

To all members of the Finance and General Purposes Committee

Notice is hereby given, and you are summoned to attend a meeting of the Finance and General Purposes Committee on Wednesday 18th February 2026 at School Green Centre, at 19.30



Bruce Winton, Clerk
13th February 2026

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

Agenda

1. Public Questions

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

2. Apologies and declarations of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
- 2.2 To **RECEIVE** members' declarations of interest

3. Minutes of the meeting on 10th December 2025

- 3.1 To **APPROVE** the minutes of the Finance and General Purposes Committee meeting on 10th December 2025 as a correct record of the meeting*
- 3.2 To **CONSIDER** matters arising from the meeting on 10th December 2025

4. Risk Register

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

5. Financial reports

- 5.1 To **RECEIVE** and **NOTE** a Bookings Report to 31st January 2026 **
- 5.2 To **RECEIVE** and **NOTE** a report on the bank reconciliation at 31st January 2026
- 5.3 To **RECEIVE** and **CONSIDER** a verbal update on current financial position for Financial Year 2025/26

6. Financial Reserves and CIL

- 6.1 To **RECEIVE** and **NOTE** an update on CIL*
- 6.2 To **RECEIVE** and **NOTE** an update on Reserves*
- 6.3 To **RECEIVE** and **NOTE** an update on the Long-Term Maintenance Plan*

7. Corporate Governance Working Party

- 7.1 To **RECEIVE** and **CONSIDER** a verbal update from Corporate Governance Working Party in respect of the Financial Procedures
- 7.2 To **RECEIVE** and **CONSIDER** a paper with clarifications to the Standing Orders and the consequent confirmation of councillors to committees*

8. Land Issues

- 8.1 To **RECEIVE** and **CONSIDER** a verbal update on the following items
 - 8.1.1 Land Registrations including list of properties
 - 8.1.2 Lease of Ryeish playing fields and Deardon Way Fields
 - 8.1.3 Provision of community space in the north of the parish
 - 8.1.4 Ryeish Green Pavilion Working Party
 - 8.1.5 Parish Hall Lease
 - 8.1.6 Assets of Community Value
 - 8.1.7 Millworth Lane
- 8.2 To **RECEIVE** and **CONSIDER** any areas of land potentially suitable for acquisition.

9. School Green Centre

- 9.1 To **RECEIVE** and **CONSIDER** quotes for installation of microphones and cameras for remote meetings in Tower Room and mobile use in other rooms in the centre
- 9.2 To **RECEIVE** and **NOTE** potential costs of remedial works to fire doors at School Green Centre

10. Wokingham Borough Council request for funding of Bus Services

- 10.1 To **RECEIVE** and **CONSIDER** a request from Wokingham Borough Council for funding towards bus services within the parish*

11. Live Project Teams

- 11.1 To **RECEIVE** and **CONSIDER** a summary of the current position of live project teams/working parties*
- 11.2 To **RECEIVE** and **CONSIDER** potential rationalisation of Working Party list

12. Grants

- 12.1 To **RECEIVE** and **CONSIDER** arrangements for grant application scheme for 2026

13. Public Art

- 13.1 To **RECEIVE** and **CONSIDER** a verbal update on the Public Art project

14. Microgeneration

- 14.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding microgeneration

15. Communication

- 15.1 To **RECEIVE** and **NOTE** National Association of Local Council report that parish and town councils are excluded from referendum principles on excessive council tax.*

16. Date of next Meeting

- 16.1 To **NOTE** the date of the next scheduled meeting which is 15th April 2026

* Paper attached/** Paper to follow

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 10th December 2025
At School Green Centre commencing at 19.30

Present: Cllrs Boyer, James (Chair), Johnson, Matic, Montgomery & Peer

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

25/FGP/67

Public Questions

67.1 There were no public questions.

25/FGP/68

Apologies and declarations of Members' Interest

68.1 There were apologies from Cllr Masseron for this meeting.

68.2 There were no declarations of members' interests.

25/FGP/69

Minutes of the Previous Meeting

69.1 The minutes of the committee meeting of 15th October 2025 were approved as a correct record and signed by Cllr James as Chairman of the Committee

Proposed: Cllr Peer
Seconded: Cllr Johnson
Approved: Unanimously

69.2 **Actions and Matters Arising**

25/FGP/45.1 Clerk to arrange a follow up meeting with WBC Finance Officers regarding S106 Funds

This had not yet been arranged

ACTION – Clerk to arrange a follow up meeting with WBC Finance Officers regarding S106 Funds

- 25/FGP/55.1** Clerk to amend the Risk Register to incorporate the additional risk items arising from running the café in-house
- This had not yet been done.
- 25/FGP/57.3** Clerk to progress the list of major repair items with the Facilities Manager
- The Facilities Manager was continuing to work on the Long-Term Maintenance Plan. The intention was to take the draft plan into consideration while setting the budget for 2026/27 and beyond.
- 25/FGP/57.4** Clerk to add the release of funds to remove sheds from Millworth Lane to the agenda for Full Council
- This had been done
- 25/FGP/57.5** Clerk to add the release of funds in support of Ryeish Green Working Party to the agenda for Full Council
- This had been done
- 25/FGP/59.3** Clerk to offer budget training/refresher to members who request it.
- This had been done.
- 25/FGP/61.1.2** Clerk to follow up playing fields/orchards leases with SPC's solicitor
- The Clerk advised that Wokingham Borough Council were now moving on this matter.
- 25/FGP/61.1.6** Clerk to follow up on Assets of Community Value
- See 75.1.6 below
- 25/FGP/63.1** Clerk to add Grants to agenda for Full Council meeting on 22nd October
- This had been done.
- 25/FGP/63.2** Clerk to add St Barnabas capital grant request to agenda for Full Council meeting on 22nd October
- This had been done.
- 25/FGP/65.1** Clerk to follow up options for Microgeneration advice
- This was on the agenda.

25/FGP/70**Corporate Risk Register**

- 70.1 The Clerk advised that he had not yet included a reference to the café in the Council's Risk Register. He had no other proposed changes to the Risk Register.

ACTION – Clerk to amend the Risk Register to include reference to the Cafe

25/FGP/71**Financial Reports**

- 71.1 Bank Reconciliations

The Chair of the Committee confirmed that he had reviewed the bank reconciliations as at the end of November 2025 on 8th December 2025 and that all was in order. A copy of the signed reconciliation was presented to members.

Members **NOTED** the report.

- 71.2 Current Year Financial Performance (2025/2026)

The Chair provided an update on the position for the current financial year. Excluding the café the forecast of outturn was now £31.8k adverse compared to a budgeted figure of £24.6k adverse. The position was therefore £6.7k worse than originally expected when approving the budget in January 2025.

The most significant variances were:

- Interest received from bank accounts was forecast to be £26.0k better than anticipated
- Additional payroll costs approved earlier in the Financial Year (£15.0k)
- Pitch maintenance at Manor Ground (£17.5k) and
- Lower income for High Copse due to delayed access to the pitches (£12.0k).

The café was however expected to result in an additional adverse outturn of £26.0k which was a result of one-off costs (e.g. buying equipment), frontloading of costs such as buying uniforms, consumables etc). In comparison the budget was anticipating a surplus from the café of £14.5k for 2026/27 (compared to the rental contribution of £8.0 that would have come from the previous caterer).

Members **NOTED** the report.

72.1 CIL update

The Chair and Clerk took members through the current position on CIL. The balance of CIL (Including known future receipts) not allocated to any specific project was £599.4k

Members **NOTED** the report.

72.2 Update on reserves

The Chair provided an update on reserves as at 30th November 2025. The General Reserve was currently £471.6k.

The specific election reserve of £8.0k would be emptied following the elections being held the following day and would need to be reinstated, and increased, in anticipation of parish-wide elections in 2027.

The Planning Reserve of £25.0k was expected to be at zero following a response to the Loddon Garden Village proposal and again would need to be rebuilt during the budget cycle.

Members **NOTED** the report.

72.3 Major Repairs Reserve

The Clerk advised that Facilities Manager had been asked to expedite the preparation of the Long-Term Maintenance Plan.

ACTION – Clerk progress the list of major repair items with the Facilities Manager

72.4 The Chair of the Council has traditionally been a signatory for Churches, Charities and Local Authorities (CCLA) investments

Members agreed Cllr Boyer becoming a signatory to this account to replace Andrew Grimes.

ACTION – Finance Manager to arrange for Cllr Boyer to become a signatory to CCLA

72.5 Football Foundation grant application

The Chair of the Facilities Committee advised that it was intended to apply for grant funding (available up to £25,000) from the Football Foundation towards the cost of installing fencing to protect the playing surface at High Copse Pavilion.

Members **NOTED** the report.

ACTION – Clerk to make the application to the Football Foundation for a grant for fencing at High Copse

72.6 Repositioning of Recycling Bins at School Green

Members agreed to a request from the Facilities Committee to release funds from the CIL allocated to projects to improve the visual appearance of School Green (£10.0k from a remaining balance of £21.7k).

Proposed: Cllr Johnson
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to proceed with relocation of recycling bins at School Green in conjunction with WBC

72.7 Appointing consultants to assist in responding to Planning Application 252498 (Loddon Garden Village)

ET Planning had confirmed they were available to assist on this with no conflict of interest. The indicative budget would be £20.0k (taken from the Planning Reserve) for a full response including making the case for S106 works that would reduce impacts for residents e.g. improvement to the Black Boy roundabout).

In addition £5.0k would be required for traffic consultancy support.

Proposed: Cllr Boyer
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to arrange to proceed with both consultants to prepare a response to PA 252498

25/FGP/73**Corporate Governance Working Party**

- 73.1 The Clerk advised that the Working Party had now considered the Financial Regulations in full. They would now refine the work into a formal proposal to the Committee for the next meeting including noting any significant variations from the existing Financial Regulations. If approved these would go forward to Full Council for Ratification.

ACTION – Clerk to arrange proposed new Financial Regulations to be on the agenda for next F&GP meeting

25/FGP/74**Budget Planning**

- 74.1 Long-term Staffing Plan

The Clerk advised that he and his management team had been developing proposals for the long-term staffing structure. Previous increases had “tweaked” existing structures and worked around existing staff whereas the newly developed structure considered what was required for the future needs of the council. Proposals included:

- Modifying the Customer Care Team between those that could deal with bookings while have a “Caretaking” team in the evenings where the emphasis was on setting up rooms etc. This would also enable additional Friday/Saturday support at School Green Centre and weekend cover for High Copse (the role would also include cleaning reducing the need for contract cleaners)
- Creation of a Finance & Admin Officer (with a view to succession planning for the Finance Manager)
- Creation of a Community Engagement & Events role (all one post). The former element would enhance the council’s engagement with residents while the second element (being able to deliver events) would free up time for the Clerk
- Teenage Youth Workers role. This would be aimed at older school children with an intended outcome being the reduction of ASB. The proposal was for 1 Full Time Equivalent split evenly between two people

It was agreed that the proposals should be included in the draft budgets as follows:

- Introducing Caretaking roles from April 2026
- Introducing the Finance & Admin and Community Engagement & Events roles from October 2026.
- Start one of the Teenage Youth Workers in October 2026 and the other from April 2027

The formal staffing recommendations will go to Staffing Committee in January 2026.

74.2 Provisional budget for 2026/27

The provisional budget currently stood at £40.7k Adverse compared to a projection in January 2025 of £1.9k Favourable.

This included the phased impact of addition staffing as set out above.

There was a discussion on the proposed increase precept. Traditionally the council has attempted to restrict the increase in Band D equivalent properties to no more than 5% (including when inflation was almost double that rate). It was proposed that 7% should be considered for the 2026/27 to help cover the additional staffing. The majority of members agreed with this although there was one dissenting member.

New IT software would need to be considered before the budget finalised as there was an opportunity to overhaul the software used by the council to improve workflows and reduce workloads. This would include the use of AI. Budget provision would need to be made for any new software acquired. Cllr James proposed a working party with Cllrs Boyer and Johnson to discuss further.

ACTION – Clerk to arrange IT Working Party Meeting

The potential impact of reduced Precept if Ryehill Way properties moved to become part of Earley Town Council as part of the WBC Corporate Governance Review (approximately £10.0k) would need to be included into the budget cycle.

The Clerk and Finance Manager would continue to refine the detailed budget figures in time for submission to Full Council in January.

74.3 Band D Equivalent Properties

There had been no notification from WBC with regards to additional Band D properties to be considered in the budget proposals (these had not been notified to SPC until 19th December in 2024). The provisional budget therefore included an estimate of 50.0 new Band D equivalents until such time as the correct figure is notified by WBC.

74.4 Financial Projections for 2027/28, 2028/29 and 2029/30

Based on the assumptions made for 2026/27 budget, members also considered the provisional projections for the following three financial years.

Members **NOTED** the report.

74.5 WBC Budget proposals

The Clerk indicated a number of WBC budget proposals which may have a financial impact on Shinfield Parish Council if implemented. These included:

- Charging for School Green car park
- Reducing the number of cuts of grass (to 2 p.a.) and rights of way (1 p.a.)
- Removing WBC bins where there is duplication with bins provided by town and parish councils

Members **NOTED** the report.

25/FGP/75

Land Issues

75.1 The Clerk provide an update as follows:

75.1.1 – **Land Registrations**. There were no updates on the Land Registrations

75.1.2 – **Leases for Ryeish Playing Fields and Deardon Way Fields**. WBC solicitors were now in touch with SPC solicitor, and the matter was moving again, albeit slowly.

ACTION – Clerk to follow up with SPC’s solicitor regarding reciprocal leases

75.1.3 – **Community Space in the North**. This would be covered by Item 12.1 on the agenda relating to St Barnabas Church grant application.

75.1.4 – **Ryeish Green Pavilion Working Party**. This was still on track to present proposals to the committee for the February 2026 meeting.

75.1.5 – **Extinguishing of Parish Hall Lease**. There was no update on this matter.

ACTION – Clerk to follow up with SPC’s solicitor the extinguishing of the Parish Hall Lease

75.1.6 – **Assets of Community Value**. The Clerk has yet to progress Assets of Community Value

ACTION – Clerk to follow up on Assets of Community Value

75.1.7 – **Fitness Centre element at Millworth Lane**. The planning approval for this work requires an archaeological investigation of the site which is scheduled to take place in March 2026 after which the build could start.

25/FGP/76**Live Project Teams**

76.1 The Clerk provided an updated list of the live project teams.

Members **NOTED** the report.

ACTION – Clerk to bring forward rationalisation of Working Parties to next meeting

25/FGP/77**Grants**

77.1 Members received a report from Cllr Montgomery of a follow up visit to St Barnabas on 4th December with the Clerk. The project remained on track and represented a significant increase in potential community activity at the church (including for Shinfield parish residents). Members agreed to recommend the grant application of £25,000 (from CIL) to Full Council for formal approval.

Proposed: Cllr Johnson
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to add to agenda for Full Council meeting on 17th December 2025.

77.2 Members noted the refund of an £8,000 payment made to Oakbank Secondary School in November 2023 for a bike rack which was not installed. This would be returned to the Traffic Improvements fund where the original payment had come from.

Members **NOTED** the report.

25/FGP/78**Public Art**

78.1 There were no material updates and the closing dates for remained 23rd January 2026.

Members **NOTED** the update.

25/FGP/79**Microgeneration**

79.1 The consultant from Reduce Energy had been appointed to commission reports on School Green Centre, Spencers Wood Pavilion, High Copse Pavilion and the Manor Ground. Millworth Lane Pavilion will be considered as the refurbishment project progresses and no decision will be made on Ryeish Green Pavilion until a decision had been taken on the future of the building. The first round of site inspections had taken place on the 8th December, and all will have been inspected by 19th December.

ACTION – Clerk to report back on the results of the inspections.

25/FGP/80

Date of Next Meeting

80.1

Next meeting was scheduled for 18th February 2026

The meeting ended at 21.10

List of Actions

25/FGP/45.1	Clerk to arrange a follow up meeting with WBC Finance Officers regarding S106 Funds	Clerk
25/FGP/70.3	Clerk to amend the Risk Register to include reference to the Cafe	Clerk
25/FGP/72.3	Clerk to progress the list of major repair items with the Facilities Manager	Clerk
25/FGP/72.4	Finance Manager to arrange for Cllr Boyer to become a signatory to CCLA	Finance Manager
25/FGP/72.5	Clerk to make the application to the Football Foundation for a grant for fencing at High Copse	Clerk
25/FGP/72.6	Clerk to proceed with relocation of recycling bins at School Green in conjunction with WBC	Clerk
25/FGP/72.7	Clerk to arrange to proceed with both consultants to prepare a response to PA 252498	Clerk
25/FGP/73.1	Clerk to arrange proposed new Financial Regulations to be on the agenda for next F&GP meeting	Clerk
25/FGP/74.2	Clerk to arrange IT Working Party Meeting	Clerk
25/FGP/75.1.2	Clerk to follow up with SPC's solicitor regarding reciprocal leases	Clerk
25/FGP/75.1.5	Clerk to follow up with SPC's solicitor the extinguishing of the Parish Hall Lease	Clerk
25/FGP/75.1.6	Clerk to follow up on Assets of Community Value	Clerk
25/FGP/76.1	Clerk to bring forward rationalisation of Working Parties to next meeting	Clerk
25/FGP/77.1	Clerk to add to agenda for Full Council meeting on 17 th December 2025	Clerk
25/FGP/79.1	Clerk to report back on the results of the Microgeneration inspections	Clerk

Shinfield Parish Council Long Term Maintenance Plan

				Totals	737,850	1,930,300	133,145	2,063,445	37,650	686,215	1,339,580	Check Total >>>: 0					
				Projected Replacement Period			Estimated Cost (at current prices)				Projected Cost Profile			Condition	Comments	BW	
Ref	Building	Room	Item	1-5	6-10	11-20	Lower	To	Upper	Ancillary	Total	1-5	6-10	11-20			
1	SGC	Tower Room	Ceiling			Y	1,000		5,000	100	5,100	0	0	5,100	3	Would need a roof survey done 2026	
2	SGC	Tower Room	Promethean Screen		Y		2,000		3,000	500	3,500	0	3,500	0	3	Warranty Expired?	
3	SGC	Tower Room	Floor	Y			1,000		7,000	800	7,800	7,800	0	0	2	Visually inspected/Floor pretty worn	Needs replacing sooner than SA assessment
4	SGC	Tower Room	Balcony			Y	500		15,000	20	15,020	0	0	15,020	4	Sound Structure/Needs a clean	
5	SGC	Tower Room	Blinds		Y		500		4,000	300	4,300	0	4,300	0	4	All functional	
6	SGC	Tower Room	Radiators			Y	1,000		30,000	100	30,100	0	0	30,100	3	Working/ suggest a full system flush by 2030	
7	SGC	Tower Room	Lighting		Y		400		10,000	0	10,000	0	10,000	0	4	All working in this room	
8	SGC	Tower Room	Velux			Y	500		10,000	100	10,100	0	0	10,100	3	Visually looks good/Operational	
9	SGC	Tower Room	Smoke Alarm			Y	100		300	200	500	0	0	500	4	Operational at time of inspection	
10	SGC	Tower Room	Plug sockets			Y	200		400	0	400	0	0	400	4	Operational at time of inspection	
11	SGC	Ryeish Green Room	Ceiling			Y	2,000		6,000	0	6,000	0	0	6,000	3	Appears serviceable; recommend inspection at next planned refurbishment	
12	SGC	Ryeish Green Room	Projector screen		Y		1,500		8,000	0	8,000	0	8,000	0	3	Operational; nearing end of typical manufacturer warranty period	Increase from £3,500 to ££8,000
13	SGC	Ryeish Green Room	Flooring			Y	3,000		12,000	1,000	13,000	0	0	13,000	3	General wear consistent with age and use	
14	SGC	Ryeish Green Room	Lighting		Y		1,200		4,000	0	4,000	0	4,000	0	4	Lighting operational; no defects observed	
15	SGC	Ryeish Green Room	Speakers		Y		1,000		3,000	0	3,000	0	3,000	0	3	Functional; consider upgrade with AV refresh	
16	SGC	Ryeish Green Room	Smoke Alarm			Y	150		400	200	600	0	0	600	4	Tested and operating as expected	
17	SGC	Ryeish Green Room	Auto Blinds		Y		1,000		3,500	2,000	5,500	0	5,500	0	3	Operational; routine servicing recommended	
18	SGC	Ryeish Green Room	Plug Sockets			Y	300		800	0	800	0	0	800	4	Sockets operational with no visible damage	
19	SGC	Ryeish Green Room	Cinema Seating			Y	5,000		15,000	2,000	17,000	0	0	17,000	3	Seating structurally sound; cosmetic wear noted	
20	SGC	Ryeish Green Room	Cupboards			Y	1,500		4,000	500	4,500	0	0	4,500	3	Storage functional; finish shows signs of age	
21	SGC	Ryeish Green Room	Air Ventalation		Y		2,000		6,000	1750	7,750	0	7,750	0	3	Operational; recommend servicing within lifecycle	
22	SGC	Pound Green Room	Ceiling			Y	2,000		6,000	0	6,000	0	0	6,000	3	No visible defects; lifecycle replacement allowance	
23	SGC	Pound Green Room	Flooring			Y	3,000		7,000	500	7,500	0	0	7,500	3	Typical wear for space usage	
24	SGC	Pound Green Room	Smoke Alarm			Y	150		400	100	500	0	0	500	4	Operational at time of inspection	
25	SGC	Pound Green Room	Lighting		Y		1,500		4,500	500	5,000	0	5,000	0	4	All fittings operational	
26	SGC	Pound Green Room	Air Ventalation		Y		2,000		6,000	1750	7,750	0	7,750	0	3	Recommend servicing as part of planned maintenance	
27	SGC	Pound Green Room	Auto Blinds		Y		1,000		3,500	1500	5,000	0	5,000	0	3	Functioning; monitor motor lifespan	
28	SGC	Pound Green Room	Lighting Controls		Y		800		2,500	500	3,000	0	3,000	0	3	Controls operational; technology ageing	
29	SGC	Pound Green Room	Emergency Fire Doors			Y	2,500		7,000	0	7,000	0	0	7,000	4	Compliant at visual inspection	
30	SGC	Pound Green Room	Plug sockets	Y			300		900	0	900	900	0	0	2	All units need replacing	Move to Now. Capital cost?
31	SGC	Pound Green Room	Fire Exit Doors			Y	3,000		8,000	1000	9,000	0	0	9,000	4	Appears compliant; subject to statutory inspections	
401	SGC	Pound Green Room	Speakers		Y		2,000		5,000	0	5,000	0	5,000	0	3		
32	SGC	Pound Green Room	Storage Cupboards			Y	1,500		4,000	0	4,000	0	0	4,000	3	Functional storage units	
33	SGC	Grazeley Room	Ceiling			Y	2,000		6,000	0	6,000	0	0	6,000	3	No visible defects; lifecycle replacement allowance	
34	SGC	Grazeley Room	Flooring			Y	3,000		7,500	1500	9,000	0	0	9,000	3	Typical wear consistent with use	
35	SGC	Grazeley Room	Smoke Alarm			Y	150		400	100	500	0	0	500	4	Tested and operational	
36	SGC	Grazeley Room	Lighting			Y	1,200		4,000	500	4,500	0	0	4,500	4	All fittings operational	
37	SGC	Grazeley Room	Storage Cupboards			Y	1,500		4,000	200	4,200	0	0	4,200	3	Functional; cosmetic wear noted	
38	SGC	Grazeley Room	Toilets			Y	2,500		6,500	500	7,000	0	0	7,000	4	Operational; routine inspection recommended	
39	SGC	Grazeley Room	Fire Exit Doors			Y	3,000		8,000	1000	9,000	0	0	9,000	4	Appears compliant; subject to statutory inspection	
40	SGC	Grazeley Room	Plug Sockets			Y	300		900	100	1,000	0	0	1,000	4	Operational; no visible defects	
41	SGC	Grazeley Room	Sink			Y	500		1,500	300	1,800	0	0	1,800	3	Operational; typical wear	
402	SGC	Grazeley Room	Speakers		Y		2,000		5,000	0	5,000	0	5,000	0	3		
42	SGC	Grazeley Room	Air Ventalation			Y	2,000		6,000	1000	7,000	0	0	7,000	3	Operational; servicing recommended	
43	SGC	Shinfield Room	Ceiling			Y	2,000		6,000	2000	8,000	0	0	8,000	3	General condition acceptable; lifecycle allowance included	
44	SGC	Shinfield Room	Flooring			Y	3,000		7,000	2000	9,000	0	0	9,000	3	Wear consistent with age and use	
45	SGC	Shinfield Room	Lights		Y		1,200		4,500	0	4,500	0	4,500	0	4	Lighting operational at time of inspection	
46	SGC	Shinfield Room	Smoke Alarm			Y	150		400	100	500	0	0	500	4	Tested and operating as expected	
47	SGC	Shinfield Room	Plug Sockets			Y	300		900	50	950	0	0	950	4	Electrical outlets serviceable	
48	SGC	Shinfield Room	Air Ventalation		Y		2,000		6,000	2000	8,000	0	8,000	0	3	Mechanical ventilation operational; servicing recommended	
49	SGC	Shinfield Room	Old Kitchen Hatch			Y	800		2,500	500	3,000	0	0	3,000	2	Redundant feature; consider removal or upgrade	
50	SGC	Three Mile Cross Room	Ceiling			Y	2,000		6,000	0	6,000	0	0	6,000	3	General condition acceptable; lifecycle allowance included	
51	SGC	Three Mile Cross Room	Flooring			Y	3,000		7,000	2000	9,000	0	0	9,000	3	Wear consistent with age and use	
52	SGC	Three Mile Cross Room	Lighting		Y		1,200		4,500	0	4,500	0	4,500	0	4	Lighting operational at time of inspection	
53	SGC	Three Mile Cross Room	Screen		Y		1,500		3,500	0	3,500	0	3,500	0	3	AV equipment functional; ageing technology	
54	SGC	Three Mile Cross Room	Shelves/Cupboards			Y	1,500		4,000	0	4,000	0	0	4,000	3	Storage provision adequate; cosmetic wear noted	
55	SGC	Three Mile Cross Room	Plug Sockets			Y	300		900	50	950	0	0	950	4	Electrical outlets serviceable	
56	SGC	Three Mile Cross Room	Smoke Alarm			Y	150		400	100	500	0	0	500	4	Tested and operating as expected	
57	SGC	Three Mile Cross Room	Air Ventalation		Y		2,000		6,000	2000	8,000	0	8,000	0	3	Mechanical ventilation operational; servicing recommended	
58	SGC	Three Mile Cross Room	Seating area			Y	4,000		4,500	500	5,000	0	0	5,000	3	Seating structurally sound; general wear evident	
59	SGC	Old Kitchen	Sink			Y	400		1,200	200	1,400	0	0	1,400	3	Plumbing fittings operational; signs of age noted	
60	SGC	Old Kitchen	Hot water boiler		Y		3,000		5,000	1000	6,000	0	6,000	0	3	Operational; nearing mid lifecycle	
61	SGC	Old Kitchen	Ceiling			Y	2,000		6,000	0	6,000	0	0	6,000	3	General condition acceptable; lifecycle allowance included	
62	SGC	Old Kitchen	Flooring			Y	3,000		7,000	2000	9,000	0	0	9,000	3	Wear consistent with age and use	
63	SGC	Old Kitchen	Lighting		Y		1,200		4,500	0	4,500	0	4,500	0	4	Lighting operational at time of inspection	
64	SGC	Old Kitchen	Electric cooker/oven		Y		2,500		7,000	50	7,050	0	7,050	0	3	Catering appliance functional; ageing noted	
65	SGC	Old Kitchen	Smoke Alarm			Y	150		400	100	500	0	0	500	4	Tested and operating as expected	
66	SGC	Old Kitchen	Storage Cupboards			Y	1,500		4,000	0	4,000	0	0	4,000	3	Storage units functional with cosmetic wear	
67	SGC	Old Kitchen	Extraction fan		Y		1,500		5,000	1000	6,000	0	6,000	0	3	Mechanical extraction operational; servicing recommended	
68	SGC	Old Kitchen	Disabled-access toilet with support			Y	8,000		12,000	0	12,000	0	0	12,000	3	Accessible facilities operational; finishes ageing	
69	SGC	Old Kitchen	Baby changing station			Y	300		400	0	400	0	0	400	3	Unit serviceable; lifecycle allowance included	
70	SGC	Old Kitchen	Plug Sockets			Y	300		900	0	900	0	0	900	4	Electrical outlets serviceable	
71	SGC	Old Kitchen	Standard toilets and sinks			Y	4,000		6,000	500	6,500	0	0	6,500	3	Sanitaryware operational; finishes ageing	
403	SGC	Old Kitchen	Corridor flooring		Y		2,000		5,000	0	5,000	0	5,000	0			
72	SGC	Old Kitchen	Fridge/Freezer		Y		2,000		6,000	0	6,000	0	6,000	0	3	Refrigeration equipment operational	
73	SGC	Spencers wood Room	Flooring			Y	3,000		7,000	1000	8,000	0	0	8,000	3	Wear consistent with age and use	
74	SGC	Spencers wood Room	Ceiling			Y	2,000		6,000	0	6,000	0	0	6,000	3	General condition acceptable; lifecycle allowance included	
75	SGC	Spencers wood Room	Lighting		Y		1,200		4,500	0	4,500	0	4,500	0	4	Lighting operational at time of inspection	
76	SGC	Spencers wood Room	Smoke Alarm			Y	150		400	100	500	0	0	500	4	Tested and operating as expected	
77	SGC	Spencers wood Room	Electric Cupboard			Y	1,500		5,000	100	5,100	0	0	5,100	4	Electrical distribution serviceable	
78	SGC	Spencers wood Room	Plug Sockets			Y	300		900	0	900	0	0	900	4	Electrical outlets serviceable	
79	SGC	Spencers wood Room	Shelving			Y	1,000		3,000	0	3,000	0	0	3,000	3	Shelving serviceable; cosmetic wear noted	
80	SGC	Café	Lighting		Y		1,200		4,500	100	4,600	0	4,600	0	4	Lighting operational at time of inspection	
81	SGC	Café	Flooring			Y	3,000		7,000	1000	8,000	0	0	8,000	3	Wear consistent with age and use	
82	SGC	Café	Bar Fire shutter			Y	6,000		15,000	1000	16,000	0	0	16,000	4	Fire shutter operational; statutory testing required	
83	SGC	Café	Main drop Fire curtain			Y	8,000		20,000	1000	21,000	0	0	21,000	4	Fire curtain installed; subject to compliance testing	
84	SGC	Café	Dishwasher		Y		2,000		3,000	50	3,050	0	3,050	0	3	Appliance operational; nearing mid lifecycle	
85	SGC	Café	Oven/Cooker		Y		2,500		5,000	50	5,050	0	5,050	0	3	Catering appliance functional	
86	SGC	Café	Cooker Extraction system		Y		6,000		12,000	50	12,050	0	12,050	0	3	Extraction system operational; servicing recommended	
87	SGC	Café	Grill		Y		2,000		6,000	20	6,020	0	6,020	0	3	Catering appliance operational	

Shinfield Parish Council Long Term Maintenance Plan

					Totals	737,850	1,930,300	133,145	2,063,445	37,650	686,215	1,339,580	Check Total >>>: 0					
					Projected Replacement Period			Estimated Cost (at current prices)				Projected Cost Profile						
Ref	Building	Room	Item		1-5	6-10	11-20	Lower	To	Upper	Ancillary	Total	1-5	6-10	11-20	Condition	Comments	BW
88	SGC	Café	Storage Cupboard/Electric Cupboard				Y	1,500		5,000	100	5,100	0	0	5,100	3	Storage and electrical distribution serviceable	
89	SGC	Café	Main Sink				Y	400		1,600	100	1,700	0	0	1,700	3	Plumbing fittings operational	
90	SGC	Café	Fire Exit Doors				Y	3,000		8,000	500	8,500	0	0	8,500	4	Appears compliant; subject to statutory inspection	
91	SGC	Café	Small sink				Y	400		1,200	0	1,200	0	0	1,200	3	Plumbing fittings operational	
92	SGC	Café	Smoke Alarm				Y	150		400	100	500	0	0	500	4	Tested and operating as expected	
93	SGC	Café	Library Area				Y	3,000		10,000	20	10,020	0	0	10,020	3	Fit-out serviceable; allowance for renewal	
94	SGC	Café	Outside seating area Café				Y	5,000		20,000	100	20,100	0	0	20,100	3	External seating subject to weathering	
95	SGC	Café	Plug Sockets				Y	300		900	0	900	0	0	900	4	Electrical outlets serviceable	
96	SGC	Café	Flooring outside				Y	4,000		15,000	1000	16,000	0	0	16,000	3	External surfaces show wear consistent with exposure	
404	SGC	Café	Merry Chef		Y			5,000		7,500		7,500	0	7,500	0	3		
405	SGC	Café	Coffee Machine			Y		5,000		7,500		7,500	0	7,500	0	3		
406	SGC	Café	Café Furniture				Y	5,000		10,000		10,000	0	0	10,000	4		
407	SGC	Café	Display Screen				Y	2,000		4,000		4,000	0	0	4,000	4		
97	SGC	Café	Hand railing outside café				Y	2,000		4,000	500	4,500	0	0	4,500	4	Handrails appear secure and compliant	
98	SGC	External/Communal	Electric charging points			Y		5,000		12,000	0	12,000	0	12,000	0	3	Charging infrastructure operational; servicing recommended	
99	SGC	External/Communal	Back of Building AHU cages				Y	3,000		12,000	1000	13,000	0	0	13,000	3	Housing for AHUs serviceable; security adequate	
100	SGC	External/Communal	Shed/Tools				Y	1,500		5,000	500	5,500	0	0	5,500	3	Storage structure functional; minor wear	
101	SGC	External/Communal	Lift				Y	30,000		50,000		50,000	0	0	50,000	3	Long Term life due to very low usage	
102	SGC	External/Communal	Parking Spaces Resurfacing				Y	5,000		30,000	0	30,000	0	0	30,000	3	Surface condition acceptable; allowance for maintenance	
103	SGC	External/Communal	Reception Automatic Doors				Y	3,000		8,000	1000	9,000	0	0	9,000	4	Doors operational; automatic mechanism functional	
104	SGC	External/Communal	Reception Entry AC/Heating Unit			Y		5,000		8,000	1000	9,000		9,000	0	3	HVAC operational; servicing recommended	
105	SGC	External/Communal	CCTV/Intruder Alarm			Y		3,000		12,000	2000	14,000	0	14,000	0	3	Security system operational; ageing technology	
408	SGC	External/Communal	Reception Refurbishment	Y				5,000		10,000		10,000	10,000	0	0	3	New desk and imp-rovements to layout	
106	SGC	External/Communal	Waste Compound				Y	3,000		6,000	500	6,500	0	0	6,500	3	Waste storage area functional; allowance included	
107	MGP	Manor Pavillion	Ceiling				Y	2,000		6,000	500	6,500	0	0	6,500	3	General condition acceptable; lifecycle allowance included	
108	MGP	Manor Pavillion	Flooring				Y	3,000		7,000	1000	8,000	0	0	8,000	3	Wear consistent with age and use	
109	MGP	Manor Pavillion	Plug Sockets				Y	300		900	0	900	0	0	900	4	Electrical outlets serviceable	
110	MGP	Manor Pavillion	Smoke Alarm				Y	150		400	100	500	0	0	500	4	Tested and operating as expected	
409	MGP	Manor Pavillion	Screen		Y			2,000		3,000	500	3,500	0	3,500	0	4		
111	MGP	Manor Pavillion	Fire Exit Doors				Y	3,000		8,000	500	8,500	0	0	8,500	4	Appears compliant; subject to statutory inspection	
112	MGP	Manor Pavillion	Lighting		Y			1,200		4,500	500	5,000	0	5,000	0	4	Lighting operational at time of inspection	
113	MGP	Changing Rooms	Showers			Y		4,000		12,000	500	12,500	0	12,500	0	3	Fixtures operational; allowance for wear and maintenance	
114	MGP	Changing Rooms	Toilets				Y	4,000		10,000	500	10,500	0	0	10,500	3	Sanitaryware functional; finishes ageing	
115	MGP	Changing Rooms	Cupboards				Y	1,500		4,000	100	4,100	0	0	4,100	3	Storage units serviceable; cosmetic wear noted	
116	MGP	Changing Rooms	Cleaners Cupboard				Y	1,000		3,000	100	3,100	0	0	3,100	3	Storage area functional	
117	MGP	Changing Rooms	Storage room				Y	1,500		4,000	0	4,000	0	0	4,000	3	Storage space adequate; general wear	
118	MGP	Out Building Storage	Electric Meter				Y	1,500		5,000	100	5,100	0	0	5,100	4	Meter installation serviceable; meets current standards	
119	MGP	Out Building Storage	AHU (Air Handling Units)		Y			5,000		20,000	2000	22,000	0	22,000	0	3	Mechanical ventilation operational; servicing recommended	
120	MGP	Out Building Storage	Waste Compound				Y	3,000		12,000	500	12,500	0	0	12,500	3	Waste area functional; allowance included	
121	MGP	Kitchen	Cooker Extraction system			Y		6,000		20,000	1000	21,000	0	21,000	0	3	Extraction system operational; servicing recommended	
122	MGP	Kitchen	Oven/Cooker			Y		2,500		9,000	200	9,200	0	9,200	0	3	Catering appliance functional; ageing noted	
123	MGP	Kitchen	Smoke Alarm				Y	150		400	100	500	0	0	500	4	Tested and operating as expected	
124	MGP	Kitchen	Plug Sockets				Y	300		900	0	900	0	0	900	4	Electrical outlets serviceable	
125	MGP	Kitchen	Fridge		Y			2,000		6,000	0	6,000	0	6,000	0	3	Refrigeration equipment operational	
126	MGP	Outdoors	Shed/Tent				Y	1,500		5,000	500	5,500	0	0	5,500	3	Storage structure serviceable; minor wear	
127	MGP	Outdoors	Cricknet Nets			Y		4,000		15,000	5000	20,000	0	20,000	0	3	Nets and frames serviceable; regular maintenance required	
128	MGP	Outdoors	Cricknet Square				Y	10,000		20,000	2000	22,000	0	0	22,000	3	Playing surface maintained; allowance for renewal	
129	MGP	Outdoors	Football Pitches				Y	10,000		30,000	1000	31,000	0	0	31,000	3	Pitches maintained; standard wear from use	
130	MGP	Outdoors	Goal posts				Y	1,500		5,000	1000	6,000	0	0	6,000	3	Posts serviceable; minor wear noted	
131	MGP	Outdoors	Drainage				Y	5,000		20,000	2000	22,000	0	0	22,000	3	Drainage system functional; maintenance required	
132	MGP	Outdoors	Parking Spaces				Y	5,000		30,000	0	30,000	0	0	30,000	3	Surface condition acceptable; allowance included	
133	MGP	Outdoors	CCTV/Intruder Alarm			Y		3,000		12,000	1000	13,000	0	13,000	0	2	Security system operational; ageing technology	But still relatively new building
134	MGP	Outdoors	Solar Panels		Y			8,000		25,000	5000	30,000	0	30,000	0	2	Solar array functional; servicing recommended/3 Panels needs replacment	Replacements from Microgeneration plus any others recommended?
135	SWP	Main Hall	Ceiling				Y	2,000		6,000	1000	7,000	0	0	7,000	3	General condition acceptable; lifecycle allowance included	
136	SWP	Main Hall	Flooring				Y	3,000		7,000	1000	8,000	0	0	8,000	3	Wear consistent with age and use	
137	SWP	Main Hall	Lighting		Y			1,200		4,500	100	4,600	0	4,600	0	4	Lighting operational at time of inspection	
138	SWP	Main Hall	Smoke Alarm				Y	150		400	100	500	0	0	500	4	Tested and operating as expected	
139	SWP	Main Hall	Disabled Toilets				Y	8,000		9,000	500	9,500	0	0	9,500	3	Accessible facilities operational; finishes ageing	
140	SWP	Main Hall	Plug Sockets	Y				300		900	50	950	950	0	0	2	Electrical outlets serviceable	Move from 10+ to 1-5 given condition
141	SWP	Main Hall	Fire Exit doors				Y	3,000		8,000	500	8,500	0	0	8,500	4	Appears compliant; subject to statutory inspection	
410	SWP	Main Hall	Blinds			Y		2,000		4,000		4,000	0	4,000	0	4		
211	SWP	Main Hall	Shutter for Portico				Y	5,000		8,000		8,000	0	0	8,000	4		
142	SWP	Main Hall	General toilets/Air Blow heater				Y	4,000		6,000	500	6,500	0	0	6,500	3	Sanitaryware operational; heater serviceable	
143	SWP	Kitchen	Kitchen				Y	2,000		6,000	1000	7,000	0	0	7,000	3	General kitchen condition acceptable; lifecycle allowance included	
144	SWP	Kitchen	Sink				Y	400		1,200	0	1,200	0	0	1,200	3	Plumbing fittings operational	
145	SWP	Kitchen	Ceiling				Y	2,000		6,000	0	6,000	0	0	6,000	3	Ceiling condition acceptable; no visible defects	
146	SWP	Kitchen	Flooring				Y	3,000		7,000	500	7,500	0	0	7,500	3	Wear consistent with age and use	
147	SWP	Kitchen	Smoke Alarm				Y	150		400	0	400	0	0	400	4	Tested and operating as expected	
148	SWP	Kitchen	Fridge/Freezer		Y			2,000		6,000	0	6,000	0	6,000	0	3	Refrigeration equipment operational	
149	SWP	Kitchen	Dishwasher		Y			2,000		7,000	0	7,000	0	7,000	0	3	Appliance operational; mid lifecycle	
150	SWP	Kitchen	Cupboards				Y	1,500		4,000	0	4,000	0	0	4,000	3	Storage units serviceable; cosmetic wear noted	
151	SWP	Kitchen	Lighting		Y			1,200		4,500	250	4,750	0	4,750	0	4	Lighting operational at time of inspection	
152	SWP	Room 1	Ceiling				Y	2,000		6,000	100	6,100	0	0	6,100	3	General condition acceptable; lifecycle allowance included	
153	SWP	Room 1	Flooring				Y	3,000		7,000	1000	8,000	0	0	8,000	3	Wear consistent with age and use	
154	SWP	Room 1	Smoke Alarm				Y	150		400	0	400	0	0	400	4	Tested and operating as expected	
155	SWP	Room 1	Lighting		Y			1,200		4,500	500	5,000	0	5,000	0	4	Lighting operational at time of inspection	
156	SWP	Room 1	Single AC Unit		Y			2,000		6,000	1000	7,000	0	7,000	0	3	Air conditioning operational; maintenance recommended	
157	SWP	Room 1	Storage Cupboards				Y	1,500		4,000	0	4,000	0	0	4,000	3	Storage units functional; cosmetic wear noted	
158	SWP	Room 1	Plug Sockets				Y	300		900	50	950	0	0	950	4	Electrical outlets serviceable	
159	SWP	Room 1	Heating		Y			2,500		7,500	1000	8,500	0	8,500	0	3	Heating system functional; servicing recommended	
160	SWP	Nursery	Ceiling				Y	2,000		6,000	0	6,000	0	0	6,000	3	General condition acceptable; lifecycle allowance included	
161	SWP	Nursery	Flooring				Y	3,000		7,000	1000	8,000	0	0	8,000	3	Wear consistent with age and use	
162	SWP	Nursery	Smoke Alarm				Y	150		400	50	450	0	0	450	4	Tested and operating as expected	
163	SWP	Nursery	Lighting		Y			1,200		4,500	100	4,600	0	4,600	0	4	Lighting operational at time of inspection	
164	SWP	Nursery	Toilets for Kids				Y	4,000		10,000	1000	11,000	0	0	11,000	3	Sanitaryware functional; finishes ageing	
165	SWP	Nursery	Regular Toilets				Y	4,000		10,000	500	10,500	0	0	10,500	3	Sanitaryware functional; finishes ageing	
166	SWP	Nursery	Blinds x8				Y	800		3,000	1000	4,000	0	0	4,000	4	Window coverings	

Shinfield Parish Council Long Term Maintenance Plan

				Totals	737,850	1,930,300	133,145	2,063,445	37,650	686,215	1,339,580	Check Total >>>: 0					
				Projected Replacement Period			Estimated Cost (at current prices)				Projected Cost Profile			Condition	Comments	BW	
Ref	Building	Room	Item	1-5	6-10	11-20	Lower	To	Upper	Ancillary	Total	1-5	6-10	11-20			
170	SWP	Nursery Playground	Concrete floors			Y	4,000		12,000	1000	13,000	0	0	13,000	3	Surfaces serviceable; allowance for wear	
171	SWP	Nursery Playground	Water tap			Y	400		1,200	100	1,300	0	0	1,300	3	Plumbing functional; minor maintenance may be required	
172	SWP	Nursery Playground	External flood lighting		Y		1,500		5,000	1000	6,000	0	6,000	0	3	Lighting operational; servicing recommended	
173	SWP	Nursery Playground	Steel Gates			Y	3,000		8,000	1000	9,000	0	0	9,000	4	Gates functional; security adequate	
174	SWP	Nursery Playground	Fire exit doors			Y	3,000		8,000	500	8,500	0	0	8,500	4	Fire exits appear compliant; statutory inspection recommended	
175	SWP	Room 2	Lighting		Y		1,200		4,500	0	4,500	0	4,500	0	4	Lighting operational at time of inspection	
176	SWP	Room 2	Cupboards			Y	1,500		4,000	200	4,200	0	0	4,200	3	Storage functional; cosmetic wear noted	
177	SWP	Room 2	Plug Sockets			Y	300		900	0	900	0	0	900	4	Electrical outlets serviceable	
178	SWP	Room 2	Blinds			Y	400		1,500	50	1,550	0	0	1,550	4	Window coverings operational	
179	SWP	Room 2	Flooring			Y	3,000		7,000	1000	8,000	0	0	8,000	3	Wear consistent with age and use	
180	SWP	Nursery Kitchen	Kitchen Sink			Y	400		1,200	100	1,300	0	0	1,300	3	Plumbing fittings operational	
181	SWP	Nursery Kitchen	Dishwasher		Y		2,000		5,000	1000	6,000	0	6,000	0	3	Appliance operational; mid lifecycle	
182	SWP	Nursery Kitchen	Cooker Extraction system		Y		6,000		12,000	200	12,200	0	12,200	0	3	Extraction system operational; servicing recommended	
183	SWP	Nursery Kitchen	Oven/Cooker		Y		2,500		4,000	200	4,200	0	4,200	0	3	Catering appliance functional; ageing noted	
184	SWP	Nursery Kitchen	Fridge/Freezer		Y		2,000		3,000	0	3,000	0	3,000	0	3	Refrigeration equipment operational	
185	SWP	Nursery Kitchen	Plug Sockets			Y	300		900	0	900	0	0	900	4	Electrical outlets serviceable	
186	SWP	Nursery Kitchen	CCTV/Intruder Alarm		Y		3,000		12,000	1000	13,000	0	13,000	0	3	Security system operational; ageing technology	
187	SWP	Recreation Ground	Exercise Equipment		Y		5,000		8,000	1000	9,000	0	9,000	0	3	Equipment functional; routine maintenance required	
188	SWP	Recreation Ground	Flooring			Y	4,000		12,000	1000	13,000	0	0	13,000	3	Surfaces serviceable; wear consistent with use	
189	SWP	Recreation Ground	Skateboard Grounds			Y	10,000		25,000	100	25,100	0	0	25,100	3	Skateboarding surfaces operational; allowance for wear	
190	SWP	Recreation Ground	Football/Basket ball Court			Y	15,000		50,000	500	50,500	0	0	50,500	3	Courts maintained; surface wear normal	
191	SWP	Recreation Ground	Zipline			Y	5,000		6,000	1000	7,000	0	0	7,000	3	Equipment operational; safety inspection recommended	
192	SWP	Recreation Ground	Kids Play Area			Y	8,000		15,000	500	15,500	0	0	15,500	3	Play equipment functional; allowance for maintenance	
193	HCP	High Copse Room	Flooring			Y	3,000		7,000	1000	8,000	0	0	8,000	3	Wear consistent with age and use	
194	HCP	High Copse Room	Ceiling			Y	2,000		6,000	2000	8,000	0	0	8,000	3	General condition acceptable; lifecycle allowance included	
195	HCP	High Copse Room	Lighting		Y		1,200		4,500	2000	6,500	0	6,500	0	4	Lighting operational at time of inspection	
196	HCP	High Copse Room	Lighting Controls		Y		800		2,500	1000	3,500	0	3,500	0	4	Control system functional; minor servicing may be required	
197	HCP	High Copse Room	Air Ventilation		Y		5,000		15,000	5000	20,000	0	20,000	0	3	Ventilation operational; routine maintenance recommended	
198	HCP	Physio Room	Flooring			Y	3,000		7,000	2000	9,000	0	0	9,000	3	Wear consistent with age and use	
199	HCP	Physio Room	Ceiling			Y	2,000		6,000	500	6,500	0	0	6,500	3	General condition acceptable; lifecycle allowance included	
200	HCP	Physio Room	Lighting		Y		1,200		4,500	200	4,700	0	4,700	0	4	Lighting operational at time of inspection	
201	HCP	Physio Room	Comms Room/CCTV		Y		3,000		12,000	500	12,500	0	12,500	0	3	Security system functional; servicing recommended	
202	HCP	Physio Room	Promethean Screen		Y		2,000		7,000	0	7,000	0	7,000	0	3	Interactive screen operational; lifecycle allowance applied	
203	HCP	Physio Room	Plug Sockets			Y	300		900	0	900	0	0	900	4	Electrical outlets serviceable	
204	HCP	Physio Room	Sink			Y	400		1,200	500	1,700	0	0	1,700	3	Plumbing fittings operational	
205	HCP	Kitchen	1 Fridge/2 Freezers		Y		2,000		6,000	0	6,000	0	6,000	0	3	Refrigeration equipment operational; mid lifecycle	
206	HCP	Kitchen	3 sinks			Y	1,200		3,600	500	4,100	0	0	4,100	3	Plumbing functional; minor wear	
207	HCP	Kitchen	Combi Dishwasher		Y		2,000		7,000	2000	9,000	0	9,000	0	3	Dishwasher operational; servicing recommended	
208	HCP	Kitchen	Lighting		Y		1,200		4,500	500	5,000	0	5,000	0	4	Lighting operational at time of inspection	
209	HCP	Kitchen	Flooring			Y	3,000		7,000	2000	9,000	0	0	9,000	3	Wear consistent with age and use	
210	HCP	Kitchen	Ceiling			Y	2,000		6,000	500	6,500	0	0	6,500	3	General condition acceptable	
211	HCP	Kitchen	Movable Worktop			Y	500		2,000	500	2,500	0	0	2,500	3	Worktop functional; minor wear	
212	HCP	Kitchen	Storage Cupboard			Y	1,500		4,000	0	4,000	0	0	4,000	3	Storage functional; minor cosmetic wear	
213	HCP	Kitchen	Plug Sockets			Y	300		900	100	1,000	0	0	1,000	4	Electrical outlets serviceable	
214	HCP	Kitchen	Induction Cooker		Y		2,500		7,500	2000	9,500	0	9,500	0	3	Cooker operational; mid lifecycle	
411	HCP	Kitchen	Baine Marie		Y		2,500		7,500		7,500	0	7,500	0	3		
215	HCP	Kitchen	Extraction Unit		Y		5,000		8,000	1000	9,000	0	9,000	0	3	Extraction operational; servicing recommended	
216	HCP	Kitchen	Movable plug sockets			Y	300		900	100	1,000	0	0	1,000	4	Functional; minor wear	
217	HCP	Kitchen	GreasePak Unit		Y		500		1,500	100	1,600	0	1,600	0	3	Unit operational; maintenance required	
218	HCP	Kitchen	Shutter Hatch			Y	1,500		4,500	50	4,550	0	0	4,550	3	Operational; lifecycle allowance included	
219	HCP	Kitchen	Fly Zapper			Y	100		150	0	150	0	0	150	4	Operational; minor wear	
220	HCP	Storage Room	Ceiling			Y	2,000		6,000	500	6,500	0	0	6,500	3	General condition acceptable; lifecycle allowance included	
221	HCP	Storage Room	Flooring			Y	3,000		7,000	1000	8,000	0	0	8,000	3	Wear consistent with age and use	
222	HCP	Storage Room	Lighting		Y		1,200		4,500	500	5,000	0	5,000	0	4	Lighting operational at time of inspection	
223	HCP	Storage Room	Plug Sockets			Y	300		900	100	1,000	0	0	1,000	4	Electrical outlets serviceable	
224	HCP	Storage Room	Shelves			Y	1,500		4,000	100	4,100	0	0	4,100	3	Shelving functional; minor cosmetic wear	
225	HCP	Bar Room	Walk in Fridge/Freezer		Y		2,500		7,500	1000	8,500	0	8,500	0	3	Refrigeration operational; mid lifecycle	
226	HCP	Bar Room	Lighting		Y		1,200		4,500	500	5,000	0	5,000	0	4	Lighting operational at time of inspection	
227	HCP	Bar Room	Ceiling			Y	2,000		6,000	100	6,100	0	0	6,100	4	General condition acceptable	
228	HCP	Bar Room	Flooring			Y	3,000		5,000	100	5,100	0	0	5,100	4	Wear consistent with age and use	
229	HCP	Bar Room	Two sinks			Y	800		2,400	20	2,420	0	0	2,420	4	Plumbing functional; minor wear	
230	HCP	Bar Room	Plug Sockets			Y	300		900	20	920	0	0	920	4	Electrical outlets serviceable	
412	HCP	Bar Room	Plug Sockets		Y		2,000		4,000		4,000	0	4,000	0	4	To replace one donated by UoR	
231	HCP	Bar Room	Keg Storage area			Y	1,500		4,500	50	4,550	0	0	4,550	3	Storage functional; allowance for wear	
232	HCP	Office	Ceiling			Y	2,000		6,000	500	6,500	0	0	6,500	3	General condition acceptable; lifecycle allowance included	
233	HCP	Office	Flooring			Y	3,000		7,000	1000	8,000	0	0	8,000	3	Wear consistent with age and use	
234	HCP	Office	Lighting		Y		1,200		4,500	500	5,000	0	5,000	0	4	Lighting operational at time of inspection	
235	HCP	Office	Smoke Alarm			Y	150		400	100	500	0	0	500	4	Tested and operating as expected	
236	HCP	Office	Plug sockets			Y	300		900	50	950	0	0	950	4	Electrical outlets serviceable	
237	HCP	Office	Access Control Panels		Y		3,000		10,000	500	10,500	0	10,500	0	3	Operational; servicing recommended	
238	HCP	Disabled Toilet 1	Lighting		Y		1,200		4,500	50	4,550	0	4,550	0	4	Lighting operational at time of inspection	
239	HCP	Disabled Toilet 1	Sink			Y	400		1,200	20	1,220	0	0	1,220	4	Plumbing fittings operational	
240	HCP	Disabled Toilet 1	Ceiling			Y	2,000		2,500	1000	3,500	0	0	3,500	4	General condition acceptable	
241	HCP	Disabled Toilet 1	Flooring			Y	3,000		3,500	20	3,520	0	0	3,520	4	Wear consistent with age and use	
242	HCP	Disabled Toilet 1	Toilet			Y	500		1,500	20	1,520	0	0	1,520	4	Sanitaryware functional; minor wear	
243	HCP	Disabled Toilet 1	Hand Dryer			Y	200		600	0	600	0	0	600	4	Operational	
244	HCP	Disabled Toilet 1	Air Vent		Y		1,000		3,000	100	3,100	0	3,100	0	3	Ventilation operational; servicing recommended	
245	HCP	Disabled Toilet 1	Accessible Shower			Y	4,000		7,000	50	7,050	0	0	7,050	3	Functional; allowance for lifecycle maintenance	
246	HCP	Disabled Toilet 1	Rail Curtains			Y	500		1,500	0	1,500	0	0	1,500	3	Functional; minor wear	
247	HCP	Disabled Toilet 2	Lighting		Y		1,200		2,000	20	2,020	0	2,020	0	4	Lighting operational at time of inspection	
248	HCP	Disabled Toilet 2	Sink			Y	400		1,200	10	1,210	0	0	1,210	3	Plumbing fittings operational	
249	HCP	Disabled Toilet 2	Ceiling			Y	2,000		2,500	0	2,500	0	0	2,500	3	General condition acceptable	
250	HCP	Disabled Toilet 2	Flooring			Y	1,000		2,000	10	2,010	0	0	2,010	3	Wear consistent with age and use	
251	HCP	Disabled Toilet 2	Toilet			Y	500		1,500	10	1,510	0	0	1,510	3	Sanitaryware functional; minor wear	
252	HCP	Disabled Toilet 2	Air Vent		Y		1,000		2,000	20	2,020	0	2,020	0	3	Ventilation operational; servicing recommended	
253	HCP	Disabled Toilet 2	Hand Dryer			Y	200		600	0	600	0	0	600	4	Operational	
254	HCP	Disabled Toilet 3	Lighting		Y		1,200		2,000	50	2,050	0	2,050	0	4	Lighting operational at time of inspection	
255	HCP	Disabled Toilet 3	Sink			Y	400		1,200	10	1,210	0	0	1,210	3	Plumbing fittings operational	
256	HCP	Disabled Toilet 3	Ceiling			Y	2,000		2,500	0	2,500	0	0	2,500	3	General condition acceptable	
257	HCP	Disabled Toilet 3	Toilet			Y	500		1,500	20	1,520	0	0	1,520	3	Sanitaryware functional; minor wear	</

Shinfield Parish Council Long Term Maintenance Plan

Totals																	737,850	1,930,300	133,145	2,063,445	37,650	686,215	1,339,580	Check Total >>>: 0	
Ref	Building	Room	Item	Projected Replacement Period			Lower	Estimated Cost (at current prices)				Projected Cost Profile			Condition	Comments									
				1-5	6-10	11-20		To	Upper	Ancillary	Total	1-5	6-10	11-20											
258	HCP	Disabled Toilet 3	Flooring			Y	3,000		3,050	10	3,060	0	0	3,060	3	Wear consistent with age and use									
259	HCP	Disabled Toilet 3	Air Vent		Y		1,000		3,000	0	3,000	0	3,000	0	3	Ventilation operational; servicing recommended									
260	HCP	Disabled Toilet 3	Hand Dryer			Y	200		600	0	600	0	0	600	4	Operational									
261	HCP	Gents Toilets	Lighting		Y		1,200		2,000	5	2,005	0	2,005	0	4	Lighting operational at time of inspection									
262	HCP	Gents Toilets	Sinks			Y	800		2,400	10	2,410	0	0	2,410	4	Plumbing functional; minor wear									
263	HCP	Gents Toilets	Ceiling			Y	2,000		2,500	0	2,500	0	0	2,500	4	General condition acceptable									
264	HCP	Gents Toilets	Toilets			Y	1,500		4,500	0	4,500	0	0	4,500	4	Sanitaryware functional; minor wear									
265	HCP	Gents Toilets	Toilet Cubicles			Y	2,000		6,000	0	6,000	0	0	6,000	4	Functional; cosmetic wear noted									
266	HCP	Gents Toilets	Flooring			Y	3,000		7,000	0	7,000	0	0	7,000	4	Wear consistent with age and use									
267	HCP	Gents Toilets	Air Ventilation		Y		1,000		3,000	0	3,000	0	3,000	0	4	Ventilation operational; servicing recommended									
268	HCP	Gents Toilets	Mirrors			Y	500		1,500	0	1,500	0	0	1,500	4	Mirrors functional; minor wear									
269	HCP	Gents Toilets	Hand Dryer			Y	200		600	0	600	0	0	600	4	Operational									
270	HCP	Ladies Toilets	Lighting		Y		1,200		4,500	0	4,500	0	4,500	0	4	Lighting operational at time of inspection									
271	HCP	Ladies Toilets	Sinks			Y	800		2,400	0	2,400	0	0	2,400	3	Plumbing functional; minor wear									
272	HCP	Ladies Toilets	Ceiling			Y	2,000		6,000	0	6,000	0	0	6,000	3	General condition acceptable									
273	HCP	Ladies Toilets	Toilets			Y	1,500		4,500	0	4,500	0	0	4,500	3	Sanitaryware functional; minor wear									
274	HCP	Ladies Toilets	Toilet Cubicles			Y	2,000		6,000	0	6,000	0	0	6,000	3	Functional; cosmetic wear noted									
275	HCP	Ladies Toilets	Air Ventilation		Y		1,000		3,000	0	3,000	0	3,000	0	3	Ventilation operational; servicing recommended									
276	HCP	Ladies Toilets	Flooring			Y	3,000		7,000	0	7,000	0	0	7,000	3	Wear consistent with age and use									
277	HCP	Ladies Toilets	Mirrors			Y	500		1,500	0	1,500	0	0	1,500	4	Mirrors functional; minor wear									
278	HCP	Ladies Toilets	Hand Dryer			Y	200		600	0	600	0	0	600	4	Operational									
279	HCP	Officials Changing 1	Lighting			Y	500		1,000	0	1,000	0	0	1,000	4	Lighting operational at time of inspection									
280	HCP	Officials Changing 1	Ceiling			Y	1,000		2,000	50	2,050	0	0	2,050	4	General condition acceptable									
281	HCP	Officials Changing 1	Double Plug Sockets			Y	250		500	0	500	0	0	500	4	Electrical outlets serviceable									
282	HCP	Officials Changing 1	Flooring			Y	2,000		4,000	0	4,000	0	0	4,000	4	Wear consistent with age and use									
283	HCP	Officials Changing 1	Sink			Y	500		1,000	0	1,000	0	0	1,000	4	Plumbing functional; minor wear									
284	HCP	Officials Changing 1	Hand Dryer			Y	250		500	0	500	0	0	500	4	Operational									
285	HCP	Officials Changing 1	Shower			Y	500		1,000	0	1,000	0	0	1,000	4	Functional; minor wear									
286	HCP	Officials Changing 1	Toilet			Y	500		1,000	10	1,010	0	0	1,010	4	Sanitaryware functional; minor wear									
287	HCP	Officials Changing 2	Lighting			Y	500		1,000	0	1,000	0	0	1,000	4	Lighting operational at time of inspection									
288	HCP	Officials Changing 2	Ceiling			Y	1,000		2,000	50	2,050	0	0	2,050	4	General condition acceptable									
289	HCP	Officials Changing 2	Double Plug Sockets			Y	250		500	0	500	0	0	500	4	Electrical outlets serviceable									
290	HCP	Officials Changing 2	Flooring			Y	2,000		4,000	0	4,000	0	0	4,000	4	Wear consistent with age and use									
291	HCP	Officials Changing 2	Sink			Y	500		1,000	0	1,000	0	0	1,000	4	Plumbing functional; minor wear									
292	HCP	Officials Changing 2	Hand Dryer			Y	250		500	0	500	0	0	500	4	Operational									
293	HCP	Officials Changing 2	Shower			Y	500		1,000	0	1,000	0	0	1,000	4	Functional; minor wear									
294	HCP	Officials Changing 2	Toilet			Y	500		1,000	10	1,010	0	0	1,010	4	Sanitaryware functional; minor wear									
295	HCP	Team Changing 1	Lighting			Y	1,000		2,000	0	2,000	0	0	2,000	4										
296	HCP	Team Changing 1	Ceiling			Y	2,000		4,000	50	4,050	0	0	4,050	4										
297	HCP	Team Changing 1	Double Plug Sockets			Y	500		1,000	0	1,000	0	0	1,000	4										
298	HCP	Team Changing 1	Flooring			Y	4,000		8,000	0	8,000	0	0	8,000	4										
299	HCP	Team Changing 1	Sink			Y	1,000		2,000	0	2,000	0	0	2,000	4										
300	HCP	Team Changing 1	Hand Dryer			Y	500		1,000	0	1,000	0	0	1,000	4										
301	HCP	Team Changing 1	Shower			Y	1,000		2,000	0	2,000	0	0	2,000	4										
302	HCP	Team Changing 1	Toilet			Y	1,000		2,000	10	2,010	0	0	2,010	4										
303	HCP	Team Changing 2	Lighting			Y	1,000		2,000	0	2,000	0	0	2,000	4										
304	HCP	Team Changing 2	Ceiling			Y	2,000		4,000	50	4,050	0	0	4,050	4										
305	HCP	Team Changing 2	Double Plug Sockets			Y	500		1,000	0	1,000	0	0	1,000	4										
306	HCP	Team Changing 2	Flooring			Y	4,000		8,000	0	8,000	0	0	8,000	4										
307	HCP	Team Changing 2	Sink			Y	1,000		2,000	0	2,000	0	0	2,000	4										
308	HCP	Team Changing 2	Hand Dryer			Y	500		1,000	0	1,000	0	0	1,000	4										
309	HCP	Team Changing 2	Shower			Y	1,000		2,000	0	2,000	0	0	2,000	4										
310	HCP	Team Changing 2	Toilet			Y	1,000		2,000	10	2,010	0	0	2,010	4										
311	HCP	Team Changing 3	Lighting			Y	1,000		2,000	0	2,000	0	0	2,000	4										
312	HCP	Team Changing 3	Ceiling			Y	2,000		4,000	50	4,050	0	0	4,050	4										
313	HCP	Team Changing 3	Double Plug Sockets			Y	500		1,000	0	1,000	0	0	1,000	4										
314	HCP	Team Changing 3	Flooring			Y	4,000		8,000	0	8,000	0	0	8,000	4										
315	HCP	Team Changing 3	Sink			Y	1,000		2,000	0	2,000	0	0	2,000	4										
316	HCP	Team Changing 3	Hand Dryer			Y	500		1,000	0	1,000	0	0	1,000	4										
317	HCP	Team Changing 3	Shower			Y	1,000		2,000	0	2,000	0	0	2,000	4										
318	HCP	Team Changing 3	Toilet			Y	1,000		2,000	10	2,010	0	0	2,010	4										
319	HCP	Team Changing 4	Lighting			Y	1,000		2,000	0	2,000	0	0	2,000	4										
320	HCP	Team Changing 4	Ceiling			Y	2,000		4,000	50	4,050	0	0	4,050	4										
321	HCP	Team Changing 4	Double Plug Sockets			Y	500		1,000	0	1,000	0	0	1,000	4										
322	HCP	Team Changing 4	Flooring			Y	4,000		8,000	0	8,000	0	0	8,000	4										
323	HCP	Team Changing 4	Sink			Y	1,000		2,000	0	2,000	0	0	2,000	4										
324	HCP	Team Changing 4	Hand Dryer			Y	500		1,000	0	1,000	0	0	1,000	4										
325	HCP	Team Changing 4	Shower			Y	1,000		2,000	0	2,000	0	0	2,000	4										
326	HCP	Team Changing 4	Toilet			Y	1,000		2,000	10	2,010	0	0	2,010	4										
299	Other	SIDS	Speed Indicator Devices/Batteries	Y			16,000		18,000	0	18,000	18,000	0	0	2	Lifespan for SIDS exceeded, replacement recommended									
412	Other	Bus Shelters			Y		24,000		30,000		30,000	0	30,000	0	3										
413	Other	Bins			Y		2,000		5,000		5,000	0	5,000	0	3										

	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total Yrs 1-5	2031/2032	2032/2033	2033/2034	2034/2035	2035/2036	2036/2037	2037/2038	2038/2039	2039/2040	2040/2041	2041/2042	2042/2043	2043/2044	2044/2045	2045/2046					
LTMP Opening Balance B/F	206,300	244,450	271,650	313,650	388,650		478,650	446,407	429,164	426,921	424,678	422,435	448,084	438,132	463,781	489,429	515,078	430,932	346,786	208,640	124,494					
Budget Contribution	40,000	45,000	60,000	75,000	90,000		105,000	120,000	135,000	135,000	135,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000					
Interest on Reserve to be paid back into the account																										
Less Immediate Items																										
Ref	Item																									
3	Tower Room Floor					7,800																				
30	Pound Green Sockets					900																				
140	SWP Main Hall Sockets					950																				
408	Reception Refurbishment					10,000																				
299	SIDS					18,000																				
						1,850	17,800	18,000	0	0																
												0	17,800	0	0	0	0	0	18,000	0	0					
																					35,800					
Less Medium Term Items																										
						2031/2032	137,243				137,243															
						2032/2033		137,243			137,243															
						2033/2034			137,243			137,243														
						2034/2035				137,243			137,243													
						2035/2036					137,243			137,243												
Assume some need repeating in further 10 years @ 80%											0															
						137,243	137,243	137,243	137,243	137,243	686,215															
Less Long-Term Items																										
						2036/2037																				
						2037/2038	124,352																			
						2038/2039		124,352																		
						2039/2040			124,352																	
						2040/2041				124,352																
						2041/2042					124,352															
						2042/2043						124,352														
						2043/2044							124,352													
						2044/2045								124,352												
						2045/2046									124,352											
												124,352	124,352	124,352	124,352	124,352	124,352	124,352	124,352	124,352	124,352	124,352	1,243,515			
Closing Balance C/F																										
						244,450	271,650	313,650	388,650	478,650		446,407	429,164	426,921	424,678	422,435	448,084	438,132	463,781	489,429	515,078	430,932	346,786	208,640	124,494	40,348

Location	Sub-Location	Item	1-5	6-10	10+	Lower (£)	Upper (£)
HCP	Team Changing 1	Ceiling			Y	2,000	6,000
HCP	Team Changing 1	Flooring			Y	3,000	7,000
HCP	Team Changing 1	Lighting		Y		1,200	4,500

Ancillary	Total (£)	Condition	Comments
Yes	6,000	3	General condition acceptable; lifecycle allowance included
Yes	7,000	3	Wear consistent with age and use
Yes	4,500	4	Lighting operational at time of inspection

Proposed Amendments to Shinfield Parish Council Standing Orders

Introduction

Standing Order 6.I.iii) states that at the Annual Meeting the order of business includes “Appoint committee members to the standing committees”. This implies that Full Council should be the arbiter of which members sit on which committees.

Further, at 9c, the Standing Orders state “The membership of committees is fixed by the Council”. Again, at 10.iv, they state that the Council “...shall appoint and determine the terms of office of councillor and non-councillor members of a committee. Membership of committees shall be determined at each annual meeting”.

It is therefore clear that the intention of Standing Orders is that Council approves the membership of each standing committee.

Following the recent election of three new councillors there has been no consistency in the approach taken to including them on committees and the purpose of this paper is to clarify and formalise the process for appointing councillors to committees where this happens at any time other than the Annual Meeting.

RECOMMENDATION 1

Add new section 6j stating “Where a councillor wishes to join a committee at any time other than the Annual Meeting the request should be made to the Clerk who will add to the agenda for the next Full Council meeting a resolution for the Council to “RECEIVE and CONSIDER the appointment of Cllr X to committee Y”

RECOMMENDATION 2

Add to the proposed new 6j that “Membership of Staffing and Finance & General Purposes committee should be by invitation of the committee to ensure that members of the committee are suitably qualified and/or experienced.” Membership should still be ratified by Full Council as in Recommendation 1

RECOMMENDATION 3

For the avoidance of doubt 6j should also state that Full Council may resolve to remove a councillor from the membership of a specific committee.

OVERALL IMPACT ON STANDING ORDERS

The end result would be a new Section 6j which reads as follows:

“Where a councillor wishes to join a committee at any time other than the Annual Meeting the request should be made to the Clerk who will add to the agenda for the next Full Council meeting a resolution for the Council to “RECEIVE and CONSIDER the appointment of Cllr X to committee Y”. In the case of membership of either Staffing Committee or Finance & General Purposes Committee, this should be by invitation of the committee to ensure that members of the committee are suitably qualified and/or experienced. Membership should still be ratified by Full Council. Full Council may also choose to remove a member from a committee by making a resolution to that effect.”

RECOMMENDATION 4

To RECEIVE and CONSIDER the following appointments to committees:

- Cllr Rance to Arts, Culture & Events Committee
- Cllr Rance to Children & Young Adults Committee
- Cllr Pollock to Children & Young Adults Committee
- Cllr Hoyle to Facilities Committee

RECOMMENDATION 5

To cover the eventuality where a Chair of the council resigns mid-year, it is proposed to add a new section 6.d.III to state that “Where the Chair of the council resigns between Annual Meetings then the procedure set out at 6.d.I shall apply and the election of the new Chair shall be the first order of business at the next meeting of Full Council”



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QUOTATION FOR

Commercial Summary

Line	Item	Qty	Terms	Unit Price	Ext. Price
	Hardware				
2	Logitech Rally Bar	1.00	One Off	£3,599.00	£3,599.00
	USB Plug-and-Play Appliance mode All-in-one design RightSense technologies Adaptive beamforming mic array Ultra HD video Expansive room coverage				
3	Logitech Rally Mic Pod	4.00	One Off	£349.00	£1,396.00
	Logitech Rally Mic Pod Microphone for Rally Plus				
4	Logitech Rally Mic Pod Hub	1.00	One Off	£275.00	£275.00
	Logitech Rally Mic Pod Hub provides three connections that support any combination of mic pods or additional hubs. Under-table mounting hardware helps conceal cables for a clean look.				
5	Rally Mic Pod Extension Cable White	1.00	One Off	£219.00	£219.00
	Rally Mic Pod Extension Cable White				
6	TV Mount for Video Bars	1.00	One Off	£179.00	£179.00
	TV Mount for Video Bars saves space and clears the credenza by floating Rally Bar, Rally Bar Mini, or Rally camera above or below the display. Angle and mounting depth adjustments ensure a flush fit. The versatile swing-arm design and industry-standard VESA compatibility work with wall- and cart- mounted displays up to 248.92 cm (98 inches) in size.				
7	Logitech Tap Strong USB Cable 10m	1.00	One Off	£275.00	£275.00
	Logitech Strong USB cable USB Type A (M) to USB-C (M) USB 3.2 Gen 2 10 m plenum Active Optical Cable (AOC)				
8	AV Cable Pack	1.00	One Off	£60.00	£60.00

Line	Item	Qty	Terms	Unit Price	Ext. Price
	Covers all necessary cabling, trunking and accessories for your install.				
	for example extension leads, HDMI cables, USB cables, and trunking where required.				
Hardware Subtotal					£6,003.00
Labour					
12	Setup and Configuration	1.00	One Off	£650.00	£650.00
	- Pre-configuration of equipment				
	- Training				
	- Testing				
	- On-hand assistance for the first meeting				
	- 6 months support				
	(30 day money back guarantee when taking recommended setup)				
Labour Subtotal					£650.00
Please note, any work requiring an electrician is not included in this quote					

Payment Terms Summary	
One-Time Total	£6,653.00
VAT	£1,330.60
Total	£7,983.60

****Please note****
The project will not progress further than the architecture call until 100% of the One Time Total is received.

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

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QUOTATION FOR

Commercial Summary

Line	Item	Qty	Terms	Unit Price	Ext. Price
	Hardware				
2	Logitech Rally Bar Mini	1.00	One Off	£2,699.00	£2,699.00
	USB mode				
	Appliance mode				
	Cable management				
	Simple to use				
	Looks true-to-life				
	Stays focused				
	Sounds awesome				
	Sound optimization				
	Adaptive beamforming				
	AI-driven insights				
	Simple to manage				
3	Logitech Rally Mic Pod	3.00	One Off	£349.00	£1,047.00
	Logitech Rally Mic Pod				
	Microphone for Rally Plus				
4	Logitech Rally Mic Pod Hub	1.00	One Off	£275.00	£275.00
	Logitech Rally Mic Pod Hub provides three connections that support any combination of mic pods or additional hubs.				
	Under-table mounting hardware helps conceal cables for a clean look.				
5	Rally Mic Pod Extension Cable White	1.00	One Off	£219.00	£219.00
	Rally Mic Pod Extension Cable White				
6	TV Mount for Video Bars	1.00	One Off	£179.00	£179.00
	TV Mount for Video Bars saves space and clears the credenza by floating Rally Bar, Rally Bar Mini, or Rally camera above or below the display. Angle and mounting depth adjustments ensure a flush fit. The versatile swing-arm design and industry-standard VESA compatibility work with wall- and cart-mounted displays up to 248.92 cm (98 inches) in size.				
7	Logitech Tap Strong USB Cable 10m	1.00	One Off	£275.00	£275.00
	Logitech Strong				
	USB cable				
	USB Type A (M) to USB-C (M)				
	USB 3.2 Gen 2				
	10 m plenum				
	Active Optical Cable (AOC)				

Line	Item	Qty	Terms	Unit Price	Ext. Price
8	AV Cable Pack	1.00	One Off	£60.00	£60.00
	Covers all necessary cabling, trunking and accessories for your install.				
	for example extension leads, HDMI cables, USB cables, and trunking where required.				
Hardware Subtotal					£4,754.00
Labour					
12	Setup and Configuration	1.00	One Off	£650.00	£650.00
	- Pre-configuration of equipment				
	- Training				
	- Testing				
	- On-hand assistance for the first meeting				
	- 6 months support				
	(30 day money back guarantee when taking recommended setup)				
Labour Subtotal					£650.00
Please note, any work requiring an electrician is not included in this quote					

Payment Terms Summary	
One-Time Total	£5,404.00
VAT	£1,080.80
Total	£6,484.80

****Please note****
The project will not progress further than the architecture call until 100% of the One Time Total is received.

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

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Unit 7A Waterside Business Park
Waterside
Chesham
HP5 1PE

Tel: 0118 469 3601
e-mail: hello@mdfiredoors.com

Shinfield Parish Council
School Green Centre
Shinfield
Reading, RG2 9EH

3rd February 2026

FOA Mr Shams Ali

Dear Mr Ali

RE: FIRE DOOR REMEDIAL WORKS TO THE SCHOOL GREEN CENTRE

Following the recent fire door inspection to the above site, we are pleased to offer our quotation for the remedial works require at your site. Attached is a detailed scope of works highlighting what work will be undertaken to each door leaf. Once the works have been undertaken, our costs include for the re-inspection and updated report for your site.

All materials will be purchased from reputable suppliers and where appropriate, will carry confirmatory certification. All or our works are guaranteed for a period of 12 months. However, where there is insufficient paperwork or evidence to prove that the door blank or assembly are the correct fire rating, repairs will be undertaken on a nominal basis. The ultimate risk lies with you, the client, with this type of repair. MD Fire Doors accept no liability for any damage or injury that may occur through the failure of a fire door that has been previously assessed or remediated by us.

Our cost is based upon unhindered access to site between the hours of 8am to 5pm and assumes no waiting for doors to be unlocked.

Our price does not include

Parking costs ~ Where parking is not available to cost will be chargeable plus 20% OH&P

Any waiting time. Waiting time for any reason is chargeable at £45 per hour per person

It is the client's responsibility to maintain clear safe access to the works during the period of the contract. As safe perimeter, determined by our lean engineer, must be maintained by the client at all times. Any health and safety risks, which cannot be avoided, must be brought to the attention of MD Fire Doors Ltd for evaluation so that safe working can be ensured at all times. Where we are unable to undertake the works due to an unsafe environment, an abortive charge equivalent to 75% of the contract sum will be charged.

The cost to undertake the works contained within the attached Scope of Works will be £14,912.00

Cancellation of an order or instruction related to this quotation may be charged at 40% of the total contract sum. For nonpayment of any sums owed to MD Fire Doors within the payment terms, MD Fire Doors reserve the right to use an external debt collection agency or a county court to pursue payment, with associated costs be passed to you.

If you require any further information, please let me know

Yours sincerely

Jade Luker

For MD Fire Doors Ltd

www.mdfiredoors.com

Company reg no. – 14261596 VAT reg no. - 490974154

Shinfield Parish Council

School Green Centre Remedial Scope



Grazley

HINGES -- (Comment: no stamp). LOCKSET -- (Comment: no pads on flush bolts). SEALS -- (Comment: damaged at keep, smoke torn at top, drop down dragged on floor and spdamaged). SIGNAGE -- 11 Requires Fire Door Keep Locked Sign (Comment: required on half door). GAPS -- (Comment: b5, drop down damaged).

- 1 Install pads at flush bolt
- 2 Replace intumescent smoke seals
- 3 Replace drop down seals
- 4 Install signage

Grazley store L

FRAME -- (Comment: uneven face). HINGES -- (Comment: loose screws, screw missing, leaking oil). LOCKSET -- (Comment: shoot bolt NFR, keep face fixes, check FR of main lock, escutcheon missing, no keep for shoot bolt, smoke worn flat). SEALS -- (Comment: routed deep). CLOSER -- (Comment: slamming). SIGNAGE -- 10 Requires Fire Door Keep Shut Sign (Comment: none). GAPS -- (Comment: t5 rh. DOOR FAILED -- (Comment: remove old hook eye and plug).

- 1 Smooth out frame surface and decorate
- 2 Replace hinges
- 3 Remove shoot bolt and plug holes
- 4 Replace escutcheon
- 5 Replace intumescent smoke seals
- 6 Replace closer
- 7 Install signage
- 8 Reset depth of seals
- 9 Remove and plug hook and eye
- 10 Adjust gaps via the hinges
- 11 Install bottom threshold bar to close bottom gap
- 12 Cut in lock keep

Grazley store R

FRAME -- (Comment: bottom threshold NFR). HINGES -- (Comment: gappy concealed hinge). SEALS -- (Comment: paint on smoke, bottom seal torn). SIGNAGE -- 11 Requires Fire Door Keep Locked Sign (Comment: none).

- 1 Install threshold bar to bottom
- 2 Fill gaps around top hinge
- 3 Replace intumescent smoke seals
- 4 Replace drop down seal
- 5 Install signage

Kitchen

FRAME -- (Comment: gaps and cracks). HINGES -- (Comment: no stamp, concealed, screw missing). SEALS -- (Comment: smoke torn, interrupted length, seal on seal at top). CLOSER -- (Comment: not closing flat). STRUCTURE -- (Comment: cracks and gaps). SIGNAGE -- 10 Requires Fire Door Keep Shut Sign (Comment: none). GAPS -- (Comment: l7 b6). Additional inspector notes: Wedged open

- 1 Fill frame cracks and gaps
- 2 Fill gap around top hinge and replace screw
- 3 Replace door closer
- 4 Adjust closer ~ may need to be replaced
- 5 Install signage
- 6 Remove architrave and adjust frame to close gap
- 7 Install threshold bar to bottom

Kitchen to servery

FRAME -- (Comment: joint gap). HINGES -- (Comment: no stamp, hinge insulated high). CLOSER -- (Comment: concealed plate missing, slamming). GAPS -- (Comment: l4.5 b5).

- 1 Mastic joint gap
- 2 Install new closer
- 3 Adjust gaps via packing hinges
- 4 Install threshold bar to bottom

Mains electric

FRAME -- (Comment: stop pulling away). HINGES -- (Comment: no stamp). LOCKSET -- . SEALS -- (Comment: bottom seal torn).
SIGNAGE -- 11 Requires Fire Door Keep Locked Sign (Comment: wrong sign). GAPS -- (Comment: t5 l5).

- 1 Refix stops
- 2 Replace intumescent smoke seals
- 3 Replace signage
- 4 Adjust gaps via packing the hinges

Plantroom in office

HINGES -- (Comment: no stamp, concealed). STRUCTURE -- (Comment: crack in wall it's filler used). SIGNAGE -- 11 Requires Fire Door Keep Locked Sign (Comment: none). GAPS -- (Comment: t7 l5 b14).

- 1 Install signage
- 2 Adjust gaps via packing hinges
- 3 Install hardwood lipping to bottom of the door

Pound Green escape cupboard

HINGES -- (Comment: no stamp, installed high with glazing packer). LOCKSET -- (Comment: no pads on flush bolt and deep).
SIGNAGE -- 11 Requires Fire Door Keep Locked Sign (Comment: wrong , required on. it's leaves). GAPS -- (Comment: b8 , seal lifted and no long wrough). DOOR FAILED -- (Comment: gappy flush bolt, gappy concealed hinge).

- 1 Remove glazing packers from hinge and attempt to lower
- 2 Install pads at flush bolt
- 3 Install signage
- 4 Replace intumescent smoke seals
- 5 Install threshold bar to bottom
- 6 Mastic around flush bolt and hinge

Pound Green rear

HINGES -- (Comment: bottom hinges very high with glazing packers). SEALS -- (Comment: paint on smoke , smoke torn in middle).
CLOSER -- (Comment: bounces). SIGNAGE -- 10 Requires Fire Door Keep Shut Sign (Comment: no fire signage). GAPS -- (Comment: b5 with bottom seal torn, 4.5 daylight). DOOR FAILED -- (Comment: twisted at bottom 4mm).

- 1 Remove glazing packers from hinge and attempt to lower
- 2 Replace intumescent smoke seals
- 3 Replace closer
- 4 Install signage
- 5 Adjust gaps on hinges
- 6 Install threshold bar to bottom

Pound Green store L

LOCKSET -- (Comment: no top keep, no gaskets at flush bolts, no top beep). SEALS -- (Comment: only in middle). SIGNAGE -- 11 Requires Fire Door Keep Locked Sign (Comment: none). GAPS -- (Comment: m7). DOOR FAILED -- (Comment: flush bolt gappy, test evidence for recessed handle). Additional inspector notes: No plugs

- 1 Install gaskets at flush bolt
- 2 Install top keep
- 3 Install signage
- 4 Adjust door gaps via hinges
- 5 Route door leats 15mm and install new intumescent smoke seals
- 6 No action for recessed handles for now

Pound Green store R

LOCKSET -- (Comment: no pads at flush bolts). SEALS -- (Comment: only in middle). SIGNAGE -- 11 Requires Fire Door Keep Locked Sign (Comment: none). GAPS -- (Comment: m9). Additional inspector notes: No plugs

- 1 Install gaskets at flush bolt
- 2 Install signage
- 3 Remove architrave and mode frame to closer up gaps
- 4 Route door leats 15mm and install new intumescent smoke seals
- 5 No action for recessed handles for now

Rec to pound green

FRAME -- (Comment: cracks and gaps). HINGES -- (Comment: no stamp, bottom hinge loose). LOCKSET -- (Comment: keep missing, no keeps top and bottom). SEALS -- (Comment: bottom seal torn, side seal part missing, smoke torn up sides, interrupted length).
CLOSER -- (Comment: closer not shutting main door, also binding on floor, concealed closer). STRUCTURE -- (Comment: cracks).
GAPS -- (Comment: t6.5). DOOR FAILED -- (Comment: stragglers pulling apart). Additional inspector notes: Plus present

- 1 Fill crtacks and gaps and decorate

- 2 Refix bottom hinge
- 3 Install keeps top and bottom
- 4 Replace drop down seal
- 5 Replace intumescent seals
- 6 Intrusive survey to see if closer can be adjusted
- 7 Lift foot at bottom hinge
- 8 Re-secure astragal

Relish to Pound Green R

FRAME -- (Comment: cracks around frame, no pads on flush bolts, move stop closer to engage batwing). HINGES -- (Comment: screws missing). SEALS -- (Comment: drop down pulling away, drop down damaged, interrupted length, smoke torn). CLOSER -- (Comment: none - required). SIGNAGE -- 10 Requires Fire Door Keep Shut Sign, 11 Requires Fire Door Keep Locked Sign (Comment: none). DOOR FAILED -- (Comment: lipping damaged).

- 1 Fill cracks and gaps and decorate
- 2 Install gaskets at flush bolt
- 3 Re-position stop closer to leaf
- 4 Replace drop down seal
- 5 Install signage
- 6 Repair lipping damage
- 7 Replace intumescent smoke seals

Relish to Pound Green to L

FRAME -- (Comment: architrave pulling away , hinge cutout too large, split at bottom, wall flexes at bottom). HINGES -- (Comment: screw missing, surface fixes at bottom, glazing packer behind hinge). LOCKSET -- (Comment: top keep surface fixed). SEALS -- (Comment: paint on smoke, batwing bent , drop down seal pulled out). CLOSER -- (Comment: none, required). SIGNAGE -- 10 Requires Fire Door Keep Shut Sign, 11 Requires Fire Door Keep Locked Sign (Comment: none). GAPS -- (Comment: t5 rh5 lh4.5). DOOR FAILED -- (Comment: no plugs present , door catches on floor).

- 1 Re-fix architrave
- 2 Repair split in frame
- 3 Fill hinge cutout
- 4 Cut in top keep
- 5 Replace drop down seal
- 6 Replace intumescent smoke seals
- 7 Install new closer
- 8 Install signage
- 9 Remove architrave and move frame closer to leaf

Ryleish green to rec

FRAME -- (Comment: cracks and gaps). HINGES -- (Comment: no stamp). LOCKSET -- (Comment: flush bolt not fully retracting , no pads at flush bolt). SEALS -- (Comment: interrupted length , smoke torn all around, astragal seal missing). CLOSER -- (Comment: double acting , catches on seals, half door not closing flat). GAPS -- (Comment: t6 m4.5). DOOR FAILED -- (Comment: flush bolt very deep, keep deep).

- 1 Repair split in frame
- 2 Replace flush bolt complete with gaskets
- 3 Install intumescent smoke seals
- 4 Try to adjust closer ~ may need to be replaced
- 5 Reset flush bolt and keep depth
- 6 Lift door and adjust gaps

Shinfield room by Grazley

FRAME -- (Comment: top keep gappy). HINGES -- (Comment: no stamp, hinge high). LOCKSET -- (Comment: no pads visible at flush bolt). SEALS -- (Comment: jagged smoke). CLOSER -- (Comment: concealed, no closing into frame). SIGNAGE -- (Comment: required on half door). Additional inspector notes: Plug present

- 1 Fill around top keep
- 2 Install gaskets around flush bolt
- 3 Replace intumescent smoke seals
- 4 Attempt to adjust closer ~ may need to be replaced
- 5 Install signage

Shinfield to Grazley

FRAME -- (Comment: gappy hinge). HINGES -- No faults (Comment: en1935). GLASS -- . SEALS -- (Comment: smoke folded, batwing damaged, bottom seals hyper extending). CLOSER -- (Comment: none, required). SIGNAGE -- 10 Requires Fire Door Keep Shut Sign (Comment: none). GAPS -- (Comment: m5.5:b16 lh).

- 1 Mastic around hinges
- 2 Replace smoke seals

- 3 Install 13mm hardwood lipping to bottom of the door
- 4 Adjust gaps via the hinges
- 5 Install signage
- 6 Install new closer

Spencer's Wood

HINGES -- (Comment: no stamp, too high, glazing packer under hinges). LOCKSET -- (Comment: no visible pads on flush bolts). CLOSER -- (Comment: slamming, not fully closing). SIGNAGE -- 11 Requires Fire Door Keep Locked Sign (Comment: required on half door). GAPS -- (Comment: b5). DOOR FAILED -- (Comment: incorrect repair , gappy hinge and flush bolt on top).

- 1 Remove glazing packer from bottom hinge and reset
- 2 Install gaskets around flush bolt
- 3 Replace closer
- 4 Install signage
- 5 Install drop down seal
- 6 Mastic around hinge and repair door

Spencer's wood electrical

FRAME -- (Comment: joint gap). HINGES -- (Comment: no intumescent pads). LOCKSET -- (Comment: no pads on flush bolts). STRUCTURE -- (Comment: only one sheet of plasterboard above , insufficient linear gap seal). GAPS -- (Comment: m4.5). DOOR FAILED -- (Comment: flush bolt cutout too large, test evidence for recessed pull handle, hinges gappy, uneven surface on lipping, lipping damage at bottom).

- 1 Mastic joint gap
- 2 Install intumescent pads behind hinges
- 3 Install gaskets around flush bolt
- 4 Adjust gaps on hinges
- 5 Fill around hinges and flatten lipping surface
- 6 Repair lipping damage
- 7 No action for recessed handles for now
- 8 We have not allowed to undertake and works to the surrounding structure

Three Mile

FRAME -- (Comment: fill out top keep hole). HINGES -- (Comment: no stamp, concealed). SEALS -- (Comment: smoke torn, end plate missing from drop down). CLOSER -- (Comment: slamming, not latching on small close). SIGNAGE -- 11 Requires Fire Door Keep Locked Sign (Comment: required on both leaves). GAPS -- (Comment: b9, drop down not engaging). Additional inspector notes: No plugs

- 1 Repair old top keep hole
- 2 Replace intumescent smoke seals
- 3 Replace drop down seal
- 4 Replace closer
- 5 Install signage

Three Mile into Spencer

FRAME -- (Comment: incorrect repair at bottom hinge). HINGES -- (Comment: screw missing). LOCKSET -- (Comment: no pads at flush bolt, move keep to engage batwing). SEALS -- (Comment: seal at bottom torn). CLOSER -- (Comment: none, required). SIGNAGE -- 10 Requires Fire Door Keep Shut Sign, 11 Requires Fire Door Keep Locked Sign (Comment: none). GAPS -- (Comment: t5 m6.5 b11).

- 1 Repair frame at bottom hinge
- 2 Replace hinge screw
- 3 Move keep to engage batwing
- 4 Install gaskets around flush bolt
- 5 Replace bottom drop down
- 6 Replace intumescent smoke seals
- 7 Install closer
- 8 Install signage
- 9 Adjust gaps at hinges

Tower room

HINGES -- (Comment: no stamp). LOCKSET -- (Comment: loose handle). SEALS -- (Comment: torn double smoke 10mm). SIGNAGE -- 11 Requires Fire Door Keep Locked Sign (Comment: required on half door). GAPS -- (Comment: b6). DOOR FAILED -- (Comment: gappy flush bolt with no pads, door twisted 5mm at bottom, flush bolt deep). FRAME -- (Comment: plug fixings holes). HINGES -- (Comment: no stamps). LOCKSET -- (Comment: no bottom keep). SEALS -- (Comment: gaps in seals on top, empty seal route). CLOSER -- (Comment: catches on seals, bounces off stop , no closing to frame, concealed closers , set too deep at top). GAPS -- (Comment: daylight through middle, b9 seal torn). DOOR FAILED -- (Comment: lock deep, closer cutout too large at top, gap in top lipping).

- 1 Tighten handle, assume screw holes not blown out
- 2 Replace intumescent smoke seals

- 3 Install signage
- 4 Install drop down seal
- 5 Plug fixings holes
- 6 Attempt to adjust closer ~ may need to be replaced
- 7 Fill gap in top lipping
- 8 Fill around closer cutout
- 9 Install gaskets around flush bolt

corridor by first aid

FRAME -- (Comment: incorrect repair at hinge, splits at hinge, hinges gappy). LOCKSET -- (Comment: escutcheon missing, slide bolt no FR). GLASS -- (Comment: gasket dropped, no stamp, Georgian wired). SEALS -- (Comment: smoke torn, seal damaged, routed deep). CLOSER -- (Comment: bounces). GAPS -- (Comment: th. DOOR FAILED -- (Comment: gappy keep).

- 1 Repair frame and decorate
- 2 Repmove slide bolt and repair holes
- 3 Replace lock escutcheon
- 4 Replace intumescent smoke seals and adjust depth
- 5 Adjust door gaps vis the hinges
- 6 Adjust glass gasket
- 7 Fill around keep

dining room

FRAME -- (Comment: joint gaps). HINGES -- (Comment: no stamp). SEALS -- (Comment: no smoke control down long edges, seal on seal at top, one seal partially covered with stop). CLOSER -- (Comment: slam in, concealed closer). GAPS -- (Comment: t7). DOOR FAILED -- (Comment: lipping split at top hinge , top hinge deep).

- 1 Mastic joint gap
- 2 Replace intumescent smoke seals
- 3 Attempt to adjust closer ~ may need replaced
- 4 Repair lipping to top hinge
- 5 Adjust door gaps ar hinge
- 6 Install drop down seal

first aid

FRAME -- (Comment: hinges deep and gappy, frame has old seal heavily painted over). LOCKSET -- (Comment: check FR). GLASS -- (Comment: gasket dropped, no visible stamp, Georgian wired). SEALS -- (Comment: seals too deep, smoke dropped). CLOSER -- (Comment: no door guard keep). SIGNAGE -- (Comment: no door guard or keep shut signage). GAPS -- (Comment: l5 t6.5).

- 1 Intrusive survey for frame replacement
- 2 Replace intumescent smoke seals and reset depth
- 3 Install door guard keep
- 4 Install signage
- 5 Adjust gaps via hinges
- 6 Install drop down seal
- 7 Re-attached glass gaskets

office by tower

FRAME -- (Comment: lock cut out too large). HINGES -- (Comment: top hinge plate loose, , no markings). LOCKSET -- (Comment: confirm FR). SEALS -- (Comment: different size seals top and side). STRUCTURE -- (Comment: no visible gaskets in side glass, stamp illegible , crack in skirting). DOOR FAILED -- (Comment: fixings holes from lock change).

- 1 Mastic around lock
- 2 Refix top hinge plate
- 3 Plug fixings holes by handle

pound green

HINGES -- (Comment: loose top hinges). LOCKSET -- (Comment: top flush bolt inoperable , no pads at flush bolts, loose handle). CLOSER -- (Comment: concealed closer, plate missing, not closing into frame). SIGNAGE -- 10 Requires Fire Door Keep Shut Sign, 11 Requires Fire Door Keep Locked Sign (Comment: none). GAPS -- (Comment: t8 m4.5).

- 1 Refix top hinge
- 2 Replace top flush bolt complete with gaskets
- 3 Refix door handle assuming screw holes are not blown out
- 4 Attempt to adjust closer ~ may need replacement
- 5 Install signage
- 6 Adjust door via hinges
- 7 Install drop down seals

EMAIL 1

From: Rebecca Brooks <Rebecca.Brooks@wokingham.gov.uk>

Sent: 11 February 2026 18:37

To: Bruce Winton <bruce.winton@shinfieldparish.gov.uk>

Subject: Local Bus Services

Hi Bruce,

We last spoke in October regarding the review of local bus services and the future contracts due for retendering in April 2027. I am writing to ask whether Shinfield Parish Council is able to contribute financially towards improving local bus services in the area.

At that time, we discussed several options for Shinfield, including:

- Retaining the existing 600 service
- Enhancing community transport provision
- Exploring demand-responsive transport

Due to limited Borough funding, we cannot deliver all improvements and are therefore approaching Town and Parish Councils to explore potential financial support.

You previously indicated that the Parish Council might consider funding if services could demonstrate long-term financial viability. Unfortunately, we cannot guarantee viability for any supported service, by definition, most supported routes are not commercially viable. In the Shinfield area, only the Leopard 3 operates commercially, and we must avoid competing or duplicating its route.

Our current proposals focus on maintaining a bus service for Three Mile Cross, Spencers Wood, and Shinfield, funded through S106 contributions and potentially bus grant funding to address shortfalls.

Potential enhancements, subject to additional funding, include:

- Increasing frequency to every 30 minutes (estimated £150k–£300k per year)
- Introducing a Sunday service (estimated £50k per year)

Please note that the cost of any enhancements is an estimate and can only be confirmed once tender seals are broken and contracts are due to be awarded. The cost will depend on how an operator provides the resource, their assumptions on revenue and their perception of competition in the area.

Other options we reviewed we:

- Demand-responsive transport (DRT), but estimated at £312k per year and we cannot find an example of a financially viable DRT service.
- An additional community transport vehicle, costing approximately £85k to purchase a vehicle and £45k to operate annually. Efficiencies maybe possible if combined with school or day-care transport in the morning and afternoon.

We are requesting a formal response from Shinfield Parish Council confirming whether the Parish is able and willing to contribute towards the cost of enhancing future bus services, community transport or providing DRT services. A response is needed by end of March 2026 to support a procurement paper scheduled for April 2026.

We have also spoken with Swallowfield Parish Council and presented the same request at the Town and Parish Council Collaboration meeting. A public consultation on local bus services is currently live on the Council's Engage platform. The consultation is available here: [Citizen engagement platform | Wokingham Borough Council](#) We would welcome you help in promoting the consultation to your residents so that we can better understand their transport needs.

Please let me know if you need further information or wish to discuss the options in more detail.

Kind Regards

Rebecca

Rebecca Brooks

Community Transport Manager, Highways and Transport

EMAIL 2 (Rebecca's responses are shown in red)

From: Bruce Winton <bruce.winton@shinfieldparish.gov.uk>
Sent: 12 February 2026 10:49
To: Rebecca Brooks <Rebecca.Brooks@wokingham.gov.uk>
Subject: RE: Local Bus Services

Dear Rebecca,

We have a Finance committee meeting next week so this is good timing.

To clarify what the request is:

1 – Are there any potential cuts to existing services being considered?

No, we are trying to protect existing services where they are needed. We believe there is a need for a service in Shinfield / Swallowfield & Riseley, therefore we are looking to use S106 & bus grant to continue the service for the next contract period. Only if costs come in more than we expect would we then have to reconsider this position.

2 – Would it be correct to assume that we are not looking for anything that would call into question the financial viability of the #3 service e.g. anything that split existing customers between services

yes this is correct

3 – Previous requests for funding have been for a set period (three years) but there was no evidence provided that we would not be facing the same situation at the end of the period. What we would be looking for is some form of assurance that there is at least a fighting chance and that we were not looking at an ongoing contribution with no reasonable prognosis of success

we can't guarantee that any service will not require funding at the end of a set period. Rule of thumb is that it takes 5-years for a service to become viable, however fares, frequency, demand, and costs must all be right for this to happen. I can share some existing passenger numbers for the service if these are kept confidential within the Parish Council. I can look at a forecast increase in passengers and revenue against a forecast cost, but it will only be a forecast. Let me know if this would be helpful and what sort of service level you would want us to look at.

4 – Given that DRT has yet to prove itself viable what of the remaining options are WBC recommending to be most likely

we would recommend providing a fixed route service, as there is more opportunity to build on existing services and hopefully more threat of competition. With fixed route services the more successful they are, generally the more commercially viable they should be. With DRT the more successful they are either residents must wait longer and are less likely to get a trip, or more vehicles need to be deployed, but that increases the operational costs. Hence DRT models have struggled with viability.

Ideally a 30-minute frequency is needed, along with a Sunday service. If we look at the Leopard 3 service between Wokingham and Arborfield, the 30-minute frequency, Sunday service and later evening journeys which were all introduced in May 25 led to a 60% uplift in passenger numbers.

5 – Are you requesting an agreement in principle or confirmation of a formal amount by the end of March 2026

we would need confirmation of a formal amount or agreement to fund a certain enhancement, subject to tender prices being roughly as identified, say within 10%.

We are promoting the engagement exercise on buses through our social media channels brilliant, thank you.

Kind Regards

Bruce

Project Team Summary report

As At 13th February 2026

Project Team	Membership	Last Mtg	Next Mtg	Assigned Budget £	Comments (Full Council Actions in purple)
Art Exhibition	I Montgomery D Peer S Herring B Winton	07/05/2025	TBC	10,000 (Revenue Budget)	Event starts on Thursday 19th with gala evening. No WP meeting as event needed little modification from 2025.
Education	R Hoyle L James I Montgomery S Herring B Winton P Bray O Gill G Cole M Zhang A Lamping Oakbank parent Barbara Stanley, Swallowfield PC	07/01/2026	TBC	N/A	Last Meeting covered Hyde End Lane School Site Aldergrove extension GLT and Oakbank School
Traffic	L James B Johnson D Peer B Winton E Shaw S Tyler	09/05/2025	TBC	100,000	Still awaiting for Adrian Betteridge to offer date for a meeting
Shinfield North Options	L James Z Matic I Montgomery R Tatla B Winton	06/02/25 (ACE Meeting)	TBC	None assigned (bus circa £100k if approved)	Not active at the moment
Sports	I Clarke L James B Winton T Grover	CHECK	TBC	920,000 22,000 spent - balance 898,000	Revised proposals approved by Full Council in April 2025. Progressing plans for Fitness Centre
School Green	P Jahromi L James R Tatla S Herring	03/08/2023	TBC	50,000 22,000 remaining	Work to move recycling bins approved.
Engagement	B Johnson N Masseron I Montgomery S Herring L Hope B Winton	13/3/2025 (Public Speaking training session)	TBC	N/A (From General Training Budget)	Not sure of direction. Community-led Plan?
Public Art	Z Matic D Peer L James B Winton Arts4Wokingham	03/10/2025	17/10/2025	N/A (FC agreed to under-write to £42k)	Agreed at last meeting to extend closing date to January to allow more time for applications and the opportunity to aim at new targets
Corporate Governance	N Masseron B Winton S Herring J Mason (Finance) L Hope (Transparency)	12/02/2026	16/02/2026	N/A	Financial Regulations almost ready but not in time for this meeting.
Café	G Poole B Johnson D Peer B Winton S Herring	N/A	N/A	N/A	
Ryeish Green Pavilion	N Masseron C Bowler R Hoyle S Ali		TBC	£4,000	Aiming towards proposals to Full Council in next few months

Annual Grant Scheme

Introduction

This paper is to confirm arrangements for the Annual Grant Scheme 2026. The budget allocated is £30,000. No changes to the previously agreed arrangements are proposed.

Recommendation 1 - Proposed Timetable for 2026

Finance & General Purposes Committee recommend the following timetable for the application of the 2026 scheme:

29 April	Chair announces launch of the scheme at Annual Parish Meeting
1 May	2026 scheme launched with the SPC newsletter and social media
3 July	Closing date for submissions
Early July	F&GP members meet as a Working Party to consider applications received
22 July	F&GP recommendations to Full Council Meeting

Recommendation 2 – Grants to Private Individuals

For 2025, SPC introduced grants to young people as follows:

To make available

- Grants to private individuals who are under the age of 18 at the closing date of the application process
- Individuals must live in the Parish of Shinfield
- Grants would be to support sporting or cultural activities
- The maximum level of each grant to be £150
- The maximum number of grants available would be five

One such grant was made.

It is recommended that the arrangements are not changed for 2026.

Category A Grant Awarding Policy - 2026

Introduction

Shinfield Parish Council makes a sum of money available each year to support activities of benefit to the community within the parish.

The Aims and Objectives of the Award Scheme

The Grant Award Policy is intended to help local organisations (or regional/larger organisations with clear activities within the Parish) provide benefits for local residents.

The council is prepared to make grants where:

- Category A
 - The funding is for a specific purpose or activity up to a maximum value of £5,000
- Category B
 - Ongoing regular support for specific activities and causes approved by Full Council, for example, Spencers Wood Carnival and the Voluntary Car Service
- Category C
 - Capital grants more than £5,000
 - Any such grants are separate to and not covered by this policy

For 2026, the Parish Council has made £30,000 available to support activities within categories A & B.

Category C does not have any specific funding allocated and each request within this category will be considered individually on its merits.

Please contact the Clerk in the first instance if you wish:

- To have your charity/activity considered under Category B
- To make an application under Category C

Category A Applications

The remainder of this document refers to applications that fall within Category A.

Please note that it is the Council's preference that awards in this category should be used to help launch new initiatives or activities that would not otherwise take place and that support as many residents as possible. Applications meeting these criteria will be given priority.

Timetable

The scheme opens on Friday 1st May 2026 and applications must be received by midnight on Friday 3rd July 2026

Meetings to consider applications to take place in July before recommendations are made to Full Council on 22nd July 2026.

Applicants will be advised of the outcome no later than 31st August 2026

Information Checking

If applications are received by the Clerk no later than noon on Friday 26th June 2026, they will be reviewed to ensure that they have included all relevant information and to allow any additional information that may be useful to be provided before the deadline for receipt of applications. If you submit your application after noon on Friday 26th June 2026, the Clerk will not be able to guarantee to review the application.

The Awards Panel

The Awards Panel will be a specially convened meeting of the Council's Finance & General Purposes Committee.

Who is Eligible for a Category A grant

- SPC awards grants, at its discretion, to
 - Charities
 - With preference given, in order, to
 - Local charities
 - National Charities with a significant parish presence
 - Other national charities with a parish presence
 - Volunteer organisations
 - Sports Clubs
 - Not for profit organisations
 - Social Enterprises
 - Religious organisations
 - Only for a purpose which does not discriminate on grounds of belief
 - For the avoidance of doubt financial support will only be provided in circumstances where the benefits will be accessible by the community at large and not restricted to members of a religious group
 - For example support may be given for expenditure on a church run hall where many groups hire the hall but not for repairs to the church itself
 - Other worthy causes (as determined by SPC)
 - This may include residents coming together purely for a specific cause

Who is Not Eligible for a Category A grant

- SPC will NOT award grants:
 - To private individuals (except for young people under the age of 18 as set out below)
 - To commercial organisations
 - For a purpose for which there is a statutory duty upon other local or central government departments to fund or provide
 - To political parties
 - To religious organisations unless for a purpose which does not discriminate on grounds of belief (as set out above)
 - To any organisation which in the view of SPC has racist, extremist or other policies which SPC deems to be unacceptable.
 - This list is not exclusive and may be added to at the council's discretion

Terms and Conditions for Category A grants

Financial Need

- Applicants must demonstrate
 - A clear need for financial support (by providing bank accounts and financial information)
 - That the grant does not solely or largely support their normal ongoing operations

Benefit to the Parish and/or its residents

- Applicants must demonstrate (as fully as possible) that the requested grant will benefit the residents of the parish by achieving one or more of the following:
 - Providing a service for all, or specific groups of, residents
 - Enhancing the quality of life for all, or specific groups of, residents
 - Improving cultural, recreation or sports facilities in the parish
 - Improving the environment (by activities within the parish)
 - Promoting the parish in a positive way

Financial Criteria

- Grant awards will not exceed £5,000
 - Any organisation wishing to request a grant of more than £5,000 should contact the Clerk for further information
- Grant payments will only be made to named organisations
 - Grants will be paid by bank transfer to the organisation (no payments made to individual bank accounts)
 - Where residents come together to make a grant application, they must, if successful, create a bank account for the purpose before any funds are paid over

- The applicant will be responsible for the administration (including monitoring and reporting back to SPC) and accounting of any grant awarded

Other Criteria

- A successful award in any financial year does not guarantee that a grant would be made in any subsequent year
- Any grant must only be used for the purpose(s) specified in the grant application
- Any unspent portion of the grant should be returned to SPC no later than 12 months from the date of the awarding of the grant
 - F&GP committee may approve the grant award to be carried over beyond the 12 month period.
 - The maximum extension will be 12 months (i.e. to no later than 24 months from the date of the award)
 - No further extension will be permitted
- Grants will not be made retrospectively
- Successful applicants will be required to submit a feedback report in respect of their grant no later than 12 months after notification of the grant award
 - Should the activity continue beyond that period, interim updates should be provided every six months

Right of Appeal

- There is no right of appeal for any application which:
 - Is deemed not to have met the application criteria
 - It is the applicant's responsibility to ensure they submit a valid application and if they have any doubts or concerns to seek clarification from the Clerk no later than one week before the deadline for submission
 - Is not awarded a grant, or
 - Receives a grant of less than the sum requested in the application

Terms and Conditions for Grants to Young People

- Grants may be made to individuals under the age of 18 (at the closing date for applications)
- Individuals must live in the parish of Shinfield
- Grants may be to support sporting or cultural activities
- The maximum level of each grant is £150
- The maximum grants available in this category is five per annum

From National Association of Local Councils Newsletter dated 12th February 2026

We welcome the government's decision to formally exclude parish and town councils from referendum principles on excessive council tax increases for the 2026/27 financial year.

The confirmation, published this week as part of the Local Government Finance Settlement for 2026/27, follows our representations urging ministers to exempt parish and town councils from the referendum threshold to give them the certainty they need to set responsible and transparent budgets for the year ahead. The government's decision reflects a clear recognition of the unique role and funding position of the parish and town sector.

Responding to the consultation, we made the case that parish and town councils and other councils at all tiers should be able to set council tax and precept levels without the constant risk of government intervention. This principle is particularly critical for parish and town councils, whose precept is their primary and often only source of income.

Parish and town councils account for just around 2 per cent of England's total council tax in 2025/26. Yet, they deliver a wide range of essential local services and community support. Unlike principal authorities, they do not receive a revenue support grant, a share of business rates, or routine access to government grant funding. The exemption from referendum principles therefore provides much-needed stability, enabling parish and town councils to plan and continue serving their communities effectively.