



Tetbury Town Council

To all Members of the Council

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

You are summoned to attend the Meeting of the Council on Monday 27th April 2026 at 7pm for the transaction of the following business. The meeting will be held at Tetbury Library, Close Gardens, Tetbury, Glos. **All members of the public and press are welcome.**

Chief Executive Officer
21st April 2026

1.	To receive and accept any apologies for absence
2.	To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests
3.	Public Consultation <i>The Council allows fifteen minutes for public questions or statements. Each person speaking is to state their name and will be allowed a maximum of three minutes. Questions may be answered briefly but not debated. Issues may be referred to a later meeting of the Council or a Committee for response if deemed necessary.</i>
4.	To receive an update from the Dolphins Recreation Centre regarding Project 1
5.	To approve the Full Council minutes – Monday 16 th March 2026
6.	To note action points
7.	To note the potential housing development on Bath Road
8.	To discuss and approve the Annual Town Meeting report
9.	To receive a report from the Monitoring Officer – Cotswold District Council
10.	To note the year-end report
11.	To approve the Social Media policy as recommended by the Finance & Scrutiny Committee
12.	To approve the Paternity Policy as recommended by the Finance & Scrutiny Committee
13.	To approve the Whistleblowing Policy as recommended by the Finance & Scrutiny Committee
14.	To approve the Bereaved Partners Paternity Leave Policy as recommended by the Finance & Scrutiny Committee
15.	To approve the Visit Tetbury Green and Sustainability Policy as recommended by the Finance & Scrutiny Committee
16.	To note Mayors and CEO reports
17.	Noting draft minutes of Heritage Environment and Community Committee dated Monday 13 th April 2026
18.	Noting draft minutes of Planning Committee dated 16 th March 2026
19.	Noting draft minutes of Finance & Scrutiny Committee dated Monday 20 th April 2026
20.	To note Working Group minutes
21.	To receive County Councillor Report
22.	To receive District Councillor Reports
23.	To consider correspondence received to date
24.	To receive Members Reports
25.	Items for inclusion on the June Agenda
26.	To note the date and time of the Annual Town Meeting, Monday 11 th May 2026, St Marys Primary School
27.	To note the date and time of the Annual Meeting of the Council, Monday 18 th May 2026,
28.	CLOSED SESSION – Resolution to exclude the public and press
29.	To approve Full Council Closed Session Minutes – Monday 26th January 2026

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

Apologies that no reports/updates have been given to the Town Council in regard to the new build. Due to commitments, I am not often able to make any Monday nights now but I have always been led to believe that someone else is going to be attending instead. It is only afterwards I have found out that the person who said they would have not been.

Unfortunately I am working again tonight so will not be able to attend but in case the person does not attend, here is an update on where we are.

This will be a little long winded as a lot of this is before I started at the DRC as it stems from the design stage, I joined just as all the plans went into the planning office, so I will try to be as clear as I can be.

We are still trying to get building control to sign it off but we have met what could be a major stumbling block from decisions made around 4 years ago. I will come back to this particular issue, almost everything else has been done that the building inspector required apart from two things.

1. The fire alarm system, although the hope was that the building could be signed off in two halves, what no one realised at the time, including the building inspector himself, was that the fire alarm system has to be for the whole building to sign off the alarm certificate properly, with the changing rooms up until last week not being in a state to install them in there, has meant we have had to wait to get this particular certificate to send to the building inspector. As the Cricket club have now finished the changing rooms, a year after they had hoped to due to contractor issues, we hope to receive this particular certificate imminently.

2. The issue I referred to earlier. This is potentially more serious. As I said, I will try to pull together what I know and understand to explain this.

For a commercial building to get planning permission now, it has to meet a certain energy efficiency, which includes its insulation rating and its energy consumption. This meant that energy consultants were hired at the time to plan how this building could meet this energy rating that is required. This is compiled into what is called A BRUKL as designed certificate which was then handed in with the planning application I believe. The rating from my understanding recently is that we have to meet a target of 7, if that means anything to anyone.

As you are aware, just as we started the building works, Covid hit quickly followed by the Ukraine war which sent prices sky rocketing, which meant that everything was costing 4x more than originally planned. Which meant we looked to make savings where we could. The original designs included under floor air source heat pumps with underfloor heating and solar panels. Costing £30,000 upwards. It was brought to the table that we replace these with infrared heating, costing £8000, instead to get the building open and at a later date look to

install solar panels and air source heat pumps. At the time, I assume it didn't occur to anyone that this would effect the sign off of the building as it was not raised because its not as if it is going to make the building dangerous structurally or anything.

However, now trying to get the building signed off, the building inspector has asked for a BRUKL certificate as built, which is the first time I have come across this at all, to show that we are meeting the set target in the as design certificate. We are at the moment getting this done but all indications are, that as we have not installed air source heat pumps and/or solar panels, we are unlikely to meet this. The part that really frustrates me over all this ridiculous red tape, is that it is purely to get the building signed off by building control on that day, the day after we could rip both the solar panels and air source heat pumps out and put in 20 coal fires and it wouldn't matter anymore.

Fingers are still crossed that we will meet this or that only minor alterations are needed to push it over the line but the real fear is we will need to install either the solar panels or the air source heat pumps. It is my understanding that in preparedness, grants are being sought to fund this to get it done as quickly as possible.

FULL COUNCIL – Monday 27th April 2026
Agenda 04. Further update from DRC

Dolphins Recreation Centre – Redevelopment Update
Report to Tetbury Town Council

- * The installation of the building's security system has now been completed. All relevant certification has been received and is in place.
- * The sole remaining item required to enable the building to open relates to Building Regulations compliance, specifically the BRUKL (as-built) calculation requested by Building Control.
- * A new specialist contractor has been appointed to undertake an updated "as-built" BRUKL calculation. This will reflect the building as constructed and will be submitted for review and discussion with Building Control.

Overall, the project is in its final stage, with completion of the BRUKL requirement representing the last step before the building can be made available for use.

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

Present:

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

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

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

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

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

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

None

TC03. 03/26 Public Consultation:

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

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

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

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

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

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

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

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

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

Noted.

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

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

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

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

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

Noted

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

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

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

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

TC12. 03/26 To approve Code of Conduct Policy as recommended by the Finance & Scrutiny Committee: It was proposed by Cllr S Scott seconded by Cllr M Baker to approve Code of Conduct Policy as recommended by the Finance & Scrutiny Committee.

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

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

Voting record	For 8	Against 0	Abstain 0	Absent 7
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TC14. 03/26 To approve Allotment Tenancy Privacy Notice as recommended by the Finance & Scrutiny Committee: It was proposed by Cllr M Baker, seconded by Cllr L Farnham, to approve Allotment Tenancy Privacy Notice as recommended by the Finance & Scrutiny Committee

Voting record	For 8	Against 0	Abstain 0	Absent 7
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TC15. 03/26 To approve Events Participation Privacy Notice as recommended by the Finance & Scrutiny Committee: It was proposed by Cllr Z Baker, seconded by Cllr L Farnham, to approve Events Participation Privacy Notice as recommended by the Finance & Scrutiny Committee

Voting record	For 8	Against 0	Abstain 0	Absent 7
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TC16. 03/26 To approve Model Publication Scheme as recommended by the Finance & Scrutiny Committee: It was proposed by Cllr Z Baker, seconded by Cllr P Burrell, to approve Model Publication Scheme as recommended by the Finance & Scrutiny Committee

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

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

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

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

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

Noted.

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

TC22. 03/26 To note Working Group minutes:

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

TC23. 03/26 To receive County Councillor Report:

Noted.

TC24. 03/26 To receive District Councillor Reports:

Noted.

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

Noted.

TC26. 03/26 To receive Members Reports:

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

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

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

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

Town Survey.

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

Noted.

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

Due to no paperwork this has been postponed till April.

Meeting closed 8.39pm

Chair Dated

1. Purpose of Report

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

Ref	ACTION	WHO	STATUS
TC11. 01/25 TC19. 07/25	Business Plan All agenda items to have relevant business plan reference number. Cllr J Taylor to circulate summary table of business plan, items and responsibilities	Cllr J Taylor	Ongoing
TC14. 07/25	Work in collaboration with the Feoffees to write to water organisation to request silt chambers	CEO	County Cllr I Watson has provided funds for a CCTV camera survey from Gumstool Hill to Millenium Green
TC23. 07/25	Request all Councillors and staff carry out Anti-terrorism awareness training	CEO	EO sent link again to all Councillors. CEO sent email to all Councillors 30.10.25 requesting this is completed by 17.11.25. Thank you to Councillors and staff who have already completed this training. Along with all office staff only 4 Councillors have carried out the training.
TC04. 01/26	Update from DRC	CEO	Email received from Trustee 18.02.26 advising letter will be discussed at next DRC meeting
TC07. 01/26	To authorise two Councillors to become dual signatories on bank accounts	CEO	On-going
TC11. 01/26	To arrange town meeting regarding potential burial sites	CEO	CEO has contacted CDS Group to request costings to attend town meeting and assist with producing a detailed report

TC20. 01/26	Mayor to receive an invitation from a local business regarding plans to expand	Cllr K Painter	No invitation currently received.
TC09. 02/26	Speed watch cameras sites	EO	Meeting to be arranged with EO, County Cllr I Watson, Councillors Z Baker, M Baker and Glos Constabulary to discuss VAS and Speed Watch camera positions within the town
TC10. 02/26	Community Energy Strategy	Cllrs N Ind & J Taylor	To report back to Full Council once initial discussions have taken place
TC11. 02/26	Purchasing Bleed Control Kits	CEO	All purchased and installed
TC22. 02/26	Correspondence received regarding CIL funding to Suffolk/Cheviot Close and concerned the funds have been allocated to the Recreation Ground	CEO	Wrote to resident advising of the resolution made at Full Council in Nov 2025, grant funding received, Tesco blue tokens and crowd funding that has taken place to assist with the project
TC08. 03/26	Opening of Unity Trust Bank account	CEO	On-going
TC26. 03/26	To produce a town survey	CEO	Due to number of policies being produced for Full Council in April and Annual Meeting of the Council, this to become an agenda item in June

Due to the potential development being within the Tetbury Upton Parish with all CIL going to Tetbury Upton, I have sought information from Cotswold District Council to seek clarification on whether Tetbury Town council could receive some of the CIL as the infrastructure and the services to this development will go through Tetbury, below is CDC response.

The Neighbourhood CIL (NCIL) would be paid to the Parish Council in which the development is located, and the decision on how that funding is spent rests with that Parish Council. In this case, the NCIL would go to Tetbury Upton Parish Council.

However, NCIL does not have to be spent strictly within the parish boundary. Parish and Town Councils can work together, and NCIL receipts can be combined to deliver infrastructure projects that meet shared needs, including those beyond a single parish area. Any such spending would be by agreement rather than requirement.

NCIL funds can be pooled over time for larger projects but must be spent within five years of receipt, otherwise they must be returned to Cotswold District Council.

Tetbury Town Council is also encouraged to highlight, in its comments on the planning application, any infrastructure impacts within Tetbury that arise directly from the development, as some mitigation may be capable of being secured through Section 106, subject to the case officer's assessment.

Proposed New Homes at Longfurlong Lane, Tetbury

Miller Homes

Miller Homes is seeking community feedback on its emerging proposals for land at Longfurlong Lane, Tetbury.

The vision for the site is to deliver up to 130 new homes, including both market and affordable housing. The development would provide a range of homes creating opportunities for both first-time buyers and existing residents.

The proposals have been designed with the community in mind.

Key features include:



Children's play areas



New cycle routes and footpaths



Extensive green open spaces



A dedicated ecological enhancement area to the south of the site

The existing public right of way will be retained through the centre of the development, with a new trim trail proposed alongside it to encourage outdoor activity.



Indicative masterplan

Committee and Date	FULL COUNCIL – Monday 27 th April 2026
Agenda item	07.
Subject	To note the potential housing development on Bath Road
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>Miller Homes are currently in the process of obtaining the community feedback to deliver 130 homes at Longfurlong Lane/ Bath Road.</p> <p>Although this development is outside the Town Council boundary, it should be noted that the entrance to the proposed development will be along Bath Road.</p> <p>Should this planning application be approved all Community Infrastructure Levy will go to Tetbury Upton Parish Council.</p>
Financial Implications Budget code and cost centre	NIL
Recommendation	To note potential housing development
Report written by	CEO



COTSWOLD

District Council

Date: 23rd April 2026

Ref: AC/hc

Via Email

Ms Tara Niblett
Chief Executive Officer
Tetbury Town Council

Dear Tara

I am writing to express my concern regarding the continuing number of Code of Conduct complaints arising from Tetbury Town Council which are being referred to me in my capacity as Monitoring Officer.

While I recognise that the standards framework exists to provide assurance and accountability, the volume and nature of the complaints received give rise to concern that the Code of Conduct process may be being relied upon in circumstances that could more appropriately be addressed locally and informally. In particular, the frequency of complaints suggests underlying issues in how disagreement, communication and councillor relationships are being managed within the Council.

Over the past five years, a significant number of complaints have been made, with six alone submitted since January of this year. As you and I am sure councillors will appreciate, recourse to the formal standards process can be time-consuming, costly and resource-intensive and at times, be divisive. Therefore, it is generally in the interests of the Council, its councillors, officers and the wider community for concerns to be resolved at the earliest appropriate stage wherever possible.

I am grateful for the numerous discussions we have had over the years regarding the volume and nature of complaints referred to me. Having reflected carefully on the persistence of these issues, I recently advised you of my intention to write formally, with a view to this matter being placed on the agenda of a meeting of the Full Council for discussion.

I also recognise that Tetbury Town Council has been supportive and has put actions in place, including training, particularly in relation to the Code of Conduct and expected standards of behaviour and policy reviews. However, despite these steps, there has been limited overall improvement in the matters giving rise to concern.

My purpose in writing is not to identify or criticise individual councillors but rather to invite Tetbury Town Council collectively, to reflect on how it conducts its business, how disagreement is managed and how a respectful and constructive working environment for both members and officers can be better supported.

In particular, I would ask councillors to consider the following recurring themes:

1. **Use of the Code of Conduct complaints process**

There appears to be a tendency for Code of Conduct complaints to be used as the default response to disagreements between members, with limited evidence of attempts to resolve matters informally or through dialogue prior to escalation. This approach places unnecessary demands on both town council and local authority resources.

2. **Use of the standards process to challenge council decisions**

There have been occasions where the standards process has been used to challenge council decisions where unanimity has not been achieved, rather than in situations where there is clear evidence of conduct that may amount to a breach of the Code.

3. **Treatment of the Chief Executive Officer**

I continue to have concerns regarding a lack of respect towards you in your role as Chief Executive Officer including instances of behaviour that could reasonably be perceived as bullying. These matters appear to be ones the Council has found difficult to address internally, resulting instead in referral to the Monitoring Officer.

4. **Language and conduct in communications**

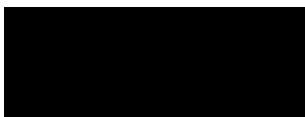
Concerns persist regarding the tone and content of some communications including emails and social media activity where personal remarks, sarcasm and behaviour that may undermine others have been evident.

5. **Clarity of role and capacity**

There remains a lack of clarity at times as to whether councillors are acting in an official capacity on behalf of Tetbury Town Council or in a personal capacity, particularly in external communications and online activity.

Against this background, I would respectfully suggest that a Full Council agenda item would provide an appropriate and transparent opportunity for councillors to consider these matters collectively, reflect on how disagreement can be handled more constructively, reinforce expectations around mutual respect and consider whether further training, support or agreed protocols would assist in improving council culture and effectiveness.

Yours sincerely



Angela Claridge

Director of Governance & Development (Monitoring Officer)

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>	
265,996	Total Assets	335,186	
Current Liabilities			
0	Creditors	3,615	
2,220	Accruals	17	
<u>2,220</u>		<u>3,632</u>	
263,776	Total Assets Less Current Liabilities	331,553	
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 : _____

Detailed Income & 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>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%	
TTC Administration :- Indirect Expenditure	406,510	407,848	1,338	0	1,338	99.7%	16,941
Net Income over Expenditure	(406,507)	(407,848)	(1,341)				
6000 plus Transfer from EMR	16,941	0	(16,941)				
Movement to/(from) Gen Reserve	(389,566)	(407,848)	(18,282)				
110 HEC							
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%	
HEC :- Income	3,505	0	(3,505)				0
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</u> <u>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</u> <u>HEC</u>							
4316 Holiday Youth Provision	0	0	(0)		(0)	0.0%	
HEC :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>(0)</u>	<u>0</u>	<u>(0)</u>		<u>0</u>
Net Expenditure	<u>(0)</u>	<u>0</u>	<u>0</u>				
<u>140</u> <u>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>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200</u> <u>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 & 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>				



SOCIAL MEDIA POLICY

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
- 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 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 could be subject to a custodial sentence.

Councillors' views posted in any capacity in advance of matters to be debated by the

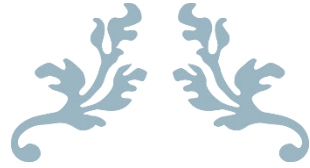
council at a council or committee meeting may constitute pre-disposition, pre-determination or bias and may require the individual to declare an interest at council meetings

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 and 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.



PATERNITY POLICY

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 within 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 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.

Committee and Date	FULL COUNCIL – Monday 27 th April 2026
Agenda item	12-14.
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>Statutory Sick Pay (SSO) Reforms 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>Duty to keep annual leave records From 6th 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>Fair Work Agency 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>Collective Redundancy Currently TTC does not have a redundancy policy, SW Councils in the process of developing a policy.</p> <p>Paternity Leave Policy to be reviewed at this committee meeting and approved at Full Council – April 2026.</p> <p>Bereaved Partner’s Paternity Leave Policy to be reviewed at this committee meeting and approved at Full Council – April 2026.</p> <p>Menopause Action Plan TTC already has a Menopause policy which is due to be reviewed in February 2027.</p> <p>Gender Pay Gap TTC does not employ over 250 employees.</p> <p>Trade Union Reforms 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.



WHISTLEBLOWING POLICY

Reviewed at Finance & Scrutiny – April 2026



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.

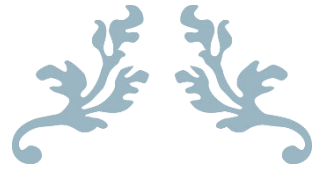
Tetbury Town Council accepts that you need to be assured that concerns will be properly addressed and, subject to legal constraints, will provide information about the outcomes of any investigations.

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.



BEREAVED PARTNERS PATERNITY LEAVE POLICY

Reviewed at Finance & Scrutiny – 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.

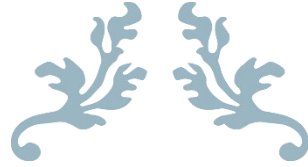
14.3 Carry Forward of Annual Leave

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 and the Finance & Scrutiny Committees 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.

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.

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

CEO and EO attend the LGR & Devolution Preparedness Training in Quedgeley, this was arranged through GALC. CEO and EO will also be attending the LGR which will be arranged through CDC at the beginning of May.

Year-end has been completed, and we are now using Scribe as our accounts package.

Have been migrating the data from RBS onto Scribe along with the Highfield Allotments data, this will provide a more efficient service.

CEO and EO attended a community litter pick, starting at Chavenage Lane and ending at the Recreation Ground.

EO met with social media influencers to promote car free Tetbury.

CEO and EO met with Highways representatives to discuss ongoing issues. May I please remind all Councillors to report any issues through Fix My Street and NOT through the GCC Highways representative's personal email address.

Preparing reports for the Annual Town Meeting. Pleased to advise that representatives from Gloucestershire Police, Goods Shed, TAYCT, UK Town of Culture, Feoffees, Tetbury Lions and Greening Tetbury will be joining us on the evening and have kindly provided reports that will be included in our annual updates.

Clerks networking event took place in Nailsworth.

Unfortunately, due to Councillors now unable to attend the Twinning event in Germany and officers not approved to attend, we have declined the invitation to the Vine Festival over the May bank holiday. We have arranged to meet a representative from Germany in May who is visiting Tetbury on a personal trip to discuss in our personal capacity how we can support their visit to Tetbury in December with providing tours and entertainment for the visiting representatives.

EO has successfully achieved the Bronze Green Tourism Award highlighting Visit Tetbury's sustainability journey.

Grounds Team

Mowing schedule has begun
Emergency fence works completed at Station Yard

Replace Webb Road play area gate post
Installed bleed kits in and around the town
Clearing fallen tree in picnic area of Station Yard

VIC Team

This month's activity at the Tetbury Visitor Information Centre has shown a slight decrease in footfall and digital engagement compared with the same period last year. This trend is consistent with national patterns, as tourism organisations across the UK have reported lower visitor numbers overall. Despite this, the VIC continues to provide strong support to visitors, local businesses, and community events.

Footfall is lower than last year's figures.

- This decline reflects a national trend, with many Visitor Information Centres reporting reduced visitor activity due to broader economic and tourism-related factors.
- Staff continue to record detailed visitor data to support longer-term analysis and future planning.

Work continues to focus on growing authentic engagement and increasing reach across our social media platforms. This includes regularly sharing partner content, supporting local organisations, and maximising visibility for upcoming events. By maintaining a consistent and community-centred approach, the VIC aims to strengthen its online presence and build meaningful connections with both residents and visitors.

The team has provided continued frontline support to visitors and residents, offering guidance, information, and signposting throughout the month. This remains a core part of the VIC's service, ensuring that everyone who walks through the door receives a friendly and knowledgeable welcome.

Promotion of local businesses and events has also been a key focus, particularly through our social media channels. By highlighting offers, new openings, and community activities, the VIC helps to showcase Tetbury's vibrant high street and encourages both local engagement and visitor exploration.

Visitor resources have been updated and displays within the VIC have been refreshed to reflect seasonal activity and current events. This helps ensure that information remains relevant, accessible, and visually appealing for all who visit the centre.

The team has continued ongoing communication with tourism partners and regional networks, supporting collaborative working and sharing information that benefits the wider visitor economy. These relationships remain essential for aligning Tetbury with regional initiatives and ensuring we remain part of broader tourism conversations.

**MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
held at Tetbury Library, Close Gardens, Tetbury, GL8 8DU on the
13th April 2026**

Present:

Town Councillors: Z Baker (Chair), S Sanderson (Vice Chair), N Ind and R Smith.

Officers: V Bolwell (EO)

Public: One member of public

HEC01. 04/26 To receive and accept any apologies for absence:

Cllr C Pearce – received and accepted.

Cllr A Figueredo - received and accepted – Personal.

Cllr I Watson - received and accepted – County Council.

HEC02. 04/26 Public Consultation:

Member of public raised concerns regarding the transfer of the Plot 8 deeds to the Dolphin Recreation committee. He has requested information regarding when the deeds were handed over and who paid the solicitors.

HEC03. 04/26 Declarations of Interest:

None.

HEC04. 04/26 To approve the Minutes of the Heritage, Environment and Community meeting held on Monday 2nd March 2026: After amendments it was proposed by Cllr Z Baker seconded by Cllr R Smith to approve the minutes of the Heritage, Environment and Community meeting held on 2nd March 2026.

Voting record	For 3	Against 0	Abstain 1	Absent 3
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HEC05. 04/26 To note Budget, spend to date and forecast spend:

Noted.

Cllr N Ind commended the HEC Committee, noting that the budget had come in under budget, and that Visit Tetbury had also been delivered under budget. However, Cllr Ind raised significant concern regarding the Police Museum budget, which is currently showing an overspend of approximately 270%.

HEC06. 04/26 To note Heritage, Environment community Action Plan from previous meeting:

Noted.

HEC07. 04/26 To note Visitor Information Centre report and approve Visit Tetbury Green & Sustainability Policy:

Noted.

It was proposed by Cllr Z Baker seconded by Cllr S Sanderson to approve Visit Tetbury Green & Sustainability Policy.

Voting record	For 4	Against 0	Abstain 0	Absent 3
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MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
held at Tetbury Library, Close Gardens, Tetbury, GL8 8DU on the
13th April 2026

HEC08. 04/26 To receive the Police Museum Report:

Noted.

Members expressed confusion regarding the format of the Police Museum report, noting that it appeared more akin to an action list than a formal report. The inclusion of financial figures also caused concern. Members emphasised that funding applications must be made correctly, and Cllr N Ind stated that this does not appear to be being followed appropriately in line with local government practice. It was noted that the Tetbury Town Council RFO must be included in the process. Members suggested that a template report may be more suitable. It was further felt that reporting should be provided monthly, with an annual report presented to Full Council. The EO was requested to raise these matters with the CEO.

HEC09. 04/26 To note Highways Working Group:

Noted.

Cllr R Smith asked whether the area behind the Market House is still hired from Tetbury Town Council, as several vans were observed there over the weekend. Executive Officer will raise with Highways.

HEC10. 04/26 To note Grounds Team monthly Play Park Inspection:

Noted.

HEC11. 04/26 To discuss Suffolk Close Playpark plans:

Due to the funding not reaching the proposed target, the plans will need to be adjusted accordingly. The previously selected provider will be contacted to discuss the required amendments to the plans.

HEC12. 04/26 To discuss Annual Town meeting report:

Report will be submitted Thursday 16th April.

HEC13. 04/26 To discuss and approve Car Parking Working Group recommendations:

It was proposed by Cllr S Sanderson seconded by Cllr N Ind to approve Car Parking Working Group recommendations.

Voting record	For 3	Against 0	Abstain 1	Absent 3
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Cllr S Sanderson asked whether parking signage could be provided for the car parks at Dolphins Hall. It was suggested that this could be supported by a map and improved online presence. Members noted that this could potentially provide up to 20 additional parking spaces to support the High Street. The EO will email Dolphins Hall to ask whether this could be considered for inclusion on a map and on their website.

Cllr N Ind also highlighted the poor condition of the public pathway from Northfield Road to The Damsells. It was noted that, should the proposed free parking arrangement with Tesco be approved, this route would need to provide a safe and desirable walking route into the town. They further noted that the pathway requires trimming and clearance of overgrown bushes and debris.

**MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
 held at Tetbury Library, Close Gardens, Tetbury, GL8 8DU on the
 13th April 2026**

HEC14. 04/26 To discuss and approve Tetbury UnHurried Project – Consideration for Council

Support: It was proposed by Cllr N Ind seconded by Cllr S Sanderson to approve Tetbury UnHurried Project:

Voting record	For 4	Against 0	Abstain 0	Absent 3
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HEC15. 04/26 To consider Correspondence:

Cotswold District Council – Cllrs would like to meet with the Economic Development Lead on the 11th of May to discuss the Cotswold Towns Initiative report. EO to organise meeting.

The Goods Shed – Christmas Plans for Tetbury: Councillors will invite members of The Goods Shed to attend the 1 June meeting to note Tetbury Town Council’s Christmas plans.

Westonbirt Community Access Scheme tickets: It was noted that, for the current year, the HEC Committee will contact the Tetbury Area Youth and Community Trust regarding the funding of these tickets.

Air Quality Annual Status Report for Cotswold District Council: Members discussed whether the report could highlight recent initiatives, including the new footpath at The Goods Shed, the installation of vehicle-activated signs, hedging development at The Goods Shed, and to also reference the work being undertaken by Greening Tetbury.

HEC16. 04/26 Items for inclusion on the June 2026 agenda:

Christmas

Please email EO before the 21st of May

HEC17. 03/26 To note the dates and time and date of the next Heritage, Environment and Community meeting 7pm Monday 1st June 2026 at Tetbury Library – Close Gardens – Tetbury:
 Noted.

Chair.....

Date.....

Meeting ended 20.35

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

PRESENT:

Councillors: J Taylor (Chair), P Burrell (Vice Chair), M Baker, S Scott

Officer: CEO (T Niblett)

Public: District Councillors I Watson

PL01. 03/26 Apologies for absence:

Councillor R Smith – Personal reasons

PL02. 03/26 Declarations of Interest:

Councillor S Scott – 26/00481/FUL – 12 The Chipping – neighbouring property

PL03. 03/26 Public Consultation:

None.

PL04. 03/26 To approve the minutes of the meeting held on Monday 16th February 2026

Following a minor amendment, it was proposed by Councillor P Burrell, seconded by Councillor M Baker to approve the minutes of the meeting held on Monday 16th February 2026.

Voting record	For 4	Against 0	Abstain 0	Absent 1
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PL05. 03/26 Consideration of planning, listed building consent, tree work and licensing applications received by 10th March 2026 (refer to attached Schedule link):

<p><u>26/00577/FUL</u> Full application for erection of a two-storey side extension with part-conversion of garage, two-storey rear dormer extension, replacement front porch, and installation of solar panels with creation of patio and associated works. Demolition of existing single-storey rear extension</p> <p>35 Cirencester Road Decision: TTC has no objections</p>	<p><u>26/00633/LBC</u> Listed Building Consent for replacement of no.6 rear windows, side patio doors, removal of modern partitions in kitchen/dining room, and new W/C with associated works (retrospective)</p> <p>33 The Chipping Decision: TTC has no objections</p>
<p><u>26/00487/LBC</u> Listed Building Consent for removal of the existing 20th century fireplace grate and installation of a wood burning stove; formation of new extract ventilation ducting through an existing basement wall; removal of falling basement wall paint and repointing in lime mortar; replacement of the existing UPVC polycarbonate roof with a glazed aluminium system; and replacement of the modern rear timber door with glazed steel framed door and sidelight (retrospective)</p>	<p><u>26/00501/LBC</u> Listed Building Consent for re-painting of render, shop front, fascia panel, and door and window frames at</p>

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

<p>37 The Chipping Decision: Although TTC has no objections, would like it confirmed that the internal works to the fireplace is compliant as this is a Grade II listed building</p>	<p>Perry Bishop & Chambers, 3 Church Street Decision: TTC has no objections</p>
<p><u>26/00481/FUL</u> Full application for erection of garden building. Demolition of existing garden building</p> <p>12 The Chipping Decision: TTC has no objections subject to conditions being met from the tree officer</p>	<p><u>26/00720/FUL</u> Full application for demolition of existing garden store and construction of a detached games room</p> <p>34 Longfurlong Lane Decision: TTC has no objections</p>
<p><u>26/00668/TCONR</u> Works to trees in conservation areas for G1 & G2 – Ash trees suffering from Ash dieback to be felled as they are in a public area</p> <p>Car Park, Old Station Yard, Cirencester Road Decision: TTC not commenting due to this being their tree application</p>	

PL06. 03/26 To note planning applications using Scheme of Delegation:

None

PL07. 03/26 Correspondence:

Have been notified by Cotswold District Council that a planning appeal has been made to the Secretary of State against the decision of CDC to refuse grant planning permission. Application reference 25/03465/FUL – 31 Talboys Walk.

PL08. 03/26 To receive Chairs report:

Nothing to report.

PL09. 03/26 to receive Vice Chairs report:

Nothing to report.

PL10. 03/26 To receive Members report:

Nothing to report.

PL11. 03/26 Next scheduled meeting – Monday 27th April 2026, 6.30pm:

Noted.

Meeting closed 6.50pm

Chair Dated

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

Present

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

Officers: T Niblett (CEO/RFO)

Public: 1 member of the public

FS01. 04/26 Apologies for absence:

Councillor C Pearce – Received - personal

Councillor A Figueirido – No apologies for absence received

FS02. 04/26 Declarations of Interest:

None

FS03. 04/26 Public Consultation:

None

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

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

Voting Record:	For – 6	Against – 0	Abstentions – 2	Absent - 1
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FS05. 04/26 To note action points from previous meetings:

Grounds Team new vehicle requirements – On-going

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

Staff working updates – On-going

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

Opening of Unity Bank Account – In progress

Obtain information from CCLA regarding Public Sector Fund – Information received

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

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

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

Noted. Look at producing a Police Museum policy.

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

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

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

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

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

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

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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FS09. 04/26 To allocate two Councillors sign off May payments:
 Councillor Z Baker and Councillor P Burrell will sign off the May payments.

FS10. 04/26 To discuss Annual Town Meeting Report:
 Members are happy with the content of the Finance & Scrutiny report.

FS11. 04/26 To discuss and recommend to Full Council social media policy:
 It was proposed by Councillor S Scott, seconded by Councillor J Taylor to recommend to Full Council the social media policy.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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FS12. 04/26 To discuss and approve renewing Cyber Insurance:
 Following discussions with various insurance brokers who have been advised that the cyber insurance quotation with our current provider is competitive and they have not offered to provide a quotation, it was proposed by Councillor S Scott, seconded by Councillor R Smith to approve renewing the Cyber Insurance with our existing provider.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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FS13. 04/26 To discuss and approve renewing Combined Insurance:
 Due to the renewal date being 1st June, we have been unable to receive insurance quotations from other providers as it is over the 30-day period. This item is to be discussed at the Annual Meeting of the Council.

FS14. 04/26 To discuss and recommend to the Annual Meeting of the Council Standing Orders:
 CEO/RFO went through the proposed amendments with committee members. It was proposed by Councillor L Farnham, seconded by Councilor P Burrell to recommend to the Annual Meeting of the Council the amended Standing Orders.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
Monday 20th April 2026 at 7pm

FS22. 04/26 To discuss and recommend to Full Council Bereaved Partners Paternity Leave Policy:
 It was proposed by Councillor S Scott, seconded by Councillor J Taylor to recommend to Full Council the Bereaved Partners Paternity Leave Policy.

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

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

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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FS24. 04/26 Correspondence Received:

Noted the increase in bank charges from Lloyds Bank.

FS25. 04/26 Councillor Reports:

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

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

FS26. 04/26 Items for the next meeting:

Budget

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

FS28. 04/26 Exclusion of the Public and Press to allow discussion of confidential business: It was proposed by Councillor S Scott, seconded Councillor P Burrell that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Public and Press be excluded from the Meeting for the following items of business on the grounds they involved the likely disclosure of confidential information (as defined in paragraphs (1) and (2) of Part I of Schedule 12A to Section 100A(4) of the Local Government Act 1972 [Information relating to an individual and Information relating to the financial or business affairs of any particular person]), and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

Meeting closed 8.35pm

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

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

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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**MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
Monday 20th April 2026 at 7pm**

FS30. 04/26 Staffing Matters:

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

Meeting closed 8.45pm

Chair Dated

Minutes of a Meeting of Tetbury Rail Lands Regeneration Trustees held on Monday 20 April 2026 at the Goods Shed

Registered Charity No1092160 Registered Company No 4102029

Patron: Lady Smith OBE

Date: Monday 20 April 2026

Time: 5.00 pm

Venue: The Goods Shed



1. Attendance:

Present: Phillip Hodson (Chair), Peter Coleman, Joseph Durning, Neil Haskins, Mel Henry, Fiona James, Carol Paton, Nigel Spencer, John Tuohy, Richard Warrington

In Attendance: Will Cook (Life President, part-time), Richard Kingdom (General Manager), Paul Lockley (Rail Track Bed Manager, part-time), David Walker (Secretary).

Apologies: Kathryn Evans

2. **Conflict of Interest.** The Chair requested that Trustees declare any changes in circumstances that might generate a conflict of interests. None were declared.

3. **Approval of Previous Minutes.** The previous minutes of Monday 16 February 2026 were agreed as a true and accurate record.

4. Outstanding Actions from Previous Meeting.

a. **Action 3 (15 Sep 25) Websites.** Mrs Evans to arrange with Mr Quaddy to update the TRLRT and the Goods Shed (GS) websites in regard to the Tetbury Trail. The Chair reported that due to recent developments (see Item 8), the changes will need to be revised. **Action Continuing – Mr Hodson / Mrs Evans.**

b. **Action 1 (17 Nov 25) Trustee Paperwork.** New Trustees to complete the required paperwork. Mr Walker reported that both Mr Spencer and Mr Tuohy had been registered as directors with Companies House and trustees with the Charities Commission. **Action Complete.**

c. **Action 1 (15 Dec 25) Marketing Manager.** Mrs Henry to ensure the necessary employment safeguards were implemented including written targets for the new Marketing Manager, and the General Manager in his new role as a fund-raiser. Mr Kingdom reported that the new Marketing Manager, Mr James Copeland-Eccles, had been appointed and Mrs Henry stated that all employment requirements had been fulfilled. **Action Complete.**

d. **Action 1 (16 Feb 26) Café Expenses.** Mr Walker to send details of Café expenses to the members. Mr Walker reported that this had been done immediately after the last meeting. **Action Complete.**

e. **Action 2 (16 Feb 26) Off the Rails (OTR).** Mr Kingdom to develop a clear concept for OTR in regard to its aim and format. It was confirmed that OTR would not be held in 2026. **Action Continuing – Mr Kingdom.**

f. **Action 3 (16 Feb 26) Tetbury Trail.** Mr Durnford to recirculate the proposal and the case for the Trust divesting itself of the Tetbury Trail. The Chair noted that this action was superseded by recent events, see Item 8. **Action Complete.**

g. **Action 4 (16 Feb 26) Annual Accounts 2024/2025.** All Trustees to read the draft annual report for 2024/25. Mr Durning stated that the revised report had been returned to the accountants. Mr Walker asked for the final report to be signed by both Mr Warrington and Mr Hodson so that it could be submitted to Companies House and the Charities Commission. **Action Continuing – Mr Durnford.**

5. **Financial Health.** Mr Durnford reported that while Events sales and Café sales remained close to budget which allowed for little growth, profits from both were down: £13k for Events and £7k for the Café and he was concerned. He noted that the bad weather and the usual quiet period over the winter had probably had an effect. Mr Walker noted that the Café budget had underestimated the effects of increased wages, NI costs and statutory holiday pay for part-time staff and Mr Hodson noted that the high turnover in Café staff that had further increased the wage bill. Mr Durnford announced that Flooring South West (FSW) had agreed to donate £5k of unrestricted funds this year with an indication that annual grants could be forthcoming.

6. **General Manager's Report and Marketing Update.**

a. **Pay for Duty Managers (DMs).** Mr Kingdom reported that following discussions with volunteers it was still apparent that more DMs were needed, especially younger people able to undertake the physical elements of the job. Perquisites for the role might help greater volunteering but it had become apparent that there was no feeling that DMs needed to be paid, consequently the idea had been put in abeyance.

b. **Keys.** Mr Kingdom stated his concerns about the number of keys in circulation, mostly unaccounted for and often badly duplicated such that they were difficult to use. He proposed an externally mounted, digital key safe containing a single key to give access to the office door. The cost would be about £100 but this would allow any authorised person access to the Goods Shed and therefore main internal key safe at any time. The insurance company would need to be informed and it would almost certainly increase the excess in the policy. Mr Kingdom stated that he would propose a "key amnesty" when the key safe was installed. The Trustees gave unanimous agreement to the proposal. **Action 1 – Mr Kingdom.**

c. **Marketing Manager** Mr Kingdom gave a brief description of the new Marketing Manager and his discussions with him.

d. **Event Tickets for Staff.** Mr Kingdom made a request that all paid staff should be able to attend events at no cost because it was part of their duties to attend selected events. He assured the meeting that this would be at no extra cost to the Goods Shed as a small number of complimentary tickets for the Goods Shed would form part of performers' contracts. The current free ticket allotment to volunteers on a duties-completed basis would be unchanged. The Trustees agreed unanimously to the proposal.

7. **Café Extension Project.** Mr Kingdom reported that he had organised a meeting on the Café project to enable volunteers to give their views on how it would work. There were many reservations among volunteers who had previously had to use the Café counter as a bar and share the kitchen area with Ms Jenner, but it had been generally a positive meeting and Mr Spencer reported that the volunteers had much appreciated being consulted. The Chair stated that the priority was to get the extension built as any discussions on how it would be used were nugatory until such time as it was built. It was reported that a man who specialised in submitting National Lottery proposals had volunteered to give advice.

8. Tetbury Trail.

a. **Proposal.** Mr Hodson announced that after discussions with Mr Cook and Mr Lockley he had had second thoughts concerning the value of the Tetbury Trail. Mr Cook and Mr Lockley both made the point that the Trail was integral to the original vision of the Trust and was an asset in terms of drawing people to the Goods Shed. There was discussion about responsibilities in terms of any liability claims, but Mr Lockley stated that as all the current Trail had been adopted by Gloucestershire County Council, they were responsible for the surface, and the landowners, of which the Trust was not one, were responsible for the vegetation above and alongside the path. . It was noted that the Trail was a distraction from what was the Trust's main business of managing the Goods Shed and Mrs Henry questioned the ability and capability of the Arts Centre to do justice to the Trail. Ideally there would be two separate bodies, one for the Goods Shed and one for the Trail, but the Chair noted that the creation of a new charitable body would be problematic and managing the Trail's finances was only a small inconvenience for the Trust. The Chair stated that he and Mr Lockley had made certain undertakings and he proposed that the Trustees agree to the Trust continuing to support the Tetbury Trail and manage its finances subject to:

- i. Bimonthly updates to the Board by Mr Lockley and his successors on any work or proposed works on the current Tetbury Trail (Bath Bridge to Trouble House) or on any proposed extension to it.
- ii. Notification to the Board by Mr Lockley of any proposed applications by him for funding and of any proposed spend.
- iii. The immediate removal of the TT information board in the foyer to an alternate site (which could be on the Goods Shed external walls.)

b. **Agreement.** The Board agreed to the proposal with one abstention.

9. AOB.

a. **AGM.** Mr Walker asked for confirmation of the date of the AGM. It was agreed that it would be at 6pm on Monday 22 June 2026.

b. **Marketing.** Mr Tuohy requested Mr Kingdom to be included in any marketing discussions.

c. **Stage Storage Bin.** The Chair noted that the stage-storage shedlet had been completed and was in use (*modestly omitting that he had built and painted it all on his own*), although the staging still needed a strap to secure it on its wheels. The shedlet had incorporated a lot of recycled timber.

d. **Cafe.** Mr Coleman stated that he had carried out as much of a review of the Café operations as was possible. There was not much that could be done to increase efficiency in the kitchen but he believed that the carriage could be made far more useful if it were spruced up and he said he was willing to undertake painting. Mr Hodson noted that there was a coffee machine in the carriage that might be used. Mr Coleman was asked to liaise with Mr Kingdom.

e. **Tree Surgery.** The Chair reported that tree surgeons working for the Council would commence work on the following day to remove dangerous overhead trees and branches above the carriage.

f. **Review on Radio.** It was reported that Alastair McGowan had been interviewed recently on the radio and given a very positive review of the Goods Shed, especially the green room in the carriage.

g. **Lions.** Mr Coleman confirmed that the Lions now viewed the Goods Shed as the main community hub in Tetbury and he was hopeful that they would provide £5,000 in the near future.

10. **Date of Next Meeting.** It was agreed that the next Trust Board meeting would be at 4pm on Monday 22 April 2026 immediately before the AGM.

David Walker
Secretary

Phillip Hodson
Chair



Councillor: Cllr Ian Watson

Division: *Tetbury*

Report Period: March – April 2026 (to date)

Overview

During March and April to date, Gloucestershire County Council activity has focused on implementing the 2026/27 budget, managing service pressures, and progressing key operational programmes. My work has included committee participation, oversight of council performance, scrutiny of decision-making, and responding to resident concerns across a range of county responsibilities.

Planning Committee

As a member of the county's Planning Committee, I have been involved in considering and determining planning applications where the County Council is the planning authority.

During this period, Planning Committee activity has included:

- Consideration of applications relating to:
 - County council infrastructure and operational sites
 - Waste management and recycling facilities
 - Educational and transport-related developments
- Assessment of proposals against:
 - Planning policy and material considerations
 - Environmental impacts

- Highway safety and access
- Community and amenity implications
- Participation in committee discussions to ensure decisions are:
 - Robust, transparent, and evidence-based
 - In line with statutory responsibilities
 - Subject to appropriate conditions where required

Planning Committee decisions taken during this period reflect the importance of balancing service delivery needs with environmental protection and community impact.

Corporate Oversight and Scrutiny Committee

Through Corporate Oversight and Scrutiny, I have played a role in holding the council's leadership and services to account.

Key scrutiny activity during March–April includes:

- Examination of **corporate performance reports**, including:
 - Delivery against council priorities
 - Financial monitoring and budget pressures
 - Risks associated with demand-led services
- Scrutiny of **service transformation and savings programmes**, ensuring:
 - Impacts on service users are understood
 - Risks are clearly identified and mitigated
- Oversight of **governance and decision-making processes**, including:
 - Transparency of executive decisions
 - Corporate risk management arrangements

This work is essential in ensuring public accountability and maintaining confidence in how the council operates and uses public funds.

Children and Families Overview and Scrutiny

Children's Services remains a significant area of county council responsibility and scrutiny.

During this reporting period, Children and Families Overview and Scrutiny has focused on:

- Monitoring performance within **Children's Social Care**, including:
 - Safeguarding activity
 - Caseload pressures
 - Recruitment and retention of social workers
- Oversight of **SEND (Special Educational Needs and Disabilities)** services, including:

- Progress against SEND improvement plans
 - Demand, capacity, and budget pressures
- Examination of **early help and family support services**, with a focus on:
 - Early intervention
 - Outcomes for children and families
- Scrutiny of how services work with partner agencies to improve outcomes and manage risk.

This committee plays a crucial role in challenging performance, supporting improvement, and ensuring vulnerable children and families receive appropriate support.

Highways, Transport and Infrastructure

Highways continues to be a key concern for residents.

March–April activity includes:

- Delivery of the **spring highways maintenance programme**, including:
 - Pothole repairs
 - Minor resurfacing
 - Drainage and gully maintenance
 - Use of the GCC defect reporting and inspection system to prioritise safety-related works.
 - Follow-up of constituent reports on road condition, pavement accessibility, and road safety.
-

Education and Schools

- Monitoring of school place planning and transport arrangements.
 - Responding to resident enquiries regarding admissions, transport, and SEND.
 - Engagement with officers to ensure residents receive timely and accurate information.
-

Adult Social Care and Health

- Scrutiny of Adult Social Care performance following budget approval.
 - Responding to constituents seeking support or clarification on care assessments and services.
 - Recognition of ongoing pressures and the need for sustainable service delivery.
-

Environment, Climate and Waste

- Oversight of waste disposal and recycling operations.
 - Engagement with environmental and climate-related policies and their local impact.
 - Responding to resident queries about GCC environmental responsibilities.
-

Engagement with Residents and Local Councils

- Ongoing constituent casework and correspondence.
 - Engagement with Town and Parish Councils to understand local concerns.
 - Liaison with District Councillors where issues overlap responsibilities.
-

Key Issues Raised by Residents

- Highway condition and road safety
 - Education and SEND processes
 - Access to children's and adult services
 - Environmental and infrastructure concerns
-

Actions Taken

- Raised member enquiries with officers.
 - Followed up service requests.
 - Provided residents with guidance on county processes.
 - Ensured appropriate escalation where safety or vulnerability issues were identified.
-

Priorities for the Coming Period

- Continued scrutiny of council performance and financial resilience.
- Ongoing oversight of children's services and SEND improvement.
- Focus on highways maintenance and seasonal pressures.
- Representing local concerns through committee and scrutiny work.

Ward Councillor Update

Town and Parish Councils

Cllr Nikki Ind

Tetbury East and Rural

April 2026

I am pleased to be back after my break and I would like to thank Cllr Ian Watson, who was available for residents for any urgent items in my absence.

My workload continues with the day-to-day ward work – particularly Planning & Licensing – work continues on Strategic CIL around the development at Cirencester Road - Street Lighting and Pavements and a Licensing Application in the ward for a Music Festival planned for June. Concerns regarding safety and speeds on Cirencester Road and particularly at the Northfield Road junction have been raised once again, following reports from residents of damage to parked cars.

I was delighted to hear that drain works have taken place at Shipton Moyne whilst I was away, although there is some further sewer works now due to take place.

Following recent changes at the District Council, I have also been appointed to the Planning & Licensing Committee and attended my first meeting on 8th April.

Full details of agenda and backing papers for District Council meetings are available on the Cotswold District Council website – www.cotswold.gov.uk – please search Meetings and select the meeting required. To watch the meeting please search Live Council Meetings and Webcasts and select Webcasts.

Forthcoming Meetings –

- **Cabinet – 16th April 6.00pm**
- **Licensing Sub-Committee – 11th May 2.00pm**
- **Planning & Licensing – 13th May 2.00pm**
- **Annual Council – 6.00pm**
- **Overview & Scrutiny – 1st June 4.00pm**
- **Cabinet – 4th June 6.00pm**
- **Planning & Licensing – 10th June 2.00pm**
- **Overview & Scrutiny – 28th June 4.00pm**
- **Cabinet – 2nd July 6.00pm**
- **Planning & Licensing – 8th July 2.00pm**
- **Council – 15th July 6.00pm**
- **Audit & Governance – 27th July 4.00pm**
- **Extra Ordinary Meetings in August – Overview & Scrutiny 3rd August 4.00pm, Cabinet 6th August 6.00pm & Council 12th August 6.00pm**
- **Planning & Licensing 12th July 2pm**

Keeping Up to Date

Please sign up to the CDC Town and Parish Council mailing list.



COTSWOLD

District Council

District Councillors Report

April 2026

Cotswold District Councillor Report

Councillor Ian Watson – Tetbury Town Ward
Report Period: March and April 2026 (to date)

Overview

This report summarises my work and key issues arising during March and April to date, along with upcoming priorities and future plans for the Tetbury Town Ward and across Cotswold District Council (CDC).

Key District Council Activity

Council Meetings and Governance

- Attended scheduled meetings of Cotswold District Council, including full Council and relevant committees.
 - Continued engagement with officer briefings on service delivery, budget monitoring, and emerging policy areas.
 - Supported ongoing work to ensure value for money and effective delivery of council services amid continued financial pressures across local government.
-

Planning and Development

- Reviewed and commented on **planning applications affecting Tetbury**, with particular attention to:
 - Impact on the historic environment and conservation areas

- Highway safety and parking pressures
 - Residential amenity and infrastructure capacity
 - Engaged with planning officers where local concerns were raised by residents.
 - Continued to advocate for a **balanced approach to development**, ensuring protection of Tetbury's character while recognising housing and local business needs.
-

Highways, Transport, and Public Realm

- Raised resident concerns regarding:
 - Road conditions, potholes, and surface deterioration
 - Pavements and accessibility issues
 - Traffic movement and parking pressures
 - Liaised with Gloucestershire County Council Highways (as the highways authority) to ensure reported issues are logged and progressed where feasible.
 - Continued to monitor town centre public realm issues, particularly those affecting pedestrian safety and accessibility.
-

Housing and Community Issues

- Maintained involvement in discussions around:
 - Housing need and affordability
 - Support for vulnerable residents
 - Homelessness prevention and housing advice services
 - Responded to constituent enquiries relating to housing matters and signposted residents to appropriate support services where required.
-

Environmental and Climate Matters

- Supported district-wide work focused on:
 - Waste and recycling services
 - Biodiversity and green infrastructure
 - Reducing carbon emissions across council operations
 - Encouraged practical, locally relevant environmental initiatives that balance sustainability with cost and deliverability.
-

Engagement with Tetbury

- Continued regular engagement with:
 - Residents across the ward
 - Tetbury Town Councillors
 - Local organisations and community groups
 - Responded to casework raised by residents via email and meetings.
 - Maintained an open-door approach to constituent queries and concerns.
-

April Activities to Date

- Ongoing review of new planning applications.
 - Continued casework support for residents.
 - Participation in council briefings and preparation for upcoming committee meetings.
 - Monitoring seasonal issues affecting the town, including visitor pressures and town centre management.
-

Important Upcoming Plans and Priorities

Looking Ahead to Late April and May

- Continued scrutiny of planning applications, particularly those with long-term implications for Tetbury.
- Monitoring of the district council's financial position and planning for future budget discussions.
- Engagement with Gloucestershire County Council on highways and transport matters ahead of summer.
- Supporting preparations for community and civic events taking place over the coming months.

Medium-Term Priorities

- Advocating for:
 - Sustainable, appropriate development
 - Strong protection of Tetbury's heritage assets
 - Improved infrastructure and services
 - Ensuring residents' voices are clearly represented in district-level decision-making.
 - Strengthening collaboration between district, county, and town councils.
-

Contact

Residents are always welcome to contact me with concerns, suggestions, or questions relating to district council matters.

Cllr Ian Watson

Cotswold District Councillor – Tetbury Town Ward

I note that the issue of car parking keeps coming up. Whilst I do not consider that this is a bad as suggested, as there are many car parking spaces on roads with no parking restrictions in walking distance of the Centre, make a suggestion that I have made before.

The obvious place to provide additional car parking, is to extend the car parking at the Goods Shed. This would necessitate:

- Removal of some trees/shrubs, to extend the middle vehicle access.
- Removal of some small trees/shrubs beyond. I envisage the car parking going no further than the first large tree.
- Relocating some picnic table.
- Aligning the path element of the Tetbury Trail, to the right hand side, viewed from the Goods Shed.
- Appropriate surfacing.
- Compensatory replanting, in the broad vicinity.

I would have thought that cars parked on either side of the extended access could accommodate 20 - 30 cars. The critical thing would be that the Tetbury Trail would need to be retained, albeit a minor Diversion being needed, to be on the right hand side of the extended car park.

Being Infrastructure, this would be a candidate for NCIL. The alternative funding mechanism would be to do the unpopular thing, that being requesting CDC to start charging, at a low rate, for those not using the Goods Shed. Once paid for, the profit to be split between CDC, and TTC.

Full Council – Monday 27th April 2026

Agenda 23. Correspondence Received – The Churn Community Hub

Dear Tara, Vicki and Roxie,

I am writing to thank you for your support of our employability work over the years. Providing space for us to deliver this support has made a real difference, enabling us to work with local people and help them access opportunities, build confidence and move forward.

We are very grateful for this partnership and the role you have played in supporting our work within the community. It has been a positive collaboration, and we hope to have the opportunity to work together again in the future.

Our current funding situation has changed, and as a result we will be delivering a smaller number of hours for this support. However, we remain committed to supporting local people where we can. Please do continue to refer or forward anyone who may benefit from this support, as we will do our best to respond.

Jenny will continue to offer this support, and we will keep in touch should there be any changes or opportunities to expand this work again.

Thank you again for your ongoing support.

Best wishes,

FULL COUNCIL – Monday 27th April 2026
Agenda 23. Correspondence Received – Goods Shed

Photos of the new storage container at the Goods Shed which was granted approval by the Town Council



I am wondering whether you may be able to assist with clarification on what is happening with the parking with Tetbury. The Recreation Ground, for the use of the People of Tetbury is currently subject to Parking Charges with limited explanation. It seems these charges are being imposed with the sole purpose of generating revenue - it does not ease congestion (in fact the opposite for roadways which are now being used rather than using the car parks).

Both areas that parking charges have been imposed on are within 15 yards of public highway, and within Recreational Land boundaries.

There is variance between the car parks as to the use of a 10 minute grace period, and also based on the feedback of users to date, variable signal to allow for payments to be made via the apps put in place.

The company being used have also been the subject of high volume of complaint and legal challenge in some of the cities they have previously had strong hold in, purely as a result of their lacks understanding of enforcement law.

I understand the decision to impose these charges may have been proposed and passed via The Dolphins Committee, but I wondered what Tetbury Council Members stance on this is and what they may be planning to do to better represent the people of Tetbury in opposition to this.

Many thanks for your time on this matter.

YOU'RE INVITED!



South Cotswolds Food Poverty Report Launch & Hidden Hardship Exhibition

Join us for the launch of the 2026 South Cotswolds Food Poverty Report. Discover why more local households are trapped in negative budgets and returning to crisis, and explore the Hidden Hardship exhibition, which brings these stories to life.

Wednesday, June 17th 2026

Ashcroft Church & Centre, Ashcroft Rd, Cirencester. GL7 1RA

Doors open at 10:30am | Presentation starts at 11:00am

Spaces are limited, so book
your ticket today. Use the link below or scan the
QR Code



Click to book

Ending Hunger Together
southcotswolds.foodbank.org.uk



Scan to book

Seen to be Dawlish!

19th April.

To the Mayor and Councillors
of Tebbury Town Council,

Dear Councillor Scott and Members,

What a lovely surprise to receive - by way of
Councillor Rodney - His beautiful - and huge! - bouquet
of flowers - Thank you all so much.

My years with the Council were a pleasure -
even more so when honored to be Mayor - special
and unforgettable times,

All good wishes to you and my dear Town
Sincerely
Sam Sims.

