

To all members of the Finance and General Purposes Committee

Notice is hereby given and you are summoned to attend a meeting of the Finance and General Purposes Committee on Wednesday 20th September 2023 at School Green Centre, commencing 19.30hrs.

Bruce Winton, Clerk
14th September 2023

Members: I Clarke, A Grimes, L James (Ch), I Montgomery, D Peer, R Tatla

Agenda

1. Public Questions

- 1.1 To **RECEIVE** and **CONSIDER** public questions

2. Apologies and declarations of members' interests

- 4.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
4.2 To **RECEIVE** members' declarations of interest

3. Minutes of the meeting on 21st June 2023

- 5.1 To **APPROVE** the minutes of the Finance and General Purposes Committee meeting
On 21st June 2023 as a correct record of the meeting*
5.2 To **CONSIDER** matters arising from the meeting on 21st June 2023

4. Risk Register

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

5. Financial reports

- 5.1 To **RECEIVE** and **NOTE** a verbal report on bank reconciliations at 31st August 2023*
5.2 To **RECEIVE** and **CONSIDER** the Booking reports as at 31st August 2023*
5.3 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk and Finance Manager
regarding the current year financial position

6. Financial Reserves and CIL

- 6.1 To **RECEIVE** and **NOTE** an update on CIL*
6.2 To **RECEIVE** and **NOTE** an update on Reserves *

7. Land Issues

- 7.1 To **RECEIVE** and **CONSIDER** a verbal update on Land Registrations including list of properties
- 7.2 To **RECEIVE** and **CONSIDER** draft heads of terms for a lease of Ryeish playing fields
- 7.3 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding provision of community space in the north of the parish
- 7.4 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding the sale of Ryeish Green Pavilion

- 8. Annual Grants Scheme**
 - 8.1 To **RECEIVE** and **CONSIDER** the recommendations of the Annual Grants Working Party*
 - 8.2 To **RECEIVE** and **CONSIDER** the attached capital grant applications*

- 9. Budget planning Assumptions and Development of 5-Year Financial Plan**
 - 9.1 To **RECEIVE** and **CONSIDER** core assumptions to be used in developing the budget for 2024/25 budget
 - 9.2 To **RECEIVE** and **CONSIDER** major changes anticipated in the coming years for the development of the 5-Year Financial Plan

- 10. Request to Replace Bus Shelter**
 - 10.1 To **RECEIVE** and **CONSIDER** a proposal to replace the bus shelter on Hollow Lane at junction with the Arborfield Road*

- 11. Investment Policy**
 - 11.1 To **RECEIVE** and **CONSIDER** a verbal update on investment policy

- 12. Shinfield Studios Proposal**
 - 12.1 To **RECEIVE** and **CONSIDER** a verbal update on the proposal from Shinfield Studios to use School Green Centre for presenting films to the general public

- 13. Financial Regulations**
 - 13.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk on Financial Regulations

- 14. Dates of future Meetings**
 - 14.1 To **NOTE** the date of the next meeting which is 13th December 2023

* Paper attached

** Paper to follow

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 21st June 2023
At School Green Centre commencing at 19.30

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

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

23/FGP/26

Chairman and Vice-Chair

- 26.1 Cllr James was confirmed as chair of the committee by virtue of his position as Vice-Chair of the Council. Cllr James signed an acceptance of office form.
- 26.2 Cllr Grimes will chair the committee should Cllr James be absent. Cllr Grimes signed an acceptance of office form.

23/FGP/27

Public Questions

- 27.1 There were no public questions.

23/FGP/28

Apologies and declarations of Members' Interest

- 28.1 There were apologies From Cllr Clarke.
- 28.2 There were no declarations of members' interests.

23/FGP/29

Minutes of the Previous Meeting

- 29.1 The minutes of the committee meeting of 3rd May 2023 were approved as a correct record and signed by Cllr. James.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously

23/FGP/30

Actions and Matters Arising

23/FGP/8.2 Clerk to check position on Parish Hall Lease

The Clerk advised that he had not followed up on this item yet.

ACTION - Clerk to check position on Parish Hall Lease

23/FGP/18.4 Clerk and Facilities Manager to develop a long-term maintenance plan

The Clerk advised that this was at the early stages of development and would also be used to feed in to a detailed 5-year plan for the council.

ACTION - Clerk and Facilities Manager to develop a long-term maintenance plan

23/FGP/19.2 WBC requests for co-funding from CIL for bus routes (£118, 933.87) and Hyde End Lane footpath (£15-20,000)

The Clerk had added these to the agenda for the Full Council meeting on 17th May. Members had declined to fund the footpath request and had asked for more information from Wokingham Borough Council regarding the request for bus funding which had not yet been received.

23/FGP/20.2 Land Swaps

This was on the agenda at Item 10.2

23/FGP/23.1 New electricity supply contracts

This had been approved at the last meeting and the contract for two years was now in place.

23/FGP/31

Annual Accounts and Annual Governance and Accountability Return for Year Ending 31st March 2023

31.1 Report from Internal Auditor

The report from the Internal Auditor was discussed. Members **NOTED** the report

31.2 Notes to the Financial Statements

The notes to the Financial Statements for the year ended 31st March 2023 were discussed. Members **NOTED** the content of the notes

31.3 Section 1 - Annual Governance Statement 2022/23

It was agreed that Section 1 - Annual Governance Statement 2022/23 be recommended to Full Council on 28th June.

Proposed: Cllr Peer
Seconded: Cllr Montgomery
Approved: Unanimously

31.4 Section 2 – Accounting Statements 2022/23

It was agreed that Section 2 – Accounting Statements 2022/23 be recommended to Full Council on 28th June.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

31.5 Notice of Public Rights

The contents and format of the Notice of Public Rights and Publication of Unaudited Governance & Accountability Return was discussed. Members **NOTED** the required content.

31.6 Reappointment of Internal Auditor

Members approved the reappointment of Claire Connell as Internal Auditor for the Council

Proposed: Cllr Peer
Seconded: Cllr Tatla
Approved: Unanimously

23/FGP/32

Risk Register

32.1 Risk Register

The Clerk provided a brief update on the Risk Register. There were no recommended changes to any of the risk items. The Clerk advised that he had issued a new procedure to staff setting out how to ensure that Freedom of Information requests were correctly handled. He would also share that document with councillors.

23/FGP/33

Financial Reports

33.1 Bank Reconciliations

Cllr. James confirmed that he had reviewed the bank reconciliations to the end of May 2023 on 21st June and that all was in order. A copy of the reconciliation was shown to members. Members **NOTED** the report.

33.2 Update of current financial position

The Clerk advised that income and expenditure were proceeding in line with set budgets for the year.

Members **NOTED** the report.

33.3 Update on Bookings

The Clerk advised that he had not formally tabled a Bookings Report for this meeting as it was still very early in the financial year. Performance for the first two months of the year at School Green Centre and Spencers Wood Pavilion would suggest achieving or slightly exceeding the target for the full year.

23/FGP/34

Financial Reserves & CIL

34.1 Members **NOTED that the balance of unexpended CIL was currently unchanged at £1,467,876.**

23/FGP/35

Land Issues

35.1 Land Registrations

There were no updates on land registrations.

35.2 Current Position regarding Land Swaps

It was agreed that the Clerk and Cllr James would meet with Craig Hoggeth and Cllr Grimes with a view to taking each parcel of land separately rather than strive for a balanced package.

ACTION – Clerk to arrange the meeting

35.3 Whiteknights proposal

The Clerk updated members on discussions with Bellevue Place Education Trust (BPET) who run Whiteknights Primary school. The Trust had produced plans for a new building which would also suit community use outside of school time and discussions had been held regarding SPC managing this element with a share of costs/proceeds to be agreed.

At this stage BPET were asking for an indication of the potential level of support SPC would be prepared to offer.

Members favoured an approach which identified specific items/enhancements to the new build which could readily be associated with SPC's involvement. They were therefore supportive of making a contribution to the project subject to resolving the specific details of the arrangement.

It was agreed that a working party of Cllrs Grimes, James and Peer along with the Clerk and Facilities Manager would meet BPET to discuss further.

ACTION – Clerk to advise BPET accordingly

23/FGP/36

Investment Policy

- 36.1 The Clerk advised that he and the Finance manager would be meeting with Cllr James next week to discuss questions from CCLA regarding attitude to risk and the duration of investment ahead of formally moving funds.

ACTION – Clerk to arrange meeting

23/FGP/37

Proposal from Shinfield Studios

- 37.1 Cllr Grimes introduced the proposal from Shinfield Studios for the establishment of a screening facility at the School Green Centre. This would provide a use of the building on Friday evenings which tends to be a quieter evening for room bookings.

Members discussed the details and how this may look in practical terms at the School Green Centre. The Clerk set out one possible scenario for achieving this and consideration of the potential financial impacts.

Members agreed to recommend the proposal to Full Council.

Proposed: Cllr Tatla
Seconded: Cllr Montgomery
Approved: Unanimously

23/FGP/38

School Green Centre Final Payments

- 38.1 Members **NOTED** the final payment to Lifebuild which would go forward to Full Council for approval.

23/FGP/39

Financial Regulations

- 39.1 The Clerk advised that he had begun a full review of Financial Regulations and would report as soon as this had been completed.

23/FGP/40

Date of Next Meeting

- 40.1 Next meeting was scheduled for 16th August. The Clerk gave his apologies as he would be on holiday and the Deputy Clerk would attend in his place.

The meeting ended at 21.00

Risk Register Update

Recommended Changes to Risk Ratings

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

Additional Comments on Items on the Risk Register

RR1.1 – Damage to Residents’ Trust in the council

RR1.2 – Relationship to Wokingham Borough Council

The council’s handling of the recent concerns regarding school buses could be taken as an indicator of how to handle such issues well. This could also be regarded as showing WBC how a more positive dialogue could benefit both parties.

Account	Statement Date	Balance Statement	Payments Pending/Cqs Clearing	To be Banked	Reconciled Balance	Financial System Omega	Signed Off
		£	£	£	£	£	
Lloyds Bank Current	31/08/2023	588,756			588,756	588,756	
Lloyds Instant Access Account	31/08/2023	201,048			201,048	201,048	
NS&I	13/4/23 31/08/2023	1,000,000			1,000,000	1,000,000	
Petty Cash/Cash In Hand	31/08/2023	54			54	54	
Barclaycard Commercial *	31/08/2023	-792	17		-776	-776	
Trade UK	31/08/2023	-132			-132	-132	
Total "Cash"		1,788,934	17	0	1,788,950	1,788,950	

Signed L James (Chairman F & GP)

Reconciliation to Reserves

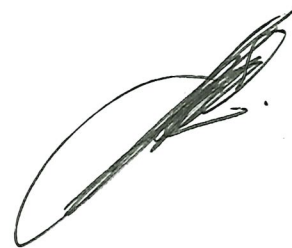
Sales Debtors	14,768
VAT Claim	5,991
Accruals	520
Creditors	-6,278
Damage / Holding Deposits	-3,297
Allotment Key Deposits	-465
WBC - Sale of Bags	-145

Dated

Net Current Assets 1,800,044

Balance on Reserves 1,800,044

* Pending 31/8/2023

 13/9/23.

Income - By Room by Month

Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar TOTAL

School Green Centre

Grazeley	Actual	2,198	2,218	2,716	2,375	1,448											10,954
	Booked																10,584
	Projected																6,500
	TOTAL	2,198	2,218	2,716	2,375	1,448	1,979	2,263	2,273	1,230	1,457	744	639				28,039
	Prior Year	941	1,575	2,012	1,480	1,628	1,895	3,369	3,346	1,638	2,204	2,357	2,266				24,710
	Variance	1,257	643	704	895	(181)	84	(856)	(823)	592	253	387	373				3,328

Pound Green	Actual	2,952	3,426	3,987	4,109	1,829											16,303
	Booked																15,963
	Projected																6,500
	TOTAL	2,952	3,426	3,987	4,109	1,829	3,411	3,490	3,801	1,683	2,166	928	504				38,786
	Prior Year	1,030	1,933	1,749	1,578	1,545	5,214	3,340	3,829	2,898	3,171	3,021	4,086				33,392
	Variance	1,922	1,493	2,238	2,532	284	(1,803)	400	222	(215)	(5)	(93)	(1,582)				5,394

Ryeish Green	Actual	2,227	2,513	1,932	1,716	1,290											9,678
	Booked																10,376
	Projected																8,250
	TOTAL	2,227	2,513	1,932	1,716	1,290	2,355	2,800	2,229	1,071	897	550	475				28,304
	Prior Year	1,183	2,006	1,746	1,390	1,400	1,223	2,361	2,168	1,756	1,767	2,356	2,156				21,513
	Variance	1,044	507	186	326	(111)	1,132	689	1,061	315	1,130	194	319				6,791

Shinfield	Actual	116	51	175	255	117											714
	Booked																581
	Projected																500
	TOTAL	116	51	175	255	117	191	134	153	104	0	0					1,795
	Prior Year	172	141	137	180	493	120	342	241	190	58	158	149				2,380
	Variance	(56)	(90)	38	75	(376)	71	(209)	12	14	42	(58)	(49)				(586)

Spencers Wood	Actual	99	230	217	58	60											663
	Booked																26
	Projected																250
	TOTAL	99	230	217	58	60	16	11	0	0		0					940
	Prior Year	10	70	58	30	70	115	339	230	287	249	83	187				1,727
	Variance	89	160	159	28	(10)	(99)	(329)	(180)	(237)	(199)	(33)	(137)				(788)

Three Mile Cross	Actual	966	1,031	1,166	628	239											4,030
	Booked																2,869
	Projected																2,750
	TOTAL	966	1,031	1,166	628	239	428	497	661	750	186	144	202				9,649
	Prior Year	226	320	209	337	204	287	732	989	630	795	722	1,326				6,776
	Variance	740	711	957	291	35	141	(234)	(78)	370	141	172	(374)				2,873

Tower	Actual	1,147	835	901	980	0											3,862
	Booked																7,532
	Projected																0
	TOTAL	1,147	835	901	980	0	1,072	1,352	1,106	1,166	875	875	1,087				11,394
	Prior Year	0	75	0	0	0	399	2,338	1,293	437	587	416	879				6,423
	Variance	1,147	760	901	980	0	674	(986)	(186)	729	288	459	208				4,971

Other resources PA Screen & Projector Kitchen	Actual	199	166	245	285	245											1,140
	Confirmed																1,140
	Projected																200
	TOTAL	199	166	245	285	245	175	270	183	163	280	20	50				2,480
	Prior Year	30	40	10	10	50	50	350	250	1,010	175	82	40				2,097
	Variance	169	126	235	275	195	125	(80)	(68)	(848)	105	38	110				383

TOTAL FOR SGC	Actual	9,904	10,468	11,338	10,406	5,228	0	0	0	0	0	0	0				47,344
	Booked	0	0	0	0	0	9,627	10,816	10,405	6,166	5,861	3,260	2,956				49,091
	Projected	0	0	0	0	0	0	750	1,900	3,400	4,900	7,000	7,000				24,950
	TOTAL	9,904	10,468	11,338	10,406	5,228	9,627	11,566	12,305	9,566	10,761	10,260	9,956				121,385
	Prior Year	3,592	6,159	5,921	5,005	5,390	9,303	13,171	12,345	8,846	9,006	9,194	11,089				99,018
	Variance	6,312	4,309	5,418	5,401	(163)	324	(1,605)	(39)	720	1,755	1,066	(1,133)				22,366

Budget for 2023/24	VAT Inc	120000
Projected Performance against Budget	VAT Inc	1,385

Income - By Room by Month

Spencers Wood Pavilion

Meeting Rooms	Actual	731	1,349	2,154	1,198	590								6,022
	Booked						1,438	1,069	1,179	792	86	65	86	4,716
	Projected							250	250	250	1,000	1,000	1,000	3,750
	TOTAL	731	1,349	2,154	1,198	590	1,438	1,319	1,429	1,042	1,086	1,065	1,086	14,487
	Prior Year	838	1,203	950	1,380	660	1,265	1,428	1,720	1,180	908	1,257	1,383	14,169
	Variance	(107)	147	1,204	(182)	(70)	173	(108)	(291)	(138)	179	(192)	(296)	318

Pre-School	Actual	2,400	2,400	2,400	2,400	2,400								12,000
	Booked						2,400	2,400	2,400	2,400	2,400	2,400	2,400	16,800
	Projected													0
	TOTAL	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	28,800
	Prior Year	0	0	0	0	0	0	0	0	0	0	0	21,000	21,000
	Variance	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	(18,600)	7,800

Car Service	Actual	270	342	396	360	414								1,782
	Booked						378	396	396	360				1,530
	Projected										450	350	400	1,200
	TOTAL	270	342	396	360	414	378	396	396	360	450	350	400	4,512
	Prior Year	342	378	360	378	378	378	388	396	324	464	348	414	4,548
	Variance	(72)	(36)	36	(18)	36	0	8	0	36	(14)	2	(14)	(36)

Other resources (PA, screen & projector)	Actual	0	0	0	30	0								30
	Confirmed						0	0	0	0	0	0	0	0
	Projected													0
	TOTAL	0	0	0	30	0	0	0	0	0	0	0	0	30
	Prior Year	40	0		20	10	20	10	10	0			10	120
	Variance	(40)	0	0	10	(10)	(20)	(10)	(10)	0	0	0	(10)	(90)

TOTAL FOR SWP	Actual	3,401	4,091	4,950	3,988	3,404	0	0	0	0	0	0	0	19,834
	Booked	0	0	0	0	0	4,216	3,865	3,975	3,552	2,486	2,465	2,486	23,046
	Projected	0	0	0	0	0	0	250	250	250	1,450	1,350	1,400	4,950
	TOTAL	3,401	4,091	4,950	3,988	3,404	4,216	4,115	4,225	3,802	3,936	3,815	3,886	47,829
	Prior Year	1,220	1,581	1,310	1,778	1,048	1,663	1,826	2,126	1,504	1,372	1,605	22,807	39,837
	Variance	2,181	2,511	3,640	2,210	2,356	2,553	2,290	2,099	2,298	2,565	2,210	(18,920)	7,992

Budget for 2023/24	VAT Inc	48000
Projected Performance against Budget	VAT Inc	(171)

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

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

Bookings - In Hours By room

Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar TOTAL

School Green Centre

Grazeley	Actual	87	114	146	118	74	102	120	123	88	80	55	31	538
	Booked													598
	Projected													0
	TOTAL	87	114	146	118	74	102	120	123	88	80	55	31	1,136
Prior Year		46	70	81	77	77	89	142	142	85	117	97	130	1,152
	Variance	41	44	65	41	(3)	14	(22)	(20)	3	(37)	(42)	(99)	(16)
Pound Green	Actual	105	124	165	125	81	123	122	141	80	72	37	24	599
	Booked													598
	Projected													0
	TOTAL	105	124	165	125	81	123	122	141	80	72	37	24	1,197
Prior Year		48	66	56	55	54	194	113	144	102	124	118	149	1,224
	Variance	57	57	109	69	27	(72)	9	(4)	(23)	(52)	(81)	(125)	(27)
Ryeish Green	Actual	118	135	105	97	71	104	130	103	66	39	23	20	525
	Booked													485
	Projected													0
	TOTAL	118	135	105	97	71	104	130	103	66	39	23	20	1,009
Prior Year		66	93	78	63	68	78	139	103	98	107	119	109	1,119
	Variance	52	42	27	33	3	27	(9)	0	(32)	(68)	(96)	(89)	(110)
Shinfield	Actual	18	18	38	43	22	33	33	30	40	23	24		138
	Booked													182
	Projected													0
	TOTAL	18	18	38	43	22	33	33	30	40	23	24	0	320
Prior Year		22	13	12	16	50	42	62	43	41	33	27	37	398
	Variance	(4)	5	26	27	(29)	(9)	(29)	(13)	(1)	(11)	(4)	(37)	(77)
Spencers Wood	Actual	9	39	48	43	7	4	1	3	18		6		146
	Booked													32
	Projected													0
	TOTAL	9	39	48	43	7	4	1	3	18	0	6	0	178
Prior Year		9	7	5	5	22	50	36	76	80	49	18	22	377
	Variance	0	32	43	38	(15)	(45)	(35)	(73)	(62)	(49)	(12)	(22)	(200)
Three Mile Cross	Actual	80	87	109	63	24	36	40	54	77	16	18	16	363
	Booked													256
	Projected													0
	TOTAL	80	87	109	63	24	36	40	54	77	16	18	16	619
Prior Year		41	30	27	32	34	59	77	99	74	97	66	111	747
	Variance	39	57	82	31	(10)	(22)	(37)	(45)	2	(82)	(49)	(95)	(128)
Tower	Actual	56	104	84	67	16	61	63	64	69	46	46	54	326
	Booked													403
	Projected													0
	TOTAL	56	104	84	67	16	61	63	64	69	46	46	54	729
Prior Year		28	28	15	9	9	52	197	61	57	53	42	65	614
	Variance	28	77	69	58	7	10	(134)	3	13	(7)	4	(11)	115
Other resources PA Screen & Projector Kitchen	Actual	83	84	89	108	67								429
	Confirmed													302
	Projected													0
	TOTAL	83	84	89	108	67	44	71	53	66	47	13	9	732
Prior Year		6	13	35	53	111	68	172	143	89	98	85	77	951
	Variance	77	71	54	55	(44)	(24)	(101)	(91)	(23)	(51)	(72)	(68)	(219)
TOTAL FOR SGC	Actual	555	704	783	662	360	0	0	0	0	0	0	0	3,063
	Booked	0	0	0	0	0	508	580	569	503	322	220	154	2,856
	Projected	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL	555	704	783	662	360	508	580	569	503	322	220	154	5,919
Prior Year		265	320	309	311	425	630	938	811	625	678	572	699	6,582
	Variance	290	384	475	350	(65)	(122)	(358)	(242)	(122)	(356)	(352)	(545)	(663)

Bookings - In Hours By room

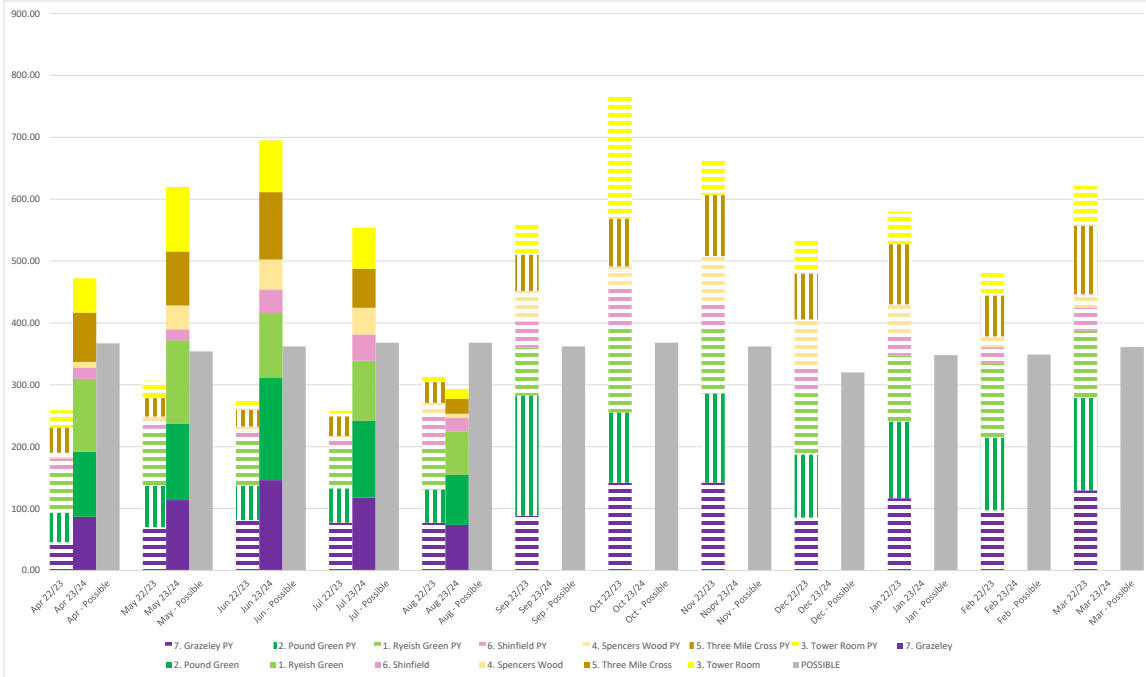
Spencers Wood Pavilion

Meeting Rooms	Actual	84	133	195	94	28	126	102	85	53	10	9	10	534
	Booked													394
	Projected													0
	TOTAL	84	133	195	94	28	126	102	85	53	10	9	10	928
	Prior Year	92	120	109	113	88	131	136	168	111	114	123	138	1,440
	Variance	(8)	14	87	(18)	(60)	(5)	(34)	(84)	(59)	(104)	(115)	(128)	(512)
Pre-School	Actual													0
	Booked													0
	Projected													0
	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0
	Prior Year	0	0	0	0	0	0	0	0	0	0	0	0	0
	Variance	0	0	0	0	0	0	0	0	0	0	0	0	0
Car Service	Actual	55	93	79	72	83								381
	Booked						76	79	79	70				304
	Projected													0
	TOTAL	55	93	79	72	83	76	79	79	70	0	0	0	684
	Prior Year	59	65	62	65	65	65	77	79	63	79	68	83	829
	Variance	(5)	28	17	7	18	11	2	0	7	(79)	(68)	(83)	(145)
Other resources (PA, screen & projector)	Actual	0	0	1	5	0								6
	Confirmed						14	0	0	0	0	0	0	14
	Projected													0
	TOTAL	0	0	1	5	0	14	0	0	0	0	0	0	20
	Prior Year	8	9		7	6	9	4	3	13			7	66
	Variance	(8)	(9)	1	(2)	(6)	5	(4)	(3)	(13)	0	0	(7)	(46)
TOTAL FOR SWP	Actual	139	226	275	171	111	0	0	0	0	0	0	0	921
	Booked	0	0	0	0	0	215	181	164	123	10	9	10	711
	Projected	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL	139	226	275	171	111	215	181	164	123	10	9	10	1,632
	Prior Year	159	194	171	184	159	205	217	250	187	193	191	228	2,335
	Variance	(20)	32	105	(13)	(48)	11	(36)	(87)	(65)	(183)	(183)	(218)	(703)
Village Green	Actual	8	166	92	3	0								270
	Booked						10							10
	Projected													0
	TOTAL	8	166	92	3	0	10	0	0	0	0	0	0	280
	Prior Year		137	61		9	9							216
	Variance	8	29	31	3	(9)	1	0	0	0	0	0	0	64

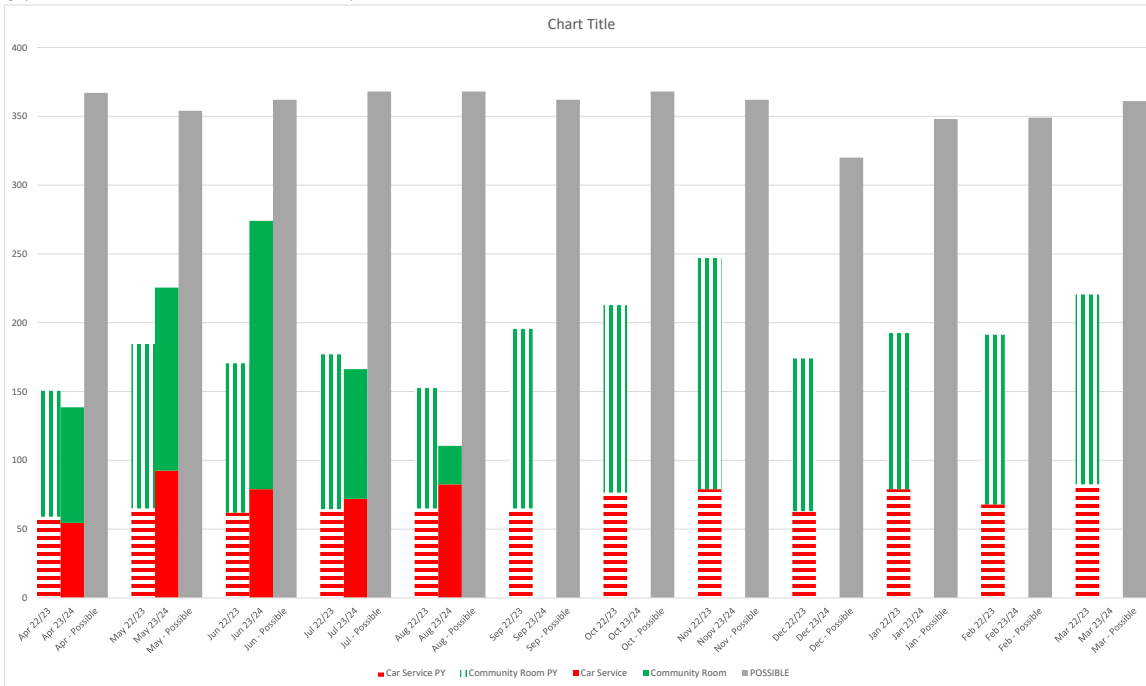
Utilisation Rates By Room

School Green Centre

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

**Spencers Wood Pavilion**

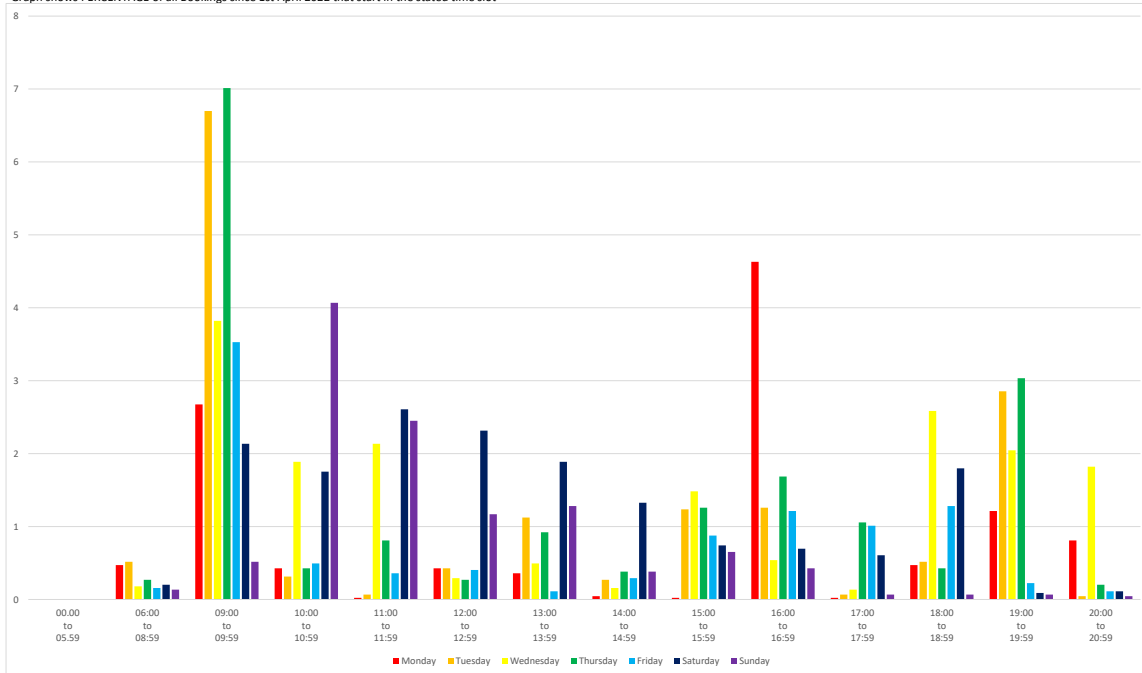
grey column indicates total hours the centre was available normally 9.00 to 22.00



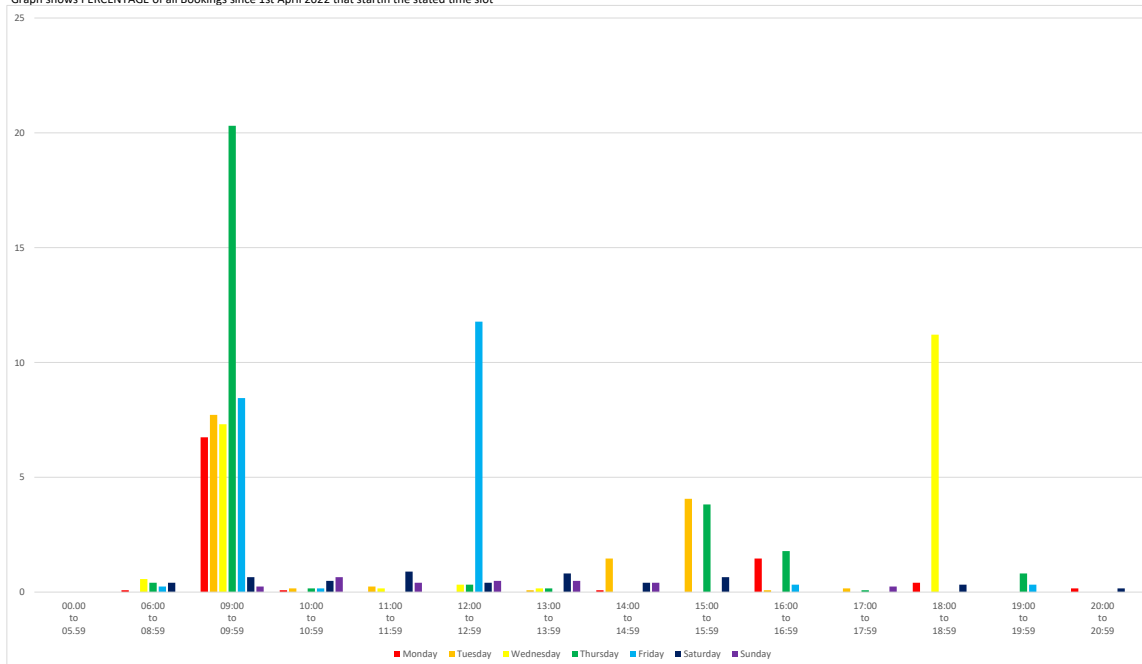
Analysis of Start time for Bookings

School Green Centre

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

**Spencers Wood Pavilion**

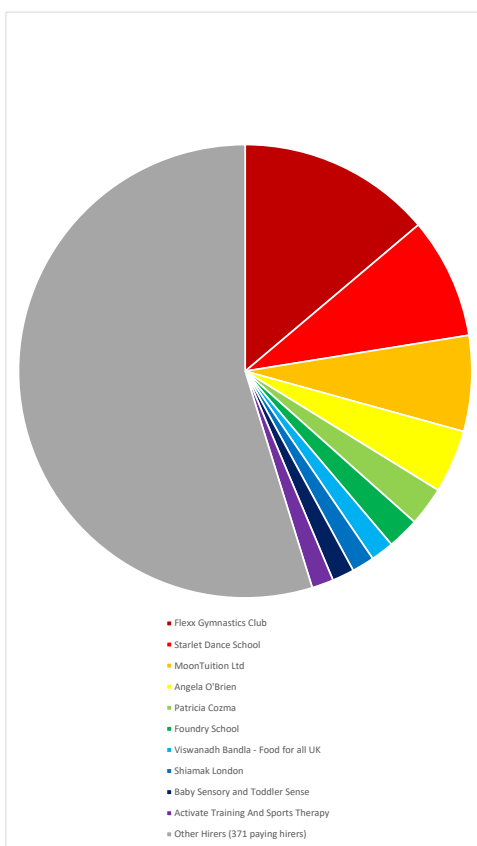
Graph shows PERCENTAGE of all Bookings since 1st April 2022 that start in the stated time slot



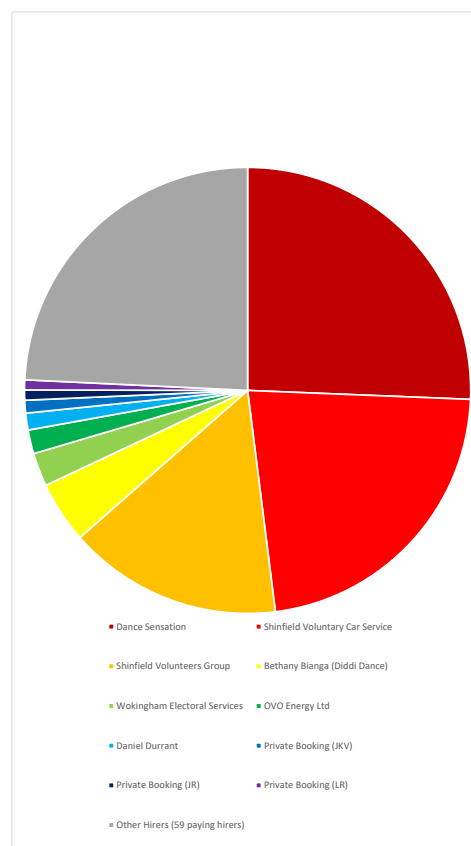
Income from Main Hirers - since 1st April 2022

School Green Centre

Rank		£
1	Flexx Gymnastics Club	27185
2	Starlet Dance School	16959
3	MoonTuition Ltd	13415
4	Angela O'Brien	8850
5	Patricia Cozma	5480
6	Foundry School	4438
7	Viswanadh Bandla - Food for all UK	3237
8	Shiamak London	3153
9	Baby Sensory and Toddler Sense	3090
10	Activate Training And Sports Therapy	3049
	Other Hirers (371 paying hirers)	107648
		196503

**Spencers Wood Pavilion**

Rank		£
1	Dance Sensation	8721
2	Shinfield Voluntary Car Service	7610
3	Shinfield Volunteers Group	5283
4	Bethany Bianga (Diddi Dance)	1518
5	Wokingham Electoral Services	825
6	OVO Energy Ltd	588
7	Daniel Durrant	415
8	Private Booking (JKV)	315
9	Private Booking (JR)	250
10	Private Booking (LR)	248
	Other Hirers (59 paying hirers)	8245
		34016



Date Paid to SPC	CIL Receipt & Potential Receipts	Millworth Lane Playground	Spencers Wood Pavilion	School Green Centre 2021-2023	Cllr Lap Tops	Bollards	Spencers Wood MUGA & Gym	The Manor Cricket Ground	Allotments	Balance CIL Reserve AFTER Forecast Expenditure on Approved Schemes	Earmarked (not approved) for Millworth Lane	Earmarked (not approved) Transport Strategy	Earmarked (not approved) School Green	Balance of CIL After Potential Schemes	Expiry Dates
May-17	£ 33,854	£ -33,854	£	£	£	£	£	£	£	£ 0	£	£	£	£ 0	Spent
Oct-17	315,098	-63,660	-251,438							0				0	Spent
Apr-18	315,709		-147,162	-168,547						0				0	Spent
Oct-18	246,209			-246,209						0				0	Spent
Apr-19	79,810			-79,810						0				0	Spent
Oct-19	25,000			-25,000						0				0	Spent
Apr-20	45,644			-45,644						0				0	Spent
Oct-20	35,849			-35,849						0				0	Spent
Apr-21	985,328			-711,162	-12,915	-19,966	-121,730	-55,100	-26,000	38,455	-38,455			0	Spent
Oct-21	1,094,192									1,094,192	-711,545	-250,000	-75,000	57,647	Sep-26
Apr-22	115,915									115,915				115,915	Mar-27
Total	3,292,608	-97,514	-398,600	-1,312,221	-12,915	-19,966	-121,730	-55,100	-26,000	1,248,562	-750,000	-250,000	-75,000	173,562	

Confirmed Receipts			Provisional Expiry Dates	
Oct-23	149,632	Sites	149,632	Sep-28
Potential Receipts				
Apr-24	26,421	44 Falcon Avenue	26,421	Mar-29
Apr-24	280,396	Stanbury House (inc est January 2024)	280,396	Mar-29
Oct-24	260,388	Multiple + Stanbury House (estimate)	260,388	Sep-29
	716,837		716,837	

POTENTIAL Available for New schemes

890,399

Note

Reconciliation to Item 6.2 - current cash position on earmarked reserves

Cash Balance on CIL	1,300,635
Exenditure committed but not yet invoiced	
MUGA	5,060
The Manor	21,013
Allotments	26,000
	<u>52,073</u>
Total Committed (as above)	1,248,562

Update Reserves - balances held at 31st August 2023

Item 6.2

Reserve	Balance at 31st March 2023	Expenditure at 31st August 2023	(Cash) Balance Reserve as at 31st August	Committee	Purpose	Estimated Life	Source of Funds -
Community Infrastructure Levy	1,467,876	167,241	1,300,635	F & GP	Infrastructure Schemes		
Allotment Improvements	15,572		15,572	Facilities	Improve Orchard Rise, Millworth, Clares Green Road & Hartley Court Rd - works in progress	10 years	University £70,000 (2022) & S106 Developers Contributions £15,572 (2023)
Deardon Allotments	70,000		70,000	Facilities	Future extension to allotments at Deardon Way	10 Years	University £70,000 (2022)
Sinking Fund	72,966		72,966	F & GP	Funds set aside for planned future major repairs / refurbishments		Annual Contribution from Revenue
Highways / Footpaths	32,000	30,432	1,568	P & H	Invoice received from University for Footpath 11 and paid.	1 Year	
Planning	23,500		23,500	P & H	Unexpected Costs incurred for planning advice and contribution to appeals	Ongoing	Revenue Underspend 2020/21
Website	10,000		10,000	F & GP	Further Development of Website required for expanding the Parish and rebranding.	1 Year	Revenue Underspend 2020/21
Youth Initiatives	11,000		11,000	R & A	To fund one off initiatives to educate and support the youth population	1 Year	Revenue Underspend in 2019/20
Parish Election	8,000		8,000	Full Council	Reviewed as part of the final accounts process	Ongoing	Increased in 2022/2023 based on Estimated Cost
Total	1,710,914	197,673	1,513,241				

Grant Applications

Introduction

Following the decision by Full Council to move to an annual grant scheme basis, a total of 26 applications were received.

A working party of available F&GP members (Cllrs James, Montgomery, Peer, Tatla), the Clerk and Deputy Clerk met to consider these on 30th August.

The recommendations are set out in detail at Appendix A and come to a total of grant aid support of £18,865 out of an available budget of £20,000. The working party felt that the recommended awards should stand on their merit and declined to recommend “using up” the balance of £1,315 – feeling that this should be placed in reserve and used to supplement the available budget for future years.

Recommendations

The panel are recommending that:

- 7 applications are awarded in full ranging between £210-£1,500
- 7 applications are awarded a proportion of the amount applied for with awards ranging between £200-£2,000
- 12 applications were not awarded any funding (or should be considered as a capital request – see below)
- The support for the Thursday Lunch Club at Spencers Wood Pavilion is considered as part of the allocation of the overall budget of £20,000 (£3,375)
- The scheme operating at Lambs Lane school be extended to all schools in the parish (see below)

Recurring Costs

The working party were conscious that many of the grant applications were to in effect cover ongoing costs. As per the policy (and guidance issued to applicants) priority would be given to new initiatives over supporting running costs.

However the working party did decide to support three applicants who through their activities support the mobility of residents (#10, 21 & 24) as this was in line with SHINE and in particular loneliness and mental wellbeing.

Lambs Lane – Shinfield Cup

Although technically a recurring cost item the panel recommends the supporting of Lambs Lane Primary Schools application (#28) to allow them to continue to make an award of a £10 Amazon card to one student in each form per term (7 forms x 3 terms x £10 = £210).

History of Applications

Panel Decision

ITEM 8.1a

Folder	Applicant	Applied For	Status	Proximity	2019/20	2020/21	2021/22	2022/23	Value of Award	Variance vs Applied For	Recommendation to F&GP	F&GP Decision
Weighting										18685		
1	Not used											
2	Not used											
3	Shinfield Infant and Nursery School	4300	SCHOOL	SHINFIELD	500	200		156	2000	2300	Recommend to support the requests for furniture and electronic equipment for the Nurture and Sensory Space. This would be payable subject to the school being able to source funding for the remainder of the application.	
4	SAFE - Saving Abandoned Fly-Grazing Equines	5000	CHARITY	WHAM					0	5000	It was felt that this request was primarily to cover ongoing expenses and the preference would be to support new initiatives	
5	Laurel Park Netball Club	1000	SPORT	WHAM			500		0	1000	It was felt that it would be preferable to wait for the development of Millworth Lane and provide support at that stage for establishing netball within the parish	
6	Grazeley Village Memorial Hall	17000	CHARITY	SHINFIELD	30,000				0	17000	This exceeded the limit of the grant application scheme and would need to be a separate discussion regarding the use of CIL to support capital improvements within the parish	
7	St Mary's Church	7900	RELIGIOUS	SHINFIELD	800			0	0	7900	Again this exceeds the limit of the grant application scheme.	
8	Shinfield Community Church	5000	RELIGIOUS	SHINFIELD			250		0	5000	Although it was recognised that this was potentially a new initiative it was again felt that this was more likely to be a recurring expenditure item	
9	Shinfield Parish Volunteer Group	450	CHARITY	SHINFIELD					450	0	This application was supported as it would enable the group to tackle more projects, more effectively within the parish	
10	Spencers Wood Lunch Club	400	CHARITY	SHINFIELD			500	500	400	0	Although this was a recurring expenditure item it was felt that this should be supported on the grounds of effectiveness for the costs involved. It was also recognised that there should perhaps in future be a more appropriate mechanism for items which the council wished to support on a more regular basis.	
11	Berkshire Vision	4000	CHARITY	BERKS	0				1500	2500	A partial award is recommended to enable some support to be given to the initiative within the available budget	
12	Berkshire MS Treatment Centre	950	CHARITY	BERKS		800		850	0	950	As stated in the application this was to support "core running costs"	
13	Oakbank School	8000	SCHOOL	SHINFIELD				1,050	0	8000	This application exceeded the limit for the scheme. It was felt that the trust should be exploring other sources of funding for this initiative.	
14	Shinfield Cricket Club	3400	SPORT	SHINFIELD			3,000	1,500	0	3400	This was for ongoing maintenance of Millworth Lane and also it was felt that the cricket club had been adequately supported through the new Manor Ground Pavilion	
15	Womens Institute	600	CHARITY	SHINFIELD					600	0	This application is recommended as it is a new initiative to attract younger members and regenerate membership. A requirement is that the WI provide additional information on how they will promote the intended talks to ensure that they do attract a new audience	
16	Daisy's Dream	2200	CHARITY	BERKS					0	2200	It was felt that this was an ongoing cost request and there was also a preference for supporting mor elocal charities	
17	Bright Hope Church - No submission made											
18	Not Used								2000		EXTEND LAMBS LANE SCHEME - see separate note	
19	St Mary's Junior School	4000	SCHOOL	SHINFIELD	1,144	3,000		2,720	2000	2000	It was agreed to recommend part funding of this application provided the school can source the other 50% of the required amount	

20	Aldergrove School	5000
21	Readibus	1000
22	Shinfield Brownies & Guides	1000
23	Shinfield Players	20000
24	Keep Mobile	1500
25	Thrsday Lunch Club	
26	Wokingham CAB	2000
27	Link Visiting Scheme	1036
28	Lambs Lane Primary	210
29	ABC To Read	700
30	Whiteknights School	5000
31	Wokingham Job Support Centre	500

102146

SCHOOL	SHINFIELD
CHARITY	BERKS
CHARITY	SHINFIELD
CHARITY	SHINFIELD
CHARITY	WHAM
CHARITY	WHAM
CHARITY	BERKS
SCHOOL	SHINFIELD
CHARITY	WHAM
SCHOOL	SHINFIELD
CHARITY	WHAM

			290
2,000			
650	850		1,000
		20,000	
2,411	2,500	1,000	1,365
1,000	1,500	1,250	1,250
200	200		900
	3,200		200
0	0		
			840
300	800	0	300

39005 13050 26500 12921

0	5000	While the initiative was an interesting proposition is was felt that it would be more important to focus on the community garden planned for High Copse and invite the school to become more involved with that project in due course	
1000	0	This was very similar to #10 in that it was an ongoing support of transport costs	
500	500	Although it is for new trips, other trips have been supported previously and so there was an element of recurring costs. However it was agreed to recommend a 50% award	
0	20000	This was a capital item	
1500	0	As for #10 and #21 it was felt that it was worthwhile to support ongoing costs to encourage mobility for residents as this tackles loneliness and isolation issues.	
3375		It was agreed previously that SPC would support the Thursday Lunch Club even though it was a recurring item. That support is provided by the waiving of the room hire that would normally apply. That support is valued at £3,375 at current prices	
1250	750	Although recurring expenditure it was felt that the current need for CAB advice for residents justified in supporting a partial application this year	
1000	36	Although recurring funding it was felt that the application should be supported and it was noted that that the edmund Godson Charity has also made a grant to the organisation	
210	0	This was another small scale recurring item which the panel feel should not only continue but recommend that it is rolled out to all schools - see separate recommendation	
700	0	It is recommended to support this initiative especially if volunteers could be found to extend the charity's work to other local schools	
0	5000	It was felt that the focus should be on the discussion with the school and their parent trust on the development of a new hall on the site. It was also felt that the supporting of minibus costs was the funding of running items	
200	300	Although recurring expenditure there was support for the initiative and a partial award is recommended	

18685 88836

No application received for 2023

Citizens Advice Reading
First Days
Grazely Parochial Primary School
Involve
Loddon Reach Residents Magazine
Loddon Valley Ramblers - Kissing Gate
Me2 Club
Shinfield Association
Shinfield Running Club
Shinfield Volunteers
Spencers Wood Carnival
Spencers Wood Football Club
Spencers Wood Luncheon Club
Spencers Wood Village Hall
Veteran Tree Association
Voluntary Car Service
Welcome Club

1,000 1,250 5000 416
250
2,800 950 1,000
500 500 500
4,000
0
2,500 3,890 4,250 3,500
0
300 279 300 3,000
100
2,868
350 625
53423 15579 38890 23712

R&A decision to only support CAB Wokingham

Budget

50400 30000 30000 30000

Active in the Parish

[illegible]

PERSON A

Benefit to Residents

Match with
SPC
Strategy

Need for Financial Support

New or
recurring
financing

Other Benefits for the Parish

Scoring by :

Active in the Parish

Benefit to Residents

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[illegible][illegible]

PERSON B			
Match with SPC Strategy	Need for Financial Support	New or recurring financing	Other Benefits for the Parish

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Journal compilation © 2006 Blackwell Publishing Ltd

100%

100

[illegible]

Scoring by :		PERSON C
Active in the Parish	Benefit to Residents	Match with SPC Strategy

PERSON C

Match with
SPC
Strategy

[illegible]

Scoring by :

PERSON D

Need for Financial Support

New or recurring financing

Other Benefits for the Parish

Active in the Parish

Benefit to Residents

Match with
SPC
Strategy

Need for
Financial
Support

[illegible]

[illegible]

PERSON F

Other Benefits for the Parish

[illegible]

Scoring by :

PERSON G

Active in the Parish

Benefit to Residents

Match with
SPC
Strategy

Need for Financial Support

New or
recurring
financing

Other Benefits for the Parish

[illegible]

Requested By	2019/20 Approved	2020/21 Approved
3rd Shinfield Brownies		
3rd Shinfield Guides		
ABC to Read		
Aldergrove Primary School		
Berks Multiple Sclerosis Therapy Centre		
Berkshire Vision		
Car Service - Access to Lunch Clubs & Welcome Club		
Citizens Advice Reading		
Citizens Advice Wokingham		
First Days Childrens Charity		
Grazely Parochial Primary School		
Grazeley Village Hall		
Involve		
Keep Mobile Wokingham		
Lambs Lane Primary School		
Laurel Park Netball Club		
Link Visiting Scheme		
Link Visiting Scheme		
Loddon Reach Residents Magazine	2,800	
Loddon Valley Ramblers - Kissing Gate		1,000
Me2 Club	500	
Oakbank Secondary School		
Pending Wokingham Job Support		
Reach Magazine		950
Readibus	2,000	
Save Our Villages		
Shinfield Association	4,000	
Shinfield Baptist Church		
Shinfield Cricket Club		
Shinfield Infant and Nursery School	500	200
Shinfield North Community Flat	805	
Shinfield Players Theatre		
Shinfield Running Club	0	
Shinfield Volunteers		
Spencers Wood Carnival	2,500	
Spencers Wood Football Club		
Spencers Wood Luncheon Club	300	279
Spencers Wood Village Hall		300
St Mary's Church	800	
St Marys Junior School	1,144	3,000
St Marys Junior School		
Ukraine (Cllr Jahromi)		
Veteran Tree Association	100	

Voluntary Car Service	2,868	
Welcome Club	350	
Whiteknights Primary School		
Wokingham Job Support Centre	300	800

2021/22	2022/23
Approved	Approved

0

500	500
0	1,050

250	
3,000	1,500
	156

20,000

3,890	2,125
	2,125
3,500	0

3,000	0
	2,000
	720
	0



Grant Award Application Form - 2023

*Please ensure that you have read Shinfield Parish Council's Grant Awards Policy and the notes at the end of this application form. The boxes will expand to fit all your response. Please complete all boxes where you see **X***

Core Information
Name of Organisation requesting the grant Grazeley Village Memorial Hall
Amount of Grant Requested £17,000
Summary of grant purpose <i>(we will ask for more information later in this document)</i> Renovation of mens, ladies and accessible toilet facilities and installation of internal fire doors to replace original 1970s build.
Do you have a constitution if so, say yes below and provide a copy with your submission Yes.

Contact Information <i>(this is who we will communicate with regarding this application)</i>
Name of Contact Paul Earwaker
Your position in the organisation requesting the grant Chairman of the board of Trustees.

Unless specifically agreed, email will be the principal method of communication

Information about your organisation
Do you have a website? If so, state the address here
www.grazeleyvillagehall.org.uk
Briefly describe your organisations existing activities (tell us about your grant application in the next section)
Provision of a village hall for use by the community.
What services do you already provide within the Parish of Shinfield. <i>You should describe all existing activities, which group(s) of residents benefit from those activities, how many residents benefit etc.</i>
Village Hall and grounds that are used by 1000s of residents for clubs, social events, Childrens' birthday parties, dog classes, church gatherings and many other events each year.
What other sources of funding have you applied for or received in respect of your existing activities in the last 12 months and not included in the above?
None

Information about this Specific Application
Tell us what you would like to do
We need to renovate our toilet facilities as they are the original facilities from when the toilets were built around 50 years ago and are now becoming unpleasant for users and difficult to clean. Our disabled/accessible toilets do not meet the latest standards for wheelchair users. We also need to install internal fire doors in order to meet required fire safety standards and improve wheelchair access.
Have you carried out this type of activity elsewhere and if so, what was the outcome?
No – all toilet and internal doors are original 1970s and well past their serviceable lifespan.
Which group(s) of residents will benefit from this activity or service?
All users of Grazeley Village Hall – but we want to improve our access and facilities for disabled residents. Our disabled/accessible toilets will be upgraded to meet the latest standards. Replacing internal doors will also remove a number of door lintels that are difficult for wheelchair users to negotiate.
How many resident(s) will benefit from this activity or service?
Each year the hall provides facilities for around 15,000 people. Around 8% (1,200) of these are wheelchair users who will specifically benefit from these improvements, but all hall users will benefit from improved toilet facilities and the safety and sound-proofing provided by the new doors.
How will you measure or establish the benefit(s) for residents?
The toilet facilities will be used by everyone and new, clean sanitaryware and leak free pipes with water-saving devices will also reduce our environmental impact. The fire doors will in the first instance look better and provide better draft and sound proofing, but most critically in the event of a fire they will slow by 30 minutes the spread of any fire. Wheelchair users will have unimpeded access from our external access paths into the hall itself and access to modern accessible toilet facilities that meet required standards.
What may stop you from achieving these outcomes?
Lack of funding would be the only impediment.
What other sources of funding have you received for this activity or are in the process of applying for?
None.

Declaration
I apply for Grant Award funding from Shinfield Parish Council on behalf of
Insert name of organisation
Grazeley Village Memorial Hall
I confirm that: ➤ I am authorised to sign on behalf of the organisation named in this application ➤ I have noted the terms & conditions under which grants are awarded by Shinfield Parish Council ➤ I confirm that if successful, I and the organisation which I represent, will comply with the grant conditions I undertake, on behalf of the organisation, that any grant or such part as Shinfield Parish Council may determine, will be repaid if: ➤ The organisation is found to be in breach of the criteria and conditions applied to the grant ➤ The grant ceases to be used for the purpose(s) for which it was given
Name (this section should be signed by someone in the organisation who has the authority to act on behalf of the organisation)
Paul Earwaker
Signature (please include in box below)
Position in the organisation
Chairman of the Board of Trustees
Date of Application
13 July 2023

INFORMATION TO BE REDACTED – This information is required for the application process but will not be made publicly available

Address to be used for correspondence
Email
chairman@grazeleyvillagehall.org.uk
Telephone Number

Unless specifically agreed, email will be the principal method of communication

Financial Information (this information will not be shared with anyone else)
Income & Expenditure (as per your most recent set of accounts – please also submit separately a copy of your most recent accounts)
Income £30,520 Expenditure £33,14
Balance Sheet Items (as per your most recent accounts – please also submit separately a copy of your most recent accounts)
Cash at Hand £21,588.01 (as at 13 th July)
Debtors - Hall running costs are ~£18K (we expect significant increase to our electricity costs)
Creditors ~£750 (varies week by week as hall hire is paid for and new hires are booked)
Major Assets (e.g. buildings or items of equipment over £5,000) None. Village Hall building is held in trust on behalf of the community.
Any other financial information relevant to this application
None.
Name of Bank
Barclays
Name of organisations bank account
Grazeley Village Hall Memorial Fund
Account Number
Sort Code

Application Checklist	
Have you provided all relevant information about the service you wish to provide in the parish?	Yes
Have you provided a copy of your constitution or governing document?	Yes
Have you provided a copy of your latest Annual Accounts? Have you completed the summary of financial information? (This may not be possible for new organisations)	Yes
Have you attached any other information in support of your application (e.g. Annual Report)? (Please only attach information that is specific to the activity you are requesting funds for)	Yes

Now return the complete form and any attachments in an email to
Clerk@shinfieldparish.gov.uk

Data Protection:

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Grant Award Application Form - 2023

Please ensure that you have read Shinfield Parish Council's Grant Awards Policy and the notes at the end of this application form. The boxes will expand to fit all your response. Please complete all boxes where you see X

Core Information
Name of Organisation requesting the grant
The Parochial Church Council of St Mary's Church
Amount of Grant Requested
£7,902
Summary of grant purpose <i>(we will ask for more information later in this document)</i>
Urgent renewal of our community Hall pitched roof to keep the hall open and affordable for the many and varied local community users.
Do you have a constitution if so, say yes below and provide a copy with your submission
Yes, as agreed by the Church of England and the Charity Commission. Please see attached information.

Contact Information <i>(this is who we will communicate with regarding this application)</i>
Name of Contact
Chris Young
Your position in the organisation requesting the grant
Churchwarden

Unless specifically agreed, email will be the principal method of communication

Information about your organisation
Do you have a website? If so, state the address here
https://www.loddonreach.org.uk/church-hall-facilities-and-booking
Briefly describe your organisations existing activities (tell us about your grant application in the next section)
The Hall is a community space in daily use by multiple local community groups. In addition, the Hall was used as a 'warm space' from Oct22-Mar23, for 'Warm Fridays' which provided free hot soup and rolls, plus cakes, hot drinks and donated food for those in need in a warm, friendly environment and we plan to continue this in 2023-24 and beyond because of the benefits it provided by filling a local community need. Through the Gateway Café which operates in St Mary's Church through the summer months we have found many people are not comfortable using the larger facilities locally, nor can afford high prices. Some have not lost their fear of catching Covid, etc, in a busy environment, and others need to talk to someone who will give them time, for example bereaved people. We're an active member of the National Friendship Alliance which signposts lonely or distressed people to our organisation to begin the journey of recovery and socialisation for them. Local care homes use our facility for social trips particularly for those not able to travel far. We are also a cultural centre (Concerts, Morris dancing, barn dances, celebrations) and host exercise/fitness classes for children and the elderly who are not able to attend regular yoga/Pilates-type classes.
What services do you already provide within the Parish of Shinfield.
<i>You should describe all existing activities, which group(s) of residents benefit from those activities, how many residents benefit etc.</i>
Over 1000 residents benefit through regular hall use including by 2 Baby & Toddler groups, Children's ballet classes, Kennet Morris Men, Tap Dancing, 1st Shinfield Rainbows, 1st Shinfield Brownies, 3rd Shinfield Brownies, Guides & Rangers, Mother's Union, OAP Seated exercise classes and social events, educational groups, Osei Bible Study group and church use on Sunday mornings and Wednesday and Friday evenings, in addition to ad hoc private lettings (for baptism parties, post-funeral life celebrations, children's birthday parties). The Hall is also the Administrative Office for Loddon Reach Benefice which benefits residents across the wider Shinfield Parish Council area (central point for booking weddings, funerals, etc.) Many of the users are from the Skylark/Deardon/Shinfield Meadows developments.
What other sources of funding have you applied for or received in respect of your existing activities in the last 12 months and not included in the above?
All sources are included in the above.

Information about this Specific Application
Tell us what you would like to do
The Hall roof requires urgent replacement of the pitched roof covering and replacement of soffits and guttering to prevent further leaks due to failure of the roof covering.
Have you carried out this type of activity elsewhere and if so, what was the outcome?
Urgent replacement of the flat roof area over the kitchen and toilet was completed in 2023 due to failure of the flat roof leading to water ingress into the Hall. The flat roof replacement has addressed the leaks and water marks inside the Hall will be addressed upon redecoration.
Which group(s) of residents will benefit from this activity or service?
Children, young people, parents & carers, elderly (including local care home residents), financially disadvantaged residents, lonely and disabled people who make use of the Hall. For some, the event they attend may be one of very few events they can attend.
How many resident(s) will benefit from this activity or service?

All our current users, some who have been using the hall for many years at rates which are affordable for their participants. Warm Fridays particularly benefits financially disadvantaged people and those with mental health needs for companionship and convers
How will you measure or establish the benefit(s) for residents?
Able to keep the Hall running for existing user groups and welcome new users for the foreseeable future (the new roof tiles carry a warranty of 40 years).
What may stop you from achieving these outcomes?
If we cannot raise sufficient funds to replace the roof, the roof may fail, and the Hall will have to be closed. The roof is already in a perilous state (as seen earlier in 2023 when part of it failed) and we have been working since 2019 to raise the funds for the replacement. Fundraising activities for this stopped in 2020-21 because of Covid during which time the roof further deteriorated.
What other sources of funding have you received for this activity or are in the process of applying for?
Adult School Trust Shinfield United Charities Facebook appeal Christmas Just Giving appeal Christmas Masons Co-Op Community Fund Private donations (both Church members and community residents who want the Hall to stay open) User group donations (Brownies, Kennet Morris Men, Ringers) Fundraising events

Declaration
I apply for Grant Award funding from Shinfield Parish Council on behalf of
Insert name of organisation
The Parochial Church Council of St Mary's Church.
I confirm that: ➤ I am authorised to sign on behalf of the organisation named in this application ➤ I have noted the terms & conditions under which grants are awarded by Shinfield Parish Council ➤ I confirm that if successful, I and the organisation which I represent, will comply with the grant conditions I undertake, on behalf of the organisation, that any grant or such part as Shinfield Parish Council may determine, will be repaid if: ➤ The organisation is found to be in breach of the criteria and conditions applied to the grant ➤ The grant ceases to be used for the purpose(s) for which it was given
Name (this section should be signed by someone in the organisation who has the authority to act on behalf of the organisation)
Edward Farrow
Signature (please include in box below)

Position in the organisation
Treasurer
Date of Application
14Jul23

INFORMATION TO BE REDACTED – This information is required for the application process but will not be made publicly available

Address to be used for correspondence	
	

Unless specifically agreed, email will be the principal method of communication

Financial Information (this information will not be shared with anyone else)
Income & Expenditure (as per your most recent set of accounts – please also submit separately a copy of your most recent accounts)
The Hall is managed financially via the Church Accounts (supplied). Income for St Mary's Church: £73,581. Hall income was: Fees – Hall Hire £10,485 Benefice office rent - £1,800 Fundraising for Hall Refurbishment £2,140 Total: £14,425 Expenditure for St Mary's Church: £71,951. Hall expenses were: Hall – Cleaning £1,949 Hall – Refurbishment £1,045 Hall – Maintenance £683 Hall – Electricity £260 Hall – Gas £1,108 Hall - Water £637 Hall – waste disposal £186 Total: £5,868
Balance Sheet Items (as per your most recent accounts – please also submit separately a copy of your most recent accounts)
Cash at Hand: Church accounts show £126,569 of which the majority is restricted for specific projects such as Church repairs and donations to the Babies & Toddler group. Charity Commission rules mean restricted monies cannot be used for purposes other than it was donated. The amount of money restricted for Hall refurbishment is £18,038. Debtors £834 Creditors £0

Major Assets (e.g. buildings or items of equipment over £5,000) Church Hall £380,000
Any other financial information relevant to this application
Management of the Hall Finances through the St Mary's Church accounts follows best practices for management of non-religious buildings as recognised by our external examiners, Thomas Westcott LLP, and by the Charity Commission. The Department for Culture, Media and Sport recognised our strong ability to isolate grant funding for non-religious purposes when we received £80,000 from the Culture Recovery Fund for refitting part of the Church as a community performance space. The Hall is treated as a community asset and we endeavour to maintain it as a community asset rather than for religious purposes. The majority of Hall usage and income comes from non-religious community groups.
Name of Bank
Barclays Bank
Name of organisations bank account
The Parochial Church Council of St Mary's Church
Account Number


Application Checklist	
Have you provided all relevant information about the service you wish to provide in the parish?	Yes
Have you provided a copy of your constitution or governing document?	Yes
Have you provided a copy of your latest Annual Accounts? Have you completed the summary of financial information? (This may not be possible for new organisations)	Yes
Have you attached any other information in support of you application (e.g. Annual Report)? (Please only attach information that is specific to the activity you are requesting funds for)	Yes

Now return the complete form and any attachments in an email to
Clerk@shinfieldparish.gov.uk

Data Protection:

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Information about your organisation
Do you have a website? If so, state the address here
www.oakbank.anthemtrust.uk
Briefly describe your organisations existing activities (tell us about your grant application in the next section)
We are a secondary school for 11-16 year olds
What services do you already provide within the Parish of Shinfield. <i>You should describe all existing activities, which group(s) of residents benefit from those activities, how many residents benefit etc.</i>
We have a high proportion of our students coming from Shinfield Parrish (60% of our cohort)
What other sources of funding have you applied for or received in respect of your existing activities in the last 12 months and not included in the above?
£1000 for picnic benches around the school site.

Information about this Specific Application
Tell us what you would like to do
www.oakbank.anthemtrust.uk
Have you carried out this type of activity elsewhere and if so, what was the outcome?
We have had an increasing number of students who have chosen to cycle to school. Previously, we had an old classroom that was used as a bike shed and post covid, this has not been an option as the area used is now a wet weather area for the students (we have very little in the way of covered spaces for students at break and lunchtime). This means that all our bikes are stored in the open, at the front end of the school. There are racks but these are not in plentiful supply. With the new housing development and new cycle paths students have been encouraged to ride to school.
Which group(s) of residents will benefit from this activity or service?
This should encourage more to cycle to school and reduce the amount of traffic on the road outside of school and the local area during school drop off.
How many resident(s) will benefit from this activity or service?
I would find this hard to work out but if we could increase our cyclists, we could take potentially 100 cars off the road.
How will you measure or establish the benefit(s) for residents?
We could complete traffic/travel to school surveys and compare to our census data.
What may stop you from achieving these outcomes?
If students are put off by not having a safe, secure and dry space to keep their bikes, this could increase road traffic.
What other sources of funding have you received for this activity or are in the process of applying for?
None. We have struggled to raise this sort of money through our PTA as we have limited funds and want to support students currently such as paying for the Year 11 breakfasts before exams and display cabinets for students art work.

Declaration
I apply for Grant Award funding from Shinfield Parish Council on behalf of
Insert name of organisation
Oakbank School
I confirm that: ➤ I am authorised to sign on behalf of the organisation named in this application ➤ I have noted the terms & conditions under which grants are awarded by Shinfield Parish Council ➤ I confirm that if successful, I and the organisation which I represent, will comply with the grant conditions I undertake, on behalf of the organisation, that any grant or such part as Shinfield Parish Council may determine, will be repaid if: ➤ The organisation is found to be in breach of the criteria and conditions applied to the grant ➤ The grant ceases to be used for the purpose(s) for which it was given
Name (this section should be signed by someone in the organisation who has the authority to act on behalf of the organisation)
Katherine Walker
Signature (please include in box below)
K E Walker
Position in the organisation
Assistant Headteacher
Date of Application
12/07/23

INFORMATION TO BE REDACTED – This information is required for the application process but will not be made publicly available

Address to be used for correspondence
Email
Telephone Number

Unless specifically agreed, email will be the principal method of communication

Financial Information (this information will not be shared with anyone else)
Income & Expenditure (as per your most recent set of accounts – please also submit separately a copy of your most recent accounts)
Income £59,753 Expenditure £65,581
Balance Sheet Items (as per your most recent accounts – please also submit separately a copy of your most recent accounts)
Cash at Hand £8,639
Debtors £2,032
Creditors £5,399
Major Assets (e.g. buildings or items of equipment over £5,000) £113,999
Any other financial information relevant to this application
Name of Bank
Lloyds Bank
Name of organisations bank account
Anthem Schools Trust t/a Oakbank
Account Number
Sort Code

Application Checklist	
Have you provided all relevant information about the service you wish to provide in the parish?	Yes
Have you provided a copy of your constitution or governing document?	NA
Have you provided a copy of your latest Annual Accounts? Have you completed the summary of financial information? (This may not be possible for new organisations)	X
Have you attached any other information in support of your application (e.g. Annual Report)? (Please only attach information that is specific to the activity you are requesting funds for)	NA

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Grant Award Application Form - 2023

*Please ensure that you have read Shinfield Parish Council's Grant Awards Policy and the notes at the end of this application form. The boxes will expand to fit all your response. Please complete all boxes where you see **X***

Core Information
Name of Organisation requesting the grant
Shinfield Players Theatre. Registered Charity Number: 1154841
Amount of Grant Requested
£20000
Summary of grant purpose <i>(we will ask for more information later in this document)</i>
To create dedicated youth male and female dressing rooms facilitating more integrated casting and productions and additionally improving DDA access to the stage.
Do you have a constitution if so, say yes below and provide a copy with your submission
Yes

Contact Information <i>(this is who we will communicate with regarding this application)</i>
Name of Contact
Graeme Rhodes
Your position in the organisation requesting the grant
Trustee

Unless specifically agreed, email will be the principal method of communication

Information about your organisation
Do you have a website? If so, state the address here
https://www.shinfieldplayers.org.uk/
Briefly describe your organisations existing activities (tell us about your grant application in the next section)
We are a voluntary run charity theatre that has been providing entertainment to the Shinfield community since 1956. We have members of all ages including thriving Youth Groups catering for the 8-18 age group.
What services do you already provide within the Parish of Shinfield. <i>You should describe all existing activities, which group(s) of residents benefit from those activities, how many residents benefit etc.</i>
We are based in the heart of Shinfield and currently perform 6 full productions each year including a hugely popular pantomime in January. This is supplemented by Winter and Summer Youth Group shows and a pre-Christmas show raising funds for local charities. We perform to thousands of local people each year. Our Youth Groups provide a vibrant and safe community for young people of all ages and allows members to develop acting and personal skills as well as grow in confidence and competence outside of the school environment. We often have a waiting list for new members as we have a tight capacity with currently 47 members.
What other sources of funding have you applied for or received in respect of your existing activities in the last 12 months and not included in the above?
None

Information about this Specific Application
Tell us what you would like to do
We are currently constrained in how we can integrate our younger members into senior performances by limits on dressing room capacity. To ensure protection for younger members (and their chaperones) we need to have segregated male and female dressing rooms for both senior and junior cast; but we currently only have one male and one female room. Young members have to prepare in unsuitable areas such as our kitchen and set build workshop which impacts on their engagement and performance. Consequently, we want to clear space to the side of the theatre building (which will require the removal of two trees and some landscaping) and then install a prefabricated unit allowing the creation of two new dressing room areas with toilets. This new unit will be accessed via a new door from the backstage area of the main building. An additional benefit of this new door and the landscaping will be to create level access to the stage for performers with disability/mobility requirements allowing full DDA accreditation for the theatre.
Have you carried out this type of activity elsewhere and if so, what was the outcome?
We have previously upgraded our public toilet facilities by extending the building into the car park area which vastly improved the facilities for audience members and was achieved to a high standard and within budget. The improved facilities have been recognised by audience, visitors and members and has improved the experience of attending shows at the theatre.
Which group(s) of residents will benefit from this activity or service?
Audience members attending shows, other visitors to the building including those involved in public services that we host eg polling station, blood donation, local meeting and rehearsal space
How many resident(s) will benefit from this activity or service?

Item 8.2d – Application #23

These changes will directly benefit all current and future members of the theatre – currently around 150 people – but the enhanced facilities will also facilitate more diverse and inclusive casting and shows which will be a benefit to our thousands of audience members each year.
How will you measure or establish the benefit(s) for residents?
Youth Group membership and audience numbers
What may stop you from achieving these outcomes?
Our biggest barrier is financing the project. Our recent revenues were affected by both the Covid Pandemic (which closed the theatre for the duration) and severe damage to the roof in the storm of March 2022 so our ability to finance this much needed improvement is restricted. As with all our resources, we have the capability and processes to maintain these new facilities and ensure long life returns from this investment.
What other sources of funding have you received for this activity or are in the process of applying for?
None

Declaration
I apply for Grant Award funding from Shinfield Parish Council on behalf of
Insert name of organisation
Shinfield Players Theatre
I confirm that: ➤ I am authorised to sign on behalf of the organisation named in this application ➤ I have noted the terms & conditions under which grants are awarded by Shinfield Parish Council ➤ I confirm that if successful, I and the organisation which I represent, will comply with the grant conditions I undertake, on behalf of the organisation, that any grant or such part as Shinfield Parish Council may determine, will be repaid if: ➤ The organisation is found to be in breach of the criteria and conditions applied to the grant ➤ The grant ceases to be used for the purpose(s) for which it was given
Name (this section should be signed by someone in the organisation who has the authority to act on behalf of the organisation)
Graeme Rhodes
Signature (please include in box below)
Position in the organisation
Trustee and Publicity Officer
Date of Application
26 June 2023

INFORMATION TO BE REDACTED – This information is required for the application process but will not be made publicly available

Address to be used for correspondence
Email
Telephone Number

Unless specifically agreed, email will be the principal method of communication

Financial Information (this information will not be shared with anyone else)
Income & Expenditure (as per your most recent set of accounts – please also submit separately a copy of your most recent accounts)
Income: £74,037.21 Expenditure £120,652.54
Balance Sheet Items (as per your most recent accounts – please also submit separately a copy of your most recent accounts)
Cash at Hand £35,855.49 Debtors Nil Creditors £1,082.60 Major Assets (e.g. buildings or items of equipment over £5,000)
Any other financial information relevant to this application
Copy of Accounts
Name of Bank
Lloyds Bank PLC
Name of organisations bank account
Shinfield Players Theatre
Account Number
Sort Code

Application Checklist	
Have you provided all relevant information about the service you wish to provide in the parish?	Yes
Have you provided a copy of your constitution or governing document?	Yes
Have you provided a copy of your latest Annual Accounts? Have you completed the summary of financial information? (This may not be possible for new organisations)	Yes
Have you attached any other information in support of your application (e.g. Annual Report)? (Please only attach information that is specific to the activity you are requesting funds for)	Yes

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School Green Bus stop on Hollow Lane (nr roundabout)
in need of replacement



This bus stop has come to the end of its life and was already in need of replacement hence its inclusion on the Facilities Agenda for 6th September.

On the weekend of 9/10th of September the bus shelter was subject to vandalism and was subsequently taped off for safety reasons.

It is Parish Council owned so our responsibility to maintain/replace.

It is recommended to replace with a metal structure using graffiti polycarbonate panels for ease of maintenance. This stop is heavily used especially by school children.



Example of bus shelter on Shinfield road with anti-graffiti polycarbonate panels



This style is on Hollow Lane, opposite side of the one that needs replacing.

Quotation				
Quote No	GWQ1402	Date	01/09/2023	
Customer	Shinfield Parish Council School Green Centre School Green Shinfield RG2 9EH	Site Address	TBC Shinfield Reading	
Contact	Paul Gudge paul.gudge@shinfieldparish.gov.uk	Delivery Period	8 weeks from receipt of order	
Item No	Description	Qty	Unit cost	Total
1. Shelter	To manufacture, supply and install an Arun pitched roof cantilever shelter to the following specification	1	£5,582.00	£5,582.00
1a	3m (3 bay) long x 1.38m wide			
1b	4mm Bronze polycarbonate pitched roof			
1c	6mm clear ANTI-GRAFFITI polycarbonate upper and lower panels			
1d	Mid rails			
1e	Standard height			
2. Options				
2a	3m aluminium seat	1	£395.00	£395.00
3. Colour				
3a	Polyester powder coated Green RAL 6028	inc		
4. Install				
4a	For dig into level site, back of path	inc		
4b	Standard give / take traffic management	inc		
5. Removal				
5a	Remove and dispose of existing shelter	1	£250.00	£250.00
6. Exclusions				
6a	Out of hours or exceptional working	exc		
6b	Exceptional Traffic management	exc		
	<i>Where excavation work is involved, a licence / permit is likely to be required. Any costs associated with applying for permits, opening notices or additional information requested by the customer/contractor are excluded and will be charged extra</i>			
GRAND TOTAL				£6,227.00

SPECIFIC TERMS & CONDITIONS OF THIS QUOTATION

- 1 Quotation is valid for 30 days
- 2 Terms of payment - strictly 30 days nett
- 3 GW Shelter Solutions shelters are to be dug-in to the ground unless otherwise stated (to approximately 350mm)
- 4 Slopes in excess of 150mm must also be notified
- 5 Prices are exclusive of VAT and any charges relating to obtaining opening/planning notices & utility plans etc
- 6 Prices include for standard chapter 8 traffic management, anything extra such as traffic lights will be an extra cost

Please refer to additional document for full terms and conditions

GW Shelter Solutions Ltd
28 Woodstock Avenue
Horndean, Waterlooville
Hampshire PO8 9TG

www.gwsheltersolutions.co.uk
sales@gwsheltersolutions.co.uk
02392 210052

Registered in England: 11996824 VAT Number: 323 2730 36