

To all members of Shinfield Parish Council Notice is hereby given, and you are summoned to attend a Meeting of the Full Council on Wednesday, 28th January 2026, commencing at 19:30 at the School Green Centre



Bruce Winton
Chief Executive and Clerk to the Parish Council
23rd January 2026

Members: Cllrs Bowler, Boyer (Chair), Clarke, Hoyle, Jahromi, James, Johnson, Jones, Masseron Matic, Montgomery, Peer, Pollock, Poole & Rance

Agenda

- 1. Public Questions**
 - 1.1 To **RECEIVE** and **CONSIDER** questions from the public
- 2. Apologies and declaration of members' interest**
 - 2.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
 - 2.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
 - 2.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest
- 3. Minutes of the Full Council meetings held on 17th December 2025**
 - 3.1 To **RECEIVE** and **APPROVE** the minutes of Full Council meeting held on 17th December 2025*
 - 3.2 To **RECEIVE** information on matters arising from the minutes of the meeting held on 17th December 2025
- 4. Reports from Borough Councillors**
 - 4.1 To **RECEIVE** and **NOTE** reports from Borough Councillors*
 - 4.2 To raise any questions to Wokingham Borough Council via the Borough Councillors.
- 5. Reports from Committees and associated Working Parties**
 - 5.1 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 7th January 2026* and an update from the Chair
 - 5.2 To **RECEIVE** and **NOTE** the draft minutes of the Arts, Culture and Events Committee held on 8th January 2026*
 - 5.3 To **RECEIVE** and **NOTE** the draft minutes of the Planning and Highways Committee held on 14th January 2026* and an update from the Chair

- 5.4 To **RECEIVE** and **NOTE** the draft minutes of the Staffing Committee held on 21st January 2026*
 - 5.5 To **RECEIVE** a verbal report from the Chair of the Council
 - 5.6 To **RECEIVE** reports from outside bodies
- 6. **Terms of Reference**
 - 6.1 To **RECEIVE** and **APPROVE** the Terms of Reference of the Staffing Committee*
- 7. **Member/Officer Conduct Protocol**
 - 7.1 To **RECEIVE** and **APPROVE** the Member/Officer Conduct Protocol*
- 8. **Budgets for 2026/2027**
 - 8.1 To **RECEIVE** and **CONSIDER** the recommendation of the Staffing Committee to adopt the Long-Term Staffing Structure*
 - 8.2 To **RECEIVE** and **CONSIDER** the proposed budget recommendation for 2026/2027 as recommended by the Finance & General Purposes Committee*
 - 8.3 To **RECEIVE** and **CONSIDER** the proposed Precept recommendation for 2026/2027 as recommended by the Finance & General Purposes Committee on 10th December 2025*
- 9. **High Copse**
 - 9.1 To **RECEIVE** and **CONSIDER** a request from the Facilities Committee for the approval of funding for perimeter fencing for High Copse pitches*
- 10. **Annual Parish Meeting**
 - 10.1 To **RECEIVE** and **CONSIDER** the proposed format for the Annual Parish Meeting in May 2026*
- 11. **Corporate Governance Review**
 - 11.1 To **RECEIVE** and **NOTE** an update on Wokingham Borough Council's Corporate Governance Review
- 12. **School Green Centre Café**
 - 12.1 To **RECEIVE** and **NOTE** a verbal update from the Café Working Party
- 13. **Invoices for payment**
 - 13.1 To **RECEIVE** and **NOTE** Lloyds Bank payment of invoices within the Clerk's financial delegation*
 - 13.2 To **RECEIVE** and **NOTE** Barclaycard payment of invoices within the Clerk's financial delegation*
 - 13.3 To **RECEIVE** and **APPROVE** payments due to be made that are outside the Clerk's financial delegation*
- 14. **Correspondence**
 - 14.1 To **RECEIVE** and **NOTE** any correspondence received
- 15. **Date of Next Meeting**
 - 15.1 The date of the next Full Council Meeting will be held on 25th February 2026

* indicates papers attached

** indicates papers to follow

Minutes of a meeting of Full Council
Held on Wednesday, 17th December 2025
At High Copse Pavilion commencing at 19:30

Present: Cllrs Boyer (Chair), Clarke, Jahromi, James, Johnson, Jones, Masseron, Montgomery, Peer, Pollock, Poole & Rance (also present as a BCllr)

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)

1 member of the public

25/124 Public Questions

124.1 Receive and consider questions from the public.

There were no public questions.

The Chair presented Cllr Clarke with a plaque for 40 years service and thanked him for his dedication to Shinfield Parish Council.

25/125 Apologies and declaration of members' interests

125.1 Apologies for absence

Apologies had been received from Cllrs Bowler, Hoyle and Matic and BCllrs Glover and Gray

125.2 Declarations of members' interest

125.3 Changes to members declaration of pecuniary interest

25/126 Minutes of the Full Council Meetings held on 19th November 2025

126.1 Minutes of the Full Council Meeting held on 19th November 2025

The minutes of the meeting held on 19th November 2025 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr Clarke
Seconded: Cllr Peer
Approved: Unanimously

126.2 Matters arising from the minutes of the meeting held on 19th November 2025

25/106.2 Clerk to set up an Education Working Party meeting with BCIr Bray

The Education Working Party had been offered options for 7th or 8th January for a Teams Meeting with BCIr Bray and Oliver Gill from WBC.

ACTION – Clerk to confirm date of the meeting to members of the working party.

25/109.2 Clerk to follow up the request for a capital grant from St Barnabas and open a dialogue with the church

This was on the agenda – see minute 131.2

25/110.1 Clerk to ensure that the cost of ASB across the parish is communicated to residents

Details of costs, the impact on residents and the council as well as the message that all offences are reported to the police will be included in the hard copy newsletter to be distributed. Finance and General Purposes committee had requested to see the wording of the article before publication.

ACTION – Clerk to circulate the draft article to F&GP members

25/117.3 Clerk to circulate the information that was submitted to WBC

This related to the council's updated response to WBC's Corporate Governance Review and had been done on 20th November.

25/118.2 Clerk to request details of funding received by Greenshaw Trust from BCIr Bray

This would be included in the Education Working Party discussions. It was noted that good reports had been received. The school was carrying out a strict regime in a good way that was reflected in the learning and behaviour of the pupils.

25/119.1 Clerk to circulate allotment vacancy rates to members

This had been done on 20th November.

25/127 Reports from Borough Councillors

127.1 Report from Borough Councillors

Members **NOTED** the written reports from BCllrs Gray, Glover and Rance

127.2 Questions arising from the reports of the BCllrs

The Chair thanked BCllrs Gray, Glover and Rance for their reports

25/128

Reports from Committees and associated Working Parties

- 128.1 Members received the draft minutes of the Facilities Committee held on 26th November and an update from the Chair.

Cllr Johnson highlighted the following points from the minutes:-

- 5 new bins had been installed within the parish.
- A meeting with the University of Reading (UoR) had taken place to look at the overall plans for High Copse, Millworth Recreation Ground and Manor Ground. The UoR were supportive of a BMX/pump track in principle.
- High Copse – fence to be erected around pitches and storage containers installed.
- High Copse – investigating the installation of Padel to increase income for the site.
- Millworth Lane redevelopment dependent on a 3G pitch at High Copse.
- Cricket tender for High Copse to be sent out. The intention was for use by one club.

- 128.2 Members received the draft minutes of the Planning and Highways Committee held on 3rd December and an update from the Chair

BCllr Rance had requested information from Wokingham Borough Council (WBC) regarding the reduction of speed limits but had not received a response.

The Speed Indicator Devices (SIDS) had now been installed.

Main item for focus was Loddon Garden Village and Body's Farm proposed developments.

- 128.3 Members received the draft minutes of the Finance and General Purposes Committee held on 10th December 2025 and an update from the Chair

Cllr James highlighted the following points:-

- He had signed off the bank reconciliation. Most of the money was accounted for in future projects.
- Reserves had been discussed with a view to the future with consideration given to the end of major developments.
- Proposed new staffing structure had been considered; this would be on the agenda of the staffing committee in January.
- Budget for 2026/27 would be presented to Full Council in January 2026 (see also minute 131.1)

ACTION – Clerk to add staffing structure to the agenda of the Staffing Committee meeting in January 2026

128.4 Verbal report from the Chair of the Children and Young Adults Committee

The meeting on 27th November had not taken place due to it being inquorate. A further meeting arranged for 4th December also did not take place as it was inquorate.

Cllr Montgomery reported that there would be a new Headteacher at Oakbank school in the new year. He would arrange a meeting to discuss how SPC could support the school.

128.5 Newly appointment Councillors' to Committees

Cllrs Pollock, Poole and Rance to inform the Clerk of the committees they would like to be members. Currently the Children and Young Adults Committee required additional members.

ACTION – Cllrs Pollock, Poole and Rance to inform the Clerk of the Committees they would to join.

128.6 Report from the Chair of the Council

- Cllr Boyer reported that he had been involved with the switching on the Christmas Tree lights at the School Green. The weather was wet, so the event was moved indoors. The singer had been excellent and provided good entertainment. Cllr Montgomery had attended the Christmas tree switch on at Frensham Green where residents were led in singing and visited by Shinfield Players and the Reading Lions.
- Attended a meeting with the UoR (see minute 128.1).

128.6 Reports from Outside Bodies

There were no reports.

25/129 Appointment to outside bodies

129.1 The appointment of a Trustee to the Edmund Godson Charity

The Edmund Godson Charity had informed SPC of the resignation of Mr Andrew Oughton as he was moving out of the area. They had proposed Mr Peter Robson as the council's replacement Trustee.

Members **AGREED** to the appointment of Mr Peter Robson as representative of the Edmund Godson Charity.

Proposed: Cllr Montgomery
Seconded: Cllr Clarke
Approved: Unanimously

ACTION – Clerk to inform the Edmund Godson Charity of the appointment of Mr Peter Robson as Trustee

129.2 Nominations for a representative for Grazeley Village Hall Committee

A vacancy existed for a representative of Shinfield Parish Council on the Grazeley Village Hall Committee following the resignation of Cllr Lias.

Cllr Pollock **AGREED** to be put forward as the SPC representative for Grazeley Village Hall.

Proposed: Cllr James
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to inform the Grazeley Village Hall Committee of the appointment of Cllr Pollock as SPC Representative

25/130 Member /Officer Conduct Protocol

130.1 A verbal update on the Member /Officer Conduct Protocol

The Member/Officer Conduct Protocol had been drafted but was currently an amalgam from various sources. The Clerk would carry out a further revision to refine the draft and it would be put formally to the Staffing Committee and Full Council for approval in January 2026.

ACTION –

- Clerk to circulate the Member/Officer Conduct Protocol to Members
- Clerk to add Member /Officer Conduct Protocol to the agendas of the Staffing Committee and Full Council in January 2026

25/131 Budget Update

131.1 A verbal update on the proposed budget for 2026/27 to be presented for approval to the Full Council meeting in January 2026

Cllr James reported that the proposed budget had incorporated:-

- A review of staffing due to the number of managed facilities and increase in events. This would incorporate evening and weekend cover.
- How the Council would manage financially once the developments had been completed and funding would be reliant on the precept and lettings income.
- Due to the recent change in community practice in response to a vacancy on the council, the election process would require a larger reserve to fund potentially contested elections. This would require an additional £10,000 per year over a 4 year period.
- The proposals from the WBC Corporate Governance Review to increase SPC Councillors from 15 to 18 would put additional pressure on the budget should elections be called.
- The proposed 111 houses moving into Earley Town Council would result in a decrease in the received precept.
- Proposals to increase the precept by 7% in 2026/27 to cover the additional costs outlined above.

ACTION –

- Clerk and Finance Manager to refine the detailed budget figures to present to Full Council in January 2026
- Clerk to add Budget for approval to the agenda of Full Council in January 2026

131.2 An application for grant funding from St Barnabas Church

St Barnabas Church had applied for grant funding of £25,000 for St Barnabas Church Building Reordering and Community Hub Project following a visit by Cllrs Montgomery & Tatla, the Clerk and Deputy Clerk.

Cllr Montgomery and the Clerk had visited again on the 4th December. They recommended the grant to Finance & General Purposes committee who were now recommending the application. The application form and supporting papers had been circulated with the agenda. This grant would provide 10% of the total funding for the project.

It was **AGREED** to approve the grant funding of £25,000 for St Barnabas Church Building Reordering and Community Hub Project.

Proposed: Cllr Clarke
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to inform St Barnabas Church of the decision of the committee regarding their application for grant funding and arrange payment

25/132 School Green Centre Cafe

132.1 Update from the Café working party on the initial period of trading of the Café

Currently 7 members of staff working shifts.

- One member of staff had been promoted to the weekend café supervisor role following a trial period.
- One member of staff was on long-term sick leave – a temporary member of staff was covering these hours until the end of January 2026.
- One member had resigned before their probation period had been completed.
- One member of staff had resigned from the end of December due to the family moving out of the area.
- Interviews would take place on 18th December to fill the staffing gaps.

The Clerk presented graphs showing trading to date (first 64 days of operating) and top sales items. The average daily sales were £400.58.

Cost of sales was approximately 25%. It was anticipated that the café would make a loss in this financial year due to set up costs but it was expected to make a surplus of £15,000 in 2026/27. Cllr Poole had a working background in catering and offer to assist with improvements.

25/133 Invoices for payment

133.1 Lloyds bank payment of invoice within the Clerk's financial delegation.

Members **NOTED** the payments made within the Clerk's financial delegation

134.2 Barclays bank payment of invoice within the Clerk's financial delegation.

Members **NOTED** the payments made on Barclaycard within the Clerk's financial delegation

134.3 Payment due to be made that are out the Clerk's financial delegation.

There were no scheduled payments outside the Clerk's delegation.

25/135 Correspondence

135.1 The Admissions Policy 2027-2028 for Shinfield St Mary's C of E Junior School

The Admissions Policy had been circulated with the papers.

Members **NOTED** the policy.

ACTION – Clerk to meet with the Clerk to Governors regarding SPC representation on the governing body

25/136 Date of Next Meeting

136.1 The date of the next Full Council meetings will be held on 28th January 2026 at School Green Centre

Meeting ended at 20:48

List of Actions

126.2		
25/106.2	Clerk to confirm date of the meeting of the Education Working Party to members of the working party	Clerk
25/110.1	Clerk to circulate the draft article outlining the cost of ASB in the Parish to F&GP members	Clerk
128.3	Clerk to add staffing structure to the agenda of the Staffing Committee meeting in January 2026	Clerk
128.5	Cllrs Pollock, Poole and Rance to inform the Clerk of the Committees they would like to join	Cllrs Pollock, Poole and Rance
129.1	Clerk to inform the Edmund Godson Charity of the appointment of Mr Peter Robson as Trustee	Clerk
129.2	Clerk to inform the Grazeley Village Hall Committee of the appointment of Cllr Pollock as SPC Representative	Clerk
130.1	➤ Clerk to circulate the Member/Officer Conduct Protocol to Members	Clerk
	➤ Clerk to add Member /Officer Conduct Protocol to the agendas of the Staffing Committee and Full Council in January 2026	Clerk
131.1	➤ Clerk and Finance Manager to refine the detailed budget figures to present to Full Council in January 2026	Clerk and Finance Manager
	➤ Clerk to add Budget for approval to the agenda of Full Council in January 2026	Clerk
131.2	Clerk to inform St Barnabas Church of the decision of the committee regarding their application for grant funding and arrange payment	Clerk
135.1	Clerk to meet with the Clerk to Governors regarding SPC representation on the governing body	Clerk

BOROUGH COUNCILLOR REPORTS

BCllr Rance

11.12.25 Busy Dec. Shinfield North Elections. Walked myself ragged in the cold. I know Anson/Westlands/St Barnabas/etc like the back of my hand. Pleased to say I was duly elected.

11.12.25 Resident of Westlands contacted me. Issues with neighbours parking badly.

12.12.25 I've mentioned couple in Wychelm with troubles dating back 2 years. Then April 2025 more kitchen/bathroom/outhouse leakages, mould, slugs. I've plagued WBC. They have delayed, made excuses, finally in month 8 all has been sorted. Family have a brand-new kitchen, tiling, pipes. Visited them in spite of a heavy cold. They are thrilled.

12.12.25 "Missed the memo". Didn't look at emails as feeling poorly so missed invitation to the Frensham Green Carol Concert. Sorry about that. Next December 2026 hopefully!

13.12.25 Attended Christmas Musical Concert by "Musical Guru" at Trinity Church, Lower Earley. Children from Shinfield St. Mary's playing various instruments and singing (including William aged 10 my grandson on geetar!!!)

13.12.25 Heard from tenants previously helped. Ceiling fell down. Other issues. This gentleman has had liver transplant, brain tumour, diabetes, no toes, can't do his garden. Would WBC help. They don't but recommended Green & Tidy run by volunteers, so do tell anyone you know who is unable to tend their own gardens. **18.12.25** However, heard today that WBC have mended leak, put in place grass cutting, bush trimming, path repairs, handrail installation on sloped side path. Tenants very happy. All in time for Christmas!

17.12.25 Email from North Shinfield resident who does **not** have a child at Crosfields School but reminds a crossing has been promised by WBC. Vishal has question at FC 22.1.26

17.12.25 My first meeting as a member of Shinfield Parish Council prefaced by Wine and Mince Pies. Somewhat disconcerting! Looking forward to Full Council Meeting No. 2 January 2026.

17.12.25 Lady running Shinfield Scrabble Club would like some assistance with funding. Met her **29.12.25** Lovely, warm, full of fun lady wants to do 'something' for the community. Is hiring a room at School Green at own expense. Intends to run the Club weekly. Starts 12th January 6-8pm. **13.1.26** Successful evening – 8 people turned up, 5 registered and back next week!

19.12.25 letter from Wrenbridge about work stopping for Christmas period until 2.1.26 which said there will be a swift conclusion to the demolition period, appreciating that this period 'has created some challenges and disruption' and thanking the public for their patience. A new main contractor has been appointed to plan for Phase 2.

22.12.25 A 65 yr old lady in Blackthorn had a dreadful fall the evening of 21st December returning from work. She feels there is not enough street lighting on Cutbush Lane West. Met her on **29.12.25** Visible bruising on forehead. Bridge of her nose cut had healed. I Toured the road. There's no pavement on one side of the road. There are lamps at the (Pub end) and near Oatlands. In between nothing. Made a report to WBC. **6.1.26** Heard back from WBC Bus. & Cust. Excellence Manager confirming road safety concern is at Review Phase with TM Team which has 20 working days time scales. They consider this a request for new Street Lighting midway along Cutbush Lane West which also has a 10 day working response. Watch this space. The lady who fell is still under the doctor/physio so more may come of this!

22.12.25 Helped at the SHARE Foodbank & Xmas Party, School Green. Super food, hot drinks, cakes, party bags for children. We enjoyed a Christmas singalong.

24.12.25 Received Seasons greeting from Healthwatch WBC team emphasising they remain the independent public voice until any legislative changes take effect and keen to ensure local experiences continue to shape health/social care services. They have a survey on NHS App. Uptake has been challenging so request our support. Survey now open: share your views on the NHS app. It is “vital” public experiences are heard by BOB and HOSC (of which I am a member)

31.12.25 Huge Fly-Tip opposite Shinfield Theatre. Reported by others. Drove to check – by 3.1.26 all still there. **5.1.26** Went to check again whether it had all been collected. It had!

2.1.26 Heard from **Shinfield Community Church** sharing ‘good news’ that in partnership with the charity Hope into Action, they have purchased a house in Shinfield for those who are Homeless, which had my support several years ago. Tenants hope to move in Spring and will be a family, not single persons, the aim being that tenants will find their own accommodation when they are in a position to fund independently. **The Pastor** personally express his thanks to me for my (few) efforts on behalf of the project, when the prospects of success at that time, were slim.

3.1.26 Phone call from worried resident of Shinfield Park about all the massive hills of crushed rubble and that the inclement weather will blow it onto houses, cars and road. I have written comments on the Portal.

8.1.26 Resident wrote informing me there is a flood at the roundabout between Lidl and KwikFit (which traffic queue I got caught in 2 days ago) saying Thames Water will not be fixing it for weeks and he feels WBC should take over!! I’m making enquiries, but by the time they reply it will be weeks also! NB All fixed within another week!

8.1.26 Attended my first ACE at Shinfield Parish Council. Lots going on through the year

9.1.26 Resident I have consistently been supporting who has Anti Social Neighbours. More happening. Car horn regularly being sounded at night. Advised her to keep a diary with photos if possible. She has. Now the local PSCO’S are randomly visiting the Neighbour.

11.1.26 I met in 2023, and now work with at Foodbank, Hong Kong resident, who feels confident enough to apply for a ‘proper’ job. She asked me for Reference. I was happy to do so.

13.1.26 Received notification from Andrew Moulton/WBC that Shinfield Players Theatre will continue as a designated Polling Place, having been temporary for last couple of years.

14.1.26 Email from a concerned Pascal resident asking whether WBC have provided leaflets describing flagship migrants/refugee programs/policies. If so, who is involved/how are they organised/what key issues are addressed. I knew of none. Directed him to our leadership.

14.1.26 Attended 1st SPC Planning meeting. Over by 20.42pm. Very efficient. Just how I like it.

15.1.26 Resident in high dudgeon, on behalf of all residents at Shinfield Park, wrote to WBC cc. me in – and attaching 6 videos taken the evening before from 21.40 to midnight. There were floodlights erected, vehicle headlights, orange flashing lights illuminating the site for Loaders, Bulldozers, Excavators (shifting not-sure-what) in breach of BCN dated 27.11.25 regarding permissible working hours for the demolition of Shire Hall site.

15.1.26 Elderly retired resident of Bland Way, Longacre rang regarding the long unlit portion of Cutbush Lane West. (See 22.12.25) He was speaking for himself, but also for young working

Mum who'd collected her child from Nursery. Met her around 6 pm last week. She said how scared she was to walk alone down CLW with her child (but did it every evening after work) particularly the long stretch where there is NO lighting at all and only one side has a pavement.

15.1.26 2pm Had Induction to SPC with Clerk, Bruce Winton.

15.1.26 Pleased to see Planning Application in for demolition of listed front boundary wall, fencing and gate at Shinfield Infants School, to be replaced with new fencing and gate.

19.1.26 You couldn't make this up!!! Today had an answer to my query of **last September (4 months ago)**, as to why the Barrier, Weight Bag, Cone have not been removed for 4 years, which are dumped in bushes on B3270 Lower Earley Way. The Manager Lead Local Flood Authority, WBC says "This is now a highways asset issue one that VH (VH? What do these stand for?) are aware of, and in view of the additional TM (TM?) requirements, the work will be completed together with resurfacing around Blackboy Roundabout later in the year, (another 8 months to wait) as it is no longer a drainage issue! So now we know!

19.1.26 You may remember I helped lady in Sika with Appeal to WBC to have her husband put in one Home, rather than another! Now 6 weeks later after winning the 1st appeal (didn't know there would be a 2nd) WBC are 'threatening' the Dementia patient be moved elsewhere unless the wife who has terminal cancer funds extra £800 pm. She only has HER pension of £90 pw to live on and can't do it. WBC insist the man is moved! Here we go again!

BCllr Glover

We voted for the final recommendations of the Community Governance Review at Council yesterday evening (22 Jan.)

Highways

In general – potholes. There is currently capacity to repair potholes and residents are encouraged to report them to the Council.

3MX Traffic lights: Nothing further to report.

Village gates/speed limits more generally: WBC Speed Limit Policy has now been signed off.

Cycleway marking: I had a meeting with WBC officers:

- Marking of shared footpaths would be paid for and done by developers, and would typically be by blue roundels on bollards, and any necessary line painting (see below).
- A safety audit is due to be carried out soon (they do not have a date).
- Direction signposting would be paid for out of MyJourney, and would be done by WBC.
- I am waiting for the officers to send me a copy of the cycleway map they showed at the meeting.

The cycleway marking is fraught because, quite frankly, the shared footpath through Croft Gardens and Shinfield Meadows, while fine in itself, is mostly not safe, because houses have been built too close to it. So, for example, along Bolton Drive, there would have to be STOP and Cyclists Dismount signage (painting) at Appleton Way, Newburgh Crescent, and Pellitot Close. They are worried about signing it as a cycleway at all. It's the same with Fullbrook Avenue.

While agreeing that blue roundels could be put on lampposts, to save money, you also need them at the start and end of each section (where there may be no convenient lamppost), and for the above reason there would be many sections.

They will, however, be making some improvements in the vicinity of Spencers Wood school when it is built (NB the School is in the budget for 2027-28). They were also talking about the cycleway from the west to a putative rear entrance to Aldergrove School (apparently the school wants one).

What they do agree is that cycle routes should be marked by blue direction signs. For example, there should be a blue direction sign to (e.g.) Shinfield, Ryeish Green, and Oakbank School at the junction of Croft Road and Hyde End Road.

I shall be taking this up with Cllr Betteridge and Giorgio Framaliccio as the cycleway situation through the estates is not acceptable.

One additional nugget of information I heard at this meeting was that the line painting and signage at the junction of Beke Avenue and Westall Street will be improved, including Give Way signs, as a condition of highway adoption.

Footway from Lailey Path to Infants' School: The planning applications (for certificates of lawfulness) have been submitted (253135 and 253139).

FP12: I had a meeting with the officer in charge of this project and now have a high-level estimate for the upgrade of the path, with several options. Vistry have been contacted to ask them whether they would deliver their part of the path before selling the site (it might increase the value of the site), but they have not replied yet.

Cllr Masseron will present the estimates to Planning and Highways Committee.

Mereoak Park and Ride

This really needs a good litter-pick as there is a lot of rubbish there.

Planning -- 420 houses at Body's Farm

The Planning Officer has told me that she is still waiting for further documents from the applicant and will not be making a recommendation one way or the other until February.

Shooting range

I was contacted by a distraught neighbour of the shooting range in Grazeley, who had tried to comment on the appeal being brought by the shooting range against the enforcement notice. I contacted Planning Enforcement who seem to be fairly certain that, as they and more importantly the Environment Agency object strongly, the appeal will not prevail.

ASB

An incident in 3MX has been brought to my attention, where a household, who can be identified by packaging, has fly-tipped a bin bag of mixed recyclables, food waste and other waste into another householder's bin while they were on holiday. ASB will investigate and I hope educate.

Community Governance Review

I am happy to see that the small Spencers Wood South ward will continue to be represented by two parish councillors. WBC councillors will be voting on all the recommendations at the Council meeting of 22 January.

Mayor's walk

The Mayor of Wokingham Borough, Cllr Carol Jewell, is doing a sponsored walk for her chosen charity, **Building for the Future**. She is walking the 55 miles of the Wokingham Way, which roughly follows the boundary of the borough, and has so far completed four sections of it, walking two sections on each of two successive Fridays.

On 16 January, the Mayor and I with some other walkers completed the Swallowfield section of the walk.

On 23 January, we will resume near Beech Hill Road, in Shinfield Parish, and walk, via Woodcock Lane, to the football stadium, and thence to Thames Valley Business Park, where the Mayor began.

Building for the Future provides support for children and young people with disabilities. It is a parent-led charity offering activities, support and therapies in a welcoming and innovative environment.

Cllr Jewell is aiming to raise over £1,000 for Building for the Future. This charity does incredible work and every donation will make a real difference to the children and families it supports. She says, 'Please join me in helping this fantastic cause'.

Any additional reports from BCllrs Edmunds, Gray, Munro and Srinivasan will be circulated at the meeting

Minutes of a meeting of
The Facilities Committee
held on Wednesday 7th January 2026
at the School Green Centre commencing at 19:30

Present: Cllrs Clarke, James, Johnson (Chair) and Peer

Attending: S Herring (Deputy Clerk)
S Ali (Facilities Manager)
J Mason (Finance Manager)

1 Member of the public

26/FC/1

Public Questions

- 1.1 A member of the public who was a resident of Spencers Wood and a member of the Shinfield Volunteers outlined concerns over the condition of the Deardon Orchard as it had not been maintained to an acceptable standard and was declining rapidly. The committee recognised that the maintenance had not been followed up following a changeover in facilities staff.

Tree Solutions, Freely Fruity, volunteers and staff of Shinfield Parish Council (SPC) had carried out extensive work to bring the orchard up to standard in the autumn of 2023, however, nothing had been done since this time.

It was noted that S106 money, held by Wokingham Borough Council (WBC), was available to drawdown for any costs incurred for the upkeep.

ACTION –

- Facilities Manager to contact Freely Fruity and arrange for collaboration to take place in maintaining the Deardon Orchard
- Facilities Manager to revisit discussions with Freely Fruity on the design and installation of a sign recognising their commitment to maintenance

26/FC/2

Apologies and declarations of Members' Interest

- 2.1 Apologies had been received from Cllrs Boyer, Hoyle, Jahromi, Masseron and the Clerk

2.2 Declarations of Members' interests

There were no declarations of Members interests.

26/FC/3

Minutes of the Previous Meeting

- 3.1 The minutes of the Facilities Committee meeting held on 26th November 2025 were approved as a correct record and signed by Cllr Johnson

Proposed: Cllr Peer
Seconded: Cllr Clarke
Approved: Unanimously

- 3.2 The following matters arising from the meeting held on 26th were discussed:

25/FC/130.2

- 25/FC/118.2 Clerk to arrange for an article to be published in the monthly newsletter and the annual hardcopy newsletter

An article on the impact of Anti-Social Behaviour (ASB) would be published in the hardcopy newsletter that was due to be circulated within the Parish towards the end of January/beginning of February.

- 25/FC/132.2 Clerk to arrange for the Football Club to be invoiced according to the rates agreed

An official contract will be drawn up between Shinfield Parish Council (SPC) and Shinfield Rangers Football Club (SRFC). The football club must inform SPC of the number of games played each month and will be invoiced in arrears.

When SRFC are not using the pitches, SPC can offer them to other clubs in the football league.

ACTION – Facilities Manager to draft the Heads of Terms between SPC and SRFC

- 25/FC/132.3 Facilities Manager to obtain three quotes for fencing around the pitches at High Copse

This was on the agenda – see minute 4.3

- 25/FC/132.3 Chair to ask the Football Foundation for recommendations on the most suitable type of fencing

This was on the agenda – see minute 4.3

- 25/FC/132.4 Facilities Manager to order the containers if the first quote for fencing exceeded £10,000
- This was on the agenda – see minute 4.4
- 25/FC/132.5 Clerk to add 3G Pitch to the agenda of the next meeting
- This was on the agenda – see minute 4.5
- 25/FC/132.5 Cllrs Johnson and Boyer to update the committee at the next meeting
- This was on the agenda – see minute 4.5
- 25/FC/132.6 Facilities Manager to investigate whether the borehole could be used for the pitches and whether there was an existing user's licence
- This was on the agenda – see minute 4.6
- 25/FC/132.7 Clerk to send out the cricket tender document for High Copse to interested parties
- This was on the agenda – see minute 4.7
- 25/FC/133.1 Facilities Manager to continue to work with the Quantity Surveyor to progress the archaeological assessment
- This was on the agenda – see minute 5.1
- 25/FC/133.2 Facilities Manager to report back at next meeting on the removal of the wooden sheds at Millworth Lane
- This was on the agenda – see minute 5.2
- 25/FC/135.1 Deputy Clerk to arrange for a sign to be installed in the café to allow well behaved dogs, on a lead to be welcome in the café
- This had been done.
- 25/FC/135.2 Clerk to add to the agenda of the Finance and General Purposes Committee an item regarding funds for re-siting the recycle bins
- This had been done and approved.
- 25/FC/135.2 Clerk to discuss the proposal of re-siting the recycle bins with the owner of the Kebab van
- This would be done as part of the repositioning.
- 25/FC/135.2 Facilities Manager to get quotes for a base for the recycle bins
- The Facilities Manager was still working on this.

ACTION – Facilities Manager to get quotes for a base for the recycle bins

- 25/FC/136.1 Facilities Manager to circulate the leaflet that was sent to residents regarding the installation of a Community Shelter to members of the Committee

This had been done.

ACTION – Facilities Manager to arrange for the installation of the Community Shelter at Spencers Wood Recreation Ground once the relevant permissions have been obtained.

- 25/FC/137.1 Facilities Manager to arrange the first meeting of the Allotments Working Party

This was in progress.

ACTION - Facilities Manager to arrange the first meeting of the Allotments Working Party

- 25/FC/139.1 Clerk to instruct Reduce Energy Limited to review the Council's buildings

This was on the agenda – see minute 10.1

26/FC/4

High Copse Items

- 4.1 First football matches played at High Copse including car park arrangements

Football matches had been working well at High Copse. The Chair had a positive meeting with Nigel Frankland, University of Reading (UoR) and it had been agreed in principal that the grasscrete area set aside would be opened for additional parking.

Line painting would be carried out by SRFC.

- 4.2 Charges for use of football pitches at High Copse

The Chairman and the Facilities Manager would meet with Shinfield Rangers Football Club (SRC) to discuss the charges for the use of the High Copse and Manor Ground pitches. A contractual agreement would be drawn up based on the prices set at the last meeting of the Facilities Committee.

ACTION – Cllr Johnson and Facilities Manager to meet with SRFC to discuss a contractual agreement for the use of the facilities at High Copse and Manor Ground.

4.3 Proposed Fencing around pitches

The Facilities Manager had obtained three quotes for fencing around the pitches at High Copse:-

- Duralock (UK) Limited – MeshFencing 1200mm £40,845 (ex VAT)
- Duralock (UK) Limited – Mesh Fencing 1300mm £45,165 (ex VAT)
- Jacksons Fencing – diamond knee rail fencing £13,556.92 (ex VAT)

The Facilities Manager recommended the Mesh Fencing 1300 from Duralock.

It was **AGREED** to request funding for £45,165 (ex VAT) for Duralock Quote QU-0708 from CIL reserves at the meeting of Full Council on 28th January 2026. An application for grant funding would be submitted to the Football Foundation and it was anticipated that £25,000 may be received to assist with the costs.

Proposed: Cllr Johnson
Seconded: Cllr Peer
Agreed: Unanimously

ACTION –

- Deputy Clerk to add request for funding for fencing around High Copse pitches to the Full Council agenda for the meeting to be held on 28th January 2026.
- Facilities Manager to check with the Cricket Clubs that any fencing installed would not conflict with the boundaries.
- Clerk to apply for grant funding from the Football Foundation

4.4 Update on the proposal for additional storage at High Copse

The Facilities Manager would be placing an order for the storage containers with Adaptainer. The cost would be £8,635 (ex VAT), as agreed at the meeting held on 26th November 2025, minute 132.4.

ACTION – Facilities Manager to order the storage containers

4.5 3G Pitch

A meeting had been held on 10th December 2025 between the University of Reading (UoR), Cllrs Boyer, James, Johnson and the Clerk to discuss future use of land. Possible considerations included the the cowherds field for a 3G pitch and green space between Hyde End Road and High Copse.

4.6 Water irrigation for the sports pitches

No additional points raised.

4.7 The draft cricket tender document for cricket at High Copse.

These were sent out on 22nd December 2025 to seven interested clubs. The deadline for responses was Sunday, 1st February 2026.

Consideration would need to be given to equipment for the cricket club including an awning for the players. This would be discussed with the appropriate Team once this had been decided.

ACTION – Deputy Clerk to add to the agenda of the next meeting

26/FC/5

Millworth Lane

5.1 Update for the Fitness Centre at Millworth Lane

Tony Grover, Chartered Surveyor, BDS had submitted a quote for the archaeological survey at Millworth Lane. The Clerk had instructed BDS to proceed with the survey.

5.2 Removal of two wooden sheds at Millworth Lane

The wooden sheds had been removed from Millworth Lane recreation ground and grass seeding would take place to improve the surface.

ACTION – Facilities Manager to arrange for the ground to be reseeded at Millworth Lane where the sheds had been removed

5.3 Tennis Club

It was reported that the Tennis Club had not been paying any rent in recent years. Previously a rent of £1000 per year was paid to the Shinfield Association (now disbanded). Now that the toilets had been installed SPC should be charging rent for the site to include money to offset the cost of installing the toilets.

ACTION – Facilities Manager to draft Heads of Terms for discussion with the Tennis Club

26/FC/6**Ryeish Green Pavilion**

- 6.1 Update from the working party preparing recommendations for the future of Ryeish Green Pavilion

The Chair summarised the current position with the working party. It was estimated that the cost of refurbishment would be at least £250,000 to bring the building up to standard. He was currently in discussions with the Scout HQ at Baden Powell House regarding a base for the Scouting organisation. To date no viable projects had materialised. Members agreed that the working party could delay their report until March 2026.

ACTION – Full report to be presented to the Facilities Committee at the meeting in March 2026

26/FC/7**School Green Centre**

- 7.1 Any matters relating to the School Green Centre and School Green

The Facilities Manager reported that there had been problems with the heating system in both parts of the School Green Centre. The heating engineers had been out and resolved most of the problems; this would be monitored before closing the job.

- 7.2 Recycling bins

The Facilities Manager would be obtaining quotes for a base for the recycle bins. Once the base had been laid WBC would arrange for the re-siting of the bins.

ACTION – Facilities Manager to obtain quotes for the base for the recycle bins at School Green

26/FC/8**Spencers Wood Pavilion**

- 8.1 Installation of Community Shelter

Leaflets had been delivered to all residents in the location adjacent to Spencers Wood recreation ground. A couple of responses had been received from residents. It was agreed that the Facilities Manager arrange to order and instal the community shelter.

ACTION – Facilities Manager to arrange for the order and installation of the Community Shelter at Spencers Wood recreation ground

Parish Wide Items

9.1 MUGA and playground adjacent to Aldergrove School

This had now been completed and the Facilities Manager and Clerk would attend the formal opening on 14th January.

ACTION - Facilities Manager and Clerk to attend the formal opening of the MUGA and playground adjacent to Aldergrove School on 14th January 2026

9.2 Tackling Anti-Social Behaviour (ASB)

There had been no recent reports of ASB over the holiday period. The Finance and General Purposes Committee supported the concept of a teenage youth worker role who would help address ASB. The annual hardcopy newsletter would address the costs of ASB to SPC.

9.3 The future of the pitches at Hyde End Lane

Cllr Clarke reported that these pitches were still unused due to unresolved issues between WBC and Taylor Wimpey relating to the adjacent land.

ACTION – The Chair would approach all parties involved to understand the issues

9.4 Any other matters within the parish not covered above

The Facilities Manager was looking at installing a separate switch for the shutters at High Copse as there had been some issues with all the shutters being operated from a central area.

ACTION – Facilities Manager to research alternative switch operation for the shutters at High Copse

9.5 An update on maintenance of Deardon Orchard

This item had been discussed under Minute 1.1 Public Questions

Microgeneration

10.1 An update on microgeneration within the Shinfield Parish Council (SPC) estate

The Council had appointed 'Reduce Energy' who had assessed some SPC buildings in December 2025; work would be ongoing before a final report was received. The reports should identify some basic initial changes to reduce energy costs through to major investment in PV panels, etc.

26/FC/11

Correspondence

- 11.1 No correspondence had been received for this meeting

25/FC/12

Date of the Next Meeting

- 12.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 4th February 2026

The meeting ended at 21:12

DRAFT

List of Actions

26/FC/1.1	Facilities Manager to contact Freely Fruity and arrange for collaboration to take place in maintaining the Deardon Orchard	Facilities Manager
26/FC/1.1	Facilities Manager to revisit discussions with Freely Fruity on the design and installation of a sign recognising their commitment to maintenance	Facilities Manager
26/FC/3.1		
25/FC/132.2	Facilities Manager to draft the Heads of Terms between SPC and SRFC	Facilities Manager
25/FC/135.2	Facilities Manager to get quotes for a base for the recycle bins	Facilities Manager
25/FC/136.2	Facilities Manager to arrange for the installation of the Community Shelter at Spencers Wood Recreation Ground once the relevant permissions had been obtained	Facilities Manager
25/FC/137.1	Facilities Manager to arrange the first meeting of the Allotments Working Party	Facilities Manager
26/FC/4.2	Cllr Johnson and Facilities Manager to meet with SRFC to discuss a contractual agreement for the use of the facilities at High Copse and Manor Ground	Cllr Johnson and Facilities Manager
26/FC/4.3	Deputy Clerk to add request for funding for fencing around High Copse pitches to the Full Council agenda for the meeting to be held on 28 th January 2026	Deputy Clerk
26/FC/4.3	Facilities Manager to check with the Cricket Clubs that any fencing installed would not conflict with the boundaries	Facilities Manager
26/FC/4.3	Clerk to apply for grant funding from the Football Foundation	Clerk
26/FC/4.4	Facilities Manager to order the storage containers for High Copse	Facilities Manager
26/FC/4.7	Deputy Clerk to add to agenda of the next meeting an item regarding the cricket tenders for High Copse	Deputy Clerk
26/FC/5.2	Facilities Manager to arrange for the ground to be reseeded at Millworth Lane where the sheds had been removed	Facilities Manager
26/FC/5.3	Facilities Manager to draft Heads of Terms for discussion with the Tennis Club	Facilities Manager
26/FC/6.1	Full report to be presented to the Facilities Committee at the meeting in March 2026	Ryeish Green Pavilion Working Party
26/FC/7.2	Facilities Manager to obtain quotes for the base for the recycle bins at School Green	Facilities Manager

26/FC/8.1	Facilities Manager to arrange for the order and installation of the Community Shelter at Spencers Wood recreation ground	Facilities Manager
26/FC/9.1	Facilities Manager and Clerk to attend the formal opening of the MUGA and playground adjacent to Aldergrove School on 14 th January 2026	Facilities Manager
26/FC/9.3	The Chair would approach all parties involved to understand the issues relating to the sports pitches at Hyde End Lane	Cllr Johnson
26/FC/9.4	Facilities Manager to research alternative switch operation for the shutters at High Copse	Facilities Manager

DRAFT

**Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 8th January 2026
at School Green Centre commencing at 19.30**

Present: Cllrs Bowler, Jahromi and Matic (Chair)

Attending: B Winton (Clerk)
Cllr Rance

26/ACE/01

Public Questions

- 1.1 There were no public questions.

26/ACE/02

Apologies and declarations of Members' Interest

- 2.1 Approval of apologies for absence

Apologies had been received from Cllr James, Montgomery & Peer
- 2.2 Declarations of Interest

There were no declarations of members' interests.

26/ACE/03

Minutes of the previous meeting

- 3.1 The minutes of the committee meeting of 30th October 2025 were approved as a correct record and signed as such by Cllr Matic.

Proposed: Cllr Bowler
Seconded: Cllr Jahromi
Approved: Unanimously

3.2 Actions and Matters Arising

- 25/ACE/51.3 Clerk to arrange a meeting with WBC and Chair of ACE
- It was agreed that the Clerk would arrange a meeting with WBC officers and the Chair of ACE to discuss collaborative working on events for 2026.
- ACTION – Clerk to arrange a meeting with WBC officers and the Chair of ACE to discuss collaborative working on events for 2026**
- 25/ACE/61.2 Cllr Matic to provide contact details for a member of the public at Frensham Green who may be able to help with leafleting and engagement in that part of the parish
- This had been arranged by WBC and had helped with the attendance at the event.
- 25/ACE/61.3 Clerk to arrange a meeting of the Art Exhibition Working Party
- This had not been arranged.
- 25/ACE/67.1 Clerk to add rationalisation of Working Parties to the agenda of Finance and General Purposes meeting
- This will be on the agenda for the February F&GP meeting
- 25/ACE/72.2 Clerk to arrange an Arts Exhibition working party meeting in November
- Covered at 25/ACE/61.3 above.
- 25/ACE/72.4 Clerk to arrange the event on Frensham Green on 12th December
- This had been done.
- 25/ACE/74.2 Clerk to follow up potential partnership opportunities for screenings in the cinema
- These were still being followed up.
- 25/ACE/78.1 Clerk to prepare draft terms of reference for the Engagement Working Party
- See Item 11 on the agenda

4.1 Update for the Art Exhibition 2026

The Clerk provided an update on arrangements for the 2026 Art Exhibition. The applications process was now open. The event will be run along very similar lines to last year. The main changes were that charging would be per panel and applications were being accepted for other formats such as ceramics. The former helps planning the layout and the latter is due to interest from artists. Over 40 have already signed up and once the text for the annual newsletter is agreed early next week attention will turn to the publicising of the event.

We also have interest from artists for talks/events during the week leading up to the show.

ACTION – Clerk to arrange a meeting of the Arts Exhibition working party

Community Outreach**5.1 A verbal report on Remembrance Sunday 2025**

The arrangements went well for 2025 event and no immediate major items to be addressed. One item for consideration might be to put temporary signs up along Hyde End Road to ask drivers to go past the service slowly. The Deputy Clerk was leading on an initiative for crocheted poppies along the fence line on School Green.

5.2 A verbal report on Christmas events in the parish and whether to extend to include Grazeley for 2026

The School Green Centre event on Friday 5th December 2025 had to be brought indoors due to the adverse weather conditions but actually worked well as an event using the big screen to show the lyrics to the songs being sung. There was however an obvious disconnect with the actual switching on of the lights on the tree.

Plan for 2026 would be to plan the Rockin' Around the Christmas Tree element outdoors for consistency with other locations but supplement this with a Christmas Fayre in the School Green Centre which does help draw attendees.

Frensham Green worked well in partnership with WBC and would recommend that we repeat in 2026. The Reading Lions attendance helped with numbers, and it would be good to see if we could get Santa to make an appearance at the other event locations as well.

The Shinfield Players were very easy to work with and have agreed in principle to work with SPC again for 2026.

The Clerk also recommended that we run a third iteration of the Rockin' Around the Christmas Tree event at Grazeley Village Memorial Hall (especially

as SPC funds their Christmas tree). The Chair of the GVMH has indicated that they would be happy to work with us on such a basis. Date would need to be identified. It was agreed that the Clerk should pursue the potential for a Grazeley event.

ACTION – Clerk to arrange to run three versions of the Rockin’ Around the Christmas Tree (at School Green, Frensham Green and Grazeley Village Memorial Hall)

ACTION – Clerk to arrange a Fair at School Green Centre to run in conjunction with the School Green event

5.3 A report delivered at School Green centre

The Clerk provided an update on some of the activities currently being held in the School Green Centre:

Rainbow tots – This has moved from the Community Church but was proving sustainable at School Green Centre including drawing some additional business to café.

Community Coffee Morning – Transferred across from Community Church for the time being

Share Shinfield – Moved here from Community Church while they were undergoing refurbishment and has gone very well for all concerned

Link Visiting now using cinema on a quarterly basis. They pay for film licence and room and also food from the café

Members **noted** the report and thanked Sarah Bell and the Customer Care Team for their efforts to accommodate the above.

26/ACE/6

Public Art

6.1 Update from the Public Art Working

The closing date for applications was Friday 23rd January 2026.

The Clerk advised that the Business Breakfast had been cancelled and would be replaced with an evening event to be scheduled for the spring.

Shinfield Cinema

7.1 Update regarding National Theatre Live

There was a good level of interest in the various National Theatre Live screenings held to date.

Relaxed performances (held on Sundays) had now been introduced and were well received.

Christmas screening for the Youth Club had been popular as had that for the Snowman.

7.2 Updated on other potential screening partners

The Clerk advised that he was almost ready to submit the application to Exhibitions on Screen but had no response from:

- Royal Ballet and Opera (which covers Royal Opera House) which does show productions in cinemas but does not publish details of how to join their scheme
- Metropolitan Opera House through their UK distributor offers a wide variety of types of screening including music concerts etc.
- Royal Shakespeare Company offers a digital screening service but nothing to cinemas

ACTION – Clerk to follow up potential partnership with Exhibitions on Screen

Annual Parish Meeting

8.1 It was agreed that the following elements would be included in the Annual Parish Meeting:

- 1 – Chairman's Report with more weight on future activity rather than the past.
- 2 – Community Awards (With categories for Adult, Young Person, Charity/Organisation, Business, community initiative; allotments from 2027)
- 3 – Guest Speaker of some form with the Chair suggesting a comedian (The Clerk was aware of a potential option).

ACTION – Clerk to add to agenda for January Full Council

ACTION – Clerk to arrange speaker if approach approved by Full Council

26/ACE/9

Budget Reporting

- 9.1 The budget report for ACE committee had been included with the papers.
Members **noted** the report.

26/ACE/10

Engagement Working Party

- 10.1 Draft terms of reference for the Engagement Working Party

This had not yet been done. The Clerk suggested that this be deferred until Full Council had decided on the proposal to recruit a Community Engagement & Events Officer as the role profile for that would be very closely related to any terms of reference.

ACTION – Clerk to report back on terms of Reference for Engagement Working Party at March committee meeting

26/ACE/11

Correspondence

- 11.1 Earlier in the week there had been some correspondence where the organisers of the Shinfield 10k road race were becoming concerned that uncertainty over the works to the plaza next to School Green Centre and the impact that may have on the start/finish of the race. It had now been confirmed that the developers had agreed to avoid the date of the event which will proceed as planned.
- 11.2 The Clerk advised that there would be an initial discussion with Wokingham Borough Council regarding a potential book festival in the parish.

ACTION – Clerk to report back to the March committee meeting regarding a potential book festival

26/ACE/12

Membership of Committee

- 12.1 Cllr Rance indicated she would like to join the committee, and the Clerk would include her on the membership for future meetings.

26/ACE/13

Date of Next Meeting

- 13.1 The next meeting of the Art, Culture and Event Committee meeting will be held on Thursday, 5th March at 19.30

Meeting closed at 20.35

List of Actions

26/ACE/3.2		
25/ACE/51.3	Clerk to arrange a meeting with WBC officers and the Chair of ACE to discuss collaborative working on events for 2026	Clerk
26/ACE/4.1	Clerk to arrange a meeting of the Arts Exhibition working party	Clerk
26/ACE/5.2	Clerk to arrange to run three versions of the Rockin' Around the Christmas Tree (at School Green, Frensham Green and Grazeley Village Memorial Hall)	Clerk
	Clerk to arrange a Fair at School Green Centre to run in conjunction with the School Green event	Clerk
26/ACE/7.2	Clerk to follow up potential partnership with Exhibitions on Screen	Clerk
26/ACE/8.1	Annual Parish Meeting	
	Clerk to add to agenda for January Full Council a request to have a speaker at the meeting	Clerk
	Clerk to arrange speaker if approach approved by Full Council	Clerk
26/ACE/10.1	Clerk to report back on terms of Reference for Engagement Working Party at March committee meeting	Clerk
26/ACE/11.2	Clerk to report back to the March committee meeting regarding a potential book festival	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 14th January 2026
At School Green Centre commencing at 19:30

Present: Cllrs Boyer (Vice Chair), Hoyle and James

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
Cllr Rance

1 member of the public

26/PC/1 Public Questions

1.1 There were no public questions.

26/PC/2 Apologies and declarations of Members' Interest

2.1 Receive and consider approval of apologies for absence

Apologies had been received from Cllrs Jahromi, Masseron and Peer

2.2 There were no declarations of members' interests

26/PC/3 Minutes of the Previous Meeting

3.1 The minutes of the Planning and Highways Committee held on 3rd December 2025 were approved and signed as such by Cllr Boyer (Vice Chair).

Proposed: Cllr James
Seconded: Cllr Hoyle
Approved: Unanimously

3.2 Actions and Matters Arising from the meeting held on 3rd December 2025

25/PC/116.1 Clerk to invite the member of public to join the Traffic Working Party

The Clerk had met with the member of public and would invite him to the Traffic Working Party when a date had been set.

25/PC/116.1 Clerk to arrange a meeting to update the member of public on the history of traffic issues in the parish

This had been done.

25/PC/118.2

25/PC/82.2 Clerk to add an item to the agenda to the next meeting to clarify with members of the committee what would be required from a monitoring officer

This was on the agenda – see minute 26/PC/ 9.1

25/PC/82.2 Clerk to contact the other Council's involved with ALIGN to secure a mutually agreeable date for a meeting with BCLlr Conway and Nick Irvine from WBC, and the ALIGN working party

The Clerk was still trying to arrange a date that is convenient for everybody.

25/PC/109.2 Clerk to follow up with ET Planning and MOTION to check their availability to assist with a response to PA252498 – Loddon Garden Village

This had been done and was on the agenda – see minute 26/PC/4.2

25/PC/112.1 Clerk to chase BCLlr Betteridge for a date in early 2026 to meet and discuss outstanding traffic issues.

BCLlr Betteridge had advised in December that his team would be arranging a meeting with SPC on traffic issues but there had been no progress since. The Clerk had asked for the meeting to take place in January.

25/PC/112.1 Clerk to invite the member of the public to join the Traffic Working Party

This had been done.

25/PC/112.3 Facilities Manager to install the SIDs in the parish.

This had been done. The Basingstoke Road SIDs had initially been set at the incorrect speed limit but this was corrected quickly.

25/PC/113.1 Clerk to chase Oneillhomer (ONH), planning consultants regarding reviewing the current SPC Neighbourhood Plan

This was on the agenda – see minute 26/PC/8.1

25/PC/119.2 Clerk to send comments to ET Planning and request a professional response to Planning Application 252498

This was on the agenda – see minute 26/PC/4.2

25/PC/122.1 Clerk to follow up outstanding traffic issues with BCllr Betteridge

This will be done as part of the meeting once arranged.

25/PC/122.1 Clerk to ask BCllr Rance to ask WBC when the 40mph traffic signs would be removed on Hollow Lane

This was on the agenda – see minute 26/PC/7.1

25/PC/122.2 Clerk to add to the next agenda an update on the footpath from Lailey Path to Shinfield Infant and Nursery School

This was on the agenda – see minute 26/PC/7.2

25/PC/122.3 Clerk to attend the site visit in Grazeley with WBC and member of the public

This had taken place. WBC were intending to make the necessary changes by March 2026. As an aside the member of the public had reported a number of new large potholes in Grazeley which had caused damage to a number of cars, WBC were responding as a matter of urgency.

Cllr Hoyle was keen to ensure that the current 20mph speed limit would remain once the reduction of speed from 40mph to 30mph had been implemented.

ACTION – Clerk to seek clarification from Wokingham Borough Council (WBC) that the 20mph speed limit would remain outside Grazeley C of E Primary School.

25/PC/123.1 Clerk to confirm with ONH a schedule for carrying out a Neighbourhood Plan review

This was on the agenda – see minute 26/PC/8.1

25/PC/123.2 Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; and High Copse Pavilion

This was on the agenda – see minute 26/PC/8.2

Schedule of Deposited Plans

4.1 Planning applications were circulated to members weekly. Plans deposited following the most recent Thursday planning email which require urgent attention will be forwarded as received.

4.2 Loddon Garden Village – Planning Application 252498

ET planning were continuing to develop Shinfield Parish Council (SPC) detailed response to the planning application. Part of this involved ascertaining whether CIL would be available to SPC due to the boundaries of the site.

Due to the complexities of the application ET Planning had requested an extension to the response deadline to 20th March 2026.

The Clerk had asked AI to do an analysis of the 300 approx. comments on the application received to date. Over 90% of comments were objections and less than 5% were supportive comments. Main themes were as follows:-

- Traffic congestion and road infrastructure (200)
- Impact on schools, health care and infrastructure (150)
- Green space, wildlife and biodiversity (100)
- Flood risk and drainage (100)
- Town character and scale of development (75)
- Construction impacts and timeline (45)

Positive comments included: -

- Recognition of housing need
- The provision of schools, country parks, shops and community facilities
- Economic and employment benefits

One question from ET Planning was to identify if there were any additional infrastructure items that SPC would like to see included either as section 106 or funded by CIL contributions.

Members of the committee requested that the following be included in the response to the application: -

- Multi-sports facilities (to include cycle facilities, eg BMX track)
- Specific improvements to cycleways and footpaths, eg.
 - footpaths/cycleways from Shinfield to Loddon Garden Village should be implemented early in the development
 - Footbridge over the Eastern Relief Road to facilitate safe crossing of this busy road
- Traffic issues to include:-
 - Restrictions on traffic using Church Road and Hyde End Road
 - Improvements to the junction B3270 and Whitley Wood Lane
 - To be noted that the Shinfield Road was not suitable to take any additional traffic into Reading

ACTION – Clerk to inform ET Planning of the additional comments SPC would request to be included in the response

4.3 Update on other live planning applications

4.3.1 Planning Application 242665 - Land west of Kingfisher Grove Three Mile Cross

It was noted that as the 49 dwellings were proposed as affordable housing this would result in SPC losing any CIL money associated with the development.

4.3.2 Planning Application 250517 - Land Off Basingstoke Road to the south and west of Spencers Wood

It was noted that WBC were still waiting for information from the developers. The developers had not officially withdrawn the application to date.

26/PC/5

Appeals

5.1 Planning inspectorate appeals relating to Shinfield Parish

There had been no new cases in December.

26/PC/6

Enforcement Notices

WBC were still experiencing issues with their system; however, we had requested and received the reports.

6.1 Closed Enforcements tables for December 2025

This month there were

- 4 cases deemed no breach
- 2 cases had applications submitted
- 2 cases - other

Members **NOTED** the Closed Enforcement Tables

6.2 Outstanding Enforcements tables for December 2025

It was noted that there were 3 live enforcement notices for Bismillah House

- Storage of vehicles – investigation ongoing
- Construction of extended area of hard standing – investigation ongoing
- Tree works application 223088 replanting not undertaken – investigation on going

Additionally

- 5 new cases
- 10 cases – investigation ongoing
- 1 case awaiting application

Members **NOTED** the outstanding Enforcement tables

Highways, Street Lighting and Footpath Matters

- 7.1 A verbal report on Highways, Street Lighting and Footpath matters

Footpath 12

It was noted that all parties involved with the upgrade of Footpath 12 were waiting for a meeting with Andy Glencross, WBC. This would be followed up in 3-4 weeks if a meeting had not been arranged.

Speed limit on Hollow Lane

SPC were waiting for WBC to implement the changes necessary. WBC had advised that previous attempts to carry out the work had been affected by adverse weather.

ACTION – Clerk to follow up with BCllr Betteridge on outstanding highways and footpath issues.

- 7.2 An update on the footpath from Lailey Path to Shinfield Infant and Nursery School

WBC had confirmed that there were a couple of items outstanding before the applications could be validated and these should be resolved soon; one of these related to the landownership as the original plan was not usable.

- 7.3 Report of accidents at the Junction of Beke Avenue and Westall Street.

It had been brought to the attention of SPC and WBC that several accidents had taken place at this junction. Members felt that vertical signage should be installed to raise awareness to road users to give way, however, WBC were unable to instigate this until the road was officially adopted. WBC would repaint the road markings, so they were more visible.

ACTION –

- Clerk to raise this issue with BCllr Betteridge at the next meeting regarding traffic issues within the Parish
- Clerk to arrange for awareness to be raised via social media
- Cllr Rance offered to ask a Ward question with WBC in her capacity as BCllr

Renewal of Neighbourhood Development Plan (SPNDP)

- 8.1 A verbal update from the Neighbourhood Plan Renewal Working Party.

Oneillhomer (ONH) (Leani Haim) had been retained to conduct the initial review of the existing SPC Neighbourhood Plan but are not able to start until late January 2026. The Clerk had some additional information to provide to ONH to enable this work to be carried out. The intention was to have a discussion in person with the Working Party on Thursday 26th February with the expectation to have a virtual attendance to follow up the initial discussion at the March meeting.

ACTION – Clerk to send out invites to Working Party

- 8.2 A verbal update on registering Assets of Community Value (ACV)

This had not yet been done.

ACTION – Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; and High Copse Pavilion

26/PC/9

Monitoring Officer

- 9.1 A draft proposal for the requirements of a monitoring Officer

The Clerk sought clarification on the requirements of a monitoring officer.

Members agreed that this would need to be identified as two separate roles:-

- 1) Monitoring Officer for Loddon Garden Village jointly with those Parish/Town Councils included in ALIGN (potentially to be funded by the developers).
- 2) Monitoring Officer for SPC to monitor the next phase of developments within the Parish. This would potentially include the following developments:-
 - Land East and West of Hyde End Road (PA 252138)
 - Land to the north of Arborfield Road west of Shinfield Eastern Relief Road (PA 242484)
 - Potential development adjacent to the Ortolan Restaurant (now closed)

ACTION – Clerk to draft requirements for a monitoring officer to act on behalf of SPC

26/PC/10

Correspondence

- 10.1 The designation of the Midgham neighbourhood area

Members NOTED the notification.

- 10.2 Public Space Protection Order

Members supported the renewal of the public protection order.

ACTION – Clerk to notify the Enforcement & Safety Team, Wokingham Borough Council accordingly

25/PC/11

Date of the next meeting

- 11.1 The date of the next meeting will be Wednesday, 11th February 2026

The meeting ended at 20:34

List of actions

25/PC/118.2 25/PC/122.3	Clerk to seek clarification from Wokingham Borough Council (WBC) that the 20mph speed limit would remain outside Grazeley C of E Primary School.	Clerk
26/PC/4	Clerk to inform ET Planning of the additional comments SPC would request to be included in the response to PA252498 – Loddon Garden Village	Clerk
26/PC/7.1	Clerk to follow up with BCllr Betteridge on outstanding highways and footpath issues.	Clerk
26/PC/7.3	Junction of Beke Avenue and Westall Street ➤ Clerk to raise this issue with BCllr Betteridge at the next meeting regarding traffic issues within the Parish ➤ Clerk to arrange for awareness to be raised via social media ➤ Cllr Rance offered to ask a Ward question with WBC in her capacity as BCllr	Clerk Clerk Cllr Rance
26/PC/8.1	Clerk to send out invitations for the next meeting of the NHDP Working Party	Clerk
26/PC/8.2	Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; and High Copse Pavilion	Clerk
26/PC/9.1	Clerk to draft requirements for a monitoring officer to act on behalf of SPC	Clerk
26/PC/10.2	Clerk to notify the Enforcement & Safety Team, WBC that SPC supported the renewal of the Public Space Protection Order	Clerk

Minutes of a meeting of
Staffing Committee
Held on Wednesday 21st January 2026
At School Green Centre commencing at 19.30

Present: Cllrs L James (Chair), N Masseron, Z Matic, I Montgomery & D Peer

Attending: B Winton (Clerk)

26/SC/1 Public Questions

1.1 There were no public questions.

26/SC/2 Apologies and declarations of Members' Interests

2.1 Apologies for absence

There were no absences.

2.2 Members' declarations of interests.

There were no declarations on interests.

26/SC/3 Minutes of Previous Meetings

3.1 The minutes of the committee meeting held on 12th November 2025 were approved as a correct record and signed as such by Cllr James.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously

3.2 Actions and Matters Arising

There were the following matters arising:

25/SC/31.2 Clerk to add Terms of Reference to the agenda of the next meeting

This was on the agenda at Item 6.1

25/SC/32.1 Clerk to progress arranging an internship for summer 2026

The Clerk advised that there was a weeklong school placement arranged for 22-26 June (4th year of hosting a secondary school student) and he was waiting to hear about a potential placement for a mature student two days a week for a six-week period as their original placement had fallen through.

Members confirmed that we would be looking for a student considering a potential career in the public sector for any internship in the summer.

ACTION – Clerk to pursue Internship options for 2026

25/SC/38.1 Chair and Clerk to develop a Members-Officers Protocol for consideration by Full Council

This was on the agenda at Item 5.1

25/SC/38.1 Clerk to seek additional guidance from WBC Monitoring Officer

This was on the agenda at Item 5.1

25/SC/38.2 Clerk to develop a long-term staffing plan

This was on the agenda at Item 4.1

25/SC/38.3 Clerk to arrange a meeting with Cllrs James, Johnson, and Matic regarding potential new IT systems

This had not yet been arranged

ACTION – Clerk to arrange a meeting with Cllrs James, Johnson, and Matic regarding potential new IT systems

26/SC/4

General Review of Staffing

4.1 Long-Term Staffing Structure

Members discussed a paper circulated by the Clerk setting out four new potential roles required to increase capacity within the team providing increased resilience, ensures the staffing level is commensurate with the operational needs of the council and enables future expansion.

If approved, these roles would be phased in to manage the financial impact (all four roles would cost an additional £124,000 per annum).

Members agreed to recommend the proposals to the Full Council.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to add the Long-Term Staffing Structure to the agenda for the January Full Council meeting

4.2 A verbal report on staffing matters and structure by the Clerk

The Clerk provided a verbal update on staffing within the council.

Members **NOTED** the Clerk's Report.

4.3 Staff Survey

It was agreed that Cllr Matic and the Clerk would work to develop and conduct an anonymous staff survey.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Cllr Matic and Clerk to implement a staff survey

26/SC/5

Member-Officer Conduct Protocol

- 5.1 The draft Member-Officer Conduct Protocol with a view to recommend the document to Full Council

Members reviewed the draft protocol. Cllr Masseron proposed adding the frequency for review to the document. There were no other changes required to the document.

Proposed: Cllr Matic
Seconded: Cllr Montgomery
Approved: 4 in favour, 0 against, 1 abstention

ACTION – Clerk to add Member-Officer Conduct Protocol to agenda for January Full Council meeting

26/SC/6

Terms of Reference

- 6.1 The draft Terms of Reference for the committee

The committee approved the Terms of Reference for the committee

Proposed: Cllr Masseron
Seconded: Cllr Matic
Approved: Unanimously

ACTION – Clerk to add ratification of the Terms of Reference to the January Full Council meeting agenda

26/SC/7

Training

- 7.1 Training provided since last meeting:
- One Councillor on Local Council Governance
 - Two staff on Playground inspection course
 - One member of staff on an Officer's Update
 - One member of staff on Digital and Data Compliance

- 7.2 Future Training:
- One councillor is booked on an 2Updates on Planning"
 - Two staff are booked on "Procurement Training" course
 - One councillor is booked on "Knowledge and Core Skills"
 - One councillor is booked on "Chairmanship Skills"
 - One member of staff is booked on "Beyond the Precept"
 - One member of staff is booked on "Future Leaders: Attracting Young Talent to Parish and Town Councils"
 - One member of staff is booked on "Introduction to VAT"

- 7.3 Two councillors asked to join the Future Leaders course

ACTION - Clerk to arrange booking on the Future Leaders course

- 7.4 It was noted that Cllr Johnson was developing a training session on use of AI for BALC members.

26/SC/8 Staff Security Matters

- 8.1 Staff Security

The Clerk advised that there had been no incidents involving the security of staff since the previous meeting.

- 8.2 Anti-Social Behaviour

The Clerk advised that there had been no incidents of anti-social behaviour at council locations since the previous meeting.

26/SC/9 Date of Next meeting

- 9.1 The date of the next meeting was the Wednesday 20th May 2026

The meeting ended at 20.25

Summary of Actions

26/SC/3.2		
25/SC/32.1	Clerk to pursue Internship options for 2026	Clerk
25/SC/38.3	Clerk to arrange a meeting with Cllrs James, Johnson, and Matic regarding potential new IT systems	Clerk
26/SC/4.1	Clerk to add the Long-Term Staffing Structure to the agenda for the January Full Council meeting	Clerk
26/SC/4.3	Cllr Matic and Clerk to implement a staff survey	Cllr Matic and Clerk
26/SC/5.1	Clerk to add Member-Officer Conduct Protocol to agenda for January Full Council meeting	Clerk
26/SC/6.1	Clerk to add ratification of the Terms of Reference to the January Full Council meeting agenda	Clerk
26/SC/7.3	Clerk to arrange booking on the Future Leaders course	Clerk

Shinfield Parish Council Staffing Committee Terms of Reference

Status

- This is a standing committee of Shinfield Parish Council

Purpose

- The Staffing Committee is responsible for
 - Making decisions regarding staffing structure, policy and procedures (unless reserved for Full Council – see below)
 - Line Management of the Clerk (through the Chair of the Committee)

Membership

- The Committee shall have at least four and no more than five members
- The Committee shall comprise of
 - Vice-Chair(s) of the Council as determined each year at the Annual Council Meeting
 - Three other members of the Council as appointed at the Annual Council Meeting
 - Ideally appointees should have experience in one or more of the following areas
 - Employment law and best practice,
 - Management of staff and/or
 - Appropriate training agreed by the Council
 - The Chair of the Council shall not be a member of the committee
- Quorum
 - The quorum for the committee is three members.
- The Chair of the committee shall be the Vice-Chair of the Council with designated responsibility for Finance & Staffing
- The Committee shall elect a Vice-Chair annually at the first meeting of the committee held after the Annual Council Meeting in May each year
- The Clerk shall attend these meetings as clerk to the committee and to produce minutes

Meetings

- The committee will meet at least FOUR times per annum
- Meetings will normally be held on the third Wednesday of January, May, July & November (no meetings scheduled for March and September each year)

Aims and Objectives

- Ensuring that the council's staffing arrangements are adequate and robust to cope with current and anticipated workloads and make recommendations to Full Council for any variation to the structure
- Review and approving the individual job descriptions, hours and grades
- Ensuring that all legal arrangements are in place for each member of staff
- Ensuring that the appraisal system is applied fairly and consistently
- Managing the Clerk's performance including setting objectives and performance targets agreed with the Clerk for the reporting year
 - The Chair of Staffing Committee to conduct a formal Annual Review

- Overseeing the processes for staff recruitment and ensure implementation of an effective induction process for all new staff
- Overseeing the Council's policies for training and development of staff and members and make recommendations to the Council
- Overseeing the Council's policies in relation to Health and Safety matters
- Monitoring the Council employment policies and processes as listed in the Council's Employee Handbook and give guidance and make recommendations to Council
- Overseeing staff disciplinary issues in conjunction with the Clerk
- Ensuring that staff are aware of grievance policies and procedures
 - Where grievances are not, or cannot be, addressed by the Clerk, the committee shall act as the body to receive and resolve such grievances

Delegated powers

- The committee has the following delegated powers:
 - Delegation of work to the Clerk
 - Delegation of work to a Sub-Committee
 - The Committee has the power to spend within its budget
 - Budget may be reassigned against individual line items
 - Any proposal to exceed the total expenditure budget limit must be approved by the Finance and General Purposes Committee prior to that expenditure being committed or incurred

Reserved for Full Council

- The following items are reserved for Full Council
 - The appointment and dismissal of The Clerk, The Deputy Clerk, Facilities Manager and Responsible Finance Officer (if this role is not filled by the Clerk)
 - Approval of new staffing structures

Reporting on the activities of the Committee

- The following reporting shall take place
 - The DRAFT minutes of each meeting of the committee will be tabled at the next Full Council meeting
 - The Chair and Clerk shall provide additional information on the committee's activities as requested by members

Training Recommendations

- It is **recommended** that each member of this committee attends training as arranged through Hampshire Association of Local Councils on
 - "Managing Employees in Local Councils"
 - "Appraisals"
- Alternative courses covering the same syllabus would also be suitable training for members of the committee

Review

- The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council.

DRAFT

Member – Officer Conduct Protocol

Introduction

This protocol sets out the practical measures for ensuring effective and professional working relationships between Members and Officers of the Council. It is based on the Model Councillor Code of Conduct, the guidance for officers in the Staff Handbook, and the Seven Nolan Principles of Public Life—selflessness, integrity, objectivity, accountability, openness, honesty, and leadership. These principles emphasise mutual respect, impartiality, and professionalism.

Scope & Purpose

Positive relationships between Members and Officers are essential for good governance and the effective running of the Council. Trust, openness, respect, and constructive communication underpin these relationships. The purpose of this protocol is to clarify expectations and support a shared understanding of roles, responsibilities, and behaviours. The reputation of the Council depends significantly on how well Members and Officers work together. Members set policy, make decisions, and provide community leadership. They must not involve themselves in day-to-day administration, which is the responsibility of the Clerk and Officers.

Focus on Issues

Members may robustly challenge ideas, proposals, and policies, but must not direct personal criticism, attacks, or offensive behaviour toward individuals. Officers are similarly expected to focus on issues rather than personalities.

Roles and Responsibilities

Councillors

Councillors are responsible to the electorate and serve only so long as their term of office lasts.

Councillors are responsible for:

- Setting the Council's policy direction and providing community leadership
- Monitoring performance and delivery of services
- Representing the Council externally
- Acting as advocates on behalf of residents.

Councillors should focus on strategic matters and must not micromanage staff. Individual Members, including the Chair, cannot direct staff; instructions must come from the Council as a whole or through the Clerk.

Chairs and Vice-Chairs

Chairs and Vice-Chairs have additional responsibilities, including:

- Leading and managing meetings
- Working with the Clerk to agree draft agendas
- Exercising a casting vote at meetings where required
- Acting as the public face of the Council or committee
- Supporting good governance, conduct, and meeting discipline

They must continue to respect the impartiality of Officers, must not request politically partisan work, and must not put Officers in a position that conflicts with Standing Orders or Council policies.

Officers

Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Officers, managed by the Clerk, are responsible for:

- Providing professional advice
- Implementing Council decisions
- Managing daily operations.

Certain officers (e.g., the Clerk and RFO) have statutory duties that may override instructions from Members. Members must respect these obligations and not obstruct Officers in fulfilling them.

Officers must be able to offer professional recommendations freely, even when these may not align with Member preferences. Where Members disagree, they should do so respectfully and ensure that reasons are clearly recorded in the minutes.

Mutual Respect and Trust

Members and Officers must work together with mutual trust, courtesy, and respect. Uncivil or discourteous behaviour is unacceptable.

Each should support the other's role

- Members should value professional expertise
- Officers should respect the democratic mandate of members

Expectations

Members can expect Officers to:

- Demonstrate commitment to the Council as a whole
- Work in partnership with members
- Understand and respect respective roles, pressures, and workloads
- Provide timely responses to enquiries and complaints
- Offer impartial, politically neutral professional advice
- Provide relevant and up-to-date information
- Be aware of the political environment while remaining politically neutral
- Demonstrate respect, dignity, courtesy, and appropriate confidentiality
- Maintain integrity and adhere to policies and procedures
- Avoid using relationships with Members for personal gain.

Officers can expect Members to

- Work in partnership with officers
- Understand and support respective roles, pressures, and workloads
- Provide leadership while maintaining appropriate boundaries
- Demonstrate respect, dignity, courtesy, and confidentiality
- Avoid bullying or applying undue pressure
- Consider the seniority and authority of Officers when making requests
- Avoid using their position for personal benefit or inappropriate influence
- Comply with the Council's Code of Conduct.

Impartiality and No Political Pressure

Shinfield Parish Council supports the National Association of Local Councils (NALC) policy that party politics should not influence parish councils. Councillors serve their community, not political groups.

Officers:

- Must not attend party group meetings or prepare partisan material
- Are responsible to the Council as a whole, not to individual Members or groups;
- Must not be asked to act in a politically biased way or undertake tasks that further party interests
 - Reports and advice must be factual and impartial.
- Must treat all Councillors fairly and provide the same information to all Members unless a legitimate reason prevents this

Confidentiality

Information acquired through Council roles must remain confidential unless disclosure is authorised, required by law, or deemed to be in the public interest following consultation with the WBC Monitoring Officer.

Communications

Members should direct operational requests through the Clerk or Deputy Clerk rather than approaching junior staff. Where communication with a specific officer is appropriate, the Clerk or Deputy Clerk should be copied in.

Officers should ensure the whole Council or relevant committees are informed of responses where appropriate.

A professional tone is required in all communications—no shouting, rude emails, or hostile exchanges.

Problem Resolution

Minor issues should be resolved informally wherever possible. Where informal approaches are insufficient, formal processes apply.

A councillor's misconduct (e.g. bullying the Clerk/other staff) may trigger a Code of Conduct complaint to WBC's Monitoring Officer. The Monitoring Officer may seek local mediation first, but if that fails, the matter can be investigated and potentially lead to sanctions on the councillor (though limited, since parish councillors cannot be suspended or removed by the parish). Nevertheless, even a finding of a breach with a formal censure is reputationally significant and can lead to pressure to resign if severe.

An employee's misconduct (e.g. an officer showing disrespect to an elected member or failing to follow council instructions) is handled via the council's disciplinary procedure. The Staffing Committee will oversee any investigation, with the employee having rights to representation, etc. If a councillor is dissatisfied with an officer, they should not themselves attempt discipline but refer it to the Clerk or Staffing committee.

The Council (via the Staffing Committee) has the authority to handle personnel matters, and the Chair of the Council should not individually attempt to deal with complaints about staff outside the proper process.

Review Date

This document should be reviewed every four years (January 2030) or sooner if Full Council deems it necessary.

Proposal for Long-Term Strategic Staffing Review

Introduction

This paper builds on the discussions held at Staffing Committee in November 2025 and subsequent discussion at Finance & General Purposes committee in December. The latter had identified the key requirements for the long-term strategic staffing of the council as follows:

Caretaker Roles

It had been identified that most booking enquiries were handled by the day-time Customer Care Team members and that evening work was predominantly centred around clearing rooms and setting up for the following day. Additional cover at weekends for larger scale events was also identified as a requirement for the customer care team.

There was also a requirement for staff that could open up and secure High Copse pavilion for sport activity at the weekends and also provide a pool to cover weekend bookings at the pavilion without affecting School Green Centre cover.

The proposed caretaker role will have reduced requirements to handle bookings but will instead take on some basic cleaning tasks and ad-hoc tasks.

There would be no specific number of individuals but rather a required number of hours (24 per week on average) to be covered.

These would be in addition to the existing Customer Care Team and would also be able to supplement that team during holidays/sickness.

Recommendation

Recruit Caretaker pool starting from 1st April 2026

Financial Impact

2026/27	2027/28	2028/29	2029/30
£18.0k	£18.0k	£18.0k	£18.0k

Community Engagement & Events Officer

This role would be to increase the council's community engagement efforts to ensure that we are reaching all residents and involving them in the decision-making process. As a significant element would be community events the role would also become the lead for the delivery of existing and new events e.g. Remembrance Sunday, Art exhibition etc.

The Clerk will still be involved in high-level planning of events and helping to conceptualise new events but will be able to leave the detailed delivery to the Community Engagement & Events Officer.

The role will of necessity work closely with the Media & Communications Officer regarding publicising activities, social media etc and therefore it would be appropriate to have the roles provide resilience for each other.

In order to reduce the financial impact of the recommendations in these proposals it is recommended to start the role from October 2026.

Recommendation

Recruit Community Engagement & Events Officer starting from 1st October 2026

Financial Impact

2026/27	2027/28	2028/29	2029/30
£19.8k	£39.6k	£39.6k	£39.6k

Youth Workers for Teenage Age Group

The existing youth club is very successful, but is aimed at older primary school children transitioning to secondary school.

While there are scouts, guides and Army Cadets there is no youth club style provision within the parish (and indeed it is extremely scarce across the UK).

The proposal is to recruit two 0.5 Full Time equivalent “youth workers” to work primarily with teenagers within the parish. These would be phased in to reduce the financial impact. Splitting the role would mean that in due course some activities could be offered with both present while other could be offered 1:1 (subject to safeguarding etc.).

In part the role can fulfil the sports co-ordinators currently in the budget as part of the plans for Millworth Lane refurbishment to facilitate after school sports using existing resources. It would also be possible to use the same staff to support walking sports initiatives (perhaps as hosted multi-generational sports).

The role would also be able to support initiatives which have not yet commenced due to a lack of resource e.g. providing gaming nights for teenagers and helping to kickstart the youth council concept.

Working in conjunction with secondary schools (in particular Oakbank) the school could offered managed early interventions to help prevent students falling outside of mainstream education.

By providing more positive initiatives for teenaged residents it is hoped that the number of incidents of anti-social behaviour could be reduced (e.g. working with Thames Valley police and Police Community Support Officers) thereby saving the council time and money and improving life for all residents.

Recommendation

Recruit one 0.5 FTE Youth Worker starting from 1st October 2026

Recruit one 0.5 FTE Youth Worker starting from 1st April 2027

Financial Impact

2026/27	2027/28	2028/29	2029/30
£8.6k	£34.6k	£34.6k	£34.6k

Finance & Admin Officer

The Finance Manager is currently being supported by additional hours for N Somarathna (Customer Care Team member) who is handling basic invoicing. This role is envisaged to enhance that support and supplement the Finance Manager's role with a view to potentially taking over from the Finance Manager when the latter retires in approximately two years. This is felt to be a requirement as booking continue to increase across venues, pitch bookings increase, and court bookings at increase Millworth Lane in due course.

This role would be from 1st April 2027.

Recommendation

Recruit Finance & Admin Officer from 1st April 2027

Financial Impact

2026/27	2027/28	2028/29	2029/30
£0.0k	£31.6k	£31.6k	£31.6k

Overall Financial impact

The combined impact of implementing the four positions is as follows:

Financial Impact

Role	2026/27	2027/28	2028/29	2029/30
Caretakers	£18.0k	£18.0k	£18.0k	£18.0k
Engagement	£19.8k	£39.6k	£39.6k	£39.6k
Youth Workers	£8.6k	£34.6k	£34.6k	£34.6k
Finance & Admin	£0.0k	£31.6k	£31.6k	£31.6k
	£46.4k	£123.8k	£123.8k	£123.8k

The draft budgets for Full Council incorporate the above roles and phasing.

Setting the Budget for FY 2026/27

In the following document negative numbers appear in brackets e.g. (3.2) and denote expenditure or an adverse position. Positive numbers reflect income or a positive variance)

Introduction

Shinfield Parish Council is required to set a budget and precept requirement for FY 2026/27 by the end of January 2026. With effect from the 2024/25, the council also looks at the three subsequent years (this year 2027/28, 2028/29 & 2029/30).

Previous Financial Position

The budget process covers a four-year period to allow consideration on surpluses and deficits in individual years against overall reserves.

The previous approved budgets have shown net financial positions as follows:

	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	TOTAL
	£k	£k	£k	£k	£k	£k	£k
Approved Jan 24	0.0	(53.5)	(16.2)	14.3			(55.4)
Approved Jan 25		(24.6)	1.9	(16.4)	23.7		(15.4)
Proposed Jan 26			(26.6)	24.1	52.0	78.2	127.7

These fluctuations reflect the fact that operational needs change and the impact of delays to refurbishment of Millworth Lane which anticipates lower levels of income in early years once the work is completed.

Financial Reserves

The council holds various reserves and anticipates the position at 31st March 2026 to be as follows (this includes covering the shortfall forecast for 2025/26 which is £32.8k).

Reserve	Forecast Position 31/3/26 £k	Comments
General Reserve	279.8	
CIL	1,553.2	
Deardon Allotments Extension	72.8	
Long-Term Maintenance Reserve	206.3	
Planning	0.0	
Website Redevelopment	10.0	
Youth Initiatives	15.2	
Parish Elections	0.0	Was £8k but used for Dec 25
Public Art Reserve	2.0	
TOTAL	2,139.3	

Significant Variations included in the 2026/27 Budget

The following significant variations (compared to previous years) are included in the proposed 2026/27 Budget.

Payroll

As set out in Agenda Item 8.1 there is a recommendation to increase the number of members of staff with the financial impact being spread over two financial years. In 2026/27 the impact on payroll would be increased expenditure of (£46.5k) rising to (£123.8) the following and subsequent years. Total payroll for 2026/27 would increase to (£520.2k) and for 2027/28 to (£577.9k) when other minor changes are included in the overall total.

	2026/27	2027/28	2028/29	2029/30
Impact on Budget	(£46.5k)	(£123.8k)	(£123.8k)	(£123.8k)

Café

The figures are shown with Café taken out as Council will not make a final decision on the future operation of the café until March 2026. The forecast for the current year is that the café will cost a net (£22.0k) but this includes (£11.0k) of one-off costs approved by the Full Council previously and reflects the fact that the winter months are quieter for trading. The expectation is that the Café would operate at a surplus of £16.0k in 2026/27 with modest increases thereafter. This compares to the guaranteed income offered by the previous café operator which would have been £8.3k.

	2026/27	2027/28	2028/29	2029/30
Impact on Budget	£16.0k	£18.0k	£20.0k	£20.0k

Long-Term Maintenance Plan

The Facilities Manager has now completed an initial assessment of major long-term maintenance items (e.g. replacing lift, automatic doors and similarly high value items). The four-year budget cycle had already identified that the amount set aside would need to increase each year (paid for from increased income as the venues become more commercially viable). This work has identified that it is possible to modify the phasing to help with the financial impact of other items. The contributions to the reserve (currently £206.3k) would be £40.0k for 2026/27, then £45.0k, £60.0k and £70.0k.

	2026/27	2027/28	2028/29	2029/30
Impact on Budget	£5.0k	£15.0k	£15.0k	£0.0k

Election Expenses

It is expected that SPC will see contested elections become the norm both for byelections and the council's main elections (May 2027). The budgets therefore assume one byelection each year and also setting aside money to cover the full elections. The figures allow for (£20.0k) in 2026/27 and 2027/28 reducing to (£10.0k) thereafter – effectively we only have two years to set aside for 2027 but then 4 years to create a reserve for 2031.

	2026/27	2027/28	2028/29	2029/30
Impact on Budget	(£20.0k)	(£20.0k)	(£10.0k)	(£10.0k)

Bank Interest

The council has benefited from a combination of higher interest rates and larger cash reserves as the Millworth Lane refurbishment and other projects have not progressed as intended. The budgets assume that this does not continue in the future and have taken a prudent approach to future interest receipts

	2026/27	2027/28	2028/29	2029/30
Impact on Budget	£5.6k	(£6.2k)	(£7.6k)	(£7.6k)

Microgeneration

The council has set aside up to £300,000 of CIL money to invest in renewable energy at council venues and appointed a consultant to prepare reports on each venue. The consultant is still preparing the reports but has indicated that savings could be made through a combination of relatively quick fixes to existing infrastructure and a programme of investment in more renewable energy. The budget reflects savings (compared to a forecast expenditure of (£51.0k) for 2025/26) over the course of the budget cycle as follows:

	2026/27	2027/28	2028/29	2029/30
Impact on Budget	£10.0k	£15.0k	£15.0k	£15.0k

Cleaning

The total cost of cleaning contracts for 2025/26 is forecast to be (£84.5k) and it is intended to conduct a full retendering of our existing cleaning contracts in the next few months with a consequent saving as shown below.

	2026/27	2027/28	2028/29	2029/30
Impact on Budget	£5.0k	£10.0k	£10.0k	£10.0k

IT Software

The budgets as drafted assume a renewal of software packages to enhance and automate procedures. These include the acquisition of Cloudy IT Decisions (a meeting-management solution intended to help councils and organisations run more efficient, structured, and paperless meetings) early in 2026/27. Allowance has been made in the 2027/28 budget for renewal of Rialtas or moving to another similar package (Scribes). In each case there is a one-off cost of implementation (data migration and user training).

	2026/27	2027/28	2028/29	2029/30
Impact on Budget	(£6.7k)	(£5.5k)	(£2.5k)	(£2.5k)

Precept

In recent years SPC has attempted to keep increases in the precept below inflation. It is however proposed to increase the precept by 7% for 2026/27 which would take a Band D equivalent property from £84.76 to £90.69 an increase of £5.93. The weekly cost of SPC would therefore be the equivalent of £1.74 per Band D property.

Whereas the precept has grown in previous years through the increase in the total number of properties within the parish, it is anticipated that number will begin to level out with only 50 new properties assumed for future years.

The budget assumptions also include the loss of 110 properties (Ryhill Way) with the anticipated boundary change from April 2027. This would have an adverse impact on the overall budget of approximately (£10.0k).

Full Council January 2026 - Item 8.2 - DRAFT 2026/27 BUDGETS

	2025-26 BUD	2025-26 YTD	2025-26 FOO	VAR Vs 2025-26 BUD	2026-27 EST	Var vs 2026-27 Estimate from Jan 25	2027-28 EST	VAR Vs 2025-26 BUD	2028-29 EST	VAR Vs 2025-26 BUD	2029-30 EST	VAR Vs 2025-26 BUD
	£	£	£	£	£	£	£	£	£	£	£	£
					1869		-16363		23666			
NET FINANCIAL POSITION												
EXCLUDING CAFÉ	(15,557)	224,453	(10,788)	5,414	(42,600)	(40,231)	6,013	30,851	31,953	21,001	58,145	0
Net Café Position			(22,000)	(22,000)	16,050	16,050	18,050	18,050	20,050	20,050	20,050	
TOTAL SURPLUS/(DEFICIT)	(15,557)	202,954	(32,788)	(16,586)	(26,550)	(24,181)	24,063	48,901	52,003	41,051	78,195	
Precept												
Precept	667,229	667,229	667,229	0	724,865	57,636	719,424	52,195	723,958	56,730	728,493	
Income by Cost Centre												
Parish Council administration	27,850	33,524	53,825	25,975	22,000	5,550	4,900	(6,250)	3,100	(7,650)	3,100	
CIL	0	0	0	0	0	0	0	0	0	0	0	
School Green Centre	132,460	98,204	130,739	(1,721)	135,300	(4,320)	140,300	(8,197)	145,300	(12,823)	150,300	
Ryeish Pavilion & sports pitch	0	0	0	0	0	0	0	0	0	0	0	
Spencers Wood Pavilion	42,500	32,729	45,916	3,416	46,500	4,000	47,700	4,000	47,700	4,000	47,700	
Street furniture & open spaces	2,000	3,677	7,670	5,670	7,120	5,120	7,120	(7,380)	19,620	5,120	19,620	
Allotments	9,310	10,843	10,877	1,567	13,415	3,635	14,090	3,820	14,795	3,995	15,535	
Youth Services	2,000	1,561	2,000	0	2,000	0	2,000	0	2,000	0	2,000	
Millworth Recreation Grd	10,700	0	1,000	(9,700)	9,000	(12,400)	127,500	95,400	150,000	107,200	170,000	
The Manor Ground	10,000	12,715	22,021	12,021	26,900	16,900	26,900	16,900	26,900	14,900	26,900	
High Copse	56,580	18,696	44,800	(11,780)	76,800	(560)	79,800	(940)	81,800	1,060	81,800	
Community Development	0	660	660	660	800	800	800	800	800	800	800	
INCOME WITHOUT CAFÉ	293,400	212,609	319,508	26,108	339,835	18,725	451,110	98,153	492,015	116,602	517,755	0
Café	0	22,123	66,000	66,000	182,000	182,000	184,000	184,000	186,000	186,000	186,000	
TOTAL INCOME WITH CAFÉ	293,400	234,732	385,508	92,108	521,835	200,725	635,110	282,153	678,015	302,602	703,755	0
Expenditure by Cost Centre												
Parish Council administration	(275,598)	(197,067)	(276,882)	(1,284)	(306,537)	(42,880)	(349,633)	(64,075)	(345,633)	(83,229)	(342,415)	
To Major Repairs Fund	(36,000)	(36,000)	(36,000)	0	(40,000)	5,000	(45,000)	15,000	(60,000)	15,000	(75,000)	
To Election Reserves	0	0	0	0	(20,000)	(20,000)	(20,000)	(20,000)	(10,000)	(10,000)	(10,000)	
School Green Centre	(238,159)	(154,808)	(240,056)	3	(239,817)	(8,093)	(223,018)	17,082	(231,018)	707	(223,018)	
Ryeish Pavilion & sports pitch	(1,100)	(1,659)	(5,671)	(4,571)	(1,000)	(1,000)	0	0	0	0	0	
Spencers Wood Pavilion	(34,100)	(21,091)	(34,323)	(223)	(32,235)	1,865	(32,135)	1,965	(32,135)	1,965	(32,235)	
Playgrounds	(4,000)	(2,076)	(3,100)	900	(3,100)	900	(3,100)	900	(3,100)	900	(3,100)	
Street furniture & open spaces	(66,498)	(42,769)	(69,163)	(2,665)	(73,720)	(10,422)	(73,520)	(10,022)	(73,520)	(10,222)	(73,720)	
Allotments	(7,600)	(8,162)	(9,085)	(1,485)	(8,000)	(400)	(8,000)	(400)	(8,000)	(400)	(8,000)	
Deardon Field	0	0	0	0	0	0	0	0	0	0	0	
Youth Services	(18,293)	(9,155)	(13,775)	4,518	(20,765)	234	(44,839)	(18,840)	(55,339)	(29,340)	(55,339)	
Facilities Management	(143,738)	(95,345)	(145,197)	(1,459)	(170,691)	(24,411)	(165,342)	(16,471)	(165,342)	(13,827)	(165,342)	
Millworth Recreation Grd	(10,000)	(4,880)	(5,419)	4,581	(3,900)	16,600	(13,900)	7,850	(13,900)	8,600	(13,900)	
Feasibility Costs for Recreati	0	0	0	0	0	0	0	0	0	0	0	
The Manor Ground	(6,650)	(24,430)	(31,005)	(25,609)	(29,435)	(22,785)	(29,435)	(22,785)	(29,435)	(22,785)	(29,435)	
High Copse	(68,050)	(34,400)	(79,899)	(11,849)	(88,300)	(7,800)	(86,800)	(6,300)	(86,800)	(6,300)	(86,800)	
New Community Centre	0	(300)	(300)	(300)	0	0	0	0	0	0	0	
Feasibility of New/Extended Co	0	0	0	0	0	0	0	0	0	0	0	
Communications	(5,000)	(628)	(4,500)	500	(4,800)	200	(4,800)	200	(4,800)	200	(4,800)	
Community development	(17,000)	(5,931)	(17,000)	0	(17,500)	(500)	(17,500)	(500)	(17,500)	(500)	(17,500)	
Street Lighting	(7,200)	(2,283)	(7,400)	(200)	(7,400)	(200)	(7,400)	(200)	(7,400)	(200)	(7,400)	
Planning Reviews	(7,200)	(4,570)	(5,200)	2,000	(10,100)	(2,900)	(10,100)	(2,900)	(10,100)	(2,900)	(10,100)	
Community Grants	(30,000)	(9,831)	(13,550)	16,450	(30,000)	0	(30,000)	0	(30,000)	0	(30,000)	
EXPENDITURE WITHOUT CAFÉ	(976,186)	(655,385)	(997,525)	(20,693)	(1,107,300)	(116,593)	(1,164,521)	(119,496)	(1,184,021)	(152,331)	(1,188,103)	0
Café	0	(43,622)	(88,000)	(88,000)	(165,950)	(165,950)	(165,950)	(165,950)	(165,950)	(165,950)	(165,950)	
TOTAL EXPENDITURE WITH CAFÉ	(976,186)	(699,007)	(1,085,525)	(108,693)	(1,273,250)	(282,543)	(1,330,471)	(285,446)	(1,349,971)	(318,281)	(1,354,053)	(165,950)

QUOTE

Shinfield Parish Council

Date

4 Dec 2025

Quote Number

QU-0708

Reference

Shinfield Parish Council

VAT Number

557734900

Duralock (UK) Limited

6A Enstone Business Park

Enstone

Chipping Norton

Oxfordshire

OX7 4NP

UNITED KINGDOM

Mr Shams Ali

500 Metres of Duralock Half Mesh Fencing at 1200mm high with associated gates for machinery and player access.

Item	Description	Quantity	Unit Price	Amount GBP
HM-1200-3	Half Mesh fencing with 3 rails at 1300mm high. With half mesh panel, 4m safety rail with connector, inc. posts, postcaps, glue etc. to include ground fixing steels. Price per metre includes gates, end posts and corner posts required.	500.00	53.83	26,915.00
INSTALLATION	Full installation by Duralock technicians - includes all subsistence, materials and labour.	1.00	18,250.00	18,250.00
			Subtotal	45,165.00
			TOTAL VAT 20%	9,033.00
			TOTAL GBP	54,198.00

Terms

Payment Terms: 50% deposit required to confirm order, 30% due on dispatch and final 20% due after installation

Lead Time: 4-6 weeks from receipt of order.

Proposal for structure of Annual Parish Meeting 2026

Introduction

Shinfield Parish Council is required to arrange an Annual Parish Meeting to be held between 1st March and 1st June each year. SPC has scheduled the next Annual Parish Meeting for **Wednesday 29th April 2026**.

Attendance has been patchy in recent and Arts, Culture & Events (ACE) committee has been discussing how best to increase attendance.

- 2022 – Talk by WBC tree Officer (approx. 25)
- 2023 – Quiz night (approx. 60)
- 2024 – Quiz night (approx. 30)
- 2025 – No additional element (approx. 20)

The quiz night drew an attendance but did not sit well alongside the purpose of the Parish Meeting.

Proposal for 2026

It is proposed to adopt the following structure for 2026:

- Welcome by Chair of the Council
- Presentation by the Chair of the Council with less emphasis on the past year than in previous years and instead being more forward looking
- Community Awards
 - If approved these would be promoted over the next few months to encourage submissions
 - Shortlists would be created and the nominees notified which should in itself increase attendance
 - Categories would reflect contributions to the life of the parish by:
 - Adult
 - Young Person
 - Charity/Organisation
 - Business
 - Community initiative
 - Best allotment award to run from 2027
- Guest Speaker
 - Proposal is for a comedian with a view to taking a light-hearted view of parish councils (not a roast of SPC)

Request for Decision

Approval is sought for the Annual Parish Meeting to be arranged as set out above as recommended by ACE.

Ref	Date Paid	Supplier / Payee	Method of Payment	Amount Paid (inc VAT) £	Transaction Detail
001	02/12/2025	SYSCO GB Ltd	Direct Debit	710.59	Food Supplies - Café
002	02/12/2025	Lloyds Bank plc	Direct Debit	24.74	Bank Charges - October
003	03/12/2025	IRIS Software Limited	Direct Debit	76.80	Payroll System Charges - 1 mth October
004	03/12/2025	Nest Pension Contributions	Direct Debit	2,991.66	Pension Contributions - November
005	05/12/2025	FibreNest	Direct Debit	37.00	Broadband - The Manor - November
006	08/12/2025	Alphabet (GB) Ltd	Faster Payment	403.00	Final Invoice - Old Facilities Van
007	08/12/2025	SYSCO GB Ltd	Direct Debit	874.94	Food Supplies - Café
008	09/12/2025	Newbury Christmas Tree Farm	Faster Payment	260.00	Purchase - Grazeley Xmas Tree
009	09/12/2025	Office Depot International (UK	Faster Payment	543.67	3147/ONLINE/Office Depot Inter
010	09/12/2025	Nigel Jeffries Landscaping Ltd	Faster Payment	4,089.60	Purchase, Delivery and Installation of Xmas Trees (4)
011	09/12/2025	Nigel Jeffries Landscaping Ltd	Faster Payment	1,075.20	November Grass Cutting - 1 Cut
012	12/12/2025	Kingdom Coffee International L	Faster Payment	485.13	Coffee Supplies - café
013	12/12/2025	Kreatif Design Ltd	Faster Payment	471.60	December - Web Hosting and Tidy Up
014	12/12/2025	Seton UK	Faster Payment	107.82	Safety Signage - High Copse
015	12/12/2025	Absolute Brilliance Cleaning Ltd	Faster Payment	1,784.80	Cleaning November - SWP
016	12/12/2025	Absolute Brilliance Cleaning Ltd	Faster Payment	228.00	Cleaning November - Manor
017	12/12/2025	Absolute Brilliance Cleaning Ltd	Faster Payment	974.48	Cleaning November - High Copse
018	12/12/2025	Absolute Brilliance Cleaning Ltd	Faster Payment	5,091.70	Cleaning November - SGC
019	12/12/2025	Absolute Brilliance Cleaning Ltd	Faster Payment	1,534.57	Soap Dispensers and Soaps - High Copse
020	12/12/2025	Imagin Products Ltd	Faster Payment	11.88	Additional Name Badges
021	12/12/2025	Select Environmental Services	Faster Payment	107.87	SWP Commercial Waste - October
022	12/12/2025	Select Environmental Services	Faster Payment	41.22	SWP Commercial Waste - October (Fem Units)
023	12/12/2025	Select Environmental Services	Faster Payment	86.21	Millworth - Commercial Waste October
024	12/12/2025	Select Environmental Services	Faster Payment	46.99	Manor - Commercial Waste October
025	12/12/2025	Select Environmental Services	Faster Payment	91.00	High Copse - Commercial Waste October
026	12/12/2025	Select Environmental Services	Faster Payment	2,173.15	Litter Bins - November
027	12/12/2025	Select Environmental Services	Faster Payment	318.44	SGC - Commercial Waste October
028	12/12/2025	Hannah Lebrecht	Faster Payment	70.00	Singer - Christmas Tree Lighting Switch On
029	12/12/2025	Air It Limited	Faster Payment	169.20	Part Costs of Phone Replacement - New Number
030	12/12/2025	Air It Limited	Faster Payment	2,280.00	New Handsets (6)
031	12/12/2025	Air It Limited	Faster Payment	573.60	3 New Docking Stations
032	12/12/2025	Air It Limited	Faster Payment	185.04	1 New Monitor
033	12/12/2025	Air It Limited	Faster Payment	1,430.80	Microsoft 365 - 1 Mth
034	12/12/2025	Air It Limited	Faster Payment	79.20	Web Protection - December
035	12/12/2025	Air It Limited	Faster Payment	56.27	Internet - 1 Mth SGC
036	12/12/2025	Air It Limited	Faster Payment	56.27	Internet - 1 Mth SWP
037	12/12/2025	Air It Limited	Faster Payment	1,438.42	Managed IT Support - 1 Mth
038	12/12/2025	A1 Locksmiths (Berkshire) Ltd	Faster Payment	226.20	Combination Lock - Millworth
039	12/12/2025	Broxap	Faster Payment	1,574.40	2 Litter New Litter Bins
040	12/12/2025	Fcc Recycling (UK) Ltd	Faster Payment	122.46	Disposal of Rubbish at RE3
041	12/12/2025	Royal Electrics	Faster Payment	402.00	Wiring for Access Control - Office at SGC
042	12/12/2025	A & E Fire & Security	Faster Payment	1,104.18	3111/A & E Fire & Security
043	12/12/2025	Window Flowers Limited	Faster Payment	3,046.98	6 mths - Maintenance of Planters
044	12/12/2025	Delta Air Conditioning	Faster Payment	1,896.00	3101/Delta Air Conditioning
045	12/12/2025	Larkstel Ltd	Faster Payment	7,307.37	3095/CONTRACT/Larkstel Ltd
046	12/12/2025	Deycare Domiciliary Ltd	Faster Payment	1,580.00	3122/Deycare Domiciliary Ltd
047	12/12/2025	SKS Window Cleaning	Faster Payment	60.00	3109/SKS Window Cleaning
048	12/12/2025	National Society of Allotment	Faster Payment	84.00	Annual Subscription - National Allotments Society
049	12/12/2025	Wokingham Town Council	Faster Payment	1,164.00	Playground Training - Facilities Team
050	15/12/2025	SYSCO GB Ltd	Direct Debit	800.89	3165/SPCAFE0312/SYSCO GB Ltd
051	16/12/2025	Land Registry	Direct Debit	7.00	Fee for Enquiry
052	17/12/2025	HMRC paye	Faster Payment	10,910.14	PAYE - NI November Payroll
053	17/12/2025	Wokingham Borough Council	Faster Payment	159.06	WBC - Aof E NOV Payroll
054	17/12/2025	Employees	Faster Payment	433.42	Net Pay 2 Staff
055	18/12/2025	Telefonika UK Ltd	Direct Debit	337.98	December
056	19/12/2025	MCFT Food Equipment Service	Faster Payment	726.47	Repairs to Merryc hef - SPC Equipment
057	19/12/2025	Hussey Seatway	Faster Payment	696.00	Service Cinema Seating - Annual
058	19/12/2025	Slice of Heaven	Faster Payment	239.84	Cakes for Café
059	19/12/2025	Kingdom Coffee International L	Faster Payment	380.47	Coffee and Tea for Café
060	19/12/2025	E T Planning Ltd	Faster Payment	4,200.00	Legal Planning Advice
061	19/12/2025	JC Cleaning Services	Faster Payment	914.40	Deep Clean High Copse Kitchen - deposit
062	19/12/2025	Martin Butler	Faster Payment	60.00	Xmas Singer - Frensham Green
063	19/12/2025	Horsemans Coaches	Faster Payment	345.00	Pantomime Trip - Frensham Residents
064	19/12/2025	Air It Limited	Faster Payment	230.40	New Security - 1 Mth Managed EDR
065	19/12/2025	Amretier Treats	Faster Payment	324.00	Cake Order 17/12/2025

066	19/12/2025	Employees	Faster Payment	33,129.07	Net pay & Expenses - December
067	19/12/2025	TotalEnergies Gas & Power Limi	Direct Debit	306.50	November Gas - High Copse
068	22/12/2025	SYSCO GB Ltd	Direct Debit	646.41	Food Supplies - Café
069	22/12/2025	Peninsula Business Services	Direct Debit	475.42	December - HR & H&S Services
070	22/12/2025	Rivervale	Direct Debit	1,526.40	Initial Payment New Van
071	29/12/2025	SYSCO GB Ltd	Direct Debit	747.33	Food Supplies - Café
072	30/12/2025	Lloyds Bank plc	Direct Debit	47.41	Fee (£8.50) Charges for cash & cheques £38.91
073	02/01/2026	Wokingham Borough Council	Direct Debit	42.00	B Rates 1/10th Millworth
074	02/01/2026	Wokingham Borough Council	Direct Debit	157.00	B Rates 1/10 SWP
075	02/01/2026	Wokingham Borough Council	Direct Debit	195.00	B Rates 1/10 Manor
076	02/01/2026	Wokingham Borough Council	Direct Debit	1,223.00	B Rates 1/10th SGC
077	02/01/2026	Wokingham Borough Council	Direct Debit	3,805.00	B Rates High Copse
078	02/01/2026	IRIS Software Limited	Direct Debit	72.00	Payroll System Licence - December
079	05/01/2026	Kings Chambers	Faster Payment	3,000.00	Legal Advice - for planning
080	07/01/2026	FibreNest	Direct Debit	37.00	The Manor Internet - January
081	08/01/2026	Nest Pension Contributions	Direct Debit	2,967.42	December Pension Contributions
082	14/01/2026	Adaptainer Ltd	Faster Payment	10,362.00	Storage Containers for High Copse
083	15/01/2026	La Dolce Vita Caffè	Faster Payment	409.00	Cakes for café
084	15/01/2026	Office Depot International (UK	Faster Payment	580.07	Office Stationery & Paper Cutter
085	15/01/2026	A & E Fire & Security	Faster Payment	515.89	Remedial works for Access Control - SWP
086	15/01/2026	Kreatif Design Ltd	Faster Payment	81.60	Monthly Charge for Website Hosting - December
087	15/01/2026	Absolute Brilliance Cleaning Ltd	Faster Payment	5,314.16	Cleaning December - SGC
088	15/01/2026	Absolute Brilliance Cleaning Ltd	Faster Payment	228.00	Cleaning December - Manor
089	15/01/2026	Absolute Brilliance Cleaning Ltd	Faster Payment	1,030.80	Cleaning December - High Copse
090	15/01/2026	Absolute Brilliance Cleaning Ltd	Faster Payment	1,784.80	Cleaning December - SWP
091	15/01/2026	Air It Limited	Faster Payment	31.82	1 User Station - Changes
092	15/01/2026	Air It Limited	Faster Payment	2,400.00	Windows 11 - Transfer
093	15/01/2026	Air It Limited	Faster Payment	120.00	PC for Windows Upgrade SWP
094	15/01/2026	Air It Limited	Faster Payment	2,280.00	Fixed Fee for Microsoft Defender
095	15/01/2026	Air It Limited	Faster Payment	1,435.33	1 Mth Microsoft Licences
096	15/01/2026	Air It Limited	Faster Payment	-849.84	Credit for Datto Cloud Overcharged in Transition
097	15/01/2026	Select Environmental Services	Faster Payment	653.01	Commercial Waste - November
098	15/01/2026	Cockburn Building & Groundwork	Faster Payment	4,380.00	Removal Sheds - Prep for Millworth Sports Park
099	15/01/2026	Geosphere Ltd	Faster Payment	432.00	Annual Subs - Parish Online - Mapping Information
100	15/01/2026	University of Reading	Faster Payment	120.00	Annual Lease payment for High Copse
101	16/01/2026	Corona Energy Retail 4 Limited	Direct Debit	29.85	Electricity - December 2025 - School Green External
102	16/01/2026	Corona Energy Retail 4 Limited	Direct Debit	54.17	Electricity - December 2025 - Ryeish Pavilion
103	16/01/2026	Corona Energy Retail 4 Limited	Direct Debit	84	Electricity - December 2025 - Millworth Pavilion
104	16/01/2026	Corona Energy Retail 4 Limited	Direct Debit	431.91	Electricity - December - Manor
105	16/01/2026	Corona Energy Retail 4 Limited	Direct Debit	468.56	Electricity - December - SWP
106	16/01/2026	Corona Energy Retail 4 Limited	Direct Debit	1216.55	Electricity - December -North Building - SGC
107	16/01/2026	Corona Energy Retail 4 Limited	Direct Debit	840.84	Electricity - December -South Building - SGC
108	19/01/2026	HMRC paye	Faster Payment	11,070.04	Payroll - 1 mth - December - PAYE & NI
109	19/01/2026	Wokingham Borough Council	Faster Payment	169.76	Attachment Earnings - December
110	19/01/2026	SYSCO GB Ltd	Direct Debit	433.30	Food Supplies - Café
111	20/01/2026	Telefonika UK Ltd	Direct Debit	337.98	Mobile Phones (6) & I pad - 1 mth - January
112	20/01/2026	TotalEnergies Gas & Power Limi	Direct Debit	316.71	Gas - High Copse - December
113	20/01/2026	Rivervale	Direct Debit	381.60	Van Rental - 1 mth January
114	21/01/2026	Shareplan Leaflet Distribution	Faster Payment	1,330.10	Delivery Printed Newsletters - January 2026

Total

167,164.49

Barclaycard Payment of Invoices Within the Clerk's Financial Delegation

Item13.2

Ref	Date Paid	Payee Name	Amount Paid (inc VAT) £	Description
001	01/12/2025	Anra Deals	16.49	Replacement Taps for Cafe Kitchen
002	01/12/2025	Lidl	41.46	Food for Catering - Link Event
003	01/12/2025	Festive Lights	205.93	Additional Lights Xmas Tree (Sh Grn)
004	02/12/2025	Amazon EU	12.99	DUDUOS Wood Slices - Xmas Crafts - Youth Club
005	02/12/2025	Wokingham Borough Council	1.20	Parking at Woodley (Banking)
006	02/12/2025	Amazon EU	64.97	Youth Club Craft Items for Activities
007	03/12/2025	Lidl	4.49	Milk / Tea Office
008	03/12/2025	Amazon EU	19.99	Replacement Electric Can Opener
009	04/12/2025	Trophy Store	55.13	Presentation Trophy
010	08/12/2025	Textmagic	24.00	Prepaid Credit - Allotment Texts
011	09/12/2025	Karama	25.98	Hand Can Openers - 2 (café and staff kitchen)
012	09/12/2025	Intuit MailChimp	40.80	Monthly Subs-Dec (Mailing Newsletter)
013	09/12/2025	Adobe System Software Ireland	66.49	Monthly Subs- Dec
014	10/12/2025	CEF (Reading)	468.90	Batteries for Speed Indicator Units
015	10/12/2025	Royal Mail	21.60	Tracked Postage (6) - Allotment Notices
016	11/12/2025	E Bay	13.17	Shelves for Kitchen
017	12/12/2025	Amazon EU	56.97	Books for Rainbow Tots Event
018	12/12/2025	Text Magic	60.00	Prepaid Credit - Allotment Texts
019	12/12/2025	Flos by Calicantus	384.00	LED Replacement Lamps - School Green Centre Reception
020	15/12/2025	NALC	42.00	Course - Clerk
021	15/12/2025	Amazon EU	72.45	5L Hammerite Smooth MetalPaint - for War Memorial Railings
022	15/12/2025	Amazon EU	12.58	2 x Yearly Wall Planners - Offices
023	15/12/2025	Amazon EU	17.49	Festive Lights - Frensham Tree
024	16/12/2025	Amazon EU	26.20	Wall Adhesive Strips
025	17/12/2025	Lidl	20.28	Popcorn for Cinema Youth Club
026	17/12/2025	Wokingham Borough Council	1.20	Parking at Woodley (Banking)
027	18/12/2025	Emergency Aid Supplies	5.98	Gel Burn Packs for Cafe
028	18/12/2025	Timpson	96.00	Master Keys - Facilities
029	23/12/2025	Lidl	7.14	Milk & Tea for Office - Staff & Guests
030	24/12/2025	The Safer Food Company	14.40	Food Safety Train Levels 1&2 - New Café Staff
031	24/12/2025	The Safer Food Company	28.80	Level 2 Award - New Café Staff
032	26/12/2025	Amazon EU	7.99	Popcorn Bags - Events
Total Barclaycard Payments			1,937.07	

Payments Due to be Made Outside of the Clerk's Financial Delegation

There are currently no payments due to be made under this heading.