

To all members of Shinfield Parish Council

Notice is hereby given, and you are summoned to attend a Meeting of the Full Council on
Wednesday, 21st October 2026, commencing at 19:30 at the School Green Centre.



Bruce Winton
Chief Executive and Clerk to the Parish Council
16th October 2026

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

Agenda

112. Public Questions

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

113. Apologies and declaration of members' interest

- 113.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
113.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
113.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest

114. Minutes of the Council Meeting held on 23rd September 2026

- 114.1 To **APPROVE** the minutes of the Council meeting held on 23rd September 2026* as a correct record of the meeting
114.2 To **RECEIVE** information on matters arising from the minutes of 23rd September 2026

115. Reports from Borough Councillors

- 115.1 To **RECEIVE** and **NOTE** reports from Borough Councillors*
115.2 To raise any questions to Wokingham Borough Council via the Borough Councillors

116. Reports from Committees and associated Working Parties

- 116.1 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 30th September 2026* and an update from the Chair
- 116.2 To **RECEIVE** and **NOTE** the draft minutes of the Children and Young Adults Committee held on 1st October 2026* and an update from the Chair
- 116.3 To **RECEIVE** and **NOTE** the draft minutes of the Planning and Highways Committee held 7th October 2026* and an update from the Chair
- 116.4 To **RECEIVE** and **NOTE** the draft minutes of the Finance & General Purposes Committee held on 14th October 2026* and an update from the Chair
- 116.5 To **RECEIVE** a verbal report from the joint meeting with the University of Reading held on 14th October 2026
- 116.6 To **RECEIVE** a verbal report from the Chair of the Council
- 116.7 To **RECEIVE** reports from outside bodies

117. Neighbourhood Plan Area

- 117.1 To **RECEIVE** and **CONSIDER** the redesignation of the boundary of the Shinfield Parish Neighbourhood Plan Area to reflect the boundary change taking place in May 2027*

118. Spencers Wood Solar Farm

- 118.1 To **RECEIVE** and **CONSIDER** the Spencers Wood Solar Farm Community Benefit Deed and authorise the Clerk to sign on behalf of the council*

119. Padel Courts Proposal

- 119.1 To **RECEIVE** and **CONSIDER** the proposal of the Padel Court based on recommendations from Finance and General Purposes Committee and the Facilities Committee*

120. Grants

- 120.1 To **RECEIVE** and **CONSIDER** the following grant applications approved by the the Finance & General Purposes Committee*
SINS Clock
TMX Bowls

121. Ryeish Green Pavillion

- 121.1 To **RECEIVE** and **CONSIDER** a proposal to put Ryeish Green Pavillion for out right sale

122. Traffic Matters

- 122.1 To **RECEIVE** and **NOTE** an update with the current status of the proposed Three Mile Cross traffic signal improvements

123. Allotments

- 123.1 To **RECEIVE** and **CONSIDER** a request from WBC to take on operation of the proposed High Copse Pavillion allotments

124. Invoices for payment

- 124.1 To **RECEIVE** and **NOTE** X payment of invoices within the Clerk's financial delegation*
- 124.2 To **RECEIVE** and **NOTE** X payment of invoices within the Clerk's financial delegation*
- 124.3 To **RECEIVE** and **APPROVE** payments due to be made that are outside the Clerk's financial delegation*

125. Correspondence

- 125.1 To **RECEIVE** and **CONSIDER** correspondence from a resident in relation to transport and accessibility concerns regarding Bearwood Primary School's new relocation

126. Date of Next Meeting

- 126.1 The date of the next Full Council Meeting will be held on 18th November 2026

* Report attached

** Report to follow

*** Report to members of the Council only

Minutes of a meeting of Full Council
Held on Wednesday, 23rd September 2026
At the School Green Centre commencing at 19:30

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

Attending: B Winton (Clerk)
M Kalsi-Spiller (Deputy Clerk)
1 member of the public

26/98 Public Questions

98.1 There were no public questions.

26/99 Apologies and declaration of members' interests

99.1 Apologies for absence

Apologies had been received from Cllrs Matic, H Pollock and Poole

99.2 Declarations of members' interest

Cllr Hoyle was married to BCllr Glover

It was noted that Cllr Rance is also a Borough Councillor

Cllr Bowler was now on the committee for Shinfield Players Theatre

99.3 Changes to members declaration of pecuniary interest

There are no declarations of pecuniary interests.

Minutes of the Council Meeting held on 29th July 2026

- 100.1 The minutes of the meeting held on 29th July 2026 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr Bowler
Seconded: Cllr A. Pollock
Approved: 11 for, 1 abstention

- 100.2 Matters arising from the minutes of the meeting held on 29th July 2026

- 26/57.1.7 Cllr Poole to confirm if he wishes to join a standing committee

The Clerk advised that Cllr Poole had expressed an interest in joining Children and Young Adults Committee. Members resolved to add Cllr Poole to the membership of the Facilities Committee.

Proposed: Cllr Montgomery
Seconded: Cllr Bowler
Approved: Unanimously

The Clerk was asked to check Cllr Poole's attendance record and report back to the next Full Council. There was a concern that Cllr Poole had not attended any council meeting within a six-month period.

ACTION: Clerk to confirm Cllr Poole's attendance and to report to Full Council at the next meeting

- 26/67.1 Clerk to progress the formal agreement with the artist for the public art project

The Clerk advised that this was in progress and he had held meetings with the lawyer on subject.

ACTION: Clerk to keep ACE Committee informed of progress

- 26/75.6 Clerk to contact BCllr Gray regarding the mobile phone signal issues

This had been done. BCllr Gray advised that if there are any signal problems then a report should be submitted to the Ofcom website.

- 26/77.1 Clerk to arrange for the IT Policy to be circulated to staff and councillors

This had been done.

- 26/82.1 Clerk to invite BCllr Betteridge and M Gould to meet with members of the Planning and Highways Committee

Meeting has been arranged for Monday 28th September.

26/82.1 Clerk to add School Green car park correspondence to the next agenda of Full Council

This will be done once a meeting has been held with BClr Betteridge and M Gould.

ACTION - Clerk to add School Green car park correspondence to the next agenda of Full Council

26/87.1 The Chair to circulate the details of the complaint against Cllr Masseron to all councillors

This had been done.

26/90.6 Clerk to invite Mrs R Tatla to join the Children and Young Adults Committee without voting rights

This had been done.

26/91.1 Clerk to inform Shinfield Players Theatre of the council's decision to allow the repurposing of the £20,000 grant

This had been done.

26/91.2 Clerk to ask Shinfield Players Theatre about a parish councillor joining their committee

Cllr Bowler was now a member of the Shinfield Players Theatre executive board.

26/92.1 Clerk and Cllr Clarke to discuss options for hard copy newsletter further

See agenda item 106.1

26/93.3 Clerk to arrange payment of the Enerveo invoice for £11,038.56 plus VAT at 20% from the Long-Term Maintenance Reserve

This has been done.

26/94.1 Clerk to arrange implementation of the café recommendations

See agenda item 107.1

26/95.1 Clerk to write to Shinfield Cricket Club to express concerns regarding their continuing use of the cricket pitch at High Copse

This had been done.

26/95.3 Facilities Manager to arrange installation of an irrigation system at High Copse Pavilion

Quotes had been obtained and this was in hand with the Facilities Manager.

ACTION: Facilities Manager to arrange installation of an irrigation system at High Copse Pavilion

26/101 Reports from Borough Councillors

101.1 Report from Borough Councillors

Matters discussed from BCllr Rance's report

Cllr Bowler passed on a thank you to Cllr Rance from a resident regarding the excellent support and work she has provided for the community.

Matters discussed from BCllr Gray's report

There was a discussion on traffic implications for the new Spencers Wood primary School in relation to the proposed move of Bearwood Primary School to Spencers Wood.

Matters discussed from BCllr Glover's report

The new reduced Grazeley speed limit (30mph) had been confirmed. There was a discussion regarding the number of traffic incidents near primary schools.

101.2 Questions to Wokingham Borough Council arising from the reports of the BCllrs

There was a discussion about when the work on traffic lights at the junction of Church Lane and Basingstoke Road would commence.

ACTION – Add the traffic lights at the junction of Church Lane and Basingstoke Road to the next Full Council agenda

26/102 Reports from Committees and associated Working Parties

102.1 Members received the draft minutes of the Finance & General Purposes Committee held on 12th August 2026 and an update from the Chair.

Members **NOTED** the report.

- 102.2 Members received the draft minutes of the Facilities Committee held on 2nd September 2026 and an update from the Chair

The Chair of the Facilities Committee provided information regarding the use of the borehole at High Copse to the meeting. The fencing around the playing fields at High Copse was now complete.

- 102.3 Members received the draft minutes of the Arts, Culture and Events Committee held on 3rd September 2026 and an update from the Chair

The School Green Centre 5th birthday party would take place on Saturday 7th November.

Cllr Masseron requested a report on the attendance and costs of the cinema facility at School Green Centre.

ACTION – Clerk to provide a report on the attendance and costs of the cinema facility at School Green Centre

- 102.4 Members received the draft minutes of the Planning and Highways Committee held 9th September 2026 and an update from the Chair

Members **NOTED** the report.

- 102.5 Report from the Chair of the Council

The Chair advised that he had been mostly involved with discussions regarding Shinfield Cricket Club.

- 102.6 Reports from Outside Bodies

Cllrs Bowler and Peer reported on the most recent Borough Parish Liaison Forum meeting which had covered the Local Plan Update and changes to the national Planning Policy Framework. It appeared that the first dwelling at Loddon Garden Village would not be expected until 2029 at the earliest.

26/103

Preparation for May 2027 Elections

- 103.1 Plan of action to raise awareness of Local Council elections for May 2027

The Clerk had table a proposal to raise awareness of what the Parish Council does in the lead up to the elections in May 2027. All communications would be officer-led and politically neutral. Members agreed to adopt the proposal.

Proposed: Cllr Boyer
Seconded: Cllr Jahromi
Approved: 9 for, 1 against, 2 abstentions

ACTION: Clerk to arrange implementation of the awareness campaign

The formal notice of the election would be due in March 2027 with a closing date for nominations in early April ahead of the elections which would take place on Thursday 6th May 2027.

26/104

Corporate Governance

104.1

Terms of Reference of the Padel Working Party

Members **APPROVED** the Terms of Reference for the Padel Working Party as presented by the Facilities Committee

Proposed: Cllr Jahromi
Seconded: Cllr Johnson
Approved: Unanimously

26/105

Staffing Matters

105.1

A verbal update from the Clerk regarding recruitment of staff

The Clerk provided an update to members on recent staff changes.

There was a vote for Cllr A. Pollock to be added to the Facilities Committee. Members agreed to adding Cllr A Pollock to membership of the Facilities Committee.

Proposed: Cllr Masseron
Seconded: Cllr Johnson
Approved: Unanimously

ACTION: Deputy Clerk to add Cllr A. Pollock to the membership of Facilities Committee meeting for minutes and agenda.

105.2

Changing the Café Manager role to include room hire and renaming as Venues Manager

The Clerk had tabled a proposal to create a combined Venues Manager role with a focus initially on the café. Members however felt that the role should explicitly be focussed purely on the café. The Clerk therefore withdrew and the role will remain as Café Manager.

Members remain concerned about the viability of running the café at a loss. The Café Manager's role will be to reduce these losses and work towards creating a long-term financially viable café.

The Clerk was asked to arrange a meeting of the Catering Working Party.

ACTION: Clerk to arrange the next meeting of the Catering Working Party

The Clerk would arrange to meet the prospective Café Manager.

26/106 Community Engagement

106.1 Newsletters

The Clerk provided a working draft on the proposed useful contacts list and advised that this was progressing with the ACE Committee.

ACTION – Hard copy options for communicating with residents to be added to the next ACE committee agenda

26/107 Café

107.1 An update on café matters

The Clerk provided an update the actions for the café approved previously by Full Council.

- The evening opening trial had been completed and would not be continued for the time being
- The café is now open Monday to Friday from 9.00 to 17.00
- Weekend openings would be arranged for special events
- New parasols have been acquired for the patio area
- Consultation was ready to be started

The following matters will await the new Café Manager.

- Potential use of the café at weekends
- Branded coffee offer
- Selling pre-prepared food items

26/108 Grants

108.1 Grant applications had been reviewed by the Grants Working Party and their recommendations had been endorsed by the Finance & General Purposes Committee.

Members **APPROVED** the recommendations of the Finance & General Purposes Committee relating to grant applications for 2026.

Proposed: Cllr A. Pollock
Seconded: Cllr Jahromi
Approved: Unanimously

Members noted that there was a balance of £6,178.75 and it was agreed that further applications could be considered on their individual merits subject to a lower limit.

ACTION – Clerk to add any further grant applications to the agenda for the next Finance & General Purposes Committee.

26/109

Invoices for payment

- 109.1 Lloyds Bank payment of invoices within the Clerk's financial delegation
Member **NOTED** the list of invoices.
- 109.2 Barclaycard payment of invoices within the Clerk's financial delegation
Member **NOTED** the list of invoices.
- 109.3 Approve payments due to be made that are outside the Clerk's financial delegation
Members **APPROVED** the payment of the council's annual insurance premiums.
- Proposed: Cllr James
Seconded: Cllr A. Pollock
Approved: Unanimously

26/110

Correspondence

- 110.1 There was no correspondence received for the Council to consider.

26/111

Date of Next Meeting

- 111.1 The date of the next Full Council Meeting will be held on 21st October 2026 at the School Green Centre

The meeting ended at 21:00.

List of Actions

Minute Number	Action	Responsibility
26/57.1.7	Confirm Cllr Poole's attendance and report to Full Council at the next meeting	Clerk
26/67.1	Keep the ACE Committee informed of progress on the formal agreement with the artist	Clerk
26/82.1	Add School Green car park correspondence to the next Full Council agenda	Clerk
26/95.3	Arrange installation of an irrigation system at High Copse Pavilion	Facilities Manager
26/101.2	Add the traffic lights at the junction of Church Lane and Basingstoke Road to the next Full Council agenda	Clerk
26/102.3	Provide a report on the attendance and costs of the cinema facility at School Green Centre	Clerk
26/103.1	Arrange implementation of the awareness campaign for the May 2027 elections	Clerk
26/105.1	Add Cllr A. Pollock to the Facilities Committee membership for minutes and agendas	Deputy Clerk
26/105.2	Arrange the next meeting of the Catering Working Party	Clerk
26/106.1	Add hard-copy options for communicating with residents to the next ACE Committee agenda	Clerk
26/108.1	Add any further grant applications to the agenda for the next Finance & General Purposes Committee	Clerk

Councillor Poole Attendance

Background

Cllr Poole attendance record was raised as an issue at the September Full Council meeting and the Clerk was asked to review the situation.

Attendance

Cllr Poole's last attendance at Full Council was the meeting on 25th February 2026. Until Full Council on 23rd September approved Cllr Poole as a member of the Facilities Committee, he was not a formally appointed member of any council committee.

Cllr Poole had been an observer at the Facilities Committee on 2nd September however there is no clear legal position on whether this could be regarded as attendance for the purposes below. It is therefore recommended that attendance at this meeting is disregarded.

Cllr Poole was however a member of the Facilities Committee's Catering Working party and attended a meeting of that group on 14th May 2026.

Vacation of Office

Vacation of office by failure to attend meetings is governed by the Local Government Act 1972 s85 as set out below:

"85. Vacation of office by failure to attend meetings.

- (1) Subject to subsections (2) and (3) below, if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.
- (2) Attendance as a member at a meeting of any committee or sub-committee of the authority, or at a meeting of any joint committee, joint board or other body by whom for the time being any of the functions of the authority are being discharged, or who were appointed to advise the authority on any matter relating to the discharge of their functions, and attendance as representative of the authority at a meeting of any body of persons, shall be deemed for the purposes of subsection (1) above to be attendance at a meeting of the authority.

- (3) A member of any branch of Her Majesty's naval, military or air forces when employed during war or any emergency on any naval, military or air force service, and a person whose employment in the service of Her Majesty in connection with war or any emergency is such as, in the opinion of the Secretary of State, to entitle him to relief from disqualification on account of absence, shall not cease to be a member of a local authority by reason only of a failure to attend meetings of the local authority if the failure is due to that employment."

Cllr Poole's current status

Cllr Poole attended a meeting of the Catering Working Party on 14 May 2026. The question is whether the Catering Working Party constitutes a body whose meetings qualify as attendance for the purposes of section 85 of the Local Government Act 1972. If it does, Cllr Poole remains within the six-month attendance requirement

Attendance at Full Council on 21st October 2026 or Facilities Committee on 28th October 2026 would fall within the six-month consecutive period required to continue as a councillor and reset the six-month period.

If no qualifying attendance occurs before 14 November 2026, and Full Council has not approved the reason for absence before that date in accordance with section 85 of the Local Government Act 1972, Cllr Poole would cease to be a member of the Council.

September/October report: Jackie Rance, Borough Councillor for Shinfield

9.09.26 WBC Full Council – approved the draft Climate & Nature Strategy and Emergency Action Plan; set out new Youth Justice Plan 2026-2027. Informed there are 1217 Special Needs persons being transported throughout the Borough

Resident I assisted (**10.09.26**) reports WBC have actually now cut back foliage along pathway that's not been touched in 5 years by WBC, but by the residents!

19.09.26 Good news for Zenith resident I reported here in August – with my assistance, she has now been placed in a higher banding bracket to get a 3 bedroomed home.

20.09.26 Residents of Bolton/Beke cheered off about drains full of rubble. They complained to Vistry. No response. I took photos, wrote to Thomas Freeman of Vistry. He replied immediately plus the Regional Director. They are visiting on 30th September

24.09.26 Travelled 329M. Noticed 'everything' being cut back. But it was not overgrown. Why does WBC spend the money on that, when all the villages are still in a mess.

24.09.26 Hooray – a Major road sign has now been revealed and cleared, having been completely enveloped in foliage for 4 months – which I reported **then**. There are more!

25.09.26 Reported Flytipping of 3 large bags 50 yards apart, all on B3349 opposite Garden Centre. Two days later there was another at the entrance to Langley Mead. That's 4. I think someone is playing silly s. **14.10.26** not moved yet.

25.09.26 Resident complained about parkers blocking view of road, when he was emerging from his drive.. I recommended he contact Traffic Management, which he did, and the team will visit within 60 days which seems a long time, but there you go!

26.09.26 Had emails from Longacre residents, cc. Yuan Yang, TV Police. Been a spate of daytime burglaries. Went to mtg at Jerome Way **2.10.26** with TV police who advised on home security. I gave details of how to form their own Neighbourhood Watch Scheme

28.09.26 Attended Housing Improvement Partnership meeting at Targett Court with 13 others 'live' and 6 on Teams. Big meeting. Lots to learn about Tenants.

29.09.26 Update on the bollards removed by Thames Water due to a leak, then not replaced. Upon protest by me and a resident, bollards are now back in place.

30.09.26 News of Oatlands Road lady with the dodgy outhouse has had a surveyor out after I contacted WBC with report. **7.10.26** A new UPVC door and window will be fitted.

30.09.26 I asked in **June** for the huge Fir Bush in Chestnut Crescent, to be cut. WBC to liaise with owner. The bush has spread over the pavement and mothers/children must

walk around it. By 28th Sept, it had not been sorted. I saw this **as Anti-social behaviour**
So wrote to the ASB team. Reply - the bush WILL be cut back. I'll keep checking

30.09.26 1 Ilbury Close, the unauthorised very high fencing around this land now has an investigation going on by WBC.

3.10.26 Gentleman in Cutbush Lane, who wrote 6 months ago about a lady who fell in the unlit part of the Lane. I visited her. I asked WBC to install at least one street lamp but was told No! He raises the subject again. The answer is still no

5.10.26 Re the land in Askew Drive. Wrote to WBC twice over tsummer, where another tree was lopped. Have **today** had a definitive answer. It was not the subject of a TPO and land is confirmed as purchased by the owners of house abutting Clares Green Road.

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

Present: Cllrs Bowler, Boyer, Johnson (Chair), Peer & A Pollock

Attending: B Winton (Clerk)
M Kalsi-Spiller (Deputy Clerk)
S Ali (Facilities Manager)
4 Members of the public

26/FC/110

Public Questions

110.1

A member of the public asked whether it is viable to play cricket at High Copse Pavillion.

Steve from Larkstel Ltd was invited to speak regarding irrigation and the playing surfaces of High Copse Pitches as well as Manor Ground. It was recommended that High Copse is not currently able to be used for cricket but for football. There was also a recommendation for a change in ground materials to help irrigation at High Copse Pavillion. Manor Ground is not built on sand.

The committee felt reassured with Larkstel Ltd.'s representative that the maintenance is in hand.

26/FC/111

Apologies and declarations of Members' Interest

111.1 Apologies had been received from Cllr Clarke, James and Jahromi.

- 111.2 Declarations of Members' pecuniary interests and any related person interest

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

26/FC/112

Minutes of the Previous Meeting

- 112.1 The minutes of the Facilities Committee meeting held on 2nd September 2026 were approved as a correct record and signed by Cllr Johnson

Proposed: Cllr Bowler
Seconded: Cllr Boyer
Approved: Unanimously

- 112.2 The following matters arising from the meeting held on 2nd of September 2026 were discussed:

- 95.1 Clerk to consider the viability of bringing sports surface management in house.

This was on the agenda at item 114.1

- 97.2 Cllr Johnson to arrange a meeting with the WBC sports lead.
(26/FC/69.2)

This had not been done.

ACTION - Cllr Johnson to arrange a meeting with the WBC sports lead

- 97.2 Cllr Johnson to arrange a meeting with Virtu Juniors and include the Facilities Manager.
(26/FC/78.1)

This was no longer required.

- 97.2 Clerk to reclaim the grant for the fence at High Copse Pavillion from the Football Foundation when the work has been completed and invoiced.
(26/FC/85.2)

This will be done when final invoice has been paid.

ACTION - Clerk to reclaim the grant for the fence at High Copse Pavillion from the Football Foundation when the work has been completed and invoiced

- 97.2 Cllr Johnson and Clerk contact Lidl to ask whether it would consider an InPost locker facility on its site.
(26/FC/85.2)

This has not been done but is in progress.

ACTION – Clerk to contact Lidl about an InPost locker facility.

- 98.2 Deputy Clerk to add the Padel Working Party Terms of Reference to the agenda for the next Full Council meeting.

This has been done.

- 99.1 Facilities Manager to monitor actual use of the High Copse car park at peak periods to establish the need for overflow parking.

The Facilities Manager and Clerk have discussed the potential implications for an overflow carpark. This will be monitored by CCTV, and the Facilities Manager will provide an update at future meetings. However as there had been no matches there was nothing to report.

ACTION: Facilities Manager to provide an update on overflow parking at the next Facilities Committee meeting.

- 99.2 Clerk to claim the Football Foundation grant when the fencing work is completed and invoiced.

See above.

- 99.3 Facilities Manager to obtain the required quotations for sports-pitch irrigation and make a recommendation to the committee.

This was on the agenda at Item 117.6

- 99.4 Facilities Manager to confirm the location for the picnic benches.

This has been done. The benches to due to arrive in approximately 4 weeks.

ACTION: Facilities Manager to arrange installation of benches when delivered.

- 100.1 Clerk to commission the initial phase of work from the sports master planner.

The work had been commissioned and the outcome will be added to the agenda of the next Facilities Committee meeting.

ACTION – Clerk to add report from the sports master planner to Facilities Agenda

- 100.3 Clerk to co-ordinate the inputs regarding the draft licences.

This had been done.

101.1 Facilities Manager to deliver the redecoration and associated works by early November.

This will be completed in the October half term holiday.

ACTION: Facilities Manager to provide update for the committee.

103.3 Facilities Manager to develop a plan of action for plots affected by flooding at Orchard Rise allotments.

This was on the agenda at Item 120.2.

103.4 Facilities Manager to develop plans for a perimeter fence and secured gate at Hartley Court Allotments.

We still need to consult with the allotment holders.

ACTION - Facilities Manager to develop plans for a perimeter fence and secured gate at Hartley Court Allotments

106.1 Deputy Clerk to add the waste bins item to the agenda for the next Facilities Committee meeting.

This was on the agenda at Item 123.1.

106.4 Clerk to draft proposals for permanent barbecue sites within the parish.

This will come forward to a future meeting.

ACTION: Clerk to draft proposals for permanent barbecue sites within the parish.

107.1 Clerk to establish further details about the proposed allotments at High Copse, including any potential Section 106 funding available.

This was on the agenda at Item 117.7.

108.4 Deputy Clerk to add relationship management between users of parish-operated sports facilities to the agenda for the next Facilities Committee meeting.

This was on the agenda at Item 117.8

26/FC/113**Padel Tennis****113.1 An update on the padel courts development**

It was agreed that High Copse should be the site for Padel in the parish. The consensus would be to build for 3 courts and but only install 2 initially. The pre-application and subsequent work would should be led by an external provider.

Proposed: Cllr Johnson
Seconded: Cllr Bowler
Approved: Unanimously

ACTION – Padel to be added to the agenda for Finance & General Purposes Committee on 14th October

ACTION – Clerk to carry out a noise assessment at High Copse Pavillion. Clerk to also liaise with the Engagement Manager at University of Reading and carry out the necessary legal checks to ensure transparency for the padel courts to move forward.

26/FC/114**Management of council sports pitches****114.1 The establishment of an investigation bringing management of sports pitches in house**

The Clerk set out the considerations that would need to be addressed if this concept was to be taken forward. Members resolved to bring sports pitch management in house.

Proposed: Cllr Boyer
Seconded: Cllr Johnson
Approved: Unanimously

The Clerk was asked to investigate whether there was any case for bringing ancillary green space maintenance in house.

ACTION – Clerk to investigate whether there was any case for bringing ancillary green space maintenance in house

26/FC/115**Update from Facilities Manager****115.1 An update on activities from the Facilities Manager**

The Facilities Manager provided a summary of his activities for the month. Members agreed that they would like to see a similar report each month.

ACTION – Facilities Manager to collate a report to update on activities for the next Facilities Meeting. Deputy Clerk to add as an agenda item

26/FC/116**Ryeish Green Pavilion****116.1 An update on Ryeish Green Pavillion**

It was agreed that there should be no movement on Ryeish Green Pavilion until there had been the opportunity to consider it as part of a wider sports strategy.

ACTION – Clerk to check how much land is retained by Shinfield Parish Council at Ryeish Green Pavillion.

26/FC/117**High Copse Items****117.1 Consider an update following notification to Shinfield Cricket Club**

The Clerk has issued a formal letter to Shinfield Cricket Club, on behalf of the Council, advising them that they will no longer be able to use High Copse Pavillion but will maintain use of Manor Ground subject to strict adherence to the rules confirmed by the Council.

A meeting was scheduled with Shinfield Cricket Club, the Clerk, Deputy Clerk and Cllr Johnson at 16.00 on Friday 2nd October at School Green Centre.

ACTION – Cllr Johnson to report back on the outcome of the meeting

117.2 The process for cricket at High Copse Pavillion from 2027 onwards

Having considered the advice of Larkstel, it was agreed that the committee would add a recommendation to Full Council to not play cricket at High Copse in 2027.

Proposed: Cllr Johnson
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Clerk to add a recommendation to NOT play cricket at High Copse in 2027 to Full Council on 21st October

117.3 An update on car park usage

There was nothing to report as football has not been played in September.

117.4 An update on the installation of the perimeter fence around the pitches

The perimeter fence has been installed with wooden material around the pitches.

ACTION – Facilities Manager to create signposts to keep dogs off the pitches.

- 117.5 An update on water irrigation for the sports pitches at High Copse
- The Facilities Manager provided an update on quotes for the irrigation work.
- ACTION: Facilities Manager to progress with the process of arranging irrigation for High Copse pitches**
- 117.6 An update on High Copse Allotments
- Members discussed the request from WBC to take on management of the allotments proposed for High Copse including the possibility of being paid a commuted sum to do so.
- ACTION – Clerk to refer the decision regarding allotments at High Copse to Full Council**
- 117.7 How the council can manage relationships between users of sports facilities operated by the parish.
- A policy has been drafted by the Clerk but the discussion was deferred to the next meeting.
- ACTION – Draft Relationship policy to be added to the agenda for the next Facilities meeting**
- 117.8 Management of High Copse Pavilion
- Cllr Masseron had made a suggestion on management of High Copse pavilion, but the Clerk had omitted it from the agenda. While members discussed the suggestion this item would be added to the agenda for the next Facilities meeting for formal consideration.
- ACTION – Clerk to add a formal discussion of Cllr Masseron’s suggestion regarding management of High Copse Pavilion to the agenda of the next Facilities Meeting**

26/FC/118

Millworth Lane Items

- 118.1 An update on the sports master planner for Millworth Lane
- The work has been commissioned with a view to it being ready for the next Facilities meeting.
- ACTION: Clerk to update the committee at the next meeting for the sports master planner.**

- 118.2 An update regarding the planning application for the Fitness centre at Millworth Lane
- Shinfield Parish Council are awaiting a formal decision from Wokingham Borough Council regarding the planning application.
- 118.3 An update regarding the draft Heads of Terms between Shinfield Parish Council and the Tennis club
- A meeting will be fixed by the Clerk and the Tennis Club to discuss the draft Heads of Terms.
- ACTION – Clerk to set a meeting date with the Tennis Club regarding the draft Heads of Terms.**

26/FC/119

School Green Centre and School Green

- 119.1 An update on the redecoration of the Pound Green Room, Three Mile Cross Room and Grazeley corridor and the provision of new furniture.
- This has been approved and the end of October the redecoration with panels, painting and cupboard removal will be completed.
- 119.2 An update on the implementation of recommendations for the Café as approved at Full Council on 23rd September 2026.
- The Full Council approved that the Café Manager will focus purely on management of the café. The Café Manager will start on 26th October with a focus on engagement and improvement of use of the café.
- The intention is to arrange a Catering Working party meeting at the end of that week so the members can hear directly from the new Catering Manager.
- ACTION – Clerk to Arrange a Catering Working Party meeting**

26/FC/120

Allotments

- 120.1 A verbal update from the Allotments' working party
- The next gathering for allotment holders will be the AGM on 12th October.
- 120.2 An update on revising the allocation of plots affected by flooding issues at Orchard Rise allotments
- A plan of action was still being developed for the site.
- ACTION - Facilities Manager to develop a plan of action for plots affected by flooding issues at Orchard Rise allotment.**

- 120.3 An update on responses from Hartley Court allotment holders to install fencing and a secure gate

The Facilities Manager has been provided with a quote.

ACTION – Facilities Manager to develop plans for perimeter fence and gate at Hartley Court Allotments

26/FC/121

Land Matters with the University of Reading (UoR)

- 121.1 An update on the use of the land adjacent to the Manor Ground as a cycle track

A temporary track has been made at the site. Members of the public with their property opposite the proposed site have asked for the removal of temporary orange fencing, obstructing the view.

ACTION – Clerk to ask for an extension of licence to the end of June 2027 for the cycle track

ACTION – Facilities Manager to remove temporary orange fencing

- 121.2 Any other updates on land matters with the University of Reading

The council was awaiting UoR decisions. The next UoR Council meeting was advertised as 24th September, but no communication had been received from the University. There was a joint SPC/UoR Meeting scheduled for 14th October at 18.00.

26/FC/122

Energy Matters

- 122.1 An update on the purchase and installation of PVC panel at Manor Ground and School Green Centre

The consultant was working on the detailed specification which would then go on Find a Tender for 3 months. The expectation is still that School Green Centre, and the Manor Ground are completed by end Feb 2027.

The Clerk was meeting the consultant on the 9th October for more information on the specification.

Parish Wide Items

- 123.1 An update regarding the potential relocation of waste bins within the Parish.

Members considered the proposals for relocation of bins and agreed some immediate actions:

- Remove the bin at 250 Hyde End Road
- Provide an additional bin for the entrance to the Manor Ground mountain bike trail field

The relocation of waste bins was approved to be done when staff resources were available.

ACTION – Facilities Manager to implement the bin relocations as discussed at the meeting

ACTION – Community Engagement & Events Officer to investigate any other areas where waste bins would benefit residents

- 123.2 **An update on the improvements to Deardon Orchard including implementation and costs with the first phase of work**

Members considered the report and quote for Stage 1 remedial works (£8,236.50 + VAT) and including the need to provide fencing along the western edge of the orchard. Members approved expenditure up to £10,000 + VAT (to come from S106 commuted funds). The chair thanked Ian Young for his efforts in progressing this matter.

It has been approved and the first stage is commencing but works have not started.

ACTION – Facilities Manager to order fencing for the western end of the proposed planting

- 123.3 An update on parish notice boards at Frensham Green and High Copse

They are on order and will be installed as soon as they arrive as well as the benches. Delivery was expected within 4 weeks.

26/FC/124

Correspondence

124.1 An update on any correspondence received

There has been no correspondence received.

26/FC/125

Date of Next Meeting

To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 28th October.

The meeting ended at 21.30.

List of Actions

<u>Minute</u>	<u>Action</u>	<u>Responsibility</u>
97.2	Arrange a meeting with the WBC sports lead.	Cllr Johnson
97.2	Reclaim the Football Foundation grant for the fence at High Copse Pavilion when the work has been completed and invoiced.	Clerk
97.2	Contact Lidl about an InPost locker facility.	Clerk
99.1	Provide an update on overflow parking at the next Facilities Committee meeting.	Facilities Manager
99.4	Arrange installation of the benches when delivered.	Facilities Manager
100.1	Add the sports master planner report to the Facilities Committee agenda.	Clerk
101.1	Provide an update to the committee on the redecoration and associated works.	Facilities Manager
103.4	Develop plans for a perimeter fence and secured gate at Hartley Court Allotments.	Facilities Manager
106.4	Draft proposals for permanent barbecue sites within the parish.	Clerk
113.1	Add padel to the Finance & General Purposes Committee agenda for 14 October.	Clerk
113.1	Carry out a noise assessment at High Copse Pavilion; liaise with the Engagement Manager at the University of Reading; and carry out the necessary legal checks to ensure transparency for the padel courts to move forward.	Clerk
114.1	Investigate whether there is a case for bringing ancillary green space maintenance in house.	Clerk
115.1	Collate a report updating the next Facilities Committee meeting on activities.	Facilities Manager
115.1	Add the Facilities Manager's activities report as an agenda item.	Deputy Clerk
116.1	Check how much land is retained by Shinfield Parish Council at Ryeish Green Pavilion.	Clerk
117.1	Report back on the outcome of the meeting with Shinfield Cricket Club.	Cllr Johnson
117.2	Add a recommendation not to play cricket at High Copse in 2027 to the Full Council agenda for 21 October.	Clerk
117.4	Create signs to keep dogs off the pitches.	Facilities Manager
117.5	Progress the process of arranging irrigation for the High Copse pitches.	Facilities Manager

117.6	Refer the decision regarding allotments at High Copse to Full Council.	Clerk
117.7	Add the draft relationship policy to the agenda for the next Facilities Committee meeting.	Deputy Clerk
117.8	Add a formal discussion of Cllr Masseron's suggestion regarding management of High Copse Pavilion to the agenda for the next Facilities Committee meeting.	Clerk
118.1	Update the committee at the next meeting on the sports master planner.	Clerk
118.3	Set a meeting date with the Tennis Club regarding the draft Heads of Terms.	Clerk
119.2	Arrange a Catering Working Party meeting.	Clerk
120.2	Develop a plan of action for plots affected by flooding at Orchard Rise Allotments.	Facilities Manager
120.3	Develop plans for a perimeter fence and gate at Hartley Court Allotments.	Facilities Manager
121.1	Ask for an extension of the cycle-track licence to the end of June 2027.	Clerk
121.1	Remove the temporary orange fencing.	Facilities Manager
123.1	Implement the bin relocations discussed at the meeting.	Facilities Manager
123.1	Investigate any other areas where waste bins would benefit residents.	Community Engagement & Events Officer
123.2	Order fencing for the western end of the proposed planting at Deardon Orchard.	Facilities Manager

Minutes of a meeting of
Children and Young Adults Committee
Held on Thursday 4th June 2026
At School Green Centre commencing at 19:30

Present: Cllrs Matic, Montgomery (Chair) and Rance

Attending: B Winton, Clerk
One member of the public

26/CYA/17 Election of the Chair of the Children and Young Adults Committee

17.1 Cllr Montgomery was nominated for Chair of the committee for 2026/27.

Proposed: Cllr Matic

Seconded: Cllr Rance

17.2 Cllr Montgomery was elected as Chair of the Committee for 2026/27.

17.3 Cllr Montgomery signed the acceptance of Office form.

26/CYA/18 Election of the Vice-Chair of the Children and Young Adults Committee

18.1 Members decided not to appoint a Vice-Chair to the committee.

26/CYA/19 Public Questions

9.1 There were no public questions.

26/CYA/20 Apologies for Absence and Declarations of Interest

20.1 Approval of apologies for absence

No apologies for absence had been received.

10.2 Members' declarations of pecuniary interest

Cllr Rance advised that she was also a Borough Councillor

Cllr Matic advised that he had children of school age

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

Minutes of the previous meeting

- 21.1 The minutes of the meeting held on 2nd April 2026 were approved and signed by the Chair as a correct record.

Proposed: Cllr Matic
Seconded: Cllr Rance
Approved: Unanimously

- 21.2 Matters arising from the minutes

- 12.1 Clerk to arrange a meeting with Oakbank School and Cllrs Rance, Bowler and Pollock

The Clerk had been offered either 18th or 19th June for a visit to the school and would confirm when he had checked availability with the relevant councillors.

ACTION – Clerk to confirm date for visit to Oakbank School

- 12.2 Clerk to arrange a meeting with BCllr Bray and members of the Children and Young Adults Committee

BCllr Bray had offered dates for a meeting, and the Clerk would check availability and respond to her with a preferred date,

ACTION – Clerk to circulate offered dates to committee members and then confirm with BCllr Bray

- 13.2 Clerk to raise the Youth Education and Employment Alliance with Natural History Museum

A site visit had been arranged for 24th June 10.00 to 12.00, and the Clerk would look to raise it then if there was an opportunity.

ACTION – Clerk to invite Cllr Pollock as the future SPC representative on the NHM group

- 13.3 Cllr Matic to make a more formal approach to WBC regarding SPC involvement in Duke of Edinburgh Scheme

This is on the agenda.

- 15.2 Clerk to follow up with WBC to see what scope there was for partnership working

The Clerk had held a very positive meeting with WBC (Sarah Desson plus her line manager whose name escapes me).

We discussed the survey that sparked our interest and our plans for the future. WBC have very little money to do things directly but now they know what we have to offer in terms of resources and desire they can steer relevant organisations and groups towards us.

26/CYA/22

Education

22.1 Any Education Matters

Members considered potential discussion points for the meeting with BCllr Bray which included:

- Oakbank
- Numbers for next year
- GCSE performance before and after switch to Greenshaw Learning Trust
- School buses
- WBC position regarding NEETs
- Wider Children's Services issues?
- How can SPC help with initiatives?

Cllr Montgomery would also raise this with BCllr Gray

ACTION – Cllr Montgomery to discuss with BCllr Gray how SPC could engage effectively with WBC Children's Services

- 22.2 The Clerk suggested that consideration be given to how SPC could support students during the exam season e.g. by providing study space at the School Green Centre.

ACTION – Clerk to investigate potential exam support for secondary school students.

It was suggested that secondary school pupils may be able to make use of the University of Reading library and the Clerk said he would investigate further.

ACTION – Clerk to investigate potential secondary school pupil use of University of Reading library

- 22.3 Cllr Montgomery mentioned previous discussions with the University regarding student mentoring of secondary school pupils.

ACTION – Clerk to raise potential mentoring with Molli Cleaver at the University of Reading

22.4 Education Working Party

It was agreed that the Clerk should arrange the next meeting of the Education Working Party for September 2026.

ACTION – Clerk to arrange a meeting of the Education Working Party for September 2026

26/CYA/23

Youth Matters

23.1 Youth Club activities

The Clerk reported that attendance at the Youth Club remained high and that there were no issues to report to the committee.

23.2 Duke of Edinburgh Scheme

Cllr Matic was still exploring the potential for linking into the WBC Duke of Edinburgh Scheme. This had been delays due to a restructuring of responsibilities within WBC.

23.3 The Clerk advised that the Half-Term holiday Friday Fun Day on 29th May had been well attended and included WBC, PCSO, Bright Hope Church and support from the local Scouts. He praised Sarah Bell for leading on delivery and the wide team that had helped make the event a success.

26/CYA/24

Anti-Social Behaviour

24.1 Update on Anti-Social behaviour within the Parish

There had been ASB at Millworth Lane in the previous week when a group put a lit disposable barbecue tray on the trampoline in the playground and it burnt it completely away. The damage was reported to the police and to the PCSO attending Friday Fun Day.

26/CYA/25

Terms of Reference

25.1 Terms of Reference

Members approved the modified Terms of Reference for the committee.

26/CYA/26

Correspondence

26.1 Annual Report from the Thames Valley Criminal Justice Board

The Clerk had circulated the report as it contained a useful summary of the out of court actions that could be applied to children and young adults.

Members **NOTED** the report

26.2 Frensham Green

The Clerk advised members of a meeting held with Andy Glencross from WBC. Mr Glencross advised that there were some developers funds available to be utilised in the parish and had sought the council's view on how best to utilise them. The Facilities committee had agreed the following which were relevant to this committee:

- Funds be used to create a kickabout area in the area adjacent to the Star Rise playground.
- Funds be used to extend/enhance the part MUGA facility at Frensham Green

26/CYA/27

Date of Next Meeting

27.1 The date of the next Children and Young Adults Committee meeting will be 1st October 2026

The meeting ended at 20.20

List of Actions

Reference	Action	Responsible
26/CYA/12.1	Clerk to confirm date for visit to Oakbank School	Clerk
26/CYA/12.2	Clerk to circulate offered dates to committee members and then confirm with BCllr Bray	Clerk
26/CYA/13.2	Clerk to invite Cllr Pollock as the future SPC representative on the NHM group	Clerk
26/CYA/22.1	Cllr Montgomery to discuss with BCllr Gray how SPC could engage effectively with WBC Childrens' Services	Cllr Montgomery
26/CYA/22.2	Clerk to investigate potential exam support for secondary school students.	Clerk
26/CYA/22.3	Clerk to raise potential mentoring with Molli Cleaver at the University of Reading	Clerk
26/CYA/22.4	Clerk to arrange a meeting of the Education Working Party for September 2026	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 7th October 2026
At School Green Centre commencing at 19:30

Present: Cllrs Bowler, Boyer, Hoyle, Jahromi, James, Masseron, Peer (Chair) and H Pollock

Attending: B Winton (Clerk)
M Kalsi-Spiller (Deputy Clerk)
____ Members of the Public

26/PC/82 Public Questions

- 82.1 To receive and consider any public questions. There were no public questions.

26/PC/83 Apologies and declarations of Members' Interest

- 83.1 Receive and consider approval of apologies for absence
- Apologies had been provided by P Jahromi
- 83.2 Declarations of Interests
- Cllr Masseron advised that she had joined the Shinfield Volunteers Group.

26/PC/84 Minutes of the Previous Meeting

- 84.1 The minutes of the Planning and Highways Committee held on 8th July 2026, 2026, were approved and signed as such by Cllr Peer. It was agreed that the 3rd paragraph of draft minute 69.1 would be deleted and that Cllr Peer was authorised to sign the minutes with that amendment.

Proposed: Cllr Boyer
Seconded: Cllr James
Approved: Unanimously

84.2 Actions and Matters Arising from the meeting held on 8th July 2026

- 26/PC/67.1 Clerk to add Basingstoke Road, Spencers Wood to the list of traffic issues and discuss further with Wokingham Borough Council (WBC)

ACTION: Clerk to add Basingstoke Road, Spencers Wood to the list of traffic issues and discuss further with Wokingham Borough Council (WBC)

- 26/PC/67.1 BCllr Johnson to contact the Community Speed Watch team

BCllr Johnson had been unwell so this had not been progressed. Cllr Hoyle was asked to pass on the best wishes of the committee to BCllr Johnson.

- 26/PC/67.1 BCllr Johnson to ask for more volunteers for the Community Speed Watch team via social media

As above.

- 26/PC/69.1 Deputy Clerk to invite Matt Gould, WBC and BCllr Betteridge to the next meeting of the committee in September 2026 to discuss the School Green Centre Car Park

The meeting has not yet taken place.

ACTION: Clerk to arrange a meeting with WBC on traffic matters (BCllr Betteridge and M Gould)

- 26/PC/70.2 Clerk to arrange a meeting of the Traffic Working Party
(26/PC/63.1)

This would follow the previous item.

- 26/PC/70.2 Clerk to contact the local residents' associations for nominations to join
(26/PC/64.1) the NDP working party

This had not yet been done. The Clerk advised he would like to involve the Community Engagement Officer in this exercise.

ACTION - Clerk to contact the local residents' associations for nominations to join the NDP working party

- 26/PC/71.1 Deputy Clerk to add Terms of Reference to the agenda of the Full Council meeting in July

This had been done.

26/PC/72.1 Deputy Clerk to add membership of the committee to the agenda of the Full Council meeting in July

This had been done.

26/PC/73.2 Deputy Clerk to submit the response to planning application PA261486 on the WBC planning portal

This had been done.

26/PC/76.3 BCLlr Johnson to raise a potential footpath on Grazeley Road with BCLlr Betteridge

See 67.1 above.

26/PC/79.1 Clerk to chase Wokingham Borough Council (WBC) for a response and report back to committee when a decision had been made on the Assets of Community Value submissions

This had been done and a response had been received from WBC. See agenda.

26/PC/80.1 All members of the committee to review the West Berkshire Local Plan Update

This had been done.

26/PC/80.1 Clerk to request automatic notification relating to the West Berkshire Local Plan update

This had been done.

26/PC/85

Response to WBC CIL Consultation

85.1

Response to WBC CIL Consultation

Members discussed the draft response to WBC CIL Consultation. It was felt that the document should have a stronger section on the weaknesses of and the issues experienced by SPC with regards to 106. The Clerk was authorised to submit the response with this additional section included.

Proposed: Cllr Boyer
Seconded: Cllr H Pollock
Approved: Unanimously

ACTION: Clerk to add a further section on s106 and then submit the council's response.

26/PC/86**Schedule of Deposited Plans**

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

There were no plans for discussion.

26/PC/87**Appeals**

- 87.1 Planning inspectorate appeals relating to Shinfield Parish

There were no changes to the previous reported list of planning inspectorate appeals.

26/PC/88**Enforcement Notices**

- 88.1 Closed Enforcements tables for July/August 2026

In July & August there were

- 9 cases deemed no breach
- 5 cases of voluntary compliance
- 2 not expedient

Members **NOTED** the Closed Enforcement Tables.

- 88.2 Outstanding Enforcements tables at the end of August 2026

Bismillah House – now had reduced to 7 ongoing cases. There were 6 new enforcement notices since the last meeting

Members requested more information on closed case RFS/2026/091655.

Members **NOTED** the outstanding Enforcement tables.

ACTION: Deputy Clerk to request details of enforcement case RFS/2026/091655

26/PC/89**Highways, Street Lighting and Footpath Matters**

- 89.1 Update on footpaths

Cllr Masseron gave an update on various footpaths. With respect to the Footpath 22 at the end of Sussex Lane, the landowners had expressed an interest in a kissing gate.

ACTION – Clerk to circulate update for Cllr Masseron regarding Footpath 12.

ACTION – Deputy Clerk to add Kissing gate for Footpath 22 at the end of Sussex Lane to the agenda for the next meeting.

89.2 Traffic Matters

There had been fly-tipping in Church Lane on 23rd July 2026.

No response had been received as yet regarding the residents' petition to close Church Lane to through traffic.

30 mph signage was installed in Grazeley, however the roundels have not been painted.

89.3 A verbal report on any other Highways, Street Lighting and Footpath matters

There were no other matters to report.

26/PC/90

Renewal of Neighbourhood Development Plan (NDP)

90.1 The next meeting of the Working Party would follow the usual pattern of the evening after Full Council meeting starting on 24th September.

The ONH consultant had been commissioned to assist with the plan.

ACTION: Clerk to forward draft document from ONH before the next Neighbourhood Plan meeting on 24th September.

90.2 Assets of Community Value

The Clerk continues to chase WBC for an update regarding Assets of Community Value. He had been advised by WBC there had been an initial review, but WBC staff had then been focussed on the Local Plan Update. The Clerk had been advised that he would be asked for some additional information.

ACTION – Clerk to respond to WBC request for additional information regarding Assets of Community Value when received

26/PC/91

National Planning Policy Framework (NPPF) August 2026

91.1 The Clerk advised that a new version of the National Planning Policy Framework had been issued by the government in August 2026. A digest of the 130-page document had been included with the papers for the meeting.

Members discussed and **NOTED** the National Planning Policy Framework had been issued by the government in August 2026.

26/PC/92

Correspondence

92.1 Proposed solar farm south of Spencers Wood

The Clerk advised that a formal agreement for SPC to receive an annual grant from the solar farm would be provided shortly.

ACTION: Clerk to add formal agreement for grant from solar farm south of Spencers Wood to next committee meeting when received

92.2 Council's response to WBC's consultation on a Parking Consolidation Order/Public examination?

Members **NOTED** the summary of the proposals included in the papers for the meeting.

92.3 Proposed relocation of Bearwood School to new Primary School in Spencers Wood.

The Clerk advised that he had received reassurances from BCllr Bray and Piers Brunning, WBC School Places Planning Manager that when the now Bearwood Primary School relocates to Spencers Wood in 2028 there will be adequate space across all years for Spencers Wood children.

92.4 Development of Plaza to the north of School Green Centre

The Clerk has chased both the developers and Chris Howard at WBC for an update on this matter. He would be meeting with a representative from Vistry on 17th September to discuss the development of the Plaza further. Vistry.

92.5 Planning Application 250517 (Body's Farm)

Members **NOTED** that Planning Application 250517 (Body's Farm), "had been withdrawn upon instruction from the applicant/agent" according to WBC.

25/PC/93

Date of the next meeting

93.1 The date of the next meeting will be Wednesday, 7th October 2026

The meeting ended at: 20:40.

List of actions

Minute	Action	Responsibility
84.2 (26/PC/67.1)	Add Basingstoke Road, Spencers Wood to the list of traffic issues and discuss further with Wokingham Borough Council.	Clerk
84.2 (26/PC/69.1)	Arrange a meeting with WBC on traffic matters involving BCllr Betteridge and M Gould.	Clerk
84.2 (26/PC/70.2)	Contact local residents' associations for nominations to join the NDP working party.	Clerk
85.1	Add a further section on section 106 and submit the Council's response to the WBC CIL consultation.	Clerk
88.2	Request details of enforcement case RFS/2026/091655.	Deputy Clerk
89.1	Circulate the update for Cllr Masseron regarding Footpath 12.	Clerk
89.1	Add the proposed kissing gate for Footpath 22 at the end of Sussex Lane to the agenda for the next meeting.	Deputy Clerk
90.1	Forward the draft document from ONH before the next Neighbourhood Plan meeting on 24 September.	Clerk
90.2	Respond to WBC's request for additional information regarding Assets of Community Value when received.	Clerk
92.1	Add the formal agreement for the grant from the solar farm south of Spencers Wood to the next committee meeting when received.	Clerk

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 14th October 2026
At School Green Centre commencing at 19.30

Present: N Boyer, Cllrs L James (Chair) & B Johnson

Attending: B Winton (Clerk)
M Kalsi-Springer (Deputy Clerk)
J Mason (Finance Manager)
1 Member of the public (*for Item 74.1 which was taken as first item of business*)

26/FGP/64 Public Questions

64.1 There were no public questions.

26/FGP/65 Apologies and declarations of Members' Interest

65.1 Approval of apologies for absence.

Apologies from committee members had been received from
Cllrs Matic, Montgomery, Peer & A Pollock

65.2 There were no declarations of members' interests or related person interests.

26/FGP/66 Minutes of the Previous Meeting on 12th August 2026

66.1 The minutes of the committee meeting of 12th August 2026 were approved as a correct record and signed by Cllr James as Chairman of the Committee

Proposed: Cllr Johnson
Seconded: Cllr Boyer
Approved: Unanimously

66.2 Actions and Matters Arising

26/FGP/38.7 Clerk to create a list of policies and prepare a draft review schedule for each to be reviewed over a four-yearly cycle.

This was on the agenda at Item 72.1.

26/FGP/54.1 Clerk to add one page summary of the Risk Register to the website.

This was on the agenda at Item 67.1.

26/FGP/55.1 Finance Manager to obtain an up-to-date statement for the NS&I account for the October meeting.

This had been done and was on the agenda at Item 68.2.

26/FGP/56.5 Facilities Manager to obtain necessary quotes for irrigation and progress installation.

This was in progress.

26/FGP/56.6 Clerk to write to Arborfield & Newland Parish Council Clerk offering the council's support in relation to CIL contributions for Loddon Valley Garden Village.

This had been done.

26/FGP/57.3 Clerk to arrange a budget discussion meeting for September 2026.

This took place on 16th September. See also Item 71.1.

26/FGP/58.1 Clerk to task Sports Master planners with an overall sports strategy for the parish.

This would be initiated once the immediate master planning for Millworth Lane had been completed. The Clerk had held a Teams meeting and discussed this in principle with them.

26/FGP/58.2 Clerk to sign the licence to occupy the field next to the Manor Ground upon receipt of a revised licence from the University of Reading.

This had been done.

26/FGP/58.2 Facilities Manager to install temporary fencing and identify any other necessary works to the field next to Manor Ground.

Orange mesh fencing had been installed but removed at the request of nearby residents.

26/FGP/59.1 Finance Manager to proceed with obtaining specialist VAT advice for the council.

See agenda item 73.1.

26/FGP/59.2 Finance Manager to progress an application to review the business rates for High Copse Pavilion.

This was in progress and had been registered on government gateway.

26/FGP/67**Risk Register**

- 67.1 A verbal update on the Shinfield Parish Council Risk Register

The Clerk advised that he had no updates to the Risk Register.

Members considered a simplified top sheet for the Risk Register to be used for initial access to residents who could then drill down into the detail should they require it. It was agreed that this should be used as an introduction to the Risk Register on the council's website.

ACTION – Clerk to add the summary Risk Register to the council website

26/FGP/68**Financial Reports**

- 68.1 Confirmation of the audit for 2025/26 having been completed

PKF had advised of the completion of the final audit letter and agreed the internal audit engagement letter. The issue relating to AGAR Assertion 10 has been discussed previously. A detailed letter of appointment from the Internal auditor had been provided with the papers for this meeting.

ACTION – Clerk to add the notification of completion of the audit to the Full Council agenda

- 68.2 Report on the bank reconciliation as of 30th September (a signed to be provided at the meeting) including the NS&I Bank account

The Chair of the Committee confirmed that he had reviewed the bank reconciliations at the end of July 2026 and that all was in order. A copy of the signed reconciliation was presented to members.

Statement from NS&I has been checked by Cllr James and the balances signed off as correct.

Members **NOTED** the Chair's report.

68.3 To receive an update on the financial position for Financial Year 2026/27

The Chair presented a summary of the financial performance for the first 6 months of the financial year. This showed a forecast which was £111.7k worse than the budget.

There was an adverse variance of £18.0k in terms of revenue budget items. This included cafe performance £39.7k worse as has been previously reported. Income from interest was £44.6k higher than expected and other significant variations included staff vacancies (£15.7k better), Pitch hire income (£14.4k worse) and Ryeish Green Pavilion (£3.7k worse due to repairs and higher insurance premiums).

The remaining £93.7k related to items which had previously been agreed to be funded from a reserve (£27.0k) or from CIL (£56.7k).

Members **NOTED** the report.

The Chair asked if a more detailed analysis of Spencers Wood Pavilion could be provided for the next meeting

ACTION – Clerk to provide a detailed analysis of Spencers Wood Pavilion

68.4 A report on room bookings to 30th September 2026

The Clerk advised that he had looked at actual bookings for School Green Centre and Spencers Wood Pavilion for the first 6 months of the year, bookings already on the system and future anticipated bookings. School Green Centre was expected to achieve its budget target while Spencers Wood Pavilion was expected to be slightly ahead of budget.

Cllr Johnson asked if there could be a more visual representation of the data

ACTION - Clerk to arrange a more visual representation of bookings data

26/FGP/69

Financial Reserves and CIL

69.1 Update on Community Infrastructure Levy (CIL)

There had been no changes in the CIL position since the last meeting.

Members **NOTED** the report

69.2 Update on Reserves

The Chair provided an update on reserves as of 30th September and the general reserves were currently £526.4k due to having received the final element of the precept but not yet having spent it. CIL reserves were £1,612.7k and earmarked reserves were £363.1k for a total of £2,502.3k.

Members **NOTED** the report.

- 69.3 A verbal update on Long Term Maintenance Reserve

The Clerk advised that work was still ongoing to refine the original draft list of items.

26/FGP/70

Sports provision within the parish

- 70.1 Recommendations from the Facilities Committee for the provision of padel courts at High Copse Pavilion

Members discussed the recommendations from the Facilities group regarding firming up proposals for Padel in the parish with the location being at High Copse Pavilion. It was agreed that the order of costs should be confirmed before any formal request for funds was made to Full Council, but a report should be made to Full Council setting out progress to date.

ACTION – Clerk to add padel tennis update to the agenda for Full Council on 21st October.

The Clerk advised that he had spoken to the consultants working on Millworth Lane who would be able to provide a full service to support the planning application, tendering and project management of a padel installation.

- 70.2 An update on the current position regarding sports provision at High Copse, Millworth Lane and the land adjacent to the Manor Ground

The University of Reading had given written notification that they had no objections to padel tennis being installed at High Copse and the Clerk had requested formal permission required under the lease. Permission for the lease of Cow Herds field to allow a 3G pitch was still progressing through UoR process.

A request had been made to extend the licence for the field adjacent to Manor Ground until June 2027 had been made to allow the trial of the field for a mountain bike trail to continue.

- 70.3 An update on discussions regarding the Tennis Club licence

Cllr Johnson and the Clerk had held a Teams meeting with Shinfield Tennis Club and put forward a proposal for rent, arrears for rent not collected and the costs of providing the toilet block. This was being considered by the tennis club.

ACTION – Cllr Johnson and the Clerk to conclude the rent discussion and licence terms with the tennis club

26/FGP/71**Budgets 2027/28 and subsequent years**

- 71.1 A summary of the discussions from the meeting on 16th September 2026

Members considered and confirmed the list of items discussed at the meeting on 16th September for potential inclusion in the first draft budget for 2027/28 onwards. It was recognised that not all items would be retained in the final budgets submitted for approval in January 2027.

ACTION – Clerk and Finance Manager to incorporate initial assumptions into first draft budget

26/FGP/72**Policy Review Programme**

- 72.1 An update on the development of a programme for a four-year cycle for policy reviews

The Clerk provided an initial four-year cycle for reviewing each of the council's policies. As previously agreed by Full Council, the first quarter of 2027 would cover a review of Standing Orders and Financial Procedures with the full cycle commencing from 3rd quarter of 2027 (July to September). Each quarter had a general "theme" to allow updating of related policies at the same time. The proposed cycle included break quarters to allow for catch up if required.

It was noted that this cycle would not preclude a review of any policy that needed to be updated due changes in legislation or operational need and did not stop new policies being created where required.

Members agreed to recommend the proposed cycle to Full Council.

Proposed: Cllr Boyer
Seconded: Cllr Johnson
Approved: Unanimously

ACTION – Clerk to add the four-year cycle of policy reviews to the agenda for Full Council on 21st October.

- 72.2 The process for the review of Standing Orders and Financial Regulations scheduled to take place in the first quarter of 2027

It was agreed that Cllr Boyer, the Clerk and Deputy Clerk would form a small working party to review Standing Orders and Financial Regulations.

ACTION – Clerk to arrange the working party

73.1 An update on VAT review from the Finance Manager

Finance Manager has provided a summary of the current position and is currently providing detailed reports to the consultant engage to help the council to establish business and non-business activities. They will also undertake a partial exemption calculation for the last 4 years.

It was agreed that there was an urgency to consider the need to “opt to Tax” for Millworth Lane and High Copse.

ACTION – Clerk and Finance Manager to discuss with consultant

73.2 An update from the Finance Manager regarding the appeal of Business Rates valuation for High Copse Pavilion

The Finance Manager advised that the review process had begun. The expectation was that the process could take up to 12 months, but the consultant engaged had suggested that the nature of the council’s application was that this was more likely to be less than 6 months.

26/FGP/74

Grant Applications

- 74.1 A capital grant request from Three Mile Cross Bowling Club to support making the clubhouse and toilets more accessible

This item was taken as the first item of business for the meeting

Members considered a capital grant application from Three Mile Cross Bowls Club aimed at improving disabled access to the clubhouse and providing a level access disabled toilet. Members agreed to recommend the grant application to Full Council with the proviso that the club worked with the council to attract new members at all ages and to support council community engagement initiatives.

Proposed: Cllr Boyer
Seconded: Cllr Johnson
Approved: Unanimously

ACTION – Clerk to add to the agenda for Full Council on 21st October

ACTION – To provide an interim update to Three Mile Cross Bowls Club

- 74.2 A capital grant request from First Impressions Theatre towards providing a dedicated space for their activities within the parish

Members gave careful consideration to the request but felt that as this was a request from a limited company, they could not support a grant request.

The motion was to reject the grant application

Proposed: Cllr Boyer
Seconded: Cllr Johnson
Approved: Unanimously

ACTION – Clerk to inform the applicant

- 74.3 A grant request from Shinfield Infants & Nursery School towards the repair of the school turret clock

A request had been made from the school for £1,032 for the repair of the school turret clock. This would, if approved, come from the £6,000 from the grants budget that had not been allocated.

Members agreed to recommend the grant application to Full Council.

Proposed: Cllr Johnson
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Clerk to add to the agenda for Full Council on 21st October.

26/FGP/75

Land issues

- 75.1 A verbal update on land registrations; Lease of Ryeish playing fields and Deardon Way Fields; Ryeish Green Pavilion; Parish Hall Lease; Assets of Community Value and Millworth Lane land

The Clerk advised that there had been two recent enquiries about Ryeish Green Pavilion, but these could not be treated in isolation as any lease or disposal of the building would need to have tested the market. The Finance Manager advised that the insurance premium for the pavilion has increased to £3,700 p.a. from £1,200 as insurers did not want to continue to insure an unused building.

Cllr A Pollock had previously advised he wished to be involved in the decision process but had not yet provided his thoughts to Cllr James.

Members were concerned that the matter had been unresolved for a prolonged period and agreed that Full Council should consider whether the property should be formally marketed either for lease or sale.

ACTION – Clerk to add Ryeish Green Pavilion to the agenda for Full Council on 21st October

ACTION – Clerk to ask Cllr A Pollock to provide his thoughts on Ryeish Green pavilion to committee members

26/FGP/76

Live project teams

- 76.1 A summary of the current position of live project teams/working parties

Members **NOTED** the report from the Clerk.

26/FGP/77**Date of Next Meeting**

77.1 It was agreed to make the following switches of dates between Staffing and Finance & General Purposes committee meetings:

- The next Finance & General Purposes Committee meeting would be 11th November 2026
- The next Staffing Committee would be 9th December 2026
- Finance & General Purposes Committee would then meet on Wednesday 20th January 2027 (the week before Full Council is asked to approve the budgets)
- Staffing Committee would meet on Wednesday 17th February 2027

ACTION – Clerk to send amended meeting invites to the relevant members and arrange updated information for the website

The meeting ended at 21.00

List of Actions

Minute	Action	Responsible
67.1	Add the summary Risk Register to the council website.	Clerk
68.1	Add the notification of completion of the audit to the Full Council agenda.	Clerk
68.3	Provide a detailed analysis of Spencers Wood Pavilion.	Clerk
68.4	Arrange a more visual representation of bookings data.	Clerk
70.1	Add a padel tennis update to the agenda for Full Council on 21 st October.	Clerk
70.3	Conclude the rent discussion and licence terms with Shinfield Tennis Club.	Cllr Johnson and Clerk
71.1	Incorporate the initial assumptions into the first draft budget.	Clerk and Finance Manager
72.1	Add the four-year cycle of policy reviews to the agenda for Full Council on 21 st October.	Clerk
72.2	Arrange the working party to review Standing Orders and Financial Regulations.	Clerk
73.1	Discuss with the consultant the need to opt to tax for Millworth Lane and High Copse.	Clerk and Finance Manager
74.1	Add the Three Mile Cross Bowls Club capital grant application to the agenda for Full Council on 21 st October.	Clerk
74.1	Provide an interim update to Three Mile Cross Bowls Club.	Clerk
74.2	Inform First Impressions Theatre that the grant application was rejected.	Clerk
74.3	Add the Shinfield Infants & Nursery School grant application to the agenda for Full Council on 21 st October.	Clerk
75.1	Add Ryeish Green Pavilion to the agenda for Full Council on 21 st October.	Clerk
75.1	Ask Cllr A Pollock to provide his thoughts on Ryeish Green Pavilion to committee members.	Clerk
77.1	Send amended meeting invitations to the relevant members and arrange updated information for the website.	Clerk

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Shinfield Parish Council – BE0067

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

Except for the matters reported below, 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.

The smaller authority failed to publish the Notice of conclusion of audit and external auditor report and certificate by 30 September 2025, the date required by the Accounts and Audit Regulations 2015. This has been highlighted to us by the internal auditor.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertions in Section 1, Box 10, and it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

The smaller authority has not been able to provide evidence of the consideration of the independence of the internal auditor upon appointment. In accordance with the Practitioner’s Guide Paragraph 4.11 it is considered best practice to review the independence of the internal auditor on an annual basis.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

17/09/2026

The Councillors
Shinfield Parish Council
Shinfield Green Centre
School Green
Shinfield
Berkshire RG2 9EH

8th October 2026

Dear Ladies and Gentlemen

I am pleased to accept the appointment as your internal auditor. The purpose of this letter and the attached Standard Terms of Business is to set out the basis on which I am to act and to clarify our respective responsibilities.

I am bound by the ethical guidelines of the Institute of Chartered Accountants of England and Wales and accept instructions to act for you on the basis that I will act in accordance with those ethical guidelines.

1 Roles and responsibilities

- 1.1 The council is responsible for maintaining adequate accounting and financial control functions and for preparing financial statements that have been prepared in accordance with current practices and guidance.
- 1.2 As internal auditor I am responsible for reviewing whether the systems of financial and other control are adequate and effective. I am required to complete the Internal Auditor's Report within the Annual Governance and Accountability Return. I will also provide a written report of the findings of the audit.
- 1.3 The responsibility of safeguarding the assets of the council and for the prevention and detection of fraud, error and non-compliance with laws and regulations rests with the council. However, I shall plan my audit so that I have a reasonable expectation of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with laws and regulations), but my audit should not be relied upon to disclose all such material misstatements or frauds, errors or instances of non-compliance as may exist.

2 Internal audit

- 2.1 I will carry out the internal audit in accordance with the latest guidance provided in the SAPPP Practitioners' Guide. This will include tests of transactions and of the existence and ownership of assets and liabilities such as I consider necessary.
- 2.2 An internal audit plan will be drawn up in consultation with the responsible officers and with reference to the council's risk assessment. This plan will be based on the internal audit checklist as set out in section 4 of the Practitioners' Guide and modified to reflect the activities of the Council. A preliminary plan is set out in Appendix 1.
- 2.3 The internal audit plan will ensure that the internal audit work covers the necessary areas so that the assurances to be given in the annual audit report can be made.

- 2.4 You will make available all necessary books and records and will allow direct access to those charged with governance in order that the internal audit work can be carried out.
- 2.5 A timetable will be agreed to ensure that my annual report is available at the required time as part of the annual return process.

3 Period of engagement

- 3.1 This appointment will be renewable on an annual basis.

4 Remuneration

- 4.1 The fee for the internal audit will be agreed each year in advance of the work commencing. The fee for 2026-27 will be £500.

5 Agreement of terms

- 5.1 The terms set out in this letter and my attached Standard Terms of Business (last revised August 2023) shall take effect immediately upon your countersigning this letter and returning it to me or upon the commencement of the internal audit for the accounting period ended 31st March 2027.
- 5.2 Once it has been agreed, this letter and the attached Standard Terms of Business (last revised August 2023) will remain effective until they are replaced. I shall be grateful if you could confirm your agreement to these terms by signing the enclosed copy of this letter and returning it to me immediately.

Yours faithfully,



Claire Connell

I confirm that I have read and understood the contents of this letter and the attached Standard Terms of Business (last revised August 2023) and agree that they accurately reflect the services that I have instructed you to provide.

Signed Dated

For and on behalf of Shinfield Parish Council

Appendix 1- detailed audit testing

This is based on section 4 of The Practitioners' Guide. The tests may need to be adapted further to suit Shinfield Parish Council's circumstances.

A. Appropriate accounting records have been properly kept throughout the year.
Tests to include: • Ensure the correct roll forward of the prior year cashbook balances to the new financial year • Check a sample of financial transactions in cashbooks to bank statements, etc: the sample size dependent on the size of the authority and nature of accounting records maintained
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
Tests to include: • Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the SOs and FRs which should be based on the latest version. • Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs (frequently different limits are recorded in the two documents). • Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods/ services delivery and approval for payment; ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation. • Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments. • Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements. • Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place.
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
Tests to include: • Ensure that authorities have prepared and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc. • Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity/ employees (including members) liability, business interruption and cyber security. • Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches; such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation. • Review the effectiveness of internal control carried out by the authority.

D. The precept resulted from an adequate budgetary process; progress against the budget was regularly monitored and reserves were appropriate.

Tests to include:

- Ensure that the full Authority, not a committee, has considered, approved and adopted the annual precept for the coming year in accordance with the required parent Authority timetable
- Ensure that current year budget reports are prepared and submitted to the Authority/ Committees periodically during the year with appropriate commentary on any significant variances.
- Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances.
- Ensure that the Authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process.
- Ensure that the precept received in the accounts matches the prior year submission form to the relevant authority and the public record of precepted amounts.

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Tests to include

- Review “Aged debtor” listings to ensure appropriate follow up action is in place.
- Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained, identifying that debtors are monitored.
- Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised.
- Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time.
- Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income.
- Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked.

F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for

Tests to include:

- A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, where no payments are made in physical cash, a “Not covered” response is required in this area.
- Review the systems in place for controlling any petty cash and also cash floats (used for bar, catering, etc).
- Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held.
- Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held.
- Ensure that VAT is identified wherever incurred and appropriate.
- Physically check the petty cash and other cash floats held.

G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Tests to include:

- Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract.
- Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability.
- Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and also with the contracted hours.
- Ensure that appropriate tax codes are being applied to each employee.
- Where free or paid for software is used, ensure that it is up to date.
- For the test sample of employees, ensure that tax is calculated appropriately.
- Check the correct treatment of Pension contributions.
- For NI, ensure that the correct deduction and employer's contributions are applied: NB. the employers allowance is not available to councils but may be used by other authorities
- Ensure that the correct employers' pension percentage contribution is being applied.
- Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies.

H. Asset and investment registers were complete and accurate and properly maintained.

Tests to include:

Tangible Fixed Assets:

- Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of/ no longer serviceable assets.
- Physically verifying the existence and condition of high value, high risk assets may be appropriate.
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement/ insured cost, the latter being updated annually and used to assist in forward planning for asset replacement.
- Additions and disposals records should allow tracking from the prior year to the current.
- Ensure that the asset value to be reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and / or disposals.
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or "self-insured" by the Authority.

Fixed asset investments:

- Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the "Investment Strategy" and reported as Assets in the AGAR at section 2, line 9.

Borrowing and Lending:

- Ensure that the authority has sought and obtained appropriate UK Debt Management Office approval for all loans acquired.

• Ensure that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan, any arrangement fee should be regarded as an admin expense) in the year of receipt. • Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at section 2 line 5. • Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the AGAR at section 2, line 10 (value should be verified from the lender and verification provided to the IA by the clerk/RFO). • Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt.
I. Periodic bank reconciliations were properly carried out during the year.
• Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members. • Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, section 2, line 8. • Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.
• Ensure that the financial detail reported at section 2 of the AGAR reflects the detail in the accounting records maintained for the financial year. • Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein. • Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end.
K. If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.
• This assertion is not applicable to Shinfield Parish Council as its income and expenditure are far in excess of the £25,000 limit for exemption.
L. The authority published the required information on a website / web page, up-to-date at the time of the internal audit in accordance with the relevant legislation
• Review the Authority's website ensuring that all required documentation is published in accordance with the relevant legislation, including publishing the ICO publication scheme on its website.
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations
• Review the Public Notice from the previous year and ensure that it was published on the website in advance of the period commencing and that it covered 30 working days including the first 10 working days of July
N. The authority has complied with the publication requirements for the prior year AGAR
• Check that the statutory disclosure / publication requirements in relation to the prior year's AGAR have been met as detailed on the front page of the current year's AGAR

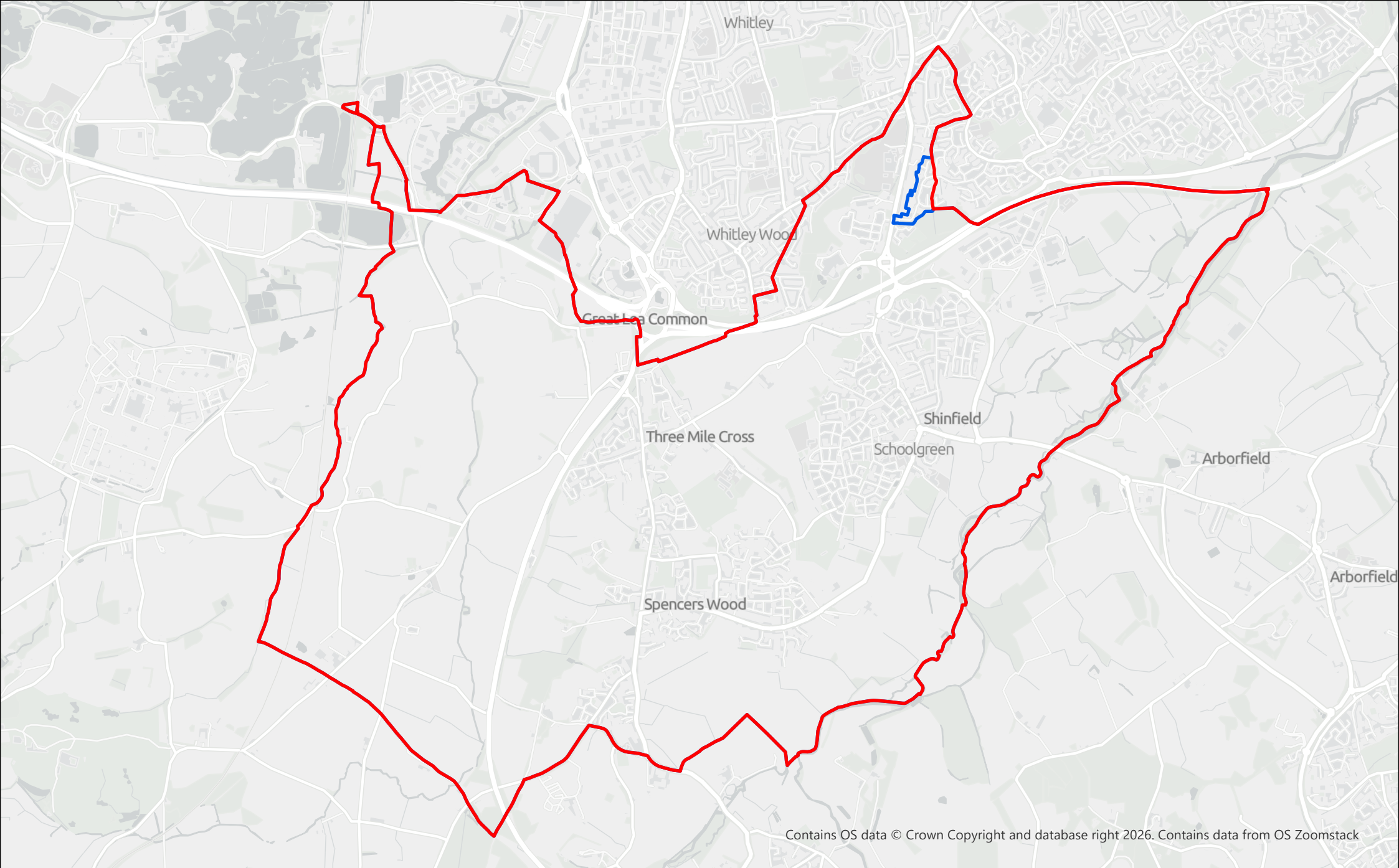
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.
Tests to include: • Ensure local authority has, as a minimum, a single generic email address on an authority owned domain. • Check that website accessibility has been tested, at least annually, and that the accessibility statement has been updated as required. • Check when the authority last completed a data audit. • Ensure the authority has prepared and formally adopted a data protection policy that is reviewed at least once annually. • Ensure the authority has an up-to-date IT policy in place.
P. Trust funds – the council met its responsibilities as a trustee
Tests to include: • Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements. • Confirm that the council is the sole trustee on the Charity Commission register. • Confirm that the council is acting in accordance with the Trust deed. • Confirm that the Charity meetings and accounts are recorded

Appendix 2 – My local council experience

I am a Chartered Accountant and Chartered Tax advisor. I gained many years' experience dealing with audits and reviews of accounting systems when I was a partner in a firm of Chartered Accountants in Surrey.

Since moving to Berkshire I have set up my own practice as a Chartered Accountant and I have been working with town and parish councils since 2010. I currently visit five councils on a regular basis to offer accountancy support in the form of management accounts, end of year accounts and budgeting. I am internal auditor to over thirty councils, which have precepts ranging between £5,000 and £2 million, the majority of which fall into the intermediate audit regime (ie income and/or expenditure exceeding £200,000). I therefore have experience of the role of Internal Audit from "both sides of the fence".

I have been a member of the Internal Auditors' Forum since its inception and am an associate member of SLCC and I recognise the need to keep abreast of changes within the sector.



Contains OS data © Crown Copyright and database right 2026. Contains data from OS Zoomstack

-  Proposed Neighbourhood Area
-  Shinfield Parish Boundary

Solar Farm Community Benefit

Introduction

In 2023, the council was offered a Community Benefit from the proposed Spencers Wood solar farm which would pay £500 per annum per MW of energy generated and agreed in principle that the proceeds (25MW @ £500 for an expected £12,500 p.a.) would be allocated towards youth projects.

The company have now been in touch and provided the attached agreement for our consideration.

The expected output has reduced to 19MW but the attached agreement proposes an increase of the rate to £670 per MW to maintain the payment at approximately the same level (£12,730).

THIS DEED is made the day of 2026

BETWEEN

1. Greentech Invest UK (6) Limited (company registration number - 14956758) whose registered office is situated at Challenge House, Sherwood Drive, Bletchley, Milton Keynes, MK3 6DP (hereafter referred to as “the company”)-

And

2. Shinfield Parish Council (the “Council”)

WHEREAS

1. The company has received planning permission from Wokingham Borough Council (ref: 232653) for The erection of a solar farm with battery storage and associated infrastructure for a period of 40 years at;

Land North Sheepbridge Court Farm, Spencers Wood, RG7 1PX

with an installed capacity of 19 MW

2. The solar farm is located within the parish of Shinfield
3. The company is committed to the provision of an annual community benefit towards the local community for local community benefit should the solar farm and battery storage be commissioned at a rate of £670 per installed MW per annum.

4. THE COMPANYS COMMITMENT

- 4.1 The company undertakes to pay Shinfield Parish Council each year for the operational life of the solar farm £670 per MW of installed capacity, the first payment to be made within one month of receipt of account details set out in 5.1(a) and every anniversary thereafter (“the payment date”) for the operational lifetime of the solar farm. The amount of each payment will be adjusted each year in line with the Retail Prices Index published by the Office for National Statistics (“RPI”) indexed to the date of the first payment.
- 4.2 The payment shall be made to an account nominated by the Council which shall be an account administered by the Council in accordance with its constitution and for which disbursements in accordance with 5.1(a) can be made.

- 4.3 The Company shall notify the Council in writing of the date of the commissioning of the solar farm (that date being the first electricity export to the national grid network) and its installed capacity within 10 working days of the commissioning of the solar farm.
- 4.4 The Company shall ensure that the Council is provided with up to date records and contact details of nominated employees or agents entitled to act on the Company's behalf in relation to the payments.
- 4.5 Should the solar farm cease operation, the Company's obligations under this agreement shall terminate, save that termination pursuant to this clause shall not affect any claims by either party under this Agreement arising prior to the date of determination.

5. COUNCILS COMMITMENTS

- 5.1 The Council undertakes to;
- (a) Provide the Company, in writing, with bank account details of an account managed by the parish council for its functional purposes for which first payment is to be made within one month after receipt of the commissioning notification set out in 4.3.
 - (b) Provide the company with an invoice within one month after receipt of the commissioning notification set out in 4.3 specifying the amount to be paid, and thereafter at least one month prior to the due annual payment date.
 - (c) spend the payments received on goods and services, which are for the promotion or improvement of the environmental, social, educational, cultural or economic benefit of the parish community including for the avoidance of doubt the administrative and general expenses incurred by the Parish Council.
 - (d) Keep a public record of the payments received under this Agreement, the date received, and summarising how the payments were disbursed to the local community.
 - (e) To provide the Company with copy of the record referred to at (d) above annually.
- 5.2 The Council hereby confirms that it has sufficient general powers and is eligible to hold and administer the Payments to be provided under this Agreement for the agreed purposes. To the extent that the Council ceases to be eligible it will notify the Company without delay and the parties shall work together to establish a suitable alternative arrangement to ensure that the community benefit payments can continue to be used for the benefit of the parish community.

6. GOVERNING LAW AND JURISDICTION

- 6.1 This Agreement and any dispute or claim arising out of, or in connection with it, or its subject matter or formation (including non-contractual disputes or claims) will be governed by and construed in accordance with the laws of England and Wales. The parties agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Agreement or is subject matter or formation (including non-contractual disputes or claims).

IN WITNESS WHEREOF the parties have signed this Agreement

Yaw Ofori

Signed on behalf of the Company

Signed on behalf of Shinfield Parish Council

Print name

Print name

In the presence of (witness)

In the presence of (witness)

Name: James Jenkison

Name: _____

Address:

Address:

Challenge House
Sherwood Drive
Milton Keynes
MK3 6DP

Padel in Shinfield

**This document is
provided to Full
Council for
information only**



Why High Copse rather than Millworth Lane

The choice is practical and strategic, not simply a popularity contest.

HIGH COPSE

- ✓ Lit parking and established access
- ✓ Modern pavilion, changing rooms and accessible welfare
- ✓ Space for courts plus a social and refreshments offer
- ✓ Potentially quicker delivery, independent of Millworth pitch removal and dependency on 3G decision
- ✓ Supports a wider team-sport and community hub

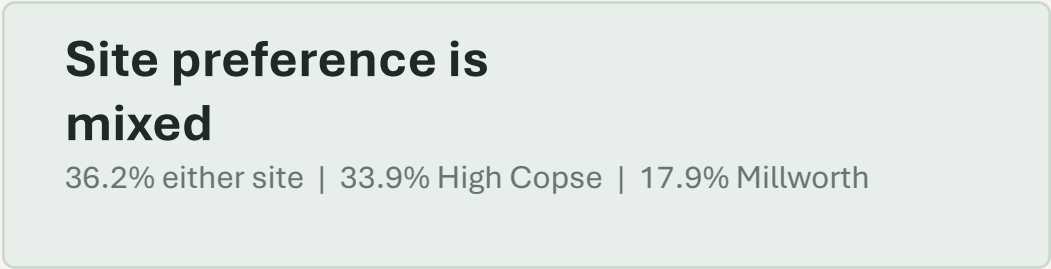
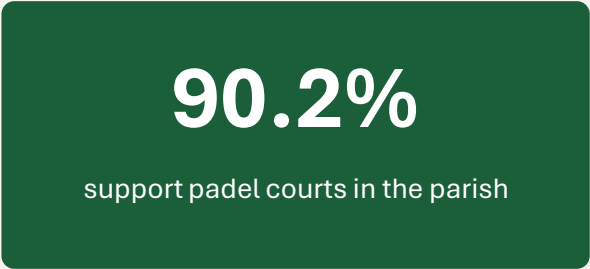
MILLWORTH LANE

- ! Football pitch capacity must be protected or replaced first
- ! Space is under pressure from the wider sports-park programme
- ! Older pavilion and weaker welfare offer
- ! Access road and parking concerns remain
- ! Padel there could delay or crowd out other planned facilities

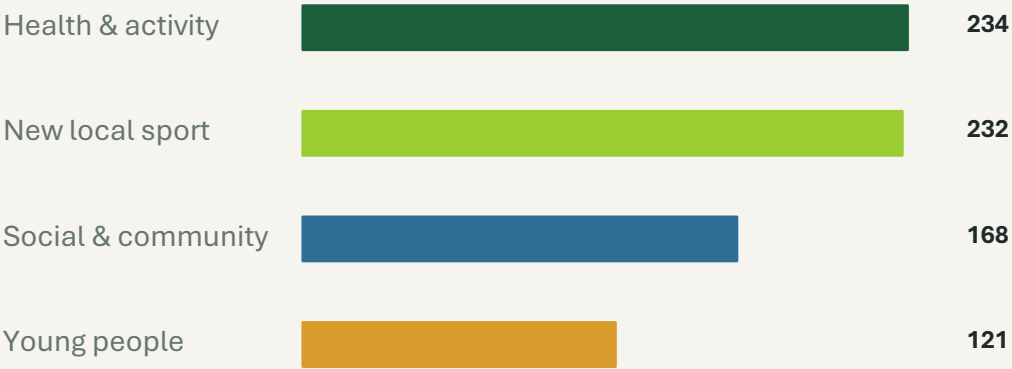
High Copse allows padel to proceed while Millworth retains flexibility for its wider masterplan.

What residents told us

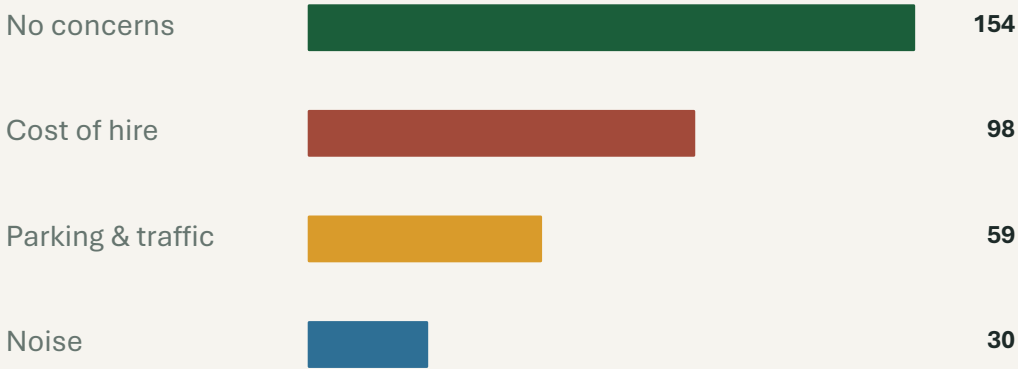
Interim consultation results reported on 23 September 2026, based on 307 responses.



What matters most



Concerns to design around



Implication: proceed, but make affordability, access, parking, noise and weather resilience visible parts of the design and business case.

Financial structure options

The central trade-off is between capital exposure, council income, community control and operating capability.

A SPC builds, owns & operates

- + Highest control and upside
- Highest staffing and operating exposure

B SPC owns; specialist manages

- + Control retained; expertise procured
- Management fee and careful incentives

C Joint investment

- + Lower SPC capital
- Complex ownership and expansion accounting

D SPC enables; operator funds courts

- + Low capital, stronger risk transfer
- Interface risk over power, drainage and defects
- Reduced income for SPC

E Operator concession

- + No SPC capital required
- Long contract; control depends on clauses
- Even lower income for SPC

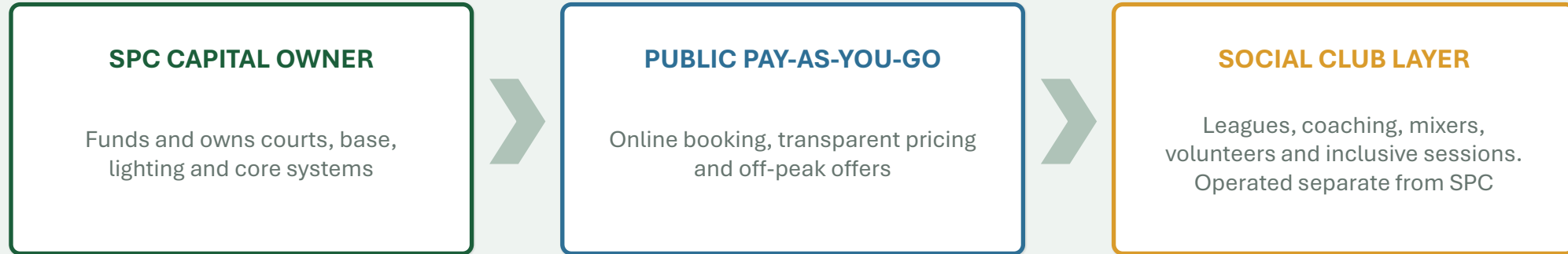
F Land lease

- + Simple and predictable
- Lowest community control and upside

Recommendation: adapt Model A toward a community club + pay-as-you-go hybrid, with specialist capability bought in where needed.

Recommended model: community club + pay as you go

SPC owns the asset; the operating model combines accessible public booking with the social value of a club.

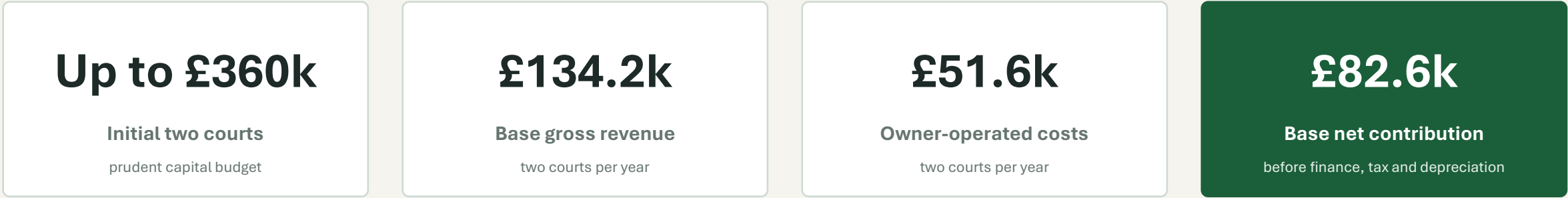


Design principles

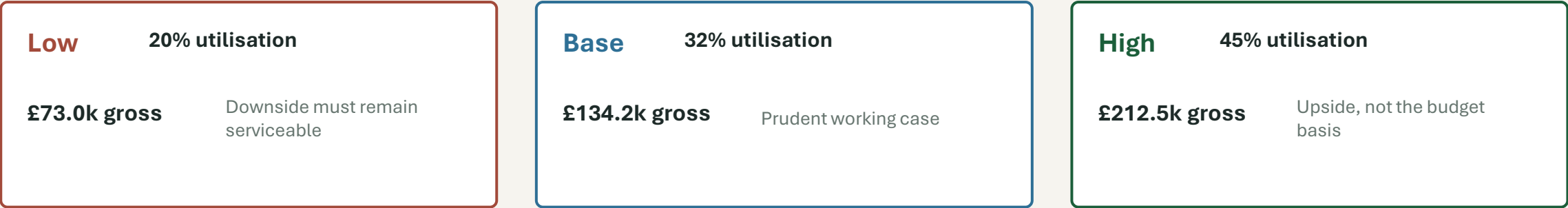
- Resident priority or discount without excluding spare-capacity users
- Affordable sessions for young people and targeted groups
- Equipment loan or low-cost hire
- Accessible routes and adapted play
- Income covers operations, maintenance and lifecycle reserve

Financial case for SPC capital ownership

Indicative 2026 appraisal assumptions, to be replaced by tendered costs and tax advice.



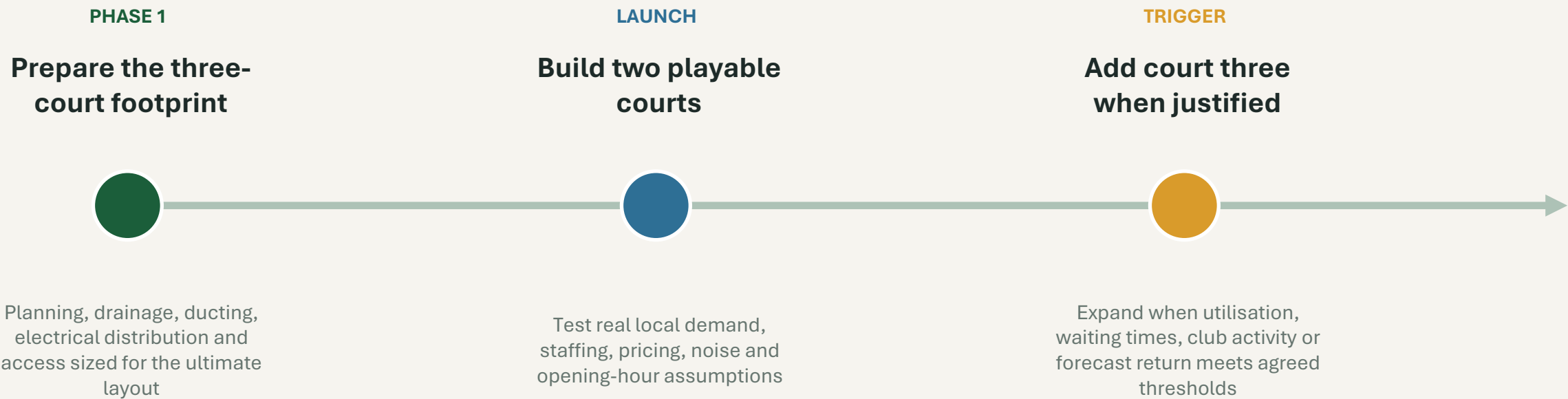
Sensitivity matters



Governance guardrail: approve a capital envelope only after planning, site surveys, utilities, procurement route, VAT and business-rates advice are complete.

Why plan for three but build two

Separate the long-term site decision from the short-term demand and cash decision.



Interim use of the reserved bay

A light refreshments and social area can help the club establish identity from day one, while preserving the option to convert the area to court three later.

Summary of Recommendations

1 High Copse vs Millworth

Existing pavilion, parking, changing and welfare facilities means High Copse can offer a more welcoming club environment. Millworth remains constrained by the need to protect football pitch capacity.

2 SPC funds the asset

Capital investment by SPC preserves income, community access, programming and long-term value. Specialist help can still be procured for coaching, social club development and selected operations.

3 Build two, safeguard three

Deliver two playable courts first, while preparing the full three-court footprint and utilities. Use the central or reserved bay as a social and refreshments space until demand supports court three.

Recommendation

- Approve High Copse as the preferred site
- Develop a costed, planning-ready scheme based on SPC capital ownership, a community social-club model and pay-as-you-go booking
- Keep a focus on affordability and resident access

How the phased facility could look

Illustrative concept only. Final position, orientation, cover and landscaping are subject to design and planning.

SHINFIELD PADEL CLUB – MASTERPLAN

2 COURTS TODAY – 3RD COURT TOMORROW

CONCEPT OVERVIEW

- Two high quality padel courts operational from day one.
- Central area provides a flexible social hub for players and spectators.
- Space and infrastructure designed to convert to a third court in the future.
- All social structures are removable.
- Full perimeter security fencing with controlled access.

KEY

- 1 Removable canopy (tensile) on bolt-down posts
- 2 Container kiosk for refreshments & information
- 3 Equipment hire / storage (container)
- 4 Spectator benches (facing courts)
- 5 Waste & recycling bin
- 6 Water refill station
- 7 Planter / landscaping
- 8 LED floodlights (typ.)
- 9 Controlled access gate (keypad / app entry)
- 10 Cycle stands



Two courts now

- Immediate playable capacity
- Lower initial commitment
- Operating model tested with real users

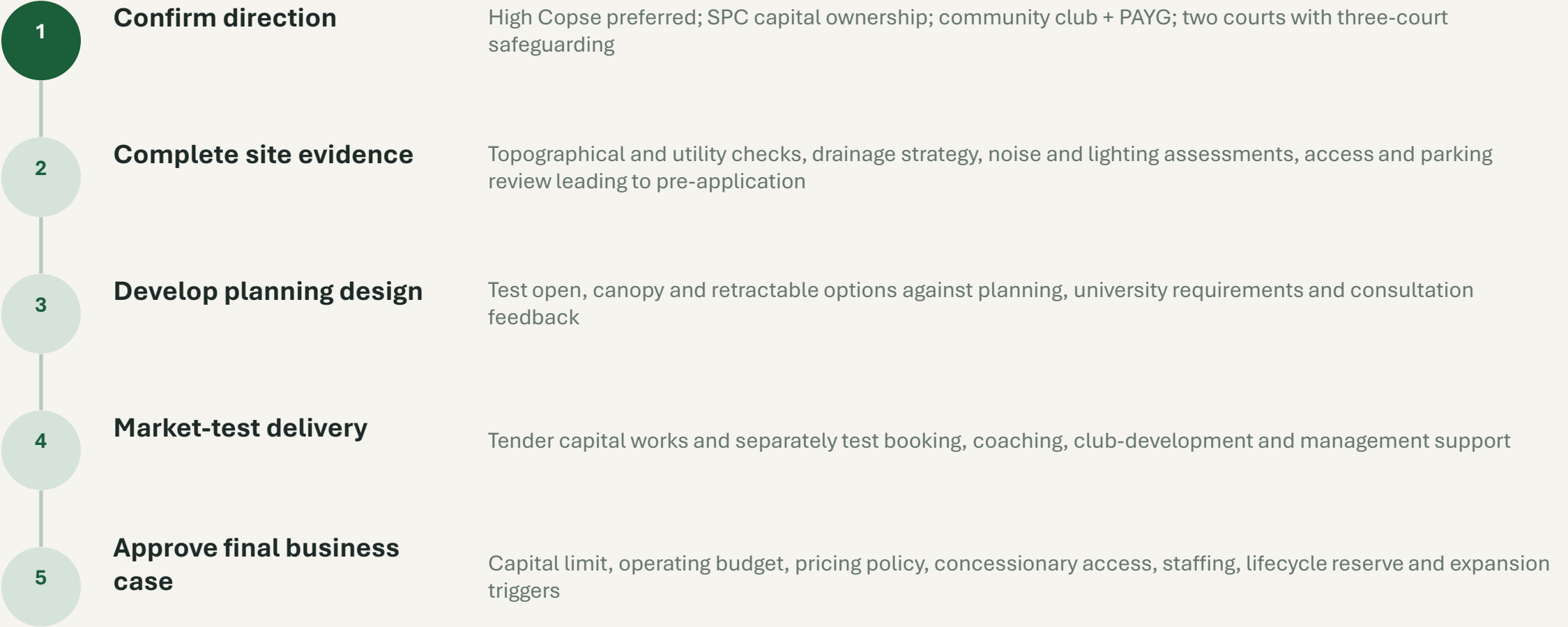
Reserve the third bay

- Social seating and refreshments
- Club welcome point and equipment store
- Convert to court three when triggered

Design from day one for accessible routes, safe evening use, low-glare lighting and noise mitigation.

Next steps and decision gateways

Move quickly, but only through explicit evidence and approval points.



Proposed resolution: endorse the direction and authorise development of the planning-ready, tendered final business case.

Three Mile Cross Bowls Club – Capital Grant Initial Application

Nature of Request

Three Mile Cross Bowls Club request for funding towards accessible toilet facility and easier access to the clubhouse with mobility issues.

Submission from Three Mile Cross Bowls Club

Three Mile Cross Bowling Club is a thriving community of friendly people who enjoy lawn bowls. The club provides the equipment and the environment to play the game which keeps the ageing membership active and leads to the health benefits that come from socialising and the activity itself. A viable club is an asset to the community, but it is lacking an accessible toilet facility and easy access to the clubhouse for those with mobility issues. Access to the main clubhouse door is via steps as is access to the ladies toilet facility.

Making the clubhouse and toilet accessible would benefit the community as well as the membership since the clubhouse and facilities could be made available to the community outside the bowls season.

Our membership consists of 70 playing members who take part in the leagues and competitions during the lawn bowls season and 20 social members who may have a few practice games but mainly come to the club to socialise, utilising the kitchen, bar and main hall area as well as the seating around the green.

All but half a dozen or so of our members are of retirement age or older with the majority in their late sixties to late seventies. Quite a few of the membership find the effort to use the steps off-putting which we are trying to rectify.

The clubhouse is used for social events such as quiz nights, race nights and craft afternoons which are open to our membership as well as guests. With suitable access to the clubhouse and the availability of an accessible toilet, the site may well be suitable for use as a venue for those outside the club membership.

The club would like to address this access situation by building a ramped access up to the rear clubhouse door. The rear door will be widened to 1 metre and the window to the Home Ladies Changing Room will be converted into a 1-metre-wide door, opening outwards, to an accessible toilet facility.

Pictures of the current area to be updated and the site for the two doors are attached as well as a schematic representation of the current and proposed building. A schematic of the proposed toilet facility is also attached.

The cost of the project was first sought in 2024 and an estimate of £10,500 was given. This estimated cost has risen sharply as the price of materials has soared in the last two years, so the latest verbal estimate is £14,500 to complete the project. We are awaiting a written quotation which I will supply, if required, as soon as it is available.

The financial position of the Club is stable but there are insufficient funds available to the Club to undertake this project on its own.

Also attached is a copy of the club constitution, the audited financial statement for 2024-2025, the financial and contact information requested along with a projected financial situation as at the end of the current club financial year.

Investigations into the possibility of funding from the National Lottery Community Fund, the Sport England's Movement Fund as well as Bowls England and the Berkshire Community Fund are being undertaken.

The Club has applied for a grant from the Merry Eleemosynary Trust and been pledged £1,500 by the Trust towards this project.

This leaves £13,000 still to be raised which has prompted our capital grant application. Full funding of the £13,00 would be ideal but the club understands that this may not be possible.

Financial Information

The club is reporting a bank balance of £17,001 and cash at hand of £200. The most recent 12 months trading had income of £33,660 and expenditure of £31,902







Category A - Grant Award Application Form – 2026

Please ensure that you have read Shinfield Parish Council's Category A Grant Awards Policy and the notes at the end of this application form. The boxes will expand to fit all your response. Please complete all boxes where you see X

Please note that the maximum amount for any grant awarded under this scheme is £5,000. Should you wish to request a grant for above that amount you must contact the Clerk directly – do not use this form

Core Information
Name of Organisation requesting the grant
Shinfield Infant & Nursery School
Amount of Grant Requested
£1032 (One Thousand and Thirty Two Pounds (including VAT))
Summary of grant purpose <i>(we will ask for more information later in this document)</i>
To restore the striking mechanism of the school turret clock. A problem developed about a year ago. Local turret clock repairer was unable to pinpoint the source of the problem, Gillett & Johnston, who restored the clock in 2007 for the school Tercentenary, agreed to make an inspection on 9 September, when they were working on another clock in this area. The problem was identified as a sheared pin holding one of the wheels. An estimate has been received from Gillett & Johnston, dated 24 September, for two engineers to attend the site, repair and reset the mechanism, for the sum of £1032 – One Thousand and Thirty-two Pounds
Do you have a constitution if so, say yes below and provide a copy with your submission
No

Contact Information <i>(this is who we will communicate with regarding this application)</i>
Name of Contact
Mrs Nicky Lauchlan
Your position in the organisation requesting the grant
Headteacher

Unless specifically agreed, email will be the principal method of communication

Information about your organisation

Do you have a website? If so, state the address here

www.shinfieldschools.co.uk

Briefly describe your organisations **existing** activities (tell us about your grant application in the next section)

We are an Infant and Nursery School

What services do you already provide within the Parish of Shinfield.

*You should describe all **existing** activities, which group(s) of residents benefit from those activities, how many residents benefit etc.*

We provide education from 3 – 7 and also lettings for local societies such as SAGHA and Brownies.

What other sources of funding have you applied for or received in respect of your **existing** activities in the last 12 months and not included in the above?

In the process of contacting Shinfield Adult Trust in relation to this application.

Information about this Specific Application

Tell us what you would like to do

Have the clock striking mechanism reset so that both chiming quarters and striking hours (between 07:00 and 23:00) is resumed.

Have you carried out this type of activity elsewhere and if so, what was the outcome?

Clock restored by Gillett & Johnston in 2007 for school'd Tercentenary.

Which group(s) of residents will benefit from this activity or service?

Inhabitants within earshot of School Green

How many resident(s) will benefit from this activity or service?

Potentially several hundred

How will you measure or establish the benefit(s) for residents?

People no longer asking why the clock's bells are not sounding.

What may stop you from achieving these outcomes?

Lack of funding from existing school budget

What other sources of funding have you received for this activity or are in the process of applying for?

Shinfield Adult School Trust, but money not available until 2027, by which time the estimate will be out of date and cost likely increased.

Declaration
I apply for Grant Award funding from Shinfield Parish Council on behalf of
Insert name of organisation
Shinfield Infant and Nursery School
I confirm that: ➤ I am authorised to sign on behalf of the organisation named in this application ➤ I have noted the terms & conditions under which grants are awarded by Shinfield Parish Council ➤ I confirm that if successful, I and the organisation which I represent, will comply with the grant conditions I undertake, on behalf of the organisation, that any grant or such part as Shinfield Parish Council may determine, will be repaid if: ➤ The organisation is found to be in breach of the criteria and conditions applied to the grant ➤ The grant ceases to be used for the purpose(s) for which it was given
Name (this section should be signed by someone in the organisation who has the authority to act on behalf of the organisation)
Mrs Nicky Lauchlan
Signature (please include in box below)
Nicky Lauchlan
Position in the organisation
Headteacher
Date of Application
8 th October 2026

INFORMATION TO BE REDACTED – This information is required for the application process but will not be made publicly available

Address to be used for correspondence
Shinfield Infant and Nursery School School Green Shinfield Reading RG2 9EH
Email
head@shinfield.wokingham.sch.uk
Telephone Number
0118 9883389

Unless specifically agreed, email will be the principal method of communication

Financial Information (this information will not be shared with anyone else)
Income & Expenditure (as per your most recent set of accounts – please also submit separately a copy of your most recent accounts)
Income Expenditure
Balance Sheet Items (as per your most recent accounts – please also submit separately a copy of your most recent accounts)
Cash at Hand Debtors Creditors Major Assets (e.g. buildings or items of equipment over £5,000)
Any other financial information relevant to this application
Name of Bank
Lloyds Bank
Name of organisations bank account
The Circle Trust
Account Number
51778060
Sort Code
30-63-54

Application Checklist	
Have you provided all relevant information about the service you wish to provide in the parish?	
Have you provided a copy of your constitution or governing document? – SPC has a copy on file	
Have you provided a copy of your latest Annual Accounts? Have you completed the summary of financial information? (This may not be possible for new organisations)	
Have you attached any other information in support of you application (e.g. Annual Report)? (Please only attach information that is specific to the activity you are requesting funds for)	

Now return the complete form and any attachments in an email to
Clerk@shinfieldparish.gov.uk

Data Protection:

The information provided on this form will not be used for any purpose other than that pertaining to the process and consideration of your application. The personal data supplied on this form together with other information will be held securely by the Shinfield Parish Council. However, the Grant Recipient gives its consent for Shinfield Parish Council to publish the Grant Application and/or agreement in any medium in its entirety (but with any information which is Confidential belonging to the Council, or the Grant Recipient redacted) You may have access to your personal information upon request.

Item 124.1

Shinfield Cinema – Performance Dashboard

Data period: 13 Dec 2024 to 25 Aug 2026 | A screening = unique event title + date. Costs = Licence + Commission + Operating.
2025 model = Friday Double Header & £1 Tuesday. Current programme = all other categories (NTL, £2 Tuesday, Related Sunday, Art Exhibition, seasonal & other events).

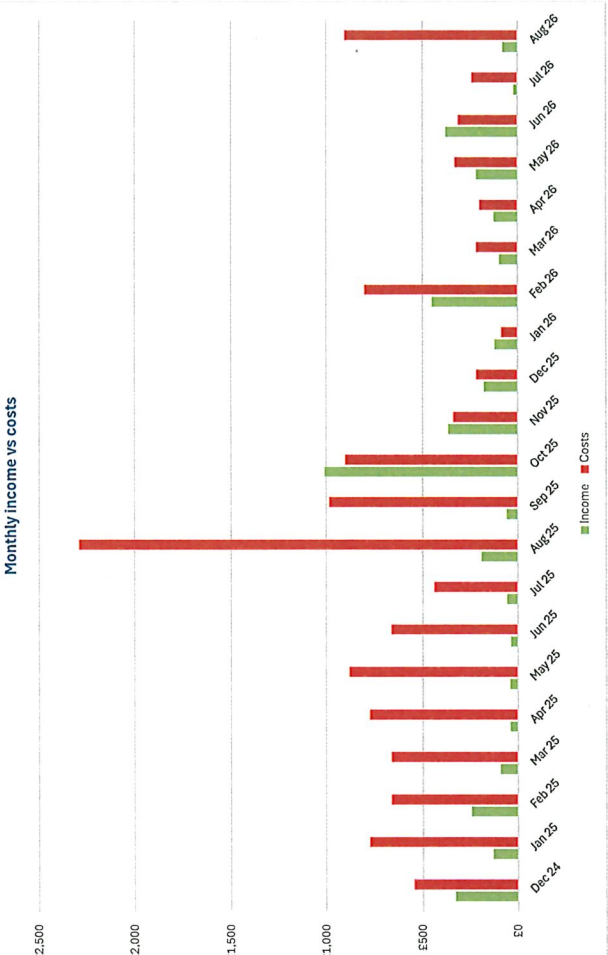
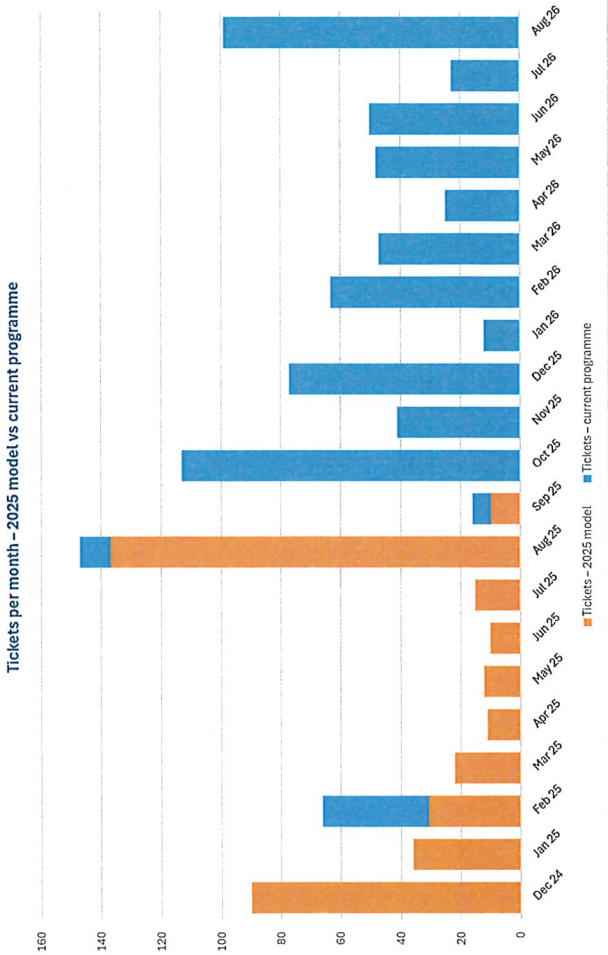
Screenings	Tickets issued	Avg tickets / screening	Income	Costs	Net result	Cost recovery	Break-even tickets / screening
122	1,023	8.4	£4,255	£13,186	(£8,930)	32%	26

Then vs now – the 2025 model compared with the current programme

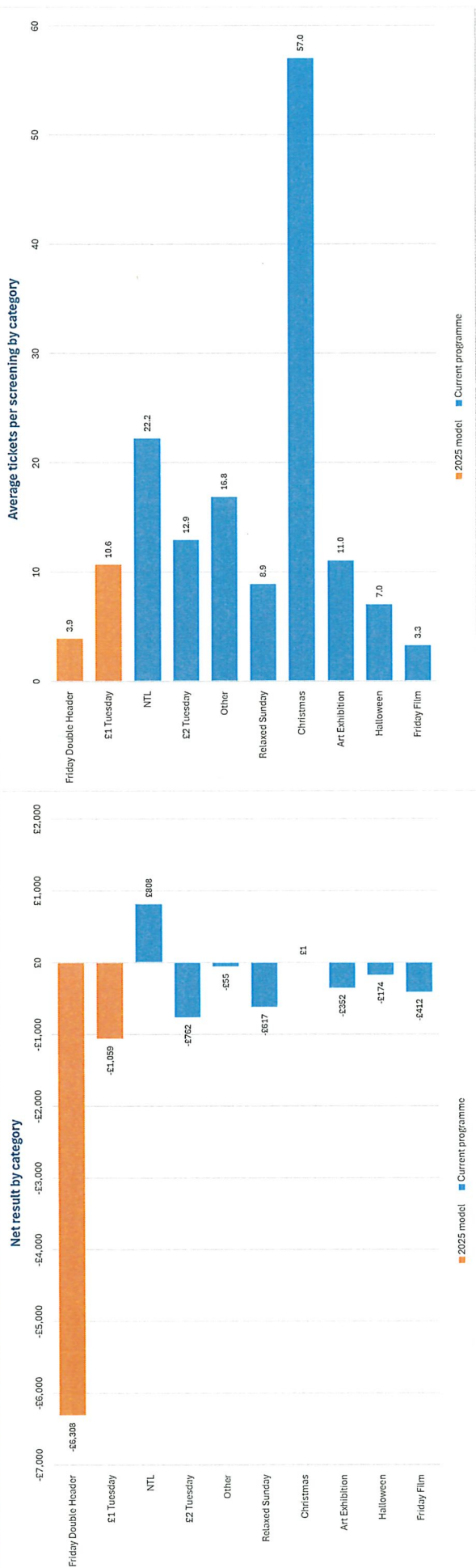
2025 MODEL – Friday Double Header & £1 Tuesday Dec 2024 to Sep 2025														
Screenings	Tickets issued	Avg tickets / screening	Income	Costs	Net result	Net per screening	Cost recovery							
77	374	4.9	£1,060	£8,427	(£7,367)	(£96)	13%							

CURRENT PROGRAMME – all other categories Feb 2025 to Aug 2026												
Screenings	Tickets issued	Avg tickets / screening	Income	Costs	Net result	Net per screening	Cost recovery					
45	649	14.4	£3,195	£4,759	(£1,563)	(£35)	67%					

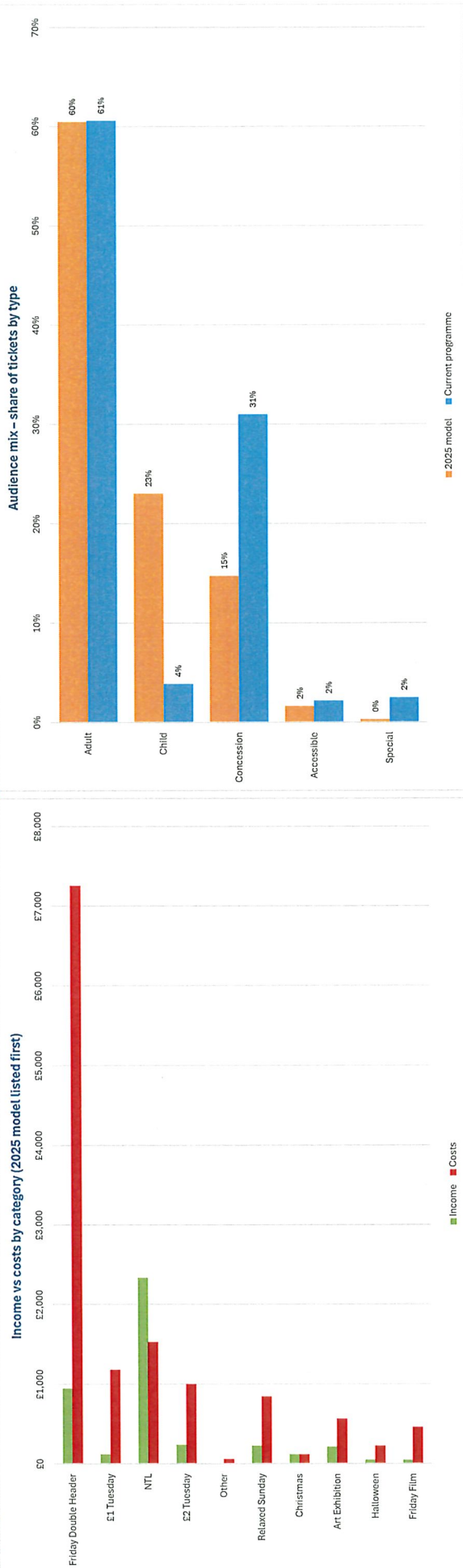
Trends over time – shift from the 2025 model to the current programme



Category performance (orange = 2025 model, blue = current programme)



Income, costs & audience



Proposed Cycle of Reviewing Council Policies and Procedures

Quarter 1 (Jan - Mar)			Quarter 2 (Apr - Jun)		Quarter 3 (Jul - Sep)		Quarter 4 (Oct - Dec)	
Policies		Comments						
2027	Standing Orders Financial Regulations Financial Procedures	Reviewed in 2025. Full Council agreed that these would be the last to be reviewed in each election cycle	None	Change over to new council. No reviews to allow membership of committeess and working parties to be resolved	IT Policy Data Audit & Retention GDPR Subject Access Request Policy Data Breach Policy / Incident Response Procedure FOI / Environmental Information Requests Policy	Focus on data management and compliance-sensitive information governance documents.	Publication Scheme Website Accessibility Policy Email Policy Social Media Policy Media and Press Policy	Focus on transparency, publication, website, communications and public-facing information policies
2028	Health and Safety Policy Manual Fire Safety Policy Emergency Evacuation Policy First Aid Policy Accident / Incident / Near Miss Reporting Procedure Lone Working Policy and Procedure	Focus on operational risk and staff/public safety	Safeguarding Policy and Procedure Events Management Policy Volunteer Policy Anti-terror/Martyn’s Law Room Hire / Venue Hire Terms and Conditions	Focus on use of council's buildings and facilities	Disciplinary and Grievance Policy and Procedure Anti-bullying, Harassment and Dignity at Work Policy Whistleblowing Policy Complaints Procedure Vexatious / Unreasonably Persistent Complaints Policy	Focus on internal and external complaints policies and procedures	Recruitment and Termination Policy Performance Management Policy Training & Development Policy Sickness Absence Policy Annual Leave Flexible Working Homeworking Carers/Dependants Leave Expenses Policy	Focus on HR related policies
2029	Catch Up Period	To allow time to catch up on any policies that are overdue or requiring additional work	Equality Policy Code of Conduct Councillor-Officer Protocol Member Training and Development Policy Councillor Co-option Policy Chair's Allowance	Focus on councillor related policies	Scheme of Delegation Committee Terms of Reference Representation on Outside Bodies Policy Petitions / Public Participation Protocol	Focus on decision making policies. Could move from annual to four yearly reviews of Terms of Reference being reviewed by Full Council (but still reviewd by committee annually)	Asset Management Policy Disposal of Assets Policy Tree Management Policy Play Area/Outdoor Equipment Inspection Policy Memorial Bench / Memorial Tree Policy	Focus on outdoor counccil locations and assets
2030	Biodiversity Policy Climate/Sustainability Policy Consultation and Community Engagement Policy Planning Consultation/Planning Response Protocol Alcohol/Licensed Activities Policy Flag Flying and Civic Protocol	Focus on community facing policies. Will require consultation and community engagement earlier than this but this is where would fit in ongoing cycle	Risk Management Policy Investment and Reserves Policy Grants / Community Funding Policy Fees and Charges Policy	Focus on financial risk, grants and fees & charges	Reserved for new policies created during the cycle to be reviewed and to allow any other updates required to policies		Procurement Policy Corporate Credit Card Anti-Fraud, Bribery and Corruption Policy Debt Recovery Policy	Focus on procurement controls to feed in to Financial procedures in Q1 2031
2031	Standing Orders Financial Regulations Financial Procedures	Completes the cycle of reviews						

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

Item 128.1

Ref	Date Paid	Payee Name	Amount Paid (inc VAT) £	Description Invoice
Council Payments (excluding café suppliers)				
001	01/09/2026	Wokingham Borough Council	1,271.00	Sept - 1/10th School Green Centre
002	01/09/2026	Wokingham Borough Council	1,160.00	Sept 1/10th - High Copse
003	01/09/2026	Wokingham Borough Council	165.00	Sept 1/10th - Spencers Wood Pavilion
004	01/09/2026	Wokingham Borough Council	43.00	Sept 1/10th - Millworth Pavilion
005	01/09/2026	Wokingham Borough Council	188.00	Sept 1/10th - Manor
006	01/09/2026	Lloyds Bank plc	25.87	Fee £10.00 & Chgs £15.87
007	02/09/2026	IRIS Software Limited	84.48	32 Payslips - July
008	03/09/2026	Nest Pension Contributions	2,657.89	August 2026
009	03/09/2026	Tree Surveys	2,028.00	Survey Sports Park
010	10/09/2026	Down the Rabbit Hole	412.00	School Green Birthday Cake - 50% Deposit
011	15/09/2026	EDF Energy	1,266.22	High Copse Electricity - August
012	15/09/2026	Lister Wilder	106.35	Purchase Mower Fuel
013	18/09/2026	Telefonika UK Ltd	378.07	September Mobiles
014	18/09/2026	Corona Energy Retail 4 Limited	497.21	School Green Centre South Electricity - August
015	18/09/2027	Corona Energy Retail 4 Limited	1,327.56	School Green Centre North Electricity - August
016	18/09/2028	Corona Energy Retail 4 Limited	267.84	Spencers Wood Pavilion - Electricity - August
017	18/09/2029	Corona Energy Retail 4 Limited	174.75	The Manor - Electricity - August
018	18/09/2030	Corona Energy Retail 4 Limited	-22.42	Ryeish Pavilion - credit for estimated charges
019	18/09/2031	Corona Energy Retail 4 Limited	28.40	School Green - Outside - August
020	18/09/2032	Corona Energy Retail 4 Limited	44.54	Millworth Pavilion- August
021	21/09/2026	Absolute Brilliance Cleaning Ltd	5,397.18	School Green Centre - August
022	21/09/2027	Absolute Brilliance Cleaning Ltd	1,891.88	Spencers Wood Pavilion - August
023	21/09/2028	Absolute Brilliance Cleaning Ltd	656.40	High Copse - August
024	21/09/2029	Absolute Brilliance Cleaning Ltd	241.68	Manor Ground - August
025	21/09/2026	Definitive AV Solutions	424.80	New Screen Samsung 40" for CCTV - Office
026	21/09/2026	Larkstel Ltd	10,076.37	August Sports Pitches and Open Space - High Copse and Manor & Roller Hire at High Copse
027	21/09/2026	SEAF Services Limited	730.00	Cleaning Sofas & Chairs School Green Centre
028	21/09/2026	Air It Limited	2,603.81	Managed Services Agreement
029	21/09/2027	Air It Limited	925.90	Microsoft 365
030	21/09/2026	Nigel Jeffries Landscaping Ltd	360.00	Manor Ground Hedges
031	21/09/2026	Kreatif Design Ltd	81.60	Web Hosting - September
032	21/09/2026	Zip Heaters (UK) Ltd	226.80	Call Out - High Copse
033	21/09/2026	Arthur J Gallagher Insurance	583.36	Insurance Engineering at SGC
034	21/09/2026	FibreNest	37.00	September Broadband - The Manor
035	21/09/2026	Peninsula Business Services	475.42	HR & HS Support September
036	21/09/2026	Rivervale	381.60	September
037	21/09/2026	Everflow Utilities	86.53	SGC - Water Estimated to 11/11/2026
038	21/09/2027	Everflow Utilities	1,883.11	Allotments - Water Estimated to 11/11/2026
039	21/09/2028	Everflow Utilities	259.16	High Copse - Water Estimated to 11/11/2026
040	21/09/2029	Everflow Utilities	1,504.21	The Manor - Water Estimated to 11/11/2026
041	21/09/2030	Everflow Utilities	128.44	SWP - Water Estimated to 11/11/2026
042	21/09/2031	Everflow Utilities	3.62	Millworth Lane - Estimated to 11/11/2026
043	24/09/2026	HMRC paye	9,469.91	August Ni & PAYE
044	25/09/2026	Employee	1,421.40	September Pay
045	25/09/2026	Nest Pension Contributions	3,387.82	September Pension Contributions
046	25/09/2026	Tree Surveys	924.00	Arbor Method Statement - Millworth
047	28/09/2026	Engie Power Limited	272.93	August
048	30/09/2026	Multiple Employees	36,441.39	Net Pay September

Ref	Date Paid	Payee Name	Amount Paid (inc VAT) £	Description Invoice
049	30/09/2026	Lloyds Bank plc	23.18	Fee & Chgs August
050	01/10/2026	Kompan UK	3,969.20	Repair to Trampoline Millworth
051	01/10/2026	Kompan UK	487.11	September Inspections
052	01/10/2026	Connecting Communities in Berk	42.00	26/27 Corporate Membership
053	01/10/2026	Arthur J Gallagher Insurance	25,298.20	Renewal All Risks - Insurance Policy ***
054	01/10/2026	Wokingham Borough Council	1,271.00	October 2026 1/10th School Green Centre
055	01/10/2026	Wokingham Borough Council	1,160.00	October 2026 - 1/10th High Copse
056	01/10/2026	Wokingham Borough Council	188.00	October 2026 - 1/10th The Manor
057	01/10/2026	Wokingham Borough Council	165.00	October 2026 - 1/10th Spencers Wood Pavilion
058	01/10/2026	Wokingham Borough Council	43.00	October 2026 - 1/10th Millworth Pavilion
059	05/10/2026	Meta Fencing and Gates	17,746.80	Final Payment - Fencing & Gates High Copse
060	05/10/2026	Down the Rabbit Hole	413.00	School Green Birthday Cake - 50% Balance
061	05/10/2026	Enerveo Ltd	548.92	Replacement Lantern
062	07/10/2026	TV Licensing Authority	180.00	TV Licence to Sept 2027 - Spencers Wood Pavilion
063	08/10/2026	SEAF Services Limited	3,300.00	50% Deposit - New Storage Cupboards 3MX Room
064	08/10/2026	SEAF Services Limited	2,700.00	50% Deposit Decorating - Pound Green, Corridor & 3MX
Total Council			150,515.49	
Payments for Tin Roof Café				
065	15/09/2026	Booker Limited	1,107.65	August Catering Purchases
066	21/09/2026	Kingdom Coffee International L	232.40	Coffee for Cafe 2/9/26
067	21/09/2026	La Dolce Vita Caffè	720.75	Cake Deliveries September
Total Café			2,060.80	

*** At the September meeting Council approved a payment of £32,242.93 for the annual all risks policy (Min 26/109.3)

After meeting with the Insurance Broker, the Council was able to reduce the premium to £25,298.20, a potential saving of approximately £7,000)

Ref	Date Paid	Supplier	Amount Paid (inc VAT) £	Description
Shinfield Parish Council - Other				
001	01/09/2026	Lidl	5.62	Allotment Meeting Refreshments
002	01/09/2026	Amazon EU	4.49	Needles for Poppy Flash
003	01/09/2026	Emergency Aid Supplies	13.70	Burns Gel Sachets
004	01/09/2026	Wool Warehouse	37.82	Wool for Poppy Flash
005	06/09/2026	Adobe Systems Software Ireland	66.49	September Software
006	07/09/2026	Amazon EU	17.99	Batteries
007	08/09/2026	Amazon EU	8.59	Youth Club - Bobbins Crafts
008	08/09/2026	2RM Limited	69.00	Youth Club - Mini Camera Instax
009	09/09/2026	Mailchimp	45.95	Mailchimp - Newsletter
010	09/09/2026	Sainsbury's	67.75	Youth Club - Tuck Shop Purchases
011	09/09/2026	Universal Signs& Silk Screen P	18.48	CCTV Warning Sign
012	10/09/2026	Amazon EU	44.95	Instant Films for Cameras
013	14/09/2026	Maries Cross Stitch Ltd	8.70	Knitters Needles - Poppy Flash
014	18/09/2026	Amazon EU	8.58	Roller Blind Chain - SWP
015	21/09/2026	Charles & IVY	950.85	Decorative Panel for School Green
016	22/09/2026	Vista Print	25.49	Business Cards - Deputy Clerk
017	23/09/2026	SLCC Enterprises Ltd	168.00	ILCA Training-Mara Kalsi
018	23/09/2026	Salti Ltd	109.00	Lap Top - Pro Type Cover
019	23/09/2026	Amazon EU	17.99	Buetooth Mouse
020	24/09/2026	Amazon EU	24.98	Batteries for Office
021	24/09/2026	Amazon EU	26.99	Cover for Surface Pro 7 plus
022	24/09/2026	Amazon EU	12.98	HDMI Lead - Cable
023	25/09/2026	Barkhams Furniture Solutions	360.00	Office Desk
024	25/09/2026	Amazon EU	49.90	Extension Lead
025	29/09/2026	Wokingham Borough Council	348.50	Parking Dispensations-Remembrance Sunday
		Total	2,512.79	
Tin Roof Café				
026	10/09/2026	Amazon EU	10.19	Mop,Broom Holder
027	11/09/2026	Amazon EU	8.49	Paper Cups
028	15/09/2026	Lidl	21.86	Food Supplies
029	16/09/2026	Lidl	4.80	4 Litres Milk
030	16/09/2026	Amazon EU	9.99	Crayon for Colouring
031	16/09/2026	Amazon EU	28.23	Tin opener
032	16/09/2026	MYB direct Ltd	20.49	Top glass
033	16/09/2026	Amazon EU	11.98	Tea Spoon
034	16/09/2026	Amazon EU	139.00	Oven liners
035	16/09/2026	Lidl	14.90	Food Supplies
036	16/09/2026	Jara Trading Ltd	8.55	Sandwich Patter
037	17/09/2026	Lidl	20.10	Milk for Cafe 9 x 2 litres
038	23/09/2026	VistaPrint	35.93	Loyalty Cards - Café
039	23/09/2026	Amazon EU	21.59	Porcelain Beverage Pots 430ml
040	30/09/2026	Lidl	9.60	Milk for Cafe
041	30/09/2026	Lidl	9.75	Milk for Cafe
		Total	375.45	
Total Barclaycard			2,888.24	

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

There is no expenditure outside of the Clerk's financial delegation which is due for payment.

Correspondence from a member of the public regarding Bearwood Primary School relocation (transport and accessibility concerns)

Thank you for forwarding your email. I appreciate you taking the time to explain the background to the proposed Spencers Wood school and the competing pressures Wokingham Borough Council is trying to address.

I completely understand the need for additional school places in Spencers Wood, Three Mile Cross and Swallowfield, particularly given the scale of housing development in the area. I am not opposed to the new school, and I recognise why you and other local residents have campaigned for it.

My concern is that meeting the needs of one community should not unnecessarily disadvantage another, particularly when there may be alternative ways of achieving both objectives.

You mentioned that Option 4 in the original business case proposed a phased approach, with Reception admissions starting at the new site and growing year by year while admissions at the existing site gradually phased down. This is precisely the type of approach I believe WBC should reconsider.

A phased transition could allow the new school to develop its own pupil population and increasingly serve the local Spencers Wood community, while retaining existing Bearwood staff and avoiding the immediate relocation of the entire school population. It could also reduce the disruption imposed on families who chose Bearwood when it was in its existing location.

I appreciate your concern that existing Bearwood pupils could occupy places needed by local children. However, I do not believe we should assume that most Bearwood families will leave before the relocation or that alternative schools will be able to accommodate them all.

In my own circumstances, local schools have indicated that they cannot accommodate both of my children. Other families are also facing difficulties securing suitable places for siblings or children with additional needs. There is a difference between a school having ordinary SEN provision and being able to meet an individual child's needs in practice. Simply suggesting that families move their children elsewhere does not guarantee that a suitable place will be available.

I am also concerned by the suggestion that younger children may not use the buses. Families should not have to make difficult decisions about their children's education

based on assumptions about whether they will tolerate or manage a long daily journey. The actual impact on children and families needs to be properly assessed.

I appreciate that you have acknowledged the disruption this proposal will cause Bearwood families, and I understand that your responsibilities as a ward councillor mean you must prioritise the needs of your residents. Equally, I hope you can appreciate why I am asking for the needs of existing Bearwood families to receive the same careful consideration.

Would you be willing to support a request for WBC to revisit the phased-transition option and explain why it was not adopted? I believe this would be a constructive way to explore whether the new school can meet local demand without requiring the wholesale relocation of Bearwood Primary.

Thank you again for your response. I would welcome your thoughts on whether this alternative could be explored.