Mrs Ruth Lyes
Clerk of the Council

12th March 2025

Dear Councillor

You are hereby summoned to a Meeting of Winkfield Parish Council to be held in **Carnation Hall, Chavey Down Road , Winkfield Row , RG42 7PA** on Tuesday 18th March 2025, 7.30pm, when it is proposed to transact the business specified in the agenda hereto.

This meeting will be conducted strictly in accordance with the 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 18th February 2025 (draft minutes attached at Appendix 1).

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

None held.

7. COMMUNICATIONS / CORRESPONDENCE

i. **Thames Hospice** - invitation had been sent to the Clerk inviting attendance at an informal gathering to meet the new Chief Executive and hear about the 3-year palliative care strategy for the local community March 24th). This had been forwarded on to the Chair and Vice Chair. Cllr Paxton had confirmed availability to attend.

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 2. **For Noting**.

12. CAPITAL PROJECT UPDATE

An updated list of 2024-25 capital projects is attached as Appendix 3. **For Noting**.

13. LEISURE REPORT

Report attached at Appendix 4. **For Noting.**

FINANCE ITEMS

14. ORDERS FOR PAYMENT

i. **To Agree** the attached list of payments covering the period 1st February to 28th February 2025 see Appendix 5.

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)

15. PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972 S137

No new items. **For noting**

16. FINANCIAL POSITION AND CURRENT INVESTMENTS

i. Balances of all bank accounts, investments and latest financial situation as of 28th February 2025 is attached at Appendix 6 – Balance Sheet. Further details of investments that are included within the balance sheet as *Current Assets* are shown at Appendix 7. Full bank reconciliations are available in the Parish Office. These are being approved by the RFO and the Lead Finance member.

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

17. 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 8. **For noting.**

To Consider the following applications received:

17.1 Grant applications:

i. Ascot District Day Centre. This item was deferred from the previous meeting pending clarification of Winkfield Parishioners benefiting from the service. This information has now been supplied and an amended application submitted. Application form attached at Appendix 9 together with financial documentation and supporting information. Grant requested of £2000 for running costs.

ii. Jealotts Hill Community Landshare CIC - Application form attached at Appendix 10 together with financial documentation and supporting information. Grant requested of £3000 for operational running costs.

18. HEALTH & SAFETY CONSULTANTS

Council Resolution October '24 CM 24/139:

RESOLVED *to approve the recommendation:*

i For the clerk to obtain further quotes for health and safety advisor services

ii To include in future budgets an allowance of up to £2300 per year for a 3-year contract

The Clerk has sought for additional sector Health & Safety Advisors by posting on the SLCC forum, contacting local clerks, and checking NALC and SLCC directories. Only one additional supplier for local councils was found, and a price has been obtained. Details of costs are as follows

1. Work Nest £1875pa for a 5-year contract with a 3-year break clause (3 month notice required with no penalties) or £2075 pa for a 3-year contract. Fees remain the same throughout the term of the contract. Work Nest are partners with NALC
2. Peninsula – from £2171 pa

WPC Financial Regulations 5.8**, 5.12** and **5.13** state:

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

5.12.i The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (v) below: <u>specialist services</u>, such as legal professionals acting in disputes.

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

The Clerk has actively sought to obtain 3 quotations but has only been able to obtain 2.

On this basis **the recommendation** is to accept the quotation provided by Work Nest of £1875pa 5-year contract with a 3-year break clause

To consider for approval the Clerks recommendation

19. ASCOT JUBILEE TENNIS COURT GATE REPAIR

A vehicle has caused third-party damage to the Ascot Jubilee tennis court gate. The police incident number has been obtained, and the matter is being processed through the insurance company. There are no costs anticipated to WPC, aside from the £250 excess. Quotes are awaited, with costs likely to exceed £8,000 due to required fencing repairs and the need for the contractor who maintains the entry system to disconnect and reconnect the electrically operated system. To expedite the repairs without further referral to the Council, the Clerk requests delegated authority to authorise the work in coordination with the insurance company who have requested two quotes to be obtained.

To consider for approval delegated authority to the Clerk to authorise the repair work in coordination with the insurance company.

20. LOCKS RIDE CABIN LEASE

Clerks Report is attached at Appendix 11

To consider the following recommendations following review of lease documentation by the tenants' legal advisors:

1. **Delegation to Clerk:**
   Approval of the final Lease document and final Rent Deposit Deed that has been drawn up by the Hampshire Legal Team solicitor to be delegated to the Clerk. The Clerk will liaise with the Lead of Finance and the Lead of the Locks Ride Working Party regarding agreement of the final documents prior to submitting approval to the solicitor.
2. **Execution of Lease and Rent Deposit Deed:**
   The lease document and rent deposit deed should be executed in accordance with the Council's Standing Orders. The lease document and the rent deposit deed will be affixed with the Council's seal, in the presence of, and witnessed by, two Councillors.

21. FIRE DOOR COMPLIANCY WORK

Following Fire Risk Assessments at Carnation Hall and Martins Heron & The Warren Community Centre (MHWCC), (reports received January 2025), some compliance issues were identified, potentially requiring door replacements. The

Clerk recommends incorporating these works into the project managed by Madlins for both Community Halls. This will allow for Carnation Hall's flooring replacement to align with fire door installation/adjustments, while MHWCC can benefit from cost efficiencies by addressing both matters together. The identified risk is moderate, and the assessor has confirmed that addressing the door issues during the summer holidays, when there is less disruption for users, will be acceptable.

To consider for approval engagement of Madlins to add this work as an extension to the already approved project management for Carnation Hall flooring. Costs of fire door work to follow approval process in line with WPC Financial Regulations.

22. ANNUAL PARISH MEETING DRAFT AGENDA

The DRAFT Agenda for the Annual Parish Meeting on 8TH April is attached for your information and comment – see Appendix 12.

To consider if any amendments required to the draft agenda

The Parish Meeting to be convened by the Chair of the Parish Council. **For Noting**

23. COUNCILLOR VACANCIES

i. **Ascot Priory** - Vacancy for filling by co-option. No applications received
ii. **Ascot Priory** – a further vacancy now exists within the Ascot Priory Ward following the resignation of Cllr Rowland. This vacancy has been formally notified to BFC and the Notice of Vacancy published. If there is no call for an election, then the co-option process will be followed.
For noting

24. 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 3rd April 2025. **For noting**.

25. DATES FOR THE DIARY

Events / Other	
Winkfield & the World Event	Sunday 23rd March '25
Annual Parish Meeting	8th April '25
Spring Footpath Walk	26th April '25
Annual Winkfield / Warfield Cycle Ride	29th June '25
Summer of Fun	14th August '25

WPC Meetings	
Council	15th April (MH) 20th May (Annual Mtg) 24th June
Planning & Highways	1st April, 6th May, 3rd June
Staffing & Strategy	10th June '25

For Noting

26. EXCLUSION OF PRESS AND PUBLIC

To Resolve that pursuant to Section 100 of the Local Government Act 1972, members of the press and public be excluded from the meeting during consideration of the following item listed as agenda item 27 – Locks Ride Recreation Ground Fencing Contract

Consideration of the agenda item in closed session is recommended because disclosure of internal discussions regarding contract matters at this stage may impact the competitive integrity of the procurement process.

27. LOCKS RIDE RECREATION GROUND FENCING CONTRACT

Minutes of the Meeting of Winkfield Parish Council
held at Martins Heron and The Warren Community Centre, Whitton Road, Martins Heron, Bracknell RG12 9TZ
on Tuesday 18th February 2025 from 7.30pm 9.04 pm

Councillors present:

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

Councillors absent: Cllr Atkinson, Campling, Lazar, Rowland

Members of public: None

Officers: Ruth Lyes, Clerk

CM 24/245 WELCOME FROM THE CHAIR

The Chair welcomed those in attendance to the meeting.

CM 24/246 PUBLIC PARTICIPATION

There were no requests to speak

CM 24/247 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Campling, Cllr Atkinson, Cllr Lazar

CM 24/248 DECLARATION OF INTEREST

None

CM 24/249 MINUTES OF THE PREVIOUS MEETING

Draft minutes of the meeting held 21st January 2025 were attached at Appendix 1

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

RESOLVED that the minutes of the meeting held on 21st January 2025 be confirmed and signed.

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CM 24/250 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

None.

CM 24/251 COMMUNICATIONS / CORRESPONDENCE

i. **South Hill Park Communication**
The Council received communication from South Hill Park regarding the successful installation of the new carpet in the mansion house. Appreciation was expressed for the grant contribution made by Winkfield Parish Council towards this project. **Noted**

ii. **Berkshire Local Nature Recovery Strategy Public Consultation**
Details of the Berkshire Local Nature Recovery Strategy Public Consultation had been circulated to the Climate Change Working Party and all Councillors with the agenda. The consultation closes on Monday, 24th March. There was no Council response to the consultation proposed.

CM 24/252 QUESTIONS

No written questions were received.

CM 24/253 REPORTS OF COUNCILLORS / OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

i. Report from the Chair of Council– verbal report was made:

- A response to the Royal Berkshire Fire Authority precept increase consultation had been made by Cllr Dudley on an individual basis. Cllr Frewer encouraged others to also do this
- Pavilion was now open and football teams had begun to use the facility
- Councillors were encouraged to attend the WPC Winkfield & the World Event Sunday 23rd March

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

a. Cllr Paxton reported:

- Attendance at Local Countryside Access Forum. Positive action was being taken with local footpaths. It was however noted that there were issues surrounding land ownership that made linking of footpaths on Braziers Lane significantly problematic.
- Attendance at a climate related workshop at Brownlow Hall organised by Bracknell Forest Council and National Endowment for Science , Tech & Arts (NESTA)

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b. Cllr Wall reported
- Attendance at a meeting of the Bracknell Forest Town & Parish Council Climate Liaison Group. Potential areas for collaboration had been explored. All the local councils had been represented.

c. Cllr Barber reported:
- Attendance at a climate related workshop at Brownlow Hall organised by Bracknell Forest Council and NESTA and Imperial College. The focus of the meeting had been on bus use, car/ bicycle / scooter share schemes

d. Cllr Adams:
- Had met with Peter Swallow MP in an individual capacity associated with his work related to children's social care

CM 24/254 REPORTS FROM BFC WARD AND PARISH COUNCILLORS

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

ii. The following verbal reports were received from Parish Councillors on matters within their wards:

a. Cllr Paxton reported:
- On a property matter on Fernbank Road

b. Cllr Hayes reported:
- She would be attending a meeting with the Ascot Heath School Headteacher and BFC Highways Officers related to traffic issues

c. Cllr Gaw reported:
- Work on the Winkfield Row traffic calming measures was scheduled to commence 8th April and would take a few days to complete.
- Fire safety issues at Cranbourne Park had required further review and that now urgent action was to be taken to address the matters that remained outstanding.
- Some outstanding remedial action was still required by the developers of Larkfield Close in Winkfield Row to address drainage matters which had created water issues on the highway. This was in hand.
- A petition of some 600 signatures had been submitted by residents to BFC in relation to highways safety on Hatchet Lane
- Opportunity had been taken to start clearance of litter on Braziers Lane when the road was recently closed to address a flooding issue. A further closure is scheduled for 10th March to clear remaining litter / fly tipped waste
- Should any formal proposals come forward related to WPC taking over any Highways Authority responsibilities these would need to be considered as they arise. Nothing formally proposed at the present time.

CM 24/255 CLERK'S REPORT

The Clerk's report was attached at Appendix 2. **Noted.**

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CM 24/256 CAPITAL PROJECT UPDATE

A list of 2024-25 capital projects was attached at Appendix 3. **Noted**

CM 24/257 LEISURE REPORT

The Leisure Report was attached at Appendix 4

CM 24/258 GANG MOWING CONTRACT

The Council reviewed the Clerk's report (agenda Appendix 5) regarding the gang mowing contract for 2025/26. Quotes received from 5 contractors had been received. The top evaluated three submissions were further reviewed based on weekly cuts for the sports fields and bi-weekly cuts for those currently used as solely recreation grounds to achieve closer alignment with available budget. The differential between contractor C and D was marginal. Recommendation from Clerk was Contractor C due to pricing:

Contractor	Evaluation Total %	Price based on 26-week season Weekly / Bi-weekly combination
A	81	£22100
B	69.5	N/A
C	88	£16315
D	89	£20020
E	70	N/A

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

RESOLVED to appoint contractor **"**C "(Countrywide Grounds Maintenance Ltd)

CM 24/259 ORDERS FOR PAYMENT

A list of all payments covering the period 1st January to 31st January 2025 was attached as Appendix 6 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 Barber, seconded by Cllr Hayes and was unanimously

RESOLVED to accept the payments covering 1st January to 31st January 2025

CM 24/260 PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972 S137

No new items. **Noted**

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CM 24/261 FINANCIAL POSITION AND CURRENT INVESTMENTS

i. Balances of all bank accounts and investments as at 31st January 2025 were attached as agenda Appendix 7 – Balance Sheet. Further details of investments that are included within the balance sheet as *Current Assets* were shown as agenda Appendix 8. Full bank reconciliation are available in the Parish Office. These are being approved by the RFO and the Lead Finance member. **Noted**

CM 24/262 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 as agenda Appendix 9.

i. Consideration was given to the following application received:

a. Ascot District Day Centre - Application form, financial information and covering letter were attached as agenda Appendix 10. Application for £2,000 towards running costs. The Clerk had sought clarification on the number of Winkfield Parishioners who benefit from the service.

Discussion followed.

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

RESOLVED that a decision would be deferred until further clarification had been sought and obtained by the Clerk on the number of Winkfield parishioners that benefit from the service

ii. Any urgent grant applications received.

None received. **Noted.**

CM 24/263 TRANSFERS FROM EARMARKED RESERVES & CIL EXPENDITURE

The following matters were considered:

i. **Transfer from Grounds Equipment Earmarked Reserve** - £1,395 for the purchase of a ballast roller from Lister Wilder compatible with the ATV Kubota vehicle to maintain sports fields.
ii. **CIL Expenditure** - £716.37 from CIL for the purchase and installation of a broadband router for the new Locks Ride Sports Pavilion

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

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RESOLVED to approve items (i) and (ii) listed above.

CM 24/264 LOCKS PAVILION FINAL ACCOUNT

The draft Final Account, totalling £1,096,919.35, was reviewed (attached as agenda Appendix 11). This includes an overspend of £68,521.35, with £39,090 of this attributable to the demolition of the old pavilion. The Final Account includes £8,298.05 signage which whilst not specified in contract documents had been included in the Contract Sum Analysis in the final account total.

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

RESOLVED to approve the Final Account of £1,096,919.35 and that the Clerk be authorised to sign acceptance on behalf of the Council

CM 24/265 LOCKS RIDE PAVILION COLLATERAL WARRANTIES EXECUTION

The Council were asked to consider for approval the execution as deeds under seal, the following collateral warranties:

i. Consultancy warranties x 2: Christopher James Architecture and M Soper MIStructE Ltd
ii. Sub-Contrractor warranties x 3: Clad BuildUK Ltd, M&B Electrical Services (Reading) Ltd and Vaughan Plumbing Ltd

A final review of the warranties is being conducted by Freeths, the legal advisors.

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

RESOLVED to approve the execution of warranties as deeds under seal, subject to confirmation from legal advisors that the documents are properly drafted. Application of the seal to be by the Clerk and witnessed by two councillors

CM 24/266 EXCLUSION OF PRESS AND PUBLIC

Consideration was given to agenda item 23 – Property & Infrastructure Working Party Report and Recommendations – to be in closed session. Reason being that disclosure of internal discussions regarding contract matters related to the Carnation Hall Flooring Project and also Building Surveys at this stage may impact the competitive integrity of the procurement and selection process.

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

Resolved that pursuant to Section 100 of the Local Government Act 1972, members of the press and public be excluded from the meeting during consideration of the item listed as agenda item 23 – Property & Infrastructure Working Party Report & Recommendations

CM 24/267 PROPERTY & INFRASTRUCTURE WORKING PARTY REPORT & RECOMMENDATIONS

The Council reviewed the Property & Infrastructure Working Party Report and recommendations related to the Carnation Hall flooring and Building Surveys at Parish Council sites.

i. Carnation Hall Flooring

The following Working Party recommendations were considered:

i Flooring to be replaced in the main hall, all toilet areas and the main reception area
ii Madlins to be engaged as project managers for the work to be carried out in August 2025
iii Funding to be from CIL for professional fees and for costs of the flooring replacement. Further report would be made to Council once quotes had been received and evaluated.

The working party had considered compliance with Council Financial Regulations regarding the engagement of Madlins. They agreed that the proposed 10% fee was in line with market rates for similar project management services. Given the recent successful working relationship with Madlins and the project's time constraints, the working party recommended directly engaging Madlins without seeking alternative project management quotes.

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

Resolved that the following matters be approved:

- Flooring at Carnation Hall to be replaced in the main hall, all toilet areas and the main reception area
- Madlins to be engaged as project managers for the work to be carried out in August 2025
- Funding to be from CIL for professional fees and for costs of the flooring replacement. Further report would be made to Council once quotes had been received and evaluated

ii. Building Surveys

Quotes for Building Condition and M&E surveys plus insurance re-instatement valuations had been obtained and reviewed related to Carnation Hall, Martins Heron & The Warren Hall, Ascot Jubilee Pavilion and the Office. These had been evaluated against various criteria.

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Contractor	Overall % score with all factors
A	36 %
B	79%
C	77%
D	77%

The following Working Party recommendations were considered:

i Preferred contractor at this stage is Bird Charles
ii Further quote to be obtained for a Mechanical & Electrical (M&E) Survey
iii Funding Condition Surveys – CIL is an option if a survey can be demonstrated to directly link to project work related to maintenance or improvement of the building. However, initially this link cannot be demonstrated so the recommendation is for survey fees to be paid from Earmarked Reserves allocated to each individual building.
iv Funding – Insurance reinstatement Valuations – 2025/26 Annual budget available of £2500

The Clerk has subsequently contacted two further companies for M&E Survey quotes including a company that regularly works with Bird Charles. Contractor C had also confirmed that they can carry out the M&E as a standalone.

Discussion followed. The additional inclusion of a Building Condition Survey on the grounds buildings at Locks Ride was also considered as an additional requirement.

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

Resolved that the following matters be approved:

i Bird Charles (Contractor B) be appointed to carry out Building & Condition Surveys plus insurance re-instatement valuations for sum of £9300 plus additional sum for surveys on the ground's buildings at Locks Ride
ii Hughes Group be appointed to carry out M&E Surveys for sum of £2800
iii Condition & M&E Surveys to be paid from Earmarked Reserves allocated to each individual building/site. If later, there was a demonstrable link between the survey and improvements work to a building then funding from CIL would be considered
iv Insurance reinstatement Valuations – 2025/26 Annual budget available of £2500

Meeting returned to open session

CM 24/268 CONSULTANCY SUPPORT FOR THE DRAFTING OF A PARISH STRATEGIC PLAN

Report from the Clerk (attached as agenda Appendix 13) was reviewed.

Compliance with Council Financial Regulations was considered and discussed. A detailed quote had been obtained from the Local Council Consultancy with a cost of £7105 + Vat (excluding expenses). An indicative cost had also been obtained from another consultancy operating in the sector of £8K. On the basis that there are a limited number of sector specialists, and Winkfield Parish Council have recently worked positively with LCC on two projects, it was agreed that the need for an additional quote be waived.

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

Resolved that the LCC be engaged based on the proposal submitted at a cost of £7105 + Vat (excluding expenses). To be paid from Legal & Professional Earmarked Reserve.

CM 24/269 LOCKS RIDE PAVILION OFFICIAL OPENING

The Council discussed the format and budget for the official opening of the Locks Ride Pavilion.

Discussion followed.

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

Resolved that:

i. A local sports person would be invited to carry out the official opening and other local sports groups would be invited to attend.
ii. Budget of up to £1,000 was agreed for the event, which would be held around June.
iii. Locks Ride Working party would work on the detail of the event.

CM 24/270 COUNCILLOR VACANCIES

The vacancy for Ascot Priory has not yet received any applications for co-option and will be readvertised.

Other vacancies. None

Noted

CM 24/271 REVIEW OF NEWSLETTER DISTRIBUTION STRATEGY

Due to unresolved issues regarding paper copy distribution, the upcoming newsletter will be distributed online, with hard copies available at strategic locations. The Clerk asked that Councillors consider tasking the Community

Engagement Working Party with reviewing the current distribution model that has been in place for some time.

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

Resolved that the Community Engagement Working Party meet to review and make recommendations on the newsletter distribution model.

CM 24/272 ITEMS FOR NEXT AGENDA

Written notice of items for consideration for inclusion on the agenda of the next Council meeting to be submitted by councillors to the Clerk by 6th March 2025**.**
Noted

CM 24/273 DATES FOR THE DIARY

Events / Other	
Climate Change Concert	Sunday 23rd March '25
Annual Parish Meeting	8th April '25
Spring Footpath Walk	TBC
Winkfield & Warfield Cycle Ride	29th June
Summer of Fun	14th August '25

WPC Meetings	
Council	18th March15th April (MH) 20th May (Annual Mtg)
Planning & Highways	4th March '25, 1st April ,6th May
Staffing & Strategy	10th June '25

Noted.

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Orders for Payment

Winkfield Parish Council
HSBC
Payments made between 01/01/25 and 31/01/25

Date Paid	Payee Name	Amount Paid	Transaction Detail
02/01/2025	SMARTEST ENERGY	£ 178.00	MH Electric
02/01/2025	BRACKNELL FBC	£ 369.00	WPC Business Rates
02/01/2025	BRACKNELL FBC	£ 162.00	CH Business Rates
07/01/2025	SAGE	£ 50.40	Sage Payroll
08/01/2025	SOH001	£ 50.00	ID Refund
08/01/2025	SCR0001	£ 50.00	ID Refund
08/01/2025	VAL001	£ 150.00	ID Refund
08/01/2025	SAG002	£ 50.00	ID Refund
08/01/2025	COX002	£ 50.00	ID Refund
08/01/2025	BAN003	£ 50.00	ID Refund
08/01/2025	RIC006	£ 50.00	ID Refund
08/01/2025	SPB	£ 100.00	ID Refund
08/01/2025	INW001	£ 100.00	ID Refund
10/01/2025	ACE TRAINERS	£ 498.00	Training, SC & CK
10/01/2025	BACK2 INTERNATIONAL LTD	£ 526.80	LD Chair
10/01/2025	BOWAK LTD	£ 136.01	Mop head
10/01/2025	Excel Pumps & Motors Ltd	£ 300.00	AJ Sewage pump maintenance
10/01/2025	FLOORING RESTORATION	£ 540.00	CH Flooring restoration 50%
10/01/2025	Longacres Nursery	£ 47.92	Wreathmaking supplies
10/01/2025	Movolytics Ltd (ABAX)	£ 33.58	Vehicle trackers
10/01/2025	NET WORLD SPORTS	£ 539.87	Football nets
10/01/2025	Phil Crosby (PC Cleaning Services)	£ 95.00	Windowcleaning
10/01/2025	REDLYNCH LEISURE	£ 135.12	Allsmoor play equipment repair
10/01/2025	Society of Local Council Clerk	£ 2,577.00	RL GDPR Training
10/01/2025	SMS Environmental	£ 38.94	CH & MH Legionella
10/01/2025	Sutcliffe Play	£ 316.80	Play equipment maintenance
10/01/2025	TOWN AND COUNTRY PLANNING	£ 114.00	TCPA Membership & journal
10/01/2025	Warfield Parish Council	£ 325.00	Artsweek 2025 Website
13/01/2025	SMARTEST ENERGY	£ 323.00	WPC Electric
13/01/2025	SMARTEST ENERGY	£ 192.00	LR Electric
13/01/2025	SMARTEST ENERGY	£ 89.00	AJ Electric
14/01/2025	HSBC Bank	£ 710.56	Visa Purchases, various
14/01/2025	Fuelgenie Business Account	£ 120.15	Fuel Cards
15/01/2025	SMARTEST ENERGY	£ 297.00	CH Electric
17/01/2025	Vodafone	£ 46.83	Vodafone Bill
17/01/2025	CASTLE WATER	£ 159.45	WR Allots, Water
17/01/2025	CASTLE WATER	£ 284.73	LR Water
20/01/2025	UK Fire Training	£ 960.00	CH & MH Fire RA's
20/01/2025	ALD AUTOMOTIVE LTD	£ 535.48	RF73 HWS Lease
20/01/2025	Mainstream Digital	£ 413.58	Broadband and telecoms, all sites
20/01/2025	Worldpay	£ 11.94	Worldpay chg
20/01/2025	CASTLE WATER	£ 43.92	CR Allots, Water
20/01/2025	SMARTEST ENERGY	£ 283.15	AJ Gas
20/01/2025	SMARTEST ENERGY	£ 957.76	CH Gas
20/01/2025	SMARTEST ENERGY	£ 130.81	WPC Gas
20/01/2025	SMARTEST ENERGY	£ 461.08	MH Gas
20/01/2025	HSBC	£ 5.00	HSBC CHG

21/01/2025	HMRC	£	5,905.55	HMRC PAYE M9
21/01/2025	BERKSHIRE PENSIONS	£	7,370.47	BERKSHIRE PENSIONS, M9
21/01/2025	Servio Ltd	£	928.13	MH plumbing
21/01/2025	CASTLE WATER	£	24.33	WPC Water
21/01/2025	S/LINE	£	2.67	S/LINE Carge
21/01/2025	CASTLE WATER	£	35.71	AJ Water
22/01/2025	CATERING CENTRE	£	461.28	Table trolley
22/01/2025	DLS CONTRACT CLEANING LTD	£	1,458.60	Contract cleaning
22/01/2025	HOWARD ELECTRICAL	£	534.34	MH Lighting replacements
22/01/2025	Initial Washroom Hygiene	£	338.61	AJ, CH, MH Hygiene visits
22/01/2025	Movolytics Ltd (ABAX)	£	33.58	Vehicle trackers
22/01/2025	Pozitive Energy	£	653.99	LR Pavilion Electric
22/01/2025	Safescope Ltd	£	1,395.60	LR Pavilion professional fees
22/01/2025	Suez Recycling & Recovery UK	£	577.27	Waste disposal
22/01/2025	Telanova Limited	£	1,015.20	Microsoft licenses
24/01/2025	Redwood Bank	£	50,000.00	CM 24/238 INVESTMENT TFR
24/01/2025	BUR007	£	50.00	ID Refund
24/01/2025	KYL001	£	50.00	ID Refund
24/01/2025	MUG003	£	50.00	ID Refund
24/01/2025	WAGES, M10	£	16,835.70	WAGES, M10
27/01/2025	Redwood Bank	£	75,000.00	CM 24/238 INVESTMENT TFR
27/01/2025	Ford Lease	£	356.71	RV70 NTX Lease
28/01/2025	Redwood Bank	£	75,000.00	CM 24/238 INVESTMENT TFR
29/01/2025	BNP PARABAS	£	618.54	KUBOTA LEASE
29/01/2025	BNP PARABAS	£	434.95	SCAG LEASE
30/01/2025	GIL007	£	50.00	ID Refund
30/01/2025	UND002	£	50.00	ID Refund
30/01/2025	STRIPE	£	10.52	STRIPE
31/01/2025	PRI002	£	50.00	ID Refund
	TOTAL	**£**	**252,950.63**	

Chair

Clerk's Report - March 2025

Appendix 2

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. Accounts for segregation of Charity funds are now opened. Clerk to now start to progress the memorandum of agreements via solicitors. Details have been sent to solicitors - repsonse awaited	In progress
Locks Ride Pavilion	CM 9851	15.08.23	Clerk / Madlins/ WP	See previous Clerks reports for previous comments. Water connection work now completed . Broadband connection scheduled 24th Nov '24. Practical completetion (PC) pending sign off from BFC Building Control . Final Account is with the contractors for review and agreement. Final certificate required for Building Control sign off has now been issued related to Air Source Heat Pump. Building Control certification has now been recieved 3rd February. Handover of the pavilion took place Friday 7th February. Now proceeding to get it ready for use. Footballers now using and investigations being made into acoustic panelling for the community space. Installation of broadband router is progressing	In progress -
Ongoing/new project updates and issues:					
Risk Assessments				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
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 . 6 month category work now completed. Quotes for 12 month work are now being sought.	In progress
Winkfield 130				Some new sign ups . Office staff promoting this to visitors to the office and also further promotion via social media. Cllrs encouraged to continue to promote this initiative to a wide an demographic as possible. 43 residents have now signed up to the forum.	Ongoing
The Snack Cabin - Locks Ride				Process of drafting of lease continues via solicitors. Quotes for fencing being sought.	Ongoing
Building Condition Surveys , Mechanical & Electrical Condition Surveys & Insurance valuations				Surveyors have been instructed following approval of council and dates incourse of arrangement.	Ongoing
Carnation Hall Flooring				Madlins have been instructed to manage this project following approval of Council. BFC have been notified of the works and they have confirmed these can proceed.	Ongoing

Gang Mowing Contract	Countractor has been instructed following approval of Council	For noting
Strategic Plan	Consultants have been instructed following approval of Council. Initial virtual meeting has been held with the Clerk	For noting
Devolution - Update information	There has been limited information in the local and regional BBC news. A general comment has been made that West Berkshire Council is engaging in talks with other Berkshire Councils including Bracknell Forest Council. At this stage there is little to report, in particular on how Town and Parish Councils may be impacted. A request has been made for inclusion of an agenda item on the upcoming March 26th Parish & Town Council Liaisin meeting for further information.	For noting and Ongoing update

Capital Projects 2024/25 - March 2025 update

Appendix 3

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	£ 705.38	CM 9991	
4	✓		LR Pavilion upgrade & demolition of old pavilion	£ 1,067,488.00	£ 1,061,405.77	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	£ 82,617.75	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	£ 291.99	CM 9991 - e.g EV points, tree for CH	
7	✓		Repurposing of LR Cabin	£ 2,500.00	£ 2,064.68	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	**£ 1,164,258.64**		

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	**£ 1,166,537.97**		

Leisure Report March '25 - Grounds & Facilities Team

General

- Annual Play Inspection took place early February – only a couple of amber (moderate risk) items to deal with at LR and AJ – all of which revolve around the zip wires and wooden items. There are no high-risk items. Rest or low / very low risk across the sites.
- Emails have gone out to tree surgeons for quotes on the "12 month" tree works.
- Newsletter holders put up at various locations throughout the Parish.

Allotments

- Skips being delivered on 7th March – being removed on the 10th of March.

Allsmoor

- Outdoor gym pullup bar has arrived, will be put in by grounds team asap. Parts have arrived now awaiting date from the contractor to carry out the repairs/repaint. Have asked for a date in March.

Ascot Jubilee



Handkerchief tree planted – will give some shade when big enough and may help with the water issues by the main gate

Asher





Two trees planted, a damson tree in the orchard and an acer by the car park entrance –. Apple trees in the orchard are starting to bud.

Carnation Hall

- Basketball courts have now been re-lined.
- New Golden Alder in situ for final planting to be completed at the Winkfield & The World Event



Daffodils at Carnation Hall coming into flower

Locks Ride Recreation Ground



Planting around the new detention pond (small section shown to the left)

Martins Heron & the Warren Community Centre

- Two mirrors to be replaced w/c 10th March.

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Winkfield Parish Council
HSBC
List of Payments made between 01/02/2025 and 28/02/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
03/02/2025	WAR010	£ 50.00	ID REFUND
03/02/2025	BEL002	£ 100.00	ID REFUND
03/02/2025	SMARTEST ENERGY	£ 178.00	MH ELECTRIC
04/02/2025	MOR008	£ 50.00	ID REFUND
04/02/2025	MCG002	£ 50.00	ID REFUND
04/02/2025	MAS006	£ 100.00	ID REFUND
04/02/2025	WAL015	£ 50.00	ID REFUND
04/02/2025	ETC001	£ 100.00	ID REFUND
04/02/2025	WWL	£ 100.00	ID REFUND
04/02/2025	AFC WINKFIELD	£ 279.17	FOOTBALL REFUND
06/02/2025	Sage UK Ltd	£ 50.40	Sage Payroll
11/02/2025	Benville and Marsh Ltd	£ 252.00	CH Callout, power failure
11/02/2025	Phil Crosby (PC Cleaning Servi	£ 110.00	Windowcleaning, CH, MH, WPC
11/02/2025	Servio Ltd	£ 172.80	MH Heating callout
11/02/2025	THE WINDSOR FOREST	£ 1,200.00	Brushcutter training, CK, FW
11/02/2025	BEV002	£ 50.00	ID REFUND
11/02/2025	HAZ002	£ 50.00	ID REFUND
11/02/2025	FIS002	£ 100.00	ID REFUND
13/02/2025	Fuelgenie Business Account	£ 159.33	Fuel Cards
14/02/2025	Felicity Wise	£ 5.00	Tesco adhesive, LR Pavilion
14/02/2025	SMARTEST ENERGY	£ 323.00	WPC ELECTRIC
14/02/2025	SMARTEST ENERGY	£ 72.00	LR SITE ELECTRIC
14/02/2025	SMARTEST ENERGY	£ 89.00	AJ ELECTRIC
14/02/2025	HSBC Bank	£ 2,007.19	HSBC Visa Purchases
17/02/2025	BON001	£ 50.00	ID REFUND
17/02/2025	SMARTEST ENERGY	£ 341.00	CH ELECTRIC
17/02/2025	SMARTEST ENERGY	£ 347.56	AJ GAS
17/02/2025	SMARTEST ENERGY	£ 1,150.46	CH GAS
17/02/2025	SMARTEST ENERGY	£ 130.45	WPC GAS
17/02/2025	CASTLE WATER	£ 153.71	LR SITE, WATER
18/02/2025	HMRC	£ 5,749.72	HMRC, PAYE M10
18/02/2025	BERKSHIRE PENSIONS	£ 7,223.03	PENSIONS, M10
18/02/2025	HYS001	£ 50.00	ID REFUND
18/02/2025	SIM001	£ 50.00	ID REFUND
18/02/2025	DUR004	£ 119.90	ID REFUND
18/02/2025	DAG001	£ 50.00	ID REFUND
18/02/2025	CASTLE WATER	£ 43.92	CR ALLOTS, WATER
18/02/2025	CASTLE WATER	£ 42.27	MH WATER
18/02/2025	ALD AUTOMOTIVE LTD	£ 535.48	RF73 HWS Lease
19/02/2025	Bracknell Forest Borough Council	£ 3,500.00	Lily Hill 2024/25 Contribution
19/02/2025	CIA FIRE & SECURITY LIMITED	£ 192.00	AJ Tennis gate callout
19/02/2025	Lawsons (Whetstone) Ltd	£ 93.96	CH Planter
19/02/2025	Servio Ltd	£ 345.60	CH Heating callout
19/02/2025	The Timber Group	£ 34.28	CH Planter
19/02/2025	CASTLE WATER	£ 30.35	AJ WATER
19/02/2025	S/LINE	£ 11.15	S/LINE CHG
19/02/2025	Vodafone	£ 46.83	Vodafone Bill
20/02/2025	CASTLE WATER	£ 21.89	WPC WATER
20/02/2025	HSBC	£ 5.00	HSBC CHG
20/02/2025	Mainstream Digital	£ 413.58	Broadband & telecoms
21/02/2025	Worldpay	£ 11.94	Worldpay chg
24/02/2025	British Telecom plc	£ 18.00	BT Telephone line, WPC
25/02/2025	WAGES, M11	£ 16,789.15	WAGES, M11
26/02/2025	Ford Lease	£ 356.71	RV70 NTX Lease
27/02/2025	GAR003	£ 50.00	ID REFUND
27/02/2025	MAN008	£ 100.00	ID REFUND
27/02/2025	STE007	£ 71.40	HIRE REFUND
27/02/2025	STE007	£ 100.00	ID REFUND
27/02/2025	WEB007	£ 50.00	ID REFUND
27/02/2025	Boswell Tree Surgeons	£ 8,208.00	Treeworks
27/02/2025	DLS CONTRACT CLEANING LTD	£ 1,458.60	Contract cleaning
27/02/2025	MORRIS & BLUNT LTD	£ 33,782.96	LR Pavilion, Payment 12
27/02/2025	Oaktree Nursery	£ 23.99	LR Cricket mtc
27/02/2025	Pozitive Energy	£ 698.24	LR Pavilion Electric
27/02/2025	Risk Management Security Servi	£ 330.00	LR Alarm callout
27/02/2025	ROBERT PRICE AND SONS	£ 543.30	50% Mirror replacement, MH.1
27/02/2025	Servio Ltd	£ 765.11	MH Heating repair
27/02/2025	SMS Environmental	£ 90.36	AJ, MH, CH Legionella
27/02/2025	Specialised Property Solutions	£ 782.70	MH Aircon servicing
27/02/2025	Suez Recycling & Recovery UK L	£ 680.62	Waste disposal, LR, CH, MH
28/02/2025	BNP PARABAS	£ 434.95	SCAG LEASE
28/02/2025	BNP PARABAS	£ 618.54	KUBOTA LEASE
	TOTAL	**£ 92,394.60**	

04/03/2025

13:18

Winkfield Parish Council

Balance Sheet as at 28 February 2025

31st March 2024				31st March 2025	
		Current Assets			
7,992		Debtors	2,625		
125		Other Debtors	0		
44,983		Vat Due	8,353		
5,240		Prepayments	547		
668,024		HSBC	641,757		
219,330		Lloyds TSB	220,200		
367,153		NatWest	254,583		
250,000		Nationwide	250,000		
151,618		Santander	150,000		
155,901		United Trust Bank Ltd	150,000		
151,949		Reliance	51,802		
150,000		Hampshire Trust Bank HTB	0		
150,000		Redwood Bank	255,355		
0		HSBC KGV CHARITY	597		
0		HSBC HPE CHARITY	1,714		
2,322,315				**1,987,536**	
	2,322,315	**Total Assets**			**1,987,536**
		Current Liabilities			
105,949		Creditors	7,960		
0		Income Chairman's Charity	212		
1,198		Accruals	0		
1,317		Other Creditors	0		
5,331		PAYE/NI Due	5,876		
6,224		Pension Due	7,201		
398		Receipts in Advance	472		
770		Holding Deposits	720		
1,050		Indemnity Deposits	1,050		
122,236				**23,490**	
	2,200,079	**Total Assets Less Current Liabilities**			**1,964,045**
		Represented By			
	428,346	General Fund			686,674
	1,771,733	Earmarked Reserves			1,277,371
	2,200,079				**1,964,045**

Winkfield Parish Council

Balance Sheet as at 28 February 2025

31st March 2024	31st March 2025

The above statement represents fairly the financial position of the authority as at 28 February 2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date :_____

Appendix 7

Account Name	Amount invested	Current interest rate
Nationwide 95 day notice	£ 250,000.00	3.95%
Natwest 35 day notice	£ 254,583.00	2.96%
Santander 12 month Time Deposit	£ 150,000.00	5.00%
United Trust Bank 1 year bond	£ 150,000.00	5.00%
Reliance 90 day notice	£ 51,802.00	2.10%
Redwood Bank 95 day notice	£ 255,355.00	3.60%
TOTAL INVESTED	**£ 1,111,740.00**	

Appendix 8

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
10/24	Keep Mobile	£	2,500.00
10/24	Charters Bowls	£	995.00
11/24	Berkshire MS Therapy Centre	£	500.00
11/24	South Hill Park Trust	£	2,000.00
11/24	Stepping Stones Recovery College	£	750.00
11/24	2nd Ascot Brownies	£	1,000.00
11/24	FC Bracknell	£	2,000.00
11/24	South & South East Berks Gang Show	£	750.00
	Total Spend to date	**£**	**19,665.00**
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**

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 : Ascot District Day Centre

Address: Bagshot Rd Sunninghill SL5 9PD

Telephone: 01344 624923 Email: office@ascotdaycentre.org.

Registered Charity Number: 269345

Contact: Robert Ellison

What is the aim of your organisation? We provide the opportunity for the local elder
to leave their homes. The have food (2 course lunch) company & activities

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

If YES, when and how much for?

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

If yes, list organizations: Sunninghill Trust, Fire Brigade Trust, S'hill P.C, S'Dale P/C.

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: Members pay £7.00 per day for food & activities.

Sum requested: £2,000.

For what purpose is the grant required? Towards daily running costs

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 : 28/2/25

Position in Organisation: Chairman of the Trustees.

ASCOT DISTRICT DAY CENTRE

Charity Reg No: 269845
Tel: 01344 624923

The Chandler Centre
Bagshot Road
SUNNINGHILL
Berkshire
SL5 9PD

Winkfield Parish Council
Fernbank Rd.
Ascot
SL5 8JW

5th February 2025

Dear Parish Councillors,

Having spoken to your clerk this morning I am submitting a request for funding via your grant process.

I am Robert Ellison and I am the Chairman of the Trustees of the Ascot District Day Centre based in Sunninghill.

Our main purpose is to provide company for our members who are made up from the elderly in our community. We bus members in daily where they receive teas, coffees and a 2 course home cooked lunch. This is followed by activities we have seated keep fit, Zumba. Puzzles, games cards and more. Some just like to sit and watch the day go by.
What we actually achieve is that we get people out of their homes and isolation, mixing with others and having fun. Our building is sometimes full of laughter.
We get no government or borough funding and are completely reliant on donations or our own fundraising activities.
Hence my request for funding. I know that we have several members from your parish who enjoy our services and have done for many years.

Yours sincerely

Robert Ellison
Trustee

ASCOT DISTRICT DAY CENTRE TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Income from:			
Donations and legacies	**2**	28,985	26,033
Charitable activities	**4**	25,362	16,237
Investments	**3**	1,442	395
Total income		55,789	42,665
Charitable activities			
Running of Day Centre	**5**	126,699	87,051
Net expenditure and movement in funds		(70,910)	(44,386)
Reconciliation of funds:			
Fund balances at 1 January 2023		278,735	323,121
Fund balances at 31 December 2023		207,825	278,735

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

ASCOT DISTRICT DAY CENTRE TRUST

BALANCE SHEET

AS AT 31 DECEMBER 2023

	Notes	2023		2022	
		£	£	£	£
Fixed assets					
Tangible assets	10		11,704		18,373
Current assets					
Debtors	11	42,563		39,160	
Cash at bank and in hand		157,374		221,956	
		199,937		261,116	
Creditors: amounts falling due within one year	12	3,816		754	
Net current assets			196,121		260,362
Total assets less current liabilities			207,825		278,735
The funds of the charity					
Unrestricted funds			207,825		278,735
			207,825		278,735

The financial statements were approved by the trustees on 09/05/2024

[redacted]

Mr S Heathcote
Trustee

Winkfield Parish Council
Serving Winkfield Since 1894

WINKFIELD PARISH COUNCIL

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

Mrs Ruth Lyes
Clerk

APPLICATION FOR FINANCIAL ASSISTANCE

Organisation : JEALOTT'S HILL COMMUNITY LANDSHARE CIC

Address: WELLERS LANE - JUNCT. PENFURZEN LANE

. WARFIELD, BRACKNELL RG42 6BQ

Telephone: [redacted] Email: [redacted]

Registered Charity Number: COMPANIES HOUSE CIC REG NO: 15157261

Contact: MARY HARRIS

What is the aim of your organisation? Our mission is to provide access to a shared community garden and exciting outdoor creative for those who do not have easy access to the outdoors due to loneliness, isolation, special needs, mental or physical ill health or a history of addiction. We provide and promote social inclusion, improved health and opportunity through horticulture, environmental and allied activities in a volunteer supported environment.

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

If YES, when and how much for? 2024 - £3,000

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

If yes, list organizations: BERKSHIRE COMMUNITY FOUNDATION WARFIELD PARISH COUNCIL COUNTRY LANDOWNERS ASSOC. BRACKNELL TOWN COUNCIL

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

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

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

If NO, give details: * THERE IS AN ANNUAL HIRE CHARGE FOR GROUP ALLOTMENTS

Sum requested: £3,000

For what purpose is the grant required? To contribute to the operational costs of keeping the landshare open and welcoming Ø

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. Ø Please see Accounts and additional information attached

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

Signature of Applicant : [redacted] Date : 7/3/25

Position in Organisation: DIRECTOR AND TREASURER

Ø see attached paper.

Winkfield Parish Council – Grant Application for 2025-26

Jealott's Hill Community Landshare (JHCL) is a Community Interest Company limited by Guarantee which is actively moving towards becoming a Registered Charity. It provides the opportunity for a wide range of people of all ages and abilities to undertake horticultural and other practical tasks in a tranquil and nurturing setting. We focus on services to the disadvantaged and less able. We use the power of gardening to positively change the lives of people, fostering independence, physical and emotional wellbeing and self-confidence, whilst also caring for the environment.

The Grant (if awarded) will be used to support the day-to-day costs of running the Landshare for 2025-26. Costs include the part-time Landshare Manager and Horticultural Assistant's employment costs and liability insurances. Without staff the Landshare cannot open to provide access, therapeutic activities and support to its many clients and volunteers.

The Grant requested is £3,000 this represents 6% of the total annual revenue budget.

We estimate that at least 25 - 50 residents of Winkfield Parish will benefit from our services. This includes regular attendees as volunteers, hirers of group growing plots, clients through self-referral or through a BFC commissioned service and those coming to enjoy the Workshops and/or Events put on for the local community.

A Grant will benefit the local community, as a community asset JHCL serves as a key provider of therapeutic activities, supporting adults with mental health needs, those in addiction recovery, and individuals with learning and physical disabilities from across Bracknell Forest and neighbouring boroughs. The site is used by a number of social care agencies, charities, and local organisations, such as Stepping Stones, the Brownies, Berkshire Masons, BFC Young people's Services, Berkshire Community Payback and Restorative Justice services etc, making it a hub for wider community support. Members of these groups may well live in Winkfield Parish.

Working at JHCL individuals of all ages, particularly those with a disability or disadvantaged background are supported to increase their personal confidence, independence and other life skills. We also seek to contribute to the increasing need for mental health support in the Bracknell Forest area where depression in adults stood at 15.1% last year compared to 13.2% for the whole of England*. Meanwhile, Bracknell Forest residents surveyed by the Office for National Statistics rated their anxiety at 3.41 (out of 10), higher than 3.23 for England.

We welcome young people, providing opportunities to learn about nature, sustainability, and horticulture and offer practical workshops and training for adults, helping to develop life and vocational skills. A grant will enable JHCL to enhance its outreach, ensuring that the people of Winkfield Parish and surrounding areas can continue to benefit from its unique services as well as therapeutic, educational and social opportunities. With over 30 regular volunteers, numerous corporate days and community payback sessions JHCL promotes community service, teamwork, intergenerational learning and community cohesion.

Positive testimonials from beneficiaries highlight how JHCL has alleviated their anxiety, reduced isolation, and supported recovery.

JHCL's fundraising strategy is to seek grants from both local and national grant awarding bodies as well as undertaking a wide range of fundraising activities and initiatives in house. We have a Supporters Scheme with regular donors and are developing Corporate Sponsorship. Currently registered as a not-for-profit Community Interest Company our application to become a Registered Charity is in progress.
We constantly fundraise, taking part in the local Rotary Christmas Draw and Bracknell Lottery as well running our own Community Events such as the recent Apple Wassail. We run a shop and paid-for workshops to raise funds. We also provide 'paid for' commissioned services . The project is striving to achieve financial sustainability and has made remarkable progress in this regard since it reopened in April 2024.

* (Department of Health & Social Care, Mental Health and Wellbeing JSNA, April 2023).

Jealotts Hill Community Landshare CIC

Financial Statements

and

Treasurer's Report

1 November 2023

to

31 October 2024

Jealott's Hill Community Landshare CIC

Treasurer's Report

These are the first Accounts for Jealott's Hill Community Landshare CIC (JHCL CIC).

JHCL CIC was incorporated as a Community Interest Company Limited by guarantee on 4th October 2023 and since that date has worked hard to raise the funds needed to get the project up and running again.

JHCL ran as a successful vibrant project from 2011 until July 2023 when the company acting as leaseholder suddenly announced their decision to 'walk away' from the project due to 'changed corporate priorities'. This company had been responsible for employing the Landshare staff, had held the lease for the land, managed the accounts and funded a proportion of the Manager's salary. To the dismay of JHCL's many supporters and active volunteers the lease was handed back, staff were made redundant, and the site was closed (with no access) from 27 September 2023. Rudimentary partial accounts were passed over to the new entity JHCL CIC but no funds. Thus as 1 November 2023 the bank account was zero. It was later established that a ring-fenced grant donation of £800 from the local Masonic Lodge had been deposited in the Friends of Jealott's Hill bank account in September 2023 and this was subsequently passed over to JHCL CIC in September 2024 and is recorded in these accounts as a restricted grant.

In September 2023 a group of active supporters got together to create JHCL CIC and have been able to negotiate a new 3-year lease with the landowner. With the appointment of a part-time Locum Landshare Manager this enabled the project to re-open for volunteers in early April 2024, with Group Growing Plot users and supported clients following on at a slightly later date.

Whilst these accounts cover the first year of operation for the Landshare as a CIC they principally account for operational expenditure generated during the period April to October 2024 i.e. for 7 operational months only.

Since the creation of the CIC the Directors have worked tirelessly to obtain the funding needed to support the operation of the Landshare as a community facility. Two of the local Parish Councils (Bracknell Town and Warfield) had provided grant funding to JHCL for the financial year 2023-2024 and following representations from the directors of the CIC, in early 2024 they agreed to pass on the 'un-used' portion of this grant to fund the CIC. This enabled a bank account to be opened; the necessary insurance was purchased, and a new website and internet presence were created. A part-time manager was employed from day one of re-opening in early April 2024.

These Accounts represent the work that has gone on since then to secure funding to enable the Landshare to remain open for its first year to the end of March 2025 - i.e. beyond the period covered by these accounts. We are indebted to the many donors both individual and corporate who have come forward to support our work and in particular to the fundraising efforts of our supporters and volunteers. Particular thanks are also due to those who have donated gifts in kind such as seeds and plants, fuel for the mowers, stationery, IT hardware and technical support, tools etc.

Participation in the local Rotary Christmas raffle raised nearly £1,000 and produce and plant sales continue to bring in valuable income, as does the local Bracknell Lottery. No opportunity to raise funds is missed with over £500 being raised through 'points donations' through the local authority recycling scheme. We have recently started to receive income from supported clients and have also introduced an annual fee for use of the Group Growing Plots.

We were delighted at the success of our Grand Re-opening event which although not set up primarily to raise funds generated £1,500. In addition to the funds raised by our volunteers we have been successful with three grant applications; to refurbish the poly-tunnel and make it more accessible for wheelchair users and to support and welcome young people referred by the Youth Justice team back to the site. Generous grants from three local Parish Councils (Bracknell Town, Warfield and Winkfield) have secured the future of the Landshare into the next financial year. These grants were made to contribute towards a full year's operational costs, and therefore the accounts (attached) for the first year of operation ending on 31 October 2024, whilst compiled on an accrual basis, do not present an entirely accurate picture of the current state of JHCL CIC's finances, as income and expenditure relate to different time-periods. A glance at the figures may suggest more ongoing reserves than is actually the case. Of the 'adjusted' funds available at 1 November 2024, unrestricted funds of £24,296 are designated by the Directors to provide £18,253 to cover 5 months budgeted expenditure to 31 March 2025, with an ongoing reserve of £6,000 – representing 12% Annual Operating Costs.

Regrettably many other grant funding applications have not been so successful. It is evident that whilst the grant funding situation is difficult for everyone at present, it is particularly difficult for CICs. The directors are therefore actively looking at the possibility of moving JHCL CIC to a Charitable Incorporated Organisation - becoming a charity.

Considering the funding of the Landshare longer term highlights the importance of all sources of funding and support, demonstrates how important all these sources are and how grateful we remain to those that provide them. Thank you.

Future plans

We are constantly looking at ways to make the Landshare financially sustainable. Our organisation is a valuable community asset, and we want to safeguard its future. The first step in doing so has been to identify the need to become a charity and to build financial resilience in the face of current and future economic challenges. With our community feeling the effects of the cost-of-living crisis it is critically important that we can continue to provide access to horticultural opportunities as well as meaningful nature-based activities. Across the board budgets are tightening and funding is becoming more competitive so ensuring that we have consistent and sustainable revenue streams is critical. We are looking for ways to achieve this across all of our activities and are currently looking at models for future income streams including 'letting' out parts of the Landshare site for events and encouraging rental of parts of the site by those running their own commercial enterprises. This will ensure that we are making the best use of the site.

A new Supporters scheme and Corporate Sponsorship scheme will give us more secure, regular income, and a focus on our public events should bring in welcome income, as well as allow us to engage even more with the local community. Pop Up plant and produce sales will continue to bring in income. We also aim to build on the successes of our past by continuing to provide an eclectic mix of workshops and activities for our community.

Despite the previous comment that the accounts appear to indicate a healthier financial situation than is currently the case, the Directors believe that the progress to date, in our first operational year, demonstrates the potential of the Landshare to achieve long-term financial sustainability.

A statement of financial activity is shown below with fuller figures on the following pages.

Mary Harris - Treasurer 1st December 2024

STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD

1 NOVEMBER 2023 TO 31 OCTOBER 2024

	Unrestricted Funds	Restricted Funds	Total 23-24	Total 22-23
	£	£	£	£
Income from:				
Voluntary Income	6719		6719	
Activities for Creating Funds	4093		4093	
Operational Income	1197		1197	
Grants	18000	3800	21800	
Total Income	30009	3800	33809	
Expenditure On:				
Operational Costs	12735	267	13002	
Total Funds brought Forward	9300	0	9300	9300
Carried Forward	26573	3533	30106	
TOTAL FUNDS			**30106**	

	Represented by:
	£
Bank Account	30046
Petty Cash Tin	60
TOTAL FUNDS AVAILABLE **	**30106****

****NB** Of the 'adjusted' funds available at 1 November 2024 (see Balance Sheet page 10), unrestricted funds of £24,296 are designated by the Directors to provide £18,253 to cover 5 months budgeted expenditure to 31 March 2025, with an ongoing reserve of £6,000 – representing 12% Annual Operating Costs.

Jealott's Hill Community Landshare CIC

Company Registration Number **15187261**

DIRECTOR'S REPORT and FINACIAL STATEMENTS FOR THE YEAR 01 NOVEMBER 2023 to 31 OCTOBER 2014

DIRECTORS:

Chair	Paul Adams
Secretary	Claire Wallen
Treasurer	Mary Harris
	Nicola Kaye
	Harpinderpal Chana

REGISTERED OFFICE:

Wellers Lane at jct. of Penfurzen Lane
Warfield
Bracknell
RG42 6BQ

BANKERS: The Co-operative Business Bank
PO Box 250
Skelmersdale
WN8 6WT

INDEPENDENT EXAMINER: Hugh Fitzwilliams

The Old Barn, West End Lane, Warfield
Bracknell, Berkshire, RG42 5RH

Jealott's Hill Community Landshare CIC

Independent Examiner's Report on the Financial Statements To the Directors of Jealott's Hill Community Landshare CIC

I report on the Financial Statements for the period 1st November 2023 to 31 October 2024 set out on pages 5-10.

Respective responsibilities of the Directors and the Independent Examiner

The Directors are responsible for the preparation of the Accounts. It is my responsibility to examine the accounts and state whether particular matters have come to my attention.

Basis of the Independent Examiner's statement

My examination includes a review of the accounting records kept by the CIC and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the reports are limited to those matters set out in the statement as follows:

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirement
    a. to keep accurate accounting records
    b. to prepare accounts which accord with the accounting records

    have not been met

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

[redacted]

Hugh Fitzwilliams

Date 1.12.24

The Old Barn

West End Lane, Warfield,

Bracknell, Berkshire, RG42 5RH

Jealott's Hill Community Landshare CIC

INCOME FOR THE PERIOD 01 NOVEMBER 2023 TO 31 OCTOBER 2024

	Jealott's Hill Community Landshare
	£
Voluntary Income	
Gifts and Donations	3649
Grants	18000
Restricted Grants	3800
Supporters Scheme	20
Friends	3000
Volunteer Welfare	50
TOTAL	**28519**
Activities for Generating Funds	
Corporate Days	600
Workshops	364
Fundraising Income inc Re Opening Event	3076
Group Growing Plot Rental	783
TOTAL	**4822**
Operational Income	
Fees from Clients	50
Income from sales of Produce plants etc.	417
TOTAL	**467**
TOTAL INCOME	**33808**

Jealott's Hill Community Landshare CIC

EXPENDITURE FOR THE PERIOD 01 NOVEMBER 2023 TO 31 OCTOBER 2024

		£	£	%	
Fundraising Costs					
Events	Goods for Events	687.97			
	Catering for Events	204.24			
			892.21	7%	**Events**
Operational Costs					
IT	new Website	980.00			
	IT support	0.00			
	Hosting and Domain	9.59			
	Consumables	94.80			
			1084.39	9%	**IT**
Staffing and Volunteers	Manager Salary	9450.32			
	Training	60.00			
	Health and Safety	55.92			
	Volunteer Welfare / Refreshments	31.47			
	Professional Sup[port	59.00			
			9656.71	76%	**Staffing and Volunteers**
Administration Costs	Insurance	303.40			
	Printing	45.58			
	Phone	56.40			
	Stationery	32.60			
			437.98	3%	**Administration Costs**
Site Costs	Security	217.20			
	Pest Control	97.80			
	Cleaning	25.23			
	Machinery and servicing	11.09			
	Parts and DIY	77.22			
	Tools and equipment	83.01			
			511.55	4%	**Site Costs**
Horticultural Supplies Costs	Fuel	94.25			
	Seeds	58.08			
			152.33	1%	**Horticultural Supplies Costs**
	TOTAL	**12735.17**		100%	
Capital / restricted Expenditure	Polytunnel Floor	267.26			

Jealott's Hill Community Landshare CIC

Debtors and accrued Income

	UNRESTRICTED	RESTRICTED
	£	£
Plant and Produce Sales	147.50	
Misc Craft Sales	15.00	
Volunteer Welfare	23.85	
Donations	10.00	
Community Fund Grant		3000.00
TOTAL	**196.35**	**3000.00**

Creditors and Accruals

Landshare manager Invoice 7	2315.43	
Volunteer Welfare	7.65	
Fuel	21.01	
Mobile Phone	9.40	
Stationery	24.60	
Horticultural suppliers	28.48	
Weedkiller	50.00	
Pots and Scoops for Workshops	17.40	
Polytunnel Floor		124.73
Rubber Matting for Polytunnel		847.20
TOTAL	**2473.97**	**971.93**

##

Jealott's Hill Community Landshare CIC

Balance Sheet as at 31st October 2024

	Unrestricted Funds	Restricted Income Funds	Total This Year	Total Last Year
	£	£	£	£
Current Assets				
Debtors and Prepayments	196.35	3000.00	3196.35	
Cash at Bank and in Hand	26573.49	3532.74	30106.23	9300.00
Total Current Assets	**26769.84**	**6532.74**	**33302.58**	**9300.00**
Current Liabilities				
Creditors and Accruals	2473.97	971.93	3445.90	0
Total Current Liabilities	**2473.97**	**971.93**	**3445.90**	**0**
NET Current Assets	**24295.87**	**5560.81**	**29856.68**	**9300.00**

Represented by:

Bank Account		**£**
Unrestricted Funds		26,513.49
Restricted Funds		3,532.74
	31.10.24 TOTAL Bank Account	**30,046.23**
Petty Cash Tin		**60.00**
Debtors – Grants + Cash Sales + Donations received in Oct 2024 banked in Nov 2024		**3,196.35**
Creditors – Oct 2024 Salary and expenditure paid in Nov 2024		**3,445.90**
TOTAL FUNDS AVAILABLE as at 31 Oct 2024		**29,856.68**
	OF WHICH:	
	Restricted Funds	5560.81
	Unrestricted Funds	24295.87

Appendix 11

Clerks Report – Locks Ride Cabin Lease

Approval and Execution of Locks Ride Cabin Lease and Rent Deposit Deed

The Cabin lease has been drafted by the Hampshire Legal Team (HLT) Solicitor, utilising the Key Heads of Terms document provided by the Council. This document was developed based on the Cabin Offer Document (approved by Council) and has been reviewed by the Locks Ride Working Party, as well as the proposed tenant and their legal advisors. There have been several refinements made at the recommendation of HLT solicitor and following input from Lead of Finance and the Lead of the Locks Ride Working Party.

These minor adaptations relate to:

- VAT chargeable on the security deposit
- Clause related to use of the onsite internet and how this would be managed / paid for

Next step will be for the Draft Lease Document and Rent Deposit Deed to be submitted by the HLT to the tenants' solicitors for review and comment.

To expediate approval and execution of the lease in a timely manner the following recommendations are made by the Clerk:

Recommendation:

1. **Delegation to Clerk:**
   Approval of the Final Lease document and Final Rent Deposit Deed that has been drawn up by the Hampshire Legal Team solicitor to be delegated to the Clerk. The Clerk will liaise with the Lead of Finance and the Lead of the Locks Ride Working Party regarding agreement of the final documents prior to submitting approval to the solicitor.
2. **Execution of Lease and Rent Deposit Deed:**
   The lease document and rent deposit deed should be executed in accordance with the Council's Standing Orders. The lease document and the rent deposit deed will be affixed with the Council's seal, in the presence of, and witnessed by, two Councillors.

Appendix 12

The Winkfield
Annual Parish Meeting

Tuesday 8th April 2025 at 7.30pm
Carnation Hall, Chavey Down Road, Winkfield Row RG42 7PA

AGENDA

1. **Welcome by the Chairman of the Parish Council**

2. **Apologies for absence**

3. **Minutes**
   Minutes of the Annual Parish Meeting held on 21st May 2024 are attached as Appendix 1. **To be confirmed and signed**.

4. **Accounts**
   The current financial position of the Parish Council to date (28 February 2025) is attached at Appendix 2. Full accounts to 31st March 2025 will be made available to view via the Winkfield Parish Council website as soon as they are prepared.

   The Accounts of the Winkfield Parochial Charities to 31st December 2024 will be made available to view via the Charities Commission website (registration number 239931) or a request can be sent to the Winkfield Parochial Charities by email to winkfieldparochialcharities@outlook.com

5. **Chair of Winkfield Parish Council Report**
   Cllr Dudley will give a short overview of the past year's activities of Winkfield Parish Council.

6. **Presentations:**
   i. Bracknell Forest U3A

7. **Grants To Local Organisation/Charities**
   Winkfield Parish Council has made the following grants during 2024/25. *All recipients have been invited to attend and speak for a maximum of 3 minutes detailing a little about their organisation and how the money granted has been used.*

   a. Thames Hospice
   b. Youthline
   c. Bracknell & District Parkinsons
   d. Homestart
   e. Citizens Advice East Berks
   f. Ocean Theatre
   g. Keep Mobile
   h. Charters Bowls Club
   i. Berkshire MS Therapy Centre
   j. South Hill Park Trust
   k. Stepping Stone Recovery College
   l. 2nd Ascot Brownies
   m. FC Bracknell
   n. South & South East Berks Gang Show

DRAFT

8. Resident/Community Associations Updates
An opportunity for our active community groups to update everyone on their activities over the past year. *All local Resident Associations have been invited to attend and speak for 3 minutes if they so wish.*

9. Any motions of which written notice has been given.

10. Any other business which electors wish to raise relating to the Parish.

Following the meeting please do stay and enjoy some light refreshments.

Cllr Colin Dudley
Chairman, Winkfield Parish Council
27th March 2025

DRAFT