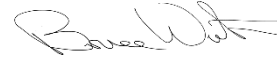


To all members of the Recreation and Amenities Committee

Notice is hereby given that a meeting of the Recreation and Amenities Committee to be held on THURSDAY 2nd February 2023 at 19.30 at the School Green Centre.



Bruce Winton
Parish Clerk
27th January 2023

Members: Cllrs N Boyer, I Clarke (Ch), P Emmet, P Jahromi, L James, M Jones, N Masseron,
D Peer and R Tatla

Agenda

1. Public Questions

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

2. Apologies and declaration of members' interests

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

3. Minutes of the previous meeting

- 3.1 To **RECEIVE** and **APPROVE** the minutes of 5th January 2023 as a correct record of the meeting and to authorize the Chairman to sign the same *
- 3.2 To **CONSIDER** matters arising from the minutes

4. Works Updates

- 4.1 To **RECEIVE** and **NOTE** a verbal update on progress for the new MUGA and outdoor gym equipment for Spencers Wood Recreation Ground

5. Community Services

- 5.1 To **RECEIVE** and **NOTE** a verbal update from the Sports Strategy group
- 5.2 To **RECEIVE** and **NOTE** a verbal update on Community Services (if available)
- 5.3 To **RECEIVE** and **NOTE** a verbal update from Cllr Tatla on the Pavilion Youth Club and the Flat at Shinfield Rise

6. Grant Applications

- 6.1 To **RECEIVE** and **CONSIDER** an application from CAB Wokingham*
- 6.2 To **RECEIVE** and **CONSIDER** an application from Spencers Wood Football Club*
- 6.3 To **RECEIVE** and **NOTE** summary of grant requests *

7. Millworth Lane and Sports Consultation Feedback

- 7.1 To **RECEIVE** and **NOTE** a verbal update from Cllr Clarke regarding additional quotes for toilets at Millworth Lane
- 7.2 To **RECEIVE** and **NOTE** a verbal update from the Clerk on the Business Model for Millworth Lane

8. Allotment Management Protocol

- 8.1 To **RECEIVE** and **CONSIDER** an allotment management protocol from the Facilities Manager*

9. Proposal for Cricket Equipment for Manor Ground

- 9.1 To **RECEIVE** and **CONSIDER** a proposal for cricket equipment for the Manor Ground from the Facilities Manager*

10. Proposal for additional CCTV cameras for School Green Centre

- 10.1 To **RECEIVE** and **CONSIDER** a proposal for two additional CCTV cameras for School Green Centre from the Facilities Manager*

11. Bookings Report

- 11.1 To **RECEIVE** and **CONSIDER** an updated Bookings Report (This will be provided on 1st February to allow report to be made to end January 2023) **

12. Booking Terms & Conditions

- 12.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding booking Terms & Conditions

13. Other Items

- 13.1 To **RECEIVE** and **NOTE** a verbal update from the Clerk regarding the School Green Working Party
- 13.2 To **RECEIVE** and **NOTE** a verbal update from the Clerk regarding the provision of “warm bank”
- 13.3 To **RECEIVE** and **NOTE** a verbal update from the Clerk on the Ukraine Event
- 13.4 To **RECEIVE** and **NOTE** a verbal update from the Clerk on new community noticeboards
- 13.5 To **RECEIVE** and **NOTE** a verbal update from the Clerk on displaying history of the parish and names for former Chairs of Parish Council
- 13.6 To **RECEIVE** and **NOTE** a verbal update from the Clerk on the contract with Chapel Lane Pre-School

14. Date of Next Meeting

- 14.1 The next Recreation & Amenities Committee meeting will be
Thursday 2nd March 2023

* Report attached

** Report to follow

Minutes of a meeting of
Recreation & Amenities Committee
Held on Thursday 5th January 2023
At School Green Centre commencing at 19.30

Present: Cllrs N Boyer, I Clarke (Ch), P Emmet, L James, M Jones, N Masseron,
D Peer

Attending: B Winton (Clerk), S Herring (Deputy Clerk), P Gudge (Facilities Manager)
1 member of the public

The meeting opened with the announcement of Cllr Eddie Brown's death and recognition of the dedication and hard work he had carried out as a parish councillor. 1 minute's silence was observed.

23/RA/1

Public Questions

- 1.1 A member of the public reported an increase in graffiti around the Parish and requested that the Parish Council take steps to have this removed. This was evident in various places around the Parish, an example being on fence panels on Brookers Hill.

Shinfield Parish Council (SPC) does not have the resources or budget to deal with this. If the damage is to SPC property it is removed as soon as possible.

ACTION –

- (i) Report graffiti to Wokingham Borough Council (WBC)
- (ii) Report graffiti as Criminal damage
- (iii) The Clerk to report to the ASB team at WBC

23/RA/2

Apologies and declarations of Members' Interest

- 2.1 Apologies had been received for this meeting from Cllr Tatla
- 2.2 There were no declarations of members' interests
- 2.3 There were no changes to members' declarations of pecuniary interest

23/RA/3

Minutes of the Previous Meeting

- 3.1 The minutes of the committee meeting of 8th December 2022 were approved as a correct record and signed as such by Cllr I Clarke.

Proposed: Cllr Emmment
Seconded: Cllr Boyer
Approved: Unanimously

- 3.2 The following matters arising were covered:

- 22/RA/
94.1 Facilities Manager to ensure that the meeting with Ray Barry and the developer takes place at Orchard Rise as soon as possible

The Facilities Manager reported that the topsoil was still at an unacceptable level. SPC would not take this over until the problem was resolved. A meeting would be arranged with the Facilities Manager, Chairman of the Recreation and Amenities Committee and the developer.

ACTION – Facilities manager to arrange a meeting with the developer and Chairman.

- 22/RA/
94.2 a Allotment improvements: Facilities Manager to prioritise the works to identify the most important elements within a limit of £25k + VAT.

The Finance Committee had agreed the expenditure with the proviso that WBC paid the agreed £13.3K.

- 22/RA/
94.2 b Allotment improvements: Clerk to add to the Finance & General Purposes Committee meeting agenda for 22nd December

This had been done

22/RA/
48.2

Facilities Manager to continue to chase for formal permission from the University of Reading (UoR) for preparatory works at Millworth Lane

This was still in progress

ACTION – Facilities Manager to chase for formal permission from the UoR for preparatory works at Millworth Lane.

22/RA/
57.1

Facilities Manager to continue to chase the University of Reading regarding the Manor Court Pavilion

The schedule had been shared. There was a proposal to plant 25 trees and future responsibility for the trees needed to be discussed with the UoR.

ACTION – Keep on the Agenda for the next meeting

22/RA/
61.3

Clerk to follow up with Whiteknights School regarding providing space for SPC to provide a facility for Shinfield North

The Clerk had written to the school on 18th November and 8th December but not had any form of acknowledgement. He would continue to try and engage with them and write to the Chairman of Governors as well.

ACTION – Clerk to write to the Chairman of Governors at Whiteknights School

22/RA/
73.4 a

Clerk to work with University of Reading to plan and deliver the sports consultation exercise on the 28th January 2023

This was on the agenda

22/RA/
73.4b

Clerk to ensure that relevant interested groups were invited to the sports consultation

This was on the agenda

22/RA/
91.1

Clerk to add the Bookings Report to the agenda for the February 2023

ACTION – Clerk to add to the next agenda

- 22/RA/
97.1 Clerk to add the paper on the possible division of R&A Committee to the agenda for the January 2023 meeting
- This was on the agenda.
- 22/RA/
98.1 Facilities Manager to continue to monitor the situation regarding the Spencers Wood Multi Use Games Area
- This was on the agenda.
- 22/RA/
98.2 Cllr Clarke to follow up on obtaining a quote for toilets for the Shinfield Tennis Club
- Cllr Clarke reported that he would progress this following his meeting with the water treatment plant company used by UoR
- ACTION – To be added to the next agenda**
- 22/RA/
99.3 Clerk to ensure that Cllr Tatla receives timely updates on the activities of the Youth Club
- The Clerk has written to Mark Sandringham and asked him to provide timely reports
- 22/RA/
99.4 a Clerk to include the provision of sports facilities for girls and women in the sports consultation exercise
- This has been done
- 22/RA/
99.4 b Clerk to raise concerns regarding the footpath between Dobbies and Shinfield with the University of Reading
- The Clerk had written on 12th December, but no response has been received
- 22/RA/
100.1 Clerk to Inform Lambs Lane Primary School of Grant Award
- This had been done

22/RA/ 100.2	Clerk to inform Berkshire Multiple Sclerosis Therapy Centre of Grant Award This had been done
22/RA/ 100.4	Clerk to add proposal for Annual Grant Award scheme to agenda for Finance & General Purposes Committee This had been done
22/RA/ 101.1	Clerk to include padel tennis in the sports consultation exercise This was on the agenda
22/RA/ 101.2	Clerk to follow up on initial proposal from physical training company This was on the agenda
22/RA/ 101.3	Clerk to include the provision of physical training facilities in the sports consultation exercise This was on the agenda
22/RA/ 101.4	Clerk and Cllr Clarke to set up a Sports Working Party in 2023 This will be arranged in due course
22/RA/ 102.1	Clerk to include School Green Working Party initial proposals on next R&A agenda This was on the agenda
22/RA/ 103.1	Clerk to continue to monitor the use of the warm room This was on the agenda.
22/RA/ 104.1	Clerk to continue to develop the event plan for the Help for Ukraine event This was on the agenda

22/RA/
105.1 Clerk to report on booking terms and conditions at the next meeting

This was on the agenda

22/RA/
105.2 Clerk & Facilities Manager to investigate options for new community noticeboards

Investigations into LED display boards was in progress.

ACTION – Clerk to put on the next agenda

22/RA/
105.3 Clerk & Facilities Manager to investigate options for displaying history of parish and names of previous Chairs at School Green Centre

The Facilities Manager was exploring designs with Thames Valley Signs (Signwise). The idea was to have a history line of the Parish with acrylic signs and photographs on foamboard. The estimated cost was approximately £1000. The suggested position could be either over the stairs or on the wall of the corridor approaching the entrance to Pound Green Room.

Boards naming previous Chairmen of SPC were also being worked on. It was suggested that the first anniversary of the opening of the building could be a target.

ACTION – Clerk to put on the next agenda

23/RA/4 4.1 Division of the Recreation and Amenities Committee

From the initial discussion there were the following questions:

- a) Where would responsibility for relationship with Shinfield North Flat lie? This would most likely lie with the Arts, Culture and Events
- b) Community Services? Youth club etc more probably in ACE
- c) Timing? View seemed to be May after Council elections

The Clerk suggested that once the election of Councillors had taken place in May we would be in a better position to divide the committee responsibilities as there was no point in dividing the committee if the same councillors were on both. If the two committees met bi-monthly an interim meeting would need to take place with the Clerk and the Chairmen of both committees so momentum was retained.

ACTION – Clerk to add to the agenda for the next meeting

23/RA/5 Works Update

5.1 Progress on new MUGA and outdoor gym equipment for Spencers Wood Recreation Ground

The Facilities Manager reported that the planning permission for the change of colour had been approved. Outstanding work included making good the surrounding ground and a hard standing connecting path. Facilities Manager would obtain quotes. The MUGA had not yet been officially handed over. It was suggested that an official opening be planned with ribbon cutting. It was reported that it was already being used by families.

ACTION –

- (i) Facilities Manager to obtain quotes for connecting path
- (ii) Facilities Manager to continue to monitor the situation

22/RA/6

Community Services

6.1 Verbal report from the Sports Strategy Group

Sports Consultation

- 6.1(a) 'Wokingham Today' had featured a double page spread outlining and promoting the sports consultation. The Clerk had prepared a list of local organisations that he would write to informing them of the consultation and encouraging participation. Members were invited to give any names of additional organisations to the Clerk.

ACTION –

- (i) Clerk to invite organisations to the consultation
- (ii) Clerk to include the provision of physical training facilities in the consultation exercise.

Clerk to follow up on initial proposal from physical training company

- 6.1(b) The Clerk had a meeting with a sports company and will report back to the Sports Strategy Group.

ACTION – Clerk to report to the Sports Strategy Group

- 6.1(c) Consideration to be given to invite an external member to the Sports Strategy Group

ACTION – Clerk to suggest to the Sports Strategy Group that an external member be added to the constitution of the group

- 6.1(d) Deardon Field

Facilities Manager would investigate the feasibility and cost of picnic tables with accessibility for wheelchair users

ACTION – Facilities Manager to investigate and report back at the next meeting

6.2 Verbal report on the Community Services

There was nothing to report but the item should continue on the agenda.

ACTION – Clerk to put on the agenda for the next meeting

6.3 Verbal report on Pavilion Youth Club and the Flat at Shinfield Rise

Although Marc had reported an improvement in general behaviour, he had reported an incident with one child setting off a fire extinguisher at the Youth Club last night.

ACTION – Clerk to continue to monitor the situation

23/RA/7

Grant Applications

7.1 Application from the Tea Club (Shinfield Volunteers)

Although the intention was to have just one application a year from any given group this one was applied for in March 2022 but not actually paid until April. The Committee recognised the great work the group was doing.

It was agreed to make a grant award of £2125.00

Proposed: Cllr James
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to inform Shinfield Volunteers

7.2 Application from the Link Visiting Scheme

The grant application for £1000 was considered and the request was declined.

Proposed: Cllr Masseron
Seconded: Cllr Emmet
Approved: Unanimously

ACTION – Clerk to inform the Link Visiting Scheme

7.3 Summary of Grant requests

The summary of the grant requests was **NOTED**

23/RA/8

Millworth Lane

- 8.1 Cllr Clarke advised that he had been conducting further research into padel tennis and advised that he felt it should be part of the sports consultation as it was attractive to a wide range of players and could provide a good income stream which would help maintain the standard of all the equipment to be installed at Millworth Lane.

ACTION – Clerk to include in the Sports Consultation

- 8.2 The Clerk had a first meeting with the physical training business on 5th January to start to identify Heads of Terms for any formal agreement with them and he would keep this committee fully informed on progress and ensure that any draft agreement was tabled for formal consideration. It was noted that this would help to improve the security of the area as there would be a visible presence on site all day.

The proposals will also be included in the Sports Consultation

ACTION – Clerk to add to the agenda for the next meeting

- 8.3 It was agreed that once the sports consultation exercise had taken place a Sports Working Party would be set up to develop the ideas from that exercise and to oversee the new sports facilities.

ACTION – Clerk and Cllr Clarke to set up a Sports Working party in 2023

23/RA/9

Shinfield School Green Working Party

- 9.1 The Clerk resubmitted the original proposals of the Working Party
- 9.2 Proposals for the car park may now have been overtaken by Wokingham Borough Councils (WBC) proposals to introduce charging for this area. Queries arose over the ownership of the car park, and it was thought that the Land Registry records showed that it was made over to WBC in 1988 and Crest Nicholson were involved.

ACTION –

- (i) Clerk to request information from the Land Registry
- (ii) Clerk to obtain the facts of the transfer from WBC using the Freedom of Information legislation if necessary.

- 9.3 It was unanimously felt that the recycling bins needed to be moved into a more suitable location.
- 9.4 It was reported that the Consortium would be opening Beke Avenue that would create a lot of work in that area.
- 9.5 School Green North End – Previously there were concerns about hedging or fencing between car park and School Green but it is still felt that some appropriate screening is needed to improve the overall look and feel of the Green and this can be achieved sympathetically and taking into consideration the practical issues

School Green South End – Remove any proposed link between the new tree and naming it for Peter Hughes as Peter should be commemorated in a more appropriate manner

ACTION – Clerk to obtain initial costings for the proposals as presented

- 9.6 A suggestion was made to look at soft lights on the trees on the Green.

ACTION – Clerk to add to the agenda in September / October 2023

23/RA/10**Warm Room Update**

- 10.1 Take up remains low and it is intended to have a “relaunch” event to encourage attendance. It was agreed to leave the set up and revisit again in February, but the general feeling was that as the outside temperature was warm for the time of year there wasn’t a need, but this could change.

ACTION – To be put on the next agenda

23/RA/11**Help for Ukraine**

- 11.1 The Clerk has circulated a draft Event Instruction which sets out how he believes the event can be delivered and invited thoughts and comments
- Registration in Shinfield Room
 - Offload bags in Grazeley
 - Gather in Pound Green for Welcome & Entertainment
 - Ryeish Green for “Soup Kitchen”
 - Collection box
 - Donations to Charity

A banner had been ordered to publicise the event that would be sited at the School Green Centre reception area. This event would take place on 3rd February 2023.

ACTION – Clerk to continue to develop the event plan and promote the event

23/RA/12**Other Items**

- 12.1 Booking terms and conditions

The Clerk reported that due to staff sickness this had not progressed any further and he would give an update at the next meeting.

ACTION – Clerk to put on the agenda of the next meeting

- 12.2 Spencers Wood Pavilion - Playgroup Contract

The Clerk reported that this was progressing well.

ACTION – To be on the next Agenda

23/RA/13

Future Meetings

- 13 .1 The next meeting would be Thursday, 2nd February 2023

The meeting ended at 21:30

DRAFT

List of Actions

23/RA/1	(i) Report graffiti to WBC (ii) Report graffiti as Criminal damage (iii) Report graffiti to the ASB team at WBC	Clerk
22/RA/94.1	Arrange a meeting with the Chairman of R&A, the developer and the Facilities Manager	Facilities Manager
22/RA/48.2	Chase for formal permission from the UoR for preparatory works at Millworth Lane	Facilities Manager
22/RA/57.1	Chase the UoR regarding the Manor Court Pavilion Keep on the agenda for the next meeting	Facilities Manager Clerk
22/RA/61.3	Clerk to write to the Chairman of Governors of Whiteknights School regarding providing space for SPC to provide a facility for Shinfield North	Clerk
22/RA/91.1	Add Bookings Report to the agenda for the February 2023 meeting of R&A	Clerk
22/RA/98.2	Cllr Clarke to follow up on obtaining a quote for toilets for the Shinfield Tennis Club – to be put on the next agenda of R&A	Clerk
22/RA/105.2	Investigate options for new community notice boards – to be put on the next agenda of R&A	Facilities Manager & Clerk
22/RA/105.3	Investigate options for displaying history of parish and names of previous Chairs at SGC - to be put on the next agenda of R&A	Facilities Manager & Clerk
23/RA/4.1	Division of the R&A Committee to be put on the next agenda	Clerk
23/RA/5.1	MUGA (i) To obtain quote for a connecting path (ii) To continue to monitor the MUGA for official handover	Facilities Manager Facilities Manager

23/RA/6.1(a)	Sports Consultation	
	(i) Invite organisations to the consultation	Clerk
	(ii) To include the provision of physical training facilities in the consultation exercise	Clerk
23/RA/6.1(b)	To report the outcome of a meeting with a sports company to the Sports Strategy Group	Clerk
23/RA/6.1(c)	Suggest to the Sports Strategy Group that an external member be added to the constitution of the group	Clerk
23/RA/6.1(d)	To investigate the feasibility and cost of picnic tables with accessibility for wheelchair users for Deardon Field	Facilities Manager
23/RA/6.2	Report on the Community Services to be added to the next agenda	Clerk
23/RA/6.3	To monitor the operation of the Pavilion Youth Club and the Flat at Shinfield Rise	Clerk
23/RA/7.1	Clerk to inform the Shinfield Volunteers of the outcome of the grant application	Clerk
23/RA/7.2	Clerk to inform the Link Visiting Scheme of the outcome of the grant application	Clerk
23/RA/8.1	To add 'Padel Tennis' at Millworth Lane to the Sports Consultation	Clerk
23/RA/8.2	Physical training company, Heads of Terms, to be added to the next agenda	Clerk
23/RA/8.3	To set up a Sports Working party in 2023	Clerk and Cllr Clarke
23/RA/9.2	Car Park	
	(i) Request information from the Land Registry regarding the ownership of the public car park on School Green	Clerk
	(ii) To obtain facts of the transfer from WBC using the Freedom of Information legislation if necessary	Clerk

23/RA/9.5	Initial costings to be obtained for the proposals for the School Green, North and South end	Clerk
23/RA/9.6	Soft lights on the trees on the Green to be added to the agenda in September / October 2023	Clerk
23/RA/10.1	Warm Room Update to be added to the next agenda	Clerk
23/RA/11.1	Develop the event plan of Help for Ukraine event and promote the event	Clerk
23/RA/12.1	Booking terms and conditions to be added to the next agenda	Clerk
23/RA/12.2	SWP Playgroup contract to be added to the next agenda	Clerk

GRANT APPLICATION FORM 2022-2023 (Maximum Grant £5,000)

Shinfield Parish Council offers a limited number of one-off grants each year to organisations, clubs and charities which provide a service to residents.

Grants can be applied for at any time during the year. The total fund available is budget limited and our website will indicate when funds have expired.

Applicants must meet the general grant criteria and conditions of grant.

You must complete the form in full and supply all the information requested. You may be asked for further clarification or evidence of need.

The outcome will be notified in writing and in certain circumstances the grant may only be awarded if specific conditions are met.

A successful award of a grant in one year does not guarantee a grant in subsequent years.

There is no appeal process if an application is turned down.

Payment of your grant is by Bank Transfer ONLY – please supply the relevant details in the declaration.

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

Name of Organisation: Citizens Advice Wokingham

Amount of Grant Applied for £2,500

For what purpose is the grant to be used?

We are really grateful for your continued support over the years – with £1,250 granted each year for the last couple of years. We are asking for £2,500 so that we can also continue to push the additional Mobile Advice Unit project, which takes our advice on the road direct into our town and parishes. We regularly visit Shinfield. [As I've noted in previous years, a matched grant has been given to another Citizens Advice but in Berkshire we all operate the principle that we assist people in our local authority areas only.]

This will also, as usual, support the delivery of our free, confidential and impartial advice, information and support services.

How many parish residents do you anticipate reaching and how will they benefit?

Shinfield in 2021: 260 clients helped, 1,238 issues - £92,893 income gain, £81,751 debts written off

Shinfield in 2022: 412 clients helped, 1,880 issues - £98,130 income gain, £81,377 debts written off.

That's a 58% increase in the number of Shinfield households helped in 2022 compared to 2021– and an average of 4.5 issues per client in 2022.

Residents benefit from access to high quality advice and information to empower them to move forward with their problems. Increasingly, our work is helping people to access essential support such as food, grants such as household support fund and items such as washing machines.

Have you received any other grants or funding for this project.

If yes please provide details.

We receive annual support from Wokingham Borough Council and our 17 town and parishes.

About your Organisation :

Briefly describe the role of your organisation within Shinfield Parish

We are an advice, information and support provider. www.citizensadvicewokingham.org.uk

Where are you based?

We cover Wokingham Borough, with our telephone services as the main entry point. We have offices in Wokingham town and Woodley, and our Mobile Advice Unit.

Number of members in your organisation?

We do not have members, other than technically under Charity Commission rules for our annual general meeting. We have 83 volunteers and 21 staff (15 FTE)

You can provide a web link to the above information or provide a leaflet/brochure.

Contact for this application:

Title:

First name:

Surname:

Position held in organisation: Chief Executive

Contact address

Charity and Community Hub, Waterford House
Erftstadt Court, Wokingham

Postcode: RG40 2YF

Telephone Number: 01189787258

Email address: jake.morrison@citizensadvicewokingham.org.uk

DECLARATION

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

I apply for grant aid on behalf of:
Citizens Advice Wokingham

I confirm that:

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

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

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

Signed: ...J.Morrison **Date:** ...3rd January 2023

Name (Block capitals): JAKE MORRISON.

Position in organisation: ...Chief Executive

Data Protection:

The information provided on this form will not be used for any purpose other than that pertaining to the process and consideration of your application. The personal data supplied on this form together with other information will be held securely by the Shinfield Parish Council. However, the Grant Recipient gives its consent for Shinfield Parish Council to publish the Grant Application and or agreement in any medium in its entirety (but with any information which is Confidential belonging to the Council, or the Grant Recipient redacted) You may have access to your personal information upon request.

The following information for the most recent year must be submitted with your application (please tick)

Annual Report & Constitution	X
------------------------------	---

Z/Grants/Current Year Applications NNNN_NNNN

Balance Sheet/Bank Balances	
Income and Expenditure Account	

Bank	(included in email)
Name of Bank Account	
Sort Code	
Account Number	

GENERAL GRANT CRITERIA

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

1. Grants to organisations or charities serving more people will take priority.
2. The purpose of the grant should bring direct benefit to residents in the parish.
3. The grant may be a contribution to the funds of a charitable body based outside the parish but for the furtherance of its work with the local community.
4. Grants will NOT be awarded retrospectively.

CONDITIONS OF GRANT

1. Organisations applying for a grant must comply with the general grant criteria. The applicant must complete all sections of the grant application form, including the declaration.
2. All organisations receiving grants will be required to acknowledge receipt of the grant and comply with any conditions specified.
3. All organisations receiving a grant should acknowledge Shinfield Parish Council's financial support in its publicity and promotional activities. Shinfield Parish Council reserves the right to publicise the grant award in its own promotional material (for example, the Parish Newsletter and Annual Report). Individual grants are listed on the parish website to comply with legislation.
4. The applicant must submit the organisation's constitution/terms of reference, the most recent accounts or financial statement, annual report and balance sheet.
5. Shinfield Parish Council reserves the right to monitor the way in which grants have been spent. You are required to complete a grant monitoring form which asks for information about how the grant has been spent (copies of relevant invoices and receipts may be required).
6. Shinfield Parish Council reserves the right to seek to recover the grant and/ or any moveable equipment bought with the grant money if the organisation ceases to exist, or if the grant is not used for the purpose(s) in the original application to Shinfield Parish Council, or if the conditions of the grant are not met.

WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

UNAUDITED FINANCIAL STATEMENTS

31 MARCH 2022

Company Registration Number 02862148

Charity Number 1027729

WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

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**WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2022**

The trustees, who are also directors for the purposes of charity law, have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2022.

REFERENCE AND ADMINISTRATIVE INFORMATION

Registered Charity Name	Wokingham & District Citizens Advice Bureau
Charity registration number	1027729
Company registration number	02862148
Honorary Founder Member	Mrs A R Potts
Trustees	Mr D W Bragg (resigned 3 March 2022) Ms S L Browning (resigned 18 October 2021) Ms J Cameron Mr D Cook Mr S I Daud Ms A Deller Mr M B Drake Dr M A Gee (resigned 4 April 2022) Mr J C Gibson (resigned 6 December 2021) Ms E A Hobbs (resigned 23 May 2022) Mr J S Kaiser (appointed 28 May 2021, resigned 19 May 2022) Mr A M Reaney (resigned 5 May 2022)
Registered office	Waterford House Erftstadt Court Wokingham Berkshire RG40 2YF
Operational address	Waterford House Erftstadt Court Wokingham Berkshire RG40 2YF
Senior management team	Mr J Morrison Ms G Holloway Ms G Phull Ms A Tewarson

**WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2022
-continued-**

Charity secretary	Mr M B Drake
Accountants	D E Hunter Limited Chartered Certified Accountants and Registered Auditors 2 Salisbury Close Wokingham Berkshire RG41 4AJ
Bankers	HSBC Bank plc 1-2 Market Place Wokingham Berkshire RG40 1AL
Solicitors	Clifton Ingram LLP 22-24 Broad Street Wokingham Berkshire RG40 1BA

**WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2022
-continued-**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 13 October 1993 and registered as a charity on 27 October 1993. The charity was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the charity being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of Trustees

The trustees of the charity are also charity trustees for the purposes of charity law and under the charity's Articles are known as members of the Trustee Board. Under the requirements of the Memorandum and Articles of Association the members of the Trustee Board are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. All nominated or co-opted Trustees shall retire from office at the third annual general meeting following the ordinary meeting of the Trustee Board at which they were appointed but may then be elected or re-appointed.

Trustees and training

The trustees are generally already familiar with the practical work of the charity.

Additionally, new trustees are assisted in familiarising themselves with the charity and the context within which it operates. This process covers:

- The obligations of Trustee Board members.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives.

Risk management

Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the offices. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Organisational structure

The Wokingham & District Citizens Advice Bureau Trustees met six times during the year. The Trustees Board operates under specific terms of reference. Quarterly financial reports are prepared together with Annual Budgets and Latest Estimates of the Bureau affairs and these are submitted to and approved by the Trustees.

Trustees also met, together with the Management team, on two away-days, one focused on the Business and Development Plan and the other was facilitated by the Chief Executive of the Directory of Social Change on the role of a trustee and trustee boards.

Related parties

In so far as it is complimentary to the charity's objects, the charity is guided by both local and national policy.

**WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2022
-continued-**

OBJECTIVES, ACTIVITIES AND VALUES

Objects

The object of the charity is to establish and conduct a locally based, independently funded Citizens Advice Service with the Citizens Advice national organisation to provide free, independent, non-judgmental, confidential and impartial service of advice for the public who live and work in Wokingham Borough. The charity's service aims:

- To provide the advice people need and to empower people to be better able to resolve their future problems.
- To campaign to improve the policies and practices that affect people's lives in Wokingham Borough
- To be the go-to charity for anyone in the borough needing help to find a way forward.

Principal activity

The main area of charitable activity is the provision of general advice and information and specialist advice on debt, benefits, housing and employment matters. The charity helps people living and/or working across Wokingham Borough. We help people find a way forward with their issues, with a particular focus on queries around welfare benefits, debt, housing, relationship problems and employment law. Services provided to the people of Wokingham Borough include:

- Generalist advice, information and support, delivered by trained volunteers and staff who offer holistic support on an individual basis, with support from supervisors – by telephone, face-to-face in Wokingham and Woodley with referrals via our website too
- Operating a 'One Front Door' link to ensure that people get the appropriate level of support from Citizens Advice or via other organisations who are suited to their needs, such as local foodbanks, The Cowshed, Wokingham United Charities, Berkshire Women's Aid, Wokingham Volunteer Centre, First Days, Involve, Link Visiting Scheme, Age UK Berkshire and many more.
- Outreach across Wokingham Borough with our purpose-designed Mobile Advice Unit, an office on wheels, to support people across our communities
- Delivering MHFA England's online adult Mental Health First Aid courses.
- Specialist advice to people with additional vulnerabilities through our home visitor project, Advice At Home.
- Money advice including specialist support for complex debt problems.
- Universal Credit Help to Claim – helping clients with applications and support to first payment
- Co-designing an anti-poverty/tackling poverty strategy as part of a hardship alliance with Wokingham Borough Council, Wokingham United Charities, Age UK Berkshire and First Days – set to launch in 2022/23

Values

Our staff, volunteers and trustees helped to decide our values in June 2019 - as part of a business planning process looking at the future of our charity.

- We encourage - we're not afraid of trying new things and we support each other to figure it out. We question every idea to make it better and we change when things are not working.
- We're approachable - we work together with stakeholders and partners to find the best way forward for our clients. We ensure that our services reach those who need us.
- We're confident - we do what we say we'll do and keep our promises. We remember that we work for a charity and use our resources effectively.

**WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2022**

-continued-

Equality and Diversity statement

At Citizens Advice we believe that our common humanity makes us equal in worth, dignity and rights. We will be a strong champion for equality by:

- listening to, and working with our communities.
- challenging discrimination through advice.
- championing equality through research and campaigns.
- valuing diversity as an employer and volunteer organization.
- finding ways to embed diversity of thought.

We will be a stronger organisation by embedding diversity of thought into our decision making processes.

BUSINESS REVIEW AND PERFORMANCE FOR THE YEAR

Business Review

Our vision is to be the go-to charity in Wokingham, making a positive and lasting difference in the lives of people living and/or working in the Borough. We are a helping hand for people who need support navigating through life, helping them find a way forward with their problems.

The vision will be achieved through:

- Getting the basics right

Ensuring all our clients get a consistent service, whatever the problem, whatever the point of access. Our test is a base level of service, which is accessible, of good quality and moves them forward.

- Empowering people

Fostering a culture of learning and improvement. Securing an accreditation through a best practice framework to model ourselves against. Continuing to deliver development days as a forum for ideas and development of our team.

- Utilising technology to be effective and efficient

Making the most of what technology can do for us, both internally and externally. Ensuring our colleagues have the appropriate technology, training and support to fulfil their role.

- Client-focused - listen to and learn from clients

Colleagues will scrutinise the work of the organisation to ensure our services meet the needs of our clients. We will champion and trial new ideas that will help improve our services.

- Continue to grow, adapt and be flexible

Identifying gaps in service provision, we will explore how the organisation can develop innovative ideas to provide support. We will highlight our client stories to promote our services and the issues faced locally.

From 1st April 2021 to 31st March 2022:

- We helped 5,170 unique clients
- Dealt with 17,819 issues - an average of 3 issues per client
- Our volunteers helped on average 137 clients each, throughout the year
- We secured outcomes for clients including £1,476,831 of income gains and £793,583 of debts written off
- The top issues we helped with were Benefits & tax credits, Charitable Support & access to food banks, Housing, Debt, Utilities & communications and Employment

**WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2022
-continued-**

From quarterly feedback collected from clients throughout 2021/22:

- 92% would recommend the service to others
- 88% said they found it easy to access the service
- 86% said we helped them find a way forward with their problems
- 76% of clients said that they wouldn't have been able to solve their problems without our help
- 66% reported that they felt less stressed, depressed or anxious as a result of our help
- 50% said they felt their physical health improved as a result of our help

One of the comments submitted in the feedback really captured some of the impact we have in our community:

"I always receive the best service and information. I have to say if you were not here, I am not sure I would also as we speak, you have gone extra miles at every occasion and helped me see light when I had a feeling of drowning Keep up the good work!"

Our One Front Door approach, which began in March 2020 shortly before the first national lockdown, continued through the year. The focus shifted in its promotion, from needing help from the consequences of the pandemic on our communities, individuals and society, to the growing cost of living crisis. The concept of One Front Door is about having a key help service, advertised widely, handled by people responding with empathy, no judgement, and helping lift the weight from people's shoulders. We identify any immediate needs for support (such as foodbank vouchers or other essential needs) as well as any advice areas to then be processed through our more specialist teams. The One Front Door team referred out or signposted to at least 165 other organisations this year.

Our generalist advice, information and support service then provides further help - particularly on issues involving welfare benefits, debt, housing and employment law - as well as other issues people face. This includes helping identify eligibility for benefits and completing the relevant applications, supporting people through the appeals process for rejected claims - it includes income and expenditure checks, and budgeting, whilst exploring possible debt solutions relevant to their situation.

A lot of effort in this financial year has gone in to working with Wokingham Borough Council and a large number of other charities to inform the development of an anti-poverty/tackling poverty strategy for the Borough. This resulted in the formation of a Hardship Alliance group meeting on a fortnightly basis to co-produce a Tackling Poverty Strategy - the group includes Wokingham Borough Council, Wokingham United Charities, Age UK Berkshire, First Days and Citizens Advice Wokingham. The strategy is expected to be launched in 2022/23.

For every £1 invested in Citizens Advice Wokingham we saw:

- £5.29 returned in fiscal benefits
- £30.94 return in public value
- £13.49 in value to the people we help (financial outcomes)

The Board of Trustees would like to put on record its thanks to all of our staff, volunteers, funders and partners for all of their efforts and support.

**WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2022
-continued**

Financial Results

The net surplus on unrestricted funds (representing core activities) amounted to £5,887. The balance of funds carried forward at 31 March 2022 is £99,721 and this balance has been allocated to designated funds (as detailed in the notes to the accounts).

Covid-19

The trustees have reviewed the risks that Covid-19 poses to the charity and concluded that for the foreseeable future, the charity will have sufficient resources to meet its liabilities as they fall due.

Principal Funding Sources

The charity received approximately 55% of its unrestricted funding from Wokingham Borough Council. In the event that Wokingham Borough Council was unable to continue providing this level of support the charity would cease to operate unless new funding was found.

Reserves Policy

Note 18 to the financial statements summarises the year's movements on each fund. With the exception of restricted and designated funds the Committee has reviewed the reserves of the charity and concluded that, providing ongoing funding is received, only a small amount of reserves is required at this time (excluding designated reserves).

Restricted funds relate principally to funded projects for which income and expenditure balance over the period of their operation (they are listed within the notes to the accounts). However, receipts and payments are not always in step in the short term and balances held at any given date can vary. The total balances on restricted funds at 31 March 2022 and carried forward to 2022/2023 was £9,446.

The Charity Commissioners require organisations such as the charity to establish reserves to cover the eventuality of the Charity ceasing to operate and to unwind in an orderly fashion whilst meeting all of its financial and operational obligations. As a company Limited by Guarantee the charity has contingent financial liabilities in respect of employment costs and expenses upon cessation.

The charity will review future income and will ensure as far as possible that income is derived from a wide variety of sources. They will take all the necessary precautions to ensure that at no time in the foreseeable future would it be possible for the cessation or significant reduction in core funding to materially affect the organization.

The Trustees have determined the need to hold sufficient free reserves to be able to cover the potential redundancy costs and three months normal operation expenditure to allow an orderly wind down.

Given the above objective and the risks associated with the reliance on principal funding from one source, the Terminal and Operations Reserve at 31 March 2022 has increased to £99,721. Whilst this is sufficient to cover redundancy costs it does not provide sufficient cover for three months operating costs and the Trustees recognize the need to reduce this gap as soon as possible.

	£
Employment costs	96,757
Operating costs	14,419
	<u>111,176</u>
	=====

**WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2022
-continued-**

The provision, as calculated by the charity, is still short of the actual provision required at 31 March 2022 of £111,176. The Trustees will continue to monitor the level of terminal and operations reserves required in the future, recognizing that the provision may increase over time due to inflation and employees accruing increased redundancy entitlements with the passing of time.

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are few funds for long term investment.

PLANS FOR FUTURE PERIODS

The charity plans to continue the activities outlined above in the forthcoming years subject to satisfactory funding arrangements. Wokingham Borough Council will provide the necessary funding to meet these ongoing costs. Based on budgets for 2022/2023 there is a projected small deficit arising in the financial year.

RESPONSIBILITIES OF THE TRUSTEES

Company law and charity law 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 charitable company and of the surplus or deficit for the period. In preparing financial statements, the trustees are required to:

- select appropriate 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 and explain where they have not been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

**WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2022
-continued-**

The trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of Wokingham & District Citizens Advice Bureau and to enable them to ensure that the financial statements comply with the Companies Acts 1985 to 2006.

The trustees are responsible for ensuring that the company maintains an adequate system of internal control designed to provide reasonable assurance that assets are safeguarded against material loss or unauthorised use and to prevent and detect fraud and other irregularities.

In accordance with company law, as the company's trustees, we certify that:

- so far as we are aware, there is no relevant information to which the company's examiner is unaware; and
- as the trustees of the company, we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the charity's examiner is aware of that information.

BASIS OF PREPARATION

This report has been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS 102).

Approved on behalf of the Board of Trustees on 3 August 2022.



.....
Mr M B Drake - Trustee

**WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS
YEAR ENDED 31 MARCH 2022**

I report to the trustee on my examination of the financial statements of Wokingham Citizens Advice Bureau ("the charity") for the year ended 31 March 2022.

Responsibilities and basis of report

The trustees are also the directors of the company for the purposes of company law are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ACCA. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to our attention.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept in respect of the charity as required by Section 386 of the Act 2006; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination: or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



David Hunter FCCA
Independent Examiner
D E Hunter Limited
2 Salisbury Close
Wokingham
Berkshire
RG41 4AJ

3 August 2022

**WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 31 March 2022 £	2021 £
INCOME AND ENDOWMENTS					
Donations and legacies	5	940	-	940	11,538
Charitable activities	6	265,450	208,635	474,085	435,101
Investment income	7	8	-	8	115
Total income		<u>266,398</u>	<u>208,635</u>	<u>475,033</u>	<u>446,754</u>
EXPENDITURE					
Expenditure on charitable activities	8	260,141	211,162	471,303	406,692
Expenditure on raising funds	9	370	-	370	180
Total expenditure		<u>260,511</u>	<u>211,162</u>	<u>471,673</u>	<u>406,872</u>
NET INCOME		5,887	(2,527)	3,360	39,882
Actuarial gains/(losses) on defined benefit pension scheme		5,553	-	5,553	(344)
Net movement in funds		<u>11,440</u>	<u>(2,527)</u>	<u>8,913</u>	<u>39,538</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		88,281	11,973	100,254	60,716
Total funds carried forward		<u>99,721</u>	<u>9,446</u>	<u>109,167</u>	<u>100,254</u>

The Statement of Financial Activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The notes on pages 12 to 19 form part of the statutory accounts

**WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31 MARCH 2022**

	Note	2022 £	2021 £
CURRENT ASSETS			
Debtors	13	15,800	74,944
Cash at bank and in hand		163,790	121,011
		<u>179,590</u>	<u>195,955</u>
CREDITORS: amounts falling due within one year	14	(68,402)	(85,638)
NET CURRENT ASSETS		<u>111,188</u>	<u>110,317</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>111,188</u>	<u>110,317</u>
Defined benefit pension plan liability		(2,021)	(10,063)
NET ASSETS INCLUDING DEFINED BENEFIT PENSION PLAN LIABILITY		<u>109,167</u>	<u>100,254</u>
FUNDS OF THE CHARITY			
Restricted funds		9,446	11,973
Unrestricted fund - Designated fund		99,721	88,281
- General fund		-	-
TOTAL CHARITY FUNDS	17	<u>109,167</u>	<u>100,254</u>

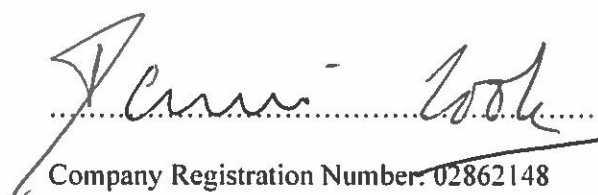
For the year ended 31 March 2022 the charity was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with Section 476;
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

These financial statements were approved by the Board of Trustees on 3 August 2022 and signed on its behalf by:

 Mr D Cook - Trustee
Company Registration Number: 02862148

The notes on pages 12 to 19 form part of the statutory accounts.

**WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
YEAR ENDED 31 MARCH 2022
NOTES TO THE FINANCIAL STATEMENTS**

1. GENERAL INFORMATION

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is:

Waterford House
Erftstadt Court
Wokingham
Berkshire
RG40 2YF

2. STATEMENT OF COMPLIANCE

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity. Monetary amounts in these financial statements are rounded to the nearest £.

Going concern

The trustees have reviewed risks to the charity, including Covid-19 and concluded that for the foreseeable future the charity will have sufficient resources to meet its liabilities as they fall due.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future commitments.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for specific purposes. The costs of raising and administering such funds are charged against the specific fund. Transfers from restricted funds are only allowed where the contract provides specific permission.

WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
YEAR ENDED 31 MARCH 2022
NOTES TO THE FINANCIAL STATEMENTS
-continued-

3. ACCOUNTING POLICIES (continued)

Incoming Resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the funds and the amount can be measured with reasonable certainty. Income is deferred only when the charity has to fulfill conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

- Voluntary Income is received by way of grants, donations and gifts, including gift aid income where applicable, and is included in the statement of financial activities when receivable. Income from grants, where related to performance and specific deliverables, are accounted for when it is probable that the income will be received and the amount can be measured reliably.
- Legacy income is recognised when receipt is probable and entitlement is established.
- Income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is classified under headings of the statement of financial activities to which it relates:

- Expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities and the sale of donated goods.
- Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.
- Expenditure in respect of sundry capital equipment is fully charged in the year of purchase in accordance with the charity's policies.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Financial instruments

The charity only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties and loans to related parties.

WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
YEAR ENDED 31 MARCH 2022
NOTES TO THE FINANCIAL STATEMENTS
-continued-

3. ACCOUNTING POLICIES (continued)

Financial instruments (continued)

Debt instruments are subsequently measured at amortised cost.

Financial assets and liabilities are offset and the net amount reported in the Balance Sheet when there is an enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Defined benefit and defined contribution plans

The charity operated both a defined benefit pension scheme and a defined contribution scheme. The defined benefit scheme is closed to new employees. Employer contributions in respect of the defined contribution scheme are charged to Staff Costs as they become payable in accordance with the rules of the scheme.

The company recognises a defined net benefit pension asset or liability in the statement of financial position as the net total of the present value of its obligations and the fair value of plan assets out of which the obligations are to be settled. The defined benefit liability is as advised by the scheme provider on an annual basis.

Changes in the net defined benefit asset or liability arising from employee service are recognised in income or expenditure as a current service cost where it relates to services in the current period and as a past service cost where it relates to services in prior periods. Costs relating to plan introductions, benefit changes, curtailments and settlements are recognised in income or expenditure in the period to which they occur.

4. CHARITABLE COMPANY LIMITED BY GUARANTEE

The charity is a company limited by guarantee and has no share capital.

5. DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 31 March 2022 £	2021 £
General donations	940	-	940	11,538
	=====	=====	=====	=====

WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
YEAR ENDED 31 MARCH 2022
NOTES TO THE FINANCIAL STATEMENTS
-continued-

6. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 31 Mar 2022 £	2021 £
Grants receivable from:				
Wokingham Borough Council (WBC)	145,343	-	145,343	141,110
Premises rent waived				
by Borough and Town Councils	38,000	-	38,000	38,000
Wokingham Town Council	10,000	-	10,000	10,000
Woodley Town Council	7,000	-	7,000	7,000
Earley Town Council	2,000	-	2,000	1,200
Local Parish Councils	9,250	-	9,250	11,600
WBC – One front door	-	108,635	108,635	87,889
WBC – Debt manager project	-	24,964	24,964	14,667
WBC - Council tax arrears project	-	-	-	5,000
WBC – Anti poverty forum	-	3,895	3,895	-
Citizens Advice - Universal Support project	-	21,306	21,306	29,391
Citizens Advice -MaPS project	-	14,985	14,985	14,638
Citizens Advice -Technology grants	-	1,500	1,500	13,997
Wokingham United Charities (WUC)				
- Community advice project	-	-	-	2,214
WUC – Home visit project	-	13,675	13,675	9,669
The National Lottery Community Fund –				
Advice Task Force project	-	3,333	3,333	1,666
The National Lottery Community Fund –				
Home visit project	-	2,500	2,500	7,500
Post code neighbourhood Trust project	-	7,800	7,800	2,600
Berkshire Community Foundation (BCF)				
- Mental Health Advice project	-	3,281	3,281	5,469
BCF Finding a way forward project	-	-	-	5,000
BCF Community response grant	-	-	-	3,750
Other sources	-	2,761	2,761	3,385
Miscellaneous	53,857	-	53,857	19,356
Total grants and other income	265,450	208,635	474,085	435,101

7. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Bank interest receivable	8	8	115	115

WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
YEAR ENDED 31 MARCH 2022
NOTES TO THE FINANCIAL STATEMENTS
-continued-

8. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 31 March 2022 £	2021 £
Staff costs:				
Wages and salaries	118,641	172,686	291,327	260,528
Employer's National Insurance	9,642	10,854	20,496	17,544
Employer's pension contributions	9,294	10,272	19,566	14,868
	<u>137,577</u>	<u>193,812</u>	<u>331,389</u>	<u>292,940</u>
Support costs:				
WBC – One front door	-	4,800	4,800	-
Citizens Advice -Universal Support project	-	1,734	1,734	1,113
Citizens Advice – Technology grants	-	7,552	7,552	10,780
WUC - Community advice project	-	-	-	164
WUC – Home visit project	-	504	504	286
National Lottery -Advice Task Force project	-	-	-	1,800
National Lottery – Home visit project	-	-	-	23
BCF – Mental Health Advice project	-	-	-	4,253
BCF – Finding a way forward project	-	-	-	4,491
Staff and volunteer expenses	2,034	-	2,034	179
Staff refreshments	-	-	-	546
Premises service charges	11,526	-	11,526	11,141
Premises rent waived	38,000	-	38,000	38,000
Central Citizens Advice support costs	4,036	-	4,036	3,184
Meetings	111	-	111	50
Telephone	686	-	686	5,088
Postage and stationery	1,687	-	1,687	541
Photocopier costs	864	-	864	(196)
Computer equipment, support and maintenance	2,719	-	2,719	1,849
Sundries	13,819	2,760	16,579	2,494
Bank charges	129	-	129	78
	<u>75,611</u>	<u>17,350</u>	<u>92,961</u>	<u>85,864</u>
Governance costs:				
General office wages costs	37,136	-	37,136	21,760
Staff training	948	-	948	823
Accountancy fees and payroll costs	4,552	-	4,552	3,252
Legal and professional	1,295	-	1,295	-
Subscriptions	516	-	516	451
Insurances	2,506	-	2,506	1,602
	<u>46,953</u>	<u>-</u>	<u>46,953</u>	<u>27,888</u>
	<u>260,141</u>	<u>211,162</u>	<u>471,303</u>	<u>406,692</u>

WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
YEAR ENDED 31 MARCH 2022
NOTES TO THE FINANCIAL STATEMENTS
-continued-

9. EXPENDITURE ON RAISING FUNDS

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Fundraising costs	370	370	180	180
	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>

10. INDEPENDENT EXAMINATION FEES

	2022 £	2021 £
Fees payable to the independent examiner for: Independent examination of the financial statements	1,500	1,500
	<u>=====</u>	<u>=====</u>

11. STAFF COSTS

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2022 £	2021 £
Wages and salaries	328,463	282,288
Social security costs	20,496	17,544
Employer contributions to pension plans	19,566	14,868
	<u>368,525</u>	<u>314,700</u>
	<u>=====</u>	<u>=====</u>

The average head count of employees during the year was 18 (2021: 17).

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

12. TRUSTEES REMUNERATION AND EXPENSES

No remuneration was paid to trustees during the year (2021: Nil).

No expenses were paid to trustees during the year (2021: Nil).

13. DEBTORS

	2022 £	2021 £
Trade and other Debtors	13,332	73,246
Prepayments and accrued income	2,468	1,698
	<u>15,800</u>	<u>74,944</u>
	<u>=====</u>	<u>=====</u>

WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
YEAR ENDED 31 MARCH 2022
NOTES TO THE FINANCIAL STATEMENTS
-continued-

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Accruals and deferred income	55,411	81,723
Social security and other taxes	9,076	-
Other creditors	3,915	3,915
	<u>68,402</u>	<u>85,638</u>

15. PENSIONS AND OTHER POST RETIREMENT BENEFITS

	2022	2021
	£	£
Defined contribution plans		
Contributions paid	19,566	14,601
Defined benefit plans		
Amount paid in respect of charges and interest on deficit	58	267
	<u>19,624</u>	<u>14,868</u>
Defined benefit plans		
Actuarial losses/(gain)	5,553	344

16. DEFERRED INCOME

	2022	2021
	£	£
Balance as at 1 April 2021	76,624	34,636
Amount released to incoming resources	(76,624)	(34,636)
Amount deferred in the year	48,478	76,624
	<u>48,478</u>	<u>76,624</u>

WOKINGHAM & DISTRICT CITIZENS ADVICE BUREAU
YEAR ENDED 31 MARCH 2022
NOTES TO THE FINANCIAL STATEMENTS
-continued-

17. MOVEMENT IN FUNDS

	At 1 April 2021	Incoming resources	Outgoing resources	Other Transfers and gains	At 31 March 2022
	£	£	£	£	£
Unrestricted funds					
Designated funds:					
Terminal Liabilities and Operations fund	88,281	-	-	11,440	99,721
General fund	-	266,398	(260,511)	(5,887)	-
Total unrestricted fund	<u>88,281</u>	<u>266,398</u>	<u>(260,511)</u>	<u>5,553</u>	<u>99,721</u>
Restricted funds	11,973	208,635	(211,162)	-	9,446
Total funds	<u><u>100,254</u></u>	<u><u>475,033</u></u>	<u><u>(471,673)</u></u>	<u><u>5,553</u></u>	<u><u>109,167</u></u>

Unrestricted funds comprise those funds which the members are free to use in accordance with the charitable objects.

Purpose of designated funds

The Terminal Liabilities and Operations fund is to cover the operational costs in the event that current funding ceased and to cover the cost of any liabilities arising from the termination of activities.

Purpose of restricted funds

Restricted funds relate to monies received for a specific purpose. The balance of £9,446 is primarily due to timing differences between realisation of restricted income on a deferred basis and associated costs.

18. TAXATION

As a charity, Wokingham & District Citizens Advice Bureau is exempt from tax on income and gains falling within section 478 of the Corporation Tax Act 2010 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

19. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year (2021: £nil)

20. CAPITAL COMMITMENTS

There were no capital commitments at 31 March 2022 (2021: £Nil).

Key Statistics

Shinfield North
Shinfield South

02/01/2022 31/12/2022

citizens
advice

Summary

Clients **412**

Quick client contacts

Issues **1,880**

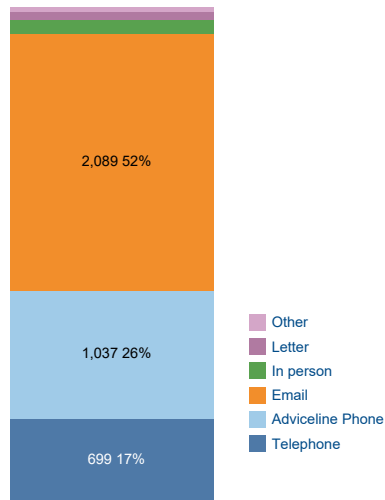
Activities **4,037**

Cases **766**

Outcomes

Income gain	£98,130
Re-imbursements, services, loans	£6,819
Debts written off	£81,377
Other	£4,000

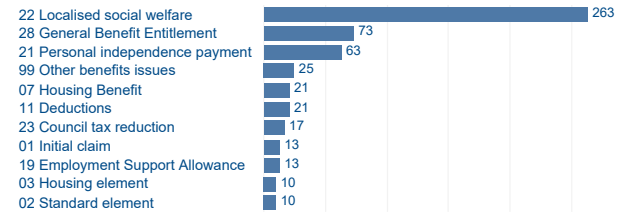
Channel



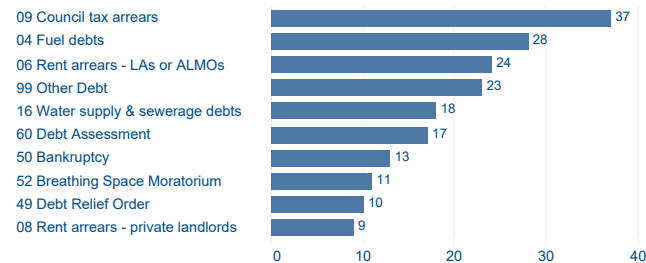
Issues

Issues	Clients
Benefits & tax credits	268
Charitable Support & Food Ban..	90
Utilities & communications	84
Debt	73
Housing	70
Other	52
Benefits Universal Credit	50
Employment	37
Financial services & capability	34
Relationships & family	31
Legal	27
Health & community care	22
Consumer goods & services	19
Immigration & asylum	17
Travel & transport	13
GVA & Hate Crime	9
Tax	8
Education	7
Grand Total	1,880

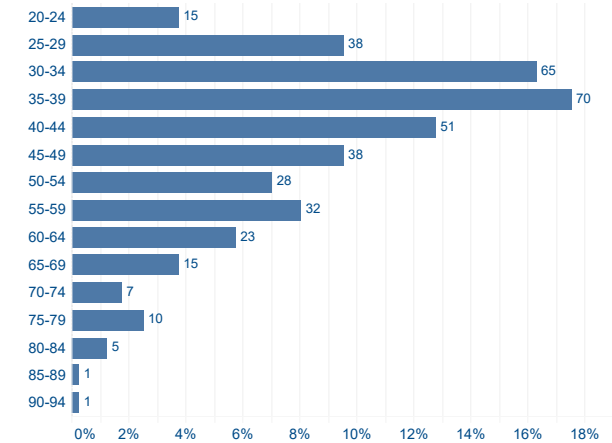
Top benefit issues



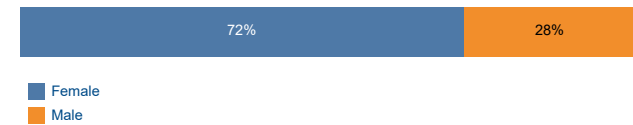
Top debt issues



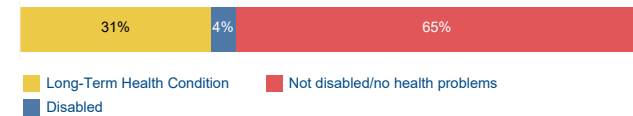
Age



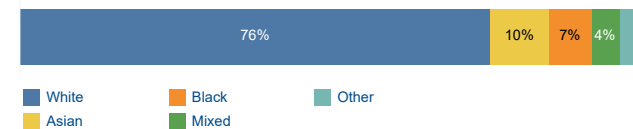
Gender



Disability / Long-term health



Ethnicity



GRANT APPLICATION FORM 2022-2023 (Maximum Grant £5,000)

Shinfield Parish Council offers a limited number of one-off grants each year to organisations, clubs and charities which provide a service to residents.

Grants can be applied for at any time during the year. The total fund available is budget limited and our website will indicate when funds have expired.

Applicants must meet the general grant criteria and conditions of grant.

You must complete the form in full and supply all the information requested. You may be asked for further clarification or evidence of need.

The outcome will be notified in writing and in certain circumstances the grant may only be awarded if specific conditions are met.

A successful award of a grant in one year does not guarantee a grant in subsequent years.

There is no appeal process if an application is turned down.

Payment of your grant is by Bank Transfer ONLY – please supply the relevant details in the declaration.

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

Name of Organisation: Spencers Wood Football Club

Amount of Grant Applied for £5,000

For what purpose is the grant to be used?

To replace and upgrade football kit and equipment. Items include: kit for the children & coaches, football goals, footballs, gloves and training equipment.

How many parish residents do you anticipate reaching and how will they benefit?

Spencers Wood FC currently has 291 players registered in 26 teams and additional children in mini kickers (starting age 4), veterans and ladies.

Have you received any other grants or funding for this project.

No

If yes please provide details.

About your Organisation :

Briefly describe the role of your organisation within Shinfield Parish

Spencers Wood FC was established in 1977, and over the years has enabled an estimated 3000 local children to play for the club. It has grown from a handful of teams to the 26 teams hosted presently, and with the continued development of the local community we expect the rate of growth to accelerate further. The club holds a FA accreditation as a Chartered Standard Development Club.

Each team is led by a minimum of one qualified volunteer FA coach (funded by the club), and are supported by a committee of volunteers who are dedicated to providing an inclusive football environment for all. We welcome new players from not only the local community, but also international grassroots players moving into the local area. Completing the international clearances involves a considerable level of administration for the registration team.

The club not only fosters an inclusive culture, but it unites the community and brings together groups of families and players with two common goals- to support and encourage grass roots football but above all to have fun.

Where are you based?
Spencers Wood.

Number of members in your organisation?
291 players, estimated 60 coaches and 14 committee members.

<https://www.spencerswoodfc.co.uk/>

You can provide a web link to the above information or provide a leaflet/brochure.

Contact for this application:

Title: First name: Surname:

Position held in organisation: Finance committee lead and treasurer

Contact address 289 Hyde End Road,

Spencers Wood, Reading,

Postcode: RG7 1DB

Telephone Number: 07900 241 767

Email address: phillipstone81@hotmail.com

DECLARATION

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

I apply for grant aid on behalf of:

___Spencers Wood Football Club_____

I confirm that:

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

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

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

Signed: ...Phillip Stone..... Date: ...09/01/23.....

Name (Block capitals): PHILLIP STONE.....

Position in organisation: ...Treasure.....

Data Protection:

The information provided on this form will not be used for any purpose other than that pertaining to the process and consideration of your application. The personal data supplied on this form together with other information will be held securely by the Shinfield Parish Council. However, the Grant Recipient gives its consent for Shinfield Parish Council to publish the Grant Application and or agreement in any medium in its entirety (but with any information which is Confidential belonging to the Council, or the Grant Recipient redacted) You may have access to your personal information upon request.

The following information for the most recent year must be submitted with your application (please tick)

Annual Report & Constitution	☒
Balance Sheet/Bank Balances	☐
Income and Expenditure Account	☐

Z/Grants/Current Year Applications NNNN_NNNN

Bank	Barclays
Name of Bank Account	Spencers Wood Youth Football club
Sort Code	207103
Account Number	63506940

GENERAL GRANT CRITERIA

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

1. Grants to organisations or charities serving more people will take priority.
2. The purpose of the grant should bring direct benefit to residents in the parish.
3. The grant may be a contribution to the funds of a charitable body based outside the parish but for the furtherance of its work with the local community.
4. Grants will NOT be awarded retrospectively.

CONDITIONS OF GRANT

1. Organisations applying for a grant must comply with the general grant criteria. The applicant must complete all sections of the grant application form, including the declaration.
2. All organisations receiving grants will be required to acknowledge receipt of the grant and comply with any conditions specified.
3. All organisations receiving a grant should acknowledge Shinfield Parish Council's financial support in its publicity and promotional activities. Shinfield Parish Council reserves the right to publicise the grant award in its own promotional material (for example, the Parish Newsletter and Annual Report). Individual grants are listed on the parish website to comply with legislation.
4. The applicant must submit the organisation's constitution/terms of reference, the most recent accounts or financial statement, annual report and balance sheet.
5. Shinfield Parish Council reserves the right to monitor the way in which grants have been spent. You are required to complete a grant monitoring form which asks for information about how the grant has been spent (copies of relevant invoices and receipts may be required).
6. Shinfield Parish Council reserves the right to seek to recover the grant and/ or any moveable equipment bought with the grant money if the organisation ceases to exist, or if the grant is not used for the purpose(s) in the original application to Shinfield Parish Council, or if the conditions of the grant are not met.

Spencers Wood Football Club

Sunday 2nd October

20.00

Annual General Meeting 2022

Minutes

1. Welcome and Introductions

In attendance : Matt Hart, Gavin Matthews, Margherita Edney, Jo Rudd, Phil Stone, Naomi Stone, James Curran, Carrie Naish, Kat Curran, Lisa Jeffries, Chris Edney, Paul Naish, Helen Brooker

2. Approval of 2021 AGM Minutes

All approved

3. Chairman's Annual Report

This has been my 3rd season as chair. The 21/22 season has been the first season in the last 3 seasons where covid is not impacting football in the season. We have continued to have limited numbers of people on the committee but seen a continued increase in teams. Its been great to see that we still have on average 2 teams a year come through from mini kickers. Thanks to Mark West and all the volunteers who have continued to run the mini kickers.

The youth teams continued to increase and was great to see the Vets and ladies continue to go from strength to strength. With the ladies team joining a 5 a side league which has been great to see.

The focus of the committee has been to ensure that all teams get to train and play the games. With the number of teams this is only possible with the volunteers who ensure that kit is ordered, coaches are trained and have all their relevant qualifications/checks, players are registered, fixtures are in place, players are trained and everything else that is required to ensure we have a safe football environment for all our players.

We have increased our number of volunteers but the committee has continued to be very few members. I would like to thank all the committee members and the volunteers who continue to give up huge amount of their time to ensure that the club runs smoothly. It truly amazes me the time people are prepared to give up and seeing the players enjoying their football makes it all worthwhile.

I would especially like to thank Jim, Tuula and Luke who all are standing down from the committee. Thank you to Jim for doing an extra year as treasurer and for all the work all 3 of you have done for the club and the players.

Thanks to all the referees as well who without them we would not be able to play.

This has been a particular hard year and I have made the decision to no longer be chair. Thank you to everyone for your support over the last few years. I hope I can still be part of the club and support it.

4. Treasurer's Annual Report

The club has funds in the account and this year the situation was:

Income £50,971.29

Expenses £61,004.42

The fees were kept the same this year but the club will look to carry out some fundraising.

5. Welfare Officers Report

Over 60 volunteers and need to ensure qualifications are in place. This is being monitored on Whole Game but the volunteers should monitor it themselves and all courses are online now.

6. Elect the Club Officials and Committee

See voting document

7. Any other business

There was no AOB

Item 6.3

	2019/20	2020/21	2021/22	2022/23
Budget Approved	50,400	30,000	30,000	30,000
Grants Agreed	54,228	15,579	38,890	23,712
Budget Unallocated	(3,828)	14,421	(8,890)	6,288

Grants Requested but not yet determined (and so NOT included in the above)

7,500

Council approved additional £10k for Grants Dec 2019

Requested By	Application	Approved	Var	Committee Minute	Application	Approved	Var	Committee Minute	Application	Approved	Var	Committee Minute	Application	Approved	Var	Committee Minute
3rd Shinfield Brownies					350	350		72.3 20/0/2020					0	0		Application withdrawn following feedback from Jun 22 meeting. Will resubmit for a specific event
3rd Shinfield Guides	650	650			500	500		72.3 20/07/2020	2,500	1,000	1,500		2,500	1,000	1,500	22/RA/86.3 (Application initially discussed at 27/9/22)
ABC to Read	4,034		4,034		2,000	0	2,000	June FC 60.2					290	290		22/RA/43.3 Jubilee Grant
Aldergrove Primary School					800	800		May FC 49.1	850	850			850	850		
Berks Multiple Sclerosis Therapy Centre													600	500	100	22/RA/22
Berkshire Vision	1,000		1,000						500	500		21/RA/33.2 55.4				
Car Service - Access to Lunch Clubs & Welcome Club									2,000	1,250	750	21/RA/73.1				
Citizens Advice Reading	1,494	1,000	494	19/RA/67					1,250	1,250		21/RA/64.2	3,000	1,250	1,750	22/RA/43.5
Citizens Advice Wokingham	2,150	1,000	1,150	19/RA/67	1,500	1,500		20/RA/36					2,500			
First Days Childrens Charity													5,000	5,000		22/RA/36.1
Grazely Parochial Primary School													416	416		22/RA/36.2
Grazeley Village Hall	30,000	30,000		19/FGP/8												
Involve									250	250		21/RA/62.2				
Keep Mobile Wokingham	2,411	2,411		19/RA/36	3,366	2,500	866	20/RA/36	1,000	1,000		21/RA/83.2	1,365	1,365		22/RA/43.6
Lambs Lane Primary School	200		200		3,200	3,200		25/08/2020/ June FC 60.3					200	200		
Laurel Park Netball Club									500	500		21/RA/55.3				
Link Visiting Scheme	200	200		19/RA/57	200	200		21/RA/24					900	900		22/RA/36.3
Link Visiting Scheme													1,000	0	1,000	Request declined
Loddon Reach Residents Magazine	2,800	2,800		19/RA/45												
Loddon Valley Ramblers - Kissing Gate					1,000	1,000		21RA/6								
Me2 Club	500	500		19/RA/67					500	500		21RA/83.1	3,500	500	3,000	22/RA/86.1
Oakbank Secondary School													1,050	1,050		22/RA/36.2
Pending Wokingham Job Support									500	0	500	21/RA				
Reach Magazine					950	950		May FC 49.6								
Readibus	2,000	2,000		19/RA/74												
Save Our Villages	1,063		1,063													
Shinfield Association	4,000	4,000														
Shinfield Baptist Church									250	250		21/RA/54.1				
Shinfield Cricket Club	2,800		2,800						3,000	3,000		21/RA/45	3,368	1,500	1,868	22/RA/27
Shinfield Infant and Nursery School	500	500		19/RA/45	200	200		21RA/6					156	156		22/RA/36.2
Shinfield North Community Flat	805	805		19/RA/67												
Shinfield Players Theatre									20,000	20,000		Council 17/5				
Shinfield Running Club	2,000	0	2,000	19/RA/36					4,090	3,890	200	21/FGP/48	2,125	2,125		22/RA/22
Shinfield Volunteers													2,125	2,125		Previous application approved in March 22 but not paid until Apr 22
Spencers Wood Carnival	2,500	2,500		19/RA/45					3,500	3,500		21/RA/73.2				
Spencers Wood Football Club													5,000			
Spencers Wood Luncheon Club	300	300		19/RA/45	279	279		20/RA/6								
Spencers Wood Village Hall					300	300		20/RA/49	3,000	3,000		21/RA/34.1				
St Mary's Church	1,180	800	380	19/RA/67									4,217	0	4,217	22/RA/86.2
St Marys Junior School	1,144	1,144		19/RA/57	3,000	3,000		20/RA/36					5,000	2,000	3,000	22/RA/22
St Marys Junior School													720	720		22/RA/36.2
Ukraine (Cllr Jahromi)													0	0		22/RA/43.7 Sleep Out Event in support
Veteran Tree Association	100	100		19/FGP/28												
Voluntary Car Service	2,868	2,868		19/RA/36												
Welcome Club	350	350		19/RA/67									625	625		22/RA/50.1
Whiteknights Primary School													840	840		22/RA/43.4 Jubilee Grant
Wokingham Job Support Centre	300	300		19/RA/36	800	800		June FC 60.1					300	300		22/RA/62.1

Allotment Management Protocol

Introduction

To consider the written protocol for Allotment enforcement to back up procedures already carried out by the allotment team.

Enforcement protocol for dealing with Allotment Plots

1. Introduction

- 1.1 Allotment tenants should have clear and fair published policies for dealing with matters such as alleged lack of cultivation of plots. These policies clearly state the timescales involved, the appeals process and that consideration will be given to mitigating circumstance such as illness or injury of the plot holder.

2. Inspection

- 2.1. Any officer or agent of the council or land owner shall be entitled at any time when instructed by the council to enter and inspect the allotment garden.
- 2.2. Inspections on allotment sites will be scheduled according to the seasons and would be more frequent in the growing season
- 2.3. The inspections will look at the Allotment Tenancy Licences as the Criteria for identifying whether a plot holder is not complying with the rules laid out to them.
- 2.4. A photograph of the plot that is classed as contrary to the licence will be taken as evidence.

3. Enforcement - Improvement Letter

- 3.1. The first course of action if a plot is identified as not complying with their tenancy licence, will be an Improvement letter.
- 3.2. This letter will detail the unacceptable criteria and indicate what is required to bring the plot up to the required standard.
- 3.3. The plot holder is given a specific period of time to rectify the situation and/or explain satisfactorily the reasons for the plots unacceptable condition.
- 3.4. The FM should be made aware of any special circumstances relating to a plot holder whose plot is unacceptable e.g.: illness. Any information gathered will be dealt with confidentially and each instance will be dealt with on an individual basis.
- 3.5. The officers will be authorised to make this decision on whether a Formal Warning Letter is issued.

4. Enforcement - Formal Warning Letter

- 4.1. After the rectification period and in absence of an improvement or explanatory letter, a final warning letter will be issued, reaffirming the statements in the improvement letter. The tenant must show an immediate improvement within 14 days of the date of issue of the letter or an explanation as to why the improvement letter was ignored, failing which the licence will be terminated.
- 4.2. The Clerk/Facilities Manager will be authorised to make this decision on whether a Notice to Quit is issued.

5. Enforcement - Notice to Quit

- 5.1. If there is no immediate improvement or satisfactory accepted explanation within the timescale, a termination letter (Notice to Quit) will be issued to the plot holder. The plot holder will then be given 14 days to remove any crops, tools and structures left on the site.
- 5.2. All notices to Quit will be sent recorded delivery.
- 5.3. In the event of a serious breach of the Tenancy Licence, the Council reserves the right to serve immediate Notice to Quit, without progression through all stages as detailed in this procedure.

6. Appeals Process

- 6.1. A plot holder may appeal (in writing) against the termination within 14 days of the receipt of the termination letter.
- 6.2. The appeal should detail the reasons for the lack of improvement and reasons why the termination letter should be withdrawn.
- 6.3. The plot holder will retain ownership of the plot whilst the appeal is being considered.
- 6.4. The R&A Committee will appoint 3 members of the Committee to act as the Appeals Panel who must make a decision and reply to the plot holder within 14 days of receipt of the appeal. The 3 members will be appointed at the first meeting of the Committee, following the Annual Parish Council Meeting and will be situ until the next Annual meeting of the Council.
- 6.5. There are three options for the Appeals Panel to consider:
 - Uphold the termination.
 - Re-instate the plot holder with a probationary period of 6 months, where any further breach of the Allotment Terms and Conditions will result in immediate termination with no right of appeal.
 - Re-instate the plot holder with no probation.
- 6.6. The appeal hearing should be minuted and circulated to both the plot holder and panel to ensure there is a record of the process.
- 6.7. The minutes will also be recorded as received at the next available Recreation & Amenities Committee meeting.
- 6.8. The decision of the Appeals Panel is final.
- 6.9. If a probationary period is agreed on, a review will be dealt with by the Appeals Panel and a decision will be made by the panel as to whether the conditions of the probationary period have been met. If there are no issues, the tenant will remain on the plot. If there are breaches of the conditions of probationary or tenancy agreement, the panel have a right to immediately terminate the tenancy with no further right of appeal.

Cricket Equipment for Manor Ground

Introduction

The list below identifies the items that are felt to be required to support the successful implementation of the new cricket and football facility at Manor Ground including the new pavilion currently being built.

The proposal is that Shinfield Parish Council purchases these items and recovers the cost through the match fees levied. By purchasing the equipment SPC retains control should there be any change of user of the ground.

There is a further discussion to be had with the cricket club regarding who takes on the ongoing maintenance of the equipment.

List of Equipment

Item	Cost	comment
	£	
Heavy Duty cage and netting for practice wickets	3,500	Quote from Ram cricket
Mobile cricket wicket covers X 3	16,400	Quote provided by SCC
Fortress Mesh Cricket side screens X 2	2,200	Quote provided by SCC
Premier electric Scoreboard	4,800	Quote provided by SCC
Roller	3,000	Estimate SCC to out source
Mower massport 660	1,500	SCC to outsource
Furniture Folding Tables and chairs	2,000	
Cutlery and crockery	200	
CCTV	5,000	To be connected to SGC
Signage	1,500	For the entrance and road signage
Fencing and containers for the equipment	3,000	
Net protection for houses	10,000	If required
Additional Lighting	2,000	
TOTAL	55,100	

Also attached is a paper from Shinfield Cricket Club which illustrates the type of equipment required.



Shinfield Governance and New Ground Setup

Agenda

- Agree on governance structure
- Agree on funding options

Shinfield CC Trust / Governance Proposal

- Group of 5 trustees to govern code of conduct, finances, public relationship
- Join bank account's signatories
- Joint accountable for club governance and liabilities like ECB / Council loans
- Authority to roll out and maintain code of conduct within club
- Operation and selection committee reports into this committee
- Minimum 3 years terms
- Meet monthly/quarterly and yearly

New Ground Setup Cost = £35000

MY BASKET

6 ITEMS IN YOUR BASKET

	QUANTITY	PRICE
 MOBILE CRICKET PITCH COVERS [CLUB/ DOME SHAPED] Cricket Pitch Cover Size: 26ft (8m) Cricket Cover Side Sheets: Pitch Cover Only SKU: CK20187 IN STOCK	— 3 +	£15,299.97
REMOVE EDIT		
 FORTRESS MESH CRICKET SIGHT SCREEN Sight Screen Colour: White/Black SKU: CK45434 IN STOCK	— 2 +	£2,199.98
REMOVE EDIT		
 PREMIER ELECTRONIC CRICKET SCOREBOARD Scoreboard Power Unit: Mains Electricity Only Optional Trolley: Trolley Included SKU: CK19918 IN STOCK	— 1 +	£4,784.99
REMOVE EDIT		

CONTINUE TO CHECKOUT

DELIVERY OPTIONS TO UNITED KINGDOM

[I want delivery overseas](#)

☒ **£999.95 7-21 working days**
Arrives no later than Wednesday, 25 January 2023

[I have a discount code](#)

SUBTOTAL£22,284.94

DELIVERY£999.95
FUEL SURCHARGE £100.00

TOTAL£23,384.89
Today you have saved £4,169.00

CONTINUE TO CHECKOUT

I accept the Net World Sports [T&Cs](#).



The FrogBox Kit

£950 GBP + £250 GBP for 1 year Streaming Pass

Contains everything you need to capture your match and distribute from the pitch directly to our FrogBox servers.

From there your streaming pass works its FrogBox magic to overlay sponsor and score graphics, live stream to YouTube and generate highlights for your fans to consume from anywhere!

Panasonic Camera with exclusive wind noise reduction kit

Remote controlled pan & tilt head

Automated Video Streaming Encoder (4G and Ethernet enabled)*

4.3m camera mast, with carry bag and weight bags

20hr battery (run independently of mains power)

7-inch LCD Video Viewer

Secure, waterproof carry case

Cables, chargers, spares included

*4G SIM card not included

Place Order

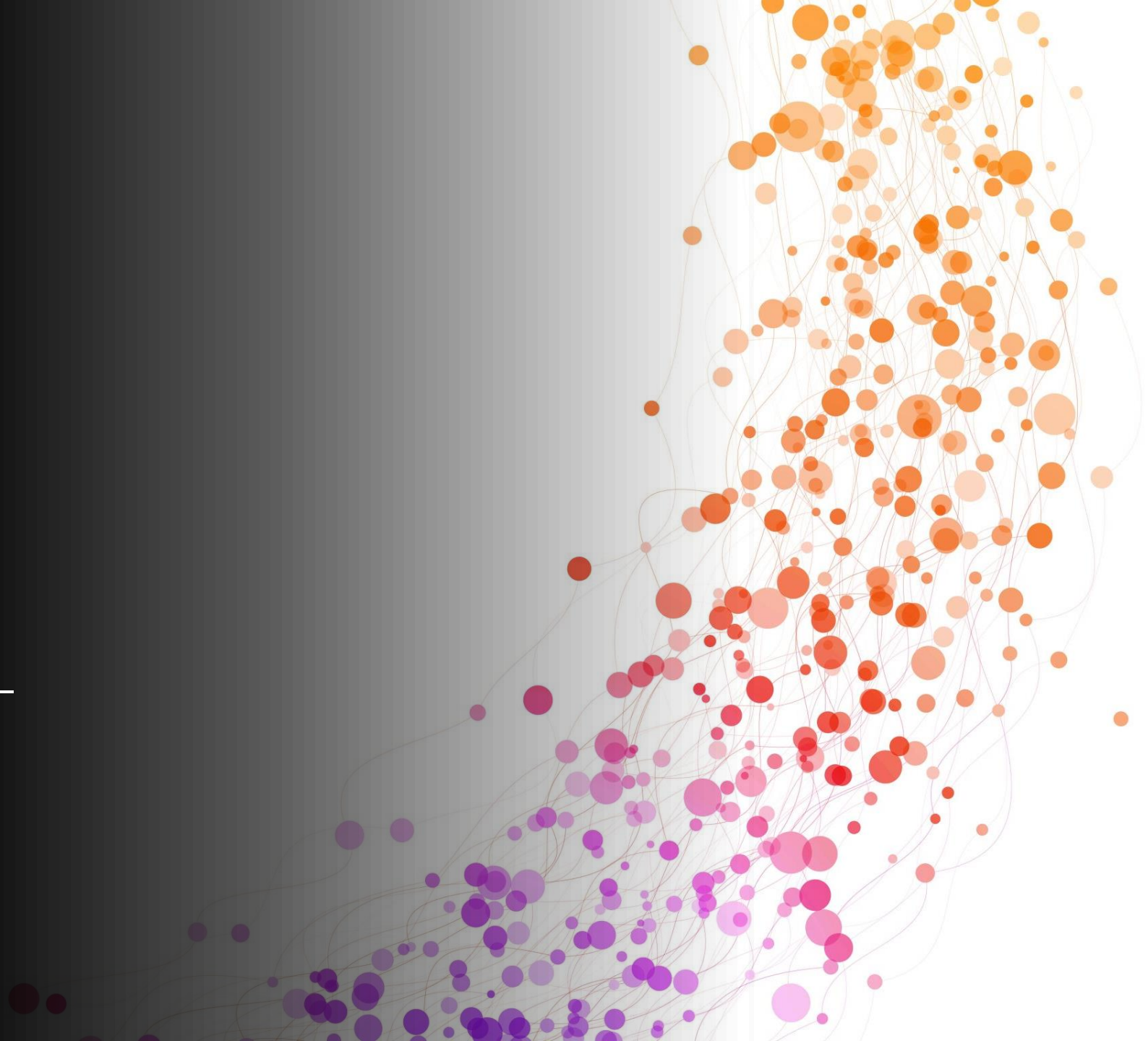
£25000 + Clubhouse Furniture + Broadband + TV(£3000) + Roller (£2000) + Storage (£5000) = £35000

Options To Raise Funds

1	£1000 5 Years Membership Included	(No membership fee for next 5 years) + name on Honours board + Selection Preference?	Possible collection £??
2	£500 2 Year Membership	(No Registration fee for 2 years) + name on Honours board + Selection Preference?	£??
3	ECB Grant	<< For What >>	And How much?
4	ECB Loan	<<For What >>	And Terms and Conditions
5	Council Grant	<<For What>>	£??
6	Sponsorship (Min £1000)	Honour Board + Hospitality like drinks/week etc + Banner etc	£??



Appendix





NEXT DAY DELIVERY
ORDER BEFORE 5PM



RATED EXCELLENT

Klarna.

SHOP NOW. PAY LATER
WITH KLARNA

MY BASKET

3 ITEMS IN YOUR BASKET



MOBILE CRICKET PITCH COVERS [CLUB/ DOME SHAPED]

Cricket Pitch Cover Size: 26ft (8m)

Cricket Cover Side Sheets: Pitch Cover Only

SKU: CK20187

IN STOCK

REMOVE | EDIT

QUANTITY

— 3 +

PRICE

£15,299.97

[CONTINUE TO CHECKOUT](#)

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SUBTOTAL £15,299.97

DELIVERY £999.95

FUEL SURCHARGE

£100.00

TOTAL £16,399.92

Today you have saved

£1,500.00

[CONTINUE TO CHECKOUT](#)

		Product	Price	Quantity	Subtotal
		MOBILE CRICKET COVERS	£4,794.00	3	£14,382.00 (incl. VAT)
Coupor APPLY COUPON UPDATE BASKET					

You may be interested in...



BOWDRY WATER REMOVER

Bowdry is a revolutionary



RUN BUND PITCH PROTECTION

Newly designed and manufactured

Basket totals

Subtotal	£14,382.00 (incl. VAT)
Shipping	Flat rate Shipping options will be updated during checkout. Calculate shipping 
Total	£14,382.00 (includes £2,397.00 Tax)

[Proceed to checkout](#)

Durant Cricket has developed a mesh sight screen which allows the wind to blow through. Newly designed, the sight screens incorporate 16" wheels and longer hinged bracing bars to add strength and durability (10 year steel guarantee as standard)



- 40mm x 40mm box section frame.
- Heavy duty channel base.
- 3m out riggers.
- 4 x 16" steel centre solid rubber tyres.
- 4 x full length bracing bars.
- Replacement black mesh (either separate or on it's own barrel) is available to allow white ball or red ball cricket.
- Driven by a galvanised barrel with gearbox assembly.

£1000.00 + VAT each **£3000/-**

Delivery & installation £195.00 + VAT per screen

5 ITEMS IN YOUR BASKET

QUANTITY

PRICE



MOBILE CRICKET PITCH COVERS [CLUB/ DOME SHAPED]

Cricket Pitch Cover Size: 26ft (8m)
Cricket Cover Side Sheets: Pitch Cover Only
SKU: CK20187

IN STOCK

— 3 +

£15,299.97

REMOVE | EDIT



FORTRESS MESH CRICKET SIGHT SCREEN

Sight Screen Colour: White/Black
SKU: CK45434

IN STOCK

— 2 +

£2,199.98

REMOVE | EDIT

MY BASKET

6 ITEMS IN YOUR BASKET



MOBILE CRICKET PITCH COVERS [CLUB/ DOME SHAPED]

Cricket Pitch Cover Size: 26ft (8m)
Cricket Cover Side Sheets: Pitch Cover Only
SKU: CK20187

IN STOCK

[REMOVE](#) | [EDIT](#)

QUANTITY

— 3 +

PRICE

£15,299.97



FORTRESS MESH CRICKET SIGHT SCREEN

Sight Screen Colour: White/Black
SKU: CK45434

IN STOCK

[REMOVE](#) | [EDIT](#)

— 2 +

£2,199.98



PREMIER ELECTRONIC CRICKET SCOREBOARD

Scoreboard Power Unit: Mains Electricity Only
Optional Trolley: Trolley Included
SKU: CK19918

IN STOCK

[REMOVE](#) | [EDIT](#)

— 1 +

£4,784.99

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Automated Video Streaming Encoder (4G and Ethernet enabled)*

4.3m camera mast, with carry bag and weight bags

20hr battery (run independently of mains power)

7-inch LCD Video Viewer

Secure, waterproof carry case

Cables, chargers, spares included

*4G SIM card not included

Place Order

£1500

Additional CCTV Cameras for School Green Centre

Introduction

The School Green Centre has now been operational for almost one year. That experience has indicated that there are two additional CCTV cameras required to fill blank spots in the overall coverage of the building.

Camera 1

This camera would be located in the café area and provide coverage of the dining area and library. This would improve security by covering a number of entry points into the building not currently covered.

The camera would be fitted to far corner of the room within the library section, taking a spur feed from an existing external camera (on the front corner of the building). The recorded footage will all be recorded on the existing drive kept in the plant room and accessed by the Facilities Manager, Clerk & Deputy Clerk.

In addition to the building security improvement, in the event of an incident in the library or café, such as an accident or criminal act, pictures can be reviewed by Parish Council and shared with Robyn's Nest or WBC as appropriate.

Camera 2

This camera would be located in the far corner of the central courtyard on the outside of the Grazeley Room providing a panoramic view of the whole of the Courtyard area. During the warmer months this area is sometimes used as additional outside space for hirers, and we have had experiences where damage has occurred to planters.

This camera also improves the overall coverage of the courtyard and there have been intrusions into this area previously from the Medical practice side. These were children messing around in the courtyard but could easily have been a more determined attempt to gain entry to the building.

Quotes for the installation have been provided by Octagon who installed the system and we have retained to maintain our annual service on all CCTV the equipment.

Price to supply install and connect £1669 Excluding Vat