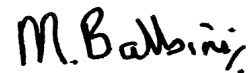


To all members of the Recreation and Amenities Committee

Notice is hereby given, and you are summoned to attend a meeting of the Recreation and Amenities Committee **THURSDAY 28 October 2021, commencing 19.30 hrs** at the Spencers Wood Pavilion, Clares Green Road, Spencers Wood, RG7 1DY



Mike Balbini, Clerk
21 October 2021

Members: Cllrs P Alexander, N Boyer, E Brown, I Clarke (Ch), P Emmment, P Jahromi, L James, I Montgomery, A Narayanan and M O'Brien

Agenda

1. Public questions

- 1.1 To **RECEIVE** and **CONSIDER** public questions.
 - 1.1.1 A verbal presentation from a resident on access for all to our equipment at playgrounds.
 - 1.1.2 A verbal presentation from the Chair of the Spencers Wood Village Hall.
Scheduled for 20:30

2. Apologies and declarations of members' interests

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

3. Minutes of the previous meeting

- 3.1 To **RECEIVE** and **APPROVE** the minutes of 29 July 2021 as a correct record of the meeting (attached).
- 3.2 To **CONSIDER** matters arising from the minutes

4. Parish-wide Update

- 4.1 To **RECEIVE** and **NOTE** a verbal update on the Spencers Wood Recreation Ground improvement WP.
- 4.2 To **RECEIVE** and **CONSIDER** an Initial Business Case for the development of Spencers Wood Recreation Ground (attached)
- 4.3 To **RECEIVE** and **CONSIDER** a report on Millworth Lane from the Sports Strategy Working party (attached)
- 4.4 To **RECEIVE** and **CONSIDER** a verbal report from Cllr Clarke on the meeting held 24 Sept 2021 with B Thompson of WBC re sports strategy in the parish

- 4.5 To **RECEIVE** and **NOTE** a report on lettings at the Spencers Wood Pavilion (attached)
- 4.6 To **RECEIVE** and **CONSIDER** a report from Cllr Clarke on the fertilizing of the daffodils this year
- 4.7 To **RECEIVE** and **CONSIDER** a report from Cllr Clarke on the water troughs to be installed at Millworth Lane and Deardon Allotments

5. Community Service

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

6. Grant Applications

- 6.1 To **RECEIVE** and **CONSIDER** a grant request from Citizens Advice Reading of up to £2,000 (attached). Bank details available on request (14 pages)
- 6.2 To **RECEIVE** and **CONSIDER** a grant request from Spencers Wood Carnival for £3,500 (attached).

7. Correspondence

- 7.1 To **RECEIVE** and **NOTE** an update on Orchard Rise (attached)
- 7.2 To **RECEIVE** and **CONSIDER** an email from a producer of Winter Planters for the parish (attached)
- 7.3 To **RECEIVE** and **CONSIDER** a request from a resident to grow the hedge 2 foot higher along Recreation Lane

Exclusion of the Press and the Public

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

8. Provision of cleaners to the New Community Centre

- 8.1 To **RECEIVE** and **CONSIDER** a Business Case on the provision of cleaners to the New Community Centre (attached)
- 8.2 To **RECEIVE** and **APPROVE** the appointment of an Asbestos Survey and Legionella Survey at the Millworth Lane Pavilion as per recommendation of Quadriga following the safety survey at £350.00 each.
- 8.3 To **RECEIVE** and **APPROVE** the appointment of a Tree Survey for the parish at £2500

9. Date of next meeting

- 9.1 25 November 2021

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

DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Thursday 29 July 2021, at the Spencers Wood Pavilion commencing at 7:30pm

Present: Cllrs. I Clarke (Chair), N Boyer, E Brown, P Emmment, L James, I Montgomery, O'Brian
Attending: Mike Balbini (Clerk), Kouy Young (Deputy Clerk) Jo Skidmore (Committee Clerk)

21/RA/59	Public Questions
	There were no public questions.
21/RA/60	Apologies and declarations of members' interests
	60.1 Apologies were received from Cllr. Jahromi.
	60.2 Cllr. Boyer declared an interest in item 5.2 on the agenda.
	60.3 There were no declarations of members' interests.
21/RA/61	61.1 Minutes of the Previous Meeting
	61.1.1 It was requested that Shinfield Volunteer Support group was changed to read Shinfield Volunteer Group under item 51.3. and the typo in 14.3 be changed to trees. 61.1.2 The minutes of the committee meeting of 24 June 2021 were approved as a correct record subject to the above amendments. Proposed: Cllr Emmment Seconded: Cllr Montgomery Unanimously Approved
	61.2 Actions
	14.3 <u>Clerk to contact WBC regarding a safety survey on trees located on SPC land.</u> The Deputy Clerk noted that she had received three quotes for work and was in the process of assessing them.
	14.4 <u>Volunteer evening to be organised for October 2021 to say thank you for efforts made during the pandemic.</u> The Deputy Clerk confirmed that this item was ongoing and that an invite list had been compiled. The date would be confirmed once the community centre opening date had been established.
	<u>43.3 Clerk to research cost of a new bus shelter on Hollow Lane</u> See agenda item 65.3

	45.2.2 Wokingham Job Support Centre The Clerk confirmed that the Wokingham Job Support Centre had declined an offer to use Shinfield Parish Community Centre. This item was therefore considered closed.
	48 Cllr Jahromi to supply Clerk with information on flower bed and monument to enable his to add it to the next R&A agenda In the absence of Cllr. Jahromi this item was deferred.
	33.1 Deputy Clerk to check room rates are on SPC website The Deputy Clerk confirmed that the room rates were available on the SPC website.
	53.1.1 Deputy Clerk to invite residents interested in joining the Spencers Wood recreation ground working party to a meeting Cllr Clarke confirmed that the meeting had taken place.
	55 Deputy Clerk to send draft CCTV policy to the Data Protection Officer at WBC for validation. The Deputy Clerk confirmed that this item was ongoing.
	61.3 Matters Arising There were no matters arising.
21/RA/62	Parish Wide Update
	62.1 Spencers Wood Recreation Ground Working Party Update 62.1.1 Cllr. Clarke gave an overview of the history of the Spencers Wood recreation ground facilities project highlighting actions taken to date: • Discussions had commenced in October 2020 • Three quotes had been obtained in the first part of the year for a MUGA and an outside gym. • A new procurement process had been implemented which had impacted the project. • A public consultation had been launched. • Subsequently a meeting had been held to discuss facilities which had been attended by six residents. • Minutes will be written and circulated of the meeting and discussion. 62.1.2 The Clerk reminded Cllr. Clarke that quotes would now be required via Contract Finder for a MUGA and outside gym due to the costs involved stating that this did not preclude companies already under consideration. He undertook to contact Cllr. Clarke outside of the meeting to confirm next steps.
	62.2 Request from Involve 62.2.1 The Deputy Clerk gave an overview of a request received from Involve for a donation to the charity Cancer Champions who were seeking to raise £3k from parish councils to assist them with providing a Cancer support network for residents. 62.2.2 It was PROPOSED that a grant of £250 was made subject to receipt of the appropriate paperwork. Proposed: Cllr Emmet Seconded: Cllr Brown Unanimously Agreed

	62.3 Broken Bus Shelter Basingstoke Road 62.3.1 Cllr. Clarke noted that the bus shelter on the Basingstoke Road outside Warings had been broken because of a car accident. The Clerk confirmed that WBC would be obtaining money from the appropriate insurance company to fix the shelter. Proposed: Cllr Emmet Seconded: Cllr O'Brian Unanimously Agreed
	62.3.2 It was requested that the Clerk arrange for a report to be made to the committee monthly noting significant maintenance and tasks carried out in the parish to help identify recurring and emerging issues.
	62.4 Spencers Wood Pavilion Hire Numbers 62.4.1 The Deputy Clerk gave an overview of the report provided detailing hall hire at Spencers Wood Pavilion and confirmed that charges had been made in line with those advertised. 62.4.2 The Clerk undertook to obtain clarification on GDPR in relation to the level of detail that could be shared on room hire.
	62.5 Allotments Update The Deputy Clerk gave an overview of the allotment update circulated prior to the meeting highlighting the following points: • An issue with an overhanging tree on Green End Close notified by a resident had been resolved. • A water leak at the Deardon allotments had been fixed by the facilities manager.
21/RA/63	Community Service Update
	63.1 Cllr. Brown gave an update on activity in the parish highlighting the following: • The Shinfield Volunteer Group had now submitted bank details enabling a grant from SPC to be made. The grant for £500 start-up and £37. 50 per hire for three months would be reviewed at the next F&GP meeting in order that the Tea bar could commence on 9 September.
	• A meeting had taken place with the manager of the Shinfield Voluntary Car Service to establish conditions for the previously approved grant from SPC to transport residents to two local lunch clubs: • Users of the service must live alone and be otherwise unable to get there. • Users must have been referred to Welcome Club/The Lunch Club. • Users must complete a car service membership form. • Monthly statements to be sent by the Treasurer.
	• Many community groups had not yet resumed despite a relaxation of restrictions.
	63.2 Sports Strategy Working Party
	63.2.1 Cllr. Clarke confirmed that the first meeting of the working party had taken place during the previous week. A copy of the minutes had been sent to the Clerk.

	63.2.2 It was noted that Millworth Lane had been one of eight sports pitches under WBC that had previously been identified as in poor condition. The Shinfield Football Club had received a grant from the FA for £27k towards maintenance costs of which 18k had been received to date. 63.2.3 Cllr. James confirmed that he would be meeting with a representative of WBC in September to discuss establishing a rental and charging scheme for the sports facilities which would assist with budget planning. 63.2.4 The Clerk undertook to obtain clarification on who was contracted to do what groundwork at The Manor sports facilities.
21/RA/64	Grant Applications
	64.1 Grants Update
	64.1.2 The Grants update was NOTED .
	64.2 Citizens Advice Bureau
	It was PROPOSED that following receipt of a completed grant application form for £1250 that the SPC APPROVE its decision to grant £1250 towards the cost of a bus for the Citizen's Advice Bureau. . Proposed: Cllr. Montgomery Seconded Cllr. O'Brian Unanimously Agreed
21/RA/65	Correspondence
	65.1 Fulbrook Avenue Play Area
	65.1.1 Cllr. Emmet noted the e-mail received from a resident regarding issues with the Fulbrook Avenue play area. It was agreed that the developer, Taylor Wimpey, was responsible for the play area. 65.1.2 It was PROPOSED that the Clerk provide Cllr. Emmet with contact details for Phil Milburn, WBC, to follow the matter up. Proposed: Cllr. Boyer Seconded Cllr. O'Brian Unanimously Agreed
	65.2 Eco Green Communities
	65.2.1 The Deputy Clerk noted the advertisement received from Eco Green Communities offering the opportunity for SPC to provide dog waste bag dispensing stations. 65.2.2 It was PROPOSED that SPC did not proceed with the purchase of the dispensing stations. Proposed: Cllr. Boyer Seconded Cllr. Emmet Unanimously Agreed
	65.3 Hollow Lane Bus Shelter Quote
	65.3.1 The Deputy Clerk confirmed that she had only been able to obtain one quote for a replacement bus shelter despite several attempts to companies. 65.3.2 It was PROPOSED that the quote for the replacement bus shelter at a cost of £4.5k plus VAT was APPROVED subject to confirmation that ground works and removal of the old shelter were included and given that reasonable effort had been made to obtain alternative quotes.

	Proposed: Cllr. O'Brian Seconded Cllr. Emmet Unanimously Agreed
21/RA/58	Date of next meeting: 30 September 2021
	The meeting closed at 9:00pm.

Action items:

Minute Ref	Details	Action by
14.3	Clerk to contact WBC regarding a safety survey on tress located on SPC land	Deputy Clerk
14.4	Volunteer evening to be organised for October 2021 to say thank you for efforts made during the pandemic	Deputy Clerk
32.3.2	Clerk to draft a policy on SPC's approach to CCTV	Deputy Clerk
48	Cllr Jahromi to supply Clerk with information on flower bed and monument to enable his to add it to the next R&A agenda	Cllr. Jahromi
55	Deputy Clerk to send draft CCTV policy to the Data Protection Officer at WBC for validation.	Deputy Clerk
62.1.3	Clerk to contact Cllr Clarke to discuss next steps in procurement process for Spencers Wood Rec facilities.	Clerk
62.2.3	Clerk to provide monthly report detailing significant maintenance tasks carried out in the parish to help identify any recurring issues.	Clerk
62.4.2	Clerk to obtain clarification on GDPR in relation to the level of detail that could be shared on room hire	Clerk
63.2.4	Clerk to obtain clarification on who was contracted to do what groundwork at The Manor sports facilities.	Clerk
65.1.2	Clerk to provide Cllr. Emmet with contact details of Phil Milburn, WBC, to discuss issues at the Fulbrook Avenue Play Area	Clerk

Shinfield Parish Business Case

Project Name: Refurbishment of Spencers Wood Recreation Ground (SWRG)

Date: 22 September 2021

Project Owner (who is also the project lead): Cllr Clarke

The sponsor (which is the relevant approving committee): R&A then to FC

Description (aims/objectives/why do we need the project)

It was determined by the R&A committee that following the installation of the new Spencers Wood Pavilion that the SWRG could also benefit from a re-vamp.

A Working Party was assembled, and a survey launched in June 2021 to the residents of what they wished to see in the SWRG. The results of which were analysed by the WP which included residents.

Proposed solution(s) and recommendation(s)

At this stage the recommendation is for the R&A committee to assemble the correct specifications to be approved at R&A. Then a Full Business Case be created and approved to go to FC for approval which will then be used for procurement through Contract Finder.

Risk and Benefits

The benefits of a fit for purpose, up to date recreation ground cannot be over expressed.

There are no foreseeable risks as we will define the specifications and procure the correct contractor as defined by our policies and Financial Regulations.

Shinfield Parish Business Case

Impact

The SWRG as a local sports and leisure facility would be enhanced in line with public opinion and support.

Resources required

The efforts of the WP and residents. Initial indicative quotes have been received and place the cost as circa £120,000. Contract Finder will therefore need to be used to request costs and full approval at FC.

Create full specifications for presentation to FC for approval and use with Contract Finder

Timelines

To be approved at the R&A in readiness to be presented and approved by FC of February 2022. The project will then, due to its scale go through Contract Finder and the FC to fully approve and commission

Approval Schedule

Committee date: R&A approval prior to FC approval at meeting of February 2022

Approval status:

Final assessment

Was the objective(s) met:

Lessons learned:

Minutes of a meeting of the Sports Strategy Working Party held at 10.15 a.m. 11th September 2021 at Millworth Lane recreation Ground.

Present: I Clarke (Chair), N Boyer, P Emmment, E Brown

Apologies: L. James.

1. Purpose of meeting:

To obtain advice from a Consultant on Millworth Lane Recreation Ground potential.

The Consultant failed to attend.

Ian Clarke to contact the consultant to confirm continuing interest.

2. Review of planning to date.

The working party took advantage of the free time to review the proposals made at previous meetings to identify any need for change to earlier recommendations and any works that should be progressed before winter rains set in to soften the ground.

3. Need for change

- a) The working party was informed by the Chair that the UoR will be installing a MUGA at Alder Grove, which puts a question mark over the need for another one at Millworth Lane.

The area proposed for the MUGA is a concrete pad previously used as a base for a caravan that has been removed. It is now recommended that this space be fenced off and turned into a compound for the storage of portable sports equipment such as goalposts etc that is scattered around.

- b) It is also suggested that, instead of a Skate Park, SPC should install a Pump Track, given the increased interest following Olympic Games success.

4. Work to progress now

- a) Clear from the area between the Pavilion and the disused rollers all abandoned or broken sports equipment and other unserviceable materials littering the area.
- b) Clean and fence off the concrete base area and move on to it the remaining serviceable, portable sports equipment. (Ian Clarke to email the regular sports users of Millworth Lane recreation ground asking them to remove or lose any materials they wish to retain.)
- c) Clear all scrap metal from the area currently overgrown with brambles and now being considered for a Pump Track.
- d) Bring the Pavilion back into use as soon as practical after repair needs have been identified.
- e) Arrange a Tree Survey to confirm the condition of mature trees and to identify trees that can be removed adjacent to the Tennis Club to allow development of indoor facilities.

Ian Clarke and/or Parish Clerk to expedite in consultation with Cllr James, Chair of Finance Committee.

Meeting Closed at 11.00 am

Next Meeting: Report to Full Council 20th September, 2021

Grants Expenditure 2020/21 and Account of S137 Payments

Date Received	Organisation	<u>Monitoring Form Returned</u>	File ref	Grant Application	Amount Approved	Approved Cttee Minute	Grant Payment	Date Paid Code 4300 601	Uncommitted Budget Available for Allocation to New Applications	section 137 (4) (a) of the Local Government Act 1972	Balance of S137 Threshold	Grant Award - Relevant Legislation (Grants are NOT primarily S137)
				£	£		£		£	£	£	
	Budget for Grants								30,000.00			
	Threshold 137 (£8.41) per elector									98,565.20	98,565.20	
21/04/2021	Spencers Wood Village Hall		1	3,000.00	3,000.00	21/RA/34.1	3,000.00	19/05/2021	27,000.00	0.00	98,565.20	Local Government Act 1972 s133
01/04/2021	Shinfield Players Theatre		2	20,000.00	20,000.00	Council 17/5	20,000.00	24/05/2021	7,000.00	0.00	98,565.20	Local Government Act 1972 s145
10/05/2021	Shinfield Cricket Club		3	3,000.00	3,000.00	21/RA/45	3,000.00	28/06/2021	4,000.00	0.00	98,565.20	Local Government Act 1972 (Misc Provisions) Act 1976 s19
28/04/2021	Car Scheme		4	500.00	500.00	21/RA/33.2 55.4	500.00		3,500.00	0.00	98,565.20	Local Government & Rating Act 1997 s 26-29
04/05/2021	Pending Wokingham Job Support		5	500.00	0.00	21/RA	0.00	-	3,500.00	0.00	98,565.20	Refused
09/06/2021	Laurel Park Netball Club		6	500.00	500.00	21/RA/55.3	500.00	12/07/2021	3,000.00	0.00	98,565.20	Local Government Act 1972 (Misc Provisions) Act 1976 s19
16/06/2021	Shinfield Volunteers _ Rent		7	90.00	540.00	21/FGP/48	540.00	31/08/2021	2,460.00	0.00	98,565.20	Local Government Act 1972 (Misc Provisions) Act 1976 s19
16/06/2021	Shinfield Volunteers _ Stock		8	500.00	500.00	21/FGP/48	500.00	31/08/2021	1,960.00	0.00	98,565.20	Local Government Act 1972 (Misc Provisions) Act 1976 s19
24/06/2021	Wokingham Citizens Advice Bureau		9	1,250.00	1,250.00	21/RA/64.2	1,250.00	11/08/2021	710.00	0.00	98,565.20	Section 142 of the Local Government Act 1973
22/09/2021	CAB Reading		10									Section 142 of the Local Government Act 1974
24/06/2021	Shinfield Baptist Church		11	250.00	250.00	21/RA/54.1			460.00	0.00	98,565.20	Awaiting application form ?
29/07/2021	Involve		12	250.00	250.00	21/RA/62.2			210.00	0.00	98,565.20	Awaiting application form ?
			13						210.00	0.00	98,565.20	
			14						210.00	0.00	98,565.20	
			15						210.00	0.00	98,565.20	
			16						210.00	0.00	98,565.20	
			17						210.00	0.00	98,565.20	
			18						210.00	0.00	98,565.20	
			19						210.00	0.00	98,565.20	
			20						210.00	0.00	98,565.20	
			21						210.00	0.00	98,565.20	
			22						210.00	0.00	98,565.20	
			23						210.00	0.00	98,565.20	
	Totals			29,840.00	29,790.00		29,290.00		0.00	0.00		

Note Balance Available of all grants approved

2021/22

S137 8.41 Per Elector

No Electors 11,720

Threshold 98,565.20



GRANT APPLICATION FORM 2021-2022

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 Reading

For what purpose is the grant to be used?

Over the past year, the number of people from the Shinfield Parish using our telephone and online services is 71, representing 1.6% of the 4,462 clients we helped in 2020-21. An equivalent proportion of our £668,127 income for 2020-21 would be £10,690. To give an idea of the value we provide as a service, the financial outcomes generated for our clients for the same period totalled £3,302,658 in income gains, with debts rearranged or written off valued at £129,211. Other wins totalled £479,393.

We have undergone a significant organisational restructure in May/June 2021 to manage a financial deficit and secure the future of the service. We continue to provide the widest generalist advice service, which is free and available to all and our advisors remain available for 3 days per week and help over 400 people a month, which is remarkable when you consider the complexity of the advice and support offered, and the staffing levels of 10 FTE paid staff and 13 FTE volunteers.

VALUE OF GRANT: UP TO £2,000.00, see email.

Our plan for the remainder of 2021-22 is to consolidate, return to the office, establish effective new ways of delivering future services, based upon the learning of the last 18 months, and to rebuild both in terms of service hours and volunteer and paid staff numbers.

Your help in contributing to our operational costs is much appreciated.

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

As detailed above, over the past year, the number of people from the Shinfield Parish using our telephone and online services is 71; representing 1.6% of the 4,462 clients we helped in 2020-21. We would anticipate that this number would increase in 2021-22 as the after effects of the pandemic are fully realised and we work to increase service capacity as much as we can.

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

If yes please provide details.

Yes - We regularly apply to many organisations to seek contributions to the overall cost of our full service. We continue our bid partnership work with Reading Borough Council and we have contracts with Macmillan Cancer Support, The Henry Smith Charity and Thames Water Trust Fund. We still have a forecasted budget shortfall this year of £32,000, which we are working hard to redress, with applications such as this and our own fundraising activities, for example the recent Legal Walk in Reading.

About your Organisation :

Briefly describe the role of your organisation within Shinfield Parish

We are available as an advice and support service for whoever needs it, via our phone, email and online channels. As Shinfield is very much on the border between Wokingham and Reading, we are a local citizens advice service regularly accessed by Shinfield residents. rcab.org.uk

Where are you based?

Minster Street, Reading, from where we provide telephone, email and online services.

Number of members in your organisation?

12 Trustees, 21 part-time staff (10 FTE) and 53 volunteers (13 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: CEO

Contact address

Minster Street, Reading

Postcode: RG1 2JB

Telephone Number:

Bank	[REDACTED]
Name of Bank Account	Citizens Advice Reading
Sort Code	[REDACTED]
Account Number	[REDACTED]

Email address: tina.stevenson@citizensadvicereading.org

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 Reading

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:



Date: 22.09.21

Name (Block capitals): Tina Stevenson

Position in organisation: CEO

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
Balance Sheet/Bank Balances	x
Income and Expenditure Account	x

Z/Grants/Current Year Applications NNNN_NNNN

GRANT APPLICATION FORM 2020-2021

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

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

Grant Payment will be by way of Bank Transfer – please supply details

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

Name of Organisation: **SPENCERS WOOD CARNIVAL**

Grant request from Shinfield Parish Council: **£3,500**

For what purpose is the grant to be used? How will it benefit the residents of Shinfield Parish? **The purpose of this grant will help go towards an increase in the cost of everything associated with the carnival such as toilets, marquees, sound system and insurance. Since Covid 19 we have seen an increase in our outgoings due to surcharges for extra cleaning processes and recommended sanitising guidelines. The grant will go towards providing a safer environment which will ultimately lead to reassurance amongst the 8,000 + people that support this event. The Carnival has been running for 13 years and is a great success for our community and the Parish of Shinfield.**

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

About your Organisation :

Briefly describe the role of your organisation within Shinfield Parish. **We are two Volunteers that organise and co-ordinate a Casrnival for the benefit of the whole community to be a part of.**

Where are you based? **Spencers Wood**

Number of members in your organisation? **2**

Contact for this application:		
Title: Mrs	First name: Karen	Surname: Eaves
Position held in organisation: Co-Chairman		
Contact address: Cranndara, Hyde End Road, Spencers Wood, RG7 1DD		
Postcode: RG7 1DD		Telephone Number: 07837942443
Email address: info@spencerswoodcarnival.co.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: **Spencers Wood Carnival**

I declare that:

- the organisation named in this application form has authorised me to sign this application on their behalf;
- I have noted the conditions under which grants are awarded by Shinfield Parish Council;
- I confirm that if successful, I and the organisation which I represent, will abide by the conditions.

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

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

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

Signed: _____ **K. A. Eaves** **Date:** _____ **20/10/21**

Name: (Block capitals): KAREN A EAVES Position in organisation: CO CHAIR

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

Accounts	
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Balance Sheet	
Annual report (if available) /Financial Statement	
Other - Bank Account Details for Payment	
Bank Name	Spencers Wood Carnival
Bank Sort Code	08-92-99
Bank Account Number	65253575

GRANT CRITERIA

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

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

CONDITIONS OF GRANT

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

Mike Balbini

From: Angela King
Sent: 16 September 2021 12:21
To: Mike Balbini
Subject: FW: Orchard Rise UPDATE

7.1

DISCLAIMER

The content of this message may be confidential, legally privileged and protected by law. Unauthorized use, copying or disclosure of any of it may be unlawful. If you are not the intended recipient please notify the sender and remove it from your system. While attachments to this e-mail are checked for viruses, we do not accept any liability for any damage sustained by viruses.

From: Ray [redacted]
Sent: 16 September 2021 11:33
To: Ian Clarke <ian.clarke@shinfieldparish.gov.uk>; Angela King <angela.king@shinfieldparish.gov.uk>
Subject: Orchard Rise UPDATE

Good morning Angela, Ian,

We have been hot on Taylor Wimpey backs pushing for some action at Orchard Rise. It's been diabolical from them. However, I have solid updates from their technical manager and director. See below.

"I can confirm that the MUGA works are starting on Monday, as soon as they are complete I will get @Jemma Poynter - TW West London to arrange a site visit with yourselves (Ray).

The allotment works are now scheduled to begin on the 27th and our ground worker has provided a six week program for these works. I will come back to you half way through the works with an update on an exact completion date.

In regards to the pooling water, we have arranged for our engineering consultant to attend site to review this and advise on the best solution. We will come back to you on this matter as soon as we have a resolution and will be treating as a priority item.

Apologies that these items have dragged on, myself and @Leigh Kearsey - TW West London will keep on top of all parties to make sure these items are closed correctly and in a timely manner. "

Ill let you know when I hear more, many thanks

[redacted]

[redacted]

Green Infrastructure Delivery Officer

Community, Heritage and Green Infrastructure

Wokingham Borough Council | Civic Offices | Shute End | Wokingham | Berkshire | RG40 1BN
Mobile 07825101519

Mike Balbini

From: [REDACTED]
Sent: 16 September 2021 16:42
To: clerk
Subject: Order your winter floral displays today

7-2

Plantscape's Winter Range - Available Now!

[View online](#)

plantscape 
part of idverde

**Plantscape's
Winter Range
Available Now!**



Plantscape's winter floral displays are now being created by our teams in the nursery. The range is available from September to March, uses our 7-day watering system and is available across our full range of planters, from floor standing planters and hanging baskets to window boxes and interlocking planters.

Last year the winter range was popular with councils to brighten up high streets, community gardening schemes to bring people together and has even

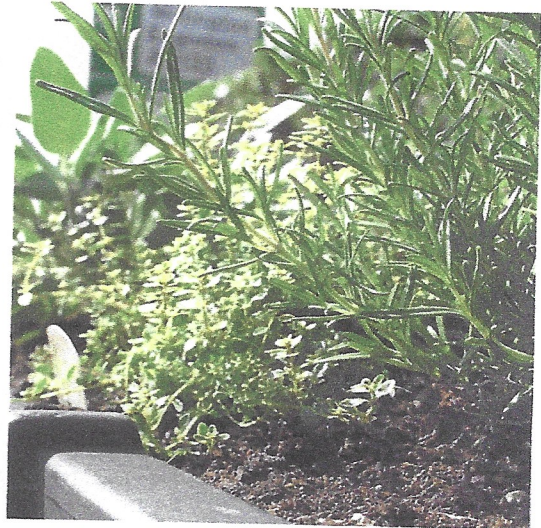
been used by residents to stop people parking on pavements in residential areas!



The Floral Range

Plantscape's floral displays include a winter plant-up option, designed to withstand the cold weather whilst bringing some colour to your streets. Our winter range includes a mix of plants including Ivy, Pansies, Cyclamen, Primrose and bulbs.

[Find out more](#)



The Herb Range

Our herb planters are available as barrier baskets, metre-square or pathway planters, window boxes and even three-tier towers. The range can be mixed with customer favourites such as Polyanthus and Pansies to add extra colour.

[Enquire now](#)

Didsbury's herb planters tackled their parking problem!