# Shinfield Parish Council

*Parish Clerk: Bruce Winton*
*Shinfield Parish Council*
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*To all members of Shinfield Parish Council*

**Notice is hereby given and you are summoned to attend a meeting of the Full Council on MONDAY 20th June 2022 at the School Green Centre, commencing 1930**

Bruce Winton
Parish Clerk
15 June 2022

Members: Cllrs N Boyer, E Brown, I Clarke, P Emment, A Grimes, P Jahromi, L James, M Jones, D Lias, M McDowell, I Montgomery, A, Narayanan, D Peer and R Tatla.

**Agenda**

**1. Public Questions**

1.1 To **RECEIVE** and consider public questions

**2. Apologies and declarations of members' interests**

2.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
2.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
2.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest

**3. Minutes of Meeting on 16th May 2022**

3.1 To **APPROVE** the minutes of the Full Council meeting on 16th May 2022* as a correct record of the meeting
3.2 To **RECEIVE** information on matters arising

**4. Reports**

4.1 To **RECEIVE** reports from the Borough Councillors
4.2 To raise any questions to WBC via the Borough Councillors
4.3 To **NOTE** the minutes of the Recreation and Amenities Committee 26th May 2022* and update from the Chairman of the Committee
4.4 To **NOTE** the minutes of the Finance & General Purposes Committee 8th June 2022* and update from the Chairman of the Committee
4.5 To **NOTE** the minutes of the Planning & Highways Committee 9th June 2022* and update from the Chairman of the Committee
4.6 To **RECEIVE** and **NOTE** reports from Working Parties
4.7 To R**ECEIVE** a report from the Chairman
4.8 To **RECEIVE** reports from outside bodies

## 5. Annual Accounts and Annual Governance and Accountability Return – Year ending 31 March 2022

5.1 To **NOTE** the Internal Audit Report *
5.2 To **APPROVE** the Financial Statement for year ended 31 March 2022*
5.3 To **RECEIVE** and **CONSIDER** the contents of the Shinfield Parish Council Risk Register and the changes to the Risk Register proposed by Finance & General Purposes Committee *
5.4 To **APPROVE** Section 1 – Annual Governance Statement 2021/22*
5.5 To **APPROVE** Section 2 – Accounting Statements 2021/22*
5.6 To **NOTE** Notice of public access to AGAR*

## 6. Staffing Committee Update

6.1 To **RECEIVE** and **CONSIDER** a verbal report from Cllr James following the Staffing Committee meeting on the 16th June 2022 which will consider changes to structure and proposals for office accommodation

## 7. New Community Centre

7.1 To **RECEIVE** and **CONSIDER** a report from Cllr Grimes on the New Community Centre

## 8. Invoices for Payment

8.1 To **CONSIDER** and **RESOLVE** to approve Lloyds Bank payment of invoices *
8.2 To **CONSIDER** and **RESOLVE** to approve Barclaycard payment of invoices *

## 9. Correspondence

9.1 To **RECEIVE** and **NOTE** a report from The Edmund Godson Charity *

## 10. Dates of Future Meetings

10.1 To **NOTE** that the next Full Council Meeting is on Monday 18th July 2022 at 7.30 p.m.
10.2 To **NOTE** that the meeting scheduled for Monday 15th August 2022 is **RESCHEDULED** for Monday 22nd August 2022 at 7.30 p.m.

** indicates one or more attachments in support of the item*

| Minutes approved on: | |
|---|---|

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# Minutes of a meeting of Shinfield Parish Council held on Monday 16th May 2022 at School Green Centre, commencing 2015.

Present: Cllrs N Boyer, E Brown, P Emment, A Grimes (Chair), P Jahromi, L James, M Jones, D Lias, I Montgomery, D Peer, R Tatla

Attending: Bruce Winton (Clerk), Kouy Young (Deputy Clerk)

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22/43 **Public Questions**

None

22/44 **Apologies and declarations of members' interests**

44.1 Apologies were received from Cllrs Clarke and Narayanan

44.2 There were no declarations of interest.

44.3 There were no changes to members' declarations of pecuniary interests.

22/45 **Council Minutes**

It was **RESOLVED** that:

45.1 The minutes of the Council meeting held on 11th April 2022 that had been circulated prior to the meeting were **APPROVED** and the Chairman authorised to the sign the same.

Proposed: Cllr Emment Seconded: Cllr Jahromi Approved: Unanimously

**45.2 Matters Arising**

There were no matters arising.

22/46 **Reports**

46.1 Reports provided from BCllrs were **NOTED**

46.2 It was **NOTED** that information provided in BCllr Rance's report stated that the overgrown foliage growing next to the A33 was in fact the responsibility of WBC and NOT SPC.

- The Deputy Clerk will undertake to provide this information to BCllr Rance

46.3 It was proposed that questions for BCllrs in regards to their reports be drawn up ahead of the any upcoming Full Council Meetings

Proposer: Cllr Peer    Seconded: Cllr Jahromi    Approved: Unanimously

46.4 The minutes from the Recreation and Amenities Committee 28th April 2022 and the update from the Chairman of the Committee (attached) were **NOTED**

46.5 Reports from Working parties were **NOTED**

46.6 A report from the Council Chairman **was NOTED**

46.7 Reports from Cllr Brown regarding Keep Mobile and SHARE Foodbanks was **NOTED**

22/47 **New Community Centre**

47.1 A verbal report from the Council Chairman was provided. It was **NOTED** that new sound proofing panels were to be installed in the Tower Room on the week commencing 23rd May 2022

It was proposed that Cllr Grimes undertake to investigate putting forward a claim for incurred costs, due to no sound proofing installed when the School Green Centre was built

Proposer: Cllr Peer    Seconded: Cllr Emment    Approved: Unanimously

47.1.1 The following items of the Chairmans report were **NOTED**:

- Installation works for the WBC library to be fitted in the café area of the Centre is due to be commenced on week commencing 23rd May 2022
- Outdoor Furniture for the Café area is due to arrive in early June
- A date for the outside area behind the Centre to be landscaped by the Consortium is yet to be determined

47.1.2 It was requested by Cllr Peer that investigations be carried out as to why it is believed the café does not have the equipment to provide a full cooked breakfast

22/48 **Invoices for Payment**

48.1 Payment of the Lloyds Bank Invoice was **APPROVED**
The Clerk undertook to investigate the cost for the mobile phone bill

Proposer: Cllr Lias Seconded: Cllr Montgomery Approved: Unanimous

48.2 Payment of the Lifebuild invoice for an amount of £36,929.09 was **APPROVED**
It was **NOTED** that Cllr Peer is concerned for the cost of the additional works carried out to the Café kitchen

Proposer: Cllr Lias Seconded: Cllr Emment Approved: Unanimous

48.3 The Payment of the Barclaycard Invoice was **APPROVED**

Proposer: Cllr Montgomery Seconded: Cllr Jahromi Approved: Unanimous

22/49 **Resignation of Deputy Clerk**

49.1 The Resignation of the Deputy Clerk was **NOTED**
49.2 It was **AGREED** that the Clerk would work with the Staffing Committee to amend the current staffing structure after the departure of the Deputy Clerk, subject to Full Council approval

Proposer: Cllr Peer Seconded: Cllr Emment Approved: Unanimously

The Meeting closed at 21:40pm

Action Items:

| Minute Ref | Details | Action By: |
|---|---|---|
| 46.2 | Deputy Clerk to inform BCllr Rance that overgrown foliage growing next to the A33 was in fact the responsibility of WBC and NOT SPC. | Deputy Clerk |
| 46.3 | Cllrs to prepare questions in regard to BCllrs reports prior to Full Council meeting | SPC Council Members |
| 47.1 | Cllr Grimes undertake to investigate putting forward a claim for incurred costs, due to no sound proofing installed when the School Green Centre was built | Cllr Grimes |
| 47.1.2 | Investigations to be carried out as to why the it is believed the café does not have the equipment to provide a full cooked breakfast | Clerk |
| 48.1 | Clerk to Investigate the cost of the phone bill presented on | Clerk |

| Minutes approved on: | |
|---|---|

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*DRAFT*

**Minutes of a meeting of the Recreation and Amenities Committee held on Thursday 26th May 2022, at School Green Centre commencing at 7:30pm**

Present: Cllrs. N Boyer, E Brown, I Clarke (Chair), L James, I Montgomery, P Jahromi, M Jones, D Peer, R Tatla
Attending: Bruce Winton (Clerk) Kouy Young (Deputy Clerk)

**22/RA/18 Public Questions**

None

**22/RA/29 Election of Chair of Committee**

**29.1** It was **PROPOSED** that Cllr Clarke be elected for position of Chair of Recreation and Amenities

Proposer: Cllr Boyer Seconder: Cllr Jahromi Approved: Unanimously

**29.2** A Declaration of Acceptance of Office was signed by Cllr Clarke, witnessed by the Clerk on 26th May 22022

**22/RA/30 Election of Vice-Chair of the Committee**

**30.1** It was **PROPOSED** that Cllr Brown be elected as Vice-Chair for Recreation and Amenities

Proposer: Cllr James Seconded: Cllr Montgomery Approved: Unanimously

**30.2** A Declaration of Acceptance of Office was signed by Cllr Brown, witnessed by the Clerk on 26th May 2022

**22/RA/31 Public Questions**

There were no public questions

**22/RA/32 Apologies and Declarations of Members Interests**

**32.1** Apologies for absence were received by Cllr Emment

**32.2** There were no changes to members declarations of interest

**22/RA/33 Minutes of the Previous Meeting**

The minutes of the committee meeting if 28th April 2022 were approved as a correct record and the Chairman can be authorised to sign the same

Proposed: Cllr Boyer Seconder: Cllr Montgomery Approved: Unanimously

**Actions**

**62.2.3**: Clerk to provide monthly report detailing significant maintenance tasks carried out in the parish to help identify any recurring issues

This item was **NOTED** as complete

It was **PROPOSED**, going forward the Clerk would produce this report quarterly, with the next report due to be presented in the August 2022 R&A meeting

Proposer: Cllr Clarke Seconded: Cllr Boyer Approved: Unanimously

**1.3** Letter from resident about access to SGC to be passed to chair and Clerk for a response

This item was **NOTED** as complete

**1.6** Deputy Clerk to investigate suitable access to Spencers Wood Pavilion giving regard to security and insurance as well as ease

This item was **NOTED** as ongoing.

The Deputy Clerk to speak with Grounds Maintenance Officer John Westmoreland to find out if there is an update. As the Deputy Clerk is resigning, this will now be passed to the Clerk

**7.2** Clerk to chase WBC for a response re drainage issues and handover of Orchard Rise Allotments

This item was **NOTED** as ongoing.

The Clerk has written to WBC re the drainage issues and has requested a formal guarantee to be provided stating there will be no further flooding or drainage issues should SPC take these allotments on. The Clerk has also requested that with this, a 5-year warranty also be provided. There has not yet been a response. The Clerk will continue to chase

**27.2** Cllr Montgomery to circulate report from Senior Youth Worker re Youth club updates

This item was **NOTED** as complete

**27.3** Clerk to investigate different styles of bollards to install at School Green and provide quotes

This item was **NOTED** as complete

**28.1** Clerk to arrange meeting with First Days Children's Charity to discuss how they can benefit the community in lieu of awarding any grant funds

This item was **NOTED** as complete

**33.3** **Matters Arising**

There were no matters arising

**22/RA/34** **Works Update**

**34.1** The Chairman provided an update on the progress for the new MUGA and outdoor gym equipment for Spencers Wood Recreation Ground. The following was **NOTED**:

- The orders have been placed for the MUGA and fitness equipment.
- An issue has arisen, whereby the installation of a strip of tarmac between the fitness equipment is to be located and the skate ramp has been overlooked in the quote for the works. This is to be discussed once the works on the MUGA are being planned

**34.2** A Topographical map provided by BDS (Project Management Company) was provided for members to view and make comment in regards to the appropriateness of the layout and facilities suggested. The following was suggested by members:

- It was suggested by Cllr Peer that there may be space for a traverse climbing wall
- To remove the larger adult sized football pitch to provide more space
- To investigate improving pedestrian access from Millworth Lane and Langley Mead
- The Finance Officer to investigate further any/insurance implications related to this plan for the space
- The Clerk to look into different available funding streams for this project

It was **PROPOSED** to contact BDS and request the following updates to be made to the topographical map:

- To remove the larger 9 aside football pitch to provide more space
- To investigate improving pedestrian access from Millworth Lane and Langley Mead
- To turn the netball and basketball courts around
- To include CCTV

Proposer: Cllr Jahromi  Proposer: Cllr Brown  Approved: Unanimously

**22/RA/35** **Community Services**

The Committee received and **NOTED** the below updates on the current community services:

**35.1** Verbal Report from the Spots Strategy Group

- The Manor Cricket and Football pitches would not be ready for handover until July at the earliest
- Two further pitches will be being provided in Hyde End Lane via WBC, (SPC will hold no responsibilities over these)

**35.2** Verbal Report from Cllr Brown regarding Community Services

- The local Baptist Church has been working in conjunction with SHARE to help those struggling in the local community
- The Frensham Green Community Flat has also been running in conjunction with the SHARE scheme to support those struggling in the local community
- Cllr's Brown and Tatla will be attending a meeting with the Red Kite Operational Board on 1st June 2022

**35.3** Verbal report from Cllr Montgomery regarding the Pavilion Youth Club

- Up to 54 children and young adults are now attending the Pavilion Youth Club each week
- The Senior Youth Worker has requested and been granted permission from the Clerk to bring on board two volunteer Youth Workers who have previously been attendees to this club
- Due to the growing numbers attending the club, the Senior Youth Worker has split the session on a Wednesday night into two, two-hour long sessions, instead on one
- There are now between 8-14 children and young adults now attending the Frensham Green Community Flat Youth Club, which is now becoming too small for the numbers and ages attending. They have therefore, where possible been using Chalfont Park for extra space as and when they can

**22/RA/36 Grant Applications**

**36.1** It was **APPROVED** that the full amount requested by the First Days Children's Charity (£5K) be granted

Proposer: Cllr Boyer Seconder: Cllr Jahromi Approved: Unanimously

**36.2** It was **APPROVED** that individual amounts requested from the local schools presented to committee be granted with the attached proviso that the items purchased as per the school's requests were shown to have been provided by SPC in honor of the Queen's Platinum Jubilee

Proposer: Cllr Montgomery Seconder: Cllr Boyer Approved: Unanimously

**36.3** It was **APPROVED** that the grant award for the Link Visiting Scheme presented at last years R&A meeting be awarded. The Clerk undertook to clarify which financial year's budget these funds will have come out of (whether it is the previous year's 2021/22 or 2022/23)

Proposer: Cllr Boyer Seconded: Cllr Montgomery Approved: Unanimously

**22/RA/37 Other Items**

**37.1** Members expressed their preference to as to the choice of five bollard styles and estimated costs presented.

**It was PROPOSED** the Clerk obtain samples of options 2 and 5, and ascertain whether the purchase and installation of these bollards can be made using s106 CiL funds

Proposer: Cllr Boyer Seconded: Cllr Jahromi Approved: Unanimously

**37.2** It was **NOTED** that there has still been no response from the insurance company in regards to the quotes provided to them to replace the damaged bus shelter on the Basingstoke Road

**37.3.1**

The Clerks report and analysis of the current and estimated bookings at the School Green Centre and Spencers Wood Pavilion was **NOTED**

**37.3.2** It was **PROPOSED** that this be provided on a quarterly basis, with the next one to be presented to committee at the July 2022 meeting

Proposer: Cllr Clarke Seconded: Cllr Peer: Approved: Unanimously

**37.4** It was **PROPOSED** that the sample of the New SPC newsletter go ahead, with publishing being fortnightly

Proposer: Cllr Montgomery Seconded: Cllr Tatla Approved: Unanimously

It was **PROPOSED** by the Chair that the installation of cricket netting around the Millworth Lane Cricket pitch not be approved, due to there being very little of the cricket season left, and once over, the Cricket team will be moving to newer cricket grounds.

Proposer: Cllr Boyer Seconded: Cllr Montgomery Approved: Unanimously

It was advised by the Clerk that once moved to the new cricket grounds at The Manor, removable cricket netting could be purchased and installed to aid in in the prevention of any accident, injury of damage. Any further decisions on this have been referred until 2023

The meeting closed at 21:55pm

**Action items:**

| Minute Ref | Details | Action by |
|---|---|---|
| 62.2.3 | Clerk to provide report of maintenance work down around the parish quarterly, next due Aug 2022 | Clerk/John Westmoreland |
| 1.6 | Deputy Clerk to investigate suitable access to Spencers Wood Pavilion giving regard to security and insurance as well as ease | Clerk/John Westmoreland |
| 7.2 | Clerk to chase WBC for a formal guarantee/warranty for Orchard Rise Allotments to prevent issues with the drainage and flooding | Clerk |
| 34.2 | Clerk to contact BDS re updates to be made to Millworth Lane topographical map | Clerk |
| 36.3 | Clerk to clarify which years financial budget the grant award for the Link Visiting Scheme is to be paid from | Clerk |
| 37.1 | Clerk to obtain samples of options 2 and 5 of the bollard options presented, as well as whether the purchase and installation can be paid for from s106 CiL funds | Clerk |
| 37.3.2 | Clerk to provide Bookings analysis quarterly, next due in July 2022 | Clerk |

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# Minutes of a meeting of
# Finance & General Purposes Committee
# Held on Wednesday 8th June 2022
# At School Green Centre commencing at 19.30



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

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

**22/FGP/15** **Election of Chair of Committee**

15.1 It was proposed that Cllr James be elected as Chair of the Finance & General Purposes Committee

Proposed: Cllr Grimes
Seconded: Cllr Montgomery
Approved: Unanimously

**22/FGP/16** **Election of Vice Chair of Committee**

16.1 It was resolved that there would be no formal nomination of a Vice Chair of the Finance & General Purposes Committee.

**22/FGP/17** **Public Questions**

17.1 There were no public questions.

**22/FGP/18** **Apologies and declarations of Members' Interest**

18.1 There were no apologies for this meeting.

18.2 There were no declarations of members' interests.

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**22/FGP/19** **Minutes of the Previous Meeting**

19.1 The minutes of the committee meeting of 6th April 2022 were approved as a correct record and signed by Cllr. James.

Proposed: Cllr Montgomery
Seconded: Cllr Grimes
Approved: Unanimously

**22/FGP/20** **Actions and Matters Arising**

4.4.3.4 Storage at Millworth Lane

There were no immediate plans to provide storage at Millworth Lane, but this was under consideration for the longer-term project for the site.

4.4.4 Options for Land Swap

This had stalled with Wokingham Borough Council. The Clerk was asked to obtain an up-to-date copy of the WBC asset register.

ACTION – Clerk to obtain up to date WBC asset register

46.1.1 Possible available farmland

The amount of land already built on and the restrictions of the Strategic Development Location Plan and the Detailed Emergency Planning Zone meant that it was proving difficult to identify potential opportunities.

55.2.2 Outstanding works for School Green Centre

Work continues on the snagging list. All items should be completed by December 2022.

3.3 Review of Financial Regulations

The Clerk intended to arrange a review of financial regulations in the next 3-4 months

ACTION – Clerk to arrange a review of financial regulations

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**22/FGP/21** **Risk Register**

21.1 Current Risk Register

The committee reviewed the current Risk Register and agreed that it covered all significant risk factors.

Proposed: Cllr Grimes
Seconded: Cllr Peer
Approved: Unanimously

21.2 New format Risk Register

The Clerk outlined proposals for a new format risk register which would better present the risks that the council is exposed to (split amongst five main areas), how these are currently mitigated and identifying potential future actions to further mitigate risk.

It was proposed that a working party of two councillors, the Clerk and two members of staff was formed to meet monthly to consider each of the areas in turn and make recommendations to Finance & General Purposes Committee and from there to Full Council. It was hoped to conclude the project over 6 months.

Proposed: Cllr Peer
Seconded: Cllr Grimes
Approved: Unanimously

ACTION – Clerk to arrange Working Party

**22/FGP/22** **Annual Accounts and Annual Governance and Accountability Return for Year Ending 31st March 2022**

22.1 Report from the Internal Auditor

The report from the Internal Auditor was discussed with specific attention being brought to the fact that the Council had not conducted a formal review of its Risk Register in FY 21/22. Members **NOTED** the report.

22.2 Notes to the Financial Statements

The notes to the Financial Statements for the year ended 31st March 2022 were discussed. Members **NOTED** the content of the notes.

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22.3 Section 1 - Annual Governance Statement 2021/22

It was agreed that Section 1 - Annual Governance Statement 2021/22 was approved

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously

22.4 Section 2 – Accounting Statements 2021/22

It was agreed that Section 2 – Accounting Statements 2021/22 was approved

Proposed: Cllr Montgomery
Seconded: Cllr Grimes
Approved: Unanimously

22.5 Notice of Public Rights

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

**22/FGP/23 Financial Reports**

23.1 Bank Reconciliations

Cllr. James confirmed that he had reviewed the bank reconciliations earlier that day and that all was in order. Members **NOTED** the report.

23.2 Potential Cost Increases not recognised in the budget for 2022/23

Cllr James gave members of the committee an update on items which had arisen since the budget for the year had been set which may have a material impact on the financial outturn. These included potential income shortfall for School Green Centre, additional staffing costs (Locum Clerk and Facilities Manager), IT support, electricity, cleaning and security. Members **NOTED** the report.

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**22/FGP/24** **Financial Reserves & CIL**

24.1 121B Monitoring Report

The contents of the council's Regulation 121B Monitoring Report was discussed. Members **NOTED** the contents of the report.

24.2 CIL Time Limitation

Cllr James gave an update on CIL time limitations. All CIL income up to April 2021 has been expended. There was £215k of the April 2021 CIL receipt yet to be allocated. The total CIL reserve stood at £1,425k. Members **NOTED** the contents of the report.

**22/FGP/25** **Date of Next Meeting**

25.1 The next meeting will take place on Thursday 25th August 2022

The meeting ended at 20.38

**List of Actions**

| | | |
|---|---|---|
| 4.4.3.4 | Storage requirements for Millworth Lane | Cllr Clarke/Clerk |
| 4.4.4 | Options for resolving land swap issues around equity of values under discussion | Cllr Grimes/Clerk |
| | Clerk to obtain copy of WBC Asset Register | Clerk |
| 4.1.1 | Cllr Grimes to investigate possible available farmland to be purchased by SPC as community asset | Cllr Grimes |
| 55.2.2 | Clerk to oversee SGC snagging list | Clerk |
| 3.3 | Review of Financial Regulations | Cllr James/Clerk |
| 22/FGP/21.2 | Clerk to arrange Working Party for new format Risk Register | Clerk |

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# Minutes of a meeting of Planning & Highways Committee Held on Thursday 9th June 2022 At School Green Centre commencing at 19.30

Present: E Brown, P Emment, A Grimes, P Jahromi, D Lias, D Peer (Chair), R Tatla

Attending: B Winton (Clerk)

**22/PC/49** **Election of Chair of Committee**

49.1 It was proposed that Cllr Peer be elected as Chair of the Planning and Highways Committee.

Proposed: Cllr Emment
Seconded: Cllr Jahromi
Approved: Unanimously

**22/PC/50** **Election of Vice Chair of Committee**

50.1 It was proposed that Cllr Dias be elected as Vice Chair of the Planning and Highways Committee.

Proposed: Cllr Emment
Seconded: Cllr Jahromi
Approved: Unanimously

**22/PC/51** **Public Questions**

51.1 There were no public questions.

**22/PC/52** **Apologies and declarations of Members' Interest**

52.1 Apologies had been received from Cllrs Boyer and James.

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52.2 There were no declarations of members' interests.

**22/PC/53 Minutes of the Previous Meeting**

53.1 The minutes of the committee meeting of 5th May 2022 were approved as a correct record subject to clarification that the meeting was initially chaired by Cllr Grimes.

Proposed: Cllr Lias
Seconded: Cllr Brown
Approved: Unanimously

**22/PC/54 Actions and Matters Arising**

16 Visibility of Enforcement Issues.

It was agreed that this action was no longer required as enforcement issues was now a regular agenda item.

17.3.3.3 Cllr Brown to contact WBC ref Footpath 16.

Cllr Brown has spoken to Andrew Fletcher at WBC to emphasise this is their responsibility. Cllr Brown has also met with Borough Cllr Johnson who was sympathetic to SPC's concerns. The issue is still with WBC.

28.5 Make good Footpath 17.

The Deputy Clerk had written to the University of Reading regarding this footpath and the Clerk was asked to chase for a response.

Action – Clerk to chase UoR

92.2 Outstanding LED lights.

The Clerk confirmed that there were three lights which had not yet been converted to LED.

123.2.6 Update from Motion regarding Village Gates.

The Clerk was asked to chase John Russell at Motion regarding this matter.

Action – Clerk to chase Motion

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www.shinfieldparish.gov.uk

Shinfield Parish Council

22/PC/47.3 Bus Stops on Hyde End Road.

The new bus stops had been installed however "The Square" bus stop means that buses are stopping near a bend and vehicles are trying to pass without being able to see oncoming traffic.

**22/PC/54 Planning Application 221114 – Woodside and Wayside House**

54.1 The committee considered the current application and the report objecting to the previous application (211578) submitted on the council's behalf by ET planning. It was felt that the new application did not materially change the council's original objections and the Clerk was asked to submit a new comment to the planning portal restating these objections.

Action – Clerk to raise new objection to Application 221114

**22/PC/55 Enforcement Update**

55.1 The closed enforcement report from Wokingham Borough Council was discussed. Members **NOTED** the report.

55.2 The live enforcement report from Wokingham Borough Council was discussed. Members **NOTED** the report.

55.3 Members were concerned that there appeared to be a general attitude of ignoring planning regulations in the expectation that there would be little or no enforcement to follow. It was agreed that this should be conveyed to Borough Cllr Johnson.

Action – Clerk to invite Borough Cllr Johnson to the next Planning Committee meeting

Clerk: Bruce Winton
School Green Centre
School Green
Reading
Berkshire
RG2 9EH
Tel: (0118) 988 8220
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Shinfield Parish Council

**22/PC/56 Highways, Street Lighting and Footpath Matters**

56.1 Cllr Brown provided a summary of his written report.

Footpath 13 had been damaged by Taylor Wimpey who had been fined and were reinstating the area. It was noted that the footpath was outside of the SANG and within Reading Borough Council. Cllr Brown asked that SPC purchase road scalpings to provide a better finish to the reinstated footpath. It was agreed that up to £1,500 could be made available for this purchase. The Clerk was asked to keep this as an item under consideration until the matter had been resolved.

*Post Meeting note – Cllr Brown has obtained a quote of £760 + VAT for this item*

Proposed: Cllr Emment
Seconded: Cllr Lias
Approved: Unanimously

ACTION – Clerk to keep on agenda until resolved

56.2 At the May meeting (22/PC/46.1) the committee had rejected putting up "cycling permitted" signs on Public Rights of Way in case they created a potential liability to SPC for any subsequent accidents.

Cllr Brown has spoken to Andrew Fletcher on the matter and was awaiting a response. Councillors would not agree to putting up such signs until it was firmly established there would be no liability to SPC.

56.3 Councillors discussed the permissive footpath along Hyde End Road which has become overgrown and difficult to navigate. Two years ago, UoR had given permission for the Ramblers to clear the path. The Clerk was asked to write to get permission to repeat this exercise. The Clerk was also asked to write to UoR regarding keeping mown paths in SANGs clear

ACTION – Clerk to write to UoR

56.4 Councillors discussed the current position of the parish noticeboard in Grazeley. In the current position the board became difficult to see unless the bushes around it were regularly trimmed back. It was suggested that the board be relocated approximately 50m southwest to the corner of Grazeley Parochial Primary School

ACTION – Clerk to arrange this

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Reading
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56.5 Cllr Lias provided an update on parking issues in Hayes Drive following a meeting with Taylor Wimpey. Taylor Wimpey had no formal powers and WBC could not do anything until the road has been adopted. Cllr Lias would appraise the resident who had raised concerns with his efforts on this matter.

56.6 The existing Church Lane playground will remain in operation until the works at the junction commence or new equipment is installed. The order has been placed for the equipment for both the 11-16 LEAP (Deer Leap Park) and the Church Lane replacement 5-11. WBC has asked for a few amendments to the design which has gone back to the supplier.

56.7 A light owned by SPC north of Croft Road had been removed by SSE. SSE have indicated they would reinstate the light with a solar powered unit. Councillors agreed to this action.

Proposed: Cllr Emment
Seconded: Cllr Jahromi
Approved: Unanimously

56.8 Cllr Lias set out some research he had carried out on the land at the junction of Church Lane and Basingstoke Road. The area of grassland between the junction and the playground was formerly referred to as Coronation Garden and was SPC property. One property was claiming an access route across this land although reference to Google Earth images showed that while an access was visible in November 2010, by 2016 this was no longer in use and covered in overgrown bushes. It was agreed that Cllr Lias could share his research with Taylor Wimpey and WBC.

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**Shinfield Parish Council**



**22/PC/57** **Correspondence**

57.1 RFS/2021/086297 Foxglade

The correspondence from WBC explaining the action taken on this enforcement was **NOTED**.

57.2 Planning Application 212507

SPC had previously objected to this application which was now at appeal stage. Councillors agreed that their original objection remained, and they did not wish to write to the Planning Inspectorate to withdraw that objection. The Clerk was asked to write to the agent working for the applicant accordingly.

ACTION – Clerk to write to agent

**22/PC/58** **Project Schedule**

58.1 PS4 – 30 mph speed limits

The Clerk was asked to confirm with Andy Glencross at WBC that he had received the report SPC had commissioned from Motion.

ACTION – Clerk to write to Andy Glencross

58.2 PS28 – Green Park Station

Cllr Grimes had been advised that the station would not be opened, for safety reasons, until the flats being constructed in that area were materially complete

58.3 PS29 – Crosfields School PA212473

The committee discussed the school's Travel Plan for their new Sixth Form. They wished to know if this had been accepted by WBC (who had promised to keep SPC informed of the final decision). The Clerk was asked to check the current position with WBC planners

ACTION – Clerk to write to WBC

***The meeting ended at 21.25***

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**List of Actions**

| | | |
|---|---|---|
| 28.5 | Clerk to chase UoR for a response regarding Footpath 17 | Clerk |
| 123.2.6 | Clerk to chase Motion regarding Village Gates | Clerk |
| 22/PC/54.1 | Clerk to submit an additional objection to PA21114, including ET planning response to PA211578 | Clerk |
| 22/PC/55.3 | Clerk to invite Borough Councillor Johnson to attend next planning meeting | Clerk |
| 22/PC/56.1 | Clerk to keep TW reinstatement of Footpath 13 on agenda until matter resolved | Clerk |
| 22/PC/56.3 | Clerk to write to UoR regarding overgrown footpath along Hyde End Road | Clerk |
| 22/PC/56.4 | Clerk to arrange relocation of SPC noticeboard in Grazeley | Clerk |
| 22/PC/57.2 | Clerk to write to agent regarding PA212507 | Clerk |
| 22/PC/58.1 | Clerk to write to Andy Glencross WBC regarding Motion report on 30mph speed limits | Clerk |
| 22/PC/58.3 | Clerk to write to WBC planners regarding status of Crosfields Travel Plan (PA212473) | Clerk |

# Claire Connell MA, ACA, CTA

Chartered Accountant and Chartered Tax Adviser

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Reading RG6 7LT
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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

30th May 2022

Ladies and Gentlemen

**Internal Audit report for the year ended 31st March 2022 - final review**

I have now completed my review of the financial systems and internal controls for the year ended 31st March 2022. My audit has been carried out with reference to "Governance and Accountability for Local Councils: A Practitioners' Guide" and this year my work has been completed in person.

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.

I should like to draw the following matter to your attention:

<u>Risk Management</u>

The Financial Regulations state that risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually (Fin. Reg. 17.1). This is in line with guidance given in the Practitioners' Guide. However, the last time that Shinfield Parish Council reviewed its Financial Risk Management Document was July 2020. I therefore cannot give a positive response to assertion C which states that the authority has assessed the significant risks to achieving its objectives and has reviewed the adequacy of arrangements to manage these. I understand that the new Clerk will be taking an updated Risk Management Document to the next Council Meeting and will be thoroughly reviewing Risk Management policies over the forthcoming months.

<u>Signing of the audit report</u>

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 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 will wait until the Members have approved the Return, and assuming that the figures on the Return are as agreed during my visit and the responses to the assertions in the assurance statement are affirmative (apart from the assertion regarding risk), I will then sign my section of the Return and <u>my internal audit will be unqualified with the exception of section C (risk assessments)</u>.

Yours faithfully

Claire Connell

Claire Connell

## Appendix 1: Summary of internal audit work covered in 2021-22

| Annual Return Section | Comments |
|---|---|
| **A.** Appropriate accounting records have been properly kept throughout the financial year. | Yes: Rialtas software (which is designed for local councils) is used for the accounting and is kept up to date.<br>Guidance is sought from professionals regarding VAT and other matters. |
| **B.** This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | Testing and review of systems shows that expenditure is properly incurred, payments approved and VAT appropriately accounted for. |
| **C.** This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | Minutes, Standing Orders, Financial Regulations, insurance cover were all reviewed.<br>The Risk Register was last reviewed by Council in July 2020 and was not reviewed 2021/22 which is in breach of Financial Regulations and the guidance in The Practitioners Guide. |
| **D.** The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | Budgeting and reporting are carried out in a thorough and robust manner. |
| **E.** Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | No significant issues were found during the testing and review of income systems. |
| **F.** Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | Petty cash transactions are low in number and value. |
| **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. | Payroll is operated in-house – no problems were identified. |
| **H.** Asset and investments registers were complete and accurate and properly maintained. | The fixed assets register is maintained in the Rialtas package and was updated for changes in the year. |
| **I.** Periodic and year-end bank account reconciliations were properly carried out. | Monthly reconciliations are performed and reviewed by a Councillor on a monthly basis. |
| **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 | These assertions have been met. |

| | |
|---|---|
| creditors were properly recorded. | |
| ***K*** *If* the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. *("Not Covered" should only be ticked where the authority had a limited assurance review of its 2020/21 AGAR)* | Not covered – the Council had a limited assurance review of its 2020/21 AGAR |
| **L.** The authority publishes information on a free to access website up to date at the time of the internal audit in accordance with any relevant Transparency Code requirements | Not covered in accordance with the guidance given in The Practitioners' Guide as the annual turnover exceeded £25,000. |
| **M.** The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).* | The exercise was carried out for the correct length of time and was advertised correctly. |
| **N** The authority has complied with the publication requirements for 2020-21 AGAR *(see AGAR Page 1 Guidance Notes).* | Yes, the relevant documents were published at the correct time |
| **O. (For local councils only)** Trust funds (including charitable) – The council met its responsibilities as a trustee. | Not applicable - Shinfield Parish Council is not a trustee of any trust funds |

# Shinfield Parish Council

# Financial statements (unaudited) for the year ended 31 March 2022

# Shinfield Parish Council
# Notes to the financial statements for the year ended 31 March 2022

## 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.

## 2. Administration Income

| | 2022<br>£ | 2021<br>£ |
|---|---|---|
| Interest on Bank Deposits & Savings Bonds | 681 | 7,572 |
| Final loan repayment - Shinfield Tennis Club | 6,000 | - |
| Other income | 251 | 142 |
| | 6,932 | 7,714 |

Interest Rates on the Savings Bonds significantly reduced in the year.

## 3. Pension scheme contributions

During the year, the council's staff were members of the Royal County of Berkshire Superannuation Scheme or the Government's NEST scheme. Employer contributions are included in staff costs.

## 4. Grants to community organisations

The Council has made grants under its legislative powers to several organisations supporting projects and providing facilities for the community:

| | 2022<br>£ | 2021<br>£ |
|---|---|---|
| Grants | | |
| Community-based Voluntary Organisations | 12,390 | 9,678 |
| Shinfield Players Theatre – Refurbishment of Reception & Toilets | 20,000 | - |
| Spencers Wood Village Hall – improving access | 3,000 | - |
| School Projects | - | 6,000 |
| Local Sports Clubs – Netball & Cricket | 3,500 | - |
| | 38,890 | 15,678 |

## 5. Additions to Fixed Assets in the Year.

| | 2022<br>£ | 2021<br>£ |
|---|---|---|
| New Community Centre – completed in 2021/2022 | 1,344,799 | 1,452,636 |
| New Pavilion at Spencers Wood | - | 729,392 |
| Lease Acquired for Millworth Lane Recreation Ground | 1 | - |
| Development of New Website | - | 16,095 |
| New Benches, Bollards & Information Boards. | 37,447 | 7,467 |
| Playground Surfaces & Equipment | 705 | 10,870 |
| Fencing and Gates. | 3,979 | 10,645 |
| Furniture and Equipment (including IT) | 132,149 | 1,300 |
| | 1,519,080 | 2,228,405 |

NB Item 7.4 Section 2 of AGAR Return Box 9 also include the repayment of final instalment of loan from Shinfield Tennis Club (£6,000)

**Notes to the financial statements for the year ended 31 March 2022 (continued)**

During 2021/2022, the Council completed the construction and fit out of the new School Green Community Centre. The Centre opened to the public in November 2021. It was funded from S106 Developer Contributions claimed in the year and Community Infrastructure Levy. Other capital projects completed during the year included the installation of Water Troughs at Deardon Allotments to reduce water consumption and safety bollards at Three Mile Cross. Grazeley Pond and the Spencers Wood Recreation Ground.

## 6. Fixed Assets

At the 31st March 2022, the Council has Fixed Assets (based on cost) as follows (see also 7.2 b) :

| **Land & Buildings** | **£** |
|---|---|
| School Green Centre | 3,282,410 |
| School Green Centre Land Owned | 163,000 |
| School Green Centre Land Leased | 1 |
| Shed & Base School Green Centre | 5,044 |
| Ryeish Pavilion | 241,060 |
| Spencers Wood Pavilion | 708,392 |
| **Total Land & Buildings** | **4,399,907** |
| | |
| **Community Land & Assets** | |
| Recreation Land | 4 |
| Allotments | 7 |
| War Memorial | 1 |
| Millworth Lane Recreation Gound | 1 |
| **Total Community Assets** | **13** |
| | |
| **Other Operational Assets** | |
| Playgrounds | 224,551 |
| Street Furniture | 122,423 |
| Bus Shelters | 19,967 |
| Furniture & Equipment | 146,591 |
| Gates and Fences | 19,957 |
| IT Equipment & Systems | 46,578 |
| Civic Regalia | 600 |
| **Total Other Operational Assets** | **580,667** |
| | |
| **Total Assets** | **4,980,587** |

## 7. Earmarked Reserves

There was a net increase of £850,733 (see Item 7.2 a) in the Council's Earmarked Reserves. The Council received nearly £2.2m in the year. This was mainly due to the Community Infrastructure Levy for two major developments in the Parish. In total, just over £1.3m was released to fund projects.

A significant sum was released to fund the build and fit out cost of the New Community Centre.

The remedial works at Millworth Lane were able to start due to the transfer of the lease from the Shinfield Association in July 2021.

The Council continued to set aside funds into an earmarked reserve for future repairs to Council premises.

| | B/fwd | Released | Increased | C/fwd |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Community Infrastructure Levy | 601,060 | 1,219,669 | 2,079,520 | 1,460,911 |
| Elections | 4,000 | | | 4,000 |
| Millworth Lane Remedial Works | 40,000 | 9,267 | | 30,733 |
| Pride in our Parish | 34,000 | 27,007 | | 6,993 |
| New website | 10,000 | | | 10,000 |
| Youth initiatives | 11,000 | | | 11,000 |
| Planning issues | 25,000 | 1,500 | | 23,500 |
| Future Repairs to Council Premises | 30,966 | | 12,000 | 42,966 |
| New Community Centre (Council Funds) | 50,000 | 74,000 | 24,000 | 0 |
| Deardon Allotments Extension | 0 | | 70,000 | 70,000 |
| Highway Improvements | 52,000 | 3,304 | | 48,696 |
| | 858,026 | 1,334,747 | 2,185,520 | 1,708,799 |

**Shinfield Parish Council**
**Year ended 31 March 2022**
**Movement In Reserves**

Box 7

| | | Mar-21 | Year I&E | Released | Transfers | Added | Mar-22 | Notes |
|---|---|---|---|---|---|---|---|---|
| | Earmarked Reserves | | | | | | | |
| 311 | Website Upgrades | 10,000 | | | | | 10,000 | *Future upgrades expected* |
| 320 | Repairs & renewals | 30,966 | | | | 12,000 | 42,966 | *Future maintenance reserve, increasing over the next 10 years* |
| | Furniture for Community Centres | 50,000 | | -74,000 | | 24,000 | 0 | *Furniture for New Centre & Commercial Kitchen* |
| 325 | Elections | 4,000 | | | | | 4,000 | *Set aside for a contested Parish Election* |
| 326 | Highways improvement | 52,000 | | -3,304 | | | 48,696 | *Contribution to Reading University for Footpath & Speed Reduction Initiatives* |
| 329 | Millworth Lane Refurbishment | 40,000 | | -9,267 | | | 30,733 | *Ongoing Remedial Wks to Millworth Lane Recreation Ground & Pavilion* |
| 334 | Pride in our Parish | 34,000 | | -27,007 | | | 6,993 | *Utilised for Water Troughs and Bulb Planting* |
| 335 | Youth Initiatives | 11,000 | | | | | 11,000 | *Awareness Campaigns and Events for Local Youths and Adults* |
| 336 | General Planning Issues | 25,000 | | -1,500 | | | 23,500 | *For Future Planning Appeals - Exp in Year Hall Farm Appeal* |
| 337 | Deardon Way Allotments Extension | 0 | | | | 70,000 | 70,000 | *Contribution From University for future Extension to Deardon Allotments* |
| | | 256,966 | 0 | -115,078 | 0 | 106,000 | 247,888 | |
| 331 | Community Infrastructure Levy | | | | | | | |
| | Unallocated | 137,060 | | | -907,669 | 2,079,520 | 1,308,911 | |
| | Earmarked | | | | | | | |
| | New Community Centre | 464,000 | | -1,186,788 | 722,788 | | 0 | |
| | Improving Communication for Cllrs | | | -12,915 | 12,915 | | 0 | *Purchase of Lap Tops and set up - see Asset Register* |
| | Bollards | | | -19,966 | 39,966 | | 20,000 | *Budget 2022/2023 - Recreational Ground & Open Space* |
| | MUGA & Gym Equipment | | | | 132,000 | | 132,000 | *F & GP 6/4/2022* |
| | | 601,060 | 0 | -1,219,669 | 0 | 2,079,520 | 1,460,911 | |
| | | 858,027 | 0 | -1,334,747 | 0 | 2,185,520 | 1,708,799 | |
| 310 | General Fund | 200,000 | | 1,334,747 | 0 | -2,185,520 | | |
| | Income | | 3,138,256 | | | | | |
| | Expenditure | | -2,330,051 | | | | | |
| | | 200,000 | 808,205 | 1,334,747 | 0 | -2,185,520 | 157,432 | |
| | | 1,058,027 | 808,205 | 0 | 0 | 0 | 1,866,231 | |
| | **Net Addition to Reserves** | | | | | **850,773** | | |

**Shinfield Parish Council**
**Year Ended 31st March 2022**
**Fixed Assets at Cost**

Box 9

| | Mar-21 Restated | Repaid or deleted | Additions | Mar-22 |
|---|---|---|---|---|
| Land & Buildings | | | | |
| School Green Centre | 1,942,655 | | 1,339,755 | 3,282,410 |
| School Green Centre Land Owned | 163,000 | | | 163,000 |
| School Green Centre Land Leased | 1 | | | 1 |
| Shed & Base School Green Centre | | | 5,044 | 5,044 |
| Ryeish Pavilion | 241,060 | | | 241,060 |
| Spencers Wood Pavilion | 708,392 | | | 708,392 |
| | 3,055,108 | 0 | 1,344,799 | 4,399,907 |
| Community Land & Assets | | | | |
| Recreation Land | 4 | | | 4 |
| Millworth Lane Recreation Ground | | | 1 | 1 |
| Allotments | 7 | | | 7 |
| War Memorial | 1 | | | 1 |
| | 12 | 0 | 1 | 13 |
| Other Operational Assets | | | | |
| Playgrounds | 223,846 | | 705 | 224,551 |
| Street Furniture | 84,976 | | 37,447 | 122,423 |
| Bus Shelters | 19,967 | | | 19,967 |
| Furniture & Equipment | 28,040 | | 118,551 | 146,591 |
| Gates and Fences | 15,978 | | 3,979 | 19,957 |
| IT Equipment & Systems | 32,980 | | 13,598 | 46,578 |
| Civic Regalia | 600 | | | 600 |
| | 406,387 | 0 | 174,280 | 580,667 |
| Long term assets | | | | |
| Shinfield Tennis Club loan | 6,000 | -6,000 | | 0 |
| | 3,467,507 | -6,000 | 1,519,080 | 4,980,587 |

**Shinfield Parish Council**
**Year ended 31 March 2022**
**Balance Sheet Reconciliation of Net Assets to Reserves**

| | | 2022 | 2021 | |
|---|---|---|---|---|
| **DEBTORS** | | | | |
| Hall Hire | | 2,079 | 0 | School Green Centre Opened for Business November 2021 |
| Other Debtors | | 104,885 | 340,451 | Reading University (£70k), Wokingham Borough Council (£28k) & Rechargeabe Works (prev yr S106 Contribution for New Community Centre) |
| Debtors | | 5,281 | | Refundable Deposit Locum Fees |
| VAT repayable | | 12,846 | 41,034 | March Claim 2021/22 (Previous Year Large Contract Payment in March) |
| Shinfield Tennis Club | | | | |
| Loan outstanding | | 0 | 6,000 | Loan repaid & includes deferred payment from 2020/21 |
| Provision against same | | 0 | -6,000 | |
| | | 0 | 0 | |
| Prepayments | | 17,229 | 12,048 | Increased Insurance & Euroloos for a Jubilee Event |
| | | 142,320 | 393,533 | |
| **BANK & CASH BALANCES** | | | | |
| Lloyds Bank Current Account | | 1,144,513 | 282,679 | Holding significant sum for Community Infrastructure Levy prior to Short Term Investment |
| Llloyds Business Instant Access | | 200,015 | 0 | Decision made to transfer sum to instant access interest account |
| National Savings Bank | | 500,000 | 500,000 | |
| | | 1,844,528 | 782,679 | |
| Petty cash | | 74 | 111 | |
| | Box 8 | 1,844,602 | 782,790 | |
| **CREDITORS** | | | | |
| Accounts payable | | 30,865 | 5,821 | March Invoices |
| Other Creditors | | 7,147 | 21,230 | Payments In Advance Hall Bookings |
| Accruals | | 75,424 | 1,300 | Includes Major Contract Retention £70,625 in 21/22 |
| Payroll Holding Account | | 3,115 | 967 | HMRC payment in April |
| Wokingham BC S106 | | 0 | 87,279 | Funding in advance of spend in 2020/21 |
| Waste Bag Sales Receipts | | 0 | 1,379 | Paid to WBC in 21/22 (Covid 19 measures) |
| Deposits held | | 4,140 | 320 | Hall Damage Deposits & Allotment Key Deposits |
| | | 120,691 | 118,296 | |
| **NET ASSETS** | | **1,866,231** | **1,058,027** | |
| **RESERVES AND BALANCES** | | | | |
| General Fund | | 157,432 | 200,000 | Reserves used to fund deficit for year - mainly due to delay in opening new Centre (no income) and paying for Locum Clerk |
| Earmarked Reserves | | 1,708,799 | 858,027 | CIL Reciepts in 2021/22 from 2 Major Developments & Contribution from Reading University |
| | Box 7 | **1,866,231** | **1,058,027** | |

# Shinfield Parish Council Risk Register

## Introduction

The current risk register lists the various risks which the council is exposed to and also how they may be managed. It was formally reviewed by Finance & General Purposes Committee on Wednesday 8th June 2022. F&GP also discussed and approved an approach to overhaul the format of the Risk Register.

Those proposals are set out below and are followed by the current Risk Register.

The need for the council to formally review the Risk Register is relevant to the next agenda item (5.4 – Section 1 – Annual Governance Statement 2021/22)

## Proposed Changes to Risk Register

The Risk Register covers all material risks to the council but the layout is very basic and it is proposed to adopt a new presentation of the Risk Register as follows:

- Summary Page
  - This will show all items and their associated risk on one page to enable Councillors to have a simple overview of risk
    - The risks will be colour coded to identify the relevant risk
  - It is also possible to show this in a graphical format to highlight to higher risk items
- Detail Pages
  - The Short name of each individual risk item
    - This will include a reference number
    - The Short name for the risk item
    - The main headings will be as follows:
      - Reputational Risk
      - Corporate Governance
      - Financial Performance
      - People
      - Infrastructure
  - Risk & Consequences
    - This will expand as appropriate on the existing descriptions of risk for each item
  - Uncontrolled Risk
    - This will attempt to quantify the level of risk to the council, if NO mitigation measures were put in place). The uncontrolled Risk will be arrived at by considering
      - Likelihood
        - The chance that a risk may actually occur
          - This will be between 1 and 5 using definitions set out in the register
      - Severity
        - The impact on the council were a risk to actually occur
          - This could include
            - Personal Harm
            - Financial Loss
            - Reputational Damage
            - Resources required to resolve

            - For example some risks will pose a danger to individuals, others may result in financial exposure, others still may have little impact on finances but require significant resource to correct
        - These two items together will be scored using a matrix to identify the overall risk associated with each item
- Mitigation
    - This section sets out the mitigation measures put in place for each risk
- Remaining Risk
    - The risk is reassessed taking into account the mitigation measures put in place using the same scoring matrix to generate a Remaining Risk
        - This presentation will allow Councillors to establish what the overall risk is, how the risk level can be managed and to assess the relative importance of the residual risk
- Additional Actions
    - This section gives scope for future actions that may be taken and to assess if they were expected to have any potential impact on the Remaining Risk

It is proposed that the Clerk convenes a Working Party to

- Review each of the five principal sections in turn
- Make an initial assessment of the risk
- Discuss the mitigation measures in place
- Identify potential future steps to further reduce the remaining risk

Each section would be submitted to F&GP in turn for adoption or further recommendations

# Shinfield Parish Council
# Risk Register
# As at 8th June 2022

| | *Risk identification* | *Management* |
|---|---|---|
| a | Security for vulnerable buildings, amenities or equipment | School Green Centre and Spencers Wood Pavilion both have security alarm systems supplied by DSC.<br><br>The Council has appointed Alarm Response Limited (ARL) on a rolling contract to provide a key-holding and emergency call-out response service for all its buildings. ARL is notified automatically when an alarm is activated and takes appropriate action to ensure the affected property is secured. In the event of a call-out ARL will contact members of council staff in priority order as part of a risk management plan managed by the Clerk.<br><br>In order to improve keyholding responsibilities for the Parish Hall, 2 security key boxes are installed outside the property for use by hirers and councillors to collect and return keys. The 4-digit code for this box is changed weekly by the Clerk. There is also a similar Key Box at Spencers Wood Pavilion.<br><br>The Council has installed CCTV at School Green Centre and Spencers' Wood Pavilion sites. Monitoring can be live from the parish office or via internet by authorised personnel (for SWP only) and can be revisited at the parish office for a period of up to 4 weeks. This period may be extended as required by Council by arrangement with the Council's CCTV contractor.<br><br>A visual inspection of properties is undertaken by the Council on a weekly basis, findings are recorded and problems addressed as they arise. The car parks at Ryeish Green and Spencers' Wood Pavilion have lockable barriers to prevent illegal vehicular access when the facilities are not in use by authorised car park users. Likewise the carparks at the allotments are gated and locked.<br><br>In addition, during a hire period, the hirer has responsibility for security of the building as stipulated in terms and conditions |
| b. | Maintenance for vulnerable buildings, amenities or equipment | All premises are maintained within approved budget. In-house maintenance is undertaken where possible and contractors used as needed, with quotations requested in advance of all works when appropriate.<br><br>Authorisation for Emergency repairs is delegated to the Clerk. In practice and whenever possible, this is in consultation with the Chairman of the Council and the Chair of the Recreation and Amenities (R & A) Committee. |
| c | The provision of services being carried out under agency/partnership agreements with principal authority | Berkshire Youth provides an advisory service for employed youth staff. |
| d | Banking services | Banking Services are reviewed at least annually by the F & GP Committee. |

Table 2

**2.B Areas where there may be scope to work with others to help manage risk**

| | *Internal controls* | *Management* |
|---|---|---|
| a | Standing Orders | The council has Standing Orders which are reviewed annually in accordance with new legislation and best practice guidance.<br><br>Financial Regulations are reviewed by the F & GP Committee annually.<br><br>Either can be changed/amended as the need requires and with approval of Full Council |
| b | Regular reporting on contractors' performance. | Any issues with a contractors' performance is raised to the Clerk to handle immediately. Consistent breach or breaches will be reported to the next meeting of the R & A Committee to decide on any potential action which might be a termination of the contract. |
| c | Annual Review of Contracts. | Contracts are reviewed by admin. staff and consequently by the Council as part of its budget process.<br><br>Longer term (up to 3-year) contracts may be awarded to proven contractors where better value is achievable, for example, grass cutting. |
| d | Clear statements of management responsibility for each service. | Standing Orders and agreed Financial Regulations denote that each committee has delegated management responsibility for its own budget.<br><br>Each committee has its own Terms of Reference.<br><br>Budget Monitoring Reports are available to Councillors on request and are reported at least quarterly to the Finance and General Purposes Committee. |
| e | Regular scrutiny of performance against targets | See (b) and (d) |
| f | Arrangements to detect and deter fraud and/or corruption. | Invoices are subjected to scrutiny by the Clerk and by the authorised signatories.<br><br>The Council's cheque books are kept in the Council's safe within the Council office. The use of cheque books is being phased out.<br><br>The Council has a corporate credit card with the Clerk/RFO and Finance Manager as authorised users<br><br>All purchases are subject to the same rules as all expenditure |

| | | |
|---|---|---|
| g | Regular bank reconciliations, independently reviewed. | Bank Reconciliation is integrated into the Councils Financial System and this is completed regularly and at least once a month. Balances are agreed with online statements which are live.<br><br>A Bank Reconciliation Statement is presented to F & GP Committee at least quarterly. The Chair of the Committee (who is not a bank signatory) signs the Reconciliation and this is minuted.<br>See also Table 3B (c). |

Table 2

## 2.C Areas where there may be scope to work with others to help manage risk

| | *Internal audit assurance* | *Management* |
|---|---|---|
| a | Review of internal controls in place and their documentation | Internal controls are reviewed annually by the internal auditor.<br><br>The Internal auditor is independent of the Council. |
| b | Review of minutes to ensure legal powers are available and the basis of the powers recorded are correctly applied. | The Clerk undertakes to ensure that the Council does not act 'Ultra Vires' when a decision is taken. It is recorded if the Council decides against the Clerk's advice.<br><br>When new responsibilities are taken on, the Clerk ensures there is an appropriate legal power prior to taking any action.<br><br>Shinfield Parish Council currently attests that it has the necessary requirements to perform under the General Power of Competence<br><br>The Clerk and Deputy Clerk, hold or are studying for a CiLCA qualification. Staff undertake Continuous Professional Development training provided by NALC & SLCC and other appropriate agencies, to remain up to date. |
| c | Review and testing of arrangements to prevent and detect fraud and corruption | The use of Standing Orders and Financial Regulations provide internal controls and guidance for staff. The internal auditor checks all methods which contribute to prevent and deter fraud and corruption on an annual basis.<br><br>All payments are checked by bank signatories and are available for inspection by any member during normal working hours. |
| d | Review of adequacy of insurance cover provided by suppliers. | Evidence of adequate insurance cover is sought.<br>Public Liability cover confirmed at the time of awarding contracts and will be reviewed annually.<br>Fairground hirers provide evidence of their insurance cover and up to date engineering reports. |
| e | Testing of specific internal controls and report findings to management | This is undertaken as part of the audit process. An internal checker who is not an authorised bank signatory has been appointed to test controls and procedures and suggest improvements.<br>Reports are presented to F & GP Committee and minuted accordingly, they also check Petty Cash |

Table 3

**3.A Areas where there may be a need to self-manage risk**

| | *Internal controls* | *Management* |
|---|---|---|
| a | Regular scrutiny of financial records and proper arrangements for the approval of expenditure<br><br>Clear statements of management responsibility for each service. | There is an agreed procedure for incurring expenditure and payment to suppliers which is in line with generally accepted accounting practices.<br><br>Ad hoc checks are undertaken by the internal checker.<br><br>Standing Orders denote that each committee has agreed Terms of Reference and delegated management responsibility for its own budget.<br><br>Expenditure beyond the allocated budget is only permitted in extraordinary circumstances and is reported to the Chair of the relevant Committee and the Council at the earliest possible opportunity.<br><br>There are quarterly reviews undertaken by F & GP Committee of the Council's receipts and payments.<br><br>There is a programme for reviewing the council's policies on a regular basis. |
| b | Recording in the minutes the precise powers under which expenditure is being approved. | See Table 2C internal audit assurance (b) |
| c | Regular returns to HMRC; contracts of employment for all staff, annually reviewed by the Council, systems of updating records for any changes in relevant legislation. | Inland Revenue PAYE returns are submitted in compliance with Her Majesty's Revenue and Customs (HMRC) rules and are integrated into the 12Pay system.<br><br>Officers employment contracts are based on either the NJC model contract of employment or Worknest (formerly Ellis Whittam).<br><br>Admin staffing issues are referred to the staffing committee. Salaries are reviewed annually.<br><br>Changes in legislation notified by Berkshire Association of Local Councils (HALC/BALC) are duly noted and implemented. |
| d | Regular returns of VAT; training the RFO in matters of VAT and other taxation issues as necessary. | The Council is registered for VAT and has opted to tax the School Green Centre and Spencer's Wood Pavilion. The Financial System integrates the new "Making Tax Digital Software and claims are submitted quarterly within the permitted timescale.<br><br>Training specific to VAT is undertaken at all opportunities and Councillors are included. |
| e | Developing system of performance measurement. | Staff performance appraisals are undertaken annually. |

| | | |
|---|---|---|
| f | Procedures for dealing with and monitoring grants, or loans, made or received. | These are detailed in the Grant Application Form.<br><br>Applicants are required to sign an agreement to return unused monies and, where appropriate, the Council will request a report on how a grant was used.<br><br>Section 137 grants are listed separately in the annual accounts and annual return. |
| g | Minutes properly numbered and paginated with a master copy kept in safekeeping. | All Council minutes are numbered consecutively These are loose-leafed records for binding at a later date.<br><br>A signed master copy of minutes is retained within the Council office. |
| h | Documented procedures to deal with enquiries from the public. | The Council has a Publication Scheme which was adopted in November 2015, in accordance with the Model Publication Scheme approved by the Information Commissioner. Enquiries are dealt with immediately by office staff unless requiring referral to Council or a committee. In such cases, acknowledgement of enquiry is made within 14 days<br><br>In accordance with the Freedom of Information Act, all relevant documents are available on written request (during office hours) and in addition, agendas and minutes are available on the Council's website. |
| | Documented procedures to deal with Subject Access Requests under the General Data Protection Regulations | Since its publication in February 2018, the NALC GDPR Toolkit for Local Councils has been followed to help prepare the council for its GDPR duties and responsibilities. Various measures have been approved by Council to manage information properly and in accordance with the law, including a data protection privacy policy, subject access request policy, email policy and document retention policy. |
| i | Documented procedures to deal with responses to consultation requests. | Consultation requests are referred to committee. They may be further delegated to a working group. The course of action taken is minuted.<br><br>Copies of responses are available to all members on request. |
| j | Documented procedures for document receipt, circulation, response, handling and filing. | The post will be received and opened by the Clerk or their nominated person, who will undertake the actions required.<br><br>All relevant post is listed with Council or a committee via the agendas for members' consideration or for information.<br><br>Post for action is dealt with accordingly and filed when actions are completed. Council is subsequently notified where appropriate.<br><br>Email correspondence with the Council is handled in a similar manner. |

| | | |
|---|---|---|
| k | Procedures in place for recording and monitoring members' interest and gifts and hospitality received. | A copy of members' declarations of pecuniary interest is held by the Clerk at the parish office. A copy is submitted to Wokingham Borough Council's Monitoring Officer and posted on this Council's website.<br>The Council's monthly agenda has an item to prompt members to notify relevant new information on registers of interest and gifts and hospitality, as appropriate. |
| l | Adoption of Codes of Conduct for members and employees. | A Code of Conduct for Parish Councillors was adopted in July 2015 |
| m | Information Technology | Following a procurement process the Council has appointed MFG as its IT infrastructure network provider from 1st July 2016 on a rolling contract with 90 days' notice. Council documentation and email correspondence is backed up daily off-site and there is a standard archiving and IT usage policy in place. MFG operates an email security service: all spam emails are automatically quarantined and then defined as high, medium and low risk and summary reports are notified to each IT user every day for review and subsequent release /deletion as appropriate. IT support is available to resolve issues on a high, medium and low risk basis for both MFG managed and non-managed assets.<br><br>The council is registered with the Information Commissioners Office. |

## Table 3

### 3B. Areas where there may be a need to self-manage risk

| | *Internal audit assurance* | *Management* |
|---|---|---|
| a | Review of internal controls in place and their documentation. | Internal controls are constantly reviewed by officers and during the course of the Internal Audit.<br><br>Anomalies and shortfalls are reported to Council. |
| b | Review of minutes to ensure legal powers in place, recorded and correctly applied. | See Table 2C internal audit assurance (b) |
| c | Testing of income and expenditure from minutes to cash book, from bank statements to cashbook, from minutes to statements, etc. including petty cash transactions. | Monthly bank reconciliations are undertaken and recorded by the Finance Manager. They are presented to the F & GP Committee and confirmed at meetings.<br>Petty cash is balanced each month with invoices for payment and receipts submitted for re-imbursement. A petty cash statement is presented to Council each month and receipts and petty cash vouchers are available for inspection. |
| d | Review and testing of arrangements to prevent and detect fraud and corruption. | See Table 2C. internal audit assurances (c) |
| e | Testing of specific internal controls and reporting findings to management. | Internal controls are reviewed by the internal auditor. All irregularities are reported to Council or the appropriate committee. |
| f | Loss of cash through failure of banking services | The SPC will be fully covered for errors in the banking system through the banks internal processes. |

## Section 1 – Annual Governance Statement 2021/22

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 2022, that:

| | Agreed Yes | Agreed No* | | 'Yes' means that this authority: |
|---|---|---|---|---|
| **1.** We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✔ | | | *prepared its accounting statements in accordance with the Accounts and Audit Regulations.* |
| **2.** We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✔ | | | *made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.* |
| **3.** We took all reasonable steps to assure 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. | ✔ | | | *has only done what it has the legal power to do and has complied with Proper Practices in doing so.* |
| **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. | ✔ | | | *during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.* |
| **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. | | ✔ | | *considered and documented the financial and other risks it faces and dealt with them properly.* |
| **6.** We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✔ | | | *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.* |
| **7.** We took appropriate action on all matters raised in reports from internal and external audit. | ✔ | | | *responded to matters brought to its attention by internal and external audit.* |
| **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. | ✔ | | | *disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.* |
| | Yes | No | N/A | |
| **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. | | ✔ | | *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.* |

*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:

and recorded as minute reference:

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

Chairman

Clerk

**Section 1 – Annual Governance Statement 2021/22**

**Additional Information in respect of NO response to Statement 5**

There was no formal review of the Council's Risk Register carried out within the Financial Year.

The Risk Register was formally reviewed by the Finance & General Purposes Committee on 8th June 2022 and by Full Council on Monday 20th June.

It also agreed that there would be a complete review and overhaul of the Risk Register in 2022/23 to improve the detail and depth of the Risk Register and to

- Ensure it fully reflects all risks to which the Council is exposed
- Ensure that the Council has correctly and objectively assessed each risk including the mitigation measures in place
- Ensure that additional actions to reduce risk levels further are identified

The work of reviewing the Risk Register will be carried out by a working party reporting initially to the Finance & General Purposes Committee and then to Full Council.

Once the revised Risk Register has been approved it will be scheduled in to future F&GP Committee Meetings to ensure that it is regularly reviewed and updated as appropriate.

Bruce Winton
Clerk to Shinfield Parish Council

## Section 2 – Accounting Statements 2021/22 for

Shinfield Parish Council

| | Year ending 31 March 2021 £ | Year ending 31 March 2022 £ | Notes and guidance |
|---|---|---|---|
| | | | *Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.* |
| **1.** Balances brought forward | 1,610,695 | 1,058,027 | *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.* |
| **2.** (+) Precept or Rates and Levies | 459,100 | 488,797 | *Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.* |
| **3.** (+) Total other receipts | 1,589,824 | 2,649,459 | *Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.* |
| **4.** (-) Staff costs | 157,870 | 198,386 | *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.* |
| **5.** (-) Loan interest/capital repayments | 0 | 0 | *Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).* |
| **6.** (-) All other payments | 2,443,722 | 2,131,666 | *Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).* |
| **7.** (=) Balances carried forward | 1,058,027 | 1,866,231 | *Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).* |
| **8.** Total value of cash and short term investments | 782,790 | 1,844,602 | *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.*** |
| **9.** Total fixed assets plus long term investments and assets | 3,467,507 | 4,980,587 | *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.* |
| **10.** Total borrowings | 0 | 0 | *The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).* |

| **11.** (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | N/A | *The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.* |
|---|---|---|---|---|
| | | ✔ | | *N.B. The figures in the accounting statements above do not include any Trust transactions.* |

I certify that for the year ended 31 March 2022 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

Date

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

as recorded in minute reference:

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

**Shinfield Parish Council**
**Year ended 31 March 2022**
**Annual Return Review**

| Box | | 2021 £ | 2022 £ | Variances £ | Variances % | Commentary on Variances | |
|---|---|---|---|---|---|---|---|
| 1 | Balances brought forward | 1,610,695 | 1,058,027 | | | | |
| 2 | Precept | 459,100 | 488,797 | 29,697 | 6.5% | More Band D Equivalent Properties in 2021/22 (Plus 407.3) | |
| 3 | Other income | 1,589,824 | 2,649,459 | 1,059,635 | 66.7% | Community Infrastructure Levy Receipts Higher - 2 Major Development Sites | 1,998,027 |
| | | | | | | Reduced S106 Contribution to New Community Centre | (1,032,270) |
| | | | | | | School Green Centre (previously under construction) opened in 2021/2022 | 13,046 |
| | | | | | | Full Years Rent in 2021/2022 for Pre School after new premises opened in September 2020 | 10,651 |
| | | | | | | One off Contribution in 2021/2022 from WBC towards the cost of a Library In School Green Centre | 24,000 |
| | | | | | | One off Contribution in 2021/2022 from Reading University for Future Extension to Deardon Way Allotments | 70,000 |
| | | | | | | Tennis Club Repayment - Final Payment Plus Previous Year's deferred payment | 6,000 |
| | | | | | | One off Contribution in 2020/21 from Pre School for Pavilion Fit Out | (29,194) |
| | | | | | | All other variances (net) | (625) |
| | | | | | | | 1,059,635 |
| 4 | Staff costs | 157,870 | 198,386 | 40,516 | 25.7% | First Full Year of New Deputy Clerk Role, New Front of House Posts (part yr) & Pay Award of 1.75% | |
| 5 | Loan interest & repayments | 0 | 0 | 0 | | Not applicable | |
| 6 | Other expenditure | 2,443,722 | 2,131,666 | (312,056) | -12.8% | Locum Clerk due to vacancy | 19,628 |
| | | | | | | IT Support for Office Move | 11,952 |
| | | | | | | Increase in Insurance - Review for New Buildings | 5,110 |
| | | | | | | New Office Equipment inc Lap Tops | 11,914 |
| | | | | | | Legal Fees for Establishing Land Ownership | 7,152 |
| | | | | | | Catch Up Training post Covid | 5,340 |
| | | | | | | Cleaning Contract School Green Cenre | 21,202 |
| | | | | | | Agency Staff School Green Centre | 4,745 |
| | | | | | | Catering Consultants - New Café | 3,599 |
| | | | | | | Additional Furniture for Hall Hire | 9,594 |
| | | | | | | Other Running Costs of New Larger Building (Opened November 202 | 12,868 |
| | | | | | | Spencers Wood Pavilion - No build costs in 2021/2022 | (746,111) |
| | | | | | | Additional Running Costs of Pavilion for a full year (opened Sept 202 | 9,878 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | Playground Repairs & Maintenance | (7,628) |
| | | | | | | Bulb Planting in 2021/2022 Hollow Lane & Church Lane | 9,362 |
| | | | | | | Installation of Safety Bollards | 20,029 |
| | | | | | | Tree Survey - one off in 2021/2022 | 2,178 |
| | | | | | | Allotments - new water troughs | 20,285 |
| | | | | | | Cost of Maintenance and Pest Control on Allotments | 2,508 |
| | | | | | | Remedial Works Millworth Lane - Lease signed 1/7/2021 | 9,457 |
| | | | | | | Building & Associated Fit Out to New School Green Centre | 216,716 |
| | | | | | | Community Engagement and Opening New Centre | 19,624 |
| | | | | | | Signposting & Information for Residents | 5,809 |
| | | | | | | More grant applications post Covid | 23,214 |
| | | | | | | No further web development by external consultants in 2021/2022 | (15,915) |
| | | | | | | Purchase of Speed Gun | 2,900 |
| | | | | | | Air Quality Equipment - no repairs required in 2021/22 | (2,000) |
| | | | | | | Street Lighting extra cost of repairs & electricity | 2,000 |
| | | | | | | Other Variations | 2,534 |
| | | | | | | | (312,056) |
| 7 | Balances carried forward | 1,058,027 | 1,866,231 | | | See Reconciliation Net Assets to Reserves (Item7.2 a) | |
| | | | | | | Reserves | |
| | | | | | | Community Infrastructure Levy | 1,460,911 |
| | | | | | | Earmarked Reserves | 247,888 |
| | | | | | | | 1,708,799 |
| | | | | | | General Fund | 157,432 |
| | | | | | | Balances carried forward per box 7 | 1,866,231 |
| 8 | Bank balances | 782,790 | 1,844,602 | | | | |
| 9 | Fixed assets & long-term investments | 3,467,507 | 4,980,587 | 1,513,080 | 43.6% | Changes in Cost of Fixed Assets explained as follows; | |
| | | | | | | Construction and Fit Out New School Green Centre | 1,339,755 |
| | | | | | | New Storage Shed and Base for Centre | 5,044 |
| | | | | | | Street Furniture - Bollards, Planters & Bench, Notice & Information Boards | 37,448 |
| | | | | | | New Furniture & Kitchen for School Green Centre | 118,551 |
| | | | | | | New Gates and Fencing | 3,979 |
| | | | | | | New Lap Tops for Staff & Councillors | 13,598 |
| | | | | | | New Parts for Playground Zip Wire | 705 |
| | | | | | | Repayment of Loan | (6,000) |
| | | | | | | | 1,513,080 |
| 10 | Borrowings | 0 | 0 | | | Not applicable | |
| 11 | Controlled charities | No | No | | | Not applicable | |

**Smaller authority name:** ______________________________________________

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

## ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

### 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**_______________________________(a) | (a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below |
| **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.**<br>**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 2022, these documents will be available on reasonable notice by application to:**<br><br>(b) ____________________________________________<br>____________________________________________<br>____________________________________________ | (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts |
| commencing on (c) _ ____________________ | (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below |
| and ending on (d) ___ ____________________ | (d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July. |
| **3. Local government electors and their representatives also have:**<br><br>• The opportunity to question the appointed auditor about the accounting records; and<br><br>• 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.<br><br>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 2015. The appointed auditor is:**<br><br>**PKF Littlejohn LLP (Ref: SBA Team)**<br>**15 Westferry Circus**<br>**Canary Wharf**<br>**London E14 4HD**<br>(sba@pkf-l.com) | |
| **5. This announcement is made by (e)** ____________________________ | (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority |

**Lloyds Bank Payments** **Item 8 a**

**Invoices Already Paid**

| Date Paid | Supplier / Payee Name | Amount Paid (Inc VAT) | Details |
|---|---|---|---|
| 10/05/2022 | Whitley Wood Reformed Church | 227.50 | Refund Hall Hire |
| 16/05/2022 | Chargemaster Limited (BP Pulse) | 7.85 | Fee for Chargemaster Council Card for Van |
| 17/05/2022 | Land Registry | 6.00 | Enquiries x 2 |
| 17/05/2022 | Silver Supply Limited | 935.00 | Weekend Security 30 Apr & 1/7/8 May |
| 17/05/2022 | MFG UK Ltd | 2,661.57 | Monthly Fee for Agreed Services May |
| 17/05/2022 | Eton Environmental Group | 1,002.52 | Asbestos Remediation Hartley Court Allotments |
| 17/05/2022 | SSE Southern Electric | 2,744.13 | Old Meter SGC Feb - May |
| 17/05/2022 | Kreatif Design Ltd | 78.00 | Website Update and Support |
| 17/05/2022 | Sign Wise UK Ltd | 72.00 | Speedwatch Signs |
| 17/05/2022 | Reed Specialist Recruitment | 6,907.97 | FOH Agency May & Recruitment Fee |
| 17/05/2022 | Gavin Fullbrook (Window Cleaning) | 1,520.00 | 2 visits (6 wk intervals) SGC & SWP |
| 17/05/2022 | British Telecommunications plc | 4.80 | Balance Termination Costs Internet Line |
| 17/05/2022 | SSE Southern Electric | 78.39 | Ryeish Green Pavilion |
| 17/05/2022 | The Society of Local Council Councils | 410.00 | Registration B Winton CilCa |
| 19/05/2022 | Hall Hirer | 100.00 | Refund Damage Deposit |
| 19/05/2022 | Hall Hirer | 100.00 | Refund Damage Deposit |
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| 19/05/2022 | Hall Hirer | 100.00 | Refund Damage Deposit |
| 19/05/2022 | STW Group Ltd (Steinbeck) | 1,056.00 | Addl Library Valence |
| 19/05/2022 | Shinfield Cricket Club | 1,500.00 | Grant |
| 21/05/2022 | Staff Member | 343.50 | Cipfa Professional Subs Reimbursed |
| 23/05/2022 | SSE Energy Solutions | 586.66 | Electricity New Meter April |
| 24/05/2022 | Employees | 12,804.56 | Salary Payments May |
| 27/05/2022 | Nest Pension Contributions | 1,294.84 | Pension Contributions May |
| 30/05/2022 | Local Government Resource Cent | 5,293.57 | Locum Clerk Services |
| 30/05/2022 | SSE Southern Electric | 1,433.18 | Adjusted Mar to May SGC |
| 30/05/2022 | Greentech Ltd | 44.84 | Root Barrier for Tree in Quadrant |
| 30/05/2022 | Benjamin James Roofing Limited | 1,878.00 | Remedial Works to Millworth Pavilion - Roofing / Guttering Pavilion |
| 30/05/2022 | Select Environmental Services | 371.91 | April Commercial Waste Bins - all sites |
| 30/05/2022 | Silver Supply Limited | 782.00 | Security 14/15/21/22 May |
| 30/05/2022 | Fcc Recycling (UK) Ltd | 98.70 | Visit to tip 18/5/22 - clippings etc |
| 30/05/2022 | Royal Electrics | 8,052.00 | Electrics Reinstated at Millworth Lane Pavilion |
| 30/05/2022 | Alan J Harland | 825.00 | Final Invoice - Accountancy Support - 1 Year |
| 30/05/2022 | involve Community Services | 25.00 | Child Safeguarding Course - J Marshall |
| 30/05/2022 | Somerville Glass & Windows | 216.00 | Replace Broken Window Millworth Pavilion |
| 30/05/2022 | Castle Water Limited | 567.85 | Water Millworth Lane |
| 30/05/2022 | Office Depot International (UK | 107.05 | Stationery for Office |
| 30/05/2022 | MFG UK Ltd | 298.72 | School Green VOIP and Calls April 2022 |
| 30/05/2022 | Hall Hirer | 100.00 | Refund Damage Deposit |
| 30/05/2022 | Hall Hirer | 100.00 | Refund Damage Deposit |
| 30/05/2022 | Hall Hirer | 100.00 | Refund Damage Deposit |
| 30/05/2022 | Hall Hirer | 100.00 | Refund Damage Deposit |
| 30/05/2022 | Alphabet (GB) Ltd | 468.85 | Van Rental May 2022 |
| 31/05/2022 | HMRC | 4,306.77 | NI & PAYE for Employees May 2022 |
| 31/05/2022 | Lloyds Bank plc | 7.00 | Account Fee Apr/May |

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|---|---|---|---|
| 31/05/2022 | Hall Hirer | 100.00 | Refund Damage Deposit |
| 01/06/2022 | Wokingham Borouh Council | 246.00 | Business Rates (SWP & Ryeish) |
| 06/06/2022 | Trade UK | 32.35 | Facilities Materials B & Q |
| 13/06/2022 | Absolute Brilliance Cleaning Ltd | 8,250.69 | Cleaning May 2022 - all sites & deep clean Millworth Pavilion |
| 13/06/2022 | Office Depot International (UK | 39.47 | Badge Holders Reel Style |
| 13/06/2022 | SSE Southern Electric | 131.06 | Meter Reading Taken May |
| 13/06/2022 | Project Audio Visual | 2,678.40 | Microphone/Transmitters & Installation School Green Centre |
| 13/06/2022 | Royal Electrics | 510.00 | Electricity Installation for Quadrant Lighting |
| 13/06/2022 | involve Community Services | 50.00 | Management Leadership Training Jo Marshall ( Frint of House) |
| 13/06/2022 | Kreatif Design Ltd | 59.99 | Web Hosting June |
| 13/06/2022 | Fcc Recycling (UK) Ltd | 98.70 | Re3 31/5/2022 - Waste Disposal |
| 13/06/2022 | Sign Wise UK Ltd | 12.00 | Allotment Sign |
| 13/06/2022 | BDS Surveyors | 1,512.00 | Project Management - Spencers Wood Recreation Ground |
| 13/06/2022 | Silver Supply Limited | 595.00 | Security 28/29 May & 4/5 June |
| 13/06/2022 | Nigel Jeffries Landscaping Ltd | 1,929.60 | 2 X Cuts May 2022 |
| 13/06/2022 | Hall Hirer | 100.00 | Refund Damage Deposit |
| 13/06/2022 | Hall Hirer | 100.00 | Refund Damage Deposit |
| 13/06/2022 | Hall Hirer | 100.00 | Refund Damage Deposit |
| 13/06/2022 | Hall Hirer | 100.00 | Refund Damage Deposit |
| | Total | 77,062.99 | |

**Invoices Not Yet Paid , Waiting Approval by Council on 20th June**

(Invoice Date)

| | | | |
|---|---|---|---|
| 01/04/2022 | Spy Alarms (DSC) | 222.00 | Monitoring Alarm Service (1 year) |
| 01/05/2022 | Euroloos Ltd | 345.41 | April Portable Loo Millworth Lane |
| 24/05/2022 | Alexandra Overalls Limited | 176.31 | Branded Fleeces for Staff |
| 25/05/2022 | Viking Office Supplies | 161.64 | Office Stationery |
| 28/05/2022 | MFG | 2,262.65 | Monthly Support, Licencs, Server , Security & Phones June |
| 30/05/2022 | Signwise | 40.48 | Toilet Signs SGC |
| 31/05/2022 | Select Environental Services | 1,754.40 | Litter Bins May |
| 05/06/2022 | Spy Alarms (DSC) | 163.20 | Service of Door Access Control System SWP |
| 07/06/2022 | Euroloos Ltd | 156.00 | Final Bill June for Portable Toilet at Millworth |
| 07/06/2022 | Ricoh | 311.80 | Rental & Copies Qtr 1 |
| 07/06/2022 | BDS Surveyors Ltd | 468.00 | Project Management - Feasibility of Replacement Door Entry System SWP |
| 07/06/2022 | BDS Surveyors Ltd | 2,940.00 | Prep of Plans and Seeking Feedback for Millworth Rec (£1,770) and Project Management Remedial Wks Pavilion (£1,170) |
| | | 9,001.89 | |

**Barclaycard Payments May 2022**

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| Date Paid | Supplier | Amount Paid (inc VAT) | Description |
|---|---|---|---|
| 04/05/2022 | Red Cross | 166.80 | Emergency First Aid Course FOH |
| 07/05/2022 | Adobe | 39.95 | Software for Website mthly charge |
| 10/05/2022 | Paperstone Ltd | 16.93 | Filing Clips for Storage |
| 12/05/2022 | Amazon EU | 18.00 | Storage Baskets for Toilets |
| 12/05/2022 | Amazon EU | 19.74 | Storage Baskets for Toilets |
| 12/05/2022 | Workwear Express | 94.33 | 3 x Blouses / Uniform |
| 12/05/2022 | Imagin Products Ltd | 34.92 | ID Card New Councillor |
| 16/05/2022 | Post Office | 150.28 | Stamps for Allotment Letters |
| 25/05/2022 | East West Trading | 56.50 | Card for Allotment Leaflets |
| 25/05/2022 | Workwear Ltd | 94.33 | 3 x Blouses / Uniform ( different size to above) |
| 25/05/2022 | Amazon EU | 39.98 | 2 x Microphone Stands for Events and Hall Hirers |
| 25/05/2022 | Planning Portal | 266.20 | Planning Application MUGA at Spencers Wood |
| 31/05/2022 | Robyns Nest Shinfield | 17.46 | Refreshments for Meeting with Visitors |
| | | 1,015.42 | |

**Report to Shinfield Parish Council on the local activity of The Edmund Godson Charity**
(Reg. 227463)

The financial year of the Charity runs from 1 April to 31 March & the most recent AGM was held on 19 May 2022. Grant applications are considered at the AGM.

During 2021 / 2022 the following grant applications were made & subsequently granted: -

- A grant of £1,000 was awarded to **Lambs Lane Primary School**, towards the cost of refurbishing the playground, with a focus on creating a special educational needs (SEN) area.
- A grant of £1,000 was awarded to **Alder Grove Church of England Primary School**, towards the cost of a sensory & wellbeing room to support children with complex needs.
- A grant of £1,000 was awarded to **Me2 Club**, a charity providing support for vulnerable families with no other support networks.

During 2022 / 2023 the following grant applications were made & subsequently granted: -

- A grant of £2,000 was awarded to **Shinfield St Mary's Junior School** towards the cost of transforming a double decker bus into a nurture area for pupils needing emotional support.
- A grant of £1,000 was awarded to **ABC to read** towards the cost of training five additional volunteers to mentor children.
- A grant of £1,000 was awarded to **Me2 Club** to support young people aged 5 to 19 with additional needs & disabilities.

The next AGM is scheduled for 19 May 2022.

Andrew Oughton
Shinfield Trustee
The Edmund Godson Charity

23 May 2022