

To all members of the Recreation and Amenities Committee

Notice is hereby given and you are summoned to attend a meeting of the Recreation and Amenities Committee on Thursday 27 February 2020 in the Shinfield Parish Hall Parish Hall commencing 19:30 hrs.

M. Balbini

Mike Balbini, Clerk
18 February 2020

Members: Cllrs N Boyer, E Brown, I Clarke (Ch), P Darley, P Emmet, P Jahromi, L James, D Lias, I Montgomery.

Agenda

1. Public questions

- 1.1 To **RECEIVE** and **CONSIDER** public questions and comments
- 1.2 To **RECEIVE** and **NOTE** an introduction from David Hare of WBC

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 previous meeting

- 3.1 To **APPROVE** the minutes of 30th January 2020 as a correct record of the meeting (attached).
- 3.2 To **CONSIDER** matters arising from the minutes.

4. Parish-wide Update

- 4.1 To **RECEIVE** and **CONSIDER** a verbal update on Millworth Lane to include the cost of remedial work if available and circulated prior to the meeting
- 4.2 To **RECEIVE** and **CONSIDER** a verbal update on Deardon Allotments and field
- 4.3 To **RECEIVE** and **CONSIDER** a verbal update on Pride In our Parish
- 4.4 To **RECEIVE** and **CONSIDER** an update from the Pavilion Youth Club Management Committee
- 4.5 To **RECEIVE** and **CONSIDER** the Full Council's recommendation to elect a Project Manager from mea for the Replacement Spencers Wood Pavilion.

5. Community Service

- 5.1 To **RECEIVE** a verbal report from Cllr Brown on Community Services

6. Grant applications

To **RECEIVE** and **CONSIDER** the following grant applications:

- 6.1 A grant of £1,062.86 from S O S Save our Villages (attached)
- 6.2 A grant of £2,034.00 from Assisting Berkshire Children To Read (attached)

7. Website update

- 7.1 To **RECEIVE** and **CONSIDER** an update from the Website Working Party

8. Correspondence

- 8.1 To **RECEIVE** and **NOTE** a letter of thanks from the Welcome Club for our grant of £350.00 (attached)

9. Date of next meeting

- 9.1 To **NOTE** the date of the next meeting as **26th March 2020** at the Shinfield Parish Hall starting at 19:30hrs.

Exclusion of the Press and the Public

To **CONSIDER** and **RESOLVE** that, in view of the confidential nature of the business about to be transacted in relation to personal and business information, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw from the next items on the agenda.

10. Groundskeeper/Maintenance Officer

- 10.1 To **RECEIVE** and **NOTE** an update on the recruitment of a Groundskeeper Maintenance Officer
- 10.2 To **RECEIVE** and **CONSIDER** a proposal to purchase a VE Commemorative bench (attached)



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

DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Thursday 30 January 2020, Shinfield Parish Hall, commencing 19:30 hrs.

Present: Cllrs N Boyer, E Brown, I Clarke (Ch), P Emmet, L James, I Montgomery.
Attending: Mike Balbini (Clerk), Jo Skidmore (Committee Clerk), Phillip Alexander and Arathy Narayanan
(From agenda minute point 5)

20/RA/1 **Public Questions**
There were no public questions.

20/RA/2 **Apologies and declarations of members' interests**
2.1 Apologies were received from Cllr. Lias, Cllr. Darley and Cllr Jahromi.

2.2 There were no declarations of members' interest.

20/RA/3 **3.1 Minutes of the Previous Meeting**

The minutes of the committee meeting of 28 November 2019 were approved as a correct record and signed by Cllr. Clarke:

Proposed: Cllr I Montgomery Seconded: Cllr P Emmet Approved unanimously

3.2 Matters Arising

53.2 It was noted that Cherish Risi-Elford, Community Development Worker would be leaving her role to take over as a Community Development Worker in Woodley. It was **AGREED** that the Clerk would write a letter to Cherish thanking her for her work in the parish.

53.3 Cllr. Brown noted that the previously suggested grant funding of £500 each for the Car Share service and Welcome club were now obsolete due to a change in circumstances.

3.3 Actions

31.2 To notify the office of the requirement of bins (no of) and location around Anson Crescent

The Clerk confirmed that six bins would be delivered within four weeks. These would be placed as follows: x 2 Anson Crescent, x 2 Shinfield Rise, x 1 at the bus stop in Hollow Lane. There would be one spare bin available.

Cllr. Emmet requested that the spare bin be placed at Church Lane at the bottom of

footpath 17.

- 52.0 Clerk to arrange for children to assist with the planting of 4/5 trees offered by a resident and for media to cover the event.

This item was noted as closed.

- 56.0 Cllr. Lias to document issues with bus stops in the parish to enable joined up approach to action required.

This item was noted as ongoing.

- 64.0 Clerk to speak to insurer about cover for volunteers using power tools

The Clerk confirmed that he had spoken with SPC's insurance company which had confirmed that the policy in place covered the use of power tools by volunteers provided tools were used in accordance with instructions.

- 65.5 Clerk to find out who owns footpaths in the parish and who is responsible for maintaining them.

The Clerk confirmed that he had been informed by WBC that if a footpath had been adopted by WBC then WBC were the owners of it but that if it was a permissive path then WBC would own path but the landowner would be responsible for the land below it.

In light of this information members questioned SPC's decision to pay for maintenance work on footpath 11 which it was felt should sit with The University of Reading as the landowner. It was requested that this matter was taken back to the Planning and Highways committee.

Cllr. Boyer arrived at 7:45

- 72.1 Clerk to send plans provided with the lease to members

The Clerk confirmed that he was in receipt of lease plans for the Deardon Way allotments and that they were available for members to view.

- 72.1 Clerk to write to Nigel Frankland UoR to procure letter of guarantee for 4 to 5 years on the Deardon Way allotments

The Clerk noted that he was not yet in receipt of the letter of guarantee from Nigel Frankland and undertook to follow this up.

- 72.1 Clerk to seek clarification on the easement clause on page 9 of the lease as it seemed to allow access to several parties

The Clerk noted that he had spoken to the solicitor who had confirmed that this clause was a standard paragraph added to such leases. The solicitor had however noted the lack of notice period for access to the land in the lease and would be querying this with the University of Reading.

- 72.4 Project Manager to be commissioned to oversee SPC projects

This matter was noted as ongoing. Cllr. James noted that Cllr. Grimes had suggested that MEA, the project manager for the construction of the community centre also had oversight of the Spencers Wood Pavilion project and requested that the Clerk set up a meeting with them during the next week. Cllr. James reiterated his committed to providing a framework for the project but noted that he was currently struggling to obtain the information required to enable him to produce it.

- 72.6 Clerk to procure lights for trees on village green for illumination at Christmas

It was noted that this would be progressed mid-year.

- 74.2 Clerk to request financial and constitutional information from S.O.S. in respect of grant

request

The Clerk confirmed that no response had been received to date.

75. Website working party to continue discussions with a chosen provider to discuss the incorporation of further requirements into a possible new website.

It was confirmed that the meeting had been rearranged for 20th February due to illness. In the meantime a discussion had taken place on additional functionality that the website may need and research carried out on similar websites.

It was **AGREED** that although the working party would continue the Clerk would lead on the project and that accountability sat with him.

- 76.2 Parish council to consider the provision of a bench near the war memorial of either the VE Day or Fallen Soldier design.

Cllr. Brown confirmed that he had spoken to Chris Young, Shinfield Association who was in the process of arranging a fun day to celebrate VE day. It had been agreed with him that SPC would work in support of the event rather than organising a separate event.

It was requested that members consider presentation of the SPC stall and check their availability for supporting the event. It was suggested that Cllr. Brown spoke with the Administration Assistant to see what assistance she could offer.

Members **AGREED** that if it wasn't possible to purchase a 'VE Day' bench that a 'fallen soldier' bench should be purchased.

- 76.5 Clerk to respond to a request for funding from Wokingham Borough Sports Sponsorship Fund (WBSSF) by asking them to submit a grant form next fiscal year

This item was noted as complete.

3.3 Matters Arising

There were no further matters arising.

20/RA/4

Parish Wide Update

4.1 Millworth Lane

4.1.1 It was noted that the tenant was still residing in the caravan on site and that SPC had taken the decision not to take over the site until the tenant had vacated. Cllr. Clarke confirmed that he would be holding a meeting with Shinfield Association during the next week to try and find a way of moving the situation forward.

4.1.2 Members were reminded that the pitches at Millworth Lane were in a poor condition. The Clerk confirmed that he had received a quote from SpaceCare for approximately £14,000 for the work required. Cllr. Clarke undertook to consult Raymond Barclay, Shinfield Rangers FC regarding the possibility of funding from the Football Association to assist with this.

4.2 Deardon Allotments Lease

See item 72.1

4.3 Pride in Our Parish

Cllr. Clarke confirmed that daffodils had been planted at multiple sites across the parish. Contractors used by SPC would maintain the areas. It was hoped that a meeting would take place with a representative from WBC at Hollow Lane to discuss further plans to

improve the parish.

4.4 Pavilion Youth Club Management Committee

4.4.1 Cllr. Montgomery gave an overview of the minutes of the Pavilion Youth Club management committee meeting that had taken place on 20 January which had been circulated prior to the meeting. He confirmed the appointment of a further youth worker and noted the intention to reopen the Youth Club during February. Attendee numbers would be monitored to ensure adequate staffing resource was in place.

4.4.2 It was confirmed that management meetings would now be taking on a quarterly basis with the possibility of a youth representative in attendance.

20/RA/5

Community Service Update

5.1 Cllr. Brown gave an update of his work in the parish.

5.2 He confirmed that the Langley Mead walk leaflets had now been published and had been well received with schools wanting to offer them to parents.

5.3 Work was currently taking place to produce 'historic walks' leaflets for Shinfield, Spencers Wood and Three Mile Cross. WBC had expressed an interest in adding them to welcome packs for developers to give to new residents along with the character statement on the SPC website which talked about the history of the area. Cllr. Brown had advised WBC to check any information in the statement with the Spencers Wood History group for accuracy since it was produced in 2008. It was confirmed that WBC would fund the printing of leaflets and information that they intended to use.

5.4 It was confirmed that the sign-post for the Langley Mead SANG was ready to be installed. The intention to obtain further sign-posts using the same template was noted once further SANGS were completed.

5.5 Cllr. Brown requested that the matter of Cycle Ways, raised some months ago with WBC, be progressed. The Clerk confirmed that he would add the matter to the Development Board project list.

5.6 Cllr. Brown confirmed that he would be circulating a list of groups operational in the parish to members for information.

5.7 Cllr. Montgomery noted that he had attended a meeting of WBC's Health and Wellbeing branch which was working to reduce social isolation, narrow inequalities gap and increase physical activity. The crossover of its objectives with that of the Friendship Alliance were observed.

20/RA/6

Grant Applications

6.1 Spencers Wood Community Luncheon Club

A grant of £279.40 for the repair of an oven for the Spencers Wood Community luncheon Club was **APPROVED**.

Proposed: Cllr. Emmet Seconder: Cllr. Boyer Unanimously Approved

6.2. Berkshire Vision

A grant of £1000.00 for the provision of services to the residents of SPC has been

requested.

Members **AGREED** that the Clerk should obtain more information on how many members in the parish were assisted by the charity and that a decision would be made in the following month.

6.3 Lambs Lane School

A grant of £200 for Lambs Lane School to give as a prize was **APPROVED**.

It was **AGREED** that the Clerk would write to the other schools in the parish confirming the opportunity to apply for a grant on the same basis.

Proposed: Cllr. Emmet Seconded: Cllr. Boyer Unanimously Approved

20/RA/7

Correspondence

7.1 Request from Shinfield View to create time capsule and plant on School Green.

The Clerk confirmed that Shinfield View were intending to create a time capsule and sought views as to how the community might get involved. It was suggested that this was planted on School Green as part of the VE day celebrations. Cllr. Boyer suggested it should be planted in the foundations of new community building rather than on the green

The Clerk undertook to consult with Shinfield View about how to proceed.

7.2 Oak Tree and School Green

An e-mail thanking SPC for the planting of the Oak Tree on School Green was acknowledged.

7.3 Old Village Pound Marker Hollow Lane Roundabout

The Clerk confirmed that SPC was trying to take over maintenance of the Hollow Lane roundabout which may negate the need to get permission for a marker from WBC but stressed the need to ensure that the pound was located there. He undertook to consult the local history society and bring the item back to the committee for further consideration.

7.4 Clements Close Playground and Facilities

The Clerk agreed to write to the resident to ask her to contact WBC who owned the land.

19/RA/8

Date of next meeting: 27 February 2020 starting at **20.00hrs**

The meeting closed at 9:10pm

Part Two

19/RA/9

Spencers Wood Pavilion

9.1 Receive and Consider Quotes for the Pavilion for recommendation to F&GP and Full Council

An overview of the quotes received was given by the Clerk and Cllr. Clarke.

It was **PROPOSED** that the Recreation and Amenities committee recommend to Full Council in February that the Spencers Wood Replacement Pavilion project be initiated.

Proposed: Cllr. Emmet Seconded: Cllr. Boyer Unanimously Approved

9.2 Quotes for Tree Work in Spencers Wood Recreation Ground

It was confirmed that ongoing maintenance on trees surrounding the Spencers Wood pavilion was required. Cllr. Clarke noted that he had consulted residents that would be affected by it.

It was **PROPOSED** that the quotes for £650 and £750 received for maintenance work to trees around the Spencers Wood Pavilion were **APPROVED**.

Proposed: Cllr. Brown Seconded: Cllr. James Unanimously Approved

Cllr. Boyer suggested tree survey carried out on trees in the parish. It was **AGREED** that a tree specialist should be hired for this purpose.

9.3 Fly Tipping

The Clerk requested that members submitted details of known hotspots for fly tipping to be sent to WBC and undertook to contact all SP councilors on this issue. It was also **AGREED** that a request to residents to identify problem areas

9.4 Offer of Bench

The offer of a free bench was noted. The Clerk was asked to respond expressing thanks for the offer but noting that currently there was no space available for it.

9.5 PHS Contract

Issues with service received from PHS were highlighted in respect of emptying sanitary bins. It was **AGREED** that the Clerk should serve notice of 3 months to PHS and that Select be appointed to carry out the same service.

Action items:

Minute Ref	Details	Action by
56.0	Cllr. Lias to document issues with bus stops in the parish to enable joined up approach to action required. Awaiting confirmation of bus routes from Wokingham and Reading.	Cllr. Lias
63.2	Clerk to seek approval for expenditure on maintenance of Millworth Lane at the next Council meeting once a quote has been provided.	Clerk
65.4	UoR to confirm Walk/cycle system on SANGs and grant permission before signs can be erected	Cllr Brown
65.5	Clerk to go back to WBC regarding paying for the maintenance of footpath 11.	Clerk
72.1	Clerk to write to Nigel Frankland UoR to procure letter of guarantee for 4 to 5 years on the Deardon Way allotments	Clerk
72.1	Clerk to seek clarification on the easement clause on page 9 of the lease as it seemed to allow access to several parties.	Clerk
72.4	Clerk to set up meeting between Cllr. Clarke and MEA to discuss project management of Spencers Wood pavilion.	Clerk
75	Website working party to continue discussions with a chosen provider to discuss the incorporation of further requirements into a possible new website.	Website working party
76.2	Parish council to consider the provision of a bench near the war memorial of either the VE Day or Fallen Soldier design.	Clerk
3.2	Clerk to write to Cherish Risi-Elford thanking her for her work.	Clerk
4.1.2	Cllr. Clarke to speak with Raymond Barclay to discuss funding	Cllr. Clarke

	from the FA for the maintenance of the Millworth Lane pitches	
5.5	Clerk to add cycle ways in the parish to the Development committee project list in order to progress	Clerk
6.2	Clerk to obtain further information from Berkshire Vision requesting the number of service users from the parish	Clerk
6.3	Clerk to write to local schools regarding the availability of funding for prize giving should they wish to apply	Clerk
7.1	Clerk to speak with Shinfield View on how to progress the idea of the time capsule.	Clerk
7.3	Clerk to consult local history group on the location of the old pound in Shinfield to confirm whether it was at the Hollow Lane roundabout and bring request back to the committee	Clerk
7.4	Clements Close playground and facilities – Clerk to write to resident to ask them to contact WBC.	Clerk
9.2	Clerk to arrange for specialist to do tree survey of trees in the parish	Clerk
9.3	Members to send details of fly tipping locations in the parish to the Clerk and Clerk to arrange for request for locations to be notified on Website	Clerk and All
9.4	Clerk to write and decline offer of bench.	Clerk
9.5	Clerk to cancel contract with PHS and appoint Select to empty sanitary bins.	Clerk

GRANT APPLICATION FORM 2019-2020

Shinfield Parish Council offers a limited number of grants each year to organisations, clubs and charities which provide a service in the parish to its residents. Grants are generally awarded at the beginning of the financial year, although late applications may be considered.

All grant applications must be made using this form. Applicants must read the criteria and conditions carefully and supply the relevant information. The outcome will be notified in writing and in certain circumstances the grant may only be awarded if specific conditions are met. There is no appeal process if an application is turned down.

Please complete all sections of this form. You may expand the boxes if necessary.

Name of Organisation: SOS Save Our Villages

Grant request from Shinfield Parish Council: £ 1,062.86

For what purpose is the grant to be used? How will it benefit the residents of Shinfield Parish? Grant is for providing better communications with residents in the form of printed & digital materials.

Have you applied to any other organisation for funding for all or part of this project/expenditure? If so, which organisation, and how much? No

About your Organisation :

Briefly describe the role of your organisation within Shinfield Parish
SOS proposes to provide communications to the residents of the parish about all things effecting the parish

Where are you based? Shinfield

Number of members in your organisation? 8 volunteers

Contact for this application:

Title: First name: Surname:

Position held in organisation:
Administrator

Contact address Field View House, 40 Oatlands Road, Shinfield

Postcode: RG2 9DN

Telephone Number: 07545149722

Email address: mark@ch4tfield.com

6.1a



28 November 2019

Page 1 of 1

R+A.

S.O.S Save Our Villages (Wokingham)



Your Account

Sort Code

Account Number



TREASURERS ACCOUNT

01 October 2019 to 31 October 2019

Money In	£64.50	Balance on 01 October 2019	£461.39
Money Out	£0.00	Balance on 31 October 2019	£525.89

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
31 Oct 19	PAYPAL PPWDL5UFJ22233L6M2	FPI	64.50		525.89

Supporting
SOS Grant Application

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Constitution

We are a small group of local residents determined to push back against the inappropriate over development of housing in our villages & on our quickly disappearing green spaces.

Mission Statement

- To ensure all residents are informed, kept updated and continuously engaged regarding all proposed development. All communications will be in plain English, transparent and with honesty about our viewpoint.
- To ensure the local planning system is open, transparent and fair in its dealings enabling residents to be fully consulted and to take account of their individual and collective views in determining planning policy and applications.
- To object to further development until a full assessment of the social, economic and environmental impacts of the current phase of development is completed and lessons learnt are identified, published and implemented.
- To work with other groups, to be a non-political group and to lobby all political leaders that we can reasonably reach to support a more sustainable future.
- We will campaign for improvements to local community infrastructure such as GPs schools, etc. so that our residents have the facilities and services they need in order to live their lives.



6.1c

Grant Application Cost Breakdown

Web Site/Email

Set Up Web Page & Email	£	200.00
Leaflets – 7 th August	£	218.24
Leaflet 10 th January	£	141.00
Banners – “RAGE” 20 th August	£	210.00
Banners – “Enough is Enough” 1 st September	£	159.30
Banner Overlays – “RAGE”	£	94.32
HI VIS Jackets	£	40.00
Total Claim	£	1,062.86



GRANT APPLICATION FORM 2018-2019

Shinfield Parish Council offers a limited number of grants each year to organisations, clubs and charities which provide a service in the parish to its residents. Grants are generally awarded at the beginning of the financial year, although late applications may be considered.

All grant applications must be made using this form. Applicants must read the criteria and conditions carefully and supply the relevant information. The outcome will be notified in writing and in certain circumstances the grant may only be awarded if specific conditions are met. There is no appeal process if an application is turned down.

Please complete all sections of this form. You may expand the boxes if necessary.

Name of Organisation: *Assisting Berkshire Children To Read*

Grant request from Shinfield Parish Council: *£2,034*

For what purpose is the grant to be used? How will it benefit the residents of Shinfield Parish?

We would like to recruit, train and support more Volunteer Reading Mentors to offer 5 schools in Shinfield Parish Council's catchment area, namely St Mary's, Alder Grove, Lambs lane, Grazeley Parochial and Whiteknights. We already have 4 volunteers working in Hillside school who will need further training and support as well as new resources that they use with the children each year. The 4 volunteers are currently supporting 16 children from the parish and aim to do so for the continuous years that they stay with the charity. We also have 4 other volunteers from Shinfield who are supporting children from other schools and the volunteers are gaining the benefit of volunteering with a well managed charity and being able to gain new skills.

Have you applied to any other organisation for funding for all or part of this project/expenditure? If so, which organisation, and how much?

We have allocated £2,000 to this project, received from Santander, which will enable us to pay for the costs of 3 new volunteers (£678 each) but need more funds to satisfy the anticipated demand for additional helpers and ongoing support of the existing volunteers.

About your Organisation :

Briefly describe the role of your organisation within Shinfield Parish

Our volunteers each work with 3 children, struggling with their reading, on a 1:1 basis twice a week during term time for an academic year, to motivate, raise self-esteem and help each child to enjoy reading. Our volunteers take along their own box of books and games and make reading fun!

ABC to read exists, to bridge the gap in our community and give deprived children a greater chance to succeed in their futures. The Berkshire Community Foundation 'Vital Signs' reports from the past few years reinforce 'the need to inspire young people and foster their ambition to do well'. Learning support for children was the second most important cause chosen by survey respondents in 2016 and was viewed the top priority in the 'learning' theme. 'Vital Signs' also recognizes the importance of volunteering and its role in contributing to stronger communities. Encouraging volunteering and recruiting volunteers was a high priority under this theme

Where are you based?

Reading. We work throughout Berkshire.

Number of members in your organisation?

130 volunteers, 7 part time staff and 7 Trustees

Contact for this application:

Title: First name: Surname:

Position held in organisation: *Chief Executive Officer*

Contact address *St. Marks Church Hall. 94 Cranbury Road, Reading, Berkshire*

Postcode: *RG30 2TA* Telephone Number: *0118 951 1336*

Email address: *marciarowlinson@gmail.com OR abctoread@btconnect.com*

DECLARATION

**The following declaration must be completed by a senior contact
on behalf of the applicant organisation.**

I apply for grant aid on behalf of: *Assisting Berkshire Children To Read*

I declare that:

- the organisation named in this application form has authorised me to sign this application on their behalf;

- I have noted the conditions under which grants are awarded by Shinfield Parish Council;
- I confirm that if successful, I and the organisation which I represent, will abide by the conditions.

I undertake, on behalf of the organisation, 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 conditions applied to the grant;
- The grant ceases to be used for the purpose(s) for which it was given.

I certify that the information given in this application is true and confirm that the enclosures are current, accurate and adopted or approved by our organisation.

Signed: _____

Date: _____

Name: (Block capitals): _____

Position in organisation: _____

Additional information required (please tick the box if included with your application)

Accounts	✓
Balance Sheet	✓
Annual report (if available) / Financial Statement	✓
Other: Constitution	✓

GRANT CRITERIA

The Parish Council seeks to maintain a balanced provision of grants with the principles of best value being applied in considering all applications.

1. Grants to organisations or charities serving in the community as a whole will take priority.
2. The purpose of the grant should be in the interests of, and bring direct benefit to, the parish or its residents.
3. The grant may be a contribution to the funds of a charitable body for the furtherance of its work in the local community.
4. Grants are not awarded retrospectively.

CONDITIONS OF GRANT

1. All organisations applying to Shinfield Parish Council for a grant must comply with Shinfield Parish Council's general criteria. The applicant organisation must complete all sections of Shinfield Parish Council's grant application form, including the declaration.
2. All organisations receiving grants will be required to acknowledge the grant and comply with any conditions specified.
3. All organisations receiving a grant should acknowledge Shinfield Parish Council's support in publicity and promotional activities. Shinfield Parish Council reserves the right to publicise the grant award in its own promotional material (for example, the parish newsletter, Annual Report)
4. As part of its application, the organisation must submit the following information: constitution or terms of reference, accounts/financial statement, annual report (if available) and balance sheets and latest available accounts.
5. Shinfield Parish Council reserves the right to monitor the way in which grants have been spent; organisations in receipt of grant aid must follow Shinfield Parish Council's monitoring requirements. For all grants awarded this will require the completion of a grant monitoring form giving the following information:; how the grant has been spent (copies of relevant invoices and receipts may be required); a statement of accounts for the year in which the grant has been made; evidence of benefit to Shinfield Parish, e.g. number of beneficiaries resident in Shinfield Parish.
6. Shinfield Parish Council reserves the right to seek to recover the grant and/ or any moveable equipment bought with the grant money if the organisation ceases to exist, or if the grant is not used for the purpose(s) in the original application to Shinfield Parish Council, or if the conditions of the grant are not met.

ABC TO READ	
2020_2021 Draft Budget (4th February 2020)	
	2020-2021
	FORECAST
EXPENDITURE (£)	
SALARIES	67,000.00
STAFF TRAVEL EXPENSES	2,000.00
STAFF TRAINING	500.00
VOLUNTEER RECRUITMENT	1,500.00
STATIONERY, PRINT & POSTAGE	2,000.00
TELEPHONES	1,500.00
LEGAL AND ACCOUNTS	3,250.00
EVENTS	100.00
MISC	4,000.00
Management and administration:	81,850.00
VOLUNTEER EXPENSES	6,000.00
VOLUNTEER TRAINING	1,000.00
BOOKS & GAMES	1,750.00
Volunteer costs:	8,750.00
RENT	2,800.00
INSURANCES	1,400.00
Running costs:	4,200.00
ITC HARDWARE	1,000.00
OFFICE EQUIPMENT	500.00
Capital costs:	1,500.00
TOTAL	96,300.00
INCOME (£)	2020-2021
	FORECAST
GRANTS (Restricted)	25,000.00
GRANTS (Unrestricted)	10,000.00
SCHOOLS	37,500.00
PARENT TRAINING	3,000.00
FUNDRAIING	250.00
BANK NTEREST (COIF)	50.00
DONATIONS	10,000.00
OTHER	500.00
TOTAL	86,300.00
AVAILABLE FUNDS (£)	
Estimated profit/loss	-10,000.00

R + A . 8.1

**Welcome Club
94 Chestnut Crescent
Shinfield, Reading
Rg2 9ha**

11th February 2020

Dear Shinfield Parish

On behalf of the Welcome Club I would like to say a big thank you for your kind & generous donation of £350 which will go towards the rent

Yours sincerely



**Iris Orchard
(Secretary)**