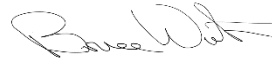


To all members of Shinfield Parish Council

Notice is hereby given, and you are summoned to attend a Meeting of the Full Council on
Wednesday, 25 June 2025, commencing at 19:30



Bruce Winton
Chief Executive and Clerk to the Parish Council
19th June 2025

**Members: Cllrs Boyer, Clarke, Fernandes, Hoyle, Jahromi, James, Johnson, Jones, Lias,
Masseron, Matic, Montgomery, Peer and Tatla (Chair)**

Agenda

1. **Public Questions**
 - 1.1 To **RECEIVE** and **CONSIDER** questions from the public
2. **Apologies and declaration of members' interest**
 - 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 the Annual Council meeting held on 28th May 2025**
 - 3.1 To **RECEIVE** and **NOTE** the minutes of Annual Council meeting held on 28th May 2025*
 - 3.2 To **RECEIVE** information on matters arising
4. **Annual Accounts and Annual Governance and Accountability Return – Year ending 31st March 2025**
 - 4.1 To **NOTE** the Internal Audit Report *
 - 4.2 To **APPROVE** the Financial Statement for year ended 31 March 2025*
 - 4.3 To **APPROVE** Section 1 – Annual Governance Statement 2024/25*
 - 4.4 To **APPROVE** Section 2 – Accounting Statements 2024/25*
 - 4.5 To **NOTE** Notice of public access to AGAR*
 - 4.6 To **NOTE** new assertion 10*
 - 4.7 To **NOTE** the reappointment of the Internal Auditor

5. Reports from Borough Councillors

- 5.1 To **RECEIVE** and **NOTE** reports from Borough Councillors*
- 5.2 To raise any questions to Wokingham Borough Council via the Borough Councillors

6. Reports from Committees and associated Working Parties

- 6.1 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 4th June 2025* and an update from the Chair
- 6.2 To **RECEIVE** and **NOTE** the draft minutes of the Children and Young Adults Committee held on 5th June 2025* and an update from the Chair
- 6.3 To **RECEIVE** and **NOTE** the draft minutes of the Planning and Highways Committee held on 11th June 2025* and an update from the Chair
- 6.4 To **RECEIVE** and **NOTE** the draft minutes of the Finance and General Purposes Committee dated 18th June 2025* and an update from the Chair
- 6.5 To **RECEIVE** a verbal report from the Chair of the Council
- 6.6 To **RECEIVE** reports from outside bodies

7. Standing Orders

- 7.1 To **RECEIVE** and **APPROVE** the revised Standing Orders as recommended by the Finance and General Purposes Committee*

8. Equality, Diversity and Inclusion Policy

- 8.1 To **RECEIVE** and **CONSIDER** the Council's Equality, Diversity and Inclusion Policy*

9. Vision

- 9.1 To **RECEIVE** and **CONSIDER** initial thoughts from the Chair for a vision of the Parish

10. Invoices for payment

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

11. Correspondence

- 11.1 To **RECEIVE** and **NOTE** the provision for questions by Town and Parish Councils at meetings of Council, Executive and other committees in the new Wokingham Borough Council Constitution which came into effect on 1 June 2025*
- 11.2 To **RECEIVE** and **NOTE** the consultation results and government response on remote attendance and proxy voting in local authorities*
[Remote attendance and proxy voting in local authorities: consultation results and government response - GOV.UK](#)

12. Date of Next Meeting

- 12.1 The date of the next Full Council Meeting will be held on 23rd July 2025

Minutes of a meeting of Full Council
Held on Wednesday, 28th May 2025
At School Green Centre commencing at 19:30

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

Attending: BCllr Glover
B Winton (Clerk)
S Herring (Deputy Clerk)

2 members of the public

25/44 Election of Chair of the Council

- 44.1 Cllr Grimes opened the meeting by confirming his resignation from Shinfield Parish Council after the meeting. He would therefore not be standing for the position as Chair.

Two nominations had been received for Chair of the Council for 2025 to 2026

- 1) Cllr Boyer
- 2) Cllr Tatla

The Chair proposed that the election be carried out by secret ballot, thereby overriding Standing Order 2e "The election of the Chairman shall be by show of hands." and enacting Standing Order 5xvi "to suspend any standing order except those that are mandatory by law". Standing Order 2e is not deemed to be mandatory.

Proposed: Cllr Grimes
Seconded: Cllr Masseron
Agreed: Unanimously

It was unanimously **AGREED** to elect the Chair by secret ballot.

- 44.2 The result of the ballot was Cllr Tatla 7 votes and Cllr Boyer 6 votes. Cllr Grimes declined to vote.

Cllr Tatla was elected as Chair of the Council for 2025 to 2026

- 44.3 Cllr Tatla signed a declaration of acceptance of office as Chair of the Council

25/45 Election of Vice-Chair(s) of the Council

- 45.1 Standing Order 2f states “the newly elected Chair shall indicate their rationale for 1 or 2 Vice-Chairs”.

The Chair proposed that there should be two Vice-Chairs with defined roles. This should be reviewed annually, giving consideration to the amount of work to be done in relation to corporate governance.

- 1) Finance and Staffing
- 2) Corporate Governance

Two nominations had been received for Vice-Chair of the Council for 2025 to 2026

- 1) Cllr James – Finance and Staffing
- 2) Cllr Masseron – Corporate Governance

- 45.2 The election was by show of hands

Cllr James was unanimously elected as Vice-Chair (Finance & Staffing) of the Council for 2025 to 2026

Cllr Masseron was elected as Vice-Chair (Corporate Governance) of the Council for 2025 to 2026. The voting was 12 for, 1 abstention

- 45.3 Cllr James signed a declaration of acceptance of office as Vice-Chair (Finance & Staffing) of the Council
Cllr Masseron signed a declaration of acceptance of office as Vice-Chair (Corporate Governance) of the Council

25/46 Apologies and declaration of members’ interests

- 46.1 Apologies for absence had been received from Cllr Montgomery, BCllrs Gray and Rance
- 46.2 There were no declarations of members’ interest
- 46.3 There were no changes to members declaration of pecuniary interest

25/47 Minutes of the Annual Council meeting held on 22nd May 2024

- 47.1 Members **NOTED** the Annual Council minutes of 22nd May 2024 that had been approved and signed at the Full Council meeting held on 26th June 2024.

25/48 Public Questions

- 48.1 There were no public questions

25/49 Committee appointments 2025/26

- 49.1
49.1.1 Facilities Committee

Membership of the Facilities Committee for 2025/2026 would be:-
Cllrs Boyer, Clarke, Jahromi, James, Johnson, Masseron and Peer

49.1.2 Arts, Culture and Events Committee

Membership of the Arts, Culture and Events Committee for 2025/2026 would be:-
Cllrs Jahromi, James, Jones, Matic, Montgomery, Peer and Tatla

49.1.3 Planning and Highways Committee

Membership of the Planning and Highways Committee for 2025/2026 would be:-
Cllrs Boyer, Fernandes, Hoyle, Jahromi, James, Lias, Masseron and Peer

49.1.4 Staffing Committee

Membership of the Staffing Committee for 2025/2026 would be:-
Cllrs James, Masseron, Montgomery and Peer

49.1.5 Children and Young Adults Committee

Membership of the Children and Young Adults Committee for 2025/2026 would be:-
Cllrs Fernandes, Johnson, Matic, Montgomery and Tatla

49.1.6 Finance Committee

Membership of the Finance Committee for 2025/2026 would be:-
Cllrs James, Masseron and Tatla plus the chairs of all other council standing committees
and up to two other members.

Chairs of committees would be elected at the first meeting of the standing committee
following the Annual Council meeting.

25/50

Meeting Schedule 2026/2027

50.1 The proposed meeting schedule for 2026/2027 was circulated with the agenda. This
followed the pattern agreed for 2025/26 in January 2025.

Members **APPROVED** the meeting schedule for 2026/2027.

Proposed: Cllr Matic
Seconded: Cllr Jahromi
Agreed: Unanimously

ACTION – Deputy Clerk to send out diary invites for the approved meeting schedule

25/51 Appointments to outside bodies

51.1 The following representatives were **APPOINTED** to serve on the outside bodies:

Outside Body	2025/26
Fields NAG	Cllr Peer
AWE Liaison Committee	Cllr Montgomery
Berkshire Association of Local Councils (BALC)	Cllr Peer
Borough/Parish Liaison Forum	Cllrs Peer and Tatla
Godson Charity	Andrew Oughton
Grazeley Village Hall Management Committee	Cllr Lias
Natural History Museum	Cllr Fernandes
Shinfield St Mary's CE(VA) Junior School	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 and Cllr Johnson
Spencers Wood Village Hall Committee	Cllrs James and Matic
Wokingham Veteran Tree Association	SPC vacancy and Elaine Butler

Members unanimously **APPROVED** the representatives.

25/52 Subscriptions

52.1 The following subscriptions were due to be paid for 2025/26

Description	£ (Exc VAT)
Association of Local Councils Of which Berkshire (invoice £1,400) National (invoice £1,200)	2,600
Berkshire Youth (Associate Membership)	50
National Allotment Society	60
Clerks & Councils Direct	80

Members **APPROVED** the payment of the subscriptions listed above.

Proposed: Cllr Johson
 Seconded: Cllr Boyer
 Approved: Unanimously

ACTION – Clerk to arrange for the payment of the subscriptions listed above when due

52.2 Licences for 2025/2026

The following Licences were due for renewal for 2025/2026

Description	£ (Exc VAT)
Television Licence – The Manor	175
Television Licence – School Green Centre	175
Television Licence – Spencers Wood Pavilion	175
Television Licence – High Copse Pavilion	175
PPL – PRS Music Licence	600
Information Commissioners Office	73

Members **APPROVED** the payment of the Licences listed above.

Proposed: Cllr Boyer
 Seconded: Cllr Peer
 Approved: Unanimously

ACTION – Clerk to arrange for the Licences listed above to be paid as and when due

25/53 Risk Register

- 53.1 The Risk Register was regularly review by the Finance and General Purposes Committee and had been circulated with the agenda.

Members **NOTED** the Risk Register

25/54 Minutes of the Meetings held on 23rd April 2025

- 54.1 The minutes of the Council Meeting held on 23rd April 2025 were approved and signed by the Chair as a correct record.

Proposed: Cllr Grimes
 Seconded: Cllr Clarke
 Approved: Unanimously

- 54.2 The following matters arising were discussed:

25/32.2

- 25/25.2** Clerk to add an agenda item to the Planning and Highways Committee agenda in May
25/16.3 to discuss what they felt should be provided with in respect of S106 and WBC CIL from any development relating to PA 233038

This had been done and would now be discussed by the Finance and General Purposes Committee to draw up a five-year plan for future planning applications.

- 25/16.3 Clerk to write to the government departments to establish the collective government position regarding the significance of DEPZs in the planning with respect to the safety of current and future residents

This had been done. No responses or acknowledgements had yet been received.

ACTION – Clerk to chase up a response to his letters to the government departments to establish the collective government position regarding the significance of DEPZs in the planning with respect to the safety of current and future residents

- 25/16.3 Clerk to write to BCllr Bray to reinforce the concerns of Shinfield Parish Council (SPC) regarding the lack of primary school places in the parish and request an update on the proposed Spencers Wood Primary School and extension of Alder Grove Primary School.

This had been done and the Clerk was arranging the next Education Working Party meeting to allow further discussion.

ACTION – Clerk to arrange the next Education Working Party and invite representatives from Oakbank School, Swallowfield Parish Council and one parent

- 25/16.3 BCllr Gray to raise the question at the Wokingham Borough Council (WBC) School Place Planning meeting

BCllr Gray was unable to attend the meeting but his report stated:-

“I have been in touch with BCllr Bray and other officers regarding Spencer’s Wood Primary school. This has been discussed at the WBEP which met earlier this month but the minutes are not public so the feedback I have has been vague on what was discussed, although it is being discussed. It looks like the final decision will be taken at executive level in September, I am looking at what can be brought to Children’s Overview and Scrutiny to find out more information. I am very much behind ensuring that more primary places are available in Shinfield.”

- 25/27.7 Clerk to arrange a meeting of the Education Working Party

The Clerk advised that he had potential dates for this meeting and would confirm availability with the newly elected Chair of the council before confirming a date and inviting others to join the meeting.

- 25/27.8 Clerk to add an item to the agenda of the Annual Council meeting to request a representative to work with Spencers Wood Village Hall

This was on the agenda. See minute 25/51.1

- 25/37.1** BCllrs to ask Planning Enforcement why planning obligations with developers were not being followed up

ACTION - BCllr Glover agreed to follow up with Planning Enforcement why planning obligations with developers were not being followed up

- 25/37.5** Clerk to add the revised Standing Orders to the agenda of the meeting in May

This was on the agenda item 13.5 – see minute 56.5

- 25/39.1** Clerk to add the development of Millworth Recreation Ground to the agenda of the Facilities Committee in May

This would be a regular item on the agenda of the Facilities Committee.

- 25/39.2** Clerk to add 'Fitness Centre' at Millworth Recreation Ground to the agenda of the Facilities Committee in May

The committee had discussed the implementation of the Fitness element of the recreation ground. The building surveyor was progressing this element.

- 25/41.1** Clerk to complete the TVPCC survey on behalf of SPC and submit the responses

This had been done.

- 25/41.2** Members to inform the Clerk of any training courses they would like included in the BALC training list

No requests had been received to date. Members to email any requests to the Deputy Clerk as soon as possible.

- 25/41.3** Cllr Peer to attend the meeting on 1st May regarding the proposed development of Loddon Garden Village

Cllr Peer and the Clerk had attended the meeting with other parishes. It was unanimously agreed that all parishes were concerned about potential uncontrolled outcomes with reserved matters and proposed that a monitoring officer be appointed to liaise between the parishes, Wokingham Borough Council (WBC) and the developers. This should be someone with experience that could pre-empt situations.

ACTION – Cllr Fernandes agreed to share documents he had worked on regarding the challenges.

- 25/42.2** Clerk to arrange the signing of the Lease between Fresh Berkshire Ltd (trading as Crumbs Ltd) and SPC

This was still with the lawyers to finalise the necessary paperwork.

ACTION - Clerk to arrange the signing of the Lease between Fresh Berkshire Ltd (trading as Crumbs Ltd) and SPC

25/42.3 Clerk to arrange for the installation of the Hatch in the Café area

This was planned to be installed during the summer school holidays

25/55 **Reports from Borough Councillors**

55.1 Members **NOTED** the written reports from BCllrs Gray and Rance

55.2 Questions raised relating to the Wokingham Borough Councillors reports:-

- BCllr Gray had reported that Wokingham Borough Council had included, in the new borough constitution, that parish councillors now had the ability to ask a question at WBC full council and committee meetings. This would take effect from 1st June 2025.
- It was recognised that Cllr Rance had carried out a huge amount of work investigating whether the selling of cars at the School Green Car Park could be stopped. There did not appear to be any route available for this to be enforced.

ACTION - Clerk contact Matt Gould, WBC to investigate further.

- BCllr Glover gave a verbal report:-
 - Adrian Betteridge, WBC would like to meet with all parishes regarding Active Travel
 - Martin Alder was now the Executive Member for Planning
 - BCllr Glover was now on the WBC Planning Committee

Members revisited previous discussions regarding the non-attendance/communication with the other BCllrs. Shinfield Parish Council (SPC) invited the BCllrs to each of their Full Council meeting. BCllr Glover explained that there was no official requirement for BCllrs to attend parish council meetings, however, members felt that as they were elected by the parishioners that there should be communication with the parish council throughout their period of appointment to inform the parish of the work they were undertaking. Shinfield Parish Council (SPC) kept a record of attendance at meetings and whether reports had been submitted. For the public to understand the commitment of the councillor it was agreed to publish the attendance record on the parish notice boards.

Proposed: Cllr Hoyle
Seconded: Cllr Masseron
Agreed: Unanimously

ACTION – Clerk to publish attendance of BCllrs at SPC Full Council meetings on the SPC notice boards

Item 25/56.6 was taken at this point after which Cllr Grimes left the meeting

25/56

Reports from Committees and associated Working Parties

56.1 Facilities Committee

Cllr Johnson reported that

- Shinfield Rangers had been given a tour of High Copse Pavilion.
- A plan had been worked on relating to the use of the cricket pitch.
- Suggested that signs to High Copse Pavilion be erected as people were finding it difficult to locate.
- The plans for Millworth Sports Park were being worked on.
- Progress was being made with discussions about the installation of youth shelters.
- The committee were exploring ideas for a Pump track.

Members **NOTED** the minutes of Facilities Committee held on 7th May 2025

20:47 *Cllr Lias left the meeting*

56.2 **Arts, Culture and Events Committee**

Cllr Matic thanked everyone who had worked on making the VE80 Celebrations a great success.

Members **NOTED** the minutes of Arts, Culture and Events Committee held on 8th May 2025

Cllr Jahromi and B Winton, Chief Executive and Clerk to the Parish Council left the meeting

56.3 **Minutes of the Planning and Highways Committee**

Cllr Peer reported that

- The inspectorate report on Planning Application 233038, Land East of Hayes Drive, Three Mile Cross was still outstanding.
- The proposed Richborough development in Spencers Wood was moving forward.
- AOC had submitted some plans for a potential village centre in Spencers Wood.

Members **NOTED** the minutes of the Planning and Highways Committee held on 14th May 2025

56.4 **Minutes of the Staffing Committee**

Cllr Peer had chaired the meeting in Cllr James' absence and drew attention to item 15 on the agenda (see minute 25/58.1)

Members **NOTED** the minutes of the Staffing Committee held on 21st May 2025

56.5 **Corporate Governance Working Party**

It had been the intention to bring a revised set of Standing Orders to this meeting but despite considerable effort they were not yet in a position to put before Full Council. The revised draft was still undergoing final proof reading and checks for consistency.

The intention was now to submit a draft to the Finance and General Purposes Committee in June and then to Full Council for approval.

ACTION – Corporate Governance Working Party to present the revised Standing Orders to the Finance and General Purposes Committee in June 2025

56.6 Chairman's Report (this item was taken before Minute 25/56.1)

Cllr Grimes, the former Chair, reported that:-

- He attended the VE80 commemorations and thanked the Clerk and Staff for the excellent organisation of the event.
- He had held the Parish meeting and was disappointed by the lack of attendance. This should be referred to the Arts, Culture and Events Committee to plan, in advance of the meeting next year, for better publicity and activities to draw in the public.

ACTION – Clerk to add to the agenda of the Arts, Culture and Events Committee the Annual Parish meeting for 2026.

- He had worked with the Clerk to produce a letter to various government departments to establish the collective government position regarding the significance of the DEPZs in the planning, with respect to the safety of current and future residents. Yuan Yang, MP was ready to take this to the House of Commons to question the future plan.

Proposed: Cllr Jahromi
Seconded: Cllr Grimes
Agreed: Unanimously

ACTION – To request Yuan Yang, MP to ask the House of Commons what the collective government position was regarding the significance of the DEPZs in the planning, with respect to the safety of current and future residents.

Cllr Grimes thanked Members for supporting him in his role of Chairman of Shinfield Parish Council.

Cllr Tatla, Chair thanked Cllr Grimes for all the work he had undertaken.

Cllr Grimes left the meeting

56.7 Reports from Outside Bodies

There were no reports from outside bodies.

Members requested that the joint meetings held between SPC and the University of Reading (UoR) be reported under this heading.

ACTION –

- Deputy Clerk to send a reminder of the date of the next meeting with the UoR
- Clerk to include this as a regular item for Full Council

25/57 Equality, Diversity and Inclusion Policy

- 57.1 The draft Equality, Diversity and Inclusion Policy had been considered by the Staffing Committee and was now submitted for Full Council approval.

Members felt that the policy should be amended so that it is reviewed and implemented every two years. It was also felt that it should be circulated to all staff for comment before being resubmitted to the next meeting.

ACTION –

- Clerk to amend the policy to state that it is reviewed and implemented every two years.
- Clerk to circulate the policy to all staff for comment.
- Clerk to add to the agenda of the Full Council meeting in June for approval.

25/58 Staffing Resilience

- 58.1 The Staffing Committee had considered a request from the Clerk for an additional 16 hours administrative support to improve staffing resilience across the Council. The additional hours would incur expenditure of £13,500 per annum that was not in the current budget plan.

Members **APPROVED** the additional expenditure to recruit 16 hours of administrative support

Proposed: Cllr Peer
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Clerk to arrange for the 16 hours to be advertised internally in the first instance

25/59 Invoices for Payment

- 59.1 Payments made within the Clerk's financial delegation

Queries on payments made by individual councillors had been responded to prior to the meeting.

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

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

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

- 59.3 **Payments outside the Clerk's financial delegation**

There were no payments outside the Clerk's delegation.

25/60

Correspondence

60.1

Footpath from Lailey Path to Shinfield Infant School

Rob Curtis, Transport Planning Team Manager, WBC reported that this would be dealt with by a Transport Planner in his team. They had met with two directors from the Circle Trust on Tuesday, 6th May who were now discussing the best way to progress this with their legal team.

“A pre-App letter from our planning consultant to Wokingham’s Planners has been issued and we await their response. We will continue to do both in parallel in the hope that both go through smoothly as we don’t want to lose more time.”

Members **NOTED** the update

25/61

Date of Next Meetings

61.1

The date of the next Full Council meeting is Wednesday, 25th June at 19:30

Meeting ended at 21:21

List of Actions

25/50.1	Deputy Clerk to send out diary invites for the approved meeting schedule	Deputy Clerk
25/52.1	Clerk to arrange for the payment of the subscriptions when due	Clerk
25/52.2	Clerk to arrange for the Licences to be paid as and when due	Clerk
25/54.2		
25/25.2(16.3)	Clerk to chase up a response to his letters to the government departments to establish the collective government position regarding the significance of DEPZs in the planning with respect to the safety of current and future residents	Clerk
25/25.2(16.3)	Clerk to arrange the next Education Working Party and invite representatives from Oakbank School, Swallowfield Parish Council and one parent	Clerk
25/37.1	BCllr Glover agreed to follow up with Planning Enforcement, why planning obligations with developers were not being followed up	BCllr Glover
25/41.3	Cllr Fernandes agreed to share documents he had worked on regarding the challenges	Cllr Fernandes
25/42.2	Clerk to arrange the signing of the Lease between Fresh Berkshire Ltd (trading as Crumbs Ltd) and SPC	Clerk
25/55.2	Clerk contact Matt Gould, WBC to further investigate the selling of cars at the School Green Centre	Clerk
25/55.2	Clerk to publish attendance of BCllrs at SPC Full Council meetings on the SPC notice boards	Clerk
25/56.5	Corporate Governance Working Party to present the revised Standing Orders to the Finance and General Purposes Committee in June 2025	Clerk
25/56.6	Clerk to add to the agenda of the Arts, Culture and Events Committee the Annual Parish meeting for 2026	Clerk
25/56.6	To request Yuan Yang, MP to ask the House of Commons what the collective government position was regarding the significance of the DEPZs in the planning, with respect to the safety of current and future residents.	Clerk
25/56.7	Deputy Clerk to send a reminder of the date of the next meeting with the University of Reading (UoR)	Deputy Clerk
25/56.7	Clerk to include joint meeting between Shinfield Parish Council and the UoR as a regular item for Full Council	Clerk

25/57.1	Clerk to amend the Equality, Diversity and Inclusion Policy to state that it is reviewed and implemented every two years	Clerk
25/57.1	Clerk to circulate the Equality, Diversity and Inclusion Policy to all staff for comment.	Clerk
25/57.1	Clerk to add the Equality, Diversity and Inclusion Policy to the agenda of the Full Council meeting in June for approval.	Clerk
25/58.1	Clerk to arrange for the 16 hours vacancy for administrative support internally	Clerk

DRAFT

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

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

6th June 2025

Ladies and Gentlemen

Internal Audit report for the year ended 31st March 2025 - final review

I have now completed my review of the financial systems and internal controls for the year ended 31st March 2025. My audit has been carried out with reference to the 2024 edition of "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.

There are no matters of significance that I need to draw to your attention.

Overall conclusion

The financial records have been well maintained during the year and appear complete and fit for purpose. I did not identify any significant weaknesses in the control systems and procedures and it is clear that the council takes governance, policies and procedures seriously.

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 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.

Additional governance statement in 2025-26 AGAR

Appendix 2 gives some details regarding the new assertion which will appear in next year's annual governance statement and the guidance that the Council will need to have followed in order to give a positive response to it. This is purely for information and does not affect the 2024-25 audit in any way.

Yours faithfully



Claire Connell

Appendix 1: Summary of internal audit work covered in 2024-25

<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 appropriately assessed and reviewed, with regular updates to the Risk Register provided to the F&GP committee and a Full Council review undertaken in May each year. I understand that the Standing Orders have been thoroughly reviewed during 2024-25 and will shortly be brought to Council for approval. The Financial Regulations are also due to be reviewed in 2025-26.
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. The budget process includes a review of earmarked reserve balances and a five year budget forecast.
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes	The following areas were checked: • The precept was agreed to Council minutes and bank statements • CIL income was reviewed and agreed to bank statements • Hall hire, rental income and allotment income were reviewed and test checks carried out Other income streams such as the cinema, youth club and electric vehicle charging were also reviewed No issues were found during the testing and review of income systems.
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes	Petty cash transactions are low in number and value.

G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes	Payroll is operated in-house 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 bi-monthly 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 2023/24, it met the exemption criteria and correctly declared itself exempt.	N/A	Not covered – the Council had a limited assurance review of its 2024/25 AGAR
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	Yes	The AGARs for the previous five years are available on the Council website as required by the Audit & Accounts and Audit Regulations 2015. The Council endeavours to comply with the Transparency Code and has now added a Transparency Page to the website which makes the information more easily identifiable.
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>).	Yes	The exercise was advertised on the website in advance of the period commencing and it covered the first 10 days of July as required. The exercise was carried out for 31 days rather than 30 days specified by the legislation. The electors are only able to raise a formal objection to the external auditors within 30 days of the period commencing so care should be taken to ensure that the period set in the summer of 2025 is exactly 30 days.
N The authority has complied with the publication requirements for 2023-24 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
---	-----	---

* * * * *

Appendix 2 – New Assertion on the 2025-26 Annual Governance Statement

When the Council completes the Annual Governance Statement for the year ended **31st March 2026**, it will need to respond to a new assertion regarding digital and data compliance.

The Practitioners' Guide issued in March 2025 states that to warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.47 Email management - every authority must have a generic email account hosted on an authority owned domain, for example `clerk@abcparishcouncil.gov.uk` or `clerk@abcparishcouncil.org.uk` rather than `abcparishclerk@gmail.com` or `abcparishclerk@outlook.com`.

1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).

1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

1.53 The DPA 2018 supplements the GDPR and classifies a parish council as both a Data Controller and a Data Processor.

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

Annual Internal Audit Report 2024/25

Shinfield Parish Council

www.shinfieldparish.gov.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, 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 2024/25 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 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
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 <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
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

11/02/2025

12/02/2025

04/06/2025

Name of person who carried out the internal audit

Claire Connell

Signature of person who carried out the internal audit

Claire Connell

Date

06/06/2025

*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).



Financial Statement (unaudited)
for the
Year Ended 31st March 2025

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 has invested in a range of products to take advantage of more beneficial interest rates. The largest sum of £1m is invested in National Savings Income Bonds. During the year, an additional £30k was deposited with CCLA to bolster the reserve earmarked for future major building repairs. The Council received £421k from developer's contributions and this has been invested so that it will accrue interest until it is needed to pay for capital projects.

Source of Interest	2023/2024	2024/2025
	£	£
National Savings Income Bonds	33,570	37,080
CCLA Investment	59	5,913
Lloyds Bank - Fixed Term Deposit		14,241
Lloyds Bank Instant Access Account	3,382	9,437
Lloyds Bank - 95 day Notice		5,452
Total Interest Received in Year	37,011	72,123

3. Pension Scheme Contributions

During the year, the council's eligible staff were members of the NEST scheme. The employer pension contributions amounted to £12,600 in 2024/025 a minor increase of £200 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. The total value of grants awarded in 2024/2025 amounted to £19,470 compared to the previous year when the Council funded a total of £53,370. However, the

allocation in 2023/2024 included one off capital grants of £35k which were funded out of developer contributions.

Beneficiary	2023/2024	2024/2025
	£	£
Community Based Voluntary Groups	6,200	8,965
Local Sports Clubs		1,000
Local School Projects	12,210	3,600
Community Transport Schemes	7,058	5,905
St Mary's Community Hall	7,902	
Shinfield Players Theatre Group	20,000	
	53,370	19,470

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

The Council signed a 60-year lease for the High Copse Pavilion in January 2025. 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 to ensure the building was operational.

<u>Additions to Assets in the Year</u>	2023/2024	2024/2025
	£	£
Manor Pavilion & Sports Ground - New Lease	1	
Orchard Rise Allotment Site - New Lease	1	
High Copse Pavilion - New Lease		1
New Bus Shelter & Safety Bollards	26,994	
Outdoor Picnic Furniture - Deardon Way	4,240	
MUGA - Spencers Wood	16,537	
Manor Ground - Cricket Equipment	25,371	
Security Measures - CCTV	5,668	
Water Troughs - Allotment Sites	30,915	
Allotment Sites - Gates & Fencing & Shed	17,229	
Furniture & Equipment School Green Open Space	3,032	7,265
Fit Out - High Copse Pavilion		16,724
	129,988	23,990

6. Fixed Assets as at 31st March 2025

The council has a range of fixed assets which are listed below:-

Land & Buildings

	£
School Green Centre	3,282,410
School Green Centre Land Owned (South Building)	163,000
School Green Centre Land Lease (North Building)	1
Shed & Base School Green Centre	5,044
Ryeish Pavilion	241,060
Spencers Wood Pavilion	708,392
The Manor Pavilion & Sports Ground	1
The High Copse Sports Pavilion	1
	4,399,909

Recreation Land	5
Allotments	48,152
War Memorial	1
	48,158

Other Operational Assets

Playgrounds	345,818
Street Furniture	155,771
Bus Shelters	30,945
Furniture & Equipment	222,893
Gates and Fences	19,957
IT Equipment & Systems	50,658
Civic Regalia	600
	826,642

Total Assets	5,274,709
---------------------	------------------

7. Earmarked Reserves

[Type here]

At the beginning of the financial year, the Council held earmarked reserves of £1.528million. This figure increased to £1.939million as of 31st March 2025. The increase was mainly due to the receipt of £421k of developer contributions and a contribution of £50.4k made to the Repairs Fund. During the year the Council funded £84.1k of capital works from the Community Infrastructure Levy Reserve.

Two new reserves were approved in the year to set aside funds for future planned expenditure; see table below and notes (8 & 9).

Ref	Earmarked Reserve	March 2024 £	Released in Year £	Added In Year £	March 2025 £
1	Community Infrastructure Levy	1,302,282	84,116	420,593	1,638,758
2	Allotments	70,000		10,000	80,000
3	Major Repairs	103,059		50,376	153,435
4	Planning	25,068			25,068
5	Website	10,000			10,000
6	Youth Initiatives	10,090		5,086	15,176
7	Parish Election	8,000			8,000
8	Grants - new in year	0		7,500	7,500
9	Public Art Reserve - new in year	0		972	972
	Total Earmarked Reserves	1,528,499	84,116	494,526	1,938,909

Purpose of Earmarked Reserves

- 1 Infrastructure required to support new development in the parish. Almost £1.4million is already committed to ongoing approved projects.
- 2 Sum deposited by Reading University if demand for allotments requires an extension to Deardon Way site (£70k) plus a sum of £10k set side for clearing allotments so they can be relet.
- 3 Funds set aside for planned future major repairs and refurbishments.
- 4 Set aside for unexpected costs incurred for planning advice and contribution to appeals
- 5 Set aside for technical support or upgrade to the council's website.
- 6 To fund one-off initiatives to educate and support the youth population.
- 7 For any future contested election
- 8 Monies earmarked for Installation of defibrillators in 2024/2025 which is delayed until 2025/2026
- 9 To accumulate funds raised for the Public Art Project.

Item 4.2 (a)

Shinfield Parish Council
Year Ended 31st March 2025
Statement of Fixed Assets

	<u>31/03/24</u>	<u>Repaid or</u> <u>deleted</u>	<u>Additions</u>	<u>31/03/25</u>	
<u>Land & Buildings</u>					
School Green Centre	3,282,410			3,282,410	
School Green Centre Land Owned (South Building)	163,000			163,000	
School Green Centre Land Lease (North Building)	1			1	Note 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	1			1	Note 2
The High Copse Sports Pavilion			1	1	Note 3
	4,399,908	0		1 4,399,909	
<u>Community Land & Assets</u>					
Recreation Land	5			5	Note 4
Allotments	48,152			48,152	
War Memorial	1			1	
	48,158	0		0 48,158	
<u>Other Operational Assets</u>					
Playgrounds	345,818			345,818	
Street Furniture	148,506		7,265	155,771	Note 5
Bus Shelters	30,945			30,945	
Furniture & Equipment	208,343		14,550	222,893	Note 6
Gates and Fences	19,957			19,957	
IT Equipment & Systems	48,482		2,176	50,658	Note 7
Civic Regalia	600			600	
	802,651	0		23,991 826,642	
<u>Long term assets</u>					
	5,250,717	0		23,992 5,274,709	

Note 1 - Lease with Reading University (115 years remaining)

Note 2 - Lease with Reading University (48 years remaining)

Note 3 - Lease with Reading University (60 years remaining)

Note 4 - Includes Council owned Land and Millworth Recreation Ground - Lease with Reading University (20 years remaining)

Note 5 - Decorative Screen - Provides a Safety Barrier between Open Space and Car park

Note 6 - Fit Out High Copse Pavilion with Tables and Chairs and Office Fit Out

Note 7 - New Promithean Screen at High Copse for Presentations

Shinfield Parish Council
Year Ended 31st March 2025
Reconciliation Balance Sheet - Net Assets to Reserves

Financial Year	<u>2025</u> £	<u>2024</u> £	Notes for 2024/2025
<u>DEBTORS</u>			
Rent and Hire of Facilities	15,527	13,157	<i>Sales Ledger - Invoices raised for regular and adhoc hirers for future bookings and allotment tenancies - outstanding at 31st March.</i>
Debtors	8,399	12,116	<i>Interest due (£7.5k) and other rechargeable expenditure not invoiced</i>
VAT Claimed	6,811	3,446	<i>Reimbursement of Vat Claimed for March 2025</i>
Prepayments	15,497	12,799	<i>Insurance (6mths - £10.5k) & other services paid for in advance but not yet used such as event in May</i>
	<u>46,234</u>	<u>41,518</u>	
<u>BANK AND CASH BALANCES</u>			
Lloyds Bank Current Account	24,245	53,530	<i>Minimal sum left in current account to meet immediate cashflow requirement</i>
Lloyds Bank Instant Access	387,711	648,177	<i>Low interest balance sufficient to meet known future payments such as salaries</i>
National Savings Bank	1,000,000	1,000,000	<i>Maintain balance</i>
CCLA Public Sector Deposit	133,000	103,000	<i>Annual contributions and interest to be transferred to future repairs fund and reinvested</i>
Petty Cash	118	147	
Lloyds Fixed Term Deposit	350,000	0	<i>Fixed term deposit - higher interest rate until funds required for major projects</i>
Lloyds Notice Account 95 day	355,452	0	<i>Higher interest rate will be maintained until funds required for capital projects</i>
	<u>2,250,526</u>	<u>1,804,854</u>	
<u>CREDITORS</u>			
Unpaid Invoices	7,978	8,835	<i>Invoices processed for services received but payment not due until 25/26</i>
Other Creditors	11,491	9,497	<i>Balance owed on credit cards for March and income raised in advance for 25/26 bookings</i>
Accruals	22,431	13,415	<i>Estimated Electricity, Waste Services, Overtime, Gas, Water</i>
Payroll Holding Account	0	8,207	<i>All Employer and Employee Contributions cleared in March 2025</i>
Deposits Held	3,376	2,978	<i>Damage, Key and Holding Deposits</i>
	<u>45,276</u>	<u>42,932</u>	
<u>NET ASSETS</u>	<u>2,251,484</u>	<u>1,803,440</u>	
<u>RESERVES AND BALANCES</u>			
General Fund	312,576	274,941	<i>Note 1</i> <i>One off savings in year transferred to General Fund after review and assessment of future commitments(47% of precept)</i>
Earmarked Reserves	1,938,909	1,528,499	<i>Note 2</i> <i>Committed to ongoing projects (CIL) and aligned to future plans.</i>
	<u>2,251,485</u>	<u>1,803,440</u>	
<i>Note 1 - General Reserve</i>	37,635		<i>The increase in year will help cushion any unexpected costs arising out of new facility at High Copse</i>
<i>Note 2 - Earmarked Reserve</i>	1,638,758		<i>Community Infrastructure Levy (time limited)</i>
	153,435		<i>Reserve for Future Programmed Refurbishments</i>
	80,000		<i>Allotments Reserve - Potential for Deardon Extension</i>
	66,716		<i>Other Earmarked Reserves</i>
Total Earmarked Reserves	<u>1,938,909</u>		

Item 4.2 (c)

Shinfield Parish Council
Year Ended 31/3/2025
Detailed Movement in Reserves

	31/03/24	Year I&E	Released	Transfers	Added	31/03/25	
A/C <u>Earmarked Reserves</u>							
311 New Website	10,000					10,000	Set aside for technical support for future upgrades
320 Repairs & Renewals	103,059				50,376	153,435	Future maintenance reserve, increasing over the next 10 years in the long term financial plan bolstered by interest received from CCLA Deposit Fund and a one off S106 contribution in 2024/2025
325 Contested Elections	8,000					8,000	Set aside for one contested Parish Election
335 Youth Initiatives	10,090				5,086	15,176	Set aside for Awareness Campaigns and Events for Local Youths and Adults - particularly in deprived areas
336 General Planning Issues	25,068					25,068	For Future (unknown) Planning Appeals
337 Allotments Reserve	70,000			10,000		80,000	Contribution from University to extend Deardon Way allotment site if demand requires plus a carry forward for works ordered but delayed until May 2025
338 Public Art Project Reserve	0				972	972	Initial funds raised for a new Public Art Installation
339 Grants Reserve	0			7,500		7,500	Project in progress at 31/3/2025 but grants to be paid out on satisfactory completion
	226,217	0	0	17,500	56,434	300,151	
331 <u>Community Infrastructure Levy</u>							
Unallocated B/fwd	92,145			-275,900	420,596	236,841	
<u>Earmarked for Projects</u>							
School Green Improvements	54,867		-8,135	-25,000		21,732	Ongoing project final phase still to be approved
Millworth Sports Park	913,270		-12,897			900,373	Initial Costs in 2023/24 - Surveyor and Plans only
Tennis Club Toilets	0		-28,784	48,000		19,216	Installation of Tennis Club Toilets - ongoing project completed in May 2025
Transport Strategy	242,000			-150,000		92,000	F & GP Agreed to reduce the level of funding due to no feasible projects coming forward
Fit Out - High Copse			-29,304	39,000		9,696	Balance available for completion of fit-out.
Public Art	0		-5,000	50,000		45,000	New project for public art to bolster S106 funds
Microregeneration	0			300,000		300,000	New Project - engaging with professionals to establish suitable projects for long term energy provision
Artificial Cricket Pitch - the Manor	0			13,900		13,900	New installation in April 2025
	1,302,282	0	-84,120	0	420,596	1,638,758	Agrees to Regulation 121B Monitoring Report
TOTAL EARMARKED RESERVES AT 31st MARCH	1,528,499	0	-84,120	17,500	477,030	1,938,909	
310 <u>General Fund</u>	274,941	0	84,120	-17,500	-477,030		
Income		1,361,733					Line 2 & 3 Annual Return
Expenditure		-913,689					Line 4 & 6 Annual Return
	274,941	448,044	84,120	-17,500	-477,030	312,575	General Fund Reserve
	1,803,440	448,044	0	0	0	2,251,484	Line 7 Annual Return
Net addition to Earmarked Reserves					410,410		Agrees to income and expenditure account

Section 1 – Annual Governance Statement 2024/25

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 2025, 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:

DD/MM/YYYY

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 www.shinfieldparish.gov.uk PAGE ADDRESS

Item 4.4

Section 2 – Accounting Statements 2024/25 for

Shinfield Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	1,898,868	1,803,440	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	599,570	642,122	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	408,332	719,611	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	327,364	348,845	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	775,966	564,844	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,803,440	2,251,484	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,804,854	2,250,526	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5,250,717	5,274,709	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

I certify that for the year ended 31 March 2025 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

Date

19/6/25

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

as recorded in minute reference:

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

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 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: Tuesday 3 June – Monday 14 July 2025. (The latest possible dates that comply with the statutory requirements are Tuesday 1 July – Monday 11 August 2025); and
 - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Where the authority has answered 'No' to any assertions on Section 1, as stated on the face of Section 1 of the AGAR, a sufficiently detailed explanation of the reasons must be published with the AGAR on the authority's website.

SHINFIELD PARISH COUNCIL

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

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 26th June 2025 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 2025, these documents will be available on reasonable notice by application to: Mr B Winton Clerk and Responsible Finance Officer, School Green Centre Reading RG2 9EH Tel 0118 9888220 e mail clerk@shinfieldparish.gov.uk commencing on Friday 27th June 2025 and ending on Thursday 7th August 2025 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 Mr B Winton Clerk and Responsible Finance Officer for Shinfield Parish Council	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below (d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July. (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

--	--

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

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

The basic position

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

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

The right to inspect the accounting records

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

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the ‘period for the exercise of public rights’, during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities’ accounting records are available to inspect. This will be 1-14 July 2025 for 2024/25 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*.

--	--



SMALLER AUTHORITIES PROPER PRACTICES PANEL PRACTITIONERS' GUIDE 2025 CHANGES

This year's Practitioners' Guide has the following changes (page and paragraph numbers are shown as they appear in the 2024 guide and in the new 2025 guide).

Throughout the document

- All references to JPAG have been amended to SAPPP.
- References to government departments updated to reflect any changes in name.
- All references to Parish Council(s) have been amended to smaller authority/ authorities.
- References to Chairman amended to Chair.
- All references to councillor(s) have been amended to member(s).
- Hyperlinks to legislation and guidance added.
- All references to 'should' in Proper Practices (Sections 1 - 3) amended to 'must'.
- Dates updated or changed to 20XX.

SECTION ONE - PROPER PRACTICES ANNUAL GOVERNANCE STATEMENT

Introduction

2024 guide	2025 guide
Page 5	Page 5

Panel Membership updated.

Assertion 1 - Financial management and preparation of accounting statements

2024 guide	2025 guide
Page 9	Page 9
Paragraph 1.9	

Paragraph amended to include:

The proper segregation of duties means that the Chairman of the authority or of the Finance Committee should never be appointed (even on a short-term basis) either as Clerk or as RFO; other members may perform these roles, unpaid, on a short-term basis providing appropriate safeguards are in place or if their appointment is unavoidable to ensure statutory functions continue to be fulfilled.

2024 guide	2025 guide
Page 9	Page 9
Paragraph 1.11	

References to DLUHC changed to government or removed.

Assertion 3 - Compliance with laws, regulations and proper practices



2024 guide	2025 guide
Page 12	Page 14
Paragraph 1.26 - Email Management	Paragraph 1.47

Paragraph amended and moved to Assertion 10.

Assertion 9 – Trust Funds

2024 guide	2025 guide
Page 14	Page 14

Assertion amended to state:

Trust funds (including charitable). The council is a sole managing trustee and has discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

2024 guide	2025 guide
N/A	Page 14
N/A	Paragraphs 1.43-1.44

New paragraphs added:

- 1.43 If a local council is a sole managing trustee and has not discharged all of its responsibilities it must tick 'No'.
- 1.44 If a local council is not a sole managing trustee, it must tick 'N/A'.

2024 guide	2025 guide
Page 14	Page 14
Paragraph 1.44	Paragraph 1.45

Reference amended to 2.31

Assertion 10 - Digital and data compliance

2024 guide	2025 guide
N/A	Pages 14-15
N/A	1.47 - 1.54

Assertion 10 added to clarify data compliance, previously covered under Assertion 3. Note: Assertion 10 will not appear on the AGAR until 2025-26:



Assertion 10 - Digital and data compliance

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

- 1.47 Email management - every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com. ✓
- 1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used. ✓
- 1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. ✓
- 1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable). ✓
- 1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018. ✓
- 1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection. ✓
- 1.53 The DPA 2018 supplements the GDPR and classifies a parish council as both a Data Controller and a Data Processor. ✓
- 1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment. ✓

SECTION TWO — PROPER PRACTICES THE STATEMENT OF ACCOUNTS

Introduction

2024 guide	2025 guide
Page 16	Page 17
Paragraph 2.9 (a)	Paragraph 2.9.1
Unnumbered	Paragraph 2.9.2
N/A	Paragraph 2.10.1

Paragraph 2.9 (a) renumbered as 2.9.1.

Paragraph titled 'Treatment of amounts refunded/reimbursed' numbered as 2.9.2.

Paragraph 2.10.1 added:

For a 'lead' authority operating a joint committee, whose accounts are prepared on a receipts and payments basis, all transactions both in and out must be recorded gross in the accounts without netting off. If the 'lead'



authority is holding balances belonging to the other authorities at the 31 March, these must be held in Ear-marked Reserves.

Line 8 - Total value of cash and short-term investments

2024 guide	2025 guide
Page 20	Page 20
Paragraph 2.22 b)	Paragraph 2.23 b.

Paragraph amended to:

be realisable at full value on demand or have a maturity end date of not more than 12 months;

Line 9 - Total fixed assets plus long-term investments and assets

2024 guide	2025 guide
Page 20	Page 20
Paragraph 2.25	Paragraph 2.26

First sentence amended to:

This cell shows the value of all the fixed assets, long-term investments and debtor long-term loans the authority owns.

Line 11 - Disclosure note re trust funds (local councils only)

2024 guide	2025 guide
Page 21	Page 21
Paragraphs 2.30-2.32	Paragraphs 2.31-2.33

Paragraphs amended to state:

- 2.31 Cell 11 requires a local council to answer 'Yes' or 'No' to whether the figures in Section 2 of the Annual Governance and Accountability Return exclude any trust transactions or balances (see paragraph 1.46 above).
- 2.32 Where a body is NOT a sole managing trustee, it must answer 'Yes'.
- 2.33 Information for authorities on a receipts and payments basis can be found in Section 5, paragraphs 5.106 – 5.116.

2024 guide	2025 guide
Page 21	Page 21
Line 11	

Text added:

These Changes to Box 11 apply to the AGAR for 2025-26 and not 2024-25

Accompanying information



2024 guide	2025 guide
Page 22	Pages 21-22
Paragraph 2.36	Paragraph 2.37

Paragraph amended to:

There is no provision in the Annual Governance and Accountability Return (AGAR) for additional notes to provide a narrative on the cause of any variance in the figures shown in the accounting statements. To address this, authorities need to provide the following accompanying information to the external auditor, where Form 3 of the AGAR is subject to review by the external auditor.

Explanation of variances

2024 guide	2025 guide
Page 22	Page 22
Paragraph 2.37	Paragraph 2.38

Paragraph amended to:

Authorities need to understand the changes in income and expenditure from year to year and their significance. The RFO needs to produce explanatory figures with a written narrative on the amount and cause of significant variances in annual levels of income, expenditure and balances shown in Section 2 of the Annual Governance and Accountability Return that provides a sufficiently detailed and meaningful analysis and explanation of the reasons for the change.

SECTION FOUR — BEST PRACTICE GUIDANCE FOR INTERNAL AUDIT

Internal Audit Checklist

2024 guide	2025 guide
Page 31	Page 31
H. Borrowing and Lending	

DMO changed to UK Debt Management Office

Bullet point 4 amended to:

Ensure that the outstanding loan liability as at 31 March each year is correctly recorded in the AGAR at section 2, line 10 (value should be verified from the lender and verification provided to the IA by the clerk/RFO).



SECTION FIVE — SUPPORTING INFORMATION FOR OFFICERS

AGS Assertion 3 — Compliance with laws, regulations and proper practices

2024 guide	2025 guide
Page 43	Page 47
Paragraphs 5.74-5.77	5.125-5.128

Paragraphs updated and moved to Assertion 10.

AGS Assertion 4 — Exercise of public rights

2024 guide	2025 guide
Page 43	Page 42
Paragraph 5.83	Paragraph 5.79

Bullet point 4 amended to state:

it must give a day's notice of commencement and be published together with sections 1 and 2 of the AGAR.

AGS Assertion 7 — Reports from auditors

2024 guide	2025 guide
Page 46	Page 44
Paragraph 5.105	Paragraph 5.101

Word 'external' added before 'auditors'.

AGS Assertion 9 — Trust funds (local councils only)

2024 guide	2025 guide
Page 46-47	Page 45
Paragraph 5.116	Paragraph 5.112

Additional text added to the end of the paragraph:

Where the authority finds itself in this position, it should give a 'No' response in Cell 11 which will trigger a qualification in relation to accounts preparation and a 'No' response to Assertion 9 on the Annual Governance Statement.

2024 guide	2025 guide
Page 47	Page 46
Paragraph 5.118	Paragraph 5.114

Paragraph amended to:

Meetings of the authority when it is acting as charity trustee must take place separately from those of the authority acting as the authority; it is suggested that a separate committee is established. Separate minutes must be kept. In order to avoid confusion, trust business should always be minuted separately from authority business. Separate notices and agendas for meetings should be issued.



AGS confirmation – Website

2024 guide	2025 guide
Page 47	N/A
Paragraphs 5.121 – 5.124	N/A

Section replaced.

AGS Assertion 10 — Digital and data compliance

2024 guide	2025 guide
N/A	Pages 46-47
N/A	Paragraphs 5.117 – 5.128

Section added:

- 5.117. Data protection and security - Using authority-owned email accounts ensures that sensitive information is handled in a controlled environment with appropriate security measures. This aligns with GDPR principles such as data minimisation, integrity and confidentiality.
- 5.118. Accountability and transparency - authority-owned email accounts provide a clear record of communications, which is essential for transparency and accountability. This helps in maintaining an audit trail and ensures all council-related communications are accessible for review if needed.
- 5.119. Consistency, trust and professionalism - it is best practice to use .gov.uk domains for smaller authorities' emails and websites (excluding parish meetings). This helps maintain a consistent and professional image for the authority and ensures all communications are easily identifiable as coming from the authority. This is increasingly important as cyber scams are on the rise. For support on setting up a gov.uk domain for your smaller authority you can follow the guidance on moving your parish council to a .gov.uk domain.
- 5.120. Having authority-owned email accounts also makes Data Subject Access and Freedom of Information Requests easier to manage.
- 5.121. Compliance with policies - All authorities should have an IT policy that mandates the use of authority-owned email accounts for official business. These policies are designed to ensure that all communications are conducted in a manner that is consistent with the authority's standards and legal obligations
- 5.122. IT Policies - An IT policy prevents misunderstandings when using IT equipment for authority business and makes sure that there can be no excuses for anyone in your authority not protecting their data or working safely. If your authority does not have a policy, you might like to use this IT policy template. It is important to personalise the template for the specific use of your authority and add links to guidance where needed. It is important to personalise the template for the specific use of your authority and add links to guidance where needed.
- 5.123. Website accessibility - Where a smaller authority is subject to the requirements of website accessibility it does not have to buy a new website to comply with accessibility law if it places a disproportionate burden on the authority. At a minimum all authorities' websites must include an



accessibility statement on their website and keep it under regular review. This statement should include reasons for not meeting accessibility requirements, ways to source alternative copies of non-accessible documents and a point of contact.

- 5.124. Data Protection - To ensure compliance with data protection regulations, smaller authorities must:
- Appoint a Data Protection officer to oversee data protection and ensure compliance with GDPR.
 - Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully.
 - Implement a Data Protection policy on data handling, storage and sharing.
 - Provide regular training to ensure all staff and members are trained on data protection principles and practices.
 - Secure data using appropriate technical and organisational measures to protect personal data from breaches
- 5.125 The Freedom of Information Act places a duty on every public authority to adopt and maintain a publication scheme which details the publication of information by the authority and is approved by the Information Commissioner; adoption of the Information Commissioner's Office model publication scheme meets this requirement.
- 5.126 In addition to this the Transparency Code for Smaller Authorities requires parish councils, internal drainage boards, charter trustees and port health authorities with an annual turnover not exceeding £25,000 to publish certain information set out in the code. This enables local electors and local taxpayers to access relevant information about the authority's accounts and governance.
- 5.127 Smaller Authorities with total turnover or expenditure greater than £25,000 should as best practice comply with the Local Government Transparency Code 2015; the government believes that in principle all data held and managed by local authorities should be made available to the public unless there are specific sensitivities to doing so.
- 5.128 Monitoring an authority's compliance with the relevant transparency code is not part of the external auditor's limited assurance review of the AGAR. It would however be expected that internal auditors would review this control area.

AGAR Accompanying information

2024 guide	2025 guide
Page 56	Page 56
Paragraph 5.204	Paragraph 5.208

Paragraph amended to state:

As authorities have no legal powers to hold revenue reserves other than those for reasonable working capital needs, or for specifically earmarked purposes, whenever an authority's year-end general reserve is less than three months or more than twelve months of net revenue expenditure an explanation should be provided to the external auditor.



Terms of Reference

2024 guide	2025 guide
Pages 70-74	Pages 69-74

Replaced with updated version.

Borough Councillor Reports

Councillor Edmonds

Councillor Gray

Councillor Glover

It's a new municipal year and I am still on the Overview and Scrutiny Management Committee, and the Climate Emergency Overview and Scrutiny Committee (currently chair of both); I am now also on Community and Corporate Overview and Scrutiny Committee, and the Planning Committee. I am no longer on Children's Services Overview and Scrutiny Committee.

I am also representing the Borough on the Mid and West Berkshire Local Access Forum.

Most of the 'Shinfield' things that have taken up my time this month are connected with the South of the M4 SDL coming to completion:

1. I met with Cllr Masseron and Ian Young about the Local Active Travel Plan, introducing them to Cllr Adrian Betteridge of Barkham and Arborfield. Subsequently met with them and Rob Curtis when they talked about cycleway signage. I have been trying to set up a Teams meeting to sort out who is going to do the signage and when. I have managed to talk briefly to Phil Milburn who promised to send me plans etc, but nothing has arrived yet. Phil says it is the developers who will be doing the signage, but in the case of Taylor Wimpey I don't think he is any nearer persuading them to do anything. He also briefly mentioned 'rationalising' cycleways that no longer seem feasible, such as the one which would have crossed the path of pedestrians outside Lidl.
2. Similarly, I am trying to further the outstanding work on the green spaces in Spencers Wood, at the instigation of Cllr Clarke. I have set up an on-site meeting with Andy Glencross and Cllr Clarke next Tuesday 9-11 am. (NB Chris Howard is unable to attend but maybe we'll set up a meeting later with him.)
3. I also circulated a leaflet to residents of Coronation Drive and Dairy Grove, asking them what they would like doing with the rough ground at the end of the former. I've had a few responses: they don't want picnic tables or anything that would attract anti-social behaviour. Two residents from the same house have asked for a 'good' basketball court. Before your meeting on 25 June I will collate all these responses and Cllr Clarke and I will probably have more to say about the green spaces from our site visit.
4. Clearly, though, the major outstanding issue by far is the Spencers Wood School. As a member of the Planning Committee I was privileged, on 11 June, to be able to grant planning permission for building this, first having asked questions of the planning officer, reflecting SPC's concerns about the design. No sooner had planning permission been granted, however, I found that the 'Spencers Wood Business Case' was coming to Children's Services Overview and Scrutiny Committee on 17 June. Cllr Gray graciously allowed me to speak in this discussion, which I believe resulted in the recommendation that options 2-4 were preferred by the committee over option 5 (extending a school), with option 1 (doing nothing) being ruled out. There was some debate on whether option 4 (moving a school) was actually feasible.
5. Spencers Wood Nursery – I have seen more comment on Facebook about parents parking and/or turning round in Spring Gardens; talked to some Spring Gardens residents and they agreed that it is still a problem. Their main worry seems to be the danger to children using the right of way. I am therefore considering a TRO request on the basis of 'road safety'.

6. MereOak Park residents' complaints about the Park management and the lack of a nominated 'fit and proper person'. I have arranged a site visit.
7. Part Share Lease Extensions (Larchwood) still rumbling on. The resident has not mentioned this for a long time, and I have written to ask him whether anything has happened.
8. Woodcock Lane. I was on the point of requesting a TRO to downgrade this BOAT to a Bridleway, when Cllr Hoyle suggested that I should attend the meeting with Laura Buck on 10 July, and Laura has now invited me.

Councillor Rance

13.5.25 Met residents at Pascal. Their complaint is that rubbish from one house is constantly not bagged correctly and the wind blows garbage all over their property. Unfortunately, the other house is an HMO with at least 6 occupants, none of whom are engaging with the resident. Between the two houses is a paved area which is simply classed as unadopted, and WBC say they are not duty bound to clear or help.

Bridleway – from Beech Hill Road through to Three Mile Cross. A resident complained that the Bridleway near Clements Close for about 100 yards is rock hard and deeply pitted which makes walking on it difficult (elderly people could trip in a deep rut and hurt an ankle) and for horse riders it would be dangerous. When it rains heavily it is treacherous and just a mud pit. I have contacted WBC and was promised the site would be visited. Not heard back yet.

20.5.25 Resident of Devitt Close very annoyed that some parents continually/everyday park and linger waiting for Whiteknights school to finish and then go fetch their child. A few days ago, it was Sports Day and every inch of the Close was taken up by parents parking in front of drives. The resident complained to me again. Not a lot I can do, except recommend the Close applies for parking permits/yellow lines.....but they don't want that! Stalemate!

30.05.25 Email to AG, VS and me from 245 Shinfield Road. The whole of Shinfield Road was in the process of being newly resurfaced! Except the workmen did not resurface outside this address. Workmen shrugged, said it came under "Reading". Resident pays Council Tax to WBC. Work was due to finish on 31st. I wrote to Highways saying this was 'urgent'. It would have been crazy had they finished and had to return – what a cost! Thankfully WBC 'acted swiftly' and a whole 27 feet or road was resurfaced with yellow lines that night! Resident couldn't believe how I had managed to get a resolution so quickly. I was a bit amazed too!

31.05.25 Same workmen blotted their copybook again – 1 1/2 miles in the other direction just outside Ducketts Mead. Their heavy machinery broke the Manhole Cover, and a Perigee resident is spitting tacks because of the noise as vehicles go over it. I have had a quick response from WBC – other councillors and residents had also complained. WBC said 'it had been mended'!! I took a video which showed the manhole rocking and a huge noise! It was not mended. Cones have now been put around ready for remedial work.

3.06.25 Also went to meet the resident at 245 Shinfield Road, as he had further complaints about drains outside his property, where there is always flooding. I took photos and counted 9 drains from 245 up to Halls Lane, 6 of which are completely blocked.

7.6.25 Travellers set up camp end of Cutbush Lane West. Resident in Firethorn contacted and I contacted WBC, who already knew about it. I have reassurances WBC will clear all litter left once Travellers have moved on.

9.6.25 Piggott resident still being plagued by next door neighbour's uncontrolled and incessant music blaring at all times. Housing Association doing nothing. Keep referring back to WBC who really only 'warn' the offender rather than take action.

10.6.25 Resident from Frensham Gardens, Lower Earley made contact – very concerned about the impact of Hall Farm proposals on Lower Earley.

10.06.25 Met with Nathan Hunt and Ollie Fletcher to talk about the fact that there is no provision for a church(s) in the plans for Loddon Garden Village. It is an astonishing omission considering there may be 4000 houses with 2 parents and x number of children in need of somewhere to share their faith, somewhere to make friends, be included, join groups. I support Nathan in this regard and will be writing to Nigel Frankland, Molli Cleaver, Daniel Hayman.

11.06.25 Glad to hear Nathan and Ollie got to speak with the SPC Planning Committee.

11.06.25 Heard that the Planning Application for.....is to be heard..... I will be Calling This In.

12.06.25 A. Gray, Vishal Srinivisan and I had an email from Adrian Betteridge, writing in his 'new' role as Executive Member for Active Travel, Transport & Highways. He is keen to engage with colleagues across the borough to develop the transport network & improve road safety. He referred to a resident's petition submitted to WBC relating to the junction of Whitley Wood Lane and B3270. Officers and he reviewed findings and the upshot is No consistent accident factors were found which could justify an intervention within the 'limited resources of the Council'.

Vishal and I responded. Notwithstanding there may be insufficient data and no money, this is a considerably Dangerous Junction (which I have driven through twice a day for 25 years) and witnessed near misses and the aftermath of collisions (so don't know why the data has not recorded these!). Getting out of Whitley Wood Road, to the right to join B3270 to go to J11 is Treacherous which Vishal and I both told him and of our disappointment and aghast at such a decision. However the final word was that 'it was not affordable'.

My opinion: Sums need to be rejigged and for residents to feel their CT is used other than for the occasional grass cutting.

13.06.25 A resident who keeps in regular contact with me, emailed again regarding the speed limits within Shinfield Meadows, asking for all roads to be 20 mph, and could I help.....!

14.06.25 Very pleased to see Two signs from Brookers Hill regarding Danger Deer! I found one dead in January and put in a request for these signs, but I gather other residents did this too, so a great communal effort.

Councillor Srinivasan

Councillor Munro

Minutes of a meeting of
The Facilities Committee
held on Wednesday 4th June 2025
at the High Copse Pavilion commencing at 19:30

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

Attending: Cllr Tatla (Chair of Council)
Cllr Hoyle
BCllr Glover
S Herring (Deputy Clerk)
S Ali (Facilities Manager)

25/FC/58

Election of Chair of the Facilities Committee

- 58.1 Cllr Johnson was nominated for Chair of the Facilities Committee for 2025 to 2026
- 58.2 Cllr Johnson was elected as Chair of the Facilities Committee for 2025 to 2026

Proposed: Cllr Clarke
Seconded: Cllr Masseron
Agreed: Unanimously

- 58.3 Cllr Johnson signed a declaration of acceptance of office as Chair of the Facilities Committee for 2025 to 2026

25/FC/59

Election of Vice-Chair of the Facilities Committee

- 59.1 Two nominations (Cllrs Clarke and Johnson) had been received for Vice-Chair of the Facilities Committee for 2025 to 2026. As Cllr Johnson had been elected as Chair, Cllr Clarke was proposed as Vice-Chair.
- 59.2 Cllr Clarke was elected as Vice-Chair of the Facilities Committee for 2025 to 2026

Proposed: Cllr Masseron
Seconded: Cllr Peer
Agreed: Unanimously

- 59.3 Cllr Clarke signed a declaration of acceptance of office as Chair of the Facilities Committee for 2025 to 2026

25/FC/60

Public Questions

- 60.1 There were no public questions.

25/FC/61

Apologies and declarations of Members' Interest

- 61.1 Apologies for absence had been received from Cllr Jahromi and B Winton (Chief Executive and Clerk to the Parish Council)

- 61.2 Declarations of Members' interests

There were no declarations of Members interests.

25/FC/62

Minutes of the Previous Meeting

- 62.1 The minutes of the Facilities Committee meeting held on 7th May 2025 were approved as a correct record and signed by Cllr Johnson

Proposed: Cllr Clarke
Seconded: Cllr Bowyer
Approved: Unanimously

- 62.2 The following matters arising from the meeting held on 7th May were discussed:

25/FC/49.2

- 25/FC/15.2 Quotes for equipment for streaming and recording council meetings in the Tower Room and Grazeley Room to be presented to the next meeting

The Clerk, Deputy Clerk and Comms Officer were visiting Bracknell Town Council on 24th June to view the systems installed by CloudyIT. This would include equipment for streaming and recording equipment and installation as well as software for agenda and minute management.

Initial quotes had been received for options for equipment, installation and training. Some elements would be one-off payments.

ACTION – Clerk to send quotes received to members of the Committee

- 25/FC/19.2 Facilities Manager to arrange a meeting on site at High Copse Pavilion with White Horse

This had been done. It was **NOTED** that due to the reduced rainfall the grass was not growing well on the pitches at High Copse and should be monitored.

- 25/FC/33.1 Facilities Manager to arrange for a sign at the Spencers Wood Pavilion and Recreation Ground

This would be done subject to committee approval.
Members of the Committee **APPROVED** the sign.

ACTION – Facilities Manager to arrange for the sign to be ordered and displayed at Spencers Wood Pavilion and Recreation Ground

- 25/FC/33.1 Facilities Manager to circulate the proposal for the sign to members of the committee prior to it being ordered

This had been circulated.

- 25/FC/50.1 Facilities Manager to arrange for photographs to be taken of the Tennis Club toilets

The Facilities Manager had taken some photographs and would circulate them to the Committee. Once the pipework was fixed the toilets would be ready for use. See also Minute 25/FC/64.1.

- 25/FC/50.1 Clerk to arrange a leaflet to be circulated to residents in Millworth Lane

The Clerk had assumed that the leaflet to be circulated related to the overall sports project at Millworth Lane, however, this was to inform residents of the work to the toilets. This had not, therefore, been done.

- 25/FC/50.2 Facilities Manager to erect a sign to inform all currently using Millworth Lane Recreation to check availability with SPC so this can be booked onto Rialtas (booking system)

The Clerk advised that draft wording had been prepared and he would be discussing this with the council's solicitor on Thursday. Members suggested some minor adjustments to the wording.

ACTION – Clerk to discuss wording of the sign for Millworth Lane Recreation ground with the council's solicitor.

- 25/FC/50.2 Facilities Manager to check for signage relating to Liability and display any relevant signs as appropriate

This would be dealt with on similar lines to the proposed signage at Millworth Lane Recreation ground.

ACTION – Clerk to arrange for signage relating to Liability at other sites on the same lines as that proposed for Millworth Lane Recreation Ground

- 25/FC/50.3 Clerk to circulate the latest plans and original proposals to members of the committee for the Fitness Centre at Millworth Lane Recreation Ground

This had been done.

25/FC/52.1 Facilities Manager to arrange for the removal of the room divider at the Spencers Wood Pavilion

This was booked in for 10th June 2025.

25/FC/52.1 Deputy Clerk and Clerk to present imagery for the wall in the Community room

This had not yet been done.

25/FC/52.2 Clerk to arrange quotes for the various youth shelter designs identified

Quotes had been requested for the three preferred options.

1 – Caloo - £14,300

2 – External Works Quote - £17,600 + VAT

3 – Upton - £12,300 + VAT

Members were undecided on the three options presented to the meeting and were concerned about the sight lines.

25/FC/52.2 Discussions to be arranged with local youths about possible design of youth shelters

This had not yet taken place.

ACTION – Discussion on Youth Shelters to be on the agenda of the next meeting of the committee.

25/FC/52.2 Clerk to contact the UoR to ascertain if the site below the Manor Ground on Brookers Hill was a viable option for a Pump Track

This was raised at the joint meeting with the University of Reading on 29th May. It was still a concept UoR were interested in but it had not been developed any further than that.

25/FC/52.2 Cllr Johnson to look at proposals for sites in the Parish for a pump track

Cllr Johnson had shared pictures with members of the committee.

25/FC/52.2 Clerk to add pump tracks to the Sports Working Party agenda in June

This will be done.

25/FC/52.2 Clerk to obtain costings for a pump track

The costs will depend on the exact size, type of surface etc. The Clerk had obtained some initial costings via CoPilot. It was decided to revisit this project once the UoR had made a decision on the land on Brookers Hill.

- 25/FC/53.1** Clerk to add an item to the agenda of the Sports Working Party to draw up initial Heads of Terms for the use of High Copse football pitches
- A meeting had been held with the football club and further discussion would take place at the Sports Working Party.
- 25/FC/53.1** Clerk to add an item to the agenda of the Sports Working Party to draw up the tender document for the usage of the Cricket Square at High Copse
- This will be done.
- 25/FC/53.2** Clerk to recirculate figures for refurbishment of the Ryeish Green Pavilion to members of the Committee for future discussion
- This had been done.
- 25/FC/54.1** Clerk to proceed with meetings with the consultant for Microgeneration
- This was on the agenda – see Minute 25/FC/68.1
- 25/FC/55.1** Clerk to circulate a design for the sign for Deardon Orchard prior to the next meeting
- This was on the agenda – see Minute 25/FC/69.1
- 25/FC/55.1** Cllr Johnson agreed to put the information into an image generator for the Deardon Orchard sign and circulate ideas to the committee
- This was on the agenda – see Minute 25/FC/69.1
- 25/FC/55.2** Facilities Team to remove the duck weed at the Grazeley Road pond
- This was on the agenda – see Minute 25/FC/69.2
- 25/FC/55.3** Cllr Clarke to keep the committee informed on progress of the Environmental Field at the End of Hayes Drive
- This was on the agenda – see Minute 25/FC/69.3
- 25/FC/55.4** Cllr Clarke to keep the committee informed on progress of Deer Leap Park – grassed area
- This was on the agenda – see Minute 25/FC/69.3
- 25/FC/55.5** Cllr Clarke to keep the committee informed on progress on the open space adjacent to the two new football pitches at Hyde End Lane
- This was on the agenda – see Minute 25/FC/69.4
- 25/FC/55.6** Clerk to draft a policy to set out implementation of Martyn's Law
- This was on the agenda – see Minute 25/FC/67.3

- 63.1 This item on agenda was to establish if there were any items that members would like to see considered in the budget process that were either not there at present or members felt the level of funding should change.

This did NOT mean that the items would definitely be included in the final budget as any requests need to be considered against the council's overall available resources and competing needs for those resources.

ACTION –

- Deputy Clerk to add to the agenda of the next meeting
- All members of the committee to input to items for consideration

Sports Provision

- 64.1 Toilets for Millworth Lane

The Facilities Manager advised that the toilets had been installed. Outstanding items were

- Changing the pipes – this was an issue with the design fault and would be at no additional cost to SPC.
- Installing an accessibility ramp.

ACTION –

- Facilities Manager to order the ramp
- Meeting to be arranged between the Clerk, Facilities Manager, Cllrs Johnson and Tatla to discuss the toilets

- 64.2 Millworth Sports Park

The development of Millworth Sports Park was dependent on the land available from the UoR. SPC was awaiting a decision from the UoR on potential use of land for a 3G pitch around the High Copse site.

The UoR had advised SPC to revisit their initial objection to the planning application for the proposed development first put forward in 2010, however, the Clerk had been unable to locate this to date and suggested that the historic position should not have too much significance now. It was suggested that a sentence to this effect be given in the planning application for the 3G pitch to clarify the change of position.

ACTION –

- Clerk to locate the original objection to the Planning Application in 2010
- SPC to include a sentence in the Planning Application for the 3G pitch to clarify their change of position from the original objection when it was submitted

64.3 Fitness Centre at Millworth Lane

Tony Grover, Surveyor, had agreed with the WBC Planning Officer that SPC could use the existing planning application and convert it into what was required to take forward the Fitness Centre.

Tony Grover had identified that it would not be possible to position the fitness centre by the trees adjacent to the tennis club car park due to the roots and canopies of the existing trees. An alternative site was proposed next to the pavilion and this would reduce the length of run required for water and power.

Members **AGREED** with the proposed new position of the fitness centre

ACTION – Clerk to inform the surveyor of the decision of the Committee

25/FC/65

School Green Centre and School Green

65.1 School Green Centre

There was nothing to report.

65.2 School Green Working Party

There was nothing to report.

25/FC/66

Spencers Wood Pavilion

66.1 Upgrade to the Community Room

The Deputy Clerk reported that the Bluetooth speakers had been installed. The Facilities Manager reported that the screen would be removed on 10th June.

ACTION – Cllr Johnson to take some more pictures for the internal wall

66.2 Anti-Social Behaviour (ASB) at Spencers Wood Pavilion

Members **NOTED** an update from the PCSO dealing with the damage to the door. This was being dealt with under a suitable disposal.

Consideration was given to the proposed youth shelters:-

- Concern was expressed about the sight lines/consealed spaces on the proposed shelters for youths.
- It was suggested that the Police and youth leaders be asked for advice on the most appropriate design.
- There was a request for a litter bin to be placed by the potential shelter.
- Suggest informing the nearby houses of the proposal by a leaflet drop.

ACTION –

- Deputy Clerk to circulate quotes for shelters to members of the Committee
- Clerk to discuss potential shelters with the Police and Youth Leaders

Other Council buildings

67.1 High Copse Pavilion and sports pitches

67.1.1 Discussion took place regarding the use of the pitches:-

- Shinfield Rangers would be using the football pitches
- Three cricket teams had expressed an interest in the use of the cricket pitch.
- Requests for submission to be advertised in the newsletter, social media and on the website.
- Submissions to be submitted by 31st July 2025.
- Decision to be made by end of October 2025.
- Working party to be set up to progress the use of the pitches – Cllrs Boyer, Clarke, James and Johnson to be on the working party

ACTION – Clerk to set up a working party to progress the use of the pitches

67.1.2 Concern was expressed regarding the irrigation of the pitches due to the dry weather. Whitehorse were currently bringing in water but this would not continue once the pitches had been handed over. Options for improvements to irrigation long-term to be explored.

ACTION – Facilities Manager to explore options for improving irrigation of the pitches at High Copse.

67.2 Future of Ryeish Green Pavilion

67.2.1 Current maintenance costs had been circulated prior to the meeting. It was reported that the building had been vandalised twice in the last month. The Facilities Manager reported that the external doors were not strong enough to secure the building should there be another incident of vandalism.

ACTION – Facilities Manager to secure the building with metal doors

67.2.2 Following a social media post to ascertain public interest and possible use of the building, interest had been received from gymnastics and cheerleading clubs, however, they would require a sprung floor and the height of the building would not be sufficient to accommodate these activities. Other suggestions were for a Café.

The interior of the building would require a lot of work to make it safe and useable. The Facilities Manager would take photographs of the internal space that could be shared with interested parties.

A viable option was required for the use of the Pavilion. The alternative was to sell the building.

ACTION – Facilities Manager to take photographs of the inside of the Ryeish Green Pavilion

67.3 Martyn's Law

The Clerk would be drafting a policy to ensure that all Council venues were safe and complied with the Law. There was a two year period to implement this law.

25/FC/68

Microgeneration

68.1 There had been no progress on this matter since the last meeting.

25/FC/69

Parish Wide Items

69.1 Information Board at the Deardon Orchard

There had been no progress on this matter since the last meeting.

ACTION - Cllr Johnson agreed to put the information into an image generator for the Deardon Orchard sign and circulate ideas to the committee

69.2 Grazeley Road Pond

The Facilities Team had cleared the duck weed from the pond and were waiting advice from WBC for a long term plan. The Facilities Team were monitoring the state of the pond in the meantime.

69.3 Environmental Field at the End of Hayes Drive

Cllr Clarke expressed concerns that Taylor Wimpey had not completed the work. BCllr Glover reported that Andy Glencross, WBC was working to enforce the outstanding work, one problem was that there had been no agreement for handing over the land. Ecological mitigation had not been carried out.

69.4 Deer Leap Park – grassed area

Cllr Clarke again expressed concern that nothing was being done in this area. BCllr Glover acknowledged that WBC could do more but a member of staff had reduced their hours that was having an impact on outstanding issues.

69.5 Open space adjacent to the two new football pitches at Hyde End Lane

BCllr Glover suggested that this area should be part of the walk through from the SANG to integrate the area.

ACTION – Items 69.3, 69.4, 69.5 to be discussed at a meeting with Andy Glencross and Chris Howard, WBC

25/FC/70

Correspondence

- 70.1 A written request had been received, in response to a social media post regarding possible uses for Ryeish Green Pavilion, “about the possibility of installing a sprung floor in the pavilion building for the purpose of cheerleading training”.

The potential future of Ryeish Green Pavilion had previously been discussed at the meeting (minute 25/FC/65.2) where it was highlighted that the roof would be too low for cheerleading or gymnastic activities.

ACTION – Clerk to respond to the enquiry accordingly

25/FC/71

Date of Next Meeting

- 71.1 The next meeting would be held on Wednesday, 2nd July 2025

The meeting ended at 21:30

List of Actions

25/FC/49.2		
25/FC/15.2	Clerk to send quotes received from Cloudy IT to members of the committee	Clerk
25/FC/33.1	Facilities Manager to arrange for the sign to be ordered and displayed at Spencers Wood Pavilion and Recreation Ground	Facilities Manager
25/FC/50.2.1	Clerk to discuss wording of the sign for Millworth Lane Recreation ground with the council's solicitor	Clerk
25/FC/50.2.2	Clerk to arrange for signage relating to Liability at other sites on the same lines as that proposed for Millworth Lane Recreation Ground	Clerk
25/FC/52.2	Discussion on Youth Shelters to be on the agenda of the next meeting of the committee	Deputy Clerk
25/FC/63.1.1	Deputy Clerk to add Budget requirements for 2026/27 to the agenda of the next meeting of the committee	Deputy Clerk
25/FC/63.1.2	All members of the Committee to input to items for consideration	Members of the committee
25/FC/64.1.1	Facilities Manager to order the ramp for the toilets at Millworth Lane	Facilities Manager
25/FC/64.1.2	Meeting to be arranged between the Clerk, Facilities Manager, Cllrs Johnson and Tatla to discuss the toilets	Clerk
25/FC/64.2.1	Clerk to locate the original objection to the 2010 Planning Application 0/2010/1432, Shinfield Meadows	Clerk
25/FC/64.2.2	SPC to include a sentence in the Planning Application for the 3G pitch to clarify their change of position from the original objection when it was submitted	Clerk
25/FC/64.3	Clerk to inform the surveyor of the decision of the Committee in relation to the positioning of the Fitness Centre at Millworth Lane	Clerk
25/FC/66.1	Cllr Johnson to take some more pictures for the internal wall at Spencers Wood Pavilion	Cllr Johnson
25/FC/66.2.1	Deputy Clerk to circulate quotes for shelters to members of the Committee	Deputy Clerk
25/FC/66.2.2	Clerk to discuss potential shelters with the Police and Youth Leaders	Clerk
25/FC/67.1	Clerk to set up a working party to progress the use of the pitches at High Copse	Clerk

25/FC/67.2	Facilities Manager to explore options for improving irrigation of the pitches at High Copse	Facilities Manager
25/FC/67.2.1	Facilities Manager to secure the Ryeish Green Pavilion with metal doors	Facilities Manager
25/FC/67.2.2	Facilities Manager to take photographs of the inside of the Ryeish Green Pavilion	Facilities Manager
25/FC/69.1	Cllr Johnson agreed to put the information into an image generator for the Deardon Orchard sign and circulate ideas to the committee	Cllr Johnson
25/FC/69.3-5	The Environmental Field, Hayes Drive; Deer Leap Park, Grassed area; Open space adjacent to the two new football pitches at Hyde End Lane, to be discussed at a meeting with Andy Glencross and Chris Howard, WBC	Cllr Clarke Clerk
25/FC/70.1	Clerk to respond to an enquiry for the potential use of Ryeish Green Pavilion for cheerleading and gymnastics	Clerk

Minutes of a meeting of
Children and Young Adults Committee
Held on Tuesday 5th June 2025
At School Green Centre commencing at 19:30

Present: Cllrs Fernandes (From 25/CYA/15.1), Matic, Montgomery (Chair) and Tatla

Attending: B Winton (Chief Executive and Clerk to the Parish Council)

25/CYA/18

Election of Chair of the Children and Young Adults Committee

- 18.1 One nomination (Cllr Montgomery) had been received for Chair of the Children and Young Adults Committee for 2025/26
- 18.2 Cllr Montgomery was elected as Chair of the Children and Young Adults Committee for 2025/26
- Proposed: Cllr Matic
Seconded: Cllr Tata
Agreed: Unanimously
- 18.3 Cllr Montgomery signed a declaration of acceptance of office as Chair of the Children and Young Adults Committee for 2025/26

25/CYA/19

Election of Vice-Chair of the Children and Young Adults Committee

- 19.1 Cllr Matic was nominated as Vice-Chair of the Children and Young Adults Committee for 2025/26
- 19.2 Cllr Matic was elected as Vice-Chair of the Children and Young Adults Committee for 2025/26
- Proposed: Cllr Tatla
Seconded: Cllr Montgomery
Agreed: Unanimously
- 19.3 Cllr Matic signed a declaration of acceptance of office as Vice Chair of the Children and Young Adults Committee for 2025/26

25/CYA/20

Public Questions

- 20.1 There were no public questions.

25/CYA/21

Apologies for Absence and Declarations of Interest

21.1 Apologies for absence were received from Cllr Johnson

21.2 There were no declarations of members' interests.

It was **NOTED** that Councillors Fernandes, Johnson and Matic have children of school age.

25/CYA/22

Minutes of the previous meeting

22.1 The minutes of the meeting held on 11th March 2025 were approved and signed by the Chair as a correct record.

Proposed: Cllr Montgomery

Seconded: Cllr Matic

Approved: Unanimously

22.2 Matters arising from the minutes

24/CYA/35.2 Clerk to arrange a meeting of the Education Working Party for April

A meeting of the Education Working Party had been arranged for 3rd July @ 10.00. This would be a Teams meeting.

ACTION – Clerk to send out Meeting Invites to members of CYA

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

The Clerk had held initial discussions with the Youth Club leader but needed to follow this up. He had requested draft posters by the end of July.

ACTION - Clerk to request the Youth Club to design posters aimed at directing young people to websites relevant to them

24/CYA/38.1 Clerk to trial touchscreen

This is in use and working well. It was agreed that the Clerk should now look to get similar devices for the Café area.

ACTION - Clerk to arrange touchscreen devices for the cafe

- 24/CYA/38.1 Clerk to produce samples of “user-friendly” agendas to be displayed on noticeboards

The Clerk provided some samples based on the agenda for tonight’s meeting. The conversation would be used to refine the script used.

ACTION - Clerk to arrange a “user-friendly” agenda to be posted alongside the formal agenda for the next meeting.

- 25/CYA/13.1 Clerk to arrange streaming and promotion of the meeting to the general public

Facilities Committee has been considering some equipment set ups for Tower Room and Grazeley which would make it easier to stream meetings. A site visited to a council using the equipment was planned for 24th June.

ACTION - Clerk to report back following the site visit

- 25/CYA/13.3 Clerk to prepare a proposal for the social media training for schools for the next meeting

This was on the agenda at Item 7.2

- 25/CYA/14.1 Clerk to reply to the response received from the Chief Constable of Thames Valley Police (TVP) dated 27th February 2025

The Clerk advised that a follow up call suggested that:

Clarification on staffing – The problem was partly about how numbers had been counted in the past, so it was not a like for like comparison with current numbers

Help improve response rates – TVPhad requested that SPC pushed TVP surveys when they went live. The Clerk had signed up to TVP notifications and would promote these through SPPC channels

Bike theft – Incidents are triaged still being followed up locally

- 25/CYA/15.1 Clerk to develop the summer series of events

Summer events had been scheduled for

Photography

From 28th July – 07th Aug

(weekend of 08-10th Aug for exhibition etc)

Artist

From 4th Aug – 14th Aug

(weekend of 15-17th Aug for exhibition etc)

Mini Garden

From 18th Aug – 28th Aug

(weekend of 29-31st to display etc)

Cllr Fernandes arrived

- 25/CYA/15.1 Clerk to investigate a “Beating of the Bounds” type event

The Clerk was slowly progressing the concept and had identified an initial route which could be broken down into stages to allow participants to do a part or all of the route. He would check the route viability with members of the local Ramblers Group and report back.

ACTION - Clerk to confirm viability of the route and report back at the next meeting with a draft outline for the event. To be worked on in conjunction with ACE.

- 25/CYA/15.2 Clerk to arrange a meeting with students of Oakbank School, to discuss a Young Councillors Working Party and other relevant topic, at an appropriate time after Greenshaw Learning Trust have had an opportunity to bed in at the school

To be done and see also item 9.4

ACTION - Clerk to arrange a meeting with students of Oakbank School, to discuss a Young Councillors Working Party

ACTION – Clerk to advise Oakbank that if they had any set plays or books, they wished to screen a film version of this could be arranged for the Shinfield Cinema

- 25/CYA/15.3 Clerk to further develop the concept of a summer seaside excursion

It was agreed to run a second bus in addition to the one normally provided for Frensham Green residents.

ACTION - Clerk to arrange promotion of the Shinfield bus to run alongside the Frensham Green bus in August 2025.

25/CYA/23

Budget requirements for 2026/27

- 23.1 There was a discussion of potential items that could be considered. This included more direct communication with residents in general through community ambassadors and door to door exercises.

ACTION – Budget ideas to be shared with Chair and the Clerk

25/CYA/24

Education

- 24.1 Oakbank School – Change of Trust

The Clerk had requested an update from the CEO of Greenshaw Learning Trust but had not yet received a response.

ACTION – Clerk to obtain an update from Greenshaw Learning Trust

24.2 Social Media Safety Training

There had been no follow up regarding pouches from Oakbank School and primary schools had responded to say that they did not have any issues with mobile phones in their schools. It was therefore agreed not to pursue this element.

There was then a more general discussion about the role the council may play in working with schools and organisations to help children and young adults assess risk for themselves to be considered as part of a wider narrative about a vision for the parish.

24.3 St Mary's Junior School – governor appointment

Cllr Fernandes reported that the next governor's meeting was in early July, and he would report back after that.

ACTION – Cllr Fernandes to report back to the next meeting on discussions at St Mary's Junior School Governors Meeting.

24.4 Other Education matters in the Parish

There were no other matters to consider.

25/CYA/25

Anti-Social Behaviour

25.1 Update on Anti-Social behaviour within the Parish

The Clerk advised that there were no incidents at SWP or SGC but was noticed that Ryeish Green Pavilion had been broken into once and a second (unsuccessful) attempt also made.

PCSO had advised that in respect of the damage to the door at Spencers Wood Pavilion, "the youth on the footage has been into the station for interview and the consequences of his actions are being dealt with under a suitable disposal."

25/CYA/26

26.1 Youth event in Shinfield Parish

It was agreed that this event would not be pursued in 2025 due to other commitments but was worth considering longer-term.

- 26.2 Oakbank School – presentation by the Clerk on matters of interest to students

It had previously been agreed that this would be followed up once Greenshaw Learning Trust were fully bedded in at Oakbank.

The Clerk advised the committee that one of his current assignments is to create a presentation to a group of A Level students on community governance. This would provide a useful basis for any subsequent presentation at Oakbank.

ACTION – Clerk to arrange a talk at Oakbank School on what the parish council does that affects students

- 26.3 Engagement with children and young adults

This had been covered at 15.3 above.

- 26.4 Young Councillor

A local University student (who previously attended Oakbank school) has expressed an interest in working with the council as an intern on a project to set up a Youth Council. She has been provided with background information that this committee has previously considered as a starting point. It was agreed that the CYA would convene as a working party to consider any proposals when they were received.

ACTION – Clerk to arrange a Working Party on creating a Youth Council when proposals were received for consideration

25/CYA/16

Correspondence

- 16.1 There were no items of correspondence

25/CYA/17

Date of Next Meeting

- 17.1 The date of the next Children and Young Adults Committee meeting will be 2nd October 2025

The meeting ended at 21.00

List of Actions

24/CYA/35.2	Clerk to send out Meeting Invites for the Education Working Party meeting on 3 rd July to members of CYA	Clerk
24/CYA/37.3	Clerk to request the Youth Club to design posters aimed at directing young people to websites relevant to them	Clerk
24/CYA/38.1	Clerk to arrange touchscreen devices for the cafe	Clerk
24/CYA/38.1	Clerk to arrange a “user-friendly” agenda to be posted alongside the formal agenda for the next meeting	Clerk
25/CYA/13.1	Clerk to report back on equipment for streaming meetings following the site visit to other council using the same equipment	Clerk
25/CYA/15.1	Clerk to confirm viability of the route for a Beating of the Bounds type event and report back at the next meeting with a draft outline for the event. To be worked on in conjunction with ACE	Clerk
25/CYA/15.2	Clerk to arrange a meeting with students of Oakbank School, to discuss a Young Councillors Working Party	Clerk
25/CYA/15.2	Clerk to advise Oakbank that if they had any set plays or books, they wished to screen a film version of this could be arranged for the Shinfield Cinema	Clerk
25/CYA/15.3	Clerk to arrange promotion of the Shinfield bus to run alongside the Frensham Green bus in August 2025	Clerk
25/CYA/23.1	Budget ideas to be shared with Chair and the Clerk	All
25/CYA/24.1	Clerk to obtain an update regarding Oakbank School from Greenshaw Learning Trust	Clerk
25/CYA/24.3	Cllr Fernandes to report back to the next meeting on discussions at St Mary’s Junior School Governors Meeting	Cllr Fernandes
25/CYA/26.2	Clerk to arrange a talk at Oakbank School on what the parish council does that affects students	Clerk
25/CYA/26.4	Clerk to arrange a Working Party on creating a Youth Council when proposals were received for consideration	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 11th June 2025
At School Green Centre commencing at 19:30

Present: Cllrs Boyer, James, Lias, Masseron and Peer (Chair)
Cllr Hoyle arrived at 20:32 after attending the Wokingham Borough Council Planning meeting as representative of Shinfield Parish Council

Attending: Cllr Tatla (Chair of Shinfield Parish Council)
B Winton (Clerk)
S Herring (Deputy Clerk)
3 members of the public

25/PC/60

Election of the Chair of the Planning & Highways Committee

60.1 Cllr Peer was the only nomination for Chair of the Planning & Highways Committee for 2025/26.

60.2 Cllr Peer was elected as Chair of the Planning & Highways Committee for 2025/26

Proposed: Cllr Masseron
Seconded: Cllr Lias
Approved: Unanimously

60.3 Cllr Peer signed a declaration of acceptance of office as Chair of the Planning & Highways Committee for 2025/26

25/PC/61

Election of the Vice-Chair of the Planning & Highways Committee

61.1 Cllr Boyer was the only nomination for Vice-Chair of the Planning & Highways Committee for 2025/26.

61.2 Cllr Boyer was elected as Vice-Chair of the Planning & Highways Committee for 2025/26

Proposed: Cllr Masseron
Seconded: Cllr Lias
Approved: Unanimously

61.3 Cllr Boyer signed a declaration of acceptance of office as Vice-Chair of the Planning & Highways Committee for 2025/26

25/PC/62**Public Questions**

- 62.1 Nathan Hunt, Shinfield Community Church requested the support of Shinfield Parish Council in a proposal for a religious building to be included in the proposed Loddon Valley Garden development to serve the community.

He gave a presentation to highlight the community engagement activities organised and supported by the church, this included a number of non-religious activities, for example SHARE, Rainbow tots, coffee morning as well as the well-attended church services.

The Committee would be happy to support the proposals made to the University of Reading and subsequent developers. Members suggested that he may like to contact Arborfield Parish Council as the new development would be in their parish, as well as other bordering parish councils, and to contact Nigel Frankland, University of Reading (UoR).

ACTION – Clerk to send Nathan Hunt contact details for neighbouring parish councils

25/PC/63**Apologies and declarations of Members' Interest**

- 63.1 Apologies had been received from Cllr Jahromi
Cllr Fernandes did not attend the meeting or submit his apologies prior to the meeting.
- 63.2 There were no declarations of members' interests

25/PC/64**Minutes of the Previous Meeting**

- 64.1 The minutes of the committee meeting of 14th May 2025 were approved and signed as such by Cllr Peer

Proposed: Cllr Lias
Seconded: Cllr Boyer
Approved: Unanimously

- 64.2 **Actions and Matters Arising from the meeting held on 14th May 2025**

- 24/PC/121.1 Clerk to establish whether there is a formal agreement with WBC that SPC is a 'Lighting Authority'

The Clerk advised that he had been unable to locate anything internally and had written to Wokingham Borough Council to confirm whether there were any formal agreements with WBC regarding street lamps.

ACTION – Clerk to report back once a response had been received from WBC

- 24/PC/121.1 Clerk to establish the cost of a new lighting column
- The Clerk advised that a new lighting column to the current required specification would be £1,100 + VAT ancillary work including adoption by SSE would be a further £1,000 + VAT
- 25/PC/22.2 Clerk to update the committee on registering 'Assets of Community Value' at the next meeting
- The Clerk was due to have a meeting with Richard Alexander, WBC responsible for Assets of Community Value on 28th May but had to cancel due to illness. This has been rescheduled for 25th June.
- ACTION – Clerk to update the committee on 'Assets of Community Value' at the next meeting after his meeting with Richard Alexander, WBC on 25th June**
- 25/PC/45.2 Clerk to request a progress report for RFS/2024/089113 The Lieutenants Cottage
- A response from Mark O'Leary, Planning Enforcement Specialist, WBC confirmed that the owner had carried out repairs and maintenance. No alterations, extensions, or demolition (other than removal to repair and replace) had been carried out, and the owners' intentions were only to do repairs. WBC had requested that an application for listed building consent be submitted. It was acknowledged that the owner was taking time to complete the work and this was being monitored by WBC to ensure that there was no damage to the building or other works carried out.
- No further action was required by the Committee. The Clerk would review the progress in six months.
- 25/PC/46.4 Deputy Clerk to arrange a meeting with WBC regarding Woodcock Lane
- See minute 25/PC/69.2
- 25/PC/47.1 Clerk to update the draft Neighbourhood Development Plan to include the prompts generated from the analysis of other plans
- This will be done in the next few days. The next meeting of the working party had been scheduled for Thursday 26th June at 19.30.
- 25/PC/53.2 Clerk to add five year planning requests for S106 and WBC CIL to the agenda of the Finance and General Purposes Committee
- This had been added to the agenda for the meeting on the 18th June.
- 25/PC/53.3 Clerk to arrange for the response to Planning Application 250517 to be published on SPC social media
- This had been done.

25/PC/53.5 Clerk to investigate whether there was an 'operator's licence' linked to the premises of Bismillah House, Brookers Hill

The Clerk had not been able to establish from the Traffic Commissions Website whether there was an 'operator's licence' for Bismillah House, Brookers Hill. There had been reports of many 'taxi' vehicles parked on the property that could be seen from the M4. The Clerk would check again once the name of the company had been established. If there was no 'operator's licence' then this could be reported to Enforcement at Traffic Commission.

ACTION – All to investigate the name of the taxi company operating out of Bismillah House

25/PC/57.3 Clerk to write an article, to be agreed by members of this Committee, for the SPC Newsletter, to gauge the opinion of local residents regarding a Spencers Wood Village Centre

81 responses had been received to date to a simple questionnaire in the monthly newsletter, the results were as follows:-

- Majority of responses are from those who live in Spencers Wood
- 89% agree with principle of a Village Centre
- But only 35% had any thoughts about location
 - Near industrial units
 - Near SW Rec
 - RG Pavilion
 - Between Fullbrook Avenue and Bolton Drive
- Don't do anything that adds congestion
- Other comments are per website

ACTION – Clerk to present the proposal to WBC.

25/PC/57.3 Clerk to add to the agenda of the Neighbourhood Plan Working Party, the proposed Spencers Wood Village Centre

This is already Identified in the Neighbourhood Plan.

25/PC/58.3 Clerk to forward the request of an extension to the path from Bloomfield Hatch Lane to MereOak to WBC and copy in BCllrs

The resident had not yet received a response from WBC.

25/PC/58.3 Clerk to inform the resident who requested an extension to the path from Bloomfield Hatch Lane to MereOak, that this would be raised with WBC

This would be done.

- 25/PC/58.5 Clerk to send the link for comments on the 'Lambourn Neighbourhood Development Plan: Consultation on the Strategic Environmental Assessment and Habitats Regulations Assessment' to members

This had been done.

25/PC/65

Terms of Reference

Members **AGREED** the Terms of Reference for the Planning and Highways Committee

Proposer: Cllr Masseron

Seconder: Cllr Peer

Approved: Unanimously

25/PC/66

Schedule of Deposited Plans

- 66.1 Planning applications were circulated to members weekly and comments noted on the WBC planning portal.

- 66.2 Planning application 241861 – Land at Church Lane and Hyde End Lane, Spencers Wood and Three Mile Cross, RG7 1HB

The application had been discussed at the Wokingham Borough Council (WBC) Planning Committee immediately prior to this meeting. The application had received approval.

- 66.3 Planning Application 251086 – Land at Stanbury House, Basingstoke Road, Spencers Wood, RG7 1AJ

A draft response to the application was circulated to members prior to the meeting.

Members unanimously **APPROVED** the response previously circulated.

ACTION –

- Deputy Clerk to submit the response to Planning application 251086 to WBC Planning Department
- Clerk to arrange for publication of the response to residents

- 66.4 Planning Application 242484 – Land to the north of Arborfield Road west of Shinfield Eastern Relief Road

Members considered the revised layout of the development that had been circulated with the Agenda and supporting papers.

Members **NOTED** the revised layout.

66.5 Planning Application 233038 – Land East of Hayes Drive North of Three Mile Cross

There had been no update from the Planning Inspectorate appeal. This had now been submitted to the Secretary of State.

25/PC/67

Appeals

67.1 There had been no changes from the previous month.

25/PC/68

Enforcement Notices

68.1 Closed Enforcement Notices

Five items deemed to have been “No Breach”.

- Last one referring to the the bus in The Swan Public House was of particular interest but as long as it stays mobile it doesn’t become an issue

One item had an application submitted

Members **NOTED** the report

68.2 Live Enforcement Notices

There had been four new cases this month.

Members **NOTED** the report

25/PC/69

Highways, Street Lighting and Footpath Matters

69.1 Footpath matters

The Ramblers report had been published in the SPC newsletter.

Cllr Masseron reported that BCllr Adrian Betteridge was now responsible for Active Travel. Potential options for a path from the ‘Six Bells’ to St Mary’s church were moving forwards.

69.2 Woodcock Lane

Andy Glencross, WBC and Laura Buck, WBC had agreed to a Teams meeting to discuss the PRow.

The date of the meeting had not yet been decided.

Cllrs Hoyle and Lias would like to be involved in the meeting

ACTION – Deputy Clerk to send round a meeting invite once the date was set

25/PC/70

Joint meeting of Shinfield Parish Council (SPC) and University of Reading (UoR)

- 70.1 The meeting on 29th May had been attended by Cllrs Clarke, James, Masseron, Peer, Tatla and the Deputy Clerk.

Notes of the meeting had been circulated to members of the Committee prior to the meeting.

Regarding

‘Land next to Alder Grove School – option for an extension to the school runs out in 2026 and needs to be progressed as soon as possible. UoR advised SPC to speak to Piers Brunning, WBC,’

it was suggested that SPC investigate the possible purchase the land from the UoR to protect it should a school extension arise in the future.

ACTION – Purchase of the land adjacent to Alder Grove School to be added to the agenda of the next joint meeting between SPC and UoR

- 20:32 Cllr Hoyle joined the meeting

25/PC/72

Renewal of Neighbourhood Development Plan (SPNDP)

- 72.1 Neighbourhood Development Plan Project Group

The next meeting was scheduled for Thursday 26th June at 19.30

ACTION - Deputy Clerk to send out a diary invite to members of the committee

- 72.2 Assets of Community Value (ACV)

The Clerk had arranged a meeting on this subject with WBC for 25th June.

ACTION – Clerk to add to the agenda in July 2025

25/PC/73

Correspondence

- 73.1 Sonning Neighbourhood Plan

Members **NOTED** the draft Sonning Neighbourhood Plan

- 73.2 Reading Borough Council Local Plan Partial Update

Members **NOTED** the Reading Borough Council Local Plan Partial Update

- 73.3 Parking on Wychelm Road

Received a request from residents to see if anything can be done.

ACTION – Clerk to alert WBC traffic enforcement and request they investigate and request looking at installing double yellow lines on the corners of Wychelm Road / Hollow Lane.

25/PC/74

Date of the next meeting

74.1 The date of the next meeting will be Wednesday, 9th July 2025

The meeting ended at 20:45

DRAFT

List of Actions

25/PC/62.1	Clerk to send Nathan Hunt contact details for neighbouring parish councils	Clerk
25/PC/62.2		
24/PC/121.1	Clerk to report back once a response had been received from WBC regarding who was the 'Lighting Authority'	Clerk
24/PC/22.2	Clerk to update the committee on 'Assets of Community Value' at the next meeting after his meeting with Richard Alexander, WBC on 25 th June	Clerk
25/PC/53.5	All to investigate the name of the taxi company operating out of Bismillah House	All members
25/PC/57.3	Clerk to present the proposal for a Spencers Wood Village Centre to WBC	Clerk
25/PC/66.3	Deputy Clerk to submit the response to Planning application 251086 to WBC Planning Department	Deputy Clerk
	Clerk to arrange for publication of the response to residents	Clerk
25/PC/69.2	Deputy Clerk to send round a meeting invite once the date was set to discuss the PRoW, Woodcock Lane with WBC	Clerk
25/PC/70.1	Purchase of the land adjacent to Alder Grove School to be added to the agenda of the next joint meeting between SPC and UoR	Clerk
25/PC/72.1	Deputy Clerk to send out a diary invite to members of the committee of the Neighbourhood Development Plan	Deputy Clerk
25/PC/72.2	Clerk to add Assets of Community Value to the agenda in July 2025	Clerk
25/PC/72.3	Clerk to alert WBC traffic enforcement and request they investigate and request looking at installing double yellow lines on the corners of Wychelm Road / Hollow Lane.	Clerk

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 16th April 2025
At School Green Centre commencing at 19.30

Present: Cllrs James (Chair), Johnson, Masseron, Matic, Montgomery, Peer & Tatla

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

25/FGP/33

Confirmation of Chair of Finance & General Purposes Committee

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

25/FGP/34

Election of Vice-Chair of Committee

- 34.1 Cllr Tatla was nominated as Vice-Chair of this committee by Cllrs James and Montgomery.
- 34.2 Cllr Tatla was elected as Vice-Chair of the Finance and General Purposes Committee for 2025/26
- 34.3 Cllr Tatla accepted the position of Vice-Chair of the Finance and General Purposes Committee for 2025/26 and duly signed the declaration of acceptance of office

25/FGP/35

Public Questions

- 35.1 There were no public questions.

25/FGP/36**Apologies and declarations of Members' Interest**

- 36.1 There were no absences for this meeting.
- 36.2 There were no declarations of members' interests.

25/FGP/37**Minutes of the Previous Meeting**

- 37.1 The minutes of the committee meeting of 16th April 2025 were approved as a correct record and signed by Cllr James as Chairman of the Committee

Proposed: Cllr Masseron
Seconded: Cllr Montgomery
Approved: Unanimously

37.2 **Actions and Matters Arising**

- 7.4 Clerk to arrange a reconciliation schedule for S106 historic funds to be presented to the June committee meeting

Cllr James and the Clerk were meeting on 24th June to discuss this matter further.

- 8.1 Clerk to include an agenda item for each July committee to allow the committee to consider what items they would like to see included in the next budget round

This was in progress.

- 10.2 Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon

The Clerk had instructed SPC's solicitor to progress this with her counterpart at WBC.

- 10.4 Clerk to follow up potential interest in Ryeish Green Pavilion with the Army Cadet Force

The Army Cadet Force had advised that they would not be interested in the Ryeish Green Pavilion.

- 10.5 Clerk to ensure the completion of the process to extinguish the Parish Hall lease

The Clerk had instructed SPC's solicitor to progress this matter.

- 10.6 Clerk to request that WBC provide a formal decision with respect to the Asset of Community Value application submitted in respect of Hyde End Lane
- A meeting had been arranged for 25th June to move this matter forward.
- 15.1 Clerk to identify potential invitees to a business breakfast and arrange a date for the reception
- The IT & Media Communications Officer is developing a full list of potential invitees.
- ACTION – Clerk to ensure draft list available for the Public Art meeting on 27th June**
- 23.2 Clerk to ensure Community Garden is included on the long-term CIL items list and also added to the items for consideration at the next joint meeting with the University of Reading
- Now added in and on the agenda item 10.4
- 24.1 Clerk to update the proposals for Millworth Lane and High Copse pavilion on the basis of discussions and submit an Outline Business Case to the April Full Council meeting
- This has been done.
- 25.2 Clerk to add Shinfield North consultation to the agenda for the June meeting
- This was on the agenda at Item 14.
- 26.1 Clerk to schedule further discussion regarding acquiring a minibus at an appropriate future meeting
- This will be added to the agenda after the consultation has been completed.
- 27.1 Clerk to add Annual Grant Scheme timetable to agenda for Full Council for formal approval of the timetable
- This had been done.
- 27.2 Clerk to add to agenda for Full Council for formal approval of the proposal to allow a limited number of grants to private individuals
- This had been done.

31.1 Clerk to report further on microgeneration at the next meeting

This was on the agenda at Item 18.

**25/FGP/38 Annual Accounts and Annual Governance and Accountability
Return for Year Ending 31st March 2025**

Cllr James thanked the Finance Manager for her efforts in preparing the accounts to such a high standard.

38.1 Members **NOTED** the report of the Internal Auditor.

38.2 Members **NOTED** the notes to the Financial Statements for the year ended 31st March 2025.

38.3 Members voted to recommend Full Council approve the signing of Section 1 of the Annual Governance Statement 2024/25.

38.4 Members voted to recommend Full Council approve the signing of Section 2 of the Accounting Statements 2024/25.

38.5 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 Thursday 26th June advertising Friday 27th June as the first day for inspections.

38.6 Members agreed to reappoint Claire Connell as Internal Auditor for 2025/26

Proposed: Cllr James
Seconded: Cllr Tatla
Approved: Unanimously

38.7 Members **NOTED** the new Assertion 10 that will apply for the 2025/26 accounts.

25/FGP/39**Terms of Reference**

- 39.1 Members reviewed the Terms of Reference for the committee. It was proposed that the document was amended to reflect the fact that traditionally the Chair of the council has acted as Vice-Chair of the Finance & General Purposes Committee.

Proposed: Cllr Masseron
Seconded: Cllr Johnson
Approved: Unanimously

Members **APPROVED** the revised Terms of Reference.

ACTION – Clerk to amend the terms of reference for ratification by Full Council

25/FGP/40**Risk Register**

- 40.1 The Clerk advised that he had no recommendations for any changes to the risk register.

Members **NOTED** the report.

25/FGP/41**Financial Reports**

- 41.1 Bank Reconciliations

The Chair of the Committee confirmed that he had reviewed the bank reconciliations as at the end of May 2025 on 11th June 2025 and that all was in order. A copy of the signed reconciliation was presented to members.

Members **NOTED** the report.

- 41.2 Current Year Financial Performance (2025/2026)

The Chair and Finance Manager provided an update on the initial performance for the new financial year. There were no items of concern at this time.

Members **NOTED** the report.

25/FGP/42**Financial Reserves & CIL**

- 42.1 CIL update

The Chair and Clerk took members through the current position on CIL.

Members **NOTED** the report.

42.2 Update on reserves

The Chair provided an update on reserves as at 31st May 2025. There were no significant changes to the previous report.

Members **NOTED** the report.

42.3 Major Repairs Reserve

The Facilities Manager has been instructed to expedite the initial list of items that should include; current condition, expected time until major repairs were required and estimated costs.

ACTION – Clerk progress the list of major repair items with the Facilities Manager

42.4 Long-term planning options for CIL

Members discussed the current list of longer-term CIL projects and expected future CIL. This would be kept under review to ensure the best long-term application of CIL reserves.

Members **NOTED** the report.

25/FGP/43

Draft Revised Standing Orders

43.1 Cllr Masseron as lead for the Corporate Governance Working Party set out the approach that had been taken by the working party. The resultant document better reflected current working practices and had been restructured to provide a more coherent and readable.

After discussion, members resolved to recommend the draft standing orders to Full Council for adoption.

Proposed: Cllr Matic
Seconded: Cllr Johnson
Approved: Unanimously

ACTION – Clerk to add to the agenda for Full Council

25/FGP/44

Draft Fraud Policy

44.1 The Finance Manager has created a draft fraud policy. It was agreed that the Corporate Governance Working Party would review this alongside their work on Financial Regulations to ensure consistency between the documents.

ACTION – Clerk to take draft fraud policy to corporate governance working party

25/FGP/45**S106 Funds**

- 45.1 Cllr James recapped on progress to date with WBC regarding historic S106 agreements. The funds have now mostly been identified although a significant element was applied outside of the parish. The next stage was a follow up meeting with WBC finance officers to establish how SPC can be meaningfully involved in the development of future S106 agreements relating to the parish.

ACTION – Clerk to arrange a follow up meeting with WBC Finance Officers.

25/FGP/46**Shinfield North Consultation**

- 46.1 It was agreed that the Children & Young Adults Committee would take the lead on consultation for Shinfield North. Cllr Tatla suggested some modifications to the draft document. Cllr Matic suggested additional conversation with WBC officers.

ACTION – Clerk to refer the consultation process to the Children's & Young Adults Committee

ACTION – Clerk to discuss the consultation in advance with WBC officers

25/FGP/47**Land Issues**

- 47.1 The Clerk provide an update as follows:
- 47.1.1 - There were no updates on the Land Registrations
- 47.1.2 – The Clerk had asked the council's solicitors to establish why WBC had not progressed this issue.
- 47.1.3 – Community Space in the North – Any movement would depend on the outcome of the consultation process.
- 47.1.4 – Cllr Johnson advised that he would propose to the Facilities Committee that they establish a Ryeish Green Pavilion working party tasked with identifying viable options for the use of the building within a set time frame.
- 47.1.5 – The Clerk had advised the council's solicitor to progress extinguishing the parish hall lease.
- 47.1.6 – The Clerk had a meeting arranged for 25th June to discuss Assets of Community Value further.
- 47.1.7 – The Fitness Centre element at Millworth Lane was being progressed.

25/FGP/48**Live Project Teams**

48.1 The Clerk provided an updated list of the live project teams.

Members **NOTED** the report.

25/FGP/49**Public Art**

49.1 The next meeting of the Public Art Working Party was scheduled for Friday 27th June at 2.30 p.m.

Members **NOTED** the update.

25/FGP/50**Microgeneration**

50.1 The Clerk advised the committee regarding a potential provider of independent advice on microgeneration for the council's buildings. Cllr Matic advised of a possible alternative option.

ACTION – Clerk to follow up options for Microgeneration advice

25/FGP/51**Date of Next Meeting**

51.1 Next meeting was scheduled for 15th October 2025

Cllr James also proposed an additional meeting to consider requests from other committees for future funding and to set the budget parameters. This would be on Thursday 11th September at 7.30 p.m.

ACTION – Clerk to schedule the budget planning meeting

The meeting ended at 21.00

List of Actions

25/FGP/37.2

15.1	Clerk to ensure draft list available for the Public Art meeting on 27 th June	Clerk
------	--	-------

25/FGP/39.1	Clerk to amend the terms of reference for ratification by Full Council	Clerk
--------------------	--	-------

25/FGP/42.3	Clerk progress the list of major repair items with the Facilities Manager	Clerk
--------------------	---	-------

25/FGP/43.1	Clerk to add the draft revised Standing Orders to the agenda for Full Council	Clerk
--------------------	---	-------

25/FGP/44.1	Clerk to take draft fraud policy to corporate governance working party	Clerk
--------------------	--	-------

25/FGP/45.1	Clerk to arrange a follow up meeting with WBC Finance Officers regarding S106 Funds.	Clerk
--------------------	--	-------

25/FGP/46.1	Clerk to refer the Shinfield North Consultation process to the Children's & Young Adults Committee	Clerk
--------------------	--	-------

	Clerk to discuss the consultation in advance with WBC officers	Clerk
--	--	-------

25/FGP/50.1	Clerk to follow up options for Microgeneration advice	Clerk
--------------------	---	-------

Guidelines to the review of the current standing orders

Each individual standing order was reviewed to:

1. Ensure clear intention & meaning.
2. Enhance ease of understanding.
3. Reflect current practices.

Current standing orders (approved 19 April 2021)

The current standing orders have been referenced (in red) to indicate the following;

1. Recommended new standing order number.
2. Recommended deletion of a standing order/statement with an explanation.

There are six recommended deletions as follows;

1. Statement on page 1 – no longer required.
2. Colour coding – no longer required.
3. 1(i) – no longer required.
4. 14(d.vi) – no longer required due to new recommendation 11(b.i).
5. 17 – no longer required due to new recommendation 11(b.i).
6. 31(b) – no longer required as this is not current practice.

Revised standing orders (2024/2025)

The recommendation is that standing orders NOT highlighted remain unchanged.

The recommendation for highlighted standing orders fall within the following categories;

1. Revision of wording only, for ease of understanding.
2. Revision of wording for ease of understanding with an added recommendation.
3. Recommended new standing order.

Appendix – as referenced in the revised standing orders.

- Terms of Reference for committees – as approved by the Council.
- Financial Regulations – to be reviewed
- Code of Conduct – to be reviewed in line with upcoming NALC review.
- Data Protection Policy (including record of breaches) – to be reviewed
- Press & Media Policy – to be reviewed
- Social Media Policy – to be reviewed
- Travel & Subsistence Policy – to be reviewed

Required Registers – as referenced in the revised standing orders.

- Register of dispensations – to be reviewed.
- Register of interests – to be reviewed.
- Register of motions – to be reviewed.
- Register of planning application summary of responses – to be reviewed.
- Register of councillor training – to be reviewed.
- Register of borough councillors' attendance and reports – to be reviewed.

2025

Standing Orders



Shinfield
Parish Council

INDEX

SO		Page
1	Standing Orders	3
2	General Powers of Competence	3
3	Suspension of Standing Orders	4
4	Proper Officer & Responsible Financial Officer	5
	4.1 Proper Officer	5
	4.2 Responsible Financial Officer	6
5	Meeting Of the Council and Committees	7
	5.1 Location of Meetings	7
	5.2 Notice of Meetings	7
	5.3 Public Attendance at Meetings	7
	5.4 Representation by members of the public	7
	5.5 Chairing the Meeting	8
	5.6 Reporting on the Meeting	8
	5.7 Apologies for Absence	9
	5.8 Attendance	9
	5.9 Dispensations	9
	5.10 Meeting Quorums	11
	5.11 Voting at Meetings	11
	5.12 Voting on Appointments	12
	5.13 Meeting Start Time & Duration	12
	5.14 Confidential Business	13
	5.15 Minutes of Meetings	13
	5.16 Draft Minutes	14
	5.17 Conduct at Meetings	14
	5.18 Disorderly Conduct at Meetings	15
6	Annual Meetings	15
7	Ordinary Meetings	16
8	Extraordinary Meetings	19
9	Delegation	19
10	Delegation to Committees	21
11	Committees and Sub-Committees	22
12	Motions requiring written notice to be given to the Proper Officer	23
13	Motions not requiring written notice	24
14	Rules of Debate	25
15	Previous Resolutions	27
16	Urgent Decisions of the Council	28
17	Becoming a Councillor	28
	17.1 Legislation	28
	17.2 Resignations	28
	17.3 Casual Vacancy Co-Option	29
	17.4 Restrictions on Councillor Activities	29
	17.5 Councillor Training & Development	30

18	Canvassing of and Recommendation by Councillors	30
19	Code of Conduct	31
20	Code of Conduct Complaints	31
21	Management of Information	32
22	Responsibilities to Provide information	32
23	Responsibilities under Data Protection Legislation	33
24	Right to Inspect Documents	33
25	Execution and Sealing of Legal Deeds	34
26	Accounts and Accounting Statements	34
27	Financial Controls and Procurement	35
28	Annual Budget, Precepts and Capital Projects	37
29	Chair's Allowance	37
30	Handling Staff Matters	38
31	Relations with the Press/Media/Social Media Policy	39
32	Liaison with Wokingham Borough Councillors	40
	Appendix	
	(i) Terms of Reference	
	(ii) Financial Regulations	
	(iii) Code of Conduct	
	(iv) Data Protection Policy	
	(v) Press & Media Policy	
	(vi) Social Media Policy	
	(vii) Travel & Subsistence Policy	

1. Standing Orders

- a) Standing orders for the organisation and transaction of the Council's business are decided by the Council.
- b) The standing orders use as a base document the National Association of Local Councils (NALC) Model standing orders latest update issued 31st March 2025. Standing orders in **bold** type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning.
- c) Standing orders not highlighted in bold do not incorporate statutory requirements and are aimed at;
 - I. Highlighting matters that merit regulation by standing order.
 - II. Encourage use of standing orders to regulate routine administrative arrangements.
- d) The Council, committees and sub-committees can only act within the law and in accordance with the Council's approved standing orders and financial regulations.
- e) The Council has not adopted standing orders which undermine, override or conflict with any requirements imposed by legislation.
- f) Any reference in the standing orders to financial matters is a reference to the Council's standing orders for the regulation of its financial affairs.
- g) The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of their declaration of acceptance of office.

2. General Power of Competence

- a) Subject to any statutory prohibitions, restrictions and limitations, and provided it meets the eligibility criteria, the Council will seek to exercise the General Power of Competence as defined in the 2011 Localism Act.
- b) Eligibility for General Power of Competence is set out in the General Power of Competence (Prescribed Conditions) order 2012 s8;
 - I. The number of members of the council that have been declared to be elected is equal to or greater than two-thirds of the total number of members of the council.
 - II. The Clerk to the parish council holds an appropriate qualification as a Clerk.

3. Suspension of Standing Orders

- a) All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b) A motion to **permanently** add or vary or revoke one or more of the Council's standing orders shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with the standing orders.

4. Proper Officer & Responsible Financial Officer

4.1 Proper Officer

- a) **The Council's Proper Officer shall be the Clerk. In the Clerk's absence the Deputy Clerk shall act as the Proper Officer. In the absence of both Clerk and Deputy Clerk, another staff member, nominated by the Council, shall act as the Proper Officer.**
- b) The Council's Proper Officer shall;
 - I. **At least three clear days before a meeting of the council or a committee;**
 - **Serve on councillors by delivery or post to their residences or by email authenticated in such a manner as the Proper Officer thinks fit (provided the Councillor has consented to service by email), a signed summons confirming the time, place and the agenda of the meeting, and**
 - **Provide in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - II. Set the agenda for all Full Council and committee meetings in accordance with standing order 12, and include on the agenda all motions in the order received unless a councillor has given written notice at least three days before the meeting confirming their withdrawal of it.
 - III. **Convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in this office.**
 - IV. **Facilitate inspection of the minute book by local government electors.**
 - V. **Receive and retain copies of byelaws made by other local authorities.**
 - VI. Hold acceptance of office forms from councillors.
 - VII. Hold a copy of every councillor's register of interests.
 - VIII. Assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures.

- IX. Liaise as appropriate with the Council's Data Protection Co-Ordinator in accordance with standing order 23(g).
- X. Receive and send general correspondence and notices on behalf of the Council except when there is a resolution to the contrary.
- XI. Assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements.
- XII. Arrange for legal deeds to be executed in accordance with standing order 25.
- XIII. Arrange and manage the prompt authorisation, approval and instruction regarding any payments to be made by the Council in accordance with its financial regulations (see appendix).
- XIV. Circulate every planning application notified to the Council to the members of the Planning & Highways committee, and submit the Council's response to the local planning authority portal, and maintain a summary of planning applications considered and the Council's response.
- XV. If a planning application requires consideration before the next Planning & Highways committee meeting OR Full Council meeting, refer this planning application to the Chair, or in their absence Vice-Chair, of the Planning & Highways committee OR Chair of the Council, or in their absence a Vice-Chair of the Council within two working days of receipt in order to facilitate an extraordinary meeting if required.
- XVI. Manage access to information about the Council via the publication scheme.

4.2 Responsible Financial officer

- a) The Clerk is the Responsible Financial Officer for the Council. The Council shall in the absence of the Clerk appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer.

5. Meetings of the Council and Committees

5.1 Location of Meetings

- a) **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at reasonable cost.**

5.2 Notice of Meetings

- a) **The minimum three clear days notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

5.3 Public Attendance at Meetings

- a) **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by resolution which shall give the reason for the public's exclusion.**

5.4 Representation by members of the public

- a) Members of the public may make representations, ask and/or answer questions and give evidence at a meeting to which they are entitled to attend in respect of the business on the agenda.
- b) The period of time designated for public participation at a meeting, in accordance with standing order 5.4(a), shall not exceed 30 minutes unless directed by the Chair of the meeting.
- c) Subject to standing order 5.4(a), a member of the public shall not speak for more than 3 minutes unless allowed by the Chair of the meeting.
- d) **In accordance with standing order 5.4(a), all questions will receive a response; this may be either at or after the meeting and either in writing or verbally. The Chair may permit a short discussion of the matter at the meeting or defer discussion to a future meeting.**

5.5 Chairing the Meeting

- a) **The Chair of the Council, if present, shall preside at the meeting. If the Chair is absent from the meeting the appropriate Vice-Chair, if present, shall preside. If both the Chair and Vice-Chair(s) are absent from a meeting, a councillor chosen by the councillors present at the meeting shall preside at the meeting.**
- b) **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chairs(s) of the Council.**
- c) Subject to the provisions of section 85 of the Local Government Act 1972, if the Chair is unable to continue in office, for example, on the grounds of ill-health, then a new Chair may be elected in accordance with standing order 6(d.i).

5.6 Reporting on the Meeting

- a) **Subject to standing order 5.6(b) a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later to report or to provide oral or written commentary about the meeting so that the report of commentary is available as the meeting takes place or later to people not present.**
- b) **A person present at the meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission. Such permission may be granted by the Chair of the meeting.**
- c) **The press shall be provided reasonable facilities for the taking of their report of all or part of the meeting at which they are entitled to be present. Members of the press should be asked by the Chair to identify themselves at the start of the meeting.**
- d) The Council may make its own recordings of proceedings in Full Council and committee meetings for the purpose of ensuring the accuracy of the minutes. Any such recordings will be destroyed after the minutes of the meeting have been signed as accurate.

5.7 Apologies for Absence

- a) Councillors should normally submit their apologies and reason for absence in advance of the meeting to the Clerk. The Clerk shall report these to the meeting and record apologies in the minutes. Any circumstances where the Council or committee is not prepared to accept the reason for the apology for absence should be done by a formal resolution and vote of the Council or committee.

5.8 Attendance

- a) If a councillor fails to attend three consecutive ordinary Full Council meetings, without a reason accepted by the Council, the Clerk will be instructed to formally write to that councillor regarding their future attendance. If the councillor is absent for six consecutive meetings without a reason accepted by the Council, their membership of the Council will be terminated, and the Clerk will write to inform them accordingly. If a councillor fails to attend for more than six consecutive meetings with an accepted reason for absence, the Council will no longer accept their reason for absence and the six month period until termination shall begin and the Clerk shall inform them accordingly.
- b) If a member fails for three consecutive ordinary meetings to attend a meeting of a committee, they shall be given an opportunity of making an explanation. Unless the explanation is accepted by the committee they shall no longer be a member of that committee.
- c) Standing order 5(8.a) and 5(8.b) shall not apply to a councillor whose absence is due to attendance of a meeting of some other body or organisation to which they have been appointed as the Council's accredited representative.

5.9 Dispensations

- a) **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitation or restrictions under the code on their right to participate and vote on that matter.**
- b) Unless a councillor or non-councillor with voting rights has been granted a dispensation, they shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest or another interest if so required by the Council's Code of Conduct. They may return to the meeting after it has considered the matter in which they had the interest.

- c) **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- d) A decision as to whether to grant a dispensation shall be made by the meeting of the Council or committee for which the dispensation is required, and that decision is final.
- e) A dispensation request shall confirm;
- I. The description and the nature of the disclosable pecuniary interest or other interest to which the dispensation relates.
 - II. Whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote.
 - III. An explanation as to why the dispensation is sought.
 - IV. The Council or committee shall determine the appropriate duration of any dispensation granted.
 - V. The Council or committee can withdraw the dispensation at any time.
 - VI. Details of all dispensations shall be recorded in a dispensation register held by the Clerk.
- f) **A dispensation may be granted in accordance with standing order 5.9(d) if having regard to all relevant circumstances any of the following apply;**
- I. **Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business.**
 - II. **Granting the dispensation is in the interests of persons living in the Council's area; or**
 - III. **It is otherwise appropriate to grant a dispensation.**

5.10 Meeting Quorums

- a) **No business may be transacted at a meeting of the Council unless at least one third of the whole number of members are present and in no case shall the quorum of a meeting be less than three. There should be no less than three members appointed to a committee. The quorum of a committee should also be three.**
- b) **If no quorum exists when the meeting begins or if during a meeting the number of councillors present and not debarred by reason of a prejudicial declared interest falls below the quorum, no business shall be transacted, and the meeting shall be closed. The business not transacted at that meeting shall be transacted at the next meeting or on such other date as the Proper Officer may set, to be no more than 3 months from the original motion.**

5.11 Voting at Meetings

- a) **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors with voting and non-voting rights present and voting.**
- b) **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**
- c) **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. A councillor present at the meeting may request their individual vote to be recorded in the minutes.** Any requests to have a recorded vote shall be made before moving on to the next item on the agenda.
- d) **Any councillor or non-councillor with voting rights or the Clerk of the meeting may request that any matter or motion is moved by a show of hands. If there is no show of hands a matter or motion may move forward by a general agreement of the meeting.**

e) The following matters and related motions must be resolved by a show of hands;

- I. Election of the Chair and Vice-Chair(s) of the Council and committees.
- II. Financial matters
- III. New council policy or changes to existing policy
- IV. Approving minutes of a meeting.
- V. Receiving audit reports.
- VI. Approval of the Annual Governance & Accountability Return (AGAR).
- VII. Approval of the Annual Governance Statement.
- VIII. Disposal of assets.
- IX. Action against a councillor or member of public.
- X. Entering into a lease.

5.12 Voting on Appointments

- a) Where there are more than two candidates nominated for a position to be filled by the Council and none of those candidates has received an absolute majority of votes in their favour, the candidate having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one candidate. In the event of a tie the casting vote will be made of the Chair of the meeting.

5.13 Meeting Start Time & Duration

- a) Meetings will normally start at 19.30, but other start times are permitted where agreed by the Chair.
- b) Meetings should not exceed a period of 2.5 hours. If a meeting has not closed after 2.5 hours or continues to 22.00 the Chair of the meeting shall at this time propose the motion "That this meeting continue." The motion must be seconded and a vote shall be taken without discussion. If any meeting is adjourned before its business has finished, the business not transacted at that meeting shall be transacted at the next meeting or on a date as the Proper Officer may set, to be not more than three months from the original meeting.

5.14 Confidential Business

- a) **In accordance with s.1(2) Public Bodies (admission to meetings) Act 1960, the public may not be excluded from council meetings unless there are special reasons to justify such exclusion.**
- b) The agenda, papers that support the agenda and the minutes of the meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- c) Councillors should not disclose any confidential or sensitive information unless relying on a public interest or whistleblowing defence.
- d) A councillor failing to observe requirements of standing order 5(14.c) relating to confidential business may, subject to resolution by the Council be excluded or suspended from the membership of the relevant committee.

5.15 Minutes of Meetings

- a) The minutes of a meeting shall include an accurate record of the following;
 - I. The time and place of the meeting.
 - II. The names of councillors who are present and the names of councillors who are absent.
 - III. Interests that have been declared by councillors and non-councillors with voting rights.
 - IV. The grant of dispensations (if any) to councillors and non-councillors with voting rights.
 - V. Whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered.
 - VI. If there was a public participation session.
 - VII. The resolutions made.
 - VIII. Other decisions made by the meeting.

5.16 Draft Minutes

- a) If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read. Any inaccuracies should be reported to the Clerk in advance of the meeting. The Clerk shall notify the meeting of any amendments.
- b) There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 13(a.ii).
- c) The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d) If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect;

“The Chair of this meeting does not believe that the minutes of the meeting of the [] held on [date] in respect of [] were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e) Subject to the publication of draft minutes in accordance with standing order 5.14 and standing order 5.15 and following a resolution which confirms the accuracy of the minutes of a meeting, the approved minutes will become the formal record of the meeting.

5.17 Conduct at Meetings

- a) All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council (see appendix). **The Code of Conduct adopted by the Council shall apply to councillors and non-councillors with voting rights in respect of the entire meeting.**
- b) A person shall raise their hand when requesting to speak. The Chair of the meeting may require speakers to stand (except when a person has a disability or is likely to suffer discomfort).

- c) Any person speaking at a meeting shall address their comments to the Chair of the meeting.
- d) Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.

5.18 Disorderly Conduct at Meetings

- a) No person shall obstruct the transactions of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b) If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, should be put to the vote without discussion.
- c) Should the motion in standing order 5(18.b) refer to the Chair of the meeting, then if so resolved, the Vice-Chair or another nominated councillor shall chair the rest of the meeting.
- d) If the resolution made in accordance with standing orders is ignored, the Chair of the meeting may take further steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

6. Annual Meetings

- a) In an election year, the annual meeting of the Council shall be held on, or within 14 days following, the day on which the new councillors elected take office. Election years are 2027, 2031 and every four years thereafter.
- b) In a year which is not an election year, the annual meeting of the Council shall be held on such day in May that the Council decides.
- c) If no other time is fixed, the annual meeting of the Council shall take place at 18.00.

- d) The election of the Chair of the Council shall be the first business completed at the annual meeting of the Council.**
- I. The position of Chair shall be open to all members of the council. Nominations for the position of Chair should be submitted on an official nomination form. Completed and signed nomination forms should be submitted to the Clerk at least seven clear working days before the annual meeting of the Council. The election of the Chair shall be either by a show of hands or by a ballot if there is more than one candidate.**
 - II. The election of two Vice-Chairs shall be the second business completed at the annual meeting of the Council. The delineated roles shall be Vice-Chair of Finance & Staffing and Vice-Chair of Corporate Governance. Nominations for a position of Vice-Chair should be submitted on an official nomination form. Completed and signed nomination forms should be submitted to the Clerk at least seven clear working days before the annual meeting of the Council. The election of the Vice-Chairs shall be either by a show of hands or by a ballot if there is more than one candidate. If no nominations are received for a Vice-Chair position it shall remain vacant until such time as a valid nomination is received, and the election shall take place at the next Full Council meeting.**
- e) The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the next annual meeting until their successor is elected at the next annual meeting of the Council.**
- f) The Vice Chair(s) of the Council, unless they resign or they become disqualified shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- g) In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**

- h) In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of a new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- i) Following the election of the Chair of the Council and Vice-Chairs of the Council at the annual meeting, the order of business shall be as follows;
- I. In an election year, delivery by councillors of their declaration of acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council and Vice-Chairs of acceptance of office forms unless the Council resolves to do this at a later date.
 - II. In an election year, to re-attest that the Council is eligible to exercise the General Power of Competence.
 - III. Appoint committee members to the standing committees.
 - IV. Agree the next twelve months meeting schedule for Full Council and committee meetings.
 - V. Review the Council's standing orders and take recommendations for any amendments and updates to the document.
 - VI. Appoint representatives to outside bodies.
 - VII. Review the Council's Risk Register.
 - VIII. Review and approve the schedule of annual subscriptions.
 - IX. Receive and review the schedule of annual licenses.
 - X. Further business shall be as for ordinary meetings.

7. Ordinary Meetings

a) In addition to the annual meeting of the Council, a least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.

b) The order of business at ordinary meetings shall be as follows;

I. Public questions.

II. Apologies.

III. Declaration of member's interests.

IV. Confirmation of the accuracy of the minutes of the last meeting.

V. Matters arising.

VI. Reports from Borough Councillors.

VII. Reports from committees & sub-committees.

VIII. Other council business & motions as set out on the agenda in accordance with standing order 4.1(b.ii)

IX. Invoices for payment.

X. Correspondence.

XI. Confidential items.

XII. Date of next meeting.

c) The draft minutes of committees that have sat during the month are noted at that month's Full Council meeting. Any matters raised should be referred back to the relevant committee.

8. Extraordinary Meetings

- a) **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b) **If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**
- c) The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or sub-committee at any time.
- d) If the Chair of the committee or a sub-committee does not or refuses to call an extraordinary meeting of the committee or sub-committee within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the committee or sub-committee. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.

9. Delegation

- a) The legal basis of the delegation conferred by this document is contained in the following provisions of the Local Government Act 1972.
- b) Subject to any legislation to the contrary, the Council may delegate any matter to a committee, a sub-committee or an officer of the authority, or to any other local authority. Unless the Council decides otherwise, a committee may further delegate to a sub-committee or officer.
- c) The membership of committees is fixed by the Council, and of sub-committees/working parties by the appointing committee. In constituting such groups the Council or committee shall have full regard to the implications on the officer and member workload when creating sub-committees.
- d) The Council should respect the decisions of committees and sub-committees where those decisions have been duly delegated and

made within the appropriate terms of reference. Matters of concern should be referred back to the relevant committee or sub-committee.

- e) It is the intention that decisions should be taken at the most suitable level. Officers are given power over the day-to-day administration of the Council, committees to decide matters within their terms of reference, and matters of major policy should be decided by the Council.
- f) The Council reserves the right to decide on any matter it has previously delegated to a committee, sub-committee, officer or local authority.
- g) Committees can only exercise delegated powers where there is budgetary provision for any proposed expenditure. They can spend within their total allocated budget to enable smaller projects, but larger variations must be referred to the Finance & General Purposes (F&GP) committee. If no budgetary provision is available, delegated powers may only be exercised subject to obtaining approval for a supplementary estimate. This must be done through referring the matter firstly to the F&GP committee which can provide the approval for the expenditure and the recommendation can proceed to a Full Council meeting.
- h) In the event that there is a disagreement between committees regarding which one has delegated powers to deal with a particular matter, it shall be referred to a Full Council meeting for resolution.
- i) In making any decisions or recommendations, each committee should consider the implications in relation to;
 - I. Best practice.
 - II. Council objectives/policies.
 - III. Crime & disorder.
 - IV. The environment.
 - V. Finance and staffing implications.
 - VI. The impact on the parish.
 - VII. Potential impact on the Council's Risk Register.

10. Delegation to Committees

- a) The Council may appoint standing committees or sub-committees as may be necessary and;
 - I. Shall determine their terms of reference (see appendix), including meeting schedule, composition and quorum.
 - II. Shall permit committees to recommend to the Council the number, date and times of their meetings up until the date of the next annual meeting.
 - III. Shall permit a committee to vary dates and times of meetings for operational reasons without reference to the Council.
 - IV. Subject to standing order 11(c), shall appoint and determine the terms of office of councillor and non-councillor members of a committee. Membership of committees shall be determined at each annual meeting.
 - V. Dissolve a committee at any time.
- b) The delegated powers of each committee are approved by the Council and are set out in their terms of reference.
- c) The terms of reference may be amended at any time by the Council with or without any recommendation from a committee, or other body.
- d) The following matters are reserved to the Council;
 - I. The making of standing orders and financial regulations.
 - II. The appointment of permanent representatives to outside bodies.
 - III. The making of byelaws.
 - IV. The dismissal of the Clerk and Deputy Clerk.
 - V. To determine policies and monitor their application.
 - VI. Approval of final accounts and AGAR statement.
 - VII. Setting the Council's budget and precept.
 - VIII. Approval of terms of reference for committees.
 - IX. Final arbitration of any matter.

11. Committees and Sub-Committees

- a) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- b) **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee may be non-councillors.**

- I. **The Council has determined that each sub-committee including advisory committees shall include a minimum of one councillor.**

- c) **Unless the Council determines otherwise. A committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee**

- d) The standing committees of the Council are;

- I. Arts, Culture and Events committee
 - II. Children & Young Adults committee
 - III. Facilities committee
 - IV. Planning & Highways committee
 - V. Finance & General Purposes (F&GP) committee
 - VI. Staffing committee

- e) **Each committee shall have a Chair and Vice-Chair. The Chair and Vice-Chair of a committee are normally elected at the first meeting of the committee after the annual meeting.**

- f) The Vice-Chair of Finance of the Council shall be the Chair of the F&GP committee and the Staffing committee.
- g) The Chair of the Council will not be a member of the Staffing committee.
- h) Members of the Staffing committee should have relevant current experience in employment law and best practice or be prepared to attend appropriate training as agreed by the Staffing Committee.
- i) **It is expected that all councillors will take an active role in the Council's activities and sit on a least one committee.**

- j) A councillor who has not been appointed a member of a committee may attend meetings of that committee as a member of the public in accordance with standing order 5.4(a).

12. Motions requiring written notice to be given to the Proper Officer

- a) A motion will require written notice unless it is a motion specified in standing order 13.
- b) A motion may be submitted by a councillor or non-councillor with voting rights and shall relate to the responsibilities of the meeting for which it is tabled and shall relate to the performance of the Council's statutory functions, powers and obligations of an issue which specifically affects the Council's area or its residents.
- c) In accordance with standing order 4(b.ii), no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting.
- d) The Proper Officer may not make any changes to a motion received in accordance with standing order 12(b), other than to correct obvious grammatical or typographical errors in the wording.
- e) If the Proper Officer considers the wording of a motion received in accordance to standing order 12(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 7 clear days before the meeting.
- f) If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- g) Having consulted the Chair or councillors pursuant to standing order 12(f), the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- h) Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be recorded in a register of motions, which shall be open to inspection by all councillors.

- i) Every motion rejected in accordance with the Council's standing orders shall be duly recorded in the register of motions with a note by the Proper Officer giving the reasons for its rejection, which shall be open to inspection by all councillors.

13. Motions not requiring written notice

- a) Motions in respect of the following matters may be moved without written notice to the Proper Officer;
 - I. To appoint a person to preside at a meeting.
 - II. To correct an inaccuracy in the minutes of the previous meeting.
 - III. To alter the order of business on the agenda for reasons of urgency or expedience.
 - IV. To proceed to the next business on the agenda.
 - V. To defer consideration of a motion.
 - VI. To require a written report.
 - VII. To move to a vote.
 - VIII. To close or adjourn debate.
 - IX. To refer a motion or a matter to a committee or a sub-committee or an employee if it falls within their terms of reference. If urgent or expedient the Chair may direct the motion to be dealt with at the present meeting.
 - X. To appoint a committee or sub-committee or any councillors thereto.
 - XI. To amend a motion relevant to the original or substantive motion under consideration which shall not have an effect of nullifying it.
 - XII. To extend the time limit for speaking.
 - XIII. To not hear further from a councillor or member of public.
 - XIV. To exclude from the meeting a councillor or member of the public for disorderly conduct.
 - XV. To give the consent of the council if such consent is required by the council.
 - XVI. To suspend any standing order except those which are mandatory by law.
 - XVII. To adjourn or temporarily suspend the meeting.

XVIII. To answer questions from councillors.

XIX. To close the meeting.

- b) Reports may be submitted and included with meeting agendas to support the furtherance of council business. Late reports will be permitted only by exception and with the agreement of the Chair.

14. Rules of Debate

- a) Motions on the agenda shall be considered in the order that they appear on the agenda unless the order is changed at the discretion of the Chair of the meeting.
- b) A motion (including an amendment) shall not be taken to a vote unless it has been moved and seconded.
- c) A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d) If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e) An amendment is a proposal to remove or add words to the motion. It shall not negate the motion.
- f) If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g) An amendment shall not be considered unless early verbal notice of it is given at the meeting. If requested by the Chair, a member present or the Clerk of the meeting, the amendment shall be set down in writing before the vote is taken.
- h) A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i) If there is more than one amendment to the original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.

- j) Subject to standing order 14(k) only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k) One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted on separately.
- l) A councillor may not move more than one amendment to an original or substantive motion.
- m) The mover of an amendment has no right of reply at the end of the debate on it.
- n) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of the debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o) Unless permitted by the Chair of the meeting, a councillor may speak only once in the debate on a motion except;
 - I. To speak on an amendment moved by another councillor.
 - II. To move or speak on another amendment if the motion has been amended since they last spoke.
 - III. To make a point of order.
 - IV. To give a personal explanation.
 - V. To exercise a right of reply.
- p) During the debate a councillor may interrupt only on a point of order or to provide clarification and the councillor who was interrupted shall stop speaking.
- q) A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- r) A point of order shall be decided by the Chair of the meeting and the decision of the Chair shall be final.

- s) When a motion is under debate, no other motion shall be moved except;
 - I. To amend the motion.
 - II. To proceed to the next business.
 - III. To adjourn the debate.
 - IV. To put the motion to the vote.
 - V. To ask a person to be no longer heard or to leave the meeting.
 - VI. To refer a motion to a committee or sub-committee for consideration.
 - VII. To exclude the public and press.
 - VIII. To adjourn the meeting.
 - IX. To suspend particular standing order(s) excepting those which reflect mandatory or legal requirements.
- t) Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- u) Excluding motions moved under 14(s) the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chair of the meeting.

15. Previous Resolutions

- a) A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except by a special motion, which requires written notice and is proposed by at least two members of the council, or by a motion moved in pursuance of a report or recommendation of a committee.
- b) When a special motion according to standing order 15(a) has been disposed of, no similar motion may be moved within a further 6 months.

16. Urgent Decisions of the Council

- a) Urgent decisions required between scheduled Council meetings are delegated to the Clerk (or in their absence the Deputy Clerk) in consultation with the Chair or, in the absence of the Chair, a Vice-Chair.
- b) Decisions made under this delegation will be reported to and included in the minutes at the next Council meeting.
- c) Where appropriate, the Clerk may decide that an extraordinary meeting of the Council be called to deal with the urgent matter.
- d) The Clerk (or in their absence the Deputy Clerk) may incur expenditure on behalf of the Council which is necessary to carry out any repairs or replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000, with the counter signature of the Finance Manager.

17. Becoming a Councillor

17.1 Legislation

- a) For the election of councillors, the standard rules apply in accordance with the current legislation governing the election of councillors, casual vacancies and co-option of suitable persons, where appropriate.

17.2 Resignations

- a) When a councillor tenders their resignation, the Clerk shall notify the Head of Electoral Services at Wokingham Borough Council of the vacancy.
- b) Wokingham Borough Council shall advertise the vacancy and if one of more applications are received Wokingham Borough Council will organise an election.
- c) If no applications are received, then in accordance with s.87(2) of the Local Government Act 1972 the Council will give public notice of the casual vacancy. The public notice will invite applications from candidates who satisfy the eligibility criteria for being a councillor.

17.3 Casual Vacancy Co-Option

- a) A person is eligible to be co-opted provided they are;
 - I. Qualified to be a councillor pursuant to s.79 of the 1972 act.
 - II. Not disqualified pursuant to s.80 of the 1972 act.
- b) A Council may need to investigate or obtain evidence about a candidate's eligibility to be a councillor if standing order 17.3(a) is challenged.
- c) The co-option procedure is as follows;
 - I. The Clerk shall invite applicants to an initial discussion and establish they meet the statutory requirements to become a councillor.
 - II. Applicants are required to attend at least two Council and two committee meetings within a three month period.
 - III. The Clerk shall offer an informal meeting between the applicant and the Chair of the Council.
 - IV. Applicants shall provide a personal profile for consideration of the Council and be interviewed by the Council at a mutually agreed Full Council meeting.
 - V. The Council will need to consider fairly and objectively if candidates are suitable for co-option.
- d) The public will be excluded from any discussion of the co-option of a candidate under the s.1(2) Public Bodies (Admission to Meetings) Act 1960.
- e) Any decision made by the Council regarding co-option should be transparent. Any decisions to not co-opt, and the reasons behind that decision, shall be conveyed in writing, by the Clerk, to any unsuccessful candidate

17.4 Restrictions on Councillor Activities

- a) No individual councillor shall in the name of or on behalf of the Council, a committee or a sub-committee issue orders, instructions or directions unless authorised by a resolution of the Council or the relevant committee.

- b) Unless duly authorised, no councillor shall inspect any land/or premises which the Council has a right or duty in inspect.

17.5 Councillor Training & Development

- a) Continuous training and development is recommended for all councillors, this will include;
 - I. Induction training for new councillors.
 - II. Committee specific training as set out in the terms of reference for the committee.
 - III. Training in respect of chairing the Council/committees as required.
 - IV. Additional training provided by the Council for councillor development.
- b) A register will be kept by the Clerk recording all training undertaken by councillors.
- c) The Council shall ensure that adequate funds for training of councillors are provided for in the annual budget.

18. Canvassing of and Recommendations by Councillors

- a) Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements for this standing order to every candidate.
- b) A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or promotion; but nevertheless any such person may give a written testimonial of the candidate's ability, experience or character for submission to the Council with an application for appointment.
- c) This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

19. Code of Conduct

a) All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council (see appendix A).

b) Councillors shall also observe the Nolan Principles for Public Life, as follows;

- I. Selflessness
- II. Integrity
- III. Objectivity
- IV. Accountability
- V. Openness
- VI. Honesty
- VII. Leadership

20. Code of Conduct Complaints

a) Upon notification by Wokingham Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall report this to the Council.

b) Where the notification in standing order 20(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of the Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 20(d).

c) The Council may;

- I. Provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement.
- II. Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

d) **Upon notification by Wokingham Borough Councillor that a councillor or non-councillor with voting rights has breached the Code of Conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

e) Where a notification relates to a complaint made by an employee (not being the Proper Officer), the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.

f) Where disclosure of information relating to a complaint is necessary to deal with the complaint or is required by law, the standing orders shall not prohibit any member of the Council or the Proper Officer from disclosing such information to members, officers or other persons.

21. Management of Information

- a) The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b) The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c) The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d) Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

22. Responsibilities to Provide Information

- a) In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

- b) The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulation 2015.

23. Responsibilities under Data Protection Legislation

- a) The Council shall appoint a Data Protection Officer (although currently this is not a legal requirement). (Data Protection Act 25 May 2018).
- b) The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c) The Council shall have a written policy in place for responding to and managing a personal data breach.
- d) The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e) The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f) The Council shall maintain a written record of its processing activities.
- g) Until standing order 21(a) becomes a legal requirement, the Council shall appoint a Data Protection Co-ordinator to fulfil the responsibilities in standing order 21.

24. Right to Inspect Documents

- a) A councillor may, for the sole purpose of their official duties inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose.
- b) A councillor may not inspect any documents which are restricted by any provision in the standing orders for reasons of confidentiality, determined by the Clerk.

- c) The Council may overrule any determination made by the Clerk in relation to standing order 24(b).

25. Execution and Sealing of Legal Deeds

- a) A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution of the Council.
- b) **In accordance with a resolution made under standing order 25(a), any two members of the Council may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**
- c) Under normal circumstances the members signing any deed in relation to standing order 25(b) will be the Chair of the Council and Chair of the committee to which the deed is related.

26. Accounts and Accounting Statements

- a) "Proper Practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners Guide."
- b) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations (see appendix B).
- c) At each Full Council meeting the Responsible Financial Officer shall provide the following;
 - I. Expenditure made since the previous meeting.
 - II. Proposed expenditure requiring approval of the Council.
- d) At each Finance & General Purposes committee meeting the Responsible Financial Officer shall provide the following;
 - I. Updates to the Risk Register
 - II. Financial reports to include bank reconciliations, forecasts and reserves.
 - III. Reports on CIL budget and forecasts.

e) At the first meeting after the annual meeting the Responsible Financial Officer shall provide for consideration and approval by the Council the following;

I. Annual Governance & Accountability Return (AGAR).

f) The year-end accounting statements shall be prepared in accordance with proper practices and apply in the form of accounts determined by the Council for the year to 31st March. The AGAR, which is subject to external audit, including the Annual Governance Statement, shall be presented to the Council for consideration and formal approval before 30th June.

27. Financial Controls and Procurement

a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer which will be reviewed annually.

b) The financial regulations will include the following;

I. Keeping of accounting records and systems of internal control.

II. Financial risk assessment and management.

III. The annual reports from the internal auditor.

IV. Allowing the inspection and copying by councillors and local electors of the Council's accounts.

c) **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 25(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**

d) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include as a minimum the following steps;

- I. A specification for the goods, materials, services or the executions of the works shall be drawn up.
- II. An invitation to tender shall be drawn up to the (i) the Council's specification, (ii) the time, date and address for the submission of tenders, (iii) the date of the Council's written response to the tender, (iv) the prohibition on prospective contractors contacting councillors or staff of the Council to encourage support for their tender outside the prescribed process.
- III. The invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate.
- IV. Tenders are submitted in writing in a sealed, marked envelope addressed to the Proper Officer.
- V. Tenders shall be opened by the Proper Officer in the presence of a least one councillor after the deadline for submission on tenders has passed.
- VI. Tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or a sub-committee.

e) Any tender failing to comply with standing order 21(c) regarding canvassing of councillors to obtain a tender shall be disqualified.

f) Neither the Council or a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

g) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service of supply contract or in excess of £4,551,413 for a public works contract shall comply with the relevant procurement procedures and other requirements in the Public Contracts regulations 2015 which included advertising the contract opportunity on the Contracts Finder website.

h) A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

28. Annual Budget, Precepts and Capital Projects

- a) **The Council shall approve its budget for the forthcoming financial year at a meeting before the end of January.**
- b) **In each budget cycle individual committees should identify their revenue income and expenditure for the upcoming year and consider any capital projects they want to put forward. Draft budgets will be considered by the Finance & General Purposes (F&GP) committee at their December meeting and recommendations will be made to the Council at the Full Council meeting in January.**
- c) **Capital projects arising outside of the budget cycle shall be considered by the relevant committee prior to referral to the F&GP committee to provide, if within the budget, the approval for the expenditure. The capital project can then proceed for consideration by the Council.**

29. Chair's Allowance

- a) **The Council will pay the Chair a reasonable allowance to enable them to meet the expenses of their office. The amount should be fixed in advance and represent reasonable reimbursement to the Chair for the general duties of their office, for example: communicating with the Clerk and other Council employees, travel within the parish, attending events and meetings in their public figure role to represent the Council.**
- b) **The Chair's allowance will be paid in quarterly instalments and will be in addition to the Council's Travel and Subsistence policy for members.**
- c) **The spending of the Chair's allowance is at the Chair's discretion. The Chair shall provide an annual statement to the F&GP committee that any allowance paid has been used to meet the expenses of their office.**
- d) **The F&GP committee shall review the use and sufficiency of the Chair's allowance annually.**

30. Handling Staff Matters

- a) Only the Staffing committee or the Council shall consider matters personal to a Council employee.
- b) In accordance with standing order 5(14), the public and press may be excluded from meetings where matters personal to a Council employee are considered.
- c) The Clerk shall notify the Chair of the Staffing committee, or in their absence the Vice-Chair of Corporate Governance, where the Clerk is or expects to be absent from work for more than three working days.
- d) The Chair of the Staffing committee, or in their absence the Vice-Chair of Corporate Governance, shall conduct the Clerk's annual performance and development review. The review shall be reported in writing and is subject to approval by the Staffing committee.
- e) Subject to the Council's policy regarding the handling of grievance matters, the following shall apply;
 - I. Employee grievances shall be managed by the Clerk and reported to the Staffing committee.
 - II. Employee grievances relating to the Clerk shall be reported to and managed by the Chair of the Staffing committee.
 - III. Employee grievances relating to the Chair of the Staffing committee shall be reported to and managed by the Vice-Chair of Corporate Governance.
 - IV. In the events of any disputes the Chair of the Council shall act as an independent arbiter.
- f) The Council shall retain access to dedicated HR support.
- g) Anyone responsible for all or part of the management of staff shall treat as confidential all matters relating to meetings and records of employee performance, capabilities, grievance or disciplinary matters as confidential.
- h) Line managers shall have access to the records relating to the performance, capabilities, grievance or disciplinary matters of any member of their team.
- i) Members of the Staffing committee shall have access to any employee records required to fulfil the terms of reference for the committee.

- j) The Council shall keep any data relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected. The Clerk shall, in accordance with standing order 24(b) and GDPR legislation, determine who may have access to such records.
- k) Only persons with line management responsibilities shall have access to employee records including medical history where necessary for the effective management of the employee.

31. Relations with the Press/Media/Social Media

- a) All requests from the press or other media for an oral or written statement or comment from the Council, its councillors or staff shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b) In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.
- c) In accordance with the Council's policy on social media, councillors shall not, in their official capacity, provide oral, written, visual statements or express any opinion via social media platforms unless authorised to do so.

32. Liaison with Wokingham Borough Councillors

- a) An invitation to attend all Full Council meetings shall be sent, together with the agenda, to the ward councillor(s) of Wokingham Borough Council representing the area of the Council.
- b) A register of attendance at Full Council meetings and reports submitted by Borough Councillors shall be maintained by the Clerk.



Standing Orders for Shinfield Parish Council

Approved 19 April 2021

Minute ref: 21/FC/51.1 and 51.2



**Review date: October of each
election year**

Shinfield Parish Council Standing Orders

Standing orders for the organisation and transaction of Councils' business are decided by full Council. The standing orders in **bold type** reflect statutory requirements. – 1(a)

Standing orders, not highlighted in bold type, do not incorporate statutory requirements. They are aimed at (i) highlighting matters that merit regulation by standing orders and (ii) encouraging use of standing orders to regulate routine administrative arrangements. The council has not adopted standing orders which undermine, override or conflict with any requirements imposed by legislation. 1(b)(c)

Any reference in the standing orders to financial regulations is a reference to the Council's standing orders for the regulation of its financial affairs. 1(f)

References to he, his, him or Chair and Vice Chair are made for ease of use by the reader and also mean he or she, his or hers, him or her and Chairman, Chairwoman in recognition that serving councillors and staff may be either gender. – deleted as revised SOs have been reviewed for consistency.

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

Index of Standing Orders

1	Meetings
2	Ordinary Council meetings
3	Proper Officer
3a	Responsible Financial Officer
4	Motions requiring written notice to be given to the Proper Officer
5	Motions not requiring written notice
6	Rules of debate
7	Code of conduct and dispensations
8	Code of conduct complaints
9	Draft minutes
10	Disorderly conduct
11	Rescission of previous resolutions
12	Voting on appointments
13	Execution and sealing of legal deeds
14	Committees and Sub-committees
15	Schedule of delegation to committees
16	Extraordinary meetings
17	Advisory committees
18	Accounts and Accounting Statements
19	Financial Controls and Procurement
20	Estimates/precepts
21	Canvassing of and recommendations by councillors
22	Inspection of documents
23	Unauthorised activities
24	Confidential business
25	Handling Staff Matters
26	Management of Information
27	Responsibilities to provide information
28	Responsibilities under Data Protection legislation
29	Relations with the press/media
30	Recording meetings by the Parish Council

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

31	Liaison with Wokingham Borough Councillors
32	Standing Orders generally
33	Miscellaneous Provisions
34	Standing orders to be given to councillors
35	Restrictions on Councillor Activities

1 Meetings 5

Mandatory for full Council meetings



Mandatory for committee meetings



Mandatory for sub-committee meetings



Deleted, no longer required

- 


a Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost. **5.1(a)**
- 


b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning. **5.2(a)**
- 


c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. **5.3(a)**
- 


d Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. **5.4(a)**
- 


e The period of time designated for public participation at a meeting in accordance with standing order 1(d) above shall not exceed 30 minutes unless directed by the Chair of the meeting. **5.4(b)**
- 


f Subject to standing order 1(e) above, a member of the public shall not speak for more than 3 minutes. **5.4 (c)**
- 


g In accordance with standing order 1(d) above, a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given. **5.4(d)**
- 


h A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a person to be seated when speaking. **5.17(b)**

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

- i Any person speaking at a meeting shall address his comments to the Chair of the meeting. 5.17(c)
- j Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking. 5.17(d)
- k **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the appropriate Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair(s) are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting. 5.5(a)**
- l **Subject to standing order 1(m), a person who attends a meeting is permitted to report on the**
• **meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an**
audio recording of meeting proceedings, use any other means for enabling persons not present to
see or hear the meeting as it takes place or later or to report or to provide oral or written
commentary about the meeting so that the report or commentary is available as the meeting takes
place or later to persons not present. 5.6(a)
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting**
as it takes place without permission. 5.6(b)
- n **The press shall be provided reasonable facilities for the taking of their report of all or part of a**
• **meeting at which they are entitled to be present. 5.6(c)**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be to or**
be done by, to or before the Chair of the Council may in his absence be done by, to before or
before the Vice-Chair(s) of the Council. 5.5(b)
- p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a**
majority of the councillors and non-councillors with voting rights present and voting.
• **5.11(a)**
- q **The Chair of a meeting may give an original vote on any matter put to the vote, and in the**
case of an equality of votes may exercise his casting vote whether or not he gave an
original vote. 5.11(b)

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

Note: There are different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. **5.11(c)**

The minutes of a meeting shall include an accurate record of the following: **5.15(a)**

- i. The time and place of the meeting;
- ii. The names of councillors who are present and the names of councillors who are absent;
- iii. Interests that have been declared by councillors and non-councillors with voting rights;
- iv. The grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. Whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. If there was a public participation session; and
- vii. The resolutions made.

If prior to a meeting a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given. **5.7(a)**

All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council. **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting. 5.17(a)**

A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

which he had the interest. Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required. A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the council or committee or sub-committee for which the dispensation is required, and that decision is final. **5.9**

- w **No business may be transacted at a meeting of full Council unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three. There should be no less than three members appointed to a committee. The quorum of a committee should also be three **5.10(a)****
- x **If no quorum exists when the meeting begins or if during a meeting the number of councillors present and not debarred by reason of a prejudicial declared interest falls below the quorum, no business shall be transacted and the meeting shall be closed. The business not transacted at that meeting shall be transacted at the next meeting or on such other as the Chair may fix. **5.10(b)****
- y Subject to standing orders which indicate otherwise, short reports may be submitted with meeting agendas to support the furtherance of council business. Late reports will be permitted only by exception and with the agreement of the Chair. **14(b)**
- z Meetings shall not exceed a period of 2.5 hours. If a meeting continues to 22.00 pm the Chair shall at this time propose the motion "That this meeting continue". The motion must be seconded and a vote shall be taken without discussion. If any meeting is adjourned before its business has finished, the meeting shall stand adjourned until its next ordinary meeting or a date to be determined by the Chair or in his absence the appropriate Vice-Chair. **5.13(b)**
 - i. For reasons of public health and as per the COVID 19 Contingency work Plan SPCv1 17 March 2020, APPROVED 24 March 2020, the Shinfield Parish Council can hold virtual meetings to where the public are invited to participate. **Deleted as no longer required.**

2 Ordinary Council meetings 6

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office. 6(a)
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides. 6(b)
- c If no other time is fixed, the annual meeting of the Council shall take place at 6 p.m. 6.(c)
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides. 7(a)
- e **The election of the Chair and either 1 or 2 Vice-Chair(s) of the Council shall be the first business completed at the annual meeting of the Council.** The position of Chair shall be open to all members of the Council. Nominations for the position of Chair should be submitted in writing at least three clear working days before the annual meeting of the Council. The election of the Chair shall be by show of hands. 6(d.i)
- f The position of Vice-Chair shall be open to all members of the Council. Nominations for the position(s) of Vice-Chair(s) should be submitted in writing at least three clear working days before the annual meeting of the Council. At the annual meeting of the Council the newly elected Chair of 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 1 or 2 Vice-Chair(s). The council shall then elect by show of hands the approved number of Vice-Chair(s) for the year. 6(d.ii)
- g **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.** 6(e)
- h **The Vice-Chair(s) of the Council, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.** 6(f)

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes. 6(g)**
- i. In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes. 6(h)**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting of the Council, the order of business shall be as follows. 6(i)**

 - i. In an election year, delivery by councillors of their declarations of acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council (and Vice-Chair(s) if there is one) of his acceptance of office form unless the Council resolves for this to be done at a later date.**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration and determination of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
 - vi. Appointment of members to existing committees.
 - vii. Appointment of any new committees, the number of members (including, if appropriate, substitute councillors) and appointment to them.
 - viii. Review of representation on or work with external bodies and arrangements for reporting back.
 - ix. In an election year, to re-attest that the Council is eligible to exercise the General Power of Competence.

Attendance

- k. Subject to the provisions of section 85 of the Local Government Act 1972, if the Chair is unable to continue in office, for example, on the grounds of ill-health, then a new Chair may be elected. 5.5(c)**
- l. Apologies and reasons for not attending meetings must be notified to the Clerk in**

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

advance of the meeting, with an explanation, and must be accepted by Council, Committee, Sub-Committee or Working Party as appropriate. 5.7(a)

Committees

- m. Each committee shall have a Chair and Vice-Chair. The Chair and vice-Chair of a committee are normally elected at the first meeting of the committee after the Annual Meeting. The role of the vice-Chair of a committee is to support the Chair of the committee in dealing with the committee's business; chair committee meetings in the absence of the Chair; and represent the committee in the absence of the committee Chair. 11(e)
- n. If a Member fails for three consecutive ordinary meetings to attend a meeting of a Committee, he shall be given an opportunity of making an explanation. Unless the explanation is accepted by the Committee he or she shall cease forthwith to be a member of that Committee. However, this Standing Order shall not apply to a member whose absence is due to attendance at a meeting of some other body or organisation to which he/she has been appointed as the Council's accredited representative. 11(j)
- o. Following a further period of three months absence from the Council or Committee, if the Chair or Vice-Chair, or any Member of the Council or Committee is likely to be incapacitated for a further period, it is anticipated they will stand down from office to allow the Council to continue its business. 5.8(a)

3 Proper Officer **4**

- a The Council's Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. **4.1(i)**
- b The Council's Proper Officer shall: **4.1(b)**
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - ii. subject to standing order 4, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer;

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed (*see also Standing Order 13*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in his absence the Vice-Chair of the Council OR Chair or in his absence Vice-Chair of the Planning and Highways Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council OR Planning and Highways committee; and
- xvi. manage access to information about the Council via the publication scheme

3a Responsible Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent. 4.2(a)

4 Motions requiring written notice to be given to the Proper Officer **12**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents. **12(b)**
- b In accordance with standing order 3(b) (iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting. Clear days do not include the day of the notice or the day of the meeting. **12(c)**
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion. **12(d)**
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 7 clear days before the meeting. **12(e)**
- e If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda. **12(f)**
- f Having consulted the Chair or councillors pursuant to standing order 4(e -) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final. **12(g)**
- g Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors. **12(h)**
- h Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for

that purpose, which shall be open to inspection by all councillors. 12(i)

5 Motions not requiring written notice 13

- a Motions in respect of the following matters may be moved without written notice to the Proper Officer: 13(a)
- i. To appoint a person to preside at a meeting.
 - ii. To correct an inaccuracy in the minutes of the previous meeting.
 - iii. To alter the order of business on the agenda for reasons of urgency or expedience.
 - iv. To proceed to the next business on the agenda.
 - v. To defer consideration of a motion.
 - vi. To require a written report
 - vii. To move to a vote.
 - viii. To close or adjourn debate.
 - ix. To refer a motion or a matter to a committee or to a sub-committee or an employee.
 - x. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
 - xi. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it
 - xii. To extend the time limit for speaking
 - xiii. To not hear further from a councillor or a member of the public
 - xiv. To exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 - xv. To give the consent of the Council if such consent is required by standing orders.
 - xvi. To suspend any standing order except those which are mandatory by law
 - xvii. To adjourn or temporarily suspend the meeting.
 - xviii. To answer questions from councillors
 - xix. To close the meeting.
- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chair may direct for it to be dealt with at the present meeting for reasons of urgency or expedience. 13(a.ix)

6 Rules of debate 14

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by. 14(p) & 14(q)
- q A point of order shall be decided by the Chair of the meeting and his decision shall be final. 14(r)
- r When a motion is under debate, no other motion shall be moved except: 14(s)
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply. 14(t)

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed **?5** minutes without the consent of the Chair of the meeting. **14(u)**

7 Code of conduct and dispensations 5.9

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council. 5.17(a)
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest. 5.9(b)
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest. 5.9(b)
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required. 5.9(c)
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer or a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final. 5.9(d)
- f A dispensation request shall confirm: 5.9(e)
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 7 (d) and (f) above, dispensations requests shall be considered [by the Proper Officer before the meeting; or, if this is not possible, at the start of the meeting]

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

for which the dispensation is required. 5.9(c)

- h A dispensation may be granted in accordance with standing order 7(e) above if having regard to all relevant circumstances any of the following apply: 5.9(f)**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

8 Code of Conduct Complaints 20

- a Upon notification by Wokingham Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall report this to the Council. 20(a)
- b Where the notification in standing order 8(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 8(d). 20(b)
- c The Council may: 20(c)
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by Wokingham Borough Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office. 20(d)**
- e Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint. 20(e)
- f Standing orders should not be taken to prohibit the Council (whether through the Proper Officer or the Chair of the Finance and General Purposes committee or otherwise) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law. 20(f)

9 Draft Minutes 5.16

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read. 5.16(a)
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 5(a)(iii). 5.16(b)
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate. 5.16(c)
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect: 5.16(d)

“The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

Subject to the publication of draft minutes in accordance with standing order 10(e) and standing order 28(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed. 5.16(e)

10 Disorderly conduct at meetings 5.14

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct. 5.14(a)
- b If person (s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion. 5.14(b)

- c If a resolution made in accordance with standing orders is ignored, the Chair of the meeting may take further steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

11 Previous resolutions 15

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least two councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee. 15(a)
- b When a special motion or any other motion moved pursuant to standing order 12(a) above has been disposed of, no similar motion may be moved within a further 6 months. (15(b))

12 Voting on appointments 5.12

- a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting. 5.12(a)

13 Execution and sealing of legal deeds 25

See also standing order 3(b)(xii)

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution. 25(a)
- b In accordance with a resolution made under standing order 13(a) any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures. 25(b)

14 Committees and Sub-Committees **10 & 11**

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee. **11(a)**
- b The members of a committee may include non-councillor unless it is a committee which regulates and controls the finances of the council. **11(b)**
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors. **11(c)**
- d The Council may appoint standing committees or other committees as may be necessary, and: **10(a)**
 - i. shall determine their terms of reference; **10(a.i)**
 - ii. may permit committees to determine the number, date and times of their meetings up until the date of the next annual meeting of the Council; **10(a.ii)**
 - iii. shall subject to standing orders 14(a) and 14(c) appoint and determine the term of office of councillor or non-councillor members of such a committee so as to hold office no later than the next annual meeting of full council; **6(i.ii)**
 - iv. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings; **10(a.iii)**
 - v. shall appoint and determine the terms of office of members of such a committee; **10(a.iv)**
 - vi. may subject to standing orders 14(a) and 14(c) appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend; **deleted due to recommendations in 11(b.i)**
 - vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee; **11.(e)**
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three; **5**
 - ix. shall determine if the public may participate at a meeting of a committee; **5**
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee; an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing orders) shall not be permitted to participate in debate or vote on business at that meeting

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

and may only speak during any public participation session during the meeting;

5.3(a)

- xi. may in accordance with standing orders, dissolve a committee at any time; 10(a.v)
- e The standing committees of the council are as follows: 11(d)
 - i. Full Council
 - ii. Finance and General Purposes Committee
 - iii. Staffing Committee
 - iv. Planning and Highways Committee;
 - v. Recreation and Amenities Committee
 - vi. Development Board
- f. The approved terms of reference for the standing committees are attached as appendix 1 to these standing orders. 10(a.i)
- g. The Vice-Chair of the Council should chair the Finance and General Purposes Committee and also the Staffing Committee. The Chair of the Council will not be a member of the Staffing Committee. 11(f) & 11(g)
- h. In order to demonstrate the Council as a good employer, members of the Staffing Committee should have relevant current experience in employment law and best practice or be prepared to attend appropriate training agreed by the Staffing Committee. 11(h)
- i. It is expected that all Members of the Council will take an active role in the Council's activities and sit on a least two Committees. 11(i)

15. Schedule of Delegation to committees 9

- a. Legislation allows local Councils to appoint one or more Committees or Sub-Committees/Working Parties to discharge any of its function. It is not necessary for the Council to ratify Committee decisions where delegation applies. The membership of Committees is fixed by the Council, and of Sub Committees/Working Parties by the appointing Committee. In constituting such groups the Council or Committee as appropriate shall have full regard to the implications on the Officer and Member workload of such creation. 9(c)

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

- b. The schedule outlined below may be amended at any time by the Council with or without any recommendation from a Committee, or other body. 10(c)
- c. The intention of the delegation scheme is, therefore, that the Council should act with all reasonable speed. Decisions should be taken at the most suitable level. Thus officers are given power over the day to day administration of the Council, committees to decide matters within their Terms of Reference, and matters of major policy should be decided at Full Council. 9(e)

DELEGATION

- a. The legal basis of the delegation conferred by this Document is contained in the following provisions of the Local Government Act 1972:Section 101 Arrangements for discharge of function by local authorities 9(a)
- b. Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: by a Committee, a sub-committee or an officer of the authority, or by any other local authority 9(f)
- c. Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee arrange for the discharge of any of those functions of a local authority and where by virtue of this section any functions of a local authority may be discharged by a sub-committee of the authority, then, unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority. 9(d)
- d. Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub-committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions. 9(f)
- e. It is desirable that in the interests of certainty in decision making and to avoid lengthy discussions in Council meetings, Standing Orders should discourage, so far as is legally possible, action being taken by the Council after the matter has been 'decided' by a Committee, Sub Committee/Working Party. If the Council feel, however, that action is necessary then normally it should refer the matter back to the Committee concerned 9(d)
9(e)

URGENT DECISIONS OF THE COUNCIL 16

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

- a. Urgent decisions required between scheduled Council meetings are delegated to the Clerk in consultation with the Chair or in his/her absence the Vice-Chair(s). 16(a)
- b. Decisions made under this delegation will be reported to and minuted at the next Council meeting. 16(b)
- c. Where appropriate, the Clerk may decide that an Extraordinary Meeting of the Council be called to deal with the urgent matter. 16(c)
- d. The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair or replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000 with the counter signature of the Finance Manager. The Clerk shall report the action to the Council as soon as practicable thereafter. 16(d)

GENERAL TERMS FOR DELEGATION OF POWERS

- a. Approval of minutes: Committee meeting minutes are approved at the next meeting of that committee. The minutes are received by members up to 6 days prior to the meeting and any clarification or errors should be requested/notified to the Committee Chair or Clerk before the meeting where approval will be sought. This will reduce review time at the meeting. 5.16(a)
- b. For openness and communication, the draft minutes of committees that have sat during the month are noted at that month's Full Council. Approval is not sought at the Full Council meeting; the purpose is to inform the Full Council of what is being discussed at committee meetings. If, following discussion on a point raised, further discussion is required then that can be added to the agenda of the next committee meeting. 7(c)
- c. Compliance with the law: The Council Committees and Sub-Committees can only act within the law and in accordance with the Council's approved Standing Orders and Financial regulations. 1(d)
- d. Budgets: Committees can only exercise delegated powers if there is budgetary provision for any proposed expenditure. They can vire monies within their overall budget to enable smaller projects, but large variations must be referred to the F&GP committee. If no budgetary provision is available, delegated powers may only be exercised subject to obtaining approval for a supplementary estimate, and this must be done through referring the matter firstly to the Finance and General Purposes Committee, which will then make a recommendation to the full Council. 9(g)

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

- e. Committee Conflict: there may be occasions, particularly when there is conflict between Committees regarding which one has powers to deal with a particular matter. In such cases, the matter shall be referred to the Council. The Council shall then determine the matter. 9(h)
- f. Committee Overlap: Where a Committee is considering a matter involving Committee overlap, it may only resolve such matters subject to the agreement of all the other relevant Committees. Where any Committee disagrees with another in these circumstances the matter shall be referred to the Council. The Council shall then determine the matter. 9(h)
- g. Matters for Council: where Committees are considering Council matters they shall not have delegated powers to determine such matters but shall report or make recommendations to Council. Examples of such are: 10(d)
 - a. Matters of major importance which have not previously been before the Council;
 - b. Matters which have arisen in other Committees or Sub-committees but which cannot be resolved by them in the absence of settled Council policy; or
 - c. In cases of doubt where a major policy is involved, the Chair of the Council or the Chair of any other Committee or Sub-committee, or in their absence the appropriate Vice-Chair may, before a decision is taken by the committee or sub-committee, state that a matter of major policy is involved.
- h. Concurrent powers: The Council may at any time exercise any of the duties and powers within the scheme which are delegated to the Council's Committees or Sub-Committees. A Committee may at any time exercise any of the duties and powers of its Sub-Committees. 9(f)
- i. Considerations with regard to decision-making: In making any decisions or recommendations each Committee should consider the implications in relation to: 9(i)
 - a. Best Practice
 - b. Corporate and Service objectives/policies
 - c. Crime and Disorder
 - d. The environment
 - e. Finance and staffing implications
 - f. The impact on the Parish.

DELEGATION TO COMMITTEES

The following matters are reserved to the **FULL COUNCIL 10(d)**

- a. The making of Standing Orders and Financial Regulations.
- b. The appointment of permanent representatives to outside bodies.
- c. The making of bye-laws.
- d. The dismissal of officers.
- e. The overall review of rents and charges.
- f. To order, regulate and generally supervise the Council's actions through policy provision and monitoring.
- g. Approval of Final Accounts.
- h. Final arbitrator of any issue
- i. Notwithstanding the powers delegated to committees, the Council retain the right to exercise such powers when necessary. 9(f)

Terms of reference for committees are now in the appendix.

The following matters are delegated to the **FINANCE & GENERAL PURPOSES COMMITTEE**

- a. Delegation of work to the Clerk
- b. Delegation of work to the Responsible Financial Officer of the council
- c. The power to spend within its budget alone, and not being required to recommend to Full Council, as set annually and detailed in the Committee Report "Detailed Income & Expenditure by Budget Heading produced by the Finance Manager.
- d. Management of cash flow including receipts and payments, reviewing quarterly
- e. Review of income and expenditure against budget
- f. Management of fidelity, confirming bank balances and reserves
- g. Management of deposits
- h. Review of financial policy and financial regulations and procurement policy and management
- i. Management of audit and audit services
- j. Management of risk
- k. Preparation of annual accounts
- l. Preparation of annual budget and precept setting for council approval
- m. Review of larger grant applications to the parish council /loans over £5,000 and up to £10,000. For grants/loans of over £10,000 then they make a recommendation to Full Council to decide.
- n. Working with some of the borough wide bodies that can assist with reviewing local organisations for their suitability to receive a grant, and for the Council itself to apply for community funding;
- o. Administration of CIL monies for reporting to Council and external bodies as required; and in liaison with the council's standing committees, to make recommendations to full Council for the use of CIL receipts
- p. Review of the Council's Standing Orders
- q. Implementation of the Members' Code of Conduct
- r. Review and consideration of Council Communication

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

- s. Council policy review

The following matters are delegated to the **RECREATION & AMENITIES COMMITTEE**

- a. Delegation of work to the Clerk
- b. The power to spend within its budget alone, and not being required to recommend to Full Council, as set annually and detailed in the Committee Report "Detailed Income & Expenditure by Budget Heading produced by the Finance Manager.
- c. Review of grant applications to the parish council/loans up to £5,000.
- d. Operational decisions
- e. Management, security and repair of council properties
- f. Management, security and repair of parish council land and buildings
- g. Management and security of allotment sites
- h. Management of community competitions relating to amenity and leisure
- i. Management of parish council bus shelters
- j. Management of allocated Section 106 or Community Infrastructure Levy funds awarded for leisure and play
- k. Development of youth provision across the parish
- l. Review and consideration of Community Services provision

The following matters are delegated to the **PLANNING & HIGHWAYS COMMITTEE**

- a. Delegation of work to the Clerk
- b. The power to spend within its budget alone, and not being required to recommend to Full Council, as set annually and detailed in the Committee Report "Detailed Income & Expenditure by Budget Heading produced by the Finance Manager.
- c. Operational decisions
- d. Submission, to the LPA, of considered comments on a schedule of planning applications in or affecting the parish
- e. Submission, to the LPA, of considered comment on planning issues, planning policy and planning consultation documents
- f. Reviewing and monitoring of S106 and C.I.L. monies in relation to planning applications
- g. Submission, to the LHA, of highway wish list items
- h. Notification, to the LHA, of highway concerns and highway requirements in or affecting the parish
- i. Reporting of footpath issues
- j. Management of street light installations, maintenance and repairs belonging to the Parish Council
- k. Reviewing of Neighbourhood Development Plan, reporting to council at regular stages
- l. The chair of the committee should report on its activities at meetings of the full council

The following matters are reserved to the **DEVELOPMENT BOARD**

- a. Delegation of work to the Clerk
- b. Operational decisions
- c. To appoint representatives from the Board as appropriate for communications with external bodies on development matters. This will include attendance at external meetings. The Board will report to full Council.
- d. To manage the Neighbourhood Plan and monitor its implementation;

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

- e. In liaison with the Finance and General Purposes Committee, to review and monitor s 106 and CIL monies in relation to all large development within the parish, and make recommendations to the Planning and Recreation and Amenities Committees, for decision by full Council;
- f. To appoint four parish councillors to the SPC/WBC Joint Committee for the new Shinfield Community Centre
- g. To appoint members to joint working parties with WBC as they arise
- h. The Board will delegate projects to Working Groups or appropriate committees of the Council.

The following matters are reserved to the **STAFFING COMMITTEE**

- a. To review and approve the job descriptions and grades, objectives and performance targets for all staff for the delivery of the Council's vision and make recommendations to the Council.
- b. To agree contractual terms such as level on the pay scale, pensions, annual leave;
- c. To monitor the Clerk's work in accordance with objectives and performance targets agreed for the Clerk for the municipal year;
- d. To review the Council's staffing structure in consultation with the Finance and General Purposes Committee on staffing related expenditure and make recommendations to the Council;
- e. To oversee the processes for staff recruitment, induction and appraisals, and contribute where appropriate;
- f. To oversee the Council's policies for training and development consistent with Quality Parish status - staff and councillors – and make recommendations to the Council;
- g. To oversee the Council's policies in relation to health and safety matters for the staff and equal opportunities;
- h. To monitor the Council employment policies and processes as listed in the Council's Employee Handbook and give guidance and make recommendations to Council;
- i. To oversee staff grievances and disciplinary matters in conjunction with the Clerk. This includes: to provide resources for grievance and disciplinary processes and appeal panels as and when needed (unless the grievance or disciplinary matter relates to the Clerk), and to receive training on these two policies on a regular basis;
- j. To uphold standards of confidentiality, in particular any information covered by Data Protection requirements.

16. Extraordinary meetings **8**

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time. **8(a)**
- b If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors. **8(b)**
- c The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time. **(8.c)**
- d If the Chair of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors. **(8.d)**

17. Advisory committees - **deleted**

Advisory committees are included in the glossary term sub-committees. This SO is also in conflict with standing order 11(b.i).

- a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.
- b Advisory committees may consist wholly of persons who are non-councillors.
- c An advisory committee may be appointed to advise the council on matters relating to the performance of its statutory functions, powers and related responsibilities. An advisory committee does not make decisions about the performance of the statutory functions and powers of the council, including financial matters. Its role is to research or investigate, consider and report to the council on them.

18. Accounts and Accounting Statements

26

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide” 26(a)
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations. 26(b)
- c The Responsible Financial Officer shall supply to each committee as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise: 26(c)
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide: 26(d)
 - i. To the Finance and General Purposes Committee a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. To the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors prior to anticipated approval by the Council. The annual governance and accountability return of

the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June. 26(f)

19. Financial Controls and Procurement 27

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following: 27(b)
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose. 27(a)
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity. 27(c)**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps: 27(d)
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender. **27(f)**
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website. 27(g)**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016. 27(h)**

20. Estimates/precepts 28

- a. **The Council shall approve its budget for the coming financial year at a meeting before the end of January. 28(a)**
- b. Prior to the Council's annual budget setting meeting, any estimates for projects must be

made available to the Finance and General Purposes Committee prior to the Council's first budget preparation meeting for the coming financial year. Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the project and the expenditure recommended for the coming year no later than the end of November, accompanied by a justification. 27(b) & 27(c)

c

21. Canvassing of and recommendations by councillors 18

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate. 18(a)
- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment. 18(b)
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment. (18(c))

22. Inspection of documents 24

Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors. 24(a) & 24(b) & 24(c)

23. Unauthorised activities 17.4

Unless authorised by a resolution, no individual councillor shall in the name or on

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

behalf of the Council, a committee or a sub-committee issue orders, instructions or directions. 17.4(a)

24. Confidential business 5.14

- a In accordance with s. 1(2) Public Bodies (Admission to Meetings) Act 1960 the public may not be excluded from council meetings unless there are special reasons to justify such exclusion. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest. 5.14(a) & 5.14(b)
- b A councillor in breach of the provisions of standing order 25(a) above may be removed from a committee or sub-committee by a resolution of the Council. 5.14(d)

25. Handling Staff Matters 30

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council or the Staffing Committee has decided whether or not the press and public shall be excluded pursuant to standing order 27 Managing Information. 30.(b)
- b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chair of the Staffing Committee or, in his absence, the Vice-Chair of the Finance and General Purposes committee of any absence occasioned by illness or other reason and that person shall report such absence to the Staffing Committee at its next meeting. 30(c)
- c The Chair of the Staffing Committee or in his absence, the vice-Chair shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by the Staffing Committee. 30(d)
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the Chair of the Staffing Committee or in his absence, the vice-Chair of the Finance and General Purposes committee or the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

resolution of the Staffing Committee. In the event of a dispute the Chair of the Council will act as independent arbiter. 30(e)

- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the employee relates to the Chair or vice-Chair of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of a Committee formed for this purpose. In the event of a dispute the Chair of the Council will act as independent arbiter. 30(e)
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential. 30(g)
- g Any persons responsible for all or part of the management of Council employees shall have access to staff records relating to their performance and capabilities, grievance and disciplinary matters. 30(h) 7 30(i)
- h The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected. 30(j)
- i Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same. 30(k)
- j Only persons with line management responsibilities shall have access to employee records referred to in standing orders if so justified. 30(h)
- k Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders shall be provided only to the Clerk and/or the Chair of the Council or the Chair of the Finance and General Purposes committee or the Chair of the Staffing Committee. 30(j)

26. Management of Information 21

- a. The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data. **21(a)**
- b. The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980). **21(b)**
- c. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification. **21(c)**
- d. Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification. **21(d)**

27. Responsibilities to Provide Information 22

- a. In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council. **22(a)**
- b. The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015. **22(b)**

28. Responsibilities under Data Protection legislation 23

- a The Council shall appoint a Data Protection Officer (although currently this is not a legal requirement¹).
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

29. Relations with the press/media 31

- a all requests from the press or other media for an oral or written statement or comment from the Council, its councillors or staff shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media. 31(a)
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media. 31(b)

¹ Data Protection Act 25 May 2018

30. Recording meetings by the Parish Council

5.6

- a In addition to the Standing Order 1(l) and 1(m) the council may make its own recordings of proceedings in Council and Committee meetings for the purposes of ensuring the accuracy of the minutes. Any such recording will be destroyed after the minutes of the meeting have been signed as accurate. 5.6(d)

31. Liaison with Wokingham Borough Councillors

32

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of Wokingham Borough Council representing the area of the Council. 31(a)
- b Unless the Council determines otherwise, a copy of each letter sent to Wokingham Borough Council shall be sent to the Wokingham Borough Councillor representing its electoral ward. – Deleted as this is no longer a requirement

32. Standing Orders Generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting. 3(a)
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing orders. 3(b)
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible. 1(g)
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final. 14(r)

33. Miscellaneous Provisions

33.1 Chair's Allowance

- a. The Council will pay the Chair a reasonable allowance to enable him/her to meet the expenses of his/her office. The amount should be fixed by the Council in advance, and represent reasonable reimbursement to the Chair for the general duties of his office, for example: communicating with the Clerk and other Council employees, travel within the Parish, attending events and meetings in his public figure role to represent the Council, entertainment in the course of Council business, etc.
- b. The Chair's Allowance will be paid in quarterly instalments and will be in addition to the Council's Travel and Subsistence policy for Members.
- c. The spending of the Chair's allowance is not usually subject to annual audit and, unless the Council otherwise directs, it may be spent or used at the Chair's discretion and without his/her having to account for it to the Council.
- d. The Chair's Allowance will be reviewed annually.

33.2 Member Training/Continuous Professional Development

Continuous Professional Development and training is compulsory for all Members of the Council, to include attendance at "New Councillor Training". A register will be kept to record all training events undertaken by councillors in any one year.

33.3 Co-option of Councillors

- a. For the election and co-option of Councillors, the standard rules apply in accordance with current legislation governing the election of councillors, casual vacancies and co-option of suitable persons, where appropriate. In accordance with s..87(2) of the Local Government Act 1972 the Council will give public notice of casual vacancies. The public notice will invite applications from candidates who satisfy the eligibility criteria for being a councillor.

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

- b A person is eligible to be co-opted provided he is qualified to be a councillor pursuant to s. 79 of the 1972 Act and is not disqualified pursuant to s.80 of the 1972 Act. A council may need to investigate or obtain evidence about a candidate's eligibility to be a councillor if this is challenged.
- c Where applicable, prior to commencement of the co-option procedure, interested parties qualified to serve as a councillor should first complete a self-certification confirming he/she meets the statutory requirements to be a member of a local council, and personal profile for consideration by Council, and be available for interview with the Chair and/or other members at a mutually convenient date and time. It is anticipated that interested parties will attend a number of council meetings before seeking office, suggested to be at least two. The Council will need to consider fairly if candidates are suitable for co-option. Candidates may be assessed by whether or not they meet the criteria in a person specification agreed by the council.
- d The decisions made by a local council about (i) whether or not to co-opt when vacancies remain unfilled after an ordinary election and (ii) who to co-opt when vacancies remain unfilled after an ordinary election and when casual vacancies arise should be transparent. There may be special reasons for excluding the public during a council meeting under (s.1(2) Public Bodies (Admission to Meetings) Act 1960) when the council is making decisions about a matter of public interest such as co-option. However, these must be defined, and decisions about co-option which are made at council meetings when the public have been excluded will not eliminate the need for a council to explain, for example to unsuccessful candidates, the reasons for its decisions.

33.4 General Power of Competence

Subject to any statutory prohibitions, restrictions and limitations, and provided it meets the eligibility criteria, the Council will seek to exercise the General Power of Competence as defined in the 2011 Localism Act.

34. Standing orders to be given to councillors

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b The Chair's decision as to the application of standing orders at meetings shall be final.
- c A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

35. Restrictions on councillor activities

- a. Unless duly authorized, no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

OUR EQUALITY, DIVERSITY AND INCLUSION POLICY.

Shinfield Parish Council is committed to providing an inclusive, supportive and diverse culture throughout the entire workforce. We aim to create an environment where all employees and job applicants are given equal opportunity and respect.

Our Policy

This policy's purpose is to:

- Work with and for our workforce to ensure that all employees or volunteers have the opportunity to thrive.
- Ensure that employees feel supported within the workplace and that their contributions are valued
- Celebrate the differences within the workplace and appreciate the individuality of our colleagues.
- Ensure that colleagues feel heard, valued and welcomed in the workplace
- Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time

Equality Act 2010

The Equality Act 2010 states that we cannot discriminate against any person(s) because of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, and ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

These are protected characteristics, Shinfield Parish Council goes beyond the law to ensure that other people that may be treated unfairly are treated with respect.

These may include:

Armed Service Veterans

People who may be experiencing financial hardships

Care experienced people.

Oppose and avoid all forms of unlawful discrimination. This includes:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for Parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities

The Equality Act outlines that we must also

- Eliminate any unlawful behavior such as discrimination, harassment or victimization
- Improve equality of opportunity between people who have a protected characteristic AND those who do not.
- Foster good relations between people who have a protected characteristic and those who do not.

Shinfield Parish Council is:

- An employer whose recruitment system is fair and open to all
- An organization in which all employees can be true to themselves and feel respected and valued when coming into work.
- A council whose workforce reflects our diverse community

Our goals and objectives:

- Continue to learn more about diversity and equality, providing the workforce with training and skills that may be required to navigate challenging situations and conversations regarding equality.
- Treat all our workforce with respect and nurture an inclusive environment where everyone feels safe and that they belong.
- Work closely with our workforce to identify the needs of each individual and ensure that reasonable adjustments are made where appropriate.

Shinfield Parish Council will review this policy every two years and will adjust as laws and regulations change.

Ref	Date Paid	Supplier/Payee	Amount Paid (inc VAT) £	Description
001	20/05/2025	British Gas Lite	-211.60	Credit Note - Final Reading Ryeish Pavilion
002	20/05/2025	Youth Club Volunteer	100.44	Reimbursement Costco - Youth Club Tuck Purchases
003	20/05/2025	Telefonika UK Ltd	388.06	Mobile Phones May (8)
004	22/05/2025	Castle Water Limited	18.73	Manor - Final Water Bill to April 2025
005	22/05/2025	Royal Electrics	768.00	Installation Electrics Tennis Club Toilets
006	22/05/2025	Peninsula Business Services	475.42	HR & H&S Support Agreement - May
007	23/05/2025	N McMillan	140.00	Purchase of Artwork
008	23/05/2025	Nest Pension Contributions	2,414.90	Pension Contributions (Er's & Ee's) - May
009	27/05/2025	British Gas Lite	1,100.80	Final Electricity to 13/5/2025 - School Green Centre (South)
010	27/05/2025	British Gas Lite	80.00	Final Electricity to 13/5/2025 - Spencers Wood Pavilion
011	28/05/2025	Multiple Employees	24,683.42	Net Pay - May
012	29/05/2025	Air It Limited	424.92	Datto Cloud - May
013	29/05/2026	Air It Limited	56.27	Internet - Spencers Wood Pavilion - May
014	29/05/2026	Air It Limited	56.27	Internet - School Green Centre - May
015	29/05/2026	Air It Limited	1,438.42	Managed IT Support - May
016	29/05/2026	Air It Limited	79.20	Web Protection - May
017	29/05/2026	Air It Limited	1,385.70	Microsoft 365 - May
018	29/05/2026	Air It Limited	400.49	Datto Cloud - March
019	29/05/2025	A & E Fire & Security	401.82	Annual Intruder Alarm Monitoring Spencers Wood Pavilion
020	29/05/2025	Fcc Recycling (UK) Ltd	122.46	Disposal of General Non Hazardous Waste - 28/4/2025
021	29/05/2025	National Association Local Councils	42.00	Councillor Training
022	29/05/2025	Cockburn Building & Groundwork	8,856.00	Balance Groundworks - Installation of Tennis Club Toilets
023	29/05/2025	HMRC paye	8,712.79	NI Contributions & PAYE - May
024	29/05/2025	Wokingham Borough Council	288.97	Attachment of Earnings - May 2025
025	02/06/2025	Wokingham Borough Council	1,223.00	Business Rates 1/10th - School Green Centre - June
026	02/06/2025	Wokingham Borough Council	195.00	Business Rates 1/10th - Manor - June
027	02/06/2025	Wokingham Borough Council	157.00	Business Rates 1/10th -Spencers Wood Pavilion - June
028	02/06/2025	Wokingham Borough Council	42.00	Business Rates 1/10th - Millworth Pavilion - June
029	02/06/2025	IRIS Software Limited	57.60	Payroll Services - May
031	03/06/2025	HM Land Registry	7.00	Fee for Search
032	03/06/2025	Lloyds Bank plc	8.50	Fees for Bank Account - Apr/May
033	04/06/2025	British Gas Lite	1,150.30	Final Electricity School Green Centre (North) to 14/5/2025
034	09/06/2025	Cookerburra Oven Cleaning Serv	85.00	Deep Clean Oven at the Manor - 19th May
035	09/06/2025	Berkshire Association of Local	2,548.43	Annual Subscription for 2025/2026 (NALC & BALC)
036	09/06/2025	Dyno Rod	247.00	Clear Blocked Foul Manhole (November 2024)
037	09/06/2025	Dyno Rod	504.00	Clear Blocked Toilets and Manhole (March 2025)
038	10/06/2025	Select Environmental Services	2,605.56	Emptying Litter Bins (44) - April
039	10/06/2025	Select Environmental Services	71.04	Commercial Bins - Spencers Wood Pavilion - May
040	10/06/2025	Select Environmental Services	86.21	Commercial Bins - Millworth Lane Pavilion - May
041	10/06/2025	Select Environmental Services	46.99	Commercial Bins - The Manor Pavilion - May
042	10/06/2025	Select Environmental Services	104.32	Commercial Bins - High Copse - May
043	10/06/2025	A1 Locksmiths (Berkshire) Ltd	112.00	Cylinder Key for SWP Store
044	10/06/2025	SKS Window Cleaning	420.00	Window Cleaning Internal & External
045	10/06/2025	Thames Valley Signs (Berkshire)	83.95	Replace Broken Wayfinder Signs (3 - Hyde End Lane Junction with Footpath 13)
046	10/06/2025	Lister Wilder	25.97	Motomix 4 stroke for Mower
047	10/06/2025	MCFT Food Equipment Service	757.57	Install Valve - Dishwasher in Café Kitchen
048	10/06/2025	Imagin Products Ltd	14.76	New ID Badge & Holder (staff)
049	10/06/2025	Office Depot International (UK	122.02	Secure Key Cabinet for High Copse Pavilion
050	10/06/2025	AOC Architecture Ltd	1,800.00	Consultants to produce a Spencers Wood Village Design Brief
051	10/06/2025	Southern Cranes& Access Ltd	2,610.00	Crane Hire for installation of Tennis Club Toilets
052	10/06/2025	Air It Limited	31.82	Pre School Phones May
053	10/06/2025	Air It Limited	337.75	Phones - School Green Centre - May
054	10/06/2025	British Gas Lite	497.06	Electricity - Final to 14/5/2025 - The Manor
055	10/06/2025	British Gas Lite	65.97	Electricity - Final to 14/5/2025 - Millworth Lane
056	11/06/2025	Petty Cash	150.00	Replenish Petty Cash Float
Total of Payments			68,391.30	

Ref	Date Paid	Supplier Name	Amount Paid (inc VAT) £	Description
001	02/05/2025	Plastic Online Limited	11.22	Countertop Leaflet Holder for Notices
002	04/05/2025	SMWR Ltd	4.61	Film for Cinema - Valiant
003	04/05/2025	Amazon EU	9.00	Film for Cinema - The Cruel Sea
004	04/05/2025	I-Quality Goods Ltd	11.99	Film for Cinema - Mrs Miniver
005	04/05/2025	Amazon EU	24.72	3 x Films for Cinema
006	06/05/2025	Adobe	56.98	Mthly Subscription for Licence - May
007	07/05/2025	Sainsbury's	57.75	Purchases for Youth Club Tuck Shop
008	08/05/2025	SLCC Enterprises Ltd	144.00	Staff Training - ILCA registration - Facilities Manager
009	09/05/2025	Intuit Mailchimp	41.01	Subscription May - E mailing Newsletter
010	15/05/2025	Amazon EU	24.92	Protective Cover for Controls - Ryeish Room
011	15/05/2025	Photobox	27.90	Album of photos for retiring Chair
012	16/05/2025	Amazon EU	36.99	Carrycase for new Speaker
013	16/05/2025	TV Licensing	174.50	TV Licence 1 year - The Manor
014	19/05/2025	Lidl	4.77	Refreshments - Annual Meeting
015	19/05/2025	HHJ Trading Ltd	14.39	Frame for Picture
016	20/05/2025	The Range	3.99	White Card A3 & A5 for Office printing
017	20/05/2025	Amazon EU	22.76	Tent Pegs to secure Tarpaulin - vacant allotments
018	21/05/2025	Amazon EU	56.90	Tent Pegs to secure Tarpaulin - vacant allotments
019	22/05/2025	Amazon EU	3.75	Double sided tape for office
020	29/05/2025	Amazon EU	34.14	Tent Pegs to secure Tarpaulin - vacant allotments

Total for May 2025	766.29
--------------------	--------

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

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

WBC Constitution - Town & Parish Questions

Email received from Neil Carr, Democratic Services, Wokingham Borough Council (WBC)

“As you may be aware, WBC has agreed a new Constitution which came into effect on 1 June 2025.

The new Constitution includes a provision for questions by Town and Parish Councils at meetings of Council, Executive and other committees. There will now be a standing item on agenda for WBC meetings. 10 minutes will be allowed for consideration of any Town/Parish questions.

Questions from Town and Parish Councils must be submitted by the Town/Parish Clerk, naming the person who will ask the question at the meeting.

The deadline for submission of questions is seven working days before the meeting (general questions) or two working days before the meeting if the question relates to a specific agenda item.

No questions are allowed at meetings of the WBC Planning Committee.”

Conclusions from Government consultation on remote attendance and proxy voting

EXTRACT

4. Conclusion and next steps

The government is of the view that in-person authority meetings remain vital for local democracy, but that hybrid and remote attendance, and proxy voting, will enable local authorities in England to develop more modern, accessible, and flexible working practices.

We have carefully considered arguments for and against remote attendance and proxy voting, and we plan to legislate to support permanent provision in relation to both policies, when parliamentary time allows.

On remote attendance, we plan to permit local authorities to develop their own locally appropriate policies, if they decide to hold remote meetings.

On proxy voting, we plan to require principal (unitary, upper and second-tier) councils to implement proxy voting schemes, to provide consistency for members who are absent when they become a new parent, or for serious or long-term illness. We plan for this requirement to apply to meetings of full council. For all other meetings, proxy voting may be used but will not be required, and substitute or pairing schemes may be more appropriate. We plan for other local authorities not listed above to be enabled but not required to implement proxy voting schemes, for any of their meetings, in the context of member absences for serious or long-term illness or becoming a new parent.

We plan to work collaboratively with the sector to develop clear and supportive guidance in relation to both remote attendance and proxy voting policies.

Full document can be found here

[Remote attendance and proxy voting in local authorities: consultation results and government response - GOV.UK](#)