

To all members of Shinfield Parish Council Notice is hereby given, and you are summoned to attend a Meeting of the Full Council on Wednesday, 25th March 2026, commencing at 19:30 at the School Green Centre



Bruce Winton
Chief Executive and Clerk to the Parish Council
20th March 2026

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

Agenda

29. Public Questions

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

30. Apologies and declaration of members' interest

- 30.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
30.2 To **RECEIVE** and **CONSIDER** declarations of members' pecuniary interests and any related person interest in respect of the agenda

31. Minutes of the Full Council meetings held on 25th February 2025

- 31.1 To **RECEIVE** and **APPROVE** the minutes of Full Council meeting held on 25th February 2026*
31.2 To **RECEIVE** information on matters arising from the minutes of the meeting held on 25th February 2026

32. Reports from Borough Councillors

- 32.1 To **RECEIVE** and **NOTE** reports from Borough Councillors*
32.2 To raise any questions to Wokingham Borough Council via the Borough Councillors.

33. Reports from Committees and associated Working Parties

- 33.1 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 4th March 2026* and an update from the Chair
33.2 To **RECEIVE** and **NOTE** the draft minutes of the Arts, Culture and Events Committee held on 5th March 2026* and an update for the Chair
33.3 To **RECEIVE** and **NOTE** the draft minutes of the Planning and Highways Committee held on 18th March 2026* and an update from the Chair

- 33.4 To **RECEIVE** a verbal report from the Chair of the Council
- 33.5 To **RECEIVE** reports from outside bodies

34. Corporate Governance

- 34.1 To **RECEIVE** and **NOTE** an update from the Corporate Governance Working Party on the revised Financial Regulations
- 34.2 To **RECEIVE** and **CONSIDER** terms of reference for Engagement Working Party from Arts, Culture & Events Committee*

35. Annual Parish Meeting

- 35.1 To **RECEIVE** and **CONSIDER** a verbal update on the arrangements for the Annual Parish Meeting in May 2026

36. School Green Centre Café

- 36.1 To **RECEIVE** and **CONSIDER** a proposal from the Café Working Party to extend the trial period of Shinfield Parish Council running the café for a further six months*

37. Potential Enhancement to Bus Services

- 37.1 To **RECEIVE** and **CONSIDER** a request from Wokingham Borough Council to provide additional funding for bus services within the parish

38. Invoices for payment

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

39. Correspondence

- 39.1 To **RECEIVE** and **NOTE** and correspondence received

40. Date of Next Meeting

- 40.1 The date of the Annual Parish Meeting will be held on 29th April 2026

* indicates papers attached

** indicates papers to follow

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Minutes of a meeting of Full Council
Held on Wednesday, 25th February 2026
At School Green Centre commencing at 19:30

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

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
BCllrs Gray and Glover

2 members of the public

26/16 Public Questions

16.1 Receive and consider questions from the public.

There were no public questions.

26/17 Apologies and declaration of members' interests

17.1 Apologies for absence

Apologies had been received from Cllrs Jahromi and Matic

17.2 Declarations of members' interest

Changes to members declaration of pecuniary interest

The Clerk advised that the following Declaration of Pecuniary Interest forms had been update:-

Cllr Johnson updated on 30th January 2026

Cllrs Boyer and Rance updated on 25th February 2026

26/18 Minutes of the Full Council Meetings held on 17th December 2025

18.1 The minutes of the meeting held on 28th January 2026 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr Pollock

Seconded: Cllr Clarke

Approved: 12 for and 1 abstention

18.2 Matters arising from the minutes of the meeting held on 28th January 2026

26/4.2 Deputy Clerk to add the following items to the agenda of the Planning and Highways Committee meeting:-

- Lighting along Cutbush Lane
- Junction at Beke Avenue and Westall Street

This had been done.

26/7.1 Clerk to arrange for the Member/Officer Conduct Protocol to be published on the SPC website and circulated to all Councillors and members of the staff

This had been done.

26/8.1 Clerk to implement the approved long term staffing recommendations at the appropriate times

This will be done.

26/9.1 Perimeter fencing for High Copse pitches

- Facilities Manager to obtain the necessary planning consents

A pre-application had been submitted.

- Facilities Manager to order the fencing, subject to receiving planning consents

This would be done once the outcome of the Football Foundation Grant had been received.

- Clerk to submit an application for Grant Funding to the Football Foundation to assist with the cost

The Clerk had chased twice to confirm when verification of the site would be completed to allow a grant application to be submitted.

26/10.1 Clerk to make the necessary arrangements for the Annual Parish Meeting to be held on 29th April 2026

This was on the agenda – see minute 22.1

26/12.1 Cllr Poole to meet with the Clerk and Deputy Clerk to explore possible improvements to the Tin Roof Café

This was on the agenda – see minute 23.1

26/19

Reports from Borough Councillors

19.1 Report from Borough Councillors

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

19.2 Questions arising from the reports of the BCllrs

- Wrenbridge site - Cllr Rance had been kept informed by a resident regarding the site. Cllr Boyer had met with the developers. BCllr Gray reported that they had apologised for the demolition process. A meeting took place with residents online on 5th March. Construction was expected to commence soon.
- The Chapters – BCllr Gray reported that a meeting had taken place and clear plans were now in place. There would be approximately six months of work before occupation. It was expected that the public would be informed of the plans in a couple of weeks.
- Outstanding work by a Developer – the orchard on Ryeish Lane was dead and the issues with unfinished work on the environmental field continued. Wokingham Borough Council (WBC) would be taking legal action.
- Swallowfield Bridge – BCllr Glover reported that the driver did report the damage. The bridge was now open with two-way traffic lights.
- Homeowners Rights Network – Cllr Hoyle requested further details on this from BCllr Rance.

ACTION – BCllr Rance to provide Cllr Hoyle with further details on the Homeowners Rights Network.

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

19:45 *BCllr Gray left the meeting*

26/20

Reports from Committees and associated Working Parties

20.1 Members received the draft minutes of the Facilities Committee held on 4th February 2026 and an update from the Chair.

Cllr Johnson highlighted the following points:-

- Cricket tender process for High Copse was progressing
- High Copse pitch fencing plans were underway
- Heads of Terms for the tennis club were under negotiation
- Response from the University of Reading (UoR) regarding land acquisition should be notified by mid to late March

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

- 20.2 Members received the draft minutes of the Children and Young Adults Committee held on 5th February 2026 and an update from the Chair.

The following points were highlighted from the minutes:-

- Rachel Walker, Youth Leader and Nikki Bray, Youth Worker had attended the committee meeting and reported that two members of the Youth Club were undertaking the Bronze Duke of Edinburgh Award
- Cllrs Montgomery and Peer, and the Clerk attended a NALC webinar “Future Leaders: Attracting Young Talent to Parish and Town Councils”

Members NOTED the minutes of the Children and Young Adults Committee

- 20.3 Members received the draft minutes of the Planning and Highways Committee held on 11th February 2026 and an update from the Chair

Cllr Boyer highlighted the following points from the minutes:-

- A member of the public had asked questions relating to the proposed development of Loddon Garden Village. The member of the public would be invited to join the Traffic Working Party.
- Planning applications for
PA242484 - Land to North of Arborfield Road – 191 dwellings
PA252138 - Land East and West of Hyde End Road – 183 dwellings
would be decided upon at the WBC planning meeting in March
- Shinfield Parish Council (SPC) would be submitting their response to PA PA252498 Loddon Garden Village application in March.

Members NOTED the minutes of the Planning and Highways Committee

- 20.4 Members received the draft minutes of the Finance and General Purposes Committee held on 18th February 2026 and an update from the Chair

The following points were highlighted from the minutes:-

- Cllr Pollock had been invited to join the Committee.
- Authority to move money into a higher interest account had been approved for
 - B Winton, Chief Executive and Clerk to the Parish Council and
 - J Mason, Finance Manager
- Financial viability of the café – this would be reviewed regularly; a meeting of the catering working party had been arranged to discuss improvements.

Members NOTED the minutes of the Finance and General Purposes Committee

20.5 Report from the Chair of the Council

Cllr Boyer reported that he had attended:-

- A meeting with Wrenbridge (previously Shire Hall). The building was down and spoil was being removed. Building would start in June for approximately 18 months. Access remained the same and signage would be erected to prevent lorries driving into the estate. The current footpath would be kept open for as much as possible. The site would be open. Wrenbridge will be sending out periodic newsletters.
- A meeting with the local Clerks and Chairs at Arborfield.

20.6 Reports from Outside Bodies

Natural History Museum

The Clerk had attended an online meeting with the Natural History Museum engagement board. The building was nearly complete, and they hoped to hold the next meeting on site. Cllr Pollock offered to be the representative for SPC.

Oakbank School

Cllr Montgomery and the Clerk had attended a meeting with the Headteacher of Oakbank School. Discussions included safeguarding and facilities. Classroom doors were open and the children were quiet. Cllr Clarke reported that the students were much quieter and well behaved outside the school. Two students would sit on the SPC Public Art Selection Panel.

26/21

Corporate Governance

21.1 Potential breach of the Code of Conduct

The Clerk had referred a potential breach of the Code of Conduct to the Monitoring Officer at WBC, however, to date the Monitoring Officer had not received anything. The Clerk would circulate a note to explain a 'related person'. This would be included as a regular item on future agendas.

ACTION – Clerk to circulate information regarding a 'related person'

21.2 Corporate Governance Working Party

It was expected that the revised Financial Regulations would be presented to the Finance and General Purposes Committee at their April Meeting.

Cllr Pollock was now a member of the Working Party.

21.3 Shinfield Parish Council – Standing Orders

The Clerk advised that new councillors had been joining committees. However, he was conscious that the Standing Orders referred to appointing councillors at the Annual Meeting but were silent on what happened at other times. The Clerk had therefore presented some proposed amendments to the Standing Orders to the Finance and General Purposes Committee to clarify arrangements. Recommendations from the Finance and General Purposes Committee were issued with the papers of this meeting.

Recommendation 1 was that Full Council is the body that appoints councillors to committees

Recommendation 2 was that Full Council can also remove a councillor from a committee for the reasons given

Cllr Masseron proposed that “or where Full Council wishes to rebalance the number of members on each committee” be removed. This was seconded by Cllr Pollock. There was however no further vote and the motion failed.

Recommendation 3 was another clarification this time on what happens if we had a situation where the Chair resigns (and should also include “dies”) mid-year

Members **AGREED** to approve the three proposed recommendations to changes in the standing orders as they were presented.

Proposed: Cllr James
Seconded: Cllr Johnson
Approved: 4 for, 1 against, 6 abstentions

ACTION – Clerk to update the SPC Standing Orders according to the agreed amendments

21.4 Appointment of Councillors to Committees

Current membership of committees had been circulated with the papers.

Members **APPROVED** the appointment of the following members to respective committees: -

Arts, Culture and Events Committee	Cllr Rance
Children and Young Adults Committee	Cllrs Rance and Pollock
Finance and General Purposes Committee	Cllr Pollock

Proposed: Cllr James
Seconded: Cllr Montgomery
Approved: Unanimously

26/22

Annual Parish Meeting

22.1 Proposed format for the Annual Parish Meeting 2026

At the previous meeting Full Council approved the format recommended by the Arts, Culture & Events Committee. The comedian had been booked and was working on their set; the awards would shortly be shared with residents including the process for nominations. Publication should be repeated on a regular basis throughout the weeks leading up to the meeting to ensure good attendance. BCllr Glover suggested that voluntary groups be asked to deliver leaflets.

ACTION – Clerk to arrange for the publication of the Annual Parish Meeting 2026 and awards process.

26/23

School Green Centre Cafe

23.1 The Clerk reported the following:-

There had been no significant change in café sales performance. The half-term week was reflected as last year, in that the Art Exhibition does draw people into the café. Unfortunately, the previous week was poor reflecting the weather and the M4 closure which had impacted on traffic in the area which fed through to reduced numbers in the building.

Cllr Poole had met with the Clerk and Deputy Clerk for an initial discussion. Officers were liaising with the council's insurers regarding the ability to have a deep fat fryer in the kitchen to speed up the fulfilment of orders. A meeting of the Catering Working Party was required to consider a number of items.

ACTION: - Deputy Clerk to arrange a meeting of the Café Working Party

26/24

Bus Service

24.1 The Clerk had received a request from WBC enquiring about possible enhancements to bus services. This was considered at the Finance and General Purposes Committee. The usage statistics of the 600 service did not seem to warrant the increase to a 30 minute service at a cost of £150-£200K per annum Monday to Saturday and an additional £50K per annum for Sunday.

Rebecca Brooks, WBC, would be invited to a meeting to give a much fuller statement on the proposals.

It was AGREED that it was unlikely SPC could support bus services through existing CIL funding at the current time, however, it maybe possible to consider for S106 monies from the new housing estates.

ACTION –

- Deputy Clerk to add 'bus services' to the agenda of the next Planning and Highways meeting
- Clerk to arrange a meeting with Rebecca Brookes, WBC

26/25

Grants

- 25.1 The proposals, circulated with the papers for the meeting, set out the timetable for this years annual grant awards; these were in line with those applied in 2025. The Finance and General Purposes Committee recommended that these be adopted for 2026.

Members AGREED to adopt the proposals put forward for the annual grant awards for 2026.

Proposed: Cllr Montgomery
Seconded: Cllr Pollock
Approved: Unanimously

26/26

Invoices for payment

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

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

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

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

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

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

26/27

Correspondence

- 27.1 Shinfield Village Ward – election of Councillor

The deadline for nominations for the above vacancy was 4.00 p.m. on 25th February 2026.

The election would take place on Tuesday 24th March. The polling station would be at the School Green Centre.

Members NOTED the arrangements for the election of a Councillor to SPC for the Shinfield Village Ward

- 27.2 The Clerk reported that the MP would be attending the Remembrance Service in November 2026 on the School Green.

- 27.3 The organisers of Shinfield 10K had offered three free places to members and staff of the Council.

26/28

Date of Next Meeting

- 28.1 The date of the next Full Council meetings will be held on 25th March 2026 at School Green Centre

Meeting ended at 20:51

List of Actions

26/19.2	BCllr Rance to provide Cllr Hoyle with further details on the Homeowners Rights Network.	BCllr Rance
26/21.1	Clerk to circulate information regarding a 'related person'	Clerk
26/21.3	Clerk to update the SPC Standing Orders according to the agreed amendments	Clerk
26/22.1	Clerk to arrange for the publication of the Annual Parish Meeting 2026 and awards process	Clerk
26/23.1	Deputy Clerk to arrange a meeting of the Café Working Party	Deputy Clerk
26/24.1	➤ Deputy Clerk to add 'bus services' to the agenda of the next Planning and Highways meeting ➤ Clerk to arrange a meeting with Rebecca Brookes, WBC	Deputy Clerk Clerk

BOROUGH COUNCILLOR REPORTS

BCllr Rance

16.2.26 North Shinfield resident complained about van without MOT . Contacted WBC. Owner has SORN, but van is on public highway half over white lines. WBC adamant it's DVLA matter. DVLA say it's a Council matter. I contacted Police as resident reluctant. Minefield going online.

20.2.26 Shinfield Art Exhibition – thoroughly brilliant. Opening Night (helped put up a few paintings and washed a lot of glasses) at least 80 people attended.

25.02.26 Reported here in Jan, resident who fell badly in C L West had emailed & I'd visited her. Contacted WBC who "were investigating". SPFC minutes say matter is also being chased up by SPC/C. Glover Heard nothing but reminded WBC. Received reply. Presumably so has SPC. "There is no statutory requirement for the Council to provide street lighting".

26.02.26 Rec'd Wrenbridge letter providing update, assuring they are committed to being considerate neighbours, and keeping open communication throughout! Construction of modern commercial park scheduled end March. New contractors involved – MCS.

26.02.26 At WBFC, Parish & Town Council questions P. Jorgensen reported Earley TC was increasingly frustrated BC is not communicating professionally with staff re changes to properties, services & facilities in Earley. Communications haphazard. Emails not responded to. WBC asked to review communications & instruct officers to communicate timely. I wondered if Shinfield PC are having resembling issues.

1.03.26 A. Gray set up a mtg with Wrenbridge/Shire Hall residents for 5th March, but postponed due to 'short staffing'. Teams Mtg 12th March 7pm. Can't attend – going to a.n.other mtg.

2.03.26 Another resident wrote complaining about the 'waste of accommodation' regarding Chapters. He asked if Clive Jones could help. I suggested resident make direct contact.

3.03.26 Attended Licensing & Appeals Hearing – Application for new premises licence at a Woodley shop. It was refused.

4.03.26 Resident asked me to protest to Shadowbox Studios, Shinfield who were night filming and gave dates/times – 6pm to 4am. Filming would include presence of horses, controlled special effects simulating explosions, fight sequences, crowd scenes/stunts.

5.03.26 Had communication from WBC Play Area Specialist looking to speak to SPC re some S106 funds; wishes to upgrade Frensham Green and welcomes other requests. I directed him to Bruce in the first instance.

5.03.26 Received email invitations from Bethan William representing Hatch Farm Land Ltd inviting me (and other councillors I am sure) to some stakeholder workshops at Winnersh Community Centre. On all given dates, I am engaged on other meetings. Pity!

6.03.26 Am hearing about the Poppy making marathon – to get as many poppies knitted to put around the fencing for Remembrance Sunday 2026. Haven't knitted since my 4 children were babies but will give it a try!

6.03.26 Email from David Shetcliffe Director of Projects, CHESSENGAGE re Application 242484 – 191 homes inc. 40% AFFORDABLE. He says Applicants, Bellway ARE making significant

financial contributions to deliver improvements to Swallowfield Medical Practice and £1.6m towards local education provision. So that's alright then!

7.03.26 Attended Meeting of 50+ villagers at School Green where Campaign for Fairer Housing were giving a further talk about the Hall Farm situation.

9.03.26 Resident wrote to A. Gray. V. Srivinis and me about his council tax arrears wanting our support. We cannot interfere on this, but I wrote offering condolences about his plight.

10.03.26 WBC wrote about remaining Covid signs dotted around the village, that had not been removed in the previous cull. I had raised the issue and now been told 'ALL have been removed'.

10.03.26 Informed today that the demolition of dwarf wall, fencing and gate, and erection of new pedestrian gate has been approved for Shinfield St. Mary's Infants School.

11.03.26 In February reported I assisted resident by composing his Second Stage Appeal (Father has dementia, Mother cancer) so Dad could remain in Dementia Home. Heard today Appeal upheld. Good news after months of worry for the family.

11.03.26 Reported overgrown fir hedge at Chestnut Crescent which makes it difficult for all walkers to pass by. WBC have given Works Number, though it looks like resident's responsibility.

12.3.26 Tripped heavily at a resident's doorstep and broke metatarsal on left foot. Out of action for a while. Resting as much as possible, so can make a start on the knitted poppies!!

16.03.26 HOSC (by Teams because of injury) Items of interest:

South Asian Women's Health – are largest minority group in borough. Focus is on allowing SA women 'choice' for female Dr, longer appt. times, Dr to use plain language & visual aids.

Healthwatch WB report Dec 2025-Feb 2026 – gives public feedback, organisational activity, NHS App insights, resident's experiences.

Physical Activity Services suddenly ceased (Dec 2025) for vulnerable residents. Whole thing mismanaged. Apology given by WBC.

- a) Cardiac Rehabilitation 10 week prog
- b) Long-term Health Condition Gym 10 weeks
- c) Steady Steps prog 12 wks for residents after fall (I needed this after my fall 12.3.26)

All ended due to Internal decision to stop delivery, as services did not meet national rules associated with spending the Public Health ring fenced Grant (PHG). Alternative info provided but residents found it difficult to navigate. This has been disastrous occurrence. WBC lessons have been learned apparently, but the **service cannot and will not be resumed**. News on Adult Services: Use of 'Gloriously ordinary language GOL'. Remain terribly underfunded

16.03.26 Resident of Millworth Lane phoned asking me to contact GIGAClear because he can't get an internet signal!! I did not.

16.03.26 Notification that Black Boy Roundabout will be closed **25th-28th March 8pm to 6 am** for Resurfacing and remedial work.

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

Minutes of a meeting of
The Facilities Committee
held on Wednesday 4th March 2026
at the School Green Centre commencing at 19:30

Present: Cllrs Boyer, Clarke (Vice-Chair), Jahromi, James and Peer

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

26/FC/24 Public Questions

24.1 There were no public questions.

26/FC/25 Apologies and declarations of Members' Interest

25.1 Apologies had been received from Cllrs Johnson, Masseron and the Facilities Manager

25.2 Declarations of Members' pecuniary interests and any related person interest

There were no declarations of Members interests or related person interests.

26/FC/26 Minutes of the Previous Meeting

26.1 The minutes of the Facilities Committee meeting held on 4th February 2026 were approved as a correct record and signed by Cllr Clarke

Proposed: Cllr Boyer
Seconded: Cllr James
Approved: Unanimously

26.2 The following matters arising from the meeting held on 4th February 2026 were discussed:

14.2

26/FC/1.1 Facilities Manager to present an update on signage and maintenance at the Deardon Orchard at the next committee meeting

The Facilities Manager had advised that he had discussed the signage and maintenance at Deardon Orchard with Freely Fruity who were busy with other projects but would offer dates to meet and take this forward sometime in the spring.

ACTION – Facilities Manager to meet with Freely Fruity to discuss signage and maintenance

25/FC/137.1 Facilities Manager to arrange a date for the first meeting of the allotments working party at the end of February

This was on the agenda – see minute 32.1

26/FC/4.3 Clerk to submit the application for grant funding from the Football Foundation once the sites had been verified

This was on the agenda – see minute 27.3

26/FC/5.2 Facilities Manager to arrange for the ground to be reseeded at Millworth Lane at an appropriate time in March 2026.

The Facilities Manager had been advised that the best time for reseeding would be late March, and this had been arranged

ACTION – Facilities Manager to report back on reseeding at Millworth Lane at the April committee meeting

26/FC/9.4 Facilities Manager to liaise with the developers to resolve the issues of the shutters at High Copse Pavilion

The Facilities Manager had advised that he had spoken to the developers and the builders. They have advised that they were waiting on RSL Shutters to come back with a design plan for the key switch to be installed. This was a work in progress.

ACTION – Facilities Manager to liaise with the installers to resolve the issues of the shutters at High Copse Pavilion

- 26/FC/15.2** ➤ Facilities Manager and Clerk to finalise the Heads of Terms between SPC and SRFC

This was on the agenda – see minute 27.2

- Cllr Johnson to circulate pitch fees charged by WBC

This had been done

- 26/FC/15.3** Clerk to inform SRFC that SPC would not support the use of the Pavilion as a Club House and bar.

The Clerk would be discussing this with Shinfield Rangers Football Club at their next meeting.

- 26/FC/15.5** ➤ Facilities Manager to obtain the necessary planning consents for the pitch perimeter fencing at High Copse

This was on the agenda – see minute 27.3

- Facilities Manager to order the fencing, subject to receiving planning consent and following the response to the Grant Funding from the Football Foundation

The fencing would not be progressed until a response to the grant funding had been received.

- Clerk to apply for Grant Funding to the Football Foundation to assist with the cost

This is awaiting verification of the site to allow submission of the application.

ACTION – Clerk to follow up on the application to the Football Foundation for the grant for fencing

- 26/FC/15.6** ➤ Clerk to arrange a meeting of the cricket club working party

The Clerk had arranged a date for the Working Party to meet with cricket tenderers on Friday, 13th March.

- Clerk to invite interested parties to attend a meeting and give a presentation to the working party

This had been done.

- Working party to report to the Facilities Committee in March

This would be reported at the meeting in April.

26/FC/15.7 Facilities Manager to arrange for a noise assessment for Padel to be carried out on 2 sites, namely High Copse and Millworth Lane recreation ground

The Facilities Manager had obtained a quote to carry out site noise assessments. Both he and the Clerk advised not to proceed at this stage and suggested that the Committee wait to see if a third party would be interested in either site.

Quote received was £1,150 + VAT for one site and £1,450 + VAT for two sites

26/FC/15.8 Facilities Manager to investigate the cost of a borehole water extraction licence and the process of obtaining this for the sports pitches at High Copse.

This was on the agenda - see minute 27.5

26/FC/16.1 Facilities Manager to report back to the Committee on the outcome of the archaeological report at Millworth Lane Recreation Ground, and next steps, once received.

This was on the agenda - see minute 28.1

26/FC/16.2 Facilities Manager to draft Heads of Terms for discussion with the Tennis Club

This was on the agenda - see minute 28.2

26/FC/17.1 ➤ Clerk to circulate the letter sent to the UoR to members of the Committee

This had been done.

➤ Clerk to circulate the response from the UoR to members of the Committee once this had been received

The Clerk advised that the University meeting was scheduled for Monday 9th March 2026.

26/FC/18.1 ➤ Facilities Manager to check guarantees and standard of work carried out by AOC at the School Green Centre

The Facilities Manager had contacted AOC (building architects) who had referred him to the original installers. The Facilities Manager was awaiting a formal response.

- Facilities Manager to arrange for a separate quote for the repair of the fire doors at the entrance to the corridor leading to the Pound Green Room and arrange for this work to be carried out urgently

This had been done and remedial work was carried out on Monday 2nd March. There were still some final adjustments required to the closing mechanism.

- Deputy Clerk to circulate the quote from MD Fire Doors to members of the Committee

This had been done.

ACTION – Facilities Manager to provide an update on Fire doors at School Green Centre at the April committee meeting

- 26/FC/18.2**
- Clerk to contact Wokingham Borough Council to confirm the necessary approval for the repositioning of the recycling bins at School Green car park

This was on the agenda - see minute 30.2

- Facilities Manager to organise the works to commence once the necessary consent had been received

This would be done.

- 26/FC/19.1**
- Facilities Manager to update the Committee at the meeting in March regarding the installation of a community shelter at the Spencers Wood Recreation Ground.

This was on the agenda - see minute 31.1

- 26/FC/20.1**
- Facilities Manager to circulate the report on microgeneration from 'Reduce Energy' once received

The first report (on High Copse Pavilion) was on the agenda at (see minute 33.1). The reports for other buildings were being prepared.

- 26/FC/21.2**
- Ryeish Green Working Party to report on viable options for the Ryeish Green Pavilion at the meeting to be held in May 2026 at the latest

This would be on the agenda for the May 2026 meeting.

- Facilities Manager to arrange for the installation of 2 steel doors to the Ryeish Green Pavilion

This was in progress.

- Facilities Manager to ask the football club to remove the container on the site of Ryeish Green pavilion.

The Facilities Manager had made the request to Spencers Wood Football Club to arrange removal of the container but had not yet received a response.

26/FC/27.1

High Copse Items

27.1 Rates for High Copse Pavilion Pitches

At the Facilities Committee meeting held on 26th November 2025 there was a discussion for the rates to be charged for the use of the football pitches at High Copse pavilion. These were set at £150 + VAT for an adult match and £120 + VAT for a junior match (both including use of changing rooms) as recorded at minute reference 25/FC/132.2.

It had been identified that there was a potential breach of the Code of Conduct related to a member of the committee not declaring an interest in Shinfield Rangers Football Club.

Members were asked if they still wished to confirm those prices having had this matter drawn to their attention.

Members **AGREED** to the prices previously approved, as set out above.

Proposed: Cllr Peer
Seconded: Cllr Boyer
Approved: Unanimously

Cllr James proposed that the football club be invoiced on the assumption that they use the pitches at High Copse on a Saturday for four games. They should also be invoice for games played at the other sites. The football club should be given 14 days to pay the invoices, failure to do so would mean the withdrawal of use of the pitches.

Proposed: Cllr James
Seconded: Cllr Jahromi
Approved: Unanimously

ACTION – Clerk to inform Shinfield Rangers Football Club of the decision of the committee regarding charges for the use of the football pitches

27.2 Draft Heads of Terms between Shinfield Parish Council (SPC) and Shinfield Rangers Football Club (SRFC)

This was still in progress, and the Facilities Manager was to arrange a meeting with the Club to discuss further.

ACTION – Clerk to set up a meeting of the working party to discuss Heads of Terms for all sporting sites within the parish.

27.3 Update on the proposed fencing around the football pitches and cricket square

The Clerk advised that despite two requests to the Football Foundation to expedite the verification of High Copse Pavilion as a site this was still showing as pending and so the application had not yet been submitted. The Facilities Manager had discussed the fencing with the planning officer at WBC, and it was not expected that the Council would need to apply for planning permission.

ACTION – Clerk to submit the application for grant funding from the Football Foundation once the sites had been verified

27.4 Update on the cricket tender for High Copse

See minute 26/FC/15.6

Cllr Clarke expressed concerns that the tender documents had not shown a financial commitment that would cover the costs incurred by SPC for maintenance. Tenderers would be invited in to discuss their bids further.

ACTION – Clerk to arrange a meeting with the tenderers for cricket at High Copse

27.5 Water Irrigation for sports pitches at High Copse

The Facilities Manager had made enquiries with Stuart Wells Ltd who specialise in recommissioning boreholes. They had stated that they would need to arrange a date to come for a site survey before presenting any costs.

Stuart Wells Ltd advised that the Environment Agency would allow abstraction of 20,000 (20m³) litres per day without a licence to abstract. The Facilities Manager's view was that this level of abstraction would be sufficient for the cricket square.

Members **AGREED** to progress an application for a borehole licence

Proposed: Cllr Boyer
Seconded: Cllr James
Approved: Unanimously

ACTION –

- Facilities Manager to arrange for a site survey and costs of a borehole licence
- Facilities Manager to apply for a borehole licence

27.6 Update on additional storage at High Copse

A request has been made to the University for permission to install the containers at High Copse. No work would take place until the proposed site had dried out.

ACTION – Facilities Manager to arrange for the installation of the storage containers once the ground had dried out

26/FC/28

Millworth Lane

28.1 Update for the Fitness Centre at Millworth Lane

The Clerk advised that the fitness trainer had requested a change of style for the fitness area. Originally, they had proposed two containers with a covered area between. They would now like to consider one enclosed temporary building which would require a variation to the planning application which could be pursued concurrent with the archaeological research.

The electricity supply would be metered and charged to the fitness trainer accordingly. An annual rent would be set, potentially graduated for three years and reviewed periodically.

Members **AGREED** to the change in style of the fitness centre subject to relevant planning requirements.

Proposed: Cllr Peer
Seconded: Cllr Clarke
Approved: Unanimously

ACTION – Facilities Manager to liaise with BDS Surveyors regarding the variation to the planning application for the fitness centre at Millworth Lane

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

The Facilities Manager was planning an initial meeting with the Tennis Club to discuss potential rent and the draft Heads of Terms.

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

Concern was expressed over the condition of the track at the tennis court end of Millworth Lane. Discussion took place regarding whether it would be viable to tarmac this section. Cllr Clarke offered to investigate costs. It was believed that this section was owned by the University of Reading (UoR) and they should be approached to ask if they could maintain the track.

ACTION

- Cllr Clarke to investigate costs for tarmac of the track
- Clerk to discuss maintenance of the track with the University of Reading

26/FC/29**Land Acquisition**

- 29.1 Potential land acquisition from the University of Reading (UoR)

The university meeting was scheduled to take place on 9th March.

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

26/FC/30**School Green Centre**

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

The repairs to the Pound Green fire door were largely completed and the Facilities Manager would report back to the committee in April regarding the larger issue with fire doors in the School Green Centre.

ACTION – Facilities Manager to report back to the committee regarding potential work on the fire doors at the School Green Centre

- 30.2 Recycling bins

The Clerk was looking to arrange a site visit to confirm all the details with the Wokingham Borough Council (WBC) officer prior to starting the work.

ACTION – Clerk to arrange a site visit for the repositioning of the recycle bins with WBC

26/FC/31**Spencers Wood Pavilion and Recreation Ground**

- 31.1 Installation of Community Shelter

The Facilities Manager had submitted a pre-application and received a report which was included in the papers for this meeting. WBC had suggested that the shelter be located nearer to the MUGA; this would still be in range of the CCTV. This was shown at position A on the diagram circulated with the papers.

Members **AGREED** to accept the position of the Community Shelter at position A, as recommended by WBC.

Proposed: Cllr Jahromi
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Facilities Manager to submit the planning application with the location of the Community Shelter at Position A as recommended by WBC

26/FC/32

Allotments

- 32.1 The first allotment working party had taken place on 3rd March and was attended by Cllrs Montgomery, Peer, and Rance, the Facilities Manager, Allotments Officer and 4 allotment holders. The meeting largely covered how the working party would proceed including frequency of meetings and alternating between daytime and evening to make attendance possible for more allotment holders. The next meeting would be in three months' time.

26/FC/33

Microgeneration

- 33.1 An update on microgeneration within the Shinfield Parish Council (SPC) estate
- Reduce Energy Limited had submitted a comprehensive report on High Copse Pavilion. The report set out some small fixes that would be easy to achieve a reduction in energy costs.
- Reduce Energy Limited would be submitting reports on other sites in due course.

ACTION - Facilities Manager to action the suggestions made by Reduce Energy Limited and report back to the Committee

26/FC/34

Parish Wide Items

- 34.1 It was noted that the planning application for the path from Lailey Path to Shinfield Infant and Nursery School had been submitted.

26/FC/35

Correspondence

- 35.1 There was no correspondence

25/FC/36

Date of the Next Meeting

- 36.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 1st April 2026

The meeting ended at 20:52

List of Actions

26/FC/26.2

26/FC/1.1 Facilities Manager to meet with Freely Fruity to discuss signage and maintenance Facilities Manager

26/FC/5.2 Facilities Manager to report back on reseeding at Millworth Lane at the April committee meeting Facilities Manager

26/FC/9.4 Facilities Manager to liaise with the installers to resolve the issues of the shutters at High Copse Pavilion Facilities Manager

26/FC/15.5 Clerk to follow up on the application to the Football Foundation for the grant for fencing Clerk

26/FC/18.1 Facilities Manager to provide an update on Fire doors at School Green Centre at the April committee meeting Facilities Manager

26/FC/27.1 Clerk to inform Shinfield Rangers Football Club of the decision of the committee regarding charges for the use of the football pitches Clerk

26/FC/27.2 Clerk to set up a meeting of the working party to discuss Heads of Terms for all sporting sites within the parish. Clerk

26/FC/27.3 Clerk to submit the application for grant funding from the Football Foundation once the sites had been verified Clerk

26/FC/27.4 Clerk to arrange a meeting with the tenderers for cricket at High Copse Clerk

26/FC/27.5 ➤ Facilities Manager to arrange for a site survey and costs of a borehole licence Facilities Manager
➤ Facilities Manager to apply for a borehole licence Facilities Manager

26/FC/27.6 Facilities Manager to arrange for the installation of the storage containers once the ground had dried out Facilities Manager

26/FC/28.1 Facilities Manager to liaise with BDS Surveyors regarding the variation to the planning application for the fitness centre at Millworth Lane Facilities Manager

26/FC/28.2 ➤ Facilities Manager to draft Heads of Terms and rent for discussion with the Tennis Club Facilities Manager
➤ Cllr Clarke to investigate costs for tarmac of the track Cllr Clarke
➤ Clerk to discuss maintenance of the track with the University of Reading Clerk

26/FC/29.1 Deputy Clerk to add to the agenda of the next meeting Deputy Clerk

26/FC/30.1 Facilities Manager to report back to the committee regarding potential work on the fire doors at the School Green Centre Facilities Manager

26/FC/30.2	Clerk to arrange a site visit for the repositioning of the recycle bins with WBC	Clerk
26/FC/31.1	Facilities Manager to submit the planning application with the location of the community Shelter at Position A as recommended by WBC	Facilities Manager
26/FC/33.1	Facilities Manager to action the suggestions made by Reduce Energy Limited and report back to the Committee	Facilities Manager

DRAFT

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 5th March 2026
at School Green Centre commencing at 19.30

Present: Cllrs Jahromi, Matic (Chair), Montgomery, Peer & Rance

Attending: B Winton (Clerk)

26/ACE/14

Public Questions

14.1 There were no public questions.

26/ACE/15

Apologies and declarations of Members' Interest

15.1 Approval of apologies for absence

Apologies had been received from Cllrs Bowler & James

15.2 Disclosure of Pecuniary Interests and Related Person Interests

Cllr Rance advised for the record that she was also a Wokingham Borough Councillor. There were no other declarations of members' interests.

26/ACE/16

Minutes of the previous meeting

16.1 The minutes of the committee meeting of 8th January 2026 were approved as a correct record and signed as such by Cllr Matic.

Proposed: Cllr Jahromi
Seconded: Cllr Matic
Approved: Unanimously

16.2 **Actions and Matters Arising**

- 25/ACE/51.3 Clerk to arrange a meeting with WBC officers and the Chair of ACE to discuss collaborative working on events for 2026

The Clerk and Deputy Clerk had a meeting in February with WBC Library Services and Shabina Maher to start discussions on how SPC and WBC can work more closely on events. The Chair will be invited to the next arranged meeting.

ACTION – Clerk to arrange a meeting with WBC officers and the Chair of ACE to discuss collaborative working on events

- 26/ACE/4.1 Clerk to arrange a meeting of the Arts Exhibition working party

As 2026 was largely a repeat of the successful 2025 event, in the end no meeting of the Art Exhibition working party had been arranged. The most recent Finance & General Purposes Committee meeting had an item considering rationalisation of working parties and it was agreed at that meeting that the Art Exhibition Working Party was no longer required.

The 2026 Art Exhibition was on the agenda at item 17.1.

- 26/ACE/5.2 Clerk to arrange to run three versions of the Rockin' Around the Christmas Tree (at School Green, Frensham Green and Grazeley Village Memorial Hall)

This was on the agenda at item 18.4.

- 26/ACE/7.2 Clerk to follow up potential partnership with Exhibitions on Screen

This was on the agenda at item 20.2.

- 26/ACE/8.1 Annual Parish Meeting

This was on the agenda at item 21.1.

- 26/ACE/10.1 Clerk to report back on terms of Reference for Engagement Working Party at March committee meeting

This was on the agenda at item 23.1.

26/ACE/11.2 Clerk to report back to the March committee meeting regarding a potential book festival

A meeting had been scheduled to discuss a potential book festival but had been cancelled and not yet been rescheduled. WBC remains interested in such an event for teens and adults, as they already have a children-orientated event.

ACTION - Clerk to report back to the May committee meeting regarding a potential book festival

26/ACE/17

Developing Arts & Culture in the parish

17.1 Report on Art Exhibition 2026

The 2nd Art Showcase ran from Friday 13th to Sunday 22nd February with the Art Exhibition element running from Friday 20th to Sunday 22nd February. The gala evening on Thursday 19th February being particularly well attended.

There has been no formal count of attendance at the event but from officers present it was felt that attendance was very similar to last year which was 650 over the three open days.

58 artists were registered up slightly from 2025 and including ceramics and glass artists for the first time. Of these 12 had completed a short feedback form. Of these 8 rated the event as Excellent and 4 as good. All but one said they would come back again (the one living further afield than most artists).

Feedback from artists was as follows:

Labels	9	Bigger labels; clearer info; set word limits
Promotion materials	6	More physical promo (posters/flyers/banners)
Lighting	5	More overhead lighting
Signage / wayfinding	3	Clearer room navigation & entry/exit flow
Business cards	3	Cards closer to artist work
Display guidance	3	Guidance on max pieces/spacing per board
Event length / access	2	Consider running for longer

Officers would make the following recommendations:

- Evenings are quiet and poorly attended. Recommended to open exhibition only until 6.30 p.m. instead of 8.30 p.m. BUT run the event for extra days. It was AGREED to run the art exhibition for TWO extra days
- Invite purchasers of art (not postcards) to Gala – Would need to specifically track them in 2027 for a 2028 invite
- Provide additional information on what was suitable to hang on a single panel. Keep the pay per panel approach but limit the number of pictures per panel to 6 or 8 to avoid overcrowding on a panel.
- Tighter rules for artists to stop changing their mind and adding to officer workload by having to reprint labels. One option was to charge and an admin fee for changes but this would create its own issues.

- Be clear to artists that panels will be allocated by SPC and not let artists dictate which panel(s) they get
- Consider including lights on panels as it is a recurring comment from artists – there would need to be a compensating increase in the entry fee per panel
- Sale of postcards was very popular so consider enhancing displays so more artists can do it in 2027
- Tables for ceramics and glass didn't really work and they felt more like a craft fair. Focus should be on inviting actual sculptures for 2027
- Labelling – biggest work challenge again. People liked knowing about the artists' "inspiration" and biographies, but we need to employ a word count which means font sizes can be bigger
- Need to have better balance (in terms of number of works of art) between rooms
- Keep Ryeish for media such as film, stop motion animation etc. and also other messages from SPC. Ryeish is also the darkest of the rooms in terms of natural light
- Provide workshop sessions in advance so artists (especially those new to displaying – two of those giving feedback said it was their first time displaying art) are better prepared. These may be virtual or in person.
- Gala worked in the café but should move tables to the edges of the space and use the council's PA system for the speech
- Workshop programme more than last year but still more that can be arranged including more on exhibition days

The Clerk advised that the café benefitted from the event with the 3rd highest weeks sale since we started.

The net take, to go to Public Art Reserve, was approximately £960 (£972 last year)

ACTION – Clerk to obtain a quote for lighting for art panels

17.2

Art Exhibition 2027

The Clerk recommended that the event be run again in 2027. Provisional dates (based on WBC half-term) would be from the evening of Friday 12th February to Monday 22nd February (final art return day). On the basis of extending the art exhibition element by two days, the Gala evening would be Tuesday 16th February, with the exhibition open to the public Wednesday 17th to Sunday 21st February.

Proposed: Cllr Matic
 Seconded: Cllr Jahromi
 Approved: Unanimously

ACTION – Extend the Art Exhibition in 2027 to have the Gala on Tuesday 16th February 2027 with the exhibition open to the public Wednesday 17th to Sunday 21st February

Community Outreach**18.1 Community Engagement and Events Officer Initial Actions**

The Clerk explained that he was looking to start to plan the induction of the Community Engagement and Events Officer due to start in October 2026 and in particular establish their initial actions. It was agreed that these would include

- Preparations for Remembrance Sunday and 5th Birthday Party (in a supporting role for both)
- Leading on the Christmas events
- Meeting WBC colleagues and community leaders/organisations
- Identifying first steps for community engagement for Neighbourhood Plan Renewal and a potential Community Vision

18.2 “Beating of the Bounds” Event

This was discussed last year with an action to bring back to consider for 2026. The idea being an event to “Beat the Bounds” and link up the 6 main communities in the parish via 5 potential legs starting and finishing in High Copse Pavilion. Sponsorship for participants to go to a nominated charity for the event and a different charity each year

It was agreed that this event should be deferred to 2027 when it could be led by the Community Engagement and Events Officer.

ACTION – Clerk to include “Beating of the Bounds” event in early discussions with new Community Engagement and Events Officer

18.3 School Green Centre 5th “Birthday” Party

The Clerk proposed a schedule for a potential event to mark the 5th “birthday” of the School Green Centre and the reasons for doing so which would be to showcase and celebrate how integral the building has become since it had opened to the public. The event would take place on Saturday 7th November 2026 being the nearest date to the formal opening of 10th November 2021.

Members were agreed in principle with the event if it could be established that there was interest from regular hirers to participate. The event could also feature pre-recorded material where appropriate

Proposed: Cllr Jahromi

Seconded: Cllr Rance

Approved: Unanimously

ACTION – Clerk to develop plans for the School Green Centre 5th “Birthday” Party event and report back to the next meeting

Members asked that former Cllr Andrew Grimes also be invited back for the event as he had project managed the building of the School Green Centre.

ACTION – Clerk to ask Andrew Grimes to hold the proposed date in his diary

18.4 Christmas Events

The dates for Rockin' Around the Christmas Tree for 2026 would be

- Friday 4th December 2026 for School Green
- Friday 11th December 2026 for Frensham Green

The Clerk has written to the Chair of Grazeley Village Memorial Hall to set a date for the Grazeley element.

Once dates are confirmed the Clerk would look to book singers to lead all three events.

ACTION – Clerk to confirm date for Grazeley Event

ACTION – Clerk to confirm singers for all three Rockin' Around the Christmas Tree events

26/ACE/19

Public Art

- 19.1 The panel had selected a shortlist of three artists, who had been invited to present their original proposal and two additional proposals to the final selection panel on Friday 17th April. This would be an all-day process and, in addition to SPC and Arts4Wokingham, invitations would be made to ensure wide representation. This would include Oakbank students, and an invitation would also be made to Shinfield View. One artist had indicated that they would visit the School Green Centre on Wednesday 11th to view the site in person and then explore the rest of the parish.
- The shortlisted designs were shared at the Art Exhibition, and 144 visitors submitted their views on the three designs. Voting was consistent with the views of the short-listing panel. The Clerk advised that no adverse comments had been submitted from anyone expressing an opinion.

Cllr Jahromi left the meeting

26/ACE/20

Shinfield Cinema

- 20.1 Update regarding National Theatre Live

The most recent screening had 37 attendees (33 of which were seniors). Very positive comments had been received. There would be a repeat screening as a matinee over the Easter period.

- 20.2 Update on other potential screening partners
The Clerk advised that Exhibitions on Screen had been used for Art Exhibition but take up was low.
- | | |
|---------------|---|
| Pomegranates | 6 |
| Klimt | 6 |
| Pearl Earring | 5 |
| Sunflowers | 5 |

This indicated that there was still a need to try new approaches. The Clerk advised that he had been notified of a possible grant application to Friends of the University of Reading. His proposal was to start a film club appealing to students and residents, themed “Hollywood vs ...”. Grant funding could be used to pay a small fee for experts in their field to attend and lead a Q&A after the film (e.g., for a historical film, discussing why particular storytelling decisions were made).

ACTION – Clerk to follow up potential grant application further with UoR Film department

Quiz Nights would be an option worth considering.

Cllr Peer also suggested that bingo evenings should be considered.

ACTION – Clerk to investigate potential quiz night options

ACTION – Clerk to investigate potential bingo night options

26/ACE/21

Annual Parish Meeting

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

The Clerk confirmed that the comedian had been booked and was preparing their act. The awards would be announced in the newsletter going out tomorrow. Members were keen to use every opportunity to promote the event and increase attendance

ACTION – Clerk to ensure that the Annual Parish Meeting is promoted heavily to increase attendance

26/ACE/22

Budget Reporting

- 22.1 The budget report for ACE committee had been included with the papers.

Members **noted** the report.

26/ACE/23

Engagement Working Party

- 23.1 Draft terms of reference for the Engagement Working Party

Members considered the draft terms of reference for the Engagement Working Party and agreed to recommend its adoption to Full Council.

Proposed: Cllr Matic
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to add the terms of reference for the Engagement Working Party to the next Full Council agenda

- 23.2 Draft Role Profile for Community Engagement & Events Officer

Members considered the draft role profile the Community Engagement and Events Officer role and were content with the draft at this stage.

26/ACE/24

Correspondence

- 24.1 There was no correspondence to report; however, members received the following updates:

- Must use a hard-boiled chicken egg
- Entry must be able to sit in a standard egg cup (provided by contestant)
- Must be own work

The event would take place on Friday 3rd April 2026

Members AGREED to the event.

ACTION – Clerk to organise easter egg decorating competition open to all ages

- 24.2 Poppy Splash

The Clerk advised that the Deputy Clerk was leading on a project to cover the fence along car park in poppies (starting with the panels either side of the war memorial). Workshops had been organised for alternating morning and evenings every month. There had been a good initial response with 12 named individuals signed up and lots of enthusiasm for the project.

ACTION – Clerk to provide updates at future meetings

26/ACE/25

Date of Next Meeting

- 25.1 The next meeting of the Arts, Culture and Events Committee will be held on Thursday 7th May 2026 at 19.30.

Meeting closed at 21.00

List of Actions

Minute ref	Action	Owner
25/ACE/51.3	Arrange a meeting with WBC officers and the Chair of ACE to discuss collaborative working on events.	Clerk
11.2	Report back to the May committee meeting regarding a potential book festival.	Clerk
17.1	Obtain a quote for lighting for art panels.	Clerk
17.2	Extend the Art Exhibition in 2027 to have the Gala on Tuesday 16 th February 2027, with the exhibition open to the public Wednesday 17 th to Sunday 21 st February.	Clerk
18.2	Include the “Beating of the Bounds” event in early discussions with the new Community Engagement and Events Officer.	Clerk
18.3	Develop plans for the School Green Centre 5 th “Birthday” Party event and report back to the next meeting.	Clerk
18.3	Ask Andrew Grimes to hold the proposed date in his diary.	Clerk
18.4	Confirm date for the Grazeley Rockin’ Around the Christmas Tree event.	Clerk
18.4	Confirm singers for all three Rockin’ Around the Christmas Tree events.	Clerk
20.2	Follow up potential grant application further with UoR Film department.	Clerk
20.2	Investigate potential quiz night options.	Clerk
20.2	Investigate potential bingo night options.	Clerk
21.1	Ensure that the Annual Parish Meeting is promoted heavily to increase attendance.	Clerk
23.1	Add the terms of reference for the Engagement Working Party to the next Full Council agenda.	Clerk
24.1	Organise Easter egg decorating competition open to all ages.	Clerk
24.2	Provide updates at future meetings for Poppy Splash.	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 18th March 2026
At School Green Centre commencing at 19:30

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

Attending: B Winton (Clerk)

One member of the public

26/PC/23 Public Questions

23.1 There were no public questions

26/PC/24 Apologies and declarations of Members' Interest

24.1 Receive and consider approval of apologies for absence

Apologies had been received from Cllrs Hoyle & Jahromi and the Deputy Clerk

24.2 Declarations of Interests

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

26/PC/25 Minutes of the Previous Meeting

25.1 The minutes of the Planning and Highways Committee held on 11th February 2026 were approved and signed as such by Cllr Peer.

Proposed: Cllr Boyer
Seconded: Cllr James
Approved: Unanimously

25.2 Actions and Matters Arising from the meeting held on 11th February 2025

26/PC/12.1 Clerk to invite the member of public to join the Traffic Working Party

This had been done. The meeting was arranged for 25th March at 4.00pm.

26/PC/14.2

26/PC/7.1

Clerk to follow up dates for a meeting with BCllr Betteridge to discuss outstanding highways and footpath issues

See minute 12.1 above.

26/PC/15.3 ➤ Clerk to circulate the draft report from ET Planning, once received, to members of the committee

This had been done and was on the agenda – minute 26.2

➤ Clerk to send the final report to Nigel Frankland, University of Reading (UoR)

This will be done.

➤ Clerk to arrange for the response to be published in the Shinfield Parish Council (SPC) electronic newsletter

This Clerk will arrange promotion of the council's submission in response to the Loddon Garden Village planning application 252498.

ACTION – Clerk to arrange promotion of the council's submission in response to the Loddon Garden Village planning application 252498

➤ Deputy Clerk to add the draft response to the Loddon Garden Village planning application to the agenda of the next Planning and Highways Committee meeting

This was on the agenda – minute 26.2

➤ Deputy Clerk to add to the agenda of Full Council meeting to be held in March

It was agreed that this did not require a specific agenda item at Full Council. All members were sent the draft response on Monday and made aware that it will be discussed at this meeting.

26/PC/16.1 Clerk to amend the monthly planning inspectorate appeals report to cover the last years only, therefore 2023/2024 financial years onwards.

This had been done.

26/PC/17.1 Clerk to share the link to the Planning Applications and Enforcement Investigations Dashboard to members of the Committee

This had been done.

26/PC/18.1 Clerk to investigate options and costs for installing CCTV on footpath 12

This was on the agenda – minute 29.1

26/PC/18.3 WBC consultation on bus services

- Clerk to obtain more detailed information relating to the request for a contribution towards funding

The Clerk would arrange a Teams meeting with Rebecca Brooks including Cllrs Boyer and Peer

ACTION – Clerk to arrange a Teams meeting with Rebecca Brooks including Cllrs Boyer and Peer to discuss potential improvements to bus services

- Clerk to add bus services to the agenda of the Finance and General Purposes Committee

This had been done, then referred to Full Council and finally back to Planning & Highways

- Clerk to arrange for awareness with residents by publishing in the newsletter and on social media encouraging responses to the consultation

This had been done.

- Clerk to raise the issue of signage of the cycleway from Spencers Wood via Lidl to Church Lane at the meeting with BCllr Betteridge

The issue of signage of the cycleway from Spencers Wood via Lidl to Church Lane will be raised at the meeting with BCllr Betteridge.

26/PC/18.5 Clerk to request WBC to install an additional streetlight on Cutbush Lane

The Clerk advised that WBC were considering the possibility of additional street lighting in this area.

26/PC/19.2 Clerk to submit the requests for Assets of Community Value for the Manor Ground Pavilion and land; and High Copse Pavilion

This was on the agenda - minute 30.2

26/PC/26

Schedule of Deposited Plans

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

- 26.2 Planning Application 252498 – Loddon Garden Village

Members had received the initial draft response last week and submitted comments. This had resulted in a revised version which was circulated to all members of council on Monday 16th March. Active travel considerations in the response should be linked to the safer streets initiative launched by WBC and covered at minute 29.3.

After discussion, members agreed to submit the revised version to WBC prior to the extended deadline for submission of 20th March 2026.

Proposed: Cllr Boyer
Seconded: Cllr Peer
Approved: Unanimously

The Clerk advised that the total consultancy costs were below the anticipated budget by approximately £5,000

ACTION – Clerk to arrange the submission of the council's response to Planning Application 252498 to Wokingham Borough Council

ACTION – Clerk to share the submission with Clerks of adjoining parishes and towns and the University of Reading as a courtesy

- 26.3 Planning Application 242484 – Land to North of Arborfield Road – 191 dwellings and Planning Application 252138 – Land East and West of Hyde End Road – 183 dwellings

Members NOTED that both applications had been approved by Wokingham Borough Council (WBC) at their Planning meeting on 11th March 2026

- 26.4 Planning Application 250517 – Land off Basingstoke Road to the South and West of Spencers Wood

Members NOTED that a second submission on this had been submitted before the closing date of 17th March 2026.

26/PC/27

Appeals

- 27.1 Planning inspectorate appeals relating to Shinfield Parish

There had been no new cases in February.

26/PC/28

Enforcement Notices

28.1 Closed Enforcements tables for February 2026

This month there were

- 2 cases deemed no breach
- 4 cases had applications submitted
- 1 case – other
- 1 case - TBC

Members **NOTED** the Closed Enforcement Tables

28.2 Outstanding Enforcements tables for end February 2026

It was noted that there were now 9 live enforcement notices for Bismillah House

- Storage of vehicles and containers – investigation ongoing
- Construction of extended area of hard standing – investigation ongoing
- Tree works application 223088 replanting not undertaken – investigation on going
- Unauthorised workshop
- Refusal of 252320

NEW for this month

- TPO removal to facilitate hard standing at the rear
- Unauthorised siting of portakabins
- Erection of annexe
- Unauthorised fencing

7 new cases in addition to those outlined above.

Members **NOTED** the outstanding Enforcement tables

26/PC/29

Highways, Street Lighting and Footpath Matters

29.1 A verbal report on Highways, Street Lighting and Footpath matters

Footpath 12

Cllr Masseron advised that Vistry were proceeding with the development of 7 houses meaning that they would also be responsible for an element of the path. Discussions were ongoing with WBC. At the previous meeting the Clerk had been tasked with identifying potential solar powered CCTV cameras for this area. The Clerk had identified a potential option, and it was agreed that he use his designated authority to acquire a single unit to test at Ryeish Green Pavilion where there was a recurring ASB issue.

ACTION – Clerk to acquire a single unit of the solar powered CCTV camera for testing at Ryeish Green Pavilion

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

The Clerk reported an update from the WBC officer working on this case. Listed building consent had been approved, and WBC were still awaiting the remaining two permissions although there had only been comments in support of each.

29.3 Putting People First on our Streets – Safer Speed Limits Progress

Members considered the Safer Speed limits initiative launched by WBC. The Clerk reported on a Teams meeting arranged by WBC for town and parish clerks which had been very positive. WBC set out the criteria for assessing Expressions of Interest and were initially looking for options based on “lines and signs” changes.

The initiative would also extend to rural roads as well as areas suitable for 20mph limits.

It was agreed that SPC would persist with the remaining speed reductions identified some years ago by the Traffic Working Party and also submit Expressions of Interest for specific housing developments following the meeting scheduled for 24th March.

Further changes could be put forward in future years.

ACTION – Clerk to submit Expressions of Interest for the Safer Speed Limits programme

29.4 Bus improvements

There was nothing further to discuss at this point in time.

29.5 Other Highways, Street Lighting and Footpath Matters

The Clerk advised that WBC had received objections in the statutory consultation for the proposed reduction in speed limit in Grazeley. The timescales were such that this meant it could not be considered for an Individual Executive Members Decision (IEMD) until after the May WBC elections.

16/PC/30

Renewal of Neighbourhood Development Plan (SPNDP)

30.1 A verbal update from the Neighbourhood Plan Renewal Working Party.

There was no update to provide since the last meeting. The consultant had been in touch to confirm her attendance at the meeting on the 26th March.

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

These had now been submitted to Wokingham Borough Council.

ACTION - Clerk to report back to committee when a decision had been made on the Assets of Community Value submissions

26/PC/31

Monitoring Officer

- 31.1 The proposal for a developer paid Monitoring Officer working on behalf of the town and parish councils to represent their interests in future discussions on Reserved Matters for Loddon Garden Village had been included with the council's submission.

26/PC/32

Correspondence

- 32.1 Public consultation for a Proposed solar farm on land adjoining Fullers Lane, Grazeley, Reading, RG7 1LR on 11th March

Members NOTED the information relating to the public consultation

- 32.2 Invitation to Hatch Farm Lane / Loddon Garden Village workshop

Members NOTED the Invitation to Hatch Farm Lane / Loddon Garden Village workshop

25/PC/33

Date of the next meeting

- 33.1 The date of the next meeting will be Wednesday, 8th April 2026

The meeting ended at 20.20

List of actions

Reference	Action	Responsibility
15.3	Clerk to arrange promotion of the council's submission in response to the Loddon Garden Village planning application 252498	Clerk
18.3	Clerk to arrange a Teams meeting with Rebecca Brooks including Cllrs Boyer and Peer to discuss potential improvements to bus services	Clerk
26.2	Clerk to arrange the submission of the council's response to Planning Application 252498 to Wokingham Borough Council	Clerk
26.2	Clerk to share the submission with Clerks of adjoining parishes and towns and the University of Reading as a courtesy	Clerk
29.1	Clerk to acquire a single unit of the solar powered CCTV camera for testing at Ryeish Green Pavilion	Clerk
29.3	Clerk to submit Expressions of Interest for the Safer Speed Limits programme	Clerk
30.2	Clerk to report back to committee when a decision had been made on the Assets of Community Value submissions	Clerk

Shinfield Parish Council
Arts, Culture & Events Committee – Engagement Working Party
Terms of Reference

Status

- This is a Working Party of the Arts, Culture & Events (ACE) Committee of Shinfield Parish Council
- As such the working party can make recommendations to ACE but cannot make decisions for the committee other than delegated below

Purpose

- The purpose of the Engagement Working Party is to improve the quality, reach, and effectiveness of engagement with residents, businesses, community groups, and stakeholders across the parish.
- Its focus is to:
 - Increase public participation in council meetings, consultations, and democratic processes
 - Strengthen and diversify channels of communication, including in person events, digital engagement, and social media
 - Ensure council messaging is clear, timely, accessible, and inclusive, reflecting Shinfield's diverse communities.

Membership

- The Committee shall have at least three councillors as members
- Officers shall be the Clerk, Community Engagement & Events Officer and Media & Communications Officer
- The quorum for meetings of the working party is three
- The working party shall select a chair from the councillor members of the group

Meetings

- The working party shall determine the meetings of the group as required without reference to ACE

Aims and Objectives

- Increasing Participation in Council Meetings
 - Develop initiatives to encourage more residents to attend Full Council and committee meetings
 - Review meeting formats, publicity, and accessibility (e.g., plain-English agendas, livestreaming options, earlier promotion)
 - Enabling the live streaming of council meetings
- Improving Public Engagement
 - Recommend opportunities for councillors (and officers) to meet residents, including:
 - Councillor drop-ins
 - Pop-up engagement booths
 - Attendance at local events
 - Themed community engagement sessions
 - Targeting harder to reach groups including
 - Youth
 - ethnically diverse communities, and
 - new residents
- Enhancing Communications and Social Media
 - Review current communications, including website, newsletters, social media, noticeboards, and printed materials.
 - Propose improvements to:
 - Posting frequency and consistency
 - Tone of voice and plain-English accessibility
 - Multi-language inclusivity where appropriate
 - Visual branding and cross-platform coherence
 - Develop a content calendar and identify opportunities for proactive communications.
- Public Consultation and Feedback
 - Advise on methods for gathering resident views, including:
 - Online surveys
 - Quick polls
 - Participatory events
 - In-person surveys at community venues
 - Door to Door canvassing
 - Promote consistent standards for consultation clarity, transparency, and reporting.
- Monitoring and Measuring Engagement
 - Identify KPIs to track progress (e.g., meeting attendance, social media reach, consultation responses).
 - Review data regularly to evaluate improvement.

Delegated powers

- The committee has the following delegated powers:
 - Delegation of work to the Clerk and other officers
 - To recommend to ACE:
 - Charges for exhibitions, community events and cinema screenings as created or managed by the council
 - Expenditure requirements in support of these terms of reference
 - Research, gather information, and consult residents or partners.
 - Invite individuals or organisations to attend for specific agenda items.
 - Prepare draft communications or engagement proposals.
 - Present recommendations to Committee/Full Council for approval.
- It is not authorised to:
 - Incur expenditure without Council approval.
 - Make decisions or commit the Council to actions or policies

Reporting on the activities of the Committee

- The Working Party shall report to each meeting of the ACE Committee

Training Recommendations

- There are currently no specific recommended training courses for members of this committee

Review

- The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council
- If necessary additional reviews of these terms of reference may take place at any other time of the year
- Any amendments to these Terms of Reference are subject to ratification by Full Council

REPORT TO FULL COUNCIL ON FUTURE OPERATION OF TIN ROOF CAFE

1. Purpose of report

To provide Full Council with:

- A summary of the decision to operate the Tin Roof Café in-house
- An update on performance and operational delivery to date
- Recommendations from the Catering Working Party (CWP) on the next stage of the café operation

2. Recommendations

Full Council is asked to:

- NOTE the background and rationale for bringing the café operation in-house to provide continuity of provision at the School Green Centre (SGC).
- NOTE the operational progress and issues identified to date.
- CONSIDER and APPROVE the recommendations of the Catering Working Party for the onward operation of Tin Roof Café to:
 - Extend the trial operation of the café by a further six-month period to provide one full year's trading and reporting back to council in October 2026
 - Trial extended evening hours of operation
 - Continuing development of the café "offer"

3. Background – decision to operate in-house

Members will be aware that the café is a key part of the overall service provision at the School Green Centre (SGC). The Catering Working Party's position in July 2025 was that continuation of the café was essential to the wellbeing and customer experience of SGC, and that a café closure had previously had a materially adverse effect on potential hirers' first impressions of the building and the overall atmosphere.

In July 2025, Crumbs Café (Berkshire Fresh) advised the Council of concerns about the future viability of continuing with the café contract. The working party met with Crumbs and recorded material reductions in sales compared with the prior year (June 2025 down £8.3k/38% vs June 2024). Crumbs proposed rent reductions and reduced weekend hours alongside operational changes.

The Catering Working Party did not have confidence that the proposed rent reductions and reduced hours would address the underlying performance issues. The working party's view was that service delivery had lacked clear leadership, consistent staff training, and sustained management focus. The working party also felt that repeating a tender exercise was unlikely to attract a quality candidate, given the experience of the two previous operators since SGC opened in November 2021.

Accordingly, the Catering Working Party recommended that the café be brought in-house for a minimum period of six months trading, to:

- Maintain continuity of service while future options were explored
- Bring the existing team in-house with clearer leadership and relevant training
- Improve integration between the café and the rest of the building
- Allow Council to evaluate longer-term viability once the in-house model had been established

Approval was given for a six-month in-house trial of the café at an extraordinary council meeting held on 29th July 2025 (references 25/88.7 and 25/88.8).

4. Performance to date

Since commencing operation as the Tin Roof Café the team that transferred across under TUPE regulations have received basic food handling training and customer care training. There is inevitably staff turnover in an operation such as a café but recruitment of new staff has been relatively straightforward albeit with one member of staff moving on at the end of probation.

The required improvements in basic customer care, table clearing etc have been delivered. Customer feedback about the attitude of staff has improved noticeably. The café was visited by WBC Environmental Health in its first week of operation and received 5 stars “score on the door”.

The menu introduced in October has proved to be effective and viable but is now due for a pricing review. Introducing locally sourced freshly baked cakes has been particularly popular. Having established a baseline menu work can now take place to refine and simplify the food offer. This will be advised using Cllr Poole’s specific skills set. It is hoped to make the café a “destination” venue locally, but it is recognised that there is much more work to be done to achieve that and it may take a number of iterations over an extended period.

Limited changes were made to the presentation of the café to help it be distinguished from the previous café operator and these have largely been successful. The feature lights help with the overall ambience of the café, but some additional lighting would be welcomed by customers. Some partitioning of the space would reduce the canteen like feel and help reduce noise levels when it is particularly busy.

Establishing suppliers accounts, ordering levels has bedded in but still needs to be refined more to ensure that we get the maximum value for money from all our ordering. A formal stock take will take place after close of play on 31st March for the end of the financial year.

As the café is bedding in, we are now beginning to see initial inroads in to catering for other bookings at School Green Centre, which was something that the previous caterer had not successfully managed to tap into. Positive feedback is being received from those using this service and there has recently been a booking for 60 people.

Members will be familiar with most of the graphs attached to this report as they have been shared at previous meetings. They are consistent in that they show initial interest which declined over the winter months and being most noticeably affected by the Christmas

period. Since then the trend has been upwards although affected by terrible weather in January and February (and in particular the period when the M4 was closed with significant traffic impacts in the area). This is reflected by the fact that of the ten highest trading days since the café opened on 13th October, **eight** have occurred between 24th February and 17th March (the last day included in this report). A new graph for this report considers the moving average of the previous 28 days trading which minimises the impact of swings on any particular day.

A summary of the financial performance of the café since it transferred to council control on 6th October 2025 is attached at Annexe A

5. Recommendations

Recommendation 1 – Extend the trial period to cover a full year's trading

As can be seen from the financial performance referred to above there is a seasonality to café sales figures and the period December to January is a particularly low trading period. The Catering Working Party therefore recommend that the trial period is extended for a second six-month period to give a full year's trading for consideration.

Recommendation 2 – Extended Evening hours

As has been discussed at previous meetings, having the café in-house offers potential benefits which have not existed with a contracted catering company. One issue which constantly comes up is the café operating longer to capture evening bookings. The café is now in a position to fully trial this for an extended period (previous attempts have been half-hearted and for very short periods of time).

It is therefore proposed to operate trial evening opening on the following basis:

- Extending opening hours Monday to Thursday evenings from 5.00 p.m. to 7.00 p.m.
- Opening period from Monday 13th April to Thursday 21st May 2026
- No hot food offering
- Two members of staff each evening

It is expected that the first few weeks will be a learning experience for those who normally use the seating in the café area and this is why previous trial periods have not fully tested the market. This trial period should hopefully resolve the uncertainty or another.

The additional staffing is £1,800 (24 days x 2.5 hrs x 2 people x £15 per hour). Sales with a gross profit of 60% would require an additional £150 per day on average to achieve break even for the extra staffing.

Recommendation 3 – Further development of the café space

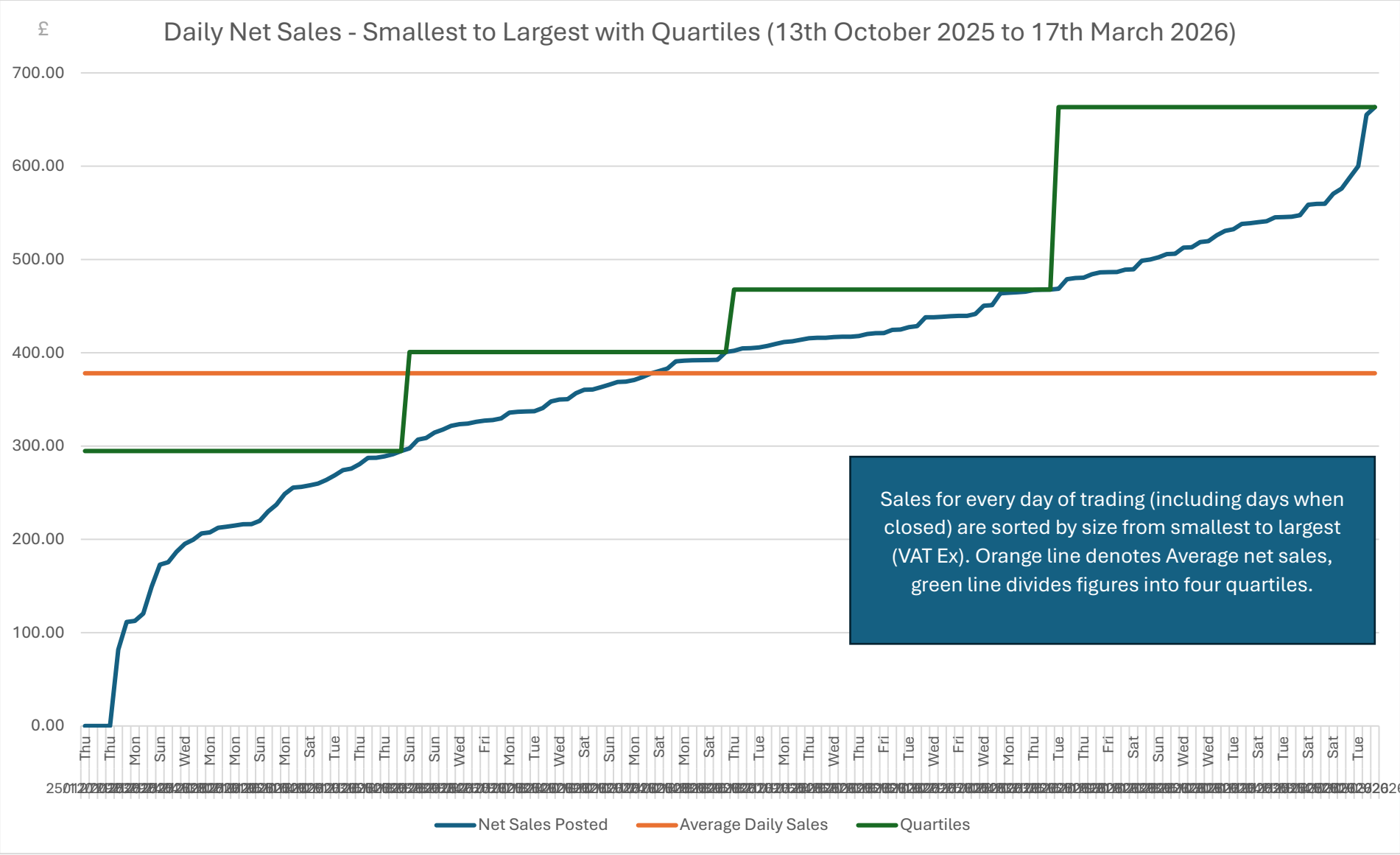
As referred to above, there is scope for some further work to enhance the café space. This however does not have any specific budget assigned to it as present. It is proposed that the Catering Working Party consider further how the space may be improved and bring a formal proposal with business case to a future meeting if members were minded to support such an approach in principle.

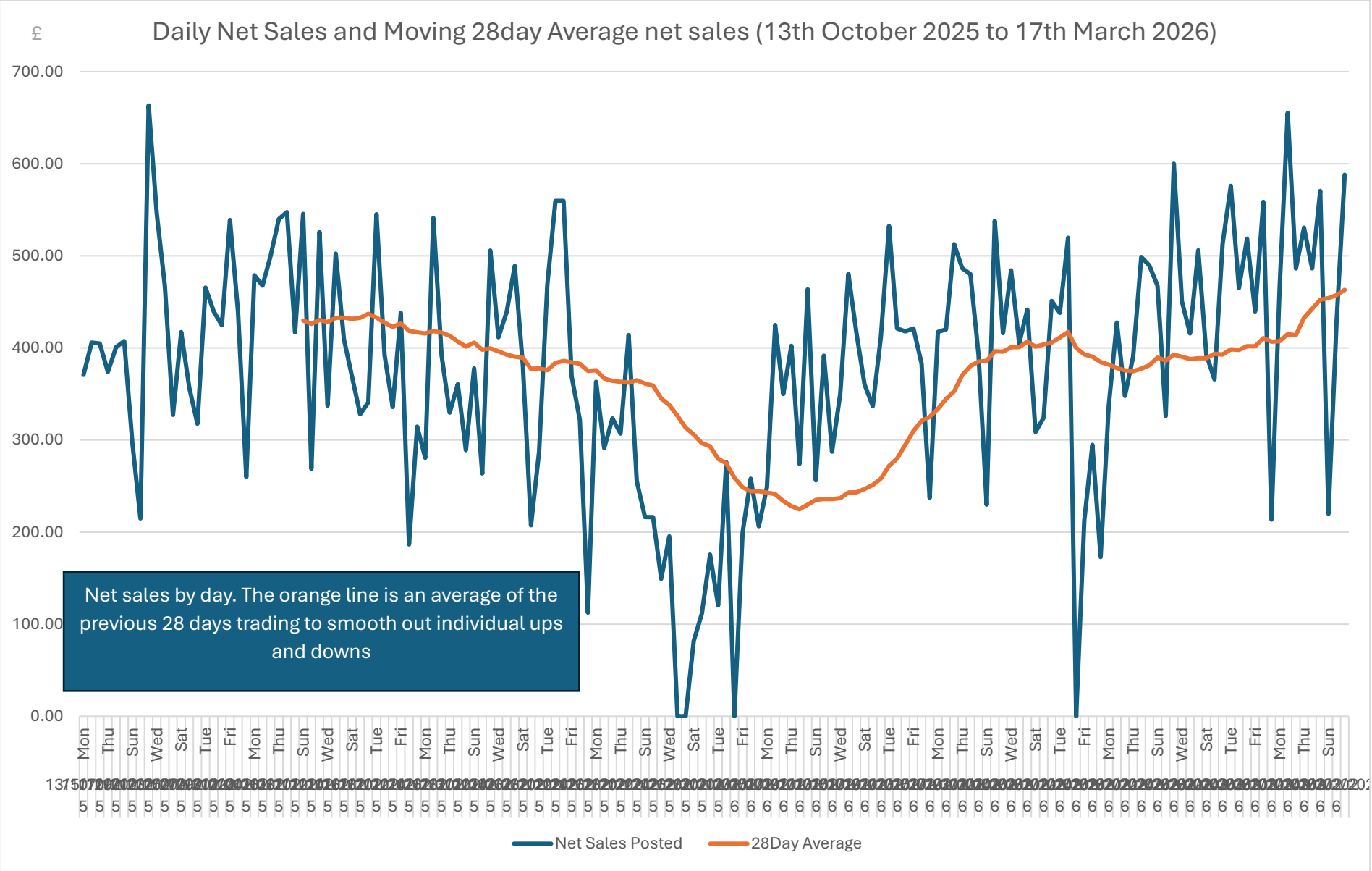
In addition to the above, the Catering Working Party will continue to refine the menu, make appropriate amendments to the offer and pricing, and develop catering packages that meet the needs of potential customers.

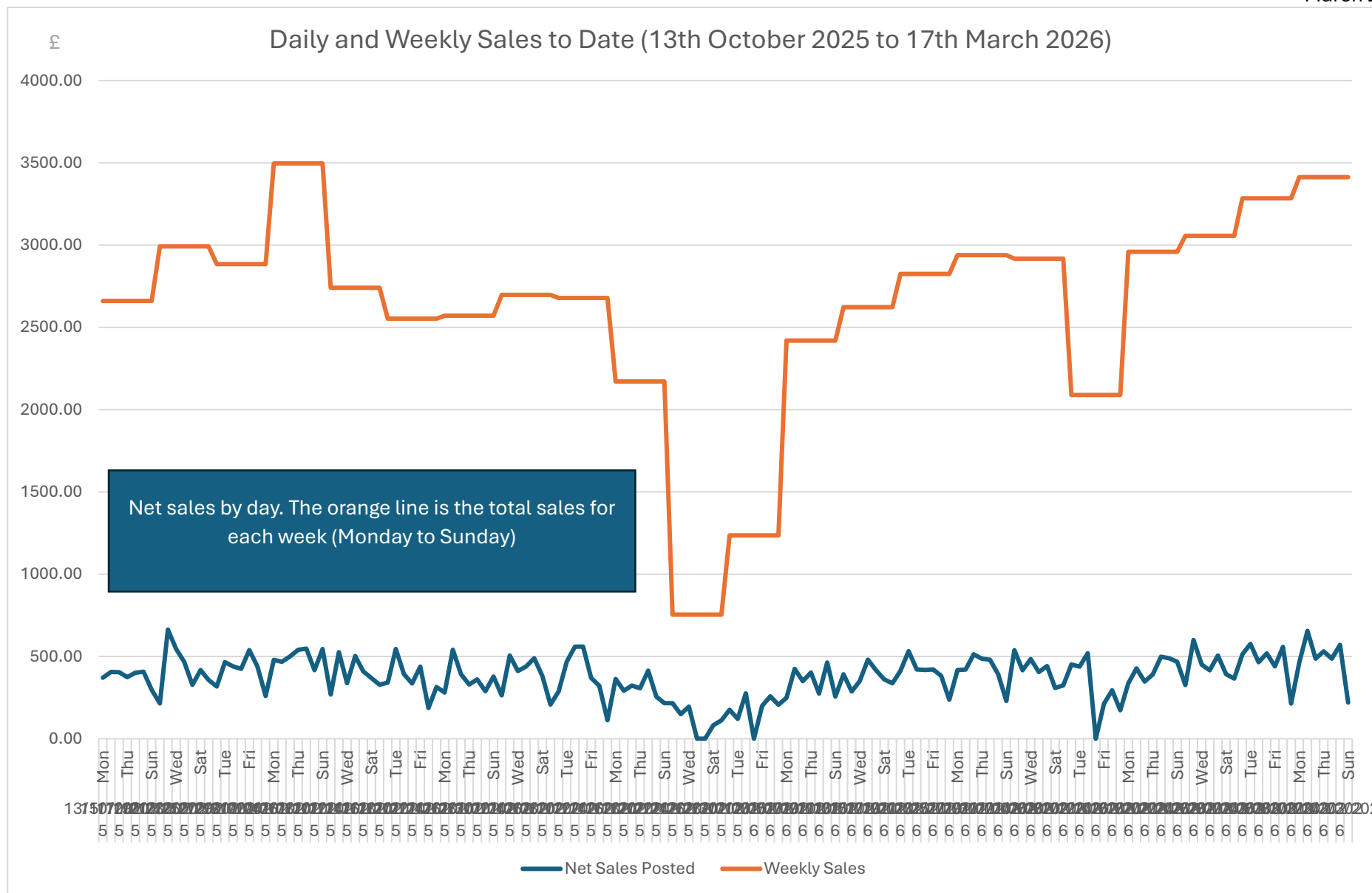
Annexe A

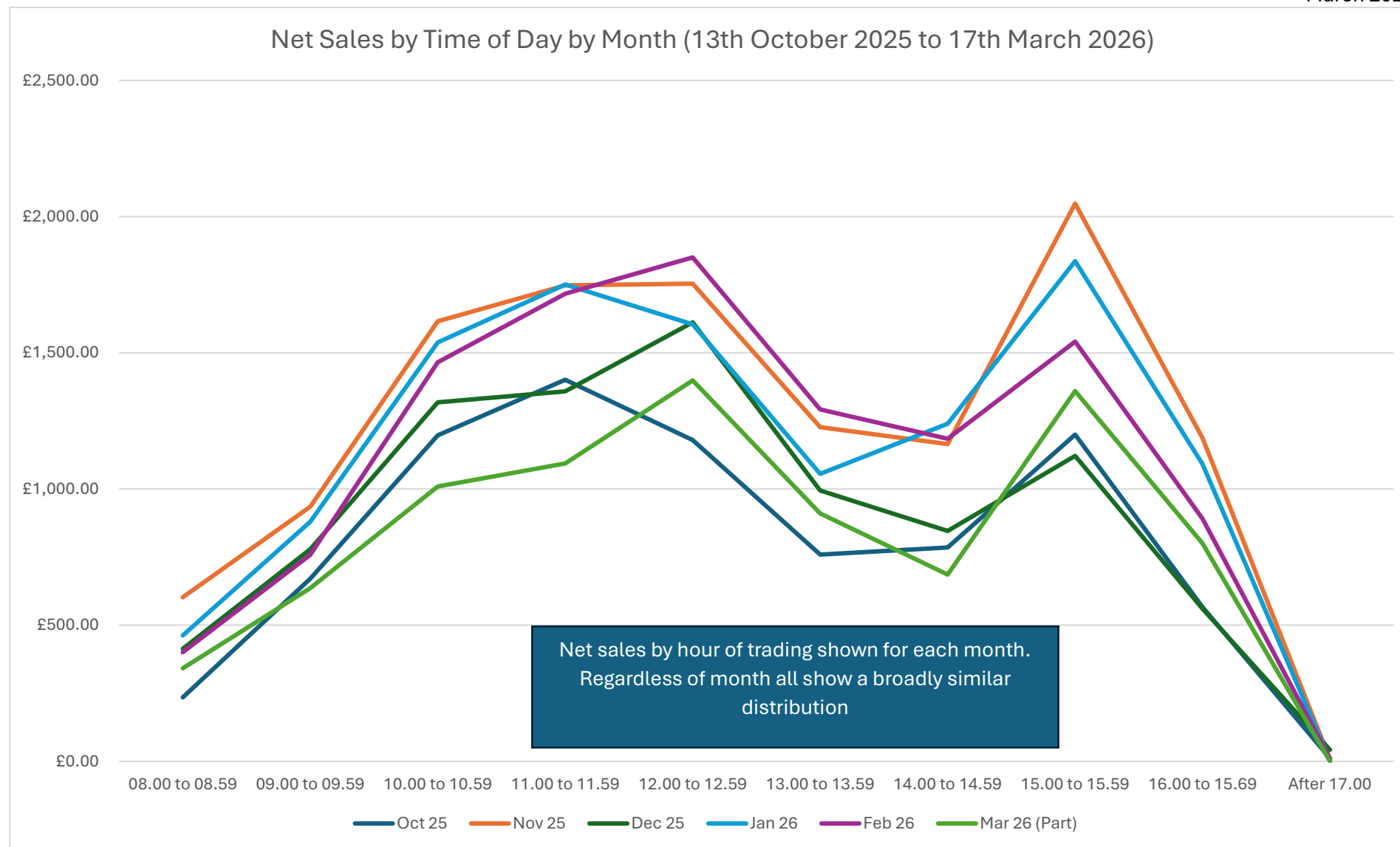
Financial Performance from 6th October 2025 to 17th March 2026 plus projections to end of Financial Year

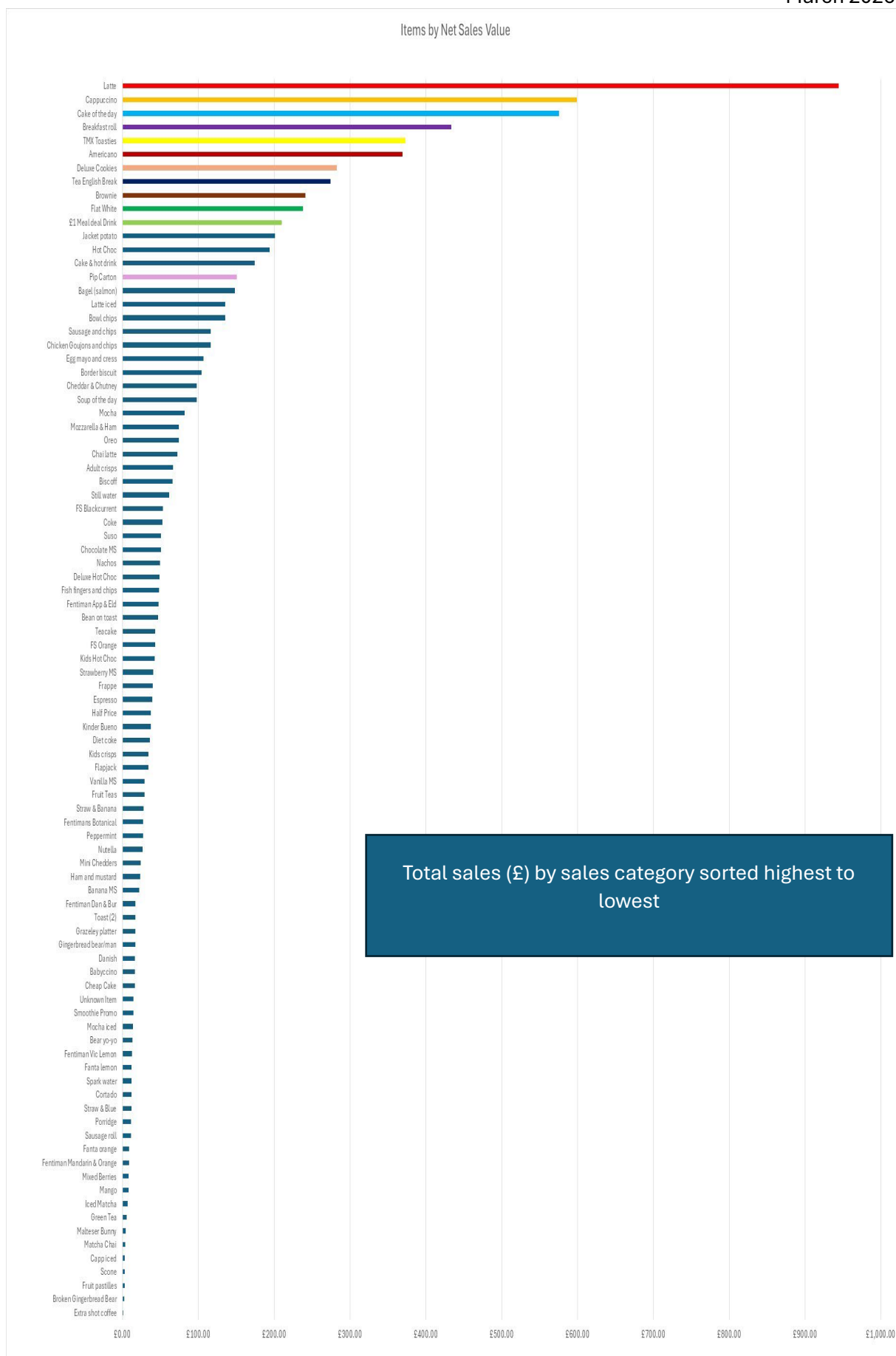
Item	To 17/3/26	Forecast	For FY 2025/26	Comments
	£	£	£	
Income	59,760	6,500	66,260	<i>Based on current average daily net sales</i>
Food & Other consumables	24,481	1,500		
<i>Estimated Stock Holding</i>		(6,000)	19,981	<i>Subject to end of year stocktake</i>
Payroll	47,015	7,000	54,015	
One off Costs	11,000		11,000	
Bank Charges & Fees	1,089		1,089	
Other Operating Costs	3,385		3,385	
TOTAL EXPENDITURE	86,970	2,500	89,470	
Deficit	(27,210)	4,000	(23,210)	

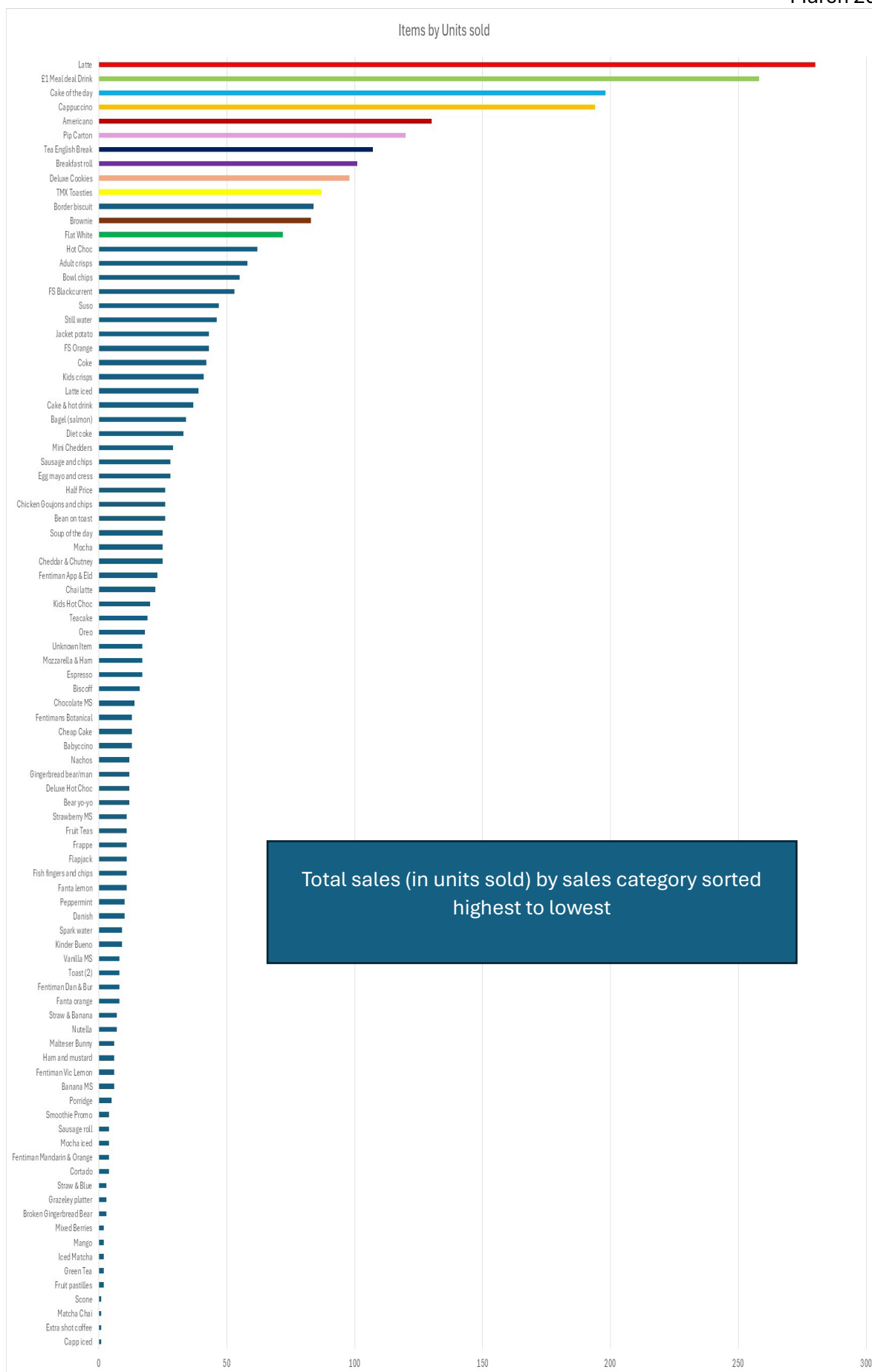












Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
16/02/2026	Corona Energy Retail 4 Limited	3278-84	468.48	Electricity - The Manor - February
16/02/2026	Corona Energy Retail 4 Limited		59.27	Electricity - Ryeish Pavilion - February
16/02/2026	Corona Energy Retail 4 Limited		108.63	Electricity - Millworth Lane - February
16/02/2026	Corona Energy Retail 4 Limited		611.98	Electricity - SWP - February
16/02/2026	Corona Energy Retail 4 Limited		31.63	Electricity - School Green - February
16/02/2026	Corona Energy Retail 4 Limited		2,027.33	Electricity - SGC (Nth) - February
16/02/2026	Corona Energy Retail 4 Limited		1,177.30	Electricity - SGC (Sth) - February
16/02/2026	SYSCO GB Ltd	3324/40	642.76	Food Supplies 4th February
18/02/2026	Telefonika UK Ltd	3315	350.40	Mobile Phones (7) & Ipad - February
18/02/2026	TotalEnergies Gas & Power Ltd	3297	2,428.07	Gas at High Copse - February
19/02/2026	Nisbets Limited	3337	101.98	12 Teapots for Cafe
19/02/2026	DLM PAT Testing	3328	299.70	Annual PAT Testing Appliances
19/02/2026	Seton UK	3329	28.68	Male & Female Signs - High Copse Changing Rooms
19/02/2026	Manutan	M000560725	243.00	Waste Bins - SGC
20/02/2026	HMRC paye	HMRC JAN	10,914.55	Payroll - February NI & PAYE
20/02/2026	Wokingham Borough Council	WBC AOFE	146.49	Attachment of Earnings
20/02/2026	Rivervale	3292	381.60	Rental of Facilities Van - February
20/02/2026	Net Pay	NET PAY	362.78	Net Pay February
23/02/2026	Peninsula Business Services	DDR3384	475.42	HR & H & S Services February
23/02/2026	SYSCO GB Ltd	3374/6/77	778.87	Café Order 11/2/2025
25/02/2026	Employees	NET PAY 2	34,083.51	Net Pay February
25/02/2026	Engie Power Limited	3356-3424	961.43	Electricity - Street Lighting - 2 mths
02/03/2026	SYSCO GB Ltd	3375/80	427.60	Café Supplies 28/2/2026
03/03/2026	The Wokingham Paper Company Lt	3271	360.00	Advertise Art Showcase
03/03/2026	Kingdom Coffee International L	3379	247.33	Purchase Coffee Supplies
03/03/2026	A & E Fire & Security	3350	653.84	Manor - Annual Maintenance Fire and Intruder Systems
03/03/2026	Office Depot International (UK	3349	189.22	Tork Rolls - High Copse
03/03/2026	Hampshire Association of Paris	3346	64.20	Training Course - Intro to CiLCA
03/03/2026	Imagin Products Ltd	3344	59.04	Replacement Name Badges
03/03/2026	Arthur J Gallagher Insurance B	3363/4	802.05	Additional Premium for Increased Reinstatement Cost
03/03/2026	A1 Locksmiths (Berkshire) Ltd	3367	66.99	Allotments Padlock
03/03/2026	Rialtas Business Solutions Ltd	3341	40.99	Additional Cloud User for Systems
03/03/2026	Air It Limited	3369	199.20	1 New monitor
03/03/2026	Nigel Jeffries Landscaping Ltd	3366	316.80	Trimming of Boundary Hedge - The Manor
03/03/2026	Reduce Energy Ltd	3383	4,300.00	Energy Reports 50% Payment
03/03/2026	Becky Walsh Ltd	3300	450.00	Speaker Annual Parish Meeting
03/03/2026	Nisbets Limited	3382	446.67	Dishwasher Cleaner & Glasses for SGC Kitchen
03/03/2026	La Dolce Vita Caffè	3365	369.00	Cakes Cafe
03/03/2026	Sllice of Heaven	3342	316.00	Cakes for Café - 2 deliveries
03/03/2026	JD Drains Ltd	3347	1,080.00	Maintenance of Foul Drains - SGC (6mthly)
03/03/2026	SD Displays	3371/8	1,866.00	Poster Board Hire & Purlons for Art Showcase
03/03/2026	JC Cleaning Services	3354	914.40	High Copse - Annual Deep Clean Kitchen 50%
03/03/2026	Thames Valley Signs (berkshire	3361	194.40	Banner for Exhibition
03/03/2026	Unipar Services LLP	3353	335.40	Repair to Mobile Speed Camera
03/03/2026	Delta Air Conditioning	3362	1,607.04	Annual Service AC
03/03/2026	Lloyds Bank plc	3360	40.96	Fee £8.50, Charges £ 32.46 February
04/03/2026	IRIS Software Limited	3299	74.40	Mthly Payroll Fee - February Payroll
05/03/2026	FibreNest	3398	37.00	Br0adband - The manor - March
09/03/2026	SYSCO GB Ltd	3381/3400	1,232.69	Café Supplies
10/03/2026	Multiple	ART SALES	2,364.40	Payment to Artists for Sales
11/03/2026	Nest Pension Contributions	NEST FEB	3,001.40	Pension Contributions February
12/03/2026	E T Planning Ltd	3385/3419	5,820.00	Consultants Fee - Travel matters Planning Application
12/03/2026	Lochinvar Limited	3403	1,863.60	3403/HPC2711/Lochinvar Limited
12/03/2026	Amretier Treats	3395	148.50	Cakes for café
12/03/2026	Larkstel Ltd	3391	7,307.37	3391/Larkstel Ltd
12/03/2026	MCFT Food Equipment Service	3392/93	886.98	Repairs to Café Equipment
12/03/2026	Wokingham Town Council	3422	630.00	Event Training 9/3/2026 - 3 Officers
12/03/2026	A & E Fire & Security	3404	739.35	3404/A & E Fire & Security
12/03/2026	Air It Limited	3409	3,721.49	3411/MARCH/Air It Limited

Lloyds Bank Payment of Invoices within the Clerk's Financial Delegation

Full Council
March 2026
Item 38.1

12/03/2026	A1 Locksmiths (Berkshire) Ltd	3390	39.50	3390/A1 Locksmiths (Berkshire)	
12/03/2026	Absolute Brilliance Cleaning Ltd	3386-3389	5,607.94	Cleaning - SGC - February	
12/03/2026	Absolute Brilliance Cleaning Ltd		1,784.80	Cleaning - SWP - February	
12/03/2026	Absolute Brilliance Cleaning Ltd		697.82	Cleaning - High Copse - February	
12/03/2026	Absolute Brilliance Cleaning Ltd		228.00	Cleaning - The Manor - February	
12/03/2026	Hampshire Association of Parish Councils	3396	84.00	Procurement Training - 2 officers	
12/03/2026	Kreatif Design Ltd	3394	81.60	Web Hosting March	
12/03/2026	Berkshire Pest Control Ltd t/a	3402	444.00	Annual Maintenance at SWP	
12/03/2026	Sum Up	SUMUP 1203	0.53	Deduction 1203 Sum Up	
16/03/2026	SYSCO GB Ltd	3406/3441	714.93	Café Supplies - Order 4th March	
17/03/2026	Corona Energy Retail 4 Limited	34**		Electricity - The Manor - February	3,164.86
				Electricity - Ryeish Pavilion - February	
				Electricity - Millworth Lane - February	
				Electricity - SWP - February	
				Electricity - School Green - February	
				Electricity - SGC (Nth) - February	
				Electricity - SGC (Sth) - February	
			140,620.65		

Barclaycard Payment of Invoices within The Clerk's Financial Delegation

Full Council
March 2026
Item 38.2

Ref	Date	Payee Name	Reference	Amt Paid Inc VAT £	Description
001	06/02/2026	Fixxely	B250832	3.99	Screws & Cup Point - Grazeley Cupbaord Doors
002	06/02/2026	Adobe System Software	B250833	66.49	1 mth Subscription Adfobe Creative Cloud
003	06/02/2026	Royal Mail Group	B250834	2.75	Royal Mail Group - Return Magnetic Name Badges
004	09/02/2026	Workingham BC Parking	B250825	1.20	Workingham BC Parking - Banking Woodley
005	09/02/2026	Amazon EU	B250826	14.99	Art Exhibition - Table Covers
006	09/02/2026	Amazon EU	B250827	4.99	Poppy Project - Black Buttons
007	09/02/2026	Amazon EU	B250828	44.88	Storage Boxes - Office
008	09/02/2026	Intuit Ltd Mailchimp	B250830	40.18	Intuit Ltd Mailchimp - 1 mth Mailing Newsletters
009	09/02/2026	Wool warehouse	B250831	51.91	Poppy Project - Wool
010	10/02/2026	Sainsbury's	B250820	70.00	Sainsbury's - Tuck Stock
011	10/02/2026	The Works	B250821	26.00	Youth Club Activities
012	10/02/2026	SumUp Parish Council	B250822	2.00	Testing Sum Up Machine - transferred to Lloyds
013	10/02/2026	Amazon EU	B250823	16.99	Poppy Splash - Mounting Material
014	10/02/2026	Amazon EU	B250824	73.14	Youth Club Activities
015	11/02/2026	Amazon EU	B250819	74.40	Art Exhibition - Table Covers & Mounting Materials
016	13/02/2026	Papercutz Worldwide Ltd	B250818	64.94	Art Exhibition-A5 white Cards for labelling
017	13/02/2026	Buzz Catering	B250829	63.56	Paper Cups For Cafe
018	14/02/2026	Lidl	B250817	10.70	Lidl - Ice Ceam for Café
019	16/02/2026	Amazon EU	B250815	13.99	Art Exhibition - Stitch Gun
020	16/02/2026	Lidl	B250816	4.50	Milk for Office
021	17/02/2026	Enterprise Cars	B250835	270.80	Replacement Van Hire - to be reimbursed
022	18/02/2026	Goods Warehouse A2Z ltd	B250814	20.40	Art Exhibition
023	19/02/2026	STAS	B250811	968.40	Art Exhibition - Additional Purlons for Displaying Art
024	19/02/2026	Enterprice	B250812	-234.23	Credit Note - Replacement Van Hire
025	19/02/2026	Amazon EU	B250813	23.37	Art Exhibition-A5 white Cards for labelling

**Barclaycard Payment of Invoices within The Clerk's Financial
Delegation**

Full Council
March 2026
Item 38.2

026	23/02/2026	Start Safety	B250809	19.16	Zintec Metal Sign for High Copse
027	23/02/2026	MYB Direct Limited	B250810	39.98	Cake Stand with Dome Lid
028	23/02/2026	Wokingham Borough Council	B250836	270.70	Pre Planning App for Shelter at Spencers Wood Rec
029	25/02/2026	Amazon EU	B250839	<u>3.89</u>	Picture Hanging Hooks for Buildings
Total Barclaycard Payments				<u>2,034.07</u>	

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

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