Clerk: Bruce Winton
Shinfield Parish Hall
School Green
Shinfield
Reading
RG2 9EH
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To all members of the Finance and General Purposes Committee

Notice is hereby given and you are summoned to attend a meeting of the Finance and General Purposes Committee on Wednesday 21st June 2023 at School Green Centre, commencing 19.30hrs.

Bruce Winton, Clerk
27 April 2023

Members: I Clarke, A Grimes, L James (Ch), I Montgomery, D Peer, R Tatla

Agenda

1. **Confirmation of Chair of Committee**
   1.1 To **CONFIRM** the Vice-Chair of the Council as Chairman of the Finance & General Purposes Committee for 2023/24
   1.2 To **SIGN A DECLARATION** of acceptance of office as Chairman of the Committee

2. **Election of Vice-Chair of Committee**
   2.1 To **RECEIVE** and **CONSIDER** nominations for the election of Vice-Chair for 202324
   2.2 To **ELECT** the Vice-Chair for 2023/24
   2.3 To **SIGN A DECLARATION** of acceptance of office as Vice-Chairman of the committee

3. **Public Questions**
   3.1 To **RECEIVE** and **CONSIDER** public questions

4. **Apologies and declarations of members' interests**
   4.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
   4.2 To **RECEIVE** members' declarations of interest

5. **Minutes of the meeting on 3rd May 2023**
   5.1 To **APPROVE** the minutes of the Finance and General Purposes Committee meeting On 3rd May 2023 as a correct record of the meeting*
   5.2 To **CONSIDER** matters arising from the meeting on 3rd May 2023

* Paper attached
** Paper to follow

6. Annual Accounts and Annual Governance and Accountability Return for Year Ending 31st March 2023

6.1 To **RECEIVE** and **NOTE** the report from the Internal Auditor*

6.2 To **RECEIVE** and **NOTE** notes to the Financial Statements for the year ended 31 March 2023*

6.3 To **APPROVE** Section 1 – Annual Governance Statement 2022/23*

6.4 To **APPROVE** Section 2 – Accounting Statements 2022/23*

6.5 To **NOTE** the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return - Exercise of Public Rights for accounts, year ended 31st March 2023*

6.6 To **RECEIVE** and **CONSIDER** the reappointment of Claire Connell as Internal Auditor for the coming year

7. Risk Register

7.1 To **RECEIVE** and **CONSIDER** an update from the Clerk on the Shinfield Parish Council Risk Register*

8. Financial reports

8.1 To **RECEIVE** and **NOTE** a verbal report on bank reconciliations at 31st May 2023

8.2 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk and Finance Manager regarding the current year financial position

9. Financial Reserves and CIL

9.1 To **RECEIVE** and **NOTE** an update on CIL**

10. Land Issues

10.1 To **RECEIVE** and **CONSIDER** a verbal update on Land Registrations including list of properties

10.2 To **RECEIVE** and **CONSIDER** a verbal update regarding proposed land swaps

10.3 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding provision of community space in the north of the parish

11. Investment Policy

11.1 To **RECEIVE** and **CONSIDER** a verbal update on investment policy

12. Shinfield Studios Proposal

12.1 To **RECEIVE** and **CONSIDER** a proposal from Shinfield Studios to use School Green Centre for presenting films to the general public*

13. School Green Centre

13.1 To **RECEIVE** and **CONSIDER** Interim Certificate 16 in respect of School Green Centre*

14. Financial Regulations

14.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk on Financial Regulations

15. Dates of future Meetings

15.1 To **NOTE** the date of the next meeting which is 16th August 2023

Clerk: Bruce Winton
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Minutes of a meeting of Finance & General Purposes Committee Held on Wednesday 3rd May 2023 At School Green Centre commencing at 19.30

Present: I Clarke, A Grimes, L James (Chair), I Montgomery, D Peer

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

23/FGP/13 **Public Questions**

13.1 There were no public questions.

23/FGP/14 **Apologies and declarations of Members' Interest**

14.1 There were no apologies for this meeting.

14.2 There were no declarations of members' interests.

14.3 It was noted that the Clerk had achieved his CiLCA

23/FGP/15 **Minutes of the Previous Meeting**

15.1 The minutes of the committee meeting of 23rd February 2023 were approved as a correct record and signed by Cllr. James.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously

23/FGP/16 **Actions and Matters Arising**

23/FGP/5.1 Clerk to add Risk Register to the agenda as a recurring item

This was on the agenda at Item 4

23/FGP/5.2 Clerk to add Risk Register to the agenda for the Annual Council Meeting (17th May)

This will be done

23/FGP/6.1 Clerk to ensure that reconciliations were available for inspection at future meetings

This was on the agenda at Item 5.1

23/FGP/8.2 Clerk to check position on Parish Hall Lease

The Clerk advised that he had not followed up on this item yet.

ACTION - Clerk to check position on Parish Hall Lease

23/FGP/8.3 Clerk to check on lease for Millworth Lane

The Clerk advised that a transfer of the lease from Shinfield Association to Shinfield Parish Council had taken place on 21st June 2021. The lease was due to expire on 24th March 2046. Cllr James cautioned that we should ensure work progresses at Millworth Lane to reduce the likelihood of the University of Reading taking the land back. The lease would be discussed with UoR as part of agreeing the work planned for Millworth Lane.

23/FGP/8.4 Clerk to arrange a meeting with Cllr James and Craig Hoggeth regarding land swaps

This is on the agenda at Item 7.2

23/FGP/8.5 Clerk to obtain quotes for Ryeish Green Pavilion

At the last meeting, the Clerk had been asked to arrange quotes for the disposal and the demolition of the building. The Clerk advised that since then an offer had been received for the outright purchase of the pavilion. Two quotes had been requested from valuers with one received and the other due shortly.

23/FGP/17 Risk Register

17.1 Risk Register

The Clerk provided the first of what would be regular updates on the Risk Register. There were no recommended changes to any of the risk items. The Clerk also set out what protective measures had been put in place for the Manor Ground including adding to the council's insurance policy and the physical security measures at the pavilion.

23/FGP/18 **Financial Reports**

18.1 Bank Reconciliations

Cllr. James confirmed that he had reviewed the bank reconciliations to the end of April 2023 on 2nd May and that all was in order. A copy of the reconciliation was shown to members. Members **NOTED** the report.

18.2 Room Hire Report for School Green Centre and Spencers Wood Pavilion

The Clerk advised that as was expected income for the School Green Centre in April 2023 had been significantly higher than the same month in 2022. At this stage however the report was just showing both venues achieving budget.

Members **NOTED** the report.

18.3 Actual vs Budget vs Forecast Expenditure as of 31st March 2023

The final outturn for the financial year was an adverse variance £6.2k against the budget which was slightly higher than the previously forecast of £5k adverse.

Members **NOTED** the final outturn for FY 2022/23.

18.4 Cash Reserves

We were awaiting a final report on the School Green Centre with a final settlement of £107k to complete. This would be followed by a formal close out report.

The Clerk was asked to work with the Facilities Manager to develop a long-term maintenance plan for major properties to help identify the future financing needs of the Sinking Fund.

ACTION - Clerk and Facilities Manager to develop a long-term maintenance plan

23/FGP/19 **Financial Reserves & CIL**

19.1 Members **NOTED** that the balance of unexpended CIL was currently £1,467,876.

19.2 WBC had submitted requests for co-funding from CIL for bus routes (£118, 933.87) and Hyde End Lane footpath (£15-20,000)

The bus funding of approximately £40k for each of three years was the equivalent to an 8% lift on the Precept. Unless it could be shown that it was to return the routes to a financially viable position it would be hard to argue that this should be funded from CIL.

It was also noted that the routes were financially viable to Shinfield, but the subsidy was being apportioned between parishes based on bus miles.

It was agreed these requests should be presented to Full Council

ACTION - Clerk to put these funding requests on the agenda for Full Council on 17th May

19.3 Members reviewed the various earmarked reserves and agreed to:

- Reduce the Highways/Footpaths reserve to £32k
- Remove the Millworth Lane Remedial Works (£19.4k)
- Increase the Youth Initiatives to £11k
- Remove Pride in the Parish £7k
- Increase Parish Election provision to £8k

The balance would be returned to General Reserves

23/FGP/20 **Land Issues**

20.1 Land Registrations

As previously reported by Cllr Clarke the applications were with the Land Registry but could take up to 18 months to be formally registered. This should mean that all allotments and Shinfield Village Green were covered.

20.2 Current Position regarding Land Swaps

It was agreed that the Clerk would arrange a further meeting with Craig Hoggeth and Cllr James. Members would still like to see the School Green car park returned to SPC control.

ACTION – Clerk to arrange the meeting

23/FGP/21 **Investment Policy**

21.1 The Clerk advised that an additional £500,000 has been moved to bonds meaning that £1,000,000 was now invested. The moving of the £73k currently in the sinking fund into CCLA property investment funds for a minimum of 5 years and £250k into a CCLA standard investment fund were still in progress. Future movements to and from property funds would be aligned with the long-term maintenance plan.

23/FGP/22 **Safer neighbourhood Schemes**

22.1 The Clerk set out the basis of the proposal for a safer neighbourhood scheme. The proposal as envisaged would cost approximately £78,000 p.a. but the actual level of support would need to be discussed in more detail and could be reduced.

CIL could only be used for this if it were seen as "pump-priming" otherwise it would need to be funded through the precept.

£78,000 would equate to 13.0% increase in Precept if applied over one year (£10.24 increase for Band D equivalent from current £78.75). It may be possible to reduce costs or spread over two financial years (e.g. starting in September).

If the precept were to be used, then the council would need to set out clearly and build the case for the project with residents.

23/FGP/23 **Electricity Supply**

23.1 The Clerk advised that SPC was on the standard variable tariff as no longer term contracts had been available due to the war in Ukraine. Suppliers were however now offering deals and the recommendation was that SPC enter into a two-year deal which would remove a significant financial risk element from the council's finances. It was agreed that this was a sensible management of risk.

Proposed: Cllr Grimes
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk and Finance Manager to arrange the new contract

23/FGP/24 **Financial Regulations**

24.1 The Clerk advised that he had begun a full review of Financial Regulations and would report as soon as this had been completed.

23/FGP/25 **Date of Next Meeting**

25.1 Next meeting was scheduled for 21st June 2023

The meeting ended at 20.50

Claire Connell MA, ACA, CTA

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The Members of Shinfield Parish Council
c/o Mr Bruce Winton
Clerk to Shinfield Parish Council
Shinfield Parish Hall
School Green
Shinfield
Berkshire RG2 9EH

24th May 2023

Ladies and Gentlemen

Internal Audit report for the year ended 31st March 2023 - final review

I have now completed my review of the financial systems and internal controls for the year ended 31st March 2023. My audit has been carried out with reference to "Governance and Accountability for Local Councils: A Practitioners' Guide".

My final work concentrated on fixed assets, risk management and the final accounts. A summary of my findings for the year is attached in Appendix 1.

I should like to draw the following matter to your attention:

<u>Risk Management</u>

Last year I was unable to give a positive response to assertion C which states that the authority has assessed the significant risks to achieving its objectives and has reviewed the adequacy of arrangements to manage these.

This year a new Risk Register has been adopted and regular updates are provided on a "report by exception" basis. It is also now a standing agenda item on the Annual Council Meeting to ensure that it is formally considered by councillors each year. I am therefore able to give a positive response to assertion C this year.

<u>Signing of the audit report</u>

The external auditors have stated that my internal audit report gives important evidence for the Council to consider when completing assertions 2 and 6 on the on the governance statement. My two audit reports this year should therefore enable the Council to approve the Annual Return in the knowledge that the internal audit for the year is complete. I have also signed my section of the Annual Governance and Accountability Return with no adverse findings.

Yours faithfully

Claire Connell

Claire Connell

Appendix 1: Summary of internal audit work covered in 2022-23

Annual Return Section	Objective met?	Comments
A. Appropriate accounting records have been properly kept throughout the financial year.	Yes	Rialtas software (which is designed for local councils) is used for the accounting and is kept up to date. Guidance is sought from professionals regarding VAT and other matters.
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes	Testing and review of systems shows that expenditure is properly incurred, payments approved and VAT appropriately accounted for.
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes	Minutes, Standing Orders, Financial Regulations, the new format of Risk Register and insurance cover were all reviewed and it is clear that risks are now appropriately assessed and reviewed. I understand that the Standing Orders, Financial Regulations and Investment Strategy are all due to be updated in the 2023-24 council year.
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes	Budgeting and reporting are carried out in a thorough and robust manner.
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes	No significant issues were found during the testing and review of income systems.
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes	Petty cash transactions are low in number and value.
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes	Payroll is operated in-house – a problem was identified at the interim visit but this was corrected before the year end.
H. Asset and investments registers were complete and accurate and properly maintained.	Yes	The fixed assets register is maintained in the Rialtas package and was updated for changes in the year.
I. Periodic and year-end bank account reconciliations were properly carried out.	Yes	Monthly reconciliations are performed and reviewed by a Councillor on a monthly basis.

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes	These assertions have been met.
K If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt.	N/A	Not covered – the Council had a limited assurance review of its 2021/22 AGAR
L. The authority published the required information on a free to access website up to date at the time of the internal audit in accordance with the relevant legislation	Yes	*** The wording of this objective has changed this year *** The AGARs for the previous five years are available on the Council website as required by the Audit & Accounts and Audit Regulations 2015. The Council endeavours to comply with the Transparency Code and additional information has been uploaded to the website recently in relation to this.
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	Yes	The exercise was carried out for the correct length of time and was advertised correctly.
N The authority has complied with the publication requirements for 2021-22 AGAR *(see AGAR Page 1 Guidance Notes).*	Yes	Yes, the relevant documents were published at the correct time
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	N/A	Not applicable - Shinfield Parish Council is not a trustee of any trust funds

Shinfield Parish Council

Financial statements (unaudited) for the year ended 31 March 2023

Shinfield Parish Council
Notes to the financial statements for the year ended 31 March 2023

1. Accounting Policies

The Council's accounts are prepared in accordance with the guidance for local councils as set out in the Practitioners' Guide to Governance and Accountability, which is regarded as proper accounting practice for these purposes. These financial statements (from which the statutory accounts are prepared) are therefore prepared on the accruals basis but do not include the value of fixed assets or indebtedness in respect of loans to purchase those assets.

2. Administration Income

	2023 £	2022 £
Interest on Bank Deposits & Savings Bonds	7,952	681
Final loan repayment - Shinfield Tennis Club		6,000
Other income	420	251
	8,372	6,932

Interest Rates recovered in the year due to the economic climate, particularly the interest paid on the National Savings Bonds.

3. Pension scheme contributions

During the year, the council's staff were members of the NEST scheme. Employer pension contributions are included in staff costs.

4. Grants to community organisations

The Council has made grants under its legislative powers to several organisations supporting projects and providing facilities for the community:

	2023 £	2022 £
Grants		
Community-based Voluntary Organisations	18,090	12,390
Shinfield Players Theatre – Refurbishment of Reception & Toilets	0	20,000
Spencers Wood Village Hall – improving access	0	3,000
School Projects including Queen's Jubilee Celebrations	4,622	
Local Sports Clubs – Netball (21/22) & Cricket (22/23)	1,500	3,500
	24,212	38,890

5. Additions to Fixed Assets in the Year.

	2023 £	2022 £
New School Green Centre – completed in 2021/2022		1,344,799
Acquisition of Lease Millworth Lane - June 2021		1
New Bus Shelter and Car Park Bollards.	11,268	37,447
New Games Area and Gym	116,730	705
Fencing and Gates.		3,979
Furniture and Equipment (School Green Centre & Allotments)	25,345	132,149
	153,343	1,519,080

Notes to the financial statements for the year ended 31 March 2023 (continued)

Construction of the new School Green Centre was completed in November 2021. Work has continued in 2022/2023 to fit out the centre with furniture and equipment required to meet the needs of all of the users. With the centre fully operational, the focus for the Council has moved on to providing new outside recreational facilities. This started in 2022/2023 with the installation of a new Multi Use Games Area and outside Gymnasium. This expenditure is funded mainly from Developers Contributions transferred to the Parish Council to pay for additional infrastructure required to support the growing population.

6. Fixed Assets

At the 31st March 2023, the Council has Fixed Assets (based on cost) as follows:

Land & Buildings	**£**
School Green Centre	3,282,410
School Green Centre Land Owned	163,000
School Green Centre Land Leased	1
Shed & Base School Green Centre	5,044
Ryeish Pavilion	241,060
Spencers Wood Pavilion	708,392
Total Land & Buildings	**4,399,907**
Community Land & Assets	
Recreation Land	5
Allotments	7
War Memorial	1
Total Community Assets	**13**
Other Operational Assets	
Playgrounds	329,281
Street Furniture	128,591
Bus Shelters	23,867
Furniture & Equipment	171,936
Gates and Fences	19,957
IT Equipment & Systems	46,578
Civic Regalia	600
Total Other Operational Assets	**720,810**
Total Assets	**5,120,730**

7. Earmarked Reserves

There was a minor (net) increase of £2,115 in the Council's Earmarked Reserves.

The Council received £142,737 income in the year from CIL (£115,915) and S106 Contributions (£26,822). The Council also made a further contribution of £30,000 to the Repairs Reserve to ensure that funds are available for future major repairs to facilities, most of which have been completed in the last three years.

The Spencers Wood Recreation Ground benefitted from a new Multi Use Games Area and Outside Gymnasium which was funded from CIL

The Council reviewed the level and purpose for each reserve and agreed to transfer the sum of £36,797 from earmarked reserves to the General Reserve.

	B/fwd	Released	Increased	Transferred	C/fwd
	£	£	£	£	£
Community Infrastructure Levy (CIL)	1,460,911	-108,950	115,915		1,467,876
Future Contested Elections	4,000			4,000	8,000
Millworth Lane Remedial Works	30,733	-11,328		-19,405	0
Pride in our Parish	6,993			-6,993	0
New website	10,000				10,000
Youth initiatives	11,000	-2,297		2,297	11,000
Planning Matters	23,500				23,500
Future Repairs to Council Premises	42,966		30,000		72,966
Allotment Improvements	70,000	-11,250	26,822		85,572
Highway Improvements	48,696			-16,696	32,000
	1,708,799	-133,825	172,737	-36,797	1,710,914

Shinfield Parish Council
Year ended 31 March 2023
Detailed Movement in Reserves

Item 6.2a

		Mar-21	Year I&E	Released	Transfers	Added	Mar-22	
	Earmarked Reserves							
311	New website	10,000					10,000	*Set aside for technical support for future upgrades*
320	Repairs & renewals	42,966				30,000	72,966	*Future maintenance reserve, increasing over the next 10 years as per annual budget*
325	Elections	4,000			4,000		8,000	*Set aside for a contested Parish Election - estimate provided by WBC*
326	Highways improvement	48,696			-16,696		32,000	*Contribution to Reading University for Footpath £32k Speed Reduction Initiatives (£16.7k) - replaced with Transport Strategy*
329	Millworth Lane Recreation Ground Refurbishment	30,733		-11,328	-19,405		0	*Remedial Works to Millworth Lane Recreation Ground & Pavilion - now complete*
334	Pride in our Parish	6,993			-6,993		0	*Available for planting and refurbishment of open space - now complete*
335	Youth Initiatives	11,000		-2,297	2,297		11,000	*Awareness Campaigns and Events for Local Youths and Adults - particularly in deprived areas*
336	General Planning Issues	23,500					23,500	*For Future (unknown)Planning Appeals*
337	Allotments Reserve	70,000		-11,250		26,822	85,572	*Contribution From University (Deardon Way only) & Developers Contributions for Improvements to Allotment Provision*
		247,888	0	-24,875	-36,797	56,822	243,038	
331	Community Infrastructure Levy							
	Unallocated	1,308,911		7,780	-911,100	115,915	521,506	*Retention money witheld and not agreed at year end - to be paid 23/24 when a final certificate issued*
	Earmarked						0	
	School Green	20,000			80,000		100,000	
	MUGA & Gym Equipment	132,000		-116,730			15,270	
	Millworth Lane Recreation Ground Refurbishment				500,000		500,000	
	Manor Cricket Ground				55,100		55,100	
	Allotment Improvements				26,000		26,000	
	Transport Strategy				250,000		250,000	
		1,460,911	0	-108,950	0	115,915	1,467,876	
		1,708,799	0	-133,825	-36,797	172,737	1,710,914	
310	General Fund	157,432		133,825	36,797	-172,737		
	Income		855,843					
	Expenditure		-823,206					
		157,432	32,637	133,825	36,797	-172,737	187,954	
		1,866,231	32,637	0	0	0	1,898,868	
	Net addition to earmarked reserves					**2,115**		

Shinfield Parish Council
Year ended 31 March 2023
Statement of Fixed Assets

Item 6.2b

	44,621	Repaid or deleted		Additions	44,986	
Land & Buildings						
School Green Centre	3,282,410				3,282,410	
School Green Centre Land Owned	163,000				163,000	
School Green Centre Land Leased	1				1	
Shed & Base School Green Centre	5,044				5,044	
Ryeish Pavilion	241,060				241,060	
Spencers Wood Pavilion	708,392				708,392	
	4,399,907	0		0	4,399,907	
Community Land & Assets						
Recreation Land	5				5	
Allotments	7				7	
War Memorial	1				1	
	13	0		0	13	
Other Operational Assets						
Playgrounds	224,551	(12,000)	*[1]	116,730	329,281	*3
Street Furniture	122,423			6,168	128,591	*4
Bus Shelters	19,967	(1,200)	*[2]	5,100	23,867	*5
Furniture & Equipment	146,591			25,345	171,936	*6
Gates and Fences	19,957				19,957	
IT Equipment & Systems	46,578				46,578	
Civic Regalia	600				600	
	580,667	(13,200)		153,343	720,810	
Long term assets						
	4,980,587	(13,200)		153,343	5,120,730	

Notes

*[1]	Old Gymnasium dismantled and scrapped - new gym built on a different site
*[2]	Bus Shelter removed after road traffic accident and replaced
*[3]	New Multi Use Games Area (£90.6k) and Gym (£26.1k) at Spencers Wood Recreation Ground
*[4]	Safety Bollards installed in School Green Car Park
*[5]	New bus shelter to replace damaged one
*[6]	Café Furniture (£8.1k), Solar Circuit System at Orchard Rise Allotments (£11.3k) and School Green Centre Equipment (£6k)

Shinfield Parish Council **Item 6.2c**

Year ended 31 March 2023

Reconciliation Balance Sheet - Net Assets to Reserves

	2023	2022	
DEBTORS			
Hall Hire	8,716	2,079	New Centre Opened for Business November 2021
			Reading University & WBC & Rechargeabe Wks
Other Debtors		104,885	(prev yr S106)
Debtors	7,801	5,281	Refundable Deposit Locum Fees
VAT repayable	2,135	12,846	
Shinfield Tennis Club			
Prepayments	12,858	17,229	Pest Control Contract not renewed
	31,510	142,320	
BANK & CASH BALANCES			
Lloyds Bank Current Account	1,208,254	1,144,513	
Llloyds Business Instant Access	200,395	200,015	
National Savings Bank	500,000	500,000	
	1,908,649	1,844,528	
Petty cash	42	74	
	1,908,691	1,844,602	CIL Funds In year
CREDITORS			
Unpaid Invoices	5,721	30,865	March Invoices
Other creditors	8,083	7,147	Payments In Advance Hall Bookings
Accruals	19,048	75,424	Includes Lifebuild Retention in 21/22
Net Pay Control account	5,663	3,115	22/23 (HMRC & Nest) 21/22 (HMRC only)
Waste bag sales receipts	45	0	Paid to WBC in 21/22
Deposits held	2,773	4,140	
	41,333	120,691	
NET ASSETS	**1,898,868**	**1,866,231**	
RESERVES AND BALANCES			
General fund	187,954	157,432	Decision to increase General Fund after review of reserves (31% of Precept) - risk of unavoidable costs increasing
Earmarked reserves	1,710,914	1,708,799	Aligned to future plans
	1,898,868	**1,866,231**	

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Shinfield Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed Yes	*Agreed* No	N/A	*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✔			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✔			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✔			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✔			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✔			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✔			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✔			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.			✔	*has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.*

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

Information required by the Transparency Code *(not part of the Annual Governance Statement)*	Yes	No
The authority website/webpage is up to date and the information required by the Transparency Code has been published.	✔	

www.shinfieldparish.gov.uk

Section 2 – Accounting Statements 2022/23 for

Shinfield Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	1,058,027	1,866,231	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	488,797	552,370	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	2,649,459	303,473	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	198,386	257,101	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	2,131,666	566,105	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	1,866,231	1,898,868	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	1,844,602	1,908,690	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	4,980,587	5,120,730	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)			✔	*The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Shinfield Parish Council
Year ended 31 March 2023
Analytical Review Between Years

Item 6.4a

Box		31/03/2022 £	31/03/2023 £	Variances £	Variances %	Commentary on Variances	
1	Balances brought forward	1,058,027	1,866,231				
2	Precept	488,797	552,370	63,573	13.0%	Number Band D properties increased by 652.9	49,027
						Band D Equivalent Council Tax Increased by £2.17	14,546
3	Other income	2,649,460	303,473	-2,345,987	-88.5%	CIL receipts reduced by £1,963,605 (see separate analysis) as new development in the Parish slows down	-1,963,605
						S106 Contributions by £420,365 - was cash limited for new Community Centre and 100% was paid before 22/23	-420,365
						One off Allocation in 22/23 - Wokingham Borough Council S106 Developers Contributions reallocated to the Parish for improvements to Allotments.	26,822
						One off contribution in 21/22 from the University of Reading for future Allotment extension - this was set aside in a reserve in 21/22	-70,000
						One off contribution in 21/22 from Wokingham Borough Council for Library at School Green Centre and funded expenditure in the same year	-24,000
						Additonal Interest in 22/23 as rates improved nationally	7,271
						Additional Income from Hirers in 22/23	
						- School Green Centre (centre opened for a full year)	70,896
						- Spencers Wood Pavilion - resulting from increased bookings	10,516
						- Electric Charging Points commissioned in year	1,231
						Additional Income from Rents	
						- Café	3,000
						- Rechargeable Electricity	1,751
						- Pre School	4,800
						No Loan repayments as final payment in 21/22	-6,000
						Settlement of 3rd Party Claims for damage to Council Properties (Bus Shelter, Gate at Recreation Ground and Roof at School Green Centre)	12,290
						Other Minor Variations	-594
						Total	-2,345,987

4	Staff costs	198,386	257,101	58,715	29.6%	Deputy Clerk Vacancy and reduction in hours for a reconfigured post , New School Green Centre Posts, New Facilities Manager & NJC Pay Award - see separate analysis	
5	Loan interest & repayments	0	0	0		Not applicable	
6	Other expenditure	2,131,666	566,105	-1,565,561	-73.4%	No payments to Construction Company in 22/23 - main building work completed in 22/21	-1,688,428
						Grants - Reduced demand and more scrutiny of applications resulted in less spend in 2022/23 than the previous year	-14,678
						Parish Council Administration	
						Locum Clerk engaged in the previous year until a full time employed Clerk was recruited in April 2022	-15,817
						Lap Tops purchased for Councillors in previous year (one off and funded from CIL)	-11,608
						No demand for Course and Training in 22/23	-6,234
						Insurance Premium increased as a esult of a review of cover	2,115
						Cost of HR Services reduced	-2,036
						Reduced costs of ongoing project to value and register open space and allotment land	-2,390
						Reduction in other general administrative expenses	-1,011
						New School Green Centre	
						Increased cost of opening the New Centre for the first full year in 22/23 - see separate analysis	97,249
						Ryeish Pavilion - increased cost of retaining empty property	618
						Spencers Wood Pavilion - Net reduction in building running costs	-1,844
						Playgrounds - one off costs of unplanned surface repairs in 22/23 due to adverse weather	9,522
						Savings in Inspections - new arrangements	-4,385
						Open Space & Street Furniture	
						- Replacement Street Furniture, fencing & bus shelter	10,776
						- Other maintenance	5,892
						Allotments - reduction in equipment installed	-6,499
						Increased cost of clearing rubbish and general maintenance	4,198
						Cutting back brambles on footpath not carried out in previous year	1,200
						Post Covid **Youth Club** doing more activities	1,551
						Facilities Team - increase in cost of supporting facilities team	198
						Millworth Lane Recreation Ground - further clearance and remedial works, completed in the year	2,546
						Sports Strategy - Feasibility New Facilities	1,750
						Games Areas - New Multi Games Facility Built in Year	90,606
						Feasibility study completed in previous year	-5,532
						Communications - New Notice Boards installed in previous year	-7,151
						Reduced cost of Communication	-404
						Community Development - consultants used in previous year only to market the new centre	-17,775
						More Community Support in 22/23 including warm room	4,193
						Street Lighting - increased cost of electricity & maintenance	2,222
						Planning	
						- Less requirement to use expert consultants for transport and development matters	-4,886
						- air quality monitoring suspended in 22/23	-990
						- footpath improvements, mapping and signage delayed	-8,529
							-1,565,561
7	Balances carried forward	1,866,232	1,898,868			See reconciliation to bank balances	
						Reserves	
						Community Infrastructure Levy	1,467,876
						Other Earmarked Reserves	243,038
							1,710,914
						General Reserve	187,955
						Balances carried forward per box 7	1,898,869
8	Bank balances	1,844,602	1,908,691			See overall bank reconciliation	
9	Fixed assets & long-term investments	4,980,587	5,120,730	140,143	2.8%		
						New Multi Use Games Area - Spencers Wood	90,606
						New Outside Gymnasium - Spencers Wood	26,124
						New Furniture & Equipment	25,345
						New Bus Shelter	5,100
						New Bollards	6,168
						Old Bus Shelter Removed	-1,200
						Old Gymnasium Removed	-12,000
							140,143
10	Borrowings	0	0			Not applicable	
11	Controlled charities	No	No			Not applicable	

Item 6.4b

Community Infrastructure Receipts (CIL) -
Explanation of Variation Between Years

2021/22 CIL Receipts	
Cutbush Lane 50%	862,361.24
Parklands 25%	115,915.25
229 Hyde End Road 100%	7,052.08
Cutbush Lane 50%	862,361.24
Parklands 50%	231,830.50
Total in 2021/22	2,079,520.31
2022/2023 CIL Receipts	
Parklands 25% (Final)	115,915.25
Difference Between Years	1,963,605.06

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require that:

1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
   a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
      i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
      ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
   b) a statement that sets out—
      i) the period for the exercise of public rights;
      ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
      iii) the name and address of the local auditor;
      iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and
2) Publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
   a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
   b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Monday 5 June – Friday 14 July 2023. (The latest possible dates that comply with the statutory requirements are Monday 3 July –Friday 11 August 2023); and
   c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Smaller authority name: ____

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. Date of announcement______________________________________(a)

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.
Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:

(b) ____
____
____

commencing on (c) ___ ________________________

and ending on (d) ___ ________________________

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)
15 Westferry Circus
Canary Wharf
London E14 4HD
(sba@pkf-l.com)

5. This announcement is made by (e) ________________________________

NOTES

(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below

(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts

(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below

(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.

(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the Accounts and Audit Regulations 2015 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 3-14 July 2023 for 2022/23 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the Local Audit and Accountability Act 2014.

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Risk Register Update

Recommended Changes to Risk Ratings

The Clerk has no recommendations to change any of the current risk ratings.

Additional Comments on Items on the Risk Register

RR1.5 – Dealing with Enquiries from the Public
The Clerk has issued a guidance note to staff and councillors on how to identify and respond to Freedom of Information Requests

PE1.2 – Failure to Retain Staff
Safety Awareness Training has been arranged for Thursday 28th June to enable staff to operate in a safer environment especially when lone working

Proposal From Shinfield Studios

Introduction

Letter from Nick Smith, Joint Managing Director Shinfield Studios to
Cllr Grimes and Connor Corrigan (WBC Service Manager for Strategic Development Locations)

"Dear Andrew and Connor,

Further to our meeting on the above and as a result of the recent public consultation, I would like to confirm that we have discussed the potential relocation of the cinema/screening room originally proposed for the Gateway 4 site at the Thames Valley Science Park (as part of our s106 agreement) to the School Green Centre.

Working with the Parish Council and our preferred screening room specialist company, we would propose to install AV equipment at the School Green Centre to include the following;

- HD projector
- Speakers
- Retractable seating
- Ambient lighting
- Black out blinds
- Acoustic treatment to the chosen room
- A commitment to service or update the equipment for the next 10 years to ensure the best screening experience for the community for the foreseeable future.

We would also hope that Shinfield Studios can erect a sign to acknowledge its support of the SGC and the local community.

If the above is acceptable we will try to engage our specialist AV company to visit the SGC before the end of this month and commission them to prepare a report on what is required and what they recommend.

We will also need to agree a Deed of Variation with WBC to acknowledge that the s106 requirement has been fulfilled at the SGC rather than at the TVSP.

We hope the above remains of interest and look forward to your further feedback on this matter.
Kind regards

NICK SMITH
Joint Managing Director"

LIFE Build Solutions Limited
2, Buckingham Place
Bellfield Road West
High Wycombe
Buckinghamshire
HP13 5HW

Tel: 01494 557710
Fax: 01494 532453

Web: www.lifebuild.co.uk

Mike Balbini
Shinfield Parish Council
Shinfield Parish Hall
School Green
Shinfield, Reading
RG2 9EH

09 June 2023

Application NO. LBS185/16

Interim Application 16 as @ 08/06/2023
Construction of Shinfield Community Centre

GROSS VALUE OF WORKS	**£2,900,000.00**
Less Retention	-£45,000.00
NETT VALUE OF WORKS	£2,855,000.00
Less Previous Payments	£2,754,375.00
AMOUNT NOW DUE FOR PAYMENT	£100,625.00

The Contract allows that the rate of VAT chargeable on the supply of goods and services to which the Contract relates is 20%

20% of the amount certified above is	£20,125.00
TOTAL OF NET AMOUNT AND VAT AMOUNT	**£120,750.00**
THE ABOVE SUM IS DUE NO LATER THAN	22-Jun-23

Bank Details: National Westminster

Sort code: 60-18-11
Account number: 17088844

OUR BANK DETAILS HAVE NOT CHANGED

Registered in England Number 5372315:Registered Office: Hardy House, Northbridge Road, Berkhansted, Herts HP4 1EF
VAT GB 856 5854 76

AOC

38-50 Pritchard's Road, London, E2 9AP
t. +44 (0)20 7739 9950
studio@theAOC.co.uk
www.theAOC.co.uk

INTERIM PAYMENT CERTIFICATE

Issued by:	**AOC Architecture Ltd** 38-50 Pritchard Road, London, E2 9AP		
Employer:	**Shinfield Parish Council** School Green, Shinfield, Reading RG2 9EH	Job Reference:	**213**
Contractor:	**LIFE Build Solutions Ltd** 2 Buckingham Place, Bellfield Road West High Wycombe, HP13 5HW	Certificate no:	**16**
Works:	**Construction of Shinfield Community Centre** School Green, Shinfield, Reading RG2 9EH	Issue date:	**12.06.23**
		Valuation date:	**08.06.23**
Contract dated:	**07th July 2020**	Contract sum:	**£ 2,900,000.00**

This Interim Certificate is issued under the terms of the above-mentioned contract

Gross valuation	£ 2,855,000.00
Less 2.5% Retention which may be retained by the Employer as detailed on the statement of retention	£ 0.00 -
Sub-Total	£ 2,855,000.00
Less total amount stated as due in Interim Certificates previously issued up to and including Interim Certificate no: 15	£ 2,754,375.00 -
Net amount for payment	**£ 100,625.00**

We hereby certify that the amount for payment by the Employer to the Contractor on this Certificate is (in words)

One Hundred Thousand Six Hundred and Twenty Five Pounds only

All amounts are exclusive of VAT

Note: The issue of this certificate is not for and shall not be taken as showing that any work or materials or goods or workmanship is or are accepted as conforming to description or being in accordance with The Contract.

Signed

To be signed on behalf of the issuer named above

This is not a Tax Invoice