

**MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE**  
**Held at Tetbury Library, Close Gardens, Tetbury**  
**Monday 13<sup>th</sup> July 2026 at 7pm**

Present

Town Councillors: Z Baker (Chair), J Taylor (Vice Chair), R Smith

Officer T Niblett (CEO/RFO)

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

**FS01. 07/26 To note apologies:**

Apologies received from Councillor S Scott – Personal reasons  
Councillor L Farnham – Work

**FS02. 07/26 Declarations of interest:**

None

**FS03. 07/26 Public Consultation:**

Resident advised they missed Councillor P Burrell as a committee member.

**FS04. 07/26 To approve minutes of the meeting held on Monday 8<sup>th</sup> June 2026:**

It was proposed by Councillor J Taylor, seconded by Councillor R Smith to approve the minutes of the meeting held on Monday 8<sup>th</sup> June 2026.

**Voting Record: For – 3, Against – 0, Absent – 2**

**FS05. 07/26 To note action points from previous meetings:**

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

FS18. 03/26 – Meeting with Police Museum Curator has been postponed, will advise Committee of new date

**FS06. 07/26 To note bank reconciliation and financial summary for June:**

As of 30<sup>th</sup> June 2026, it was noted that TTC Current Account held £9,307.35, TTC Deposit Account £373,802.61, VIC Current Account £2,108.90, Police Museum £12,763.03, Contingency £100,198.91, CIL and Buildings Maintenance £124,468.63.

**FS07. 07/26 To note Income and Expenditure for Month 3:**

Noted – Requested cost code 5024 is removed as this is a duplicate of the existing Equipment & Repairs.

**FS08. 07/26 To approve June payments and estimate transfer of funds:**

It was noted that Tetbury Town Council July payments totalled £27,442.53, VIC July payments totalled £2,366.57, Credit Card July payments totalled £802.54, and Police Museum totalled £1,193.11.

It was requested that we have a transfer of funds of £2,500.00 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.

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It was proposed by Councillor Z Baker, seconded by Councillor J Taylor to approve the July Payments and transfer of funds.

**Voting Record: For – 3, Against – 0, Absent – 2**

**FS09. 07/26 To allocate two Councillors to sign off payments:**

Councillor Z Baker and Councillor R Smith will sign off the August payments.

**FS10. 07/26 To discuss and approve obtaining valuations for The Old Courthouse:**

The current Reinstatement Cost Assessment (RCA) Valuation Survey was carried out in August 2023, and it is due for renewal in August 2026. It was noted that we advise the company that the Goods Shed report does not need to include the Railway Carriage, bar, storage and signal box as these items do not belong to the Town Council. It was proposed by Councillor J Taylor, seconded by Councillor R Smith to proceed with the independent report.

**Voting Record: For – 3, Against – 0, Absent – 2**

**FS11. 07/26 To discuss and approve recommendations from the Internal Auditor Report:**

The committee noted that many examples of good practice are being achieved across the Councils financial administration and governance processes. Members expressed their appreciation for the work undertaken by the RFO in implementing and maintaining these standards. It was noted that the dual signatories on the banks have been amended to the current Mayor and Deputy Mayor.

**FS12. 07/26 To discuss and recommend to Full Council Biodiversity Policy:**

The committee thanked Councillor J Taylor and the EO for reviewing the Biodiversity Policy, following amendments this to be recommended to Full Council for approval.

**FS13. 07/26 To discuss and recommend to Full Council Complaints Policy:**

Following a minor amendment, the Complaints Policy to be recommended to Full Council for approval.

**FS14. 07/26 To discuss and approve Financial Reserves Policy:**

Following a few minor amendments, it was proposed by Councillor Z Baker, seconded by Councillor J Taylor to approve the Financial Reserves Policy.

**Voting Record: For – 3, Against – 0, Absent – 2**

**FS15. 07/26 To discuss and approve Investment Strategy Policy:**

It was proposed by Councillor J Taylor, seconded by Councillor R Smith to approve the Investment Strategy Policy.

**Voting Record: For – 3, Against – 0, Absent – 2**

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**FS16. 07/26 To discuss and recommend to Full Council Community Infrastructure Levy Policy:**

Following the request to include within the application form 'Implications for climate strategy' the Community Infrastructure Levy Policy to be recommended to Full Council for approval.

**FS17. 07/26 To discuss budget preparations for 2027/2028:**

It was recommended that we look at the 3-month contingency funds to make sure they will cover the Town Councils 3-month expenditure. RFO advised that following the account being transferred to Unity Bank this account is receiving more interest than with Lloyds Bank.

Heritage, Environment and Community Committee have provided a budget request to the Finance & Scrutiny Committee, the tree budget has increased by £3,000, this is to include the tree survey that is carried out every 3 years. Reduce bunting installation by £500.

As requested in the Finance & Scrutiny meeting on Monday 13<sup>th</sup> June 2026, 3-year staffing cost has been provided.

Telephone quotations have been received from 3 companies, CEO to request reviews of companies, their terms and conditions, and a more accurate figure from year 3 when the existing termination charges will have been paid. Need to ascertain if the system, installation and programming costs are an on-going charge or one-off fee.

**FS18. 07/26 Correspondence Received:**

HMRC mileage rates have been revised for the first time since 2011. Mileage for cars and vans for the first 10,000 miles 55p per mile, 25p after 10,000 miles, motorcycles 24p per mile and bicycles 20p per mile.

**FS19. 07/26 Items for next meeting:**

Budget

**FS20. 07/26 Date of next meeting – Monday 14<sup>th</sup> September 2026, 7pm, Tetbury Library, Close Gardens**

**FS21. 07/26 Closed Session – Exclusion of Public and Press**

**To consider the exclusion of public and press in accordance with the Public Bodies (Admissions to meetings) Act 1960 due to the confidential nature of the business to be transacted.**

**FS22. 07/26 To discuss and recommend to Full Council solicitors' costs and associated legal advice:**

**It was agreed to recommend to Full Council not to proceed until we have received confirmation that the grant funding application has been successful.**

**Meeting closed 7.50pm**

**Chair ..... Dated .....**