Clerk: Bruce Winton
Shinfield Parish Hall
School Green
Shinfield
Reading
RG2 9EH
Tel: (0118) 988 8220
E-mail: clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

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 15th April 2026 at School Green Centre, at 19.30

Bruce Winton, Clerk
10th April 2026

Members: N Boyer, L James (Chair), B Johnson, N Masseron, Z Matic, I Montgomery, A Pollock, D Peer
Invited: All other Councillors of Shinfield Parish Council

Agenda

17. Public Questions
- 17.1 To **RECEIVE** and **CONSIDER** public questions

18. Apologies and declarations of members' interests
- 18.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
- 18.2 To **RECEIVE** members' declarations of interest and Related Person Interests

19. Update on Financial Position, context and future income streams for Sports Venues
- 19.1 To **RECEIVE** and **CONSIDER** an update on the financial position for High Copse, Manor Ground and Millworth Lane sports venues*
- 19.2 To **RECEIVE** and **CONSIDER** the current position regarding Millworth Lane Refurbishment and High Copse future development
- 19.3 To **RECEIVE** and **CONSIDER** an update on Ryeish Green Pavilion Working Party to identify options that may come forward for consideration
- 19.4 To **RECEIVE** and **NOTE** an update on CIL*
- 19.5 To **RECEIVE** and **NOTE** an update on Reserves*
- 19.6 To **RECEIVE** and **CONSIDER** potential resurfacing of Millworth Lane roadway
- 19.7 To **RECEIVE** and **CONSIDER** seeking VAT advice on the treatment for High Copse Pavilion and Millworth Lane when refurbishment starts
- 19.8 To **RECEIVE** and **CONSIDER** seeking specialist advice on whether to challenge rateable values for High Copse
- 19.9 To **RECEIVE** and **CONSIDER** the current Long-Term Maintenance Plan*

20. Minutes of the meeting on 18th February 2026
- 20.1 To **APPROVE** the minutes of the Finance and General Purposes Committee meeting on 18th February 2026 as a correct record of the meeting*
- 20.2 To **CONSIDER** matters arising from the meeting on 18th February 2026

Shinfield Parish includes the communities of Grazeley, Ryeish Green, Shinfield North, Shinfield village, Spencers Wood and Three Mile Cross.

LOCAL COUNCIL AWARD SCHEME FOUNDATION

LOCAL COUNCIL AWARD SCHEME FOUNDATION

21. Risk Register

21.1 To **RECEIVE** and **CONSIDER** an update on the Council Risk Register*

22. Cost Apportionment

22.1 To **RECEIVE** and **NOTE** an initial draft of the cost apportionment between core council and discretionary items (this item will be introduced at the meeting)

23. Interim Audit Report

23.1 To **RECEIVE** and **CONSIDER** the Interim Audit report for 2025/26*

24. Financial reports

24.1 To **RECEIVE** and **NOTE** a Bookings Report to 31st March 2026*

24.2 To **RECEIVE** and **NOTE** a report on the bank reconciliation at 31st March 2026

24.3 To **RECEIVE** and **CONSIDER** the forecast of outturn position as at 31st March 2026

25. Corporate Governance Working Party

25.1 To **RECEIVE** and **CONSIDER** an updated Financial Procedures*

25.2 To **RECEIVE** and **CONSIDER** a paper proposing to amend the Standing Orders for the following*:

25.2.1 To revert to a single Vice-Chair for the Council

25.2.2 To remove the Chair's Allowance

25.3 To **RECEIVE** and **CONSIDER** a debit card for Finance Manager to allow withdrawal of petty cash due to the closure of the nearest bank in June.

26. Land Issues

26.1 To **RECEIVE** and **CONSIDER** a verbal update on the following items

26.1.1 Land Registrations including list of properties

26.1.2 Lease of Ryeish playing fields and Deardon Way Fields

26.1.3 Parish Hall Lease

26.1.4 Assets of Community Value

26.1.5 Millworth Lane purchase

27. Live Project Teams

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

28. Public Art

28.1 To **RECEIVE** and **CONSIDER** a verbal update on the Public Art project

29. Capital Grant Request

29.1 To **RECEIVE** and **CONSIDER** a capital grant application from Oakbank School*

30. Microgeneration

30.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding microgeneration

31. Communication

31.1 To **RECEIVE** and **CONSIDER** any communications received.

32. Date of next Meeting

32.1 To NOTE the date of the next scheduled meeting which is 17th June 2026

* Paper attached/** Paper to follow

19.1

HIGH COPSE

* ORIG means the figure issued to Full Council for their meeting on 18th December 2024 where the lease for High Copse was approved
** BUD means the budget figure set for FY 2026/27 at Full Council on 28th January 2026
*** FOO means Forecast of Outturn and relates to significant changes since the 2026/27 budget was approved
****POT means a potential budget for 2027/28 on the basis of currently available information

Income

	2025-26 ORIG*	2025-26 FOO	Variance	Jan-25 2026-27 ORIG*	Jan-26 2026-27 BUD**	2026-27 FOO***	2027-28 ****POT	Notes (from Dec 2024)	Notes (Current)
Rental Income	21,000	18,640	(2,360)	24,000	24,000	23,700	23,700	Dementia Care Group - expected to move in on manor Ground rate initially and then to be increased	
Football	30,800	6,000	(24,800)	30,800	23,400	20,350	20,350	Assumes 2 matches per pitch twice a week 35 weeks p.a. in 2025/2026 season played approx 20wks 1 day only	37 weekends in a full season inc 3v3 pitches (4 junior + 2 adult matches per weekend)
Cricket		0	0	12,000	12,000	5,000	13,000	Based on Manor Ground income from cricket club	Based on SCC offer - rises to £13k+ from 2027/28
Changing Room Hire	1,400	0	(1,400)	2,800	0	0	0	Assumed partial use of changing rooms	Assumption now is that included in pitch hire whether used or not
Other Room Hire	1,380	10,655	9,275	2,760	15,400	26,000	32,000	Hours of hire 40/80/120/120 at an average of the weekend and weekday rates for Pound Green Room (£Per Hour) £32 and £39 (weekends)	Now based on 4 actual long-time plus improved knowledge of other potential business
Use of Land for Marquee	900	0	(900)	1,800	900	0	0	Assume rental fee of £150 per set up /Strike day & £600 for event day. Marquee direct from supplier	Assume included in overall Other Room Hire figure
Use of Building with Marquee	100	0	(100)	200	100	0	0	For access to Toilets etc. £100 per event	Assume included in overall Other Room Hire figure
Bar/Catering	1,000	175	(825)	3,000	1,000	500	500	Assumes rental from external caterer using Crumbs as a basis and pro-rata	For now assumes rental of space to sports clubs rather than direct operation of the venue
	56,580	35,470	(21,110)	77,360	76,800	75,550	89,550		

Expenditure

	2025-26 ORIG*	2025-26 FOO	Variance	2026-27 ORIG*	2026-27 BUD**	2026-27 FOO***	2027-28 ****POT	Notes (from Dec 2024)	Notes (Current)
Cleaning	8,600	6,501	2,099	8,600	6,000	4,800	4,800		
Cleaning Consumables		1,608	(1,608)	0	1,000	2,000	2,000		
Deep Clean Kitchen		1,525	(1,525)	0		1,000	1,000		
TOTAL CLEANING	8,600	9,634	(1,034)	8,600	7,000	7,800	7,800		
Football Maintenance	39,600	8,101	31,499	39,600	19,445	11,445	11,445	Based on quote (includes £4.4k for items marked "if required")	2026/27 includes £8k saving if SRFC take on some of the grounds maintenance
Cricket Maintenance	0	12,452	(12,452)	9,700	29,885	29,885	29,885	Based on lowest received quote	
Other Grounds Maintenance	5,000	0	5,000	5,000	5,000	5,000	5,000		
TOTAL GROUNDS MAINTENANCE	44,600	20,553	24,047	54,300	54,330	46,330	46,330		
Furniture & Fittings		1,073	(1,073)		1,000	500	500		
Business Rates	3,900	15,638	(11,738)	3,900	13,200	11,602	11,602	Original assumption was would be double Manor Ground	Since higher rate was advised there has been a national review of rates resulting in a slight reduction
Broadband	500	1,110	(610)	500	600	600	600		
Electricity	5,000	23,000	(18,000)	7,500	10,000	10,000	10,000	Based on consumption at Other sites	Now aware that PV panels have not been contributing to the power ssupply for the venue
Gas		5,200	(5,200)		5,000	5,000	5,000	Based on consumption at Other sites	
TV Licence	200	175	25	200	200	200	200		
Water	1,500	5,000	(3,500)	1,500	4,500	4,500	4,500	Original assumption based on Manor Ground	
Responsive Repairs and minor works	1,000	515	485	1,000	200	1,000	1,000		
Commercial Waste	750	778	(28)	1,000	1,000	800	800	Assumes 1 large bin collection bi-weekly until sports start then weekly	
Contracts & Servicing		2,083	(2,083)		2,000	3,500	3,500		Alarms and fire alarms etc.
Other Miscellaneous Costs	2,000	362	1,638	2,000		500	500		
Lease		100	(100)			100	100		
	68,050	85,221	(17,171)	80,500	99,030	92,432	92,432		
Surplus/(Defecit)	(11,470)	(49,751)	(38,281)	(3,140)	(22,230)	(16,882)	(2,882)		

19.1

MANOR GROUND

* BUD means the budget approved by Full Council in January 2025
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Income

	2025-26 *BUD	2025-26 FOO	Variance	2026-27 *BUD	2026-27 **BUD	2026-27 ***FOO	2027-28 ****POT		Notes (Current)
Football	1,700	5,530	3,830		3,500	3,500	3,500	2025-26 inlcudes arreas for 2024-25. All fully paid up	
Cricket	8,000	8,000	0	8,000	10,000	10,000	10,000		
Other Room Hire	300	8,385	8,085	2,000	13,400	13,400	7,000		This is based on one hirer Monday to Thursday in term time. Assumes continues through 2026/27 but replaced by other hirers after that
	10,000	21,915	11,915	10,000	26,900	26,900	20,500		

Expenditure

	2025-26 *BUD	2025-26 FOO	Variance	2026-27 *BUD	2026-27 **BUD	2026-27 ***FOO	2027-28 ****POT		
Cleaning	2,300	2,739	(439)	2,300	2,500	2,500	2,500		
Grounds Maintenance		18,963	(18,963)		18,660	17,550	17,550	2025-26 included element for pitch recovery as correct regime had not been maintained	
Other Grounds Maintenance	2,450		2,450	2,450					
Business Rates		1,946	(1,946)		1,700	1,881	1,881		Rateable Revaluation added £900
Broadband	400	370	30	400	400	400	400		
Utilities		3,190	(3,190)		1,500	1,500	1,500	Solar panels have been damaged by cricket balls	Potential to replace PV and add battery storage
TV Licence		175	(175)		175	175	175		
Water		2,743	(2,743)		3,000	2,700	2,700		
Responsive Repairs and minor works	1,000	752	248	1,000	1,000	500	500		
Commercial Waste	500	400	100	500	400	400	400		
Other Miscellaneous Costs		113	(113)		100	100	100		
	6,650	31,391	(24,741)	6,650	29,435	27,706	27,706		
Surplus/(Defecit)	3,350	(9,476)	(12,826)	3,350	(2,535)	(806)	(7,206)		

19.1

Millworth Lane

* BUD means the budget approved by Full Council in January 2025
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****POT means a potential budget for 2027/28 on the basis of currently available information

Income

	2025-26 *BUD	2025-26 FOO	Variance	2026-27 *BUD	2026-27 **BUD	2026-27 ***FOO	2027-28 ****POT		Notes (Current)
Football	0	0		0	0	0		Current arrangement is no charge for football if SRFC maintain pitch	
Other Income		1,000							
Sports Park	10,700			21,400			120,000		Padel Courts Only
Tennis					2,500	2,500	2,500		
Tennis Arrears					4,000	4,000	0		
Fitness					2,500	2,500	5,000		
	10,700	1,000		21,400	9,000	9,000	127,500		

Expenditure

	2025-26 *BUD	2025-26 FOO	Variance	2026-27 *BUD	2026-27 **BUD	2026-27 ***FOO	2027-28 ****POT		
Professional Fees									
Sport Park	9,000			18,500			10,000		Padel Courts Only
Football Pitch Maintenance								2025-26 included element for pitch recovery as correct regime had not been maintained	
Furniture, Fittings & Equipment		400			400	400	400		
Business Rates	500	419		1,000	400	400	400		
Water & Waste		1,200			1,200	1,200	1,200		Rateable Revaluation added £900
Electricity	250	400		500	500	500	500		
Repairs & Maintenance	250	2,100		500	500	500	500	Solar panels have been damaged by cricket balls	Potential to replace PV and add battery storage
Commercial Waste Collection		900			900	900	900		
	10,000	5,419		20,500	3,900	3,900	13,900		
Surplus/(Defecit)	700	(4,419)		900	5,100	5,100	113,600		

The following sums have also been expended in respect of Millworth Lane

	2022-23	2023-24	2024-25	2025-26	TOTAL
Capital Expenditure on Toilets			25,510	17,318	42,828
Sports Park Professional Fees	11,303	6,730	17,564	5,940	41,537

Item 19.4

Financial Summary - CIL

	£'000	
CIL Received	3,946	
Anticipated CIL Receipts	255	
Total Receipts	4,200	a
Expenditure - Completed Projects	(2,236)	b
Balance	1,964	c=a-b
Earmarked for Major Schemes		
Millworth Lane Sports Park & 3G Pitch at High Copse	(1,500)	
Purchase Land - Millworth Lane	(130)	
School Green (inc Recyling bins)	(50)	
Public Art	(50)	
High Copse	(39)	
High Copse - Containers & Fence	(52)	
High Copse - Cricket Equipment	(40)	
Spencers Wood Shelter	(16)	
Microregeneration	(300)	
Transport Strategy	(100)	
Community Gardens	(50)	
Total Approved	**(2,327)**	d
Under / Overcommitted at present date	(363)	e=c-d
Possible CIL - Schemes in the Local Plan		
East & West of of Hyde End Road	953	
North of Arborfield Road	716	
	1,669	f
"Shopping" List		
Pound Land - Beke Avenue	(100)	
Refurbishment of Ryeish Green	(400)	
Upgrade - School Green Centre	(250)	
Total	(750)	g
POTENTIAL BALANCE NOT ALLOCATED TO PROJECTS	556	

Update Reserves - Provisional Balances 31st March 2026

Reserve	Balance B/Fwd 1st April 2025	Income to 31st March 2026	Expenditure to 31st March 2026	Balance 31st March 2026	Committee	Purpose	Estimated Life	Source and Purpose of Funds -
General Reserve	312,576	999,831	1,080,368	232,039	F & GP	Set aside for any extraordinary or unplanned expenditure and revenue deficit	Onging	Accumulated Revenue Reserve - some required to meet long term financial plan

CIL Reserve

Community Infrastructure Levy	1,638,758	78,705	123,187	1,594,276	F & GP	Infrastructure required to support new development	5 years after receipt	This is the balance of CIL paid to the Council less completed projects and expenditire to date on those currently in progress.

Other Earmarked Reserves

Allotments	80,000		10,000	70,000	Facilities	Sum deposited by Reading University if demand for allotments requires an extension to Deardon Way site	10 Years	£70,000 of this reserve is set aside for fund new allotment provision in the parish. £10,000 was used in the year to fund one off maintenance on allotments.
Long Term Maintenance Reserve	153,435	43,772		197,207	F & GP	Funds set aside for planned future major repairs / refurbishments	Monitored	Accumulated (Annual) Revenue Contributions bolstered by Interest on Accumulated Investment (CCLA) - a call on this reserve may be required to fund replacement fire doors in School Green Centre
Planning	25,068		20,743	4,325	P & H	Set aside for unexpected costs incurred for planning advice and contribution to appeals	Review	Reserve used to fund SPC response to the impact to Shinfield of large scale housing development in Wokingham
Website	10,000			10,000	F & GP	Further Development of Website required for expanding the Parish and rebranding.	Review	Revenue Underspend 2020/21 - funding maybe required in 2026/2027 if the new Community Engagement role demands
Youth Initiatives	15,176	200		15,376	C & YA	To fund one off initiatives to educate and support the youth population	1 Year	Revenue Underspend in 2019/20 plus Transfer of Accumulated Funds in Youth Club Bank Account 31/1/2025 - no projects require funding in 2025/2026.
Parish Election	8,000		8,000	0	Full Council	To be reviewed as part of the final accounts process	Ongoing	Funds set aside for contested election in December 2025 - Cost Grazeley £4,565 Shinfield North £5,449. The budget for 2026/2027 includes a contribution of £20,000 for future election costs.
Grants	7,500		7,500	0	F & GP	Monies earmarked for Installation of Defibrillators in 2024/2025	Finished	Defibrillators installed
Public Art Reserve	972	926		1,898	ACE	Funds raised for Public Art Project	Ongoing	Public Art to be funded through S106 (Shinfield Meadows) and fund raising by the Parish supported by Arts4Wokingham - increase in year due to income received from Arts Showcase
Total Other Earmarked Reserves	300,151	44,898	46,243	298,805				

TOTAL OF ALL RESERVES at 31st MARCH 2026	2,251,485	1,123,433	1,249,798	2,125,121

19.9

Shinfield Parish Council Long Term Maintenance Plan

Ref	Building	Room	Item	Projected Replacement Period 1-5	6-10	11-20	Estimated Cost (at current prices) Lower	To	Upper	Ancillary	Total	Projected Cost Profile 1-5	6-10	11-20	Condition	Comments	BW
						Totals	737,850		1,930,300	133,145	2,063,445	37,650	686,215	1,339,580	Check Total >>> 0		
1	SGC	Tower Room	Ceiling			Y	1,000		5,000	100	5,100	0	0	5,100	3	Would need a roof survey done 2026	
2	SGC	Tower Room	Promethean Screen		Y		2,000		3,000	500	3,500	0	3,500	0	3	Warranty Expired?	
3	SGC	Tower Room	Floor	Y			1,000		7,000	800	7,800	7,800	0	0	2	Visually inspected/Floor pretty worn	Needs replacing sooner than SA assessment
4	SGC	Tower Room	Balcony			Y	500		15,000	20	15,020	0	0	15,020	4	Sound Structure/Needs a clean	
5	SGC	Tower Room	Blinds		Y		500		4,000	300	4,300	0	4,300	0	4	All functional	
6	SGC	Tower Room	Radiators			Y	1,000		30,000	100	30,100	0	0	30,100	3	Working/ suggest a full system flush by 2030	
7	SGC	Tower Room	Lighting		Y		400		10,000	0	10,000	0	10,000	0	4	All working in this room	
8	SGC	Tower Room	Velux			Y	500		10,000	100	10,100	0	0	10,100	3	Visually looks good/Operational	
9	SGC	Tower Room	Smoke Alarm			Y	100		300	200	500	0	0	500	4	Operational at time of inspection	
10	SGC	Tower Room	Plug sockets			Y	200		400	0	400	0	0	400	4	Operational at time of inspection	
11	SGC	Ryeish Green Room	Ceiling			Y	2,000		6,000	0	6,000	0	0	6,000	3	Appears serviceable; recommend inspection at next planned refurbishment	
12	SGC	Ryeish Green Room	Projector screen		Y		1,500		8,000	0	8,000	0	8,000	0	3	Operational; nearing end of typical manufacturer warranty period	Increase from £3,500 to ££8,000
13	SGC	Ryeish Green Room	Flooring			Y	3,000		12,000	1,000	13,000	0	0	13,000	3	General wear consistent with age and use	
14	SGC	Ryeish Green Room	Lighting		Y		1,200		4,000	0	4,000	0	4,000	0	4	Lighting operational; no defects observed	
15	SGC	Ryeish Green Room	Speakers		Y		1,000		3,000	0	3,000	0	3,000	0	3	Functional; consider upgrade with AV refresh	
16	SGC	Ryeish Green Room	Smoke Alarm			Y	150		400	200	600	0	0	600	4	Tested and operating as expected	
17	SGC	Ryeish Green Room	Auto Blinds		Y		1,000		3,500	2,000	5,500	0	5,500	0	3	Operational; routine servicing recommended	
18	SGC	Ryeish Green Room	Plug Sockets			Y	300		800	0	800	0	0	800	4	Sockets operational with no visible damage	
19	SGC	Ryeish Green Room	Cinema Seating			Y	5,000		15,000	2,000	17,000	0	0	17,000	3	Seating structurally sound; cosmetic wear noted	
20	SGC	Ryeish Green Room	Cupboards			Y	1,500		4,000	500	4,500	0	0	4,500	3	Storage functional; finish shows signs of age	
21	SGC	Ryeish Green Room	Air Ventalation		Y		2,000		6,000	1750	7,750	0	7,750	0	3	Operational; recommend servicing within lifecycle	
22	SGC	Pound Green Room	Ceiling			Y	2,000		6,000	0	6,000	0	0	6,000	3	No visible defects; lifecycle replacement allowance	
23	SGC	Pound Green Room	Flooring			Y	3,000		7,000	500	7,500	0	0	7,500	3	Typical wear for space usage	
24	SGC	Pound Green Room	Smoke Alarm			Y	150		400	100	500	0	0	500	4	Operational at time of inspection	
25	SGC	Pound Green Room	Lighting		Y		1,500		4,500	500	5,000	0	5,000	0	4	All fittings operational	
26	SGC	Pound Green Room	Air Ventalation		Y		2,000		6,000	1750	7,750	0	7,750	0	3	Recommend servicing as part of planned maintenance	
27	SGC	Pound Green Room	Auto Blinds		Y		1,000		3,500	1500	5,000	0	5,000	0	3	Functioning; monitor motor lifespan	
28	SGC	Pound Green Room	Lighting Controls		Y		800		2,500	500	3,000	0	3,000	0	3	Controls operational; technology ageing	
29	SGC	Pound Green Room	Emergency Fire Doors			Y	2,500		7,000	0	7,000	0	0	7,000	4	Compliant at visual inspection	
30	SGC	Pound Green Room	Plug sockets	Y			300		900	0	900	900	0	0	2	All units need replacing	Move to Now. Capital cost?
31	SGC	Pound Green Room	Fire Exit Doors			Y	3,000		8,000	1000	9,000	0	0	9,000	4	Appears compliant; subject to statutory inspections	
401	SGC	Pound Green Room	Speakers		Y		2,000		5,000		5,000	0	5,000	0	3		
32	SGC	Pound Green Room	Storage Cupboards			Y	1,500		4,000	0	4,000	0	0	4,000	3	Functional storage units	
33	SGC	Grazeley Room	Ceiling			Y	2,000		6,000	0	6,000	0	0	6,000	3	No visible defects; lifecycle replacement allowance	
34	SGC	Grazeley Room	Flooring			Y	3,000		7,500	1500	9,000	0	0	9,000	3	Typical wear consistent with use	
35	SGC	Grazeley Room	Smoke Alarm			Y	150		400	100	500	0	0	500	4	Tested and operational	
36	SGC	Grazeley Room	Lighting			Y	1,200		4,000	500	4,500	0	0	4,500	4	All fittings operational	
37	SGC	Grazeley Room	Storage Cupboards			Y	1,500		4,000	200	4,200	0	0	4,200	3	Functional; cosmetic wear noted	
38	SGC	Grazeley Room	Toilets			Y	2,500		6,500	500	7,000	0	0	7,000	4	Operational; routine inspection recommended	
39	SGC	Grazeley Room	Fire Exit Doors			Y	3,000		8,000	1000	9,000	0	0	9,000	4	Appears compliant; subject to statutory inspection	
40	SGC	Grazeley Room	Plug Sockets			Y	300		900	100	1,000	0	0	1,000	4	Operational; no visible defects	
41	SGC	Grazeley Room	Sink			Y	500		1,500	300	1,800	0	0	1,800	3	Operational; typical wear	
402	SGC	Grazeley Room	Speakers		Y		2,000		5,000		5,000	0	5,000	0	3		
42	SGC	Grazeley Room	Air Ventalation			Y	2,000		6,000	1000	7,000	0	0	7,000	3	Operational; servicing recommended	
43	SGC	Shinfield Room	Ceiling			Y	2,000		6,000	2000	8,000	0	0	8,000	3	General condition acceptable; lifecycle allowance included	
44	SGC	Shinfield Room	Flooring			Y	3,000		7,000	2000	9,000	0	0	9,000	3	Wear consistent with age and use	
45	SGC	Shinfield Room	Lights		Y		1,200		4,500	0	4,500	0	4,500	0	4	Lighting operational at time of inspection	
46	SGC	Shinfield Room	Smoke Alarm			Y	150		400	100	500	0	0	500	4	Tested and operating as expected	
47	SGC	Shinfield Room	Plug Sockets			Y	300		900	50	950	0	0	950	4	Electrical outlets serviceable	
48	SGC	Shinfield Room	Air Ventalation		Y		2,000		6,000	2000	8,000	0	8,000	0	3	Mechanical ventilation operational; servicing recommended	
49	SGC	Shinfield Room	Old Kitchen Hatch			Y	800		2,500	500	3,000	0	0	3,000	2	Redundant feature; consider removal or upgrade	
50	SGC	Three Mile Cross Room	Ceiling			Y	2,000		6,000	0	6,000	0	0	6,000	3	General condition acceptable; lifecycle allowance included	
51	SGC	Three Mile Cross Room	Flooring			Y	3,000		7,000	2000	9,000	0	0	9,000	3	Wear consistent with age and use	
52	SGC	Three Mile Cross Room	Lighting		Y		1,200		4,500	0	4,500	0	4,500	0	4	Lighting operational at time of inspection	
53	SGC	Three Mile Cross Room	Screen		Y		1,500		3,500	0	3,500	0	3,500	0	3	AV equipment functional; ageing technology	
54	SGC	Three Mile Cross Room	Shelves/Cupboards			Y	1,500		4,000	0	4,000	0	0	4,000	3	Storage provision adequate; cosmetic wear noted	
55	SGC	Three Mile Cross Room	Plug Sockets			Y	300		900	50	950	0	0	950	4	Electrical outlets serviceable	
56	SGC	Three Mile Cross Room	Smoke Alarm			Y	150		400	100	500	0	0	500	4	Tested and operating as expected	
57	SGC	Three Mile Cross Room	Air Ventalation		Y		2,000		6,000	2000	8,000	0	8,000	0	3	Mechanical ventilation operational; servicing recommended	
58	SGC	Three Mile Cross Room	Seating area			Y	4,000		4,500	500	5,000	0	0	5,000	3	Seating structurally sound; general wear evident	
59	SGC	Old Kitchen	Sink			Y	400		1,200	200	1,400	0	0	1,400	3	Plumbing fittings operational; signs of age noted	
60	SGC	Old Kitchen	Hot water boiler		Y		3,000		5,000	1000	6,000	0	6,000	0	3	Operational; nearing mid lifecycle	
61	SGC	Old Kitchen	Ceiling			Y	2,000		6,000	0	6,000	0	0	6,000	3	General condition acceptable; lifecycle allowance included	
62	SGC	Old Kitchen	Flooring			Y	3,000		7,000	2000	9,000	0	0	9,000	3	Wear consistent with age and use	
63	SGC	Old Kitchen	Lighting		Y		1,200		4,500	0	4,500	0	4,500	0	4	Lighting operational at time of inspection	
64	SGC	Old Kitchen	Electric cooker/oven		Y		2,500		7,000	50	7,050	0	7,050	0	3	Catering appliance functional; ageing noted	
65	SGC	Old Kitchen	Smoke Alarm			Y	150		400	100	500	0	0	500	4	Tested and operating as expected	
66	SGC	Old Kitchen	Storage Cupboards			Y	1,500		4,000	0	4,000	0	0	4,000	3	Storage units functional with cosmetic wear	
67	SGC	Old Kitchen	Extraction fan		Y		1,500		5,000	1000	6,000	0	6,000	0	3	Mechanical extraction operational; servicing recommended	
68	SGC	Old Kitchen	Disabled-access toilet with support			Y	8,000		12,000	0	12,000	0	0	12,000	3	Accessible facilities operational; finishes ageing	
69	SGC	Old Kitchen	Baby changing station			Y	300		400	0	400	0	0	400	3	Unit serviceable; lifecycle allowance included	
70	SGC	Old Kitchen	Plug Sockets			Y	300		900	0	900	0	0	900	4	Electrical outlets serviceable	
71	SGC	Old Kitchen	Standard toilets and sinks			Y	4,000		6,000	500	6,500	0	0	6,500	3	Sanitaryware operational; finishes ageing	
403	SGC	Old Kitchen	Corridor flooring		Y		2,000		5,000		5,000	0	5,000	0			
72	SGC	Old Kitchen	Fridge/Freezer		Y		2,000		6,000	0	6,000	0	6,000	0	3	Refrigeration equipment operational	
73	SGC	Spencers wood Room	Flooring			Y	3,000		7,000	1000	8,000	0	0	8,000	3	Wear consistent with age and use	
74	SGC	Spencers wood Room	Ceiling			Y	2,000		6,000	0	6,000	0	0	6,000	3	General condition acceptable; lifecycle allowance included	
75	SGC	Spencers wood Room	Lighting		Y		1,200		4,500	0	4,500	0	4,500	0	4	Lighting operational at time of inspection	
76	SGC	Spencers wood Room	Smoke Alarm			Y	150		400	100	500	0	0	500	4	Tested and operating as expected	
77	SGC	Spencers wood Room	Electric Cupboard			Y	1,500		5,000	100	5,100	0	0	5,100	4	Electrical distribution serviceable	
78	SGC	Spencers wood Room	Plug Sockets			Y	300		900	0	900	0	0	900	4	Electrical outlets serviceable	
79	SGC	Spencers wood Room	Shelving			Y	1,000		3,000	0	3,000	0	0	3,000	3	Shelving serviceable; cosmetic wear noted	
80	SGC	Café	Lighting		Y		1,200		4,500	100	4,600	0	4,600	0	4	Lighting operational at time of inspection	
81	SGC	Café	Flooring			Y	3,000		7,000	1000	8,000	0	0	8,000	3	Wear consistent with age and use	
82	SGC	Café	Bar Fire shutter			Y	6,000		15,000	1000	16,000	0	0	16,000	4	Fire shutter operational; statutory testing required	
83	SGC	Café	Main drop Fire curtain			Y	8,000		20,000	1000	21,000	0	0	21,000	4	Fire curtain installed; subject to compliance testing	
84	SGC	Café	Dishwasher		Y		2,000		3,000	50	3,050	0	3,050	0	3	Appliance operational; nearing mid lifecycle	
85	SGC	Café	Oven/Cooker		Y		2,500		5,000	50	5,050	0	5,050	0	3	Catering appliance functional	
86	SGC	Café	Cooker Extraction system		Y		6,000		12,000	50	12,050	0	12,050	0	3	Extraction system operational; servicing recommended	
87	SGC	Café	Grill		Y		2,000		6,000	20	6,020	0	6,020	0	3	Catering appliance operational	
88	SGC	Café	Storage Cupboard/Electric Cupboard			Y	1,500		5,000	100	5,100	0	0	5,100	3	Storage and electrical distribution serviceable	
89	SGC	Café	Main Sink			Y	400		1,600	100	1,700	0	0	1,700	3	Plumbing fittings operational	
90	SGC	Café	Fire Exit Doors			Y	3,000		8,000	500	8,500	0	0	8,500	4	Appears compliant; subject to statutory inspection	
91	SGC	Café	Small sink			Y	400		1,200	0	1,200	0	0	1,200	3	Plumbing fittings operational	
92	SGC	Café	Smoke Alarm			Y	150		400	100	500	0	0	500	4	Tested and operating as expected	
93	SGC	Café	Library Area			Y	3,000		10,000	20	10,020	0	0	10,020	3	Fit-out serviceable; allowance for renewal	
94	SGC	Café	Outside seating area Café			Y	5,000		20,000	100	20,100	0	0	20,100	3	External seating subject to weathering	

Shinfield Parish Council Long Term Maintenance Plan

					Totals		737,850		1,930,300	133,145	2,063,445	37,650	686,215	1,339,580	Check Total >>> 0		
				Projected Replacement Period			Estimated Cost (at current prices)					Projected Cost Profile					
Ref	Building	Room	Item	1-5	6-10	11-20	Lower	To	Upper	Ancillary	Total	1-5	6-10	11-20	Condition	Comments	BW
95	SGC	Café	Plug Sockets			Y	300		900	0	900	0	0	900	4	Electrical outlets serviceable	
96	SGC	Café	Flooring outside			Y	4,000		15,000	1000	16,000	0	0	16,000	3	External surfaces show wear consistent with exposure	
404	SGC	Café	Merry Chef		Y		5,000		7,500		7,500	0	7,500	0	3		
405	SGC	Café	Coffee Machine		Y		5,000		7,500		7,500	0	7,500	0	3		
406	SGC	Café	Café Furniture			Y	5,000		10,000		10,000	0	0	10,000	4		
407	SGC	Café	Display Screen			Y	2,000		4,000		4,000	0	0	4,000	4		
97	SGC	Café	Hand railing outside café			Y	2,000		4,000	500	4,500	0	0	4,500	4	Handrails appear secure and compliant	
98	SGC	External/Communal	Electric charging points		Y		5,000		12,000	0	12,000	0	12,000	0	3	Charging infrastructure operational; servicing recommended	
99	SGC	External/Communal	Back of Building AHU cages			Y	3,000		12,000	1000	13,000	0	0	13,000	3	Housing for AHUs serviceable; security adequate	
100	SGC	External/Communal	Shed/Tools			Y	1,500		5,000	500	5,500	0	0	5,500	3	Storage structure functional; minor wear	
101	SGC	External/Communal	Lift			Y	30,000		50,000		50,000	0	0	50,000	3	Long Term life due to very low usage	
102	SGC	External/Communal	Parking Spaces Resurfacing			Y	5,000		30,000	0	30,000	0	0	30,000	3	Surface condition acceptable; allowance for maintenance	
103	SGC	External/Communal	Reception Automatic Doors			Y	3,000		8,000	1000	9,000	0	0	9,000	4	Doors operational; automatic mechanism functional	
104	SGC	External/Communal	Reception Entry AC/Heating Unit		Y		5,000		8,000	1000	9,000	0	9,000	0	3	HVAC operational; servicing recommended	
105	SGC	External/Communal	CCTV/Intruder Alarm		Y		3,000		12,000	2000	14,000	0	14,000	0	3	Security system operational; ageing technology	
408	SGC	External/Communal	Reception Refurbishment	Y			5,000		10,000		10,000	10,000	0	0	3	New desk and imp-rovements to layout	
106	SGC	External/Communal	Waste Compound			Y	3,000		6,000	500	6,500	0	0	6,500	3	Waste storage area functional; allowance included	
107	MGP	Manor Pavilion	Ceiling			Y	2,000		6,000	500	6,500	0	0	6,500	3	General condition acceptable; lifecycle allowance included	
108	MGP	Manor Pavilion	Flooring			Y	3,000		7,000	1000	8,000	0	0	8,000	3	Wear consistent with age and use	
109	MGP	Manor Pavilion	Plug Sockets			Y	300		900	0	900	0	0	900	4	Electrical outlets serviceable	
110	MGP	Manor Pavilion	Smoke Alarm			Y	150		400	100	500	0	0	500	4	Tested and operating as expected	
409	MGP	Manor Pavilion	Screen		Y		2,000		3,000	500	3,500	0	3,500	0	4		
111	MGP	Manor Pavilion	Fire Exit Doors			Y	3,000		8,000	500	8,500	0	0	8,500	4	Appears compliant; subject to statutory inspection	
112	MGP	Manor Pavilion	Lighting		Y		1,200		4,500	500	5,000	0	5,000	0	4	Lighting operational at time of inspection	
113	MGP	Changing Rooms	Showers		Y		4,000		12,000	500	12,500	0	12,500	0	3	Fixtures operational; allowance for wear and maintenance	
114	MGP	Changing Rooms	Toilets			Y	4,000		10,000	500	10,500	0	0	10,500	3	Sanitaryware functional; finishes ageing	
115	MGP	Changing Rooms	Cupboards			Y	1,500		4,000	100	4,100	0	0	4,100	3	Storage units serviceable; cosmetic wear noted	
116	MGP	Changing Rooms	Cleaners Cupboard			Y	1,000		3,000	100	3,100	0	0	3,100	3	Storage area functional	
117	MGP	Changing Rooms	Storage room			Y	1,500		4,000	0	4,000	0	0	4,000	3	Storage space adequate; general wear	
118	MGP	Out Building Storage	Electric Meter			Y	1,500		5,000	100	5,100	0	0	5,100	4	Meter installation serviceable; meets current standards	
119	MGP	Out Building Storage	AHU (Air Handling Units)		Y		5,000		20,000	2000	22,000	0	22,000	0	3	Mechanical ventilation operational; servicing recommended	
120	MGP	Out Building Storage	Waste Compound			Y	3,000		12,000	500	12,500	0	0	12,500	3	Waste area functional; allowance included	
121	MGP	Kitchen	Cooker Extraction system		Y		6,000		20,000	1000	21,000	0	21,000	0	3	Extraction system operational; servicing recommended	
122	MGP	Kitchen	Oven/Cooker		Y		2,500		9,000	200	9,200	0	9,200	0	3	Catering appliance functional; ageing noted	
123	MGP	Kitchen	Smoke Alarm			Y	150		400	100	500	0	0	500	4	Tested and operating as expected	
124	MGP	Kitchen	Plug Sockets			Y	300		900	0	900	0	0	900	4	Electrical outlets serviceable	
125	MGP	Kitchen	Fridge		Y		2,000		6,000	0	6,000	0	6,000	0	3	Refrigeration equipment operational	
126	MGP	Outdoors	Shed/Tent			Y	1,500		5,000	500	5,500	0	0	5,500	3	Storage structure serviceable; minor wear	
127	MGP	Outdoors	Cricket Nets		Y		4,000		15,000	5000	20,000	0	20,000	0	3	Nets and frames serviceable; regular maintenance required	
128	MGP	Outdoors	Cricket Square			Y	10,000		20,000	2000	22,000	0	0	22,000	3	Playing surface maintained; allowance for renewal	
129	MGP	Outdoors	Football Pitches			Y	10,000		30,000	1000	31,000	0	0	31,000	3	Pitches maintained; standard wear from use	
130	MGP	Outdoors	Goal posts			Y	1,500		5,000	1000	6,000	0	0	6,000	3	Posts serviceable; minor wear noted	
131	MGP	Outdoors	Drainage			Y	5,000		20,000	2000	22,000	0	0	22,000	3	Drainage system functional; maintenance required	
132	MGP	Outdoors	Parking Spaces			Y	5,000		30,000	0	30,000	0	0	30,000	3	Surface condition acceptable; allowance included	
133	MGP	Outdoors	CCTV/Intruder Alarm		Y		3,000		12,000	1000	13,000	0	13,000	0	2	Security system operational; ageing technology	But still relatively new building
134	MGP	Outdoors	Solar Panels		Y		8,000		25,000	5000	30,000	0	30,000	0	2	Solar array functional; servicing recommended/3 Panels needs replacment	Replacements from Microgeneration plus any others recommended?
135	SWP	Main Hall	Ceiling			Y	2,000		6,000	1000	7,000	0	0	7,000	3	General condition acceptable; lifecycle allowance included	
136	SWP	Main Hall	Flooring			Y	3,000		7,000	1000	8,000	0	0	8,000	3	Wear consistent with age and use	
137	SWP	Main Hall	Lighting		Y		1,200		4,500	100	4,600	0	4,600	0	4	Lighting operational at time of inspection	
138	SWP	Main Hall	Smoke Alarm			Y	150		400	100	500	0	0	500	4	Tested and operating as expected	
139	SWP	Main Hall	Disabled Toilets			Y	8,000		9,000	500	9,500	0	0	9,500	3	Accessible facilities operational; finishes ageing	
140	SWP	Main Hall	Plug Sockets	Y			300		900	50	950	950	0	0	2	Electrical outlets serviceable	Move from 10+ to 1-5 given condition
141	SWP	Main Hall	Fire Exit doors			Y	3,000		8,000	500	8,500	0	0	8,500	4	Appears compliant; subject to statutory inspection	
410	SWP	Main Hall	Blinds		Y		2,000		4,000		4,000	0	4,000	0	4		
211	SWP	Main Hall	Shutter for Portico			Y	5,000		8,000		8,000	0	0	8,000	4		
142	SWP	Main Hall	General toilets/Air Blow heater			Y	4,000		6,000	500	6,500	0	0	6,500	3	Sanitaryware operational; heater serviceable	
143	SWP	Kitchen	Kitchen			Y	2,000		6,000	1000	7,000	0	0	7,000	3	General kitchen condition acceptable; lifecycle allowance included	
144	SWP	Kitchen	Sink			Y	400		1,200	0	1,200	0	0	1,200	3	Plumbing fittings operational	
145	SWP	Kitchen	Ceiling			Y	2,000		6,000	0	6,000	0	0	6,000	3	Ceiling condition acceptable; no visible defects	
146	SWP	Kitchen	Flooring			Y	3,000		7,000	500	7,500	0	0	7,500	3	Wear consistent with age and use	
147	SWP	Kitchen	Smoke Alarm			Y	150		400	0	400	0	0	400	4	Tested and operating as expected	
148	SWP	Kitchen	Fridge/Freezer		Y		2,000		6,000	0	6,000	0	6,000	0	3	Refrigeration equipment operational	
149	SWP	Kitchen	Dishwasher		Y		2,000		7,000	0	7,000	0	7,000	0	3	Appliance operational; mid lifecycle	
150	SWP	Kitchen	Cupboards			Y	1,500		4,000	0	4,000	0	0	4,000	3	Storage units serviceable; cosmetic wear noted	
151	SWP	Kitchen	Lighting		Y		1,200		4,500	250	4,750	0	4,750	0	4	Lighting operational at time of inspection	
152	SWP	Room 1	Ceiling			Y	2,000		6,000	100	6,100	0	0	6,100	3	General condition acceptable; lifecycle allowance included	
153	SWP	Room 1	Flooring			Y	3,000		7,000	1000	8,000	0	0	8,000	3	Wear consistent with age and use	
154	SWP	Room 1	Smoke Alarm			Y	150		400	0	400	0	0	400	4	Tested and operating as expected	
155	SWP	Room 1	Lighting		Y		1,200		4,500	500	5,000	0	5,000	0	4	Lighting operational at time of inspection	
156	SWP	Room 1	Single AC Unit		Y		2,000		6,000	1000	7,000	0	7,000	0	3	Air conditioning operational; maintenance recommended	
157	SWP	Room 1	Storage Cupboards			Y	1,500		4,000	0	4,000	0	0	4,000	3	Storage units functional; cosmetic wear noted	
158	SWP	Room 1	Plug Sockets			Y	300		900	50	950	0	0	950	4	Electrical outlets serviceable	
159	SWP	Room 1	Heating		Y		2,500		7,500	1000	8,500	0	8,500	0	3	Heating system functional; servicing recommended	
160	SWP	Nursery	Ceiling			Y	2,000		6,000	0	6,000	0	0	6,000	3	General condition acceptable; lifecycle allowance included	
161	SWP	Nursery	Flooring			Y	3,000		7,000	1000	8,000	0	0	8,000	3	Wear consistent with age and use	
162	SWP	Nursery	Smoke Alarm			Y	150		400	50	450	0	0	450	4	Tested and operating as expected	
163	SWP	Nursery	Lighting		Y		1,200		4,500	100	4,600	0	4,600	0	4	Lighting operational at time of inspection	
164	SWP	Nursery	Toilets for Kids			Y	4,000		10,000	1000	11,000	0	0	11,000	3	Sanitaryware functional; finishes ageing	
165	SWP	Nursery	Regular Toilets			Y	4,000		10,000	500	10,500	0	0	10,500	3	Sanitaryware functional; finishes ageing	
166	SWP	Nursery	Blinds x8			Y	800		3,000	1000	4,000	0	0	4,000	4	Window coverings operational	
167	SWP	Nursery	Storage cupboard			Y	1,500		4,000	0	4,000	0	0	4,000	3	Storage functional; minor wear	
168	SWP	Nursery	Plug Sockets			Y	300		900	50	950	0	0	950	4	Electrical outlets serviceable	
169	SWP	Nursery	Nursery Office/Lighting		Y		1,200		4,500	1000	5,500	0	5,500	0	4	Lighting operational; office area serviceable	
170	SWP	Nursery Playground	Concrete floors			Y	4,000		12,000	1000	13,000	0	0	13,000	3	Surfaces serviceable; allowance for wear	
171	SWP	Nursery Playground	Water tap			Y	400		1,200	100	1,300	0	0	1,300	3	Plumbing functional; minor maintenance may be required	
172	SWP	Nursery Playground	External flood lighting		Y		1,500		5,000	1000	6,000	0	6,000	0	3	Lighting operational; servicing recommended	
173	SWP	Nursery Playground	Steel Gates			Y	3,000		8,000	1000	9,000	0	0	9,000	4	Gates functional; security adequate	
174	SWP	Nursery Playground	Fire exit doors			Y	3,000		8,000	500	8,500	0	0	8,500	4	Fire exits appear compliant; statutory inspection recommended	
175	SWP	Room 2	Lighting		Y		1,200		4,500	0	4,500	0	4,500	0	4	Lighting operational at time of inspection	
176	SWP	Room 2	Cupboards			Y	1,500		4,000	200	4,200	0	0	4,200	3	Storage functional; cosmetic wear noted	
177	SWP	Room 2	Plug Sockets			Y	300		900	0	900	0	0	900	4	Electrical outlets serviceable	
178	SWP	Room 2	Blinds			Y	400		1,500	50	1,550	0	0	1,550	4	Window coverings operational	
179	SWP	Room 2	Flooring			Y	3,000		7,000	1000	8,000	0	0	8,000	3	Wear consistent with age and use	
180	SWP	Nursery Kitchen	Kitchen Sink			Y	400		1,200	100	1,300	0	0	1,300	3	Plumbing fittings operational	
181	SWP	Nursery Kitchen	Dishwasher		Y		2,000		5,000	1000	6,000	0	6,000	0	3	Appliance operational; mid lifecycle	
182	SWP	Nursery Kitchen	Cooker Extraction system		Y		6,000		12,000	200	12,200	0	12,200	0	3	Extraction system operational; servicing recommended	
183	SWP	Nursery Kitchen	Oven/Cooker		Y		2,500		4,000	200	4,200	0	4,200	0	3	Catering appliance functional; ageing noted	

Shinfield Parish Council Long Term Maintenance Plan

Ref	Building	Room	Item	Projected Replacement Period 1-5	6-10	11-20	Estimated Cost (at current prices) Lower	To	Upper	Ancillary	Total	Projected Cost Profile 1-5	6-10	11-20	Condition	Comments	BW
						Totals	737,850		1,930,300	133,145	2,063,445	37,650	686,215	1,339,580	Check Total >>> 0		
184	SWP	Nursery Kitchen	Fridge/Freezer		Y		2,000		3,000	0	3,000	0	3,000	0	3	Refrigeration equipment operational	
185	SWP	Nursery Kitchen	Plug Sockets			Y	300		900	0	900	0	0	900	4	Electrical outlets serviceable	
186	SWP	Nursery Kitchen	CCTV/Intruder Alarm		Y		3,000		12,000	1000	13,000	0	13,000	0	3	Security system operational; ageing technology	
187	SWP	Recreation Ground	Exercise Equipment		Y		5,000		8,000	1000	9,000	0	9,000	0	3	Equipment functional; routine maintenance required	
188	SWP	Recreation Ground	Flooring			Y	4,000		12,000	1000	13,000	0	0	13,000	3	Surfaces serviceable; wear consistent with use	
189	SWP	Recreation Ground	Skateboard Grounds			Y	10,000		25,000	100	25,100	0	0	25,100	3	Skateboarding surfaces operational; allowance for wear	
190	SWP	Recreation Ground	Football/Basket ball Court			Y	15,000		50,000	500	50,500	0	0	50,500	3	Courts maintained; surface wear normal	
191	SWP	Recreation Ground	Zipline			Y	5,000		6,000	1000	7,000	0	0	7,000	3	Equipment operational; safety inspection recommended	
192	SWP	Recreation Ground	Kids Play Area			Y	8,000		15,000	500	15,500	0	0	15,500	3	Play equipment functional; allowance for maintenance	
193	HCP	High Copse Room	Flooring			Y	3,000		7,000	1000	8,000	0	0	8,000	3	Wear consistent with age and use	
194	HCP	High Copse Room	Ceiling			Y	2,000		6,000	2000	8,000	0	0	8,000	3	General condition acceptable; lifecycle allowance included	
195	HCP	High Copse Room	Lighting		Y		1,200		4,500	2000	6,500	0	6,500	0	4	Lighting operational at time of inspection	
196	HCP	High Copse Room	Lighting Controls		Y		800		2,500	1000	3,500	0	3,500	0	4	Control system functional; minor servicing may be required	
197	HCP	High Copse Room	Air Ventalation		Y		5,000		15,000	5000	20,000	0	20,000	0	3	Ventilation operational; routine maintenance recommended	
198	HCP	Physio Room	Flooring			Y	3,000		7,000	2000	9,000	0	0	9,000	3	Wear consistent with age and use	
199	HCP	Physio Room	Ceiling			Y	2,000		6,000	500	6,500	0	0	6,500	3	General condition acceptable; lifecycle allowance included	
200	HCP	Physio Room	Lighting		Y		1,200		4,500	200	4,700	0	4,700	0	4	Lighting operational at time of inspection	
201	HCP	Physio Room	Comms Room/CCTV		Y		3,000		12,000	500	12,500	0	12,500	0	3	Security system functional; servicing recommended	
202	HCP	Physio Room	Promethean Screen		Y		2,000		7,000	0	7,000	0	7,000	0	3	Interactive screen operational; lifecycle allowance applied	
203	HCP	Physio Room	Plug Sockets			Y	300		900	0	900	0	0	900	4	Electrical outlets serviceable	
204	HCP	Physio Room	Sink			Y	400		1,200	500	1,700	0	0	1,700	3	Plumbing fittings operational	
205	HCP	Kitchen	1 Fridge/2Freezers		Y		2,000		6,000	0	6,000	0	6,000	0	3	Refrigeration equipment operational; mid lifecycle	
206	HCP	Kitchen	3 sinks			Y	1,200		3,600	500	4,100	0	0	4,100	3	Plumbing functional; minor wear	
207	HCP	Kitchen	Combi Dishwasher		Y		2,000		7,000	2000	9,000	0	9,000	0	3	Dishwasher operational; servicing recommended	
208	HCP	Kitchen	Lighting		Y		1,200		4,500	500	5,000	0	5,000	0	4	Lighting operational at time of inspection	
209	HCP	Kitchen	Flooring			Y	3,000		7,000	2000	9,000	0	0	9,000	3	Wear consistent with age and use	
210	HCP	Kitchen	Ceiling			Y	2,000		6,000	500	6,500	0	0	6,500	3	General condition acceptable	
211	HCP	Kitchen	Movable Worktop			Y	500		2,000	500	2,500	0	0	2,500	3	Worktop functional; minor wear	
212	HCP	Kitchen	Storage Cupboard			Y	1,500		4,000	0	4,000	0	0	4,000	3	Storage functional; minor cosmetic wear	
213	HCP	Kitchen	Plug Sockets			Y	300		900	100	1,000	0	0	1,000	4	Electrical outlets serviceable	
214	HCP	Kitchen	Induction Cooker		Y		2,500		7,500	2000	9,500	0	9,500	0	3	Cooker operational; mid lifecycle	
411	HCP	Kitchen	Baine Marie		Y		2,500		7,500		7,500	0	7,500	0	3		
215	HCP	Kitchen	Extraction Unit		Y		5,000		8,000	1000	9,000	0	9,000	0	3	Extraction operational; servicing recommended	
216	HCP	Kitchen	Movable plug sockets			Y	300		900	100	1,000	0	0	1,000	4	Functional; minor wear	
217	HCP	Kitchen	GreasePak Unit		Y		500		1,500	100	1,600	0	1,600	0	3	Unit operational; maintenance required	
218	HCP	Kitchen	Shutter Hatch			Y	1,500		4,500	50	4,550	0	0	4,550	3	Operational; lifecycle allowance included	
219	HCP	Kitchen	Fly Zapper			Y	100		150	0	150	0	0	150	4	Operational; minor wear	
220	HCP	Storage Room	Ceiling			Y	2,000		6,000	500	6,500	0	0	6,500	3	General condition acceptable; lifecycle allowance included	
221	HCP	Storage Room	Flooring			Y	3,000		7,000	1000	8,000	0	0	8,000	3	Wear consistent with age and use	
222	HCP	Storage Room	Lighting		Y		1,200		4,500	500	5,000	0	5,000	0	4	Lighting operational at time of inspection	
223	HCP	Storage Room	Plug Sockets			Y	300		900	100	1,000	0	0	1,000	4	Electrical outlets serviceable	
224	HCP	Storage Room	Shelves			Y	1,500		4,000	100	4,100	0	0	4,100	3	Shelving functional; minor cosmetic wear	
225	HCP	Bar Room	Walk in Fridge/Freezer		Y		2,500		7,500	1000	8,500	0	8,500	0	3	Refrigeration operational; mid lifecycle	
226	HCP	Bar Room	Lighting		Y		1,200		4,500	500	5,000	0	5,000	0	4	Lighting operational at time of inspection	
227	HCP	Bar Room	Ceiling			Y	2,000		6,000	100	6,100	0	0	6,100	4	General condition acceptable	
228	HCP	Bar Room	Flooring			Y	3,000		5,000	100	5,100	0	0	5,100	4	Wear consistent with age and use	
229	HCP	Bar Room	Two sinks			Y	800		2,400	20	2,420	0	0	2,420	4	Plumbing functional; minor wear	
230	HCP	Bar Room	Plug Sockets			Y	300		900	20	920	0	0	920	4	Electrical outlets serviceable	
412	HCP	Bar Room	Plug Sockets		Y		2,000		4,000		4,000	0	4,000	0	4	To replace one donated by UoR	
231	HCP	Bar Room	Keg Storage area			Y	1,500		4,500	50	4,550	0	0	4,550	3	Storage functional; allowance for wear	
232	HCP	Office	Ceiling			Y	2,000		6,000	500	6,500	0	0	6,500	3	General condition acceptable; lifecycle allowance included	
233	HCP	Office	Flooring			Y	3,000		7,000	1000	8,000	0	0	8,000	3	Wear consistent with age and use	
234	HCP	Office	Lighting		Y		1,200		4,500	500	5,000	0	5,000	0	4	Lighting operational at time of inspection	
235	HCP	Office	Smoke Alarm			Y	150		400	100	500	0	0	500	4	Tested and operating as expected	
236	HCP	Office	Plug sockets			Y	300		900	50	950	0	0	950	4	Electrical outlets serviceable	
237	HCP	Office	Access Control Panels		Y		3,000		10,000	500	10,500	0	10,500	0	3	Operational; servicing recommended	
238	HCP	Disabled Toilet 1	Lighting		Y		1,200		4,500	50	4,550	0	4,550	0	4	Lighting operational at time of inspection	
239	HCP	Disabled Toilet 1	Sink			Y	400		1,200	20	1,220	0	0	1,220	4	Plumbing fittings operational	
240	HCP	Disabled Toilet 1	Ceiling			Y	2,000		2,500	1000	3,500	0	0	3,500	4	General condition acceptable	
241	HCP	Disabled Toilet 1	Flooring			Y	3,000		3,500	20	3,520	0	0	3,520	4	Wear consistent with age and use	
242	HCP	Disabled Toilet 1	Toilet			Y	500		1,500	20	1,520	0	0	1,520	4	Sanitaryware functional; minor wear	
243	HCP	Disabled Toilet 1	Hand Dryer			Y	200		600	0	600	0	0	600	4	Operational	
244	HCP	Disabled Toilet 1	Air Vent		Y		1,000		3,000	100	3,100	0	3,100	0	3	Ventilation operational; servicing recommended	
245	HCP	Disabled Toilet 1	Accessible Shower			Y	4,000		7,000	50	7,050	0	0	7,050	3	Functional; allowance for lifecycle maintenance	
246	HCP	Disabled Toilet 1	Rail Curtains			Y	500		1,500	0	1,500	0	0	1,500	3	Functional; minor wear	
247	HCP	Disabled Toilet 2	Lighting		Y		1,200		2,000	20	2,020	0	2,020	0	4	Lighting operational at time of inspection	
248	HCP	Disabled Toilet 2	Sink			Y	400		1,200	10	1,210	0	0	1,210	3	Plumbing fittings operational	
249	HCP	Disabled Toilet 2	Ceiling			Y	2,000		2,500	0	2,500	0	0	2,500	3	General condition acceptable	
250	HCP	Disabled Toilet 2	Flooring			Y	1,000		2,000	10	2,010	0	0	2,010	3	Wear consistent with age and use	
251	HCP	Disabled Toilet 2	Toilet			Y	500		1,500	10	1,510	0	0	1,510	3	Sanitaryware functional; minor wear	
252	HCP	Disabled Toilet 2	Air Vent		Y		1,000		2,000	20	2,020	0	2,020	0	3	Ventilation operational; servicing recommended	
253	HCP	Disabled Toilet 2	Hand Dryer			Y	200		600	0	600	0	0	600	4	Operational	
254	HCP	Disabled Toilet 3	Lighting		Y		1,200		2,000	50	2,050	0	2,050	0	4	Lighting operational at time of inspection	
255	HCP	Disabled Toilet 3	Sink			Y	400		1,200	10	1,210	0	0	1,210	3	Plumbing fittings operational	
256	HCP	Disabled Toilet 3	Ceiling			Y	2,000		2,500	0	2,500	0	0	2,500	3	General condition acceptable	
257	HCP	Disabled Toilet 3	Toilet			Y	500		1,500	20	1,520	0	0	1,520	3	Sanitaryware functional; minor wear	
258	HCP	Disabled Toilet 3	Flooring			Y	3,000		3,050	10	3,060	0	0	3,060	3	Wear consistent with age and use	
259	HCP	Disabled Toilet 3	Air Vent		Y		1,000		3,000	0	3,000	0	3,000	0	3	Ventilation operational; servicing recommended	
260	HCP	Disabled Toilet 3	Hand Dryer			Y	200		600	0	600	0	0	600	4	Operational	
261	HCP	Gents Toilets	Lighting		Y		1,200		2,000	5	2,005	0	2,005	0	4	Lighting operational at time of inspection	
262	HCP	Gents Toilets	Sinks			Y	800		2,400	10	2,410	0	0	2,410	4	Plumbing functional; minor wear	
263	HCP	Gents Toilets	Ceiling			Y	2,000		2,500	0	2,500	0	0	2,500	4	General condition acceptable	
264	HCP	Gents Toilets	Toilets			Y	1,500		4,500	0	4,500	0	0	4,500	4	Sanitaryware functional; minor wear	
265	HCP	Gents Toilets	Toilet Cubicles			Y	2,000		6,000	0	6,000	0	0	6,000	4	Functional; cosmetic wear noted	
266	HCP	Gents Toilets	Flooring			Y	3,000		7,000	0	7,000	0	0	7,000	4	Wear consistent with age and use	
267	HCP	Gents Toilets	Air Ventalation		Y		1,000		3,000	0	3,000	0	3,000	0	4	Ventilation operational; servicing recommended	
268	HCP	Gents Toilets	Mirrors			Y	500		1,500	0	1,500	0	0	1,500	4	Mirrors functional; minor wear	
269	HCP	Gents Toilets	Hand Dryer			Y	200		600	0	600	0	0	600	4	Operational	
270	HCP	Ladies Toilets	Lighting		Y		1,200		4,500	0	4,500	0	4,500	0	4	Lighting operational at time of inspection	
271	HCP	Ladies Toilets	Sinks			Y	800		2,400	0	2,400	0	0	2,400	3	Plumbing functional; minor wear	
272	HCP	Ladies Toilets	Ceiling			Y	2,000		6,000	0	6,000	0	0	6,000	3	General condition acceptable	
273	HCP	Ladies Toilets	Toilets			Y	1,500		4,500	0	4,500	0	0	4,500	3	Sanitaryware functional; minor wear	
274	HCP	Ladies Toilets	Toilet Cubicles			Y	2,000		6,000	0	6,000	0	0	6,000	3	Functional; cosmetic wear noted	
275	HCP	Ladies Toilets	Air Ventalation		Y		1,000		3,000	0	3,000	0	3,000	0	3	Ventilation operational; servicing recommended	
276	HCP	Ladies Toilets	Flooring			Y	3,000		7,000	0	7,000	0	0	7,000	3	Wear consistent with age and use	
277	HCP	Ladies Toilets	Mirrors			Y	500		1,500	0	1,500	0	0	1,500	4	Mirrors functional; minor wear	
278	HCP	Ladies Toilets	Hand Dryer			Y	200		600	0	600	0	0	600	4	Operational	

Shinfield Parish Council Long Term Maintenance Plan

Ref	Building	Room	Item	1-5	6-10	11-20	Lower	To	Upper	Ancillary	Total	1-5	6-10	11-20	Condition	Comments	BW
						Totals	737,850		1,930,300	133,145	2,063,445	37,650	686,215	1,339,580	Check Total >>> 0		
				Projected Replacement Period				Estimated Cost (at current prices)				Projected Cost Profile					
279	HCP	Officals Changing 1	Lighting			Y	500		1,000	0	1,000	0	0	1,000	4	Lighting operational at time of inspection	
280	HCP	Officals Changing 1	Ceiling			Y	1,000		2,000	50	2,050	0	0	2,050	4	General condition acceptable	
281	HCP	Officals Changing 1	Double Plug Sockets			Y	250		500	0	500	0	0	500	4	Electrical outlets serviceable	
282	HCP	Officals Changing 1	Flooring			Y	2,000		4,000	0	4,000	0	0	4,000	4	Wear consistent with age and use	
283	HCP	Officals Changing 1	Sink			Y	500		1,000	0	1,000	0	0	1,000	4	Plumbing functional; minor wear	
284	HCP	Officals Changing 1	Hand Dryer			Y	250		500	0	500	0	0	500	4	Operational	
285	HCP	Officals Changing 1	Shower			Y	500		1,000	0	1,000	0	0	1,000	4	Functional; minor wear	
286	HCP	Officals Changing 1	Toilet			Y	500		1,000	10	1,010	0	0	1,010	4	Sanitaryware functional; minor wear	
287	HCP	Officals Changing 2	Lighting			Y	500		1,000	0	1,000	0	0	1,000	4	Lighting operational at time of inspection	
288	HCP	Officals Changing 2	Ceiling			Y	1,000		2,000	50	2,050	0	0	2,050	4	General condition acceptable	
289	HCP	Officals Changing 2	Double Plug Sockets			Y	250		500	0	500	0	0	500	4	Electrical outlets serviceable	
290	HCP	Officals Changing 2	Flooring			Y	2,000		4,000	0	4,000	0	0	4,000	4	Wear consistent with age and use	
291	HCP	Officals Changing 2	Sink			Y	500		1,000	0	1,000	0	0	1,000	4	Plumbing functional; minor wear	
292	HCP	Officals Changing 2	Hand Dryer			Y	250		500	0	500	0	0	500	4	Operational	
293	HCP	Officals Changing 2	Shower			Y	500		1,000	0	1,000	0	0	1,000	4	Functional; minor wear	
294	HCP	Officals Changing 2	Toilet			Y	500		1,000	10	1,010	0	0	1,010	4	Sanitaryware functional; minor wear	
295	HCP	Team Changing 1	Lighting			Y	1,000		2,000	0	2,000	0	0	2,000	4		
296	HCP	Team Changing 1	Ceiling			Y	2,000		4,000	50	4,050	0	0	4,050	4		
297	HCP	Team Changing 1	Double Plug Sockets			Y	500		1,000	0	1,000	0	0	1,000	4		
298	HCP	Team Changing 1	Flooring			Y	4,000		8,000	0	8,000	0	0	8,000	4		
299	HCP	Team Changing 1	Sink			Y	1,000		2,000	0	2,000	0	0	2,000	4		
300	HCP	Team Changing 1	Hand Dryer			Y	500		1,000	0	1,000	0	0	1,000	4		
301	HCP	Team Changing 1	Shower			Y	1,000		2,000	0	2,000	0	0	2,000	4		
302	HCP	Team Changing 1	Toilet			Y	1,000		2,000	10	2,010	0	0	2,010	4		
303	HCP	Team Changing 2	Lighting			Y	1,000		2,000	0	2,000	0	0	2,000	4		
304	HCP	Team Changing 2	Ceiling			Y	2,000		4,000	50	4,050	0	0	4,050	4		
305	HCP	Team Changing 2	Double Plug Sockets			Y	500		1,000	0	1,000	0	0	1,000	4		
306	HCP	Team Changing 2	Flooring			Y	4,000		8,000	0	8,000	0	0	8,000	4		
307	HCP	Team Changing 2	Sink			Y	1,000		2,000	0	2,000	0	0	2,000	4		
308	HCP	Team Changing 2	Hand Dryer			Y	500		1,000	0	1,000	0	0	1,000	4		
309	HCP	Team Changing 2	Shower			Y	1,000		2,000	0	2,000	0	0	2,000	4		
310	HCP	Team Changing 2	Toilet			Y	1,000		2,000	10	2,010	0	0	2,010	4		
311	HCP	Team Changing 3	Lighting			Y	1,000		2,000	0	2,000	0	0	2,000	4		
312	HCP	Team Changing 3	Ceiling			Y	2,000		4,000	50	4,050	0	0	4,050	4		
313	HCP	Team Changing 3	Double Plug Sockets			Y	500		1,000	0	1,000	0	0	1,000	4		
314	HCP	Team Changing 3	Flooring			Y	4,000		8,000	0	8,000	0	0	8,000	4		
315	HCP	Team Changing 3	Sink			Y	1,000		2,000	0	2,000	0	0	2,000	4		
316	HCP	Team Changing 3	Hand Dryer			Y	500		1,000	0	1,000	0	0	1,000	4		
317	HCP	Team Changing 3	Shower			Y	1,000		2,000	0	2,000	0	0	2,000	4		
318	HCP	Team Changing 3	Toilet			Y	1,000		2,000	10	2,010	0	0	2,010	4		
319	HCP	Team Changing 4	Lighting			Y	1,000		2,000	0	2,000	0	0	2,000	4		
320	HCP	Team Changing 4	Ceiling			Y	2,000		4,000	50	4,050	0	0	4,050	4		
321	HCP	Team Changing 4	Double Plug Sockets			Y	500		1,000	0	1,000	0	0	1,000	4		
322	HCP	Team Changing 4	Flooring			Y	4,000		8,000	0	8,000	0	0	8,000	4		
323	HCP	Team Changing 4	Sink			Y	1,000		2,000	0	2,000	0	0	2,000	4		
324	HCP	Team Changing 4	Hand Dryer			Y	500		1,000	0	1,000	0	0	1,000	4		
325	HCP	Team Changing 4	Shower			Y	1,000		2,000	0	2,000	0	0	2,000	4		
326	HCP	Team Changing 4	Toilet			Y	1,000		2,000	10	2,010	0	0	2,010	4		
299	Other	SIDS	Speed Indicator Devices/Batteries	Y			16,000		18,000	0	18,000	18,000	0	0	2	Lifespan for SIDS exceeded, replacement recommended	
412	Other	Bus Shelters			Y		24,000		30,000		30,000	0	30,000	0	3		
413	Other	Bins			Y		2,000		5,000		5,000	0	5,000	0	3		

Ref	Item	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total Yrs 1-5
LTMP Opening Balance B/F		206,300	244,450	271,650	313,650	388,650	
Budget Contribution		40,000	45,000	60,000	75,000	90,000	
Interest on Reserve to be paid back into the account							
Less Immediate Items							
Ref	Item						
3	Tower Room Floor		7,800				7,800
30	Pound Green Sockets	900					900
140	SWP Main Hall Sockets	950					950
408	Reception Refurbishment		10,000				10,000
299	SIDS			18,000			18,000
		1,850	17,800	18,000	0	0	37,650
Less Medium Term Items							
	2031/2032						
	2032/2033						
	2033/2034						
	2034/2035						
	2035/2036						
	Assume some need repeating in further 10 years @ 80%						
Less Long-Term Items							
	2036/2037						
	2037/2038						
	2038/2039						
	2039/2040						
	2040/2041						
	2041/2042						
	2042/2043						
	2043/2044						
	2044/2045						
	2045/2046						
Closing Balance C/F		244,450	271,650	313,650	388,650	478,650	

	2031/2032	2032/2033	2033/2034	2034/2035	2035/2036	
LTMP Opening Balance B/F	478,650	446,407	429,164	426,921	424,678	
Budget Contribution	105,000	120,000	135,000	135,000	135,000	
Less Medium Term Items 2031/2032	137,243					137,243
2032/2033		137,243				137,243
2033/2034			137,243			137,243
2034/2035				137,243		137,243
2035/2036					137,243	137,243
Assume some need repeating in further 10 years @ 80%						0
	137,243	137,243	137,243	137,243	137,243	686,215
Closing Balance C/F	446,407	429,164	426,921	424,678	422,435	

	2036/2037	2037/2038	2038/2039	2039/2040	2040/2041	2041/2042	2042/2043	2043/2044	2044/2045	2045/2046	
LTMP Opening Balance B/F	422,435	448,084	438,132	463,781	489,429	515,078	430,932	346,786	208,640	124,494	
Budget Contribution	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	
3 Tower Room Floor		7,800									7,800
30 Pound Green Sockets											0
140 SWP Main Hall Sockets											0
408 Reception Refurbishment		10,000									10,000
299 SIDS								18,000			18,000
	0	17,800	0	0	0	0	0	18,000	0	0	35,800
Less Medium Term Items 2031/2032											0
2032/2033											0
2033/2034											0
2034/2035											0
2035/2036											0
Assume some need repeating in further 10 years @ 80%						109,794	109,794	109,794	109,794	109,794	548,972
	0	17,800	0	0	0	109,794	109,794	145,794	109,794	109,794	602,772
Less Long-Term Items 2036/2037	124,352										124,352
2037/2038		124,352									124,352
2038/2039			124,352								124,352
2039/2040				124,352							124,352
2040/2041					124,352						124,352
2041/2042						124,352					124,352
2042/2043							124,352				124,352
2043/2044								124,352			124,352
2044/2045									124,352		124,352
2045/2046										124,352	124,352
	124,352	124,352	124,352	124,352	124,352	124,352	124,352	124,352	124,352	124,352	1,243,515
Closing Balance C/F	448,084	438,132	463,781	489,429	515,078	430,932	346,786	208,640	124,494	40,348	

Clerk: Bruce Winton
School Green Centre
School Green
Reading
Berkshire
RG2 9EH
Tel: (0118) 988 8220
E-mail:
clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

Shinfield
Parish Council

Minutes of a meeting of Finance & General Purposes Committee Held on Wednesday 18th February 2026 At School Green Centre commencing at 19.30

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

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

26/FGP/1 **Public Questions**

1.1 There were no public questions.

26/FGP/2 **Apologies and declarations of Members' Interest**

2.1 Approval of apologies for absence.

Apologies had been received from Cllr Johnson.

2.2 There were no declarations of members' interests.

The Clerk drew members attention to the email exchange circulated earlier in the day regarding a potential breach of the Code of Conduct. After discussion it was agreed that the Clerk would refer the matter to Andrew Moulton, Service Director Governance for Wokingham Borough Council (WBC Monitoring Officer) for advice and guidance on the appropriate steps.

ACTION – Clerk to refer the potential breach of the code of conduct to WBC's Monitoring Officer

26/FGP/3 **Minutes of the Previous Meeting**

3.1 The minutes of the committee meeting of 10th December 2025 were approved as a correct record and signed by Cllr James as Chairman of the Committee

Proposed: Cllr Matic
Seconded: Cllr Montgomery
Approved: Unanimously

3.2 **Actions and Matters Arising**

25/FGP/45.1 Clerk to arrange a follow up meeting with WBC Finance Officers regarding parish council involvement in future S106 agreements

This has not yet been arranged.

ACTION - Clerk to arrange a follow up meeting with WBC Finance Officers regarding future S106 agreements

25/FGP/70.3 Clerk to amend the Risk Register to include reference to the Cafe

This had been done and was on the agenda at Item 4.1

25/FGP/72.3 Clerk to progress the list of major repair items with the Facilities Manager

This was on the agenda at Item 6.3

25/FGP/72.4 Finance Manager to arrange for Cllr Boyer to become a signatory to CCLA

This had been done

25/FGP/72.5 Clerk to make the application to the Football Foundation for a grant for fencing at High Copse

The application cannot be progressed until High Copse has been verified as a venue on Football Foundation website. This is still showing as pending although should have been completed. The Clerk will chase the status of High Copse.

ACTION - Clerk to make the application to the Football Foundation for a grant for fencing at High Copse

25/FGP/72.6 Clerk to proceed with relocation of recycling bins at School Green in conjunction with WBC

The Clerk will notify WBC that the funding is in place and ask the Facilities Manager to handle the arrangements

ACTION – Clerk to confirm arrangements for the relocation of recycling bins at School Green with WBC

25/FGP/72.7 Clerk to arrange to proceed with both consultants to prepare a response to PA 252498

This is in progress with the deadline for responses being agreed as 20th March 2026

25/FGP/73.1 Clerk to arrange proposed new Financial Regulations to be on the agenda for next F&GP meeting

This was on the agenda at Item 7.1

25/FGP/74.2 Clerk to arrange IT Working Party Meeting

This has not been progressed

ACTION – Clerk to arrange IT Working Party Meeting

25/FGP/75.1.2 Clerk to follow up with SPC's solicitor regarding reciprocal leases

This was still with the various solicitors

ACTION – Clerk to expedite the reciprocal leases

25/FGP/75.1.5 Clerk to follow up with SPC's solicitor the extinguishing of the Parish Hall Lease

This was still in progress

ACTION - Clerk to follow up with SPC's solicitor the extinguishing of the Parish Hall Lease

25/FGP/75.1.6 Clerk to follow up on Assets of Community Value

Drafts were almost complete for High Copse Pavilion and the Manor Ground

ACTION – Clerk to complete and submit applications for Assets of Community Value for The Manor Ground and High Copse Pavilion

25/FGP/76.1 Clerk to bring forward rationalisation of Working Parties to next meeting

This was on the agenda at Item 11.2

25/FGP/77.1 Clerk to add to agenda for Full Council meeting on 17th December 2025

The Capital grant application had been added to the Full Council meeting agenda in December 2025

25/FGP/79.1 Clerk to report back on the results of the Microgeneration inspections

This was on the agenda at Item 14.1

26/FGP/4 **Risk Register**

4.1 A verbal update from the Clerk on the Shinfield Parish Council Risk Register

The Clerk confirmed that a specific reference to the café at School Green Centre had been added to the Risk Register. He advised that he had no further recommendations for amendments to the Risk Register.

Members NOTED the update.

26/FGP/5 **Financial Reports**

5.1 A Booking Report to 31st January 2026

For School Green Centre the forecast outturn for Bookings was £147.0k VAT Inc) against a budget of £144.0k (Up £3k – 2.1%). The strongest upturn in bookings had been for the Tower Room with some regular corporate training now taking place.

Spencers Wood was now forecasting £54.7k against a budget of £51.0k (Up £3.7k – 7.25%)

The Manor Ground was recently hired out for Special Educational Needs support which had not been budgeted for (£6.5k for second half of the year).

High Copse Pavilion has taken a cautious approach to non-sport related bookings but now forecasting £14.6k from three regular weekday hirers and ad hoc bookings at the weekend in addition to the Dementia Care hire daytime Monday to Thursday.

5.2 Bank Reconciliation at 31St January 2026

The Chair of the Committee confirmed that he had reviewed the bank reconciliations as at the end of January 2026 on 16th February 2026 and that all was in order. A copy of the signed reconciliation was presented to members.

Members **NOTED** the report.

Cllr Pollock asked that the notice period and interest rates for the accounts appeared on the reconciliation.

ACTION – Finance Manager to include notice period and interest rates with future reconciliations

Cllr James requested that permission be granted to the Chair of the committee, Clerk and Finance Manager to move up to £200,000 to a 95-day notice account to obtain a better rate of interest.

Proposed: Cllr Montgomery
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Finance Manager to arrange the transfer of funds

5.3 Current Year Financial Performance (2025/2026)

There were no significant changes to the Forecast of Outturn provided to Full Council on 28th January 2026.

The council would now need to pay for a further byelection in March 2026.

It was noted that the future of the café was up for discussion in March at Full Council.

Members **NOTED** the report.

26/FGP/6 **Financial Reserves & CIL**

6.1 CIL update

The Chair and Clerk took members through the current position on CIL which is as for Full Council in January 2026. If all items identified as potential CIL use were applied, then there would be a shortfall of £194k (before any new developments were taken into account). Cllr Boyer noted that provision should be made work any work required on the renewal of the Neighbourhood Development Plan.

Members **NOTED** the report.

ACTION – Clerk to include in CIL projection and element for renewal of the Neighbourhood Development Plan.

6.2 Update on reserves

The Chair provided an update on reserves as at 31st January 2026. The General Reserve was currently £368.4k.

As previously reported, the Parish Elections (£8k) and Planning (£25k) were expected to be depleted due to the December by-elections and the response to Loddon Garden Village.

Members **NOTED** the report.

6.3 Update on the Long-Term Maintenance Plan

The Facilities Manager has now prepared a first draft of the LTMP, which lists 342 items for inclusion, ranging from flooring, lighting and lifts. Each has had an initial assessment of when it will need to be done and a range of potential cost and related expenditure e.g. hiring a scaffold.

For the purpose of forecasting the highest-level figure has been used to provide a worst case example.

These have then been used to create initial projections on when funds may need to be drawn down. This includes initial estimates of how often items may recur within the 20-year range considered.

The next stage will be to refine the initial list further e.g. narrowing down time frames, costs and likelihood of recurrence.

In addition to this, projections of the required contribution to the LTMP have been made. At this stage contributions would need to rise to £150,000 p.a. all other things being equal.

It is essential that the council keeps on top of routine maintenance as this will help extend the life of all assets and equipment.

Members **NOTED** the report

ACTION – Clerk and Facilities Manager to develop more refined version of the LTMP

26/FGP/7 Corporate Governance Working Party

7.1 A verbal update from Corporate Governance Working Party in respect of the Financial Regulations

Cllr Masseron advised that the financial regulations would be ready for consideration at the April meeting of the committee.

ACTION – Clerk to add the draft Financial Regulations as an agenda item for the April Finance & General Purposes Committee meeting

7.2 A paper with clarifications to the Standing Orders and the consequent confirmation of councillors to committees

Members considered proposals from the Clerk for amendments to the Standing Orders.

It was proposed to strike out Recommendation 2 in the report

Proposed: Cllr Boyer
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to strike out Recommendation 2 of proposed updates to Standing Orders

It was proposed that Recommendation 3 was amended to clarify that Full Council may remove a councillor from membership of a specific committee for a breach of the code of conduct or where necessary to balance the number of members on committees

Members agreed to recommend the report to Full Council as amended

Proposed: Cllr Boyer
Seconded: Cllr Matic
Approved: Unanimously

Cllr James invited Cllr Pollock to join the committee as the terms of reference allow up to two members to be appointed for the experience in finance and accountancy. Cllr Pollock accepted.

ACTION – Clerk to add the amended recommendations on updates to the Standing Orders to the agenda for Full Council

ACTION – Clerk to add the ratification of councillors to committees to the agenda for Full Council

26/FGP/8 **Land Issues**

8.1 The Clerk provide an update as follows:

8.1.1 – **Land Registration**.
There were no updates on the Land Registrations

8.1.2 – **Leases for Ryeish Playing Fields and Deardon Way Fields**. The Clerk would expedite this matter

8.1.3 – **Community Space in the North.** St Barnabas were delighted with the award of the capital grant and thanked the council for their support.

8.1.4 – **Ryeish Green Pavilion Working Party**. Cllr Masseron advised that the work was progressing steadily.

8.1.5 – **Extinguishing of Parish Hall Lease**. There was no update on this matter.

8.1.6 – **Assets of Community Value.** The applications for the Manor Ground and High Copse Pavilion were almost ready to be submitted. These sites were only vulnerable if there was a break in the current leases between University of Reading and Shinfield Parish Council.

8.1.7 – **Fitness Centre element at Millworth Lane**. The planning approval for this work requires an archaeological investigation of the site which is scheduled to take place in March 2026 after which the build could start.

8.2 Any areas of land potentially suitable for acquisition

Nothing to add. It was agreed that this item would be dropped from the agenda for future meetings.

ACTION – Clerk to remove the recurring item "Any areas of land potentially suitable for acquisition" from the agenda for future meetings

26/FGP/9 **School Green Centre**

9.2 Quotes for installation of microphones and cameras for remote meetings in Tower room and mobile use in other room in the centre

The total request for Tower Room and mobile equipment for ground floor was £11,800 based on a November 2025 quote. This would facilitate the ability to stream meetings and hold hybrid meetings as and when they were permitted for council meetings. It would also be possible to charge for the equipment when used by room hirers.

It was agreed to make available up to £15,000 from General Reserves to acquire this equipment.

Proposed:	Cllr Matic
Seconded:	Cllr Boyer
Approved:	Unanimously

9.3 Potential costs of remedial work to fire doors at School Green Centre

The Clerk advised that an audit on fire doors in the School Green Centre had identified up to £15,000 of remedial work that may be required. The Clerk had commissioned the work on the door leading to Pound Green corridor as this was marked as an immediate risk (assessed as "Door failed" bottom of page 2 of contractor's report).

The other work was being followed up with the supplier and the architects as these doors should not be in this condition after only 5 years of use.

Members **NOTED** the potential call on the LTMP.

ACTION – Clerk and Facilities Manager to follow up repairs to the School Green Fire Doors

26/FGP/10 **WBC request for funding for Bus Services**

10.1 A request from WBC for funding towards bus services within the parish

Members considered the request for additional funding from bus services within the parish and consider existing utilisation rates provided by WBC for the #600 service. Members felt that there was very little justification for the additional funding being suggested for the #600. The matter would be referred to Full Council on 25th February, but the recommendation of F&GP was not to support funding.

Proposed: Cllr James
Seconded: Cllr Peer
Approved: Unanimously

26/FGP/11 **Live Project Teams**

11.1 A summary of the current position of the live project teams.

Members **NOTED** the update

11.2 Potential rationalisation of Working Party list

The Clerk proposed the following rationalisation of Working Parties:

- Art Exhibition - Largely run without a WP input this year
- Shinfield North – Defer until Community Engagement Officer is in post
- School Green – Will be completed once the relocation of bins has been completed
- Engagement – Defer until Community Engagement Officer is in post

Also to add Allotments Working Party when active

Proposed: Cllr Matic
Seconded: Cllr Montgomery
Approved: Unanimously

26/FGP/12 **Grants**

12.1 Arrangements for grant application scheme for 2026

Members agreed to repeat the process used in 2025 and approved the suggested timetable.

Proposed: Cllr James
Seconded: Cllr Boyer
Approved: Unanimously

26/FGP/13 **Public Art**

13.1 A Verbal update on the Public Art Project.

Three shortlisted artists have been invited to carry on the next stage (2 have accepted and waiting to hear from the third).

SPC will go public with the shortlisted items as part of the art exhibition

A selection panel was scheduled for the end of April 2026

26/FGP/14 **Microgeneration**

14.1 The Clerk advised that the last inspection had taken place the previous Friday and he expected to receive the first buildings report shortly.

ACTION – Clerk to report back on the results of the Microgeneration inspections.

26/FGP/15 **Communication**

15.1 National Association of Local Council had reported that parish and town councils are excluded from referendum principles on excessive council tax.

15.2 Peninsula as part of their Health & Safety support to the council conducted an audit of School Green Centre last week. They reported no “Red” (immediate action) items and 69 Green (no action) items. Of the remaining 19 items marked Amber they mostly related to being able to easily access the paperwork evidence inspections etc. In other words not showing our workings. The Finance Manager has been instructed to resolve these in the next 4 weeks (ahead of a 6-week period set by the H&S Auditor).

26/FGP/16 **Date of Next Meeting**

16.1 Next meeting was scheduled for 15th April 2026

The meeting ended at 21.25

List of Actions

25/FGP/45.1	Clerk to arrange a follow up meeting with WBC Finance Officers regarding future S106 agreements	Clerk
25/FGP/72.5	Clerk to make the application to the Football Foundation for a grant for fencing at High Copse	Clerk
25/FGP/72.6	Clerk to confirm arrangements for the relocation of recycling bins at School Green with WBC	Clerk
25/FGP/74.2	Clerk to arrange IT Working Party Meeting	Clerk
25/FGP/75.1.2	Clerk to expedite the reciprocal leases	Clerk
25/FGP/75.1.5	Clerk to follow up with SPC's solicitor the extinguishing of the Parish Hall Lease	Clerk
25/FGP/75.1.6	Clerk to complete and submit applications for Assets of Community Value for The Manor Ground and High Copse Pavilion	Clerk
26/FGP/2.2	Clerk to Refer the potential breach of the Code of Conduct to WBC's Monitoring Officer	Clerk
26/FGP/5.2	Finance Manager to include notice period and interest rates with future reconciliations	Finance Manager
26/FGP/5.2	Finance Manager to arrange the transfer of funds	Finance Manager
26/FGP/6.1	Clerk to include in CIL projection and element for renewal of the Neighbourhood Development Plan	Clerk
26/FGP/6.3	Clerk and Facilities Manager to develop more refined version of the LTMP	Clerk Fac. Mgr
26/FGP/7.1	Clerk to add the draft Financial Regulations as an agenda item for the April Finance & General Purposes Committee meeting	Clerk
26/FGP/7.2	Clerk to strike out Recommendation 2 of proposed updates to Standing Orders	Clerk
26/FGP/7.2	Clerk to add the amended recommendations on updates to the Standing Orders to the agenda for Full Council	Clerk
26/FGP/7.2	Clerk to add the ratification of councillors to committees to the agenda for Full Council	Clerk
26/FGP/8.2	Clerk to remove the recurring item "Any areas of land potentially suitable for acquisition" from the agenda for future meetings	Clerk
26/FGP/9.3	Clerk and Facilities Manager to follow up repairs to the School Green Fire Doors	Clerk Fac. Mgr
26/FGP/14.1	Clerk to report back on the results of the Microgeneration inspections	Clerk

1.12

Shinfield Parish Council Risk Register

VERSION	10/4/26 - For Finance & General Purposes Committee - 15th April 2026

Summary of Hazards

Reputational Risks

	Uncontrolled Risk	Remaining Risk
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

	Uncontrolled Risk	Remaining Risk
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

Financial Performance

	Uncontrolled Risk	Remaining Risk
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
FM3 - Other Financial Risks		
FM3.1 - Failure to maintain adequate insurance for build	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 ownersh	MEDIUM	MEDIUM
FM3.6 - Internal Controls	MEDIUM	LOW
FM3.7 - VAT	MEDIUM	LOW
FM3.8 - School Green Centre Cafe	MEDIUM	MEDIUM

People

	Uncontrolled Risk	Remaining Risk
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

People

	Uncontrolled Risk	Remaining Risk
PE2 - Councillor Related Risks		
PE2.1 - Actions by Councillors that bring the Council into	HIGH	MEDIUM
PE2.2 - Failure to attract people who wish to become cou	HIGH	MEDIUM
PE3 - Volunteer Related Risks		
PE3.1 - Recruiting volunteers - general	MEDIUM	VERY LOW
PE3.2 - General behaviour of Volunteers	MEDIUM	LOW

Infrastructure

	Uncontrolled Risk	Remaining Risk
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 individu	MEDIUM	LOW
PI17 - 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: M Severity: L Overall: MEDIUM	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: M Severity: VL Overall: LOW			
					Projected future Risk Rating		

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
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: M Severity: H Overall: HIGH	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: L Severity: M Overall: MEDIUM			
					Projected future Risk Rating		

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
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: L Severity: VH Overall: MEDIUM	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: VL Severity: H Overall: LOW	Arrange Safeguarding Awareness training for all members of staff	Dep Clerk	
					Establish a clear set of guidance for staff on what to do if there is a suspected Safeguarding issue at a Council venue or event	Dep Clerk	COMPLETED
					Projected future Risk Rating	LOW	

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
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: M Severity: L Overall: MEDIUM	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: M Severity: VL Overall: LOW	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	
					Ensure all members are aware of and comply with Code of Conduct. Code of Conduct to be reviewed as part of the Corporate Governance Review process. Member officer Protocol introduced	All	
					Projected future Risk Rating	LOW	

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
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: M Severity: M Overall: MEDIUM	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: L Severity: M Overall: MEDIUM	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	
					Guidance on how to respond to a Freedom of Information request should be issued to all staff	Clerk	COMPLETED
					Clerk to ensure that all staff are able to respond to general communications in an appropriate manner	Clerk	COMPLETED
					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: M Severity: M Overall: MEDIUM	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: L Severity: M Overall: MEDIUM	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	
					Guidance on how to respond to a Subject Access Request should be issued to all staff	Clerk	COMPLETED
					Projected future Risk Rating		LOW

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: L Severity: M Overall: MEDIUM	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: L Severity: L Overall: LOW	Notes have been taken following the death of HM Queen Elizabeth	Clerk	COMPLETED
					Obtain updated photographs of King Charles III	Clerk	COMPLETED
					Projected future Risk Rating		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: L Severity: M Overall: MEDIUM	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 Severity: L Overall: LOW			
					Projected future Risk Rating		

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: M Severity: M Overall: MEDIUM	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: VL Severity: M Overall: LOW	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 are scheduled for May 2026.	Clerk	May-26
					Projected future Risk Rating		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: M Severity: M Overall: MEDIUM	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: VL Severity: M Overall: LOW	Deputy Clerk to obtain CiLCA. Completed January 2025	Dep Clerk	COMPLETED
					Clerk to Complete Level 4 Community Governance qualification. Completed November 2025.	Clerk	COMPLETED
					Projected future Risk Rating		

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: M Severity: H Overall: HIGH	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: L Severity: M Overall: MEDIUM	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
					Adopting a formally recorded powers of delegation scheme for all relevant officers	Clerk	
					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: L Severity: M Overall: MEDIUM	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: VL Severity: M Overall: 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: M Severity: M Overall: MEDIUM	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.	Chance: L Severity: M Overall: MEDIUM	Review Code of Conduct as above		Dec-26
					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: M Severity: H Overall: HIGH	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: L Severity: H Overall: MEDIUM	Develop and overall training and development policy and programme for all members of staff	Clerk	COMPLETED
					Implement training & development programme for all members of staff	Clerk	COMPLETED
					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: M Severity: H Overall: HIGH	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 mange its removal. The Council will continue to monitor developments in legislation and also with regards to developments in energy management.	Chance: L Severity: M Overall: MEDIUM	Look to work with WBC and other relevant organisations to improve performance on this issue	Clerk	
					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 means that the Council's Members and staff were not reflective of the overall population of the parish	Chance: M Severity: H Overall: HIGH	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: L Severity: M Overall: MEDIUM	Develop Accessibility Guides for SGC and SWP	Allotments Officer	Dec-26
					Update Equality & Diversity Policy	Clerk	
					Improve training for staff and members on equality and diversity issues	Clerk	
					Projected future Risk Rating	LOW	

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: M Severity: H Overall: HIGH	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: L Severity: H Overall: MEDIUM	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	Clerk FM	COMPLETED
					Arrange quarterly formal "rounds" to review School Green Centre and Spencers Wood Pavilion.	Clerk FM	ONGOING
					Arrange appropriate H&S training courses e.g. fire warden training	Clerk FM	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	FM	COMPLETED
					Projected future Risk Rating	LOW	

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: M Severity: H Overall: HIGH	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: L Severity: M Overall: MEDIUM	Review the licences required for each venue and ensure that these are correct in all respects		ONGOING
					Premises Licence for School Green Centre obtained in September 2024		COMPLETED
					Projected future Risk Rating	LOW	

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: H Severity: M Overall: HIGH	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: L Severity: L Overall: LOW	Develop a robust and effective reporting and monitoring system for all budget holders	Clerk Fin M	
					Ensuring that Council has a mechanism for identifying and responding to cost over-runs	Clerk Fin M	
					Projected future Risk Rating	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: M Severity: H Overall: HIGH	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: L Severity: M Overall: MEDIUM	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
					Review General Reserve policy to ensure that sufficient funds are available as required		
					Projected future Risk Rating	LOW	

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 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: L Severity: H Overall: MEDIUM	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: VL Severity: M Overall: LOW	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
					Develop overall Fees & Charges Policy	Clerk	
					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: H Severity: H Overall: HIGH	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: L Severity: M Overall: MEDIUM	Develop a policy and procedure for the assessment, approval and delivery of major projects using CIL methodology as a basis	Clerk	
					Develop a Procurement Toolkit	Clerk	
					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: M Severity: M Overall: MEDIUM	The Council will review with its insurance broker it 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: L Severity: L Overall: LOW	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 instuance cover was part of that process.	Clerk	ONGOING
					Projected future Risk Rating	LOW	

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: M Severity: M Overall: MEDIUM	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: L Severity: L Overall: LOW			
					Projected future Risk Rating		

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: M Severity: L Overall: MEDIUM	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: L Severity: L Overall: LOW	Put in place procedure for vetting existing and current contractors as part of procurement toolkit	FM	
					Projected future Risk Rating	LOW	

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: H	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: L	Use of credit card machines to take payments to be investigated	Clerk	
		Severity: M		Severity: M	Review procedures and ensure all staff trained in them	Clerk	
		Overall: HIGH		Overall: 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: M	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: L	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: M		Severity: M			
		Overall: MEDIUM		Overall: 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: M	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: L	To include internal controls as part of the review of all policies and procedures	Clerk	
		Severity: M		Severity: L	Training and development for staff and members on applying appropriate controls	Clerk	
		Overall: MEDIUM		Overall: 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: M	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.	Chance: L	Ensure that any changes to VAT rates are correctly input to the system and in a timely manner	Fin M	ONGOING
		Severity: M		Severity: L			
		Overall: MEDIUM		Overall: 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.	Chance: M	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 closuely monitored and the menu will be reviewed in April 2026. Food waste is minimised through freezing stock where possible	Chance: L	Continue to review sales and amend menu accordingly	Dep Clerk	ONGOING
		Severity: M		Severity: M	Review food waste	Dep Clerk	ONGOING
					Maintain training for all café staff	Dep Clerk	ONGOING
		Overall: MEDIUM		Overall: 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: H Severity: H Overall: HIGH	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: L Severity: M Overall: MEDIUM	Update recruitment process to ensure it incorporates best practice	Clerk	COMPLETED
					Ensure that all adverts are promoted internally and develop policy to give interested staff guaranteed interview	Clerk	ONGOING
					Projected future Risk Rating	LOW	

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
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: M Severity: M Overall: MEDIUM	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 news skills to the Council. The Staffing Committee meets every other month with the Clerk to discuss various matters including the general morale of staff.	Chance: L Severity: L Overall: LOW	Develop formal training and development plan for each members of staff including a regular review of role profiles	Clerk	
					Ensure that there is a system in place for effective "exit" interviews with departing staff	Clerk	
					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	
					Projected future Risk Rating	LOW	

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
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: M Severity: M Overall: MEDIUM	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: L Severity: L Overall: LOW	Identify key personnel for which a Succession Plan is required and put in place the appropriate measures.	Clerk	
					Develop scheme for mentoring staff and giving opportunities to learn new skills on the job	Clerk	
					Projected future Risk Rating	LOW	

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
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: L Severity: H Overall: MEDIUM	The Staffing Committee will work with the Clerk and other senior managers as required to monitor the performance and behaviour of line mangers 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: VL Severity: M Overall: LOW	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
					Projected future Risk Rating	LOW	

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
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: H Severity: H Overall: HIGH	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: L Severity: L Overall: LOW	Use of Agency staff is kept to a minimum but has been shown to be effective when required.		ONGOING
					Projected future Risk Rating		

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: L Severity: H Overall: MEDIUM	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: VL Severity: M Overall: LOW	Ensure clear procedures and training & development in place for all staff Projected future Risk Rating: LOW	Clerk	ONGOING

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: L Severity: H Overall: MEDIUM	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: VL Severity: M Overall: LOW	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: M Severity: H Overall: HIGH	Councillors are required to sign up to a Code of Conduct and comply with the standing orders of the Council.	Chance: L Severity: M Overall: MEDIUM	Effective induction and training programme for all Councillors Projected future Risk Rating: LOW	Clerk	ONGOING

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: H Severity: H Overall: HIGH	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: L Severity: M Overall: MEDIUM	Conduct a review of the induction and training programme for new councillors Review the training arrangements for all councillors Projected future Risk Rating: LOW	Clerk Clerk	

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: M Severity: M Overall: MEDIUM	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: VL Severity: L Overall: VERY LOW	Develop a recruitment and management policy for Volunteers Projected future Risk Rating: VERY LOW	Clerk	

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: M	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: L	Develop a recruitment and management policy for Volunteers	Clerk	
		Severity: M		Severity: L	Ensure appropriate lone worker policy and procedure in place for volunteers	Clerk	
		Overall: MEDIUM		Overall: 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: M	The Council maintains appropriate insurance cover for its buildings, assets and activities. SPC has Public Liability Insurance cover of £10,000,000.	Chance: L	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	
		Severity: H	An Asset Register is updated annually by the RFO and presented to Council and the External Auditor with annual accounts each year.	Severity: H	Create a detailed inventory of items on fixed asset register and other items such as tables and chairs.	Fin M FM	ONGOING
			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.		Develop a procedure for adding and deleting items to/from the inventory	Clerk	
			Appropriate maintenance regimes, servicing contracts and similar are put in place		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: HIGH		Overall: 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: M	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: L	Review CCTV coverage in SGC and arrange additional cameras as required	FM	COMPLETED
		Severity: H		Severity: H	Develop routine inspection and maintenance programme for SGC	FM	COMPLETED
					Provide training and supporting information for staff on building systems	FM	
					Ensure procedures for safety of car park and its users	FM	
		Overall: HIGH		Overall: 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: H	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: L	Ensure all staff are trained on the use of key fobs, remote access control etc.	FM	COMPLETED
		Severity: H		Severity: M	Ensure procedures for safety of car park and its users	FM	
		Overall: HIGH		Overall: 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: H Severity: H Overall: HIGH	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: L Severity: M Overall: MEDIUM	Agree a specific management regime with ALL key holders for Millworth Lane	Clerk	
					Arrange formal agreement with users of Manor Ground including controlling access and how the building will be maintained and	FM	
					Arrange formal agreement with users of High Copse Pavilion including controlling access and how the building will be maintained and operated	Clerk	
					Projected future Risk Rating	LOW	

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: L Severity: H Overall: MEDIUM	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: VL Severity: M Overall: LOW	Develop specific adverse weather plans for each of the buildings under SPC care.	FM	
					Develop procedure for assessing condition of pitches under our control especially in adverse weather conditions	FM	
					Projected future Risk Rating	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: M Severity: M Overall: MEDIUM	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 un 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: L Severity: L Overall: LOW			
					Projected future Risk Rating		

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: L Severity: H Overall: MEDIUM	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: L Severity: M Overall: MEDIUM	Ensure appropriate maintenance plans in place for each building	FM	
					Ensure emergency cover arrangements in place should they be required for loss of utilities	FM	
					Projected future Risk Rating	LOW	

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: M Severity: M Overall: MEDIUM	Maintenance of sites and equipment is undertaken on a mix of planned and responsive basis. SPC has set up an Earmarked Reserve to set aside funds for future major repairs/refurbishments 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.	Chance: L Severity: L Overall: 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: L Severity: H Overall: MEDIUM	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: VL Severity: H Overall: LOW	Develop new procedure to ensure that anyone driving any vehicle for the council is safe to do so	FM	
					Develop new procedure for ensuring that council vehicles are roadworthy at all times	FM GMO	
					Projected future Risk Rating	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: M Severity: VH Overall: HIGH	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: L Severity: M Overall: MEDIUM	Ensure clear and robust IT users policies for all staff and members	Clerk	
					Ensure all staff and members are aware of need for IT security at all times (including use of SPC laptops)	Clerk	
					Projected future Risk Rating	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: L Severity: VH Overall: MEDIUM	Air IT provide and maintain protection against incoming virus and other attacks.	Chance: VL Severity: M Overall: LOW	Review the Council's IT policy and refresh the training for all staff regarding the risks associated with computer viruses	Clerk IT	
					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: L Severity: H Overall: MEDIUM	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: VL Severity: M Overall: LOW	As part of a review of contingency plans establish back up arrangements for extended period of loss of Rialtas	Clerk Fin M	COMPLETED
					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: L Severity: M Overall: MEDIUM	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: VL Severity: L Overall: VERY LOW	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.	Clerk	
					Ensure that there are regular reviews of the current IT support provider and that these include their financial viability and long-term plans	Clerk	
					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: L Severity: M Overall: MEDIUM	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: VL Severity: L Overall: 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: M Severity: H Overall: HIGH	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: VL Severity: M Overall: LOW			
					Projected future Risk Rating	LOW	

Claire Connell MA, ACA, CTA
Chartered Accountant and Chartered Tax Adviser

86 Silverdale Road
Earley
Reading RG6 7LT
Tel: 0118 966 9706
Email: accounts@claireconnell.co.uk

Mr Bruce Winton
Chief Executive Officer
Shinfield Parish Council
Shinfield Green Centre
School Green
Shinfield
Berkshire RG2 9EH

31st March 2026

Dear Bruce

Internal audit for the year ended 31st March 2026 – 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. During my interim visit in February 2026 I reviewed the financial systems and controls for the year to date.

My internal audit testing was based on the guidelines included in the 2025 edition of the Joint Panel on Accountability and Governance Practitioners' Guide. This document contains the proper accounting and governance practices referred to in statute, together with other non-mandatory guidance and examples, including the best practice guidance relating to internal audit.

Initial discussions established whether there were any changes to 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 the controls.

A final visit will take place after the year end to review risk management, the year-end accounts and related documentation.

General Comments

Specific comments below are in the order of the headings in section 1 of the Annual Return.
Controls remain very strong.

The notice of conclusion was not published before the deadline of 30th September and it did not have the external audit report attached to it and thus I will need to state that control objective N has not been met. This is clearly an administrative error and I do not believe it is indicative of wider problems.

Assertion 10 – digital and data compliance

There is a new assertion that is being added to the Annual Governance Statement for the year ended 31st March 2026 with the wording "We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review". A new internal control objective O will be added to the internal audit report within the AGAR with the wording *"The authority has complied with laws, regulations & proper practices relating to digital and data compliance"*.

I discussed the Council's progress in meeting this assertion in correspondence with the Clerk and during my visit. The Council officers have undertaken training and are taking action to ensure that the Council will meet these requirements by the end of this financial year. The website meets the accessibility requirements and an IT policy has been adopted by the Council.

Detailed report

As part of the testing I checked:

A	**Appropriate accounting records have been properly kept throughout the year**
	• The accounts are maintained on RBS Omega and kept up-to-date. This is designed for local councils and has integrated allotment and bookings packages.
B	**This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for**
	• A sample of payment invoices was checked to ensure that they had been approved, correctly paid and VAT treated correctly. No errors were found. • Some larger items of expenditure were reviewed to ensure that procedures for obtaining multiple quotations had been followed. Multiple quotations have been obtained for large purchases but this was not always clear from the minutes.
C	**This authority assessed the significant risks to achieving its objectives & reviewed the adequacy of arrangements to manage these**
	• Standing Orders and Financial Regulations were reviewed. Standing Orders were updated in June 2025. • The Financial Regulations were last updated in 2018 and I understand work is being undertaken to update these. • The risk register was formally approved in May 2025 and since then regular updates have been provided to the F&GP committee during the year. • Council minutes were scrutinised.
	***Observations and outstanding audit work*:** ➢ Insurance cover will be reviewed at a later 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. • The budget setting process for 2026-27 was complete at the time of my visit. It is clear that the budget process has once again been thorough and included a consideration of ongoing earmarked reserve requirements in addition to the planned budget for the forthcoming year.
	***Outstanding audit work*:** ➢ 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; and VAT appropriately accounted for**
	No significant issues arose during the review and testing of income controls. The following income streams were reviewed: • The precept was agreed to Council minutes and bank statements • CIL income was agreed to bank statements

	• Hall hire, rental income and allotment income were reviewed and test checks carried out. • Other income streams such as the cinema and youth club were also reviewed.
F	**Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for**
	• Petty cash expenditure is small and controlled. Receipts are available to support the expenditure.
G	**Salaries to employees and allowances to members were paid in accordance with the authority's approvals and PAYE/NI requirements were properly applied**
	• Payroll continues to be prepared in house and appears well controlled. • The pay for one month was reviewed. A sample of employees was picked and deductions checked. No problems arose.
H	**Asset and investments registers were complete, accurate and properly maintained**
	➢ The fixed asset register is maintained in Rialtas and will be reviewed after the year end.
I	**Periodic bank reconciliations properly carried out during the year**
	• Bank reconciliations are prepared on a monthly basis. • Bank reconciliations have been reviewed by a Councillor on a bi-monthly basis and this is reported to the F&GP committee.
J	**Accounting statements prepared during the year were prepared on the correct accounting basis (income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.**
	➢ These will be reviewed at my visit in June 2026.
K	**If the authority certified itself as exempt from a limited assurance review in 2024/25 It met the exemption criteria and correctly declared itself exempt**
	• Not applicable – the Council was subject to a limited assurance review in 2024/25.
L	**The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation**
	• The AGARs for the past five years are available on the Council website in accordance with the requirements of the Accounts and Audit Regulations 2015. • The Council website has a dedicated page with transparency information clearly available.
M	**The authority, during the previous year (2024/25) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations**
	• The exercise was advertised on the website in advance of the period commencing. • The exercise was carried out for the correct number of days and included the first 10 working days of July as required.
N	**The authority has complied with the publication requirements for the 2024/25 AGAR**
	• The notice of conclusion was published in October after the deadline of 30th September and it did not have the external audit report attached to it.

	Conclusion: The Council did not comply with the publication requirements for the 2024/25 AGAR.
O	**The authority has complied with laws, regulations & proper practices relating to digital and data compliance**
	This is a new control objective for 2025/26 which is linked to the new assertion 10 on the Annual Governance Statement. The Council appears to be on track for meeting this assertion.
P	**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 visit.

Yours sincerely

Claire Connell

Claire Connell

24.1

Venue Bookings Information Report - 2025/26 - As at 31 March 2026

Income - By Room by Month

School Green Centre

Room		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Grazeley	Actual	2,640	3,269	3,104	3,277	1,152	3,201	4,042	3,709	2,534	3,700	2,669	3,740	37,038
	Booked													0
	Projected													0
	TOTAL	2,640	3,269	3,104	3,277	1,152	3,201	4,042	3,709	2,534	3,700	2,669	3,740	37,038
	Prior Year	2,754	2,124	3,460	2,375	1,494	2,484	3,428	3,851	2,819	3,678	2,905	3,795	35,168
	Variance	(114)	1,145	(356)	902	(342)	717	614	(142)	(284)	22	(237)	(54)	1,870
Pound Green	Actual	2,476	4,056	4,386	3,559	1,539	3,495	4,414	4,920	2,553	4,497	3,419	5,099	44,412
	Booked													0
	Projected													0
	TOTAL	2,476	4,056	4,386	3,559	1,539	3,495	4,414	4,920	2,553	4,497	3,419	5,099	44,412
	Prior Year	3,232	2,926	4,406	3,696	1,755	3,560	3,635	3,687	2,482	3,746	2,435	4,630	40,188
	Variance	(756)	1,130	(20)	(137)	(216)	(65)	779	1,234	71	751	984	468	4,224
Ryeish Green	Actual	1,428	1,533	2,161	1,314	850	2,323	3,073	2,557	1,829	2,486	1,776	2,835	24,165
	Booked													0
	Projected													0
	TOTAL	1,428	1,533	2,161	1,314	850	2,323	3,073	2,557	1,829	2,486	1,776	2,835	24,165
	Prior Year	2,680	2,502	3,147	1,829	0	2,871	2,568	2,285	2,064	2,177	1,737	3,401	27,260
	Variance	(1,252)	(969)	(986)	(514)	850	(548)	505	272	(234)	309	39	(566)	(3,095)
Shinfield	Actual	107	258	273	220	24	164	259	374	173	144	66	134	2,195
	Booked													0
	Projected													0
	TOTAL	107	258	273	220	24	164	259	374	173	144	66	134	2,195
	Prior Year	297	467	314	180	0	385	400	495	297	361	259	388	3,842
	Variance	(189)	(209)	(41)	40	24	(221)	(141)	(122)	(124)	(217)	(193)	(254)	(1,647)
Spencers Wood	Actual	568	548	457	483	431	236	515	717	434	573	436	572	5,969
	Booked													0
	Projected													0
	TOTAL	568	548	457	483	431	236	515	717	434	573	436	572	5,969
	Prior Year	578	410	538	305	696	745	583	428	263	510	614	590	6,258
	Variance	(9)	139	(81)	179	(266)	(509)	(68)	289	171	63	(179)	(18)	(289)
Three Mile Cross	Actual	908	809	832	947	358	781	915	994	461	1,076	943	1,131	10,154
	Booked													0
	Projected													0
	TOTAL	908	809	832	947	358	781	915	994	461	1,076	943	1,131	10,154
	Prior Year	605	733	783	271	0	461	953	940	482	604	594	1,079	7,504
	Variance	304	76	49	676	358	320	(37)	54	(21)	472	349	52	2,650
Tower	Actual	2,264	951	1,048	1,778	1,602	1,318	1,807	2,207	656	1,639	685	1,853	17,805
	Booked													0
	Projected													0
	TOTAL	2,264	951	1,048	1,778	1,602	1,318	1,807	2,207	656	1,639	685	1,853	17,805
	Prior Year	701	698	1,579	628	508	630	787	1,761	495	798	991	1,879	11,452
	Variance	1,562	253	(531)	1,150	1,095	688	1,020	447	160	841	(306)	(26)	6,353
Other resources *PA* *Screen & Projector* *Kitchen*	Actual	255	194	115	118	280	275	238	517	307	285	163	602	3,347
	Confirmed													0
	Projected													0
	TOTAL	255	194	115	118	280	275	238	517	307	285	163	602	3,347
	Prior Year	293	160	301	275	164	278	446	158	414	421	273	530	3,711
	Variance	(38)	34	(186)	(158)	116	(3)	(208)	360	(107)	(136)	(110)	72	(364)
TOTAL FOR SGC	Actual	10,646	11,618	12,374	11,696	6,235	11,792	15,262	15,994	8,947	14,400	10,156	15,966	145,086
	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	10,646	11,618	12,374	11,696	6,235	11,792	15,262	15,994	8,947	14,400	10,156	15,966	145,086
	Prior Year	11,138	10,019	14,527	9,558	4,616	11,413	12,800	13,603	9,315	12,294	9,807	16,293	135,383
	Variance	(492)	1,599	(2,153)	2,137	1,619	380	2,462	2,391	(369)	2,106	349	(327)	9,703

Budget for 2025/26	VAT Inc	144,000
Projected Performance against Budget	VAT Inc	1,086

Venue Bookings Information Report - 2025/26 - As at 31 March 2026

Income - By Room by Month

Spencers Wood Pavilion

Meeting Rooms	Actual	985	1,739	2,087	1,648	1,205	1,981	2,212	2,050	1,392	1,725	1,848	2,052	**20,923**
	Booked													**0**
	Projected													**0**
	TOTAL	985	1,739	2,087	1,648	1,205	1,981	2,212	2,050	1,392	1,725	1,848	2,052	20,923
	Prior Year	1,075	1,412	1,772	2,288	1,156	1,387	1,777	1,586	1,058	1,359	1,494	1,943	**18,306**
	Variance	(90)	327	315	(639)	49	594	435	464	334	365	354	109	**2,617**
Pre-School	Actual	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	**28,800**
	Booked													**0**
	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	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**
	Variance	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Car Service	Actual	383	383	383	383	383	383	383	383	383	383	383	383	**4,596**
	Booked													**0**
	Projected													**0**
	TOTAL	383	383	383	383	383	383	383	383	383	383	383	383	4,596
	Prior Year	378	360	399	383	383	383	383	383	383	383	383	383	**4,583**
	Variance	5	23	(16)	1	1	1	0	0	0	0	0	0	**14**
Other resources (PA, screen & projector)	Actual					10		10	10		10	10		**50**
	Confirmed												0	**0**
	Projected													**0**
	TOTAL	0	0	0	0	10	0	10	10	0	10	10	0	50
	Prior Year	0	0	10	0	0	0	10	0	0	0	0	0	**20**
	Variance	0	0	(10)	0	10	0	0	10	0	10	10	0	**30**
TOTAL FOR SWP	Actual	3,768	4,522	4,870	4,431	3,998	4,764	5,005	4,843	4,175	4,518	4,641	4,835	**54,369**
	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	3,768	4,522	4,870	4,431	3,998	4,764	5,005	4,843	4,175	4,518	4,641	4,835	54,369
	Prior Year	3,853	4,172	4,581	5,070	3,938	4,170	4,570	4,369	3,841	4,142	4,277	4,726	**51,709**
	Variance	(85)	350	289	(639)	60	595	435	474	334	375	364	109	**2,661**

Budget for 2025/26	VAT Inc	51,000
Projected Performance against Budget	VAT Inc	3,369

Venue Bookings Information Report - 2025/26 - As at 31 March 2026

High Copse Pavilion	Kitchen	0		90	155	80					30	5	10	370
	Main Room	1,440	1,360	2,021	3,385	2,560	2,235	2,061	2,163	1,507	3,449	2,307	3,024	27,512
	Other Income				20	30					140	75	110	375
	Booked													0
	TOTAL	1,440	1,360	2,111	3,560	2,670	2,235	2,061	2,163	1,507	3,619	2,387	3,144	28,257
Main Room includes	Prior Year													0
Dementia Car Group	Variance	1,440	1,360	2,111	3,560	2,670	2,235	2,061	2,163	1,507	3,619	2,387	3,144	28,257

Budget for 2025/26	VAT Inc	25,780
Projected Performance against Budget	VAT Inc	2,477

High Copse Pitches	Football Pitch West								1,680	720	960	720	960	5,040
	Football Pitch East								960	1,440	960	720	960	5,040
	Booked													0
	TOTAL	0	0	0	0	0	0	0	2,640	2,160	1,920	1,440	1,920	10,080
	Prior Year													0
Main Room includes	Variance	0	0	0	0	0	0	0	2,640	2,160	1,920	1,440	1,920	10,080

Budget for 2025/26	VAT Inc	30,800
Projected Performance against Budget	VAT Inc	(20,720)

Manor Ground Pavilion	Room Hire	0	240	0	0	30	120	1,191	1,059	1,031	1,292	1,038	1,434	7,434
	Other													0
	Booked													0
	TOTAL	0	240	0	0	30	120	1,191	1,059	1,031	1,292	1,038	1,434	7,434
	Prior Year	0	1,280	1,280	1,520	70	120	120	150	30		20		4,590
	Variance	0	(1,040)	(1,280)	(1,520)	(40)	0	1,071	909	1,001	1,292	1,018	1,434	2,844

Budget for 2025/26	VAT Inc	300
Projected Performance against Budget	VAT Inc	7,134

Manor Ground Pitches	Football Pitch 1					50	500	400	500	200	250	200	200	2,300
	Football Pitch 2					50	500	400	250	200	250	200	200	2,050
	Cricket	666	667	667	666	667	667	666	667	667	666	667	667	8,000
	Booked													0
	TOTAL	666	667	667	666	767	1,667	1,466	1,417	1,067	1,166	1,067	1,067	12,350
	Prior Year	0	1,280	1,280	1,520	70	120	120	150	30		20		4,590
	Variance	666	(613)	(613)	(854)	697	1,547	1,346	1,267	1,037	1,166	1,047	1,067	7,760

Budget for 2025/26	VAT Inc	9,700
Projected Performance against Budget	VAT Inc	2,650

Village Green & SW Rec	Actual - School Green	0	1,749	297		0	668			0				2,714
	Actual - SW Rec	175	230	175	145	105	115	100	65	55	65	65	75	1,370
	Booked													0
	Projected													0
	TOTAL	175	1,979	472	145	105	783	100	65	55	65	65	75	4,084
	Prior Year	65	1,609	512	90	80	986	175	190	110	150	170	170	4,307
	Variance	110	370	(40)	55	25	(203)	(75)	(125)	(55)	(85)	(105)	(95)	(223)

Budget for 2025/26	VAT Inc	2,400
Projected Performance against Budget	VAT Inc	1,684

Shinfield Parish Council – Financial Regulations – Review 2025/2026

Guidelines to the review of the Model Financial Regulations NALC (March 2025)

Each individual financial regulation was reviewed using the following criteria;

1. Clear intention & meaning.
2. Ease of understanding.
3. Application in view of current practices.

Model Financial Regulations NALC(March 2025)

1. This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
2. **Bold** text indicates legal requirements, which a council cannot change or suspend.
3. Each council needs to adapt the model to suit its size and structure.

Shinfield Parish Council revised Financial Regulations (2025/2026)

1. Wording highlighted in blue indicate amendments made to fit the council's circumstances.
2. Wording highlighted in yellow indicate fundamental changes to the Model Financial Regulations or introduction of a new financial regulation.
3. Regulations NOT highlighted remain unchanged from the Model Financial Regulations.

The Model Financial Regulations (March 2025) are provided to enable an easy comparison.

Recommendations

1. Shinfield Parish Council adopts the revised Financial Regulations. The Council currently does not follow the Model Financial Regulations which are highlighted in the revised Financial Regulations. Should the Council decided against adopting the revised Financial Regulations, as adapted, and instead adopts the Model Financial Regulations, the Council will knowingly be in breach of its own financial regulations – this is not recommended.

2. There is no regulation included for the release of reserve funds. The Council should consider the process by which these funds are released and a new regulation to cover this added in the future.

3. Risk Management Policy – The Financial Regulations require this policy and it is recommended that the Council establishes and adopts a Risk Management Policy as required.

Shinfield Parish Council

Financial Regulations 2026

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in March 2025 for the purpose of its member Councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

1) This document is a model for Councils of all sizes to use to develop their own financial regulations, suitable for the size of the Council and the activities it undertakes.
2) Bold text indicates legal requirements, which a Council cannot change or suspend.
3) For the rest, each Council needs to adapt the model to suit its size and structure. For example, some Councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some Councils have committees, some have a high level of delegation and some make all decisions at full Council meetings. Many now use online payment methods, but others still rely on cheques.
4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the Council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
5) Specific areas that may need adapting:
   a) In 1.5 – is the Clerk the RFO?
   b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
   c) In section 4, does the Council have committees and how many years are forecast?
   d) In 5.6, does the Council issue an open invitation to tender, or invite specific firms?
   e) In 5.9, are online prices acceptable evidence?
   f) In 5.13, 5.15 and 5.17, does the Council have committees?
   g) In 5.16, will a Councillor ever be instructed to place an order?
   h) In 5.20, is there a minimum level for official orders?
   i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
   j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a Council's financial regulations to fit what they actually do, not to force any Council to change what they do.
   k) Section 10 gives two alternatives, with or without petty cash.
   l) 13.6 has alternatives for VAT-registered and unregistered Councils – only use one.
   m) 13.7 and 13.8 are removable if they don't apply to the Council.

   n) Much of Section 16 can be deleted if not applicable.

   o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?

6) Square brackets indicate where the Council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the Council] might need to say the Policy and Resources Committee.

   a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.

   b) In Section 4, the Council needs to determine the timescale for its budget setting.

7) It is challenging to try to offer guidance on setting financial limits. A Council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each Council needs to determine its own limits, that help, rather than hinder, its operations.

8) Key limits to set:

   a) In 5.6, at what limit will the Council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small Councils might only use formal tenders once every few years.

   b) In 5.8, at what limit will the Council require fixed-price quotes rather than estimates?

   c) In 5.9, at what level can smaller purchases be made without competition?

   d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?

   e) In 5.18, how much can the clerk commit to spending in an emergency?

   f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?

   g) In Section 9, what are the limits for card payments?

   h) In 16.5, what value of assets can be bought or disposed of, without seeking Council approval?

9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.

10) Once this model has been tailored to fit the Council’s needs, the resulting Financial Regulations (with the insertion of the Council’s name at the top) should be adopted at a meeting of the full Council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full Council.

11) The Council should keep abreast of developments in legislation that affect the local Council sector and should review and update its Financial Regulations annually.

12) Please ensure that the latest approved version is published on the Council’s website.

Shinfield Parish Council Financial Regulations

Contents

These Financial Regulations were adopted by the Council at its meeting held on [enter date].

1. General

1.1. These Financial Regulations govern the financial management of the Council and may only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the Council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Smaller Authorities Proper Practices Panel (SAPPP) (formerly Joint Panel on Accountability and Governance (JPAG)) and published by National Association of Local Councils
- 'Must' and **bold text** refer to a statutory obligation the Council cannot change.
- 'Shall' refers to a non-statutory instruction by the Council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of Council resources; and
- produces financial management information as required by the Council.

1.6. **The Council must not delegate any decision regarding:**

- **setting the final budget or the precept (Council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the Council shall:

- Determine and review the bank mandate for all Council bank accounts annually after the election of committee chairs.
  - Four Bank Mandate holders must be confirmed at each Annual Meeting.
  - Existing mandate holders may offer to continue as a mandate holder until such time as they leave the council.
  - Mandate holders must be willing and able to confirm payments both electronically and in person.
  - The RFO and the Finance Manager shall also be mandate holders
  - The RFO and Finance Manager should only act as a co-signatory to payments where
    1. Only one councillor mandate holder is available and
    2. The payment is urgent
  - Due to their role in checking bank statements the Chair and Vice-Chair of Finance & General Purposes shall not be mandate holders
- Authorise
  - Any grant in excess of £5,000
  - Or a single commitment in excess of £10,000
    1. This shall not apply to projects which have already been approved by Council and the commitment is within the project budget
    2. Any overspend would require approval by Council

2. Risk management and internal control

2.1. **The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by Finance & General Purposes Committee, a risk management policy covering all activities of the Council. This policy and consequential Strategic Risk Register shall be reviewed by the Council at the Annual Council Meeting.

2.3. When considering any new activity, the Clerk ~~[with the RFO]~~ shall prepare a draft risk assessment including risk management proposals for consideration by the Council.

2.4. **At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At each Finance & General Purposes Committee meeting, and at each financial year end, the Chair of Finance & General Purposes Committee is required to verify bank reconciliations (for all accounts) produced by the Finance Manager. The Chair of F&GP shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance & General Purposes Committee .

2.7. Regular back-up copies shall be made of the records on any Council computer and stored either online or in a separate location from the computer. The Council shall put measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate;**
- **a record of the assets and liabilities of the Council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the Council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary.

3.7. The internal auditor shall be appointed by the Council and shall carry out their work to determine the effectiveness of the Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The Council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the Council;
- reports to Council in writing, or in person, after the interim and final audits during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the Council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3.13. Councillors may report matters of financial concern to the internal auditor for investigation.

4. Budget and precept

4.1. **Before setting a precept, the Council must calculate its Council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. The staffing structure for the next financial year shall be approved by the Staffing Committee in November. Budgets for salaries and wages, including employer contributions shall be reviewed by the Finance & General Purposes Committee no later than December for the following financial year and included in the annual budget for approval by the Council in January. The budget shall also include a projection of staff costs (at current rates) for the following three years.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward, by placing them in an earmarked reserve, with the formal approval of the Finance & General Purposes Committee.

4.5. Each committee shall review its draft budget and submit any proposed amendments to the Finance & General Purposes Committee not later than the end of November each year.

4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance & General Purposes Committee and a recommendation made to the Council.

4.7. Having considered the proposed budget and three-year forecast, the Council shall determine its Council tax requirement. The Council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with Council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** or earlier if requested by the billing authority. The RFO shall supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned. The Chair of the Finance & General Purposes committee shall report on budget monitoring at the next Full Council meeting after each committee meeting.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers. Value for money refers to efficiency, economy and effectiveness. The Council shall not be obliged to accept the lowest or any tender, quote or estimate

5.2. The Council has adopted the General Power of Competence (in May 2023). Should the council be without the General Power of Competence, the RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every procurement contract shall comply with the Council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the Council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

5.8. For contracts greater than £5,000 excluding VAT the RFO shall seek at least three fixed-price quotes.

5.9. Where the value of a contract is between £500 and £5,000 excluding VAT, the RFO shall try to obtain three estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For purchases less than £500, the RFO shall seek to achieve value for money.

5.11. **Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive the provision of section 5 of the financial regulations the reason should be set out in a recommendation to the Council and approved by a resolution. Avoidance of competition is not a valid reason.

5.14. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- The RFO, under delegated authority, for any items below £5,000 excluding VAT.
- The RFO, in consultation with the Chair of the Finance & General Purposes Committee, for any items above £5,000 excluding VAT.
- Any sum above £5,000 outside of an agreed budget, must be approved by the Council.
- A duly delegated committee of the Council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- In respect of grants, a duly authorised committee within any limits set by Council and in accordance with any policy statement agreed by the Council.

Such authorisation must be supported by a minute (in the case of Council or committee decisions) or other auditable evidence trail.

5.15. No individual member, or informal group of members may issue an official order or make any contract on behalf of the Council.

5.16. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.17. An emergency is a situation which causes serious risk to the delivery of Council services, to public safety on Council premises or the protection of council assets. In these circumstances, the Clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

5.18. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that, where a loan is required, Government borrowing approval has been obtained first.

5.19. A purchase order or letter shall be raised for all work, goods and services above £5,000 excluding VAT unless a formal contract is to be prepared or a purchase0l order would not be practical. Copies of purchase orders shall be retained, along with evidence of receipt of goods.

5.20. Any ordering system can be misused. Therefore access to the Council's ordering system shall be controlled by the RFO. The RFO shall list those individuals who may request a purchase order to be raised by the Finance Manager. The current list is: Clerk, Deputy Clerk and Facilities Manager.

5.21. Where the council has resolved to co-fund a project then, if the council is the lead partner, all above procurement requirements will apply. Where another council or organisation is the lead on the project the RFO shall ensure that body applies similar checks and balances

5.22. Where the council has chosen to make a grant award to an organisation (including capital grants) each recipient should comply with the councils grant awarding policy and the RFO shall ensure that recipients have in place a mechanism for ensuring the award is used for the purpose granted and the recipient ensures Value for Money from the grant.

6. Banking and payments

6.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the Council; banking arrangements shall not be delegated to a committee. The Council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed annually by Finance and General Purposes Committee each April committee for security and efficiency.

6.2. The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the Council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Council before being certified by the RFO. Where the certification of invoices is done as a batch, the batch list of invoices shall be signed by the RFO to confirm that all invoices listed have been 'examined, verified and certified' by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking/credit card/cheque, in accordance with a resolution of the Council or duly delegated committee or a delegated decision by an officer, unless the Council resolves to use a different payment method.

6.6. For each financial year the RFO will draw up a schedule, within the annual budget, of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Council will be asked to authorise in advance for the year.

Model 6.7 removed

6.7. A list of such payments shall be reported to the next appropriate meeting of the Council for information only.

6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

Model 6.9.i removed as was a duplicated elsewhere

i. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of Council services or to public safety on Council premises.

ii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the Council, where the RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

iii. Fund transfers within the Councils banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance & General Purposes Committee.

6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the Council. The Council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the Finance Manager shall be appointed as the Service Administrator. The bank mandate agreed by the Council shall identify a minimum of three and a maximum of four Councillors plus the RFO and Finance Manager who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.

7.2. All authorised signatories shall have access to view the Council's bank accounts online.

7.3. No employee or Councillor shall disclose any PIN or password, relevant to the Council or its banking, to anyone not authorised in writing by the Council or ~~a duly delegated committee~~

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval (comprising any of the following; the List of Purchase Ledger Payments, damage deposit returns, payroll and grants) shall be sent by email to two authorised signatories which shall vary for each payment run.

7.5. In the prolonged absence of the Service Administrator, the RFO shall set up any payments due before the return of the Service Administrator.

7.6. Two Councillors who are authorised signatories shall check the payment details against the invoices/Purchase Ledger Schedule before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online. ~~and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.~~

7.8. A full list of all payments made in a month shall be provided to the next Council meeting and included in the agenda pack for that meeting.

7.9. With the approval of the Council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that new instructions are approved (giving permission to the Clerk to sign the direct debit) by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Council every year at the Annual Council meeting.

7.10. Payment may be made through online banking or CHAPS ~~by resolution of the Council~~ provided that each payment is approved by two authorised bank signatories, evidence is retained and any payments are reported to the Council at the next meeting unless specifically required by Council to use another form of payment.

7.11. If thought appropriate by the Council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to Council when made. The approval of the use of a banker's standing order shall be reviewed by the Council every year at the Annual Council meeting.

7.12. New account details for suppliers, and variations to those details, may only be created or amended upon written notification by the supplier verified by the RFO and an authorised signatory. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13. Members and officers shall ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for Council banking. Where possible two-factor authentication must be used.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members ~~and countersigned by the Clerk~~.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a Council or committee meeting. Any signatures obtained away from Council meetings shall be reported to the Council at the next meeting.

9. Credit/Debit cards

9.1. ~~Any Credit or Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by Council or finance committee in writing before any order is placed~~.

There shall be a maximum of four credit cards in use by the Council issued to:

Clerk

Deputy Clerk

Finance Manager

Facilities Manager

Only the Clerk (or Deputy Clerk in their absence) may exceed expenditure of £500 in any single transaction. Transactions may not be split to stay within the limit.

~~9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the Council]. Transactions and purchases made will be reported to [the Council] and authority for topping-up shall be at the discretion of [the Council].~~

9.3. Any trade card account opened by the Council shall be approved by the Finance & General Purposes committee. The Clerk shall indicate for each card who is authorised to use that trade card and the financial limit for use. Any balance shall be paid in full each month.

~~9.4.~~ Personal credit or debit cards of members or staff should not be used. ~~under any circumstances.} OR {except for expenses of up to [£250] including VAT, incurred in accordance with council policy.~~

10. Petty Cash

10.1. The RFO shall maintain a petty cash float of £250 and may provide petty cash to officers for the purpose of operational and other expenses.

a) Signed vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

11.1. **As an employer, the Council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the Council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Council or Staffing committee.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Finance & General Purposes Committee annually at the first F&GP meeting after the Annual Council Meeting to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the Council, setting out a clear business case. Termination payments shall only be authorised by the Full Council.

11.8. Before employing interim staff, the Council or Staffing Committee must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the Full Council and recorded in the minutes. All borrowing shall be in the name of the Council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the Full Council, following a written report on the value for money of the proposed transaction.

12.3. The Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council ~~annually~~ at least every four years.

12.4. All investment of money under the control of the Council shall be in the name of the Council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

13.2. The Council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. ~~[The RFO] shall be responsible for the collection of all amounts due to the council.~~

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Council by the RFO and shall be written off in the year. The Council's approval shall be given prior to the debt being written off and shown in the accounting records.

13.4. All sums received on behalf of the Council shall be deposited intact with the Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the Council.

13.6. The RFO shall ensure that VAT is correctly recorded in the Council's accounting software and that any VAT Return required is submitted from the software by the due date. ~~OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}~~

13.7. Where any significant sum of cash (greater than £250) is received by the Council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting.

13.9. The Clerk shall report to the Finance & General Purposes committee all unpaid invoices overdue by three months and over, and continue to report at each subsequent meeting of the Finance & General purposes committee until there is resolution.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the Council being informed, in advance of exceeding the budget, where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a written report shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5. No tangible moveable property that would appear on the asset register shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council or relevant committee, together with any other consents required by law, except where the estimated value of any one item, at the time of disposal, does not exceed £500. In each case a written report shall be provided to Council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Council’s review of risk management.

17.2. The Clerk shall give prompt notification to the Finance & General Purposes committee of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The Finance & General Purposes committee shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to relevant committee or the Council at the next appropriate meeting. The RFO shall be responsible for all claims on the Council's insurers in consultation with the Clerk.

17.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council or Finance & General Purposes Committee.

18. Charities

18.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1. The Council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the Council of any need to amend these Financial Regulations.

19.2. The Council may, by resolution duly notified prior to the relevant meeting of Full Council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the Council to act unlawfully.

19.3. The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the Council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
4) Where an electronic tendering process is used, the Council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission. Those emails will be viewed at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order 27 and shall refer to the terms of the Bribery Act 2010.
6) Where the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in March 2025 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
2) Bold text indicates legal requirements, which a council cannot change or suspend.
3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
5) Specific areas that may need adapting:
    a) In 1.5 – is the Clerk the RFO?
    b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
    c) In section 4, does the council have committees and how many years are forecast?
    d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
    e) In 5.9, are online prices acceptable evidence?
    f) In 5.13, 5.15 and 5.17, does the council have committees?
    g) In 5.16, will a councillor ever be instructed to place an order?
    h) In 5.20, is there a minimum level for official orders?
    i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
    j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
    k) Section 10 gives two alternatives, with or without petty cash.
    l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
    m) 13.7 and 13.8 are removable if they don't apply to the council.

n) Much of Section 16 can be deleted if not applicable.

o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?

6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.

   a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.

   b) In Section 4, the council needs to determine the timescale for its budget setting.

7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.

8) Key limits to set:

   a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.

   b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?

   c) In 5.9, at what level can smaller purchases be made without competition?

   d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?

   e) In 5.18, how much can the clerk commit to spending in an emergency?

   f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?

   g) In Section 9, what are the limits for card payments?

   h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?

9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.

10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.

11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.

12) Please ensure that the latest approved version is published on the council’s website.

[ENTER COUNCIL NAME] FINANCIAL REGULATIONS

Contents

These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000];

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk [with the RFO] shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least [once in each quarter], and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in [October] for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee]. {The RFO will inform committees of any salary implications before they consider their draft budgets.}

4.3. No later than [month] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year {along with a forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council {finance committee} not later than the end of [November] each year.

4.6. The draft budget {with any committee proposals and [three-year]} forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the {finance committee and a recommendation made to the} council.

4.7. Having considered the proposed budget and [three-year] forecast, the council shall determine its [council tax (England)/budget (Wales)] requirement by setting a budget. The council shall set a precept for this amount no later than [the end of January] for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council {or relevant committee}.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

5.8. For contracts greater than [£3,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes;

5.9. where the value is between [£500] and [£3,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}

5.10. For smaller purchases, [the clerk] shall seek to achieve value for money.

5.11. **Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- [the Clerk], under delegated authority, for any items below [£500] excluding VAT.
- the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£2,000] excluding VAT.
- {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
- {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
- the council for all items over [£5,000];

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by [the RFO].

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with [name bank]. The arrangements shall be reviewed [annually] for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. {Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by [online banking/cheque], in accordance with a resolution of the council {or duly delegated committee}{or a delegated decision by an officer}, unless [the council] resolves to use a different payment method.

6.6. {For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.

6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.}

6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.

6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:

   i. {any payments of up to [£500] excluding VAT, within an agreed budget}.

   ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

   iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.

   iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [a number of] councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}

7.2. All authorised signatories shall have access to view the council’s bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email] to [two] authorised signatories.

7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.

7.6. Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.

7.8. A full list of all payments made in a month shall be provided to the next [council] meeting {and appended to the minutes}.

7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [the RFO] [a member]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by [two members]{and countersigned by the Clerk}.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk {and RFO} {specify other officers} and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used {under any circumstances.} OR {except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}

10. Petty Cash

10.1. {The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} **OR** {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. {The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}

13.7. {Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}

13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}

15.4. {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

18. [Charities]

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council’s relevant standing order] and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Proposed Changes to Standing Orders

In accordance with section 12.b of the Standing Orders, Cllr Boyer has submitted the following motions to vary those standing orders.

Motion 1

To amend section 6 d) ii to move from having two elected Vice-Chairs to only one Vice-Chair. Cllr Boyer believes “the Council only requires one Vice-Chair in order to provide clearer accountability, avoid duplication of roles and ensure that the leadership structure remains proportionate to the size and operational needs of the authority. This proposal relates solely to the structure of the role, not to any individual councillor, and does not affect the Council’s existing powers, standing orders, or committee arrangements. The proposed arrangement focuses Vice-Chair capacity on these priority areas, while corporate governance oversight remains embedded within Full Council, the committee structure, and the role of the Clerk as Proper Officer.”

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)

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.

Cllr Boyer now proposes 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.

Item 27.1

Project Team Summary report
As At 10th April 2026

Project Team	Membership	Last Mtg	Next Mtg	Assigned Budget £	Comments (Full Council Actions in **purple**)
Education	R Hoyle L James I Montgomery S Herring B Winton P Bray O Gill G Cole M Zhang A Lamping Oakbank parent Barbara Stanley, Swallowfied PC	07/01/2026	TBC	N/A	Last Meeting covered Hyde End Lane School Site Aldergrove extension GLT and Oakbank School
Traffic	L James B Johnson D Peer B Winton E Shaw S Tyler B Gilmour M Harding	09/05/2025	TBC	100,000	Meeting held on 25th March - some progress since
Sports	I Clarke L James B Winton T Grover		TBC	1,500,000	Revised proposals approved by Full Council in April 2025. Progressing plans for Fitness Centre
Engagement	B Johnson N Masseron I Montgomery S Herring L Hope B Winton	13/3/2025 (Public Speaking training session)	TBC	N/A (From General Training Budget)	On hold until Engagement Officer in place
Public Art	Z Matic D Peer L James B Winton Arts4Wokingham	03/10/2025	17/04/2026	N/A	Shortlisted artists presenting on 17th April 2026
Corporate Governance	N Masseron B Winton S Herring J Mason (Finance) L Hope (Transparency)	12/02/2026	16/02/2026	N/A	Financial Regulationspresented at this meeting.
Café	G Poole B Johnson D Peer B Winton S Herring	10/03/2026	N/A	N/A	Pricing currently being reviewed
Allotments	I Montgomery S Ali F Lane Allotment holders				
Ryeish Green Pavilion	N Masseron C Bowler R Hoyle S Ali		TBC	£4,000	Aiming towards proposals to Full Council in next two months

The following were removed from the list at February 2026 F&GP Meeting
Art Exhibition
Shinfield North Options
School Green

Category A - Grant Award Application Form – 2025/26

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

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

Core Information
Name of Organisation requesting the grant
Oakbank School
Amount of Grant Requested
£9800
Summary of grant purpose *(we will ask for more information later in this document)*
Outdoor equipment - table tennis tables and outdoor exercise machines
Do you have a constitution if so, say yes below and provide a copy with your submission
n/a

Contact Information *(this is who we will communicate with regarding this application)*
Name of Contact
Rob Gerrard
Your position in the organisation requesting the grant
Headteacher

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

Information about your organisation

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

www.oakbankschool.co.uk

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

X

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

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

X

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

None

Information about this Specific Application

Tell us what you would like to do

Outdoor equipment - 5 x concrete table tennis tables and outdoor fitness area.

https://sportsafeuk.com/shop/cornilleau-pro-510-outdoor-table-tennis-table/

https://www.tgogc.com/products

Lat Pull Down / Shoulder Press

Strength

Chest Press / Seated Row

Strength

Double Pull Up Bar

Dips/ Leg Raise

Have you carried out this type of activity elsewhere and if so, what was the outcome?
We haven't done this activity else where
Which group(s) of residents will benefit from this activity or service?
Students from the local community and their friends/peers
How many resident(s) will benefit from this activity or service?
It will vary, each year as the school grows, more of the community will benefit from it.
How will you measure or establish the benefit(s) for residents?
Better behaviour, decreasing the challenges the community face with Oakbank students. Guide the students to a safe and active lifestyle.This may be reflected in better attendance and better outcomes for students. Currently there is a lack of activities for students outside due to previous poor investment and maintenance.

What may stop you from achieving these outcomes?
Lack of future investment in similar projects in the school. This need to be a continuous focus on improvement of the school environment and offer for students.
What other sources of funding have you received for this activity or are in the process of applying for?
None

Declaration

I apply for Grant Award funding from Shinfield Parish Council on behalf of

Insert name of organisation

Oakbank School

I confirm that:

- I am authorised to sign on behalf of the organisation named in this application
- I have noted the terms & conditions under which grants are awarded by Shinfield Parish Council
- I confirm that if successful, I and the organisation which I represent, will comply with the grant conditions

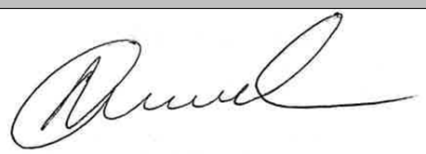
I undertake, on behalf of the organisation, that any grant or such part as Shinfield Parish Council may determine, will be repaid if:

- The organisation is found to be in breach of the criteria and conditions applied to the grant
- The grant ceases to be used for the purpose(s) for which it was given

Name (this section should be signed by someone in the organisation who has the authority to act on behalf of the organisation)

Rob Gerrard

Signature (please include in box below)



Position in the organisation

Headteacher

Date of Application

19.02.26