

To all Members of the Finance & Scrutiny Committee

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

You are summoned to attend a Meeting of the Finance & Scrutiny committee on Monday 13th July 2026 at 7.00 pm for the transaction of the following business. The meeting will be held in Tetbury Library, Close Gardens, Tetbury. All members of the Public and Press are welcome to attend.



Tara Niblett
Chief Executive Officer
7th July 2026

1. To note apologies
2. Declarations of Interest
3. Public consultation (Note fifteen minutes is allowed for public questions or statements. Each person to state name and to be allowed three minutes maximum. Questions may be answered briefly but not debated. Issues may be referred for subsequent response if necessary)
4. To approve minutes of the meeting held on Monday 8th June 2026
5. To note action points from previous meetings
6. To note bank reconciliation and financial summary for June
7. To note income and expenditure for Month 3
8. To approve July payments and estimate transfer of funds
9. To allocate two Councillors to sign off payments
10. To discuss and approve valuation survey for The Old Courthouse and The Goods Shed
11. To discuss and approve recommendations from the Internal Auditor Report
12. To discuss and recommend to Full Council Biodiversity Policy
13. To discuss and recommend to Full Council Complaints Policy
14. To discuss and approve Financial Reserves Policy
15. To discuss and approve Investment Strategy Policy
16. To discuss and recommend to Full Council Community Infrastructure Levy Policy
17. To discuss budget preparations for 2027/2028
18. Correspondence Received
19. Items for next meeting
20. Date of next meeting – Monday 14th September, 7pm, Tetbury Library, Close Gardens
21. Closed Session – Exclusion of Public and Press
To consider the exclusion of public and press in accordance with the Public Bodies (Admission to meetings) Act 1960 due to the confidential nature of the business to be transacted
22. To discuss and recommend to Full Council solicitors' costs and associated legal advice

Members are reminded that the Council has a general duty to consider the above matters in the exercise of any of its functions: Equality and Diversity, Crime and 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 at all times when acting as a Councillor.

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
Monday 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

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
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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**

**Report to a Meeting of
Tetbury Town Council's Finance and Scrutiny Committee
Monday 13th July 2026, 7pm**

PROGRESS AGAINST ACTIONS ARISING FROM PREVIOUS MEETINGS

1. **Purpose of Report**

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

2. **Recommendation**

That the Action Points be noted.

Ref	ACTION	WHO	STATUS
FS10. 11/25 FS12. 03/26	To discuss new vehicle requirements for Grounds Team and ascertain whether a second vehicle is required.	CEO/Grounds Foreman	Place on hold until we receive confirmation regarding Local Government Reorganisation and how this will affect the Town Councils ground team
FS18. 03/26	Meeting with Police Museum Curator who has requested extra electric sockets and purchase of dehumidifier.	CEO/Cllr Z Baker/Curator	Meeting has been postponed.
FS15. 06/26	Budgeting Requirements	CEO	To provide 3 years staffing costs to assist with budgeting for 2027/2028 July agenda

3. **Financial Implications**

None arising directly from this item.

4. **Legal Implications**

None arising directly from this item

Tetbury Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/06/2026		
	Cash in Hand 01/04/2026		328,606.02
	ADD Receipts 01/04/2026 - 30/06/2026		442,503.45
	SUBTRACT Payments 01/04/2026 - 30/06/2026		771,109.47
			148,651.46
	Cash in Hand 30/06/2026 (per Cash Book)		622,458.01
B	Cash in hand per Bank Statements		
	Petty Cash 30/06/2026	1.10	
	Tetbury Town Council Current Accc 30/06/2026	9,307.35	
	VIC Current Account 30/06/2026	2,108.90	
	Police Museum and Courtroom 30/06/2026	12,763.03	
	Contingency 30/06/2026	0.00	
	Tetbury Town Council Deposit Accc 30/06/2026	373,802.61	
	CIL and Buildings Maintenance 30/06/2026	124,468.63	
	Credit Card 30/06/2026	0.00	
	TTC Contingency 30/06/2026	100,198.91	
			622,650.53
	Less unrepresented payments		192.52
			622,458.01
	Plus unrepresented receipts		
	Adjusted Bank Balance		622,458.01
	A = B Checks out OK		

Tetbury Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

01 July 2026 (2026 - 2027)

01TTC Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1076	Precept	532,946.00	399,710.00	-133,236.00				-133,236.00 (-25%)
1078	CIL Income		21,120.77	21,120.77				21,120.77 (N/A)
1090	Interest Received		915.07	915.07				915.07 (N/A)
1110	Burials		2,975.00	2,975.00				2,975.00 (N/A)
1120	Flat Rent	7,200.00	1,800.00	-5,400.00				-5,400.00 (-75%)
1121	Room Rental	1,000.00	500.00	-500.00				-500.00 (-50%)
1141	Christmas Market Income							(N/A)
1200	Grants Received		1,000.00	1,000.00				1,000.00 (N/A)
1804	Highfield Allotment Rent		510.00	510.00				510.00 (N/A)
1900	Miscellaneous Income		2,695.01	2,695.01				2,695.01 (N/A)
5026	VAT Reclaim							(N/A)
SUB TOTAL		541,146.00	431,225.85	-109,920.15				-109,920.15 (-20%)

03 TTC Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4000	TTC Admin. Staff		1,121.16	1,121.16	250,864.00	57,089.15	193,774.85	194,896.01 (77%)
4001	TTC Pensions				37,210.00	7,488.31	29,721.69	29,721.69 (79%)
4002	TTC Staff Expenses				1,500.00	276.99	1,223.01	1,223.01 (81%)
4030	Power of Gen. Competence				400.00		400.00	400.00 (100%)
4060	Training Costs				6,000.00	1,678.00	4,322.00	4,322.00 (72%)
4062	Election Costs				25,000.00		25,000.00	25,000.00 (100%)
4063	CIL Grant Expenditure							(N/A)
4070	Business Rates				9,000.00	2,127.50	6,872.50	6,872.50 (76%)
4080	Telephone				7,600.00	1,933.72	5,666.28	5,666.28 (74%)
4090	Utilities				7,500.00	1,215.55	6,284.45	6,284.45 (83%)
4120	Insurance				7,000.00	3,356.88	3,643.12	3,643.12 (52%)
4130	Office Supplies				3,500.00	635.68	2,864.32	2,864.32 (81%)
4135	Defibrillators							(N/A)
4140	Publicity				3,500.00	630.00	2,870.00	2,870.00 (82%)
4160	Subscriptions				3,200.00	3,653.49	-453.49	-453.49 (-14%)
4170	Audit/ Professional Fees				5,000.00	2,056.00	2,944.00	2,944.00 (58%)
4175	Health & Safety Monthly Contra				5,520.00	300.00	5,220.00	5,220.00 (94%)
4180	Legal Fees				5,000.00		5,000.00	5,000.00 (100%)
4190	IT				15,000.00	3,173.28	11,826.72	11,826.72 (78%)
4200	Member's Expenses				250.00		250.00	250.00 (100%)
4210	Civic Expenses				800.00	35.00	765.00	765.00 (95%)
4240	Building Repairs/Maintenance							(N/A)
4290	PWLB Loan				19,639.00	9,819.09	9,819.91	9,819.91 (50%)
4492	Bank charges				102.00	25.50	76.50	76.50 (75%)
4995	Locum Fees							(N/A)
4996	Grant Expenditure					1,737.00	-1,737.00	-1,737.00 (N/A)
5021	Grounds Team Mobile Phones				600.00	115.50	484.50	484.50 (80%)
5023	Open Spaces: 4430					822.52	-822.52	-822.52 (N/A)
SUB TOTAL			1,121.16	1,121.16	414,185.00	98,169.16	316,015.84	317,137.00 (76%)

Tetbury Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

01 July 2026 (2026 - 2027)

04 HEC

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4085	Allotment S106				2,500.00		2,500.00	2,500.00 (100%)
4095	St Saviours Water				115.00		115.00	115.00 (100%)
4220	Vehicle Costs & Repairs				3,520.00		3,520.00	3,520.00 (100%)
4230	Vehicle Tax/Insurance				1,100.00	362.50	737.50	737.50 (67%)
4310	Current Youth Services				29,600.00	29,600.00		(0%)
4316	Holiday Youth Provision				2,500.00	2,500.00		(0%)
4317	Organisation Grants				3,000.00		3,000.00	3,000.00 (100%)
4318	Emergency Fund				250.00		250.00	250.00 (100%)
4400	Equipment & Repairs				3,500.00	846.53	2,653.47	2,653.47 (75%)
4410	Fuel				2,000.00	583.06	1,416.94	1,416.94 (70%)
4420	Clothing		13.09	13.09	660.00	371.20	288.80	301.89 (45%)
4430	Open Spaces				6,050.00	886.32	5,163.68	5,163.68 (85%)
4435	Trees / Tree Work				13,000.00	682.00	12,318.00	12,318.00 (94%)
4440	Planting				1,900.00	1,446.00	454.00	454.00 (23%)
4451	Christmas				6,000.00		6,000.00	6,000.00 (100%)
4460	Playground Inspection & Repair				2,000.00	443.00	1,557.00	1,557.00 (77%)
4470	Projects				1,500.00	526.62	973.38	973.38 (64%)
4471	Awards				500.00		500.00	500.00 (100%)
4476	Town Centre				3,000.00		3,000.00	3,000.00 (100%)
5002	New Van Payments				8,300.00		8,300.00	8,300.00 (100%)
5005	Town Crier				650.00	650.00		(0%)
5006	New Bunting				1,500.00	567.45	932.55	932.55 (62%)
5007	Bunting Installation				1,000.00		1,000.00	1,000.00 (100%)
5024	4400					123.50	-123.50	-123.50 (N/A)
5025	Highfield Allotments 4475					152.24	-152.24	-152.24 (N/A)
SUB TOTAL			13.09	13.09	94,145.00	39,740.42	54,404.58	54,417.67 (57%)

05 Police Museum

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1130	Police Museum Donations	1,000.00	130.00	-870.00				-870.00 (-87%)
1135	Police Museum Grants Receiv	500.00	3,600.00	3,100.00				3,100.00 (620%)
1902	Miscellaneous Income	500.00	309.98	-190.02				-190.02 (-38%)
4121	Police Museum Insurance				750.00		750.00	750.00 (100%)
4141	Police Museum Marketing				350.00	380.80	-30.80	-30.80 (-8%)
4161	Police Museum Memberships				250.00	12.00	238.00	238.00 (95%)
4481	Police Museum Collections Care				1,000.00		1,000.00	1,000.00 (100%)
4482	PM Training and Expenses				300.00		300.00	300.00 (100%)
4483	Police Museum Education				500.00	432.51	67.49	67.49 (13%)
4485	Police Museum Grant Expenditu							(N/A)
4491	Bank Charges				102.00	39.42	62.58	62.58 (61%)
5011	Misc Expenses				250.00		250.00	250.00 (100%)
5012	Remedial Conservation				1,000.00		1,000.00	1,000.00 (100%)
5013	Shop				250.00		250.00	250.00 (100%)
5014	Honorarium				4,750.00	1,187.50	3,562.50	3,562.50 (75%)

Tetbury Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

01 July 2026 (2026 - 2027)

SUB TOTAL	2,000.00	4,039.98	2,039.98	9,502.00	2,052.23	7,449.77	9,489.75 (82%)
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07 Visitor Information Centre

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1830	Ticket Sales Nat. Express Inc							(N/A)
1840	Ticket Sales Goods Shed							(N/A)
1897	Cards for Good Causes							(N/A)
1903	Miscellaneous Income							(N/A)
4801	Banking charges				102.00	28.80	73.20	73.20 (71%)
4900	Ticket Sales Nat. Express							(N/A)
4935	Ticket Sales Good Shed Arts Ce					73.84	-73.84	-73.84 (N/A)
4940	VIC Staff Costs				24,954.00	5,985.90	18,968.10	18,968.10 (76%)
4970	VIC Repairs/IT				1,000.00	1,049.00	-49.00	-49.00 (-4%)
5008	Trading Income	6,000.00	1,280.70	-4,719.30		0.50	-0.50	-4,719.80 (-78%)
5009	Stock				5,400.00	819.24	4,580.76	4,580.76 (84%)
5010	Card Processing Costs				250.00	17.53	232.47	232.47 (92%)
5022	4985					1,259.40	-1,259.40	-1,259.40 (N/A)
SUB TOTAL		6,000.00	1,280.70	-4,719.30	31,706.00	9,234.21	22,471.79	17,752.49 (47%)

08 Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4997	CIL					61.29	-61.29	-61.29 (N/A)
4998	Burial Ground							(N/A)
4999	Contingency							(N/A)
5000	Van Purchase							(N/A)
5001	Building					330.90	-330.90	-330.90 (N/A)
SUB TOTAL						392.19	-392.19	-392.19 (N/A)

Summary

NET TOTAL	549,146.00	437,680.78	-111,465.22	549,538.00	149,588.21	399,949.79	288,484.57
V.A.T.		4,822.67			4,036.42		
GROSS TOTAL		442,503.45			153,624.63		

Tetbury Town Council

09 July 2026 (2026 - 2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
318	Equipment & Repairs	01/06/2026		Credit Card		Equipment Repairs	Amazon Business	S	45.81	9.15	54.96
317	Office Supplies	02/06/2026		Credit Card		Refreshments	Amazon Business	X	40.50		40.50
329	IT	07/06/2026		Credit Card		Adobe	Adobe	X	19.97		19.97
323	Office Supplies	08/06/2026		Credit Card		Refreshments	co-op	X	6.25		6.25
242	Subscriptions	10/06/2026		Credit Card		Subscription	Amazon	X	114.00		114.00
243	Equipment & Repairs	10/06/2026		Credit Card		Equipment Repairs	PropertECO	S	36.50	7.30	43.80
315	Office Supplies	10/06/2026		Credit Card		Refreshments	Saras Foods UK Ltd	X	9.97		9.97
313	Equipment & Repairs	10/06/2026		Credit Card		Garden Waste Bags	Amazon Business	S	41.64	8.32	49.96
328	Clothing	10/06/2026		Credit Card		Clothing	Amazon Business	S	18.32	3.66	21.98
241	Fuel	11/06/2026		Credit Card		Fuel	Tesco Pay at Pump	S	28.93	5.79	34.72
314	Office Supplies	11/06/2026		Credit Card		Office Supplies	Amazon Business EU	S	24.99	5.00	29.99
324	Office Supplies	11/06/2026		Credit Card		Refreshments	Tesco	X	1.65		1.65
316	Equipment & Repairs	11/06/2026		Credit Card		Equipment Repairs	Amazon Business EU	S	6.64	1.33	7.97
312	Office Supplies	16/06/2026		Credit Card		Office Supplies	Amazon Business	S	22.08	4.42	26.50
310	Clothing	16/06/2026		Credit Card		Clothing	Amazon Business	S	15.82	3.16	18.98
311	Equipment & Repairs	17/06/2026		Credit Card		Equipment Repairs	Amazon Business	S	4.99	1.00	5.99
322	Office Supplies	18/06/2026		Credit Card		Refreshments	co-op	X	1.65		1.65
309	Equipment & Repairs	19/06/2026		Credit Card		Strimmer Line Wire Cord	Amazon Business	S	39.09	7.84	46.93
308	Office Supplies	22/06/2026		Credit Card		Office Supplies	Amazon Business	S	75.00	15.00	90.00
327	Office Supplies	22/06/2026		Credit Card		Refreshments	Tesco	X	2.45		2.45
331	Office Supplies	22/06/2026		Credit Card		Refreshments	Tesco	X	6.50		6.50
319	Fuel	22/06/2026		Credit Card		Fuel	Tesco Pay at Pump	S	85.83	17.17	103.00
320	Fuel	23/06/2026		Credit Card		Fuel	Tesco Pay at Pump	S	39.52	7.90	47.42
321	Office Supplies	24/06/2026		Credit Card		Office Supplies	Tesco	X	0.35		0.35
330	IT	27/06/2026		Credit Card		Canva Subscription	Canva	X	13.00		13.00
326	Office Supplies	29/06/2026		Credit Card		Postage	Post Office Limited	X	2.40		2.40
325	Office Supplies	29/06/2026		Credit Card		Refreshments	Coop	X	1.65		1.65
Total									705.50	97.04	802.54

Tetbury Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

09 July 2026 (2026 - 2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
252	Police Museum Marketing	17/07/2026		Police Museum and C		Publicity	Tetbury Advertiser	X	25.20		25.20
253	Police Museum Education	17/07/2026		Police Museum and C		Publicity	Museum Learning	X	432.51		432.51
256	Police Museum Marketing	17/07/2026		Police Museum and C		Performance	Jonathan Goodwin	X	280.00		280.00
302	Police Museum Collections Care	17/07/2026		Police Museum and C		Website	Stevens Web Design Limite	S	132.00	26.40	158.40
303	Police Museum Education	17/07/2026		Police Museum and C		Publicity	Elizabeth Roper	X	297.00		297.00
Total									1,166.71	26.40	1,193.11

Prepared by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Tetbury Town Council

09 July 2026 (2026 - 2027)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
293	Business Rates	03/07/2026		Tetbury Town Council		Business Rates	Cotswold District Council	X	709.00		709.00
297	Subscriptions	15/07/2026		Tetbury Town Council		Scribe Monthly Subscription	Starboard Systems Ltd	S	111.00	22.20	133.20
234	Audit/ Professional Fees	17/07/2026		Tetbury Town Council		Internal Audit Fees	Bridget C Bowen	X	230.00		230.00
251	Publicity	17/07/2026		Tetbury Town Council		Publicity	Tetbury Advertiser	S	210.00	42.00	252.00
238	Equipment & Repairs	17/07/2026		Tetbury Town Council		Equipment Repairs	GLC & R Williams	S	31.49	6.30	37.79
257	Subscriptions	17/07/2026		Tetbury Town Council		Subscription	SLCC Head Office	X	379.00		379.00
250	Open Spaces	17/07/2026		Tetbury Town Council		Grass Cutting - Rail Lands	KP Gardens Glos Ltd	S	170.32	34.07	204.39
255	Grant Expenditure	17/07/2026		Tetbury Town Council		Grant Expenditure	Chalk & Cheese Design Ltd	S	1,737.00	347.40	2,084.40
294	Office Supplies	17/07/2026		Tetbury Town Council		Office Supplies	Proactive Business Supplies	S	65.39	13.08	78.47
284	Health & Safety Monthly Contr	17/07/2026		Tetbury Town Council		Health & Safety Contract	Sureteam Limited	S	100.00	20.00	120.00
258	Trees / Tree Work	17/07/2026		Tetbury Town Council		Tree Works	Kings Tree Services Ltd	S	682.00	136.40	818.40
307	TTC Admin. Staff	17/07/2026		Tetbury Town Council		Tax and NI	HMRC	X	2,884.64		2,884.64
301	TTC Pensions	17/07/2026		Tetbury Town Council		Pension - LGPS	LGPS	X	3,512.71		3,512.71
296	Utilities	17/07/2026		Tetbury Town Council		Electricity	British Gas - Electricity	L	172.52	8.63	181.15
298	IT	17/07/2026		Tetbury Town Council		Monthly IT Support	Jireh Solutions Limited	S	459.83	91.97	551.80
299	IT	17/07/2026		Tetbury Town Council		I-Pad Configuration	Jireh Solutions Limited	S	65.00	13.00	78.00
288	Equipment & Repairs	17/07/2026		Tetbury Town Council		Equipment Repairs	Eagle Plant	S	26.00	5.20	31.20
287	Clothing	17/07/2026		Tetbury Town Council		Clothing	Eagle Plant	S	6.92	1.38	8.30
286	Clothing	17/07/2026		Tetbury Town Council		Clothing	Eagle Plant	S	8.42	1.68	10.10
306	Open Spaces	17/07/2026		Tetbury Town Council		Grass Cutting - Rail Lands	K P Kirkpatrick	S	340.66	68.13	408.79
285	Open Spaces	17/07/2026		Tetbury Town Council		Storage Container	Eagle Plant	S	110.00	22.00	132.00
295	Bank charges	17/07/2026		Tetbury Town Council		Bank Charges - TTC	Lloyds Bank	X	8.50		8.50
300	TTC Admin. Staff	28/07/2026		Tetbury Town Council		Salaries - TTC	Salaries - TTC	X	14,588.69		14,588.69
Total									26,609.09	833.44	27,442.53

Tetbury Town Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
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Prepared by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Tetbury Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

09 July 2026 (2026 - 2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
244	Stock	17/07/2026		VIC Current Account		Stock Expenditure	Emma Ball Ltd	X	193.48		193.48
289	Stock	17/07/2026		VIC Current Account		Gifts and Souvenirs	Cotswold Days Ltd	X	64.60		64.60
245	Stock	17/07/2026		VIC Current Account		Stock Expenditure	Emma Ball Ltd	X	36.00		36.00
292	Ticket Sales Good Shed Arts Ce	17/07/2026		VIC Current Account		Various Ticket Sales	Goods Shed Art Centre	X	44.99		44.99
305	VIC Staff Costs	17/07/2026		VIC Current Account		Tax and NI	HMRC - VIC	X	520.28		520.28
290	Stock	17/07/2026		VIC Current Account		Gifts and Souvenirs	Liz Bury	X	13.50		13.50
291	Stock	17/07/2026		VIC Current Account		Local Crafts	Little Rainbow Jewels	X	18.70		18.70
304	VIC Staff Costs	28/07/2026		VIC Current Account		Salaries - VIC	Salaries - VIC	X	1,475.02		1,475.02
Total									2,366.57		2,366.57

Prepared by:

Name and Role

Date:

Approved by:

Name and Role

Date:

Approved by:

Name and Role

Date:

Committee and Date	FINANCE & SCRUTINY – Monday 13 th July 2026
Agenda item	10.
Subject	To discuss and approve obtaining valuations for The Old Courthouse and the Goods Shed
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	Following the Finance & Scrutiny Committee which took place on Monday 8th June, it was requested to provide more information on the quotations received. Attached to this report is the current Reinstatement Cost Assessment (RCA) valuation survey that was carried out in 2023 and is due for renewal in August 2026. It is considered best practice to undertake a full RCA every 3 years, where index-linked adjustments will be applied. Regular reassessments ensure that: • Insurance values remain aligned with current construction costs • Risks of under insurance are mitigated <u>Quotation 1</u> The quotation I sent relates to a Grouped On-Site RCA Report, which would include both The Goods Shed and The Old Court House within a single assessment and report. For context, when Cardinus completed the assessments in 2023, each property was surveyed and reported on individually. This is also the basis on which Cardinus quoted Tetbury Town Council directly earlier this year: <u>Individual On-Site RCA Reports</u> The Goods Shed • On-Site RCA Report: £785 + VAT The Old Court House (Grade II Listed) • On-Site RCA Report: £965 + VAT Total for two separate reports: £1,750 + VAT This new approach and quotation I sent to yourself, combines both buildings onto a single report and will produce the updated rebuild values required.



Grouped On-Site RCA Report

Under the new quotation, both properties would be inspected and assessed individually, but will be included within one consolidated report:

- The Goods Shed
- The Old Court House (Grade II Listed)

Grouped On-Site RCA Report: £1,500 + VAT

The final report would include:

- A combined reinstatement value for all properties included within the assessment
- A separate reinstatement value for each individual property

This approach is particularly popular with Parish Councils, faith organisations and local authorities, as it combines the accuracy and reassurance of a physical site inspection with a more cost-effective reporting process. In essence, the client still receives "boots on the ground" individual valuations for each property, but at a reduced rate on a single report.

Quotation 2

In 2023, we completed Reinstatement Cost Assessments (RCAs) for insurance purposes at the following property assets within the Tetbury Town Council:

The Goods Shed

Old Station Yard, Cirencester Road, Tetbury, Gloucestershire, GL8 8EY

- Previous RCA: 21/08/2023
- **Next RCA due: 21/08/2026**

The Old Court House

63 Long Street, Tetbury, Gloucestershire, GL8 8AA

- Previous RCA: 21/08/2023
- **Next RCA due: 21/08/2026**

Our surveyors recommended a three-year renewal cycle for these RCAs, in line with RICS guidance, to ensure values remain accurate and to help avoid under- or over-insurance.

We hope you were pleased with our previous service and if you would like us to carry out these renewals, our fees are as follows:



Tetbury

Town Council

	The Goods Shed (previous rebuild value: £2,725,100): • On-site RCA: £785 + VAT The Old Court House – Grade II Listed (previous rebuild value: £1,179,020): • On-site RCA: £965 + VAT
Financial Implications Budget code and cost centre	Maximum £1750
Governance and Legislation	There is no single statute that requires a town council to commission a Reinstatement Cost Assessment. However, RCA practice is established by guidance, professional standards and insurer requirements and is treated as best practice for public bodies that own buildings.
Recommendation	To proceed with RCA
Report written by	CEO

Bridget.C.Bowen FCA



Tara Niblett
CEO to Tetbury Town Council
The Old Courthouse
63 Long Street
Tetbury
Gloucestershire
GL8 8AA

12 June 2026

Dear Tara

TETBURY TOWN COUNCIL

Internal audit report - Year ended 31 March 2026

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

I am bound by the ethical guidelines of the Institute of Chartered Accountants of England and Wales. I confirm that I am independent of the Council.

The internal audit work I have carried out has been planned to enable me to give my opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2025-26 Annual Governance and Accounts Return.

I have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2025
- The Accounts and Audit (England) Regulations 2015 (as amended).

I was appointed as internal auditor to the Parish Council for three years to 2025-26 on 19 June 2023.

My third visit for 2025-26 was on 12 June 2026.

Background

Tetbury Town Council has income and expenditure of between £400,000 and £500,000 and is subject to review by the external auditor, PKF Littlejohn. The external auditor's report for 2024-25 raised an other matter not affecting their opinion relating to the weaknesses in relation to the fixed asset register and controls over payments.

The Council is not a sole managing trustee.

It is good practice for the Council to comply with the Local Government Transparency Code 2015.

The Council's accounting records are maintained on RBS software.

Internal audit checks

I have undertaken a series of audit tests on the Council's financial records, vouchers, documents, minutes, policies, procedures and insurance documentation to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out at the visit.

During this visit I checked the following:

- Minutes of Council Meetings
- Bank and cash
- Petty cash
- Risk assessment
- Asset register
- Action taken on the recommendations in prior report
- Year end checks

Findings

Details of good practice noted, my recommendations and other matters to be brought to the Council's attention are set out below.

Good practice

- The CEO is CiLCA qualified
- The Council is a member of the National Association of Local Councils
- The Council maintains its books and records on RBS software
- All records were up to date and easy to follow
- The Council's Standing Orders and Financial Regulations are reviewed regularly and are tailored appropriately for the Council
- The Council has appropriate policies in place
- The Clerk is aware of the requirements of GDPR and the Council is registered with the ICO
- The Finance Committee takes an active scrutiny role
- Councillors attend training by the local branch of the National Association of Local Councils
- Councillors undertake regular spot checks throughout the year
- Bank reconciliations are prepared accurately and regularly

Good practice – continued

- Bank reconciliations are carried out promptly each month, and are checked by a councillor
- Details of all payments authorised at meetings are recorded in the minutes
- All payment vouchers tested were evidenced as approved
- There are strong internal controls over cash receipts
- All allotment holders have signed tenancy agreements
- A formal burial register is maintained
- The payroll is operated by an independent external payroll provider
- All eligible employees have either been auto-enrolled in a pension scheme or have opted out in writing
- All employees have contracts of employment
- The budgeting process is detailed and thorough and monitored throughout the year
- VAT claims are made regularly
- The risk assessment has been adopted by the Council during the year
- The asset register is complete and accurate and has been properly maintained
- Action has been taken, or is underway on all of the recommendations in the last internal audit report
- The Council is taking steps to comply with the Local Government Transparency Code (2015)
- The Council complies with the requirements of Assertion 10 on the 2025-26 AGAR.

Recommendations

The Council should formally consider my internal audit report and develop an action plan to implement the recommendations.

Policies and procedures

- The Council has adopted the new Model Financial Regulations and Standing Orders. The Council should review the two documents for consistency between the Procurement rules set out in each document. The Council may also want to consider if the current limit of £25,000 above which tenders must be obtained is appropriate. The limit of £25,000 has been in place for many years and, in my view, a higher limit would not be inappropriate for a Council the size of Tetbury.
- The independence of the Internal auditor should be considered annually by the Council, irrespective of how many years the Council has appointed the internal auditor.

Bank and cash

- Whilst bank reconciliations are taken to Council/Finance Committee meetings and the bank statement is initialled by a councillor, there is no evidence on the bank reconciliation itself to evidence that it has been checked. The bank reconciliation should be signed by the RFO, and initialled by a councillor as evidence that it has been checked.

Other matters to bring to the Council's attention

Annual Governance statement

The Council must carefully consider its response to the following assertion on the Annual Governance Statement:

Assertion 2 - We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

The Council's controls over the release of payments from the bank were weak during the year. The Council should consider responding "NO" and provide as part of its explanation to the external auditor that stronger controls have now been implemented by the introduction of dual authorisation for the release of payments from the bank by two Councillors.

Annual Internal Audit Report

The Annual Internal Audit Report was completed with positive responses to all relevant objectives with the exception of the following:

Internal control objective B

For the year to 31 March 2026 dual signatories were not required for the release of payments from the Council's bank accounts. Payments were set up and released by the CEO alone. My opinion is that during this period the Council's controls over payments were inadequate and not in accordance with the Financial Regulation 6.2 which states that wherever possible, more than one person should be involved in any payment, for example by dual online authorisation.

From 1 April 2026 the CEO sets up the payments but can no longer release them. Payments are now released by two Councillors. In my view from 1 April 2026 the controls over the release of payments from the bank are satisfactory.

Conclusion

Based on the tests I have carried out at this internal audit visit, in my view, the internal control procedures in operation were NOT adequate to meet the needs of Tetbury Town Council during the year because of the poor controls over the release of payments from the bank during the year to 31 March 2026.

I am pleased to say that action has now been taken and dual authorisations is now in place.

Next Steps

This report should be noted and taken to the next meeting of the Council. The Council must decide what action will be taken on the recommendations I have made.

Kind regards

Yours sincerely

A black rectangular box redacting the signature of Bridget Bowen FCA.

Bridget Bowen FCA

Internal auditor



BIODIVERSITY POLICY

Draft discussed at Finance & Scrutiny to be approved at Full Council – July 2026



POLICY TO BE REVIEWED – ANNUAL MEETING OF THE COUNCIL 2027

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Tetbury Town Council (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity in the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- Consider the potential impact on biodiversity represented by planning applications.
- Manage its land and property using environmentally friendly practices that will promote biodiversity.
- Support local businesses and council operations in the adoption of low impact/nature positive practices.
- Encourage and support other organisations within the town to manage their areas of responsibility with biodiversity in mind.
- Support residents and local organisation activities to enhance and promote biodiversity

ACTIONS

Planning applications

The Council will:

- When commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- Support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- Consider what each proposed development might make in terms of biodiversity net gain.
- Include policies in support of biodiversity within the neighbourhood plan and the council's business plan.

Land and property management

The Council will:

- Carry out a biodiversity audit of its landholdings.
- Consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's regulations for plant protection products.
- Take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- Source sustainable materials when procuring supplies for the Council's use.
- Consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

- Raise public awareness of biodiversity issues, including through its website and newsletters.
- Engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- Where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSIs) and consider how it may become more involved in implementing the strategies' recommendations.

MONITORING

This policy was adopted at Full Council on Monday 16th December 2024 (Minute Reference TC14. 12/24) and will be reviewed in two years or sooner should legislation dictate/each year at the Annual Meeting. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

SITE/OBJECTIVE	ACTION and by WHOM	OUTCOME	TARGET (Years)	REPORTING/ PUBLICITY/Comment	Start date	Budget	RAG status
Whole Council area	Raise local awareness of biodiversity CEO	Gain local support for action	Ongoing	Advertiser, social media, Website	Jan 2025	1 page in The Advertiser	Has this been done?
Protect and support biodiversity	Encourage suitable planting to support biodiversity CEO	Connect and diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping – who would do this? (Vicki to clarify)			
Cemetery/churchyard	Additional planting of... Maintain and renew bird boxes as required. CW	Increased diversity of habitats and food sources.	On-going	Done	Nov 2024		
	Adopt a plan to support wildlife and diversity whilst maintaining the site in a way which enables visitors to experience quiet and calm remembrance. CW	Increase cover for invertebrates, reptiles, amphibians and small mammals.		Leaving wildflower areas for longer periods before cutting. Won Award through the Bee Friendly Trust for this work			
	Leave leaf litter and dead vegetation wherever possible as a habitat for invertebrates. CW	Encouraging insects particularly butterflies and bees.		This is already custom and practice	Ongoing		

Rail Lands	Sympathetically maintain hedging. CW Leave some areas unmown. CW Encourage residents to remove litter and pick up after their dogs. CW Work with County Council on verge management, favouring biodiversity but noting which areas may need cutting for highway safety. CW Encourage residents to adopt areas to look after, making it clear what is expected e.g. peat free compost no chemicals. CW	Food sources and cover. Encourage insects. Protect and enhance habitats. Regular attention.		Signs relating to dog poo are regularly ripped up; 20 have been removed so far. Put article in The Advertiser 4-6week mowing and strimming rota Greening Tetbury	Ongoing Ongoing Ongoing Ongoing Ongoing		
The Built Landscape	Ensure that planning consultations are considered against the requirements of the Neighbourhood	Protecting/ enhancing habitats			Ongoing		

	Plan. Chair Planning				Ongoing		
	Encourage hedgehog/ small animal highways with permeable boundaries. CW	Extending habitats					
Increase community awareness of biodiversity	Ask residents for their views on what they would like to be done to conserve biodiversity within the parish. CEO Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the Advertiser. CEO Create a page on the town council website for photographs/ information/links. CEO Encourage local farmers to contribute. HEC to investigate	Engagement/ ownership of biodiversity Promote diversity Promote diversity Promote diversity	Ongoing	Neighbourhood plan consultation Website? Article on website and The Advertiser Greening Tetbury doing some work with farmers. What should TTC do?	April 2025 Sept2026		

	Provide seed bombs / bulbs etc. for residents' use. HEC to research	Extending habitats		Bulbs will be planted top of Conygar Road & Talboys Walk	Oct/Nov 2026	Funding available	
	Discourage floodlighting CEO	Protect nocturnal animals		TTC to write formal letter to Steepleton re floodlighting	January 2025 – was this done?		
Support Community Projects	Support hedge/tree planting in any appropriate areas. CW Work in partnership with Greening Tetbury to develop people's awareness of the environment around them. CW Consider events and offer volunteering opportunities to support biodiversity, working with local organisations. CW	Extending habitats Promote biodiversity Promote biodiversity	Ongoing – as opportunities arise Ongoing - as opportunities arise	T The Advertiser			



COMPLAINTS POLICY

Reviewed at the Finance & Scrutiny Committee and recommended to Full Council – July 2026



TO BE APPROVED AT FULL COUNCIL – JULY 2026
To be reviewed June 2028

Tetbury Town Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this Council or are unhappy about an action or lack of action by this Council, this Complaints Policy sets out how you may complain to the Council and how we shall try to resolve your complaint.

‘A complaint is an expression of dissatisfaction about the Council’s action or lack of action or about the standard of a service, whether the action was taken, or the service provided by the Council itself or a person or body acting on behalf of the Council’

Note the complaint will be treated as a complaint against the council not an individual member or employee. All complaints **MUST** be submitted in writing (this can be via email). The complaint should be sent to ceo@tetbury.gov.uk or CEO, Tetbury Town Council, The Old Courthouse, 63 Long Street, Tetbury, Glos GL8 8AA. If the complaint is in reference to the CEO, then please address the complaint to the mayor at the above address. **We do not accept anonymous complaints**

Please include the following information in your complaint submission:

1. Your name and address
2. An outline of the complaint
3. Any relevant details, for example dates, names of relevant members or employees/contractors
4. Any details of what you would like as an outcome/remedy (if appropriate)

To investigate your complaint the Council will delegate the investigation to an appropriate Officer, ~~or members.~~ **Mayor and Chair of the Finance & Scrutiny Committee.**

The Council will acknowledge receipt of your complaint within 10 working days **with a unique complaints reference number. Please ensure this is quoted on any correspondence you have with us in relation to your complaint.** ~~An indication of how long it will take to respond to your complaint will also be given.~~

The Council will notify you within twenty working days following the acknowledgement of receipt on the outcome of your complaint and of what action (if any) the Council proposes to take because of your complaint. In exceptional circumstances the twenty working day timescale may be extended, you will be kept informed.

The Council may seek legal advice before writing to the complainant.

If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to Full Council, and you will be notified in writing of the outcome of the review of your original complaint within two months.

~~The Council will endeavour to undertake all necessary action within a reasonable period.~~

Type of Conduct	Refer to
-----------------	----------

Alleged financial irregularity	Local electors have a statutory right to object to a Council's audit of accounts (s.27 (1) of the Local Audit and Accountability Act 2014). PKF Littlejohn (external auditors) sba@pkf-l.com
Alleged criminal activity	The Police
Members conduct alleged to breach the code of conduct adopted by the Council	Monitoring Officer, Cotswold District Council, Trinity Road, Cirencester, Glos GL7 1PX



FINANCIAL RESERVES POLICY

Reviewed at the Finance & Scrutiny Committee – July 2026



APPROVED AT FINANCE & SCRUTINY XXXXXX
To be reviewed June 2027

Purpose

Tetbury Town Council is required to maintain adequate financial reserves to meet the needs of the Council. The purpose of this policy is to set out how the Council will determine and review the level of reserves. The Council's General Reserves is where all the revenue income and expenditure of the Council is accounted for. It does not include specific funds earmarked for long term projects.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum or maximum level of reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

The Good Councillors Guide to Finance and Transparency 2025, suggests that a council should typically hold between three and twelve months' expenditure as a general reserve. If the general reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community.

Types of Reserves

~~Reserves can be categorised as "general" (held to cushion the impact of uneven cash flows or unexpected events) or "earmarked" (held for a specific purpose)~~

~~Earmarked or "specific" Reserves can be held for several reasons.~~

General Reserves:

~~General Reserves are often referred to as the "working balance" and is money which is not earmarked for specific purposes but rather sums of money held in anticipation of uneven cashflow or set aside to deal with unexpected events or emergencies. This is usually created through surpluses as a result of activities being postponed, cancelled or coming in under budget. Reserves of this nature can be spent or earmarked at the discretion of members, subject to approval by the Council. The "General" or "Emergency" Reserve needs to be regularly reviewed using a risk-based assessment.~~

An Emergency or General Reserve will be held by the Town Council to cushion the impact of uneven cashflows, and the impact of unexpected, unforeseen, emergency and uninsured situations.

The building of a General Reserve will be through reallocation of funds e.g. where a project comes in under budget or through an allocation from the annual budget.

If in most extreme circumstances General Reserves were exhausted due to major unforeseen spending pressure within a particular financial year the Council would be able to draw down from its Contingency Fund to provide short-term resources.

~~The General Reserve is not to exceed 25% of routine budget expenditure, in order to minimise the amount of unallocated public money held by the Council.~~

The General Reserve shall not be allowed to decrease to a figure less than 15% of routine budget expenditure as this will expose the Council to the risk of not being able to meet unforeseen costs.

Earmarked Reserves

Must be held for genuine and intended purposes and their level should be subject to an annual review and justification.

~~Earmarked Reserves will be established on a “needs” basis in line with anticipated requirements.~~

The Council will be required to identify the following when making recommendations for each reserve:

- a. The reason for/purpose of the Reserve
- b. How and when the Reserve can be used
- c. Any procedures for the Reserve’s management and control
- d. A process and timescale for review of the Reserve to ensure continuing relevance and adequacy.

Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Finance & Scrutiny Committee ~~with a recommendation to Full Council~~ (Financial Regulations 4.11)

Reserves can only be used once and so should not be held to fund ongoing expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

All Earmarked Reserves are recorded on a schedule held by the Responsible Finance Officer which lists the various earmarked reserves and the purpose for which they are held.

Reviewing the Town Council’s Financial Risk Assessment is part of the annual budgeting by Committees and the year-end accounting procedures. Part of this process identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

Principles to Assess the Adequacy of Balances and Reserves

Setting the budgets is the responsibility of the individual Committees in collaboration with the Responsible Financial Officer, reviewed by the Finance and Scrutiny Committee and a recommendation then made to Full Council in January for ratification and formal approval. This forms the foundation of setting the precept.

In order to assess the adequacy of Reserves when setting the budget, both the Responsible Financial Officer and the Committees should take account of the strategic, operational and financial risks facing the Committee/Council. The financial risks should be assessed in the context of the Council's overall approach to risk management. The Responsible Financial Officer should ensure that the Council has put in place effective arrangements for internal audit of the control environment and systems of internal control.

Setting the level of Reserves is just one of several related decisions in the formation of the long and medium-term financial strategy as well as the budget for a particular year.

Reserves currently maintained.

The guidance states that local councils need to hold an amount in reserves to meet expenditure and that a council should typically hold between 3- and 12-months expenditure. The Town Council currently holds contingency of £100,000 (May 2026).

Reserves to be reviewed annually.



INVESTMENT STRATEGY POLICY

Draft policy reviewed Finance & Scrutiny Committee – June 2026



TO BE REVIEWED JUNE 2027

INTRODUCTION:

Tetbury Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community. All investments will be made in line with the Council's financial procedures and observations, or advice received from the Council's internal and external auditors.

This investment strategy policy complies with the requirements set out in the Statutory Guidance on Local Government Investments issued by the Department of Communities and Local Government and takes account of Section 15(1)(a) of the Local Government Act 2003.

This investment strategy policy should be read in conjunction with Tetbury Town Council's Financial Regulations.

The Council will ensure it has adequate though not excessive cash resources to always enable it to have the level of funds available which are necessary for the achievement of its service objectives.

INVESTMENT OBJECTIVES AND PRACTICE

In accordance with Section 15(1) of the Local Government Act 2003, Tetbury Town Council will have regard to:

- Such guidance as the Secretary of State may issue;
- To such other guidance as the Secretary of State may by regulations specify.

Tetbury Town Council will aim to achieve the optimum return on its investments which ~~The Council's investment priorities~~ will be centred on security of reserves first, whilst also providing sufficient liquidity and profit.

All investments will be made in sterling.

Tetbury Town Council will not engage in borrowing monies purely to invest, or to lend and make a return, as is unlawful and the Council will not engage in such activity.

Tetbury Town Council currently does not place investments with institutions other than banks.

LONG TERM INVESTMENTS

Long Term Investments are defined in the guidance as those with a maturity date greater than ~~36~~ **12** months.

Tetbury Town Council does not currently hold any long-term investments, and no long-term investments are currently envisaged.

NON-SPECIFIED INVESTMENTS

These investments have greater potential risk such as investments in the money market, stocks and shares. Given the unpredictability and uncertainties surrounding such investments, Tetbury Town Council will not use this type of investment.

LOANS

Tetbury Town Council currently holds one Public Works Loan Board loan.

In 2016 the Public Works Loan Board loan in the sum of £361,792 was taken out to refurbish the Goods Shed. This loan will mature 20th June 2041. As of 31st March ~~2025~~ **2026**, the amount outstanding on this loan was ~~£263,355.58~~ **£250,324.41**.

FINANCIAL YEAR 2026/2027 INVESTMENT PLAN

Lloyds Bank is Tetbury Town Council's main banker. Funds not required for immediate use are currently invested in a 32day notice account with Unity Bank.

Tetbury Town Council does not anticipate borrowing monies in advance of spending needs during the year.

REVIEW OF INVESTMENTS

The return on investments will be reviewed ~~regularly~~ **monthly at the Finance & Scrutiny Committee** and at least ~~annually~~ **quarterly** by the Council.



CIL POLICY

Discussed at Finance & Scrutiny and Recommend to Full Council – July 2026



POLICY TO BE REVIEWED JULY 2028

The Community Infrastructure levy (CIL)

Introduction

The Community Infrastructure Levy (CIL) allows local authorities in England and Wales to raise funds from developers undertaking projects in their area to fund a wide range of infrastructure that is needed to support new development. It does not replace Section 106 planning obligations which continue to be used for affordable housing provision and site-specific mitigation measures which are necessary to make a planning application acceptable in planning terms.

Community Infrastructure Levy can be used to fund a wide variety of infrastructure including:

- transport schemes;
- flood defences;
- schools, and community facilities; and,
- parks, green spaces and leisure centres.

Cotswold District Council (CDC) divides CIL receipts into three areas:

- Strategic Fund;
- Neighbourhood Contribution (transferred to Parish or Town Council) 15% standard or 25% if a neighbourhood development plan is in place; **Tetbury Town Council has a neighbourhood development plan in place, review date 2030.**
- Administrative costs 5%.

The Strategic Fund needs to deliver infrastructure that supports development in the district. CDC's Infrastructure Delivery Plan has identified infrastructure projects that are required to deliver development up to 2031.

Town Council and CIL

Each year, the town council are required to detail what CIL funds they have received and where the funds have been spent in an annual report submitted to CDC by 31 ~~December~~ **May** each year. It must also be published on the town council's website. CIL money is passed on to the town council every 6 months, in October and April. CIL funds must be used to support development. Funds can be spent on:

- The provision, improvement/replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area.

Examples include: improvements to a village hall; new/improved play areas; provision of affordable housing; preparation of a Neighbourhood Plan. Other parishes and town councils have used CIL to pay for defibrillators, noticeboards, bus shelters, play areas. It can also be used to start a crowdfunding Cotswold campaign. These gives residents with project ideas the ability to attract funding from their communities, the council, local businesses and foundations through one portal. This brings people across the town together through local ideas that communities want to see happen.

CIL monies cannot be spent on everyday town council expenditure. Funds must also be spent within 5 years of receipt; if not they must be handed back to CDC.

TTC process

Organisations within Tetbury can apply to the Town Council for consideration of funding a project.

An application would need to demonstrate sound financial management and other funding.

~~Proposals for spending CIL money will be made by councillors.~~ Priority will be given to proposals that support the implementation of the Neighbourhood Plan or Business Plan.

The amount of CIL money available to be spent will be published **at the Annual Meeting of the Council.**

~~Decisions on spending CIL money will be made three times a year with the process starting in September, January and March.~~

Applications for CIL funding will be considered at the Finance & Scrutiny meeting in September, January and March with approval/refusal being given by Full Council the following month.

~~in the F&S papers at its September meeting and agreed at the full council meeting that month. Councillors should submit written requests for CIL money by 1 October (February, April) each year, detailing the amount required and the priority it would support in the relevant plan. F&S will discuss submissions at their meeting in October and agree proposals to go to full council at the end of the month.~~

~~An update on progress of any CIL allocations will be made to F&S and then full council at their December, March and July meetings.~~

Past Support

Dolphins Hall New Build
Goods Shed Refurbishment of Carriage
Resurfacing Tetbury Trail
Standalone Bleed Kits
Defibrillator refill pads/batteries
Playground Signs

CIL APPLICATION FORM

Organisation Name:

Organisation Type:

Charity
Community Group
School/Education
Other (please specify)

Registered Charity Number (if applicable):

Organisation Address:

Main contact person and position within the organisation:

Contact Details:

Telephone
Email

PROJECT DETAILS

Project Title

Project Location

Description of Project

(Provide a clear summary of the project, including what will be delivered and why it is needed)

Project Objectives

(What are you aiming to achieve?)

How does the project address the impact of development?

(CIL must be spend on infrastructure to support new development)

Project category

Transport
Open Spaces/Recreation
Community Facilities
Education
Environmental Improvements
Other (please specify)

COMMUNITY BENEFIT

Who will benefit from this project?

How has the community been consulted?

FINANCIAL INFORMATION

Total project cost

Amount of CIL funding requested

Other Funding sources

Breakdown of costs

Will ongoing maintenance be required (Yes/No)

If yes, please explain how this will be funded:

PROJECT DELIVERY

Proposed start date

Proposed completion date

Permissions Required (if applicable)

Planning Permission

Landowner Consent

Other

SUPPORTING DOCUMENTATION

Please attach the following where applicable

Project plans/drawings

Quotations or estimates

Evidence of consultation

Letters of support

Photo of site

DECLARATION

I confirm that the information provided in this application is accurate to the best of my knowledge

Name:

Position:

Signature:

Date:

Budget Item	Current Amount (£)	Consideration	June Meeting	To discuss July
Christmas	6000	Due to new legislation extra provision is needed	To discuss	
Town Crier	650		Continue	
New Bunting	1500	Replacement bunting has been purchased, following four years of use from the previous set.	Remove	
			Consideration 28/29 Budget	
Bunting Installation	1000		Reduce £500	
Tree Budget	10000	Considering current expenditure this needs to be monitored closely		Increased Tree Survey £3,000 Increase 14,000
Equipment and Repairs	3500	Head Groundman	Grounds Foreman	
Fuel	2500	a/b	Grounds Foreman	
Clothing	660	Head Groundman	Grounds Foreman	
Open Spaces	6050		Please Check	
Playground Expenses	2000		Request to F&S Earmark underspends	
Projects	1500		Remain	
St Saviours Water	115		Check recent water bill	
Youth Services	29600		SLA till 2029	
Emergency Fund	600		Remain	
Holiday Provision	2500		Remain	
Inspo Awards 2026/27	500	Next awards will be 2029	Following year Budget	
Planting (TIB)	1900	Needs to contact Tetbury in Bloom (TIB) to discuss requirements	CEO discuss with TIB	
Town Centre	3000	S106	Remain	
Grants	3000		Remain	

Tetbury Town Council has budgeted £7,600 for the telephone contract within the 2026/27 financial year. The current agreement is due to expire in October 2028 and is currently charged at £595.16 per month. This is broken down as follows:

Telephone equipment: £492.75

Telephone charges: £140.16

Since entering into the contract with the current provider, several issues have been experienced. A telephone number that was due to be transferred as part of the migration process was lost by the provider. As a result, existing literature containing the incorrect telephone number had to be withdrawn.

We have noticed that the customer service with our current provider is below expectations and resolving issues has proven difficult.

The Council has been quoted £16,902.81 to terminate the existing contract with effect from July 2026. In view of the significant termination cost, three alternative providers have been approached to ascertain whether they could offer a replacement service while incorporating the termination costs into their pricing structure.

Alternative Quotations Received

Quotation 1

- Proposed monthly charge: £548.00
- Contract term: 5 years
- Termination costs incorporated within monthly charge.
- Following completion of the initial three-year period, the monthly charge is projected to reduce to approximately £300 per month.

Financial Implications

Period	Monthly Cost	Annual Cost
Years 1–3	£548.00	£6,576.00
Year 4 onwards (estimated)	£300.00	£3,600.00

This quotation provides an immediate monthly saving of approximately £47.16 per month compared to the current arrangement and offers a substantial reduction in costs after the first three years.

Quotation 2

- Proposed monthly charge: £655.42
- Contract term: 5 years

Finance & Scrutiny – Monday 13th July 2026
Agenda 17. Budget preparations 2027/2028

- Termination costs incorporated within monthly charge.
- No reduction in monthly charges over the contract period.

Financial Implications

Period	Monthly Cost	Annual Cost
Years 1–5	£655.42	£7,865.04

This option represents an increase of approximately £60.26 per month compared to the current contract.

Quotation 3

- Proposed monthly charge: £626.99
- Contract term: 5 years
- Termination costs incorporated within monthly charge.
- No reduction in monthly charges over the contract period.

Financial Implications

Period	Monthly Cost	Annual Cost
Years 1–5	£626.99	£7,523.88

This option represents an increase of approximately £31.83 per month compared to the current contract.

Budget Considerations

The Council has allocated £7,600 within the 2026/27 budget.

Option	Annual Cost	Variance Against Budget
Quotation 1	£6,576.00	£1,024.00 under budget
Quotation 2	£7,865.04	£265.04 over budget
Quotation 3	£7,523.88	£76.12 under budget

Summary

Finance & Scrutiny – Monday 13th July 2026
Agenda 17. Budget preparations 2027/2028

- Quotation 1 offers the lowest monthly cost during the initial three-year period and provides a significant reduction to approximately £300 per month thereafter. This option remains comfortably within the Council's approved budget.
- Quotation 2 is the highest-cost option and exceeds the current budget allocation.
- Quotation 3 remains within budget but does not offer any future reduction in costs.

Based on the information provided, Quotation 1 appears to offer the most advantageous financial outcome, both in the short term and over the longer term, subject to the Council being satisfied with the service specification and contractual terms offered by the provider.

Recommendation:

To proceed with quotation 1 with effect from July 2026, which will provide an annual saving of £565.92 through years 1-3, and a reduction of approximately £3,600 year 4 and 5.

Accountable Members All members

Accountable Officer CEO

Summary/purpose

At the Finance & Scrutiny committee which took place on Monday 8th June, the CEO was asked to provide 3 years data for the staffing costs.

2026/2027	TTC Staffing Costs	£250,864
	Pension Costs	£37,210
	VIC Staffing Costs	£24,954

2025/2026	TTC Staffing Costs	£227,051
	Pension Costs	£48,728
	VIC Staffing Costs	£23,944

2024/2025	TTC Staffing Costs	£227,348
	Pension Costs	£43,078
	VIC Staffing Costs	£22,580

Leading suppliers of Unified Communications, local and on hand

At [REDACTED] we pride ourselves on our exceptional after care service. We promote a positive culture in the workplace and our team are incredibly dedicated, with strong company values at the core of what we do. We see our customers as partners, and work with them to gain a true understanding of their communication needs and challenges .

Yes, we're passionate about tech, it's our job to be! But more important than that we speak your language, because good communication is at the heart and soul of what we do.

Work local. Collaborate anywhere



Our solution, Unified Communication



██████████ solution is a **monthly user based subscription model**, 100% secure, web-based technology available in the browser, easy-to-use on any device, set up in minutes, and no end user training necessary!

It provides you with one single web interface to manage internal & external communication across multiple channels including.



So what does this mean for [REDACTED] customers?



There's no need to install any software or configure VPN. It's brilliantly simple!

This means that employees without a technical background can use the most advanced functionality. Why should this technology only be available in large corporations? When it's the small businesses that would benefit from these features now more than ever!

Sustainability

Our company ethos is to be lean and green, and the data centres we use are committed to running operations in the most environmentally friendly way possible and achieve 100% renewable energy usage for their entire global infrastructure footprint, solar and wind powered all ISO27001 Certified.



Our solution is simple, effective, and measurable.

At  we're committed to keeping it:

Personal

 are a privately run independent company covering a regional territory.

Yes, we're advocates for home working, but we love a good face to face, so everything starts with a site visit.

No hard sell, no obligation, just a friendly chat initially and a great opportunity for us to see your operation running.

Local

We understand that business demands are changing, and robust connectivity is a fundamental element required for organisations to operate, and that any downtime can lead to significant financial and commercial loss.

So we're available 24/7 to support our customers. We might work remotely but our focus is distinctly personal.

Ethical

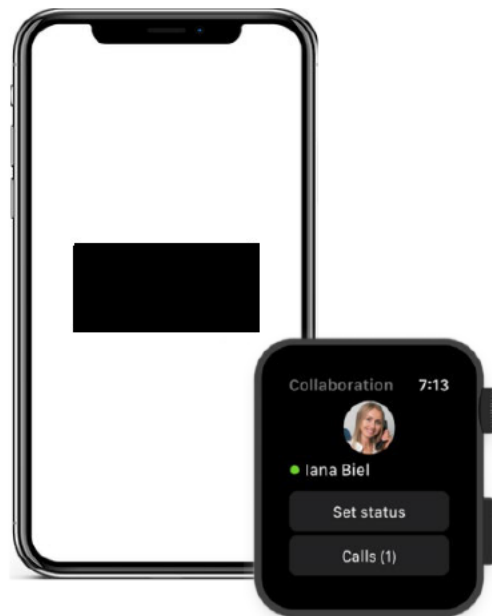
We understand one size doesn't fit all, so we listen and tailor your solution to meet your business needs.

Ideal for companies looking for simple Voice and Data solutions, or those wanting to upgrade their communication tools by introducing such features as video conferencing, chat and user presence but at the same time looking to reduce operating costs.

Video Conferencing and Mobile Extension

Video conferencing uses browser based technology, which allows for secure real-time transmission of audio and video. That means there's no need to install any additional software on your PC. This frees you from time-wasting set-ups, intricate hardware and clumsy cabling

External users will receive an email invitation and can join the conference by clicking the link inside.



- ✓ Real-time communication with internal and external users: audio and video calls, conferencing, desktop and document sharing and editing, corporate chat.
- ✓ Online access on any device to shared phonebooks & presence information: PC, desk phones, DECT handsets, mobile devices.
- ✓ Collaboration: Presence, Chat, Audio & Video call, Faxes, Desktop sharing, File transfer
- ✓ Videoconference for internal and external users, based on WebRTC
- ✓ Windows TAPI & WebAPI: integration with software and web applications

Work local. Collaborate anywhere

Manage the calls as if you were in your office

Mobile extension integrates mobile phones of employees into the business telephone system. Mobile App offers the Unified Communication features of your business PBX, on your iPhone, iPod Touch, iPad and Android smartphones.

- Calls via VoIP or GSM to all contacts
- Video calls, chat and call history
- Mobility call back service
- File exchange
- Users' presence information and geolocation
- Sync with Microsoft Exchange, Outlook, external databases and phonebooks

New equipment and services

New Services	Qty
VOIP SIP Trunks (Local/National & Mobile Calls Inclusive)	2
Fibre Internet	1
Wi-Fi access points	2
Wildix Cloud PBX	1
Wildix Workforce Pro handsets	7
Wildix UC Licenses	7
Settlement of PEAC & Circle Cloud contracts	1
Installation, programming and training	1

New monthly proposed plan

The commercials below are for a complete monthly package which includes line rental, call tariffs, equipment, installation and training. Prices are subject to survey and exclusive of VAT. Termination Fee Inc at £16,902.81.

Existing Services	Qty	Cost
Circle Cloud services	1	£140.16
PEAC	1	£455.00
Existing Monthly Total		£595.16

New Services 5Y	Qty	Cost
VOIP SIP Trunks (Local/National & Mobile Calls Inclusive)	2	£30
Fibre	1	£45
System, installation & programming (as P7)	1	£448
Support	1	£25
Proposed Monthly Total		£548.00

£565.92
Annual
Saving

Licences UC-Essential x 7



The screenshot displays the Microsoft Teams interface. At the top, there is a search bar with the text "Search or dial a number" and several icons for communication: a microphone, a phone, a plus sign, and a video camera. To the right of the search bar are icons for "Colleagues", "Fn keys", "Chat" (with a red notification badge), "Phonebook", "History" (with a red notification badge), and "Voicemail" (with a red notification badge). Below the search bar, there is a list of colleagues under the "All" tab. The list includes: "admin" (purple icon with 'AD'), "Andy S - Sales" (photo of a man), "Danny Williams - Billing" (photo of a man), "David Whitehouse" (blue icon with 'DW'), "Debbie - Finance" (photo of a woman), "Gemma Ralph - Provis" (photo of a woman), "Gethin Edwards" (photo of a man), "Mat Evans" (green icon with 'MA'), "NewBus1" (blue icon with 'NE'), and "NewBus3" (photo of a man). On the left side of the interface, there are three tabs: "All", "Default", and "Other". Below the tabs, there is a text box with the following text: "UC Essential licenses allow the users to share documents, chat, call with a click, view the status of colleagues and geolocation. Streamlining daily communication processes saves each employee an average of 2 hours a day on activities such as telephoning and exchanging information".

All

Default

Other

UC Essential licenses allow the users to share documents, chat, call with a click, view the status of colleagues and geolocation. Streamlining daily communication processes saves each employee an average of 2 hours a day on activities such as telephoning and exchanging information

admin

Andy S - Sales

Danny Williams - Billing

David Whitehouse

Debbie - Finance

Gemma Ralph - Provis

Gethin Edwards

Mat Evans

NewBus1

NewBus3

Ideal for: work teams

- Web Collaboration
- 10 Devices for each user
- Click to Dial / Call Pop-Up
- iPhone/Android client
- Live presence in Phonebook
- Activate FAX server for all users
- Chat and Presence
- Post – it
- File transfer
- Desktop Sharing
- WebRTC Video Calls peer to peer
- Full access to Phonebooks
- SMS sending and receiving

Work local. Collaborate anywhere

Handsets

ForcePro x 7

- 480*272 4.3" color adjustable display 0° to 40°
- 45 BLF (5 pages)
- Opus compatibility
- Bluetooth & WiFi ready
- added support for monitoring presence status of colleagues via BLF keys



The ForcePro 5 - High-End VoIP Office Phone

Handle calls in comfort

Put customers first without sacrificing comfort. With ForcePro's large, adjustable screen and 45 BLF keys, customer-facing workers can quickly see who's available and manage calls efficiently.

The phone comes ready to connect to WiFi and Bluetooth for quick setup and the option to use the office telephone headset of your choice.

Tara Niblett
Tetbury Town Council



Network Requirements

Existing Line Type	Cloud
New Line Type	Cloud
Analogue Lines	
Main Broadband	1
Additional Broadband(s)	

System Order

 Users 7 0	 T34W 0	 App/softphone twin trial* 7 0	 T54W 0	 T88W 7
Enterprise		App/softphone extension		
Ultimate		0		
 Office Dect 0	 Mono dect- Teams 0	 Conference 0	 Extension module 0	 Camera add-on 0
 Rugged Dect 0	 Bi dect- Teams 0			
 Music Module 1 0	 Loud Bell Operation 0	 FREE CCTV Select Option	 NFC Door Entry 0 + push button 0 + key code	 WiFi Access 0
 On-site install YES Remote install NO	 Call Queueing 0 per queue slot	 Fax- Email 0	 Maintenance 1	 System move 0 Site survey NO

Standard licence features included								
Multi Calls	App Twinning	VM- Email	Transfer	Presence View	Group Hunt	Call Divert	Call Forward	Do Not Disturb
Night Mode	Conference	On Hold	Hot Desk	Flexibility	Call Park	Reporting	Prog. Tool	CRM integrate

Ultimate licence additional features provided								
Linkus SDK	Disaster recovery	Video conf	Collaboration					

Work space efficiency

Increased efficiency and productivity saving valuable time

CRM integration user requirements	0	▼	Video calls and video conferencing	Select Option	▼
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Wallboard

Never lose business from missed calls; enhance customer service and staff efficiency, even measure the success of your advertising

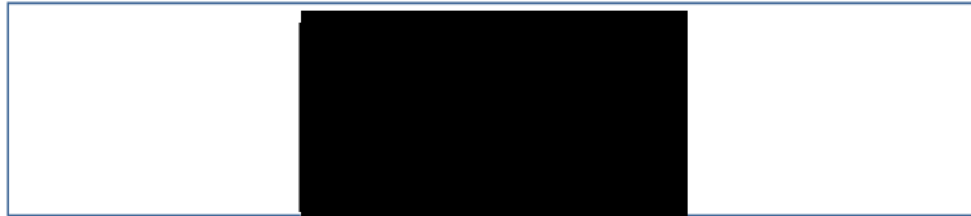
Including advanced queue reports

Select Option	▼
---------------	---

Voice Recording

Train and evaluate staff, ensure complete accuracy and improve service whilst providing a real sense of business security

Upgraded storage users	0	▼
PCI compliance users (pause/resume)	0	▼



Bespoke Monthly Quotation

At present you are paying:-	
Current Mobile Costs	£0.00
Call Charges (After Current Discount)	£0.00
Equipment Rental	£0.00
Existing Service Charges, including Line Rental, divers etc	£0.00
System Maintenance	£0.00
Current Broadband Costs	£0.00
other	£0.00
Total (exc VAT)	£0.00

Telecom with all inclusive system:-	
Estimated Mobile Charges	£0.00
Estimated UK Local, National, UK Mobile Call Charges*	£7.00
System Rental	£566.02
New Service charges (excludes additional services/ care if applicable)	£26.00
Hosting charges	£56.40
Additional Broadband(s)	£0.00
other	£0.00
Total (exc VAT)	£655.42

Invested cost per month	£655.42
Cost per user	£93.63

Quotation Includes

Line order charges paid by Telecomunications Ltd	£200.00
Settlement of other Provider	0 ✓
Full equipment and software listed	✓
Full project management	✓
Includes 1 years on site and labour warranty	✓

I understand that the above figures are representative of our current average expenditure and to be billed in line with Telecom's current Terms and Conditions, which can also be found at [redacted] I understand that I may be billed separately for the system rental by a 3rd party funder and lines, calls, maintenance and broadband by Telecom under a separate agreement.

Company name Tetbury Town Council

Signed x

Position Authorised Signatory

Name Tara Niblett

Date 22/06/2026





Prepared for: Tetbury Town Council

Date: 22nd June 2026



PROPOSAL

“ Let’s go ahead
Together

Executive Summary

About Tetbury Town Council

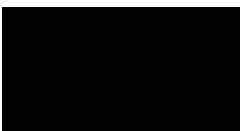
Tetbury is an English Civil Parish within the District of The Cotswolds and the County of Gloucestershire

Key findings from our discussion

1. Tara and the Team are currently reviewing the Telecom requirements and are actively looking to move away from the incumbent supplier.

The new proposed solution will require Internet and Voice solutions

2. There is a requirement for Fibre Internet to be installed.
3. We understand that you have a desire to have a traditional environment with handsets on desk. A maintenance contract will be required.
4. There is a current lease agreement in place, this will be settled as part of this new agreement.



Proposed Solution

- 1. Install a Fibre Internet
- 2. Introduce the Gamma iPECS System for the Office

We recommend migrating to the world-renowned Gamma LG iPECS from Ericsson-LG.

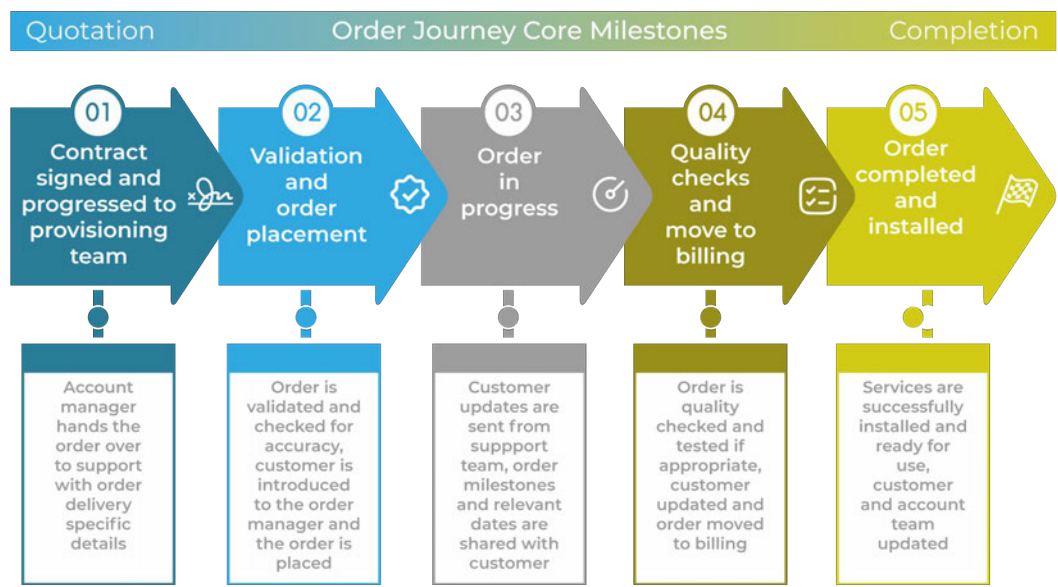
- 3. Local support from Bristol based Square One Network

We are in the top 5% of accredited Gamma Technical Alliance partners in the UK, giving Modo priority access, deep technical expertise and enhanced support pathways.

We will provide the following:

- 7 X Desk Phones, 1 x Fibre Internet with Support

Total Monthly costs over 5 years will be £626.99



Why [REDACTED] Network

Established and Local

Established in 2010, based in Bristol and supporting businesses from **Swansea** to **Swindon** and **Gloucester** to **Glastonbury**.

Telecoms Specialists

- Specialist telecoms providers (not trying to be everything).
- Offering business telephony, mobiles, internet access and more.
- Offering a carefully curated range of industry leading solutions.
- Accredited to the highest levels with our solution providers.
- Subject matter experts.



Gamma
Technical Alliance Partner



Authorised
supplier for



Providing Unrivalled Service

- Dedicated Account Management.
- Service desk operates 08:00 to 20:00 Mon-Fri and on call at weekends.
- Access to service desk is available via telephone, email and online.
- Out of hours support engineering support is provided through a duty engineering team at weekends.



HMRC mileage rates have been revised for the first time since 2011.

The HMRC figure, which represents tax-free amount at which mileage can be reimbursed for the first 10,000 mileage claimed, has increased from 45p per mile to 55p per mile.

The new approved mileage rates from tax year 2026/207 are:

Cars and vans 55p (first 10,000 business miles in the tax year)

25p (each business mile over 10,000 in the tax year)

Motorcycles 24p (all business miles in the tax year)

Bicycles 20p (all business miles in the tax year)