

To all members of Shinfield Parish Council

Notice is hereby given, and you are summoned to attend an Annual Meeting of the Full Council on Wednesday, 28 May 2025, commencing at 19:30



Bruce Winton
Chief Executive and Clerk to the Parish Council
22nd May 2025

Members: Cllrs N Boyer, I Clarke, C Fernandes A Grimes, R Hoyle, P Jahromi, L James, B Johnson, M Jones, D Lias, N Masseron, Z Matic, I Montgomery, D Peer and R Tatla

Agenda

1. **Election of Chair of Council**
 - 1.1 To **RECEIVE** nominations for the election of Chair for 2025/26*
 - 1.2 To **ELECT** the Chair for 2025/26
 - 1.3 Chair to **SIGN A DECLARATION** of acceptance of office as Chair of the Council
2. **Election of Vice-Chair(s) of Council**
 - 2.1 To **RECEIVE** nominations for the election of Vice-Chair(s) for 2025/26*
 - 2.2 To **ELECT** the Vice-Chair (s) for 2025/26
 - 2.3 Vice Chair(s) to **SIGN A DECLARATION** of acceptance of office as Vice-Chair of the Council
3. **Apologies and declaration of members' interest**
 - 3.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
 - 3.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
 - 3.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest
4. **Minutes of the Annual Council meeting held on 22nd May 2024**
 - 4.1 To **RECEIVE** and **NOTE** the minutes of Annual Council meeting held on 22nd May 2024*
5. **Public Questions**
 - 5.1 To **RECEIVE** and **CONSIDER** questions from the public

6. Committee Appointments 2023/24

- 6.1 To **APPOINT** committee members for the following committees for 2025/26*.
The Chair of each committee will be elected at the first meeting of each committee:

- 6.1.1 Facilities Committee
- 6.1.2 Arts, Culture & Events Committee
- 6.1.3 Planning and Highways Committee
- 6.1.4 Staffing Committee
- 6.1.5 Children and Young Adults Committee

7. Meeting Schedule for 2026/27

- 7.1 To **RECEIVE** and **NOTE** the programme of council meetings for 2026/27*

8. Appointments to outside bodies

- 8.1 To **APPOINT/CONFIRM** representatives to serve on the following outside bodies:

Outside Body	2024/25
Fields NAG	Cllr Peer
AWE Liaison Committee	Cllr Montgomery
Berkshire Association of Local Councils (BALC)	Cllr Peer
Borough/Parish Liaison Forum	Cllr Peer and Cllr Grimes
Godson Charity	Andrew Oughton
Grazeley Village Hall Management Committee	Cllr Lias
Natural History Museum	Cllr Fernandes
Shinfield 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 Jahromi
Spencers Wood Village Hall Committee	Cllr Grimes
Wokingham Veteran Tree Association	SPC vacancy and Elaine Butler

9. Subscriptions

- 9.1 To **RECEIVE** and **APPROVE** the schedule of subscriptions to be paid for 2025/26 as follows

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

9.2 To **RECEIVE** and **NOTE** the schedule of licenses due for renewal 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

10. Risk Register

- 10.1 To **RECEIVE** and **CONSIDER** the Council Risk Register*

11. Minutes of Full Council Meeting held on 23rd April 2025

- 11.1 To **APPROVE** the minutes of the Full Council meeting held on 23rd April 2025* as a correct record of the meeting
- 11.2 To **RECEIVE** information on matters arising

12. Reports Borough Councillors

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

13. Reports from Committees and associated Working Parties

- 13.1 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 7th May 2025* and an update from the Chair
- 13.2 To **RECEIVE** and **NOTE** the draft minutes of the Arts, Culture and Events Committee held on 8th May 2025* and an update from the Chair
- 13.3 To **RECEIVE** and **NOTE** the draft minutes of the Planning and Highways Committee held 14th May 2025* and an update from the Cllr Peer (acting Chair for the meeting)
- 13.4 To **RECEIVE** and **NOTE** the draft minutes of the Staffing Committee dated 21st May 2025* and an update from the Chair
- 13.5 To **RECEIVE** and **CONSIDER** an update from the Corporate Governance Working Party
- 13.6 To **RECEIVE** a verbal report from the Chair of the Council
- 13.7 To **RECEIVE** reports from outside bodies

14. Equality, Diversity and Inclusion Policy

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

15. Staffing Resilience

- 15.1 To **RECEIVE** and **CONSIDER** an additional 16 hours administrative support to improve staffing resilience across the Council*

16. Invoices for payment

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

17. Correspondence

- 17.1 To **RECEIVE** and **CONSIDER** any correspondence received

18. Date of Next Meeting

- 18.1 The date of the next Full Council Meeting will be held on 25th June 2025

Nominations for office of Chairman and Vice-Chairman of Shinfield Parish Council

Nominations should be made to the Clerk in writing by midnight on 22nd May 2025

Nominations shown below are as at 15.00 on 22nd May 2025

1.1 Nominations for Chair of Shinfield Parish Council

Nominees
Cllr Boyer
Cllr Tatla

1.2 Nominations for Vice Chair of Shinfield Parish Council (if Chair decides on one Vice Chair)

Nominees
Cllr James
Cllr Masseron

1.2 Nominations for Vice Chair of Shinfield Parish Council (if Chair decides on two Vice Chairs)

Vice Chair – Finance and Staffing

Nominee
Cllr James

Vice Chair - Corporate Governance

Nominee
Cllr Masseron

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

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

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

1 Election of Chair of Council

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

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

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

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

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Unanimously

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

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

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

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

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26/6/24

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

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

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

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

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

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

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

3 Apologies and declaration of members' interest

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

3.2 There were no declarations of members' interests

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

4 Minutes of the previous meeting

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

Proposed: Cllr Lias
Seconded: Cllr Montgomery
Approved: Unanimously

5 Public Questions

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



6 Committee Appointments 2024/25

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

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

for the foreseeable future for health reasons.

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

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

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

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

Members were appointed to committees as follows:-

6.1 Facilities Committee

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

6.2 Arts, Culture & Events Committee

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

6.3 Planning and Highways Committee

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

6.4 Children and Young Adults Committee

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

6.5 Staffing Committee

Cllrs James, Masseron, Montgomery and Peer

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

6.6 Finance and General Purposes Committee

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



7 Meeting Schedule for 2024/25

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

8 Standing Orders and Terms of Reference

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

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

Proposed: Cllr Montgomery
Seconded: Cllr Jahromi
Approved: Unanimously

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

Proposed: Cllr Tatla
Seconded: Cllr James
Approved: Unanimously

9 Appointments to outside bodies

- 9.1 The following appointments were made to outside bodies:

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

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26/6/24

10 Subscriptions

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

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

Proposed: Cllr Jahromi
Seconded: Cllr Clarke
Approved: Unanimously

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

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

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

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Unanimously

11 Risk Register

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

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

Proposed: Cllr Montgomery
Seconded: Cllr Fernandes
Approved: Unanimously


26/6/24

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

12 Date of the next meeting

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

The meeting closed at 07:55


24/6/24

Meeting Schedule for 2026/27

Introduction

In January 2025 Full Council agreed to adopt a revised meeting schedule with effect from May 2025. This is included in this document for ease of reference.

At the Annual Council Meeting the council aims to provide a meeting schedule starting from the following May thereby providing at least 12 months notice of meeting dates. Set out below is the proposed meeting schedule for 2026/27.

This recognises the general pattern of meetings as being:

Week 1 - Wed Facilities, Thu ACE and CYA alternating

Week 2 - Wed P&H

Week 3 - Wed Staffing and F&GP alternating

Week 4 - Full Council

As previously agreed the proposed schedule does not include any meetings in August and, to avoid having a meeting in the same week that Christmas falls, the cycle is slightly amended for Sep, Oct, Nov and Dec

Proposed 2026-27 Meeting Schedule

	Wed	Thu	Wed	Thu	Wed	Thu	Wed	Thu	Wed	Thu
2026 Apr	1 FAC	2 CYA	8 P&H		15 FGP		22 FULL		29 PARISH	
May	6 FAC	7 ACE	13 P&H		20 STA		27 FULL ANNUAL			
June	3 FAC	4 CYA	10 P&H		17 FGP		24 FULL			
Jul	1 FAC	2 ACE	8 P&H		15 STA		22 FULL		29	
Aug										
Sep	2 FAC	3 ACE	9 P&H		16		23 FULL		30 FAC	1 CYA
Oct	7 P&H		14 FGP		21 FULL		28 FAC	29 ACE		
Nov	4 P&H		11 STA		18 FULL		25 FAC	26 CYA		
Dec	2 P&H		9 FGP		16 FULL		23	24	30	
2027 Jan	6 FAC	7 ACE	13 P&H		20 STA		27 FULL			
Feb	3 FAC	4 CYA	10 P&H		17 FGP		24 FULL			
Mar	3 FAC	4 ACE	10 P&H		17		24 FULL		31 PARISH	
Apr	7 FAC	8 CYA	14 P&H		21 FGP		28 FULL			
May	5 FAC	CYA	12 P&H		19 FULL		26 FGP			

NOTES

Parish Meeting has to be held between 1st march and 1st June each year

2027 is an election year therefore the Full Council must be held within 14 days of the election date. Therefore proposing to swap with F&GP

Revised 2025-26 Meeting Schedule

	Wed	Thu	Wed	Thu	Wed	Thu	Wed	Thu	Wed	Thu
2025 Apr									30 PARISH	
May	7 FAC	8 ACE	14 P&H	15	21 STA	22	28 FULL ANNUAL	29		
June	4 FAC	5 CYA	11 P&H	12	18 FGP	19	25 FULL	26		
Jul	2 FAC	3 ACE	9 P&H	10	16 STA	17	23 FULL	24		
Aug	6	7	13	14	20	21	27	28		
Sep	3 FAC	4 ACE	10 P&H	11	17	18	24 FULL	25		
Oct	1 FAC	2 CYA	8 P&H	9	15 FGP	16	22 FULL	23	29 FAC	30 ACE
Nov	5 P&H	6	12 STA	13	19 FULL	20	26 FAC	27 CYA		
Dec	3 P&H	4	10 FGP	11	17 FULL	18	24	25	31	
2026 Jan	7 FAC	8 ACE	14 P&H	15	21 STA	22	28 FULL	29		
Feb	4 FAC	5 CYA	11 P&H	12	18 FGP	19	25 FULL	26		
Mar	4 FAC	5 ACE	11 P&H	12	18	19	25 FULL	26		
Apr	1 FAC	2 CYA	8 P&H	9	15 FGP	16	22 FULL	23	29 PARISH	
May							27 FULL ANNUAL	28		

Shinfield Parish Council Risk Register

As at 21/5/25 - For Annual Council Meeting - 28th May 2025

Summary of Hazards

Reputational Risks Financial Performance People	
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RR1 - As a result of internal actions RR1.1 - Damage to Residents' Trust in the council RR1.2 - Relationship with Volunteering Borough Council RR1.3 - Harm to children and/or vulnerable adults RR1.4 - Potentially Damaging Media Cover RR1.5 - Dealing with enquiries from the public RR1.6 - Dealing with Subject Access Requests	MEDIUM	LOW
	HIGH	MEDIUM
	MEDIUM	LOW
	MEDIUM	LOW
	MEDIUM	MEDIUM
RR2 - As a result of external factors RR2.1 - Responding to the death of a Senior Royal RR2.2 - Adverse Public Opinion	MEDIUM	LOW
	MEDIUM	LOW
Corporate Governance		
CG1 - Corporate Governance	MEDIUM	LOW
CG1.1 - Standing Orders	MEDIUM	LOW
CG1.2 - Meeting Governance	HIGH	MEDIUM
CG1.3 - Financial Reporting	MEDIUM	LOW
CG1.4 - Recording Members Interests	MEDIUM	MEDIUM
CG1.5 - Code of Conduct	MEDIUM	MEDIUM
CG2 - Other Legal Requirements, Permissions & Licences		
CG2.1 - Legislation - Employment	HIGH	MEDIUM
CG2.2 - Legislation - Environment	HIGH	MEDIUM
CG2.3 - Legislation - Equality & Diversity	HIGH	MEDIUM
CG2.4 - Legislation - Health & Safety	HIGH	MEDIUM
CG2.5 - Legislation - Licensing Requirements	HIGH	MEDIUM
PE1 - Staff Related Risks		
PE1.1 - Failure to recruit staff	HIGH	MEDIUM
PE1.2 - Failure to retain staff	MEDIUM	LOW
PE1.3 - Succession plans	MEDIUM	LOW
PE1.4 - Employment Tribunals	MEDIUM	LOW
PE1.5 - Over reliance on agency/temp staff	HIGH	LOW
PE1.6 - Negligent action of staff	MEDIUM	LOW
PE1.7 - Malicious behaviour by staff	MEDIUM	LOW
PE2 - Councilor Related Risks		
PE2.1 - Actions by Councillors that bring the Council into disrepute	HIGH	MEDIUM
PE2.2 - Failure to attract people who wish to become councillors	HIGH	MEDIUM
PE3 - Volunteer Related Risks		
PE3.1 - Recruiting volunteers - general	MEDIUM	LOW
PE3.2 - General behaviour of Volunteers	MEDIUM	LOW
PE4 - Information Technology Risks		
PE4.1 - Failure of IT Infrastructure	MEDIUM	LOW
PE4.2 - Computer Viruses etc.	MEDIUM	LOW
PE4.3 - Failure of a specific system	MEDIUM	LOW
PE4.4 - Loss of IT support	MEDIUM	LOW
PE4.5 - Onsite IT support	MEDIUM	LOW
PE4.6 - Cannot work remotely	HIGH	LOW
PE5 - Physical Assets (Not buildings)		
PE5.1 - Vehicles	MEDIUM	LOW
PE5.2 - Risk of damage to third party property or individuals	MEDIUM	LOW
PE5.3 - Loss of utilities	MEDIUM	LOW
PE5.4 - Adverse Weather conditions	MEDIUM	LOW
PE5.5 - School Green Centre	MEDIUM	LOW
PE5.6 - Spencer's Wood Pavilion	MEDIUM	LOW
PE5.7 - Other Buildings	MEDIUM	LOW
PE5.8 - Overall threat of Physical Damage	MEDIUM	LOW
PE5.9 - Physical Infrastructure Risks	MEDIUM	LOW
PE5.10 - Risk of consequential loss	MEDIUM	LOW
PE5.11 - Failure of major supplier	HIGH	MEDIUM
PE5.12 - Loss of cash through Theft or dishonesty	MEDIUM	LOW
PE5.13 - Legal liability as a consequence of asset ownership	MEDIUM	LOW
PE5.14 - Internal Controls	MEDIUM	LOW
PE5.15 - VAT	MEDIUM	LOW
PE6 - Other Financial Risks		
PE6.1 - Failure to maintain adequate insurance for building	MEDIUM	LOW
PE6.2 - Risk of consequential loss	MEDIUM	LOW
PE6.3 - Failure of asset owner	MEDIUM	LOW
PE6.4 - Loss of cash through Theft or dishonesty	HIGH	MEDIUM
PE6.5 - Legal liability as a consequence of asset ownership	MEDIUM	LOW
PE6.6 - Internal Controls	MEDIUM	LOW
PE6.7 - VAT	MEDIUM	LOW
PE7 - Information Technology Risks		
PE7.1 - Failure of IT Infrastructure	MEDIUM	LOW
PE7.2 - Computer Viruses etc.	MEDIUM	LOW
PE7.3 - Failure of a specific system	MEDIUM	LOW
PE7.4 - Loss of IT support	MEDIUM	LOW
PE7.5 - Onsite IT support	MEDIUM	LOW
PE7.6 - Cannot work remotely	HIGH	LOW

REPUTATIONAL RISKS

RR1 - As a result of Internal Actions

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

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

RR2 - As a result of External Factors

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
RR2.1 - Responding to the death of a Senior Royal	The death of a senior royal will have an impact on the conducting of Council business and the hiring of venues	Chance L Severity M Overall MEDIUM	The death of HM Queen Elizabeth II in September 2022 established the extent of these impacts on the Council. As no meetings can be held or called during the period of national mourning, some decisions may not be possible in a timely basis and may, in the most extreme circumstances, need to be dealt with outside of the meeting structure	Chance L Severity L Overall LOW	Notes have been taken following the death of HM Queen Elizabeth Obtain updated photographs of King Charles III	Clerk Clerk	COMPLETED
RR2.2 - Adverse Public Opinion	The council, may through no direct action of its own find itself on the wrong end of public opinion e.g. as a result of actions by other parish councils which call parish councils in general into potential disrepute.	Chance L Severity M Overall MEDIUM	The Council will need to carefully judge the nature of each such occurrence and be flexible and reactive to ensure that an appropriate response or position is taken that does not place the Council on the wrong side of the argument. This does not prevent the Council from undertaking unpopular decisions which are deemed necessary for the long term viability of the Council (e.g. the decision to close a building). However the Council should ensure that it prepares for any such adverse publicity carefully and has an appropriate media plan in place.	Chance L Severity L Overall LOW	Projected future Risk Rating		LOW
					Projected future Risk Rating		

Corporate Governance

CG1 - Corporate Governance

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG1.1 - Standing Orders	Failure to maintain adequate Standing Orders and to correctly apply them. Standing Orders fail to provide clarity and/or become out of date.	Chance M Severity M Overall MEDIUM	Ensure that Standing Orders and all other relevant documents are up to date. Ensure that they are consistently applied. Ensure that all members and staff are aware of the standing orders and comply with them. Ensure that Standing Orders are written with clarity and simplicity at all times.	Chance VL Severity M Overall LOW	A full review of Corporate Governance was commenced in July 2024 starting with Terms of Reference (approved by Full Council in 28th September). The Standing Orders are currently being reviewed and will be formally reviewed each year.	Vice-Chair (Corp Gov) Clerk	
CG1.2 - Meeting Governance	Failure to follow required procedures for the correct governance of Council meetings. This would include the production and notification of agendas and associated paperwork, the minutes of meetings and the publication of such documents on the council's website. It would also apply to ensuring that meetings are quorate and meet all other legal requirements	Chance M Severity M Overall MEDIUM	Ensure that the Council has a suitably qualified Clerk and Deputy Clerk and that the procedures are correctly applied at all times. Ensure that all members are aware of and comply with Standing Orders as they apply to meetings.	Chance VL Severity M Overall LOW	Deputy Clerk to obtain CLCA. Clerk to Complete Level 4 Community Governance qualification. Clerk successfully completed 1st of two years	Dep Clerk Clerk	COMPLETED SEP 2025
					Projected future Risk Rating		

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG1.3 - Financial Reporting	Failure to follow required procedures for the financial reporting for the Council. This includes AGAR reporting and compliance with the Transparency Act.	Chance M Severity H Overall HIGH	Ensure that the Council has a suitably qualified Responsible Financial Officer. Ensure that the Council employs a suitably qualified Finance Manager. Ensure that there are regular meetings of the Finance & General Purposes Committee and items are correctly added to the agenda for discussion. Ensure adequate internal and external audit arrangements.	Chance L Severity M Overall MEDIUM	Review Financial procedures as part of an overall review of all policies and procedures and to reflect new NALC guidance issued in May 2024. To be completed following Standing Orders review. Adopting a formally recorded powers of delegation scheme for all relevant officers	Clerk	
					Projected future Risk Rating		LOW

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

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

CG2 - Other Legal Requirements, Permissions & Licences

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

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

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG2.3 - Legislation - Equality & Diversity	Failure to comply with legislation relating to Equality & Diversity may lead to legal challenges and damage to reputation. Would also mean that the Council's Members and staff were not reflective of the overall population of the parish	Chance M Severity H Overall HIGH	The council ensures that it has a recruitment policy open to all and will make all reasonable adjustments required for any employee or volunteer. The council also ensures that access to its buildings (SOC and SVP) complies with Disability Discrimination Act legislation.	Chance L Severity M Overall MEDIUM	Develop Accessibility Guides for SGC and SWP Update Equality & Diversity Policy Improve training for staff and members on equality and diversity issues	Allocation s Officer Clerk Clerk	End Jul 2025
					Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG2.4 - Legislation - Health & Safety	Failure to comply with H&S legislation may result in fines or other sanctions and also damage to the reputation of the council. Legal costs from defending actions and/or higher insurance premiums.	Chance M Severity H Overall HIGH	The Clerk and Facilities Manager have IOSH Managing Safety qualifications and further Health & Safety training will be arranged across the entire team. Effective Risk assessments are in place for activities. Regular workplace inspections are carried out and a quarterly inspection of the buildings is undertaken by Clerk and FM.	Chance L Severity H Overall MEDIUM	Conduct review of all risk assessments and ensure that they are comprehensive, fit for purpose and all relevant staff are aware of and comply with the risk assessment Arrange quarterly formal "rounds" to review School Green Centre and Spencers Wood Pavilion. Arrange appropriate H&S training courses e.g. fire warden training Ensure that Health & safety posters are in place in buildings, and all staff are aware of their own role in H&S including reporting or acting upon any concerns	Clerk FM Clerk FM Clerk FM FM	JUN 2025 JUN 2025 COMPLETED LOW
					Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG2.5 - Legislation - Licensing Requirements	Failure to comply with a specific licensing requirement may result in the cessation (either temporarily or permanently) of a trading activity with consequent adverse impacts on trading revenues and reputation.	Chance M Severity H Overall HIGH	Ensure that all relevant licences are put in place for all Council venues and that any requirements or restrictions within those licences are fully complied with at all times	Chance L Severity M Overall MEDIUM	Review the licences required for each venue and ensure that these are correct in all respects Premises Licence for School Green Centre obtained in September 2024		COMPLETED LOW
					Projected future Risk Rating		LOW

Financial Management

FM1 - Failure to manage income and expenditure

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

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

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM2.3 - Pricing Structure	Failure to maintain an appropriate pricing structure for the services and activities provided by the Council may result in lost business/income and also reputational damage. This may be either having prices set too high or too low.	Chance L Severity H Overall MEDIUM	The Council employs suitably qualified and experienced staff able to take a position on major income streams such as room bookings. Pricing will take into account the needs and priorities of the council, charges for similar services or activities by other parish councils, WBC or other providers.	Chance VL Severity M Overall LOW	Review the pricing structure for School Green Centre following the first full year of operation and make appropriate adjustments for implementation from April 2024. Develop overall Fees & Charges Policy	Clerk	COMPLETED
					Projected future Risk Rating		LOW

FM2 - Failure to manage Capital Projects

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

FM3 - Other Financial Risks

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.1 - Failure to maintain adequate insurance for buildings, equipment etc.	Failure to ensure that adequate and appropriate insurance cover is in place for the Council may result in unaffordable losses (e.g. of revenue), assets not being replaced and delays due to the inability to respond to significant disruptions to business. In some cases Insurance is also a legal requirement	Chance M Severity M Overall MEDIUM	The Council will review with its insurance broker its coverage annually and consider any advice and recommendation from the broker regarding the levels and extent of the Council's insurance policy. The Council will also review its insurance provisions after each claim to ensure that they remain adequate and fit for purpose	Chance L Severity L Overall LOW	Develop policy to ensure regular reviews of insurance cover including triggers when new assets acquired reviewed in September for 2024. This included the additional provision required for Shinfield Cinema. Three year insurance arrangement expires in 2025 so will require a full review of insurance cover as part of that process.	Clerk	Ongoing
					Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.2 - Risk of consequential loss	Risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss)	Chance M Severity M Overall MEDIUM	SPC maintains insurance cover of £500k for loss of revenue and £20 for increased cost of working (both for 24-month indemnity period) in respect of consequential loss	Chance L Severity L Overall LOW			
					Projected future Risk Rating		

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

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FW3.4 - Loss of cash through Theft or dishonesty	The Council is at risk of the loss of cash (including held at bank and also investments) through theft or dishonesty by staff, councillors or others	Chance Severity H M	The council has Fidelity Guarantee under Section 1 Mandatory Cover, of its insurance policy reviewed by council on the advice of the External Auditor and deemed to be adequate. There is a limit of £100,000 for any one specific payment. Where major construction work was taking place, payments might exceed £100k and specific provisions were put in place. Unusual withdrawals invite a telephone check from the bank to the named signatories. Cheques are signed by two of four Councillors. Electronic BACS payments are authorised by two councillors who are authorised signatories at the Bank. Payments above £100k would be paid by CHAPS and electronic payments will be authorised. Wherever possible cash payments/receipts are avoided but when received they are held in a safe with restricted access until banked by the Finance Officer.	Chance Severity M	Use of credit card machines to take payments to be investigated Review procedures and ensure all staff trained in them	Clerk Clerk	
		Overall HIGH		Overall MEDIUM	Projected future Risk Rating		LOW
FW3.5 - Legal liability as a consequence of asset ownership	The council may be liable as a consequence of ownership of the asset(s)	Chance Severity M M Overall MEDIUM	A review of internal controls is carried out by staff on an ongoing basis. These are reviewed by internal audit annually. The Council will ensure that buildings and other assets are correctly used and maintained (see Infrastructure section)	Chance Severity M Overall MEDIUM	Review liabilities for each location/building to ensure all correctly identified. <i>Facilities Manager to develop long-term maintenance plan as part of this process</i>	Clerk FM	
					Projected future Risk Rating		LOW
FW3.6 - Internal Controls	Failure to ensure that there are adequate internal controls, policies and procedures in place and fully understood and applied by staff and members.	Chance Severity M Overall MEDIUM	Where there is considered to be a need for additional internal controls within the organisation (e.g. separation of duties), these are implemented in liaison with the F & GP Committee and the internal auditor. Where additional internal controls involve members, these are submitted to the F & GP Committee for approval in the first instance	Chance Severity Overall LOW	To include internal controls as part of the review of all policies and procedures Training and development for staff and members on applying appropriate controls	Clerk Clerk	
					Projected future Risk Rating		LOW
FW3.7 - VAT	To ensure that VAT is correctly applied and accounted for throughout all the Council's financial dealings/	Chance Severity M Overall MEDIUM	The Council is registered for VAT and has opted to tax the School Green Centre and Spencer's Wood Pavilion. The Financial System integrates the new "Making Tax Digital" Software and claims are submitted quarterly within the permitted timescale. Purchase & Sales ledger require the VAT rates to be entered. Training specific to VAT is undertaken at all opportunities and Councillors are included as appropriate.	Chance Severity Overall LOW	Ensure that any changes to VAT rates are correctly input to the system and in a timely manner	Fin M	
					Projected future Risk Rating		LOW

People

PE1 - Staff

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE1.1 - Failure to recruit staff	Failure to recruit adequate numbers of suitably skilled/qualified staff can have an adverse impact on how the Council carries out its functions. Shortages of staff can lead to pressures on other staff and/or may prevent them from concentrating on their own specific roles and responsibilities	Chance Severity Overall	Staffing Committee and Clerk regularly review the staffing structure and agree variations where appropriate to do so. The Council adopts a flexible approach to its staffing requirements and ensures that the recruitment process is open to all potential candidates	Chance Severity Overall	Update recruitment process to ensure it incorporates best practice Ensure that all adverts are promoted internally and develop policy to give interested staff guaranteed interview Projected future Risk Rating	Clerk	COMPLETED
PE1.2 - Failure to retain staff	Failure to retain staff can be costly both in terms of the training and development invested in a member of staff and the impact on continuity of service delivery. This may be through poor management of staff, poor working conditions leading to ill health, unhappiness in the role or a lack of career development	Chance Severity Overall	Develop staff succession planning but recognise that staff should not be retained 'at all costs' and that some turnover of staff has a positive impact especially when it reflects the successful development of existing staff and/or is used to bring in new skills to the Council. The Staffing Committee meets every other month with the Clerk to discuss various matters including the general morale of staff.	Chance Severity Overall	Develop formal training and development plan for each member of staff including a regular review of role profiles Ensure that there is a system in place for effective 'exit' interviews with departing staff Ensure robust sickness recording and management procedures in place. Peninsula system allows better recording and analysis of sickness records. Ensure appropriate lone worker policy and procedure in place for staff. Currently trialling the Peninsula Blipp Clocking In and Out system Projected future Risk Rating	Clerk	LOW
PE1.3 - Succession plans	A failure to create succession plans for key posts can lead to unanticipated gaps in the staffing structure that take time to fill, may require costly interim measures and can stall or severely disrupt the Council's plans	Chance Severity Overall	The Staffing Committee and the Clerk should identify key positions within the staffing structure and develop a succession plan with both interim and long-term measures prepared. Under the current structure the Clerk and Deputy Clerk should be able to cover for each other and the Grounds Maintenance Officer can take on some of the aspects of the Facilities Manager. The Current Clerk can also cover for the Finance Manager if required.	Chance Severity Overall	Identify key personnel for which a Succession Plan is required and put in place the appropriate measures. Develop scheme for mentoring staff and giving opportunities to learn new skills on the job Projected future Risk Rating	Clerk	LOW
PE1.4 - Employment Tribunals	Inappropriate or poor management of staff may lead to the Council becoming involved with Employment Tribunals which are costly in terms of money and time to deal with and have the potential to damage the reputation of the Council leading in turn to other recruitment and retention challenges.	Chance Severity Overall	The Staffing Committee will work with the Clerk and other senior managers as required to monitor the performance and behaviour of line managers and other staff. Appropriate training and development will be identified for staff to help avoid the possibility of behaviour or actions that may result in a tribunal. Peninsula appointed as HR Adviser in April 2024	Chance Severity Overall	Ensure specialist advice is available and made use of as required if there is any danger of a tribunal. Projected future Risk Rating	Clerk	COMPLETED
PE1.5 - Over reliance on agency/temp staff	Over reliance on agency or temporary staff has an adverse impact both financially and on the morale of existing staff who may find themselves constantly supporting or training up interim workers who may move on quickly and may even be on a higher take home pay than permanent staff.	Chance Severity Overall	Appropriate measures in all areas of staffing (recruitment & retention, training & development etc.) should mitigate the need for temporary staff. Where such a need does arise the Clerk and relevant line manager(s) should ensure that they work quickly to fill the gap in an appropriate and cost effective manner.	Chance Severity Overall	Used Agency staff for cover for Grounds Maintenance Role on a temporary to permanent basis and this was found to have been effective. Used same agency for recruitment of Facilities Manager. Projected future Risk Rating	Clerk	LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE1.6 - Negligent action of staff	The negligent action of one or more members of staff may lead to financial and/or reputational loss for the Council. This could manifest itself in carelessness leading to damage, inappropriate behaviour causing upset or injury to others etc.	Chance Severity Overall MEDIUM	Appropriate training and development for all staff should be in place. Where an issue has arisen then the Clerk and relevant line manager(s) should decide whether training & development and/or formal disciplinary action is the most appropriate method of resolving the issue and preventing future reoccurrences.	Chance Severity Overall LOW	Ensure clear procedures and training & development in place for all staff	Clerk	Ongoing
PE1.7 - Malicious behaviour by staff	Malicious behaviour by staff has even greater potential to cause financial or physical loss to the Council as there is specific intent to cause harm (often coupled by concealment of their actions).	Chance Severity Overall MEDIUM	Managers should ensure that appropriate control mechanisms are in place to prevent potential malicious action by employees. They should also be conducting regular reviews with their teams and monitoring morale and the general welfare of individuals.	Chance Severity Overall LOW			

PE2 - Councillors

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE2.1 - Actions by Councillors that bring the Council into disrepute	A councillor's behaviour may bring the Council name into disrepute and affect trust in the Council and its activities	Chance Severity Overall HIGH	Councillors are required to sign up to a Code of Conduct and comply with the standing orders of the Council.	Chance Severity Overall MEDIUM	Effective induction and training programme for all Councillors		
PE2.2 - Failure to attract people who wish to become councillors	Failure to attract sufficiently engaged and motivated councillors means that the Council may struggle to be quorate for meetings and will also fail to benefit from new ideas and skills sets. There is also the danger of the Council does not mirror the composition of its residents	Chance Severity Overall HIGH	The Council encourages and welcomes new applications for casual vacancies including encouraging those interested to attend a number of council and committee meetings. Once a councillor has signed an acceptance of office they are provided with support and training to establish them as a councillor.	Chance Severity Overall MEDIUM	Conduct a review of the induction and training programme for new councillors Review the training arrangements for all councillors	Clerk	
					Projected future Risk Rating		LOW

PE3 - Volunteers

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

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

Infrastructure

Physical Infrastructure

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
P11.1 - Overall threat of Physical Damage	This item covers general issues of damage to building. Site specific risks are covered below. Risks include fire, vandalism, direct assault on the building, attempted theft etc. The impact of each and any of these could be the loss of access to the building(s) for an indeterminate period of time. This in turn causes lost revenue, additional costs and reputational damage.	Chance M	The Council maintains appropriate insurance cover for its buildings, assets and activities. SPC has Public Liability insurance cover of £10,000,000. An Asset Register is updated annually by the RFO and presented to Council and the External Auditor with annual accounts each year. The Clerk, Facilities Manager and other officers ensure that there are adequate provisions in place for physical security of the building, prevention of anti-social behaviour etc. Appropriate maintenance regimes, servicing contracts and similar are put in place	Chance L	Formal review of all insurance cover took place in September 2024 to identify if there are any gaps in cover and/or shortfalls in the amount insured. Create a detailed inventory of items on fixed asset register and other items such as tables and chairs. This will develop the existing asset inventory Develop a procedure for adding and deleting items to/from the inventory Develop a protocol for the issuing and return of keys and overall key security Commission formal condition survey of entire estate	Clerk Fin M	
		Severity H		Severity H		Fin M	
		Overall HIGH		Overall MEDIUM		Clerk	
					Projected future Risk Rating	FM	COMPLETED OCT 2024

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
P11.2 - School Green Centre	Additional risks for the School Green include the prominence of the building, the provision of a lift for users of the Council Office and Tower Room and the operation of a commercial café in the building	Chance M	The lift is subject to regular LOLER equipment checks. Specific catering equipment has been provided for the café and is maintained in accordance with suppliers guidance. The building is well served by a suite of CCTV cameras	Chance L	Review CCTV coverage in SGC and arrange additional cameras as required Develop routine inspection and maintenance programme for SGC Provide training and supporting information for staff on building systems Ensure procedures for safety of car park and its users	FM	COMPLETED
		Severity H		Severity H		FM	JUN 2025
		Overall HIGH		Overall MEDIUM		FM	
					Projected future Risk Rating	FM	LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
P11.3 - Spencer's Wood Pavilion	The additional risks for the pavilion are that there is no regular manning of the building and normal operations rely on remote access arrangements. The relatively quieter area also means that the pavilion is more exposed to the risk of anti-social behaviour and vandalism	Chance H	The building is protected by a proven remote access system with a back up arrangement in place should a client have difficulties. The building is also protected by CCTV.	Chance L	Ensure all staff are trained on the use of key fobs, remote access control etc. Ensure procedures for safety of car park and its users	FM	COMPLETED
		Severity H		Severity M		FM	
		Overall HIGH		Overall MEDIUM			
					Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
P114 - Other Buildings	This relates to Millworth Lane Recreation Ground Pavilion and will also extend to Manor Pavilion and High Copse pavilion in due course. Each of these buildings will be prone to risks similar to Spencers Wood Pavilion	Chance H	Millworth Lane has keys issued to specific key holders. Specific agreements will be put in place with the users of each location aimed at amongst other things ensuring the physical security of the buildings and that faults and defects are reported and/or addressed quickly and in an appropriate manner.	Chance L	Agree a specific management regime with ALL key holders for Millworth Lane Arrange formal agreement with users of Manor Ground including controlling access and how the building will be maintained and	Clerk	
		Severity H		Severity M			
		Overall HIGH		Overall MEDIUM			
P115 - Adverse Weather conditions	Each of the buildings is susceptible to adverse weather conditions and damage could lead to loss of access, loss of revenue and unrecoverable costs	Chance L	The Clerk and the Facilities Manager will ensure that adequate consideration is given to any weather alert issued by the Meteorological Office and other media. Where necessary buildings may be closed early and/or at short notice to protect users and the buildings themselves. The Clerk and Facilities manager will ensure that all appropriate maintenance is kept up to date and that any appropriate special measures are put in place as required e.g. the gritting of the Council car park	Chance VL	Develop specific adverse weather plans for each of the buildings under SPC care. Develop procedure for assessing condition of pitches under our control especially in adverse weather conditions	FM	
		Severity H		Severity M			
		Overall MEDIUM		Overall LOW			
P116 - Risk of damage to third party property or individuals	There is a risk of damage to third party property or individuals as a result of the council providing services or amenities to the public.	Chance M	The council has Public Liability Insurance cover of £10,000,000 included in its security cover. The council also has personal accident liability cover for employees, councillors and volunteers under the above policy. SPC will ensure that appropriate maintenance of council resources are maintained to an appropriate standard and defects are acted upon as quickly as possible. Regular inspection routines will also be maintained.	Chance L			
		Severity M		Severity L			
		Overall MEDIUM		Overall LOW			
P117 - Loss of Utilities	Loss of utilities will obviously affect the operation of the buildings. These may be planned outages, failures in local network i.e. local power cuts. Loss of electricity means inability to provide adequate lighting, loss of water affects toilets and cafe provision	Chance L	The Facilities Manager will ensure that each building is maintained to an appropriate standard to reduce the risk of internal action (or failure to act) adversely affecting the provision of utilities. Where caused by external factors then the Clerk & Facilities Manager will implement pre-determined responses to attempt to mitigate the impact on the buildings	Chance L	Ensure appropriate maintenance plans in place for each building Ensure emergency cover arrangements in place should they be required for loss of utilities	FM	
		Severity H		Severity M			
		Overall MEDIUM		Overall MEDIUM			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI18 - Physical Assets (Not buildings)	This relates to other physical assets owned by the Council including playgrounds, street lamps, noticeboards, bins etc.	Chance M	Maintenance of sites and equipment is undertaken on a mix of planned and responsive basis.	Chance L			
		Severity M	SPC has set up an Earmarked Reserve to set aside funds for future major repairs/refurbishments	Severity L			
			An annual playground inspection is undertaken by Cornhill Direct, which is a trading name of Alliant Insurance plc.				
			The council undertakes weekly inspection of all playgrounds and records its findings. Reactive repairs are carried out accordingly. Equipment considered to be hazardous is labelled as such and labelled as being out of service with a dated photographic record.				
		Overall MEDIUM		Overall LOW	Projected future Risk Rating		

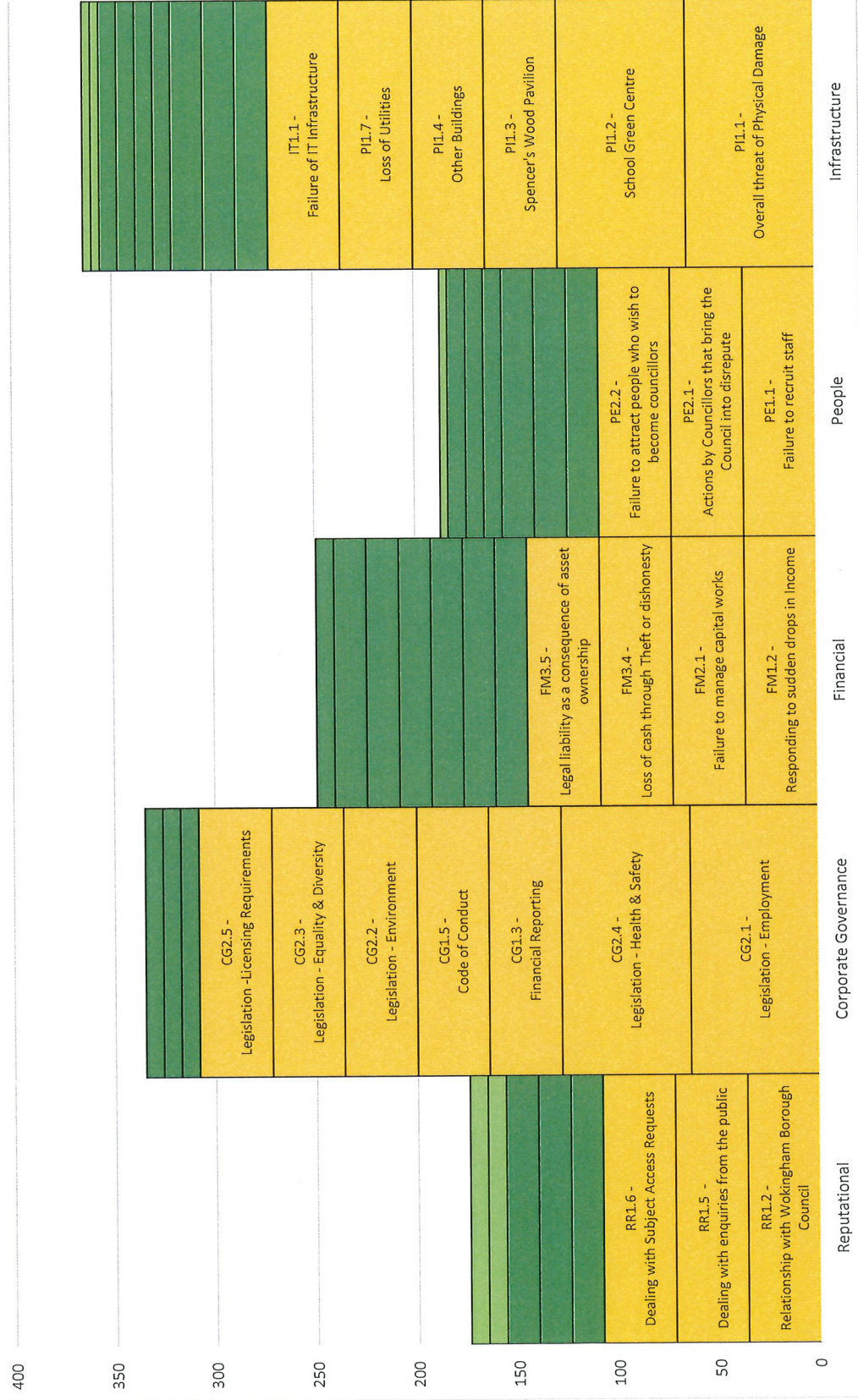
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI19 - Vehicles	The use of vehicles poses a risk to drivers, passengers and other road users.	Chance L	Authorised drivers of SPC vehicles are required to certify that they are fit to drive, undertake regular eye tests and to report any personal driving penalties (e.g. speeding) received. All authorised drivers are required to have an appropriate drivers licence.	Chance VL	Develop new procedure to ensure that anyone driving any vehicle for the council is safe to do so	FM	
		Severity H	SPC vehicles are sourced from a reliable supplier, regularly serviced and subject to weekly checks of lubricants, fluids and tyres. They are also covered by annual servicing of the vehicle.	Severity H	Develop new procedure for ensuring that council vehicles are roadworthy at all times	FM GMO	
		Overall MEDIUM		Overall LOW	Projected future Risk Rating		LOW

IT Infrastructure

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT11 - Failure of IT Infrastructure	Failure of general IT structure prevents the Council from operating in an efficient and timely manner. It may also prevent the Council communicating effectively with residents leading to damaged reputation and reduced trust if continued for an extended period	Chance M	Following a procurement process the Council has appointed MFG (now Airtel) as its IT infrastructure network provider from 1st July 2016 on a rolling contract with 90 days' notice. Council documentation and email correspondence is backed up daily off-site and there is a standard archiving and IT usage policy in place.	Chance L	Ensure clear and robust IT users policies for all staff and members	Clerk	
		Severity VH	MFG operates an email security service: all spam emails are automatically quarantined and then defined as high, medium and low risk and summary reports are notified to each IT user every day for review and subsequent release / deletion as appropriate. IT support is available to resolve issues on a high, medium and low risk basis for both MFG managed and non-managed assets. The council is registered with the Information Commissioners Office.	Severity M	Ensure all staff and members are aware of need for IT security at all times (including use of SPC laptops)	Clerk	
		Overall HIGH		Overall MEDIUM	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.2 - Computer/Viruses etc.	Failure to protect Council systems against viruses could lead to the loss of access to our systems and leave the Council vulnerable to issues such as ransomware	Chance Severity Overall MEDIUM	Air IT provide and maintain protection against incoming virus and other attacks.	Chance Severity Overall LOW	Review the Council's IT policy and refresh the training for all staff regarding the risks associated with computer viruses	Clerk IT	
					Projected future Risk Rating		LOW
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.3 - Failure of a specific system	The main systems used by the Council are Rialtas (which covers Finance, Bookings and Allotments) and the Council's website. In particular loss of Rialtas has the potential for a significant impact on Council operations	Chance Severity Overall MEDIUM	The Council ensures that it has the latest version of Rialtas and that support agreement is kept up to date. Support from Rialtas is generally good. A weekly exercise is carried out to provide relevant third parties with information on bookings for the next 10 day period and this would allow at least a basic response to bookings to continue although new bookings and enquiries would need to be put on hold and dealt with in turn when Rialtas as restored. Council moved to cloud-based version of Rialtas in March 2024	Chance Severity Overall LOW	As part of a review of contingency plans establish back up arrangements for extended period of loss of Rialtas	Clerk Fin M	COMPLETED
					Projected future Risk Rating		LOW
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.4 - Loss of IT support	Support is currently provided by Air IT and they have a good understanding of the Council's IT provision and support required. If for any reason Air IT were unable to continue to support the Council then there would be a transition period where a new supplier would necessarily still be learning these details and the support would potentially be reduced.	Chance Severity Overall MEDIUM	Regular (quarterly) business review meetings are held with Air IT and these include a review of all current provisions which provides a starting point should there be a need to transition to a new supplier. The Council would be able to identify alternative suppliers and assess and appoint one of these but this would take some time to achieve effectively.	Chance Severity Overall VERY LOW	Ensure that the Council maintains a current listing of all its IT requirements and has this to hand should it need to source a new IT support provider. Ensure that there are regular reviews of the current IT support provider and that these include their financial viability and long-term plans	Clerk Clerk	
					Projected future Risk Rating		VERY LOW
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.5 - Onsite IT support	While much IT support is provided remotely and Air IT can for example connect remotely to individual workstations, there is still the need for some onsite direct support	Chance Severity Overall MEDIUM	The Council has an IT and Communications officer who is able to provide limited on site support and in particular can help resolve more basic issues or identify more clearly what the issue is for referral to Air IT or the relevant other support provider e.g. Rialtas	Chance Severity Overall VERY LOW			
					Projected future Risk Rating		
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.6 - Cannot work remotely	Some Council staff work from home for at least part of the week and this has proved to be an effective arrangement. The inability to work from home may therefore result in a reduction of capability for the Council.	Chance Severity Overall HIGH	the Council works with Air IT to ensure that any issues with remote working are resolved quickly and effectively. The Council also ensures that all officers have the ability to work remotely should this be a requirement e.g. the return of a national lockdown scenario or a situation where working onsite is not possible such as a loss of access to the Council office	Chance Severity Overall LOW			LOW

Shinfield Parish Council - Graphical Summary of Risk



Minutes of a meeting of Full Council
Held on Wednesday, 23rd April 2025
At School Green Centre commencing at 19:30

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

Attending: BCllrs Gray and Rance,
B Winton (Clerk), S Herring (Deputy Clerk)
1 member of the public

25/33 Public Questions

33.1 There were no public questions

There was a short presentation by Robin Cops from Arts4Wokingham on the benefits of Public Art as a prelude to an update on Public Art in the Arts, Culture and Events Committee update – see minute 25/37.2

25/34 Apologies and declarations of Members' Interest

34.1 Apologies had been received from Cllr Hoyle and BCllr Glover

34.2 There were no declarations of interest

34.3 There were no changes to members' declarations of pecuniary interests

34.4 Procedures for the appointment of Chair and Vice Chair

Members **NOTED** the procedures for appointing the Chair and Vice Chair at the Annual Council meeting in May 2025

25/35 Minutes of the Meetings held on 26th March 2025

35.1 The minutes of the Council Meeting held on 26th March 2025 were approved and signed by the Chairman as a correct record.

Proposed: Cllr Jahromi
Seconded: Cllr Montgomery
Approved: Unanimously

35.2 **The following matters arising were discussed:**

25/25.2

- 25/16.3 Planning and Highways Committee to draft a letter to WBC Planning expressing what they felt should be provided in respect of S106 and WBC CIL from any development that may be approved regarding PA 233038

This has not been done yet.

ACTION – Clerk to add to the Planning and Highways Committee agenda in May.

- 25/16.3 Clerk to write to the relevant government ministry to establish the government's position regarding the significance of DEPZs in respect of planning applications

The Clerk had investigated the relevant departments in relation to this issue and there were three departments involved; Foreign, Commonwealth & Development, Work & Pensions and Housing, Communities & Local Government.

Members requested that the Clerk write to all the above.

ACTION – 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

- 25/16.3 Clerk to seek legal advice regarding the Council's ability to challenge the development if PA233038 goes to judicial review

The Clerk had sourced some legal firms that specialised in nuclear safety law and believed that this would be costly due to the specialism. Members did not feel that this step was necessary at this point in time and this would be reviewed when the appeal decision was published.

- 25/16.3 BCllrs Glover and Rance to contact WBC to find out the latest situation for additional primary school(s) within the parish (Hyde End Lane and/or Alder Grove)

BCllr Rance had written to BCllr Bray and the response received was that there was "no further update". Members expressed concern as there were time limits relating to the acquisition of the land.

It was again noted that there were insufficient primary school places within the Parish and the situation would only be exacerbated once the proposed applications for further housing were approved and built. This would also escalate up to sixth form where there was already insufficient capacity within the parish.

ACTION –

- Clerk to write to BCllr Bray to reinforce the concerns of Shinfield Parish Council (SPC)
- BCllr Gray to raise the question at the Wokingham Borough Council (WBC) School Place Planning meeting

- 25/20.1 Clerk to submit the council's responses to the Community Governance Review

This had been done online and backed up with an email to the relevant WBC officer.

- 25/27.6 Clerk to add the revised Standing Orders to the agenda of the meeting in May

This will be done.

- 25/27.7 Clerk to circulate WBC's 'Policy for allocating spare seats on Council school buses' to members

This had been done.

WBC were still in the process of allocating seats to students but it was anticipated that there would be a shortfall for September 2025 causing concern among parents/carers.

ACTION – Clerk to arrange a meeting of the Education Working Party

- 25/27.8 Members to consider the position of 'representative to work with Spencers Wood Village Hall' for appointment in May at the Annual Council meeting

This will be on the list of appointments to be covered in May

ACTION – Clerk to add to the agenda of the Annual Council Meeting in May

- 25/28.1 Millworth Sports Park to be added to the next agenda of Facilities Committee, Finance and General Purposes Committee and Full Council

This had been done for all three meetings

- 25/29.1 Clerk to finalise the Crumbs Café Lease to be presented for approval at the next Full Council meeting

This was on the Agenda – minute 25/42.1

25/36 Reports from Borough Councillors

- 36.1 Members **NOTED** the written report from BCllr Rance

25/37 Reports from Committees and associated Working Parties

- 37.1 **Facilities Committee**

Cllr Clarke reiterated the problems caused by Taylor Wimpey not fulfilling the requirements of the planning applications, specifically in relation to the grassed area at Deer Leap Park and the environmental field at the end of Hayes Drive.

The Chairman raised a question to the BCllrs in relation to developers not fulfilling their obligations and why 'Enforcement' were not following these up.

ACTION – BCllrs to ask Planning Enforcement why planning obligations with developers were not being followed up.

Members **NOTED** the minutes of Facilities Committee held on 2nd April 2025

37.2 **Arts, Culture and Events Committee**

Following on from the presentation from Arts4Wokingham, Cllr Matic set out the estimated timeline for the key stages of the project

- Launch May 2025
- Shortlist of artists late September 2025
- Final Artist chosen Jan 2026
- Installation end May 2027

The Committee had also been spending time preparing documents and information for potential artists.

Members **NOTED** the minutes of Arts, Culture and Events Committee held on 3rd April 2025.

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

Members **NOTED** the minutes of the Planning and Highways Committee held on 9th April 2025.

37.4 **Minutes of the Finance Committee**

Cllr James reported that WBC Finance Department had identified that SPC S106 money had been used for the Sports Hub on Hyde End Lane and elsewhere in the Borough for affordable housing.

Members **NOTED** the minutes of the Finance Committee held on 16th April 2025.

37.5 **Corporate Governance Working Party**

Following weekly meetings of the working party it was reported that the process of re-evaluating the Standing Orders was nearly complete. There would be no significant policy changes. The remaining steps would be to:-

- Ensure consistency in style, font, layout, use of terminology
- Ensure that all items are in the most logical place within the overall document
- Add a glossary for additional clarity
- Add references to relevant legislation again for clarity
- Circulate a draft for consideration by the Finance and General Purposes Committee (F&GP) with special attention to any recommended changes to the intent of the Standing Orders (most changes however relate to clarifying the original wording and not changing the provisions)
- Subject to F&GP approval, the draft will be included with the Agenda for May Full Council

ACTION – Clerk to add the revised Standing Orders to the agenda of the meeting in May

37.6 **Chairman's Report**

There was nothing for the Chairman to report.

37.7 **Reports from Outside Bodies**

Shinfield St Mary's CE (VA) Junior School

Cllr Fernandes was no longer able to be a representative on the governing body of the school.

POST MEETING NOTE – Cllr Fernandes has advised after the meeting that he will continue as representative for the council on the Governing Body of Shinfield St Mary's CE (VA) Junior School

20:45 *BCllr Rance left the meeting.*

25/38 Annual Grants

38.1 Timetable for the Annual Grants Scheme 2025

A timetable for the Annual Grants Scheme 2025 had been circulated with the papers.

38.2 Grants for private individuals

A proposal to included grants for private individuals had been circulated with the papers.

Members **APPROVED** the timetable for the Annual Grants Scheme for 2025 and a proposal for the inclusion of a limited scheme of grants to private individuals to the Annual Grants Scheme for 2025

Proposed: Cllr Lias
Seconded: Cllr Jahromi
Approved: Unanimously

25/39 Millworth Recreation Ground and High Copse

39.1 Outline Business Case for the redevelopment of Millworth Recreation Ground and the addition of a 3G pitch at High Copse

The outline business case for the redevelopment of Millworth Recreation Ground, with the addition of a 3G pitch at High Copse, had been circulated with the papers. The Clerk explained that all elements of the business case would need to be confirmed before Full Council were asked to approve the definitive Business Case. These would include:

- Reaching agreement with the University of Reading regarding the land required for a 3G pitch
- Obtaining the relevant planning permissions for Millworth Recreation Ground and High Copse
- Agreeing finance for a 3G pitch with the Football Foundation

Members **APPROVED** the progression of the business plan as set out.

Proposed: Cllr Peer
Seconded: Cllr Tatla
Approved: Unanimously

ACTION – Clerk to add the development of Millworth Recreation Ground to the agenda of the Facilities Committee in May

Members thanked the Clerk for the comprehensive business plan

39.2 Fitness Centre at Millworth Recreation Ground

The Sports Working Party recommended that the Fitness Centre element of the plan for Millworth Recreation Ground commence prior to the overall plan. This would be welcomed by the Fitness Training organisation and would start to earn SPC an income stream.

Members **APPROVED** to proceed with the Fitness Centre element at Millworth Recreation Ground ahead of the overall plan.

Proposed: Cllr Montgomery
Seconded: Cllr Tatla
Approved: Unanimously

ACTION – Clerk to add 'Fitness Centre' at Millworth Recreation Ground to the agenda of the Facilities Committee in May

25/40

Invoices for Payment

40.1 Payments made within the Clerk's financial delegation

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

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

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

40.3 **Payments outside the Clerk's financial delegation**

There were no payments outside the Clerk's delegation.

25/41

Correspondence

41.1 Thames Valley Police Commissioner

TVPCC had submitted a survey to Parish Councils with 5 questions. Members considered the questions and the Clerk would collate the responses and respond to the survey.

ACTION – Clerk to complete the TVPCC survey on behalf of SPC and submit the responses

41.2 Berkshire Association of Local Councils (BALC)

The BALC Executive works with our service provider, the Hampshire ALC, on the training schedule for 25/26. This can be found under Training on the BALC website. They are interested whether our members have other training courses they would like to see included. If so please send your suggestions to the BALC Exec at balcexec@balc.org.uk and they will be considered. BALC has limited funds available for the next year so the number of additional training courses that can be provided is limited.

ACTION – Members to inform the Clerk of any training courses they would like included in the BALC training list.

41.3 Loddon Garden Village

During discussions with the Clerks of Arborfield, Winnersh, Swallowfield and Earley about Loddon Garden Village it was generally felt that it would be unlikely that the development could be stopped. It was suggested that a meeting to discuss if this did happen, how we could effectively, and collectively, monitor the compliance with constraints, triggers etc.

ACTION – Cllr Peer and the Clerk to attend the meeting on 1st May

21:14 *BCllr Gray left the meeting*

25/42

Crumbs Café Lease

42.1 It was **RESOLVED** that in accordance with the Public bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting as discussions on catering at the School Green Centre may be prejudicial to the special nature of the business.

42.2 The results of the tender exercise for the café at School Green Centre had been considered in a confidential session at the March 2024 Full Council meeting. That exercise had involved a very detailed specification prepared in conjunction with a specialist consultant. The successful tender submission then formed the basis of the lease agreement under consideration at this meeting.

The café has been operating under a Licence to Occupy and it was now proposed to sign the full lease.

Members **APPROVED** the signing of the Lease between Shinfield Parish Council and Fresh Berkshire Ltd trading as Crumbs Ltd in respect of the café at the School Green Centre.

Proposed: Cllr Peer
Seconded: Cllr Lias
Approved: 13 for, 1 abstention

ACTION – Clerk to arrange the signing of the Lease

42.3 Hatch for Café

A revised layout for the café was implemented before it re-opened in May 2024. The final element of work to complete is the installation of a hatch between the kitchen and the café. This requires some reconfiguring of the kitchen area and more extensive work so that it is tied into the fire alarm system.

Members **APPROVED** the release of up to £20,000 from CIL to complete the work.

Proposed: Cllr Lias
Seconded: Cllr Jahromi
Approved: Unanimously

ACTION – Clerk to arrange for the installation of the Hatch

25/43

Date of Next Meetings

43.1 The date of the Annual Parish meeting is Tuesday, 20th May at 19:30 at the School Green Centre (revised date from 30th April)

The date of the next Full Council meeting is Wednesday, 28th May 2025

Meeting ended at 21:30

List of Actions

25/32.2

25/25.2	Clerk to add an agenda item to the Planning and Highways Committee agenda in May to discuss what they felt should be provided with in respect of S106 and WBC CIL from any development relating to PA 233038	Clerk
25/16.3	Clerk to write to the agreed government organisations to establish the government's position regarding the significance of DEPZs in respect of planning applications	Clerk
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	Clerk
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.	BCllr Bray
25/16.3	BCllr Gray to raise the question at the Wokingham Borough Council (WBC) School Place Planning meeting	BCllr Gray
25/27.7	Clerk to arrange a meeting of the Education Working Party	Clerk
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	Clerk
25/37.1	BCllrs to ask Planning Enforcement why planning obligations with developers were not being followed up	BCllrs
25/37.5	Clerk to add the revised Standing Orders to the agenda of the meeting in May	Clerk
25/39.1	Clerk to add the development of Millworth Recreation Ground to the agenda of the Facilities Committee in May	Clerk
25/39.2	Clerk to add 'Fitness Centre' at Millworth Recreation Ground to the agenda of the Facilities Committee in May	Clerk
25/41.1	Clerk to complete the TVPCC survey on behalf of SPC and submit the responses	Clerk
25/41.2	Members to inform the Clerk of any training courses they would like included in the BALC training list	All Members
25/41.3	Cllr Peer to attend the meeting on 1 st May regarding the proposed development of Loddon Garden Village	Cllr Peer

- | | | |
|----------------|---|-------|
| 25/42.2 | Clerk to arrange the signing of the Lease between Fresh Berkshire Ltd (trading as Crumbs Ltd) and SPC | Clerk |
| 25/42.3 | Clerk to arrange for the installation of the Hatch in the Café area | Clerk |

DRAFT

Borough Councillor Reports

Councillor Edmonds

Councillor Gray

Councillor Glover

Councillor Rance

17.4.25 Drawing a blank on the chap selling cars at School Green which concerned residents. Contacted TVP – “not within their remit”. Try Trading Standards. Minefield locating them. Wrote to West Berks. Reply from Snr TS Enforcement Officer, Bracknell Forest! Others may know this, but I didn’t. In a nutshell, “Not a matter for Trading Standards. Contact car park owner. Appeal to them to resolve. A car trader does not have to be registered with Trading Standards and can trade from any premises, as long as the landowner has given permission.” School Green car park is owned by Wokingham Borough Council I believe! I have written.

19.4.25 2 years ago helped two families regarding chronic anti-social behaviour around Piggott. WBC did act with warnings to the offending tenant. However, over time, the same bad behaviour has escalated to a pitch this past week. I have written again to WBC ASB.

20.4.25 Went to Easter on the Green. The sun shone down on happy families. A wonderful re-enactment of the Crucifixion by members of 3 local churches, St. Mary’s of Beech Hill and Shinfield, Shinfield Community Church.

21.4.25 SPC requested C. Glover and me to ask ‘What is the latest situation for additional primary schools within the parish – H E Lane/Alder Grove’. The response from Prue Bray was ‘There is no further information yet, I’m afraid’.

23.4.25 The hole in the pavement I’ve been droning on about. Long email from Mr. Drabble, Flood Authority at WBC, showing me quotes for materials/emails from Metrorod, Cheshire, RSM Doncaster. Emails to drain surgeons. New technology will be used, and WBC need guarantee root ingress won’t return. Cost will be £90,000! Maybe if this had been instigated 4 years ago, when I first noticed the leaks, the price might have been considerably less.

24.4.25 Met resident who’s been ferociously attacked by a.n.other female. Police have informed they will not be following up a prosecution of offender. What a shock for the resident on top of the shock of being beaten up. I have taken a full statement/made a report to the police with the hope they may change their mind in the interests of justice! Had acknowledgement from Chief C Hogg, who has referred case back for review!

25.4.25 Met resident, mother of a severely autistic child who I also met. Stayed for ¾ hour to get the story (which is WBC is not prepared to contribute to a special bespoke bed for this boy aged 3) and during that time, every 15 seconds the mother had to chase after her son to wherever he went, *in order to keep him safe*, which is what the bed is about. The mother cannot eat/sleep/shower/have any free time as the child is a danger to himself, runs everywhere, eats ‘everything’ – chalk, stones, plastic.....Very sad. Wrote a supporting report to WBC! Heard back from Officer saying the

Surespace bed is not something in their remit to pay/provide. However, Surespace showed the order of similar bed for a.n.other child, just one month before. You couldn't make it up.

26.4.25 Resident complained about bottles full of urine near Whiteknights School and they had not been picked up by Flytipping Department. Went along to see.

27.4.25 Last month had complained on behalf of a resident at Grenadier Close re parking to WBC (the gentleman concerned is seriously ill, can't move his body easily, takes pleasure in walking his daughter to the bus stop, but can't manoeuvre through the parked cars). Was told he had to "go online" – which I did for him. There is a 12 week lead in time at least.

30.4.25 Went to a meeting organised by Sarah Bell, and attended by Andy Gray, 7 residents and Jacky Steele, Yuan Yang's PA/Righthand woman (didn't quite get her role but she was definitely on the ball and intends to write to various developers) regarding Management Fees. It was impressed on residents they need to band together/form Residents Associations to meet/handle the challenges of the fees.

30.4.25 Heard from Matt Gould regarding the Trader at the car park. I'd seen a man several weeks ago, pulling up in his Mercedes at the Byway, go into the car park, talk to a couple, pulled up bonnet of a car, presumably exchanged money, and couple drove off, as did the Merc driver. Nothing can be done basically. The car park is free (no charges) and so anyone can park there and do deals. The act is needed to be witnessed by Enforcement, and even then, only a fine could be administered to the offender for whatever misdemeanour he is doing.

Had long chat with resident of Woolascott Lane regarding the parking of Transit Vans in a line on Bolton virtually opposite Appleby which makes it dangerous for all vehicles. Sight lines blocked.

Supported resident of No 50 in her objections to planning application by neighbour who has entirely changed No 52 without PP

Supported another resident in her objection to planning application for 191 dwellings next to Longacre development.

8.05.25 Enjoyed the VE celebrations on School Green. Prayers, the Pipe Band, the Army Cadets, a march up to The Ridge, a wonderful speech by Andrew Grimes and some reflections by Yuan Yang which reminded me that my parents were in the RAF and an Uncle in the Royal Navy for the whole of the war. Then the lighting of the Beacon. My daughter and two of her boys came along, and I asked Henry the 7 year old. 'Do you know what this is all about' and he said 'Yes Nana, lots of people died a long time ago.' That's right they did, and we must never forget.

A resident I helped around about Christmas time, has further problems regarding custody of her child and contacted me.

9.05.25 Another resident from Pascal is having huge problems with a neighbour's overspill of garbage and I am meeting her very soon. It comes under ASB.

9.05.25 A gentleman from Devitt Close, Shinfield Rise contacted me and I went to see him. Many residents in that road constantly have problems with parents parking waiting for their children to come out of school. I will contact the relevant officers to see what can be done!

It is pleasing that the residents of North Shinfield are beginning to get in touch for possible help. Up to now there has been very little contact, but this month I have had 3 queries.

When walking around, I have come across three locations where there have been 6/7 vehicles parked in driveways, all rusted, broken down, no tyres on, leaves and debris on all and have reported to the ASB team at WBC. Heard back. It is not an offence.

12.05.25 Resident of Clements Close has asked me to have a look at the muddy unmade up lane at the back of the houses. Not sure what she hopes I can do. Not been yet.

Councillor Srinivasan

Councillor Munro

Minutes of a meeting of
The Facilities Committee
held on Wednesday 7th May 2025
at the School Green Centre commencing at 19:30

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

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

25/FC/47 Public Questions

47.1 There were no public questions

25/FC/48 Apologies and declarations of Members' Interest

48.1 Apologies for absence had been received from Cllr Clarke

Cllr Johnson chaired the meeting

48.2 Declarations of Members' interests

There were no declarations of Members interests.

25/FC/49 Minutes of the Previous Meeting

49.1 The minutes of the Facilities Committee meeting held on 2nd April 2025 were approved as a correct record and signed by Cllr Johnson

Proposed: Cllr James
Seconded: Cllr Boyer
Approved: Unanimously

49.2 Matters Arising from the Minutes of the meeting held on
2nd April 2025

- 24/FC/110.2 Clerk to add Ryeish Green Pavilion to the agenda for Facilities Committee once a response had been received from the Army Cadet Force regarding their potential interest in the site

On the agenda 7.2 (Minute 25/FC/53.2)

- 25/FC/15.2 Clerk to advise Deputy Clerk to add in microphones to the specification for Tower and Grazeley Rooms

This had been noted.

- 25/FC/15.2 Deputy Clerk to report back once options and costs had been obtained for the provision of the necessary equipment in the Tower and Grazeley rooms for streaming and recording council meeting

Quotes had been received and would be analysed in due course.

ACTION – Quotes for equipment for streaming and recording council meetings in the Tower Room and Grazeley Room to be presented to the next meeting

- 25/FC/16.5 Facilities Manager to obtain quotes for extending the patio area in front of the pavilion at the Manor Ground.

The Facilities Manager was waiting for quotes.

- 25/FC/19.2 Clerk to arrange a meeting on site at High Copse Pavilion with White Horse towards the end of May 2025

This would be arranged.

ACTION – Facilities Manager to arrange a meeting on site at High Copse Pavilion with White Horse

- 25/FC/32.3 Clerk to follow up with Freely Fruity to ask if they would like to help design a new sign for Deardon Orchard

This was on the agenda 9.1 (Minute 25/FC/55.1)

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

Facilities Manager reported that he was still working on this. Members requested to see the proposed sign before it was ordered.

ACTION –

- Facilities Manager to arrange for a sign at the Spencers Wood Pavilion and Recreation Ground
- Facilities Manager to circulate the proposal for the sign to members of the committee prior to it being ordered

25/FC/35.1 Clerk to ask WBC for advice on how to best restore the pond at Grazeley Road

This was on the agenda 9.2 (Minute 25/FC/55.2)

25/FC/35.1 Clerk to develop a long-term plan for the presentation and maintenance of the pond

This was on the agenda 9.2 (Minute 25/FC/55.2)

25/FC/38.2 Clerk to submit a report to Finance & General Purposes Committee based on the directions set by the Facilities Committee for Millworth Lane and High Copse Pavilion

This had been done

25/FC/40.1 Deputy Clerk and Facilities Manager to complete the refurbishment of the Community Room

This was on the agenda 6.1 (Minute 25/FC/52.1)

25/FC/40.1 Facilities Manager to arrange the removal of the divider in the Community Room at Spencers Wood

This was on the agenda 6.1 (Minute 25/FC/52.1)

25/FC/40.2 Clerk to arrange quotes for the various youth shelter designs identified

This was on the agenda 6.2 (Minute 25/FC/52.2)

25/FC/40.2 Discussions to be arranged with local youths about possible design of youth shelters

This was on the agenda 6.2 (Minute 25/FC/52.2)

25/FC/41.1 Facilities Manager to arrange for signage for the main room at High Copse Pavilion

This will be done

25/FC/41.2 Clerk to arrange meeting of the Sports Working Party to consider future use of High Copse Pavilion pitches

This was on the agenda 7.2 (Minute 25/FC/53.1)

25/FC/43.1 Clerk to follow up on potential leads from Centre for Sustainable Energy for advice on microgeneration options

This was on the agenda 8.1 (Minute 25/FC/54.1)

25/FC/44.1 Cllr Clarke to keep the committee informed on progress of the Environmental Field

This was on the agenda 9.3 (Minute 25/FC/55.3)

25/FC/44.2 Cllr Clarke to keep the committee informed on progress of Deer Leap Park – grassed area

This was on the agenda 9.4 (Minute 25/FC/55.4)

25/FC/44.3 Cllr Clarke to keep the committee informed on progress of the open area next to the two new football pitches at Hyde End Lane

This was on the agenda 9.5 (Minute 25/FC/55.5)

25/FC/50

Sports Provision

50.1 Toilets for Millworth Lane

The Facilities Manager advised that all was going to plan and the toilets would be ready for use by 23rd May.

ACTION –

- Facilities Manager to arrange for photographs to be taken
- Clerk to arrange a leaflet to be circulated to residents in Millworth Lane

50.2 Millworth Sports Park

Following discussions at the April Facilities meeting, the Clerk had taken the committee's recommendations to the Finance and General Purposes Committee and from there to Full Council on 23rd April. Full Council had approved the Outline Business Case for joint applications for Millworth Lane Recreation Ground and at High Copse pitch (for a 3G full sized pitch).

Reports had been received of organised sports groups using the recreation ground unknown to SPC. All groups should check availability with SPC prior to using the ground and this should then be booked onto Rialtas (booking system).

ACTION –

- 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)
- Facilities Manager to check for signage relating to Liability and display any relevant signs as appropriate

50.3 Fitness Centre – Millworth Lane Recreation Ground

A separate recommendation to proceed with the Fitness Element at Millworth Lane had also been approved by Full Council and the Clerk was in discussions with the building surveyor on progressing these decisions. The Clerk had met with the Fitness Centre provider for an update.

ACTION – Clerk to circulate the latest plans and original proposal to members of the committee

25/FC/51

School Green Centre and School Green

51.1 School Green Centre

There was currently nothing to report on the School Green Centre

51.2 School Green Working Party

There was currently nothing to report from the School Green Working Party

25/FC/52

Spencers Wood Pavilion

52.1 Upgrade to the Community Room

The Deputy Clerk advised that the bluetooth speakers had now been installed in the Community Room at the Spencers Wood Pavilion. A decision was still to be taken on the imagery for the wall in the room. The Facilities Manager was arranging for the removal of the room divider. The cost for removal was £695 compared to the annual service fee of £356. There had been one repair which had cost £560.

ACTION –

- Facilities Manager to arrange for the removal of the room divider
- Deputy Clerk and Clerk to present imagery for the wall in the room

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

Another Dispersal Order had been put in place over the weekend but there was no warning of this.

The Clerk was arranging quotes for the various youth shelter designs identified at the previous meeting. Discussions would then be arranged with local youths about their preferred design of youth shelters.

Members felt that a pump track was needed in the Parish and suggested that the Clerk contact the University of Reading (UoR) to ascertain whether the site below the Manor Ground on Brookers Hill was still a viable option.

ACTION –

- Clerk to arrange quotes for the various youth shelter designs identified
- Discussions to be arranged with local youths about possible design of youth shelters
- 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
- Cllr Johnson to look at proposals for sites in the Parish for a pump track
- Clerk to add pump tracks to the Sports Working Party agenda in June
- Clerk to obtain costings for a pump track

25/FC/53

Other Council buildings

53.1 High Copse Pavilion – working party

The Sports Working Party had met on 23rd April to set out criteria for the selection of cricket and football clubs to play at High Copse. The Working Party agreed that as it was SPC who wished to remove the playing fields at Millworth Lane this should lead to Shinfield Rangers being offered alternative pitches at High Copse.

It was **AGREED** that Shinfield Rangers be offered the football pitches at High Copse from September 2025

Proposed: Cllr Johnson
Seconded: Cllr James
Approved: Unanimously

The Working Party felt that the cricket square should be assigned to one club only but there were a number of different clubs that had expressed an interest and the most appropriate approach was to invite each club to tender for the right to play at High Copse. The Working Party had considered the potential criteria to be applied (see Appendix A).

ACTION –

- 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
- 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

53.2 Ryeish Green Pavilion

The Army Cadet Force had now advised that they did not wish to follow through on initial interest in taking on Ryeish Green Pavilion.

It had been reported that the door to the building had been forced open and there was a strong smell of drugs inside the building. This had since been secured.

The Committee continued to be undecided on whether to dispose of the building or refurbish it, should there be a viable use.

ACTION – Clerk to recirculate figures for refurbishment to members of the Committee for future discussion

25/FC/54

Microgeneration

54.1 The Clerk and Facilities Manager had held a very positive Teams call on Thursday 1st May with representatives from the Centre for Sustainable Energy (CSE) who seem to be an organisation that could provide the holistic approach to all potential renewable energy options for our estate.

We agreed to provide a summary of each building so that they could identify the most useful people to come to Shinfield and spend a day assessing all the sites.

They explained that there was the growing use of commercial Battery Energy Storage Systems and talked about centralised storage, for example, one site storing the PV output from multiple buildings. These are better inside a building than outside in storage containers which was the other option for providing them. However, there is a reluctance to have high risk fire elements inside buildings. This could be a potential use for the Ryeish Green Pavilion that could be explored.

It was unanimously **AGREED** to proceed with the consultant.

ACTION – Clerk to proceed with meetings with the consultant for Microgeneration

55.1 Deardon Orchard

Lynda Hope and the Clerk had met with Matt Knight from Freely Fruity on Friday 2nd May about a new sign for Deardon Orchard. Freely Fruity were supportive of a more minimalist approach that set out the reason for the orchard. Additional signs that identified the variety of trees, what the fruit looked like, when the fruit would appear and why it had been selected for the Orchard could be placed around the orchard to encourage a higher level of interaction.

ACTION –

- Clerk to circulate a design for the sign prior to the next meeting
- Cllr Johnson agreed to put the information into an image generator and circulate ideas to the committee

55.2 Grazeley Road Pond

The Clerk had made a request to Andy Glencross to see if there was anyone within WBC who could advise on the best way to identify a programme of work to restore the pond at Grazeley. In the meantime, the Facilities Team would remove the duck weed.

ACTION – Facilities Team to remove the duck weed at the Grazeley Road pond

55.3 Environmental Field at the End of Hayes Drive

There were no current updates.

ACTION – Cllr Clarke to keep the committee informed on progress

55.4 Deer Leap Park – grassed area

There were no current updates.

ACTION – Cllr Clarke to keep the committee informed on progress

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

There were not any current updates.

ACTION – Cllr Clarke to keep the committee informed on progress

25/FC/56

Correspondence

- 56.1 The Clerk advised that Martyn's Law had now been signed into law. As this applied to venues where 200+ people might be present at the same time it potentially applied to School Green Centre and High Copse Pavilion. There was no immediate action as guidance was still being prepared but we would need to show that our venues were ready and able to respond in an emergency.

ACTION – Clerk to draft a policy to set out implementation of Martyn's Law

25/FC/57

Date of Next Meeting

- 57.1 The next meeting would be held on Wednesday, 4th June 2025.

The meeting ended at 20:55

List of Actions

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	Clerk & Deputy Clerk
25/FC/19.2	Facilities Manager to arrange a meeting on site at High Copse Pavilion with White Horse	Facilities Manager
25/FC/33.1	Facilities Manager to arrange for a sign at the Spencers Wood Pavilion and Recreation Ground	Facilities Manager
25/FC/33.1	Facilities Manager to circulate the proposal for the sign to members of the committee prior to it being ordered	Facilities Manager
25/FC/50.1	Facilities Manager to arrange for photographs to be taken of the Tennis Club toilets	Facilities Manager
25/FC/50.1	Clerk to arrange a leaflet to be circulated to residents in Millworth Lane	Clerk
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)	Facilities Manager
25/FC/50.2	Facilities Manager to check for signage relating to Liability and display any relevant signs as appropriate	Facilities Manager
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	Clerk
25/FC/52.1	Facilities Manager to arrange for the removal of the room divider at the Spencers Wood Pavilion	Facilities Manager
25/FC/52.1	Deputy Clerk and Clerk to present imagery for the wall in the Community room	Deputy Clerk & Clerk
25/FC/52.2	Clerk to arrange quotes for the various youth shelter designs identified	Clerk
25/FC/52.2	Discussions to be arranged with local youths about possible design of youth shelters	Clerk
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	Clerk
25/FC/52.2	Cllr Johnson to look at proposals for sites in the Parish for a pump track	Cllr Johnson
25/FC/52.2	Clerk to add pump tracks to the Sports Working Party agenda in June	Clerk
25/FC/52.2	Clerk to obtain costings for a pump track	Clerk
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	Clerk

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	Clerk
25/FC/53.2	Clerk to recirculate figures for refurbishment of the Ryeish Green Pavilion to members of the Committee for future discussion	Clerk
25/FC/54.1	Clerk to proceed with meetings with the consultant for Microgeneration	Clerk
25/FC/55.1	Clerk to circulate a design for the sign for Deardon Orchard prior to the next meeting	Clerk
25/FC/55.1	Cllr Johnson agreed to put the information into an image generator and circulate ideas to the committee	Cllr Johnson
25/FC/55.2	Facilities Team to remove the duck week at the Grazeley Road pond	Facilities Manager
25/FC/55.3	Cllr Clarke to keep the committee informed on progress of the Environmental Field at the End of Hayes Drive	Cllr Clarke
25/FC/55.4	Cllr Clarke to keep the committee informed on progress of Deer Leap Park – grassed area	Cllr Clarke
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	Cllr Clarke
25/FC/55.6	Clerk to draft a policy to set out implementation of Martyn's Law	Clerk

Draft criteria for selecting the usage of the Cricket Square at High Copse

1. Club's Contribution to the Community:

- a. Community Engagement: Evaluate how actively the club engages with the local community, including running youth programs, community events, and outreach activities.
- b. Inclusivity: Consider the club's efforts to promote inclusivity and diversity within its membership and activities.

2. Club's Track Record and Reputation:

- a. History and Stability: Assess the club's history, stability, and reputation within the community. A well-established club with a good track record is likely to be a reliable tenant.
- b. Previous Usage and Maintenance: Review how the club has maintained and utilized other facilities in the past. Clubs with a good record of maintaining facilities should be given preference.

3. Development Plans and Future Vision:

- a. Youth Development Programs: Give priority to clubs that have strong youth development programs, as these contribute to the long-term growth of the sport and community engagement.
- b. Future Plans: Consider the club's future plans for growth and development, including any proposed improvements to the cricket square or additional community programs.

4. Financial Stability and Capability:

- a. Financial Health: Evaluate the financial stability of the club to ensure they can afford the maintenance and any associated costs of using the cricket square.
- b. Funding and Sponsorship: Consider the club's ability to secure funding and sponsorships, which can contribute to the upkeep and improvement of the facility.

5. Usage and Scheduling:

- a. Proposed Usage Schedule: Assess the club's proposed usage schedule to ensure it aligns with the availability of the cricket square and does not conflict with other community activities.
- b. Flexibility and Sharing: Consider the club's willingness to share the facility with other community groups or clubs if needed

The Clerk would arrange a process where each of the interested parties could set out their position on each of the above and rates of payment for use of the ground.

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 8th May 2025
at School Green Centre commencing at 18.30

Present: Cllrs James (*from 41.0 onwards*), Jones, Matic (Chair), Montgomery

Attending: B Winton (Clerk)

25/ACE/37 Public Questions

37.1 There were no public questions

25/ACE/38 Apologies and declarations of Members' Interest

38.1 There were apologies from Cllrs Jahromi, Peer & Tatla

38.2 There were no declarations of members' interests

25/ACE/39 Minutes of the previous meeting

39.1 The minutes of the committee meeting of 3rd April 2025 were approved as a correct record and signed as such by Cllr Matic.

Proposed: Cllr Montgomery

Seconded: Cllr Jones

Approved: Unanimously

39.2 Actions and Matters Arising

25/ACE/23.1 Clerk to convene a Working Party (including Cllrs Montgomery and Tatla) meeting to start the planning for the 2026 Art Exhibition event

This was on the agenda 4.4

25/ACE/32.1 Clerk to arrange series of summer holiday activities

This was on the agenda 4.1

- 25/ACE/32.1 Clerk to include budget reports as a standing item from the July 2025 meeting

This will be done.

- 25/ACE/32.3 Clerk to continue to build links with WBC for events in Shinfield North and elsewhere in the parish

This was ongoing.

- 25/ACE/32.3 Clerk to contact Shinfield Players Theatre to establish potential interest in working together on Christmas events

The Clerk had written to Shinfield Players and received a positive response to the initial enquiry but was waiting for a more detailed response.

ACTION – Clerk to follow up with Shinfield Players Theatre regarding potential interest in working together on Christmas events

- 25/ACE/32.4 Clerk to add to the agenda for the Finance & General Purposes Committee meeting on 16th April the potential purchase of a minibus

This was done but F&GP had felt it would be prudent to explore the community engagement aspects before pursuing further.

ACTION – Clerk to develop proposals for community engagement exercise in the north of the parish

- 25/ACE/33.1 Chair, Vice-Chair and Clerk to schedule the May programme of films

This had been done.

- 25/ACE/33.1 Consideration to be given at July meeting on whether to convert to a Film Club arrangement

This will be done.

ACTION – Clerk to add 'Film Club' arrangement to the agenda of the July meeting

- 25/ACE/33.2 Clerk to follow up registration with National Theatre Live scheme

The details required by the National Theatre have now been provided to them.

ACTION – Clerk to follow up registration with National Theatre Live scheme

25/ACE/35.1 Clerk to confirm SPC attendance at the St Mary's Church Fete on 28th June

This had been done.

25/ACE/40

Developing Arts & Culture in the parish

40.1 Childrens' Exhibitions

The Clerk advised that it was the intention to send initial awareness information to all schools next week. This will be followed up with more detailed information on each event nearer to the end of the school year.

ACTION – Clerk to arrange series of summer holiday activities

40.2 VE80 Celebration

The Clerk confirmed that arrangements were all in place for the event which would commence immediately after the meeting.

40.3 Possible Events for Shinfield North

The Clerk advised that WBC are continuing to work on their elements and SPC will join in as appropriate.

ACTION – Clerk to continue to build links with WBC for events in Shinfield North and elsewhere in the parish

40.4 Art Exhibition 2026

The Working Party had an initial meeting to follow up on the debrief after February's event. We will put out a hold the date event and start building the workshop programme.

ACTION – Clerk to put out a hold the date communication to artists and start building a workshop programme

40.5 Spencers Wood Carnival

The Clerk advised that he had met with the organiser of the Spencers Wood Carnival who advised that the even in September would be the last one that she would be involved in (it would be the 18th Carnival she had been involved with).

There was a discussion about how Shinfield Parish Council may help ensure that the event was able to continue in 2026 and beyond, but no immediate decisions were taken.

ACTION – Clerk to add to Spencers Wood Carnival to the agenda for next ACE meeting

Cllr James arrived

25/ACE/41

Public Art

- 41.1 Most recent meetings have been with Arts4Wokingham on 4th April and internally on 15th April. The next meeting is currently being rescheduled.

Cllr James expressed his concerns regarding the short-notice cancellation of the most recent meeting.

ACTION – Clerk to arrange the next meeting of the Public Art Working Party

25/ACE/42

Correspondence

- 42.1 The Clerk advised that he and the Chair had met with two University of Reading students and their tutors before the evening film showing the previous Friday. Both were meeting with all the students taking part in the project the following day.

ACTION – Clerk to provide an update on the work with the film students at the next meeting.

25/ACE/43

Date of Next Meeting

- 43.1 The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 3rd July 2025

There was no meeting scheduled for June.

The meeting ended at 7.05 p.m.

List of Actions

25/ACE/32.3	Clerk to follow up with Shinfield Players Theatre regarding potential interest in working together on Christmas events	Clerk
25/ACE/32.4	Clerk to develop proposals for community engagement exercise in the north of the parish	Clerk
25/ACE/33.1	Clerk to add 'Film Club' arrangement to the agenda of the July meeting	Clerk
25/ACE/33.2	Clerk to follow up registration with National Theatre Live scheme	Clerk
25/ACE/40.1	Clerk to arrange series of summer holiday activities	Clerk
25/ACE/40.3	Clerk to continue to build links with WBC for events in Shinfield North and elsewhere in the parish	Clerk
25/ACE/40.4	Clerk to put out a hold the date communication to artists and start building a workshop programme	Clerk
25/ACE/40.5	Clerk to add to Spencers Wood Carnival to the agenda for next ACE meeting	Clerk
25/ACE/41.1	Clerk to arrange the next meeting of the Public Art Working Party	Clerk
25/ACE/42.1	Clerk to provide an update on the work with the film students at the next meeting.	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 14th May 2025
At School Green Centre commencing at 19:30

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

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

25/PC/50 Public Questions

50.1 There were no public questions

25/PC/51 Apologies and declarations of Members' Interest

51.1 Apologies had been received from Cllr James

51.2 There were no declarations of members' interests

25/PC/52 Minutes of the Previous Meeting

52.1 The minutes of the committee meeting of 9th April 2025 were approved and signed as such by Cllr Peer

Proposed: Cllr Jahromi

Seconded: Cllr Boyer

Approved: Unanimously

Actions and Matters Arising from the meeting held on 9th April 2025

- 24/PC/121.1 Clerk to report to Committee at the next meeting having discussed with Enerveo

The Clerk had received advice from Enerveo that legislation¹ was in place for a parish to provide lighting if they so wished. There was no requirement that the council should provide street lighting. Any lighting should be correctly maintained and of the standard of the day.

Shinfield Parish Council (SPC) needs to establish whether they have entered into an agreement at anytime with Wokingham Borough Council (WBC) (or its predecessor) to become a lighting authority. If SPC are officially a 'Lighting Authority' then WBC could compel them to make repairs under s98 of the legislation.

It was recognised that Hyde End Road was currently poorly lit. This may improve if the planning application for the development East and West of Hyde End Road goes ahead but this would only be a small section of the road.

ACTION –

- Clerk to establish whether there is a formal agreement with WBC that SPC is a 'Lighting Authority'.
- Clerk to find out the cost of a new lighting column

- 25/PC/22.2 Clerk to apply to register a further three areas previously identified as 'Assets of Community Value'

The Clerk was due to have a meeting with Richard Alexander, WBC responsible for Assets of Community Value on 28th May.

ACTION – Clerk to update the committee on registering 'Assets of Community Value' at the next meeting

- 25/PC/23.1 Clerk to liaise with BCllr Glover regarding a formal response from WBC in respect of deeds of variation for S106

WBC have previously advised that they were installing a new system that would enable access to this information.

- 25/PC/36.3 Clerk to advise AOC regarding the pipeline in the area noted for the Spencers Wood Village Centre and to report back on progress at the next meeting

AOC had been informed regarding the pipeline. A draft set of proposals had been circulated earlier in the day. (see minute 25/PC/57.3 for further details)

¹ Initially under the Highways Act 1951 and now s97 of Highways Act 1980

25/PC/40.1 Clerk to share additional information with residents regarding planning application 250577

This had been done.

25/PC/40.2 Clerk to consider how to monitor reserved matters and S106 agreements and variations for major planning applications

As mentioned above, WBC advised they were installing a new system that would enable access to this information. (see also Minute 25/PC/53.4)

25/PC/41.1 Clerk to write to Cllr Fernandes regarding attendance at the committee meetings

This had been done.

25/PC/43.3 Clerk to feed back the additional comments on PA250517 to the consultant preparing the SPC response

This had been done, and comments had been submitted

25/PC/45.2 Clerk to request a progress report for RFS/2024/089113 The Lieutenants Cottage

A response had not yet been received from WBC.

ACTION - Clerk to request a progress report for RFS/2024/089113 The Lieutenants Cottage

25/PC/46.3 Clerk to write to Shinfield Infants and Nursery School regarding Lailey Path

The School confirmed that they had no objections with giving over the land to WBC for the path to be created, however, they had not yet had any formal request from WBC to do so. The Clerk had written to WBC suggesting that this could be progressed sooner rather than later.

25/PC/46.4 Clerk to conduct Land Registry checks for Woodcock Lane

This had been done. The land was showing as unregistered since Land Registry transactions were in place, therefore it was assumed that it belonged to WBC unless an owner came forward.

25/PC/46.4 Clerk to arrange an onsite meeting with WBC Countryside Officer regarding the condition of Woodcock Lane

Andy Glencross, Head of Environmental Services, WBC and Laura Buck, PRoW, WBC would initially have a meeting with SPC to discuss further.

ACTION – Deputy Clerk to arrange a meeting with WBC regarding Woodcock Lane

- 25/PC/47.1 Clerk to update the draft Neighbourhood Development Plan to include the prompts generated from the analysis of other plans

This had not yet been done.

ACTION - Clerk to update the draft Neighbourhood Development Plan to include the prompts generated from the analysis of other plans

- 25/PC/47.1 Clerk to arrange the next Neighbourhood Plan meeting for the Thursday following the June Full Council meeting

A meeting had been arranged for 26th June at 19.30

25/PC/53

Schedule of Deposited Plans

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

- 53.2 Planning application 233038 – Land East of Hayes Drive North of Three Mile Cross

There had been no decision published on this appeal.

Members considered that potential requests for S106 and WBC CIL should be drawn up in a five-year plan for future planning applications. Suggestions included a more challenging area for young adults, for example, Ninja/Parkour.

ACTION – Clerk to add five year planning requests for S106 and WBC CIL to the agenda of the Finance and General Purposes Committee

- 53.3 Planning Application 250517 – Land off Basingstoke Road to the south and west of Spencers Wood

There was nothing further to report at this time. It was suggested that SPC's response to the planning application be circulated on social media accounts to enable residents to be aware of the concerns of the Council.

ACTION – Clerk to arrange for the response to Planning Application 250517 to be published on SPC social media

- 53.4 Hall Farm/Loddon Garden Village

A meeting had been held on 1st May with neighbouring local councils to discuss potential joint working to monitor this application. Concern had been expressed regarding changes to planned infrastructure through S106 and CIL on other developments where the infrastructure differed from that originally promised. There had been discussion on requesting that the developers fund an independent monitoring officer who would check on progress on behalf of the town and parish councils. This post would need to be filled at the commencement of the development for this to be effective.

53.5 Planning Application 243135, Bismillah House, Brookers Hill

Concern had been expressed over the approval of this application as it was suspected that the premises were not being used for the purposes described. Reports had been received of many vehicles parked at the premises over night and leaving early in the morning; if this was a base for a transport company there should be an operator's licence to this effect. If this was a business base it contravened the purpose of the planning application and should be reported to WBC Enforcement.

ACTION – Clerk to investigate where there was an 'operator's licence' linked to the premises.

25/PC/54

Appeals

- 54.1 There had been one change noted from the previous month. PA242085, 95 Hyde End Lane, Ryeish Green, RG7 1ES, had been refused by Planning Inspectorate.

25/PC/55

Enforcement Notices

- 55.1 Closed Enforcement Notices

Three items deemed to have been "No Breach".

Three items had an application submitted

41 Appleby Walk RG7 1UZ

Sussex Lodge RG7 1BY

Unit 2, Wellington Industrial Estate RG7 1AW

One item had resulted in voluntary compliance

Members **NOTED** the report

- 55.2 Live Enforcement Notices

There had been six new cases this month.

RFS/2025/090264 - PA223088 – Bismillah House – site visit pending

RFS/2025/090265 - PA222154 – Bismillah House – site visit pending

RFS/2025/090266 – Bismillah House – site visit pending

RFS/2025/090278 – Unit 7, Heron Industrial Estate – investigation ongoing

RFS/2025/090304 – 37 Caribou Walk, RG7 1WR – investigation ongoing

Members **NOTED** the report

25/PC/56**Highways, Street Lighting and Footpath Matters****56.1 Footpath matters**

Cllr Masseron gave a verbal report and directed members to the Rambler's report that had been published in the SPC newsletter. The Ramblers were carrying out work on the footpaths and the Council acknowledged the excellent work that was undertaken.

Investigations were underway to ascertain how to access funding through 'My Journey' in order that proposals in the Local Active Travel Plan can get underway.

56.2 Traffic Working Party

Cllr James and the Clerk had held an online meeting with BCllr Alder on 9th May. This revisited the various concerns and issues the traffic working party had experienced. Issues raised were lack of communication from WBC Highways Officer and a general lack of progress.

The speed limit reduction on Hollow Lane and Arborfield Road, from 40mph to 30mph, had now been approved.

56.3 Lailey Path / Hyde End Road footpath

See minute 25/PC/52.2 (46.3)

56.4 Woodcock Lane

See minute 25/PC/52.2 (46.4)

25/PC/57**Renewal of Neighbourhood Development Plan (SPNDP)****57.1 Neighbourhood Development Plan Project Group**

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

57.2 Assets of Community Value (ACV)

See minute 25/PC/52.2 (22.2)

57.3 Spencers Wood Village Centre

There was a discussion about the need and potential for a Spencers Wood Village Centre and this was linked to the proposed Body's Farm to which the council had objected. It was agreed that the public's views on such a potential Village Centre should be sought as a first step.

ACTION –

- Clerk to write an article, to be agreed by members of this Committee, for the SPC Newsletter to gauge the opinion of local residents
- Clerk to add to the agenda of the Neighbourhood Plan Working Party

Correspondence

58.1 West Berkshire Local Plan

Members **NOTED** the article in Newbury Today regarding the West Berkshire Local Plan

58.2 Update on local SANG charges

Members **NOTED** the report on local SANG charges.

58.3 Request for an extension of a footpath on Bloomfield Hatch Lane to MereOak Park and Ride

A resident from Grazeley had sent in a request for the footpath on Bloomfield Hatch Lane to be extended to the MereOak Park and Ride. Currently the footpath stops abruptly. This would provide multiple benefits to the village by

- enabling residents in Grazeley increased access to public transport that currently is very limited
- creating a safe walking route to access the bus network
- providing additional parking for school drop off, thereby reducing congestion in the village
- promoting active travel contribution to improved public health and well-being within the community

The distance from where the path stops to MereOak is approximately 950m. There are no obvious existing footpaths that could be used.

ACTION –

- Clerk to forward the request to WBC and copy in BCIIs
- Clerk to inform the resident accordingly

58.4 Traffic Regulation Orders – article in RDG.Today

The proposed change to the speed limit on Hollow Lane and the A327 Arborfield Road in Shinfield had now been approved and would be implemented in due course.

Members **NOTED** the article in RDG.Today regarding TROs

58.5 Invitation to Comment on the Lambourn Neighbourhood Development Plan: Consultation on the Strategic Environmental Assessment and Habitats Regulations Assessment

ACTION – Clerk to send the link to Members

58.6 Planning Application 250590 – 52 Oatlands Road

This application had now been approved and it was **NOTED** that the residents were unhappy about the decision.

58.7 'No Fly Zones'

Cllr Boyer reported that there was a 24 hour 'No Fly Zone' over Shinfield Studios and the surrounding area.

25/PC/59

Date of the next meeting

59.1 The date of the next meeting will be Wednesday, 11th June 2025

The meeting ended at 21:27

DRAFT

List of Actions

25/PC/52.2

24/PC/121.1	Clerk to establish whether there is a formal agreement with WBC that SPC is a 'Lighting Authority'.	Clerk
24/PC/121.1	Clerk to find out the cost of a new lighting column	Clerk
25/PC/22.2	Clerk to update the committee on registering 'Assets of Community Value' at the next meeting	Clerk
25/PC/45.2	Clerk to request a progress report for RFS/2024/089113 The Lieutenants Cottage	Clerk
25/PC/46.4	Deputy Clerk to arrange a meeting with WBC regarding Woodcock Lane	Deputy Clerk
25/PC/47.1	Clerk to update the draft Neighbourhood Development Plan to include the prompts generated from the analysis of other plans	Clerk
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	Clerk
25/PC/53.3	Clerk to arrange for the response to Planning Application 250517 to be published on SPC social media	Clerk
25/PC/53.5	Clerk to investigate whether there was an 'operator's licence' linked to the premises of Bismillah House, Brookers Hill	Clerk
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	Clerk
25/PC/57.3	Clerk to add to the agenda of the Neighbourhood Plan Working Party, the proposed Spencers Wood Village Centre	Clerk
25/PC/58.3	Clerk to forward the request of an extension to the path from Bloomfield Hatch Lane to Mere oak to WBC and copy in BCllrs	Clerk
25/PC/58.3	Clerk to inform the resident who requested an extension to the path from Bloomfield Hatch Lane to Mere oak, that this would be raised with WBC	Clerk
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	Clerk

Minutes of a meeting of
Staffing Committee
Held on Wednesday 21st May 2025
At School Green Centre commencing at 19.30

Present: Cllrs Masseron, Montgomery & Peer (Acting Chair)

Attending: B Winton (Clerk)

25/SC/19 Public Questions

19.1 There were no public questions.

25/SC/20 Apologies and declarations of Members' Interests

20.1 Apologies had been received from Cllrs James & Tatla

20.2 There were no declarations of members' interests.

25/SC/21 Minutes of Previous Meetings

21.1 The minutes of the committee meetings on 19th March 2025 were approved as a correct record and signed as such by Cllr Peer (as acting Chair for the meeting).

Proposed: Cllr Masseron
Seconded: Cllr Montgomery
Approved: Unanimously

25/SC/22 Actions and Matters Arising

22.1 There were the following matters arising:

25/SC/14.2 Clerk to arrange implementation of the cycle to work scheme.

To date no staff had taken up this scheme.

- 25/SC/15.3 Clerk to update Appraisal form to include consideration of career progression

This had been done.

- 25/SC/17.1 Clerk to prepare a draft updated Equality, Diversity and Inclusion Policy

This had been done and was on the agenda at item 7.1 (see minute 25/SC/26.1)

25/SC/23

Staffing Update

Staffing Matters Update

- 23.1 The Clerk provided a verbal report on staffing matters not otherwise covered on the agenda.

The Clerk made particular note that the new Facilities Team was settling in very well. He advised that he was discussing a possible internship over the summer with a student who had previously spent time with the council as a work experience student.

Members **NOTED** the report.

- 23.2 Staffing Resilience

The Clerk presented a request for an additional 16 hours of administrative employment to increase the resilience of across the Council's employees. The cost to the Council would be £13,500 per annum. This position would be advertised internally.

Members **AGREED** to recommend the proposal to Full Council

Proposed: Cllr Masseron
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to add the proposal for additional administrative resilience to Full Council agenda

25/SC/24 Training & Development

- 24.1 Training since last meeting
- 2 staff have started the ILCA training course
 - 1 Councillor attend 'Latest Updates in Planning' – 02/04/2025
 - 1 Councillor attended 'Personal Security Briefing' – 02/04/2025
 - The Customer Care Team Supervisor was continuing to train Customer Care Team Members internally, updating them on systems and procedures
 - The clerk had just completed his second set of study days for his Level 4 Community Governance course
- 24.2 Future Training
- 1 Councillor is booked on a NALC 'Planning for the future' course

25/SC/25 Security Matters

- 25.1 Staff Security
- The Clerk advised that there were no specific reports directly affecting staff. He advised that what was now referred to Martyn's Law had come into effect and School Green Centre would be covered by the legislation which required security measures to be put in place for buildings where 200 or more people present at the same time was a possibility. The Clerk was already working on those arrangements.
- 25.2 Anti-Social Behaviour
- The Clerk advised that there were no recent incidents to report on.

25/SC/26 Equality, Diversity and Inclusion Policy

- 26.1 The Clerk had drawn up an Equality, Diversity and Inclusion Policy that had been based on that recently adopted by Wokingham Borough Council. It was the intention that this would become part of a four-year cycle to formally review and update all council policies.

Members **AGREED** to recommend the policy to Full Council

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to add the draft Equality, Diversity and Inclusion Policy to the agenda for Full Council

25/SC/27

Date of Next meeting

27.1 The date of the next meeting was the Wednesday 16th July 2025

The Meeting ended at 20.40

DRAFT

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

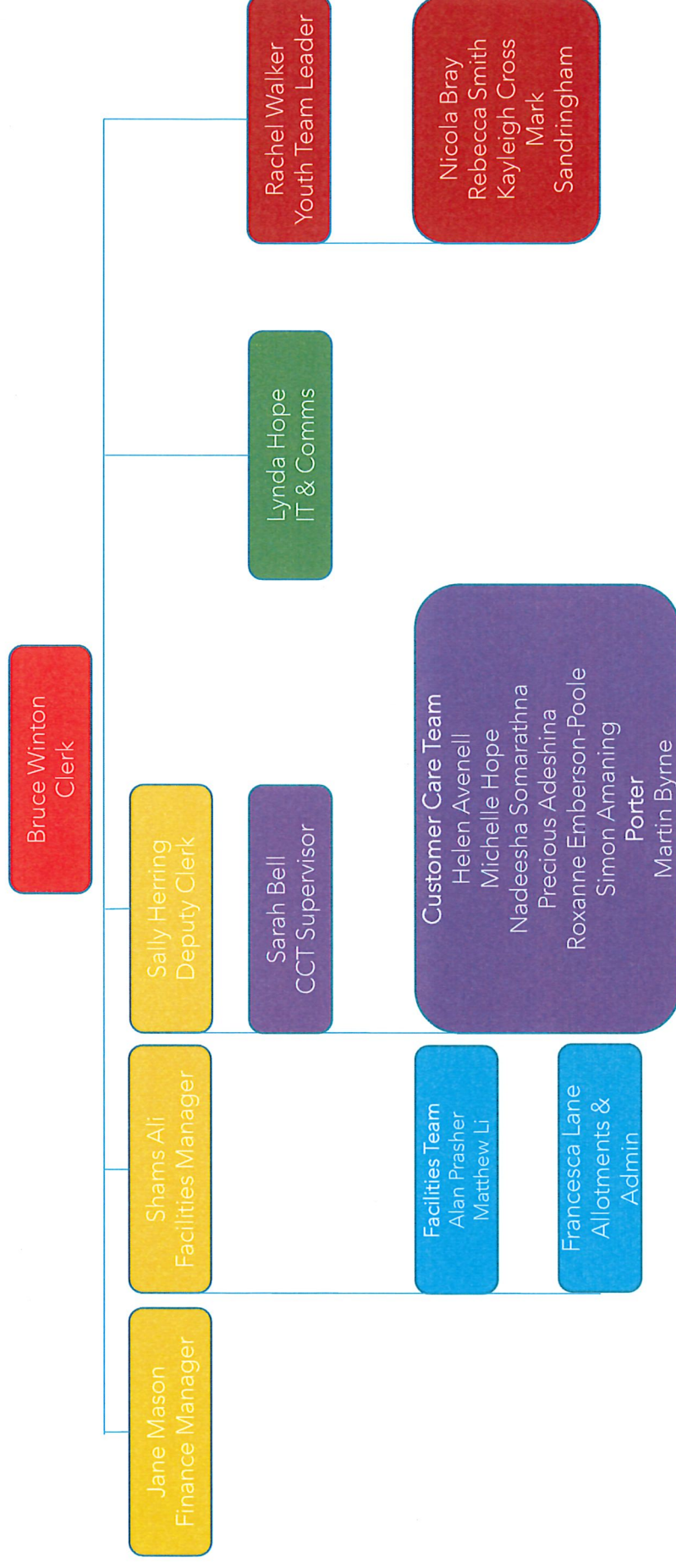
Our goals and objectives:

- 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 four years and will adjust as laws and regulations change.

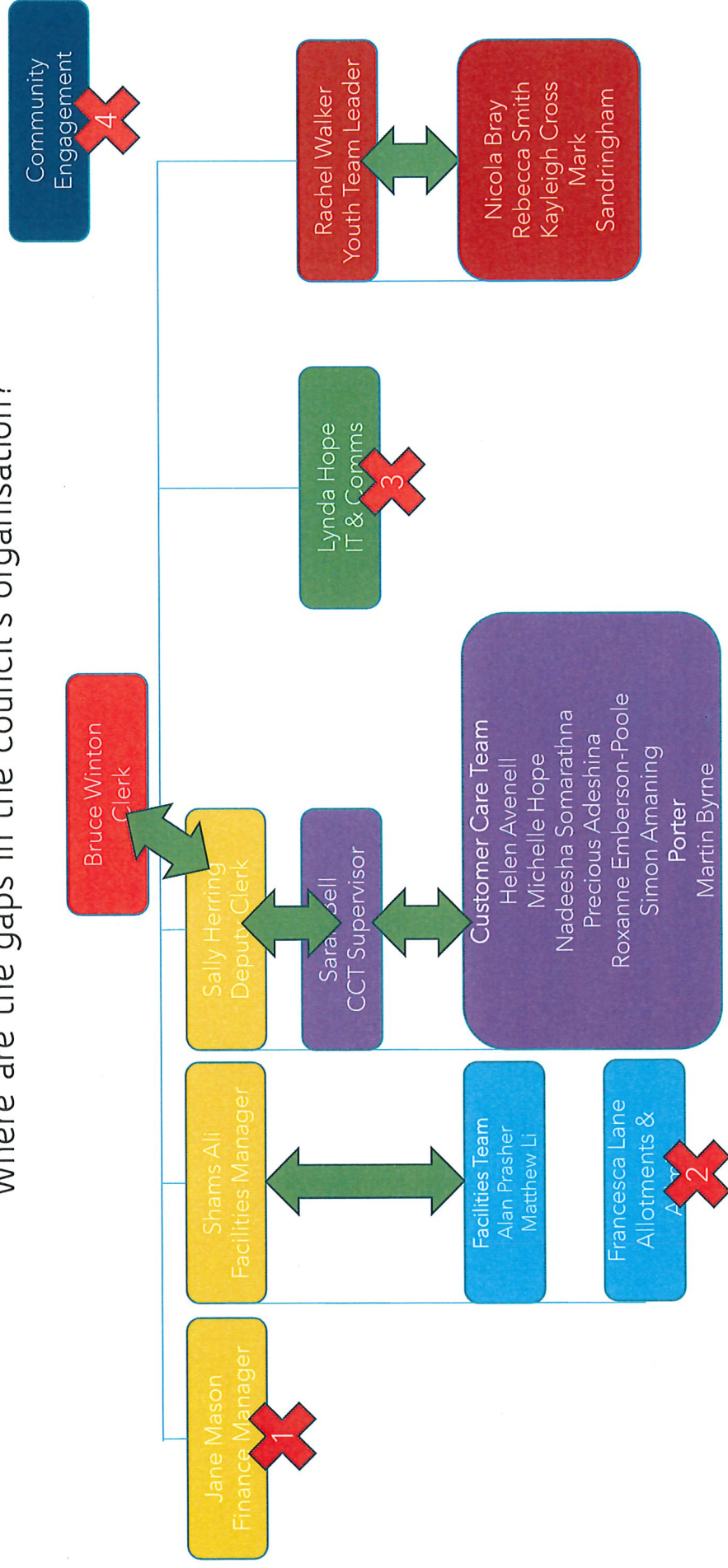
Organisation Chart

May 2025



Resilience Assessment

Where are the gaps in the council's organisation?



Proposal

- Develop a new role of Customer Care Team - Senior Team Member
- Role to be 16 hours per week
- Objective to increase resilience across the team

Resilience Opportunities

1 - Finance Cover

- What would happen
 - Customer Care Team – Senior Team Member (CCT-STM) could take over routine invoicing for hall hires
 - In practice CCT knows what needs to happen but has to ask Finance Manager to do the work which adds in an avoidable step to the process
 - This would NOT be a managerial role but they would oversee shift cover etc.
 - Additionally, they could learn how to do routine invoice payments and become backup for payroll
 - CCT Supervisor would also learn how to do this
- Benefits
 - Finance Manager has more time to provide management accountability support for Council including reports for committees
 - Room hires process becomes more efficient

Resilience Opportunities

2 - Allotments Cover

- What would happen
 - CCT-STM learns how to use the Allotments module on Rialtas
 - Allotments Officer works part time so this would extend the number of hours of live support provided over the week
- Benefits
 - Resilience on Allotment issues increased and service to allotment holders improved

Resilience Opportunities

3 – Media & Comms Cover

- What would happen
 - Additional support from CCT-STM frees up Allotments Officer to have a dedicated part of her job supporting IT & Comms Officer
 - This could include dedicated time on the Public Art process dealing with enquiries
 - Provides better opportunities for utilising the Allotments Officers artistic abilities
 - Means more time available for IT & Comms Officer to develop and deliver Media Strategy for the council
- Benefits
 - Resilience on communications issues
 - More focus on Media Strategy

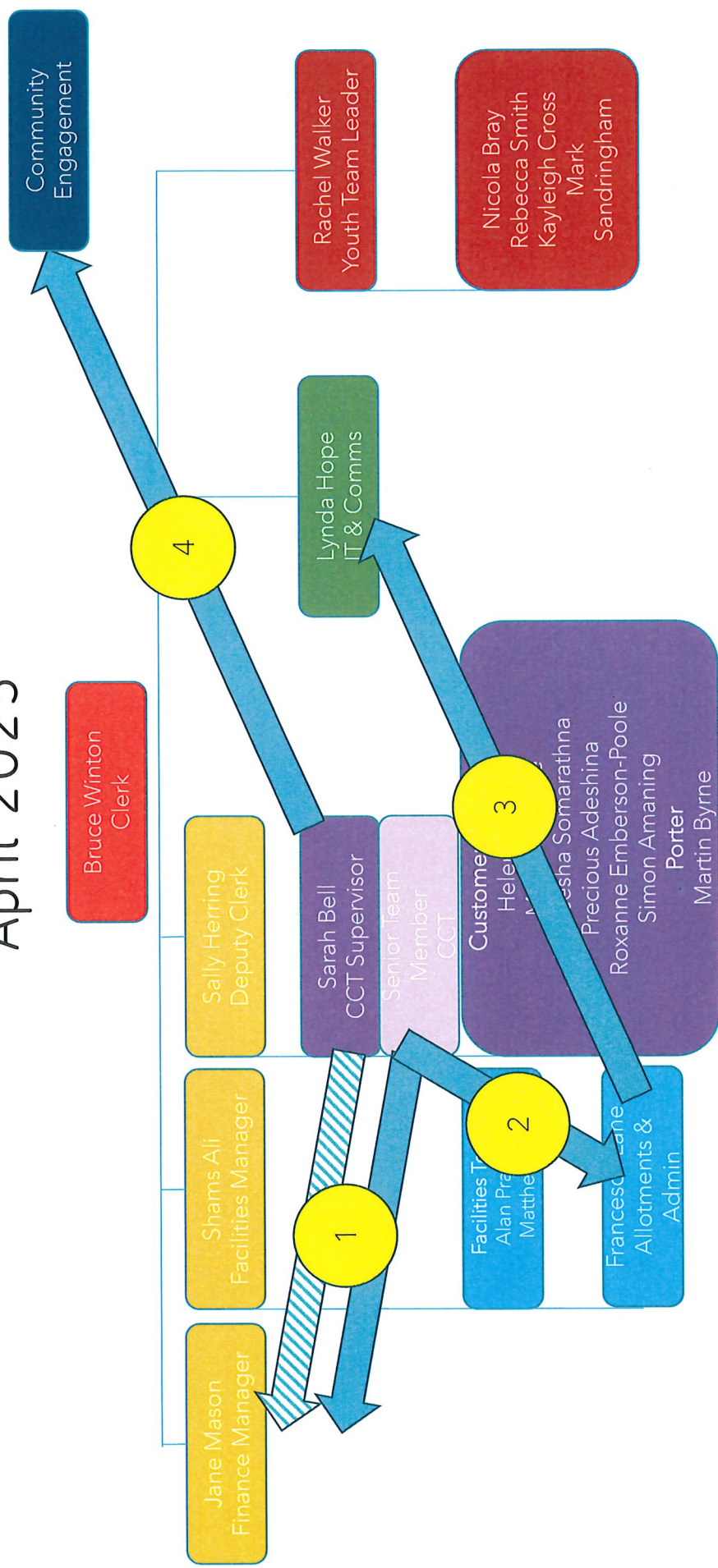
Resilience Opportunities

4 - Community Engagement

- What would happen
 - Additional support from CCT-STM frees up CCT Supervisor to take on additional responsibilities for Community Engagement
 - This would include
 - Assisting the council to achieve community engagement projects e.g. Shinfield North
 - Promoting and marketing the council's room hire business more proactively
- Benefits
 - More meaningful community engagement
 - More strategic development of room hire business

Additional Resilience Opportunities

April 2025



Summary

- Although relatively modest in terms of total hours required (which would be an additional and currently unbudgeted cost to the council of £13,500 per annum) this provides more hours each week for key positions to provide resilience training and experience

Ref	Date Paid	Payee Name	Amount Paid (Inc VAT) £	Description
001	01/04/2025	Lloyds Bank plc	10.15	Fees £8.50 & Charges £1.65
002	01/04/2025	Wokingham Borough Council	41.16	Business Rates 1/10th April - Millworth Pavilion
003	01/04/2025	Wokingham Borough Council	158.85	Business Rates 1/10th April - Spencers Wood Pavilion
004	01/04/2025	Wokingham Borough Council	191.10	Business Rates 1/10th April - The Manor
005	01/04/2025	Wokingham Borough Council	1,218.50	Business Rates 1/10th April - School Green Centre
006	02/04/2025	British Gas Lite	421.31	Electricity - Manor Pavilion Feb-Mar 1 month
007	02/04/2025	IRIS Software Limited	55.20	Mthly Charge for Payroll System - March
008	02/04/2025	PPL PRS Ltd	695.44	PPL PRS (Music)Licence 2025
009	03/04/2025	Reading Gateway PCC	100.00	Grant for Easter Event
010	03/04/2025	A & E Fire & Security	1,022.52	Fire Maintenance Checks
011	03/04/2025	SmartestEnergy Ltd	2,665.77	Electricity - High Copse February
012	03/04/2025	Arthur J Gallagher Insurance B	87.84	Additional Premium for year (part)
013	03/04/2025	TotalEnergies Gas & Power Lim	855.73	Gas High Copse Pavilion - December to March
014	03/04/2025	SPY Alarms	288.00	SGC - CCTV update & new batteries fitted - Intruder Alarm x 2
015	03/04/2025	E T Planning Ltd	1,800.00	Fee for Drafting Letter
016	03/04/2025	Cockburn Building & Groundwor	3,600.00	Deposit for Ground Works & Connections - Millwoth Lane Toilets
017	07/04/2025	FibreNest	37.00	The Manor - Broadband April
018	15/04/2025	HM Land Registry	7.00	Land Registry Enquiry
019	15/04/2025	BP Pulse Chargecard	7.85	Fuel Card Fee for Van April
020	16/04/2025	Air It Limited	31.82	Phones - Car Scheme - April
021	16/04/2025	Air It Limited	31.82	Pre School Phones - April
022	16/04/2025	Air It Limited	1,211.99	Fit Out Communications Completion - High Copse
023	16/04/2025	Air It Limited	56.27	Internet - Spencers Wood Pavilion - April
024	16/04/2025	Air It Limited	56.27	Internet - School Green Centre - April
025	16/04/2025	Air It Limited	424.92	Datto Cloud April
026	16/04/2025	Air It Limited	79.20	Web Security - April
027	16/04/2025	Air It Limited	1,438.42	Managed It Support - April
028	16/04/2025	Air It Limited	1,385.70	Microsoft 365- April
029	16/04/2025	Absolute Brilliance Cleaning	5,091.70	Cleaning - School Green Centre - April
030	16/04/2025	Absolute Brilliance Cleaning	1,784.80	Cleaning - Spencers Wood Pavilion - April
031	16/04/2025	Absolute Brilliance Cleaning	281.04	Cleaning - Manor Pavilion - April
032	16/04/2025	Absolute Brilliance Cleaning	228.00	Cleaning - High Copse Pavilion - April
033	16/04/2025	Pear Technology Services Ltd	300.00	Annual Subscription for Mapping Support
034	16/04/2025	Zip Heaters (UK) Ltd	1,804.04	Replacement Hydroboil Water Heater - SGC Kitchen
035	16/04/2025	Kreatif Design Ltd	59.99	Web Hosting April
036	16/04/2025	Rialtas Business Solutions Ltd	534.00	Allotments System - 1 year
037	16/04/2025	Rialtas Business Solutions Ltd	1,969.20	Cashbook, Sales, Purchase Ledger - 1 year
038	16/04/2025	Rialtas Business Solutions Ltd	716.40	Bookings System - 1 year
039	16/04/2025	Rialtas Business Solutions Ltd	139.20	Vat Returns
040	16/04/2025	Rialtas Business Solutions Ltd	4,430.40	Rialtas Cloud Fee - 1 year
041	16/04/2025	Rialtas Business Solutions Ltd	318.00	Asset Register
042	16/04/2025	Nigel Jeffries Landscaping Ltd	2,150.40	March Grass Cutting (2x)
043	16/04/2025	Thames Valley Signs (berkshire	321.84	VE Day Banner
044	16/04/2025	A & E Fire & Security	1,307.56	Fire Safety Equipment
045	16/04/2025	Imagin Products Ltd	29.88	Facilities ID Badges
046	16/04/2025	Josh Chamberlain Arborist	400.00	Remove Bay Tree - Allotment at Recreation lane
047	16/04/2025	Office Depot International (UK	133.50	Litter Pick Refreshments
048	16/04/2025	TotalEnergies Gas & Power Lim	224.36	Adjustment for Actual Reading - High Copse
049	16/04/2025	Fcc Recycling (UK) Ltd (RE3)	116.63	Waste Disposal (Council Van) 27th March
050	16/04/2025	Chemassist International Ltd	211.20	Heavy Duty - Urinal Treatment
051	16/04/2025	White Horse Contractors	16,680.00	Stitch Two new (artificial) Cricket Pitches at Manor
052	16/04/2025	Smartwater Testing Limited	162.00	Legionella Testing Kit (Facilities)
053	16/04/2025	Alphabet (GB) Ltd	397.65	Van Rental April
054	22/04/2025	Telefonika UK Ltd	281.16	Mobile Phones - April (Office 4 & Facilities 4)
055	23/04/2025	Peninsula Business Services	475.42	Monthly HR - Contract Fee April 2025
056	23/04/2025	Everflow Utilities	3,814.05	Water April - June - School Green Centre (2 meters)
057	23/04/2025	Everflow Utilities	87.77	Water May - June - Spencers Wood Pavilion
058	23/04/2025	Everflow Utilities	9.09	Water April - June - Millworth Pavilion
059	23/04/2025	Everflow Utilities	455.13	Water April - June - Allotments
060	28/04/2025	Select Environmental Services	2,084.45	February Litter Bins
061	28/04/2025	Select Environmental Services	267.75	Large Bins - SGC - March
062	28/04/2025	Select Environmental Services	44.83	Large Bins - Manor - March
063	28/04/2025	Select Environmental Services	85.42	Large Bins - Spencers Wood Pavilion - March
064	28/04/2025	Select Environmental Services	82.27	Large Bins - Millworth Pavilion - March
065	28/04/2025	Select Environmental Services	1,995.74	March Litter Bins
066	28/04/2025	Select Environmental Services	89.67	Large Bins - High Copse Pavilion - March
067	28/04/2025	Air It Limited	337.75	Telephones SGC - April 2025
068	28/04/2025	Castle Water Limited	15.35	Water Millworth Pavilion
069	28/04/2025	E T Planning Ltd	1,800.00	Drafting Planning Letter - stage 2

Ref	Date Paid	Payee Name	Amount Paid (Inc VAT) £	Description
070	28/04/2025	Wokingham Borough Council	2,310.00	Summer Trip - North Shinfield
071	28/04/2025	A & E Fire & Security	312.53	Fire Alarm Monitor - High Copse Pavilion
072	28/04/2025	Enerveo Ltd	342.58	Street Lighting Maintenance & Checks - 1 Year
073	28/04/2025	Office Depot International (UK	88.64	Stock Batteries - High Copse
074	28/04/2025	Thames Valley Signs (berkshire	138.14	Window Graphics SGC Office
075	28/04/2025	SmartestEnergy Ltd	2,698.77	March 2025
076	28/04/2025	Davis Track Hire	3,144.00	Tracking Panels Millworth Lane (Tennis Club Toilets)
077	28/04/2025	British Gas Lite	1,668.12	Electricity - 6 Mar - 14 April - School Green Centre (north)
078	28/04/2025	British Gas Lite	30.36	Electricity - External Meter School Green - 13 Mar to 12 April
079	28/04/2025	British Gas Lite	859.10	Electricity - March / April 2025 - Spencers Wood Pavilion
080	28/04/2025	British Gas Lite	739.51	Electricity - 6 Mar - 14 Apr- School Green Centre (south)
081	28/04/2025	British Gas Lite	66.33	Electricity - Mar - Apr - Millworth Pavilion
082	30/04/2025	Employees	23,961.85	Net Pay - Employees April
083	01/05/2025	HMRC paye	8,793.13	PAYE & NI Contributions - April
084	01/05/2025	Wokingham Borough Council	291.01	Attachment of Earnings - April
085	01/05/2025	Wokingham Borough Council	42.00	Business Rates 1/10th April - Millworth Pavilion
086	01/05/2025	Wokingham Borough Council	157.00	Business Rates 1/10th April - Spencers Wood Pavilion
087	01/05/2025	Wokingham Borough Council	195.00	Business Rates 1/10th April - The Manor
088	01/05/2025	Wokingham Borough Council	1,223.00	Business Rates 1/10th April - School Green Centre
089	01/05/2025	IRIS Software Limited	55.20	Monthly Fee - April 2025
090	01/05/2025	Information Commissioners Off	73.00	Annual Fee - Registration with the ICO
091	02/05/2025	British Gas Lite	556.93	Electricity - 16 Mar - 16 April - The Manor
092	06/05/2025	Lloyds Bank plc	20.08	Fee £8.50, Charges £11.58
093	07/05/2025	Nest Pension	2,342.11	April Pension Contributions
094	08/05/2025	FibreNest	37.00	The Manor - Broadband May
095	12/05/2025	CCLA Public Sector Dep Fund	67,000.00	Investment for Repairs Fund
096	15/05/2025	EDF Energy	2,286.44	Electricity - High Copse -Pavilion - April 2025
097	15/05/2025	BP Chargemaster	7.85	Fuel Card Fee for Van May
098	16/05/2025	Alphabet (GB) Ltd	397.65	Long Term Rental - Van - May 2025
099	16/05/2025	Castle Water Limited	1,996.31	The Manor - Water - Sept 2023 Apr 2025
100	16/05/2025	Arco Limited	217.06	Hi-Vis Waistcoats
101	16/05/2025	AOC Architecture Ltd	1,599.19	Ongoing support cafe project
102	16/05/2025	Project Audio Visual	1,398.00	Install Speakers and Associated Hardware at Spencers Wood Pavilion
103	16/05/2025	Alexandra	109.92	Green Polo Shirts - Facilities Team
104	16/05/2025	Office Depot International (UK	352.12	Wall Clock for Hall
105	16/05/2025	Fresh Berkshire Ltd TA Crumbs	150.00	Crafting Sessions 30th May
106	16/05/2025	Select Environmental Services	1,995.74	April Litter Bins
107	16/05/2025	TotalEnergies Gas & Power Lim	306.50	Gas - High Copse April
108	16/05/2025	MCFT Food Equipment Service	618.42	Call Out to Cafe Dishwasher
109	16/05/2025	Vanity Construction Group Ltd	3,159.16	Deposit - Kitchen Hatch Café Adaptations
110	16/05/2025	Larkstel Ltd	9,621.98	Maintenance Pitches (£7.8k - Dressing Annual) & Outfield & Open Space (£1.8k monthly)- The Manor
111	16/05/2025	Kreatif Design Ltd	81.60	Mthly Web Charge May
112	16/05/2025	Absolute Brilliance Cleaning Ltd	5,694.18	Cleaning - School Green Centre - April
113	16/05/2025	Absolute Brilliance Cleaning Ltd	1,867.10	Cleaning - Spencers Wood Pavilion - April
114	16/05/2025	Absolute Brilliance Cleaning Ltd	422.42	Cleaning - High Copse Pavilion - April
115	16/05/2025	Absolute Brilliance Cleaning Ltd	414.46	Cleaning - Manor Pavilion - April
116	16/05/2025	Ricoh UK Ltd	591.73	Rental Equipment & Copies (3mth)
117	16/05/2025	SLCC Enterprises Ltd	61.20	Community Governance May
118	16/05/2025	Nigel Jeffries Landscaping Ltd	2,150.40	Grass Cutting April (x2)
119	16/05/2025	Reading Scottish Pipe Band	500.00	Balance of Fee for Pipe Band for VE80 Day
120	20/05/2025	British Gas Lite	-211.60	Credit for Electricity - Ryeish Pavilion - Final
121	20/05/2025	Youth Volunteer	100.44	Reimbursement for Purchase Youth Club Tuck
122	20/05/2025	Telefonika UK Ltd	388.06	Mobile Phones - May (Office 4 & Facilities 4)

223,119.19

Abbreviations

SGC School Green Centre
SWP Spencers Wood Pavilion

Ref	Date Paid	Supplier	Amount Paid (inc VAT) £	Description
001	01/04/2025	Scale Lane Printers	26.27	Duplicate Receipt Books for Reception
002	02/04/2025	Rusha Tech Ltd	54.89	Youth Club Activities - Nintendo Joy Stick
003	06/04/2025	Adobe	56.98	IT Subscription - Creative Cloud - April
004	09/04/2025	Amazon EU	37.29	Command Hanging Strips for Buildings
005	09/04/2025	Amazon EU	7.99	Micro SD Card for Mobile Reception Screen
006	09/04/2025	Intuit Mailchimp	42.22	IT Subscription (Mailing Newsletter) - April
007	11/04/2025	Planning Portal	562.20	Building Control Application - School Green Centre Café - BC-13891527
008	11/04/2025	Amazon EU	33.98	2 x Cases for Office Mobile Phones
009	11/04/2025	Amazon EU	19.98	2 x Cases for Office Mobile Phones
010	14/04/2025	Currys Group (Online)	17.99	Lightening Cable - Transfer Data from old phone - Facilities
011	23/04/2025	SLCC Enterprises Ltd	144.00	Training ILCA - Bookings Supervisor
012	23/04/2025	Amazon EU	16.99	Youth Club Activities - Table Tennis Sets
013	26/04/2025	Arfy Business Ltd	23.99	Facilities - Stock of Ant Bait Stations for all sites
014	26/04/2025	Amazon EU	17.98	DVDs for Cinema Showings
015	28/04/2025	British Garden Centres	107.49	Gas Cylinder for Beacon
				Specialist Plant Insurance required for Tracking used
016	28/04/2025	JCB Insurance	453.36	at Millworth Lane to protect grass from crane - Millworth Lane Toilets
017	28/04/2025	Costco	42.00	Costco Membership for Youth Club Tuck
018	29/04/2025	British Garden Centre	107.49	Second Gas Cylinder - Beacon
019	29/04/2025	GuitarGuitar	44.98	Stand for Microphone
020	29/04/2025	GuitarGuitar	594.02	Microphone and Speaker
021	30/04/2025	Amazon EU	29.98	DVDs for Cinema Showings
		Total	2,442.07	

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

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