

THATCHAM TOWN COUNCIL
Minutes of a Meeting of
Thatcham Town Council
held on Monday 24th June 2019 at 7pm
in the Council Chamber, Brownsfield Road, Thatcham

Present: Councillor Mike Cole (Town Mayor)
 Councillors Steve Ardagh-Walter, John Boyd, Jeremy Cottam,
 Lourdes Cottam, Ellen Crumly, Lee Dillon, Richard Foster,
 Owen Jeffery, Mark Lillycrop, David Lister, Simon Pike, Christine Rice,
 Jennifer Walker and Keith Woodhams

In attendance: Mel Alexander (Town Clerk)
 Barbara Moffat (Responsible Financial Officer)
 1 member of the press (Newbury Weekly News)

Prior to the formal business, the Town Mayor congratulated all Councillors on their recent election to Thatcham Town Council and thanked the recently retired Councillors. The Town Mayor presented Members with a Thatcham Town Councillor badge.

FULL/2019/51 APOLOGIES FOR ABSENCE
 Apologies for absence had been received from Councillors Jeff Brooks, Paul Field and Nassar Kessell.

FULL/2019/52 DECLARATIONS OF INTEREST
 There were no declarations of interest from Members.

FULL/2019/53 PUBLIC QUESTION TIME
 There were no public questions received.

FULL/2019/54 MINUTES
RESOLVED that the Minutes of the meeting held on 13th May 2019, having been previously circulated, be signed as a correct record of the proceedings.

FULL/2019/55 MATTERS ARISING
 Members were informed that the review of Financial Regulations, scheduled for this meeting, had been deferred to the next meeting of Council due to recent demand on resources providing insufficient time to conduct the review. This would now be presented to Council at its next meeting on 23rd September 2019.
RESOLVED that this information be noted.

Councillor Dillon joined the meeting

FULL/2019/56 RISK MANAGEMENT STRATEGY AND RISK REGISTER 2019/20
 Members considered a draft Risk Management Strategy and Risk Register for 2019/20, prepared by the Responsible Financial Officer.
RESOLVED to adopt the Risk Management Strategy and Risk Register 2019/20, as presented.

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FULL/2019/57 ACCOUNTS 2018/19

(a) Internal Auditor's Report

Members considered an Internal Audit Report from IAC Audit and Consultancy Ltd, following an Internal Auditor carried out on 7th June 2019. The Responsible Financial Officer answered Members' questions.

RESOLVED to adopt the Internal Auditor's Report.

(b) Town Council Accounts 2018/19

Members considered the following financial papers for the year 2018/19:

1. Financial Statements for the year ended 31st March 2019

RESOLVED that the Financial Statements for the year ended 31st March 2019 be approved and signed by the Town Mayor and Responsible Financial Officer.

2. Annual Return for the year ended 31st March 2019

(i) Annual Governance Statement - Section 1 of the Annual Return

Members considered questions 1 – 9 on the Annual Governance Statement and gave a positive response to each question, except question 5, to which a negative response was recorded. Whilst an assessment of the risks facing the authority was conducted, this was not presented to Council for adoption in 2018/19 and therefore Council was unable to respond positively to the question.

RESOLVED that the Annual Governance Statement, as set out in the Annual Return, be approved and signed by the Town Mayor and Town Clerk.

(ii) Accounting Statements - Section 2 of the Annual Return

Members considered the Accounting Statements as set out in Section 2 of the Annual Return.

RESOLVED to approve the Accounting Statements for submission to the External Auditor and that the Town Mayor be authorised to sign the document.

FULL/2019/58 POLICIES

Members received the following draft documents, prepared by the Responsible Financial Officer and recommended for adoption by the Finance and General Purposes Committee, having been reviewed by Councillors Cole and Lister:

- i. Banking and Investment Policy 2019/20
- ii. Investment Strategy 2019/20

RESOLVED to adopt the policies as presented and request that the Investment Working Party review the rate of return on two-year investments.

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FULL/2019/59 REPORTS FROM TOWN MAYOR AND DEPUTY TOWN MAYOR

(a) Town Mayor's Report

Details of Councillor Cole's engagements during May and June 2019 was circulated, and included: a Berkshire Maestros concert at the Corn Exchange; Barfield Handbell Ringers concert at St. Mary's Church; Newbury Mayor Making ceremony; launch of Love Your Local Market fortnight at Thatcham Market; Iftar meal at the Muslim Communities Centre; Thatcham Memorial Hall AGM; Officially opened Blue Beetle Ceramics in the Broadway Courtyard, greeted the D-Day convoy at Newbury College at the end of its journey from Fareham; and an introductory meeting with Mrs Wilson, Executive Head of Trinity School.

(b) Deputy Town Mayor's Report

Councillor Boyd reported that he had attended the Berkshire Maestros concert and the Iftar meal at the Muslim Communities Centre with the Mayor, and: Berkshire Maestros' Music from the Movies concert at St. Bartholomew's School; Girl Guides Award Evening; and Parsons Down Schools' Eco Friendly Fair. Along with Thatcham Town Council's Celebratory D-Day Tea Party at the Old Bluecoat School.

FULL/2019/60 APPOINTMENTS TO OUTSIDE BODIES

(a) Members considered appointment of representatives to the following outside bodies:

RESOLVED (i) Lady Frances Winchcombe Foundation

that Councillors Lourdes Cottam and Jennifer Walker be appointed as Town Council representatives to the above body for a 4 year term from August 2019.

RESOLVED (ii) West Berkshire Heritage Forum

that Councillor Christine Rice be appointed as Town Council representative to the above body for the municipal year 2019/20.

(b) Members were advised that following appointment of representatives at the last meeting of Council, correspondence had been received from the following organisations advising that representation from the Town Council was no longer required:

(i) Greenham Trust

(ii) Thornford Park Hospital Liaison Group

RESOLVED

to: (i) write to Greenham Trust to acknowledge the change in the organisation's structure but express disappointment at the loss of local knowledge and expertise; and (ii) that Ward Members would discuss the closure of Thornford Park Hospital Liaison Group and report to the Recreation and Amenities Committee if necessary.

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FULL/2019/61 APPROVAL AND ADOPTION OF COMMITTEE MINUTES

The following Committee Minutes were presented for adoption:

(a) Recreation and Amenities Committee Minutes dated 20th May and 17th June 2019.

Councillor Jeffery queried that a discussion at the meeting regarding the Living History Trail had not been included in the Minutes of the meeting on 17th June 2019.

RESOLVED that the Minutes of the meeting held on 20th May 2019 be adopted and that the Minutes of the meeting held on 17th June 2019 be referred back to the Recreation and Amenities Committee, and request that the newly adopted Unauthorised Encampment Policy be reviewed following a recent unauthorised encampment at Dunstan Green to ensure the Policy was in keeping with the reality of an encampment.

(b) Planning and Highways Committee Minutes dated 21st May 2019 and 11th June 2019.

RESOLVED that the Minutes be adopted.

(c) Staff Committee Minutes dated 8th April 2019.

RESOLVED that the Minutes be adopted.

(d) Events Committee Minutes dated 3rd June 2019.

RESOLVED that the Minutes be adopted.

FULL/2019/62 CLIMATE EMERGENCY

Members considered the following motion, submitted by Councillor David Lister:

Recognising that there is a Climate Emergency, this Council will commit to:

1. Explore how Thatcham Town Council can support and promote a wider programme of activities to help Thatcham as a whole become more sustainable with the ambition of achieving carbon neutrality by 2030.

2 In pursuance of 1. above:

2a Identify the existing carbon footprint of Thatcham Town Council

2b Identify costed actions that can reduce the CO2 footprint of Thatcham Town Council, working towards the ambition of carbon neutrality by 2030

2c Set measurable indicators and targets of the carbon footprint of the Town Council's operations

RESOLVED Following debate it was unanimously agreed to support the Motion. to support the Motion and to refer this matter to the Environmental Working Party to pursue and to review the Working Party's Terms of Reference accordingly.

Councillor Dillon left the meeting

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FULL/2019/63 COUNCIL PLAN

Members considered the establishment of a Working Party to review the Council Plan, which would expire in 2019.

RESOLVED

to establish a Working Party to prepare a new Council Plan and that the Chairmen and Vice-Chairmen of the Recreation & Amenities, Finance & General Purposes and Planning & Highways Committees, along with the Town Mayor and Deputy Town Mayor, be appointed to serve on the Working Party.

FULL/2019/64 CLERK'S REPORT

(i) NALC Annual Conference 2019

When: Monday 28th & Tuesday 29th October 2019

Where: DoubleTree by Hilton Hotel, Stadium Way, West Bletchley, Milton Keynes

Session Overview: draft programme attached.

Cost: £211 per person (early bird rate, for bookings before 31st July 2019)

Members were asked to advise the Town Clerk if they wished to attend.

(ii) BALC training programme

A copy of the Berkshire Association of Local Council's latest training programme had been circulated to all Councillors and Members were asked to advise the Town Clerk if they wished to attend any of the courses.

FULL/2019/65 REPORTS

(a) Reports from Thattham Town Councillors and West Berkshire District Councillors on Council Surgeries

Members considered a report from Councillors Mark Lillycrop and Lee Dillon who were present at Council Surgery on 1st June 2019.

RESOLVED

to note the report.

(b) Reports from West Berkshire District Councillors

Councillor Jeffery reported that he had attended 2 x Full Council meetings and 1 x Executive meeting and that he had been appointed as Shadow Portfolio Holder for Adult Social Care and a member of the Health & Wellbeing Board. Councillor Jeffery advised that Ward issues had been dealt with promptly and effectively by West Berkshire Council Officers.

Councillor Ardagh-Walter reported that he had been appointed as Portfolio Holder for Environment and that Council would debate a Motion to tackle climate change on 2nd July 2019 and that works by Southern Gas had resulted in staggering of cycle path improvements through Thattham.

Councillor J Cottam commended West Berkshire Council Officers, having reported a fallen tree on a footpath from Harts Hill Road to Trefoil Drove that was promptly removed the next day.

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FULL/2019/65 REPORTS continued

(c) Reports by Town Council Appointees to Outside Bodies

Councillor Cole reported that Thatcham Parochial Charities currently had 1 Almshouse vacancy but had a potential resident.

There being no further business the Town Mayor declared the meeting closed at 8.56pm.

Signed: _____ Date: _____