

To all members of Shinfield Parish Council Notice is hereby given, and you are summoned to attend a Meeting of the Full Council on Wednesday, 22nd April 2026, commencing at 19:30 at High Copse Pavilion



Bruce Winton
Chief Executive and Clerk to the Parish Council
17th April 2026

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

Agenda

41. Public Questions

- 41.1 To **RECEIVE** and **CONSIDER** questions from the public

42. Apologies and declaration of members' interest

- 42.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
42.2 To **RECEIVE** and **CONSIDER** declarations of members' pecuniary interests and any related person interest in respect of the agenda

43. Minutes of the Full Council meetings held on 25th March 2025

- 43.1 To **RECEIVE** and **APPROVE** the minutes of Full Council meeting held on 25th March 2026*
43.2 To **RECEIVE** information on matters arising from the minutes of the meeting held on 25th March 2026

44. Reports from Borough Councillors

- 44.1 To **RECEIVE** and **NOTE** reports from Borough Councillors*
44.2 To raise any questions to Wokingham Borough Council via the Borough Councillors.

45. Reports from Committees and associated Working Parties

- 45.1 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 1st April 2026* and an update from the Chair
45.2 To **RECEIVE** and **NOTE** the draft minutes of the Children and Young Adults Committee held on 2nd April 2026* and an update for the Chair
45.3 To **RECEIVE** and **NOTE** the draft minutes of the Planning and Highways Committee held on 8th April 2026* and an update from the Chair

- 45.4 To **RECEIVE** and **NOTE** the draft minutes of the Finance and General Purposes Committee held on 15th April 2026* and an update from the Chair
- 45.5 To **RECEIVE** a verbal report from the Chair of the Council
- 45.6 To **RECEIVE** reports from outside bodies

46. Corporate Governance

- 46.1 To **RECEIVE** and **CONSIDER** the revised Financial Regulations as presented by the Finance and General Purposes Committee*
- 46.2 To **RECEIVE** and **CONSIDER** an update to the Standing Orders as presented by the Finance and General Purposes Committee*
- 46.3 To **RECEIVE** and **NOTE** the process for appointing the Chair and Vice Chair of the Council at the meeting in May 2026

47. Policy and declaring political affiliation

- 47.1 To **RECEIVE** and **CONSIDER** a recommendation from the Finance and General Purposes Committee that the Council will not publish political affiliations

48. Annual Parish Meeting

- 48.1 To **RECEIVE** and **CONSIDER** a verbal update on the arrangements for the Annual Parish Meeting in May 2026

49. School Green Centre Café

- 49.1 To **RECEIVE** and **CONSIDER** an update from the Café Working Party

50. Invoices for payment

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

51. Correspondence

- 51.1 To **RECEIVE** and **NOTE** and correspondence received

52. Date of Next Meeting

- 52.1 The date of the Annual Council Meeting will be held on 27th May 2026

*** indicates papers attached**

**** indicates papers to follow**

Minutes of a meeting of Full Council
Held on Wednesday, 25th March 2026
At School Green Centre commencing at 19:30

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

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
BCllrs Gray and Glover
2 members of the public

26/29

Public Questions

Receive and consider questions from the public.

Following a Bye-Election on 24th March, the Chair welcomed Cllr Hilary Pollock to Shinfield Parish Council

The Chair congratulated Cllr Poole on the birth of his daughter.

29.1

Political parties within Shinfield Parish Council

A member of the public raised a question in relation to the recent public interest in the role of political parties within the parish council. Would the council consider adopting a practice of voluntarily declaring any political party memberships or affiliations, in the interests of transparency for residents?

The Clerk explained that parish councillors were not required to declare political allegiance and the council does not collect or record that information. Councillors are free to stand as party or independent candidates, but once elected all councillors are treated equally and serve the whole community.

It was noted that disclosure by a councillor must only be voluntary and would have no impact on the operation of the council. The council was currently in a transitional stage and all positions on the Council would be available for election in May 2027.

ACTION – Clerk to add to the agenda of the next Finance and General Purposes Committee for further discussion and recommendation to Full Council

26/30 Apologies and declaration of members' interests

30.1 Apologies for absence

Apologies had been received from Cllr Poole

30.2 Declarations of members' interest

Changes to members declaration of pecuniary interest

The Clerk advised that the following Declaration of Pecuniary Interest forms had been updated:

Cllr Bowler updated on 23 March 2026

There were no further declarations of pecuniary interest or related person interests reported in respect of the agenda

26/31 Minutes of the Full Council Meetings held on 25th February 2025

31.1 The minutes of the meeting held on 25th February 2026 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr Clarke
Seconded: Cllr Rance
Approved: Unanimously

31.2 Matters arising from the minutes of the meeting held on 25th February 2026

26/19.2 BCllr Rance to provide Cllr Hoyle with further details on the Homeowners Rights Network.

Cllr Rance would be sending the information to Cllr Hoyle.

26/21.1 Clerk to circulate information regarding a 'related person'

This had been done.

26/21.3 Clerk to update the SPC Standing Orders according to the agreed amendments

This had been done and the updated version was published on the SPC website
Councillors were welcome to request a hard copy from the Clerk if required.

ACTION – Clerk to email the updated version of the Standing Orders to all members of the council

26/22.1 Clerk to arrange for the publication of the Annual Parish Meeting 2026 and awards process

This had been done.

26/23.1 Deputy Clerk to arrange a meeting of the Café Working Party

This had been done and the meeting took place on 10th March 2026. This was also on the agenda - see minute 26/36.1

26/24.1 ➤ Deputy Clerk to add 'bus services' to the agenda of the next Planning and Highways meeting

This had been done and was on the agenda – see minute 26/37.1

➤ Clerk to arrange a meeting with Rebecca Brookes, WBC

The Clerk had arranged a meeting for earlier today (25th March) including Rebecca Brookes and Cllrs Boyer and Peer

26/32 Reports from Borough Councillors

32.1 Report from Borough Councillors

Members **NOTED** the written report from BCllr Rance and verbal reports from BCllrs Glover and Gray

32.2 Questions arising from the reports of the BCllrs

Questions on the report from BCllr Rance

Cllr Clarke asked why Bellway were making significant financial contributions to deliver improvements to Swallowfield Medical Practice when the Shinfield Medical Practice had many consulting rooms that were not being used. Cllr Glover suggested contacting Berkshire, Oxfordshire and Berkshire West Integrated Care Board (BOB ICB).

Cllr Johnson asked if a 'yellow box' would be included on the Shinfield Arms roundabout when the resurfacing and remedial work was carried out. It was confirmed that this would not be part of the work.

Verbal report by BCllr Glover

BCllr Glover highlighted

- Enforcement issues on
 - Croft Road – retrospective planning application
 - Heron Industrial Estate
- Antisocial Behaviour (ASB) had been reported on Wilder Crescent where the police had been involved.
- Three Mile Cross – Thames Water were removing old infrastructure
- Millworth Lane – Flytipping had been removed

Cllr Clarke asked if there was any update on the junction improvements at Church Lane/Basingstoke Road. BCllr Glover reported that the work was expected to commence in the Summer 2026. Taylor Wimpey had a contractor for the work.

BCllr Gray reported the following

- An online meeting with Wrenbridge and residents had not been well attended. An in person session would be organised during the Summer months. Wrenbridge had been apologetic over the demolition process.
- Attended a meeting regarding the Winnersh side of the proposed Loddon Garden Village development. Positive developments were that the developers were looking to pay for a commercial plot to cover any management fees, ensuring that these were not tied into the title deeds of the properties.

Cllr Hoyle raised concerns over the decommissioned playground at the end of Church Lane asking when this would be removed as it was unsightly. The Clerk explained that the developer would be removing the equipment when they started the junction work. It would not be good use of SPC money to pay for the removal of the equipment as this was part of the planning application. It was noted that the Deerleap playground had been extended to counteract the loss of this playground.

The Chair thanked BCllr Rance for her written report and BCllrs Glover and Gray for their verbal reports

ACTIONS -

- Clerk to contact BOB ICB to enquire why Shinfield Medical Practice remained mostly vacant when Bellway were expected to make financial contributions to deliver improvements to Swallowfield Medical Practice
- Clerk to chase the developers regarding the removal of the playground equipment on the decommissioned site

26/33

Reports from Committees and associated Working Parties

33.1

Members received the draft minutes of the Facilities Committee held on 4th March 2026 and an update from the Chair.

The following points were highlighted from the minutes:-

- Cricket tenderers had been in for a meeting with the working party and asked to look at increasing their financial commitment.
- Football Heads of Terms were being addressed
- Invoices had been sent to Shinfield Rangers Football Club but no payments had been made to date

Cllr Hoyle expressed concerns over the financial management of sports pitches and requested a budget report to explain the situation at High Copse, Manor Ground, Millworth Lane pitches and the Tennis Club.

Cllr A Pollock noted that no income had been received for Millworth Lane for some time. Cllr Clarke reported that money had been obtained from the Football Foundation to improve these pitches approximately 8 years ago. The football club had looked after the pitches to offset any payment to SPC. The agreement ended in 2026, and the use of this site would be reevaluated.

The Clerk reported that there was a meeting with Shinfield Rangers Football Club on 26th March to address the issues raised above.

ACTION – Clerk to circulate a financial report on High Copse, Manor Ground, Millworth Lane pitches and the Tennis Club

Members NOTED the minutes of the Facilities Committee

- 33.2 Members received the draft minutes of the Arts, Culture and Events Committee held on 5th March 2026 and an update from the Chair.

Cllr Matic invited Cllr H Pollock to observe the next meeting of the Arts, Culture and Events Committee with a view to joining the committee.

The following points were highlighted from the minutes:-

- 5th birthday party of the School Green Centre
- Annual Parish meeting
- Cinema – working on an event with Shinfield Studios to promote the new screening of The Magic Faraway Tree. Proposed date was 10th April 2026. Two screenings would take place – one for those with film interest and another for the general public
- Art Exhibition – due to a successful exhibition in 2026 this would take place again during the school February half term in 2027
- Members were encouraged to promote and participate in the Easter Egg decoration competition on Good Friday

Members NOTED the minutes of the Arts, Culture and Events Committee

- 33.3 Members received the draft minutes of the Planning and Highways Committee held on 18th March 2026 and an update from the Chair

The following points were reported:-

- A meeting took place on 25th March 2026 with Rebecca Brookes, Wokingham Borough Council (WBC) regarding the local bus services (see minute 26/37.1)
- The Traffic Working Party met on 25th March 2026 with the attendance of BCllr Betteridge and Matt Gould, WBC. This had been a positive meeting and WBC would be looking into the requests of the parish council.
- Cllr Rance reported that WBC would not fund additional lighting on Cutbush Lane
- Cllr Clarke reported that there appeared to be a new building on the Bismillah House site. Cllr Boyer explained that this property had 9 outstanding enforcement notices that were being investigated. The Committee were aware of these breaches.
- The Clerk had circulated the response of the Council on the Planning Application for Loddon Garden Village to all members. This had now been submitted to the planning authority.

Members NOTED the minutes of the Planning and Highways Committee

33.4 Report from the Chair of the Council

Cllr Boyer reported that he had attended a 100th anniversary event at the University of Reading (UoR) where awards were granted

33.5 Reports from Outside Bodies

Cllr Montgomery reported that there had been no information from AWE on their position regarding the planning application for Body's Farm in Spencers Wood.

Cllr Peer reported that the solar farm may commence construction at the end of the year.

26/34 Corporate Governance

34.1 Corporate Governance Working Party

It was expected that the revised Financial Regulations would be presented to the Finance and General Purposes Committee at their April Meeting.

34.2 Terms of Reference for the Engagement Working Party

The Arts, Culture and Events Committee had drawn up the terms of reference for the Engagement Working Party in readiness for the new role of Community Engagement Officer.

Members **APPROVED** the Terms of Reference for the Engagement Working Party

Proposed: Cllr Matic
Seconded: Cllr Masseron
Approved: Unanimously

26/35 Annual Parish Meeting

35.1 The Annual Parish Meeting was being published as much as possible. Invitations had been sent to local organisations and charities. Closing date for nominations for awards was 3rd April, to date two nominations had been received.

26/36

School Green Centre Cafe

- 36.1 Proposal from the Café Working Party to extend the trial period of Shinfield Parish Council running the café for a further six months

The Clerk had circulated proposals for discussion. Out of the 10 highest trading days 9 had been since 24th February.

The Café Working Party had met on 10th March recommended the following to Full Council for approval

- I. that the trial period for Shinfield Parish Council (SPC) to run the café be extended for a further six months (end of September 2026)
- II. that the café be open for extended hours from 17:00 to 19:00 from Monday to Thursday from 13th April until 21st May inclusive, on a trial basis, serving drinks, cakes and non-menu consumables such as snacks and counter food.

The Café Working Party discussed some simple changes to the menu, ideas to increase footfall, improving the layout (long term), being more proactive in promoting that the menu offered was made to order and cakes, cookies and tray bakes were homemade.

A stock check would be taking place on 31st March 2026 to enable a realistic assessment of the café finances.

Members **APPROVED** recommendation i. of the Catering Working Party as presented above.

Proposed: Cllr Jahromi
Seconded: Cllr A Pollock
Approved: 13 in favour, 1 abstention

Members **APPROVED** recommendation ii. of the Catering Working Party as presented above with the addition that the Café Working Party had the discretion to continue, if the increased hours were successful. It was agreed that a maximum of 2 members of staff would be working during this period.

Proposed: Cllr Jahromi
Seconded: Cllr A Pollock
Approved: Unanimously

ACTION – Deputy Clerk to arrange for the above recommendations for the Tin Roof Café to be actioned

26/37

Bus Service

- 37.1 Additional funding for bus services within the parish

Cllrs Boyer and Peer and the Clerk met with Rebecca Brookes, WBC to discuss potential changes to bus services in the parish.

There are no planned changes to the #3 service except for WBC investigating whether this could become double-decker at peak times.

#92 is a school service to Reading schools but can be used by general public

#600 is funded to continue on current service level for three years. Potential to use S106 from the two new developments just approved for Shinfield. Long-term keep as base of a service that links through to Loddon Garden Village when built. That may generate the business level to fund future enhancements to service.

Demand Responsive Transport and other options were discussed but none of these appeared viable.

School buses will continue as they are for now.

26/38

Invoices for payment

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

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

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

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

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

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

26/39

Correspondence

- 39.1 The Clerk advised that he had attended the awards ceremony for his Society of Local Council Clerks Level 4 Certificate of Higher Education and thanked the council for the training opportunity. He advised that he would not continue on to the Level 5 course.

26/40

Date of Next Meeting

- 40.1 The date of the next Full Council meetings will be held on 22nd April 2026 at School Green Centre

Meeting ended at 21:12

List of Actions

- | | | |
|----------------|---|--------------|
| 26/29.1 | Clerk to add the item <i>Political parties within Shinfield Parish Council</i> to the agenda of the next Finance and General Purposes Committee for further discussion and recommendation to Full Council. | Clerk |
| 26/21.3 | Clerk to email the updated Standing Orders to all members of the Council. | Clerk |
| 26/32.2 | Clerk to contact BOB Integrated Care Board (ICB) to enquire why Shinfield Medical Practice remained mostly vacant when Bellway were expected to make financial contributions to deliver improvements to Swallowfield Medical Practice | Clerk |
| 26/32.2 | Clerk to chase the developers regarding the removal of the playground equipment on the decommissioned Church Lane site. | Clerk |
| 26/33.1 | Clerk to prepare a financial report on High Copse, Manor Ground, Millworth Lane pitches and the Tennis Club. | Clerk |
| 26/36.1 | Deputy Clerk to arrange for the approved Café Working Party recommendations for the Tin Roof Café to be actioned. | Deputy Clerk |

BOROUGH COUNCILLOR REPORTS

BCllr Rance

24.03.26 Heard from Residents of Shinfield Park. WBC have made good responses to concerns raised over non-compliances. WBC had visited the site to discuss matters with new contractors (MCS) who have adopted changes immediately ie: no early starts or late finishes, covered lorries leaving, and a road sweeper making regular trips along the site egress route towards B3270. Good news!

26.03.26 More good news. I have been campaigning for a blue fence, cone and weight to be removed from near the University bridge B3270 along Lower Earley Way. Been there for so long Brambles had grown around it. After **4 and a half years** it has gone.

26.03.26 Asked at WBC Full Council about the appalling massacre of trees/bushes over 4 mile stretch Hyde End Road near Appleton Way, through to Sindlesham Mill roundabout on ONE side. The Exec member for the Environment and Climate Emergency, promised ‘this would be looked into, and a more professional job done in the future’. Very next date, I witnessed the massacre of the other side!!

Also introduced was a presentation by Steve Bowers who together with WBC has put together a new “Resident (as opposed to Tenant) Charter” 2026-2029 Improving the resident experience. This is a 3rd edition marking a significant step forward in WBC’s ongoing commitment to improving the experience of all residents living in Council-owned and managed homes.

There was also info on the new SEND system – about the numbers of children and young people in the borough receiving support. 2025 3,368 SEND support 1.3% out of borough coming into our schools. 2026 4.3% in Wok Borough. EHCP 55%. 45.7% supported in our mainstream schools.

27.03.26 Long-standing resident also of Shinfield Park, contacted me regarding the RAF War Memorial. It is dirty and unkempt. She has spoken to Bruce, who may be able to get SPC to clean it. She also asked me to contact WBC to make sure the grass is cut, as it has been a year since being done.

30.03.26 Reported a large road sign totally obscured by foliage

31.03.26 Reported chronic subsidence on Nine Mile Ride, where the lorries are grinding into the soft kerbs, and churning up the tarmac.

6.04.26 Resident wrote about the Alarm at Shinfield Doctors having been ringing for days. Apparently she had complained before to the surgery manager but nothing has been done. I drove over to see at 3.45 but it had been stopped. Brett J had called the Police earlier.

7.04.26 Accident at Beke/Westall. I have written to WBC – awaiting reply. I tried to contact Vistry by email, as I do not know any phone numbers. However, Andy Gray is on the case. **09.04.26** Received reply from Thomas Freeman, Adoptions Manager who made it clear their Safety Auditors recommend only re-lining because they view it as “adequate enough from a safety perspective” and “the various accidents that have occurred are always caused by negligent drivers.” Relining has taken place.

I have also contacted WBC Highways about the car crash at 21 Bolton Drive – there needs to be some measure put in around that area. I am hoping it is adopted as WBC changed the road directions of both Bolton and Deardon. Awaiting reply.

8.04.26 Shinfield Park area has gone quiet over the Easter period, but just before the residents were very concerned about the huge size of the rubble stockpile and its proximity to the nearest houses. Tractors were atop these mounds clearing and moving the earth, causing tremors, vibrations and noise felt by many near houses. They contacted WBC of course. Not heard anything back yet.

9.04.26 Been contacted by a lady with two children who is Homeless and living with her mother and needed help ‘negotiating’ with WBC.

11.04.26 Been contacted by resident(s) about Mayflower Meadows Sang not having been looked after/cut for well over a year. Reported it.

13.04.26 Attended SMRA meeting at School Green. Much discussion about Beke/Westall and the accident at resident’s driveway in Bolton.

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

Minutes of a meeting of
The Facilities Committee
held on Wednesday 1st April 2026
at the School Green Centre commencing at 19:30

Present: Cllrs Boyer, Clarke (Vice-Chair), Jahromi, James, Johnson, Masseron and Peer

Attending: S Herring (Deputy Clerk)
B Winton (Clerk)
S Ali (Facilities Manager)
J Mason (Finance Manager)

26/FC/37 Public Questions

37.1 There were no public questions.

26/FC/38 Apologies and declarations of Members' Interest

38.1 There were no apologies for absence received

38.2 Declarations of Members' pecuniary interests and any related person interest

Cllr Johnson declared membership of the padel tennis company which will be referred later in proceedings. There were no other declarations of Members interests or related person interests.

26/FC/39 Minutes of the Previous Meeting

39.1 The minutes of the Facilities Committee meeting held on 4th March 2026 were approved as a correct record and signed by Cllr Johnson.

The Chair reported that the potential breach of the Code of Conduct recorded at 26/FC/27.1 had been fully resolved and there was no further action.

Proposed: Cllr Boyer
Seconded: Cllr Clarke
Approved: Unanimously

39.2 The following matters arising from the meeting held on 4th February 2026 were discussed:

26/FC/26.2

26/FC/1.1 Facilities Manager to meet with Freely Fruity to discuss signage and maintenance

The Facilities Manager had arranged a meeting with Freely Fruity at the end of April and it was anticipated that the work would be carried out on 26th April.

26/FC/5.2 Facilities Manager to report back on reseeding at Millworth Lane at the April committee meeting

The reseeding had been completed.

26/FC/9.4 Facilities Manager to liaise with the installers to resolve the issues of the shutters at High Copse Pavilion

The Facilities Manager had met with the contracts manager, and the shutters had been rewired; these were now operating successfully and would be regularly monitored.

26/FC/15.5 Clerk to follow up on the application to the Football Foundation for the grant for fencing

This was on the agenda – see minute 26/FC/40.2

26/FC/18.1 Facilities Manager to provide an update on Fire doors at School Green Centre at the April committee meeting

This was on the agenda – see minute 26/FC/43.2

26/FC/27.1 Clerk to inform Shinfield Rangers Football Club of the decision of the committee regarding charges for the use of the football pitches

This was on the agenda – see minute 26/FC/40.1

26/FC/27.2 Clerk to set up a meeting of the working party to discuss Heads of Terms for all sporting sites within the parish.

This was on the agenda – see minute 26/FC/40.1

26/FC/27.3 Clerk to submit the application for grant funding from the Football Foundation once the sites had been verified

Everything was now in place for the application to be submitted. See minute 26/FC/40.2

26/FC/27.4 Clerk to arrange a meeting with the tenderers for cricket at High Copse

This had been done; a meeting had been held on 13th March 2026. See also minute 26/40.3.

- 26/FC/27.5**
- Facilities Manager to arrange for a site survey and costs of a borehole licence
 - Facilities Manager to apply for a borehole licence

These items were on the agenda – see minute 26/FC/40.4

26/FC/27.6 Facilities Manager to arrange for the installation of the storage containers once the ground had dried out

This was on the agenda - see minute 26/FC/40.5

26/FC/28.1 Facilities Manager to liaise with BDS Surveyors regarding the variation to the planning application for the fitness centre at Millworth Lane

This was on the agenda - see minute 26/FC/41.1

- 26/FC/28.2**
- Facilities Manager to draft Heads of Terms and rent for discussion with the Tennis Club

This was on the agenda – see minute 26/FC/41.2

- Cllr Clarke to investigate costs for tarmac of the track

Cllr Clarke reported that he had a preliminary quote of £15,416 to tarmac Millwoth Lane from the allotment site to the tennis courts. Preparation of the track, levelling, etc would cost an additional £3,600. The surface would be the same as the Spencers Wood Recreation Ground car park.

ACTION – Clerk to add the resurfacing of Millworth Lane to the agenda of the Finance and General Purposes Committee

- Clerk to discuss maintenance of the track with the University of Reading (UoR)

The Clerk was waiting for a response from the UoR. A Land Registry search confirmed as no one owning the land.

ACTION – Clerk to follow up with the UoR

26/FC/29.1 Deputy Clerk to add Land Acquisition from the University of Reading (UoR) to the agenda of the next meeting

This had been done and was on the agenda – see minute 26/FC/42.1.

26/FC/30.1 Facilities Manager to report back to the committee regarding potential work on the fire doors at the School Green Centre

The Facilities Manager was chasing the manufacturer who originally installed the doors when built. This was still in progress.

26/FC/30.2 Clerk to arrange a site visit for the repositioning of the recycle bins with WBC

This was on the agenda – see minute 26/FC/43.1

26/FC/31.1 Facilities Manager to submit the planning application with the location of the community Shelter at Position A as recommended by WBC

This was on the agenda – see minute 26/FC/44.1

26/FC/33.1 Facilities Manager to action the suggestions made by Reduce Energy Limited and report back to the Committee

This was on the agenda – see minute 26/FC/46.1

26/FC/40.1

High Copse Items

40.1 Draft Heads of Terms between Shinfield Parish Council (SPC) and Shinfield Rangers Football Club (SRFC)

The Clerk advised that the invoices in dispute for Manor Ground had been settled last week and that a payment of £5,975 on account for High Copse had been received.

A meeting had taken place with Shinfield Rangers and SPC on Thursday, 26th March. This considered the detailed Heads of Terms which had been circulated with the agenda. SRFC had no issues with these Heads of Terms.

It was AGREED that these Heads of Terms should be used for the use of High Copse.

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Unanimously

The Club however had proposed a counter-offer in terms of paying for the use of the pitches. This included lower rates for the main pitches, an additional payment to allow 3 vs 3 pitches to be installed (either side of the cricket square and between the football pitches) and to take on an element of the grounds maintenance. When considered over a full season, the net value of the counter-proposal was £510 lower than the council's figures.

Members AGREED to the counter proposal from SRFC on fees for the use of the pitches to be implemented from September 2026.

Proposed: Cllr Peer
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Clerk to inform the SRFC of the agreement of the charges for the use of the football pitches at High Copse.

Cllr James gave a verbal update on the finances for the sports facilities. This would be replicated at the next meeting of the Finance and General Purposes Committee where all Councillors would be invited.

40.2 Update on the proposed fencing around the football pitches and cricket square

As all the required information was now available, the Clerk would be able to complete the application.

ACTION – Clerk to submit the application for grant funding from the Football Foundation

40.3 Update on the cricket tender for High Copse

On Friday 13th March, each of the four interested parties had attended a meeting with Sports Working Party to present their position and financial offer. All were advised that their proposals were short of the cost of maintaining the cricket square and as a minimum, proposals would need to cover that amount either through cash payments or taking on some of the maintenance directly.

The revised tender submissions had been shared with the Sports Working Party. Three tenders were received, one being a combined bid between two clubs. The decision was to offer to Shinfield Cricket Club who had submitted the best overall proposal.

Members AGREED to offer the tender for the use of the Cricket pitches to Shinfield Cricket Club

Proposed: Cllr Boyer
Seconded: Cllr Johnson
Approved: Unanimously

ACTION – Clerk to inform Shinfield Cricket Club of the decision of the Committee and to arrange for the Heads of Terms to be drawn up and signed accordingly

40.4 Water Irrigation for sports pitches at High Copse

The Facilities Manager was progressing obtaining the necessary certificate for water irrigation at High Copse. The contractor would be arranging a site visit.

40.5 Update on additional storage at High Copse

The Facilities Manager reported that once the weather was drier and the temperature had increased the company would be delivering the storage containers.

40.6 Padel

Cllr Johnson and the Clerk had met with 'Padel for All' to explore the options for installing Padel at either Millworth Lane Recreation Ground or the High Copse site. Proposals would be submitted for further discussion.

ACTION – Deputy Clerk to add to the next agenda of the Facilities Committee

26/FC/41

Millworth Lane

41.1 Update for the Fitness Centre at Millworth Lane

Wokingham Borough Council had requested a new planning application as the changes proposed by Micka's Training were a material variation. The Clerk expressed his concerns that BDS (the surveyors) had not identified this as an issue when the changes were requested.

ACTION –

- Facilities Manager to resubmit a revised planning application
- Clerk to investigate a competitive process or appointing a new planning consultant

41.2 Draft Heads of Terms between Shinfield Parish Council (SPC) and the Tennis Club

The Facilities Manager was in contact with the Tennis club to discuss the Heads of Terms including the recovery costs of the installation of the toilets and use of the courts.

ACTION –

- Facilities Manager to meet with the Tennis club to agree the Heads of Terms for the tennis courts. These should be on a similar basis as those drawn up for SRFC.

26/FC/42

Land Matters with the University of Reading (UoR)

42.1 Potential land matters from the University of Reading

The response from UoR dated 27-03-2026 had been shared with members of the committee. This included:-

- Acquisition of lease for Millworth Lane
- Manor Ground land lease for potential mountain bike track
- 3G pitch on the cowherds field
- Installation of storage containers, gates, fence and padel courts at High Copse

ACTION –

- Cllr Johnson to arrange a meeting with the WBC sports lead
- Cllr Johnson to follow up with UoR regarding the land for a mountain track

26/FC/43

School Green Centre and School Green

43.1 Recycling bins

It was noted that the Salvation Army recycle bin had been removed from the school green car park. This had now been replaced with two for the Air Ambulance and one for Cerebral Palsy support and awareness; however, fly tipping was still being carried out in this area. The Clerk was still attempting to arrange a site visit from the WBC officer to confirm details for the planned work and co-ordinate repositioning.

ACTION – Clerk and Facilities Manager to meet with the WBC officer regarding the adjustments to the siting of the recycle bins

43.2 Any other matters relating to the School Green Centre and School Green

The immediate repairs to the Pound Green doors had been carried out although there was still a small final adjustment to be carried out. The contractors were still awaiting instructions from the manufacturers.

ACTION – Facilities Manager to arrange for the final adjustments if deemed necessary, to the fire doors

26/FC/44

Spencers Wood Pavilion and Recreation Ground

44.1 Installation of Community Shelter

The Facilities Manager was in the process of submitting a full planning application using the location approved at the previous meeting.

ACTION - Facilities Manager to submit the planning application for the installation of the community shelter

26/FC/45

Allotments

45.1 Flooding at Orchard Rise Allotments

Flooding had been an ongoing issue since the allotments came online. The Clerk advised that a specialist's opinion was required to assess the cause of the issue so this could be rectified.

ACTION – Facilities Manager to obtain specialist drainage advice regarding flooding at the Orchard Rise allotments

26/FC/46

Microgeneration

46.1 An update on microgeneration within the Shinfield Parish Council (SPC) estate

Reduce Energy Limited had now submitted comprehensive reports on the School Green Centre, Manor Ground Pavilion and Spencers Wood Pavilion. Some actions had already been taken, and a meeting had been arranged for 24th April to discuss in more detail an overall improvement plan and recommendations for investment.

ACTION – Clerk to arrange a follow up meeting to progress the recommended actions

26/FC/47

Facilities Team transport

47.1 Purchase of an electric cargo bike

The Clerk requested approval in principle for the purchase of an electric cargo bike for use by members of the Facilities Team and Customer Care Team to enable the staff to move between sites within the Parish. An electric tricycle with fat tyres would give a degree of additional flexibility. The cost would be approximately £3-4k depending on the exact model and extras required.

Members of the Committee were happy in principle for the purchase of an electric cargo bike

ACTION – Clerk to add to the agenda of the Finance and General Purposes Committee

Parish Wide Items

48.1 Updates on outstanding matters

i. Waste Bins

Cllr Johnson expressed concern that the parish waste bins had been overflowing again; this appeared to be on bins that did not have lids. This item would require further discussion at a future meeting.

ACTION –

- Clerk to circulate a bin report prior to the next Facilities Committee meeting
- Deputy Clerk to add bin audit to the next agenda of the Facilities Committee

ii. The Environmental Field at the End of Hayes Drive

The Clerk had met with a representative of Taylor Wimpey on 1st April. They were planning to conduct an environmental study of the environmental field as it currently was, and this would guide whether they would assist nature's attempt to restore the site or if the spoil would need to be removed first. Cllr Clarke had observed that the field had produced a good crop of wildflowers.

iii. Grassed area at Deer Leap Park

Taylor Wimpey advised that this land was now adopted by Wokingham Borough Council and any conversation should be held with them.

ACTION – Clerk to raise the matter with Andy Glencross at WBC

iv. Open area next to the two new football pitches at Hyde End Lane

Taylor Wimpey advised that these were now complete and the water supply was now provided to the site. They were working with WBC to pay over funds to allow WBC to reinstate the orchard on the site.

ACTION – Clerk to follow up with Andy Glencross at WBC

v. Parish Roundabouts

There was no further update.

vi. Reconfiguration of the junction at Church Lane/Three Mile Cross

Taylor Wimpey had anticipated starting work on the junction during the summer, however, due to a number of fibre optic installations over the last few years Taylor Wimpey were now working to divert utilities from multiple providers on different timelines, therefore it was now unlikely to commence until the end of the year.

The decommissioned SPC playground was part of the overall development plan. SPC would retain the freehold of the land, however the Highways Agency would build a road/pavement on top of it as per the S278 agreement. There will be some soft landscaping, and the Clerk has requested that this be coordinated with the adjacent coronation garden.

ACTION – Clerk to liaise with Taylor Wimpey regarding the soft landscaping

vii. Nullis Farm

Plans were still being developed for the site and in the meantime, Taylor Wimpey was still securing and carrying out regular inspections of the site. The Clerk asked if the lead for Taylor Wimpey could contact him to arrange a more detailed discussion on this site.

ACTION – Clerk to arrange a meeting with Taylor Wimpey to discuss the Nullis Farm site

26/FC/49

Correspondence

49.1 There was no correspondence

25/FC/50

Date of the Next Meeting

50.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 6th May 2026

The meeting ended at 21:30

List of Actions

Minute number	Action	Responsibility
26/FC/28.2	Clerk to add the resurfacing of Millworth Lane to the agenda of the Finance and General Purposes Committee.	Clerk
26/FC/28.2	Clerk to discuss maintenance of the track with the University of Reading (UoR).	Clerk
26/FC/28.2	Clerk to follow up with the University of Reading (UoR).	Clerk
26/FC/40.1	Clerk to inform the SRFC of the agreement of the charges for the use of the football pitches at High Copse.	Clerk
26/FC/40.2	Clerk to submit the application for grant funding from the Football Foundation.	Clerk
26/FC/40.3	Clerk to inform Shinfield Cricket Club of the decision of the Committee and to arrange for the Heads of Terms to be drawn up and signed accordingly.	Clerk
26/FC/40.6	Deputy Clerk to add Padel to the next agenda of the Facilities Committee.	Deputy Clerk
26/FC/41.1	Facilities Manager to resubmit a revised planning application.	Facilities Manager
26/FC/41.1	Clerk to investigate a competitive process or appointing a new planning consultant.	Clerk
26/FC/41.2	Facilities Manager to meet with the Tennis Club to agree the Heads of Terms for the tennis courts (on a similar basis as those drawn up for SRFC).	Facilities Manager
26/FC/42.1	Cllr Johnson to arrange a meeting with the WBC sports lead.	Cllr Johnson
26/FC/42.1	Cllr Johnson to follow up with UoR regarding the land for a mountain bike track.	Cllr Johnson
26/FC/43.1	Clerk and Facilities Manager to meet with the WBC officer regarding the adjustments to the siting of the recycle bins.	Clerk; Facilities Manager
26/FC/43.2	Facilities Manager to arrange for the final adjustments (to the Pound Green fire doors) if deemed necessary.	Facilities Manager

26/FC/44.1	Facilities Manager to submit the planning application for the installation of the community shelter.	Facilities Manager
26/FC/45.1	Facilities Manager to obtain specialist drainage advice regarding flooding at the Orchard Rise allotments.	Facilities Manager
26/FC/46.1	Clerk to arrange a follow up meeting to progress the recommended actions.	Clerk
26/FC/47.1	Clerk to add the electric cargo bike purchase to the agenda of the Finance and General Purposes Committee.	Clerk
26/FC/48.1(i)	Clerk to circulate a bin report prior to the next Facilities Committee meeting.	Clerk
26/FC/48.1(i)	Deputy Clerk to add bin audit to the next agenda of the Facilities Committee.	Deputy Clerk
26/FC/48.1(iii)	Clerk to raise the matter (grassed area at Deer Leap Park) with Andy Glencross at WBC.	Clerk
26/FC/48.1(iv)	Clerk to follow up with Andy Glencross at WBC (open area next to the two new football pitches at Hyde End Lane).	Clerk
26/FC/48.1(vi)	Clerk to liaise with Taylor Wimpey regarding the soft landscaping (junction at Church Lane/Three Mile Cross).	Clerk
26/FC/48.1(vii)	Clerk to arrange a meeting with Taylor Wimpey to discuss the Nullis Farm site.	Clerk

Minutes of a meeting of
Children and Young Adults Committee
Held on Thursday 2nd April 2026
At School Green Centre commencing at 19:30

Present: Cllrs Bowler, Matic, Montgomery (Chair) and Rance

Attending: B Winton, Clerk

Cllr Montgomery welcomed Cllr Rance to the Committee

26/CYA/9

Public Questions

- 9.1 There were no public questions.

26/CYA/10

Apologies for Absence and Declarations of Interest

- 10.1 Approval of apologies for absence

Apologies had been received from Cllr Johnson

- 10.2 Members' declarations of pecuniary interest

Cllr Rance advised that she was also a Borough Councillor

Cllr Matic advised that he had children of school age

- There were no other declarations of members' pecuniary interests.
- There were no other declarations of members related interest in respect of the agenda

26/CYA/11

Minutes of the previous meeting

- 11.1 The minutes of the meeting held on 5th February 2026 were approved and signed by the Chair as a correct record.

Proposed: Cllr Matic
Seconded: Cllr Rance
Approved: Unanimously

11.2 Matters arising from the minutes

26/CYA/3.1 ➤ Clerk to apply to the Police and Crime Commissioner Grant Scheme

On the agenda at Item 15.1

➤ Clerk to source an iPad for Youth Club

We have a redundant iPad which we will trial for the Youth Club

➤ Clerk to discuss additional training for Youth Club team

The Clerk has had an initial discussion with the Youth Club and will follow up after Easter to firm up training plans

26/CYA/3.2 Clerk to investigate what equipment for the Youth Club might be possible

There is a potential list of equipment that would benefit the members of the Youth Club, but the primary issue is one of storage within the building.

26/CYA/3.3 Clerk to place the Development of a Youth Council on the Agenda for the meeting on 26th November 2026

The referral to November was to allow the discussion to include the Community Engagement & Events Officer and the Teenage Youth Worker.

26/CYA/3.4 Clerk to continue to investigate options for delivery of Duke of Edinburgh Scheme

This was on the agenda – see minute 26/CYA/13.3

26/CYA/3.5 Clerk to include youth mentoring in the role profile for youth workers

This will be included in their role profile.

26/CYA/3.6 Clerk to develop overall brief for working party to establish an alliance between schools, museums, Shinfield Studios and other organisations

This was on the agenda – see minute 26/CYA/13.2

26/CYA/4 24/CYA/37.3 Clerk to request the Youth Club to design posters aimed at directing young people to websites relevant to them

This has been requested but the children have been focussed on other activities so far.

24/CYA/38.1 Clerk to arrange installation of the touchscreen device for the café

The second screen had been used to replace the one on Reception which had been damaged.

24/CYA/38.1 Clerk to add “user-friendly” agenda discussion to the agenda for the 26th November 2026 committee meeting

This will be done.

25/CYA/13.1 Clerk to add capital equipment to agenda of Finance & General Purposes Committee in February 2026

This had been done and approved. Installation was being arranged for July which was the earliest available date suitable for installers and to work around existing bookings.

25/CYA/15.1 Clerk to add “Beating of the Bounds” style event to the agenda for the ACE Meeting in March 2026

This had been done. The decision was to defer until 2027.

25/CYA/15.2 Chair of the Committee and the Clerk to report back to members on the meeting with the Headteacher of Oakbank Secondary School arranged for 12th February

This was on the agenda – see minute 25/CYA/12.2

26/CYA/12

Education

12.1 An update on the planned primary school for Spencer’s Wood

BCllr Prue Bray had informed the Wokingham Borough Council meeting on the 25th March that:

- Expect to start to start the build in Autumn 2026
- Expect the new school to open to students in September 2028
- Will be a “lift and shift” where an existing school elsewhere in the borough moves into the buildings and ceases their operation elsewhere
- The panel selecting the school will include someone from Shinfield “probably from the Parish Council”.

BCllr Bray had since confirmed that SPC would be asked for a representative. Members were asked to give consideration as to who might represent the council on the selection panel.

12.2 Oakbank School

The Chair reported back on his visit to Oakbank School with the Clerk on 12th February 2026:

- Grants – Oakbank have since submitted a capital grant request for £9,800 for 5 Table tennis tables and outdoor gym equipment
- Offers of quiet space and meeting rooms at School Green Centre
- Cinema facility
- Sports facilities
- Relationships with BM, NHM, Kew, Studio, UoR etc,
- Governing Body
- Attitudes of pupils, uniforms, SEND – bad behaviour and how it is dealt with in the first instance
- Forming a Youth Council – To be held over until the start of a new school year in September 2026

It was discussed that it would benefit all members of the committee to have the opportunity to visit the school.

ACTION - Clerk to arrange a meeting with Oakbank School and Cllrs Rance, Bowler and Pollock

12.3 Education Working Party

There have been no further meetings of the Education Working Party. It was agreed that it may be beneficial to invite BCllr Bray to an informal discussion with members of the committee.

ACTION – Clerk to arrange a meeting with BCllr Bray and members of the Children and Young Adults Committee

26/CYA/13

Youth Matters

13.1 Youth Club activities

The Clerk advised that he had been in discussions with Shinfield Rangers Football Club and there may be scope for working with them on a number of planned initiatives e.g. after school sports once the Teenage Youth Workers were in post.

13.2 Draft brief for a youth education and employment alliance

Members consider the draft circulated by the Clerk. It was agreed to follow this up further initially in discussion with Natural History Museum as they were also looking at a similar concept. AWE should be considered a potential future partner as well.

ACTION – Clerk to raise the youth education and employment alliance with Natural History Museum

13.3 Duke of Edinburgh Scheme

Cllr Matic advised the committee of the discussion he had held with WBC officers regarding the Duke of Edinburgh Scheme. It appeared possible that SPC could make use of WBC existing licence to see if this was a viable approach for SPC.

Members were keen to pursue the idea.

ACTION – Cllr Matic to make a more formal approach to WBC regarding SPC involvement I Duke of Edinburgh Award Scheme

26/CYA/14

Anti-Social Behaviour

14.1 Update on Anti-Social behaviour within the Parish

No ASB had been reported to SPC. Cllr Bowler advised of ASB around the pond off Lailey Path including damage to the fence around the pond.

26/CYA/15

Correspondence

15.1 Police and Crime Commissioner Community Fund grant application decision

The Clerk advised that the SPC application had been unsuccessful (only 47 out of 287 applications had received funding). He would resubmit We will be able to try again in the next round later in the year.

15.2 Wokingham Youth Future Focus Survey.

The Clerk advised that he had received some findings from this survey earlier in the day and shared them with members.

The responses were consistent with SPC's own experiences.

The lack of engagement with local councils, lack of arts and culture opportunities and cost of activities were issues for younger people.

The three most important things for young people in the survey were provision of online activities/gaming, Sports Groups/clubs and Parks (SPC was planning a youth shelter at Spencers Wood Recreation Ground).

ACTION – Clerk to follow up with WBC to see what scope there was for partnership working

15.3 Thames Valley Police ASB Action Plan

The Clerk advised that TVP had recently announced their ASB Action Plan which had seven Key Themes

- Understand ASB Better
- Engage with communities
- Use data smarter
- Focus on prevention and problem solving
- Improve support for victims
- Communicate clearly
- Be transparent and accountable

Member **noted** the Action Plan

26/CYA/16

Date of Next Meeting

16.1 The date of the next Children and Young Adults Committee meeting will be 4th June 2026

The meeting ended at 20.50

List of Actions

Reference	Action	Responsible
26/CYA/12.3	Arrange a meeting with BCllr Bray and members of the Children and Young Adults Committee.	Clerk
26/CYA/13.2	Raise the youth education and employment alliance with Natural History Museum.	Clerk
26/CYA/13.3	Make a more formal approach to WBC regarding SPC involvement in Duke of Edinburgh Award Scheme.	Cllr Matic
26/CYA/15.2	Follow up with WBC to see what scope there was for partnership working.	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 8th April 2026
At School Green Centre commencing at 19:30

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

Attending: S Herring (Deputy Clerk)
BCllr Glover

4 members of the public

26/PC/34

Public Questions

- 34.1.1 Two residents of Church Lane, Shinfield had gathered a petition of residents affected by the traffic on Church Lane from the start to the end of the “access only” signs (28 houses, 3 of which were currently unoccupied). The petition was to request that the road was closed to all through traffic and 82% were in favour. They intended to send in the petition to Wokingham Borough Council (WBC) and requested the support of Shinfield Parish Council (SPC). This issue had been raised at the Traffic Working Party where WBC officers had been in attendance.

Members of the committee AGREED to support the proposal to close Church Lane, Shinfield to all through traffic.

Proposed: Cllr Boyer
Seconded: Cllr James
Approved: Unanimously

- 34.1.2 Beke Avenue/Westall Street crossroads

A member of the public raised concerns over the junction at Beke Avenue/Westall Street where several accidents had taken place, the latest involving a bus and a van; he had also had near misses on his motorcycle. The road signage was non-existent and while appreciating that road users were not applying the rules of the Highway Code, it was evident that with the volume of traffic and number of accidents more signage was required before lives were lost.

The road had not yet been adopted by WBC and was currently the responsibility of Vistry (the developers), however, it was felt that WBC did have a duty to enforce safety issues. Cllr Boyer drew attention to the change from the original traffic assessment where the bus gate had subsequently been removed and requested that a letter be sent to the Highways Department, WBC to ask if a reassessment had been carried out.

SPC were aware of the issues and had previously raised these with WBC. It was felt that upright road signs (either 'Give Way' or 'Stop') should be installed and the road markings repainted as a matter of urgency.

The Clerk had already received a communication from Adrian Betteridge, WBC regarding the junction and they were looking to advise Vistry if a change was considered necessary.

ACTION – Clerk to write to the Highways Dept, WBC to ask if the junction had been reassessed following the decision to remove the bus gate from the original planning application.

- 34.1.3 Following on from the matter above, the resident also raised the issue of parking on the street on the Shinfield Meadows estate. There were covenants in the lease that restricted parking, however, cars were parking near bollards and junctions that increased danger to all road users. This was not being enforced. It had been noted that the 600 bus had experienced difficulties in passing narrow gaps where cars had parked close to central bollards.

The member of public was advised to contact BCllr Gray and Yuan Yang MP to ask if any pressure could be applied to Vistry regarding enforcement. This issue may also be enhanced by a residents petition.

ACTION – Deputy Clerk to ask if the local Speedwatch could gather some evidence on the Shinfield Meadows estate

26/PC/35

Apologies and declarations of Members' Interest

- 35.1 Receive and consider approval of apologies for absence

Apologies had been received from the Clerk

- 35.2 Declarations of Interests

There were no declarations of members' pecuniary interests.
There were no declarations of related person interest in respect of the agenda.

Cllr Hoyle declared that he was related to BCllr Glover

Minutes of the Previous Meeting

- 36.1 The minutes of the Planning and Highways Committee held on 18th March 2026 were approved and signed as such by Cllr Peer.

Proposed: Cllr Boyer
Seconded: Cllr James
Approved: Unanimously

- 36.2 Actions and Matters Arising from the meeting held on 18th March 2026

- 26/PC/15.3 Clerk to arrange promotion of the council's submission in response to the Loddon Garden Village planning application 252498

This had been done.

- 26/PC/18.3 Clerk to arrange a Teams meeting with Rebecca Brooks including Cllrs Boyer and Peer to discuss potential improvements to bus services

This had been reported at the Full Council Meeting held on 25th March 2026 minute 26/37.1.

- 26/PC/26.2 Clerk to arrange the submission of the council's response to Planning Application 252498, Loddon Garden Village, to Wokingham Borough Council

This had been done.

- 26/PC/26.2 Clerk to share the submission with Clerks of adjoining parishes and towns and the University of Reading as a courtesy

This had been done.

- 26/PC/29.1 Clerk to acquire a single unit of the solar powered CCTV camera for testing at Ryeish Green Pavilion

This was in the process of being installed.

ACTION – Deputy Clerk to ensure that signage is put up to inform the public that CCTV was in operation

- 26/PC/29.3 Clerk to submit Expressions of Interest for the Safer Speed Limits programme

This will be done.

- 26/PC/30.2 Clerk to report back to committee when a decision had been made on the Assets of Community Value submissions

This was on the agenda – see minute 26/PC/41.2

26/PC/37**Schedule of Deposited Plans**

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

26/PC/38**Appeals**

- 38.1 Planning inspectorate appeals relating to Shinfield Parish

There had been no new cases in February.

- 38.2 Land at Gravelly Bridge Farm, Grazeley Green Road, RG7 1LG – planning inspectorate decision

Members noted the decision of the planning inspectorate. Details of Appeal Reference APP/X0360/C/25/3374730 had been circulated with the papers.

26/PC/39**Enforcement Notices**

- 39.1 Closed Enforcements tables for February 2026

This month there were

- 2 cases deemed no breach
- 4 cases were identified as voluntary compliance
- 1 case saw an application submitted
- 1 case saw notice served

Members **NOTED** the Closed Enforcement Tables

Cllr Peer reported that she had attended an online meeting of the Borough and Parish Liaison Forum where a useful presentation had been given by Enforcement. It was reported that there was very little regulation regarding building at the rear of properties.

- 39.2 Outstanding Enforcements tables for end February 2026

It was noted that there were now 9 live enforcement notices for Bismillah House

- Storage of vehicles and containers
- Construction of extended area of hard standing – investigation ongoing
- Tree works application 223088 replanting not undertaken
- Unauthorised workshop
- Refusal of 252320
- TPO removal to facilitate hard standing at the rear
- Unauthorised siting of portakabins
- Extensions to existing outbuildings
- Unauthorised fencing

2 additional new cases in addition to those outlined above.

- Breach of condition for PA 222304 – Land adjacent to Lane End House, RG2 9BB
- Installation of CCTV without permission

Members **NOTED** the outstanding Enforcement tables

26/PC/40

Highways, Street Lighting and Footpath Matters

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

Footpath 12

The Deputy Clerk had observed that there had been some work carried out clearing the vegetation on the footpath. BClr Glover was still awaiting an update from Andy Glencross, Wokingham Borough Council (WBC)

ACTION – BClr Glover to request and update from Andy Glencross, WBC

40.2 Traffic Working Party

See minute 26/PC/34.1 regarding Church Lane, Shinfield.

Since the meeting of the Traffic Working Party, attended by officers of WBC, some of the outstanding items had now been completed:-

- Box markings on Black Boy roundabout at the exit to the Shinfield Road. More road closures had been published for 15th to 18th April and it was anticipated that additional road marking would be completed.
- 30mph for Hollow Lane had now been completed
- Village gates had now been installed on the Arborfield Road

ACTION –

- Clerk to inform members of the Traffic Working Party of the date of the next meeting
- Clerk to add a standing item to the agenda of the Planning and Highways Committee in the form of a spreadsheet detailing the progress of requests from SPC to WBC to enable these to be monitored on a monthly basis

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

Clr Masseron reported:-

- That overhanging trees on footpath 3 had been cut back
- The Active Travel Plan review had been well received by the Neighbourhood Development Plan consultant

Renewal of Neighbourhood Development Plan (SPNDP)

- 41.1 A verbal update from the Neighbourhood Plan Renewal Working Party meeting held on 26th March 2026.

Cllr Peer reported that the working party were impressed by the consultant who had attended the meeting.

SPC were at a point where most of the development within the Parish was now complete and the council needed to weigh up the balance of the cost of renewing the plan with the benefits. The Consultant had given the impression that SPC were in a good position and well informed.

The meeting of the working party was usually scheduled for the day after the Full Council meeting, however, this would be dependent on receipt of the consultant's report and the committee felt it may be appropriate to delay the next meeting until May to give members the opportunity to read it through.

ACTION –

- Clerk to ask the Consultant for the anticipated date of her report
- Clerk to set the date of the next meeting of the Neighbourhood Plan Renewal Working Party once he had received a response from the Consultant

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

The Clerk had not received any further communication from WBC regarding the ACV that had been submitted.

ACTION - Clerk to report back to committee when a decision had been made on the Assets of Community Value submissions

Monitoring Officer

- 42.1 As previously reported, the proposal for a developer paid Monitoring Officer working on behalf of the town and parish councils to represent their interests in future discussions on Reserved Matters for Loddon Garden Village had been included with the council's submission to the planning application.

It was deemed important to ensure that any S106 money was spent locally and not used to fund infrastructure in other areas of the Borough.

ACTION – Clerk to ask BCllr Gray to check with WBC on the proposals for the use of the S106 money that would be attached to the developments East and West of Hyde End Road

26/PC/43**Correspondence**

- 43.1 Help shape the future of Loddon Valley Garden Village – draft Strategic Design Code

This document had previously been circulated with the papers.

Members NOTED the information in the draft Strategic Design Code

25/PC/44**Date of the next meeting**

- 44.1 The date of the next meeting will be Wednesday, 13th May 2026

The meeting ended at 18:38

DRAFT

List of actions

Minute	Action	Responsibility
26/PC/34.1.2	Write to the Highways Dept, WBC to ask if the junction at Beke Avenue/Westall Street had been reassessed following the decision to remove the bus gate from the original planning application.	Clerk
26/PC/34.1.3	Ask if the local Speedwatch could gather some evidence on the Shinfield Meadows estate.	Deputy Clerk
26/PC/29.1	Ensure that signage is put up to inform the public that CCTV was in operation at Ryeish Green Pavilion.	Deputy Clerk
26/PC/40.1	Request an update from Andy Glencross, WBC on Footpath 12.	BCllr Glover
26/PC/40.2	Inform members of the Traffic Working Party of the date of the next meeting.	Clerk
26/PC/40.2	Add a standing item to the agenda of the Planning and Highways Committee in the form of a spreadsheet detailing the progress of requests from SPC to WBC to enable these to be monitored on a monthly basis.	Clerk
26/PC/41.1	Ask the Consultant for the anticipated date of her report.	Clerk
26/PC/41.1	Set the date of the next meeting of the Neighbourhood Plan Renewal Working Party once he had received a response from the Consultant.	Clerk
26/PC/41.2	Report back to committee when a decision had been made on the Assets of Community Value submissions.	Clerk
26/PC/42.1	Ask BCllr Gray to check with WBC on the proposals for the use of the S106 money that would be attached to the developments East and West of Hyde End Road.	Clerk

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 15th April 2026
At School Green Centre commencing at 19.30

Present: Cllrs N Boyer, L James (Chair), B Johnson, N Masseron, Z Matic (to 19.9,
I Montgomery & A Pollock

Also attending:
C Bowler, H Pollock, & J Rance (to 19.4)

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

26/FGP/17

Public Questions

17.1 There were no public questions.

26/FGP/18

Apologies and declarations of Members' Interest

18.1 Approval of apologies for absence.

Apologies from committee members had been received from Cllr
Peer

Apologies were also received from Cllr Hoyle

2.2 There were no declarations of members' interests or related person
interests.

26/FGP/19

**Update on council financial position, context and future income
streams for sports venues**

19.1 **Update on the financial position for High Copse, Manor Ground
and Millworth Lane sports venues**

Cllr James set out the background and current position looking at
original budgets and forecasts of outturn. This included actual
outturn for 2025/26 including significant variations and looking
ahead to 2026/27 and beyond. Members were given time to ask all
questions they had, and these were answered as fully as possible.

Key points to note were as follows:

High Copse

- Pitch hire affected by the delay in having the pitches handed over to the council (reduced income and also expenditure)
- In addition to the dementia care group, we now have FOUR long-term evening hirers
- Overall Pitch Maintenance is exactly as projected when presented to Full Council in December 2024 when deciding to take on the lease
- Business Rates were initially modelled on what we were paying for The Manor Ground but are significantly higher than budgeted for 2025/26 9 (up £11.7k)
- Utilities were again based on the Manor Ground but (Electricity up £18k, Gas Up £5.2k and Water UP £3.5k - £25.7k in total). The energy audits have shown that the PV panels were not actually configured to feed into the building consumption – this is an expected £12.5k saving for this. Some energy savings were taken into the 2026/27 budgets but not the amounts that have been identified.

The Manor Ground

- Income is benefitting from one long-term hirer. The 2025/26 budget only expected a token amount of income as the venue does not lend itself to casual hirers due to manual shutters and we did not presume a long-term hirer. We are seeking information about how long we can expect the hire arrangement to continue.

Millworth Lane

- Income and expenditure hugely affected by what happens or doesn't happen with the refurbishment project. In January 2025 the budget approved assumed income for 2025/26 and 2026/27. The budget for 2026/27 set in January 2026 removed any elements for post refurbishment for that financial year.
- There is no football income as part of an agreement reached in 2020 with Shinfield Rangers that they would refurbish the pitches through part funding from Football Foundation. The Football Foundation funding tapered over the six years of the agreement reducing to £500 for 2026 (the last year) and SRFC cover the remainder of the costs.
- There is no cricket income as the cricket club have not played there since moving to the Manor Ground in 2024
- There has been no tennis club rent as this was awaiting the installation of the toilets, and any rent is expected to include an element for repaying the toilets. Negotiations are underway included for past years.
- The total spent on the toilets was £42.8k including the unit itself, underpinnings and delivery & installation
- To date we have spent £41.5k on professional fees including the preparation of drawings, detailed costings and planning application in respect of the refurbishment of the site.

Cllr Pollock asked if we could:

- Establish the finances relating to the 3G pitch at Ryeish Sports Hub
- Establish information regarding membership numbers of the Shinfield tennis club

There was also a need to continue to work on reducing utility costs and water bills.

19.2 **Current position regarding Millworth Lane refurbishment and High Copse future development**

Cllr Johnson provided a presentation on the overall sports strategy for the parish including plans for Millworth Lane. The presentation covered the need to identify alternative pitch provision for any football pitch lost at Millworth Lane and this is why a 3G alternative was being explored at High Copse.

The Clerk advised that the current approved budget for Millworth Lane including a contribution to 3G at High Copse was £1,500,000 approved in April 2025. This included £400,000 for 3G with the balance from a Football Foundation grant.

Members **NOTED** the update from Cllr Johnson.

19.3 **Update on Ryeish Green Pavilion Working Party**

Cllr Masseron gave an update on the progress of the Working Party and confirmed that it was still on track to present to F&GP in June and then to Full Council.

19.4 **CIL Update**

Cllr James led members through the current position regarding CIL including total receipts to date or anticipated, the projects completed and those projects which have had funds allocated to them. Currently we have overcommitted (in principle) by £363k.

A further £1.6m was the estimate of CIL from the two developments approved by WBC in March.

Members **NOTED** the report.

Cllr Rance left the meeting

19.5 **Reserves Update**

The General Reserve reduced by £80.5k during 2025/26 to cover shortfalls in the final outturn for the year

- Parish Council Admin +£13k
- Manor Ground (£14k)
- High Copse (£44k)
- Café (£38k)

Members **NOTED** the report which covered all earmarked reserves.

19.6 **Potential resurfacing of Millworth Lane roadway**

Cllr James advised that this has been an ongoing issue for many years with no-one claiming ownership of the lane. He advised that the council would try and find a way to resolve this in a manner that is affordable now and in the future. This would include discussions with the University of Reading.

19.7 **VAT advice on the treatment for High Copse Pavilion and Millworth Lane when refurbishment starts**

It was agreed that VAT advice would be sought on this subject. An initial quote for £500 had been received. Cllr A Pollock may be able to advise on suitable companies to provide the required advice.

ACTION – Finance Manager to source VAT advice on the treatment for High Copse Pavilion and Millworth Lane when refurbishment starts

19.8 **Specialist advice on whether to challenge the rateable value for High Copse**

It was agreed that a quote should be obtained for specialist advice on whether to challenge the rateable value for High Copse.

ACTION – Finance Manager to obtain a quote for specialist advice on whether to challenge the rateable value for High Copse

19.9 **Update on Long-Term Maintenance Plan**

The Clerk advised that this was a work in progress with the next phase to refine cost estimates and expected time scales. When completed the updated version will be presented to the committee.

ACTION – Clerk and Finance Manager to refine the Long-Term Maintenance Plan and report back to Finance & General Purposes Committee

Cllr Matic left the meeting

- 20.1 The minutes of the committee meeting of 18th February 2026 were approved as a correct record and signed by Cllr James as Chairman of the Committee

Proposed: Cllr Boyer
Seconded: Cllr Johnson
Approved: Unanimously

- 20.2 **Actions and Matters Arising**

- 25/FGP/45.1** Clerk to arrange a follow up meeting with WBC Finance Officers regarding parish council involvement in future S106 agreements

This had not yet been arranged.

ACTION – Clerk to arrange a follow up meeting with WBC Finance Officers regarding parish council involvement in future S106 agreements

- 25/FGP/72.6** Clerk to confirm arrangements for the relocation of recycling bins at School Green with WBC

The Clerk had a site visit today with WBC 's Recycling Officer to discuss the details of the relocation. The WBC officer would confirm the proposed arrangement worked for the waste company and then we would be able to progress with the work.

- 25/FGP/74.2** Clerk to arrange IT Working Party Meeting

This has not been progressed

ACTION – Clerk to arrange IT Working Party Meeting

- 25/FGP/75.1.2** Clerk to follow up with SPC's solicitor regarding reciprocal leases for Deardon Orchard and Ryeish Playing Fields

This was still with the various solicitors

ACTION – Clerk to expedite the reciprocal leases for Deardon Orchard and Ryeish Playing Fields

- 25/FGP/75.1.5** Clerk to follow up with SPC's solicitor the extinguishing of the Parish Hall Lease

This was still in progress

ACTION - Clerk to follow up with SPC's solicitor the extinguishing of the Parish Hall Lease

- 25/FGP/75.1.6** Clerk to follow up on Assets of Community Value
- Applications had been submitted for the Manor Ground and High Copse Pavilion, and the Clerk would advise when he was informed of the outcome of the applications.
- 26/FGP/2.2** Clerk to refer the potential breach of the code of conduct to WBC's Monitoring Officer
- This had been done and there would be no further action taken.
- 26/FGP/5.2** Finance Manager to include notice period and interest rates with future bank reconciliations
- This had been done.
- 26/FGP/5.2** Finance Manager to arrange funds £200,000 to a 95-day notice account to obtain a better rate of interest
- This had been done.
- 26/FGP/6.1** Clerk to include in CIL projection an element for renewal of the Neighbourhood Development Plan
- No provision has been made at this time pending a decision on the scope and scale of any renewal of the Neighbourhood Development Plan
- 26/FGP/6.3** Clerk and Facilities Manager to develop a more refined version of the Long-Term Maintenance Plan
- This had been discussed earlier in the meeting.
- 26/FGP/7.1** Clerk to add the draft Financial Regulations as an agenda item for the April Finance & General Purposes Committee meeting.
- This was on the agenda at Item 25.1
- 26/FGP/7.2** Clerk to strike out Recommendation 2 of proposed updates to Standing Orders
- This had been done.
- 26/FGP/7.2** Clerk to add the amended recommendations on updates to the Standing Orders to the agenda for Full Council.
- This has been done and the recommendations adopted.

26/FGP/7.2 Clerk to add the ratification of councillors to committees to the agenda for Full Council

This had been done and adopted.

26/FGP/8.2 Clerk to remove the recurring item “Any areas of land potentially suitable for acquisition” from the agenda for future meetings.

This had been done.

26/FGP/9.3 Clerk and Facilities Manager to follow up repairs to the School Green Fire Doors

The immediate concern regarding Pound Green corridor had been addressed subject to some final adjustment to the door. The Facilities Manager was still waiting for more information on the other fire doors within the School Green Centre and would report to Facilities with more information.

ACTION - Clerk and Facilities Manager to follow up repairs to the School Green Fire Doors

26/FGP/14.1 Clerk to report back on Energy inspections of council buildings

This was on the agenda at Item 30.1

26/FGP/21 Risk Register

21.1 An update on the Shinfield Parish Council Risk Register

The Clerk had circulated the current version of the Risk Register and invited any questions regarding its contents.

The Clerk reminded members that there was a standing item on the Annual (May) Council Meeting to ensure that the council met its obligation to formally review the risk register annually.

Members **NOTED** the update.

26/FGP/22 Cost Apportionment

22.1 The Finance Manager introduced an initial piece of work that apportioned the costs of support services to specific buildings or activities to attempt to identify their true costs.

Members thanked the Finance Manager for her work on this subject.

26/FGP/23**Interim Audit Report**

- 23.1 The Internal Audit report had highlighted that the notice of conclusion had been published after the required deadline. Some work was still required to complete the new assertion covering digital and data compliance.

Members **NOTED** the report.

26/FGP/24**Financial Reports**

- 24.1 Bookings Report

A Booking Report to 31st March 2026. This now includes pitch income, and this will be reported going forward as well as room hire at Manor and High Copse. The figures in the report at VAT Inclusive.

School Green Centre – Slightly up on its income target for the year at £145.1k (up £1.1k/0.8%)

Spencers Wood Pavilion – Up on its income target for the year at £54.4k (up £3.4k/6.7%)

High Copse Pavilion – Up on its income target for the year at £28.3k (up £2.5k/9.7%)

High Copse Pitches – Down on its income target for the year at £10.1 (down £20.7k/67.2%)

Manor Ground Pavilion – Up on its income target for the year at £7.4k (up £7.1k/2,466.7%)

Manor Ground Pitches – Up on its income target for the year at £12.3k (up £2.6k/26.8%)

Members **NOTED** the report.

- 24.2 Bank Reconciliations at 31st March 2026

The Chair of the committee confirmed that he had reviewed the bank reconciliations as at the end of March 2026 on 14th April 2026 and that all was in order. A copy of the signed reconciliation was presented to members. The Clerk advised that the interest rates and notice periods were included as had been requested at the last meeting.

Members **NOTED** the report.

- 24.3 Forecast of outturn position as at 31st March 2026

This had been covered under previous items on the agenda.

25.1 Financial Procedures

The draft procedures had been arrived at starting from the NALC Model and through various meetings of the Working Party. Cllr A Pollock had then subsequently reviewed the draft document.

Members agreed to recommend the draft document to Full Council subject to the following changes:

- 1.7 – This section should revert to the wording provided in the NALC Model
- 3.13 – The wording should be amended to read “Councillors should report matters of financial concern in the first instance to the RFO. If the RFO is implicated in any concern, the report should be to the Chair of Finance & General Purposes Committee or to the Chair of the Council. If none of the above are able to resolve the concern the matter should be raised with the internal or external auditors.”
- 13.9 – An additional sentence to be added to read “Any invoices in dispute for three months or more shall also be similarly reported.”

Proposed: Cllr A Pollock
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Cllr Masseron to update the draft document

ACTION – Clerk to include in agenda and papers for Full Council on 22nd April

25.2 Proposed Changes to Standing Orders

Cllr Boyer had proposed two amendments to the Standing Orders as follows:

25.2.1 – To revert to one Vice-Chair for the Council

Proposed: Cllr Boyer
Seconded: Cllr Johnson
Approved: Majority

ACTION – Clerk to add to Full Council Agenda

25.2.2 – To remove the Chair’s Allowance

Proposed: Cllr Boyer
Seconded: Cllr A Pollock
Approved: Unanimously

ACTION – Clerk to add to Full Council Agenda

25.3 Debit Card for the Finance Manager

The Finance Manager advised that the closure of the Lloyds branch in Woodley meant that there was no convenient bank branch to travel to and this created difficulty in drawing down petty cash. It was proposed that issuing the Finance Manager with a debit card would allow her to withdraw cash as required locally.

It was agreed that the Finance Manager should obtain a debit card

Proposed: Cllr A Pollock
Seconded: Cllr Johnson
Approved: Unanimously

ACTION – Finance Manager to obtain a debit card for the purposes of drawing petty cash

26/FGP/26

Land Issues

26.1 The Clerk provide an update as follows:

26.1.1 – Land Registration.

There were no updates on the Land Registrations

26.1.2 – Leases for Ryeish Playing Fields and Deardon Way Fields. The Clerk would expedite this matter

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

26.1.4 – Assets of Community Value. This had been covered earlier in the meeting.

26.1.5 – Millworth Lane Purchase. The Chair advised that the University of Reading had given an indication that they would be prepared to allow the council to buy the land at Millworth Lane.

26/FGP/27**Live Project Teams**

- 27.1 A summary of the current position of the live project teams. This reflected the rationalisation of Working Parties agreed at the previous meeting.

Members **NOTED** the update

26/FGP/28**Public Art**

- 28.1 The final presentations from artists would be taking place on Friday 17th March and all artists had confirmed that their proposed installations were within the approved amount for the project.

26/FGP/29**Capital Grant Request**

- 29.1 A request had been received from Oakbank Secondary School for a grant of £9,800. As this exceeds the limit for the annual grant scheme it is referred to Finance & General Purposes Committee for consideration.

It was agreed that one of the elements of the bid could be approved under the auspices of the Annual Grant Scheme.

Proposed: Cllr James
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to advise Oakbank Secondary School of the funding of one element of their grant application

26/FGP/30**Microgeneration**

- 30.1 Reports had been received on School Green Centre, High Copse Pavilion, Spencers Wood Pavilion and the Manor Ground and these had been circulated to the Facilities Committee. One final report was due shortly to tie the various reports together and a meeting was arranged for Friday 24th April to discuss the reports in detail and the next steps. There were a lot of relatively easy to achieve items with the largest element of expenditure currently identified as renewing PV panels at the Manor Ground either with or without battery storage. This was £20k or £40k depending upon the selected option. CIL of up to £300,000 has been set aside for such projects.

26/FGP/31**Communication**

- 31.1 Following a question from a member of the public at Full Council on 25th March the issue of whether the political allegiance of councillors (if any) was publicly disclosed.

The Clerk advised that there was no legal requirement for parish councillors to declare a political party affiliation. However, if a councillor has stood for election with a political affiliation that will have appeared on the ballot paper for their election and be a matter of public record.

Similarly, there is no legal requirement to provide that information on the council's website and it is down to the council to decide whether to do so or not. Earley Town Council do not, while Wokingham and Woodley Town Councils do.

Councillor Masseron proposed that the council did NOT display political affiliations as parish council level business should be non-partisan

Proposed: Cllr Masseron
Seconded: Cllr Johnson
Approved: Six in favour, one abstention

ACTION – Clerk to add to the agenda for Full Council

26/FGP/32**Date of Next Meeting**

- 32.1 Next meeting was scheduled for 17th June 2026

The meeting ended at 21.55

List of Actions

ITEM	ACTION	RESPONSIBILITY
26/FGP/19.7	Source VAT advice on the treatment for High Copse Pavilion and Millworth Lane when refurbishment starts.	Finance Manager
26/FGP/19.8	Obtain a quote for specialist advice on whether to challenge the rateable value for High Copse.	Finance Manager
26/FGP/19.9	Refine the Long-Term Maintenance Plan and report back to Finance & General Purposes Committee.	Clerk / Finance Manager
25/FGP/45.1	Arrange a follow up meeting with WBC Finance Officers regarding parish council involvement in future S106 agreements.	Clerk
25/FGP/74.2	Arrange IT Working Party Meeting.	Clerk
25/FGP/75.1.2	Expedite the reciprocal leases for Deardon Orchard and Ryeish Playing Fields.	Clerk
25/FGP/75.1.5	Follow up with SPC's solicitor regarding the extinguishing of the Parish Hall Lease.	Clerk
26/FGP/9.3	Follow up repairs to the School Green fire doors.	Clerk / Facilities Manager
26/FGP/25.1	Update the draft financial procedures document.	CLlr Masseron
26/FGP/25.1	Include the draft financial procedures in the agenda and papers for Full Council on 22 April.	Clerk
26/FGP/25.2	Add the proposed changes to Standing Orders to the Full Council agenda.	Clerk
26/FGP/25.3	Obtain a debit card for the purposes of drawing petty cash.	Finance Manager
26/FGP/29.1	Advise Oakbank Secondary School of the funding of one element of their grant application.	Clerk
26/FGP/31.1	Political allegiance of councillors to be add to the agenda of Full Council	Clerk



Shinfield Parish Council

Financial
Regulations 2026

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in March 2025 for the purpose of its member Councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for Councils of all sizes to use to develop their own financial regulations, suitable for the size of the Council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a Council cannot change or suspend.
- 3) For the rest, each Council needs to adapt the model to suit its size and structure. For example, some Councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some Councils have committees, some have a high level of delegation and some make all decisions at full Council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the Council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
 - c) In section 4, does the Council have committees and how many years are forecast?
 - d) In 5.6, does the Council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the Council have committees?
 - g) In 5.16, will a Councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a Council's financial regulations to fit what they actually do, not to force any Council to change what they do.
 - k) Section 10 gives two alternatives, with or without petty cash.
 - l) 13.6 has alternatives for VAT-registered and unregistered Councils – only use one.
 - m) 13.7 and 13.8 are removable if they don't apply to the Council.

- n) Much of Section 16 can be deleted if not applicable.
- o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the Council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the Council] might need to say the Policy and Resources Committee.
 - a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the Council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A Council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each Council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
 - a) In 5.6, at what limit will the Council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small Councils might only use formal tenders once every few years.
 - b) In 5.8, at what limit will the Council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking Council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying "update table" appears at the top of the list.
- 10) Once this model has been tailored to fit the Council's needs, the resulting Financial Regulations (with the insertion of the Council's name at the top) should be adopted at a meeting of the full Council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full Council.
- 11) The Council should keep abreast of developments in legislation that affect the local Council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the Council's website.

Shinfield Parish Council Financial Regulations

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These Financial Regulations were adopted by the Council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the Council and may only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the Council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Smaller Authorities Proper Practices Panel (SAPPP) (formerly Joint Panel on Accountability and Governance (JPAG)) and published by National Association of Local Councils
 - 'Must' and **bold text** refer to a statutory obligation the Council cannot change.
 - 'Shall' refers to a non-statutory instruction by the Council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of Council resources; and
 - produces financial management information as required by the Council.

1.6. The Council must not delegate any decision regarding:

- **setting the final budget or the precept (Council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7 In addition the Council shall:

- determine and regularly review the bank mandate for all council bank accounts
- authorise any grant or single commitment in excess of £5,000

2. Risk management and internal control

- 2.1. The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by Finance & General Purposes Committee, a **risk management policy** covering all activities of the Council. This policy and consequential **Strategic Risk Register** shall be reviewed by the Council at the Annual Council Meeting.
- 2.3. When considering any new activity, the Clerk ~~[with the RFO]~~ shall prepare a draft risk assessment including risk management proposals for consideration by the Council.
- 2.4. At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At ~~each Finance & General Purposes Committee meeting~~, and at each financial year end, ~~the Chair of Finance & General Purposes Committee~~ is required to verify bank reconciliations (for all accounts) produced by ~~the Finance Manager~~. ~~The Chair of F&GP~~ shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the ~~Finance & General Purposes Committee~~.
- 2.7. Regular back-up copies shall be made of the records on any Council computer and stored either online or in a separate location from the computer. The Council shall put measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate;**
 - **a record of the assets and liabilities of the Council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the Council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary.
- 3.7. The internal auditor shall be appointed by the Council and shall carry out their work to determine the effectiveness of the Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The Council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the Council;
 - reports to Council in writing, or in person, **after the interim and final audits during each financial year;**
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the Council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3.13. Councillors should report matters of concern in the first instance to the RFO. If the RFO is implicated in any concern, the report should be to the Chair of Finance & General Purposes Committee or to the Chair of the Council. If none of the above are able to resolve the concern the matter should be raised with the internal or external auditor.

4. Budget and precept

- 4.1. **Before setting a precept, the Council must calculate its Council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. The staffing structure for the next financial year shall be approved by the Staffing Committee in November. Budgets for salaries and wages, including employer contributions shall be reviewed by the Finance & General Purposes Committee no later than December for the following financial year and included in the annual budget for approval by the Council in January. The budget shall also include a projection of staff costs (at current rates) for the following three years.
- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all **income and expenditure** for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward, by placing them in an earmarked reserve, with the **formal approval of the Finance & General Purposes Committee.**
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the Finance & General Purposes Committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance & General Purposes Committee and a recommendation made to the Council.
- 4.7. Having considered the proposed budget and **three-year forecast**, the Council shall determine its Council tax requirement. The Council shall set a precept for this amount no later than the end of **January** for the ensuing financial year.
- 4.8. **Any member with Council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February or earlier if requested by the billing authority.** The RFO shall supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned. **The Chair of the Finance & General Purposes committee shall report on budget monitoring at the next Full Council meeting after each committee meeting.**
- 4.11. **Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council.**

5. Procurement

- 5.1. Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers. **Value for money refers to efficiency, economy and effectiveness. The Council shall not be obliged to accept the lowest or any tender, quote or estimate**
- 5.2. The Council has adopted the General Power of Competence (in May 2023). Should the council be without the General Power of Competence, the RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every procurement contract shall comply with the Council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed **£60,000** including VAT, the Clerk shall seek formal tenders from at **least three** suppliers agreed by the **Council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation.** Tenders shall be invited in accordance with Appendix 1.
- 5.7. For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than **£5,000** excluding VAT the **RFO** shall seek at least **three** fixed-price quotes.
- 5.9. Where the value of a contract is between £500 and **£5,000** excluding VAT, the **RFO** shall try to obtain three estimates **which might include evidence of online prices, or recent prices from regular suppliers.**
- 5.10. For purchases less than £500, the **RFO** shall seek to achieve value for money.
- 5.11. Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- specialist services, such as legal professionals acting in disputes;

- ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive the provision of section 5 of the financial regulations the reason should be set out in a recommendation to the Council and approved by a resolution. Avoidance of competition is not a valid reason.
- 5.14. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- The RFO, under delegated authority, for any items below £5,000 excluding VAT.
 - The RFO, in consultation with the Chair of the Finance & General Purposes Committee, for any items above £5,000 excluding VAT.
 - Any sum above £5,000 outside of an agreed budget, must be approved by the Council.
 - A duly delegated committee of the Council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
 - In respect of grants, a duly authorised committee within any limits set by Council and in accordance with any policy statement agreed by the Council.
- Such authorisation must be supported by a minute (in the case of Council or committee decisions) or other auditable evidence trail.
- 5.15. No individual member, or informal group of members may issue an official order or make any contract on behalf of the Council.
- 5.16. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.17. An emergency is a situation which causes serious risk to the delivery of Council services, to public safety on Council premises or the protection of council assets. In these circumstances, the Clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.
- 5.18. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that, where a loan is required, Government borrowing approval has been obtained first.
- 5.19. A purchase order or letter shall be raised for all work, goods and services above £5,000 excluding VAT unless a formal contract is to be prepared or a purchase order

order would not be practical. Copies of purchase orders shall be retained, along with evidence of receipt of goods.

5.20. Any ordering system can be misused. Therefore access to the Council's ordering system shall be controlled by the RFO. The RFO shall list those individuals who may request a purchase order to be raised by the Finance Manager. The current list is: Clerk, Deputy Clerk and Facilities Manager.

5.21. Where the council has resolved to co-fund a project then, if the council is the lead partner, all above procurement requirements will apply. Where another council or organisation is the lead on the project the RFO shall ensure that body applies similar checks and balances

5.22. Where the council has chosen to make a grant award to an organisation (including capital grants) each recipient should comply with the councils grant awarding policy and the RFO shall ensure that recipients have in place a mechanism for ensuring the award is used for the purpose granted and the recipient ensures Value for Money from the grant.

6. Banking and payments

- 6.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the Council; banking arrangements shall not be delegated to a committee. The Council has resolved to bank with **Lloyds Bank**. The arrangements shall be reviewed annually by **Finance and General Purposes Committee each April** committee for security and efficiency.
- 6.2. The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the Council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Council before being certified by **the RFO**. **Where the certification of invoices is done as a batch, the batch list of invoices shall be signed by the RFO to confirm that all invoices listed have been 'examined, verified and certified' by the RFO.**
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by **online banking/credit card/cheque**, in accordance with a resolution of the Council or duly delegated committee or a delegated decision by an officer, unless the **Council** resolves to use a different payment method.
- 6.6. **For each financial year the RFO will draw up a schedule, within the annual budget, of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Council will be asked to authorise in advance for the year.**
Model 6.7 removed
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the **Council** for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

Model 6.9.i removed as was a duplicated elsewhere

- i. **payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of Council services or to public safety on Council premises.**
- ii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the **next scheduled meeting of the Council**, where the **RFO** certifies that there is no dispute or other reason to

delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting **of Council**.

- iii. Fund transfers within the Councils banking arrangements up to the sum of **£100,000**, provided that a list of such payments shall be submitted to the next appropriate meeting of **Council or Finance & General Purposes Committee**.

6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, **to the Council**. **The Council** shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Finance Manager shall be appointed as the Service Administrator. The bank mandate agreed by the Council shall identify a minimum of three and a maximum of four Councillors plus the RFO and Finance Manager who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the Council's bank accounts online.
- 7.3. No employee or Councillor shall disclose any PIN or password, relevant to the Council or its banking, to anyone not authorised in writing by the Council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval (comprising any of the following; the List of Purchase Ledger Payments, damage deposit returns, payroll and grants) shall be sent by email to two authorised signatories which shall vary for each payment run.
- 7.5. In the prolonged absence of the Service Administrator, the RFO shall set up any payments due before the return of the Service Administrator.
- 7.6. Two Councillors who are authorised signatories shall check the payment details against the invoices/Purchase Ledger Schedule before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online. ~~and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.~~
- 7.8. A full list of all payments made in a month shall be provided to the next Council meeting and included in the agenda pack for that meeting.
- 7.9. With the approval of the Council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that new instructions are approved (giving permission to the Clerk to sign the direct debit) by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Council every year at the Annual Council meeting.
- 7.10. Payment may be made through online banking or CHAPS by resolution of the Council provided that each payment is approved by two authorised bank signatories, evidence is retained and any payments are reported to the Council at the next meeting unless specifically required by Council to use another form of payment.
- 7.11. If thought appropriate by the Council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported

to Council when made. The approval of the use of a banker's standing order shall be reviewed by the Council every year at the Annual Council meeting.

- 7.12. New account details for suppliers, and variations to those details, may only be created or amended upon written notification by the supplier verified by the RFO and an authorised signatory. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for Council banking. Where possible two-factor authentication must be used.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be **signed by two members** ~~and countersigned by the Clerk.~~
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a **Council or committee** meeting. Any signatures obtained away from Council meetings shall be reported to **the Council** at the next meeting.

9. Credit/Debit cards

- 9.1. ~~Any Credit or Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by Council or finance committee in writing before any order is placed.~~

There shall be a maximum of four credit cards in use by the Council issued to:

Clerk

Deputy Clerk

Finance Manager

Facilities Manager

Only the Clerk (or Deputy Clerk in their absence) may exceed expenditure of £500 in any single transaction. Transactions may not be split to stay within the limit.

- 9.2. ~~A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the Council]. Transactions and purchases made will be reported to [the Council] and authority for topping-up shall be at the discretion of [the Council].~~

- 9.3. Any trade card account opened by the Council shall be approved by the Finance & General Purposes committee. The Clerk shall indicate for each card who is authorised to use that trade card and the financial limit for use. Any balance shall be paid in full each month.

- 9.4. ~~Personal credit or debit cards of members or staff should not be used. under any circumstances.) OR (except for expenses of up to [£250] including VAT, incurred in accordance with council policy.~~

10. Petty Cash

10.1. The RFO shall maintain a petty cash float of £250 and may provide petty cash to officers for the purpose of operational and other expenses.

- a) Signed vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. As an employer, the Council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the Council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Council **or Staffing committee**.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed **by the Finance & General Purposes Committee annually at the first F&GP meeting after the Annual Council Meeting** to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the Council, setting out a clear business case. Termination payments shall only be authorised by the Full Council.
- 11.8. Before employing interim staff, the **Council or Staffing Committee** must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the Full Council and recorded in the minutes. All borrowing shall be in the name of the Council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the Full Council, following a written report on the value for money of the proposed transaction.
- 12.3. The Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council **annually at least every four years.**
- 12.4. All investment of money under the control of the Council shall be in the name of the Council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The Council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. ~~[The RFO] shall be responsible for the collection of all amounts due to the council.~~
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Council by ~~the RFO~~ and shall be written off in the year. The Council's approval shall be given ~~prior to the debt being written off~~ and shown in the accounting records.
- 13.4. All sums received on behalf of the Council shall be deposited intact with the Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the Council's accounting software and that any VAT Return required is submitted from the software by the due date. ~~OR (Any repayment claim under section 33 of the VAT Act 1994 shall be made (quarterly where the claim exceeds [£100] and) at least annually at the end of the financial year.)~~
- 13.7. Where any significant sum of cash ~~(greater than £250)~~ is received by the Council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting.
- ~~13.9. The Clerk shall report to the Finance & General Purposes committee all unpaid invoices, and invoices in dispute, overdue by three months and over, and continue to report at each subsequent meeting of the Finance & General purposes committee until there is resolution. Any invoices in dispute for three months or more shall also be similarly reported.~~

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the Council being informed, in advance of exceeding the budget, where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a written report shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property **that would appear on the asset register** shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council or relevant committee, together with any other consents required by law, except where the estimated value of any one item, at the time of disposal, does not exceed **£500**. In each case a written report shall be provided to Council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the Finance & General Purposes committee of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The Finance & General Purposes committee shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to relevant committee or the Council at the next appropriate meeting. The RFO shall be responsible for all claims on the Council's insurers in consultation with the Clerk.
- 17.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council or Finance & General Purposes Committee.

18. Charities

18.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1. The Council shall review these Financial Regulations **annually** and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the Council of any need to amend these Financial Regulations.
- 19.2. The Council may, by resolution duly notified prior to the relevant meeting of **Full** Council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the Council to act unlawfully.
- 19.3. The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the Council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- 4) Where an electronic tendering process is used, the Council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission. Those emails will be viewed at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 27 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Proposed Changes to Standing Orders

In accordance with section 12.b of the Standing Orders, Cllr Boyer has submitted the following motions to vary those standing orders.

Motion 1

To amend section 6 d) ii to move from having two elected Vice-Chairs to only one Vice-Chair. Cllr Boyer believes "the Council only requires one Vice-Chair in order to provide clearer accountability, avoid duplication of roles and ensure that the leadership structure remains proportionate to the size and operational needs of the authority. This proposal relates solely to the structure of the role, not to any individual councillor, and does not affect the Council's existing powers, standing orders, or committee arrangements. The proposed arrangement focuses Vice-Chair capacity on these priority areas, while corporate governance oversight remains embedded within Full Council, the committee structure, and the role of the Clerk as Proper Officer."

Section 6 d) ii) would then read as follows:

"The election of the Vice-Chair shall be the second business completed at the annual meeting of the Council. Nominations for the position of Vice-Chair should be submitted on an official nomination form. Completed and signed nomination forms should be submitted to the Clerk at least seven clear working days before the annual meeting of the Council. The election of the Vice-Chair shall be either by a show of hands or by a ballot if there is more than one candidate. If no nominations are received for the Vice-Chair position, it shall remain vacant until such time as a valid nomination is received, and the election shall take place at the next Full Council meeting."

If approved the following other paragraphs shall be amended as appropriate

- 4.1 b) XV
- 5.5 a)
- 5.5 b)
- 5.11 e) I
- 6.1 i)
- 6.1 i) I
- 11 f)
- 16 a)
- 30 c)

Motion 2

Section 29 provides for the payment of an allowance to the Chair of the Council. The allowance has been £800 per annum for a number of years. Cllr Grimes had to be prompted to claim the amount and Cllr Boyer has not submitted a claim.

Cllr Boyer now proposes that the allowance is withdrawn and that should any expenses be incurred they are reclaimed on a case by case basis.

Section 29 would then read as follows:

- a) No allowance shall be payable to the Chair of the Council in respect of holding that office.
- b) The Chair may claim reimbursement of actual, reasonable, and properly incurred expenses arising from carrying out the duties of the office, including travel, subsistence, and costs incurred when representing the Council, strictly in accordance with the Council's Travel and Subsistence Policy and the Members' Allowances Scheme.
- c) All expense claims must be supported by appropriate receipts or evidence and submitted to the Clerk for approval in accordance with the Council's financial procedures.
- d) No discretionary or general payments shall be made to the Chair beyond reimbursed expenses.

Ref	Date Paid	Supplier / Payee	Method of Payment	Amount Paid (inc VAT) £	Description
001	18/03/2026	La Dolce Vita Caffè	Faster Payment	375.00	Catering Supplies - Café
002	18/03/2026	John Russell Transport Planning	Faster Payment	2,700.00	Transport Appraisal - Plan Application
003	18/03/2026	Air It Limited	Faster Payment	424.92	Final Datto Cloud - August - dispute resolved
004	18/03/2026	Telefonika UK Ltd - (O2)	Direct Debit	337.98	Mobile Phones - March
005	20/03/2026	Rivervale	Direct Debit	381.60	Rental Van & Service Contract
006	23/03/2026	SYSCO GB Ltd	Direct Debit	954.69	Catering Supplies - Café
007	24/03/2026	A & E Fire & Security	Faster Payment	176.94	Call Out 18/3/2025 Alarms at High Copse
008	24/03/2026	Kingdom Coffee International Ltd	Faster Payment	250.15	Coffee and Tea - Café
009	24/03/2026	Slice of Heaven	Faster Payment	288.00	Catering Supplies - Café
010	24/03/2026	Select Environmental Services	Faster Payment	86.21	Commercial Waste 1 mth Millworth Lane
011	24/03/2026	Select Environmental Services	Faster Payment	55.13	Commercial Waste 1 mth Manor Ground
012	24/03/2026	Select Environmental Services	Faster Payment	282.53	Commercial Waste 1 mth School Green Centre
013	24/03/2026	Select Environmental Services	Faster Payment	80.70	Commercial Waste 1 mth Spencers Wood Pavilion
014	24/03/2026	Select Environmental Services	Faster Payment	88.66	Commercial Waste 1 mth High Copse Pavilion
015	24/03/2026	Air It Limited	Faster Payment	374.40	Monitor Office
016	24/03/2026	Kompan UK	Faster Payment	1,053.49	Repairs to Roundabout - Spencers Wood Rec
017	24/03/2026	Office Depot International (UK	Faster Payment	116.03	Office Paper and Stationery
018	24/03/2026	Thames Valley Signs (berkshire	Faster Payment	647.93	Banners for Café Advertising
019	24/03/2026	La Dolce Vita Caffè	Faster Payment	878.00	Cakes 25/2/2025
020	24/03/2026	Nisbets Limited	Faster Payment	433.02	1 Deep Fat Fryer & Cake Boards
021	24/03/2026	THP Solicitors	Faster Payment	5,093.40	Legal Drafting of Leases Ryeish And Deardon
022	24/03/2026	Pink Frog Events	Faster Payment	75.00	Youth Club Disco
023	24/03/2026	Peninsula Business Services	Direct Debit	475.42	HR & H&S Support - March
024	24/03/2026	Wokingham Borough Council	Faster Payment	256.19	Att Earnings February
025	24/03/2026	HMRC paye	Faster Payment	10,897.37	NI & PAYE February
026	24/03/2026	TotalEnergies Gas & Power Limi	Direct Debit	691.26	Adj for December to February - High Copse
027	25/03/2026	Employees	Faster Payment	33,705.02	Net Pay March
028	26/03/2026	Engie Power Limited	Direct Debit	401.86	Electricity Street Lighting - February
029	30/03/2026	SYSCO GB Ltd	Direct Debit	904.85	Catering Supplies - Café
030	30/03/2026	O2 Telefonica	Direct Debit	36.00	Change Tariff Phone- Facilities - One off
031	31/03/2026	Nest Pension Contributions	Direct Debit	2,956.15	March Pension Contributions
032	31/03/2026	Lloyds Bank plc	Direct Debit	48.75	Bank Charges - Fee £8.50 Chgs £40.25 Feb
033	01/04/2026	Claire Connell	Faster Payment	237.50	Interim Audit 2025-2026
034	01/04/2026	Buzz Catering Supplies	Faster Payment	254.20	Consumable - Café
035	01/04/2026	Lathams Security Doors Limited	Faster Payment	845.97	Pre Payment for Security Doors Ryeish
036	01/04/2026	Cloudy IT	Faster Payment	14,410.80	Pre-payments for Training & Software
037	01/04/2026	Reduce Energy Ltd	Faster Payment	4,300.00	Midway no 2 - Microgeneration Expert Fees
038	01/04/2026	La Dolce Vita Caffè	Faster Payment	257.00	Cake Order 20/3/2026
039	01/04/2026	Kingdom Coffee International L	Faster Payment	442.51	Coffee & Syrups 2403
040	01/04/2026	Larkstel Ltd	Faster Payment	7,307.37	March - The Manor & High Copse - Grounds Maintenance
041	01/04/2026	Office Depot International (UK	Faster Payment	78.91	Stationery for Office
042	01/04/2026	E T Planning Ltd	Faster Payment	995.63	Final Report - Planning Advice
043	01/04/2026	Select Environmental Services	Faster Payment	86.21	Commercial Waste 1 mth Millworth Lane
044	01/04/2026	Select Environmental Services	Faster Payment	46.99	Commercial Waste 1 mth Manor Ground
045	01/04/2026	Select Environmental Services	Faster Payment	267.40	Commercial Waste 1 mth School Green Centre
046	01/04/2026	Select Environmental Services	Faster Payment	97.26	Commercial Waste 1 mth Spencers Wood Pavilion
047	01/04/2026	Select Environmental Services	Faster Payment	89.66	Commercial Waste 1 mth High Copse Pavilion
048	01/04/2026	Wokingham Borough Council	Direct Debit	44.20	Business Rates 1/12th Millworth Pavilion
049	01/04/2026	Wokingham Borough Council	Direct Debit	165.44	Business Rates 1/12th Spencers Wood Pavilion
050	01/04/2026	Wokingham Borough Council	Direct Debit	189.60	Business Rates 1/12th The Manor
051	01/04/2026	Wokingham Borough Council	Direct Debit	1,162.50	Business Rates 1/12th High Copse Pavilion
052	01/04/2026	Wokingham Borough Council	Direct Debit	1,268.50	Business Rates 1/12th School Green Centre
053	07/04/2026	EDF Energy	Direct Debit *1	2,373.30	Electricity High Copse - October
054	07/04/2026	EDF Energy	Direct Debit *1	2,429.43	Electricity High Copse - December
055	07/04/2026	EDF Energy	Direct Debit *1	2,450.57	Electricity High Copse - November
056	07/04/2026	EDF Energy	Direct Debit *1	2,485.22	Electricity High Copse - February
057	07/04/2026	EDF Energy	Direct Debit *1	3,434.62	Electricity High Copse - January
058	09/04/2026	FibreNet	Direct Debit	37.00	Internet the Manor 1 mth
059	09/04/2026	A & E Security	Faster Payment	225.11	Call Out & Replace Batteries to Alarm - SWP
060	13/04/2026	Sysco Limited (Brakes Foods)	Direct Debit	906.12	Catering Supplies - Café
061	13/04/2026	Corona Energy	Direct Debit	1,437.93	Electricity - SGC (North) - March
062	15/04/2026	Bookers Ltd	Direct Debit	471.95	Catering Supplies - Café
063	15/04/2026	EDF Energy	Direct Debit	2,132.72	Electricity High Copse - March
				116,083.27	

Notes	SGC	School Green Centre	
	SWP	Spencers Wood Pavilion	
*1	EDF Energy - the units relaying usage to the company had failed and as a result the company did not bill until the data was available The situation has been resolved and the meters are relaying information to EDF The costs have been accrued in 2025/2026		

Ref	Date	Supplier	Amount Paid (inc VAT) £	Description
001	02/03/2026	Amazon EU	44.54	4203 Crafts for Youth Club Activities
002	03/03/2026	Start Safety	30.03	4050 Signage for High Copse
003	03/03/2026	DEFIB WAREHOUSE	77.94	4050 Replacement Pad for Defibrillator
004	03/03/2026	Go Custom	73.85	4053 Uniform for New SGC Staff
005	05/03/2026	DVDdemon	3.44	4038 Purchase DVD for Cinema
006	05/03/2026	LIDL	9.90	4210 Ice Cream for Café
007	06/03/2026	Adobe Systems Software	66.49	4048 1 mth Subscription - Adobe Software
008	07/03/2026	Amazon EU	7.49	4254 Stainless Steel Keyhole Covers for Door Repairs
009	09/03/2026	Intuit Ltd Mailchip	40.78	4048 1 Mth Subscription - Mailing Newsletter
010	11/03/2026	EIF Chepstow	60.00	4071 Reference Book for Clerk
011	13/03/2026	Wokingham Borough Council	1.20	4008 Parking for Banking
012	13/03/2026	The Safer Food Group	14.40	4040 Food Safety Training - New Staff
013	17/03/2026	Wokingham Borough Council	1.20	4008 Parking for Banking
014	17/03/2026	Go Custom	48.13	4053 Uniform for New Cafe Staff
015	19/03/2026	Amazon EU	17.99	4050 Cables for Equipment
016	19/03/2026	Premium Intervention	399.97	4050 Security Camera for Ryeish Pavilion
017	23/03/2026	Lidl	2.54	4045 Milk & Rocket Café
019	27/03/2026	Lidl	28.44	4210 Ice Cream & Blue Berries - Café
020	30/03/2026	Planning Portal	378.00	4707 Planning Application for Fitness Centre - Millworth Sports Park
Total of Payments			1,306.33	

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

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