Mrs Ruth Lyes
Clerk of the Council

9th October 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 15th October 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 May 2024. 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 Council Meeting held on 20th August 2024 draft minutes attached at Appendix 1.

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

6.1 Staffing & Strategy Meeting - draft minutes of the meeting held 24th September 2024 are attached at Appendix 2. The minutes have been circulated by the Clerk to the Staffing & Strategy Committee for review of accuracy

Council to:

i. **Receive and accept the minutes**. The minutes will be approved for signing at the next meeting of the Staffing & Strategy Committee.

6.2 To consider for approval the recommendations of the Staffing & Strategy Committee which are detailed below.

6.3 The following existing policies have been reviewed / amended and are recommended for adoption:

i. **Code of Conduct Policy** – attached as Appendix 3. The policy aligns with Bracknell Forest Council Code of Conduct policy version August '24
ii. **Register of Gifts and Hospitality** – attached as Appendix 4 and is a transparency requirement that is detailed within the Code of Conduct policy
iii. Allotment Tenancy Agreement –The policy was reviewed with some minor amendments to the draft document proposed by Staffing & Strategy. Further investigation by the Clerk was requested on two insurance matters and the following matters have been referred to the National Allotment Association and HALC for legal advice:
    a. Can it be mandated that public liability insurance cover be taken out by the tenants and the implications of them not taking out insurance
    b. Can the council legally include in the agreement a waiver of responsibility for 3rd party claims

The Clerk is still waiting on clarification on these matters and will look to include the Allotment Tenancy Agreement on the November agenda once all required information has been obtained.

iv. **Unauthorised Traveller Encampment Action Policy** – attached as Appendix 5. This policy was reviewed with some minor amendments proposed by Staffing & Strategy Committee, which have been incorporated into the attached draft document.

v. **Financial Regulations Policy** – (section 5) be amended to reflect clause 8 of the draft Unauthorised Traveller Encampment Action policy as follows:

a. The Clerk is authorised to spend up to £6000 on bailiff fees without further recourse to Council If this fund is insufficient (this will typically remove up to 8 caravans) the Clerk can seek permission from the Chairman, (or in his absence the Vice Chairman) and at least two other members of the Staffing and Strategy Committee. Any spend will then be put through the usual payment process for retrospective approval via Council.

Council to consider policy recommendations for approval

6.4 The following new draft policy was reviewed and is recommended for adoption:

i. Councillor Mileage and Travel Expenses Policy – attached as Appendix 6

Council to consider the policy recommendation for approval

6.5 Health & Safety Advisor Service

The committee reviewed a report that had been submitted by the clerk and the following recommendations are made to Council for consideration:

i. The Clerk to obtain further quotes for health and safety advisory services with a view to engaging an advisor.

ii. An allowance of up to £2300 per year be included in future budgets for a 3-year contract.

Council to consider Health & Safety Advisor recommendations for approval

6.6 Property Condition Surveys

The Committee discussed the engagement of surveyors for building and mechanical condition surveys to assist with maintenance and improvement planning. An estimated cost of £1300 for a building condition survey had been provided (excluding mechanical and electrical elements). The following recommendation is made to Council:

a. Clerk to obtain more specific quotes, for condition surveys of community halls, Ascot Jubilee Pavilion, office and mechanical and engineering surveys of community halls and Ascot Jubilee Pavilion
b. Once quotes have been obtained, costs to be put to Council for consideration for these to be instructed and funded from Earmarked Reserves

Council to consider property condition survey recommendations for approval

7. COMMUNICATIONS / CORRESPONDENCE

We have received:

i. An invitation for Councillors to visit the Winkfield St Mary's C of E Primary School Nuture Nest room which is now operational. Equipment for the project had been part funded by grant to the school PTA. The Clerk has circulated the invitation to Winkfield & Cranbourne Ward Councillors and also the Chair and Vice Chair.

ii. Email from NALC advising that website will be changing from 7th October and users will have to create a new login. This information has been circulated to Councillors and staff.

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

8. QUESTIONS

No written questions received.

9. 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.

10. 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.

11. CLERK'S REPORT

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

12. CAPITAL PROJECT UPDATE

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

13. LEISURE REPORT

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

14. PLAYGROUND ANNUAL INSPECTION DEFECT RETIFICATION UPDATE

To receive an update from Cllr Blakemore. Information on actions related to moderate / high risk defects attached as Appendix 10

FINANCE ITEMS

15. ORDERS FOR PAYMENT

i. **To Agree** the attached list of payments covering the period 1st August to 30th September 2024 see Appendix 11.

ii. **To Confirm** payment of invoice to Madlins - **£5391.04 + VAT**. This includes an additional sum of £1500 related to project overrun works (end Aug to 27th Sept.24). Charges are based on a previously agreed 4% of contract sum basis. Total paid to date including this invoice will be £42,354

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)

16. PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972 S137

New items added are highlighted on attached Appendix 12.

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

17. FINANCIAL POSITION AND CURRENT INVESTMENTS

i. Balances of all bank accounts, investments and latest financial situation as of 30th September 2024 is attached at Appendix 13 – Detailed Balance Sheet. Further details of investments that are included within the balance sheet as *Current Assets* are shown at Appendix 14. 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 15. **For Noting**.

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

18. 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 16. **For noting.**

To Consider the following applications received:

18.1 Grant applications:

i. Charters Bowls. Application form attached at Appendix 17 together with financial documentation and supporting information. Grant requested of £995 for a replacement bowls mat.

ii. Keep Mobile. Application form attached at Appendix 18 together with financial documentation and supporting information. A comprehensive application was provided, and information has been extracted as Appendix 18 but additional information is available for Council if required. Grant requested of £2500 to support cost of providing transport.

18.2 Any urgent grant applications received. None received.

19. NOTICE OF CONCLUSION OF EXTERNAL AUDIT (AGAR)

The external auditor, PKF Littlejohn had now completed the review of the 2023/24 audit with the following comment: (copy attached at Appendix 19)
"Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR),in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
Section 1, Assertion 5 has been incorrectly completed, and should have been answered 'No', since there was no formal risk review carried out during the year. This is consistent with the Internal Auditor's response to Internal Control Objective C. "

The Clerk can confirm the publication on 16th September '24 of the Notice of Conclusion of Audit. This has been posted on the Council website and noticeboard in compliance with statutory regulations. It can also be confirmed that the formal risk review was carried out in May '24.

To note the conclusion of the external audit for the Annual Governance and Accountability Return (AGAR) and to review the findings.

20. TRANSFERS FROM EARMARKED RESERVES

To consider for approval the following transfers from Earmarked Reserves:

i. Tennis – transfer of up to £1630 to cover cost of high LVS boundary hedge at Ascot Jubilee (£20,595 available)

21. LOCKS RIDE PAVILION CLEANING AND BUDGET VIREMENT REQUEST

The facilities cleaning contract needs to be expanded to incorporate cleaning of the pavilion. Initially the changing rooms will require cleaning on a weekly basis, but the need will increase as use of the facility expands. An initial quote has been obtained from the cleaning contractor for a weekly clean of the changing rooms of £33pw. Cleaning budget line is forecast to be overspent by £6K, including Locks Ride Cleaning. However, staffing line will be underspent in excess of this due to reduced direct council employed cleaning.

For prudent budget management the clerk recommends a budget virement of £6,000 from staffing costs to cleaning costs.

Council to consider for approval

22. LOCKS RIDE PAVILION CONTRACT RETENTION CLAUSE

The contractors have requested a reduction in the retention percentage from 10% to 5% before practical completion, citing minimal remaining work and the disproportionate retention of £108K. Upon PC the amount will reduce to 2.5% for the defects period as per the contract. This carries the recommendation of the project management advisors. Delays are due to external factors, including Affinity Water and broadband connections.

Council to consider this request

23. LOCKS RIDE DRAFT FINAL ACCOUNT

The draft final account for the contract has been prepared. This shows the final account sum of £1088135 – total extras being £59737. It should be noted that the extra include demolition of the old pavilion £39090, which was agreed as a separate budget item by Council. If this is sum is deducted from total extras, this gives an extras figure of £20647. Some of the additional items were agreed s separate items by council and sum were within the approved delegated powers. Overall, the project should come in within the contingency allowed for by Council. **For noting**

24. WINKFIELD ROW TRAFFIC CALMING

Cllr Gaw has requested the inclusion of this agenda item. Council to consider contribution of £5k to BFC in respect of the Winkfield Row Traffic Calming Scheme. A report from the Clerk is attached as Appendix 20 detailing a summary of relevant matters.

Council to consider contribution of £5k from CIL to BFC in respect of the Winkfield Row Traffic Calming Scheme as part of the £25k nominal allocation that has been made for traffic calming schemes in the North of the Parish.

25. WINKFIELD PAROCHIAL CHARITY TRUSTEE NOMINATION

To consider nomination to fill the vacant position of Winkfield Parish Council nominated trustee for Winkfield Parochial Charity.

26. COMMITTEE AND WORKING PARTY VACANCIES

To review and fill the following committee and working party councillor vacancies:

i. Staffing & Strategy – one vacancy
ii. Locks Ride Working Party – one vacancy
iii. Play Equipment Working Party – one vacancy
iv. Events Working Party - one vacancy
v. Cycle Ride Working Party – one vacancy

Council to agree appointments

27. SCHEDULE OF MEETINGS 2025

A draft list of Council meeting dates for 2025 is attached as Appendix 21.

To Agree the Council meeting dates for 2025.

28. WREATH LAYING

The Chairman, Vice Chairman and one other have historically attended services on Remembrance Sunday at St Mary's, St Peter's and St Martin's churches to lay a wreath on behalf of Winkfield Parish Council.

To Agree which Councillors will be attending services to lay wreaths on behalf of the Parish Council on Remembrance Sunday, 10th November 2024

29. 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 11th November 2024. **For noting**.

30. DATES FOR THE DIARY AND REQUEST FOR VOLUNTEERS FOR ARTS WEEK

Events	
Arts Week (Winkfield / Binfield/ Warfield PC)	27th October to 1st November '24
Festive Event	15th December '24 (Carnation Hall)
Wreath Making	9/ 10 / 11th December '24 (Ascot Jubilee)
Climate Change Concert	Sunday 23rd March '25

WPC Meetings	
Council	19th November '24, 10th December '24
Planning & Highways	5th November '24 , 3rd December '24

Volunteer support from Councillors is greatly appreciated for the busy but rewarding Arts Week events. Help with the Winkfield Parish Council daytime events on October 28th, 29th, and 30th is especially needed (max 2-hour commitment for each event). For more details, please contact the Clerk. Further details about Arts Week are also available on the Arts Week website arts-week.org. **For noting.**

Minutes of the Meeting of Winkfield Parish Council

held at Martins Heron & The Warren Community Centre, Whitton Road, RG12 9TZ
on Tuesday 20th August 2024 from 7.30pm –7.52 pm

Councillors present:

Cllr P Adams	Cllr N Atkinson	Cllr G Barber	Cllr O Barreto
Cllr T Blakemore	Cllr L Campling	Cllr E Blyth	Cllr K Buchler
Cllr C Dudley (Chair)	Cllr C Ehinger	Cllr M Gaw	Cllr G Paxton
Cllr D Wall	Cllr R Warren		

Councillors absent: Cllr P Frewer, Cllr D Hayes, Cllr O Lazar, Cllr K Rowland

Officers:
Ruth Lyes, Clerk

Others:
Representative from Oceans Theatre Group (Andrew Miller)

CM 24/104 WELCOME FROM THE CHAIR

The Chair welcomed those in attendance to the meeting.

CM 24/105 PUBLIC PARTICIPATION

There were no requests to speak

CM 24/106 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Frewer, Cllr Rowland and Cllr Hayes

CM 24/107 DECLARATION OF INTEREST

None declared

CM 24/108 MINUTES OF THE PREVIOUS MEETING

Draft minutes of the meeting held 16th July 2024 were attached as Appendix 1 to the agenda and reviewed

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

RESOLVED that the minutes of the meeting held on 16th July 2024 be confirmed and signed.

CM 24/109 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

Extraordinary Meeting of Council:
The draft minutes of the Extraordinary Meeting held on 6th August 2024 were attached as Appendix 2 to the agenda and reviewed.

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

RESOLVED that the minutes of the Extraordinary Meetings of Council held on 6th August 2024 be confirmed and signed.

CM 24/110 PRESENTATION FROM OCEANS THEATRE

Andrew Miller from Oceans Theatre presented further information about the organisation, following the deferral of the grant application in July 2024 (CM 24/95). Questions from Councillors followed, and answers were provided by Mr Miller. The grant application was reconsidered later in the meeting under agenda item 21.

Andrew Miller left 19.46

CM 24/111 COMMUNICATIONS / CORRESPONDENCE

i. An email from Winkfield St Mary's C of E Primary School had been received, thanking the Council for attending and supporting their school summer fair. **Noted.**

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

CM 24/112 QUESTIONS

No written questions received

CM 24/113 REPORTS OF COUNCILLORS / OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

i. Chairman's Report – A verbal report was given by the Chair who reported:
- attendance at the funeral of Angela Michie in the official capacity of Winkfield Parish Council representative – other Councillors had also attended. The funeral had been a fitting tribute

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

a. Cllr Atkinson reported:
- Attendance at Winkfield Parochial Charities meeting
  - tribute had also been paid to Angela Michie who had been a trustee
  - One flat was currently being refurbished

- Work was being carried out on changes to the administration of the charities
- A social event for residents of the accommodation had been held at Oaktree Nursery

b. Cllr Blyth reported:
- Attendance at two Age Concern Events at Forest Park with the ukulele band and the choir

CM 24/114 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 Blakemore reported that:
- Highway works at Maidens Green had been completed

b. Cllr Gaw reported that:
- Fire safety concerns had been raised by residents of Cranbourne Hall Park with a request made for intervention by Winkfield Parish Council. Oversight of fire safety management at the site falls under the remit of the Public Protection Partnership and there had been communication issues with this agency reported.
  It was proposed by Cllr Barber and seconded by Cllr Campling and unanimously agreed that the Council should contact the fire brigade regarding this issue.
- Some residents had commented about the faulty splash pad. Cllr Gaw requested that Council ensure that longer term plans to address the issue are considered – repair and/ or replace

c. Cllr Barber reported that:
- Highway surface repairs in Swinley Forest had not been as extensive as residents had anticipated
- A highways report replated to the Bog Lane development proposal had been uploaded to the BFC planning portal and a query was raised by Cllr Barber as to whether WPC could revisit previous comments submitted

d. Cllr Wall reported that:
- The Squirrel's Bar is under construction
- The Town and Parish Climate Change Liaison Team meeting has now been convened for a date in September.
- Enquiries continue regarding a solar project on the former Bracknell refuse site

e. Cllr Paxton reported that:
- Fly tipping had occurred in the vicinity of Wentworth Way Woodland Garage and Asher car park
- Mill Ride Golf Club is due to be auctioned
- Zip wire seats at Ascot Jubilee are being damaged by a dog / dogs

CM 24/115 WORKING PARTY MEMBERSHIP

Councillor Adams expressed an interest in joining the Property Infrastructure, Locks Ride, Youth, and Community Engagement Working Parties.

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

RESOLVED to approve Cllr Adams' membership of the Property Infrastructure, Locks Ride, Youth, and Community Engagement Working Parties.

CM 24/116 TERMS OF REFERENCE 3/5/10 YEAR STRATEGIC PLAN WORKING PARTY

The Terms of Reference for the 3/5/10 Year Strategic Plan Working Party, as circulated as Agenda Appendix 3, were reviewed.

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

RESOLVED to renew the Terms of Reference without amendment.

CM 24/117 CLERK'S REPORT

The Clerk's report was attached at Appendix 4 and the Clerk expanded upon several of the items reported. **Noted.**

CM 24/118 CAPITAL PROJECT UPDATE

A list of 2024-25 capital projects was attached at Agenda Appendix 5 . **Noted**

CM 24/119 LEISURE REPORT

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

Cllr Atkinson requested that Cllr Blakemore review and report back at next meeting with an overview on progress that has been made on items that had been previously highlighted on the annual playground inspection report.

CM 24/120 LOCKS RIDE PAVILION ROOM NAMING

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

RESOLVED to name the Pavilion kitchen and community hall as a memorial in honour of the late Angela Michie, (a long-time Councillor of Winkfield Parish Council), with a suitable plaque to be installed.

CM 24/121 ORDERS FOR PAYMENT

A list of all payments covering the period 1st July to 31st July 2024 was attached at Appendix 7 to the agenda and is attached as an appendix to these minutes.

All payments have been approved by the Clerk and two Councillors and paperwork is available at the office.

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

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

CM 24/122 PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972 S137

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

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

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

CM 24/123 FINANCIAL POSITION AND CURRENT INVESTMENTS

i. Balances of all bank accounts, investments and latest financial situation as of 31st July 2024 were attached at agenda Appendix 9 – Detailed Balance Sheet. Further details of investments that are included within the balance sheet as *Current Assets* are shown at agenda Appendix 10. Full bank reconciliation are available in the Parish Office. These are being approved by the RFO and the Lead Finance member. **Noted**

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

CM 24/124 REQUESTS FOR FINANCIAL ASSISTANCE

The budget for Donations for the current year is £ 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 agenda Appendix 12. **Noted**

i. Consideration was given to the following applications received:

a. **Ocean Theatre:** The grant application for £1420 (for the hire of costumes and professional musicians for an upcoming production), together with supporting financial information was considered.

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

RESOLVED to award a grant of £1420 to Ocean Theatre for the hire of costumes and professional musicians for an upcoming production

ii. Any urgent grant applications received.

None received. **Noted.**

CM 24/125 HAMPSHIRE TRUST BANK (HTB) ACCOUNT SIGNATORIES AND CLOSURE

The Council agreed to close the HTB account in April '24 (CM 10076). To proceed and action this, the mandate must include current personnel as per WPC signatory requirements.

Officer recommendation: Add Cllr Paxton, Cllr Dudley, and Assistant RFO Lindsay Dale to the mandate for HTB to accept the closure instruction

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

RESOLVED to add Cllr Paxton, Cllr Dudley, and Assistant RFO Lindsay Dale to the mandate in order that the account closure can be facilitated.

CM 24/126 OPENING NEW HSBC INSTANT ACCESS INTEREST ACCOUNT

The Council considered the opening of a new interest earning instant access HSBC Business Money Manager Account with transfer of £300K from the existing current account.

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

RESOLVED to approve the opening of the account with the same signatories as the existing HSBC Current Account and to transfer £300K from the HSBC current account to the new HSBA Business Money Manager Account

CM 24/127 TRANSFERS FROM EARMARKED RESERVES

The following transfers were considered:

i. Bus Shelters / Seats ER -Transfer of up to £1000 for replacing benches at Ascot Jubilee and Locks Ride Recreation Ground.
ii. Tennis Club ER - Transfer of £450 for replacing old and broken tennis nets.
iii. Transfer of £3170 from Carnation Hall ER and £1950 from MHWCC ER for fire risk assessment door works.

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

RESOLVED to approve the transfers from Earmarked Reserves as listed above

CM 24/128 SILVER SUNDAY 6TH OCTOBER '24

Councillors wishing to participate in the distribution of biscuits for Silver Sunday were asked to contact the Clerk by 16th September 2024. **Noted.**

CM 24/129 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 7th October**.**
Noted

CM 24/129 DATES FOR THE DIARY AND REQUEST FOR VOLUNTEERS FOR ARTS WEEK

Events	
Arts Week (Winkfield / Binfield/ Warfield PC)	27th October to 1st November '24
Festive Event	15th December '24 (Carnation Hall)
Wreath Making	9/ 10 / 11th December '24 (Ascot Jubilee)
Climate Change Concert	Sunday 23rd March '25
Autumn Footpath Walk	5th October '24

WPC Meetings	
Council	15th October '24, 19th November '24 , 10th December '24
Planning & Highways	3rd September '24, 1st October '24, 5th November '24
Staffing & Strategy	24th September '24

The dates for upcoming events and meetings were noted. Councillors were encouraged to volunteer for Arts Week, particularly for Winkfield Parish Council daytime events on 28th, 29th, and 30th October. **Noted**

Council also requested Cllr Barber arrange a date for next Locks Ride Working Party Meeting.

CM 24/130 EXCLUSION OF PRESS AND PUBLIC

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

RESOLVED that members of the press and public be excluded from the meeting during consideration of the following items, pursuant to Section 100 of the Local Government Act 1972.

i. Locks Ride Recreation Ground - Toilets and Fencing Additional Works

ii. Staffing Matters

CM 24/131 LOCKS RIDE RECREATION GROUND TOILETS AND FENCING ADDITIONAL WORKS

The additional works were considered as follows:

i. **Fencing around the new detention pond:**
Council considered the necessity of fencing the area for safety purposes. Winkfield Parish Council financial regulations with regard to quotations were considered. Three quotes to be obtained OR considered to be an extension of an existing contract (Financial Regs 5.12 iii) as a direct result of the pavilion project. The Clerk advised that a quotation had been sought and been provided by main project contractor Morris & Blunt, for metal fencing (similar to existing on site but at 1.2m high) for a sum of £7947.30 + VAT.

a. It was proposed by Cllr Dudley and seconded by Cllr Atkinson and unanimously

Resolved that section 5.12 iii apply as the works are deemed an extension to the existing project

b. It was proposed by Cllr Dudley and seconded by Cllr Barber and unanimously

Resolved to approve the quotation that had been provided for fencing around the detention pond by Morris & Blunt of £7947.30 + VAT to be paid from CIL funds

ii. **Toilet insulation, cladding & pipework boxing:**
Consideration was given to the installation of additional cladding and insulation to the toilet block following the demolition of the old pavilion. A quote had been provided by the main contractor of the pavilion project (Morris & Blunt) £1195.00 + VAT. The Clerk, with reference to Financial Regulations section 5.13 requested Council to consider**:**

i. Approval of the quote provided on the basis that the pavilion appointed contractor is on site and an independent view from the project consultants has been obtained that the price seems fair and reasonable.

a. It was proposed by Cllr Dudley, seconded by Cllr Barber and unanimously
Resolved that section 5.13 apply on the basis of the reasons stated above.

b. It was proposed by Cllr Dudley and seconded by Cllr Wall and unanimously
Resolved to approve the quotation that had been provided by Morris & Blunt for works on the toilet of £1195.00 + VAT. Cost to be funded from CIL as an enhancement to the toilet facility

CM 24/132 STAFFING MATTERS

At the Staffing & Strategy Committee Meeting 11th June '24 (SS 24/14) it was:

RESOLVED *that the Chair / Deputy Chair of the Staffing & Strategy Committee investigate sourcing an independent consultant to advise the committee further on resourcing requirements/ optimisation*

On behalf of the Chair, the Clerk has approached LCC (Local Council Consultancy) who have put together a proposal for consideration which was circulated as Agenda Appendix 16

The Council considered the proposal from LCC for an independent staffing review and some discussion followed.

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

RESOLVED to engage LCC to conduct the staffing review at a cost of £2117.50 ex VAT (5 days) plus travel expenses, funded from Contingency ER

DRAFT

Winkfield Parish Council
HSBC
List of Payments made between 01/07/2024 and 31/07/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/07/2024	St Marys PCC	£ 500.00	24-25 Churchyard maintenance
01/07/2024	BNP Parabas	£ 434.95	SCAG Lease
01/07/2024	BNP Parabas	£ 618.54	Kubota Lease
01/07/2024	Smartest Energy	£ 177.00	MHWCC Electric
01/07/2024	BFBC	£ 369.00	WPC Business Rates
01/07/2024	BFBC	£ 162.00	CH Business Rates
01/07/2024	BYR002	£ 50.00	LRID REFUND
03/07/2024	MIR002	£ 200.00	CHID REFUND
03/07/2024	MAR009	£ 50.00	CHID REFUND
03/07/2024	SAH001	£ 20.00	CHID REFUND
04/07/2024	Sage UK Ltd	£ 46.80	Sage Payroll
05/07/2024	BRA004	£ 50.00	LRID REFUND
05/07/2024	GOS002	£ 50.00	LRID REFUND
05/07/2024	LOM001	£ 50.00	LRID REFUND
05/07/2024	TIN001	£ 50.00	LRID REFUND
05/07/2024	S0017	£ 200.00	CHID REFUND
09/07/2024	Dorothy Hayes	£ 40.00	DH Cycle Ride refreshments
10/07/2024	Benville and Marsh Ltd	£ 198.00	MHWCC Fire Alarm fault
10/07/2024	Bracknell Town Council	£ 2,344.98	BTC Gang mowing
10/07/2024	Morris & Blunt LTD	£ 63,230.79	LR New Pavilion fees
10/07/2024	The Response Group	£ 187.20	Cycle ride first aid
10/07/2024	Servio Ltd	£ 345.90	WPC Boiler repair
10/07/2024	SMS Environmental	£ 64.15	LR Water samples
10/07/2024	Wicksteed Leisure Ltd	£ 85.27	Asher play equip. parts
11/07/2024	Morris & Blunt LTD	£ 50,000.00	LR New Pavilion fees
11/07/2024	DUR003	£ 50.00	CHID REFUND
11/07/2024	WAL013	£ 50.00	CHID REFUND
11/07/2024	Felicity Wise	£ 105.65	Expenses, fuel for Kubota
15/07/2024	Mainstream Digital	£ 355.70	Phone & Broadband costs
15/07/2024	HSBC Bank	£ 1,116.93	HSBC Visa Purchases
15/07/2024	Fuelgenie Business Account	£ 273.52	Fuel Cards
16/07/2024	Initial Washroom Hygiene	£ 338.61	Initial Hygiene, CH, MH, AJ
16/07/2024	Kompan UK	£ 76.65	AJ play equipment part
16/07/2024	Madlins LLP	£ 2,723.72	LR Pavilion Fees
16/07/2024	Oaktree Nursery	£ 147.17	Office maintenance & planting
16/07/2024	Phil Crosby	£ 95.00	MH, WPC & CH Windowcleaning
16/07/2024	Pest UK	£ 1,200.00	MHWCC Solar panel proofing
16/07/2024	Society of Local Council Clerk	£ 36.00	RL Landlord training
16/07/2024	Society of Local Council Clerk	£ 72.00	RL Charitable Trusts training
16/07/2024	Surrey Hills Solicitors	£ 474.00	Charity legal advice
16/07/2024	Theos Services	£ 756.00	AJ & CH Plumbing
16/07/2024	Windowflowers Ltd	£ 1,569.60	Bus shelter flowers etc. 24-25
16/07/2024	Castle Water	£ 114.31	CH water
16/07/2024	Castle Water	£ 280.97	LR water
16/07/2024	Smartest Energy	£ 79.00	WPC Electric
16/07/2024	Smartest Energy	£ 181.00	LR Electric
16/07/2024	Smartest Energy	£ 89.00	AJ Electric
16/07/2024	Smartest Energy	£ 257.00	CH Electric
16/07/2024	BIS001	£ 50.00	LRID REFUND

16/07/2024	THO009	£	50.00	CHID REFUND
17/07/2024	DOL001	£	50.00	CHID REFUND
17/07/2024	HAM003	£	50.00	CHID REFUND
17/07/2024	TEE001	£	50.00	CHID REFUND
17/07/2024	FIS001	£	50.00	LRID REFUND
17/07/2024	Castle Water	£	46.15	WR Allotments water
17/07/2024	Castle Water	£	9.53	MH Water
17/07/2024	Smartest Energy	£	78.14	AJ Gas
17/07/2024	Smartest Energy	£	538.12	CH Gas
17/07/2024	Smartest Energy	£	40.48	WPC Gas
18/07/2024	Felicity Wise	£	10.00	Maxus EV charge
18/07/2024	Citizens Advice, Bracknell	£	2,150.00	WPC Grant
18/07/2024	Castle Water	£	23.78	WPC Water
18/07/2024	ALD Automotive	£	535.48	RF73 HWS Lease
18/07/2024	Worldpay	£	11.94	Worldpay chg
19/07/2024	HMRC PAYE M3	£	5,522.13	HMRC PAYE M3
19/07/2024	Berkshire Pension M3	£	6,145.32	Pensions M3
19/07/2024	Felicity Wise	£	122.00	Expenses, LR new taps
19/07/2024	GUR001	£	30.00	CHHD Refund
19/07/2024	S/LINE	£	24.32	S/LINE CHG
21/07/2024	HSBC	£	5.00	HSBC CHG
22/07/2024	BOG001	£	50.00	LRID REFUND
24/07/2024	Chris King	£	16.60	WPC office door repair
25/07/2024	WAGES, JULY 24	£	16,922.38	Salaries JULY 24
26/07/2024	Arco Ltd	£	22.43	PPE
26/07/2024	Bowak Ltd	£	79.85	Refuse sacks
26/07/2024	DLS Contract Cleaning	£	1,481.36	Contract Cleaning
26/07/2024	JL Commercial Services	£	264.00	LR New taps
26/07/2024	Madlins LLP	£	2,723.72	LR New Pavilion fees
26/07/2024	Movolytics Ltd	£	33.58	Vehicle trackers
26/07/2024	Jaijo Ltd	£	360.00	NDP Website Maintenance
26/07/2024	Phonographic Performance Ltd	£	130.82	MHWCC Music license
26/07/2024	Risk Management Security Servi	£	1,050.00	WPC Keyholding
26/07/2024	Servio Ltd	£	364.63	MHWCC Boiler service
26/07/2024	Suez Recycling & Recovery UK L	£	595.63	Waste disposal, CH, LR, MH
26/07/2024	Telanova Limited	£	57.60	Microsoft 365 Email backup
26/07/2024	Unit 42 Ltd	£	91.17	Grounds maintenance general
26/07/2024	Winchester Garden Machinery	£	64.98	PPE
26/07/2024	Morris & Blunt LTD	£	82,748.23	LR Pavilion Fees, no. 6
26/07/2024	DAS002	£	50.00	CHID REFUND
26/07/2024	Ford Lease	£	356.71	RV70 NTX Lease
29/07/2024	Morris & Blunt LTD	£	75,000.00	LR Pavilion Fees, no. 6
29/07/2024	BNP Parabas	£	434.95	SCAG Lease
29/07/2024	BNP Parabas	£	618.54	Kubota Lease
30/07/2024	Morris & Blunt LTD	£	75,000.00	LR Pavilion Fees, no. 6
30/07/2024	TYM001	£	25.00	LRID REFUND
30/07/2024	AYR001	£	50.00	CHID REFUND
30/07/2024	WAL014	£	50.00	LRID REFUND
	TOTAL	**£**	**404,200.98**	

Chair

Minutes of a Meeting of the
STAFFING AND STRATEGY COMMITTEE
of the Winkfield Parish Council held on
Tuesday 24th September 2024 from 7.31pm –8.50 pm

–

Those present:
Cllr N Atkinson Cllr T Blakemore Cllr M Gaw
Cllr G Paxton (**Chair of Meeting**) Cllr R Warren

Those absent: Cllr Dudley, Cllr Barber, Cllr Blyth

Officer: Mrs Ruth Lyes, Clerk

In the absence of the Chair the Vice Chair of Council acted as Chair for the meeting (ref Standing Orders 3o)

SS 24/18 WELCOME FROM THE CHAIR

The Chair welcomed those in attendance to the meeting

SS 24/19 PUBLIC PARTICIPATION

There were no requests to speak

SS 24/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Dudley and Cllr Barber

SS 24/21 DECLARATION OF INTEREST

None

SS 24/22 MINUTES OF THE PREVIOUS MEETING

The minutes of the Staffing and Strategy meeting held on 2nd July 2024 were confirmed and signed at the Council meeting on 16th July 2024 and were attached to the agenda as Appendix 1. **For noting**

SS 24/23 POLICIES REVIEW

1. **Code of Conduct**
The Clerk presented the updated draft Code of Conduct for Winkfield Parish Council (WPC) which had been amended to align with the latest version from Bracknell Forest Council (BFC) version August '24. Changes include adapting the term "Monitoring Officer" to "Clerk/Monitoring Officer" where appropriate. The draft updated Code of Conduct was attached as agenda Appendix 2. Additionally, a draft Register of Gifts & Hospitality was considered attached as agenda Appendix 3.

DRAFT

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

RESOLVED to recommend the updated Code of Conduct and Register of Gifts & Hospitality to the Council for adoption.

2.Grievance Policy

The current Grievance Policy, based on the 2015 ACAS Code of Practice, was presented for its annual review (attached as agenda Appendix 4). As there were no changes to the ACAS Code, the recommendation was to retain the policy unchanged.

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

RESOLVED to review the policy with no changes and, as per the Terms of Reference, no further referral to the Council is required.

3 Allotment Tenancy Agreement

The Clerk presented the reviewed Allotment Tenancy Agreement with proposed changes based on the National Allotment Society model and local requirements (attached as agenda Appendix 5).

Discussion followed and the following were noted for further investigation by the clerk:

i. Clause 2f – tenant responsibility for public liability insurance – can this be stated as a mandatory requirement?
ii. Clause 2g – council waiver of acceptance of liability for claims related to personal injury – is this legally permissible?

The following material amendments were proposed:

i. Clause 3c – “reasonable” time to be specified and defined as 8 weeks
ii. Clause 5r – bonfires in winter to be between hours of 12 noon and dusk
iii. Clause 5i – delete the word reasonable

A couple of grammatical amendments were noted.

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

RESOLVED that subject to clarification on insurance matters and with the recommended amendments that the policy be presented to the Council for approval.

4 Unauthorised Traveller Encampment Action Policy

The Clerk presented the reviewed policy including updates to align with other local council practices and inflationary adjustments to the Clerk’s delegated powers (attached as agenda Appendix 6). It was noted that Changes to the Financial Regulations would be required to reflect any amendments to the Clerks delegated powers.

Following discussion the following amendments were proposed:

i. Additional clause stating: At the earliest opportunity residents to be notified of the unauthorised encampment e.g. via WPC social media. Other Bracknell Forest Parish and Town councils also to be advised at the earliest opportunity
ii. Include details of BFC out of hours contact numbers
iii. Clause 6 – where deputy clerk is referred to include additional wording “if applicable”

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

RESOLVED that with recommend amendments, to recommend the policy together with required updates to the Financial Regulations, to the Council.

SS 24/24 NEW POLICIES

1.Councillor Mileage and Travel Expenses Policy

The Clerk presented a draft Councillor Mileage and Travel Expenses Policy as requested by the Finance Working Party in April 2024 (attached as agenda Appendix 7).

Following discussion the following amendment was noted:

i. Amendment to definition of HMRC

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

RESOLVED that with the noted amendment, to recommend the draft policy to the Council for adoption.

SS 24/25 HEALTH AND SAFETY ADVISOR SERVICE

The Clerk's report on engaging health and safety advisors was discussed (attached as agenda Appendix 8). The option to obtain further quotes and the potential inclusion of a £2300 annual allowance in future budgets was considered.

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

RESOLVED to recommend to Council:

i. The Clerk to obtain further quotes for health and safety advisory services with a view to engaging an advisor.
ii. An allowance of up to £2300 per year be included in future budgets for a 3-year contract.

SS 24/26 PROPERTY CONDITION SURVEYS

The Committee considered the engagement of surveyors for building and mechanical condition surveys across community buildings, as outlined in agenda Appendix 9. The purpose would be to enable an informed approach to planning a strategic maintenance and improvement programme. The Clerk has obtained an indicative cost for a buildings condition survey (not mechanical & electrical) for a community centre in the region of £1300.

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

RESOLVED to recommend to Council:

a. Clerk to obtain more specific quotes, for condition surveys of community halls, Ascot Jubilee Pavilion, office and mechanical and engineering surveys of community halls and Ascot Jubilee Pavilion
b. Once quotes have been obtained, costs to be put to Council for consideration for these to be instructed and funded from Earmarked Reserves

SS 24/27 TRAINING

i. **Staff Training**
Staff training completed since the last meeting, including Legionella, Food Handling Safety, Woodchipper, Manual Handling, Working at Height, and PA1 certification. **For noting**

ii. **Councillor Training**
Code of Conduct-related training logins had been distributed to three councillors, and one councillor completed an Introduction to Local Planning (HALC). **For noting.**

DRAFT

Chair

CODE OF CONDUCT FOR MEMBERS AND CO-OPTED MEMBERS WINKFIELD PARISH COUNCIL

1. INTRODUCTION

1.1 This Code of Conduct has been adopted by the Council pursuant to the Localism Act 2011 and the duty to promote and maintain high standards of conduct by councillors and Co-opted members of the Council.

1.2 Failure to comply with the requirements of Section 7 of this Code, other than paragraph 7.3(c), constitutes a criminal offence for which I may be prosecuted. Failure to comply with any of the other sections of the Code or paragraph 7.3(c) may result in my public censure by the Council.

1.3 Common law developed by the courts indicates that, at least in relation to "quasi-judicial" functions such as Licensing and Planning, councillors should not participate if a reasonable member of the public who is neither complacent nor unduly sensitive or suspicious would in the circumstances conclude that there is a real possibility of bias. This Code requires councillors to excuse themselves from involvement in decision making where they have a "Disclosable Pecuniary Interest" or an "Affected Interest" (as defined by the Code) in the matter under consideration. However, it is possible that when exercising such a "quasi-judicial" function interests other than Disclosable Pecuniary Interests or Affected Interests could lead a reasonable member of the public to conclude that there was a real possibility of bias on the part of a councillor. In such circumstances the councillor should not participate in the decision-making process (i.e. the councillor should not vote nor, unless they are requested by the Chair of the Committee on a point of clarification, speak on the matter). In cases of doubt or difficulty advice should be sought from the Clerk and / or Borough Solicitor.

1.4 This Code should be read in conjunction with the behavioural expectations of councillors set out in the Bracknell Forest Council Mayoral charter which was adopted by the Council on 12 January 2022

1.5 Though not forming part of this Code councillors should have regard to Guidance on Local Government Association Model Councillor Code of Conduct | Local Government Association

2. APPLICATION

2.1 This Code of Conduct applies to me when I am acting as a councillor or Coopted member of the Council. A Co-opted member is a person who is not a Councillor but who –

(a) is a member of any Committee or sub-Committee of the Council; or
(b) is a member of, and represents the Council on, any Joint Committee or joint Committee of the Council

UNDER REVIEW

and who is entitled to vote on any question that falls to be decided at any meeting of the Committee or sub-Committee.

Throughout this Code "Councillor" shall be deemed to also refer to Co-opted members.

2.2 This Code of Conduct is consistent with and based upon the following "Nolan" principles:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

The above terms are expanded in the Annexe to this Code under the heading 'The Principles'.

3. GENERAL OBLIGATIONS

As a Councillor

3.1 I treat others with respect.

3.2 I promote equalities and do not discriminate against any person.

3.3 I do not bully or harass any person.

3.4 I do not compromise or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Council.

3.5 I do not bring my role or the Council into disrepute.

3.6 I do not use or attempt to use my position as a councillor improperly to the advantage or disadvantage of myself or anyone else.

4. ACCESS TO AND DISCLOSURE OF INFORMATION

As a Councillor

4.1 I do not disclose information given to me in confidence by anyone (including exempt information provided to me by the Council) or information acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, except where: -

(i) I have the consent of a person authorised to give it
(ii) I am required to do so by law

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(iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person, or
(iv) the disclosure is: -

- reasonable and in the public interest
- made in good faith and in compliance with the reasonable requirements of the Council
- I have consulted the Clerk prior to its release.
- in the case of exempt information provided to me by the Council, only made after giving two clear working days' notice of the intention to disclose (in writing, specifying the information proposed to be disclosed) has been given to the Clerk

"exempt information" means information described either as such or as confidential.

4.2 I do not prevent another person from accessing information if that person is entitled to do so by law.

5. DECISION MAKING

As a Councillor

5.1 When reaching decisions on any matter I:

(a) have regard to any advice provided to me by the Clerk and/or the Monitoring Officer pursuant to their statutory duties, and

(b) give reasons for the decisions in accordance with any legal requirements or any additional requirements imposed by the Council.

6. RESOURCES

As a Councillor

6.1 When using or authorising the use by others of the resources of the Council I:

(a) act in accordance with the Council's requirements, and

(b) ensure that such resources are not used improperly for political purposes (including party political purposes) unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Council or of the office to which I have been elected or appointed.

6.2 I have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986

7. INTERESTS

Disclosable Pecuniary Interests

UNDER REVIEW

7.1 I have a Disclosable Pecuniary Interest if it falls within the description set out in the Schedule to this Code and either: -

(a) it is my interest, or

(b) it is an interest of my spouse or civil partner, a person with whom I am living with as husband and wife/as if we were civil partners AND I am aware that such other person has an interest.

7.2 Within 28 days of becoming a councillor I must notify the Clerk of any Disclosable Pecuniary Interests which I have. Where I become a councillor as a result of re-election or re-appointment the requirement to notify the Clerk only applies in relation to Disclosable Pecuniary Interests not already notified.

7.3 If I am present at a meeting of the Council, a Committee, Sub-Committee or Joint Committee and I am aware that I have a Disclosable Pecuniary Interest in any matter to be considered: -

(a) if the interest is not registered then I must disclose the interest to the meeting and notify the Monitoring officer within 28 days.

(b) I must not participate in discussion of the matter or vote on the matter unless I have been granted a dispensation by the Clerk or the Monitoring Officer.
(c) if I am required by the Council's Standing Orders to withdraw from the meeting then I should notify the Clerk in attendance at the meeting that I am withdrawing as I have an Interest in the matter.

7.4 If I have a Disclosable Pecuniary Interest in a matter: -

(a) I must not take any steps in relation to the matter other than for the purpose of enabling it to be dealt with by another Councillor, and

(b) if the interest is not registered then I must notify the Clerk of the interest.

7.5 If I have a Disclosable Pecuniary Interest in a matter, I must not seek improperly to influence a decision about it.

8. AFFECTED INTERESTS

8.1 I have an Affected Interest in a matter if: -

(a)
(i) a decision in relation to that matter might reasonably be regarded as affecting the financial position of an Affected Person/Entity to a greater extent than the majority of other residents in my Ward, or
(ii) it is an application for a Licence, permission or consent made by an Affected Person/Entity or which (to my knowledge) an Affected Person/Entity has made objection to the Council

AND

UNDER REVIEW

(b) a member of the public, who knows the relevant facts, would reasonably think that the interest is so significant that it would be likely to prejudice my judgement of the Public Interest.

The following are “Affected Persons/Entities”: -

(a) me
(b) my spouse/partner
(c) my parents and grandparents and those of my spouse/partner
(d) my children and grandchildren and those of my spouse/partner
(e) my sibling or his/her spouse or partner
(f) my employer, business partner or any person whom I have undertaken work for in the previous two years, and
(g) my employee
(h) a company in which the total nominal value of the securities held by me/my spouse or partner exceeds £25,000 or more than ten per cent of the total issued share capital
(i) a company which I, my spouse, partner, parent, grandparent, child or grandchild is a Director of
(j) a company which my sibling or his/her spouse or partner is a director of
(k) a Limited Liability Partnership in which I, my spouse, partner, parent, grandparent, child or grandchild is a Partner
(l) a Limited Liability Partnership in which my sibling or his/her spouse or partner is a Partner
(m) a person with whom I have a close association

8.2 Within 28 days of becoming a Member I must notify the Clerk / Monitoring Officer (in order for him/her to make entries in the Register of Member’s Interests): -

(a) the name of any company which I, my spouse or partner are a director of and

(b) the name of any Limited Liability Partnership which I, my spouse or partner are a partner in.

8.3 If I am present at a meeting of the Council, a Committee, Sub-Committee or Joint Committee and I am aware that I have an Affected Interest in a matter to be considered: -

(a) if the interest is not registered then I must disclose the interest to the meeting and (unless I have previously notified the Clerk/Monitoring Officer of the interest) notify the Clerk/ Monitoring Officer within 28 days (if the Clerk/ Monitoring Officer determines that the interest is a Disclosable Pecuniary Interest the interest shall be entered on the Council’s register of interests).

8.4 If I have an Affected Interest in a matter: -

(a) I must not take any steps in relation to the matter other than for the purpose of enabling it to be dealt with by another councillor, and

UNDER REVIEW

(b) if the interest is not registered, I must notify the Clerk / Monitoring Officer of the interest

8.5 If I have an Affected Interest in a matter, I must not seek improperly to influence a decision about it.

9. SENSITIVE INTERESTS

9.1 If I have a Disclosable Pecuniary Interest or an Affected Interest but I consider that disclosure of the interest could lead to me or a person connected with me being subject to violence or intimidation and the Clerk / Monitoring Officer agrees with that assessment then instead of disclosing the interest I need only disclose the fact that I have a Disclosable Pecuniary Interest or an Affected Interest (as the case may be) without giving details of that interest.

10. MEMBERSHIP OF EXTERNAL ORGANISATIONS AND ASSOCIATION

10.1 This section of the Code applies where I am a member of or in a position of general control or management of any body: -

(a) exercising functions of a public nature
(b) directed to charitable purposes, or
(c) one of whose principal purposes includes the influencing of public or policy (including any political party or trade union)

and I have **no**t been appointed or nominated in such capacity by the Council.

10.2 Within 28 days of becoming a member I shall notify the Clerk / Monitoring Officer of my membership/position. Where I become a member as a result of re-election or reappointment the requirement to notify the Clerk / Monitoring Officer only applies in relation to a membership/position not already notified. The membership/position will be recorded on the Council's register of councillor's interests.

10.3 If I am present at a meeting of the Council, a Committee, Sub-Committee or Joint Committee at which a matter is to be considered which affects that body to a greater extent than the majority of residents in my Ward then I shall disclose to the meeting my connection to the body immediately prior to consideration of the matter. I need not withdraw from the meeting but shall within 28 days notify the Clerk / Monitoring Officer of the membership/position unless notification has previously been given.

11. REGISTRATION OF GIFTS AND HOSPITALITY

As a Councillor

11.1 I shall promptly notify the Clerk of: -

(a) gifts or hospitality the value of which exceeds £25.

UNDER REVIEW

(b) gifts or hospitality (of any value) the value of which combined with the value of any other gift or hospitality from the same source providing the gift or hospitality in the preceding period of one year exceeds £25

which my spouse/partner or I receive because (or which a reasonable member of the public would infer because) I am a councillor, or I have been appointed to any position by or on behalf of the Council.

Where the value is not immediately apparent the value is that which a reasonable member of the public would estimate for the gift or hospitality. I shall err on the side of caution i.e. if there is any doubt as to whether the gift or hospitality is registrable, I shall register it.

The notice to the Clerk should state: -

(a) the nature of the gift or hospitality provided
(b) the identity of the source providing the gift or hospitality, and
(c) the date on which the gift or hospitality was provided.

The register of gifts or hospitality will be made available for public inspection.

12. BIAS AND PREDETERMINATION

12.1 I am aware that in addition to the Provisions of this Code relating to Disclosable Pecuniary Interests and Affected Interests, a decision that I am involved in making, either as an individual Councillor or as a Member of a Committee can be set aside if it is found that in making my decision I closed my mind to all considerations other than my already held view.

12.2 The test applied by Courts on establishing whether a decision has been tainted by bias or predetermination is whether the circumstances were such as would lead a fair minded and informed observer to conclude that there was real risk that I had predetermined the outcome.

12.3 In addition to a decision being set aside as a result of bias or predetermination I could be found to have brought my Council and the Office into disrepute under paragraph 3.5 of the Code.

13 SCHEDULE

Categories of Disclosable Pecuniary Interests

Subject	**Prescribed Description**
Employment, office trade, professional or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided

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	within the relevant period in respect of any expenses incurred by me in carrying out duties as a councillor, or towards my election expenses This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992
Contracts	Any contract which is made between me or a relevant person (or a body in which I or a relevant person has a beneficial interest) and the Council – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within Winkfield Parish
Licences	Any licence (alone or jointly with others) to occupy land in the Parish for a month or longer.
Corporate tenancies	Any tenancy where (to my knowledge) – (a) the landlord is the Council; and (b) the tenant is a body in which I or a relevant person has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) that body (to my knowledge) has a place of business or land in the Parish; and (b) either – (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which I or a person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

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Definitions

"body in which I or a relevant person has a beneficial interest" means a firm in which I or a relevant person is a partner or a body corporate of which I or a relevant person is a Director, or in the securities of which I or a relevant person has a beneficial interest.

“director” includes a member of the Committee of management of an industrial provident society.

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for me or a relevant person (alone or jointly with another) to occupy the land or to receive income.

“relevant period” means the period of one year ending with the day on which I give a notification of my Disclosable Pecuniary Interests to the Clerk/ Monitoring Officer.

“relevant person” is a person falling within 7.1(b) above.

“securities” means shares, debentures, debenture stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

UNDER REVIEW

ANNEXE

THE PRINCIPLES

• Selflessness
Councillors should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

• Honesty and Integrity
Councillors should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour

• Objectivity
Councillors should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

• Accountability
Councillors should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

• Openness
Councillors should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

• Leadership
Councillors should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

UNDER REVIEW

Appendix 4

Appendix 3

Gifts and Hospitality Register

Winkfield Parish Council

Period Covered: October 2024 to current

Date received	Name of Councillor	Description of Gift/Hospitality	Estimated Value (for items £25+)	Donor's Name/Organisation	Accepted/ Declined

Reviewed: September 2024

Winkfield Parish Council

Unauthorised Traveller Encampment Action Policy

This policy provides the detail for actions and expenditures to be undertaken in the event of unauthorised travellers setting up an encampment on Parish land.

Sites affected by this plan: All sites managed by Winkfield Parish Council including Parish Office; Carnation Hall; Locks Ride; Ascot Jubilee; Allsmoor Field; Asher Recreation Ground; Blackmoor Wood Playspace; Fernbank Road Playspace; King George V Recreation Ground; Martin's Heron and The Warren Community Centre; Asher Allotments; Winkfield Row Allotments.

1. Notify TVP first of all via 101 - the police have, in certain circumstances, the power to serve a Section 61 notice requiring the trespassers to leave – this is assessed on a case by case basis. Ensure a note of any reference number is taken. (A section 61 can only be enacted by the Police and applies if any of three conditions have been met: 1) the unauthorised campers have caused damage to the land or property on the land; 2) they have used threatening or abusive language or behaviour to the land owner, a member of his family or his employee or agent; 3) there are six or more vehicles on the land)

2. Notify Bracknell Forest Council (BFC) 01344 352000 or Out of Hours 01344 351999 / 01344 786515 – giving the location and the TVP reference no. BFC will complete a worksheet and arrange a site visit (ideally with the police) to assess if a section 61 will be served

3. At the earliest opportunity residents to be notified of the unauthorised encampment e.g. via WPC social media. Other Bracknell Forest Parish and Town councils also to be advised at the earliest opportunity

4. The Parish should speak to persons at the encampment to enquire how long they expect to be present and how many vehicles are likely to attend, and to clarify any byelaws that exist for the land. This MUST be undertaken by at least two members of staff, ideally the Parish Clerk and the Head of Grounds Maintenance. One member of staff MUST NOT visit a site unaccompanied. The police will, where possible, accompany members of staff. Councillors may offer to accompany staff if required. Those attending the encampment must take a mobile telephone.

5. The Parish Council will supply big bags and request the travellers to deposit their rubbish in these and leave them at an agreed spot for easier clearance. Any instances of abusive behaviour or criminal damage should be reported to the police. The Parish staff or Councillors MUST not put themselves at unnecessary risk or engage in a confrontation.

6. If the police can serve a section 61 notice, as landowner the Parish will need to be represented and ask the travellers to leave before the notice can be served. The Police will then manage the process of eviction.

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7. If the police do not serve a section 61 notice then as Landowner the Parish will need to take steps to remove the encampment. A member of the Parish team must speak to the persons present to ask how long they intend to stay, then serve a notice asking them to vacate by a certain time and date. A judgement call may be required as to whether it is worth pursuing the time/date you want them to leave versus the date they are willing to leave of their own accord. The Clerk will make this judgement call. If the Clerk is not available (e.g. on holiday) then the Deputy Clerk (if applicable) or the Chairman or in his/her absence, the Vice Chairman, can make a judgement call.

8. The Clerk will put bailiffs on standby should the encampment not leave by the agreed date/time. The Clerk will also notify both TVP and the Council liaison notified of the date/time and appointment of a bailiff.

9. The Clerk is authorised to spend up to £6000 on bailiff fees without further recourse to Council. If this fund is insufficient (this will typically remove up to 8 caravans) the Clerk can seek permission from the Chairman, (or in his absence the Vice Chairman) and at least two other members of the Staffing and Strategy Committee. Any spend will then be put through the usual payment process for retrospective approval via Council.

10. Once the encampment has vacated a clear up will be required. Any damage to fencing or other access points and the land itself will require immediate repair. The Clerk is authorised to spend up to £2000 on immediate repairs without further recourse to Council (Financial Regulation 5.18; adopted July 2024. If this fund is insufficient the Clerk must seek permission from the next available Council meeting or, if more urgent attention is required, the Chairman, (or in his absence the Vice Chairman) and at least two other members of the Staffing and Strategy Committee. Any spend will then be put through the usual payment process for retrospective approval via Council.

11. All sites should be inspected annually for vulnerabilities to be identified.

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Appendix 6

Winkfield Parish Council

Councillor Mileage and Travel Expenses Payment Policy

Approved: XXXXXXX

Review Frequency: 3 yearly

Review date: XXXXXXXX

Version: 1.0

1. Purpose

This policy sets out the guidelines for the reimbursement of mileage and travel expenses incurred by Parish Councillors while carrying out approved duties on behalf of the Parish Council.

2. Parking, Mileage and Public Transport Expenses

Parish Councillors are eligible to claim mileage and travel expenses for incurred whilst on Parish Council approved business as stated below :

- Parking fees incurred
- Mileage incurred for travel outside of the Parish boundary
- Public transport costs for travel outside of the Parish
- Where public transport is used, the most cost-effective and practicable means should be chosen.
- Receipts or valid proof of travel must be submitted with the claim

3. Mileage Allowance

- Mileage will be reimbursed at the rate set annually by the Parish Council, in line with HMRC (His Majesty's Revenue and Customs) approved rates.
- Mileage claims should be based on the shortest practicable route between the Councillor's home or starting point and the meeting or event location.
- The claimant must provide a record of the journey, including the date, purpose, start and end locations, and total miles travelled.

4. Insurance for Private Car Use on Council Business

- The Council Insurance Policy does not cover Councillors for their private car use on Council business. Councillors should therefore ensure that they liaise with their car insurance company to ensure that they have suitable arrangements in place

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6. Submission of Claims

- Claims should be submitted within 90 days of incurring the expense.
- A completed claim form, with all required receipts and documentation, must be submitted to the Parish Clerk for processing.
- Claims will be reviewed and approved by the Parish Council during the next scheduled meeting.

7. Approval and Payment

- All claims are subject to approval by the Parish Council
- Approved claims will be paid by bank transfer within 30 days of approval.

8. Review and Amendments

- This policy will be reviewed every 3 years, or earlier should the need arise, by the Parish Council and may be amended as necessary to reflect changes in legislation or Council decisions.

9. Compliance

- Parish Councillors are expected to comply with this policy and ensure that claims are accurate and for genuine expenses incurred in the performance of their duties.

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Clerk's Report - October 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 & Hugh prescott Elliot Allotments (Chavey Down Road Allotments)	KGF 05/24 HPE 05/24	20/08/2024	Clerk/ Asst RFO	Work now underway on setting up bank accounts for the charities.	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. New projected completion date mid-September. Practical completion (PC) hadover meeting scheduled for 27.09.24 but will be dependent on water connections being completed. Water connection still to be confirmed but expected mid October . Broadband connection scheduled 24th Nov '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. Fire door repair / adjustment has been caried out at Carnation Hall and Martins Heron & the Warren	For noting
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. Most urgent work has been carried out and a review is now under way of other required works	In progress
Locks Ride Splash Pad				This has been out of order since 31st July. Contractors have visited site on two occasions to carry out investigations and a report and quote are due. Quote now received for replacement pump £1978. This work to be arranged from allocated budget and will enale winterisation to take place	Ongoing matter
Cranbourne Hall Park				This matter is now in hand via BFC who have liased with residents and the fire service. At this stage a letter from WPC to the fire service has not been sent due to matters now in hand via the local authority (ref Aug '24 CM 24/114)	For Noting
Precept 2nd Installment				2nd installment receieved from BFC £302,493.34	For Noting

Locks Ride Splash Pad	Quote for repair received from maintenance contractor for replacement pump £1978 + Vat . This will be instructed in order to enable winterisation to be completed. Longer term decision will need to be made as part of strategic review of council facilities and funds available	For Noting
Winkfield 130	28 residents have expressed an interest to date. Further promotion of the Winkfield 130 to be done via social media	Ongoing
Ascot Priory Casual Vacancy	The initial notice of co-option by casual vacancy expired 27th September with no applications. Another notice has been published with application closing date of Monday 28th October 5pm, with a view to considering any applications at Council meeting 19th November ’24	Ongoing

Capital Projects 2024/25 - October '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	
		✓	Facilities floor maintenance equipment	£ 1,550.00	£ 1,370.81	CM 9991	**Completed**
		✓	Locks Ride Landscaping	£ 2,000.00		CM 9991	
3	✓		Locks Ride Furniture & Fittings	£ 3,000.00		CM 9991	
4	✓		LR Pavilion upgrade & demolition of old pavilion	£ 1,067,488.00	£ 917,553.11	CM 9851 Following tender - contract agreed CM9851 £1028398 ex VAT & , demolition of old pavilion CM9951 £39090 ex vat	ongoing - due to for practical completion sign off by end October'24
4.1	✓		LR Pavilion project fees (professional & legal)	CIL	£ 74,483.71	Includes partial Madlins fees, Sports Clubhouses fees and surveys	
4.2	✓		LR Pavilion additional fees		£ 13,046.97	E.g. Broadband, planning application, building regs	
5	✓		Low entry barriers - Asher & KGV	£ 3,715.60	£ 3,715.60	CM 9991	**Completed**
6	✓		Climate change improvements	£ 10,000.00	£ 245.00	CM 9991 - e.g EV points	
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	£ 410.50		**Completed**
12		✓	Trailer for new grass cutter	£ 1,500.00		CM 9991	**Quotes obtained . Licence requirements under review**
				£ 1,116,153.60	**£ 1,009,454.89**		
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	**£ 1,011,734.22**		

Leisure Report July- October 2024 - Grounds & Facilities Team

General

- Regular summer maintenance of recreation ground sports pitches
- Playground report produced for councillors.
- Allotment judging carried out by representative from the Crown Estate. Results distributed.
- 6 month required tree works has gone out for quotes – also applied to BFC to allow us to work on one of the TPO trees at Locks Ride
- Hedge work starting October for the whole parish to be completed by Shorts

Locks Ride Recreation Ground

- Old bench removed and new bench installed – concreted in
- Cabin – items in the cabin/the cabin cleared out and cleaned by FW.

Ascot Jubilee

- Height reduction of hedge backing on to tennis courts agreed with LVS and contractor appointed – looking to carry out work end of October.
- New tennis nets have been installed
- Back room at AJ cleared out and tidy
- Old bench removed and new bench installed – concreted in
- Free tennis session every Sunday throughout October have all sold out – very popular and we hope to get more members. Lots of free equipment arrived from the LTA for these sessions

Allotments

- Overlarge hawthorn tree removed (Chavey Down)
- Tenancy Agreement reviewed for consideration by Councillors

Martins Heron & The Warren Community Centre

- ACU and boiler serviced

Carnation Hall

- 1st Oct – Electrician coming to repair outside lights.
- Hedges either side of the building cut back to allow CCTV clearance.
- New bench now in situ – old bench broken up/removed and skipped.
- Grass seed arrived in readiness to seed the area around the new pavilion and re-seed the cricket pitch area.
- Cabin – all items in the cabin/the cabin cleared out and cleaned by FW.
- The area behind the garage/cabin at LR tidied – heras fencing infill quotes obtained to enable heras fencing to go up around a storage area for the grounds team.

Blackmore Play Area

- Alleyway cleared over overgrowth and tidied

Appendix 10

Site Name	Item	Inspection Date	Finding Details	Remedial Action	Risk Factor	Action taken / Comments
Allsmoor Playing Field	Pull Up Station	06/02/2024	There are areas or parts of the timber on the structure that have rotted in both uprights	Replace all affected timbers	12	Pull up bar removed to prevent use - decision neeeded on replace or remove whole unit - quote obtained £ 1945
Allsmoor Playing Field	Pull Up Station	06/02/2024	The item is loose in its foundations	Reinstall item to secure	12	This has now been removed due to safety issues (Sept 24)
Allsmoor Playing Field	Spring See-Saw	06/02/2024	There is a large crack in the baseplate	Repair or replace	12	Cracked but rock solid - it's being monitored will get quote to replace
Allsmoor Playing Field	Basket Swing - Type 1	06/02/2024	The shackles are worn in excess of 60% and require renewing	Replace worn shackles	12	All shackles were replaced - April 24
Allsmoor Playing Field	Basket Swing - Type 1	06/02/2024	A number of fixing(s) have worked loose	Secure all loose fixings	12	All loose fixings were secured - April 24
Ascot Jubilee Recreation Ground	Cable Runway	06/02/2024	There are areas or parts of the timber on the structure that have rotted	Replace all affected timbers	15	We have been monitoring it's solid, will monitor until a replacement is needed.
Ascot Jubilee Recreation Ground	BMX Track	06/02/2024	The surface has eroded and the foundations and bricks are exposed	Reinstate surrounding surfaces to cover the foundations	12	Actioned by grounds team Aug '24
Asher Recreation Ground	3 Bay Swing	06/02/2024	There are sharp steel strands protruding from the central crutch strap	Repair/replace seat	12	Actioned by grounds team
Locks Ride Recreation Ground	Net Climber	12/02/2024	There are areas or parts of the timber on the structure that have rotted	Replace all affected timbers	12	Completed March 24
Locks Ride Recreation Ground	Cable Runway	12/02/2024	The surfacing is severely damaged	Repair damaged areas of surfacing	12	Further action when we re-seed at Locks Ride but raised parts have been pinned down.
Locks Ride Recreation Ground	Cable Runway	12/02/2024	The chain links are worn in excess of 60% and require renewing	Replace worn chains	16	Was actioned and chains replaced
Locks Ride Recreation Ground	Cable Runway	12/02/2024	The shackles are worn in excess of 90% and require renewing	Replace worn shackles	20	Completed Feb '24

Winkfield Parish Council
HSBC
List of Payments made between 01/08/2024 and 30/09/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/08/2024	BFBC	£ 369.00	WPC Business Rates
01/08/2024	BFBC	£ 162.00	CH Business Rates
02/08/2024	DEF001	£ 50.00	LRID Refund
02/08/2024	PAR007	£ 50.00	CHID Refund
02/08/2024	SMARTEST ENERGY	£ 147.00	MH ELECTRIC
05/08/2024	FELICITY WISE	£ 32.85	WPC Expenses
06/08/2024	SAGE UK LTD	£ 50.40	Sage payroll
07/08/2024	LLE001	£ 100.00	CHID REFUND
07/08/2024	BAR020	£ 50.00	LRID Refund
07/08/2024	HEL001	£ 25.00	LRID Refund
07/08/2024	PAR009	£ 50.00	LRID Refund
08/08/2024	ARCO LTD	£ 209.66	PPE
08/08/2024	BALLCOCK & BITS	£ 6.81	LR Toilet maintenance
08/08/2024	EXCEL PUMPS	£ 288.00	AJ Sewage pump callout
08/08/2024	Thomas Fattorini Ltd	£ 3,460.75	Chairman's new chain
08/08/2024	Oaktree Nursery	£ 274.38	CH & KGV Planting
08/08/2024	Phonographic Performance Ltd	£ 412.66	CH Music License
08/08/2024	Servio Ltd	£ 196.00	Legionella
08/08/2024	SMS Environmental	£ 469.47	MH & LR Maintenance
13/08/2024	STE008	£ 50.00	MHID Refund
13/08/2024	ARB001	£ 50.00	CHID Refund
13/08/2024	CLA009	£ 50.00	LRID Refund
13/08/2024	HIL003	£ 50.00	CHID Refund
13/08/2024	NUG001	£ 50.00	CHID Refund
13/08/2024	HSBC Bank	£ 1,317.60	Visa Purchases
13/08/2024	Fuelgenie Business Account	£ 213.16	Fuel Cards
14/08/2024	SMARTEST ENERGY	£ 68.19	AJ Gas
14/08/2024	SMARTEST ENERGY	£ 537.61	CH Gas
14/08/2024	SMARTEST ENERGY	£ 36.66	WPC Gas
14/08/2024	SMARTEST ENERGY	£ 34.01	MH Gas
14/08/2024	Mainstream Digital	£ 280.10	WPC Phone system
16/08/2024	CASTLE WATER	£ 120.25	CH Water
16/08/2024	CASTLE WATER	£ 96.14	MH Water
16/08/2024	CASTLE WATER	£ 239.29	LR Water
16/08/2024	HUG005	£ 50.00	LRID Refund
16/08/2024	COR005	£ 50.00	LRID Refund
16/08/2024	BOW002	£ 50.00	LRID Refund
19/08/2024	BERKSHIRE PENSIONS	£ 6,343.61	PENSIONS, M4
19/08/2024	HMRC	£ 4,947.16	HMRC PAYE, M4

19/08/2024	Lindsay Dale	£	30.00	Expenses, eye test
19/08/2024	Felicity Wise	£	35.00	LR Toilet seat
19/08/2024	GOU002	£	50.00	LRID Refund
19/08/2024	CASTLE WATER	£	48.83	CR Allots, Water
19/08/2024	ALD AUTOMOTIVE LTD	£	535.48	RF73 HWS Lease
19/08/2024	Vodafone	£	37.53	Vodafone bill
20/08/2024	CASTLE WATER	£	21.89	WPC Water
20/08/2024	S LINE	£	4.97	S Line Chg
20/08/2024	SMARTEST ENERGY	£	79.00	WPC Electric
20/08/2024	SMARTEST ENERGY	£	253.00	LR Electric
20/08/2024	SMARTEST ENERGY	£	89.00	AJ Electrie
20/08/2024	SMARTEST ENERGY	£	257.00	CH Electric
20/08/2024	HSBC	£	6.60	HSBC CHG
20/08/2024	Worldpay	£	11.94	Worldpay chg
22/08/2024	Boswell Tree Surgeons	£	3,768.00	Treework, various sites
22/08/2024	Bowak Ltd	£	101.95	Toilet rolls
22/08/2024	DLS CONTRACT CLEANING LTD	£	1,458.60	Contract cleaning
22/08/2024	HEALTH ASSURED LTD	£	1,134.00	Employee Assistance 24-25
22/08/2024	MADLINS LLP CHARTERED	£	2,723.75	LR Pavilion Fees
22/08/2024	Movolytics Ltd (ABAX)	£	33.58	Vehicle trackers
22/08/2024	Online Playgrounds	£	140.60	Zip Wire seats
22/08/2024	Phil Crosby (PC Cleaning)	£	95.00	WPC, CH, MH Windowcleaning
22/08/2024	Pest UK	£	90.00	LR Pest control
22/08/2024	RBS Software Solutions	£	150.00	Rialtas report training, LD/RL
22/08/2024	Risk Management Security	£	54.00	LR Alarm Activation
22/08/2024	Servio Ltd	£	284.54	CH AHU, & servicing
22/08/2024	Society of Local Council Clerk	£	108.00	RL, training
22/08/2024	SLCC ENTERPRISES LIMITED 2023	£	1,454.40	LR Cabin Professional fees
22/08/2024	SMS Environmental	£	228.99	AJ Water Samples
22/08/2024	Suez Recycling & Recovery UK L	£	661.24	Grounds waste disposal
22/08/2024	LYNETTE WARREN	£	99.19	Newsletter Deliveries
22/08/2024	GUN001	£	50.00	LRID Refund
23/08/2024	British Telecom plc	£	18.00	BT Phone line
23/08/2024	Wages, various	£	16,835.36	Wages, various
27/08/2024	Ford Lease	£	356.71	RV70 NTX Lease
29/08/2024	BNP PARABAS	£	434.95	SCAG Lease
29/08/2024	BNP PARABAS	£	618.54	Kubota Lease
02/09/2024	THO010	£	100.00	MHID Refund
02/09/2024	OTE001	£	50.00	CHID Refund
02/09/2024	SMARTEST ENERGY	£	147.00	MHWCC Electric
02/09/2024	BRACKNELL FBC	£	369.00	WPC Business Rates
02/09/2024	BRACKNELL FBC	£	162.00	CH Business Rates
03/09/2024	NOT002	£	50.00	LRID Refund
04/09/2024	MOL003	£	100.00	CHID Refund

04/09/2024	DIS001	£	50.00	CHID Refund
04/09/2024	JOR001	£	50.00	CHID Refund
04/09/2024	BHA005	£	50.00	CHID Refund
04/09/2024	STA007	£	20.00	CHID Refund
04/09/2024	Servio Ltd	£	174.00	Office boiler callout
04/09/2024	Boswell Tree Surgeons	£	540.00	Tree surgery
04/09/2024	Bowak Ltd	£	11.20	Floor maintainer
04/09/2024	Fountaineers Ltd	£	444.00	LR Splashpad callout
04/09/2024	GIPPING PRESS LIMITED	£	1,123.00	Summer newsletter
04/09/2024	Leigh Horsfield	£	82.32	Newsletter Deliveries
04/09/2024	David Landrey	£	257.04	Newsletter Deliveries
04/09/2024	MATCH POINT TENNIS COACHING	£	405.00	Tennis nets
04/09/2024	OCEAN THEATRE COMPANY	£	1,420.00	WPC Grant, CM 24/124
04/09/2024	Online Playgrounds	£	79.80	Wetpour repair kit
04/09/2024	Pest UK	£	544.50	LR Pest Control
04/09/2024	Teresa Ross	£	236.92	Newsletter Deliveries
04/09/2024	SAPPHIRE AND STEEL	£	278.40	D-DAY Tree Plaques
04/09/2024	SPY ALARMS LTD	£	30.00	LR Alarm repair
04/09/2024	Warfield Turf Ltd	£	142.20	AJ & LR football turf
04/09/2024	Felicity Wise	£	390.42	Newsletter Deliveries
04/09/2024	MORRIS & BLUNT LTD	£	50,000.00	LR New Pavilion fees
05/09/2024	MORRIS & BLUNT LTD	£	66,181.58	LR New Pavilion fees
05/09/2024	Felicity Wise	£	27.96	FW Expenses
05/09/2024	Lindsay Dale	£	64.77	LD Expenses, speedcamera monitor
05/09/2024	Sage UK Ltd	£	50.40	Sage payroll
06/09/2024	HEL001	£	25.00	LRID Refund
10/09/2024	MOR007	£	35.00	LRID Refund
11/09/2024	BEN001	£	25.00	LRID Refund
11/09/2024	PHI008	£	50.00	LRID Refund
13/09/2024	SMARTEST ENERGY	£	100.00	WPC Electric
13/09/2024	SMARTEST ENERGY	£	253.00	LR Electric
13/09/2024	SMARTEST ENERGY	£	89.00	AJ Electrie
13/09/2024	HSBC Bank	£	1,513.69	HSBC Visa Purchases
13/09/2024	Fuelgenie Business Account	£	52.67	Fuel cards
16/09/2024	Benville and Marsh Ltd	£	294.00	CH EV Charger repair
16/09/2024	Specialised Property Solutions	£	782.70	MH Aircon maintenance
16/09/2024	Wicksteed Leisure Ltd	£	151.34	Play equipment parts
16/09/2024	Winchester Garden Machinery	£	5.78	Petrol cap
16/09/2024	Zurich Town and Parish	£	416.99	Insurance additional, LR new pavilion
16/09/2024	CASTLE WATER	£	120.25	CH Water
16/09/2024	CASTLE WATER	£	66.67	MH Water
16/09/2024	CASTLE WATER	£	219.61	LR Water
16/09/2024	SMARTEST ENERGY	£	257.00	CH Electric
16/09/2024	SMARTEST ENERGY	£	64.54	AJ Gas

16/09/2024	SMARTEST ENERGY	£	383.05	CH Gas
16/09/2024	SMARTEST ENERGY	£	103.95	MH Gas
16/09/2024	Mainstream Digital	£	506.90	WPC Horizon phone
17/09/2024	CASTLE WATER	£	48.83	CR Allots, Water
17/09/2024	CASTLE WATER	£	21.83	AJ Water Samples
18/09/2024	HMRC PAYE M5	£	4,908.65	HMRC PAYE M5
18/09/2024	BERKSHIRE PENSIONS	£	6,593.06	BERKSHIRE PENSIONS, M5
18/09/2024	CASTLE WATER	£	21.89	WPC Water
18/09/2024	ALD AUTOMOTIVE LTD	£	535.48	RF73 HWS Lease
18/09/2024	Vodafone	£	46.83	Vodafone bill
19/09/2024	ALS Tyres	£	72.00	RV70 NTX Tyre
19/09/2024	Arco Ltd	£	71.27	PPE, CK
19/09/2024	Bracknell Forest Borough Council	£	50.00	MHWCC Rent
19/09/2024	DLS CONTRACT CLEANING LTD	£	1,458.60	Contract cleaning
19/09/2024	Thomas Fattorini Ltd	£	434.48	Chairmans Chain case
19/09/2024	Mark Harrod Ltd	£	202.80	Basketball hoops
19/09/2024	Movolytics Ltd (ABAX)	£	33.58	Vehicle trackers
19/09/2024	Oaktree Nursery	£	19.99	Grounds maintenance
19/09/2024	Phil Crosby (PC Cleaning)	£	95.00	CH, WPC & MH Windowcleaning
19/09/2024	PKF Littlejohn	£	2,520.00	External Audit
19/09/2024	Risk Management Security	£	162.00	LR Alarm activations
19/09/2024	SMS Environmental	£	431.38	LR & AJ Legionella
19/09/2024	ST CHRISTOPHER'S GARDENS	£	250.00	Silver Sunday Contribution
19/09/2024	Suez Recycling & Recovery UK	£	629.51	Waste disposal, LR, MH, CH
19/09/2024	SUPERNOVA GROUP LTD	£	428.76	LR Fire risk assessment
19/09/2024	Telanova Limited	£	4,226.19	Microsoft 365 Business Basic
19/09/2024	Felicity Wise	£	50.00	Expenses, CH Roof repair
19/09/2024	Bowak Ltd	£	192.62	Refuse sacks
19/09/2024	S LINE	£	4.93	S Line Chg
19/09/2024	Worldpay	£	11.94	Worldpay chg
20/09/2024	HSBC	£	5.00	HSBC CHG
20/09/2024	FAN001	£	100.00	CHID Refund
23/09/2024	WIN002	£	50.00	LRID Refund
25/09/2024	WAGES, VARIOUS, M6	£	16,542.85	WAGES, VARIOUS, M6
25/09/2024	BNP PARABAS	£	618.54	KUBOTA LEASE
26/09/2024	Ford Lease	£	356.71	RV70 NTX Lease
30/09/2024	BNP PARABAS	£	434.95	SCAG LEASE
	TOTAL	**£**	**224,174.72**	

S137 PAYMENTS - October '24 Update

APPENDIX 12

Date	Payee	Invoice / Ref	Gross	Vat	s.137
01/04/2024	**Opening balance FY 24/25**				**£ 75,248.00**
Expenditure Date / Approved					
April Council mtg CM 10075	Brackell & District Parkinson's	payments run 22.4.24	1000	£ -	1000
April Council mtg CM 10075	Homestart	payments run 22.4.24	800	£ -	800
April Council mtg CM 10075	Thames Hospice	payments run 22.4.24	1500	£ -	1500
April Council mtg CM 10075	Youthline	payments run 22.4.24	1600	£ -	1600
June '23 Council mtg CM 9789 Chairs Charity	Pilgrims Heart	payments run 10.4.24	1197.8	£ -	1197.8
July Council mtg CM 24/95	Citizens Advice East Berkshire	payments run 19.07.24	2150	£ -	2150
Aug '24 Council mtg CM 24/124	Oceans Theatre	payments run 02.09.24	£ 1,420.00		£ 1,420.00
April '24 Council Mtg CM10076	St Christopher Gardens Silver Sunday	payments run 18.09.24	£ 250.00		£ 250.00
October '24 (Chairs Allowance)	St Christopher Gardens Silver Sunday - hire of hall and additional costs for an expanded event	to be October '24	100	£ -	£ 100.00
Total	**FINAL S137 Allocation FY 2024/25**		£ 10,017.80	£ -	**£ 10,017.80**

Balance	**£ 65,230.20**

Total annual amount we can spend under LGA 1972 s137 is current £10.81 per elector ie £10.81 x 6961 = £75248

A/c	Description	Actual		
	Current Assets			
101	Debtors	5,146		
105	Vat Due	86,507		
205	HSBC	867,313		
206	Lloyds TSB	220,087		
208	NatWest	251,362		
209	Nationwide	250,000		
210	Santander	150,000		
212	United Trust Bank Ltd	150,000		
213	Reliance	51,489		
215	Redwood Bank	55,355		
	Total Current Assets		**2,087,259**	
	Current Liabilities			
501	Creditors	139,393		
515	PAYE/NI Due	5,007		
516	Pension Due	6,760		
565	Holding Deposits	870		
566	Indemnity Deposits	1,300		
	Total Current Liabilities		**153,331**	
	Net Current Assets			**1,933,928**
	Total Assets less Current Liabilities			**1,933,928**
	Represented by :-			
301	Current Year Fund	(266,151)		
310	General Fund	1,117,414		
320	Earmarked-Tennis Club	20,595		
322	Earmarked Play Equipment	46,000		
323	Earmarked Carnation Hall	39,800		
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	15,061		
342	Earmarked Bus Shelters/Seats	8,064		
343	Earmarked Compost Facility	1,000		
346	Earmarked CiL income	744,628		
347	Earmarked MHWCC	26,470		
	Total Equity			**1,933,928**

Account Name	Amount invested	Current interest rate
Nationwide 95 day notice	£ 250,000.00	4.30%
Natwest 35 day notice	£ 251,362.00	3.20%
Santander 12 month Time Deposit	£ 150,000.00	3.70%
United Trust Bank 1 year bond	£ 150,000.00	5.00%
Reliance 90 day notice	£ 51,489.00	2.45%
Redwood Bank 95 day notice	£ 55,355.00	4.55%
TOTAL INVESTED	**£ 908,206.00**	

Winkfield Parish Council

Summary Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Cost Centre Report

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Administration	Income	691,566	614,486	(77,080)			112.5%
		Expenditure	47,552	81,205	33,653	1,000	32,653	59.8%
		Net Income over Expenditure	644,014	533,281	(110,733)			
		plus Transfer from EMR	2,607					
		less Transfer to EMR	65,453					
		Movement to/(from) Gen Reserve	581,168					
102	Staff Costs	Expenditure	172,525	388,600	216,075		216,075	44.4%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(172,525)					
105	Grants	Expenditure	9,170	26,000	16,830		16,830	35.3%
110	Infrastructure	Expenditure	1,308	3,000	1,692		1,692	43.6%
115	Community	Income	627	800	173			78.4%
		Expenditure	672	17,350	16,678		16,678	3.9%
		Net Income over Expenditure	(45)	(16,550)	(16,505)			
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(45)					
150	NDP	Expenditure	300	300	0		0	100.0%
201	Locks Ride Playing Field	Income	7,366	7,100	(266)			103.7%
		Expenditure	7,675	26,700	19,025		19,025	28.7%
		Net Income over Expenditure	(309)	(19,600)	(19,291)			
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(309)					
202	Ascot Jubilee Playing Field	Income	7,359	8,500	1,141			86.6%
		Expenditure	3,400	9,200	5,800	183	5,618	38.9%
		Net Income over Expenditure	3,959	(700)	(4,659)			
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	3,959					
203	King George V Playing Field	Income	580	740	160			78.3%
		Expenditure	941	2,200	1,259		1,259	42.8%
		Net Income over Expenditure	(361)	(1,460)	(1,099)			
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(361)					
204	Asher Recreation Ground	Expenditure	1,440	700	(740)		(740)	205.7%
		plus Transfer from EMR	1,280					
		Movement to/(from) Gen Reserve	(160)					
205	Open Spaces	Expenditure	31,344	85,800	54,456	6,336	48,120	43.9%
		plus Transfer from EMR	974					
		Movement to/(from) Gen Reserve	(30,370)					

Continued over page

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
206	Locks Ride Cabin	Expenditure	384	2,200	1,816	159	1,657	24.7%
207	Allotments CR Hatchet Lane	Income	2,780	2,550	(230)			109.0%
		Expenditure	380	1,250	870		870	30.4%
		Net Income over Expenditure	2,400	1,300	(1,100)			
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	2,400					
208	Allotments WR Chavey Down	Expenditure	383	1,250	868		868	30.6%
210	Tennis	Income	2,241	2,500	259			89.6%
		Expenditure	708	1,050	342		342	67.5%
		Net Income over Expenditure	1,533	1,450	(83)			
		plus Transfer from EMR	405					
		Movement to/(from) Gen Reserve	1,938					
215	Carnation Hall	Income	32,450	62,500	30,050			51.9%
		Expenditure	13,184	34,000	20,816	942	19,874	41.5%
		Net Income over Expenditure	19,266	28,500	9,234			
		plus Transfer from EMR	2,370					
		Movement to/(from) Gen Reserve	21,636					
220	Martins Heron CC	Income	29,722	52,500	22,778			56.6%
		Expenditure	10,234	28,500	18,266	2,284	15,982	43.9%
		Net Income over Expenditure	19,488	24,000	4,512			
		plus Transfer from EMR	1,950					
		Movement to/(from) Gen Reserve	21,438					
250	Capital Projects	Expenditure	739,241	984,398	245,157		245,157	75.1%
		plus Transfer from EMR	738,996					
		Movement to/(from) Gen Reserve	(245)					
		Movement to/(from) Gen Reserve	0					
		Grand Totals:- Income	**774,691**	**751,676**	**(23,015)**			**103.1%**
		Expenditure	**1,040,841**	**1,693,703**	**652,862**	**10,903**	**641,959**	**62.1%**
		Net Income over Expenditure	**(266,151)**	**(942,027)**	**(675,876)**			
		plus Transfer from EMR	**748,582**					
		less Transfer to EMR	**65,453**					
		Movement to/(from) Gen Reserve	**416,978**					

Donations and Grants			
Year	Recipient		General Grant
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
07/24	Citizens Advice East Berkshire	£	2,150.00
08/24	Ocean Theatre Company	£	1,420.00
09/24	Sunningdale & Ascot Camera Club, 23-24 grant returned	-£	300.00
	Total Spend to date	**£**	**9,170.00**
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**
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**
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**

19th August 2024

Dear Councillors,

Thanks to your kind generosity in the past in awarding us grants, we have been able to replace 2 of our 4 very badly worn out bowls mats. We would now like to try and replace the third one. For the number of times that we need four mats out these days, I think we will be able to make our last one carry on for a few more years.

We are working hard to increase our membership, but sadly we are also losing members due to ill health, or in a recent case passing away unexpectedly. We have increased our weekly subscription in order to generate more income, but this will only cover our running costs, hence our need to apply for a grant.

Once again we would like to thank you for the support that you have given us in the past.

Kind Regards

Penny

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 : CHARTERS SHORT MAT BOWLS CLUB

Address: c/o 37 JUBILEE AVENUE, ASCOT, BERKSHIRE, SL5 8NZ

Telephone: [redacted] Email: [redacted]

Registered Charity Number:

Contact: PENNY [redacted] CHAIRPERSON

What is the aim of your organisation? TO PROMOTE THE GAME OF INDOOR SHORT MAT BOWLS TO ALL, WHICH PROVIDES SOCIAL CONTACT, EXERCISE, MENTAL STIMULATION BY LEARNING A NEW SKILL IN A SOCIABLE, FRIENDLY ATMOSPHERE, SUPPORTING THOSE SUFFERING BEREAVEMENT OR ILL HEALTH. ALL AGES 16+. TUITION GIVEN TO NEW PLAYERS.

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

If YES, when and how much for? 2022 - £650 2023 - £875 - both for new mats.

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

If yes, list organizations:

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

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

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

If NO, give details: DUE TO INCREASING COSTS WE HAVE RAISED OUR WEEKLY SUBSCRIPTION TO £5 FOR MEMBERS (£5-50 FOR NON-MEMERS) ANNUAL FEE: £30

Sum requested: £995-00

For what purpose is the grant required? A THIRD REPLACEMENT BOWLS MAT TO REPLACE OUR ONE THAT AFTER 27 YEARS IS DISINTEGRATING

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 : 20/7/2024

Position in Organisation: CHAIRPERSON

(01473) 217787

- RECENT ORDERS
- LOGIN

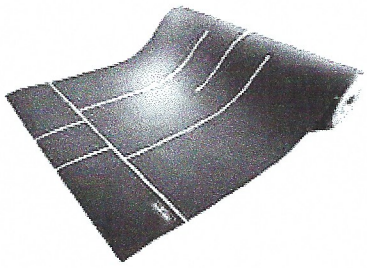
BOWLS WORLD

£0.00

Drakes Pride Club Mat 45ft

x 6ft Carpet B8055

DRAKES PRIDE CLUB MAT 45FT X 6FT CARPET B8055



£995.00 (inc. VAT at 20%)

Availability:
Quantity:-+
Add to Cart

CHARTERS SHORT MAT BOWLS CLUB

ANNUAL ACCOUNTS FOR THE YEAR TO 31ST DECEMBER 2023

2022		2023
£		£
462.50	Annual Subscriptions	355.00
1,936.00	Evening Subscriptions	1,958.00
111.00	Raffle Receipts	70.00
650.00	Grant from Winkfield Parish Council	875.00
54.00	Other donation	35.00
3,213.50	Total Income	3,293.00
	EXPENSES	
2,460.12	Hire of Hall	2,218.04
221.54	Insurance	221.54
0.00	Stationery	0.00
0.00	Match Expenses	7.99
835.00	Bowls mat	0.00
17.00	Gift for past members	0.00
26.26	Food for Xmas party	0.00
3,559.92	Total Expenses	2,447.57
(346.42)	Excess of Income over expenditure	845.43
	BALANCE SHEET	
2,012.91	Current Account	2,858.34
2,012.91	Total	2,858.34
	REPRESENTED BY:	
2,359.33	Balance Brought Forward	2,012.91
(346.42)	Excess of Income over expenditure	845.43
2,012.91	Balance Carried Forward	2,858.34

I have reviewed the accounts for the year ended 31st December 2023 are in accordance with the books and records.

[redacted]

July 2024.

(1) Mat Purchase £946.00

Paid 10/1/24 Re 2023 Expenditure

TREASURERS REPORT YEAR ENDED 31ST DECEMBER 2023

now checked and reviewed

These are only draft accounts and have not yet been reviewed, this was my fault as I was late preparing the accounts. Alan has said he will independently review them and I will inform you if there are any changes.

The annual subscription were down in the year due to some leaving and also others unable to play due to being incapacitated.

The rest of the accounts are self explanatory, our main costs are insurance which we have to have and our rent of the hall.

It looks on the surface that we are doing well with an excess of income over expenditure of £845.43. But that is only because we got a grant from the Parish Council of £875. In the following year we more than spent that as we then bought another mat and some jacks costing £946.90.

Going forward our rent is now £56 per week, to cover this we need at the least 14 people to come each week. In the second quarter of this year 2024 we only at the most had 12 for any week, and that was the most, some weeks there were only 9.

Penny has tried her hardest to find new members with the Facebook page but we seem to get some new members and then lose others through ill health or age.

We are open to suggestions on how we move forward.

That is the end of my report.

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 : **Keep Mobile Community Transport CIO**

Address: 28a Woodlands Avenue, Winnersh, RG41 3HL

Telephone: 0345 5440850 Email: admin@keepmobile.org.uk

Registered Charity Number: 1174433

Contact: Mrs Sally Gibson

What is the aim of your organisation? To provide accessible transport to residents of Bracknell Forest and Wokingham Borough areas unable to access mainstream transport due to age/ disability and at an affordable cost in line with mainstream services.

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

If YES, when and how much for? Last grant in 2023, we were awarded £2,500.

Are you approaching other organisations for a grant for the same purpose? YES but not for this parish.

If yes, list organisations: see attached

How many people from **WINKFIELD PARISH** do you think will benefit from your organisation in a year? 75 in 2023. These members were provided with 304 trips and 29 were refused due to insufficient funding.

Is the service you provide free of charge? No, it is, however, much less than the true cost. (80%less)
If NO, give details: Our fares are based upon a local Bus service. The main reason for this is that many people do not like charity. Our fares are Door to Door so there is no walking to and from a bus stop.

Sum requested:

£2500 to enable us to fulfil the demand in 2025-26.

For what purpose is the grant required?
To support the cost of providing the transport mainly Day Excursions, to enable us to offer more transport as well as meeting the demand for all other services.

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 : 18/09/2024

Position in Organisation: Manager

keepmobile
accessible transport

OUR charity begins at *YOUR* home

Résumé

KEEP MOBILE has been in operation since the beginning of 1992 and was registered in 1993 as a charitable Friendly Society under the Industrial & Provident Society Act of 1965. In August 2017 we became a Charitable Incorporated Organisation. We are run by a Management Committee made up of wheelchair users, other disabled people, carers and those with many years experience in providing accessible transport. All of our committee are unpaid volunteers.

Our mission is to help those in the Wokingham Borough and Bracknell Forest Borough areas unable to use ordinary transport (due to their disability and/or age) to reach their destination, wherever that may be, and have as much of an independent life as is possible with regard to transport .

We operate a fleet of accessible mini-buses all of which have adaptable seating arrangements to suit varying needs (i.e. nos. of wheelchair passengers) and passenger lifts.

All Keep Mobile's drivers and passenger assistants are trained to the nationally recognised MiDAS standard, (Minibus Drivers Awareness Scheme) as recognised by the Department of Transport and RoSPA. We have also achieved the status of having our own MiDAS DATs (Driver Assessor/Trainers) on this scheme. This allows us to ensure that we are training our drivers to the highest National Standard.

Our service involves local people, providing them with voluntary opportunities as well as employment.

We provide the following services, all of which are door to door:-

Dial a Ride (DAR) - where members can telephone to book a journey **anywhere** they require at a time that is acceptable to them. We respond by offering a service as near to their requirements as possible. This is now partly funded by Wokingham Borough Council and Bracknell Forest Borough Council.

The service is operated by members telephoning with their requirements *at least* two days in advance. We will transport members to any destination in the UK subject to availability. (All transport is subject to vehicle availability.)

Shopping Trips - a regular service to local towns with sufficient time to shop or meet friends, etc.

Day Excursions - Trips to places of interest as published in our programme. We visit many different types of venues near and far most days of the week. This allows people to escape their four walls and be included socially, a very important aspect of our work. This service is **not supported** by either of the local authorities in our area. We have to raise the funding needed in addition to the charge made to our members.

Contract work - for other voluntary organisations including Stroke Clubs, Berkshire Blind, Community groups and Social Services, etc.

Group transport - where regular transport for meetings or trips is provided. In addition the group can hire a vehicle and use their linked driver (that's a driver dedicated to the group) and the vehicle is used exclusively by the group needing it. In effect it is as a self-drive hire but the driver is trained to MiDAS and has familiarisation training on our vehicles. Bookings can be from an hour to a week plus.

“Campaign to End Loneliness” Résumé

We operate a fleet of accessible minibuses all of which have flexible seating arrangements to suit varying needs (those using a wheelchair or need to transfer). All of our vehicles are equipped with a passenger lift. This allows us to transport people safely and in comfort. We need to get more elderly and vulnerable people out of their homes and back into the community.

This is achieved by the following:

Providing Day Excursions to places of interest, entertainment, education, etc. (see attached Day Excursions programme.)

We currently operate Dial a Ride, Shopping and Day Excursion services. This grant will help towards eliminating the waiting lists we have for our activities and to provide the service to more people.

Any Grant/Donation will help towards:

Cost of Day Excursions including a contribution to entrance fees, transport and refreshments.

Our aim is to increase the availability of services to people who cannot access mainstream transport. Currently we operate a well established range of services for our members but the demand exceeds our ability to satisfy all our 4000+ members who could benefit.

Our annual survey shows that many people would like better access to our transport and the opportunities it opens up for them. We would increase our service to isolated people by 10-20%, thus alleviating the pressure on statutory services (health, social care and other local authority services).

We already have a regular programme of day trips but this needs financial support to help more people. A particular issue is the length of time it takes to pick up passengers for day trips. A grant would lead to a reduction in travel time for many disabled and elderly people.

We are a voluntary organisation and have volunteers at all levels including Management Committee, admin staff, drivers and passenger assistants.

The service includes a programme of Day Excursions (at least 90 trips).

We would continue to serve our current catchment population of Wokingham and Bracknell Boroughs but would increase our membership through a low-cost advertising campaign, in the knowledge that we would be in a better position to meet increasing demand.

We currently use GP surgeries, Community and Day Centres, Social Services, local Libraries, Parish Council offices, etc. to keep people informed of our service. We need to be able to provide 1500 seats on our vehicles.

Using our tested Social Value reports methodology we can monitor the effect of a cash injection. Currently each pound invested in Keep Mobile generates benefits worth over £4 to our members, in terms of reduction in dependency on statutory care services, thus a grant of £40,000 would be worth at least £160,000 to people in Wokingham and Bracknell. A copy of our Social Value report is available upon request.

This is reviewed annually by way of a questionnaire distributed to every member and the results analysed by a professional and by random selection interviewing a small number of members.

Our in-house control and monitoring system (CATSS) collects a wide set of data about individual journeys. This is used to generate management information reports, including unmet demand (refusals), member's satisfaction levels, vehicle down time, etc.

We regularly use this and other data to produce Social Value reports which show the true value of our services in relation to expenditure by national and local government.

The data is automatically collected and stored. It can be retrieved at any time in the future.

We currently have active and ongoing relationships with our two Borough Councils at councillor and officer levels. We have contracts with a number of statutory and voluntary bodies, all of which are committed to monitoring our service to ensure that it fits with their plans and priorities.

Feedback from this contract indicates that our performance in providing transport and associated care to vulnerable adults has been of a high standard and we are now seen as a key player in adult services locally.

Similarly we support health services in providing a timed specific hospital appointment service as well as reducing the impact on the health service by providing therapy in the shape of interests and external contacts for otherwise homebound people.

These factors mean that grant funding is always targeted immediately to areas of greatest need.

Our funding is obtained from regular grants from Borough Councils and Parish/Town Councils, targeted at specific areas of need such as shopping. This funding is subject to variations year on year and has clearly suffered as a result of austerity issues. Unfortunately cost rather than quality has been the council's overriding priority so we have had to rely increasingly on winning competitive contracts. The softer elements of our service (day excursions, etc.) have had to be reduced and this is the area we would aim to develop.

We have trading arms providing :-

1) Training to other organisations

2) Development of software relevant to Community Transport. This is now used by 70 organisations throughout the UK including local authorities, Volunteer Car Schemes and Bus Services.

All profits from these activities are used to support this campaign.

We will continue to work on historic funding streams (grants, contracts, fundraising, etc.). There is an element of flexibility in our softer services but continuing additional subscription income will help to ensure our service levels can be sustained.

Our trading arms will assist the costing of such a service and we will continue within the restraints of funding secured during the funding period.

We have provided these services continuously for the past 30+ years. The level of service we provide is totally dependent on the funding we receive therefore it can and does fluctuate.

We have over 30 years experience in planning social trips and have a comprehensive database of venues. We are able to produce a full colour programme. The programme is designed by our EWP (Excursions Working Party). We have a comprehensive ticketing system that handles the allocation of places and issues tickets ensuring fairness etc. We have an operations team, both volunteers and paid. This service happens within that team.

Keep Mobile Community Transport CIO

Independent Examiner's Report to the Trustees of Keep Mobile Community Transport CIO

Year ended 31 December 2023

I report to the trustees on my examination of the financial statements of Keep Mobile Community Transport CIO ('the charity') for the year ended 31 December 2023.

Responsibilities and basis of report

As the trustees of the company (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 accounts of the company 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 accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of the 'Association of Chartered Certified Accountants' 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:

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).

Independent Examiner's Report to the Trustees of Keep Mobile Community Transport CIO *(continued)*

Year ended 31 December 2023

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



David Hunter
D E Hunter Limited
Independent Examiner

2 Salisbury Close
Wokingham
Berkshire
RG41 4AJ

30 May 2024

Keep Mobile Community Transport CIO

Statement of Financial Activities
(including income and expenditure account)

Year ended 31 December 2023

	Note	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Income and endowments					
Donations and legacies	**5**	14,304	–	14,304	16,751
Charitable activities	**6**	281,176	–	281,176	264,121
Other trading activities	**7**	90,837	–	90,837	89,283
Investment income	**8**	1,976	–	1,976	405
Other income	**9**	26,216	–	26,216	8,116
Total income		414,509	–	414,509	378,676
Expenditure					
Expenditure on charitable activities	**10**	427,766	–	427,766	404,177
Total expenditure		427,766	–	427,766	404,177
Net expenditure		(13,257)	–	(13,257)	(25,501)
Transfers between funds		(228,567)	228,567	–	–
Net movement in funds		(241,824)	228,567	(13,257)	(25,501)
Reconciliation of funds					
Total funds brought forward		245,500	30,000	275,500	301,001
Total funds carried forward		3,676	258,567	262,243	275,500

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 11 to 17 form part of these financial statements.

Keep Mobile Community Transport CIO

Statement of Financial Position

31 December 2023

	Note	2023 £	2023 £	2022 £	2022 £
Fixed assets					
Tangible fixed assets	**15**		92,582		101,497
Current assets					
Debtors	**16**	45,878		48,124	
Cash at bank and in hand		162,301		157,055	
		208,179		205,179	
Creditors: amounts falling due within one year	**17**	38,518		31,176	
Net current assets			169,661		174,003
Total assets less current liabilities			262,243		275,500
Net assets			262,243		275,500
Funds of the charity					
Restricted funds			258,567		30,000
Unrestricted funds			3,676		245,500
Total charity funds	**19**		262,243		275,500

For the year ending 31 December 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

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

These financial statements were approved by the board of trustees and authorised for issue on 30 May 2024, and are signed on behalf of the board by:

[redacted]

Ms Gisela Sharpe
Trustee

[redacted]

Mr Ian Urquhart
Trustee

The notes on pages 11 to 17 form part of these financial statements.

Reserves Policy 2023

What are reserves?

Reserves are part of Keep Mobile's unrestricted funds that are available to spend on any purpose for the charity, however some or all of the these funds may not be readily available. This is because spending those funds may have an impact on Keep Mobile's ability to deliver its aims. The items Keep Mobile exclude from the reserves are:

- Tangible fixed assets (buses).
- Designated funds which Keep Mobile have set aside such as the purchase of new bus fund.
- Any commitments that have not been provided for as a liability in Keep Mobile's accounts.

Restricted funds

Restricted funds fall outside the definition of reserves but the nature and amount of such funds may impact Keep Mobile's reserves policy.

Why we have this policy

This policy explains to existing and potential funders, donors, beneficiaries and other stake holders why Keep Mobile are holding a particular amount of reserves. We also have this in place to show Keep Mobile's finances are being properly managed.

The Trustees role

The level of the reserves should be monitored by the trustees throughout the year. They should:

- Identify when reserves are drawn on so that they understand the reasons and can consider the corrective action, if any, that needs to be taken.
- Identify when reserves levels rise significantly above target so that they understand the reason and can consider the corrective action, if any, that needs to be taken.
- Where the reserves level is below target, they must consider whether this is due to short-term circumstances or longer term reasons which may trigger a broader review of finances and reserves.
- Regard the ongoing review of the reserves and the reserves policy as part of managing Keep Mobile.
- Review the statement on reserves in the trustee's annual report .

The Legal Basis for holding and reporting reserves

Keep Mobile's trustees have a general legal duty to spend income within a reasonable time of receipt. Trustees may spend this income to fund charitable activities and in meeting day to day running costs of Keep Mobile.

The power to hold reserves needs to be used appropriately by the trustees. If the power is used without justification then the holding of income in reserve will amount to a breach of trust. A failure to report on the reserves policy adopted will indicate that trustees have not exercised their legal power correctly.

Why Keep Mobile holds reserves

In order that the charity ensures it can continue its operation we must hold sustainable funds in reserve for such matters as

(a) To cover the unexpected shortage of income from grants and donations.

(b) The cost of emergencies such as major unexpected repairs to vehicles.

(c) Major stoppages to the service.

(d) Funding for the purchase of vehicles.

These Items are all included under the reserves. In particular item (d) is being built-up until we are able to purchase our next vehicle. Cost has to be collected over several months.

The amounts Keep Mobile hold in reserves

At this present time Keep Mobile hold the following reserves: Unrestricted funds of £3,676 which are freely available to spend; and ; £258, 567 of restricted funds of which £138,567 is designated to Terminal Liabilities and Operations fund, £90,000 to a Vehicle Purchase fund and £30,000 is for a Building Fund.

Section 3 – External Auditor's Report and Certificate 2023/24

In respect of **Winkfield Parish Council – BE0094**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2023/24

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertion 5 has been incorrectly completed, and should have been answered 'No', since there was no formal risk review carried out during the year. This is consistent with the Internal Auditor's response to Internal Control Objective C.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature: PKF Littlejohn LLP SIGNATURE REQUIRED

Date: 06/09/2024

Winkfield Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for **Winkfield Parish Council** for the year ended 31 March 2024 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. **This must include publication on the smaller authority's website.** The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of **Winkfield Parish Council** on application to:	
(a) RUTH LYES, CLERK COUNCIL OFFICES FORNBANK ROAD, ASCOT SL5 8JW	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) MONDAY – FRIDAY, 9AM – 1PM	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £NIL (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) RUTH LYES, CLERK	(d) Insert the name and position of person placing the notice
Date of announcement: (e) 16/9/2024	(e) Insert the date of placing of the notice

Appendix 20

Winkfield Row Traffic Calming Scheme

Clerks Report

The following information is provided by the Clerk as a summary of actions and decisions thus far related to this matter:

1. **April ’24 Council Meeting CM10065 it was resolved**:

Allocation of CIL funds to support traffic calming measures - nominal allocation of £25k to the South and £25K to the North. Councillors to bring forward schemes for consideration

2. **April 2024 Council Meeting agenda item and resolution “Winkfield Row Traffic Calming”**

This matter was deferred from March 24 Council meeting pending recommendation form the 3/5/10 Year Working Party. To consider £5K contribution toward the traffic calming scheme in conjunction with BFC and Lambrook School.

Councillors reviewed the matter and concluded that as per minute CM 10010 (February 20th Meeting) the proposed scheme would not be supported at the present time but would form part of wider traffic calming deliberations and considerations.

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

RESOLVED (CM10066) that the proposal would not be approved, as per previous minute in February (CM 10010) and the terms WPC standing orders section 7 regarding previous resolutions would be applied.

3. **September ’24 - Planning & Highways Committee Meeting agenda item** as follows:

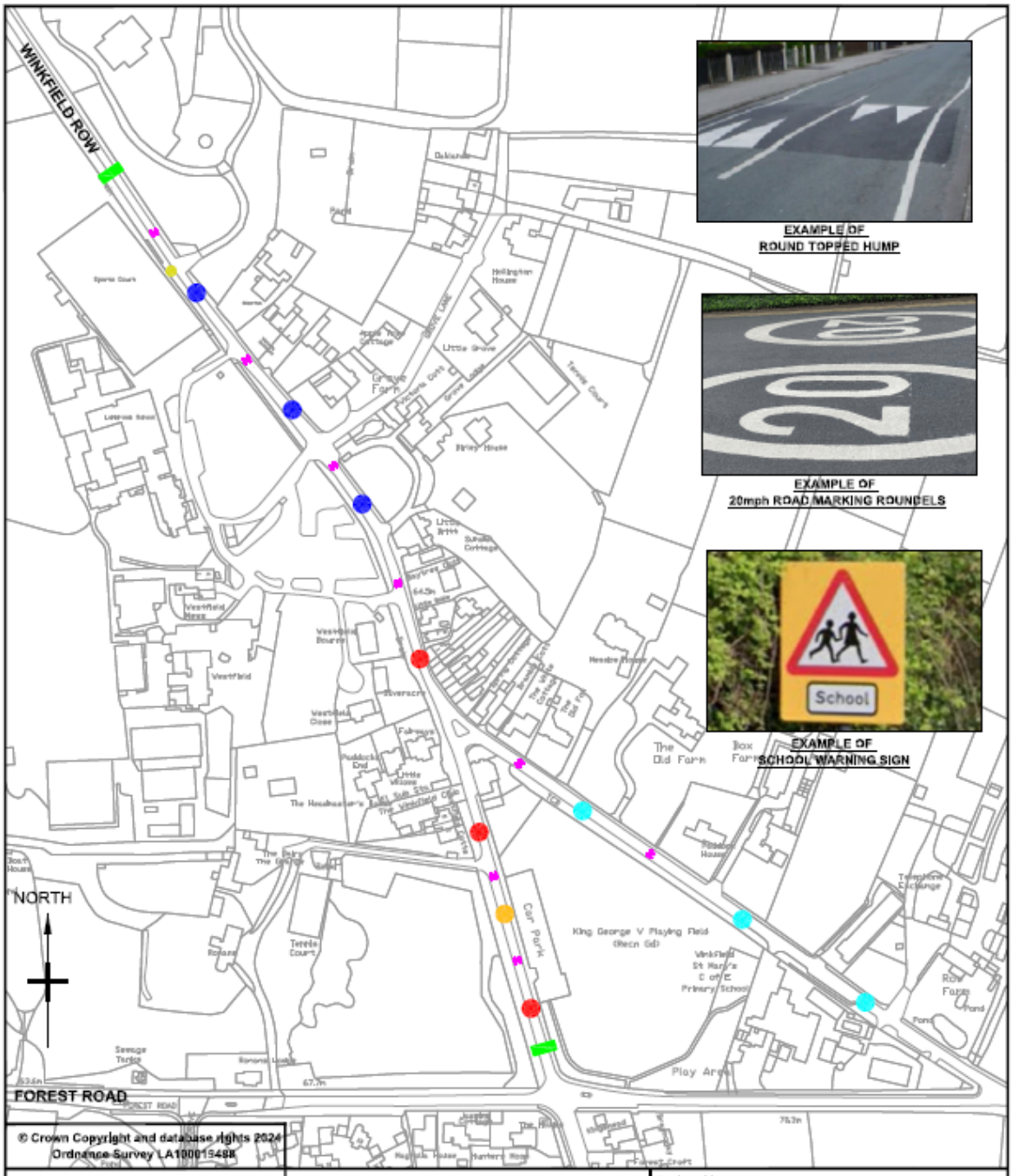
Winkfield Row Speed Management Scheme: To consider and respond to the Speed Management Scheme – details were provided and a copy of the scheme plan is contained at the foot of this report.

It was resolved as follows : Winkfield Row Speed Management Scheme: It was proposed by Cllr Wall, seconded by Cllr Barreto and with one abstention RESOLVED that WPC has the following observations:

- The northern gateway is currently situated in close proximity to the bridge. This increases the prominence and effectiveness of the measure and should therefore not be re-sited.

- WPC has concerns regarding the increase of noise and ground borne vibration, which will exacerbate the already problematic nuisance and loss of amenity to residents of Winkfield Row.

4. Subsequently the following information has been provided by BFC:
    i. Responses to the Traffic Regulation Order (TRO) consultation have been compiled with a final decision by the Executive Member for Planning, Transport & the Countryside expected on October 14th. A report with redacted responses will be published on the Council's website week commencing 7th October and prior to the decision.
    ii. If the decision is to proceed with the scheme the recommendation is to proceed with maintaining the current speed limit at the northern gateway, as relocating it would undermine efforts to encourage adherence to the speed limit near the school.
    iii. 10 responses were received from 130 consultation letters sent, with three showing support and others expressing concerns, including four about noise and vibration. The low response rate suggests a larger majority may favour the proposals.
    iv. The decision on the scheme to be made by BFC is not dependent on the offer of any CIL funding from WPC as the previous decision by WPC was not to support the scheme at that time (reference April 24 resolution CM10066. BFC have however advised that if there was a subsequent offer of funding and the project was approved then this would potentially allow for BFC capital funding to be directed elsewhere should there be budget remaining after the construction works
    v. BFC have included the WPC observations submitted as part of the formal consultation to the scheme and these comments are embedded within the decision report



EXAMPLE OF
ROUND TOPPED HUMP

EXAMPLE OF
20mph ROAD MARKING ROUNDELS

EXAMPLE OF
SCHOOL WARNING SIGN

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Ordnance Survey LA100019488

Bracknell Forest Council

PLACE
Highway Engineering Group

KEY:

- ROUND TOPPED HUMP TO REPLACE EXISTING SPEED CUSHION
- PROPOSED NEW ROUND TOPPED HUMP
- EXISTING SPEED CUSHION TO REMAIN
- EXISTING FLAT TOPPED HUMP TO REMAIN
- PROPOSED 20mph ROAD MARKING ROUNDELS
- SPEED LIMIT GATEWAY RELOCATED
- NEW SCHOOL WARNING SIGN

Project title	WINKFIELD ROW SPEED MANAGEMENT SCHEME		
Drawing title	CONSULTATION PLAN		
Prepared by	AMT	Checked by	NR
Scale	NTS	Date	JUNE 2024
Project Number	Drawing Number 5366/002	Amend Letter	Print Suffix

WINKFIELD PARISH COUNCIL
Schedule of Meetings 2025

Council meetings will be held at Carnation Hall, Chavey Down Road, Bracknell, RG42 7PA **(**CH) or Martins Heron & the Warren Community Centre, Whitton Road, Bracknell RG12 9TZ (MHWCC). All Planning & Highways meetings will be held at Carnation Hall, Chavey Down Road, Bracknell, RG42 7PA (CH). All Staffing & Strategy meetings will be held at Carnation Hall, Chavey Down Road, Bracknell, RG42 7PA (CH).

1. All meetings are held on **TUESDAYS** (unless otherwise indicated).
2. The first meeting on any evening commences at **7.30pm**. When a second meeting is held on the same evening it commences at **7.45pm** or immediately following the previous meeting.
3. Agendas and Minutes of meetings can be viewed online or obtained from the Parish Office.
4. Prior to the commencement of any meeting 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

Date	Meeting	Venue
7th January 2025	Planning & Highways	CH
14th January 2025	Staffing & Strategy	CH
21st January 2025	**COUNCIL *including final estimates***	CH
4th February 2025	Planning & Highways	CH
18 th February 2025	**COUNCIL**	**MHWCC**
4th March 2025	Planning & Highways	CH
18th March 2025	**COUNCIL**	CH
1st April 2025	Planning & Highways	CH
8th April 2025	**ANNUAL PARISH MEETING**	CH
15th or 22nd April 2025	**COUNCIL**	**MHWCC / CH**
6th May 2025	Planning & Highways	CH
20th May 2025	**COUNCIL (Annual Meeting)**	CH
3rd June 2025	Planning & Highways	CH
10th June 2025	Staffing & Strategy	CH
24th June 2025	**COUNCIL**	CH
1st July 2025	Planning & Highways	CH
15th July 2025	**COUNCIL**	CH
5th August 2025	Planning & Highways	CH
19th August 2025	**COUNCIL**	**MHWCC**
2nd September 2025	Planning & Highways	CH
September '25 No scheduled meeting	**COUNCIL**	No meeting
23rd September 2025	Staffing & Strategy	CH
7th October 2025	Planning & Highways	CH
21st or **28th October 2025**	**COUNCIL**	CH / **MHWCC**
4th November 2025	Planning & Highways	CH
18th November 2025	**COUNCIL**	CH
2nd December 2025	Planning & Highways	CH
16th December 2025	**COUNCIL**	CH

Commented [RL1]: 15th April 3 weeks in a row but would all a mtg at MHWCC
22nd is Day following easter monday

Commented [RL2]: 24th June would avoid 3 weeks in a row meetings and allow more time for S&S recommendations to be included in the agenda

DRAFT