# Shinfield Parish Council

*Clerk: Bruce Winton*
*Shinfield Parish Hall*
*School Green*
*Shinfield*
*Reading*
*RG2 9EH*
*Tel: (0118) 988 8220*
*E-mail: clerk@shinfieldparish.gov.uk*
*www.shinfieldparish.gov.uk*

**To all members of the Finance and General Purposes Committee**

**Notice is hereby given and you are summoned to attend a meeting of the Finance and General Purposes Committee on WEDNESDAY 3rd May 2023 at School Green Centre, commencing 19.30hrs.**

Bruce Winton, Clerk
27 April 2023

Members: I Clarke, A Grimes, L James (Ch), I Montgomery, and D Peer.

**Agenda**

1. **Public Questions**
   1.1 To **RECEIVE** and **CONSIDER** public questions

2. **Apologies and declarations of members' interests**
   2.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
   2.2 To **RECEIVE** members' declarations of interest

3. **Minutes of the meeting on 23rd February 2023**
   3.1 To **APPROVE** the minutes of the Finance and General Purposes Committee meeting on 23rd February 2023 as a correct record of the meeting*
   4.2 To **CONSIDER** matters arising from the meeting on 23rd February 2023

4. **Risk Register**
   4.1 To **RECEIVE** and **CONSIDER** an update from the Clerk on the Shinfield Parish Council Risk Register*

5. **Financial reports**
   5.1 To **RECEIVE** and **NOTE** a verbal report on bank reconciliations at 30th April 2023
   5.2 To **RECEIVE** and **CONSIDER** the latest Room Hire report for School Green Centre and Spencers Wood Pavilion (to 30th April 2023)*
   5.3 To **RECEIVE** and **CONSIDER** the actual vs budget vs forecast expenditure as of 31st March 2023*
   5.4 To **RECEIVE** and **CONSIDER** the balance and purpose of individual cash reserves*

**6. Financial Reserves and CIL**

6.1 To **RECEIVE** and **NOTE** an update on CIL*

**7. Land Issues**

7.1 To **RECEIVE** and **CONSIDER** a verbal update on Land Registrations including list of properties

7.2 To **RECEIVE** and **CONSIDER** a verbal update regarding proposed land swaps

**8. Investment Policy**

8.1 To **RECEIVE** and **CONSIDER** a verbal update on investment policy

**9. Safer Neighbourhoods Scheme**

9.1 To **RECEIVE** and **CONSIDER** an outline proposal for Safer Neighbourhoods scheme to tackle anti-social behaviour*

**10. Electricity Supply**

10.1 To **RECEIVE** and **CONSIDER** a proposal for electricity contracts**

**11. Financial Regulations**

11.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk on Financial Regulations

**12. Dates of future Meetings**

12.1 To **NOTE** the date of the next meeting is subject to discussion at the Full Council meeting on Wednesday 17th May

* Paper attached

** Paper to follow

*Clerk: Bruce Winton*
*School Green Centre*
*School Green*
*Reading*
*Berkshire*
*RG2 9EH*
*Tel: (0118) 988 8220*
*E-mail:*
*clerk@shinfieldparish.gov.uk*
*www.shinfieldparish.gov.uk*

# Minutes of a meeting of Finance & General Purposes Committee Held on Thursday 23rd February 2022 At School Green Centre commencing at 19.30

Present: I Clarke, A Grimes, L James (Chair), I Montgomery, D Peer

Attending: B Winton (Clerk), J Mason (Finance Manager)

**23/FGP/1** **Public Questions**

1.1 There were no public questions.

**23/FGP/2** **Apologies and declarations of Members' Interest**

2.1 There were no apologies for this meeting.

2.2 There were no declarations of members' interests.

**23/FGP/3** **Minutes of the Previous Meeting**

3.1 The minutes of the committee meeting of 22nd December 2022 were approved as a correct record and signed by Cllr. James.

Proposed: Cllr Peer
Seconded: Cllr Grimes
Approved: Unanimously

**23/FGP/4** **Actions and Matters Arising**

22/FGP/43.1 Clerk to add Risk Register to the agenda for February meeting

This was on the agenda at Item 4

22/FGP/47.1 Clerk to ensure that Land Registrations to remain on the agenda for February 2023 meeting

This was on the agenda at Item 7.1

22/FGP/47.2 Clerk to arrange a full list of all properties requiring land registration and their status

This was on the agenda at Item 7.1

22/FGP/47.3 Clerk to investigate ownership of the School Green car park

The Clerk had visited Berkshire Records Office to inspect the parish minutes from 1988. As part of development in the area the developer built what is now the School Green Car Park and paid sums of money to both SPC and the then Wokingham District Council. The minutes record that SPC agreed to transfer the ownership of the car park to WDC. Although not stated it is assumed that the much smaller SPC of that time did not wish to take on the upkeep or management of the car park.

**23/FGP/5 Risk Register**

5.1 New format Risk Register

The Clerk set out the work that had been carried out on the new format risk register and advised that there were no items where the overall risk (after mitigation measures) was currently High or Very High.

Members resolved to recommend the risk register to the next meeting of Full Council. The Clerk was asked to add the Risk Register as an occurring item for this committee's agenda on a report by exception basis.

Where an item was identified as becoming High or Very High risk the Clerk should advise the Chair of Finance & General and ensure that Full Council was formally notified.

Proposed: Cllr Peer
Seconded: Cllr Clarke
Approved: Unanimously

ACTION – Clerk to add as a recurring item to Finance & General Purposes Committee agendas

5.2 The Clerk was asked to add the Risk Register as a recurring item to the agenda for the Annual Council Meeting in May to ensure that the council fulfilled its obligation to formally review the Risk Register each financial year.

ACTION – Clerk to add as a recurring item to the Annual Council Meeting agenda

**23/FGP/6** **Financial Reports**

6.1 Bank Reconciliations

Cllr. James confirmed that he had reviewed the bank reconciliations to the end of January 2023 on 22nd February and that all was in order. Members **NOTED** the report.

The Clerk was asked to ensure that copies of the reconciliation were provided at future meetings should members wish to inspect them.

ACTION – Clerk to ensure that copies of the reconciliations were available for inspection at future meetings

6.2 Room Hire Report for School Green Centre and Spencers Wood Pavilion

The Clerk advised that he had updated the booking report based on actual bookings completed to the end of January and that the forecast for the rest of the year was relatively firm as only a small amount of income was being anticipated for bookings not yet made.

Members **NOTED** the report.

6.3 Actual vs Budget vs Forecast Expenditure as of 31st January 2023

Overall the forecast of outturn was an adverse variance of £5k against the approved budget. This was an improvement from a previously reported position of an adverse variance of £15k.

The reasons for the variance were discussed and included higher utilities costs and lower than expected rental income. It was noted that about 40% of electricity used at the School Green Centre was being provided by the PV panels but the unit rate for electricity was a significant concern.

There had been some savings on salary with the gapping of the Deputy Clerk post and the Clerk did not intend to replace the Jo Skidmore role.

Members **NOTED** the current position.

**23/FGP/7** **Financial Reserves & CIL**

7.1 Members **NOTED** that the balance of unexpended CIL was currently £1,055,000 with potentially a further £1,034,000 still to come.

**23/FGP/8** **Land Issues**

8.1 Land Registrations

Cllr Clarke updated members on the recent progress with Katherine Lamprell on land registrations. These were with the Land Registry but could take up to 18 months to be formally registered.

8.2 The Clerk provided a list of the council's properties and the status of each for ease of reference.

The Clerk was asked to check if the council had extinguished the lease on the Parish Hall leasehold.

ACTION – Clerk to check position on Parish Hall leasehold

8.3 The Clerk was also asked to check on the lease for Millworth Lane.

ACTION – Clerk to check position on Millworth Lane lease

8.4 Current Position regarding Land Swaps

The Clerk had met with the Head of Estates (Craig Hoggeth) on 3rd February and the key points were:

SPC wanted to see matter resolved but we are still at a position where we have an imbalance in the areas to be included in the swap.

Mr Hoggeth disputes the fact that we would not be able to justify the swap as it stands as, in his opinion, he believes they are in the public good and would be admissible.

The Clerk advised that was not the SPC opinion and that we wanted to see more land included in the swap. Specifically SPC wished to have the School Green Car Park back.

The recent possibility that charges might be introduced for this car park showed how our bookings at School Green Centre could be affected by any decision made by WBC.

Mr Hoggeth said he would talk to the Car Park department about this.

He has now responded to advise that:

"The land is part of the WBC's car parking management strategy for the borough, so it is not surplus to requirements and therefore not available for disposal.

The School Green car park has, along with all Council car parks, been included in the Off-Street TRO which will enable the Council to administer control over them for the benefit of users. There are no plans to introduce charging at the School Green car park. The TRO will allow for the enforcement of any disabled bays and EV charging bays in car parks which have them and that currently have no enforcement abilities. It will also provide for restrictions being introduced such as time limits to ensure bays are being used for the right reasons. From our discussion, I took it that these restrictions are something the Parish Council would like to see introduced. If you would like to outline the restrictions the PC would like to see put in place at School Green Car Park, I'd be happy to pass them onto the Council's Car Parks manager so they can review and consider whether/how these can be introduced."

Cllr James reported that he and the Clerk had discussed the situation with the Internal Auditor on the subject. They did not raise any issue directly but did refer to the fact that SPC had a legal opinion that the land areas needed to be in balance

ACTION – Clerk to arrange a meeting with Cllr James and Craig Hoggeth

8.5 Ryeish Green Pavilion

The Clerk was asked to get quotes for both the demolition and the sale of Ryeish Green Pavilion

ACTION – Clerk to obtain quotes in relation to Ryeish Green Pavilion

**23/FGP/9** **Investment Policy**

9.1 It was agreed to consider moving the £70k currently in the sinking fund into CCLA property investment funds for a minimum of 3 years and £250k into a CCLA standard investment fund.

**23/FGP/10** **Annual Audit**

10.1 The Clerk advised that the initial visit by the Internal Auditor had taken place on 21st and 22nd of March. One issue had been identified regarding incorrect National Insurance rates being applied November to January and this will be corrected before the year end. No other material issues had been identified during the visit.

**23/FGP/11** **Financial Regulations**

11.1 The Clerk advised that he would start a full review of Financial Regulations in March as this is part of his CiLCA training in any case.

**23/FGP/12** **Date of Next Meeting**

12.1 Next meeting was scheduled for 27th April 2023. As the Chairman would be absent then it was agreed to reschedule the meeting for Wednesday 3rd May

The meeting ended at 21.05

# Risk Register Update

## Introduction

It was agreed at the previous F&GP meeting that the Clerk would provide an update on the Risk Register at future meetings.

## Recommended Changes to Risk Ratings

The Clerk has no recommendations to change any of the current risk ratings.

## Additional Comments on Items on the Risk Register

CG1.2 – Meeting Governance
The Clerk has now completed CiLCA and the Deputy Clerk is about to begin her training

CG2.3 – Legislation – Equality and Diversity
Have ensured that the new Manor Ground is fully DDA compliant and have also taken into account the needs of those suffering from Dementia

FM1.2 – Responding to sudden drops in income
New Terms & Conditions have been approved for room lettings and these are being applied to new bookings.

FM3.1 – Failure to maintain adequate insurance
The Manor Ground pavilion has been added to the council's insurance coverage

PE1.1 – Failure to recruit staff
Currently recruiting for a replacement Customer Care Team member and have had 12 applications

PI1.1 & PI1.4 – Overall threat of physical damage/Other Buildings
CCTV, shutters, PIR lights and lockable storage area have all been provided for the new Manor Ground. A regular weekday hirer will also significantly reduce the amount of time the building is unoccupied

# Shinfield Parish Council - Venue Bookings Information Report - 2023/24 Item 5.2

## Income - By Room by Month

### School Green Centre

| Room | | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Grazeley | Actual | 2,114 | | | | | | | | | | | | **2,114** |
| | Booked | | 1,625 | 2,164 | 1,506 | 277 | 576 | 186 | 92 | 45 | | | | **6,471** |
| | Projected | | 500 | 500 | 500 | 1,750 | 2,000 | 3,000 | 3,000 | 2,000 | 2,500 | 2,500 | 2,500 | **20,750** |
| | TOTAL | 2,114 | 2,125 | 2,664 | 2,006 | 2,027 | 2,576 | 3,186 | 3,092 | 2,045 | 2,500 | 2,500 | 2,500 | 29,335 |
| | Prior Year | 941 | 1,575 | 2,012 | 1,480 | 1,628 | 1,895 | 3,369 | 3,346 | 1,638 | 2,204 | 2,357 | 2,266 | **24,710** |
| | Variance | 1,173 | 551 | 652 | 526 | 399 | 680 | (183) | (254) | 408 | 297 | 143 | 234 | **4,625** |
| Pound Green | Actual | 2,637 | | | | | | | | | | | | **2,637** |
| | Booked | | 3,520 | 3,306 | 1,532 | 267 | 677 | 806 | 483 | 231 | | | | **10,822** |
| | Projected | | 250 | 250 | 750 | 1,500 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | **23,750** |
| | TOTAL | 2,637 | 3,770 | 3,556 | 2,282 | 1,767 | 3,677 | 3,806 | 3,483 | 3,231 | 3,000 | 3,000 | 3,000 | 37,209 |
| | Prior Year | 1,030 | 1,933 | 1,749 | 1,578 | 1,545 | 5,214 | 3,340 | 3,829 | 2,898 | 3,171 | 3,021 | 4,086 | **33,392** |
| | Variance | 1,607 | 1,837 | 1,807 | 704 | 222 | (1,536) | 466 | (346) | 334 | (171) | (21) | (1,086) | **3,817** |
| Ryeish Green | Actual | 2,259 | | | | | | | | | | | | **2,259** |
| | Booked | | 2,660 | 2,082 | 1,445 | 413 | 420 | 669 | 126 | 63 | | | | **7,877** |
| | Projected | | 250 | 250 | 750 | 1,250 | 1,500 | 1,500 | 2,000 | 2,000 | 2,500 | 2,500 | 2,500 | **17,000** |
| | TOTAL | 2,259 | 2,910 | 2,332 | 2,195 | 1,663 | 1,920 | 2,169 | 2,126 | 2,063 | 2,500 | 2,500 | 2,500 | 27,136 |
| | Prior Year | 1,183 | 2,006 | 1,746 | 1,390 | 1,400 | 1,223 | 2,361 | 2,168 | 1,756 | 1,767 | 2,356 | 2,156 | **21,513** |
| | Variance | 1,076 | 904 | 586 | 805 | 262 | 697 | (192) | (42) | 307 | 733 | 144 | 344 | **5,623** |
| Shinfield | Actual | 116 | | | | | | | | | | | | **116** |
| | Booked | | 87 | 45 | 36 | 0 | 0 | 0 | 0 | 0 | | | | **168** |
| | Projected | | | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | **1,000** |
| | TOTAL | 116 | 87 | 145 | 136 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 1,284 |
| | Prior Year | 172 | 141 | 137 | 180 | 493 | 120 | 342 | 241 | 190 | 58 | 158 | 149 | **2,380** |
| | Variance | (56) | (54) | 8 | (44) | (393) | (20) | (242) | (141) | (90) | 42 | (58) | (49) | **(1,096)** |
| Spencers Wood | Actual | 99 | | | | | | | | | | | | **99** |
| | Booked | | 257 | 134 | 0 | 0 | 0 | 0 | 0 | 0 | | | | **391** |
| | Projected | | | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | **1,000** |
| | TOTAL | 99 | 257 | 234 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 1,490 |
| | Prior Year | 10 | 70 | 58 | 30 | 70 | 115 | 339 | 230 | 287 | 249 | 83 | 187 | **1,727** |
| | Variance | 89 | 187 | 176 | 70 | 30 | (15) | (239) | (130) | (187) | (149) | 18 | (87) | **(238)** |
| Three Mile Cross | Actual | 942 | | | | | | | | | | | | **942** |
| | Booked | | 1,441 | 646 | 597 | 91 | 91 | 140 | 0 | 0 | | | | **3,005** |
| | Projected | | | 250 | 250 | 250 | 250 | 500 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | **6,500** |
| | TOTAL | 942 | 1,441 | 896 | 847 | 341 | 341 | 640 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 10,447 |
| | Prior Year | 226 | 320 | 209 | 337 | 204 | 287 | 732 | 989 | 630 | 795 | 722 | 1,326 | **6,776** |
| | Variance | 716 | 1,121 | 687 | 510 | 137 | 54 | (92) | 11 | 370 | 205 | 278 | (326) | **3,671** |
| Tower | Actual | 1,097 | | | | | | | | | | | | **1,097** |
| | Booked | | 928 | 504 | 66 | 0 | 0 | 265 | 159 | 0 | | | | **1,921** |
| | Projected | | 250 | 500 | 750 | 750 | 750 | 750 | 750 | 750 | 750 | 750 | 750 | **7,500** |
| | TOTAL | 1,097 | 1,178 | 1,004 | 816 | 750 | 750 | 1,015 | 909 | 750 | 750 | 750 | 750 | 10,518 |
| | Prior Year | 0 | 75 | 0 | 0 | 0 | 399 | 2,338 | 1,293 | 437 | 587 | 416 | 879 | **6,423** |
| | Variance | 1,097 | 1,103 | 1,004 | 816 | 750 | 352 | (1,323) | (384) | 313 | 163 | 334 | (129) | **4,095** |
| Other resources | Actual | 179 | | | | | | | | | | | | **179** |
| *PA* | Confirmed | | 151 | 120 | 85 | 20 | 10 | 110 | 10 | | | | | **506** |
| *Screen & Projector* | Projected | | | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 96 | **1,896** |
| *Kitchen* | TOTAL | 179 | 151 | 320 | 285 | 220 | 210 | 310 | 210 | 200 | 200 | 200 | 96 | 2,581 |
| | Prior Year | 30 | 40 | 10 | 10 | 50 | 50 | 350 | 250 | 1,010 | 175 | 82 | 40 | **2,097** |
| | Variance | 149 | 111 | 310 | 275 | 170 | 160 | (40) | (40) | (810) | 25 | 118 | 56 | **484** |
| TOTAL FOR SGC | Actual | 9,443 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **9,443** |
| | Booked | 0 | 10,668 | 9,000 | 5,267 | 1,067 | 1,774 | 2,176 | 870 | 339 | 0 | 0 | 0 | **31,160** |
| | Projected | 0 | 1,250 | 2,150 | 3,400 | 5,900 | 7,900 | 9,150 | 10,150 | 9,150 | 10,150 | 10,150 | 10,046 | **79,396** |
| | TOTAL | 9,443 | 11,918 | 11,150 | 8,667 | 6,967 | 9,674 | 11,326 | 11,020 | 9,489 | 10,150 | 10,150 | 10,046 | 120,000 |
| | Prior Year | 3,592 | 6,159 | 5,921 | 5,005 | 5,390 | 9,303 | 13,171 | 12,345 | 8,846 | 9,006 | 9,194 | 11,089 | **99,018** |
| | Variance | 5,851 | 5,759 | 5,230 | 3,662 | 1,577 | 371 | (1,845) | (1,325) | 644 | 1,144 | 956 | (1,043) | **20,981** |

| | | |
|---|---|---|
| Budget for 2023/24 | VAT Inc | 120000 |
| Projected Performance against Budget | VAT Inc | (0) |

# Shinfield Parish Council - Venue Bookings Information Report - 2023/24 Item 5.2

## Income - By Room by Month

**Spencers Wood Pavilion**

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Meeting Rooms | Actual | 270 | 324 | 0 | 60 | 0 | 0 | 0 | 0 | 0 | | | | 654 |
| | Booked | | | | | | | | | | | | | 0 |
| | Projected | | 200 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 986 | 5,686 |
| | TOTAL | 270 | 524 | 500 | 560 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 986 | 6,340 |
| | Prior Year | 437 | 578 | 485 | 643 | 478 | 498 | 533 | 626 | 464 | 494 | 448 | 574 | 6,258 |
| | Variance | (167) | (54) | 15 | (83) | 22 | 2 | (33) | (126) | 36 | 6 | 52 | 412 | 82 |
| Pre-School | Actual | | | | | | | | | | | | | 0 |
| | Booked | | | | | | | | | | | | | 0 |
| | Projected | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 28,800 |
| | TOTAL | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 28,800 |
| | Prior Year | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 21,000 | 21,000 |
| | Variance | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | (18,600) | 7,800 |
| Community Room | Actual | 731 | | | | | | | | | | | | 731 |
| | Booked | | 1,282 | 1,353 | 810 | 313 | 310 | 250 | 313 | | | | | 4,629 |
| | Projected | | | | 500 | 500 | 750 | 750 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 7,500 |
| | TOTAL | 731 | 1,282 | 1,353 | 1,310 | 813 | 1,060 | 1,000 | 1,313 | 1,000 | 1,000 | 1,000 | 1,000 | 12,860 |
| | Prior Year | 743 | 1,003 | 825 | 1,115 | 560 | 1,145 | 1,283 | 1,490 | 1,040 | 878 | 1,157 | 1,223 | 12,459 |
| | Variance | (12) | 279 | 528 | 195 | 253 | (85) | (283) | (178) | (40) | 123 | (157) | (223) | 401 |
| Other resources (PA, screen & projector) | Actual | 0 | | | | | | | | | | | | 0 |
| | Confirmed | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Projected | | | | | | | | | | | | | 0 |
| | TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Prior Year | 40 | 0 | | 20 | 10 | 20 | 10 | 10 | 0 | | | 10 | 120 |
| | Variance | (40) | 0 | 0 | (20) | (10) | (20) | (10) | (10) | 0 | 0 | 0 | (10) | (120) |
| TOTAL FOR SWP | Actual | 1,001 | 324 | 0 | 60 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,385 |
| | Booked | 0 | 1,282 | 1,353 | 810 | 313 | 310 | 250 | 313 | 0 | 0 | 0 | 0 | 4,629 |
| | Projected | 2,400 | 2,600 | 2,900 | 3,400 | 3,400 | 3,650 | 3,650 | 3,900 | 3,900 | 3,900 | 3,900 | 4,386 | 41,986 |
| | TOTAL | 3,401 | 4,206 | 4,253 | 4,270 | 3,713 | 3,960 | 3,900 | 4,213 | 3,900 | 3,900 | 3,900 | 4,386 | 48,000 |
| | Prior Year | 1,220 | 1,581 | 1,310 | 1,778 | 1,048 | 1,663 | 1,826 | 2,126 | 1,504 | 1,372 | 1,605 | 22,807 | 39,837 |
| | Variance | 2,181 | 2,625 | 2,943 | 2,492 | 2,665 | 2,297 | 2,075 | 2,087 | 2,396 | 2,529 | 2,296 | (18,421) | 8,163 |

| | | |
|---|---|---|
| Budget for 2023/24 | VAT Inc | 48000 |
| Projected Performance against Budget | VAT Inc | 0 |

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Village Green | Actual | 0 | | | | | | | | | | | | 0 |
| | Booked | | 1,197 | 756 | 0 | 0 | 0 | 0 | 0 | 0 | | | | 1,953 |
| | Projected | | | | | | | | | | | | | 0 |
| | TOTAL | 0 | 1,197 | 756 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,953 |
| | Prior Year | | 1,080 | 810 | | 0 | 0 | | | | | | | 1,890 |
| | Variance | 0 | 117 | (54) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 63 |

| | | |
|---|---|---|
| Budget for 2023/24 | VAT Inc | 1200 |
| Projected Performance against Budget | VAT Inc | 753 |

# Shinfield Parish Council - Venue Bookings Information Report - 2023/24 Item 5.2

## Bookings - In Hours By room

### School Green Centre

| Room | | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Grazeley | Actual | 86 | | | | | | | | | | | | **86** |
| | Booked | | 93 | 96 | 82 | 22 | 32 | 12 | 11 | | | | | **348** |
| | Projected | | | | | | | | | | | | | **0** |
| | TOTAL | 86 | 93 | 96 | 82 | 22 | 32 | 12 | 11 | 0 | 0 | 0 | 0 | 434 |
| | Prior Year | 46 | 70 | 81 | 77 | 77 | 89 | 142 | 142 | 85 | 117 | 97 | 130 | **1,152** |
| | Variance | 40 | 23 | 15 | 5 | (55) | (57) | (130) | (131) | (85) | (117) | (97) | (130) | **(718)** |
| Pound Green | Actual | 95 | | | | | | | | | | | | **95** |
| | Booked | | 126 | 114 | 51 | 6 | 29 | 26 | 23 | | | | | **375** |
| | Projected | | | | | | | | | | | | | **0** |
| | TOTAL | 95 | 126 | 114 | 51 | 6 | 29 | 26 | 23 | 0 | 0 | 0 | 0 | 470 |
| | Prior Year | 48 | 66 | 56 | 55 | 54 | 194 | 113 | 144 | 102 | 124 | 118 | 149 | **1,224** |
| | Variance | 47 | 59 | 58 | (4) | (48) | (165) | (87) | (121) | (102) | (124) | (118) | (149) | **(755)** |
| Ryeish Green | Actual | 119 | | | | | | | | | | | | **119** |
| | Booked | | 131 | 95 | 69 | 20 | 22 | 29 | 6 | | | | | **371** |
| | Projected | | | | | | | | | | | | | **0** |
| | TOTAL | 119 | 131 | 95 | 69 | 20 | 22 | 29 | 6 | 0 | 0 | 0 | 0 | 490 |
| | Prior Year | 66 | 93 | 78 | 63 | 68 | 78 | 139 | 103 | 98 | 107 | 119 | 109 | **1,119** |
| | Variance | 54 | 38 | 17 | 5 | (48) | (56) | (110) | (97) | (98) | (107) | (119) | (109) | **(629)** |
| Shinfield | Actual | 18 | | | | | | | | | | | | **18** |
| | Booked | | 33 | 22 | 17 | 9 | | | | | | | | **80** |
| | Projected | | | | | | | | | | | | | **0** |
| | TOTAL | 18 | 33 | 22 | 17 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 98 |
| | Prior Year | 22 | 13 | 12 | 16 | 50 | 42 | 62 | 43 | 41 | 33 | 27 | 37 | **398** |
| | Variance | (4) | 20 | 10 | 1 | (41) | (42) | (62) | (43) | (41) | (33) | (27) | (37) | **(300)** |
| Spencers Wood | Actual | 9 | | | | | | | | | | | | **9** |
| | Booked | | 42 | 12 | 3 | | | | | | | | | **57** |
| | Projected | | | | | | | | | | | | | **0** |
| | TOTAL | 9 | 42 | 12 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 66 |
| | Prior Year | 9 | 7 | 5 | 5 | 22 | 50 | 36 | 76 | 80 | 49 | 18 | 22 | **377** |
| | Variance | 0 | 36 | 7 | (2) | (22) | (50) | (36) | (76) | (80) | (49) | (18) | (22) | **(312)** |
| Three Mile Cross | Actual | 78 | | | | | | | | | | | | **78** |
| | Booked | | 117 | 52 | 48 | 7 | 7 | 11 | | | | | | **241** |
| | Projected | | | | | | | | | | | | | **0** |
| | TOTAL | 78 | 117 | 52 | 48 | 7 | 7 | 11 | 0 | 0 | 0 | 0 | 0 | 319 |
| | Prior Year | 41 | 30 | 27 | 32 | 34 | 59 | 77 | 99 | 74 | 97 | 66 | 111 | **747** |
| | Variance | 37 | 87 | 25 | 16 | (27) | (52) | (67) | (99) | (74) | (97) | (66) | (111) | **(428)** |
| Tower | Actual | 57 | | | | | | | | | | | | **57** |
| | Booked | | 73 | 39 | 14 | 9 | 8 | 19 | 18 | | | | | **178** |
| | Projected | | | | | | | | | | | | | **0** |
| | TOTAL | 57 | 73 | 39 | 14 | 9 | 8 | 19 | 18 | 0 | 0 | 0 | 0 | 235 |
| | Prior Year | 28 | 28 | 15 | 9 | 9 | 52 | 197 | 61 | 57 | 56 | 45 | 68 | **623** |
| | Variance | 29 | 45 | 25 | 5 | 0 | (44) | (178) | (44) | (57) | (56) | (45) | (68) | **(388)** |
| Other resources<br>*PA*<br>*Screen & Projector*<br>*Kitchen* | Actual | 79 | | | | | | | | | | | | **79** |
| | Confirmed | | 88 | 45 | 30 | 4 | 2 | 26 | 2 | | | | | **197** |
| | Projected | | | | | | | | | | | | | **0** |
| | TOTAL | 79 | 88 | 45 | 30 | 4 | 2 | 26 | 2 | 0 | 0 | 0 | 0 | 275 |
| | Prior Year | 6 | 13 | 35 | 53 | 111 | 68 | 172 | 143 | 89 | 98 | 85 | 77 | **951** |
| | Variance | 73 | 75 | 10 | (24) | (107) | (66) | (146) | (141) | (89) | (98) | (85) | (77) | **(676)** |
| TOTAL FOR SGC | Actual | 541 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **541** |
| | Booked | 0 | 701 | 474 | 313 | 77 | 100 | 122 | 60 | 0 | 0 | 0 | 0 | **1,846** |
| | Projected | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| | TOTAL | 541 | 701 | 474 | 313 | 77 | 100 | 122 | 60 | 0 | 0 | 0 | 0 | 2,387 |
| | Prior Year | 265 | 320 | 309 | 311 | 425 | 630 | 938 | 811 | 625 | 681 | 575 | 702 | **6,591** |
| | Variance | 276 | 382 | 165 | 1 | (348) | (530) | (815) | (751) | (625) | (681) | (575) | (702) | **(4,205)** |

# Shinfield Parish Council - Venue Bookings Information Report - 2023/24 Item 5.2

## Bookings - In Hours By room

**Spencers Wood Pavilion**

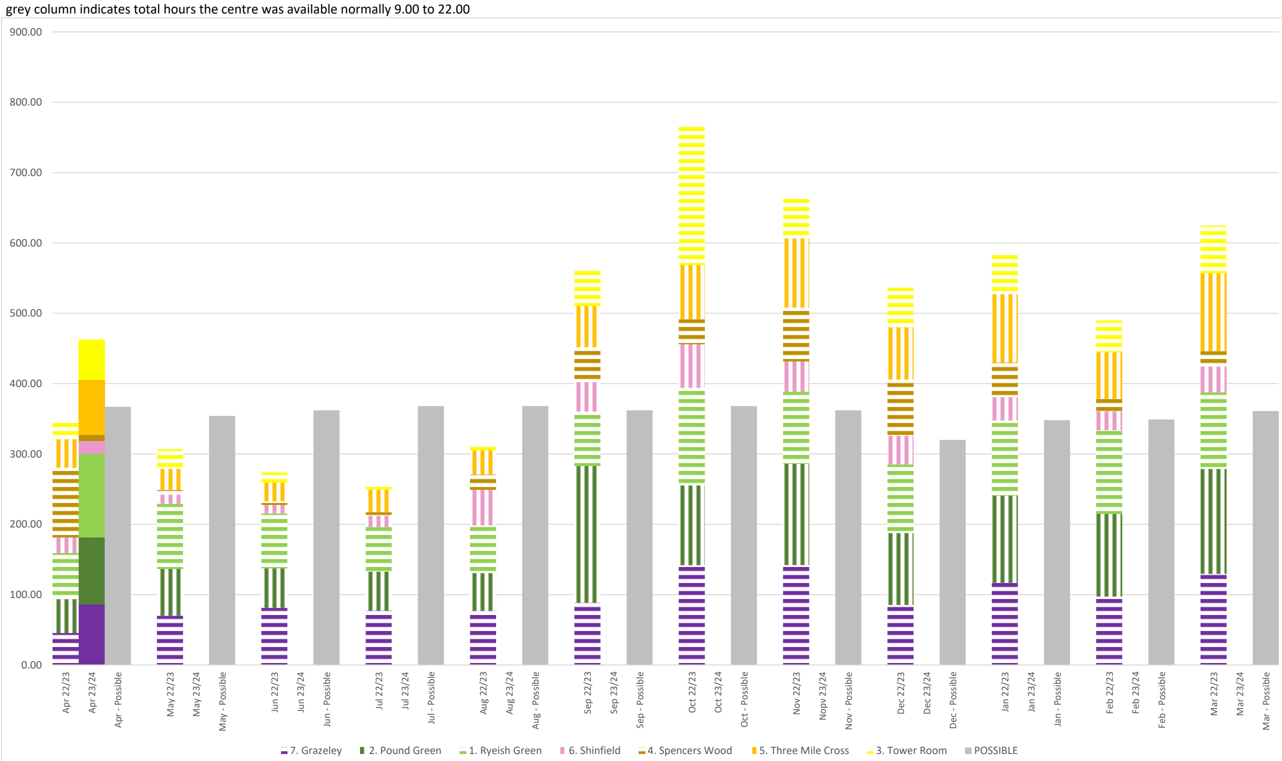
| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Meeting Rooms | Actual | 87 | | | | | | | | | | | | **87** |
| | Booked | | 124 | 44 | 23 | 15 | 30 | 12 | 13 | | | | | **260** |
| | Projected | | | | | | | | | | | | | **0** |
| | TOTAL | 87 | 124 | 44 | 23 | 15 | 30 | 12 | 13 | 0 | 0 | 0 | 0 | 347 |
| | Prior Year | 93 | 105 | 101 | 103 | 105 | 101 | 127 | 134 | 103 | 118 | 105 | 130 | **1,324** |
| | Variance | (6) | 20 | (57) | (80) | (91) | (71) | (115) | (122) | (103) | (118) | (105) | (130) | **(977)** |
| Pre-School | Actual | | | | | | | | | | | | | **0** |
| | Booked | | | | | | | | | | | | | **0** |
| | Projected | | | | | | | | | | | | | **0** |
| | TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Prior Year | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| | Variance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| Community Room | Actual | 52 | | | | | | | | | | | | **52** |
| | Booked | | 85 | 84 | 42 | 13 | 28 | 10 | 13 | | | | | **274** |
| | Projected | | | | | | | | | | | | | **0** |
| | TOTAL | 52 | 85 | 84 | 42 | 13 | 28 | 10 | 13 | 0 | 0 | 0 | 0 | 326 |
| | Prior Year | 58 | 80 | 70 | 74 | 48 | 95 | 86 | 113 | 71 | 75 | 87 | 91 | **945** |
| | Variance | (6) | 5 | 14 | (32) | (35) | (67) | (76) | (101) | (71) | (75) | (87) | (91) | **(620)** |
| Other resources (PA, screen & projector) | Actual | 0 | | | | | | | | | | | | **0** |
| | Confirmed | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| | Projected | | | | | | | | | | | | | **0** |
| | TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Prior Year | 8 | 9 | | 7 | 6 | 9 | 4 | 3 | 13 | | | 7 | **66** |
| | Variance | (8) | (9) | 0 | (7) | (6) | (9) | (4) | (3) | (13) | 0 | 0 | (7) | **(66)** |
| TOTAL FOR SWP | Actual | 139 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **139** |
| | Booked | 0 | 209 | 128 | 65 | 27 | 58 | 22 | 25 | 0 | 0 | 0 | 0 | **534** |
| | Projected | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| | TOTAL | 139 | 209 | 128 | 65 | 27 | 58 | 22 | 25 | 0 | 0 | 0 | 0 | 672 |
| | Prior Year | 159 | 194 | 171 | 184 | 159 | 205 | 217 | 250 | 187 | 193 | 191 | 228 | **2,335** |
| | Variance | (20) | 16 | (43) | (119) | (132) | (147) | (195) | (225) | (187) | (193) | (191) | (228) | **(1,663)** |
| Village Green | Actual | | 137 | 61 | | 9 | 9 | | | | | | | **216** |
| | Booked | | | | | | | | | | | | | **0** |
| | Projected | | | | | | | | | | | | | **0** |
| | TOTAL | 0 | 137 | 61 | 0 | 9 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 216 |
| | Prior Year | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | **2** |
| | Variance | (0) | 137 | 61 | 0 | 9 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | **214** |

## Shinfield Parish Council - Venue Bookings Information Report - 2023/24 Item 5.2

Utilisation Rates By Room

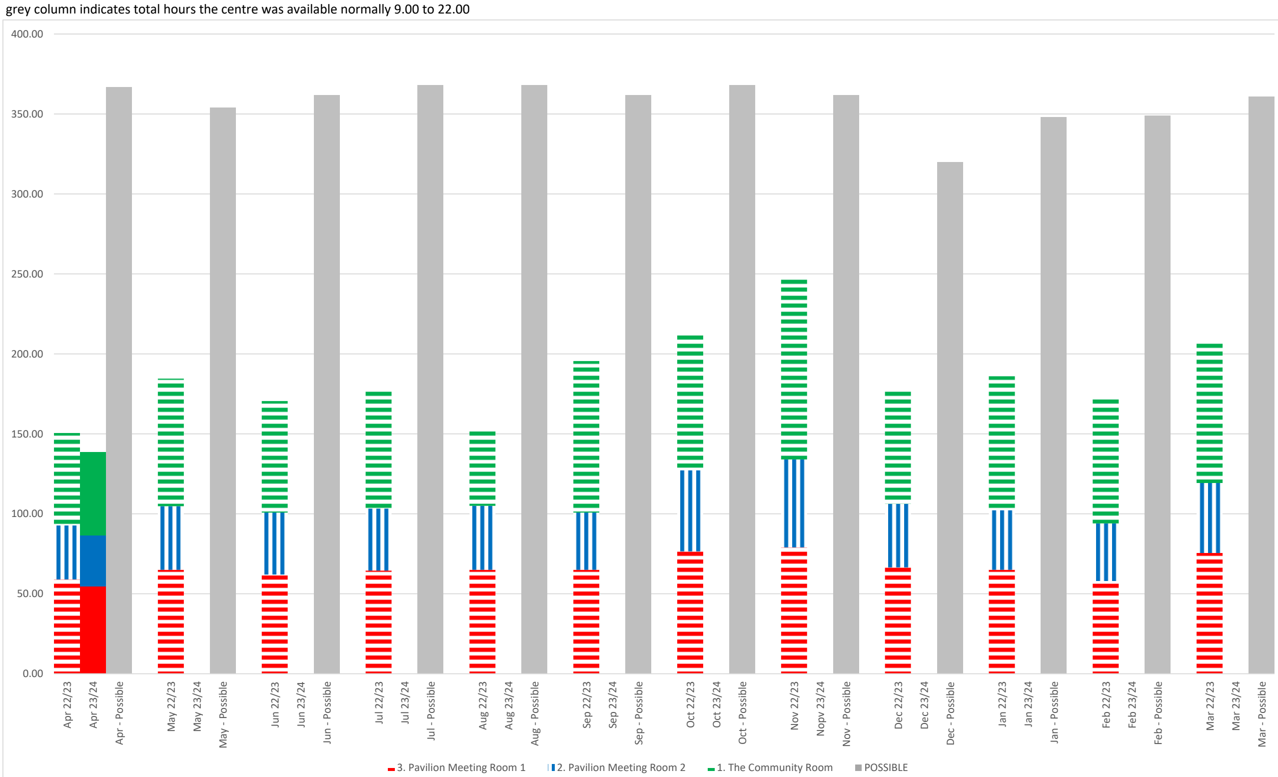
### School Green Centre

grey column indicates total hours the centre was available normally 9.00 to 22.00




### Spencers Wood Pavilion

grey column indicates total hours the centre was available normally 9.00 to 22.00

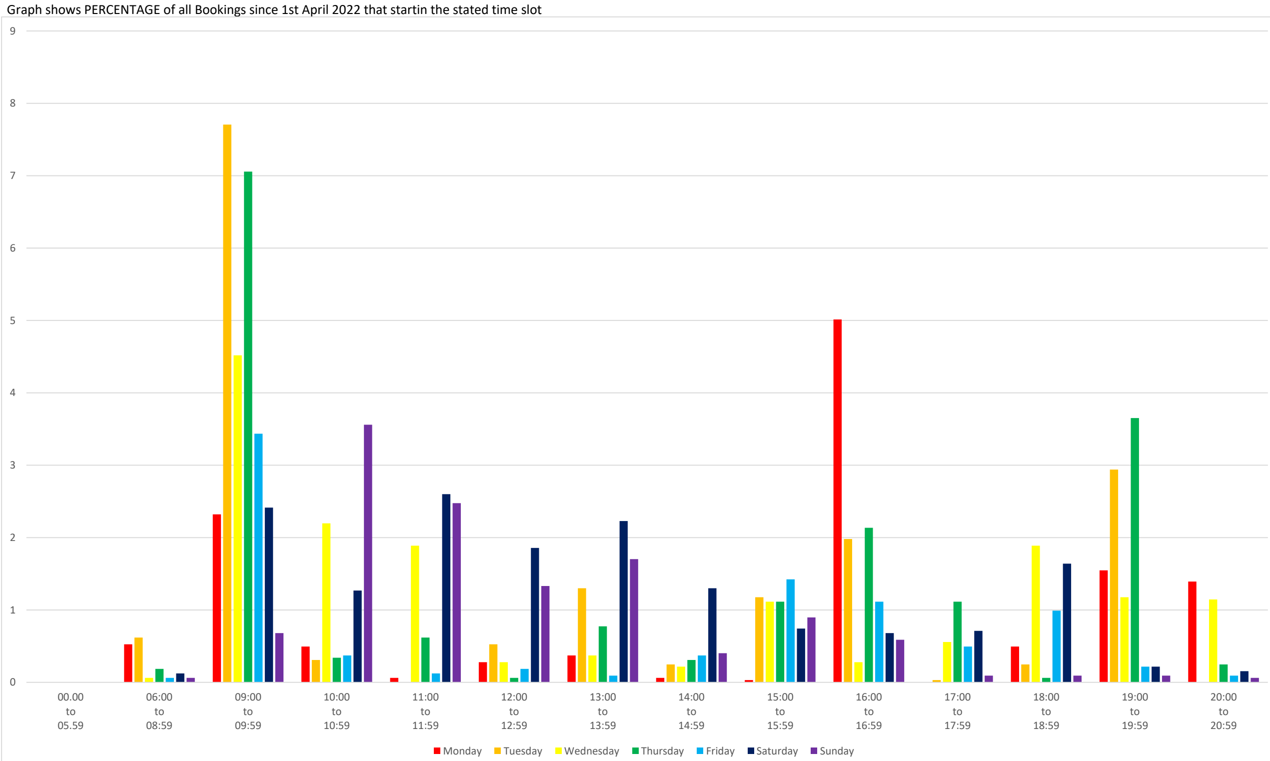



Analysis of Start time for Bookings

Shinfield Parish Council - Venue Bookings Information Report - 2023/24 Item 5.2

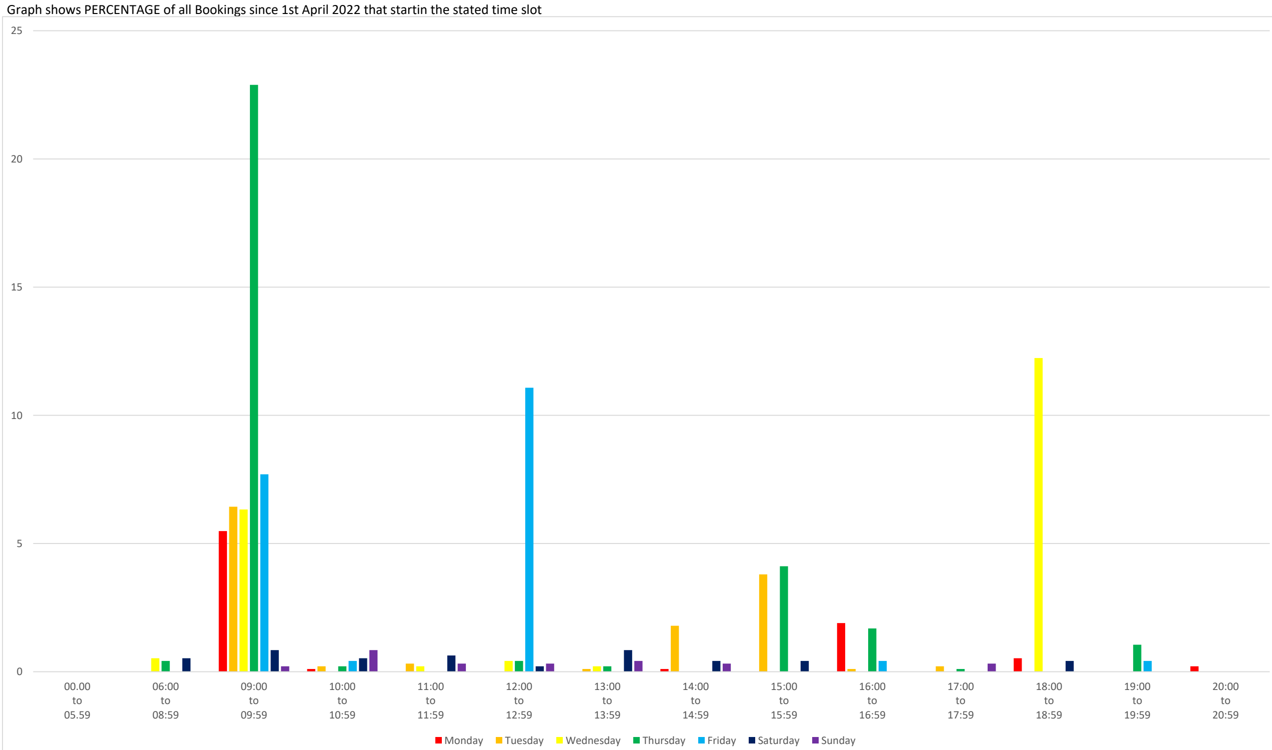
## School Green Centre

Graph shows PERCENTAGE of all Bookings since 1st April 2022 that startin the stated time slot




## Spencers Wood Pavilion

Graph shows PERCENTAGE of all Bookings since 1st April 2022 that startin the stated time slot

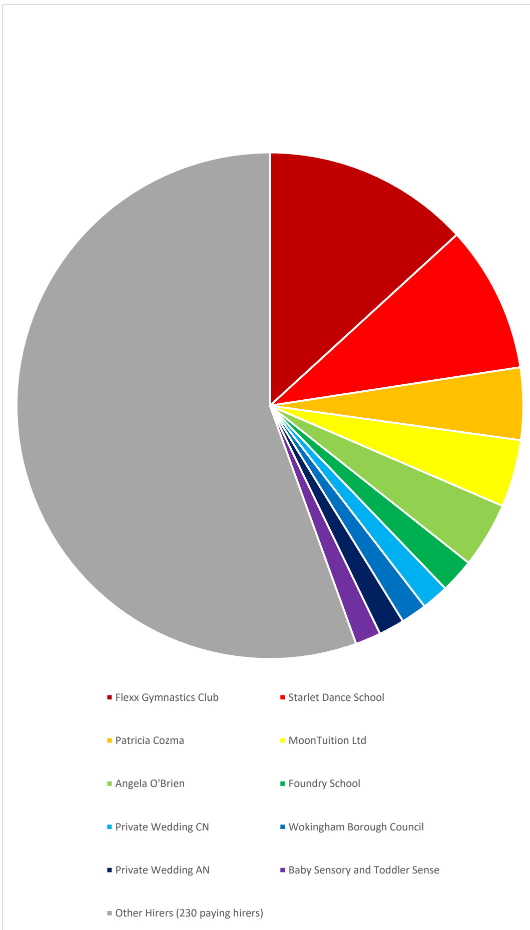


# Shinfield Parish Council - Venue Bookings Information Report - 2023/24 Item 5.2

## Income from Main Hirers - since 1st April 2022

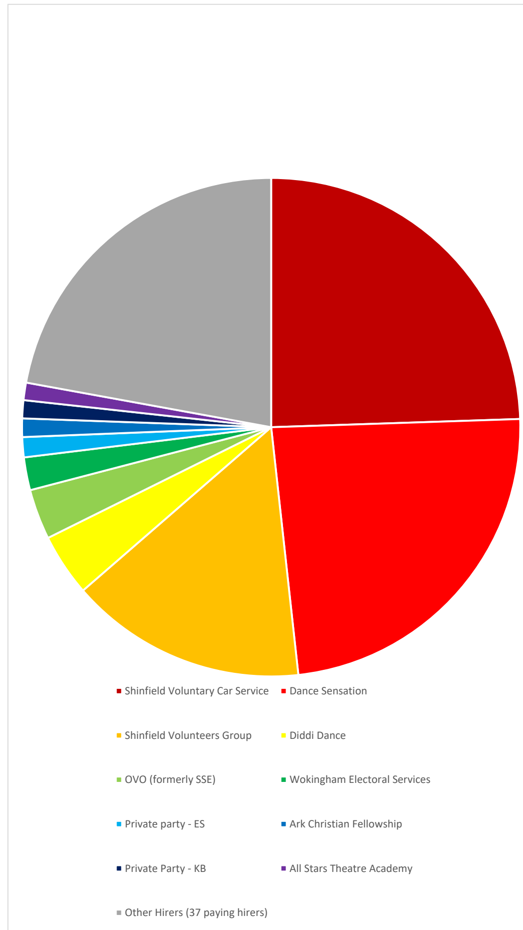
### School Green Centre

| Rank | | £ |
|---|---|---|
| 1 | Flexx Gymnastics Club | 12818 |
| 2 | Starlet Dance School | 8994 |
| 3 | MoonTuition Ltd | 4462 |
| 4 | Patricia Cozma | 4440 |
| 5 | Angela O'Brien | 4020 |
| 6 | Foundry School | 2646 |
| 7 | Private Wedding CN | 1656 |
| 8 | Wokingham Borough Council | 1592 |
| 9 | Private Wedding AN | 1581 |
| 10 | Baby Sensory and Toddler Sense | 1530 |
| | Other Hirers (242 paying hirers) | 55280 |
| | | 99018 |




### Spencers Wood Pavilion

| Rank | | £ |
|---|---|---|
| 1 | Shinfield Voluntary Car Service | 4568 |
| 2 | Dance Sensation | 4468 |
| 3 | Shinfield Volunteers Group | 2888 |
| 4 | Bethany Bianga (Diddi Dance) | 740 |
| 5 | OVO (Formerly SSE) | 588 |
| 6 | Wokingham Electoral Services | 400 |
| 7 | Private Party - ES | 245 |
| 8 | Ark Christian Fellowship | 225 |
| 9 | Private Party - KB | 220 |
| 10 | All Stars Theatre Academy | 213 |
| | Other Hirers (37 paying hirers) | 4284 |
| | | 18837 |



**Acual V Budget V Forecast Expenditure as of 31st March 2023** **Item 5.3**

| Service | Budget 2022/23 | Actual | Actual V Budget | Variation From Feb Forecast |
|---|---|---|---|---|
| 101Parish Council Administration | -216,400 | -186,995 | 29,405 | 5,360 |
| 102Precept | 552,300 | 552,370 | 70 | 0 |
| 104Sinking Fund Contribution | -30,000 | -30,000 | 0 | 0 |
| 201School Green Centre | -49,900 | -129,113 | -79,213 | -6,296 |
| 202Ryeish Pavilion & sports pitch | -1,000 | -1,132 | -132 | 168 |
| 203Spencers Wood Pavilion | 2,300 | 933 | -1,367 | -4,431 |
| 204Playgrounds | -6,000 | -13,617 | -7,617 | -384 |
| 205Recreation Grounds and Street Furniture | -72,000 | -52,768 | 19,232 | 3,509 |
| 206Allotments | -8,200 | -9,750 | -1,550 | 277 |
| 207Deardon Field | 0 | -1,200 | -1,200 | -1,200 |
| 208Youth Services | -15,200 | -11,736 | 3,464 | -636 |
| 209Facilities Management Team | -71,400 | -69,486 | 1,914 | 1,203 |
| 210Millworth Recreation Grd | -1,100 | -4,756 | -3,656 | -229 |
| 211Planning and Surveys to Implement Sports Strategy | -10,000 | -2,450 | 7,550 | 0 |
| 212MUGA | 0 | 0 | 0 | 261 |
| 304Feasibility Costs of Potential New Schemes | -10,000 | 0 | 10,000 | 0 |
| 401Communications | -12,000 | -5,304 | 6,696 | 96 |
| 402Community Development | -7,100 | -4,957 | 2,143 | 143 |
| 501Street lighting | -3,300 | -6,955 | -3,655 | 1,045 |
| 502Planning reviews | -11,000 | -5,146 | 5,854 | 1,004 |
| 601Community Grants | -30,000 | -24,212 | 5,788 | -512 |
| **Grand Total** | **0** | **-6,274** | **-6,274** | **-622** |

# Review Balance and Purpose of Reserves

## Introduction

Attached is a list of reserves and their balances. Members are asked to review each and decide on whether they wish to maintain or amend each of the reserves.

## Balance and Purpose of Reserves held at 31st March 2023

**Item 5.4**

| Reserve | Balance at 31st March 2023 | Committee | Purpose | Estimated Life | Source of Funds - |
|---|---|---|---|---|---|
| General Reserve ** | 151,159 | Full Council | To fund operational expenditure, unexpected or extraordinary costs (25% Precept) | 1 Year | Accumulated revenue underspends |
| **General Reserves** | **151,159** | | | | |
| | | | | | |
| **CIL** | | | | | |
| | | | | | |
| **Earmarked** | | | | | |
| Spencers Wood Recreation Ground | 16,300 | | Access to MUGA | | |
| School Green Centre | 50,000 | | Improvements / Finishing (eg landscaping Quadrant) | | |
| The Manor - Fit Out & Maintenance Equipment | 55,100 | | Approved 2022/2023 | | |
| School Green | 100,000 | | Earmarked for Working Group | | |
| Allotment Improvements | 15,000 | | Match Funding WBC S106 Developer Contributions (£15,000) | | |
| Traffic Calming | 250,000 | | Set aside for Traffic Calming & Speed Reduction in the Parish | | |
| Millworth Lane Recreation Ground | 500,000 | | Set aside for potential recreational improvements | | |
| | | | | | |
| **Unallocated** | 481,476 | | New Schemes | | CIL Developers Contributions October 2021 to April 2023 to be committed in full by 31/03/2027 - Priorities ? |
| **Total CIL** | **1,467,876** | | | | |
| | | | | | |
| **Other Earmarked Reserves** | | | | | |
| Allotments | 85,572 | R & A | Future extension to allotments at Deardon Way<br><br>Improve Orchard Rise, Millworth, Clares Green Road & Hartley Court Rd. | 10 years | University £70,000 (2022) &<br><br>S106 Developers Contributions £15,572 (2023) |
| Major Repairs and Renewals | 72,966 | F & GP | Funds being set aside for future major repairs / refurbishments | | Annual Contribution from Revenue - No Planned Programme In Place |
| Highways / Footpaths | 48,696 | P & H | Footpath 11 (£32,000) and Speeding Initiatives(£16,696) | 1 Year | Revenue Underspend 2019/20 - Is the Transprot Working Party Using CIL to achieve the same objectives |
| Planning | 23,500 | P & H | Unexpected Costs incurred for planning advice and contribution to appeals | Ongoing | Revenue Underspend 2020/21 |
| Millworth Lane Remedial Works | 19,405 | R & A | Works to bring the pavilion and grounds up to an acceptable standard for use by clubs (toilets) | 2 Years | Revenue Underspend 2019/2020 |
| Website | 10,000 | F & GP | Further Development of Website required for expanding the Parish and rebranding. | 1 Year | Revenue Underspend 2020/21 |
| Youth Initiatives | 8,703 | R & A | To fund one off initiatives to educate and support the youth population | 1 Year | Revenue Underspend in 2019/20 |
| Pride in The Parish | 6,993 | R & A | Improving the appearance of the Parish | 1 Year | Revenue Underspend 2019/2020 - this theme discontinued so transfer to General Reserve ? |
| Parish Election | 4,000 | Full Council | Available for any contested Parish Election. | Ongoing | Set Aside Several Years Ago - Review amount |
| **Total Other Earmarked Reserves** | 279,833 | | | | |

| | | |
|---|---|---|
| **Total Reserves at 31st March 2022** | **1,898,868** | **Council Approval Required for Release of Reserves to Schemes** |

# Update of CIL Reserve - With Expiry Dates

**Item 6.1**

| Date Paid to SPC | CIL Receipt & Potential Receipts | Millworth Lane Playground | Spencers Wood Pavilion | Exp for Community Centre | Exp Lap Tops | Bollards | Spencers Wood Recreation Grd | The Manor Cricket Ground | Balance CIL Reserve AFTER Estimated Expenditure on Approved Schemes | Earmarked (not approved) for Millworth Lane | Earmarked (not approved) for Allotments 2022/2023 | Earmarked (not approved) School Green | Balance of CIL After Potential Schemes | Expiry Dates | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | | |
| May-17 | 33,854 | -33,854 | | | | | | | 0 | | | | 0 | Spent | |
| Oct-17 | 315,098 | -63,659 | -251,439 | | | | | | 0 | | | | 0 | Spent | |
| Apr-18 | 315,709 | | -147,161 | -168,548 | | | | | 0 | | | | 0 | Spent | |
| Oct-18 | 246,209 | | | -246,209 | | | | | 0 | | | | 0 | Spent | 1186788 |
| Apr-19 | 79,810 | | | -79,810 | | | | | 0 | | | | 0 | Spent | 1219463 |
| Oct-19 | 25,000 | | | -25,000 | | | | | 0 | | | | 0 | Spent | 32675 |
| Apr-20 | 45,644 | | | -45,644 | | | | | 0 | | | | 0 | Spent | |
| Oct-20 | 35,849 | | | -35,849 | | | | | 0 | | | | 0 | Spent | |
| Apr-21 | 985,328 | | | -618,403 | -12,915 | -19,966 | -133,000 | -42,816 | 158,228 | -158,228 | | | 0 | Committed | |
| Oct-21 | 1,094,192 | | | -300,000 | | | | -12,284 | 781,908 | -341,772 | -15,000 | -100,000 | 325,136 | Oct-26 | |
| Apr-22 | 115,915 | | | | | | | | 115,915 | | | | 115,915 | Apr-27 | |
| Total | 3,292,608 | -97,513 | -398,600 | -1,519,463 | -12,915 | -19,966 | -133,000 | -55,100 | 1,056,051 | -500,000 | -15,000 | -100,000 | 441,051 | | |

Note - Scheme in infancy but nothing earmarked - Transport Consultation

| **Potential Receipts** | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Apr-24 | 174,297 * | | | | | | | | | | | | 174,297 | Apr-29 |
| Oct-24 | 348,595 * | | | | | | | | | | | | 348,595 | Oct-29 |
| Apr-25 | 174,297 * | | | | | | | | | | | | 174,297 | Apr-30 |
| | 697,190 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 697,190 | |

Note Assumption: * Potential CIL Receipts April 2024 - October 2025 (most likely schemes to progress and when receipt anticipated)

| | | | | | |
|---|---|---|---|---|---|
| 212914 | Land At Stanbury House, Basingstoke Road, Spencers Wood | £336,885.08 | 25% | £174,297.45 | Apr-24 |
| 220922 | Foxglade, Brookers Hill, Shinfield | £10,304.70 | 50% | £348,594.89 | Oct-24 |
| | West of Kingfisher Grove - Estimate | £350,000.00 | 25% | £174,297.45 | Apr-25 |
| | | £697,189.78 | | £697,189.78 | |

# Safer Neighbourhoods

## Introduction

***** This item was previously discussed at Full Council in October 2022 *****
***** The figures quoted below have NOT been updated for this discussion*****

Thames Valley Police (and police forces in general) are finding that their resources are being stretched and to focus on the more severe crimes they are assigning fewer resources to tackling what would be termed as anti-social behaviour (ASB).

As a response to this Wokingham Borough Council introduced a new ASB enforcement team from 1st April 2022 which aims to tackle

- Fly tipping
- Car Meets
- Construction site noise
- Problems in parks and open spaces

Shinfield Parish Council has received complaints about ASB in recent months including fires at Millworth Lane and motorbikes on Spencers Wood Recreation Ground.

The Clerk has received an outline proposal for how SPC could specifically target ASB in the parish and this is set out below.

## Safer Neighbourhood Proposal

The Clerk has received a proposal from a security company called Code 9 Security who he has previously had dealings with. Code 9 have also worked directly for Wokingham Borough Council and Wokingham Town Council (the latter are reportedly considering a similar proposal from Code 9). Code 9 are also involved with other councils including Basingstoke & Deane, Hook Parish Council and the Royal Borough of Windsor and Maidenhead.

The proposal is to co-ordinate community safety across the parish as follows:

- Provide a Safer Neighbourhoods Officer
  - Actively engaging with Shinfield communities via foot patrols, cycle patrols and vehicle patrols
    - Patrols to be targeted according to needs and ASB activity
    - Will also address minor issues such as littering, dog fouling and unlawful or inconsiderate parking
  - Assisting and advising on ASB matters
  - Working with partner agencies (in particular WBC ASB team)
  - Running surgeries and public engagement
    - Allows residents an opportunity to report matters of concern or provide information to help address these
    - Engaging with schools, residential homes, churches

        - Attempt to prevent young people being drawn into ASB by linking with Youth Club, other youth groups, Scouts, Guides etc.
        - Providing support for Speedwatch as required
    - Being a visible presence at community events e.g. Spencers Wood Carnival and SPC organized events
- Supporting Patrols
    - These would come from within the Code 9 team and be targeted by the Safer Neighbourhoods Officer as required
- Control Room Personnel
    - Code 9 Control Room cold allow a 24/7 monitoring and initial handling of ASB concerns
        - This would be by phone, email, webchat, social media etc.
    - Control Room could also remotely view SPC CCTV
- Supporting businesses
    - Operating a membership scheme for local businesses to e.g. respond to persistent offenders, reducing crime against businesses
    - Code 9 propose facilitating business access to the above on a commercial basis which may partially offset the cost of the service to SPC
        - This would also involve engaging with WBC as a stakeholder to this element as they receive the business rates
- All of the above would be coordinated with WBC ASB team. PCSOs and the police to avoid duplication of effort and achieve the best overall outcome for residents

**Initial Cost Estimate**

Based on providing the Safer Neighbourhoods Officer for 30 hours per week, 20 hours of supporting officer time and 10 hours of additional patrols per week and including the uniform and core equipment costs, training etc. the initial estimate of cost is in the region of £78,000 + VAT per annum.

This cost could be reduced by
- Reducing the number of direct hours per week
- Looking to partner with neighbouring parish/town councils to share costs and resources
- Offsetting costs by income from business
- Offsetting costs by seeking sponsorship

**Summary**

This is an initial outline of the type of support that is possible to identify whether members feel there is any merit in investigating the subject further.

If so, then further work could be carried out to refine the proposal (including the costs) to best reflect the objectives of Shinfield Parish Council.