

To all members of Shinfield Parish Council

Notice is hereby given and you are summoned to attend a meeting of the Full Council on THURSDAY 16th March 2023 at the School Green Centre, commencing 19.30



Bruce Winton, Parish Clerk
10th March 2023

Members: Cllrs N Boyer, I Clarke, P Emmment, A Grimes, P Jahromi, L James, M Jones, D Lias, N Masseron, I Montgomery, D Peer and R Tatla

Agenda

1. Public Questions

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

2. Apologies and declarations of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
- 2.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
- 2.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest

3. Minutes of Meeting on 16th February 2023

- 3.1 To **APPROVE** the minutes of the Full Council meeting on 16th February 2023* as a correct record of the meeting
- 3.2 To **RECEIVE** information on matters arising

4. Reports

- 4.1 To **RECEIVE** reports from the Borough Councillors*
- 4.2 To raise any questions to WBC via the Borough Councillors
- 4.3 To **NOTE** the draft minutes of the Recreation and Amenities Committee 2nd March 2023* and update from the Chairman of the Committee
- 4.4 To **NOTE** the draft minutes of the Planning & Highways Committee 9th March 2023** and update from the Chairman of the Committee
- 4.5 To **RECEIVE** and **NOTE** verbal reports from Working Parties
- 4.6 To **RECEIVE** a verbal report from the Chairman
- 4.7 To **RECEIVE** reports from outside bodies

5. Risk Register

- 5.1 To **RECEIVE** and **CONSIDER** the council's Risk Register*

** indicates one or more attachments in support of the item*

*** indicates papers to follow*

6. Election Process

- 6.1 To **RECEIVE** and **CONSIDER** a report from the Clerk* on the arrangements for the elections on 4th May 2023

7. Planning Appeal Decision for land west of Kingfisher Grove

- 7.1 To **RECEIVE** and **CONSIDER** the current position following the appeal decision for the planning application for land west of Kingfisher Grove

8. Traffic & Sports Consultation

- 8.1 To **RECEIVE** and **CONSIDER** an update on the Traffic Consultation process
8.2 To **RECEIVE** and **CONSIDER** an update on the Sports Consultation process

9. Grant Scheme

- 9.1 To **RECEIVE** and **CONSIDER** a proposal from the Recreation & Amenities Committee to move to an annual grant award scheme*

10. Sports & Recreation Items

- 10.1 To **RECEIVE** and **CONSIDER** options for the location of a 3g pitch within the parish
10.2 To **RECEIVE** and **CONSIDER** options for the location of a Pump Track within the parish
10.3 To **RECEIVE** and **CONSIDER** proposal for the use of CIL funds to equip the Manor Ground pavilion and provide cricket equipment*
10.4 To **RECEIVE** and **CONSIDER** proposal for footpath works on Hyde End Lane**

11. Ryeish Green Pavilion

- 11.1 To **RECEIVE** and **CONSIDER** a proposal for the possible sale of Ryeish Green Pavilion**

12. Land Swaps

- 12.1 To **RECEIVE** and **CONSIDER** a verbal report from the Chair of Finance & General Purposes Committee on Land Swaps

13. School Green Centre

- 13.1 To **RECEIVE** and **CONSIDER** a verbal report from Cllr Grimes on the School Green Centre

14. Correspondence

- 14.1 To **RECEIVE** and **CONSIDER** any external correspondence received

15. Invoices for Payment

- 15.1 To **RECEIVE** and **NOTE** Lloyds Bank payment of invoices within the Clerk's financial delegation *
15.2 To **RECEIVE** and **NOTE** to approve Barclaycard payment of invoices within the Clerk's financial delegation*
15.3 To **RECEIVE** and **CONSIDER** payments due to be made that are outside the Clerk's financial delegation *

16. Dates of Next Meetings

- 16.1 The next Full Council Meeting is on Thursday 20th April 2023 at 7.30 p.m.

** indicates one or more attachments in support of the item*

*** indicates papers to follow*



Minutes of a meeting of
Full Council
Held on Thursday 16th February 2023
At School Green Centre commencing at 19.30

Present: I Clarke, P Emmet, A Grimes (Chair), L James, D Lias, N Masseron & I Montgomery

Attending: S Herring (Deputy Clerk)

23/12 Public Questions

12.1 There were no public questions

23/13 Apologies and declarations of Members' Interest

13.1 Apologies had been received from Cllrs N Boyer, P Jahromi, D Peer & R Tatla
Cllr M Jones was present at the meeting and no apologies had been received
Apologies had been received from Borough Cllrs Batth, Frewin, Munro & Rance
Apologies had been received from The Clerk

13.2 There were no declarations of members' interests

13.3 There were no changes to members' declarations of pecuniary interest

23/14 Reports

14.1 Reports from Borough Councillors

Members **NOTED** the written reports from Borough Councillors Batth, Frewin,
Munro & Rance

14.2 Questions for Borough Councillors

There were no questions for Borough Councillors



14.3 Minutes of Recreation & Amenities Committee 2nd February 2023

Cllr Clarke gave the following update:

- The Sports Consultation had highlighted a strong need for a 3G pitch
- The area on the north side of the bus lane at High Copse may not become pitches
- Tennis club toilets is not an easy problem to resolve, and alternatives were being investigate by Nigel Frankland, UoR.
- Plan to build a disabled toilet at the end of Pavilion at Millworth Lane
- Millworth Lane – concern expressed at consultation day about additional traffic

Members **NOTED** the minutes of the Recreation & Amenities Committee meeting on 2nd February 2023.

14.4 Minutes of the Planning & Highways Committee 9th February 2023

Cllr Lias gave the following update:

- Presentation was given by the Emergency Planning Department at Wokingham Borough Council (WBC) on areas of the DEPZ and UPA
- More clarification required in relation to school plans in case of an incident, this should include private schools
- Many young people from the parish attend the JMA and Reading Girls schools, therefore they should also have an emergency plan
- Carneys Yard is still an issue. They have now purchased land by Showcase Cinema, Winnersh.
- Electricity site next to Carneys has been passed to Telecoms

Members **NOTED** the minutes of the Planning & Highways Committee meeting on 9th February 2023.

14.5 Working Parties

School Green Working Party:

The Clerk was still awaiting the initial quote for the main elements of the working party proposals from a landscaping company used by the council. This would at least provide an initial outline of potential costs.

Traffic Working Party:

Cllr James gave a brief update from the Traffic Working Party



14.6 Chairman's Report

Cllr Grimes advised that:

Spencers Wood Village Hall was now financially stable

Meeting had taken place with the Clerk, Chairman, Andy Glencross and Andrew Fletcher (WBC) to discuss money for footpaths:-

- Local Cycling and Walking Infrastructure Plan (LCWIP) Riverside path through the parish had a missing link to Sussex Lane
- Path on Hyde End Lane North is on Wokingham Borough Council (WBC) land; SPC would require a commitment from the borough on this matter in order to consider contributing funds to future schemes
- Parish and Borough Council should be working cooperatively, and WBC recognizes a cultural shift is required with officers to achieve this.

Transport workshop

- Pleased with the response
- Any overview of Hall Farm should place emphasis on walking and cycling
- Good leadership from Paul Fishwick

Sleepout

Shinfield Parish Council (SPC) had delivered this event as planned although only two people were prepared to sleep over. The music was excellent and enjoyed by all those present.

High Copse Meeting

Environmental solar panels would be installed on the Pavilion and SPC can finance additional panels if they wish.

Bus Services

BCllr Frewin had confirmed that these had been safeguarded for a further 3.5 years

14.7 Reports from Outside Bodies

There were no reports from outside bodies

23/15 Borough Council Boundary Review

- 15.1 Members considered the proposed revised ward boundaries. There were no objections to the proposals in the Review, in principle, and it was recognised that Shinfield Parish Council (SPC) could have more 'Borough' representation. The proposals for parish were accepted.

Proposed: Cllr L James
Seconded: Cllr D Lias
Approved: Unanimously

ACTION – Clerk to respond to the Review

23/16 Planning Appeal Decision for land west of Kingfisher Grove

- 16.1 Following the lost appeal of WBC, concern was expressed that this could open further requests for development in the Parish. Judicial review would be the only way left to challenge but was not viable for SPC.

Proposed: Cllr A Grimes
Seconded: Cllr P Emmet
Approved: Unanimously

ACTION – Cllr I Montgomery to seek the views of AWE and the MOD

- 16.2 The Clerk would write to AWE, Wokingham Borough Council and West Berkshire Council expressing our concerns.

ACTION - Clerk to draft a letter to AWE, Wokingham Borough Council and West Berkshire Council regarding our concerns

23/17 Minutes of the Previous Meeting

- 17.1 The minutes of the meeting on 26th January 2023 were approved as a correct record and signed as such by the Chairman.

Proposed: Cllr P Emmet
Seconded: Cllr D Lias
Approved: Unanimously



17.2 The following matters arising were discussed:

4.1 Clerk to amend the draft minutes and resubmit to the Chairman for signature

This had been done

22/104.3 (i) Clerk to continue to carry out visits and collate information from schools attended by pupils from Shinfield

The Clerk had attended a Student Council meeting at Emmbrook on Wednesday 8th February and spoke to approximately 30 students (some of whom were from Shinfield) about what they would like to see from revised sports facilities. Among the comments received were to include spaces where they could sit and shelter from sun/rain as they did not always want to take part in sports activities. The Clerk is still awaiting confirmation of dates to visit other schools

ACTION – Clerk to continue to visit other schools

104.3 (ii) Clerk and BCllr Frewin to arrange a meeting with BCllr Bray

Due to holidays BCllr Bray was now proposing a Teams meeting on either Wednesday 22nd or Thursday 23rd March at 5.00p.m. Wednesday was the day most Cllrs were available (apologies to be noted from Cllr I Clarke)

ACTION – Clerk to arrange Teams meeting with BCllr Bray on Wednesday, 22nd March

104.3(iii) Clerk to obtain information on school pupils being bussed outside of the parish

This is on the agenda at Item 10.1

107.1 Clerk to ask Democratic Services for background data on how many households there were in the parish and to circulate the statistics compiled by Cllr Bowyer

The Clerk had circulated Cllr Bowyer's statistics but had not yet requested the information from Democratic Services

ACTION – Clerk to request the statistics from Democratic Services on the number of households in the parish



5.2 Clerk and the Chairman of Recreation & Amenities Committee to pursue the provision of a 3G pitch in the parish with WBC

The Clerk wished to wait for the end of the sports consultation before formally making any submission to WBC as the results should give added weight to the case for having an additional 3g pitch in the parish

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

5.5 Clerk to arrange a meeting with WBC regarding the traffic working party proposals

The consultation period formally ends on 17th February and the Traffic Working party is scheduled to meet again on 21st February to discuss the final comments from the consultation and agree a narrative response to residents and a way forward with WBC.

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

5.7 Clerk to inform Shinfield United Charities that SPC supported the reappointment of Cllr Jahromi as a trustee of that charity

The Clerk had written to Shinfield United Charities accordingly.

6.1 Clerk to respond to the Thames Valley Police proposals regarding Local Policing Areas

The Clerk had responded in accordance with the position agreed at the last Full Council meeting

6.2 BCllr Batth to raise Reading Borough Council proposals on Houses in Multiple Occupation with WBC officers

Nothing further to report to date at this stage

7.2 Submission of Precept information to Wokingham Borough Council

The Clerk had submitted the required information to WBC in accordance with their timetable for submission

8.1 Clerk to arrange a meeting with the Head of Estates at WBC

The Clerk had met with the Head of Estates on Friday 3rd February. This will be covered further in the next item

23/18 Land Swaps

- 18.1 The Clerk had met with the Head of Estates (Craig Hoggeth) on 3rd February and the key points were:

SPC wanted to see matter resolved but we are still at a position where we have an imbalance in the areas to be included in the swap.

Mr Hoggeth disputes the fact that we would not be able to justify the swap as it stands as, in his opinion, he believes they are in the public good and would be admissible.

The Clerk advised that was not the SPC opinion and that we wanted to see more land included in the swap. Specifically SPC wished to have the School Green Car Park back. The recent possibility that charges might be introduced for this car park showed how our bookings at School Green Centre could be affected by any decision made by WBC.

Mr Hoggeth said he would talk to the Car Park department about this.

He has now responded to advise that:

“The land is part of the WBC’s car parking management strategy for the borough, so it is not surplus to requirements and therefore not available for disposal.

The School Green car park has, along with all Council car parks, been included in the Off-Street TRO which will enable the Council to administer control over them for the benefit of users. There are no plans to introduce charging at the School Green car park. The TRO will allow for the enforcement of any disabled bays and EV charging bays in car parks which have them and that currently have no enforcement abilities. It will also provide for restrictions being introduced such as time limits to ensure bays are being used for the right reasons. From our discussion, I took it that these restrictions are something the Parish Council would like to see introduced. If you would like to outline the restrictions the PC would like to see put in place at School Green Car Park, I’d be happy to pass them onto the Council’s Car Parks manager so they can review and consider whether/how these can be introduced.”

Cllr L James reported that he would talk to the Auditor regarding the balance of Land Swops.

ACTION – Cllr James to talk to the Auditor regarding the balance of Land Swops

23/19 School Green Centre

- 19.1 Cllr Grimes reported that we were waiting for the advisers to discuss settlements.

23/20 Coronation of King Charles III

20.1 Tea Parties

Cllrs discussed proposals for possible areas of the Parish where tea parties / events could take place to commemorate the Coronation of King Charles III. It was agreed that up to £5,000 be allocated to support local groups to enable them to set up the events. Any events should encourage inclusiveness to non-UK citizens. Possible areas that should be involved from initial discussions were:-

- Grazeley Village (possibly the Village Hall and School)
- North Shinfield (contact Shabina)
- Shinfield Green (contact the local churches)
- St Michaels Church and Spencers Wood Village Hall had already indicated that they would like to run something

One site identified was the SANG car park but authorisation to use this area would need to be requested from the UoR.

Proposed: Cllr I Montgomery
Seconded: Cllr I Clarke
Approved: Unanimously

ACTION – Clerk to allocate up to £5,000 to enable local groups to organize tea parties / events in the Parish

20.2 The Clerk would inform local groups of available financial support

ACTION – Clerk to inform local groups that financial support would be available to enable them to organise ‘tea parties’ / events to celebrate the Coronation of King Charles III

20.3 The Clerk would inform members of the Parish via the Newsletter

ACTION – Clerk to publish in the Newsletter

- 20.4 Cllr Masseron suggested that the newsletter be in a format that would be more user friendly to residents and have a more professional appearance. She was familiar with a 'professional newsletter platform' and would be willing to work with the Clerk to set this up. This would also allow for statistical information to be gathered that could help to assist with improvements in the future. Currently the newsletter was sent as an email with an attachment that had to be opened; this 'platform' would open the newsletter automatically when the recipient opened the email.

ACTION – Cllr Masseron to discuss with the Clerk

20.2 Photo Mosaic

The Clerk had drafted a proposal to create a 'time capsule' for the parish in the form of a mosaic picture of King Charles III. Thousands of photographs would need to be obtained from Cllrs and residents of the parish to create this artwork. Residents would be able to look at the finished version online and zoom in to see their submissions.

Proposed: Cllr P Emmet
Seconded: Cllr N Masseron
Approved: Unanimously

ACTION – Clerk to upgrade the software to the professional version

- 20.3 The Clerk would promote the idea of a photo mosaic to residents

ACTION – Clerk to publish idea in the newsletter and request submission of photographs

- 20.4 Councillors to submit photographs to the Clerk of the areas they serve in the parish

ACTION – Cllrs to take photographs of the areas they served in the parish

- 20.5 The Clerk would inform local groups and request the submission of photographs for the photo mosaic

ACTION – Clerk to inform schools and other local groups for requests for photographs



23/21 Correspondence

21.1 Students travelling to school by bus

Statistics on the number of students bussed to schools from the parish had been obtained from BCllr P Bray. It was noted that these numbers did not accurately reflect the number of children travelling to schools outside of the parish as many were driven to school by parents.

ACTION – Clerk to request numbers of secondary school children in the parish and to discuss with Cllr Tatla

21.2 Complaint from a Member of the Public

It was NOTED that a complaint had been received from a member of the public and that the Clerk was investigating and drafting a response.

ACTION – Clerk to be authorised to respond to the complainant

21.3 Community Futures with Town & Parish

It was agreed that the Clerk, Cllrs A Grimes and D Peer attend the meeting on 6th March regarding this topic.

Proposed: Cllr L James
Seconded: Cllr I Montgomery
Approved: Unanimously

ACTION – The Clerk, Cllrs Grimes and Peer to attend a meeting regarding Community Futures with Town and Parish

21.4 Request from Member of the Public for Council Meetings to Revert to Monday evenings

An email has been received from a member of the public requesting that we revert to Monday evenings for Full Council meetings in order to avoid clashes with WBC meetings

The Committee meeting structure would be revisited following the elections in May.

ACTION – Clerk to add to the agenda of the meeting in May



23/22 Invoices for Payment

22.1 Members NOTED the following payments:-

- Payments made within the Clerk's financial delegation
- Payments made on Barclaycard within the Clerk's financial delegation

23/23 Date of Next Meeting

23.1 The date of the next meeting is Thursday 16th March 2023. The Clerk has checked the WBC meetings diary and their next Full Council meeting is on the 23rd March.

The meeting ended at 21:45

Minutes approved on:
Approved By:



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List of Actions

23/15.1	Clerk to respond to the Borough Council Boundary Review	Clerk
23/16.1	Cllr I Montgomery to seek the views of AWE and the MOD on the planning appeal decision for land west of Kingfisher Grove	Cllr I Montgomery
23/16.2	Clerk to draft a letter to AWE, Wokingham Borough Council and West Berkshire Council regarding our concerns	Clerk
23/17.2	22/104.3 (i) Clerk to continue to visit schools attended by SPC children	Clerk
	22/104.3 (ii) Clerk to arrange Teams meeting with BCllr Bray on Wednesday 22nd March	Clerk
	107.1 Clerk to request the statistics from Democratic Services on the number of households in the parish	Clerk
	5.2 Clerk to add to the agenda of the next meeting feasibility of a 3G pitch	Clerk
	5.5 Clerk to add to the agenda for the next meeting the traffic working party proposals	Clerk
23/18.1	Cllr L James to talk to the Auditor regarding the balance of Land Swops	Cllr L James
23/20.1	Clerk to allocate up to £5,000 to enable local groups to organise tea parties / events in the Parish	Clerk
23/20.2	Clerk to inform local groups that financial support would be available to enable them to organise 'tea parties' / events to celebrate the Coronation of King Charles III	Clerk
23/20.3	Clerk to publish proposals to mark the Coronation King Charles III in the parish newsletter	Clerk
23/20.4	Cllr Masseron to discuss with the Clerk alternatives for delivering an electronic newsletter	Clerk & Cllr N Masseron
23/20.5	Clerk to upgrade software to the professional version for the photo mosaic	Clerk

Minutes approved on:
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23/20.6	Clerk to publish the idea of a photo mosaic in the parish newsletter and request the submission of photographs	Clerk
23/20.7	Cllrs to take photographs of areas they serve in the parish for the photo mosaic	All Cllrs
23/20.8	Clerk to inform schools and other local groups for requests for photographs for the photo mosaic	Clerk
23/21.1	Clerk to request numbers of secondary school children in the parish and to discuss with Cllr Tatla	Clerk & Cllr R Tatla
23/21.2	Clerk to be authorised to respond to the complainant	Clerk
23/21.3	The Clerk, Cllrs A Grimes and D Peer to attend a meeting regarding Community Futures with Town and Parish	Clerk & Cllrs A Grimes & D Peer
23/21.4	Clerk to add to the agenda of the meeting in May, schedule of dates for council meetings	Clerk

Borough Councillor Reports

Councillor Batth

The need for a School Crossing at Crosfields is gathering pace again. This time parents have started a petition which they want me to present to the full Council on 23rd of March. Parents want their children to walk/cycle to school but the lack of a safe crossing forces parents to drop the children by car.

The RAF Memorial Plaque at Shinfield Park Estate commemorates the presence of Senior RAF officers stationed at the Manor during WW2. The Plaque is laid flat on the ground and suffers from abuse by animals and children walking on it. After my consultations with BARRATS who built the Estate has resulted in the Plaque being redesigned to be mounted on a platform by Barratts. I am hoping that the Plaque will be repositioned on a purpose-built platform before the end of March.

The food bank organized by SHARE from WBC is available to needy residents at the Community Flat in Frensham Green each Wednesday from 2PM to 3.30PM. This wonderful service is a lifeline to the hard-pressed residents who are finding it hard to cope with rising food prices.

Councillor Frewin

Summary of activities. Happy to provide further details subject to confidentiality in some instances. Once again please be aware that some activities are shared with my fellow Shinfield South Cllrs who I recognise for their continued efforts.

Activities- Resident Issues

Ongoing Activities

1. Croft Road – developer not keeping land clean or providing bins etc – escalated to Executive, **ONGOING Still WAITING EXECUTIVE**
2. Tenant issue poor maintenance of property damp etc – Officers now engaged and dealing – **ONGOING - OFFICERS NOW VISITED AND repair and mould clean plans agreed**
3. Chased multiple outstanding highways and developer issues that have been with officers for far too long
4. Cutbush 'fencing' issues - **highlighted to Executive waiting response**
5. Mapping and street signage – issue South of Cutbush – developer not provided street signage or house numbering, sat nav not updated , ambulance and CFR unable to find 999 call resident – escalated as safety issue **still waiting FOR ACTION FROM OFFICERS**
6. HYDE End Lane sports parking – raised with Executive and Officers -**ONGOING grilling by local Lib Dem's they may wish to take up the issue**

7. Developer 'misbehaviours, Parklands' – ongoing issues with one developer in Spencers Wood. Escalated and will continue to support resident – **ONGOING – meeting now planned**
8. Highways Safety concerns – Hyde End Road (escalated to Executive) and Arborfield traffic calming additions – multiple escalations and pushing **ONGOING NO UPDATE OR PROGRESS**
9. Housing survey – started to take results to a range of Cllrs and Officers to seek support for getting improvement **ONGOING NOT HAD TIME TO PROGRESS**
10. Anti-social behaviour – trying to get an update on how this new team is performing and what they are doing for Shinfield - **resident intelligence on culprits passed to Clerk**
11. School places and transport (multiple issues) – **multiple issues raised with Executive response copied to residents, not happy with response; will keep pushing**
12. Shinfield studios – meeting taken place have input a suggestion to better engage with local businesses studios considering
13. Bolton Drive – highway safety concerns – **escalated to Executive member, still waiting response; have asked for site meeting**
14. Church Lane – need for crossing safety concerns – **raised with Officers – still waiting response**
15. Traffic management across Shinfield – **discussed yet again with Executive member – ONGOING have asked for site meeting**
16. TPO – Ignoring TPO and other planning rules – **escalated and waiting response or any action ongoing some limited progress**

Activities Engaged with and/or leading on

ALL ONGOING

1. Constitution rewrite has been agreed - WBC rules and guidelines on how WBC acts and operates. Working with Gary Cowan (Independent Cllr Arborfield) to rewrite what we see as out of date and restrictive rules and guidelines, seeking to improve effectiveness, efficiency and give residents greater opportunity to be heard.
2. Local Plan – continue to push against additional 4500 house in our area
3. Buses – pushing to ensure Shinfield bus provision is prioritised in active travel strategy
4. Proposed increase to fees – challenged on a number of increases as being unfair and not justified - fees for child and infant burials now not included as payment required by parents
5. Pushing to improve how Wokingham undertakes Overview and scrutiny – working with LGA Scrutiny – changing and updating how WBC overviews and scrutinises its decisions and strategies. Earlier sight and more meaningful scrutiny. Safeguarding residents for behind closed doors decisions and strategic directions. Seeking to take party politics out of scrutiny. Ongoing peer review by LGA highlighted significant improvements
6. Customer (resident) experience – WBC have agreed to include measures of how residents rate the experience of dealing with WBC. These measures to be openly

reported and used to assess WBC and Officer performance. Measures don't currently exist for many services and are inconsistent. Ongoing

7. Customer language – seeking to get plain 'English' in WBC communications, not council speak, simplify and make easier to understand across all communications
Ongoing
8. Consultation – seeking to make consultation more meaningful, simpler language and not leading to predetermined outcomes. Ongoing
9. Web site – improve and simplify to make it easier to interact with WBC. Update technology to make service updates quicker and cheaper to deliver
10. Visibility and understanding of customer – updating technology to make it possible to see all of a residents engagement and activities with WBC and by doing make it easier to serve as a customer across all services. Also seeking to potentially save significant ongoing costs of technology and make it easier, cheaper and quicker to deliver services. Ongoing
11. Developer and enforcement – seeking to get developers to deliver what they promise and are obligated to deliver by planning conditions. change of Director may further impede progress. Highlighted to new Director - ongoing
12. Development in our area – working with SOLVE and the Planning Executive to try and influence Local Plan (multiple activities) ongoing

Councillor Johnson

To Follow

Councillor Munro

To Follow

Councillor Rance

- **28/1/23** Lady in Carnation Close perturbed as she maintains she is not receiving parcels. She wants more signage. However, Carnation has a clear large sign each side of the entrance to the cul-de-sac. I consulted with WBC and we agreed that the signage was adequate and she must take up the cudgel with Royal Mail. Lady not happy.
- **9/2/23** Jim and I visited Aldergrove School meeting the Headmaster Philip Theobald. The school is very concerned about the intake in September 2023 and the increase in cars coming into the road which at present is one-way. The other end being stopped by building. They would like lines and various things. I contacted Phil Milburn, WBC who made suggestions and these are being looked into. I advised Mr. Theobald contacting WBC direct might be an idea.
- **11/2/23** At very beginning of year 2 deer had died on Eastern Relief Road and I had gone to take photos of actual location to pinpoint to WBC, noticing as I walked the detritus all along the Bellway side – boots, jackets, food cartons, tins, foam you name it. Took photos and contacted Bellway. Took a while to find the correct people, but all has been cleared.

- **Resident** keeps me up to speed about parking in Cutbush Lane East which is now a no through road, with bollards blocking the end. Since the building of the studios, heavy traffic has been entering against No Through signs, then reversing/turning back out. WBC sent this resident a “put down” letter in December saying ‘everyone’ was behaving. On 31st I took photos of at least 9 cars parked. Previous day ‘a nutter’ had driven around the pedestrian cycle path onto the grass verge narrowly missing a dog walker. The occupants of the parked cars had also eaten their sarnies and disposed of the rubbish in the lane. Went again another day to check rubbish cleared, when a massive lorry bore down on me. I waved the driver down and asked him “Why have you come through the No Entry signs”? His Satnav had guided him!!!! I checked the satnav site and it does indeed say Cutbush LE, yet the Studios are on South Avenue!!! So at the moment I am trying to negotiate with Google/The Studios/WBC to get this conundrum fixed. Challenging!!!
- **14/2/23** Fly tipping on Hollow Lane – a random TV screen left near Skylark estate
- **17/1/23** Parked randomly in School Green Car Park to pick up youngest grandson. My wheel caught a massive pothole. Reported it straight away online (as you do) and got a reply that it is NOT ADOPTED. Told Bruce Winton, who supplied me with the Land Registry notice, which I forwarded onwards. WBC going to price up the filling in of the hole!
- **18/2/23** Canvassing in Leyland Gardens. Several residents mentioned a footpath blocked next to No. 34. They informed that the resident bang next to the path had blocked it with a fence and sure enough when I walked near I could see a load of garden equipment behind. However I was spotted by the resident, who came out in high dudgeon, wearing only murky white underpants and a T shirt who regaled me for a full 20 minutes that he “owned” the path. It was hard concentrating on what he was telling me in view of his undressedness!!! The upshot is I contacted WBC and this man is contravening the law and Planning Enforcement are on it.
- **19/2/23** For about a year I have been in contact with residents at Silchester Place over various matters, and one was/is Road markings/Line painting from A33 B & Q side, over Junction 11 and towards A33 Three Mile Cross side. Resident has long been haranguing Reading. I have emailed Reading approximately 5 times but had no reply. However, good news road markings are taking place – bad weather has held things up.
- **20/2/23** Day Lewis Pharmacy put out a notice that they intended closing the Saturday Morning Dispensary from 4th March. I visited and had a good chat. There is a shortage of Locums for Saturdays. However the Manager himself is not happy with this as many prescriptions are issued on Saturdays to people who work away all week. Not much can be done though.
- A resident in Hyde End Lane contacted me about the Flashing Light outside Oakbank School. There is one that was erected a couple of years ago, and another was supposed to be erected at the same time on the other side of the school. This hasn’t happened. I have contacted WBC – not had a reply yet.
- **21/2/23** Resident wrote to Jim and I angry that she had got a parking ticket for £50 in the Reserved Bay where she had alighted her vehicle for 10 minutes whilst fetching child from school. Had to explain that not much can be done on this. She had missed the date to pay half the fine unfortunately.

- **23/2/23** Horse Rider contacted me about Poo Bags being hung on tree branches and shoved in ditches. She is just another resident who complains about the lack of bins in and around Shinfield. It's a lost cause. No one answers me at HQ when I bring it up! The land is either not adopted, or about to be adopted, or there is money, or there isn't money to be 'squandered' on poo bins – people should take it home. But they don't!
- The Rider also pointed out Ryeish Green Pond (didn't know there was one). Went to explore. Found it – full of large bright red street Cones and other muck. Reported it, and actually got a rapid reply. **Too dangerous** for WBC to remove the cones at the moment (water/mud/might be deep)! I might go myself with my rake. I mean how difficult can it be!
- **Resident** reported the newly laid Footpath going nowhere (it stops half way across to Fullbrook). Took photos. Wrote to WBC – NO response at all yet!!
- **24/2/23** Invited to Shinfield Studios for a Review Visit. Hard hat in place and fetching boots I trundled along beside the Directors. Very impressive actually. The completed work has taken only 18 months or so. There will be 18 stages. 5 are in progress, 5 to be made, 8 complete.
- **1/3/23** Happened to be travelling along Pump Lane, Grazeley and spotted 3 lots of fly tipping each 40 yards apart. Luckily I had my phone camera on me – a load of wooden planks, three black bags, and a rusty road sign chunked into the hedgerow. Will check this out.
- And finally **visited Croft Road** and walked along with a resident. The trees there are old and cracking. Overhead wire is tangled in one. Reported it online as we are now supposed to (Under the Coalition Regime, Councillors are now requested NOT to contact departments on behalf of residents' queries. This means we are unable to check progress, don't know the officers concerned, and cannot report back to residents – so our democratic rights as councillors to pursue issues on behalf of residents is being denied). And my query did not match any of printed reasons online. So I gave up!! The resident won't be happy, and nor am I.

Minutes of a meeting of
Recreation & Amenities Committee
Held on Thursday 2nd March 2023
At School Green Centre commencing at 19.30

Present: Cllrs N Boyer, I Clarke (Ch), P Emmment, M Jones, L James, D Peer, R Tatla

Attending: Cllr A Grimes, B Winton (Clerk), P Gudge (Facilities Manager)

23/RA/28 Public Questions

28.1 There were no public questions

23/RA/29 Apologies and declarations of Members' Interest

29.1 There were apologies for absence from Cllrs Jahromi and Masseron and the Deputy Clerk

29.2 There were no declarations of members' interests

29.3 There were no changes to members' declarations of pecuniary interest

23/RA/30 Minutes of the Previous Meeting

30.1 The minutes of the committee meeting of 2nd February 2023 were approved as a correct record and signed as such by Cllr I Clarke

Proposed: Cllr Emmment
Seconded: Cllr James
Approved: Unanimously

30.2 The following matters arising were covered:

- 22/RA/61.3 Clerk to follow up when a response is received from Whiteknights School

The Clerk had called the school and has now been offered a meeting on 15th March to discuss the possibility of a share facility on school land.

ACTION – Clerk to report to the next meeting

- 23/RA/4.1 Clerk to add to the next agenda the division of the R&A Committee

This is on the agenda at Item 14.1

- 23/RA/5.1 Clerk to add to the next agenda outstanding work for the MUGA

This is on the agenda at Item 4.1

- 23/RA/6.1(d) Facilities Manager to obtain a quote for picnic tables for Deardon Field

The Facilities Manager would report to the May meeting on this issue

ACTION – Facilities Manager to report on picnic tables for Deardon Field at the May meeting

- 23/RA/8.3 Clerk to add to the next agenda the setting up of a Sports Working Party

This is on the agenda at Item 7.4

- 23/RA/9.2(ii) Clerk to provide an update at the next meeting on the School Green car park

The Clerk had visited Berkshire Records Office to inspect the parish minutes from 1988. As part of development in the area the developer built what is now the School Green Car Park and paid sums of money to both SPC and the then Wokingham District Council. The minutes record that SPC agreed to transfer the ownership of the car park to WDC. Although not stated it is assumed that the much smaller SPC of that time did not wish to take on the upkeep or management of the car park.

- 23/RA/9.5 Clerk to add to the next agenda an update on a quote for the School Green Working Party proposals

This is on the agenda at 11.1

- 23/RA/17 Facilities Manager to report progress on the outstanding work at Spencers Wood recreation ground

The Facilities Manager had been chasing the contractor he had approached but not had any response and so will be looking at other contractors.

- 23/RA/18.3 Clerk to follow up with Mark Sandringham regarding the Frensham Green Youth Club

This is on the agenda at Item 5.3

- 23/RA/19.1 Clerk to inform CAB of grant application

This has been done. The Clerk advised members of a number of departures (all for differing personal reasons) from CAB Wokingham

- 23/RA/19.2 Clerk to inform Spencers Wood Football Club of grant application

This has been done

- 23/RA/20.1 Clerk to add item to the next agenda regarding Millworth Lane toilets

This is on the agenda at Item 7.1

- 23/RA/20.2 Clerk to continue discussions on 'Heads of Terms' with the fitness training company

This is on the agenda at Item 7.3

- 23/RA/20.3 Clerk to update business model to reflect the latest proposals for Millworth Lane

This is on the agenda at Item 7.2

- 23/RA/20.4 Clerk to produce revised plans for the Millworth Lane site and present this at the next meeting

This is on the agenda at Item 7.2

- 23/RA/22.1(ii) Facilities Manager to arrange procurement of the required equipment for The Manor Ground

The Facilities Manager advised that he was making progress on this matter.

- 23/RA/22.1(ii) Clerk and Facilities Manager to pursue the licence with the cricket club

This was not specifically on the agenda but would be better covered as part of the discussions on the Manor Ground on the agenda at item 8.

- 23/RA/23.1 Facilities Manager to organise the installation of the CCTV cameras at the School Green Centre

These were being installed on Monday 6th March

- 23/RA/24.1 Clerk to report on year-end bookings figures when available

This will be on the agenda for April 2023

ACTION – Clerk to add to Agenda for April 2023

- 23/RA/25 Clerk to add to the next agenda the booking terms and conditions

This is on the agenda at Item 13

- 22/RA/26.1 Clerk to add to the next agenda and initial quote for the scoped works for School Green

This is on the agenda at Item 11.1

- 23/RA/26.3 Clerk to report on the Ukraine Event at the next meeting

This is on the agenda at Item 11.3

- 23/RA/26.4(i) Facilities Manager to investigate the legal requirements for notice boards in the parish

This is on the agenda at Item 11.4

- 23/RA/26.4(ii) The Clerk and the Facilities Manager to arrange for the 'Map' boards to be reprinted as there had been many changes to the area since the last print

This is on the agenda at Item 11.4

- 23/RA/26.5 Facilities Manager to investigate and report back on displaying the history of Parish and Chairs of the Parish Council

This is on the agenda at Item 11.5

- 23/RA/26.6 Clerk to add to the next agenda the contract with the Pre-School

This is on the agenda at Item 12.1

23/RA/31

Works Update

- 31.1 The Facilities Manager gave the following update on the new MUGA and the outdoor gym equipment:

He had been chasing the contractor he had approached but not had any response and so will be looking at other contractors.

He advised that £90k had been paid to the contractor with the balance retained for the moment in case SPC had to take on the making good.

23/RA/32

Community Services

- 32.1 **Verbal report from the Sports Strategy Group**

Cllr Clarke indicated that there was a possibility of relocating the pump track being considered for Millworth Lane to where the new pitches were being planned on Hyde end Lane. This would mean that the developer would be able to escape their liability to complete the development of the fields but would result in less traffic on Hyde End Lane. There was no clear outcome from this discussion.

32.2 Verbal report on the Community Services

No report was available at this time

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

Cllr Tatla reported that she was unable to provide an update on the Youth Club at Spencers Wood. The Clerk was still following up with Mark Sandringham his decision to step back from leading the Wednesday Youth Club.

Cllr Tatla also advised that the Frensham Green Group was no longer using Spencers Wood on a Monday due to falling numbers and was instead meeting at the Frensham Green flat on a Tuesday.

23/RA/33

Grant Applications

33.1 Applications

There were no applications to be considered at this meeting

33.2 Spencers Wood Carnival

The Clerk reminded members that a grant of £3,500 had been approved for the 2022 event. Following the cancellation of the event due to the death of HM Queen Elizabeth II £1,274.40 had been approved to cover costs relating to 2022, £1,371 had been taken as deposits for the 2023 event and the balance of £854.60 had been retained by the Carnival Committee for use on the 2023 event.

The Clerk had met the new committee on Thursday 23rd February. The plans were to run the event again on Saturday 16th September.

The Clerk felt that this was an important event in the calendar of the parish and SPC should be supporting it. However technically the annual request was for the same items each year which was at odds with the principles of the grant process. The Clerk felt that this should be treated outside that scheme as has already been agreed for the Spencers Wood Tea Club and the Car Scheme.

Keeping to the same limit of £3,500 would mean a balance of £1,275 payable which could be made from the remaining funds for grants in FY 2022/23.

The Clerk had raised the subject of refunding surplus funds to stall holders with the committee and they may decide to waive the fee for local organisations but still charge commercial activities.

Members agreed to underwrite the event by paying £1,275 on the basis that the carnival committee did not distribute any surplus funds and used any surplus to bolster their financial reserves.

Proposed: Cllr Emmet
Seconded: Cllr Bowyer
Approved: Unanimously

ACTION – Clerk to advise the carnival committee accordingly

- 33.3 Cllr Tatla asked the Clerk to ensure that SPC had sight of the carnival's financial performance

ACTION – Clerk to ensure that Members have sight of the carnival's financial performance

- 33.4 **Summary of Grant requests**

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

23/RA/34

Millworth Lane

- 34.1 Toilets for Millworth Lane

Cllr Clarke reported that the original plan was not feasible, and discussions were ongoing about alternative means of providing toilet facilities for the tennis club.

ACTION – Facilities Manager to investigate alternative options

- 34.2 Sports Consultation

The Clerk advised that in total there had been 97 responses to the consultation on Millworth Lane (46 received on the day and 51 online after the event). The largest group of respondents were aged 35-44 and more women than men responded. Most walked or drove to Millworth Lane with only one saying they used public transport.

There was no clear cut outcome to which sports were preferred but the highest scores were for a perimeter running track (39), pump track (35) and Fitness (31). The ranked responses were too few to be statistically reliable.

There was a clear indication that people would be prepared to pay for facilities (58.8%) and would like mobile catering option (73.2%)

79.4% supported the redevelopment of the pavilion with 87.6% saying that toilets were important or very important to them.

In terms of additional comments the most common (8 respondents) referred to the need to improve the car park while 4 comments were to improve the road access. 4 wished to see an all-weather pitch and related to that 4 comments were for floodlighting.

The Clerk then produced an initial concept of how Millworth Lane might look with a 3G pitch incorporated into the scheme. This included a full-sized pitch and perimeter track and added padel tennis and table tennis to the options while retaining the basketball and netball courts, climbing wall and pump track. Considering feedback from school visits the Clerk also proposed several sheltered meeting points around the ground.

The Clerk and members were all concerned that a full sized pitch with surrounding run off areas and the required 4.5m high fencing to meet the best standards would only just fit into Millworth Lane and would be completely inappropriate for the site.

It was agreed that an arrangement closer to the initial concept would be the most appropriate approach for Millworth Lane.

ACTION – Clerk and Facilities Manager to produce an updated set of proposals incorporating the above feedback for the May meeting

34.3 Business Model

The Clerk would update the draft business model to reflect the revised proposals

ACTION – Clerk to update the draft business model for the May meeting

34.4 3G pitch

Members confirmed the need for, and their support of, an additional 3G pitch within the parish. Cllr Grimes suggested that the area immediately to the north of MereOak Park & Ride might be a suitable location.

ACTION – Clerk to investigate this option further

34.5 Fitness Training

The Clerk had previously been authorised to begin discussion with one company regarding fitness training facilities at Millworth Lane but a second enquiry from another company has now been received.

The Clerk felt that the options were to:

- Continue as planned with the first company
- Advise both that there would need to be a tender exercise
- Investigate with both the option of sharing a new facility at Millworth Lane

Members advised that they would be happy to see a sharing of a facility

ACTION – Clerk and Facilities Manager to pursue option of sharing facilities

34.6 Members requested that a presentation be provided by one or both potential companies to the next committee meeting.

ACTION – Clerk and Facilities Manager to arrange a presentation

34.7 The Clerk was asked to confirm the remaining duration of the lease for Millworth Lane with the University of Reading.

ACTION – Clerk to confirm the lease details for Millworth Lane with University of Reading

34.8 Sports Working Party

Cllrs Clarke, James, Peer, Jones and Emmment all indicated that they would be happy to be part of the Sports Working Party. This group would look initially at Millworth Lane and High Copse with possibly Mere oak if this were to become a viable option.

The ongoing management and maintenance of the sites will be a major area to be addressed.

ACTION – to be discussed further at the May meeting.

23/RA/35

Manor Ground

35.1 Development of the Manor Ground and equipping

Cllr Clarke, the Clerk and Facilities Manager updated member on recent discussions with Shinfield Cricket Club which had proved to be very positive. Main areas of discussion were:

- SPC would pay for the equipment and recover the cost as part of the rent income over say a 10-year period (retain ownership throughout)
- SCC to maintain square and SPC to maintain outfield
- SCC would like to have an agreement that gives them access at evenings and weekends all year round to allow them to build the social element
- SPC would be able to offer a long-term hire weekdays day time (next item on agenda) – which would avoid competing with SPC's own hire business

A draft lease was being prepared which would incorporate the above and the other standard terms.

35.2 Long Term Hirer

The Clerk advised that a potential hirer had approached him regarding renting a room at the School Green Centre for 3-4 days per week. This was not possible due to existing bookings, but he had suggested that the Manor Ground Pavilion may be ideal for their needs.

The potential hirer provides dementia care for a group of up to 15 per day. They had visited the Manor pavilion today and are very interested in taking on but due to space limitation they would have a smaller number at the Manor. Their current rental in Surrey charged at £10 per hour and the Clerk indicated the SPC would seek a commensurate figure.

ACTION – Clerk to follow up on potential long-term hire for Manor Ground

35.3 The potential hirer has also stated that they may be interested in Ryeish Green Pavilion as a more suitable long-term home as this could accommodate the number of clients they would like to work with.

ACTION – Clerk to follow up the option of Ryeish Green Pavilion

23/RA/36

High Copse

- 36.1 Members were provided with an update on the initial plans for the high Copse pavilion. The main points of note were:
- Phase 1 was for cricket square and two full sized pitches (football or rugby)
 - The pavilion would have some solar panels, but SPC could agree to provide more
 - Social room would be roughly the same size as the Pound Green room in the School Green Centre but SPC have asked the University of Reading to enable the ability to place a marquee outside to host larger events
 - The Clerk and Facilities Manager had visited Rams rugby last Friday to help establish what we may be taking over on

23/RA/37

Allotments

37.1 Management

The Allotments Officer had provided an update on efforts to ensure that all plots were being actively tended by the allotment holder through the application of the protocol approved last month.

10 plots had recently been taken over by new allotment holders while 6 were under a formal warning

The waiting list is reducing in size. It was noted that some of those who had expressed an interest in an allotment during Covid were not wishing to take up an offer as their circumstances had changed.

37.2 Orchard Rise

The Chairman and Facilities Manager provided an update on the latest position. WBC had undertaken or promised several measures including:

- Drainage ditches (including their ongoing maintenance)
- Some sheds had been relocated
- There had been further work on the soil and manure would be placed on each plot
- Tags were provided for each shed
- A sign with a plan of the site
- Anti-climb paint and signage
- CCTV

Both the Chairman and the Facilities Manager felt that matters had been addressed sufficiently for SPC to agree to take on the site.

It was proposed that Taylor Wimpey transfer the ownership of the land directly to Shinfield Parish Council.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

23/RA/38

School Green Centre and School Green Working Party

- 38.1 School Green Working Party
Despite chasers the Clerk and Facilities Manager had not yet received an initial quote for the works proposed. The Clerk would continue to chase but if no quote was forthcoming, he would look elsewhere for a quote

ACTION – Clerk to obtain initial quote using an alternative source as necessary

- 38..2 Warm Bank
There continued to be very low numbers making use of the warm bank for the reasons that the Clerk had identified previously. The original plan was to run until the end of March and the Clerk felt that should continue to be the case. Members agreed to continue to the end of March as originally planned.

- 38.3 Ukraine Event

This had been delivered as planned but unfortunately there were low numbers in attendance and only two participants who were prepared to sleep out at the School Green Centre. The music was well appreciated by those that did attend.

The Clerk felt that there was merit in continuing with this type of event for at least one more year perhaps with a view to raising money for a more local charity.

38.4 New Community Noticeboards

The Facilities Manager confirmed that new noticeboards would need planning permission and the cost of obtaining this would be in addition to the cost of the boards themselves. The Facilities Manager would report back at the May meeting with recommendation for new locations.

ACTION – Facilities Manager to provide potential locations for the May meeting

38.5 Parish Timeline and List of Council Chairmen

The Facilities Manager provided a first concept artwork (produced by the Allotments Officer) for how a parish timeline might look for the School Green Centre. This would be mounted on Correx (or similar) sheets. The design could accommodate a timeline showing the previous Chairs of the parish council Chairs. Members approved the concept.

ACTION – Facilities Manager and Allotments Officer to continue to develop the artwork

23/RA/39

Spencers Wood Pavilion

- 39 .1 The Clerk reported that the draft contract was with our solicitor and that good progress had been made.

The Clerk set out the proposed rentals including for 2022/23 and 2023/24.

Even allowing for the recent rise in energy costs this would still generate a small operating surplus for SPC in terms of that part of the building and would allow the focus to switch to increasing revenue from the other part of the building. Members approved the proposed rents.

ACTION – Clerk to complete the contract with Chapel Lane Pre-School

23/RA/40

Booking Terms & Conditions

- 40 .1 The Clerk advised that a draft set of booking terms & conditions was currently with our solicitor to ensure that they were valid from a legal perspective. Once they had been reviewed the Clerk would table them for consideration. The underlying principles have been retained from the current terms and conditions but there has been a great deal of effort to clarify and simplify to make it clear what the hirers obligations are and to reflect how the buildings are operated.

ACTION – Clerk to add to the next agenda

23/RA/41

Recreation and Amenities Committee

- 41 .1 Division of Committee

Members agreed in principle to the future division of Recreation and Amenities Committee into:

- Facilities – looking after the physical buildings and allotments and including responsibility for major projects e.g. High Copse
- Arts, Culture & Events/Education – looking after cultural activities, mental wellbeing, communications

The division to take place following the elections

Proposed: Cllr James
Seconded: Cllr Bowyer
Approved: Unanimously

ACTION – Clerk to arrange the new meeting schedule accordingly

23/RA/42

Other Items

- 42.1 The annual Litter Pick is going to be Friday 14th April (Easter holidays) with refreshments provided by Shinfield View. All are welcome to participate

23/RA/43

Future Meetings

- 43.1 The next meeting was scheduled for Thursday, 6th April 2023
Members agreed to change the date of this meeting to Wednesday 5th April

The meeting ended at 21.40

DRAFT

List of Actions

DRAFT

Shinfield Parish Council Risk Register

VERSION

10/3/23 - For Formal Review and Approval by Full Council on 16th March 2023

Summary of Hazards

Reputational Risks

RR1 - As a result of internal actions

RR1.1 - Damage to Residents' Trust in the council	MEDIUM	LOW
RR1.2 - Relationship with Wokingham Borough Council	HIGH	MEDIUM
RR1.3 - Harm to children and/or vulnerable adults	MEDIUM	LOW
RR1.4 - Potentially Damaging Media Cover	MEDIUM	LOW
RR1.5 - Dealing with enquiries from the public	MEDIUM	MEDIUM
RR1.6 - Dealing with Subject Access Requests	MEDIUM	MEDIUM

RR2 - As a result of external factors

RR2.1 - Responding to the death of a Senior Royal	MEDIUM	LOW
RR2.2 - Adverse Public Opinion	MEDIUM	LOW

Corporate Governance

CG1 - Corporate Governance

CG1.1 - Standing Orders	MEDIUM	LOW
CG1.2 - Meeting Governance	MEDIUM	LOW
CG1.3 - Financial Reporting	HIGH	MEDIUM
CG1.4 - Recording Members Interests	MEDIUM	LOW
CG1.5 - Code of Conduct	MEDIUM	MEDIUM

CG2 - Other Legal Requirements, Permissions & Licences

CG2.1 - Legislation - Employment	HIGH	MEDIUM
CG2.2 - Legislation - Environment	HIGH	MEDIUM
CG2.3 - Legislation - Equality & Diversity	HIGH	MEDIUM
CG2.4 - Legislation - Health & Safety	HIGH	MEDIUM
CG2.5 - Legislation - Licensing Requirements	HIGH	MEDIUM

Financial Performance

FM1 - Failure to manage income and expenditure

FM1.1 - Increased Revenue Expenditure	HIGH	LOW
FM1.2 - Responding to sudden drops in Income	HIGH	MEDIUM
FM1.3 - Pricing structure	MEDIUM	LOW

FM2 - Failure to manage Capital Projects

FM2.1 - Failure to manage capital works	HIGH	MEDIUM
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FM3 - Other Financial Risks

FM3.1 - Failure to maintain adequate insurance for buildings	MEDIUM	LOW
FM3.2 - Risk of consequential loss	MEDIUM	LOW
FM3.3 - Failure of major supplier	MEDIUM	LOW
FM3.4 - Loss of cash through Theft or dishonesty	HIGH	MEDIUM
FM3.5 - Legal liability as a consequence of asset ownership	MEDIUM	MEDIUM
FM3.6 - Internal Controls	MEDIUM	LOW
FM3.7 - VAT	MEDIUM	LOW

People

PE1 - Staff Related Risks

PE1.1 - Failure to recruit staff	HIGH	MEDIUM
PE1.2 - Failure to retain staff	MEDIUM	LOW
PE1.3 - Succession plans	MEDIUM	LOW
PE1.4 - Employment Tribunals	MEDIUM	LOW
PE1.5 - Over reliance on agency/temp staff	HIGH	LOW
PE1.6 - Negligent action of staff	MEDIUM	LOW
PE1.7 - Malicious behaviour by staff	MEDIUM	LOW

People

PE2 - Councillor Related Risks

PE2.1 - Actions by Councillors that bring the Council into disrepute	HIGH	MEDIUM
PE2.2 - Failure to attract people who wish to become councillors	HIGH	MEDIUM

PE3 - Volunteer Related Risks

PE3.1 - Recruiting volunteers - general	MEDIUM	VERY LOW
PE3.2 - General behaviour of Volunteers	MEDIUM	LOW

Infrastructure

PI1 - Physical Infrastructure Risks

PI1.1 - Overall threat of Physical Damage	HIGH	MEDIUM
PI1.2 - School Green Centre	HIGH	MEDIUM
PI1.3 - Spencer's Wood Pavilion	HIGH	MEDIUM
PI1.4 - Other Buildings	HIGH	MEDIUM
PI1.5 - Adverse Weather conditions	MEDIUM	LOW
PI1.6 - Risk of damage to third party property or individuals	MEDIUM	LOW
PI1.7 - Loss of Utilities	MEDIUM	MEDIUM
PI1.8 - Physical Assets (Not buildings)	MEDIUM	LOW
PI1.9 - Vehicles	MEDIUM	LOW

IT1 - Information Technology Risks

IT1.1 - Failure of IT Infrastructure	HIGH	MEDIUM
IT1.2 - Computer Viruses etc.	MEDIUM	LOW
IT1.3 - Failure of a specific system	MEDIUM	LOW
IT1.4 - Loss of IT support	MEDIUM	VERY LOW
IT1.5 - Onsite IT support	MEDIUM	VERY LOW
IT1.6 - Cannot work remotely	HIGH	LOW

REPUTATIONAL RISKS

RR1 - As a result of Internal Actions

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
RR1.1- Damage to Residents' Trust in the council	Residents may lose trust in the council, its staff or Councillors	Chance	The Council makes decisions carefully following correct procedures. Where appropriate the Council consults effectively with residents and communicates clearly about decisions and why they were made. Council meetings are open to residents to observe and speak at. The council complies with Transparency Act and all relevant regulations and guidance	Chance			
		M		M			
		Severity		Severity			
		L		VL			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		
RR1.2 - Relationship with Wokingham Borough Council	Failure to maintain effective relationships with Wokingham Borough Council may result in SPC being unable to have a material impact on WBC activities to the detriment of the council and its residents	Chance	Establishing and maintaining good links with WBC officers at all levels. Maintaining effective relationships with all Borough Councillors including participation in Full Council meetings and other relevant activities. Encourage joint working on projects, consultations etc.	Chance			
		M		L			
		Severity		Severity			
		H		M			
		Overall		Overall			
		HIGH		MEDIUM	Projected future Risk Rating		
RR1.3 - Harm to children and/or vulnerable adults	SPC becomes embroiled in a safeguarding issue relating to staff our councillors or allegedly occurring on council property. This may include historic allegations which do not relate to any current staff or councillors	Chance	Effective scrutiny of members and those who would wish to become a member of the Council. Ensuring that staff with regular contact with Chapel Pre-School are DBS checked on a regular basis. Ensuring that regular hirers whose activities involve children and vulnerable adults have safeguarding policies and these are followed	Chance	Arrange Safeguarding Awareness training for all members of staff	Dep Clerk	
		L		VL			
		Severity		Severity			
		VH		H			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW
RR1.4 - Potentially Damaging Media Cover	SPC may become exposed to potentially damaging media coverage as a result of a SPC decision or the act of staff and/or councillors. This may include but is not limited to significant data protection breaches or council decisions significantly at odds with the views of the majority of residents	Chance	Ensuring that the Council has clear procedures and guidance for the protection of personal data. Safe and effective recruitment of staff. Maintaining the Councils policies to ensure that they are reviewed regularly, remain "fit for purpose" and are consistently applied. Ensuring that appropriate physical and financial security measures are in place and applied	Chance	Conduct a full review of all policies and procedures and establish a time line for their regular review and updating	Clerk	
		M		M			
		Severity		Severity			
		L		VL			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW
RR1.5 - Dealing with enquiries from the public	The Council fails to deal correctly with a Freedom of Information or general enquiry from a member of the public. The Council answers an enquiry regardless of its nature in a manner that is inappropriate or offensive to the recipient or residents in general. The council fails to comply with AGAR regulations in terms of communicating year end information.	Chance	The Council has a Publication Scheme which was adopted in November 2015, in accordance with the Model Publication Scheme approved by the Information Commissioner. Enquiries are dealt with immediately by office staff unless requiring referral to Council or a committee. In such cases, acknowledgement of enquiry is made within 14 days in accordance with the Freedom of Information Act, all relevant documents are available on written request (during office hours) and in addition, agendas and minutes are available on the Council's website.	Chance	The publication scheme should be reviewed as part of a larger piece of work to review all policies & procedures.	Clerk	
		M		L			
		Severity		Severity			
		M		M			
		Overall		Overall			
		MEDIUM		MEDIUM	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
RR1.6- Dealing with Subject Access Requests	The Council fails to respond in a timely and/or appropriate manner to a Subject Access Request regarding the personal data held by the Council	Chance	Since its publication in February 2018, the NALC GDPR Toolkit for Local Councils has been followed to help prepare the council for its GDPR duties and responsibilities. Various measures have been approved by Council to manage information properly and in accordance with the law, including a data protection privacy policy, subject access request policy, email policy and document retention policy.	Chance	The various policies referred to in this section should be reviewed as part of a larger piece of work to review all policies & procedures.		
		M		L			
		Severity		Severity	Guidance on how to respond to a Subject Access Request should be issued to all staff		
		M		M			
		Overall		Overall			
		MEDIUM		MEDIUM	Projected future Risk Rating		LOW

RR2 - As a result of External Factors

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
RR2.1 - Responding to the death of a Senior Royal	The death of a senior royal will have an impact on the conducting of Council business and the hiring of venues	Chance	The death of HM Queen Elizabeth II in September 2022 established the extent of these impacts on the Council. As no meetings can be held or called during the period of national mourning, some decisions may not be possible in a timely basis and may, in the most extreme circumstances, need to be dealt with outside of the meeting structure	Chance	Notes have been taken following the death of HM Queen Elizabeth	Clerk	Completed
		L		L			
		Severity		Severity	Obtain updated photographs of King Charles III	Clerk	
		M		L			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
RR2.2 - Adverse Public Opinion	The council, may through no direct action of its own find itself on the wrong end of public opinion e.g. as a result of actions by other parish councils which call parish councils in general into potential disrepute.	Chance	The Council will need to carefully judge the nature of each such occurrence and be flexible and reactive to ensure that an appropriate response or position is taken that does not place the Council on the wrong side of the argument. This does not prevent the Council from undertaking unpopular decisions which are deemed necessary for the long-term viability of the Council (e.g. the decision to close a building). However the Council should ensure that it prepares for any such adverse publicity carefully and has an appropriate media plan in place.	Chance			
		L		L			
		Severity		Severity			
		M		L			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		

Corporate Governance

CG1 - Corporate Governance

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG1.1 - Standing Orders	Failure to maintain adequate Standing Orders and to correctly apply them. Standing Orders fail to provide clarity and/or become out of date.	Chance	Ensure that Standing Orders and all other relevant documents are up to date. Ensure that they are consistently applied. Ensure that all members and staff are aware of the standing orders and comply with them. Ensure that Standing Orders are written with clarity and simplicity at all times.	Chance	The Standing Orders and all other relevant policies this section should be reviewed as part of a larger piece of work to review all policies & procedures. Once this is achieved there should be a formal annual review to ensure compliance.	Clerk	
		M		VL			
		Severity		Severity			
		M		M			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG1.2- Meeting Governance	Failure to follow required procedures for the correct governance of Council meetings. This would include the production and notification of agendas and associated paperwork, the minutes of meetings and the publication of such documents on the council's website. It would also apply to ensuring that meetings are quorate and meet all other legal requirements	Chance	Ensure that the Council has a suitably qualified Clerk and Deputy Clerk and that the procedures are correctly applied at all times. Ensure that all members are aware of and comply with Standing Orders as they apply to meetings.	Chance			
		M		VL			
		Severity		Severity			
		M		M			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG1.3 - Financial Reporting	Failure to follow required procedures for the financial reporting for the Council. This includes AGAR reporting and compliance with the Transparency Act.	Chance	Ensure that the Council has a suitably qualified Responsible Finance Officer. Ensure that the Council employs a suitably qualified Finance Manager. Ensure that there are regular meetings of the Finance & General Purposes Committee and items are correctly added to the agenda for discussion. Ensure adequate internal and external audit arrangements.	Chance	Review Financial procedures as part of an overall review of all policies and procedures	Clerk	
		M		L			
		Severity		Severity	Adopting a formally recorded powers of delegation scheme for all relevant officers	Clerk	
		H		M			
		Overall		Overall	Projected future Risk Rating		LOW
HIGH	MEDIUM						

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG1.4 - Recording Members Interests	Failure to correct record Members interests and to report these to Wokingham Borough Council. This includes the Acceptance of Office for new Members and Resignation of Members	Chance	A copy of members’ declarations of pecuniary interest is held by the Clerk at the parish office. A copy is submitted to Wokingham Borough Council’s Monitoring Officer and posted on this Council’s website. The Council’s monthly agenda has an item to prompt members to notify relevant new information on registers of interest and gifts and hospitality, as appropriate. New Members should sign an Acceptance of Office. Resignations should be notified to WBC’s Monitoring Officer	Chance			
		L		VL			
		Severity		Severity			
		M		M			
		Overall			Overall		
	MEDIUM		LOW	Projected future Risk Rating			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG1.5 - Code of Conduct	One or more councillors fail to comply with the Code of Conduct calling the Council into disrepute and potentially having an adverse impact on staff and residents	Chance	A Code of Conduct for Parish Councillors was adopted in July 2015. This should be reviewed regularly and members provided with an updated copy. Where appropriate training (through BALC or other relevant body) is provided for all Members.	Chance	Review Code of Conduct as above		
		M		L			
		Severity		Severity			
		M		M			
	Overall		Overall				
	MEDIUM		MEDIUM	Projected future Risk Rating		LOW	

CG2 - Other Legal Requirements, Permissions & Licences

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG2.1 - Legislation - Employment	Failure to comply with Employment legislation may result in SPC facing Employment Tribunals, damage to reputation and possibly industrial action	Chance	The council has access to advice and guidance on employment law. Appropriate training for all managers should be provided for. Staffing committee should monitor the training and development of staff. Ensure compliance with the National Joint Council National Agreement on Pay and Conditions of Service.	Chance	Develop and overall training and development policy and programme for all members of staff	Clerk	Completed
		M		L			
		Severity		Severity	Implement training & development programme for all members of staff	Clerk	March 2023
		H		H			
		Overall			Overall		
HIGH		MEDIUM	Projected future Risk Rating		LOW		

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG2.2 - Legislation - Environment	Failure to comply with Environmental legislation may result in fines or other sanctions and also damage to the reputation of the council. May result in failure to take advantage of latest developments resulting in higher than necessary usage of energy. Risk of higher bills for waste disposal. Legal costs for defending court actions. May result in higher insurance premiums and/or result in refusal of planning permission(s). There has been a rise in environmental campaigning and protesting which may lead to the council being targeted if it was viewed as having poor policy or procedure in this area	Chance	Staff are current in relevant legislation and have the required training and resources to ensure that it is applied in a timely and effective manner at the council. Waste disposal is either conducted directly through appropriate locations or the Council ensures that contractors have appropriate waste disposal certificates. Where asbestos is possible only suitably qualified contractors are engaged to manage its removal. The Council will continue to monitor developments in legislation and also with regards to developments in energy management.	Chance	Look to work with WBC and other relevant organisations to improve performance on this issue	Clerk	
		M		L			
		Severity		Severity			
		H		M			
		Overall			Overall		
HIGH		MEDIUM	Projected future Risk Rating	LOW			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG2.3 - Legislation - Equality & Diversity	Failure to comply with legislation relating to Equality & Diversity may lead to legal challenges and damage to reputation. Would also mean that the Council's Members and staff were not reflective of the overall population of the parish	Chance	The council ensures that it has a recruitment policy open to all and will make all reasonable adjustments required for any employee or volunteer. The council also ensures that access to its buildings (SGC and SWP) complies with Disability Discrimination Act legislation.	Chance	Develop Accessibility Guides for SGC and SWP	Clerk	
		M		L			
		Severity		Severity	Update Equality & Diversity Policy	Clerk	
		H		M			
		Overall		Overall	Improve training for staff and members on equality and diversity issues	Clerk	
		HIGH		MEDIUM	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG2.4 - Legislation - Health & Safety	Failure to comply with H&S legislation may result in fines or other sanctions and also damage to the reputation of the council. Legal costs from defending actions and/or higher insurance premiums.	Chance	The Clerk and Facilities Manager have IoSH Managing Safely qualifications and further Health & Safety training will be arranged across the entire team. Effective Risk assessments are in place for activities. Regular workplace inspections are carried out and a quarterly inspection of the buildings is undertaken by Clerk and FM.	Chance	Conduct review of all risk assessments and ensure that they are comprehensive, fit for purpose and all relevant staff are aware of and comply with the risk assessment	Clerk FM	
		M		L			
		Severity		Severity	Arrange quarterly formal "rounds" to review School Green Centre and Spencers Wood Pavilion	Clerk FM	
		H		H			
		Overall		Overall	Arrange appropriate H&S training courses e.g. fire warden training	Clerk FM	
		HIGH		MEDIUM	Ensure that Health & safety posters are in place in buildings, and all staff are aware of their own role in H&S including reporting or acting upon any concerns	FM	
					Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG2.5 - Legislation -Licensing Requirements	Failure to comply with a specific licensing requirement may result in the cessation (either temporarily or permanently) of a trading activity with consequent adverse impacts on trading revenues and reputation.	Chance	Ensure that all relevant licences are put in place for all Council venues and that any requirements or restrictions within those licences are fully complied with at all times	Chance	Review the licences required for each venue and ensure that these are correct in all respects		
		M		L			
		Severity		Severity			
		H		M			
		Overall		Overall			
		HIGH		MEDIUM	Projected future Risk Rating		LOW

Financial Management

FM1 - Failure to manage income and expenditure

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM1.1 - Increased Revenue Expenditure	Failure to manage revenue expenditure effectively results in increased costs to the Council, the possibility of the cutting or restricting of other activities to balance the accounts and damage to reputation.	Chance	The Council employs suitably qualified Responsible Finance Officer and Finance Manager and makes use of robust monitoring of expenditure. Expenditure delegations are only done to the appropriate level and those spending money on behalf of the Council are experienced enough to effectively manage budgets assigned to them	Chance	Develop a robust and effective reporting and monitoring system for all budget holders	Clerk Fin M	
		H		L			
		Severity		Severity	Ensuring that Council has a mechanism for identifying and responding to cost over-runs	Clerk Fin M	
		M		L			
		Overall		Overall			
		HIGH		LOW	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM1.2 - Responding to sudden drops in Income	The Council may need to respond to sudden drops in income either from national/global events such as Covid-19 lockdowns or more local issues such as the loss of a building (e.g. due to fire or flood). As income is used to manage the overall budgets of the Council a sudden drop in income may also impact directly on expenditure budgets	Chance	Where practicable the Council should incur against lost revenue (e.g. for a specific event). There will be contingency planning to mitigate the impact of any lost revenue e.g. relocating bookings to other locations where possible and/or rescheduling bookings. Staff should have sufficiently robust financial information to recognise and appropriately respond to such income changes	Chance	Develop a contingency plan for a Major Incident which restricts access to one or more of the Council's main buildings as this is likely to be the largest source of income.	Clerk FM	
		M		L			
		Severity		Severity	Review General Reserve p[olicy to ensure that sufficient funds are available as required		
		H		M			
		Overall		Overall			
		HIGH		MEDIUM	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM1.3 - Pricing structure	Failure to maintain an appropriate pricing structure for the services and activities provided by the Council may result in lost business/income and also reputational damage. This may be either having prices set too high or too low.	Chance	The Council employs suitably qualified and experienced staff able to take a position on major income streams such as room bookings. Pricing will take into account the needs and priorities of the council, charges for similar services or activities by other parish councils, WBC or other providers.	Chance	Review the pricing structure for School Green Centre following the first full year of operation and make appropriate adjustments for implementation from April 2024	Clerk	Sept 2023
		L		VL			
		Severity		Severity	Develop overall Fees & Charges Policy	Clerk	
		H		M			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW

FM2 - Failure to manage Capital Projects

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM2.1 - Failure to manage capital works	Failure to manage capital projects can result in cost overruns and/or delays to the delivery of the project as well as damaging the reputation of the Council.	Chance	Projects should only be approved after the business case/budget has been established (including adequate contingency) and the key personnel (both internal and external) identified. The Council should only work with competent and experienced contractors. The progress of major projects will have oversight and responsibility arrangements set out before the start of the project and the appropriate reporting will take place throughout including corrective actions as required.	Chance	Develop a policy and procedure for the assessment, approval and delivery of major projects	Clerk	
		H		L			
		Severity		Severity	Develop a Procurement Toolkit	Clerk	
		H		M			
		Overall		Overall			
		HIGH		MEDIUM	Projected future Risk Rating		LOW

FM3 - Other Financial Risks

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.1 - Failure to maintain adequate insurance for buildings, equipment etc.	Failure to ensure that adequate and appropriate insurance cover is in place for the Council may result in unaffordable losses (e.g. of revenue), assets not being replaced and delays due to the inability to respond to significant disruptions to business. In some cases insurance is also a legal requirement	Chance	The Council will review with its insurance broker its coverage annually and consider any advice and recommendation from the broker regarding the levels and extent of the Council's insurance policy. The Council will also review its insurance provisions after each claim to ensure that they remain adequate and fit for purpose	Chance	Develop policy to ensure regular reviews of insurance cover including triggers when new assets acquired	Clerk	
		M		L			
		Severity		Severity			
		M		L			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.2 - Risk of consequential loss	Risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss)	Chance	SPC maintains insurance cover of £300k for loss of revenue and £20 for increased cost of working (both for 24 month indemnity period) in respect of consequential loss	Chance			
		M		L			
		Severity		Severity			
		M		L			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.3 - Failure of major supplier	Failure of a major supplier may have an impact on ongoing Council business either in the short-term while an alternative supplier is sought or potentially more longer term in specific circumstances.	Chance	The Council will ensure that any contractor is fully vetted before appointment to satisfy itself of the contractors ongoing ability to continue to fulfil its obligations to the Council. The relative importance to the Council of the goods and services being obtained will dictate the level of scrutiny applied to each contractor	Chance	Put in place procedure for vetting existing and current contractors as part of procurement toolkit	Clerk	
		M		L			
		Severity		Severity			
		L		L			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.4 - Loss of cash through Theft or dishonesty	The Council is at risk of the loss of cash (including held at bank and also investments) through theft or dishonesty by staff, councillors or others	Chance	The council has Fidelity Guarantee under Section 1 Mandatory Cover, of its insurance policy Reviewed by council on the advice of the External Auditor and deemed to be adequate. There is a limit of £100,000 for any one specific payment. Where major construction work was taking place, payments might exceed £100k and specific provisions were put in place. Unusual withdrawals invite a telephone check from the bank to the named signatories. Cheques are signed by two of four Councillors. Electronic BACS payments are authorised by two councillors who are authorised signatories at the Bank. Payments above £100k would be paid by CHAPS and electronic payments will be authorised. Wherever possible cash payments/receipts are avoided but when received they are held in a safe with restricted access until banked by the Finance Officer.	Chance	Use of credit card machines to take payments to be investigated	Clerk	
		H		L			
		Severity		Severity	Review procedures and ensure all staff trained in them	Clerk	
		M		M			
		Overall		Overall			
		HIGH		MEDIUM	Projected future Risk Rating		LOW
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.5 - Legal liability as a consequence of asset ownership	The council may be liable as a consequence of ownership of the asset(s)	Chance	A review of internal controls is carried out by staff on an ongoing basis. These are reviewed by internal audit annually. The Council will ensure that buildings and other assets are correctly used and maintained (see Infrastructure section)	Chance	Review liabilities for each location/building to ensure all correctly identified	Clerk	
		M		L			
		Severity		Severity			
		M		M			
		Overall		Overall			
		MEDIUM		MEDIUM	Projected future Risk Rating		LOW
Activity	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.6 - Internal Controls	Failure to ensure that there are adequate internal controls, policies and procedures in place and fully understood and applied by staff and members.	Chance	Where there is considered to be a need for additional internal controls within the organisation (e.g. separation of duties), these are implemented in liaison with the F & GP Committee and the internal auditor. Where additional internal controls involve members, these are submitted to the F & GP Committee for approval in the first instance	Chance	To include internal controls as part of the review of all policies and procedures	Clerk	
		M		L			
		Severity		Severity	Training and development for staff and members on applying appropriate controls	Clerk	
		M		L			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.7 - VAT	To ensure that VAT is correctly applied and accounted for throughout all the Council's financial dealings/	Chance	The Council is registered for VAT and has opted to tax the School Green Centre and Spencer's Wood Pavilion. The Financial System integrates the new "Making Tax Digital" Software and claims are submitted quarterly within the permitted timescale. Purchase & Sales ledger require the VAT rates to be entered. Training specific to VAT is undertaken at all opportunities and Councillors are included as appropriate.	Chance	Ensure that any changes to VAT rates are correctly input to the system and in a timely manner	Fin M	
		M		L			
		Severity		Severity			
		M		L			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW

People

PE1 - Staff

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE1.1 - Failure to recruit staff	Failure to recruit adequate numbers of suitably skilled/qualified can have an adverse impact on how the Council carries out its functions. Shortages of staff can lead to pressures on other and/or may prevent them from concentrating on their own specific roles and responsibilities	Chance	Staffing Committee and Clerk regularly review the staffing structure and agree variations where appropriate to do so. The Council adopts a flexible approach to its staffing requirements and ensures that the recruitment process is open to all potential candidates	Chance	Update recruitment process to ensure it incorporates best practice	Clerk	
		H		L			
		Severity		Severity	Ensure that all adverts are promoted internally and develop policy to give interested staff guaranteed interview	Clerk	
		H		M			
		Overall		Overall	Projected future Risk Rating		LOW
		HIGH		MEDIUM			
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE1.2 - Failure to retain staff	Failure to retain staff can be costly both in terms of the training and development invested in a member of staff and the impact on continuity of service delivery. This may be through poor management of staff, poor working conditions leading to ill health, unhappiness in the role or a lack of career development	Chance	Develop staff succession planning but recognise that staff should not be retained "at all costs" and that some turnover of staff has a positive impact especially when it reflects the successful development of existing staff and/or is used to bring in new skills to the Council. The Staffing Committee meets every other month with the Clerk to discuss various matters including the general morale of staff.	Chance	Develop formal training and development plan for each members of staff including a regular review of role profiles	Clerk	
		M		L			
		Severity		Severity	Ensure that there is a system in place for effective "exit" interviews with departing staff	Clerk	
		M		L			
					Ensure robust sickness recording and management procedures in place	Clerk	
		Overall		Overall	Ensure appropriate lone worker policy and procedure in place for staff	Clerk	
		MEDIUM		LOW	Projected future Risk Rating		LOW
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE1.3- Succession plans	A failure to create succession plans for key posts can lead to unanticipated gaps in the staffing structure that take time to fill, may require costly interim measures and can stall or severely disrupt the Council's plans	Chance	The Staffing Committee and the Clerk should identify key positions within the staffing structure and develop a succession plan with both interim and long-term measures prepared. Under the current structure the Clerk and Deputy Clerk should be able to cover for each other and the Grounds Maintenance Officer can take on some of the aspects of the Facilities Manager. The Current Clerk can also cover for the Finance Manager if required.	Chance	Identify key personnel for which a Succession Plan is required and put in place the appropriate measures.	Clerk	
		M		L			
		Severity		Severity	Develop scheme for mentoring staff and giving opportunities to learn new skills on the job	Clerk	
		M		L			
		Overall		Overall	Projected future Risk Rating		LOW
		MEDIUM		LOW			
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE1.4 - Employment Tribunals	Inappropriate or poor management of staff may lead to the Council becoming involved with Employment Tribunals which are costly in terms of money and time to deal with and have the potential to damage the reputation of the Council leading in turn to other recruitment and retention challenges.	Chance	The Staffing Committee will work with the Clerk and other senior managers as required to monitor the performance and behaviour of line managers and other staff. Appropriate training and development will be identified for staff to help avoid the possibility of behaviour or actions that may result in a tribunal.	Chance	Ensure specialist advice is available and made use of as required if there is any danger of a tribunal	Clerk	
		L		VL			
		Severity		Severity			
		H		M			
		Overall		Overall	Projected future Risk Rating		LOW
		MEDIUM		LOW			
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE1.5 - Over reliance on agency/temp staff	Over reliance on agency or temporary staff has an adverse impact both financially and on the morale of existing staff who may find themselves constantly supporting or training up interim workers who may move on quickly and may even be on a higher take home pay than permanent staff.	Chance	Appropriate measures in all areas of staffing (recruitment & retention, training & development etc.) should mitigate the need for temporary staff. Where such a need does arise the Clerk and relevant line manager(s) should ensure that they work quickly to fill the gap in an appropriate and cost effective manner.	Chance			
		H		L			
		Severity		Severity			
		H		L			
		Overall		Overall	Projected future Risk Rating		
		HIGH		LOW			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE1.6 - Negligent action of staff	The negligent action of one or more members of staff may lead to financial and or reputational loss for the Council. This could manifest itself in carelessness leading to damage, inappropriate behaviour causing upset or injury to others etc.	Chance	Appropriate training and development for all staff should be in place. Where an issue has arisen then the Clerk and relevant line manager(s) should decide whether training & development and/or formal disciplinary action is the most appropriate method of resolving the issue and preventing future reoccurrences.	Chance	Ensure clear procedures and training & development in place for all staff	Clerk	
		L		VL			
		Severity		Severity			
		H		M			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE1.7 - Malicious behaviour by staff	Malicious behaviour by staff has even greater potential to cause financial or physical loss to the Council as there is specific intent to cause harm (often coupled by concealment of their actions).	Chance	Managers should ensure that appropriate control mechanisms are in place to prevent potential malicious action by employees. They should also be conducting regular reviews with their teams and monitoring morale and the general welfare of individuals.	Chance			
		L		VL			
		Severity		Severity			
		H		M			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		

PE2 - Councillors

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE2.1 - Actions by Councillors that bring the Council into disrepute	A councillor's behaviour may bring the Council name into disrepute and affect trust in the Council and its activities	Chance	Councillors are required to sign up to a Code of Conduct and comply with the standing orders of the Council.	Chance	Effective induction and training programme for all Councillors		
		M		L			
		Severity		Severity			
		H		M			
		Overall		Overall			
		HIGH		MEDIUM	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE2.2 - Failure to attract people who wish to become councillors	Failure to attract sufficiently engaged and motivated councillors means that the Council may struggle to be quorate for meetings and will also fail to benefit from new ideas and skills sets. There is also the danger that the makeup of the Council does not mirror the composition of its residents	Chance	The Council encourages and welcomes new applications for casual vacancies including encouraging those interested to attend a number of council and committee meetings. Once a councillor has signed an acceptance of office they are provided with support and training to establish them a councillor.	Chance	Conduct a review of the induction and training programme for new councillors	Clerk	
		H		L	Review the training arrangements for all councillors	Clerk	
		Severity		Severity			
		H		M			
		Overall		Overall			
		HIGH		MEDIUM	Projected future Risk Rating		LOW

PE3 - Volunteers

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE3.1 - Recruiting volunteers - general	Where the Council has identified a need for volunteers it should ensure that it applies an open and fair process to recruit such volunteers. Failure to do so may prevent the Council from recruiting the volunteers it requires and damage its reputation.	Chance	The Council should have a clear policy for the recruitment, retention and management of any volunteers it feels are necessary to support the Council's activities.	Chance	Develop a recruitment and management policy for Volunteers	Clerk	
		M		VL			
		Severity		Severity			
		M		L			
		Overall		Overall			
		MEDIUM		VERY LOW	Projected future Risk Rating		VERY LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE3.2 - General behaviour of Volunteers	Volunteers seen to be representing the Council may act in such a way as to bring the Council into disrepute	Chance	There should be an appropriate selection and recruitment process for volunteers. They should be given training and supervision appropriate to their role including being made aware of the fact that they are acting as representatives of the Council	Chance	Develop a recruitment and management policy for Volunteers	Clerk	
		M		L			
		Severity		Severity	Ensure appropriate lone worker policy and procedure in place for volunteers	Clerk	
		M		L			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW

Infrastructure

Physical Infrastructure

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.1 - Overall threat of Physical Damage	This item covers general issues of damage to building. Site specifics are covered below. Risks include fire, vandalism, direct assault on the building, attempted theft etc. The impact of each and any of these could be the loss of access to the building(s) for an indeterminate period of time. This in turns causes lost revenue, additional costs and reputational damage.	Chance	The Council maintains appropriate insurance cover for its buildings, assets and activities. SPC has Public Liability Insurance cover of £10,000,000.	Chance	Schedule a formal review of all insurance cover to identify if there are any gaps in cover and/or shortfalls in the amount insured.	Clerk	
		M		L		Fin M	
		Severity	An Asset Register is updated annually by the RFO and presented to Council and the External Auditor with annual accounts each year.	Severity	Create a detailed inventory of items on fixed asset register and other items such as tables and chairs	Fin M	
		H		H	Develop a procedure for adding and deleting items to/from the inventory	FM	
					Develop a protocol for the issuing and return of keys and overall key security	FM	
		Overall	The Clerk, Facilities Manager and other officers ensure that there are adequate provisions in place for physical security of the building, prevention of anti-social behaviour etc.	Overall			
		HIGH	Appropriate maintenance regimes, servicing contracts and similar are put in place	MEDIUM	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.2 - School Green Centre	Additional risks for the School Green include the prominence of the building, the provision of a lift for users of the Council Office and Tower Room and the operation of a commercial café in the building	Chance	The lift is subject to regular LOLER equipment checks. Specific catering equipment has been provided for the café and is maintained in accordance with suppliers guidance. The building is well served by a suite of CCTV cameras	Chance	Review CCTV coverage in SGC and arrange additional cameras as required	FM	
		M		L			
		Severity		Severity	Develop routine inspection and maintenance programme for SGC	FM	
		H		H	Provide training and supporting information for staff on building systems	FM	
					Ensure procedures for safety of car park and its users	FM	
		Overall		Overall	Projected future Risk Rating		LOW
		HIGH		MEDIUM			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.3- Spencer's Wood Pavilion	The additional risks for the pavilion are that there is no regular manning of the building and normal operations rely on remote access arrangements. The relatively quieter area also means that the pavilion is more exposed to the risk of anti-social behaviour and vandalism	Chance	The building is protected by a proven remote access system with a back up arrangement in place should a client have difficulties. The building is also protected by CCTV.	Chance	Ensure all staff are trained on the use of key fobs, remote access control etc.	FM	
		H		L			
		Severity		Severity	Ensure procedures for safety of car park and its users	FM	
		H		M			
		Overall		Overall	Projected future Risk Rating		LOW
		HIGH		MEDIUM			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.4 - Other Buildings	This relates to Millworth Lane Recreation Ground Pavilion and will also extend to Manor Pavilion and High Copse pavilion in due course. Each of these buildings will be prone to risks similar to Spencers Wood Pavilion	Chance	Millworth Lane has keys issued to specific key holders. Specific agreements will be put in place with the users of each location aimed at amongst other things ensuring the physical security of the buildings and that faults and defects are reported and/or addressed quickly and in an appropriate manner.	Chance	Agree a specific management regime with ALL key holders for Millworth Lane	Clerk	
		H		L			
		Severity		Severity	Arrange formal agreement with users of Manor Pavilion including controlling access and how the building will be maintained and	Clerk	
		H		M			
					Arrange formal agreement with users of High Copse Pavilion including controlling access and how the building will be maintained and	Clerk	
		Overall		Overall	Projected future Risk Rating		LOW
		HIGH		MEDIUM			
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.5 - Adverse Weather conditions	Each of the buildings is susceptible to adverse weather conditions and damage could lead to loss of access, loss of revenue and unrecoverable costs	Chance	The Clerk and the Facilities Manager will ensure that adequate consideration is given to any weather alert issued by the Meteorological Office and other media. Where necessary buildings may be closed early and/or at short notice to protect users and the buildings themselves. The Clerk and Facilities manager will ensure that all appropriate maintenance is kept up to date and that any appropriate special measures are put in place as required e.g. the gritting of the Council car park	Chance	Develop specific adverse weather plans for each of the buildings under SPC care.	Clerk FM	
		L		VL			
		Severity		Severity	Develop procedure for assessing condition of pitches under our control especially in adverse weather conditions	Clerk FM	
		H		M			
		Overall		Overall	Projected future Risk Rating		LOW
		MEDIUM		LOW			
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.6 - Risk of damage to third party property or individuals	There is a risk of damage to third party property or individuals as a result of the council providing services or amenities to the public.	Chance	The council has Public Liability Insurance cover of £10,000,000 included in its security cover. The council also has personal accident liability cover for employees, councillors and volunteers on the above policy. SPC will ensure that appropriate maintenance of council resources are maintained to an appropriate standard and defects are acted upon as quickly as possible. Regular inspection routines will also be maintained.	Chance			
		M		L			
		Severity		Severity			
		M		L			
		Overall		Overall	Projected future Risk Rating		
		MEDIUM		LOW			
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI17 - Loss of Utilities	Loss of utilities will obviously affect the operation of the buildings. These may be planned outages, failures in local network i.e. local power cuts. Loss of electricity means inability to provide adequate lighting, loss of water affects toilets and cafe provision	Chance	The Facilities Manager will ensure that each building is maintained to an appropriate standard to reduce the risk of internal action (or failure to act) adversely affecting the provision of utilities. Where caused by external factors then the Clerk & Facilities Manager will implement pre-determined responses to attempt to mitigate the impact on the buildings	Chance	Ensure appropriate maintenance plans in place for each building	Clerk	
		L		L			
		Severity		Severity	Ensure emergency cover arrangements in place should they be required for loss of utilities	Clerk	
		H		M			
		Overall		Overall	Projected future Risk Rating		LOW
		MEDIUM		MEDIUM			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.8 - Physical Assets (Not buildings)	This relates to other physical assets owned by the Council including playgrounds, street lamps, noticeboards, bins etc.	Chance	Maintenance of sites and equipment is undertaken on a mix of planned and responsive basis.	Chance			
		M		L			
		Severity	SPC has set up an Earmarked Reserve to set aside funds for future major repairs/refurbishments	Severity			
		M		L			
			An annual playground inspection is undertaken by Cornhill Direct, which is a trading name of Allianz Insurance plc.				
Overall		Overall					
MEDIUM		LOW	Projected future Risk Rating				

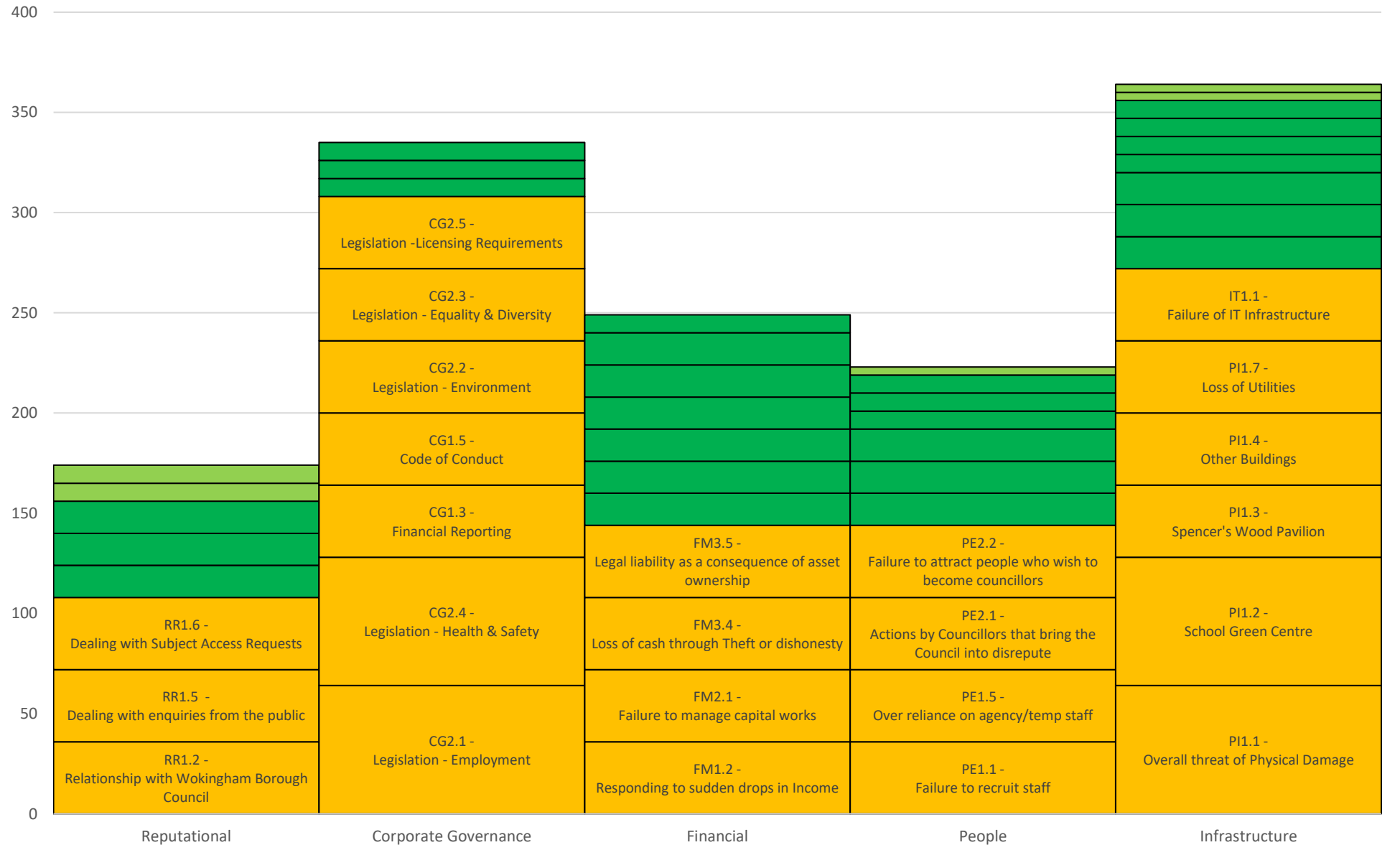
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due	
PI1.9 - Vehicles	The use of vehicles poses a risk to drivers, passengers and other road users.	Chance	Authorised drivers of SPC vehicles are required to certify that they are fit to drive, undertake regular eye tests and to report any personal driving penalties (e.g. speeding) received. All authorised drivers are required to have an appropriate drivers licence.	Chance	Develop new procedure to ensure that anyone driving any vehicle for the council is safe to do so	Clerk		
		L		VL		FM		
		Severity		SPC vehicles are sourced from a reliable supplier, regularly serviced and subject to weekly checks of lubricants, fluids and tyres. They are also covered by annual servicing of the vehicle.	Severity	Develop new procedure for ensuring that council vehicles are roadworthy at all times	FM	
		H			H		GMO	
		Overall		Overall				
		MEDIUM		LOW	Projected future Risk Rating	LOW		

IT Infrastructure

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.1 - Failure of IT Infrastructure	Failure of general IT structure prevents the Council from operating in an efficient and timely manner. It may also prevent the Council communicating effectively with residents leading to damaged reputation and reduced trust if continued for an extended period	Chance	Following a procurement process the Council has appointed MFG (now Air IT) as its IT infrastructure network provider from 1st July 2016 on a rolling contract with 90 days’ notice. Council documentation and email correspondence is backed up daily off-site and there is a standard archiving and IT usage policy in place. MFG operates an email security service: all spam emails are automatically quarantined and then defined as high, medium and low risk and summary reports are notified to each IT user every day for review and subsequent release /deletion as appropriate. IT support is available to resolve issues on a high, medium and low risk basis for both MFG managed and non-managed assets. The council is registered with the Information Commissioners Office.	Chance	Ensure clear and robust IT users policies for all staff and members	Clerk	
		M		L			
		Severity		Severity	Ensure all staff and members are aware of need for IT security at all times (including use of SPC laptops)	Clerk	
		VH		M			
		Overall		Overall	Projected future Risk Rating		
HIGH	MEDIUM	LOW					

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.2 - Computer Viruses etc.	Failure to protect Council systems against viruses could lead to the loss of access to our systems and leave the Council vulnerable to issues such as ransomware	Chance	Air IT provide and maintain protection against incoming virus and other attacks.	Chance	Review the Council's IT policy and refresh the training for all staff regarding the risks associated with computer viruses	Clerk IT	
		L		VL			
		Severity		Severity			
		VH		M			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.3 - Failure of a specific system	The main systems used by the Council are Rialtas (which covers Finance, Bookings and Allotments) and the Council's website. In particular loss of Rialtas has the potential for a significant impact on Council operations	Chance	The Council ensures that it has the latest version of Rialtas and that support agreement is kept up to date. Support from Rialtas is generally good. A weekly exercise is carried out to provide relevant third parties with information on bookings for the next 10 day period and this would allow at least a basic response to bookings to continue although new bookings and enquiries would need to be put on hold and dealt with in turn when Rialtas as restored.	Chance	As part of a review of contingency plans establish back up arrangements for extended period of loss of Rialtas	Clerk Fin M	
		L		VL			
		Severity		Severity			
		H		M			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.4 - Loss of IT support	Support is currently provided by Air IT and they have a good understanding of the Council's IT provision and support required. If for any reason Air IT were unable to continue to support the Council then there would be a transition period where a new supplier would necessarily still be learning these details and the support would potentially be reduced.	Chance	Regular (quarterly) business review meetings are held with Air IT and these include a review of all current provisions which provides a starting point should there be a need to transition to a new supplier. The Council would be able to identify alternative suppliers and assess and appoint one of these but this would take some time to achieve effectively.	Chance	Ensure that the Council maintains a current listing of all its IT requirements and has this to hand should it need to source a new IT support provider.	Clerk	
		L		VL			
		Severity		Severity	Ensure that there are regular reviews of the current IT support provider and that these include their financial viability and long-term plans	Clerk	
		M		L			
		Overall		Overall			
		MEDIUM		VERY LOW	Projected future Risk Rating		VERY LOW
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.5 - Onsite IT support	While much IT support is provided remotely and Air IT can for example connect remotely to individual workstations, there is still the need for some onsite direct support	Chance	The Council has an IT and Communications officer who is able to provide limited on site support and in particular can help resolve more basic issues or identify more clearly what the issue is for referral to Air IT or the relevant other support provider e.g. Rialtas	Chance			
		L		VL			
		Severity		Severity			
		M		L			
		Overall		Overall			
		MEDIUM		VERY LOW	Projected future Risk Rating		
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.6 - Cannot work remotely	Some Council staff work from home for at least part of the week and this has proved to be an effective arrangement. The inability to work from home may therefore result in a reduction of capability for the Council.	Chance	the Council works with Air IT to ensure that any issues with remote working are resolved quickly and effectively. The Council also ensures that all officers have the ability to work remotely should this be a requirement e.g. the return of a national lockdown scenario or a situation where working onsite is not possible such as a loss of access to the Council office	Chance			
		M		VL			
		Severity		Severity			
		H		M			
		Overall		Overall			
		HIGH		LOW	Projected future Risk Rating		LOW

Shinfield Parish Council - Graphical Summary of Risk



Summary of Risk Levels

	Likelihood	Personal Harm	Financial Loss	Reputational Damage	Resources Required to Resolve
5 Very High	Almost certain - the risk is very likely to occur within 24 months or the event is expected as there is a history of regular occurrence.	There could be loss of life and/or multiple disabilities and/or serious adverse safeguarding outcomes	Over £2million	There would be significant, long-lasting adverse coverage at national level including on social media	This could take a substantial number of the Council team many months to resolve
4 High	Likely - the risk has a 40% or more likelihood of occurrence within 24 months which may or may not be because there is a history of occurrence.	There could be permanent disability and/or mental health issues and/or less serious adverse safeguarding outcomes	Over £500k	There would be some adverse coverage at national level including on social media	This could take a substantial number of the Council team weeks or some departments months to resolve
3 Medium	Credible - there is a 10 - 40% chance this may happen in the next 24 months. It is not expected but there's a possibility it may occur or there is a history of occasional occurrence.	This could result in admissions to hospital for extended periods of treatment	Over £200k	There could be some short-term adverse coverage at national level and/or continuing adverse coverage at regional level	This could take some months for some of the Council team to resolve
2 Low	Unlikely - less than 10% chance this may happen and it may have happened rarely in the past	This could result in A&E visits and/or short-term illness	Over £50k	There could be some short-term adverse regional coverage	This could take some members of the Council team up to a month to resolve
1 Very Low	Very unlikely - the risk may crystallise only in exceptional circumstances	On site medical treatment could be required	Up to £50k	There could be adverse coverage locally and/or within the parish	This could be resolved with little or no disruption to normal activities

	Likelihood 1 – V LOW	Likelihood 2 - LOW	Likelihood 3 - MEDIUM	Likelihood 4 - HIGH	Likelihood 5 – V HIGH
Severity 1 – V LOW	1	2	3	4	5
Severity 2 - LOW	2	4	6	8	10
Severity 3 - MEDIUM	3	6	9	12	15
Severity 4 - HIGH	4	8	12	16	20
Severity 5 – V HIGH	5	10	15	20	25

Summary of Election Process

Introduction

The following is a summary of the key information for the Parish Council elections to be held on Thursday 4th May. A full pack with the detailed guidance notes, guides on how to complete the required forms and the forms themselves will be provided at Full Council or available for collection after that.

PLEASE ENSURE THAT YOU READ, UNDERSTAND AND COMPLY WITH ALL GUIDANCE AND IN PARTICULAR WITH THE TIMETABLE

Standing as a Councillor

The criteria to stand as a Councillor are

- You must be British, eligible Commonwealth, Irish or European Citizen
- You must be aged 18 or over on the date of the elections
- You must be **at least one** of the following:
 - on the date of the elections and thereafter you continue to be on the electoral register for the parish OR
 - during the whole of the twelve months before the date of the elections you have owned or tenanted land or premises in the parish OR
 - during the whole of the twelve months before the date of the elections your principal or only place of work has been in the parish
 - during the whole of the twelve months before the day of the elections you have resided in the parish or within three miles of it
 - Except for the first qualification, these qualifications then continue for the full term of office, until the next ordinary elections
 - Certain people are disqualified from standing, and these include
 - paid officers (including the Clerks) of the council
 - bankrupts and
 - those subject to recent sentences of imprisonment

If you have any questions on the above, please contact the Clerk in good time.

Nominating

The Election Timetable

SPC elections will be held on the same day as those for Wokingham Brough Council (Thursday 4th May) and the formal process begins on Friday 24th March with the publication of the Notice of Election.

They key dates for candidates are

- Nomination period runs from Monday 27th March to Tuesday 4th April (Monday to Friday, 10.00 to 16.00)
 - It is more than likely there will be a last minute rush so you are all urged to prepare your papers as soon as possible

Nomination packs will include:

- Nomination Paper
- Home Address Form (part 1 and part 2)
- Candidate's Consent to Nomination (including **all** the pages of legislation)
- Certificate of Authorisation
- Request for a Party Emblem
- Request for Electoral Register and Absent Voters List

Nomination Paper

The nomination paper must be signed by two electors of the electoral area as proposer and seconder. For Shinfield the electoral area is the parish ward for which the candidate is seeking election.

Ward	Vacant Seats
Grazeley	2
Shinfield North	3
Shinfield Village	5
Spencers Wood and Three Mile Cross	3
Spencers Wood South	2

The nomination paper needs to give the electoral number of each person subscribing it (your number will be provided in your pack).

- A person shall not subscribe more nomination papers than there are vacancies to be filled in the electoral area (see below)
 - e.g. If the ward has five councillors, a person may not subscribe more than five nomination papers
 - if they do, the sixth nomination paper received will be invalid.

We will need

- the candidate's full name, and, if desired,
- a description (no longer than 6 words)
 - If the candidate commonly uses a different surname or forename, they may include those.

- A description is not required, however should the candidate decide to carry a description then it would appear beside their name on the ballot paper and official notices.

You may only stand as a candidate in one parish ward

Home Address Form

- You must complete the Home Address Form
- If you require your home address not to be made public you may sign a statement to this effect and
 - State the relevant electoral area (parish ward) your home address is in
 - If your home address is outside the UK then you should state the country it is in
- The form must be attested
 - There are no restrictions on who can sign this form but it must be the same person who signs the Consent to Nomination form (see next section)

Consent to Nomination Form

- You will not be validly nominated unless your consent to nomination is given in writing on the form provided in the nomination pack
- The Consent to nomination must state that you are
 - Qualified (and not disqualified) from standing and
 - Include your birthday
- The form should be attested by **one** witness
 - The witness must
 - Sign the form
 - Give their full name
 - Be the same person who acts as attester on the home address form
- All **five** pages of the consent to nomination form (including the four pages of legislation detailing disqualifications from holding office) **must be returned** during the nomination period.

Certificate of Authorisation and Request for a Party Emblem

- If the candidate has been authorised by a political party to use a description in their nomination, they can also request that one of the party's official emblems is used on the ballot paper
 - That request must be made in writing by the close of nominations using either the forms provided in the nomination pack or paperwork provided by the political party

Making a Nomination Valid

- There are three forms that you must submit to make your nomination valid
 - Nomination Form
 - Home Address Form
 - Consent to Nomination form

These forms must be delivered by hand, and they must be originals

- It is a good idea to have your nomination paperwork informally checked by the elections office before you formally submit it
 - You can email scans/photos to electoralservices@wokingham.gov.uk from Monday 20th March
 - This can allow you to make corrections or complete new nomination forms if there are any mistakes

Withdrawal of Candidature

- A candidate may withdraw their candidature by notice of withdrawal, signed by them and witnessed by one other person
- This should be delivered by hand to the Returning Officer
- Withdrawal notice must be submitted by 16.00 on Tuesday 4th April
 - After this time it is not possible to withdraw from the election

Inspection of Nomination Papers

- Nomination papers can be inspected at the Returning Officer's office by any person during normal office hours (9.00 to 17.00 Monday to Friday) **after** the close of nominations **until** the day before polling day (i.e. Wednesday 3rd May)
- The Home Address Form can be inspected in the same timeframe **but** only the following may inspect it
 - Another validly nominated candidate standing in the same electoral area
 - The election agent*, proposer or seconder of that candidate
 - If the candidate is their own election agent*, they may nominate another person
 - No copies of the Home Address Form can be taken
 - *Election agents are not appointed at parish elections

What Happens After Close of Nominations

- At the close of the nomination process the Clerk will be advised of the outcome
 - Where the number of candidates for an electoral area (parish ward) is less than or equal to the number of seats to be filled those candidates are declared elected
 - The Clerk will be provided with a Notice of Uncontested Election
 - The council may need to co-opt to make up our full quota of councillors
 - Where there are more candidates than the number of seats to be filled, the election in that parish ward will proceed to a poll

Statement of Persons Nominated

The Returning Officer must publish a statement of persons nominated by 16.00 on Wednesday 5th April 2023

- This will appear on the WBC Elections website
- Copies will be emailed to the Clerk

Contested Elections and Polls

- The Notice of Poll will be published on Tuesday 25th April
 - Copies will be sent to the Clerk for publishing on the SPC website and noticeboards
- Polling will be from 7.00 to 22.00 on Thursday 4th May
- Candidates will need to be mindful of the rules governing election expenses and corrupt and illegal practices
- The count will take place on Friday 5th May at Loddon Valley Leisure Centre after the Borough counts in the morning
 - Timings to follow
 - Results will be available on the WBC website as soon as they are declared

Uncontested Elections

- The Returning Officer will issue a notice to the uncontested candidates to inform them of their election
 - This notice will remind the candidates about their duties with regards to the completion of a declaration and return of election expenses
- A notice will be issued to the Clerk to inform them of the outcome of uncontested elections
 - The Returning Officer will provide the Clerk with the full names and addresses of the new council
- **The present councillors all retire four days after the day of the election** (unless the fourth day is a bank holiday in which case it is the next working day)
 - **This will be the 9th May 2023**
 - The NEW council comes into office on that day
- A Declaration of Acceptance of Office should be signed each councillor and attested by the Clerk as the proper officer of the council
 - This will be before **or** at the first meeting of the council after their election
 - If this is not convenient the council may permit that form to be signed before or at a later meeting
- All members will need to register their interests within 28 days of their election
 - These forms will be collected by the Clerk and sent to the Monitoring Officer (Andrew Moulton)
 - The register of interests must be available for public inspection
- The Annual Meeting of the council should be held within 14 days of the council coming into office

Co-option

- The new council may co-opt whoever it pleases to fill a remaining vacancy
 - That person must be qualified to serve as a councillor
- It is good practice to make any vacancy as widely known as possible
- The parish council has 35 days (excluding dies non – any day on which no legal business can be done) to co-opt beginning with the day on which the election was to have been held
 - After that time WBC can exercise any of its discretionary powers under The Representation of the People Act 1983 (S39(4))

- E.g. WBC may make any appointment necessary for properly constituting the council
- The person being co-opted must receive an absolute majority vote of the councillors present and voting
 - The usual rules on voting apply

Proposal for the Adoption of an Annual Grant Award Policy

Introduction

The policy set out below has been considered and approved by:

Recreation & Amenities on 8th December 2022

Finance & General Purposes on 22nd December 2022

It is now submitted for formal adoption of the policy which would be overseen by Finance & General Purposes Committee

Background

In recent years Shinfield Parish Council (SPC) has delegated grant awarding to its Recreation & Amenities Committee (R&A). Applications for grants are received during the year and considered at the next meeting of R&A. Larger grant or loan requests are referred to the Finance & General Purposes Committee (F&GP)

Each application is considered on its own merits but there is a tendency to be more favourable to grants received earlier in the financial year than later in the year when the available budget is depleted.

The budget allocation for FY 2022/23 was £30,000 and the approved budget for FY 2023/24 will be £20,000.

Current Procedure

SPC does not currently have a formal grant awarding policy but the conditions for a grant are included in the application form. SPC currently works to the following principles for grant awarding (as stated on the council's website):

- SPC offers grants or loans to local community groups to allow them to continue to offer their services and support our locality.
- SPC offers a limited number of grants each year to organisations, clubs and charities which provide a service in the parish to its residents.
- Grants can be applied for at any time of the financial year.
- Applicants are encouraged to discuss their prospective application with the Clerk in advance
 - *N.B. In practice this is almost never taken up*
- Grants up to £5,000 are considered by the Recreation and Amenities Committee that meets monthly.
- Grants and loan applications between £5,000 to £10,000 are considered by the Finance and General Purposes Committee that meets every other month.
- For amounts over £10,000 the applicant must contact the Clerk who will in the first place arrange a meeting with a parish councillor to fully discuss the scheme prior to any application.
- All grant and loan applications must be made using the appropriate form.

- Applicants must read the criteria and conditions carefully and supply the relevant information requested.
- The outcome will be notified in writing.
- There may be occasions when any grant or loan may only be awarded if specific conditions are met.
- There is no appeal process if an application is turned down.

Summary of Recent Applications

FY	Applicants	Approved	Requested	Approved	Highest/ Lowest Award	Average
	No	No	£	£	£	£
2019/20	25	19	37,439	24,228	4,000/ 100	1,275
2020/21	15	14	18,445	15,579	3,200/ 200	1,110
2021/22	13	12	20,430	18,890	3,890/ 250	1,575
2022/23*	25	21	47,647	23,712	5,000/ 156	1,129

**Up to and including March 2023*

New Annual Application Process

The application process would operate as follows:

- January
 - Budgets (including sum available for Grant Awards) approved
- March
 - SPC launch an awareness campaign to make residents and relevant bodies aware of the schedule for grant application
 - The awareness campaign should always be looking to ensure that all relevant groups are aware of the scheme
 - This will help ensure that the awards reflect the needs and composition of the population
 - This may include details of any specific priorities that SPC may wish to set for the current cycle
 - Specific organisations that are felt may be best placed to assist with a chosen priority may be specifically targeted during the campaign and encouraged to submit a bid

- Clerk to arrange for all organisations who have received a grant or made an application in the previous three years to be contacted with details of the application process
- April
 - Campaign continues
 - Clerk is available to discuss potential applications with organisations
- May
 - Clerk sends final reminders to previous applicants and any specifically targeted organisations
 - Applications must be received by the Clerk by 31st May
- June
 - Clerk arranges a “Information Check Panel” to review each application to ensure it meets the application criteria
 - A specific Working Party Meeting is formally convened to assess each valid application and make awards
 - The Working Party will report back to the parent committee (F&GP) but will allow all members who may wish to be involved in the grant award process to take part
 - Successful applicants are advised of awards, any specific conditions of award and feedback reporting criteria
- January
 - Awards panel review feedback from successful applicants and where appropriate revise criteria for the next round of applications

Information Check Panel

The Information Check Panel convenes only to consider whether applications meet the requirements for the grant awards process. The panel does NOT decide on or comment on the merits of any application.

The panel will comprise:

- The Chair of F&GP or their nominated representatives
- The Clerk
- The Deputy Clerk
- The Finance Manager

The Awards Panel

The Awards Panel Working Party will be a specially convened meeting and treated as for any council committee in terms of publication of agenda etc. to ensure openness of the process. The only agenda item would be to assess valid applications and make total awards up to but not exceeding the approved budget provision for the Financial Year

Terms & Conditions of Grant Awards

- SPC awards grants¹, at its discretion, to
 - Charities
 - With preference given, in order, to
 - Local charities
 - National Charities with a significant parish presence
 - Other national charities
 - Volunteer organisations
 - Sports Clubs
 - Not for profit organisations
 - Social Enterprises
 - Religious organisations
 - Provided it is for a purpose which does not discriminate on grounds of belief
 - Other worthy causes (as determined by SPC)
 - This may include residents coming together purely for a specific cause (See below)
- Applicants must demonstrate
 - A clear need for financial support
 - Evidence of any other funds they have applied for including match funding
 - That the grant does not solely or largely support their normal ongoing operations
 - Preference will be for
 - Specific projects
 - Start up support for new charities
- Applicants must demonstrate (as fully as possible) that the requested grant will benefit the residents of the parish by one or more of the following:
 - Providing a service for all or specific groups of residents
 - Enhancing the quality of life of residents
 - Improving cultural, recreation or sports facilities
 - Improving the environment (by activities within the parish)
 - Promoting the parish in a positive way
- SPC will NOT award grants:
 - To private individuals
 - To commercial organisations
 - For a purpose for which there is a statutory duty upon other local or central government departments to fund or provide
 - Political parties
 - Any organisation which in the view of SPC has racist, extremist or other policies which SPC deems to be unacceptable
 - This would be assessed as part of the verification process
 - This list is not exclusive and may be added to at the council's discretion

¹ Such grants are authorised under S137 of the Local Government Act 1972

➤ Financial Criteria

- Individual grant awards will not exceed £5,000 in any award cycle
 - Any organisation wishing to request a grant of more than £5,000 must contact the Clerk and the consideration of any such large grant award is NOT covered by this policy²
- Grant payments will only be made to named organisations
 - Payments will not be made to individuals
 - Organisations must therefore have a bank account in their name
 - Where residents come together to make a grant application, they will, if successful, must create a bank account for the purpose
- Payment of Grant Awards will be via direct payment to the organisations bank account
- The applicant will be responsible for the administration and accounting of any grant awarded

➤ Other Criteria

- A successful award in any financial year does not guarantee that a grant would be made in any subsequent year
 - Any grant must only be used for the purpose(s) specified in the grant application
 - Any unspent portion of the grant should be returned to SPC no later than 12 months from the date of the awarding of the grant
 - Unless the F&GP committee approves at a regular meeting to allow the grant award to be carried over beyond the 12 month period.
 - The maximum extension will be 12 months (i.e. to no later than 24 months from the date of the award)
 - No further extension will be permitted
 - Grants will not be awarded retrospectively
 - Unless the award criteria specify the required reporting timeframe, successful applicants will be required to submit a feedback form in respect of their grant no later than 6 months after notification of the grant award
 - Should the activity continue beyond that period interim updates should be provided every six months
- In addition to grant payments SPC makes contribution payments, particularly for longstanding partnership arrangements which are not directly controlled or administered by the Council. These partnership arrangements are not subject to the application process outlined in this policy but are reviewed by SPC on an annual basis. Current partnership arrangements are for.
- Volunteer Car Service and
 - Spencers Wood Tea Club

² Any such request will initially be considered by Finance & General Purposes Committee and may require ratification by Full Council. There are no specific funds set aside for consideration of grants of over £5,000 and these are subject to available funding.

- There is no right of appeal for any application which:
 - Is deemed by the Information Check Panel not to have met the criteria for submission
 - It is the applicant's responsibility to ensure they submit a valid application and if they have any doubts or concerns to seek clarification from the Clerk no later than one week before the deadline for submission
 - Is not awarded a grant or is awarded a grant smaller than requested

Use of CIL funds to equip Manor Ground and provide cricket equipment

Introduction

The following items have been identified as required to equip the common area and to provide cricket equipment. These costs will be recovered from hirer(s) and the cricket club by including an element in their respective rental agreements.

Pavilion equipment

The tables and chairs chosen are expected to be similar to those used in the School Green Centre and take into account the expected needs of the potential hirers. The largest elements (CCTV and secure containers) are effectively to protect our assets.

Item	Cost	Comment
Dishwasher	£800	Some plumbing work may be required
Furniture Folding Tables and chairs	£2,000	From Alpha furniture, Gopak Premier folding tables 1220 X 61 X 698
Cutlery and crockery	£200	
Racking for storage cupboard	£1,000	Same as SWP
CCTV	£5,000	To be connected to SGC
Signage	£1,500	For the entrance and road signage
Fencing and containers for the equipment	£3,000	
Sub Total	£13,500	

Pavilion equipment

The equipment needs and costs have been established in discussion with Shinfield Cricket Club. By purchasing and retaining ownership of the equipment, the council will be able to ensure continuity should the cricket club fold for whatever reason

Item	Cost	Comment
Mobile cricket wicket covers X 1	£3,995	Quote provided by SCC
Fortress Mesh Cricket side screens X 2	£2,390	Quote provided by SCC
Premier electric Scoreboard	£4,800	Quote provided by SCC
Roller	£13,000	Quote provided by SCC
Sub total	£24,185	

The above two elements come to a total of £37,685

CIL Reserves

After allowing for provisional allocation of CIL reserves for Millworth Lane, School Green and allotments there is approximately £440k of reserves with £674k anticipated in respect of Stanbury House development.

Phase 2

The following items are included for information only at this stage and do NOT comprise any request for CIL funds at this stage. Net protection for neighbouring houses will only be required if there becomes an issue with damage or injury to residents and their properties

Item	Cost	Comment
Net protection for houses	£10,000	
Additional Lighting	£2,000	For security

Date Paid	Supplier / Payee	Payment (inc VAT)	Description
15/02/2023	M Sandringham (Staff)	285.30	Reimbursement Youth Club Expenditure
15/02/2023	Chargemaster Limited	83.36	Charging Council Van - January
16/02/2023	Fcc Recycling (UK) Ltd	403.20	Waste Disposal RE3 (25/1, 1/2,3/2 & 10/2)
16/02/2023	PPL PRS Ltd	568.29	Annual Music Licence 2023/2024
16/02/2023	Delta Air Conditioning	1,077.59	Service Air Conditioning System
16/02/2023	AES Control Systems	780.00	Inspection to Identify Cause of Heating Failures School Green Centre
16/02/2023	SSE Southern Electric	520.86	Millworth Lane Qtr 4
16/02/2024	SSE Southern Electric	3,661.51	Spencers Wood Pavilion - Qtr 3
16/02/2025	SSE Southern Electric	7,302.98	Qtr 3 School Green (South Building)
16/02/2023	Alexandra	68.28	Shirts & Fleece for New Staff Members
16/02/2023	Rialtas Business Solutions Ltd	1,352.76	Renewal Software Licences (15 months) - Allotments, Finance & Assets Inventory Modules
16/02/2023	Air It Limited	321.03	SGC Phones (1 mth)
16/02/2024	Air It Limited	1,026.00	One off Authentication Audit & AD Connect Upgrade
16/02/2025	Air It Limited	1,514.08	Ongoing Monthly Contract - Support & Licenses
16/02/2023	Kompan UK	460.29	Annual Check Playgrounds
16/02/2023	Silver Supply Limited	163.20	Security 21st January
16/02/2023	Select Environmental Services	1,946.51	Litter Bins (Wkly Collections), Waste Collection, Spencers Wood Pavilion & Millworth Lane.
16/02/2023	Kreatif Design Ltd	119.98	Web Hosting February
16/02/2023	Abrey Piano Relocation	120.00	Moving Piano Into School Green Centre
16/02/2023	Alphabet (GB) Ltd	468.85	February Van Rental
20/02/2023	Telefonika UK Ltd	221.98	4 X Office Mobile Phones (1 mth)
21/02/2023	HM Land Registry	3.00	Search Fee
22/02/2023	The Head Partnership	100.00	Deposit for Work Requested to Validate Legality of Revised Booking Terms & Conditions
22/02/2023	Employees	19,096.48	Net Pay February
28/02/2023	HM Land Registry	6.00	Land Searches
28/02/2023	Lloyds Bank plc	8.70	Fees and Charges January
01/03/2023	Trade UK	21.34	Payment Jan Balance
02/03/2023	Nest Pension Contributions	1,730.04	Er's & Ee's Pensions February
06/03/2023	Select Environmental Services	307.74	Waste Collections January SGC
06/03/2023	A & E Fire & Security	1,329.29	Regulatory Fire Safety Checks (SWP & SGC)
06/03/2023	A1 Locksmiths (Berkshire) Ltd	59.95	Padlock Allotments
06/03/2023	Thames Valley Signs (berkshire)	69.95	Signs SGC Fire Exit
06/03/2023	SPY Alarms	132.00	Call Out to Intruder Alarm
06/03/2023	Fcc Recycling (UK) Ltd	100.80	Green Waste 15/2/2023
06/03/2023	Josh Chamberlain Arborist	1,200.00	Clearing Back Footpath 13 - Hyde End Lane
06/03/2023	Air It Limited	63.87	Pre School (2 mths Phones)
06/03/2023	Lister Wilder	94.97	Mower Fuel & Weedkiller
06/03/2023	Office Depot International (UK)	556.91	Office Equipment & Stationery
		<u>47,347.09</u>	

Expenditure Previously Approved by Recreation & Amenities & Funding Approved by Finance & General Purposes

24/02/2023	HAGS-SMP Ltd	90,000.00	Spencers Wood MUGA - Payment 1
06/03/2023	HAGS - SMP Ltd	18,414.71	Spencers Wood MUGA - Payment 2
		<u>108,414.71</u>	

Total Payments for the Period 11th February to
8th March 2023

155,761.80

Date Paid	Supplier / Payee	Amount Paid (including VAT)	Description
01/02/2023	Shenzhen Keji Company	7.99	Ukraine Banner Flags
01/02/2023	Amazon EU	4.75	We Stand With Ukraine Flag
02/02/2023	Clear Check	68.50	DBS Check Staff
03/02/2023	Coop Shinfield	13.70	Refreshments Ukraine Event
07/02/2023	Adobe	51.98	Adobe Software
08/02/2023	Verify Online	13.20	Verfiy ID for DBS Check
14/02/2023	UK Safety Store	19.68	Aluminium Sign SGC
16/02/2023	Activewear Brands Ltd	22.59	Speedwatch Hi Viz Jackets
16/02/2023	ao.com	281.00	Fridge for SGC Kitchen
21/02/2023	Screwfix Ltd	16.19	Locks for Supplies Cupboard - Pavilion
21/02/2023	B&Q	15.84	Casters & Door Wedge
21/02/2023	Maher London Ltd	9.99	Door Wedge - School Green Centre
21/02/2023	ShenZhen Amazon	19.99	Cam Locks
21/02/2023	Shenzhensi Amazon	23.98	Caster Cups for Piano
	Total	<u>569.38</u>	

Please note, there are no Payments due to be made that are outside the Clerk's Financial Delegation