

## Minutes of a meeting of Shinfield Parish Council held on Monday 14 September 2015 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs P Emmet, J Greenway, A Grimes, C Hughes, P Hughes, I Montgomery, C Moore, D Peer, R Pike.

Attending: S Roberts (Clerk), K Hughes (Assistant Clerk), B/Cllr B Patman, J English (resident), M Cheema (resident), R Moore (resident).

### 15/45 Public questions

Mrs R Moore asked the parish council to support a request to Wokingham Borough Council to reconsider its proposal to increase the cost of daily parking tickets at Winnersh Triangle Station car park from £2 to £4 per day.

B/Cllr Patman reported that he was aware of the proposal to raise the parking charges. The Clerk was asked to raise the matter to Matt Davey at Wokingham Borough Council.

Cllr Moore declared an interest in this question, as a user of the station car park.

### 15/46 Apologies and declarations of members' interests

46.1 Apologies were received and accepted from Cllr J Greenway, due to illness.

46.2 Cllr Moore declared an interest, as specified in 15/45.

46.3 There were no changes to members' declaration of pecuniary interests.

Mrs J English introduced herself to members and expressed an interest in finding out more about joining the council.

Mrs M Cheema introduced herself to members and expressed an interest in finding out more about joining the council.

The Chairman reported that the parish council had completed on the purchase of the Royal British Legion site, and the sale and 125 year lease back of the site, at a peppercorn rent, from the University of Reading.

Cllr Peer asked members to thank Cllr P Hughes and Cllr Grimes for the enormous amount of work they have put into this process.

### 15/47 Minutes

47.1 It was proposed and **RESOLVED** that the minutes of the council meeting held on 13 July 2015 were a correct record of the meeting and these were signed by Cllr P Hughes.

#### 47.2 Matters arising:

##### 47.2.1 Telephone charges

The Clerk reported that some significant savings to the phone charges and line rental for the phone services at the parish hall and for the CCTV data have been achieved, and should be reflected in the next quarterly billing. She thanked the Assistant Clerk for her help with this work.

#### 47.2.2 Meeting with WBC Highways team

Cllr P Hughes reported that he and a number of members had met with Matt Davey to raise issues around parking. He reported on a meeting with Chris Easton, John Spurling and Manpreet Kanda to discuss matters around the Draft Neighbourhood Development Plan.

#### 47.2.3 Finance Regulations

The Clerk confirmed that minor changes to the finance regulations have been completed and that new paper copies will be issued to members to add to their green files.

#### 47.2.4 New Councillor Training

Cllr P Hughes reported that he and a number of members have recently attended a councillor training session run by through the Berkshire Association of Local Councils. He recommended the course to all members, new and experienced councillors alike. He reported on a very good chairmanship training session that he and Cllr Peer have recently attended.

#### 47.2.5 Health and Safety Training

Cllr P Hughes reminded members that the members' Health and Safety Training is scheduled for Thursday 17 September from 7 until 9pm.

#### 47.2.6 Sports consultation

Cllr P Hughes reported that there had been 295 responses to the sports consultation that WBC carried out. He reported that a master plan for the Ryeish site is currently being drawn up. He reported that five parties have expressed an interest in running the leisure centre.

#### 47.2.7 Langley Mead presentation

Cllr C Hughes reported that all local and cluster schools have been invited to attend a presentation by the University of Reading and EPR consultancy from 4 until 6pm on 22 September. Members are invited to attend if they wish.

#### 47.2.8 Code of Conduct

The Clerk confirmed that the new Code of Conduct was circulated at the last meeting, to replace the copy in the members' green files.

#### 47.2.9 Bus shelters

Cllr Clarke asked about item 21.4.4 – a reference to the new bus shelter on Hollow Lane. The Assistant Clerk reported that this was a minute error and the shelters should be the Chester style, and not the Arun style.

#### 47.2.10 HGV CCTV

The Clerk reported that no further update on the Church Lane HGV CCTV has been received from WBC.

#### 47.2.11 Pensions auto-enrollment

The Clerk noted that the Finance and Staffing Committee will consider this matter.

#### 47.2.12 Homes in Multiple Occupation (HMO's)

Cllr P Hughes reported that Wokingham Borough Council is in the process of developing a policy on HMOs.

- 47.3 It was proposed and **RESOLVED** that the minutes of the extraordinary council meeting held on 20 August 2015 were a correct record of the meeting and these were signed by Cllr P Hughes.

#### 47.4 Matters arising:

47.4.1 Cllr Pike asked about the reduction in the money that the borough council was putting towards the RBL project. Cllr P Hughes reported that there was a 'global pot' of funds to cover a number of projects, including the Ryeish sports provision and the community centre. He reported that a number of discussions had been held with the borough council to understand the sums of money in this pot. Cllr Pike expressed concern that the parish council was being blamed for changing the scope and scale of the project when it has only asked for the location of the site for the community building to be changed. Members agreed that the parish council has not asked for the value, scale or scope of the project to be changed.

Cllr Grimes reported that, following discussion with the borough council, it has become apparent that the obligation on the borough council is to deliver a community centre of 560 Sq M and not 1,000 Sq M, which makes the project more financially viable.

Cllr P Hughes confirmed that the building has been insured.

**Reports****48.1 Chairman's report**

- 48.1.1 Cllr P Hughes reported that the Clerk has passed her Certificate in Local Council Administration (CiLCA) qualification. Cllr P Hughes proposed and members APPROVED that the Clerk be refunded the cost of the CiLCA fee.
- 48.1.2 He reported that there have been a number of meetings to revise elements of the Draft Neighbourhood Development Plan, which it is hoped will be resubmitted to WBC by the end of this month.
- 48.1.3 He reported that three members and the Assistant Clerk attended a presentation at WBC on the Community Infrastructure Levy (CIL) at the end of July.
- 48.1.4 He reported on a meeting with Shinfield United Charities held on 20 August, with Cllrs Peer and Grimes and the Clerk, to discuss the lease on the parish hall and options for linking a new building with the current site.
- 48.1.5 He reported that a number of members had visited the Acorn Centre in Woosehill, Wokingham, to view the community centre and understand how the running costs of the building are funded.
- 48.1.6 He reported on the Community Forum meeting held on 9 September. He reported on the presentation from Hochtief on the Eastern Relief Road. He reported that the work was on target for completion, but that there had been some changes to the proposed timing of the motorway over-bridge.
- 48.1.7 He reported that the prize giving for the council's annual front garden competition will be held on Wednesday 16 September.
- 48.1.8 The Assistant Clerk circulated a sign-up sheet for volunteers to staff the council's stall at the Spencers Wood Carnival on Saturday 19 September.
- 48.1.9 He reported on the Remembrance Day Service, which will be jointly run by the St Mary's Church and Baptist Church ministers.

**48.2 Borough Councillors' Report**

B/Cllr Patman apologised for the absence of the other borough members, who had conflicting meetings.

He reported that the civil parking enforcement project is going to WBC Executive for approval, and that it will take an anticipated one to two years for the consultation and the Traffic Regulation Orders (TROs) to be determined.

He reminded members that the planning consent for the West of Shinfield had been determined at appeal, and that the requirement for the community centre was part of this consent. Cllr Peer asked why greater consideration into accurate costings for providing such a building had not been given. Members discussed the matter.

*B/Cllr Patman left the meeting at 20:30 hrs.*

**48.3 Committee Reports****48.3.1 Finance and Staffing**

Cllr Montgomery reported on a meeting of the committee held on 23 July 2015.

He reported that the cost savings on the telephone bill had been identified.

He reported on the grants, that a query over Readibus and Keep Mobile had been resolved, and noted that the Shinfield Voluntary Car Service are unable to transport passengers in wheelchairs, and this service is provided by both Keep Mobile and Readibus. He reported that a grant request for a kissing gate is being followed up under Section 106 funding. He reported that the Mobile Information Centre (MICE) Bus will be visiting School Green twice a month and Frensham Green once a month.

He highlighted the recommendation from the internal auditor to re-appoint the council's accountant, Mr Alan Harland, and the committee's recommendation to request additional hours of accounting support from Mr Harland. He highlighted the committee's recommendation to re-appoint the internal auditor, Mrs Claire Connell.

Members **RESOLVED** to re-appoint the council's accountant Mr Alan Harland for 2015-16 with additional hours of accounting support.

Members also **RESOLVED** to re-appoint the internal auditor, Mrs Claire Connell.

Cllr Pike queried the need for additional accounting support. Members discussed the matter and noted that, with the growth of the parish and acquiring the Royal British Legion site, additional accounting support would be necessary.

Cllr Montgomery reported on a list of issues raised by Cllr Pike. Cllr Montgomery reported that work is being undertaken and will be reported back at the next Finance and Staffing meeting on 22 October.

Cllr Montgomery requested, and members **APPROVED** the re-opening of the grants process, to run until the end of December.

It was proposed and **RESOLVED** that the minutes of the 23 July 2015 meeting be adopted.

#### 48.3.2 **Recreation and Amenities Committee**

Cllr Clarke reported on a meeting of the committee held on 27 July 2015.

Cllr P Hughes asked about the fencing at Deardon Field. Cllr Clarke reported that the committee had opted for fencing with a rural feel. Members agreed that this should be reviewed at the next committee meeting.

Cllr Peer asked whether a wide-screen monitor could be considered for the meeting room. Cllr Grimes agreed to supply some specifications and member agreed that this could be added to the committee's budget considerations for 2016/17.

Cllr Clarke reported on the quotes received for resurfacing the playground at Millworth Lane. He reported that no action will be taken on the site whilst the future of sports provision within the parish is still being considered.

The Clerk clarified the position on allotment fees, and reported that, based on the tenancy agreement, the council is obliged to give three months' notice of any fee increase. Members noted this and agreed to review the situation at the next committee meeting, with a view to sending written notice to allotment holders in June 2016, giving notice of an increase from September 2016.

It was proposed and **RESOLVED** that the minutes of the 27 July 2015 be adopted.

#### 48.3.3 **Planning and Highways Committee**

Cllr Peer reported on a meeting of the committee held on 17 August 2015.

Cllr Clarke asked about the construction yard site on Church Lane. It was noted that a stop notice has been issued by the borough council, and that an appeal against the notice has been lodged by the applicant. The Assistant Clerk reported that, as yet, no appeal date has been received.

Members enquired about the visibility issue at St Mary's Church Hall in Church Lane, Shinfield. Following discussion, members felt that the issue would not be satisfactorily

resolved by cutting back the hedging any further, and that the matter should be referred back to the committee for further consideration.

Cllr Clarke expressed concerns over issues relating to the new SANG area being developed off Hyde End Lane. The Assistant Clerk was asked to obtain a contact for those responsible for the works being carried out.

#### **48.3.4 Communications and Policies Committee**

Minutes of the 7 September meeting of the committee were tabled

Cllr C Hughes reported on the committee meeting.

She reported that the discussion on the council's name had been referred to the Clerk, to investigate the legal position and any possible ramifications.

She reported on a number of issues that were discussed around raising the profile of the parish council, including a recommendation from the committee for business cards and photo ID lanyards for staff and members. It was noted that most members have green ID badges, which should be worn by members when out and about on council business.

She tabled an article from the September 2015 edition of The Clerk Magazine, about councillor surgeries, for members to consider.

Cllr Clarke asked about parish gateways, and reported that new gateways have recently been installed on the entrances to Swallowfield parish. Members agreed that the issue should be reviewed.

#### **48.4 Outside bodies**

##### **48.4.1 National Association of Local Councils (NALC) conference**

Cllr Peer reported on her attendance at a recent NALC conference and that she would circulate a written report to members shortly. She reported on a number of issues that were raised at the conference.

##### **48.4.2 Berkshire Association of Local Councils (BALC) conference**

Cllr Peer reported on her attendance at a recent BALC conference.

##### **48.4.3 Shinfield and Swallowfield Neighbourhood Action Group (21 July 2015)**

Cllr Pike reported on his attendance at a recent meeting (minutes previously circulated). He reported that the NAG AGM is being held at the parish hall on Tuesday 15 September.

#### **48.5 Clerk's report**

The Clerk reported that she has been invited to write an article about her Introduction to Local Council Administration (ILCA) and Certificate in Local Council Administration (CiLCA) experience for the November edition of The Clerk Magazine.

She reported that, having gained her CiLCA qualification, the council can proceed with re-registering for quality status at foundation level.

She reported that she will bring a report to the October council meeting for the council to consider re-adopting the General Power of Competence.

She reported on her attendance at a recent Clerks' forum meeting and highlighted some of the issues raised at the meeting.

She reported on a Community Infrastructure Levy (CIL) seminar and Code of Conduct seminar for members, being run at Shute End on 28 October. Information on this training session will be sent to the planning committee as correspondence.

The Clerk gave a verbal update on the Youth Service, reporting that the senior youth worker, Elizabeth Griffiths, has resigned and will leave at the end of September. She reported that a recruitment process has been undertaken and a new senior youth worker has been appointed. She reported that Janet Grimes has been compiling a survey of youth work and the availability of. She reported that Janet Grimes has been compiling a survey of youth work and the provision of you services and facilities locally, which will be reviewed in October.

She reported on some incidents of anti-social behaviour at Spencers Wood Recreation Ground, which has been captured on CCTV.

She reported on her recent attendance at the Wokingham Citizens Advise Bureau's Annual General Meeting.

15/49      **Grants**

Members noted that the list of grants had been summarised by Cllr Montgomery as part of the Finance and Staffing report. Members **RESOLVED** to approve the grant recommendations and to re-open the grants application process until 31 December 2015.

15/50      **Shinfield Community Centre**

Cllr Grimes reported that there is now a deadline of 31 December for the council to submit a business case to Wokingham Borough Council for running the new community centre. He reported that a service model to plan the scope for the build needs to be drawn up and agreed by the council.

He reported that he has received instruction from Legal Services at WBC that he is able to be involved as project director, but that he will not give advice in his capacity as a chartered surveyor, due to professional indemnity issues, and therefore will not be receiving a fee for his involvement.

Cllr P Hughes reported that the next stage will be to demolish the existing building. He reported that the cost of resolving the contamination of the site will be met from the overall project budget.

15/51      **Sports and Leisure Facilities**

Cllr Clarke reported that WBC is proposing to go ahead with drainage work at Ryeish pitches, installation of a 3G artificial pitch and a new pavilion building. He reported on the leisure centre and on a question he asked to Andy Glencross at the Community Forum meeting on 9 September about community use of the leisure centre.

He reported that the drainage and 3G pitch work is likely to proceed during the spring / summer of 2016. He reported that a temporary cricket square is likely to be located on the site.

15/52      **Neighbourhood Development Plan**

Members noted that the Chairman had already given a verbal update on the plan.

15/53      **Locality**

53.1      Members reviewed a report from the Assistant Clerk on Locality membership. Members **RESOLVED** to approve the council's membership until March 2016.

53.2 Cllr P Hughes reported on a proposal for three members to attend the Locality Convention in Liverpool in November. Members **RESOLVED** to approve the proposal.

15/54 **Insurance**

54.1 The Clerk reported on the insurance quotes received for annual insurance for the parish council.

54.2 Members proposed and **RESOLVED** to accept the quote from Came and Company for insurance through Hiscox, at a sum of £4,647.36 for the year, commencing October 2015.

15/55 **Invoices**

55.1 It was proposed and **RESOLVED** that invoices 136-239 for late July, August and September, including salaries for July and August, expenditure totalling £45,804.02, be approved and paid. Please see appendix 1.

15/56 **Correspondence**

56.1 The Clerk reported that confirmation has been received from Mazars that the annual audit has been completed, and there are no issues. The Clerk confirmed that the audit notices have been posted on the noticeboards and website, as required.

56.2 There were no other correspondence items.

15/57 **Dates of future council meetings and additional dates**

57.1 The Clerk reported that a list of proposed meeting dates for 2016. Cllr P Hughes asked members to consider the proposed dates at least until May 2016, the end of this civic year, and give feedback to the Clerk.

57.2 The Clerk reported that WBC is offering CIL training and Code of Conduct training on 28 October 2015 at Shute End, starting at 4pm.

57.3 Cllr C Hughes asked for a volunteer to attend a meeting of the Shinfield Volunteer Group, scheduled for Thursday 24 September at Shinfield Parish Hall starting at 8pm. Cllr Clarke offered to attend.

57.4 The Clerk reported that the next full council meeting will be held on 12 October 2015.

57.5 Cllr P Hughes reported that, due to councillors attending the Locality Convention in November, the council meeting in November will be held on Monday 16 November 2015 and the Planning and Highways Committee meeting scheduled for 16 November will move to Thursday 12 November.

*The meeting ended at 22.00 hrs.*

**Action Items:**

| Minute Reference | Action                                                                           | By Whom         |
|------------------|----------------------------------------------------------------------------------|-----------------|
| 45               | Raise issue regarding Winnersh Triangle car park fee increase to Matt Davey      | Clerk           |
| 48.1.1           | Arrange for reimbursement of CiLCA fees for the Clerk                            | Assistant Clerk |
| 48.3.2           | Add review of Deardon Field fencing to the next R&A meeting                      | Clerk           |
| 48.3.2           | Add monitor screen for the meeting room to the budget considerations for R&A     | Clerk           |
| 48.3.3           | Add visibility issues at Church Lane to the P&H agenda for further consideration | Assistant Clerk |
| 48.3.3           | Obtain a contact for the new SANG being constructed off Hyde End Lane            | Assistant Clerk |
| 48.3.4           | Add parish gateways to R&A agenda for consideration                              | Clerk           |
| 48.5             | Re-register the council for foundation quality status                            | Clerk           |
| 48.5             | Add GPC to the October council agenda                                            | Clerk           |

|      |                                                                                                        |                 |
|------|--------------------------------------------------------------------------------------------------------|-----------------|
| 49   | Update grants page on the website to show re-opened grant process                                      | Assistant Clerk |
| 57.1 | Review the list of proposed meeting dates for 2016 and give feedback to the Clerk                      | All members     |
| 57.2 | Advise the Clerk if you wish to attend the CIL and Code of Conduct training on 28 October at Shute End | All members     |



**Ongoing action items:**

|    |                              |
|----|------------------------------|
| 1. | HGV CCTV                     |
| 2  | Pensions and auto enrollment |
| 3. | Homes in Multiple Occupation |
| 4. | Co-option of new councillors |

|           | <b>Shinfield Parish Council</b> | <b>Invoices for Approval of Payment - September 2015</b> |            |            |              |
|-----------|---------------------------------|----------------------------------------------------------|------------|------------|--------------|
|           | <b>payee</b>                    | <b>purchase</b>                                          | <b>net</b> | <b>vat</b> | <b>total</b> |
| 136       | Wokingham Borough Council       | Rates - July 2015                                        | 447.00     | 0.00       | 447.00       |
| 137 - 149 | Various                         | Salaries - July 2015                                     | 8344.55    | 0.00       | 8,344.55     |
| 150       | S Roberts                       | Broken window emergency repair                           | 155.00     | 31.00      | 186.00       |
| 151       | Carrera UK Ltd                  | Website maintenance                                      | 80.00      | 16         | 96.00        |
| 152       | C Blow                          | Rubbish collection, bus shelter cleaning etc             | 365.00     | 0.00       | 365.00       |
| 153       | Berkshire Pest Control          | Allotment pest management - Millworth Lane               | 130.00     | 26.00      | 156.00       |
| 154       | Staples UK Limited              | Stationery purchases                                     | 137.08     | 27.41      | 164.49       |
| 155       | Elite Security Group            | Alarm callout charge                                     | 100.00     | 20.00      | 120.00       |
| 156       | Mrs Claire Connell              | Internal audit services                                  | 225.00     | 0.00       | 225.00       |
| 157       | MFG UK Limited                  | IT support and back-up - August 2015                     | 523.06     | 104.61     | 627.67       |
| 158       | Lloyds Bank Limited             | Service charge                                           | 25.58      | 0.00       | 25.58        |
| 159       | A T Hope                        | Woodwork repairs to doors at Spencers Wood Pav           | 494.00     | 0.00       | 494.00       |
| 160       | D Peer                          | Mileage and travel                                       | 63.50      | 0.00       | 63.50        |
| 161       | Royal Mail Group Limited        | Response service - NHDP                                  | 17.02      | 3.40       | 20.42        |
| 162       | N T Smith                       | Gardening services and tree watering - July 2015         | 520.00     | 0.00       | 520.00       |
| 163       | V Quayle                        | Health and Safety support July, August and zip wire work | 958.32     | 0.00       | 958.32       |
| 164       | Nigel Jeffries Landscapes       | Grass cutting July 2015                                  | 902.00     | 180.40     | 1,082.40     |
| 165       | cash                            | Petty cash - July 2015                                   | 127.97     | 0.00       | 127.97       |
| 166       | Wokingham Borough Council       | Rates - August 2015                                      | 447.00     | 0.00       | 447.00       |
| 167       | Lloyds Bank Limited             | Service charge                                           | 25.00      | 0.00       | 25.00        |
| 168       | Thames Water Utilities Ltd      | Water supply - various locations                         | 460.09     | 0.00       | 460.09       |
| 169       | BT Payment Services Ltd         | Phone calls and quarterly line rental                    | 1152.83    | 230.56     | 1,383.39     |
| 170       | Rialtas Business Solutions      | Alpha software annual charge                             | 194.00     | 38.80      | 232.80       |
| 171       | Bethan Osborne                  | Employment support services                              | 500.00     | 0.00       | 500.00       |
| 172       | Brian Bedwell                   | Allotment honorarium                                     | 30.00      | 0.00       | 30.00        |
| 173       | Ken Tudgay                      | Allotment honorarium and travel expenses                 | 35.00      | 0.00       | 35.00        |
| 174       | Peter Hughes                    | Chairman's allowance - first quarter                     | 200.00     | 0.00       | 200.00       |
| 175-187   | Various                         | Salaries - August 2015                                   | 8344.55    | 0.00       | 8,344.55     |
| 188       | The Window Doctor               | Window replacement - SWP                                 | 315.00     | 0.00       | 315.00       |
| 189       | Locality                        | Membership to 31 March 2016                              | 83.33      | 16.67      | 100.00       |
| 190       | A King                          | Mileage to July                                          | 73.80      | 0.00       | 73.80        |
| 191       | Kerry Taylor                    | Mileage July                                             | 36.00      | 0.00       | 36.00        |

|     |                                             |                                                         |         |        |          |
|-----|---------------------------------------------|---------------------------------------------------------|---------|--------|----------|
| 192 | Witchalls Fencing                           | Fencing at Deardon Field                                | 345.00  | 0.00   | 345.00   |
| 193 | Thames Water Utilities Ltd                  | Water supply - allotments and Ryeish Pavilion           | 809.38  | 0.00   | 809.38   |
| 194 | GLS Education supplies                      | SPH consumables                                         | 67.95   | 13.59  | 81.54    |
| 195 | P A Cottrell *                              | Removal and disposal of damaged table tennis table      | 250.00  | 0.00   | 250.00   |
| 196 | Carrera UK Ltd                              | Website maintenance to 31 August 2015                   | 100.00  | 20.00  | 120.00   |
| 197 | Biffa Waste services Ltd                    | Waste and recycling collection - SPH                    | 197.21  | 39.44  | 236.65   |
| 198 | Locality                                    | 3 places at Locality 2015 convention                    | 540.00  | 108.00 | 648.00   |
| 199 | A1 Locksmiths                               | 8 replacement door keys for SPH                         | 26.64   | 5.33   | 31.97    |
| 200 | Pest UK Ltd                                 | Treatment of 4 wasps nests at Millworth Lane allotments | 80.00   | 16.00  | 96.00    |
| 201 | cash                                        | Petty cash - August 2015                                | 135.23  | 3.15   | 138.38   |
| 202 | SSE                                         | Electricity supply - various locations                  | 615.50  | 29.99  | 645.49   |
| 203 | K Hughes                                    | Purchases                                               | 144.99  | 2.00   | 146.99   |
| 204 | 1st Shinfield Guides                        | Grant payment                                           | 250.00  | 0.00   | 250.00   |
| 205 | Keep Mobile                                 | Grant payment                                           | 1000.00 | 0.00   | 1,000.00 |
| 206 | Homestart Wokingham District                | Grant payment                                           | 250.00  | 0.00   | 250.00   |
| 207 | Shinfield Infant and Nursery School         | Grant payment                                           | 200.00  | 0.00   | 200.00   |
| 208 | St Mary's Junior School                     | Grant payment                                           | 200.00  | 0.00   | 200.00   |
| 209 | Whiteknights Primary School                 | Grant payment                                           | 100.00  | 0.00   | 100.00   |
| 210 | Lambs Lane Primary School                   | Grant payment                                           | 200.00  | 0.00   | 200.00   |
| 211 | Oakbank School                              | Grant payment                                           | 100.00  | 0.00   | 100.00   |
| 212 | Grazeley Parochial Primary School           | Grant payment                                           | 100.00  | 0.00   | 100.00   |
| 213 | 2nd Shinfield Brownies                      | Grant payment                                           | 300.00  | 0.00   | 300.00   |
| 214 | Shinfield OAP Club                          | Grant payment                                           | 700.00  | 0.00   | 700.00   |
| 215 | Wokingham Job Support                       | Grant payment                                           | 300.00  | 0.00   | 300.00   |
| 216 | Wokingham Citizens Advice Bureau            | Grant payment                                           | 1245.00 | 0.00   | 1,245.00 |
| 217 | 1st Shinfield St Mary's Scout Group         | Grant payment                                           | 500.00  | 0.00   | 500.00   |
| 218 | Berkshire Vision                            | Grant payment                                           | 210.00  | 0.00   | 210.00   |
| 219 | Spring Gardens Lunch Club                   | Grant payment                                           | 350.00  | 0.00   | 350.00   |
| 220 | Readibus                                    | Grant payment                                           | 1000.00 | 0.00   | 1,000.00 |
| 221 | Earley Crescent Community Centre            | Grant payment                                           | 1400.00 | 0.00   | 1,400.00 |
| 222 | Relate Berkshire                            | Grant payment                                           | 600.00  | 0.00   | 600.00   |
| 223 | Berkshire Multiple Sclerosis Therapy Centre | Grant payment                                           | 500.00  | 0.00   | 500.00   |
| 224 | Shinfield Rangers Youth Football Club       | Grant payment                                           | 620.00  | 0.00   | 620.00   |
| 225 | Mazars LLP                                  | Annual audit fee - 2015                                 | 800.00  | 160.00 | 960.00   |
| 226 | Personal Hygiene Services Limited           | Hygiene bin emptying                                    | 110.68  | 22.14  | 132.82   |
| 227 | Elite Security Group                        | Annual service renewal                                  | 250.00  | 50.00  | 300.00   |
| 228 | ADT Fire and Security Group                 | Annual maintenance charge Kendal Avenue                 | 400.00  | 80.00  | 480.00   |
| 229 | Mr N T Smith                                | Garden services and tree watering - August 2015         | 520.00  | 0.00   | 520.00   |
| 230 | K Taylor                                    | Mileage - August 2015                                   | 36.00   | 0.00   | 36.00    |
| 231 | MFG UK Limited                              | IT Back up and support - September 2015                 | 287.23  | 57.45  | 344.68   |
| 232 | Royal Mail Group Limited                    | Response service - NHDP                                 | 5.92    | 1.18   | 7.10     |
| 233 | P Hughes                                    | Mileage, plus travel and accom. x 3 Locality conference | 583.59  | 48.32  | 631.91   |
| 234 | Ricoh Capital Limited                       | Copier hire to 30 November 2015                         | 77.51   | 15.50  | 93.01    |
| 235 | D E S                                       | Replacement extractor fan in disabled toilet SWP        | 55.00   | 0.00   | 55.00    |
| 236 | The Window Doctor                           | Replacement door lock for SWP                           | 219.00  | 0.00   | 219.00   |

|     |                        |                                     |                  |                 |                  |
|-----|------------------------|-------------------------------------|------------------|-----------------|------------------|
| 237 | Spencers Wood Carnival | Grant payment                       | 1900.00          | 0               | 1,900.00         |
| 238 | DSC Security           | Annual contract for alarm - SWP     | 103.33           | 20.67           | 124.00           |
| 239 | British Gas            | Gas supply SWP 3 June - 1 September | 113.88           | 5.69            | 119.57           |
|     |                        | <b>TOTALS</b>                       | <b>44,410.72</b> | <b>1,393.30</b> | <b>45,804.02</b> |

|                       |                   |  |
|-----------------------|-------------------|--|
|                       | Petty cash - July |  |
| Stamps                | 73.57             |  |
| Milk                  | 1.45              |  |
| Parking               | 1.20              |  |
| Fly spray             | 2.00              |  |
| Window cleaning       | 24.00             |  |
| Training course lunch | 25.75             |  |
| <b>TOTAL</b>          | <b>127.97</b>     |  |

|                       |                     |  |
|-----------------------|---------------------|--|
|                       | Petty cash - August |  |
| Coffee and milk       | 7.23                |  |
| Drill bits            | 12.98               |  |
| Cleaning              | 2.00                |  |
| Stamps and postage    | 49.43               |  |
| window cleaning       | 24.00               |  |
| fire log book         | 3.99                |  |
| lunch (work meetings) | 20.25               |  |
| Biscuits              | 6.00                |  |
| Batteries             | 13.50               |  |
| <b>TOTAL</b>          | <b>139.38</b>       |  |