



# Thattham Town Council

**To: Members of the Finance & General  
Purposes Committee (10 Members)**

Councillor Dan Carter  
Councillor Mike Cole  
Councillor Jason Collis (Chairman)  
Councillor Jan Cover  
Councillor Ellen Crumly  
Councillor Richard Crumly (Vice-Chairman)  
Councillor Rob Denton-Powell  
Councillor Julie Goode  
Councillor Nathan Gregory  
Councillor David Lister

Town Clerk: Ms Mel Alexander

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To: Other Members for information

10<sup>th</sup> July 2018

Dear Councillor,

You are hereby invited to attend a meeting of the **Finance and General Purposes Committee** to be held on **Monday 16<sup>th</sup> July 2018** at **6.30pm** in the Council Chamber, Council Offices, Brownsfield Road, Thattham for the purpose of transacting the following business.

Yours sincerely,

Mel Alexander (Ms.)  
Town Clerk

## AGENDA

- 1. APOLOGIES FOR ABSENCE**  
To receive apologies for absence.
- 2. DECLARATIONS OF INTEREST**  
To receive from Members, in respect of any items included on the agenda for this meeting, declaration of any personal, disclosable pecuniary or other interests in line with the Town Council's Code of Conduct.
- 3. MINUTES**  
To take as read and confirm as accurate the Minutes of the meetings held on 9<sup>th</sup> April 2018 and 21<sup>st</sup> May 2018 and the extraordinary meeting held on 14<sup>th</sup> May 2018 (enclosed).



**4. MATTERS ARISING FROM PREVIOUS MEETING**

- a) Clerk's Report
- b) Other Matters

**5. EDIBLE THATCHAM**

- a) To receive a presentation from Rachel Hammond, Edible Thatcham Project Co-Ordinator, on progress of the project to date.
- 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 (copy of application attached). Committee resolved to allocate funding of £5,000 and requested a presentation in six months' time when the project would be reviewed.

**Committee is asked to consider the allocation of further funding to this project.**

**6. TERMS OF REFERENCE**

To note the 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.

**7. GENERAL RESERVES POLICY 2018/19**

To receive a draft General Reserves Policy 2018/19 and consider recommending adoption to Full Council (enclosed).

**8. VICTORIA CROSS STONES INTERPRETATION PANEL**

To receive and consider a request from the Community & Civic Manager for funding to commission and install an interpretation panel for the Victoria Cross Stones in Thatcham Broadway (enclosed).

**9. BUDGET / EXPENDITURE COSTS**

- a) To receive and approve details of payments due since 1<sup>st</sup> June 2018 (to follow) and agree two signatories from Councillors Boeck, Cole, E Crumly, R Crumly, Dillon and Ellison.
- b) To approve an annual list of suppliers paid by direct debit (to follow).
- c) To receive and note budget/expenditure costs against this Committee's budget for the period April to June 2018 (to follow).
- d) To review the whole Council budget for the first quarter of 2018/19 (April to June) along with projected income and expenditure (to follow).
- e) To receive and note bank reconciliations for the Current Account, Clerk's Account, Petty Cash, Term Deposits and Cricket Club Deposit (to follow).
- f) To receive a report from the Responsible Financial Officer on the Council's investments (to follow).

**10. REPORTS FROM TOWN COUNCIL APPOINTEES**

To receive reports from Town Council Appointees on the following outside bodies:

<b>Outside Body</b>	<b>Appointee</b>	<b>Outside Body</b>	<b>Appointee</b>
<b>Greenham and Crookham Commons Commission</b>	Cllr. Anne Johnson	<b>Thatcham Volunteer Bureau</b>	Cllr. Ellen Crumly
<b>Greenham Common Community Trust</b>	Cllr. Sheila Ellison	<b>Thatcham Youth</b>	Cllr. Jason Collis and Cllr. Julie Goode
<b>Home-Start West Berkshire</b>	Cllr. Sheila Ellison	<b>Thornford Park Hospital Liaison Group</b>	Cllr. Julie Goode
<b>Thatcham Nursing Society</b>	Cllr. Anne Johnson		