

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
Monday 8th June 2026 at 7pm

Present

Town Councillors: Z Baker, J Taylor, L Farnham, R Smith

Officer T Niblett (CEO/RFO)

Public Cllr I Watson (ex-officio), 1 member of the public

FS01. 06/26 To elect a Chair:

Proposed by Councillor L Farnham, seconded by Councillor R Smith to nominate Councillor Z Baker as Chair. All approved – Councillor Z Baker duly elected

FS02. 06/26 To elect a Vice Chair:

Proposed by Councillor R Smith, seconded by Councillor Z Baker to nominate Councillor J Taylor as Vice Chair. All approved – Councillor J Taylor duly elected.

FS03. 06/26 To note apologies:

Apologies received from Councillor S Scott – Personal reasons

FS04. 06/26 Declarations of interest:

None

FS05. 06/26 Public Consultation:

Disappointed that this has become a committee with very few members.

FS06. 06/26 To approve minutes of the meeting held on Monday 20th April 2026:

It was proposed by Councillor L Farnham, seconded by Council Z Baker to approve the minutes of the meeting held on 20th April 2026.

Voting Record: For – 4, Against – 0, Absent – 1

FS07. 06/26 To note action points from previous meetings:

FS12. 10.25 – St Saviours grounds belong to the Diocese of Gloucester

FS12. 03/26 – New Vehicle Requirements – place on hold until we receive confirmation regarding Local Government Reorganisation and how this will affect the Town Council grounds team

FS11. 03/26 – Open Unity bank account – completed

FS11. 03/26 – More information has been received regarding CCLA Public Sector Fund

FS18. 03/26 – Updates from Police Museum – Received – meeting arranged for 17th June

FS12. 04/26 – Cyber Insurance – Renewed

FS13. 04/26 – Combined Insurance – Renewed

FS08 06/26 To note bank reconciliation and financial summary for April:

As of 30th April 2026, it was noted that TTC Current Account held £34,535.20, TTC Deposit Account £462,323.87, VIC Current Account £1,352.35, Police Museum £2,515.55, Contingency £92,526.07, CIL and Buildings Maintenance £103,236.67. Although not an agenda item the bank reconciliation as of 31st May 2026, it was noted TTC Current Account held £12,897.07, TTC Deposit Account £405,597.54,

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Unity bank contingency £100,000, CIL and Buildings Maintenance £124,411.75, VIC Current Account £1,628.08, Police Museum £10,049.05, Lloyds bank contingency – zero.

FS09. 06/26 To note Income and Expenditure for Month 1:

Noted – Committee advised they preferred the summary report as this gave a more detailed overview of the council's finances.

FS10. 06/26 To approve June payments and estimate transfer of funds:

It was noted that Tetbury Town Council June payments totalled £34,012.10, VIC June payments totalled £2,060.61 and Police Museum totalled £1,187.50. It was proposed by Councillor L Farnham, seconded by Councillor R Smith to approve the June Payments.

Voting Record: For – 4, Against – 0, Absent – 1

It was requested that we have a transfer of funds of £2,000.00 from TTC Deposit Account to the VIC Account and £30,000.00 transfer of funds from the TTC Deposit Account to the TTC Current Account. It was proposed by Councillor L Farnham, seconded by Councillor R Smith to approve the transfer of funds.

Voting Record: For – 4, Against – 0, Absent – 1

FS11. 06/26 To allocate two Councillors to sign off payments:

Councillor J Taylor and Councillor I Watson will sign off the June payments.

FS12. 06/26 To discuss and approve obtaining valuations for The Old Courthouse:

The committee have requested more information before approving the valuation for the Old Courthouse – *July agenda item*

FS13. 06/26 To discuss and approve Subject Access Request Form:

The request form follows 7.1 and 8.1 of the Town Council's Data Protection and Information Management Policy. It was proposed by Councillor L Farnham, seconded by Councillor J Taylor, to amend the form to include points 7.1 and 8.1 and to approve the subject access request form.

Voting Record: For – 4, Against – 0, Absent – 1

FS14. 06/26 To note closure of TTC Contingency Bank Accounts with Lloyds and transfer of funds to Unity Bank:

Following the recent resolutions in Full Council to increase the contingency to £100,000 (TC08. 12/25) and to open the Unity Bank account (FS08. 03/26) the CEO/RFO confirmed that these resolutions have been carried out with the Unity bank account opening in May 2026, and the Lloyds Bank officially closed 23rd May 2026.

FS15. 06/26 To discuss budget preparations for 2027/2028:

The Heritage, Environment and Community Committee have requested that any underspends to the Playground Inspection & Repair budget are earmarked to assist with future repairs to the play areas

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owned by the Council. It was noted that in the budget lines for 2026/27 the Police Museum is noted as Honoraum and not staff costs. CEO/RFO to provide 3 years of staffing costs to assist with budgeting for 2027/2028.

FS16. 06/26 Correspondence Received:

none

FS17. 06/26 Councillor Reports:

Councillor R Smith – Glad to see Councillor Z Baker taking on Chairmanship Role

Councillor I Watson – First time at a finance meeting and advised run very professionally

FS18. 06/26 Items for next meeting:

Budget, Building Valuations

FS19. 06/26 Date of next meeting – Monday 13th July 2026, 7pm, Tetbury Library, Close Gardens

Councillor L Farnham sent apologies for this meeting.

Meeting closed 7.50pm

Chair **Dated**