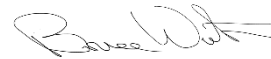


To all members of the Finance and General Purposes Committee

Notice is hereby given and you are summoned to attend a meeting of the Finance and General Purposes Committee on Wednesday 13th December 2023 at School Green Centre, commencing 19.30hrs.



Bruce Winton, Clerk
7th December 2023

Members: I Clarke, A Grimes, L James (Ch), I Montgomery, D Peer, R Tatla

Agenda

1. Public Questions

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

2. Apologies and declarations of members' interests

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

3. Minutes of the meeting on 20th September 2023

- 3.1 To **APPROVE** the minutes of the Finance and General Purposes Committee meeting on 20th September 2023 as a correct record of the meeting*
- 3.2 To **CONSIDER** matters arising from the meeting on 20th September 2023

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 verbal report on bank reconciliations at 30th November 2023*
- 5.2 To **RECEIVE** and **CONSIDER** the Booking reports as at 30th November 2023*

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 *

7. Budgets

- 7.1 To **RECEIVE** and **CONSIDER** an update from the Clerk and Finance Manager regarding the current year financial position*
- 7.2 To **RECEIVE** and **CONSIDER** the provisional budgets for 2024/25*
- 7.3 To **RECEIVE** and **NOTE** receive the notice of Band D Equivalent Properties for 2024/2025 *
- 7.4 To **RECEIVE** and **CONSIDER** the financial projections for 2025/26, 2026/27 & 2027/28*
- 7.5 To **RECEIVE** and **CONSIDER** the elections reserve

8. Land Issues

- 8.1 To **RECEIVE** and **CONSIDER** a verbal update on Land Registrations including list of properties
- 8.2 To **RECEIVE** and **CONSIDER** draft heads of terms for a lease of Ryeish playing fields*
- 8.3 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding provision of community space in the north of the parish
- 8.4 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding the sale of Ryeish Green Pavilion
- 8.5 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding the Parish Hall Lease
- 8.6 To **RECEIVE** and **CONSIDER** Council involvement in the development of the land to the north of School Green Centre

9. Screening Facility in School Green Centre

- 9.1 To **RECEIVE** and **CONSIDER** a proposal from Shinfield Studios for a Community Screening Room to be situated in School Green Centre*

10. Investment Policy

- 10.1 To **RECEIVE** and **NOTE** an update on movement of funds*

11. Financial Regulations

- 11.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk on Financial Regulations

12. Dates of future Meetings

- 12.1 To **NOTE** the date of the next meeting which is 21st February 2024

* Paper attached

** Paper to follow

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 20th September 2023
At School Green Centre commencing at 19.30

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

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

23/FGP/41

Public Questions

41.1 There were no public questions.

23/FGP/42

Apologies and declarations of Members' Interest

42.1 There were no apologies for this meeting.

42.2 There were no declarations of members' interests.

23/FGP/43

Minutes of the Previous Meeting

43.1 The minutes of the committee meeting of 21st June 2023 were approved as a correct record and signed by Cllr. James.

Proposed: Cllr Grimes

Seconded: Cllr Montgomery

Approved: Unanimously

23/FGP/44

Actions and Matters Arising

23/FGP/8.2 Clerk to check position on Parish Hall Lease

The Clerk advised that he had located the original lease and some correspondence on the matter but nothing definitive. Katherine Lamprell had been involved in 2019 and the Clerk had written to her for any advice on this issue. Katherine would investigate this but did not have immediate access to the files.

ACTION - Clerk to follow up with Katherine Lamprell

- 23/FGP/18.4 Clerk and Facilities Manager to develop a long-term maintenance plan

The Clerk advised that this was at the early stages of development and would also be used to feed in to a detailed 5-year plan for the council.

ACTION - Clerk and Facilities Manager to develop a long-term maintenance plan

- 23/FGP/35.2 Clerk to arrange a meeting with Cllr James regarding Land Swaps

This was on the agenda at Item 7.2

- 23/FGP/35.3 Clerk to advise Whiteknights regarding the discussions on support for their proposed new hall.

The Clerk had advised the school accordingly and this matter was on the agenda at Item 7.3

- 23/FGP/36.1 Clerk to arrange a meeting with Cllr James regarding investment policy

This was on the agenda at Item 11.1

23/FGP/45

Annual Accounts and Annual Governance and Accountability Return for Year Ending 31st March 2023

- 45.1 The Clerk advised that he had received the external auditor's report and certificate in respect 2022/23.

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

There were no other matters which the auditors felt should be drawn to the attention of the authority

- 45.2 The Clerk advised that the "Notice of Conclusion of Audit" will be displayed on noticeboards and the website with effect from 21st September in accordance with the regulations.

The notes to the Financial Statements for the year ended 31st March 2023 were discussed. Members **NOTED** the content of the notes

ACTION - Clerk to arrange the display of the Notice of Conclusion of Audit

23/FGP/46**Risk Register**

46.1 Risk Register

The Clerk advised that there were no recommended changes to any of the risk items. The Clerk noted that the council's involvement regarding concerns over school buses may be an indicator of how to handle risks RR1.1 – Damage to Residents' Trust in the Council and RR1.2 – Relationship to Wokingham Borough Council

23/FGP/47**Financial Reports**

47.1 Bank Reconciliations

Cllr. James confirmed that he had reviewed the bank reconciliations to the end of August 2023 on 13th September and that all was in order. A copy of the reconciliation was included in the papers for the meeting. Members **NOTED** the report.

47.2 Update on Bookings

The Clerk advised that he had produced a booking report to the end of August 2023 including advanced bookings already in the system and his projected future bookings.

The Clerk advised that the School Green Centre was running slightly ahead of budget (projected for the year was £121.4k up £1.4k/1.15% compared to a budget of £120k). The bookings for the previous year had been £99.0k – the increase being that School Green Centre was not fully established in the early part of 2022/23 and the largest hirer (Flexx) had not come on board until September 2022. Of the total projected income £25.0k (20.6%) related to bookings not yet taken

For Spencers Wood Pavilion bookings were very much in line with the budget.

Members **NOTED** the report.

47.3 Update of current financial position

The Clerk and Finance Manager gave an update on the current financial position for the year. Currently the projection was for an outturn that was approximately £39k better than budgeted. It was also noted that the budget had assumed a salary increase of 7% while the nationally decided figure was likely to be lower than that.

23/FGP/48

Financial Reserves & CIL

- 48.1 The balance of unexpended CIL was currently £1,248.6k. There was approximately £717k anticipated for future receipts and £1,075k earmarked for specific projects leaving approximately £890k available for new schemes with no projects earmarked. IT was anticipated that there would be some capital expenditure around High Copse (for example providing additional PV panels to reduce utility costs)

Members **NOTED** the report.

- 48.2 The CIL expenditure in year related to final Lifebuild contract and other expenditure on SGC. There had been a payment from reserves relating to footpath 11 of £30.4k. This left the balance of reserves as at 31st August as £1,513.2k.

Members **NOTED** the report.

23/FGP/49

Land Issues

- 49.1 Land Registrations

There were no updates on land registrations.

- 49.2 Draft Heads of Terms for a lease of Ryeish playing fields

Following discussions at Full Council, the Clerk had proposed to Craig Hoggeth at WBC that the concept of land swaps be dropped and instead there be a discussion on mutual leases of the land. Mr Hoggeth had agreed to this approach and suggested that SPC put forward some Heads of Terms for the arrangement

It was agreed that SPC propose to use the lease for the use of Deardon Field as the basis of a lease of the Ryeish Green playing fields to Wokingham Borough Council. Both leases would run for 7 years, have the same expiry date and be for a peppercorn rent.

Cllr Grimes felt that this arrangement would require WBC to act positively with SPC on the issue.

Proposed: Cllr Grimes
Seconded: Cllr Montgomery
Approved: Majority decision (Cllr Clarke abstained)

ACTION – Clerk to communicate these proposals to Craig Hoggeth

Whiteknights proposal

- 49.3 The Clerk advised that there had been a meeting on 19th September involving:
Cllrs James, Montgomery & Tatla
Richard Crompton (Operations Director Bellevue Place Education Trust - BPET)
Francois Walker (Headmaster, Whiteknights School)
Anna Hobart (Finance Office, Whiteknights School)
The Clerk
Facilities Manager

BPET advised that their preferred approach would be to achieve Phases 1 & 2 of an overall three phase build at the same time and were hoping to move as quickly as possible on this.

Phases 1 & 2 would cost approximately £1.5m if done together (but £1.8m if completed as separate phases). The school currently had £1.0m available through ten years of fundraising by the school

It was agreed that SPC should continue to maintain a dialogue with the school with a view to having some involvement with the development. This should include public visibility of SPC's involvement e.g. "badging" on the building.

ACTION – Clerk to add to agenda for Full Council

23/FGP/50

Annual Grants Scheme

- 50.1 As agreed previously at Full Council, SPC had implemented an Annual Grant Scheme which had resulted in a total of 26 applications being received. A working party of Cllrs James, Montgomery, Peer & Tatla, the Clerk and Deputy Clerk had met to consider each application in detail on 30th August. The recommendations of that Working Party were set out in the papers for this meeting.

It was agreed that the non-capital bids recommended by the working party (14 of the 26 applications) be recommended to the September Full Council meeting.

ACTION – Clerk to add the grant recommendations to the Full Council agenda

- 50.2 There were four capital grant applications that remained, and it was agreed that the working party should reconvene to consider these further

ACTION – Clerk to convene a meeting of the Working Party to consider capital grant applications

- 50.3 It was also agreed that the school prize scheme should be offered to all schools in the parish

ACTION – Clerk to offer the school prize scheme to all schools in the parish

23/FGP/51

Budget Planning Assumptions and Development of 5-Year Financial Plan

- 51.1 Members considered the main planning assumptions to be made to allow the draft budgets to be prepared for considerations later in the year;

Pay (Last year 7% assumption) – 5%

This was not an agreement to increase salaries by that much just an assumption to allow a salary figure to be included in the budget.

Rental income

School Green Centre (last year £100,000 + VAT) – Target to be £110,000 + VAT (based on £5k volume and £5k rate increases)

Spencers Wood Pavilion – Target income to increase by 5%

The budget for grants (*last year reduced to £20k*) – Return level for grants to £30k

Overall Precept (*last year target was to restrict to no more than 7% and achieved 5%*) – Limit to no more than a 5% increase

Events Budget – Set an initial events budget to cover costs of advertising, set up etc £10k

Education WP/Oakbank? – Allow £5k for specialist education consultancy support

ACTION – Clerk to include the financial assumptions into the budget process

- 51.2 The Clerk advised that he was in the process of preparing the 5-Year Financial Plan and would build in the above planning assumptions

ACTION – Clerk to continue to prepare the 5-year financial plan

23/FGP/52**Request to Replace Bus Shelter**

- 52.1 The Clerk advised that the process of renewing the bus stop at the Southern end of Hollow Lane had already started through the Facilities committee who had agreed to this in principle. Since that meeting the structure had been vandalised and the Clerk had arranged for it to be taken out of use and subsequently removed for safety reasons.

Members agreed the replacement of the bus shelter at the quoted cost of £6.3k + VAT plus the cost of removal.

Proposed: Cllr Clarke
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to arrange the replacement of the bus shelter

23/FGP/53**Investment Policy**

- 53.1 Cllr James, the Clerk and Finance manager had met to consider the council's investment policy. Their recommendation was NOT to invest in property funds but to consider CCLA's Public Sector Deposit Fund which would be cash and could be accessed reasonably quickly (90 days' notice). Latest yield on this fund is 5.11%. Members agreed with this approach.

ACTION – Clerk to arrange for the investment of funds in the CCLA Public Sector Deposit Fund

23/FGP/54**Shinfield Studios Proposal**

- 54.1 The Clerk advised that a site visit had been undertaken by the design team appointed to create the concept for this proposal on 23rd August and a follow up Teams meeting had been held on 19th September. The concept was to create an 80-seat cinema space that would continue to function as used presently for existing hirers. The designers were looking at a concept which would be based on the Pound Green room and involve issues such as lighting, black out blinds and seating. When ready the proposal would be submitted to Full Council for consideration.

23/FGP/55**Financial Regulations**

- 55.1 The Clerk advised that the review of Financial Regulations was progressing slowly and would report as soon as this had been completed.

23/FGP/56**Date of Next Meeting**

- 56.1 Next meeting was scheduled for 13th December 2023.

The meeting ended at 21.15

List of Actions

23/FGP/8.2	Clerk to follow up Parish Hall lease with Katherine Lamprell	Clerk
23/FGP/18.4	Clerk and Facilities Manager to develop a long-term maintenance plan	Clerk Facilities Manager
23/FGP/45.2	Clerk to arrange the display of the Notice of Conclusion of Audit	Clerk
23/FGP/49.2	Clerk to communicate the proposals for leases to Craig Hoggeth	Clerk
23/FGP/49.3	Clerk to add Whiteknights School to agenda for Full Council	Clerk
23/FGP/50.1	Clerk to add the grant recommendations to the Full Council agenda	Clerk
23/FGP/50.2	Clerk to convene a meeting of the Working Party to consider capital grant applications	Clerk
23/FGP/50.3	Clerk to offer the school prize scheme to all schools in the parish	Clerk
23/FGP/51.1	Clerk to include the financial assumptions into the budget process	Clerk
23/FGP/51.2	Clerk to continue to prepare the 5-year financial plan	Clerk
23/FGP/52.1	Clerk to arrange the replacement of the bus shelter	Clerk
23/FGP/53.1	Clerk to arrange for the investment of funds in the CCLA Public Sector Deposit Fund	Clerk

Account	Statement Date	Balance Statement	Payments Pending/Cqs Clearing	To be Banked	Reconciled Balance	Financial System Omega	Signed Off
		£	£	£	£	£	
Lloyds Bank Current	30/11/2023	826,374		72	826,446	826,446	
Lloyds Instant Access Account	30/11/2023	201,644			201,644	201,644	
NS&I	12/04/2023	1,000,000			1,000,000	1,000,000	
Petty Cash/Cash In Hand	30/11/2023	80			80	80	
Barclaycard Commercial	30/11/2023	-1,077			-1,077	-1,077	
Trade UK	30/11/2023	-189			-189	-189	
Total "Cash"		2,026,831	0	72	2,026,903	2,026,904	

Signed L James (Chairman F & GP)

Reconciliation to Reserves

Debtors	18,644
VAT Claim	4,281
Accruals	8,984
Creditors	-16,848
Damage / Holding Deposits	-3,894
Allotment Key Deposits	-465
WBC - Sale of Bags	-370

Dated

5th December 2023

Net Current Assets 2,037,236

Balance on Reserves 2,037,236



Venue Bookings Information Report - 2023/24 - As at 30 November 2023

Item 5.2

Income - By Room by Month

Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar TOTAL

School Green Centre

Grazeley	Actual	2,198	2,218	2,716	2,375	1,448	1,844	2,576	3,015		1,731	2,656	1,326	1,124	18,390
	Booked														6,836
	Projected														3,500
	TOTAL	2,198	2,218	2,716	2,375	1,448	1,844	2,576	3,015	1,731	2,656	2,826	3,124	28,726	
	Prior Year Variance	941	1,575	2,012	1,480	1,628	1,895	3,369	3,346	1,638	2,204	2,357	2,266	24,710	
		1,257	643	704	895	(181)	(51)	(793)	(331)	94	453	469	857	4,016	
Pound Green	Actual	2,952	3,426	3,987	4,109	1,829	3,333	4,219	4,670		2,357	4,705	2,802	897	28,525
	Booked													1,500	10,760
	Projected													1,500	1,500
	TOTAL	2,952	3,426	3,987	4,109	1,829	3,333	4,219	4,670	2,357	4,705	2,802	2,397	40,785	
	Prior Year Variance	1,030	1,933	1,749	1,578	1,545	5,214	3,340	3,829	2,898	3,171	3,021	4,086	33,392	
		1,922	1,493	2,238	2,532	284	(1,881)	878	842	(540)	1,534	(220)	(1,689)	7,393	
Ryeish Green	Actual	2,227	2,513	1,932	1,716	1,290	2,429	2,584	2,416		1,521	2,064	2,210	1,657	17,107
	Booked													2,000	7,452
	Projected													2,000	2,000
	TOTAL	2,227	2,513	1,932	1,716	1,290	2,429	2,584	2,416	1,521	2,064	2,210	3,657	26,558	
	Prior Year Variance	1,183	2,006	1,746	1,390	1,400	1,223	2,361	2,168	1,756	1,767	2,356	2,156	21,513	
		1,044	507	186	326	(111)	1,206	223	248	(235)	297	(146)	1,501	5,045	
Shinfield	Actual	116	51	175	255	117	191	149	222		241	208	143	120	1,276
	Booked												150	120	712
	Projected												150	150	300
	TOTAL	116	51	175	255	117	191	149	222	241	208	293	270	2,288	
	Prior Year Variance	172	141	137	180	493	120	342	241	190	58	158	149	2,380	
		(56)	(90)	38	75	(376)	71	(193)	(19)	51	149	136	122	(92)	
Spencers Wood	Actual	99	230	217	58	60	16	108	253		294	221	326	294	1,040
	Booked												50	50	1,134
	Projected												50	50	100
	TOTAL	99	230	217	58	60	16	108	253	294	221	376	344	2,274	
	Prior Year Variance	10	70	58	30	70	115	339	230	287	249	83	187	1,727	
		89	160	159	28	(10)	(99)	(231)	23	7	(29)	293	157	546	
Three Mile Cross	Actual	966	1,031	1,166	628	239	440	706	633		394	425	410	455	5,809
	Booked												500	750	1,684
	Projected												910	1,205	1,250
	TOTAL	966	1,031	1,166	628	239	440	706	633	394	425	910	1,205	8,743	
	Prior Year Variance	226	320	209	337	204	287	732	989	630	795	722	1,326	6,776	
		740	711	957	291	35	153	(26)	(356)	(236)	(370)	188	(121)	1,967	
Tower	Actual	1,147	835	901	980	0	946	689	692		398	740	875	663	6,189
	Booked												100	200	2,674
	Projected												975	863	300
	TOTAL	1,147	835	901	980	0	946	689	692	398	740	975	863	9,163	
	Prior Year Variance	0	75	0	0	0	399	2,338	1,293	437	587	416	879	6,423	
		1,147	760	901	980	0	548	(1,649)	(600)	(40)	153	559	(16)	2,740	
Other resources PA Screen & Projector Kitchen	Actual	199	166	245	285	245	183	375	328		165	440	230	50	2,025
	Confirmed												100	100	885
	Projected												100	100	200
	TOTAL	199	166	245	285	245	183	375	328	165	440	330	150	3,110	
	Prior Year Variance	30	40	10	10	50	50	350	250	1,010	175	82	40	2,097	
		169	126	235	275	195	133	25	78	(845)	265	248	110	1,013	
TOTAL FOR SGC	Actual	9,904	10,468	11,338	10,406	5,228	9,381	11,406	12,229	0	0	0	0	0	80,359
	Booked	0	0	0	0	0	0	0	0	7,101	11,458	8,320	5,258	32,137	
	Projected	0	0	0	0	0	0	0	0	0	0	2,400	6,750	9,150	
	TOTAL	9,904	10,468	11,338	10,406	5,228	9,381	11,406	12,229	7,101	11,458	10,720	12,008	121,646	
	Prior Year Variance	3,592	6,159	5,921	5,005	5,390	9,303	13,171	12,345	8,846	9,006	9,194	11,089	99,018	
		6,312	4,309	5,418	5,401	(163)	78	(1,765)	(116)	(1,744)	2,452	1,527	919	22,628	

Budget for 2023/24

VAT Inc

120000

Projected Performance against Budget

VAT Inc

1,646

Income - By Room by Month

Spencers Wood Pavilion

Meeting Rooms	Actual	731	1,349	2,154	1,198	590	1,375	786	2,969		1,285	985	377	182	11,152
	Booked														
	Projected														
	TOTAL	731	1,349	2,154	1,198	590	1,375	786	2,969		1,285	985	1,127	1,182	15,731
Prior Year		838	1,203	950	1,380	660	1,265	1,428	1,720		1,180	908	1,257	1,383	14,169
	Variance	(107)	147	1,204	(182)	(70)	110	(641)	1,249		105	77	(129)	(201)	1,562
Pre-School	Actual	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400		2,400	2,400	2,400	2,400	19,200
	Booked														
	Projected														
	TOTAL	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400		2,400	2,400	2,400	2,400	28,800
Prior Year		0	0	0	0	0	0	0	0		0	0	0	0	21,000
	Variance	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400		2,400	2,400	2,400	(18,600)	7,800
Car Service	Actual	270	342	396	360	414	378	396	396		342				2,952
	Booked														
	Projected														
	TOTAL	270	342	396	360	414	378	396	396		342	360	360	360	4,374
Prior Year		342	378	360	378	378	378	388	396		324	464	348	414	4,548
	Variance	(72)	(36)	36	(18)	36	0	8	0		18	(104)	12	(54)	(174)
Other resources (PA, screen & projector)	Actual	0	0	0	30	0	0	0	0		0	0	0	0	30
	Confirmed														
	Projected														
	TOTAL	0	0	0	30	0	0	0	0		0	0	0	0	30
Prior Year		40	0	0	20	10	20	10	10		0	0	0	10	120
	Variance	(40)	0	0	10	(10)	(20)	(10)	(10)		0	0	0	(10)	(90)
TOTAL FOR SWP	Actual	3,401	4,091	4,950	3,988	3,404	4,153	3,582	5,765		0	0	0	0	33,334
	Booked	0	0	0	0	0	0	0	0		4,027	3,385	2,777	2,582	12,771
	Projected	0	0	0	0	0	0	0	0		0	360	1,110	1,360	2,830
	TOTAL	3,401	4,091	4,950	3,988	3,404	4,153	3,582	5,765		4,027	3,745	3,887	3,942	48,935
Prior Year		1,220	1,581	1,310	1,778	1,048	1,663	1,826	2,126		1,504	1,372	1,605	22,807	39,837
	Variance	2,181	2,511	3,640	2,210	2,356	2,490	1,757	3,639		2,523	2,373	2,283	(18,865)	9,098
Budget for 2023/24										VAT Inc		48000			
Projected Performance against Budget										VAT Inc		935			
Village Green	Actual	0	1,197	756	0	0	0	882	0		0	0	0	0	2,835
	Booked														
	Projected														
	TOTAL	0	1,197	756	0	0	0	882	0		0	0	0	0	2,835
Prior Year		0	1,080	810	0	0	0	0	0		0	0	0	0	1,890
	Variance	0	117	(54)	0	0	0	882	0		0	0	0	0	945
Budget for 2023/24										VAT Inc		1200			
Projected Performance against Budget										VAT Inc		1,635			

Bookings - In Hours By room

Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar TOTAL

School Green Centre

Grazeley	Actual	87	114	146	118	74	96	129	146					909
	Booked									108	123	84	66	380
	Projected													0
	TOTAL	87	114	146	118	74	96	129	146	108	123	84	66	1,290
Prior Year		46	70	81	77	77	89	142	142	85	117	97	130	1,152
	Variance	41	44	65	41	(3)	8	(13)	4	23	6	(14)	(64)	138
Pound Green	Actual	105	124	165	125	81	122	142	155					1,018
	Booked									112	148	95	100	454
	Projected													0
	TOTAL	105	124	165	125	81	122	142	155	112	148	95	100	1,472
Prior Year		48	66	56	55	54	194	113	144	102	124	118	149	1,224
	Variance	57	57	109	69	27	(72)	29	11	10	24	(23)	(49)	248
Ryeish Green	Actual	118	135	105	97	71	108	128	116					876
	Booked									118	95	81	72	367
	Projected													0
	TOTAL	118	135	105	97	71	108	128	116	118	95	81	72	1,243
Prior Year		66	93	78	63	68	78	139	103	98	107	119	109	1,119
	Variance	52	42	27	33	3	30	(11)	14	20	(12)	(38)	(37)	124
Shinfield	Actual	18	18	38	43	22	33	30	36					238
	Booked									61	40	36	28	165
	Projected													0
	TOTAL	18	18	38	43	22	33	30	36	61	40	36	28	402
Prior Year		22	13	12	16	50	42	62	43	41	33	27	37	398
	Variance	(4)	5	26	27	(29)	(9)	(32)	(7)	21	7	9	(9)	4
Spencers Wood	Actual	9	39	48	43	7	4	10	42					202
	Booked									59	21	37	28	145
	Projected													0
	TOTAL	9	39	48	43	7	4	10	42	59	21	37	28	346
Prior Year		9	7	5	5	22	50	36	76	80	49	18	22	377
	Variance	0	32	43	38	(15)	(45)	(26)	(34)	(21)	(28)	19	6	(31)
Three Mile Cross	Actual	80	87	109	63	24	40	67	70					539
	Booked									73	35	40	36	184
	Projected													0
	TOTAL	80	87	109	63	24	40	67	70	73	35	40	36	723
Prior Year		41	30	27	32	34	59	77	99	74	97	66	111	747
	Variance	39	57	82	31	(10)	(19)	(11)	(29)	(1)	(62)	(27)	(75)	(24)
Tower	Actual	56	104	84	67	16	61	53	56					495
	Booked									49	42	46	38	175
	Projected													0
	TOTAL	56	104	84	67	16	61	53	56	49	42	46	38	670
Prior Year		28	28	15	9	9	52	197	61	57	53	42	65	614
	Variance	28	77	69	58	7	10	(145)	(5)	(8)	(11)	4	(27)	56
Other resources PA Screen & Projector Kitchen	Actual	83	84	89	108	67	52	101	97					679
	Confirmed									34	80	75	14	203
	Projected													0
	TOTAL	83	84	89	108	67	52	101	97	34	80	75	14	882
Prior Year		6	13	35	53	111	68	172	143	89	98	85	77	951
	Variance	77	71	54	55	(44)	(16)	(71)	(46)	(55)	(18)	(11)	(63)	(69)
TOTAL FOR SGC	Actual	555	704	783	662	360	517	659	718	0	0	0	0	4,956
	Booked	0	0	0	0	0	0	0	0	614	583	491	382	2,071
	Projected	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL	555	704	783	662	360	517	659	718	614	583	491	382	7,027
Prior Year		265	320	309	311	425	630	938	811	625	678	572	699	6,582
	Variance	290	384	475	350	(65)	(113)	(279)	(93)	(11)	(95)	(81)	(317)	445

Bookings - In Hours By room

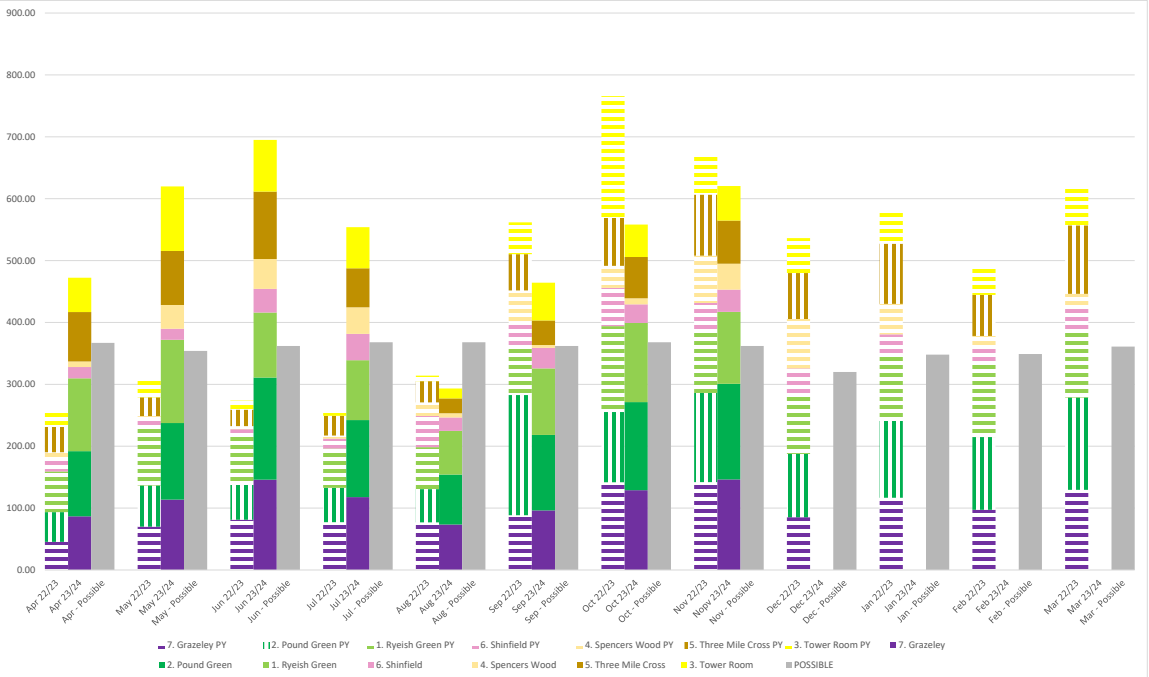
Spencers Wood Pavilion

Meeting Rooms	Actual	52	83	122	68	28	98	50	147	62	68	16	8	647
	Booked													155
	Projected													0
	TOTAL	52	83	122	68	28	98	50	147	62	68	16	8	802
Prior Year		92	120	109	113	88	131	136	168	111	114	123	138	1,440
	Variance	(40)	(36)	13	(45)	(60)	(33)	(86)	(22)	(49)	(45)	(107)	(130)	(638)
Pre-School	Actual													0
	Booked													0
	Projected													0
	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0
Prior Year		0	0	0	0	0	0	0	0	0	0	0	0	0
	Variance	0	0	0	0	0	0	0	0	0	0	0	0	0
Car Service	Actual	55	93	79	72	83	76	79	79	70				614
	Booked													70
	Projected													0
	TOTAL	55	93	79	72	83	76	79	79	70	0	0	0	684
Prior Year		59	65	62	65	65	65	77	79	63	79	68	83	829
	Variance	(5)	28	17	7	18	11	2	0	7	(79)	(68)	(83)	(145)
Other resources (PA, screen & projector)	Actual	0	0	1	5	0	14	0	0	0	0	0	0	20
	Confirmed													0
	Projected													0
	TOTAL	0	0	1	5	0	14	0	0	0	0	0	0	20
Prior Year		8	9		7	6	9	4	3	13			7	66
	Variance	(8)	(9)	1	(2)	(6)	5	(4)	(3)	(13)	0	0	(7)	(46)
TOTAL FOR SWP	Actual	107	176	202	145	111	187	129	226	0	0	0	0	1,281
	Booked	0	0	0	0	0	0	0	0	132	68	16	8	225
	Projected	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL	107	176	202	145	111	187	129	226	132	68	16	8	1,506
Prior Year		159	194	171	184	159	205	217	250	187	193	191	228	2,335
	Variance	(52)	(18)	31	(39)	(48)	(17)	(88)	(25)	(55)	(124)	(175)	(219)	(828)
Village Green	Actual	8	166	92			19	104						390
	Booked													0
	Projected													0
	TOTAL	8	166	92	0	0	19	104	0	0	0	0	0	390
Prior Year			137	61		9	9							216
	Variance	8	29	31	0	(9)	10	104	0	0	0	0	0	174

Utilisation Rates By Room

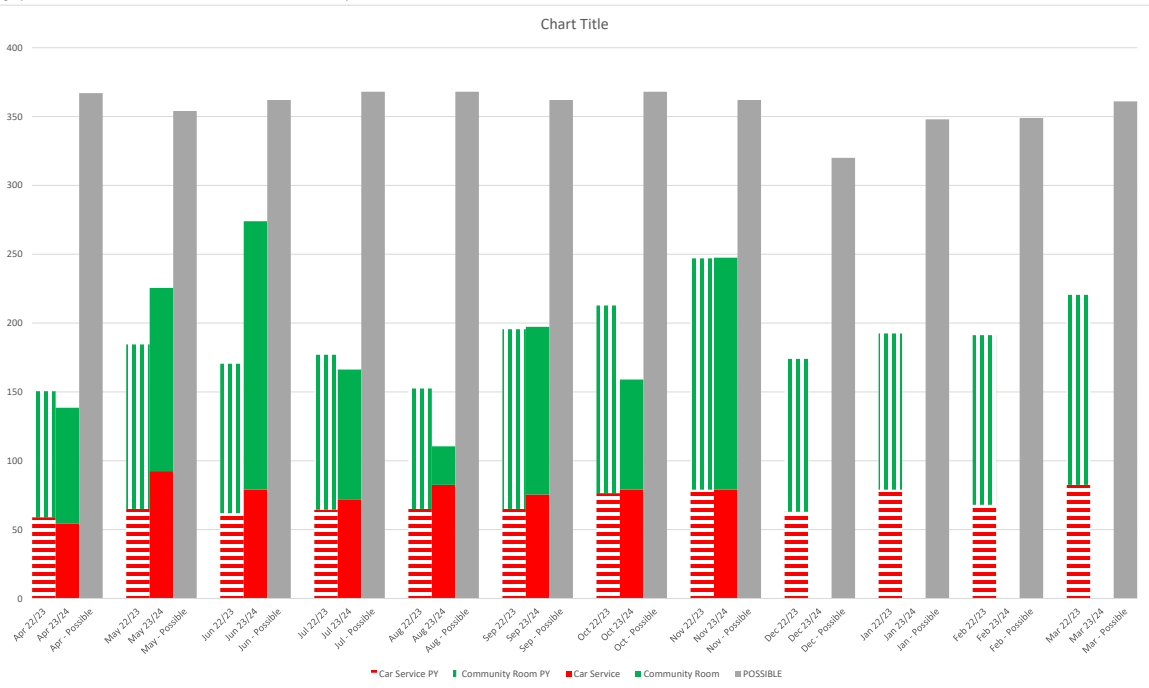
School Green Centre

grey column indicates total hours the centre was available normally 9.00 to 22.00



Spencers Wood Pavilion

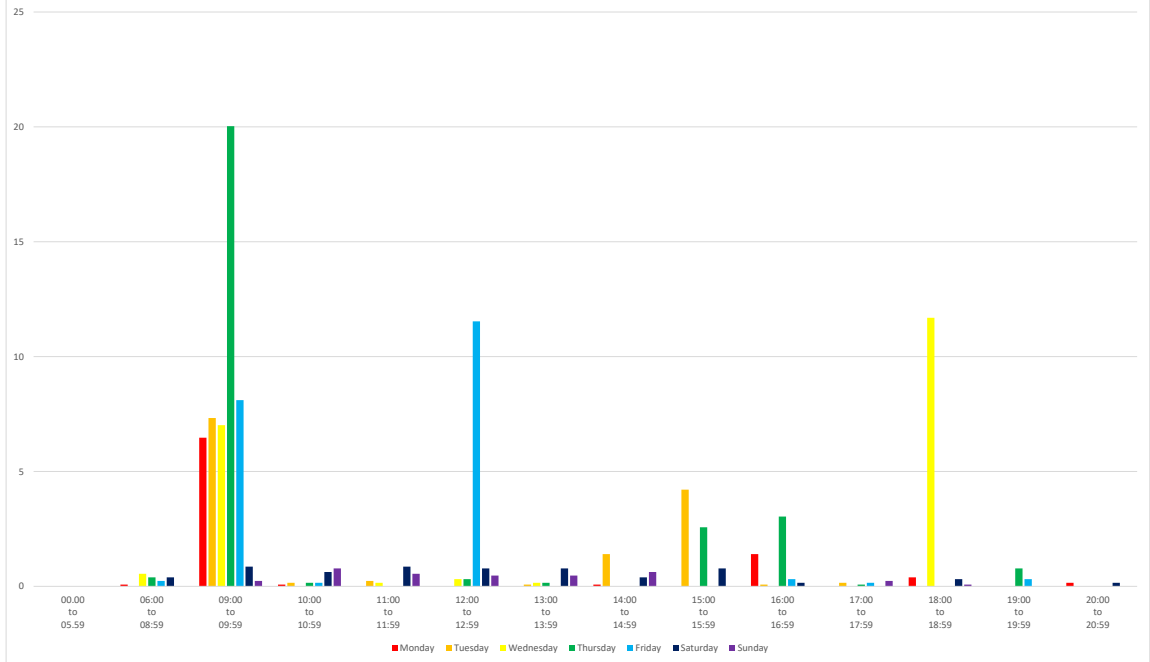
grey column indicates total hours the centre was available normally 9.00 to 22.00



This bar chart displays the frequency of tweets per hour for each day of the week. The x-axis represents time intervals in one-hour blocks, and the y-axis represents the count of tweets. The data shows a clear daily cycle with peaks occurring at different times for each day. For example, Sunday has a major peak in the 08:00-09:00 interval, while Monday has a significant peak in the 15:00-16:00 interval.

Time Interval	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
00:00 to 05:59	0	0	0	0	0	0	0
06:00 to 08:59	0.4	0.4	0.2	0.3	0.1	0.1	0.1
09:00 to 09:59	2.7	6.5	3.6	6.8	4.2	2.0	0.4
10:00 to 10:59	0.3	0.3	1.8	0.4	0.5	2.0	3.8
11:00 to 11:59	0	0.1	2.0	0.7	0.3	3.1	2.3
12:00 to 12:59	0.4	0.4	0.3	0.3	0.4	2.2	1.2
13:00 to 13:59	0.3	1.0	0.4	1.0	0.1	2.0	1.3
14:00 to 14:59	0	0.2	0.1	0.4	0.2	1.3	0.4
15:00 to 15:59	0	1.3	1.6	1.4	0.8	0.7	0.6
16:00 to 16:59	4.2	1.4	0.7	1.7	1.3	0.6	0.4
17:00 to 17:59	0	0.1	0.1	1.0	1.2	0.5	0.1
18:00 to 18:59	0.5	0.6	1.9	0.3	1.1	2.1	0.1
19:00 to 19:59	1.3	2.7	2.0	2.9	0.6	0.1	0.1
20:00 to 20:59	0.7	0.1	1.7	0.2	0.1	0.1	0.1

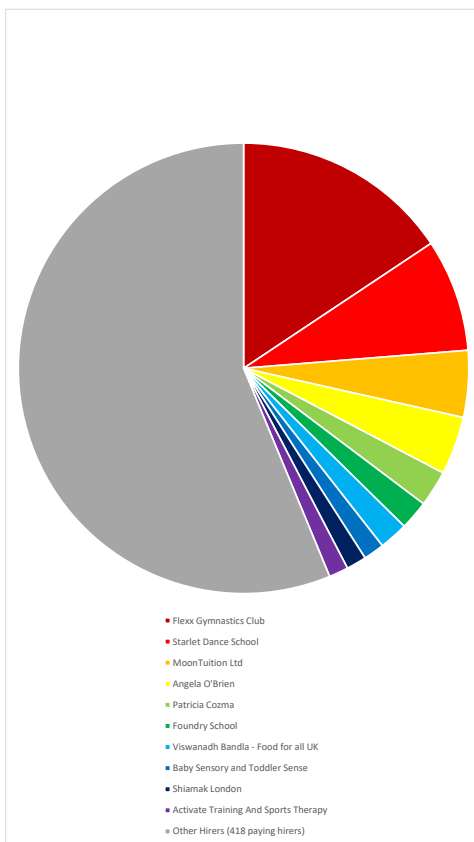
Graph shows PERCENTAGE of all Bookings since 1st April 2022 that start in the stated time slot



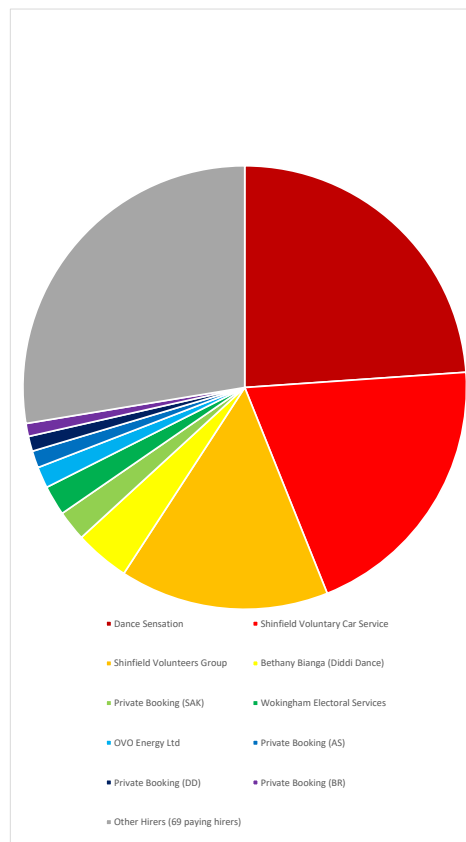
Income from Main Hirers - since 1st April 2022

School Green Centre

Rank		£
1	Flexx Gymnastics Club	33124
2	Starlet Dance School	17106
3	MoonTuition Ltd	10142
4	Angela O'Brien	8845
5	Patricia Cozma	5470
6	Foundry School	4438
7	Viswanadh Bandla - Food for all UK	4374
8	Baby Sensory and Toddler Sense	3170
9	Shiamak London	3045
10	Activate Training And Sports Therapy	2944
	Other Hirers (418 paying hirers)	119077
		211734

**Spencers Wood Pavilion**

Rank		£
1	Dance Sensation	8721
2	Shinfield Voluntary Car Service	7610
3	Shinfield Volunteers Group	5283
4	Bethany Bianga (Diddi Dance)	1518
5	Wokingham Electoral Services	825
6	OVO Energy Ltd	588
7	Daniel Durrant	415
8	Private Booking (JKV)	315
9	Private Booking (JR)	250
10	Private Booking (LR)	248
	Other Hirers (59 paying hirers)	8245
		34016



Date Paid to SPC	CIL Receipt & Potential Receipts	Millworth Lane Playground	Spencers Wood Pavilion	School Green Centre 2021-2023	CILr Lap Tops	Bollards	Spencers Wood MUGA & Gym	The Manor Cricket Ground	Allotments (SPC Contribution)	Capital Grants	Millworth Lane	Balance CIL Reserve AFTER Forecast Expenditure on Approved Schemes	Earmarked (not approved) Transport Strategy	Earmarked (not approved) School Green	Balance of CIL After Potential Schemes	Expiry Dates
May-17	£ 33,854	£ -33,854	£	£	£	£	£	£	£	£	£	£ 0	£	£	£	0 Spent
Oct-17	315,098	-63,660	-251,438									0				0 Spent
Apr-18	315,709		-147,162	-168,547								0				0 Spent
Oct-18	246,209			-246,209								0				0 Spent
Apr-19	79,810			-79,810								0				0 Spent
Oct-19	25,000			-25,000								0				0 Spent
Apr-20	45,644			-45,644								0				0 Spent
Oct-20	35,849			-35,849								0				0 Spent
Apr-21	985,328		-1,000	-692,964	-12,915	-19,966	-121,730	-55,100	-25,000	-28,500	-1,655	26,498	-26,498			0 Spent
Oct-21	1,094,192		-3,450								-858,345	232,397	-223,502	-8,895		0 Sep-26
Apr-22	115,915											115,915		-91,105	24,810	Mar-27
Oct-23	176,217											176,217			176,217	Sep-28
Total	3,468,825	-97,514	-403,050	-1,294,023	-12,915	-19,966	-121,730	-55,100	-25,000	-28,500	-860,000	551,027	-250,000	-100,000	201,027	

Potential Receipts - Schemes in Progress				
Apr-24	140,198	Stanbury House 25%	140,198	Mar-29
Oct-24	280,396	Stanbury House 50%	280,396	Sep-29
New Schemes				
Apr-25	14,984	211997 - 2 Grovelands	14,984	Mar-30
Apr-25	56,600	212717 - Dobbies	56,600	Mar-30
Apr-25	18,949	213947 - 12 Coningham Road	18,949	Mar-30
Apr-25	29,657	230177 - 1 Pendred Road	29,657	Mar-30
Apr-25	9,092	3 - 3a School Green	9,092	Mar-30
	549,876		549,876	

POTENTIAL Available for New schemes

750,903

Earmarked Reserves held at 30 November 2023

Item 6.2

Reserve	Balance at 30th November 2023	Committee	Purpose	Estimated Life	Source of Funds -
Community Infrastructure Reserve					
Earmarked					
Capital Grants	28,500		Capital Grants Approved by Council		
School Green	100,000		Safety & Visual Improvements to School Green		
Traffic Calming	250,000		Set aside for Traffic Calming & Speed Reduction in the Parish		
Millworth Lane Recreation Ground	860,000		Set aside for Recreational Facilities		
Unallocated	201,027		Available for New Schemes		CIL Developers Contributions Apr 2021 - Oct 2023 to be spent before September 2028
Total CIL	1,439,527				
Other Earmarked Reserves					
Allotments	70,000	R & A	Future extension to allotments at Deardon Way	10 years	University £70,000 (2022) & S106 Developers Contributions £15,572 (2023)
Sinking Fund	102,966	F & GP	Funds being set aside for future major repairs / refurbishments		Annual Contribution from Revenue including 2023/24
Highways / Footpaths	1,568	P & H	Improvements to Footpaths	1 Year	Bill form Reading University less than estimate - balance to be reviewed
Planning	23,500	P & H	Unexpected Costs incurred for planning advice and contribution to appeals	Ongoing	Revenue Underspend 2020/21
Website	10,000	F & GP	Further Development of Website required for expanding the Parish and rebranding.	1 Year	Revenue Underspend 2020/21
Youth Initiatives	8,340	R & A	To fund one off initiatives to educate and support the youth population	1 Year	Revenue Underspend in 2019/20 - used to support Summer coach trip and Hexagon
Parish Election	8,000	Full Council	Available for 1 contested Parish Election.	Ongoing	Based on estimate provided by Wokingham Borough Council
Total Other Earmarked Reserves	224,374				

Total Reserves at 30th November 2023	1,663,901	Council Approval Required for Release of Reserves to Schemes
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Budgets

Introduction – Summary of projected financial position for next 5 years

The projected financial performance for the next 5-year period is as follows. These figures are supported by a spreadsheet with full explanatory notes.

Item 7.1	Forecast Outturn for 2023/24	£73.1k
Item 7.2	Budget for 2024/25	£7.0k
Item 7.4	Projection for 2025/26	(£53.4k)
	Projection for 2026/27	(£16.1k)
	Projection for 2027/28	£14.3k

Overall there is a strong financial performance for the current year and a balanced budget for 2024/25 on the basis of a 4.5% precept increase. There are then deficits projected for 2025/26 and 2026/27 as Millworth Lane and then High Copse income streams are developed (the projections assume operating costs will be incurred more quickly than income achieved). The projections then show a return to surplus in 2027/28.

A significant factor to note is a proposed increase in sinking fund contributions from £30k p.a. to £75k p.a. by 2027/28

It is recommended that the surplus for 2023/24 is held in reserve to cover the shortfall anticipated in 2025/26 and 2026/27.

Item 7.1 – Update on current year financial position

The current forecast of outturn for 2023/24 is as follows:

	2023/24 Budget £K	Forecast £k	Variance £k	Comment
Income	182.0	220.9	38.9	<i>Interest £15.5k Manor Ground Income £24.0k</i>
Expenditure	(781.6)	(747.3)	34.2	<i>Electricity (all sites) £37.9k</i>
Precept	599.6	599.6	0.0	
Net Position	0.0	73.1	73.1	

Item 7.2 – Provisional Budgets for 2024/25

The provisional budget includes all financial parameters set by F&GP at their meeting in September.

	2024/25 Budget £K	2023/24 Budget £k	Variance £k	Comment
Income	230.6	182.0	48.6	<i>Assumes slight fall back in interest rates but still up £8k SGC Room hire up £10k Café income down (£4.5k) Millworth Lane Income £14.2k Manor Ground £20k after assuming loss of Dementia Group in 6mths (£4k)</i>
Expenditure	(865.7)	(781.6)	(84.1)	<i>Payroll (£66.0k) – pay awards, increments and additional staff Electricity £41.4k Millworth Lane Operational Expenditure (£23.3k) No change to Repairs Fund contribution which stays at £30k Manor Ground (not budgeted for in 2023/24 budget (£11.3k) Additional Friday Fun Days and Art Exhibition (£11.5k) Return Grants Budget to £30k (£10.0K)</i>
Precept	642.1	599.6	42.5	<i>Additional 189.6 Band D Equivalents Precept Increase of 4.5%</i>
Net Position	<u>7.0</u>	<u>0.0</u>	<u>7.0</u>	

Item 7.3 – Band D Equivalent Properties

Wokingham Borough Council have advised that the additional Band D properties to be used in the calculation of precept is 189.6 (increasing from 2023/24 figure of 7,613.2 to 7,802.8 for 2024/25 – an increase of 2.49%).

Item 7.4 – Provisional Budgets for 2025/26, 2026/27 & 2027/28

In addition to developing the budget requirement for 2024/25, projections have also been made for the three following years. These disregard inflation except where a decision has been made to make a volume change or above inflationary increase e.g. Council has decided to increase the allotment rates by above inflation each year to close the gap between income from allotment and their expenditure.

The projected position is as follows:

	2025/26 Projection £K	2026/27 Projection £k	2027/28 Projection £k	Comment
Income	248.6	289.4	336.2	Assumes interest rates return to lower levels and diminishes CIL reserves Assumes SGC room hire grows by £5k p.a. Assumes café level returns to 2023/24 level Assumes Allotment rates increase by more than inflation Assumes Millworth Lane income streams established (Income £30.4k-£45.6k-£76.0k) Assumes High Copse Income comes online (£12.0k-£16.5k-£25.0k) Assumes cinema related NET income £1.8k-£6.7k-8.2k
Expenditure	(952.4)	(960.0)	(980.5)	Allows for staff progression increments within Payroll Payroll reduces due to phasing of temporary Sports Development Officer Assumes Sinking fund increases from £30k to £45k-£65k-£75k Allows for periodic large-scale replacement of furniture at SGC £10.6k-£0.0k-£10.6k Assumes increases to Youth Service funding £2.5k-£5.0k-£0.0k
Precept	650.4	654.5	658.6	Assumes Band D Equivalent increases by 100-50-50
Net Position	<u>(53.4)</u>	<u>(16.1)</u>	<u>14.3</u>	

SHINFIELD STUDIOS LIMITED

PROPOSAL FOR COMMUNITY SCREENING ROOM

Shinfield Studios Limited (**SSL**) is in the process of constructing a major film studios complex in Shinfield. As part of this development, SSL entered into a section 106 agreement dated 10 December 2021 (the **s106 Agreement**), under which it is required to deliver a screening room. This screening room was originally to be located on the main film studio site, but the s106 Agreement is in the process of being varied to allow the screening room to be located within the parish of Shinfield.

Following negotiations with Shinfield Parish Council (**SPC**) a resolution was passed at the Full Council Meeting of 25 October 2023 (see Full Council Minutes 25.10.2023 at minute number 23/138.2) approving SSL's proposals for the screening room to be located in Hall A (Pound Green Room), School Green Community Centre, Shinfield RG2 9EH.

SSL and SPC have agreed, subject to: (a) a formal legal agreement being put in place and (b) SSL obtaining confirmation from Wokingham Borough Council's (**WBC**) that the installation of the screening room in Hall A will discharge its obligations under the s106 Agreement the following terms in relation to the installation of the screening room in Hall A.

Whilst the specification of the equipment and the works required for the screening room are still being finalised between SSL and SPC, the screening room is to include the following elements:

- Projector and roll-up projection screen
- Video and audio system
- Upgraded room acoustics
- Lighting/shading control
- Assisted hearing loop system
- Cameras and microphones to support video conferencing
- Streaming and webcasting connectivity
- Control system and rack installation including centralised system controls
- Raked comfort seating (stored when not in use to maintain flexibility of Hall A)

The system could also potentially benefit from cameras and microphones to support video conferencing, streaming and webcasting connectivity.

SSL and SPC have agreed to work together to finalise the design and specifications for the works and the equipment at no cost to SPC.

SSL and SPC aim to finalise the specifications by end of February 2023. SSL and SPC have delegated authority to the following individuals to agree the final specifications:

- SSL representative: Darrin Morris
- SPC representative: Andrew Grimes

Once the design and specifications have been finalised SSL will procure the carrying out of the works and installation of the equipment set out in the agreed design and specifications in accordance with the s106 Agreement and Building Regulations and at its own cost.

The works will take place after March 2024, but before December 2024. The commencement date for the works is to be agreed between SSL and SPC (both acting reasonably). SSL and SPC (both acting reasonably) will agree a method statement for the carrying out of the works with a view to minimising disruption to the ongoing use of the School Green Community Centre.

SSL will procure that the works are insured in accordance with the building contract entered between SSL and its building contractor, which will be based on a standard form of building contract published by the JCT, 2016 Edition.

Following completion of the works, SSL will be responsible for the maintenance of the screening equipment for a period of [one/] year. Thereafter provided that SPC has continued to diligently maintain the screening equipment, SSL will at the request of SPC replace any screening equipment which is beyond economic repair once during the first 10 years.

SPC will grant SSL any necessary licences and will enter into any necessary agreements to allow SSL to carry out the works and to discharge its obligations under the s106 Agreement.

SSL will pay SPC's reasonable legal costs for dealing with the costs of documenting these agreed terms in a formal agreement and for granting any necessary licences and entering into any necessary agreements up to a maximum of [£].

SSL will also pay SPC's reasonable professional costs in relation to the installation of the screening facility up to a maximum sum of [£].

Signed.....

For and on behalf of Shinfield Studios Limited

Signed.....

For and on behalf of Shinfield Parish Council

Investment Policy – Update on movement of Funds

The following are compliant with the Council Investment Policy.

It is proposed to transfer £102,966 to CCLA – Public Sector Deposit Fund. This is a longer-term investment for the Council Sinking Fund. It is not planned to draw on these funds within the next 5 years. The return on these is currently 5%.

The balance of monies currently held in the Council's current bank account (see 5.1) with Lloyds and not required to fund ongoing revenue expenditure will be transferred to a short-term fixed deposit (3-6 months) with Lloyds Bank. This will include CIL monies some of which will be required to fund Millworth Lane when the scheme starts in late Spring 2024. The return on these deposits is currently 3.5% and is paid on maturity. Some funds will be reinvested after this period and when a review of financial commitments has been completed.

The Council still holds £1,000,000 of National Savings Income Bonds which are currently paying just under 3.5% interest.