed the category of street furniture, noting that the installation of new **Bleed Kits** alongside existing defibrillators has resulted in an **increase of approximately £9,000** in insured value.
- This brings the total **street furniture cover to £30,000**, as defibrillators fall within this insurance category.
- It was also acknowledged that these figures **may be subject to adjustment** during the detailed policy review.

### Provider Satisfaction and Next Steps

- **DW will provide the updated renewal quotation by the final week of March**, allowing TTC to consider the full details ahead of committee discussions.
- Cllr S. Scott emphasised that while TTC is **extremely satisfied with the service and support provided by the current insurer**, the council will still obtain **two additional quotes** to ensure transparency, demonstrate due diligence, and comply with good procurement practice.
- The overall tone of the meeting was positive, with a shared understanding of the importance of balancing financial responsibility with robust risk management.

### **Overview**

*We have obtained quotations of £1,175 with the current provider and a quotation of £1,470 with our current insurance company to carry out the building valuation. Currently awaiting a response from local estate agent to see if they can offer this service.*

*We have received the renewal quotation from our current broker and are awaiting quotes from two other brokers.*



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# STANDING ORDERS

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To be approved at the Annual Meeting of the Council – May 2026



**National Association of Local Councils (NALC)**

020 7637 1865 | [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) | [www.nalc.gov.uk](http://www.nalc.gov.uk)

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To be reviewed and approved at the Annual Meeting of the Council – May 2027

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## **INTRODUCTION**

**This is an update to Model Standing Orders 14 and 18.**

## **HOW TO USE MODEL STANDING ORDERS**

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

## **DRAFTING NOTES**

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

## 1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed **THREE** minutes without the consent of the chair of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed **FIFTEEN** minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than **THREE** minutes. **FIVE** minutes maximum per topic if there is more than one speaker.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting**

- **rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted**
- and the meeting shall be closed. The business on the agenda for the meeting
- shall be adjourned to another meeting.
  
- x A meeting shall not exceed a period of **TWO AND A HALF** hours.

#### 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
  
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
  
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
  
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer **TWO** days before the meeting that they are unable to attend;
  
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## 5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of Tetbury Town Council is styled 'Mayor' by custom and practice and in accordance with legislation. The Vice Chair is styled 'Deputy Mayor'. Further information on the Mayor and Deputy Mayor is contained elsewhere in the Council's policy documents. All further references to the Chair of the Council replicate the term used in legislation and in the Model Standing Orders. The terminology Mayor and Deputy Mayor is preferred by Tetbury Town Council.**
- g **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council. The maximum term of office for the Mayor/Chair of the Council is two years.**
- h **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council. The maximum term of office for the Deputy Mayor/Vice Chair of the Council is two years.**

- i **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- j **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- k Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within **SEVEN** days of having been requested to do so by **50%** members of the committee [or the sub-committee], any **50%** members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. **PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least **SIX** councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least **EIGHT** clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least **SIX** clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the

case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close the meeting.

## 11. MANAGEMENT OF INFORMATION

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 12. DRAFT MINUTES

Full Council meetings           ●  
Committee meetings           ●  
Sub-committee meetings       ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate

record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made **[by the Proper Officer]-OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required]** and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

#### 14. **CODE OF CONDUCT COMPLAINTS**

- a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

a The Proper Officer shall be either (i) the CEO or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least SIX days before the meeting confirming their withdrawal of it;

iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the ~~Council to the [Chair or in their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in their absence Vice-Chair (if there is one) of the PLANNING Committee]~~ within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of ~~[the Council] OR [( ) PLANNING committee]~~;
- xvi. manage access to information about the Council via the publication scheme; and  
  
retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(*see also standing order 23*).
- xvii. ~~All correspondence to the Council should be directed and replied to by the Chief Executive Officer/Proper Officer or Executive Officer.~~

16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial

regulations.

- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below [60,000] (£25,000 was approved within the 2025 standing orders] or due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of ~~[Council]~~ OR [the **FINANCE & SCRUTINY** committee] OR ~~[the (—) sub-committee]~~ is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of [the (**FINANCE & SCRUTINY**) committee] OR ~~[the (—) sub-committee]~~ or, if they are not available, the vice-chair (if there is one) of [the (**FINANCE & SCRUTINY**) committee] OR ~~[the (—) sub-committee]~~ of absence occasioned by illness or other reason and that person shall report such absence to [the (**FINANCE & SCRUTINY**) committee] OR ~~[the (—) sub-committee]~~ at its next meeting.
- c The chair of [the (**FINANCE & SCRUTINY**) committee] OR ~~[the (—) sub-committee]~~ or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the (**FINANCE & SCRUTINY**) committee] OR ~~[the (—) sub-committee]~~.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of [the (**FINANCE & SCRUTINY**) committee] OR ~~[the (—) sub-committee]~~ or in their absence, the vice-chair of [the (**FINANCE & SCRUTINY**) committee] OR ~~[the (—) sub-committee]~~ in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the (**FINANCE & SCRUTINY**) committee] OR ~~[the (—) sub-committee]~~.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by ~~[the member of staff's job title]~~ **AN EMPLOYEE** relates to the chair or vice-chair of [the (**FINANCE & SCRUTINY**) committee] OR ~~[the (—) sub-committee]~~, this shall be communicated to another member of [the (**FINANCE & SCRUTINY**) committee] OR ~~[the (—) sub-committee]~~, which shall be reported back and progressed by resolution of [the (**FINANCE & SCRUTINY**) committee] OR ~~[the (—) sub-committee]~~.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b. ~~*[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]*~~ **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

*[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- ~~b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**~~

~~*The above is applicable to a Council with a common seal.*~~

OR

**[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]**

*The above is applicable to a Council without a common seal.*

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (**SIX**) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

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REMIT OF COUNCIL, COMMITTEES AND WORKING GROUPS

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To be approved at the Annual Meeting of the Council – May 2026





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## **1. COUNCIL**

The following matters shall be reserved for decision by the Council itself:

- 1.1 To Appoint those Officers as deemed necessary: CEO, Proper Officer and by law, the Responsible Financial Officer of the Council. (These duties may be fulfilled by one individual – the CEO).
- 1.2 To provide guidance to the Council Committees in Autumn of each year with regards to what would be considered an acceptable Precept amount for the forthcoming year so that they may facilitate budgetary discussions.
- 1.3 To agree the Precept request to be made to Cotswold District Council at the January meeting of the Council.
- 1.4 Borrowing money.
- 1.5 Making, amending, or revoking Standing Orders including Financial Regulations.
- 1.6 Making of orders under any statutory powers.
- 1.7 Important matters of principle or policy which have been referred directly by Committees or Officers.
- 1.8 Prosecution or defence in a court of law.
- 1.9 The approval of a Lottery Scheme.
- 1.10 Nomination or appointment of representatives of the Council on another authority, organisation or body.
- 1.11 New undertakings.
- 1.12 Nominations or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those specific to a committee.
- 1.13 In line with our objectives within the Neighbourhood Plan, the Council should encourage community facilities that will facilitate and encourage community engagement and cohesion.
- 1.14 A full annual report to be received from the Trustees of the Good Shed at the end of the financial year to observe that suitable space for performance arts and other cultural activities has been provided and for the Trustees to advise the upcoming bookings for the year ahead.
- 1.15 The Council will promote a flourishing local economy.

- 1.16 The Council will promote a high standard of leisure and sports provision which will serve the whole community and keep people fit and active into old age.
- 1.17 The Council will promote provision of infrastructure including medical and educational provision which will be promoted and supported wherever possible so that Tetbury has efficient and caring services to meet the growing modern community.
- 1.18 To receive quarterly budget updates from the Finance & Scrutiny Committee.
- 1.19 Day to day management of Council matters rest with the CEO as proper officer of the Council and the Responsible Finance Officer.
- 1.20 Street naming – this has been moved from HEC.

## **2. COMMITTEES AND WORKING GROUPS**

Subject to further provisions of these Powers and Duties, Committees shall be empowered to exercise and perform on behalf of and in the name of and without further reference to the Council, all powers and duties of the Council in relation to:-

- 2.1 The matters specified, for Committees in their respective powers and duties, or for Working Groups, in their respective minute of appointment or other minute defining their powers.
- 2.2 Those matters which naturally fall within their jurisdiction as indicated by their respective titles and which are not contained in the duties and powers of any other Committee nor reserved for the Council.
- 2.3 Any other matter which may be delegated to it by the Council from time to time.
- 2.4 The acts of Committees and Working Groups shall be in accordance with the Standing Orders (including the Financial Regulations) and where applicable other rules, regulations, schemes, statutes, Byelaws or orders made and with any directions given by the Council from time to time.
- 2.5 Whilst not exhaustive, the attached Schedules give examples of the matters delegated to the Committees of the Council, in accordance with the above.
- 2.6 Committees may appoint Working Groups with specific terms of reference. The Council has resolved that no Sub-Committee may have executive authority, they may only make recommendations to their parent Committee or the Council.
- 2.7 Once the specified matters of the working group have been met or the working group are restricted in completing these matters, the working group will be dissolved by the Council.

## **Working Practices and Officer Support**

The following is not part of the Committee's Remit or Terms of Reference but covers its expected Working Practices and needs for Officer Support:

- (i) The Committee shall be scheduled to meet five times per annum ('Ordinary Meetings'), every other month, with an allowance for no more than two Extraordinary Meetings per annum should urgent business require.
- (ii) The Working Group shall meet every other month between the monthly meetings of the Committee.
- (iii) The Committee will look to apply for funding from the precept, lottery funding and sponsorship whilst applying for special project support from large local businesses.
- (iv) The Council will provide Committee support for the Ordinary Meetings of the Committee and for any Extraordinary Meetings (maximum of six meetings in total).
- (v) No officer support will be given to any Working Groups

## **WORKING GROUPS**

Tetbury Town Council and its Committees will address the need for Working Groups etc as is deemed necessary. Working Groups have no voting powers that relate to the Town Council's business, they do not have executive authority, and they have no budget unless specifically delegated. As such, any recommendations for work or action agreed by Working Groups will require the sanction of the Council or the relevant Committee which has created the Working Group.

### 3. Remit of the Heritage, Environment and Community Committee

At the first meeting following the Annual Meeting of the Council, the first two agenda items will be to elect a Chair and Vice Chair.

The Committee shall be empowered to exercise and perform on behalf of the Council all powers and duties relating to the areas below, which are not exhaustive.

#### Heritage, Environment, and Infrastructure

- 3.1 Town signage and street furniture, including bus shelters, litter bins, and benches.
- 3.2 ~~Commemorative policy.~~ Remove do not have a policy.
- 3.3 Maintenance of Tetbury Town Council-owned buildings and open spaces, including the Old Court House and designated land as per the Open Spaces policy.
- 3.4 Environmental enhancement projects and sustainability initiatives.
- 3.5 Enhancing and celebrating the historic fabric and heritage of the town.
- 3.6 Overseeing the Visitor Information Centre and promoting tourism in Tetbury.
- 3.7 Maintenance of the closed churchyard at Saint Mary the Virgin and Saint Mary Magdalen, and the burial ground at Saint Saviours.
- 3.8 Annual review of burial regulations and upkeep of burial sites.
- 3.9 Inspection and policy oversight for headstones, memorials, and kerbstones at Saint Saviours burial ground.
- 3.10 Highways matters, including street lighting and traffic management, in collaboration with Gloucestershire County Council.
- 3.11 Support for walking and cycling initiatives to improve accessibility and sustainability.
- 3.12 ~~Street naming.~~ Move to Full Council
- 3.13 Management of the Winter Plan in consultation with Gloucestershire County Council. Move to F&S who reviews all policies before being approved at Full Council.
- 3.14 ~~Organisation of Events and town bunting.~~ Town bunting to become the responsibility of the Woolsack Committee following the purchase of new bunting in 2026

#### Community Engagement

- 3.15 Promoting health and wellbeing initiatives for all age groups.
- 3.16 ~~Supporting and coordinating youth services, including working with local schools, charities, and community groups~~ Remove as this is through the TAYCT grant
- 3.17 Developing and maintaining a town directory on the Town Council website for easy access to services.

- 3.18 ~~Acting as a focal point for health, wellbeing, and youth-related projects and networking.~~  
Remove as we no longer have a health & wellbeing co-ordinator or working group
- 3.19 ~~Liaising with local businesses and national bodies for funding health, wellbeing, and youth projects.~~
- 3.20 ~~Collaborating with police, social services, the NHS, and other relevant organisations to address community health and safety concerns.~~ Remove as we no longer have a health & wellbeing co-ordinator
- 3.21 ~~Coordinating school holiday provisions and supporting various youth projects~~ remove this is now carried out by the grant given to TAYCT.
- 3.22 ~~Supporting and engaging with local health, wellbeing, and youth organisations serving Tetbury and surrounding areas.~~ Remove as we no longer have a health & wellbeing co-ordinator
- 3.23 Coordinating Christmas incentives for residents of Tetbury
- 3.24 To work alongside the business plan to develop the Shop Independent Initiative and seek views of shopkeepers on range of issues.
- 3.25 To co-ordinate the bi-annual Inspiration Awards to acknowledge businesses and residents who go above and beyond.

#### **Committee Operations and Budgeting**

- 3.25 The Committee may appoint sub-committees or working groups to support specific areas, with the authority to make recommendations to the Committee or Full Council.
- 3.26 The Committee is empowered to incur expenditure where an allocated budget provision exists and must report financial updates quarterly.
- 3.27 Officers may apply for grant funding and items relevant to the Committee's scope if deadlines occur before the next scheduled meeting.
- 3.28 Health & Wellbeing, Climate, Highways, and Car Parking working groups report to this Committee.
- 3.29 Meetings are typically held monthly at Tetbury Library at 7 PM unless otherwise stated.
- 3.30 The Committee will approve its minutes which will be submitted to Council for information.

#### 4. REMIT OF THE PLANNING COMMITTEE

At the June meeting of the Planning Committee, the first two agenda items will be to elect a Chair and Vice Chair.

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 4.1 Make observations, to the Planning Authorities on all planning and licensing applications received, with reference to relevant national and local policies and in particular the approved Tetbury and District Neighbourhood Development Plan.
- 4.2 Liaise with the Planning Authorities with regards to possible infringements of planning regulations.
- 4.3 To monitor adherence to the approved Tetbury and District Neighbourhood Development Plan and also co-ordinate a response to consultations on the Regional Spatial and Economic Strategies, the Local Development Framework, County Minerals and Waste Plan, Local Transport Plan and other elements of the Local Development Framework and to take responsibility for general Housing with emphasis on low cost and affordable housing and to liaise with housing authorities to ensure this comes about. These responses should then be recommended to the Council.
- 4.4 Provision is also made for decisions to be taken under S101 Delegated Powers to the CEO in conjunction with the Planning Chairman and one other Committee Member (preferably the Vice Chair) when it is apparent that time constraints have been imposed or when a decision is required from the Town Council prior to the next Planning Committee Meeting taking place.
- 4.5 In line with our objectives within the Tetbury and District Neighbourhood Development Plan, the Committee will request that affordable homes and social housing will be provided that offer a range of tenure types to suit evidenced local need and will be well integrated into new housing development.
- 4.6 New housings sites will provide the CDC housing allocation and provision to reflect the type of dwelling in local demand.
- 4.7 To take into account the net carbon tool kit when commenting on planning applications.
- 4.8 Councillors to attend meetings on behalf of the Council once they have been appointed by the Committee.
- 4.9 The Committee will approve its minutes which will be submitted to Council for information.
- 4.10 To consider the impact on local business associated with any planning applications.

## 5. REMIT OF THE FINANCE AND SCRUTINY COMMITTEE

At the June meeting of the Finance and Scrutiny Committee, the first two agenda items will be to elect a Chair and Vice Chair.

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 5.1 Financial management including the collation of Committee budgets. The Committee will present to the Council no later than its meeting in November its recommendations regarding the forthcoming Budget and estimated Precept demand. Following the Full Council meeting in December a public consultation meeting will be held in January for our residents to make observations on the budget and precept request.
- 5.2 Legal Services.
- 5.3 Financial procedures which are to include: internal 'in-house' audit checks and Internal/External Audits as implemented by RFO.
- 5.4 To scrutinise all grant requests over £500 before going to the **relevant Heritage, Environment and Community** committee to approve/decline in accordance with the Council's grants policy.
- 5.5 The provision of office services and supplies (including Computer Hardware & Software) as deemed necessary by the CEO (and ordered by the CEO).
- 5.6 Annual provision for training for both Councillors and employees.
- 5.7 Business and Health & Safety Risk Assessment and Insurances.
- 5.8 To assist the CEO with producing the contract of employment/job description/personal specification, and for one of the committee members to participate in the interviews for CEO, EO, Grounds Foreman and Reception roles.
- 5.9 To assess staff performance levels regularly and to award performance/project bonus incremental payments accordingly.
- 5.10 Emergency Procedure and Disaster Plan for the Council. After training to carry out an emergency plan scenario before the end of the Council 2023-27 term.
- 5.11 To bring forward proposals for the ongoing development of these services.
- 5.12 The Committee can appoint Working Groups which are only empowered to make recommendations to the Committee.
- 5.13 The Committee is empowered to incur expenditure where it has allocated budget provision.
- 5.14 The monthly approval of Council payment schedules for the Council, Visitor Information Centre, **and Police Museum**.

- 5.15 The periodic review of all Council Policies, which ~~may need to~~ **will** be referred to the Council for final approval if deemed 'important' (see Council Remit Item 1.7).
- 5.15 When required by reason of urgency, the Committee may exercise all functions of the Council except for those decisions which legislation requires to be made solely by the Council. If such decisions are to be made, all members of the Council shall be notified of the circumstances.
- 5.16 Councillors to attend meetings on behalf of the Council once they have been appointed by the Committee.
- 5.17 To provide Full Council with quarterly financial reports.
- 5.18 To review and scrutinise each committee's budget monthly to review the spends against the budget and to encourage action to be taken to meet the objectives agreed when setting the budget.
- 5.19 **To assess the Annual Statement of Accounts showing income and expenditure for the period ending 31<sup>st</sup> March. The Statement of Accounts shall then be approved by the Council.**
- 5.20 **To review the Annual Governance and Accountability Return (AGAR) Section 1 Annual Governance Statement and Section 2 Accounting Statements, and to recommend to Council, that the AGAR Sections 1 and 2 are approved.**
- 5.21 **The Committee will approve its minutes which will be submitted to Council for information.**

## **6. REMIT OF THE HIGHWAYS WORKING GROUP**

The Highways Working Group has no executive authority, but it may exercise and perform the following duties and powers on behalf of the Council, which are not exhaustive.

The Highways Working Group to report into the Heritage, Environment and Community Committee on all updates following their bi-monthly meetings.

- 6.1 Liaising with the Highway Authorities on all consultation matters relating to the highway, including reporting of potholes, signage faults, dropped kerbs, footway repairs and other maintenance issues.
- 6.2 Promoting additional highway safety measures such as traffic calming and speed limits.
- 6.3 Liaising with Gloucestershire County Council and Natural England with regards to Public Rights of Way, National Trails and Access Land proposals.
- 6.4 Liaising with the County Council and service providers with regards to the provision of public transport services including buses, rail services and community transport.

- 6.5 Making recommendations with regards to the maintenance of trees on the public highway provided by the Council and liaison with other providers regarding their maintenance.
- 6.6 Making recommendations with regards to the provision of street lighting and the promotion of street lighting schemes in conjunction with the highway authority.
- 6.7 Making recommendations with regards to proposals for the ongoing development of those services.
- 6.8 Councillors to attend meetings on behalf of the Council once they have been appointed by the Committee.
- 6.9 The Working Group will provide notes which will be submitted to the Heritage, Environment and Community Committee.

## 7 REMIT OF THE CLIMATE STRATEGY WORKING GROUP

The Climate Strategy Working group has no executive authority, but it may exercise and perform the following duties on behalf of the Council, which are not exhaustive.

The Climate Strategy Working Group to report into the Heritage, Environment and Community Committee on all updates following their ~~monthly~~ meetings

- 7.1 The aim of the group is to implement a strategy and action plan that will reduce harmful emissions, reduce the carbon footprint of the town and prioritise environmental improvements to enable the Town to make a real contribution to tackling climate change.
- 7.2 We will work with Gloucestershire County Council, Cotswold District Council (both of whom have declared climate emergencies) and members of Greening Tetbury to ensure the Town Council is at the forefront of this initiative.
- 7.3 We will Work with the Climate Emergency Manager at Cotswold District Council to introduce climate-friendly working practices and review our internal strategies and polices, including the Tetbury and Tetbury Upton Neighbourhood Plan, to secure a net carbon zero target.
- 7.4 We will finalise an action plan that will:
  - provide greater clarity and ambition on planning for renewable energy generation and storage, housing energy efficiency, green infrastructure, sustainable drainage and low-carbon transport solutions;
  - ensure the unique urban and green landscape within the town and beyond will be protected and enhanced in line with the ethos of the Cotswold AONB;
  - promote sustainable travel and safe, direct and enjoyable links for walking and cycling to the town centre and other key attractions;
  - provide training to all council employees and councillors to ensure climate change considerations are taken into consideration in all aspects of decision-making and work including the use of carbon neutral vehicles.

Current work includes:

- Working with CDC on the location of electric charging points;
  - Working with the Cotswolds Conservation Board to introduce wildflower verges;
  - Working with Greening Tetbury to promote good practice, energy saving tips and making Tetbury a plastic free town.
- 7.5 Councillors to attend meetings on behalf of the Council once they have been appointed by the Committee.
  - 7.6 The Working Group will provide notes which will be submitted to the Heritage, Environment and Community Committee.
  - 7.7 To explore the benefits of the Community Energy Strategy and how this will assist relevant groups and organisations within the town.

## **8. REMIT OF THE HERITAGE, ENVIRONMENT AND COMMUNITY WORKING GROUP ~~To be removed no longer exists~~**

~~The Heritage, Environment and Community Working Group has no executive authority, but it may exercise and perform the following duties and powers on behalf of the Council, which are not exhaustive.~~

- ~~8.1 — Liaise and work in partnership with organisations and groups based in Tetbury and the surrounding villages, working to develop services for adults of all ages (18+)~~
- ~~8.2 — Develop and expand membership of the Working Group, ensuring a wide ranging representation of the community.~~
- ~~8.3 — Promote services offered and available throughout the community.~~
- ~~8.4 — Make recommendations to the Heritage, Environment and Community Committee for consideration, including any funding required.~~
- ~~8.5 — Councillors to attend meetings when representing the Council on behalf of the Committee when appointed.~~

## **9. REMIT OF THE CAR PARKING WORKING GROUP**

The Car Parking Working Group has no executive authority, but may exercise and perform the following duties and powers on behalf of the Council, which are not exhaustive:

The Car Parking Working Group to report into the Heritage, Environment and Community Committee on all updates following their ~~monthly~~ meetings

- 9.1 To raise awareness of the significant issues surrounding parking in Tetbury especially with Cotswold District Council and Gloucestershire County Council;
- 9.2 To promote and encourage alternative means of transport (such as walking, cycling, public transport) to reduce the demand for the use of cars and, hence, parking spaces;
- 9.3 To seek to secure additional parking spaces in Tetbury for use by residents, businesses/their employees and tourists;
- 9.4 To seek to secure a review of parking by Gloucestershire County Council in the foreseeable future and collect evidence to support the review;
- 9.5 To encourage residents to rent out their driveway using national organisations;
- 9.6 To implement the outcomes of a review of car parking signage to facilitate parking.
- 9.7 The Working Group will provide notes which will be submitted to the Heritage, Environment and Community Committee.**



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# FINANCIAL REGULATIONS

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To be reviewed at Finance & Scrutiny – April 2026



TO BE APPROVED AT THE ANNUAL MEETING OF THE COUNCIL  
May 2026

# MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in March 2025 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
  - a) In 1.5 – is the Clerk the RFO?
  - b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
  - c) In section 4, does the council have committees and how many years are forecast?
  - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
  - e) In 5.9, are online prices acceptable evidence?
  - f) In 5.13, 5.15 and 5.17, does the council have committees?
  - g) In 5.16, will a councillor ever be instructed to place an order?
  - h) In 5.20, is there a minimum level for official orders?
  - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
  - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
  - k) Section 10 gives two alternatives, with or without petty cash.
  - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
  - m) 13.7 and 13.8 are removable if they don't apply to the council.

- n) Much of Section 16 can be deleted if not applicable.
  - o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
- a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
  - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
- a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
  - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
  - c) In 5.9, at what level can smaller purchases be made without competition?
  - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
  - e) In 5.18, how much can the clerk commit to spending in an emergency?
  - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
  - g) In Section 9, what are the limits for card payments?
  - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.
- 10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council’s website.

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk **Chief Executive Officer CEO** has been appointed as RFO and these regulations apply accordingly.] The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [~~£5,000~~ **Tetbury Town Council have set a budget for grants of £3,000**];

## **2. Risk management and internal control**

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The ~~Clerk [with the~~ RFO] shall prepare, for approval by [~~the council~~], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the ~~Clerk [with the~~ RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. ~~Every month 2 members of the Finance & Scrutiny Committee~~ **At least [once in each quarter], and at each financial year end, a member other than the Chair (or a cheque signatory)** shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity,

including any exceptions, shall be reported to and noted by the council {Finance Committee}.

- 2.7. **Once a quarter 2 Councillors not assigned to the Finance & Scrutiny Committee shall carry out the internal financial checks.**
- 2.8. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### **3. Accounts and audit**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by **the council** and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of the council;

- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### 4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [~~the council~~ **the Finance & Scrutiny Committee**] at least annually in **October** for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the ~~Council~~ **Finance & Scrutiny** committee]. ~~{The RFO will inform committees of any salary implications before they consider their draft budgets.}~~

4.3. No later than [**November**] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year {along with a forecast for the following [~~three~~ financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.

- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council {Finance and Scrutiny committee} not later than the end of [~~November~~October] each year.
- 4.6. The draft budget {with any committee proposals and [three-two year]} forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the {Finance and Scrutiny committee and a recommendation made to the} council.
- 4.7. Having considered the proposed budget and [three-two year] forecast, the council shall determine its [council tax (England)/budget (Wales)] requirement by setting a budget. The council shall set a precept for this amount no later than [the end of January] for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council {or relevant Finance & Scrutiny committee}.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed [~~£60,000~~ **£25,000 was approved within standing orders in 2025**] including VAT, the ~~Clerk~~ **RFO or EO** shall ~~{seek formal tenders from at least [three] suppliers agreed by [the council]}~~ **OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}**. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than [**£3,000**] excluding VAT the ~~Clerk~~ **for RFO or EO** shall seek at least [3] fixed-price quotes;
- 5.9. where the value is between [**£500**] and [**£3,000**] excluding VAT, the ~~Clerk~~ **for RFO or EO** shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}
- 5.10. For smaller purchases, [the clerk] shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the ~~council~~ **or relevant Finance & Scrutiny committee}**. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- [~~the Clerk~~ **RFO**], under delegated authority, for any items below [**£500**] excluding VAT.
  - the ~~Clerk~~ **RFO**, in consultation with the ~~Mayor and Chair of the Council~~ **or Chair of the appropriate Finance & Scrutiny committee}**, for any items below [**£2,000**] excluding VAT.
  - {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [~~£5,000~~ **£30,000**] excluding VAT}

- For grant requests under £500, this will be considered at the monthly Heritage, Environment and Community Committee. For grant requests over £500, this will be scrutinised by the Finance & Scrutiny Committee before being discussed at the Heritage, Environment and Community Committee.
- the council for all items over [~~£5,000~~ £3,000 due to the grant budget being set at this amount];

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order ~~{unless instructed to do so in advance by a resolution of the council}~~ or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council ~~{or a duly delegated committee acting within its Terms of Reference}~~ except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the ~~clerk~~ CEO may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The ~~Clerk~~ CEO shall report such action to the Mayor and Chair of the Finance & Scrutiny Committee as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services {above [~~£250~~ £500] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by [the RFO].

## 6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with ~~[name bank]~~. Lloyds Bank and Unity Bank. The arrangements shall be reviewed [annually] for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised,

the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. ~~{Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.~~
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by [online banking/~~cheque~~], in accordance with a resolution of the council ~~{or duly delegated Finance & Scrutiny committee}~~~~{or a delegated decision by an officer}~~, unless [the council Finance & Scrutiny Committee] resolves to use a different payment method.
- 6.6. ~~{For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.~~
- 6.7. ~~{A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made – to reduce the risk of duplicate payments.}~~
- 6.8. ~~{A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee}~~ for information only.
- 6.9. The Clerk and CEO/RFO shall have delegated authority to authorise payments ~~{only}~~ in the following circumstances:
  - i. {any payments of up to [£500] excluding VAT, within an agreed budget}.
  - ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 ~~{or to comply with contractual terms}~~, where the due date for payment is before the next scheduled meeting of [the Finance & Scrutiny Committee council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~{or finance & Scrutiny committee}~~.
  - iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000 £30,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~{or finance & Scrutiny committee}~~.

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the ~~council~~ {of finance & Scrutiny committee}. The ~~council~~ {or Finance & Scrutiny committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## 7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify ~~a number of~~ two councillors along with the RFO and EO who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. ~~{The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}~~
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be authorised by two members of the Finance & Scrutiny Committee designated to approve the monthly payments. ~~sent [by email] to [two] authorised signatories.~~
- 7.5. In the prolonged absence of the Service Administrator ~~[an authorised signatory~~ the EO] shall set up any payments due before the return of the Service Administrator.
- 7.6. Two ~~[councillors who are] authorised signatories~~ shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online ~~{and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.~~
- 7.8. A full list of all payments made in a month shall be provided to the next ~~[council~~ Finance & Scrutiny] meeting ~~{and appended to the minutes}.~~
- 7.9. With the approval of ~~[the council~~ Finance & Scrutiny Committee] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are ~~[signed/approved online]~~ by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.

- 7.10. Payment may be made by BACS or CHAPS by resolution of [~~the council~~] **the Finance & Scrutiny Committee** provided that each payment is approved online by [**two authorised bank signatories**], evidence is retained and any payments are reported to [~~the council~~] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are ~~signed~~ {or approved online} by [~~two members~~] **the Finance & Scrutiny Committee**, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [~~the council~~] **the Finance & Scrutiny Committee** at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [~~two of~~] the Clerk and [~~the~~] **CEO/RFO** [~~a member~~]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [**two years**].
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities {~~other than secure password stores requiring separate identity verification~~} should not be used on any computer used for council banking.

## **8. Cheque payments** **Remove this section as we do not use cheque payments**

- 8.1. ~~Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by [two members]{and countersigned by the Clerk}.~~
- 8.2. ~~A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.~~
- 8.3. ~~To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.~~
- 8.4. ~~{Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.~~

## **9. Payment cards**

- 9.1. ~~Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.~~
- 9.2. ~~A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].~~

- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk ~~{and CEO/RFO, EO and Grounds Foreman }~~ ~~{specify other officers}~~ and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used ~~{under any circumstances.}~~ ~~OR {except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}~~ **The only exception is the Police Museum Curator, whose travel and accommodation costs may be covered when these expenses are included within the grant funding received.**

## **10. Petty Cash ~~remove this section as we do not hold petty cash~~**

- ~~10.1. {The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} **OR** {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.}~~
- ~~a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.~~
- ~~b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.~~
- ~~c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}~~

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, ~~or a duly delegated~~ **Finance & Scrutiny** committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council ~~{Finance & Scrutiny relevant committee}~~.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance & **Scrutiny** committee] to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/~~Welsh Assembly Government~~] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. Income**

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the ~~Clerk~~ CEO. [The RFO] shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

~~13.6. {The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return is submitted every quarter, required is submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}~~

13.7. {Where significant sums of cash are regularly received by the council or the Police Museum, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}

~~13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}~~

#### **14. Payments under contracts for building or other construction works**

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk CEO] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. Stores and equipment**

15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}

15.4. {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

#### **16. Assets, properties and estates**

16.1. The Clerk CEO shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

## 17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. ~~The Clerk shall give prompt notification to [the RFO]~~ of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances **will be discussed at the Finance & Scrutiny Committee.**
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [~~the council~~ **Finance & Scrutiny Committee**] at the next available meeting. The RFO shall negotiate all claims on the council's insurers ~~{in consultation with the Clerk}~~.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [**annually**] by the council, ~~or duly delegated~~ **Finance & Scrutiny** committee.

## 18. [Charities]

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

## 19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations [**annually**] and following any change of ~~clerk or~~ **RFO**. The ~~Clerk~~ **CEO** shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order ~~[insert reference of the council's relevant standing order 18]~~ and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

**Tetbury Town Council**  
**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
<b>03 TTC Administration</b>							
Bleed Kit - Community Heartbeat	09/2024	290.00		Gumstool Hill/Grounds Te			
Burial Ground	1978	7,000.00		St Savriours, New Church			
Computer		1,200.00		TTC Offices/Administratic			
Councillor I-Pads	12/2022	3,996.00		Various locations around			
Defibrillators	11/2021	2,620.00		TTC Offices/Administratic			
Defibrillators	2019	7,776.00		Preston Park, Goods She			
Defibrillators	2021	2,620.00		Northfield Road/Grounds			
Defibrillators	2020			Tesco, 33 Church Street/			
Dell Inspiron 15 5000 Laptop	2021	800.00		TTC Offices/Administratic			
Deputy Mayors Chain		3,500.00		TTC Offices		Deputy Mayor Dutie:	
Dishwasher	02/2023	240.00		TTC Offices/Administratic			
Display boards	2025	1,000.00		TTC Offices/Administratic			
Filing Cabinets		1,200.00		TTC Offices/Administratic			
Former BT Telephone Kiosks	2017	1.00		Northfield Road/Grounds			
Former BT Telephone Kiosks	2020	1.00		Charlton Road			
Freezer	10/2024	140.00		TTC Offices/Administratic			
Goods Shed		675,000.00	1,069,900.00	Old Station Yard, Cirence			
Isuzu Rodeo 4x2 Single TD pick-up truck		10,000.00		TTC Offices/Grounds Tea			
Keyboards and cases	12/2022	2,059.00		Various locations around			
Laptops		3,580.00		TTC Offices/Administratic			
Mayoral Chain of Office	01.04.75	100.00	5,500.00	TTC Offices		Mayoral duties	
Mayors Consort Chain		4,600.00		TTC Offices		Mayoral duties	
Park and Land		1.00		Goods Shed, Cirencester			
Standalone Bleed Kits x 8 - Heartsafe	03/2026	1,832.00	1,832.00	Various locations around			
Sundry Furniture		5,000.00		TTC Offices/Administratic			
Telephone equipment	2023	7,080.00					

**Tetbury Town Council**  
**Fixed Assets and Long Term Investments**

<b>Asset Description</b>	<b>Date Acquired</b>	<b>Purchase Value</b>	<b>Current Value</b>	<b>Location /Responsibility</b>	<b>Estimated Life</b>	<b>Usage/Capacity</b>	<b>Charges</b>
Terra Mobile 1517R iS Laptop	01/2026	764.85		TTC Offices/Administratic			
Terra Mobile 1610R Laptop	01/2026	773.17		TTC Offices/Administratic			
Tersano SAO Solution Maker	2021	3,000.00		TTC Offices/Administratic			
The Old Courthouse		540,000.00	1,123,020.00	63 Long Street, Tetbury, G			
Various bus shelters		1.00		Long Street and Hamptor			
Various kitchen items		700.00		TTC Offices/Administratic			
Various office desks, chairs and pictures		2,000.00		TTC Offices/Administratic			
Various parcels of land		1.00					
Various stationery equipment		2,000.00					
War Memorial		5,532.00		St Savriours, New Church			
		<b>1,296,408.02</b>	<b>2,200,252.00</b>				
<b>04 HEC</b>							
Air Compressor - Stanley	2022	200.00		TTC Offices/Grounds Tea			
Alco Mower		200.00		Eagle Plant Storage/Grou			
ATCO Mower	06/2025	80.00		Eagle Plant Storage/Grou			
Cemo Grit Spreader	Unknown	400.00		Eagle Plant Storage/Grou			
Chainsaw - Steel MS180	2017	300.00		Eagle Plant Storage/Grou			
Chainsaw - Steel MS181	01/2023	370.00		Eagle Plant Storage/Grou			
Community Fridge	08/2022	140.00		TTC Offices/Administratic			
Community Fridge - Building	12/2021	1,500.00		TTC Offices/Administratic			
Community Fridge - Freezer	08/2022	140.00		TTC Offices/Administratic			
Community Fridge - Shelving	12/2021	100.00		TTC Offices/Administratic			
Danarm Mower	2014	1,200.00		Eagle Plant Storage/Grou			
Danarm Pro Mower	2023	1,400.00		Eagle Plant Storage/Grou			
Danarm Strimmer	Unsure	350.00		Eagle Plant Storage/Grou			
Grit Spreader		50.00		Eagle Plant Storage/Grou			
Hampton Street Allotments	2011	1.00		Hampton Street			

**Tetbury Town Council**  
**Fixed Assets and Long Term Investments**

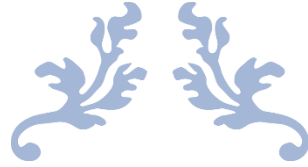
Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Heritage Signs		5,600.00		Various locations around			
Highfield Farm Allotments	2021	1.00		Miller Homes Developme			
Honda Danarm Pro Mower	04/2025	1,422.00		Eagle Plant Storage/Grou			
Kawaski Model TU27 Strimmer	Unsure	350.00					
Litter bins	10/2020	1,759.00		Various locations around			
Mito X Blower	2006	250.00		Eagle Plant Storage/Grou			
Mitsubishi Model TU27 Strimmer	2022	450.00		Eagle Plant Storage/Grou			
Mitsubishi Model TU27 Strimmer	2018	450.00		Eagle Plant Storage/Grou			
Multi-purpose Tool Mintox	2020	450.00		Eagle Plant Storage/Grou			
Platinum Jubilee Queens Beacon	05/2022	750.00		TTC Offices/Administratic			
Play Equipment		36,100.00		Webb Road and Suffolk C			
Play Station - Goods Shed	2020	30,000.00		Goods Shed, Cirencester			
Pressure Washer Swisher	2020	280.00		TTC Offices/Grounds Tea			
Rugged Grit Spreader		450.00		Eagle Plant Storage/Grou			
Sheds and Toolboxes	2022	4,693.00		Miller Homes Developme			
Snapper Mower	2015	450.00		Eagle Plant Storage/Grou			
Steel Blower	2017	350.00		Eagle Plant Storage/Grou			
Toro Mower	2018	1,500.00		Eagle Plant Storage/Grou			
Trim Trail	2019	10,000.00		Goods Shed, Cirencester			
Various benches		3,000.00		Various locations around			
Various flower tubs and troughs		2,900.00		Various locations around			
Various Tools		1,500.00		TTC Offices/Grounds Tea			
Watering System - Back of trust	2015	400.00		TTC Offices/Grounds Tea			
Westcotec Data Equipped Sign	17.03.26	800.00	800.00	Cirencester Road	10 years	Battery/solar panel	Solar
		<b>110,336.00</b>	<b>800.00</b>				

**07 Visitor Information Centre**

Computer		300.00		TTC Offices/Administratic			
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**Tetbury Town Council**  
**Fixed Assets and Long Term Investments**

<b>Asset Description</b>	<b>Date Acquired</b>	<b>Purchase Value</b>	<b>Current Value</b>	<b>Location /Responsibility</b>	<b>Estimated Life</b>	<b>Usage/Capacity</b>	<b>Charges</b>
Safe, telephone, I-Pad		1,225.00		TTC Offices/Administratic			
Square Point of Sale System	08/2025	210.00		TTC Offices/Administratic			
Stock		3,000.00		TTC Offices/Administratic			
		<b>4,735.00</b>					
<b>Grand Total:</b>		<b>1,411,479.02</b>	<b>2,201,052.00</b>				



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## SCHEME OF DELEGATION

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To be reviewed at Finance & Scrutiny – April 2026



TO BE APPROVED AT THE ANNUAL MEETING OF THE COUNCIL – MAY 2026

## **Introduction**

This scheme of delegation forms part of the Council's governance documents along with Standing Orders, Financial Regulation and Code of Conduct. The scheme will be reviewed at least every two years and when there are staffing changes.

This scheme delegates powers and duties of Tetbury Town Council to Officers under Section 101 of the Local Government Act 1972 and all other powers enabling such delegation. It is adopted with the intent that it should lead to a streamlining and simplification of the decision-making process of the Council and accordingly it should be interpreted widely rather than narrowly.

This Scheme delegates to Authorised Officers the powers and duties necessary for the discharge of the council's functions within the broad functional description set out, together with the specific delegations therein, and should be taken to include powers and duties within those descriptions under all present and future legislation and all powers incidental powers under Section 111 of the Local Government Act 1972 or General Power of Competence.

An officer may decline to exercise delegated powers and instead report to the Council or appropriate committee.

Areas of Delegation – There are three specific areas of delegation:

### **Planning**

The Council resolved that should the Planning and Licensing Committee be inquorate and as a result be unable to deal with an application within due time, or where an extension for a response cannot be secured in time for the next committee meeting, the Proper Officer and in consultation with the Chair and Deputy Chair of the Planning and Licensing Committee may submit a response on behalf of the Council.

### **Finance**

(~~4.4~~ 5.18 of the Financial Regulations) In cases of extreme risk to the delivery of Council services, the RFO may authorise revenue expenditure on behalf of the council which in the RFOs judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of ~~£2,500~~ £2,000. The RFO shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.

### **Staff Welfare**

The Chief Executive Officer/RFO may make decisions in the interests of staff welfare without reference to Tetbury Town Council. The applies to arrangements for leave, emergency cover and medical care.

Committee and Date	FINANCE & SCRUTINY – Monday 20 <sup>th</sup> April 2026
Agenda item	19.
Subject	To note updates on Employment Right Act 2025
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>The Employment Rights Act 2025 represents the most significant overall of UK employment law in decades. Its reforms are being phased in across 2026 and 2027.</p> <p><b>Statutory Sick Pay (SSO) Reforms</b> SSP is now payable from day one – As TTC contracts are part of the Green Book, sick pay is already paid from day one.</p> <p><b>Duty to keep annual leave records</b> From 6<sup>th</sup> April 2026, employers must keep records of annual leave for all workers. TTC already holds this information through the payroll system we use.</p> <p><b>Fair Work Agency</b> TTC has a grievance policy in place which is due for review in September 2026. Whistleblowing policy to be reviewed at this committee meeting and approved at Full Council – April 2026.</p> <p><b>Collective Redundancy</b> Currently TTC does not have a redundancy policy, SW Councils in the process of developing a policy.</p> <p><b>Paternity Leave</b> Policy to be reviewed at this committee meeting and approved at Full Council – April 2026.</p> <p><b>Bereaved Partner’s Paternity Leave</b> Policy to be reviewed at this committee meeting and approved at Full Council – April 2026.</p> <p><b>Menopause Action Plan</b> TTC already has a Menopause policy which is due to be reviewed in February 2027.</p> <p><b>Gender Pay Gap</b> TTC does not employ over 250 employees.</p> <p><b>Trade Union Reforms</b> Although TTC is not part of a union, individual employees are part of a Union.</p>



# Tetbury

## Town Council

	<p>Advice from SW Councils</p> <p>As the changes to the policies are because of the Employment Rights Act, they are already legislation. Therefore, you don't need to formally consult with your employees regarding the changes. However, before implementing new HR policies or updating existing ones, we would still advise that you follow ACAS guidance which states that employers should hold 'good practice consultations' with employees on issues where employees might have an interest.</p>
Financial Implications Budget code and cost centre	None at present
Climate Impact	N/A
Governance and Legislation	Employment Rights Act 2025
Recommendation	To note the amendments within the Employment Rights Act 2025.
Report written by	CEO



# Employment Rights Act 2025

The Employment Rights Act 2025 is going to have a significant impact on employers during 2026 and 2027. To support our members during the implementation stage, we will be circulating a series of special edition newsletters which will be focusing on the Act.

Our aim is to signpost our members to the most up to date information so that you feel equipped with what the key changes are, when they are happening and what actions employers need to take.

Please note that South West Councils provide detailed advice and support based on our professional knowledge. However, the information we provide does not constitute legal advice.

Most of the information used within this document has been taken directly from the Employment Rights Act 2025 Fact Sheets available on GOV.UK. These can be found in full via the following link:  
[Employment Rights Act 2025: factsheets - GOV.UK](#)

It is noted that further information in relation to the ERA is being published regularly, following consultation processes and the passing of regulations. Therefore the information contained in this newsletter is correct as at the date of publication but is subject to further change.



	<b>Item</b>	<b>Page number</b>
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<b>3</b>	<b>What do employers need to do?</b>	<b>6</b>
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# What is the Employment Rights Act 2025?

GOV.UK states that the Employment Rights Act 2025 is a key pillar of the government's Plan to Make Work Pay, which is aimed at growing the economy, boosting wages, and reducing insecure work.

Further information regarding the aims of the Act can be found here: [Employment Rights Act 2025: overview factsheet](#)

## When are the changes happening?

The Act will be implemented in phases during 2026 and 2027:

### **December 2025**

- *The repeal of the Strikes (Minimum Service Levels) Act 2023*

### **18 February 2026**

- *The repeal of the great majority of the Trade Union Act 2016, thereby simplifying requirements to trade unions, including in relation to industrial action and political funds*
- *Removing the 10-year ballot requirement for trade union political funds*
- *Simplifying industrial action notices and industrial action ballot notices*
- *Protections against dismissal for taking industrial action*
- *Employees that are newly eligible for "Day 1" Paternity Leave and Unpaid Parental Leave can give notice*

**Continued...**

### **7 April 2026**

- *The establishment of the Fair Work Agency*

### **August 2026**

- *Electronic and workplace balloting for Statutory Trade Union Ballots*

### **October 2026**

- *Bringing forward regulations to establish the Fair Pay Agreement Adult Social Care Negotiating Body in England*
- *Procurement - two-tier code*
- *Tightening tippine law*
- *The duty to inform workers of their rights to join a trade union*
- *Strengthening trade unions' right of access*
- *Requiring employers to take "all reasonable steps" to prevent sexual harassment of their employees*
- *Introducing an obligation on employers not to permit the harassment of their employees by third parties*
- *Introducing a power to enable regulations to specify steps that are to be regarded as "reasonable" to determine whether an employer has taken all reasonable steps to prevent sexual harassment*

### **6 April 2026**

- *Collective redundancy protective award - doubling the maximum period of the protective award*
- *"Day 1" Paternity Leave and Unpaid Parental Leave*
- *Whistleblowing - strengthening protections for workers who "blow the whistle" on sexual harassment*
- *Bereaved Partners' Paternity Leave - (non-MWP measure) will enable bereaved fathers and partners to take up to 52 weeks of paternity leave if the mother or primary adopter dies within the first year of the child's life*
- *Statutory Sick Pay (SSP) - removing the Lower Earnings Limit (LEL) and waiting period*
- *Action plans on gender equality and supporting employees through the Menopause (voluntary)*
- *Menopause guidance*
- *Simplifying trade union recognition process*

**Continued...**

- *Unfair practices in the trade union recognition process*
- *New rights and protections for trade union representatives*
- *Extending protections against detriments for taking industrial action*
- *Employment tribunal time limits*

### **January 2027**

- *Reduction of unfair dismissal qualifying period to 6 months, for dismissals from 1 January 2027, and uncapping compensatory awards*
- *Fire and rehire protections*

### **December 2026**

- *Commencement of the Mandatory Seafarers' Charter*

### **2027**

- *Action plans on gender equality and supporting employees through the Menopause (mandatory)*
- *Enhanced dismissal protections for pregnant women and new mothers*
- *Specifying steps that are to be regarded as “reasonable” to determine whether an employer has taken all reasonable steps to prevent sexual harassment*
- *Extending blacklisting protections*
- *Industrial relations framework*
- *Regulation of umbrella companies*
- *Collective redundancy - collective consultation threshold*
- *Flexible working*
- *Bereavement leave including pregnancy loss*
- *Ending the exploitative use of zero-hours contracts*
- *Electronic and workplace balloting for recognition and derecognition ballots*

[Click here to access the Government Roadmap in full](#)

# What do employers need to do?

As implementation dates approach, now is an appropriate time for employers to start assessing how the reforms may affect their organisation. Identifying the areas most likely to be impacted will help ensure employers are well prepared to respond promptly and effectively as each phase comes into force.

## ***1. Familiarise yourself with the changes***

With so many significant changes planned for the next few years, it is important that employers ensure they are familiar with all the changes.

The Government set out a detailed overview of the changes along with a timeline for implementation. This can be found on the Employment Rights Bill roadmap via the following link: [Implementing the Employment Rights Bill - Our roadmap for delivering change](#)

The Government have also produced several Fact Sheets setting out the current legislation and details of the proposed changes: [Employment Rights Bill: factsheets - GOV.UK](#)

ACAS also provide a summary of the changes along with key dates: [Employment Rights Bill - Acas](#)

## ***2. Review budgets***

One of the significant changes relates to statutory sick pay (SSP). Under the Act, SSP will be payable from the first day of sickness, rather than the current fourth day, and the lower earnings limit will be removed.

It is noted that this change won't impact on employers who follow the Green Book sick pay scheme, because sick pay is already paid from day one.

However, employers who don't follow the Green Book sick pay scheme should assess any potential financial impact because of this change. This includes reviewing current absence levels and modelling the projected cost of paying SSP from day one, rather than from day four as is currently required.



### ***3. Review HR Policies and Procedures***

Due to the upcoming legislative changes, employers will need to review and update several HR policies and procedures to ensure they remain compliant.

### ***4. Update employees***

As the Act is legally binding, employers will not be required to formally consult with employees to obtain their agreement. However, it remains good practice to follow ACAS guidance, which recommends holding 'good practice consultations' on matters that affect employees' interests, such as introducing new policies or updating existing ones. Employers should therefore start to consider what information they will need to share with employees in due course, and how and when they will do so.

## 5. Train and prepare managers

Several changes - including those relating to flexible working, paternity leave and unfair dismissal - may affect the responsibilities, knowledge and skills required of line managers.

Organisations should therefore begin reviewing training programmes, manager guidance and induction paperwork. Identifying areas where content may no longer align with the legislation will help ensure that necessary updates can be made promptly when needed.



## HR Training Courses by



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*Managing absence - 22.04.26*

*Managing conflict in the workplace - 19.05.26*

*Managing performance & effective appraisals - 03.03.27*

# What is changing - April 2026

## 1. Statutory Sick Pay

### **Current position:**

Currently, employees need to earn at least the lower earnings limit to get SSP and it's paid from the fourth day of sickness absence.

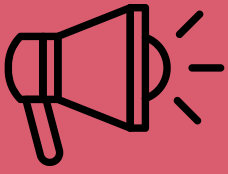
### **What's changing:**

The Statutory Sick Pay measures included in the Act are:

- Removing the Lower Earnings Limit to make Statutory Sick Pay available to all employees regardless of their weekly earnings. The changes introduced by the Act mean that the rate of Statutory Sick Pay will be 80% of an employee's earnings or the current flat rate, whichever is lower.
- Removing waiting days from the Statutory Sick Pay system and amending the Period of Incapacity for Work, so that eligible employees are entitled to Statutory Sick Pay from their first full day of sickness absence, rather than the fourth.
- Inclusion of Statutory Sick Pay (including the current enforcement and disputes process) within a newly established single enforcement body - the Fair Work Agency.
- Further information can be found on the Government website via the following link: [Employment Rights Act 2025: factsheets - GOV.UK](#)

### **Next steps:**

All consultations relating to Statutory Sick Pay have now been concluded. The changes will come into effect in April 2026



## **Actions for employers:**

- In readiness for April 2026, non-Green Book employers need to:
  - Update terms and conditions set out in contracts of employment and / or absence policies to ensure that:
    - Any reference to the three-day waiting period and lower earnings limit has been removed;
    - They explain that all employees are eligible to statutory sick pay from the first full day of their sickness absence (rather than the fourth); and
    - They provide that all employees are entitled to statutory sick pay, regardless of their weekly earnings.
  - Review financial budgets to take into account increase in cost.
  - Consult with employees regarding any changes to policies and/or contracts
  - Liaise with payroll providers / update payroll systems to ensure they reflect the changes



## **2. Duty to keep annual leave records**

### **Current position:**

There is currently no legal requirement for employers to keep records of annual leave, although most will do so for the current year and may keep this information beyond that time.

### **What's changing:**

From 6 April 2026, employers must keep records of annual leave and holiday pay for all workers, including those with irregular hours or part-time roles. These records must be detailed enough to show that each worker has received the correct leave and pay.

They must include:

- Annual leave taken
- Annual leave carried over from previous years
- Details of holiday pay, including which elements have been included or excluded
- Payments in lieu of holiday, including for carried-over leave

Employers must:

- Keep this information for a minimum of 6 years from the date it was recorded
- Manage records in line with GDPR

This duty has been introduced with very little notice and is currently not included in the Department of Business and Trade's timeline for changes due to take effect in 2026



### **Actions for employers:**

- Ensure current recording systems capture all the above aspects of annual leave and pay in a format which can be used to demonstrate compliance
- Retain records for a minimum of 6 years in line with GDPR.

### **3. Fair Work Agency**

#### **Current position:**

The Fair Work Agency is being established in April 2026.

#### **What's changing:**

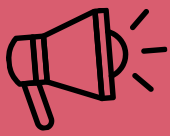
The Fair Work Agency (FWA) will be an Executive Agency of the Department for Business and Trade (DBT), created administratively. It will not have its own distinct legal identity, so the Act gives the Secretary of State a series of functions to enforce certain employment legislation. Those functions will in practice be discharged through the FWA, including by enforcement officers appointed by the Secretary of State.

The FWA bring together existing state enforcement functions and, over time, take on enforcement of a wider range of employment rights. This will be a single place where workers and employers can turn for help. It will improve efficiency by ensuring there is one leadership team to oversee work in line with a unified strategy. The FWA will aim to resolve issues upstream by supporting employers that want to comply with the law. But it will also have strong powers to investigate and take action against businesses that flout the law, to level the playing field for compliant businesses.

Further information can be found on the Government website via the following link: [Employment Rights Act 2025: factsheets - GOV.UK](#)

#### **Next steps:**

The Employment Rights Act is the first phase of delivering the Fair Work Agency. The Government will set out further details including timescales for implementation in due course.



## **Actions for employers:**

- Audit pay practices.
- Ensure HR processes are clear.
- Review grievance and whistleblowing process to ensure it creates a culture of people raising concerns



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Events



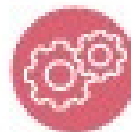
Learning



Migration



Apprentice  
EPA



Business  
Support



Policy and  
Strategy

## **4. Collective Redundancy**

### **Current position:**

At present, the duty to consult collectively where redundancies are proposed is triggered when an employer is proposing 20 or more redundancies 'at one establishment' within a period of 90 days. The same trigger applies to notifying the Secretary of State of proposed redundancies by way of an HR1 form.

The current cap on the protective award (the amount that can be awarded where an employer fails to comply with its obligations to inform and consult employees) is 90 days uncapped pay per employee.

### **What's changing:**

The Act strengthens collective redundancy rights and protections by making three changes to the collective redundancy framework:

#### **1. Changes to the protective award**

The maximum period of the protective award (the remedy a tribunal can award when an employer fails to meet its collective redundancy consultation obligations, requiring the employer to pay remuneration to employees) will be doubled from 90 to 180 days' pay.

#### **2. Introducing an organisation-wide threshold**

The Act introduces an additional organisation-wide threshold for collective redundancy obligations and grants the government a power to set it through secondary legislation. The government intends to consult on the level at which this threshold should be set. Once the organisation-wide threshold has been set in regulations, employers will be required to undertake collective redundancy obligations when it

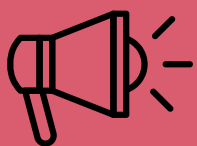
proposes to make redundancies which meet or exceed that threshold number across their entire organisation over a 90-day period. This organisation-wide threshold will apply in addition to the current threshold of 20 proposed.

### 3. Strengthening protections for seafarers

Further information can be found on the Government website via the following link: [Employment Rights Act 2025: factsheets - GOV.UK](#)

#### Next steps:

The cap on protective awards is expected to increase in April 2026. The broadening of the circumstances in which collective consultation will be triggered will be set out in separate regulations. These regulations are expected to come into force in 2027, with consultation expected to start in early 2026.



#### **Actions for employers:**

- Review any current collective consultation obligations for shortcomings.
- Review and update Redundancy policies.
- Consider training for their line managers, HR teams and leaders to ensure that they are aware of the legal and procedural obligations on an employer when proposing redundancies

## **5. Paternity Leave and Unpaid Parental Leave**

### **Current position:**

Currently an employee must work for their employer for 26 weeks before they are eligible for Paternity Leave, and for a year before they are eligible for Unpaid Parental Leave.

Currently the law doesn't allow for Paternity Leave and Pay to be taken after Shared Parental Leave and Pay.

### **What's changing:**

The Employment Rights Act makes Paternity Leave and Unpaid Parental Leave “day one” rights for all employees, subject to them providing their employer with the correct notice. This means that employees will be eligible for these leave entitlements without needing to have worked for their employer for any particular timeframe. The 26-week qualifying period for Paternity Pay is unchanged.

Regulations will make the day one right to Paternity Leave available to employed parents of babies with an Expected Week of Childbirth (EWC) on or after 5 April 2026, born on or after the 6 April 2026, or children placed for adoption on or after 6 April 2026. Parents will benefit from the day one right to take Unpaid Parental Leave from 6 April onwards. Neither leave may be taken by newly eligible parents before this date.

To support families to access their entitlements as soon as possible, the Government is introducing a transition period for newly eligible parents taking Paternity Leave, temporarily shortening the notice period to 28 days so that they can take leave from 6 April 2026. Newly eligible parents will be able to give notice of their intention to

take leave from 18 February 2026. The notice period for parents who are already eligible will be unchanged, as will the 21-day notice period to take Unpaid Parental Leave.

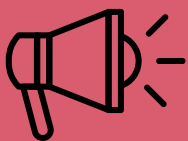


The Act also removes the restriction on taking Paternity Leave and Pay after taking Shared Parental Leave and Pay. This will provide more flexibility for employees to take advantage of the different types of leave available to them to care for their child.

Further information can be found on the Government website via the following link: [Employment Rights Act 2025: factsheets - GOV.UK](https://www.gov.uk/government/factsheets/employment-rights-act-2025-factsheets)

## Next steps:

Measure	Expected Commencement
Day 1 paternity leave:	By 18 February, enabling leave to be taken from 6 April 2026
Day 1 unpaid paternity leave:	By 18 February, enabling leave to be taken from 6 April 2026



## **Actions for employers:**

- Update Paternity Policy
- Update Parental Leave section of Leave Policy
- Inform employees of change to policies

## **6. Bereaved Partner's Paternity Leave**

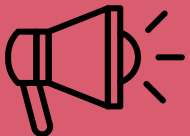
In addition to the Employment Rights Act, the Bereaved Partner's Paternity Leave Regulations 2026 will also take effect in April.

These regulations will provide an entitlement for an extended period of leave for bereaved partners in a situation where the primary carer has died.

Bereaved Partner's Paternity Leave will be unpaid.

The period during which leave can be taken, which is called the paternity leave eligibility period (PLEP), starts on the day after the child is born or placed for adoption and ends 52 weeks after that day. Leave cannot start until after the bereavement date.

If the bereavement occurs less than a fortnight before the end of the 52 weeks, the eligibility period ends 14 days after the bereavement date.



### **Actions for employers:**

- Introduce a Bereaved Partner's Paternity Leave Policy



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## 7. Menopause

### **Current position:**

Currently, there is no requirement for employers to create menopause action plans.

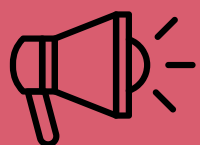
### **What's changing**

Employers with 250 or more employees will voluntarily be encouraged to create action plans on supporting employees through menopause to promote gender equality and support women's health in the workplace.

Further information can be found on the Government website via the following link: [Employment Rights Act 2025: factsheets - GOV.UK](#)

### **Next steps:**

The voluntary encouragement is likely to be in place from April 2026. It will be enforced from 2027.



### **Actions for employers:**

- Consider implementing a Menopause Action Plan.



## **8. Gender Pay Gap**

### **Current position:**

Currently there is no legal requirement for employers to create action plans on tackling the gender pay gap.

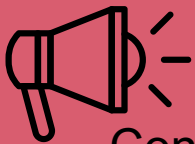
### **What's changing**

Employers with 250 or more employees will voluntarily be encouraged create action plans on tackling the gender pay gap (enforced from 2027) to promote gender equality and support women's health in the workplace.

Further information can be found on the Government website via the following link: [Employment Rights Act 2025: factsheets - GOV.UK](#)

### **Next steps:**

The voluntary encouragement will be in place from April 2026. It will be enforced from 2027.



### **Actions for employers:**

- Consider implementing a Gender Pay Gap Action Plan.

## **9. Trade Union Reforms**

### **Current position:**

The Trade Union Act 2016 provides for a range of matters, including:

- 50 per cent turnout threshold in strike ballots.
- Additional requirement of 40 per cent support threshold in strike ballots for industrial action in important public services (IPS). IPS are education, fire, health, border security, transport and nuclear decommissioning.

# What's changing

Statutory recognition will be lowered by:

- removing the application requirement to show likely majority support for recognition in the chosen bargaining unit (BU).
- removing the requirement at the ballot stage to show 40% support of the BU.
- potentially reducing the initial threshold for union membership in the BU from 10% to as low as 2%.

Further information can be found on the Government website via the following link: [Employment Rights Act 2025: factsheets - GOV.UK](#)

## Next steps:

The government plans to implement changes to the statutory recognition process in April 2026.



## **Actions for employers:**

- Employers should assess their employee relations strategy, particularly if they do not currently recognise trade unions.
- Employers should assess how they engage with their staff on a collective level.

## **October 2026 & 2027:**

The Employment Rights Act will bring further changes in October 2026 and 2027. Further information regarding the changes and the actions that employers will need to take will be circulated closer to the time once the regulations have been confirmed.





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# PATERNITY POLICY

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To be reviewed at Finance & Scrutiny – April 2026



# 1 To Whom This Policy Applies

An employee has a statutory entitlement to take paternity leave for the purpose of caring for a child or supporting the child's mother/primary adopter or, in the case of a surrogacy arrangement, the intended parent who is taking adoption leave.

## 2 Paternity Leave

### 2.1 Eligibility Criteria

Employees have a day-one right to Paternity Leave provided they satisfy the following:

- In the case of a birth child, the employee must be:
  - the biological father of the child; or
  - the mother's spouse, civil partner or partner.
  
- In the case of an adopted child:
  - the employee must be the spouse, civil partner or partner of an individual who has adopted a child.
  
- In a surrogacy arrangement:
  - the employee must be the spouse, civil partner or partner of the other intended parent.
  - where the employee or their partner have a genetic link to the child, they can apply for a Parental Order.
  - In order to qualify for paternity leave they must intend to apply for a parental order in the 6 months after the baby's birth and expect it to be granted.
  
- The employee must have, or expect to have, responsibility for the upbringing of the child.
  
- The employee must have complied with the relevant notification requirements and, where requested, have produced evidence to support their claim for paternity leave.

In adoption and surrogacy arrangement, if they're eligible, one of the intended parents can take adoption leave and one can take statutory paternity leave. It is up to the parents to decide which each of them uses.

### 2.2 Length of Paternity Leave

An employee who meets the qualifying criteria is entitled to two weeks' paternity leave. The entitlement is up to two weeks' leave even where more than one child is born.

An employee can take either two separate blocks of one week or two consecutive weeks. An employee cannot choose to take odd days of paternity leave and paternity leave cannot be used before the birth.

Paternity leave must be taken within 52 weeks of the birth or placement with their adoptive parent, or in the case of a child adopted from overseas, within the period of 52 weeks beginning with the date the child entered Great Britain.

If the child is born prematurely, paternity leave must be taken during the period that begins with the birth of the child and ends 52 weeks after the week in which the child was expected to be born.

Where the child is born late, the 52-week period runs from the date of the actual birth. An employee cannot start a period of paternity leave before the child is born.

## **2.3 If the Baby Dies**

Employees still qualify for paternity leave and pay if the baby is either:

- Stillborn from 24 weeks of pregnancy
- Born alive at any point in the pregnancy but later dies

## **3 Paternity Pay**

Any periods of Paternity Leave taken will be paid at the current Statutory Paternity Pay (SPP) rate.

Employees may be eligible to receive Statutory Paternity Pay if they:

- have 26 weeks' continuous service with their current employer by the end of the 15th week before the child is due. In the case of adoption, it is at least 26 weeks by the relevant or matching week;
- have average weekly earnings of over the lower limit for National Insurance contributions;
- are still employed at the time of taking paternity leave.

## 4 Notification Requirements for Paternity Leave

### 4.1 Before Paternity Leave starts

In the case of a birth child, the employee must provide the following in writing by the end of the fifteenth week before the expected week of childbirth. If this is not possible, notice must be provided as soon as is reasonably practical:

- Confirmation that they are planning to take paternity leave in order to care for the child and/or the child's birth parent (and the date(s) they wish to take their leave, as discussed with their manager, if known);
- The expected week of childbirth (EWC);
- Confirmation that the employee is the biological father of the child or the mother's spouse, civil partner or partner;
- Confirmation that the employee will be responsible for the child's upbringing and will take time off work to support the mother or care for the child;
- If requested, the employee must also provide a copy of the mother's MATB1.

In the case of an adopted child from with the UK, the employee must provide the following in writing no more than seven days after the date on which the adopter is notified by an approved adoption agency. If this is not possible, notice must be provided as soon as is reasonably practical:

- Confirmation that they are planning to take paternity leave in order to care for the child (and the date(s) they wish to take their leave, as discussed with their manager, if known);
- they have been matched with a child for adoption;
- the date on which the adopter was notified of having been matched with the child;
- the date when the child is expected to be placed with the adopter (or, if placement has already occurred, the date of the placement);
- a declaration that they are married to or the civil partner or partner of the child's adopter and that they expect to have main responsibility for the child's upbringing apart from any responsibility of the adopter.

In the case of an adopted child from with overseas, the employee must provide the following in writing no more than seven days after the date on which the adopter is notified by an approved adoption agency. If this is not possible, notice must be provided as soon as is reasonably practical:

- Confirmation that they are planning to take paternity leave in order to care for the child (and the date(s) they wish to take their leave, as discussed with their manager, if known);
- the date on which the child's adopter received the "official notification";

- the date on which the child is expected to enter Great Britain (or the date on which the child entered Great Britain where this has already occurred); and
- a declaration that they are married to or the civil partner or partner of the child's adopter and have or expect to have main responsibility for the child's upbringing apart from any responsibility of the child's adopter.

In the case of a surrogacy arrangement, the employee must provide the following in writing by the end of the fifteenth week before the expected week of childbirth. If this is not possible, notice must be provided as soon as is reasonably practical:

- Confirmation that they are planning to take paternity leave in order to care for the child and/or the child's intended parent (and the date(s) they wish to take their leave, as discussed with their manager, if known);
- The expected week of childbirth (EWC);
- Confirmation that they and the other intended parent are parental order parents of the child;
- Confirmation that the employee will be responsible for the child's upbringing and will take time off work to support the other intended parent or care for the child;
- If requested, the employee must also provide a copy of the mother's MATB1.

## **4.2 Notice to take Paternity Leave**

An employee must give at least 28 days' notice before any period of paternity leave. If this is not possible, notice must be provided as soon as is reasonably practical.

An employee must put their notice to take paternity leave in writing, if requested.

## **4.3 After the birth or adoption**

The employee must also inform the employer of the date the child was born or placed for adoption, as soon as is reasonably practical after the child's birth or placement.

## **4.4 Varying dates of Paternity Leave**

If an employee wants to cancel a period of paternity leave or they change their mind about the date on which they intend to start a period of paternity leave, then they must inform the employer of the cancellation or revised start date at least 28 days before the earlier of the original or revised date (or as soon as is reasonably practicable, if not in a position to do so within the prescribed period, e.g. if the child is born prematurely).

If an employee wants to start their paternity leave on a predetermined date and the child has not been born or placed with the adopter by then, the employee must give their employer a notice of variation selecting a later date as soon as reasonably practicable.

An employee must put their notice of a cancellation or variation of leave in writing, if requested.

## **5 Maternity/Adoption Support Leave (MSL/ASL)**

The Green Book sets out an entitlement to Maternity/Adoption Support Leave (MSL/ASL) of one week.

To be eligible for Maternity Support Leave the employee must be:

- The child's father; or
- The partner or nominated carer of an expectant mother

To be eligible for Adoption Support Leave, the employee must be:

- The partner of the primary adopter; or
- The nominated carer of the primary adopter at/around the time of placement.

The purpose of this leave is to enable the employee to assist in the case of the child and to provide support to the mother/primary adopter.

There is no qualifying service requirement for this right.

Maternity/Adoption Support Leave replaces one week of Statutory Paternity Leave; during this time any SPP is topped up to full pay. Therefore, an employee who would otherwise have been entitled to two weeks' Statutory Paternity Leave will be entitled to one week's Maternity/Adoption Support Leave (during which Statutory Paternity Pay will be topped up to full pay) and one week's Statutory Paternity Leave (during which they will receive Statutory Paternity Pay).

An employee who wishes to request or vary a period of MSL/ASL must provide the same notification requirements as set out in section 4 above.

## **6 Attending Pregnancy-Related or Adoption Appointments**

An employee who will be taking paternity leave has the right to unpaid time off to attend two pregnancy-related or adoption appointments, with a maximum statutory entitlement of 6 ½ hours' time off for each appointment. These can include attending pregnancy appointments with a surrogate.

The employee must produce evidence of appointments if requested to do so.

## 7 Pension

The following information relates to employees who are members of the Local Government Pension Scheme.

Relevant child-related leave in the Local Government Pension Scheme means:

- ordinary maternity or adoption leave – normally the first 26 weeks
- paid additional maternity or adoption leave – normally week 27 to week 39
- paid shared parental leave
- paternity leave
- paid parental bereavement leave and
- paid neonatal care leave.

During a period of relevant child-related leave, the employee's pension is usually worked out using their Assumed Pensionable Pay. Assumed Pensionable Pay is a notional figure that is used to make sure their pension is not affected by the pay reduction. They would continue to build up a pension in the LGPS as if they were working normally and receiving normal pay.

Assumed Pensionable Pay does not apply during:

- **unpaid** additional maternity/adoption leave (normally from week 40 – 52)
- **unpaid** shared parental leave
- **unpaid** parental bereavement leave
- **unpaid** neonatal care leave
- **unpaid carers leave**
- parental leave, which is always **unpaid**
- bereaved partner's paternity leave, which is always **unpaid**

These unpaid periods of leave will not count for pension purposes unless the employee pays extra pension contributions to buy the pension they have 'lost'. The extra contributions are known as Additional Pension Contributions or APCs. If an employee elects to pay APCs to buy 'lost' pension, they must notify the CEO of this in writing. If they do so **within 30 days** of returning to work, the cost will be split between the employee and employer.

Employees can use the 'Buy Lost Pension Calculator' on the LGPS Member website to find out more about this option. To do so, they would need some information about the amount of pay 'lost' in the unpaid period. This can be requested from the CEO.

## 8 Continuous Service

Paternity leave and Maternity/Adoption Support Leave will count as continuous service for statutory and contractual purposes.

## 9 Annual Leave and Bank/Public Holidays

Annual leave and Bank/Public holidays will continue to accrue during paternity leave and Maternity/Adoption Support Leave.



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# WHISTLEBLOWING POLICY

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To be reviewed at Finance & Scrutiny – April 2026



TO BE APPROVED AT FULL COUNCIL – APRIL 2026  
To be reviewed April 2027

# 1 Policy Statement

Employees are often the first to realise that there may be something wrong within their organisation. However, they may not feel able to express their concerns because they feel that speaking up would be disloyal to their colleagues or to their employer. They may also be apprehensive about the consequences and therefore they may mistakenly feel that it may be easier to ignore the concern rather than report what may be no more than a suspicion of malpractice.

Tetbury Town Council is committed to the highest standards of openness, probity, and accountability. It expects employees, and others that it deals with, who have serious concerns about any aspect of the organisation's work, to come forward and voice those concerns. The word 'whistleblowing' in this procedure refers to the disclosure, internally or externally, by employees of malpractice, as well as illegal acts or omissions at work.

This policy makes it clear that all employees can report their concerns in a confidential manner without fear of victimisation, subsequent discrimination or disadvantage, and is intended to encourage and enable serious concerns to be raised with the organisation, rather than overlooking a problem or 'blowing the whistle' outside. It is stressed that under the Public Interest Disclosure Act 1998, employees of the organisation who speak out against corruption or malpractice at work have statutory protection against victimisation, dismissal or other disadvantage.

## 2 Scope

This policy applies to employees of Tetbury Town Council and other individuals performing functions for the organisation, such as contractors, are also encouraged to use the procedure.

## 3 Aims

This policy aims to:

- Encourage employees to feel confident in raising serious concerns in those cases where they do not wish to use the normal reporting routes;
- Provide alternative avenues for raising concerns;
- Ensure that responses to concerns are made; and
- Reassure employees that they will be protected from possible reprisals or victimisation if they have made a qualifying disclosure to address their concerns.

## **4 Background**

The law provides protection for employees who raise legitimate concerns about specified matters. These are called 'qualifying disclosures'. A qualifying disclosure is one made in the public interest by an employee who has a reasonable belief that one of the following is being, has been, or is likely to be committed:

- A criminal offence;
- A miscarriage of justice;
- An act of Sexual harassment;
- An act creating a risk to health and safety;
- An act causing damage to the physical environment;
- A breach of any other legal obligation; or
- Concealment of any of the above.

An employee who makes such a protected disclosure has the right not to be dismissed, subjected to any other detriment (e.g. disciplinary action), or victimised because they have made a disclosure.

The employee has no responsibility for investigating the matter; it is Tetbury Town Council to ensure that an investigation takes place.

The organisation fully understands that employees who are members of a Trade Union may, in the first instance, wish to seek advice and guidance from their Union on the application of this Procedure.

This procedure is for disclosures about matters other than a breach of an employee's own contract of employment. If an employee is concerned that their own contract has been, or is likely to be, broken, they should use the organisation's Grievance Procedure.

## **5 Safeguards**

### **5.1 Harassment or Victimisation**

Tetbury Town Council recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from the person(s) who is/are the subject of the complaint. However, if employees state the truth when making a disclosure they should have nothing to fear because they will be doing their duty to their employer and those for whom they are providing a service.

Tetbury Town Council will not tolerate any form of harassment or victimisation by any worker and will take appropriate action to protect individuals when they make a qualifying disclosure.

## **5.2 Confidentiality**

All concerns will be treated in confidence and every effort will be made to protect an employee's identity if that is their wish. At the appropriate time, however, they may need to be called as a witness, following a full factual investigation of the concerns raised.

## **5.3 Anonymous Allegations**

In order to ensure that employees receive the protection of the Public Interest Disclosure Act 1998, employees should put their name to their concern. Concerns expressed anonymously are much less convincing. Anonymous concerns and allegations will therefore be investigated at the discretion of the organisation.

In exercising the discretion the factors to be taken into account would include:

- The seriousness of the issues raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from factual evidence.

## **5.4 Unsubstantiated Allegations**

If an employee makes an allegation which they reasonably believe to be true but it is not confirmed by the investigation, no action will be taken against them. However, if they make an allegation frivolously, maliciously, or for personal gain, disciplinary action may be taken against them.

# **6 Procedure for Making A Disclosure**

## **6.1 Step One – Raising a Concern**

Whenever possible you should raise your concern with your line manager. If this is not appropriate, you should approach the CEO. If the complaint is about the CEO then your concern should be raised with the Chair of the Finance & Scrutiny Committee.

## **6.2 Step Two – How The Organisation Will Respond**

The action taken will depend on the nature of the concern. The matters raised may:

- be investigated internally by management, or through the disciplinary or other internal process
- be referred to the Police
- be referred to the External Auditor

- form the subject of an independent inquiry.

In order to protect individuals and the organisation, initial enquiries may be made to decide whether an investigation is appropriate and, if so, what form it should take.

Concerns or allegations which fall within the scope of specific procedures of Tetbury Town Council will normally be referred for consideration under those procedures. Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted.

You will be written to within ten working days:

- acknowledging that the concern has been received
- indicating how the organisation proposes to deal with the matter
- giving an estimate of how long it will take to provide a final response
- informing you if any initial enquiries have been made
- whether further investigations will take place and, if not, why not

### **6.3 Contact**

The amount of contact between the officers considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought.

### **6.4 Attending Meetings**

When any meeting is arranged you have the right to be accompanied by a trade union representative or a workplace colleague who is not involved in the area of work to which the concern relates.

### **6.5 Support**

Tetbury Town Council will take steps to minimise any difficulties you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings, Tetbury Town Council will advise or arrange for you to have advice about the procedure. Tetbury Town Council will not tolerate harassment or victimisation (including informal pressures) and will take action to protect individuals who raise a concern in good faith.

Tetbury Town Council accepts that you need to be assured that concerns will be properly addressed and, subject to legal constraints, will provide information about the outcomes of any investigations.

## **7 How The Matter Can Be Taken Further**

This procedure is intended to provide individuals with an avenue to raise concerns within Tetbury Town Council. If you are not satisfied, and feel it is right to take the matter further, the following are possible contacts:

- Audit Commission
- the Police
- Health and Safety Executive
- HM Revenue and Customs

If a matter is taken outside Tetbury Town Council you must take all reasonable steps to ensure that confidential or privileged information is not disclosed. If in doubt, check with the CEO.



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# BEREAVED PARTNERS PATERNITY LEAVE POLICY

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[Document subtitle]



TO BE APPROVED AT FULL COUNCIL – APRIL 2026

## **1 Introduction**

The Bereaved Partner's Paternity Leave Regulations 2026 provide entitlement for an extended period of leave for bereaved partners in a situation where the primary carer has died. They take effect on 6 April 2026 and apply where the primary carer (the mother or the child's primary adopter) dies on or after that date.

## **2 Other Contractual Leave Rights**

During a period when they could take Bereaved Partner's Paternity Leave, which is unpaid, an employee may also have a right to take other types of leave. They could, for example, be entitled to Paternity Leave, and/or Neonatal Care Leave.

These would be separate entitlements with separate eligibility requirements. Where they apply, the law does not specify in which order different types of leave should be taken.

However, regardless of the order in which different types of leave are taken, the Paternity Leave Eligibility period or PLEP (set out below) is not extended. Taking other types of leave during the PLEP will therefore reduce the total amount of Bereaved Partner's Paternity Leave available.

## **3 Extent of Bereaved Partner's Paternity Leave Entitlement**

An eligible employee is entitled to a single period of up to 52 weeks' leave.

The period during which leave can be taken, which is called the paternity leave eligibility period (PLEP), starts on the day after the child is born or placed for adoption and ends 52 weeks after that day. Leave cannot start until after the bereavement date.

If the bereavement occurs less than a fortnight before the end of the 52 weeks, the eligibility period ends 14 days after the bereavement date.

## **4 Pay During Bereaved Partner's Paternity Leave**

Bereaved Partner's Paternity Leave is unpaid.

## **5 Eligibility Criteria for Bereaved Partner's Paternity Leave**

Bereaved Partner's Paternity Leave is a 'day one right', which means that employees are eligible from the first day of their employment.

A person is entitled to a period of bereaved partner's paternity leave (BPPL) for the purpose of caring for a child where the child's primary carer (the mother or the child's primary adopter) dies, if they have the main responsibility for the upbringing of the child and:

In a birth case:

- They are the child's father

Or

- Immediately before the mother's death, they were married to or were the civil partner or partner of the child's mother.

In the case of an adoption from within the UK:

- They were married to, or were the civil partner or the partner of, the child's adopter –
  - (i) on the date on which the child was placed for adoption, or
  - (ii) immediately before the death of the child's adopter

In the case of an adoption from within the UK the child must be under the age of 18 when they were placed for adoption with the adopter.

The Regulations also apply to overseas adoption and parental order (surrogacy) cases.

## **6 Notice of Taking Bereaved Partner's Paternity Leave**

Different notice requirements apply depending on when the employee intends to start their leave.

### **6.1 Starting Leave No More Than Eight Weeks After Bereavement**

If leave is to start no more than eight weeks after the bereavement date, notice can be given either orally or in writing.

The employee must tell the employer:

- the bereavement date
- the date they intend to start their leave.
- the date of the child's birth or placement for adoption

The notice must be given before the employee is due to start work on the first day of their leave. This could allow, for example, an employee to phone their employer before they would be expected to start work to say that they are going to take bereavement leave.

Subsequently, the employee must provide the employer with a written notice setting out:

- the length of time for which they intend to be absent
- their intended return date, which can be no later than the day after the final day of the PLEP
- if the intended return date is more than eight weeks after the bereavement date, confirmation of the date the child was born or placed for adoption and a declaration that they are taking the leave to care for the child and that they satisfy the relationship conditions for taking leave.

This notice must be provided no more than eight weeks after the bereavement date and at least one week before the intended return date.

## **6.2 Starting Leave More Than Eight Weeks After Bereavement**

If the employee wants to start their leave more than eight weeks after the bereavement they must give written notice at least one week before the first day of their absence on leave.

The notice must set out:

- the bereavement date
- the date they intend to start their leave
- the date of the child's birth or placement for adoption
- their intended return date, which can be no later than the day after the final day of the PLEP
- a declaration that they are taking the leave to care for the child and that they satisfy the relationship conditions for taking leave.

## **7 Varying the Start Date of Leave**

An employee can vary the date on which they start their leave. The amount of notice required depends upon whether or not the last notified start date was no more than eight weeks after the bereavement date (BD), as follows:

### Last notified start date is no more than eight weeks after bereavement date

If the new date remains within the eight weeks after the BD, notice can be given orally and the employer must be informed of the change before whichever is the earlier of the new or the last notified start date. If the employee subsequently wants to push their start date back so that it is more than eight weeks after the BD, they must inform the employer in writing before the last notified date and at least one week before the new date.

### Last notified start date is more than eight weeks after bereavement date

If the last notified start date is more than eight weeks after the BD, notice must be given in writing at least one week before whichever is the earlier of either the new or the last notified start date.

## **8 Varying the Intended Return Date**

The employee can also vary the date they intend to return. If the last notified intended return date is no more than eight weeks after the BD, they must give written notice at least one week before whichever is the earlier of the new and the last notified return date.

If the last notified intended return date is more than eight weeks after the BD, they must give written notice at least eight weeks before whichever is the earlier of the new and the last notified return date.

If an employee attempts to return to work without having correctly notified their employer of their intended return date, or variation of that date, the employer can give them a written notice of postponement to ensure that it has the notice that it is entitled to as set out above. The return date cannot be postponed beyond the day immediately following the end of the PLEP. An employer who legitimately postpones an employee's return is under no contractual obligation to pay an employee who returns to work before the postponed return date.

## **9 Cancelling Leave**

An employee can also cancel their leave. If it was due to start no more than eight weeks after the BD, they can cancel by giving notice before the last notified start date. Otherwise at least one week's notice before this date is required.

## **10 Where the Child Also Dies or (In the Case of Adoption) Is Returned**

### Bereaved Partner's Paternity Leave in this situation

If the child also dies, or in the case of adoption is returned, the employee will no longer be able to fulfil the purpose of the leave, which is to care for the child.

However, in these situations an employee will be able to take the greater of eight weeks' Bereaved Partner's Paternity Leave (starting with the Sunday following the week in which the child died or was returned) or to the end of the PLEP. This entitlement applies to the birth of a stillborn child after 24 weeks of pregnancy.

As well as complying with the notice provisions set out above, the employee must inform the employer of the date of the child's death or return; this notification must be given either orally or in writing before the first day of absence following this occurrence. An employee who has already returned to work from Bereaved Partner's Paternity Leave does not have a statutory

Tetbury Town Council  
The Old Courthouse  
63 Long Street  
Tetbury  
Glos GL8 8AA

Telephone: 01666 504670 (9.30am – 2.30pm)

entitlement to further leave under the Regulations due to the death or return of the child.

### Other Entitlements

In addition to Bereaved Partners Paternity Leave, employees may also be entitled to Parental Bereavement Leave and, where eligible, pay. This leave must be taken within 56 weeks of the child dying.

Employees may also still qualify for paternity leave and, where eligible, pay. This leave must be taken within 52 weeks of the child's birth. This includes if the baby is either stillborn from 24 weeks of pregnancy or is born alive at any point in the pregnancy but later dies.

## **11 Keeping in Touch**

An employee can work up to 10 days' during their Bereaved Partner's Paternity Leave, in agreement with their manager, without bringing their leave to an end. Working for part of a day will count as one day.

Work is defined as any work done under the contract of employment and may include training or any activity undertaken for the purposes of keeping in touch with the workplace.

Managers need to ensure that they keep in touch with their employees whilst they are on Bereaved Partner's Paternity Leave. If the employee does not wish to be contacted, then they should notify their line manager. Newsletters and any other relevant correspondence will be sent to all employees whilst they are on leave.

## **12 Pension**

The following information relates to employees who are members of the Local Government Pension Scheme.

Relevant child-related leave in the Local Government Pension Scheme means:

- ordinary maternity or adoption leave – normally the first 26 weeks
- paid additional maternity or adoption leave – normally weeks 27 to 39
- paid shared parental leave
- paternity leave
- paid parental bereavement leave and
- paid neonatal care leave

During a period of relevant child-related leave, the employee's pension is usually worked out using their Assumed Pensionable Pay. Assumed Pensionable Pay is a notional figure that is used to make sure their pension is not affected by the pay reduction. They would continue to build up a pension in the LGPS as if they were working normally and receiving normal pay.

Assumed Pensionable Pay does not apply during:

- **unpaid** additional maternity/adoption leave (normally from week 40–52)
- **unpaid** shared parental leave
- **unpaid** parental bereavement leave
- **unpaid** neonatal care leave
- **unpaid** carers leave
- parental leave, which is always **unpaid**
- bereaved partner's paternity leave, which is always **unpaid**

These unpaid periods of leave will not count for pension purposes unless the employee pays extra pension contributions to buy the pension they have 'lost'. The extra contributions are known as Additional Pension Contributions or APCs. If an employee elects to pay APCs to buy 'lost' pension, they must notify the CEO of this in writing. If they do so **within 30 days** of returning to work, the cost will be split between the employee and employer.

Employees can use the 'Buy Lost Pension Calculator' on the LGPS Member website to find out more about this option. To do so, they would need some information about the amount of pay 'lost' in the unpaid period. This can be requested from the CEO.

## 13 Continuous Service

Bereaved Partner's Paternity Leave counts as continuous service for statutory and contractual purposes.

## 14 Leave During Bereaved Partner's Paternity Leave

### 14.1 Annual Leave

Annual leave continues to accrue during Bereaved Partner's Paternity Leave

### 14.2 Bank/Public Holidays

Bank/public holidays continue to accrue during Bereaved Partner's Paternity Leave.

### 14.3 Carry Forward of Annual Leave

Where circumstances allow, the employee and their manager should review annual leave arrangements before the start of Bereaved Partner's Paternity Leave and before the employee's return to work.

Where taking Bereaved Partner's Paternity Leave means that the employee is unable to take their full annual leave entitlement in the current annual leave year, the outstanding leave (including any days in lieu of bank/public holidays) can be carried over to the next annual leave year.

## **15 Treatment of Leave Where an Employee Changes Their Hours after Bereaved Partner's Paternity Leave**

If an employee changes their hours after taking Bereaved Partner's Paternity Leave maternity leave, all leave accrued up to the agreed date when their hours change is calculated based on their original hours and any leave accrued subsequently is calculated on their new hours.



# VISIT TETBURY – GREEN & SUSTAINABILITY POLICY

Approved at HEC April 2026



## 1. Purpose and Scope

Visit Tetbury is committed to supporting and promoting a more sustainable future for our town, our visitors, and our local environment. As a community-focused Visitor Information Centre, we play an important role in showcasing Tetbury's heritage, natural beauty, and independent businesses in a way that protects these assets for generations to come.

We aim to reduce our environmental impact across all areas of our work while encouraging responsible tourism.

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## 2. Our Sustainability Principles

### 2.1. Reducing Waste

We aim to:

- Minimise single-use plastics within the Visitor Information Centre
  - Use recyclable or compostable packaging where possible
  - Reduce printed materials by promoting digital guides and QR codes
  - Recycle paper, cardboard, plastics, and ink cartridges
  - Reuse display materials and signage for multiple events
- 

### 2.1. Responsible Energy Use

We aim to:

- Reduce energy consumption by switching off lights, heating, and equipment when not in use
  - Use energy-efficient lighting
  - Monitor our heating usage to avoid unnecessary energy waste
- 

### 2.3. Supporting Local

We:

- Promote local businesses, independent traders, and community events
- Prioritise local suppliers when purchasing goods for the shop
- Feature locally made products that reduce transportation miles
- Educate visitors about supporting local and shopping sustainably

#### **2.4. Sustainable Tourism Promotion**

We:

- Encourage walking routes, local trails, and car-free ways to explore the town
- Provide information on public transport options
- Highlight eco-conscious attractions and experiences
- Promote nature-friendly behaviour (e.g., respect for wildlife, litter-free visits)

#### **2.5. Community & Environment**

We:

- Participate in and support community litter-picking events
- Encourage local stewardship of Tetbury's green spaces
- Work closely with local groups and the Town Council on environmental initiatives

#### **2.6. Continuous Improvement**

We:

- Review this policy annually to strengthen our sustainability practices
- Listen to visitor and resident feedback
- Seek new training or partnerships that improve our environmental impact

### **3. Training and Awareness**

At Visit Tetbury, we are committed to ensuring that all staff have the knowledge and confidence to support our sustainability goals. To achieve this, we provide ongoing environmental awareness training through credible, CPD-accredited online courses. These include short, flexible modules such as the Environmental Awareness Training provided by High Skills Training, which helps staff understand how everyday actions impact the environment. We also make use of concise online environmental awareness courses designed to build understanding of sustainable workplace practices. We keep our team updated through regular communication, discussions, and reviews of our sustainability progress.

#### **4. Maintenance Regime**

At Visit Tetbury, we operate a consistent and structured maintenance regime to ensure that all equipment and appliances function safely, efficiently, and in line with sustainability best practice.

##### **Regular Checks and Fault Identification**

We carry out routine checks on all equipment and appliances as part of our ongoing maintenance schedule. These checks help us identify any faults early, reduce energy waste, and prolong the life of our equipment.

##### **Servicing to Manufacturer Recommendations**

All equipment is serviced at the recommended intervals set out by the manufacturers. This ensures that items continue to operate safely and efficiently, helping us avoid unnecessary replacements and reducing environmental impact.

##### **Record Keeping and Monitoring**

We maintain internal records of inspections, servicing dates, and any repairs carried out. This ensures proper monitoring and supports responsible asset management.

##### **Commitment to Efficiency**

Ensuring equipment is well-maintained supports our sustainability goals by reducing energy consumption, preventing breakdowns, and minimising waste.

#### **5. Community Support Statement**

At Visit Tetbury, supporting our local community is a core part of our mission. As the town's Visitor Information Centre, we play an active role in strengthening community wellbeing, promoting local pride, and helping Tetbury thrive.

##### **Supporting Local Social Projects**

We regularly help and support local social initiatives that benefit residents, visitors, and the wider community. This includes assisting with awareness-raising, sharing information, and helping promote projects that make a positive social or environmental impact.

##### **Working with Community Organisations**

We work closely with local community groups, charities, volunteer-led initiatives, and cultural organisations to support their events, fundraising, and activities. This includes providing visibility through our channels, helping with logistics, and ensuring community projects reach both residents and visitors.

### **Promoting Local Events and Causes**

Through the Visit Tetbury Information Centre, social media channels, and community networks, we highlight and promote local events, heritage activities, town initiatives, and volunteering opportunities — helping increase participation and strengthen community spirit.

### **Being an Accessible Hub for the Community**

As a trusted public-facing space, we offer a friendly and accessible point of contact for both residents and visitors. We share useful local information, support independent businesses, and direct people to community services, events, and opportunities.

### **Encouraging Community Collaboration**

We regularly connect local groups, volunteers, businesses, and event organisers, helping to bring people together and support stronger community partnerships.



## Your Business Accounts fees are changing

From **10 July 2026**, we're making some updates to your Business Accounts fees and you'll see these reflected in your July billing period. While some fees are increasing, we're removing charges for day to day electronic payments made through Online for Business, to help make things simpler and easier to manage. Some other fees are staying the same.

We want to make sure you understand what's happening and what these changes mean for you so we've summarised the key changes below. You'll find full details in the Guide to Changes further down this email where you'll also see your affected accounts. Please read this information and share with anyone else in your business who needs to be aware.

Some costs are increasing

Payment type	Current fee	New fee from 10 July 2026
<b>General account maintenance fee</b>	£8.50 a month for each account	£10 a month for each account
<b>Cash Paid in</b> Branch counter, cash machine, depositpoint™, Nightsafe or third-party deposit method like the Post Office	£1.50 every £100	£1.60 every £100
<b>Cash paid out</b> Cash withdrawn at a branch counter or third-party, like the Post Office	£1.50 every £100	£1.60 every £100
<b>Cheque paid in</b> Branch counter, cash machine, depositpoint™, Nightsafe and Postal Cheque	£1.00	£1.20
<b>Cheque paid out</b>	£1.00	£1.20

We're removing charges for many Electronic Payments

Payment type	Current fee	From 10 July 2026
<b>Electronic Payments (out)</b> Direct debits, faster payment debits, standing orders, internet bulk payments and online/ Phonebank payments Applies to payments made through Online for Business only.	Free for the first 100 payments, then £0.20	No fee

Some charges for paying in cash and cheques are staying the same

<b>Payment type</b>	
<b>Cash paid in</b> Immediate Deposit Machine or Automated Deposit Machine	£0.85 every £100
<b>Cheque paid in</b> Immediate Deposit Machine or Business Mobile Banking app	£0.85