MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
Monday 14th September 2026 at 7pm

Present
Town Councillors: Z Baker (Chair), J Taylor (Vice Chair), R Smith, L Farnham, D Alexander
Officer T Niblett (CEO/RFO)
Public Cllr I Watson (ex-officio), 1 member of the public

FS01. 09/26 To note apologies:
Councillor S Scott – personal reasons

FS02. 09/26 Declarations of interest:
None

FS03. 09/26 Public Consultation:
A resident asked if the Town Council are spending funds to assist with finding additional burial ground. Advised that the Council are working with consultants and within the fee which has recently been paid we will receive a report and a representative to attend the town meeting which will be arranged early 2027.

FS04. 09/26 To approve minutes of the meeting held on Monday 13th July 2026:
It was proposed by Councillor Z Baker, seconded by Councillor R Smith to approve the minutes of the meeting held on Monday 13th July 2026.

Voting Record: For 3 , Against 0 , Absent 1, Abstentions 2

FS05. 09/26 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 took place on Wednesday 26th August.

FS10. 07/26 - Reinstatement Cost Assessment (RCA) Survey took place on The Old Courthouse and Goods Shed 25th August, report to follow.

FS11. 07/26 – Internal Auditor – next meeting scheduled for 23rd October.

FS17. 07/26 – Budget Preparations – Telephone 3 quotations have been received.

FS06. 09/26 To note bank reconciliation and financial summary for July and August:
As of 31st July 2026, it was noted that TTC Current Account held £15,823.10, TTC Deposit Account £341,486.95, VIC Current Account £2,593.96, Police Museum £12,144.42, Contingency £100,198.91, CIL and Buildings Maintenance £124,530.01.

As of 31st August 2026, it was noted that TTC Current Account held £19,920.91, TTC Deposit Account £299,665.27, VIC Current Account £3,029.31, Police Museum £9,703.11, Contingency £100,198.91, CIL and Buildings Maintenance £124,595.52.

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FS07. 09/26 To note Income and Expenditure for Month 4 and 5:
Noted.

FS08. 09/26 To note August payments and estimate transfer of funds:
It was noted that Tetbury Town Council August payments totalled £35,821.78, VIC July payments totalled £2,275.96, Credit Card July payments totalled £297.60 and Police Museum totalled £2,503.00.

Transfer of funds of £2,000.00 from TTC Deposit Account to the VIC Account and £40,000.00 transfer of funds from the TTC Deposit Account to the TTC Current Account.

FS09. 09/26 To approve September payments and estimate transfer of funds:
It was noted that Tetbury Town Council September payments totalled £25,326.60, VIC September payments totalled £2,481.96, Police Museum totalled £2,503.00.

Transfer of funds of £2,000.00 from TTC Deposit Account to the VIC Account and £25,000.00 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 September payments and estimate transfer of funds.

FS10. 09/26 To discuss and recommend to Full Council Equality and Diversity Policy:
A question was raised about training for Equality and Diversity for all staff following a Councillor's comments that their current workplace provides ongoing training in this area. It was noted that Tetbury Town Council has a limited training budget. Cllr Watson offered to explore whether Gloucestershire County Council or Cotswold District Council offer any training that may be accessible to Town Council staff. It was requested that a hyperlink be added to the policy. Policy to come back to a future Finance & Scrutiny meeting.

FS11. 09/26 To discuss and recommend to Full Council Dignity at Work Policy:
It was requested that the acronyms are written in full within this policy. It was requested that the word procedure is replaced with policy following the word grievance. Following these amendments the Civility & Respect Dignity at Work policy has been recommended to Full Council.

FS12. 09/26 To discuss and recommend to Full Council Service Level Agreement between Tetbury Town Council and The Rail Lands Regeneration Trust:
It was requested to include a map showing where these items can be found. Councillor advised that there are numerous items stored under and behind the Railway carriage, could we request these are removed due to the potential fire hazard. SLA to be sent to TRLRT advising of no changes following the agreement last year. The SLA has been recommended to Full Council.

FS13. 09/26 To discuss and recommend to Full Council Data Protection Complaints Policy:
Following a request that the acronyms are written in full, this policy has been recommended to Full Council.

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FS14. 09/26 To discuss and recommend to Full Council Volunteer Policy:
Policy has been recommended to Full Council. It was requested that several recent risk assessments are sent to all committee members.

FS15. 09/26 To discuss budget preparations for 2027/2028:
It was debated and recommended that a budget line of £5,000 for future Local Government Reorganisation is added to the 2027/28 budget. To add £1500 for a strategic grant to the Citizens Advice Bureau following their requests this year and the number of residents they are assisting. Chair to provide a budget on a 5% increase in last year's precept.

FS16. 09/26 Correspondence Received:
None Received.

FS17. 09/26 To receive members report:
Cllr R Smith – Thanked County Cllr Ian Watson for assisting with the Northfield Road signs. Advised that the rent a car park space at Tetbury Tesco is not available.

FS18. 09/26 Items for next meeting:
Budget, TAYCT CIL Application, Staffing matters

FS19. 09/26 Date of next meeting – Monday 12th October 2026, 7pm, Tetbury Library, Close Gardens

Meeting closed 7.50pm

Chair ……. Dated ……

FS20. 09/26 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.
It was proposed by Cllr Z Baker, seconded Cllr J Taylor that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Public and Press be excluded from the Meeting for the following items of business on the grounds they involved the likely disclosure of confidential information (as defined in paragraphs (1) and (2) of Part I of Schedule 12A to Section 100A(4) of the Local Government Act 1972 [Information relating to an individual and Information relating to the financial or business affairs of any particular person]), and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

FS21. 09/26 To approve Confidential minutes held on Monday 14th September 2026:
It was proposed by Cllr Z Baker, seconded by Cllr J Taylor to approve the confidential minutes held on Monday 14th September 2026.

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FS22. 09/26 To receive an update on staffing matters:

CEO advised the committee that the unions have come to a settlement for the 2026/2027 pay awards, the increase and backpay will be implemented in the October payroll.

CEO updated the committee on staff performances.

CEO provided the committee with an update following the meeting between the Mayor, Police Museum Curator and CEO.

Meeting closed 8.12pm