Mrs Ruth Lyes
Clerk of the Council

14th February 2024

Dear Councillor

You are hereby summoned to a Meeting of Winkfield Parish Council to be held in Carnation Hall, Chavey Down Road, RG42 7PA on Tuesday 20th February 2024, 7.30pm, when it is proposed to transact the business specified in the agenda hereto.

This meeting will be conducted strictly in accordance with Standing Orders as adopted by Council in December 2021. All Councillors are reminded to acquaint themselves with paragraph 2 (Disorderly Conduct at Meetings).

To avoid interruptions to the business of the Council, Councillors, officers, and members of the public are required to ensure that mobile phones are switched off before the commencement of the meeting.

Members should note that in the event of the fire alarm going off, they should make their way quickly to the fire exits, either via the rear or front doors and make their way to the fire assembly point in the car park.

Prior to the commencement of discussion, a time not exceeding 10 minutes is available to the public to address the Members of the Council on any matter relevant and within the Council's responsibility or which affects its area.

Yours sincerely

Ruth Lyes

Clerk of the Council

Members of the Public: you are invited to attend

AGENDA

1. WELCOME FROM THE CHAIR

2. PUBLIC PARTICIPATION

A time not exceeding 10 minutes is available to the public to address the Members of the Council on any matter relevant and within the Council's responsibility or which affects its area.

3. APOLOGIES FOR ABSENCE

To Receive apologies for absence. Councillors should personally notify the Clerk of the Council by midday of the meeting day of any intended absence along with the reason.

4. DECLARATION OF INTEREST

Members are required to declare any personal or prejudicial interests in relation to any items on the agenda.

5. PRESENTATION FROM STEPPING STONES RECOVERY COLLEGE

Further to Council December '23 meeting minute CM 9968, the decision on a grant application from Stepping Stones was deferred and the organisation was invited to attend a meeting of Council to provide further information regarding the work of the organisation. The grant application will be reconsidered under the agenda item 22.

6. MINUTES OF THE PREVIOUS MEETINGS

To approve and sign the Minutes of the Council Meeting held on 16th January 2024 draft minutes attached at Appendix 1.

7. MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

i. Extraordinary Meeting of Council - draft minutes of the meeting held 6th February 2024 are attached at Appendix 2

7.1 To **approve and sign** the Minutes of the Extraordinary Meeting of Council held on 6th February 2024

ii. Staffing & Strategy – draft minutes of the meeting held on 23d January 2024 with recommendations to Council are attached as Appendix 3. The minutes have been circulated by the Clerk to the Staffing & Strategy Committee for review of accuracy with no comments received.

7.2 To **approve and sign** the Minutes of the Staffing & Strategy Meeting of Council held on 23rd January 2024

7.3 **To consider for approval** the recommendations of the Staffing & Strategy Committee as follows:

7.3.1 Co-option Policy & Council Standing orders to be amended as follows:

- Co-Option policy to be updated in line with current NALC Legal Topic Note 8 Elections & Co-Options
- Standing Orders to allow for voting in the co-option process to be by way of written ballot in open session.
- Co-option Policy to state that voting will be by written ballot with the votes to be counted by the presiding officer in attendance at the meeting.
- Co-option Policy to be amended to include that during the candidate presentations, only the candidate giving the presentation will be present in the room. Other candidates will be required to vacate the room.
- Section 6.3 of the WPC Co-Option Policy be amended to preclude any discussion in closed session. Following the conclusion of the candidate presentation and question session the council will move to a vote without discussion between Councillors.

7.3.2 New Policies to be adopted:

- Dignity at Work Policy to be adopted as a replacement to the current Anti-Harassment & Bullying Policy
- Safeguarding Policy

7.3.3 Staffing:

- To approve the successful completion of the probationary period for two members of staff
- That delegated powers be granted to the Clerk to approve the successful completion of a staff member trial period ending 1st March subject to no concerns being raised in the interim period.
- To approve the job evaluation for the role of Deputy Responsible Finance Officer

8. WINKFIELD ROW TRAFFIC CALMING SCHEME

To consider the proposal for Winkfield Parish to contribute a sum of up to £10,000 or a sum equating to one third of the cost (whichever is lower) toward the traffic calming scheme from CIL in conjunction with BFC and Lambrook School and subject to the usual requirements for public consultation by BFC. An updating report from the Clerk is attached at Appendix 4 and a BFC plan of the proposed scheme is attached at Appendix 5.

9. COMMUNICATIONS / CORRESPONDENCE

We have received:

i. Emails from the Chavey Down and Maidens Green steering group members noting appreciation for the Neighbourhood Plan event that had been arranged. **For noting.**

ii. A number of emails have been received from parents using the nursery at Carnation Hall related to use of the carpark by construction workers from the nearby Furzefield development. WPC staff are working with the site manager to address issues and the Clerk is monitoring the situation. **For noting.**

iii. Email from Sebastian Action Trust thanking the Council for the grant funding. **For noting**.

iv. Information / update has been supplied by BFC Community Engagement & Equalities on the following matters:

a. Town & Country magazine – Currently this is distributed online weekly as Town & Country Extra. Parish & Town Councils are welcome to submit community information for sharing in the Borough and have provided guidance on how to do this.
b. BFC Planning Committee Ward representation – the makeup of the committee is agreed annually at Council and since applications are determined on behalf of the whole Borough rather than where the development is located, there is no necessity to have ward representation from all wards. All members are able to speak at committee on specific items as visiting members, providing a "ward view".

For Noting

All copies of agendas and minutes of Bracknell Forest Council, and bulletins from the SE Employers organisation are available on the websites. **For noting**.

10. QUESTIONS

No written questions received.

11. REPORTS OF COUNCILLORS/OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

i. Chairman's Report – to receive verbal report. **For noting**.

ii. Verbal Reports - to receive verbal reports from other Councillors/Officers representing the Council on outside bodies.

12. REPORTS FROM BFC WARD AND PARISH COUNCILLORS

i. To Receive written reports from BFC Ward Councillors. None received.
ii. To Receive written reports from Parish Councillors. None received.
iii. To Receive verbal reports from Parish Councillors on matters within their wards.

13. 3 -5 -10 YEAR PLAN WORKING PARTY MEETING REPORT AND RECOMMENDATIONS

A report on the meeting by the Clerk is attached at Appendix 6

To consider recommendations related to Working Party Structure and Traffic Calming as detailed in the Clerks Meeting Report attached at Appendix 6

14. CARNATION HALL NEW FOOTPATH PROPOSAL

A communication has been received from BFC, advising that they have been approached in relation to offsite improvements to the western edge of land leased to WPC at Carnation Hall , to support a proposed residential development (19/00009/OUT 42 Dwellings, Whitegates, Mushroom Castle).

Further information is provided in the attached Clerks Report at Appendix 7.

To review and consider the requested developer approach via BFC regarding the proposal of a proposed footway / cycleway link on land at Carnation Hall.

15. CLERK'S REPORT

The Clerk's report is attached as Appendix 8. **For Noting**.

16. CAPITAL PROJECT UPDATE

A list of 2023-24 capital projects is attached as Appendix 9. **For Noting**.

LEISURE ITEMS

17. LEISURE REPORT

Report attached at Appendix 10. **For Noting.**

FINANCE ITEMS

18. ORDERS FOR PAYMENT

To Agree the attached list of payments covering the period 1st January to 31st January 2024 see Appendix 11.

All payments have been approved by the Clerk and two Councillors and paperwork is available in the office. (If you have any queries on any of the above accounts, please let the office know latest one day ***prior*** to the meeting so that an informed answer can be given.**)**

19. PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972 S137

Current record of S137 payments for 2023/ 24 is attached at Appendix 12**. For Noting**

To agree that the Council in accordance with its powers under s137 of the LGA 1972 should incur the expenditure as per Appendix 12, which in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.

20. FINANCIAL POSITION AND CURRENT INVESTMENTS

Balances of all bank accounts and investments as 31st January 2024 are attached at Appendices 13-14. Full bank reconciliations are available in the Parish Office. These are being approved by the RFO and the Lead Finance member. **For Noting**.

A summary I&E statement is attached at Appendix 15. **For Noting**

Please advise the office, latest one day prior to the meeting of any queries on the above in order that the relevant information can be brought to the meeting.

21. HISTORICAL ACCURAL CREDIT

A historical accrued credit (dated back to 2013/14) of £2080 has been identified related to Audit Fees. These fees are allowed for within the annual budget and the

accrual credit that has rolled over on an annual basis is not required in addition to this sum. The providers of the council financial accounting software have advised that Council review and approve an adjustment to made with the surplus accrued sum offset against the current year audit expenses.

Review and consider approval of an in-year book keeping adjustment to address the unnecessary and historical accrual credit of £2080

22. REQUESTS FOR FINANCIAL ASSISTANCE

The budget for Donations for the current year is currently £25,000 to include General Donations, Churchyard Maintenance Grants and Village Hall Grants. **For noting**.

Details of donations made in 2019/20, 2020/21, 2021/22, 2022/23 and 2023/ 24 are given in Appendix 16. **For noting.**

To Consider the following applications received:

i. Grant application received from Winkfield & North Ascot Good Neighbour Scheme. Application form attached at Appendix 17 together with supporting information and financial documentation. Grant requested of £500 to assist with the retention of the service.

ii. Grant application received from Jealotts Hill Community Landshare CIC. Application form attached at Appendix 18 together with supporting information and financial documentation. Grant requested of £3000 to contribute to the cost of employing a land share manager to enable the site to re-open.

The Clerk has sought advice from sector professionals (HALC) for clarification on what powers may be available with regard to considering this application. The relevant Power available is S137 of the LGA 1972 which is for expenditure, which in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the level expenditure.

iii. Grant application received from Stepping Stones Recovery College. Further to Council December meeting minute CM 9968, the decision on the grant application was deferred and Stepping Stones were invited to present to Councils further information regarding the organisation. The grant application is now to be revisited. Application form is attached at Appendix 19 together with supporting financial and other information. Grant requested £750 to support the launch of the program for Young Adults from April 2024.

iv. Grant application received from Sunningdale & Ascot Camera Club. Application is attached at Appendix 20 together with supporting financial and other information. Grant requested of £300 for the purchase of a new projector.

v. Any urgent grant applications received. None received.

23. ITEMS FOR NEXT AGENDA

Written notice of items for consideration for inclusion on the agenda of the next Council meeting to be submitted by councillors to the Clerk by 5th March 2024. **For noting**.

24. DATES FOR THE DIARY

Events	
Defib Familiarisation Sessions (with Thames Valley Heartbeat)	12th February, 24th February, 9th March '24 (Carnation Hall)
Spring Footpath Walk	23rd March '24
Climate Change Concert	June '24 - date TBC (Brownlow Hall TBC)
Annual Winkfield & Warfield Cycle Ride	23rd June '24 (starting from Carnation Hall)
Summer of Fun '24	30th August '24 (Locks Ride)
Arts Week (Winkfield / Binfield/ Warfield PC)	26th October to 2nd November '24
Festive Event	15th December '24 (Carnation Hall)

WPC Meetings	
Council	19th March '24, 16th April '24, 28th May '24 (Annual Mtg)
Planning & Highways	5th March '24. 2nd April '24, 7th May '24
Staffing & Strategy	11th June '24
Events Working Party	16th February

Other	
Lily Hill Park Steering Group	30th April - (WPC representatives) - Bracknell Lawn Tennis Club
Annual Parish Meeting	21st May '24

For noting.

Minutes of the Meeting of Winkfield Parish Council
held at Carnation Hall, Chavey Down Road RG42 7PA
on Tuesday 16th January 2024 from 19.30– 21.18pm

Councillors:

Cllr P Adams	Cllr N Atkinson	Cllr G Barber	Cllr O Barreto
Cllr E Blyth	Cllr C Dudley (Chair)	Cllr C Ehinger	Cllr D Hayes MBE
Cllr M Karim	Cllr O Lazar	Cllr A Michie	Cllr G Paxton
Cllr K Rowland	Cllr D Wall	Cllr R Warren	

Officers:
Ruth Lyes, Clerk

Members of Public: 2 (Co-option candidates)
BFC Ward Councillor T Virgo

CM 9975 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Blakemore, Buchler and Gaw

CM 9976 DECLARATION OF INTEREST

Cllr Hayes declared a non-pecuniary interest in item 6 on the agenda Winkfield Row Traffic Calming Scheme

Cllr Atkinson and Michie declared a non-pecuniary interest in item 15 on the agenda St Martins Church hymn book funding donation

CM 9977 MINUTES OF THE PREVIOUS MEETING

It was proposed by Cllr Michie, seconded by Cllr Barber and unanimously

RESOLVED that the minutes of the meeting held on 12th December 2023 be confirmed and signed.

CM 9978 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

There has been no meeting of Committees of Council and Special Meetings of Council. **Noted**

CM 9979 COUNCILLOR VACANCY CO-OPTION, MARTINS HERON & THE WARREN WITH SWINLEY FOREST

Two written applications were received and considered for the office of Parish Councillor by way of co-option to fill one vacancy in the Parish Ward of Martins Heron & the Warren with Swinley Forest

Application forms had been circulated to Councillors in advance of the meeting: Candidates were invited to attend the meeting and both attended.

Each candidate was required to provide written declaration that they are eligible to stand as a candidate for the council. The Clerk has checked the declarations and can confirm that they are in order as per LGA 1972 s79 and S80.

Cllr Ehinger arrived (19.32)

Candidates Paul Adams and Jason Reardon were both present at the meeting and were in turn given the opportunity to make a short presentation to Council which was followed by questions from Councillors, to which the candidates responded.

Following this and to allow discussion on the merits of each application, the exclusion of the press and public from the meeting was proposed.

It was proposed by Cllr Dudley, seconded by Cllr Barreto and unanimously

RESOLVED "That pursuant to Section 100 of the Local Government Act 1972, members of the press and public be excluded from the meeting "

The candidates and Cllr Virgo withdrew from the meeting and councillors discussed matters pertaining to both applicants.

During this closed session of the meeting, Councillors unanimously requested that the Clerk included on the agenda of the upcoming Staffing & Strategy Committee meeting, a review of the co-option voting process.

In order to proceed to voting each candidate was nominated and seconded
Applicant Paul Adams was nominated by Cllr Blyth and seconded by Cllr Wall
Applicant Jason Reardon was nominated by Cllr Barreto and seconded by Cllr Dudley

Upon conclusion of the discussion the meeting was resumed and re-opened to Press and Public. Voting then took place by show of hands.

Of those present and voting with an overall majority of 9 votes the appointment of Paul Adams was **approved** onto the Council as representative of Martins Heron & The Warren with Swinley Forest Ward.

Councillor-elect Paul Adams signed the Acceptance of Office and joined the meeting.

CM 9980 WINKFIELD ROW TRAFFIC CALMING SCHEME

A verbal report was received from Councillor Tony Virgo (BFC Ward Winkfield & Warfield East) requesting that Winkfield Parish Council (WPC) consider the proposal for WPC to contribute a sum of £10,000 toward a traffic calming scheme costed at £30K, in conjunction with BFC and Lambrook School. The proposal is to replace existing speed cushions with full road width speed bumps. Cllr Virgo reported that existing speed cushions were not deemed effective and condition had deteriorated. Also, that volume of traffic generated by the school had increased as had HGVs using the road.It was advised by Cllr Virgo that a similar scheme had been implemented on Owlsmoor Road. A report from the Clerk was attached at Appendix 3 for noting.

Questions from councillors followed including those related to reliability of the costing figure (Cllr Virgo advised this had been confirmed by the contractor). There was also general discussion around moving the problem and also no other proposals had been made to address issues in the wider area.

Council considered whether further investigation such as that stated below was appropriate before deciding on the request:

a. Seeking further information such as :
    i. Liaising with the Highways team to seek their views on the proposed scheme / attending an on site meeting
    ii. Obtain further evidential data e.g. telematics
    iii. Seeking additional views of residents
b. Requesting a formal report supporting a request for funding from Councillor Virgo to include evidential information such as impact on the area and wider area and costings

It was proposed by Cllr Dudley, seconded by Cllr Paxton and with one abstention

RESOLVED that further information would be required.

CM 9981 COMMUNICATIONS / CORRESPONDENCE

The following Communications had been received:

i. Email from a resident showing their appreciation for the wreath making event. **Noted.**
ii. Email from a resident thanking staff and councillors for an enjoyable festive event. **Noted.**
iii. Email from a Charters Short Mat Bowls thanking the Council for grant to enable purchase of a new mat. **Noted**.
iv. Email from Cranbourne Primary School PTA thanking for the grant monies toward refurbishment of their outdoor area. **Noted**

v. Information has been supplied by the BFC Community Safety partnership regarding grant funding opportunities for community projects that help to achieve the objectives of the PCC's Police and Criminal Justice Plan. Deadline for applications is 2nd February '24. Details have been circulated by WPC via social media. **Noted**

All copies of agendas and minutes of Bracknell Forest Council, and bulletins from the SE Employers organisation are available on the websites. **Noted**.

CM 9982 QUESTIONS

No written questions received.

CM 9983 REPORTS OF COUNCILLORS / OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

i. Chairman's Report – verbal report from the Chairman was received and included the following items which are **noted :**
   - Thanked Cllr Blyth for organising the successful Festive event
   - Neighbourhood Development Plan (NDP) had now been adopted by BFC and there had been a well-received event held for the volunteers who had dedicated time over previous seven years to formulating the plan. Training would now be required for Councillors on how to effectively utilise the plan relating to planning applications that are reviewed.

ii. Verbal Reports – Verbal reports from other Councillors / Officers representing the Council on outside bodies were received:

   a. Cllr Hayes reported:
      - John Nike site will be on the upcoming BFC Planning Agenda
      - School traffic in the vicinity of Ascot Heath school continued to be an issue

   b. Cllr Paxton reported:
      - North Ascot Community Centre meeting 15th January '24 had raised the matter of costly utility bills. There was however a possibility of solar panel installation.

CM 9984 REPORTS FROM BFC WARD AND PARISH COUNCILLORS

i. No written reports were received from BFC Ward Councillors. **Noted.**

ii. The following verbal reports were received from parish Councillors on matters within their wards:
   a. Cllr Paxton reported that:
      - Warren Row shop steps had incurred some damage that created a safety issue. The matter had been reported to BFC and was being followed up

b. Cllr Ehinger reported that:
- The community defibrillator was now installed at The Winning Post and some familiarisation training was to be made available. Dates to be confirmed and Cllr Ehinger to liaise with the Clerk.

c. Cllr Dudley reported that:
- Potholes were still an issue at Forest Park shops carpark and sought approval from Councillors to make written representation as Chairman of WPC regarding this matter. Approval from Councillors was given.

CM 9985 CLERK'S REPORT

The Clerk's report was attached at Appendix 4. **Noted.**

CM 9986 CAPITAL PROJECT UPDATE

A list of 2023-24 capital projects was attached at Appendix 5. **Noted**

CM 9987 LEISURE REPORT

The Leisure Report was attached at Appendix 6. **Noted**

Cllr Paxton thanked the members of the grounds and facilities team for their hard work in the challenging winter weather.

Cllr Barber advised that he had a sign that had fallen from an Allsmoor Park cherry tree and this would be passed back to staff to be re-fitted.

CM 9988 ORDERS FOR PAYMENT

A list of all payments covering the period 1st December to 31st December 2023 was attached at Appendix 7**.** All payments have been approved by the Clerk and two Councillors and paperwork is available at the office.

It was proposed by Cllr Barber, seconded by Cllr Dudley and unanimously

RESOLVED to accept the payments covering 1st December to 31st December 2023

CM 9989 PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972 S137

i. Consideration was given to the granting of £500 to St Martin's Church for replacement hymn books from the Coronation Initiative Fund under the remit of S137. It was confirmed that any requests from other denominations would be considered equitably.

It was proposed by Cllr Dudley, seconded by Cllr Warren and with 3 abstentions

RESOLVED to approve under S137 a payment of £500 as a contribution to replacement hymn book costs**.**

ii. A list of payments for approval was attached at Appendix 8

It was proposed by Cllr Atkinson, seconded by Cllr Barber and with unanimously

RESOLVED that in accordance with its powers under s137 of the LGA 1972 the Council should approve the payments, which in the opinion of the Council, are in the interests and to the benefit of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.

CM 9990 FINANCIAL POSITION AND CURRENT INVESTMENTS

i. Balances of all bank accounts and investments as of 31st December were attached at Appendices 9 – 10. Full bank reconciliation are available in the Parish Office. These are being approved by the RFO and the Lead Finance member. **Noted**

ii. A summary I&E statement was attached at Appendix 11. **Noted**

CM 9991 BUDGET 2024/25

Review of the proposed budget for 2024/25 was undertaken by the Finance Working Party 8th January 2024 and previous draft budgets have been presented to Council at November and December '23 meetings.

An updated draft Budget , summary Budget and draft Earmarked Reserves summary were attached at Appendices 12, 13 and 14. An updated draft proposed precept was attached at Appendix 15. BFC have advised that the Council tax base figure is 6961 (an increase 0.46% - 32 households) The Draft Precept is showing an increase based on Council Tax base of 6961 of 4.7% equating to £0.39pm over 10-month period (£3.90 pa) per household. Proposed Band D amount of £86.91.

A list of Capital Projects for Consideration was attached at Appendix 16.

To review and to consider:

i The proposed Budget and Earmarked Reserve additions for 2024/25 as attached at Appendices 12, 13 and 14

It was proposed by Cllr Atkinson, seconded by Cllr Wall and with one abstention and one against

RESOLVED to approve the proposed Budget and Earmarked Reserve additions for 2024/25 as attached at Appendices 12,13,14

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ii The amount of the Precept demand to be served on the rating authority (Bracknell Forest Council) for 2024-25 as attached at Appendix 15.

It was proposed by Cllr Dudley, seconded by Cllr Barber and with two abstentions

RESOLVED to approve the amount of the Precept of £604,987 – 4.70% increase (£3.90 pa) – Band D equivalent £86.91

iii The list of capital projects as attached at Appendix 16

It was proposed by Cllr Atkinson, seconded by Cllr Wall and with two abstentions

RESOLVED to approve the list of capital projects as attached at Appendix 16

CM 9992 REQUESTS FOR FINANCIAL ASSISTANCE

The budget for Donations for the current year is £25,000 to include General Donations, Churchyard Maintenance Grants and Village Hall Grants. **Noted.**

Details of donations made in 2019/20, 2020/21, 2021/22, 2022/23 and 2023/24 were given in Appendix 17. **Noted**

Consideration was given to the following applications received:

i. Sebastian Action Trust. Application form attached at Appendix 18 together with supporting information and financial documentation. Grant requested of £500 to assist with the running of a charity event.

It was proposed by Cllr Atkinson, seconded by Cllr Barreto and unanimously

RESOLVED to award a grant of £500 to Sebastian Action Trust

ii. Any urgent grant applications received.

None received. **Noted.**

CM 9993 ST MARTINS COMMUNITY DEFIBRILLATOR PLAQUE

It was proposed by Cllr Atkinson, seconded by Cllr Ehinger and unanimously

RESOLVED to approve inclusion of Winkfield parish Council on the plaque as per Appendix 19

CM 9994 COMMITTEE AND WORKING PARTIES MEMBERSHIP AND WPC MEMBERSHIP OF OTHER BODIES

It was proposed by Cllr Dudley, seconded by Cllr Karim. and unanimously

RESOLVED that the following appointments be made :

Community Engagement Working Party – Cllrs Blyth, Dudley and Rowland .
Staffing & Strategy Committee – Cllr Michie
Property and Infrastructure WP – Cllr Rowland
Locks Ride WP – Cllr Wall
Play Equipment WP – no new appointments
Climate Change WP – no new appointments
3,5,10 Year Plan WP – Cllr Ehinger
Lily Hill Park Steering Group – Cllrs Barber and Lazar

CM 9995 BRACKNELL FOREST COUNCIL LOCAL TRANSPORT PLAN CONSULTATION

Details of the initial online phase of the consultation has been circulated to Councillors and posted on WPC social media - deadline 31st January '24. Further details were provided at Appendix 20. **Noted**

Councillors who choose to do so will submit individual responses as residents.

CM 9996 JEALOTTS HILL COMMUNITY LANDSHARE CIC

An initial approach has been made to Winkfield Parish Council (along with other local Parish and Town Councils) by a newly formed Jealotts Hill Community Landshare CIC with regard possible funding to support the salary of a Land Manager. As yet, no specific grant application has been made. The Finance Working party has undertaken an initial review of the request and make the following recommendations to Council: Recommendation by Finance Working Party is at this time not to further pursue this matter with Jealotts Hill Community Landshare CIC. **For noting.**
Discussion at the meeting followed. No further action to be initiated by WPC at this current time.

CM 9997 LOCKS RIDE PAVILION PROJECT

i. Demolition work - proposed start date 22nd January to be commenced under the remit of the Letter of Intent. The Demolition Notice has now been issued by BFC. The main contract is still to be submitted to WPC for examination and execution but is now in final stages of preparation. Prior to commencement of the works matters such as: insurance confirmation for new build and demolition to be obtained / Health and Safety CDM requirements confirmed / prestart meeting scheduled for 17th January. All matters are being overseen by the project consultant company. For Noting

Cllr Barber commented that opportunities to raise community awareness of the progress of the project to be investigated and also thanked the Clerk for work to date in moving the project forward.

ii. Budget contingency for the Pavilion project of £50K

It was proposed by Cllr Dudley, seconded by Cllr Barber and with one abstention

RESOLVED to agree to a contingency sum of £50K for the Pavilion project**.**

CM 9998 ITEMS FOR NEXT AGENDA

Written notice of items for consideration for inclusion on the agenda of the next Council meeting to be submitted by councillors to the Clerk by 6th February 2024. **Noted**

CM 9999 DATES FOR THE DIARY

Events	
Climate Change Concert	Brownlow Hall Date TBC
Summer of Fun '24 (provisional)	15th August '24

WPC Meetings	
Council	20th February '24, 19th March '24, 16th April
Planning & Highways	6th February '24, 5th March '24. 2nd April '24
Staffing & Strategy	23rd January '24

Noted.

Chairman

DRAFT

Minutes of the Extraordinary Meeting of Winkfield Parish Council
held at Carnation Hall, Chavey Down Road, RG42 7PA
on 6th February 2024 from 20.34 – 20.43

Councillors:

Cllr Adams	Cllr N Atkinson	Cllr G Barber	Cllr T Blakemore
Cllr E Blyth	Cllr Buchler	Cllr Ehinger	Cllr M Gaw
Cllr D Hayes MBE	Cllr Lazar	Cllr A Michie	Cllr G Paxton (Chair)
Cllr Rowland	Cllr R Warren	Cllr Wall	

Officer:
Ruth Lyes, Clerk

CM 10000 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Dudley, Frewer and Karim

CM 10001 DECLARATION OF INTEREST

None

CM 10002 LOCKS RIDE PAVILION PROJECT

The following matters were reviewed and considered in relation to the Pavilion project:

i. Execution of the JCT contract as a deed under seal for a sum of £1,028,398 appointing Morris & Blunt as contractor for the design and construction of a new build, timber clad sports pavilion, inclusive of multi-use changing rooms, WCs, kitchen, community room and minor external works at Locks Ride Recreation Ground, Forest Road, RG42 7NJ.

Application of the seal to be by the Clerk and witnessed by two Councillors.

It was proposed by Cllr Barber seconded by Cllr Wall and with one abstention

RESOLVED to approve the execution of the JCT contract under seal for the sum of £1,028,398 appointing Morris & Blunt as contractor for the design and construction of a new build sports pavilion at Locks Ride Recreation Ground. Seal to be applied by the Clerk and witnessed by Cllr Barber and Cllr Paxton.

ii. Delegated Powers Consideration was given to approving delegated powers for the Clerk in conjunction with the lead of the Locks Ride Working party and Chairman.

It was proposed by Cllr Ehinger, seconded by Cllr Buchler.and unanimously

RESOLVED to agree the following Delegated Powers for works that are additional to the approved contract, capped to an aggregated total of £20K within the agreed contingency of £50k:

- up to £2k Clerk to agree in conjunction with Locks Ride Working Party lead
- up to £5K Clerk & Chairman to agree in conjunction with Locks Ride Working Party Lead

Reference to be made back to Full Council for contingency expenditure with an aggregated total of greater than £20K.

DRAFT

Chair

Minutes of a Meeting of the
STAFFING AND STRATEGY COMMITTEE
of the Winkfield Parish Council held on
Tuesday 23rd January 2024 from 19.30 - 20.37

Those present:

Cllr N Atkinson	Cllr G Barber	Cllr Blyth
Cllr Dudley (Chair)	Cllr Ms M Gaw	Cllr Michie
Cllr G Paxton	Cllr R Warren	

Officers: Mrs Ruth Lyes, Clerk

SS 615 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Blakemore

SS 616 DECLARATION OF INTEREST

None declared.

SS 617 MINUTES OF THE PREVIOUS MEETINGS

The minutes of the meeting held on 26th September 2023 are attached at Appendix 1 for information – these have been adopted by Council. **Noted**

Cllr Atkinson requested a follow up be obtained from the Climate Working Party on the progress of the Climate Change Policy Review.

Cllr Barber arrived 19.32

SS 618 POLICIES REVIEW

i. Co-Option Policy

A revised draft policy was attached as Appendix 2 for review. The Clerk attached a file note at Appendix 2.1 on Co-Option Voting Process for review. Discussion followed. The Clerk advised that guidance from HALC was for voting to take place in open meeting and that current WPC Standing Orders allow only for voting by show of hands which is reflected in the current Co-Option Policy. Pros and cons of a written ballot in open session or show of hands in open session were discussed.

The following recommendations were made:

i. It was proposed by Cllr Blyth., seconded by Cllr Paxton and unanimously

RESOLVED to **recommend** to Council that the updates proposed by the Clerk as per appendix 2 and in line with current NALC LTN 8 Elections and Co-Option be adopted and also that the following amendments be made to the Co-Option policy and to Council Standing Orders:

a. Standing Orders to allow for voting in the co-option process to be by way of written ballot in open session.
b. Co-option policy to state that voting will be by written ballot with the votes to be counted by the presiding officer in attendance at the meeting

ii. It was proposed by Cllr Barber., seconded by Cllr Paxton and unanimously

RESOLVED to **recommend** to Council that during the candidate presentations, only the candidate giving the presentation will be present in the room. Other candidates will be required to vacate the room.

iii. It was proposed by Cllr Dudley, seconded by Cllr Blyth and unanimously

RESOLVED to **recommend** to Council that section 6.3 of the WPC Co-Option Policy be amended to preclude any discussion in closed session. Following the conclusion of the candidate presentation and question session the council will move to a vote without discussion between Councillors.

SS 619 NEW POLICIES

i. Dignity at Work Policy

This model policy has been approved by NALC and SLCC for use by Councils in conjunction with the Civility & Respect Pledge. It is intended as a replacement for any previous Bullying & Harassment Policy (WPC current policy was attached at Appendix 3 for information). The model Dignity at Work policy was attached at Appendix 4.

ii. Safeguarding Policy

A draft policy was attached at Appendix 5 for consideration.

It was proposed by Cllr Dudley seconded by Cllr Warren and unanimously

RESOLVED to **recommend** to Council:
a. that the draft Dignity at Work Policy be adopted as a replacement to the current Anti – Harassment and Bullying Policy
b. that the draft Safeguarding Policy be adopted

SS 620 UPDATED NALC STAFF MODEL CONTRACT

NALC have issued an updated staff model contract which was attached as Appendix 6 together with explanatory notes issued by NALC. This template contract incorporates “Green Book” terms and conditions.

Discussion followed and the Clerk will obtain further information relating to Mileage Payments and HMRC regulations. Further review of the Model Contract was adjourned to the next meeting of Staffing & Strategy Committee.

SS 621 NJC PAYSCALES FOR 2023/24

Notification by the National Joint Council was issued 1st November '23 that agreement had been reached for the 2023/24 pay scales. These have been applied and backdated. A copy of the agreed rates was attached at Appendix 7 **Noted**

SS 622 STAFF TRAINING

The following training has been carried out by various staff members as appropriate to their role:
Working at Height Awareness / Fire Marshall / manual Handling / PAT Testing / Asbestos Awareness
Various CPD SLCC webinars have been attended by the Clerk. **Noted**.

SS 623 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Cllr Blyth, seconded by Cllr Paxton and unanimously

RESOLVED that pursuant to the Public Bodies (Admissions to Meetings) Act 1960, members of the press and public be excluded from the meeting during consideration of the following matters.

SS 624 STAFFING

10.1 Staff Probationary Periods

The probationary periods for three staff were reviewed.

i. It was proposed by Cllr Dudley, seconded by Cllr Paxton and unanimously

Resolved to recommend to Council approved successful completion of the Clerks probationary period

ii. It was proposed by Cllr Dudey, seconded by Cllr Blyth and unanimously

Resolved to recommend to Council approved successful completion of the grounds staff member probationary period

iii. It was proposed by Cllr Dudey, seconded by Cllr Warren and unanimously

Resolved to recommend to Council that the approval of the successful completion of the office staff member trial period ending 1st March '24 be delegated to the Clerk subject to there being no concerns raised in the interim period.

10.2 Job Evaluation – Deputy Responsible Finance Officer Role

A Clerks Report was attached at Appendix 8 to consider an amendment to the scale point range for the job to NJC scp 23-28 back dated to 1st January 2024.

DRAFT

This review prompted some discussion about WPC Business Continuity Plans for the absence of the Clerk. The Clerk will investigate options and present to Staffing & Strategy at their next meeting.

It was proposed by Cllr Dudley, seconded by Cllr Atkinson and unanimously

Resolved to recommend to Council that the point range for the role be amended to NJC scp 23-28 and back dated to 1st January 2024.

.

Chairman

DRAFT

WINKFIELD ROW TRAFFIC CALMING SCHEME PROPOSAL

Updating report by the Clerk

Council is advised that Parish Councils have the power to make contribution to a Highways Authority for traffic calming schemes for the benefit of the council's area under Highways Act 1980 S274A.

The proposal for consideration is for Winkfield Parish Council to contribute one third of the cost of the traffic calming scheme, up to £10K, being considered by the Highway Authority. Total anticipated cost of the project £30K. BFC Highways has advised that the scheme from inception , was brought to BFC by local BFC members as joint funding scheme.

Following the previous meeting of Council (held 16th January '24) the Clerk contacted BFC Highways for further information relating to the traffic calming proposal in Winkfield Row.

Response was received (summarised below) and circulated to Councillors 29th January '24.

Query	BFC Highways Response
Has the £30K costing been confirmed by contractors?	The scheme is not yet in an agreed work programme and so it has not yet been detailed designed. As such the figure of the £30,000 is not an exact figure. However, it is a figure provided by The Highway Engineering team to the local councillors based on the Councils term contract schedule of rates. It is expected that this is an absolute worst-case figure and that the costs would be less, but of course there is the possibility of unforeseen disruption whilst building adding to the cost. The breakdown of costs s predicted is as follows: The list below gives a cost in red for each of the aspects of the proposal detailed on the plan provided. 1. Relocation of the northern entry gateway closer to the school to increase impact to drivers. £1000 2. Removal of the next 3 sets of existing speed cushions and replacement with full width round topped humps. £6000 3. Eight new sets of 20mph road marking roundels in between the speed humps to serve as an additional visual aid to drivers. £800 4. Two new larger Vehicle Activated Signs (VAS) (powered or solar depending on circumstances – to be determined), one either side of the school. £10,000 5. One new School Warning sign on yellow backing board and new post and foundation. £250 6. To make way for the new VAS the existing 'Speed Kills' sign and School warning sign would be relocated to suitable positions. £500 7. One new full width speed hump in the vicinity of the car park. £2000 8. Relocation of the existing southern gateway away from the traffic signal junction to aid conspicuity for approaching drivers £6000* 9. All other road markings in the vicinity to be refreshed. £1000 10. There would also be generic traffic management costs to facilitate safe working practices £3000 Total £30,000 **Note – we have costed a new gateway at the southern end to match that at the northern end. If we were to relocate the existing signs this could be reduced to £1000*

Is there any information from BFC Highways to support why this particular scheme requires prioritisation over other traffic calming schemes in the area?	This scheme has been proposed because the existing 20mph zone experiences typical traffic speeds of 30mph. There are no other plans to physically traffic calm roads within the area and it is not a case of this proposal taking priority over another. In this case, the scheme is being proposed to bring vehicle speeds closer to that intended by the original scheme. We periodically implement speed management schemes in various forms across the borough, based on evidence, but new traffic calming schemes are far less common as many vulnerable areas (such as around schools) have already been treated in this way. The Council continues to support improving the safety for children on their journey to and from school and this proposal ties meet this criteria. The original 20mph zone scheme was introduced in 2012/13 to reduce the speeds of vehicles outside the two schools in Winkfield Row. As you know, full height humps were placed in Winkfield Row outside Winkfield St Marys as this was a quieter route, and speed cushions were used on the main B classified Winkfield Row. Speed cushions were used as this road is busier, together with properties being closer to the road and also being a bus route. Since then, speed surveys in 2019 and more recently from vehicle telematics have shown that the speed on the B classified Winkfield Row, whilst significantly lower than before the scheme, is still around 10mph above the plated 20mph zone.
Are you able to provide details of the most recent telematics data that BFC Highways are working to with regard to this proposed scheme**?**	In 2009, speed surveys were taken in both parts of Winkfield Row. The speeds outside Winkfield St Marys showed typical speeds of approximately 37mph. The speeds near Lambrook School were approximately 43mph. As a result of these surveys a speed management scheme was installed in 2012/13 which is the 20mph zone described above. In 2019, after the scheme was implemented, speed surveys were undertaken on the main Winkfield Row which showed that the typical speeds were approximately 32.5mph. Whilst this is a 10mph reduction in speed it remains 10mph higher than the 20mph zone intended. Our current telematics database shows the speed of vehicle using Sat-nav and Bluetooth technology. This shows the typical speed of vehicles outside Winkfield St Mary's school to be 18.6mph (where the full humps are in place). The typical speeds on the main part of Winkfield Row are 30mph outside Lambrook School. The speeds are slightly lower than 30mph as you move south and slightly higher than 30mph as you move north from the school. As you can see, the speeds are still much higher than the desired 20mph outside Lambrook School whilst below 20mph outside Winkfield St Marys school
Are BFC planning any other traffic calming measures in the local area to address the impact of the traffic on other local roads that lead to and from Winkfield Row stretch of the B3017 that the proposed scheme relates to ?	Next year's capital programme is not yet finalised and will be approved by the Executive in March. However, the latest draft does include speed management schemes (not traffic calming schemes) in some other locations in the Borough. This specific scheme is aimed at addressing the disparity between the current recorded typical speeds and those intended by the original 20mph zone.
Do BFC Highways have any views on what the potential impact may be in the wider area – e.g is HGV traffic likely to divert elsewhere?	The speed data above confirms the reality that full height road humps can be more successful in reducing vehicle speeds than the speed cushions. Speed cushions are intended to allow buses to pass over without affecting the passenger ride comfort. However, this of course means that larger vehicles will also be able to straddle them. In the proposal we have left a number of cushions in place where properties are very close to the road to allow larger vehicle to continue to do so. There are however 4 sets of full width road humps which larger HGV's will now have to drive over. This will slow the majority of larger vehicles down and

	could, as you say, encourage some to use a different route. We don't have specific data on the number of HGV's using B3017 Winkfield Road, albeit its 'B' class status requires mixed classes of vehicle to use it. I cannot comment on how many HGV's, if any, would divert from Winkfield Row but given the inconvenience of a relatively constrained network in the north of the Borough this does not appear a high risk
Are BFC proposing a site visit that could also be attend by WPC Councillors ?	A site visit is not planned at the moment as all information relating to the proposal is shown on the plan.
Any other comments from BFC Highways that would assist in the deliberations of the WPC Councillors	I thought I would give a quick description of the scheme to allow you to fully understand the reasoning behind each proposal. Firstly, it is proposed to focus the 20mph zone inwards towards the built-up area and the school. It is expected by bringing the start of the 20mph zone both southwards and northwards to where the road environment visibly changes, drivers will respect the change in speed limit more. This change will hopefully highlight the roadside hazards to the drivers as they pass from the more rural road into the more village like setting. The 20mph roundel road markings will also visually remind drivers of the 20mph limit as they travel through. The enhanced school warning signs on yellow backing will inform drivers of the schools ahead, reinforcing the reasons why they should slow down to 20mph. The proposed Vehicle Activated signs (VAS) will light up when drivers are approaching over the Association of Chief Police Officers enforcement threshold for a 20mph limit (currently 24mph). Finally, 4 sets of speed cushions will be replaced by full-width round topped road humps which will physically slow vehicles passing through.

Appendix 5

Notes:

1. Do not scale from drawing.

NORTH



20MPH ZONE ENTRY GATEWAY



20MPH VEHICLE ACTIVATED SIGN



'KILL YOUR SPEED' SAFETY CAMPAIGN SIGN



SPEED CUSHIONS



SPEED CUSHIONS



SPEED CUSHIONS



SPEED CUSHIONS



SPEED CUSHIONS

SPEED CUSHIONS



FULL WIDTH SPEED HUMP



FULL WIDTH SPEED HUMP



FULL WIDTH SPEED HUMP



20MPH ZONE ENTRY GATEWAY

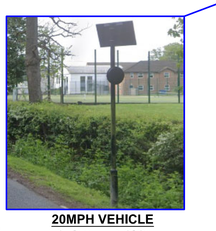


20mph ZONE ENTRY GATEWAY

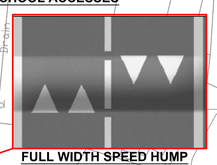
EXISTING LAYOUT



20MPH ZONE ENTRY GATEWAY
TO BE MOVED CLOSER TO SCHOOL ACCESSES



20MPH VEHICLE ACTIVATED SIGN TO BE REMOVED

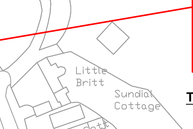


FULL WIDTH SPEED HUMP
TO REPLACE EXISTING CUSHIONS

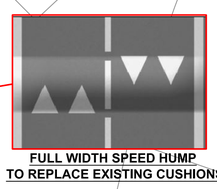
NEW 20mph ROAD MARKING ROUNDELS



NEW SCHOOL WARNING SIGN



NEW 20mph ROAD MARKING ROUNDELS



FULL WIDTH SPEED HUMP
TO REPLACE EXISTING CUSHIONS



NEW 20mph VEHICLE ACTIVATED SIGN
(SPEED KILLS SIGN TO BE RELOCATED)



EXISTING SPEED CUSHIONS
TO REMAIN

NEW 20mph ROAD MARKING ROUNDELS



NEW LARGER 20mph VEHICLE ACTIVATED SIGN
(EXISTING SCHOOL SIGN TO BE RELOCATED)



EXISTING FULL WIDTH SPEED HUMP
TO REMAIN

NEW 20mph ROAD MARKING ROUNDELS



EXISTING SPEED CUSHIONS
TO REMAIN



EXISTING FULL WIDTH SPEED HUMP
TO REMAIN

NEW FULL WIDTH SPEED HUMP



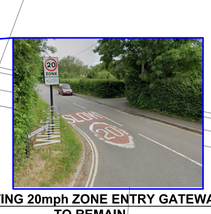
20MPH ZONE ENTRY GATEWAY
TO BE MOVED AWAY FROM SIGNAL JUNCTION



EXISTING SPEED CUSHIONS TO REMAIN



EXISTING FULL WIDTH SPEED HUMP
TO REMAIN



EXSTING 20mph ZONE ENTRY GATEWAY
TO REMAIN

POSSIBLE IMPROVEMENTS

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	Amendment	Date	Initials

Bracknell Forest Council

PLACE, PLANNING & REGENERATION
Highway Engineering Group

Project title
WINKFIELD ROW
SPEED MANAGEMENT SCHEME

Drawing title
CONCEPT DESIGN

Prepared by	AMT	Checked by	NR
Scale	1:1250	Date	OCT. 2023

Project Number	Drawing Number	Amend Letter	Print Suffix
	5366/001		

3/5/10 Year Plan Working Party Meeting 8th February 2024

Notes – by the Clerk

Attendees: Cllr Atkinson, Cllr Gaw and Cllr Hayes (for initial part of meeting)

Officer in attendance: Ruth Lyes (Clerk)

The purpose main purpose of the meeting was to progress further the development of a Parish 3/5/10 year plan.

Suggestions for inclusion on the plan had been placed under the general headings of Community facilities, Environmental / Climate Change, Physical, Physical and Mental Wellbeing , Community Engagement , Training and Development, Traffic Calming , Financial Strategy & Risk Management.

There are a considerable number of ideas to consider and to produce a more concise plan and further work is required on this.

The following recommendations were made by those in attendance at the meeting (Cllr Gaw & Atkinson) for consideration by Council:

1. It is considered that the number of working parties were excessive and the process of arranging and attendance at multiple meetings for Councillors and staff was not working to best effect. Therefore, to improve the efficiency of the forward planning and recommendations to Council process the following proposal for consideration is made. **Recommendation for consideration** is that some of the working parties be combined with an overall reduction in number. A suggested structure was:
   Finance Working Party – to continue as existing
   Property and Infrastructure – which could incorporate Locks Ride WP, Play Equipment WP, 3,5,10 yr Plan WP
   Community and Events – which could incorporate Youth WP, Climate Change WP, Cycle Ride WP, Footpaths WP, Community Engagement WP

   Existing working parties and membership are attached below for information.

2. Parish Councils have a Power available related to contribute to the cost of traffic calming measures. The following recommendation for consideration has been made:

   Recommendation for consideration is that a provisional sum of £50K be allocated from CIL monies for the 2024 /25 Financial Year only, to support BFC Highways in delivering any schemes that are deemed to be viable with an evidence-based need, that due to financial constraints, would not be otherwise delivered. The sum of £50k to be equally divided between wards in the North and in the South of the Parish. Councillors to bring forward to full Council details of any such proposals.

Name	Property & Infrastructure WP	Locks RideWP	Finance WP	Play Equipment WP	Youth WP	Climate Change WP	Events WP	Cycle Ride WP	Footpaths WP	3,5,10 Year Plan WP	Community Engagement WP
ADAMS, Paul											
ATKINSON, Nigel - *Lead Finance*	Y		Y					Y		Y	
BARBER, Gerry	Y	Y	Y			Y				Y	
BARRETO, Olivio					Y						
BLAKEMORE, Terry - *Lead Leisure*	Y	Y	Y	Y					Y		
BLYTH, Emily					Y		Y				Y
BUCHLER, Kevin			Y								
DUDLEY, Colin - *Chairman*		Y	Y		Y		Y			Y	Y
EHINGER, Christopher		Y								Y	
FREWER, Peter											
GAW, Moira							Y			Y	
HAYES, Dorothy	Y			Y		Y	Y	Y		Y	
KARIM, Michael									Y		
LAZAR, Otto					Y		Y			Y	
MICHIE, Angela		Y		Y			Y	Y			
PAXTON, Geoff - *Vice Chairman*	Y	Y	Y	Y		Y			Y		
ROWLAND, Kyle	Y										Y
WALL, Derek		Y				Y		Y	Y		
WARREN, Robert	Y	Y		Y							

Proposed Footpath / Cycleway Link on land situated at Carnation Hall

Information Report from Clerk on Communication Received from Bracknell Forest Council related to Planning Application 19/00009/OUT

19/00009/OUT | Outline application for the erection of up to 42no. dwellings, ancillary infrastructure and open space with vehicular access from Gardeners Road (all matters reserved except for details of access) following demolition of existing dwelling and associated outbuildings. | White Gates Mushroom Castle Winkfield Row Bracknell Berkshire RG42 7PL

A representative from Bracknell Forest Council has advised the following:

An approach made to them by the developers planning consultant in relation to offsite improvements to support a proposed residential development to the western edge of land in our ownership (and leased to WPC) at Carnation Hall.

The developer's planning consultant has made initial contact with BFC about a proposed footway/cycleway link from the development site to Chavey Down Road. It was originally planned for the developer to provide this over Mushroom Castle. However, we understand due to the complexities of providing such a route down Mushroom Castle, the developer has suggested that the footway/cycle link could be provided across the Carnation Hall site. I have attached a plan to show you the proposed route. (see below)

If such a proposal were to be permitted to go ahead, it would need full agreement from both Winkfield Parish Council and Bracknell Forest Council. We understand that planning consent will not be forthcoming unless a path/cycle link can be provided.

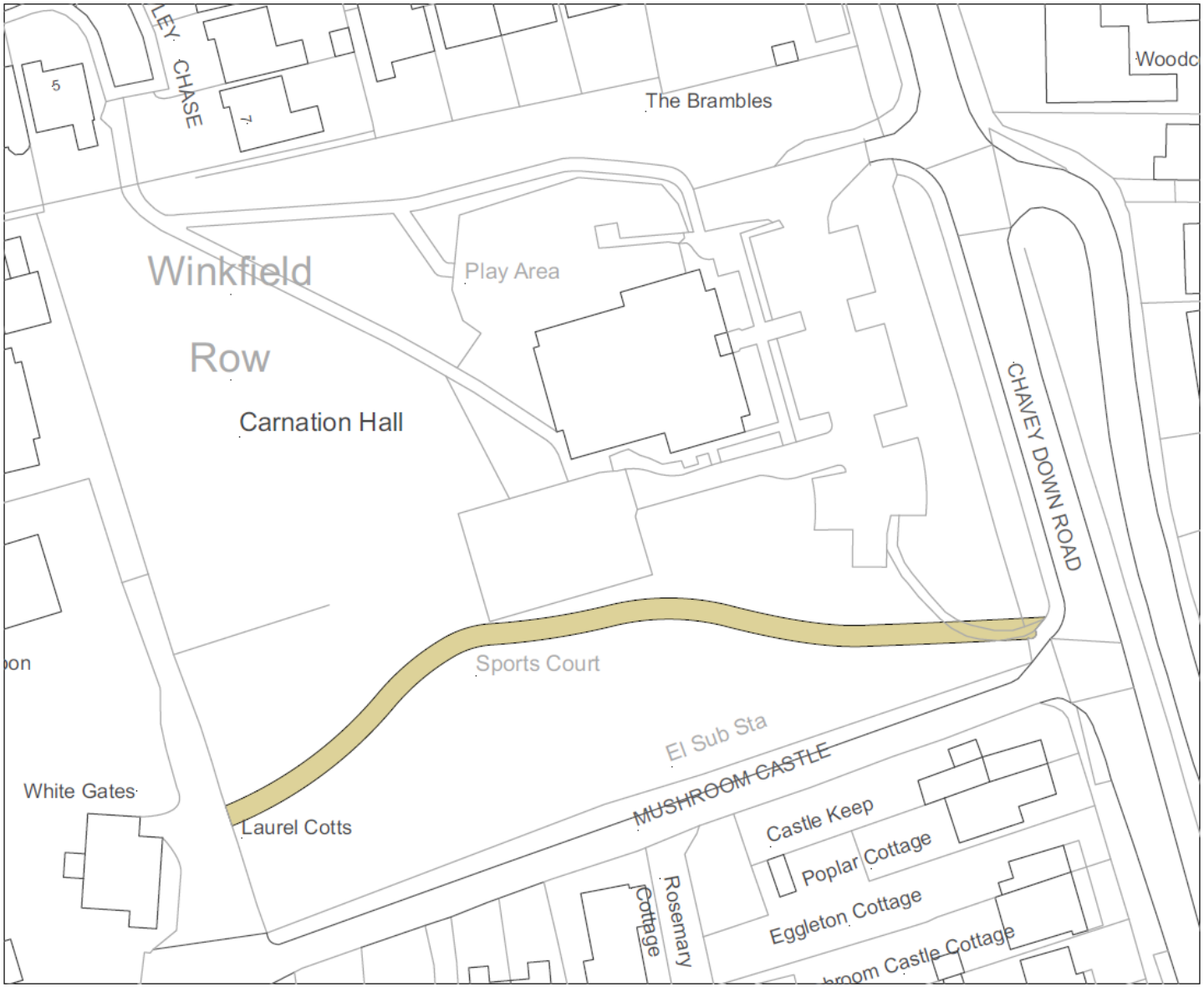
BFC are of the opinion that a suitable financial consideration would need to be paid to our two councils.

We believe that the location of the path is not set in stone and can be relocated, if needed, to a more suitable route. We further understand that the path would be adopted and therefore maintainable by the Council's highways team going forward.

Bracknell Forest Council have asked for the views of Winkfield Parish Council on this matter and for consideration as to whether this is something that WPC would like to explore further.

The Clerk has contacted BFC for clarification on two matters:

- Confirmation as to the department this enquiry has been generated from as this was not detailed in the correspondence from BFC but for now is assumed to be from the Planning Team
- Clarification on the current status of application 19/00009/OUT as this is showing in the summary on the BFC portal as "Pending Decision" however the Planning Committee Report 14th September '23 notes Resolved as Approved subject to conditions.



3m wide hard-surface footpath (length approx. 123m, area approx. 372m²)

Notes/Revisions		
A	04/01/2024	Footpath widened to 3m and realigned to adjoin Chavey Down Road

Winkfield Row, Bracknell (19/00009/OUT)

Blenheim Strategic Partnerships

N

Off-site improvements

Status:		Drawn by: JR	Checked by: JP
Project Number: 264708	Scale @ A3: 1:500		Date: 05/12/2023
Drawing Number: TOR-XX-ZZ-DR-A-SK022			Revision: A

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Clerk's Report - February 2024

Appendix 8

Meeting Action Point	Minute ref	Date Decision Ratified	Owner	Notes	Status
Charities Commission (CC) relating to KGV Recreation Ground & Chavey Down Road Allotments	CM 9226	17.08.21	Clerk/ Asst RFO	Documentation has been completed at submitted to the CC for a change of trustees to a single corporate trustee (WPC) Now waiting for confirmation from CC that the porcess has been completed before removing individual councillors as trustees. Queries have been raised by the CC and officers are trying to establish from CC what further information needs to be supplied. Charity Commissioners have now advised that there is a IT fault that is causing issues with completion of the process. This is a general issue - not just specific to WPC. Further updates will be obtained.	In progress
KGV Information Board	CM 9681	21.2.23	Clerk	Order placed and delivered. Information panel to be drafted for the board. Currently being researched by officers.	In progress
KGV Toilet	CM 9701	21.2.23	HGMF	We have been advised that due to contractual complexities related to LR Pavilion - this will need to be progressed as a standalone project	to be progressed
Locks Ride Pavilion	CM 9851	15.08.23	Clerk / Madlins/ WP	letter of intent approved £200K - currently waiting confirmation of schedule of payments under the LOI and for first invoice.Contract to be drawn up. Madlins are working with contractor on these. Freeths instructed to review final contract (legal aspects) £450 . Clerk continues to liaise with Madlins. Architect has submitted documentation relating to planning conditions 3,10&12 (materials/tree prtection & tree supervision)to BFC - now approved- noting that roof tiles amended to bronze . Project continuing to progress with required decisions being brought to Council. Potential start date now January/ Feb 2024. Further planning condition applications have been submitted by the architect 13.11.23. Draft contract has been reviewed by Freeths and submitted to Morris & Blunt 10.11.23 for review. Clerk has chased for indicative payments schedule - some general information has been provided by Madlins but further detail awaited from contractor. Old pavilion has been demolished. Some tree officer planning consultee items to be addressed. Contractors and Project Managers are addressing these matters and progress has been made toward resolution. An updated indicative U-curve has flow has been provided by Madlins with a cash flow from contractor anticipated end Feb.	In progress - Feb updated shown in red
Vehicle Provision	CM 9922	21.11.23	Clerk /Casual grounds project manager	Leases approved for 3 x ground vehicles (Utility Vehicle / Grass Cutter / Pickup Truck. Vehcile order signed by Clerk for Maxus and submitted. DVLA paperwork competed by Clerk for 2 x Lister Wilder Grounds vehicles - further paperwork and delivery dates awaited. Update requested by Clerk	In progress
Ongoing/new project updates and issues:					
Risk Assessments				AM/AE checked/updated all Risk Assessments. These to be reviewed by Clerk and circulated to staff	In progress
Policies Review				AE has commenced a review / update of policies. This process is to be continued by the Clerk with recommendations initially being referred to Staffing and Statrategy Committee	In progress
Fire Risk Assessments				Arranged for all sites - to be carried out 25th September ' 23 - inspections completed - reports recently received. No high risk items. Reports to be reviewed for action points and plan for implementation. Work has commenced on addressing issues raised	In progress
Coronation Initiative				Councillors continue to submit ideas. Project still ongoing. Majority of Councillors have now submitted their suggestions and projects are largely underway / completed	In progress
Locks Ride Splash Pad				Clerk / A Moffatt / Cllr Atkinson meeting with Fountaineers on site 11th Otober to discuss potential options. Quote has been received. Repair to water bucket installtion instructed by Clerk £755 - to be completed 8/1/24 . Revised quote received relating to control panel only of £9500 - added to future projects list in 24/25 budget.	In progress
Insurance claims				Claims have been made (and approved by insurers) for vandalised play equipment at Ascot Jubilee (£3265) and damaged height restrictor at Carnation Hall (£3072). Repair work completed at Ascot Jubilee. CH barrier repair to be completed. Work on barrier at CH completed	Completed
Football for All				Council agreement Cm 9872 was to make 2nd installment of the agreed grant uon confirmation that membership numbers had acheived 20. This confirmation has been recieved and the remaining £1400 transferred to the club.	Completed
Defibrilator familiarisation sessions				3 x sessions have been organised with Thames Valley Heartbeat and details circulated to councillors and the community. Sessions are provided free of charge by the charity. Clerk has made charity aware of the WPC Grants scheme	Completed
Arboricultural Professional Site Tree Surveys				Commencing 7th March '23	In progress

Capital Projects 2023/24 -February '24 update

Appendix 9

Notes:

1 These projects have been agreed through Council for action/completion in 2023/24
2 Those marked with a tick to 'Complete on approval of Clerk' will not return to Council unless there is any fundamental change to the project
3 Officers will ensure best value is achieved in all cases

Item No	Complete on approval of Council	Complete on approval of Clerk	Project	Budget	Committed/ Actual Cost to date	Notes	Action/Notes
1			CH floor strip/seal	£ 3,600.00		Work not required imminently - funds in ER	
2	✓		BFC asset transfer management	10,000.00		BFC has been notified of WPCs interest to pursue. Survey to be carried out after Elections. Survey carried out. To be reviewed Sept Council Meeting. Decision to not pursue Bog Lane CM 9861 has been conveyed to BFC	**No longer required**
3	✓		LR Pavilion upgrade	780,000.00	£ 88,480.04	CM 9851 Includes partial Madlins fees, Sports Clubhouses fees and surveys. Once planning permission is obtined updated quotes will need to be sought. Updated quotes obtianed and project moving forward with selected contractor followng tender process	
4	✓		LR Overflow parking matting	18,000.00		This has not been incorporated into the tender for the pavilion and will need to be considered as a separate project	
5	✓		KGV Toilet	75,000.00	£ 2,279.33	Planning approval granted. This is to be progressed as a stand alone project	
6	✓		Climate change improvements 2023/24	10,000.00			
7		✓	LR Cabin air conditioning unit	2,000.00		Mobile unit in situ for the time being. Full airconditioning system to be explored once the electricity capacity to the site is upgraded as part of the Locks Ride Pavilion Project and future use of the cabin established.	
8	✓		Kings Coronation	1,000.00	£ 3,522.36	Two new benches purchased(CM9727)	
9	✓		Restrictor gates to replace bollards, Asher	4,500.00		Allocated as a project for 2024/25 - indicative quote now obtained - approx £2k	
10		✓	MH internal painting	2,850.00		External and Internal redecoration required as part of lease in 2024. Increased budget proposed for 2024/25	
11		✓	Planters for Asher x2 plus planting	400.00		Advised by Grounds Team that not required	**No longer required**
12	✓		Solar Panels Carnation Hall	25,000.00	£ 24,980.00	CH Solar Panels installation. CM 9783 approved. Completed August '23	**Completed**
				£ 932,350.00	**£ 119,261.73**		

Carried forward projects							
12	✓		Fernbank play area upgrade	40,000.00	£ 40,000.00	Complete . S106 Funds receieved	**Completed**
13							
				£ 972,350.00	**£ 159,261.73**		

Appendix 10

Leisure Report February 2024

Head of Grounds and Head of Facilities

General

- Maxus EV pick up was delivered 2nd February '24
- Tree Surveys commence 7th March
- General playground maintenance both from annual play inspection reports and ongoing maintenance

Allsmoor

- New Coronation Initiative accessible picnic benches installed
- Trimmed trees that were causing nuisance

Carnation Hall

- Replacement height restrictor fitted by contractor following successful insurance claim for damage
- Planter has been refreshed
- New EV point has been installed for the Maxus pick up

King George V Recreation Ground

- General planting across the site

Locks Ride

- Grounds Team liaising on regular basis with the contractors on day to day on-site matters as the demolition and new build progress
- Temporary toilet is now on site for users of the park while the usual toilets are out of action due to construction (anticipated 2 weeks)
- Splash Pad bucket water feature painted
- Old pavilion now demolished

Martins Heron & Warren Community Centre

- General maintenance
- Clearing and repairs to guttering

WPC Office

- Some general grounds maintenance, tidy and planting and gutter clearance

Winkfield Parish Council
HSBC
List of Payments made between 01/01/2024 and 31/01/2024

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
02/01/2024	SMARTEST ENERGY	DD	125	MH ELECTRIC
02/01/2024	BFBC	DD	335	WPC BUS RATES
02/01/2024	BFBC	DD	147	CH BUS RATES
05/01/2024	Sage UK Ltd	SAG001	46.8	Sage Payroll
09/01/2024	Edward Smith	BACS	160	MHID Refund
09/01/2024	Mavis Kyere	DD	50	CHID Refund
09/01/2024	Jozsef Balogh	DD	100	CHID Refund
11/01/2024	Football4All	BACS	1400	Football4All, WPC Grant
11/01/2024	HSBC Bank	HSBC001	560.73	HSBC VISA Purchases
15/01/2024	HMRC PAYE DEC 23	BACS	5216.54	HMRC PAYE DEC 23
15/01/2024	SMARTEST ENERGY	DD	55	WPC ELEC
15/01/2024	SMARTEST ENERGY	DD	433	LR ELEC
15/01/2024	SMARTEST ENERGY	DD	114	AJ ELEC
15/01/2024	SMARTEST ENERGY	DD	295	CH ELEC
15/01/2024	FDMS	DD	16.88	LR CABIN FEES
15/01/2024	AMEX	DD	0.05	LR CABIN FEES
15/01/2024	Mainstream Digital	MAI001	1292.8	WPC Horizon phone system
15/01/2024	Fuelgenie Business Account	FUE001	236.74	Fuel Cards
16/01/2024	CASTLE WATER	DD	73.52	CH
16/01/2024	CASTLE WATER, MH	DD	263.6	MH
16/01/2024	SMARTEST ENERGY	DD	233.68	AJ GAS
16/01/2024	SMARTEST ENERGY	DD	865.02	CH GAS
16/01/2024	SMARTEST ENERGY	DD	141.64	WPC GAS
16/01/2024	SMARTEST ENERGY	DD	247.4	MH GAS
17/01/2024	Chris King	BACS	6	Chris King, RE3 Reimbursement
17/01/2024	Lynn Haddon	BACS	13.5	Lynn Haddon, MHWCC Keys
17/01/2024	CHARLOTTE HART	BACS	50	CHID Refund
17/01/2024	RACHEL MCCALLAN	DD	50	CHID Refund
17/01/2024	Vodafone	VOD001	116.32	Mobile phones
18/01/2024	Berkshire Pension Fund, Dec 23	BACS	6422.34	Berkshire Pension Fund, Dec 23
18/01/2024	S Palmer / O Comfort	BACS	50	CHID Refund
18/01/2024	C King	BACS	6	Chris King, RE3 Reimbursement
18/01/2024	Sebastian's Action Trust	BACS	500	Sebastian's Action Tr, Grant
18/01/2024	CBG CONSULTANTS LTD	CBG001	1830	LR Pavilion Fees
18/01/2024	Initial Washroom Hygiene	INI001	91.67	Initial Hygiene Visits
18/01/2024	The Play Inspection Company Lt	PLA003	2400	Playground inspection app
18/01/2024	Securiflame	SEC001	1320	Fire Risk Assessments
18/01/2024	SPY ALARMS LTD	DSC001	2972.4	AJ & CH CCTV
19/01/2024	CASTLE WATER	DD	22.48	WPC
19/01/2024	S LINE	DD	18.72	S LINE, CHG
19/01/2024	Worldpay	WOR001	11.94	Worldpay charge
20/01/2024	HSBC	DD	5	HSBC CHG
22/01/2024	BNP PARABAS	DD	603.2	BNP PARABAS, TRACTOR LEASE
23/01/2024	A BROOME SMITH	BACS	50	CHID Refund
23/01/2024	DARREN LEWIS	DD	50	CHID Refund
23/01/2024	LOU HOPKINS	DD	50	CHID Refund
24/01/2024	MARKETPLACE MERCH	DD	612.48	LR CABIN TILL
25/01/2024	Wages, Various	BACS	17123.67	Wages, Various
26/01/2024	Ford Lease	FOR002	835.55	RV70 NTX Lease
29/01/2024	M MAJID, CH ID REFUND	BACS	481.9	CHID Refund

Total Payments **48102.57**

S137 PAYMENTS - February '24 Update

APPENDIX 12

Date	Payee	Invoice / Ref	Gross	Vat	s.137
01/08/2023	**Balance B/F**				**£ 68,804.00**
Expenditure					
August '23 approved CM 9844	Football4All	KB/MK	£ 500.00	£ -	£ 500.00
August '23 approved CM 9844	Age Concern cats	CD	£ 262.63	£ 43.77	£ 218.86
Sept '23 Approved CM 9867	Silver Sunday Biscuits	CM9839	£ 191.40		£ 191.40
Sept '23 Approved CM 9867	St Christopher Gardens - Silver Sunday conribution (CM9839) & top up to Silver Sunday donation from Coronation Initiative	DH	£100	£ -	£ 100.00
Sept '23 Approved CM 9905	Oaktree Nursery - Cornation Initiative - Acer tree	CE/MG/TB/OL	£159.99	£ 26.66	£ 133.33
Sept '23 Approved CM 9905	All Saints Church community lunch initiative - Coronation Initiative	EB	£ 250.00	£ -	£ 250.00
October '23 Approved CM 9905	Football For All - grant awarded	CM 9872	£ 1,500.00	£ -	£ 1,500.00
October '23 Approved CM 9932	Remembrance Day Poppies		£ 59.97	£ 10.00	£ 49.97
November '23 Approved CM 9932	Resources to support Alzheimers Dementia Support inititive operting from King Edwards Hall (North Ascot)- Coronation Initiative (equipment & books)	DH	104.43	£ 13.82	£ 90.61
December '23 Approved CM 9968	Cranbourne Primary School PTA - outdoor area		£ 500.00	£ -	£ 500.00
January '24 Approved CM 9992	Sebastian Action Trust - charity events		£ 500.00	£ -	£ 500.00
January '24 Approved CM 9989	Hymn books - St Martins Church		£ 500.10	£ -	£ 498.33
February '24	Football For All - grant awarded pt 2	CM 9872	£ 1,400.00	£ -	£ 1,400.00
Total			£ 6,028.52	£ 94.25	**£ 5,932.50**

Balance	**£ 62,871.50**

Total annual amount we can spend under LGA 1972 s137 is current £9.93 per elector ie £9.93 x 6929 = £68804

Financial Position at 31/01/2024

Balance of all Bank A/C's & Investments

HSBC	903,837.12
Lloyds	219,205.31
NatWest	364,271.36
Nationwide	250,000.00
Santander	151,617.56
Clydesdale / Yorkshire	-
United Trust	150,000.00
Reliance	150,986.00
Hampshire Trust	150,000.00
Redwood Bank	150,000.00
	2,489,917.35
Amount Due to Creditors	(35,405.88)
Amount Due from Debtors	5,526.00
Available Funds	**2,460,037.47**

Appendix 14

Account Name	Amount invested	Current interest rate
HSBC Money Market Call Account	£ 150,000.00	0.50%
Nationwide 95 day notice	£ 250,000.00	4.30%
Natwest 35 day notice	£ 364,271.36	2.96%
Santander 12 month Time Deposit	£ 151,617.56	3.70%
United Trust Bank 1 year bond	£ 150,000.00	3.90%
Reliance 90 day notice	£ 150,986.00	2.55%
Hampshire Trust 95 day notice	£ 150,000.00	0.75%
Redwood Bank 95 day notice	£ 150,000.00	3.75%
TOTAL INVESTED	**£ 1,516,874.92**	

Winkfield Parish Council

Summary Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Administration	Income	963,185	581,211	(381,974)		
	Expenditure	75,654	66,580	(9,074)	431	(9,505)
	Net Income over Expenditure	887,531	514,631	(372,900)		
	plus Transfer from EMR	742,006				
	less Transfer to EMR	(361,394)				
	Movement to/(from) Gen Reserve	1,990,931				
Staff Costs	Expenditure	342,183	422,920	80,737		80,737
Grants	Expenditure	17,075	26,000	8,925		8,925
Infrastructure	Expenditure	1,248	2,000	752		752
Community	Income	23,270	800	(22,470)		
	Expenditure	33,372	35,884	2,512		2,512
	Movement to/(from) Gen Reserve	(10,101)				
F & GP Projects	Expenditure	1,950	3,216	1,266		1,266
Locks Ride Playing Field	Income	7,100	8,700	1,600		
	Expenditure	36,471	28,050	(8,421)	1,952	(10,373)
	Net Income over Expenditure	(29,371)	(19,350)	10,021		
	plus Transfer from EMR	39,900				
	Movement to/(from) Gen Reserve	10,529				
Ascot Jubilee Playing Field	Income	13,665	9,500	(4,165)		
	Expenditure	9,115	10,500	1,385	649	736
	Net Income over Expenditure	4,550	(1,000)	(5,550)		
	plus Transfer from EMR	605				
	Movement to/(from) Gen Reserve	5,155				
King George V Playing Field	Income	640	1,666	1,026		
	Expenditure	1,198	2,900	1,702		1,702
	Movement to/(from) Gen Reserve	(558)				
Asher Recreation Ground	Income	0	230	230		
	Expenditure	0	1,400	1,400		1,400
	Movement to/(from) Gen Reserve	0				
Open Spaces	Expenditure	55,431	75,900	20,469		20,469
	plus Transfer from EMR	-6,898				
	Movement to/(from) Gen Reserve	(62,329)				
Locks Ride Cabin	Income	22,233	28,000	5,767		
	Expenditure	15,706	23,500	7,794		7,794
	Movement to/(from) Gen Reserve	6,527				
Allotments	Income	2,751	2,550	(201)		
	Expenditure	3,620	1,800	(1,820)		(1,820)
	Net Income over Expenditure	(869)	750	1,619		
	plus Transfer from EMR	1,185				

Continued over page

Winkfield Parish Council

Summary Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
	Movement to/(from) Gen Reserve	316				
Tennis	Income	2,593	2,000	(593)		
	Expenditure	564	1,600	1,036		1,036
	Movement to/(from) Gen Reserve	2,028				
Carnation Hall	Income	48,609	45,000	(3,609)		
	Expenditure	29,843	36,250	6,407	431	5,977
	Net Income over Expenditure	18,766	8,750	(10,016)		
	plus Transfer from EMR	869				
	Movement to/(from) Gen Reserve	19,635				
Martins Heron CC	Income	48,544	36,000	(12,544)		
	Expenditure	14,366	18,650	4,284	1,081	3,203
	Movement to/(from) Gen Reserve	34,178				
Capital Projects	Expenditure	73,008	1,181,498	1,108,490		1,108,490
	plus Transfer from EMR	40,000				
	Movement to/(from) Gen Reserve	(33,008)				
	Movement to/(from) Gen Reserve	0				
	Grand Totals:- Income	**1,132,588**	**715,657**	**(416,931)**		
	Expenditure	**710,805**	**1,938,648**	**1,227,843**	**4,543**	**1,223,300**
	Net Income over Expenditure	**421,784**	**(1,222,991**	**(1,644,775**		
	plus Transfer from EMR	**817,667**				
	less Transfer to EMR	**-361,394**				
	Movement to/(from) Gen Reserve	**1,600,845**				

Donations and Grants		
		General
Year	Recipient	Grant
2020/21	Charters Bowls Club	£ 800.00
	Thames Hospice	£ 750.00
	Dash Charity	£ 500.00
	Citizens Advice, Bracknell	£ 2,000.00
	Berks MS Therapy Centre	£ 500.00
	Keep Mobile	£ 1,500.00
	Sunningdale Bowls	£ 250.00
	The Ark	£ 1,000.00
	St Mary's Churchyard maintenance	£ 500.00
	St Peter's Churchyard maintenance	£ 500.00
	South Hill Park Trust	£ 500.00
	Bracknell & District Parkinsons	£ 500.00
	Life Education Wessex	£ 350.00
	Cranbourne School PTA	£ 555.00
	Total Spend	**£ 10,205.00**
2021/22	*General Grants budget*	*£ 12,000.00*
	Churchyard Maintenance budget	*£ 1,000.00*
	Citizens Advice, Bracknell	£ 2,000.00
	St Mary's Churchyard maintenance	£ 500.00
	St Peter's Churchyard maintenance	£ 500.00
	Youthline	£ 1,500.00
	Keep Mobile	£ 2,781.00
	Age Concern	£ 200.00
	Berkshire MS Society	£ 500.00
	Bracknell & District Parkinsons	£ 500.00
	North Ascot History Group	£ 300.00
	Total Spend to date	**£ 8,781.00**
2022/23	Life Education Wessex (relates to 21/22)	£ 175.00
	Citizen's Advice	£ 2,000.00
	Charters Bowls Club	£ 650.00
	First Days	£ 1,500.00
	SHP Trust	£ 2,000.00
	St Mary's Churchyard maintenance	£ 500.00
	St Peter's Churchyard maintenance	£ 500.00
	Keep Mobile	£ 2,500.00
	South East Gang Show	£ 500.00
	Age Concern	£ 1,500.00
	Stepping Stones	£ 750.00
	Bracknell & District Parkinson's	£ 1,000.00
	Total Spend to date	**£ 13,575.00**
2023/24	*General Grants budget*	*£ 25,000.00*
	Churchyard Maintenance budget	*£ 1,000.00*
04/23	St Mary's Churchyard maintenance	£ 500.00
04/23	St Peter's Churchyard maintenance	£ 500.00
05/23	Youthline	£ 1,500.00
06/23	Nurture Kids Ascot	£ 300.00
06/23	Charlotte Pratt Memorial Hall	£ 1,000.00
06/23	Citizens Advice East Berkshire	£ 2,000.00
08/23	South Hill Park	£ 1,000.00
09/23	Football for All	£ 1,500.00
10/23	Keep Mobile	£ 2,500.00
11/23	The Ark Trust	£ 1,500.00
11/23	St Martins Church	£ 1,500.00
12/23	Charters Bowls Club	£ 875.00
12/23	Cranbourne Primary School	£ 500.00
01/24	Football for All	£ 1,400.00
01/24	Sebastian's Action trust	£ 500.00
	Total Spend to date	**£ 17,075.00**

Winkfield Parish Council
Serving Winkfield Since 1894

WINKFIELD PARISH COUNCIL

Council Offices, Fernbank Road, Ascot, SL5 8JW
Tel: 01344 885110 email: finance@winkfieldparishcouncil.gov.uk

Mrs Ruth Lyes
Clerk

APPLICATION FOR FINANCIAL ASSISTANCE

Organisation : WINKFIELD & NORTH ASCOT GOOD NEIGHBOURS SCHEME

Address: c/o [redacted]

Telephone: 01344 [redacted] Email: [redacted]

Registered Charity Number: -

Contact: DAVID LITTLE

What is the aim of your organisation? TO PROVIDE A HELPING HAND TO OUR NEIGHBOURS. BY PROVIDING TRANSPORTATION ESSENTIAL MEDICAL APPOINTMENTS TO LESS MOBILE RESIDENTS.

Have you had a grant from Winkfield Parish Council before? (YES) / NO

If YES, when and how much for? 2019 (?) ~ £1000-00

Are you approaching other organisations for a grant for the same purpose? YES / (NO)

If yes, list organizations:

How many people from **WINKFIELD PARISH** do you think will benefit from your organisation in a year?

~~0~~ ~~1-10~~, ~~10-25~~, ~~25-50~~ ~~50-75~~ ~~75-150~~ 150+ (delete as appropriate)

Is the service you provide free of charge? YES / (NO) SEE ATTACH LETTER

If NO, give details: ALL COLLEAGUES ARE VOLUNTEERS. DRIVERS PAID HMRC RATE

Sum requested: £500-00

For what purpose is the grant required? IN ORDER TO MAINTAIN OUR SERVICES AS NO REGULAR INCOME.

Capital project / other (please give details) -

Applications for running costs must be accompanied by annual accounts (audited if appropriate). Applications for Capital Expenditure must be accompanied by estimates for the proposed project as well as accounts if the applicant is an established group.

The Parish Council may request additional information before considering your application.

By signing this application you confirm that any grant will only be used for the purpose specified.

Signature of Applicant : [redacted] Date : 16th October 2023

Position in Organisation: SECRETARY

Winkfield & North Ascot Good Neighbour Scheme

Winkfield Parish Council
Council Offices
Fernbank Road
Ascot
SL5 8JW

16th October 2023

Attention: Mrs Ruth Lyes - Clerk

Dear Sirs **Grant Application**

Following the receipt of your form – 'Application for Financial Assistance' please find completed form attached for your kind consideration.

In support of the application, I should like to add the following –

The past 12 months or so have proved to be a testing time for the Group as we have been without a Treasurer and, although we have regular outgoings, we have sadly not receive any donations at all. Over the same period, we have been unable to update our Surgery flyers to correct changing contacts and telephone numbers.

At our recent AGM, we were fortunate enough to secure a new Treasurer and I was appointed as Secretary on retirement of the existing. I am progressively processing all of the paperwork that I have inherited with a view to bring things up to date. Our new Treasurer is organising up to date banking arrangements with an alternative bank. We have approximately £1000 left deposited.

With a full Management Committee now in place, we are proposing to revitalise our operations and extend our sphere of influence across the Parish to include Martins Heron and The Warren. Approaching the relevant surgeries and business has been favourably received with respect to displaying our flyers and we have been successful in attraction a further three volunteer drivers.

All colleagues are unpaid volunteers with the drivers being paid the HMRC mileage rate direct by the Clients. As such our Group receives no income from our operations.

I trust the above, together with the attached application form, will provide you the necessary information and background required and remain available should you require any additional information.

Yours faithfully

David Little

Secretary

Attached: x1

North Ascot & Winkfield Good Neighbours Scheme
Committee members' report
for the period 2023-2024 (July – Oct)

Receipts & payments account to 9 October 2023	**Receipts**		
	Grants	£	-
	Donations	£	-
	Bank interest	£	-
	Other receipts	£	-
	Total receipts	**£**	**-**
	Payments		
	Coordinator expenses 27 Jul 23	£	56.10
	Secretarial expenses 27 Jul 23	£	13.30
	Other payments	£	-
	Total Payments	**£**	**69.40**
	Net receipts/(payments)	**£**	**(69.40)**
	Bank and cash at the start of the period	£	1,719.33
	Bank and cash at the end of the period	**£**	**1,649.93**
Statement of assets and liabilities to 9 October 2023	**Cash assets**		
	Community account statement 31/07/23	£	1,649.93
	Petty cash	£	-
	Total cash assets	**£**	**1,649.93**
	Other assets		
	None	£	-
	Liabilities		
	Secretarial estimated	£	15.00
	Coordinator expenses estimated	£	60.00

Notes:
1.Online banking set up and used to make payments.
2.Organisation Details Form completed and returned to Barclays.

This financial statement was prepared by Jenny Sachar using records and bank statements received:

Signed _____ 09-Oct-23
Jenny Sachar, Treasurer

WINKFIELD PARISH COUNCIL

Council Offices, Fernbank Road, Ascot, SL5 8JW
Tel: 01344 885110 email: finance@winkfieldparishcouncil.gov.uk

Appendix 18

Mrs Ruth Lyes
Clerk

APPLICATION FOR FINANCIAL ASSISTANCE

Organisation : JEALOTT'S HILL COMMUNITY LANDSHARE CIC *

Address: c/o [redacted]

Telephone: [redacted] Email: [redacted]

Registered Charity Number: COMPANIES HOUSE: REGISTRATION NO. 15187261 CIC

Contact: MARY HARRIS

What is the aim of your organisation? To use the power of horticulture in a therapeutic way to nurture individuals and encourage relationships and collaborations within the community.

Have you had a grant from Winkfield Parish Council before? YES / (NO) We don't believe so.

If YES, when and how much for? N/A

Are you approaching other organisations for a grant for the same purpose? (YES) / ~~NO~~

If yes, list organizations: OTHER GRANT MAKING BODIES - INC. WARFIELD + BINFIELD PARISH COUNCILS NATIONAL LOTTERY, BRACKNELL + SANDHURST TOWN COUNCILS

How many people from **WINKFIELD PARISH** do you think will benefit from your organisation in a year? #

0, 1 – 10, (10 – 25,) 25 – 50 50 – 75 75 – 150 150+ (delete as appropriate)

Is the service you provide free of charge? (YES) / ~~NO~~ ** FOR MAJORITY OF SERVICES

If NO, give details: **There is an annual hire charge for GROUP ALLOTMENT PLOTS

Sum requested: £3,000

For what purpose is the grant required? To contribute to the costs of employing a Landshare Manager to enable the site to re-open.

Capital project / other (please give details) N/A

Applications for running costs must be accompanied by annual accounts (audited if appropriate). Applications for Capital Expenditure must be accompanied by estimates for the proposed project as well as accounts if the applicant is an established group.

The Parish Council may request additional information before considering your application. Please see information attached.

By signing this application you confirm that any grant will only be used for the purpose specified.

Signature of Applicant : [redacted] Date : 19/01/24

Position in Organisation: DIRECTOR JHCL CIC

In 2023 the following groups used the space - all of which are available to WINKFIELD residents. "Breakthrough - Bow College - CH Support - Friends in Need MIND - KIDS - LINK - New Hope - Stepping Stones and YPWD. GDPR prevents us having details & numbers of participants.

Information to accompany Winkfield Parish Grant Application

Jealott's Hill Community Landshare CIC is a newly registered organisation, which has been established to manage the highly successful and award winning, community horticultural project situated in Warfield Parish, Bracknell, that has been running since 2011. In September 2023 one of the original partners abruptly resigned from the partnership that had been managing the project, handed back the lease, made the staff redundant and the site was forced to close.

A community group led by volunteer Friends of JHCL has come together to reopen the project and has created JHCL CIC to manage the future governance. The CIC is now seeking funds from a wide number of sources to hopefully enable them to appoint a Landshare Manager. A new lease is available to the CIC subject to the appointment of a Landshare Manager. The CIC has already prepared a job description and person specification for this role.

The project provides a safe and welcoming environment in which to grow produce and engage in activities to support peoples' health and wellbeing, biodiversity and the natural environment. The site features a 450-tree orchard, large polytunnel, storage barn, welfare room, disabled toilets, extensive fruit cages, and three acres of cultivated ground with a half-acre sensory garden.

The CIC needs to raise an initial £40,000 to enable them to employ the Landshare Manager and run the project for the first year.

The Landshare is an environment where individuals and groups are encouraged to nurture learn, share and develop skills whilst maintaining a sustainable environment. It currently has a 150 strong Friends group with 70 active volunteers some of which are from Winkfield. It also works with 35 local organisations and when busy welcomes in excess of 40 beneficiaries and/or volunteers each week (with seasonal variation).

The Landshare works directly with people who are on the edges of mainstream society in ways that encourage inclusion, integration and independence. It welcomes persons with a disability or disadvantaged background and volunteers, with or without experience, of all ages and backgrounds. Users enjoy growing food, crafting, maintaining flower beds and supporting local wildlife. Community gardening activities have therapeutic benefits including increased self-esteem and a feeling of belonging, promoting wellbeing, healthy eating and exercise. Activities build environmental awareness and help support local wildlife habitats.

The projects works with schools for pupils with additional needs, those with disabilities and those experiencing disadvantage and BAME groups including support services New Hope, Stepping Stones, Friends in Need, Community Payback Services etc. Group plots are let to resident groups, Brownies and Breakthrough etc. Local corporates are welcomed for team building activities making donations to the site. Seasonal events, nature walks, apple wassail, spring fayres, picnics and harvest celebrations, raise wider public awareness and bring in funds.

Work undertaken has a ripple effect beyond the immediate volunteer beneficiaries as the wider community benefit from the green space and a learning resource.



JEALOTT'S HILL COMMUNITY LANDSHARE CIC BUSINESS PLAN

2024-2026

Abstract

A vision and objectives for the community landshare, building on previous successes and ensuring its long term success in supporting the Berkshire community through the power of horticulture

Jealott's Hill Community Landshare CIC

jealottshilllandshare@gmail.com

The Queen's Award for Voluntary Service

SAY SO

Table of Contents

Foreword 3

Introduction and Executive Summary 3

Introduction 3

Executive Summary 4

The Vision 5

Management Structure 5

Staffing Structure 6

Speak Up Policy/Whistleblowing 6

The Friends of Jealott's Hill Landshare CIC 7

What the Landshare Has to Offer 7

Facilities 7

Activities 8

Visitor Numbers 8

Progress with the 2019 – 2022 Business Plan 8

Finances 9

Budget Requirements 10

Targeted Funding Streams 10

The Public Benefit 10

Performance Monitoring 11

Key Performance Indicators 11

Marketing and Promotional Activity 11

Goals for 2024 – 2026 11

Appendix 1 - Beneficiaries of JHCL CIC 13

Organisations Using the Landshare 13

Corporate Supporters 15

Total Contribution and Usage of the Landshare 16

Geographical Reach of the Landshare 17

Appendix 2 - Managing the Risks 18

Appendix 3 - The Site Features 19

Figure 1 - Timelines 3
Figure 2 - JHCL Vision 5
Figure 3 - Organisational Structure 6
Figure 4 - General Volunteer Hours 7
Figure 5 - Key Performance Indicators 11
Figure 6 - Goals for Plan Period 12
Figure 7 - Site Beneficiaries 15
Figure 8 - Corporate Beneficiaries 16
Figure 9 - Corporate Volunteer Hours 16
Figure 10 - Total Volunteer Hours 17
Figure 11 - Geographical Reach of the Landshare 17
Figure 12 - Risk Register 18
Figure 13 - Site Features 19
Figure 14 - Site Layout 19
Figure 15 - Site Layout from the Air 20

Foreword

It is with great pleasure that I present the business plan for Jealott's Hill Community Landshare CIC.

The mental health and wellbeing of people, and in particular children and young adults, is my passion and what drove me to take a very keen interest in the Landshare.

I have a very strong vision on how the CIC can build on the sterling work carried out by the previous organisation on the site. I particularly feel there is a great opportunity to grow the income streams on site and to forge strong relationships between site users of all ages and abilities.

There is a much stronger focus and understanding in the world, post the Pandemic, on how fresh air and nature can help people's health and wellbeing and the Landshare is in a very strong position to capitalise on this growing momentum through the power of horticulture.

I am extremely proud to be able to take on the role of Chair to help drive forward the Landshare's ambitions.

Paul Adams

Chair of Directors of Jealott's Hill Community Landshare CIC

Introduction and Executive Summary

Introduction

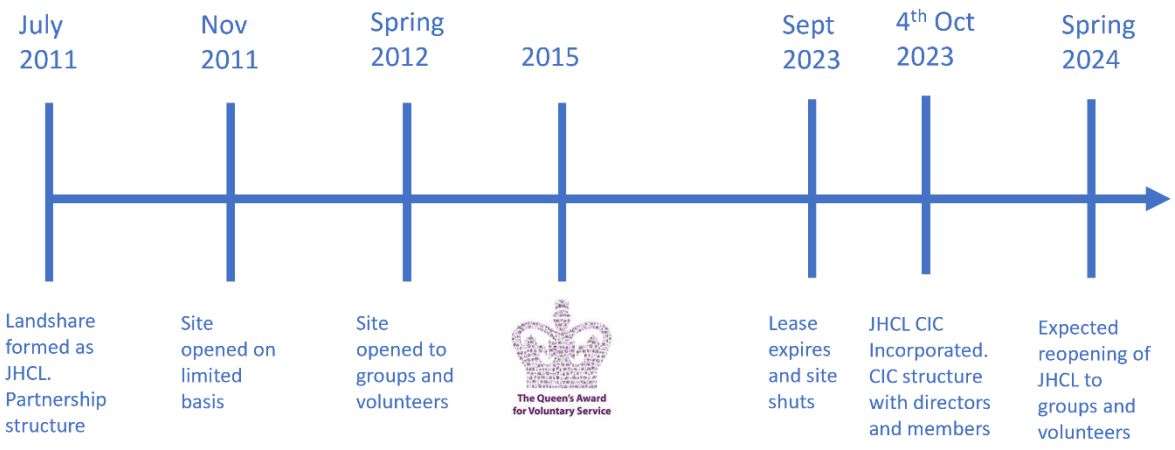


Figure 1 - Timelines

The original Jealott's Hill Community Landshare (JHCL) was founded in November 2011 through a partnership between the private, voluntary and public sectors as an innovative project based on community gardening. In 2015 it gained the Queens Award for Voluntary Service and over the years secured many other accolades for its innovative approach and excellent horticulture.

In September 2023 after 12 very successful years the major funder and leaseholder withdrew suddenly from the project (due to a company merger and changed corporate and business priorities) and the Landshare was forced to close its gates.

Phoenix like the project is reopening as Jealott's Hill Community Landshare CIC (JHCL CIC/Landshare) a Community Interest Company limited by guarantee but with the same aim of providing a sense of wellbeing, confidence and work experience to members of the local community, particularly to those with a disability or disadvantaged background, all through the power of horticulture and related practical skills. The project's loyal volunteers and Friends remain committed and form the membership of JHCL CIC.

The 6.5 acre Landshare site is located between Bracknell and Maidenhead in the parish of Warfield. It is owned by the agricultural research company Syngenta who very generously lease the site for community use. JHCL CIC would like to acknowledge the support that Syngenta have provided to the project throughout the years and its ongoing commitment to the reformed entity JHCL CIC.

Executive Summary

- The Landshare is regionally and nationally recognised as an innovative provider of horticultural activity, support and training for all.
- In 2022-23 the facilities were used by 35 different social care agencies, charities, educational and voluntary groups. In 2023 there were 70 active volunteers and 130 members of the Friends of Jealott's Hill Landshare (Friends). Whilst attendance fell following the Pandemic voluntary activity has recently increased and many agencies, education and voluntary groups etc. are keen to get back to the site.
- The interaction between the skilled and unskilled, the mature and the young, the advantaged and the less advantaged in a manner than creates friendship and support is at the core of what the Landshare offers to all sectors of society.
- Whilst the original partnership arrangement was dissolved in September 2023 it has provided the opportunity to evolve the site to its next stage of development. Changing the operating and managerial model provides far greater scope to explore commercial and charitable possibilities to raise funds and innovate further.
- The goals for 2024– 2026 include the need for the site to be able to secure funding from a wider range of sources. Being constituted as a Community Interest Company (CIC) greatly furthers this priority.
- An existing charity, the Power of Parenting (PoP) has become involved in the project. They have deep experience working with young adults and children through fostering and wish to see the site evolve to offer support activities to fostering families and young people in addition to all the other groups already involved.
- Syngenta has indicated their support for a range of more commercially led activities within the context of the JHCL CIC vision. This will enable the project to become more financially self-sufficient over the plan period.

- With the growing recognition of the benefits of Green Social Prescribing, the Landshare is very well placed to provide excellent facilities to support this.

The Vision

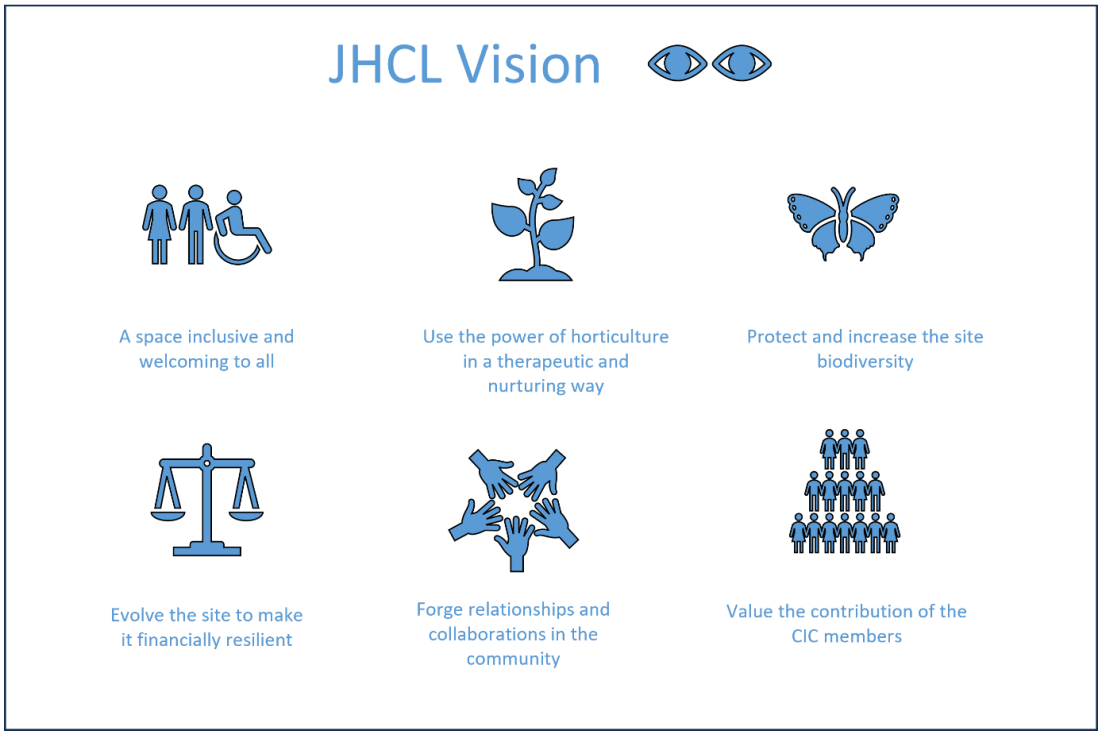


Figure 2 - JHCL Vision

Management Structure

In October 2023 a CIC was established to replace the partnership model that existed from 2012 until autumn 2023. The directors of the CIC include three volunteers who have long and existing relationships with the Landshare, one director from the fostering support charity Power of Parenting (PoP) and one independent Director with a particular interest in safeguarding. PoP have been named as the asset lock charity should JHCL CIC fold for any reason. It is intended that the new entity JHCL CIC will take on the lease for the Landshare.

This is an important and major step forward for the project. Most importantly, it enables the project to apply for a far wider range of grants and to make funding bids that were out of scope with the previous governance arrangements. This will help towards providing the secure finances needed for the future.

JHCL CIC has its own Constitution, Bank Account, Operating Policies and Business Plan. As in the past JHCL CIC plans to produce an Annual Report detailing each year's achievements, progress and financial situation, this will be presented at the annual general public meeting.

Day to day management of the site is the responsibility of the Landshare Manager and their team whilst the overall direction and governance is the responsibility of JHCL CIC, its Directors and members. All volunteers that attend the site automatically become members of the CIC (as well as signing up to the Friends of Jealott's Hill Community Landshare). All members are entitled to contribute to the direction and objectives of the site. Everyone's ideas will be carefully considered by the Landshare Manager and the Directors.

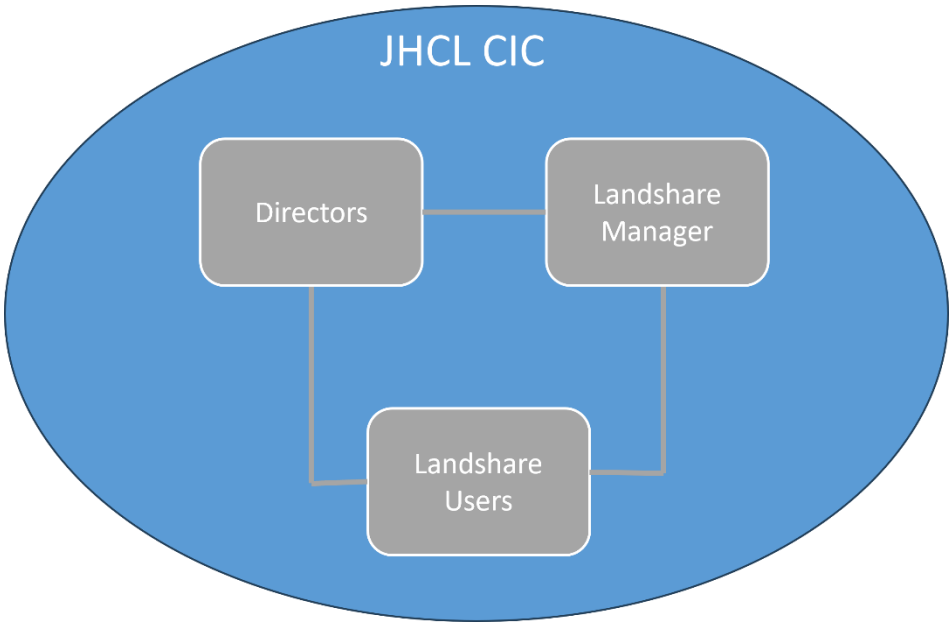


Figure 3 - Organisational Structure

The governance of JHCL CIC is detailed in the Articles of Association. JHCL CIC is registered at Companies House - Company Number 15187261.

Staffing Structure

The project employs one Landshare Manager who manages the activities of the site and any other staff brought in to provide specific services. In addition, they are responsible for health and safety, managing the budget and overseeing the maintenance of the assets on site – buildings and tools, seeking additional funding and business opportunities and representing the site in person and on social media. They provide day to day contact with Syngenta. The Landshare Manager is responsible to the Directors to whom they will report formally.

Speak Up Policy/Whistleblowing

The Landshare supports beneficiaries from all walks of life. Safeguarding of those users is of great importance. JHCL CIC is pleased to be able to partner with Say So to promote an open, transparent and safe organisational culture that protects anyone who may be vulnerable.

Say So provides an anonymous, confidential and independent speak up platform 24/7 for any staff member, volunteer or anyone who uses the site to report any concerns they may have within the community projects working environment.

The Say So platform allows JHCL CIC to show its commitment to creating an organisation which champions equality, diversity and inclusion in everything it does and for everyone who uses the JHCL CIC facility.

The Friends of Jealott's Hill Landshare CIC

All volunteers, upon completion of their application form, are welcome to become a Friend of Jealott's Hill Community Landshare (Friend). The Friends are a constituted group in their own right with annually elected officers and their own bank account. Under the umbrella of The Friends of Jealott's Hill Community Landshare volunteers help organise public events on the site as a way of promoting the site's activities as well as fundraising to fund materials and resources for use on the site and for the benefit of volunteers and participants. In addition to activities on site the Friends are key advocates who give their time supporting external events and presentations.

The contribution of the Friends cannot be underestimated. Their enthusiasm, creativity and willingness to volunteer their time is absolutely key to the future success of the site. This plan period will look to identify skills and interest to create sub-groups within the Friends such as Flowers, Vegetables, Crafting, Woodworking, Administrative Tasks and others. As members of the CIC the Friends will help to shape the activities and objectives of the site.

The following graphs indicate the significant number of hours contributed year on year. Note that there is a dip in April 2023 due to lack of accurate recording of attendance that month.

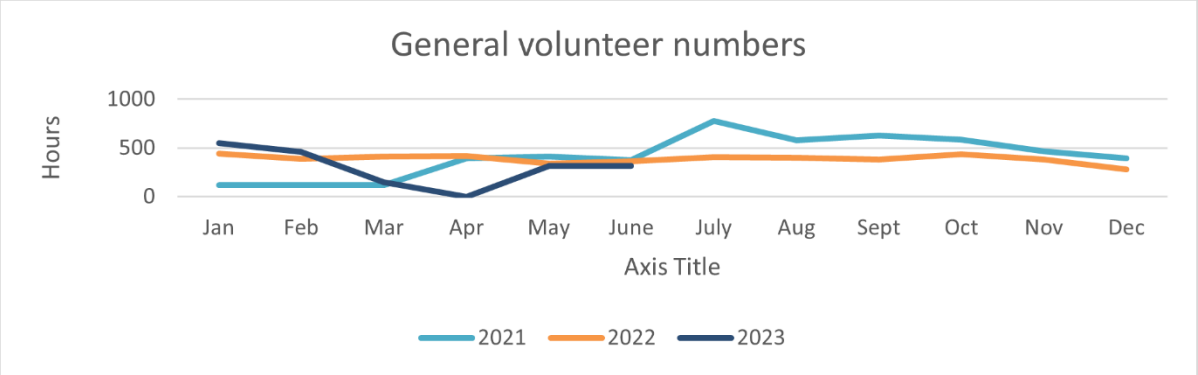


Figure 4 - General Volunteer Hours

What the Landshare Has to Offer

Facilities

Appendix 3 illustrates the range of features on site and its layout.

The Landshare offers a secure space, supervised by the landshare manager with rigorous health, safety and safeguarding policies.

It includes facilities for disabled users, including a paved sensory garden and disabled access toilets. It is the intention to expand the range of disabled access facilities, in particular more raised beds.

Activities

There are a very wide range of activities supported, covering all ages and abilities. These are some of the activities held within the past few years, which it is anticipated will continue in the plan period:

- Annual Apple Wassail organised by The Friends
- Annual Autumn / Apple Event organised by The Friends
    - The above two regularly bring in in excess of £350 of funds each for The Friends
- Opening for the National Garden Scheme
- Local walks, including walks for Young People with Dementia groups
- Craft workshops either as part of a larger event or standalone, such as Christmas wreath making
- Birthday parties for young children
- Corporate 'away days'
- Community Payback activities
- Commissioned individual and group supported activities
- Apple pruning workshops
- Outdoor nursery provision / Forest School
- Picnics and outdoor fun for local community residents
- Introduction to beekeeping
- Providing formal sheltered employment and related training, including offering apprenticeship opportunities

Visitor Numbers

Visitor numbers dipped during the Pandemic and had not recovered to pre-pandemic levels when the project closed. A major objective for this plan period is to raise the profile of the Landshare to attract more visitors in all capacities.

Bracknell Forest Council has long been and is likely to remain the dominant commissioning agency but JHCL CIC recognises that it now serves a community that includes Slough, Windsor & Maidenhead, Wokingham and Reading. The 2024/26 business plan acknowledges this wider geographic area and will seek opportunities across this whole area.

The current client base is impressive. It is particularly strong in Special Educational Needs, Mental Health and Learning Disabilities. The 2024/26 business plan will seek to ensure that JHCL CIC, the site, the staff and the support volunteers, continue to make a profound difference to the wellbeing, self-sufficiency and self-worth of all the groups and individuals involved with the site.

Progress with the 2019 – 2022 Business Plan

The business plan for the period 2019 / 2022 contained many operational priorities. Shortly after the plan was issued the Pandemic started. This had a significant impact on the site's operations as the decision was made on multiple occasions to lock down the use of the site.

Activities carried out were on a reduced basis to keep the site tidy. The Friends of JHCL were unable to hold events and fund raise. In common with many voluntary organisations most groups were unable to make use of the site. It has taken a long time for volunteer numbers to start to increase and indeed they have not returned to pre-pandemic levels. Some of the groups using the site pre-Pandemic have also chosen not to return.

The consequence of the pandemic made it challenging to meet the plan's objectives. The world is a different place following the pandemic so this plan period provides JHCL CIC with a great opportunity to reflect on the Landshare's strengths and weaknesses and evolve a new set of goals and objectives fit for the post Pandemic world.

Finances

In the early years of JHCL, the balance between revenue and costs remained satisfactory largely because the committed expenditure was only to the employment costs of the Project Manager. The core contributors of direct finance were the Partners: Silva Homes, Bracknell Town Council and Warfield Parish Council with Syngenta providing a range of onsite services without charge. As the project has grown in scope and the overall activity has increased, the need for administration, facilities management, external relationship management and on-site activity management has grown very significantly. This, of course, incurs additional costs.

Bracknell Town Council, Sandhurst Town Council and Warfield Parish Council have indicated that JHCL is welcome to submit grant funding requests through their annual community grant schemes. In addition other local parish councils are being approached to offer financial support. A Lottery Bid to the Awards for All scheme has also been made.

The major costs to the running of the site are –

- Staff salaries including NI and pension
- Insurance
- Materials required for horticultural purposes. The Friends of JHCL provide considerable funds towards this and Syngenta kindly donate materials where they can.

The site requires paid staff to cover the day to day opening and running and to provide administrative support. There is also an urgent need to raise the profile of the site through physical and digital marketing but there is a cost to this.

There are also some longer-term infrastructure costs to be considered in particular –

- The polytunnel fabric is nearing the end of its life and will require replacement
- The decking around the polytunnel is in need of replacement and as part of these works the Landshare would look to provide more facilities for less able bodied attendees, such as more accessible and raised beds

With the establishment of the CIC and the networking opportunities provided by PoP, in conjunction with offering a wider range of commercial activities, the directors of the CIC have every confidence that secure funding streams can be achieved over the plan period.

Budget Requirements

It is estimated that the overall income needed to manage the project with one full time Landshare Manager is in the order of £47,500 per annum. In the past the Landshare has been particularly fortunate to benefit from significant donations 'in kind' from Syngenta and other supportive donors and it is hoped and anticipated that this will continue.

Targeted Funding Streams

- National Lottery
- Local Charitable Foundations and Berkshire Community Foundation
- Supermarket Funds
- Co-Op Bank
- Business / Corporate Sponsorship
- Crowd Funding
- Local Authorities and Parish Councils
- Benefactors

The Public Benefit

The Landshare has been at the forefront of understanding the power of horticulture to change peoples' lives for the better. Society is starting to understand that now and JHCL CIC is well placed to provide support to people in need, however that need manifests itself. Green social prescribing is becoming a more mainstream way to assist those with physical and mental health needs, allowing the health service to concentrate on other areas of health provision.

Green Social Prescribing is a core priority for Natural England under their Connecting People with Nature programme to 2025. JHCL is well positioned to assist with this priority.

The site provides benefit to a very wide range of beneficiaries –

- Volunteers from the Friends group who form the backbone to the site. Many come along to improve their physical and mental health and to meet like-minded people that appreciate gardening, nature and creative activities. The sociability is very welcomed
- Commissioned support services whose users gain therapeutic benefit from being in nature. This includes adult and child social care, those in addiction recovery, low mood, with dementia, with learning difficulties, offenders on community service and many more sectors
- Group growing plot users. These include local community groups, families, groups from commissioned services and education, all growing and sharing produce together
- Corporate groups that can encourage team work amongst their staff and allow them to spend quality time away from their desks
- Educational users – schools, colleges, beaver and brownie groups etc.
- Casual site users that attend the events that bring in vital funds to support the site

The majority of the beneficiaries are from the Bracknell Forest area but the site does draw in users from neighbouring boroughs too.

Appendix 1 provides a breakdown of the beneficiaries of the site and the geographical reach in 2022/2023.

Performance Monitoring

The Directors meet on a regular basis. Assessment of the Key Performance Indicators are a standard agenda item along with the review of income and expenditure and constant contact with all those who use the site to assess how best to improve the JHCL offering

Key Performance Indicators

KPI	Measure
Training days run for volunteers	2 per month
Income raised from project activities	£1,000 per annum
Income raised from commissioned services that can be used for JHCL CIC salaries	£10k per annum
Events run on site	6 per annum
External events supported or attended	6 per annum
Corporate Community Service days (CSR)	10 per annum
Value of 'In Kind' donations	£2,500 per annum

Figure 5 - Key Performance Indicators

Marketing and Promotional Activity

A marketing strategy will be established and the potential for new channels such as YouTube and Instagram will be researched. There is a need to re-launch the site and raise its profile in Berkshire and nearby counties and to continue to keep the awareness high through engaging digital content.

Marketing and promotional activity will focus on these elements:

- The need to maintain close and cooperative relationships with a wide range of agencies within the operational geographic area.
- To ensure that relevant information on both activities and achievements is promoted on a regional and national basis.
- The need to keep the local and wider community supportive of the Landshare's aims and objectives and aware of events and activities.
- Increase physical signage to the site.

Goals for 2024 – 2026

These are the major goals for the plan period. The Operational Plan takes will take each of these goals and drill them down to create clear achievable operational priorities.

	Goal	Measure
1.	Generate sufficient annual cash funding to cover day to day operating costs and to realise the other goals for the plan period.	Sufficient cash to cover everyday operational costs and other goals (minimum £55K per year).
2.	Develop a range of training packages to provide life and vocational skills to site beneficiaries.	At least two beneficiaries from the training year one and 10 per year by the end of the plan period with a certificate of achievement.
3.	Establishing JHCL CIC as a recognised centre of excellence in supporting beneficiaries with a diverse set of needs, through the power of horticulture.	Recruitment of at least 3 organisations to assist their users through therapeutic horticulture per year from a wide range of needs.
4.	Making JHCL a place where all attendees, be they staff, volunteers, beneficiaries or casual visitors feel happy, safe and valued.	Annual surveys of satisfaction with follow up actions where required.

Figure 6 - Goals for Plan Period

Appendix 1 - Beneficiaries of JHCL CIC

This table lists User Groups, Agencies and Charities, their location, status and use of JHCL in 2022/23.

Organisations Using the Landshare

Organisation Category	Name	Type	Location	BFBC Facility	Group growing plot holder
Schools, colleges and younger learning	Addington School	SEN Under 16	Reading		
	Activate Bracknell & Wokingham College SEND work experience	SEN 16+	Bracknell and Wokingham		☑
	Garth Hill College / The Rise		Bracknell		☑
	Berkshire College of Agriculture SEND work experience	SEN 16+	RBWM		
	Kennel Lane School	SEN Under 16	Bracknell		
	Bullbrook Brownies, and local Scout/Squirrel groups ad hoc	Under 16	Bracknell		
	Little Muddy Boots Ltd	1-6 year olds	Bracknell and beyond		☑
	Newbold College Impact Days	Adults	Bracknell		
Adult services and support	Breakthrough Employment Support	Learning Disabilities 16+	Bracknell	☑	☑
	Stepping Stones Recovery College	Mental Health Adults	Bracknell		☑
	Mind / Friends In Need Bracknell	Mental Health Adults	Bracknell		☑
	New Hope	Drug & Alcohol Dependency	Bracknell	☑	☑

Organisation Category	Name	Type	Location	BFBC Facility	Group growing plot holder
		Adults			
	Sorelle Support (Adult social care support company)	Learning Disabilities Adults	Bracknell		☑
	CH Support	Social Care Adults	Bracknell		
	Younger People With Dementia	Under 65s	East Berks		☑
	Bracknell Youth Justice Team	Under 18s	Bracknell	☑	
	Thames Valley HM Prison & Probation Service (Community Payback)	Adults	Thames Valley		
	Community Mental Health Team for Older Adults		Bracknell	☑	
	Frimley Academy (Frimley NHS Health & Care)		Camberley		
	Alzheimers Dementia Support	Adults	East Berks		
Other groups and services JHCL CIC works with & supports	Warfield Grow & Share - Resident community group	Adults & Children	Bracknell		☑
	Woodhurst Park gardening club – Resident community group	Adults & Children	Bracknell		☑
	BFBC Parks & Countryside Service & Rangers		Bracknell	☑	
	BFBC Disability Forum		Bracknell	☑	
	BFBC Mental Health Scrutiny Panel		Bracknell	☑	

Organisation Category	Name	Type	Location	BFBC Facility	Group growing plot holder
	Bracknell Town Council / Bracknell In Bloom		Bracknell		
	Warfield Environment Group		Bracknell		
	Binfield Environment Group		Bracknell		
	Warfield Parish Council		Bracknell		
	Winkfield Parish Council		Bracknell		
	Binfield Parish Council		Bracknell		
	Involve – part of the Green & Active Scheme		Bracknell		
	Berkshire Community Foundation		Berkshire		
	MCKS Pranic Healing		Bracknell		
	Row Farm, Winkfield Row		Bracknell		
	The National Garden Scheme		National		

Figure 7 - Site Beneficiaries

Corporate Supporters

JHCL has in the past hosted corporate days where corporates can bring staff to help with on-site tasks and build team morale. This is especially welcome now that so many companies have moved to a hybrid working model where staff have fewer opportunities to interact with their peers.

These are just some of the companies that have visited, each making donations towards the day. It is JHCL CIC's intention to offer corporate days on a more commercial footing.

Corporate social responsibility supporters	Countrywide John Lewis Partnership Waitrose NICE Systems SAP

	IHS Markit VirginMediaO2 Natwest Bank Hewlett Packard Enterprise Volvo Kensington Mortgages Ancoris Syngenta Dell Centrica Verizon Ascot Racecourse 3M Salesforce Mulesoft

Figure 8 - Corporate Beneficiaries

The graph shows the number of hours contributed by corporate volunteers in the past 3 years. Note there is a dip in April 2023 due to lack of accurate numbers being recorded:



Figure 9 - Corporate Volunteer Hours

Total Contribution and Usage of the Landshare

The following graph shows the overall total of beneficiaries and users of the landshare. This includes:

- General and Friends volunteers
- Users of Group Growing Plots
- Corporates
- Community Payback and Youth Offenders
- Participants with their paid support workers

Note there is a dip in April 2023 due to lack of accurate numbers being recorded:

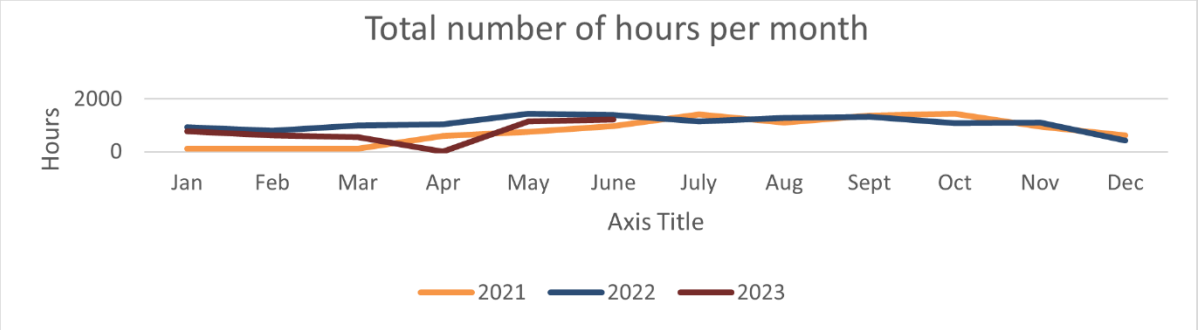


Figure 10 - Total Volunteer Hours

Geographical Reach of the Landshare

The Landshare predominantly supports the residents and companies of Bracknell Forest. There are users from the adjoining boroughs and JHCL CIC will seek to forge further relationships within the adjoining boroughs.

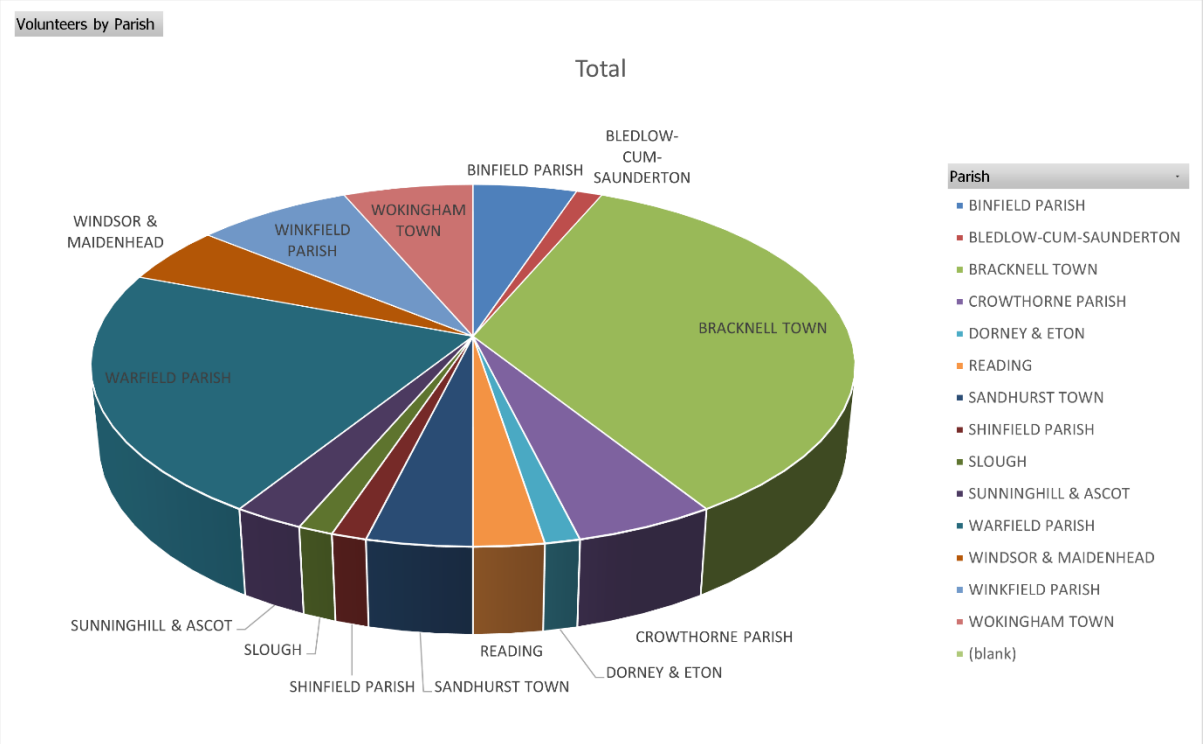


Figure 11 - Geographical Reach of the Landshare

Appendix 2 - Managing the Risks

Rating – **Severity** 1 mild – 5 serious **Chance** 1 – unlikely – 5 very likely

Potential Risk	Rating severity	Chance	Comments/Mitigation
Syngenta withdrawing their support	5	1	Syngenta have a long term commitment to their Landshare site
Lack of Funding	5	3	High priority in 2024/26 Business Plan
Future plans for the project	1	1	A 2 year business plan with regular review against objectives
No regular review of policies and procedures	4	2	To be built into Landshare Manager objectives. Policies to have a review date
Natural disasters – drought, flooding, fire, etc	2	1	No historical evidence of such. Regular inspection of permanent structures to be carried out
Lack of funding commitments	4	2	Seeking assured funding streams from key organisations
Negative media coverage	2	2	Key objective of the external relations staff – put out positive messages
Competition from similar sites	2	1	The nearest comparable site is in West Berkshire. Unlikely a site of the scale of JHCL CIC would come forward to compete
Theft, vandalism and anti-social behaviour	2	2	The site has secure key card access, monitored by Syngenta security. Barn is alarmed, security camera on site
Lack of transport	3	3	There may be potential for altering the bus route to Syngenta to enable easier bus travel to the site. Borough council is exploring this option
Animals destroying produce	1	3	Animal activity is a natural hazard. Site has a full rabbit/deer proof fencing. Regular walk round perimeter fence to spot rabbit breaches
Loss of Landshare Manager (lack of contingency instructions)	5	2	Contingency instructions and procedures have been created

Figure 12 - Risk Register

Appendix 3 - The Site Features

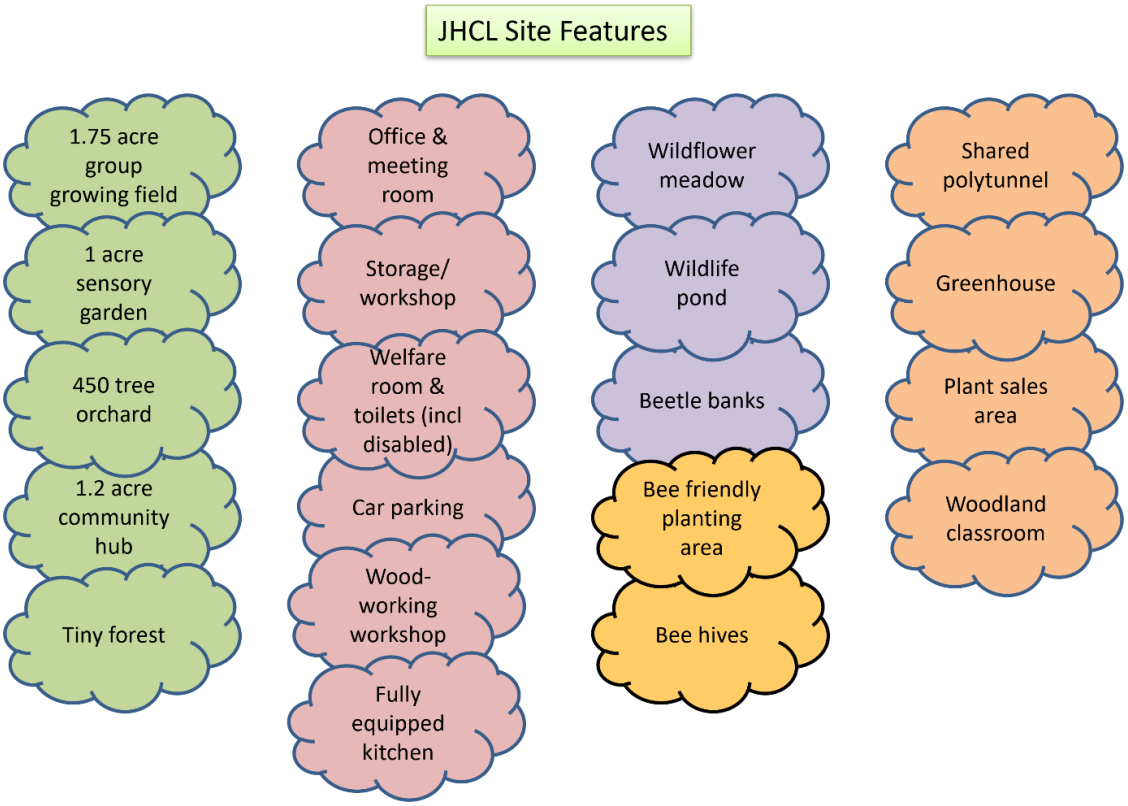


Figure 13 - Site Features

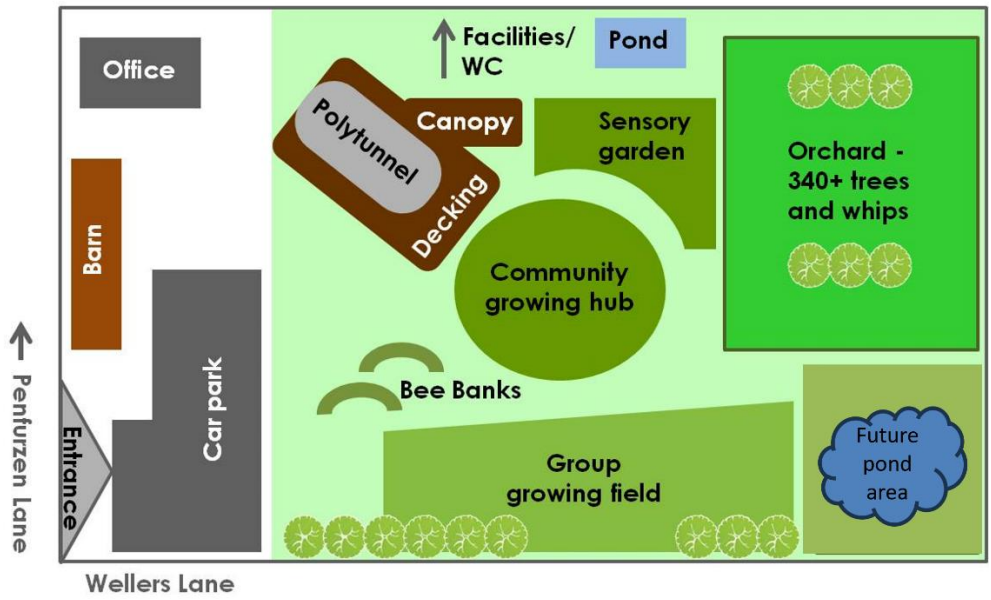


Figure 14 - Site Layout



Figure 15 - Site Layout from the Air

Appendix 19

WINKFIELD PARISH COUNCIL

Council Offices, Fernbank Road, Ascot, SL5 8JW
Tel: 01344 885110 email: info@winkfieldparishcouncil.gov.uk

Mrs Annemarie Edwards
Clerk

APPLICATION FOR FINANCIAL ASSISTANCE

Organisation : Stepping Stones Recovery College

Address: The Court House, Broadway, Bracknell RG12 1AE

Telephone: 01344 300333 Email: [redacted]

Registered Charity Number: 1189763

Contact: [redacted], Fundraising Lead

What is the aim of your organisation?

We provide free, self-referring courses for anyone experiencing emotional, psychological, physical or social challenges and wishes to rebuild their lives. A co created, compassionate learning environment empowers through education about all aspects of wellbeing, highlighting individual skills and strengths, building self-confidence, inspiring creativity and unlocking personal potential. Small group work nurtures stronger peer support networks, reduces social isolation and increases community connectivity. We provide six learning pathways, 200 workshops and 50 different subjects per term that provide greater insight into different conditions, practical ways to rebuild wellbeing, develop essential life skills and have fun in different creative outlets.

Many prospective Stepping Stones students are now routinely signposted to the recovery college by organisations such as local addiction services, community mental health services, social prescribers, GP surgeries, the Job Centre, local council housing and benefits departments, as well as other charities.

Have you had a grant from Winkfield Parish Council before? Yes

If YES, when and how much for? £750, January 2023

Are you approaching other organisations for a grant for the same purpose? YES

If yes, list organizations: Other Bracknell Forest parish councils, other funding foundations and bodies

How many people from **WINKFIELD PARISH** do you think will benefit from your organisation in a year? We currently have ~**25** registered students from Winkfield including North Ascot, as part of our Young Adults programme, we are planning community events to increase participation.

Is the service you provide free of charge? YES

If NO, give details:

Sum requested: £750

For what purpose is the grant required?

Following the successful completion of our focus groups, we are now preparing to launch our program for Young Adults from April 2024. 8 modules will focus on:

- Understanding myself – values, qualities and strengths
- Understanding my emotions – how to identify and express emotions accurately
- Understanding my behaviour – understanding why I do the things I do
- Understanding my relationships – identifying healthy and unhealthy relationships, both personal and professional
- Keeping myself safe – both online and mentally, physically and financially. Risk awareness and resilience
- Improving my resilience and Life skills – withstanding challenges and bouncing back, practical coping skills
- My toolbox of wellbeing – practical tools for self-care and support
- Getting on track and thriving – life skills and independence

We are also planning a printed and online (website and app) summary of support tailored to specific life stages and challenges. This will enable young adults to specify what types of support they feel will best assist them in their recovery journey. This will, for the first time, provide a single point of entry for information for young adults, their families, and carers. It will be used to explore what mental health, wellbeing support and social activities are on offer in the local community, differentiating those that offer this face to face, online, locally or nationwide etc. essentially, the app and website will take young adults on an interactive, pleasing and straight forward journey that results in them being led to the help that helps them.

Your grant will enable us to build the prototype of the application, the total cost of which is estimated at £5000.

Cost breakdown

Volunteer/Staff training, recruitment and expenses £29,250

Cost of facilitators to create and deliver workshops	£22000
Staffing costs to create and manage programme	£15000
Creation of information portal	£5000
Total	£42000
Amount raised so far	£12750

Capital project / other (please give details) N/A

Applications for running costs must be accompanied by annual accounts (audited if appropriate). Applications for Capital Expenditure must be accompanied by estimates for the proposed project as well as accounts if the applicant is an established group.

The Parish Council may request additional information before considering your application.

By signing this application you confirm that any grant will only be used for the purpose specified.

Signature of Applicant : Date : 4 December 23

Position in Organisation: Fundraising Lead

2022

ON BEHALF OF THE BOARD:

Bernadette Fisher

Date: October 2nd, 2023

STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING Independent Examiners Report for the Period Ended 31 December 2022

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022 which are set out on pages 10 to 16.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

[SIGNED]

Victoria Butters MAAT DChA

Holy Brook Associates Ltd,
Curious Lounge, 1st Floor, Pinnacle Building, Tudor Road, Reading, England, RG1 1NH

27th October 2023

Statement of Financial Activities

for the Period Ended 31 December

	Note	Restricted funds £	Unrestricted funds £	2022 Total funds £	2021 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Grants and Donations	2	237,900	-	**237,900**	81,000
Total incoming resources		237,900	-	**237,900**	81,000
RESOURCES EXPENDED					
Costs of raising funds	3	5,948	-	**5,948**	3,708

STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING

				2022	
Charitable activities	4	159,719	-	**159,719**	62,430
Legal and administrative costs	5	3,348	-	**3,348**	2,420
Total resources expended		169,015	-	**169,015**	68,557
NET INCOME		68,885	-	**68,885**	12,443
RECONCILIATION OF FUNDS					
Total funds brought forward		12,443	-	**12,443**	-
TOTAL FUNDS CARRIED FORWARD		81,328	-	**81,328**	12,443

STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING Balance Sheet At 31 December 2022

	Notes	Unrestricted funds **£**	Restricted funds **£**	**2022 Total funds £**	2021 Total funds £
FIXED ASSETS					
Tangible assets	**8**	2,409	**-**	**2,409**	3,166

CURRENT ASSETS					
Cash in bank and in hand		79,859		**79,859**	8,945
Prepayments		-	-	-	1,534
					10,478
CREDITORS					
Amounts falling due within one year	**9**	940	-	**940**	1,202
		81,328	-	**81,328**	12,443
NET CURRENT ASSETS		78,919		**78,919**	9,276
TOTAL ASSETS LESS CURRENT LIABILITIES		81,328	-	**81,328**	12,443
NET ASSETS	**10**				
FUNDS	**11**				
Restricted funds				-	-
Unrestricted funds				**81,328**	12,443
				81,328	12,443
TOTAL FUNDS					

The financial statements were approved by the Board of Trustees on 31st October 2022 and were signed on its behalf by:

Bernadette Fisher -Trustee



Annual Report

September 2022 to July 2023

1. OVERVIEW AND HIGHLIGHTS

Stepping Stones Recovery College (SSRC) first opened in September 2021, with the principal aim of promoting the positive health and wellbeing of all adults who live, work or study in the borough of Bracknell Forest. We offer a shift away from the traditional medical model of mental health care toward a more holistic, recovery-oriented perspective. Like other recovery colleges, we aim to empower our students by helping them discover a new sense of self, meaning, and purpose, after experiencing life challenges. We use an adult educational approach to inspire students to become more self-aware, tap into their strengths, and build self-confidence. Our core belief is that recovery is possible for everyone, even those with severe and enduring mental health conditions and our approach shifts the focus from symptom management to actively and positively building well-being and instilling in each student, a sense of personal achievement and growth. This strengths-based approach helps to foster a sense of hope and optimism, which are essential for recovery. Reflecting these core tenets of the Recovery College model (IMROC, 2018) SSRC uses an educational framework to offer free courses and workshops that inform, inspire, and proactively facilitate self-determined recovery, in a supportive and compassionate learning environment. Student feedback suggests that the college is overwhelmingly found to be welcoming, respectful, and a safe place where students can relax, learn, and experience personal growth.

SSRC offers a flexible learning environment, allowing individuals to participate in courses at their own pace and we always endeavour to accommodate their varying needs. Our courses integrate the latest, evidence-based, best practice, so that students are provided with effective skills and strategies to manage and maintain their mental wellbeing. We take a holistic view of well-being, recognising that mental health is interconnected with physical health, social relationships, and personal development. Reflecting this diversity of need, each term, we offer over 200 free workshop sessions, across 45-50 different subjects, covering different aspects of mental health and recovery, improving wellbeing, building better life skills, and unlocking creative potential. Choice and personal autonomy are central to the way we work and students select for themselves, the courses that most align with their needs, interests, and personal goals, thereby giving them a sense of ownership in their own recovery. Although we do not ask students to provide any diagnostic information about themselves, we are aware that our growing student population has highly diverse needs, which include recovering from serious mental illness, addiction, more generalised, sometimes undiagnosed anxiety, trauma, anger, panic, pain, bereavement, social isolation, and bereavement. Our aim is to help each student rediscover their personal skills and strengths, build their self-confidence and ultimately, live a happier, more fulfilling life.

At the heart of our ethos is working together as equals and, in keeping with the recovery college model, wherever possible, we use collective problem solving, democratic decision-making and provide open access to all our resources. Students, staff, facilitators, and volunteers all work together, and we have learned that our in-person interactions can be highly effective for helping many to overcome social anxieties and activate natural peer support systems. We work hard to ensure that SSRC always provides a safe, supportive, and compassionate learning environment as this is vital to their feeling relaxed and open to learning. At the end of each course and workshop, we ask for qualitative and quantitative feedback from students on these and several other measures. To date, over 95% of students say they feel safe, respected, and included and over 80% say that our courses and workshops are ‘very useful’ to their recovery. Verbatim comments describe their experiences at SSRC as ‘inspiring’ ‘educational,’ ‘useful’ and ‘informative.'

In our second year of operation (September, 2022 to July, 2023), 353 new students registered with SSRC, representing a 10% increase over the previous year's 320 registrations. By the end of October, 2023, this had increased to over 750 students registered, and our monthly registration rate has more than doubled in the last two months. Given this increasing student population, a priority for 2023/24 will be to find more efficient and cost-effective ways to administer and manage course enrolment equitably. Furthermore, although our booking rate is at or near capacity for most courses, our combined absence and withdrawal or cancellation rate remains at almost a third (36%) of this. Although this is within the range of 20% to 40% reported by other recovery colleges (Perkins et al, 2018), it is still disappointing to have places booked and not utilised, especially as we now have waiting lists for many courses. We have already taken steps to improve the efficiency of our reminder systems with a new automated system of personal text reminders to students about upcoming sessions. We have also introduced a new online waitlist system for students to self-complete and, in the coming year, we will encourage all students to complete their own Personal Learning Plan and encourage them to be realistic about the number and type of courses they book. In June 2023, a Student Liaison and Evaluation Lead was appointed and the role includes designing strategies and processes to deter attrition, promote attendance, and enable us to better understand the longer-term impact that attending SSRC is having on our students' quality of life and general well-being. This will provide us with additional measures of our impact and outcomes, which may also be helpful for future funding applications.

In the coming year, we plan to build our co-creation, co-development, and co-facilitation capacity and have more SSRC courses and workshops that are peer led. This will not only help to strengthen our culture of collaboration and shared learning, but may also enable us to further expand our curriculum and offer additional courses to meet higher demand, within our budget limitations. Actively involving students in the design, facilitation, delivery, and evaluation of courses should also help to develop their own skills, self-confidence, and sense of ownership. It will help to ensure too that what we offer remains recipient rather than 'teacher' or 'professional' driven and that the curriculum always reflect what is most relevant and helpful to our local community. To support this development, we will be training another group of supporters in early 2024 and include new co-creation and co-facilitation training as part of this. This will add to the core Student Supporter training course we co created with students in 2022 and which was, in early 2023, used to train our current group of supporters. These trained student support volunteers (SSVs) now play a vital role in co creating and co facilitating courses and workshops and provide invaluable support to students and facilitators in most workshops.

During the last academic year, we have seen an increase in male and non-binary students, making the demographic profile of our students more representative of the wider, local population. Almost a third of our students are now male which is the same as the average in other English recovery colleges (Hayes et al, 2023). We also now have proportionately more non binary students (1%) than other recovery colleges (0.3%). So it will be important to continue to listen and respond to their specific needs. We will, in some part, be doing this with our new Young Adult's Programme which we plan to launch in April, 2024. In the last year, we have seen an increase in 18- to 35-year-old students and they now comprise over a quarter (n 200) of our total student population. They have many specific, life stage needs and report significantly higher unemployment levels (48% vs 35%) than for all students. We have already facilitated five, in depth group discussions with this cohort during 2022 and early 2023 and found that they perceive multiple barriers to accessing appropriate support for their mental health and feel they really need workshops to better understand themselves and their emotions and to develop more insights into what make relationships, 'healthy or unhealthy.' They also asked to have the

opportunity to learn and practise important life skills like food planning, preparation, cooking, financial management and setting up their own businesses. We also plan to develop an interactive app that will allow young adults to select their own priorities and parameters for support and receive a short list of local services that could potentially deliver these.

Data gathered for the first-time in Summer 2023 suggests that many different local statutory and voluntary organisations are now signposting students to SSRC, with over half (51%) of new registrations in the summer attending after a recommendation from a local statutory mental health service and a further third (28%) after word-of-mouth recommendation from friends, family, carers, social prescribers, or the Job Centre. Maintaining and further building on these partnerships and with other statutory and voluntary organisations remains a priority for us in 2023/24. We are especially keen to work with individuals and organisations that help us to reach and engage more diverse population groups too. We will also continue to actively sign post other community support available and encourage our students to build connections and support in their wider, local community. As we continue to remain somewhat Bracknell town centric, in the coming year we will explore different ways to actively engage with local communities and ideally, begin co-create with them some new ideas for what we might offer them in the future.

We now have over a hundred contacts in the business community and, in 2023, consolidated our relationships with several large local businesses, including Panasonic, 3M and the CIOB (Chartered Institute of Building). Panasonic hosted our Wellbeing in the Workplace event in January, 2022 and we launched our bespoke training programme to over 25 local businesses. As a result, we then ran a course for 3M in May and presented to the job coaches at the Job Centre in Bracknell. During the summer, we identified an opportunity to collaborate with Craft Coop, a social enterprise showcasing local artists and crafts people. We exhibited the photography work of our students, giving many students public recognition for their talents. SSRC is also now actively collaborating other businesses in a new Healthy Workplace scheme which meets quarterly to discuss ways to help local businesses promote health and wellbeing in the workplace. In August we presented the work of SSRC to Bracknell Forest Councillors at the college and in the coming year plan to work with them on specific projects. In early 2023, we also participated in a BFC Public Health initiative to offer warm places for anyone worried about heating their homes and/or wishing to engage with their local community and we presented information about SSRC at six different local locations. We will continue to actively participate in other voluntary and statutory community groups, such as the Happiness Hub, The Homeless and Hardship Forums, the Community Mental Health Practice Group, and the Young Adults Collaboration. We will continue to be part of IMROC – Implementing Recovery Orientated Change – and attend quarterly meetings with other national and international recovery colleges, to share best practice and learn from each other.

Annual running costs for Stepping Stones have now settled at around £200, 000 per annum, which is the same as the median annual costs for other recovery colleges in England (Hayes, Hunter-Brown, Camacho, Philbin et al, 2023). However, we now have significantly more students (> 750) than the average recovery college (n 300) in England, so our median cost per student, at £307.69, is considerably lower than the average of £518. We spend a similar proportion of our funds on staff and facilitators, as other English recovery colleges. i.e., around three quarters of our total budget and SSRC receives most of its funding from private donations which are guaranteed for the next five years. We receive a further 20% from BFC Public Health Grant which will be reviewed and we hope, renewed, in the first quarter of 2024.

During early 2023, we secured an additional £17,000 in funding, included in which was a £10,000 National Lottery award for our Young Adults Programme and several smaller grants from local Parish Councils, the Pride of Bracknell Charity of the Year Gold Award, and the Bracknell Mayor's Award. We have recently launched Easy Fundraising to our students, and SSRC receives donations based on their online spending but we are careful to emphasise to students that while we appreciate any donations, we do not want them to spend any more than they would do normally.

2. DETAILED RESULTS AND PRIORITIES FOR 2023/24

2.1. Managing student registrations and attendance

2.1.1 Attendance and changes to demographic composition of students: During Stepping Stone's second academic year, (September 2022 to July, 2023), there were 353 registrations, slightly more (+ 10%) than in our previous, first year (320 registrations). It is difficult to compare this data with other local recovery colleges, as some, like Compass in Reading require students to re-register each term, whereas at SSRC, once students have registered, they do not need to re-register each term. Apart from Spring 2022 which had very low levels of new registrations, these have since been consistently over 100 new students each term.

The gender composition of our students has become more representative of the local population, with male students increasing from 20% to 28% and the percentage of transgender and non-binary students also increasing. Over the last academic year, self-reported retirement and unemployment rates have increased and those who defined themselves as employed decreased from 29% in 2021/22 to 24% in 2022/2023. During the same period, unemployed students increased from 30% to 40%, and was higher still (48%) among younger adults. In our young adults' focus groups, many asked for courses that would help them to develop more practical life skills, including job hunting, CV writing, interview skills and starting a business. We will eventually consider migrating some of these and other life skills courses to all SSRC students.

In both the 2021/22 and 2022/23 academic years, around three quarters of our student population came from within or near Bracknell town. While we do have students from some of the Borough's most deprived Wards, e.g., Harman's water, Priestwood and Garth, Wildridings and Central, we still need to increase our reach in other areas of BFC, e.g., College town, Great Hollands South, Crowthorne, Central Sandhurst, Owlsmoor and Winkfield and Cranborne. In 2023/24, we will explore ways to work with local BFC Councillors and others in these 'out of town' communities and explore ways to increase awareness of SSRC and what if offers. It may also be immensely valuable to invite residents from these different local communities and co-host a series of Community Forums where we could listen to their ideas e.g., for new courses and explore whether anyone would like to co create and co deliver them, in their local communities.

2.1.2 Developing more efficient and fair booking processes: Managing oversubscribed courses has been increasingly challenging, as our student numbers have significantly increased but the number of courses, we offer has remained stable. Furthermore, many existing students now wish to repeat courses. So, from the summer of 2023, we began implementing several measures to manage this:

Winkfield Parish Council
Serving Winkfield Since 1894

WINKFIELD PARISH COUNCIL

Council Offices, Fernbank Road, Ascot, SL5 8JW
Tel: 01344 885110 email: info@winkfieldparishcouncil.gov.uk

Mrs Marcia Milsom
Clerk

APPLICATION FOR FINANCIAL ASSISTANCE

Organisation : SUNNINGDALE & ASCOT CAMERA CLUB

Address: [redacted]

.

Telephone: [redacted] Email: [redacted]

Registered Charity Number: ?

Contact: Janet Lesley

What is the aim of your organisation?

SEE ATTACHED

Have you had a grant from Winkfield Parish Council before? NO

If YES, when and how much for?

Are you approaching other organisations for a grant for the same purpose? NO

If yes, list organizations:

How many people from **WINKFIELD PARISH** do you think will benefit from your organisation in a year?

, 10 – 25, (delete as appropriate)

Is the service you provide free of charge? / NO

If NO, give details: ANNUAL SUBSCRIPTION FEE

Sum requested: £300

For what purpose is the grant required? TO AID THE PURCHASE OF A NEW PROJECTOR

Capital project / other (please give details) £300 - £600

Applications for running costs must be accompanied by annual accounts (audited if appropriate). Applications for Capital Expenditure must be accompanied by estimates for the proposed project as well as accounts if the applicant is an established group.

The Parish Council may request additional information before considering your application.

By signing this application you confirm that any grant will only be used for the purpose specified.

Signature of Applicant : [redacted] Date : 10TH JANUARY 2024

Position in Organisation: TREASURER and ACTING CHAIRMAN

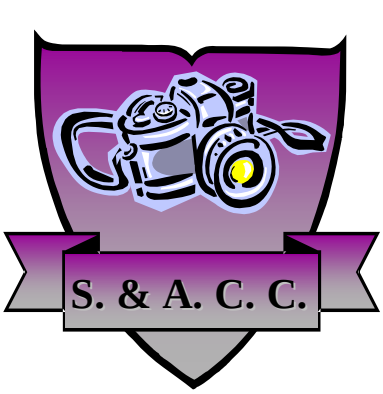
CASH FORECAST FOR 2024 (AS AT 30.11.23)

		RECEIPTS	EXPENSES
30.11.23	**BANK BALANCE**	**255.14**	
01.12.23	SUBS 12 @ £30	360.00	
30.11.24	RAFFLES	150.00	
30.11.24	INTEREST	2.00	
01.12.23	HALL PAYMENT 2024		-297.00
30.11.24	JUDGES EXPENSES 6		-130.00
30.11.24	MISC EXPENSES		-20.00
30.11.24	EXHIBITION JULY/AUGUST		-10.00
	totals	**£767.14**	**-£457.00**

30.11.24 BANK BALANCE £310.14

LAST FIVE YEARS 'YEAR END' BANK BALANCES:

2023	**£255.14**
2022	**£520.61**
2021	**£643.69**
2020	**£756.72**
2019	**£643.69**



SUNNINGDALE AND ASCOT CAMERA CLUB

Welcome to the Sunningdale and Ascot Camera Club

The Sunningdale and Ascot Camera Club was formed in 1982 to encourage interest in, and the practice of, photography in all its forms.

The Club is not a 'closed group' of specialist photographers, but an all-embracing amateur enthusiasts' club. As a small and very informal membership, the Club draws together local amateur photographers at all levels of experience and ability, including absolute beginners. In fact, there is little our experienced members enjoy more than passing on their skills to newcomers.

The Club meets throughout the year in the Church Hall, of All Saints Church, London Road, Ascot at 8.00pm, on the first Thursday, of every month (except June).

A very full programme of competitions, digital presentations, lectures by professional photographers, together with practical evenings, portrait nights, and an informal social evening held at an outside venue during the year, make for a very exciting and interesting time.

If you are interested in joining us come and visit one evening at All Saints Church, or send an email to janet.lesley44@btinternet.com
Or view our website: https://sunningdaleandascotcameraclub.wordpress.com