

**DRAFT**

**Minutes of a meeting of Community Services Committee held on Monday 25 June 2018 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.**

Present: Cllrs G Gray, G Hewett, I Montgomery, J Reid  
Attending: S E Roberts (Clerk)

**18/CS/1 Election of Chairman**

Cllr Montgomery was proposed as committee Chairman, nominated by Cllr Hewett and seconded by Cllr Reid. Cllr Montgomery was duly elected as Chairman of the Committee for the ensuing year.

**18/CS/2 Election of Vice-Chairman**

Cllr Hewett was proposed a committee Vice-Chairman, nominated by Cllr Montgomery and seconded by Cllr Reid. Cllr Hewett was duly elected as Vice-Chairman of the Committee for the ensuing year.

**18/CS/3 Public Questions**

There were none.

**18/CS/4 Apologies and declarations of members' interests**

- 4.1 Apologies were received and accepted from Cllr Hughes
- 4.2 Cllr Montgomery declared he was a member of the Shinfield North Community Group, hence would not take part in the decision-making regarding the Group's grant application to the Council.

**18/CS/5 Terms of Reference**

5.1 Members reviewed the Committee's proposed terms of reference for 2018-19 and observed there was an apparent overlap with the Communications and Policies Committee which required further clarification. It was noted this would be addressed at the next meeting of the Communications and Policies Committee on 2<sup>nd</sup> July. In the interim, the Clerk was asked to make the following amendments for 2018-19:

5.1.1 Under Remit:

- Bullet point 2: add after Spencers Wood Carnival: "subject to further review with the Communications and Policies Committee"

- Bullet point 2: add to examples of community events: (“to be confirmed: Bike Ride, Xmas Carol Service, at least 2 Litter Picks per annum in the Spring and Autumn, Volunteers celebration event”);
- Add new bullet point 4: “Establish working groups to take on community development projects as appropriate, to include members of the Shinfield Voluntary Sector Support Group and other community stakeholders, to establish a local community network and direct community action to support both parish council and voluntary and community sector initiatives across the parish, e.g. footpaths, cycle routes, improvement of local community facilities etc.”;

5.1.2: Under Membership:

- Bullet point 2: add “To be reviewed as appropriate”

5.1.3: Add Meetings:

- To meet every 2 months;

5.1.4: Add Evaluation:

- To consider evaluate actions undertaken against the Council’s vision and lessons learned by 31<sup>st</sup> October.

5.2 Subject to those changes, members agreed the Committee’s terms of reference for 2018-19.

18/CS/6 **Grant Applications 2018-19**

6.1 Members noted the current ceiling of £2,000 for small grant payments and that this would be considered by Council on 9<sup>th</sup> July. In the interim, members reviewed the grant applications to the parish council received to date and **RESOLVED** grant payments for 2018-19 to be as follows:

Organization	Grant Agreed	Purpose	Conditions (if any)
Citizens Advice Wokingham	£2,155.00	Contribution to service for residents of Shinfield Parish	None
Spencers Wood Lunch Club	£300.00	Annual outing to Riseley Tea Rooms	None
Readibus	£2,000	Contribution to service for residents of Shinfield Parish	Approved in principle subject to a presentation/report to the next committee meeting with supplementary information on number of actual beneficiaries from Shinfield Parish
Keep Mobile	Nil at this stage	Contribution to service for residents of Shinfield Parish	Subject to further information on number of trips request from parish and number of actual trips delivered
Shinfield Voluntary Car Service	£2,868	Rent at Spencers Wood Pavilion for 4 days 1 <sup>st</sup> May – 1 <sup>st</sup> Sept 2018 plus an extra day i.e. 5 days per week from 1 <sup>st</sup> Sept 2018 – 30 April 2019	none

Shinfield Infant and Nursery School	£500	Cost of small picnic benches and child-sized seating for children's quiet garden, planting area and fenced off area for rabbits and guinea pigs.	none
Shinfield North Community Group	£1,300	Annual trip to the Reading Hexagon to the Xmas Pantomime for min. 50 people, majority children	none

## 18/CS/7 **Committee Work Programme 2018-19**

7.1 The Clerk highlighted the Joint Strategic Needs Assessments published in January 2018 for Shinfield North and Shinfield South which had been presented to the Annual Parish Meeting in April by Darrell Gale, Acting Strategic Director of Public Health for Berkshire. This provides a detailed assessment of the current and future health, social care and wellbeing needs of the local population (available on request, or see <http://jsna.wokingham.gov.uk/wokingham-borough-profile/deprivation/>).

7.2 Members considered the committee's work programme for the remainder of the year, including youth issues (Pavilion Youth Club Management Committee constitution and minutes of annual meeting previously circulated).

7.3 Following a discussion, members agreed that for the next meeting it would be very helpful to undertake a simple mapping exercise of community involvement, based on mapping the various groups using tools such as "Loddon Reach", and identifying their various issues. Members agreed to allocate areas as follows:

Cllr Gray: Spencers Wood/Grazeley communities;  
Family issues, specifically mothers, babies, children.

Cllr Hewett: Playgrounds and other leisure facilities (in partnership with the R&A Committee);  
Transport.

Cllr Montgomery: Youth issues;  
Volunteering generally.

Cllr Reid: Older Peoples' issues;  
Residents Associations.

7.4 In addition, subject to the next meeting of the Communications and Policies Committee on 2<sup>nd</sup> July, a number of specific events could be added to the committee's portfolio, e.g. the October Litter Pick, Remembrance Sunday.

## 18/CS/8 **Correspondence**

8.1 There was no correspondence.

## 18/CS/9 **Date of next meeting**

9.1 Date agreed to be Monday 20 August, 19.30 hrs.

*The meeting ended at 21.15 hrs.*

**List of actions**

<b>Ref</b>	<b>Action</b>	<b>Action by</b>
5	Subject to review with Communications and Policies Committee, revise terms of reference	Clerk
6	Present recommendations for grants to July Council	Cllr Montgomery
6	Invite representatives from Readibus and Keep Mobile to next meeting	
6	Update criteria and grants process following July Council meeting	Clerk
7	Prepare community mapping exercise for next meeting according to agreed allocations	All