

To all members of Shinfield Parish Council Notice is hereby given, and you are summoned to attend a Meeting of the Full Council on Wednesday, 17th December 2025, commencing at 19:30 at the School Green Centre



Bruce Winton
Chief Executive and Clerk to the Parish Council
12th December 2025

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

Agenda

- 1. Public Questions**
 - 1.1 To **RECEIVE** and **CONSIDER** questions from the public
- 2. Apologies and declaration of members' interest**
 - 2.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
 - 2.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
 - 2.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest
- 3. Minutes of the Full Council meetings held on 19th November 2025**
 - 3.1 To **RECEIVE** and **APPROVE** the minutes of Full Council meeting held on 19th November 2025*
 - 3.2 To **RECEIVE** information on matters arising from the minutes of the meeting held on 19th November 2025
- 4. Reports from Borough Councillors**
 - 4.1 To **RECEIVE** and **NOTE** reports from Borough Councillors*
 - 4.2 To raise any questions to Wokingham Borough Council via the Borough Councillors.
- 5. Reports from Committees and associated Working Parties**
 - 5.1 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 26th November 2025* and an update from the Chair
 - 5.2 To **RECEIVE** and **NOTE** the draft minutes of the Planning and Highways Committee held on 3rd December 2025* and an update from the Chair
 - 5.3 To **RECEIVE** and **NOTE** the draft minutes of the Finance and General Purposes Committee held on 10th December 2025**

- 5.4 To **RECEIVE** a verbal report from the Chair of the Children and Young Adults Committee (no meeting had been held)
- 5.5 To **RECEIVE** and **CONSIDER** newly appointed Councillors' appointment to Committees
- 5.5 To **RECEIVE** a verbal report from the Chair of the Council
- 5.6 To **RECEIVE** reports from outside bodies

6. Appointments to outside bodies

- 6.1 To **RECEIVE** and **CONSIDER** the appointment of a Trustee to the Edmund Godson Charity*
- 6.2 To **RECEIVE** and **CONSIDER** nominations for a representative for Grazeley Village Hall

7. Member/Officer Conduct Protocol

- 7.1 To **RECEIVE** and **CONSIDER** a verbal update on the Member/Officer Conduct Protocol

8. Budget Update

- 8.1 To **RECEIVE** and **NOTE** a verbal update on the proposed budget for 2026/2027, to be presented for approval to the Full Council meeting in January 2026
- 8.2 To **RECEIVE** and **APPROVE** an application for grant funding from St Barnabas Church*

9. School Green Centre Café

- 9.1 To **RECEIVE** and **NOTE** a verbal update from the Café Working Party*

10. Invoices for payment

- 10.1 To **RECEIVE** and **NOTE** Lloyds Bank payment of invoices within the Clerk's financial delegation*
- 10.2 To **RECEIVE** and **NOTE** Barclaycard payment of invoices within the Clerk's financial delegation*
- 10.3 To **RECEIVE** and **APPROVE** payments due to be made that are outside the Clerk's financial delegation*

11. Correspondence

- 11.1 To **RECEIVE** and **NOTE** the Admissions policy 2027-2028 for Shinfield St Mary's C of E Junior School

12. Date of Next Meeting

- 12.1 The date of the next Full Council Meeting will be held on 28th January 2026

*** indicates papers attached**

**** indicates papers to follow**

Minutes of a meeting of Full Council
Held on Wednesday, 19th November 2025
At High Copse Pavilion commencing at 19:30

Present: Cllrs Bowler, Boyer (Chair), Clarke, Hoyle, Jahromi, James, Johnson, Masseron, Matic, Montgomery and Peer

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
BCllrs Glover, Rance, Gray

1 Member of the Public

25/115 Public Questions

115.1 Receive and consider questions from the public.

There were no public questions

25/116 Apologies and declaration of members' interests

116.1 Apologies for absence had been received from BCllr Srinivasan

116.2 There were no declarations of members' interest

116.3 Changes to members declaration of pecuniary interest

25/117 Minutes of the Full Council Meetings held on 22nd October 2025 and 3rd November 2025

117.1 Minutes of the Full Council Meeting held on 22nd October 2025

The minutes of the meeting held on 22nd October 2025 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr Peer
Seconded: Cllr Jahromi
Approved: 10 for, 1 abstention

117.2 Information on matters arising from the minutes of meeting held on 22nd October 2025:

25/91.3 Clerk to progress registering the land next to Alder Grove School as an asset of community value and report to the next meeting of Planning and Highways Committee

This was discussed at the last meeting, and it would be impossible to register an unused field as an Asset of Community Value.

25/106.2 Clerk asked to convey to Oakbank School how smart pupils looked in their new uniforms

This had been done.

25/106.2 Clerk to set up an Education Working Party meeting with BCllr Bray

The Clerk had requested options from BCllr Bray for dates for this meeting. Cllr Hoyle requested that Swallowfield Parish Council be invited to the meeting.

ACTION - Clerk to set up an Education Working Party meeting with BCllr Bray

25/109.1 Clerk to arrange payment of the approved grants

This had been done

25/109.2 Clerk to follow up the request for a capital grant from St Barnabas and open a dialogue with the church

Clerk is arranging a date for a follow up meeting to progress the grant application.

ACTION - Clerk to follow up the request for a capital grant from St Barnabas and open a dialogue with the church

25/110.1 Clerk to ensure that the cost of ASB across the parish was communicated to residents.

This will be covered in the next newsletter and a more substantial article in the hard copy which is being prepared for issue in January 2026

ACTION – Clerk to ensure that the cost of ASB across the parish is communicated to residents

- 117.3 The Minutes of the Extraordinary Full Council meeting held on 3rd November 2025:

The minutes of the meeting held on 3rd November 2025 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr Bowler
Seconded: Cllr Jahromi
Approved: Unanimously

ACTION – Clerk to circulate the information that was submitted to WBC

- 117.4 Information on matters arising from the minutes of meeting held on 3rd November 2025

- 25/116.2 Clerk to inform Wokingham Borough Council that Shinfield Parish Council voted for the ward boundaries to be as proposed by the Local Government Boundary Commission for England (LGBCE).

This had been done

25/118 Report from Borough Councillors

- 118.1 Report from Borough Councillors

Members **NOTED** the written reports from BCLlrs Glover, Gray and Rance

The Chair thanked the BCLlrs for their reports.

- 118.2 Questions arising from the reports of the BCLlrs

Proposed new primary school in Spencers Wood

This was being reviewed at the WBC Children Services Committee and should be included in the budget item for the WBC Full Council meeting in February 2026.

Oakbank School / Greenshaw Trust

Cllr Hoyle expressed concern over the vagueness of the capital funding received and how this was to be spent. It would appear that the trust had received less money than requested. The buildings were too small to fulfil the needs of all the children in the Parish. BCLlr Gray reported that the school were working through priorities and the buildings were not the immediate priority.

ACTION – Clerk to request details of funding received by Greenshaw Trust from BCLlr Bray

Installation of traffic lights at junction of Church Road/Basingstoke Road, Three Mile Cross

Cllr Glover reported that this had gone out to tender.

- 19:42 BCLlr Rance left the meeting

25/119

Reports from Committees and associated Working Parties

- 119.1 Members received the draft minutes of the Facilities Committee held on 29th October 2025 and an update from the Chair

Cllr Johnson reported that the initial football matches at High Copse had been a success. Three games were played on week one and six games on week two. Monitoring of the parking was taking place during change over of games. The football club were buying new goals, and the existing ones would be re-sited so they could be used by the community. Irrigation of the pitches was still under investigation, and it may be possible to access water via an existing borehole, subject to the necessary licencing. Shinfield Rangers had purchased a line-painting machine to mark out the pitches.

Cllr Masseron reported that 300 residents had responded to the survey on the future of Ryeish Green Pavilion. Surveyors had recently visited the site. A substantial report would be submitted to Full Council in January/February 2026.

Cllr Hoyle requested information on vacancy rates of allotments and queried why there were not allotment sites in south Spencers Wood.

ACTION – Clerk to circulate allotment vacancy rates to members

19:52 *BCllr Gray joined the meeting*

- 119.2 Members received the draft minutes of the Arts Culture and Events Committee held on 30th October 2025 and an update from the Chair

Cllr Matic reported that there was a slight delay in the public art project by several months to encourage lesser know artists to apply. To date ten submissions had been received.

The National Theatre Live (NTL) screenings had been successful. The Clerk was following up another potential screening service 'Exhibitions on Screen'.

- 119.3 Members received the draft minutes of the Planning and Highways Committee held on 5th October 2025 and an update from the Chair

Cllr Boyer reported that the planning application had been submitted for Loddon Garden Village. The Committee were putting together comments on the application and they would engage a consultant to write a comprehensive report.

The application for the Lailey Path to Shinfield Infant and Nursery School footpath would be submitted shortly.

Cllr Peer thanked the Chair for his report and comments.

- 119.4 Members received the draft minutes of the Staffing Committee held on 12th November 2025

Cllr James reported that following complaints received relating to a councillor, a code of conduct was being drawn up on Member/Officer Protocol following advice from the Monitoring Officers at WBC. This would be considered by the Finance and General Purposes Committee and submitted to Full Council for approval. The document will include information relating to political parties. The Clerk reported that the staffing structure was under review and would be included in budget proposals.

- 119.5 Report from the Chair of the Council

Cllr Boyer reported that

- The Remembrance Sunday event had been well attended by approximately 550 people. He had laid a wreath on behalf of the Council. He thanked all who supported the event.
- He had been reaching out to other Parishes and the MPs assistant. The MP was due to attend the SPC Remembrance event in 2026.
- The cakes in the café had been well received.

- 119.6 Reports from Outside Bodies

Cllr Montgomery – AWE – 5th November 2025

Members **NOTED** the report from Cllr Montgomery

- 119.7 BALC Annual General Meeting – 13th November 2025

The Clerk gave an update on behalf of Cllr Peer who had been unable to attend.

There was concern from Town and Parish councils across Berkshire that there was an increasing pressure from the various unitary authorities to push costs downwards.

No free training courses for BALC members from 1st April 2026.

The NALC Chief Executive Officer, Jonathan Owen, attended and gave a short precis of the national situation including mentioning that hybrid meetings and a stronger code of conduct were in the pipeline within national government.

The Clerk had attended as guest speaker.

Cllr Boyer took the opportunity to congratulate the Clerk on achieving Level 4 Foundation Degree in Community Governance.

- 119.8 Borough Liaison Forum

Cllr Peer had attended this meeting but had nothing significant to report.

25/120

School Green Centre Cafe

120.1 Update from the Café working party on the initial period of trading of the Café

The Clerk advised that the net sales for the café after 5 weeks of trading were now £15.4k which was an average of just over £3.0k per week. This was slightly behind the original income projections but did include one week with no food offer, half-term and some days of extremely bad weather. The net performance would exceed the monthly rental expected from Crumbs

Remembrance Sunday had been the second highest trading day (£557.75) despite the café being open for fewer hours than Monday to Saturday. The busiest day to date had been Tuesday 21st October with £676.75 and the café seems at its busiest on Tuesday after-school.

The team were in general performing well and proving that they can take action where improvement was necessary. The supervisor was developing towards becoming a potential café manager and we were re-advertising for a weekend supervisor although the interim was performing well.

Hot drinks were the best sellers but the top seller by volume was cakes with 676 sold in the first five weeks. Top food sellers were Breakfast rolls, toasties and jacket potatoes.

We will now start to introduce the potential developments discussed at the special meeting on 13th October. Staff costs would be factored in including the utilisation of the Facilities Team, however, this was always part of their role with the previous tenants.

The Chair encouraged all Councillors to use and promote the café.

25/121

Invoices for payment

121.1 Lloyds bank payment of invoice within the Clerk's financial delegation.

Cllr Clarke had queried the business rates for High Copse prior to the meeting and this had been addressed by the Finance Manager.

Members **NOTED** the payments made within the Clerk's financial delegation

121.2 Barclays bank payment of invoice within the Clerk's financial delegation.

Members **NOTED** the payments made on Barclaycard within the Clerk's financial delegation

121.3 Payment due to be made that are out the Clerk's financial delegation.

There were no scheduled payments outside the Clerk's delegation.

25/122

Correspondence

- 123.1 The Clerk advised that he had received a response from Ministry of Housing, Communities and Local Government on 17th November relating to his email to them on 4th September.

The Clerk had pointed out that the initial MCHLG response was only to decline to comment on specific planning applications. He had responded to seek clarity on the position MHCLG took between the need to build more housing (which is obviously a national priority) and how it weighs this against measures such as DEPZ.

Again, their response was less than useful: "I am afraid we are unable to comment beyond the information already provided. By law, planning applications are determined in accordance with the development plan, unless material considerations indicate otherwise. Each application is judged on its own individual merit and the weight given to these considerations is a matter for the local planning authority as the decision taker in the first instance."

- 123.1 Ward Elections

Members noted that the elections for Shinfield North ward and Grazeley ward were taking place on 11th December and there would be three new councillors at the next meeting.

The Clerk reported that none of the nominees had approached him to enquire about Shinfield Parish Council.

25/123

Date of Next Meeting

- 123.1 The date of the next Full Council meetings will be held on 17th December 2025 at School Green Centre

Meeting ended at 20:45

List of Actions

25/117.2		
25/106.2	Clerk to set up an Education Working Party meeting with BCllr Bray	Clerk
25/109.2	Clerk to follow up the request for a capital grant from St Barnabas and open a dialogue with the church	Clerk
25/110.1	Clerk to ensure that the cost of ASB across the parish is communicated to residents	Clerk
25/117.3	Clerk to circulate the information that was submitted to WBC	Clerk
25/118.2	Clerk to request details of funding received by Greenshaw Trust from BCllr Bray	Clerk
25/119.1	Clerk to circulate allotment vacancy rates to members	Clerk

BOROUGH COUNCILLOR REPORTS

BCllr Rance

12.11.25 Delivering leaflets around Brookers Hill, the small side road opposite Garrett, could hardly walk the pavement for overhanging bushes. Took photo. Sent to Cleaner and Greener, and got reply back “it’s private land” and they don’t know who it belongs to!

13.11.25 Reported last month that a resident had requested Covid signs be removed. I identified them to WBC, and voila they are all gone! If you don’t ask, you don’t get it would seem!

17.11.25 Attended the first SMRA Meeting (Shinfield Meadows Residents Association) where 8 residents came along. Breaking new ground, and good discussion about the Management Fees.

18.11.25 Last month I mentioned a resident suffering from terminal cancer, whose dementia husband was being forced out of one Home to go elsewhere, but nowhere could be found. In the end WBC’s Social Worker found Abbeyfields at Winnersh, told the son of these residents, and he made decision to place the father there. Meanwhile, on the same day, WBC changed their minds and said they withdrew their support for this. Everyone distraught. A decision had to be made as the old chap was literally ‘being thrown out’ and the son accepted Abbeyfields. He was given 20 days to Appeal to WBC to take the case back on. He couldn’t face it! I wrote a 4 page Appeal with blow by blow occurrences/information. Appeal submitted. 2 days later – appeal accepted. Everyone happy.

20.11.25 Another resident of Shinfield Road, having put in planning application to make changes to his house, but altered them somewhat when actually rebuilding, hit with CIL bill of £98,000 Asked me to help. Not much I can do, though this is the second person to contact me. Will work on it.

Was allowed to sit in on Teams Meeting on Childrens Services. Discussion on Oakbank by Greenshaw Trust. Very encouraging. Children’s discipline very good. All wearing uniform. Children responding well to the change.

Am part of Health Overview and Scrutiny committee. Healthwatch at Wokingham Borough reported on other surgeries plus Shinfield.

Pharmacy: there is awareness of medication wastage and prescription.

Launched in July 2025 – South Asian Women and Access to services report health inequalities not helped by health illiteracy. Conversations with Public Health re women’s mental health/menopause/suicide in first year after giving birth. Time to get serious about Men’s Health checks.

There’s an NHS app – discussion about public’s experience of usage. This is very much Do It Yourself Health Care.

30.11.25 Two years ago I assisted a tenanted resident who was having huge issues with a neighbour’s ASB behaviour. It got sorted for a while, but lately noise levels and bad behaviour have resurfaced. I advised resident to keep a Daily Log as proof, which she has issued now to WBC. At Full Council on 27th we had a talk by Thames Valley Police, who are working very hard on ASB, under various headings, which generally the public might feel is minor stuff and can’t be reported. They now can – the headings are:

“It’s Not loud”, “It’s not that Hurtful”, “It’s Not that Bad”, all the excuses an offending neighbour might use. But IF a resident is regularly being disturbed by loud music, fast motor bikes/cars driving around/making noises, swearing, crying, rowing then it IS Hurtful and must be reported for them to receive a warning, then a fine or whatever. I wrote to the two residents in Westall and Piggott and they were very grateful to know that the police can be informed directly and will act.

3.12.25 Attended HOSC meeting where we were asked to note an update NHS Health Check Programme for eligible Residents. The aims are to identify risks of developing CVD (Cardiovascular disease) and associated health conditions eg heart and kidney disease, diabetes, stroke, vascular dementia. NHS has legal responsibility to offer HC to eligible population once every 5 years.

Also talk by BOB’s ICB (Buckinghamshire, Oxfordshire & Berkshire West Integrated Care Board) where the objective is everyone who needs an appointment with their GP will get one within 2 weeks!! Nowadays 89% of Wokingham patients are seen within 2 weeks. Access is Online! People will be able to have “online appointments” too. There will be a form. Look for “Online Consultation”. Not good for elderly who do not use technology.

BCllr Gray

I continue my work on the following committees:

- Children’s Services Overview and Scrutiny Committee (Chair)
- Corporate Parenting Board
- Overview and Scrutiny Management Committee
- Community Governance Review Working Group
- Wokingham School Place Planning Stakeholder Group

Update on Spencers Wood School

I attended the Community and Corporate Overview and Scrutiny Committee this month discussing the Medium Term Financial Plan for Children’s Services. The Spencers Wood Primary school was one of the capital bids included and there was no discussion against this. This means it is virtually certain to be in the budget in February. At the moment it looks like they are opting for a ‘relocation’ of existing primary school places to balance out the need across the borough. There are also plans for a SEND hub in the school, to provide for much needed places for children with additional needs.

Community Governance Review

I have been sitting on the Community Governance Review Working Party. Most of the draft proposals have now been finalized in our last meeting taking on board the second round of consultation. These will be presented to full council in the new year. The increase in councillors to 18 in SPC is in there with the proposed warding structure. The proposals for the bits of Hillside Ward in Shinfield Parish to move to ETC are in the recommendations too.

Casework

- Ongoing work with residents and management company Trinity on Shinfield Meadows with maintenance of green spaces.
- Ongoing work with residents on SANG charges in Shinfield Gardens and Longacre/Shinfield Meadows. Reading Uni has offered a proposal of reduced fees which is really positive, but there are still some contractual bits to confirm- there are concerns

now about legal fees required to implement the reduction in SANG charges- I am looking into this, I am not clear why contracts need to be changed and why the UoR cannot just agree reduced fees for everyone on the estate.

- Continued work on air quality concerns for the development at the end of Hyde End Lane. I have been speaking to officers regarding collection of data on air quality (or lack thereof!).
- I have been assured cutting back of vegetation on Old Whitley Wood Lane will happen in the next couple of weeks which has been long overdue.

Councillor Glover

While canvassing etc I encountered

- A lady in Great Lea who I put in touch with the volunteer drivers
- The continuing problems the residents of MereOak Park Mobile Homes have with the Park owners
- A request for a yellow box at A33 traffic lights.
- Numerous mentions of speeding on Basingstoke Road, particularly going up the hill (not surprising, considering where I was canvassing). I feel that a village gateway for Spencers Wood, on the hill, might help. I'm pleased to see that the SIDs are working again.
- Pothole in Grazeley Road - fixed within a couple of days of my reporting it, but the road surface here is poor.
- Car parked on the corner of Sevenoaks Drive. It seemed to be there for several days, and very near the corner. Reported to TVP.
- Plenty of questions about the proposed traffic lights and other improvements at Church Lane/Basingstoke Road, which I still believe will be next summer.

Highways

3MX Traffic lights: Nothing further to report.

Village gates/speed limits more generally: See above. There also seem to be concerns about speeding in Clares Green Road (again).

Cycleway marking: Nothing further to report.

Footway from Lailey Path to Infants' School: A plan has been drawn up and has been reviewed by officers (they haven't told me the outcome though).

Hyde End Lane drainage: Nothing further to report.

FP12: Cllr Masseron, Ian Young and I had a site visit with council officers and Ray Sharp of the Ramblers. I am sure Cllr Masseron will report further.

Back Lane/Lambs Lane: Nothing further to report.

Swan Inn

Nothing further to report.

MereOak Park and Ride (solar panels)

Nothing further to report.

Planning -- 420 houses at Body's Farm

The Planning Officer has told me that she is still waiting for further documents from the applicant and will not be making a recommendation one way or the other until January or February.

ASB

Nothing has been brought to my attention.

Community Governance Report

The task force seem happy with Shinfield's new position on this (I was informally told).

Mayor's walk

The Mayor of Wokingham Borough, Cllr Carol Jewell, is doing a sponsored walk for her chosen charity, **Building for the Future**. She is walking the 55 miles of the Wokingham Way, which roughly follows the boundary of the borough, and has so far completed four sections of it, walking two sections on each of two successive Fridays.

On 16 January, the Mayor will enter Swallowfield parish (and Spencers Wood and Swallowfield ward) and walk along the Hampshire boundary, to Riseley, and thence to Beech Hill. I hope to join her on these two sections, although the total of 13.5 miles is daunting!

On 23 January, the Mayor (and I, if I have recovered) will resume at Beech Hill, enter Shinfield parish and walk, via Woodcock Lane, to the football stadium, and thence to Thames Valley Business Park, where the Mayor began.

Anybody is welcome to join us, and I will try to publicise over Christmas and the New Year.

Building for the Future provides support for children and young people with disabilities. It is a parent-led charity offering activities, support and therapies in a welcoming and innovative environment.

Cllr Jewell is aiming to raise over £1,000 for Building for the Future. This charity does incredible work and every donation will make a real difference to the children and families it supports. She says, 'Please join me in helping this fantastic cause'.

Any additional reports from BCllrs Edmunds, Munro and Srinivasan will be circulated at the meeting

Minutes of a meeting of
The Facilities Committee
held on Wednesday 26th November 2025
at the School Green Centre commencing at 19:30

Present: Cllrs Boyer, James, Johnson (Chair), Masseron and Peer

Attending: S Herring (Deputy Clerk)
B Winton (Chief Executive and Clerk to the Parish Council)
S Ali (Facilities Manager)

25/FC/128 Public Questions

128.1 There were no public questions.

25/FC/129 Apologies and declarations of Members' Interest

129.1 Approval of apologies for absence

Apologies had been received from Cllrs Clarke, Hoyle and Jahromi

129.2 Declarations of Members' interests

There were no declarations of Members interests.

25/FC/130 Minutes of the Previous Meeting

130.1 The minutes of the Facilities Committee meeting held on 29th October 2025 were approved as a correct record and signed by Cllr Johnson

Proposed: Cllr Boyer
Seconded: Cllr Peer
Approved: Unanimously

130.2 The following matters arising from the meeting held on 29th were discussed:

25/FC/83.7 Cllr Johnson to give Cllr Clarke the CFO of Lidl's email address and Cllr Clarke to contact Lidl head office.

Cllr Johnson confirmed that the had passed the information to Cllr Clarke.

25/FC/91.4 Facilities Manager and Cllr Johnson so investigate existing borehole and check the licence.

This was on the agenda – see minute 132.6

25/FC/117.2 Facilities Manager to contact Larkstel regarding a maintenance contract for High Copse pitches for 2 years

This had been done.

25/FC/117.3 Facilities Manager to obtain quotes for appropriate fencing around the pitches at High Copse

This was on the agenda – see minute 132.3

25/FC/117.4 Deputy Clerk to add storage containers for High Copse to the next agenda of the Facilities Committee

This was on the agenda – see minute 132.4

25/FC/117.5 ➤ Clerk to contact Football Foundation regarding costs for a 3G pitch and submitting a planning application.

This was in relation to the fees for progressing the planning application and the Football Foundation have confirmed that, once accepted on to the programme, they provide someone to guide the application through the planning process and fund this up to £35,000

➤ Clerk to chase the University of Reading (UoR) on the land options to either lease or sell

This is one of the items to be discussed with the UoR at a meeting with Nigel Frankland on 10th December

➤ Clerk to arrange a parallel planning application for Millworth Lane Sports Park

This will be submitted in parallel with any application for 3G at High Copse and each would be dependent on the other being approved.

25/FC/117.7 Clerk to send out tender information to the interested cricket clubs in November

This was on the agenda – see minute 132.7

25/FC/118.1 Facilities Manager to re-check the planning conditions on drainage with the fitness provider so progress can be made with the installation.

This was on the agenda – see minute 133.1

- 25/FC/118.2 ➤ Facilities Manager to implement the removal of two wooden sheds at Millworth Lane.

This was on the agenda – see minute 133.2

- Clerk to arrange publishing details of why the sheds are being removed in relation to anti-social behaviour (ASB)

This was planned for the December newsletter and will also be covered in the printed version planned for January which will also cover the overall costs of ASB. The Chair requested that acknowledgement be given to the Facilities Manager and his Team for the work they had carried out to make the area safe.

ACTION – Clerk to arrange for an article to be published in the monthly newsletter and the annual hardcopy newsletter

- Clerk to add an agenda item to the next Facilities committee meeting to discuss ASB on council property

This was on the agenda – see minute 138.4

- Clerk to report the ASB incident to the police as criminal damage

This had been done, and the police had been fully involved in tackling the ASB outbreak at Millworth Lane

- 25/FC/119.1 Cllr Johnson to analyse the data from the survey on Ryeish Green Pavilion and report back to the committee.

This was on the agenda – see minute 134.1

- 25/FC/120.1 Facilities Manager to update the committee on the repair to the blind in the Ryeish Green room

This had been booked in for the 8th December

- 25/FC/120.2 ➤ Clerk to approach Lidl to request re-siting the bins in their car park

This was on the agenda – see minute 135.2

- Clerk to approach Shinfield Care Home to request taking the Salvation Army clothing bank

This was on the agenda – see minute 135.2

- Facilities Manager to obtain quotes for fencing as well as obtain a quote for fencing around existing bottle bank location.

This was on the agenda – see minute 135.2

- 25/FC/121.1 ➤ Media and Communications Officer to produce a leaflet to publicise the proposed community shelter at the Spencers Wood Recreation Ground

This had been done.

- Clerk to arrange the distribution of the leaflets

This was on the agenda – see minute 136.1

- 25/FC/124.1 Cllr Johnson to send Cllr James his personal research on microgeneration for the council.

Microgeneration was on the agenda - see minute 139.1

Agenda item 6.1 – Minute 25/FC/134 of the agenda was discussed at this point in the meeting as Cllr Masseron needed to leave early.

25/FC/131

High Copse Items

- 131.1 First football matches played at High Copse including car park arrangements

The Chair thanked the Facilities Manager and his Team for all the work they had done getting High Copse up and running.

The first two full weeks of football had taken place. The pitches were of a very high quality, and the maintenance was being managed by Larkstall. The changing rooms and showers would be used by the men's teams but not the junior teams. A complaint had been received from a member of the public relating to too many cars parked on the road, however, after subsequent monitoring there appeared to be 4 cars parked by the cottages. Car parking would continue to be monitored.

- 132.2 Charges for use of football pitches at High Copse

Research of nearby pitches indicated that some charge by the hour while others charge per match. For the majority the rate was between £70-£90 + VAT. The exception was Westmorland Park in Bracknell Forest which was advertised at £119 + VAT (£142.80), this was explained as the "Higher fee reflects premium pitch maintenance". The initial proposal was for a fee ranging from £120 to £150 + VAT per match.

It was **AGREED** that the pitch prices for 2025, to include the use of the changing rooms, would be £150 + VAT per match for the adult teams and £120 +VAT per match for the junior teams. This would be renegotiated each year.

Proposed: Cllr Johnson
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Clerk to arrange for the Football Club to be invoiced accordingly

132.3 Proposed Fencing around pitches

The first fencing company were on site on Monday 1st December (Duralock). The Facilities Manager would obtain three quotes. The Chair would ask the Football Foundation for recommendations on the best type of fencing. Depending on the cost, an application for a grant could be applied for from the Football Foundation.

ACTION –

- Facilities Manager to obtain three quotes for fencing around the pitches at High Copse
- Chair to ask the Football Foundation for recommendations on the most suitable type of fencing

132.4 Update on the proposal for additional storage at High Copse

An initial quote for 3 containers had been received on 11th November 2025 for £8,000 plus VAT including delivery charges (now expired) (1 at 40 foot and the other 2 at 20 foot). The lead time was currently 3-4 weeks from order. Wokingham Borough Council (WBC) had given the relevant approval.

It was **AGREED** in principal that if the first fencing quote was more than £10,000 then the containers should be ordered.

Proposed: Cllr Johnson
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Facilities Manager to order the containers if the first quote for fencing exceeded £10,000

132.5 3G Pitch

Cllrs Johnson and Boyer were due to meet with Nigel Frankland, University of Reading (UoR) on 10th December to discuss the details of Millworth Lane, 3G Pitch and a potential cycle facility. It was recognised that until approval had been given for the 3G Pitch, progress could not be made with the other projects. The Chair would feedback to the next meeting of the Committee.

ACTION -

- Clerk to add 3G Pitch to the agenda of the next meeting
- Cllrs Johnson and Boyer to update the committee at the next meeting

20:08 Cllr Masseron left the meeting

132.6 Water irrigation for the sports pitches

Discussion continued in relation to an existing borehole and pump at High Copse. It was uncertain as to whether this had been used by Whitehorse during the installation of the pitches and whether there was an existing users licence. There was some doubt as to whether this would produce sufficient water for the football pitches, however, it may be enough for the cricket square.

ACTION – Facilities Manager to investigate whether the borehole could be used for the pitches and whether there was an existing users licence

132.7 The draft cricket tender document for cricket at High Copse.

A draft cricket tender document had been drawn up for consideration.

Interest had been received from six clubs and two other people who want to play matches at High Copse. The cost set out was per match hire and no team would be offered exclusive use.

A decision would be made on who could offer the best benefits to Shinfield residents.

Members **APPROVED** the draft tender document.

Proposed: Cllr Johnson
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Clerk to send out the cricket tender document for High Copse to interested parties

25/FC/133

Millworth Lane

133.1 Update for the Fitness Centre at Millworth Lane

Facilities Manager was working with the Quantity Surveyor to resolve the details on drainage. The archaeological assessment would require physical work on site, and this would not be until March 2026.

ACTION - Facilities Manager to continue to work with the Quantity Surveyor to progress the archaeological assessment

133.2 Removal of two wooden sheds at Millworth Lane

This had been booked in for the 6th January 2026. Bollards had now been installed to restrict vehicular access onto the field.

ACTION – Facilities Manager to report back at next meeting on the removal of the wooden sheds at Millworth Lane

25/FC/134

Ryeish Green Pavilion *(this item was discussed prior to minute 25/FC/131)*

- 134.1 Cllr Masseron had arranged site visits on 19th and 20th November with Kempton Carr Croft and H Lansley who would be submitting quotes for refurbishment. The current estimated value was approx. £130K to £135K. A lease would attract £20K to £25K per year.

300 responses had been received from the public survey, and the Chair was collating the information.

The working party would be submitting proposals to Full Council in February 2026.

25/FC/135

School Green Centre

- 135.1 Review of the current policy of allowing dogs in the café area at the School Green Centre

Due to concerns relating to food hygiene consideration was given to whether dogs should continue to be allowed into the indoor café space. Café staff had reported multiple instances of dog hair appearing on trays on the serving area and in the cutlery, some dogs being large and intimidating to some customers, especially young children and occasionally dogs being left to walk around the area unattended. Assistance dogs and guide dogs for the blind would still be admitted. There were approximately 20 regular café attendees who visited with a dog.

Members **AGREED** that well behaved dogs, on a lead, would be welcome. A sign would be put up in the café to this effect with a request that dogs do not sit on the furniture.

ACTION – Deputy Clerk to arrange for a sign to be installed in the café to allow well behaved dogs, on a lead to be welcome in the café.

- 135.2 Recycling bins

The Clerk had been in contact with Wokingham Borough Council (WBC) who could enable the relocation of the recycling bins, and the Salvation Army clothes bins on to the verges.

Shinfield Parish Council (SPC) could put gravel or a concrete base on the verges with robust dark green fencing along the School Green Centre side. There was a CIL reserve of £50k for School Green improvement that could be used; this would go to the next meeting of Finance and General Purposes Committee.

Proposed: Cllr Johnson
Seconded: Cllr James
Approved: Unanimously

ACTION –

- Clerk to add to the agenda of the Finance and General Purposes Committee
- Clerk to discuss the proposal with the owner of the Kebab van
- Facilities Manager to get quotes for a base

25/FC/136**Spencers Wood Pavilion****136.1 Installation of Community Shelter**

The Facilities Manager and his team had hand delivered the leaflets. Feedback had been received from two residents who had queried why this was felt to be necessary.

Members reiterated that the shelter would be available for all to use and would be covered by CCTV.

ACTION – Facilities Manager to circulate the leaflet that was sent to residents to members of the Committee

25/FC/137**Allotments****137.1 Allotments Working Party**

The membership would be set in December with the first meeting scheduled for January 2026. Membership should be from all allotment sites and Cllr Montgomery would chair the group with attendance of Cllr Clarke, the Facilities Manager and Allotments Officer. The setting up of the working party should improve communication between allotment holders and the Council.

ACTION – Facilities Manager to arrange the first meeting of the Allotments Working Party

25/FC/138**Parish Wide Items****138.1 Bin collections**

Additional bins were being installed on the 27th November 2025; two at High Copse both ends of the public footpath, one at the cross over from the bus lane at the ridge and another at the top of Beke Avenue. The fifth bin was to replace a rusted broken one at Spencers Wood Pavilion.

The Chair wished to congratulate the member of the public who had been assisting with litter picking.

138.2 MUGA and playground adjacent to Aldergrove School

The Chair confirmed that the MUGA and playground adjacent to Aldergrove School was due to be completed week commencing 8th December 2025.

138.3 Decommissioning of the play park at Three Mile Cross

The Facilities Manager was awaiting delivery of Heras panels and will use these to replace the orange mesh as soon as possible.

138.4 Tackling Anti-Social Behaviour (ASB)

The main areas currently affected by ASB were:-

- Ryeish Green Pavilion, where the building was consistently being broken into. Lantec Security had advised steel reinforced doors that would cost approximately £500 - £600 and a mobile alarm device with PIR and the ability to take photographic evidence.
- Millworth Lane recreation ground with vehicular access damaging the field. Bollards had now been installed to prevent access. Wooden sheds were due to be removed. Once the Fitness Centre was established on site it was expected that the site would be more secure.
- Spencers Wood recreation ground – ongoing issues with the use of electric bikes/scooter damaging the field. There was not much that could be done to prevent this without preventing access for the public.

The Clerk had been investigating an effective system to deal with responding to out of hours issues.

A proposal would be put to the Children and Young Adults Committee regarding expanding the Youth Team to develop early intervention schemes in conjunction with local schools for teenagers.

138.5 Any other Matters

There were no other parish items.

25/FC/139

Microgeneration

139.1 An update on microgeneration within the Shinfield Parish Council estate

Cllr James and the Clerk had met with a representative of Reduce Energy Ltd.

His proposal was to conduct a detailed review of the buildings selected for this exercise and give reports for each which will set out a range of actions open to us from easy wins e.g. adjusting a temperature setting, ones that required some work by us and the bigger ticket items such as heat pumps, PV panels etc.

For each item on the report there would be an indication of costs to implement (if any) and expected savings or revenue generated. This would allow us to ensure that we take the options which provide the best return for the parish. Larger investments obviously take longer to recover costs but then provide better net returns.

It was recommended that the School Green Centre, High Copse Pavilion, Spencers Wood Pavilion and Manor Pavilion be assessed initially (£8,600). If required, Millworth Pavilion could be added when we were ready to proceed

with refurbishment, and Ryeish Green Pavilion depending on the outcome from the Working Party

There was £300,000 of CIL set aside for Microgeneration.

Members **AGREED** to proceed with the review

Proposed: Cllr Johnson
Seconded: Cllr Boyer
Approved: Unanimously

ACTON – Clerk to instruct Reduce Energy Limited to review the Council's buildings

25/FC/140

Correspondence

- 140.1 No correspondence had been received for this meeting

25/FC/141

Date of the Next Meeting

- 141.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 7th January 2026

The meeting ended at 21:09

List of Actions

25/FC/130.2		
25/FC/118.2	Clerk to arrange for an article to be published in the monthly newsletter and the annual hardcopy newsletter	Clerk
25/FC/132.2	Clerk to arrange for the Football Club to be invoiced according to the rates agreed	Clerk
25/FC/132.3	Facilities Manager to obtain three quotes for fencing around the pitches at High Copse	Facilities Manager
25/FC/132.3	Chair to ask the Football Foundation for recommendations on the most suitable type of fencing	Cllr Johnson
25/FC/132.4	Facilities Manager to order the containers if the first quote for fencing exceeded £10,000	Facilities Manager
25/FC/132.5	Clerk to add 3G Pitch to the agenda of the next meeting	Clerk
25/FC/132.5	Cllrs Johnson and Boyer to update the committee at the next meeting	Cllrs Johnson & Boyer
25/FC/132.6	Facilities Manager to investigate whether the borehole could be used for the pitches and whether there was an existing user's licence	Facilities Manager
25/FC/132.7	Clerk to send out the cricket tender document for High Copse to interested parties	Clerk
25/FC/133.1	Facilities Manager to continue to work with the Quantity Surveyor to progress the archaeological assessment	Facilities Manager
25/FC/133.2	Facilities Manager to report back at next meeting on the removal of the wooden sheds at Millworth Lane	Facilities Manager
25/FC/135.1	Deputy Clerk to arrange for a sign to be installed in the café to allow well behaved dogs, on a lead to be welcome in the café	Deputy Clerk
25/FC/135.2	Clerk to add to the agenda of the Finance and General Purposes Committee an item regarding funds for re-siting the recycle bins	Clerk
25/FC/135.2	Clerk to discuss the proposal of re-siting the recycle bins with the owner of the Kebab van	Clerk
25/FC/135.2	Facilities Manager to get quotes for a base for the recycle bins	Facilities Manager
25/FC/136.1	Facilities Manager to circulate the leaflet that was sent to residents regarding the installation of a Community Shelter to members of the Committee	Facilities Manager
25/FC/137.1	Facilities Manager to arrange the first meeting of the Allotments Working Party	Facilities Manager
25/FC/139.1	Clerk to instruct Reduce Energy Limited to review the Council's buildings	Clerk

DRAFT

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 3rd December 2025
At School Green Centre commencing at 19:30

Present: Cllrs Boyer, Hoyle, Jahromi, James, and Peer (Chair)

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

3 members of the public

25/PC/116

Public Questions

- 116.1 A member of the public raised concerns over traffic issues in the parish and had observed that Wokingham Borough Council (WBC) had spent considerable sums of money in Wokingham and Arborfield, but none in Shinfield. Subsequently he had submitted Freedom of Information (FOI) requests to WBC. The responses had highlighted that improvements made had not fallen within their criteria for improvements, therefore, there was no reason why the proposed Shinfield improvements could not be accommodated. He was particularly concerned over the amount of traffic that was using Church Lane (already signed as no motor vehicles, except for access) as a rat-run.

BCllr Glover stated that some of these improvements may have been paid for outside of Council Tax, eg through S106 monies, and suggested that a request be made relating to how these improvements had been funded.

The Community Speed Watch could help with providing evidence for usage and speeding traffic on Church Lane.

ACTION –

- Clerk to invite the member of public to join the Traffic Working Party
- Clerk to arrange a meeting to update the member of public on the history of traffic issues in the parish

25/PC/117

Apologies and declarations of Members' Interest

- 117.1 Receive and consider approval of apologies for absence

Apologies had been received from Cllr Masseron

117.2 There were no declarations of members' interests

25/PC/118

Minutes of the Previous Meeting

118.1 The minutes of the Planning and Highways Committee held on 5th November 2025 were approved and signed as such by Cllr Peer

Proposed: Cllr Jahromi
Seconded: Cllr Boyer
Approved: Unanimously

118.2 Actions and Matters Arising from the meeting held on 5th November 2025

25/PC/82.2

25/PC/78.1 ➤ Clerk to arrange a meeting to clarify with members of the committee what would be required from a monitoring officer

The Clerk suggested that this item be discussed at the next meeting

ACTION – Clerk to add an item to the agenda to the next meeting to clarify with members of the committee what would be required from a monitoring officer

➤ Clerk to arrange a meeting with BCllr Conway and Nick Irvine from WBC, and the ALIGN working party

The Clerk had obtained some proposed dates for a meeting in mid-January.

ACTION – Clerk to contact the other Council's involved to secure a mutually agreeable date for a meeting with BCllr Conway and Nick Irvine from WBC, and the ALIGN working party

25/PC/103.4 Clerk to follow up on progress of the path from Lailey Path to Shinfield Infant and Nursery School with WBC

This was on the agenda – see minute 25/PC/122.2

25/PC/109.2 ➤ Members of the Committee to look at the planning application 252498 and submit comments to the Clerk

This is on the agenda – see minute 25/PC/119.2

- Clerk to contact ET Planning and MOTION to check their availability to assist with a response to PA252498

The Clerk had asked both companies if they would provide formal submissions on this subject. Both the previous contacts had left their respective contracts, and he was still awaiting confirmation that they had no conflicts of interest and would be able to assist SPC.

ACTION – Clerk to follow up with ET Planning and MOTION to check their availability to assist with a response to PA252498

- Clerk to add PA252498 to the agenda of the next meeting

This was on the agenda – see minute 25/PC/119.2

25/PC/112.1 Clerk to follow up outstanding traffic issues with BCllr Betteridge

The Clerk had now received a response from WBC regarding outstanding traffic issues who were keen to meet and have an open discussion on all the points raised. BCllr Betteridge had explained that they were a small team who were currently working on three significant pieces of work so it was unlikely that they could attend a meeting before the new year.

ACTION –

- Clerk to chase BCllr Betteridge for a date in early 2026 to meet and discuss outstanding traffic issues.
- Clerk to invite the member of the public to join the Traffic Working Party

25/PC/112.3 Cllr Boyer to pass the SIDs equipment to the Facilities Manager with instructions

This had been done. Cllr Boyer offered to assist the Facilities Manager in setting up the SIDs equipment.

ACTION – Facilities Manager to install the SIDs in the parish.

25/PC/113.1 Clerk to contact ONH with a request to review the existing SPC Neighbourhood Plan

The Clerk had requested that ONH take on a Neighbourhood Plan Review for SPC and make recommendations. The Clerk was awaiting a response.

ACTION – Clerk to chase ONH regarding reviewing the current SPC Neighbourhood Plan

25/PC/113.2 Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; High Copse Pavilion and land adjacent to Alder Grove School

This was on the agenda – see minutes 25/PC/123.2

25/PC/119

Schedule of Deposited Plans

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

119.2 Loddon Garden Village – Planning Application 252498

Cllr Boyer had submitted initial comments to Planning Application 252498 (these were circulated to members of the committee) and had requested input from other members of the committee. He emphasised that he had only looked at traffic and roads as currently there were no houses in the plan.

Other suggestions were:-

- Concern over potential additional traffic congestion on the Shinfield Road
- Development of a cycleway from the Magpie and Parrot to Hall Farm
- Request for active travel information
- Emphasis on the importance of a community church building on the site

The Chair thanked Cllr Boyer for his comments.

ACTION – Clerk to send these comments to ET Planning and request a professional response to Planning Application 252498

25/PC/120

Appeals

120.1 Planning inspectorate appeals relating to Shinfield Parish

There was one new case this month.

Land at Gravelley Bridge Farm – Enforcement Notice Appeal

“Without planning permission, the material change of use of the Land to a shooting club facility (Sui Generis) and unauthorised operational development (erection of fencing, hardstanding and buildings) and engineering operation (creation of bunds)”

WBC asserts

- less than 10 years
- represents an unsustainable and unacceptable form of development outside of development limits
- inadequate vehicular access
- failed to demonstrate that it is acceptable in terms of flood risk
- not demonstrated that it can be safely accommodated, having regard to the needs of Blue light services and the emergency off-site plan

Cease the use of the Land for use as a shooting club facility/ range.

(ii) Remove from the Land all buildings and structures, including disconnecting all utilities, shown in blue in the approximate locations on the attached Plan 2.

(iii) Remove from the land all chattels, fences, hardstanding and bunds, shown in blue in the approximate locations on the attached Plan 2.

(iv) Remove from the Land all other paraphernalia associated with the unauthorised shooting club facility.

25/PC/121

Enforcement Notices

121.1 Closed Enforcements tables for November 2025

WBC had reported issues with their systems that were delaying reports being sent to local councils. Details were circulated to members at the meeting.

This month there were

- 6 cases deemed no breach
- 1 application submitted
- 1 voluntary compliance
- 1 notice served

121.2 Outstanding Enforcements tables for November 2025

It was noted that there were 3 live enforcement notices for Bismillah House

- Storage of vehicles – site visit pending
- Construction of extended area of hard standing – investigation ongoing
- Tree works application 223088 replanting not undertaken – investigation on going

Additionally

- 3 new cases
- 4 cases – investigation ongoing
- 2 cases awaiting information

Members **NOTED** the outstanding Enforcement tables

25/PC/122

Highways, Street Lighting and Footpath Matters

122.1 A verbal report on Highways, Street Lighting and Footpath matters

Footpath 12

BCllr Glover reported that she would be attending a meeting with Andy Glencross, WBC on 12th December to discuss options. WBC had approached the Loddon Ramblers to clear the vegetation. BCllr Glover, Cllr Masseron and a member of the Loddon Ramblers would be carrying out a site visit.

WBC Place and Growth proposed budgets

The Clerk had been reviewing WBC documentation and reported that one item mentioned was proposals to reduce the number of vegetation management cuts on Public Rights of Ways (PROWs) from 2 to 1. Other items of interest to SPC would be discussed at the Finance and General Purposes committee.

Speed limit on Hollow Lane

Members requested to know when the 40mph speed limit signs would be removed on Hollow Lane following approval to reduce the speed limit to 30mph.

ACTION –

- Clerk to follow up outstanding traffic issues with BCllr Betteridge
- Clerk to ask BCllr Rance to ask WBC when the 40mph traffic signs would be removed on Hollow Lane

- 122.2 An update on the footpath from Lailey Path to Shinfield Infant and Nursery School

Both BCIr Glover and the Clerk had been following up with WBC regarding the proposed path from Lailey Path to Shinfield Infant and Nursery School. They had received an initial Heritage Statement and Draft Planning Statement, commented on it and were expecting to receive the rest of the planning documents revised versions by the end of the week.

This is progress but still no indication when the work might begin.

ACTION – Clerk to add to the next agenda an update on the footpath from Lailey Path to Shinfield Infant and Nursery School

- 122.3 An initial road safety report from Wokingham Borough Council regarding Grazeley village

The report had been circulated with the papers for this meeting.

After championing improvements for over four years, it was recognised that something positive was proposed on the subject of approaching Grazeley from the south.

A member of the public for Grazeley would be arranging to meet up for a site visit with WBC.

It was recognised that Grazeley was poorly served and required a footpath to the Mere oak park and ride as they had very little bus service.

ACTION – Clerk to attend the site visit in Grazeley with WBC and member of the public

25/PC/123

Renewal of Neighbourhood Development Plan (SPNDP)

- 123.1 The Clerk was waiting for a response from ONH as to whether they could conduct a review of the SPNDP. Once this had been received a timetable could be drawn up.

ACTION – Clerk to confirm with ONH a schedule for carrying out a Neighbourhood Plan review

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

This had not yet been done. Agreed not to pursue Alder Grove School

ACTION – Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; High Copse Pavilion

25/PC/124**Correspondence**

- 114.1 Speed Camera correspondence from Hampshire Police & Crime Commissioner.

The Clerk advised that Hampshire Association of Local Councils had shared this correspondence but had included Berkshire members as well.

Hampshire Police were introducing a new initiative that would enable all councils including parishes to apply for a speed camera. As was to be expected there were criteria for a location to qualify (evidence of prolonged community concern, evidence of injury collisions or excessive speed). The costs were £90k for the camera, £10k p.a. for servicing and maintenance and one full time member of staff at approx. £55k p.a.

Against this they calculate 5000 captures would result in “25% or 1,500” attending a speed awareness course and would amount to a reimbursement of approx. £50k.

25/PC/125**Date of the next meeting**

- 115.1 The date of the next meeting will be Wednesday, 14th January 2026

The meeting ended at 20:38

List of actions

25/PC/116.1	Clerk to invite the member of public to join the Traffic Working Party	Clerk
25/PC/116.1	Clerk to arrange a meeting to update the member of public on the history of traffic issues in the parish	Clerk
25/PC/118.2		
25/PC/82.2	Clerk to add an item to the agenda to the next meeting to clarify with members of the committee what would be required from a monitoring officer	Clerk
25/PC/82.2	Clerk to contact the other Council's involved with ALIGN to secure a mutually agreeable date for a meeting with BCIlr Conway and Nick Irvine from WBC, and the ALIGN working party	Clerk
25/PC/109.2	Clerk to follow up with ET Planning and MOTION to check their availability to assist with a response to PA252498	Clerk
25/PC/112.1	Clerk to chase BCIlr Betteridge for a date in early 2026 to meet and discuss outstanding traffic issues.	Clerk
25/PC/112.1	Clerk to invite the member of the public to join the Traffic Working Party	Clerk
25/PC/112.3	Facilities Manager to install the SIDs in the parish.	Facilities Manager
25/PC/113.1	Clerk to chase ONH regarding reviewing the current SPC Neighbourhood Plan	Clerk
25/PC/119.2	Clerk to send comments to ET Planning and request a professional response to Planning Application 252498	Clerk
25/PC/122.1	Clerk to follow up outstanding traffic issues with BCIlr Betteridge	Clerk
25/PC/122.1	Clerk to ask BCIlr Rance to ask WBC when the 40mph traffic signs would be removed on Hollow Lane	Clerk
25/PC/122.2	Clerk to add to the next agenda an update on the footpath from Lailey Path to Shinfield Infant and Nursery School	Clerk
25/PC/122.3	Clerk to attend the site visit in Grazeley with WBC and member of the public	Clerk
25/PC/123.1	Clerk to confirm with ONH a schedule for carrying out a Neighbourhood Plan review	Clerk
25/PC/123.2	Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; High Copse Pavilion	Clerk

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 15th October 2025
At School Green Centre commencing at 19.30

Present: Cllrs Boyer, James (Chair), Johnson, Matic, Montgomery & Peer

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

25/FGP/67

Public Questions

67.1 There were no public questions.

25/FGP/68

Apologies and declarations of Members' Interest

68.1 There were apologies from Cllr Masseron for this meeting.

68.2 There were no declarations of members' interests.

25/FGP/69

Minutes of the Previous Meeting

69.1 The minutes of the committee meeting of 15th October 2025 were approved as a correct record and signed by Cllr James as Chairman of the Committee

Proposed: Cllr Peer
Seconded: Cllr Johnson
Approved: Unanimously

69.2 **Actions and Matters Arising**

25/FGP/45.1 Clerk to arrange a follow up meeting with WBC Finance Officers regarding S106 Funds

This had not yet been arranged

ACTION – Clerk to arrange a follow up meeting with WBC Finance Officers regarding S106 Funds

- 25/FGP/55.1** Clerk to amend the Risk Register to incorporate the additional risk items arising from running the café in-house
- This had not yet been done.
- 25/FGP/57.3** Clerk to progress the list of major repair items with the Facilities Manager
- The Facilities Manager was continuing to work on the Long-Term Maintenance Plan. The intention was to take the draft plan into consideration while setting the budget for 2026/27 and beyond.
- 25/FGP/57.4** Clerk to add the release of funds to remove sheds from Millworth Lane to the agenda for Full Council
- This had been done
- 25/FGP/57.5** Clerk to add the release of funds in support of Ryeish Green Working Party to the agenda for Full Council
- This had been done
- 25/FGP/59.3** Clerk to offer budget training/refresher to members who request it.
- This had been done.
- 25/FGP/61.1.2** Clerk to follow up playing fields/orchards leases with SPC's solicitor
- The Clerk advised that Wokingham Borough Council were now moving on this matter.
- 25/FGP/61.1.6** Clerk to follow up on Assets of Community Value
- See 75.1.6 below
- 25/FGP/63.1** Clerk to add Grants to agenda for Full Council meeting on 22nd October
- This had been done.
- 25/FGP/63.2** Clerk to add St Barnabas capital grant request to agenda for Full Council meeting on 22nd October
- This had been done.
- 25/FGP/65.1** Clerk to follow up options for Microgeneration advice
- This was on the agenda.

25/FGP/70**Corporate Risk Register**

- 70.1 The Clerk advised that he had not yet included a reference to the café in the Council's Risk Register. He had no other proposed changes to the Risk Register.

ACTION – Clerk to amend the Risk Register to include reference to the Cafe

25/FGP/71**Financial Reports**

- 71.1 Bank Reconciliations

The Chair of the Committee confirmed that he had reviewed the bank reconciliations as at the end of November 2025 on 8th December 2025 and that all was in order. A copy of the signed reconciliation was presented to members.

Members **NOTED** the report.

- 71.2 Current Year Financial Performance (2025/2026)

The Chair provided an update on the position for the current financial year. Excluding the café the forecast of outturn was now £31.8k adverse compared to a budgeted figure of £24.6k adverse. The position was therefore £6.7k worse than originally expected when approving the budget in January 2025.

The most significant variances were:

- Interest received from bank accounts was forecast to be £26.0k better than anticipated
- Additional payroll costs approved earlier in the Financial Year (£15.0k)
- Pitch maintenance at Manor Ground (£17.5k) and
- Lower income for High Copse due to delayed access to the pitches (£12.0k).

The café was however expected to result in an additional adverse outturn of £26.0k which was a result of one-off costs (e.g. buying equipment), frontloading of costs such as buying uniforms, consumables etc). In comparison the budget was anticipating a surplus from the café of £14.5k for 2026/27 (compared to the rental contribution of £8.0 that would have come from the previous caterer).

Members **NOTED** the report.

72.1 CIL update

The Chair and Clerk took members through the current position on CIL. The balance of CIL (Including known future receipts) not allocated to any specific project was £599.4k

Members **NOTED** the report.

72.2 Update on reserves

The Chair provided an update on reserves as at 30th November 2025. The General Reserve was currently £471.6k.

The specific election reserve of £8.0k would be emptied following the elections being held the following day and would need to be reinstated, and increased, in anticipation of parish-wide elections in 2027.

The Planning Reserve of £25.0k was expected to be at zero following a response to the Loddon Garden Village proposal and again would need to be rebuilt during the budget cycle.

Members **NOTED** the report.

72.3 Major Repairs Reserve

The Clerk advised that Facilities Manager had been asked to expedite the preparation of the Long-Term Maintenance Plan.

ACTION – Clerk progress the list of major repair items with the Facilities Manager

72.4 The Chair of the Council has traditionally been a signatory for Churches, Charities and Local Authorities (CCLA) investments

Members agreed Cllr Boyer becoming a signatory to this account to replace Andrew Grimes.

ACTION – Finance Manager to arrange for Cllr Boyer to become a signatory to CCLA

72.5 Football Foundation grant application

The Chair of the Facilities Committee advised that it was intended to apply for grant funding (available up to £25,000) from the Football Foundation towards the cost of installing fencing to protect the playing surface at High Copse Pavilion.

Members **NOTED** the report.

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

72.6 Repositioning of Recycling Bins at School Green

Members agreed to a request from the Facilities Committee to release funds from the CIL allocated to projects to improve the visual appearance of School Green (£10.0k from a remaining balance of £21.7k).

Proposed: Cllr Johnson
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to proceed with relocation of recycling bins at School Green in conjunction with WBC

72.7 Appointing consultants to assist in responding to Planning Application 252498 (Loddon Garden Village)

ET Planning had confirmed they were available to assist on this with no conflict of interest. The indicative budget would be £20.0k (taken from the Planning Reserve) for a full response including making the case for S106 works that would reduce impacts for residents e.g. improvement to the Black Boy roundabout).

In addition £5.0k would be required for traffic consultancy support.

Proposed: Cllr Boyer
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to arrange to proceed with both consultants to prepare a response to PA 252498

25/FGP/73**Corporate Governance Working Party**

- 73.1 The Clerk advised that the Working Party had now considered the Financial Regulations in full. They would now refine the work into a formal proposal to the Committee for the next meeting including noting any significant variations from the existing Financial Regulations. If approved these would go forward to Full Council for Ratification.

ACTION – Clerk to arrange proposed new Financial Regulations to be on the agenda for next F&GP meeting

25/FGP/74**Budget Planning**

- 74.1 Long-term Staffing Plan

The Clerk advised that he and his management team had been developing proposals for the long-term staffing structure. Previous increases had “tweaked” existing structures and worked around existing staff whereas the newly developed structure considered what was required for the future needs of the council. Proposals included:

- Modifying the Customer Care Team between those that could deal with bookings while have a “Caretaking” team in the evenings where the emphasis was on setting up rooms etc. This would also enable additional Friday/Saturday support at School Green Centre and weekend cover for High Copse (the role would also include cleaning reducing the need for contract cleaners)
- Creation of a Finance & Admin Officer (with a view to succession planning for the Finance Manager)
- Creation of a Community Engagement & Events role (all one post). The former element would enhance the council’s engagement with residents while the second element (being able to deliver events) would free up time for the Clerk
- Teenage Youth Workers role. This would be aimed at older school children with an intended outcome being the reduction of ASB. The proposal was for 1 Full Time Equivalent split evenly between two people

It was agreed that the proposals should be included in the draft budgets as follows:

- Introducing Caretaking roles from April 2026
- Introducing the Finance & Admin and Community Engagement & Events roles from October 2026.
- Start one of the Teenage Youth Workers in October 2026 and the other from April 2027

The formal staffing recommendations will go to Staffing Committee in January 2026.

74.2 Provisional budget for 2026/27

The provisional budget currently stood at £40.7k Adverse compared to a projection in January 2025 of £1.9k Favourable.

This included the phased impact of addition staffing as set out above.

There was a discussion on the proposed increase precept. Traditionally the council has attempted to restrict the increase in Band D equivalent properties to no more than 5% (including when inflation was almost double that rate). It was proposed that 7% should be considered for the 2026/27 to help cover the additional staffing. The majority of members agreed with this although there was one dissenting member.

New IT software would need to be considered before the budget finalised as there was an opportunity to overhaul the software used by the council to improve workflows and reduce workloads. This would include the use of AI. Budget provision would need to be made for any new software acquired. Cllr James proposed a working party with Cllrs Boyer and Johnson to discuss further.

ACTION – Clerk to arrange IT Working Party Meeting

The potential impact of reduced Precept if Ryhill Way properties moved to become part of Earley Town Council as part of the WBC Corporate Governance Review (approximately £10.0k) would need to be included into the budget cycle.

The Clerk and Finance Manager would continue to refine the detailed budget figures in time for submission to Full Council in January.

74.3 Band D Equivalent Properties

There had been no notification from WBC with regards to additional Band D properties to be considered in the budget proposals (these had not been notified to SPC until 19th December in 2024). The provisional budget therefore included an estimate of 50.0 new Band D equivalents until such time as the correct figure is notified by WBC.

74.4 Financial Projections for 2027/28, 2028/29 and 2029/30

Based on the assumptions made for 2026/27 budget, members also considered the provisional projections for the following three financial years.

Members **NOTED** the report.

74.5 WBC Budget proposals

The Clerk indicated a number of WBC budget proposals which may have a financial impact on Shinfield Parish Council if implemented. These included:

- Charging for School Green car park
- Reducing the number of cuts of grass (to 2 p.a.) and rights of way (1 p.a.)
- Removing WBC bins where there is duplication with bins provided by town and parish councils

Members **NOTED** the report.

25/FGP/75

Land Issues

75.1 The Clerk provide an update as follows:

75.1.1 – **Land Registrations**. There were no updates on the Land Registrations

75.1.2 – **Leases for Ryeish Playing Fields and Deardon Way Fields**. WBC solicitors were now in touch with SPC solicitor, and the matter was moving again, albeit slowly.

ACTION – Clerk to follow up with SPC’s solicitor regarding reciprocal leases

75.1.3 – **Community Space in the North**. This would be covered by Item 12.1 on the agenda relating to St Barnabas Church grant application.

75.1.4 – **Ryeish Green Pavilion Working Party**. This was still on track to present proposals to the committee for the February 2026 meeting.

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

ACTION – Clerk to follow up with SPC’s solicitor the extinguishing of the Parish Hall Lease

75.1.6 – **Assets of Community Value**. The Clerk has yet to progress Assets of Community Value

ACTION – Clerk to follow up on Assets of Community Value

75.1.7 – **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.

25/FGP/76**Live Project Teams**

76.1 The Clerk provided an updated list of the live project teams.

Members **NOTED** the report.

ACTION – Clerk to bring forward rationalisation of Working Parties to next meeting

25/FGP/77**Grants**

77.1 Members received a report from Cllr Montgomery of a follow up visit to St Barnabas on 4th December with the Clerk. The project remained on track and represented a significant increase in potential community activity at the church (including for Shinfield parish residents). Members agreed to recommend the grant application of £25,000 (from CIL) to Full Council for formal approval.

Proposed: Cllr Johnson
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to add to agenda for Full Council meeting on 17th December 2025.

77.2 Members noted the refund of an £8,000 payment made to Oakbank Secondary School in November 2023 for a bike rack which was not installed. This would be returned to the Traffic Improvements fund where the original payment had come from.

Members **NOTED** the report.

25/FGP/78**Public Art**

78.1 There were no material updates and the closing dates for remained 23rd January 2026.

Members **NOTED** the update.

25/FGP/79**Microgeneration**

79.1 The consultant from Reduce Energy had been appointed to commission reports on School Green Centre, Spencers Wood Pavilion, High Copse Pavilion and the Manor Ground. Millworth Lane Pavilion will be considered as the refurbishment project progresses and no decision will be made on Ryeish Green Pavilion until a decision had been taken on the future of the building. The first round of site inspections had taken place on the 8th December, and all will have been inspected by 19th December.

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

25/FGP/80

Date of Next Meeting

80.1

Next meeting was scheduled for 18th February 2026

The meeting ended at 21.10

List of Actions

25/FGP/45.1	Clerk to arrange a follow up meeting with WBC Finance Officers regarding S106 Funds	Clerk
25/FGP/70.3	Clerk to amend the Risk Register to include reference to the Cafe	Clerk
25/FGP/72.3	Clerk to progress the list of major repair items with the Facilities Manager	Clerk
25/FGP/72.4	Finance Manager to arrange for Cllr Boyer to become a signatory to CCLA	Finance Manager
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 proceed with relocation of recycling bins at School Green in conjunction with WBC	Clerk
25/FGP/72.7	Clerk to arrange to proceed with both consultants to prepare a response to PA 252498	Clerk
25/FGP/73.1	Clerk to arrange proposed new Financial Regulations to be on the agenda for next F&GP meeting	Clerk
25/FGP/74.2	Clerk to arrange IT Working Party Meeting	Clerk
25/FGP/75.1.2	Clerk to follow up with SPC's solicitor regarding 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 follow up on Assets of Community Value	Clerk
25/FGP/76.1	Clerk to bring forward rationalisation of Working Parties to next meeting	Clerk
25/FGP/77.1	Clerk to add to agenda for Full Council meeting on 17 th December 2025	Clerk
25/FGP/79.1	Clerk to report back on the results of the Microgeneration inspections	Clerk

Letter received from the Clerk to the Edmund Godson Charity dated 5th December 2025

Dear Mr Winton

Appointment of a Trustee to the Edmund Godson Charity

I have been asked by our Chair, Mrs Villis, to contact you regarding Mr Andrew Oughton's current appointment as our Trustee for Shinfield and Spencer's Wood.

Andrew has let us know that he is moving from the area so is no longer able to act as Trustee which is contingent on living in the area. Andrew has kindly suggested a replacement trustee Peter Robson who I believe is known to the parish council.

If you would be kind to bring this matter before those concerned for consideration and authorisation, I would be very pleased to receive a response regarding the appointment Mr Robson as trustee for Shinfield and Spencer's Wood or a suggestion of an alternative trustee for the Charity.

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

Shinfield Parish Council recognises the value of community activity and the need to have sustainable infrastructure to deliver this. With this Funding source, communities can work with the parish council to identify community infrastructure needs and apply for funding for projects that would make the most difference for local residents. Resources are limited and there is no guarantee of funding, but all applications will be carefully considered.

This document explains

- Who can apply for funding
- What types of projects could be supported?
- What conditions are attached to an offer of funding?
- How to apply for funding

Who Can Apply for Funding?

- Funding is available for constituted voluntary or community groups and not-for-profit organisations whose operations are based in Shinfield Parish.

Expression of interest

In the first instance before completing any application form you should contact the Parish Clerk and express an interest in acquiring grant and/or loan for an amount in excess of £5,000 for a project that meets the requirements detailed below. Our Clerk will arrange for a meeting with one or more parish councillors to discuss your requirements and assist you to make an application.

What kind of projects can be supported?

Funding is available from £5,000 to £30,000 to cover costs of acquiring essential equipment and upwards for larger projects such as improvements to property especially where this allow for enlargement in the light of newcomers to the parish. Schemes should ensure that facilities are safe, accessible and fit for purpose and address gaps in local community provision or increase community involvement. Funding will be by way of grants and/or long-term loans. Where loans are made to private members' clubs, interest may be charged. Applications will be considered on a case by case basis, but these are the main priorities for funding:

- Health and safety requirements (such as roof repairs, sports-related play surfaces, boiler or heating system replacement, re-wiring, dry rot), improvements to accessibility (such as ramps, accessible toilets, parking, foot and cycle path, lighting).
- Modernisation where there is evidence the existing condition is affecting use (such as kitchen, toilets, sports pitches, hall flooring).
- Extensions, new buildings or facilities to meet increased demand or proven deficits in local provision (such as extended community facilities,) or feasibility studies to determine viability of such projects

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

There are some specific exclusions to Community Funding and you cannot apply for the following:

- Revenue funding (staff and general running costs including low level repairs)
- Projects where there is an alternative primary source of funding made available from another body.
- Works on private property where public access is not secured or that mainly benefit an individual or business.
- Projects that exclusively promote political or religious activities
- Projects that have already started before a funding decision is made

The following types of projects will be ineligible for funding except in the specific circumstances shown here:

- If your project involves work that would normally be the responsibility of another organisation, such as the borough council or a government agency, for highway improvements, street lighting, signage or similar work, it will be ineligible unless there is evidence of a broader public benefit (e.g. community safety) and the responsible authority confirms that the work is outside its scope and is prepared to take on future maintenance responsibility.

If any of these points apply to your proposal this can be discussed at the Expression of Interest stage and, if the proposal is then taken forward, the application form allows you to provide more detailed evidence on which your proposal will be assessed.

WHAT CONDITIONS ARE ATTACHED TO AN OFFER OF FUNDING?

PARTNERSHIP FUNDING

All applicants will be expected to provide some partnership funding.

EVIDENCE OF NEED

- All applications must provide evidence that the project is needed by the local community and that it cannot be funded in full, from the applicant's own resources. There are various ways to provide this evidence.
- The need might be identified in the Neighbourhood Plan, which will provide evidence that the community has already been consulted on the issue. The current Neighbourhood Plan is published on our website www.shinfieldparish.gov.uk If you have carried out your own community consultation, you can provide a summary of the results and the notes from any meetings or consultation events you have held.

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

You may also be able to provide supporting evidence about the people in your community and their current and future needs from the Ward Profiles published on the Wokingham Borough Council Website. For projects relating to health and safety issues, you might have a survey or specialist's report to confirm the extent of the work needed.

It will not be enough to make general statements about the need to improve facilities. We will need evidence that you are addressing one of the priorities listed previously, that you have investigated the best options and that you have community support for your project. You will also have to show that you do not have sufficient funds to carry out this work.

SUSTAINABILITY

You must be able to maintain the improved or extended facilities without further financial support from the Council and you will be asked to provide a financial plan to show that this is the case. All projects must have an impact on the community for a minimum of five years and larger projects may be asked to prove longer-term sustainability.

OPEN ACCESS

Any facility supported by funding must be available to all the local community at reasonable cost and benefits must not be restricted by any reference to a person's race, age, gender, religion, belief, sexual orientation or any other protected characteristic. Any restrictions that relate to the nature of community activity carried out must be fully explained in the application.

PROPERTY OWNERSHIP

You must own the building or facility concerned or have permission from the owner for the work to be carried out and security of tenure for at least five years, and we will ask for evidence of this.

PERMISSIONS

You will be responsible for securing all permissions for the works to be carried out, including planning, building control, amendments to lease or any relevant regulatory body requirements and we will ask for evidence that all permissions have been granted and conditions met before the project starts.

PROCUREMENT

In all cases any contracts or tenders placed by the applicant must follow the Parish Council's Standing Orders and Financial Regulations. Procurement must adhere to the local government best practice guidelines so that best value is secured:-

Works valued between £5,000 and £60,000 (excluding VAT) must be commissioned on the basis of at least three competitive quotes, while works valued over £60,000 must be subject to a full tender process. More information will be provided if a funding is awarded. No costs can be included for work carried out before a funding decision is made.

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

MONITORING

If your application is successful, your project will be monitored throughout to ensure that it is delivered as planned. Your funding agreement will also include some specific outcomes, taken from the information provided in your application, which will be monitored one year after project completion to ensure that the identified community benefits have been, and will continue to be, delivered.

PAYMENTS OF FUNDING

The council will pay all funding in arrears based on a claim for works completed. Stage payments will be considered where appropriate.

The Council may be prepared to offer long term loans for Capital projects such as refurbishment or extensions to premises; these would normally be repayable over an agreed period. Loans to charitable organisations may be interest free but loans to private member clubs with premises within the parish may carry interest.

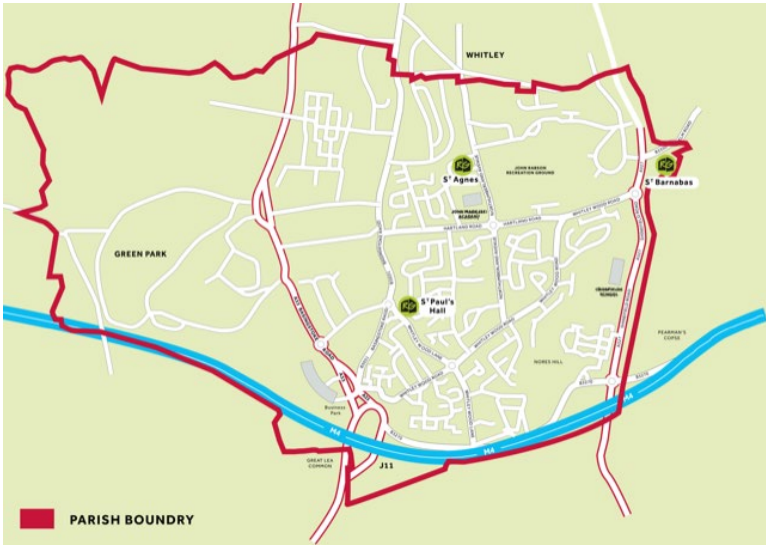
In all cases the applicants will be required to submit up to date accounts and a fully costed business plan, the parish council will examine all proposals in detail. Funding will need to be secured on property or land or in the case of equipment ownership will remain with the parish council. Full discussion between the applicant and parish council representatives should take place in advance of any application being made. The project will be reviewed by the Councils Finance and General Purposes committee and an initial offer made, subject to acceptance of the terms offered final approval of funding will be at the discretion of Full Council.

COUNCIL LOANS

The council will seek any loan to be registered with the Land Registry in the way a normal mortgage would be registered. Should the organisation fail, or the property be sold at some later date any outstanding loan will be repayable.

Grants and Loans are subject to repayment on demand if the lender defaults on any agreed payments without discussing the situation with the council, and loans, grants for projects not on council owned land will be subject to immediate repayment should the organisation become bankrupt or any agreement to sell the land in question considered

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

APPLICATION FORM FOR SUBMISSION	
Box 1 NAME OF PROPOSING ORGANISATION	Reading Gateway Church – St Barnabas Site
Box 2 NAME OF PROJECT	St Barnabas Church Building Reordering and Community Hub Project
Box 3 PROJECT ADDRESS (please provide a full address and enclose a plan/map identifying the location with your application)	Reading Gateway Church@ St Barnabas 14 Elm Road RG6 5TS  The map shows the parish boundary in red. Key locations include Green Park to the west, Whitley to the north, and St Barnabas to the east. Other labeled areas include St Agnes, St Paul's Hall, and St Barnabas. The River Thames is shown flowing through the parish.
Box 4 PROPERTY OWNERSHIP Who owns the property? If the property is leased, please provide details of the agreement.	The property is owned by the Diocese of Oxford. The Parochial Church Council (PCC) of Reading Gateway Church has full operational control and long-term tenure. Required permissions under Church of England Faculty jurisdiction are in progress and insurer approvals have already

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

Have you got permission to carry out these works?	been obtained. This ensures all works will comply with regulatory and conservation standards
Box 5 CONTACT DETAILS Please give a named contact, address, phone number and an email address for the application.	Revd Nick Hill Rector and Project Lead Reading Gateway Church The Vicarage 290 Northumberland Ave Reading RG28DD Email: nick.hill@readinggateway.church Phone: 0797422861
Box 6 AMOUNT APPLIED FOR Is this a loan or a grant?	£25,000 GRANT
Box 7 VAT Are you VAT Registered?	NO
Box 8 JUSTIFICATION Does the project relate to the new development in the Parish? You should explain how the project will mitigate the impact of additional people and houses?	

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

The Reordering of St Barnabas is not a new project and is refurbishing an existing building. As you know we operate existing mission projects, and the revitalised Church will allow us to grow current projects and offer space for new community projects run by us or the local people themselves.

The parish ranks in the top 15% most deprived nationally (Index of Multiple Deprivation), with high levels of food insecurity, social isolation, and poor access to services.

St Barnabas is already overwhelmed by demand for toddler groups, community groups, older adult activities, food support, and wellbeing programmes.

In January 2025, the church's gas boiler was condemned, forcing closure of the main building and cancellation or relocation of activities. This has left the adjacent 1923 timber hall overused, unfit in winter, and unable to cope with demand.

The need for this project has already been clearly identified by the local community through the Shinfield Neighbourhood Plan (2017), which was based on extensive consultation with residents (over 700 responses). That consultation showed in relations to our project:

- 86% of residents wanted a flexible community centre to meet local needs.

The Neighbourhood Plan notes that while Shinfield Parish has five community halls, they are fully booked and lack modern equipment, leaving little room for new groups or services. It also includes specific policies to protect community assets (Policy 9) and require new facilities to match population growth (Policy 10).

This evidence is even more urgent today. Since the Plan was adopted, Shinfield's population has continued to grow rapidly, with thousands of new homes delivered or planned. The St Barnabas site is at the heart of North Shinfield and Frensham Green in walking distance for those most in need areas already recognised as experiencing deprivation, fuel poverty and social isolation.

The Wokingham Tackling Poverty Strategy 2022–26 highlights three groups most at risk locally:

- Families “just about managing” with little or no savings,
- Households in persistent hardship, and
- Older residents who are “asset rich, cash poor.”

Our existing projects, the Food Pantry, Parish Nursing, toddler and over-50s groups already respond to these needs, but the current building is no longer fit for purpose. By reordering St Barnabas into a warm, safe, sustainable and flexible community hub, we will:

- Directly meet the Neighbourhood Plan's community facility goals,
- Provide the kind of inclusive hub that residents themselves requested,
- Restore essential capacity lost due to the condemned heating system, and
- Align with Wokingham Borough's poverty strategy by creating space for food, health, and wellbeing services on people's doorstep.

This shows that the St Barnabas Reordering Project is not just desirable, but essential, urgent and community-mandated: a long-term solution already consulted on, backed by statutory planning policy, and made even more critical by current building failures and growing local hardship.

Box 9

BENEFIT TO COMMUNITY

Funding is available exclusively to organisations operating from a base within Shinfield Parish.

Please provide evidence that a significant proportion of those who will benefit from this project are residents of this parish. How will you ensure there is open access?

The significant proportion of those that currently benefit and for the future are residents within Shinfield Parish and we check this when people sign up by using their post code. This data is stored in accordance with GDPR on three databases, our own ChurchSuite, Parish Nursing (Confidential) and Your Local Pantry.

Reading Gateway Church is well known for its openness and diversity and this is part of our DNA.

St Barnabas is already much more than a place of worship. It is a lifeline in one of the most deprived parts of Shinfield Parish. The surrounding estates fall within the top 15% most deprived areas nationally (Index of Multiple Deprivation), with high numbers of families on Universal Credit and older residents facing isolation and fuel poverty.

Despite limited facilities, the church has stepped into the gap:

- Our Food Pantry, running weekly since 2024, now supports over 120 local adults and children, many from North Shinfield and Frensham Green.
- Our Parish Nurse and volunteers provided support to over 4,000 people last year, addressing issues ranging from mental health and loneliness to crisis care and end-of-life support.
- We are trusted by local schools, councils and charities to host Holiday Activity Fund (HAF) sessions, toddler groups, and over-50s activities.

Yet the current buildings are no longer fit for purpose. The main church had to close in January 2025 when the gas boiler was condemned, and the adjacent timber hall is cold, cramped, and already used to capacity. Community services are being held back by lack of space, poor heating, and accessibility issues.

The reordered St Barnabas will transform this space by providing:

- **A warm, safe and fully accessible hub**, designed for everyone regardless of age, background, or income.
- **Sustainable facilities** with solar power, efficient heating and LED lighting to cut running costs.
- **Flexible spaces** for a wide range of activities: food pantry and café, parenting and toddlers, over-50s socials, wellbeing and health clinics, advice drop-ins, and civic events.
- **Partnership opportunities** for Wokingham Borough Council, Reading Borough Council, health providers, and voluntary groups in the heart of the community.
- **A welcoming environment** for spiritual wellbeing including a new group, the Hong Kong Christian fellowship, ensuring intergenerational and intercultural inclusion.

By investing in this project, Shinfield Parish Council would be enabling the reordering of St Barnabas Church — a building that will broaden and extend its use from a place of worship on a Sunday morning to a place of welcome and community use the other six days a week. The renewed space will directly tackle food and fuel poverty, social isolation, and the lack of accessible facilities. It will ensure that the growing population of North Shinfield and Frensham Green has a true community hub on their doorstep a place of hope, help & support, and belonging for decades to come.

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

This project represents a permanent and sustainable transformation. Upgrades to solar PV, low-energy infrared heating, and restored heritage features are designed for 20+ years of community use. All furnishings are modular and future-proof. The reordered building will require no further major works and will reduce utility and maintenance costs, enabling long-term community impact.

In addition to our mission and outreach projects the St Barnabas Site is used by a local Judo Club, Scouts and Girl Guides, Slimming World, and Stepping Stones (a Disability Charity)for many years before due to lack of funds they had to close down.

Box 10

COST

How much will the overall project cost?

(Please provide a breakdown including any written quotes or outline costs).

Category / Works	Description	Cost (£)
Power Supply	Groundworks, new 3-phase supply	16,297
Solar & Heating	40 solar panels, 20kW HV battery, infrared heating, consents	78,994
Electrical & Lighting	New Distribution Board, wiring, New LED lighting scheme (design & installation), CCTV security system	38,148
Carpentry & Joinery	New hospitality drinks counter, new internal lobby and external front doors, repositioning choir stalls, removing and re-using pews.	20,944
Decoration and Flooring	Internal and front external elevation, raised platform area, carpets, floor renovation	26,604
Preparatory & Boiler Room Works	Gas disconnection, fire-rated doors, smoke detectors, pew removal, container storage, scaffolding	14,988
Accessibility & Safety	Fire evacuation chair, portable disabled ramp	924
<u>Sub-Total Works</u>		<u>214,497</u>
Project preliminaries & site costs	Architect fees, CDM management, fencing, etc.	15,000
Project management (5%)		10,724
Contingency (5%)		10,724
<u>Total Project Cost</u>		<u>£250,946</u>

The costs are based on quotation and due to the large number of quotes we are happy to make them available for inspection rather than include them in the submission. As part of our procurement process, we have already carried out an extensive review of key suppliers and benchmarked pricing against comparable contractors. For standard works (such as electrical installations), we have sought at least two or three quotes where possible, to demonstrate value for money.

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

A number of contractors involved in this project are specialist suppliers specifically recommended or required by the Church of England Diocesan Advisory Committee (DAC) for example, in carpentry and conservation works. Their expertise ensures that the reordering is delivered to the appropriate ecclesiastical and heritage standards.

Box 11

FUNDING OF PROJECT

How do you propose to fund the total cost of the project? Partnership funding is a condition of Shinfield Parish Council grant funding.

We have taken a systematic approach to fundraising, commencing in May 2025. Whilst we have prepared the content for submissions, we have employed an experienced grants fundraising consultant, to advise us on suitable funders, the varying submission requirements and submission dates.

We have identified and shortlisted 30 grant funders that are well known for funding our type of project and over the next six months are progressively submitting bids.

From the Church of England Development Fund and Diocese of Oxford Boiler Replacement Fund, we expect grants amounting to £75,000.

As you may be aware many grant funders require 50% of the funds to be secured before we can submit and we are at the start of the fundraising process. We therefore value Shinfield Parish Council at this early stage considering awarding a grant as this will achieve the 50% funding target (combining RGC funds, CoE, Diocese and Shinfield). This will also demonstrate to external grant funders that we have local support, and it cannot be over-emphasised how important this is. Both Shinfield and Earley Councils awarded small grants for the St Barnabas Food Pantry which has been operating at St Barnabas site for nearly a year.

	£
Contribution from RGC own Restricted funds	£20,000
Church of England & Diocese Grants	£75,000
Anticipated Donations (Stewardship Portal)	£10,000
Shinfield PC Funding requested	£25,000
Other Planned Grant Applications in progress	£120,000
Total	£250,000

We have attached our 2024 Audited Accounts and provided an Income Statement and Balance Sheet as of 31st August 2025 downloaded from our Xero accounting software.

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

Looking at the Balance Sheet, the £20,000 RGC Restricted Fund amount above is in the Capital & Reserves item 961 Restricted Funds. This restricted fund supports our mission and operations staff and expenses. The amount of £20,000 was previously donated by a member of our congregation.

The Balance Sheet Item at the end of the report 'Item 960' Retained Earning is our required 'Reserves' which we endeavour to maintain a minimum of 3-month costs, as good practice in line with Charity Commission guidelines.

We cannot afford to fund a capital project like St Barnabas from our General Operational Fund.

The 2025 Income Statement continues to demonstrate we have a track record of a well-established and well managed Church and Charity who are embedded in the local community with committed financial support.

The Designated Funds Column is general monies we donate and give away to external and overseas mission projects. We Tithe 10% of our Church general income from the congregation and transfer these funds from the General Fund to Designated Funds.

For example, an amount from Tithing flows into the Designated Funds and then out to the Parish Nursing Project. Therefore, Designated Funds we always show a negative at end of year showing a reducing balance.

It can be seen our Restricted Funds for 2025 shows we have received more gifts, grants and donation than expenditure and the Balance Sheet show the total of funds carried over from last year together with income this year.

The General Fund is our Church buildings and administration operational income and expenditure. We endeavour to plan for a balanced budget each year and the Report attached '2025 General Fund YTD (Year to Date) Balance of Budget' to the year-end shows we forecast to have a £8.037 surplus which is less than the Income Statement to 31st August as we have significant expenses in the last quarter of the year.

Please note:

We require your latest year end audited accounts and up to date (less than 60 days old) to be submitted with the application.

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

Box 12

PROJECT PLAN

Please indicate timescales and milestones for the project.

When will you expect to claim grant (this could be instalments)?

1. February 2025: Gas Boiler fails, and St Barnabas Church Closed
2. March 2025: Design and quotations commenced for a new Nett Zero heating system
3. April 2025: Design of the interior to provide a flexible usable space
4. May 2025: Expert external Fundraising Consultant appointed
5. July 2025: DAC submission
6. September 2025: DAC Approval -in -Principle
7. September 2025: Grant Submission commenced
8. October 2025: Submission to Chancellor for Final Approval
9. October 2025: CDM Expert Site Safe Appointed
10. January 2026: SSEN install new 3-phase electricity supply
11. March 2026: Anticipated Fundraising completed and achieved necessary funds
12. April 2026: Contracts awarded
13. May 2026: Works commenced on site
- 14. June 2026: Requested Drawdown of Grant Funding**
15. August 2026: Works Completed
16. August 2026: Final inspections
- 17. 1st September 2026 : St Barnabas Church Reopens to Public**

Due to the short nature of the Project Works over a period of 2-3 months it would seem practical to pay in one lump sum once the works have commenced. As with your previous grant we would confirm that all the Total Cost funds are available before requesting your payment.

Box 13

PLANNING APPROVAL

Will you require planning permission to carry out this work?

Explain your concerns if you expect any problems with your application?

NO, we do not require Planning Approval

We have made submission to the Diocese of Oxford DAC and can report:

We have made full submissions to DAC in July 2025 and have obtained **Approval in-principle** for all the works in September 2025 with final design details to be agreed before contracts awarded and Works commence. We are now awaiting final approval from the Diocesan Chancellor for the works to proceed.

Box 14

MONITORING THE PROJECT

How will you monitor the initial project and implementation?

How will you monitor progress of the planned outcomes of the project and how successful it is?

What risks have you identified for the project?

We confirm when provided, we will follow the Shinfield Parish Council's Standing Orders and Financial Regulation. The St Barnabas Church Reordering will adhere to the Local Government best practice guidelines and those of the Church of England. As a registered Charity we also have strict governance requirements.

Based on the size of the project we are implementing **Construction, Design & Management (CDM) 2015 Regulations**, where the Principal Designer will be our Operations Manager, Geoff Hassett, who is a qualified chartered civil engineer with many years' experiences as project director on the design and construction of multi-disciplinary projects similar and much larger/ complex to the St Barnabas Reordering. The Principal Contractor will be assigned initially to our Rector Nick Hill, who in his previous career was an interiors/kitchen contractor on large scale commercial kitchens. There are two main contracts being awarded (i) Solar and infrared heating and (ii) main electrical installations. Each of these will be awarded separately and will be on site separately and when on site will take over the Principal Contractor responsibilities. For the remaining small works Nick Hill will take on this role and is experienced in such a role.

We have carried out detailed comparison of heating systems and solar panel systems reviewing and assessing numerous proposals. We have taken into consideration 'Whole Life Cycle Costing'; capital costs, maintenance and operations and importantly the comfort and safety of the users of the Church space and facilities. The Diocese DAC process is an independent technical review of the long-term suitability of the design, and they have endorsed the design.

We have an exceptionally strong team of Nick and Geoff to oversee the project management of the implementation phase.

The CDM 2015 manages the risk at the design and works implementation phases. We are engaging SiteSafe as our CDM independent expert who will advise us at each stage.

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

Regarding the risk of not achieving adequate funds, we will not start the works until all the funds are pledged. We consider, we have made informed and been advised by our expert fundraiser, making pragmatic estimates of the sums each grant funder is likely to pledge.

Regarding measuring planned outcomes we closely monitor weekly attendance at our mission and outreach projects. The Your Local Pantry @ St Barnabas, you kindly made a small grant to set up the pantry, YLP has a portal that records name, address, contact details, family size, reason for needing to use the Pantry and our team of Volunteers talk to the members while they shop and over coffee and tea while they are waiting. A key feature of our mission work is all our projects are inter-connected and managed by a senior team of a full-time Community Missioner and the Vicar. We make referrals from one project to others.

The Parish Nursing is our largest and most extensive mission project. And they have a confidential database, and we obtain 1-2-1 reviews and assessments.

We enclose our 2024 IMPACT REPORT ‘Making a Difference 2024 Update’

Operating these community projects in Church facilities then offers people that attend the opportunity for further support and wellbeing by attending our varied Church services. We have examples of a lady attending out Foodwise Cooking class, building new friendship relationship with our Food Coach Ellie, who lives locally in the community, gaining confidence, to then invite her lesbian partner and children to a Church service where they are welcomed. This had a positive impact on her family.

Box 15

Please declare here any relationship you may have with an officer or member of the Council.

None

Name: Mr Geoffrey F Hassett

PositionOperations Manager

Nature of Relationship.....Not Applicable

Signed

Geoffrey hassett

Dated30/9/2025.....

**THE PAROCHIAL CHURCH COUNCIL OF
READING GATEWAY CHURCH**

**Annual Report & Financial Statements
for the year ended 31st December 2024**

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LEGAL AND ADMINISTRATIVE INFORMATION

The Parish is in the Reading Deanery of the Diocese of Oxford within the Church of England. It is managed by the Parochial Church Council, which is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2011) and is a Charity registered with the Charity Commission. Members of the PCC are trustees of the Charity.

Registered Charity Number: 1128198

Registered Address & Church Office: Reading Gateway Church, 292 Northumberland Avenue, Reading RG2 8DE

Telephone: 0118 987 4448

Website: www.readinggateway.church

Trustees and Members of the Parochial Church Council during the year: 2024

Ex Officio Members	The Revd Nick Hill	Rector (PCC Chair) (Acting PSO 21/4/24 - 6/8/24)
	The Revd Carol Atkins	Curate
	Richard Winter	Licenced Lay Minister
	Helen Winter	Licenced Lay Minister
Church Wardens	Simon Vaney	
	Sue Gash	
	Sarah Simmons	
Diocesan Synod Member	Joan Walker	
Elected Deanery Synod Members	Sue Gash	
	Mary Morrey	(PCC Vice Chair; from 3/6/24, acting Secretary)
Elected Members	Jackie Vaney	
	Pat Nash	
	Mary Morrey	Until 21 st April 2024
	Graham Bettes	
	Simon Hodgson	
	Pete Horne	Health & Safety Officer
	Becca Romanovsky	Safeguarding Officer until 21 st April 2024
	Claire Ashby	From 21 st April 2024
	David Critchley	From 21 st April 2024
	Geoff Anders	From 21 st April 2024
	Mark Letsu	From 21 st April 2024
Officers: Non-voting members of the PCC	Alan Cross	Acting Treasurer
Officers: Not on PCC	Alex Staunton	Safeguarding Officer from 6 th August 2024
Independent Examiner:	Rachel Belshaw, Hilltop Accounting Ltd, Hill Cottage Church Lane, Ufton Nervet, Reading, RG7 4HQ	
Bankers:	Nat West Bank, Reading Oracle Branch, Reading RG1 2AG	
	Metro Bank, Reading Branch, 201 Broad St, Reading RG1 7QA	
	CCLA: One Angel Lane, London, EC4R 3AB	

TRUSTEES REPORT

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and Induction of Trustees

Most Trustees (members of the PCC) are either ex officio or are elected by the Annual Parochial Church Meeting (APCM) in accordance with the governing document (Church Representation Rules). Others are co-opted for specific purposes. The APCM and elections of PCC members took place on 21st April 2024. New Trustees receive an induction on their role and responsibilities from the Secretary of the PCC and should read any relevant documents and guidelines, in addition to a general induction from the Meeting Chair (normally the PCC Vice Chair) during the first meeting of the year following each APCM.

Responsibilities of the Parochial Church Council (The Trustees)

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the Parochial Church Councils (Powers) Measure 1956 as amended. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees oversee and support the Leadership Team, the staff and the members of Reading Gateway Church in their various areas of ministry and are responsible for ensuring that a representative (usually the Chair) reports back to the Church members annually at the APCM along with other ministry leaders. This meeting also includes the election of new Trustees and is open to all to attend, but only those named on the Electoral Roll or living in the Parish may vote in this matter. A detailed report of ministry activities for the previous twelve months is made available at this meeting, along with copies of the Annual Report and Financial Statements.

Public benefit

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. Examples of this public benefit can be found in the other parts of this Report.

The Charity constitutes a public benefit entity as defined by FRS 102.

Structure and operating procedures

The Trustees met six times during 2024. During these meetings, the Trustees discussed and prayed about a wide variety of matters including vision, governance, policies, buildings and infrastructure as well as receiving regular reports on financial performance and staffing. Key strategic topics considered by the Trustees during the year were:

- Approval of 2023 Annual Accounts and budget setting for 2024
- Setting up the Food Pantry and Foodwise projects
- Safeguarding and Health & Safety
- Overhaul of hall hire arrangements
- Re-ordering of St Barnabas church building.

Copies of the minutes of these meetings are kept by the Secretary to the PCC and may be read by any members of the Electoral Roll upon request. The Trustees delegate some matters to Committees, which meet between the full meetings of the PCC.

In 2024, there were two PCC sub-committees: the Standing Committee and the Safeguarding Team. The role of the Standing Committee is to conduct urgent business between PCC meetings, and to oversee the remuneration of paid staff. The Safeguarding team oversees day-to-day safeguarding matters and reports any issues to PCC. In addition, the parish has a Ministry Team, comprising Clergy and licensed Lay Ministers, Church Wardens and others with responsibilities within the church, who work with the PCC to administer the parish on a day-to-day basis. The PCC and Ministry Team shared an Away Day to explore the General synod's resolutions on Living in Love and Faith.

Principal risks and uncertainties

The PCC is exposed to risks associated with finance, safeguarding, legislative compliance, buildings and infrastructure, and pastoral oversight. Each area has been reviewed by the Trustees during the year and plans put in place to manage the risks.

- The majority of our income comes from regular financial donations from members of the congregation. The annual budget for the 2024 year was approved by the PCC on 30th January 2024. Performance against budget is reviewed at each meeting of the PCC, and between meetings by the Rector and the Treasurer. During the year the PCC upgraded the accounting system to provide more effective internal controls and is currently in the process of changing banks to give better security for the processing of payments and receipts. The PCC has a policy that funding must be in place for at least two years, before recruiting new staff for roles to be funded from any of the Designated Funds.
- The PCC has a Safeguarding Policy and the Trustees appoint a Safeguarding Officer who act as the focal point for concerns. All key staff and volunteers working with children and vulnerable adults are recruited using Safer Recruitment principles and are checked with the Disclosure Barring Service. Clergy receive regular Safeguarding training through the Diocese of Oxford and other staff, volunteers and Trustees also undertake the required Diocesan Safeguarding training. The Trustees receive an annual report on Safeguarding and review the Safeguarding Policy. The Trustees have complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to the House of Bishops' guidance on safeguarding children and vulnerable adults).
- Our buildings are insured and maintained regularly to ensure that they are safe and fit for purpose. Key improvements in 2024 have included: general maintenance due to wear and tear and age, including addressing health & safety issues across all three sites. The PCC is preparing for a quinquennial review in 2025.
- Pastoral care is provided by clergy and lay members of the church. Volunteers are carefully selected for key roles such as prayer ministry or leading Small Groups. Training is provided for these volunteers, and they are supported and accountable to senior clergy. Pastoral encounters are recorded in a manner that protects confidentiality whilst giving protection to those working in pastoral roles.

Reserves Policy

It is the policy of the PCC to keep 3 months of reserves in the General Fund to cover the costs of running the Parish. Based on the 2024 expenditure for the General Fund, excluding one-off and other non-cash items, 3 months of expenses amount to £39k. The balance on the General Fund is £47k. Total cash resources available to the Parish amounted to £244k. Short-term loans can be advanced from Designated and Restricted Funds to the General Fund if required. In the opinion of the PCC, this provides adequate cover for the Reserves Policy and enables these accounts to be prepared on a going-concern basis.

OBJECTIVES AND ACTIVITIES

Reading Gateway Church Vision and Values Statement

Who we are:

We are one church made up of three sites at St Agnes with St Paul and St Barnabas who are:

- A united Christian presence across South Reading.
- Passionate about showing God's transforming love, healing, and compassion to all.
- A welcoming, caring, generous, joyful, and inclusive community who do life together.
- A kingdom-focused church that reflects its diverse local community.
- A highly relational community with a heart for God's mission.

What is our call (Vision):

Our vision is to see 'South Reading experiencing and being transformed by the Good News of Jesus.'

By Growing Disciples:

- By being a worshipping and praying community that encounters God through varied and vibrant styles of worship and prayer, led by the Word and Spirit.
- Through building relationships, caring for and supporting one another.
- To be an active Christian presence within the community of South Reading, prioritising, children and families, young people, and schools. Equipping, enabling, and empowering everyone to be more Christ-like in how we live as the people of God.
- Building the confidence of all to share the good news of Jesus.
- Resourcing, developing growing leaders and encouraging all to use their gifts collaboratively across the parish.

By Reaching Out:

- To be an active Christian presence within the community of South Reading, prioritising, children and families, young people, and schools.
- Through social action projects prioritising the isolated, lonely, poor, needy, elderly, and vulnerable.
- To build on and develop relationships through partnership working with local support agencies, churches, and community organisations across the parish.
- To cultivate and develop missional opportunities and worshipping communities across the parish to extend the kingdom of God.
- To reach out to the local business community and new housing developments.

Objectives of our Parish Ministry

The uses of the financial resources of the parish are tested against this vision. From a financial point of view, the PCC provides funding for places of worship, ministry and mission, and parish halls for the use of the community and outreach. The PCC aims to distribute a 'Tithe' of 10% of all undesignated income, including all voluntary giving and gift aid and letting income from all three Church Halls to appropriate charitable purposes. During 2024, the PCC supported a number of local and international charities. In addition, the 'hardship fund' was frequently used to support those known to the church facing particular hardship.

Activities

Key charitable activities during the year have included:

- Further development of the Parish Nursing Ministry within the parish.
- Further development of our Children & Families work.
- Further development of our outreach into schools.
- Opening of a Food Pantry to offer supermarket foods at discounted prices for members of the scheme.
- We launched Foodwise Reading offering healthy cooking courses to those in need in our community.
- Running an 'Alpha' course for those seeking to understand more about Christianity.
- Maintaining the Hardship fund, to enable support to be provided promptly to those in urgent need.
- Christian services and events are designed to be accessible and meet the needs of those in the community who are not regular church-goers, as well as those who are.

Parish Halls

There are halls associated with each of the three churches; the hall at St. Agnes is attached to the church whereas the halls for St. Paul and St. Barnabas are separate buildings.

The halls are used by the church congregations as well as being let for a variety of community functions. The letting rates are kept under regular review.

Children's and Families Work

This past year has seen a continued expansion of our children's and families' work starting a new toddler's group on a Tuesday afternoons at our St Pauls Site.

We have continued 3 weekly church groups and have launched work within 5 different schools.

We have built partnerships with other churches and organisations and have been in front of, and shared faith with, over 1200 kids and their families, as a ministry. This has been done through a mix of schoolwork, events, toddlers. weekly sessions, Kids Church and working within the community.

Fundraising Activities

The PCC encourages members to support the church by regular giving, preferably monthly using the Parish Giving Scheme. Teaching on the subject of giving is delivered sensitively, to ensure that no one feels under pressure to give, or to give more than they can afford.

The PCC does not use professional fundraisers or involve commercial participators and no complaints were received about fundraising during the year.

FINANCIAL REVIEW

Income during 2024 was £283k [2022: £380k], of which £82k was received for various specific purposes. Expenditure was £266k [2023: £420k], and a gain of £1k was recorded on the Church's investments. This resulted in an overall surplus of £18k [2023: £36k deficit]. The primary reason for the surplus was due to donations received for specific projects to support the mission of the church. These projects will continue over the coming years. See note 1 for more details on how these funds will be used.

The principal sources of funding are the sacrificial giving of the congregation together with some external grants.

Expenditure is targeted at achieving the key objectives of Reading Gateway Church, with supporting overheads kept to a reasonable minimum.

At each meeting, the PCC receives a financial report and considers the financial position of the church. We are thankful for God's faithful and abundant provision for our needs throughout the year.

PLANS FOR THE FUTURE

PCC plans to continue and develop its current missional activities and to encourage and empower church members to grow in mission-mindedness and discipleship.

- Complete the re-ordering of St Barnabas Church building
- Re-start exploration of options for the redevelopment of St Paul's site
- Contribute to the development of the new Estates' Church Network within the Oxford Diocese

Approved by the Trustees on 25th March 2025



Revd Nicholas Hill

Signed on behalf of the Trustees

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE PCC OF READING GATEWAY CHURCH

I report to the trustees and members of The Parochial Church Council of the Parish of Reading Gateway (charity number 1128198) on the accounts for the year to 31st December 2024.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). You are satisfied that the accounts are not required by charity law to be audited and have chosen instead to have an independent examination.

I report in respect of my examination of the accounts. I have carried out my examination under section 145 of the 2011 Act. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the accounts present a 'true and fair' view, and my report is limited to those specific matters set out in the independent examiner's statement.

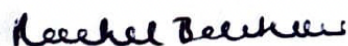
Independent Examiner's Statement

Since the combined gross income of the charities exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention (other than that disclosed below) in connection with the examination giving me cause to believe:

1. accounting records, with respect to the charity, were not kept as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Signed: 

Dated: 30 April 2025

Rachel Belshaw, MA ACA CTA

Hill Top Accounting Ltd
Hill Cottage
Church Lane
Ufton Nervet
Reading
RG7 4HQ

DISCLOSURE

The Charity SORP requires that charities must provide an aggregate disclosure of the total amount of donations from related parties (including trustees) received without conditions. The Trustees have decided not to disclose this figure in the accounts.

FINANCIAL STATEMENTS 2024
PAROCHIAL CHURCH COUNCIL OF READING GATEWAY CHURCH
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31ST DECEMBER 2024

	Note	2024				2023
		Unrestricted Funds		Restricted	Total Funds	Total Funds
		General	Designated	Funds		
		£	£	£	£	£
INCOME						
Donations and legacies	2(a)	115,642	5,005	82,243	202,890	289,637
Income from investments	2(b)	6,836	0	0	6,836	3,458
Income from charitable activities	2(c)	52,031	0	217	52,248	49,537
Other income	2(d)	12,267	8,380	0	20,647	37,685
TOTAL INCOME		186,776	13,385	82,460	282,621	380,317
EXPENDITURE						
Grants Payable	3(a)	21	13,132	0	13,153	4,571
Charitable activities	3(b)	165,222	7,356	75,747	248,325	258,790
Governance Costs	3(c)	4,720	0	0	4,720	3,447
Other	3(d)	(165)	0	0	(165)	153,033
TOTAL EXPENDITURE		169,798	20,488	75,747	266,033	419,841
Net Gains/(Losses) on investments		1,033	0	0	1,033	3,881
NET INCOME		18,011	(7,103)	6,713	17,621	(35,643)
Transfer Between Funds		(17,693)	9,980	7,713	0	0
Net Movement in Funds		318	2,877	14,426	17,621	(35,643)
FUND BALANCES B/FWD 1 JANUARY		46,408	40,805	168,060	255,273	290,916
FUND BALANCES C/FWD 31 DECEMBER		46,726	43,682	182,486	272,894	255,273

PAROCHIAL CHURCH COUNCIL OF READING GATEWAY CHURCH
BALANCE SHEET AS 31 DECEMBER 2024

	Note	2024 £	2023 £
Fixed Assets			
Equipment and furniture	4	62,424	71,136
Investments	5	47,728	45,419
		<u>110,152</u>	<u>116,555</u>
Current Assets			
Debtors	6	13,521	24,336
Short Term Deposits	5	31,349	29,769
Cash at bank and in hand		212,312	172,860
		<u>257,182</u>	<u>226,965</u>
Creditors: amounts due within one year	7	(54,440)	(8,247)
Net current assets		<u>202,742</u>	<u>218,718</u>
Total assets less current liabilities		<u>312,894</u>	<u>335,273</u>
Creditors: amounts falling due after one year	8	(40,000)	(80,000)
NET ASSETS	9	<u>272,894</u>	<u>255,273</u>
FUNDS			
Unrestricted			
General	10	46,726	46,408
Designated	10	43,682	40,805
		<u>90,408</u>	<u>87,213</u>
Restricted	10	<u>182,486</u>	<u>168,060</u>
		<u>272,894</u>	<u>255,273</u>

Approved by the Parochial Church Council on 25th March 2025 and signed on its behalf by:



Mr Alan Cross, CPFA (Treasurer)



Rev Nicholas Hill (PCC Chair)

PAROCHIAL CHURCH COUNCIL OF READING GATEWAY CHURCH
STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2024

		2024	2023
	Note	£	£
Cash Flows from Operating Activities			
Net cash provided by operating activities	13	40,793	106,806
Cash Flows from Investing Activities			
Dividends, interest and rent from investments		6,835	3,458
Purchase of investments	13	(1,276)	(1,220)
Purchase of tangible fixed assets		(5,320)	(7,125)
Net cash used in investing activities		239	(4,887)
Change in cash and cash equivalents in the reporting period		41,032	101,919
Cash and cash equivalents at the beginning of the reporting period		202,629	100,710
Cash and cash equivalents at the end of the reporting period	13	243,661	202,629

NOTES TO THE FINANCIAL STATEMENTS

1. Accounting Policies

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions and they have been prepared in accordance with the Charities Statement of Recommended Practice (FRS102).

The financial statements have been prepared under the accruals accounting convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

At the time of approving the accounts, the PCC and trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. As such, the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

Income

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the income is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due is quantifiable and its ultimate receipt by the PCC is probable.

Rental income from the letting of church premises is recognised when the rental is due.

Dividends are accounted for when due and payable. Interest is accounted for when received.

Assets

Tangible fixed assets costing over £1,000, with a useful life of over one year, are capitalised. They are stated at cost less accumulated depreciation and accelerated write-offs. Fixed Assets are depreciated on a straight-line basis over the length of their expected useful life as follows:

- Land – Nil
- Fixtures & Fittings – 10 years
- Audio-visual equipment – 5 years
- Catering equipment – 5 years
- Computers – 3 years

An impairment review is carried out at each year-end and any resultant loss identified is included in expenditure for the year.

The total assets of the parish include the following capital assets which the parish owns: St. Agnes Church Hall, St. Paul's Church Hall, St. Barnabas Church Hall. The church buildings are not PCC assets and are therefore not valued in the accounts. This is because consecrated and benefice property is excluded from the accounts by section 10(2) of the Charities Act 2011.

No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off in the SOFA and separately disclosed.

Investments

Investments quoted on a recognised stock exchange or whose value derives from them are valued at market value at the year end. The investment is held in Income Shares of the CBF Church of England Investment Fund.

Short term deposits

These are the cash held on deposit either with the CCLA or at the bank.

Restricted Funds

Restricted funds are held on specific trust under charity law. The trusts establish the purpose for which the PCC can lawfully use these restricted funds. The restricted funds of the PCC are income funds and will be spent or applied within a reasonable period from their receipt.

The Restricted Funds operated by the PCC are:

1. **St. Barnabas Building Fund.** This fund is to be used towards improvements for the St Barnabas church and hall, and additionally, this fund could be used to support a part-time member of clergy with primary responsibility for St Barnabas
2. **St Barnabas (Anon).** Donations for St Barnabas were received from a donor; the fund is to be used at the discretion of the incumbent.
3. **St Barnabas Legacy 2023.** A donation was received for St Barnabas; the fund is to be used at the discretion of the incumbent.
4. **Children's and Families' Minister.** Reading Greyfriars Church had previously agreed to support the work of the parish by making a series of grants over a three-year period to enable the church to employ a Children's and Families Minister. During the year a further donation was received from another party which has been included in this fund.
5. **Operations Manager.** A significant and generous donation made in 2023 was received to fund the position of a part-time operations manager for the church for approximately 3 years.
6. **Foodwise.** Funds to link with Foodwise Reading to support a Food Coach service to those in need in the parish.
7. **Food Pantry.** Funds to link with ReadFood and Faith Christian Group Foodwise Reading to support a Food Pantry service to those in need in the parish.
8. **Parish Nurse.** This fund is to support the Parish Nurse and has received income specifically for this purpose.

Designated Funds

These funds are available to be used in furtherance of the general objectives of the Parish and there are no other restrictions on how they may be used. The main unrestricted fund operated by the PCC is the Parish General Fund. In addition to the General Fund, part of the unrestricted funds are set aside into Designated Funds, to be used for particular projects or commitments, which are detailed below.

The Designated Funds operated by the PCC are:

1. **St. Barnabas Lady Chapel Fund.** The purpose of this fund is to provide improved facilities in St Barnabas Church.
2. **Hardship.** This fund has been established for income donated to meet hardship needs of individuals in the church and the parish.
3. **St Agnes AV.** This fund was used to upgrade to the Audio/Visual equipment at St Agnes church. The capital expenditure is complete and the balance on the fund has been transferred to the Designated Fund for Capital Expenditure to cover the depreciation costs of this asset.

4. **St Pauls Houses.** The church entered into an agreement to rent the property at No. 1 Whitley Wood Lane. This income has been designated by the PCC to contribute to costs associated with developing the St Paul's site.
5. **Tithe.** This fund is used to designate the annual tithe from the General Fund and record all payments made to charitable organisations from this tithe, or to transfer to other funds to carry out local mission activities as agreed by the PCC.
6. **Depreciation of Designated Capital Expenditure.** This fund is used to cover the depreciation cost of capital equipment items which were not financed from the General Fund.

PAROCHIAL CHURCH COUNCIL OF READING GATEWAY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31ST DECEMBER 2024
2. Income

		2024			2023
		Unrestricted Funds		Restricted Funds	
		General	Designated	Funds	Total Funds
		£	£	£	£
2(a)	Donations and legacies				
	Planned giving	79,697	3,355	30	83,082
	Collections	1,687	0	50	1,737
	Sundry donations	8,811	1,650	20,373	30,834
	Grants	0	0	59,790	59,790
	Income tax recoverable	25,447	0	2,000	27,447
	Legacies	0	0	0	0
		115,642	5,005	82,243	202,890
2(b)	Income from investments				
	Interest	5,559	0	0	5,559
	Dividends	1,277	0	0	1,277
		6,836	0	0	6,836
2(c)	Income from charitable activities				
	Hiring fees	45,870	0	0	45,870
	Fees for services	4,628	0	0	4,628
	Other charitable activities	1,533	0	217	1,750
		52,031	0	217	52,248
2(d)	Other income				
	Commercial lettings	4,383	6,871	0	11,254
	Insurance claims	7,884	1,509	0	9,393
		12,267	8,380	0	20,647
	TOTAL INCOME	186,776	13,385	82,460	282,621
					380,317

PAROCHIAL CHURCH COUNCIL OF READING GATEWAY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31ST DECEMBER 2024
3. Expenditure

		2024				2023
		Unrestricted Funds		Restricted	Total Funds	Total Funds
		General	Designated	Funds		
		£	£	£	£	£
3(a)	Charitable Grants					
	International mission partners	0	6,000	0	6,000	2,400
	Local mission partners	21	7,132	0	7,153	2,171
	Total Grants	21	13,132	0	13,153	4,571
3(b)	Support costs for charitable activities					
	Parish share	40,137	0	0	40,137	37,875
	Staff costs. See note 3(e)	26,808	0	64,139	90,947	85,614
	Church activities	28,271	200	9,832	38,303	24,226
	Property costs	54,827	4,748	1,335	60,910	87,995
	Depreciation	12,514	1,518	0	14,032	12,697
	Administration	2,665	0	441	3,106	3,417
	Professional fees	0	890	0	890	6,966
		165,222	7,356	75,747	248,325	258,790
3(c)	Governance Costs					
	Audit fees	300	0	0	300	250
	Bank charges and interest	2,253	0	0	2,253	1,931
	Other governance expenses	2,167	0	0	2,167	1,266
		4,720	0	0	4,720	3,447
3(d)	Other (income)/expenses					
	Provision for doubtful account	(165)	0	0	(165)	165
	Other	0	0	0	0	152,868
		(165)	0	0	(165)	153,033
	TOTAL EXPENDITURE	169,798	20,488	75,747	266,033	419,841

	Note	2024			2023
		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		£	£	£	£
3(e) Staff costs					
Salaries		23,738	60,070	83,808	73,285
National Insurance		0	0	0	589
Pension contributions	11	410	1,405	1,815	4,088
Expenses		2,457	2,664	5,121	7,499
Other staff costs		203	0	203	153
		26,808	64,139	90,947	85,614

No employee earned in excess of £60,000. No member of the PCC received any remuneration for their work on the PCC. The clergy, who are ex officio members, do receive a stipend or equivalent salary but are not remunerated for their service on the PCC. Members of the PCC were reimbursed £14,936 for ministry expenses during the year (2023: £25,523). One member of the PCC is married to a salaried staff member.

The average number of staff employed in the year was 8 (2023: 7).

Volunteers contribute significantly to the work of the church, running children's work, outreach events, pastoring and leading church worship.

4. Fixed Assets

	Equipment	Total
	£	£
Cost		
At start of period	96,828	96,828
Additions	5,320	5,320
Disposals	0	0
At end of period	102,148	102,148
Depreciation		
At start of period	25,692	25,692
Charge for the year	14,032	14,032
Disposals	0	0
At end of period	39,724	39,724
Net Book Value		
At start of period	71,136	71,136
At end of period	62,424	62,424

5. Investments

The CBF Church of England Investment Fund Inc	
	£
Market Value at 1st January 2024	45,419
Investments Purchased	1,276
(Decrease)/Increase in value during the year	1,033
Market Value at 31st December 2024	47,728

6. Debtors

	2024	2023
	£	£
Trade debtors	11,585	18,482
Loans receivable	0	3,833
Other prepayments	1,936	2,021
	13,521	24,336

7. Liabilities due within one year

	2024	2023
	£	£
Trade creditors	5,469	2,017
Oxford Diocese loan	40,000	0
Church Credit Card	2,835	0
Accruals and other creditors	6,135	6,230
	54,439	8,247

8. Creditors: amounts falling due after one year

	2024	2023
	£	£
Oxford Diocese loan	40,000	80,000
	40,000	80,000

This loan was arranged in 2019 with the Diocese of Oxford to assist the parish with costs incurred in working with a partner on the development of the St Paul's site.

9. Analysis of net assets by fund

	2024				2023
	Unrestricted Funds		Restricted	Total Funds	Total Funds
	General	Designated	Funds		
	£	£	£	£	£
Fixed Assets	101,752	8,400	0	110,152	116,555
Net current assets/(liabilities)	(55,026)	35,282	182,486	162,742	138,718
Fund Balance	46,726	43,682	182,486	272,894	255,273

10. Analysis of movement in reserves

	Balance at start of year	Income for the year	Expenditure	Transfers between funds	Balance at end of year
	£	£	£	£	£
Unrestricted - General Fund	46,408	186,776	(168,765)	(17,693)	46,726
Unrestricted - Designated Funds					
St Barnabas Lady Chapel	6,990	0	0	0	6,990
Hardship	5,600	1,850	(4,492)	0	2,958
St Agnes AV	4,631	0	(975)	(3,656)	0
St Pauls Houses	(273)	8,380	(5,638)	0	2,469
Tithe	23,857	0	(8,840)	7,847	22,864
Depreciation of designated Capital Expenditure	0	3,155	(543)	5,789	8,401
Total designated funds	40,805	13,385	(20,488)	9,980	43,682
Restricted funds					
St Barnabas Building Fund	6,886	0	0	0	6,886
St Barnabas	2,327	10,000	0	0	12,327
St Barnabas (Legacy 2023)	2,000	0	0	0	2,000
Childrens and Families Minister	32,614	10,000	(23,175)	0	19,439
Operations Manager	65,000	0	(11,840)	0	53,160
Foodwise	32,337	2,400	(5,428)	3,733	33,042
Food Pantry	0	6,717	(4,655)	(1,020)	1,042
Parish Nurse	26,896	53,343	(30,648)	5,000	54,591
Total restricted funds	168,060	82,459	(75,746)	7,713	182,486
Total Funds	255,273	282,620	(264,999)	(0)	272,894

The Tithe Fund represent the balance of monies allocated by the PCC for giving to outside charities, which has not yet been committed. The PCC adopts a policy of allocating 10% of all undesignated giving income for tithing, and a proportion of this is paid out during the year.

11. Pensions

The PCC operates a defined contribution pension scheme through 'The Peoples Pension'. The assets of the scheme are held separately from those of the PCC in an independently administered fund. The pension charge represents contributions payable by the PCC to this scheme.

12. Related Party Transactions

As is normal in churches, the trustees make voluntary donations to the work of Reading Gateway Church. The PCC holds the view that each trustee's individual donations and those of PCC members as a whole are confidential (and a matter between the PCC member and God), and that there is no value in disclosing any details of these donations (or those made by spouses and related parties). There is no specific connection between any individual donation and any policy the PCC has adopted.

13. Note to the Statement of Cash Flows

Reconciliation of net income to net cash flow from operating activities	2024	2023
	£	£
Net income for the reporting period (as per the statement of financial activities)	17,621	(35,643)
Adjustments for:		
Depreciation charges	14,032	12,697
Unrealised (Gains)/losses on investments	(1,033)	(3,881)
Dividends, interest and rents from investments	(6,836)	(3,458)
(Increase)/Decrease in debtors	10,816	137,762
Increase/(Decrease) in creditors	6,193	(671)
Net cash provided by operating activities	<u>40,793</u>	<u>106,806</u>
Analysis of cash and cash equivalents		
Cash in hand	212,312	172,860
CBF Church of England Deposit Fund	<u>31,349</u>	<u>29,769</u>
Total cash and cash equivalents	<u>243,661</u>	<u>202,629</u>

Cash Flows from Investing Activities includes Purchase of investments during the year, which represents the reinvestment of investment income.

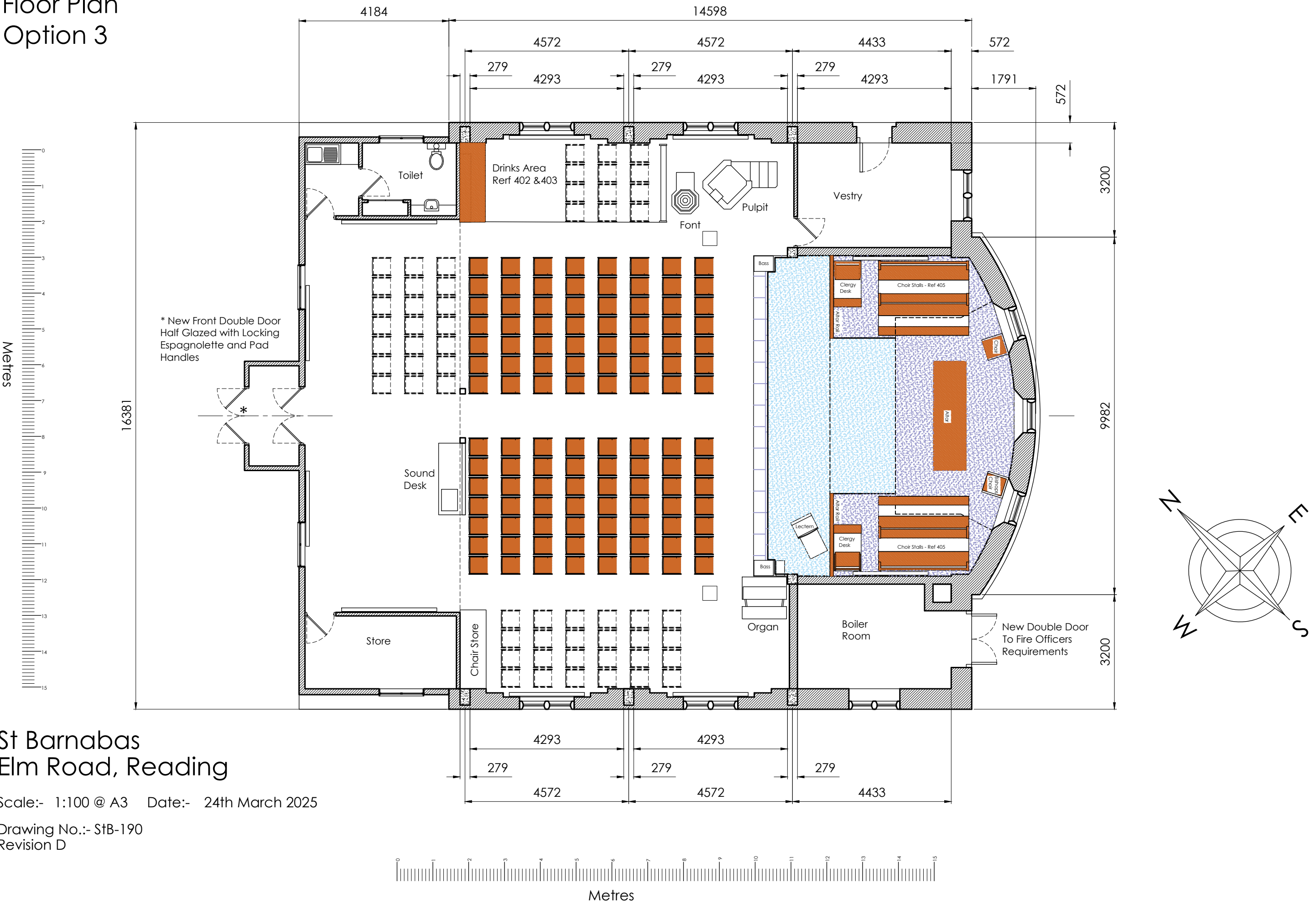
Balance Sheet

The PCC of Reading Gateway Church

as at 31 August 2025

Account	31 Aug 2025
Fixed Assets	
Fixed Assets Net Book Value	
Total Fixed Assets Net Book Value	55,023.76
6420 - Fixed Assets: In Progress	1,363.00
Investments	
6512 - CCLA (CBF) Investment Account	47,728.18
Total Investments	47,728.18
Total Fixed Assets	104,114.94
Current Assets	
Total Debtors	3,320.22
Total Investments (short term)	31,348.78
Total Cash at bank and in hand	196,834.42
Total Current Assets	231,503.42
Total Creditors: amounts falling due within one year	4,180.27
Net Current Assets (Liabilities)	227,323.15
Total Assets less Current Liabilities	331,438.09
Creditors: amounts falling due after more than one year	
Diocese loan	
900 - Loan	40,000.00
Total Diocese loan	40,000.00
Total Creditors: amounts falling due after more than one year	40,000.00
Net Assets	291,438.09
Capital and Reserves	
Current Year Earnings	18,543.94
962 - Designated Funds	40,805.00
961 - Restricted Funds	168,060.00
960 - Retained Earnings	64,029.15
Total Capital and Reserves	291,438.09

Proposed
Floor Plan
Option 3



The Revd Nick Hill
Vicar of Reading Gateway Church

Sent by email: nickhill@readinggateway.church

22 June 2025

Dear Nick

Re: Support for the Reordering and Renewal of the St Barnabas site, Reading Gateway Parish

Thank you for your vision and commitment to make a bigger difference supporting the communities you serve. Please use this letter of support in whatever ways are most useful to help bring the project to a successful conclusion.

I am writing to express my wholehearted support for the proposed reordering and improvement works at the St Barnabas site, part of the Reading Gateway Parish in South Reading. This is a project of vital spiritual, social, and missional importance to the church community and to the wider neighbourhood it serves.

St Barnabas sits at the centre of two significant social housing estates – The Trees and Shinfield North – and is surrounded by **one of the most deprived communities in our diocese**. Over recent years, the church has developed trusted partnerships with Wokingham Borough Council, local schools, and charities to meet the growing needs of local people. This includes launching a **Parish Nursing Service**, providing mental and physical health support, and opening a **Food Pantry** in October 2024 that now supports over 70 local families each week.

These initiatives are rooted in a deep theological commitment to being the hands and feet of Christ in places where the Church can offer more than worship: hospitality, justice, dignity, and love. The St Barnabas site has embraced this call with creativity and courage

However, the church building – originally designed in 1966 by Terence Carr – has become increasingly unfit for purpose. The 30-year-old boiler has failed, the layout is rigid, and the infrastructure cannot support the scale of weekday ministry now emerging. The congregation has been displaced to a temporary hall while the church remains closed.

The proposed £228,000 reordering project will:

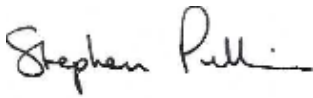
- reopen the church as a vibrant weekday Community Hub
- provide a flexible, warm, and welcoming space for toddlers, over-50s groups, and community cafés
- create a spiritual home for the Hong Kong Christian community now forming in the area

- install environmentally responsible heating and energy systems aligned with our diocesan Net Zero goals
- retain and reposition the church's architecturally significant furnishings in a way that honours its sacred heritage

This is not simply a refurbishment project – it is a relaunch of local mission. It is the Church showing up, **offering hope and healing in a very tangible way**. The PCC has approached this vision with clarity, care, and conviction. It has my full endorsement and reflects the kind of renewal our diocese is committed to supporting.

I commend this project to you with enthusiasm and prayerful encouragement. Any funding support you can give will not only restore a building but revive a missional presence where it is deeply needed.

Kind regards



The Ven Stephen Pullin
Archdeacon of Berkshire

Date: 21/08/25

My ref:

Your ref:

File ref:



WOKINGHAM
BOROUGH COUNCIL

Community & Partnerships

Shute End, Wokingham

Berkshire RG40 1WN

Tel: (0118) 974 6000

Fax: (0118) 974 6770

Minicom No: (0118) 9746991

To whom it may concern

St Barnabas, Church Elm Road

On behalf of the Community & Partnerships team at Wokingham Borough Council, I am pleased to offer our support for the proposed reordering and associated improvement works at St Barnabas, Church Elm Road, undertaken by Reading Gateway Church.

Over recent years, the leadership of Reading Gateway Church has worked collaboratively with our officers and local stakeholders to understand and respond to the needs of communities within the Parish of Reading Gateway, including the Trees and Whiteknights estates. These areas face significant social and economic challenges, and the demand for accessible, inclusive, and welcoming community spaces has become increasingly pressing.

We have seen the positive impact of the church's ongoing work with local groups and vulnerable residents.

Despite the limitations of the current facilities, the church has consistently delivered support through initiatives such as the Parish Nursing programme, the Food Pantry, and a range of community events. These services have been particularly valuable to low-income families, children eligible for pupil premium, and socially isolated older adults.

The proposed reordering of St Barnabas Church represents an opportunity to enhance and expand this work.

The vision to create a flexible, inclusive Community Hub aligns closely with our strategic priorities—namely, reducing inequality, promoting wellbeing, and strengthening community cohesion. The planned improvements will deliver better accessibility, safer and more sustainable infrastructure, and more effective use of space for both worship and wider community use.

We particularly welcome the church's commitment to environmental sustainability through energy-efficient upgrades, as well as its continued openness to partnership working and community engagement. We are confident that this investment will deliver long-term benefits to the health, wellbeing, and social connectedness of local residents.

We endorse this project and encourage relevant stakeholders and funding bodies to support the important work being undertaken through the St Barnabas reordering



initiative. We look forward to continuing our partnership with Reading Gateway Church as this important vision is realised.

Yours sincerely,

Richard Alexander

Service Manager - Community & Partnerships
Wokingham Borough Council
Shute End, Wokingham, Berkshire.
RG40 1BN

20/06/2025

To Whom It May Concern,

RE: Letter of Support – St Barnabas Church Elm Road Reordering and Community Hub Project

I am writing to express my full support and endorsement for the proposed reordering and associated improvement works at the St Barnabas Church site, Elm Road, Reading.

I have worked closely with the leadership of the Reading Gateway Church over the past few years, both in my previous role at Reading Borough Council managing a team of officers working with the community in South Reading and latterly in my work with Reading University, undertaking community research in South Reading. The joint work with stakeholders continues to understand and respond to the needs of the surrounding communities within the Parish of Reading Gateway, including the Trees and Whiteknights estates. These neighbourhoods experience significant social and economic deprivation as evidenced in the Indices of Multiple Deprivation statistics, and the need for accessible, inclusive, and welcoming community spaces has become increasingly urgent.

Reading Gateway team already plays a significant role in supporting local community groups who use the hall on the St Barnabas site as well as vulnerable groups through initiatives such as the Parish Nursing programmes, the Food Pantry, and community events. Despite limitations posed by the existing facilities, the church has consistently offered vital support to low-income families, children on pupil premiums, and isolated older adults. The proposed reordering of the St Barnabas Church will enable them to expand and sustain these services significantly.

The vision for the reordered St Barnabas Church—to function as a flexible and fully inclusive Community Hub—is in line with the Independent Commission on Neighbourhoods whose recent report suggests that ‘Social infrastructure has a critical and often underappreciated role. It is the “physical and community facilities which bring people together to build meaningful relationships.” (*Kenny, M & Kelsey, T, Townscapes:*

The Value of Social Infrastructure, Bennett Institute for Public Policy, 2021) Not only does it create social capital, but it plays an often unseen but vital role in connecting those that need help with the services that they require, putting boots on the ground that can build trust and give people agency over their own areas and their own lives'. Importantly, the project will provide improved access, safer and more sustainable infrastructure, and better space utilisation for local people.

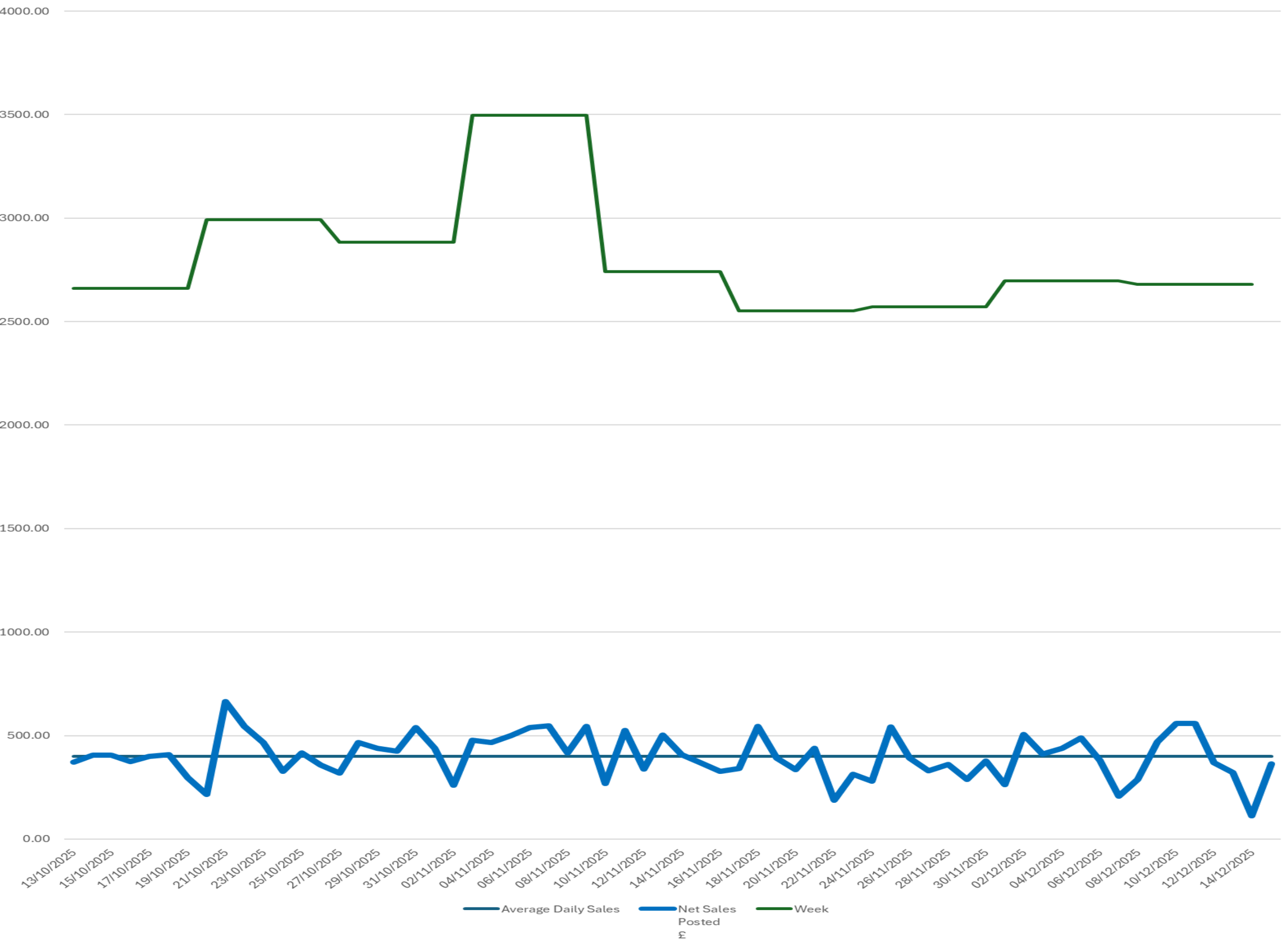
I am aware of the church's commitment to the environment through energy-efficient upgrades, which is in line with Reading Climate change policy. I believe that this investment will have a long-lasting positive impact on the health, wellbeing, and social connectedness of local residents.

Yours sincerely,

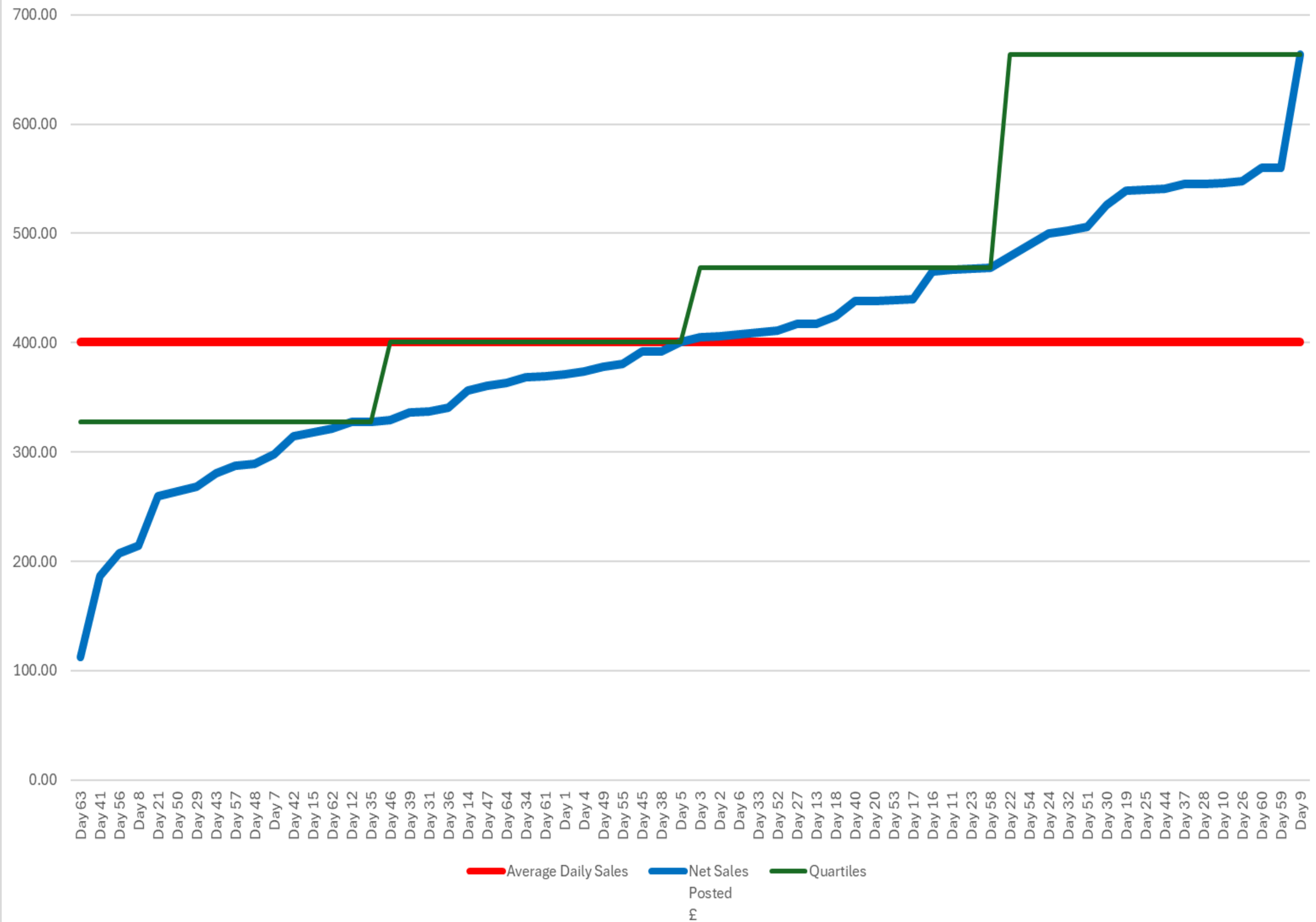
Jo Anderson

Community Food and Health Champion - FoodSEqual

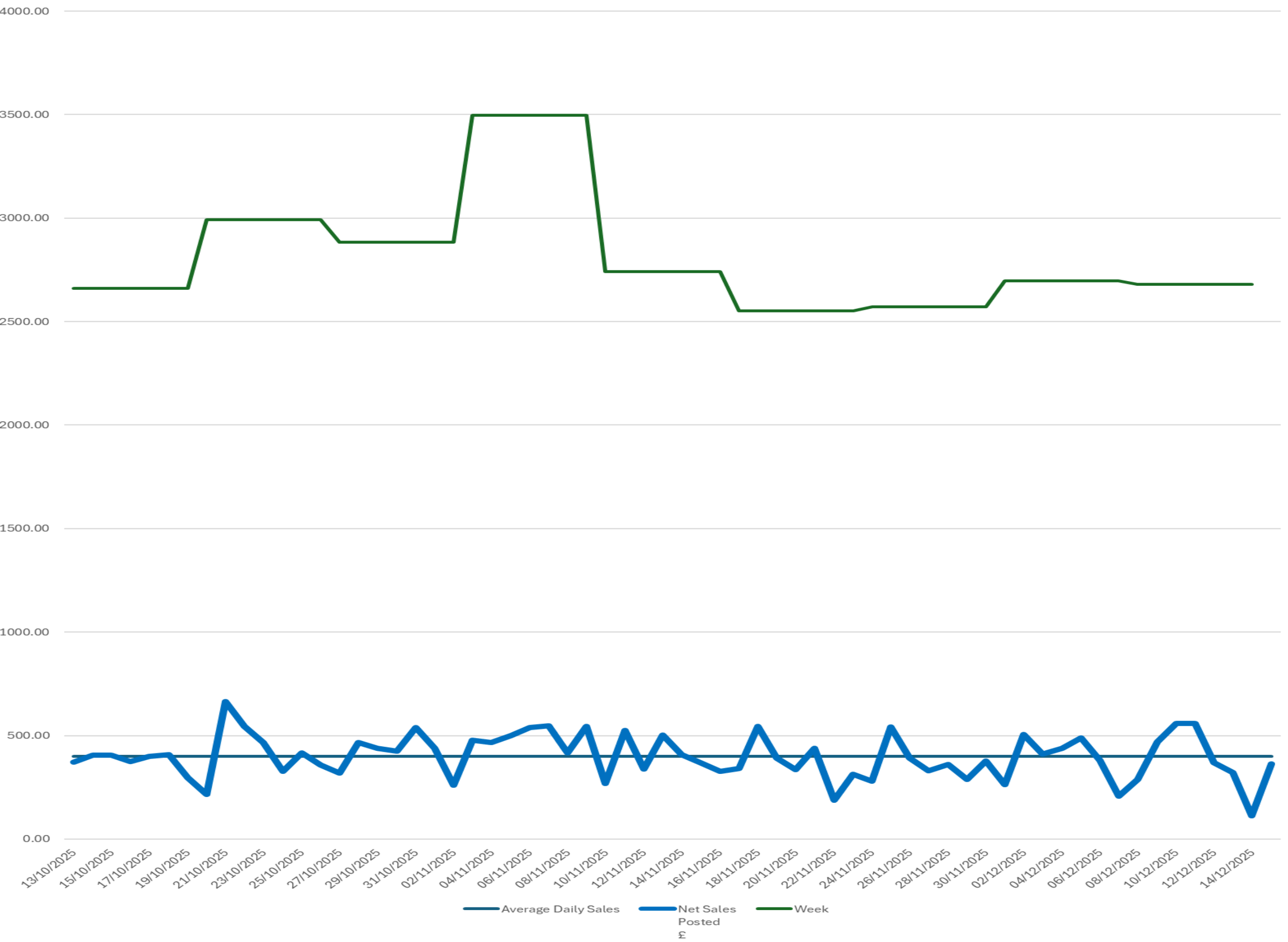
Daily Sales by Date and Weekly Average



Daily Net Sales Lowest to Highest



Daily Sales by Date and Weekly Average



Rank	Item name	Items sold		Rank	Item name	Net sales (£)
1	Latte	1,064		1	Latte	3,604.03
2	Cake of the day	1,058		2	Cake of the day	3,070.25
3	Cappuccino	719		3	Cappuccino	2,251.32
4	Americano	491		4	Americano	1,397.59
5	£1 Meal deal Drink	451		5	Tea English Break	1,041.93
6	Tea English Break	401		6	Breakfast roll	1,012.61
7	Border biscuit	286		7	TMX Toasties	957.76
8	Hot Choc	278		8	Flat White	914.39
9	Flat White	272		9	Hot Choc	869.83
10	Cawston	233		10	Brownie	544.40
11	Breakfast roll	231		11	Jacket potato	525.32
12	TMX Toasties	219		12	Bagel (salmon)	419.77
13	Brownie	185		13	£1 Meal deal Drink	367.17
14	FS Orange	167		14	Border biscuit	356.87
15	Kids crisps	161		15	Deluxe Cookies	339.83
16	FS Blackcurrent	160		16	Chicken Goujons and chips	313.91
17	Diet coke	147		17	Chai latte	309.90
18	Still water	142		18	Mocha	308.48
19	Adult crisps	142		19	Bowl chips	294.97
20	Kids Hot Choc	140		20	Latte iced	294.53
21	Bowl chips	126		21	Kids Hot Choc	293.18
22	Deluxe Cookies	117		22	Oreo	283.50
23	Jacket potato	110		23	Deluxe Hot Choc	256.51
24	Coke	107		24	Nachos	242.59
25	Chai latte	98		25	Cawston	241.83
26	Mocha	97		26	Egg mayo and cress	208.52
27	Bagel (salmon)	94		27	Mozzarella pesto ciabatta	199.04
28	Pip Carton	92		28	Cheddar & Chutney	193.31
29	Latte iced	84		29	Sausage and chips	190.88
30	Chicken Goujons and chips	73		30	Soup of the day	190.54
	Other Items	1,920			Other Items	4,650.72
	Total	9,865				26,145.48

Ref	Date Paid	Payee Name	Payment Method	Amount Paid (inc VAT) £	Description
001	12/11/2025	Wokingham Borough Council	Direct Debit	248.23	Attachment of Earnings - October
002	13/11/2025	HMRC paye	Faster Payment (Bank)	11,095.49	Contributions Ee's & Er's & PAYE - October
003	14/11/2025	Nest Pension Contributions	Direct Debit	2,974.51	Nest (Pension) Contributions - October
004	14/11/2025	Corona Energy Retail 4 Limited	Direct Debit	729.00	Electricity SGC - October (North Meter)
005	17/11/2025	TotalEnergies Gas & Power Limited	Direct Debit	316.71	Standing Charges - Gas at High Copse - October
006	17/11/2025	SYSCO GB Ltd	Direct Debit	939.98	Brakes Food Order 16/11/2025 - Café
007	19/11/2025	Telefonika UK Ltd	Direct Debit	337.98	November - Mobile Phones (6)
008	20/11/2025	Kreatif Design Ltd	Faster Payment (Bank)	81.60	Web Hosting (SPC Website)- October
009	20/11/2025	COOLERAID LTD	Faster Payment (Bank)	181.90	Rental Water Cooler 1 Year - SGC
010	20/11/2025	Shire Integrated Systems Ltd	Faster Payment (Bank)	7,124.40	Installation Modesty Screens - Changing Rooms at High Copse
011	20/11/2025	Amretier Treats	Faster Payment (Bank)	261.00	Cakes / Chocolates for Café - 10/11/2025
012	20/11/2025	La Dolce Vita Caffe	Faster Payment (Bank)	227.00	Cake Order Café 13/11/2025
013	20/11/2025	Corona Energy Retail 4 Limited	Direct Debit	50.95	Electricity - Ryeish Pavilion - October
014	20/11/2025	Corona Energy Retail 4 Limited	Direct Debit	234.60	Electricity - The Manor - October
015	20/11/2025	Corona Energy Retail 4 Limited	Direct Debit	28.64	Electricity - External Meter - School Green October
016	20/11/2025	Corona Energy Retail 4 Limited	Direct Debit	49.13	Electricity - Millworth Pavilion October
017	20/11/2025	Corona Energy Retail 4 Limited	Direct Debit	48.08	Electricity - Millworth Pavilion September
018	20/11/2025	Corona Energy Retail 4 Limited	Direct Debit	141.85	Electricity - SWP - October
019	20/11/2025	Corona Energy Retail 4 Limited	Direct Debit	489.36	Electricity - SGC (South) October
020	20/11/2025	Corona Energy Retail 4 Limited	Direct Debit	-249.53	Electricity Credit Note - Millworth Pavilion - September
021	21/11/2025	Peninsula Business Services	Direct Debit	475.42	HR & HS Services - November 1/12th
022	24/11/2025	SYSCO GB Ltd	Direct Debit	839.09	Brakes Food Order 23/11/2025 - Café
023	26/11/2025	Employees	Faster Payment (Bank)	33,574.04	Net Pay - November
024	27/11/2025	Larkstel Ltd	Faster Payment (Bank)	2,961.98	October Grounds Maintenance - The Manor
025	27/11/2025	FlaktGroup UK Ltd	Faster Payment (Bank)	1,233.60	Repairs AC Unit - SGC
026	27/11/2025	Seton UK	Faster Payment (Bank)	23.26	Health & Safety Signs for Buildings
027	27/11/2025	Adcock Refridgeration	Faster Payment (Bank)	855.60	Call Out SGC - Heating
028	27/11/2025	MCFT Food Equipment Service	Faster Payment (Bank)	291.72	Call Out to attend broken seal Merrichef (SPC Equipment)
029	27/11/2025	Reading Borough Council	Faster Payment (Bank)	1,350.00	Pantomime Tickets - HAF Event
030	27/11/2025	Air It Limited	Faster Payment (Bank)	56.27	Internet 1 mth - School Green Centre
031	27/11/2025	Air It Limited	Faster Payment (Bank)	56.27	Internet 1 mth - Spencers Wood Pavilion
032	27/11/2025	Air It Limited	Faster Payment (Bank)	79.20	Managed Web Protection - 1 mth
033	27/11/2025	Air It Limited	Faster Payment (Bank)	1,438.42	Managed IT Support - 1 mth
034	27/11/2025	Air It Limited	Faster Payment (Bank)	1,430.80	Microsoft 365 - Licenses and E mail - 1 mth
035	27/11/2025	Air It Limited	Faster Payment (Bank)	132.80	Phones - SGC - October
036	27/11/2025	Ricoh UK Ltd	Faster Payment (Bank)	629.57	Rental of Office Copier/ Printer & Copies 3 mths (25k)
037	27/11/2025	Select Environmental Services	Faster Payment (Bank)	2,716.44	5 weeks - 45 plus 2 Litter Bins - October
038	01/12/2025	Slice of Heaven	Faster Payment (Bank)	218.10	Supply of Cakes for Cafe - 30/11/2025
039	01/12/2025	La Dolce Vita Caffe	Faster Payment (Bank)	429.20	Cake Order 24/11/2025 - Café
040	01/12/2025	Grazeley Parochial School	Faster Payment (Bank)	420.00	Grant - Pupil Award Scheme
041	01/12/2025	The Circle Trust	Faster Payment (Bank)	660.00	Grant - Pupil Award Scheme
042	01/12/2025	Lambs Lane Primary	Faster Payment (Bank)	420.00	Grant - Pupil Award Scheme
043	01/12/2025	Alder Grove Primary School	Faster Payment (Bank)	780.00	Grant - Pupil Award Scheme
044	01/12/2025	Shinfield (St Marys) School	Faster Payment (Bank)	720.00	Grant - Pupil Award Scheme
045	01/12/2025	Bellevue Place (White Knights)	Faster Payment (Bank)	720.00	Grant - Pupil Award Scheme
046	01/12/2025	Wokingham Borough Council	Direct Debit	3,805.00	Business Rates - High Copse - 2025-2026 - 25%
047	01/12/2025	Wokingham Borough Council	Direct Debit	1,223.00	Business Rates - School Green Centre 1/10th
048	01/12/2025	Wokingham Borough Council	Direct Debit	195.00	Business Rates - 1/10th Manor
049	01/12/2025	Wokingham Borough Council	Direct Debit	157.00	Business Rates - 1/10th SWRG
050	01/12/2025	Wokingham Borough Council	Direct Debit	42.00	Business Rates - 1/10th Millworth
051	02/12/2025	SYSCO GB Ltd	Direct Debit	710.59	Brakes Order 30/11/2025
Total				83,955.25	

Ref	Date Paid	Supplier	Amount Paid (inc VAT) £	Transaction Detail
001	01/11/2025	Amazon EU	30.00	2 X Gift Cards Prizes
002	05/11/2025	Amazon EU	5.79	Coffee Stencils for Barista Coffee - café
003	06/11/2025	Adobe	66.49	Adobe - 1 mth Subscription
004	07/11/2025	Lidl	41.73	Food Supplies - café
005	09/11/2025	Lidl	6.60	Milk for Cafe
006	09/11/2025	Amazon EU	14.99	Bartenders Tip Jar - café
007	09/11/2025	Amazon EU	30.40	Two Handled Mugs - café
008	09/11/2025	Amazon EU	6.99	Coffee Stencils - café
009	09/11/2025	Amazon EU	7.81	A4 Filing Wallets - Office
010	09/11/2025	Bag It Packaging	6.99	Plastic Money Bags - Office for banking
011	09/11/2025	Mailchimp	41.45	1500 contacts - Mailing Newsletter - November
012	10/11/2025	Amazon EU	14.98	Stickers Numbers - café
013	12/11/2025	Buzz Catering	339.37	Paper Cups and other consumables - Café and Remembrance Sunday Event
014	12/11/2025	AO.com	204.00	Mini Air Fryer Oven - café
015	13/11/2025	SP Hoome	-337.28	Refund - Lights Non Delivery
016	13/11/2025	CEX Electronics	14.95	Electronic Supply Cables
017	14/11/2025	Amazon EU	31.99	Wireless Doorbell - Office/Rec
018	15/11/2025	Amazon EU	5.79	Note Wallets - for banking
019	17/11/2025	E Bay	12.72	Freezer Key
020	17/11/2025	Amazon EU	15.31	Eye wash for First Aid Kits & Facilities Van
021	18/11/2025	POST OFFICE	12.04	Tracked Posting - Timing Switch for AC to be reprogrammed - SGC
022	18/11/2025	Amazon EU	56.77	Wireless Display Adapter
023	19/11/2025	Sainsbury's	85.65	Tuck Shop Purchases - Youth Club
024	20/11/2025	Your Invites	3.39	Labels for Take Away Boxes - Café
025	20/11/2025	The Bakers Best Friend	19.57	Coffee Stencils - café
026	24/11/2025	Lidl	7.14	Tea / Milk Office & Visitors
027	26/11/2025	Crowd Control Solutions	592.32	Heras Fencing - 3 MX Playground
028	26/11/2025	Coppice Alupack	19.50	Platters for café
029	27/11/2025	Crowd Control Solutions L	24.00	Delivery and Supply of Heras Fencing 3MX
030	27/11/2025	Wokingham Borough Coun	1.20	Car Park Fee - Finance Manager - Banking @ Woodley
031	27/11/2025	Lidl	11.85	Milk & Ice Cream - Café
032	27/11/2025	Lawv Housewares Ltd	12.99	Serving Platters for private hire
		Total	1,407.49	

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

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



Shinfield St Mary's C of E Junior School

Admissions policy 2027-2028

Our Vision

Jesus said 'As I have loved you, so you must love one another.' John 13, 34

This commandment guides us all to love and value all members of the school community. Children and adults from all backgrounds will thrive in the belief that diversity is to be celebrated and respected. As well as loving those who are present in our lives they will interact in the world in ways that reflect their responsibilities as global citizens and custodians of our planet. Our children will make an impact in the wider world which will benefit future generations

1 Introduction

- 1.1 Shinfield St. Mary's CE (VA) Junior School values highly its Christian ethos, its close links with the local church and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school we welcome applications from Christian families and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.
- 1.2 The Governing Body is responsible for deciding admissions to the school. The Local Authority (LA) (Wokingham Borough Council), through the coordinated admission arrangements, manages the application process. The school MUST inform the LA by 1st October each year whether or not we wish to continue with these arrangements.
- 1.3 A pupil is enrolled at this Aided School in accordance with the Governors' Admissions Policy. This has been published after consultation with the Oxford Diocesan Board of Education, the Local Authority and other relevant admission authorities, in accordance with the School Admissions Code. All applications will be treated fairly, in order of the admissions criteria, irrespective of the need or ability of the child.
- 1.4 The only restriction we place on entry is that of Pupil Admission Number (PAN). Our PAN at entry level (Y3) is 90, and we aim to admit 90 children in each year group. The PAN only applies to the relevant age group, in this case Year 3, as we are a junior school. This means that admission authorities may not refuse admission to other age groups on the grounds that they have already reached their PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at their preferred school. This, however, is not always possible when demand exceeds the number of places available.

2 Aims and objectives

- 2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.
- 2.2 All applications will be treated equally and in a sensitive manner.

3 Admission Arrangements to Year 3 in September 2027

- 3.1 Parents (see Note 1) wishing to apply for a Year 3 place in September 2027 must complete the common application form provided by their home local authority (the home LA), which is available via an online process. The home LA is the LA in whose area the parents live at the time of the application. All parents of children in Year Two will receive a personalised computer-generated letter containing their child's UID (Unique Identifier), for use in the admissions process.
- 3.2 There are 90 places available (the published admission number or PAN) in Year 3 in September 2027.
- 3.3 Online admissions open for online applications for entry to Year 3 at Shinfield St. Mary's CE (VA) Junior School on **November 13th 2026**, (see below, 3.4) and should be received by the local authority by **January 15, 2027**. Offers of a place will be sent out by the LA by **April 16th, 2027. Parents must accept offers before 4th May, 2027.**

Applications received after the deadline for receipt will only be considered **after** all those received by the deadline. This means that, if no places are left after considering all the applications received by the deadline, the application will be unsuccessful.

- 3.4 The online admissions service will open for applications on **November 13th 2026**. Help and advice can be obtained by telephoning (0118) 974 6000 or by emailing schooladmissions@wokingham.gov.uk. This service offers a fast, simple and easy process, ensuring that the application form is completed correctly if the UID (see 3.1) is used, if applying under criterion 3 (home address) in the designated area. There is a map in this policy showing the designated area. Living in the designated area is not a guarantee of an offer of a place at the school (See Appendix 3 for map).
- 3.5 At Shinfield St. Mary's CE (VA) Junior School, pupils are normally admitted at the beginning of the academic year (1 September) in which they reach their eighth birthday, without reference to ability or aptitude. Entry in September 2027 is therefore open to all children born between September 1, 2020 and August 31, 2021.
- 3.6 The Admissions Forum for Wokingham Local Authority Schools has agreed arrangements to secure the timely placement of all pupils in schools. These protocols have been adopted into the admission arrangements agreed by the governors for Shinfield St. Mary's CE (VA) Junior School. The school will be participating with the LA In-Year Fair Access Protocols. All applications should be made in accordance with the LA's coordinated admissions policy.

4 Admission Criteria

Children with an Education, Health and Care (EHC) plan naming Shinfield St Mary's C of E Junior School will always be offered places if it would be of benefit to them (we can meet their needs). If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted.
2. Children on the roll of Shinfield Infant & Nursery School on the date of application (See Note 5).
3. Children who have a sibling on the roll of the school or on the roll of Shinfield Infant & Nursery School at the time of application and who is expected to be in attendance at the school at the time of their entry. (See Note 4).
4. Children where their normal home address is in the designated area. (See Note 6).
5. Other children.

The school's Admissions Panel will rank applications for admission strictly according to the school admissions criteria and return this list to the LA by March 15, 2027.

5 Oversubscription Criteria

- 5.1 The Admission Criteria are only applied if there are more applications than places.
- 5.2 In the event of there being more applications than places available under any admissions criteria then priority will be given to the applicant whose normal home address (see Note 6) is nearest to Shinfield St. Mary's CE (VA) Junior School. Distances will be measured using the LA's method (details of which are found in the LA Parent's Guide to Primary School Admissions).
- 5.3 In the case of twins or multiple births, or children born in the same academic year, and from the same family where the admission criteria would result in splitting children, places will be offered, even if this results in the school exceeding the admission number.

6 In-Year Admissions

Admissions for year groups other than the main entry year or for the main entry year after the offer of places in that year are co-ordinated by Wokingham Borough Council.

- 6.1 All year groups at the school have an admission number of 90. Applications should be on the in-year Common Application Form of the LA in which you live if that authority is operating a co-ordinated scheme and be sent to that LA for processing, or you may apply direct to Wokingham Borough Council. Wokingham BC will contact the school to ascertain whether or not there are places available and will make any offer on behalf of the school.
- 6.2 The Governing Body will only consider in-year admissions up to half a term in advance of the desired date for entry. For example, for entry in January the application will not be considered until after the October half term break. The over-subscription criteria above will be applied in the event of there being more applications than places available in the year group in question.
- 6.3 The Governors of the school will participate in the LA In-year Fair Access Protocol. This may result in the school being obliged to admit over its admission number. At Shinfield St Mary's CE Junior School, participation in the Fair Access Protocol (FAP) may be delegated to the Headteacher. Guidance regarding FAP will be sought from the LA who will need to review the FAP for schools within their jurisdiction.

7 Admissions in September 2025

The school received 90 applications expressing a preference for admission to Year 3 by the closing date. 90 applications were successful.

8 Waiting Lists

- 8.1 Wokingham Borough Council manage our waiting lists. Any places that become available will be allocated according to the criteria in paragraph 4. Late applications will be processed by May 4th, 2027.

9 Parents' Right of Appeal

- 9.1 The Appeals Code states that parents have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. **Appeals** against refusal for entry should be sent in writing, with reasons, to the Admissions Clerk at the school. A panel organised by the Oxford Diocesan Board of Education will hear the appeal. An appeal panel's decision is binding for all parties concerned. If the panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Schools Admissions Appeals Code).
- 9.2 Parents have a statutory right to appeal against the refusal of a place for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.
- 9.3 There were 0 appeals for admission to the school in the year 2025 – 26.
- 9.4 It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not normally consider any further application in the same school year (1 September to 31 August). Parents have the right to a second application within the same academic year *if there is a major change in circumstances e.g. change of address*.

10 Additional Information

- 10.1 Additional information on the Admissions process can be obtained from the admissions clerk.
- 10.2 The school's Equal Opportunity policy will operate in all cases of admissions to the school.
- 10.3 There is no charge or cost related to the admission of a child to the school.
- 10.4 Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health, or Gifted and Talented pupils. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.
- 10.5 This policy will be reviewed annually by the Governing Body.
- 10.6 In-year applications for all year groups will be administered by the LA in accordance with their published co-ordinated admissions scheme.

11 Contact Details

For further information, in the first instance, please contact the Admissions Clerk.

To contact the LA:

Admissions Clerk
Shinfield St. Mary's CE (VA) Junior
School
Chestnut Crescent
Shinfield
Reading RG2 9EJ

Wokingham Borough Council
PO Box 156
Shute End,
Wokingham RG41 1WN

Tel: (0118) 988 3663
admin@shinfield-st-marys.wokingham.sch.uk

Tel: (0118) 974 6105
www.wokingham.gov.uk/admissions

Appendix 1 Notes

Note 1. Parent: a parent is any person who has parental responsibility for or is the legal guardian of the child.

Note 2. By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A “child arrangements order” is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A “special guardianship order” is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Children/families with exceptional medical or social needs that make it essential that they attend Shinfield St. Mary’s rather than any other school. These needs must be fully supported by written evidence from the appropriate professional person involved with the family (See Note 3).

Note 3. Parents should request a letter from a registered health professional such as a doctor, Education Welfare Officer, social worker or other appropriate person setting out the particular reasons why this school is the most suitable school for the child and the difficulties that would be caused if the child had to attend another school. This supporting evidence will be brought before the full Governing Body and a decision made based on the ability of the school to best meet the needs of the child.

Note 4. Sibling; Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Note 5. Children attending or with an accepted place to attend Shinfield Infants School.

Note 6. By normal home address, we mean your child's home address. This is your child's permanent address at the time you make your application for a place. It is where you and your child live. We regard a child's home address to be where he or she spends the majority of the school week (Monday to Friday, including nights). We may ask to see some official documentation if there are reasons why a child does not live at his or her parents' address. For example, if he or she is resident with a grandparent, you need to tell us this on the application form. If you do not declare any arrangements like this, or use a relative's address for your application, we may consider that you have made a false declaration and withdraw the offer of a place. Childcare arrangements are not sufficient reasons for listing another address. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the Electoral Roll, or a recent utilities bill confirming your name and address.

If you are not sure whether or not you live in the designated area, you can ask the school to check this for you and you will receive a written response. If you are moving into the designated area, we will ask for evidence of your move before considering any application for a place. We need to know that you will be resident in the designated area on September

1, 2023. If you move later, we will still need evidence before considering an application. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement.

Note 7. Fair Treatment: All applications will be treated fairly, in strict order of the admission criteria, irrespective of need or ability of the child or family i.e. disabilities, special needs (without EHCPs) or challenging behaviour. The Shinfield St. Mary's CE (VA) Junior School Admissions policy makes every effort to comply with all relevant legislation including that on class sizes and equal opportunities.

Appendix 2 Summary of Dates

Applications to be received by: 15 January 2027	Offers sent out by: 18 April 2027	Parents to accept by: 3 May 2027	Appeals lodged by: 17 May 2027
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Appendix 3: Map of Designated Catchment Area

