

To all members of the Finance and General Purposes Committee

Notice is hereby given, and you are summoned to attend a meeting of the Finance and General Purposes Committee on Wednesday 19th February 2025 at School Green Centre, at 19.30



Bruce Winton, Clerk
14th February 2025

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

Agenda

1. Public Questions

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

2. Apologies and declarations of members' interests

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

3. Minutes of the meeting on 11th December 2024

- 3.1 To **APPROVE** the minutes of the Finance and General Purposes Committee meeting on 11th December 2024 as a correct record of the meeting*
3.2 To **CONSIDER** matters arising from the meeting on 11th December 2024.

4. Corporate Governance Working Party

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

5. Risk Register

- 5.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk on the Shinfield Parish Council Risk Register

6. Financial reports

- 6.1 To **RECEIVE** and **NOTE** a report on the bank reconciliation as at 31st January 2025**
6.2 To **RECEIVE** and **NOTE** the forecast of outturn position as at 31st January 2025**

7. Financial Reserves and CIL

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

8. Budget Setting

- 8.1 To **REVIEW** process for setting council budgets and **CONSIDER** any changes required for the next budget cycle

9. Internal Audit Review for 2024/25

- 9.1 To **RECEIVE** and **CONSIDER** an update following the initial internal audit review for 2024/25 conducted 11th and 12th February 2025*

10. Land Issues

- 10.1 To **RECEIVE** and **CONSIDER** a verbal update on the following items
 - 10.1.1 Land Registrations including list of properties
 - 10.1.2 Lease of Ryeish playing fields and Deardon Way Fields
 - 10.1.3 Provision of community space in the north of the parish
 - 10.1.4 Ryeish Green Pavilion
 - 10.1.5 Parish Hall Lease
 - 10.1.6 Assets of Community Value
 - 10.1.7 Millworth Lane
- 10.2 To **RECEIVE** and **CONSIDER** areas of land potentially suitable for acquisition.

11. Live Project Teams

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

12. Microgeneration

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

13. Request for use of CIL funds

- 13.1 To **RECEIVE** and **CONSIDER** a request from the Facilities Committee to release funds for the installation of hybrid cricket strips at the Manor Ground*.
- 13.2 To **RECEIVE** and **CONSIDER** a request from the Facilities Committee to release funds for the installation of power and water supply to the toilet block at the tennis club at Millworth Lane**.

14. Contract for Electricity Supply

- 14.1 To **RECEIVE** and **CONSIDER** quotes for a new contract for electricity supply to council properties**.

15. Public Art

- 15.1 To **RECEIVE** and **CONSIDER** a verbal update on the Public Art project.

16. Dates of future Meetings

- 16.1 To **NOTE** the date of the next meeting which is 16th April 2025.

* Paper attached/** Paper to follow

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 11th December 2024
At School Green Centre commencing at 19.30

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

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

24/FGP/68 Public Questions

68.1 There were no public questions.

24/FGP/69 Apologies and declarations of Members' Interest

69.1 All members were present for this meeting.

69.2 There were no declarations of members' interests.

24/FGP/70 Minutes of the Previous Meeting

70.1 The minutes of the committee meeting of 16th October 2024 were approved as a correct record and signed by Cllr James as Chairman of the Committee

Proposed: Cllr Peer
Seconded: Cllr Grimes
Approved: Unanimous

70.2 Actions and Matters Arising

24/FGP/43.6 Clerk to follow up the letter to the DfE Regional Director sent on 28th July 2024.

A response had been received from the DfE Regional Director which did not add greatly to the current understanding of the work taking place. Yuan Yang, MP for Earley and Woodley would be meeting the Regional Director in the next week to discuss issues with secondary schools in her constituency, and Cllr Grimes would be providing an input to the meeting.

24/FGP/62.4 Facilities Manager to create a Long-Term Maintenance plan for the council estate

This would be an ongoing requirement.

ACTION - Facilities Manager to create a Long-Term Maintenance plan for the council estate

24/FGP/62.5 Clerk to write to Wokingham Borough Council (WBC) Finance Department regarding S106 funding for the parish.

The Clerk had written to WBC Finance Department and was waiting a response regarding S106 funding.

ACTION – Clerk to report back when a response was received from WBC regarding historic S106 funding for the parish

24/FGP/64.2 Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon field

This was still being pursued.

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

24/FGP/64.3 Clerk to arrange meeting with Reading Borough Councillors

Minutes 24/FGP/76.3 refers

24/FGP/64.4 Clerk to establish the legal position regarding access rights to Ryeish Green Pavilion

Minutes 24/FGP/76.4 refers

24/FGP/64.6 Clerk to investigate ownership of the plot of land between Greenwich Road and the A327 Shinfield Road and report back to the next meeting

Minutes 24/FGP/76.6 refers

24/FGP/66.1 Clerk to contact relevant professional bodies to identify professional consultancy support for microgeneration within the council's estate

Minutes 24/FGP/78.1 refers

24/FGP/66.2 Clerk and Facilities Manager to arrange procurement of the required items for High Copse

These had been ordered.

- 24/FGP/66.3 Clerk and Facilities Manager to procure agreement for the proposed locations (where they were not under direct SPC control) and arrange installation of defibrillators.

This has not been progressed as yet.

ACTION - Clerk and Facilities Manager to procure agreement for the proposed locations (where they were not under direct SPC control) and arrange installation of defibrillators.

24/FGP/71

Corporate Governance

- 71.1 The work on reviewing the Standing Orders for the Council was continuing with four lengthy meetings having been held since the last committee meeting. The intention was to move to fortnightly meetings from January to ensure that the work was completed before the end of the council year.

24/FGP/72

Risk Register

- 72.1 The Clerk advised that he had no recommendations for any changes to the risk register.

24/FGP/73

Financial Reports

- 73.1 Bank Reconciliations

The Chair of the Committee confirmed that he had reviewed the bank reconciliations to the end of November 2024 on 10th December 2024 and that all was in order. A copy of the reconciliation was presented to members.

Members **NOTED** the report.

- 73.2 Current Year Financial Performance (2024/2025)

The Chair and Finance Manager provided an update on current year financial performance.

Members **NOTED** the report.

24/FGP/74

Financial Reserves & CIL

74.1 CIL update

The changes from the previous report were that:

- £140,198 had been received in October in respect of CIL
- There has been some additional expenditure on Millworth Lane and the installation of toilets for the tennis club
- Future CIL reduced to reflect latest figures from WBC (and do not include Dobbies redevelopment)

Members **NOTED** the report.

74.2 Reserves

The Chair provided an update on reserves.

Other than changes to CIL reported in the previous item there were no changes to the Reserves.

Members **NOTED** the report.

74.3 Major Repairs Reserve

The budgeted contribution to the fund for 2024/25 was secure and the budgets still recognise an eventual increase to the long-term target of £75.0k p.a. However, due to delays with Millworth Lane this would now be achieved a year later (in 2028/29).

74.4 Update on S106 historic funds

A letter had been submitted to WBC asking for their assistance in completing the S106 spreadsheet. For the avoidance of doubt it had been stipulated that this was a Freedom of Information request.

24/FGP/75

Budget Planning

75.1 Provisional Budgets for 2025/26 to 2028-29

The Chair and the Clerk set out the key assumptions (including Precept, staffing, interest, room bookings and capital projects) made in arriving at the current draft budget.

The projection for 2025/26 was currently a deficit of £33.8k (compared to a planning assumption when the 2024/25 budget was set that the deficit would be £53.5k).

For future years the projection was now that each year was in surplus.

The intention was to include the draft budgets as an item on the agenda for each committee meeting in January and submit the final budget for approval at the January Full Council meeting.

The Chairman thanked the Finance Manager for all her work on budget preparation.

75.2 Band D Equivalent Properties

WBC had not yet notified SPC of the figures for the Precept Calculation for 2024/26, therefore we included a planning assumption of 185 additional Band D equivalents from 2024/25 numbers as a cautious figure.

24/FGP/76

Land Issues

76.1 Land Registrations

There was nothing to report.

76.2 Ryeish Green playing fields and Deardon Field

There was nothing to report.

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

76.3 Provision of Community Space in the North of the Parish

Members of SPC had met with Reading Borough Councillors to discuss partnership working across the boundaries. RBC have been investing in the Whitely Wood Community Centre (between Whitley Wood Road and Lexington Gardens) and discussions considered how best this could be made more accessible to Shinfield residents.

There was also a discussion as how it may be possible to provide a capability in the north of the parish and whether WBC may be able to provide land in support of any initiative.

ACTION – Clerk and SPC to continue to discuss options with Reading Borough Councillors

76.4 Future of Ryeish Green Pavilion

The Clerk reported that he was continuing to chase for an update on clarifying the legal access rights to the pavilion.

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

76.5 Parish Hall Lease

There was nothing to report.

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

76.6 Acquisition of Land

There was nothing further to report at the current time.

24/FGP/77 Live Project Teams

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

Members **NOTED the report.**

24/FGP/78 Other Items

78.1 Microgeneration

The Clerk had met with Ian Gough from WBC on 20th November. Ian was very keen to help but was currently going through WBC's process as support for parish councils had not been done before. He had also included Gemma Plowright who is WBC's Commercialisation Manager.

ACTION – Clerk to contact relevant professional bodies to identify professional consultancy support for microgeneration within the council's estate

24/FGP/79 Proposed Revision to Meetings Schedule

79.1 The Clerk had circulated a proposal to reduce the number of formal council meetings during a year.

Members were keen to ensure that any changes did not reduce the level of effectiveness of the council or curtail contributions from members. The consensus was to ask each individual committee to consider the number of meetings required during the year.

ACTION – Clerk to add to the agenda of the Full Council meeting

24/FGP/80**Joint Meeting with University of Reading (UoR)**

- 80.1 SPC had met with the UoR on 4th December. The following items had been discussed:-
- High Copse
 - Floodlighting – permanent floodlighting was not permitted
 - Length of Lease - 60 years, with the right of renewal at the end of the 60 years
 - potential for covered storage area
 - UoR were unlikely to object to a rigid marquee style structure or similar
 - Pitches to the north of Bus Lane – currently no funding available. Planning permission was for 2 x 11 aside U13/14 pitches (82.5m by 50m) – Ideally these would be full sized i.e. 100.6mm by 64m)
 - SPC to develop a Sports Strategy
 - Freehold for School Green Centre - SPC would need to put forward a proposal which as a minimum would need to cover UoR purchase cost, legal costs & inflation and provide a covenant about future use
- 80.2 UoR proposed dates for next meeting

ACTION – Clerk to inform UoR that the preferred date would be 5th March at 17:30

24/FGP/81**Correspondence**

- 81.1 There were no items of correspondence

24/FGP/82**Date of Next Meeting**

- 82.1 Next meeting was scheduled for 19th February 2025.

The meeting ended at 21:23

List of Actions

24/FGP/70.2

24/FGP/62.4	Facilities Manager to create a Long-Term Maintenance plan for the Council estate	Facilities Manager
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24/FGP/62.5	Clerk to report back when a response was received from WBC regarding historic S106 funding for the parish	Clerk
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24/FGP/64.2	Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon field	Clerk
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24/FGP/66.3	Clerk and Facilities Manager to procure agreement for the proposed locations (where they were not under direct SPC control) and arrange installation of defibrillators	Clerk and Facilities Manager
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24/FGP/76.2	Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon	Clerk
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24/FGP/76.3	Clerk and SPC to continue to discuss options with Reading Borough Councillors	Clerk
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24/FGP/76.4	Clerk to establish the legal position regarding access rights to Ryeish Green Pavilion	Clerk
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24/FGP/76.5	Clerk to ensure the completion of the process to extinguish the Parish Hall lease	Clerk
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24/FGP/78.1	Clerk to contact relevant professional bodies to identify professional consultancy support for microgeneration within the council's estate	Clerk
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24/FGP/79.1	Clerk to add proposed revision to meetings schedule to the agenda of the Full Council meeting	Clerk
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24/FGP/80.2	Clerk to inform UoR that the preferred date would be 5 th March at 17:30	Clerk
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Update CIL Reserve February 2025

Item 7.1

Funding Received							Spent	UnSpent	Anticipated Future Funding				TOTAL	
Date Paid to SPC	Pre Apr 22	Apr-22	Oct-23	Apr-24	Oct-24	TOTAL			Apr-25	Oct-25	Apr-26	TOTAL		
Previously Received	3,176,693	115,915	176,217	280,395	140,198	3,889,418								
Stanbury House										69,440		69,440		
Lane End House									0		111,064	111,064		
Other Minor Developments									0	69,440	111,064	180,504		
TOTAL CIL RECEIPTS	3,176,693	115,915	176,217	280,395	140,198	3,889,418	<A						A+C>	WBC CIL Report
												C		4,069,922

Lane End House - WBC are waiting on payment

Millworth Lane Playground	97,514					97,514	97,514	0						
Spencers Wood Pavilion	398,595					398,595	398,595	0						
School Green Centre	1,363,832					1,363,832	1,363,832	0						
Lap Tops	12,916					12,916	12,916	0						
Bollards	19,966					19,966	19,966	0						
Spencers Wood Recreation Grd	140,998					140,998	140,998	0						
The Manor Cricket Ground	34,782					34,782	34,782	0						
Allotments	35,172					35,172	35,172	0						
St Marys Community Hall	7,902					7,902	7,902	0						
Shinfield Players - Grant	20,000					20,000	20,000	0						
Millworth Lane	852,098	7,902	60,000			920,000	18,027	901,973						
Tennis Club Toilets	30,000					30,000	28,785	1,216						
School Green	58,063	16,937				75,000	28,268	46,732						
Transport Strategy	104,855	91,076	54,069			250,000	8,000	242,000						
High Copse			39,000			39,000	21,673	17,327						
Public Art			23,148	26,852		50,000	5,000	45,000						
TOTAL ALLOCATIONS	3,176,693	115,915	176,217	26,852	0	3,495,677	B>	2,241,430	1,254,247	0	0	0	0	3,495,677

UNALLOCATED TO ANY SPECIFIC PROJECT	0	0	0	253,543	140,198	393,741	<X			0	69,440	111,064	180,504	<Y	X+Y>	754,748
Expires		Apr-27	Oct-28	Apr-29	Oct-29					Oct-29	Apr-30	Oct-30				

BALANCE ON CIL CASH RESERVE (A-B)	02/11/2025	Reconciled	1,647,989			A-B>	1,647,989	0	Variance versus actual cash on hand
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- When funding was received
- What future funding is expected
- What has been spent and is left to be spent on individual projects
- Theoretical balance of CIL available for new projects

Reserve	Balance B/Fwd 1st April 2024	Expenditure in Year	Receipts	Balance as at 31st January 2025	Committee	Purpose	Estimated Life	Source of Funds -
Community Infrastructure Levy	1,302,282	-74,885	420,593	1,647,989	F & GP	Infrastructure Schemes		Developers Contributions - CIL
Deardon Allotments (Extension)	70,000	0	0	70,000	Facilities	Sum deposited by Reading University if demand for allotments requires an extension to Deardon Way site	10 Years	University £70,000 (2022)
Sinking Fund	103,059	0	41,901	144,960	F & GP	Funds set aside for planned future major repairs / refurbishments	Ongoing	Annual Contribution from Revenue and Interest on Accumulated Investment (CCLA) added monthly
Planning	25,068	0	0	25,068	P & H	Set aside for unexpected costs incurred for planning advice and contribution to appeals	Ongoing	Revenue Underspend 2020/21
Website	10,000	0	0	10,000	F & GP	Further Development of Website required for expanding the Parish and rebranding.	1 Year	Revenue Underspend 2020/21
Youth Initiatives	10,090	0	5,086	15,176		To fund one off initiatives to educate and support the youth population - paid for coach trip	1 Year	Revenue Underspend in 2019/20 plus Transfer of Accumulated Funds in Youth Club Bank Account 31/1/2025 - closed.
Parish Election	8,000	0	0	8,000	Full Council	To be reviewed as part of the final accounts process	Ongoing	Increased in 2022/2023 based on Estimated Cost - Review at Year End
Total	1,528,499	-74,885	467,580	1,921,194				

Mr Bruce Winton
Clerk to Shinfield Parish Council
Shinfield Parish Hall
School Green
Shinfield
Berkshire RG2 9EH

13th February 2025

Dear Bruce

Internal audit for the year ended 31st March 2025 – interim report

Local councils are required to have an internal audit of their accounting records and their system of internal control by Regulation 5 of the Accounts and Audit Regulations 2015. During my visits in February 2025 I reviewed the financial systems and controls for the year to date.

A further visit will be required after the year end to review the final accounts.

My internal audit testing was based on the guidelines included in the current NALC Governance & Accountability Practitioners Guide. Initial discussions established whether there were any changes to the internal controls in place and a series of tests using the financial records, vouchers, minutes, previous audit reports etc were conducted to establish the effectiveness of the controls.

Overall conclusion

Generally, the financial records are well maintained and appear complete and fit for purpose. The control systems and procedures which operate on a day-to-day basis appear efficient and effective.

No significant issues arose that I need to draw to your attention. Any minor issues that were identified are listed below.

Detailed report (structured around the objectives listed in section 1 of the Annual Governance and Accountability Return)

As part of the testing I checked:

A Appropriate accounting records have been properly kept throughout the year

- The accounts are maintained on RBS Omega and kept up-to-date. This is designed for local councils and has an integrated sales and purchase ledger, together with an allotment package.
- The RBS Bookings package is also used for invoicing for room hire.

B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for

- A sample of payment invoices was checked to ensure that they had been approved, correctly paid and VAT treated correctly. No errors were found.
- Some larger items of expenditure were reviewed to ensure that procedures for obtaining multiple quotations had been followed. If it is not possible to obtain three quotations then the minutes should explain why only two quotations have been used.

- The procedures for making electronic payments were reviewed.

C This authority assessed the significant risks to achieving its objectives & reviewed the adequacy of arrangements to manage these

- The Standing Orders and Financial Regulations were reviewed. The Standing Orders were last updated in 2021. They are currently being revised and this is due to be completed by May.
- The Financial Regulations were last updated in 2018. I understand that these will be updated once the new Standing Orders have been approved.
- The risk register was formally approved in May 2024 and since then regular updates have been provided to the F&GP committee during the year.
- Council minutes were scrutinised.

Observations and outstanding audit work:

- Insurance cover will be reviewed at the final visit

D The Precept resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate

- The reporting of financial results and monitoring of actual against budget was reviewed.
- The budget setting process for 2025-26 was complete at the time of my visit. This process appears to be robust and includes a review of earmarked reserve balances and a five year budget forecast.

Outstanding audit work:

- Final out-turn against budget will be reviewed at the final visit

E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for

The following areas were checked:

- The precept was agreed to Council minutes and bank statements
- CIL income was reviewed and agreed to bank statements
- Hall hire, rental income and allotment income were reviewed and test checks carried out
- Other income streams such as the cinema, youth club and electric vehicle charging were also reviewed

Observations:

- No issues arose

F Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for

- Petty cash transactions are very low in number and value and are generally supported by receipts

G Salaries to employees and allowances to members were paid in accordance with the authority's approvals and PAYE/Nl requirements were properly applied

- Payroll has continued to be prepared in house and it appears well controlled.
- A sample of pay and deductions was checked and no issues arose.

H Asset and investments registers were complete, accurate and properly maintained

- The fixed asset register is maintained in Rialtas and will be reviewed after the year end.

I Periodic bank reconciliations properly carried out during the year

- Bank reconciliations are prepared on a monthly basis.
- Bank reconciliations have been reviewed by a Councillor on a bi-monthly basis and this is reported to the F&GP committee.

J Accounting statements prepared during the year were prepared on the correct accounting basis (income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

- These will be reviewed at my visit in June 2025.

K If the authority certified itself as exempt from a limited assurance review in 2023/24 It met the exemption criteria and correctly declared itself exempt

- Not applicable – the Council was subject to a limited assurance review in 2023/24.

L The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

- The Council provides the AGARs for the past five years on its website in accordance with the Accounts and Audit Regulations 2015.
- SPC endeavours to comply with the Transparency Code. I understand that a new webpage is due to be launched which will make it easier for transparency information to be found but at the time of my visit this page was not yet visible.

M The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations

- The exercise was advertised on the website in advance of the period commencing and it covered the first 10 days of July as required.
- The exercise was carried out for 31 days rather than 30 days specified by the legislation. The electors are only able to raise a formal objection to the external auditors within 30 days of the period commencing so care should be taken to ensure that the period set in the summer of 2025 is exactly 30 days.

N The authority has complied with the publication requirements for the 2023/24 AGAR

- The correct documents were published in advance of the relevant deadlines.

O The council met its responsibilities as a trustee of trust funds

- Shinfield Parish Council is not a trustee of any trust funds.

I trust that these comments are self-explanatory, but please do not hesitate to contact me if councillors would like further details. I should like to thank the Council staff for their assistance during my visits.

Yours sincerely

Claire Connell

Project Team Summary report

As At 14th February 2025

Project Team	Membership	Last Mtg	Next Mtg	Assigned Budget £	Comments (Full Council Actions in purple)
Art Exhibition	I Montgomery D Peer S Herring B Winton D Cotton	13/12/2024	TBC (Debrief Meeting)	10,000 (Revenue Budget)	9 events in Workshops and Activities list 50 artists and 250+ artworks Fans of Art panels Event opens to public from evening of Thursday 20th February
Education	A Grimes R Hoyle L James D Lias I Montgomery R Tatla S Herring B Winton P Bray A Gray M Zhang A Lamping Oakbank parent Barbara Stanley, Swallowfield PC	27/02/2024	TBC Early Jan 2025	N/A	Priority has been given to matters around Oakbank (Next meeting for that to be 21st March 2025). Meeting of WP to be arranged. A availability requested from Prue Bray Items to follow Up: Ongoing issues with buses Working with Swallowfield (to be invited to Ed WP) New School for Spencers Wood
Traffic	L James B Johnson D Lias D Peer R Tatla B Winton	01/10/2024	TBC	250,000 (£8k to Oakbank cycle shelters)	Last meeting was with C Easton Proposals received for : Hollow Lane and Arborfield Road Brookers Hill to ERR Grazeley Letter sent to BCLr Martin Alder requesting an update meeting without officers
Shinfield North Options	C Fernandes L James Z Matic I Montgomery R Tatla B Winton	06/02/25 (ACE Meeting)	TBC	None assigned (bus circa £100k if approved)	Discussion at ACE regarding Events opportunities relates to this issue. Closer co-operation with WBC on events Investigating options for minibus which would allow option of transport to other activities in the parish
Sports	I Clarke L James B Winton T Grover	24/01/2025	TBC	920,000 22,000 spent - balance 898,000	Application submitted with additional information requested from WBC. Revised layout to go to Full Council proposing retention of full sized football pitch at Millworth and a separate application for a 3g pitch at High Copse
School Green	P Jahromi L James R Tatla S Herring	03/08/2023	TBC	75,000 46,372 remaining	Replacement of bollards completed Screens installed at the North End of School Green in August 2024 No further meetings required unless there is a desire to consider formal footpath across School Green. Facilities Manager tasked with coming up with proposals for submission to Facilities Committee.
Engagement	A Grimes B Johnson N Masseron I Montgomery S Herring L Hope B Winton	21/11/2024	27/02/2025 (Next training session)	N/A (From General Training Budget)	First session held and follow up session booked. Invite was to all members of the Council. Public Speaking course arranged for 13th March
Public Art	TBC TBC Arts4Wokingham	07/02/2025	07/03/2025	N/A (FC agreed to under-write to £42k)	Full update on the agenda for this meeting (at Item 15)

Project Team	Membership	Last Mtg	Next Mtg	Assigned Budget £	Comments (Full Council Actions in purple)
Film Programming	P Jahromi Z Matic 12 Members of Public	05/02/2025	TBC	N/A	Regular meetings now arranged for the Film Selection Panel. Panel selections made for Mar 2025
Corporate Governance	N Masseron B Winton S Herring J Mason (Finance) L Hope (Transparency)	10/02/2025	24/2/25 and fortnightly thereafter		Work ongoing on detailed Standing Orders



WHITE HORSE CONTRACTORS

SOIL AND WATER ENGINEERING FOR SPORT LANDSCAPE AND ENVIRONMENT

Shashank Garg
Shinfield CC
The Manor Ground Pavilion, Shinfield, Reading RG2 9DB

S24-222
23/12/2024 Est 01
TA

Estimate For: Hybrid Cricket Pitch Stitching

Item	Description	Qty	Unit	Rate	Value	Summary
1.00	Preliminaries					
1.01	Management of the works	1	Visits	£ 150.00	£ 150.00	
1.02	Transport of plant to and from site	1	Loads	£ 1,250.00	£ 1,250.00	
1.03	Welfare facilities (max 5 operatives)		Weeks	£ 300.00	By Client	
					SUBTOTAL	£ 1,400.00
1.00	Hybrid Installation					
2.01	Stitch 2 x 10ft cricket pitches using Grassmaster Gen 5 machine. Stitching Depth = 12 cm @ 2cm x 2cm spacing.	1	Sum	£ 12,500.00		
					SUBTOTAL	£ 12,500.00
					TOTAL	£13,900.00 Plus VAT
	Notes: Works to be completed in one consecutive visit and in a logical manner No access issues No restrictions on normal working day hours					

NATURAL & HYBRID SPORTS TURF • LANDSCAPING & CIVIL ENGINEERING • LAND DRAINAGE
PIPELINES • WATER & ENVIRONMENTAL ENGINEERING • EQUESTRIAN & AGRICULTURAL SERVICES

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WHITE HORSE CONTRACTORS

SOIL AND WATER ENGINEERING FOR SPORT LANDSCAPE AND ENVIRONMENT

Shashank Garg
Shinfield CC
The Manor Ground Pavilion, Shinfield, Reading

S24-222
23/12/2024 Est 01
TA

Estimate For: Hybrid Cricket Pitch Stitching

NOTES

- 1 Assumes normal subsoil. No allowance for excavating in rock, hardcore, rubble, running sand, demolition material etc.
- 2 It is assumed that surplus spoil can be moved to tip on site
- 3 No allowance has been made to remove spoil from site
- 4 Rates do not allow for protective fencing of working areas
- 5 We have assumed continuity of work in a logical sequence to accommodate machinery movements
- 6 It is assumed that all permissions have been obtained prior to work commencing
- 7 Assumes satisfactory access and storage areas for heavy plant and materials
- 8 Subject to weather and ground conditions
- 9 We have not allowed for traffic management or wheel washing facilities
- 10 Depth of vertidrainage subject to ground conditions
- 11 Our rate for vertidrainage allows for covering the entire pitch area. However, there would be a minimum charge of £100.00 plus transport if the operation had to be abandoned due to the amount of stone in the ground or unacceptable surface disturbance
- 12 Assumes existing drainage to be working satisfactorily
- 13 It is assumed that any existing services are at sufficient depth to remain unaffected by proposed works. We have made no allowance to divert any such services.
- 14 Any services encountered which were not identified on service plans/checks, will be dealt with and recharged at cost.
- 15 We have allowed for using sands which reflect the gradings recommended by the S.T.R.I. for sportsfield use. Cheaper alternatives are available but not recommended.
- 16 No allowance has been made for any maintenance, such as topping up, grass cutting, weed control etc.
- 17 Plants subject to availability at time of placing order
- 18 Germination of grass seed strictly subject to subsequent weather conditions and/or your ability to irrigate
- 19 Based on current prices for materials and subject to availability
- 20 Final invoice based on final measurement
- 21 The final sum is subject to VAT which will be added at the ruling rate.
- 22 Subject to standard terms and conditions



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TERMS AND CONDITIONS

1 The definitions in this condition apply in these terms and conditions ("Conditions"):

Certificate of Satisfactory Completion:

Completion Date:

Contract:

Customer:

Customer's Equipment:

Goods:

Price:

Quotation:

Services:

Site:

Supplier:

Supplier's Equipment

the certificate to be issued by the Supplier pursuant to condition 3 as confirmation of the satisfactory completion of the supply of Goods and Services under the Contract the date of issue of the Certificate of Satisfactory Completion pursuant to condition 3

the Customer's acceptance of a Quotation for the supply of Goods and Services by the Supplier under condition 2.2 the person, firm or company who purchases Goods and Services from the Supplier any equipment, systems, cabling, tools or facilities to be provided by the Customer and used directly or indirectly in the supply of the Goods and Services the goods to be supplied by the Supplier under the Contract as set out in the Quotation or as subsequently revised pursuant to condition 2 the price to be paid by the Customer for the Goods and Services as set out in the Quotation or as subsequently revised pursuant to condition 2 the quotation submitted by the Supplier pursuant to condition 2.2

the services to be supplied by the Supplier under the Contract as set out in the Quotation or as subsequently revised pursuant to condition 2 the site set out in the Quotation at which the Goods and Services are to be supplied by the Supplier White Horse Contractors Limited any equipment, systems, cabling, tools or facilities used directly or indirectly by the Supplier in the supply of the Goods and Services

2 General

2.1 These Conditions shall:

2.1.1 apply to and be incorporated into the Contract; and

2.1.2 prevail over any inconsistent terms or conditions contained, or referred to, in the Customer's purchase order, confirmation of order, acceptance of a quotation, or specification or other document supplied by the Customer, or implied by law, trade custom, practice or course of dealing.

2.2 The Supplier shall submit to the Customer a Quotation which, amongst other matters, shall specify the Goods and Services to be supplied and the Price payable. The Customer's acceptance of a Quotation constitutes an offer by the Customer to purchase the Goods and Services on these Conditions. No offer placed by the Customer shall be accepted by the Supplier other than:

2.2.1 by a written acknowledgement issued by the Supplier; or

2.2.2 (if earlier) by the Supplier starting to provide the Goods and Services,

when a Contract for the supply and purchase of the Goods and Services on these Conditions will be established. The Customer's standard terms and conditions (if any) attached to, endorsed with or referred to in any purchase order or other document shall not govern the Contract.

2.3 Quotations are given by the Supplier on the basis that no Contract shall come into existence except in accordance with condition 2.2. Any Quotation is valid for a period of 90 days from its date, provided that the Supplier has not previously withdrawn it

3 Commencement and completion

3.1 Provision of the Goods and Services to be supplied by the Supplier to the Customer under the Contract shall commence from the date specified in the Quotation.

3.2 Receipt by the Customer of the Supplier's final application for payment will amount to confirmation that the provision of the Goods and Services has been completed in accordance with the Contract.

4 Supplier's obligations

4.1 The Supplier shall use reasonable skill and care in the provision of the Goods and Services.

4.2 The Supplier shall use reasonable endeavours to meet any performance dates specified in the Quotation but any such dates shall be estimates only. Time shall not be of the essence for provision of the Goods and Services and the Supplier shall not be liable for any loss, costs, damages, charges or expenses caused directly or indirectly by any delay in the delivery of the Goods and/or Services.

4.3 The Supplier shall use reasonable endeavours to observe all health and safety rules and regulations, and any other reasonable security requirements that apply at the Site and that have been communicated to it under condition 10.1.5 provided that it shall not be liable under the Contract if, as a result of such observation, it is in breach of any of its obligations under the Contract.

5 Specification of the Goods

5.1 All Goods shall be required only to conform to the specification in the Quotation. For the avoidance of doubt no description, specification or illustration contained in any product pamphlet or other sales or marketing literature of the Supplier and no representation written or oral, correspondence or statement shall form part of the Contract.

6 Delivery

6.1 All risk in the Goods shall pass to the Customer upon delivery.

7 Title

7.1 Title to the Goods shall not pass to the Customer until the Supplier has received payment in full (in cash or cleared funds) for:

7.1.1 such Goods; and

7.1.2 all other sums which are due to the Supplier from the Customer in respect of the supply of the Services.

7.2 Until title to the Goods has passed to the Customer, the Customer shall:

7.2.1 hold such Goods on a fiduciary basis as the Supplier's bailee;

7.2.2 store such Goods separately from all other goods held by the Customer so that they remain readily identifiable as the Supplier's property;

7.2.3 not remove, deface or obscure any identifying mark or packaging on or relating to such Goods; and

7.2.4 maintain such Goods in satisfactory condition and keep them insured on the Supplier's behalf for their full price against all risks with an insurer that is reasonably acceptable to the Supplier. The Customer shall obtain an endorsement of the Supplier's interest in the Goods on its insurance policy, subject to the insurer being willing to make the endorsement. On request the Customer shall allow the Supplier to inspect such Goods and the insurance policy

7.3 If before title to Goods passes to the Customer the Customer becomes subject to any of the events in condition 13.1.4 to 13.1.13 then, provided that such Goods have not been resold and without limiting any other right or remedy the Supplier may have, the Supplier may at any time require the Customer to deliver up such Goods and, if the Customer fails to do so promptly, enter any premises of the Customer or of any third party where the relevant Goods are stored in order to recover them



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8 Variations

- 8.1** If the Supplier is unable to obtain at a reasonable cost or within a reasonable period any materials and/or Goods referred to in the Quotation, it may substitute for them alternative materials of comparable quality. The Supplier may make such modifications to the Goods and/or Services as may be required by any relevant authority or as required to comply with any consents.
- 8.2** The parties may at any time mutually agree upon variations to the scope of Goods and/or Services to be provided under the Contract. Any such mutually agreed variations shall be set out in writing ("Variation Order") which shall reflect any such agreed variations to the Goods and/or Services, the Price, the performance dates and any other terms agreed between the parties.
- 8.3** The Customer may at any time request variations to the scope of Goods and/or Services by notice in writing to the Supplier. Within five working days of receipt of a request for a variation, the Supplier shall by notice in writing either decline to implement such a variation or alternatively it shall advise the Customer of the effect such variation would have, if any, on the Price, the performance dates and any other terms already agreed between the parties.
- 8.4** Where, pursuant to condition 8.3, the Supplier gives a written notice advising the Customer of the effect a variation would have on the terms already agreed between the parties, the Customer shall, within two working days of receipt of such notice, advise the Supplier by notice in writing whether or not it wishes the variations to be implemented by the Supplier on such varied terms.
- 8.5** Where, pursuant to condition 8.4, the Customer gives notice in writing that it wishes a variation to be implemented, such varied terms shall be set out in a Variation Order and thereafter the Supplier shall perform the Contract upon the basis of such varied terms.

9 Warranties

- 9.1** The Supplier warrants that as from the Completion Date for a period of twelve months the Goods and all their component parts, where applicable, will be free from any defects in design, workmanship, construction or materials.
- 9.2** The Supplier warrants that the Services performed under the Contract shall be performed using reasonable skill and care, and shall be of a quality conforming to generally accepted industry standards and practices.
- 9.3** Except as expressly stated in these Conditions, all warranties whether express or implied, by operation of law or otherwise, are hereby excluded in relation to the Goods and Services to be supplied by the Supplier.

10 Customer's obligations

- 10.1** The Customer shall:
- 10.1.1** co-operate with the Supplier in all matters relating to the Goods and Services;
- 10.1.2** provide the Supplier, its agents, subcontractors, consultants and employees, in a timely manner and at no charge, with access to the Site;
- 10.1.3** provide to the Supplier, in a timely manner, such relevant Site records and other information as the Supplier may require and ensure that it is accurate in all material respects;
- 10.1.4** be responsible (at its own cost) for preparing, maintaining and insuring the Site for the supply of the Goods and Services at all times before and during the supply of the Goods and Services;
- 10.1.5** inform the Supplier of all health and safety rules and regulations and any other reasonable security requirements that apply at the Site;
- 10.1.6** ensure that all Customer's Equipment is in good working order and suitable for the purposes for which it is used and conforms to all relevant United Kingdom standards or requirements;
- 10.1.7** unless otherwise agreed and set out to the contrary in the Quotation obtain and maintain all necessary licences and consents and comply with all relevant legislation in relation to the Goods and Services in all cases before the date on which the Supplier is to commence supply of the Goods and Services.
- 10.2** If the Supplier's performance of its obligations under the Contract is prevented or delayed by any act or omission of the Customer, its agents, subcontractors, consultants or employees, the Supplier shall not be liable for any costs, charges or losses sustained or incurred by the Customer arising directly or indirectly from such prevention or delay and, if necessary, any performance dates for the provision of the Goods and Services shall be modified.
- 10.3** The Customer shall be liable to pay to the Supplier, on demand, all reasonable costs, charges or losses sustained or incurred by the Supplier (including, without limitation, any direct, indirect or consequential losses, loss of profit and loss of reputation, loss or damage to property and those arising from injury to or death of any person and loss of opportunity to deploy resources elsewhere) arising directly or indirectly from the Customer's fraud,

11 Price and payment

- 11.1** In consideration of the provision of the Goods and Services by the Supplier, the Customer shall pay the charges as set out in the Quotation or as may subsequently be revised pursuant to condition 8.
- 11.2** The Supplier shall be entitled to submit to the Customer applications for payment at the times specified in the Quotation or alternatively at monthly intervals in respect of the Goods and Services supplied at such time. The final date for payment of an application in full and in cleared funds shall be 14 days from the date of receipt by the Customer.
- 11.3** Not later than five days after receipt by the Customer of an application under condition 11.2 above, the Customer shall give a notice in writing to the Supplier specifying the amount of payment proposed ("Varied Sum") to be made in respect of such application, the basis on which the Varied Sum is calculated and to what the Varied Sum relates.
- 11.4** If the Customer intends to make any deduction from any payment due to the Supplier in respect of an application under condition 11.2, it shall not later than five days before the final date for payment, give a notice in writing to the Supplier, specifying the ground or grounds on which the Customer believes it is entitled to deduct or withhold payment from that amount due and the amount of withholding and/or deduction attributable to each ground.
- 11.5** Where the Customer does not give notices in writing pursuant to conditions 11.3 and 11.4 above, the Customer shall pay to the Supplier the amount stated in the application issued pursuant to condition 11.2 by the final date for payment. Receipts for payment will be issued only upon request.
- 11.6** Without prejudice to any other right or remedy that it may have, if the Customer fails to pay the Supplier on the due date, the Supplier may:
- 11.6.1** claim interest under the Late Payment of Commercial Debts (Interest) Act 1998; and
- 11.6.2** suspend the supply of all Goods and Services until payment has been made in full.
- 11.7** Time for payment shall be of the essence of the Contract.
- 11.8** All sums payable to the Supplier under the Contract shall become due immediately on its termination, despite any other provision. This condition 11.8 is without prejudice to any right to claim for interest under the law, or any such right under the Contract.
- 11.9** The Supplier may, without prejudice to any other rights it may have, set off any liability of the Customer to the Supplier against any liability of the Supplier to the Customer.



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12 Limitation of liability - THE CUSTOMER'S ATTENTION IS PARTICULARLY DRAWN TO THIS CONDITION

12.1 This condition 12 sets out the entire financial liability of the Supplier (including any liability for the acts or omissions of its employees, agents, consultants, and subcontractors) to the Customer in respect of:

12.1.1 any breach of the Contract;

12.1.2 any use made by the Customer of the Goods and/or Services or any part of them; and

12.1.3 any representation, statement or tortious act or omission (including negligence) arising under or in connection with the Contract.

12.2 All warranties, conditions and other terms implied by statute or common law are, to the fullest extent permitted by law, excluded from the Contract.

12.3 Nothing in these Conditions limits or excludes the liability of the Supplier:

12.3.1 for death or personal injury resulting from negligence; or

12.3.2 for any damage or liability incurred by the Customer as a result of fraud or fraudulent misrepresentation by the Supplier.

12.4 Subject to conditions 12.2 and 12.3 the Supplier's total liability in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise arising in connection with the performance, or contemplated performance, of the Contract shall be limited to the Price paid for the Goods and Services.

13 Termination

13.1 Without prejudice to any other rights or remedies which the parties may have, either party may terminate the Contract immediately by notice in writing if the other party:

13.1.1 fails to pay any amount due under the Contract on the due date for payment and remains in default not less than seven days after being notified in writing to make such payment; or

13.1.2 commits a material breach of any of the terms of the Contract and (if such a breach is remediable) fails to remedy that breach within 14 days of being notified in writing of the breach; or

13.1.3 repeatedly breaches any of the terms of the Contract in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms of the Contract; or

13.1.4 enters into liquidation whether compulsorily or voluntarily (otherwise than for the purposes of a solvent amalgamation or reconstruction);

13.1.5 becomes insolvent;

13.1.6 ceases or threatens to cease to carry on business;

13.1.7 compounds or makes any voluntary arrangement with its creditors;

13.1.8 is the subject of a notice of appointment of an administrator, or a notice of intention to appoint an administrator or liquidator;

13.1.9 is unable to pay its debts as they fall due;

13.1.10 has an encumbrancer take possession of, or a receiver or administrative receiver appointed over, all or any part of its assets; or

13.1.11 takes or suffers any similar action due to debt,

13.1.12 suspends or ceases, or threatens to suspend or cease, to carry on all or a substantial part of its business; or

13.1.13 if any event occurs, or proceeding are taken, with respect to the other party under the law of any jurisdiction that has an effect equivalent or similar to any of the events mentioned in conditions 13.1.4 to 13.1.11 (inclusive).

13.1.14 On termination of the Contract for any reason:

13.1.15 the Customer shall immediately pay to the Supplier all of the Supplier's outstanding unpaid invoices and interest and, in respect of Services supplied but for which no invoice has been submitted, the Supplier may submit an invoice, which shall be payable immediately on receipt;

13.1.16 the Customer shall within one week return all of the Supplier's Equipment and any other property of the Supplier which is in the possession of the Customer. If the Customer fails to do so, then the Supplier may enter the Customer's premises and take possession of them. Until they have been returned or repossessed, the Customer shall be solely responsible for their safe keeping; and

13.1.17 the accrued rights and liabilities of the parties as at termination and the continuation of any provision expressly stated to survive or implicitly surviving termination, shall not be affected.

14 Force Majeure

14.1 The Supplier shall have no liability to the Customer under the Contract if it is prevented from, or delayed in performing, its obligations under the Contract or from carrying on its business by acts, events, omissions or accidents beyond its reasonable control, including (without limitation) strikes, lock-outs or other industrial disputes (whether involving the workforce of the Supplier or any other party), failure of a utility service or transport network, act of God, war, riot, civil commotion, the use or threat of terrorism, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, exceptionally adverse

15 Expert Determination

15.1 Any dispute or difference arising between the parties hereto as to their respective rights duties and obligations or as to any other matter or thing in any way arising out of or in connection with the subject matter of the Contract (excluding any dispute or difference with regard to the meaning or construction of the Contract and any dispute) shall be referred to and determined by an independent person who has been professionally qualified in respect of the subject matter of the dispute or difference for not less than ten years and who is a specialist in relation to such subject matter, such independent person to be agreed between the parties hereto or failing such agreement to be nominated by the President or the Vice President or other duly authorised officer of the Royal Institution of Chartered Surveyors on the application of any of the parties hereto.

15.2 Whenever a person is to be appointed under condition 15.1 such person ("the Expert") shall act as an expert and the following provisions shall have effect:

15.2.1 the Expert shall act as an expert and not as an arbitrator and his decision shall be final and binding upon the parties hereto (save in case of manifest error);

15.2.2 the costs of appointing the Expert and his costs and disbursements in connection with his duties under the Contract shall be shared between the parties in such proportions as the Expert shall determine or in the absence of such determination equally between the Supplier and the Customer.



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16 Waiver

16.1 A waiver of any right under the Contract is only effective if it is in writing and it applies only to the circumstances for which it is given. No failure or delay by a party in exercising any right or remedy under the Contract or by law shall constitute a waiver of that (or any other) right or remedy, nor preclude or restrict its further exercise. No single or partial exercise of such right or remedy shall preclude or restrict the further exercise of that (or any

16.2 Unless specifically provided otherwise, rights arising under the Contract are cumulative and do not exclude rights provided by law.

17 Severance

17.1 If any provision of the Contract (or part of any provision) is found by any court or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of the Contract, and the validity and enforceability of the other provisions of the Contract shall not be affected.

17.2 If a provision of the Contract (or part of any provision) is found illegal, invalid or unenforceable, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.

18 Entire agreement

18.1 The Contract constitutes the whole agreement between the parties and supersedes all previous agreements between the parties relating to its subject matter.

18.2 Each party acknowledges that, in entering into the Contract, it has not relied on, and shall have no right or remedy in respect of, any statement, representation, assurance or warranty (whether made negligently or innocently) (other than for breach of contract).

18.3 Nothing in this condition shall limit or exclude any liability for fraud.

19 Assignment

19.1 The Customer shall not, without the prior written consent of the Supplier, assign, transfer, charge, mortgage, subcontract or deal in any other manner with all or any of its rights or obligations under the Contract.

19.2 The Supplier may at any time assign, transfer, charge, mortgage, subcontract or deal in any other manner with all or any of its rights under the Contract and may subcontract or delegate in any manner any or all of its obligations under the Contract to any third party or agent.

19.3 Each party that has rights under the Contract is acting on its own behalf and not for the benefit of another person.

20 Rights of third parties

20.1 A person who is not a party to the Contract shall not have any rights under or in connection with it.

21 Notices

21.1 Any notice required to be given under the Contract shall be in writing and shall be delivered personally, or sent by pre-paid first-class post, recorded delivery, commercial courier or e-mail to the other party and for the attention of the person specified in the Quotation, or as otherwise specified by the relevant party by notice in writing to the other party.

21.2 Any notice shall be deemed to have been duly received if delivered personally, when left at the address and for the contact referred to in the Quotation or, if sent by pre-paid first-class post or recorded delivery, at 9.00 am on the second business day after posting, or if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed.

22 Governing law and jurisdiction

22.1 The Contract, and any dispute or claim arising out of or in connection with it or its subject matter, shall be governed by, and construed in accordance with, the law of England and Wales.

22.2 The parties irrevocably agree that the courts of England and Wales shall have non-exclusive jurisdiction to settle any dispute or claim that arises out of, or in connection with, the Contract or its subject matter.