To: All Members of Council

19th June 2019

Dear Councillor,

You are hereby summoned to attend a meeting of Thatcham Town Council, to be held on Monday 24th June 2019 at 7pm in the Council Chamber, Council Offices, Brownsfield Road, Thatcham, for the purpose of transacting the following business.

Yours sincerely,

Mel Alexander (Ms.)
Town Clerk

PRIOR TO THE FORMAL BUSINESS, PARTNERSHIP BADGES WILL BE PRESENTED BY THE TOWN MAYOR TO NEWLY ELECTED TOWN COUNCILLORS.

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. PUBLIC QUESTION TIME
   All public questions, pertaining to agenda items, must be submitted in writing by 10am on the day of the meeting. Emergency questions, pertaining to agenda items, must be received by 4pm on the day of the meeting.
4. **MINUTES**
   To take as read and confirm as accurate the Minutes of the meeting held on 13th May 2019 (enclosed).

5. **MATTERS ARISING**
   To note that the review of Financial Regulations, scheduled for this meeting, has been deferred to the next meeting of Council due to recent demand on resources providing insufficient time to commence the review. This will now be presented to Council when it next meets on 23rd September 2019.

6. **RISK REGISTER**
   To review and consider adoption of a draft Risk Register 2019/20, prepared by the Responsible Financial Officer (enclosed).

7. **ACCOUNTS 2018/19**
   (a) **Internal Auditor’s Report**
       To receive and consider the Internal Auditor’s Report, following an internal audit carried out on 7th June 2019 (to follow).

   (b) **Town Council Accounts 2018/19**
       To receive and approve the following financial papers for the year ended 31st March 2019 (enclosed):
       1. **Financial Statements for the year ended 31st March 2019**
       2. **Annual Return for the year ended 31st March 2019**
          (i) Annual Governance Statement - Section 1 of the Annual Return
          (ii) Accounting Statements - Section 2 of the Annual Return

8. **POLICIES**
   To receive and consider adoption of the following draft documents, prepared by the Responsible Financial Officer and recommended for adoption by the Finance and General Purposes Committee, following review by Councillors Cole and Lister:
   i. Banking and Investment Policy 2019/20 (enclosed)
   ii. Investment Strategy 2019/20 (enclosed)

9. **REPORTS FROM THE TOWN MAYOR AND DEPUTY TOWN MAYOR**
   a) To receive the Town Mayor’s report (to follow).
   b) To receive the Deputy Town Mayor’s report (to follow).

10. **APPOINTMENTS TO OUTSIDE BODIES**
    a) To consider appointment of representatives to the following outside bodies:
       i. Lady Frances Winchcombe Foundation x 1 – 4-year term from August 2019
       ii. West Berkshire Heritage Forum x 1 – omitted from list presented to May meeting
    b) To note that, following appointment of representatives at the last meeting of Council, correspondence has been received from the following organisations advising that representation from the Town Council is no longer required:
       i. Greenham Trust – due to changes in the structure of the business
       ii. Thornford Park Hospital Liaison Group – organisation no longer active

11. **APPROVAL AND ADOPTION OF COMMITTEE MINUTES**
    To receive and consider adoption of the following Committee Minutes:
    (a) Recreation and Amenities Committee Minutes dated 20th May 2019 (enclosed) and 17th June 2019 (to follow).
    (b) Planning and Highways Committee Minutes dated 21st May 2019 and 11th June 2019 (enclosed).
    (c) Staff Committee Minutes dated 8th April 2019 (enclosed).
    (d) Events Committee Minutes dated 3rd June 2019 (enclosed).
12. **CLIMATE EMERGENCY**

To consider 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

13. **COUNCIL PLAN**

To consider establishment of, and appointment of Members to, a Working Party to review the Council Plan, which expires in 2019.

14. **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 are asked to advise the Town Clerk if they wish to attend.**

ii. **BALC training programme**

   A copy of the Berkshire Association of Local Council’s latest training programme has been circulated to all Councillors and **Members are asked to advise the Town Clerk if they wish to attend any of the courses.**

15. **REPORTS**

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

   To receive a report from Councillors who were present at Council Surgery on 1st June 2019 (enclosed).

(b) **Reports from West Berkshire District Councillors**

   To receive reports from West Berkshire District Councillors.

(c) **Reports by Town Council Appointees to Outside Bodies**

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

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<th>Outside Body</th>
<th>Appointee</th>
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<th>Appointee</th>
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<tr>
<td>Lady Frances Winchcombe’s</td>
<td>[former Cllr.] Anne Johnson</td>
<td>Thatcham Relief in Need Charity and Thatcham</td>
<td>Cllr. Mike Cole Mr. Chris Druce</td>
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<td>Thatcham Foundation</td>
<td>[former Cllr.] Nathan Gregory</td>
<td>Thatcham Parochial Charities</td>
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