

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 16th October 2024 at School Green Centre, at 19.30



Bruce Winton, Clerk
11th October 2024

Members: I Clarke, A Grimes, L James (Ch), N Masseron, Z Matic, I Montgomery & D Peer

Agenda

1. Public Questions

- 1.1 To **RECEIVE** and **CONSIDER** public questions.

2. Apologies and declarations of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence.
2.2 To **RECEIVE** members' declarations of interest.

3. Minutes of the meeting on 21st August 2024

- 3.1 To **APPROVE** the minutes of the Finance and General Purposes Committee meeting on 21st August 2024 as a correct record of the meeting*
3.2 To **CONSIDER** matters arising from the meeting on 21st August 2024.

4. Corporate Governance Working Party

- 4.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk.

5. Risk Register

- 5.1 To **RECEIVE** and **CONSIDER** an update from the Clerk on the Shinfield Parish Council Risk Register with specific focus on updating additional actions**
5.2 To **RECEIVE** and **NOTE** a verbal update from the Clerk regarding the insurance renewal for 2024/2025.

6. Financial reports

- 6.1 To **RECEIVE** and **NOTE** the confirmation that the audit for 2023/24 has been completed*
6.2 To **RECEIVE** and **NOTE** a report on the bank reconciliation at 30th September 2024**
6.3 To **RECEIVE** and **NOTE** a report on room bookings to 30th September 2024**
6.4 To **RECEIVE** and **NOTE** an update on the current year budget (2024/2025).**

7. Financial Reserves and CIL

- 7.1 To **RECEIVE** and **NOTE** an update on CIL*
- 7.2 To **RECEIVE** and **NOTE** an update on Reserves*
- 7.3 To **RECEIVE** and **CONSIDER** a verbal update on the Major Repairs Reserve.
- 7.4 To **RECEIVE** and **CONSIDER** the programme of scheduled major repairs
- 7.5 To **RECEIVE** and **CONSIDER** an update on historic S106 funds from the parish**

8. Budget Planning

- 8.1 To **RECEIVE** and **CONSIDER** the outline programme for the budget briefing session on Thursday 17th October
- 8.2 To **RECEIVE** and **CONSIDER** the initial budget planning assumptions for 2025/26

9. Land Issues

- 9.1 To **RECEIVE** and **CONSIDER** a verbal update on Land Registrations including list of properties.
- 9.2 To **RECEIVE** and **CONSIDER** a verbal update regarding lease of Ryeish playing fields and Deardon Way Fields.
- 9.3 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding provision of community space in the north of the parish.
- 9.4 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding Ryeish Green Pavilion.
- 9.5 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding the Parish Hall Lease.
- 9.6 To **RECEIVE** and **CONSIDER** areas of land potentially suitable for acquisition.

10. Live Project Teams

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

11. Other Matters

- 11.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding microgeneration
- 11.2 To **RECEIVE** and **CONSIDER** an initial list of furniture and equipment required for High Copse Pavilion**

12. Dates of future Meetings

- 12.1 To **NOTE** the date of the next meeting which is 16th October 2024.

* Paper attached/** Paper to follow

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

Present: Cllrs Grimes, James (Chair), Masseron, Matic & Montgomery

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

24/FGP/45 Public Questions

45.1 There were no public questions.

24/FGP/46 Apologies and declarations of Members' Interest

46.1 Apologies had been received from Cllrs Clarke & Peer

46.2 There were no declarations of members' interests.

24/FGP/47 Minutes of the Previous Meeting

47.1 The minutes of the committee meeting of 19th June 2024 were approved as a correct record and signed by Cllr. James as Chairman of the Committee

Proposed: Cllr Montgomery

Seconded: Cllr Grimes

Approved: Unanimous

47.2 Actions and Matters Arising

24/FGP/20.2 Clerk to schedule budget process meeting for all members of Council for 17th October 2024

This has been done.

24/FGP/27.1 Clerk to arrange a special meeting of the Finance & General Purposes Committee in August to review applications submitted

This has been scheduled for Tuesday 27th August at 2.00 p.m.

24/FGP/37.1 Cllr Masseron to provide a proposed schedule of outputs from the Corporate Governance Working Party

This was on the agenda at Item 4.1

24/FGP/40.3 Clerk to continue to accumulate information on the S106 funds that had been received from developments in Shinfield Parish

This was on the Agenda at Item 7.4

24/FGP/41.2 Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon field

This was on the agenda at Item 8.2

24/FGP/41.3 Clerk to develop proposals for engagement with residents in the north of the parish to establish their needs and preferences

This was on the agenda at Item 8.3

24/FGP/41.4 Clerk to continue to establish access requirements to Ryeish Green Pavilion

This was on the agenda at Item 8.4

24/FGP/41.5 Clerk to complete form AP1, to formally extinguish the lease on the parish hall, and send to the Land Registry

This was on the agenda at Item 8.5

24/FGP/43.1 Clerk to follow up with potential microgeneration consultants

This was on the agenda at Item 10.1

24/FGP/43.3 Clerk to add Accessible/Smaller sized allotment plots to the agenda for the next Facilities Meeting

This had been done.

24/FGP/43.3 Clerk to add allotment plot inspections to the agenda for the next Facilities Meeting

This had been done.

24/FGP/43.6 Clerk to draft a letter to the DfE Regional Director

This had been done on 28th July; however no response has been received to date.

ACTION – Clerk to follow up the letter to the DfE Regional Director

24/FGP/48

Corporate Governance

- 48.1 The initial draft proposals from the Working party were tabled. These took existing terms of reference and placed them into a consistent format and terminology.

A provisional schedule for progressing the four main strands of work was discussed with the aim to have completed by the end of the Financial Year.

Points to note were:

- There was the possibility to increase minimum memberships as the council now had no member vacancies
- Establishes a nomination process for Chair/Vice-Chair of Committees
- Reorganised content of existing terms of reference into “Aims and Objectives” and “Delegated Powers” for clarity
- Clarifies budget responsibilities and powers of committees
- Specifies **recommended** training courses for committees

It was agreed that the Clerk would circulate to all members of the committee and ask for comments by a specified date to allow a formal proposal to go to the September Full Council meeting

ACTION – Clerk to invite comments on the tabled draft terms of reference by mid-September

- 48.2 It was agreed that Staffing Committee should be treated in exactly the same way as all other standing committees with agendas being published and members of the public being able to attend meetings. Confidential items would be discussed in private.

ACTION – Clerk to update arrangements for Staffing Committee agendas and public attendance

24/FGP/49

Risk Register

- 49.1 The Clerk gave a verbal update on the on the Shinfield Parish Council Risk Register and advised that he had no recommendations for changes at this time.

The Clerk proposed that he provide a formal update to the October meeting considering the additional actions element of the register which is aimed at achieving additional risk mitigation.

ACTION – Clerk to provide an update on Risk Register Additional Actions at the October Committee Meeting

49.2 Insurance renewal for 2024/25

The Chair and Finance Manager advised that the insurance renewal process had begun in respect of cover from October 2024. This would be the final year of a three-year arrangement with the existing insurer.

A site visit with the insurance broker had been arranged for early September to ensure that our cover remained appropriate and took into consideration future additions to the council's estate.

24/FGP/50

Financial Reports

50.1 Bank Reconciliations

The Chair of the Committee confirmed that he had reviewed the bank reconciliations to the end of July 2024 on 14th August 2024 and that all was in order. A copy of the reconciliation was presented to members, and this included the NS&I statement.

Members **NOTED** the report.

50.2 Current Year Budget (2024/2025)

The Chair and Finance Manager provided an update on current year financial performance. Interest income was much higher than originally anticipated with a potential year end position in excess of £20k favourable.

As discussed, in July Full Council, the approved staffing structure changes would be covered by existing budgets for the current financial year.

Room bookings had started the year positively.

24/FGP/51

Financial Reserves & CIL

51.1 CIL update

There had been no change to received or projected CIL figures. There had been expenditure on two of the four liver projects (deposit for Tennis Club toilets and the screens for the School Green).

Members **NOTED** the report.

51.2 Reserves

The Chair provided an update on reserves.

Members **NOTED** the report.

51.3 Major Repairs Reserve

The Chair reminded members of the proposals in the budget to increase the Repairs and Renewals significantly over the period to 27/28. Given the quote received for the resurfacing of Spencers Wood Recreation Ground playground additional funds should be set aside in the future for playgrounds.

ACTION – Clerk and Finance Manager to include additional provision for playground Repairs & Renewals

51.4 Historic S106 funds from the parish

The Finance Manager has been analysing the larger S106 agreements and showing how this has been assigned to various categories of infrastructure. Of the £110.6m of S106 advised by Wokingham Borough Council the Finance Manager had identified allocations of £95.8m (86.6% of the total).

It was agreed that the Finance Manager and the Clerk would continue to analyse the various S106 agreements with a view to completing as much information as possible by Friday 13th September. Once that was completed the intention was to arrange a meeting with WBC's Finance department to discuss the detail including anomalies

ACTION – Finance Manager and Clerk to complete as much analysis of historic S106 agreements as possible by mid-September

24/FGP/52

Land Issues

52.1 Land Registrations

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

52.2 Ryeish Green playing fields and Deardon Field

The Clerk had chased WBC for a progress report on the reciprocal leases for Ryeish Green playing fields and Deardon Field.

ACTION – Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon field

52.3 Provision of Community Space in the North of the Parish

There had been some discussion with residents on their needs at the event on Frensham Green on 1st August however it was felt that much more work was still required on this issue.

ACTION – Clerk to develop proposals for additional work to establish the specific needs of residents in the North of the Parish

52.4 **Future of Ryeish Green Pavilion**

The Clerk reported that he had chased for an update on clarifying the legal access rights to the pavilion.

ACTION – Clerk to establish the legal position regarding access rights to Ryeish Green Pavilion

52.5 **Parish Hall Lease**

The Clerk had delegated this to the Media & Communications Officer to deal with and they were awaiting some additional information required to complete the progress.

ACTION – Clerk to ensure the completion of the process to extinguish the Parish Hall lease

52.6 **Acquisition of Land**

There were no additional inputs regarding potential land in the parish.

24/FGP/53

Live Project Teams

53.1 The Clerk provided an updated list of the live project teams. Following the interruptions caused by the borough elections and the general election there was a need to re-energise all the live project teams.

Members **NOTED the report.**

24/FGP/54**Other Items**

54.1 Microgeneration

The Clerk had not yet identified suitable consultancy support for this project. The intention was to identify a suite of microgeneration options across the council's estate.

ACTION – Clerk to identify potential microgeneration consultants

24/FGP/55**Date of Next Meeting**55.1 Next meeting was scheduled for 16th October 2024.

The meeting ended at 20.45

List of Actions

24/FGP/43.6	Clerk to follow up the letter to the DfE Regional Director	Clerk
24/FGP/48.1	Clerk to invite comments on the tabled draft terms of reference by mid-September	Clerk
24/FGP/48.2	Clerk to update arrangements for Staffing Committee agendas and public attendance	Clerk
24/FGP/49.1	Clerk to provide an update on Risk Register Additional Actions at the October Committee Meeting	Clerk
24/FGP/51.3	Clerk and Finance Manager to include additional provision for playground Repairs & Renewals	Clerk Fin Mgr
24/FGP/51.4	Finance Manager and Clerk to complete as much analysis of historic S106 agreements as possible by mid-September	Fin Mgr Clerk
24/FGP/52.2	Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon field	Clerk
24/FGP/52.3	Clerk to develop proposals for additional work to establish the specific needs of residents in the North of the Parish	Clerk
24/FGP/52.4	Clerk to establish the legal position regarding access rights to Ryeish Green Pavilion	Clerk
24/FGP/52.5	Clerk to ensure the completion of the process to extinguish the Parish Hall lease	Clerk
24/FGP/54.1	Clerk to identify potential microgeneration consultants	Clerk



Clerk Jane Mason
Shinfield Parish Council

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
16 September 2024

Our Ref:
BE0067

SAAA Ref:
SB07471

Shinfield Parish Council
Completion of the limited assurance review for the year ended 31 March 2024

Dear Clerk Mason

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Shinfield Parish Council for the year ended 31 March 2024. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2024, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.



PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
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Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference BE0067 or Shinfield Parish Council as a reference when paying by BACS.

Timetable for 2024/25

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Tuesday 1 July 2025. It is anticipated that the instructions will be sent out during March 2025, subject to arrangements for the 2024/25 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2025, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Tuesday 3 June and Monday 14 July 2025; and
 - at the latest, between Tuesday 1 July and Monday 11 August 2025.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2023/24

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely

PKF Littlejohn LLP

PKF Littlejohn LLP

Item 6.1

Section 3 – External Auditor's Report and Certificate 2023/24

In respect of

Shinfield Parish Council – BE0067

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

The smaller authority has confirmed that it has not complied with the governance Assertion 4 in Section 1, Box 4 and it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

14/09/2024

Item 6.1



Clerk Jane Mason
Shinfield Parish Council

Our ref BE0067

SAAA Ref SB07471

Invoice No. SB20242121

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 16 September 2024

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2024	£2,100.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£2,100.00
VAT @ 20%	£420.00
TOTAL PAYABLE	£2,520.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include BE0067 or Shinfield Parish Council as the reference.

For account queries, contact sba@pkf-l.com

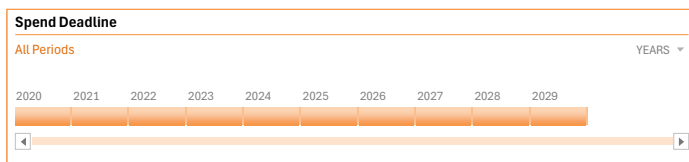
 PKF Littlejohn LLP
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Update CIL Reserve October 2024

Item 7.1

Funding Received						Spent	UnSpent	Anticipated Future Funding					
Date Paid to SPC	Pre Apr 22	Apr-22	Oct-23	Apr-24	TOTAL			Oct-24	Apr-25	Oct-25	Apr-26	TOTAL	TOTAL
Previously Received	3,176,693	115,915	176,217	280,395	3,749,220							0	
Stanbury House								140,198			0	140,198	
Other Minor Developments										89,227	89,227	178,454	Figure reduced by Dobbies Planning Application
TOTAL CIL RECEIPTS	3,176,693	115,915	176,217	280,395	3,749,220	<A		140,198	0	89,227	89,227	318,652	4,067,872
												C	
Note - Potential CIL from a further 191 dwellings at Cutbush Lane													1,910,000
Millworth Lane Playground	97,514				97,514		97,514	0					
Spencers Wood Pavilion	398,595				398,595		398,595	0					
School Green Centre	1,363,832				1,363,832		1,363,832	0					
Lap Tops	12,916				12,916		12,916	0					
Bollards	19,966				19,966		19,966	0					
Spencers Wood Recreation Grd	140,998				140,998		140,998	0					
The Manor Cricket Ground	34,782				34,782		34,782	0					
Allotments	35,172				35,172		35,172	0					
St Marys Community Hall	7,902				7,902		7,902	0					
Shinfield Players - Grant	20,000				20,000		20,000	0					
Millworth Lane	852,098	7,902	60,000		920,000		21,461	898,540					
Tennis Club Toilets	30,000				30,000		10,958	19,042					
School Green	58,063	16,937			75,000		28,268	46,732					
Transport Strategy	104,855	91,076	54,069		250,000		8,000	242,000					
High Copse			9,000		9,000		0	9,000					
TOTAL ALLOCATIONS	3,176,693	115,915	123,069	0	3,415,677	B>	2,200,364	1,215,313	0	0	0	0	3,415,677
UNALLOCATED TO ANY SPECIFIC PROJECT	0	0	53,148	280,395	333,543			140,198	0	89,227	89,227	318,652	652,195
Expires	Apr-27	Oct-28						Apr-29	Oct-29	Apr-30	Oct-30		
BALANCE ON CIL CASH RESERVE (A-B)	30/09/2024 Reconciled	1548856				A-B>	1,548,856						
When funding was received													Check
What future funding is expected													Balance of Received 333,543
What has been spent and is left to be spent on individual projects													Confirmed Future 140,198
Theoretical balance of CIL available for new projects													Estimated 178,454
													Total 652,195
													ok



Parish	Spend Deadline	Total Paid	Total Spent	Available
Arborfield	28/10/2023	£124,843.14	£124,843.14	£0.00
	28/04/2026	£7,083.87	£7,083.87	£0.00
Arborfield Total		£131,927.01	£131,927.01	£0.00
Barkham	28/04/2023	£63,542.15	£63,542.15	£0.00
	28/10/2023	£47,175.24	£47,175.24	£0.00
	28/04/2024	£25,506.57	£25,506.57	£0.00
	28/10/2025	£15,281.69	£15,281.69	£0.00
	28/04/2026	£50,253.12	£50,253.12	£0.00
	28/10/2026	£4,408.06	£4,408.06	£0.00
	28/10/2027	£82,752.67	£82,752.67	£0.00
	17/02/2028	£333,649.48	£182,320.50	£151,328.98
	28/10/2028	£677,050.74	£0.00	£677,050.74
	28/04/2029	£331,387.82	£0.00	£331,387.82
Barkham Total		£1,631,007.54	£471,240.00	£1,159,767.54
Charvil	28/10/2024	£64,865.09	£64,865.09	£0.00
	28/04/2025	£84,227.41	£84,227.41	£0.00
	28/10/2025	£60,892.59	£25,188.76	£35,703.83
	28/10/2026	£29,623.50	£0.00	£29,623.50
Charvil Total		£239,608.59	£174,281.26	£65,327.33
Earley	28/10/2021	£11,663.94	£11,663.94	£0.00
	28/04/2022	£3,935.02	£3,935.02	£0.00
	28/10/2022	£11,084.33	£11,084.33	£0.00
	28/04/2024	£23,477.74	£23,477.74	£0.00
	28/10/2024	£1,314.28	£753.65	£560.63
	28/10/2025	£19,252.36	£0.00	£19,252.36
	28/04/2026	£12,721.39	£0.00	£12,721.39
	28/04/2027	£745.97	£0.00	£745.97
	28/10/2027	£605.85	£0.00	£605.85
	28/04/2029	£2,458.44	£0.00	£2,458.44
Earley Total		£87,259.32	£50,914.68	£36,344.64
Finchampstead	28/10/2020	£213.44	£213.44	£0.00
	28/10/2021	£29,645.48	£29,645.48	£0.00
	28/04/2023	£56,156.19	£56,156.19	£0.00
	28/10/2023	£15,114.76	£15,114.76	£0.00
	28/04/2024	£8,507.82	£8,507.82	£0.00
	28/10/2024	£465,607.11	£445,984.45	£19,622.66
	28/04/2025	£174,839.71	£0.00	£174,839.71
	28/10/2025	£16,206.30	£0.00	£16,206.30
	28/04/2026	£12,906.79	£0.00	£12,906.79
	28/10/2026	£29,175.86	£0.00	£29,175.86
	28/04/2027	£415,718.84	£0.00	£415,718.84
	28/10/2027	£359,471.26	£0.00	£359,471.26
	28/04/2028	£440,335.64	£0.00	£440,335.64
	28/10/2028	£639,887.26	£0.00	£639,887.26
	28/04/2029	£227,305.65	£0.00	£227,305.65
Finchampstead Total		£2,891,092.11	£555,622.14	£2,335,469.97
Hurst	28/04/2021	£1,560.38	£1,560.38	£0.00
	28/10/2021	£1,560.38	£1,560.38	£0.00
	28/04/2022	£14,357.65	£14,357.65	£0.00
	28/10/2022	£1,560.45	£1,560.45	£0.00
	28/04/2023	£20,202.76	£14,761.54	£5,441.22
	28/10/2024	£110,250.00	£0.00	£110,250.00
	28/04/2029	£26,820.70	£0.00	£26,820.70
Hurst Total		£176,312.32	£33,800.40	£142,511.92
Remenham	28/10/2023	£5,072.58	£5,072.58	£0.00
	28/10/2024	£1,333.06	£1,332.84	£0.00
	28/04/2025	£28,483.51	£28,356.48	£127.25
Remenham Total		£34,889.15	£34,761.90	£127.25
Ruscombe	28/10/2023	£47,656.28	£47,656.28	£0.00
	28/04/2024	£13,720.73	£13,720.73	£0.00
	28/10/2024	£25,791.40	£6,090.95	£19,700.45
	28/04/2026	£7,394.57	£0.00	£7,394.57
	28/10/2026	£6,768.13	£0.00	£6,768.13
	28/10/2028	£19,538.24	£0.00	£19,538.24
Ruscombe Total		£120,869.35	£67,467.96	£53,401.39
Shinfield	28/04/2022	£33,854.08	£33,854.08	£0.00
	28/10/2022	£315,097.61	£315,097.61	£0.00
	28/04/2023	£315,709.39	£315,709.39	£0.00
	28/10/2023	£246,208.55	£246,208.55	£0.00
	28/04/2024	£79,809.92	£79,809.92	£0.00
	28/10/2024	£25,000.00	£25,000.00	£0.00
	28/04/2025	£45,644.10	£45,644.10	£0.00
	28/10/2025	£35,849.26	£35,849.26	£0.00
	28/04/2026	£985,328.57	£985,328.57	£0.00
	28/10/2026	£1,094,191.74	£84,042.66	£1,010,149.08
	28/04/2027	£115,915.25	£0.00	£115,915.25
	28/10/2028	£176,217.10	£0.00	£176,217.10
	28/04/2029	£280,395.08	£0.00	£280,395.08
Shinfield Total		£3,749,220.65	£2,166,544.14	£1,582,676.51
Sonning	28/10/2021	£24,558.94	£24,558.94	£0.00
	28/04/2022	£24,558.94	£24,558.94	£0.00
	28/10/2022	£8,140.32	£8,140.32	£0.00

Sonning	28/04/2024	£39,089.78	£16,119.37	£22,970.41
	28/10/2024	£5,671.38	£0.00	£5,671.38
	20/10/2026	£23,414.22	£0.00	£23,414.22
	28/04/2028	£42,544.35	£0.00	£42,544.35
	28/10/2028	£79,064.37	£0.00	£79,064.37
	28/04/2029	£28,078.68	£0.00	£28,078.68
Sonning Total		£275,120.98	£73,377.57	£201,743.41
Swallowfield	28/10/2021	£3,108.70	£3,108.70	£0.00
	28/10/2022	£3,889.44	£3,889.44	£0.00
	28/04/2023	£3,889.44	£3,889.44	£0.00
	28/10/2023	£23,609.34	£23,609.34	£0.00
	28/04/2027	£33,723.06	£0.00	£33,723.06
	28/10/2027	£33,723.06	£0.00	£33,723.06
	28/04/2028	£15,612.61	£0.00	£15,612.61
	28/10/2028	£35,929.33	£0.00	£35,929.33
	28/04/2029	£71,858.66	£0.00	£71,858.66
Swallowfield Total		£225,343.64	£34,496.92	£190,846.72
Twyford	28/04/2021	£26,572.92	£26,572.92	£0.00
	28/10/2022	£6,416.11	£6,416.11	£0.00
	28/04/2023	£7,509.71	£7,509.71	£0.00
	28/10/2024	£18,819.32	£18,819.32	£0.00
	28/04/2025	£18,819.32	£18,819.32	£0.00
	28/10/2025	£2,397.51	£2,397.51	£0.00
	28/04/2026	£28,646.91	£5,802.67	£22,844.24
	28/10/2026	£799.17	£0.00	£799.17
	28/04/2029	£25.62	£0.00	£25.62
Twyford Total		£110,006.59	£86,337.56	£23,669.03
Wargrave	28/10/2023	£16,707.18	£16,707.18	£0.00
	28/04/2024	£8,938.89	£2,103.80	£6,835.09
	28/10/2024	£18,010.78	£0.00	£18,010.78
	28/04/2026	£38,992.94	£0.00	£38,992.94
	28/10/2026	£4,145.88	£0.00	£4,145.88
	28/04/2029	£25,748.97	£0.00	£25,748.97
Wargrave Total		£112,544.64	£18,810.98	£93,733.66
Winnersh	28/10/2022	£5,249.18	£5,249.18	£0.00
	28/04/2023	£11,874.70	£11,874.70	£0.00
	28/10/2023	£8,344.26	£8,344.26	£0.00
	28/04/2024	£2,768.00	£2,768.00	£0.00
	28/10/2024	£3,321.60	£1,414.29	£1,907.31
	28/04/2025	£6,559.30	£0.00	£6,559.30
	28/10/2025	£8,405.79	£0.00	£8,405.79
	28/04/2026	£10,775.82	£0.00	£10,775.82
	28/10/2026	£13.74	£0.00	£13.74
	28/04/2027	£26,862.48	£0.00	£26,862.48
	28/04/2028	£6,098.38	£0.00	£6,098.38
	28/10/2028	£29,213.15	£0.00	£29,213.15
	28/04/2029	£708.21	£0.00	£708.21
Winnersh Total		£120,194.61	£29,650.43	£90,544.18
Wokingham	28/04/2021	£13,578.00	£13,578.00	£0.00
	28/10/2021	£21,388.32	£21,388.32	£0.00
	28/04/2022	£138,633.94	£138,633.94	£0.00
	28/10/2022	£226,228.81	£226,228.81	£0.00
	28/04/2023	£310,988.26	£310,988.26	£0.00
	28/10/2023	£612,281.86	£612,281.86	£0.00
	28/04/2024	£396,847.05	£396,847.05	£0.00
	28/10/2024	£18,455.47	£18,455.47	£0.00
	28/04/2025	£16,081.60	£16,081.60	£0.00
	28/10/2026	£31,996.65	£31,996.65	£0.00
	28/04/2027	£209,149.86	£209,149.86	£0.00
	28/10/2027	£184,842.39	£104,372.14	£80,470.25
	28/04/2028	£101,053.60	£0.00	£101,053.60
	28/10/2028	£25,290.19	£0.00	£25,290.19
	28/04/2029	£32,034.85	£0.00	£32,034.85
Wokingham Total		£2,338,850.85	£2,100,001.96	£238,848.89
Wokingham Without	28/10/2021	£409.72	£409.72	£0.00
	28/04/2022	£292,855.28	£292,855.28	£0.00
	28/10/2022	£318,742.98	£318,742.98	£0.00
	28/10/2023	£50,622.45	£50,622.45	£0.00
	28/04/2024	£48,184.83	£48,184.83	£0.00
	28/10/2024	£16,117.97	£16,117.97	£0.00
	28/04/2025	£375.00	£375.00	£0.00
	28/04/2029	£55,945.20	£0.00	£55,945.20
Wokingham Without Total		£783,253.43	£727,308.23	£55,945.20
Woodley	28/04/2023	£4,582.94	£4,582.94	£0.00
	28/04/2024	£22,001.38	£22,001.38	£0.00
	28/10/2024	£21,219.25	£21,219.25	£0.00
	28/04/2025	£87,855.17	£87,855.17	£0.00
	28/10/2025	£37,778.42	£37,778.42	£0.00
	28/04/2026	£54,399.33	£39,635.25	£14,764.08
	28/04/2027	£20,340.73	£0.00	£20,340.73
	28/10/2027	£5,308.18	£0.00	£5,308.18
	28/04/2028	£5,608.17	£0.00	£5,608.17
Woodley Total	28/10/2028	£5,599.76	£0.00	£5,599.76
	28/04/2029	£592.50	£0.00	£592.50
Grand Total		£13,292,786.61	£6,969,615.55	£6,323,171.06

Reserve	Balance B/Fwd 1st April 2024	Expenditure in Year	Receipts	Balance as at 30th September 2024	Committee	Purpose	Est Life	Source of Funds -
Community Infrastructure Levy	1,302,282	-33,820	280,395	1,548,857	F & GP	Infrastructure Schemes		Developers Contributions - CIL
Deardon Allotments	70,000	0	0	70,000	Facilities	Sum deposited by Reading University if demand for allotments requires an extension to Deardon Way site	10 Years	University £70,000 (2022)
Major Repairs Fund	103,059	0	39,748	142,807	F & GP	Funds set aside to fund future planned maintenance for buildings as set out in the approved programme - the cost of Grazeley Room Yeoman Shield and painting corridor to be financed from this reserve £11,625		Annual Contribution from Revenue and Interest on Investment paid direct to Lloyds Bank - a further £3,000 (estimate) will be added for interest earned on the investment.
Planning	25,068	0	0	25,068	P & H	Unexpected Costs incurred for planning advice and contribution to appeals	Ongoing	Revenue Underspend 2020/21
Website	10,000	0	0	10,000	F & GP	Further Development of Website required for expanding the Parish and rebranding.	1 Year	Revenue Underspend 2020/21
Youth Initiatives	10,090	0	0	10,090	F & GP	To fund one off initiatives to educate and support the youth population - a further £5,086 is due to be transferred from Lloyds Bank Youth Club Account.	1 Year	Revenue Underspend in 2019/20
Parish Election	8,000	0	0	8,000	Full Council	To be reviewed as part of the budget process	Ongoing	Increased in 2022/2023 based on Estimated Cost
Total	1,528,499	-33,820	320,143	1,814,823				

To be reviewed as part of the budget process

Project Team Summary report

As At 11th October 2024

Project Team	Membership	Last Mtg	Next Mtg	Assigned Budget £	Comments (Full Council Actions in purple)
Art Exhibition	I Montgomery D Peer S Herring B Winton D Cotton	11/07/2024	TBC	10,000 (Revenue Budget)	Marketing Plan in use. Expressions of interests from artists being sought with 40 responses so far. Quotes received for display panels. Clerk to arrange next meeting
Education	A Grimes R Hoyle L James D Lias I Montgomery R Tatla S Herring B Winton P Bray A Gray M Zhang A Lamping	27/02/2024	TBC	N/A	Meeting to be arranged. Items to follow Up: Ongoing issues with buses (AG and BW met with Oliver Gill on 19th September) Working with Swallowfield (AG, IM, RH & BW met with Swallowfield PC on 10th October) New School for Spencers Wood New additions to Team for next meeting Oakbank Swallowfield PC (Barbara Stanley, formerly head of the Abbey School) SPC 2nd letter sent to DfE Regional Director 28th July and chaser sent 10th October - no response received except for "We understand the importance of your letter and apologise for the delay."
Traffic	L James B Johnson D Lias D Peer R Tatla B Winton	01/10/2024	TBC	250,000 (£8k to Oakbank cycle shelters)	Last meeting was with C Easton Proposals received for : Hollow Lane and Arborfield Road Brookers Hill to ERR Grazeley
Shinfield North Options	C Fernandes L James Z Matic I Montgomery R Tatla B Winton	05/03/2024	TBC	None assigned (bus circa £100k if approved)	Revisiting what the needs of residents in that area are.
Sports	I Clarke L James B Winton T Grover	14/08/2024	TBC	920,000 22,000 spent - balance 898,000	Application submitted with additional information requested from WBC
School Green	P Jahromi L James R Tatla S Herring	03/08/2023	TBC	75,000 46,372 remaining	Replacement of bollards completed Screens installed at the North End of School Green in August 2024 No further meetings required unless there is a desire to consider formal footpath across School Green
Engagement	A Grimes B Johnson N Masseron I Montgomery S Herring L Hope B Winton	11/03/2024	TBC	N/A	SH working on booking training for all members
Public Art	TBC TBC Arts4Wokingham	05/09/2024	TBC	N/A (FC agreed to underwrite to £42k)	Arts4Wokingham attended ACE on 5th September. Need to develop Gantt chart and agree terms for their involvement

Project Team	Membership	Last Mtg	Next Mtg	Assigned Budget £	Comments (Full Council Actions in purple)
Film Programming	P Jahromi Z Matic 12 Members of Public	26/09/2024	24/10/2024	N/A	Regular meetings now arranged for the Film Selection Panel
Corporate Governance	N Masseron B Winton S Herring J Mason (Finance) L Hope (Transparency)	16/09/2024	13/10/2024		Draft terms of Reference to Full Council on 25th September. Now working on detailed Standing Orders