

To all members of Shinfield Parish Council

Notice is hereby given, and you are summoned to attend an Annual Meeting of the Full Council on Wednesday, 27 May 2026, commencing at 19:30 at the School Green Centre.

A presentation of the Community Champion Award will take place at 19:15 and we to invite you to attend this event.



Bruce Winton
Chief Executive and Clerk to the Parish Council
21st May 2026

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

Agenda

53. Election of the Chair of Council

- 53.1 To **RECEIVE** nominations for the election of the Chair for 2026/27*
- 53.2 To **ELECT** the Chair for 2026/27
- 53.3 Chair to **SIGN A DECLARATION** of acceptance of office as the Chair of the Council

54. Election of the Vice-Chair of Council

- 54.1 To **RECEIVE** nominations for the election of the Vice-Chair for 2026/27*
- 54.2 To **ELECT** the Vice-Chair for 2026/27
- 54.3 Vice Chair to **SIGN A DECLARATION** of acceptance of office as the Vice-Chair of the Council

55. Apologies and declaration of members' interest

- 55.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
- 55.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
- 55.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest

56. Public Questions

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

57. Committee Appointments 2026/27

- 57.1 To **APPOINT** committee members for the following committees for 2026/27*. The Chair of each committee will be elected at the first meeting of each committee:

- 57.1.1 Facilities Committee
- 57.1.2 Arts, Culture & Events Committee
- 57.1.3 Planning and Highways Committee
- 57.1.4 Children and Young Adults Committee
- 57.1.5 Staffing Committee (*as per Standing Order 11f, the Vice-Chair of the Council will be the Chair of the committee*)
- 57.1.6 Finance and General Purposes Committee (*as per Standing Order 11f, the Vice-Chair of the Council will be the Chair of the committee*)

58. Meeting Schedule for 2027/28

- 58.1 To **RECEIVE** and **NOTE** the programme of council meetings for 2027/28*

59. Appointments to outside bodies

- 59.1 To **APPOINT/CONFIRM** representatives to serve on the following outside bodies:

Outside Body	2025/26
Fields NAG	Cllr Peer
AWE Liaison Committee	Cllr Montgomery
Berkshire Association of Local Councils (BALC)	Cllr Peer
Borough/Parish Liaison Forum	Cllr Peer and vacancy
Godson Charity	Mr Peter Robson (replaced Andrew Oughton December 2025)
Grazeley Village Hall Management Committee	Cllr A Pollock
Natural History Museum	Cllr A Pollock
Shinfield St Mary's CE(VA) Junior School	Cllr vacancy
Shinfield United Charities	Cllr Montgomery and Cllr Jahromi
Shinfield Volunteer Group	Ian Young to act as liaison between group and SPC
Youth Club	Cllr Montgomery and Cllr Jahromi
Spencers Wood Village Hall Committee	Cllrs James and Matic
Wokingham Veteran Tree Association	SPC vacancy and Elaine Butler

60. Subscriptions

- 60.1 To **RECEIVE** and **APPROVE** the schedule of subscriptions to be paid for 2026/27 as follows

Description	£ (Exc. VAT)
Association of Local Councils Of which Berkshire (invoice £1,473) National (invoice £1,180)	2,653
Berkshire Youth (Associate Membership)	100
National Allotment Society	60
Clerks & Councils Direct	80

- 60.2 To **RECEIVE** and **NOTE** the schedule of licenses due for renewal 2026/2027

Description	£ (Exc. VAT)
Television Licence – The Manor	175
Television Licence – School Green Centre	175
Television Licence – Spencers Wood Pavilion	175
Television Licence – High Copse Pavilion	175
PPL – PRS Music Licence	606
Information Commissioners Office	73

61. Risk Register

- 61.1 To **RECEIVE** and **CONSIDER** the Council Risk Register*

62. Minutes of Meeting held on 22nd April 2026

- 62.1 To **APPROVE** the minutes of the Full Council meeting held on 22nd April 2026* as a correct record of the meeting
- 62.2 To **RECEIVE** information on matters arising

63. Reports from Borough Councillors

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

64. Reports from Committees and associated Working Parties

- 64.1 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 6th May 2026* and an update from the Chair
- 64.2 To **RECEIVE** and **NOTE** the draft minutes of the Arts, Culture and Events Committee held on 7th May 2026* and an update from the Chair
- 64.3 To **RECEIVE** and **NOTE** the draft minutes of the Planning and Highways Committee held 13th May 2026* and an update from the Chair
- 64.4 To **RECEIVE** and **NOTE** the draft minutes of the Staffing Committee dated 20th May 2026* and an update from the Chair
- 64.5 To **RECEIVE** a verbal report from the Chair of the Council
- 64.6 To **RECEIVE** reports from outside bodies*

- 65. Standing Orders**
65.1 To **RECEIVE** and **CONSIDER** the proposed changes to the Standing Orders*
- 66. Solar Photovoltaic (PV) Panels for the Shinfield Parish Estate**
66.1 To **RECEIVE** and **CONSIDER** a recommendation from the Facilities Committee for funding for additional PV Panels for the Shinfield Parish Council Estate*
- 67. Public Art**
67.1 To **RECEIVE** and **CONSIDER** the final choice of Public Art for the area outside the School Green Centre
- 68. Invoices for payment**
68.1 To **RECEIVE** and **NOTE** Lloyds Bank payment of invoices within the Clerk's financial delegation*
68.2 To **RECEIVE** and **NOTE** Barclaycard payment of invoices within the Clerk's financial delegation*
68.3 To **RECEIVE** and **APPROVE** payments due to be made that are outside the Clerk's financial delegation*
- 69. Correspondence**
69.1 To **RECEIVE** and **NOTE** the news article "Police and Crime Commissioner launches new strategy to tackle vehicle crime" *
- 70. Date of Next Meeting**
70.1 The date of the next Full Council Meeting will be held on 24th June 2026

Nominations for office of Chairman and Vice-Chairman of Shinfield Parish Council

Completed and signed nominations were received by 23.59 on Thursday, 14th May 2026 for Chair and Vice-Chair as follows:

1.1 Nominations for Chair of Shinfield Parish Council

Nominees	Proposed by
Cllr Boyer	Cllrs Johnson, Montgomery & Peer

1.2 Nominations for Vice Chair of Shinfield Parish Council

Nominees	Proposed by
Cllr James	Cllrs Boyer, Johnson, Montgomery & Peer

Council and Committee Membership as at May 2026

Full Council	Facilities	Planning & Highways	Arts, Culture and Events	Children & Young Adults	Finance and General Purposes	Staffing
Bowler, Corinne Boyer, Nigel (CH) Clarke, Ian Hoyle, Richard Jahromi, Peyman James, Laurence (VCH) Johnson, Brett Masseron, Nadine (VCH) Matic, Zoran Montgomery, Ian Peer, Dawn Pollock, Anthony Pollock, Hilary Poole, Greg Rance, Jackie Winton, Bruce Herring, Sally	Boyer, Nigel Clarke, Ian (VCH) Jahromi, Peyman James, Laurence Johnson, Brett (CH) Masseron, Nadine Peer, Dawn Ali, Shams Herring, Sally	Boyer, Nigel (VCH) Hoyle, Richard Jahromi, Peyman James, Laurence Masseron, Nadine Peer, Dawn (CH) Winton, Bruce Herring, Sally	Bowler, Corinne Jahromi, Peyman (VCH) James, Laurence Matic, Zoran (CH) Montgomery, Ian Peer, Dawn Rance, Jackie Winton, Bruce	Bowler, Corinne Johnson, Brett Matic, Zoran Montgomery, Ian (CH) Pollock, Anthony Rance, Jackie Winton, Bruce	Boyer, Nigel (VCH) James, Laurence (CH) Johnson, Brett Masseron, Nadine Matic, Zoran Montgomery, Ian Peer, Dawn Pollock, Anthony Winton, Bruce Mason, Jane	James, Laurence (CH) Masseron, Nadine Mattic, Zoran Montgomery, Ian Peer, Dawn Winton, Bruce

2026-27 Meeting Schedule

	Wed	Thu	Wed	Thu	Wed	Thu	Wed	Thu	Wed	Thu
2026 Apr	1 FAC	2 CYA	8 P&H		15 FGP		22 FULL		29 PARISH	
May	6 FAC	7 ACE	13 P&H		20 STA		27 FULL ANNUAL			
June	3 FAC	4 CYA	10 P&H		17 FGP		24 FULL			
Jul	1 FAC	2 ACE	8 P&H		15 STA		22 FULL		29	
Aug										
Sep	2 FAC	3 ACE	9 P&H		16		23 FULL		30 FAC	1 CYA Oct
Oct	7 P&H		14 FGP		21 FULL		28 FAC	29 ACE		
Nov	4 P&H		11 STA		18 FULL		25 FAC	26 CYA		
Dec	2 P&H		9 FGP		16 FULL		23	24	30	
2027 Jan	6 FAC	7 ACE	13 P&H		20 STA		27 FULL			
Feb	3 FAC	4 CYA	10 P&H		17 FGP		24 FULL			
Mar	3 FAC	4 ACE	10 P&H		17		24 FULL		31 PARISH	
Apr	7 FAC	8 CYA	14 P&H		21 FGP		28 FULL			
May	5 FAC	6 ACE	12 P&H		19 FULL ANNUAL		26 STA			

2027-28 Meeting Schedule

	Wed	Thu	Wed	Thu	Wed	Thu	Wed	Thu	Wed	Thu
2027 Apr	7 FAC	8 CYA	14 P&H		21 FGP		28 FULL			
May	5 FAC	6 ACE	12 P&H		19 FULL ANNUAL		26 STA			
June	2 FAC	3 CYA	9 P&H		16 FGP		23 FULL		30	
Jul	7 FAC	8 ACE	14 P&H		21 STA		28 FULL			
Aug										
Sep	1 FAC	2 ACE	8 P&H		15		22 FULL		29 FAC	30 CYA
Oct	6 P&H		13 FGP		20 FULL		27 FAC	28 ACE		
Nov	3 P&H		10 STA		17 FULL		24 FAC	25 CYA		
Dec	1 P&H		8 FGP		15 FULL					
2028 Jan	5 FAC	6 ACE	12 P&H		19 STA		26 FULL			
Feb	2 FAC	3 CYA	9 P&H		16 FGP		23 FULL			
Mar	1 FAC	2 ACE	8 P&H		15		22 FULL		29 PARISH	
Apr	5 FAC	6 CYA	12 P&H		19 FGP		26 FULL			
May	3 FAC	4 CYA	10 P&H		17 STA		24 FULL		31	

Shinfield Parish Council Risk Register

VERSION

As at 21st May 2026 - For Annual Full Council Meeting on 27th May 2026

Summary of Hazards

Reputational Risks

RR1 - As a result of internal actions

RR1.1 - Damage to Residents' Trust in the council	MEDIUM	LOW
RR1.2 - Relationship with Wokingham Borough Council	HIGH	MEDIUM
RR1.3 - Harm to children and/or vulnerable adults	MEDIUM	LOW
RR1.4 - Potentially Damaging Media Cover	MEDIUM	LOW
RR1.5 - Dealing with enquiries from the public	MEDIUM	MEDIUM
RR1.6 - Dealing with Subject Access Requests	MEDIUM	MEDIUM

RR2 - As a result of external factors

RR2.1 - Responding to the death of a Senior Royal	MEDIUM	LOW
RR2.2 - Adverse Public Opinion	MEDIUM	LOW

Corporate Governance

CG1 - Corporate Governance

CG1.1 - Standing Orders	MEDIUM	LOW
CG1.2 - Meeting Governance	MEDIUM	LOW
CG1.3 - Financial Reporting	HIGH	MEDIUM
CG1.4 - Recording Members Interests	MEDIUM	LOW
CG1.5 - Code of Conduct	MEDIUM	MEDIUM

CG2 - Other Legal Requirements, Permissions & Licences

CG2.1 - Legislation - Employment	HIGH	MEDIUM
CG2.2 - Legislation - Environment	HIGH	MEDIUM
CG2.3 - Legislation - Equality & Diversity	HIGH	MEDIUM
CG2.4 - Legislation - Health & Safety	HIGH	MEDIUM
CG2.5 - Legislation -Licensing Requirements	HIGH	MEDIUM

Uncontrolled Risk

Remaining Risk

Financial Performance

FM1 - Failure to manage income and expenditure

FM1.1 - Increased Revenue Expenditure	HIGH	LOW
FM1.2 - Responding to sudden drops in Income	HIGH	MEDIUM
FM1.3 - Pricing structure	MEDIUM	LOW

FM2 - Failure to manage Capital Projects

FM2.1 - Failure to manage capital works	HIGH	MEDIUM
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FM3 - Other Financial Risks

FM3.1 - Failure to maintain adequate insurance for buildings	MEDIUM	LOW
FM3.2 - Risk of consequential loss	MEDIUM	LOW
FM3.3 - Failure of major supplier	MEDIUM	LOW
FM3.4 - Loss of cash through Theft or dishonesty	HIGH	MEDIUM
FM3.5 - Legal liability as a consequence of asset ownership	MEDIUM	MEDIUM
FM3.6 - Internal Controls	MEDIUM	LOW
FM3.7 - VAT	MEDIUM	LOW
FM3.8 - School Green Centre Cafe	MEDIUM	MEDIUM

People

PE1 - Staff Related Risks

PE1.1 - Failure to recruit staff	HIGH	MEDIUM
PE1.2 - Failure to retain staff	MEDIUM	LOW
PE1.3 - Succession plans	MEDIUM	LOW
PE1.4 - Employment Tribunals	MEDIUM	LOW
PE1.5 - Over reliance on agency/temp staff	HIGH	LOW
PE1.6 - Negligent action of staff	MEDIUM	LOW
PE1.7 - Malicious behaviour by staff	MEDIUM	LOW

Uncontrolled Risk

Remaining Risk

People

PE2 - Councillor Related Risks

PE2.1 - Actions by Councillors that bring the Council into disrepute	HIGH	MEDIUM
PE2.2 - Failure to attract people who wish to become councillors	HIGH	MEDIUM

PE3 - Volunteer Related Risks

PE3.1 - Recruiting volunteers - general	MEDIUM	VERY LOW
PE3.2 - General behaviour of Volunteers	MEDIUM	LOW

Uncontrolled Risk

Remaining Risk

Infrastructure

PI1 - Physical Infrastructure Risks

PI1.1 - Overall threat of Physical Damage	HIGH	MEDIUM
PI1.2 - School Green Centre	HIGH	MEDIUM
PI1.3 - Spencer's Wood Pavilion	HIGH	MEDIUM
PI1.4 - Other Buildings	HIGH	MEDIUM
PI1.5 - Adverse Weather conditions	MEDIUM	LOW
PI1.6 - Risk of damage to third party property or individuals	MEDIUM	LOW
PI1.7 - Loss of Utilities	MEDIUM	MEDIUM
PI1.8 - Physical Assets (Not buildings)	MEDIUM	LOW
PI1.9 - Vehicles	MEDIUM	LOW

IT1 - Information Technology Risks

IT1.1 - Failure of IT Infrastructure	HIGH	MEDIUM
IT1.2 - Computer Viruses etc.	MEDIUM	LOW
IT1.3 - Failure of a specific system	MEDIUM	LOW
IT1.4 - Loss of IT support	MEDIUM	VERY LOW
IT1.5 - Onsite IT support	MEDIUM	VERY LOW
IT1.6 - Cannot work remotely	HIGH	LOW

REPUTATIONAL RISKS

RR1 - As a result of Internal Actions

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
RR1.1 - Damage to Residents' Trust in the council	Residents may lose trust in the council, its staff or Councillors	Chance	The Council makes decisions carefully following correct procedures. Where appropriate the Council consults effectively with residents and communicates clearly about decisions and why they were made. Council meetings are open to residents to observe and speak at. The council complies with Transparency Act and all relevant regulations and guidance	Chance	Community Engagement & Events Officer to be appointed from 1st October 2026 to improve public consultation	Clerk	Oct-26
		M		M			
		Severity		Severity			
		L		VL			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		
RR1.2 - Relationship with Wokingham Borough Council	Failure to maintain effective relationships with Wokingham Borough Council may result in SPC being unable to have a material impact on WBC activities to the detriment of the council and its residents	Chance	Establishing and maintaining good links with WBC officers at all levels. Maintaining effective relationships with all Borough Councillors including participation in Full Council meetings and other relevant activities. Encourage joint working on projects, consultations etc.	Chance			
		M		L			
		Severity		Severity			
		H		M			
		Overall		Overall			
		HIGH		MEDIUM	Projected future Risk Rating		
RR1.3 - Harm to children and/or vulnerable adults	SPC becomes embroiled in a safeguarding issue relating to staff, our councillors or allegedly occurring on council property. This may include historic allegations which do not relate to any current staff or councillors	Chance	Effective scrutiny of members and those who would wish to become a member of the Council. Ensuring that staff with regular contact with Chapel Pre-School are DBS checked on a regular basis. Ensuring that regular hirers whose activities involve children and vulnerable adults have safeguarding policies and these are followed	Chance	Arrange Safeguarding Awareness training for all members of staff	Dep Clerk	
		L		VL			
		Severity		Severity			
		VH		H			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW
RR1.4 - Potentially Damaging Media Cover	SPC may become exposed to potentially damaging media coverage as a result of a SPC decision or the act of staff and/or councillors. This may include but is not limited to significant data protection breaches or council decisions significantly at odds with the views of the majority of residents	Chance	Ensuring that the Council has clear procedures and guidance for the protection of personal data. Safe and effective recruitment of staff. Maintaining the Councils policies to ensure that they are reviewed regularly, remain "fit for purpose" and are consistently applied. Ensuring that appropriate physical and financial security measures are in place and applied	Chance	Conduct a full review of all policies and procedures and establish a time line for their regular review and updating. Corporate Governance Review is underway.	Clerk	
		M		M			
		Severity		Severity			
		L		VL			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW
RR1.5 - Dealing with enquiries from the public	The Council fails to deal correctly with a Freedom of Information or general enquiry from a member of the public. The Council answers an enquiry, regardless of its nature, in a manner that is inappropriate or offensive to the recipient or residents in general. The council fails to comply with AGAR regulations in terms of communicating year end information.	Chance	The Council has a Publication Scheme which was adopted in November 2015, in accordance with the Model Publication Scheme approved by the Information Commissioner. Enquiries are dealt with immediately by office staff unless requiring referral to Council or a committee. In such cases, acknowledgement of enquiry is made within 14 days in accordance with the Freedom of Information Act, all relevant documents are available on written request (during office hours) and in addition, agendas and minutes are available on the Council's website.	Chance	The publication scheme should be reviewed as part of a larger piece of work to review all policies & procedures. Media Officer is updating the Transparency Schedule and website	Clerk	
		M		L			
		Severity		Severity			
		M		M			
		Overall		Overall			
		MEDIUM		MEDIUM	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
RR1.6- Dealing with Subject Access Requests	The Council fails to respond in a timely and/or appropriate manner to a Subject Access Request regarding the personal data held by the Council	Chance	Since its publication in February 2018, the NALC GDPR Toolkit for Local Councils has been followed to help prepare the council for its GDPR duties and responsibilities. Various measures have been approved by Council to manage information properly and in accordance with the law, including a data protection privacy policy, subject access request policy, email policy and document retention policy.	Chance	The various policies referred to in this section should be reviewed as part of a larger piece of work to review all policies & procedures.	Clerk	
		M		L			
		Severity		Severity	Guidance on how to respond to a Subject Access Request should be issued to all staff	Clerk	COMPLETED
		M		M			
		Overall		Overall	Projected future Risk Rating		LOW
		MEDIUM		MEDIUM			

RR2 - As a result of External Factors

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
RR2.1 - Responding to the death of a Senior Royal	The death of a senior royal will have an impact on the conducting of Council business and the hiring of venues	Chance	The death of HM Queen Elizabeth II in September 2022 established the extent of these impacts on the Council. As no meetings can be held or called during the period of national mourning, some decisions may not be possible in a timely basis and may, in the most extreme circumstances, need to be dealt with outside of the meeting structure	Chance	Notes have been taken following the death of HM Queen Elizabeth	Clerk	COMPLETED
		L		L			
		Severity		Severity	Obtain updated photographs of King Charles III	Clerk	COMPLETED
		M		L			
		Overall		Overall	Projected future Risk Rating		LOW
		MEDIUM		LOW			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
RR2.2 - Adverse Public Opinion	The council, may through no direct action of its own find itself on the wrong end of public opinion e.g. as a result of actions by other parish councils which call parish councils in general into potential disrepute.	Chance	The Council will need to carefully judge the nature of each such occurrence and be flexible and reactive to ensure that an appropriate response or position is taken that does not place the Council on the wrong side of the argument. This does not prevent the Council from undertaking unpopular decisions which are deemed necessary for the long-term viability of the Council (e.g. the decision to close a building). However the Council should ensure that it prepares for any such adverse publicity carefully and has an appropriate media plan in place.	Chance			
		L		L			
		Severity		Severity			
		M		L			
		Overall		Overall	Projected future Risk Rating		
		MEDIUM		LOW			

Corporate Governance

CG1 - Corporate Governance

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG1.1 - Standing Orders	Failure to maintain adequate Standing Orders and to correctly apply them. Standing Orders fail to provide clarity and/or become out of date.	Chance	Ensure that Standing Orders and all other relevant documents are up to date. Ensure that they are consistently applied. Ensure that all members and staff are aware of the standing orders and comply with them. Ensure that Standing Orders are written with clarity and simplicity at all times.	Chance	A full review of Corporate Governance was commenced in July 2024 starting with Terms of Reference. Standing Orders were approved in June 2025 and Financial Regulations were approved in April 2026.	Clerk	COMPLETED
		M		VL			
		Severity		Severity			
		M		M			
		Overall		Overall	Projected future Risk Rating		LOW
		MEDIUM		LOW			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG1.2- Meeting Governance	Failure to follow required procedures for the correct governance of Council meetings. This would include the production and notification of agendas and associated paperwork, the minutes of meetings and the publication of such documents on the council's website. It would also apply to ensuring that meetings are quorate and meet all other legal requirements	Chance	Ensure that the Council has a suitably qualified Clerk and Deputy Clerk and that the procedures are correctly applied at all times. Ensure that all members are aware of and comply with Standing Orders as they apply to meetings.	Chance	Deputy Clerk to obtain GILCA. Completed January 2025	Dep Clerk	COMPLETED
		M		VL			
		Severity		Severity	Clerk to Complete Level 4 Community Governance qualification. Completed November 2025.	Clerk	COMPLETED
		M		M			
		Overall		Overall	Projected future Risk Rating		
		MEDIUM		LOW			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG1.3 - Financial Reporting	Failure to follow required procedures for the financial reporting for the Council. This includes AGAR reporting and compliance with the Transparency Act.	Chance	Ensure that the Council has a suitably qualified Responsible Finance Officer. Ensure that the Council employs a suitably qualified Finance Manager. Ensure that there are regular meetings of the Finance & General Purposes Committee and items are correctly added to the agenda for discussion. Ensure adequate internal and external audit arrangements.	Chance	Review Financial procedures as part of an overall review of all policies and procedures and to reflect new NALC guidance issued in May 2024. Scheduled for May 2026	Clerk	May-26
		M		L			
		Severity			Adopting a formally recorded powers of delegation scheme for all relevant officers	Clerk	
		H		M			
		Overall					
		HIGH		MEDIUM	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG1.4 - Recording Members Interests	Failure to correct record Members interests and to report these to Wokingham Borough Council. This includes the Acceptance of Office for new Members and Resignation of Members	Chance	A copy of members' declarations of pecuniary interest is held by the Clerk at the parish office. A copy is submitted to Wokingham Borough Council's Monitoring Officer and posted on this Council's website. The Council's monthly agenda has an item to prompt members to notify relevant new information on registers of interest and gifts and hospitality, as appropriate. New Members should sign an Acceptance of Office. Resignations should be notified to WBC's Monitoring Officer	Chance			
		L		VL			
		Severity					
		M		M			
		Overall					
		MEDIUM		LOW	Projected future Risk Rating		

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG1.5 - Code of Conduct	One or more councillors fail to comply with the Code of Conduct calling the Council into disrepute and potentially having an adverse impact on staff and residents	Chance	A Code of Conduct for Parish Councillors was adopted in July 2015. This should be reviewed regularly and members provided with an updated copy. Where appropriate training (through BALC or other relevant body) is provided for all Members. A Members-Officers Protocol was approved in January 2026.	Chance	Review Code of Conduct as above	Clerk	Dec-26
		M		L			
		Severity			Members-Officers Protocol	Clerk	COMPLETED
		M		M			
		Overall					
		MEDIUM		MEDIUM	Projected future Risk Rating		LOW

CG2 - Other Legal Requirements, Permissions & Licences

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG2.1 - Legislation - Employment	Failure to comply with Employment legislation may result in SPC facing Employment Tribunals, damage to reputation and possibly industrial action	Chance	The council has access to advice and guidance on employment law. Appropriate training for all managers should be provided for. Staffing committee should monitor the training and development of staff. Ensure compliance with the National Joint Council National Agreement on Pay and Conditions of Service.	Chance	Develop and overall training and development policy and programme for all members of staff	Clerk	COMPLETED
		M		L			
		Severity			Implement training & development programme for all members of staff	Clerk	COMPLETED
		H		H			
		Overall					
		HIGH		MEDIUM	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG2.2 - Legislation - Environment	Failure to comply with Environmental legislation may result in fines or other sanctions and also damage to the reputation of the council. May result in failure to take advantage of latest developments resulting in higher than necessary usage of energy. Risk of higher bills for waste disposal. Legal costs for defending court actions. May result in higher insurance premiums and/or result in refusal of planning permission(s). There has been a rise in environmental campaigning and protesting which may lead to the council being targeted if it was viewed as having poor policy or procedure in this area	Chance	Staff are current in relevant legislation and have the required training and resources to ensure that it is applied in a timely and effective manner at the council. Waste disposal is either conducted directly through appropriate locations or the Council ensures that contractors have appropriate waste disposal certificates. Where asbestos is possible only suitably qualified contractors are engaged to manage its removal. The Council will continue to monitor developments in legislation and also with regards to developments in energy management.	Chance	Look to work with WBC and other relevant organisations to improve performance on this issue	Clerk	
		M		L			
		Severity					
		H		M			
		Overall					
		HIGH		MEDIUM	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG2.3 - Legislation - Equality & Diversity	Failure to comply with legislation relating to Equality & Diversity may lead to legal challenges and damage to reputation. Would also mean that the Council's Members and staff were not reflective of the overall population of the parish	Chance	The council ensures that it has a recruitment policy open to all and will make all reasonable adjustments required for any employee or volunteer. The council also ensures that access to its buildings (SGC and SWP) complies with Disability Discrimination Act legislation.	Chance	Develop Accessibility Guides for SGC and SWP	Allotment's Officer	Dec-26
		M		L			
		Severity		Severity	Update Equality & Diversity Policy	Clerk	
		H		M			
					Improve training for staff and members on equality and diversity issues	Clerk	
		Overall		Overall	Projected future Risk Rating		LOW
		HIGH		MEDIUM			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG2.4 - Legislation - Health & Safety	Failure to comply with H&S legislation may result in fines or other sanctions and also damage to the reputation of the council. Legal costs from defending actions and/or higher insurance premiums.	Chance	The Clerk and Facilities Manager have IoSH Managing Safely qualifications and further Health & Safety training will be arranged across the entire team. Effective Risk assessments are in place for activities. Regular workplace inspections are carried out and a quarterly inspection of the buildings is undertaken by Clerk and FM.	Chance	Conduct review of all risk assessments and ensure that they are comprehensive, fit for purpose and all relevant staff are aware of and comply with the risk assessment		COMPLETED
		M		L			
		Severity		Severity	Arrange quarterly formal "rounds" to review School Green Centre and Spencers Wood Pavilion.		ONGOING
		H		H			
					Arrange appropriate H&S training courses e.g. fire warden training		ONGOING
					Ensure that Health & safety posters are in place in buildings, and all staff are aware of their own role in H&S including reporting or acting upon any concerns		COMPLETED
		Overall		Overall	Projected future Risk Rating		LOW
		HIGH		MEDIUM			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG2.5 - Legislation -Licensing Requirements	Failure to comply with a specific licensing requirement may result in the cessation (either temporarily or permanently) of a trading activity with consequent adverse impacts on trading revenues and reputation.	Chance	Ensure that all relevant licences are put in place for all Council venues and that any requirements or restrictions within those licences are fully complied with at all times	Chance	Review the licences required for each venue and ensure that these are correct in all respects		ONGOING
		M		L			
		Severity		Severity	Premises Licence for School Green Centre obtained in September 2024		COMPLETED
		H		M			
		Overall		Overall	Projected future Risk Rating		LOW
		HIGH		MEDIUM			

Financial Management

FM1 - Failure to manage income and expenditure

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM1.1 - Increased Revenue Expenditure	Failure to manage revenue expenditure effectively results in increased costs to the Council, the possibility of the cutting or restricting of other activities to balance the accounts and damage to reputation.	Chance	The Council employs suitably qualified Responsible Finance Officer and Finance Manager and makes use of robust monitoring of expenditure. Expenditure delegations are only done to the appropriate level and those spending money on behalf of the Council are experienced enough to effectively manage budgets assigned to them	Chance	Develop a robust and effective reporting and monitoring system for all budget holders	Clerk Fin M	
		H		L			
		Severity		Severity	Ensuring that Council has a mechanism for identifying and responding to cost over-runs	Clerk Fin M	
		M		L			
		Overall		Overall	Projected future Risk Rating		LOW
		HIGH		LOW			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM1.2 - Responding to sudden drops in Income	The Council may need to respond to sudden drops in income either from national/global events such as Covid-19 lockdowns or more local issues such as the loss of a building (e.g. due to fire or flood). As income is used to manage the overall budgets of the Council a sudden drop in income may also impact directly on expenditure budgets	Chance	Where practicable the Council should incur against lost revenue (e.g. for a specific event). There will be contingency planning to mitigate the impact of any lost revenue e.g. relocating bookings to other locations where possible and/or rescheduling bookings. Staff should have sufficiently robust financial information to recognise and appropriately respond to such income changes	Chance	Develop a contingency plan for a Major Incident which restricts access to one or more of the Council's main buildings as this is likely to be the largest source of income.	Clerk FM	Dec-26
		M		L			
		Severity		Severity	Review General Reserve policy to ensure that sufficient funds are available as required		
		H		M			
		Overall		Overall	Projected future Risk Rating		LOW
		HIGH		MEDIUM			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM1.3 - Pricing structure	Failure to maintain an appropriate pricing structure for the services and activities (including for the café) provided by the Council may result in lost business/income and also reputational damage. This may be either having prices set too high or too low.	Chance	The Council employs suitably qualified and experienced staff able to take a position on major income streams such as room bookings. Pricing will take into account the needs and priorities of the council, charges for similar services or activities by other parish councils, WBC or other providers.	Chance	Review the pricing structure for School Green Centre following the first full year of operation and make appropriate adjustments for implementation from April 2024	Clerk	COMPLETED
		Severity		Severity			
		H		M	Develop overall Fees & Charges Policy	Clerk	
					Review Café prices	Catering WP	Jun-26
		Overall		Overall	Projected future Risk Rating		LOW

FM2 - Failure to manage Capital Projects

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM2.1 - Failure to manage capital works	Failure to manage capital projects can result in cost overruns and/or delays to the delivery of the project as well as damaging the reputation of the Council.	Chance	Projects should only be approved after the business case/budget has been established (including adequate contingency) and the key personnel (both internal and external) identified. The Council should only work with competent and experienced contractors. The progress of major projects will have oversight and responsibility arrangements set out before the start of the project and the appropriate reporting will take place throughout including corrective actions as required.	Chance	Develop a policy and procedure for the assessment, approval and delivery of major projects using CIL methodology as a basis	Clerk	
		Severity		Severity			
		H		M	Develop a Procurement Toolkit	Clerk	
		Overall		Overall	Projected future Risk Rating		LOW

FM3 - Other Financial Risks

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.1 - Failure to maintain adequate insurance for buildings, equipment etc.	Failure to ensure that adequate and appropriate insurance cover is in place for the Council may result in unaffordable losses (e.g. of revenue), assets not being replaced and delays due to the inability to respond to significant disruptions to business. In some cases insurance is also a legal requirement	Chance	The Council will review with its insurance broker its coverage annually and consider any advice and recommendation from the broker regarding the levels and extent of the Council's insurance policy. The Council will also review its insurance provisions after each claim to ensure that they remain adequate and fit for purpose	Chance	Develop policy to ensure regular reviews of insurance cover including triggers when new assets acquired. Three year insurance arrangement renewed in September 2025 and a full review of instance cover was part of that process.	Clerk	ONGOING
		M		L			
		Severity		Severity			
		M		L			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.2 - Risk of consequential loss	Risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss)	Chance	SPC maintains insurance cover of £300k for loss of revenue and £20 for increased cost of working (both for 24 month indemnity period) in respect of consequential loss	Chance			
		M		L			
		Severity		Severity			
		M		L			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.3 - Failure of major supplier	Failure of a major supplier may have an impact on ongoing Council business either in the short-term while an alternative supplier is sought or potentially more longer term in specific circumstances.	Chance	The Council will ensure that any contractor is fully vetted before appointment to satisfy itself of the contractors ongoing ability to continue to fulfil its obligations to the Council. The relative importance to the Council of the goods and services being obtained will dictate the level of scrutiny applied to each contractor	Chance	Put in place procedure for vetting existing and current contractors as part of procurement toolkit	FM	
		M		L			
		Severity		Severity			
		L		L			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.4 - Loss of cash through Theft or dishonesty	The Council is at risk of the loss of cash (including held at bank and also investments) through theft or dishonesty by staff, councillors or others	Chance	The council has Fidelity Guarantee under Section 1 Mandatory Cover, of its insurance policy Reviewed by council on the advice of the External Auditor and deemed to be adequate. There is a limit of £100,000 for any one specific payment. Where major construction work was taking place, payments might exceed £100k and specific provisions were put in place. Unusual withdrawals invite a telephone check from the bank to the named signatories. Cheques are signed by two of four Councillors. Electronic BACS payments are authorised by two councillors who are authorised signatories at the Bank. Payments above £100k would be paid by CHAPS and electronic payments will be authorised. Wherever possible cash payments/receipts are avoided but when received they are held in a safe with restricted access until banked by the Finance Officer.	Chance	Use of credit card machines to take payments to be investigated	Clerk	
		Severity		Severity	Review procedures and ensure all staff trained in them	Clerk	
		Overall		Overall			
		HIGH		MEDIUM	Projected future Risk Rating	LOW	
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.5 - Legal liability as a consequence of asset ownership	The council may be liable as a consequence of ownership of the asset(s)	Chance	A review of internal controls is carried out by staff on an ongoing basis. These are reviewed by internal audit annually. The Council will ensure that buildings and other assets are correctly used and maintained (see Infrastructure section)	Chance	Review liabilities for each location/building to ensure all correctly identified. Facilities Manager to develop long-term maintenance plan as part of this process	Clerk FM	Dec 26
		Severity		Severity			
		Overall		Overall			
		MEDIUM		MEDIUM	Projected future Risk Rating	LOW	
Activity	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.6 - Internal Controls	Failure to ensure that there are adequate internal controls, policies and procedures in place and fully understood and applied by staff and members.	Chance	Where there is considered to be a need for additional internal controls within the organisation (e.g. separation of duties), these are implemented in liaison with the F & GP Committee and the internal auditor. Where additional internal controls involve members, these are submitted to the F & GP Committee for approval in the first instance	Chance	To include internal controls as part of the review of all policies and procedures	Clerk	
		Severity		Severity	Training and development for staff and members on applying appropriate controls	Clerk	
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating	LOW	
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.7 - VAT	To ensure that VAT is correctly applied and accounted for throughout all the Council's financial dealings/	Chance	The Council is registered for VAT and has opted to tax the School Green Centre and Spencer's Wood Pavilion. The Financial System integrates the new "Making Tax Digital" Software and claims are submitted quarterly within the permitted timescale. Purchase & Sales ledger require the VAT rates to be entered. Training specific to VAT is undertaken at all opportunities and Councillors are included as appropriate. Additional Advice will be sought as required.	Chance	Ensure that any changes to VAT rates are correctly input to the system and in a timely manner	Fin M	ONGOING
		Severity		Severity			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating	LOW	
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.8 - School Green Centre Cafe	Failure to ensure that the café at School Green Centre operates in a safe and efficient manner. Poor delivery could result in negative perceptions of the building overall. Poor food hygiene is a clear Health & Safety Risk. Poor stock control and/or pricing decisions may make the cafe financially unviable. Over staffing will affect operating costs	Chance	The Council resolved to bring the café in house for a minimum period of 6 months with a further extension of 6 months agreed in March 2026. Staff have all had hygiene training. Sales are closely monitored and the menu will be reviewed in June 2026. Food waste is minimised through freezing stock where possible. A review of staffing levels was initiated by Catering WP in May 2026	Chance	Continue to review sales and amend menu accordingly	Dep Clerk	ONGOING
		Severity		Severity	Review food waste	Dep Clerk	ONGOING
		Overall		Overall	Maintain training for all café staff	Dep Clerk	ONGOING
		MEDIUM		MEDIUM	Projected future Risk Rating	LOW	

People

PE1 - Staff

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE1.1 - Failure to recruit staff	Failure to recruit adequate numbers of suitably skilled/qualified can have an adverse impact on how the Council carries out its functions. Shortages of staff can lead to pressures on other and/or may prevent them from concentrating on their own specific roles and responsibilities	Chance	Staffing Committee and Clerk regularly review the staffing structure and agree variations where appropriate to do so. The Council adopts a flexible approach to its staffing requirements and ensures that the recruitment process is open to all potential candidates	Chance	Update recruitment process to ensure it incorporates best practice	Clerk	COMPLETED
		H		L			
		Severity		Severity	Ensure that all adverts are promoted internally and develop policy to give interested staff guaranteed interview	Clerk	ONGOING
		H		M			
		Overall		Overall	Projected future Risk Rating		LOW
		HIGH		MEDIUM			
PE1.2 - Failure to retain staff	Failure to retain staff can be costly both in terms of the training and development invested in a member of staff and the impact on continuity of service delivery. This may be through poor management of staff, poor working conditions leading to ill health, unhappiness in the role or a lack of career development	Chance	Develop staff succession planning but recognise that staff should not be retained "at all costs" and that some turnover of staff has a positive impact especially when it reflects the successful development of existing staff and/or is used to bring in new skills to the Council. The Staffing Committee meets four times per year with the Clerk to discuss various matters including the general morale of staff.	Chance	Develop formal training and development plan for each members of staff including a regular review of role profiles	Clerk	
		M		L			
		Severity		Severity	Ensure that there is a system in place for effective "exit" interviews with departing staff	Clerk	
		M		L	Ensure robust sickness recording and management procedures in place. Peninsula system allows better recording and analysis of sickness records.	Clerk	
					Ensure appropriate lone worker policy and procedure in place for staff. Currently using the Peninsula Blipp Clocking In and Out system	Clerk	
		Overall		Overall	Projected future Risk Rating		LOW
		MEDIUM		LOW			
PE1.3 - Succession plans	A failure to create succession plans for key posts can lead to unanticipated gaps in the staffing structure that take time to fill, may require costly interim measures and can stall or severely disrupt the Council's plans	Chance	The Staffing Committee and the Clerk should identify key positions within the staffing structure and develop a succession plan with both interim and long-term measures prepared. Under the current structure the Clerk and Deputy Clerk should be able to cover for each other and the Grounds Maintenance Officer can take on some of the aspects of the Facilities Manager. The Current Clerk can also cover for the Finance Manager if required.	Chance	Identify key personnel for which a Succession Plan is required and put in place the appropriate measures.	Clerk	
		M		L			
		Severity		Severity	Develop scheme for mentoring staff and giving opportunities to learn new skills on the job	Clerk	
		M		L			
		Overall		Overall	Projected future Risk Rating		LOW
		MEDIUM		LOW			
PE1.4 - Employment Tribunals	Inappropriate or poor management of staff may lead to the Council becoming involved with Employment Tribunals which are costly in terms of money and time to deal with and have the potential to damage the reputation of the Council leading in turn to other recruitment and retention challenges.	Chance	The Staffing Committee will work with the Clerk and other senior managers as required to monitor the performance and behaviour of line managers and other staff. Appropriate training and development will be identified for staff to help avoid the possibility of behaviour or actions that may result in a tribunal. Peninsula appointed as HR Adviser in April 2024	Chance	Ensure specialist advice is available and made use of as required if there is any danger of a tribunal. Specialist support used as required via Peninsula	Clerk	COMPLETED
		L		VL			
		Severity		Severity			
		H		M			
		Overall		Overall	Projected future Risk Rating		LOW
		MEDIUM		LOW			
PE1.5 - Over reliance on agency/temp staff	Over reliance on agency or temporary staff has an adverse impact both financially and on the morale of existing staff who may find themselves constantly supporting or training up interim workers who may move on quickly and may even be on a higher take home pay than permanent staff.	Chance	Appropriate measures in all areas of staffing (recruitment & retention, training & development etc.) should mitigate the need for temporary staff. Where such a need does arise the Clerk and relevant line manager(s) should ensure that they work quickly to fill the gap in an appropriate and cost effective manner.	Chance	Use of Agency staff is kept to a minimum but has been shown to be effective when required.		ONGOING
		H		L			
		Severity		Severity			
		H		L			
		Overall		Overall	Projected future Risk Rating		
		HIGH		LOW			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE1.6 - Negligent action of staff	The negligent action of one or more members of staff may lead to financial and or reputational loss for the Council. This could manifest itself in carelessness leading to damage, inappropriate behaviour causing upset or injury to others etc.	Chance	Appropriate training and development for all staff should be in place. Where an issue has arisen then the Clerk and relevant line manager(s) should decide whether training & development and/or formal disciplinary action is the most appropriate method of resolving the issue and preventing future reoccurrences.	Chance	Ensure clear procedures and training & development in place for all staff	Clerk	ONGOING
		L		VL			
		Severity		M			
		H					
		Overall		LOW			
		MEDIUM			Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE1.7 - Malicious behaviour by staff	Malicious behaviour by staff has even greater potential to cause financial or physical loss to the Council as there is specific intent to cause harm (often coupled by concealment of their actions).	Chance	Managers should ensure that appropriate control mechanisms are in place to prevent potential malicious action by employees. They should also be conducting regular reviews with their teams and monitoring morale and the general welfare of individuals.	Chance			
		L		VL			
		Severity		M			
		H					
		Overall		LOW			
		MEDIUM			Projected future Risk Rating		

PE2 - Councillors

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE2.1 - Actions by Councillors that bring the Council into disrepute	A councillor's behaviour may bring the Council name into disrepute and affect trust in the Council and its activities	Chance	Councillors are required to sign up to a Code of Conduct and comply with the standing orders of the Council.	Chance	Effective induction and training programme for all Councillors	Clerk	ONGOING
		M		L			
		Severity		M			
		H					
		Overall		MEDIUM			
		HIGH			Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE2.2 - Failure to attract people who wish to become councillors	Failure to attract sufficiently engaged and motivated councillors means that the Council may struggle to be quorate for meetings and will also fail to benefit from new ideas and skills sets. There is also the danger that the makeup of the Council does not mirror the composition of its residents	Chance	The Council encourages and welcomes new applications for casual vacancies including encouraging those interested to attend a number of council and committee meetings. Once a councillor has signed an acceptance of office they are provided with support and training to establish them a councillor.	Chance	Conduct a review of the induction and training programme for new councillors	Clerk	
		H		L			
		Severity		M	Review the training arrangements for all councillors	Clerk	
		H					
		Overall		MEDIUM			
		HIGH			Projected future Risk Rating		LOW

PE3 - Volunteers

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE3.1 - Recruiting volunteers - general	Where the Council has identified a need for volunteers it should ensure that it applies an open and fair process to recruit such volunteers. Failure to do so may prevent the Council from recruiting the volunteers it requires and damage its reputation.	Chance	The Council should have a clear policy for the recruitment, retention and management of any volunteers it feels are necessary to support the Council's activities.	Chance	Develop a recruitment and management policy for Volunteers	Clerk	
		M		VL			
		Severity		L			
		M					
		Overall		VERY LOW			
		MEDIUM			Projected future Risk Rating		VERY LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE3.2 - General behaviour of Volunteers	Volunteers seen to be representing the Council may act in such a way as to bring the Council into disrepute	Chance	There should be an appropriate selection and recruitment process for volunteers. They should be given training and supervision appropriate to their role including being made aware of the fact that they are acting as representatives of the Council	Chance	Develop a recruitment and management policy for Volunteers	Clerk	
		M		L			
		Severity		Severity	Ensure appropriate lone worker policy and procedure in place for volunteers	Clerk	
		M		L			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW

Infrastructure

Physical Infrastructure

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.1 - Overall threat of Physical Damage	This item covers general issues of damage to building. Site specifics are covered below. Risks include fire, vandalism, direct assault on the building, attempted theft etc. The impact of each and any of these could be the loss of access to the building(s) for an indeterminate period of time. This in turns causes lost revenue, additional costs and reputational damage.	Chance	The Council maintains appropriate insurance cover for its buildings, assets and activities. SPC has Public Liability Insurance cover of £10,000,000. An Asset Register is updated annually by the RFO and presented to Council and the External Auditor with annual accounts each year. The Clerk, Facilities Manager and other officers ensure that there are adequate provisions in place for physical security of the building, prevention of anti-social behaviour etc. Appropriate maintenance regimes, servicing contracts and similar are put in place	Chance	Formal review of all insurance cover took place in September 2025 to identify if there are any gaps in cover and/or shortfalls in the amount insured.	Clerk Fin M	
		M		L			
		Severity		Severity	Create a detailed inventory of items on fixed asset register and other items such as tables and chairs.	Fin M FM	ONGOING
		H		H			
					Develop a procedure for adding and deleting items to/from the inventory	Clerk	
					Develop a protocol for the issuing and return of keys and overall key security	FM	COMPLETED
					Commission formal condition survey of entire estate	FM	
		Overall		Overall			
		HIGH		MEDIUM	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.2 - School Green Centre	Additional risks for the School Green include the prominence of the building, the provision of a lift for users of the Council Office and Tower Room and the operation of a commercial café in the building	Chance	The lift is subject to regular LOLER equipment checks. Specific catering equipment has been provided for the café and is maintained in accordance with suppliers guidance. The building is well served by a suite of CCTV cameras	Chance	Review CCTV coverage in SGC and arrange additional cameras as required	FM	COMPLETED
		M		L			
		Severity		Severity	Develop routine inspection and maintenance programme for SGC	FM	COMPLETED
		H		H			
					Provide training and supporting information for staff on building systems	FM	
		Overall		Overall	Ensure procedures for safety of car park and its users	FM	
		HIGH		MEDIUM	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.3- Spencer's Wood Pavilion	The additional risks for the pavilion are that there is no regular manning of the building and normal operations rely on remote access arrangements. The relatively quieter area also means that the pavilion is more exposed to the risk of anti-social behaviour and vandalism	Chance	The building is protected by a proven remote access system with a back up arrangement in place should a client have difficulties. The building is also protected by CCTV.	Chance	Ensure all staff are trained on the use of key fobs, remote access control etc.	FM	COMPLETED
		H		L			
		Severity		Severity	Ensure procedures for safety of car park and its users	FM	
		H		M			
		Overall		Overall			
		HIGH		MEDIUM	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.4 - Other Buildings	This relates to Millworth Lane Recreation Ground Pavilion and will also extend to Manor Pavilion and High Copse pavilion in due course. Each of these buildings will be prone to risks similar to Spencers Wood Pavilion	Chance	Millworth Lane has keys issued to specific key holders. Specific agreements will be put in place with the users of each location aimed at amongst other things ensuring the physical security of the buildings and that faults and defects are reported and/or addressed quickly and in an appropriate manner.	Chance	Agree a specific management regime with ALL key holders for Millworth Lane	Clerk	
		H		L			
		Severity		Severity	Arrange formal agreement with users of Manor Ground including controlling access and how the building will be maintained and	FM	
		H		M			
					Arrange formal agreement with users of High Copse Pavilion including controlling access and how the building will be maintained and operated	Clerk	
		Overall		Overall	Projected future Risk Rating		LOW
		HIGH		MEDIUM			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.5 - Adverse Weather conditions	Each of the buildings is susceptible to adverse weather conditions and damage could lead to loss of access, loss of revenue and unrecoverable costs	Chance	The Clerk and the Facilities Manager will ensure that adequate consideration is given to any weather alert issued by the Meteorological Office and other media. Where necessary buildings may be closed early and/or at short notice to protect users and the buildings themselves. The Clerk and Facilities manager will ensure that all appropriate maintenance is kept up to date and that any appropriate special measures are put in place as required e.g. the gritting of the Council car park	Chance	Develop specific adverse weather plans for each of the buildings under SPC care.	FM	
		L		VL			
		Severity		Severity	Develop procedure for assessing condition of pitches under our control especially in adverse weather conditions	FM	
		H		M			
		Overall		Overall	Projected future Risk Rating		LOW
		MEDIUM		LOW			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.6 - Risk of damage to third party property or individuals	There is a risk of damage to third party property or individuals as a result of the council providing services or amenities to the public.	Chance	The council has Public Liability Insurance cover of £10,000,000 included in its security cover. The council also has personal accident liability cover for employees, councillors and volunteers on the above policy. SPC will ensure that appropriate maintenance of council resources are maintained to an appropriate standard and defects are acted upon as quickly as possible. Regular inspection routines will also be maintained.	Chance			
		M		L			
		Severity		Severity			
		M		L			
		Overall		Overall	Projected future Risk Rating		
		MEDIUM		LOW			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI17 - Loss of Utilities	Loss of utilities will obviously affect the operation of the buildings. These may be planned outages, failures in local network i.e. local power cuts. Loss of electricity means inability to provide adequate lighting, loss of water affects toilets and cafe provision	Chance	The Facilities Manager will ensure that each building is maintained to an appropriate standard to reduce the risk of internal action (or failure to act) adversely affecting the provision of utilities. Where caused by external factors then the Clerk & Facilities Manager will implement pre-determined responses to attempt to mitigate the impact on the buildings	Chance	Ensure appropriate maintenance plans in place for each building	FM	
		L		L			
		Severity		Severity	Ensure emergency cover arrangements in place should they be required for loss of utilities	FM	
		H		M			
		Overall		Overall	Projected future Risk Rating		LOW
		MEDIUM		MEDIUM			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.8 - Physical Assets (Not buildings)	This relates to other physical assets owned by the Council including playgrounds, street lamps, noticeboards, bins etc.	Chance	Maintenance of sites and equipment is undertaken on a mix of planned and responsive basis.	Chance			
		M		L			
		Severity	SPC has set up an Earmarked Reserve to set aside funds for future major repairs/refurbishments	Severity			
		M		L			
			An annual playground inspection is undertaken by Cornhill Direct, which is a trading name of Allianz Insurance plc.				
	The council undertakes weekly inspection of all playgrounds and records its findings. Reactive repairs are carried out accordingly. Equipment considered to be hazardous is labelled as such and labelled as being out of service with a dated photographic record.						
	Overall		Overall				
	MEDIUM		LOW	Projected future Risk Rating			

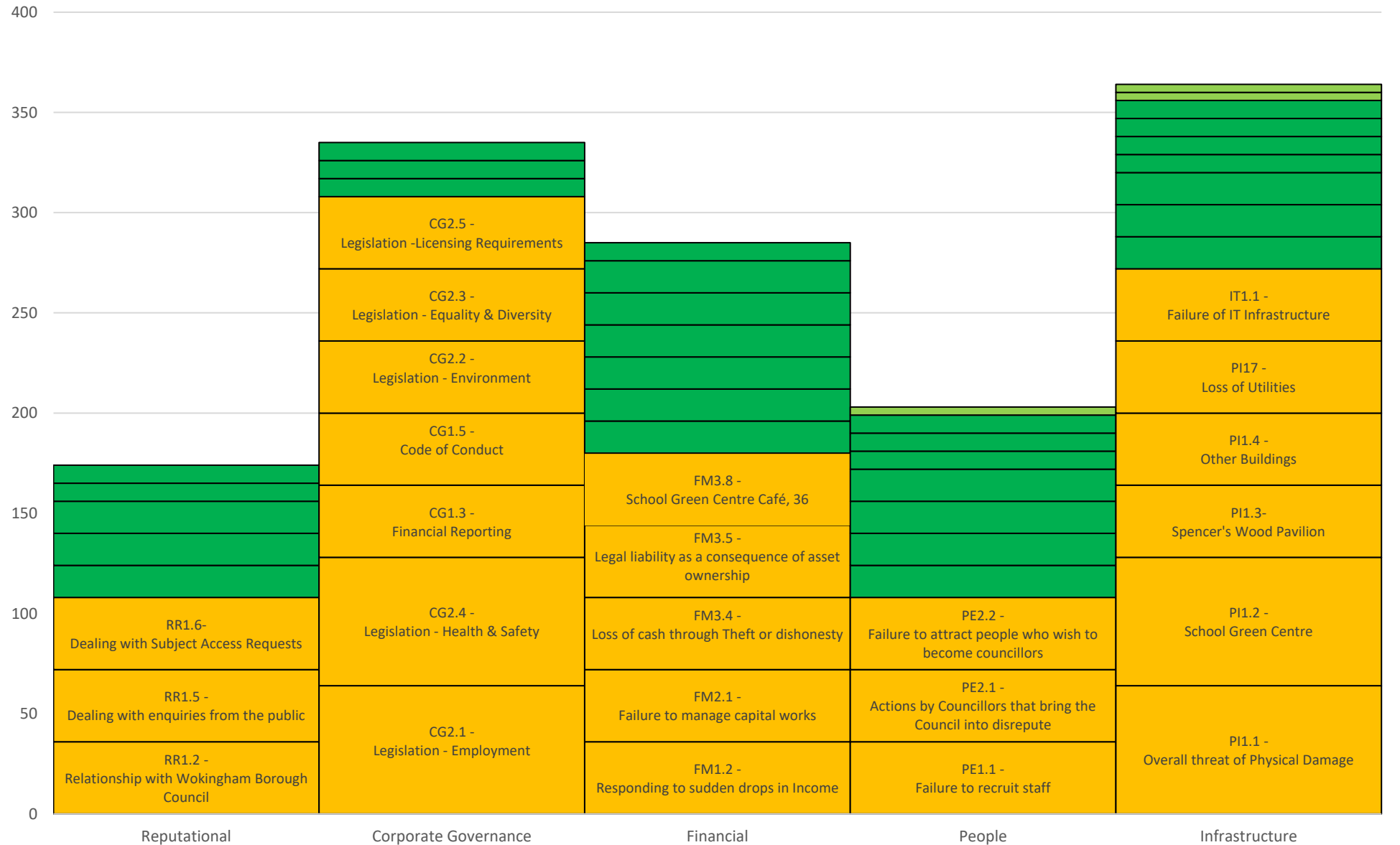
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.9 - Vehicles	The use of vehicles poses a risk to drivers, passengers and other road users.	Chance	Authorised drivers of SPC vehicles are required to certify that they are fit to drive, undertake regular eye tests and to report any personal driving penalties (e.g. speeding) received. All authorised drivers are required to have an appropriate drivers licence. SPC vehicles are sourced from a reliable supplier, regularly serviced and subject to weekly checks of lubricants, fluids and tyres. They are also covered by annual servicing of the vehicle.	Chance	Develop new procedure to ensure that anyone driving any vehicle for the council is safe to do so	FM	
		L		VL			
		Severity		Severity	Develop new procedure for ensuring that council vehicles are roadworthy at all times	FM GMO	
		H		H			
		Overall		Overall	Projected future Risk Rating		
		MEDIUM		LOW	LOW		

IT Infrastructure

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.1 - Failure of IT Infrastructure	Failure of general IT structure prevents the Council from operating in an efficient and timely manner. It may also prevent the Council communicating effectively with residents leading to damaged reputation and reduced trust if continued for an extended period	Chance	Following a procurement process the Council has appointed MFG (now Air IT) as its IT infrastructure network provider from 1st July 2016 on a rolling contract with 90 days' notice. Council documentation and email correspondence is backed up daily off-site and there is a standard archiving and IT usage policy in place. MFG operates an email security service: all spam emails are automatically quarantined and then defined as high, medium and low risk and summary reports are notified to each IT user every day for review and subsequent release /deletion as appropriate. IT support is available to resolve issues on a high, medium and low risk basis for both MFG managed and non-managed assets. The council is registered with the Information Commissioners Office.	Chance	Ensure clear and robust IT users policies for all staff and members	Clerk	
		M		L			
		Severity		Severity	Ensure all staff and members are aware of need for IT security at all times (including use of SPC laptops)	Clerk	
		VH		M			
		Overall		Overall	Projected future Risk Rating		
		HIGH		MEDIUM	LOW		

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.2 - Computer Viruses etc.	Failure to protect Council systems against viruses could lead to the loss of access to our systems and leave the Council vulnerable to issues such as ransomware	Chance	Air IT provide and maintain protection against incoming virus and other attacks.	Chance	Review the Council's IT policy and refresh the training for all staff regarding the risks associated with computer viruses	Clerk IT	
		L		VL			
		Severity		Severity			
		VH		M			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.3 - Failure of a specific system	The main systems used by the Council are Rialtas (which covers Finance, Bookings and Allotments) and the Council's website. In particular loss of Rialtas has the potential for a significant impact on Council operations	Chance	The Council ensures that it has the latest version of Rialtas and that support agreement is kept up to date. Support from Rialtas is generally good. A weekly exercise is carried out to provide relevant third parties with information on bookings for the next 10 day period and this would allow at least a basic response to bookings to continue although new bookings and enquiries would need to be put on hold and dealt with in turn when Rialtas as restored. Council moved to cloud-based version of Rialtas in March 2024	Chance	As part of a review of contingency plans establish back up arrangements for extended period of loss of Rialtas	Clerk Fin M	COMPLETED
		L		VL			
		Severity		Severity			
		H		M			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.4 - Loss of IT support	Support is currently provided by Air IT and they have a good understanding of the Council's IT provision and support required. If for any reason Air IT were unable to continue to support the Council then there would be a transition period where a new supplier would necessarily still be learning these details and the support would potentially be reduced.	Chance	Regular (quarterly) business review meetings are held with Air IT and these include a review of all current provisions which provides a starting point should there be a need to transition to a new supplier. The Council would be able to identify alternative suppliers and assess and appoint one of these but this would take some time to achieve effectively.	Chance	Ensure that the Council maintains a current listing of all its IT requirements and has this to hand should it need to source a new IT support provider. Ensure that there are regular reviews of the current IT support provider and that these include their financial viability and long-term plans	Clerk	
		L		VL			
		Severity		Severity			
		M		L			
		Overall		Overall			
		MEDIUM		VERY LOW	Projected future Risk Rating		VERY LOW
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.5 - Onsite IT support	While much IT support is provided remotely and Air IT can for example connect remotely to individual workstations, there is still the need for some onsite direct support	Chance	The Council has an IT and Communications officer who is able to provide limited on site support and in particular can help resolve more basic issues or identify more clearly what the issue is for referral to Air IT or the relevant other support provider e.g. Rialtas	Chance			
		L		VL			
		Severity		Severity			
		M		L			
		Overall		Overall			
		MEDIUM		VERY LOW	Projected future Risk Rating		
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.6 - Cannot work remotely	Some Council staff work from home for at least part of the week and this has proved to be an effective arrangement. The inability to work from home may therefore result in a reduction of capability for the Council.	Chance	the Council works with Air IT to ensure that any issues with remote working are resolved quickly and effectively. The Council also ensures that all officers have the ability to work remotely should this be a requirement e.g. the return of a national lockdown scenario or a situation where working onsite is not possible such as a loss of access to the Council office	Chance			
		M		VL			
		Severity		Severity			
		H		M			
		Overall		Overall			
		HIGH		LOW	Projected future Risk Rating		LOW

Shinfield Parish Council - Graphical Summary of Risk



Minutes of a meeting of Full Council
Held on Wednesday, 22nd April 2026
At High Copse Pavilion commencing at 19:30

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

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

2 members of the public

26/41 Public Questions

41.1 There were no public questions.

26/42 Apologies and declaration of members' interests

42.1 Apologies for absence

Apologies had been received from Cllr Bowler, Matic, Poole and Rance

42.2 Declarations of members' interest

Changes to members declaration of pecuniary interest

There were no declarations of pecuniary interest or related person interests reported in respect of the agenda

Cllr Rance is also a Borough Councillor. Cllr Hoyle is related to BCllr Glover.

26/43 Minutes of the Full Council Meetings held on 25th March 2025

43.1 The minutes of the meeting held on 25th March 2026 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Unanimously

43.2 Matters arising from the minutes of the meeting held on 25th February 2026

26/29.1 Clerk to add the item *Political parties within Shinfield Parish Council* to the agenda of the next Finance and General Purposes Committee for further discussion and recommendation to Full Council.

This had been done and the committee's recommendation was on the agenda – see minute 26/47.1

26/21.3 Clerk to email the updated Standing Orders to all members of the Council.

This had been done.

26/32.2 Clerk to contact Berkshire, Oxfordshire and Buckinghamshire (BOB) Integrated Care Board (ICB) to enquire why Shinfield Medical Practice remained mostly vacant when Bellway were expected to make financial contributions to deliver improvements to Swallowfield Medical Practice

The Clerk advised that he had written to the ICB who had responded offering a Teams meeting to discuss the matter further. The Chair and Clerk had a Teams meeting arranged for 5th May.

ACTION – Chair and Clerk to update Full Council at the next meeting

26/32.2 Clerk to chase the developers regarding the removal of the playground equipment on the decommissioned Church Lane site.

The Clerk had formally requested that the developers remove the playground equipment as soon as possible and he was awaiting a response as to whether this would be possible or would have to wait for the main works to start.

26/33.1 Clerk to prepare a financial report on High Copse, Manor Ground, Millworth Lane pitches and the Tennis Club.

Cllr James, supported by the Clerk and Finance Manager, had presented the financial position for High Copse, Manor Ground and Millworth Lane sports venues at the meeting of the Finance and General Purposes Committee held on 15th April 2026 where all councillors had been invited to attend. Answers to questions raised are documented in the Minutes of the Finance and General Purposes Committee minutes (minute 26/FGP/19.1).

26/36.1 Deputy Clerk to arrange for the approved Café Working Party recommendations for the Tin Roof Café to be actioned.

This had been done and was on the agenda – see minute 26/49.1

26/44

Reports from Borough Councillors

44.1 Report from Borough Councillors

Members **NOTED** the written report from BCllr Rance and verbal reports from BCllr Glover.

44.2 Questions arising from the reports of the BCllrs

Report from BCllr Rance

The road markings at the junction of Beke Avenue/Westall Street had been repainted by the developers making them more visible. It was noted that the original design was signed off years ago when the bus gate was in the original plans; this had subsequently been removed consequently altering the amount of traffic flow on Beke Avenue.

19:35 *Cllr Hoyle and BCllr Glover joined the meeting*

Verbal report by BCllr Glover

- Three Mile Cross junction traffic improvements were due to start in the summer of 2026.
- Highlands, Spencers Wood – a digital animation company had moved in creating jobs for approximately 100 employees. Residents were concerned about parking on the corner. BCllr Glover would apply for double yellow lines to be installed.
- Gravelly Bridge Farm – they have 9 months to comply with enforcement. Site still being used for a shooting range.
- Norman Rise (off Beech Hill Road), Spencers Wood – increasing numbers of children crossing the road to attend Lambs Lane Primary School. WBC said there was no justification for a crossing.
- The Swan public house – static bus had been removed from the rear of the site; this had been vandalised.
- Hyde End Lane – rubbish bin near Oakbank School was a mess with lots of glass. Potential application for 20mph speed limit. Cllr James reported that he had received a letter from Yuan Yang, MP, with concerns of speeding traffic on Church Lane, campaigning for a reduction in speed limit to 30mph.

The Chair thanked BCllr Rance for her written report and BCllr Glover for her verbal report

19:45 *1 member of the public arrived*

26/45

Reports from Committees and associated Working Parties

- 45.1 Members received the draft minutes of the Facilities Committee held on 1st April 2026 and an update from the Chair.

The following points were highlighted from the minutes: -

- The Finance and General Purposes Committee had addressed points raised relating to the finances of the facilities. All councillors had been invited to attend this meeting.
- Minute 26/FC/40.1 – the Clerk confirmed that the payment of £5,975 on account for High Copse was to bring the outstanding invoices up to date. Invoices would be sent out for the next month.
- Minute 26/FC/48.1vi - Clarification over the reconfiguration of the junction at Church Lane/Three Mile Cross – information had been received from Taylor Wimpey that the initial work was required on moving the facilities before the work could start on the junction.

It was noted that Lailey Path Pond had been cleared by local residents.

Members NOTED the minutes of the Facilities Committee

- 45.2 Members received the draft minutes of the Children and Young Adults Committee held on 2nd April 2026 and an update from the Chair.

The following points were highlighted from the minutes:-

- Minute 26/CYA.15.1 – It was noted that Shinfield Parish Council (SPC) had been unsuccessful in their application for a grant.

Members NOTED the minutes of the Children and Young Adults Committee

- 45.3 Members received the draft minutes of the Planning and Highways Committee held on 8th April 2026 and an update from the Chair

The following points were highlighted from the minutes:-

- Road markings repainted at the junction of Beke Avenue/Westall Street following an accident.
- Neighbourhood Plan update – meeting arranged for 21st May to decide on the three options.

ACTION - Clerk to send three options to all councillors.

Members NOTED the minutes of the Planning and Highways Committee

- 45.4 Members received the draft minutes of the Finance and General Purposes Committee held on 15th April and an update from the Chair

The following points were highlighted from the minutes:-

- Minute 26/FGP/19.6 – Cllr Clarke expressed concerns over the state of the lane to access the tennis club. It was recognised that this lane did not belong to SPC. It was unclear as to who had responsibility as WBC had stated that they had not adopted the lane. A solution was being explored.

ACTION –

- Clerk to obtain advice on the responsibility of access to the tennis club
- Clerk to circulate the apportionment spreadsheet presented at the meeting to all councillors

Members NOTED the minutes of the Finance and General Purposes Committee

- 45.5 Report from the Chair of the Council

Cllr Boyer had nothing further to report this month.

- 45.6 Reports from Outside Bodies

There were no reports from outside bodies this month.

Cllr Montgomery reported that he would be attending the AWE meeting next week.

- 20:04 *BCllr Glover left the meeting*

26/46 Corporate Governance

- 46.1 Financial Regulations

The Corporate Governance Working Party had reviewed the Financial Regulations and presented these to the Finance and General Purposes Committee at their meeting on 15th April 2026. The Committee had recommended three updates that had now been included in the final document presented to Full Council for consideration.

The review date for the

- Standing Orders would be in January 2027
- Financial Regulations would be March 2027

Members APPROVED the revised Financial Regulations as presented.

Proposed: Cllr Pollock
Seconded: Cllr Masseron
Approved: Unanimously

ACTION – Clerk to arrange for the revised Financial Regulations to be published on the website

46.2 Standing Orders

The Clerk advised that this item had not been brought forward in accordance with Standing Order 3b, therefore the item would be withdrawn.

ACTION – Clerk to add an item to the agenda of the next meeting to amend the Standing Orders once the correct procedure had been followed.

46.3 Process for appointing the Chair and Vice Chair of the Council at the Annual Council meeting in May 2026

Nomination for Chair of the Council

The Clerk reminded members that under Section 6 d) of the Standing Orders “The election of the Chair of the Council shall be the first business completed at the annual meeting of the Council.”

Also 6 d) i. states that

“The position of Chair shall be open to all members of the council. Nominations for the position of Chair should be submitted on an official nomination form. Completed and signed nomination forms should be submitted to the Clerk at least seven clear working days before the annual meeting of the Council. The election of the Chair shall be either by a show of hands or by a ballot if there is more than one candidate.”

As the Annual Council Meeting takes place on 27th May 2027, this would require nominations to be received by 23.59 on Thursday 14th May 2026.

Prior to nominating a Councillor for the position of Chair, that person must agree to the nomination and be willing to stand for the position. The nomination form can be sent in by email if required.

The process for nominating the Vice-Chair of the Council would follow the same format.

ACTION – Clerk to circulate nomination forms to members of the Council with an outline of the process

26/47

Policy regarding declaring political affiliation

- 47.1 The recommendation from the Finance and General Purposes Committee is that the Council should not publish political affiliations was accepted by the Council.

A member of the public present at the meeting felt that declaring political affiliations demonstrated transparency.

It was noted that SPC was not a political council and if a political affiliation had not been declared on a ballot paper there was no reason for a councillor to declare their political view.

Members AGREED to adopt the recommendation from the Finance and General Purposes Committee

Proposed: Cllr Pollock
Seconded: Cllr Hoyle
Approved: 8 Approved, 1 Rejected, 2 Abstained

ACTION –

- All Councillors to review their declarations of interest
- To review the situation in June 2027 following the re-election of the council

26/48

Annual Parish Meeting

- 48.1 The Annual Parish Meeting had been arranged for Wednesday, 29th April at the School Green Centre.

The format of the evening would be as follows:-

- Professional comedian Becky Walsh – lighthearted comedy on parish councils
- Brief presentation from the Chair of Shinfield Parish Council
- Award Ceremony, a celebration of the best in our community

Information had been published on the SPC website, notice boards, monthly electronic newsletter, screens at the School Green Centre and Tin Roof Café, directly with local groups and organisations and regularly on social media.

26/49

School Green Centre Cafe

- 49.1 Banners had now been put up at High Copse Pavilion, Spencers Wood Pavilion and Millworth Lane advertising the café. It was suggested that the banners be moved around the parish at regular intervals, eg Arborfield Road allotments.

On the 13th April the café commenced opening until 7pm Monday to Thursday, serving drinks, cakes and non-menu consumables such as snacks and counter food. Sales had started to increase during the second week of the trial and it was expected that this trend would follow once word was out.

26/50 Invoices for payment

- 50.1 Lloyds bank payment of invoice within the Clerk's financial delegation.
Members **NOTED** the payments made within the Clerk's financial delegation

ACTION – Clerk to arrange for the payments to be categorised to separate those for the Café.

- 50.2 Barclays bank payment of invoice within the Clerk's financial delegation.
Members **NOTED** the payments made on Barclaycard within the Clerk's financial delegation

ACTION – Clerk to arrange for the payments to be categorised to separate those for the Café.

- 50.3 Payment due to be made that are out the Clerk's financial delegation.
There were no scheduled payments outside the Clerk's delegation.

26/51 Correspondence

- 51.1 No correspondence had been received.

The Clerk reported that the Public Arts Working party had interviewed the three potential artists who had submitted their work for consideration for the installation of a piece of public art in front of the School Green Centre. A preferred artist had been chosen, and it was now for the working party to choose one of the three proposals presented. Cllrs were invited to the School Green Centre to view the models presented to express their preference.

26/52 Date of Next Meeting

- 52.1 The date of the Annual Council meeting will be held on 27th May 2026 at School Green Centre

(The date of the Annual Parish meeting will be held on 29th April 2026 at the School Green Centre)

Meeting ended at 20:46

List of Actions

Minute	Action	Responsibility
26/32.2	Chair and Clerk to update Full Council at the next meeting on their meeting with BOB ICB	Chair and Clerk
26/45.3	Clerk to send three options on the Neighbourhood Plan update to all councillors	Clerk
26/45.4	Clerk to obtain advice on the responsibility of access to the tennis club via Millworth Lane	Clerk
	Clerk to circulate the apportionment spreadsheet presented at the Finance and General Purposes Committee meeting to all councillors	Clerk
26/46.1	Clerk to arrange for the revised Financial Regulations to be published on the website	Clerk
26/46.2	Clerk to add an item to the agenda of the next meeting to amend the Standing Orders once the correct procedure had been followed	Clerk
26/46.3	Clerk to circulated nomination forms, for electing the Chair and Vice-Chair, to members of the Council with an outline of the process	Clerk
26/47.1	All Councillors to review their declarations of interest	All Councillors
	To review the policy regarding declaring political affiliation in June 2027 following the re-election of the council	Full Council
26/50.1	Clerk to arrange for the Lloyds bank payments to be categorised to separate those for the Café	Finance Manager
26/50.2	Clerk to arrange for the Barclay card payments to be categorised to separate those for the Café	Finance Manager

BOROUGH COUNCILLOR REPORTS

BCllr Rance

20.04.26 Met homeless woman with two children ‘bunking in’ at her mother’s in Leyland Gardens. One child with ADHD aged 10 at Alder Grove. The lady suffers with various conditions incl. her heart, also ADHD and Anxiety. Has a Support Dog. WBC offered her flat 6 miles away. Animals not welcome. Refused the offer and has now been told there are no other houses available. Asks that I help to fight this.

8.05.26 Had full reply from Housing Needs. Unfortunately the resident had refused 2 offers and in accordance with Rules, cannot reapply for another year. She could rent and WBC would consider assisting.

21.04.26 Resident Shinfield Park pressed me as to **when** will Crosfields Crossing be started. Asked Adrian Betteridge, who promises during the summer holidays. Will keep on it.

22.04.26 Whilst canvassing couple asked about speed restrictions Church Road RG7. Been an ongoing request for some years. Following it up out of courtesy. I have been given a reference number and response time.

23.04.26 Wrenbridge are now issuing regular series of newsletters to local residents, outlining key milestones and information about the development.

5.05.26 Whilst canvassing, I saw a very overloaded front garden with all sorts of machinery and detritus. Reported it, and an ASB officer will visit.

9.05.26 Been contacted by resident in Fullbrook who has two children with sensory needs which are causing difficulties at school. **12.05.26** Met the lady whose difficulties are numerous.

10.05.26 Spoke with resident whose is most concerned about the customers to a keep-fit studio nearby, where they park over other resident’s driveways and on a private road causing obstructions.

11.05.26 Useful information for all residents – Thames Valley Police’ Victims First’s opening hours have changed from Mon to Thurs 9am-6pm (excl. Bank Hols) Friday 9am-4.30pm. This is a Free Service providing emotional and practical support to victims/witnesses of crime living in Thames Valley. There is also a dedicated Young People’s support service, all available: 0300 1234 148 www.victimsfirst.org.uk

12.05.26 Pleased to hear from the Shinfield Park Resident who has chased up Cleaner and Greener to take more care of the RAF Memorial. They have been out today and made a plan to sort it out. Vishal and I have made enquiries about a plaque being put in situ in commemoration.

18.05.26 Have heard back from officers regarding the collision of a car being hit by another car on a resident’s driveway. My concerns are on behalf of all residents and particularly at Bolton where this collision occurred.

Quote from Officer:” I have spent years dedicated to accident investigation and remedial works. The reason many still refer to collisions as accidents is that it involves human error. In this collision there were no injuries. The reason road safety sector has shifted to defining collisions is because data suggests around 67% identified speed as a causation. It is true that traffic calming would influence driver perception of safe speeds, but such measure should be unnecessary for a well-designed development, and we work hard to ensure developers take as much care designing streets, as they do their houses. But that frequently contributes to compromises on all sides.”

There is more but maybe I can get this circulated to all those who are interested, once we are at the meeting.

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

Minutes of a meeting of
The Facilities Committee
held on Wednesday 6th May 2026
at the School Green Centre commencing at 19:30

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

Attending: B Winton (Clerk)
S Ali (Facilities Manager)
1 Member of the public

26/FC/51

Public Questions

51.1 There was a public question regarding the upkeep of Deardon Allotments.

A member of the public addressed the committee to revisit the question he raised in January regarding the long-term plan for Deardon Orchard. He reported that the orchard is not in good shape. They provided photographs which showed missing borders, broken support braces and one tree confirmed dead.

Freely Fruity, who originally helped establish the orchard in 2003, have grown into a national movement planting hundreds of trees a day across the country, and that operational maintenance of established orchards is no longer their focus.

The member of the public proposed that the Parish engage a specialist company to undertake spring and autumn assessments of both Parish owned orchards (Deardon Orchard and the orchard adjacent to the allotments). The recommendation included producing a multi-year maintenance plan, replacing missing trees, and helping the Parish recruit a new volunteer group. The cost would be funded from the Deardon S106 allocation rather than from Council funds.

ACTION – Facilities Manager to arrange a site visit with a specialist company to identify a long-term maintenance plan for Deardon Orchard

26/FC/52

Apologies and declarations of Members' Interest

52.1 Apologies had been received from Cllrs James and Masseron and the Deputy Clerk.

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

Cllr Johnson declared membership of the padel tennis company which will be referred later in proceedings.

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

26/FC/53

Minutes of the Previous Meeting

- 53.1 The minutes of the Facilities Committee meeting held on 1st April 2026 were approved as a correct record and signed by Cllr Johnson.

Proposed: Cllr Boyer
Seconded: Cllr Clarke
Approved: Unanimously

- 53.2 The following matters arising from the meeting held on 1st March 2026 were discussed:

- 26/FC/28.2 Clerk to add the resurfacing of Millworth Lane to the agenda of the Finance and General Purposes Committee.

This had been done. See also minute 55.5.

- 26/FC/28.2 Clerk to discuss maintenance of the track with the University of Reading (UoR).

This was discussed at a meeting with N Frankland, L James, N Boyer on 9th April and at the joint meeting between University of Reading and SPC on 15th April 2026. There was no clear decision as there is no clear ownership of the lane. See also minute 55.5.

- 26/FC/28.2 Clerk to follow up with the University of Reading (UoR) regarding Millworth Lane.

This was done at the meeting with UoR on 15th April 2026.

- 26/FC/40.1 Clerk to inform the SRFC of the agreement of the charges for the use of the football pitches at High Copse.

This had been done.

- 26/FC/40.2 Clerk to submit the application for grant funding from the Football Foundation.

This had been done and then withdrawn. This was covered further at minute 54.1.

- 26/FC/40.3 Clerk to inform Shinfield Cricket Club of the decision of the Committee and to arrange for the Heads of Terms to be drawn up and signed accordingly.
- The Cricket Club had been informed, and the draft Heads of Terms were being progressed using those approved for Shinfield Rangers FC as a base.
- 26/FC/40.6 Deputy Clerk to add Padel to the next agenda of the Facilities Committee.
- This was on the agenda – see minute 54.2.
- 26/FC/41.1 Facilities Manager to resubmit a revised planning application for the Fitness Centre at Millworth Lane
- This is on the agenda - see minute 55.2.
- 26/FC/41.1 Clerk to investigate a competitive process or appointing a new planning consultant.
- This is on the agenda - see minute 55.1.
- 26/FC/41.2 Facilities Manager to meet with the Tennis Club to agree the Heads of Terms for the tennis courts (on a similar basis as those drawn up for SRFC).
- This was on the agenda – see minute 55.4.
- 26/FC/42.1 Cllr Johnson to arrange a meeting with the WBC sports lead.
- This would be arranged once WBC leads were confirmed for the new council year.
- ACTION – Cllr Johnson to arrange a meeting with the WBC sports lead**
- 26/FC/42.1 Cllr Johnson to follow up with UoR regarding the land for a mountain bike track.
- This was ongoing.
- ACTION – Cllr Johnson to follow up with UoR regarding the land for a mountain bike track.**
- 26/FC/43.1 Clerk and Facilities Manager to meet with the WBC officer regarding the adjustments to the siting of the recycle bins.
- This is on the agenda - see minute 57.1.
- 26/FC/43.2 Facilities Manager to arrange for the final adjustments (to the Pound Green fire doors) if deemed necessary.
- This has been done, no further works required.

- 26/FC/44.1 Facilities Manager to submit the planning application for the installation of the community shelter.
- This was on the agenda – see minute 58.1.
- 26/FC/45.1 Facilities Manager to obtain specialist drainage advice regarding flooding at the Orchard Rise allotments.
- This was on the agenda – see minute 59.1.
- 26/FC/46.1 Microgeneration - Clerk to arrange a follow up meeting to progress the recommended actions.
- This was on the agenda – see minute 60.1.
- 26/FC/47.1 Clerk to add the electric cargo bike purchase to the agenda of the Finance and General Purposes Committee.
- This was on the agenda – see minute 61.1.
- 26/FC/48.1(i) Clerk to circulate a bin report prior to the next Facilities Committee meeting.
- This was on the agenda – see minute 62.1.
- 26/FC/48.1(i) Deputy Clerk to add bin audit to the next agenda of the Facilities Committee.
- This was on the agenda – see minute 62.1.
- 26/FC/48.1(iii) Clerk to raise the matter (grassed area at Deer Leap Park) with Andy Glencross at WBC.
- The Clerk and Cllr Clarke will be meeting Andy Glencross on 27th May.
- 26/FC/48.1(iv) Clerk to follow up with Andy Glencross at WBC (open area next to the two new football pitches at Hyde End Lane).
- This is to be covered in the meeting with Andy Glencross.
- 26/FC/48.1(vi) Clerk to liaise with Taylor Wimpey regarding the soft landscaping (junction at Church Lane/Three Mile Cross).
- The Clerk had no update on this from Taylor Wimpey.
- 26/FC/48.1(vii) Clerk to arrange a meeting with Taylor Wimpey to discuss the Nullis Farm site.
- The latest information was that planning permission had still not been achieved.

High Copse Items**54.1 Update on the proposed fencing around the football pitches and cricket square**

The Facilities Manager had submitted a pre-planning application request regarding the fencing. The results were that white plastic fencing as originally proposed would not be acceptable. However, if this was changed to a timber fencing that was more in keeping with surrounding farmland this would be acceptable as permitted development and therefore not require planning permission.

The approved cost of the white plastic fencing was £45,162 (approved minute 26/FC/4.3). The cost of moving to a suitable quality timber fencing would be in the region of £22,000. A timber fence would require more maintenance, and this would be included in the LTMP.

Members approved to change the fencing proposed to a suitable timber fence

Proposed: Cllr Peer
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Clerk to share the pre-app report for fencing at High Copse with committee members

It was now also proposed to move ahead with creating a suitably prepared overflow car park for the site. The area between the existing car park and the footpath is already ear marked on the planning application (223286) as use for overflow parking with reinforced grass.

The cost of providing the reinforcing and appropriate access to and from the rest of the car park is estimated to be £15,000. Total cost is expected to be up to £37,000.

Members agreed to approve the overflow car parking subject in addition to the timber fencing subject to the total cost of the timber fencing and the overflow car parking not exceeding the originally approved £45,162

Proposed: Cllr Johnson
Seconded: Cllr Peer
Approved: Unanimously

The Clerk was asked to resubmit the Football Foundation grant application for the timber fencing

ACTION – Facilities Manager to progress the installation of timber fence

ACTION – Facilities Manager to progress the installation of the overflow car park

ACTION – Clerk to resubmit the Football Foundation fence grant application

54.2 Update on the cricket at High Copse

Heads of terms are being pursued with the Cricket Club, but play cannot start at High Copse until the necessary equipment e.g. sight screens have been delivered which is expected in 3-4 weeks.

The Facilities Manager was asked to share the list of equipment being acquired for cricket at High Copse Pavilion.

ACTION - Facilities Manager to share the list of equipment being acquired for cricket at High Copse Pavilion

54.3 Water Irrigation for sports pitches at High Copse

The Facilities Manager is currently in discussions with BA Hydro Solutions. It is our understanding that an extraction licence is not required for the volume of water expected to be drawn from the borehole. The Facilities Manager is seeking formal confirmation of the situation or, failing that, how to obtain such a licence.

ACTION – Facilities Manager to confirm if an extraction licence is required for High Copse

54.4 Update on the installation of the containers at High Copse

The Facilities Manager advised that subject to weather conditions these were scheduled to be delivered on 14th May 2026.

26/FC/55

Millworth Lane

55.1 Sports master planner for Millworth Lane

The Sports Working Party had met on Tuesday 28th April. It had been agreed that the Quantity Surveyor was being asked to carry out tasks that were beyond his area of specialism and that what was required was an overall Sports Master Planner who could take on the task of identifying how the various requirements for Millworth Lane could best be accommodated within the site. This would also support the next stage in public consultation for the Sports Park.

The Sports Working Party had asked the Clerk to identify potential candidates for this work and establish if they were interested in taking on the work.

The companies identified are:

- STRI Group
- SJS LC
- Toby Wintgens Sport & Leisure Consulting
- Sports Labs (UK) - Consultancy
- Field Form
- MAC Groundworks

The Clerk had written to each with an outline of the requirement to establish initial interest in the work.

ACTION – Clerk to report back to the Working Party and Facilities Committee regarding potential consultants to support Master planning for Millworth Sports Park

55.2 Update for the Fitness Centre at Millworth Lane

The required ecology work is underway, and we expect to submit the revised planning application later in the month. We are working towards the fitness trainer starting to operate in September.

55.3 Installation of Padel courts

A proposal had been received for covered courts at High Copse, but the University of Reading had confirmed that they would not support installation of covered courts on this site. Cllr Abraham had asked the company involved to come forward with proposals for Millworth instead. This would be considered as part of the sports master planning. This would ideally be a for covered facility for up to 4 courts, but open courts could also be considered.

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

A meeting had been arranged for the 20th May to start the discussions with the tennis club.

55.5 Access to the Tennis club via Millworth Lane

Full Council had referred discussion on the access to the tennis club back to the Facilities Committee. The Clerk suggested that it may be possible to reorientate the car park to run up to, and include, the tennis club parking. This would avoid the need for the council to have to do any work on the unclaimed lane. The Chair stressed that the consultant should be given a clean brief and not be steered toward a predetermined solution.

26/FC/56

Land Matters with the University of Reading (UoR)

56.1 Potential land matters from the University of Reading

There was nothing to report on this until next UoR Council meeting on 1st July.

57.1 Recycling bins

The Clerk had held a site visit with WBC Recycling officer who was content with the proposal but wanted their contractor to confirm there was no impact on collections before giving a final approval. This was still awaited.

The Recycling officer did advise that WBC would be introducing kerbside glass recycling in 2027 and so there would be no need to continue with the glass recycling bins at School Green.

It was agreed that instead of the original wooden fencing planned the fence panels along the north side of the School Green were continued to run along the kerb line. There was a discussion about moving the linen bank bins when glass recycling went but it was felt that they would have the least visual impact if they stayed in their current location.

Proposed: Cllr Johnson
 Seconded: Cllr Boyer
 Approved: Unanimously

ACTION – Clerk to advise WBC of the planned changes to the fencing and to the linen banks staying in their current location

57.2 Any other matters relating to the School Green Centre and School Green

There were no other matters to report.

58.1 Installation of Community Shelter

The Facilities Manager had chased for the required drawings for the shelter and when these were available the planning application would be submitted.

ACTION - Facilities Manager to submit the planning application for the installation of the community shelter

59.1 Flooding at Orchard Rise Allotments

The Facilities Manager was still sourcing specialist drainage advice. Cllr Johnson agreed to fly a drone above the area to help with the assessment.

ACTION – Facilities Manager to obtain specialist drainage advice regarding flooding at the Orchard Rise allotments

ACTION – Cllr Johnson to fly a drone over Orchard Rise allotments

59.2 Hartley Court Allotments

An allotment holder at Hartley Court Allotments has requested that we consider providing a perimeter fence for this allotment site which is the only site that does not have a fence.

The materials (excluding installation) are £3,500 + VAT for standard fence panels around the site and it would be prudent to assume the same again for installation.

It was agreed that the Facilities Manager would check with allotment holders to see if there was overall support for a fence.

ACTION – Facilities Manager to check with Hartley Court Allotment holders as to whether they would support a perimeter fence to the allotment site

26/FC/60

Energy Matters

60.1 An update on microgeneration within the Shinfield Parish Council (SPC) estate

The energy consultant (Reduce Energy) had now provided site reports for the School Green Centre, Manor Ground Pavilion, High Copse Pavilion and Spencers Wood Pavilion. They have also provided a report covering capital investment options for renewable energy.

The recommendations are for

- Quick wins across all sites - £10,000 expenditure to achieve all recommendations
- Maximise the PV panels and batteries at all four sites - £220,000. School Green Centre and Manor Ground in 2026 followed by Spencers Wood Pavilion and High Copse Pavilion in 2027
- Retainer for Reduce Energy £1,000 p.a.

This was in addition to the costs incurred to produce the reports (£8,600) meaning that total expenditure (excluding the retainer) would be £240,000 approx. from a CIL allocation of £300,000.

Members asked for more information from Reduce Energy on the likely costs and operation of the maintenance contract for the PV panels that they recommended. It was agreed that the committee would recommend the capital programme to the May Full Council Meeting.

Proposed: Cllr Peer
Seconded: Cllr Clarke
Approved: Unanimously

ACTION – Clerk to add the energy report to the agenda for May Full Council

ACTION – Clerk to request additional information on the PV panel maintenance contract.

26/FC/61.1

Facilities Team transport

61.1 Purchase of an electric cargo bike

It was agreed in principle at the last meeting that officers should investigate acquiring an electric bike. After discussion with staff about types of electric bike the recommendation is for a traditional tricycle configuration with front and rear cargo capacity. The expected cost was up to £3,500.

Members agreed in principle to proceed with procurement but asked to see a risk assessment and also confirmation that appropriate insurance cover would be taken out if not already covered by any existing council policy.

The request would need to go to Finance & General Purposes Committee to release the required funds.

Proposed: Cllr Johnson
Seconded: Cllr Clarke
Approved: Unanimously

ACTION – Clerk to add to agenda for June Finance & General Purposes Committee

ACTION – Facilities Manager to check insurance cover for electric bicycle

ACTION – Facilities Manager to prepare Risk Assessment for use of an electric bike by council staff

26/FC/62

Parish Wide Items

62.1 Waste Bins

The papers for the meeting included a listing of all the council provided bins in the parish. The council had clusters of bins and there is no parish wide coverage. The annual cost of emptying one bin was £480 and the cost of a new bin is £385.

The Clerk advised that WBC will be doing their own bin review with the expectation that they will remove their bins from locations that have a parish or town council bin nearby.

Three bins had been identified as recurring problems

- Cutbush Lane
- Dearden Way/Scobell Close
- Grovelands Road

It was agreed that stickers warning against fly-tipping would be placed on all council bins.

A single map showing council, WBC and developer bins was requested to allow an assessment of where the council may be able to redeploy existing bins. It was also requested that an indication be provided of how full each bin was on average.

Any new bins acquired should be a version which reduced the potential for birds and animals to get at the contents.

ACTION – Facilities Manager to arrange for a single map showing all public waste bins in the parish

ACTION – Facilities Manager to source a suitable sticker on fly-tipping and obtain a quote for implementation

ACTION – Facilities Manager to source a suitable waste bin for new purchases

62.2 Notice Board at Frensham Green and High Copse Pavilion

The Clerk advised that the Deputy Clerk had been looking at options for additional noticeboard coverage in the parish.

It was proposed that noticeboards were installed:

- On Frensham Green
- At High Copse Pavilion

The cost of a new noticeboard would be £1,500 + VAT based on the same design already installed in the parish. There would also be some additional staff time each week to service the board e.g. new meeting agendas and other updates.

It was agreed to recommend both additional noticeboards to Finance & General Purposes Committee for the release of funds.

Proposed: Cllr Johnson
Seconded: Cllr Peer
Approved: Unanimously

62.3 Other matters within the parish not covered above

There were no other items for consideration.

26/FC/63

Correspondence

63.1 There was no correspondence

25/FC/64

Date of the Next Meeting

64.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 3rd June 2026

The meeting ended at 21.30

List of Actions

Minute number	Action	Responsibility
42.1	Arrange a meeting with the WBC sports lead	Cllr Johnson
42.1	Follow up with UoR regarding the land for a mountain bike track	Cllr Johnson
51.1	Arrange a site visit with a specialist company to identify a long-term maintenance plan for Deardon Orchard	Facilities Manager
54.1	Share the pre-app report for fencing at High Copse with committee members	Clerk
54.1	Progress the installation of timber fence	Facilities Manager
54.1	Progress the installation of the overflow car park	Facilities Manager
54.1	Resubmit the Football Foundation fence grant application	Clerk
54.2	Share the list of equipment being acquired for cricket at High Copse Pavilion	Facilities Manager
54.3	Confirm if an extraction licence is required for High Copse	Facilities Manager
55.1	Report back to the Working Party and Facilities Committee regarding potential consultants to support Master planning for Millworth Sports Park	Clerk
57.1	Advise WBC of the planned changes to the fencing and to the linen banks staying in their current location	Clerk
58.1	Submit the planning application for the installation of the community shelter	Facilities Manager
59.1	Obtain specialist drainage advice regarding flooding at the Orchard Rise allotments	Facilities Manager
59.1	Fly a drone over Orchard Rise allotments	Cllr Johnson
59.2	Check with Hartley Court Allotment holders as to whether they would support a perimeter fence to the allotment site	Facilities Manager
60.1	Add the energy report to the agenda for May Full Council	Clerk
60.1	Request additional information on the PV panel maintenance contract	Clerk
61.1	Add to agenda for June Finance & General Purposes Committee a request for funding for electric bicycle	Clerk

61.1	Check insurance cover for electric bicycle	Facilities Manager
61.1	Prepare Risk Assessment for use of an electric bike by council staff	Facilities Manager
62.1	Arrange for a single map showing all public waste bins in the parish	Facilities Manager
62.1	Source a suitable sticker on fly-tipping and obtain a quote for implementation	Facilities Manager
62.1	Source a suitable waste bin for new purchases	Facilities Manager

DRAFT

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 7th May 2026
at School Green Centre commencing at 19.30

Present: Cllrs Bowler, Matic (Chair), Montgomery & Peer

Attending: B Winton (Clerk)

26/ACE/26 Public Questions

26.1 There were no public questions.

26/ACE/27 Apologies and declarations of Members' Interest

27.1 Approval of apologies for absence

Apologies had been received from Cllrs Jahromi, James & Rance.

27.2 Disclosure of Pecuniary Interests and Related Person Interests

There were no declarations of members' interests.

26/ACE/28 Minutes of the previous meeting

28.1 The minutes of the committee meeting of 5th March 2026 were approved as a correct record and signed as such by Cllr Matic.

Proposed: Cllr Montgomery

Seconded: Cllr Peer

Approved: Unanimously

28.2 Actions from the meeting held on 5th March 2026

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

This has not yet been arranged. See Item 29.1

11.2 Clerk to report back to the May committee meeting regarding a potential book festival.

This on the agenda at Item 29.1

- 17.1 Clerk to obtain a quote for lighting for art panels.

The Clerk advised that hire cost for lights would be £20 per panel. After discussion it was agreed that these should be provided for the Ryeish Green room only as this room was noticeably darker than the others used.

Pricing for artists should be increased for 2027 as there was no increase for 2026 compared to 2025.

ACTION – Clerk to arrange lighting for panels in Ryeish Green room in 2027

- 17.2 Clerk to arrange to extend the Art Exhibition in 2027 to have the Gala on Tuesday 16th February 2027, with the exhibition open to the public Wednesday 17th to Sunday 21st February.

The extended dates are in the Bookings Diary and in the plans for the exhibition.

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

This will be done when the Community Engagement and Events Officer starts with the council.

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

This is on the agenda at Item 30.1

- 18.3 Clerk to ask Andrew Grimes to hold the proposed date in his diary.

This has been done and the former Chair of the Council has accepted the invitation.

- 18.4 Clerk to confirm date for the Grazeley Rockin’ Around the Christmas Tree event.

Grazeley Village Memorial Hall had suggested Saturday 28th November. This was also on the agenda at Item 30.2

- 18.4 Clerk to confirm singers for all three Rockin’ Around the Christmas Tree events.

See Item 30.2

- 20.2 Clerk to follow up potential grant application further with UoR Film department.

The Clerk was not able to produce anything for the deadline in April.

20.2 Clerk to investigate potential quiz night options.

The Clerk advised that a traditional quiz night was scheduled for Friday 19th June. It was agreed to run one or two quizzes a year for the time being (subject to demand).

ACTION – Clerk to deliver 19th June Quiz and review attendance

20.2 Clerk to investigate potential bingo night options.

The Clerk advised that it would be possible to run bingo events without a licence subject to specific criteria being complied with. Ideally a monthly event could be organised most likely on a Friday when there is room availability.

The Clerk suggested that a small group of volunteers to run the events would be ideal with SPC providing the number calling equipment and game consumables. Cllr Bowler offered to help with such a team.

ACTION – Clerk to investigate potential support for operating bingo sessions.

21.1 Clerk to ensure that the Annual Parish Meeting is promoted heavily to increase attendance.

This is on the agenda at Item 33.1.

23.1 Clerk to add the terms of reference for the Engagement Working Party to the next Full Council agenda.

These were approved at the March Full Council meeting.

24.1 Clerk to organise Easter egg decorating competition open to all ages.

The event was delivered albeit with a low participation level. It has however provided images of the eggs that can be used to promote the event again in 2027.

24.2 Clerk to provide updates at future meetings for Poppy Splash.

The Deputy Clerk has arranged monthly workshop events alternating between daytime and evenings. There are now almost 400 poppies already completed and handed in.

29.1 **Book Festival in conjunction with Wokingham Borough Council (WBC)**

The Clerk and Deputy Clerk has held a meeting with Stephanie Woods, WBC libraries lead, and two of her colleagues.

- Discussions are looking at a weekend long event in 2027 aimed at young adults and adults rather than the children's event already run by WBC.
- Provisional dates are Friday 28th to Sunday 30th May 2027. This is the start of the half-term week.
- The concept would be 2 speakers per day (expected cost based on WBC experience is £100 per speaker plus travel). Sessions in morning, afternoon or evening to fit in with our needs and author availability.
- Format
 - 45 minutes talk
 - 15 minutes Q&A
 - Book signings in the cafe
- WBC have links with a company that can provide books on a sale or return basis. Normally 10% of any book sales as a commission
- Small entry charge to events (£3) as people are more likely to turn up and commit to the event – for many free equals no value.
- We could provide a small number of tickets to WBC for free entry to those who are struggling financially.

WBC event is in August and have asked if we could “host” on of their sessions at SGC in return we allow one session in Wokingham next May

ACTION – Clerk to send Cllr Matic link to the next meeting scheduled for 14th May at 12.30pm

30.1 School Green Centre 5th “Birthday” Party on Saturday 7th November

The Clerk advised that 9 regular hirers had already agreed to take part in the event with more expected which meant it would be possible to have a full and entertaining programme of demonstrations throughout the day.

Members requested that there be a cake in the shape of the School Green Centre as part of the celebrations.

The possibility of some additional music performances was discussed, and the Clerk was asked to investigate what may be possible taking into account the other activities planned.

The Clerk was asked to issue formal invitations to a list including Vice-Chancellor of University of Reading, the local MP and Mayor of Wokingham.

The Youth Club should be invited to participate.

Initial Timetable

- 12.00 noon – Welcome, Speeches and cutting of cake.
- 12.30 to 5.30 – Activity every half hour including one or two music sessions.
- 6.00 – Close of daytime activities
- 7.30 – Community themed film (e.g. Local Hero) in cinema

ACTION –

- a. Clerk to arrange suitable celebration cake for the event.
- b. Clerk to investigate music options for the event.
- c. Clerk to issue formal invitations.
- d. Clerk to involve Youth Club in the event.

30.2 Christmas Events

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

- Saturday 28th November for Grazeley
- Friday 4th December 2026 for School Green
- Friday 11th December 2026 for Frensham Green

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

26/ACE/31

Public Art

31.1 The selection panel sat on 17th April to receive presentations from the three short-listed artists. The panel included Cllr Matic, the Clerk, Arts4Wokingham and members of the public including students from Oakbank Secondary school.

The panel had chosen Nicolas Moreton as the artist for the project but were undecided as to the final design to go for. The committee's preference was for the circular design entitled Continuum.

The Clerk was asked to seek views from the public and then a formal recommendation could go to the Full Council meeting on 27th May 2026.

Members liked the concept of using the space for performances and this led to a discussion about whether it would be possible to provide some form of hostile vehicle mitigation (HVM) measures

ACTION –

- a. Clerk to add to the agenda for the May Full Council meeting.
- b. Clerk to discuss potential HVM measures with artist.

26/ACE/32

Shinfield Cinema

32.1 Update regarding National Theatre Live

The Clerk provided an update on ticket sales for National Theatre Live screenings.

32.2 Update on other potential screening partners

No further updates.

26/ACE/33

Annual Parish Meeting

33.1 Feedback from the Annual Parish Meeting

Attendance was significantly up from 2025

- 43 Members of the Public
- 10 Councillors
- 4 Staff

The event had been heavily promoted across physical sites, website and social media. There was good attendance from potential award winners.

The comedian set the tone well for the evening and the Chair's presentation was well received.

It was agreed to have the same format for 2027. Cllr Matic asked if the Ryeish Room and cinema could be used for 2027.

ACTION –

- a. All to consider potential speakers for 2027.
- b. Clerk to book Ryeish Green Room for Annual Parish Meeting on 31st March 2027

33.2 Newsletters

Feedback from the Annual Parish Meeting was that we should consider more hard copy newsletters and the matter had been referred to ACE for consideration.

The Clerk recognised that there was a need to consider those who were unable to access digital content.

Given in-house resource it would be possible to increase to two hard copy versions per annum, but the cost of each issue (including distribution) was £3.5k per copy. The next scheduled edition was January 2027 which would suggest an additional copy in the summer of each year (subject to budget approval).

The Clerk advised that a greater frequency would be difficult to achieve but suggested that the discussion was deferred until the new Community Engagement and Events Officer was in post to contribute to the discussion.

ACTION – Clerk to add to the agenda when Community Engagement & Events Officer was in post.

26/ACE/34

Budget Reporting

- 34.1 The budget report for ACE committee had been included with the papers.
- Members **noted** the report.

26/ACE/35

Engagement Working Party

- 35.1 Any matters relating to the Engagement Working Party
- This will not convene until new Community Engagement Officer is in place.

26/ACE/36

Correspondence

- 36.1 There was no correspondence to report.

26/ACE/37

Date of Next Meeting

- 37.1 The next meeting of the Arts, Culture and Events Committee will be held on Thursday 2nd July 2026 at 19.30.

Meeting closed at 20.50

List of Actions

Minute number	Action	Responsibility
26/ACE/17.1	Arrange lighting for panels in Ryeish Green Room in 2027 for the art exhibition	Clerk
26/ACE/20.2	Deliver 19th June quiz and review attendance	Clerk
26/ACE/20.2	Investigate support for operating bingo sessions	Clerk
26/ACE/29.1	Send Cllr Matic link to meeting scheduled for 14 May at 12:30pm	Clerk
26/ACE/30.1	Arrange suitable celebration cake for SGC 5th Birthday event	Clerk
26/ACE/30.1	Investigate music options for the event	Clerk
26/ACE/30.1	Issue formal invitations for the event	Clerk
26/ACE/30.1	Involve Youth Club in the event	Clerk
26/ACE/30.2	Confirm singers for all Rockin' Around the Christmas Tree events	Clerk
26/ACE/31.1	Add item to May Full Council agenda (public art recommendation)	Clerk
26/ACE/31.1	Discuss potential HVM measures with artist	Clerk
26/ACE/33.1	Consider potential speakers for 2027 Annual Parish Meeting	All
26/ACE/33.1	Book Ryeish Green Room for Annual Parish Meeting on 31 March 2027	Clerk
26/ACE/33.2	Add newsletter item to agenda when Community Engagement & Events Officer is in post	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 13th May 2026
At School Green Centre commencing at 19:30

Present: Cllrs Boyer, Hoyle and Peer (Chair)

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
Cllr H Pollock
1 Member of the Public

26/PC/45

Public Questions

45.1 To receive and consider any public question.

There were no public questions.

26/PC/46

Apologies and declarations of Members' Interest

46.1 Receive and consider approval of apologies for absence

Apologies had been provided by Cllrs Jahromi, James and Masseron

46.2 Declarations of Interests

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

Cllr Hoyle declared that he was related to BCllr Glover
Cllr H Pollock declared that she was involved in the Campaign for Fairer Housing

- 47.1 The minutes of the Planning and Highways Committee held on 8th April 2026 were approved and signed as such by Cllr Peer.

Proposed: Cllr Boyer
Seconded: Cllr Hoyle
Approved: Unanimously

- 47.2 Actions and Matters Arising from the meeting held on 8th April 2026

- 26/PC/34.1.2 Write to the Highways Dept, Wokingham Borough Council (WBC) to ask if the junction at Beke Avenue/Westall Street had been reassessed following the decision to remove the bus gate from the original planning application.

This had been raised with WBC who had indicated that currently they do not make provision for reviewing initial assessments that may have been made many years previously.

- 26/PC/34.1.3 Ask if the local Speedwatch could gather some evidence on the Shinfield Meadows estate.

A request had been made to the Speedwatch team. They had been on site and not noticed any significant speeding concerns.

- 26/PC/29.1 Ensure that signage is put up to inform the public that CCTV was in operation at Ryeish Green Pavilion.

This had been done.

- 26/PC/40.1 Request an update from Andy Glencross, WBC on Footpath 12.

The Clerk and Cllr Clarke had arranged to meet Andy Glencross on 27th May on various matters and would add Footpath 12 to the list for consideration.

- 26/PC/40.2 Inform members of the Traffic Working Party of the date of the next meeting.

No date had been set for the next meeting.

- 26/PC/40.2 Add a standing item to the agenda of the Planning and Highways Committee in the form of a spreadsheet detailing the progress of requests from SPC to WBC to enable these to be monitored on a monthly basis.

This was on the agenda – see minute 26/PC/51.2

26/PC/41.1 Ask the ONH Consultant for the anticipated date of her report.

This was on the agenda – see minutes 16/PC/52.1

26/PC/41.1 Clerk to set the date of the next meeting of the Neighbourhood Plan Renewal Working Party once he had received a response from the Consultant.

The meeting had been set for Thursday 21st May on Teams at 7.30pm

26/PC/41.2 Report back to committee when a decision had been made on the Assets of Community Value submissions.

No further update.

26/PC/42.1 Ask BCIr Gray to check with WBC on the proposals for the use of the S106 money that would be attached to the developments East and West of Hyde End Road.

No response had been received to date.

26/PC/48

Schedule of Deposited Plans

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

There were no applications that required consideration.

26/PC/49

Appeals

49.1 Planning inspectorate appeals relating to Shinfield Parish

There were no new or ongoing cases relating to Shinfield Parish.

26/PC/50

Enforcement Notices

50.1 Closed Enforcements tables for May 2026

This month there were

3 cases deemed no breach

2 cases were deemed not expedient

1 case was identified as other

Members **NOTED** the Closed Enforcement Tables

- 50.2 Outstanding Enforcements tables for May 2026

There were 8 new enforcement notices since the last meeting.

Members **NOTED** the outstanding Enforcement tables

26/PC/51

Highways, Street Lighting and Footpath Matters

- 51.1 A verbal report on Highways, Street Lighting and Footpath matters

Footpath 12

Countryside had cleared the footpath of vegetation resulting in the widening of the path. The last section was still in a bad state.

The Shinfield Volunteer Group Footpath Report – April 2026 had been published in the May 2026 SPC electronic Newsletter.

- 51.2 Traffic Working Party

The Clerk explained the action items outstanding with Wokingham Borough Council relating to traffic issues in the Parish.

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

There was nothing further to report.

16/PC/52

Renewal of Neighbourhood Development Plan (SPNDP)

- 52.1 A verbal update from the Neighbourhood Plan Renewal Working Party

O'Neill Homer (ONH), Chartered Town Planners, had provided their draft report and this was circulated to members on 20th April.

The next meeting was scheduled for 21st May at 7.30 p.m. on Teams.

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

The Clerk had not received any further communication from WBC regarding the ACV that had been submitted.

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

26/PC/53

Correspondence

- 53.1 To receive and note any correspondence received

The Clerk advised that the Annual Council Meeting on 27th May would, amongst other things, include setting the meeting schedule for 27/28 and asked if members would consider switching to bi-monthly meetings from June 2027 given that the major developments within the parish were mostly

completed. This would see meetings in the odd numbered months (Jan, Mar, May etc.)

The Terms of Reference currently state that the committee will normally meet monthly and have at least ten meetings a year. The ToRs are due to be reviewed in June 2026 so could be amended appropriately.

The Committee felt that there should be scheduled meetings, however, if there was nothing to discuss the meeting could be cancelled.

53.2 Buckinghamshire, Oxfordshire and Berkshire (now Thames Valley) Integrated Care Board meeting on 5th May 2026

Cllr Boyer and the Clerk had a Teams meeting with Jeffrey Ng from the ICB to understand the process for decision-making in relation to General Practice surgeries.

Mr Ng explained the background including:

- There had been difficulties working with the two primary care networks that cover Shinfield, each having separate contracts with surgeries
- The ICB cannot force patient choice
- Arborfield were experiencing the same issues. The Swallowfield practice had closed their Arborfield building
- The ICB were doing a whole review of provision in the area
- The Shinfield practice is currently only on a short-term lease, and they cannot make real investment until they are able to move to a long term
- In terms of the proposed Loddon Garden Village, or other developments, they are not at this stage directing where money on medical services has to go but are instead just “keeping it on the table” by saying the funding needs to go to “a practice serving the development”
- ICB has started engaging with WBC more and Mr Ng is the ICB representative on the Local Plan Update BUT
- He is the only person responsible for 13 unitary authorities so does not engage except where there are new build developments
- Dentistry is commissioned separately

ACTION – Clerk to arrange a Land Registry search to ascertain who owns the freehold of the Shinfield Medical Practice

53.3 Meeting with the University of Reading regarding Loddon Garden Village

The Clerk advised that the University of Reading had requested a meeting to discuss the technical details of the comments made in the council’s submission relating to Loddon Garden Village. He was arranging a date and proposed that Cllrs Boyer and Peer attended and if possible, representatives from ET Planning and the traffic consultant. The date of the meeting was planned for 1st July.

- 53.4 Cllr Peer reported that she had attended the NALC training course on Planning Infrastructure.
- 7% less housing was being built due to rising costs and lack of land.
 - The CPRE was present and were interested in any energy efficient projects that local councils were looking at.
 - More control was expected for planning officers with less going to committees. The Senior Planning Officers and Chair of Committee would make decisions on essential application.
 - NPPF – weight would be given to Neighbourhood Plans (NHP). Concern expressed over the cost of NHPs.
 - More emphasis on modern design codes in the future.

- 53.5 Land at the Glebe, Shinfield owned by the Diocese of Oxford.

Likely to be built on. Lots of trees need protection.

ACTION –

- Clerk to contact Elaine Butler to request TPO requests for trees on land at the Glebe
- Clerk to add to the agenda of the next meeting

25/PC/54

Date of the next meeting

- 54.1 The date of the next meeting will be Wednesday, 10th June 2026

The meeting ended at 20:25

List of actions

Minute	Action	Responsibility
16/PC/52.2	Clerk to report back to committee when a decision had been made on the Assets of Community Value	Clerk
16/PC/53.2	Clerk to arrange a Land Registry search to ascertain who owns the freehold of the Shinfield Medical Practice	Clerk
16/PC/53.5	Clerk to contact Elaine Butler to request TPO requests for trees on land at the Glebe	Clerk
16/PC/53.5	Clerk to add land owned by the Diocese of Oxford to the next agenda	Clerk

Minutes of a meeting of
Staffing Committee
Held on Wednesday 20th May 2026
At School Green Centre commencing at 19.30

Present: Cllrs L James (Chair), Z Matic, I Montgomery & D Peer

Attending: B Winton (Clerk)

26/SC/10

Public Questions

10.1 There were no public questions.

26/SC/11

Apologies and declarations of Members' Interests

11.1 Apologies for absence

There were apologies from absence from Cllr Masseron

11.2 Members' declarations of pecuniary interests or related person interests.

There were no declarations on interests.

26/SC/12

Minutes of Previous Meetings

12.1 The minutes of the committee meeting held on 21st January 2026 were approved as a correct record and signed as such by Cllr James.

Proposed: Cllr Matic
Seconded: Cllr Montgomery
Approved: Unanimously

12.2 Actions and Matters Arising

There were the following matters arising:

25/SC/32.1 Clerk to pursue Internship options for 2026

The Clerk had not pursued this. It was agreed that due to the staff changes expected over the next few months this should be deferred until 2027.

25/SC/38.3 Clerk to arrange a meeting with Cllrs James, Johnson, and Matic regarding potential new IT systems

It was agreed to include the Media and Communications Officer in the working party.

ACTION – Clerk to arrange an IT Working Party meeting

26/SC/4.1 Clerk to add the Long-Term Staffing Structure to the agenda for the January Full Council meeting

This had been done and approved at Full Council minute 26/8.1

26/SC/4.3 Cllr Matic and Clerk to implement a staff survey

This was on the agenda at Item 15.

26/SC/5.1 Clerk to add Member-Officer Conduct Protocol to agenda for January Full Council meeting

This had been done and approved by Full Council minute 26/7.1

26/SC/6.1 Clerk to add ratification of the Terms of Reference to the January Full Council meeting agenda

This had been done and approved by Full Council minute 26/6.1

26/SC/13

General Review of Staffing

- 13.1 A verbal report on staffing matters and structure by the Clerk

The Clerk provided a verbal update on staffing within the council. The Clerk had arranged appraisals for his direct reports.

Members **NOTED** the Clerk's Report.

- 13.2 The Front of House Supervisor Role

It was agreed that the Customer Care Team Supervisor should be re-titled as Customer Care Team Manager. There would be no change in the salary range.

Proposed: Cllr Matic
Seconded: Cllr Montgomery
Approved: 3 for and 1 against

ACTION – Clerk to notify the member of staff of the change of role title

Responsibility for HR administration (not line management) was discussed but no decision will be taken on this subject until the new Deputy Clerk has been appointed and is in post.

- 13.3 Changes to the Staffing arrangement for café

The Clerk advised that a process was underway to reduce the staffing levels in the café including reducing to only two staff except on the busiest days and continuing late opening on single manning. The initial approach will be to achieve reductions through collective agreement, but some redundancy may be necessary. Café staff had been advised that the process was underway.

ACTION – Clerk to report on the process of reducing total café hours at the next meeting of the committee

26/SC/14

Staff Recruitment

- 14.1 Members discussed the recruitment process for
- a. Deputy Clerk
 - b. Community Engagement & Events Officer
 - c. PT Youth Worker

The Clerk set out the timetable for recruitment and where he proposed to advertise for each post.

Members agreed to the recruitment process for the three roles.

ACTION – Clerk to initiate recruitment process for Deputy Clerk, Community Engagement & Events Officer and PT Youth Worker

It was agreed that the Media & Communications Officer would not be in the line management chain for the Community Engagement and Events Officer and would continue to report directly to the Clerk.

ACTION – Clerk to inform the Media & Communications Officer

26/SC/15

Staff Survey

- 15.1 Members discussed the draft staff survey questions and asked the Clerk to assure staff that any concerns raised will be acted upon.

The survey will be conducted via MS Forms to preserve anonymity of responses.

The Clerk would issue next week with responses due by 3rd July which will allow the results to be presented to the next Staffing Committee meeting and subsequently shared with staff. Staff would be encouraged to participate in the process and identifying how to address any concerns that arise.

Members agreed to the undertaking of the Staff Survey.

ACTION – Clerk to initiate the Staff Survey

26/SC/16

Training

- 16.1 Training provided since last meeting:
- One Councillor - Updates on Planning
 - Two Officers - Procurement Training
 - One Councillor - Knowledge and Core Skills

- One Officer - Introduction to CiLCA
- Two Councillors and One Officer - Future Leaders – Attracting Young Talent to Parish Councils
- One Officer – Introduction to VAT
- Three Officers – IoSH Health & Safety at Events
- One Officer – Introduction to Pitch Maintenance

Future courses booked:

- One Councillor - Knowledge and Core Skills 18-6-26
- One Councillor - Introduction to Planning 9-6-26
- One Councillor - Introduction to Local Council Finance for Councillors 8-7-26
- One Councillor - Writing Grant Applications and Sourcing 21-5-26

Members noted the training update

- 16.2 The Clerk asked members to consider if he could undertake Foundation level Prince2 training to assist in major project planning.

This will be reviewed at a future meeting.

26/SC/17

Staff Security Matters

- 17.1 Staff Security

The Clerk advised that there had been no incidents involving the security of staff since the previous meeting.

- 17.2 Anti-Social Behaviour

The Clerk advised that there had been no incidents of anti-social behaviour at council locations since the previous meeting.

26/SC/18

Communication

- 18.1 The Clerk advised that the Employment Rights Act 2025 is expected to take effect from 1st October 2026. The main change is that the qualifying period for unfair dismissal drops from two years to six months.

26/SC/19

Date of Next meeting

- 19.1 The date of the next meeting was the Wednesday 15th July 2026

The meeting ended at 20.45

Summary of Actions

25/SC/38.3	Clerk to arrange an IT Working Party meeting	Clerk
13.2	Clerk to notify the Customer Care Team Supervisor of the change in title to Customer Care Team Manager	Clerk
13.3	Clerk to report on the process of reducing total café hours at the next meeting of the committee	Clerk
14.1	Clerk to initiate recruitment process for Deputy Clerk, Community Engagement & Events Officer and PT Youth Worker	Clerk
14.1	Clerk to inform the Media & Communications Officer regarding the change to the proposed line management structure	Clerk
15.1	Clerk to initiate the Staff Survey	Clerk

AWE Local Liaison Committee Meeting

Thursday 30th April 2026

Attended by Councillor Ian Montgomery

This meeting was held in the Thames Suite, inside the wire at AWE Aldermaston, with all due security procedures in place and attended by councillors from Parish and Borough Councils from around a wide area around Aldermaston and Burghfield within Berkshire, Hampshire and Oxfordshire.

Representatives of AWE, Office of Nuclear Regulation, Environment Agency and staff from West Berkshire Council also attended.

The Chair opened the meeting by references to worldwide tensions and the continuing need for the UK to have a Strategic Deterrent, hence the £15Bn Government investment over five years, in the local sites and their focus on Nuclear Securities and through research into new materials and technologies. This has introduced “Organisational Design” changes to the work focus of approximately 1700 staff with possibly approximately 450 posts disappearing.

Recent take-up on the **Local Text Warning System** for possible safety incidents (similar to the National Scheme) has been slow with around 8100 in the Aldermaston area and 9000 around Burghfield. This should include all households, commercial premises, schools, etc within the DEPZ area. Mentioned in the REPPIR document due out soon

A recent emergency exercise had been carried out, both inside and outside the area of the site and had been measured as “Adequate” by ONR –they don’t go any higher!

MOD as the site owner, purchased Aldermaston Park in February of this year, taking in approximately 35 acres to the North East of the main site, to increase security and provide some office space (when some buildings have been refurbished) and parking.

Documentation regarding the UK Nuclear Testing programme and Veterans of the tests has been found in archives and released to a Select Committee for review.

An employee outlined the many ways that AWE have updated their Wellness Scheme for employees and residents around the sites. Taking in Physical and Mental Health as well as Fitness, Diet and Emotional responses to the stress of work. Including a wide Employee Assistance programme and utilising 350 “Champions” as first point of contact for support with early GP contacts if necessary!

School visits had continued with 113 visits to approximately 3700 pupils in the area, including inviting Home Schooled children to attend. A Sixth form event including 45 pupils had taken place over a week at Half Term, in the large Orion Laser facility, during a maintenance period and had enthused many of them to possibly wish to work at AWE in the future. Only one said it was definitely not for him or her.

A new set of buildings for explosives research is being proposed on ground within the East of the site, currently being cleared of buildings from the 1940s and earlier.

The recent establishment of a Traveller Site on the main road opposite AWE Main Gate is to be the subject of a High Court injunction to be heard in June, involving West Berkshire and MACLG. The Planning Reform Bill currently in Parliament maybe used to in this case.

The new regime at AWE will necessitate a significant flow of building material, etc and to cut down on too much vehicular access on to a secure site, a proposal for a lorry park where loads can be consolidated, is underway. Site not yet decided.

I spoke to the Chairman the planning for the Body's Farm Site but he was adamant that this is adding to the problem of numbers within the DEPZ – Off-Site Emergency Plan and it will be up to the Secretary of State at MACLG in the end, to adjudicate on such cases, and this will rely on the Planning Reform Bill as well.

Reports from agents within ONR and EA, then gave reports highlighting their site visits – with no real problems, which is a first for my attendances. The Safety and Health department showed 27 incidents of injury (Site and Construction workers) resulting in 378 working days lost. The OHSa figure for the same period again was low at 0.251 against their upper figure of 0.300. The use of Virtual Reality Training has been assisting in the drop of incidents and accidents reported.

Finally a Biodiversity expert outlined the great diversity of many species of birds, mammals, insects and flora and fauna that inhabit the sites. Peregrine falcons have thrived over the recent years along with Great Crested newts and a large population of various species of bats, alongside one of the biggest number of Woodlarks known in the UK.

The meeting finished with a display of equipment used by the Nuclear Threat Reduction Team who are on call nationally for help in incidents and accidents where nuclear material may be involved.

Proposed Changes to Standing Orders

In accordance with section 3b) of the Standing Orders, which requires any motion to permanently add or vary or revoke one or more of the Council's standing orders, Cllrs Boyer and Matic have proposed a special motion submitted to the Clerk as Proper Officer.

Motion 1

To amend section 6 d) ii) to show the Standing Orders as only allowing one Vice-Chair. The Clerk set out the reasoning for this in a paper issued to all members on 30th April (copy attached for convenience).

Section 6 d) ii) would then read as follows:

"The election of the Vice-Chair shall be the second business completed at the annual meeting of the Council. Nominations for the position of Vice-Chair should be submitted on an official nomination form. Completed and signed nomination forms should be submitted to the Clerk at least seven clear working days before the annual meeting of the Council. The election of the Vice-Chair shall be either by a show of hands or by a ballot if there is more than one candidate. If no nominations are received for the Vice-Chair position, it shall remain vacant until such time as a valid nomination is received, and the election shall take place at the next Full Council meeting."

If approved the following other paragraphs shall be amended as appropriate

- 4.1 b) XV
- 5.5 a)
- 5.5 b)
- 5.11 e) I
- 6.1 i)
- 6.1 i) I
- 11 f)
- 16 a)
- 30 c)

Any other reference to the position of Vice-Chair not specifically listed above will also be amended as appropriate.

Motion 2

Section 29 provides for the payment of an allowance to the Chair of the Council. The allowance has been £800 per annum for a number of years. Cllr Grimes had to be prompted to claim the amount and Cllr Boyer has not submitted a claim.

It is now proposed that the allowance is withdrawn and that should any expenses be incurred they are reclaimed on a case-by-case basis.

Section 29 would then read as follows:

- a) No allowance shall be payable to the Chair of the Council in respect of holding that office.
- b) The Chair may claim reimbursement of actual, reasonable, and properly incurred expenses arising from carrying out the duties of the office, including travel, subsistence, and costs incurred when representing the Council, strictly in accordance with the Council's Travel and Subsistence Policy and the Members' Allowances Scheme.
- c) All expense claims must be supported by appropriate receipts or evidence and submitted to the Clerk for approval in accordance with the Council's financial procedures.
- d) No discretionary or general payments shall be made to the Chair beyond reimbursed expenses.

Motion 3

Introduction

The following motions were considered and passed by Full Council in February 2026 (reference 26/21.3 included below for ease of reference). As was identified in discussions at the April Full Council meeting, these changes should also have been requested via a special motion. They are therefore being submitted again to allow the correct process to be followed.

Original paper

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

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

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

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

RECOMMENDATION 1

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

RECOMMENDATION 2

For the avoidance of doubt 6j should also state that Full Council may resolve to remove a councillor from the membership of a specific committee. This may result following a breach of the code of conduct or where Full Council wishes to rebalance the number of members on each committee.

OVERALL IMPACT ON STANDING ORDERS

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

“Where a councillor expresses an interest to join a committee at any time other than the Annual Meeting the request should be made to the Clerk who will add to the agenda for the next Full Council meeting a resolution for the Council to “RECEIVE and CONSIDER the appointment of Cllr X to committee Y”.

Full Council may also resolve to remove a member from a committee by making a resolution to that effect. Reasons for removal may include following a breach of the code of conduct or where it is necessary to rebalance the number of members on a committee.”

RECOMMENDATION 3

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

Full Council Minute reference 26/21.3

This is an extract of the signed minutes of the discussion in February 2026.

21.3 Shinfield Parish Council – Standing Orders

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

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

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

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

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

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

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

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

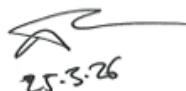
21.4 Appointment of Councillors to Committees

Current membership of committees had been circulated with the papers.

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

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

Proposed: Cllr James
Seconded: Cllr Montgomery
Approved: Unanimously



Appointment of a Vice-Chair (Parish Councils, England) – Short Note

Executive Summary

This note summarises the position on appointing a Vice-Chair of a parish council in England and whether a council can appoint more than one.

Under the Local Government Act 1972 a parish council may appoint only **one** Vice-Chair. Any attempt to appoint two is outside the council's powers and has no legal effect. The council should elect a single Vice-Chair and update its standing orders accordingly.

- Statute provides for **one** Vice-Chair.
- There is no power to appoint more than one.
- Standing orders should be amended to remove the “two Vice-Chairs” provision.

Background

Earlier versions of SPC's standing orders (based on the NALC model) provided for a single Vice-Chair.

Timeline

- 16 May 2019
 - note on the file that reads in its entirety
 - “Change to standing orders. The position of Vice-Chair can be allocated to two persons. The Vice-Chairs shall cover separately the administration of the parish council and the operations of the parish council.”
- 29 Apr 2020
 - email from Mike Balbini, previous Clerk, (attached) which confirms that there is a proposal “To allow the election of 1 or 2 Vice-Chairmen”..
- 18 Jan 2021
 - standing orders approved by Full Council include the change to allow 1 or 2 Vice-Chairs (minute ref 21/9).
- 25 Jun 2025
 - standing orders revised to specify **two** Vice-Chairs with defined portfolios (minute ref 25/68.1).

NALC Model Standing Orders

The NALC model standing orders treat the election of Chair and Vice-Chair as mandatory first business at the annual meeting, and they refer to Vice-Chair in the singular:

“5e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.”

SPC's current standing orders replace this approach with a separate process for electing two Vice-Chairs and add nomination/portfolio detail. That change is inconsistent with the NALC model and (for the reasons below) outside the council's statutory powers.

Statutory framework

The key legislation is the Local Government Act 1972 (section 15).

- The council must elect a Chair at the annual meeting (s.15(1)).
- The council **may appoint one** Vice-Chair from among elected members (s.15(6)).
- The Act contains no power to appoint more than one Vice-Chair.

15 Chairman and vice-chairman of parish council or meeting.

- (1) The chairman of a parish council shall be elected annually by the council from among the **[F1elected]** councillors.
- (2) The election of a chairman shall be the first business transacted at the annual meeting of the parish council and if, apart from subsection (8) below, the person presiding at the meeting would have ceased to be a member of the parish council, he shall not be entitled to vote in the election except in accordance with subsection (3) below.
- (3) In the case of an equality of votes in the election of a chairman the person presiding at the meeting shall give a casting vote in addition to any other vote he may have.
- (4) The chairman shall, unless he resigns or becomes disqualified, continue in office until his successor becomes entitled to act as chairman.
- (5) A parish council may pay the chairman for the purpose of enabling him to meet the expenses of his office such allowance as the council think reasonable.
- (6) The parish council may appoint **[F2a member]** **[F2one of the elected members]** of the council to be vice-chairman of the council.
- (7) The vice-chairman shall, unless he resigns or becomes disqualified, hold office until immediately after the election of a chairman at the next annual meeting of the council.
- (8) During their term of office the chairman and vice-chairman shall continue to be members of the council notwithstanding the provisions of this Act relating to the retirement of parish councillors.
- (9) Subject to any standing orders made by the parish council, anything authorised or required to be done by, to or before the chairman may be done by, to or before the vice-chairman.

Role of the vice-chair

Local Government Act 1972 Schedule 12 paragraph 11(1) also assumes a single Vice-Chair (e.g., who presides if the Chair is absent):

- 11 (1) At a meeting of a parish council the chairman of the council, if present, shall preside.
- (2) If the chairman of the council is absent from a meeting of the council, the vice-chairman of the council, if present, shall preside.
 - (3) If both the chairman and vice-chairman of the council are absent from a meeting of the council, such councillor as the members of the council present shall choose shall preside.

This provision identifies one identifiable Vice-Chair, not multiple office-holders.

Interpretation Act 1978

Although the Interpretation Act 1978 (s.6) says the singular can include the plural, that applies only where the context allows. Here, the wording and structure of the 1972 Act point to a single Vice-Chair.

Legal effect

Parish councils can do only what statute permits (and what is necessarily incidental to those powers). Because the 1972 Act permits appointment of **one** Vice-Chair and does not permit more, appointing two would be *ultra vires* and legally ineffective.

Distinction from committees and informal roles

This restriction applies to the statutory office of Vice-Chair of the **council** (not to committees or informal roles). A council may:

- appoint vice-chairs or deputies of committees or sub-committees, if its standing orders allow; or
- create informal or political roles (e.g. “lead member”, “portfolio holder”), provided these are not presented as statutory offices.

However, it should not appoint more than one Vice-Chair of the Parish Council or use titles that suggest multiple statutory vice-chairs (e.g. “Joint Vice-Chair”).

- appoint more than one Vice-Chair of the Parish Council, or
- use alternative titles that imply multiple statutory vice-chairs (e.g. “Joint Vice-Chair”, “Deputy Vice-Chair of Council”).

The statutory scheme requires a single identifiable office-holder (e.g. to preside in absence), which is inconsistent with multiple concurrent vice-chairs.

Other guidance and practice

- **NALC model:** refers throughout to **the** Vice-Chair (singular).
- **HALC:** advises the Act supports only one Vice-Chair and councils should align to the model.
- **SLCC:** similarly interprets the Act as allowing only one appointment.
- **WBC Monitoring Officer:** has not encountered a council with two Vice-Chairs and supports a reversion to only one Vice-Chair
- **Internal Auditor:** Also recommends reverting to only one Vice-Chair

Conclusion

The statutory framework provides for a single Vice-Chair of a parish council. While responsibilities can be shared among members, the council cannot create multiple holders of a statutory office. The standing orders should therefore be amended to remove the “two Vice-Chairs” provision and align with the Local Government Act 1972 and sector guidance.

Recommended actions (for the Annual Council Meeting – 27 May 2026)

- Invite nominations on the basis of **one** Vice-Chair only (second business after electing the Chair).
- Formally approve a motion (in the correct form) to revert to one Vice-Chair
- Remove all references to two Vice-Chairs (and related portfolios) from the standing orders.
- Bring the cleaned, compliant standing orders back to Full Council for final approval.

Mike Balbini

From: Mike Balbini
Sent: 29 April 2020 08:45
To: Andrew Grimes; Darrell Lias; Dawn Peer; Edward Brown; Ian Clarke; Ian Montgomery; Laurence James; marc.obrien; Marcus Mcdowell; Nigel Boyer; Peyman.jahromi; Philip Emmment; Phil Alexander; arathy.vinod.jps@gmail.com
Subject: Second revision of the Standing Orders
Attachments: Standing Orders review no2b 29 April 2020.doc

Dear All

Please find attached the second revision of our Standing Orders that take into account the revisions agreed unanimously by member reviews with the specific items listed below:

- Reference to "he" (the male gender) being used throughout for ease of reading and reflect both sexes page 2
- Both FC and other committee meetings may not be held at a venue where alcohol is sold page 5
- To allow the election of 1 or 2 Vice Chairman page 9
- Election of Chairman and Vice Chair(s) will be by show of hands Page 9
- Removal of reference to EU law 35 page
- All references crossed checked

Since it is a large document (44 pages and still needs the committees Terms of Reference) we will leave its approval to a face to face Full Council meeting, but the work of review has been done. .

Kind regards

Mike Balbini
Clerk to Shinfield Parish Council
Shinfield Parish Hall
School Green
Shinfield
RG2 9EH
Tel: 0118 988 8220
Mob: 07511 154 979

Figure 1 - Note from Mike Balbini to then councillors included as Item 9.1 for Agenda Pack for Full Council Meeting in January 2021

Energy Review 2026: Summary and Recommendations

Purpose

SPC commissioned Reduce Energy to prepare a series of energy reviews for its main community and sports facilities to identify immediate 'quick win' measures to reduce energy consumption and costs, and to consider the strategic case for on-site renewable energy generation.

The cost of the reviews by an external consultant was £8,600, as approved by Facilities Committee (25/FC/139) and reported to Council in December 2025.

Reports were produced for Manor Ground, School Green Centre, High Copse Pavilion and Spencers Wood Pavilion. Also included was a separate report on major expenditure options for renewables at each site. The findings are supported by a consolidated savings summary spreadsheet which is attached.

The objective is to help reduce the environmental impacts caused by the major development within the parish and help move the council towards being carbon neutral in terms of building energy consumption.

These reports were discussed at Facilities Committee on 6th May and committee recommends adoption of these proposals.

Quick Wins

Across all four facilities, the energy reports identify a consistent set of low-cost and medium-cost measures that can be implemented quickly, delivering energy and carbon savings without requiring major building work. These include:

- Lighting upgrades
 - particularly replacing remaining fluorescent or older fittings with LED lighting
- Improved controls
 - such as timers, occupancy sensors and zoning, to ensure spaces are not heated or lit unnecessarily
- Review of heating controls and settings
 - including optimisation of set-points and time schedules
- Behavioural and operational changes
 - supported by clearer user guidance and staff awareness, to reduce avoidable energy use

The reports conclude that these measures represent the fastest route to immediate energy savings, with relatively short payback periods and minimal disruption. Implementation of the full quick-wins package across sites is recommended as a priority during 2026–27.

Strategic Works

Consideration was given to the potential for wind turbines and ground source heat pumps however each site review identifies roof-mounted solar photovoltaic (PV) panels as the most significant longer-term opportunity to reduce carbon emissions, energy costs and improve resilience to future energy price rises. Payback periods vary by site and scheme and are broadly around 8-11 years.

It is a recommendation from the energy consultant to adopt a phased implementation to ensure the ability to deliver the required capacity and to manage the risks involved with each project.

In all cases it is recommended to provide the maximum number of PV panels, generating a net surplus at peak generation time. Sizing the number of panels to meet the specific energy demands for each building was considered but results in slightly longer payback periods.

Proposed Phasing

2026 Quick Wins

- Total estimated cost to implement “quick wins” across all four sites is approximately £10,000

2026 PV Installation

- Manor Ground
 - Most of the current panels have been damaged due to cricket ball strikes
 - Battery storage is not being proposed for this site as not cost effective for the size of the site
 - Estimated Cost £20,000
 - Payback 8 years
- School Green Centre
 - Includes battery storage
 - Estimated Cost £90,000
 - Payback 9 years

2027 Installation

- High Copse Pavilion
 - Previously reported issues about the current panels not feeding into the building have been resolved
 - Includes battery storage
 - Estimated Cost £65,000
 - Payback 8 years
- Spencers Wood Pavilion
 - Includes battery storage
 - Estimated Cost £45,000
 - Payback 11 years

Total Costs

- The assigned CIL budget for this project is £300,000. The cost incurred for consultancy so far is £8,600. The total estimated cost of implementing all the above improvements would be £230,000. If approved, a balance of £61,400 would be available for future energy saving works to other council sites.

Other Considerations

Demand from the grid

Even with the maximisation of PV panels at all sites, this will not reduce the need to draw some energy from the National Grid. It is expected however that our demand from the grid will reduce by approximately 90% after installation of the PV panels.

Carbon Neutral

Although we will still require approximately 10% of our current consumption from the National Grid, it will be possible to arrange this through a supplier who offers a renewables only tariff and therefore the council would be able to say, post-implementation that it is carbon neutral in terms of its buildings energy consumption.

Maintenance Contract for PV panels

The Manor Ground PV panels have suffered from multiple strikes from cricket balls and so there has been a discussion regarding the potential for protective netting on the roof of the pavilion. The energy consultant's advice is that it would be significantly more cost effective to pay for a maintenance contract (covering all venues that have PV panels). Each site would be monitored by the maintenance company and if a fault developed with a panel for any reason (including cricket balls) they would send an engineer to repair/replace the panel.

Multiple venues, One contractor

Another recommendation from the energy consultant is that they will help us identify the best PV installation company for our needs and guide us through the process. By appointing the same contractor for all sites, SPC should be able to benefit from economies of scale.

Energy Consultant Retainer

The energy consultant has proposed a fee to be held on retainer of £980 + VAT per annum. This would include:

- Professional guidance and support on energy matters at all times
- Annual site visits to ensure building management systems are operating at optimum levels

Recommendations

1. Authorise the Facilities Manager to implement “quick wins” as soon as possible with expenditure of up to £10,000 from the allocated CIL budget
2. Agree and implement the installation of PV panels at venues as specified above
 - a. 2026 – Manor Ground and School Green Centre - £110,000
 - b. 2027 – High Copse and Spencers Wood - £110,000
3. Appoint the energy consultant on a retainer for £980 + VAT per annum.
4. There is no specific ongoing budget to fund the retention of an energy consultant so this will be need to be addressed during the budget process for 2027/2028 and future years.



Reduce Energy Ltd

Renewable Energy Opportunities Assessment Report: Shinfield Parish Council



Produced for:

**Shinfield Parish Council, School Green centre, School Green,
Shinfield, Reading. RG2 9EH**

Background Information:

Shinfield Parish Council have a requirement to assess all buildings and land potential for renewable energy generation opportunities. This is to utilise best opportunities to ensure energy resilience / security of supply, to become self-sufficient and to strengthen Climate Emergency and Net Zero ambition claims. Reduce Energy Ltd have been appointed to assess Shinfield Parish Councils current buildings portfolio and land in order to ascertain potential opportunities. The central remit is to ensure that all Renewable Energy Generation Opportunities should be assessed.

Methodology:

In the report that follows, Reduce Energy Ltd have identified each available opportunity to Shinfield Parish Council and then explored (in depth) the likelihood of the opportunities viability, energy generation values, costs, return on investment and offered any additional commentary of value. Finally, in summary, Reduce Energy Ltd have offered commentary on the overall best renewable energy generation opportunity for the Council. This is in order to steer the Council as to the best opportunity at this point in time. This will still need further exploration upon conclusion with the Council.

Shinfield Parish Council (ownership):

Shinfield Parish is made up of Six communities within the Borough of Wokingham. It was formed in 1894 and has grown hugely in the last twenty years. It grew by 37% between 2001 and 2011 and now has an overall population of approximately 19,000 (2025). The area has seen rapid housing development and the Council has benefitted from significant CIL (Community Infrastructure Levy) funds.

Shinfield have offered the following properties for this assessment:

- The Manor Ground pavilion, Garrett Drive, Shinfield. RG2 9DB
- High Copse Pavillion, Bolton Drive, Shinfield. RG2 9ES
- The School Green Building, Shinfield. RG2 9EH
- Spencers Wood Pavillion, Clares Green Road, Spencers Wood. RG7 1DY

Shinfield have also offered land potential in immediate surroundings to the above buildings known to belong to the Council.

Technologies assessed:

Reduce Energy Ltd have assessed:

- Solar PV – Rooftop / Ground mount / Car ports
- Wind Turbine technology – micro and large scale
- Ground source heat

Solar PV - Executive Summary

Solar PV systems convert natural light into electricity via the effect of oscillating electrons creating direct current (DC). Systems convert the DC energy into alternating current (AC) to harmonize the energy for use in domestic energy usage or to export to the Grid / store in batteries. Modern solar PV systems are incredibly efficient and can provide significant energy volumes. They are increasingly seen as the most proven, reliable and established of the renewable energy technologies and are often 'financialised', as they provide excellent Return on Investment (ROI).

Systems should be fully specified based on requirement (energy demand) or financial generation opportunity. A full specification will understand, panel location (orientation), azimuth (pitch), yield, shading, panel wattage and 'fit' for roof mounted systems, planning, grid and / or battery storage connectivity and performance over time. Appropriate warranties, Energy performance contracts and system performance (Bloomberg Tier 1 – Bloomberg NEF (BNEF)) should be achieved. This is by far the best option for the Parish Council moving forward. It is proven, relatively cost effective and will enable claims to 'Net Zero' achievement, as well as a huge, stated claim towards energy 'self-sufficiency'.

Rooftop:

Reduce Energy Ltd have assessed all roofline potential for the above listed sites; this has been carried out in line with current demand usage on site to effectively provide energy self-sufficiency. Grid connection must be maintained as the solar systems proposed would not provide all year-round demand. Full system recommendations are provided in Appendix A, solar amortization is also included (open Solar).

The Manor Ground Pavillion:

Removal of current System ;

A : Oversized System Size : 18.33 kWp installation, consisting of 39 x 470W mono solar panels. **Cost : £19,411 + VAT** (includes feasibility costs of £2600). The panels will be mounted on a pitched roof, using rails fixed to the roof using a manufacturer-approved fixing system (supplied and installed by others). The panels will be wired to 1 x Solis-3P15K-S5 inverter located in a top floor riser cupboard. The active PV cell area (not including any spaces between panels) will be approx. 78 m², and the system is anticipated to produce **17,359 kWh/annum**. It is assumed that 32% of power generated by the PV will be used on site, and the 68% exported generation will be paid at a rate of 7.5p/kWh. The system will require prior permission to connect from the network operator. **ROI : 8 Years**

B : Sized System Size : 16kW ; 32 Risen Energy, 500 W panels, Fox Inverter and Pure Storage 3 Phase 3x3.84kWh (inc BMS) Battery Storage. 10 Year Warranties on all and 20 Year on Panels. With Full maintenance and replacement contract.

Net System Price : **£27,700** ; Estimated Annual energy saving : £2534 ; Energy generation 15,152 kWh against actual consumption of : 11,190 kWh : **ROI : 10 Years.**

High Copse Pavillion:

A : Oversized System Size : 67.21 kWp solar system, made up of 143 x 470W panels plus 2 x Sigenergy Energy : **Cost: £64,446 + VAT** (includes Feasibility Study cost of £2600) 67.21 kWp installation, consisting of 143 x 470W monocrystalline solar panels plus Sigenergy battery system. The panels will be mounted on a pitched roof, using box profile sheet metal fixings. The panels will be wired to 2x Sigenergy Energy Controller 25kW 3ph inverters located in a top floor riser cupboard. The active PV cell area (not including any spaces between panels) will be approx. 285 m², and the system is anticipated to produce **62,035 kWh/annum**. It is assumed that 22% of power generated by the PV will be used on site, and the 78% exported generation will be paid at a rate of 7.5p/kWh. The system will require prior permission to connect from the network operator. **ROI : 8 Years**

B : Sized System size : 30kW ; 60 Risen Energy, 500 W panels, Fox Inverter and Pure Storage 3 Phase 3x3.84kWh (inc BMS) Battery Storage. 10 Year Warranties on all and 20 Year on panels. With Full maintenance contract.

Net System Price : **£45,900** ; Estimated Annual Energy saving : £4469 ; Energy generation 28,050 kWh against actual consumption of : 25,194 kWh ; **ROI : 10 Years**

Spencers Wood Pavillion:

A : Oversized System Size : 43.24 kWp installation, consisting of 92 x 470W mono solar panels : **Cost : £43,900 + VAT** (includes feasibility costs of £2600). The panels will be mounted on a pitched roof, using brackets fixed to the rafters with over-roof mounting frames. The panels will be wired to 1 x Solis 50k-S5 inverter located in a top floor riser cupboard. The active PV cell area (not including any spaces between panels) will be approx. 183 m², and the system is anticipated to produce 30,323 kWh/annum. It is assumed that 28% of power generated by the PV will be used on site, and the 72% exported generation will be

paid at a rate of 7.5p/kWh. The system will require prior permission to connect from the network operator. **ROI : 11 Years**

B : Sized System Size : 18kW ; 36 Risen Energy, 500 W panels, Fox Inverter and Pure storage 3 Phase 3x3.8kWh (inc BMS) Battery Storage. 10 Year Warranties on all and 20 Year on panels. With Full maintenance contract.

Net System Price : **£30,300** ; Estimated Annual Energy Saving : £2501 ; Energy generation 14,940 kWh against actual consumption of : 14,400 kWh ; **ROI : 12 Years**

School Green Parish Offices:

A : Oversized System Size : 58.75 kWp installation, consisting of 125 x 470W mono solar panels plus Sigenergy battery system. Cost : **£88,860 + VAT** (includes feasibility costs of £2600). The panels will be mounted on a flat roof, using non-penetrative, ballasted A-frames inclined at 10 degrees and mounted on a pitched roof, using box profile sheet metal fixings. The panels will be wired to 2 x Sigenergy Energy Controller 25 kW 3ph inverters located in a top floor riser cupboard. The active PV cell area (not including any spaces between panels) will be approx. 249 m², and the system is anticipated to produce 50,208 kWh/annum. It is assumed that 53% of power generated by the PV will be used on site, and the 47% exported generation will be paid at a rate of 7.5p/kWh. The system will require prior permission to connect from the network operator.

Current Solar PV arrangement upgrade (consider complete renewal of panels to 500 W – dependant upon price and compatibility issues) and Full M&E contract. **ROI : 9 Years.**

B : Sized System size : 39kW ; 78 Risen Energy, 500 W Panels, Fox Inverter and Pure storage 3 Phase 3x3.8kWh (inc BMS) Battery Storage. 10 Year Warranties on all and 20 Year on panels. With Full maintenance contract.

Net System Price : **£57,600** ; Estimated Annual Energy Saving : £5772 ; Energy generation from new system 36,738 kWh ; upgraded system to provide 18,972 kWh (costs TBD), against actual consumption of : 61,608 kWh : **ROI : 10 Years**

Ground Mount Solar / Solar car port canopies:

Solar Ground mount systems and solar car port canopies are a variation of the traditional rooftop solar PV placement, in favour of occupying ground area (space) or putting solar canopies over car parking areas. With ground mounted solar, Reduce

Energy Ltd would just suggest straight forward grid connection and export (potentially to a pre-determined customer) to revenue generate. With solar car port opportunities, there is a need for export and car charging infrastructure, to revenue generate.

What must be borne in mind is that there is ample space on rooflines to take care of current electricity demand within Shinfield Parish Councils existing property portfolio, as detailed in the above executive summary and additional Appendix A, documents. These projects are considered more cost effective (generally have five-to-seven-year ROI) and provide the Parish Council with complete energy demand. Therefore, any additional supplementary placement of solar panels whether Ground Mount or Canopies for vehicle charging should only be considered in relation to any planned exceedance of energy usage (property extensions / upgrades etc) or to 'retail' and revenue generate. As time of use tariffs come forward, there are increased revenue generation opportunities to the parish council and Reduce Energy Ltd are already aware of business customers based in Shinfield who would pay for the solar PV energy generated.

Full appraisals are provided in Appendix B documents.

The following areas / sites have been assessed:

- **The Car park to Spencers wood pavilion. Solar canopies.**

This would provide 33952 kWh in energy generation and a minimum of £10,077 per annum revenue from energy sale tariffs to Electric Vehicles (based on 0.30p / kWh charges) or through retail. Net System Price is : £46,173 +VAT. This is specified using 106 x 335W sunpower panels. It is important to note that EV chargers are required on top of this, as too is a grid connection. This would increase price for the overall project by an additional £8,000. The Total System Price is therefore : £54,173 + VAT. Vandalism is a possibility with this arrangement and thus a full M&E contract must be sought.



Spencers Wood Pavillion Parking & a typical solar canopy construction

- **The Car Park to School Green building. Solar Canopies.**

This would provide 20876 kWh in energy generation and a minimum of £3251 per annum revenue from energy sale tariffs to electric vehicles (based on 0.30p / kWh charges) or through retail. Net system price is : £28,743 + VAT. This is specified using 66 x 335W sunpower panels. It is important to note that EV chargers are required on top of this, as too is grid connection. This would increase price for the overall project by an additional £6500. The total System Price is therefore : £35,243 + VAT. Vandalism is a possibility with this arrangement and thus a full M&E contract must be sought.

- **The Car Park to High Copse Pavillion. Solar Canopies.**

This would provide 37098 kWh in energy generation and a minimum of £11,129 per annum revenue from energy sale tariffs to electric vehicle (based on 0.30p / kWh charges) or through retail. Net system price is : £44,550 + VAT. This is specified using 81 x 500 W Risen Energy Panels. It is important to note that EV chargers are required on top of this, as too is grid connection. This would increase price for the overall project by an

additional £8500. The total System price is therefore : £53050 + VAT. Vandalism is a possibility with this arrangement and thus a full M&E contract must be sought.

- **A Ground Mount system to the Manor Ground Pavillion.**

This would provide 185,922 kWh in energy generation and a minimum of £13,014 per annum revenue from energy sale tariffs to grid (based on 0.07p / kWh). Net system price is : £198,000 + VAT. This is specified using 396 x 500 W Risen Energy Panels. It is important to note that grid connection is required in this respect. This is estimated at £13,000 + VAT but needs to be fully costed by grid connection application. This is likely to be fully approved. This is a comfortable amount of solar PV on the land 'footprint' and won't impact any current land use. Vandalism is a possibility with this Ground Mount system though, so a full M&E contract should also be sought. Vandalism is a possibility with this arrangement and thus a full M&E contract must be sought.

- **A Ground Mount system to Spencers Wood Pavillion.**

This would provide 68,184 kWh in energy generation and a minimum of £4772 per annum revenue from energy sale tariffs to grid (based on 0.07p / kWh). Net system price is : £79,200 + VAT. This is specified using 144 x 500 W Risen Energy Panels. It is important to note that grid connection is required in this respect. This is estimated at £4,200 + VAT but needs to be fully costed by grid connection application. This is likely to be fully approved. This is a comfortable amount of solar PV on the land 'footprint' and won't impact any current land use. Vandalism is a possibility with this Ground Mount system though, so a full M&E contract should also be sought.

Wind Turbine Technology – Executive Summary

Wind turbines convert natural wind speed into electricity via geared or ungeared (faradays law – stator units) generators (electromagnetic induction). Resultant electricity can be used on site but is best utilised in a stored battery arrangement and then consumed. They are reliable forms of renewable energy generation and are easily ‘financialised’, as they provide good Return on Investment (ROI). It is not possible to provide a direct energy demand requirement for the entirety of Shinfield Parish Council or indeed each site from wind turbines as they are more ‘intermittent’ in their energy generation. Wind turbines are generally detailed as ‘large scale’ (sizeable turbines over 45 m in height) and micro wind turbines, those up to 30 m in height but only capable of minimal energy generation usually due to ‘stall capacity’ (as well as unprogrammed yaw breaking control) in energy generation format.

Systems should thus be fully specified based on requirement (energy demand) or financial generation opportunity. A full specification will include turbine type, orientation, wattage, energy yield, assumed windspeed, planning, grid proximity (suitability) and / or battery storage connectivity and performance over time. Noise output and proximity to local housing, blade flicker and shadow have also been assessed (both sites won’t be noise / flicker affected). Each assessment has been fully detailed in Appendix C. This requires allot of further additional explaining.

Assessment :

Large wind turbines:

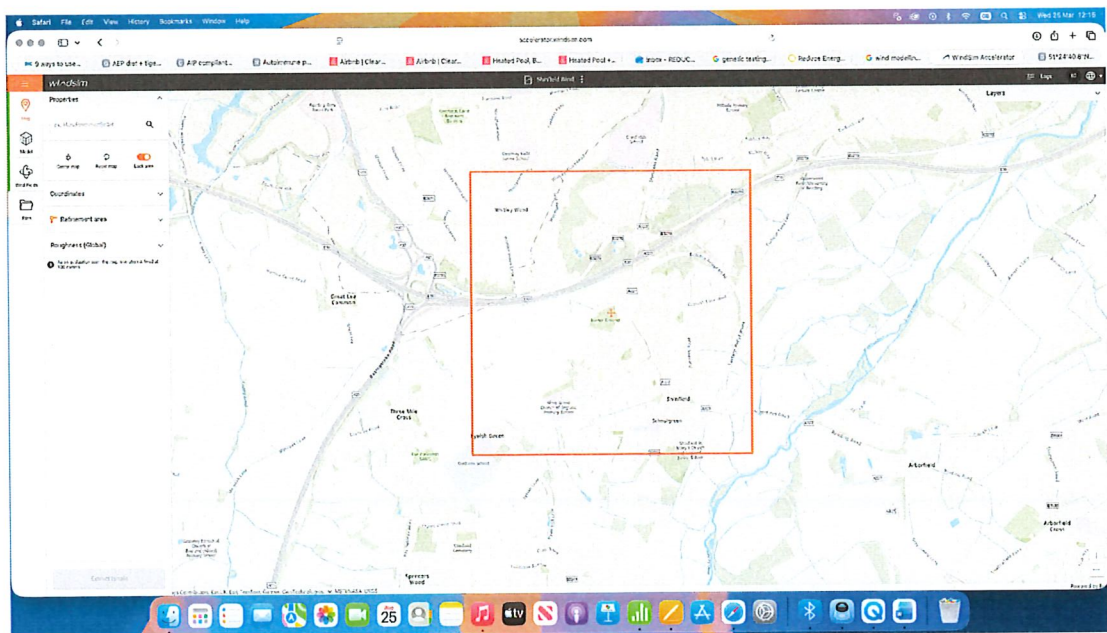
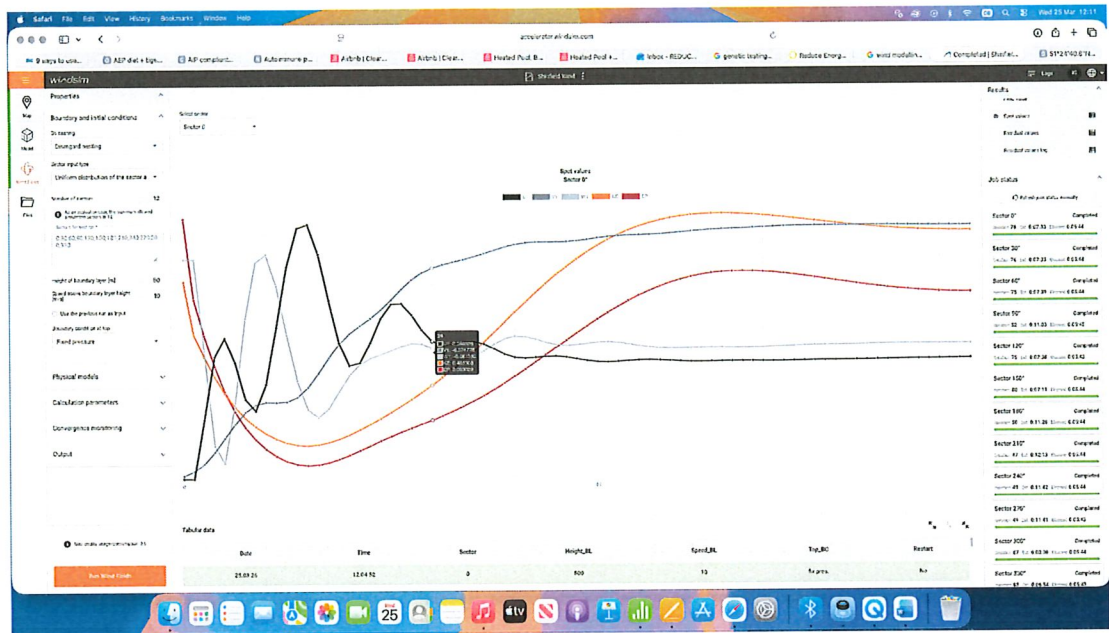
Reduce Energy Ltd have assessed two Shinfield locations for potential large ; 2.5 MWp turbines, this is ;

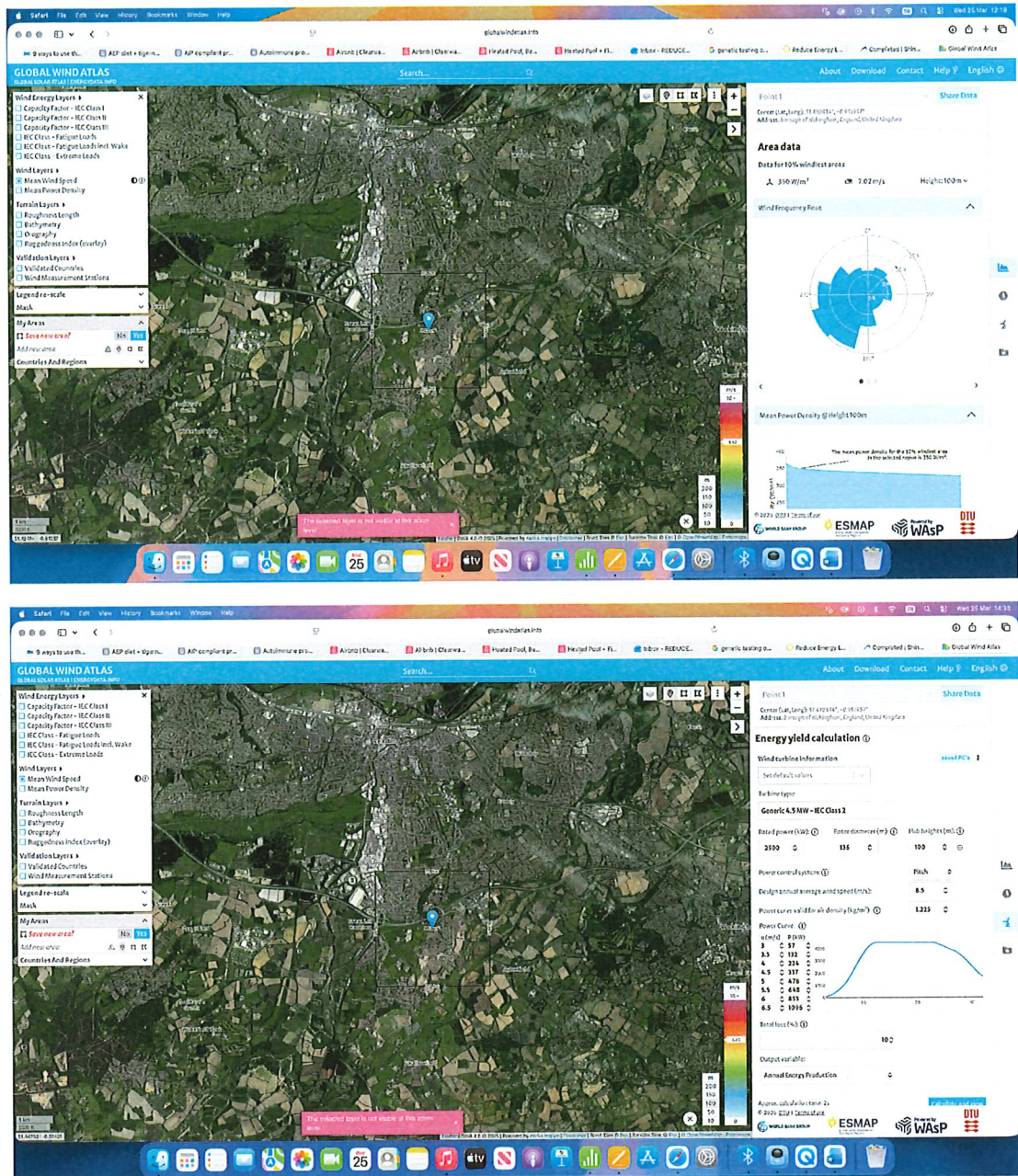
- Land at the site of Manor Ground Pavillion.
- Land at High Copse Pavillion.

It is possible to put wind turbines on these sites, but the Parish Council are highly unlikely to get Planning approval for any of this type of turbine due to proximity of local neighbouring properties. The assessment has thus been carried out to detail cost, payback etc.

Based on the below Global Wind Atlas projected windpeeds for the two areas (median windspeeds) and costed wind turbines via Enercon www.enercon.de ; the e70 wind turbine (exact as the turbine at Green Park, Reading) ; 71m diameter blades, 85 m height (nacelle), power density : 581W/m² ; 2300kW, 2.5 m/s, cost : €1.8M = £1,567,755 (10/4/2026). Each turbine would generate 360,000 kW’s per annum based on average windspeed being met for an assumed

five hours per day (conservative assessment due to windspeed across a 24 hour period, each day for 365 days) this equates to 1,440,000 kWh's. With an assumed grid connection and retail fee of 0.07 p/kWh, this equates to £100,800 per annum. **This details a 15 year 'payback' / ROI.** Turbines of this size are designed to last for 45 Years.





Micro wind turbines:

Reduce Energy Ltd have assessed the same two Shinfield locations for micro wind turbines. Using the market leader in the British wind energy marketplace and the only proven yawed micro wind turbine ; Britwind H11 kW www.britwind.co.uk ; 18m height, rotor diameter 13m, brushless, direct drive, passive tail vane, sprung loaded blades and 2.5m/s cut in generation, cost ;

£180,000. Whilst still not providing a useable direct energy demand requirement, this turbine is capable of generating 36,302 kWh's of energy per annum. With an assumed grid connection and retail fee of 0.07 p/kWh, this equates to £2541 based on average windspeeds for the locations identified. **This details a 70 year 'payback' / ROI.** Turbines of this size are designed to last 20 years.



Britwind Micro wind turbine (British manufactured).



The Green Park wind turbine.

Ground Source heat – Executive Summary

Ground source heat pumps (GSHP) provide heat only requirement to properties via distributed heat stored in the ground. The heat is absorbed into a piped system through natural (passive) ground heat transfer and is transported to the property (pumped) into radiators or underfloor heating. Heat transfer is incredibly cost effective where systems permit. The current heating systems in the Shinfield property portfolio are mostly air source provided thus to convert to a ground source system, additional costs would need to be incurred. Thus, whilst Shinfield parish have the ability to do this in several locations, namely;

- The Manor Ground Pavillion
- High Copse Pavillion
- Spencers Wood Pavillion

This is not viewed as a good option for the council.

Assessment:

Systems should thus be fully specified based on requirement (energy demand) or financial generation opportunity. A full specification will include; cost, 'run' on slinky underground piped system, civils, heat requirement for property (Based on supplied energy billing) cost and ROI.

The four locations above would need to install a minimum of a 70 meter 'run' on each install, to a maximum of 120 meters. Each sites evaluation is detailed below.

The Manor Ground Pavillion :

Cost of System : £39,000 ; feed in to property : New underfloor. 70 m 'run' of slinky under the main cricket pitch to a depth of 1.5m (the Cricket pitch would need to be dug up and re-laid). Heating saving kWh : 3,916 kWh's or £1392. **ROI : 28 Years.**

High Copse Pavillion

Cost of System : £67,000 ; feed in to property ; To existing underfloor heating system. 90m 'run' of slinky under the main sports pitches to a depth of 1.5m (pitches would be disturbed). Heating saving kWh : 18889 kWh's or £7019. **ROI : 9 Years.**

Spencers Wood Pavillion :

Cost of System : £40,000 ; feed in to property ; New underfloor. 75m 'run' of slinky under the main grounds to front of property to a depth of 1.5m (surfaces would be disturbed). Heating saving kWh : 5040 kWh's or £1768.

ROI : 22 Years.



Ground source heat pump 'slinky'.

Conclusions :

Upon analysis of the above, it is very apparent that the best options for Shinfield Parish Council are to enhance Solar PV options on the various sites. Reduce Energy Ltd would suggest that this is best achieved through a blend of Solar PV roof mount placement, with additional battery storage (where appropriate). Oversized systems. In addition, full M&E contracts are taken out thereafter to ensure replacement / fault rectification etc. Through conversation Reduce Energy Ltd can ensure that systems are fully designed to provide Shinfield with what they want to achieve and a full specification is written up for potential contractors to comply with. This is best achieved through a full insurance backed EPC (Energy Performance Contract) where M&E is not readily achievable. Further conversations will commence with Shinfield Parish Council in this regard to first fully understand any wishes / budget constraints and ultimate ambitions etc. If Shinfield pursue this, Reduce Energy Ltd can also draft procurement framework documentation in order to find good local PV suppliers.

Ref	Date Paid	Supplier / Payee	Amount Paid (inc VAT) £	Payment Method	Description
Café Operations					
001	15/04/2026	Booker Limited	471.95	Direct Debit	Café Supplies Order 15/4/26
002	22/04/2026	La Dolce Vita Caffè	510.20	Faster Payment	Cakes for Café (2 Orders)
003	27/04/2026	SYSCO GB Ltd	630.01	Direct Debit	Café Supplies
004	28/04/2026	Nisbets Limited	69.22	Faster Payment	Platters for Event Catering
005	08/05/2026	La Dolce Vita Caffè	859.90	Faster Payment	Purchase Cakes for Café (3 orders)
006	11/05/2026	SYSCO GB Ltd	1,090.01	Direct Debit	Supplies for Café
007	15/05/2026	Kingdom Coffee International L	299.77	Faster Payment	Purchase Coffee and Tea Products for Café
008	15/05/2026	Nisbets Limited	189.73	Faster Payment	Platters for Café
009	15/05/2026	Booker Limited	1,224.69	Direct Debit	Café Supplies (Apr / May Orders)
Total for Café Operations			5,345.48		
Other Council Activities					
001	15/04/2026	EDF Energy	2,132.72	Direct Debit	Electricity - High Copse March
002	17/04/2026	Corona Energy Retail 4 Limited	915.52	Direct Debit	Electricity March School Green Centre (South)School Green Centre (South)
003	17/04/2026	Corona Energy Retail 4 Limited	62.85	Direct Debit	Electricity MarchMillworth Lane Millworth Lane
004	17/04/2026	Corona Energy Retail 4 Limited	422.21	Direct Debit	Electricity MarchSpencers Wood PavilionSpencers Wood Pavilion
005	17/04/2026	Corona Energy Retail 4 Limited	54.45	Direct Debit	Electricity MarchRyeish PavilionRyeish Pavilion
006	17/04/2026	Corona Energy Retail 4 Limited	224.04	Direct Debit	Electricity MarchThe Manor PavilionThe Manor Pavilion
007	20/04/2026	Rivervale	381.60	Direct Debit	Van Rental - April
008	20/04/2026	Telefonika UK Ltd	317.69	Direct Debit	Mobile Phones - Staff
009	21/04/2026	Peninsula Business Services	475.42	Direct Debit	HR & H&S - April
010	22/04/2026	Air It Limited	1,577.56	Faster Payment	Microsoft 365 - April
011	22/04/2026	Air It Limited	390.31	Faster Payment	Phones for School Green Centre -April
012	22/04/2026	Air It Limited	187.20	Faster Payment	New Monitor for Office
013	22/04/2026	Air It Limited	1,857.96	Faster Payment	Managed It Support - April
014	22/04/2026	Air It Limited	112.54	Faster Payment	Internet - SGC & SWP
015	22/04/2026	rCOH Ltd Planning for Good	2,370.00	Faster Payment	50% Neighbourhood Review Planning Advice
016	22/04/2026	Definitive AV Solutions	528.00	Faster Payment	Call Out - Repairs to CCTV - Manor
017	22/04/2026	Enerveo Ltd	371.33	Faster Payment	Annual Maintenance Street Lighting 26/27
018	22/04/2026	Kreatif Design Ltd	81.60	Faster Payment	Web Hosting April
019	22/04/2026	Lister Wilder	196.76	Faster Payment	Mower Parts & Fuel
020	22/04/2026	Nigel Jeffries Landscaping Ltd	2,260.10	Faster Payment	Grass Cutting - March - 2 Cuts
021	22/04/2026	Absolute Brilliance Cleaning Ltd	241.68	Faster Payment	April Cleaning Services - The Manor Pavilion
022	22/04/2026	Absolute Brilliance Cleaning Ltd	656.40	Faster Payment	April Cleaning Services - High Copse Pavilion
023	22/04/2026	Absolute Brilliance Cleaning Ltd	5,508.41	Faster Payment	April Cleaning Services - School Green Centre
024	22/04/2026	Absolute Brilliance Cleaning Ltd	1,891.88	Faster Payment	April Cleaning Services - Spencers Wood Pavilion
025	22/04/2026	Wokingham Borough Council	10,013.44	Faster Payment	By Elections - December 2024
026	22/04/2026	Fcc Recycling (UK) Ltd	122.46	Faster Payment	1 Visit to RE3 - Waste Disposal
027	22/04/2026	Pear Technology Services Ltd	300.00	Faster Payment	Annual Mapping Subs
028	22/04/2026	Hampshire Association of Parish Councils	70.80	Faster Payment	Charge for Non Attendance Training
029	22/04/2026	SKS Window Cleaning	60.00	Faster Payment	Bi Mthly Window Clean - SGC
030	22/04/2026	HMRC Paye	10,767.06	Faster Payment	NI & PAYE March
031	28/04/2026	Cloudy IT	7,983.60	Faster Payment	Installation Cloudy IT Part 3
032	29/04/2026	NET PAY APRIL	35,418.59	Faster Payment	Net Employee Pay - April (includes Café Staff)
033	29/04/2026	Engie Power Limited	324.02	Direct Debit	Electricity Street Lighting - March
034	30/04/2026	Sum Up - Card Transactions	6.09	Direct Debit	Fees for Card Purchases - Cinema/NTL
035	01/05/2026	Wokingham Borough Council	1,271.00	Direct Debit	Business Rates - May School Green Centre
036	01/05/2026	Wokingham Borough Council	1,160.00	Direct Debit	Business Rates - May High Copse Pavilion & Sports Ground
037	01/05/2026	Wokingham Borough Council	188.00	Direct Debit	Business Rates - May Manor Pavilion & Sports Ground
038	01/05/2026	Wokingham Borough Council	165.00	Direct Debit	Business Rates - May Spencers Wood Pavilion
039	01/05/2026	Wokingham Borough Council	43.00	Direct Debit	Business Rates - May Millworth Lane Pavilion
040	05/05/2026	Rialtas Business Solutions Ltd	8,793.60	Faster Payment	Annual Software Licences for Financial, Bookings and Allotments Systems
041	05/05/2026	A & E Fire & Security	655.71	Faster Payment	3541/A & E Fire & Security
042	05/05/2026	Lloyds Bank plc	23.81	Faster Payment	Bank Fee and Charges for March/April
043	06/05/2026	HM Land Registry	7.00	Direct Debit	Search Fee
044	08/05/2026	Royal Electrics	246.00	Faster Payment	Rewire and Check Supply to New Water Heater - SWP
045	08/05/2026	Adaptainer Ltd	780.00	Faster Payment	Delivery Surcharge for Containers at High Copse
046	11/05/2026	IRIS Software Limited	84.48	Direct Debit	Payroll Services - April (35 Payments)
047	11/05/2026	Nest Pension Contributions	2,980.21	Direct Debit	April Pension Contributions (Er's & Ee's)
048	12/05/2026	Oakbank School	4,900.00	Faster Payment	Grant for Outside Equipment
049	12/05/2026	Tony Stallard	250.00	Faster Payment	Agreed Payment for Expenses in Preparation (Public Art)
050	12/05/2026	Nicholas Moreton	300.00	Faster Payment	Agreed Payment for Expenses in Preparation (Public Art)
051	12/05/2026	Amy Jackson	300.00	Faster Payment	Agreed Payment for Expenses in Preparation (Public Art)
052	15/05/2026	A & E Fire & Security	794.70	Faster Payment	Replacing batteries in Intruder Alarm at Manor

Ref	Date Paid	Supplier / Payee	Amount Paid (inc VAT) £	Payment Method	Description
053	15/05/2026	A & E Fire & Security	415.88	Faster Payment	Annula Charge for Monitoring Fire Intruder Alarms at SWpP
054	15/05/2026	Berkshire Association of Local	2,653.35	Faster Payment	Annual Subscription (County & National)
055	15/05/2026	Expert Access Solutions Ltd	301.80	Faster Payment	Annual Service SGC Entrance Doors
056	15/05/2026	BEM Specialists Limited	816.00	Faster Payment	Set Up Building Management - High Copse
057	15/05/2026	Larkstel Ltd	15,107.37	Faster Payment	Pitch Maintenance - 1 Mth (The Manor & High Copse) & Annual Treatment Sand (£6.5k)
058	15/05/2026	Office Depot International (UK	278.63	Faster Payment	Office Stationery, Equipment & Leaflet Stands
059	15/05/2026	Absolute Brilliance Cleaning Ltd	241.68	Faster Payment	March Cleaning Services The Manor Pavilion
060	15/05/2026	Absolute Brilliance Cleaning Ltd	656.40	Faster Payment	March Cleaning Services High Copse
061	15/05/2026	Absolute Brilliance Cleaning Ltd	5,769.64	Faster Payment	March Cleaning Services School Green Centre
062	15/05/2026	Absolute Brilliance Cleaning Ltd	1,891.88	Faster Payment	March Cleaning Services Spencers Wood Pavilion
063	15/05/2026	Imagin Products Ltd	67.20	Faster Payment	New ID Badges (Staff & Councillors)
064	15/05/2026	Definitive AV Solutions	441.14	Faster Payment	Move CCTV Camera in SGC Car Park
065	15/05/2026	Delta Air Conditioning	488.26	Faster Payment	3557/Delta Air Conditioning
066	15/05/2026	Select Environmental Services	2,430.77	Faster Payment	Commercial Waste Services & Litter Bins March
067	15/05/2026	Air It Limited	112.54	Faster Payment	3606/Air It Limited
068	15/05/2026	Air It Limited	2,004.18	Faster Payment	New Dell Computer - Replacement
069	15/05/2026	Air It Limited	1,857.96	Faster Payment	Managed Services Agreement May
070	15/05/2026	Air It Limited	1,582.38	Faster Payment	Microsoft 365 - May
071	15/05/2026	Air It Limited	390.71	Faster Payment	Telephones School Green Centre - April / May
072	15/05/2026	Kreatif Design Ltd	81.60	Faster Payment	Monthly Charge for Web site hosting
073	15/05/2026	EDF Energy	1,834.82	Direct Debit	Electricity High Copse - April
Total Other Council Activities			150,650.99		

Ref	Date	Supplier	Total (inc VAT) £	Description
Café Operations				
001	01/04/2026	Wastecare	23.12	Container for Oil Disposal
002	09/04/2026	Lidl	24.69	Ice cream for Cafe
003	14/04/2026	Amazon EU	18.99	Equipment for Draining Oil
004	16/04/2026	The Safer Food Group	57.60	Food Hygeine Training - Café Staff
005	17/04/2026	Defender Limited	12.95	Personal Attack Alarm -Café Area
006	28/04/2026	Lidl	16.50	Ice Cream for Milk Shakes
007	29/04/2026	Lidl	57.74	Catering for Link Event
Total Café Purchases			211.59	
Other Council Activities				
001	01/04/2026	Sainsbury's	133.85	Purchases for Youth ClubTuck Shop
002	02/04/2026	Lidl	23.94	Prizes for Easter Egg Competition
003	06/04/2026	Adobe Systems Software	66.49	Adobe Software Licence - 1 mth
004	07/04/2026	Amazon EU	9.99	Fast Car Charger for Mobile Phone - Facilities
005	09/04/2026	Mailchimp	40.87	Mailing Software - 1 mth
006	09/04/2026	Smartwater Testing Ltd	108.00	Legionella Testing Kit for Faciliities
007	12/04/2026	Textmagic	60.00	Prepayment for Text Messages - Allotment Holders
008	15/04/2026	Wokingham Borough Counc	396.00	Planning Application Fee - Youth Shelter
009	16/04/2026	Amazon EU	21.98	DVD's for Cinema - Minecraft - Zootroplois
010	16/04/2026	Wokingham Borough Counc	1.20	Car Park Fee - Banking in Woodley
011	17/04/2026	Amazon EU	98.90	Materials for Youth Club Activities
012	21/04/2026	Amazon EU	9.49	Gang Surge Electrical Extension Lead
013	23/04/2026	Amazon EU	7.99	Replacement Metal Shutter Handles - Manor Pavilion
014	23/04/2026	Amazon EU	54.99	Mobile Pressure Washer for Facilities Team
015	24/04/2026	Amazon EU	7.99	Keyboard for Office Lap Top
016	24/04/2026	Amazon EU	10.98	Keyboard for Office Lap Top (Accessible)
017	24/04/2026	Trophystore.co.uk	30.96	Trophies for Community Awards
018	24/04/2026	Facebook	10.00	Boosting Advertising Services for SPC
019	28/04/2026	Costco	42.00	Costco Membership - Youth Club
020	29/04/2026	Lidl	10.38	Milk, Tea, Coffee, Sugar for Annual Meeting
021	29/04/2026	Costco	152.56	Catering - Annual Parish Meeting
Total Other Activities			1,298.56	

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

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

18 May 2026

[Police and Crime Commissioner launches strategy to tackle vehicle crime - Thames Valley PCC](#)

Thames Valley Police and Crime Commissioner, Matthew Barber, has pledged a hostile environment to those who seek to commit vehicle crime in Berkshire, Buckinghamshire, Oxfordshire and Milton Keynes as he launches a new strategy to tackle vehicle crime.

Developed in partnership with Thames Valley Police, the Vehicle Crime Strategy aims to reduce harm and prevent offending with a focus on five key pillars; Prevention, Collaboration, Data and Intelligence, Enforcement and Trust and Confidence.

Matthew Barber said: “This strategy delivers on the commitments set out within my [Police and Crime Plan](#) to drive down vehicle crime across Berkshire, Buckinghamshire, Oxfordshire and Milton Keynes.

“Having your vehicle stolen, or something stolen from it, isn’t a trivial crime – it can result in substantial financial loss, emotional stress and, depending on where the theft took place, security and community safety concerns.

“Whilst we have seen a reduction in vehicle crime across Thames Valley, with almost 2000 less incidents of theft from or theft of a motor vehicle in 2025 compared with 2024, there is more to do.

“This strategy places prevention at its core, alongside improved crime recording, closer collaboration with our partners and industry and a robust policing response.”

Jason Hogg, Chief Constable for Thames Valley Police, said: “Vehicle crime may appear opportunistic, but its impact on victims is significant, causing disruption, financial loss and a sense of intrusion.

“Although levels of vehicle crime have fallen across the Thames Valley, we recognise the importance of maintaining pressure on those who seek to offend and strengthening our ability to prevent crime before it occurs.

“The priorities of the Police and Crime Commissioner align closely with our operational approach. Together, we will make the Thames Valley an increasingly difficult environment for those intent on criminality, while supporting the individuals and communities we serve.”

Matthew Barber added: “By working closely with Thames Valley Police and using the full breadth of tools and partnerships available to us, we will ensure that the Thames Valley

remains a hostile place to those who seek to commit vehicle crime, protecting those who rely on their vehicles for their daily lives.”

The Vehicle Crime Strategy was launched today, Monday 18 May, at a tool marking event in Bracknell.

Tool marking for tradespeople is one of the key deliverables within the Vehicle Crime Strategy.

Tradespeople are significantly more likely to experience vehicle crime because their tools are seen as high-reward, low-risk targets for thieves. According to statistics from Wickes, 4 in 10 tradespeople have experienced tool theft across the UK.

Matthew Barber said: “Tool marking is one of the simplest ways tradespeople can protect themselves from tool theft.

“Since March, my office has distributed over 500 SelectaDNA tool marking kits to electricians, plumbers, carpenters and other traders across the Thames Valley, increasing the number of tools marked, making them less desirable to thieves and protecting more tradespeople’s tools and livelihoods.”

Download the full [Vehicle Crime Strategy here](#).

Rolling data on vehicle crime (and other crime types) in Thames Valley is available via the PCC’s [Data Hub](#).

Residents can also sign up to [TV Alerts](#) for regular crime updates, information about ongoing incidents and crime prevention advice relevant to their local area.