

**THATCHAM TOWN COUNCIL**  
**Minutes of a meeting of**  
**Thatcham Town Council**  
**held on Monday 23<sup>rd</sup> June 2025 at 19:00hrs**  
**in the Council Chamber, Brownsfield Road, Thatcham**

Present: Councillor Petra Pemberton (Mayor)  
 Councillors Suzanne Adamantos, John Boyd, Mike Cole, Jeremy Cottam, Iain Cottingham, Owen Jeffery, Mark Lillycrop, Dave Lunn, Jay Lunn, Justin Pemberton, Ben Schiffer-Harte, Stephanie Steevenson, Mark Thomas, and Val Watts

In attendance: Laura Carlin (Deputy Town Clerk)  
 1 member of the press (Newbury Weekly News)

**FULL/2025/049 APOLOGIES FOR ABSENCE**  
 Apologies for absence were received from Councillor Simon Pike.

**FULL/2025/050 DECLARATIONS OF INTEREST**  
 No declarations of interest were received.

**FULL/2025/051 PUBLIC QUESTION TIME**  
 No public questions had been received.

**FULL/2025/052 MINUTES**  
**RESOLVED** that the Minutes of the meeting held on 12<sup>th</sup> May 2025, having been previously circulated, be signed as a correct record of the proceedings.

**FULL/2025/053 ACCOUNTS 2024/25**  
**(a) Internal Auditor's Report**  
 Council reviewed the Internal Auditor's Report for the year ended 31<sup>st</sup> March 2025, following an internal audit carried out on 10<sup>th</sup> June 2025. Councillor Cole presented the Report.  
**RESOLVED** to adopt the Internal Auditor's Report 2024/25 (appendix i)

**(b) Town Council Accounts 2024/25**  
 Members reviewed the following financial papers for the year ended 31<sup>st</sup> March 2025:  
**1 Financial Statements for the year ended 31<sup>st</sup> March 2025:**  
 - Statutory Balance Sheet  
 - Fixed Asset Register including addition and disposal schedules  
 - Income and Expenditure Account  
 - General and Earmarked Reserves  
 - Review of Internal Controls  
**RESOLVED** that the Financial Statements for the year ended 31<sup>st</sup> March 2025 be approved and signed by the Mayor and Responsible Financial Officer (appendix ii)

**2 Annual Return for the year ended 31<sup>st</sup> March 2025:**  
**i. Annual Governance Statement - Section 1 of the Annual Return**  
 Members considered questions 1 – 9 of the Annual Governance Statement, supplemented by the 'review of internal controls' document, and gave a positive response to each question.  
**RESOLVED** that the Annual Governance Statement, as set out in the Annual Return, be approved and signed by the Mayor and Deputy Town Clerk (appendix iii) with a statement from Cllr Cottingham that the outsourced payroll process is currently

**Full Council**  
**23<sup>rd</sup> June 2025**

**FULL/2025/053 ACCOUNTS 2024/25**

under review with West Berkshire Council with a view to strengthening the control process. Any amendments to be made will be presented at a future Full Council meeting.

**i. 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 Mayor be authorised to sign the document (appendix iii).

**(c) Confirmation of period of publication of public rights**

Members confirmed that the period for Exercise of Public Rights shall be 30<sup>th</sup> June 2025 to 8th August 2025 and that notices shall be published on the Town Council's website and on noticeboards at the Council Offices and in The Broadway.

**FULL/2025/054 STRATEGIC DOCUMENTS**

**RESOLVED** to re-adopt the following strategic documents for the year 2025/26 as presented:

ii. Treasury Management Plan 2025/26

iii. Standing Orders

And to defer adoption of the following documents to the next Full Council meeting for them to be reviewed:

i. Risk Management Strategy 2025/26 – Review by Cllr Cottingham

iv. Financial Regulations – Review by Cllr Cole at next F&GP meeting

**FULL/2025/055 APPROVAL AND ADOPTION OF COMMITTEE MINUTES**

The following Committee Minutes were presented for adoption:

**RESOLVED** a) Planning and Highways Committee Minutes dated 3<sup>rd</sup> June 2025 to adopt the Minutes.

**RESOLVED** b) Events Committee Minutes dated 2<sup>nd</sup> June 2025. to adopt the Minutes.

**FULL/2025/056 TOWN CENTRE COMMITTEE NAME**

Cllr Jeffery proposed an amendment to the name of the Town Centre Committee to alleviate confusion on the remit of the Committee and reiterated that this committee is not responsible for all activity within the Town Centre and it's focus is on the regeneration of the town.

**RESOLVED** to adopt a change of name to the Town Centre Regeneration Committee and that there will be no change to the current Terms of Reference.

**FULL/2025/057 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** that, in view of the commercially sensitive (FULL/2025/058 and FULL/2025/059) nature of the business to be transacted, it was advisable in the public interest that the press and public be temporarily excluded, and they be instructed to withdraw.

**FULL/2025/058 NEIGHBOURHOOD DEVELOPMENT PLAN**

Cllr Cole presented 3 quotes for the Neighbourhood Development Plan consultancy, with recommendations from the Place Manager, as agreed at the meeting of the Finance and General Purposes Committee meeting on 28<sup>th</sup> April 2025.

**Full Council**  
**23<sup>rd</sup> June 2025**

**FULL/2025/058 NEIGHBOURHOOD DEVELOPMENT PLAN**  
**RESOLVED** to defer the decision to the next meeting of the Finance and General Purposes Committee or Planning & Highways Committee where Cllr Pike will be in attendance, as his input into this decision is required.

**FULL/2025/059 CLEANING CONTRACT TENDER RECOMMENDATION**  
Cllr Cole presented the recommendations of the Cleaning Contract Tender working party.  
**RESOLVED** to award the contract to SVIVM with DANFO in reserve should SVIVM not accept the contract, with a probationary period added to the contract.  
**RESOLVED** to defer the decision on the probationary period length to the Mayor or Deputy Mayor to enable a quick decision.

*Cllr McCann joined the meeting at 20:05hrs during discussions on agenda item FULL/2025/059*

There being no further business the Mayor declared the meeting closed at 20:16hrs.

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