

**THATCHAM TOWN COUNCIL**  
**Minutes of a Meeting of the**  
**Finance and General Purposes Committee**  
**held on Monday 16<sup>th</sup> July 2018 at 6.30pm**  
**in the Council Chamber, Brownsfield Road, Thattham**

Present: Councillor Jason Collis (Chairman)  
 Councillors Mike Cole, Jan Cover, Ellen Crumly, Richard Crumly,  
 Sheila Ellison (substituting for Councillor Dan Carter), Julie Goode and  
 David Lister

In attendance: Mel Alexander (Town Clerk) and Barbara Moffat (Responsible Financial  
 Officer)  
 Rachel Hammond and Georgie Craggs (Edible Thattham)  
 1 member of the press (Newbury Weekly News)

**FGP/2018/30 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Dan Carter  
 (Councillor Sheila Ellison appointed substitute), Rob Denton-Powell and  
 Nathan Gregory.

**FGP/2018/31 DECLARATIONS OF INTEREST**

Councillor Collis declared a non-pecuniary interest in agenda item number 5  
 (FGP/2018/34) as a volunteer for Edible Thattham and the original funding  
 applicant.

**FGP/2018/32 MINUTES**

**RESOLVED**

that the Minutes of the meetings held on 9<sup>th</sup> April 2018, 14<sup>th</sup> May 2018 and  
 21<sup>st</sup> May 2018, having been previously circulated, be taken as read and  
 signed as a correct record of the proceedings.

**FGP/2018/33 MATTERS ARISING FROM PREVIOUS MEETING**

There were no matters arising from the previous meeting.

**FGP/2018/34 EDIBLE THATCHAM**

**RESOLVED**

To suspend Standing Orders to allow Rachel Hammond, Edible Thattham  
 Project Co-Ordinator, to address Committee

- a) Committee received a presentation from Rachel on progress of the  
 project to date. Rachel advised that connections had been made with a  
 number of potential partners, community organisations and resident  
 volunteers. A new logo had been designed and a website established  
 and a good social media presence was being established. The group  
 had a garden at Newbury Showground and an official launch event had  
 taken place on Thursday 12<sup>th</sup> July 2018 in the Brownsfield Road garden.  
 There had been a small amount of anti-social behaviour; missing trees  
 and vandalism to plants. If the project was to receive further funding,  
 Rachel wished to increase volunteer numbers and increasing local  
 knowledge and awareness of edible planting.  
 Rachel thanked the Town Council for its support over the past six  
 months.  
 Committee thanked Rachel for her presentation and for the work she had  
 put into the project to date.

**RESOLVED** to reinstate Standing Orders.

*Rachel Hammond and Georgie Craggs left the meeting*

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**FGP/2018/34 EDIBLE THATCHAM continued**

b) At a meeting of the Recreation and Amenities Committee on 13<sup>th</sup> November 2017 (RA/2017/99(b)) Committee considered an application from Councillor Jason Collis for £15,000 from the Community Project Fund for a Project Co-Ordinator for Edible Thatcham. Committee resolved to allocate funding of £5,000 and requested a presentation in six months' time when the project would be reviewed. Having received a presentation from Rachel Hammond, Committee considered the allocation of further funding to the project.

**RESOLVED** to extend the project for a further six months with funding of £5,000.

**FGP/2018/35 TERMS OF REFERENCE**

Committee received revised Terms of Reference for the Finance and General Purposes Committee, as approved at Full Council on 21<sup>st</sup> May 2018:

- To exercise the functions of the Council in respect of finance (except as provided in section 101 (6) LGA 1972 (Functions in respect to levying, or issuing a precept, must be agreed by Full Council))
- To undertake overall management of Thatcham Town Council's finances, banking operations and investments.
- To monitor the ongoing budget to actual income and expenditure.
- To consider the draft estimates for the forthcoming financial year reporting and recommending to Council accordingly.
- To monitor the annual budget and review as deemed necessary.
- To review on a quarterly basis where the general reserves should be invested to attract the best possible interest rates, providing that no more than £100,000 be invested with one financial institution and that money is invested within a Fitch rating A institution or with Newbury Building Society.
- To exercise the functions of the Council in considering and assessing applications for financial grant aid and allocating awards as is deemed appropriate within the total predetermined budget for that purpose.
- To prepare and monitor three year forecast budgets.
- To consider, agree and monitor Service Level Agreements with external organisations.
- To review Thatcham Town Council's insurance arrangements.
- To exercise the functions of the Council in respect of the Council Offices, the acquisition of land or buildings for the purpose over which the Committee has jurisdiction by virtue of these terms of reference, and matters not within the scope of another committee.
- To engage with West Berkshire Council to ensure s106 Developers' Contributions and Community Infrastructure Levy funds for Thatcham are allocated to meet the needs of the town.
- To consider and respond to consultation documents when the appropriate scheduled Committee is not within the given timeframe to meet the deadline.

**RESOLVED** to note the revised Terms of Reference.

**FGP/2018/36 GENERAL RESERVES POLICY 2018/19**

Committee received a draft General Reserves Policy 2018/19. Committee requested that paragraph 6.2 be amended from "operating budget" to "annual precept".

**RESOLVED** to recommend to Full Council adoption of the General Reserves Policy 2018/19, subject to the above amendment.

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**FGP/2018/37 VICTORIA CROSS STONES INTERPRETATION PANEL**

Committee considered a request from the Community & Civic Manager for funding to commission and install an interpretation panel for the Victoria Cross Stones in Thatcham Broadway.

**RESOLVED** (i) that funding of up to £1,000 from the General Reserve Fund be allocated to commission and install an interpretation panel for the Victoria Cross Stones; (ii) that the final content of the interpretation panel be approved; and (iii) that the VC Stone interpretation panel be installed and unveiled at the same time as the Heritage interpretation panels.

**FGP/2018/38 BUDGET / EXPENDITURE COSTS**

a) Committee received details of payments due since 1<sup>st</sup> June 2018 amounting to £122,586.28 from the current account and £1,707.11 from the Clerk's account (appendix I to these Minutes).

**RESOLVED** to approve the list of payments and that Councillors Cole and R Crumly be appointed to sign the cheques and endorse the relevant documentation.

b) Committee considered an annual list of suppliers paid by direct debit.

**RESOLVED** to approve the annual list of suppliers paid by direct debit.

c) Committee received details of budget/expenditure costs against this Committee's budget for the first quarter 2018/19; April to June 2018 (appendix II to these Minutes).

**RESOLVED** to note the information.

d) Committee reviewed the whole Council budget for the first quarter 2018/19, April to June 2018, along with projected income and expenditure for the year. Councillor Cole requested that an analysis of Thatcham based and non-Thatcham based organisations attending Thatcham Family Fun Day 2018 be presented to the next meeting of the Events Committee. The Town Clerk and Responsible Financial Officer answered questions raised by Members. There were no financial matters that had arisen during the first quarter period that were cause for concern.

*Councillors Cole, Ellison and Goode left the meeting during this item*

**RESOLVED** to note the information.

e) Committee received bank reconciliations as at 30<sup>th</sup> June 2018 for the Current Account, Clerk's Account, Petty Cash, Public Sector Deposit Fund and Cricket Club Deposit Account (appendix III to these Minutes).

**RESOLVED** to note the information.

f) Committee received a report from the Responsible Financial Officer on the Town Council's investments. Councillor R Crumly requested that copies of the investment statements be present at future meetings.

**RESOLVED** to reinvest the investment with Nationwide Building Society for one year upon maturity on 22<sup>nd</sup> August 2018 and to authorise an additional deposit of £150,000 in the Public Sector Deposit Fund.

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**FGP/2018/39 REPORTS BY TOWN COUNCIL APPOINTEES**

The following verbal reports were received from Town Council Appointees:

- **Thatcham Volunteer Bureau** – Councillor E Crumly reported that she had attended the AGM; they were short of volunteer drivers, still experiencing problems parking at the Hospital and they were in the process of replacing the Chairman's Car.
- **Thatcham Youth** – Councillor Collis reported that employee Dan Carter had recently been awarded an Inspirational Youth Leader Award by Berkshire Youth.

There being no further business the Chairman declared the meeting closed at 8.30pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_