

To all members of the Finance and General Purposes Committee

Notice is hereby given and you are summoned to attend a meeting of the Finance and General Purposes Committee on Wednesday 17th April February 2024 at School Green Centre, commencing 19.30hrs.



Bruce Winton, Clerk
12th April 2024

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

Agenda

1. **Public Questions**
 - 1.1 To **RECEIVE** and **CONSIDER** public questions
2. **Apologies and declarations of members' interests**
 - 2.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
 - 2.2 To **RECEIVE** members' declarations of interest
3. **Minutes of the meeting on 21st February 2024**
 - 3.1 To **APPROVE** the minutes of the Finance and General Purposes Committee meeting on 21st February 2024 as a correct record of the meeting*
 - 3.2 To **CONSIDER** matters arising from the meeting on 21st February 2024
4. **Risk Register**
 - 4.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk on the Shinfield Parish Council Risk Register
5. **Financial reports**
 - 5.1 To **RECEIVE** and **NOTE** a report on bank reconciliations at 31st March 2024*
 - 5.2 To **RECEIVE** and **CONSIDER** the Booking reports as at 31st March 2024*
 - 5.3 To **RECEIVE** and **CONSIDER** the actual vs budget vs forecast expenditure as of 31st March 2024*
6. **Financial Reserves and CIL**
 - 6.1 To **RECEIVE** and **NOTE** an update on CIL*
 - 6.2 To **RECEIVE** and **NOTE** an update on Reserves *
 - 6.3 To **RECEIVE** and **CONSIDER** an update on historic S106 and CIL funds from the parish

7. Initial Audit Review for 2023/24

- 7.1 To **RECEIVE** and **CONSIDER** an update following the initial audit review for 2023/24*

8. Land Issues

- 8.1 To **RECEIVE** and **CONSIDER** a verbal update on Land Registrations including list of properties
- 8.2 To **RECEIVE** and **CONSIDER** a verbal update regarding lease of Ryeish playing fields
- 8.3 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding provision of community space in the north of the parish
- 8.4 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding Ryeish Green Pavilion
- 8.5 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding the Parish Hall Lease

9. Live Project Teams

- 9.1 To **RECEIVE** and **CONSIDER** a summary of the current position of live project teams/working parties*

10. Annual Grants Award Scheme

- 10.1 To **RECEIVE** and **CONSIDER** a proposal for revisions to the application process for the Annual Grant Scheme for 2024**

11. More effective working with ward Borough Councillors

- 11.1 To **RECEIVE** and **CONSIDER** options for more effective working with Borough Councillors post WBC elections in May 2024

12. PV Panels for the School Green Centre

- 12.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding the provision of additional PV at the School Green Centre

13. Dates of future Meetings

- 13.1 To **NOTE** the date of the next meeting which is 19th June 2024

* Paper attached

** Paper to follow

Item 3.1.



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Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 21st February 2024
At School Green Centre commencing at 19.30

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

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

24/FGP/1 Public Questions

1.1 There were no public questions.

24/FGP/2 Apologies and declarations of Members' Interest

2.1 There were apologies from Cllr Tatla for this meeting.

2.2 There were no declarations of members' interests.

24/FGP/3 Minutes of the Previous Meeting

3.1 The minutes of the committee meeting of 13th December 2023 were approved as a correct record and signed by Cllr. James.

Proposed: Cllr Montgomery

Seconded: Cllr Peer

Approved: Unanimously

24/FGP/4 Actions and Matters Arising

23/FGP/60 Clerk and Facilities Manager to develop a long-term maintenance plan

The Clerk advised that this would be completed in conjunction with the Facilities Manager before the latter left at the end of May 2024

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

23/FGP/60 Clerk to offer the school prize scheme to all schools in the parish

The Clerk advised that he would write to the schools in the parish to advise them that this scheme was being offered to them.

ACTION - Clerk to write to all the schools

23/FGP/62.1 Finance Manager to request a statement for the NS&I account for the next bank reconciliation.

This had been done.

23/FGP/64.2 Clerk to add Budgets to the agenda for the January Full Council meeting

This had been done.

23/FGP/65.2 Clerk to follow upon discussions regarding lease for Ryeish Playing Field with Craig Hoggeth.

This was on the agenda at Item 9.2

23/FGP/65.3 Clerk to investigate options for a community building on the ECMWF site with WBC

Chris Howard, WBC had advised that he would inform the owner of the site of our interest and make any applicants aware.

ACTION - Clerk to continue to follow up to Chris Howard

23/FGP/65.3 Clerk to investigate the feasibility of a mobile community space

As had been discussed at Full Council on 24th January the Clerk was to investigate the issues regarding such an approach and produce a Business Case for a future meeting.

23/FGP/65.4 Clerk to add the future of Ryeish Green pavilion to the agenda for the December Full Council meeting

This had been done.

23/FGP/65.5 Clerk to proceed with the formal extinguishing of the lease on the parish hall

This was on the agenda at Item 9.5.

23/FGP/66.1 Clerk to add the proposal for a Screening Facility at School Green Centre to the agenda for the December Full Council meeting.

This had been done and was also on the agenda at Item 10.1.

- 23/FGP/67.1 Finance Manager to arrange the movement of funds to CCLA and Lloyds Short-Term Deposit

This was on the agenda at Item 14.1.

24/FGP/5 Risk Register

5.1 Risk Register

The Clerk advised that he had reviewed the Risk Register and had no recommended changes to any of the risk items for consideration at this meeting.

24/FGP/6 Financial Reports

6.1 Bank Reconciliations

Cllr. James confirmed that he had reviewed the bank reconciliations to the end of January 2024 on 20th February and that all was in order. A copy of the reconciliation was presented to members, and this included the NS&I statement. Members **NOTED** the report.

6.2 Update on Bookings

The Clerk advised that he had produced a booking report to the end of January 2024 including advanced bookings already in the system for the remainder of the year. For prudence he had not included any additional future bookings for February or March 2024.

The Clerk advised that the School Green Centre continued to run ahead of budget (projected for the year was £124.3k up £4.3k/3.6% compared to a budget of £120k). Of this £101.8k (81.2% of the total projected income) was already achieved and the remaining £22.6k was confirmed bookings.

Spencers Wood Pavilion was also ahead of budget. Projected for the year was £50.1k up £2.1k/4.4% compared to a budget of £48.0k). Of this £41.6k (86.7% of the total projected income) was already achieved and the remaining £8.5k was confirmed bookings.

Members **NOTED** the report.

6.3 Actual compared to Budget and Forecast

Cllr James advised that the current forecast was now a favourable £83k for the year to 31st March and set out the main changes accounting for this. The surplus in the budget would be held in reserves against the anticipated shortfalls in 2025/26 and 2026/27 as been discussed at the previous meeting.

Cllr James thanked the staff for their efforts in establishing the Friday Fun Days as a successful part of what was on offer to residents.

24/FGP/7

Financial Reserves & CIL

7.1

Total CIL receipts for the parish were now £3,468.8k of which £2,136.4k has been spent leaving a balance of £1,332.4k.

The balance on current projects was £857.1k for Millworth Lane, £242.0k for Traffic Improvements and £54.8k for School Green with £178.5k yet to be allocated to a specific purpose.

There is approximately £563.8k anticipated in respect of future receipts. If these materialise this would result in a total of £742.3k yet to be allocated to projects.

It was anticipated that there would be some capital expenditure around High Copse (for example providing additional PV panels to reduce utility costs). Cllr Grimes suggested investigating grant schemes for both High Copse and other council buildings.

Members **NOTED** the report.

ACTION – Clerk to investigate potential grant funding for PV panels

7.2

The balance of reserves as at 31st January 2024 comprised CIL of £1,332.4k and other reserves of £226.2k giving a total of £1,558.6k

Members **NOTED** the report.

24/FGP/8

Review of Budget Setting process

8.1

Members agreed that the approach taken for setting the 2024/25 budgets including projecting for three years after that should be repeated for the next budget cycle with more involvement from councillors, and particularly the Chairs of Committees.

Cllr James had provided a briefing session for a fellow councillor on the budget process and suggested that a more formal session was provided for all councillors next year.

ACTION – Clerk to arrange a budget briefing session for all councillors as part of the budget process for 2025/26

24/FGP/9

Internal Audit Review for 2023/24

9.1

SPC's Internal Auditor conducted their Internal Audit Review on 5th and 7th February. The findings were:

- There had been an incorrect treatment of VAT on the Dementia group at the Manor Ground. The Finance Manager had corrected this
- The creation of a CCLA account had been noted in the minutes but the account had not yet been opened. This was a delay on the part of CCLA and the Finance Manager has been chasing
- Not all employees had received a contract of employment when they started. This related to front of house staff, and all have been issued with a contract
- The notice on the Exercise of Public Rights was published on the 3rd July which was a day late. According to the AGAR statement note this will need to be noted in the audit report (assertion M). The auditor will state that this was an administrative error and not indicative of any problems at the council

Members **NOTED** the report

24/FGP/10

Land Issues

10.1

Land Registrations

There had been no change to the status of any of the land registrations since the last meeting.

10.2

Draft Heads of Terms for a lease of Ryeish playing fields

WBC have now prepared draft Heads of Terms for both the Ryeish playing fields and for Deardon Field. Approval had already been given in principle to mutual leases and members approved proceeding on this basis.

ACTION – Clerk to confirm approval of the Heads of Terms with WBC

This led to a more general discussion on infrastructure expenditure and Cllr James would work with the Clerk to ascertain the exact status of S106 funding within the parish

ACTION – Cllr James and Clerk to complete an analysis of S106 expenditure within the parish

10.3 Provision of Community Space in the North of the Parish

Members were disappointed to hear that the WBC flat at Frensham Green was no longer available as a community facility as it was required for housing stock. The Clerk was asked to convey this to WBC.

ACTION – Clerk to write to WBC to express disappointment at the closing of the Frensham Green flat

ACTION – Clerk to add to the agenda for Full Council meeting

Members agreed that this increased the importance of SPC identifying a viable option for the provision of community space in the north of the parish. This may be via one or more of the following

- Investment in Whiteknights School
- Community Bus
- Potential for a community space within the ECMWF site
- Supporting groups at locations such as St Barnabas

ACTION – Clerk to develop business case and options for provision of community space in the north of the parish

10.4 Future of Ryeish Green Pavilion

We now have a clearer position regarding the Change of Class of Use but still need to confirm exactly what, if any, issues there are around access to the pavilion.

Once matters are resolved the issue will be put before Full Council again for a definitive decision on the pavilion.

ACTION – Clerk to continue to establish access requirements to Ryeish Green Pavilion

10.5 Parish Hall Lease

The Clerk had had not progressed this item

ACTION – Clerk to proceed with the formal extinguishing of the lease on the parish hall

24/FGP/11

Screening Facility in School Green Centre

- 11.1 Cllr Grimes advised members of the current proposal from Shinfield Studios which, due to structural challenges, would now need to be provided in the Ryeish Green room and not Pound Green room as originally intended. The Clerk had confirmed that this would be a viable arrangement.

Shinfield Studios have also confirmed that they would manage the work directly and all funding. The Studios had also produced a draft agreement for the provision of the facility.

Members agreed to support the proposal and recommend it to Full Council

ACTION – Clerk to add to the agenda for Full Council

24/FGP/12

Provision of Public Art

- 12.1 At the ACE meeting on 8th February three members of Art4Wokingham had attended to discuss their involvement in the provision of public art in the area to the north of the School Green Centre. The discussions led to a consensus that the developer funds available £8k would not result in a piece of public art which would be a significant merit to the parish. The ACE committee was therefore asking F&GP to consider supporting a project for public art up to a total of cost of £50k. The actual cost to SPC would be reduce by funds from the developer, grants and sponsorship raised for the project and income from events such as the Art Exhibition planned for February 2025.

ACTION – Clerk to add to the agenda for Full Council

24/FGP/13

Annual Grant Awards Scheme

- 13.1 The Clerk had prepared a paper reviewing the 2023 Annual Grant Scheme and recommending reprising the process for 2024 with some revised wording and an emphasis on encouraging new initiatives. Cllr Grimes suggested one amendment to the wording. Members voted to accept the paper subject to the amendment proposed by Cllr Grimes.

Proposed: Cllr Grimes
Seconded: Cllr Clarke
Approved: Unanimously

24/FGP/14

Redecoration of the Grazeley Room at School Green Centre

- 14.1 This would be the first call on the Sinking Fund and is intended to provide an additional element of robustness to reduce the frequency of future redecoration works. Members agreed to approve the work and to delegate future redecoration work to the Clerk up to a limit of £10k per annum subject to the work being within budget and part of the overall long-term maintenance programme for the building. The Clerk would also advise the Facilities committee of any such work.

Proposed: Cllr Peer
Seconded: Cllr Grimes
Approved: Unanimously

Cllrs Grimes and Clarke asked for a note from the Facilities Manager on the details of the redecoration

ACTION – Clerk to arrange for Cllrs Grimes and Clarke to receive a note on the details of the proposed redecoration of the Grazeley Room

24/FGP/15

Investment Policy

- 15.1 The Finance Manager was chasing CCLA to expedite the opening of the new account. She had also moved funds to the higher interest Lloyds bank account as agreed previously.

24/FGP/16

Catering at the School Green Centre

- 16.1 Cllr Peer advised that there had been 31 expressions of interest followed by six site visits and finally four tender submissions received by the deadline of 16th February 2024 at 1.00 p.m. The submissions were then opened and reviewed by a working party led by Cllr Peer with Cllrs Johnson & Tatla, the Clerk and Deputy Clerk in attendance.

Each was reviewed and assessed against the published criteria and weighting set out in the tender documentation. This had resulted in each of the members of the panel separately identifying two clear front runners and two which they did not feel should be consider for the contract.

It was proposed to invite the remaining two parties to attend a formal presentation and question session. The presentation would ask them to set out their vision for how the café (and its associated activities including marketing) would look six months after it opened. They would be asked to provide some samples of items that would appear on their menus and answer questions regarding their presentation and tender documentation.

24/FGP/17

Date of Next Meeting

- 17.1 Next meeting was scheduled for 17th April 2024.

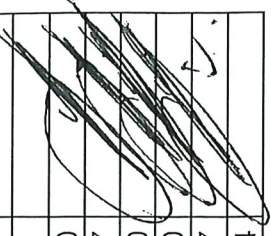
The meeting ended at 21.20

List of Actions

23/FGP/60	Clerk and Facilities Manager to commission a condition survey to establish long-term sinking fund requirements	Clerk Facilities Manager
23/FGP/60	Clerk to write to schools within the parish to offer funding for the school prize scheme	Clerk
23/FGP/65.3	Clerk to investigate options for a community building on the ECMWF site with Chris Howard at WBC	Clerk
24/FGP/7.1	Clerk to investigate potential grant funding for PV panels	Clerk
24/FGP/8.1	Clerk to arrange a budget briefing session for all councillors as part of the budget process for 2025/26	Clerk
24/FGP/10.2	Clerk to confirm approval of the Heads of Terms for Ryeish Playing Fields and Deardon Field with WBC	Clerk
24/FGP/10.2	Cllr James and Clerk to complete an analysis of S106 expenditure within the parish	Cllr James Clerk
24/FGP/10.3	Clerk to write to WBC to express disappointment at the closing of the Frensham Green flat	Clerk
24/FGP/10.3	Clerk to add to the closure of Frensham Green flat to the agenda for Full Council meeting	Clerk
24/FGP/10.3	Clerk to develop business case and options for provision of community space in the north of the parish	Clerk
24/FGP/10.4	Clerk to continue to establish access requirements to Ryeish Green Pavilion	Clerk
24/FGP/10.5	Clerk to proceed with the formal extinguishing of the lease on the parish hall	Clerk
24/FGP/11.1	Clerk to add the provision of a screening facility at the School Green Centre to the agenda for Full Council	Clerk
24/FGP/12.1	Clerk to add the provision of public art to the agenda for Full Council	Clerk
24/FGP/14.1	Clerk to arrange for Cllrs Grimes and Clarke to receive a note on the details of the proposed redecoration of the Grazeley Room	Clerk

Shinfield Parish Council - Reconciliation Cashbook to Accounts as at 31st March 2024

Item 5.1

Account	Statement Date	Balance Statement	Payments Pending/Cqs Clearing	To be Banked	Reconciled Balance	Financial System Omega	Signed Off
		£	£	£	£	£	
Lloyds Bank Current	31/03/2024	53,530			53,530	53,530	
Lloyds Instant Access Account	31/03/2024	648,177			648,177	648,177	
NS&I	31/03/2024 31/03/2024	1,000,000			1,000,000	1,000,000	
CCLA Public Deposit Fund	31/03/2024	103,000			103,000	103,000	
Petty Cash/Cash In Hand	31/03/2024	147			147	147	
	Total "Cash"	1,804,854	0	0	1,804,854	1,804,854	

Signed L James (Chairman F & GP)

Reconciliation to Reserves

Debtors	22,674
VAT Claim	3,798
Accruals	12,799
Creditors	-38,972
Damage / Holding Deposits	-2,513
Allotment Key Deposits	-465

Dated

12th April 2024

Net Current Assets

1,802,175

Balance on Reserves

1,802,175

Venue Bookings Information Report - 2023/24 - As at 31 March 2024

Item 5.2

Income - By Room by Month

School Green Centre

		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Grazeley	Actual	2,198	2,218	2,716	2,375	1,448	1,844	2,576	3,015	1,696	2,771	3,132	2,835	28,824
	Booked													0
	Projected													0
	TOTAL	2,198	2,218	2,716	2,375	1,448	1,844	2,576	3,015	1,696	2,771	3,132	2,835	28,824
Pound Green	Actual	2,952	3,426	3,987	4,109	1,829	3,333	4,219	4,670	2,625	5,171	3,199	3,690	43,210
	Booked													0
	Projected													0
	TOTAL	2,952	3,426	3,987	4,109	1,829	3,333	4,219	4,670	2,625	5,171	3,199	3,690	43,210
Ryeish Green	Actual	2,227	2,513	1,932	1,716	1,290	2,429	2,584	2,416	1,800	2,761	3,019	2,931	27,618
	Booked													0
	Projected													0
	TOTAL	2,227	2,513	1,932	1,716	1,290	2,429	2,584	2,416	1,800	2,761	3,019	2,931	27,618
Shinfield	Actual	116	51	175	255	117	191	149	222	198	280	305	462	2,521
	Booked													0
	Projected													0
	TOTAL	116	51	175	255	117	191	149	222	198	280	305	462	2,521
Spencers Wood	Actual	99	230	217	58	60	16	108	253	362	452	617	499	2,969
	Booked													0
	Projected													0
	TOTAL	99	230	217	58	60	16	108	253	362	452	617	499	2,969
Three Mile Cross	Actual	966	1,031	1,166	628	239	440	706	633	490	652	552	599	8,102
	Booked													0
	Projected													0
	TOTAL	966	1,031	1,166	628	239	440	706	633	490	652	552	599	8,102
Tower	Actual	1,147	835	901	980	0	946	689	692	530	937	686	820	9,161
	Booked													0
	Projected													0
	TOTAL	1,147	835	901	980	0	946	689	692	530	937	686	820	9,161
Other resources	Actual	199	166	245	285	245	183	375	328	163	544	438	375	3,544
	Booked													0
	Projected													0
	TOTAL	199	166	245	285	245	183	375	328	163	544	438	375	3,544
TOTAL FOR SGC	Actual	9,904	10,468	11,338	10,406	5,228	9,381	11,406	12,229	7,864	13,567	11,948	12,211	125,949
	Booked	0	0	0	0	0	0	0	0	0	0	0	0	0
	Projected	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL	9,904	10,468	11,338	10,406	5,228	9,381	11,406	12,229	7,864	13,567	11,948	12,211	125,949
Budget for 2023/24	Actual	3,592	6,159	5,921	5,005	5,390	9,303	13,171	12,345	8,846	9,006	9,194	11,089	99,018
	Booked													0
	Projected													0
	TOTAL	3,592	6,159	5,921	5,005	5,390	9,303	13,171	12,345	8,846	9,006	9,194	11,089	99,018
Projected Performance against Budget	Actual	6,312	4,309	5,418	5,401	(163)	78	(1,765)	(116)	(982)	4,561	2,754	1,122	26,931
	Booked													0
	Projected													0
	TOTAL	6,312	4,309	5,418	5,401	(163)	78	(1,765)	(116)	(982)	4,561	2,754	1,122	26,931

Venue Bookings Information Report - 2023/24 - As at 31 March 2024

Item 5.2

Income - By Room by Month

Spencers Wood Pavilion

Meeting Rooms	Actual Booked	731	1,349	2,154	1,198	590	1,375	786	2,898	1,600	1,221	1,669	1,675	17,247
	Projected													0
	TOTAL	731	1,349	2,154	1,198	590	1,375	786	2,898	1,600	1,221	1,669	1,675	17,247
	Prior Year Variance	838	1,203	950	1,380	660	1,265	1,428	1,720	1,180	908	1,257	1,383	14,169
Pre-School	Actual Booked	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	28,800
	Projected													0
	TOTAL	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	28,800
	Prior Year Variance	0	0	0	0	0	0	0	0	0	0	0	21,000	21,000
Car Service	Actual Booked	270	342	396	360	414	378	396	396	342	396	378	360	4,428
	Projected													0
	TOTAL	270	342	396	360	414	378	396	396	342	396	378	360	4,428
	Prior Year Variance	342	378	360	378	378	378	388	396	324	464	348	414	4,548
Other resources (PA, screen & projector)	Actual Confirmed	0	0	0	30	0	0	0	0	0	0	0	0	30
	Projected													0
	TOTAL	0	0	0	30	0	0	0	0	0	0	0	0	30
	Prior Year Variance	40	0	0	20	10	20	10	10	0	0	0	10	120
TOTAL FOR SWP	Actual Booked	3,401	4,091	4,950	3,988	3,404	4,153	3,582	5,694	4,342	4,017	4,447	4,435	50,505
	Projected	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL	3,401	4,091	4,950	3,988	3,404	4,153	3,582	5,694	4,342	4,017	4,447	4,435	50,505
	Prior Year Variance	1,220	1,581	1,310	1,778	1,048	1,663	1,826	2,126	1,504	1,372	1,605	22,807	39,837
Budget for 2023/24										VAT Inc		48000		
Projected Performance against Budget										VAT Inc		2,505		
Village Green & SW Rec	Actual - School Green	0	1,197	756	0	0	0	882	0	0	0	0	45	2,835
	Actual - SW Rec		0	25	20	25	25	25	25	25	75	50	45	340
	Projected													0
	TOTAL	0	1,197	781	20	25	25	907	25	25	75	50	45	3,175
Village Green & SW Rec	Actual Booked	0	1,080	810	0	0	0	907	25	25	75	50	45	1,890
	Projected													0
	TOTAL	0	1,080	810	0	0	0	907	25	25	75	50	45	1,890
	Prior Year Variance	0	117	(29)	20	25	25	907	25	25	75	50	45	1,285
Budget for 2023/24										VAT Inc		1200		
Projected Performance against Budget										VAT Inc		1,975		

Venue Bookings Information Report - 2023/24 - As at 31 March 2024

Item 5.2

Bookings - In Hours By room

School Green Centre

		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Grazeley	Actual Booked	87	114	146	118	74	96	129	146	102	119	145	135	1,410
	Projected													0
	TOTAL	87	114	146	118	74	96	129	146	102	119	145	135	1,410
	Prior Year Variance	46	70	81	77	77	89	142	142	85	117	97	130	1,152
Pound Green	Actual Booked	105	124	165	125	81	122	142	155	121	169	118	128	1,553
	Projected													0
	TOTAL	105	124	165	125	81	122	142	155	121	169	118	128	1,553
	Prior Year Variance	48	66	56	55	54	194	113	144	102	124	118	149	1,224
Ryeish Green	Actual Booked	118	135	105	97	71	108	128	116	129	128	152	142	1,427
	Projected													0
	TOTAL	118	135	105	97	71	108	128	116	129	128	152	142	1,427
	Prior Year Variance	66	93	78	63	68	78	139	103	98	107	119	109	1,119
Shinfield	Actual Booked	18	18	38	43	22	33	30	36	53	44	50	61	446
	Projected													0
	TOTAL	18	18	38	43	22	33	30	36	53	44	50	61	446
	Prior Year Variance	22	13	12	16	50	42	62	43	41	33	27	37	398
Spencers Wood	Actual Booked	9	39	48	43	7	4	10	42	66	50	73	53	443
	Projected													0
	TOTAL	9	39	48	43	7	4	10	42	66	50	73	53	443
	Prior Year Variance	9	7	5	5	22	50	36	76	80	49	18	22	377
Three Mile Cross	Actual Booked	80	87	109	63	24	40	67	70	83	66	63	60	812
	Projected													0
	TOTAL	80	87	109	63	24	40	67	70	83	66	63	60	812
	Prior Year Variance	41	30	27	32	34	59	77	99	74	97	66	111	747
Tower	Actual Booked	56	104	84	67	16	61	53	56	57	59	47	68	726
	Projected													0
	TOTAL	56	104	84	67	16	61	53	56	57	59	47	68	726
	Prior Year Variance	28	28	15	9	9	52	197	61	57	53	42	65	614
Other resources	Actual Booked	83	84	89	108	67	52	101	97	37	130	142	104	1,092
	Projected													0
	TOTAL	83	84	89	108	67	52	101	97	37	130	142	104	1,092
	Prior Year Variance	6	13	35	53	111	68	172	143	89	98	85	77	951
TOTAL FOR SGC	Actual Booked	555	704	783	662	360	517	659	718	646	766	789	751	7,908
	Projected	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL	555	704	783	662	360	517	659	718	646	766	789	751	7,908
	Prior Year Variance	265	320	309	311	425	630	938	811	625	678	572	699	6,582
		290	384	475	350	(65)	(113)	(279)	(93)	21	88	217	52	1,325

Venue Bookings Information Report - 2023/24 - As at 31 March 2024

Item 5.2

Bookings - In Hours By room

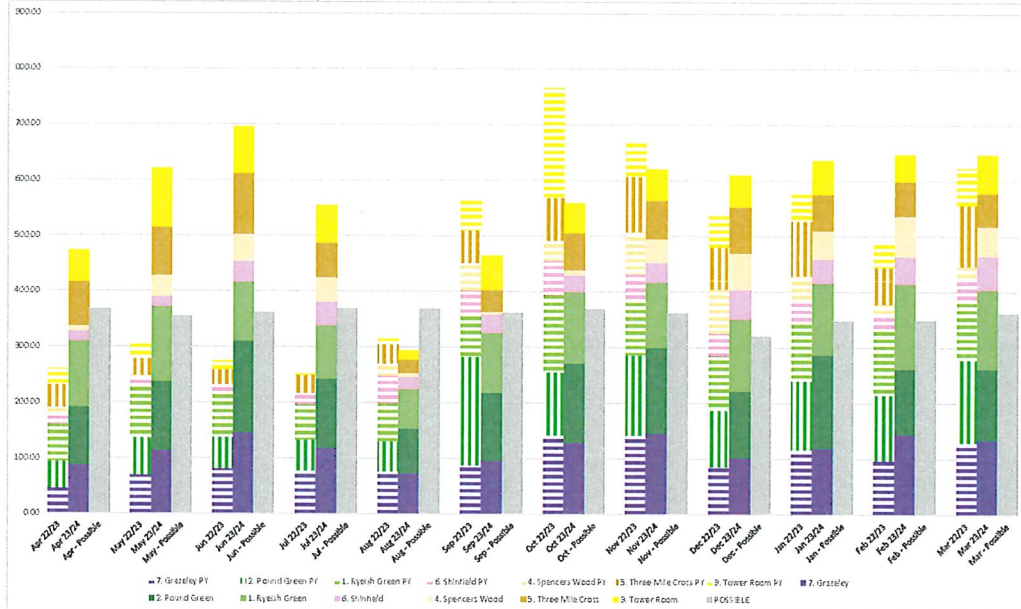
Spencers Wood Pavilion

Meeting Rooms	Actual Booked	84	133	195	94	28	122	80	164	82	73	98	93	1,245
	Projected													0
	TOTAL	84	133	195	94	28	122	80	164	82	73	98	93	1,245
	Prior Year Variance	92	120	109	113	88	131	136	168	111	114	123	138	1,440
		(8)	14	87	(18)	(60)	(9)	(56)	(4)	(30)	(41)	(26)	(45)	(196)
Pre-School	Actual Booked													0
	Projected													0
	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0
	Prior Year Variance	0	0	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0	0
Car Service	Actual Booked	55	93	79	72	83	76	79	79	67	77	76	72	906
	Projected													0
	TOTAL	55	93	79	72	83	76	79	79	67	77	76	72	906
	Prior Year Variance	59	65	62	65	65	82	77	79	146	93	68	83	942
		(5)	28	17	7	18	(6)	3	0	(79)	(16)	8	(11)	(36)
Other resources (PA, screen & projector)	Actual Confirmed	0	0	1	5	0	14	0	0	0	0	0	4	24
	Projected													0
	TOTAL	0	0	1	5	0	14	0	0	0	0	0	4	24
	Prior Year Variance	8	9		7	6	9	4	3	13			7	66
		(8)	(9)	1	(2)	(6)	5	(4)	(3)	(13)			(3)	(42)
TOTAL FOR SWP	Actual Booked	139	226	275	171	111	211	159	243	148	150	174	169	2,174
	Projected	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL	139	226	275	171	111	211	159	243	148	150	174	169	2,174
	Prior Year Variance	159	194	171	184	159	221	217	250	270	206	191	228	2,448
		(20)	32	105	(13)	(48)	(10)	(58)	(7)	(122)	(57)	(18)	(59)	(274)
Village Green & SW Rec	Actual - School Green	8	166	92	3		19	104	0	0	0	0	0	393
	Actual - SW Rec		1	14	4	4	12	39	22	47	72	53	35	303
	Projected													0
	TOTAL	8	167	106	7	4	31	143	22	47	72	53	35	696
	Prior Year Variance	8	137	65		9	9							220
			30	41	7	(5)	22	143	22	47	72	53	35	476

Utilisation Rates By Room

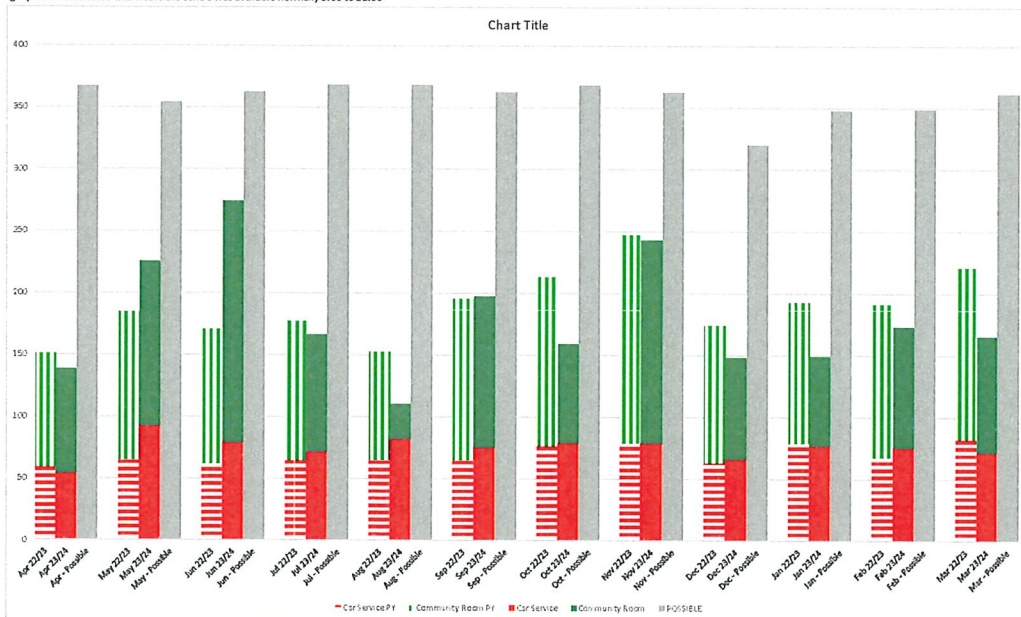
School Green Centre

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



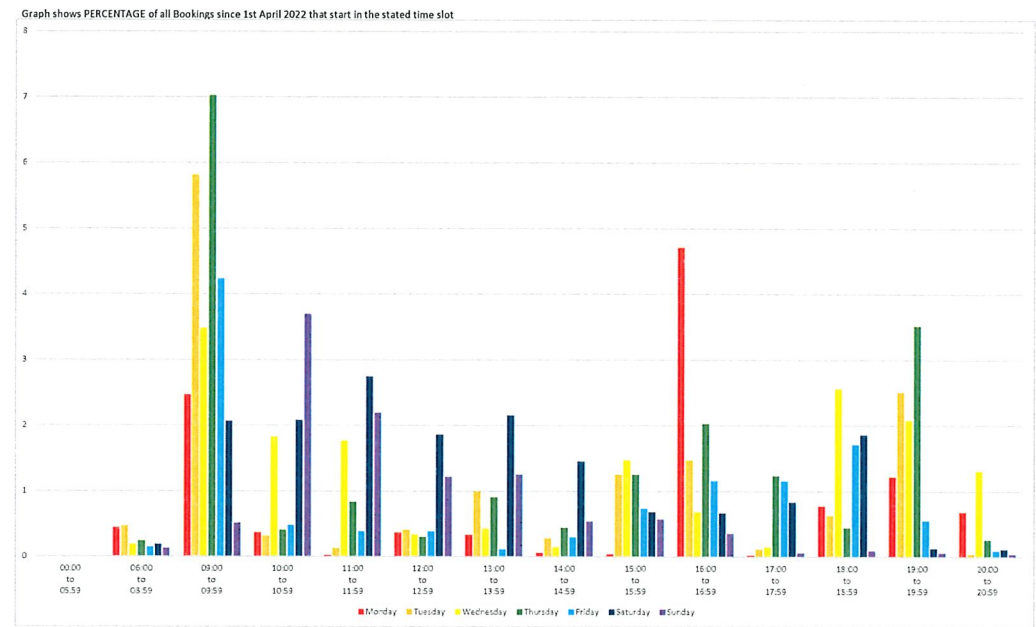
Spencers Wood Pavilion

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

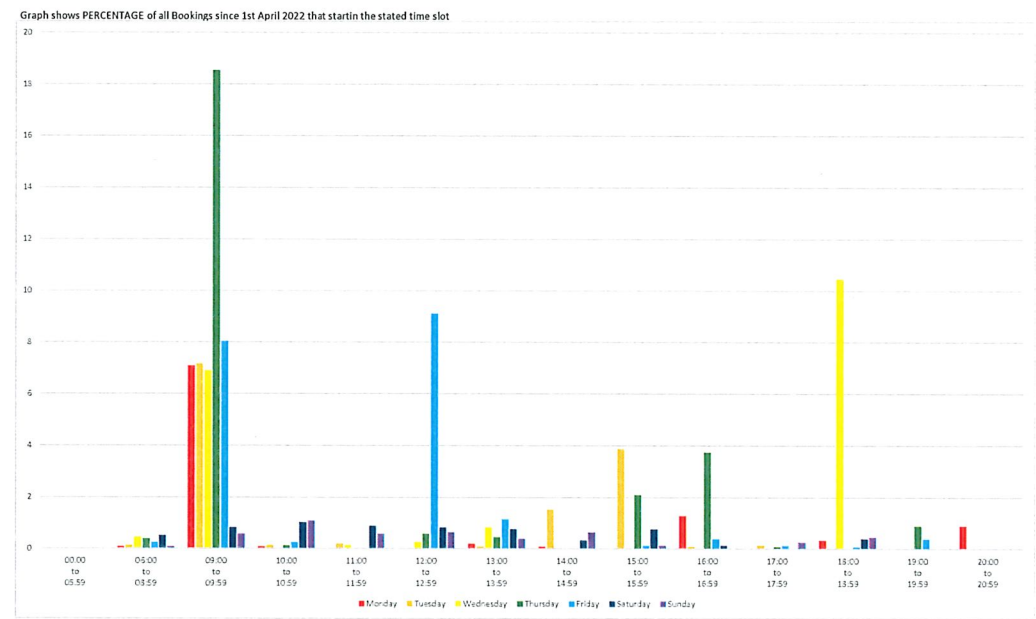


Analysis of Start time for Bookings

School Green Centre



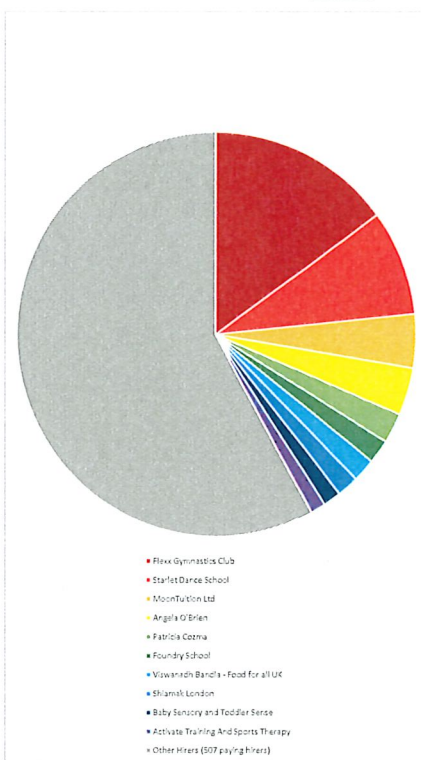
Spencers Wood Pavilion



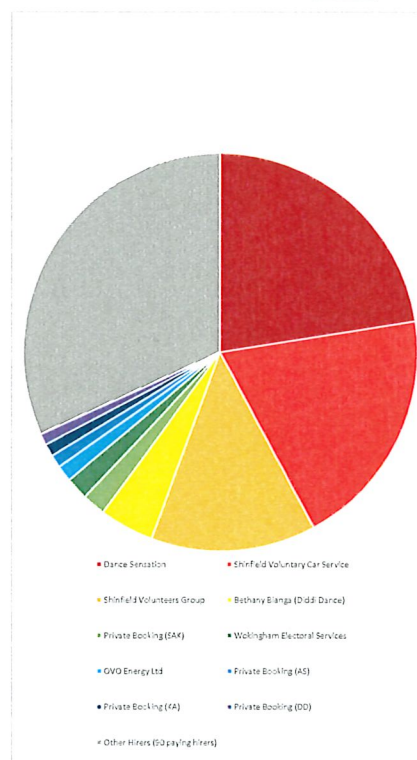
Income from Main Hirers - since 1st April 2022

School Green Centre

Rank		£
1	Flexx Gymnastics Club	33860
2	Starlet Dance School	19149
3	MoonTuition Ltd	9778
4	Angela O'Brien	8635
5	Patricia Cosma	5470
6	Foundry School	4346
7	Viswanadh Bandla - Food for all UK	4292
8	Shiamak London	3965
9	Baby Sensory and Toddler Sense	3280
10	Activate Training And Sports Therapy	2776
	Other Hirers (507 paying hirers)	131394
		<u>226944</u>

Spencers Wood Pavilion

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



	Budget	Outturn 2023/2024	Final Variance 2023/2024	Forecast Variance January
101Parish Council administration	-194,080	-179,674	14,406	13,389
102Precept	599,570	599,570	0	0
103CIL	0	0	0	0
104To Major Repairs Fund	-30,000	-30,000	0	0
201School Green Centre	-137,840	-67,557	70,283	69,069
202Ryeish Pavilion & sports pitch	-1,300	-9,419	-8,119	-8,197
203Spencers Wood Pavilion	800	-2,949	-3,749	6,255
204Playgrounds	-6,400	-6,231	169	-1,000
205Deardon Field	0	-600	-600	0
205Street furniture & open spaces	-72,300	-55,031	17,269	6,606
206Allotments	-1,500	-3,555	-2,055	-112
208Youth Services	-15,100	-11,942	3,158	2,899
209Facilities Management	-94,350	-106,731	-12,381	-14,292
210Millworth Recreation Grd	-2,100	-7,109	-5,009	-1,400
213The Manor Ground	0	-33	-33	5,965
401Communications	-6,000	-4,346	1,654	1,754
402Community development	-4,000	-7,892	-3,892	-5,000
501Street lighting	-8,700	-6,627	2,073	1,100
502Planning reviews	-6,700	-4,084	2,616	3,666
601Community Grants	-20,000	-13,310	6,690	2,532
Grand Total	0	82,480	82,480	83,234

Date Paid to SPC	Funding Received				Spent	UnSpent	Anticipated Future Funding				
	Pre Apr 22	Apr-22	Oct-23	TOTAL			Apr-24	Oct-24	Apr-25	Oct-25	TOTAL
Previously Received Stanbury House	3,176,693	115,915	176,217	3,468,825			280,395	0	140,198	143,175	420,593
Other Minor Developments	3,176,693	115,915	176,217	3,468,825			280,395	0	140,198	143,175	563,768
TOTAL CIL RECEIPTS				<A							C
Millworth Lane Playground	97,514			97,514	97,514	0					0
Spencers Wood Pavilion	406,008			406,008	406,008	0					0
School Green Centre	1,364,830			1,364,830	1,364,830	0					0
Lap Tops	12,916			12,916	12,916	0					0
Bollards	19,966			19,966	19,966	0					0
Spencers Wood Recreation Grid	133,670			133,670	133,670	0					0
The Manor Cricket Ground	34,029			34,029	34,029	0					0
Allotments	33,331			33,331	33,331	0					0
St Marys Community Hall	0		7,902	7,902	7,902	0					0
Shinfield Players - Grant	20,000			20,000	20,000	0					0
Millworth Lane	860,000		60,000	920,000	6,730	913,270					
School Green	58,063	16,937		75,000	20,133	54,867					
Transport Strategy	136,366	98,978	14,656	250,000	8,000	242,000					
TOTAL ALLOCATIONS	3,176,693	115,915	82,558	3,375,166	B>	2,165,029	0	0	0	0	0
UNALLOCATED TO ANY SPECIFIC PROJECT	0	0	93,659	93,659			280,395	0	140,198	143,175	657,427
Expires	Apr-27	Oct-28					Apr-29	Oct-29	Apr-30	Oct-30	
BALANCE ON CIL CASH RESERVE (A-B)				A-B>	1,303,796						
					When funding was received						
					What future funding is expected						
					What has been spent and is left to be spent on individual projects						
					Theoretical balance of CIL available for new projects						

Update Reserves - Balances held at 31st March
2024

Item 6.2

Reserve	Balance B/Fwd 1st April 2023	Expenditure in Year	Receipts	Balance as at 21st February 2024	Committee	Purpose	Estimated Life	Source of Funds -
Community Infrastructure Levy	1,467,876	-340,297	176,217	1,303,796	F & GP	Infrastructure Schemes		Developers Contributions - CIL
Allotment Improvements	15,572	-15,572		0	Facilities	Improvements finalised	10 years	University £70,000 (2022) & \$106 Developers Contributions £15,572 (2023)
Deardon Allotments	70,000			70,000	Facilities	Sum deposited by Reading University if demand for allotments requires an extension to Deardon Way site	10 Years	University £70,000 (2022)
Sinking Fund	72,966	93	30,000	103,059	F & GP	Funds set aside for planned future major repairs / refurbishments		Annual Contribution from Revenue and Interest on Investment paid direct to Lloyds Bank
Highways / Footpaths	32,000	-30,432		1,568	P & H	Invoice received from University for Footpath 11 and paid.	1 Year	
Planning	23,500			23,500	P & H	Unexpected Costs incurred for planning advice and contribution to appeals	Ongoing	Revenue Underspend 2020/21
Website	10,000			10,000	F & GP	Further Development of Website required for expanding the Parish and rebranding.	1 Year	Revenue Underspend 2020/21
Youth Initiatives	11,000	-910		10,090	R & A	To fund one off initiatives to educate and support the youth population - paid for coach trip	1 Year	Revenue Underspend in 2019/20
Parish Election	8,000			8,000	Full Council	To be reviewed as part of the final accounts process	Ongoing	Increased in 2022/2023 based on Estimated Cost
Total	1,710,914	-387,118	206,217	1,530,013				

Item 71

Claire Connell MA, ACA, CTA

Chartered Accountant and Chartered Tax Adviser

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Earley

Reading RG6 7LT

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Email: accounts@claireconnell.co.uk

Mr Bruce Winton
Clerk to Shinfield Parish Council
Shinfield Parish Hall
School Green
Shinfield
Berkshire RG2 9EH

15th March 2024

Dear Bruce

Internal audit for the year ended 31st March 2024 – interim report

Local councils are required to have an internal audit of their accounting records and their system of internal control by Regulation 5 of the Accounts and Audit Regulations 2015.

I visited the offices in February 2024 and my internal audit testing was based on the guidelines included in the revised JPAG Governance & Accountability Practitioners Guide. Initial discussions with yourself and Jane Mason established any changes in the internal controls in place and a series of tests using the financial records, vouchers, minutes, previous audit reports etc were conducted to establish the effectiveness of these controls.

Further work will be required after the year end to review the final accounts and complete the outstanding audit review.

Overall conclusion

Generally, the financial records continue to be well maintained and appear complete and fit for purpose.

The Council did not publish the notice for the period of exercise of public rights in advance of the commencement of that period as required by the relevant legislation. I am therefore unable to state that assertion M has been met. This is clearly a one-off administrative error and I do not believe that it is indicative of problems at the Council.

Detailed report (structured around the questions in section 1 of the Annual Return)

As part of the testing I checked:

- A. Appropriate books of account kept properly throughout the year**
 - The accounts have been maintained in RBS Omega which has an integrated allotment package, together with a sales and purchase ledger.
 - Invoicing for room hire is carried out using the RBS Bookings package.
- B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for**
 - A sample of payment invoices was checked to ensure that they had been approved, correctly paid and VAT treated correctly.
 - The procedures for obtaining quotations were reviewed.

No issues arose during the tests and reviews.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these

- Standing Orders and Financial Regulations were reviewed. The Standing Orders were last updated in April 2021. The Financial Regulations were updated in 2018. A new model template for the Financial Regulations is due to be published in March 2024 and I suggest that the Financial Regulations are reviewed once this is available.
- Council minutes were scrutinised
- The risk register was reviewed. I understand that a new process has been adopted so that this is formally adopted at each Annual Parish Meeting and then updated during the year where necessary.

Outstanding audit work:

- Insurance cover will be reviewed at the final visit.

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

- The reporting of financial results and monitoring of actual against budget was reviewed. Quarterly reports were reviewed by the Finance & General Purposes (F&GP) Committee.
 - The budget setting process for 2024-25 was complete at the time of my visit and appeared thorough.
- Final out-turn against budget will be reviewed at the final visit.

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

The following areas were checked and no issues arose apart from the application of VAT for one hirer:

- The precept was agreed to Council minutes
- CIL income was agreed to bank statements and remittance advice notes
- Hall hire, rental income and allotment income were reviewed and tests checks carried out

Comments

- VAT had been incorrectly applied to one customer who was renting room space in a pavilion. This is in the process of being corrected and was an isolated error.

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

- Petty cash transactions are very low in number and value and are supported by receipts

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

- Payroll has continued to be prepared in house using 12Pay payroll software.
- A sample of pay and deductions was checked and no issues arose. The update for the change in National Insurance rates in January 2024 had been correctly implemented.

H. Fixed assets register properly reflects the Council's assets

- The fixed asset register is maintained on Rialtas and this will be reviewed after the year end.

I. Periodic and year-end bank reconciliations properly carried out

- Bank reconciliations are prepared on a timely basis. These are reviewed regularly by a Councillor and this is reported to the F & GP committee.

- J. **Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cashbook, supported by an adequate audit trail and debtors & creditors were properly recorded**
- The accounting statements will be reviewed after the year end.
- K. **Correct declaration of exemption from limited assurance review in 2022/23**
- Not applicable – the Council was subject to a limited assurance review in 2022/23.
- L. **The authority published the required information on a free to access website up to date at the time of the internal audit in accordance with the relevant legislation**
- This will be reviewed at the final visit as it is quite possible that the wording of this assertion may yet change.
- M. **The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations**
- The exercise was carried out for the correct length of time.
 - The Accounts and Audit Regulations specify that the exercise of public rights cannot start until one day after the notice and AGAR have been published on the Council website. Unfortunately these documents were published on 3rd July which was the first day of the relevant period and thus the Council has not correctly provided for the period for the exercise of public rights.
- N. **The authority has complied with the publication requirements for 2022/23 AGAR**
- Yes, the relevant documents were published at the correct time.
- O. **The council met its responsibilities as a trustee of trust funds**
- Shinfield Parish Council is not a trustee of any trust funds.

I trust that these comments are self-explanatory, but please do not hesitate to contact me if councillors would like further details. I should like to thank the Council staff for their assistance during my work.

Yours sincerely



Claire Connell

Project Team Summary report

As At 12th April 2024

Project Team	Membership	Last Mtg	Next Mtg	Comments
Art Exhibition	N Masseron I Montgomery D Peer S Herring B Winton D Cotton	09/01/2024	22/04/2024	Broad outline and dates for event set. Test of display panel arrangements carried out Next meeting to focus primarily on Marketing plan for the event
Catering	B Johnson D Peer R Tatla P Gudge S Herring B Winton	15/03/2024	N/A	Recommendation made to Full Council on 27/3/24 No further meetings planned
Education	A Grimes R Hoyle L James D Lias I Montgomery R Tatla S Herring B Winton P Bray A Gray M Zhang A Lamping	27/02/2024	Post WBC May Elections	Last meeting covered Oakbank Ofsted report and Anthem Trust/WBC response to it Also discussed situation regarding buses from September 2024 SPC letter sent to DfE Regional Director - no response received Next meeting to take place following WBC elections
Traffic	L James B Johnson D Lias D Peer R Tatla B Winton I Fullerton	05/03/2024	May	Detailed Action list provided to and agreed by WBC Progress report promised by WBC by end of April WBC also promised an in-person report with C Easton Next meeting in May to consider update from WBC
Shinfield North Options	C Fernandes L James Z Matic I Montgomery R Tatla B Winton	05/03/2024	TBC	Whiteknights not financially viable ECMWF site very unlikely and not a great location even if it were available Support for use of St Barnabas as required (currently WBC are making alternative arrangements for activities displaced from Frensham Green) Clerk to explore option of bus but Southampton based company no longer accepting work. Attempting to identify alternative provider
Sports	I Clarke L James P Gudge B Winton T Grover	12/03/2024	TBC	Design incorporating 3g court identified and approved at Full Council on 27/3/24 T Grover working on more detailed drawings to manage other elements of cost Once available further meeting required Next step would be to apply for planning permission
School Green	P Jahromi L James R Tatla P Gudge S Herring	03/08/2023	TBC	Replacement of bollards implemented Planning permission required for screens at northern (Car Park) end of School Green - Currently with WBC

Project Team

Membership

Last Mtg

Next Mtg

Comments

Engagement	A Grimes B Johnson N Masseron I Montgomery S Herring L Hope P Gudge B Winton	11/03/2024	TBC	Agreed at last meeting to identify training provider who could run session for members and officers on how to engage more effectively with residents. Meeting with training company was not satisfactory and alternative training provider being sought.