



Tetbury Town Council

To all Members of the Council

(Councillors: Steve Scott, Mark Baker, Nikki Ind, Ian Watson, Liz Farnham, Kevin Painter, Suzanne Sanderson, Zowie Baker, Patricia Burrell, Rodney Smith, Judith Taylor, Xam Macutay-Malloch, Mark Baker, Alison Figueiredo)

You are summoned to attend the Annual Meeting of the Council on Monday 18th May 2026 at 6.30pm 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
Monday 11th May 2026

1.	To elect a Mayor and receive Mayor's Declaration of Acceptance of Office
2.	To elect a Deputy Mayor and receive Deputy Mayor's Declaration of Acceptance of Office
3.	To receive and accept any apologies for absence
4.	To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests
5.	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>
6.	To approve minutes of the meeting held on Monday 27 th April 2026
7.	To confirm Committees and elect Members to Committees (Chairperson appointed at each Committee's first meeting) <ul style="list-style-type: none">• Finance & Scrutiny• Planning• Heritage, Environment and Community
8.	To elect representatives to public bodies, charitable trusts, working groups <ul style="list-style-type: none">• Climate Strategy Working Group• Car Parking Working Group• Highways Working Group• Rail Lands Trust x 1 Trustee• NPHAA Allotments• Tenants Representative• Police and Crime Commissioner Cotswold Advocacy Scheme• Gloucestershire Market Towns Forum• Tetbury Welfare Charities
9.	To confirm appointment of bankers (Lloyds and Unity Bank) and signatories (T Niblett, V Bolwell and x 2 Councillors)
10.	To approve Standing Orders

11.	To approve Financial Regulations
12.	To approve Fixed Asset Register
13.	To approve Remit of Committees
14.	To note Tetbury Town Council yearly subscriptions
15.	To approve Tetbury Town Council insurance policy
16.	To approve Annual Community Infrastructure Levy Report
17.	To receive Members Reports
18.	To consider correspondence received to date
19.	Items for inclusion on June Agenda
20.	To note the dates and time of the next meeting – Monday 15 th June 2026, 7pm, Tetbury Library, Close Gardens

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equality and Diversity, Crime & Disorder, Health & Safety and Human Rights.

Members are also reminded that they are required to comply with the ethical standards laid down in the seven 'Nolan' principles of public life in their conduct within Council meetings and at all times when acting as a Councillor.

**MINUTES OF THE FULL COUNCIL MEETING
held at Tetbury Library, Close Gardens, Tetbury
7pm Monday 27th April 2026**

Present:

Town Councillors: Steve Scott (Mayor) Mark Baker (Deputy Mayor), Ian Watson, Patricia Burrell, Zowie Baker, Liz Farnham, Judith Taylor, Suzanne Sanderson, Adam Thilthorpe, Nikki Ind, Alison Figueiredo, Rodney Smith and Kevin Painter.

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

Public: 4 members of public

TC01. 04/26 To receive and accept any apologies for absence:

Councillor X Macutay- Malloch

It was noted that Cllr Colin Pearce has resigned from Tetbury Town Council with effect from 27th April 2026.

TC02. 04/26 To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests:

Cllr N Ind and Cllr I Watson declared interests in relation to the Miller Homes development, arising from their roles with Cotswold District Council.

TC03. 04/26 Public Consultation:

None.

TC04. 04/26 To receive an update from the Dolphins Recreation Centre (DRC) regarding Project 1:

Members received two reports outlining the outstanding issues to be addressed prior to sign-off by the Building Inspector.

TC05. 04/26 To approve the Full Council minutes – Monday 16th March 2026:

After an amendment It was proposed by Cllr L Farnham seconded by Cllr P Burrell to approve the Full Council minutes held on Monday 16th March 2026.

Voting record	For 8	Against 0	Abstain 5	Absent 2
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TC06. 04/26 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.

Remove Action Cllr K Painter – No invitation received by Mayor’s invite. Unclear source.

TC07. 04/26 To note the potential housing development on Bath Road:

It was raised that the site lies within Tetbury Upton Parish, which has no planning remit within Tetbury, despite the proposed homes utilising Tetbury town infrastructure. It was further noted that all Community Infrastructure Levy (CIL) contributions will be allocated to Tetbury Upton Parish.

Cllr I Watson advised that he will be attending an emergency meeting of Tetbury Upton Parish Council later this week, in his capacity as a District Councillor, along with Cllr L Hall-Wilson.

It was agreed that it is important for Tetbury Town Council to engage with Tetbury Upton Parish Council to discuss these matters further.

TC08. 04/26 To discuss and approve the Annual Town Meeting report:

Members praised the work of the officers and the Reception/Administration staff for the considerable effort that has gone into producing the Annual Town Report. The report was noted to be comprehensive, with appreciation expressed for the inclusion of a large-print version.

It was proposed by Cllr N Ind, seconded by Cllr I Watson, that Standing Orders be suspended.

Cllr I Watson proposed, seconded by Cllr N Ind, that a formal vote of thanks be recorded for the office staff, with particular mention of R Baker, in recognition of their work on the Annual Town Report.

Voting record	For 13	Against 0	Abstain 0	Absent 2
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Cllr L Farnham noted the image is dated and does not reflect the Visitor Information Centre. Cllr Farnham also noted it might be good to get the report proofread.

TC09. 04/26 To receive a report from the Monitoring Officer – Cotswold District Council:

The report highlighted expectations regarding behaviour, conduct, and adherence to the Civility and Respect Pledge in relation to staff and councillors. Members were reminded that they had signed this pledge and that they have a responsibility to challenge and call out any behaviour that does not meet these standards when it is observed.

TC10. 04/26 To note the year-end report:

Noted.

TC11. 04/26 To approve the Social Media policy as recommended by the Finance & Scrutiny

Committee: It was proposed by Cllr M Baker seconded by Cllr J Taylor to approve the Social Media policy as recommended by the Finance & Scrutiny Committee.

Voting record	For 13	Against 0	Abstain 0	Absent 2
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TC12. 04/26 To approve the Paternity Policy as recommended by the Finance & Scrutiny

Committee: It was proposed by Cllr M Baker seconded by Cllr P Burrell to approve the Paternity Policy as recommended by the Finance & Scrutiny Committee

Voting record	For 13	Against 0	Abstain 0	Absent 2
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TC13. 04/26 To approve the Whistleblowing Policy as recommended by the Finance & Scrutiny

Committee: It was proposed by Cllr N Ind seconded by Cllr Z Baker to approve the Whistleblowing Policy as recommended by the Finance & Scrutiny Committee.

Voting record	For 13	Against 0	Abstain 0	Absent 2
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TC14. 04/26 To approve the Bereaved Partners Paternity Leave Policy as recommended by the

Finance & Scrutiny Committee: It was proposed by Cllr P Burrell seconded by Z Baker to approve the Bereaved Partners Paternity Leave Policy as recommended by the Finance & Scrutiny Committee

Voting record	For 13	Against 0	Abstain 0	Absent 2
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TC15. 04/26 To approve the Visit Tetbury Green and Sustainability Policy as recommended by the Finance & Scrutiny Committee: It was proposed by Cllr L Farnham seconded by Cllr Z Baker to approve the Visit Tetbury Green and Sustainability Policy as recommended by the Finance & Scrutiny Committee.

Voting record	For 13	Against 0	Abstain 0	Absent 2
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It was noted that this policy would be rolled out to include the Town Council.

TC16. 04/26 To note Mayors and CEO reports:

Noted.

Cllr L Farnham would like to see a report regarding Car Free Tetbury – The EO explained this was a meeting to discuss promoting arriving in Tetbury Car Free and is ongoing.

TC17. 04/26 Noting draft minutes of Heritage Environment and Community Committee dated Monday 13th April 2026: Noted.

TC18. 04/26 Noting draft minutes of Planning Committee dated 16th March 2026: Noted.

TC19. 04/26 Noting draft minutes of Finance & Scrutiny Committee dated Monday 20th April 2026: Noted.

TC20. 04/26 To note Working Group minutes:

Car Park Working Group – It was noted that this matter is currently being discussed by the Heritage, Environment and Community Committee (HEC). However, considering the recent introduction of current charges at Dolphins Hall and the resulting issues concerning a lack of parking, Members were of the view that this matter should be included as an agenda item for Full Council in June.

TC21. 04/26 To receive County Councillor Report:

Noted.

TC22. 04/26 To receive District Councillor Reports:

Noted.

The Gumstool Committee had approached Cllr N Ind regarding the condition of Gumstool Hill, particularly in relation to potholes and general road surface issues, ahead of the forthcoming Woolsack event. It was noted that these concerns have been raised with the Highways Authority.

TC23. 04/26 To consider correspondence received to date:

Noted.

TC24. 04/26 To receive Members Reports:

Cllr S Scott – Will be joining MP Roz Savage in the house of Parliament after her recent motion in parliament praising the work of charities and highlighting TAYCT. Members of TAYCT have been invited to join Roz and a tour of parliament.

Cllr Steve Scott advised Members that this would be his final meeting as Mayor. Cllr Scott explained that he may be relocating and, in those circumstances, felt it would not be appropriate to continue in the role of Mayor should he be moving away.

Cllr Mark Baker – sincere thanks to Cllr Steve Scott for his dedicated service and significant contribution during his time as Mayor. Appreciation was expressed for his support and leadership within the Finance and Scrutiny functions.

Cllr Judith Tyalor – extended her thanks to the mayor for his service and contribution.

Cllr Kevin Painter – gave his thanks and noted that Cllr Scott had been exactly what the Council needed during his time as Mayor.

Cllr I Watson - Cllr Scott's departure will be a great loss to the Council, particularly considering his strong commitment and ongoing support for the local amateur dramatics' society.

Cllr N Ind - extended her thanks to the mayor and noted that the introduction of the new defibrillator map, which includes the location of blood kits, is a great asset to the town.

Cllr L Farnham – It was suggested that officers investigate the provision of anaphylactic kits. Members noted that Cllr Farnham had recently visited another town where such kits had been installed.

Cllr A Thilthorpe – expressed thanks for the support received while settling into the role. It was also noted that the Monitoring Officer's letter was disappointing to receive as a council.

EO – Victoria Bolwell – extended thanks to the mayor.

CEO – Tara Niblett – extended her thanks to the mayor for his support over the past year in her role. She also informed Members that, as Cllr Steve Scott would not be standing for Mayor for the 2026/27 municipal year, councillors should consider submitting their proposals and seconds accordingly.

TC25. 04/26 Items for inclusion on the June Agenda:

Car parking.

TC26. 04/26 To note the date and time of the Annual Town Meeting, Monday 11th May 2026, St Marys Primary School: Noted

Cllr J Taylor gave apologies.

Cllr N Ind gave her apologies in advance, advising that she may arrive late to the meeting due to attendance at a Planning meeting at Cotswold District Council.

TC27. 04/26 To note the date and time of the Annual Meeting of the Council, Monday 18th May 2026: Noted.

TC28. 04/26 CLOSED SESSION – Resolution to exclude the public and press:

It was proposed by Cllr N Ind, seconded Cllr M Baker 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.

TC29. 04/26 To approve Full Council Closed Session Minutes – Monday 26th January 2026.

It was proposed by Cllr Zowie Baker seconded by Cllr Mark Baker to approve Full Council Closed session minutes – Monday 26th January 2026.

Voting record	For 10	Against 0	Abstain 3	Absent 2
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Meeting closed 8.39pm

Chair Dated

Committee and Date	Annual Meeting of the Council – Monday 18 th May 2026
Agenda item	07.
Subject	To confirm committees and elect members to committees
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>Committees and current elected members:</p> <p><u>Finance & Scrutiny</u></p> <p>Councillors: M Baker, J Taylor, R Smith, Z Baker, S Scott, P Burrell, A Figueiredo, L Farnham</p> <p><u>Planning</u></p> <p>Councillors: J Taylor, P Burrell, M Baker, S Scott, R Smith</p> <p><u>Heritage, Environment and Community</u></p> <p>Councillors: Z Baker, S Sanderson, I Watson, N Ind, A Figueiredo, R Smith</p>
Financial Implications Budget code and cost centre	None
Climate Impact	None
Recommendation	To confirm committees and elect members to committees
Report written by	CEO

Committee and Date	Annual Meeting of the Council – Monday 18 th May 2026
Agenda item	08.
Subject	To elect representatives to public bodies, charitable trusts, working groups
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>Existing representatives to public bodies, charitable trusts and working groups</p> <p><u>Climate Strategy Working Group</u> Councillors: J Taylor, N Ind</p> <p><u>Car Parking Working Group</u> Councillors: J Taylor, A Figueiredo</p> <p><u>Highway Working Group</u> Councillors: Z Baker, M Baker</p> <p><u>Rail Lands Trust x 1 Trustee</u> Councillor Z Baker</p> <p><u>NPHAA Allotments</u> Councillor: N Ind</p> <p><u>Tenants Representative</u> Councillor: S Sanderson</p> <p><u>Police and Crime Commissioner Cotswold Advocacy Scheme</u> None</p> <p><u>Gloucestershire Market Towns Forum</u> Councillor: A Figueiredo</p> <p><u>Tetbury Welfare Charities</u> Councillors: N Ind, Z Baker</p>
Financial Implications Budget code and cost centre	None
Recommendation	To elect representatives for public bodies, charitable trusts and working groups
Report written by	CEO

Committee and Date	ANNUAL MEETING OF THE COUNCIL – Monday 18 th May 2026
Agenda item	09.
Subject	To confirm appointment of bankers and signatories
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>Signatories for all accounts (T Niblett, V Bolwell, S Scott, M Baker)</p> <p>Lloyds Bank – TTC Current Account, VIC Current Account, Police Museum, CIL & Buildings Maintenance</p> <p>Unity Bank – 3-month contingency (account opened May 2026, transferring Contingency funds to this account)</p>
Recommendation	To note bankers and signatories
Report written by	CEO



STANDING ORDERS

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



National Association of Local Councils (NALC)

020 7637 1865 | nalc@nalc.gov.uk | www.nalc.gov.uk

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

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INTRODUCTION

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

HOW TO USE MODEL STANDING ORDERS

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

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

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

DRAFTING NOTES

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

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

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

1. **RULES OF DEBATE AT MEETINGS**

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

the debate on a motion except:

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

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed FIFTEEN minutes

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

- **the vote, and in the case of an equality of votes may exercise their**
- **casting vote whether or not they gave an original vote.**

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

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

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

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

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

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

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

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

4. COMMITTEES AND SUB-COMMITTEES

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

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

5. **ORDINARY COUNCIL MEETINGS**

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

- i **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

- j **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

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

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

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

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

7. PREVIOUS RESOLUTIONS

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

8. VOTING ON APPOINTMENTS

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

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

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

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

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

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

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

11. MANAGEMENT OF INFORMATION

See also standing order 20.

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

12. DRAFT MINUTES

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

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

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

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

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

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

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

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

14. CODE OF CONDUCT COMPLAINTS

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

15. **PROPER OFFICER**

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

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

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least SIX days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Chair or in their absence Vice-Chair the PLANNING Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of PLANNING committee;
- xvi. manage access to information about the Council via the publication scheme; and

retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).
- xvii. All correspondence to the Council should be directed and replied to by the Chief Executive Officer/Proper Officer or Executive Officer.

16. **RESPONSIBLE FINANCIAL OFFICER**

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

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

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

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

18. **FINANCIAL CONTROLS AND PROCUREMENT**

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

Council's accounts and/or orders of payments; and

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

19. **HANDLING STAFF MATTERS**

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

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**
(Below is not an exclusive list).

See also standing order 11.

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

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

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

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

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

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

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

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

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

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

26. **STANDING ORDERS GENERALLY**

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



FINANCIAL REGULATIONS

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



MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

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

Notes to assist in the use of this template:

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

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

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These Financial Regulations were adopted by the council at its meeting held on Monday 18th May 2026.

1. General

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

- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of £3,000;

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. Every month 2 members of the Finance & Scrutiny Committee shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}.
- 2.7. Once a quarter 2 Councillors not assigned to the Finance & Scrutiny Committee shall carry out the internal financial checks.

- 2.8. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

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

- has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Finance & Scrutiny Committee at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the CEO and the Chair of the Finance & Scrutiny committee.
- 4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the Finance and Scrutiny committee not later than the end of October each year.
- 4.6. The draft budget two year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance and Scrutiny committee and a recommendation made to the council.

- 4.7. Having considered the proposed budget and two year forecast, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Finance & Scrutiny committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £25,000 including VAT, the RFO or EO shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £3,000 excluding VAT the RFO or EO shall seek at least [3] fixed-price quotes;

- 5.9. where the value is between £500 and £3,000 excluding VAT, the RFO or EO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the RFO shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Finance & Scrutiny committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- The RFO-under delegated authority, for any items below £500 excluding VAT.
 - The RFO, in consultation with the Mayor and Chair of the Finance & Scrutiny committee, for any items below £2,000 excluding VAT.
 - {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £30,000 excluding VAT}
 - For grant requests under £500, this will be considered in accordance with the grants policy. For grant requests over £500, this will be scrutinised by the Finance & Scrutiny Committee before being discussed at the Heritage, Environment and Community Committee.
 - the council for all items over £3,000 due to the grant budget being set at this amount
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.

- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the RFO may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The RFO shall report such action to the Mayor and Chair of the Finance & Scrutiny Committee as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services {above £500 excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank and Unity Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made in accordance with a resolution of the Finance & Scrutiny committee unless Finance & Scrutiny Committee resolves to use a different payment method.
- 6.6. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.7. The CEO/RFO shall have delegated authority to authorise payments in the following circumstances:

- i. {any payments of up to £500 excluding VAT, within an agreed budget}.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 where the due date for payment is before the next scheduled meeting of the Finance & Scrutiny Committee where the RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Finance & Scrutiny committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £30,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Finance & Scrutiny committee.
- 6.8. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the Finance & Scrutiny committee. The Finance & Scrutiny committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify two councillors along with the RFO and EO who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be authorised by two members of the Finance & Scrutiny Committee designated to approve the monthly payments.
- 7.5. In the prolonged absence of the Service Administrator the EO shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.

- 7.8. A full list of all payments made in a month shall be provided to the next Finance & Scrutiny meeting.
- 7.9. With the approval of Finance & Scrutiny Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are approved by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the Finance & Scrutiny Committee provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are approved by the Finance & Scrutiny Committee, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the Finance & Scrutiny Committee at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the CEO/RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities should not be used on any computer used for council banking.

8. Payment cards

- 8.1. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the CEO/RFO, EO and Grounds Foreman and any balance shall be paid in full each month.
- 8.2. Personal credit or debit cards of members or staff shall not be used {under any circumstances. The only exception is the Police Museum Curator, whose travel and accommodation costs may be covered when these expenses are included within the grant funding received.

9. Payment of salaries and allowances

- 9.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 9.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

- 9.3. Salary rates shall be agreed by the Finance & Scrutiny committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Finance & Scrutiny committee.
- 9.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 9.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 9.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Finance & Scrutiny committee to ensure that the correct payments have been made.
- 9.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 9.8. Before employing interim staff, the council must consider a full business case.

10. Loans and investments

- 10.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 10.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 10.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 10.4. All investment of money under the control of the council shall be in the name of the council.
- 10.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 10.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

11. Income

- 11.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 11.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the CEO. The RFO shall be responsible for the collection of all amounts due to the council.
- 11.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 11.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 11.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 11.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return is submitted every quarter-
- 11.7. Where significant sums of cash are regularly received by the council or the Police Museum, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}

12. Payments under contracts for building or other construction works

- 12.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 12.2. Any variation of, addition to or omission from a contract must be authorised by the CEO to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

13. Stores and equipment

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

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

14. Assets, properties and estates

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

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

14.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

14.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

15. Insurance

15.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

15.2. All new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances will be discussed at the Finance & Scrutiny Committee.

15.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Finance & Scrutiny Committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Finance & Scrutiny committee.

16. [Charities]

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

17. Suspension and revision of Financial Regulations

17.1. The council shall review these Financial Regulations annually and following any change of RFO. The CEO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

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

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

Appendix 1 - Tender process

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

Tetbury Town Council
Fixed Assets and Long Term Investments

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

Tetbury Town Council
Fixed Assets and Long Term Investments

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

Tetbury Town Council
Fixed Assets and Long Term Investments

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

07 Visitor Information Centre

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

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

REMIT OF COUNCIL, COMMITTEES AND WORKING GROUPS

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





Council	2
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Remit of Highways Working Group	9
Remit of Climate Strategy Working Group	10
Remit of the Car Parking Working Group	11

1. COUNCIL

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

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

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

2. COMMITTEES AND WORKING GROUPS

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

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

Working Practices and Officer Support

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

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

WORKING GROUPS

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

3. Remit of the Heritage, Environment and Community Committee

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

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

Heritage, Environment, and Infrastructure

- 3.1 Town signage and street furniture, including bus shelters, litter bins, and benches.
- 3.2 Maintenance of Tetbury Town Council-owned buildings and open spaces, including the Old Court House and designated land as per the Open Spaces policy.
- 3.3 Environmental enhancement projects and sustainability initiatives.
- 3.4 Enhancing and celebrating the historic fabric and heritage of the town.
- 3.5 Overseeing the Visitor Information Centre and promoting tourism in Tetbury.
- 3.6 Maintenance of the closed churchyard at Saint Mary the Virgin and Saint Mary Magdalen, and the burial ground at Saint Saviours.
- 3.7 Annual review of burial regulations and upkeep of burial sites.
- 3.8 Inspection and policy oversight for headstones, memorials, and kerbstones at Saint Saviours burial ground.
- 3.9 Highways matters, including street lighting and traffic management, in collaboration with Gloucestershire County Council.
- 3.10 Support for walking and cycling initiatives to improve accessibility and sustainability.
- 3.11 Town bunting to become the responsibility of the Woolsack Committee following the purchase of new bunting in 2026

Community Engagement

- 3.12 Promoting health and wellbeing initiatives for all age groups.
- 3.13 Developing and maintaining a town directory on the Town Council website for easy access to services.
- 3.14 Coordinating Christmas incentives for residents of Tetbury
- 3.15 To work alongside the business plan to develop the Shop Independent Initiative and seek views of shopkeepers on range of issues.
- 3.16 To co-ordinate the bi-annual Inspiration Awards to acknowledge businesses and residents who go above and beyond.

Committee Operations and Budgeting

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

4. REMIT OF THE PLANNING COMMITTEE

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

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

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

5. REMIT OF THE FINANCE AND SCRUTINY COMMITTEE

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

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

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

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

6. REMIT OF THE HIGHWAYS WORKING GROUP

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

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

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

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

7 REMIT OF THE CLIMATE STRATEGY WORKING GROUP

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

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

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

- provide training to all council employees and councillors to ensure climate change considerations are taken into consideration in all aspects of decision-making and work including the use of carbon neutral vehicles.

Current work includes:

- Working with CDC on the location of electric charging points;
- Working with the Cotswolds Conservation Board to introduce wildflower verges;
- Working with Greening Tetbury to promote good practice, energy saving tips and making Tetbury a plastic free town.

7.5 Councillors to attend meetings on behalf of the Council once they have been appointed by the Committee.

7.6 The Working Group will provide notes which will be submitted to the Heritage, Environment and Community Committee.

7.7 To explore the benefits of the Community Energy Strategy and how this will assist relevant groups and organisations within the town.

9. REMIT OF THE CAR PARKING WORKING GROUP

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

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

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

Committee and Date	ANNUAL MEETING OF THE COUNCIL – Monday 18 th May 2026
Agenda item	14.
Subject	Annual Subscriptions
Accountable Members	All members
Accountable Officer	CEO/RFO
Summary/Purpose	<p>To note all the subscriptions that Tetbury Town Council currently holds.</p> <p>GALC (Advice, Model Policies, Training) Awaiting subscription for 2026/27</p> <p>Southwest Councils (HR assistance) - £555</p> <p>SLCC Membership EO - £360 CEO - £379</p> <p>Canva – Visual Suite - £156</p> <p>Adobe PDF - £239.64</p> <p>Health & Safety - £1200</p> <p>Gov Assist - £432</p> <p>Scribe - £1,332</p> <p>TTC Website - £504</p> <p>VIC Website - £1,400 set up - £300 annually</p> <p>IT Councillors/Staff - £5,499</p> <p>ICO Data Protection - £47</p> <p>Green Tourism VIC - £198</p> <p>Dog Friendly.co.uk - £30</p>
Financial Implications Budget code and cost centre	All values exc VAT
Recommendation	To note yearly subscriptions
Report written by	CEO/RFO

Committee and Date	ANNUAL MEETING OF THE COUNCIL – Monday 18 th May 2026
Agenda item	15.
Subject	Overview of Insurance quotations
Accountable Members	All members
Accountable Officer	CEO/RFO
Summary/Purpose	<p>Presented before you are 2 quotations for the Councils combined insurance which is due for renewal on 1st June 2026. Working within the Financial Regulations (5.8), another broker has been contacted but no quotation was provided.</p> <p>EO, Councillor Scott and Taylor, met with the current provider, at the meeting it was requested we receive quotations to include Terrorism cover.</p> <p>Quotation 1 - has terrorism cover built in within the Public Liability part of the policy with cover up to £5m.</p> <p>Quotation 2 – terrorism is a separate policy. The Terrorism covers material damage (buildings and contents) and business interruption for a loss; the cover is unlimited.</p> <p>Quotation 1 – TTC would have to be signed into a 3-year Long Term Arrangement, they do not provide a 1-year contract.</p> <p>Quotation 2 – TTC has the option for a 1-year contract or sign up to a 3-year Long Term Arrangement.</p> <p>Both companies agree not to increase the annual insurance premium expect for the following reasons:</p> <ul style="list-style-type: none"> • When there are changes to the material facts concerning the policy. • Policy changes where the sums insured for assets covered loss or damage are increased or decreased • The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage • The imposition by the Government of a higher rate of Insurance Premium Tax.
Financial Implications	Quotation 1 - £5,685.99
Budget code and cost centre	Quotation 2 - £5,988.65 + £148.03
Climate Impact	N/A
Governance and Legislation	Local Government Act 1972, section 140.
Recommendation	To recommend proceeding with quotation 2.
Report written by	CEO/RFO



Tetbury
Town Council



Ms Tara Niblett
TETBURY TOWN COUNCIL
The Old Court House
63 Long Street
TETBURY
Gloucestershire
GL8 8AA

Select for Local Councils Policy Schedule (Quote)

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	TBC
Insured	TETBURY TOWN COUNCIL
Business	Parish / Town Council
Period of Insurance	
From	01 st June 2026
To	31 st May 2027


and any other period for which cover has been agreed.

Annual Premium	£5,685.99
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Long Term Agreement:	Not Applicable
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Preparation Date	29 th April 2026
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Prepared by	
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Policy Form Reference	MLAACH10
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Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.



Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.



Lines of Cover applying

Part A – Material damage

Table Headings

- Contents (a) Furniture, fixtures, fittings and tenants improvements
- Contents (b) Other contents and consumable stock not specified below including printed books and unused stationery
- Contents (c) Computer equipment, other office equipment and sports equipment
- Contents (d) Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
- Contents (e) Tobacco
- Contents (f) Camcorders, videos and gaming machines
- Contents (g) Civic Regalia

Sums Insured

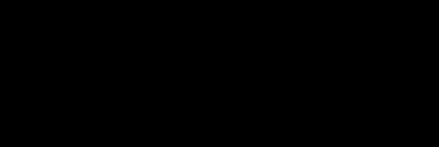
Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. The Old Courthouse, 63 Long Street, Tetbury, Gloucestershire, GL8 8AA	£1,603,478.00	£8,000.00	£100,512.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Church Wall, St Saviours Church, Tetbury, Gloucestershire, GL8 8DS	£55,125.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Church Wall, St Mary's Church, Tetbury, Gloucestershire, GL8 8DN	£220,500.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3
 Insured Perils applicable to Material Damage : 1-13, 15 & 16

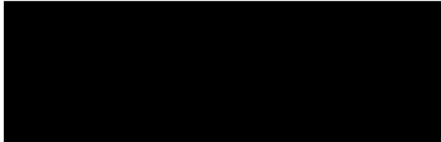
Excesses Applicable to Premises 1, 2 & 3

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250



Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)



Part B – Business interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£10,000	12	N/A		£10,000	12

For Premises: 1, 2, 3

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

Operative Endorsements:

None



Part C – All risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

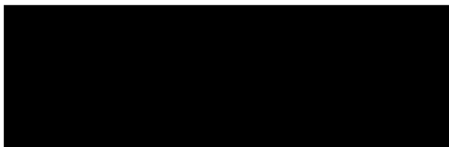
Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the territorial limits.

Item Description	Sum Insured	Excess
Gates and Fences	£31,827.00	£100
Street Furniture	£39,000.00	£100
War Memorial	£27,408.00	£100
Playground Equipment	£125,000.00	£100
Civic Regalia	£14,428.00	£100
Gardening Equipment and Machinery	£14,619.00	£100
All Business Equipment	£5,000.00	£100
Defibrillators	£5,000.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)



Part D – Money

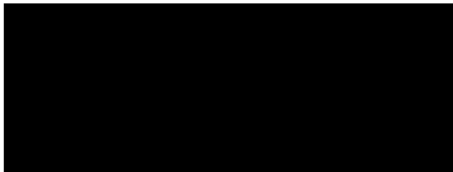
	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any member or employee	£250
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of Section 1 – Special Definitions, the definition of Person Insured is extended to include any person between the ages of 16 and 90.



Part E – Public liability

Limit of Indemnity: £15,000,000

Operative Endorsements: None

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None



Part H – Libel and slander

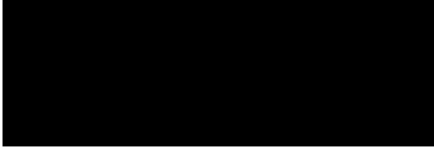
Sum Insured

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None



Part N – Fidelity guarantee

Persons Guaranteed:
All members and employees

Sum Guaranteed
£1,000,000

Excess: £100 each and every loss

Operative Endorsements:

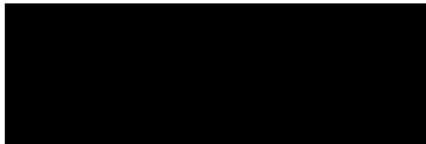
None

Part O – Personal accident

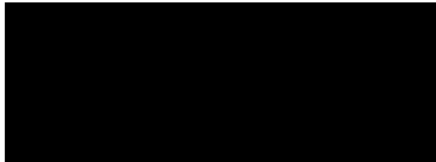
The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business
B	member	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
C	volunteer	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
D	key personnel as follows: Clerk	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	£100,000.00	£100,000.00	£Nil	£100,000
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	£100,000.00	£100,000.00	£Nil	£100,000
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	£100,000.00	£100,000.00	£Nil	£100,000
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	£100,000.00	£100,000.00	£Nil	£100,000



5. Permanent Partial Disablement	See section 2.16	See section 2.16	See section 2.16	See section 2.16
6. Paraplegia	£75,000	£75,000	£Nil	£75,000
7. Quadriplegia	£125,000	£125,000	£Nil	£125,000
8. Temporary Total Disablement	£500.00 per week	£500.00 per week	£Nil	£500 per week for up to 10 weeks and £100 per week thereafter
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
Operative endorsements				
Endorsement title:	Endorsement wording:			
1	Special Exclusion 2 of Section 3 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			
2	<p>Key Personnel Cover Extension.</p> <p>The following activities are excluded:</p> <ul style="list-style-type: none"> a) motor cycling b) racing of any kind other than on foot c) winter sports other than skiing or snowboarding in the United Kingdom on a dry ski slope or within a snow dome, skating or curling d) aerial pursuits including but not limited to ballooning, bungee-jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending e) jet skiing or white water rafting f) mountaineering or rock climbing using ropes or guides g) hiking, trekking or mountaineering above 3,000 metres h) caving using caving equipment i) diving using external breathing apparatus 			



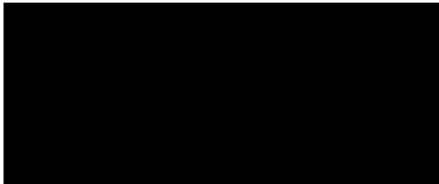
Part P – Legal expenses

Insured Incidents:

- | | |
|--|-------------|
| 1. Employment Disputes and Compensation Awards | Operative |
| 2. Legal Defence | Operative |
| 3. Statutory Licence Appeal | Operative |
| 4. Contract Disputes | Inoperative |
| 5. Debt Recovery | Inoperative |
| 6. Property Protection and Bodily Injury | Operative |
| 7. Tax Protection | Operative |

Limit of Indemnity: £200,000

Operative Endorsements: None



General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

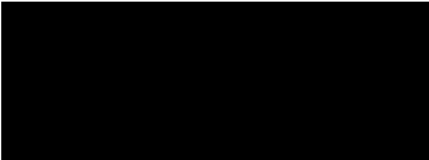
2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling [REDACTED] or emailing [REDACTED] may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for [REDACTED] are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.



[Redacted text block]

[Redacted text block]

[Redacted text block]

Quote Reference - [REDACTED]

INSURANCE DETAILS

Period of insurance : Continuous cover from 01/06/2026 until the policy is cancelled
Date issued to insured : 01/04/2026
Underwritten by : [REDACTED] on behalf of the insurers listed for each section of the policy
Payment method : Payment by Broker's Account

INSURED DETAILS

Insured : Tetbury Town Council
Address : The Old Court House
Tetbury
GL8 8AA
Additional insureds : There are no Additional Insureds on this policy
Business : Town Council
General terms and conditions wording : [REDACTED]
The General terms and conditions apply to this policy in conjunction with the specific wording detailed in each section below

PREMIUM DETAILS

[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Total Due
AJG Community Schemes	Hiscox Insurance Company Limited	£5,280.04	£633.61	£75.00	£5,988.65
AJG Terrorism Quotation	Hiscox Insurance Company Limited	£132.17	£15.86	£0.00	£148.03
Total		£5,412.21	£649.47	£75.00	£6,136.68

[REDACTED]

Local councils & not-for profit organisations scheme

PROPERTY – BUILDINGS

Section wording
Insurer

Premises address	Sum insured
The Old Court House, The Old Court House, Tetbury, GL8 8AA	£1,603,478
St Saviours Church Wall, St Saviours Church, Tetbury, GL8 8DS	£55,125
St Mary's Church Wall, St Mary's Church, Tetbury, GL8 8DN	£220,500

Item description	Excess	Amount Insured
Total Buildings	£250	£1,879,103
Gates and fences	£250	£31,827
Fixed outside equipment	£250	£0
Street furniture	£250	£39,000
War memorials	£250	£27,408
Playground equipment	£250	£125,000
Sports surfaces	£250	£0
Other surfaces	£250	£0
Rent receivable	£250	£8,000

Excess applies to: Each and every loss

Special excesses

Losses from subsidence £1,000 each and every loss

Additional cover (in addition to the overall limit/amount insured above)

Trace and access	£5,000
Emergency services	£5,000
Loss prevention costs	£25,000
Additions to buildings	£50,000
Inadvertent omissions	£500,000
Trees, shrubs and plants	£25,000
Bequeathed buildings	£50,000
Discharge of oil	£10,000 in total during any one period of insurance, across all Property sections combined
Contract works and site materials	£75,000

Endorsements

308.0.2
6469.0

Flat roof condition
Addition of cover: under insurance restriction (Buildings)



6728.0

Removal of cover: cyber claims and losses



PROPERTY – CONTENTS**Section wording**
Insurer

Item description	Excess	Amount Insured
General contents including computer and ancillary equipment	£250	£71,465
Civic Regalia	£250	£14,428
Gardening equipment, plant and machinery	£250	£14,619
Sports equipment	£250	£0
Rent payable	£250	£0

Excess applies to Each and every loss
Geographical limits: United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man

Additional cover (in addition to the overall limit/amount insured above)

Costs following glass breakage	£10,000
Additions to contents	£10,000 or 10% of the amount insured for contents, whichever is the greater
Money in the insured location while open for business or in a locked safe	£1,000
Money in transit or at the home of any councillor, trustee, employee or volunteer	£1,000
Money at all other times	£1,000
Money - non-negotiable instruments	£250,000
Identity fraud	£5,000
Personal effects	£5,000
Reconstitution of electronic data	£5,000
Reconstitution of other business documents	£5,000
Lock replacement	£10,000
Building damage by theft	£10,000
Personal assault - death	£10,000 per person
Personal assault - total loss or permanent and total loss of use of one or more limbs	£10,000 per person
Personal assault - total and irrecoverable loss of sight in one or both eyes	£10,000 per person
Personal assault - disablement which totally prevents the injured person from carrying out all parts of their usual occupation	£100 per week up to a maximum of 104 weeks
Metered water and fuel	£5,000
Outdoor items	£5,000
Marquees	£10,000
Refrigerated stock	£2,500
Undamaged tenant's improvements	£5,000
Contents temporarily elsewhere including whilst in transit	£25,000 or 10% of the amount insured for contents, whichever is the less

Defective title – fine art	£10,000
Continuing hire charges – in total across all Property sections	£10,000
Exhibitions stands and equipment temporarily elsewhere	£25,000 or 10% of the amount insured for contents, whichever is the less
Defibrillators	£5,000
Bequeathed property	£5,000
Fund raising events	£5,000
Contents kept at home	£25,000 or 10% of the amount insured for contents, whichever is the less
Fraud and dishonesty	£700,000 the aggregate per period of insurance

Endorsements

240.3	Minimum security condition
6226.0	Addition of cover (Travel expenses)
6729.0	Removal of cover: cyber claims and losses
6349.1	Floating amount insured (Contents)
6222.0	Amendment of cover (Fidelity guarantee)

PROPERTY AWAY FROM THE PREMISES

Wording Insurer

Item description	Excess	Amount Insured
All business equipment	£250	£5,000

Excess applies to: Each and every loss
Geographical limits: European Union, United Kingdom of Great Britain and Northern Ireland, Channel Islands, Isle of Man and Gibraltar

Endorsements

65.00	Contents temporarily elsewhere
6729.0	Removal of cover: cyber claims and losses

PROPERTY – BUSINESS INTERRUPTION

Section wording Insurer

Item description	Indemnity period	Amount Insured
Loss of income	12 months	£10,000
Additional increased costs of working	12 months	£10,000

Additional cover (in addition to the overall limit/amount insured above)

Key person	£400 per week up to a maximum of £10,000 per period of insurance.
Unauthorised use of public utilities	£100,000 or the total amount insured for Business

interruption, whichever is less

Special limits (included within and not in addition to the overall limit/amount insured above)

Denial of access	£100,000 or the total amount insured for Business interruption, whichever is less
Non-damage denial of access	£100,000 or the total amount insured for Business interruption, whichever is less
Bomb threat	£100,000 or the total amount insured for Business interruption, whichever is less
Suppliers	£100,000 or the total amount insured for Business interruption, whichever is less
Public utilities	£100,000 or the total amount insured for Business interruption, whichever is less
Public authority	£100,000 or the total amount insured for Business interruption, whichever is less
Failure of safety equipment	£100,000 or the total amount insured for Business interruption, whichever is less
Loss of attraction	£100,000 or the total amount insured for Business interruption, whichever is less
Alternative hire costs	£5,000
Equipment breakdown	Not insured

Endorsements

6731.0	Removal of cover: cyber claims and losses
6820.0	Amended definition: income
6350.1	Floating amount insured (Business interruption)

EMPLOYERS' LIABILITY

Section wording	
Insurer	
Limit of indemnity	£10,000,000
Limit applies to	Each and every occurrence including costs
Geographical limits	Worldwide
Applicable court	United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man

Special limits (included within and not in addition to the overall limit/amount insured above)

Criminal defence costs	£100,000 in the aggregate
Terrorism	£5,000,000 in the aggregate

Endorsements

3121.0	Employers Liability Tracing Office (ELTO) - mandatory information required
6734.0	Confirmation of cover: cyber claims

PUBLIC AND PRODUCTS LIABILITY

Section wording	
Insurer	
Limit of indemnity	£10,000,000
Limit applies to	Each and every occurrence, defence costs in addition, other than for pollution or for products to which a single aggregate policy limit including defence costs applies
Excess	£250
Excess applies to	Each and every claim for property damage only
Geographical limits	United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man, the European Union and Gibraltar

Applicable courts United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man, the European Union and Gibraltar

Additional cover (in addition to the overall limit/amount insured above)

Unauthorised use of third party telephones by your employees £2,500 any one period of insurance
Loss of excess or no claims discount £250 any one period of insurance
Loss of third party keys £2,500 any one period of insurance
Defamation and intellectual property rights £500,000 any one period of insurance

Special limits (included within and not in addition to the overall limit/amount insured above)

Criminal defence costs £100,000 in the aggregate
Pollution defence costs £100,000 in the aggregate
Hirer liability £5,000,000 in the aggregate

Endorsements

6080.0 Firework and bonfire condition endorsement
6735.0 Removal of cover: cyber claims

OFFICIALS' AND TRUSTEES' INDEMNITY

Section wording [REDACTED]
Insurer [REDACTED]
Policy limit £500,000
Limit applies to In the aggregate including costs
Legal representation costs £15,000
Legal representation basis In the aggregate any one period of insurance
Geographical limits United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man
Applicable courts United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man

Endorsements

705.4 Prior and pending litigation date
3215.0 Amendment of cover: cyber claims (DO)
3216.0 Amendment of cover: breach of professional duty (DO)

COMMERCIAL LEGAL PROTECTION (DAS)

Section wording [REDACTED]
Insurer [REDACTED]
Section limit £100,000
Limit applies to All claims resulting from one or more event arising at the same time or from the same originating cause
Excess £200
Excess applies to Each and every claim arising from aspect enquiries only
Geographical limits For insured incidents 2 Legal Defence (excluding 2(4)), and 3(b) Bodily Injury: The European Union, the United Kingdom of Great Britain and Northern Ireland, the Isle of Man, the Channel Islands, Albania, Andorra, Bosnia Herzegovina, Croatia, Gibraltar, Iceland, Liechtenstein, Macedonia, Monaco, Montenegro, Norway, Romania, San Marino, Serbia, Switzerland and Turkey (west of the Bosphorus). For all other insured incidents: The United Kingdom of Great Britain and Northern Ireland, the Isle of Man and the Channel Islands

Endorsements

524.0 Commercial legal protection (charities)

PERSONAL ACCIDENT

Section wording
Insurer

Personal accident

Capital benefit	£100,000
Temporary benefit	£500 per week
Medical expenses	£10,000
Insured persons	Councillors, trustees, volunteers and employees of the insured
Operative time	While working for you or on your behalf

Special limits (included within and not in addition to the overall limit/amount insured above)

Death	100% capital benefit amount per person
Loss of one limb	100% capital benefit amount per person
Loss of one eye	100% capital benefit amount per person
Loss of two limbs	100% capital benefit amount per person
Loss of two eyes	100% capital benefit amount per person
Loss of one limb and one eye	100% capital benefit amount per person
Loss of hearing	100% capital benefit amount per person
Loss of speech	100% capital benefit amount per person
Permanent total disablement	100% capital benefit amount per person
Temporary total disablement	£500 per week, up to a maximum of 104 weeks, an excess of 14 days applies
Temporary partial disablement	£500 per week, up to a maximum of 104 weeks, an excess of 14 days applies
Maximum accumulation	£1,000,000 any one loss in the aggregate

Endorsements

6752.0 Amendment of cover: cyber claims and losses

CRISIS CONTAINMENT

Wording
Insurer
Limit of indemnity
Limit applies to
Geographical limits

£25,000
Per crisis and in the aggregate during any one period of insurance
The United Kingdom of Great Britain and Northern Island, the Isle of Man and the Channel Islands.

Special limits (included within and not in addition to the overall limit/amount insured above)

Outside working hours discretionary crisis mitigation costs £2,000

Endorsements

9003.0 Crisis containment provider: Hill Knowlton

Annual Community Infrastructure Levy Report

Tetbury Town Council

1st April 2025 – 31st March 2026

This report is published on Tuesday 19th May 2026 by Tetbury Town Council in accordance with the CIL Regulations 2010 (as amended) and we have formally notified our local CIL Charging Authority Cotswold District Council.

Produced by Tara Niblett (Chief Executive Officer/Responsible Finance Officer)

Neighbourhood CIL Figures	Amount
Unspent CIL Receipts prior to April 2025	£ 8209.72
CIL Receipts for 2025/26	£ 42241.54
Total CIL Receipts held	£ 50451.26
Total Expenditure 2025/26	£ 8,794.79
Total Retained 2025/26 (receipts minus expenditure) <i>(to be carried over to 2026/27)</i>	£ 41,656.47

*Neighbourhood CIL receipts must be spent within 5 years. Otherwise, they must be returned to Cotswold District Council and added to the strategic CIL fund.

Further information on the Community Infrastructure Levy in Cotswold District, please visit www.cotswold.gov.uk/CIL.

Detail of CIL expenditure

Project name and location: Tetbury Trail Resurfacing Second Phase, Rail Lands

Brief description of works undertaken:

Tetbury Town Council were approached to assist with the deficit of £5,000 for resurfacing the second phase of the Tetbury Trail which is part of the old railway line.

Completing the all-weather surface along the Tetbury Trail to the Trouble House has allowed all year access for pedestrians, cyclists, equestrians, parents with prams/buggies and particularly the disabled who often find it difficult to access the countryside, and will join up the existing areas of the Tetbury Trail that have already been resurfaced.

The Tetbury Trail project accumulated funds of £19,500 towards the project along with pledges of £2,000 from GCC PROW team, £25,000 from the Enover Community Trust and £5,000 from the Rowlands Trust leaving a deficit of £5,000. The Town Council resolved to provide CIL funds to complete this project.

April 2025

Total Project Costs	£56,500
Match Funding Secured	£51,500
Amount of CIL expenditure committed	£5000

Detail of CIL expenditure

Project name and location: Defibrillator battery and pads, various locations in Tetbury

June and November 2025

Detail of CIL expenditure

Brief description of works undertaken:

Over the past few years Tetbury Town Council have purchased and installed 8 defibrillators in various locations in and around the town.

At a recent Full Council meeting, it was resolved that any expenses for the defibrillators would be taken from the CIL fund.

We have purchased batteries and pads to replenish certain defibrillators that have been used to assist in medical emergencies.

June and November 2025

Total Project Costs	£629.00
Match Funding Secured	£0.00
Amount of CIL expenditure committed	£629.00

Detail of CIL expenditure

Project name and location: To replace existing playground signs

Brief description of works undertaken:

Tetbury Town Council resolved to purchase new playground signs at Webb Road and Suffolk Close, for the playgrounds owned and maintained by the Council.

The new signs now have up-to-date information regarding the opening hours for the minor injuries' unit at Tetbury and Cirencester Hospital, Town Council contact details and information regarding the conditions of use.

September 2025

Total Project Costs	£943.39
Match Funding Secured	£0.00
Amount of CIL expenditure committed	£943.39

Detail of CIL expenditure

Project name and location: Standalone Bleed Kits, Various locations in Tetbury

Brief description of works undertaken:

Following the positive feedback from residents of the town when the first bleed kit was installed at the top of Gumstool Hill, Tetbury Town Council resolved to purchase 8 further bleed kits to sit alongside the defibrillators that are sited in and around the town.

Purchasing the additional bleed kits will ensure that lifesaving equipment is readily available at multiple locations and will further strengthen the Council's emergency response infrastructure.

The bleed kits purchased are designed to provide essential equipment for the immediate treatment of catastrophic bleeding, including severe injuries from accidents or incidents involving sharp objects.

March 2026

Total Project Costs	£2221.80
Match Funding Secured	£0.00
Amount of CIL expenditure committed	£2221.80



MALMESBURY TOWN COUNCIL

Claire Mann
Town Clerk of Malmesbury

The Town Hall
Malmesbury
Wiltshire
SN16 9BZ
Telephone: (01666) 822143
E-mail: administration@malmesbury.gov.uk

The Worshipful Mayor

1st May 2026

Dear Mayor

New Mayor of Malmesbury Robing Ceremony – Thursday 28th May 2026

On behalf of Malmesbury Town Council I am delighted to invite you to the new Mayor of Malmesbury Robing Ceremony (formerly Mayor Making) to be held on Thursday 28th May 2026 in Malmesbury Town Hall at 6.45pm for a 7.00pm start.

Chains of Office may be worn.

You are invited to take light refreshments in the Town Hall following the Ceremony.

The election for the incoming Mayor and Deputy Mayor of Malmesbury takes place prior to the robing ceremony on Thursday 14th May 2026. Details of the newly elected Mayor and Deputy Mayor will be placed on our website following the Annual Meeting of the Council.

An RSVP via email to administration@malmesbury.gov.uk by **Friday 22nd May 2026** will be much appreciated or a phone call on the above telephone number.

I look forward to hearing from you.

Yours faithfully,

Claire Mann
Town Clerk



PRESS RELEASE – “HIDDEN HARDSHIP” EXHIBITION

Cirencester Ashcroft Church & Centre are pleased to announce that we are hosting an exhibition called ‘*Hidden Hardship*’ based on research by Dr Stephanie Denning of Coventry University. The exhibition features a number of panels highlighting findings from the research and illustrated by Beth Waters.

Dr Denning’s research aim is to understand the experiences of people in hardship in the rural North Cotswolds. Research into hardship has tended to focus more on urban areas than rural areas. This is a problem because we cannot assume that what happens in urban areas is the case in rural areas

The exhibition will run from **Saturday 13th June to Friday 19th June 2026**, and will be open to the public without charge between **12 noon and 2pm each day**. It will coincide with the 2026 South Cotswolds Foodbank Food Poverty report launch on Wednesday 17th June, and a special act of worship on Sunday 14th June. Resources are available at the exhibition or can be obtained from the *Hidden Hardship* website (<https://hiddenhardship.coventry.ac.uk/>) and include:

Hidden Hardship Short Storybook;

Hidden Hardship briefing and full report for Policymakers and Community Leaders;

Hidden Hardship Devotional Study Guide.

We hope that the Exhibition will provide a timely and informative stimulus to policy makers and agencies across the Cotswolds, as well as those who share a concern for addressing the many hidden needs across our communities.

For further information please contact Andy Rickell, Chair of Trustees of Cirencester Ashcroft Church at andyrickell@sky.com.

Cirencester Ashcroft Church is a Methodist/URC joint church, located at 21 Ashcroft Road, Cirencester, GL7 1RA, phone 01285 651145. We have a distinct emphasis on being inclusive and supporting those facing poverty, exclusion and loneliness; and host a wide range of local community and social action groups.

Good morning

I just wanted to get in touch to express my appreciation to the team responsible for the maintenance and upkeep of St Saviour's Churchyard, particularly the person / people steering the grass cutting work.

We live a long way away and can only visit my parents' grave infrequently, which we did last Friday morning.

It was a pleasure to see the churchyard so well kept and cared for – please convey my gratitude to all concerned.

Lancaster

Annual Meeting of the Council – Monday 18th May 2026
Agenda 18. Correspondence Received – Goods Shed Project

I have been putting together a grant application to The National Heritage Lottery Fund for funds to build the proposed new cafe, now that we have finally got planning permission, and it has raised several queries.

Although, as our landlords, you sent us a letter supporting the project, you will obviously need oversight of the building project itself. The question then arises of how much TTC would want to be involved in the actual day-to-day running of the project? I had initially assumed, probably wrongly, that we would raise the money, contract the builders and manage the project - which we would still be happy to do in consultation with the council. We already have a potential project team, quotes from three builders, risk assessments and a project timetable in the pipeline.

There is also the question of VAT which I understand would not be payable if you contracted the builders. Since all the funding would come from grant bodies, it could include VAT at no extra cost to us, but it would undoubtedly be easier to raise the money needed if VAT was removed, reducing the amount from £350,000 to £280,000.

We would very much like to start work on the project early next year, as it has already been in the pipeline for four years and costs continue to increase, but appreciate we need the Council's approval to continue.

I would be very grateful for any indication of how you would like to proceed so that I can continue to try and raise the money, without which nothing can go ahead!

Many thanks for TTC support so far and I look forward to us being able to finally take this forward.