

## FINANCE AND GENERAL PURPOSES COMMITTEE

### Membership:

9 Members

### Quorum:

The quorum shall be 3 Full Members

### Terms of Reference:

- 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 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 and agree, as necessary, 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 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 consider and respond to consultation documents on matters aligned with the remit of this Committee, and other consultations when the appropriate scheduled Committee is not within the given timeframe to meet the deadline.
- To exercise the functions of the Council in respect of any matters not within the scope of another committee.
- To ensure all decisions are in accordance with Thatcham Town Council's adopted Policies and Financial Regulations.
- On behalf of the Grants Sub-Committee, to consider applications for funding from the Community Project Fund in order to expediate responses

<b>APPOINTMENTS 2024/25</b>			John Boyd
Mike Cole (C)	Jeremy Cottam	Iain Cottingham	Owen Jeffery
Mark Lillycrop	Jay Lunn	Tom McCann	Justin Pemberton (VC)

## RECREATION AND AMENITIES COMMITTEE

### Membership:

10 Members

### Quorum:

The quorum shall be 4 Full Members

### Terms of Reference:

- To exercise the functions of the Council in respect of open spaces, recreation grounds, play areas, village greens, shelters, allotments, public rights of way, burial ground and the parish churchyard, public conveniences, footway lighting, street furniture, environmental services, town market and property in the ownership or control of the Council.
- To oversee the management of properties owned by Thatcham Town Council and leased or licenced to external organisations.
- To purchase/lease and maintain such vehicles and equipment as may be required to carry out the Council's duties in connection with the facilities under the control of the Committee.
- To monitor all matters relating to leases and bye-laws in connection with the facilities under the control of the Committee.
- To have joint management functions in respect of Henwick Worthy Sports Ground and joint advisory functions in respect of Kennet Leisure Centre.
- To consider matters relating to the acquisition of land or buildings for recreational, burial or related purposes and make recommendations to Full Council.
- To consider matters relating to environmental protection and enhancement.
- To consider and respond to consultation documents on matters aligned with the remit of this Committee, and other consultations when the appropriate scheduled Committee is not within the given timeframe to meet the deadline.
- To ensure all decisions are in accordance with Thatcham Town Council's adopted Policies and Financial Regulations.
- On behalf of the Grants Sub-Committee, to consider applications for funding from the Community Project Fund in order to expediate responses

<b>APPOINTMENTS 2024/25</b>		Suzanne Adamantos	John Boyd
Mike Cole	Jeremy Cottam	Lee Dillon	Owen Jeffery
Mark Lillycrop (VC)	Tom McCann (C)	Simon Pike	Ben Schiffer-Harte

## PLANNING AND HIGHWAYS COMMITTEE

### Membership:

6 Members

### Quorum:

The quorum shall be 3 Full Members

### Terms of Reference:

- To exercise the functions of the Council in respect of planning and highways matters.
- To consider planning related applications\*, orders and notices within the Parish and to make representations to the appropriate authority.  
\* Committee will not consider applications for conservatories, garage conversions or single-storey constructions; including, but not limited to, extensions, garages, garden rooms etc, and applications to determine if prior approval is required, and minor changes to existing electricity lines, unless such applications are subject to representations.
- Encourage potential developers of major sites (i.e. more than 10 units) to proactively engage with Thatcham Town Council at the earliest opportunity to ensure that any schemes put forward to the Local Planning Authority are appropriate for Thatcham.
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- 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 actively promote and engage the local community in local Planning matters.
- To respond to, and take part in, any discussion with regard to Planning Policy documents, Local Plans, the Core Strategy, the Local Development Framework, and other such documents from West Berkshire District Council.
- To consider all Traffic Management/Road Safety issues in Thatcham.
- To consider requests for grit bins and agree expenditure within a predetermined budget agreed by Council.
- To consider and respond to consultation documents on matters aligned with the remit of this Committee, and other consultations when the appropriate scheduled Committee is not within the given timeframe to meet the deadline.
- To ensure all decisions are in accordance with Thatcham Town Council's adopted Policies and Financial Regulations.

<b>APPOINTMENTS 2024/25</b>		Dave Lunn	Jay Lunn
Tom McCann	Justin Pemberton	Simon Pike (C)	Val Watts (VC)

## EVENTS COMMITTEE

### Membership:

10 Members

### Quorum:

The quorum shall be 4 Full Members

### Terms of Reference:

- To exercise the functions of the Council in respect of organisation and delivery of a programme of Civic and Community events.
- To agree and oversee organisation and promotion of a programme of regular and one-off Civic and Community events organised by Thatcham Town Council, including, but not limited to:
  - Fly-A-Flag for the Commonwealth
  - Thatcham Family Fun Day
  - United Service of Remembrance
  - Fun On The Broadway
  - Thatcham Festival
  - Armistice Day Service and Remembrance Parade
  - Christmas Lights Switch-on
  - Civic Carol Service
- To agree expenditure within predetermined budgets set by Council, referring requests for additional or non-budgeted expenditure to the Finance and General Purposes Committee for authorisation.
- To set-up and review contracts for services relating to the Events programme.
- To agree fees relating to events, including, but not limited to, pitch/stall fees.
- To seek grants and sponsorship for events whenever possible.
- To consider requests from external organisations for support with other events in the town, referring to the Finance and General Purposes Committee as necessary.
- To ensure all decisions are in accordance with Thatcham Town Council's adopted Policies and Financial Regulations.

<b>APPOINTMENTS 2024/25</b>		Suzanne Adamantos (C)	John Boyd
Mike Cole	Lee Dillon	Mark Lillycrop	Dave Lunn
Jay Lunn	Petra Pemberton (VC)	Ben Schiffer-Harte	Stephanie Steevenson

## TOWN CENTRE COMMITTEE

### Membership:

9 Members

### Quorum:

The quorum shall be 3 Full Members

### Terms of Reference:

- To exercise the functions of the Council in respect of Town Centre matters.
- “Town Centre” shall be defined as an area encompassing the Memorial Playing Field in the north to The Moors Playing Field in the south, and from Beverley Close in the west to the Old Bluecoat School in the east.
- To develop and implement plans to improve and enhance the Town Centre for the benefit and enjoyment of residents and visitors.
- To develop and implement plans to improve and enhance the Town Centre for the benefit, and support, of the local commercial and business economy.
- To consider matters relating to the acquisition of land or buildings that support the remit of this Committee and make recommendations to Full Council.
- To work with partner agencies, as needed, to support the remit of this Committee.
- To work with town centre businesses and other agencies to promote Thatcham town centre and its businesses.
- To agree expenditure within predetermined budgets set by Council, referring requests for additional or non-budgeted expenditure to the Finance and General Purposes Committee for authorisation.
- To consider and respond to consultation documents on matters aligned with the remit of this Committee, also when the appropriate scheduled Committee is not within the given timeframe to meet the deadline.
- To ensure all decisions are in accordance with Thatcham Town Council’s adopted Policies and Financial Regulations.
- On behalf of the Grants Sub-Committee, to consider applications for funding from the Community Project Fund in order to expediate responses

APPOINTMENTS 2024/25			Jeremy Cottam (VC)
Owen Jeffery (C)	Dave Lunn	Jay Lunn	Tom McCann
Simon Pike	Ben Schiffer-Harte	Stephanie Steevenson	Val Watts

## STAFF COMMITTEE

### Membership:

4 Members

### Quorum:

The quorum shall be 3 Full Members

### Terms of Reference:

- To exercise the powers of Thatcham Town Council in all policy matters, rules pertaining to discipline, staff grievances, health and safety at work and conditions of service that are required to be dealt with by the Council.
- The appointment of senior members of Staff.
- The Clerk shall be responsible for the day-to-day management of staff, appointments, disciplinary procedures and Health & Safety at Work.

APPOINTMENTS 2024/25			
Mayor	Deputy Mayor	Leader	Deputy Leader

## GRANTS SUB-COMMITTEE

### Membership:

6 Members

### Quorum:

The quorum shall be 3 Full Members

### Terms of Reference:

- To exercise the functions of the Council in considering and assessing applications for financial grant aid and allocating awards as deemed appropriate within the total predetermined budget for that purpose, and in line with financial procedures as set out in the Financial Regulations.
- The Sub-Committee shall provide the Finance and General Purposes Committee with details of all awards, at the next meeting following any grant award.

APPOINTMENTS 2024/25		Mike Cole (C)	Iain Cottingham
Mark Lillycrop	Tom McCann	Petra Pemberton (VC)	Ben Schiffer-Harte

## EMERGENCY WORKING PARTY

### Membership:

5 Members

### Quorum:

The quorum shall be 3 Full Members

### Terms of Reference:

- To deal with such matters on behalf of the Council where, because of some urgent or important reason, that matter cannot be dealt with under the provision of Standing Order No. 5.5 (Extraordinary Meetings) or wait until a scheduled meeting or where a Special Meeting of the Council would be inappropriate.
- Meetings of the Emergency Working Party shall be publicised in advance and open to members of public. The Minutes of meetings shall be published.
- The Working Party shall make recommendations to be considered for approval by the Town Clerk, after consultation with the Mayor, Leader, a Committee Chairman, or at least one Councillor, in accordance with Standing Order 1.2.6

<b>APPOINTMENTS 2024/25</b>	Suzanne Adamantos (C)	Mike Cole
Owen Jeffery	Tom McCann	Simon Pike

## POLICY REVIEW WORKING PARTY

### Membership:

4 Members

### Quorum:

The quorum shall be 3 Full Members

### Terms of Reference:

- To review existing, and prepare draft, policies and other strategic documents for the Town Council.
- The Working Party shall make recommendations to Full Council for consideration.

<b>APPOINTMENTS 2024/25</b>	Suzanne Adamantos	
Mike Cole	Tom McCann	Simon Pike