

Minutes approved on:	
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Clerk: Mrs S E Roberts  
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## **DRAFT**

# **Minutes of a meeting of Shinfield Parish Council held on Monday 11 September 2017 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.**

Present: Cllrs N Boyer, I Clarke, P Emmet, A Grimes, C Hughes, P Hughes (Ch), D Lias, I Montgomery, D Peer, R Pike.

Attending: S Roberts (Clerk), K Hughes (Deputy Clerk), B/Cllr Charlotte Haitham-Taylor, B/Cllr Barrie Patman, Mrs Gillie Gray (Resident), Mr James Reid (Resident), Mr Laurie James (Resident), Mr Simon Cooper (Resident).

### **17/34 Public Questions**

There were no public questions.

### **17/35 Apologies and declarations of members' interests**

- 35.1 Apologies were received and accepted from Cllr Hewett, and B/Cllrs Batth, Pollock and Munro.
- 35.2 Cllr Clarke declared an interest in item 17/36 (Future management of CIL) and Cllr Montgomery declared an interest in item 17/39 (Shinfield Community Centre).
- 35.3 There were no changes to members' declarations of pecuniary interest.
- 35.4 Cllr P Hughes reported the resignation of Cllr Masood, due to work commitments overseas.

### **17/36 Minutes**

- 36.1 It was proposed and **RESOLVED** that the minutes of the Council meeting held on 10 July 2017 were a correct record of the meeting and these were signed by Cllr P Hughes.
- 36.2 Matters arising:
  - 36.2.1 Response to supplementary question from Mrs Rosemary Taylor  
The Clerk confirmed that a response has been sent to Mrs Taylor.
  - 36.2.2 Confirm attendance for Mrs Gillie Gray at the Planning and Highways Committee meeting  
Cllr P Hughes confirmed that this was confirmed, and that Mrs Gray attended the meeting.
  - 36.2.3 Website updates  
Cllr Lias reported that a number of issues have been raised to the Deputy Clerk and that these have been attended to.
  - 36.2.4 Review of Standing Orders  
Cllr P Hughes confirmed that these were added to the C&P Agenda for the meeting of 3<sup>rd</sup> August 2017.
  - 36.2.5 Payment of approved grants  
Cllr P Hughes confirmed that the approved grants were paid
  - 36.2.6 Spencers Wood Carnival  
The Deputy Clerk confirmed that Cllr Clarke will be on the Parish Council stand from 12-2pm, and Cllr Emmet from 3-5pm. Cllrs Grimes and Peer will also be

present, with Cllr Grimes carrying out the raffle draw and giving a short speech, and Cllr Peer handing out the cheques to the attending groups.

Cllr Pike enquired about a payment to the Spencers Wood Carnival of £1900. Cllr P Hughes confirmed that this was the sum agreed by the Communications and Policies Committee to sponsor and support the event.

36.2.7 Speed Indicator Devices

Cllr P Hughes reported that the Speed Indicator Devices (SIDs) have now been purchased. The Deputy Clerk reported that delivery and training is scheduled for Monday 25<sup>th</sup> September. Cllr Boyer will attend.

36.2.8 Corporate credit card

Cllr P Hughes reported that the council now has a corporate Barclaycard. Its use is covered by the council's Standing Orders and items purchased will be reported monthly to council.

36.2.9 Lectern

Cllr P Hughes reported that a lectern has now been purchased and is currently being stored in the long store cupboard whilst the refurbishment works are carried out.

36.2.10 Spencers Wood Village Hall and Spencers Wood Pavilion surveys

Surveyor's reports of Spencers Wood Village Hall and Spencers Wood Pavilion have now been received. Members should contact the Clerk if they wish to receive a copy.

36.2.11 South of M4 Community Forum meeting

The next meeting of the South of M4 Community Forum is scheduled for Wednesday 20<sup>th</sup> September, between 7 and 9pm at the Three Mile Cross Church Centre. The Deputy Clerk was asked to promote this event on social media and send put to the email news group.

36.2.12 Meeting with the University of Reading and Wokingham Borough Council to progress pedestrian and vehicle safety improvements to Hyde End Road.

Cllr P Hughes reported that a follow up meeting with Nigel Frankland has been scheduled for 9<sup>th</sup> October, and a meeting with Andy Glencross from Wokingham Borough Council has been scheduled for 2<sup>nd</sup> October. Cllr P Hughes noted that he hoped that a representative from WBC highways will be able to attend this meeting.

36.2.13 Southern Parishes Meeting

Cllr P Hughes reported that a meeting of representatives from the southern parishes, to meet with B/Cllr David Lee, has been scheduled for 2 November.

36.2.14 Borough Parish Liaison Forum

Cllr P Hughes reported that the next meeting of the Borough Parish Liaison Forum will be held on 10<sup>th</sup> October. Please raise any topics for discussion to Cllr Peer.

36.2.15 Neighbourhood Action Group meeting

The next meeting of the Shinfield and Swallowfield Neighbourhood Action Group (NAG) is on Wednesday 13<sup>th</sup> September and is being kindly hosted by Shinfield View Care Home whilst the parish hall refurbishment works are ongoing,

17/37

## Reports

### 37.1 Chairman's Report

37.1.1 Cllr P Hughes reported on the works ongoing on the hall refurbishments, and numerous meetings with the surveyors and contractors.

37.1.2 Cllr P Hughes reported on the meeting with Rev Chris Leslie and Mr Dave Purton from Shinfield United Charities to discuss the parish hall lease.

37.1.3 Cllr P Hughes reported on his and the Clerk's attendance at a meeting with Honeysuckle Day Nursery, to discuss the shortage of full-year nursery provision within the parish.

37.1.4 Cllr P Hughes reported that he and the Clerk met with Mrs Gillie Gray to discuss the potential for Mrs Gray to join the parish council.

- 37.1.5 He reported on a meeting with Mrs Angie Gibson from Wokingham Borough Council to discuss Section 106 and the Community Infrastructure Levy funds due to be received by Shinfield Parish Council.
- 37.1.6 Cllr P Hughes encouraged members to attend the Spencers Wood Carnival, and particularly to assist with the Shinfield Parish Council stall on the day. He reported that he will be unable to attend on the day, but has made a donation to the raffle.
- 37.1.7 He reported that the meeting with Andy Glencross on 2 October will also be used to discuss the future of the Ryeish Green pitches. Cllr P Hughes sought approval for the Clerk, Cllr I Clarke and himself to commence negotiations on the lease of the pitches, and potentially the pavilion building, to Wokingham Borough Council, including investigating opportunities for a land swap. Member **RESOLVED** to approve for these members and the Clerk to commence discussions, with any proposal to be brought back to full council.
- 37.1.8 Cllr P Hughes reported that he had been in contact with Chris Howard, the senior Planning Officer for the Shinfield SDL, regarding the release of land for development between Oatlands Road and the Shinfield Eastern Relief Road. He reported that the parcel of land directly south of Cutbush Lane is identified for the development of up to 249 dwellings.

## 37.2 **Borough Councillors' Report**

- 37.2.1 B/Cllr Patman reported that no further progress has been made to date with a policy for Homes in Multiple Occupation (HMOs). He noted that the adoption of Civil Parking Enforcement by the borough council from 9<sup>th</sup> October will give the council greater ability to control the parking issues caused by HMOs.
- 37.2.2 B/Cllr Patman reported on a recent meeting with the Chief Constable to discuss the rise in traveller incursions and the section 61 powers to remove them from public land. He noted that there is a requirement for officers covering weekend shifts to be trained and given the appropriate guidance to deal with these situations, as they often arise at, or just before, weekends.
- 37.2.3 B/Cllr Haitham-Taylor expressed her disappointment at the slow progress with safety improvements to Hyde End Road. She noted the need for Wokingham Borough Council to negotiate with the land owners and the potential delay caused by the need to move utility services from the area to facilitate works. Cllr P Hughes reported that Barton Wilmore, at the request of the University of Reading, has drawn up proposals for the provision of a public footway off the main road, which will allow for the widening of the road on the two sharp bends between School Green and Croft Road.
- 37.2.4 B/Cllr Haitham-Taylor reported on the increasing pressure being seen by the borough council from speculative developers. She reported that the Wokingham Conservative Group is challenging the housing needs numbers, and is also looking to re-run the traffic modelling, to base it on more recent figures. She reported that the council continues to lobby Central Government over the 5-year land supply issue. She expressed disappointment that the borough has had to release land at Cutbush Lane in order to resist further inappropriate development, but noted that she has asked the planning officers to discuss the option of bringing forward the provision of cricket facilities at the Manor Site, as well as surface improvements to Oatlands Road, as a mitigation for this additional development. Cllr Lias asked about the methodology for the traffic modelling, of averaging travel times across the borough. Cllr P Hughes noted that the parish council has challenged the existing traffic modelling used for the South of M4 SDL.
- 37.2.5 Cllr P Hughes asked whether the new Shinfield West primary school is on track to open in September 2018. B/Cllr Haitham-Taylor noted that this was the case, and that she will confirm the proposed opening date for the proposed new Spencers Wood primary school.
- 37.2.6 B/Cllr Patman reported that he continues to exert pressure on the highways department for a response to the Grazeley speeding issue.

37.2.7 The Clerk requested some information on the WBC 21<sup>st</sup> Century program, including an organisation chart, showing the new roles. B/Cllr Haitham-Taylor offered to set up a meeting with the Deputy for the 21<sup>st</sup> Century program.

37.3 **Committee reports:**

37.3.1 **Finance and General Purposes Committee**

Cllr Grimes reported on a meeting of the Finance and General Purposes Committee held on 26<sup>th</sup> July.

It was proposed and **RESOLVED** by members that the draft minutes of the 26 July meeting be adopted.

37.3.2 **Planning and Highways Committee**

Cllr Peer reported on a meeting of the Planning and Highways Committee held on 31<sup>st</sup> July.

It was proposed and **RESOLVED** by members that the approved minutes of the 31<sup>st</sup> July meeting be adopted.

Cllr Peer reported on a meeting of the Planning and Highways Committee held on 24<sup>th</sup> August.

It was proposed and **RESOLVED** by members that the draft minutes of the 24<sup>th</sup> August meeting be adopted.

Cllr Peer reported on a meeting at Parklands with the developers to discuss drainage, SANG and access.

Cllr Peer reported that the committee will consider a job description for a part-time planning support officer at the next meeting, scheduled for 14<sup>th</sup> September.

*B/Cllr Patman left the meeting at 20:20 hrs*

37.3.3 **Development Board**

Cllr P Hughes reported on a meeting of the Development Board held on 2<sup>nd</sup> August. He reported that he had been elected Chair of the committee.

Cllr P Hughes reported that the Royal Institute for British Architecture (RIBA) have been briefed about the design competition.

He reported on the meeting of the joint community centre management committee on 4<sup>th</sup> July, where the borough council representatives agreed to proceed with the original plan to allocate space within the new community centre. He noted that the committee does not expect to meet again until February 2018, by which point the RIBA competition designs should have been received.

*Cllr Montgomery left the meeting at 20:40 hrs*

Cllr P Hughes sought approval from members for an expenditure of £1,850 for a valuation of the parish hall site, both freehold and leasehold, by the District Valuer's Office. This was proposed by Cllr Lias, seconded by Cllr Emmment and members **RESOLVED** to approve the request.

Cllr Clarke asked about the plans for demolition of the former Royal British Legion building. Cllr P Hughes noted that this will be investigated further.

Cllr Lias asked about the provision within the new community centre for a library and children's centre. Cllr P Hughes noted that the parish council were unhappy with the proposals from the borough council for the provision of a children's centre facility without any plans to pay rental for this use. The Clerk offered to send members the proposal from Mark Redfearn on the matter.

It was proposed and **RESOLVED** by members that the draft minutes of the 2<sup>nd</sup> August meeting be adopted.

*Cllr Montgomery returned to the meeting at 20:45 hrs*

37.3.4 Communications and Policies Committee

Cllr C Hughes reported on a meeting of the Communications and Policies Committee held on 3<sup>rd</sup> August.

*B/Cllr Haitham-Taylor left the meeting at 20:45hrs*

Following the resignation of Cllr Masood, Cllr C Hughes asked members to consider joining the committee.

Cllr Clarke asked about the proposed 'open house' event for the newly refurbished hall. Cllr C Hughes noted that an event will go ahead, but that a new date will be confirmed once the works are complete.

Cllr C Hughes reminded members of the Art Festival event which will run on Saturday 21<sup>st</sup> October from the parish hall, Spencers Wood Village Hall and Caf' Active.

It was proposed and **RESOLVED** by members that the draft minutes of the 3<sup>rd</sup> August meeting be adopted.

37.4 **Reports from Outside Bodies:**

37.4.1 Community Flood Resilience Group Workshop

Cllr Emmet reported on his attendance at a recent workshop on flood resilience.

34.4.2 Spencers Wood Village Hall Management Committee

Cllr P Hughes noted that he had resigned from his role as the parish council's representative on the management committee, and sought approval from members for Cllr Peer to take on the role. Members **RESOLVED** to approve.

34.4.3 Shinfield Association

Cllr Boyer reported on his attendance at a recent meeting of the association. He reported that rubbish clearance and equipment storage were discussed.

Cllr Clarke noted that the association expect by the end of September to have a full years' worth of financial records for the parish council to review.

34.4.4 AWE Local Liaison Committee

Cllr Montgomery reported on a recent AWE meeting. He reported on a planning application proposal adjacent to the Aldermaston evacuation site.

34.5 **Clerk's Report:**

34.5 The Clerk reported on significant works ongoing at the hall. She reported that the office and meeting room are scheduled to be decorated this week.

The Clerk reported that WBC are taking on Civil Parking Enforcement powers from 9<sup>th</sup> October. There is a briefing session on Monday 25 September at Shute End, which Cllrs Grimes and Lias will attend. Cllr Boyer asked whether it will be possible to implement match-day restrictions in locations around the parish impacted by parking for events at the Madjeski Stadium. All members should consider areas in their ward requiring parking restrictions and report these to the Clerk.

The Clerk reported on a Youth Workshop meeting scheduled for Thursday 19<sup>th</sup> October at Shinfield Parish Hall. The session is being run by Berkshire Youth, and will explore the needs of youth people within the parish. Members of the uniformed groups, and other interested parties, have been invited to attend.

The Clerk reported receipt of information on Berkshire Association of Local Councils (BALC) training courses being run over the next few months. Information has been circulated via email, so please contact the Clerk if you would like to attend any of the sessions.

The Clerk reported that she is currently preparing a schedule of meetings for 2018, which will be circulated with the papers for the October council meeting.

The Clerk reported that a strategic review of the council is underway, and a draft report will be submitted to the staffing committee in due course, which will make recommendations for how the council moves forward in the coming years.

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#### **Parish Hall upgrade**

- 35.1 Cllr P Hughes reported on the progress of the parish hall refurbishment project. He sought approval from members for an additional budget of £6,000. This is to cover additional changes to the kitchen area not included in the original specification, as well as a different flooring which will require the installation of skirting boards. This was proposed by Cllr Clarke, seconded by Cllr Emmet and members **RESOLVED** to approve the request. Cllr Pike expressed his disappointment at the increased budget.
- 35.2 Cllr P Hughes reported on an anticipated three-week delay to the completion of the project, caused by the need to have the hall internal doors made to measure, as they are not standard sizes. The main works to the hall should be completed by the end of September, with just new doors to fit once they are received.
- 35.3 He reported on a problem identified with the new heating and ventilation system, which the contractor is resolving.
- 35.4 Cllr P Hughes asked the Communications and Policies Committee to set a date for an informal 'Open House' session at their next meeting in early October.
- 35.5 Cllr Montgomery asked about the VAT situation regarding the refurbishment, and the Clerk confirm that this was still work in progress.

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#### **Future management of CIL**

- 36.1 The Clerk reported on the updated list of prioritised projects, where some additional cost information has been added and on appendix 1, which is the outcome of the CIL workshop meetings.

- 36.2 Cllr Clarke reported on a potential for the Budgens store in Three Mile Cross to sponsor the bulb and wildflower planting on the new roundabout on Church Lane.
- 36.3 The Clerk reported on, and members resolved to **APPROVE** the adoption of a CIL project application form, which will identify ongoing costs associated with projects.
- 36.4 The Clerk noted that the parish will be in receipt of approximately £188,000 of CIL funds by the end of October.
- 36.5 Cllr P Hughes reported on the need to identify the bigger projects that CIL funds can deliver. He sought approval from member for up to £30,000 from the council's existing reserves to fund a comprehensive investigation into the options for both Spencers Wood Village Hall and Spencers Wood Pavilion. This cost will cover investigative works, architectural costs and design costs. This request was proposed by Cllr Boyer, seconded by Cllr Clarke and members **RESOLVED** to approve it.

17/37 **2017 Berkshire Association of Local Councils (BALC) Annual General Meeting**

- 37.1 Cllr Peer reported on the forthcoming 2017 BALC AGM which will be held at the Oakwood Centre in Woodley.  
Members **RESOLVED** to re-appoint Cllr Peer as the parish council's representative to BALC. Cllr Peer asked members for suggestions for resolutions to be put forward at the AGM.

17/38 **Council Insurance Renewal for 2017-18**

- 38.1 The Clerk reported receipt of quotes for renewal of the council's annual insurance policy. Following discussion, members **RESOLVED** to renew the annual insurance with Hiscox, at a cost of £5,983.12, including insurance premium tax at the prevailing rate.

17/39 **Shinfield Community Centre**

Members noted that this item has already been covered as part of the committee reports from the Development Board.

17/40 **Invoices**

- 31.1 Members reviewed the list of invoices for late July, August and September 2017.
- 31.6 It was proposed and **RESOLVED** that invoices 133-241 for late July, August and September including salaries for July and August, expenditure totaling £124,568.63 be **APPROVED** and paid. Please see appendix 1.

17/41 **Correspondence**

- 41.1 The Clerk reported notification of a satisfactory audit from the council's external auditor, Mazaars. She reported that the statement of published accounts for public inspection was displayed on 11 August, and that copies of the audited accounts are available from the parish office. The Clerk noted that for the next five years, Berkshire councils will be audited by PKF Littlejohn.
- 41.2 The Clerk reported receipt of thank you letters for grants from Grazeley School, Lambs Lane School, Shinfield Infant and Nursery School and Wokingham Job Support. She reported that Shinfield Cricket Club have invited a representative of the council to attend their annual awards night on Sunday 17<sup>th</sup> September from 4.30-10pm at the Jazz Café at the Madejski Stadium.
- 41.3 The Clerk reported receipt of an invitation to attend the Readibus AGM on 21<sup>st</sup> September at the civic centre in Reading.
- 41.4 The Clerk reported receipt of a letter from the Earley Crescent Centre, regarding closure of the MICE bus service.
- 41.5 The Clerk reported receipt of a notification from Wokingham Borough Council announcing the appointment of an interim Chief Executive, Mrs Manjeet Gill.
- 41.6 The Clerk reported receipt of an update on the Eastern Relief Road from Hochtief UK Ltd

- 41.7 The Clerk reported receipt of the NALC newsletter  
 41.8 The Clerk reported receipt of an invitation to attend the Pearmans Croft Residents' Association AGM at the parish hall on Saturday 11 November between 3.30 and 4.30.

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**Date of next meeting**

The date of the next council meeting was confirmed as Monday 09 October 2017.

*The meeting ended at 21:42 hrs.*

**Action items:**

Minute Ref	Details	Action by
36.2.11	Promote the South of M4 Community Forum on social media	Deputy Clerk
36.2.14	Raise issues for discussion at the Borough Parish Liaison Forum to Cllr Peer	All members
34.5	Suggest areas for civil parking restrictions to the Clerk	All members
34.5	Contact the Clerk if you wish to attend any of the BALC training courses	All members
35.4	Set a date for an open house for the newly refurbished Parish Hall	C&P committee
37.1	Suggest resolutions for BALC AGM to Cllr Peer	All members

**Appendix 1: Invoice items for the September 2017 council meeting**

Invoice	Cost centre	Payee	Purchase	Date	net	vat	total
133-146		Various	salaries	Jul-17	9,383.06	0.00	9,383.06
147	4300/101	Shinfield Community Singers	Grant	Jul-17	100.00	0.00	100.00
148	4300/101	Shinfield Players Theatre	Grant	Jul-17	1500.00	0.00	1500.00
149	4300/101	Shinfield North Community Group	Grant	Jul-17	2200.00	0.00	2200.00
150	4300/101	Keep mobile country tours	Grants	Jul-17	2840.00	0.00	2840.00
151	4300/101	Wokingham Job Support	Grant	Jul-17	300.00	0.00	300.00
152	4300/101	Shinfield Cricket Club	Grant	Jul-17	2000.00	0.00	2000.00
153	4300/101	2nd Shinfield Brownies	Grant	Jul-17	150.00	0.00	150.00
154	4300/101	Victim Support Thames Valley	Grant	Jul-17	250.00	0.00	250.00
155	4300/101	Homestart Wokingham	Grant	Jul-17	200.00	0.00	200.00
156	4300/101	Grazeley Primary	Grant	Jul-17	200.00	0.00	200.00
157	4300/101	Lambs Lane Primary School	Grant	Jul-17	200.00	0.00	200.00
158	4300/101	Oakbank School	Grant	Jul-17	200.00	0.00	200.00
159	4300/101	Shinfield Infant and Nursery Sch	Grant	Jul-17	200.00	0.00	200.00
160	4300/101	Shinfield Junior School	Grant	Jul-17	200.00	0.00	200.00
161	4300/101	Whiteknights Primary School	Grant	Jul-17	100.00	0.00	100.00
162		Cash	See below	Jul-17	299.28	0.00	299.28
163	4087/402	Farnham Quilters	Deposit for quilting frames	Jul-17	100.00	0.00	100.00
164	4087/402	Spencers Wood Carnival	Community event fee	August	1900.00	0.00	1900.00
165	4355/201	Hillier Fox	1st installment SPH refurbishment	Jul-17	23225.69	4645.14	27870.83
166	4588/201	BDS Surveyors Ltd	SWVH and pavilion surveys and reports	Jul-17	3750.00	750.00	4500.00
167	4050/101	Katy Hughes	suggestion box, lectern and light	Aug-17	374.51	3.94	378.45
168	4400	Nigel Jeffries Landscapes	Grounds maintenance	June and July	1051.00	210.20	1261.20
169	4045/101	Rialtas Business Solutions	Bookings software and Omega accounts	2017/18	540.00	108.00	648.00
170	4047/101	MFG UK Ltd	IT support and backup	Aug-17	349.46	69.89	419.35
171	4086/401	D2D distribution ltd	Newsletter distribution	Jun-17	485.00	97.00	582.00



172	4254/206	Pest UK Ltd	Contract for Clares Green Rd allots	17/18	360.00	72.00	432.00
173	4008/101	Kerry Taylor	Mileage	Jul-17	35.10		35.10
174	4253/301	Eon UK Ltd	Electricity supply RBL site	June/July 17	14.94	0.75	15.69
175	4085/401	Carrera UK Ltd	Website fees	Jul-17	86.66	17.33	103.99
176	4075/101	British Telecom	Telephone services SWP	Jul-17	36.95	7.39	44.34
177	4101/101	Mrs Claire Connell	Audit services	2016/17	225.00	0.00	225.00
178	4203/208	Isabella Hughes	Cooking workshop pavilion youth club	Jul-17	79.95	0.00	79.95
179	4046/101	Lloyds Bank	Service charge 10.6.17 to 9.7.17	June/July 17	25.00	0.00	25.00
180	4574/201	ADT Fire and Security	Kendal Avenue Annual CCTV contract	August 2017	428.49	85.70	514.19
181	4250	Wokingham Borough Council	Rates	Aug-17	793.00	0.00	793.00
182	4254/201	Biffa waste services Ltd	Waste and recycling	Q3	267.54	53.50	321.04
183	4003/206	Alan Goold	Allotment honorarium	Jul-17	30.00	0.00	30.00
184	4045/101	Nikki Floyd	Garden competition honorarium	Jul-17	30.00	0.00	30.00
185	4045/101	Margaret Finch	Garden competition honorarium	Jul-17	30.00	0.00	30.00
186	4008/101	Ian Montgomery	Mileage	July / August	11.70	0.00	11.70
187	4254/201	Token Securities Solution	Attend and powerdown alarm for building works	Jul-17	125.00	25.00	150.00
188	4040/101	Berkshire County Training CIC	Training courses	Jul-17	120.00	24.00	144.00
189	4257/101	Minster Cleaning	parish hall cleaning	August	287.70	57.54	345.24
190	4254/204	Playground services	2 replacement cradle seats	Aug-17	203.00	40.60	243.60
191	4101/101	Mazars LLP	Audit services	Aug-17	800.00	160.00	960.00
192	4254	Nick Smith	Gardening	Jul-17	390.00	0.00	390.00
193	4075/201	British Telecom	Q2 calls and services	Q2	1,023.10	204.62	1,227.72
194	40575/203	British Telecom	Calls and line rental SWP	Aug-17	37.00	7.40	44.40
195	4047/101	MFG UK LTd	Disk encryption and new PC	Aug-02	969.81	193.96	1,163.77
196	4202/208	Berkshire Youth	Youth contract	2017/18	2,500.00	0.00	2,500.00
4197	4046/101	Lloyds Bank	Account fees July / August		35.25	0.00	35.25
198	4355/201	Aedis Regulatory Services Ltd	Buildings work inspection	August	500.00	100.00	600.00
199	4254	Richard Morgan	School Green bollards repairs and dog bin install	August	130.00	26.00	156.00
200	various	C Blow	Various jobs	May to August	875.00	0.00	875.00
201	4085/401	Carrera UK Ltd	Website fees July / August	July / August	86.66	17.33	103.99
202	4047/101	MFG UK Ltd	IT support and backup	September	345.64	69.13	414.77
203-216		Various	Salaries August 2017	Aug-17	9,316.56	0.00	9,316.56
217	4150/101	Peter Hughes	Chairman's allowance	Q1 and Q2	400.00	0.00	400.00
218	4401/203	Spencers Wood Village Hall MC	Bin rental (50% share)	Sept to Dec	128.93	0.00	128.93
219	4253	SSE	Electricity supply various	June to	368.77	18.42	

			locations	Aug			387.19
220	4254/203	Cockburn Building and Groundworks	Carpark surface repairs	Aug-17	850.00	170.00	1,020.00
221	4008/101	Kerry Taylor	Mileage	Aug-17	35.10	0.00	35.10
222	4355/201	Hillier Fox	Stage 2 payment	Aug-17	28,700.88	5740.18	34,441.06
223	4529/502	Katy Hughes	Gtech strimmer	Aug-17	168.00	0.00	168.00
224		cash	Petty cash	August	222.58	6.04	228.62
225	4250	Wokingham Borough Council	Rates	September	793.00	0.00	793.00
226	4040/101	Barclaycard	Hotel accomodation for Locality Convention	Aug-17	172.00	0.00	172.00
227	4355/201	Oakleaf Building Surveyors	Project management	Aug-17	1469.64	293.93	1,763.57
228	4040/101	Locality	Annual convention Nov 17 - 2 places	Sep-17	431.67	86.33	518.00
229	4060/101	Ricoh Capital Ltd	Copier hire Sept to Nov 2017	Sep-17	77.51	15.50	93.01
230	4045/101	Precision Machine Engraving	Garden competition cup engraving	Aug-17	33.75	6.75	40.50
231	4252/203	British Gas	Gas supply - SWP	June to Aug	127.68	6.38	134.06
232	4045/101	Katy Hughes	Shield for allotment trophy	Sep-17	109.44	21.89	131.33
233	4008/101	Ian Montgomery	Mileage for AWE meeting	Sep-17	9.00	0.00	9.00
234	4257/201	Minster Cleaning	Office cleaning	Sep-17	287.70	57.54	345.24
235	4254/207	Fitzpatrick Woolmer	Information panel for Deardon Field	Sep-17	1733.93	346.79	2,080.72
236	4083/401	Loddon Reach Magazine	Advert for Art Festival	Sep-17	51.60	0.00	51.60
237	4400	Nigel Jeffries Landscapes	Grass cutting	Aug-17	527.00	105.40	632.40
238	4253/203	SSE	rebilled electricity - SWP	Aug 16-17	877.23	123.02	1,000.35
239	4254	N T Smith	Gardening Services	Aug-17	390.00	0.00	390.00
240	4075/203	British Telecom	Internet Services SWP	Q3	105.00	21.00	126.00
241	4254	PHS Group	Duty of care notice for hygiene services	Jul-05	112.90	22.58	135.48
<b>TOTALS</b>					<b>110,480.36</b>	<b>14088.17</b>	<b>124,568.63</b>

Code	Petty cash - July 2017	£
4055/101	Stamps	33.17
4050/101	various office goods	53.37
	Garden competition vouchers	150.00
	Convert logo to vector for benches	22.60
4045/101	Milk, coffee, refreshments	13.14
4254	Window cleaning	25.00
4008/101	Parking and travel	2.00
<b>TOTAL</b>		<b>299.28</b>

Code	Petty cash - August 2017	£
4055/101	Stamps	24.08
4050/101	various office goods	56.72
4529/502	Safety helmets	49.98
4060/101	Print of rambles' leaflet	44.31
4045/101	Milk, coffee, refreshments	16.17

4254	Window cleaning	25.00
4254/204	Swing repair parts	9.96
4008/101	Parking and travel	2.40
	<b>TOTAL</b>	<b>228.62</b>