Mrs Ruth Lyes
Clerk of the Council

10th July 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 16th July 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. MINUTES OF THE PREVIOUS MEETINGS

To approve and sign the Minutes of the Annual Council Meeting held on 18th June 2024 draft minutes attached at Appendix 1.

6. MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

6.1 **Staffing & Strategy** – draft minutes of the meeting held on 2nd July 2024 with recommendations to Council are attached as Appendix 2. The minutes have been circulated by the Clerk to the Staffing & Strategy Committee for review of accuracy.

To **approve and sign** the Minutes of the Staffing & Strategy Meeting of Council held on 2nd July 2024

6.2 **Staffing & Strategy recommendations to consider for approval** as follows:

6.2.1 Employee Assistance Programme

Health Assured EAP Premier option (3 yr) contract be approved subject to best value being demonstrated in line with WPC Financial Regulations by obtaining two additional comparative quotes. Premium (£945pa) to be paid from Contingency Budget 2024/25 with specific budget allowance being made in future years

7. COUNCILLOR VACANCY CO-OPTION, FOREST PARK WARD

To Receive and Consider written applications for the office of Parish Councillor and to co-opt a candidate to fill the vacancy in the Parish Ward of Forest Park

The Council currently has one Councillor vacancy eligible for co-option in the Parish Ward of Forest Park

Application forms have been received from Lynda Campling and Robert Fulton and have been circulated to Councillors in advance of this meeting.

The candidates have been invited to attend the meeting. If a candidate is unable to attend the meeting the application will still be considered with voting based on the application alone.

Each candidate is required to declare that they are eligible to stand as a candidate for the council. The Clerk has checked the declarations and can confirm that they are both in order and can confirm eligibility of the candidates as per the Local Government Act 1972, s79 and s80.

i. Candidate Presentation - Candidates able to attend the meeting will have the opportunity to make an up to 5-minute personal statement on why they wish to become a Parish Councillor and the skills, attributes and experiences they will bring to the role.

ii. Questions to the candidates – The Chairman shall permit Councillors to ask a few questions of the candidates.

iii. Each candidate must be nominated and seconded in order to proceed to the voting stage of the co-option process.

iv. Vote – The Vote will proceed on the basis set out in the WPC Co-Option Policy adopted 20th February 2024 (section 6) by way of written ballot

8. COMMUNICATIONS / CORRESPONDENCE

We have received:

i. An email from a family who participated in the Community Cycle Ride complimenting and thanking the organisers for the event. **For noting**
ii. An email to the Council from a resident praising the positive engagement and assistance they received from the Head of Grounds. **For noting**
iii. An email from St Peters Church Cranbourne, thanking for the churchyard maintenance grant that was recently awarded. **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**.

9. QUESTIONS

No written questions received.

10. 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.

11. 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.

12. LOCKS RIDE WORKING PARTY MEETING REPORT AND RECOMMENDATIONS

The report and recommendations from the working party are attached at Appendix 3 for **review and consideration**.

Recommendations of the Working Party to Council related to the Locks Ride Cabin are as follows:

11.1 Council to engage the services of the consultancy service offered by LCC via SLCC to assist in the scoping of the cabin project and analysis of interested parties
11.2 Engagement of a solicitor to draft up legal tenancy documents
11.3 Cabin project to be funded from CIL with an allowance of £10K to be set aside – nominally £5k for professional fees and £5K for any building works / surveys, required to get the unit ready for occupation
11.4 Not to pursue a short-term arrangement for the cabin but to give priority to sorting the long term arrangements for the operation of the cabin

13. FINANCE WORKING PARTY MEETING REPORT AND RECOMMENDATIONS

The report and recommendations from the working party are attached at Appendix 4 for **review and consideration**

The following **recommendations** for consideration are made:

13.1 **Investments** - £197,038 be transferred from the HSBC current account to the Natwest 35-day notice account

13.2 **Investment Strategy Policy** – attached as Appendix 5. Minor changes only have been made Recommendation is to adopt the revised policy.

13.3 **Review of bank account signatories -** add Cllrs Barber, Blakemore and Buchler to the signatories for the HSBC account

13.4 **VAT Consultant -** To approve expenditure to £1,500.00 on a consultant to advise on current and future management.
Additional note from Clerk: Clerk recommendation is that this be funded from contingency budget line

13.4 **Review of Financial Regulations** – Draft Financial Regulation document for consideration is attached as Appendix 6.
Additional explanatory note from the Clerk – The Draft Financial Regs are based on the 2024 revised NALC model regulations which Councils can use to develop their own financial regulations. In developing the current draft for review the new model regulations have been referenced against existing regulations and adapted / amended as deemed appropriate
Recommendation is to approve and adopt the updated Financial Regulations

13.5 **Annual Review of Insurance Cover** - the current cover under the 3-year policy was reviewed. It was noted that sums insured and method by which values were updated to be reviewed. **For Noting.**

14. CLERK'S REPORT

The Clerk's report is attached as Appendix 7. **For Noting**.

15. CAPITAL PROJECT UPDATE

A list of 2024-25 capital projects is attached as Appendix 8. **For Noting**.

16. LEISURE REPORT

Report attached at Appendix 9. **For Noting.**

FINANCE ITEMS

17. ORDERS FOR PAYMENT

To Agree the attached list of payments covering the period 1st June to 30th June 2024 see Appendix 10.

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.**)**

18. PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972 S137

There are no S137 payments reported for June 2024. **For Noting**

19. FINANCIAL POSITION AND CURRENT INVESTMENTS

i. Balances of all bank accounts, investments and latest financial situation as of 30th June 2024 is attached at Appendix 11 – Detailed Balance Sheet. Further details of investments that are included within the balance sheet as *Current Assets* are shown at Appendix 12. Full bank reconciliations are available in the Parish Office. These are being approved by the RFO and the Lead Finance member.

ii. A summary I&E statement is attached at Appendix 13. **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

20. REQUESTS FOR FINANCIAL ASSISTANCE

The budget for Donations for the current year is currently £25,000 to include General Donations and Village Hall Grants. The budget for Churchyard Maintenance Grants is £1,000. **For noting**.

Details of donations made in 2021/22, 2022/23, 2023/ 24 and 2024/25 are given in Appendix 14. **For noting.**

To Consider the following applications received:

20.1 Grant applications:

i. **Citizens Advice East Berks**. Application form attached at Appendix 15 together with supporting information and financial documentation. Full accounts for 2022/23 were provided – the Clerk has attached an extract of these as part of Appendix 15. Grant requested of £2150 to maintain and enhance the current service for residents of Winkfield Parish.

ii. **Ocean Theatre**. Application form attached at Appendix 16 together with financial documentation. Grant requested of £1420 for the hire of costumes and professional musicians for an upcoming production.

20.2 Any urgent grant applications received. None received.

21 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 13th August 2024. **For noting**.

22 DATES FOR THE DIARY

Events	
Arts Week (Winkfield / Binfield/ Warfield PC)	26th October to 2nd November ‘24
Festive Event	15th December ‘24 (Carnation Hall)
Wreath Making	9/ 10 / 11th December ’24 (Ascot Jubilee)
Climate Change Concert	Spring 2025 – date TBC

WPC Meetings	
Council	20th August ’24, 15th October ’24, 19th November
Planning & Highways	6th August ’24, 3rd September ’24, 1st October ‘24
Staffing & Strategy	24th September ‘24
Other	
Parish & Town Council Liaison meeting	Date TBC

For noting.

Minutes of the Meeting of Winkfield Parish Council
held at Carnation Hall, Chavey Down Road, Winkfield Row RG42 7PA
on Tuesday 18th June 2024 from 7.30pm – 8.21pm

Councillors present:

Cllr P Adams	Cllr G Barber *	Cllr O Barreto	Cllr K Buchler
Cllr C Dudley (Chair)	Cllr C Ehinger	Cllr P Frewer	Cllr M Gaw
Cllr D Hayes MBE	Cllr G Paxton	Cllr R Warren	

**Cllr Barber arrived 20.28*

Councillors absent: Cllr N Atkinson, Cllr T Blakemore, Cllr E Blyth, Cllr O Lazar *, Cllr A Michie, Cllr K Rowland, Cllr D Wall

**Cllr Lazar late apologies were received by email to the Clerk (18:56)*

Officers:
Ruth Lyes, Clerk

CM 24/47 WELCOME FROM THE CHAIR

The Chair welcomed those in attendance to the meeting.

CM 24/48 PUBLIC PARTICIPATION

There were no requests to speak

CM 24/49 APOLOGIES FOR ABSENCE

Apologies were received from Cllr N Atkinson, Cllr T Blakemore, Cllr E Blyth, Cllr A Michie, Cllr K Rowland, Cllr D Wall

CM 24/50 DECLARATION OF INTEREST

Cllr Warren declared a pecuniary interest in item 22 (Orders For Payment – L Warren) on the agenda

CM 24/51 MINUTES OF THE PREVIOUS MEETING

Draft minutes of the meeting held 28th May 2024 were attached at Appendix 1

It was proposed by Cllr Barreto, seconded by Cllr Paxton and with three abstentions and with a majority vote

RESOLVED that the minutes of the meeting held on 28th May 2024 be confirmed and signed.

DRAFT

CM 24/52 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

Staffing & Strategy Committee

1. **Draft minutes** of the meeting held on 11th June 2024 with recommendations to Council were attached as Appendix 2. The minutes have been circulated by the Clerk to the Staffing & Strategy Committee for review of accuracy

It was proposed by Cllr Warren, seconded by Cllr Paxton and with three abstention and by a majority vote

RESOLVED that the minutes of the Staffing & Strategy Committee Meeting held on 11th June 2024 be confirmed and signed.

2. **Policy Recommendations**

Existing policies reviewed / amended by the Staffing & Strategy Committee were recommended for adoption:

2.1 Complaints Policy – attached as Appendix 3

2.2 Model Publication Scheme – attached as Appendix 4

It was proposed by Cllr Warren, seconded by Cllr Gaw and with 1 abstention and by a majority vote

RESOLVED to adopt the Complaints Policy and the Model Publication Scheme polices as per recommendations, attached as appendices 3 & 4.

2.3 As per Staffing & Strategy minutes attached as appendix 2, a recommendation was made to amend the Standing Orders to make Code of Conduct Training for Councillors mandatory - beginning of each 4-year administrative term or in-year for in-term Councillor appointments (within two months of appointment). The training should be by way of Bracknell Forest Council delivered training wherever possible or as alternative, training offered by NALC / local ALC would be acceptable.

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

RESOLVED to accept and adopt the recommendations to amend the Standing Orders as per 2.3 above

The following new policies were recommended for adoption:

2.4 Press and Media Communications Policy – attached as Appendix 5

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

RESOLVED to approve and adopt the Press and Media Communications Policy

DRAFT

2.5 CCTV Policy – attached as Appendix 6

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

RESOLVED to approve and adopt the CCTV Policy

3. Civility & Respect Pledge

The Civility & Respect Pledge as drafted and attached as Appendix 7 incorporating the statement that Code of Conduct training be mandatory for Councillors was recommended for adoption

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

RESOLVED to approve and adopt the Staffing & Strategy recommendations to approve and adopt the Civility & Respect pledge with mandatory training statement

4. Employee Assistance Programme

The recommendation from the Staffing & Strategy is to introduce this scheme as a staff welfare provision at the basic level policy (£765pa) and paid for as stated above. Cost to be paid from contingency budget for 2024 and for future years a specific budget allowance made. The Clerk has subsequently been provided with a lower quotation for the higher-level cover of £945 pa (3-year quote) to cover up to 9 staff. Discussion followed.

It was decided to revert to the Staffing & Strategy Committee for further consideration of the amended information. The Clerk to arrange an additional meeting of the Committee.

5. Engagement of Casual Grounds Worker

To facilitate the required engagement of a casual Grounds Worker, to be progressed in a timely manner to meet the short-term needs of the Grounds Team, it was recommended that delegated power be approved for the Clerk to progress this matter without further referral to Council. It was also agreed that with regard to the recruitment for the permanent Grounds Worker that Cllr Dudley represent the Staffing & Strategy Committee as part of the selection process.

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

RESOLVED to approve delegated power to the Clerk to progress the engagement of a Casual Grounds Worker without further referral to Council

6. Model Staff Contract

The following recommendations were made by the Staffing & Strategy Committee. The Clerk confirmed that the HR advisors had confirmed that it is

permissible to adopt amended different mileage rate terms for existing and future staff:

i. the adoption and implementation of the mileage rates for existing staff

Essential Users	
Lump sum per annum	£1,239
Per mile first 8,500	50.5p
Per mile after 8,500	16.4p
Casual Users	
Per mile first 8,500	65.0p
Per mile after 8,500	16.4p

ii. the adoption and implementation of the mileage rates for future staff.

Essential Users	451-999cc	1000-1199cc	1200-1450cc
Lump sum per annum	£846	£963	£1,239
Per mile first 8,500	36.9p	40.9p	50.5p
Per mile after 8,500	13.7p	14.4p	16.4p
Casual Users	451-999cc	1000-1199cc	1200-1450cc
Per mile first 8,500	46.9p	52.2p	65.0p
Per mile after 8,500	13.7p	14.4p	16.4p

iii. The adoption of the staff contract based on the NALC model staff contract to include lawful additional clauses from existing staff contracts (see above ii for mileage rates to be applied)

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

RESOLVED to approve the recommendations that had been made with regard to staff contracts as listed above as points i , ii and iii

CM 24/53 COMMUNICATIONS / CORRESPONDENCE

The following communications were reported:

i. Positive feedback from the following related to the Annual Parish Meeting: Sebastians Action Trust; Forest Park Community Centre **Noted**
ii. Jealotts Hill Community Landshare have sent information about the grand opening on 29th June. This has been circulated to Councillors and staff and details posted on the Council noticeboards and social media **Noted**
iii. Bracknell Forest Council – Highways – in response to a query from WPC, BFC have confirmed that drainage gullies are cleaned on a cyclical regime, usually annually. Higher priority areas may be increased to twice per year. In areas where silt collection is minimal the frequency may be reduced to once every 2 years. **Noted.**

DRAFT

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

CM 24/54 QUESTIONS

No written questions received

CM 24/55 REPORTS OF COUNCILLORS / OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

i. Chair's Report – the Chair made a verbal report:
- Community Cycle Ride taking place Sunday 23rd June – made a request for Cllrs to attend, if possible, to support the event
- A delegated reply had been made on behalf of the Council with regard to the Affordable Homes Consultation
- Staff and volunteers attending the Annual Parish Meeting were thanked
- Proposed and agreed to send flowers using Chairmans Allowance to Cllr Michie as she recovers from a period of illness

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

a. Cllr Paxton reported:
- At request of the Local Countryside Access Forum, he had walked the polo field footpaths as was pleased to report there had been improvements with easy-to-follow diversion
- North Ascot Community Association had reported issues with trees overhanging the carpark – one of these is a WPC tree. (Clerk will investigate)

CM 24/56 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:
- BFC were aware of and dealing with the holes in the carpark at the Royal Hunt Parade
- The stop on Westwood House construction site was connected to tree protection issues
- Mill Ride cause of unpleasant smell not yet identified. Thames Water had checked sewers and BFC are to check drainage
- Four-way traffic lights at the Foresters had now been removed for Royal Ascot week

b. Cllr Gaw reported that:
- Pest Control had visited locations on Mill Ride 13th June (to be confirmed) to address the rodent infestation issue

c. Cllr Hayes reported that:

- Road closures in the area continuing to cause issues

CM 24/57 CLIMATE CHANGE WORKING PARTY MEETING REPORT AND RECOMMENDATIONS

The report and recommendations from the working party were attached at Appendix 8. With the following recommended to Council for approval:

i. WPC to contact other local parish and town councils with a view to establishing a specific climate change liaison group

ii. WPC representatives on the BFC Transport Group to work with the BFC Transport Group on promoting and encouraging less reliance on cars for travel to school transport

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

RESOLVED to approve the recommendations of the Climate Change Working Party

Following this resolution Cllr Gaw reported that the following statistics (which were relevant to the matter of school transport) had been obtained regarding school pupils within catchment :

Winkfield St Marys School
Percentage out of catchment – 76%
Cranbourne School
Percentage out of catchment – 86%
Ascot Heath School
Percentage out of catchment – 27%

CM 24/58 ANNUAL PARISH MEETING

The DRAFT minutes of the Annual Parish Meeting 21st May 2024 have now been published and are available on the Winkfield Parish Council website to view. The minutes of the 2023 Meeting were agreed and signed at the meeting. **Noted**.

CM 24/59 MEMBERSHIP OF FINANCE WORKING PARTY

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

RESOLVED to approve Cllr Buchler as a member of the Finance Working Party for 2024/25

CM 24/ 60 CLERK'S REPORT

The Clerk's report was attached at Appendix 9. **Noted.**

DRAFT

CM 24/61 CAPITAL PROJECT UPDATE

A list of 2024-25 capital projects was attached at Appendix 10. **Noted**

CM 24/62 LEISURE REPORT

The Leisure Report was attached at Appendix 11. **Noted**

CM 24/63 LVS CAR PARKING AGREEMENT

Continuation of the LVS parking licence for Ascot Jubilee carpark and charge to be made from September 2024 were considered.

It was proposed by Cllr Ehinger, seconded by Cllr Barreto and with 1 abstention

RESOLVED :

i. **To Agree** to the continuation of licence to LVS for a further year with a small uplift in charge in line with other general facilities charges of 3%.
ii. **To Agree** – Execution of Renewed Licence under seal, witnessed by the Chair and Clerk

CM 24/64 KING GEORGE V TOILET PROJECT

The Council considered this project, following resolution CM 10065 to review and decide whether to pursue or abandon the project. The Planning Permission was granted 21st January 2022 with a 3-year expiry.

The Clerk provided further information on the Charitable Trust status and procurement process that would need to be followed should Council be minded to continue with the project. Discussion followed.

It was proposed by Cllr Gaw, seconded by Cllr Hayes and unanimously

RESOLVED to not proceed further with the current project.

CM 24/65 LOCKS RIDE CABIN UPDATE

Expression of Interest notice has been publicised. This has generated a lot of interest – approx. 90 enquiries to date. Closing date is 30th June. A meeting of the Locks Ride Working Party will be convened to discuss next steps. **Noted**

CM 24/66 INTERNAL AUDIT

The latest internal audit report was attached at Appendix 12. This included the following finding:

A formal review of risk management by the Council did not take place during the year and I therefore am unable to state that this objective has been met. However, the risk management policy is on the agenda for the Council meeting

in May 2024 so it is clear the matter is now in hand. It is also clear from discussions in the office that despite a lack of formal review by council, risk management has been reviewed throughout the year at an operational level.
Noted

CM 24/67 ANNUAL ACCOUNTS

i. A copy of the Annual Accounts (I&E) to 31st March 2024 was attached as Appendix 13.

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

RESOLVED to accept the Annual Accounts**.**

ii. A copy of the Annual Return for the year to 31st March 2024 was attached as Appendix 14 to together with supporting statement from the internal auditor attached as Appendix 15.

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

RESOLVED to accept and agree that the Chairman and the Clerk sign the Annual Governance Statement (section 1).

iii. The Clerk has confirmed and signed the Accounting Statements Section 2 statement by the RFO.

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

RESOLVED to accept and agree that the Chairman sign the Accounting Statements (section 2) -

iv. A copy of the Bank Account Reconciliations at 31st March 2024 was attached as Appendix 16. **Noted**.

v. The Notice of Public Rights and Publication of Unaudited AGAR will be posted on the Council website and notice board 20th June, with the Public Rights period to be 21st June to 1st August 2024. **Noted.**

CM24/68 ORDERS FOR PAYMENT

A list of all payments covering the period 1st May to 31st May 2024 was attached at Appendix 17**.** All payments have been approved by the Clerk and two Councillors and paperwork is available at the office.

It was proposed by Cllr Dudley, seconded by Cllr Paxton and with 1 abstention (Cllr Warren) and by a majority vote

RESOLVED to accept the payments covering 1st May to 31st May 2024

CM 24/69 PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972 S137

There were no S137 payments reported for May 2024. **Noted**

CM 24/70 FINANCIAL POSITION AND CURRENT INVESTMENTS

i. Balances of all bank accounts and investments as at 31st May 2024 were attached at Appendix 18. Further details of investments were shown as Appendix 19. Full bank reconciliations 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 20**. Noted**

CM 24/71 REQUESTS FOR FINANCIAL ASSISTANCE

The budget for Donations for the current year is currently £25,000 to include General Donations and Village Hall Grants. The budget for Churchyard Maintenance Grants is £1,000. **Noted**

Details of donations made in, 2021/22, 2022/23, 2023/24 and 2024/ 25 were given in Appendix 21. **Noted**

No grant applications had been received for consideration. **Noted**

CM 24/72 MAINTENANCE OF CHURCHYARD CONTRIBUTIONS

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

RESOLVED to approve the annual contributions of £500.00 to both St Mary's and St Peter's churches towards churchyard maintenance

CM 24/72 EXPENDITURE ON FIRE RISK ASSESSMENT FIRE DOOR RECOMMENDED MAINTENANCE & REPLACEMENT

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

RESOLVED to approve delegated powers to Clerk and Chair in respect of expenditure on required fire door maintenance and repair up to £5300 + VAT

CM 24/73 LOCKS RIDE PAVILION ELECTRICITY SUPPLY CONTRACT

Due to time critical nature of this matter the Clerk requested delegated authority to appoint an energy supplier based on recommendations of the energy broker with the option of either 12 / 24- or 36-month contract

.

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

RESOLVED to agree delegated authority for the Clerk together with Locks Ride Working Party lead (Cllr Barber) to contract via the energy broker, an energy supplier for the installation of an electricity meter and supply of electricity at Locks Ride Pavilion

CM 24/74 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 9th July 2024.**Noted**

Cllr Barber arrived 20:28

CM 24/75 DATES FOR THE DIARY

Events	
Annual Winkfield & Warfield Cycle Ride	23rd June '24 (starting from Carnation Hall)
Summer of Fun '24	CANCELLED (Locks Ride)
Arts Week (Winkfield / Binfield/ Warfield PC)	26th October to 2nd November '24
Festive Event	15th December '24 (Carnation Hall)
Climate Change Concert	Spring 2025 – date TBC

WPC Meetings	
Council	16th July '24, 20th August '24 , 15th October '24
Planning & Highways	2nd July '24, 6th August '24 , 3rd September '24
Staffing & Strategy	24th September '24
Other	
Parish & Town Council Liaison meeting	26th June '24 - POSTPONED

Noted.

Chair

DRAFT

Minutes of a Meeting of the
STAFFING AND STRATEGY COMMITTEE
of the Winkfield Parish Council held on
Tuesday 2nd July 2024 from 19:57 – 20:09

Those present:

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

Officer: Mrs Ruth Lyes, Clerk
Member of Public/ Non Committee Member: One

SS 24/15 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Blakemore, Blyth and Michie

SS 24/16 DECLARATION OF INTEREST

None.

SS 24/17 EMPLOYEE ASSISTANCE PROGRAMME

The provision of an Employee Assistance Programme, offered by Health Assured, was considered at the meeting of Staffing & Strategy Committee 11th June 2024. Recommendation was made to Council based on providing the basic rather than the premier provision. After the Committee meeting (11th June) and prior to the Council meeting (18th June), the Clerk had received a revised quote reducing the number of staff / workers to be covered from the usually banding of up to 49 individuals to a more bespoke up to 9 individuals. Council requested that the matter revert to Staffing & Strategy Committee for further consideration based on the new information.
A report from the Clerk was attached as Appendix 1 with additional supporting information attached as Appendix 2.

The following matters were considered for recommendation to Council:
i Adoption of the Health Assured EAP scheme and if so, at what level of cover.
ii Premium payable in 2024/25 to be from contingency budget line and specific budget allowance made in future years.

Discussion followed regarding the added value of the Premier Option for the additional cost of £180pa.

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

Resolved to recommend to Council that the Health Assured EAP Premier option (3 yr) contract be approved subject to best value being demonstrated in line with WPC Financial Regulations by obtaining two additional comparative quotes. Premium (£945pa) to be paid from Contingency Budget 2024/25 with specific budget allowance being made in future years

Chair

Appendix 3

Locks Ride Working Party – 26th June 2024 – 10am (Teams) – Meeting Notes

Meeting to discuss the Locks Ride Recreation Ground Cabin

In attendance: Cllr Barber, Cllr Blakemore, Cllr Paxton, Cllr Ehinger

Apologies: Cllr Dudley, Cllr Warren, Cllr Michie

Officer: Ruth Lyes – Clerk

1. **Clerk Update**
   The Clerk advised the following:
   - Expression of Interest Notice end date 30th June 2024
   - Approx 90 expressions of interest had been received thus far from a wide range of interested parties
   - The Clerk would be putting together a list of those who and responded and would send out acknowledgments as a holding communication
   - Clerk had been in contact with the LCC (Local Council Consultancy) who had sourced a potential consultant to work with the Council on moving the project forward and developing a scope. Fees would be £690 to include a face-to-face meeting (2hrs + prep) and a day for drawing up a scoping document following the meeting. Travel costs would be mileage at 45p per mile (estimated £65) for meeting travel
   - A solicitor would be required to draft up documentation in due course (licence / lease)
   - There had been a couple of enquiries about hiring the cabin on a short-term basis prior to longer term arrangement being finalised. This was discussed and it was felt that making a standalone short-term agreement could negatively impact the main focus of getting a long term arrangement in place

2. **Engagement of Consultant**
   There was discussion about the benefits of engaging the consultant and there was consensus that this was the prudent way to move forward to ensure that the process was informed by suitable professional expertise.

   It was also suggested that the consultant, if possible, be engaged to assist with the filtering / analysis process related to those putting themselves forward as potential occupiers of the unit.

3. **Funding of the Cabin Project**
   Since this would be an enhancement to the community infrastructure within the Parish, it was agreed that recommendation be made to Council to fund

costs of the project from CIL funds to cover professional fees and also any costs associated in getting the unit ready for occupation by a 3rd party.

4. **Recommendations to Council** are as follows:

   4.1 Council to engage the services of the consultancy service offered by LCC via SLCC to assist in the scoping of the project and analysis of interested parties

   4.2 Engagement of a solicitor to draft up legal tenancy documents

   4.3 Cabin project to be funded from CIL with an allowance of £10K to be set aside – nominally £5k for professional fees and £5K for any building works / surveys, required to get the unit ready for occupation

   4.4 Not to pursue a short-term arrangement for the cabin but to give priority to sorting the long-term arrangements for the operation of the cabin

240709 FINANCE WORKING PARTY AGENDA

Members: Cllrs Nigel Atkinson, Gerry Barber, Terry Blakemore, Kevin Buchler, Geoff Paxton, Colin Dudley
Present: Cllrs: Atkinson, Blakemore, Buchler, Paxton & Dudley
Officers: Dale & Lyes

1. **REVIEW OF PREVIOUS MINUTES OF 08/04/24**
   The CIL Expenditure Report has now been reviewed with the following suggestions for CIL expenditure:

   - Building conditions surveys
   - Permanent toilets / welfare facility for the grounds team at LR
   - AJ remodelling

   NOTE: The above suggestions to be considered by the 3/5/10 Year working party

2. **REVIEW OF INVESTMENTS**
   The HSBC Money Market account has been closed *(without request by WPC)* and funds transferred to the current account. HSBC advised that a letter had been sent advising of the closure – the Clerk and ARFO have no such letter on file and have requested a copy to be sent. *(update, letter now received from HSBC stating that WPC requested the closure)*

   - FWP recommended that the funds transferred from the HSBC Money Market account remain in the HSBC current account for the time being.
   LD to action a complaint to HSBC and request that interest lost be reimbursed to WPC

   - Hampshire Trust Bank – unable to close and withdraw funds at this time due to Cllr Michie being unavailable to sign off. The funds remain invested with HTB and this will be actioned as soon as possible

   - FWP recommended that WPC transfer funds of £197,038 back into the Natwest account to bring the balance to £250,000.00
   RECOMMENDATION TO COUNCIL:
   To transfer funds of £197,038 back into the Natwest account to bring the balance to £250,000.00

3. **INCOME AND EXPENDITURE**
   Noted
   FWP requested that the CH heating (plant) be reviewed during building surveys

4. **VISA PURCHASES BREAKDOWN**
   Noted

5. **REVIEW OF THE INVESTEMENT STRATEGY POLICY** *(to be reviewed annually)*
   The document, reviewed by the Clerk has been circulated to members of the FWP.
   RECOMMENDATION TO COUNCIL:
   To adopt the Investment Strategy Policy

6. **REVIEW OF BANK ACCOUNT SIGNATORIES**
   RECOMMENDATION TO COUNCIL:
   To add Cllrs Barber, Blakemore and Buchler to the signatories for the HSBC account

   LD to ensure all signatories on all mandates are updated asap

7. **CHARITABLE TRUST BANK ACCOUNTS**
   New bank accounts are required for the 2 x Charitable Trusts as per Financial Regs (9.10)

   The Clerk is investigating correct procedures to be adopted regarding the Charitable Trusts. Arrangements for Bank accounts will be made once correct procedures have been established

8. **REVIEW OF INSURANCE SPECIFICATION**
   Values on the current specification need updating and when sourcing quotes to query how values are reviewed mid-term to ensure all risks are covered

9. **VAT CONSULTATION**
   Consider engagement of consultant to advise on current and future VAT management
   RECOMMENDATION TO COUNCIL:
   To approve expenditure to £1,500.00 on a consultant to advise on current and future VAT management

10. **REVIEW OF FINANCIAL REGULATIONS**
    RECOMMENDATION TO COUNCIL:
    To approve and adopt the updated Financial Regulations

Review key: Red text indicates deletions
Highlighted Green Text indicates additions

Winkfield Parish Council
INVESTMENT STRATEGY POLICY

Approved: ~~24th January 2023~~ TBC
Review by: ~~January 2026~~ April 2025
Version: 2.0

1.0 Introduction

1.1 Winkfield Parish Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

1.2 This strategy has been prepared in accordance with the Guidance on Local Government Investments ('the Guidance'), issued under section 15(1)(a) of the Local Government Act 2003, effective from 1st April 2018.

1.3 Winkfield Parish Council expects its investments during the financial year 2024/25 to exceed £100,000 and therefore has agreed to apply the Guidance as set out below.

2.0 Investment Objectives

2.1 Investments made by the council can be classified into one of two main categories:

- Investments held for treasury management purposes: and
- Other investments

2.2 In the financial year 2024/25 the council investments will only be held for treasury management purposes.

2.3 The council's investment priorities are:

1. The security of its reserves;
2. The liquidity of its investments.

2.4 The council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity being maintained.

2.5 All investments will be made in sterling and, as a minimum, surplus funds will be aggregated in an interest-bearing account.

2.6 The Government maintains that monies should not be borrowed ~~of monies~~ purely to invest, or to lend and make a return, ~~is unlawful~~ and this council will not engage in such activity.

3.0 Specified Investments

3.1 Specified Investments

3.1.1 An investment is a specified investment if all of the following apply:

- The investment is denominated in sterling and any payments or repayments in the respect of the investment are payable only in sterling.
- The investment is not a long-term investment. This means that the local authority has contractual right to repayment within 12 months, either because that is the expiry term of the investment or through a non-conditional option.
- The investment is made with a body or in an investment scheme described as high quality or with one of the following bodies;

  i. The United Kingdom Government;
  ii. A local authority in England or Wales (as defined in section 23 of the 2003 Act) or a similar body in Scotland or Northern Ireland; or
  iii. A parish council or community council.

3.1.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the council will use:

- UK banks and UK building societies;
- Public bodies (including the UK Government and local authorities);
- UK FCA regulated qualifying money market funds with a triple A rating.

3.2 Loans

3.2.1 The council may choose to make loans to local enterprises, local charities, wholly owned companies and joint ventures as part of a wider strategy for local economic growth.

3.2.2 No provision to make loans has been made. Any such decision would require the approval of full council.

3.3 Non-specified investments

3.3.1 ~~Non-specified investments are usually for longer periods (i.e. more than one year) and with bodies that are not highly credit-rated.~~ A non-specified investment is any financial investment that is not a loan and does not meet the criteria to be treated as a specified investment

3.3.2 No non-specified investments are included in the Investment Strategy for the council.

4.0 Liquidity of Investments

4.1 The Parish Clerk (as Responsible Finance Officer) in consultation with Lead Finance Member and the council will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

5.0 Long Term Investments

5.1 Long term investments shall be defined as greater than one year. The council will use the same criteria for assessing long term investment as identified above for specified investments.

5.2 The council does not hold any long term investments.

6.0 Risk Assessment

6.1 The council will only invest in institutions of “high credit quality” as set out in section 3.2 of this strategy. Investments will be spread over different providers where appropriate to minimize risk.

6.2 The investment position will be reviewed monthly by the Responsible Finance Officer and reported to Council as part of the regular monthly financial report.

6.3 The council does not employ, in-house or externally, any financial advisors but will rely on information which is publicly available.

7.0 Use of Investment Managers

7.1 If external investment managers are used, they will be contractually required to comply with this strategy.

8.0 Investment Approval

8.1 The Lead Finance Member has the delegated authority to consider and recommend short-term investments (maximum of twelve months), in accordance with the Annual Investment Strategy, subject to the final approval of the investment provider by the Parish Council. All resolutions relating to investments will be noted in the minutes of meetings.

8.2 Any decision on loan activity may only be approved by the full council and noted the minutes of the meeting.

9.0 Investment Reports

9.1 The Responsible Finance Officer will include a report on investment activity in the monthly financial report for each council meeting.

10.0 Review and Amendment of the Regulations

10.1 The Investment Strategy will be reviewed annually. The Annual Strategy for the coming financial year will be prepared, reviewed and adopted by full council.

10.2 The council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will result in an updated Strategy being published.

11.0 Transparency

11.1 This strategy will be posted on the Parish website and a hard copy will be available from the Parish Clerk.

Review Key :

Red text indicates deletions

Highlighted green text indicates amendments / additions

Bold text indicates legal requirements, which a council cannot change or suspend

WINKFIELD PARISH COUNCIL FINANCIAL REGULATIONS

Contents

1. General 2
2. Risk management and internal control 3
3. Accounts and audit 4
4. Budget and precept 5
5. Procurement 6
6. Banking and payments 8
7. Electronic payments 10
8. Cheque payments 11
9. Payment cards 11
10. Petty Cash 12
11. Payment of salaries and allowances 12
12. Loans and investments 13
13. Income 13
14. Payments under contracts for building or other construction works 14
15. Stores and equipment 14
16. Assets, properties and estates 14
17. Insurance 15
18. [Charities] 15
19. Suspension and revision of Financial Regulations 15

Appendix 1 - Tender process 17

These Financial Regulations were adopted by the council at its meeting held on [enter date].

DRAFT

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

DRAFT

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000]; and

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually, prior to the end of the Financial Year.

2.3. When considering any new activity, the Clerk shall prepare a ~~draft~~ risk assessment including risk management proposals ~~for consideration by the council~~.This shall be presented to Council on request for review and consideration

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair ~~{or a cheque signatory}~~ shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council .

DRAFT

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

DRAFT

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of October each year.

4.6. The draft budget, with any committee proposals ~~and [three-year]} forecast~~, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance Working Party and a recommendation made to the council.

DRAFT

4.7. Having considered the proposed budget ~~and [three-year] forecast~~, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned. The RFO shall regularly provide the Council with a statement of receipts and payments to date, comparing actual expenditure to the appropriate date against that planned in the budget at least on a quarterly basis, and shall show explanation of material variances. For this purpose "material" shall be in excess of 15% of the budget

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6. For contracts estimated to exceed ~~£60,000~~ £72,000 including VAT, the Clerk shall seek fixed-price quotes or at the discretion of Council formal tenders, from at least three suppliers ~~agreed by [the council~~ OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1. Note that at all times, compliance with full

DRAFT

requirements of The Public Contracts Regulations 2015 or any superseding legislation will be required (as per clause 5.4 above)

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5.8. For contracts greater than £3,000 excluding VAT the Clerk/RFO shall seek at least [3] fixed-price quotes;

5.9. where the value is between £1000 and £3,000 excluding VAT, the Clerk/ RFO shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}

5.10. For smaller purchases, the Clerk/RFO shall seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (v) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

v. For additional audit work of the external auditor up to an estimated value of £500.In excess of this sum the Clerk shall act after consultation with the Chair of the Council.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £2000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council, for any items below £5,000 excluding VAT.
- ~~{in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}~~

[1] The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- the council for all items over £5,000 excluding VAT;

Such authorisation must be supported by a minute (in the case of council ~~or committee~~ decisions) or other auditable evidence trail.

5.16. No individual audit, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services {above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by [the RFO].

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. ~~The council has resolved to bank with [name bank~~]. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. {Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.

DRAFT

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by [online banking/cheque], ~~in accordance with a resolution of the council {or duly delegated committee}{or a delegated decision by an officer~~}, unless [the council] resolves to use a different payment method.

6.6. {For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {~~or a duly delegated committee~~} may authorise in advance for the year}.

6.7. A copy of this schedule of regular payments shall be ~~signed by~~ confirmed by email by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.

6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.

6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:

i. {any payments of up to [£500] excluding VAT, within an agreed budget}.

ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.

iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council

v. WPC Credit Card – a card to be held by Clerk who is responsible for authorising card payments up to a total monthly limit of £2500. A card is also held by the Assistant Responsible Finance Officer who is responsible for authorising payments up to a total monthly limit of £1000 with all payments over £200 to be authorised by the Clerk in the first instance

6.10. The RFO / Assistant RFO, shall prepare a schedule of payments requiring authorisation and together with the relevant invoices, present the schedule to members of the Council who are authorised bank signatories. The council members shall review the schedule for compliance and, having satisfied itself shall authorise payment. A detailed list of all payments shall be disclosed within or as an attachment to the next council meeting agenda pack and minutes of the meeting at which payment was authorised. All payments authorised will be reported to the next

DRAFT

full council meeting. Personal payments (including salaries, wages, expenses, and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information

6.11 The use of personal credit cards for purchases should be avoided and be by exception (see clause 9.4) however should this be necessary the RFO has the authority to approve reimbursement without delay for sums up to £250. The payment will be reported at the next Council meeting but may be summarised to remove public access to any personal information

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, [the RFO and Assistant RFO] shall be appointed as the Service Administrators. The bank mandate agreed by the council shall identify [a number of] councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.} A Councillor who is a bank signatory , having connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be an authoriser to the payment in question.

7.2. Evidence should be retained showing which Councillors approved the payment.

~~All authorised signatories shall have access to view the council's bank accounts online.~~

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. ~~The~~ A Service Administrator shall set up all items due for payment online.

7.5. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email] to two authorised signatories.

~~In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.~~

7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment to be made using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online ~~{and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}~~.

7.8. A full list of all payments made in a month shall be provided to the next [council] meeting {and appended to the minutes}.

7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two

DRAFT

authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] ~~the Clerk and~~ [the RFO] and [a member]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by ~~[two members]{and countersigned by the Clerk~~} one Officer and two additional Councillors who are bank signatories.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council in writing before any order is placed.

DRAFT

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].

9.3. Any corporate credit card ~~or trade card account~~ opened by the council will be specifically restricted to use by the Clerk and Assistant RFO and any balance shall be paid in full each month. Any trade card account opened for use by the Council may also be available for use by approved staff members with all expenditure over £200 being pre-approved by the Clerk. The following cards are held:

9.31 A corporate credit card to be held by Clerk who is responsible for authorising card payments up to a total monthly limit of £2500. A corporate card is also held by the Assistant Responsible Finance Officer who is responsible for authorising payments up to a total monthly limit of £1000 with all payments over £200 to be authorised by the Clerk in the first instance

9.32 The following trade card accounts are held with cards issued to the Head of Grounds , Head of Facilities and the Grounds and Facilities Co-Ordinator

9.4. Personal credit or debit cards of members or staff shall not be used ~~{under any circumstances.}~~ {except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}

10. Petty Cash

a) The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by ~~[the finance~~

DRAFT

~~committee]~~ the RFO before actioning by the Assistant RFO, to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO / Assistant RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

DRAFT

13.6. {The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date}. ~~OR~~ {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}

13.7. {Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}

13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be ~~authorised~~ approved by the Council and authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}

15.4. {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

DRAFT

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk/ RFO shall give prompt notification to [the Assistant RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO or Assistant RFO under direction of the RFO, shall negotiate all claims on the council's insurers {in consultation with the Clerk}.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council.

18. [Charities]

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the

suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

DRAFT

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

DRAFT

Clerk's Report - July 2024

Appendix 7

Meeting Action Point	Minute ref	Date Decision Ratified	Owner	Notes - Current month updates shown in red text	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. WPC now listed as Trustee but individual Counillors have not yet been removed - under investigation	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. Draft info completed - to be reviewed in frame before ordering final version	In progress
Locks Ride Pavilion	CM 9851	15.08.23	Clerk / Madlins/ WP	See previous Clerks reports for previous comments. Foundations completed and timber frame being delivered 4/4/24. Work progressing - current potential issue with electrictiy installation -SEE are having issues getting road closure permit. SEE permit now issued for 2.09.24	In progress -
Ongoing/new project updates and issues:					
Risk Assessments				AM/AE checked/updated all Risk Assessments. These are being circulated to staff for reading	Ongoing
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	Ongoing
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
Arboricultural Professional Site Tree Surveys				Surveys completed march 24. Reports on sites part received . Some further reports awaited. Once reports all receieved required work can be assessed and prioritised . Surveys completed and subsequent works being either actioned by grounds team or where necessary by qualified tree surgeons	In progress
BALC /HALC Logins				BALC / HALC will be sending all councilllors / office staff login links for activiation. Access to the website is part of our corporate membership and is a useful resource for counbcillors and staff to access	For noting
National Allotment Society membership				Clerk has obtained membership for WPC of the National Allotments Society - £55pa fee and usueful membership benefits	For noting
Vehicle Insurance Claim				Insurance claim in process for small amount of damage to transit and a wall	For noting
Grounds Person Vacancy				Position has now been successfully filled	For noting

Capital Projects 2024/25 -July '24 update

Appendix 8

Notes:

1 These projects have been agreed through Council for action/completion in 2024/25
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 flooring (toilets & main hall renovation)	£ 8,000.00		CM 9991	
		✓	CH Lounge & Meeting Room - curtains	£ 1,000.00		CM 9991	**In progress**
		✓	Facilities floor maintenance equipment	£ 1,550.00		CM 9991	**Completed**
		✓	Locks Ride Landscaping	£ 2,000.00		CM 9991	**part of pavilion project**
3	✓		Locks Ride Furniture & Fittings	£ 3,000.00		CM 9991	**part of pavilion project**
4	✓		LR Pavilion upgrade & demolition of old pavilion	£ 1,067,488.00	£ 522,998.43	CM 9851 Following tender - contract agreed CM9851 £1028398 ex VAT & , demolition of old pavilion CM9951 £39090 ex vat	ongoing - due to complete Sept '24
4.1	✓		LR Pavilion project fees (professional & legal)	CIL	£ 69,944.15	Includes partial Madlins fees, Sports Clubhouses fees and surveys	**In progress**
4.2	✓		LR Pavilion additional fees		£ 12,189.67	E.g. Broadband, planning application, building regs	**Project in progress**
5	✓		Low entry barriers - Asher & KGV	£ 3,715.60		CM 9991	**Completed**
6	✓		Climate change improvements	£ 10,000.00		CM 9991 - e.g EV points	**Initial stages**
7	✓		Repurposing of LR Cabin	£ 2,500.00		CM 9991	**In progress**
8	✓		Ascot Jubilee decorative order improvements	£ 5,000.00		CM 9991	
10	✓		MH internal & External painting	£ 10,000.00		External and Internal redecoration required as part of lease in 2024. Increased budget proposed for 2024/25	
11		✓	CH - new bench	£ 400.00			**Completed**
12		✓	Trailer for new grass cutter	£ 1,500.00		CM 9991	**Quotes obtained . Licence requirements under review**
				£ 1,116,153.60	**£ 605,132.25**		

Carried forward projects							
12	✓		LR Overflow matting	£ 18,000.00		CM 9991 - This has not been incorporated into the tender for the pavilion and will need to be considered as a separate project	
13	✓		KGV Toilet	£ 90,000.00	£ 2,279.33	Planning approval granted. This is to be progressed as a stand alone project CM 9991	**Project abandoned**
	✓		Speedwatch Signs	£ 2,000.00			
				£ 1,226,153.60	**£ 607,411.58**		

Appendix 9

Leisure Report May - July 2024

Grounds & Facilities Team

General

- Legionella & Asbestos Awareness Training undertaking by staff
- Regular summer maintenance of recreation ground sports pitches
- Work ongoing to check carpark signage and to ensure consistency across sites about opening and closing times
- Cycle ride signage put up / taken down

Locks Ride Recreation Ground

- Carpark was closed for a week to allow for trenchwork for services to be completed for the new pavilion

Asher

- Lower barrier installation (agreed budgeted project) and height restrictor repair carried out

Ascot Jubilee

- Broken swing replaced under warranty

King George V Recreation Ground

- Lower barrier installed (agreed budgeted project)
- Marking out for school sports day

Allotments

- WPC have joined the National Allotments Association - £55pa (ex VAT) - access to resources / advice / discounts

Martins Heron & The Warren Community Centre

- Solar Panels at MH being cleaned/bird proofed by contractor.

Winkfield Parish Council
HSBC
List of Payments made between 01/06/2024 and 30/06/2024

Date	Payee Name	Amount Paid	Transaction Detail
03/06/2024	Smartest Energy	£ 177.00	MHWCC Electric
03/06/2024	Bracknell Forest Borough Council	£ 369.00	WPC Business Rates
03/06/2024	Bracknell Forest Borough Council	£ 162.00	CH Business Rates
04/06/2024	ALS Tyres	£ 24.00	RV70 NTX Puncture repair
04/06/2024	Bowak Ltd	£ 43.49	Cleaning products
04/06/2024	Bracknell Forest Borough Council	£ 50.00	MHWCC Rent
04/06/2024	Bracknell Forest Borough Council	£ 821.23	MHWCC Insurance recharge
04/06/2024	MVI Corporate Merchandise	£ 258.00	WPC Event Flags
04/06/2024	Oaktree Nursery	£ 17.56	Plants for planter by Oaktree
04/06/2024	Phil Crosby (PC Cleaning)	£ 95.00	WPC, CH & MH Windowcleaning
04/06/2024	Society of Local Council Clerks	£ 18.00	RL training
04/06/2024	Specialised Property Solutions	£ 711.60	MHWCC Aircon service
04/06/2024	Weed Management Ltd	£ 1,044.00	Weed management
06/06/2024	Lindsay Dale	£ 32.69	LD Expenses
06/06/2024	LEW005	£ 50.00	CHID REFUND
06/06/2024	SMI001	£ 50.00	CHID REFUND
06/06/2024	SMI012	£ 50.00	LR BBQ ID REFUND
06/06/2024	MAC007	£ 50.00	CHID REFUND
06/06/2024	Sage UK Ltd	£ 46.80	Sage payroll
07/06/2024	PAL004	£ 50.00	LRID REFUND
10/06/2024	HSBC Bank	£ 1,568.52	HSBC Visa purchases
13/06/2024	COO06	£ 50.00	CHID REFUND
13/06/2024	MIR001	£ 520.98	CH HIRE & ID REFUND
13/06/2024	Fuelgenie Business Account	£ 242.64	Fuel Cards
14/06/2024	Smartest Energy	£ 79.00	WPC Electric
14/06/2024	Smartest Energy	£ 181.00	LR Electric
14/06/2024	Smartest Energy	£ 89.00	AJ Electric
17/06/2024	Castle Water	£ 130.98	CH Water
17/06/2024	Castle Water	£ 132.49	LR Water
17/06/2024	Smartest Energy	£ 257.00	CH Eletric
17/06/2024	Smartest Energy	£ 90.48	AJ Gas
17/06/2024	Smartest Energy	£ 550.10	CH Gas
17/06/2024	Smartest Energy	£ 13.02	WPC Gas
17/06/2024	Smartest Energy	£ 142.65	MHWCC Gas
18/06/2024	Berkshire Pension Fund	£ 6,353.59	PENSIONS, M2
18/06/2024	HMRC	£ 5,197.26	PAYE, M2
18/06/2024	Eyelid Productions	£ 100.00	WPC Website support
18/06/2024	Fernoak Tree Surgeons	£ 360.00	Fernbank Playarea Tree surgery
18/06/2024	Fernoak Tree Surgeons	£ 408.00	Asher, tree surgery

18/06/2024	Morris & Blunt Ltd	£	40,172.49	LR New Pavilion Fees
18/06/2024	Securiflame	£	624.30	Fire Extinguisher servicing
18/06/2024	Spy Alarms	£	144.00	WPC Office Alarm fault
18/06/2024	ALD Automotive	£	535.48	RF73 HWS Lease
18/06/2024	Castle Water	£	21.89	WPC water
18/06/2024	Castle Water	£	48.83	CR Allots Water
18/06/2024	REY020	£	25.00	LRID REFUND
18/06/2024	BLTC	£	200.00	CHID REFUND
19/06/2024	Morris & Blunt Ltd	£	50,000.00	LR New Pavilion Fees
19/06/2024	Vodafone	£	124.81	Vodafone Bill
19/06/2024	S Line	£	12.14	Bank Charge
20/06/2024	JOS001	£	97.77	ID refund part
20/06/2024	HSBC Bank	£	5.80	HSBC CHG
21/06/2024	BES003	£	50.00	LRID REFUND
21/06/2024	BES003	£	35.00	LRBBQ REFUND
24/06/2024	Worldpay	£	11.94	Worldpay chg
25/06/2024	Mainstream Digital	£	506.90	WPC Phone system lease
25/06/2024	Ford Lease	£	356.71	RV70 NTX Lease
25/06/2024	Wages, various	£	17,674.01	Wages, various
26/06/2024	DLS Contract Cleaning	£	600.60	Contract cleaning
26/06/2024	Initial Washroom Hygiene	£	122.27	Initial Hygiene, CH & MH
26/06/2024	JRB Enterprise	£	76.02	Dog waste bags
26/06/2024	Match Point Tennis Coaching	£	276.00	AJ Tennis netting
26/06/2024	Movolytics Ltd	£	33.58	Vehicle trackers
26/06/2024	M S Services	£	5,994.72	Height barriers x3
26/06/2024	RBS Software Solutions	£	318.00	Training, LD
26/06/2024	Risk Management Security Servi	£	54.00	LR Alarm activation
26/06/2024	SMS Environmental	£	64.15	LR Water samples
26/06/2024	Suez Recycling & Recovery UK L	£	646.96	Waste Disposal
26/06/2024	Telanova Limited	£	109.08	IT Support
26/06/2024	Cranbourne Parochial Fund	£	500.00	24-25 Churchyard maintenance
26/06/2024	BRA009	£	100.00	CHID REFUND
26/06/2024	REG003	£	50.00	LRID REFUND
26/06/2024	MIA001	£	25.00	LRID REFUND
27/06/2024	Felicity Wise	£	5.00	MHWCC Repairs
		TOTAL	**£ 140,209.53**	

A/c	Description	Actual		
	Current Assets			
101	Debtors	2,967		
102	Other Debtors	(125)		
105	Vat Due	71,459		
205	HSBC	912,731		
206	Lloyds TSB	219,649		
208	NatWest	52,962		
209	Nationwide	250,000		
210	Santander	150,000		
212	United Trust Bank Ltd	150,000		
213	Reliance	152,916		
214	Hampshire Trust Bank HTB	150,000		
215	Redwood Bank	155,355		
	Total Current Assets		**2,267,914**	
	Current Liabilities			
501	Creditors	121,138		
515	PAYE/NI Due	5,522		
516	Pension Due	6,145		
565	Holding Deposits	360		
566	Indemnity Deposits	1,020		
	Total Current Liabilities		**134,185**	
	Net Current Assets			**2,133,728**
	Total Assets less Current Liabilities			**2,133,728**
	Represented by :-			
301	Current Year Fund	(66,351)		
310	General Fund	709,157		
320	Earmarked-Tennis Club	21,000		
322	Earmarked Play Equipment	46,000		
323	Earmarked Carnation Hall	42,590		
324	Earmarked Locks Ride Project	25,000		
325	Earmarked Ascot Jubilee	41,000		
328	Earmarked Office Computer equi	3,723		
330	Earmarked Grounds Equipment	12,414		
332	Earmarked Minute Binding	2,000		
333	Earmarked AJ Car Park Re-Surf	22,000		
334	Earmarked CH Car Park Re-Surf	41,000		
335	Earmarked Fixed Wire Testing	5,000		
338	Earmarked Casual Elections	5,911		
339	Earmarked Legal/Prof. fees	10,000		
340	Earmarked Office	13,000		
341	Earmarked Contingency	16,006		
342	Earmarked Bus Shelters/Seats	9,000		
343	Earmarked Compost Facility	1,000		
346	Earmarked CiL income	1,146,280		
347	Earmarked MHWCC	28,000		
	Total Equity			**2,133,728**

Account Name	Amount invested	Notes	Current interest rate
HSBC Money Market Call Account	£ 150,000.00	No change	0.50%
Nationwide 95 day notice	£ 250,000.00	No change	4.30%
Natwest 35 day notice	£ 52,962.00	No change	3.20%
Santander 12 month Time Deposit	£ 150,000.00	No change	3.70%
United Trust Bank 1 year bond	£ 150,000.00	No change	5.00%
Reliance 90 day notice	£ 151,949.00	30/04/24 Withdrawal of £100,000 initiated	2.55%
Hampshire Trust 95 day notice	£ 150,000.00	14/05/24 Withdrawal and closure in progress	0.75%
Redwood Bank 95 day notice	£ 155,355.00	18/04/24 Withdrawal of £100,000 initiated	4.55%
TOTAL INVESTED	**£ 1,210,266.00**		

Winkfield Parish Council

Summary Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Administration	Income	386,383	584,711	198,328			66.1%
		Expenditure	23,163	77,205	54,042		54,042	30.0%
		Net Income over Expenditure	363,220	507,506	144,286			
		plus Transfer from EMR	0					
		less Transfer to EMR	65,453					
		Movement to/(from) Gen Reserve	297,767					
102	Staff Costs	Expenditure	86,483	388,600	302,117		302,117	22.3%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(86,483)					
105	Grants	Expenditure	5,900	26,000	20,100		20,100	22.7%
110	Infrastructure	Expenditure	0	3,000	3,000		3,000	0.0%
115	Community	Income	(74)	800	874			(9.2%)
		Expenditure	115	17,350	17,235		17,235	0.7%
		Net Income over Expenditure	(189)	(16,550)	(16,361)			
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(189)					
150	F & GP Projects	Expenditure	0	300	300		300	0.0%
201	Locks Ride Playing Field	Income	3,669	7,100	3,431			51.7%
		Expenditure	3,989	26,700	22,711	697	22,014	17.6%
		Net Income over Expenditure	(320)	(19,600)	(19,280)			
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(320)					
202	Ascot Jubilee Playing Field	Income	2,282	8,500	6,218			26.8%
		Expenditure	2,002	9,200	7,198	649	6,549	28.8%
		Net Income over Expenditure	279	(700)	(979)			
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	279					
203	King George V Playing Field	Income	13	740	727			1.7%
		Expenditure	780	2,200	1,420		1,420	35.5%
		Net Income over Expenditure	(767)	(1,460)	(693)			
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(767)					
204	Asher Recreation Ground	Expenditure	1,780	700	(1,080)		(1,080)	254.3%
		plus Transfer from EMR	1,280					
		Movement to/(from) Gen Reserve	(500)					
205	Open Spaces	Expenditure	12,271	85,800	73,529		73,529	14.3%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(12,271)					

Continued over page

Winkfield Parish Council

Summary Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
206	Locks Ride Cabin	Expenditure	98	2,200	2,102		2,102	4.5%
207	Allotments CR Hatchet Lane	Income	2,754	2,550	(204)			108.0%
		Expenditure	282	1,250	968		968	22.6%
		Net Income over Expenditure	2,472	1,300	(1,172)			
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	2,472					
208	Allotments WR Chavey Down	Expenditure	336	1,250	914		914	26.9%
210	Tennis	Income	1,051	2,500	1,449			42.1%
		Expenditure	303	1,050	747		747	28.9%
		Movement to/(from) Gen Reserve	748					
215	Carnation Hall	Income	17,405	62,500	45,095			27.8%
		Expenditure	5,610	34,000	28,390		28,390	16.5%
		Net Income over Expenditure	11,795	28,500	16,705			
		plus Transfer from EMR	-1					
		Movement to/(from) Gen Reserve	11,794					
220	Martins Heron CC	Income	8,576	52,500	43,924			16.3%
		Expenditure	4,091	28,500	24,409	324	24,085	15.5%
		Movement to/(from) Gen Reserve	4,485					
250	Capital Projects	Expenditure	339,044	1,046,348	707,304		707,304	32.4%
		plus Transfer from EMR	339,045					
		Movement to/(from) Gen Reserve	0					
		Movement to/(from) Gen Reserve	0					
		Grand Totals:- Income	**422,059**	**721,901**	**299,842**			**58.5%**
		Expenditure	**486,249**	**1,751,653**	**1,265,404**	**1,671**	**1,263,733**	**27.9%**
		Net Income over Expenditure	**(64,190)**	**(1,029,752**	**(965,562)**			
		plus Transfer from EMR	**340,324**					
		less Transfer to EMR	**65,453**					
		Movement to/(from) Gen Reserve	**210,681**					

Donations and Grants			
			General
Year	Recipient		Grant
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	*General Grants budget*	£	*12,000.00*
	Churchyard Maintenance budget	£	*1,000.00*
	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
02/24	Jealotts Hill Community Landshare	£	3,000.00
02/24	Stepping Stones	£	750.00
02/24	Sunningdale & Ascot Camera Club	£	300.00
02/24	Winkfield & Ascot Good Neighbour Scheme	£	500.00
03/24	The Dash Charity	£	1,000.00
03/24	Winkfield St Mary's CofE School PTA	£	2,000.00
	Total Spend to date	**£**	**24,625.00**
2024/25	*General Grants budget*	£	*25,000.00*
	Churchyard Maintenance budget	£	*1,000.00*
04/24	Thames Hospice	£	1,500.00
04/24	Youthline	£	1,600.00
04/24	Bracknell & District Parkinsons	£	1,000.00
04/24	Homestart	£	800.00
06/24	St Mary's Churchyard maintenance	£	500.00
06/24	St Peter's Churchyard maintenance	£	500.00
	Total Spend to date	**£**	**5,900.00**

Winkfield Parish Council
Serving Winkfield Since 1894

Mrs Ruth Lyes
Clerk

WINKFIELD PARISH COUNCIL

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

APPLICATION FOR FINANCIAL ASSISTANCE

Organisation: Citizens Advice East Berkshire

Address: Lower Ground Floor, The Columbia Centre, Market Street, Bracknell, Berkshire, RG12 1JG

Telephone: [redacted] Email: [redacted]

Registered Charity Number: 1065672

Contact: Neil Parker

What is the aim of your organisation? Our aim is to provide free, independent, impartial, and confidential advice to give people the knowledge and the confidence they need to find their way forward - whoever they are, and whatever their problem.
We offer help on employment, housing, benefits, debt, tax and consumer issues, including disability benefit applications and benefit appeals. We also have access to pro bono solicitors who specialise in relationship, immigration, housing, wills & trusts, and criminal law.
We are a local charity and our work can improve people's financial situation and well-being.

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

If YES, when and how much for? In 2023 we received £2,000.

Are you approaching other organisations for a grant for the same purpose? Not within Winkfield Parish, but we do carry out general fundraising.

If yes, list organisations: Please see the supporting letter for this information.

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)

We estimate that between 75 – 150 people from Winkfield Parish will benefit from our organisation in a year.

Is the service you provide free of charge? YES

If NO, give details: N/A

Sum requested: £2,150

For what purpose is the grant required? The purpose of the grant is to help us maintain and enhance our current service for the residents of Winkfield parish. The grant will be used to recruit, train and retain more volunteers to meet the growing demand for our services. Our volunteers provide both our front-line service and also deliver more specialist advice. This is effective for our clients because of the support, supervision and quality checking provided by our small staff team. Having more volunteers is a key priority for us this year.

Please see the supporting letter for more information.

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: 14th June 2024

Position in Organisation: Service Development Manager

Lower Ground Floor
The Columbia Centre
Market Street
Bracknell
Berkshire RG12 1JG

caeb.org.uk

Advice Line: 0808 278 7914

14th June 2024

Lindsay Dale
Assistant Responsible Financial Officer
Winkfield Parish Council
Council Offices
Fernbank Road
North Ascot
Berkshire SL5 8JW

Dear Lindsay,

Annual Grant Application

Please find enclosed our application for an Annual Grant for the current financial year. Once again, we would like to approach Winkfield Parish Councillors for a donation towards the costs of providing high quality, volunteer-led advice services which are accessed by the residents of Winkfield on a regular basis. I respectfully ask for £2,150.00, an increase of £150 on the amount kindly awarded last year due to the impact of inflation on our running costs.

Over the last year we have continued to provide help for the parishioners of Winkfield. In 2023-24 we assisted 74 residents on 572 issues. Clients gained over £34,000 in additional income, much of which goes back into their pockets and the local economy. 53% of Winkfield clients had a disability and/or long term health condition and 63% were aged over 60. Problems with debt and welfare benefits were the biggest concerns, in particular managing council tax arrears and accessing Personal Independence Payments (PIP). PIP is a welfare benefit that is intended to help working age adults with the extra

Citizens Advice East Berkshire is an operating name of Citizens Advice East Berkshire Limited. Charity registration number: 1065672. Company limited by guarantee. Registered number: 03433043 England. Authorised and regulated by the Financial Conduct Authority FRN: 617516. Registered office: Citizens Advice East Berkshire Limited, Lower Ground Floor, The Columbia Centre, Market Street, Bracknell, Berkshire, RG12 1JG.

costs of living with a health condition or a disability. It is non-means-tested, non-contributory and tax-free.
The criteria is complex and the application process can be very difficult for claimants to navigate. For example, one of our clients suffers from long-covid and their PIP application had been turned down. We assisted our client through a tribunal process at which the decision was overturned, and our client was granted a backdated award of £9,000 and £172 per week going forward.

Since our last application, our freephone Adviceline remains the first point of contact for most of our Winkfield clients and operates from Monday – Friday, between 9.00am and 5.00pm. In addition, face to face drop-in sessions are available in our Bracknell office and referrals to us can be made by statutory bodies, such as Bracknell Forest Council and the NHS.

Our key priority, for this financial year, is to recruit, train and retain volunteers to meet the growing demand for our services. Any delay accessing help means people's issues can worsen and could add to the suffering of clients. Our team of volunteers are vital to the work we do and assist us in providing direct advice to clients, researching and campaigning for policy change and helping our Bracknell office run smoothly. More volunteers will allow us to help more clients, from their initial enquiry to the conclusion of their issue. We now have a full time Training Supervisor in place and the training packages we offer have been redesigned to allow a faster pathway to offering initial telephone triage with further training built in as the trainee's experience grows.

When last estimated annually, our volunteers provided over 23,000 hours of their time at a value of £510,738. It costs us approximately £5,000 to bring on board a new volunteer and support them in their first year. The grant we are requesting will assist us in providing the supervision and training our volunteers need to meet the service quality requirements set by National Citizens Advice. This will help us maintain and enhance our current service by building on the delivery, infrastructure, and volunteer team your previous grants have helped put in place.

We will also continue to research into and campaign on issues that affect Winkfield residents, such as on energy costs and consumer protection, and work in partnership with statutory bodies and local charities to avoid service duplication.

Our Trustees continue to make it a business priority to focus on attracting sustainable funds to maintain and enhance our current levels of service. We continue to apply for financial support from Bracknell Forest Council, the Royal Borough of Windsor and Maidenhead, Slough Borough Council and local parish and town councils, as well as other charitable trusts and foundations, such as the Berkshire Community Foundation who assisted us with an unexpected increase in our heating costs.

I greatly appreciate the generous support offered to us over the years by Winkfield Parish Council and hope that this application will be looked upon favourably. I have attached our Annual Accounts for 2022-2023 which shows how we performed as a service.

Please note we maintain a level of reserves to ensure we remain financially viable for the foreseeable future and so are limited in terms of being available to subsidise or expand our services. In setting the level of reserves Trustees have regard to Charity Commission guidance and the national Citizens Advice Membership Agreement.

If you need clarification or further information on any of the above, please contact me on 01344 959484

Yours Sincerely,



Neil Parker
Service Development Manager
Email: [redacted]
Phone: [redacted]

CITIZENS ADVICE EAST BERKSHIRE LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CITIZENS ADVICE EAST BERKSHIRE LIMITED

I report to the trustees on my examination of the financial statements of Citizens Advice East Berkshire Limited (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of , which is one of the listed bodies.

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

1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

[redacted]

F J Wilde FCCA MBA DChA

[redacted]

Dated: .25th August 2023

CITIZENS ADVICE EAST BERKSHIRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

Current financial year

	Notes	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Income and endowments from:						
Donations and legacies	**3**	309,758	-	483,727	793,485	484,808
Charitable activities	**4**	-	-	17,735	17,735	326,696
Other trading activities	**5**	1,673	-	-	1,673	14,013
Investments	**6**	4,099	-	-	4,099	894
Other income	**7**	53	-	-	53	158,495
Total income		315,583	-	501,462	817,045	984,906
Expenditure on:						
Charitable activities	**8**	238,393	-	501,462	739,855	779,508
Other	**12**	7	-	-	7	(9,796)
Total expenditure		238,400	-	501,462	739,862	769,712
Net gains/(losses) on investments	**13**	(940)	-	-	(940)	-
Net incoming resources		76,243	-	-	76,243	215,194
Other recognised gains and losses						
Actuarial gain on defined benefit pension schemes		1,439	-	-	1,439	-
Net movement in funds		77,682	-	-	77,682	215,194
Fund balances at 1 April 2022		257,283	104,518	-	361,801	146,607
Fund balances at 31 March 2023		334,965	104,518	-	439,483	361,801

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

CITIZENS ADVICE EAST BERKSHIRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

Prior financial year

	Notes	Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Restricted funds 2022 £	Total 2022 £
Income and endowments from:					
Donations and legacies	**3**	483,308	-	1,500	484,808
Charitable activities	**4**	-	-	326,696	326,696
Other trading activities	**5**	14,013	-	-	14,013
Investments	**6**	894	-	-	894
Other income	**7**	158,495	-	-	158,495
Total income		656,710	-	328,196	984,906
Expenditure on:					
Charitable activities	**8**	420,506	-	359,002	779,508
Other	**12**	(9,796)	-	-	(9,796)
Total expenditure		410,710	-	359,002	769,712
Net gains/(losses) on investments	**13**	-	-	-	-
Gross transfers between funds		(30,806)	-	30,806	-
Net incoming resources		215,194	-	-	215,194
Other recognised gains and losses					
Net movement in funds		215,194	-	-	215,194
Fund balances at 1 April 2021		49,141	97,466	-	146,607
Fund balances at 31 March 2022		264,335	97,466	-	361,801

CITIZENS ADVICE EAST BERKSHIRE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	2023 £	2022 £	2022 £
Fixed assets					
Tangible assets	**14**		28,212		48,831
Current assets					
Debtors	**16**	17,985		31,578	
Investments	**17**	24,060		-	
Cash at bank and in hand		482,992		470,526	
		525,037		502,104	
Creditors: amounts falling due within one year	**18**	(81,719)		(143,553)	
Net current assets			443,318		358,551
Total assets less current liabilities			471,530		407,382
Creditors: amounts falling due after more than one year	**19**		(1,077)		(30,081)
Provisions for liabilities			(30,970)		(15,500)
Net assets			439,483		361,801
Income funds					
Unrestricted funds					
Designated funds	**23**	104,518		104,518	
General unrestricted funds		337,495		261,252	
Pension reserve		(2,530)		(3,969)	
			439,483		361,801
			439,483		361,801

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2023

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 17th August 2023.

Ian Chambers

.....

I Chambers
Trustee

Company registration number 03433043

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 : Ocean Theatre Company

Address: Registered Office: Flat 10, 29 Elmcourt Road, London, SE27 9BX

. Perform at: BritVic Theatre, LVS Ascot, Rehearse in Ascot.

Telephone: [redacted] Email: [redacted]

Registered Charity Number:

Contact: Andrew Miller

What is the aim of your organisation? To create theatrical musicals by local teenagers. We spend over £25,000 per show to enrich the lives of these teens and support their development and growth in as professional setting as possible.

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

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

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?

150+ 60% of cast live in the Parish. Over 340 patrons from the Parish saw our last production.

Is the service you provide free of charge? NO

If NO, give details: Cast pay a production fee. Tickets are sold to the shows.

Sum requested: £1,420

For what purpose is the grant required? To hire the elaborate costumes for Beauty and the Beast we normally can't afford to make. To hire professional musicians to support the cast.

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 : 12 June 2024

Position in Organisation: Artistic Director

Balance Sheet

Ocean Theatre Company
As at 30 June 2024

	30 JUN 2024
Current Assets	
Cash at bank and in hand	
MBNA	5,701.11
Total Cash at bank and in hand	**5,701.11**
Accounts Receivable	5,025.00
Petty Cash	(1,774.75)
Total Current Assets	**8,951.36**
Creditors: amounts falling due within one year	
AM Mastercard	1,511.14
MasterCard	3,202.09
Metro CC	2,191.35
Ocean Theatre Company	3,219.84
OTC Bus Card	4,590.99
PAYE/NIC Due	(2,231.84)
VAT Due	(1,193.50)
Total Creditors: amounts falling due within one year	**11,290.07**
Net Current Assets (Liabilities)	**(2,338.71)**
Total Assets less Current Liabilities	**(2,338.71)**
Creditors: amounts falling due after more than one year	
Bank Loans	(16,643.62)
Other Long-Term Liabilities	(16,923.55)
Total Creditors: amounts falling due after more than one year	**(33,567.17)**
Net Assets	**31,228.46**
Capital and Reserves	
Current Year Earnings	5,444.18
Personal Investment	11,815.56
Retained Earnings	13,968.72
Total Capital and Reserves	**31,228.46**

Profit and Loss

Ocean Theatre Company
For the year ended 30 June 2024

	2024
Turnover	
Door sales	85.00
Miscellaneous Income	61,878.83
Pre sales	12,269.14
Regular Revenues	840.00
Total Turnover	**75,072.97**
Cost of Sales	
Books	30.48
Cinema Tickets	162.88
Costume material purchase	173.27
Costume Purchases	2,951.40
LX Hire	500.00
Magazines / Newspapers	4.17
Performance Rights	2,036.67
Print media	5,147.75
Printed material	3,971.08
Prop material purchase	1,092.48
Prop Purchases	12,021.28
Script Hire	13.00
Script Purchase	973.42
Set material purchase	2,141.99
Set purchases	2,522.17
Theatre Tickets	1,151.67
Venue Performance Hire	5,818.42
Venue Rehearsal Hire	3,143.78
Total Cost of Sales	**43,855.91**
Gross Profit	**31,217.06**
Administrative Costs	
Bank Fees	1,603.64
Electricity	116.67
Equipment Purchase	5,118.91
Equipment Rental	5,036.43
FOH Stock	175.68
Historical Balancing	(2,213.98)
Insurance	718.58
Interest	975.12
Legal & Accounting	13.00
License Fees	283.50
Loan Repayment	(17,248.73)
Office Supplies	150.00

	2024
Other Fees	237.53
Per diem	12,479.47
Petrol	1,267.98
Photocoping	330.33
Postage	458.80
Rent	9,933.32
Stripe Fees	13.30
Travel	2,678.66
travel costs	3,644.67
Total Administrative Costs	**25,772.88**
Operating Profit	**5,444.18**
Profit on Ordinary Activities Before Taxation	**5,444.18**
Profit after Taxation	**5,444.18**