

To all members of Shinfield Parish Council

Notice is hereby given, and you are summoned to attend a Meeting of the Full Council on Wednesday, 24 June 2026, commencing at 19:30 at the School Green Centre.



Bruce Winton
Chief Executive and Clerk to the Parish Council
18th June 2026

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

Agenda

66. Public Questions

- 66.1 To **RECEIVE** and **CONSIDER** questions from the public

67. Apologies and declaration of members' interest

- 67.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
67.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
67.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest

68. Minutes of the Annual Council Meeting held on 27th May 2026

- 68.1 To **APPROVE** the minutes of the Annual Council meeting held on 27th May 2026* as a correct record of the meeting
68.2 To **RECEIVE** information on matters arising

69. Annual Accounts and Annual Governance and Accountability Return – Year ending 31st March 2026

- 69.1 To **NOTE** the Internal Audit Report *
69.2 To **APPROVE** the Financial Statement for year ended 31 March 2026*
69.3 To **APPROVE** Section 1 – Annual Governance Statement 2025/26*
69.4 To **APPROVE** Section 2 – Accounting Statements 2025/26*
69.5 To **NOTE** the Notice of public access to AGAR*
69.6 To **NOTE** the reappointment of the Internal Auditor

70. Reports from Borough Councillors

- 70.1 To **RECEIVE** and **NOTE** reports from Borough Councillors*
70.2 To raise any questions to Wokingham Borough Council via the Borough Councillors

71. Reports from Committees and associated Working Parties

- 71.1 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 3rd June 2026* and an update from the Chair
- 71.2 To **RECEIVE** and **NOTE** the draft minutes of the Children and Young Adults Committee held on 4th June 2026* and an update from the Chair
- 71.3 To **RECEIVE** and **NOTE** the draft minutes of the Planning and Highways Committee held 10th June 2026* and an update from the Chair
- 71.4 To **RECEIVE** and **NOTE** the draft minutes of the Finance and General Purposes Committee dated 17th June 2026* and an update from the Chair
- 71.5 To **RECEIVE** a verbal report from the Chair of the Council
- 71.6 To **RECEIVE** reports from outside bodies

72. Corporate Governance

- 72.1 To **RECEIVE** and **CONSIDER** approval of the IT Policy as recommended by the Finance and General Purposes Committee*
- 72.2 To **RECEIVE** and **CONSIDER** approval of the Terms of Reference of the Finance and General Purposes Committee as recommended by the Committee*
- 72.3 To **RECEIVE** and **CONSIDER** the appointment of Mrs R Tatla to the Children and Young Adults Committee as a non-councillor with voting rights (as allowed in Standing Order 11a)
- 72.4 To **RECEIVE** and **NOTE** an attendance report of council meetings 2025/2026**

73. Cafe

- 73.1 To **RECEIVE** and **CONSIDER** an update on the operation of the Tin Roof Café**

74. Funding Requests

- 74.1 To **RECEIVE** and **CONSIDER** the following funding requests from CIL as recommended by the Finance and General Purposes Committee
 - 74.1.1 Electric Tricycle for staff transport £4,000 + VAT
 - 74.1.2 2 Public Notice Boards (Frensham Green and High Copse) £2,500 + VAT
 - 74.1.3 2 Picnic benches at High Copse £4,000 + VAT
 - 74.2.4 Shading to the Tin Roof Café patio area £10,000 + VAT
 - 74.2.5 Renewal of the Neighbourhood Plan £12,000 +VAT

75. Community Engagement

- 75.1 To **RECEIVE** and **CONSIDER** a report from Cllr Clarke regarding the Voluntary Car Service*
- 75.2 To **RECEIVE** and **CONSIDER** a request from Wokingham Borough Council Community Engagement Officer for participation in the Clements Close Community Fun Day*

76. Invoices for payment

- 76.1 To **RECEIVE** and **NOTE** Lloyds Bank payment of invoices within the Clerk's financial delegation*
- 76.2 To **RECEIVE** and **NOTE** Barclaycard payment of invoices within the Clerk's financial delegation*
- 76.3 To **RECEIVE** and **APPROVE** payments due to be made that are outside the Clerk's financial delegation*

77. Correspondence

- 77.1 To **RECEIVE** and **NOTE** any correspondence received

78. Date of Next Meeting

- 78.1 The date of the next Full Council Meeting will be held on 22nd July 2026
(To note: Clerk unavailable, Deputy Clerk will be in attendance)

Minutes of the Annual Council meeting
Held on Wednesday, 27th May 2026
at the School Green Centre commencing at 19:30

Present: Cllrs Bowler, Boyer (Chair), Clarke, Hoyle, James, Johnson, Masseron, Matic, Montgomery, Peer, Pollock A, Pollock H and Rance

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

5 members of the public

Presentation of community awards

Prior to the start of the meeting, the Chair presented the trophies for the community awards.

Following the presentation of awards 3 members of the public left the meeting

26/53 Election of Chair of Council

- 53.1 Cllr Boyer had been nominated by Cllrs Johnson, Montgomery and Peer. There were no other nominations for the role of Chair of Council
- 53.2 The election of Cllr Boyer as Chair of Shinfield Parish Council was APPROVED unanimously
- 53.3 Cllr Boyer signed the declaration of acceptance of office as the Chair of Shinfield Parish Council for 2026/2027

26/54 Election of Vice-Chair of Council

- 54.1 Cllr James had been nominated by Cllrs Boyer, Johnson, Montgomery and Peer. There were no other nominations for the role of Vice-Chair of Council
- 54.2 The election of Cllr James as Vice-Chair of Shinfield Parish Council was APPROVED unanimously
- 54.3 Cllr James signed the declaration of acceptance of office as the Vice-Chair of Shinfield Parish Council for 2026/2027

26/55 Apologies and declaration of members' interests

55.1 Apologies for absence

Apologies had been received from Cllrs Jahromi and Poole and from BCLlrs Glover, Johnson and Srinivasan

55.2 Declarations of members' interest

Changes to members declaration of pecuniary interest

There were no declarations of pecuniary interest or related person interests reported in respect of the agenda

Cllr Rance was also a Borough Councillor
Cllr Hoyle was related to BCLl Glover

ACTION – All Councillors to review their declaration of pecuniary interest form and send any updates to the Clerk

26/56 Public Questions

56.1 A member of the public presented a petition from members of the community who felt that there was a large gap in communication from Shinfield Parish Council to residents who had no access to social media or any form of IT. They were not requesting a glossy magazine to be posted through every door in the parish, like the annual newsletter, but a couple of A4 sheets that could be left in various locations for collection. Information requested was useful contacts, information on clubs, etc possibly on a quarterly basis.

ACTION –

- Clerk to add 'Newsletters' to the agenda of the Arts, Culture and Events Committee for further discussion and costings.
- Clerk to add 'Newsletters' to the agenda of the next Full Council meeting

26/57 Committee Appointments 2026/2027

57.1 The current list of membership of committees had been circulated with the agenda.

Members agreed to join the following committees:-

57.1.1 Facilities Committee membership for 2026/2027 would be:-

Bowler, Corrine
Boyer, Nigel
Clarke, Ian (VCH)
Jahromi, Peyman
James, Laurence
Johnson, Brett (CH)
Masseron, Nadine
Peer, Dawn

57.1.2 Arts, Culture and Events Committee membership for 2026/2027 would be:-

Bowler, Corinne
Jahromi, Peyman (VCH)
James, Laurence
Matic, Zoran (CH)
Montgomery, Ian
Peer, Dawn
Rance, Jackie

57.1.3 Planning and Highways Committee membership for 2026/2027 would be:-

Boyer, Nigel (VCH)
Hoyle, Richard
Jahromi, Peyman
James, Laurence
Masseron, Nadine
Peer, Dawn (CH)
Pollock, Hilary

57.1.4 Children and Young Adults Committee membership for 2026/2027 would be:-

Bowler, Corinne
Matic, Zoran
Montgomery, Ian (CH)
Pollock, Anthony
Rance, Jackie

57.1.5 Staffing Committee for 2026/2027 membership would be:-

At least 4 members of the Council and no more than 5 including the Vice-Chair of the Council

James, Laurence (CH)
Matic, Zoran
Montgomery, Ian
Peer, Dawn
Pollock, Anthony

57.1.6 Finance and General Purposes Committee membership for 2026/2027 would be made up of the following:-

Cllr Nigel Boyer as Chair of Council
Cllr Laurence James as Vice-Chair of the Council
Chairs of Standing committees once elected at their first meeting
Cllr Anthony Pollock

- 57.1.7 Cllr Peer suggested that all Councillors should be a member of at least one Committee.

Cllr Johnson requested that an action list from meetings be circulated by the end of the week following the meeting.

ACTION –

- Clerk to invite Cllr Poole to join a standing committee
- Clerk to circulate an action list from meetings by the end of the week following the meeting.

26/58 Meeting Schedule for 2027/28

- 58.1 The proposed meeting schedule for 2027/28 had been circulated with the agenda, making appropriate adjustments for the Christmas holiday period.

Members NOTED the proposed meeting schedule for 2027/2028.

ACTION – Clerk to send out diary notifications to all members

20:05 *One member of the public left the meeting*

26/59 Appointments to outside bodies

- 59.1 Members APPROVED the appointments to the following outside bodies:-

Outside Body	2026/2027
Fields NAG	Cllr Peer
AWE Liaison Committee	Cllr Montgomery
Berkshire Association of Local Councils (BALC)	Cllr Peer
Borough/Parish Liaison Forum	Cllr Peer and Cllr Bowler
Godson Charity	Mr Peter Robson (replaced Andrew Oughton December 2025)
Grazeley Village Hall Management Committee	Cllr A Pollock
Natural History Museum	Cllr A Pollock
Shinfield St Mary's CE(VA) Junior School	Cllr Bowler
Shinfield United Charities	Cllr Montgomery and Cllr Jahromi
Shinfield Volunteer Group	Ian Young to act as liaison between group and SPC
Youth Club	Cllr Montgomery and Cllr Jahromi
Spencers Wood Village Hall Committee	Cllrs James and Matic
Wokingham Veteran Tree Association	Cllr H Pollock and Elaine Butler

ACTION –

- Clerk to confirm with Cllr Jahromi that he was still able to be the representative of Shinfield United Charities and the Youth Club
- Clerk to contact the Natural History Museum Liaison group for the meeting schedule
- Clerk to enquire if there were community groups for the British Museum and Kew Botanical Gardens
- Clerk to provide contact details for Grazeley Village Hall Committee to Cllr A Pollock

26/60

Subscriptions

- 60.1 The subscriptions listed below were a repeat of the previous two years except for inflationary increases

Description	£ (Exc. VAT)
Association of Local Councils Of which Berkshire (invoice £1,473) National (invoice £1,180)	2,653
Berkshire Youth (Associate Membership)	100
National Allotment Society	60
Clerks & Councils Direct	80

Members **APPROVED** the schedule of subscriptions to be paid for 2026/2027

Proposed: Cllr A Pollock
 Seconded: Cllr Montgomery
 Approved: Unanimously

- 60.2 Members **NOTED** the schedule of subscriptions to be paid for 2026/2027 as detailed below:-

Description	£ (Exc. VAT)
Television Licence – The Manor	175
Television Licence – School Green Centre	175
Television Licence – Spencers Wood Pavilion	175
Television Licence – High Copse Pavilion	175
PPL – PRS Music Licence	606
Information Commissioners Office	73

26/61

Risk Register

- 61.1 Full council was required to formally review the Risk Register on an annual basis. Updates are reported to each meeting of the Finance and General Purposes Committee and the full document was presented in April. Since last year a section had been included to specifically cover the café (FM3.8)

Members **APPROVED** the Risk Register

Proposed: Cllr A Pollock
 Seconded: Cllr I Clarke
 Approved: Unanimously

26/62

Minutes of the Full Council Meetings held on 22nd April 2026

- 62.1 The minutes of the meeting held on 22nd April 2026 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr A Pollock
Seconded: Cllr I Montgomery
Approved: Unanimously

- 62.2 Matters arising from the minutes of the meeting held on 22nd April 2026

- 26/32/2 Chair and Clerk to update Full Council at the next meeting from their meeting with Buckinghamshire, Oxfordshire and Berkshire Integrated Care Board (BOB ICB)

This had been done and a summary of the conversation can be found on the Planning & Highway Minutes issued with the agenda for this meeting at item 26/PC/53.2

- 26/45.3 Clerk to send three options on the Neighbourhood Plan update to all councillors.

This had been done and a further meeting had been held on Thursday, 21st May 2026.

- 26/45.4.1 Clerk to obtain advice on the responsibility of access to the tennis club via Millworth Lane

There was no clear statement of ownership of land, therefore it was impossible to advise on responsibility. Shinfield Parish Council were under no obligation to do anything to this lane unless they were directing people down the lane that was known to be a liability, in which case they may be liable, however, and it was unlikely that the current conditions would trigger such action.

ACTION – Clerk to explore the legal feasibility of ownership of Millworth Lane

- 26/45.4.2 Clerk to circulate the apportionment spreadsheet presented at the Finance and General Purposes Committee meeting to all councillors.

The Finance Manager had circulated the document as requested

- 26/46.1 Clerk to arrange for the revised Financial Regulations to be published on the website.

This had been done.

- 26/46.2 Clerk to add an item to the agenda of the next meeting to amend the Standing Orders once the correct procedure had been followed.

This was on the agenda – see minute 26/65.1

- 26/46.3 Clerk to circulate nomination forms, for electing the Chair and Vice-Chair, to members of the Council with an outline of the process.

This had been done.

- 26/47.1.1 All Councillors to review their declarations of interest

No updates had been received since the last meeting.

- 26/47.1.2 To review the policy regarding declaring political affiliation in June 2027 following the re-election of the council.

This will be added to the Full Council agenda in June 2027

- 26/50.1 Clerk to arrange for the Lloyds bank payments to be categorised to separate those for the Café.

This had been done.

- 26/50.2 Clerk to arrange for the Barclaycard payments to be categorised to separate those for the Café.

This had been done.

26/63

Reports from Borough Councillors

- 63.1 Report from Borough Councillors

Members **NOTED** the written report from BCLrs Glover, Johnson and Rance

- 63.2 Questions arising from the reports of the BCLrs

Cllr Montgomery referred to the Memorial at Shinfield Park. The Clerk confirmed that the Facilities Team would be tidying up this area.

ACTION – Facilities Manager to arrange for the war memorial area on Shinfield Park to be tidied.

The Chair thanked BCLrs Glover and Johnson, and Rance for their written reports.

26/64

Reports from Committees and associated Working Parties

- 64.1 Members received the draft minutes of the Facilities Committee held on 6th May 2026 and an update from the Chair.

The committee had been working on several projects that were detailed in the minutes.

Members **NOTED** the minutes of the Facilities Committee

ACTION –

- Clerk to arrange for a 'bin map' to be circulated to members
- Clerk to continue with the sports masterplan work to inform a long-term solution.

- 64.2 Members received the draft minutes of the Arts, Culture and Events Committee held on 7th May 2026 and an update from the Chair.

The committee reported that the Annual Parish Meeting had been a success.

Members **NOTED** the minutes of the Arts, Culture and Events Committee

- 64.3 Members received the draft minutes of the Planning and Highways Committee held on 13th May 2026 and an update from the Chair

Cllr Clarke expressed concerns over the lack of doctors surgeries within the Parish. The Clerk explained the process that had been explained to him during a recent meeting with BOB ICB.

The Chair of the Committee thanked Cllr H Pollock for agreeing to join the committee.

Members **NOTED** the minutes of the Planning and Highways Committee

- 64.4 Members received the draft minutes of the Staffing Committee held on 20th May 2026 and an update from the Chair

The following points were highlighted:-

- Staff appraisals would be commencing the following week.
- Cllr Hoyle raised the issue of the reduction in staffing levels in the café. The Café Working Party reviewed the costs and were making cuts due to expenditure exceeding income.

Members **NOTED** the minutes of the Staffing Committee

- 64.5 Report from the Chair of the Council

Cllr Boyer reported that he had been involved in the presentation at the Annual Council meeting.

64.6 Reports from Outside Bodies

Members NOTED the written report from Cllr Montgomery from the AWE Local Liaison Committee Meeting held on Thursday, 30th April 2026.

26/65

Standing Orders

65.1 3 special motions, proposed by Cllrs Boyer and Matic, to amend the Standing Orders had been submitted.

Motion 1 – Appointment of Vice-Chair

Members APPROVED the changes proposed to the Standing Orders as presented.

Proposed: Cllr Peer
Seconded: Cllr Rance
Approved: Unanimously

Motion 2 – Removal of the Chair's Allowance

Members voted on the changes proposed to the Standing Orders as presented.

Proposed: Cllr Rance
Seconded: Cllr Montgomery
Approved: 4 in favour and 8 against

Therefore, the Chair's Allowance would remain in the Standing Orders.

Motion 3 – to reaffirm the changes presented to Full Council meeting in February 2026

Members APPROVED the changes proposed to the Standing Orders as presented.

Proposed: Cllr James
Seconded: Cllr Peer
Approved: Recommendations 1 and 3 were approved unanimously
Recommendation 2 – 12 for and 1 against

ACTION – Clerk to arrange for the revised Standing Orders to be updated accordingly and published on the website

26/66

Solar Photovoltaic (PV) Panel for the Shinfield Parish Estate

- 66.1 The report had previously been circulated and set out the recommendations. The CIL budget had been approved by Full Council previously, however, the Facilities Committee were seeking confirmation from Full Council before proceeding further.

PV Panels to be installed at
2026

- Manor Ground (estimated cost £20,000)
- School Green Centre (estimated cost £90,000 including battery storage)

2027

- High Copse Pavilion (estimated cost £65,000 including battery storage)
- Spencers Wood Pavilion (estimated cost £45,000 including battery storage)

Proposed: Cllr Peer
Seconded: Cllr Matic
Approved: Unanimously

ACTION – Clerk and Facilities Manager to proceed with the solar PV installation programme and with the ‘Quick-Wins’

26/67

Public Art

- 67.1 A preferred artist had been selected with a choice of two designs. These were on the tables for inspection.

The recommendation of the ACE committee was for the circular design known as ‘Continuum’

Members **AGREED** to proceed with the ‘Continuum’ sculpture.

Proposed: Cllr Matic
Seconded: Cllr Rance
Approved: 8 For and 5 Against

ACTION –

- Clerk to confirm the final design with the artist and start the legal agreement and preparations
- Clerk to arrange for community engagement on the final art design
- Arts, Culture and Events Committee to initiate fundraising for the public art project

26/68

Invoices for payment

- 68.1 Lloyds bank payment of invoice within the Clerk's financial delegation.
Members **NOTED** the payments made within the Clerk's financial delegation
- 68.2 Barclays bank payment of invoice within the Clerk's financial delegation.
Members **NOTED** the payments made on Barclaycard within the Clerk's financial delegation
- 68.3 Payments due to be made that are out the Clerk's financial delegation.
There were no scheduled payments outside the Clerk's delegation.

26/69

Correspondence

- 69.1 Police and Crime Commissioner launch of new strategy to tackle vehicle crime
Members **NOTED** the new strategy launched by the Police and Crime Commissioner

26/70

Date of Next Meeting

- 70.1 The date of the Full Council meeting will be held on 24th June 2026 at School Green Centre

Meeting ended at 21:34

List of Actions

Minute	Action	Responsibility
26/55.1	All Councillors to review their declaration of pecuniary interest form and send any updates to the Clerk	All Councillors
26/56.1	Clerk to add 'Newsletters' to the agenda of the Arts, Culture and Events Committee for further discussion and costings.	Clerk
26/56.1	Clerk to add 'Newsletters' to the agenda of the next Full Council meeting	Clerk
26/57.1.7	Clerk to invite Cllr Poole to join a standing committee	Clerk
26.58.1	Clerk to circulate an action list from meetings by the end of the week following the meeting.	Clerk
26/58.1	Clerk to send out diary notifications to all members	Clerk
26/59.1	Clerk to confirm with Cllr Jahromi that he was still able to be the representative of Shinfield United Charities and the Youth Club	Clerk
26/59.1	Clerk to contact the Natural History Museum Liaison group for the meeting schedule	Clerk
26/59.1	Clerk to enquire if there were community groups for the British Museum and Kew Botanical Gardens	Clerk
26/59.1	Clerk to provide contact details for Grazeley Village Hall Committee to Cllr A Pollock	Clerk
26/62.2 (26/45.4.1)	Clerk to explore the legal feasibility of ownership of Millworth Lane	Clerk
26/63.2	Facilities Manager to arrange for the war memorial area on Shinfield Park to be tidied.	Facilities Manager
26/64.1	Clerk to arrange for a 'bin map' to be circulated to members	Clerk
26/64.1	Clerk to continue with the sports masterplan work to inform a long-term solution.	Clerk
26/65.1	Clerk to arrange for the revised Standing Orders to be updated accordingly and published on the website	Clerk

26/66.1	Clerk and Facilities Manager to proceed with the solar PV installation programme and with the 'Quick-Wins'	Clerk and Facilities Manager
26/67.1	Clerk to confirm the final design with the artist and start the legal agreement and preparations	Clerk
26/67.1	Clerk to arrange for community engagement on the final art design	Clerk
26/67.1	Arts, Culture and Events Committee to initiate fundraising for the public art project	ACE Committee

DRAFT

Claire Connell MA, ACA, CTA

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The Members of Shinfield Parish Council
c/o Mr Bruce Winton
Clerk to Shinfield Parish Council
Shinfield Parish Hall
School Green
Shinfield
Berkshire RG2 9EH

10th June 2026

Ladies and Gentlemen

Internal Audit report for the year ended 31st March 2026 - final review

I have now completed my review of the financial systems and internal controls for the year ended 31st March 2025. My audit has been carried out with reference to the 2025 edition of "Governance and Accountability for Local Councils: A Practitioners' Guide" and with reference to the 2026 edition regarding Assertion 10.

My final work concentrated on fixed assets, risk management and the final accounts. A summary of my findings for the year is attached in Appendix 1.

There are no matters of significance that I need to draw to your attention.

Overall conclusion

The financial records have been well maintained during the year and appear complete and fit for purpose. I did not identify any significant weaknesses in the control systems and procedures and it is clear that the council takes governance, policies and procedures seriously. That said, the Council did not approve an IT policy during the year and thus it has not met the requirements of Assertion 10 on the Governance Statement.

Signing of the audit report

The external auditors have stated that my internal audit report gives important evidence for the Council to consider when completing assertions 2 and 6 on the governance statement. My two audit reports this year should therefore enable the Council to approve the Annual Return in the knowledge that the internal audit for the year is complete.

I have signed my section of the Annual Governance and Accountability Return with the only adverse findings being the late publication of the Notice of Conclusion and the lack of an IT Policy. These matters are described in more detail in sections N and O below.

Yours faithfully



Claire Connell

Appendix 1: Summary of internal audit work covered in 2025-26

Assertion on Annual Return	Assertion met?
A. Appropriate accounting records have been properly kept throughout the year.	Yes
Rialtas Omega, Bookings, Allotments and Fixed Asset packages are used, kept up-to-date and are accurate. These packages integrate and are produced for the town and parish council sector. There is a suitable level of reporting to Council.	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes
Testing and review of systems shows that expenditure is properly incurred, payments approved and VAT appropriately accounted for. Procurement procedures have been properly followed, although this was not always clearly minuted.	
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes
Minutes, Standing Orders, Standing Financial Regulations, insurance cover and the Risk Register indicate that there are proper risk assessment and management procedures. The Risk Register was reviewed in May and updated during the year as appropriate (eg for the running of the café in house). The Standing Orders were updated in June 25 with minor modifications later in the year. The Financial Regulations have been updated in 2026-27. <u>A policy register should be set up containing the date of approval of policies and the date of next review.</u>	
D. The precept resulted from an adequate budgetary process; progress against the budget was regularly monitored and reserves were appropriate.	Yes
The reporting of financial results and monitoring of actual against budget was reviewed. This is carried out regularly at a committee level. The budget setting process for 2026-27 was thorough and included a consideration of ongoing earmarked reserve requirements in addition to the planned budget for the forthcoming year.	
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes
No significant issues arose during the review and testing of income controls. The following income streams were reviewed: • The precept was agreed to Council minutes and bank statements • CIL income was agreed to bank statements • Hall hire, rental income and allotment income were reviewed and test checks carried out.	

Other income streams such as the cinema and youth club were also reviewed.	
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for	Yes
Cash expenditure is low. Payments are supported by receipts.	
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.	Yes
The payroll has been run in-house throughout 2025-26. No errors were identified during the transactional testing of a sample of employees for one month. The year end figure included in Box 4 only included staff salaries and associated National Insurance and pension costs as required by the regulations.	
H. Asset and investment registers were complete and accurate and properly maintained.	Yes
The fixed assets register is maintained in Rialtas and this has been updated for new acquisitions during the year.	
I. Periodic bank reconciliations were properly carried out during the year.	Yes
Bank reconciliations are prepared on a monthly basis. Bank reconciliations have been reviewed by a Councillor on an approximately bi-monthly basis and this is reported to the F&GP committee. The bank payment run which was set up on 31 st March but which was shown on the bank statement in April has been included as a creditor as required by the Practitioners' Guide. <u>A new cashbook will be set up to record the cash receipts from the café in 2026-27. These receipts were previously recorded when banked, with the unbanked amount at year-end included in the accounts.</u>	
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.	Yes
The accounting statements have been correctly prepared on the income and expenditure basis. They agree to the underlying Rialtas data and debtors and creditors are properly recorded.	
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.	Not Applicable
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	Yes
The AGARs for the past five years are available on the Council website in accordance with the requirements of the Accounts and Audit Regulations 2015. The Council website has a dedicated webpage with transparency information clearly available. The Council has published a model publication scheme. <u>A guide to information published should also be published on the website using the template which is available from the ICO.</u>	
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	Yes
The exercise was advertised on the website in advance of the period commencing. The exercise was carried out for the correct number of days and included the first 10 working days of July as required	
N. The authority has complied with the publication requirements for the prior year AGAR	No
The Council did not correctly comply with the publication requirements for the AGAR. • The Notice of conclusion and the final version of the AGAR including the completed section 3 of the AGAR were not published before 30th September 2025.	
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	No
The Council has a generic email address on a Council owned domain. The website meets the legal requirements including WCAG 2.2AA with some exceptions which are listed on the website. An accessibility statement and privacy policy are published. The Council has some GDPR documentation on the website although some of this does need to be updated. <u>However the Council does not have an IT policy in place and on this basis, it has not met the requirements of Assertion 10.</u>	
P. Trust funds – the council met its responsibilities as a trustee	Not applicable
Shinfield Parish Council is not a trustee of any trust funds	

Annual Internal Audit Report 2025/26

Shinfield Parish Council

www.shinfieldparish.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
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.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
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 <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .		✓	
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.		✓	
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

24/02/2026

08/06/2026

Claire Connell

Signature of person who
carried out the internal audit

Claire Connell

Date

10/06/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



Notes to the
Accounting Statements
for the
Year Ended 31st March 2026

(External Audit Not Completed)



1. **Accounting Policies**

The Council's accounts are prepared in accordance with the guidance for local councils as set out in the Practitioners Guide to Governance and Accountability, which is regarded as proper accounting practice for these purposes.

These financial statements (from which the statutory accounts are prepared) are therefore prepared on the accruals basis but do not include the value of fixed assets or indebtedness in respect of loans to purchase those assets. Fixed Assets are included at cost.

2. **Parish Council Administration Income.**

The Council has invested in a range of products to take advantage of more beneficial interest rates. The largest sum of £1m is invested in National Savings Income Bonds. The Council also transferred funds into a 95-day Notice Account with Lloyds to gain advantage of more preferential rates. During the year, an additional £67k was deposited with CCLA to bolster the reserve earmarked for future major building repairs. The Council received £56.1k from developer's contributions and this has been invested so that it will accrue interest until it is needed to pay for capital projects.

Source of Interest	2024/2025	2025/2026
	£	£
National Savings Income Bonds	37,080	32,244
CCLA Investment	5,913	7,772
Lloyds Bank - Fixed Term Deposit	14,241	6,453
Lloyds Bank Instant Access Account	9,437	6,325
Lloyds Bank - 95 day Notice	5,452	7,771
Total Interest Received in Year	72,123	60,565

3. **Pension Scheme Contributions**

During the year, the council's eligible staff were members of the NEST scheme. The employer pension contributions are accounted for in staff expenditure. The cost of the employer's contribution in 2025/026 was £18,300 an increase of £ 5,700 over the previous year. The reason for the increase is explained by new employees who were eligible to be enrolled.

4. **Grants**

The Council awarded grants in the year under its legislative powers. The grant scheme provides financial support to enable community organisations to provide services to residents of the Parish. The total value of grants awarded in 2025/2026 amounted to £48,851 compared to the previous year when the Council funded a total of £19,470.

A £25,000 capital grant was awarded in 2025/2026 which was funded from developer contributions. A grant of £8,000 which was awarded the previous year to a local education trust was paid back under the grant terms and conditions.

Beneficiary	2024/2025	2025/2026
	£	£
Community Based Voluntary Groups	8,965	10,175
Local Sports Clubs	1,000	550
Local School Projects	3,600	4,220
Community Transport Schemes	5,905	5,306
Accessible Defibrillators		3,450
Young Person - Individual Grant		150
Capital Grant - St Barnabas Community Hall		25,000
Grant Repaid – Oakbank School		-8,000
Total Grants	19,470	40,851

5. **Additions to Fixed Assets in the year (Box 9 Accounting Statements)**

<u>Additions to Assets in the Year</u>	2024/2025	2025/2026
	£	£
High Copse Pavilion - New Lease	1	
High Copse - IT Kit & Server		1,010
High Copse - Fire Safety Equipment		1,090
High Copse Fit Out - Changing Rooms - Modesty Screens		5,937
Fit Out - High Copse Pavilion	16,724	
High Copse - Storage Containers		8,635
Manor Ground - Artificial Cricket Club		13,900
School Green Centre - Kitchen Extension		19,754
Furniture & Equipment School Green Open Space	7,265	
	23,990	50,326

6. **Fixed Assets as at 31st March 2026**

The council has a range of fixed assets which are listed below:-

Land & Buildings

School Green Centre	3,282,410
School Green Centre Land Owned (South Building)	163,000
School Green Centre Land Lease (North Building)	1
Shed & Base School Green Centre	5,044
Ryeish Pavilion	241,060
Spencers Wood Pavilion	708,392
The Manor Pavilion & Sports Ground	1
The High Copse Sports Pavilion	1
	4,399,909

Recreation Land	6
Allotments	48,152
War Memorial	1
	48,159

Other Operational Assets

Playgrounds	345,818
Street Furniture	148,506
Bus Shelters	30,945
Furniture & Equipment	281,648
Gates and Fences	19,957
IT Equipment & Systems	49,493
Civic Regalia	600
	876,967

Total Assets

Box 9 – Accounting Statements

5,325,035

7 Reserves (Box 1 & 7 – Accounting Statements)

At the beginning of the financial year, the Council held balances of £2.2m which reduced to £2.1M as, at 31st March 2026

Fund	B/Fwd £	C/Fwd £
General Fund	312,575	233,592
Earmarked Reserves	1,938,909	1,893,082
	<u>2,251,484</u>	<u>2,126,674</u>

Earmarked Reserves – movements in the year

During the year the Council added £109k to accumulated reserves and spent a total of £155k as listed against each reserve in the table below. Community Infrastructure projects included a community grant of £25k, a new artificial cricket wicket and toilet facilities at the Tennis Club.

Ref	Earmarked Reserve	March 2025 £	Released in Year £	Added In Year £	March 2026 £
1	Community Infrastructure Levy	1,638,758	108,637	64,155	1,594,276
2	Allotments	80,000	10,000		70,000
3	Major Repairs	153,435		43,772	197,207
4	Planning	25,068	20,743		4,325
5	Website	10,000			10,000
6	Youth Initiatives	15,176		200	15,376
7	Parish Election	8,000	8,000		0
8	Grants - new in year	7,500	7,500		0
9	Public Art Reserve - new in year	972		926	1,898
	Total Earmarked Reserves	<u>1,938,909</u>	<u>154,880</u>	<u>109,053</u>	<u>1,893,082</u>

Purpose of Earmarked Reserves

- 1 Funds made available to support the impact of new development
- 2 Reserve available for extension to Deardon Allotments
- 3 Fund to support the delivery of the long term maintenance programme
- 4 Reserve available for unexpected cost of planning advice.
- 5 Set aside for a major technical update or upgrade to Council website
- 6 Available for one off initiatives to support youth provision
- 7 Fund was used to fund a contested election in the year
- 8 Funds used for the installation of defibrillators
- 9 Accumulated contributions to Public Art Project

Use of General Reserve in 2025/2026

1. The General Reserve reduced by £78,983 from £312,575 to £233,592.
2. In July 2025, the Council agreed to take the Café Operation in-house as a result of receiving notice from the café operator. The operation and staff transferred to the Council on 1st October 2025 and the café opened on 13th October. This resulted in additional expenditure and income which wasn't anticipated when the budgets were approved in January 2025.
3. As a result of a hot dry summer, the new football pitches at High Copse were not playable until November 2025 which resulted in reduced income. However the Council still incurred costs in maintaining the pitches. Further maintenance was required at the Manor Ground.

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Shinfield Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.		✓	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC WEBSITE ADDRESS www.shinfieldparish.gov.uk /WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

Shinfield Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	1,803,440	2,251,484	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	642,122	667,229	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	719,611	441,710	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	348,845	511,980	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	564,844	721,770	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	2,251,484	2,126,674	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	2,250,526	2,166,058	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	5,274,709	5,325,035	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

 Date _____

I confirm that these Accounting Statements were approved by this authority on this date:

 as recorded in minute reference:

 Signed by Chair of the meeting where the Accounting Statements were approved

 SIGNATURE REQUIRED

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
 - a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
 - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
 - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
 - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
 - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Wednesday 3 June – Tuesday 14 July 2026. (The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026); and
 - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Where the authority has answered 'No' to any assertions on Section 1, as stated on the face of Section 1 of the AGAR, a sufficiently detailed explanation of the reasons must be published with the AGAR on the authority's website.

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
1. Date of announcement - Monday 29th June 2026 2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to: Mr B Winton Clerk and Responsible Finance Officer, Shinfield Parish Council, School Green Centre Reading RG2 9EH Tel 0118 9888220 or, e mail clerk@shinfieldparish.gov.uk commencing on Tuesday 30th June 2026 and ending on 10th August 2026 3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only. 4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is: PKF Littlejohn LLP (Ref: SBA Team) 30 Churchill Place London E14 5RE sba@pkf-l.com 5. This announcement is made by Bruce Winton – Clerk to Shinfield Parish Council	

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2026 for 2025/26 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

BOROUGH COUNCILLOR REPORTS

BCllr Rance

21.5.26 New Council year – was made Shadow Executive for Residents Services, Inclusion & Poverty; Remain on HOSC and Licensing and joined Corporate Parenting.

20.05.26 Resident wrote to V. Srinivisan and me, re a steel fence erected on rising footpath at entrance to Shepherds Rd, Longacre. 'It appeared overnight' said Resident (don't think so)! Feel it devalues their homes. They wish us to support their protests. Fence is ugly but am sure the Developers will not remove it. Apparently erected with 'safety of residents in mind'!

21.05.26 Wrote on 9th May to Trinity as Resident fed up about her area being missed by grass cutters. Have heard nothing.

21.05.26 Wrote 24th April to WBC asking for resident to be approached regarding huge overgrowing bushes preventing Mums and children walking on footpath near St. Mary's school. Highways Asset replied 'they were on it'. By 20th May heard nothing back. Contacted WBC again. A "Vegetation" letter had been sent, but ignored, now a Formal letter will be sent. **2.06.26** Heard from WBC – they had done a Land Registry Search and found the Hedges belong to WBC, but the hedges were actually planted by private owner who stopped maintaining after 2018. WBC sending an Area Specialist to knock on the resident's door "for a chat"!

22.05.26 Resident wrote to both V Srinivisan and me about the proliferation of Estate Agents signs being erected outside properties/on grass verges rather than at the properties themselves. Are EA's breaking a law? Contacted Bruce, who gave information on Town & Country Planning. Wrote to WBC Enforcement. Have yet to receive acknowledgement. **1.06.26** Noted that Planning Enforcement Stats show Investigation of proliferation of Estate Agent boards along Shinfield Road. Something happening!!

27.05.26 Was in Cutbush Lane right at the end where it is a dead end. Spotted a very smart car, with tarpaulin over it, parked in the road. Checked – it had no MOT but had SORN. But Sorn means a vehicle has to be off road. WBC on it and contacting DVLA.

29.05.26 Notified of Executive Members Decision – Order 2026 Grazeley Various 30 mph speed limited.

1.06.26 A responsible lady resident of 27 years spotted Huge Flytipping on B3349 Arborfield Road in a gully, towards Magpie & Parrot roundabout. She took photos. On 28th March she Logged onto WBC website, got a Ref. No, was told 4th April 'Problem had been resolved. Tipper lorry used' She checked 9th April, 17th April, 3rd May and 28th May. Rubbish still there. She wrote to me asking "What the heck is going on?" I wrote with the photos asking WBC. **Reply 2.06.26** This has been escalated as ASB and will most probably be dealt with more quickly. **5.06.26** Apparently the rubbish was deposited into

a deep ditch, and it has been difficult to remove but WBC officers still told fibs 5 times. A Grab Lorry will be sent shortly.

1.06.26 Attended **HOSC**. Heard from Healthwatch. 6 key themes. Residents not using or having difficulty using the APP to secure GP appts; Poor follow-up for patients & unclear info; Hospital waiting times – delays & cancellations; Fragmented care with no clear ownership and worsening health outcomes; Dentistry, Social Care & Specialist gaps & delays.

System Risks: increase in demand; clinical deterioration; safeguarding risks; persistent health inequalities, declining public confidence (I'll say!)

Public Health Grant: WBC received third smallest PHG in the country, which equates to the lowest per capita allocation at £36.66 per person, due to the fact that none of our areas (allegedly) fall into the highest decile of deprivation and (allegedly) most of our health & wellbeing outcomes, are better than the England average.

2.06.26 You probably know this – plans progressing for Solar Powered EV charging facilities at MereOak Park & Ride, to include 12 Rapid Chargers, 20 Standard built over 6 years, Solar canopies, Battery storage.

6.06.26 Report from a resident who has taken it upon herself to clear area at Ryeish Green (next to Oakbank) Huge amount of litter spilled for several weeks. Graffiti on table and benches. Turns out these are the responsibility of WBC.

11.06.26 At a Shinfield St Mary's Governors visit, I spoke to several TA's about lots of things but included were each's views on Oakbank. One, whose daughter attends, finds the stricter rules difficult. She said the school is run on 'Military lines'/pupils can only wear small earrings/if behaviour is not consistent he/she will not be allowed to attend the Prom; whereas another whose sister attends says her sister actually welcomes the rules/feels more secure/and is producing good results academically! Interesting!

13.06.26 Reported 2 sightings of Flytipping locally and overgrown bushes obliterating road signs.

BCllrs Glover and Johnson

Highways and Planning

Had a site visit with a Highways officer: we walked from Highlands to Lambs Lane via Allfrey Grove.

Problem: Site line is obscured by parked cars too near to the Highlands driveway.

Solution: Highways officer seems to have misunderstood where the layby actually ends, so this is still under discussion. She suggested that Double Yellow Lines are not possible due to the short length and suggested instead a bollard to indicate the start of the layby– but this is not going to stop people parking between the bollard and the driveway so it's not going to solve the problem.

Problem: Parents observed parking 'frontwards' at Spencers Wood Nursery and then having to back out onto the main road.

Solution: Ask the Nursery management to ask parents to reverse in – perhaps put up a sign. (We also observed some parents doing this.)

Problem: Layby almost full even at 8:00. Highways officer was surprised and wonders who parks there.

Solution: No solution proposed, although Highways do see that there is a problem customers who want to 'pop in' to the Pharmacy.

Problem: Lack of parking places marked at One Stop/Post Office; lack of dropped curb. Discussed with shop owner, who said he did initially mark parking places. Also discussed lack of dropped curb – the BT inspection cover would need to be lowered, which would need planning permission and make it very costly.

Solution: Asked shop owner to consider marking parking places (again) and put up a sign advising customers to reverse in.

Problem: Speed of traffic / congestion / dangerous area for pedestrians.

Solution: Highways can't offer a solution because it's a 'through route'.

Problem: Allfrey Grove now has an HMO (housing vulnerable adults) and a Children's Home in its short length. Both generate a considerable number of parked vehicles, and the Children's Home may be in breach of Planning Condition (but hard to tell which house is generating the parked vehicles).

Solution: The resident who reported this situation is going to try to provide evidence of Planning breach.

Problem: Parents walking their children from Clements Close to Lambs Lane School have to cross Lambs Lane twice because of lack of footway on the school side of the road. Cars are often parked across the dropped kerb / tactile paving, even where there are double yellow lines. The existing crossing is useful for children crossing from the car park to the school, but does not help children walking to School along Lambs Lane *at all*.

Solution: Provide ‘access protection marking’ for the crossing point just before Back Lane. (Not sure how this will help, given that it’s double yellow lines already.) [A footway on that side of the road from Beatty Rise to the school would actually solve the problem, but would cost money – though children would still have to cross the entrance to the builder’s yard.]

Like all schools, there are numerous problems caused by ‘school drop-off time’. Parents park everywhere, including the zigzag lines, the zebra crossing itself, the double yellow lines and across the school entrance and residents’ driveways. Parking on the roadside causes stand-offs because not all drivers are aware of or observe the informal ‘one-way system’ in operation at these times.

Talked to the Head, who was at the gate. She said that next term they may be able to open a bit earlier and let children wait in the playground, if they can get staff to supervise.

Highways officer pointed out that the school’s (unenforceable) sign says ‘No parking from 8:40, whereas they open the school gate at 8:50, so if the sign was adhered to, children would be left standing on the pavement. The Head acknowledged this and may get the time changed. (Unless they decide to open the gate earlier...)

In addition, on our walk we observed signs that need removing:

- Elderly persons warning sign on Basingstoke Rd.
- Loddon campsite sign at jn of Beech Hill Rd/Basingstoke Rd.
- 30mph stickers on lamp columns – these have been put up by persons unknown and might invalidate enforcement of the default ‘speed restriction by lamppost’. Sounds mad but, apparently, they have to be removed.

Mitford Close

Concern about parking along Mitford Close, Three Mile Cross, near the junction with Basingstoke Road, endangering children at the school as well as other pedestrians. Have written to WBC Highways about it as it is adopted, but not a ‘normal’ road, so could probably do with a site visit to see what they suggest.

420 houses at Body’s Farm – planning application 250517

No further news

FP12 and various bits of green space in Spencers Wood

The meeting with Andy Glencross and other officers seems to have reached agreement.

Lailey Path – Infants School

Expressed concern to officers that it won’t get implemented during the Summer holidays.

ASB

Reported graffiti on the bus stop at Three Mile Cross. Also registered it with WBC for remedial action.

Waste Collection

Change to Biffa seems to be going smoothly with no problems that I have heard of, other than that some fly-tipping has not been collected, probably because it was reported on the old system and not transferred across to the new system (Yew Tree Lane).

Loddon Riverside Park

The Mid and West Berkshire Local Access Forum (of which Cllr Glover is a member) has considered a report by Loddon Valley Ramblers that proposes the creation of the Loddon Riverside Park by broadening the concept of the Loddon Long Distance Path and including areas such as Langley Mead SANG in a long thin 'Countryside Park'. It was agreed that the Forum support this proposal forward it to WBC for action. They asked WBC to support this vision, consider appointing a Project Officer, set up a partnership and include this vision in future Local Plans.

They recognise that some seed corn funding may be needed and hope that some CIL money could be found on the basis that this is a capital project to support the future needs of our rapidly growing population. This could be very good value for money as a Project Officer could submit grant applications to organisations such as the Veolia Trust, the Tarmac Trust, the Queen Elizabeth Trust and others. By working in partnership, they could harness resources and support from our local communities and groups.

People's Emergency Briefing

Arranging a screening of the film presented by Chris Packham on the Climate and Nature Crisis, at 19:30 on Friday 10 July in the School Green Cinema.

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

Minutes of a meeting of
The Facilities Committee
held on Wednesday 3rd June 2026
at the School Green Centre commencing at 19:30

Present: Cllrs Boyer, Jahromi, James, Johnson (Chair), Masseron and Peer

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
Jane Mason (Finance Manager)
1 Member of the public

26/FC/65

Election of Chair of the Facilities Committee

65.1 To receive nominations for the position of Chair of the Facilities Committee

Cllr Johnson was nominated for the position of Chair of the Facilities Committee by Cllrs Boyer, Jahromi and Peer

65.2 Cllr Johnson was duly elected as Chair of the Facilities Committee for 2026/2027

AGREED Unanimously

65.3 Cllr Johnson signed the declaration of acceptance of office as the Chair of the Facilities Committee for 2026/2027

26/FC/66

Election of Vice-Chair of the Facilities Committee

66.1 To receive nominations for the position of Vice-Chair of the Facilities Committee

Cllr Clarke was nominated for the position of Vice-Chair of the Facilities Committee by Cllr Jahromi

66.2 Cllr Clarke was duly elected as Vice-Chair of the Facilities Committee for 2026/2027

AGREED Unanimously

66.3 As Cllr Clarke had given his apologies for the meeting he would sign the declaration of acceptance of office as the Vice-Chair of the Facilities Committee for 2026/2027 at the next available opportunity.

ACTION – Cllr Clarke to sign the declaration of acceptance of office as the Vice-Chair of the Facilities Committee for 2026/2027

26/FC/67

Public Questions

- 67.1 There were no public questions.

26/FC/68

Apologies and declarations of Members' Interest

- 68.1 Apologies had been received from Cllrs Bowler and Clarke, and S Ali (Facilities Manager)
- 68.2 Declarations of Members' pecuniary interests and any related person interest
- Cllr Johnson declared membership of the padel tennis company which may be referred to later in proceedings.
- There were no other declarations of Members interests or related person interests.

26/FC/69

Minutes of the Previous Meeting

- 69.1 The minutes of the Facilities Committee meeting held on 6th May 2026 were approved as a correct record and signed by Cllr Johnson, subject to apologies being recorded for Cllr Jahromi.
- Proposed: Cllr Boyer
Seconded: Cllr Peer
Approved: 5 For, 1 Abstention
- 69.2 The following matters arising from the meeting held on 1st March 2026 were discussed:
- 42.1 Cllr Johnson to arrange a meeting with the WBC sports lead
- Cllr Johnson reported this had not yet happened.
- ACTION - Cllr Johnson to arrange a meeting with the WBC sports lead**
- 42.1 Cllr Johnson to follow up with UoR regarding the land for a mountain bike track
- Cllr Johnson reported that more information would be available following the University of Reading's meeting on 1st July 2026.
- ACTION - Cllr Johnson to follow up with UoR regarding the land for a mountain bike track**
- 51.1 The Volunteer Liaison Person to arrange a site visit with a specialist company to identify a long-term maintenance plan for Deardon Orchard
- This was on the agenda – see minute 77.2

54.1 Clerk to share the pre-app report for fencing at High Copse with committee members

This had been done.

54.1 Facilities Manager to progress the installation of timber fence

This to progress after the grant application had been decided on.

ACTION - Facilities Manager to progress the installation of timber fence and obtain clarification that it could be installed under permitted development

54.1 Facilities Manager to progress the installation of the overflow car park

This was on the agenda – see minute 26/FC/71.2

54.1 Clerk to resubmit the Football Foundation fence grant application

The Clerk reported that this would be submitted on 05/06/2026

ACTION - Clerk to resubmit the Football Foundation fence grant application

54.2 Facilities Manager to share the list of equipment being acquired for cricket at High Copse Pavilion

This had been done.

54.3 Facilities Manager to confirm if an extraction licence was required for High Copse

The Clerk reported that he was confident that if less than 20,000 litres per day were used an extraction licence was not required.

55.1 Clerk to report back to the Working Party and Facilities Committee regarding potential consultants to support Master planning for Millworth Sports Park

This was on the agenda – see minute 26/FC/72.1

57.1 Clerk to advise Wokingham Borough Council (WBC) of the planned changes to the fencing and to the linen recycling banks staying in their current location

This had been done.

- 58.1 Facilities Manager to submit the planning application for the installation of the community shelter

Facilities Manager had met with the company providing the shelter on site on Tuesday to confirm the final details for the application to be submitted.

ACTION - Facilities Manager to submit the planning application for the installation of the community shelter

- 59.1 Facilities Manager to obtain specialist drainage advice regarding flooding at the Orchard Rise allotments

This was on the agenda – see minute 26/FC/75.1

- 59.1 Cllr Johnson to fly a drone over Orchard Rise allotments

This would be done.

ACTION - Cllr Johnson to fly a drone over Orchard Rise allotments

- 59.2 Facilities Manager to check with Hartley Court Allotment holders as to whether they would support a perimeter fence to the allotment site

This was on the agenda – see minute 26/FC/75.2

- 60.1 Clerk to add the energy report to the agenda for May Full Council

This had been done.

This was also on the agenda – see minute 26/FC/76.1

- 60.1 Clerk to request additional information on the PV panel maintenance contract

This was on the agenda – see minute 26/FC/76.1

- 61.1 Clerk to add to agenda for June Finance and General Purposes Committee a request for funding for electric bicycle

This will be added to the agenda of the June Finance and General Purposes Committee.

- 61.1 Facilities Manager to check insurance cover for electric bicycle

The Clerk reported that a separate specialist insurer would need to be sourced to insure an electric bike as this was not something that the Council's current insurer would cover.

ACTION – Clerk to arrange for quotes for insuring an electric bike

- 61.1 Facilities Manager to prepare Risk Assessment for use of an electric bike by council staff

This would be done once an electric bike had been purchased so it aligned with the manufacturer's recommendations.

ACTION - Facilities Manager to prepare Risk Assessment for use of an electric bike by council staff once purchased

- 62.1 Facilities Manager to arrange for a single map showing all public waste bins in the parish

This was on the agenda – see minute 26/FC/77.1

- 62.1 Facilities Manager to source a suitable sticker on fly-tipping and obtain a quote for implementation

The Clerk reported that a strong adhesive, long-lasting, all weather, sticker with anti-graffiti protection would cost approximately £4 per sticker. The total cost for 2 stickers per bin would be approximately £368.

ACTION – Facilities Manager to order 'fly-tipping' stickers for bins and arrange for them to be installed

- 62.1 Facilities Manager to source a suitable waste bin for new purchases

Following investigation to fit seagull flaps to waste bins, these cannot be retrofitted to the current SPC bins. To order a new bin with the flaps attached would cost approximately £20 extra than the existing style. Any replacement bins could be ordered with the seagull flaps included.

- 62.2 Clerk to add to the next agenda of Finance and General Purposes Committee the purchase of notice boards for Frensham Green and High Copse

This will be added to the agenda of the June Finance and General Purposes Committee

ACTION - Clerk to add to the next agenda of Finance and General Purposes Committee the purchase of notice boards for Frensham Green and High Copse

Minute 26/FC/77.2 was brought forward and discussed prior to 26/FC/70.1 to allow the member of public to exit the meeting.

Ryeish Pavilion Working Party

- 70.1 Cllr Masseron, on behalf of the Ryeish Pavilion Working Party, presented their report that had previously been circulated with the agenda.

Cllr Masseron presented the research information accumulated by the Ryeish Pavillion Working Party setting out various options for the future of the building. Subsequent to the circulation of the report an estimate from BW Reed & Sons Ltd had been received of £203,000 for refurbishment options.

It was noted that the budget of £4,000 to assist with the project had not been spent to date.

Cllr Masseron had recently attended a BALC course on 'Writing Grant Applications and Sourcing Funding' and reported that this line of funding was worth investigating.

Regarding the interest in using the building as a storage facility, it was confirmed that this was not allowed for a 'Class E' building classification, therefore this option was not possible.

It was agreed that there was no council led community use for the building.

It was acknowledged that any lease/rental arrangement would only be viable to a business due to the high costs.

In the absence of a firm recommendation from the working party, the following actions would be pursued and presented to the next meeting of the Facilities Committee.

- Mr Gulley to be requested to submit a business case, however, the market would still need to be tested.
- AH Lansley to be requested to submit a business plan for a rental option
- Research and available grants suitable for refurbishment

ACTION –

- Clerk to contact Mr Gulley to request the submission of a business case
- Clerk to contact AH Lansley for a business plan for their proposed rental options
- Cllr Masseron to research any available grants suitable for the refurbishment of the Ryeish Pavilion
- Clerk to publish full survey results on the website and social media
- Deputy Clerk to add to the agenda of the next meeting

21:04 *Member of the public left the meeting*

High Copse Items

- 71.1 Update on the football pitches and cricket square and the provision of creating an overflow car park

It was reported that the Shinfield Cricket Club were now using the cricket facilities.

- 71.2 Quotes for overflow car park

Quotes received for the overflow car park had been received from MJT for £117k for 2,000m² car park. It was agreed that this was too expensive and more quotes should be obtained. In the meantime it was suggested that vehicles park on the grass as the ground was dry.

ACTION – Facilities Manager to obtain quotes for alternative surfacing

- 71.3 Update on the cricket at High Copse

The Facilities Manager had agreed on the equipment for use at High Copse.

- Renting a roller for 2027
- Site screens had been ordered
- Tripod sprinklers and hose pipe had been ordered
- Cricket nets (3 lanes)

Cllr Johnson reported that he had had conversations with the cricket club to ensure that they were happy that the potential fencing would not impede on the cricket boundary.

ACTION – Facilities Manager to complete handover of cricket equipment at High Copse

- 71.4 Water Irrigation for sports pitches at High Copse

Cllr Johnson reported that a 20 cubic meter tank and irrigation equipment would be required to store water from the borehole to enable the pitches to be adequately irrigated.

The Facilities Manager was still investigating whether an extraction licence would be required.

ACTION –

- Facilities Manager to obtain quotes for a 20 cubic meter tank and irrigation equipment
- Facilities Manager to confirm if an extraction licence was required for High Copse.

71.5 Update on the installation of the containers at High Copse

The two 20ft containers had been delivered and the 40ft container was due to be delivered on Friday 5th June.

71.6 Hot Water Boiler for High Copse Pavilion kitchen

The Committee agreed to purchase an instant hot water boiler, similar to that in the kitchen at the School Green Centre (SGC), for the High Copse Pavilion kitchen.

ACTION –

- Facilities Manager to obtain a quote for an instant hot water boiler
- Clerk to add to the agenda of the Finance and General Purposes Committee in June

71.7 Creation of a free play area and installation of picnic benches

Cllr Johnson had agreed with the Shinfield Rangers Football Club that they would mark out a 7 x 7 football pitch and buy suitable goals, to be gifted to SPC, for a kickabout area on the corner of the field adjacent to the bus lane/footpath. This area would also require some picnic benches for public use.

Proposed: Cllr Johnson
Seconded: Cllr Jahromi
Approved: Unanimously

ACTION –

- Cllr Johnson to inform Shinfield Rangers of the decision of the committee and to thank them for their offer of marking the pitch and donating the goal posts
- Facilities Manager to obtain quotes for suitable picnic benches and installation
- Clerk to add to the agenda of the Finance and General Purposes Committee in June

26/FC/72

Millworth Lane

72.1 Sports master planner for Millworth Lane

The Clerk has obtained responses from the following sports master planners and would set up a Teams meeting for further discussion.

- STRI Group
- Sports Labs
- Toby Wintgens

Cllrs Boyer, James and Johnson and Facilities Manager to be invited to attend the Teams meetings.

ACTION – Clerk to arrange Teams meetings with the sports master planners

72.2 Update for the Fitness Centre at Millworth Lane

Tony Grover, BDS was expecting the ecology information required to arrive imminently when the application would then be submitted.

ACTION – Facilities Manager to expedite submission of the planning application for the Fitness Centre at Millworth Lane

72.3 Installation of Padel courts

There were no further updates.

72.4 Draft Heads of Terms between Shinfield Parish Council (SPC) and the Tennis Club

A preliminary meeting had been held on 20th May with the Tennis Club to discuss the lease. The inclusion of back rent, rent and payment for the toilet block would be included.

ACTION – Clerk to arrange for a draft lease for the Tennis Club to be drawn up

72.5 Access to the Tennis club via Millworth Lane

There was nothing further to update on this item.

26/FC/73

School Green Centre and School Green

73.1 Redecoration of the Pound Green Room, Three Mile Cross Room and Grazeley corridor

The décor in these areas of the School Green Centre were raised at a recent staff meeting. The rooms were starting to look well used and needed redecoration. The following had been suggested: -

Pound Green Room – install Yeoman Shield around the lower sides of the walls similar to that in the Grazeley Room and repaint the upper walls. This would provide better protection and keep the room looking better for a longer period. The Yeoman Shield in the Grazeley Room had proved to be robust and a good investment.

Three Mile Cross Room – this room was now being used by a number of groups, not just small meetings, and the walls were severely marked and needed repainting. It was suggested that the display cabinets be removed and replaced by cupboards similar to those in the Ryeish Green Room so tables and chairs could be more easily stored.

Redecoration of the corridor leading down to the Grazeley Room would be discussed at a later date.

ACTION –

- **Facilities Manager to obtain a quote for the installation of Yeoman Shield in the Pound Green Room**
- **Clerk to add the above to the agenda of the Finance and General Purposes Committee meeting in June to request approval of funding**

- Facilities Manager to obtain quotes for redecoration of the Three Mile Cross Room, removal of the existing cabinets and installation of more suitable storage cupboards
- Deputy Clerk to add to the agenda of the next meeting of the Facilities Committee

73.2 School Green Centre furniture

Approximately 50% of the chairs were now badly stained. Money had been set aside in the budget for replacement furniture (£9.5k versus regular budget of £1.5k). The costs to replace the chairs with a vinyl covering was approximately £8.5k.

The balance of the budget could be used to obtain professional cleaning for the remaining chairs that were not so badly stained with a view to replacing these in two years' time, if necessary.

Members of the committee agreed to proceed with the proposed plan.

ACTION –

- Facilities Manager to order new chairs for the School Green Centre
- Facilities Manager to obtain quotes for professional cleaning for the remaining chairs

73.3 Shading to the Tin Roof Café patio area

The previously purchased parasols were no longer of use due to the change in café supplier and had faded extremely badly. Options suggested were:-

- 1) New parasols with the Tin Roof Café signage
These would be larger than previous ones and cost about £1.8k in total (based on 2mx2m with valance and branding plus bases and delivery).

The disadvantage with these were that they had to be manually brought in and out. The only option for storage was in the café area, however, this would be difficult due to later opening times and use of the area for evening hire.

Another option to investigate was large static parasols.

- 2) The purchase of a single powered awning

Awnings varied in price depending on coverage or the area. A wall mounted option that would cover half the patio (7m width with 4m depth) - the base option was £6.7k plus installation, remote control and wind sensor (£1.6k). Signwriting depended on the complexity and whether this would be on the main canopy, valance or both but say £1.5k for a total of approx. £9.8k.

Members agreed to reconsider the options once firm quotes had been received.

ACTION – Clerk to arrange for quotes for both types of parasols and an awning option for the café patio area for consideration at the next meeting

26/FC/74

Spencers Wood Pavilion and Recreation Ground

74.1 Installation of Community Shelter

The Facilities Manager had a final site visit with the supplier on Tuesday 2nd June and was now able to submit the planning application.

An additional quote for the base was being obtained with the expectation that the shelter could be installed before the school summer holiday period, assuming everything goes to plan.

ACTION - Facilities Manager to submit the planning application for the installation of the community shelter.

26/FC/75

Allotments

75.1 Flooding at Orchard Rise Allotments

This was discussed at a recent meeting with Andy Glencross, WBC who suggested installing raised beds.

ACTION – Facilities Manager to investigate a way forward to improve the utilisation of the allotments at Orchard Rise

75.2 Hartley Court Allotments – perimeter fence and secured gate

This would be discussed at the next meeting of the Facilities Committee once the Facilities Manager had finalised the research.

ACTION – Facilities Manager to report on recommendations for a perimeter fence and secured gate at the Hartley Court Allotments at the next meeting of the Facilities Committee

26/FC/76

Energy Matters

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

A full report had been circulated with the papers of the Annual Council meeting held on 27th May 2026 where members agreed that PV Panels could be installed at:-

2026

- Quick wins (e.g. insulating ceiling of main room at Spencers Wood Pavilion Estimate £10,000)
- School Green Centre to include battery storage (estimate £90,000)
- Manor Ground Pavilion without battery storage (estimate £20,000)

2027

- High Copse Pavilion, to include battery storage (estimate £65,000)
- Spencers Wood Pavilion, to include battery storage (estimate £45,000)

These installations would reduce the environmental impact of the extra development across the parish. The installation would be paid for with money raised through Community Infrastructure Levy (CIL).

Total spend from CIL was in the region of £240k against an allocation of CIL budget of £300k.

The Clerk had discussed PV panel maintenance with the Reduce Energy Consultant. Maintenance could be negotiated with the purchase of any panels, and it was recommended that SPC assess the level of cover required for each site, eg Basic, Medium or High depending on the circumstances of each site.

ACTION –

- Clerk and Facilities Manager to put forward proposal for maintenance of PV panels for each site
- Deputy Clerk to add to the agenda of the next meeting

26/FC/77

Parish Wide Items

77.1 Waste Bins

This item was deferred to the next meeting.

77.2 Improvements to Deardon Orchard

This item was discussed earlier in the meeting following minute 26/FC/67.2

The SPC Volunteer Person had met Ecovo on site to discuss the orchard. A quote of £580 had been received to provide a restoration plan for the orchard. A further report had been provided by a member of the public who had considerable experience in this area and there was a commonality between the two reports; for example:

- Hedging to act as a windbreak for the trees
- A “Dead hedge” to allow insects to migrate back to live trees and maintain ecology
- Proper staking and support for the trees
- Reduced grass cutting to allow long flowering meadow
- Planting new trees

Other considerations were:

- Installation of a bee hive to help with pollination
- Bird boxes

It was AGREED to commission the restoration plan at a cost of £580 (ex. VAT).

Proposed: Cllr Johnson
Seconded: Cllr Peer
Agreed: Unanimously

ACTION –

- Clerk to confirm to the SPC Volunteer Person via email of the decision of the committee.
- Clerk to circulate the report to members of the Committee
- Clerk to propose future community engagement plan for Deardon Orchard

77.3 Report on meeting with Andy Glencross, Wokingham Borough Council (WBC)

Cllr Clarke, the Clerk and Deputy Clerk had met with Andy Glencross and two members of his team. The following matters were discussed:-

- New football pitches on Hyde End Lane – likely to be adopted by WBC at the end of June.
- Orchard adjacent to the pitches – trees were being replaced. WBC would take a financial contribution from Taylor Wimpey to manage the tree planting and the ongoing maintenance. The rest of the area could merge into the existing SANG. There would be no impact on SPC.
- Star Rise public open space – currently a budget of £50K to make improvements plus £50K for ongoing management of the site. SPC suggested a kick about area. Playground was a separate sum – Andy Glencross would confirm how much was left in the commuted sum. WBC were suggesting that that we may want to take on both elements, however, they could only do this if they definitely transferred the remaining funds.
- The University of Reading were planning to put allotments in on the High Copse site. SPC previously stated that they did not wish to take on any more allotment sites. There was a possibility that SPC could offer to administer the allotments for them (for a fee) but they would pay for all maintenance.
- £56K plus £48K maintenance was available for a MUGA. SPC suggested that Frensham Green be investigated as a suitable site. It could possibly be rolled into Millworth Lane but there was a time limit on the fund so unlikely to get to Millworth in time.
- Footpath 12 – Andy Glencross agreed to contact Vistry to ascertain their time scale for this area. WBC were ready to move forwards on upgrading their part of the path. Potential lighting of the path was still under debate.
- Environmental field – still issues with Taylor Wimpey (TW). Andy Glencross would follow up with Enforcement but did say this could take years. Possibly we could consider suggesting to TW that instead of complete removal there was a lower cost option of enhancing what was already happening on the site which was beginning to be reclaimed by nature

Members AGREED with the proposal for the open space at Star Rise to be used as a kick about with goals and benches.

ACTION –

- Clerk to contact Andy Glencross, WBC to inform him of the decision of the committee and to obtain agreement on the actual commuted sum before SPC agreed to take this over.
- Clerk to recommend to WBC that the money set aside for a multi-use games area (MUGA) be spent at Frensham Green

26/FC/78

Correspondence

78.1 Virtu Juniors Football Club

Cllr Johnson had been approached by Virtu Juniors Football Club with a request to use the pitches at the Manor Ground on a Sunday morning.

Members AGREED to Virtu Juniors Football Club using the pitches subject to pitch capacity.

ACTION –

- Cllr Johnson to discuss pitch capacity further with Shinfield Rangers Football Club
- Facilities Manager to draft Heads of Terms once Cllr Johnson had assessed the pitch capacity

25/FC/79

Date of the Next Meeting

79.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 1st July 2026

The meeting ended at 21:45

List of Actions

<u>Minute</u>	<u>Action</u>	<u>Responsibility</u>
26/FC/66.3	Cllr Clarke to sign the declaration of acceptance of office as the Vice-Chair of the Facilities Committee for 2026/2027.	Cllr Clarke
26/FC/69.2 (42.1)	Cllr Johnson to arrange a meeting with the WBC sports lead.	Cllr Johnson
26/FC/69.2 (42.1)	Cllr Johnson to follow up with UoR regarding the land for a mountain bike track.	Cllr Johnson
26/FC/69.2 (54.1)	Facilities Manager to progress the installation of timber fence and obtain clarification that it could be installed under permitted development.	Facilities Manager
26/FC/69.2 (54.1)	Clerk to resubmit the Football Foundation fence grant application.	Clerk
26/FC/69.2 (58.1)	Facilities Manager to submit the planning application for the installation of the community shelter.	Facilities Manager
26/FC/69.2 (59.1)	Cllr Johnson to fly a drone over Orchard Rise allotments.	Cllr Johnson
26/FC/69.2 (61.1)	Clerk to arrange for quotes for insuring an electric bike.	Clerk
26/FC/69.2 (61.1)	Facilities Manager to prepare a risk assessment for use of an electric bike by council staff once purchased.	Facilities Manager
26/FC/69.2 (62.1)	Facilities Manager to order 'fly-tipping' stickers for bins and arrange for them to be installed.	Facilities Manager
26/FC/69.2 (62.2)	Clerk to add to the next agenda of the Finance and General Purposes Committee the purchase of notice boards for Frensham Green and High Copse.	Clerk
26/FC/70.1	Clerk to contact Mr Gulley to request the submission of a business case.	Clerk
26/FC/70.1	Clerk to contact AH Lansley for a business plan for their proposed rental options.	Clerk
26/FC/70.1	Cllr Masseron to research any available grants suitable for the refurbishment of the Ryeish Pavilion.	Cllr Masseron
26/FC/70.1	Deputy Clerk to add to the agenda of the next meeting.	Deputy Clerk
26/FC/70.1	Clerk to publish full survey results on the website and social media	Clerk
26/FC/71.2	Facilities Manager to obtain quotes for alternative surfacing for the overflow car park at High Copse	Facilities Manager

26/FC/71.3	Facilities Manager to complete handover of cricket equipment at High Copse	Facilities Manager
26/FC/71.4	Facilities Manager to obtain quotes for a 20 cubic meter tank and irrigation equipment	Facilities Manager
26/FC/71.4	Facilities Manager to confirm if an extraction licence was required for High Copse	Facilities Manager
26/FC/71.6	Facilities Manager to obtain a quote for an instant hot water boiler for the kitchen at High Copse	Facilities Manager
26/FC/71.6	Clerk to add a request for funding for a hot water boiler to the agenda of the Finance and General Purposes Committee	Clerk
26/FC/71.7	Cllr Johnson to inform Shinfield Rangers of the decision of the committee and to thank them for their offer of marking the pitch and donating the goal posts	Cllr Johnson
26/FC/71.7	Facilities Manager to obtain quotes for suitable picnic benches and installation	Facilities Manager
26/FC/71.7	Clerk to add to the agenda of the Finance and General Purposes Committee in June	Clerk
26/FC/72.1	Clerk to arrange Teams meetings with the sports master planners	Clerk
26/FC/72.2	Facilities Manager to expedite submission of the planning application for the Fitness Centre at Millworth Lane	Facilities Manager
26/FC/72.4	Clerk to arrange for a draft lease for the Tennis Club to be drawn up	Clerk
26/FC/73.1	Facilities Manager to obtain a quote for the installation of Yeoman Sheild in the Pound Green Room	Facilities Manager
26/FC/73.1	Clerk to add the above to the agenda of the Finance and General Purposes Committee meeting in June to request approval of funding	Clerk
26/FC/73.1	Facilities Manager to obtain quotes for redecoration of the Three Mile Cross Room, removal of the existing cabinets and installation of more suitable storage cupboards	Facilities Manager
26/FC/73.1	Deputy Clerk to add to the agenda of the next meeting of the Facilities Committee	Deputy Clerk
26/FC/73.2	Facilities Manager to order new chairs for the School Green Centre	Facilities Manager

26/FC/73.2	Facilities Manager to obtain quotes for professional cleaning for the remaining chairs	Facilities Manager
26/FC/73.2	Clerk to arrange for quotes for both types of parasols and an awning option for the café patio area for consideration at the next meeting	Clerk
26/FC/74.1	Facilities Manager to submit the planning application for the installation of the community shelter	Facilities Manager
26/FC/75.1	Facilities Manager to investigate a way forward to improve the utilisation of the allotments at Orchard Rise	Facilities Manager
26/FC/75.2	Facilities Manager to report on recommendations for a perimeter fence and secured gate at the Hartley Court Allotments at the next meeting of the Facilities Committee	Facilities Manager
26/FC/76.1	Clerk and Facilities Manager to put forward proposal for maintenance of PV panels for each site	Clerk and Facilities Manager
26/FC/76.1	Deputy Clerk to add energy matters to the next agenda	Deputy Clerk
26/FC/77.2	Clerk to confirm to the SPC Volunteer Person via email of the decision of the committee.	Clerk
26/FC/77.2	Clerk to circulate the report to members of the Committee	Clerk
26/FC/77.2	Clerk to propose future community engagement plan for Deardon Orchard	Clerk
26/FC/77.3	Clerk to contact Andy Glencross, WBC to inform him of the decision of the committee and to obtain agreement on the actual commuted sum before SPC agreed to take this over.	Clerk
26/FC/77.3	Clerk to recommend to WBC that the money set aside for a multi-use games area (MUGA) be spent at Frensham Green	Clerk
26/FC/78.1	Cllr Johnson to discuss pitch capacity further with Shinfield Rangers Football Club	Cllr Johnson
26/FC/78.1	Facilities Manager to draft Heads of Terms with Virtu Juniors Football Club once Cllr Johnson had assessed the pitch capacity	Facilities Manager

Minutes of a meeting of
Children and Young Adults Committee
Held on Thursday 4th June 2026
At School Green Centre commencing at 19:30

Present: Cllrs Matic, Montgomery (Chair) and Rance

Attending: B Winton, Clerk
One member of the public

26/CYA/17 Election of the Chair of the Children and Young Adults Committee

17.1 Cllr Montgomery was nominated for Chair of the committee for 2026/27.

Proposed: Cllr Matic

Seconded: Cllr Rance

17.2 Cllr Montgomery was elected as Chair of the Committee for 2026/27.

17.3 Cllr Montgomery signed the acceptance of Office form.

26/CYA/18 Election of the Vice-Chair of the Children and Young Adults Committee

18.1 Members decided not to appoint a Vice-Chair to the committee.

26/CYA/19 Public Questions

9.1 There were no public questions.

26/CYA/20 Apologies for Absence and Declarations of Interest

20.1 Approval of apologies for absence

No apologies for absence had been received.

10.2 Members' declarations of pecuniary interest

Cllr Rance advised that she was also a Borough Councillor

Cllr Matic advised that he had children of school age

- There were no other declarations of members' pecuniary interests.
- There were no other declarations of members related interest in respect of the agenda.

Minutes of the previous meeting

- 21.1 The minutes of the meeting held on 2nd April 2026 were approved and signed by the Chair as a correct record.

Proposed: Cllr
Seconded: Cllr
Approved: Unanimously

- 21.2 Matters arising from the minutes

- 12.1 Clerk to arrange a meeting with Oakbank School and Cllrs Rance, Bowler and Pollock

The Clerk had been offered either 18th or 19th June for a visit to the school and would confirm when he had checked availability with the relevant councillors.

ACTION – Clerk to confirm date for visit to Oakbank School

- 12.2 Clerk to arrange a meeting with BCllr Bray and members of the Children and Young Adults Committee

BCllr Bray had offered dates for a meeting, and the Clerk would check availability and respond to her with a preferred date,

ACTION – Clerk to circulate offered dates to committee members and then confirm with BCllr Bray

- 13.2 Clerk to raise the Youth Education and Employment Alliance with Natural History Museum

A site visit had been arranged for 24th June 10.00 to 12.00, and the Clerk would look to raise it then if there was an opportunity.

ACTION – Clerk to invite Cllr Pollock as the future SPC representative on the NHM group

- 13.3 Cllr Matic to make a more formal approach to WBC regarding SPC involvement in Duke of Edinburgh Scheme

This is on the agenda.

- 15.2 Clerk to follow up with WBC to see what scope there was for partnership working

The Clerk had held a very positive meeting with WBC (Sarah Desson plus her line manager whose name escapes me).

We discussed the survey that sparked our interest and our plans for the future. WBC have very little money to do things directly but now they know what we have to offer in terms of resources and desire they can steer relevant organisations and groups towards us.

26/CYA/22

Education

22.1 Any Education Matters

Members considered potential discussion points for the meeting with BCllr Bray which included:

- Oakbank
- Numbers for next year
- GCSE performance before and after switch to Greenshaw Learning Trust
- School buses
- WBC position regarding NEETs
- Wider Children's Services issues?
- How can SPC help with initiatives?

Cllr Montgomery would also raise this with BCllr Gray

ACTION – Cllr Montgomery to discuss with BCllr Gray how SPC could engage effectively with WBC Children's Services

- 22.2 The Clerk suggested that consideration be given to how SPC could support students during the exam season e.g. by providing study space at the School Green Centre.

ACTION – Clerk to investigate potential exam support for secondary school students.

It was suggested that secondary school pupils may be able to make use of the University of Reading library and the Clerk said he would investigate further.

ACTION – Clerk to investigate potential secondary school pupil use of University of Reading library

- 22.3 Cllr Montgomery mentioned previous discussions with the University regarding student mentoring of secondary school pupils.

ACTION – Clerk to raise potential mentoring with Molli Cleaver at the University of Reading

22.4 Education Working Party

It was agreed that the Clerk should arrange the next meeting of the Education Working Party for September 2026.

ACTION – Clerk to arrange a meeting of the Education Working Party for September 2026

26/CYA/23

Youth Matters

23.1 Youth Club activities

The Clerk reported that attendance at the Youth Club remained high and that there were no issues to report to the committee.

23.2 Duke of Edinburgh Scheme

Cllr Matic was still exploring the potential for linking into the WBC Duke of Edinburgh Scheme. This had been delays due to a restructuring of responsibilities within WBC.

23.3 The Clerk advised that the Half-Term holiday Friday Fun Day on 29th May had been well attended and included WBC, PCSO, Bright Hope Church and support from the local Scouts. He praised Sarah Bell for leading on delivery and the wide team that had helped make the event a success.

26/CYA/24

Anti-Social Behaviour

24.1 Update on Anti-Social behaviour within the Parish

There had been ASB at Millworth Lane in the previous week when a group put a lit disposable barbecue tray on the trampoline in the playground and it burnt it completely away. The damage was reported to the police and to the PCSO attending Friday Fun Day.

26/CYA/25

Terms of Reference

25.1 Terms of Reference

Members approved the modified Terms of Reference for the committee.

26/CYA/26

Correspondence

26.1 Annual Report from the Thames Valley Criminal Justice Board

The Clerk had circulated the report as it contained a useful summary of the out of court actions that could be applied to children and young adults.

Members **NOTED** the report

26.2 Frensham Green

The Clerk advised members of a meeting held with Andy Glencross from WBC. Mr Glencross advised that there were some developers funds available to be utilised in the parish and had sought the council's view on how best to utilise them. The Facilities committee had agreed the following which were relevant to this committee:

- Funds be used to create a kickabout area in the area adjacent to the Star Rise playground.
- Funds be used to extend/enhance the part MUGA facility at Frensham Green

26/CYA/27

Date of Next Meeting

27.1 The date of the next Children and Young Adults Committee meeting will be 1st October 2026

The meeting ended at 20.20

List of Actions

Reference	Action	Responsible
26/CYA/12.1	Clerk to confirm date for visit to Oakbank School	Clerk
26/CYA/12.2	Clerk to circulate offered dates to committee members and then confirm with BCllr Bray	Clerk
26/CYA/13.2	Clerk to invite Cllr Pollock as the future SPC representative on the NHM group	Clerk
26/CYA/22.1	Cllr Montgomery to discuss with BCllr Gray how SPC could engage effectively with WBC Childrens' Services	Cllr Montgomery
26/CYA/22.2	Clerk to investigate potential exam support for secondary school students.	Clerk
26/CYA/22.3	Clerk to raise potential mentoring with Molli Cleaver at the University of Reading	Clerk
26/CYA/22.4	Clerk to arrange a meeting of the Education Working Party for September 2026	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 10th June 2026
At School Green Centre commencing at 19:30

Present: Cllrs Boyer, Hoyle, Masseron, Peer (Chair) and Pollock H.

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
1 Member of the Public

26/PC/55 Election of Chair of the Planning and Highways Committee

55.1 To receive nominations for the position of Chair of the Planning and Highways Committee

Cllr Peer was nominated for the position of Chair of the Planning and Highways Committee by Cllr Boyer and seconded by Cllr H Pollock

55.2 Cllr Peer was duly elected as Chair of the Planning and Highways Committee for 2026/2027

AGREED Unanimously

55.3 Cllr Peer signed the declaration of acceptance of office as the Chair of the Planning and Highways Committee for 2026/2027

26/PC/56 Election of Vice-Chair of the Planning and Highways Committee

56.1 To receive nominations for the position of Vice-Chair of the Planning and Highways Committee

Cllr Boyer as nominated for the position of Vice-Chair of the Planning and Highways Committee by Cllr Peer and seconded by Cllr H Pollock

56.2 Cllr Boyer was duly elected as Vice-Chair of the Planning and Highways Committee for 2026/2027

AGREED Unanimously

56.3 Cllr Boyer signed the declaration of acceptance of office as the Vice-Chair of the Planning and Highways Committee for 2026/2027

26/PC/57**Public Questions**

- 57.1 To receive and consider any public question.

There were no public questions.

26/PC/58**Apologies and declarations of Members' Interest**

- 58.1 Receive and consider approval of apologies for absence

Apologies had been provided by Cllr James

- 58.2 Declarations of Interests

Cllr Hoyle declared that he was related to BCllr Glover

Cllr H Pollock declared that she was involved in the Campaign for Fairer Housing

26/PC/59**Minutes of the Previous Meeting**

- 59.1 The minutes of the Planning and Highways Committee held on 13th May 2026 were approved and signed as such by Cllr Peer.

Proposed: Cllr Boyer

Seconded: Cllr Peer

Approved: 4 For and 1 abstention

- 59.2 Actions and Matters Arising from the meeting held on 13th May 2026

- 26/PC/52.2 Clerk to report back to committee when a decision had been made on the Assets of Community Value (ACV)

This was on the agenda – see minute 26/PC/64.2

- 16/PC/53.2 Clerk to arrange a Land Registry search to ascertain who owns the freehold of the Shinfield Medical Practice

This was owned by NHS Property Services Limited (Co. Regn. No. 7888110) of 99 Gresham Street, London EC2V 7NG

- 16/PC/53.5 Clerk to contact Elaine Butler to request TPO requests for trees on land at the Glebe

Cllr H Pollock agreed to contact Elaine Butler (both representatives for Shinfield Parish Council of the Wokingham Veteran Tree Association)

ACTION – Cllr H Pollock and Elaine Butler to request TPOs for the trees on land at the Glebe

- 16/PC/53.5 Clerk to add land owned by the Diocese of Oxford to the next agenda

This would be added to the agenda in July.

ACTION - Clerk to add land owned by the Diocese of Oxford to the next agenda

26/PC/60**Schedule of Deposited Plans**

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

There were no applications that required consideration.

26/PC/61**Appeals**

- 61.1 Planning inspectorate appeals relating to Shinfield Parish

There were no new or ongoing cases relating to Shinfield Parish.

26/PC/62**Enforcement Notices**

- 62.1 Closed Enforcements tables for June 2026

This month there were

5 cases deemed no breach

1 case notice was served

Members **NOTED** the Closed Enforcement Tables

- 62.2 Outstanding Enforcements tables for June 2026

There were 3 new enforcement notices since the last meeting.

Members **NOTED** the outstanding Enforcement tables

26/PC/63**Highways, Street Lighting and Footpath Matters**

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

Shinfield Volunteer Group Footpath Report

The Shinfield Volunteer Group Footpath Report – May 2026 had been published in the June 2026 SPC electronic Newsletter and circulated with the agenda.

Footpath 12

At a meeting held with Andy Glencross, WBC, it was confirmed that WBC were ready for their section of the path to proceed. It was uncertain as to when Vistry would be ready to start their section of the path and Andy Glencross was trying to contact them to agree a date.

The solar powered CCTV was now operational at the Ryeish Pavilion and working well.

ACTION – Facilities Manager to order a bundle of 5 solar powered CCTV cameras for siting at various locations around the parish when required

63.2 Traffic Working Party

The Clerk advised that the Grazeley speed reduction to 30mph would be proceeding later in June.

There was nothing further to report.

ACTION – Clerk to arrange a meeting of the Traffic Working Party

63.3 A verbal report on any other Highways, Street Lighting and Footpath matters

There was nothing further to report.

16/PC/64

Renewal of Neighbourhood Development Plan (SPNDP)

64.1 Following an exploration of options for the renewal of the Neighbourhood Plan the working party proposed that the Council proceed with option 1 (NB Basic) and engage the services of the consultant. This would be a basic update of the existing plan to ensure that it remained current.

Proposed - Cllr Masseron
Seconded: Cllr Boyer
Approved: 4 in favour, 1 against

It was agreed to invite members of the community to join the SPNDP working party.

ACTION –

- Clerk to add an agenda item to the next meeting of the Finance and General Purposes Committee for release of funding for the renewal of the Neighbourhood Development Plan
- Clerk to engage the Consultant once the release of funding was approved
- Clerk to contact the local residents' associations for nominations to join the SPNDP working party
- Cllr Peer to ask Cllr Bowler if she would be interested in joining the SPNDP working party
- Cllr H Pollock to join the SPNDP

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

The Clerk had not received any further communication from WBC regarding the ACV that had been submitted.

ACTION – Clerk to chase Wokingham Borough Council (WBC) for a response and report back to committee when a decision had been made on the Assets of Community Value submissions

26/PC/65**Correspondence**

65.1 Members NOTED the consultation on the submitted Lambourn Neighbourhood Development Plan

65.2 20 mph School Warning sign on Hyde End Road

A member of the public reported that the lights on the 20mph School Warning sign on Hyde End Road were not working.

This had been reported to Wokingham Borough Council (WBC). On checking progress in the WBC website this appeared to be unresolved.

ACTION – Deputy Clerk to check on progress

65.3 Members NOTED the News Release from Wokingham Borough Council (WBC) regarding plans for solar-powered electric vehicle (EV) charging facilities at MereOak Park and Ride.

65.4 Charvil Neighbourhood Plan

Members NOTED the adoption of The Charvil Neighbourhood Plan

65.5 Wokingham District Veteran Tree Association

Members NOTED the report of the Wokingham District Veteran Tree Association. This had been circulated to members prior to the meeting.

65.6 Speed limit reduction in Grazeley to 30mph

Members NOTED the notice of the intention to sign the Individual Executive Member Decision to introduce the Traffic Regulation Order to lower the speed limit in Grazeley to 30mph.

25/PC/66**Date of the next meeting**

66.1 The date of the next meeting will be Wednesday, 8th July 2026

The meeting ended at 20:20

List of actions

Minute	Action	Responsibility
26/PC/59.2 (53.5)	Cllr H Pollock and Elaine Butler to request TPOs for the tress on land at the Glebe	Cllr H Pollock
26/PC/59.2 (53.5)	Clerk to add land owned by the Diocese of Oxford to the next agenda	Clerk
26/PC/63.1	Facilities Manager to order a bundle of 5 solar powered CCTV cameras for siting at various locations around the parish when required	Facilities Manager
26/PC/63.2	Clerk to arrange a meeting of the Traffic Working Party	Clerk
26/PC/64.1	Clerk to add an agenda item to the next meeting of the Finance and General Purposes Committee for release of funding for the renewal of the Neighbourhood Development Plan	Clerk
26/PC/64.1	Clerk to engage the Consultant once the release of funding was approved	Clerk
26/PC/64.1	Clerk to contact the local residents' associations for nominations to join the SPNDP working party	Clerk
26/PC/64.1	Cllr Peer to ask Cllr Bowler if she would be interested in joining the SPCNDP working party	Cllr Peer
26/PC/64.1	Cllr H Pollock to join the SPCNDP	Cllr H Pollock
26/PC/64.2	Clerk to chase Wokingham Borough Council (WBC) for a response and report back to committee when a decision had been made on the Assets of Community Value submissions	Clerk
26/PC/65.2	Deputy Clerk to check on progress of fixing the lights on the 20mph school warning sign by Shinfield View Care Home	Deputy Clerk

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 17th June 2026
At School Green Centre commencing at 19.30

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

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

26/FGP/33 Confirmation of Chair of the Committee for 2026/27

- 33.1** As elected Vice-Chair of the Council, Cllr James was confirmed as Chair of the Finance and General Purposes Committee as per Standing Order 11(f).
- 33.2** Cllr James signed the declaration of acceptance of office as the Chair of the Finance & General Purposes Committee for 2026/2027

26/FGP/34 Election of Vice-Chair of the Committee for 2026/27

- 34.1** To receive nominations for the position of Vice-Chair of the Finance and General Purposes Committee
- Cllr A Pollock was nominated for the position of Vice-Chair of the Finance & General Purposes Committee by Cllr Boyer and seconded by Cllr Montgomery
- 34.2** Cllr A Pollock was duly elected as Vice-Chair of the Finance and General Purposes Committee for 2026/2027
- AGREED Unanimously
- 34.3** Cllr A Pollock signed the declaration of acceptance of office as the Vice-Chair of the Finance & General Purposes Committee for 2026/2027

26/FGP/35 Public Questions

- 35.1** There were no public questions.

26/FGP/36**Apologies and declarations of Members' Interest**

- 36.1 Approval of apologies for absence.
- Apologies from committee members had been received from Cllr Matic.
- 36.2 There were no declarations of members' interests or related person interests.

26/FGP/37**Minutes of the Previous Meeting**

- 37.1 The minutes of the committee meeting of 15th April 2026 were approved as a correct record and signed by Cllr James as Chairman of the Committee

Proposed: Cllr Peer
Seconded: Cllr Johnson
Approved: Unanimously

37.2 **Actions and Matters Arising**

- 26/FGP/19.7 Contact Grant Shanks to initiate VAT advice on the treatment for High Copse Pavilion, the Manor and Millworth Lane when refurbishment starts.
- The Clerk and the Finance Manager had met with Douglas Shanks and Mark Chesham (VAT expert) in May. The Finance Manager will provide more detailed information on income and expenditure in June to enable the VAT expert to assess and make a proposal.
- 26/FGP/19.8 Obtain a quote for specialist advice on whether to challenge the rateable value for High Copse.
- This is on the agenda at Item 45.2
- 26/FGP/19.9 Refine the Long-Term Maintenance Plan and report back to Finance & General Purposes Committee.
- This was still ongoing.
- 25/FGP/45.1 Arrange a follow up meeting with WBC Finance Officers regarding parish council involvement in future S106 agreements.
- The Clerk was still to 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.
- ACTION - Clerk to 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.**

25/FGP/74.2 Arrange IT Working Party Meeting.

The Clerk had proposed to hold an initial meeting in the week commencing 22nd June and was awaiting responses regarding availability.

25/FGP/75.1.2 Expedite the reciprocal leases for Deardon Orchard and Ryeish Playing Fields.

The delay appears to be with WBC solicitors, and the Clerk had met with the parish council's solicitor and asked for the matter to be expedited.

25/FGP/75.1.5 Follow up with SPC's solicitor regarding extinguishing the Parish Hall Lease.

The Clerk has also discussed this with the solicitor who believes this is a simple process. Again, the solicitor has been asked to expedite.

26/FGP/9.3 Follow up repairs to the School Green fire doors.

The immediate repairs have been carried out, and the Facilities Manager is still looking at the best long-term plan of remedial works.

26/FGP/25.1 Update the draft Financial Regulations document.

This had been done.

26/FGP/25.1 Include the draft Financial Regulations in the agenda and papers for Full Council on 22 April.

This had been done.

26/FGP/25.2 Add the proposed changes to Standing Orders to the Full Council agenda.

This had been done.

26/FGP/25.3 Obtain a debit card for the purposes of drawing petty cash.

The Finance Manager has made initial enquiries and is progressing

ACTION – Finance Manager to obtain a debit card for the purposes of drawing petty cash

- 26/FGP/29.1 Advise Oakbank Secondary School regarding funding of one element (50%) of their grant application.

This had been done and the school had decided to install table tennis tables which were now in place.

26/FGP/38 Annual Accounts and Annual Governance and Accountability Return for Year Ending 31st March 2026

- 38.1 Internal Auditor's Report

Members **NOTED** the report of the Internal Auditor.

- 38.2 Notes to the Financial Statements for the year ended 31st March 2026

Members **NOTED** the Notes to the Financial Statements for the year ended 31st March 2026.

- 38.3 Annual Governance Statement 2025/2026 – Section 1

Members voted to recommend Full Council approve the signing of Section 1 of the Annual Governance Statement 2025/26.

ACTION – Clerk to add the signing of Section 1 of the Annual Governance Statement to the agenda for Full Council

- 38.4 Accounting Statements 2025/26 – Section 2

Members voted to recommend Full Council approve the signing of Section 2 of the Accounting Statements 2025/26.

ACTION – Clerk to add the signing of Section 2 of the Annual Governance Statement to the agenda for Full Council

- 38.5 Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return – Exercise of Public Rights for accounts, year ended 31st March 2026

Members **NOTED** the draft Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return.

The Clerk advised that this was scheduled to be placed on noticeboards and the website on Monday 29th June advertising Tuesday 30th June as the first day for inspections, ending on 10th August 2026.

38.6 Reappointment of Internal Auditor

Members agreed to reappoint Claire Connell as Internal Auditor for 2026/27

Proposed: Cllr Montgomery
Seconded: Cllr Johnson
Approved: Unanimously

ACTION – Clerk to inform Claire Connell of the decision of the Committee

38.7 Draft IT Policy

The draft IT Policy had been circulated with the agenda. Members agreed for the policy to be presented to Full Council for approval.

It was discussed that all policies should be included in a four yearly cycle for review by Full Council.

Proposed: Cllr Boyer
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to add the draft IT Policy to the agenda for Full Council
ACTION – Clerk to create a list of policies and prepare a draft review for each to be reviewed over a four-yearly cycle.

26/FGP/39

Terms of Reference

39.1 The revised terms of reference for the Finance and General Purposes Committee had been circulated with the agenda. Members agreed for the terms of reference to be presented to Full Council for approval

Proposed: Cllr Johnson
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Clerk to add the committee Terms of Reference to the agenda for Full Council

26/FGP/40

Risk Register

40.1 An update on the Shinfield Parish Council Risk Register

The Clerk advised that he had no updates to the Risk Register.

26/FGP/41

Financial Reports

41.1 Bank Reconciliation Statement at 31st May 2026

The Chair of the Committee confirmed that he had reviewed the bank reconciliations as at the end of May 2026 on 16th June 2026 and that all was in order. A copy of the signed reconciliation was presented to members.

Members **NOTED** the report.

It was proposed that £300,000 was moved from the Instant Access Account to the 95-day Notice account to attract a higher rate of interest.

Proposed: Cllr A Pollock
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Finance Manager to arrange the transfer of £300,000 to the council's NS&I account.

41.2 Current financial position for financial year 2026/27

The Clerk advised that at this early stage in the financial year there were no items of significant concern. The café remained a significant concern, but reduced staffing levels were being implemented.

ACTION – Clerk to arrange the next meeting of the Catering Working Party

26/FGP/42

Financial Reserves and CIL

42.1 Community Infrastructure Levy (CIL)

The approved PV panels and associated works were now estimated to require £250k rather than the £300k allocated to the project. The savings would be released back to main CIL Reserve.

There were £20.5k of new requests for CIL funding on the agenda for this meeting.

Members **NOTED** the update on CIL Reserves and allocations.

42.2 Reserves

Finance Manager identified that Reserves at the start of 26/27 were £233.6k. Already identified to come from the reserves was £21k for Cloudy IT.

Members **NOTED** the update on Reserves.

42.3 Long Term Maintenance Reserve

This was ongoing.

26/FGP/43

Capital Grant Request

43.1 Shinfield Players Theatre

The theatre has requested permission to divert a capital grant of £20,000 awarded by the Council in 2023 for dressing room refurbishment to funding repairs to toilets.

It was agreed that Cllrs James and Pollock would visit the theatre to see the issues first hand.

ACTION – Clerk to arrange for a visit by Cllrs James and Pollock to Shinfield Players Theatre

26/FGP/44

Requests for use of Reserves

44.1 To consider the following requests to use CIL funds

44.1.1 Electric Tricycle for Staff Transport between site - £4,000

The request was for up to £4,000 + VAT (from Facilities Committee) to provide a mode of transport between locations.

Proposed: Cllr James
Seconded: Cllr Johnson
Approved: Unanimously

ACTION – Clerk to add the procurement of electric tricycle for staff transport to the agenda for Full Council

44.1.2 Public Noticeboards at Frensham Green and High Copse Pavilion - £2,500

The request was for up to £2,500 + VAT (from Facilities Committee) to provide noticeboards at Frensham Green and High Copse Pavilion.

Proposed: Cllr Johnson
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Clerk to add the procurement of two public noticeboards to the agenda for Full Council

44.1.3 Two picnic benches adjacent to the football pitches at High Copse

The request was for up to £4,000+VAT (from Facilities Committee) to provide picnic benches adjacent to the football pitches at High Copse.

Proposed: Cllr Johnson
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Clerk to add the procurement of two picnic benches to the agenda for Full Council

The Clerk was asked to investigate the possibility of additional benches elsewhere in the parish and report initially to the Facilities Committee.

ACTION – Clerk to add provision of benches in public spaces to the agenda for the Facilities Committee

44.1.4 Electric Awning for the café patio area - £10,000

The Clerk explained that the parasols previously purchased featured the name of the previous café operator and there was a need to replace these. This could either be with individual parasols for each of the tables on the patio or by means of an electric awning. It was agreed to approve funding for up to £10,000+VAT for shading on the patio but ask Facilities Committee to make the decision on which option to use.

Proposed: Cllr Johnson
Seconded: Cllr A Pollock
Approved: Unanimously

ACTION – Clerk to add funding for the provision of shade to the agenda for Full Council

ACTION – Clerk to add decision on the form of shading for the patio to the agenda for the Facilities Committee

44.2 Renewal of the Neighbourhood Plan

44.2.1 Funding for work to renew Neighbourhood Plan

There was currently £4.3k carried forward in the Planning Reserve and the budgets for 2026/27 envisage adding a further £5k to the reserve. After discussion members agreed to recommend the use of up to £12,000+VAT from CIL reserves for the work required to renew the Neighbourhood Plan (from the Planning & Highways Committee). This would leave the planning reserve available for other planning issues as required.

Proposed: Cllr Boyer
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to add funding for the renewal of the Neighbourhood Plan to the agenda for Full Council

44.3 Requests to use the Long-Term Maintenance Reserve

44.3.1 It was requested that up to £25,000 be released from the Long-Term Maintenance Reserve for the following:

Redecoration of the Pound Green room at the School Green Centre (including Yeoman Shield, as used successfully in Grazeley Room, for the bottom part of the walls and skirting boards). The colour would match the existing paint while the walls above the Yeoman Shield would be painted white with a hint of green.

Refurbishment of Three Mile Cross Room including replacing storage cupboards

Proposed: Cllr Johnson
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Clerk to instruct the Facilities Manager to implement the redecoration works to Pound Green and Three Mile Cross Rooms.

Cllr Johnson suggested that the existing cupboards in Three Mile Cross Room be retained and reused elsewhere if possible.

ACTION – Clerk to instruct the Facilities Manager to recycle display cabinets where possible

44.3.2 Redecoration of the corridors at the School Green Centre

It was suggested that Yeoman Shield be considered for corridors to provide a greater resilience. This will be referred to the Facilities Committee.

ACTION – Facilities Manager to investigate potential use of Yeoman Shield for corridor areas.

44.3.3 Approval for release of funds from the Long-Term maintenance Reserve

It was agreed that any release of funds from the Long-Term Maintenance Reserve should only be for items clearly identified on the Long-Term Maintenance Plan. Any item with an expected cost of £5,000 or more should be approved in advance by the Finance & General Purposes Committee. Work items should not be artificially split to be below the £5,000 level.

26/FGP/45

VAT Advice and Business Rates Appeal

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

This had been covered earlier in the meeting.

45.2 Business Rates valuation

There is a fee to conduct a business rates review of £250 per property plus 25% of savings any savings achieved up 2027.

It was agreed that this should be carried out for High Copse Pavilion but was not required for any of the council's other buildings.

Proposed: Cllr Boyer Johnson
Seconded: Cllr Johnson
Approved: Unanimously

ACTION – Finance Manager to initiate the review of High Copse Pavilion business rates.

Cllr Johnson suggested that in advance of this work it may be useful to use AI to get an initial assessment.

ACTION – Clerk to utilise AI for an initial assessment of the business rates valuation

46.1 A verbal update was received on the following Issues

46.1.1 Land Registrations including list of properties

There were no updates on the Land Registrations

46.1.2 Lease of Ryeish playing fields and Deardon Way Fields

This had been covered earlier in the meeting.

46.1.3 Ryeish Green Pavilion

The Facilities Committee had received the report from the Ryeish Green Pavilion Working Party and thanked them for their work.

There had been no community (council led activities) identified. It had been identified that it was not viable for the council to refurbish the building without any long-term use identified. A long-term lease with the financial commitment required from a tenant was unlikely so it would appear that the emerging viable solutions are a sale or demolition.

Cllr A Pollock asked for the information provided from the Working Party and to arrange a visit to the building with Cllr Johnson.

ACTION – Clerk to send Cllr A Pollock the papers from the Ryeish Green Working Party

ACTION – Facilities Manager to arrange a site visit for Cllrs Johnson and A Pollock

46.1.4 Parish Hall Lease

This had been covered earlier in the meeting.

46.1.5 Assets of Community Value

The Clerk advised that having chased WBC he had eventually been informed that the submissions had not been received by the relevant department. The Clerk had resubmitted the relevant paperwork, but members and the Clerk were sceptical that WBC seriously committed to the subject of Assets of Community Value.

46.1.6 Millworth Lane

The Clerk reported that Sport England have not raised any objection to the planning application for the fitness centre at Millworth.

26/FGP/47**Live Project Teams**

47.1 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/48**Renewable Energy Project**

48.1 Approval had been granted at Full Council in May for PV panels for Manor Ground Pavilion and School Green Centre in 2026 to be followed by High Copse and Spencers Wood Pavilion in 2027. Installation will be carried out under Facilities Committee. The Energy Consultant was on a retainer to advise on the works.

Members **NOTED** the update.

48.2 Revised electricity Rates for the council buildings

Members approved the opportunity to fix electricity rates until 2032. While there was an increase on the existing rate being paid it was felt that even with only general inflation (ignoring the impact of global events seen in recent years) rates would soon exceed the long-term fixed rate available. In addition, the additional PV panels were expected to reduce the council's need for power from the National Grid to approximately 10% of current levels.

26/FGP/49**Date of Next Meeting**49.1 Next meeting was scheduled for 14th October 2026

The meeting ended at 20.40

List of Actions

Minutes	Action	Responsibility
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.	Clerk
26/FGP/25.3	Obtain a debit card for the purposes of drawing petty cash.	Finance Manager
26/FGP/38.3	Add the signing of Section 1 of the Annual Governance Statement to the agenda for Full Council.	Clerk
26/FGP/38.4	Add the signing of Section 2 of the Annual Governance Statement to the agenda for Full Council.	Clerk
26/FGP/38.6	Inform Claire Connell of the decision of the Committee.	Clerk
26/FGP/38.7	Add the draft IT Policy to the agenda for Full Council.	Clerk
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/39.1	Add the committee Terms of Reference to the agenda for Full Council.	Clerk
26/FGP/41.1	Arrange the transfer of £300,000 to the council's 95-day Notice account.	Finance Manager
26/FGP/41.2	Arrange the next meeting of the Catering Working Party.	Clerk
26/FGP/43.1	Arrange for a visit by Cllrs James and Pollock to Shinfield Players Theatre.	Clerk
26/FGP/44.1.1	Add the procurement of an electric tricycle for staff transport to the agenda for Full Council.	Clerk
26/FGP/44.1.2	Add the procurement of two public noticeboards to the agenda for Full Council.	Clerk
26/FGP/44.1.3	Add the procurement of two picnic benches to the agenda for Full Council.	Clerk
26/FGP/44.1.3	Add provision of benches in public spaces to the agenda for the Facilities Committee.	Clerk
26/FGP/44.1.4	Add funding for the provision of shade to the agenda for Full Council.	Clerk
26/FGP/44.1.4	Add decision on the form of shading for the patio to the agenda for the Facilities Committee.	Clerk

26/FGP/44.2.1	Add funding for the renewal of the Neighbourhood Plan to the agenda for Full Council.	Clerk
26/FGP/44.3.1	Instruct the Facilities Manager to implement the redecoration works to Pound Green and Three Mile Cross Rooms.	Clerk
26/FGP/44.3.1	Instruct the Facilities Manager to recycle display cabinets where possible.	Clerk
26/FGP/44.3.2	Investigate potential use of Yeoman Shield for corridor areas.	Facilities Manager
26/FGP/45.2	Initiate the review of High Copse Pavilion business rates.	Finance Manager
26/FGP/45.2	Utilise AI for an initial assessment of the business rates valuation.	Clerk
26/FGP/46.1.3	Send Cllr A Pollock the papers from the Ryeish Green Working Party.	Clerk
26/FGP/46.1.3	Arrange a site visit for Cllrs Johnson and A Pollock.	Facilities Manager

The Use of Information and Communication Technology (ICT) Policy

Scope

This policy applies to **ALL** users of Shinfield Parish Council (SPC) ICT systems & equipment; whether this is at work, at home or elsewhere. This policy applies to employees, Councillors, contractors, temporary staff, agency staff or other staff and volunteers.

Policy

All users (including temporary, agency or other staff and volunteers) who breach any of the terms in this policy, deliberately or through negligence may be, where applicable, subject to disciplinary action.

Governance, ownership and review

- Policy owner: The Clerk (as Proper Officer) is responsible for maintaining this policy and associated procedures
- Approval: Shinfield Parish Council (Full Council).
- Review: This policy will be reviewed at least annually every FOUR years or sooner if there is:
 - A significant change to Council ICT systems
 - A change of IT Supplier
 - A significant change to legal/regulatory requirements

Introduction

Every user is responsible for the proper use of their SPC ICT software & equipment.

SPC equipment should not be used in any way for salacious, illegal, libellous or defamatory material or purposes that could bring the Parish Council into disrepute.

Legal and regulatory framework (UK)

This policy is intended to support compliance with applicable UK law and regulatory guidance, including (where relevant) the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018, the Privacy and Electronic Communications Regulations (PECR), the Computer Misuse Act 1990, copyright and intellectual property law, and employment/worker privacy expectations set by the Information Commissioner's Office (ICO). It should be read alongside the Parish Council's Data Protection Policy, Information Security arrangements and any published privacy notices.

Definitions

- Council ICT systems: Any Council-owned or Council-managed device, account, application, cloud service, network, or data storage used for Council business (including systems provided by third parties on the Council's behalf).
- Council-approved systems: Systems and services authorised by the Clerk and/or the Council's contracted IT support provider for conducting Council business.
- Personal data: Any information relating to an identified or identifiable individual.
- Special category data: Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic or biometric data (for identification), health data, sex life, or sexual orientation.
- Confidential information: Non-public Council information (including commercially sensitive information) and any information provided in confidence.
- Security incident / personal data breach: Any event that could compromise confidentiality, integrity or availability of Council systems/data (including loss/theft of devices, misdirected emails, unauthorised access, malware, or disclosure of personal data).

Responsibilities

Users of Shinfield Parish Council ICT facilities are responsible for:

- informing the Clerk, if you believe that others are using systems inappropriately
- notifying the Clerk and Air IT Service Desk if you think that someone else may be using your login details
- safeguard personal/confidential data and follow the Council's data protection and retention requirements
- report suspected data breaches, loss of devices, misdirected e-mails, or other information security incidents to the Clerk and ICT support without delay
- contacting the ICT Service Desk immediately in the event of a suspected virus infection
- ensuring that personal use of Shinfield Parish Council ICT equipment remains very occasional and reasonable and does not interfere with everyday workload and commitments or endanger the council's systems

Clerk & Line Managers responsibilities

- The Clerk and Managers are responsible for ensuring that all their employees and Councillors are aware of this policy and act in accordance with its requirements.

Privacy

- The Council will respect users' privacy while ensuring Council systems are used lawfully and securely.
- The Council may monitor, log, and audit the use of Council ICT systems where it is necessary and proportionate for defined purposes such as
 - Protecting the security of systems and information,
 - Investigating suspected misuse or unlawful activity
 - Meeting legal/regulatory obligations, and
 - Ensuring business continuity.
- Access to user accounts/mailboxes during an individual's absence will only take place when there is a legitimate business need (for example, continuity of service), using an authorised process approved by the Clerk (or delegated manager).
 - Any access will be limited to what is necessary, and an appropriate record of the access will be kept.
- The Council reserves the right to monitor or obtain access logs from its IT Support provider (AIR IT) should there be reasonable suspicion of inappropriate activity during work hours involving parish council ICT equipment.
 - All information and data will be securely maintained by the Clerk and retained only for as long as necessary.

Legislation

- Information created/stored using council systems may be disclosable under:
 - Freedom of Information Act 2000
 - Environmental Information Regulations 2004
 - Subject Access Requests under data protection law
 - And any other relevant legislation
- Information created, received, or stored for Council business is a Council record, regardless of the device or account used

Security & Integrity of Systems & Equipment

- Use of Shinfield Parish Council ICT equipment and access to Council systems must be authorised by the Clerk or another person authorised by the Council
 - Access will be granted on a need-to-know basis and only to the level required for the role
 - Access rights will be reviewed and removed promptly when roles change or end
- As a user, you will be issued with one user ID and associated passwords to enable authorised use.
 - Your user ID is intended for your use alone.
 - You must not permit its use by others except when required to do so in order to carry out an authorised Business Continuity Plan.
- Users must ensure that they:
 - Use strong passwords/passphrases (at least 10 characters, mix of numbers, letters, capitals and lower case and punctuation marks)
 - Never share passwords or other logins
 - Use multi-factor authentication (MFA) where available
 - Change passwords promptly if you suspect compromise or if directed by ICT support.
 - Do not remove security measures on any system.
 - Logout or lock your computer if you leave your workstation unattended.
 - Users of laptops must ensure that a PIN or password is required to use the device.
 - You must not use ICT facilities to access, transmit or share material that is confidential to Shinfield Parish Council, or is confidential to an individual, without the appropriate permission.

users are responsible for safeguarding credentials and may be subject to action where misuse results from deliberate breach or negligent failure to follow the policy.

Adopted on XXXX by Full Council

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Version: 1/LH/2021/26

➤ You **MUST**:

- Obtain authorisation from the Clerk, Deputy Clerk or IT Officer, then contact the Council's contracted IT support provider for the installation of additional software on Council equipment
- if you have a standalone machine, make sure it is registered with the ICT Service Desk for regular updates of anti-virus software
- Make sure that all critical documents are held on a network drive rather than the PCs/laptop's hard drive
 - Council data must be stored in approved locations that are subject to managed backup/version control where provided
 - Users should not rely on local/manual copies as the primary record
 - Restore arrangements are managed through council systems/ICT support
- If a Council device is lost or stolen (or you suspect unauthorised access), report it to the Clerk AND ICT support immediately so accounts can be secured and remote wipe/lock actions can be taken where available.

➤ You **MUST NOT**:

- Change the configuration of installed ICT equipment UNLESS authorised to do so.
- Access or attempt to access any ICT system for which you are not an authorised user.
- Access any data (included personal data of residents, councillors or staff) UNLESS authorised to do so for work reasons.
- Connect non-Council equipment to the Council network or Council-managed services UNLESS authorised to do so
- Remove office-based ICT equipment or software without authorisation from ICT Services
- Let friends or family use Council equipment assigned to you
- Connect any digital media devices or load their associated software UNLESS there is a legitimate need for business purposes and this is authorised
- Use removable media (e.g., USB sticks, external drives) UNLESS there is a legitimate business need and it is approved by the Clerk/ICT support (for example providing CCTV to Thames Valley Police)
 - Where permitted, removable media must be encrypted and kept secure.
- Play or copy CDs/DVDs UNLESS there is a legitimate need for business purposes.

Physical Security

- Users are responsible for the physical security of devices issued to them
 - Do not leave devices visible in cars
 - Keep devices secure in public places/home
 - Use privacy screens where appropriate
 - Take care when taking confidential calls in public/shared spaces

IT Training

- Users must
 - Complete all required ICT/data protection/cyber awareness training
 - Comply with security notices/instructions issued by the council or IT provider

Procurement & Licensing

- Unless specifically authorised by the Clerk, Deputy Clerk, Media & Communications Officer or ICT support provider, users must not use unapproved cloud services, AI tools, storage platforms, or software-as-a-service tools for Council business

Cyber Incidents

- In the event of any suspicious or malicious occurrences on your device e.g.
 - Ransomware
 - Suspicious pop-ups / account lockouts
 - Business email compromise / fraudulent payment requests
- Do NOT attempt to resolve the issue yourself
- You MUST
 - Disconnect from network/Wi-Fi if serious compromise suspected (where instructed)
 - Stop using the device
 - Report immediately
 - Not delete evidence or attempt to fix it themselves unless directed by ICT support

Use of e-mail

- Users must not e-mail Council confidential information or personal data outside of Council-approved systems UNLESS appropriate safeguards are in place (for example, approved secure sharing, encryption, or password protection provided via an agreed method)
 - Where passwords are used, they must be shared via a separate channel and in line with Council procedures
- Council business should be conducted through council-approved accounts and systems wherever possible
- If council business is unavoidably conducted through a personal account/device, the record must be transferred promptly into council systems
- Users must cooperate with lawful retrieval/search of council records held in personal accounts/devices where those records relate to council business
- Users should
 - Maintain good data housekeeping e.g. deleting unwanted e-mails etc.
 - Look out for phishing scams; check the sender's email address.
 - Take care with recipients:
 - Check addresses before sending,
 - Use BCC where appropriate to avoid disclosing recipients, and
 - Avoid using large distribution lists unless necessary.
 - If you send an email or attachment to the wrong recipient, report it to the Clerk and ICT support immediately and follow the Council's incident/breach procedure.
 - Comply with the e-mail data archiving and retention policies as published.
- Users should NOT:
 - Click on any suspicious links within emails
 - Set up automatic forwarding of Council email to personal email accounts, and do not routinely forward Council emails or attachments to personal accounts.

Use of messaging apps

- Messaging apps include WhatsApp, Texts, Teams and similar applications
- Messaging apps may only be used for council business where approved
- They must not be used to make decisions outside proper governance processes
- Any substantive council business conducted via such channels must be captured into council records

Use of AI

- Artificial intelligence (AI) tools may only be used for Council business where their use has been approved by the Clerk, Deputy Clerk or the Council's ICT support provider and where that use is lawful, proportionate and appropriate to the task.
- AI tools may assist with low-risk tasks such as drafting, summarising, formatting, transcription, research support or generating ideas, but they must not be treated as a substitute for professional judgement, officer decision-making, legal advice or proper governance processes.
- Users must not enter into public or unapproved AI tools any Council confidential information, personal data, special category data, unpublished Council documents, commercially sensitive information, passwords, security details, or any information provided in confidence, unless specifically authorised and subject to an appropriate risk assessment and any required data protection measures.
- AI outputs must be checked carefully for accuracy, bias, completeness, confidentiality and appropriateness before being relied upon, circulated, published or used to inform Council business. Users remain personally responsible for the content they submit, amend, approve or send onwards.
- Where outputs are predominantly AI generated this should be clearly stated at the start of the document
- AI must not be used to make, or appear to make, decisions about individuals, including residents, staff, contractors or councillors, where human review and accountability are required.
- Where AI is used to support the creation of a substantive Council document, report, communication or record, the responsible user must ensure that the final version is reviewed, corrected where necessary, and stored in the appropriate Council record system in line with Council procedures.
- Any proposal to adopt or procure a new AI-enabled system or service for Council business must be approved through the Council's normal governance, procurement, information security and data protection processes before use.

Working at home/remote working using Council or personal equipment

This policy applies to employees when working from office, home or other location. Work carried out must always be with due regard to the terms of this policy and to data protection/confidentiality issues.

- Confidential data and documents must not be stored long term on non-Shinfield Parish Council equipment.
- Very sensitive documents additionally should be password protected or otherwise encrypted to prevent unauthorised access.
- Do not share passwords. If encrypted information needs to be recoverable for business continuity, use an approved method (for example, a Council-managed password vault) as agreed with the Clerk and ICT support.
- Where personal devices (BYOD) are approved by the Clerk or Deputy Clerk for Council business, they must be:
 - Protected with a strong PIN/password,
 - Kept up to date (security patches), use device encryption where available, and support remote wipe/lock if required.
 - Cleared of all Council information when no longer needed or when requested (e.g., on leaving office/role).
 - Access may be withdrawn if the device is non-compliant

Data handling, storage and retention

- Store Council documents and records in Council-approved locations (e.g., Council file store/SharePoint/OneDrive as configured) rather than on local hard drives or personal email accounts.
- Do not use email as the long-term filing system for Council records, file important correspondence and attachments in the appropriate Council record location in line with Council procedures.
- Only collect, access and share personal data that is necessary for Council business.
 - Take extra care with special category data.
- When printing or working with paper records, keep them secure, avoid leaving them unattended, and dispose of them via secure shredding/confidential waste as applicable.
- Keep information only for as long as required and dispose of it securely in line with the Council's retention schedule.

Social media and public communications

When using social media or other public communications in connection with Council business (including where you identify yourself as acting for the Council), you must:

- Be accurate
- Respectful and lawful, and
- Protect confidential information and personal data.

Only authorised officers/councillors may post on official Council accounts. These are:

- Clerk
- Deputy Clerk
- Media and Communications Officer
- Community Engagement and Events Officer
- Allotments Officer

Council business conducted via social media may constitute a record and must be retained in line with Council procedures.

Use of the Internet

Guidelines for acceptable use:

- Never attempt to access illicit or inappropriate web sites.
 - Inform your manager straight away if you accidentally access an illicit/inappropriate website
 - Our IT provider will flag and block most sites and inform the Clerk or IT Officer
- Respect the laws protecting copyright and intellectual property rights.
 - Downloading and storage of copyright material like music and video files may be illegal.
 - Where such files are found on ICT equipment without a bona fide business reason, files will be deleted.
- The council's ICT equipment and services should not be used for personal business activity, fundraising or advertising
- Access of non-work-related websites is permitted only in your own time.
 - Repeatedly access non-work-related websites while working for the council may result in disciplinary proceedings
- Accessing personal webmail in the user's own time is acceptable, provided personal emails are not stored on Parish Council systems and equipment.
 - This should only be done infrequently
- You must not use peer-to-peer file sharing technologies
- Instant messaging is not permitted other than using Council-supplied systems.
- Selling or taking part in online auctions etc is not permitted
- On-line gambling is not permitted

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Adopted on XXXX by Full Council

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Version: 1/LH/2021/26

Personal Use of Systems and Equipment

Examples of the acceptable personal use of systems are:

- **Limited** communications with family/friends
- Communications with professional service providers who are normally only contactable during standard office hours
- Communication with further education establishments and work-related professional associations
- Further education/learning opportunities/knowledge development with recognised institutions
- Online shopping from a secure site is permitted in user's own time.
 - Users must not have goods delivered to work, unless advance permission is given by the line manager.
 - The Council has no liability for any such transaction.
- Users need to make it explicit that they are buying goods for their own personal use and not on behalf of the Council.
- Employees must not use their status as employees of the Council to their personal advantage in ordering goods, etc.

Users of phones/mobile phones should ensure that:

- Private phone calls are restricted to non-work time wherever possible
- They adhere to the Council's specific policy on Mobile phone use in relation to driving
- They never use mobile phones to distribute, receive or store any material which is offensive or prohibited
- Personal calls and texts are paid for when using Council equipment

Monitoring

- Information about use of Council ICT systems (for example, log-in activity, device inventory, security alerts, network traffic metadata, and e-mail filtering outcomes) may be logged for defined purposes such as security, service management, legal/regulatory compliance, and investigation of suspected misuse.
- Automated controls may be used to protect the Council and users (for example, malware scanning, spam controls and filtering of inappropriate content) consistent with this policy.
- Access to monitoring logs will be restricted to authorised personnel (for example, the Clerk, delegated managers, and ICT support) and only where needed for the defined purpose.
- Monitoring will be proportionate and targeted where possible. Where investigation requires access to content (rather than logs/metadata), this will only occur where there is a clear, documented reason and appropriate authorisation.
- Logs will be retained in line with the Council's retention schedule and deleted securely when no longer required. Further details are provided in the Council's relevant privacy notice(s) and procedures.

Misuse of ICT equipment or systems

Where users make inappropriate or excessive personal use of systems or there is persistent or serious misuse, disciplinary action may result that could lead to dismissal. Where equipment or systems are used to access or engage in illegal activity, the police will be informed, and disciplinary action will also be taken.

Other related policies and documents (where adopted/published by the Council):

- Data Protection Policy and published privacy notices
- Information Security Policy / Information Security arrangements (including incident reporting)
- Records Management Policy and Retention Schedule
- Disciplinary Policy/Procedure (employees) and standards expected of councillors
- Councillor Code of Conduct and Officer/Staff Code of Conduct (where applicable)
- Complaints, Grievance and Whistleblowing (Raising Concerns) procedures

Leaving or Changing Roles

When a user of Council systems leaves or changes their role then:

- Accounts/access will be removed or amended promptly
- All council equipment must be returned
- Council information must be returned/deleted from personal devices/accounts where applicable

Adopted on XXXX by Full Council

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Shinfield Parish Council Finance & General Purposes Committee Terms of Reference

Status

- This is a standing committee of Shinfield Parish Council

Purpose

- The Finance & General Purposes (F&GP) Committee is responsible for
 - Management and control of
 - Council finances
 - Council Corporate Governance
 - Making recommendations to Full Council on such matters
 - Any matters not falling within the purpose of any other council committee
 - Unless the matter is reserved for Full Council

Membership

- The Committee shall comprise of
 - Chair of the Council
 - Vice-Chair of the Council as determined each year at the Annual Council Meeting
 - The chairs of all other council standing committees which are
 - Facilities
 - Arts, Culture & Events
 - Children & Young Adults
 - Planning & Highways
 - If the Chair of any of these standing committees is unable to attend, then the Vice-Chair of the relevant committee may attend in their place
 - Up to two other members
 - Ideally appointees should have experience in one or more of the following areas
 - Financial management,
 - Accountancy
 - Other relevant skills as identified by the committee
 - Appropriate training agreed by the Council
- The quorum for the committee is three members.
- The Chair of the committee shall be the Vice-Chair of the Council
- The Committee shall elect a Vice-Chair annually at the first meeting of the committee held after the Annual Council Meeting in May each year
- The Clerk shall attend these meetings as clerk to the committee and produce minutes
- The Finance Manager shall also attend meetings of this committee

Meetings

- The committee will meet at least FIVE times per annum
- Meetings will normally be held on the third Wednesday of each even numbered month (February, April, June, October & December – no meeting in August)

Aims and Objectives

- Making Budget recommendations to Full Council including
 - Making budget planning assumptions and identifying required outputs
 - Preparation of the Annual Operating Plan and 5 Year business model for the council
 - Precept setting
- Ensuring effective in year management of financial resources including
 - Ensuring Management of cash flow including receipts and payments
 - Reviewing income and expenditure against budget
 - Management of fidelity, confirming bank balances and reserves
 - Management of deposits
- Ensuring effective management of year end audit including
 - Preparation of annual accounts
 - Management of audit and audit services
- Management of the council's policy and procedures including
 - Review of Standing Orders
 - Review of financial policy and financial regulations
 - Review of Terms of Reference for standing committees and sub-committees
 - Review of procurement policy and management
 - Review of Member's Code of Conduct
- Effective management of risks to the council
 - Production and Management of Council Risk Register
 - Reviewing Risk Register at each meeting
 - Recommending the Risk Register at each Annual Council Meeting
- Allocation and monitoring of the council's annual grants budget and grant application process for the benefit of the community
- Administration of CIL monies for reporting to Council and external bodies as required; and in liaison with the council's standing committees, to make recommendations to Full Council for the use of CIL receipts

Delegated powers

- The committee has the following delegated powers:
 - Delegation of work to the Clerk
 - Delegation of work to the Responsible Finance Officer (where someone other than the Clerk)
 - Delegation of work to a Sub-Committee
 - The power to spend within its budget
 - Any proposed expenditure in excess of the budget limit for this committee must be approved by Full Council prior to the expenditure being incurred

Reporting on the activities of the Committee

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

Training Recommendations

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

Review

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

Shinfield Voluntary Car Service



Item 75.1

1. Background

The origins of the Shinfield Voluntary Car Service lie in two parallel initiatives — one from Shinfield Parish Council, as part of its 10 Year Plan, and one from the Swallowfield Medical Practice Patient Participation Group (PPG).

Across the parish, many older and less mobile residents were struggling to reach essential medical appointments. Public transport was limited, family support was not always available, and taxis were often too costly or impractical.

Two individuals recognised the need for a community solution:

- The late Eddie Brown, Parish Councillor, who had long been concerned about transport barriers for vulnerable residents
- Sandy Smith, Chair of the Swallowfield Medical Practice PPG, who was hearing the same concerns directly from patients and GP staff

Both groups were exploring the idea of a volunteer-run transport service. Eddie and Sandy realised it would be better to combine efforts and create a **single, unified service** for the whole community.

St Michael's Church offered space in the **Minstrel Gallery** for the first office — a desk, a telephone, and a paper diary. A small group of volunteers stepped forward as the first drivers.

The Shinfield Voluntary Car Service officially launched on **27 May 2010**.

From the outset, the principle was clear: To provide a car service for those residents of Shinfield Civil Parish and Swallowfield Medical Practice, who have transport difficulty with attending their appointments.

Demand grew quickly. More volunteers joined, procedures were formalised, and the service became a trusted part of parish life. Sandy's seventeen years of service — and Eddie's early leadership — shaped the culture of SVCS: practical, neighbourly, and quietly transformative.

2. Temporary Closure During the COVID-19 Pandemic

On **23 March 2020**, national lockdown restrictions required the Car Service to suspend operations. Clients were among the most clinically vulnerable, and many drivers were older volunteers also at heightened risk.

Hospitals cancelled most routine appointments, and essential journeys were handled by NHS transport. SVCS remained closed until it was safe to reopen.

3. Re-opening the Service After COVID-19

As restrictions eased and vaccination rates increased, the Committee prepared a phased reopening. A full risk assessment led to new procedures:

- Essential medical journeys only
- Enhanced cleaning between trips

- Face coverings for drivers and passengers
- Open windows for ventilation
- Drivers free to accept only journeys they felt comfortable with

The service reopened gradually. As confidence returned, more drivers resumed volunteering and capacity increased. By late 2022, SVCS had restored a stable level of activity.

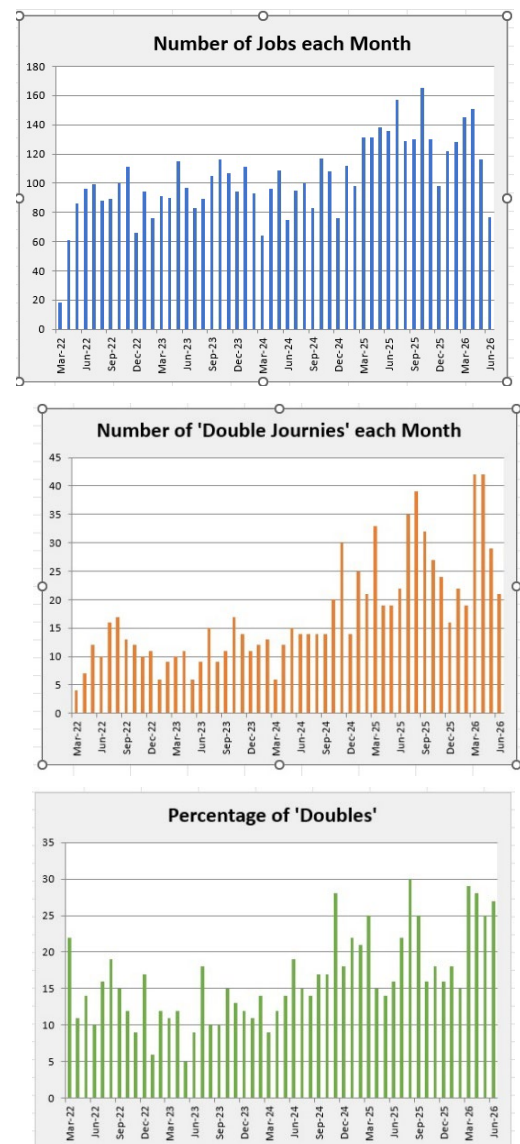
4. Trips and Mileage Since Re-opening

Since reopening in early 2022, SVCS has seen steady growth in both journey numbers and total mileage. Data from **March 2022 to June 2026** shows a strong upward trend.

Key Figures

- **Total mileage since reopening: approx. 60,000 miles**
- **Average miles per trip: around 14 miles**
- **In the last year 164 clients have used us to take them to 1,622 medical trips**
- **Just over 50% of these were to Swallowfield Medical Practice and the Royal Berkshire Hospital.**
- **Since SVCS began, over 1000 clients have registered to use the Service.**
- **Peak month: October 2025 (2,523 miles)**
- **We're now seeing an increasing proportion of "double journeys"**

The charts show the increase in jobs, since the Service restarted in March 2022.



5. Current Team, Operations and Acknowledgements

SVCS is a registered charity, run entirely by volunteers. The team consists of around 30 volunteers, 14 are drivers, 10 are Bookings Officers, who work in pairs to provide office cover Monday to Friday, 9.30 am–12.30 pm.

The service uses an automated bookings system. Drivers have an electronic diary, which is updated daily. Drivers use this to enter their mileage expenses, which the Treasurer pays by Bank Transfer. WBC are invoiced at the start of each month.

Committee and Key Roles

- Ian — Chair
- Suzanne — General Manager
- Tim — IT Manager
- Jan — Driver & Trainer
- Sheila — Treasurer
- John — IT Support
- Yvette — Office Representative
- Wendy — Client Representative

Drivers and Training

Before COVID, SVCS had 18 drivers; today there are 14. All drivers are DBS-checked, MiDAS-trained, and complete an Observed Drive before taking clients.

At present, SVCS covers medical journeys only. Social trips will be reintroduced once driver numbers increase.

Annual Mileage Projection 2026/2027

Drivers are expected to cover over 24,000 miles in the coming year — Yes that's almost the circumference of the Earth (24,900 miles).

6: Acknowledgements

SVCS gratefully acknowledges:

- **Shinfield Parish Council** — for providing office space and telephone facilities
- **Wokingham Borough Council (WBC)** — for reimbursing drivers' mileage

Their support is essential to the operation of the service.

7: Driver Recruitment

SVCS is actively recruiting new drivers.

If you, or anyone you know is interested in volunteering with us, do please contact our office on 0118 988 3400, or visit The Pavilion, Spencers Wood Recreation Ground during office hours.

<Ends>

Request received on 12th June 2026 from WBC Community Engagement Officer for participation in a community fun day in Spencers Wood on 29th July 2026

“... we are planning a joint WBC Housing Partnerships and Community Engagement Community Funday in Clements Close, Spencer’s Wood and wondered if SPC would like to have a presence? We will have several partners such as First Days, My Journey, CAB and other WBC colleagues attending to provide a mix of information stalls and children’s activities so it will be a great opportunity to engage with residents in a more isolated part of the Borough, find out what is working well and gather insights into what else is needed to support the needs of this community. Please see further details below:

Clements Close Community Fun Day

Wednesday 29th July 2026 1pm– 4pm

Location -next to the play park (postcode RG7 1HH)

Set up 12.30pm event starts at 1pm – please provide a gazebo, table, and chairs

Car parking is available (please be mindful as this is a residential area although there are spaces available for visitors)

Event closes 4pm site clear by 4.30pm”

Ref	Date Paid	Payee Name	Amount Paid (inc VAT) £	Description
001	18/05/2026	Corona Energy Retail 4 Limited	323.02	Electricity - April SWP
002	18/05/2026	Corona Energy Retail 4 Limited	57.11	Electricity - April Ryeish Pavilion
003	18/05/2026	Corona Energy Retail 4 Limited	51.53	Electricity - April Millworth Pavilion
004	18/05/2026	Corona Energy Retail 4 Limited	482.65	Electricity - April SGC (South)
005	18/05/2026	Corona Energy Retail 4 Limited	1,150.59	Electricity - April SGC (North)
006	19/05/2026	HMRC paye	11,394.14	April Payroll - NI & PAYE
007	19/05/2026	Wokingham Borough Council	146.39	April Payroll - A & E April WBC
008	19/05/2026	DWP	140.39	A & E April DWP
009	20/05/2026	Rivervale	381.60	May Van Contract Rental
010	20/05/2026	Telefonika UK Ltd	336.07	Mobile Phones - Office & Facilities - May
011	21/05/2026	Peninsula Business Services	475.42	May - HR & HS Services
012	26/05/2026	rCOH Ltd Planning for Good	2,370.00	Planning Advice
013	26/05/2026	E T Planning Ltd	1,200.00	Planning Advice - Land Aldergrove School
014	27/05/2026	Employees	36,045.16	Payroll May - Net Pay
015	27/05/2026	Land Registry	28.00	Enquiries on Land Ownership
016	28/05/2026	Nest Pension Contributions	3,256.07	May Payroll - Pension Contributions
017	28/05/2026	Engie Power Limited	292.76	Electricity Street Lighting - May
018	01/06/2026	Lister Wilder	168.96	Mower Part and Fuel for Mower
019	01/06/2026	Ricoh UK Ltd	765.10	3 mths Printer Renat and Copies
020	01/06/2026	Air It Limited	1,621.20	New Dell Lap Top - Office
021	01/06/2026	Air It Limited	112.54	Internet - June - SWP & SGC
022	01/06/2026	Office Depot International (UK	105.18	Leaflet Holders for Reception
023	01/06/2026	Somerville Glass & Windows	2,277.60	Replacement Window - Somerville Glass
024	01/06/2026	Fcc Recycling (UK) Ltd	126.13	Waste Disposal - Allotments
025	01/06/2026	A1 Locksmiths (Berkshire) Ltd	15.00	New Key - Ryeish Gate
026	01/06/2026	Nigel Jeffries Landscaping Ltd	2,202.70	April Grass Cutting - SPC Open Space Areas
027	01/06/2026	City Electrical Factors	319.34	Batteries for SI Devices
028	01/06/2026	IRIS Software Limited	92.40	May - payroll System Charge
029	01/06/2026	CCLA Public Sector Dep Fund	40,000.00	Approved Investment - Repairs Fund
030	01/06/2026	Wokingham Borough Council	1,271.00	Business Rates - June - School Green Centre
031	01/06/2026	Wokingham Borough Council	1,160.00	Business Rates - June - High Copse
032	01/06/2026	Wokingham Borough Council	188.00	Business Rates - June - The Manor
033	01/06/2026	Wokingham Borough Council	165.00	Business Rates - June - Spencers Wood Pavilion
034	01/06/2026	Wokingham Borough Council	43.00	Business Rates - June - Millworth Pavilion
035	02/06/2026	Lloyds Bank plc	40.96	Bank Charges & Fee - 1 mth April/May
036	08/06/2026	H Miller	14.00	Litter Trolley
037	08/06/2026	HMRC paye	11,096.50	May Payroll NI & PAYE
038	08/06/2026	Wokingham Borough Council	108.63	Payroll - A of E May
039	15/06/2026	Corona Energy Retail 4 Limited	1,092.54	Electricity - May - School Green Centre

Total Council Business 121,116.68

040	18/05/2026	SYSCO GB Ltd	532.02	Café Supplies
041	26/05/2026	SYSCO GB Ltd	187.16	Food Supplies Café
042	01/06/2026	Thames Valley Signs (berkshire	259.20	Café Banners
043	01/06/2026	Buzz Catering Supplies	219.61	Paper Cups for Café
044	01/06/2026	La Dolce Vita Caffè	258.20	Cakes for Café
045	01/06/2026	Kingdom Coffee International L	269.75	Coffee and Teas for Café
046	15/06/2026	Booker Limited	1,849.42	Food Supplies Café
047	15/06/2026	SYSCO GB Ltd	265.54	Food Supplies Café

Total Café Business 3,840.90

Key	SWP	Spencers Wood Pavilion
	SGC	School Green Centre
	SPC	Shinfield Parish Council

Ref	Date Purchase	Supplier	Amount Paid (inc VAT) £	Description
001	05/05/2026	Amazon EU	39.99	Inflatable Cake outfit for SGC Birthday
002	05/05/2026	NALC	42.00	Planning Training for Councillor
003	06/05/2026	Amazon EU	10.99	Urinal Mats for Mens Toilets
004	06/05/2026	Adobe Systems Software	66.49	Adobe for Facilities Manager
005	08/05/2026	Amazon EU	41.00	Adobe Software - 1 mth Subscription
006	08/05/2026	Mailchimp	40.08	Mailchimp - 1 mth Subscription
007	08/05/2026	Amazon EU	419.00	Portable Power Station for Facilities Team
008	12/05/2026	Amazon EU	8.45	Comb Pick Steel Locksmith Tool
009	24/05/2026	Wokingham Borough Council	1.20	Car Park Charges - Woodley Banking
010	07/05/2026	Amazon EU	16.96	Film for Cinema -The Bone Temple-Blue
011	18/05/2026	Amazon EU	78.95	Container for Waste
012	18/05/2026	Amazon EU	29.99	Recycling Box for compacting waste at School Green
013	24/05/2026	Amazon EU	46.70	Materials for Imaginarium-Friday Fun Day
014	08/05/2026	Tropy Store	257.45	Trophies for Community Awards
015	27/05/2026	Amazon EU	34.00	Shading Film for Cafe Windows.
016	22/05/2026	Quickfit Container Accessorie	254.75	Levelling Slabs for Containers at High Copse
017	13/05/2026	Glasdon Manufacturing Ltd	45.19	Glasdon Manufacturing - Spare Bollard Key
018	11/05/2026	Binzee By James - Etsy	99.99	Rubbish Compactor for Bin Store
019	28/05/2026	Poundstretcher	3.27	Foil for Imaginarium
020	27/05/2026	Amazon EU	46.24	Materials for Imaginarium-Friday Fun Day
021	29/05/2026	Tresspass	25.94	Weatherproof Trousers for Employed Litter Picker
022	13/05/2026	Sainsburys	100.25	Tuck Shop Supplies for Youth Club
023	08/05/2026	FDS Corporation	57.95	Inflatable Santa Claus
024	28/05/2026	Amazon EU	139.90	Office Desk Fans
025	29/05/2026	Amazon EU	10.89	Wrench Set for Office
026	29/05/2026	Amazon EU	13.99	Dog Walker Bowl
Total Council Regular Business			1,931.61	
027	04/05/2026	Lidl	21.15	Ice Cream & Milk Café
028	05/05/2026	Amazon EU	15.98	Thermometer - Café
029	06/05/2026	Amazon EU	7.89	Till Rolls for Café
030	21/05/2026	Lidl	31.53	Food For Platters - Café
031	22/05/2026	Amazon EU	24.18	Glasses for Cafe
032	29/05/2026	Lidl	4.36	Ice for Cafe
033	29/05/2026	Amazon EU	18.00	Till Rolls for Café
034	30/05/2026	Lidl	13.20	Ice Cream for café
Total Café Business			136.29	

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

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