

47To all Members of the Finance & Scrutiny Committee

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

You are summoned to attend a Meeting of the Finance & Scrutiny committee on Monday 14th September 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
8th September 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 13th July 2026
5. To note action points from previous meetings
6. To note bank reconciliation and financial summary for July and August
7. To note income and expenditure for Month 4 and 5
8. To note August payments and estimate transfer of funds
9. To approve September payments and estimate transfer of funds
10. To discuss and recommend to Full Council Equality and Diversity Policy
11. To discuss and recommend to Full Council Dignity at Work Policy
12. To discuss and recommend to Full Council Service Level Agreement Between Tetbury Town Council and The Rail Lands Regeneration Trust
13. To discuss and recommend to Full Council Data Protection Complaints Policy
14. To discuss and recommend to Full Council Volunteer Policy
15. To discuss budget preparations for 2027/2028
16. Correspondence Received
17. To receive members reports
18. Items for next meeting
19. Date of next meeting – Monday 12th October, 7pm, Tetbury Library, Close Gardens
20. 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
21. To approve Confidential minutes held on Monday 13th July 2026
22. To receive an update on staffing matters

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 13th 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 8th June 2026:

It was proposed by Councillor J Taylor, seconded by Councillor R Smith to approve the minutes of the meeting held on Monday 8th 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 30th 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.

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

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

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

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 13th 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 14th 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

**Report to a Meeting of
Tetbury Town Council's Finance and Scrutiny Committee
Monday 14th September 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 took place Wednesday 26 th August.
FS10. 07/26	Reinstatement Cost Assessment (RCA) Valuation Survey	CEO	Valuation on the Old Courthouse and Goods Shed took place Tuesday 25 th August. Report to follow.
FS11. 07/26	Internal Auditor	CEO	Next meeting has been scheduled for Friday 23 rd October.
FS17. 07/26	Budget Preparations – Telephone	CEO	Quotation 1 – monthly cost £548 – reducing to £350 at year 4. Year 5 onwards circa £230. Quotation 2 – no reduction in cost throughout the contract. Quotation 3 – no reduction in cost throughout the contract. Current contract cost - £595.16 per month – no reduction in cost.

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 31/08/2026		
	Cash in Hand 01/04/2026		328,606.02
	ADD Receipts 01/04/2026 - 31/08/2026		451,765.76
	SUBTRACT Payments 01/04/2026 - 31/08/2026		780,371.78 224,544.14
	Cash in Hand 31/08/2026 (per Cash Book)		555,827.64
B	Cash in hand per Bank Statements		
	Petty Cash 31/08/2026	1.10	
	Tetbury Town Council Current Accc 31/08/2026	19,920.91	
	VIC Current Account 31/08/2026	3,029.31	
	Police Museum and Courtroom 31/08/2026	9,703.11	
	Contingency 31/08/2026	0.00	
	Tetbury Town Council Deposit Accc 31/08/2026	299,665.27	
	CIL and Buildings Maintenance 31/08/2026	124,595.52	
	Credit Card 31/08/2026	0.00	
	TTC Contingency 31/08/2026	100,198.91	
			557,114.13
	Less unrepresented payments		1,286.49
			555,827.64
	Plus unrepresented receipts		
	Adjusted Bank Balance		555,827.64
	A = B Checks out OK		

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 31/07/2026		
	Cash in Hand 01/04/2026		328,606.02
	ADD Receipts 01/04/2026 - 31/07/2026		449,765.25
	SUBTRACT Payments 01/04/2026 - 31/07/2026		778,371.27
			181,733.71
	Cash in Hand 31/07/2026 (per Cash Book)		596,637.56
B	Cash in hand per Bank Statements		
	Petty Cash 31/07/2026	1.10	
	Tetbury Town Council Current Accc 31/07/2026	15,823.10	
	VIC Current Account 31/07/2026	2,593.96	
	Police Museum and Courtroom 31/07/2026	12,144.42	
	Contingency 31/07/2026	0.00	
	Tetbury Town Council Deposit Accc 31/07/2026	341,486.95	
	CIL and Buildings Maintenance 31/07/2026	124,530.01	
	Credit Card 31/07/2026	0.00	
	TTC Contingency 31/07/2026	100,198.91	
			596,778.45
	Less unrepresented payments		140.89
			596,637.56
	Plus unrepresented receipts		
	Adjusted Bank Balance		596,637.56
	A = B Checks out OK		

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

09 September 2026 (2026 - 2027)

01TTC Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1110	Burials		4,970.00	4,970.00				4,970.00 (N/A)
1141	Christmas Market Income							(N/A)
1078	CIL Income		21,120.77	21,120.77				21,120.77 (N/A)
1120	Flat Rent	7,200.00	3,000.00	-4,200.00				-4,200.00 (-58%)
1200	Grants Received		1,075.00	1,075.00				1,075.00 (N/A)
1804	Highfield Allotment Rent		665.00	665.00				665.00 (N/A)
1090	Interest Received		1,404.62	1,404.62				1,404.62 (N/A)
1900	Miscellaneous Income		2,716.99	2,716.99				2,716.99 (N/A)
1076	Precept	532,946.00	399,710.00	-133,236.00				-133,236.00 (-25%)
1121	Room Rental	1,000.00	500.00	-500.00				-500.00 (-50%)
5026	VAT Reclaim							(N/A)
SUB TOTAL		541,146.00	435,162.38	-105,983.62				-105,983.62 (-19%)

03 TTC Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4170	Audit/ Professional Fees				5,000.00	2,081.00	2,919.00	2,919.00 (58%)
4492	Bank charges				102.00	42.50	59.50	59.50 (58%)
4240	Building Repairs/Maintenance					135.00	-135.00	-135.00 (N/A)
4070	Business Rates				9,000.00	4,254.50	4,745.50	4,745.50 (52%)
4063	CIL Grant Expenditure							(N/A)
4210	Civic Expenses				800.00	35.00	765.00	765.00 (95%)
4135	Defibrillators							(N/A)
4062	Election Costs				25,000.00		25,000.00	25,000.00 (100%)
4996	Grant Expenditure					1,737.00	-1,737.00	-1,737.00 (N/A)
5021	Grounds Team Mobile Phones				600.00	214.54	385.46	385.46 (64%)
4175	Health & Safety Monthly Contra				5,520.00	500.00	5,020.00	5,020.00 (90%)
4120	Insurance				7,000.00	8,929.09	-1,929.09	-1,929.09 (-27%)
4190	IT				15,000.00	4,977.35	10,022.65	10,022.65 (66%)
4180	Legal Fees				5,000.00		5,000.00	5,000.00 (100%)
4995	Locum Fees							(N/A)
4200	Member's Expenses				250.00		250.00	250.00 (100%)
4130	Office Supplies				3,500.00	1,098.66	2,401.34	2,401.34 (68%)
5023	Open Spaces: 4430							(N/A)
4030	Power of Gen. Competence				400.00	68.75	331.25	331.25 (82%)
4140	Publicity				3,500.00	630.00	2,870.00	2,870.00 (82%)
4290	PWLB Loan				19,639.00	9,819.09	9,819.91	9,819.91 (50%)
4160	Subscriptions				3,200.00	3,653.49	-453.49	-453.49 (-14%)
4080	Telephone				7,600.00	3,692.29	3,907.71	3,907.71 (51%)
4060	Training Costs				6,000.00	1,891.50	4,108.50	4,108.50 (68%)
4000	TTC Admin. Staff		1,121.16	1,121.16	250,864.00	92,619.49	158,244.51	159,365.67 (63%)
4001	TTC Pensions				37,210.00	14,798.04	22,411.96	22,411.96 (60%)
4002	TTC Staff Expenses				1,500.00	276.99	1,223.01	1,223.01 (81%)
4090	Utilities				7,500.00	1,659.86	5,840.14	5,840.14 (77%)
SUB TOTAL			1,121.16	1,121.16	414,185.00	153,114.14	261,070.86	262,192.02 (63%)

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

09 September 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%)
4471	Awards				500.00		500.00	500.00 (100%)
5007	Bunting Installation				1,000.00		1,000.00	1,000.00 (100%)
4451	Christmas				6,000.00	21.00	5,979.00	5,979.00 (99%)
4420	Clothing		13.09	13.09	660.00	490.98	169.02	182.11 (27%)
4310	Current Youth Services				29,600.00	29,600.00		(0%)
4318	Emergency Fund				250.00		250.00	250.00 (100%)
4400	Equipment & Repairs				3,500.00	1,227.56	2,272.44	2,272.44 (64%)
4410	Fuel				2,000.00	945.39	1,054.61	1,054.61 (52%)
5025	Highfield Allotments 4475					308.94	-308.94	-308.94 (N/A)
4316	Holiday Youth Provision				2,500.00	2,500.00		(0%)
5006	New Bunting				1,500.00	567.45	932.55	932.55 (62%)
5002	New Van Payments				8,300.00		8,300.00	8,300.00 (100%)
4430	Open Spaces				6,050.00	2,576.17	3,473.83	3,473.83 (57%)
4317	Organisation Grants				3,000.00		3,000.00	3,000.00 (100%)
4440	Planting				1,900.00	1,446.00	454.00	454.00 (23%)
4460	Playground Inspection & Repair				2,000.00	443.00	1,557.00	1,557.00 (77%)
4470	Projects				1,500.00	576.62	923.38	923.38 (61%)
4095	St Saviours Water				115.00	56.33	58.67	58.67 (51%)
4476	Town Centre				3,000.00		3,000.00	3,000.00 (100%)
5005	Town Crier				650.00	650.00		(0%)
4435	Trees / Tree Work				13,000.00	682.00	12,318.00	12,318.00 (94%)
4220	Vehicle Costs & Repairs				3,520.00	55.00	3,465.00	3,465.00 (98%)
4230	Vehicle Tax/Insurance				1,100.00	362.50	737.50	737.50 (67%)
SUB TOTAL			13.09	13.09	94,145.00	42,508.94	51,636.06	51,649.15 (54%)

05 Police Museum

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4491	Bank Charges				102.00	67.23	34.77	34.77 (34%)
5014	Honorarium				4,750.00	1,187.50	3,562.50	3,562.50 (75%)
5011	Misc Expenses				250.00		250.00	250.00 (100%)
1902	Miscellaneous Income	500.00	309.98	-190.02				-190.02 (-38%)
4482	PM Training and Expenses				300.00		300.00	300.00 (100%)
4481	Police Museum Collections Care				1,000.00	389.46	610.54	610.54 (61%)
1130	Police Museum Donations	1,000.00	794.00	-206.00				-206.00 (-20%)
4483	Police Museum Education				500.00	729.51	-229.51	-229.51 (-45%)
4485	Police Museum Grant Expenditu					2,275.00	-2,275.00	-2,275.00 (N/A)
1135	Police Museum Grants Receivec	500.00	3,600.00	3,100.00				3,100.00 (620%)
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%)
5012	Remedial Conservation				1,000.00		1,000.00	1,000.00 (100%)
5013	Shop				250.00		250.00	250.00 (100%)
SUB TOTAL		2,000.00	4,703.98	2,703.98	9,502.00	5,041.50	4,460.50	7,164.48 (62%)

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

09 September 2026 (2026 - 2027)

07 Visitor Information Centre

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5022	4985					1,259.40	-1,259.40	-1,259.40 (N/A)
4801	Banking charges				102.00	50.48	51.52	51.52 (50%)
5010	Card Processing Costs				250.00	36.83	213.17	213.17 (85%)
1897	Cards for Good Causes							(N/A)
1903	Miscellaneous Income							(N/A)
5009	Stock				5,400.00	1,196.70	4,203.30	4,203.30 (77%)
4935	Ticket Sales Good Shed Arts Ce					118.83	-118.83	-118.83 (N/A)
1840	Ticket Sales Goods Shed							(N/A)
4900	Ticket Sales Nat. Express							(N/A)
1830	Ticket Sales Nat. Express Inc							(N/A)
5008	Trading Income	6,000.00	2,384.62	-3,615.38		0.50	-0.50	-3,615.88 (-60%)
4970	VIC Repairs/IT				1,000.00	1,049.00	-49.00	-49.00 (-4%)
4940	VIC Staff Costs				24,954.00	9,976.50	14,977.50	14,977.50 (60%)
SUB TOTAL		6,000.00	2,384.62	-3,615.38	31,706.00	13,688.24	18,017.76	14,402.38 (38%)

08 Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5001	Building					815.90	-815.90	-815.90 (N/A)
4998	Burial Ground					4,400.00	-4,400.00	-4,400.00 (N/A)
4997	CIL					61.29	-61.29	-61.29 (N/A)
4999	Contingency							(N/A)
5000	Van Purchase							(N/A)
SUB TOTAL						5,277.19	-5,277.19	-5,277.19 (N/A)

Summary

NET TOTAL	549,146.00	443,385.23	-105,760.77	549,538.00	219,630.01	329,907.99	224,147.22
V.A.T.		8,380.53			6,350.00		
GROSS TOTAL		451,765.76			225,980.01		

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
01TTC Income															
Burials															
Christmas Market Incon															
CIL Income															
Flat Rent															
Grants Received															
Highfield Allotment Renl															
Interest Received															
Miscellaneous Income															
Precept															
Room Rental															
VAT Reclaim															
03 TTC Administration															
Audit/ Professional Fees	5,000.00		1,826.00	230.00		25.00								2,081.00	2,919.00
Bank charges	102.00	8.50	8.50	17.00		8.50								42.50	59.50
Building Repairs/Mainte					135.00									135.00	-135.00
Business Rates	9,000.00	709.50	709.00	1,418.00		709.00	709.00							4,254.50	4,745.50
CIL Grant Expenditure															
Civic Expenses	800.00		35.00											35.00	765.00
Defibrillators															
Election Costs	25,000.00														25,000.00
Grant Expenditure				1,737.00										1,737.00	-1,737.00
Grounds Team Mobile F	600.00	51.45	14.53	49.52	49.52	49.52								214.54	385.46
Health & Safety Monthly	5,520.00	100.00	114.99	185.01		100.00								500.00	5,020.00
Insurance	7,000.00	2,607.81	601.04	148.03		5,572.21								8,929.09	-1,929.09
IT	15,000.00	1,414.88	1,185.94	1,130.26	141.80	1,097.45	7.02							4,977.35	10,022.65
Legal Fees	5,000.00														5,000.00
Locum Fees															
Member's Expenses	250.00														250.00

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Office Supplies	3,500.00	205.62	311.32	379.57	76.25	125.90								1,098.66	2,401.34
Open Spaces: 4430															
Power of Gen. Compete	400.00					68.75								68.75	331.25
Publicity	3,500.00		420.00	210.00										630.00	2,870.00
PWLB Loan	19,639.00			9,819.09										9,819.09	9,819.91
Subscriptions	3,200.00	1,069.00	2,091.49	493.00										3,653.49	-453.49
Telephone	7,600.00	632.91	667.90	632.91	632.91	632.91	492.75							3,692.29	3,907.71
Training Costs	6,000.00	1,678.00				175.00	38.50							1,891.50	4,108.50
TTC Admin. Staff	250,864.00	22,099.71	17,434.27	35,028.50		18,057.01								92,619.49	158,244.51
TTC Pensions	37,210.00	116.01	3,672.49	7,212.52	155.49	3,641.53								14,798.04	22,411.96
TTC Staff Expenses	1,500.00	67.10	111.34	98.55										276.99	1,223.01
Utilities	7,500.00	629.66	438.56	319.85	132.78	139.01								1,659.86	5,840.14
04 HEC															
Allotment S106	2,500.00														2,500.00
Awards	500.00														500.00
Bunting Installation	1,000.00														1,000.00
Christmas	6,000.00				21.00									21.00	5,979.00
Clothing	660.00	53.21	317.99	49.48	31.99	38.31								490.98	169.02
Current Youth Services	29,600.00		29,600.00											29,600.00	
Emergency Fund	250.00														250.00
Equipment & Repairs	3,500.00	323.58	257.69	552.93	9.37	83.99								1,227.56	2,272.44
Fuel	2,000.00	87.48	466.65	154.28	122.71	114.27								945.39	1,054.61
Highfield Allotments 447			152.24			156.70								308.94	-308.94
Holiday Youth Provision	2,500.00		2,500.00											2,500.00	
New Bunting	1,500.00		567.45											567.45	932.55
New Van Payments	8,300.00														8,300.00
Open Spaces	6,050.00	1,153.20	280.32	725.98		416.67								2,576.17	3,473.83
Organisation Grants	3,000.00														3,000.00
Planting	1,900.00		1,446.00											1,446.00	454.00
Playground Inspection &	2,000.00		443.00											443.00	1,557.00
Projects	1,500.00		526.62			50.00								576.62	923.38

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
St Saviours Water	115.00					56.33								56.33	58.67
Town Centre	3,000.00														3,000.00
Town Crier	650.00			650.00										650.00	
Trees / Tree Work	13,000.00			682.00										682.00	12,318.00
Vehicle Costs & Repairs	3,520.00					55.00								55.00	3,465.00
Vehicle Tax/Insurance	1,100.00		362.50											362.50	737.50
05 Police Museum															
Bank Charges	102.00	22.42	8.50	8.50	8.50	19.31								67.23	34.77
Honorarium	4,750.00			1,187.50										1,187.50	3,562.50
Misc Expenses	250.00														250.00
Miscellaneous Income															
PM Training and Expen:	300.00														300.00
Police Museum Collecti	1,000.00				132.00	190.00	67.46							389.46	610.54
Police Museum Donatio															
Police Museum Educati	500.00				729.51									729.51	-229.51
Police Museum Grant E						2,275.00								2,275.00	-2,275.00
Police Museum Grants I															
Police Museum Insuran	750.00														750.00
Police Museum Marketi	350.00		75.60		305.20									380.80	-30.80
Police Museum Membe	250.00		12.00											12.00	238.00
Remedial Conservation	1,000.00														1,000.00
Shop	250.00														250.00
07 Visitor Information															
4985		1,259.40												1,259.40	-1,259.40
Banking charges	102.00	8.70	20.10		11.06	10.62								50.48	51.52
Card Processing Costs	250.00	5.11	3.60	8.82	5.55	13.75								36.83	213.17
Cards for Good Causes															
Miscellaneous Income															
Stock	5,400.00	483.91	40.54	65.31	326.28	280.66								1,196.70	4,203.30
Ticket Sales Good Shec		48.90	24.94		44.99									118.83	-118.83
Ticket Sales Goods She															

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Ticket Sales Nat. Expre:															
Ticket Sales Nat. Expre:															
Trading Income			0.50											0.50	-0.50
VIC Repairs/IT	1,000.00		1,049.00											1,049.00	-49.00
VIC Staff Costs	24,954.00	1,995.30	1,995.30	1,995.30	1,995.30	1,995.30								9,976.50	14,977.50
08 Earmarked Reserve															
Building			330.90			485.00								815.90	-815.90
Burial Ground						4,400.00								4,400.00	-4,400.00
CIL			61.29											61.29	-61.29
Contingency															
Van Purchase															
	549,538.00	36,831.36	70,185.10	65,188.91	5,067.21	41,042.70	1,314.73								
														Total:	219,630.01
														Variance:	329,907.99

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
RECEIPTS															
01TTC Income															
Burials		1,300.00	1,675.00		1,730.00	265.00								4,970.00	4,970.00
Christmas Market Incon															
CIL Income			21,120.77											21,120.77	21,120.77
Flat Rent	7,200.00	600.00	600.00	600.00	600.00	600.00								3,000.00	-4,200.00
Grants Received				1,000.00		75.00								1,075.00	1,075.00
Highfield Allotment Rent				510.00	155.00									665.00	665.00
Interest Received		150.30	303.91	460.86	245.72	243.83								1,404.62	1,404.62
Miscellaneous Income		2,660.53	29.60	23.20	3.66									2,716.99	2,716.99
Precept	532,946.00	399,710.00												399,710.00	-133,236.00
Room Rental	1,000.00			500.00										500.00	-500.00
VAT Reclaim															
03 TTC Administration															
Audit/ Professional Fees															
Bank charges															
Building Repairs/Mainte															
Business Rates															
CIL Grant Expenditure															
Civic Expenses															
Defibrillators															
Election Costs															
Grant Expenditure															
Grounds Team Mobile F															
Health & Safety Monthly															
Insurance															
IT															
Legal Fees															
Locum Fees															
Member's Expenses															

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Office Supplies															
Open Spaces: 4430															
Power of Gen. Compete															
Publicity															
PWLB Loan															
Subscriptions															
Telephone															
Training Costs															
TTC Admin. Staff		1,121.16												1,121.16	1,121.16
TTC Pensions															
TTC Staff Expenses															
Utilities															
04 HEC															
Allotment S106															
Awards															
Bunting Installation															
Christmas															
Clothing		13.09												13.09	13.09
Current Youth Services															
Emergency Fund															
Equipment & Repairs															
Fuel															
Highfield Allotments 447															
Holiday Youth Provision															
New Bunting															
New Van Payments															
Open Spaces															
Organisation Grants															
Planting															
Playground Inspection &															
Projects															

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
St Saviours Water															
Town Centre															
Town Crier															
Trees / Tree Work															
Vehicle Costs & Repairs															
Vehicle Tax/Insurance															
05 Police Museum															
Bank Charges															
Honorarium															
Misc Expenses															
Miscellaneous Income	500.00			309.98										309.98	-190.02
PM Training and Expen:															
Police Museum Collecti															
Police Museum Donatio	1,000.00		130.00		583.00	81.00								794.00	-206.00
Police Museum Educati															
Police Museum Grant E															
Police Museum Grants I	500.00			3,600.00										3,600.00	3,100.00
Police Museum Insuran															
Police Museum Marketi															
Police Museum Membe															
Remedial Conservation															
Shop															
07 Visitor Information															
4985															
Banking charges															
Card Processing Costs															
Cards for Good Causes															
Miscellaneous Income															
Stock															
Ticket Sales Good Shec															
Ticket Sales Goods She															

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

Created by  **Scribe**

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/07/2026 and 31/07/2026)

01TTC Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1110	Burials		1,730.00	1,730.00				1,730.00 (N/A)
1141	Christmas Market Income							(N/A)
1078	CIL Income							(N/A)
1120	Flat Rent	7,200.00	600.00	-6,600.00				-6,600.00 (-91%)
1200	Grants Received							(N/A)
1804	Highfield Allotment Rent		155.00	155.00				155.00 (N/A)
1090	Interest Received		245.72	245.72				245.72 (N/A)
1900	Miscellaneous Income		3.66	3.66				3.66 (N/A)
1076	Precept	532,946.00		-532,946.00				-532,946.00 (-100%)
1121	Room Rental	1,000.00		-1,000.00				-1,000.00 (-100%)
5026	VAT Reclaim							(N/A)
SUB TOTAL		541,146.00	2,734.38	-538,411.62				-538,411.62 (-99%)

03 TTC Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4170	Audit/ Professional Fees				5,000.00		5,000.00	5,000.00 (100%)
4492	Bank charges				102.00		102.00	102.00 (100%)
4240	Building Repairs/Maintenance					135.00	-135.00	-135.00 (N/A)
4070	Business Rates				9,000.00		9,000.00	9,000.00 (100%)
4063	CIL Grant Expenditure							(N/A)
4210	Civic Expenses				800.00		800.00	800.00 (100%)
4135	Defibrillators							(N/A)
4062	Election Costs				25,000.00		25,000.00	25,000.00 (100%)
4996	Grant Expenditure							(N/A)
5021	Grounds Team Mobile Phones				600.00	49.52	550.48	550.48 (91%)
4175	Health & Safety Monthly Contra				5,520.00		5,520.00	5,520.00 (100%)
4120	Insurance				7,000.00		7,000.00	7,000.00 (100%)
4190	IT				15,000.00	121.83	14,878.17	14,878.17 (99%)
4180	Legal Fees				5,000.00		5,000.00	5,000.00 (100%)
4995	Locum Fees							(N/A)
4200	Member's Expenses				250.00		250.00	250.00 (100%)
4130	Office Supplies				3,500.00	31.87	3,468.13	3,468.13 (99%)
5023	Open Spaces: 4430							(N/A)
4030	Power of Gen. Competence				400.00		400.00	400.00 (100%)
4140	Publicity				3,500.00		3,500.00	3,500.00 (100%)
4290	PWLB Loan				19,639.00		19,639.00	19,639.00 (100%)
4160	Subscriptions				3,200.00		3,200.00	3,200.00 (100%)
4080	Telephone				7,600.00	632.91	6,967.09	6,967.09 (91%)
4060	Training Costs				6,000.00		6,000.00	6,000.00 (100%)
4000	TTC Admin. Staff				250,864.00		250,864.00	250,864.00 (100%)
4001	TTC Pensions				37,210.00	155.49	37,054.51	37,054.51 (99%)
4002	TTC Staff Expenses				1,500.00		1,500.00	1,500.00 (100%)
4090	Utilities				7,500.00	132.78	7,367.22	7,367.22 (98%)
SUB TOTAL					414,185.00	1,259.40	412,925.60	412,925.60 (99%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/07/2026 and 31/07/2026)

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%)
4471	Awards				500.00		500.00	500.00 (100%)
5007	Bunting Installation				1,000.00		1,000.00	1,000.00 (100%)
4451	Christmas				6,000.00		6,000.00	6,000.00 (100%)
4420	Clothing				660.00	31.99	628.01	628.01 (95%)
4310	Current Youth Services				29,600.00		29,600.00	29,600.00 (100%)
4318	Emergency Fund				250.00		250.00	250.00 (100%)
4400	Equipment & Repairs				3,500.00		3,500.00	3,500.00 (100%)
4410	Fuel				2,000.00	122.71	1,877.29	1,877.29 (93%)
5025	Highfield Allotments 4475							(N/A)
4316	Holiday Youth Provision				2,500.00		2,500.00	2,500.00 (100%)
5006	New Bunting				1,500.00		1,500.00	1,500.00 (100%)
5002	New Van Payments				8,300.00		8,300.00	8,300.00 (100%)
4430	Open Spaces				6,050.00		6,050.00	6,050.00 (100%)
4317	Organisation Grants				3,000.00		3,000.00	3,000.00 (100%)
4440	Planting				1,900.00		1,900.00	1,900.00 (100%)
4460	Playground Inspection & Repair				2,000.00		2,000.00	2,000.00 (100%)
4470	Projects				1,500.00		1,500.00	1,500.00 (100%)
4095	St Saviours Water				115.00		115.00	115.00 (100%)
4476	Town Centre				3,000.00		3,000.00	3,000.00 (100%)
5005	Town Crier				650.00		650.00	650.00 (100%)
4435	Trees / Tree Work				13,000.00		13,000.00	13,000.00 (100%)
4220	Vehicle Costs & Repairs				3,520.00		3,520.00	3,520.00 (100%)
4230	Vehicle Tax/Insurance				1,100.00		1,100.00	1,100.00 (100%)
SUB TOTAL					94,145.00	154.70	93,990.30	93,990.30 (99%)

05 Police Museum

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4491	Bank Charges				102.00	8.50	93.50	93.50 (91%)
5014	Honorarium				4,750.00		4,750.00	4,750.00 (100%)
5011	Misc Expenses				250.00		250.00	250.00 (100%)
1902	Miscellaneous Income	500.00		-500.00				-500.00 (-100%)
4482	PM Training and Expenses				300.00		300.00	300.00 (100%)
4481	Police Museum Collections Care				1,000.00	132.00	868.00	868.00 (86%)
1130	Police Museum Donations	1,000.00	583.00	-417.00				-417.00 (-41%)
4483	Police Museum Education				500.00	729.51	-229.51	-229.51 (-45%)
4485	Police Museum Grant Expenditu							(N/A)
1135	Police Museum Grants Receive	500.00		-500.00				-500.00 (-100%)
4121	Police Museum Insurance				750.00		750.00	750.00 (100%)
4141	Police Museum Marketing				350.00	305.20	44.80	44.80 (12%)
4161	Police Museum Memberships				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%)
SUB TOTAL		2,000.00	583.00	-1,417.00	9,502.00	1,175.21	8,326.79	6,909.79 (60%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/07/2026 and 31/07/2026)

07 Visitor Information Centre

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5022	4985							(N/A)
4801	Banking charges				102.00	11.06	90.94	90.94 (89%)
5010	Card Processing Costs				250.00	5.55	244.45	244.45 (97%)
1897	Cards for Good Causes							(N/A)
1903	Miscellaneous Income							(N/A)
5009	Stock				5,400.00	326.28	5,073.72	5,073.72 (93%)
4935	Ticket Sales Good Shed Arts Ce					44.99	-44.99	-44.99 (N/A)
1840	Ticket Sales Goods Shed							(N/A)
4900	Ticket Sales Nat. Express							(N/A)
1830	Ticket Sales Nat. Express Inc							(N/A)
5008	Trading Income	6,000.00	368.24	-5,631.76				-5,631.76 (-93%)
4970	VIC Repairs/IT				1,000.00		1,000.00	1,000.00 (100%)
4940	VIC Staff Costs				24,954.00	1,995.30	22,958.70	22,958.70 (92%)
SUB TOTAL		6,000.00	368.24	-5,631.76	31,706.00	2,383.18	29,322.82	23,691.06 (62%)

08 Earmarked Reserves

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

Summary

NET TOTAL	549,146.00	3,685.62	-545,460.38	549,538.00	4,972.49	544,565.51	-894.87
V.A.T.		3,554.20			273.64		
GROSS TOTAL		7,239.82			5,246.13		

Tetbury Town Council

PAYMENTS (AWAITING AUTHORISATION) LIST

06 August 2026 (2026 - 2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
405	Police Museum Collections Care	14/08/2026		Police Museum and C		Subscription	Modes Users Association	S	190.00	38.00	228.00
411	Police Museum Grant Expenditu	14/08/2026		Police Museum and C		Grant Expenditure	Culture Force Ltd	X	2,275.00		2,275.00
Total									2,465.00	38.00	2,503.00

Prepared by:

Date:

Name and Role

Approved by:

Date:

Name and Role

Approved by:

Date:

Name and Role

Tetbury Town Council

06 August 2026 (2026 - 2027)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
394	Clothing	27/07/2026		Tetbury Town Council		Clothing	Screwfix	X	31.99		31.99
356	St Saviours Water	03/08/2026		Tetbury Town Council		Water - St Saviours	Water2business	X	56.33		56.33
363	Business Rates	03/08/2026		Tetbury Town Council		Business Rates	Cotswold District Council	X	709.00		709.00
347	Training Costs	14/08/2026		Tetbury Town Council		Training	Gloucestershire Association	X	50.00		50.00
354	Insurance	14/08/2026		Tetbury Town Council		Insurance - TTC	Gallagher Insurance	X	5,572.21		5,572.21
355	Vehicle Costs & Repairs	14/08/2026		Tetbury Town Council		MOT	Tetbury Motor Centre	X	55.00		55.00
358	Training Costs	14/08/2026		Tetbury Town Council		Training	NALC	S	35.00	7.00	42.00
362	IT	14/08/2026		Tetbury Town Council		Photocopier	Procurement Services Digit	S	140.20	28.04	168.24
364	IT	14/08/2026		Tetbury Town Council		Gov Assist	Civic Assist Ltd	S	388.00	77.60	465.60
365	Power of Gen. Competence	14/08/2026		Tetbury Town Council		Hall booking	Dolphins Hall	S	68.75	13.75	82.50
391	IT	14/08/2026		Tetbury Town Council		Monthly IT Support	Jireh Solutions Limited	S	458.25	91.65	549.90
388	Equipment & Repairs	14/08/2026		Tetbury Town Council		Equipment Repairs	Ratcliffe & Son	S	27.50	5.50	33.00
390	Building	14/08/2026		Tetbury Town Council		Risk Assessments	Sureteam Limited	S	485.00	97.00	582.00
392	Burial Ground	14/08/2026		Tetbury Town Council		Burial	CDS Group	S	4,400.00	880.00	5,280.00
402	TTC Admin. Staff	14/08/2026		Tetbury Town Council		Tax and NI	HMRC	X	3,604.21		3,604.21
403	TTC Pensions	14/08/2026		Tetbury Town Council		Pension - LGPS	LGPS	X	3,456.66		3,456.66
404	Health & Safety Monthly Contr	14/08/2026		Tetbury Town Council		Health & Safety Contract	Sureteam Limited	S	100.00	20.00	120.00
406	Training Costs	14/08/2026		Tetbury Town Council		Training	Gloucestershire Association	X	90.00		90.00
408	Office Supplies	14/08/2026		Tetbury Town Council		Shredding Service	Shred-it Limited	S	117.78	23.56	141.34
409	Open Spaces	14/08/2026		Tetbury Town Council		Storage Container	Eagle Plant	S	115.00	23.00	138.00
410	Equipment & Repairs	14/08/2026		Tetbury Town Council		Equipment Repairs	Eagle Plant	S	6.50	1.30	7.80
407	IT	15/08/2026		Tetbury Town Council		Scribe Monthly Subscription	Starboard Systems Ltd	S	111.00	22.20	133.20
400	TTC Admin. Staff	28/08/2026		Tetbury Town Council		Salaries - TTC	Salaries - TTC	X	14,452.80		14,452.80
Total									34,531.18	1,290.60	35,821.78

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

06 August 2026 (2026 - 2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
343	Stock	14/08/2026		VIC Current Account		Maps	Tetbury & District Footpath	X	19.60		19.60
357	Stock	14/08/2026		VIC Current Account		stock	Global Publications	X	100.00		100.00
381	Stock	14/08/2026		VIC Current Account		Stock Expenditure	M Cass & P James	X	6.99		6.99
382	Stock	14/08/2026		VIC Current Account		Stock Expenditure	Cotswold Days Ltd	X	3.82		3.82
383	Stock	14/08/2026		VIC Current Account		Stock Expenditure	Joseph Lynch	X	3.10		3.10
384	Stock	14/08/2026		VIC Current Account		Stock Expenditure	Liz Bury	X	24.75		24.75
385	Stock	14/08/2026		VIC Current Account		Stock Expenditure	Little Rainbow Jewels	X	20.40		20.40
386	Stock	14/08/2026		VIC Current Account		Stock Expenditure	Tetbury Men's Shed	X	18.00		18.00
387	Stock	14/08/2026		VIC Current Account		Stock Expenditure	Tetbury Goods Shed Arts C	X	25.27		25.27
395	Stock	14/08/2026		VIC Current Account		Stock Expenditure	Global Publications	X	28.73		28.73
396	Stock	14/08/2026		VIC Current Account		Stock Expenditure	Global Publications	X	30.00		30.00
401	VIC Staff Costs	14/08/2026		VIC Current Account		Tax and NI	HMRC - VIC	X	520.28		520.28
399	VIC Staff Costs	28/08/2026		VIC Current Account		Salaries - VIC	Salaries - VIC	X	1,475.02		1,475.02
Total									2,275.96		2,275.96

Prepared by: _____

Name and Role

Date: _____

Approved by: _____

Name and Role

Date: _____

Approved by: _____

Name and Role

Date: _____

Payments

Here you can enter, edit and search payment transactions for goods or services provided to the council.

Voucher No	Date	Cost Code	S.137	Net	VAT	Total	Cashed Date	Description	Bank	Tender	Total (Payment)
417	18.09.2026	Police Museum Collections Care	False	£67.46	£13.49	£80.95		Conservation Equipment	Police Museum and Courtroom	ONLINE PAYMENT	£80.95

Payments

Here you can enter, edit and search payment transactions for goods or services provided to the council.

Voucher No	Date	Cost Code	S.137	Net	VAT	Total	Cashed Date	Description	Bank	Tender	Total (Payment)
483	18.09.2026	Equipment & Repairs	False	£27.00	£5.40	£32.40		Equipment Repairs	Tetbury Town Council Current Account	ONLINE PAYMENT	£32.40
482	18.09.2026	Office Supplies	False	£260.00	£0.00	£260.00		Room Hire	Tetbury Town Council Current Account	ONLINE PAYMENT	£260.00
480	18.09.2026	Bank charges	False	£10.00	£0.00	£10.00		Bank Charges - TTC	Tetbury Town Council Current Account	ONLINE PAYMENT	£10.00
479	18.09.2026	Equipment & Repairs	False	£19.47	£3.89	£23.36		Equipment Repairs	Tetbury Town Council Current Account	ONLINE PAYMENT	£23.36
478	18.09.2026	Equipment & Repairs	False	£123.95	£24.79	£148.74		Equipment Repairs	Tetbury Town Council Current Account	ONLINE PAYMENT	£148.74
476	18.09.2026	Equipment & Repairs	False	£36.25	£7.25	£43.50		Equipment Repairs	Tetbury Town Council Current Account	ONLINE PAYMENT	£43.50
475	18.09.2026	Open Spaces	False	£105.00	£21.00	£126.00		Storage Container	Tetbury Town Council Current Account	ONLINE PAYMENT	£126.00
474	18.09.2026	Health & Safety Monthly Contra	False	£100.00	£20.00	£120.00		Health & Safety Contract	Tetbury Town Council Current Account	ONLINE PAYMENT	£120.00
473	15.09.2026	Telephone	False	£141.04	£28.21	£169.25		Telephone charges	Tetbury Town Council Current Account	DIRECT DEBIT	£169.25
468	08.09.2026	Grounds Team Mobile Phones	False	£14.53	£0.00	£14.53		Mobile Phone Subscription	Tetbury Town Council Current Account	DIRECT DEBIT	£14.53
467	18.09.2026	IT	False	£458.25	£91.65	£549.90		Monthly IT Support	Tetbury Town Council Current Account	ONLINE PAYMENT	£549.90

11/09/2026, 10:48						Payments - Scribe Accounts					
Voucher No	Date	Cost Code	S.137	Net	VAT	Total	Cashed Date	Description	Bank	Tender	Total (Payment)
466	28.09.2026	TTC Admin. Staff	False	£14,453.80	£0.00	£14,453.80		Salaries - TTC	Tetbury Town Council Current Account	ONLINE PAYMENT	£14,453.80
464	15.09.2026	IT	False	£111.00	£22.20	£133.20		Scribe Monthly Subscription	Tetbury Town Council Current Account	DIRECT DEBIT	£133.20
462	18.09.2026	TTC Admin. Staff	False	£3,604.21	£0.00	£3,604.21		Tax and NI	Tetbury Town Council Current Account	ONLINE PAYMENT	£3,604.21
461	18.09.2026	TTC Pensions	False	£3,643.25	£0.00	£3,643.25		Pension - LGPS	Tetbury Town Council Current Account	ONLINE PAYMENT	£3,643.25
432	18.09.2026	Training Costs	False	£38.50	£7.70	£46.20		Training	Tetbury Town Council Current Account	ONLINE PAYMENT	£46.20
430	18.09.2026	IT	False	£7.02	£1.40	£8.42		Photocopier	Tetbury Town Council Current Account	ONLINE PAYMENT	£8.42
428	21.08.2026	Projects	False	£50.00	£0.00	£50.00		Subscription	Tetbury Town Council Current Account	ONLINE PAYMENT	£50.00
425	03.09.2026	Business Rates	False	£709.00	£0.00	£709.00		Business Rates	Tetbury Town Council Current Account	DIRECT DEBIT	£709.00
412	30.09.2026	Telephone	False	£492.75	£98.55	£591.30		Telephone charges	Tetbury Town Council Current Account	DIRECT DEBIT	£591.30
394	27.07.2026	Clothing	False	£31.99	£0.00	£31.99		Clothing	Tetbury Town Council Current Account	CARD	£31.99

Payments

Here you can enter, edit and search payment transactions for goods or services provided to the council.

Voucher No	Date	Cost Code	S.137	Net	VAT	Total	Cashed Date	Description	Bank	Tender	Total (Payment)
481	18.09.2026	Ticket Sales Good Shed Arts Ce	False	£174.21	£0.00	£174.21		Various Ticket Sales	VIC Current Account	ONLINE PAYMENT	£174.21
477	20.09.2026	Banking charges	False	£11.41	£0.00	£11.41		Bank Charges - VIC	VIC Current Account	ONLINE PAYMENT	£11.41
472	18.09.2026	Stock	False	£36.55	£0.00	£36.55		Stock Expenditure	VIC Current Account	ONLINE PAYMENT	£36.55
471	18.09.2026	Stock	False	£2.70	£0.00	£2.70		Stock Expenditure	VIC Current Account	ONLINE PAYMENT	£2.70
470	18.09.2026	Stock	False	£11.28	£0.00	£11.28		Stock Expenditure	VIC Current Account	ONLINE PAYMENT	£11.28
469	18.09.2026	Stock	False	£51.42	£0.00	£51.42		Stock Expenditure	VIC Current Account	ONLINE PAYMENT	£51.42
465	28.09.2026	VIC Staff Costs	False	£1,593.59	£0.00	£1,593.59		Salaries - VIC	VIC Current Account	ONLINE PAYMENT	£1,593.59
463	18.09.2026	VIC Staff Costs	False	£572.10	£0.00	£572.10		Tax and NI	VIC Current Account	ONLINE PAYMENT	£572.10



EQUALITY AND DIVERSITY POLICY

Reviewed at Finance & Scrutiny – September 2026



POLICY TO BE APPROVED AT FULL COUNCIL – SEPTEMBER 2026
POLICY TO BE REVIEWED – SEPTEMBER 2028

TETBURY TOWN COUNCIL EQUALITY AND DIVERSITY POLICY

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Our commitment

Tetbury Town Council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist Tetbury Town Council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

Tetbury Town Council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they do not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. However, an employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

Tetbury Town Council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

Tetbury Town Council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if Tetbury Town Council considers it has good reasons, unrelated to any protected characteristic, for doing so. Tetbury Town Council will comply with its obligations in relation to statutory requests for contract variations. Tetbury Town Council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

Tetbury Town Council will monitor the ethnic, sex/gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

Tetbury Town Council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in Tetbury Town Council's privacy notices.

Dignity at work

Tetbury Town Council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by Tetbury Town Council

Tetbury Town Council will not discriminate unlawfully against those using or seeking to use the services provided by Tetbury Town Council.

You should report any bullying or harassment by suppliers, visitors or others to Tetbury Town Council who will take appropriate action.

Training and prevention

Tetbury Town Council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

Tetbury Town Council will raise awareness of all staff engaged to work at Tetbury Town Council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

We will take active steps to try to prevent third-party harassment of staff. If any third-party harassment of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. Action may include warning the harasser about their behaviour, banning them from our premises, reporting any criminal acts to the police, and sharing information with other branches of the business.

Your responsibilities

Every employee is required to assist Tetbury Town Council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, Tetbury Town Council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under Tetbury Town Councils disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use Tetbury Town Council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

Tetbury Town Council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by Tetbury Town Council to judge its effectiveness and will be updated in accordance with changes in the law. In particular, Tetbury Town Council will monitor the treatment and outcomes of any complaints of harassment, sexual

harassment or victimisation we receive to ensure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed; the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring . If changes are required, Tetbury Town Council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.



DIGNITY AT WORK POLICY

Reviewed at Finance & Scrutiny Committee – September 2026



DIGNITY AT WORK POLICY

Tetbury Town Council believes that civility and respect are important in the working environment, and expect all Tetbury Town Councillors, officers and the public to be polite and courteous when working for, and with, Tetbury Town Council.

Purpose

Tetbury Town Council is committed to creating a working environment where all Tetbury Town Council employees, Councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying.

In support of this objective, Tetbury Town Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available at [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed; however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by all employees engaged in working at Tetbury Town Council. Should contractors have a complaint connected to their engagement with Tetbury Town Council this should be raised to their nominated contact or the Mayor of Tetbury Town Council, in the first instance. Should the complaint be about the Mayor of Tetbury Town Council the complaint should be raised with the Deputy Mayor.

Contractors are expected to treat Tetbury Town Council colleagues, and other representatives with dignity and respect, and Tetbury Town Council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the Tetbury Town Council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, Tetbury Town Councillor), however, Tetbury Town Council will take appropriate action if any of its employees are bullied or harassed by employees, Tetbury Town Councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and Tetbury Town Council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Tetbury Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of Tetbury Town Council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by Tetbury Town Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the Tetbury Town Council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable, and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear; however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due

to their association with someone else (such as harassment related to their partner having a disability for example). See the Tetbury Town Council's equality and diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Tetbury Town Councillors is not bullying. It is part of normal employment and management routines and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the Tetbury Town Council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the CEO/or a Tetbury Town Councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a Tetbury Town Councillor: If you are being bullied or harassed by a Tetbury Town Councillor, please raise this with the CEO or the Mayor of the Tetbury Town Council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Tetbury Town Councillors Code of Conduct must be investigated by the Monitoring Officer.

Tetbury Town Council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to be harassment or bullying: If you witness such behaviour, you should report the incident in confidence to the CEO or Mayor of Tetbury Town Council. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the Tetbury Town Council's policy and must stop. Alternatively, you may wish to ask the CEO, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the Mayor of Tetbury Town Council. (If your concern relates to the Mayor you should raise it with the Deputy Mayor). The Mayor (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the Tetbury Town Council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The Mayor (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the Tetbury Town Council's grievance procedure. You should raise your complaint to the CEO or the Mayor of Tetbury Town Council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The CEO or the Mayor of Tetbury Town Council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of Tetbury Town Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. Tetbury Town Council will consider any adjustments to support you in your work and to manage the relationship with the Tetbury Town Councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially.

Tetbury Town Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a Tetbury Town Council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with Tetbury Town Council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate Tetbury Town Council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. Tetbury Town Council may want to update references where relevant to reflect local terminology and structure, however, should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age** or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.

- New or established employees who are dismissed or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within Tetbury Town Council enables employees with different backgrounds and beliefs to share ideas and shape how the Tetbury Town Council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). Tetbury Town Council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. Tetbury Town Council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, Tetbury Town Council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, to ensure that any concerns and risks are managed, and Tetbury Town Council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and Tetbury Town Councillors jointly determine the working culture, Tetbury Town Councillors are key in demonstrating what is and is not acceptable behaviour. This is apparent from how Tetbury Town Councillors behave with each other in Tetbury Town Council meetings and in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All Tetbury Town Council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in

the policy, concerns from a contractor, etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the Tetbury Town Council.

Likewise, concerns raised about the behaviour of a contractor would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors) engaged by Tetbury Town Council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for Tetbury Town Council employees this may be the CEO/EO or Grounds Foreman, and for the CEO this could be the Mayor/Deputy Mayor, or possibly Deputy Mayor.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of Tetbury Town Council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – Tetbury Town Councillors, CEO, EO, Grounds Foreman - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a Tetbury Town Councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues, and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small Council it is likely that it will be clear that the accused will know where the accusation has come from. The Tetbury Town Council representative (CEO/Mayor/Deputy Mayor/Tetbury Town Councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations, it may be appropriate to provide anonymised witness statements however this would be a last resort and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for Tetbury Town Council to consider an anonymous complaint, however if the concerns are significant and compromise Tetbury Town Council in their duty of care to employees, then consideration of how to deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, Tetbury Town Council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Tetbury Town Councillors

Following the Ledbury case, the law is clear that any formal complaint about a Tetbury Town Councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Tetbury Town Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of Tetbury Town Council has made the complaint, that Tetbury Town Council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against Tetbury Town Council as a whole due to lack of support related to Tetbury Town Councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the Tetbury Town Council or require exploration of the Tetbury Town Councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any Tetbury Town Councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against Tetbury Town Council and can therefore be dealt with by Tetbury Town Council's grievance procedure or against a Tetbury Town Councillor and can only be dealt with by the Monitoring Officer.

Service Level Agreement

This is a Service Level Agreement

between

Tetbury Town Council

And

Tetbury Rail Lands and Regeneration Trust

Agreement Date:

~~April 2025~~ September 2026

Approved Full Council – Monday 28th April 2025 Reviewed at Finance & Scrutiny – Sept 2026
To be reviewed April 2026 Approved at Full Council September 2026
To be reviewed September 2028

The Agreement dated (~~28th April 2025~~ **September 2026**) is made between Tetbury Town Council and the Tetbury Rail Lands and Regeneration Trust (TRLRT).

This agreement between the Tetbury Town Council and TRLRT is for the siting of, and access to the Railway Carriage, signal box, storage containers and the bar/portacabin.

- This agreement is for a period of one year and to be reviewed annually. If during any review Tetbury Town Council considers TRLRT in contravention of any part of this agreement, TRLRT will have 3 months to remedy any notified contraventions.

Tetbury Rail Lands and Regeneration Trust:

- will operate the Railway carriage, signal box, storage containers and the bar/portacabin in an orderly fashion;
- will ensure the safety of all members of staff and of the public. A safe environment will be provided for all;
- will ensure that full insurance is in place to cover the Railway carriage, signal box, storage containers, bar/portacabin, its occupants and members of the public;
- is responsible for the maintenance, upkeep and updating of the Railway carriage, signal box, storage containers, bar/portacabin;
- should any of the above items be removed, the land needs to be restored by TRLRT immediately.
- will acknowledge, whenever possible, that it is supported by Tetbury Town Council.

None of the parties or anyone associated with them shall, during this agreement and after termination, disclose any confidential information associated with any of the parties.

All parties to comply with the requirements of the Data Protection Act 1998/ General Data Protection Regulation or any other legislation which regulate the processing of or disclosure of personal data.

The above is signed and agreed:

SIGNED _____ Name _____

On behalf of Tetbury Town Council

SIGNED _____ Name _____

On Behalf of Tetbury Rail Lands and Regeneration Trust



DATA PROTECTION COMPLAINTS POLICY

Reviewed at Finance & Scrutiny Committee – September 2026



TO BE APPROVED AT FULL COUNCIL – SEPTEMBER 2026

To be reviewed – September 2027

Data Protection Complaints Policy for Tetbury Town Council

This data protection complaints policy sets out the procedures we have put in place to deal with any complaint regarding the usage of a data subjects' personal data within our organisation or our response to a request made by a data subject under the data protection legislation.

We are Tetbury Town Council, a council in England. Our contact details are Tetbury Town Council, The Old Courthouse, 63 Long Street, Tetbury, Gloucestershire, GL8 8AA. Telephone 01666 504670 (Monday – Friday 9.30am – 2.30pm), reception@tetbury.gov.uk

We are a data controller for personal data as defined by all applicable data protection and privacy laws including, but not limited to, the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (the “UK GDPR”), as it forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018, the Data Protection Act 2018, the Privacy and Electronic Communications Regulations 2003 as amended, and any successor legislation (the “Data Protection Legislation”).

This policy is binding on all employees, members and volunteers (“User” or “Users”) of Tetbury Town Council (“The Organisation”)

1. Definitions

- 1.1.** “Personal data” means any information relating to an identified or identifiable individual (“data subject”); an identifiable individual is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that individual.
- 1.2.** “Complain” or “complaints” means any complaint made in connection with personal data relating to the data subject, where there is an allegation of an infringement of the UK GDPR or Part 3 the Data Protection Act 2018.
- 1.3.** “Complainant” means a data subject who is making a complaint about the organisation’s usage of their personal data, or a complaint about the organisations response to a request made under the data protection legislation.

2. Who is responsible for managing data protection complaints.

- 2.1.** CEO is responsible for the ongoing compliance monitoring of this and other policies that are designed to achieve compliance with the Data Protection Legislation. (“the person responsible for data protection”).
- 2.2.** No user within the organisation shall deviate from this policy without written authorisation from the person responsible for data protection.

3. Time limits

- 3.1.** When a complaint is received the person responsible for data protection must acknowledge receipt of the complaint within the period of 30 days beginning when the complaint is received.
- 3.2.** When a complaint is received the person responsible for data protection must investigate and respond without unjustifiable or excessive delay.

The organisation aims to investigate and respond to data protection complaints within 30 days but may require extra time if it is justifiable.

If extra time is justifiable the person responsible for data protection will inform the complainant within 30 days beginning when the complaint is received, together with justification for the delay.

4. What are data protection complaints?

4.1. Valid data protection complaints:

A data protection complaint is a complaint where a data subject considers that there has been an infringement of data protection legislation due to the organisations handling of their personal data.

Examples include but are not limited to:

Complaints about a response to a subject access request, or other rights request

Complaints regarding security of data subjects' personal data when it is processed by the organisation

Complaints by a data subject impacted by a data breach

Complaints by a data subject regarding the organisations collection or use of their personal data

Complaints by a data subject regarding the organisations retention of their personal data

4.2. Invalid data protection complaints

Not all complaints that have processing of personal data referenced within them fall under this policy. For example, if an employee raises a grievance issue, and request copies of their personal information, or a person complains about the councils' service, and at the same time requests that the organisation deletes their personal data.

If the person responsible for data protection is unsure if a complaint falls under this policy or is a general complaint, they should ask the complainant to clarify if they are making a data protection complaint.

If the complaint is regarding a response to a Freedom of Information Request, then it should be handled under the internal review procedures as laid out in the Freedom of Information Act 2000 section 45 code of practice.

4.3.

A data protection complaint cannot be made on behalf of a third party unless the complainant has:

an appropriate power of attorney; or

a signed letter of authority from the person they are acting on behalf of.

4.4.

If a complaint is deemed not to be a valid data protection complaint it will be dealt with under other appropriate law, codes of conduct, policies or procedures.

5. Means of making a complaint

Complainants may make a complaint to the organisation by any means but are encouraged to make data protection complaints in writing to ceo@tetbury.gov.uk

The organisations users should be aware that complaints can be made verbally, in writing and via social media. If a user becomes aware that a complaint has been made other than via the email address provided in 5.1 they shall forward details of the complaint to the person responsible for data protection within one day.

The organisation will ensure that it tells data subjects that they may make a data protection complaint to the organisation and to the ICO in the organisation's privacy notice.

5.1.

The organisation will ensure that it tells data subjects that they may make a data protection complaint to the organisation and to the ICO in any response to a subject access request or other rights request made under the data protection legislation

5.2.

If the person responsible for data protection is in doubt about the complainant's identity, they may need to ask them for proof of ID before the organisation responds.

The person responsible for data protection must ask for ID at the earliest opportunity.

Once there is sufficient information to be satisfied about the requester's identity, the person responsible for data protection must not request more information.

5.3.

When a complaint is received, the person responsible for data protection will acknowledge the complaint within 30 days.

6. Investigation

- 6.1.** The person responsible for data protection shall undertake an investigation of a data protection complaint within 30 days but may require extra time if it is justifiable.

If extra time is justifiable the person responsible for data protection will inform the complainant within 30 days beginning when the complaint is received, together with justification for the delay.

- 6.2.** When investigating the complaint, the person responsible for data protection will look at all the relevant facts thoroughly, fairly and accurately.
- 6.3.** When investigating the complaint, the person responsible for data protection will speak to relevant users.
- 6.4.** When investigating the complaint, the person responsible for data protection will compare the information from the complaint with the information the organisation holds.
- 6.5.** When investigating the complaint, the person responsible for data protection will check compliance with data protection legislation, council policies and procedures.
- 6.6.** The person responsible for data protection must make an appropriate level of enquiries based on the circumstances of the complaint and be able to justify why the complaint was handled in the way it was.
- 6.7.** With regards to the circumstances of the complaint, the person responsible for data protection is not required to take steps that would be unreasonable or disproportionate.

7. Recording outcomes

- 7.1.** The person responsible for data protection will record in an appropriate way:

- The date the data protection complaint was received.
- The letter of acknowledgement.
- Relevant conversations and documents.
- The outcome of the complaint.
- Actions taken due to, the investigation.

- 7.2.**

Personal data contained in these records will be kept for no longer than [retention period] years.

8. Providing an outcome to the complainant

Once the investigation is complete, the person responsible for data protection will inform the complainant in writing of the outcome.

The person responsible for data protection should clearly explain what has been done to resolve their data protection complaint and, where appropriate, any actions taken as a result.

If the investigation concludes that the organisation has complied with the data protection legislation, the person responsible for data protection will explain this in detail to the complainant.

In all cases the person responsible for data protection will provide enough information to help the complainant understand the outcome that has been reached.

It can be useful to itemise the complaint areas in a bullet point list, responding to each point and providing appropriate evidence, where possible.

In all cases the person responsible for data protection will inform the complainant of their right to make a complaint to the ICO and provide the ICO contact details.

9. Review lessons learned

Once the person responsible for data protection has provided an outcome, they should review what happened.

Consider if there is anything that can be learned or improved on to prevent future complaints.

Recording this information may help identify trends or areas to improve.

10. Updates to this policy

This policy shall be reviewed if Tetbury Town Council makes changes to the organisations Privacy Notice or if there are changes to how the organisation processes data, or the data protection legislation changes.

11. Implementation

This policy takes effect from 21st September 2026 and is not retroactive.



VOLUNTEER POLICY

Reviewed at Finance & Scrutiny – September 2026



POLICY TO BE APPROVED AT FULL COUNCIL – SEPTEMBER 2026
POLICY TO BE REVIEWED – SEPTEMBER 2028

TETBURY TOWN COUNCIL VOLUNTEER POLICY

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Our commitment

This Policy applies to all volunteers engaged by Tetbury Town Council and sets out Tetbury Town Council's position regarding the engagement of volunteers. Some aspects of this policy also apply to volunteers from community groups and not-for-profit organisations working in partnership with Tetbury Town Council to deliver projects for the town.

Volunteers play a vital contribution to the work of the Council and bring a range of particularly useful skills, experiences, and perspectives. We strive for a mutually beneficial relationship which brings added value to both the Council and the community, whilst recognising the motivations and objectives of volunteers.

We want volunteers to feel supported in a way that reflects the values of the Council, and to achieve this it is important that we set out how the partnership is designed to work. The relationship we have with volunteers is non-contractual, and no working relationship is created or implied at any time, however we still feel it is important to have clear, reasonable guidelines to manage expectations and help things to run smoothly.

By producing this policy, it demonstrates the Council's commitment to volunteering by recognising and appreciating our support through their involvement in the work of the Council for the benefit of the town.

What are the main principles of the policy?

- We appreciate that volunteers contribute their time, skills, and knowledge freely for many reasons and we will support personal aspirations and professional ambitions wherever possible and appropriate.
- We value volunteers and recognise that they should have satisfying tasks that are personally fulfilling, as well as support, training, and equipment to do these tasks effectively and safely.
- We will create an environment of understanding among staff to ensure that they collaborate positively with volunteers.

Equality and Diversity – Who can volunteer?

We want to be as inclusive as possible and will not discriminate based on any protected characteristics, namely: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

We welcome volunteers from all backgrounds, recognising that having a broad, diverse group of volunteers brings a variety of knowledge, skills, creativity, and experience, and promotes social and community cohesion.

People's individual circumstances differ, but this should not prevent people from being able to contribute to their community. Therefore, we aim to identify and remove barriers to volunteering. For example, where a volunteer might need additional help with equipment, or a flexible commitment to fit around other obligations, we will endeavour to support such requests where practicable.

There may be occasions when a person is not suitable for a specific role, for example for reasons of Health & Safety, or where a role involves children or vulnerable people. Where

this is the case; we will be open to making reasonable adjustments or to looking at options such as additional support. Where it is not possible to place a volunteer in their requested role, we will seek to find a suitable alternative. Discussions when placing volunteers will always be open, unbiased, and involve all concerned.

Criminal Convictions – Can people with criminal convictions volunteer?

Having a criminal record will not necessarily prevent anyone from volunteering with us but this depends on the nature of the volunteer role and the nature and circumstances of the offences. Most of our roles do not require a DBS (Disclosure and Barring Service) check and if it is not needed, we will not do one. Where a role does require a DBS check we will make that clear from the start. Unless the role requires us to ask questions about a full criminal record, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974. All information given to us is managed, stored, and destroyed in accordance with GDPR (General Data Protection Regulation) and our Data Protection Policy.

Additional Support Needs – Is any extra support available?

Volunteers who have additional support requirements will be considered wherever possible, and we will make reasonable adjustments, where practicable, to ensure our opportunities are accessible to those with additional needs.

We will consider the nature of the role, availability of supporting staff, availability of specialised equipment, health and safety, the welfare of the individual and any other considerations applicable to the role or the volunteer.

Discussion will be as open and fair as possible. In some cases, alternative roles might be offered instead.

Where links to other support agencies might help a person to volunteer, the Council aims to support this.

All personal information will be confidential and managed, stored, and destroyed in accordance with GDPR and the Council's Data Protection Policy.

HOW WE SUPPORT VOLUNTEERS

Induction, Training and Support – What can volunteers expect from us?

New volunteers will be made welcome and given:

- a brief description of the Council and/or partner organisation and its values,
- task-related training to enable them to fulfil their role,
- on the job mentoring, especially in the initial stages of volunteering,
- any other appropriate training including Health and Safety, Equalities and Human Rights,
- guidelines and discussion on relevant procedures, code of conduct and confidentiality.

All volunteers will be given:

- Personal Protective Equipment (PPE) and protective clothing as required, or where a reasonable request is made (see Equality & Diversity),
- regular supervision,
- opportunity to discuss tasks, identify and resolve any problems and to be given thanks,
- regular role reviews to ensure the needs of the Council and the volunteer continue to be met,
- opportunity to share ideas and input in the development of their role,
- where available, development opportunities appropriate to the role,
- opportunity to feedback to the Council and to be involved in the development of volunteering policy.

All volunteers can expect:

- to be treated with respect,
- to be appreciated,
- there to be clear communication channels,
- to have a voice in discussions and decisions that directly affect them.

Health and Safety – How do we keep volunteers safe?

We have a duty of care to all staff and volunteers and volunteers will be given information and training on how to conduct their role to ensure their own and other's safety.

A risk assessment for each volunteer role will be conducted. For roles managed by the Council, these will be undertaken by the relevant Officer.

Where the volunteer role is managed by an external community or voluntary group, the risk assessment will be conducted by the group, with a copy submitted to the Council. In this case, support to complete the risk assessment can be given by the Town Council on request.

In the case of a volunteer requiring additional support, a specific risk assessment will be required for that individual to take account of their capabilities or additional requirements.

Volunteers can request a copy of the risk assessment undertaken for their role, task, or personal requirements (where applicable) at any time.

VOLUNTEER CONDUCT

Code of Conduct – How should volunteers behave?

We are proud to have a working atmosphere that is conducive to the nature our work, our values, our public image, and reputation. The welfare and personal security of employees, volunteers and Councillors is of the utmost importance.

Volunteers represent the Council and should do this by having respect for all people and conducting themselves in a way which reflects the values of the Council.

This expectation includes conduct towards other volunteers, staff, and members of the public. It also includes a volunteer's online conduct, where applicable, in line with our Social Media Policy.

Data Protection and Confidentiality – What can be discussed with others?

Volunteers may have access to personal data or gain sensitive knowledge about the work of the Council, volunteers, staff, Councillors, organisations, community groups, or clients who have contact with the Council. There is an absolute obligation, both during and after volunteering with us, to maintain confidentiality and not to pass on information to any individual or third-party organisation unless required to do so by law.

Volunteers using Council computers are expected to observe the Council's IT Policy and all volunteers are required to observe the Council's Privacy Policy.

Principles laid out in the Social Media Policy also apply.

Policies and Procedures – The guides to help get things right.

All policy documents mentioned in this document are written to set out expectations and avoid misunderstandings. They are available to view on the Town Council's website.

Volunteers are required to read all relevant documents applicable to their role.

On request, alternative format documents can be provided.

CONSULTATION AND ENGAGEMENT

Feedback – Do volunteers have a say in revising policy?

We encourage volunteers to get involved on all levels of their volunteering and they will be included in developing or revising policies and procedures that affect them. This may be by direct approach to individuals, or by consulting with a group's spokesperson who will be encouraged to gather the opinions of the group members as part of their response.

There may be occasions where only a random selection of volunteers and/or groups are consulted, in order to manage responses and workload of Council Officers but where this is the case we will aim to include as diverse a selection of volunteers as possible.

We also seek to encourage constructive dialogue on any aspect of a volunteer's journey with us so that we can identify any issues early and develop volunteer tasks and roles with all perspectives in mind.

DEALING WITH PROBLEMS

Troubleshooting – What if a problem arises?

We are all human and recognise that problems can arise. All volunteers can expect to be supported by a Nominated Council Officer.

We will have an open-door policy in place, to assist with any complications arising with volunteers and community groups, in a fair and open way.

In the event of a conflict, whether between volunteers or between volunteers and staff, we aim to resolve any problems informally wherever possible and in a timely, fair, and effective way.

A Nominated Council Officer will be made available to discuss any concerns safely and in confidence.

Volunteers are encouraged to address problems about any aspect of their volunteering as promptly as possible, to enable quick solutions and minimise risk of issues escalating. In the event of any disagreement, volunteers are encouraged to:

1. Discuss the issue with the person concerned to see if a solution can be found.
2. If the matter is not easily resolved, raise the problem with the Nominated Council Officer.
3. If a satisfactory outcome cannot be reached, the problem may then be brought to the attention of the Town Clerk who will investigate and decide on an appropriate response.

In the event of a serious complaint, or inappropriate or dangerous behaviour, the Council's Nominated Officer will discuss this directly with the CEO and decide on the appropriate action to take.

Volunteers can bring another person of their choice to any meeting for support.

Volunteers are not contracted and are free to leave at any time. Equally the Council also reserves the right to ask a volunteer to leave if this is in the best interest of the volunteer, the Council, or the volunteer group. In any case we will act fairly and openly.

All data gathered during any dispute will be collated, stored, and destroyed in line with our Data Protection Policy.

Right to Leave – What if I want to leave?

Volunteers are free to leave at any time and are not required to give a reason, although a reason can help us to understand and address any issues. We are aware that volunteers give their time freely and that circumstances, availability, motivation, and interests may change.

Reserve volunteers are required to cover at least one shift in a 6month period to ensure continuity.

We always appreciate notice wherever possible; not just so we can reallocate tasks, but to give us opportunity to support the volunteer's next steps where appropriate, and to say thank you for their contribution.

It also gives us time to ask for feedback, so that we can understand what we are doing well and where we might improve what we are doing, for the benefit of future volunteers.

Version, Review Date, and change history	Approved	Last updated by
Version 1.0 August 2026	Min ref	

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

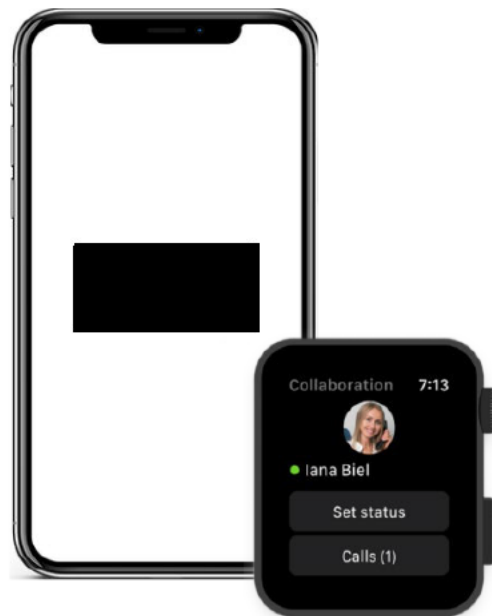
We understand one size doesn't fit all, so we listen and tailor your solution to meet your business needs.

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

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

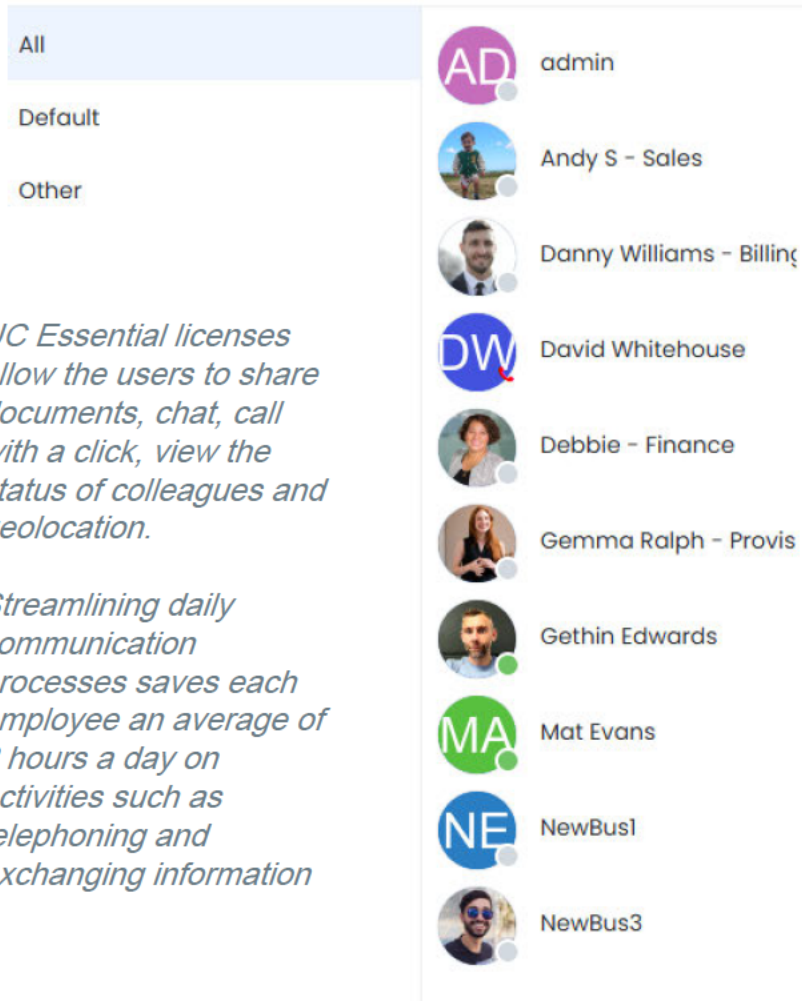
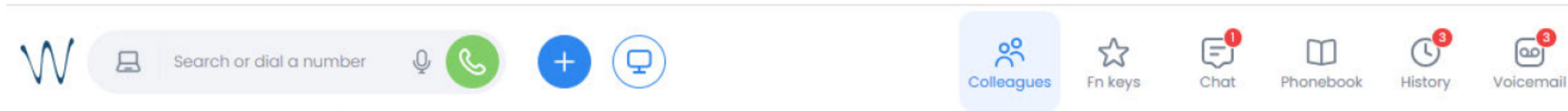
The commercials below are for a complete monthly package which includes line rental, call tariffs, equipment, installation and training. Prices are subject to survey and exclusive of VAT. Termination Fee Inc at £16,902.81.

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



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

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				
Ultimate				
 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

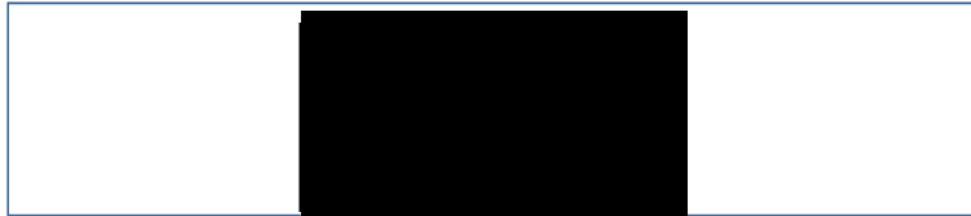
Including advanced queue reports

Select Option	▼
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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

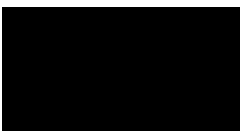
Tetbury is an English Civil Parish within the District of The Cotswolds and the County of Gloucestershire

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.

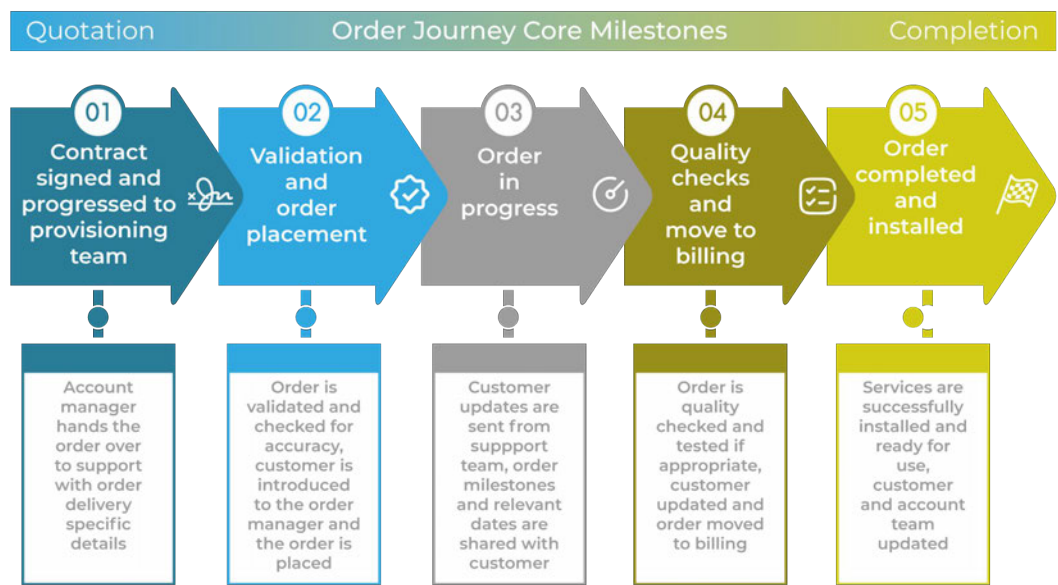
- 3. Local support from Bristol based Square One Network

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.



Tetbury Town Council Budget 2027/2028- Summary

	27-28	26-27	Difference	% Month 12 2025-26	
Income	£8,500	£541,146	-£532,646	-98.4	
Expenses					
General Running Costs	£447,550	£240,240	£207,310	86.3	£357,050.00
Building Costs	£9,000	£9,000	£0	0.0	£10,463.00
H.E.C Budget	£76,515	£82,545	-£6,030	-7.3	£52,364.00
Borrowing	£19,639	£19,639	£0	0.0	£19,639.00
VIC Budget	-£6,000	-£6,000	£0	0.0	
Police Museum Budget	£7,502	-£2,000	£9,502	-475.1	
Total	£554,206	£343,424	£210,782	61.4	
Budget Surplus / Deficit	-£545,706	£197,722	-£743,428	-376.0	
2025/26 Reserves	£28,014				
Estimated Reserves at end of 24/25	-£517,692				
Contingency %	-93.41				
This summary is based on an increase in the precept of:	8.30%				
This would mean a change of cost to a band D home of:	-£190.08 Per Year				

Income

	27-28	26-27	Difference	% Month 12 2025-26	
Precept					
No Of Paying Homes	0.0	2,803.8			£2,753.80
Precept (D)	£0.00	£190.08	-£190.08	8.3	£176.00
Total Precept	£0	£532,946	-£532,946	-100.0	£484,669.00
Other Income					
Rent from Flat *	£7,500	£7,200	£300	4.2	£6,900.00
Office Rental	£1,000	£1,000	£0		£1,000.00
Total Other Income	£8,500	£8,200	£300	3.7	
Total	£8,500	£541,146	-£532,346	-98.4	£492,569.00

*Increase rental by £25 per month

General Running

	27-28	26-27	Difference	%	Month 12 2025-26
All Staff Costs *	300,000	127,579	172,421	4% increase	£227,051.00
Staff Pensions	50,000	18,741	31,259	167	£48,728.00
Staff Expenses	1,500	1,500	0	0	£1,480.00
Training Costs	6,000	6,000	0	0	£3,132.00
Telephone	7,000	4,750	2,250	47	£8,670.00
Utilities	8,000	7,500	500	7	£6,844.00
Insurance	7,000	7,000	0	0	£9,222.00 TTC and TRLRT
Office Supplies	3,500	3,500	0	0	£3,047.00
Subscriptions	4,000	3,200	800	25	£3,072.00
Audit Fees/Professional Fees	5,000	5,000	0	0	£14,772.00
Legal Fees	5,000	5,000	0	0	£0.00
IT	20,000	15,000	5,000	33	£18,639.00
CIVIC Expenses	450	800	-350	-44	£272.00
Election Costs	25,000	25,000	0	0	£7,972.00
Publicity	1,250	3,500	-2,250	-64	£2,402.00
Members Expenses	250	250	0	0	£0.00
Power of General Competence	600	400	200	50	£547.00
Heath and Safety Contract	3,000	5,520	-2,520	-46	£1,200.00
Budget Impact	447,550	240,240	207,310	86	£357,050.00

* Increase set nationally not by TTC .

Building Costs

	27-28	26-27	Difference	% Month 12 2025-26	
Building Repairs & Maintenance	£0	£0	£0		£1,855.00 Removed from EMR
Council Tax and Business Rates	£9,000	£9,000	£0	3.0	£8,608.00
Budget Impact	£9,000	£9,000	£0	0.0	£10,463.00

Heritage Environment & Community

	27-28	26-27	Difference	%	Month 12 2025-26
Income					
Allotment Grant (S106)	2,500	2,500	0	0	£2,500.00
Allotment Income	830	700	0	0	£830.00
Town Centre Grant (S106)	3,000	3,000			£3,000.00
Total	6,330	6,200	0	0	£6,330.00
Expenses					
Youth Services	£29,600	£29,600	£0		£29,600.00
Defibrilators*	£0	£0	£0	0.0	£2,375.00
Emergency Fund	£600	£250	£350	140.0	£57.00
Holiday Youth Provision	£2,500	£2,500	£0	0.0	£2,704.00
Organisation Grants	£3,000	£3,000	£0	0.0	£0.00
Christmas	6,000	6,000	0	0	£64.00
Open Spaces	6,050	6,050	0	0	£4,439.00
Allotments	2,500	2,500	0	0	£280.00
Awards	0	500	-500	0	£0.00
St Saviours Water	£115	£115	£0	0.0	£98.00
Projects	£1,500	£1,500	£0		£3,767.00
Town Crier	£650	£650	£0	0.0	£650.00
New Bunting	£0	£1,500	-£1,500		£0.00
Bunting Installation	£500	£1,000	-£500		£1,000.00
Vehicle Payments & Repairs	£3,520	£3,520	£0	0.0	£2,078.00
Vehicle Tax and Insurance	£1,100	£1,100	£0	0.0	£483.00
Equipment & Repairs	£3,500	£3,500	£0	0.0	£1,879.00
Fuel	£2,500	£2,000	£500	25.0	£1,095.00
Planting	£1,900	£1,900	£0	0.0	£1,257.00
Tree Maintenance	£14,000	£10,000	£4,000	40.0	£5,251.00
Clothing	£660	£660	£0	0.0	£636.00
Playground Inspection and Repair*	£2,000	£2,000	£0	0.0	£981.00
Van****		£8,300	-£8,300		£0.00
Staff Mobile Phones	£650	£600	£50		Part of telephones
Total Expenses	£82,845	£88,745	-£5,900	-6.6	
Budget Impact	£76,515	£82,545	-£6,030		£58,694.00

*Underspend will be carried forward

Borrowing

	27-28	26-27	Difference	%	Month 12 2025-26
PWLB Repayments (Goods Shed)	£19,639	£19,639	£0	0	£19,638.00
Budget Impact	£19,639	£19,639	£0		

Expires 20th June 2041

VIC

	27-28	26-27	Difference	% Notes	Month 12 2025-26
Income					
Trading Income	6,000	6,000	0	0.0	
Totals	6,000	6,000	0	0.0	
Expenditure					
Staff Costs*		24,954	-24,954	4% increase	£23,944.00
Insurance		0	0		£0.00
Stock		5,400	-5,400	-100.0	
IT		1,000	-1,000	-100.0	
Card Processing Costs		250	-250	-100.0	
Stationery		0	0		
Total Expenditure	0	31,604	-31,604	-100.0	
Budget Impact	-6,000	25,604	-31,604	-123.4	

* Increase set nationally not by TTC - 2025/2026 increase 3.2%

Police Museum

	27-28	26-27	Difference	% Month 12 2025-26	
Income					
Donations	1,000	1,000	0		£2,229.00
Grants	500	500	0		£3,690.00
Other	500	500	0		£0.00
Totals	2,000	2,000	0		£5,919.00
Expenditure					
Collections Care / Packaging	1,000	1,000	0	0.0	£0.00
Misc Expenses	250	250	0	0.0	£0.00
Insurance	750	750	0	0.0	£1,281.00
Training	300	300	0	0.0	£169.00
Publicity	350	350	0	0.0	£1,206.00
Outreach / Education	500	500	0	0.0	£1,728.00
Remedial Conservation	1,000	1,000	0	0.0	
Shop	250	250	0	0.0	
Memberships	250	250	0	0.0	£408.00
Projects	0	0	0		
Honorarium	4,750	4,750	0	0.0	£4,853.00
Bank charges*	102	102	0		£111.00
Grant Expenditure		7,317			
Total Expenditure	9,502	16,819	-7,317	-43.5	
Budget Impact	7,502	14,819	-7,317	-49.4	£9,756.00

Reserves

Current Emergency Reserves	1,000,000
Actual % Emergency Reserves	180
Expected % Emergency Reserve	20
Estimated Free Reserves 04/2027	28,014
Proposed Reserve Transfers	
Building Fund	0
Increase Emergency Reserves	0
Total Transfers	0
Excess Reserves Carried into 2027/28	28,014
Optional Reserves	
Burial Fund	22,661
Total Optional Reserves	22,661
Reserves Including Optional Reserves	50,675
Emergency Reserves for 2027/28	1,000,000