

**THATCHAM TOWN COUNCIL**  
**Minutes of a meeting of the**  
**Finance and General Purposes Committee**  
**held on Monday 21<sup>st</sup> July 2025 at 19:00hrs**  
**in the Council Chamber, Brownsfield Road, Thattham**

Present: Councillor Mike Cole (Chairman)  
 Councillors Suzanne Adamantos, Iain Cottingham, Owen Jeffery, Dave Lunn (substituting for Mark Lillycrop) and Jay Lunn

In attendance: Laura Carlin (Deputy Town Clerk)  
 Councillor Mark Thomas

**FGP/2025/34 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors John Boyd, Jeremy Cottam and Mark Lillycrop.

**FGP/2025/35 DECLARATIONS OF INTEREST**

Councillor Iain Cottingham declared a non-pecuniary interest in agenda item number 11 as Portfolio Holder for Finance and Resources at West Berkshire Council and agenda item number 13bii as Chairman of Thattham Town Cricket Club.

Councillor Mike Cole declared a non-pecuniary interest in agenda item number 13aai as President of Thattham Rotary and agenda item 13bii as Chair of Trustees at Equinox Learning Trust

**FGP/2025/36 MINUTES**  
**RESOLVED**

that the minutes of the meeting held on 28<sup>th</sup> April 2025, having been previously circulated, be taken as read, confirmed, and signed as an accurate record.

**FGP/2025/37 BUDGET REVIEW 2025/26**

a) Committee reviewed an income and expenditure report for all Council budgets for Q1; 1<sup>st</sup> April 2025 to 30<sup>th</sup> June 2025.

b) Committee noted a report on Reserves and CIL funds held.

c) Committee noted a report on external grants and sponsorship received.

d) Committee noted a report on vandalism costs.

**RESOLVED**

e) Committee agreed movements to be made to Reserves to reduce Permanent Reserves back to £200,000 by transferring £20,000 to Working Reserves.

**RESOLVED**

to transfer £5,000 from Working Reserves to EMR 327 (Election Expenses)

**FGP/2025/38 PURCHASE OF A REPLACEMENT BOILER FOR THE COUNCIL OFFICES**

Committee considered quotes and a report comparing various solutions from the Facilities Manager to replace the current boiler which is beyond economical repair.

**Finance and General Purposes Committee**  
**21<sup>st</sup> July 2025**

- FGP/2025/38 PURCHASE OF A REPLACEMENT BOILER FOR THE COUNCIL OFFICES continued**  
**RESOLVED** to defer the decision until a further quote can be obtained for an air source heat pump via Cinergi, arranged by Cllr Cottingham, and funding options have been explored.
- RESOLVED** that the Chair & Vice Chair of this Committee can approve the expenditure on this project and that the air source heat pump would be the preferred option if the quote is within £4,000 of the quote presented for the replacement gas boiler.
- RESOLVED** to install a replacement gas boiler should the quote for an air source heat pump exceed the agreed budget.
- FGP/2025/39 COMMUNITY ENGAGEMENT WORKING PARTY**  
 The planned meeting on 15<sup>th</sup> July 2025 was cancelled.
- FGP/2025/40 STRATEGIC FINANCIAL DOCUMENTS**  
 Committee reviewed a proposal to amend the approved Financial Regulations to the NALC approved template.  
**RESOLVED** to defer the amendment until a replacement Responsible Financial Officer has been appointed. The RFO will then carry out a review and modify the regulations to be presented at the next Finance & General Purposes meeting on 27<sup>th</sup> October 2025 for adoption.
- FGP/2025/41 ST MARY'S CHURCHYARD WALL REPAIRS**  
 Committee reviewed the planning application documents and a quote from Treecall Consulting Ltd to carry out a tree survey to accompany the planning application.  
**RESOLVED** to approve expenditure of £980 for the tree survey to accompany the planning application.
- FGP/2025/42 PROPOSED FUNDING TO KENNET LEISURE CENTRE JAC**  
 Committee considered a request from Councillor McCann raised at Full Council Meeting on 12<sup>th</sup> May 2025 (FULL/2025/48) of possible funding to Kennet Leisure Centre JAC, potentially utilising funds returned by Thatcham Town Football Club.  
**RESOLVED** for the Deputy Town Clerk to contact Everyone Active at Kennet Leisure Centre to ascertain whether there is already funding in place. If not, then  
**RESOLVED** to approve the funding of £2,000 to provide swimming lessons for Pupil Premium students.
- FGP/2025/43 PROPOSED BIODIVERSITY ENHANCEMENT STRATEGY**  
 Committee considered commissioning Future Nature to undertake a biodiversity assessment of our land to understand the current biodiversity value of the sites. Recommended by the Environmental Working Party.  
**RESOLVED** to approve the funding of a biodiversity assessment (£4,665) from the Climate Emergency Earmarked Reserve.
- FGP/2025/44 HENWICK WORTHY SPORTS FIELD JMC CONTRIBUTION**  
 Committee considered the West Berkshire Council invoice for the Q4 2024/25 Henwick Worthy Sports Field JMC contribution.  
**RESOLVED** for Councillor Cottingham to contact West Berkshire Council to obtain calculations and reasons for the increase in contribution and report back to the Committee directly.

**Finance and General Purposes Committee**  
**21<sup>st</sup> July 2025**

**FGP/2025/45**

**INSURANCE RENEWAL**

Committee noted the insurance renewal schedule and costs for 2025-2028 and requested the Deputy Town Clerk review the sum for which the buildings have been insured and report back to the Chairman directly

**FGP/2025/46**

**GRANT APPLICATIONS**

a) Committee considered the following Community Project Fund applications:

i. From Welcome Space for £250, for the project: 'Create a Welcome Space'.

**RESOLVED**

to award a grant of £250.

ii. From Thatcham Rotary for up to £250, for the project 'Duck Race'.

**RESOLVED**

to award a grant of £200.

b) Committee considered the following Community Grant applications on The Good Exchange:

It was noted that both applications would be subject to matched funding from the Town Council's annual agreement with Greenham Trust.

i. Application reference 20853 – West Berkshire Foodbank, total remaining funding required £40,963, for the project: 'Hungry Holidays 2025'.

**RESOLVED**

to award a grant of £2,500 (matched funded to £5,000).

ii. Application reference 20841 – Thatcham Town Cricket Club, total remaining funding required £30,802, for the project: 'Upgrade of Indoor Cricket Practise Nets'

**RESOLVED**

to award a grant of £1,500 (matched funded to £3,000).

**FGP/2025/47**

**FINANCIALS**

Committee noted that June month end had not been finalised at the time of the meeting due to staff absence.

**RESOLVED**

the following agenda items would be reviewed by the Chairman of this Committee as soon as they are available:

a) To note BACS payments paid from the current account in the previous quarter, having been audited by Members.

b) To note details of all other payments made from the current account and the Clerk's account during the period 1<sup>st</sup> April 2025 to 30<sup>th</sup> June 2025.

c) To note a bank reconciliation report.

d) To review an Aged Creditor report.

e) To review an Aged Debtor report [not for publication].

Committee advised that the following agenda items were reviewed annually at the Financial & General Purposes Committee meeting on 28<sup>th</sup> April 2025 and are not due to be reviewed again until the end of the financial year 2025/26:

f) To approve an annual list of suppliers paid by direct debit.

**Finance and General Purposes Committee**  
**21<sup>st</sup> July 2025**

- g)** To agree the Deputy Town Clerk's authority to approve card refunds for service deposit returns.
- h)** To authorise payment of salaries for the financial year 2025/26.

There being no further business the Chairman declared the meeting closed at 20:43hrs.

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