

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 22nd December 2022 at School Green Centre, commencing 19.30 hrs.



Bruce Winton, Clerk
16 December 2022

Members: I Clarke, A Grimes, L James (Ch), I Montgomery, and D Peer.

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 27th October 2022

- 3.1 To **APPROVE** the minutes of the Finance and General Purposes Committee meeting on 27th October 2022 as a correct record of the meeting*
- 4.2 To **CONSIDER** matters arising from the meeting on 27th October 2022

4. Risk Register

- 4.1 To **RECEIVE** and **NOTE** a verbal update from the Clerk on the Risk Register

5. Financial reports

- 5.1 To **RECEIVE** and **NOTE** a verbal report on bank reconciliations at 30th November 2022
- 5.2 To **RECEIVE** and **CONSIDER** the latest Room Hire report for School Green Centre and Spencers Wood Pavilion*
- 5.3 To **RECEIVE** and **CONSIDER** the actual vs budget vs forecast expenditure as of 30th November 2022*
- 5.4 To **RECEIVE** and **CONSIDER** a proposal to release funds for essential repairs and renewal of fences and water troughs at various allotments*

6. Budgets

- 6.1 To **RECEIVE** and **CONSIDER** the provisional budgets for 2023/24*
- 6.2 To **RECEIVE** and **NOTE** the indicative cost of parish council elections for 2023 from Wokingham Borough Council *
- 6.3 To **RECEIVE** and **NOTE** receive the notice of Band D Equivalent Properties for 2023/2024 *

7. Financial Reserves and CIL

- 7.1 To **RECEIVE** and **NOTE** an update on CIL**

8. Land Issues

- 8.1 To **RECEIVE** and **CONSIDER** a verbal update on Land Registrations
- 8.2 To **RECEIVE** and **CONSIDER** a verbal update regarding proposed land swaps
- 8.3 To **CONSIDER** options for the acquisition of land adjacent to the Basingstoke Road in Spencers Wood

9. Investment Policy

- 9.1 To **RECEIVE** and **CONSIDER** a verbal update on investment policy

10. Annual Grant Award Scheme

- 10.1 To **RECEIVE** and **CONSIDER** a proposal from the Recreation & Amenities Committee to adopt an annual grant award scheme*

11. Dates of future Meetings

- 11.1 To **NOTE** the next meeting is scheduled for Thursday 16th February 2023

* Paper attached

** Paper to follow

Minutes of a meeting of
Finance & General Purposes Committee
Held on Thursday 27th October 2022
At School Green Centre commencing at 19.30

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

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

22/FGP/26 Public Questions

26.1 There were no public questions.

22/FGP/27 Apologies and declarations of Members' Interest

27.1 There were no apologies for this meeting.

27.2 There were no declarations of members' interests.

22/FGP/28 Minutes of the Previous Meeting

28.1 The minutes of the committee meeting of 8th June 2022 were approved as a correct record and signed by Cllr. James.

Proposed: Cllr Montgomery
Seconded: Cllr Clarke
Approved: Unanimously

22/FGP/29 Actions and Matters Arising

4.4.4 WBC Asset Register

This was on the agenda.

3.3 Review of Financial Regulations

Clerk to arrange a review of financial regulations.

The Clerk had not yet been able to conduct a formal review of financial regulations but this would be carried out as soon as possible.

ACTION – Clerk to arrange a review of financial regulations

21.2 Clerk to arrange a Working Party to review new format Risk Register

This is the next item on the agenda.

22/FGP/30

Risk Register

30.1 New format Risk Register

The Clerk advised that he hoped to produce a first full draft by the end of November.

ACTION – Clerk to prepare a first full draft for the next meeting.

22/FGP/31

Financial Reports

31.1 Bank Reconciliations

Cllr. James confirmed that he had reviewed the bank reconciliations to the end of September on 19th October and that all was in order. Members **NOTED** the report.

31.2 Room Hire Report for School Green Centre and Spencers Wood Pavilion

The Clerk advised that he had updated the booking report based on actual bookings completed to 30th September and including those provisionally booked for the remainder of the year. There was also a small element for additional bookings that could reasonably be expected to be achieved within the Financial Year. This was showing continual improvement and beginning to approach the original targeted income for the year. There is inevitably a “ramping up” of bookings after the opening of a new facility and the later than originally envisaged opening has had an impact within the financial year.

Members **NOTED** the report.

31.3 Actual vs Budget vs Forecast Expenditure as at 30th September 2022

Overall the forecast of outturn was an adverse variance of £23k against the approved budget.

There had been some savings on salary with the gapping of the Deputy Clerk post and the Clerk did not intend to replace the Jo Skidmore role.

It was noted that about 40% of electricity used at the School Green Centre was being provided by the PV panels but the unit rate for electricity was a significant concern.

Members **NOTED** the current position.

22/FGP/32

Budgets

32.1 There was a discussion of the main budget assumptions for 2023/24.

A pay rise of up to 7% would be assumed in the absence of any indications to the contrary. This was not an agreement to actually increase salaries by that much just an assumption to allow a salary figure to be included in the budget.

Rental income would rise to £100,000 + VAT for the School Green Centre reflecting the trend of bookings and the benefit of a full years trading.

The budget for grants would be reduced to £20k.

The budget for consultants would be £5k except for any specific project requirements which would make use of CIL as appropriate.

The intention was to restrict the overall increase in precept by 7% after allowing for the increase in the tax base which would be provided by WBC.

22/FGP/33

Financial Reserves & CIL

- 33.1 There are planning applications in process for approximately 740 houses the most significant of which was Stanbury House. Millworth Lane was the next expected call on CIL. Cllrs Peer and James noted the lack of provision for the arts and culture in the parish.

22/FGP/34

Land Issues

- 34.1 Land Registrations

Cllr Clarke provided an update on the current position regarding land registrations.

ACTION – Clerk to keep on the agenda

- 34.2 Current Position regarding Land Swaps

It was recognised that for SPC to make any effective use of Ryeish Green Pavilion a significant investment would be required and there would also be a significant cost (in the region of £30k) to demolish the building. It was proposed that the pavilion should be included in the proposed land swap with Wokingham Borough Council.

Proposed: Cllr Grimes
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to write to WBC on this basis

- 34.3 Any other potential area for inclusion in land swaps

There was a discussion about possible additional areas of land that might be included in a possible land swap with WBC but no firm proposals.

22/FGP/35

Investment Policy

- 35.1 The Finance Officer advised that the CCLA forms were still to be signed. The CCLA had sent a suitability questionnaire to SPC which had been completed and returned. CCLA felt that SPC needed to be prepared to keep the investments for a minimum of 10 years. It was agreed to keep this issue on the agenda.

ACTION – Clerk to keep the issue on the agenda

22/FGP/36

Spencers Wood Carnival

- 36.1 Members were concerned that the Carnival committee did not have its own charity bank account, did not meet the requirements stipulated by SPC for grant awards and they distributed any surplus from the carnival to stall holders. The Clerk was asked to meet with the organiser(s) and establish their intentions for the future and to discuss funding options with them.

ACTION – Clerk to meet with the organisers of Spencers Wood Carnival

22/FGP/37

California Country Park

- 37.1 Members discussed the request from WBC to make a contribution towards the proposed works at the country park. Members agreed that SPC should not make a contribution to this work due to other ongoing expenditure and new items planned for the parish. It was also felt that a large proportion of this work was repairs which most properly fell to WBC.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously

22/FGP/38

Date of Next Meeting

- 38.1 Next meeting is 22nd December

The meeting ended at 21.20

List of Actions

- | | | |
|------|---|-------|
| 3.3 | Clerk to arrange a review of financial regulations | Clerk |
| 30.1 | Clerk to prepare a first full draft for the next meeting | Clerk |
| 34.1 | Clerk to keep land registrations on the agenda | Clerk |
| 35.1 | Clerk to keep investment policy on the agenda | Clerk |
| 36.1 | Clerk to meet with the organisers of Spencers Wood Carnival | Clerk |

Shinfield Parish Council - Venue Bookings Information Report

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	986	1,575	2,012	1,560	1,628	1,918	3,369	3,346	1,661	1,551	1,177	1,252	16,394
	Booked											250	750	5,639
	Projected													1,000
	TOTAL	986	1,575	2,012	1,560	1,628	1,918	3,369	3,346	1,661	1,551	1,427	2,002	23,033
Prior Year		0	0	0	0	0	0	0	992	252	501	1,632	1,761	5,138
	Variance	986	1,575	2,012	1,560	1,628	1,918	3,369	2,354	1,409	1,049	(206)	241	17,895
Pound Green	Actual	1,030	1,933	1,749	1,578	1,545	5,409	3,340	3,829	2,898	2,475	2,970	2,520	20,412
	Booked											500	500	10,863
	Projected													1,000
	TOTAL	1,030	1,933	1,749	1,578	1,545	5,409	3,340	3,829	2,898	2,475	3,470	3,020	32,274
Prior Year		0	0	0	0	0	0	0	0	0	792	594	2,600	3,986
	Variance	1,030	1,933	1,749	1,578	1,545	5,409	3,340	3,829	2,898	1,683	2,876	420	28,288
Ryeish Green	Actual	1,183	2,006	1,746	1,390	1,420	1,223	2,461	2,168	1,794	1,750	1,441	1,223	13,598
	Booked											500	500	6,207
	Projected													1,000
	TOTAL	1,183	2,006	1,746	1,390	1,420	1,223	2,461	2,168	1,794	1,750	1,941	1,723	20,804
Prior Year		0	0	0	0	0	0	0	120	300	1,165	1,528	1,920	5,033
	Variance	1,183	2,006	1,746	1,390	1,420	1,223	2,461	2,048	1,494	585	413	(197)	15,772
Shinfield	Actual	172	141	137	180	493	120	342	241	142	0	36	0	1,826
	Booked													178
	Projected													0
	TOTAL	172	141	137	180	493	120	342	241	142	0	36	0	2,004
Prior Year		0	0	0	0	0	0	0	0	0	0	78	163	241
	Variance	172	141	137	180	493	120	342	241	142	0	(42)	(163)	1,763
Spencers Wood	Actual	10	70	58	30	70	115	339	230	123	286	180	180	922
	Booked													769
	Projected													0
	TOTAL	10	70	58	30	70	115	339	230	123	286	180	180	1,691
Prior Year		0	0	0	0	0	0	0	0	0	0	68	20	88
	Variance	10	70	58	30	70	115	339	230	123	286	112	160	1,603
Three Mile Cross	Actual	226	320	209	337	204	287	754	989	529	513	405	314	3,325
	Booked													1,761
	Projected													0
	TOTAL	226	320	209	337	204	287	754	989	529	513	405	314	5,087
Prior Year		0	0	0	0	0	0	0	0	0	88	190	227	505
	Variance	226	320	209	337	204	287	754	989	529	425	215	87	4,582
Tower	Actual	0	75	0	0	0	399	2,338	1,293	437	463	313	175	4,104
	Booked											250	500	1,388
	Projected													750
	TOTAL	0	75	0	0	0	399	2,338	1,293	437	463	563	675	6,242
Prior Year		0	0	0	0	0	0	0	0	63	0	0	88	150
	Variance	0	75	0	0	0	399	2,338	1,293	375	463	563	588	6,092
Other resources PA Screen & Projector Kitchen	Actual	30	40	10	10	50	50	380	250	1,010	0	40	10	820
	Confirmed													1,060
	Projected													0
	TOTAL	30	40	10	10	50	50	380	250	1,010	0	40	10	1,880
Prior Year		0	0	0	0	0	0	0	0	0	0	20	0	20
	Variance	30	40	10	10	50	50	380	250	1,010	0	20	10	1,860
TOTAL FOR SGC	Actual	3,637	6,159	5,921	5,085	5,410	9,521	13,323	12,345	0	0	0	0	61,399
	Booked	0	0	0	0	0	0	0	0	8,593	7,037	6,561	5,674	27,865
	Projected	0	0	0	0	0	0	0	0	0	0	1,500	2,250	3,750
	TOTAL	3,637	6,159	5,921	5,085	5,410	9,521	13,323	12,345	8,593	7,037	8,061	7,924	93,014
Prior Year		0	0	0	0	0	0	0	1,112	614	2,546	4,110	6,778	15,160
	Variance	3,637	6,159	5,921	5,085	5,410	9,521	13,323	11,233	7,979	4,491	3,952	1,145	77,854

Budget for 2022/23

VAT Inc

106320

Projected Performance against Budget

VAT Inc

(13,306)

Income - By Room by Month

Spencers Wood Pavilion

Meeting Room 1	Actual Booked	437	578	485	643	478	498	543	626	482	324	388	512	4,288
	Projected											100	400	1,706
	TOTAL	437	578	485	643	478	498	543	626	482	324	488	912	500
	Prior Year Variance	70	0	45	570	0	262	0	0	0	50	48	414	1,459
		367	578	485	598	(92)	498	281	626	482	274	440	498	5,035

Pre-School	Actual Booked													0
	Projected													0
	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	21,000
	Prior Year Variance	1,540	1,540	1,540	1,540	1,540	0	0	0	0	0	0	0	21,000
		(1,540)	(1,540)	(1,540)	(1,540)	(1,540)	0	0	0	0	0	0	0	21,000

Community Room	Actual Booked	743	1,003	825	1,115	560	1,160	1,283	1,490	1,250	983	860	1,010	8,178
	Projected										100	400	500	4,103
	TOTAL	743	1,003	825	1,115	560	1,160	1,283	1,490	1,250	1,083	1,260	1,510	1,000
	Prior Year Variance	0	480	161	188	350	535	920	710	250	1,028	1,618	2,060	8,299
		743	523	664	928	210	625	363	780	1,000	55	(358)	(550)	4,981

Other resources (PA, screen & projector)	Actual Confirmed	40	0	0	30	10	30	10	10	0	0	0	10	130
	Projected													10
	TOTAL	40	0	0	30	10	30	10	10	0	0	0	10	0
	Prior Year Variance	0	0	0	0	0	0	0	0	0	10	45	0	55
		40	0	0	30	10	30	10	10	0	(10)	(45)	10	85

TOTAL FOR SWP	Actual Booked	1,220	1,581	1,310	1,788	1,048	1,688	1,836	2,126	0	0	0	0	12,596
	Projected	0	0	0	0	0	0	0	0	1,732	1,307	1,248	1,532	5,819
	TOTAL	1,220	1,581	1,310	1,788	1,048	1,688	1,836	2,126	1,732	1,407	1,748	23,432	22,500
	Prior Year Variance	1,610	2,020	1,701	1,773	2,460	535	1,182	710	250	1,088	1,711	2,474	17,513
		(391)	(440)	(391)	16	(1,412)	1,153	654	1,416	1,482	319	38	20,958	23,401

Budget for 2022/23	VAT Inc	39600
Projected Performance against Budget	VAT Inc	1,314

Village Green	Actual Booked		1,080	810										1,890
	Projected													0
	TOTAL	0	1,080	810	0	0	0	0	0	0	0	0	0	1,890
	Prior Year Variance	480	0	0	0	0	0	0	0	0	0	0	0	480
		(480)	1,080	810	0	0	0	0	0	0	0	0	0	1,410

Budget for 2022/23	VAT Inc	1200
Projected Performance against Budget	VAT Inc	690

Shinfield Parish Council - Venue Bookings Information Report

Item 5.2

Bookings - In Hours By room

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

School Green Centre

Grazeley	Actual Booked	49	70	81	77	78	91	157	142	110	90	77	76	744
	Projected													352
	TOTAL	49	70	81	77	78	91	157	142	110	90	77	76	1,096
	Prior Year Variance	0	0	0	0	0	0	0	46	12	19	66	94	238
		49	70	81	77	78	91	157	96	98	70	11	(19)	858
Pound Green	Actual Booked	48	66	56	55	54	201	128	144	128	105	107	102	753
	Projected													442
	TOTAL	48	66	56	55	54	201	128	144	128	105	107	102	1,196
	Prior Year Variance	0	0	0	0	0	0	0	0	3	31	27	88	149
		48	66	56	55	54	201	128	144	126	74	80	14	1,046
Ryeish Green	Actual Booked	66	93	78	63	69	78	154	103	127	89	72	65	703
	Projected													352
	TOTAL	66	93	78	63	69	78	154	103	127	89	72	65	1,054
	Prior Year Variance	0	0	0	0	0	0	0	6	19	51	69	91	236
		66	93	78	63	69	78	154	97	108	38	3	(26)	819
Shinfield	Actual Booked	22	13	12	16	50	42	77	43	61	28	21	18	275
	Projected													128
	TOTAL	22	13	12	16	50	42	77	43	61	28	21	18	403
	Prior Year Variance	0	0	0	0	0	0	0	0	0	0	7	12	19
		22	13	12	16	50	42	77	43	61	28	15	6	384
Spencers Wood	Actual Booked	9	7	5	5	22	50	51	76	91	41	21	24	224
	Projected													177
	TOTAL	9	7	5	5	22	50	51	76	91	41	21	24	401
	Prior Year Variance	0	0	0	0	0	0	0	0	0	5	8	2	14
		9	7	5	5	22	50	51	76	91	37	13	22	386
Three Mile Cross	Actual Booked	41	30	27	32	34	59	94	99	90	54	35	28	415
	Projected													207
	TOTAL	41	30	27	32	34	59	94	99	90	54	35	28	622
	Prior Year Variance	0	0	0	0	0	0	0	0	4	10	21	22	57
		41	30	27	32	34	59	94	99	86	44	14	6	565
Tower	Actual Booked	28	28	15	9	9	52	212	61	86	51	26	8	413
	Projected													171
	TOTAL	28	28	15	9	9	52	212	61	86	51	26	8	583
	Prior Year Variance	0	0	0	0	0	0	0	9	9	9	34	26	87
		28	28	15	9	9	52	212	52	77	42	(8)	(18)	496
Other resources PA Screen & Projector Kitchen	Actual Confirmed	6	13	35	53	111	68	179	143	88	47	36	15	608
	Projected													186
	TOTAL	6	13	35	53	111	68	179	143	88	47	36	15	794
	Prior Year Variance	0	0	0	0	0	0	0	0	0	0	6	0	6
		6	13	35	53	111	68	179	143	88	47	31	15	789
TOTAL FOR SGC	Actual Booked	268	320	309	311	427	639	1,052	811	0	0	0	0	4,136
	Projected	0	0	0	0	0	0	0	0	780	505	394	335	2,013
	TOTAL	268	320	309	311	427	639	1,052	811	780	505	394	335	6,149
	Prior Year Variance	0	0	0	0	0	0	0	61	47	125	237	335	805
		268	320	309	311	427	639	1,052	750	733	379	157	0	5,345

Bookings - In Hours By room

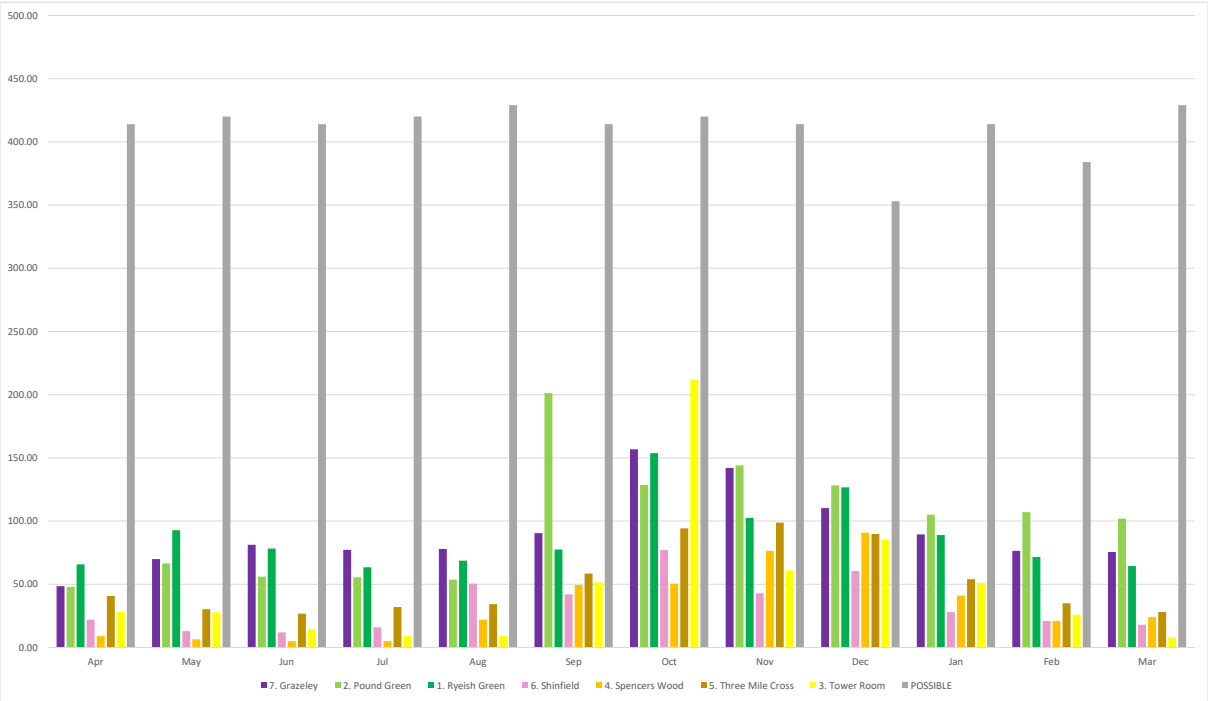
Spencers Wood Pavilion

Meeting Room 1	Actual Booked	93	105	101	103	105	101	127	134	106	102	94	119	869
	Projected													422
	TOTAL	93	105	101	103	105	101	127	134	106	102	94	119	1,290
	Prior Year Variance	10		12	25	127	16	82	29	19	15	39	120	493
		83	105	89	79	(22)	85	45	105	87	88	55	(0)	797
Pre-School	Actual Booked													0
	Projected													0
	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0
	Prior Year Variance	7	7	1	2	7	0	0	0	0	0	0	0	24
		(7)	(7)	(1)	(2)	(7)	0	0	0	0	0	0	0	(24)
Community Room	Actual Booked	58	80	70	74	48	95	86	113	71	84	78	87	622
	Projected													320
	TOTAL	58	80	70	74	48	95	86	113	71	84	78	87	942
	Prior Year Variance	66	104	129	10	17	71	76	73	95	100	61	31	831
		(8)	(24)	(59)	64	31	24	10	41	(23)	(16)	17	57	111
Other resources (PA, screen & projector)	Actual Confirmed	8	9		11	6	9	4	3	13			7	50
	Projected													20
	TOTAL	8	9	0	11	6	9	4	3	13	0	0	7	70
	Prior Year Variance	0	0	0	0	0	0	0	0	0	4	7	0	11
		8	9	0	11	6	9	4	3	13	(4)	(7)	7	60
TOTAL FOR SWP	Actual Booked	159	194	171	188	159	205	217	250	0	0	0	0	1,540
	Projected	0	0	0	0	0	0	0	0	191	186	172	214	762
	TOTAL	159	194	171	188	159	205	217	250	191	186	172	214	2,302
	Prior Year Variance	83	111	141	37	151	87	158	102	114	118	107	150	1,358
		75	82	29	152	8	118	59	149	77	68	65	64	944
Village Green	Actual Booked		137	61		9	9							216
	Projected													0
	TOTAL	0	137	61	0	9	9	0	0	0	0	0	0	216
	Prior Year Variance	0	0	0	0	0	2	0	0	0	0	0	0	2
		(0)	137	61	0	9	7	0	0	0	0	0	0	214

Utilisation Rates By Room

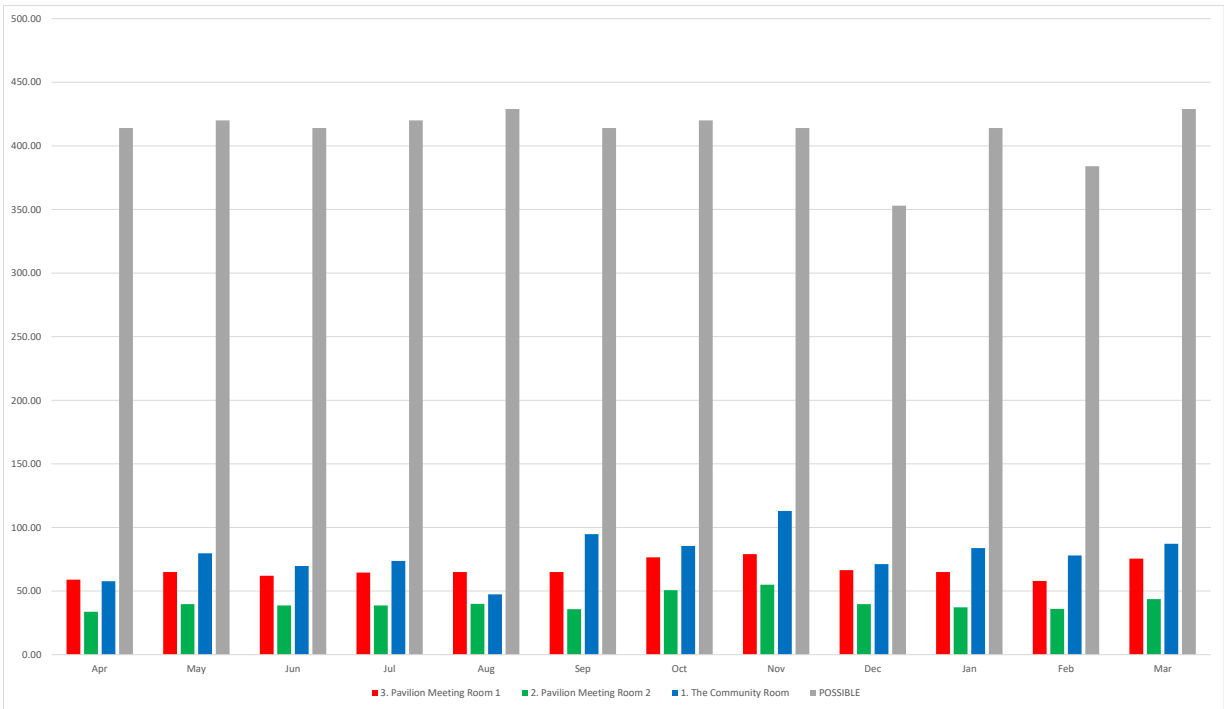
School Green Centre

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



Spencers Wood Pavilion

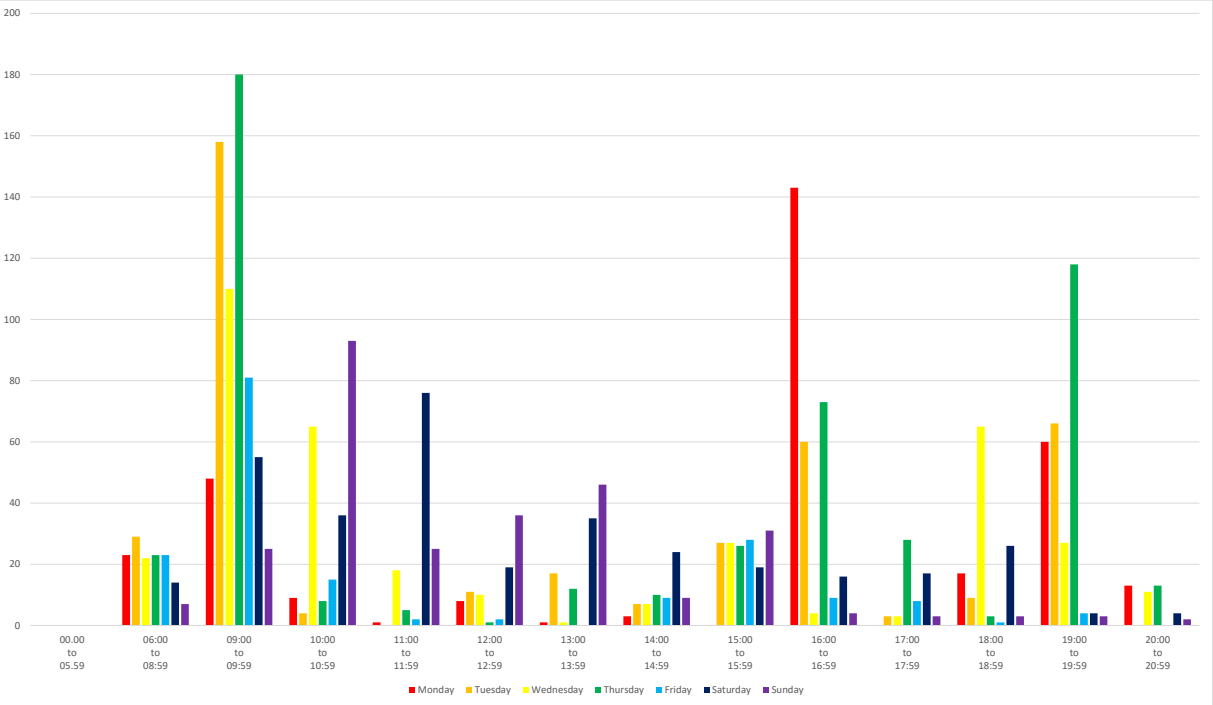
grey column indicates total hours the centre was available normally 9.00 to 22.00



Analysis of Start time for Bookings

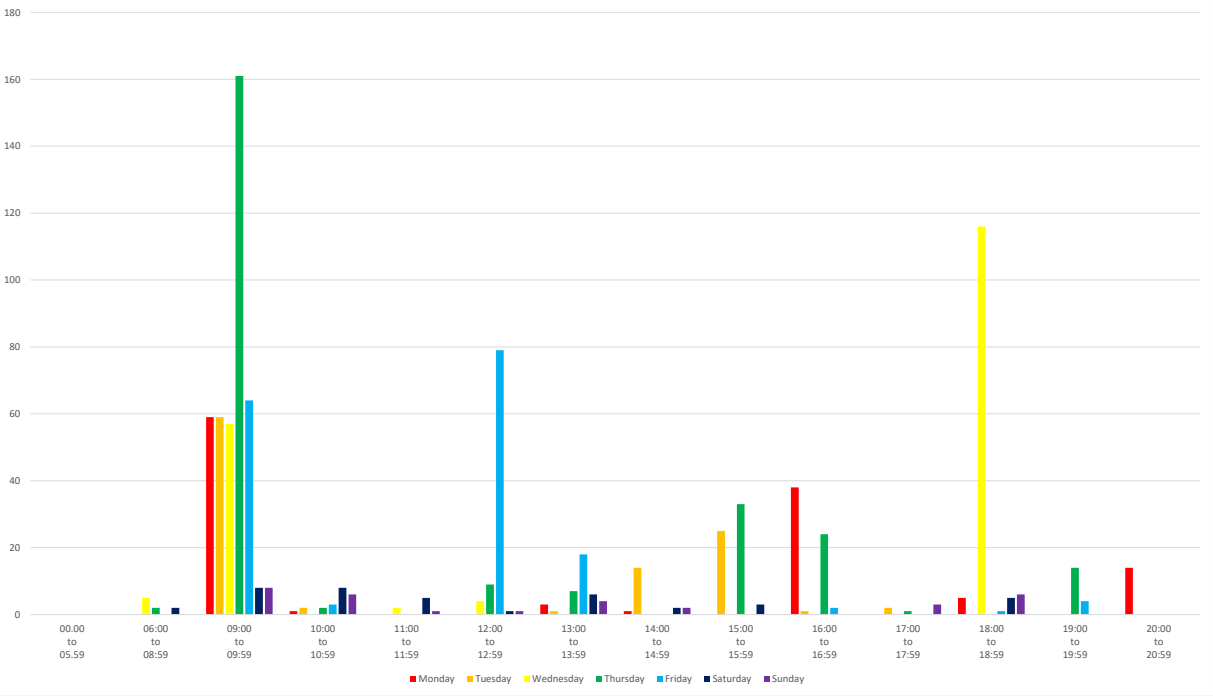
School Green Centre

Graph shows NUMBER of Bookings starting in the stated period



Spencers Wood Pavilion

Graph shows NUMBER of Bookings starting in the stated period



All Time Bookings by Main Hirers

School Green Centre

Shows the hirers responsible for 80% of ALL bookings sorted by Income

Rank		£
1	Flexx Gymnastics Club	12900
2	Starlet Dance School	9034
3	Patricia Cozma	4440
4	Angela O'Brien	4020
5	MoonTuition Ltd	3394
6	Charles Nkwocha	1656
7	Foundry School	1628
8	Wokingham Borough Council	1592
9	Ann Ntephe	1581
10	Baby Sensory and Toddler Sense	1570
11	Children's TV and Film School	1527
12	Oasis Charitable Trust	1217
13	Majid Sharif	1125
14	Richard's Yoga	1037
15	Bethany Bianga (Diddi Dance)	960
16	Kaizen Shotokan Karate Academy	925
17	Shohin Patel and Nilam Pandit	880
18	First Impressions Theatre	878
19	Mini Athletics	800
20	Dextra Laboratories Ltd	778
21	Activate Training And Sports Therapy	769
22	Sally Podzemney	752
23	West Berkshire Community Hospital,	746
24	Karen Jamani	743
25	Advance School of Dance and Theatre	663
26	BABBLE 'N' CHAT	660
27	Hampshire Association of Local	650
28	SLA Education	642
29	Cynthia Dirisu	617
30	Grace Kariuki (ECCI Church)	614
31	ELS Fitness	609
32	Bumps and Beyond	546
33	Berkshire Keep Fit Association	536
34	J Tones	526
35	Younger People with Dementia	520
36	Reading Sudanese Community	510
37	Mr Srikanth Reddy Jinkala	510
38	Kundan Singh	490
39	Sue Gowen Shinfield Players Theatre	487
40	Libby Putney	453
41	Jasponpal Kehlar	420
42	Kate Redmond	420
43	Marathi Mandal, Reading	395
44	Gina Pearl Oppung	395
45	Sajith Chandrasekaran	390
46	Srikaneth Naule	385
47	AMRITAH LUTCHANAH	378
48	Tutu Oloko	366
49	All Stars Theatre Academy	360
50	Lamar Alex Moore	340
51	Ark Christian Fellowship	340
52	Dhaval Kumar Patel	325
53	Wokingham Electoral Services	325
54	Age UK Berkshire	322
55	Stuart Anderson	315
56	Pound Green W.I	315
57	Venkata Sai Lakshmi Dasari	312
58	Arun Rajagopal	310
59	Kate Findlay	303
60	Ian Bell	288
61	Prabhu Vellingiri	275
	Other Hirers (172 paying hirers)	18003
		<u>89264</u>

Spencers Wood Pavilion

Shows the hirers responsible for 80% of ALL bookings sorted by Income

Rank		£
1	Dance Sensation	4550
2	Shinfield Voluntary Car Service	4389
3	Shinfield Volunteers Group	2888
4	Bethany Bianga (Diddi Dance)	760
5	Matthew Higham	613
6	Ola Somefam	420
7	Wokingham Electoral Services	400
8	Elizabeth Sheldrake	245
9	Ark Christian Fellowship	225
10	Kaustubha Bharat	220
11	All Stars Theatre Academy	213
	Other Hirers (38 paying hirers)	3493
		<u>18415</u>

Row Labels	Outturn 2021/2022	Budget 2022/23	Actual November 2022	Forecast Variation 2022/2023	Proposed Budget 2023/2024	Change in Budget
101Parish Council Administration	-225,446	-216,400	-130,126	-194,100	-194,070	22,330
102Precept	488,797	0	552,370	552,300	0	0
103Council Received	2,079,520	150,000	115,915	115,915	185,200	35,200
103TFR to Reserve	-2,079,520	-150,000	-115,915	-115,915	-185,200	-35,200
104Sinking Fund Contribution	-12,000	-30,000	0	-30,000	-30,000	0
201School Green Centre	-74,797	-49,900	-63,700	-110,185	-137,840	-87,940
202Ryeish Pavilion & sports pitch	-514	-1,000	-954	-1,300	-1,300	-300
203Spencers Wood Pavilion	-16,226	2,300	1,882	2,830	800	-1,500
204Playgrounds	-8,477	-6,000	-13,233	-4,300	-6,400	-400
205Recreation Grounds and Street Furniture	-36,356	-72,000	-38,128	-69,500	-72,300	-300
206Allotments	-4,475	-8,200	-9,203	-5,100	-1,500	6,700
207Deardon Field	-1,668	0	-1,200	0		0
208Youth Services	-8,370	-15,200	-8,218	-15,000	-15,100	100
209Facilities Management Team	-40,293	-71,400	-41,012	-70,200	-94,350	-22,950
210Millworth Recreation Grd	-4,190	-1,100	-2,660	-14,500	-2,100	-1,000
211Planning and Surveys to Implement Sports Strategy	-700	-10,000	-2,450	-2,500	0	10,000
212MUGA	0	0	-261		0	0
301New Community C Build						0
304Feasibility Costs of Potential New Schemes	-5,532	-10,000		0	0	10,000
401Communications	-11,770	-12,000	-4,963	-5,700	-6,000	6,000
402Community Development	-22,179	-7,100	-2,756	-5,100	-4,000	3,100
501Street lighting	-4,732	-3,300	-3,551	-8,000	-8,700	-5,400
502Planning reviews	-14,749	-11,000	-5,064	-5,100	-6,700	4,300
601Community Grants	-38,890	-30,000	-19,037	-30,000	-20,000	10,000
Grand Total	-42,567	-552,300	207,736	-15,455	-599,560	-47,260

Proposal for capital spend on improving the infrastructure of allotments

The Facilities Manager has recently applied to Wokingham Borough Council for funding to assist with improvements to various allotments across Shinfield Parish.

The first application was to replace and upgrade some of the entry gates and fencing to improve access and security.

The second application is to replace water supply pipework and install a number of new water troughs. This is part of the upgrade across the sites to get away from the use of hoses towards the use of water troughs which will encourage allotment holders to use watering cans to irrigate their plots.

The quotes have been obtained from Meta Post and M Hatt respectively; both are trusted contractors that we have used successfully over the years.

WBC are keen to help with both of these projects and have suggested the following:

“Regarding the other allotment upgrades which I think are great project proposals for your Parish totalling £67,737. I can confirm a contribution of £22,300k from S106 with a £45,437 made from Shinfield PC CIL. This would make a 33:67 split (33% from WBC S106 and 67% from Shinfield PC CIL)”

An initial proposal was made to Recreations & Amenities Committee for approval to spend £45,437.

Following R&A Committee on the 8th December, I have been through the list of expenditure with Grounds Maintenance Officer and Chair of R&A and come up with the following priority list of items from the quotations:

Millworth Lane Gate and Fence	£9,472.68
Clares Green Road Gate	£2,135.35
Hartley Court Road (will look to reduce the number of troughs)	£9,100
Clares Green Water supplies and troughs	£18,600
Total	£39,308.03

Contribution from SPC £26k and Contribution from WBC £13.3K

I can confirm that the prioritised list of £26k is for work that we would be expecting to have to carry out in the next two years.

BUDGET INFORMATION 2023/24
ESTIMATED COSTS

Parish	Election to Fill Casual Vacancy In One Ward*		Provisional Tax Base
	Excl. Poll Cards £	Inc. Poll Cards £	
Arborfield & Newland	3,994	5,004	1,279.10
Barkham	4,228	5,958	2,336.80
Charvil	4,660	5,850	1,473.20
Earley	5,251	7,121	12,005.70
Finchampstead	6,724	9,124	6,553.70
Remenham	2,982	3,172	328.70
Ruscombe	2,754	3,184	580.20
Hurst	3,039	3,589	1,106.70
Shinfield	5,833	7,743	7,613.20
Sonning	3,196	3,846	827.00
Swallowfield	5,113	5,963	1,078.60
Twyford	6,238	8,498	3,046.30
Wargrave	4,163	5,323	2,143.50
Winnersh	5,367	7,457	4,433.80
Wokingham Town	6,072	8,212	17,230.60
Wokingham Without	6,329	9,069	3,315.70
Woodley	5,201	7,101	10,894.30
Total			76,247.10

* based on the largest cost Ward.

Finance Services
P O Box No. 152,
Shute End,
WOKINGHAM, Berkshire
RG40 1WJ

Shinfield Parish Council - Precept , Tax Base Band D Equivalent

Item 6.3

2023/2024			
Confirmed Tax Base	7,613.2	257.1	3.5%
Band D Equivalent	£78.75	£3.66	4.9%
Precept / Budget Requirement	£599,570	£47,200	8.5%

2022/2023

Tax Base - Estimate	7,356.1	652.9	10.0%
Band D Equivalent	£75.09	£2.17	3.0%
Precept / Budget Requirement	£552,370	£63,573	13.0%

2021/22

Tax Base	6,703.2	407.3	6.0%
Band D Equivalent (No change)	£72.92	£0.00	0.0%
Precept	£488,797	£29,697	6.0%

2020/21

Tax Base	6,295.9	639.1	11.0%
Band D Equivalent (No change)	£72.92	£0.00	0.0%
Precept	£459,100	£46,600	11.0%

2019/20

Tax Base	5,656.8	285.1	5.0%
Band D Equivalent	£72.92	£6.62	10.0%
Precept	£412,500	£56,356	16.0%

2018/19

Tax Base	5,371.7	227.7	4.0%
Band D 18/19	£66.30	£0.00	0.0%
Precept	£356,144	£15,097	4.0%

2017/18

Tax Base	5,144.0	363.3	8.0%
Band D 17/18	£66.30	£0.00	0.0%
Precept	£341,047	£24,087	8.0%

2016/17

Tax Base	4,780.7	159.5	3.0%
Band D 16/17	£66.30	£6.16	10.0%
Precept	£316,960	£39,041	14.0%

2015/16

Tax Base	4,621.2	29.9	1.0%
Band D 15/16	£60.14	£2.54	4.0%
Precept	£277,919	£13,460	5.0%

2014/15

Tax Base	4,591.3		
Band D 14/15	£57.60		
Precept	£264,459		

Increase in Tax Base Since 2014/15 3,021.90 Band D Equivalents
66%

Proposal for the Adoption of an Annual Grant Award Policy

Introduction

In recent years Shinfield Parish Council (SPC) has delegated grant awarding to its Recreation & Amenities Committee (R&A). Applications for grants are received during the year and considered at the next meeting of R&A. Larger grant or loan requests are referred to the Finance & General Purposes Committee (F&GP)

Each application is considered on its own merits but there is a tendency to be more favourable to grants received earlier in the financial year than later in the year when the available budget is depleted.

At its meeting on 10th November 2022 the committee resolved to switch to an annual grant awarding round. This was expected to put all applications on a more even footing and allow a better comparison and a more stringent review of the relevant merits and benefits of each grant request.

The budget allocation for FY 2022/23 is £30,000 and it is expected that this figure will be reduced significantly (by as much £10,000) for FY 2023/24.

Current Procedure

SPC does not currently have a formal grant awarding policy but the conditions for a grant are included in the application form. SPC currently works to the following principles for grant awarding (as stated on the council's website):

- SPC offers grants or loans to local community groups to allow them to continue to offer their services and support our locality.
- SPC offers a limited number of grants each year to organisations, clubs and charities which provide a service in the parish to its residents.
- Grants can be applied for at any time of the financial year.
- Applicants are encouraged to discuss their prospective application with the Clerk in advance
 - *N.B. In practice this is almost never taken up*
- Grants up to £5,000 are considered by the Recreation and Amenities Committee that meets monthly.
- Grants and loan applications between £5,000 to £10,000 are considered by the Finance and General Purpose Committee that meets every other month.
- For amounts over £10,000 the applicant must contact the Clerk who will in the first place arrange a meeting with a parish councillor to fully discuss the scheme prior to any application.
- All grant and loan applications must be made using the appropriate form.
- Applicants must read the criteria and conditions carefully and supply the relevant information requested.
- The outcome will be notified in writing.

- There may be occasions when any grant or loan may only be awarded if specific conditions are met.
- There is no appeal process if an application is turned down.

Summary of Recent Applications

FY	Applicants	Approved	Requested	Approved	Highest/ Lowest Award	Average
	No	No	£	£	£	£
2019/20	25	19	37,439	24,228	4,000/ 100	1,275
2020/21	15	14	18,445	15,579	3,200/ 200	1,110
2021/22	13	12	20,430	18,890	3,890/ 250	1,575
2022/23*	19	18	35,972	20,537	5,000/ 156	1,140

**Up to and including November 2022*

New Annual Application Process

The application process would operate as follows:

- January
 - Budgets (including sum available for Grant Awards) approved
- February
 - SPC launch an awareness campaign to make residents and relevant bodies aware of the schedule for grant application
 - The awareness campaign should always be looking to ensure that any and all relevant groups are aware of the scheme
 - This will help ensure that the awards reflect the needs and composition of the population
 - This may include details of any specific priorities that SPC may wish to set for the current cycle
 - Specific organisations that are felt may be best placed to assist with a chosen priority may be specifically targeted during the campaign and encouraged to submit a bid
 - Clerk to arrange for all organisations who have received a grant or made an application in the previous three years to be contacted with details of the application process

- March and April
 - Campaign continues
 - Clerk is available to discuss potential applications with organisations
- May
 - Clerk sends final reminders to previous applicants and any specifically targeted organisations
 - Applications must be received by the Clerk by 31st May
- June
 - Clerk arranges a “Verification Panel” to review each application to ensure it meets the application criteria
 - A specific Working Party Meeting is formally convened to assess each valid application and make awards
 - The Working Party will report back to the parent committee (R&A) but will allow all members who may wish to be involved in the grant award process to take part
 - Successful applicants are advised of awards, any specific conditions of award and feedback reporting criteria
- January
 - Awards panel review feedback from successful applicants and where appropriate revise criteria for the next round of applications

Verification Panel

The Verification Panel convenes only to consider whether applications meet the requirements for the grant awards process. The panel does NOT decide on or comment on the merits of any application. If applications are received before the Verification Panel meets and are felt to not meet the required standard, then they may be returned to the originator and asked to revise their application

The panel will comprise:

- The Clerk
- The Deputy Clerk
- The Finance Manager
- The Chair of R&A or their nominated representatives

The Awards Panel

The Awards Panel Working Party will be a specially convened meeting and treated as for any council committee in terms of publication of agenda etc. to ensure openness of the process. The only agenda item would be to assess valid applications and make total awards up to but not exceeding the approved budget provision for the Financial Year

Terms & Conditions of Grant Awards

- SPC awards grants¹, at its discretion, to
 - Charities
 - With preference given to
 - Local charities
 - National Charities with a significant parish presence
 - Other national charities
 - Volunteer organisations
 - Sports Clubs
 - Not for profit organisations
 - Social Enterprises
 - Other worthy causes (as determined by SPC)
 - This may include residents coming together purely for a specific cause (See below)
- Applicants must demonstrate
 - A clear need for financial support
 - Evidence of any other funds they have applied for including match funding
 - That the grant does not solely or largely support their normal ongoing operations
 - Support will be for
 - Specific projects
 - Start up support for new charities
- Applicants must demonstrate (as fully as possible) that the requested grant will benefit the residents of the parish by:
 - Providing a service for all or specific groups of residents
 - Enhancing the quality of life of residents
 - Improving cultural, recreation or sports facilities
 - Improving the environment (by activities within the parish)
 - Promoting the parish in a positive way
- SPC will NOT award grants:
 - To private individuals
 - To commercial organisations
 - For a purpose for which there is a statutory duty upon other local or central government departments to fund or provide
 - Political parties
 - Religious organisations unless for a purpose which does not discriminate on grounds of belief e.g. foodbanks
 - Any organisation which in the view of SPC has racist, extremist or other policies which SPC deems to be unacceptable
 - This would be assessed as part of the verification process
 - This list is not exclusive and may be added to at the council's discretion

¹ Such grants are authorised under S137 of the Local Government Act 1972

➤ Financial Criteria

- Individual grant awards will not exceed £5,000 in any award cycle
 - Any organisation wishing to request a grant of more than £5,000 must contact the Clerk and the consideration of any such large grant award is NOT covered by this policy²
- Grant payments will only be made to named organisations
 - Payments will not be made to individuals
 - Organisations must therefore have a bank account in their name
 - Where residents come together to make a grant application, they will, if successful, must create a bank account for the purpose
- Payment of Grant Awards will be via direct payment to the organisations bank account
- The applicant will be responsible for the administration 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
 - IS SPC prepared to consider variations to an approved grant award?
 - For example if circumstances prevented the original award being complied with
 - Any unspent portion of the grant should be returned to SPC by the end (31st March) of the financial year in which the grant award is made the Council
 - Except where the R&A committee approves at a regular committee meeting to allow the grant award to be carried over to the following financial year.
 - No further extension will be permitted
- Grants will not be awarded retrospectively
- Successful applicants will be required to submit a performance report in respect of their grant no later than 8 months after notification of the grant award
 - Unless the award criteria specifies the required reporting timeframe

➤ In addition to grant payments SPC makes contribution payments, particularly for longstanding partnership arrangements which are not directly controlled or administered by the Council. These partnership arrangements are not subject to the application process outlined in this policy but are reviewed by SPC on an annual basis. Current partnership arrangements are listed in appendix 1.

- This would allow the Car Club and the Tea Club Spencers Wood Tea Club to be more correctly treated

² Any such request will initially be considered by Finance & General Purposes Committee and may require ratification by Full Council. There are no specific funds set aside for consideration of grants of over £5,000 and these are subject to available funding.

- There is no right of appeal for any application which:
 - Is deemed by the Verification Panel not to have met the 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
 - Is awarded a grant smaller than requested