

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 14th October 2026 at School Green Centre, at 19:30



Bruce Winton, Clerk
9th October 2026

Members: N Boyer, L James (Ch), B Johnson, Z Matic, I Montgomery, D Peer, A Pollock

Agenda

64. Public Questions

64.1 To **RECEIVE** and **CONSIDER** any public questions.

65. Apologies and declarations of members' interests

65.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence

65.2 To **RECEIVE** members' declarations of interest and Related Person Interests

66. Minutes of the meeting on 12th August 2026

66.1 To **APPROVE** the minutes of the Finance and General Purposes Committee meeting on 12th August 2026 as a correct record of the meeting*

66.2 To **CONSIDER** matters arising from the meeting on 12th August 2026

67. Risk Register

67.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk on the Shinfield Parish Council Risk Register

68. Financial reports

68.1 To **RECEIVE** and **NOTE** the confirmation that the audit for 2025/26 has been completed*

68.2 To **RECEIVE** and **NOTE** a report on the bank reconciliation as at 30th September (a signed to be provided at the meeting) including the NS&I Bank account **

68.3 To **RECEIVE** and **CONSIDER** an update on current financial position for Financial Year 2026/27**

68.4 To **RECEIVE** and **CONSIDER** a report on room bookings to 30th September 2026**

69. Financial Reserves and CIL

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

69.2 To **RECEIVE** and **NOTE** an update on Reserves*

69.3 To **RECEIVE** and **NOTE** a verbal update on the Long-Term Maintenance Reserve

70. Sports Provision Within the Parish

- 70.1 To **RECEIVE** and **CONSIDER** recommendations from the Facilities Committee for the provision of padel courts at High Copse Pavilion *
- 70.2 To **RECEIVE** and **CONSIDER** an update on the current position regarding sports provision at High Copse, Millworth Lane and the land adjacent to the Manor Ground
- 70.3 To **RECEIVE** and **CONSIDER** an update on discussions regarding the Tennis Club licence

71. Budgets 2027/28 and subsequent years

- 71.1 To **RECEIVE** and **CONSIDER** a summary of the discussions from the meeting on 16th September 2026*
- 71.2 To **RECEIVE** and **CONSIDER** budget assumptions for 2027/28 and subsequent years

72. Policy Review Programme

- 72.1 To **RECEIVE** and **CONSIDER** an update on the development of a programme for a four year cycle for policy reviews
- 72.2 To **RECEIVE** and **CONSIDER** the process for the review of Standing Orders and Financial Regulations scheduled to take place in the first quarter of 2027

73. VAT Advice and Business Rates Appeal

- 73.1 To **RECEIVE** and **CONSIDER** an update on VAT review from the Finance Manager
- 73.2 To **RECEIVE** and **CONSIDER** an update from the Finance Manager regarding the appeal of Business Rates valuation for High Copse Pavilion

74. Grant Applications

- 74.1 To **RECEIVE** and **CONSIDER** a capital grant request from Three Mile Cross Bowling Club to support making the clubhouse and toilets more accessible*
- 74.2 To **RECEIVE** and **CONSIDER** a capital grant request from First Impressions Theatre towards providing a dedicated space for their activities within the parish*
- 74.3 To **RECEIVE** and **CONSIDER** a grant request from Shinfield Infants & Nursery School towards the repair of the school turret clock*

75. Land Issues

- 75.1 To **RECEIVE** and **CONSIDER** a verbal update on land registrations; Lease of Ryeish playing fields and Deardon Way Fields; Ryeish Green Pavilion; Parish Hall Lease; Assets of Community Value and Millworth Lane land

76. Live Project Teams

- 76.1 To **RECEIVE** and **CONSIDER** a summary of the current position of live project teams/working parties*

77. Dates of future Meetings

- 77.1 To **RECEIVE** and **CONSIDER** a proposal to swap the dates of the next Staffing and Finance & General Purposes committee meetings so that the next Finance & General Purposes Committee meeting would be 11th November 2026 and the date of the next Staffing Committee would be 9th December 2026

* Paper attached/** Paper to follow

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 12th August 2026
At School Green Centre commencing at 19.45

Present: Cllrs L James (Chair), B Johnson, Z Matic, I Montgomery, D Peer & A Pollock

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

26/FGP/50 Public Questions

50.1 There were no public questions.

26/FGP/51 Apologies and declarations of Members' Interest

51.1 Approval of apologies for absence.

Apologies from had been received from Cllr Boyer

51.2 There were no declarations of members' interests or related person interests.

26/FGP/52 Minutes of the Previous Meeting on 17th June 2026

52.1 The minutes of the committee meeting of 17th June 2026 were approved as a correct record and signed by Cllr James as Chairman of the Committee

Proposed: Cllr Montgomery

Seconded: Cllr A Pollock

Approved: Unanimously

52.2 Actions and Matters Arising

25/FGP/45.1 Arrange a meeting with WBC Finance officers to discuss how the parish council could have more input to decisions regarding the application of s106 funds.

The Clerk has written to WBC and is awaiting a response

- 26/FGP/25.3 Obtain a debit card for the purposes of drawing petty cash.
- The Finance Manager has an interim arrangement and will be contacting the bank back in August.
- 26/FGP/38.3 Add the signing of Section 1 of the Annual Governance Statement to the agenda for Full Council.
- This had been done.
- 26/FGP/38.4 Add the signing of Section 2 of the Annual Governance Statement to the agenda for Full Council.
- This had been done.
- 26/FGP/38.6 Inform Claire Connell of the decision of the Committee.
- This had been done.
- 26/FGP/38.7 Add the draft IT Policy to the agenda for Full Council.
- This had been done and was agreed at the June Full Council Meeting.
- 26/FGP/38.7 Create a list of policies and prepare a draft review schedule for each to be reviewed over a four-yearly cycle.
- This was in progress with a view to presenting a first draft to October Committee meeting. The intention, as decided by Full Council, would be to have a review of Standing Orders and Financial Regulations in the first quarter of 2027 and the four-year cycle starting from June 2027 (after May elections).
- ACTION – Clerk to create a list of policies and prepare a draft review schedule for each to be reviewed over a four-yearly cycle.**
- 26/FGP/39.1 Add the committee Terms of Reference to the agenda for Full Council.
- This had been done.
- 26/FGP/41.1 Arrange the transfer of £300,000 to the council's 95-day Notice account.
- To ensure cash availability, the Finance Manager and Clerk felt it prudent to only move £200,000.
- 26/FGP/41.2 Arrange the next meeting of the Catering Working Party.
- This had been done and the recommendations were approved by Full Council at their July meeting.
- 26/FGP/43.1 Arrange for a visit by Cllrs James and Pollock to Shinfield Players Theatre.
- This had been done.

- 26/FGP/44.1.1 Add the procurement of an electric tricycle for staff transport to the agenda for Full Council.
This had been done and approved by Full Council.
- 26/FGP/44.1.2 Add the procurement of two public noticeboards to the agenda for Full Council.
This had been done and approved by Full Council.
- 26/FGP/44.1.3 Add the procurement of two picnic benches to the agenda for Full Council.
This had been done and approved by Full Council.
- 26/FGP/44.1.3 Add provision of benches in public spaces to the agenda for the Facilities Committee.
This will be done.
- 26/FGP/44.1.4 Add funding for the provision of shade to the agenda for Full Council.
The provision of an awning had been discussed at Full Council in June, and the decision was to replace the previous parasols with new larger items which are now in place.
- 26/FGP/44.1.4 Add decision on the form of shading for the patio to the agenda for the Facilities Committee.
See previous item.
- 26/FGP/44.2.1 Add funding for the renewal of the Neighbourhood Plan to the agenda for Full Council.
This had been done and approved by Full Council.
- 26/FGP/44.3.1 Instruct the Facilities Manager to implement the redecoration works to Pound Green and Three Mile Cross Rooms.
The Facilities Manager has made bookings in the diary to allow this work to take place.
- 26/FGP/44.3.1 Instruct the Facilities Manager to recycle display cabinets where possible.
This was included in the work being planned.
- 26/FGP/44.3.2 Investigate potential use of Yeoman Shield for corridor areas.
This was with the Facilities Manager to consider.
- 26/FGP/45.2 Initiate the review of High Copse Pavilion business rates.
This was on the agenda at Item 59.2

26/FGP/45.2 Utilise AI for an initial assessment of the business rates valuation.

This has been done.

26/FGP/46.1.3 Send Cllr A Pollock the papers from the Ryeish Green Working Party.

This had been done.

26/FGP/46.1.3 Arrange a site visit for Cllrs Johnson and A Pollock.

This visit had not yet taken place.

26/FGP/53 Annual Accounts and Annual Governance and Accountability Return for Year Ending 31st March 2026

53.1 Completion of the public rights of inspections period.

Members **NOTED** that the public rights of inspection period had ended on 10th August (at end of office opening hours).

26/FGP/54 Risk Register

54.1 An update on the Shinfield Parish Council Risk Register

The Clerk advised that he had no updates to the Risk Register. He advised that he had used the latest review to cross check against existing list of policies and to identify gaps as part of the process of creating a four-year cycle of policy reviews.

The Clerk has also created a simplified summary of the Risk Register. Members asked if this could be added to the council's website.

ACTION – Clerk to add one page summary of the Risk Register to the website

26/FGP/55 Financial Reports

55.1 Bank Reconciliation Statement at 31st July

The Chair of the Committee confirmed that he had reviewed the bank reconciliations at the end of July 2026 and that all was in order. A copy of the signed reconciliation was presented to members.

NS&I only provide a statement annually or when the balance of the account changes. The Finance Manager was asked to request an up-to-date statement for the October meeting.

ACTION – Finance Manager to obtain an up-to-date statement for the NS&I account for the October meeting

55.2 Current financial position for financial year 2026/27

The current position is that the forecast shows a potential £77.3k adverse variance for 2026/27 compared to a budget of £26.0k adverse. This is a worsening of £51.4k.

Of this, as has previously been reported to Full Council, the café accounts for £29.8k (a switch from £16.0k favourable to £13.8k adverse). IT includes £13.0k for Cloudy IT previously approved, £10.0k increased charges from Air IT and £4.0k for renewal of laptops. Across the accounts there are multiple smaller over/under variances. Income and expenditure will continue to be closely monitored.

Members **NOTED** the current financial position.

26/FGP/56

Financial Reserves and CIL

56.1 Update on Community Infrastructure Levy (CIL)

The Chair and the Clerk provided an update on CIL figures. There was a discussion on ensuring that CIL funds were used in a timely fashion noting that the major item was the planned expenditure on Millworth Lane.

Members **NOTED** the current and projected balances for CIL.

56.2 Reserves

The Chair provided an update on reserves as at 31st July 2026. The General Reserve was currently £263.3k.

As part of the 2026/27 budget, provision has been made to add £40k to Long-Term Maintenance Reserve, £5k to Planning Reserve and £20k to Parish Elections Reserve (in anticipation of May 2027 elections).

Members **NOTED** the report.

56.3 Long-Term Maintenance Reserve

The Clerk advised that he was meeting with the Facilities Manager on 14th August to continue to refine the current long-term maintenance plan. This will help establish the best level of contributions to the reserve in coming years.

56.4 Potential release of funds to support Padel development and Sport Master Planning

Members recognised the need for potential funds to help progress discussions on padel (e.g. noise assessment, pre-planning application) and the sports masterplan (e.g. topographical study of Millworth Lane).

The Clerk advised that the £1.5m allocated to the overall Millworth Lane project included £129.5k for the delivery of padel courts, £70k for Fees and planning and £145k for “future proofing”.

Members approved the use of up to £10k for each of these two elements (£20k in total) from the overall £1.5m allocation.

56.5 Adequate irrigation of the playing fields at High Copse had become a major concern and members agreed to approve up to £45k from CIL for the installation of such a system. This would use the existing borehole and be subject to the limit of 20,000 litres per day.

Proposed: Cllr Matic
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Facilities Manager to obtain three quotes for irrigation and progress installation

56.6 Wokingham Borough Council consultation on CIL draft Charging Schedule.

Members considered the proposed changes to CIL particularly creating a zero rate for the Loddon Valley Garden Village area. Shinfield Parish Council’s experience is that there are “gaps” in what is provided by s106 funding that merit the retention of a CIL element e.g. High Copse Pavilion was provided through s106 but still required fitting out with dressing room benches etc.

There was no agreement on the amount of CIL that should be retained but members were in agreement that Arborfield & Newland Parish Council should be encouraged to retain CIL funding for LVGV. The Clerk was asked to write to their Clerk offering Shinfield Parish Council’s support.

ACTION – Clerk to write to Arborfield & Newland Parish Council Clerk offering the council’s support in relation to CIL contributions for Loddon Valley Garden Village

26/FGP/57

Budget 2027/28

57.1 Timetable for budget process

Members agreed to the timetable set out in the papers for the 2027/28 budget cycle for Full Council approval in January 2027.

57.2 The core assumptions for the budget setting process

Members were asked to consider the parameters to be applied to be budget setting process e.g. pay award assumption for 2027/28.

57.3 The process for the involving each Council committee in the budget setting process.

Members agreed that a specific budget setting discussion should be arranged to include the Chair and Vice-Chair of each committee to allow more time for discussion than could be allowed for in a normal committee meeting.

ACTION – Clerk to arrange a budget discussion meeting for September 2026

26/FGP/58

Sports Provision within the Parish

58.1 Current position on Sports Provision

The Clerk had provided a paper summarising the current position regarding sports provision within the parish. Members felt that given the comments from various padel companies who had visited High Copse Pavilion and Millworth Lane that the preference would be for courts at High Copse. This would also be guided by the survey on the sport that was about to be opened.

This led to a discussion on a wider distribution of sports facilities within the parish rather than concentrating at these two locations. As a result, the Clerk was asked to investigate whether the sports master planners that had been contacted could be given a different remit to consider an overall plan for the parish.

ACTION – Clerk to task Sports Masterplanners with an overall sports strategy for the parish

58.2 Draft licence for field next to the Manor Ground

The Chair and Cllr Johnson had seen the draft licence from the University of Reading and had agreed with the suggested amendments proposed by the Clerk.

Subject to him being satisfied with the revised version from the University the Clerk was authorised to sign the licence.

Members also agreed to set aside up to £10k from CIL reserves to facilitate the effective use of the licence. The Clerk advised that the pins and mesh for temporary fencing, required to delineate the area, had cost £600.

Proposed: Cllr Pollock
Seconded: Cllr Johnson
Approved: Unanimously

ACTION – Clerk to sign the licence to occupy the field next to the Manor Ground upon receipt of a revised licence from the University of Reading

ACTION – Facilities Manager to install temporary fencing and identify any other necessary works to the field

26/FGP/59

VAT Advice and Business Rates Appeal

59.1 Update from the Finance Manager regarding seeking VAT advice and potential costs

The Finance Manager gave an update on the discussions to obtain VAT advice. A quote for the work had been received for £3,250 + VAT. Members approved the quote and asked the Finance Manager to proceed.

Proposed: Cllr Pollock
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Finance Manager to proceed with obtaining specialist VAT advice for the council

59.2 Business Rates valuation for High Copse

The Finance Manager was in the process of identifying someone to make an application to review the business rates for High Copse Pavilion.

ACTION – Finance Manager to progress an application to review the business rates for High Copse Pavilion

26/FGP/60**Land Issues****60.1 A verbal update was received on the following Issues****60.1.1 Land Registrations including list of properties**

There were no updates on the Land Registrations

60.1.2 Lease of Ryeish playing fields and Deardon Way Fields

There were no updates on the leases.

60.1.3 Ryeish Green Pavilion

It was agreed that Ryeish Green Pavilion and playing fields should be considered as potential options for the sports strategy discussed at 58.1 and therefore any decision on the pavilion should be deferred until that had been resolved.

60.1.4 Parish Hall Lease

There were no updates on the parish hall lease.

60.1.5 Assets of Community Value

There were no updates on Assets of Community Value.

60.1.6 Millworth Lane

There were no further updates on Millworth Lane.

26/FGP/61**Live Project Teams****61.1 Summary of Live Project Teams/Working Parties**

Members **NOTED** the update and that the Corporate Governance and Ryeish Green Pavilion Working Parties had completed their objectives.

26/FGP/62**Renewable Energy Project****62.1 A verbal update on the provision of PV panels for Manor Ground and SCG in 2026**

The Clerk advised that the timetable for installation was as follows:

- Specification by the end of August
- Procurement framework tendering to end of November
- Appointment of contractor by end of December
- Installation at School Green Centre and Manor Ground by end of February 2027
- Installation at Spencers Wood Pavilion and High Copse Pavilion by May 2027

26/FGP/63

Date of Next Meeting

63.1 Next meeting was scheduled for 14th October 2026

The meeting ended at 21.20

List of Actions

Reference	Action	Person to action
26/FGP/38.7	Create a list of policies and prepare a draft review schedule for each to be reviewed over a four-yearly cycle.	Clerk
26/FGP/54.1	Add one page summary of the Risk Register to the website.	Clerk
26/FGP/55.1	Obtain an up-to-date statement for the NS&I account for the October meeting.	Finance Manager
26/FGP/56.5	Obtain necessary quotes for irrigation and progress installation.	Facilities Manager
26/FGP/56.6	Write to Arborfield & Newland Parish Council Clerk offering the council's support in relation to CIL contributions for Loddon Valley Garden Village.	Clerk
26/FGP/57.3	Arrange a budget discussion meeting for September 2026.	Clerk
26/FGP/58.1	Task Sports Masterplanners with an overall sports strategy for the parish.	Clerk
26/FGP/58.2	Sign the licence to occupy the field next to the Manor Ground upon receipt of a revised licence from the University of Reading.	Clerk
26/FGP/58.2	Install temporary fencing and identify any other necessary works to the field.	Facilities Manager
26/FGP/59.1	Proceed with obtaining specialist VAT advice for the council.	Finance Manager
26/FGP/59.2	Progress an application to review the business rates for High Copse Pavilion.	Finance Manager

Item 68.1

Shinfield Parish Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
18 September 2026
Our Ref:
BE0067
SAAA Ref:
SB07471

Shinfield Parish Council
Completion of the limited assurance review for the year ended 31 March 2026

Dear Mr Winton

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Shinfield Parish Council for the year ended 31 March 2026. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the “Notice” along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2026, which must include publication on the smaller authority’s website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the “Notice” must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 30 Churchill Place, Canary Wharf, London, E14 5RE. Please include the reference BE0067 or Shinfield Parish Council as a reference when paying by BACS.

Timetable for 2026/27

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2027. It is anticipated that the instructions will be sent out during March 2027, subject to arrangements for the 2026/27 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

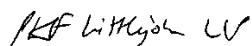
- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2027, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Thursday 3 June and Wednesday 14 July 2027; and
 - at the latest, between Thursday 1 July and Wednesday 11 August 2027.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2025/26

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2026. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/satisfaction-survey-for-the-year-ended-31-march-2026/>

Yours sincerely



PKF Littlejohn LLP

Shinfield Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Shinfield Parish Council for the year ended 31 March 2026 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Shinfield Parish Council on application to: (a) _____ _____ _____ _____ (b) _____ _____ _____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____	(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____	(e) Insert the date of placing of the notice

Shinfield Parish Council

Our ref BE0067**SAAA Ref** SB07471**Invoice No.** SB20262374**VAT No.** GB 440 4982 50**Email:** sba@pkf-l.com**Date:** 18 September 2026

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2026	£2,100.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£2,100.00
VAT @ 20%	£420.00
TOTAL PAYABLE	£2,520.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 30 Churchill Place, Canary Wharf, London E14 5RE**

For payments by credit transfer, our bank details are:-

HSBC Bank plc**Address: 1-3 Bishopsgate, London, EC2N 3AQ****Sort Code: 40-02-31****Account number: 11070797****Account Name: PKF Littlejohn LLP****Please include BE0067 or Shinfield Parish Council as the reference.****For account queries, contact sba@pkf-l.com**

PKF Littlejohn LLP
30 Churchill Place
London
E14 5RE

T: +44 (0)20 7516 2200
www.pkf-l.com

Shinfield Parish Council

Our ref BE0067**SAAA Ref** SB07471**Invoice No.** SB20262374**VAT No.** GB 440 4982 50**Email:** sba@pkf-l.com**Date:** 18 September 2026

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2026	£2,100.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£2,100.00
VAT @ 20%	£420.00
TOTAL PAYABLE	£2,520.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 30 Churchill Place, Canary Wharf, London E14 5RE**

For payments by credit transfer, our bank details are:-

HSBC Bank plc

Address: 1-3 Bishopsgate, London, EC2N 3AQ

Sort Code: 40-02-31

Account number: 11070797

Account Name: PKF Littlejohn LLP

Please include BE0067 or Shinfield Parish Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
30 Churchill Place
London
E14 5RE

T: +44 (0)20 7516 2200
www.pkf-l.com

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Shinfield Parish Council – BE0067

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority failed to publish the Notice of conclusion of audit and external auditor report and certificate by 30 September 2025, the date required by the Accounts and Audit Regulations 2015. This has been highlighted to us by the internal auditor.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertions in Section 1, Box 10, and it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

The smaller authority has not been able to provide evidence of the consideration of the independence of the internal auditor upon appointment. In accordance with the Practitioner’s Guide Paragraph 4.11 it is considered best practice to review the independence of the internal auditor on an annual basis.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

17/09/2026

Claire Connell MA, ACA, CTA

Chartered Accountant and Chartered Tax Adviser

86 Silverdale Road

Earley

Reading RG6 7LT

Tel: 0118 966 9706

Email: accounts@claireconnell.co.uk

The Councillors
Shinfield Parish Council
Shinfield Green Centre
School Green
Shinfield
Berkshire RG2 9EH

8th October 2026

Dear Ladies and Gentlemen

I am pleased to accept the appointment as your internal auditor. The purpose of this letter and the attached Standard Terms of Business is to set out the basis on which I am to act and to clarify our respective responsibilities.

I am bound by the ethical guidelines of the Institute of Chartered Accountants of England and Wales and accept instructions to act for you on the basis that I will act in accordance with those ethical guidelines.

1 Roles and responsibilities

- 1.1 The council is responsible for maintaining adequate accounting and financial control functions and for preparing financial statements that have been prepared in accordance with current practices and guidance.
- 1.2 As internal auditor I am responsible for reviewing whether the systems of financial and other control are adequate and effective. I am required to complete the Internal Auditor's Report within the Annual Governance and Accountability Return. I will also provide a written report of the findings of the audit.
- 1.3 The responsibility of safeguarding the assets of the council and for the prevention and detection of fraud, error and non-compliance with laws and regulations rests with the council. However, I shall plan my audit so that I have a reasonable expectation of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with laws and regulations), but my audit should not be relied upon to disclose all such material misstatements or frauds, errors or instances of non-compliance as may exist.

2 Internal audit

- 2.1 I will carry out the internal audit in accordance with the latest guidance provided in the SAPPP Practitioners' Guide. This will include tests of transactions and of the existence and ownership of assets and liabilities such as I consider necessary.
- 2.2 An internal audit plan will be drawn up in consultation with the responsible officers and with reference to the council's risk assessment. This plan will be based on the internal audit checklist as set out in section 4 of the Practitioners' Guide and modified to reflect the activities of the Council. A preliminary plan is set out in Appendix 1.
- 2.3 The internal audit plan will ensure that the internal audit work covers the necessary areas so that the assurances to be given in the annual audit report can be made.

- 2.4 You will make available all necessary books and records and will allow direct access to those charged with governance in order that the internal audit work can be carried out.
- 2.5 A timetable will be agreed to ensure that my annual report is available at the required time as part of the annual return process.

3 Period of engagement

- 3.1 This appointment will be renewable on an annual basis.

4 Remuneration

- 4.1 The fee for the internal audit will be agreed each year in advance of the work commencing. The fee for 2026-27 will be £500.

5 Agreement of terms

- 5.1 The terms set out in this letter and my attached Standard Terms of Business (last revised August 2023) shall take effect immediately upon your countersigning this letter and returning it to me or upon the commencement of the internal audit for the accounting period ended 31st March 2027.
- 5.2 Once it has been agreed, this letter and the attached Standard Terms of Business (last revised August 2023) will remain effective until they are replaced. I shall be grateful if you could confirm your agreement to these terms by signing the enclosed copy of this letter and returning it to me immediately.

Yours faithfully,



Claire Connell

I confirm that I have read and understood the contents of this letter and the attached Standard Terms of Business (last revised August 2023) and agree that they accurately reflect the services that I have instructed you to provide.

Signed Dated

For and on behalf of Shinfield Parish Council

Appendix 1- detailed audit testing

This is based on section 4 of The Practitioners' Guide. The tests may need to be adapted further to suit Shinfield Parish Council's circumstances.

A. Appropriate accounting records have been properly kept throughout the year.
Tests to include: • Ensure the correct roll forward of the prior year cashbook balances to the new financial year • Check a sample of financial transactions in cashbooks to bank statements, etc: the sample size dependent on the size of the authority and nature of accounting records maintained
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
Tests to include: • Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the SOs and FRs which should be based on the latest version. • Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs (frequently different limits are recorded in the two documents). • Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods/ services delivery and approval for payment; ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation. • Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments. • Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements. • Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place.
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
Tests to include: • Ensure that authorities have prepared and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc. • Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity/ employees (including members) liability, business interruption and cyber security. • Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches; such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation. • Review the effectiveness of internal control carried out by the authority.

D. The precept resulted from an adequate budgetary process; progress against the budget was regularly monitored and reserves were appropriate.

Tests to include:

- Ensure that the full Authority, not a committee, has considered, approved and adopted the annual precept for the coming year in accordance with the required parent Authority timetable
- Ensure that current year budget reports are prepared and submitted to the Authority/ Committees periodically during the year with appropriate commentary on any significant variances.
- Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances.
- Ensure that the Authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process.
- Ensure that the precept received in the accounts matches the prior year submission form to the relevant authority and the public record of precepted amounts.

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Tests to include

- Review “Aged debtor” listings to ensure appropriate follow up action is in place.
- Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained, identifying that debtors are monitored.
- Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised.
- Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time.
- Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income.
- Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked.

F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for

Tests to include:

- A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, where no payments are made in physical cash, a “Not covered” response is required in this area.
- Review the systems in place for controlling any petty cash and also cash floats (used for bar, catering, etc).
- Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held.
- Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held.
- Ensure that VAT is identified wherever incurred and appropriate.
- Physically check the petty cash and other cash floats held.

G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Tests to include:

- Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract.
- Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability.
- Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and also with the contracted hours.
- Ensure that appropriate tax codes are being applied to each employee.
- Where free or paid for software is used, ensure that it is up to date.
- For the test sample of employees, ensure that tax is calculated appropriately.
- Check the correct treatment of Pension contributions.
- For NI, ensure that the correct deduction and employer's contributions are applied: NB. the employers allowance is not available to councils but may be used by other authorities
- Ensure that the correct employers' pension percentage contribution is being applied.
- Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies.

H. Asset and investment registers were complete and accurate and properly maintained.

Tests to include:

Tangible Fixed Assets:

- Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of/ no longer serviceable assets.
- Physically verifying the existence and condition of high value, high risk assets may be appropriate.
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement/ insured cost, the latter being updated annually and used to assist in forward planning for asset replacement.
- Additions and disposals records should allow tracking from the prior year to the current.
- Ensure that the asset value to be reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and / or disposals.
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or "self-insured" by the Authority.

Fixed asset investments:

- Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the "Investment Strategy" and reported as Assets in the AGAR at section 2, line 9.

Borrowing and Lending:

- Ensure that the authority has sought and obtained appropriate UK Debt Management Office approval for all loans acquired.

• Ensure that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan, any arrangement fee should be regarded as an admin expense) in the year of receipt. • Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at section 2 line 5. • Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the AGAR at section 2, line 10 (value should be verified from the lender and verification provided to the IA by the clerk/RFO). • Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt.
I. Periodic bank reconciliations were properly carried out during the year.
• Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members. • Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, section 2, line 8. • Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.
• Ensure that the financial detail reported at section 2 of the AGAR reflects the detail in the accounting records maintained for the financial year. • Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein. • Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end.
K. If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.
• This assertion is not applicable to Shinfield Parish Council as its income and expenditure are far in excess of the £25,000 limit for exemption.
L. The authority published the required information on a website / web page, up-to-date at the time of the internal audit in accordance with the relevant legislation
• Review the Authority's website ensuring that all required documentation is published in accordance with the relevant legislation, including publishing the ICO publication scheme on its website.
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations
• Review the Public Notice from the previous year and ensure that it was published on the website in advance of the period commencing and that it covered 30 working days including the first 10 working days of July
N. The authority has complied with the publication requirements for the prior year AGAR
• Check that the statutory disclosure / publication requirements in relation to the prior year's AGAR have been met as detailed on the front page of the current year's AGAR

O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.
Tests to include: • Ensure local authority has, as a minimum, a single generic email address on an authority owned domain. • Check that website accessibility has been tested, at least annually, and that the accessibility statement has been updated as required. • Check when the authority last completed a data audit. • Ensure the authority has prepared and formally adopted a data protection policy that is reviewed at least once annually. • Ensure the authority has an up-to-date IT policy in place.
P. Trust funds – the council met its responsibilities as a trustee
Tests to include: • Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements. • Confirm that the council is the sole trustee on the Charity Commission register. • Confirm that the council is acting in accordance with the Trust deed. • Confirm that the Charity meetings and accounts are recorded

Appendix 2 – My local council experience

I am a Chartered Accountant and Chartered Tax advisor. I gained many years' experience dealing with audits and reviews of accounting systems when I was a partner in a firm of Chartered Accountants in Surrey.

Since moving to Berkshire I have set up my own practice as a Chartered Accountant and I have been working with town and parish councils since 2010. I currently visit five councils on a regular basis to offer accountancy support in the form of management accounts, end of year accounts and budgeting. I am internal auditor to over thirty councils, which have precepts ranging between £5,000 and £2 million, the majority of which fall into the intermediate audit regime (ie income and/or expenditure exceeding £200,000). I therefore have experience of the role of Internal Audit from "both sides of the fence".

I have been a member of the Internal Auditors' Forum since its inception and am an associate member of SLCC and I recognise the need to keep abreast of changes within the sector.

Financial Summary - CIL

Item 69.1 a

	Happened	Expected	TOTAL
CIL Received	4,001,728		4,001,728
Anticipated CIL Receipts		1,764,626	1,764,626
Total Receipts	4,001,728	1,764,626	5,766,354
Expenditure - Completed Projects	(2,236,434)		(2,236,434)
Balance	1,765,294	1,764,626	3,529,920

Earmarked for Major Schemes

Millworth Lane	(31,886)	(1,468,114)	(1,500,000)
School Green (inc Recycling bins)	(29,061)	(20,939)	(50,000)
Public Art	(5,000)	(45,000)	(50,000)
High Copse	(38,985)	(15)	(39,000)
High Copse - Containers & Fence	(8,635)	(43,000)	(51,635)
High Copse - Cricket Equipment	(6,600)	(33,400)	(40,000)
Spencers Wood Shelter	(19,563)	(0)	(19,563)
Microregeneration	(8,600)	(241,400)	(250,000)
Neighbourhood Plan Renewal	(2,500)	(12,000)	(14,500)
Picnic Benches High Copse	0	(4,000)	(4,000)
Noticeboards High Copse and Frensham Green	0	(2,500)	(2,500)
Electric Bike	(1,720)	(2,280)	(4,000)
	(152,549)	(1,872,649)	(2,025,198)

Under / **Overcommitted** at present date 1,504,722

Proposed but no specific funds allocated/available

Transport Strategy		(100,000)	(100,000)
Community Gardens		(50,000)	(50,000)
Purchase Land - Millworth Lane		(150,000)	(150,000)
Total Approved	0	(300,000)	(300,000)

Maximum Under / **Overcommitted** 1,204,722

"Shopping" List

Pound Land - Beke Avenue		(500,000)	(500,000)
Refurbishment of Ryeish Green		(400,000)	(400,000)
Upgrade - School Green Centre		(250,000)	(250,000)
Total	0	(1,150,000)	(1,150,000)

POTENTIAL BALANCE FINAL SURPLUS 54,722

Item

6a.1b

Total Allocated to Schemes	Spent	Committed
----------------------------------	-------	-----------

Reserve	Balance B/Fwd 1st April 2026 £	Income £	Expenditure £	Balance 30th September 2026 £	Committee	Purpose	Estimated Life	Source and Purpose of Funds -
General Reserve	233,592	1,020,670	727,835	526,427	F & GP	Set aside for any extraordinary or unplanned expenditure and revenue deficit	Ongoing	Accumulated Revenue Reserve - some required to meet long term financial plan - note that this balance will change in line with expenditure and income for the remaining 6 months of the financial year.

CIL Reserve

Community Infrastructure Levy - 331	1,594,276	56,155	37,685	1,612,746	F & GP	Infrastructure required to support new development	5 years after receipt	This is the balance of CIL paid to the Council less completed projects and expenditure to date on those currently in progress. Refer to Item 69.1 for further detail
-------------------------------------	-----------	--------	--------	-----------	--------	--	-----------------------	--

Other Earmarked Reserves

Allotments - 337	70,000	0	0	70,000	Facilities	Sum deposited by Reading University if demand for allotments requires an extension to Deardon Way site	10 Years	£70,000 of this reserve is set aside to fund new allotment provision in the parish.
Long Term Maintenance Reserve - 320	197,207	40,000	0	237,207	F & GP	Funds set aside for planned future major repairs / refurbishments	Monitored	Accumulated (Annual) Revenue Contributions bolstered by Interest on Accumulated Investment (CCLA) - up to £25k has been approved for refurbishments in School Green Centre
Planning - 336	4,325	5,000	0	9,325	P & H	Set aside for unexpected costs incurred for planning advice and contribution to appeals	Review	Reserve used to fund SPC response to the impact to Shinfield of large scale housing development in Wokingham
Website - 311	10,000		0	10,000	F & GP	Further Development of Website required for expanding the Parish and rebranding.	Review	Revenue Underspend 2020/21 - funding maybe required in 2026/2027 if the new Community Engagement role demands
Youth Initiatives - 335	15,376	0	0	15,376	C & YA	To fund one off initiatives to educate and support the youth population	1 Year	Revenue Underspend in 2019/20 plus Transfer of Accumulated Funds in Youth Club Bank Account 31/1/2025 - it is intended to use some of this reserve to fund extra hours for the new Youth Worker in 2026/2027 only
Parish Election - 325	0	20,000	0	20,000	Full Council	To be reviewed as part of the final accounts process	Ongoing	The budget for 2026/2027 set aside a contribution of £20,000 for future election costs.
Public Art Reserve - 338	1,898	30	750	1,178	ACE	Funds raised for Public Art Project	Ongoing	Public Art to be funded through S106 (Shinfield Meadows) and fund raising by the Parish supported by Arts4Wokingham - income is a donation from a resident
Total Other Earmarked Reserves	298,806	65,030	750	363,086				

Total Reserves 30th September 2026 2,126,674 1,141,855 766,270 2,502,259

Padel in Shinfield



Why High Copse rather than Millworth Lane

The choice is practical and strategic, not simply a popularity contest.

HIGH COPSE

- ✓ Lit parking and established access
- ✓ Modern pavilion, changing rooms and accessible welfare
- ✓ Space for courts plus a social and refreshments offer
- ✓ Potentially quicker delivery, independent of Millworth pitch removal and dependency on 3G decision
- ✓ Supports a wider team-sport and community hub

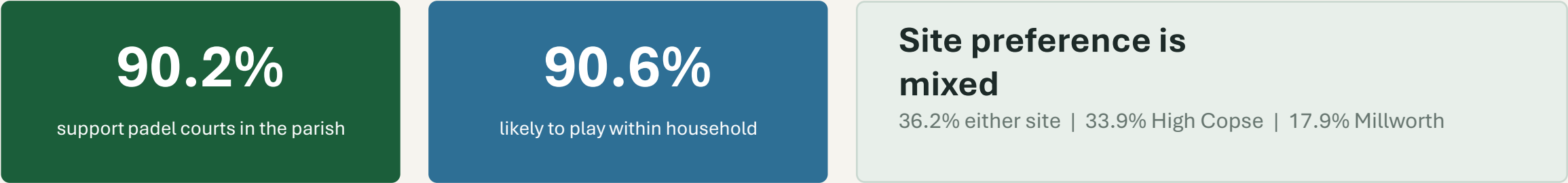
MILLWORTH LANE

- ! Football pitch capacity must be protected or replaced first
- ! Space is under pressure from the wider sports-park programme
- ! Older pavilion and weaker welfare offer
- ! Access road and parking concerns remain
- ! Padel there could delay or crowd out other planned facilities

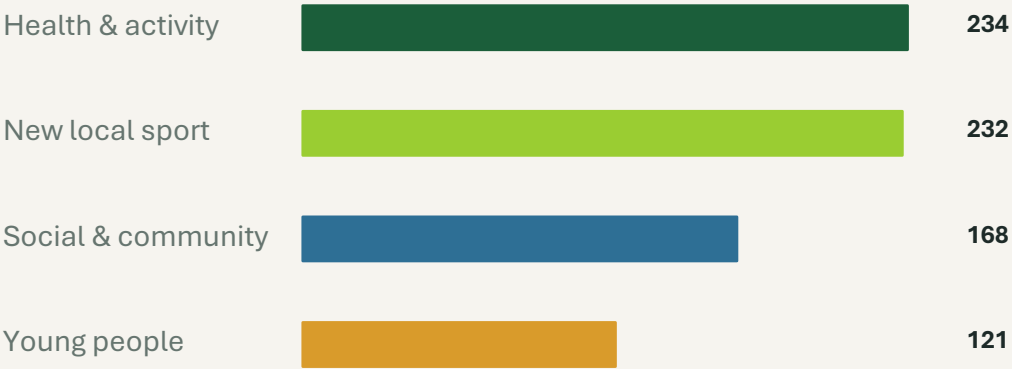
High Copse allows padel to proceed while Millworth retains flexibility for its wider masterplan.

What residents told us

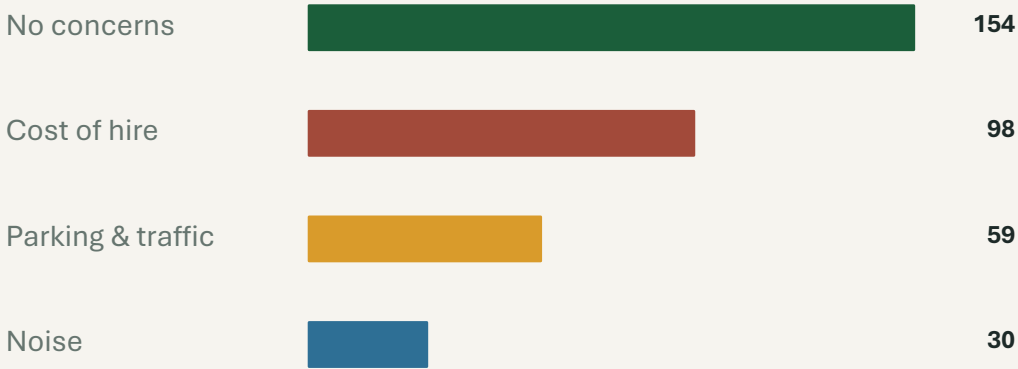
Interim consultation results reported on 23 September 2026, based on 307 responses.



What matters most



Concerns to design around



Implication: proceed, but make affordability, access, parking, noise and weather resilience visible parts of the design and business case.

Financial structure options

The central trade-off is between capital exposure, council income, community control and operating capability.

A SPC builds, owns & operates

- + Highest control and upside
- Highest staffing and operating exposure

B SPC owns; specialist manages

- + Control retained; expertise procured
- Management fee and careful incentives

C Joint investment

- + Lower SPC capital
- Complex ownership and expansion accounting

D SPC enables; operator funds courts

- + Low capital, stronger risk transfer
- Interface risk over power, drainage and defects
- Reduced income for SPC

E Operator concession

- + No SPC capital required
- Long contract; control depends on clauses
- Even lower income for SPC

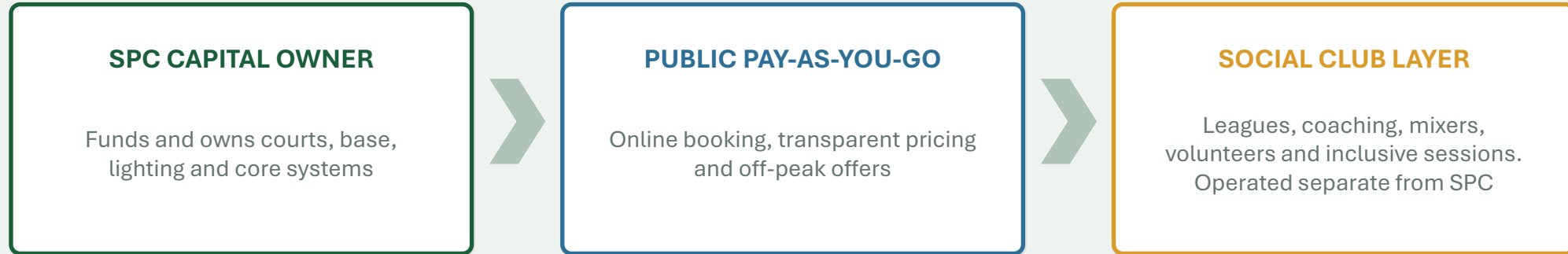
F Land lease

- + Simple and predictable
- Lowest community control and upside

Recommendation: adapt Model A toward a community club + pay-as-you-go hybrid, with specialist capability bought in where needed.

Recommended model: community club + pay as you go

SPC owns the asset; the operating model combines accessible public booking with the social value of a club.

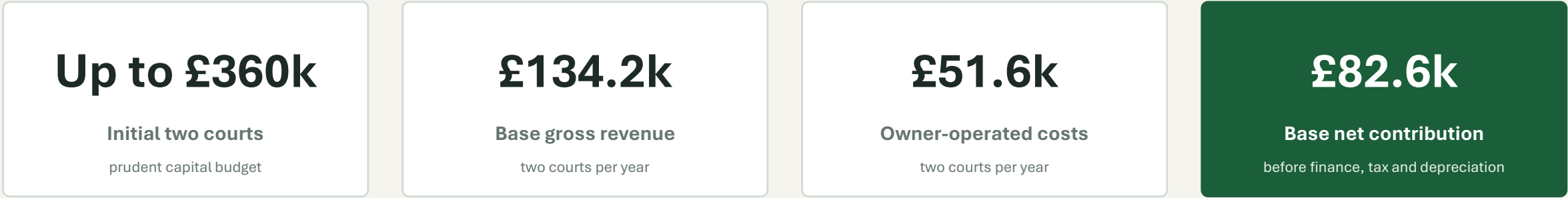


Design principles

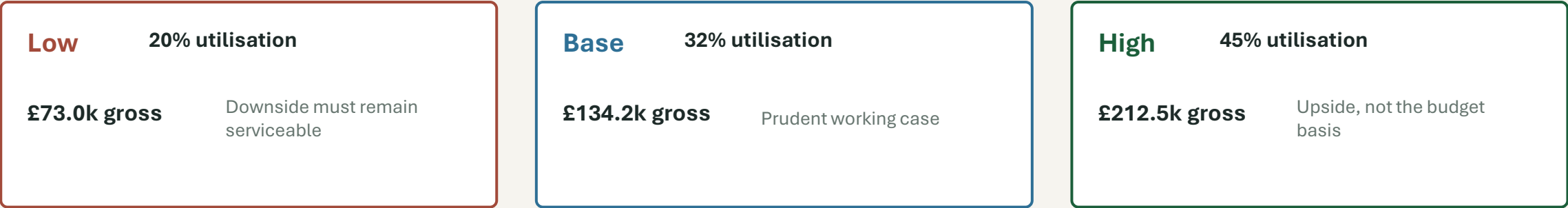
- Resident priority or discount without excluding spare-capacity users
- Affordable sessions for young people and targeted groups
- Equipment loan or low-cost hire
- Accessible routes and adapted play
- Income covers operations, maintenance and lifecycle reserve

Financial case for SPC capital ownership

Indicative 2026 appraisal assumptions, to be replaced by tendered costs and tax advice.



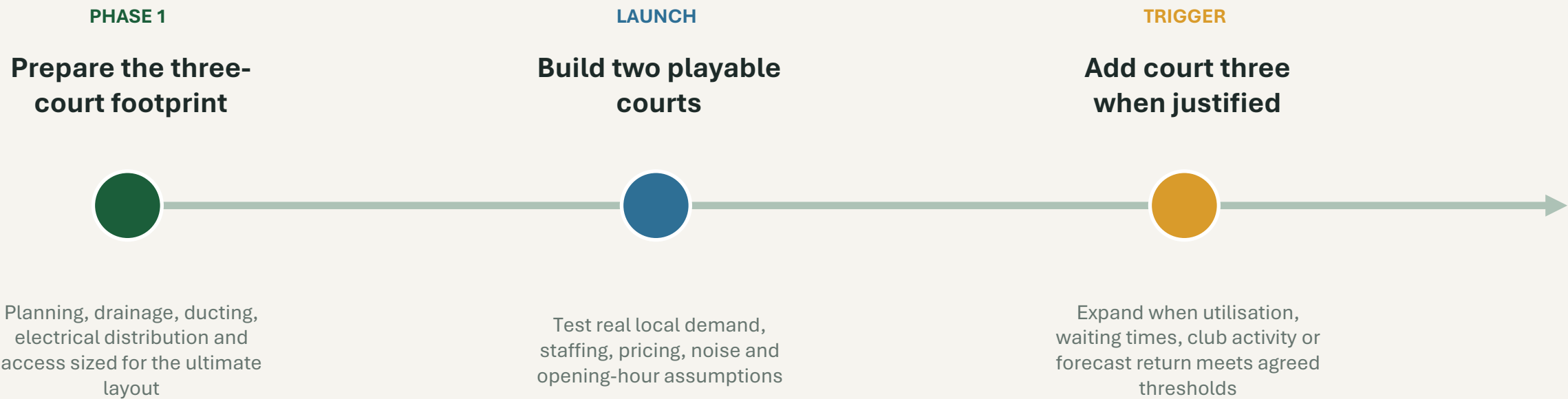
Sensitivity matters



Governance guardrail: approve a capital envelope only after planning, site surveys, utilities, procurement route, VAT and business-rates advice are complete.

Why plan for three but build two

Separate the long-term site decision from the short-term demand and cash decision.



Interim use of the reserved bay

A light refreshments and social area can help the club establish identity from day one, while preserving the option to convert the area to court three later.

Summary of Recommendations

1 High Copse vs Millworth

Existing pavilion, parking, changing and welfare facilities means High Copse can offer a more welcoming club environment. Millworth remains constrained by the need to protect football pitch capacity.

2 SPC funds the asset

Capital investment by SPC preserves income, community access, programming and long-term value. Specialist help can still be procured for coaching, social club development and selected operations.

3 Build two, safeguard three

Deliver two playable courts first, while preparing the full three-court footprint and utilities. Use the central or reserved bay as a social and refreshments space until demand supports court three.

Recommendation

- Approve High Copse as the preferred site
- Develop a costed, planning-ready scheme based on SPC capital ownership, a community social-club model and pay-as-you-go booking
- Keep a focus on affordability and resident access

How the phased facility could look

Illustrative concept only. Final position, orientation, cover and landscaping are subject to design and planning.

SHINFIELD PADEL CLUB – MASTERPLAN

2 COURTS TODAY – 3RD COURT TOMORROW

CONCEPT OVERVIEW

- Two high quality padel courts operational from day one.
- Central area provides a flexible social hub for players and spectators.
- Space and infrastructure designed to convert to a third court in the future.
- All social structures are removable.
- Full perimeter security fencing with controlled access.

KEY

- 1 Removable canopy (tensile) on bolt-down posts
- 2 Container kiosk for refreshments & information
- 3 Equipment hire / storage (container)
- 4 Spectator benches (facing courts)
- 5 Waste & recycling bin
- 6 Water refill station
- 7 Planter / landscaping
- 8 LED floodlights (typ.)
- 9 Controlled access gate (keypad / app entry)
- 10 Cycle stands



Two courts now

- Immediate playable capacity
- Lower initial commitment
- Operating model tested with real users

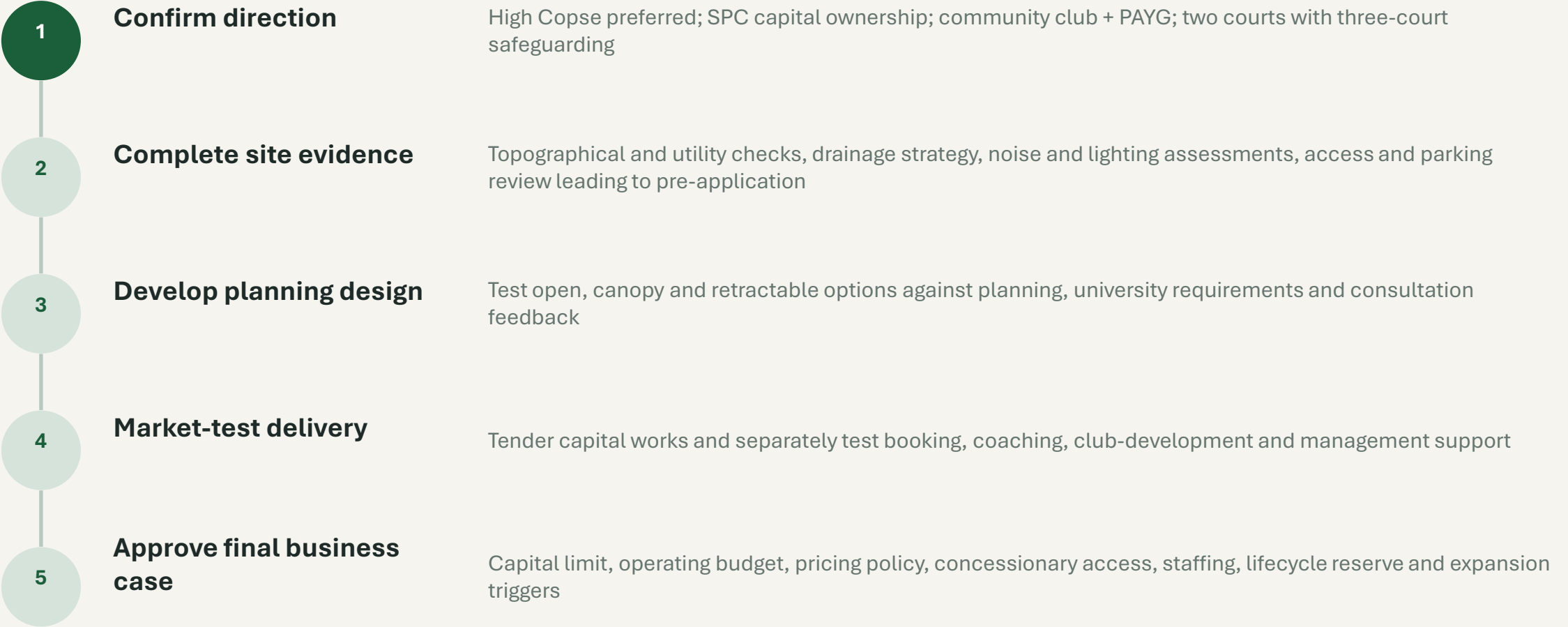
Reserve the third bay

- Social seating and refreshments
- Club welcome point and equipment store
- Convert to court three when triggered

Design from day one for accessible routes, safe evening use, low-glare lighting and noise mitigation.

Next steps and decision gateways

Move quickly, but only through explicit evidence and approval points.



Proposed resolution: endorse the direction and authorise development of the planning-ready, tendered final business case.

Notes of Budget Discussion on 16th September 2026

Introduction

This is a summary of discussions held on 16th September 2026.

Community Engagement & Communications

- Increase Community Engagement budget to support the new Community Engagement Officer's work programme. See next section.
- Budget for wider resident engagement, consultation exercises and community surveys.
- Develop a business and community contact database and communications programme.
- Consider funding for village-specific engagement initiatives in Shinfield, Spencers Wood and Three Mile Cross.
- Consider funding for welcoming new residents and community integration activities.
- Provision for a second hard-copy parish newsletter each year (estimated discussion figure circa £6,000).
- Review website and digital engagement platforms.
- Community engagement voting initiatives (e.g. flowers, Christmas lights, village improvements).

Events & Community Activity

- Increased budget for community events across all settlements.
- New events programme led by Community Engagement Officer.
- Community cinema, gaming and themed youth events.
- Accessibility provision within events.
- Enhanced Christmas programme.
- Community Pride / "Shinfield Pride" environmental initiatives.
- Health and wellbeing activities and community projects.

Youth Services

- Dedicated equipment budget for youth workers.
 - Mobile activity equipment.
 - Boxing and fitness equipment.
 - Gaming equipment and event resources.
 - Portable sports and recreation equipment.
- Transport and activity funding for outreach work.
- Expansion of youth programmes to reduce anti-social behaviour.
- Future growth in youth staffing and provision.

Sports Facilities

- Alpaca fence hedge planting programme to create a natural buffer and discourage informal access along the boundary.
- Ongoing pavilion lifecycle reserve.
- Covered outdoor seating / shelter area adjacent to pavilion.
- Permanent solution to overflow parking area.
- Sports pitch maintenance review.
- Possible in-house grounds maintenance model.
- Consultancy support to review sports facility maintenance options.
- Staffing review for sports facilities and specialist maintenance.
- Padel court operational model and future revenue implications.
- Land acquisition budget provision if negotiations progress.
- Accessible spectator and sports facilities improvements.

Parks, Open Spaces & Environment

- Playground replacement reserve.
- Accessibility improvements in parks and play areas.
- Inclusive play equipment.
- Teen-focused recreation facilities:
- Table tennis tables
- Parkour / free-running equipment
- Ninja trail equipment
- BMX and cycling initiatives
- Community planting schemes.
- Wildflower and bulb planting expansion.
- Additional tree planting in settlements.
- Tree management programme.
- Biodiversity and nature recovery projects.
- Enhanced litter and environmental maintenance.
- Jet washing and public realm cleaning programme.
- Review of litter bin provision and sizes.
- Outdoor furniture replacement programme.

Public Realm & Village Enhancements

- Significant enhancement of Christmas lighting across the parish.
- Illuminating multiple trees in Shinfield village centre.
- Possible seasonal decorations throughout village centres.
- Public realm improvements at Spencers Wood and Three Mile Cross.
- Entrance feature improvements and planting around key gateways.
- Place-making and identity projects.
- Community shelters reserve.

Facilities & Buildings

- School Green Centre reception redesign.
- Accessibility improvement programme.
- Building compliance reserve.
- Long-term maintenance reserve review.
- Air conditioning feasibility (School Green Centre/kitchen areas).
- Courtyard redesign and landscaping project.
- Additional storage solutions.
- Future-proof drought-resistant planting and landscaping.
- Café refurbishment and furniture replacement review.
- IT infrastructure improvements.
- Hearing loops and communications accessibility enhancements.

Staffing & Governance

- Pay and grading review.
- Pay and grading implementation reserve.
- National pay award contingency.
- Recruitment and succession planning.
- Staff training programme.
- Rewards and recognition scheme.
- Independent governance reviews.
- Cyber security improvements.
- Information governance and website compliance.
- Election reserve replenishment following elections.

Planning, Development & Strategic Projects

- Developer engagement consultancy reserve.
- Neighbourhood Plan review reserve.
- Traffic and transport studies.
- Millworth Lane development consultancy and project support.
- Future sports masterplan work.
- Public art and placemaking projects.
- New community centre feasibility work (if required).
- Planning consultancy reserve.
- Community garden/allotment opportunities.

Facilities Team Equipment Review

- A specific budget line should be considered for:
 - Water bowser/water tank.
 - Jet washing equipment.
 - Additional grounds maintenance tools.
 - Environmental maintenance equipment.
 - Equipment required to maintain enhanced planting schemes.

Three Mile Cross Bowls Club – Capital Grant Initial Application

Nature of Request

Three Mile Cross Bowls Club request for funding towards accessible toilet facility and easier access to the clubhouse with mobility issues.

Submission from Three Mile Cross Bowls Club

Three Mile Cross Bowling Club is a thriving community of friendly people who enjoy lawn bowls. The club provides the equipment and the environment to play the game which keeps the ageing membership active and leads to the health benefits that come from socialising and the activity itself. A viable club is an asset to the community, but it is lacking an accessible toilet facility and easy access to the clubhouse for those with mobility issues. Access to the main clubhouse door is via steps as is access to the ladies toilet facility.

Making the clubhouse and toilet accessible would benefit the community as well as the membership since the clubhouse and facilities could be made available to the community outside the bowls season.

Our membership consists of 70 playing members who take part in the leagues and competitions during the lawn bowls season and 20 social members who may have a few practice games but mainly come to the club to socialise, utilising the kitchen, bar and main hall area as well as the seating around the green.

All but half a dozen or so of our members are of retirement age or older with the majority in their late sixties to late seventies. Quite a few of the membership find the effort to use the steps off-putting which we are trying to rectify.

The clubhouse is used for social events such as quiz nights, race nights and craft afternoons which are open to our membership as well as guests. With suitable access to the clubhouse and the availability of an accessible toilet, the site may well be suitable for use as a venue for those outside the club membership.

The club would like to address this access situation by building a ramped access up to the rear clubhouse door. The rear door will be widened to 1 metre and the window to the Home Ladies Changing Room will be converted into a 1-metre-wide door, opening outwards, to an accessible toilet facility.

Pictures of the current area to be updated and the site for the two doors are attached as well as a schematic representation of the current and proposed building. A schematic of the proposed toilet facility is also attached.

The cost of the project was first sought in 2024 and an estimate of £10,500 was given. This estimated cost has risen sharply as the price of materials has soared in the last two years, so the latest verbal estimate is £14,500 to complete the project. We are awaiting a written quotation which I will supply, if required, as soon as it is available.

The financial position of the Club is stable but there are insufficient funds available to the Club to undertake this project on its own.

Also attached is a copy of the club constitution, the audited financial statement for 2024-2025, the financial and contact information requested along with a projected financial situation as at the end of the current club financial year.

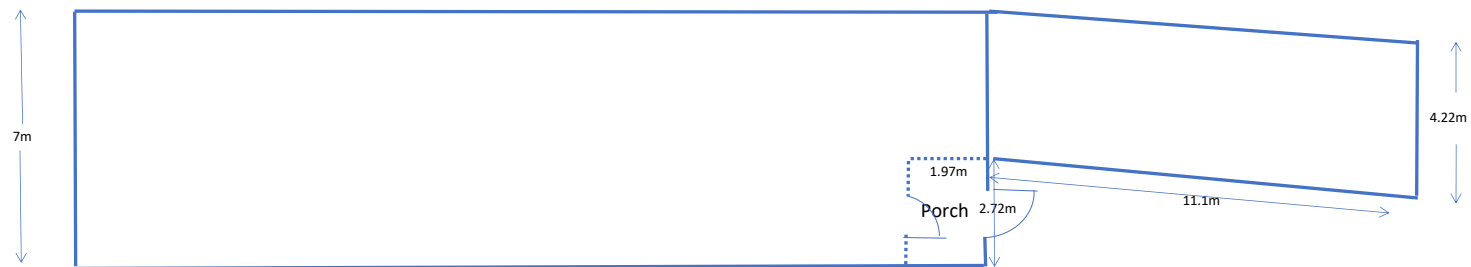
Investigations into the possibility of funding from the National Lottery Community Fund, the Sport England's Movement Fund as well as Bowls England and the Berkshire Community Fund are being undertaken.

The Club has applied for a grant from the Merry Eleemosynary Trust and been pledged £1,500 by the Trust towards this project.

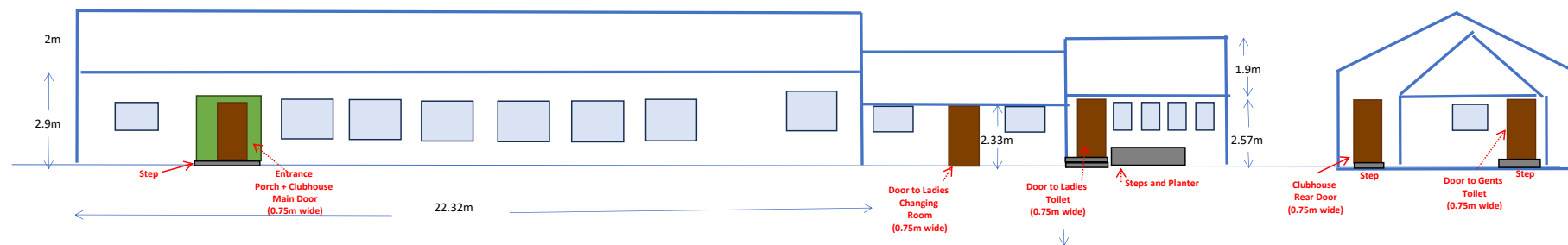
This leaves £13,000 still to be raised which has prompted our capital grant application. Full funding of the £13,00 would be ideal but the club understands that this may not be possible.

Financial Information

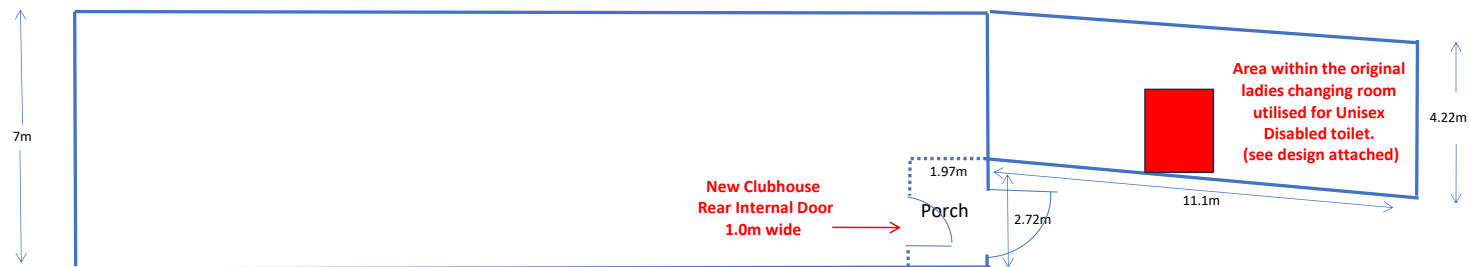
The club is reporting a bank balance of £17,001 and cash at hand of £200. The most recent 12 months trading had income of £33,660 and expenditure of £31,902



Notes regarding construction
 Brick to all walls
 Concrete tiles to all roofs

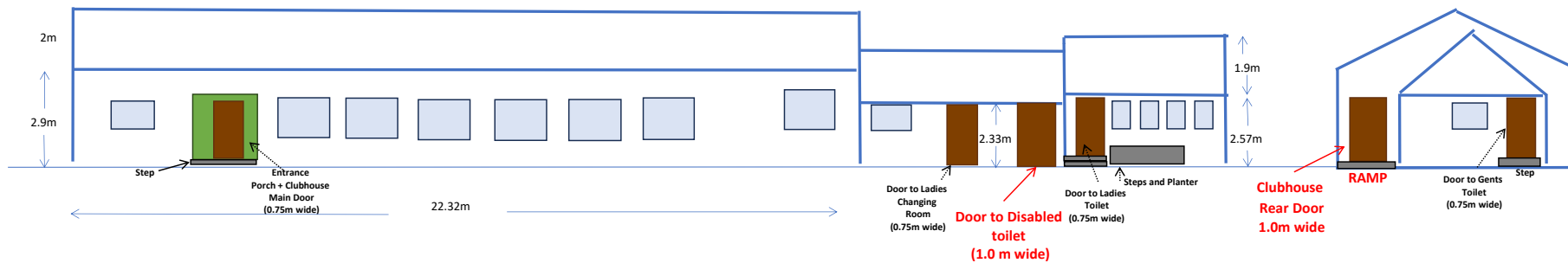


Current build to Clubhouse, Ladies Changing room and toilets



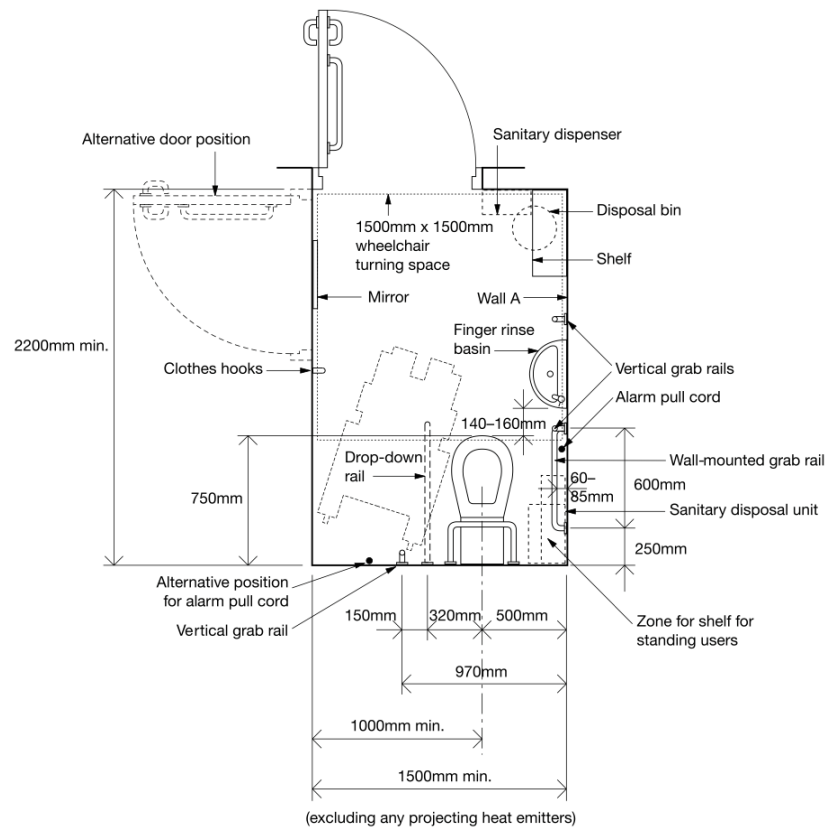
Notes regarding construction

Brick to all walls
Concrete tiles to all roofs

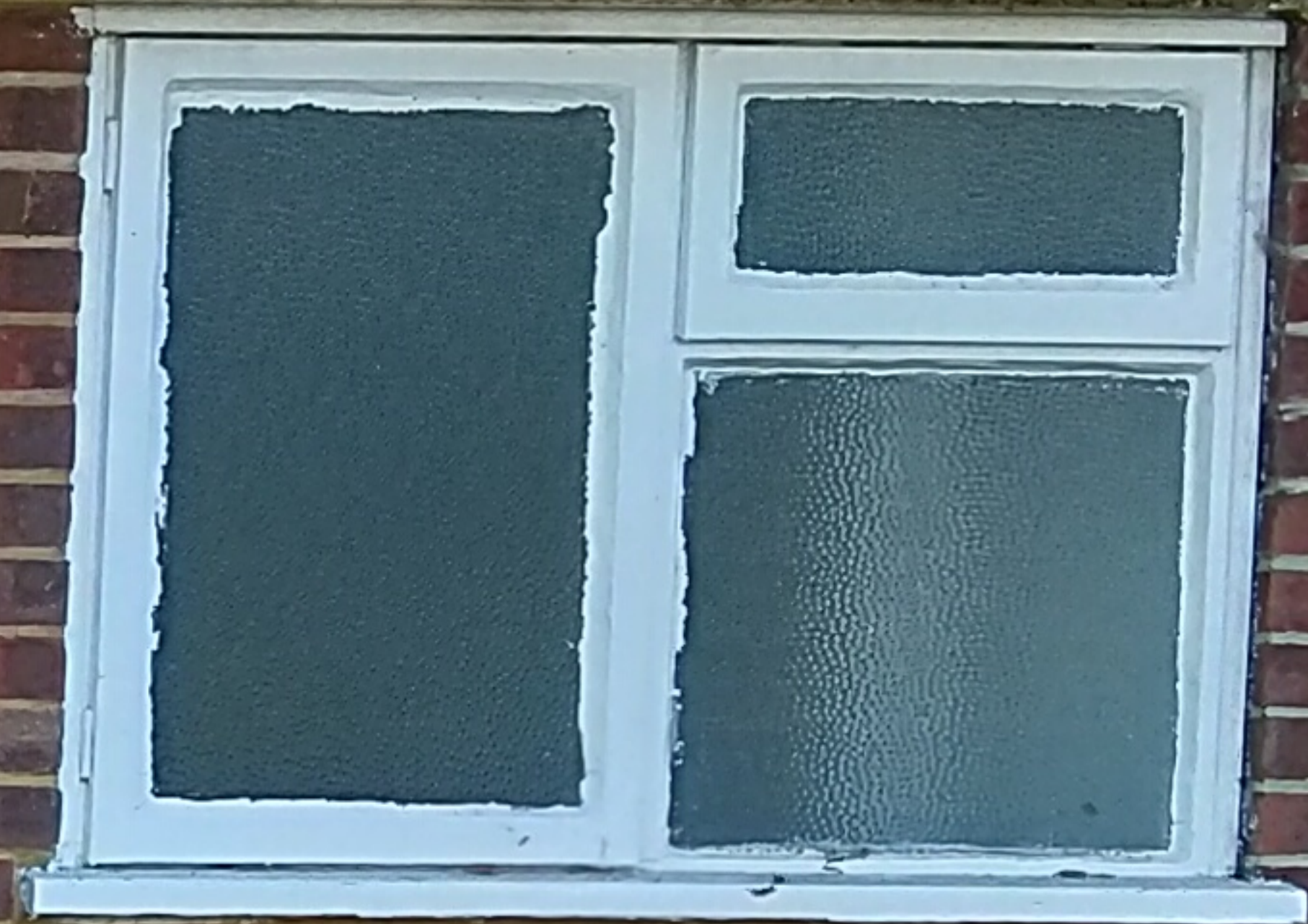


Proposed build(in Red) to Clubhouse and Ladies Changing room)

Diagram 18 Unisex wheelchair-accessible toilet with corner WC



Note
Layout for right-hand transfer to WC







THREE MILE CROSS BOWLING CLUB

CONSTITUTION AND CLUB RULES

Last revised November 2025

TABLE OF CONTENTS

	Page No.
1. NAME	2
2. OBJECTIVES	2
3. MEMBERSHIP	2
4. MANAGEMENT COMMITTEE	3
5. BOWLS SECTIONS	5
6. SUB COMMITTEES	5
7. TRUSTEES	5
8. GENERAL MEETINGS	6
9. CLUB YEAR	7
10. SUBSCRIPTIONS	7
11. CONDUCT OF MEMBERS	8
12. GUESTS	8
13. CHILDREN	9
14. DOGS	9
15. MUSIC, RADIOS AND TVS	9
16. GREEN OPENING AND RINK BOOKING	9
17. DATA PROTECTION ACT 2018	9
18. SALE OF INTOXICATING LIQUOR	10
19. DRESS CODE	10
20. LIABILITY	11
21. RULES AND REGULATIONS	11
22. DISSOLUTION OF THE CLUB	11
23. ALTERATIONS TO THE CONSTITUTION	12
24. SAFEGUARDING	12
25. MISCELLANEOUS	12

1. NAME

The Club shall be known as " THREE MILE CROSS BOWLING CLUB ", hereafter to be referred to as "The Club" or "TMX", which is situated at Fords Forge, Basingstoke Road, Three Mile Cross, Reading, RG7 1AT, and shall be affiliated to Bowls England & The Royal County of Berkshire Bowling Association.

2. OBJECTIVES

The Club is established to foster and promote the amateur sport of outdoor flat green bowls in the area, providing opportunities for recreation and competition.

The Club shall adopt and conform to Bowls England Rules and Regulations and the Crystal Mark Laws of the Sport of Bowls.

3. MEMBERSHIP

(a) Membership shall be open to any person, regardless of race, age, gender, sexual orientation, religious belief or ability, who completes a membership application form and pays the relevant subscription as determined by the Club. The membership of the Club shall consist of:

(i) **Full Playing Members** - Persons aged 18 and over who shall be entitled to avail themselves of all the amenities of clubhouse, premises and green. New members must wait two days after their application is processed before taking advantage of membership, this being a requirement of the Premises Certificate.

(ii) **Social Members** - consisting of:

- Non Playing Family Members - The spouse of and children under the age of 18 of a Full Playing Member who shall be entitled to avail themselves of the amenities of the clubhouse and premises except that they shall not be entitled to use the facilities of the bowling green (but see note below), to serve on the Management Committee, to hold office or to have a vote at any meeting. Social members, however, may attend such meetings as an observer.
- Associate Members - Persons, such as former full members or friends of current full members, who shall be entitled to avail themselves of the amenities of the clubhouse and premises. These members are not permitted to use the facilities of the green (but see note below), to serve on the Management Committee or to hold office excepting when they have previously been a full playing member or to have a vote at any meeting.

Note: TMX Social Members shall be allowed a maximum of 6 (six) rollups per season.

This with a view to

- allowing past bowlers the pleasure of a rollup
- encouraging non-bowling Social Members to become bowlers
- Social Members must be accompanied by TMX Full Playing Member(s) who will be responsible for them whilst on the Green and should enter their names and date of each rollup in the Visitors Book.
- Social Members are welcome to attend all social events at the club. They will be asked to pay the same entrance fees as full members, i.e. as opposed to any guests.

(iii) **Junior Members** - persons under the age of 18 as at 1st January of any year, who shall be entitled to avail themselves of all the amenities of the clubhouse, premises and green. Junior members shall not be entitled to serve on the Management Committee or to hold office.

- (iv) **Life Members** - members who have been granted life membership in recognition of their exceptional service to the Club. A life member shall enjoy all the privileges and rights of a full playing member without payment for such membership.
- (v) **Temporary Members** - persons who are visiting the area may become temporary members for a period not exceeding four weeks in any one season, subject to the approval of the Membership Secretary, by paying a fee to be agreed by the Management Committee. Such members may avail themselves of the amenities of the clubhouse, premises and green but shall not be entitled to attend meetings, hold office or serve on the Management Committee. If, after their period of temporary membership, they decide to apply for full playing membership and are accepted, any fees that have been paid will be deducted from their subscription for full playing membership.
- (vi) **New Bowlers being coached** - bowlers being coached in their first year with the club will pay a fee determined by the Management Committee to cover their coaching period. Having completed the coaching, they can pay a reduced subscription fee to become members for the remainder of the year. Once signed as members, they will be able to use the same facilities of the club as Full Playing Members.
- (b) All applications for membership should be subject to authorisation by the Membership Secretary.
- (c) Proposals for Life Membership must be submitted in writing to the Management Committee for consideration. In the event of the proposal gaining the support of the Management Committee, the proposal will be submitted to the next Annual General Meeting.
- (d) A list of names and telephone numbers of members shall be available in the clubhouse at all times. This information will not be on public display. Members must notify the Membership Secretary of any change as soon as possible.

4. MANAGEMENT COMMITTEE

- (a) The affairs of the Club shall be managed by a Committee of Officers as below. The list is applicable to 2023. It can be changed in future years by agreement at an AGM.

President
 Chairman
 Vice Chairman (see 4b)
 Hon. Secretary
 Hon. Treasurer
 Fixtures Secretary
 Membership Secretary
 Captain
 Ladies' Section Secretary/Assistant Club Secretary
 Green /Maintenance Chair
 Head of Recruitment
 Bar Manager
 Entertainments Manager

Head of Communications

- i. All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the Members, with the exception of the Bowling Section Representatives who will be nominated by the respective bowling section officers, the Annual General Meeting being informed of their election. All Officers are elected to serve for a period of one year. The constitution of the Committee may be changed each year following a recommendation by the current Committee and a vote at the AGM.
- (b) The Vice Chairman shall be elected from within the Committee at its first meeting following the Club AGM and shall chair the Committee meeting in the absence of the Chairman.
 - i. All Club Officers shall be elected at an Annual General Meeting and hold office for the period of election.
 - ii. All Club Officers shall be eligible for re-election to the same office or another office at the end of their current period of election.
- (c) The Management Committee shall be responsible for controlling the affairs of the Club on behalf of the Members and keeping accurate accounts of the finances of the Club through the Treasurer. These should be made available, within a reasonable timescale, for inspection by Members on request to the Hon. Treasurer. They should be examined by the appointed auditors before every Annual General Meeting. The club shall maintain a bank current account. Any cheques drawn against Club funds should be signed by the Treasurer and one other Officer (the signatories are the Treasurer, Assistant Treasurer and Secretary). The Management Committee shall be responsible for the Club finances and property only in so far as they apply to seasonal requirements and shall not enter into any contract or agreement in connection with the Lease, Letting or Purchase of the ground or premises without the approval of a General Meeting.
 - i. Spending limits for the Management Committee are subject to a limit of £5,000 for a single item of expenditure, with the exception of the annual green maintenance contract. Any proposal involving expenditure in excess of this sum should be referred to an E.G.M. of Club Members.
- (d) The Management Committee shall have the power to co-opt the services of any member of the Club at any time and for any purpose but with no right to vote on any proposals arising out of the discussions for which he or she was co-opted, or any other matters.
- (e) If the Treasurer is unable to attend any Management Committee meeting, the Assistant Treasurer is automatically co-opted for that meeting and shall have the right to discuss and vote on all matters.
- (f) The Management Committee shall be empowered to co-opt another member to fill casual vacancies which occur in their number during the year.
- (g) The contract of membership in a members club is a contract between the members themselves. The Management Committee is not a separate principal party to it. The Management Committee is the agent of the members of the Club for the purposes set out in these Rules. The contract of membership is no more and no less than that a member is admitted to membership on the terms laid down in the Club Constitution and Rules.
- (h) The Management Committee shall meet regularly, on dates pre-agreed, during the season. Voting

shall be a show of hands with the Chairman holding the casting vote. A majority of the members of the Management Committee shall be required in order to form a quorum.

- (i) The Committee, or any person or sub-committee delegated by the Committee to act as agent for the Club or its members, shall enter into contracts only as far as expressly authorized by the Committee. No one shall, without the express authority of the Committee, borrow money or incur debts on behalf of the Club or its membership.

5. BOWLS SECTIONS

- (a) The Men's Bowls Section Officers shall be formed from three male members holding any of the following positions: Club Captain, Vice Captain, Fixtures Secretary, League Manager and shall be responsible for all bowls matters pertaining to men's and general club bowling.
- (b) The Ladies' Chair, Captain and Secretary shall form the Ladies' Bowls Section Officers and shall be responsible for all bowls matters pertaining to ladies' bowling.
- (c) The Men's and Ladies' Bowls Section Officers will liaise on the selection of teams to play in mixed county competitions.
- (d) The Bowls Section Officers shall nominate one of their number or another playing member to represent the respective sections on the Management Committee in accordance with Rule 4(a). It will be the responsibility of those representatives to inform the other Bowls Section Officers of all relevant discussions and decisions of the Management Committee and to raise any matters at Management Committee meetings which the Bowls Sections have decided should be referred.

6. SUB-COMMITTEES

- (a) The Management Committee may decide to establish sub-committees to carry out specific areas of activity, for example recruitment, on its behalf.
- (b) The Management Committee may, from time to time, identify additional sub-committees to aid the working of the Management Committee.
- (c) Sub-Committee Chairs will co-opt members as necessary to assist them in their duties but such co-options will not carry the entitlement to membership of the Management Committee.
- (d) Sub-Committee Chairs will be responsible for reporting their activities and requirements to the Management Committee for action and/or approval.
- (e) The Club Competitions Sub Committee shall be comprised of the Men's Competition Secretary, the Ladies' Competition Secretary and the Club Captain and shall be responsible for the efficient management of the Club competitions. Any appeals against decisions of the Club Competitions Sub Committee shall be decided upon by the Management Committee. Organisation of the men's and mixed competitions shall be the responsibility of the Men's Competition Secretary and organisation of the ladies' competitions shall be the responsibility of the Ladies' Competition Secretary.

7. TRUSTEES

- (a) There shall not be more than four Trustees of the Club and not less than three. The Trustees shall be appointed at an Annual General Meeting from among Full or Honorary Members (at the time of election) who are willing to be so appointed. The property of the Club (other than cash which shall be under the control of the Treasurer) shall be vested in them to be dealt with as the Management Committee shall from time to time direct by resolution (of which an entry in the Minutes shall be conclusive evidence). The Trustees shall be indemnified out of the assets of the Club against risk and expense which may be properly incurred or made by them in the exercise of their duties.
- (b) The Trustees shall hold office for a maximum period of ten years (see 7c) or until removed from office by a resolution of the Management Committee who may, for any reason which may seem sufficient to a majority of them present and voting at any meeting, remove any Trustee or Trustees from the office of Trustee of the Club.
- (c) When a Trustee has served for a period of five years the Management Committee shall undertake a review in order to decide if a Trustee should and/or wishes to serve for a second period of five years.
- (d) Where, by reason of death, resignation or removal, it shall appear necessary to the Management Committee that a new Trustee or Trustees be appointed or if the Management Committee shall deem it expedient to appoint an additional Trustee or additional Trustees, the Management Committee shall by resolution nominate the person/s to be appointed the new Trustee or Trustees.
- (e) For the purpose of giving effect to such nomination, the Honorary Secretary is hereby nominated as the person to appoint the new Trustee of the Club within the meaning of Section 36 of the Trustees Act of 1925 and shall by Deed duly appoint the person or persons so nominated by the Management Committee as the new Trustee or Trustees of the Club and the proviso of the Trustees Act of 1925 shall apply to any such appointment. Any statement of fact in any Deed of Appointment shall, in favour of the person dealing bona fide and for the Club or Management Committee, be conclusive evidence of the fact so stated.
- (f) A Trustee is not precluded from holding any official office, e.g. serving on the Management Committee, on behalf of the club.

8. GENERAL MEETINGS

Annual General Meeting

- (a) The Annual General Meeting of the Club shall be held each year by 30th November of that year. This can be extended by up to 7 days in exceptional circumstances. 21 clear days' written notice of the Annual General Meeting shall be published and available to Members. Members must advise the Secretary in writing of any business to be considered at the Meeting at least 14 days beforehand. The Secretary shall circulate the agenda for the meeting to Members not less than 7 days before the meeting. The accidental omission to give notice to any member shall not invalidate the proceedings of that meeting. No business other than that indicated in the agenda shall be discussed at the Annual General Meeting.

- (b) Within the provisions above, the actual date and time of all General Meetings shall be decided by the Management Committee. A quorum for General Meetings shall be 20% of those members eligible to attend and vote.
- (c) The business of the meeting shall be to:
- i. Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
 - ii. Receive a report and statement of accounts for the twelve months made up to 30th September of the current year.
 - iii. Receive annual reports from Officers.
 - iv. Elect auditors (accounts inspection).
 - v. Elect the Officers and Committee Members of the Club (N.B. See note under 5(a). Nomination of candidates to be made in writing to the Secretary. If none received, posts may be filled via a proposal at the AGM following a vote by members.
 - vi. Transact any other business included on the agenda.
- (d) The Chair will be taken by the Chairman / Vice Chairman or, in their absence, by a deputy appointed by the Members attending the meeting.
- (e) Decisions shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes the Chairman shall be entitled to a casting vote.
- (f) Each Full Member shall be entitled to one vote at all General Meetings.
- (g) In the light of the Coronavirus Pandemic of 2020 it is possible that a gathering of club members might not be appropriate or lawful. In extreme circumstances the Management Committee shall make alternative arrangements for members to be consulted. The Committee shall also ensure that a system is put in place so that members can vote on items which need their approval, for example the appointment of the club's officers for the succeeding year.

The Men's Section Annual General Meeting shall be held a maximum of 30 days prior to the Club Annual General Meeting (see 8a). It shall generally follow the format of the Club Annual General Meeting but attendance is limited to members of the Men's Section and it shall deal only with those items pertaining to the Men's Section. Decisions made at this meeting shall be reported to the Club Annual General Meeting for ratification.

The Ladies' Section Annual General Meeting shall be held a maximum of 30 days prior to the Club Annual General Meeting (see 8a). It shall generally follow the format of the Club Annual General Meeting but attendance is limited to members of the Ladies' Section and it shall deal only with those items pertaining to the Ladies' Section. Decisions made at this meeting shall be reported to the Club Annual General Meeting for ratification.

****** In the event of there not being enough agenda items to warrant the holding of a Men's or Ladies' AGM the business of those meetings can be transferred to the Annual General Meeting. This shall be agreed by the Management Committee and members informed accordingly.

Extraordinary General Meeting of the Club may be called at any time by the Management Committee or within 28 days of a request by at least five members in writing. The Secretary shall

state the purpose for which the Extraordinary General Meeting is to be called and the resolutions to be proposed. Amendments to such resolutions may be taken at the meeting. The accidental omission to give notice of an Extraordinary General Meeting to any member shall not invalidate the proceedings of that meeting.

9. CLUB YEAR

The Club Year shall commence on 1st October and end on the 30th September each subsequent year.

10. SUBSCRIPTIONS

- (a) The annual subscription, which shall be paid by 31st March, shall be decided at the preceding Annual General Meeting.
- (b) No member ceasing to belong to the Club, either by resignation or otherwise, shall be entitled to have any part of the annual subscription returned unless otherwise agreed by the Management Committee.
- (c) New members being coached from scratch are charged an agreed fee. Having completed the coaching, they can pay a reduced subscription fee to become members for the remainder of the year.
- (d) Affiliation Fees shall be payable to The Royal County of Berkshire Bowling Association and Bowls England and are included in the annual subscription.

11. CONDUCT OF MEMBERS

- (a) All complaints from members for the consideration of the Management Committee must be made by letter to the Honorary Secretary. No action will be taken in the case of anonymous letters.
- (b) If any member shall willfully commit a breach of the rules of the Club or shall act in any way which is detrimental to the interests of the Club, either within or without the Club premises, he or she shall be subject to reprimand, suspension or expulsion from the Club.
- (c) Any breach of the rules committed by a member shall be dealt with by the Management Committee of the Club. The club will adopt and follow procedures in Regulation 9, 9a and 9b when dealing with any type of disciplinary or misconduct issues. The said member shall be able to address the Management Committee before a decision is reached.
- (d) A member shall have the right of appeal against expulsion. The appeal must be made by letter within seven days of receiving notification of the decision of the Management Committee. Thereupon an Extraordinary General Meeting will be called to consider the appeal.
- (e) Any member attending on site and operating machinery should not do so without being

accompanied by another person. Any member attending the club alone for any other purpose shall be deemed to be doing so entirely at their own risk. As and when the club produces Risk Assessments then members are expected to comply with the recommendations.

12. GUESTS

- (a) Members may invite people to attend the club as their guests. No more than three guests at one time shall be allowed without the prior authorisation of the Management Committee. The member concerned shall only invite guests to play on the green who have an acceptable level of competence in order to protect the playing surface. Guests may be charged a green fee, agreed by the Treasurer, if considered appropriate.
- (b) Any member introducing guests in accordance with Rule 12(a) must remain on Club premises and be responsible for ensuring that all guests comply with Club Rules.
- (c) A member who has been suspended or expelled from the Club, or any person whose application for membership has been refused, shall not be permitted to make use of the Club as a guest.
- (d) All persons visiting the Club by invitation - for example, as members and officials of visiting teams - competing in, or supporting, events shall be permitted to use the facilities of the club on the day of their visit. The Management Committee reserves the right to refuse admission to any such guest at its absolute discretion.

13. CHILDREN

Any member or visitor bringing children onto Club premises shall be responsible for their good behaviour at all times.

14. DOGS

With the exception of guide/assistance dogs, no dogs shall be permitted in the clubhouse or its surrounds unless kept on a lead at all times.

15. MUSIC, RADIOS AND TELEVISION

No equipment capable of producing music, radio or television may be used on Club premises without the prior authorisation of the Management Committee.

16. GREEN OPENING AND RINK BOOKING

- (a) The green shall be open to members for play during the summer season on every day from 12.00 noon onwards unless restrictions are imposed by the Greenkeeper. Play before noon may be possible but only with the prior approval of the Greenkeeper.
- (b) Rinks should be reserved by using the club's agreed system for the season in question.
- (c) Casual rollups are allowed but only if there are no formal games planned. A rink should not be chosen if a formal game or competition is scheduled to take place on it later on the same day.

- (d) If no spare rinks are available then formal games and competitions take precedence over rollups.

17. DATA PROTECTION ACT 2018

- (a) The club has a Privacy Policy which is available to see on its website. This has been produced in accordance with the Act. Existing members, and new members joining for the first time, are required to acknowledge on their annual membership renewal form that they have read and accepted the Policy.
- (b) The club has an additional Policy regarding the club's use of closed circuit television surveillance. This shall be made available to see on the club's website. In addition to the above point (a), members and new members are required to acknowledge on their membership form that they have read and accepted the Policy. As part of this Policy the club needs to have a nominated person to act as System Manager.
- (c) Under the provisions of the Act, the Club is permitted to maintain membership records on computer file to include names, addresses and telephone numbers. It may use such details in the following circumstances:
 - (i) Production of a list of individual members, together with their addresses and telephone numbers, for the use of Club Officers. This information may only be used for Club purposes and will not be on public display.
 - (ii) Disclosure to other affiliations, where appropriate.
 - (iii) Any other disclosure for the purposes of the Club, where appropriate, which the Management Committee decides and is compliant with the Act.
- (d) Any club-wide emails must be sent to members by blind copy so that addresses and circulation lists are not compromised.

18. SALE OF INTOXICATING LIQUOR

- (a) The sale of intoxicating liquor shall be permitted on the Club premises between the hours governed by the local licensing justices. During such hours, only members shall be permitted to purchase intoxicating liquor for consumption off the premises.
- (b) No person shall be paid, at the expense of the Club, any commission or percentage or similar payment on, or with reference to, the purchase of intoxicating liquor by the Club and no person shall directly or indirectly derive any financial benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests, apart from any benefit which may accrue to the Club as a whole.
- (c) The supply to the Club of intoxicating liquor shall be under the control of the Management Committee, who shall arrange for the purchase thereof on behalf of the Club.

- (d) Intoxicating liquor shall not be supplied to any person under the age of eighteen years.
- (e) Intoxicating liquor may be sold to persons attending the Club premises for social or other functions organised or authorised by the Club, provided always that the number of functions shall not exceed twelve in any one year, but no function shall be permitted to which admission may be obtained by payment of money at the door, whether for a ticket or otherwise.

19. DRESS CODE

Dress of members on the green will generally be dictated by the published team sheet or the rules of the competition being played. When applying the formal dress code only the current design is allowed to be worn. For other play, the Club operates a policy of smart casual clothing on the green.

Anyone marking for a National or County competition should wear club colours.

20. LIABILITY

Members are bound by the following Rule which shall also be exhibited in a prominent place within the Club premises:

Members of the Club may use the Club premises, and any other facilities of the Club, entirely at their own risk and impliedly accept:

- (a) The Club will not accept any liability for any damage to or loss of property belonging to members.
- (b) The Club will not accept any liability for personal injury arising out of the use of the Club premises, any other facilities of the Club either sustained by members or caused by the said members whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the Officers, Committee, Trustees or Servants of the Club.

21. RULES AND REGULATIONS

- (a) The Management Committee shall have the power to make such regulations as from time to time they may consider necessary, but see (b) below.
- (b) No alterations shall be made to the Constitution and Rules of the Club except at the Annual General Meeting or General Meeting called specifically for the purpose.
- (c) In the event of any question arising as to the interpretation of these Rules the decision of the Management Committee shall be final.
- (d) Acceptance of membership implies compliance with these Rules.
- (e) The Constitution and any subsequent rules agreed by the Management Committee shall be made available to all members via the Members' area of the club's website.

22. DISSOLUTION OF THE CLUB

- (a) If, at any General Meeting, a resolution for dissolution of the Club shall be passed, an Extraordinary General Meeting shall be called within 30 days thereof and the original resolution approved by not less than 90% of those members entitled to attend and vote. Any member must have been in full membership for a period of not less than two years to be entitled to vote at Extraordinary General Meeting called under this rule.
- (b) In the event that an Extraordinary General Meeting confirms the decision to dissolve the Club, the Management Committee, or failing them the Trustees, shall proceed to realise the property of the Club and, after discharge of all debts and liabilities of the Club, shall dispose of any balance remaining as the Club in General Meeting shall resolve; and thereupon the Club shall for all purposes be dissolved. If the Club shall not, within six months of the date of the first resolution, resolve upon the disposition of any such balance, the same shall be divided equally between all persons who were Life Members or Full Playing Members of the Club at the date of the first resolution and had held continuous membership for at least two years prior to that date.

23. ALTERATIONS TO THE CONSTITUTION

Any proposed alterations to the Club's Constitution may only be made at an Annual or Special General meeting convened with the required written notice of the proposal. Any alteration or amendment must be duly proposed and seconded. Such alterations shall be passed if supported by not less than two-thirds of those Members present at the meeting, assuming that a quorum has been achieved.

24. SAFEGUARDING

The club adopts and follows all policies and guidelines approved by Bowls England and UK Anti-Doping. All procedures relating to complaints alleging misconduct are set out in Bowls England Regulation 9, 9a and 9b. The club will abide by any sanctions, recommendations and/or decisions from the Case Management Panel or National Disciplinary Panel.

The club shall appoint a Safeguarding Officer, this being mandatory as part of its affiliation to BE with effect from 2025. Contact details for the S.O. shall be displayed on the club's premises and shown on its website.

25. MISCELLANEOUS

(a) Equalities

The club shall adhere to the Equality Policy of Bowls England.

(b) Licensing

The club shall adhere to the requirements of the Licensing Act (or any subsequent Act) with regard to the purchase and supply of excisable goods.

(c) Smoking Policy

The club operates a No Smoking policy on the green and its surrounds in accordance with the Bowls England Player Code of Conduct. There is a designated area for smoking, currently situated to the side of the clubhouse. This policy relates to all smoking material, including vapes.

(d) This Document

The Members acknowledge this document constitutes a legally binding contract to regulate the relationship of the members with each other and with the Club.

First Impressions Theatre – Capital Grant Initial Application

Nature of Request

First Impressions currently use School Green Centre three days per week but are looking for their own permanent home within the parish.

Submission from First Impressions

Nature of the business

- First Impressions Theatre is a Limited Company. We have been running for 11 years, but became LTD in November 2024.
- We're an established children's performing arts school with around 200 students across our classes.
- Our main community school is already based in Shinfield at the School Green Centre, where we run 3 days a week. We are finding it difficult to secure any more space there due to the popularity of the venue. This would be a permanent home for an existing local provision rather than us moving into the area.
- We provide drama, singing, dance and LAMDA training, alongside full-scale productions, workshops and holiday activities for children and young people.

Proposed building and lease

- The building is in Shinfield and is owned by the University of Reading.
- We are proposing a shared lease with a local company looking to create a Forest School/Nursery for Early Years children. We've already discussed ways that the two organisations could work together and make the wider site a real community asset, rather than simply operating independently from the same location.
- First Impressions would have exclusive use of our building under a formal sublease/agreement.
- The exact lease term is still being negotiated, however the landlord is keen to have a lease of 15 - 25 years.
- Our proposed section is approximately 3000 sq ft, with access to existing toilets and kitchen, which are already fitted out.

Capital works and estimated cost

- The main area is currently essentially an open warehouse space and would need to be converted into a purpose built performing arts facility.
- Works would include internal partition walls and doors, appropriate flooring including specialist flooring for the main studio (ideally), heating/cooling and ventilation, ceiling works, alterations to the existing electrics and lighting, any necessary fire/building compliance works, decoration, basic fit out and furniture.
- I am currently collecting quotes from builders to establish what kind of cost we would be expecting. I believe we are looking at anything from £50,000 upwards.

Potential funding request

- First Impressions would be making a significant contribution to the project ourselves and I am also exploring other potential sources of capital funding.
- Depending on final costs and eligibility, I think we would potentially be looking for support in the region of £15,000 to £20,000 from the Parish Council if at all possible.
- I completely appreciate this would be subject to a formal application and Council consideration. At this stage I'm mainly trying to establish whether the project could be suitable before committing to the premises and works.

Community benefit

- First Impressions has already been providing performing arts education in Shinfield for a number of years and we have an established local student base.
- We have offered scholarship places for the past three years and a permanent facility would allow us to continue and hopefully expand this support.
- It would also allow us to expand workshops, LAMDA training, productions, holiday provision and other opportunities for children and young people locally.
- Alongside the proposed forest school provider, we would love the site to become somewhere that can offer wider community and family events, such as family fun days and other activities bringing local families together.
- Longer term, we'd also be keen to develop further partnerships with other local organisations and look at how the space could be used to provide additional opportunities for children and young people within the parish.

Category A - Grant Award Application Form – 2026

*Please ensure that you have read Shinfield Parish Council's Category A 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***

Please note that the maximum amount for any grant awarded under this scheme is £5,000. Should you wish to request a grant for above that amount you must contact the Clerk directly – do not use this form

Core Information
Name of Organisation requesting the grant
Shinfield Infant & Nursery School
Amount of Grant Requested
£1032 (One Thousand and Thirty Two Pounds (including VAT))
Summary of grant purpose <i>(we will ask for more information later in this document)</i>
To restore the striking mechanism of the school turret clock. A problem developed about a year ago. Local turret clock repairer was unable to pinpoint the source of the problem, Gillett & Johnston, who restored the clock in 2007 for the school Tercentenary, agreed to make an inspection on 9 September, when they were working on another clock in this area. The problem was identified as a sheared pin holding one of the wheels. An estimate has been received from Gillett & Johnston, dated 24 September, for two engineers to attend the site, repair and reset the mechanism, for the sum of £1032 – One Thousand and Thirty-two Pounds
Do you have a constitution if so, say yes below and provide a copy with your submission
No

Contact Information <i>(this is who we will communicate with regarding this application)</i>
Name of Contact
Mrs Nicky Lauchlan
Your position in the organisation requesting the grant
Headteacher

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.shinfieldschools.co.uk

Briefly describe your organisations **existing** activities (tell us about your grant application in the next section)

We are an Infant and Nursery School

What services do you already provide within the Parish of Shinfield.

*You should describe all **existing** activities, which group(s) of residents benefit from those activities, how many residents benefit etc.*

We provide education from 3 – 7 and also lettings for local societies such as SAGHA and Brownies.

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?

In the process of contacting Shinfield Adult Trust in relation to this application.

Information about this Specific Application

Tell us what you would like to do

Have the clock striking mechanism reset so that both chiming quarters and striking hours (between 07:00 and 23:00) is resumed.

Have you carried out this type of activity elsewhere and if so, what was the outcome?

Clock restored by Gillett & Johnston in 2007 for school'd Tercentenary.

Which group(s) of residents will benefit from this activity or service?

Inhabitants within earshot of School Green

How many resident(s) will benefit from this activity or service?

Potentially several hundred

How will you measure or establish the benefit(s) for residents?

People no longer asking why the clock's bells are not sounding.

What may stop you from achieving these outcomes?

Lack of funding from existing school budget

What other sources of funding have you received for this activity or are in the process of applying for?

Shinfield Adult School Trust, but money not available until 2027, by which time the estimate will be out of date and cost likely increased.

Declaration
I apply for Grant Award funding from Shinfield Parish Council on behalf of
Insert name of organisation
Shinfield Infant and Nursery 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)
Mrs Nicky Lauchlan
Signature (please include in box below)
Nicky Lauchlan
Position in the organisation
Headteacher
Date of Application
8 th October 2026

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
Shinfield Infant and Nursery School School Green Shinfield Reading RG2 9EH
Email
head@shinfield.wokingham.sch.uk
Telephone Number
0118 9883389

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 Expenditure
Balance Sheet Items (as per your most recent accounts – please also submit separately a copy of your most recent accounts)
Cash at Hand Debtors Creditors Major Assets (e.g. buildings or items of equipment over £5,000)
Any other financial information relevant to this application
Name of Bank
Lloyds Bank
Name of organisations bank account
The Circle Trust
Account Number
51778060
Sort Code
30-63-54

Application Checklist	
Have you provided all relevant information about the service you wish to provide in the parish?	
Have you provided a copy of your constitution or governing document? – SPC has a copy on file	
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)	
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)	

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

Data Protection:

The information provided on this form will not be used for any purpose other than that pertaining to the process and consideration of your application. The personal data supplied on this form together with other information will be held securely by the Shinfield Parish Council. However, the Grant Recipient gives its consent for Shinfield Parish Council to publish the Grant Application and/or agreement in any medium in its entirety (but with any information which is Confidential belonging to the Council, or the Grant Recipient redacted) You may have access to your personal information upon request.

Project Team Summary report

As At 9th October 2026

Project Team	Membership	Last Mtg	Next Mtg	Assigned Budget £	Comments (Full Council Actions in purple)
Education	R Hoyle L James I Montgomery B Winton P Bray O Gill G Cole M Zhang A Lamping Oakbank parent Barbara Stanley, Swallowfield PC	07/01/2026	TBC	N/A	Last Meeting covered Hyde End Lane School Site Aldergrove extension GLT and Oakbank School CYA held a meeting with BCllr Prue Bray regarding childrens' services in more general terms on 6th October.
Traffic	L James B Johnson D Peer B Winton E Shaw S Tyler B Gilmour M Harding	09/05/2025	TBC	100,000	Petition for closure of Church Lane still under consideration by WBC Highways Dept. Separate discussion with BCllr Betteridge and M Gould on 5th October about School Green Car Park also briefly touched on more general traffic matters.
Sports	B Johnson I Clarke L James B Winton T Grover	01/06/2026	TBC	1,500,000	Revised proposals approved by Full Council in April 2025. Planning Application for Fitness Centre now submitted.
Engagement	B Johnson N Masseron I Montgomery L Hope B Winton	13/3/2025 (Public Speaking training session)	TBC	N/A (From General Training Budget)	Was on hold until Community Engagement Officer was in place. Nicola Watson started in role on 28th September. Need to consider who should be on a reconvened Working Party
Public Art	Z Matic D Peer L James B Winton Arts4Wokingham	03/10/2025	17/04/2026	N/A	Full Council selected final design on 27th May 2026. Fundraising Working Party on 7th August.
Café	G Poole B Johnson D Peer H Pollock L James B Winton L Hope	01/07/2026	30/10/2026	N/A	New Café Manager starts 26th October so next meeting arranged for end of her first week i.e. 30th October.
IT Working Party	B Johnson L James Z Matic L Hope J Mason B Winton	24/06/2026	TBC	N/A	Initial meeting held to discuss Terms of Reference
Allotments	I Montgomery S Ali F Lane Allotment holders	01/09/2026	12/10/2026		Three meetings have now been held. Next Meeting is AGM for allotment holders on 12th October.

The following were removed from the list at February 2026 F&GP Meeting

Art Exhibition

Shinfield North Options

School Green

The following were removed from the list at June 2026 F&GP Meeting

Corporate Governance

Ryeish Green Pavilion (recognised that there may need to be a different working party for the next phase)