

To all members of Shinfield Parish Council

Notice is hereby given and you are summoned to attend a meeting of the Full Council on Wednesday 26th June 2024 at the School Green Centre commencing at 19:30



Bruce Winton, Parish Clerk
21st June 2024

Members: Cllrs Boyer, Clarke, Fernandes, Grimes, Hoyle, Jahromi, James, Johnson, Jones, Lias, Masseron, Matic, Montgomery, Peer and Tatla

Agenda

1. Public Questions

- 1.1 To **RECEIVE** and **CONSIDER** any 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 Annual Council Meeting and Full Council Meeting held on 22nd May 2024

- 3.1 To **APPROVE** the minutes of the Annual Council Meeting held on 22nd May 2024*. There were no matters arising
3.2 To **APPROVE** the minutes of the Full Council meeting held on 22nd May 2024* as a correct record of the meeting
3.3 To **RECEIVE** information on matters arising

4. Annual Accounts and Annual Governance and Accountability Return – Year ending 31 March 2024

- 4.1 To **NOTE** the Internal Audit Report *
4.2 To **APPROVE** the Financial Statement for year ended 31 March 2024*
4.3 To **APPROVE** Section 1 – Annual Governance Statement 2023/24*
4.4 To **APPROVE** Section 2 – Accounting Statements 2023/24*
4.5 To **NOTE** Notice of public access to AGAR*

5. Reports Borough Councillors

- 5.1 To **RECEIVE** reports from the Borough Councillors*
5.3 To raise any questions to WBC via the Borough Councillors

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

*** indicates papers to follow*

6. Reports from Committees and associated Working Parties

- 6.1 To **NOTE** the draft minutes of the Facilities Committee dated 5th June 2024* and update from the Chairman of the Committee including updates from:
 - Sports Working Party
 - School Green Working Party
- 6.2 To **NOTE** the draft minutes of the Arts, Culture and Events Committee dated 6th June 2024* and update from the Chairman of the Committee including updates from:
 - Events Working Party
- 6.3 To **NOTE** the draft minutes of the Planning & Highways Committee dated 12th June 2024* and update from the Chairman of the Committee including updates from:
 - Traffic Working Party
- 6.4 To **NOTE** the draft minutes of the Finance and General Purposes Committee dated 19th June 2024* and update from the Chairman of the Committee including updates from:
 - Corporate Governance Working Party
- 6.5 To **RECEIVE** and **CONSIDER** an update from the Engagement Working Party and **AGREE** the parent committee for this working party
- 6.6 To **RECEIVE** a verbal report from the Chairman
- 6.7 To **RECEIVE** reports from outside bodies

7. Terms of Reference of Committees

- 7.1 To **RECEIVE** and **CONSIDER** whether the Standing Orders should include the following:-
 - a requirement for nominations for Chair and Vice-Chair of Standing Committees to be received in advance of the relevant meeting
 - members of the Standing Committees should attend appropriate training relating to the committee on which they sit
- 7.2 To **RECEIVE** and **CONSIDER** the process for reviewing committee Terms of Reference
- 7.3 To **RECEIVE** and **APPROVE** the Terms of Reference for the following committees:-
 - Facilities Committee
 - Arts, Culture and Events Committee

8. School Green Centre

- 8.1 To **RECEIVE** and **CONSIDER** a verbal update from the Chairman on the installation of the screening facility in the Ryeish Green room at the School Green Centre

9. Education Matters

- 9.1 To **RECEIVE** and **CONSIDER** a verbal update from the Chairman

10. Correspondence

- 10.1 To **RECEIVE** and **NOTE** the appointment of Mr Andrew Oughton as trustee of the Edmund Godson Charity for a further three years*
- 10.2 To **RECEIVE** and **NOTE** the report from the Edmund Godson Charity*
- 10.3 To **RECEIVE** and **CONSIDER** a request from Wokingham Borough Council on Tackling Violence Against Women and Girls*

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

*** indicates papers to follow*

11. Invoices for Payment

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

12. Date of Next Meeting

- 12.1 The date of the next Full Council Meeting will be held on 24th July 2024

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

*** indicates papers to follow*

Minutes of Annual Council Meeting
held on Wednesday, 22nd May 2024
at the School Green Centre commencing at 19.30

Present: Cllrs Clarke, Fernandes, Grimes (Chairman), Jahromi, James, Johnson, Lias, Masseron, Matic, Montgomery, Peer and Tatla

Attending: BClrs Edmonds and Glover
B Winton (Clerk)
S Herring (Deputy Clerk)
3 members of the public

1 Election of Chair of Council

- 1.1 The following nominations were received for the position of Chair of the Council

Cllrs Boyer, Clarke, Jahromi, James, Lias, Montgomery, Peer and Tatla had nominated Cllr Grimes for the position of Chair of the Council.

- 1.2 Election of Chair of the Council for 2024/2025

Cllr Grimes was elected as Chair of the Parish Council for 2024/2025

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Unanimously

- 1.3 Cllr Grimes accepted the office of Chairman of the Council and duly signed an acceptance of office.

2 Election of Vice-Chair(s) for 2024/2025

- 2.1 Council Standing Orders 2f states that "... At the annual meeting of the Council the newly elected Chair of the Council shall indicate their rationale for 1 or 2 Vice-Chair(s) and their delineated roles, and the council shall decide by vote for that forthcoming year whether to appoint one or two Vice-Chairs. ...".

Cllr Grimes proposed that for 2024/25 there should be two Vice-Chairs with one having responsibility for chairing Finance and Staffing as in the previous year. The other Vice-Chair should have a remit to review the Council's Standing Orders, Financial regulations (in accordance with the new template produced by the National Association of Local Councils in May 2024) and also Transparency (following a recommendation from the internal auditor).

2.2 Election of Vice-Chairs of the Council for 2024/25

The following nominations were received for the positions of Vice-Chair

- Cllrs Boyer, Clarke, Grimes, Lias, Montgomery, Peer and Tatla nominated Cllrs James
- Cllrs Johnson and Matic nominated Cllr Masseron
- Cllr Tatla had nominated Councillor Peer

Cllr Peer did not wish to be considered for the position of Vice-Chair

Both Cllr James and Cllr Masseron were **nominated** and **seconded** in advance of the meeting; the following were elected on a show of hands.

- Cllr James was elected as Vice Chair of the Council for Finance and Staffing and
- Cllr Masseron was elected as Vice Chair for the Council for Corporate Governance

2.3 Cllrs James and Masseron accepted the office of Vice-Chairs of the Council and each duly signed an acceptance of office.

3 Apologies and declaration of members' interest

3.1 Apologies had been received from Cllrs Boyer and Hoyle and BCllrs Bell, Gray, Munro and Srinivasan

3.2 There were no declarations of members' interests

3.3 There were no changes to members' declaration of pecuniary interest

4 Minutes of the previous meeting

4.1 The minutes of the Annual Council Meeting held on 16th May 2023 were approved as a correct record and signed as such by the Chairman

Proposed: Cllr Lias
Seconded: Cllr Montgomery
Approved: Unanimously

5 Public Questions

5.1 There were no public questions relating to the Annual Council meeting.

6 Committee Appointments 2024/25

The Clerk reported that Cllr Tatla had advised that she would be curtailing her membership of the following committees and working parties:-

Facilities
Arts, Culture and Events (ACE)
Planning and Highways
Staffing
Finance and General Purposes
Catering working party
Community bus working party
School Green working party
Traffic working party

for the foreseeable future for health reasons.

As a result, ACE would need to select a new Chair at its meeting on 6th June.

(Post-meeting note to correct the above: Cllr Tatla would be remaining on the Staffing Committee)

No other members had indicated any desire to amend their presence on committees from those published as part of the papers.

(Post-meeting note to correct the table previously circulated that Cllr Peer was and still is a member of the Planning and Highways Committee)

Members were appointed to committees as follows:-

6.1 Facilities Committee

Cllrs Boyer, Clarke, Jahromi, James, Johnson, Masseron and Peer

6.2 Arts, Culture & Events Committee

Cllrs Jahromi, James, Jones, Matic, Montgomery and Peer

6.3 Planning and Highways Committee

Cllrs Boyer, Fernandes, Grimes, Hoyle, Jahromi, James, Lias, Masseron and Peer

6.4 Children and Young Adults Committee

Cllrs Fernandes, Grimes, Johnson, Matic, Montgomery and Tatla

6.5 Staffing Committee

Cllrs James, Masseron, Montgomery and Peer

(Post meeting note to add Cllr Masseron to the Staffing Committee)

6.6 Finance and General Purposes Committee

Cllr L James and Masseron as Vice Chairs, and Chairs of Committees

7 Meeting Schedule for 2024/25

- 7.1 Members accepted and noted the schedule of dates for the meetings for 2024/2025 as previously circulated.

8 Standing Orders and Terms of Reference

- 8.1 As Cllr Masseron had been elected as Vice-Chair with a remit to look at corporate governance, she was asked to conduct a review of the Standing Orders in the coming months and report through Finance & General Purposes with recommendations to Full Council.

- 8.2 It was **AGREED** to formally review the Standing Orders at each Annual Council Meeting from 2026 onwards.

Proposed: Cllr Montgomery
Seconded: Cllr Jahromi
Approved: Unanimously

- 8.3 It was **AGREED** that each committee formally reviews its Terms of Reference annually at the first meeting held after the Annual Council meeting. These would then be formally ratified at the following Full Council meeting.

Proposed: Cllr Tatla
Seconded: Cllr James
Approved: Unanimously

9 Appointments to outside bodies

- 9.1 The following appointments were made to outside bodies:

	2024/25
Fields NAG	Cllr Peer
AWE Liaison Committee	Cllr Montgomery
Berkshire Association of Local Councils (BALC)	Cllr Peer
Borough/Parish Liaison Forum	Cllr Peer and Cllr Grimes
Godson Charity	Andrew Oughton
Grazeley Village Hall Management Committee	Cllr Lias
Natural History Museum	Cllr Fernandes
Shinfield United Charities	Cllr Montgomery and Cllr Jahromi
Shinfield Volunteer Group	Ian Young to act as liaison between group and SPC
Youth Club	Cllr Montgomery
Spencers Wood Village Hall Committee	Cllr Grimes
Wokingham Veteran Tree Association	SPC vacancy and Elaine Butler

10 Subscriptions

- 10.1 Members **APPROVED** the schedule of discretionary subscriptions to be paid for 2024/25 as follows:

Description	£ (Ex VAT)
Association of Local Councils Of which Berkshire (estimated £1,500) National (estimated £1,100)	2,600
Berkshire Youth (Associate Membership)	50
National Allotment Society	60
Clerks & Councils Direct	80

Proposed: Cllr Jahromi
 Seconded: Cllr Clarke
 Approved: Unanimously

- 10.2 Members **NOTED** the schedule of licenses due for renewal for 2024/25

Description	£ (Ex VAT)
Television Licence – The Manor	159
Television Licence – School Green Centre	159
Television Licence – Spencers Wood Pavilion	159
PPL – PRS Music Licence	600
Information Commissioners Office	60

TV Licences and PPL-PRS would be required for High Copse Pavilion and Millworth Lane once they were operational.

Proposed: Cllr Jahromi
 Seconded: Cllr Peer
 Approved: Unanimously

11 Risk Register

- 11.1 As had been agreed at the Annual Council meeting in 2023 the Corporate Risk Register would be formally reviewed at each Annual Council Meeting. Finance & General Purposes has the Risk Register as a standing item at each of their meetings and any significant changes would be reported to Full Council. This item, however, ensures that each member of the council has an opportunity to formally review the contents of the register.

Members reviewed and **APPROVED** the Council Risk Register that had previously been circulated.

Proposed: Cllr Montgomery
 Seconded: Cllr Fernandes
 Approved: Unanimously

- 11.2 It was agreed that any changes to the document are identified in the version submitted to this meeting each year.

12 Date of the next meeting

- 12.1 The next meeting of the Annual Council Meeting will be held on 27th May 2025

The meeting closed at 07:55

DRAFT

Minutes of a meeting of Full Council
Held on Wednesday, 22nd May 2024
At School Green Centre commencing at 19:30

Present: Cllrs Clarke, Fernandes, Grimes (Chairman), Jahromi, James, Johnson, Lias, Masseron, Matic, Montgomery, Peer and Tatla

Attending: BCllrs Bell*, Edmonds and Glover
B Winton (Clerk)
S Herring (Deputy Clerk)
1 member of the public
2 representatives from the University of Reading (UoR)

24/49

Public Questions

49.1 There were no public questions.

Agenda item 10.1 was discussed at this point in the meeting to allow the representatives of the UoR the option to leave the meeting after the discussion

49.2 **Renaming of the Ridge SANG**

Representatives of the UoR explained that temporary names had been allocated to the 'SANGS' when they were set up, with the intention of officially naming them at a later date. A public consultation was currently taking place for suggestions for a name and the UoR wished to include Shinfield Parish Council's (SPC) view. Of the options presented members felt that 'The Ridge' would be the most appropriate name as this had become the default. The final decision would be made by the end of May following the consultation with an official opening on 6th July, National Meadows day.

Signage and possible benches were being considered by the UoR for 'The Ridge SANG'.

49.3 **SPC and UoR collaborative working**

In order to progress initiatives, the UoR requested that they have regular meetings with SPC every 2/3 months. This was welcomed with the suggestion of a Saturday morning meeting at the School Green Centre, with joint chairmanship.

ACTION – UoR to set a date and Terms of Reference for the group

20:19 *BCllr Bell joined the meeting
Two representatives of the UoR left the meeting

24/50 Apologies and declarations of Members' Interest

- 50.1 Apologies had been received from Cllrs Boyer and Hoyle, and BClIr Gray, Munro and Srinivasan
- 50.2 There were no declarations of interest
- 50.3 There were no changes to members' declarations of pecuniary interests

24/51 Minutes of the Meeting held on 24th April 2024

- 51.1 The minutes of the Meeting held on 24th April 2024 were approved and signed by the Chairman as a correct record

Proposed: Cllr Montgomery
Seconded: Cllr Jahromi
Approved: Unanimously

- 51.2 **The following matters arising were discussed:**

24/37.1 Shinfield Parish Council social media policy to be updated

The Clerk had been investigating guidelines for social media policies and reported that the Local Government Association published a series of guides on the use of social media both in general terms and on specific platforms including Facebook, Twitter/X and Instagram. This policy would form part of the corporate governance work over the next few months.

ACTION – Cllr Masseron and the Clerk to draft a social media policy for consideration by Full Council

24/37.1 Clerk to include the letter sent to Oakbank in the minutes of this meeting

This had been attached as an appendix to the minutes of the Full Council meeting held on 24th April 2024.

24/39.2

24/26.2 Clerk to follow up arranging a visit to Oakbank School

24/3.2

The Clerk advised that the school had not responded to multiple requests for a date for a visit. He will continue to follow up.

Cllr Tatla reported that she had still not been able to attend a meeting with the Headteacher, Governance Chair and Anthem Trust due to Oakbank cancelling several meetings.

ACTION – Clerk to follow up arranging a visit to Oakbank School

- 24/26.2 Clerk to set up a meeting for the community amenities working party
24/3.2

The Clerk will arrange this once he has been able to have a meeting regarding possible options for a community bus.

ACTION – Clerk to set up a meeting for the community amenities working party once he had further information on options for a community bus

- 24/28.4 Clerk to publish in the SPC Newsletter encouragement for pupils entitled to statutory travel to apply as soon as possible

This had been done.

- 24/28.4 Clerk to include information and guidance to parents regarding bus places in the SPC newsletter

This had been done.

- 24/32.1 Clerk to report back once further information on financially viable opportunities for micro-generation had been established

This would be ongoing until the work had been carried out.

- 24/41.5** Clerk to continue to investigate a suitable provider for a training course for councillors and officers on engagement

The Clerk was struggling to identify a suitable engagement provider but would continue to follow up.

Cllr Peer was due to attend a course offered by Hampshire Association of Local Councils (HALC) on 'Communicating with your Community' in July and would report back to members.

- 24/41.7** Cllr Fernandes to contact members and Oakbank School to gather ideas for the Natural History Museum (NHM) project

Cllr Fernandes would follow this up at an appropriate time.

ACTION – Cllr Fernandes to contact members of Oakbank School to gather ideas for the NHM project

- 24/41.7** Cllr Fernandes to provide a written report for circulation with the agenda papers for the meeting in May

Cllr Fernandes reported that there had been no further meetings.

- 24/42.1** Clerk to add Annual Grants to the agenda for the meeting in May

This as on the agenda – see minute 54.1

- 24/44.3** Clerk to discuss with Karl, Shinfield Rangers Football Club and the Football Association regarding the Football Association Grant

Cllr Johnson and the Clerk would follow this up with the Football Association in due course.

ACTION – Cllr Johnson and the Clerk to follow up the situation with the grant with the Football Association

- 24/47.1** Clerk to circulate a staffing report to members

The Clerk requested clarification on the requirements of members. It was agreed that this would be a short report on any changes to staffing within the Council offices.

ACTION – Cllr James to write a short report for Full Council on changes to staffing Reports from Borough Councillors

24/52

- 52.1 Members **NOTED** the written reports from BCllrs Bell, Glover and Munro

- 52.2 The following matters were raised

Hyde End Lane Football pitches

Cllr Clarke reported that a drainage tank had been installed, however, there was a build up of silt in the ditches that needed clearing by the UoR.

Spencers Wood Primary School

BCllr Glover reported that planning was going ahead for a new school as per the agreement with Taylor Wimpey, however, it was unclear at this stage as to whether it would be a one or two form entry.

Overgrown vegetation

Problems were reported specifically with the length of grass on the roundabout on Church Lane that was creating site line issues for drivers and becoming quite dangerous, and the vegetation obscuring a chevron sign on Hyde End Road. BCllr Glover advised that these issues should be reported on the Wokingham Borough Council (WBC) website. Although SPC had already reported these issues, the Clerk would submit another request.

Cllr Clarke reported that the owner of the garage in Spencers Wood was interested in sponsoring the roundabout on Church Lane and this may help by having a more enhanced maintenance programme. Cllr Clarke felt that the cost of sponsoring a roundabout was far too high and was discouraging businesses from being attracted to this form of advertising.

ACTION – Clerk to report the overgrown vegetation issues on Church Lane roundabout and the chevron on Hyde End Lane to WBC

Anti-social behaviour (ASB) and domestic abuse

BCllr Bell reported that she had been dealing with two referrals of vulnerable residents and felt it was important that the council was aware of the situation within the parish.

ACTION – Clerk to publish reporting mechanisms on the SPC website to enable residents easy access to agencies that can assist with any problems

24/53

Reports from Committees and associated working Parties

53.1 **Minutes of the Facilities Committee 1st May 2024**

Members **NOTED** the minutes of Facilities Committee

Sports Working Party

Cllr Clarke reported that progress had been made over the last eighteen months on redeveloping Millworth Lane and plans were now ready to be submitted for approval. Plans would be discussed with the residents in Millworth Lane.

We were still awaiting formal approval to remove the tree obstructing installation of the toilets for the Tennis Club. Once the tree had been felled there was a six week period for installation of the toilets.

High Copse Pavilion had created much work in making decisions on the installation of PV panels to reduce the electricity drain on the grid. Four electric charging points would be installed.

School Green Working Party

An Oak Tree had been planted on the School Green to replace the previous tree that had died.

Planning permission had now been received for the screens on the north side of School Green and the contractor would now be confirmed.

53.2 **Minutes of the Arts, Culture and Events Committee 5th May 2024**

Cllr Tatla reported that work was progressing with the Art Exhibition and Public Art projects. The Clerk was applying for a premises licence for the School Green Centre.

Cllrs Jahromi and Matic would be looking at the process of selecting films for the screening facility and Cllr Tatla reported that a relevant department within the UoR were keen to work with SPC.

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

Events Working Party

As reported above.

53.3 Minutes of the Children and Young Adults Committee 7th May 2024

Oakbank School

The letter to the Department for Education (DfE) and response had been attached to the minutes of the previous Full Council meeting minutes. The Clerk would be responding to the DfE, on behalf of SPC, to express their ongoing concerns. SPC remain keen to support the school in any possible way.

'User Friendly' agendas

Examples of 'User friendly' agendas had been circulated with the papers and were designed to make council meetings look interesting and easier to understand for the general public. These would be published in School Green Centre café and on the parish notice boards alongside the formal agendas.

Youth Council

It was hoped to develop a Youth Council to attract a young membership with interest in the community.

53.4 Minutes of the Planning & Highways Committee 8th May 2024

Cllr Peer reported that West Berkshire Council had been invited to a meeting to explain how the Designated Emergency Planning Zone (DEPZ) worked in relation to local planning applications. This would assist the committee in responding to planning application submitted within the zone. A date had not yet been confirmed.

The footpath on Hyde End Lane had now been completed and a formal opening would take place on Saturday, 25th May at 11:00.

Members **NOTED** the minutes of the Planning and Highways Committee meeting

Traffic Working Party

Cllr James reported that SPC were still waiting for a response from WBC on the requested actions.

Shinfield Parish Neighbourhood Plan (SPNP) Project Group

The next meeting was Thursday 23rd May to proceed with the initial review of the SPNP.

53.5 Engagement Working Party

Nothing further to report.

53.6 **Chairman's Report**

Cllr Grimes reported that he had

- Emailed all the newly elected Borough Councillors and those departing
 - Attended the RIBA Regional Award Ceremony. The School Green Centre (SGC) received two awards:
 - Client of the year
 - AOC for design work
- SGC would now be inspected for a national award

53.7 **Reports from Outside Bodies**

Natural History Museum

Cllr Fernandes reported there had not been another meeting since his last report.

AWE Liaison Committee

Cllr Montgomery had submitted a written report that had been circulated with the agenda and papers.

Spencers Wood Village Hall

Cllr Grimes reported that the hall was continuing to be well governed and effective.

24/54

Annual Grants

- 54.1 The Clerk reported that Cllr Hoyle's comments had been included in the latest version that had been circulated with the agenda.

Members **AGREED** with the updated version and the Clerk would circulate the information to interested parties and extend the submission date to the end of July to allow time for the information to be submitted. Finance and General Purposes Committee would consider the grant applications received at their meeting on 21st August 2024.

Proposed: Cllr Jahromi
Seconded: Cllr Tatla
Approved: Unanimously

ACTION – Clerk to send the Grant Application forms to interested parties

24/55

School Green Centre

- 55.1 Screening Facility

The contract was due to be signed on 24th May 2024. The equipment should be installed by early September with 'test' events taking place during September. A formal opening event would be planned.

55.2 Café

Crumbs Café commenced trading on 4th May and had a well attended opening. Since opening they were busy with the Shinfield 10K and there had been a steady footfall throughout the following weeks. The lease would be brought to the June Full Council meeting.

24/56 Education Matters

- 56.1 As previously reported, SPC were continuing to offer support to Oakbank School and had circulated correspondence between the council and DfE with the minutes of the previous Full Council meeting.

24/57 “User Friendly” Agendas

- 57.1 The subject of making agendas more “user-friendly” had been considered by the Children & Young Adults committee and some sample approaches had been included in the papers. It was agreed to make use of this approach.

24/58 Correspondence

- 58.1 This item was discussed under ‘Public Questions’ (*see minute 49.3*)
- 58.2 This item was discussed under ‘Public Questions’ (*see minute 49.3*)

24/59 Invoices for Payment

59.1 Payments made within the Clerk’s financial delegation

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

Payments made on Barclaycard within the Clerk’s financial delegation

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

59.2 Payments outside the Clerk’s financial delegation

There were no payments made outside the Clerk’s financial delegation

24/60 Date of Next Meeting

- 60.1 The date of the next meeting was Wednesday, 26th June 2024

Meeting ended at 21:35

List of Actions

24/49.3	UoR to set a date and Terms of Reference for the group on collaborative working	UoR
24/51.2 24/37.1	Cllr Masseron and the clerk to draft a social media policy for consideration by Full Council	Cllr Masseron and Clerk
24/51.2 24/39.2	Clerk to follow up arranging a visit to Oakbank School	Clerk
24/51.2 24/3.2	Clerk to set up a meeting for the community amenities working party once he had further information on options for a community bus	Clerk
24/51.2 24/41.7	Cllr Fernandes to contact members of Oakbank School to gather ideas for the NHM project	Cllr Fernandes
24/51.2 24/44.3	Cllr Johnson and the Clerk to follow up the situation with the grant with the Football Association	Cllr Johnson and Clerk
24/51.2 24/47.1	Cllr James to write a short report for Full Council on changes to staffing	Cllr James
24/52.2	Clerk to report the overgrown vegetation issue on Church Lane roundabout and the chevron on Hyde end Lane to WBC	Clerk
24/52.2	Clerk to publish reporting mechanisms on the SPC website to enable residents easy access to agencies that can assist with any problems	Clerk
24/54.1	Clerk to send the Grant application forms to interested parties	Clerk

Claire Connell MA, ACA, CTA

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

29th May 2024

Ladies and Gentlemen

Internal Audit report for the year ended 31st March 2024 - final review

I have now completed my review of the financial systems and internal controls for the year ended 31st March 2024. My audit has been carried out with reference to "Governance and Accountability for Local Councils: A Practitioners' Guide".

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

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

Exercise of Public Rights

As reported in my interim report, the Council did not publish the notice for the period of exercise of public rights in advance of the commencement of that period as required by the relevant legislation. I am therefore unable to state that assertion M has been met. This is clearly a one-off administrative error and I do not believe that it is indicative of problems at the Council.

Signing of the audit report

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

Yours faithfully



Claire Connell

Appendix 1: Summary of internal audit work covered in 2023-24

<u>Annual Return Section</u>	<u>Objective met?</u>	<u>Comments</u>
A. Appropriate accounting records have been properly kept throughout the financial year.	Yes	Rialtas software (which is designed for local councils) is used for the accounting records and is kept up to date. This has an integrated sales and purchase ledger together with allotment and fixed asset modules.
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes	Testing and review of systems shows that expenditure is properly incurred, payments approved and VAT appropriately accounted for.
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes	Minutes, Standing Orders, Financial Regulations, the Risk Register and insurance cover were all reviewed and it is clear that risks are now appropriately assessed and reviewed, with regular updates to the Risk Register provided to the F&GP committee. <u>A new template for Financial Regulations has recently been produced by NALC and I recommend that the Shinfield Parish Council Financial Regulations be reviewed in the light of the new template during 2024-25.</u>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes	Budgeting and reporting are carried out in a thorough and robust manner.
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes	No significant issues were found during the testing and review of income systems. One error arose regarding the charging of VAT on a new income stream. This has now been corrected.
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes	Petty cash transactions are low in number and value.
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes	Payroll is operated in-house and no problems were identified during the testing of payroll.
H. Asset and investments registers were complete and accurate and properly maintained.	Yes	The fixed assets register is maintained in the Rialtas package and was updated for changes in the year.

I. Periodic and year-end bank account reconciliations were properly carried out.	Yes	Monthly reconciliations are performed and reviewed by a Councillor on a quarterly basis. This is reported to the F&GP committee. The year end reconciliations were checked to bank statements.
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes	These assertions have been met. The accounting statements are prepared on an income and expenditure basis and debtors and creditors are properly recorded.
K If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt.	N/A	Not covered – the Council had a limited assurance review of its 2022/23 AGAR
L. The authority published the required information on a free to access website up to date at the time of the internal audit in accordance with the relevant legislation	Yes	The AGARs for the previous five years are available on the Council website as required by the Audit & Accounts and Audit Regulations 2015. <u>The Council endeavours to comply with the Transparency Code but I recommend that a review of its transparency disclosures be undertaken so that the information is more easily identifiable on the website.</u>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (<i>evidenced by the notice published on the website and/or authority approved minutes confirming the dates set</i>).	No	The exercise was carried out for the correct length of time. Unfortunately, the documents were published on the website on the first day of the period which is not permitted by the Accounts and Audit Regulations and thus the Council has not correctly provided for the period for the exercise of public rights. This is a one-off administrative error and not indicative of wider problems.
N The authority has complied with the publication requirements for 2022-23 AGAR (see AGAR Page 1 Guidance Notes).	Yes	Yes, the relevant documents were published at the correct time
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	N/A	Not applicable - Shinfield Parish Council is not a trustee of any trust funds

Annual Internal Audit Report 2023/24

EN Shinfield Parish Council

<https://shinfieldparish.gov.uk/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).		✓	
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

05/02/2024 07/02/2024 14/05/2024

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR
Claire Connell

Signature of person who carried out the internal audit

Claire Connell

Date

29/05/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Claire Connell MA, ACA, CTA

Chartered Accountant and Chartered Tax Adviser

86 Silverdale Road

Earley

Reading RG6 7LT

Tel: 0118 966 9706

Email: accounts@claireconnell.co.uk

Shinfield Parish Council

Supporting information for assertion M on the Internal Audit Report for the year ended 31st March 2024

M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations

I have stated that internal control objective M has not been met on the internal audit report for the following reason:

In the summer of 2023, the notice for the exercise of public rights was published on the first day of the period and not prior to the commencement of the period as required by legislation.

This was a one-off administrative error and proper provision for a period of exercise of public rights will be made in 2024.



Claire Connell

Date: 29th May 2024



Financial Statement (unaudited)
for the
Year Ended 31st March 2024

1. **Accounting Policies**

The Council's accounts are prepared in accordance with the guidance for local councils as set out in the Practitioners Guide to Governance and Accountability, which is regarded as proper accounting practice for these purposes.

These financial statements (from which the statutory accounts are prepared) are therefore prepared on the accruals basis but do not include the value of fixed assets or indebtedness in respect of loans to purchase those assets.

2. **Parish Council Administration Income.**

The Council invested a further £0.5million in National Savings Income Bonds and managed cash balances in Lloyds to take advantage of more beneficial interest rates.

In March the Council invested £103k in a CCLA Deposit Account. The 5 year financial plan includes future annual contributions to this fund which are bolstered further by the interest accrued.

Description	2022/2023 £	2023/2024 £
Interest - National Savings Income Bonds	7,573	33,570
Interest - Lloyds Bank	379	3,382
Interest - CCLA Deposit		59
Total Interest	7,952	37,012
Administration Charges	420	
Total Parish Administration Income	8,372	37,012

3. **Pension Scheme Contributions**

During the year, the council's eligible staff were members of the NEST scheme. The employer pension contributions amounted to £12,400 in 2023/024 an increase of £2,300 over the previous year. These costs are accounted for with staff costs.

4. **Grants**

The Council awarded grants in the year under its legislative powers. The grant scheme provides financial support to enable other organisations to provide services to residents of the Parish. Three of the larger grants were given to Oakbank School, St Mary's Community Hall and the Shinfield Players Theatre and these were funded out of developer contributions (CIL).

Beneficiary	2022/2023	2023/2024
	£	£
Community Based Voluntary Groups	11,015	6,200
Community Events	500	
Local Sports Clubs	1,500	
Local School Projects	9,332	12,210
St Mary's Community Hall		7,902
Community Transport Schemes	1,865	7,058
Shinfield Players Theatre Group		20,000
	<u>24,212</u>	<u>53,370</u>

5. **Additions to Fixed Assets in the year**

The Council signed a 50-year lease on the Manor Ground Pavilion and Sports pitches in May 2023. The facility was built by the University of Reading to meet demand for additional sports facilities directly resulting from the large-scale development in the parish, on land previously owned by the University. The Council paid for essential equipment on site.

Orchard Rise allotment site was provided by Taylor Wimpey under a planning obligation. They transferred ownership to the Parish Council in June 2023. Most of the expenditure on improving the site has been funded from developer contributions.

Additions to Assets in the Year	2023/2024	2022/2023
	£	£
Manor Pavilion & Sports Ground - New Lease	1	
Orchard Rise Allotment Site - New Bus Shelter & Safety Bollards	1	
Outdoor Picnic Furniture - Deardon Way	26,994	11,268
MUGA - Spencers Wood	4,240	
Manor Ground - Cricket Equipment	16,537	116,730
Security Measures - CCTV	25,371	
Furniture & Equipment School Green	5,668	
Water Troughs - Allotment Sites	3,032	25,345
Allotment Sites - Gates & Fencing & Shed	30,915	
	<u>17,229</u>	
	<u>129,988</u>	<u>153,343</u>

6. Fixed Assets

Land & Buildings

	£
School Green Centre	3,282,410
School Green Centre Land Owned	163,000
School Green Centre Land Leased	1
Shed & Base School Green Centre	5,044
Ryeish Pavilion	241,060
Spencers Wood Pavilion	708,392
Manor Pavilion & Sports Ground	1
Total Land & Buildings	4,399,908

Community Land & Assets

Recreation Land	5
Allotments	48,152
War Memorial	1
Total Community Assets	48,158

Other Operational Assets

Playgrounds	345,818
Street Furniture	148,506
Bus Shelters	30,945
Furniture & Equipment	208,343
Gates and Fences	19,957
IT Equipment & Systems	48,482
Civic Regalia	600
Total Other Operational Assets	802,651

Total Assets **5,250,717**

7. Earmarked Reserves

At the beginning of the financial year, the Council held earmarked reserves of £1.7million. During the year the council spent £390k on several projects including School Green Centre (£184k), Capital Grants (£36k) and improving Allotments (£35k).

A further £176k of developer contributions was received in the year and a revenue contribution of £30k made to the Repairs Fund and invested in the CCLA Deposit Fund.

	<u>Mar-23</u>	<u>Released</u>	<u>Added</u>	<u>Mar-24</u>
Website				
- set aside for technical support or a major upgrade	10,000			10,000
Repair Fund				
- set aside to meet major repairs and refurbishments	72,966		30,093	103,059
Elections				
- for any future contested election	8,000			8,000

Highways improvement	32,000	-32,000		0
Youth Initiatives				
- for Awareness campaigns and Events for Local Youths and Young Adults	11,000	-910		10,090
General Planning Issues				
- for any potential planning appeals	23,500		1,568	25,068
Allotments Reserve				
- given by University of Reading for an Extension to Deardon Way if demand exceeds supply	85,572	-15,572		70,000
Community Infrastructure Levy				
- Developer Contributions	1,467,876	-341,812	176,217	1,302,281
	1,710,914	-390,294	207,878	1,528,499

Shinfield Parish Council
Year ended 31 March 2024
Detailed Movement in Reserves

Item 4.2a

	<u>31/03/23</u>	<u>Year I&E</u>	<u>Released</u>	<u>Transfers</u>	<u>Added</u>	<u>31/03/24</u>	
A/C <u>Earmarked Reserves</u>							
311 New Website	10,000					10,000	Set aside for technical support for future upgrades
320 Repairs & Renewals	72,966				30,093	103,059	Future maintenance reserve, increasing over the next 10 years in the long term financial plan bolstered by interest received from CCLA Deposit Fund
325 Contested Elections	8,000					8,000	Set aside for one contested Parish Election
326 Highways Improvement	32,000		-30,432	-1,568		0	Amount owed to Reading University paid in year and balance transferred to General Planning Issues Reserve (F & GP 17/4/2024)
335 Youth Initiatives	11,000		-910			10,090	Set aside for Awareness Campaigns and Events for Local Youths and Adults - particularly in deprived areas
336 General Planning Issues	23,500			1,568		25,068	For Future (unknown)Planning Appeals
337 Allotments Reserve	85,572		-15,572			70,000	Contribution from University to extend Deardon Way allotment site if demand requires
	243,038	0	-46,914	0	30,093	226,217	
331 <u>Community Infrastructure Levy</u>							
Unallocated B/fwd	521,506			-605,579	176,217	92,144	
Earmarked						0	
School Green Centre	100,000		-184,865	84,865		0	All major contracts works completed and snagging
School Green Improvements			-20,133	75,000		54,867	Ongoing project final phase in 2024/2025
MUGA & Gym Equipment	15,270		-16,855	1,585		-0	Final Contract Payment & Brick Work in 2023/2024
Millworth Lane Recreation Ground Refurbishment	500,000		-6,730	420,000		913,270	Initial Costs in 2023/24 - Surveyor and Plans only
Manor Cricket Ground	55,100		-34,742	-20,358		0	Equipment purchased in year under budget
Allotment Improvements	26,000		-35,172	9,172		-0	Outstanding works completed in 24/25
Transport Strategy							Expenditure in 23/24 Grant for Cycle Sheds - balance available for delivering projects identified by Transport Working Party
	250,000		-8,000			242,000	Allocated to capital grants (St Marys Community Hall & Shinfield Players)
Capital Grants	0		-27,902	27,902		0	Unplanned Security Measures at SW Pavilion
Spencers Wood Pavilion	0		-7,413	7,413		0	Regulation 121B Monitoring Report
	1,467,876	0	-341,812	0	176,217	1,302,281	
TOTAL EARMARKED RESERVES AT 31st MARCH	1,710,914	0	-388,725	0	206,310	1,528,499	
310 <u>General Fund</u>	187,954	0	388,725	0	-206,310		
Income		1,007,902					
Expenditure		-1,103,330					
	187,954	-95,428	388,725	0	-206,310	274,941	Agrees to General Fund Reserve
	1,898,868	-95,428	0	0	0	1,803,440	Line 7 Annual Return
Net addition to Earmarked Reserves					-182,415		Agrees to income and expenditure account

Shinfield Parish Council
Year ended 31 March 2024
Statement of Fixed Assets

	<u>31/03/23</u>	<u>Repaid or deleted</u>	<u>Additions</u>	<u>31/03/24</u>	
<u>Land & Buildings</u>					
School Green Centre	3,282,410			3,282,410	
School Green Centre Land Owned	163,000			163,000	
School Green Centre Land Leased	1			1	
Shed & Base School Green Centre	5,044			5,044	
Ryeish Pavilion	241,060			241,060	
Spencers Wood Pavilion	708,392			708,392	
The Manor Pavilion & Sports Ground	0			1	Note 1
	4,399,907	0	1	4,399,908	
<u>Community Land & Assets</u>					
Recreation Land	5			5	
Allotments	7		48,145	48,152	Note 2
War Memorial	1			1	
	13	0	48,145	48,158	
<u>Other Operational Assets</u>					
Playgrounds	329,281		16,537	345,818	Note 3
Street Furniture	128,591		19,915	148,506	Note 4
Bus Shelters	23,867	(1)	7,079	30,945	Note 5
Furniture & Equipment	171,936		36,407	208,343	Note 6
Gates and Fences	19,957			19,957	
IT Equipment & Systems	46,578		1,904	48,482	Note 7
Civic Regalia	600			600	
	720,810	(1)	81,842	802,651	
<u>Long term assets</u>					
	5,120,730	(1)	129,988	5,250,717	

Note 1 Manor Sports Ground - new facility provided by University of Reading - 50 year lease dated 3rd October 2023

*Note 2 A range of works were carried out to save water (troughs) and make sites secure (fencing & gates).
A new allotment site, Orchard Rise, was transferred by Taylor Wimpey on 8th August 2023 to ownership of the Council.*

Note 3 Final works to the MUGA including an access path were completed in the year.

Note 4 New bollards on school green to make the space safe and secure

Note 5 New Bus Shelter at School Green

Note 6 Cricket Club Equipment (£25.4k), CCTV systems (£5.7k), Picnic Furniture at Deardon (£4.2k), Timeline Artwork (£1.1)

Note 7 Purchase of Promithean Screen for School Green Centre

Shinfield Parish Council
Year Ended 31st March 2024
Reconciliation Balance Sheet - Net Assets to Reserves

Financial Year	<u>2024</u>	<u>2023</u>	Notes
	£	£	
<u>DEBTORS</u>			
Facilities Hire	13,157	8,716	Invoices raised for regular and adhoc hirers for future bookings and outstanding at 31st March.
Debtors	12,116	7,801	Interest due (£3.7k) and other rechargeable expenditure
VAT Claimed	3,446	2,135	Reimbursement of Vat Claimed for March 2024
Prepayments	12,799	12,858	Insurance and HR & HS Services (part year)
	<u>41,518</u>	<u>31,510</u>	
<u>BANK AND CASH BALANCES</u>			
Lloyds Bank Current Account	53,530	1,208,254	Reduced balance to meet current commitments only.
Lloyds Bank Instant Access	648,177	200,395	Maintain higher balances to gain interest
National Savings Bank	1,000,000	500,000	Increased balance to gain interest
CCLA Public Sector Deposit	103,000		New Investment - annual contributions and interest to be transferred to future repairs fund and reinvested
Petty Cash	147	42	
	<u>1,804,854</u>	<u>1,908,691</u>	
<u>CREDITORS</u>			
Unpaid Invoices	8,835	5,721	Balance owed on credit cards for March and income raised in advance.
Other Creditors	9,497	8,083	Utilities waiting invoices at 31st March
Accruals	13,415	19,048	Employer and Employee Contributions to be paid in April for March - HMRC - PAYE & NI (£6.2k), NEST (£1.9k)
Payroll Holding Account	8,207	5,663	
Waste Bag Sales Receipts	0	45	
Deposits Held	2,978	2,773	Damage, Key and Holding Deposits
	<u>42,932</u>	<u>41,333</u>	
<u>NET ASSETS</u>	<u>1,803,440</u>	<u>1,898,868</u>	
<u>RESERVES AND BALANCES</u>			
General Fund	274,941	187,954	Note 1 One off savings in year transferred to General Fund after review and assessment of future commitments(42% of precept)
Earmarked Reserves	1,528,499	1,710,914	Note 2 Committed to ongoing projects (CIL) and aligned to future plans.
	<u>1,803,440</u>	<u>1,898,868</u>	
Note 1	86,987		The increase in year will help cushion any unexpected costs arising out of new facilities
Note 2	1,302,282		Community Infrastructure Levy (time limited)
	103,059		Reserve for Future Programmed Refurbishments
	70,000		Allotments Reserve - Potential for Deardon Extension
	53,158		Other Earmarked Reserves
Total Earmarked Reserves	<u>1,528,499</u>		

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENShinfield Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

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

26/06/2024

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

ENShinfield Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,866,231	1,898,868	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	552,370	599,570	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	303,473	408,332	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	257,101	327,364	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	566,105	775,966	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,898,868	1,803,440	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,908,690	1,804,854	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	5,120,730	5,250,717	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

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

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

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

HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and
- 2) Publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
 - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
 - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Monday 3 June – Friday 12 July 2024. (The latest possible dates that comply with the statutory requirements are Monday 1 July –Friday 9 August 2024); and
 - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Shinfield Parish Council

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

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

NOTICE	NOTES
1. Date of announcement 28th June 2024 (a) 2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to: (b) _____ _____ _____ commencing on (c) Monday 1st July 2024 _____ and ending on (d) Friday 9th August 2024 _____ 3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only. 4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com) 5. This announcement is made by (e) Bruce G Winton – Responsible Finance Officer	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below (d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July. (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

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LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

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

The basic position

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

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

The right to inspect the accounting records

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

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the ‘period for the exercise of public rights’, during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities’ accounting records are available to inspect. This will be 1-12 July 2024 for 2023/24 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

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

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

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

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

The right to make objections at audit

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

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

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

A final word

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

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

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Item 4.5

Borough Councillor Reports

Councillor Bell

I'm sorry not to be able attend the All Council on 26th June due to a meeting with UoR.

To ensure that my reports are compliant with GDPR, I intend not to give too many specifics on case work as even mentioning characteristics and locations could potentially identify residents unintentionally.

Key activities undertaken and issues raised since the last meeting include:

1. Continued support of vulnerable residents on issues including immigration, housing, domestic abuse, homelessness, poverty, and family law. Organisations involved include WBC (Social Services and Refugee Homelessness team), Cranstoun, CAB, Red Cross, Share, Helping Hands, Chai & Chat.
2. Residents Group/Committee for the Shinfield Meadows development. Following many approaches by residents of the development Cllr Gray and I are supporting the community with the creation of a Residents Group/Committee. We invite collaboration with SPC on this initiative and would like to discuss this further.
3. Shinfield Parish/RBC collaboration on community support initiatives in the north of the Parish. Following a request from Cllr Grimes I have spoken with Cllr Eden (Whitley -RBC) who would welcome a discussion on how RBC and SPC/WBC could work together for the benefit of the local community.
4. Shinfield Gardens. We have been approached by several residents to support them on issues including street adoption, management company fees, delivery of services, and SANG payments. Cllr Gray and I are meeting with UoR to discuss a range of issues including the forementioned.
5. ASB – Illegal riding of motorcycle vehicles on pedestrian pathways at speed, causing a serious risk to life and significant disruption to residents. A recent request for traffic management measures has been rejected. Next steps being discussed with the resident.
6. House 4 the Homeless. I recently met with the Pastor of Shinfield Community Church to discuss progress and further support from me for the project.
7. Support for schools within the Parish. Recently met with Philip Theobald – Headteacher at Alder Grove Primary School. Issues discussed included:
 - a. Traffic Management and local area maintenance
 - b. SEN provision
 - c. Oakbank and secondary school provision.

I will also be contacting the Headteachers of all the schools within the Parish alongside Cllr Gray to offer a meeting to discuss how we can provide support.

8. St Marys Graveyard (detached). I was approached by a resident concerned about the upkeep and maintenance of St Mary's Graveyards, particularly the war graves. Meeting with residents on 21/6/24 to discuss upkeep and a potential community event to tidy the graveyard. Commonwealth War Graves Commission and the Diocese are supportive of a community event.
9. Upkeep and maintenance. Numerous approaches about upkeep and maintenance of verges, hedgerows, communal and play areas. Where appropriate issues have been reported to WBC. I am keen to work with the Parish to understand responsibility (including commercial providers) and support the effective delivery of services.

If any Parish Councillors wish to discuss any of the above or any other matter, please feel free to contact me sarah.bell@wokingham.gov.uk

Councillor Edmonds

Councillor Glover

Woodcock Lane

I fully support the resolution of the P&H committee to ban motorized vehicles from Woodcock Lane, but so far all I have done is talk to Paul Fishwick and Ray Sharp about it. I'm looking into better signage for the Kiln Lane (the bridleway).

Highways Improvements

Yellow lines seem to have reduced the incidence of lorries etc parking opposite One Stop. I would like to apply for double yellow lines across the driveway to 2 Folijon Cottages, next to One Stop, but have been advised by WBC that they do not provide yellow lines to benefit only one resident, but what else could be done to prevent people parking across the driveway and preventing access to it?

I'm trying to get a response from Paul Fishwick about 3MX traffic lights and Lailey Path footway, but he is away until Friday 21 June.

Schools

Nothing further on the Fullbrook Ave./Hyde End Lane school site because of the General Election restricted period.

Football pitches

I have passed on to the Drainage Team a warning from Ian Young about flooding as a result of the drainage work done to the Hyde End Lane Football pitches.

Church Lane Planning Application

I understand from the Planning Officer that '[Not publishing the comments of statutory consultees until the end of the process is] just our policy on all applications. It allows us to pass on this information to the applicant in a managed way. Sometime applicants go away and carry out a lot of work based on comments they have come across, but it might not always be constructive or necessary.

Phone app for reporting problems

I have outlined a request for this to the Executive Member for Resident Services, Rachel Bishop-Firth.

Councillor Gray

This year I will be sitting on Children's Services Overview and Scrutiny committee, Overview and Scrutiny Management Committee and Corporate Parenting Board. Due to election period, most of the committees have not been sitting as normal since the start of the new municipal year.

Casework:

- Ongoing cases of ASB working with residents and ASB/policing team.
- Sarah and I are working with residents in Shinfield Meadows to work with them to resolve issues with management companies.
- Some issues with prolonged roadworks around Leyland gardens which we have raised with officers.

Councillor Srinivasan

Councillor Munro

Minutes of a meeting of
The Facilities Committee
held on Wednesday 5th June 2024
at School Green Centre commencing at 19:30

Present: Cllrs Boyer, Jahromi, Johnson and Peer

Attending: B Winton (Clerk)

Cllr Boyer having been elected Vice-Chair for 2023/24 chaired the meeting in the absence of Cllr Clarke until the election of new the Chair and Vice-Chair

24/FC/53

Election of Chair of the Facilities Committee

53.1 The following nominations had been received

Cllr Clarke was nominated by Cllrs Boyer, Jahromi, Johnson, and Peer

Prior to the meeting Cllr Clarke had agreed to stand as Chairman for a further year if elected.

53.2 Cllr Clarke was elected as Chair of the Facilities Committee for 2024/25

53.3 As Cllr Clarke was not present at the meeting, the declaration of acceptance of office would be signed before the Full Council meeting on 26th June 2024

24/FC/54

Election of Vice-Chair of the Facilities Committee

54.1 The following nominations had been received

Cllr Boyer was nominated by Cllrs Jahromi and Peer

Cllr Johnson was nominated by Cllrs Boyer and Masseron

Cllr Boyer indicated that he did not wish to stand for Vice-Chair of the committee

54.2 Cllr Johnson was elected as Vice-Chair of the Facilities Committee for 2024/25

54.3 Cllr Johnson accepted the position of Vice-Chair of the Facilities Committee and duly signed the declaration of acceptance of office

Cllr Johnson chaired the remainder of the meeting

24/FC/55

Public Questions

- 55.1 There were no public questions

24/FC/56

Apologies and declarations of Members' Interest

- 56.1 Apologies for absence had been received from Cllrs Clarke & Masseron and S Herring (Deputy Clerk)
- 56.2 There were no declarations of Members' interests

24/FC/57

Minutes of the Previous Meeting

- 57.1 The minutes of the Facilities Committee meeting 1st May 2024 were approved as a correct record signed as such by Cllr Johnson

Proposed: Cllr Peer
Seconded: Cllr Boyer
Approved: Unanimously

- 57.2 The following matters arising from the meeting held on 1st May were discussed:

24/FC/43.2 Clerk to meet with Ian Young to discuss the current Shinfield Volunteers involvement in the community
24/FC/37.2

This was on the agenda at Item 12.2

24/FC/43.2 Deputy Clerk to contact schools and local organisations that offer the Duke of Edinburgh's Award to let them know that we have volunteering opportunities within the parish
24/FC/37.2

This was on the agenda at Item 12.2

24/FC/43.2 Cllrs Johnson and Masseron to continue to review the relocation of waste bins in the parish
24/FC/38.4

This was on the agenda at Item 12.4

24/FC/44.1 Clerk to contact Tony Grover to chase up the plans for the toilets for the tennis club

This was on the Agenda at Item 7.1

24/FC/44.2 Clerk to arrange a public display of Millworth Sports Park on a Saturday once the plans had been finalised

This had been arranged for the morning of Saturday, 15th June 10.00.

This was also on the Agenda at Item 7.3

24/FC/44.3 Clerk to report back to the committee regarding installation of additional solar panels once the relevant information was available

This was on the Agenda at Item 10.1

24/FC/44.4 Clerk and Cllr Johnson to liaise with the football Foundaton regarding the grant payments

This was on the Agenda at Item 7.5

24/FC/45.2 Clerk to follow up with AOC the possibility of installing a hatch for the catering company

The Facilities Manager had first raised this with AOC on 5th April but despite chasers a response was only received on 31st May (which was the Facilities Manager's last day before retirement).

AOC have advised that the piece of wall where the hatch was proposed included cross-bracing and offered to ask Momentum the construction consultants to "assess the viability to alter this bracing, however this may require further analysis and be subject to fees". This was not a particularly helpful response and the Clerk had instead asked what size of hatch can be accommodated without the need to rebuild the wall.

AOC also advised that any hatch would need a fire shutter linked to the alarm system which we were already aware of and had been considered.

24/FC/45.4 Deputy Clerk to arrange for QR codes to be displayed on the SPC notice boards to allow the public to easily sign-up for the newsletter

These were already on some boards, but a more prominent version of the poster was being developed.

24/FC/46.1 Clerk to review the parking at the Manor Ground and discuss with the cricket club

The Clerk had written to the Cricket Club and informed them that parking on the grass should cease with immediate effect. Cllr Clarke had also written to the club. The Clerk reminded the club that they need to ensure players park considerately and act as a good neighbour to nearby residents.

The Club has confirmed that they have now stopped parking on the grass.

- 24/FC/47.1** Clerk to continue to liaise with Beard over the potential installation of additional PV panels at High Copse Pavilion

The Clerk has advised Beard that there is no intention of the council rushing towards any decision regarding additional PV panels at High Copse and this will be considered as part of an overall assessment of micro-generation across the council's estate. The installation at High Copse will be left in such a way that additional panels could easily be added at a later date.

- 24/FC/47.2** Clerk to continue to contact companies regarding the options for micro-generation

This was on the Agenda at Item 10.1

- 24/FC/48.1** Allotments Officer to contact all those on the waiting list for Deardon Allotments to ascertain whether they were still interested in an allotment

The Allotments Officer has contacted all those on the Deardon waiting list that had applied before 2024 to check if they still wished to remain on the waiting list. Most indicated that they were prepared to remain on the waiting list.

A few had moved house or circumstances had changed so the list now had 45 people as of 29/05/2024.

- 24/FC/48.1** Allotments Officer to ensure that the marestails was dealt with promptly

The Marestail was attended to on 21st May 2024 for its first treatment and will require a second treatment to ensure the marestail is dealt with fully (date to be confirmed),

- 24/FC/49.1** Clerk to continue to explore the potential purchase of a community bus

This was on the Agenda at Item 12.1

- 24/FC/49.4** Cllrs Masseron and Johnson to continue to review and report back on the positioning of the bins

This was on the Agenda at Item 12.4

- 24/FC/49.4** Clerk to provide information on the bin budget

The budget was set at £23,700 in anticipation of a higher increase in fees. The forecast for the year was now £21,200 for 41 "normal" bins and 2 large recycling bins. The cost of collecting one bin for a year is £465 and the cost of buying a new bin is £450.

The Clerk advised that while options for relocating existing bins should be explored, there was some flexibility to add brand new bins within the total budget.

- 24/FC/49.4** IT and Communications Officer to provide an up-to-date map of the bins in the parish

The Clerk advised that this was a work in progress. We have a map of the bins which coincides with those that Select charge SPC to empty. However there are other bins that either WBC or our own Grounds Maintenance Officer feel are SPC bins. When the GMO returns from holiday the Clerk will attempt to resolve the discrepancies and provide the definitive map/list for the next meeting.

ACTION – Clerk to complete a list and map of SPC bins for the next meeting

- 24/FC/51.1** Clerk to add to the agenda of the Full Council meeting on 22nd May the renaming of the Ridge Sang

This had been done.

- 24/FC/51.2** Clerk to add to the agenda of the Finance and General Purposes Committee the two proposals received from WBC regarding CIL contributions

This will be discussed at the Finance and General Purposes Committee scheduled for 19th June.

- 24/FC/51.3** Clerk to invite the resident enquiring about setting up a 'Residents Association' to the Full Council meeting in May 2024 when the new Borough Councillors would have been elected

The Clerk met with two members of the public representing residents in Deer Leap on 24th May. They have approximately 60 people on a WhatsApp group all having the same issues with their management company. That company has recently informed them that they all need to pay additional fees in respect of 2022 for unexpected items.

The residents were already thinking of creating a Residents Association (RA) and the Clerk was able to provide additional guidance material for them. In addition the Clerk has offered to provide a room in one of the council's buildings free of charge (subject to availability) should they wish to gather residents together to discuss forming a RA.

- 24/FC/51.4** Clerk to add access to Hyde End Lane for emergency vehicles to the agenda of the Planning and Highways Committee meeting

This had been added to the Planning and Highways Committee agenda for 12th June 2024.

24/FC/58**Terms of Reference****58.1 The Terms of Reference for the Facilities Committee**

Members reviewed the Terms of Reference for the Committee and felt that there was no need for any amendments to the existing document.

ACTION – Terms of Reference for the Facilities Committee to be presented to Full Council for approval on 26th June 2024

24/FC/59**Sports Provision****59.1 Toilets for Millworth Lane**

We are still awaiting formal approval regarding the removal of the trees which should be notified no later than 28th June although we were hoping for an earlier response.

ACTION – Clerk to continue to push WBC for a decision on this issue

Sports Working Party**59.2 High Copse**

Work is progressing on the building.

The Clerk suggested that as the Dementia Care Group had yet to find larger alternative accommodation, they may be open to moving into High Copse as a hirer 4 days a week. Currently there was no projection for income from the group beyond August and so this option would maintain and even increase that income. It would also allow some activities to potentially be relocated from School Green Centre to the Manor Ground.

Members agreed in principle to the move and asked for a formal proposal to come to the next meeting

ACTION – Clerk to prepare a formal proposal, for the Dementia Group to relocate to High Copse Pavilion, for the next meeting

59.3 Millworth Sports Park and High Copse public presentation

We now have a clear plan of action and are almost ready to submit a planning application. To support this there will be a public meeting in the Grazeley Room of the School Green Centre at 10.00 on Saturday 15th June to explain to residents what the plans entail.

Some comments regarding the felling of the Turkish Oak had been received stating that it had been planted “in honour of those who founded Shinfield Rangers FC”. It was proposed that a plaque could be included in or on the pavilion when refurbished instead.

ACTION – Clerk to prepare presentation on Millworth Sports Ground

59.4 Containers at Millworth Lane

The Clerk was asked to confirm what had happened to the containers previously at Millworth Lane

ACTION – Clerk to confirm what had happened to containers at Millworth Lane

59.5 Football pitches – Hyde End Lane

The Chairman had circulated an update on the drainage work being carried out on the new football pitches at Hyde End Lane.

Members **NOTED** the update.

59.6 Maintenance Grant – Football Foundation

Cllr Johnson provided information on correspondence with Sport England and the Football Foundation regarding the potential loss of football pitches at Millworth Lane and the grant made to Shinfield Rangers.

ACTION – Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

24/FC/60

School Green Centre and School Green

60.1 School Green Working Party

The screens for the School Green had been delivered and were due to be installed once the fairground had vacated the site.

ACTION – Clerk to arrange installation of the screens on School Green

60.2 Catering at the School Green Centre

The Café began operating on 4th May and seems to have been well received by residents and appears busier than previously.

60.3 School Green Cinema Facility

After much delay on the side of Shinfield Studios, the Chairman has now signed the formal agreement as was approved by Full Council in February 2024. The Studios have appointed a different AV company who had a site visit on Monday 3rd June. They sent some additional mock-ups of an alternative design concept for the Ryeish Green room which would offer “improved acoustics within the space and an enhanced aesthetic for the overall space giving a more premium feel to the space”.

There is a provisional meeting set for 2nd July 2024 for a Pre-start meeting with work to commence on 16th July (and a scheduled completion of 6th September).

24/FC/61**Manor Ground**

- 61.1 The Cricket Club parking was noted earlier.

This had been covered earlier in the meeting and there was nothing else to add regarding the Manor Ground.

24/FC/62**Microgeneration**

- 62.1 The Clerk had arranged an initial meeting with a consultant on microgeneration for Monday 3rd June, but this had been cancelled due to the illness of the consultant. The meeting has been rescheduled for 10th June. The intention was to discuss what potential options there were for the council's buildings and estate. Viable proposals would be brought to committee and Full Council when they were ready.

ACTION – Clerk to report back on microgeneration at the next meeting

24/FC/63**Allotments**

- 63.1 Clares Green Road Allotments

Members **NOTED** that the Land Registration at Clares Green Road had been registered to Shinfield Parish Council – Land Registry BK525460

- 63.2 There was a more general discussion on allotments. It was agreed that the Clerk should prepare proposals for the next meeting regarding how each allotment site could have accessible allotments and also increase the number of smaller sized plots for those who were not able to cultivate existing sized plots.

ACTION – Clerk to prepare proposals for accessible plots and smaller sized plots at each allotment site

24/FC/64**Parish Wide Items**

- 64.1 Options for community facilities in Shinfield North

The Clerk had held a Teams meeting with a coach conversion company on Wednesday 5th June and had a very productive discussion about what would be possible.

The working premise would be a single decker with two doors which would allow the drivers area to be accessed from the front door and the rest of the bus from the central door. This allows a tea making area to be to one side with a large central area and a small area towards the rear.

The normal doors are replaced with more secure doors. There would be an external awning and external plugs/jack points.

The company will produce an initial design concept and budget figures although the actual cost is heavily influenced by the final specification.

ACTION – Clerk to continue to explore the potential purchase of a community bus

64.2 Development of Volunteers

The Clerk had met with Ian Young on Monday 3rd June to discuss what could be done to grow volunteering within the parish.

The intention was to refresh the list of existing groups using volunteers and ensure that this was widely available through the parish including on our website and newsletters and a flyer that would be available at the School Green Centre and other buildings.

Once established the next step would be to organise a “Festival of Volunteering” which would allow participating groups the opportunity to attract new volunteers. This could also be the opportunity to relaunch the Shinfield Volunteer Awards.

This register would also allow potential volunteers to be pointed in the direction of suitable volunteer opportunities.

The discussion also identified that there may be a benefit in securing some general work equipment that could be made available on an ‘as required basis’ e.g. wheelbarrows, shovels, rakes etc.

ACTION – Clerk to continue to develop opportunities for volunteering

64.3 Cllr Jahromi suggested identifying options for how those on probation/community service may be able to give something back to the community.

ACTION – Clerk to explore opportunities for probation/community service

64.4 Provision of a BMX Track

There has been no response from the University of Reading on this matter. The Clerk was asked to continue to follow up with the University of Reading.

ACTION – Clerk to continue to explore option for BMX track with the University of Reading

64.5 Waste bins in the Parish

There was a general discussion on potential locations for bins. WBC had suggested that there should be a waste bin near every play park in the parish and would be pursuing that objective.

ACTION – Cllrs Johnson and Masseron to continue to develop proposals for redeployment of existing bins and new bins within the parish.

The Clerks was asked to provide information on the percentage of precept currently being spent on bin emptying compared to the equivalent figure 10 years ago.

ACTION – Clerk to arrange Finance Manager to provide information on bin emptying as a percentage of precept

64.6 Spencers Wood Recreation Ground Play Area

The Clerk advised members that the surface in the play area at Spencers Wood Recreation Ground was in poor condition. The Clerk was asked to confirm when the work had been carried out to lay the current surface and ascertain whether it was still under warranty.

ACTION – Clerk to confirm the position with regards to the surface at Spencers Wood Recreation Ground Play Area

24/FC/65

Correspondence

65.1 There was no correspondence

24/FC/66

Date of Next Meeting

66.1 The next meeting would be held on Wednesday, 3rd July 2024

The meeting ended at 21.10

List of Actions

24/FC/49.4	Clerk to complete a list and map of SPC bins for the next meeting	Clerk
24/FC/58.1	Terms of Reference for the Facilities Committee to be presented to Full Council for approval on 26 th June 2024	Clerk
24/FC/59.1	Clerk to continue to push WBC for a decision on this issue	Clerk
24/FC/59.2	Clerk to prepare a formal proposal for the Dementia Group to relocate to High Copse Pavilion to come to the next meeting	Clerk
24/FC/59.3	Clerk to prepare presentation on Millworth Sports Ground	Clerk
24/FC/59.4	Clerk to confirm what had happened to containers at Millworth Lane	Clerk
24/FC/59.6	Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane	Clerk
24/FC/60.1	Clerk to arrange installation of the screens on School Green	Clerk
24/FC/62.1	Clerk to report back on microgeneration at the next meeting	Clerk
24/FC/63.2	Clerk to prepare proposals for accessible plots and smaller sized plots at each allotment site	Clerk
24/FC/64.1	Clerk to continue to explore the potential purchase of a community bus	Clerk
24/FC/64.2	Clerk to continue to develop opportunities for volunteering	Clerk
24/FC/64.4	Clerk to continue to explore option for BMX track with the University of Reading	Clerk
24/FC/64.5	Cllrs Johnson and Masseron to continue to develop proposals for redeployment of existing bins and new bins within the parish	Cllr Johnson Cllr Masseron
24/FC/64.5	Clerk to arrange Finance Manager to provide information on bin emptying as a %age of precept	Clerk
24/FC/64.6	Clerk to confirm the position with regards to the surface at Spencers Wood Recreation Ground Play Area	Clerk

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 6th June 2024
at School Green Centre commencing at 19.30

Present: Cllrs Jahromi, Jones, Matic, Montgomery and Peer

Attending: B Winton (Clerk)

Cllr Jahromi as Vice-Chair chaired the initial part of the meeting

24/FC/39 Election of Chair of the Arts, Culture and Events Committee

- 39.1 The following nominations had been received
- Cllr Matic was nominated by Cllrs Peer and Montgomery
- 39.2 Cllr Matic was elected as Chair of the Arts, Culture and Events Committee for 2024/25
- 39.3 Cllr Matic accepted the position of Chair of the Arts, Culture and Events Committee and duly signed the declaration of acceptance of office.

Cllr Matic chaired the remainder of the meeting

24/FC/40 Election of Vice-Chair of the Chair of the Arts, Culture and Events Committee

- 40.1 The following nominations had been received
- Cllr Jahromi was nominated by Cllrs Montgomery and Peer
- 40.2 Cllr Jahromi was elected as Vice-Chair of the Arts, Culture and Events Committee for 2024/25
- 40.3 Cllr Jahromi accept the position of Vice-Chair of the Arts, Culture and Events Committee and duly signed the declaration of acceptance of office

24/FC/41 Public Questions

- 41.1 There were no public questions

24/ACE/42

Apologies and declarations of Members' Interest

- 42.1 There were no apologies received for this meeting
- 42.2 There were no declarations of members' interests

24/ACE/43

Minutes of the previous meeting

- 43.1 The minutes of the committee meeting of 2nd May 2024 were approved as a correct record and signed as such by Cllr Matic.

Proposed: Cllr Peer
Seconded: Cllr Jahromi
Approved: Unanimously

43.2 Actions and Matters Arising

- 24/ACE/25.1 (b) Clerk to arrange a meeting with Cllrs Jahromi and Matic regarding film selection

This was on the agenda at item 8.2

- 24/ACE/25.1 (c) Clerk to follow up with Dr Ghosh in June

This will be on the agenda for the next meeting.

ACTION – Clerk to add meeting with Dr Ghosh to the agenda for the July meeting

- 24/ACE/25.1 (e) Clerk to submit premises licence application

The Clerk had completed the necessary forms but not yet submitted the formal application.

ACTION – Clerk to submit premises licence application

- 24/ACE/25.1 (f) Clerk to explore potential for Shinfield Studios to arrange celebrity seasons of films

The Clerk has had some informal discussions with the Engagement Officer for the studios who felt that this was likely to be difficult to achieve due to the schedules normally associated with filming. The Clerk had asked if was even possible to get celebrities to nominate say three favourite films which could then be used as the basis for a themed season. The Clerk will continue to explore options and report back if there are any developments.

ACTION – Clerk to invite Engagement Officer from Shinfield Studios to the next committee meeting

24/ACE/25.1 (g) Clerk to arrange film licensing as appropriate

The Clerk suggested initially registering with Film Bank and then exploring other options in the future.

ACTION – Clerk to register with Film Bank

24/ACE/25.1 (h) Clerk to arrange a ticketing system/arrangement as appropriate

The Clerk had identified a potential system that would be able to cope with both cinema style bookings and also the needs at Millworth Lane. A demonstration of the system had been booked for 27th June.

24/ACE/27.1 Clerk to arrange formal meetings with Arts4Wokingham regarding public art in the parish

This was on the agenda at Item 10.1

24/ACE/33.1 Clerk to arrange the next Art Exhibition Project Team meeting for late May

This was on the agenda at Item 7.1

24/ACE/33.3 Clerk to follow up with HAF organisers regarding event in Shinfield North

This was on the agenda at item 7.2

24/ACE/33.4 Clerk to continue to support the carnival as appropriate

This was on the agenda at item 7.3

24/ACE/34.1 Clerk to complete and issue a draft overall operational plan for cinema

This was on the agenda at item 8.1

24/ACE/34.2 Clerk to check private hire rates for cinemas

The Clerk advised that in most cases you would need to progress with the potential booking to obtain the rate for venue hire. He had however established that Cineworld was from £120 for 20 guests and Reading Biscuit Factory was £400 for 20 guests including the cost of film.

The current proposal was to double the room hire rate to cover the equipment usage therefore SPC would be £168 (4hrs at £21 plus same again for equipment hire). The cost of the film licence would be an extra cost.

24/ACE/35.1 Clerk to confirm arrangements with the Happy Bee

The committee agreement had been conveyed to the Happy Bee and they had responded favourably. The Clerk was awaiting confirmation of start dates.

24/ACE/36.1 Finance Officer to prepare a list of S106 and CIL assets provided within the parish

This was on the agenda at Item 10.1

24/ACE/44 Terms of Reference

44.1 It was agreed that no changes were required to the Terms of Reference for the committee.

ACTION – Terms of Reference for the Arts, Culture and Events Committee to be presented to Full Council for approval on 26th June 2024

24/ACE/45 Developing Arts & Culture in the parish

45.1 Art Exhibition

The Clerk is to set up the next meeting of the Exhibition Working Party.

The request for expression of interest from artists had been published in local papers and in the newsletter and at the time of the meeting 29 responses had been received.

The Clerk in the meantime had met with Richard Young from R Young Art Gallery in Wokingham to discuss potential involvement in the Art Exhibition and more generally with projects within the parish. One option was to provide a workshop as part of the event.

The Clerk had also had a meeting with a representative of More Arts to discuss their involvement in the exhibition which is likely to include examples of their student art and workshops before and during the exhibition. They will also share our marketing information amongst their own membership and contacts.

ACTION – Clerk to arrange the next Art Exhibition Project Team meeting

45.2 Possible Events for Shinfield North

The Clerk had met the WBC HAF (Healthy Activity & Food) organisers and proposed Shinfield Parish Council (SPC) being more actively involved in any event at Frensham Green.

This had now been scheduled for Thursday 1st August between 11.00 and 14.00.

Elements would include:

- Rainbow Run Assault Course £620
- Portaloos £140 in transport
- Face Painting £360
- Ice Cream Van (HAF participants get an ice cream worth £1.50 others pay)

Wokingham Borough Council (WBC) were also looking for local groups to supply and cook the BBQ (WBC will arrange food), sporting activities taster sessions and local Policing team.

SPC could introduce the collaborative art project at their gazebo and provide information on Millworth Lane and the cinema as well as a general update on council activities.

It was agreed that SPC would contribute towards the event of 50% up to a maximum of £1,000.

ACTION – Clerk to advise WBC regarding the SPC contribution to the HAF event at Frensham Green

The Clerk was ~~also~~ asked to add attendance at the event to the Full Council agenda to ensure a good number of councillors were in attendance

ACTION – Clerk to add attendance at the HAF event to the next Full Council agenda

45.3 Spencers Wood Carnival

No further update from the organisers.

As discussed at the previous meeting SPC could use our stall to promote the collaborative art project as well as the cinema.

45.4 Christmas Activities

There was a discussion on potential additional lighting of the School Green and it was decided instead to investigate a larger Christmas tree (with more lights) and also investigating options for more festive illumination of the School Green Centre.

The intention was to repeat the “Rockin Around the Christmas Tree” and the Clerk was following up ~~also~~ repeating the Christmas Fayre.

ACTION – Clerk to pursue options for Christmas at the School Green Centre

24/ACE/46

School Green Centre Cinema

46.1 Operating plan

The Clerk had circulated the current working draft of the operating plan for information and would continue to refine the document.

ACTION – Clerk to continue preparation of the Operating Plan for the cinema

46.2 Opening Event

It was agreed that there should be a formal opening event for the cinema.

46.3 Film Selection process

Cllrs Jahromi and Matic and the Clerk had met to discuss how this would be enabled.

That had led to a meeting being advertised for Friday 21st June at 7.00 p.m. for interested parties to come along and have a chat about the cinema and film selection.

This will be in the Ryeish Green Room so we can ~~de~~ explain what is going to go where.

The initial thoughts on the agenda for the meeting were

- Welcome
- Explain Cinema proposal
- Ice breaker
- Explain what we are looking for in terms of a selection panel and how it would work
- Asking those that are interested in being part of a panel to leave contact details and details of ~~what~~ their top genre of films ~~are~~

ACTION – Clerk to complete the arrangements for the meeting on 21st June

24/ACE/47**Community Services**

47.1

Update on Mobile Catering

There was no update on mobile catering at Spencers Wood Pavilion.

24/ACE/48**Public Art**

48.1

Next Steps

The Clerk was continuing to follow up with Arts4Wokingham but not had any response as yet.

ACTION – Clerk to continue to pursue options with Arts4Wokingham

48.2

Cllr James had asked at the previous meeting of a statement of the total investments in Assets.

The Finance Officer had identified £15.1m of investment in community assets (either actually completed or planned). This included School Green Centre, High Copse, Manor Ground, and Spencers Wood Pavilion. In terms of Arts & Culture the only items identified were grants to Shinfield Players Theatre and the Cinema facility at the School Green Centre. These are estimated to account for approximately 2.25% of the total. The proposed underwriting of a public art project would be at most £42,000 or 0.28%

48.3

The Clerk raised a concept of having a rotating series of art installations on the Balcony at the School Green Centre with artists invited to submit proposals for installations and then being able to install for say one month at a time. This would offer a chance to introduce residents to the concept of public art through a series of relatively low-cost, low SPC resource installations.

Members supported the idea in principle and asked for a paper on the subject for the next meeting.

ACTION – Clerk to prepare a paper for the next meeting on art installations on the Balcony

24/ACE/49**Correspondence**

49.1

There was no correspondence for consideration.

24/ACE/50**Date of Next Meeting**

50.1

The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 4th July 2024 at 19:30

The meeting ended at 21.00

List of Actions

24/ACE/25.1 (c)	Clerk to add meeting with Dr Ghosh to the agenda for the July meeting	Clerk
24/ACE/25.1 (e)	Clerk to submit premises licence application	Clerk
24/ACE/25.1 (f)	Clerk to invite Engagement Officer from Shinfield Studios to the next committee meeting	Clerk
24/ACE/25.1 (g)	Clerk to register with Film Bank	Clerk
24/ACE/44.1	Terms of Reference for the Arts, Culture and Events Committee to be presented to Full Council for approval on 26 th June 2024	Clerk
24/ACE/45.1	Clerk to arrange the next Art Exhibition Project Team meeting	Clerk
24/ACE/45.2	Clerk to advise WBC regarding the SPC contribution to the HAF event at Frensham Green	Clerk
24/ACE/45.2	Clerk to add attendance at the HAF event to the next Full Council agenda	Clerk
24/ACE/45.4	Clerk to pursue options for Christmas at the School Green Centre	Clerk
24/ACE/46.1	Clerk to continue preparation of the Operating Plan for the cinema	Clerk
24/ACE/46.3	Clerk to complete the arrangements for the meeting on 21 st June	Clerk
24/ACE/48.1	Clerk to continue to pursue options with Arts4Wokingham	Clerk
24/ACE/48.3	Clerk to prepare a paper for the next meeting on art installations on the Balcony	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 12th June 2024
At School Green Centre commencing at 19.30

Present: Cllrs Boyer, Grimes, Hoyle, Jahromi, James, Lias, Masseron, Peer (Chair)

Attending: B Winton (Clerk), S Herring (Deputy Clerk)
4 Members of the public

Cllr Peer chaired the initial part of the meeting

24/PC/54

Election of Chair of the Planning and Highways Committee

- 54.1 The following nominations had been received
- Cllr Peer was nominated by Cllrs Jahromi & Lias
- 54.2 Cllr Peer was elected as Chair of the Planning and Highways Committee for 2024/25
- 54.3 Cllr Peer accepted the position of Chair of the Planning and Highways Committee and duly signed the declaration of acceptance of office

24/PC/55

Election of Vice-Chair of the Planning and Highways Committee

- 55.1 The following nominations had been received
- Cllr Boyer was nominated by Cllrs Jahromi & Lias
- 55.2 Cllr Boyer was elected as Vice-Chair of the Planning and Highways Committee for 2024/25
- 55.3 Cllr Boyer accepted the position of Vice-Chair of the Planning and Highways Committee and duly signed the declaration of acceptance of office

24/PC/56

Public Questions

56.1 19 Grovelands Road (PA241396)

Cllr Boyer declared an interest as he lives near to the property.

Two representatives of the owners of this property discussed their plans for the building for which they are seeking a change of use and planning permission to convert to a place of worship.

The capacity would be a maximum of 35 people and used twice a week. Parking would be to the rear of the property. While they would wish to retain the ability to park to the front of the building, they would be content to have a constraint not to park on the street.

Members were concerned that if anything the building may be underutilised and asked if consideration might be given to offering it up for a use by a playgroup or similar which would bring an additional benefit to the community.

24/PC/57

Apologies and declarations of Members' Interest

57.1 There were no apologies for absence from Councillors.
Apologies were received from S Herring (Deputy Clerk)

57.2 There were no declarations of members' interests other than that already declared by Cllr Boyer.

24/PC/58

Minutes of the Previous Meeting

58.1 The minutes of the committee meeting of 8th May 2024 were approved and signed as such by Cllr Peer

Proposed: Cllr Grimes
Seconded: Cllr Boyer
Approved: Unanimously

58.2 **Actions and Matters Arising**

24/PC/46.2 Clerk to monitor any changes to RFS/2024/089113, The Lieutenants
24/PC/27.2 Cottage, Basingstoke Road. RG7 1SP

This was still showing as "Awaiting Application".

24/PC/46.2 Cllr Hoyle to check with BCllr Glover to ascertain a list of what had been carried out in relation to the signage on Basingstoke Road and Hyde End Road, due to the reduction in speed limit
24/PC/40.2

It was agreed that these matters had been resolved.

Cllr Peer raised the faded condition of a warning sign on Hyde End Road

ACTION – Clerk to inform WBC Highways Department regarding the condition of the warning sign on Hyde End Road

24/PC/46.2 Cllr Grimes to write to all BCllrs and invite them to the next Full Council meeting on 22nd May 2024
24/PC/40.2

This had been done

24/PC/46.2 Clerk to organise an induction for the new BCllrs and ask for their support in encouraging executive members and senior officer attendance at the parish council meetings
24/PC/40.2

An invitation had been made to all Borough Councillors but only BCllr Bell had attended an induction discussion with the Clerk.

24/PC/50.1 Clerk to report Anti-Social Behaviour and fly tipping on the footpath joining Hyde End Lane to Larchside Close to WBC

This had been done.

24/PC/50.2 Traffic Working Party to draw up a proposed press release for approval at Full Council on 22nd May 2024

This was covered at 63.2

24/PC/50.3 Traffic Working Party to finalise the plan for 'Village Gates' and report back to the Planning and Highways meeting in June 2024

This was covered at 63.2

24/PC/50.4 Clerk to raise the issue of access for emergency vehicles on Hyde End Lane with Wokingham Borough Council

This had been raised with Cllr Matic in his capacity as Emergency Planning Officer for WBC. WBC were aware of the concerns over congestion on this road particularly on days where there were lots of matches taking place but there was no immediate solution to the issue.

24/PC/50.4 Clerk to raise the issue with West Berkshire Council (in relation to the DEPZ) regarding potential problems with evacuation on Hyde End Lane when it was congested

The Clerk had asked Chris Howard, WBC for contact details for the appropriate officer in West Berkshire to discuss DEPZ issues with

24/PC/50.4 Berkshire Fire and Rescue Service and the Ambulance Service to be made aware of potential access to problems

The Clerk had not made any report to these organisations as he felt they were aware of the issues in Hyde End Lane.

24/PC/51.1 Clerk to arrange two further meetings of the SPNP project group

First meeting had taken place on 23rd May and another meeting is scheduled for 27th June.

24/PC/52.1 Clerk to circulate the Transport to the South East newsletters within the Parish

This had been done.

24/PC/52.1 Clerk to invite 'Transport to the South East' to a meeting with councillors

The Clerk had written to Transport to the South East on 21st May but had not received any response. He has chased them and invited them to a meeting.

ACTION – Clerk to follow up his invitation to 'Transport to the South East' to a meeting with councillors

24/PC/59

Terms of Reference

59.1 The Terms of Reference for the Planning and Highways Committee

Cllr Masseron raised the following points:

- The Clerk had requested nominations in advance of the meeting although this was not a requirement in the Standing Orders for committee Chairs/Vice-Chairs
- Should members of the Planning & Highways committee have attended appropriate training on the subject matter

After discussion, it was agreed that these matters affected all committees, and the matter should be referred to Full Council for consideration

ACTION – Terms of Reference to be added to the agenda for Full Council on 26th June 2024 for clarification of these matters

24/PC/60

Schedule of Deposited Plans

- 60.1 Planning applications were circulated to members weekly and comments noted on the WBC planning portal.
- 60.2 Planning Application 241261 – Land off Basingstoke Road, Spencers Wood

There are currently over 100 comments on the Planning Portal objecting to the concept of development in this area. The application however is at this stage concerned with obtaining a screening opinion and it was agreed that the following should be required:

- Full Environmental Impact Assessment
- Full Net Gain Biodiversity Impact Assessment
- Full Traffic Impact assessment to include specifically alternatives to travelling to Reading via J11 of the M4
- Full DEPZ emergency Planning assessment
- Full Health Impact Assessment
- Full Education Impact Assessment including what school provisions would be made on the site

SPC remain opposed in principle to developments within the DEPZ

ACTION – Clerk to submit a response on the basis of the above

- 60.3 Planning Application 241326 – Land North of Arborfield Road, Shinfield

It was agreed that similar comments as for 241261 would be submitted.

[Post meeting note WBC determined this screening application before the Clerk was able to submit comments. The decision was that a Full Environmental Impact Assessment WAS NOT REQUIRED]

- 60.4 Wistaria Cottage 240780 and 240781

Members **NOTED** the input from Katmal Ltd regarding the applications potential impact on the DEPZ

24/PC/61

Appeals

- 61.1 The Clerk advised that the only change from the previous report was that the appeal in respect of 176 Hyde End Road has been dismissed.

Members **NOTED** the report.

24/PC/62

Enforcement Notices

62.1 Closed Enforcement Notices

Four items were deemed “No Breach” while two had resulted in voluntary compliance.

Members **NOTED** the report

62.2 Live Enforcement Notices

There were three new cases:

- Fourwinds - breach of condition re planting trees re 191862
- Kelsta-Li - Breach of conditions 4 (screen) & 5 (ecology) of 231405
- 45 Hyde End Lane - Bay window built over boundary and not in accordance with plans

Members **NOTED** the report

62.3 Carneys Yard

It was noted that there were still a large number of vehicles being stored at the site.

ACTION – Clerk to seek an update on the Carneys Yard site

24/PC/63

Highways, Street Lighting and Footpath Matters

63.1 Footpath matters

Cllr Masseron had previously circulated a report.

Two members of the public present suggested that they would be able to find volunteers to paint the gate at the southern end of Footpath 20.

Members **NOTED** Cllr Masseron’s report

63.2 Woodcote Lane

Cllr Hoyle advised of fly-tipping and burnt-out vehicles on Woodcote Lane parallel to the A33. The Clerk was asked to investigate whether WBC could put in any provisions to prevent vehicle access on this path.

ACTION – Clerk to identify if there were any provisions that could be put in place to prevent vehicle access to Woodcote Lane

63.3 Traffic Working Party

There had been no recent meeting of the Traffic Working Party to report back to committee.

63.4 Village Gates

The Clerk had intended to delegate this to the incoming Facilities Manager but that had not been possible. This would be followed up at Traffic Working Party.

24/PC/64

Renewal of Neighbourhood Plan

64.1 Shinfield Parish Neighbourhood Plan (SPNP)

The third meeting had been held. The Clerk would go through the draft document to ensure that all the comments that have been made have been incorporated into the working draft in a coherent manner. The next meeting (27th June) will then be for members to review this draft and make any necessary corrections.

ACTION – Clerk to produce the next draft of the Shinfield Parish Neighbourhood Plan

24/PC/65

Correspondence

65.1 Planning Application 233038, 148 Houses, Land East of Hayes Drive North of 3 Mile Cross

The Clerk advised that he had been informed by WBC's Case Officer that:

"We are still working through this application, so don't have a comprehensive update as of yet.

Please note that if recommended for refusal this application won't be seen at planning committee."

Separately they had advised that "The application expires on 02nd July, so we have until then to determine it unless an extension of time is agreed"

65.2 Members **NOTED** the Cold Ash Neighbourhood Plan

65.3 Members **NOTED** the Hermitage Neighbourhood Plan

24/PC/66

Date of the next meeting

66.1 The date of the next meeting will be Wednesday, 10th July 2024

The meeting ended at 21.25

List of Actions

24/PC/46.2 24/PC/27.2	Clerk to inform WBC Highways Department regarding the condition of the warning sign on Hyde End Road	Clerk
24/PC/52.1	Clerk to follow up his invitation to 'Transport to the South East' to a meeting with councillors	Clerk
24/PC/59.1	Terms of Reference to be added to the agenda for Full Council on 26 th June 2024 for clarification of these matters	Clerk
24/PC/60.2	Clerk to submit a response regarding PA 241261 on the basis of the above	Clerk
24/PC/62.3	Clerk to seek an update on the Carneys Yard site	Clerk
24/PC/63.2	Clerk to identify if there were any provisions that could be put in place to prevent vehicle access to Woodcote Lane	Clerk
24/PC/64.1	Clerk to produce the next draft of the Shinfield Parish Neighbourhood Plan	Clerk

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 19th June 2024
At School Green Centre commencing at 18.30

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

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

24/FGP/31 Confirmation of Chair of Committee

- 31.1 In accordance with Standing Orders, Cllr James as Vice-Chair (Finance & Staffing) will chair this committee.
- 31.2 Cllr James confirmed acceptance of office as Chairman of the Finance and General Purposes Committee and duly signed the acceptance of office form

24/FGP/32 Election of Vice-Chair of Committee

- 32.1 Cllr Grimes was nominated as Vice-Chair of this committee by Cllrs Clarke & Montgomery.
- 32.2 Cllr Grimes was elected as Vice-Chair of the Finance and General Purposes Committee for 2024/25
- 32.3 Cllr Grimes accepted the position of Vice-Chair of the Finance and General Purposes Committee for 2024/25 and duly signed the declaration of acceptance of office

24/FGP/33 Public Questions

- 33.1 There were no public questions.

24/FGP/34 Apologies and declarations of Members' Interest

- 34.1 There were no apologies for absence.
- 34.2 There were no declarations of members' interests.

- 35.1 The minutes of the committee meeting of 17th April 2024 were approved as a correct record and signed by Cllr. James as Chairman of the Committee

Proposed: Cllr Peer
Seconded: Cllr Clarke
Approved: Unanimously

35.2 **Actions and Matters Arising**

- 24/FGP/20.2 Clerk and Facilities Manager to continue to develop a long-term
23/FGP/60 maintenance plan and seek professional advice.

The Facilities Manager has arranged the oakleaf group to carry out a condition survey of the council's estate. This was provisionally booked for the summer holidays on the basis that the new Facilities Manager would have been in attendance. As that is no longer possible this has been deferred until a later date when a replacement for the Facilities Manager was in post.

- 24/FGP/20.2 Clerk to instigate the school prize scheme at the start of the next
23/FGP/60 academic year

The Clerk has now written to all primary schools in the parish to offer the scheme to them. As discussed previously, this would start with the new academic year in September 2024.

- 24/FGP/20.2 Clerk to arrange a budget process briefing session for all councillors in
24/FGP/8.1 October 2024

The Clerk proposed scheduling this meeting for Thursday 17th October which would be the day after the October F&GP meeting.

ACTION – Clerk to schedule budget process meeting for all members of Council for 17th October 2024

- 24/FGP/21.1 Clerk to add the 'Risk Register' to the agenda of the Annual Council
meeting in May 2024

This had been done.

- 24/FGP/23.1 Clerk to add a regular item to the agenda to discuss the potential
acquisition of land

This was on the agenda at item 11.6

- 24/FGP/23.1 Cllr Clarke to provide the name of a potential land agent to assist in a review of identifying potential land

Cllr Clarke provided a name and contact details to the Clerk.

- 24/FGP/23.3 Clerk to continue to accumulate information on the S106 funds that had been received from developments in Shinfield

This was on the agenda at Item 10.3.

- 24/FGP/25.3 Clerk to add provision of community space in the north of the parish to the next agenda

This was on the agenda at Item 11.3.

- 24/FGP/23.3 Clerk to report back to the committee regarding a community bus once he had further information

This was on the agenda at Item 11.3.

- 24/FGP/25.4 Clerk to continue to establish access requirements to Ryeish Green Pavilion

This was on the agenda at Item 11.4.

- 24/FGP/25.5 Clerk to complete form AP1, to formally extinguish the lease on the parish hall, and send to the Land Registry

This was on the agenda at Item 11.5

- 24/FGP/26.1 Clerk to add the Public Arts Project Group to the list of live project teams

This has been done.

- 24/FGP/26.1 Chairman of Committee and the Clerk to produce a project programme

It was agreed that when a working party has identified when it would like to bring items to Full Council these would be included in the Project Team list to assist with planning the overall workflow of Full Council.

- 24/FGP/27.1 Clerk to add Annual Grant Awards Scheme to the agenda of the Full Council Meeting

This had been done and approved. The Clerk advised that the closing date for applications was the end of July 2024 and F&GP would need to convene a special meeting to consider applications after that date.

ACTION – Clerk to arrange a special meeting of the Finance & General Purposes Committee in August to review applications submitted.

24/FGP/28.1 Clerk to arrange a list of questions and actions for borough councillors to be produced following each Full Council meeting

This will be done as questions are logged with Borough Councillors.

24/FGP/28.1 Clerk to draft an induction programme for new Borough Councillors

The Clerk had provided an induction for BCllr Bell.

24/FGP/29.1 Clerk to add PV Panels to the agenda of the Facilities Committee Meeting

This had been done.

24/FGP/36 Annual Accounts and Annual Governance and Accountability Return for Year Ending 31st March 2024

36.1 Members **NOTED** the report of the Internal Auditor. In particular they noted the additional information for assertion M relating to the exercise of public rights. Cllr James invited Cllr Masseron to attend future meetings with the Internal Auditor.

36.2 Members **NOTED** the notes to the Financial Statements for the year ended 31st March 2024.

36.3 Members voted to recommend Full Council approve the signing of Section 1 of the Annual Governance Statement 2023/24.

36.4 Members voted to recommend Full Council approve the signing of Section 2 of the Accounting Statements 2023/24.

36.5 Members **NOTED** the draft Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return.

The Clerk advised that this was scheduled to be placed on noticeboards and the website on Friday 28th June.

36.6 Members agreed to reappoint Claire Connell as Internal Auditor for 2024/25

Proposed: Cllr Montgomery
Seconded: Cllr Clarke
Approved: Unanimously

24/FGP/37

Corporate Governance

- 37.1 It was agreed that Cllr Masseron would chair a working party to look at the council's corporate governance including:

- Standing Orders
- Financial Regulations
- Terms of Reference
- Transparency (as noted by the Internal Auditor, the council publishes most of the required information but there were gaps, and it was not easy to find all the information)

The objective would be to ensure that the above are effective and compliant with current legislation and published guidance

The working Party would comprise

- Cllr Masseron
- Other interested members of the council
- The Clerk
- The Deputy Clerk
- The Finance Manager

Cllr Masseron would provide a monthly update on the working party at Full Council, but proposed changes would be reviewed by Finance & General Purposes Committee at their regular meetings to allow a recommendation to be made to Full Council.

In a similar manner to the special meeting to be arranged on the budget process, it would be possible to arrange special meetings to ensure that all members were fully aware of all aspects of Standing Orders.

It was agreed that Cllr Masseron would circulate to members of the committee a proposed schedule for the Working Party's outputs.

ACTION – Cllr Masseron to provide a proposed schedule of outputs from the Corporate Governance Working Party

24/FGP/38

Risk Register

- 38.1 This had been approved at the Annual Full Council on 22nd May. The Clerk had no recommended changes to the Register.

24/FGP/39

Financial Reports

- 39.1 Bank Reconciliations

The Chair of the Committee confirmed that he had reviewed the bank reconciliations to the end of May 2024 on 18th June and that all was in order. A copy of the reconciliation was presented to members, and this included the NS&I statement.

Members **NOTED** the report.

- 40.1 The Clerk took members through the current CIL position. To date CIL receipts were £3,749,220 with only a further £367,448 anticipated from known developments. The council had therefore received 91.1% of total anticipated CIL. £710,000 of the total anticipated CIL was yet to be assigned to a project.

Members **NOTED** the report.

- 40.2 The Finance Manager presented the current reserves balances as at 31st May 2024. These comprised CIL of £1,572.8k (following a receipt of CIL in April of £280.4k) and other reserves of £263.7k giving a total of £1,836.5k.

Members **NOTED** the report.

- 40.3 The process of untangling what the historic S106 commitments were and where funds had been applied was ongoing.

ACTION - Clerk to continue to accumulate information on the S106 funds that had been received from developments in Shinfield Parish

- 41.1 Land Registrations

There had been no change to the status of any of the land registrations since the last meeting.

- 41.2 The Clerk had chased WBC for a progress report on the reciprocal leases for Ryeish Green playing fields and Deardon field.

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

- 41.3 Provision of Community Space in the North of the Parish

The Clerk proposed that, taking into account comments from Cllr Masseron and others, there should be more discussion with residents to establish their needs and preferences before there is any commitment to acquiring assets of any description. This could commence with the council's involvement with the HAF event on Frensham Green on 1st August. Cllr Montgomery advised that engagement should also be carried out in other parts of the parish north of the M4.

ACTION – Clerk to develop proposals for engagement with residents in the north of the parish to establish their needs and preferences

41.4 **Future of Ryeish Green Pavilion**

The Clerk reported that he had chased for an update on clarifying the legal access rights to the pavilion.

ACTION – Clerk to continue to establish access requirements to Ryeish Green Pavilion

41.5 **Parish Hall Lease**

The Clerk had not progressed this item

ACTION – Clerk to complete form AP1, to formally extinguish the lease on the parish hall, and send to the Land Registry

41.6 **Acquisition of Land**

Cllr Clarke advised members of a discussion with Chris Howard, WBC regarding Nullis Farmhouse.

24/FGP/42

Live Project Teams

- 42.1 The Clerk provided an updated list of the live project teams. This now contained details on any budgets that related to the project team and would in due course provide information on when matters were expected to be presented to Full Council.

24/FGP/43

Other Items

43.1 **Microgeneration**

The Clerk had met with a company, but they were primarily an installer and not able to give the initial assessment of our estate on what is possible. They would however be happy to suggest potential consultants to undertake that element of work.

ACTION – Clerk to follow up with potential microgeneration consultants

43.2 **High Copse Pavilion**

The Clerk referred members to the paper setting out the position regarding High Copse. Cllrs Clarke and James are on the working party and supported the recommendation to make a contribution of £9,000 + VAT towards the cost of the kitchen at High Copse.

Proposed: Cllr Clarke
Seconded: Cllr Matic
Approved: Unanimously

43.3 Accessible plots and smaller sized plots at all council allotment sites

It was agreed that this matter would be referred back to the Facilities Committee for further discussion.

Cllr Clarke raised a question regarding allotment plot inspections and the Clerk advised that he would also add this to the same agenda.

ACTION – Clerk to add Accessible/Smaller sized allotment plots to the agenda for the next Facilities Meeting

ACTION – Clerk to add allotment plot inspections to the agenda for the next Facilities Meeting

43.4 Public Art Expenditure

Cllr James had requested an analysis of expenditure on community assets at the May ACE Meeting and this was reported back to the June meeting of that committee. The Clerk thought it would be useful to share the figures with the F&GP committee. Members **NOTED** the expenditure on assets in the parish including the relatively small percentage of the total on Arts related items.

43.5 Co-Funding CIL requests from Wokingham Borough Council

Two requests had been received from WBC for co-funding from CIL. Both were requests for 100% of the cost of the works involved and there had been no prior discussion with the council on either item. One was resurfacing of part of the path in front of Shinfield Infants and Nursery School (£7,000) and the other for replacement equipment in Pippin Grove playground (£26,000) which is a playground maintained by WBC.

Members felt that neither project should be supported on the basis of the requests received. The Clerk advised that the WBC approach was consistent across all Town and Parish Councils with no prior discussions and no additional information being provided when requested. This was consistent with requests received in 2023.

43.6 Oakbank School

Cllr Tatla had indicated that she no longer wished to join the Oakbank Anthem Community Council. There was a discussion on the response from the Department for Education regarding Oakbank School and it was agreed that the Clerk would prepare a follow up letter to the DfE Regional Director.

ACTION – Clerk to draft a letter to the DfE Regional Director

24/FGP/44

Date of Next Meeting

44.1 Next meeting was scheduled for 21st August 2024.

The meeting ended at 20.15

DRAFT

List of Actions

24/FGP/20.2	Clerk to schedule budget process meeting for all members of Council for 17 th October 2024	Clerk
24/FGP/27.1	Clerk to arrange a special meeting of the Finance & General Purposes Committee in August to review applications submitted	Clerk
24/FGP/37.1	Cllr Masseron to provide a proposed schedule of outputs from the Corporate Governance Working Party	Cllr Masseron
24/FGP/40.3	Clerk to continue to accumulate information on the S106 funds that had been received from developments in Shinfield Parish	Clerk
24/FGP/41.2	Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon field	Clerk
24/FGP/41.3	Clerk to develop proposals for engagement with residents in the north of the parish to establish their needs and preferences	Clerk
24/FGP/41.4	Clerk to continue to establish access requirements to Ryeish Green Pavilion	Clerk
24/FGP/41.5	Clerk to complete form AP1, to formally extinguish the lease on the parish hall, and send to the Land Registry	Clerk
24/FGP/43.1	Clerk to follow up with potential microgeneration consultants	Clerk
24/FGP/43.3	Clerk to add Accessible/Smaller sized allotment plots to the agenda for the next Facilities Meeting	Clerk
24/FGP/43.3	Clerk to add allotment plot inspections to the agenda for the next Facilities Meeting	Clerk
24/FGP/43.6	Clerk to draft a letter to the DfE Regional Director	Clerk



The Edmund Godson Charity

Registered Charity No. 227463

Trustees:

Freya Villis (Chair)

Will Rogers, (Co-opted)

The Reverend Michael Kneen (Herefordshire)

Mrs Elaine Padwick (Tenbury)

Mr Andrew Oughton (Shinfield)

Vacant (Greenwich)

**30 Hemmingford Road
Cambridge
CB13BZ**

E-Mail: info@edmundgodson.org

Clerk:

Liz Adams

25 May 2024

Mr Bruce Winton
Town Clerk
School Green Centre
School Green
Shinfield
RG2 9EH

Dear Mr Winton

Appointment of a Trustee to the Edmund Godson Charity

I have been asked by our Chair, Mrs Villis, to contact you about a further three-year appointment of Mr Andrew Oughton whose current appointment as our Trustee for Shinfield and Spencer's Wood, ended at our annual meeting in May 2024.

Andrew has indicated his willingness to continue for a further three years. If you would be kind to bring this matter before those concerned for consideration and authorisation, I would be very pleased to receive a response regarding the appointment of a trustee for Shinfield and Spencer's Wood for a further three year tenure.

Thank you for your time and I look forward to hearing from you.

Yours sincerely,

Liz Adams
Clerk

Report to Shinfield Parish Council on the local activity of The Edmund Godson Charity
(No. 227463)

The financial year of the Charity runs from 1 April to 31 March & the most recent AGM was held on 23 May 2024. Grant applications are considered at the AGM.

During 2023 / 2024 the following grant applications were made & subsequently granted: -

- A grant of £2,000 was awarded to **Thrive** towards the cost of the Life Changers Programme, which uses therapeutic gardening to support people living with a disability or ill-health or who are isolated, disadvantaged or vulnerable.
- A grant of £2,000 was awarded to **The Link Visiting Scheme** towards the cost of the One-One Befriending Project to support lonely & socially isolated older people.

During 2024 / 2025 the following grant applications were made & subsequently granted: -

- A grant of £1,590 was awarded to **ABC to Read** to provide training for volunteers who help children develop literacy skills & build self-confidence.
- A grant of £1,000 was awarded to **Me2 Club** in order to provide opportunities for disabled children & young people to participate in mainstream leisure & social activities.
- A grant of £1,500 was awarded to **Oakbank Secondary School** to purchase 30 tablets so that pupils aged between 11 & 16 years old can more easily search out potential careers using dedicated platforms such as Unifrog, matching their skills & interests to self-assessed routes & pathways into their chosen field.

The next AGM is scheduled for 6 June 2025.

Andrew Oughton
Shinfield Trustee
The Edmund Godson Charity

30 May 2024

Tackling Violence Against Women and Girls

Introduction

The Following email has been received from Phil Stoneman, Community Safety Officer, Wokingham Borough Council regarding Violence Against Women and Girls (VAWG)

Letter from Phil Stoneman

I'm keen to develop a list or database of locations that may be considered to be at a higher risk of VAWG crimes across the Wokingham borough.

I want to find out what it is about those locations that attract VAWG or simply where women and girls feel unsafe and more vulnerable. Is it that the locations appear to be deprived and/or neglected and consequently attract criminality, and if so what can we do as a partnership (including where relevant, social housing landlords) to help improve those environments.

I also want to explore locations with higher footfall levels including our town centres, transport hubs, car parks, educational and medical facilities, parks and open spaces etc. From our knowledge and visual audits are those locations currently susceptible to VAWG crimes, and if so what are the influencing factors? I'm not suggesting that we can instantly change the environment that has evolved over years, but we can look at measures including lighting, CCTV, cutting back foliage, designing out secluded areas, improved cleanliness, how locations are managed, patrol plans (TVP/WBC) etc.

I welcome your input and/or thoughts around this and any locations that you feel should be added with suggested improvements.

I have also launched our 'VAWG - Hearing the Voices' project for which I've engaged Rosie Coutts, an independent consultant who will run 1-1 meetings (virtual or in person) with people willing to share their experiences and fears in relation to VAWG. These will be anonymised and will help identify gaps in provision, process, levels of support and importantly what more we can do to support victims and reduce the fear of such crimes. Part of the interviews may include what can be done to improve the environment/journeys around the borough whether that be travelling to and from work, school/college, social and leisure activities etc. If you know anyone willing to participate then please do ask them to send their contact details to me at VAWG@wokingham.gov.uk and I will forward the details to Rosie. Alternatively, with their consent, please let me have their contact details and Rosie will contact them direct.

Actions for Councillors

- Are there any known areas of concern within the parish
- Are members aware of any parishioners that may be willing to assist with the 'VAWG - Hearing the Voices' project
- Are there any other thoughts or comments on this subject

Members can send any thoughts or comments to the Clerk (in confidence if required) before the meeting.

Ref	Date Paid	Payee	Amount Paid (inc VAT) £	Transaction Detail
001	15/05/2024	Chargemaster Limited	7.85	Card Fee - Van Charging May
002	16/05/2024	Alphabet (GB) Ltd	468.85	May 2024
003	20/05/2024	Telefonika UK Ltd	378.68	Mobile Devices - 5 for office and facilities
004	20/05/2024	Peninsula Business Services	1,194.00	Standalone Face2Face
005	20/05/2024	Everflow	176.13	Water - All facilities
006	22/05/2024	SLCC Enterprises Ltd	2,875.00	B Winton Level 4 no 1
007	22/05/2024	Select Environmental Services	9.52	SWP - Hygiene Bins April
008	22/05/2024	Select Environmental Services	1,928.78	Litter Bins - April
009	22/05/2024	Select Environmental Services	-256.80	Credit Note for March
010	22/05/2024	Select Environmental Services	217.48	Commercial Waste - SGC - April
011	22/05/2024	Select Environmental Services	67.78	Commercial Waste - SWP - April
012	22/05/2024	Select Environmental Services	44.83	Commercial Waste - Manor - April
013	22/05/2024	Select Environmental Services	92.69	Commercial Waste - Millworth - April
014	22/05/2024	Harrison Thompson & Co Ltd	9,574.00	Yeoman Shield Grazeley
015	22/05/2024	Lister Wilder	243.89	Parts for Mower
016	22/05/2024	Air It Limited	4,342.54	telephones SGC April
017	22/05/2024	SPY Alarms	54.00	Credit Note Labour
018	22/05/2024	Kreatif Design Ltd	59.99	Web Hosting - May 2024
019	22/05/2024	BDS Surveyors	9,508.80	Prep Fees Millworth Spts Grd & Toilets
020	22/05/2024	Ricoh UK Ltd	450.37	Rent & Copies -1 Qtr
021	22/05/2024	Absolute Brilliance Cleaning Ltd	5,314.16	Cleaning April SGC
022	22/05/2024	Absolute Brilliance Cleaning Ltd	1,784.80	Cleaning April SWP
023	22/05/2024	Absolute Brilliance Cleaning Ltd	228.00	Cleaning April Manor
024	22/05/2024	Absolute Brilliance Cleaning Ltd	660.00	Café Floor - 50% recharged to Crumbs
025	22/05/2024	Enerveo Ltd	179.42	Call Out Street Lamp Millworth Lane
026	22/05/2024	Alexandra	76.55	Bottle Green Shirts - Facilities
027	22/05/2024	Nigel Jeffries Landscaping Ltd	3,114.00	Grass Cutting April (Parks & Open Space)
028	22/05/2024	The Hedge Barbers Ltd	1,020.00	OakTree Removal - Millworth Lane Rec
029	22/05/2024	IRIS Software Limited	924.83	Implementation New Cloud Payroll System
030	22/05/2024	A D Wilson Plumbing & Heating	495.00	Intallation Water Heater - SWP
031	22/05/2024	KPS Southern Ltd	770.40	Inspect & Repair Hot Water System - SGC
032	22/05/2024	MCFT Food Equipment Service	541.78	Adj Wall Bracket & Parts Café
033	22/05/2024	British Gas Lite	36.05	Electricity - Millworth Pavilion - April
034	22/05/2024	British Gas Lite	448.46	Electricity - SWP - April
035	22/05/2024	British Gas Lite	609.41	Electricity - SGC South April
036	22/05/2024	British Gas Lite	790.22	Electricity - SGC North April
037	28/05/2024	Lloyds Bank plc	33.67	Fees (£7) Chgs (£26.67)April
038	28/05/2024	British Gas Lite	31.42	Electricity - Millworth May 2024
039	29/05/2024	Employees	20,016.04	Net Pay May
040	30/05/2024	PrintKick	1,726.80	Parasols & Bases Cafe
041	30/05/2024	SPY Alarms	426.00	Annual Service Contract Alarm SWP
042	30/05/2024	Office Depot International (UK	157.40	Paper / Sacks/Flip Chart
043	30/05/2024	Royal Electrics	420.00	Fitting of Defibrillator SWP
044	30/05/2024	Imagin Products Ltd	14.28	ID Badge - Staff
045	30/05/2024	Thames Valley Signs (berkshire)	167.98	Supply A4 Poster Holding & Fixings - Building Awards
046	30/05/2024	Berkshire Association of Local	2,401.62	Annual Corporate Subs 2024 (NALC & BALC)
047	30/05/2024	Air It Limited	53.03	Internet SGC May
048	30/05/2024	SSE Energy Solutions	450.47	Street Lighting - April
049	30/05/2024	A D Wilson Plumbing & Heating	265.00	Plumbing Repairs South Building SGC
050	30/05/2024	Bring Me Sunshine Window Clean	276.00	Ext & Int Window Cleaning 28/5 (SGC & SWP)
051	30/05/2024	Nest Pension Contributions	1,905.61	Pension Contributions May
052	31/05/2024	Air It Limited	477.53	Vol Car April
054	03/06/2024	Wokingham Borough Council	1,727.00	B Rates JUNE
055	03/06/2024	British Gas Lite	181.58	Apr/May 2024
057	06/06/2024	FibreNest	37.00	Broadband June - Manor
060	10/06/2024	HMRC paye	6,217.86	PAYE & NI - May 2024
061	10/06/2024	Wokingham Borough Council	141.64	Attachment Earnings May 2024
062	10/06/2024	Shinfield Players Theatre	250.00	Award 29/5/2024
063	11/06/2024	Fresh Berkshire Ltd TA Crumbs	328.50	Catering - Annual Parish Meeting
064	11/06/2024	Larkstel Ltd	786.00	Cutting Outfield etc April
065	11/06/2024	A D Wilson Plumbing & Heating	495.00	Replace Heater in Mens Toilet SWP
066	11/06/2024	Fcc Recycling (UK) Ltd	116.63	General Waste (Van) 23/5/2024
067	11/06/2024	Tree Solutions Arboricultural	1,044.00	New Oak Tree & Stockades - School Green
068	13/06/2024	Chargemaster Limited	7.85	Fuel Card Fee June 2024
069	18/06/2024	Alphabet (GB) Ltd	468.85	Van Rental - June 2024
070	18/06/2024	Air It Limited	3,053.47	Phones 2022 Settled
071	18/06/2024	Claire Connell	237.50	Final Work & report 2023-2024
072	18/06/2024	Select Environmental Services	2,659.07	May 2024
073	18/06/2024	SPY Alarms	193.20	Annual Service - Access Control SWP
074	18/06/2024	Absolute Brilliance Cleaning Ltd	5,594.38	Cleaning May - SGC
075	18/06/2024	Absolute Brilliance Cleaning Ltd	1,861.00	Cleaning May - SWP
076	18/06/2024	Absolute Brilliance Cleaning Ltd	228.00	Cleaning May - Manor
077	18/06/2024	Window Flowers Limited	2,817.36	Plant Displays Maintenance (SGC)
078	18/06/2024	Adcock Refrigeration	438.00	Air Conditioning Service SWP 24/5/2024
079	18/06/2024	M & D Services	627.60	Remove & Dispose Trampoline Surround - Millworth
080	18/06/2024	Office Depot International (UK	103.99	Stationery / Folders
081	18/06/2024	Lister Wilder	164.95	Consumables 22/5/2024 (Oil Mix & Weed Killer)
Total Payments			107,034.74	

Abbreviations:

SGC School Green Centre
SWP Spencers Wood Pavilion

Ref	Date Paid	Payee Name	Amount		Decsription
			Paid	£	
001	01/05/2024	The Post Office	4.60		Recorded Delivery Letter
002	01/05/2024	Nintendo Online Games Store	58.54		Game for Youth Club meeting
003	06/05/2024	Adobe	51.98		Software Licence - Web and Newsletter
004	08/05/2024	Cooperative	3.90		Food for Youth Club Night
005	09/05/2024	Go Transcribe	10.00		Minutes - Confidential Matter
006	16/05/2024	Costco	121.31		Youth Club - Tuck Shop Supplies
007	17/05/2024	SLCC Enterprises Ltd	39.00		Youth Engagement Summit - Training
008	28/05/2024	Scale Lane Printers Ltd	27.08		Carbonless Receipt Books - Reception
009	29/05/2024	Co-op - Shinfield	1.65		Milk for Parish Meeting
010	30/05/2024	Sainsburys plc	95.05		Ingredients for Pizzas - Youth Club
011	30/05/2024	The Post Office	7.95		Tracked Letter for Clerk
Total			421.06		

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

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