



Winnersh Parish Council
Winnersh Community Centre
New Road, Sindlesham, Wokingham
Berkshire RG41 5DU
Phone 0118 978 0244
e-mail clerk@winnersh.gov.uk
www.winnersh.gov.uk

13th June 2024

To all Winnersh Parish Councillors

Dear Councillor

You are hereby summoned to a **Meeting of Winnersh Parish Council** to be held at Winnersh Community Centre on Tuesday 18th June 2024 at **7.30pm**, when it is proposed to transact the business specified in the agenda hereto.

Yours sincerely

M Milsom
Marcia Milsom
Clerk of the Council

AGENDA

1. APOLOGIES FOR ABSENCE

To Receive apologies for absence. Members are reminded that apologies must be submitted to the Clerk by 12pm on the day of the meeting.

2. DECLARATION OF INTEREST

To Receive any personal or prejudicial interests in relation to any items on the agenda.

3. COUNCILLOR VACANCY

Following the elections in May 2023 there is one vacancy in the North Ward of Winnersh Parish which has been advertised. One application has been received and the application form for the below candidate has been circulated to all Councillors.

- Richard Holdstock

To Consider the co-option application.

4. APPOINTMENT OF COUNCILLORS TO STANDING COMMITTEES

Following the appointment of members at the May meeting, Cllr Fyfe has requested to stand down from the Planning Committee and be appointed to the Recreation & Amenities Committee.

- i. To Consider appointing Cllr Fyfe to the Recreation & Amenities Committee.
- ii. To Consider appointments of the following members not present at the May Council meeting to Standing Committees: Cllr Boadu, Cllr Giacon, Cllr Obileye.

5. CLERK'S REPORT

The Clerk's report with updates on matters arising from previous minutes is attached at Appendix 1. *For noting.*

6. MINUTES OF THE PREVIOUS MEETINGS

To Receive and Sign as a correct record the Minutes of the Meeting of Council dated 21st May 2024 – draft minutes attached.

7. PUBLIC SESSION

To Receive questions and/or comments from members of the public present.

8. CORRESPONDENCE

The following items of correspondence have been received:

- i. WJSC AGM reports and financial statements following AGM. *For noting.*

9. MEETINGS OF COMMITTEES OF COUNCIL

i. Recreation & Amenities Committee

To Approve and Sign the minutes of the meeting held on 4th June 2024 (draft minutes attached) and to receive the following recommendations:

- a. that the quote from Unique Solutions for a footpath to the toilet at the allotment in the sum of £1,800.00 + VAT be accepted, funding to be taken from the Allotment Transition EMR

ii. Planning & Transport Committee

To Approve and Sign the minutes of the meetings held on 11th June 2024 (draft minutes attached).

10. QUESTIONS

To Receive questions from Parish Councillors on parish matters not covered elsewhere on the agenda.

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

To Receive verbal reports from Parish Councillors/Officers representing the Council on outside bodies.

12. REPORTS FROM WBC WARD AND PARISH COUNCILLORS

- i. A report from WBC Ward Councillors will be given at the meeting and attached to the minutes as Appendix 2.
- ii. To Receive verbal reports from Parish Councillors on matters within their wards.

13. RESIDENT ENGAGEMENT

At the April meeting, the following options for improving resident engagement were discussed:

- Having a display at the fete
- Suggestion box for residents at the fete
- Updating photos of Councillors on the website
- Reviewing the noticeboards
- Putting a general WPC advertising banner on the recreation ground
- Putting a laminated copy of the newsletter on each noticeboard

To Discuss further, options for improving engagement with residents.

14. CAPITAL PROJECT UPDATE

An update on 2024-25 capital projects is attached as Appendix 3. *For noting.*

15. SUMMER FETE 2024

- i. To Review the fete held on Saturday 15th June 2024.

16. ORDERS FOR PAYMENT

A list of all payments due or made since the last meeting is attached at Appendix 4.

- i. To Agree the schedule of payments.
- ii. To Agree two Councillors authorised to make the payments listed on the schedule.

17. ANNUAL RETURN

- i. The latest internal auditor's report is attached at Appendix 5. Claire Connell has confirmed her willingness to continue to provide internal audit services for 2024/25 at the same rate.
 - a. To Accept and note the content of the internal audit report.
 - b. To Confirm the appointment of Claire Connell to carry out internal audit services for 2024/25.

- ii. Under the Governance & Accountability for Smaller Authorities Practitioner's Guide to Proper Practices and The Accounts and Audit Regulations 2015 - Regulations 3 and 6, the Council is required to audit the effectiveness of its internal financial, accounting and other controls and of the internal audit process. This forms part of the evidence for the statements asserted in Section 1 - Annual Governance Statement of the Annual Governance & Accountability Return (AGAR).

A review of effectiveness of the internal controls & audit for the AGAR Section 1 for the year to 31st March 2024 is attached as Appendix 6.

To Review and Approve the Internal Controls & Audit: Review of Effectiveness for 2023/24.

- iii. The Annual Governance Statement Evidence for the AGAR Section 1 is attached at Appendix 7.

To Review and Accept the Annual Governance Statement Evidence.

- iv. The Unaudited Financial Statements for the year ending 31st March 2024, which provides evidence for the Accounting Statements in the AGAR Section 2 are attached at Appendix 8.

To Approve the Unaudited Financial Statements.

- v. To Agree that Section 1 of the AGAR - Annual Governance Statement (attached at Appendix 9) is signed by the Chairman and the Clerk.

- vi. To Accept and agree that Section 2 of the AGAR - Accounting Statements (attached at Appendix 10) is signed by the Chairman.

- vii. The total cash and bank balances at 31st March 2024 are attached as Appendix 11. *For noting.*

18. CHRISTMAS LIGHT SWITCH ON

The Christmas Light Switch On event will be held on Saturday 30th November 2024. The budget for the event is £1,500. *For noting.*

To Consider the format of the event.

19. FACILITIES DEVELOPMENT WORKING PARTY

The Working Group will meet to review the results of the Allnatt Pavilion survey and determine the next steps. *For noting.*

The next Full Council meeting will be held on Tuesday 16th July 2024 at 7.30pm.



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Minutes of the **WINNERSH PARISH COUNCIL** meeting
held on **Tuesday 21st May 2024 at 9.00pm**
at the Winnersh Community Centre

Councillors Present:

Cllr L Doyle
Cllr G Harper
Cllr J Southgate

Cllr P Fishwick
Cllr M Kak

Cllr D Green (Chairman)
Cllr R Nicholson

Officers: Marcia Milsom, Clerk
Kerry Simpson, Assistant Parish Clerk

1. ELECTION OF CHAIRMAN

It was proposed by Cllr Fishwick, seconded by Cllr Southgate and with no other nominations, **RESOLVED** that Cllr David Green be elected as Chairman for the coming year.

2. DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman would attend the office to sign the Declaration of Acceptance of Office.

3. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Bray, Fyfe, Giacon and Shepherd-DuBey.

4. DECLARATION OF INTEREST

None.

5. ELECTION OF VICE CHAIRMAN OF COUNCIL

It was proposed by Cllr Green seconded by Cllr Harper and with no other nominations, **RESOLVED** that Cllr Paul Fishwick be elected as Vice Chairman for the coming year.

6. APPOINTMENT OF COUNCILLORS TO STANDING COMMITTEES

It was **RESOLVED** to appoint the following members to the following Committees:

- i. **Finance & General Purposes Committee (F&GP):** Cllrs Bray, Fishwick, Harper, Shepherd-DuBey and Southgate.
- ii. **Planning & Transport (P&T):** Cllrs Fishwick, Fyfe, Green, Harper and Kak.
- iii. **Recreation & Amenities (R&A):** Cllrs Doyle, Green, Kilby, Nicholson and Southgate.

It was Agreed to add an item to the next agenda to appoint additional members.

7. APPOINTMENT OF COUNCILLORS TO WORKING GROUPS

It was **RESOLVED** to appoint the following members to the following Working Groups:

- i. **Climate Change Emergency:** Cllrs Doyle, Green, Fishwick, Kak and Shepherd-DuBey.
- ii. **Sustainable Transport:** Cllrs Bray, Fishwick, Harper and Kak.
- iii. **History Group:** None. It was Agreed that this Working Group would be dissolved.
- iv. **Facilities Development:** Cllrs Doyle, Fyfe, Fishwick, Green, Harper and Southgate.

8. WINNERSH FUEL ALLOTMENT TRUST (WFAT)

The Trustees of the Winnersh Fuel Allotment Trust were confirmed as: Cllrs Prue Bray (Chair), David Green, Geoff Harper and John Southgate (Secretary), Mr Ric Tilbe, Mr Tony Auch, Mr Frank Breedlove (Treasurer) and Mr Paul Hampton.

9. HURST CONSOLIDATED CHARITIES

It was **RESOLVED** to confirm Cllr Geoff Harper as the WPC Trustee for Hurst Consolidated Charities.

10. REPRESENTATION TO OUTSIDE BODIES

It was **RESOLVED** to appoint the following members:

- i. **BALC:** Cllr Geoff Harper
- ii. **Borough/Parish Liaison Forum:** Cllr David Green
- iii. **Wokingham Cultural Alliance:** Cllr Manju Kak

11. CLERK'S REPORT

The Clerk's report with updates on matters arising from the previous minutes was attached as Appendix 1. **Noted.**

12. MINUTES OF THE PREVIOUS MEETINGS

It was **RESOLVED** that the minutes of the meeting held on 16th April 2024 be confirmed and signed as a true record.

13. PUBLIC SESSION

There were no questions from members of public in attendance.

14. CORRESPONDENCE

The following items of correspondence had been received:

- i. Notice of approval for tree works at Bearwood Recreation Ground from WBC – attached at Appendix 2a. The Clerk advised that Nick Robins was carrying out the work **Noted**.
- ii. Email from Transport for the South East (TfSE) re public engagement survey on its Transport Strategy – attached at Appendix 2b. The Clerk had shared the details on social media and website.

It was **RESOLVED** that Cllr Fishwick would draft a response on behalf of the Council for the Planning & Transport Committee to agree and submit.

ACTION: CLLR FISHWICK

- iii. Details of Wokingham Job Support Centre AGM on Monday 3rd June – attached at Appendix 2c. **Noted**. Cllr Southgate advised that he would be attending.

ACTION: CLLR SOUTHGATE

- iv. Invitation to attend Berkshire Local Nature Recovery Strategy progress update webinar on 12th June – attached at Appendix 2d. **Noted**.

15. MEETINGS OF COMMITTEES OF COUNCIL

i. Recreation & Amenities Committee

It was **RESOLVED** that the minutes of the Recreation & Amenities Committee meeting held on 7th May 2024 (previously circulated) be confirmed and signed as a true record.

ii. Planning & Transport Committee

It was **RESOLVED** that the minutes of the Planning & Transport Committee meetings held on 9th April 2024 and 14th May 2024 (previously circulated) be confirmed and signed as a true record.

iii. Finance & General Purposes Committee

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 23rd April 2024 (previously circulated) be confirmed and signed as a true record.

- a. It was **RESOLVED** to accept the recommendation that the Q4 accounts be accepted.
- b. It was **RESOLVED** that the Model Code of Conduct (circulated to all members) be adopted.
- c. It was **RESOLVED** that the updated Risk Management Policy (circulated to all members) be agreed.

It was **AGREED** to amend the date of the next F&GP meeting to 30th July 2024.

16. QUESTIONS

There were no questions from Parish Councillors on parish matters not covered elsewhere on the agenda.

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

Cllr Harper reported that he had attended a meeting of the Hurst Consolidated Charities. He advised that sadly, the Chairman had recently passed away and that the charity was looking to co-opt new members.

18. REPORTS FROM WBC WARD AND PARISH COUNCILLORS

- i. A written report from Ward Councillors was attached at Appendix 3. **Noted.**
- ii. There were no reports from Parish Councillors.

19. RESIDENT ENGAGEMENT

It was **RESOLVED** to defer discussion until the next meeting.

20. CAPITAL PROJECT UPDATE

An update on 2024-25 capital projects was attached at Appendix 4. **Noted.**

21. FACILITY UTILITIES

Following agreement of the quotes at the April meeting, the APC had identified minor increases in the prices provided when accepting the quotes, and the provider selected for the Allnatt Pavilion Gas advised they were no longer entering into contracts with Town & Parish Councils. The Clerk and APC had reviewed the prices and arranged contracts as follows with the existing suppliers:

Supply	Supplier	Term	Unit Cost	Standing Charge	Est Annual Cost
Gas Allnatt	British Gas Lite	2 Year	7.31p Kwh	41p per day	£823.49
Gas CC	British Gas Lite	2 Year	6.66p Kwh	74.23p per day	£4,191.12
Electric CC	YGP	2 Year	24.51p Kwh	60p per day	£1,397.44

This would result in an estimated annual saving of £1650.90 on existing prices. **Noted.**

22. CIVIC AWARDS

There had been two nominations for the Civic Awards. The Selection Panel had reviewed the nominations and recommended that awards be made as follows:

- ABC to Read in recognition of their exceptional commitment to fostering children's literacy within our community.
- Andrew Shave in recognition of his work with 1st Winnersh Scouts, providing the opportunity to experience a wide variety of interests as part of the weekly meetings and helping the children to experience a fantastic range of activities in the community.

It was **RESOLVED** to accept the recommendations of the Selection Panel.

The Clerk would arrange for a certificate and £30 voucher to be awarded to each recipient at the Winnersh Fete.

ACTION: CLERK

23. SUMMER FETE 2024

- i. A progress report was attached at Appendix 5. **Noted.**
- ii. The following updates were reported:
 - The arena programme had been finalised.
 - Three local companies had signed up for bronze sponsorship packages.
 - The Clerk had finalised the fete flyer and this had been sent to the printers.
 - There were currently 58 stall pitches booked.
 - The Clerk would arrange for the leaflets to be distributed to members by the end of the month for delivery by 9th June.

ACTION: CLERK

24. ORDERS FOR PAYMENT

A schedule of all payments was attached at Appendix 6.

- i. It was **RESOLVED** to approve the schedule of payments.
- ii. It was **RESOLVED** that Cllrs Harper and Southgate would examine and authorise the payments listed on the schedule.

ACTION: CLLRS HARPER & SOUTHGATE

17. FACILITIES DEVELOPMENT WORKING PARTY

The Working Group would be meeting to review the results of the Allnatt Pavilion survey and determine the next steps.

18. SUSTAINABLE TRANSPORT WORKING PARTY

A report from Cllr Fishwick was attached at Appendix 7.

The Working Party had made the following recommendations:

- i. To submit bids to the CRP for bulb planting at Winnersh and Winnersh Triangle Stations.
- ii. That the Working Party consider ideas to submit to the CRP to support the Rail 200 event.

It was **RESOLVED** to accept the recommendations from the Working Party.

The next Full Council meeting would be held on Tuesday 18th June 2024 at 7.30pm.

The meeting closed at 9.44pm.



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Minutes of the **RECREATION AND AMENITIES COMMITTEE** meeting
held on **Tuesday 4th June 2024 at 7.30pm**
at the Winnersh Community Centre

Councillors Present: Cllrs Doyle, Green, Kilby, Nicholson & Southgate.

Officers: Marcia Milsom, Clerk

In Attendance: Cllr Fyfe

The meeting had been preceded by a site walk.

1. ELECTION OF CHAIRMAN

It was proposed by Cllr Southgate, seconded by Cllr Green and with no other nominations, **RESOLVED** to elect Cllr Lesley Doyle as Chairman of the R&A Committee for 2024/25.

2. ELECTION OF VICE CHAIRMAN

It was proposed by Cllr Doyle, seconded by Cllr Southgate and with no other nominations, **RESOLVED** to elect Cllr Raf Nicholson as Vice Chairman of the R&A Committee for 2024/25.

3. APOLOGIES FOR ABSENCE

None.

4. DECLARATIONS OF INTEREST

None.

5. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 7th May 2024 (attached) were accepted at Full Council on 21st May 2024. **Noted**

The Clerk's report with updates on matters arising from previous meetings was attached at Appendix 1. **Noted.**

The Clerk was asked to liaise with Nick Robins on installing posts to secure vulnerable points around the recreation ground.

ACTION: CLERK

6. WINNERSH ALLOTMENTS

- i. The Clerk had been liaising with Raymond Barry (WBC) on the provision of battery powered mowers and trimmers funded from S106 for the tenants to use. A decision is awaited. **Noted.**
- ii. Toilet path – Cllr Harper has requested consideration be given for a footpath to be installed from the main entry road to the first toilet as the area is currently overgrown grass, requires regular strimming, gets waterlogged and makes it difficult to access the toilet. He believed that this had been an agreed project prior to the SEND school plans but had been deferred. He suggested that the Allotment EMR be used to fund this.

The Clerk has obtained a quote from the contractors who have carried out the work on the Bearwood Rec car park, Unique Solutions in the sum of £1,800 + VAT, based on a specification provided by Cllr Harper – attached at Appendix 2.

It was agreed to **RECOMMEND** that the quote from Unique Solutions be accepted, funding to be taken from the Allotment Transition EMR.

ACTION: CLERK

- iii. The Clerk met with the WAA Chairman in April. The Clerk had raised concerns about the apparent lack of activity within the association and some confusion between the members. The Clerk had queried the projects previously funded by WPC which had not yet been completed. She had also asked for copies of previous minutes which had not yet been forthcoming.

The Clerk queried the effectiveness of the association and asked for clarification as to the way forward.

It was agreed that the Chairman of the WAA be invited to the next meeting for a discussion on the future of the association. The Clerk was asked to request membership to the allotment Facebook group.

The Clerk was also asked to circulate a copy of the WAA Constitution to R&A members.

ACTION: CLERK

- iv. Taps – there have been numerous leaks from the taps on site. In 2023/24, £405.00 was paid to repair leaking taps and in 2024/25, there are 3 that are leaking and require further attention. Cllr Harper has turned these off at the stopcock until they can be repaired.

The taps are a complicated design and the Clerk has asked WBC whether there are any S106 funds to change for a simpler design.

The Clerk met with a plumber prior to the meeting and has instructed repairs to be carried out. **Noted.**

7. PLAY INSPECTION REPORT

An inspection was carried out during April – report sent under separate cover. **Noted.**

A quote has been received for medium and low risk items identified in the recent reports – attached at Appendix 3.

The Clerk was asked to obtain a full quote for all medium risk items for consideration at the next meeting.

ACTION: CLERK

8. PLAY INSPECTIONS

The current quarterly and annual inspections are carried out by ARD.

A quote for inspections for 2024-25 has now been received from ARD as follows:

Quarterly 3 x £126.00 (increase of £6.00)

Annual 1 x £441.00 (increase of £41.00)

It was **RESOLVED** to accept the quote from ARD for the 2024-25 play inspections.

9. BASKETBALL COURT

Both of the basketball hoops have been damaged. One was replaced by the supplier as it appeared to be a weakness in the cross bars, however the second one has been completely broken. The Clerk has spoken with ARD who suggest replacing with a ring from Stadia Sports at a cost of £100.80 + VAT. The Clerk has ordered a replacement and will ask the Caretaker to install. **Noted.**

10. CAPITAL PROJECTS 2024-25

An update on 2024-25 capital projects is attached at Appendix 4. **Noted.**

- i. Teenage Shelter – the Clerk has obtained a further quote from ARD for refurbishment of the existing shelter in the sum of £9,849.50 + VAT. This is to replace all red panels, brown decks and upright posts, utilising the existing steel feet.

It was agreed to have a display and engage with youth at the Winnersh Summer Fete to determine their preference and defer discussion until the July meeting.

ACTION: CLERK

- ii. Trim Trail – the options and potential specification for a trim trail was discussed. The Clerk was asked to bring a report on suitable items of equipment to the next meeting.

ACTION: CLERK

It was noted that the current roundabout was in poor condition and didn't operate well. The Clerk was asked to investigate prices for replacing the roundabout with a trampoline.

ACTION: CLERK

11. CORRESPONDENCE

To Receive items of correspondence as follows:

None.

12. DATE AND TIME OF THE NEXT MEETING

The next meeting was **AGREED** as Tuesday 2nd July 2024 at 7.30pm.

The meeting closed at 8.27pm.



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Minutes of the **PLANNING AND TRANSPORT COMMITTEE** meeting
held on **Tuesday 11th June 2024 at 7.30pm**
at the Winnersh Community Centre

Councillors Present: Cllrs G. Harper; P. Fishwick; M. Kak; J. Boadu

Officers: Kerry Simpson, Assistant Parish Clerk

1. ELECTION OF CHAIRMAN

It was proposed by Cllr Fishwick, seconded by Cllr Boadu and with no other nominations, **RESOLVED** to elect Cllr Geoff Harper as Chairman of the Planning and Transport Committee for 2024/25.

2. ELECTION OF VICE CHAIRMAN

It was proposed by Cllr Harper, seconded by Cllr Boadu and with no other nominations, **RESOLVED** to elect Cllr Paul Fishwick as Vice Chairman of the Planning and Transport Committee for 2024/25.

3. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Green and Fyfe.

4. PUBLIC SESSION

There were no members of the public present.

5. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 14th May 2024 were approved and signed at Full Council on 21st May 2024. **Noted**

6. PLANNING APPLICATIONS

The committee considered the following planning applications:

- i) **Application Number:** 241172
Site Address: 4 Deerhurst Avenue, Winnersh, Wokingham, RG41 5NL
Proposal: Householder application for proposed part single part 2 storey rear extension plus single storey front extension.

The committee made no observations on the application.

- ii) **Application Number:** 241072
Site Address: 19 Harvest Drive, Sindlesham, Wokingham, RG41 5RF
Proposal: Householder application for proposed erection of a single storey rear extension following demolition of existing conservatory, along with changes to fenestration.

The committee made no observations on the application.

- iii) **Application Number:** 241030
Site Address: 40 Chatsworth Avenue, Winnersh, Wokingham, RG41 5EU
Proposal: Householder application for the proposed erection of a single storey side/rear extension following demolition of the existing single storey side extension, garage conversion to create habitable accommodation along with changes to fenestration.

The committee made no observations on the application.

- iv) **Application Number:** 241260
Site Address: 325 Reading Road, Winnersh, Wokingham, RG41 5LR
Proposal: Householder application for proposed single storey rear extension and changes to fenestration.

The committee made no observations on the application.

- v) **Application Number:** 240520
Site Address: Whitethorns, Roundabout Lane, Winnersh, Wokingham, RG41 5AD
Proposal: Outline application for the proposed erection of 3 no. detached dwellings and garages following demolition of the existing dwelling and garage, with existing access to be retained. (Access, Layout and Scale to be considered.) The revised details show: Amended plans to show relocation of garages.

The committee are concerned regarding the capacity of the existing sewage system and whether it is big enough to support the additional properties.

- vi) **Application Number:** 241243
Site Address: Merryhill Green Farm, Poplar Lane, Winnersh, Berkshire, RG41 5JR
Proposal: Application for a certificate of existing lawful development for the A) siting of a mobile home for human habitation, B) stationing of a mobile caravan

for storage., C) stationing of a lorry body for storage, D) use of land as chicken run, E) a garden shed.

The committee made no observations on the application.

vii) Application Number: 241372

Site Address: 54 Welby Crescent, Winnersh, Wokingham, RG41 5SW

Proposal: Full application for the proposed change of use to a children's care home (Use Class C2).

The committee wish to object to this application due to the inadequate parking on site. The committee are concerned that off street parking is highlighted within the statement. The development must accommodate all parking on site.

viii) Application Number: 241220

Site Address: The Forest Comprehensive School, Robin Hood Lane, Winnersh Wokingham RG41 5NE

Proposal: Full application for the installation of new entrance doors and canopy to the front of the building. Following the demolition of the existing double doors and windows.

The application details were not available so this application has been deferred until the next scheduled meeting.

ix) Application Number: 241335

Site Address: 8 Astor Close, Winnersh, Wokingham, RG41 5JZ

Proposal: Householder application for proposed erection of a part single part two storey front/side extension along with changes to fenestration plus cladding and rendering the dwelling.

The application details were not available so this application has been deferred until the next scheduled meeting.

7. DECISIONS, NOTIFICATIONS OF APPEALS AND INQUIRIES

The committee noted the following decisions:

Application No. 240705 – Approve 554 Reading Road (*Congruent*)

Application No. 240913 – Approve 14 Sadlers Lane (*Congruent*)

Application No. 240751 – Approve 17 Danywern Drive (*Congruent*)

Application No. 240840 – Approve 15 Wheatsheaf Close (*Congruent*)

Application No. 240894 – Approve 72 Duffet Drive (*Congruent*)

8. TREE PRESERVATION ORDERS

The committee noted the following Tree Preservation Order:

i. Application Number: 241269

Site Address: 101 Arbor Lane, Winnersh, Wokingham, RG41 5JE

Proposal: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 475/1989, GROUP 1 G1, 4 x Ash – Fell.

9. CORRESPONDENCE

The committee noted the following items of correspondence:

- i. Tree Preservation Order confirmation at 69 KING STREET LANE, WINNERSH, WOKINGHAM, BERKS, RG41 5BA
- ii. Live Enforcement cases
- iii. Closed Enforcement cases
- iv. New application for Goods Vehicle Operators Licence – BGC South Ltd – OH2074395. **The committee had no observations on the application.**

10. DATE AND TIME OF NEXT MEETING

It was **AGREED** the next meeting will be held on Tuesday 9th July 2024 at 7.30pm.

The meeting closed at 8.00pm.

Full Council Clerk's Report - June 2024

Meeting Action Point	Date Decision Ratified	Minute reference	Owner	Notes (updates in blue)	Status
CIL Co-funding - California Country Park	21.02.23	12	Clerk	Agreed to fund £5k CIL funds to California Country Park project. No further update received. Works due to commence April 23.	In progress
Sindlesham Room/JGR drawings	18.04.23	7 i.i d	Clerk	Referred to Facilities Development WG	In progress
Overview & Scrutiny	23.01.24	6 iv	Clerk	Clerk has submitted enforcement item to WBC for consideration. More info requested from DG	In progress
Insulation	23.01.24	7 i b	Clerk	JGR insulation booked for June 2024	In progress
IT Support review	19.03.24	13	Clerk	Clerk looking at suppliers and obtaining quotes	In progress
Civic Awards	21.05.24	22	Clerk	Certificates and vouchers arranged	Complete
Summer Fete	21.05.24	23 ii	Clerk	Leaflets distributed to Councillors	Complete
Meetings/Training attended by Clerk:					
21st May	APM & Council meetings				
4th June	R&A meeting				
17th June	SLCC Branch AGM				
Upcoming Staff Holiday					

Capital Projects Update 2024/25 - June 2024

Item No		Project	Budget	Actual Cost to date	Committed Cost to date	Original Project Detail	Action/Notes	Status
1	R&A	Wetpour replacement	£ 16,538.00		£ 17,116.50	Replace areas of wetpour in play area identified by ARD	Updated quote from ARD of £17,116.50 agreed.	In progress
2	R&A	MH Ceiling Tiles	£ 2,000.00			Replace ceiling tiles in hall, kitchen foyer, lobby and corridor	Clerk ordering and will arrange for installation during close-down in August	In progress
4	R&A	Teenage Shelter (£5,000 CIL)	£ 14,000.00			Replace shelter near car park	Clerk obtaining further quotes for R&A	In progress
5	R&A	MH Internal Redecoration	£ 3,000.00		2,900.00	Paint walls, radiators and woodwork in hall and lobby	Work scheduled for August	In progress
6	R&A	Event gazebo and banner	£ 600.00			New 3x3 gazebo plus sky banner to advertise raffle	Gazebo and sky banner purchased	Complete
7	R&A	Trampoline/Fitness Trail	£ 17,000.00			Creation of new fitness trail around recreation ground and installation of 3x3 trampoline near play area	Clerk obtaining quotes for R&A	In progress
8	R&A	Miscellaneous	£ 2,000.00					In progress
9	R&A	Top dress overflow car park	£ 2,500.00		2,250.00	Top up of shingle to overflow parking area	Works completed	Complete
11	R&A	SR/JGR lift/staircase (£21,250 CIL)	£ 45,000.00			Strip out bar area and install internal lift and staircase from bar area to John Grobler Room	Referred to Facilities Development WG	In progress
13	FC	Climate Change Working Group	£ 5,000.00					In progress
14	FC	Sustainable Transport Working Group	£ 500.00					In progress
15	FC	Facilities Working Group (£5,000 CIL)	£ 5,000.00			Incidental costs for planning of AP refurbishment		In progress
16	FC	AP Underpinning (£10,000 CIL)	£ 10,000.00			Underpin building at SR end	Clerk obtaining quotes	In progress
			£ 123,138.00	£ -	£ 22,266.50			

Schedule of Payments - June			
Payee	Description	Amount	Comments
Payroll			
Net Salaries	Net Salaries (MM/CF/VC/JY/KS)	£ 6,468.61	Jun-24
HMRC	PAYE & NI	£ 1,568.20	
Berkshire LGPS	LGPS Contributions	£ 2,466.52	
Invoiced Payments			
Beyond First Aid	2 x medics for Fete	£ 300.00	Jun 2024
Bowak	Careteaker Supplies	£ 162.17	June 2024
Castle Water	Main Hall	£ 83.00	Jun 2024
Castle Water	Recreation Ground	£ 27.95	Jun 2024
Circus Scene	Fete	£ 485.00	Jun 2024
Claire Connell	Internal Audit	£ 310.00	May 2024
Collard	Waste Management	£ 148.45	Jun 2024
Dave Knight	Window Cleaner	£ 120.00	Jun 2024
ITQED	IT monthly support	£ 98.80	Jun 2024
ITQED	PC backups & anti-virus	£ 40.19	Jun 2024
ITQED	365 backup	£ 57.60	Jun 2024
Kalkwick	Fete Leaflets	£ 265.40	Jun 2024
Marcia Milsom	2 x Gazebo	£ 605.00	Jun 2024
Nick Robins	Grounds Maintenance	£ 1,104.00	May 2024
Nick Robins	Areana marking for Fete	£ 582.00	Jun 2024
SES Business Water	Allotments - Water	£ 83.61	30/04/24 - 31/05/24
USCG	Car Park work	£ 2,700.00	Jun 2024
Viking	Office Sationary	£ 65.32	Jun 2024
Web Marketing Matters	Website Support & maintenance	£ 202.80	Jun 2024
ABC to Read	Civic Award	£ 30.00	Jun 2024
TOTAL for Payroll/Invoiced Payments/Refunds		£ 17,974.62	
Direct Debits			
British Gas Lite	Gas- Community Centre		
British Gas Lite	Gas - Allnatt Pavilion		
BT	Broadband and phone		
Daisy	Caretaker mobile phone	£ 9.71	Jun 2024
Sage	Accounts Software	£ 15.60	Jun 2024
Sirus Telecom	Monthly maintenance	£ 55.98	Jun 2024
YGP	Electric		
TOTAL for Direct Debits		£ 81.29	
Lloyds/UNITY Bank Multipay Card			
The Flowers Talk	Flowers for Cllr Bray	£ 41.99	May 2024
Online Trophies	Trophies/Medals for Fete	£ 131.70	May 2024
TFH Gazebo	Sky Banner	£ 199.99	May 2024
Field Engineer	Gas repiar PH	£ 192.00	May 2024
Sainsburys	APM Refreshments	£ 66.98	May 2024
Amazon	Fixings for large gazebo	£ 5.98	May 2024
Fasthosts	Domain Renewal	£ 73.20	May 2024
ScrewFix	Barrier Tape/Cable Ties	£ 27.44	May 2024
Lloyds Credit Card	Monthly fee	£ 3.00	May 2024
TOTAL for Multipay Card by Direct Debit		£ 742.28	
TOTAL SPEND		£ 18,798.19	
Paid since the last meeting			
Sage	Payroll	£ 15.60	Jun 2024
YGP	Electric	£ 54.11	Jun 2024
TOTAL paid since last meeting		£ 15.60	
Bank Balance at			
Unity Bank		£ 15,179.95	as at 13th Jun 2024
Unity Bank Savings		£ 99,902.67	as at 13th Jun 2024
Redwood Bank		£ 85,000.00	Jun-24
CCLA		£ 100,000.00	Jun-24
TOTAL for all Bank Accounts		£ 300,082.62	

Claire Connell MA, ACA, CTA

Chartered Accountant and Chartered Tax Adviser

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Earley

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The Councillors of Winnersh Parish Council
c/o Mrs M Milsom
Winnersh Parish Council
Winnersh Community Centre
New Road
Wokingham
Berkshire
RG41 5DU

23rd May 2024

Dear Ladies and Gentlemen

Internal audit for the year ended 31st March 2024 – final report

Local councils are required to have an internal audit of their accounting records and their system of internal control by Regulation 5 of the Accounts and Audit Regulations 2015.

My internal audit testing was carried out using the Winnersh Parish Council audit plan and also with reference to the guidelines included in the current NALC Governance & Accountability Practitioners Guide. The audit testing takes a risk-based approach so that conclusions can be reached as to whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

I attach a summary of my findings from my work in 2023-24 in Appendix 1.

Overall conclusion

The financial records have been well maintained during the year and appear complete and fit for purpose.

Unfortunately, a formal review of risk management by the Council did not take place during 2023-24 and I therefore am unable to state that this objective (C) has been met. However, the risk management policy was reviewed by F&GP at its April 2024 meeting so it is clear that this matter is now in hand. It is also clear from discussions in the office that despite a lack of formal review by council, risk management has been considered throughout the year at an operational level.

As reported at my interim visit, the wrong form was displayed on the website and thus details that are required to be given to the public by the Accounts and Audit Regulations 2015 were not provided.

In general the internal controls operate well and I do not believe that these two issues are indicative of any wider problems at the Council.

I trust that these comments are self-explanatory, but please do not hesitate to contact me if you would like further details.

Yours faithfully



Claire Connell

Appendix 1: Summary of internal audit work covered in 2022-23

<u>Annual Return Section</u>	<u>Objective met?</u>	<u>Comments</u>
A. Appropriate accounting records have been properly kept throughout the financial year.	Yes	The bookkeeping is carried out using a package specifically designed for parish councils with an integrated bookings and allotments package. There is a suitable level of reporting to Council.
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes	Testing and review of systems shows that expenditure is properly incurred, payments approved and VAT appropriately accounted for.
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	No	Minutes, Standing Orders, Financial Regulations, insurance cover and the Risk Register indicate that there are proper risk assessment and management procedures. However the Risk Management Policy was not actually reviewed by Full Council (or the F&GP Committee) during the year and thus whilst I believe risks were assessed at an operational level during the year, I don't believe that the authority assessed the risks.
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes	Budgeting and reporting are carried out in a thorough and robust manner. Quarterly reports are provided to the F&GP committee.
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes	No issues were found during testing and review of systems. Sales invoices are raised in a timely manner. Outstanding debtors have been reviewed by officers and appropriately monitored.
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A	Petty cash was not used during the year.
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes	Payroll is operated in-house and deductions for HMRC and pension are properly made.

H. Asset and investments registers were complete and accurate and properly maintained.	Yes	The fixed assets register is maintained in Excel and has been updated for changes in assets during the year.
I. Periodic and year-end bank account reconciliations were properly carried out.	Yes	Monthly reconciliations are performed and these are reviewed by the Clerk and the Chair of F&GP.
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes	These assertions have been met. The accounts are prepared on an income and expenditure basis and debtors and creditors are appropriately recognised.
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt	N/A	Not covered – the Council had a limited assurance review of its 2022/23 AGAR
L. The authority published the required information on a free to access website up to date at the time of the internal audit in accordance with any relevant legislation.	Yes	The AGARs for the past five years are available on the Council website for the past 5 years as required by the Accounts and Audit Regulations 2015. The Council endeavours to comply with the Transparency Code as best practice. During the year additional disclosures have been made.
M. The authority, during the previous year (2022/23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	No	Yes, the period for the exercise of public rights was held for the correct length of time and before the deadline. However this was not properly advertised on the website as the notice used did not contain all the necessary information required by legislation.
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	Yes	Yes, all of the documents were published at the right time
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	N/A	Not applicable

Winnersh Parish Council – Internal Controls & Audit: Review of Effectiveness for Financial Year 2023/24

Report to Full Council 18th June 2024

Under the Governance & Accountability for Smaller Authorities Practitioner's Guide to Proper Practices and The Accounts and Audit Regulations 2015 - Regulations 3 and 6, the Council is required to audit the effectiveness of its internal financial, accounting and other controls and of the internal audit process. This review forms part of the evidence for the statements asserted in Section 1 - Annual Governance Statement of the AGAR.

Compliance Area	Confirmed?	Supporting Evidence
1. Scope of the internal audit – that an adequate and effective internal audit process has been followed, covering risk management, internal controls and governance processes.	Yes – the scope for internal audit is adequate.	The scope of the internal audit is directed by the Practitioner's Guide to Proper Practices. Audit checks are performed on all key internal controls – bank reconciliation, risk assessment, contractual payments, payroll and income. Processes are checked for compliance against the Council's Standing Orders and Financial Regulations.
2. Independence of the Internal Auditor.	Yes – the Internal Auditor is fully independent.	<p>Audit reports are issued by the Auditor in their own name. The auditor is independent of the Council and the Parish Clerk.</p> <p>The appointment of the Internal Auditor complies with the Council's Financial Regulations.</p> <p>The Internal Auditor has access to all of the necessary accounting records and other information to form a full and independent view.</p>
3. Competence of the Internal Auditor.	Yes – the Internal Auditor is competent.	<p>The Internal Auditor has over 30 years' experience in the financial sector with the last 12 specialising in local government. They have extensive knowledge of the proper practices, risk management and legislative powers of town and parish Councils.</p> <p>Audit work is completed objectively and thoroughly, with any observational comments serving to improve the Council's financial effectiveness and drive for continuous self-improvement. The information provided in the audit reports is reliable and balanced. The Auditor completes internal audits for other similar town and parish Councils.</p>

<p>4. Relationships with the Clerk, the Authority, and the Internal Auditor – ensuring that the Responsible Financial Officer provides all of the relevant documents to the internal auditor for inspection and issues any resulting audit reports to the Authority.</p>	<p>Yes – the relationships between the Clerk, Authority and Internal Auditor are appropriate.</p>	<p>The Parish Clerk has provided the Internal Auditor with all information and explanations requested to assist with the audit.</p> <p>The Parish Clerk presents the internal audit reports, with an explanation of any action required post audit, to the Finance & General Purposes Committee and Full Council. Individual Councillors do not attend internal audit visits.</p> <p>The Council takes a proactive approach to addressing any matters identified by the Internal Auditor. Finance training is available to Council Members to support their role.</p>
<p>5. Audit Planning and Reporting – that the internal audit process has been suitably planned and reported upon.</p>	<p>Yes – the audit process was effectively planned and reported upon.</p>	<p>The internal audit process is planned to mesh in with the external audit timetable. Two internal audit visits took place for the 2023/24 financial year, in May and November, which is adequate for the Council’s budget.</p> <p>The internal audit reports were issued to the Council at the next relevant meeting after they were issued. Any issues and recommendations have been reported to Council and actioned.</p>

If any of the compliance areas have been answered as ‘No’, this will be addressed in an appropriate action plan.

AGAR Section 1 – Annual Governance Statement Evidence 2023/24

Question – confirm for the year ending 31.03.24	Answer	Evidence
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes	The Council employs a Clerk, experienced in Local Council work to prepare, with the Assistant Parish Clerk, the draft budget and the annual year end accounts. Budget monitoring is completed at the quarterly F&GP Committee meeting and the month end processes/checks are completed by the APC. The Rialtas Omega finance software is used to prepare the Council's accounts. The Clerk and APC monitor income and expenditure reports monthly and any points of concern are raised with the Council, as required.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	Each invoice is approved at a Council meeting prior to payment and a list of these payments are included in the relevant minutes. The bank reconciliation for each account is completed monthly and will be verified periodically against the original bank statements by the Chairman of F&GP Committee. Direct Debits and contractual payments are approved by the F&GP Committee annually. The Internal Auditor completes a visit at least twice per year. Cash receipts are low in value now but are banked promptly. The Council has fully updated Standing Orders and Financial Regulations for the period. Payroll is managed by the APC via an online system (SAGE). VAT returns are completed quarterly. The fixed asset register is maintained by the Clerk and APC. The Council did not review and approve the Annual Risk Assessment until 16 th May 2024 however risk management has been considered throughout the year at an operational level.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	Yes	The Council employs a qualified Clerk/RFO, who is responsible for ensuring that the Council operates within the legal framework. Decision making in relation to expenditure and contracts are made in accordance with the Council's Financial Regulations. The Council meets the criteria for the General Power of Competence and formally agreed to use this power at the Full Council meeting in June 2023. The final internal audit completed for the year confirmed that there are no specific audit matters that need to be drawn to the Council's attention.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	No	Last year's accounts made available for public inspection within the correct timeframe. Audit and conclusion notices were placed on Council's noticeboard and website however, the form displayed did not include all the required information.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of	No	The Council did not review and approve the Annual Risk Assessment until the Full Council meeting on 16.05.24, however risk management has been considered throughout the year at an operational level.

internal controls and/or external insurance cover where required.		Risk assessments for individual activities are prepared and reviewed at least annually. Playgrounds are inspected by an independent competent authority 4 times per year plus operational inspections occur weekly throughout the year. Inspections of boilers are carried out annually. The Council has full insurance cover in place, including public and employer's liability cover and the fidelity guarantee. The Council's Standing Orders and Financial Regulations are in place and up to date.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes	Interim internal audits took place in May and November 2023 and the final audit in May 2024. The bank reconciliations for all accounts are completed monthly. Creditors and debtors are reviewed monthly by the Clerk and APC. The F&GP Committee receives a summary of creditors and debtors quarterly. Outstanding debtors are chased in line with proper practices. Any significant debtors are referred to the F&GP Committee.
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes	There were no issues identified on the previous year's external audit reports. Any observation comments made on the internal audit reports have been completed.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Yes	No such contingent liabilities expected at time of writing. Any potential financial liabilities have been accounted for in the year end accounts.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	n/a	n/a.

WINNERSH PARISH COUNCIL
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2024

Winnersh Parish Council

Explanatory foreword to the financial statements for the year ended 31 March 2024

The Council's financial statements are prepared in compliance with the Accounts and Audit Regulations 2015. The statutory accounts are included in Section 2 of the Annual Governance & Accountability Return. The amounts thereon are drawn from these detailed financial statements, which are solely for the Council's internal use.

The accounts comprise the following:

- Income and Expenditure Account, recording financial transactions during the year for both revenue and capital schemes;
- Balance Sheet, summarising the Council's financial position at the year-end;
- Notes to the financial statements, providing explanatory detail and more information on the accounts and operational assets such as community centres;
- Fixed Assets, including long-term investments, are not required to be included in these accounts but are shown separately as a note to these financial statements.

The Council falls within the limited assurance audit regime and so is required to complete the Annual Governance & Accountability Return, containing a summary of the Council's income, expenditure, reserves and bank balances. This will be approved at the Council meeting on 18th June 2024. The external auditor's opinion will be given on this annual return rather than these financial statements. Once given, the auditor's opinion will be publicly advertised.

Winnersh Parish Council

Income and Expenditure Account for the year ended 31 March 2024

		2023/24	2022/23
Income	Notes	£	£
Precept		191,166	186,917
Community Infrastructure Levy (CIL)		35,312	26,862
Interest and investment income		1,372	196
Miscellaneous income		454	3,119
Feed in Tariff (FIT)		524	657
Grants		0	5,000
Lettings & other income from Council facilities			
Winnersh Community Centre		38,938	37,653
Sindlesham Room		10,633	7,112
Allnatt Pavilion		9,579	6,998
Bearwood Recreation Ground		7,427	7,208
Allotments		3,094	2,978
Fete income		1,528	1,706
Newsletter income		0	0
Christmas Event income		856	0
Capital receipts and similar external funding		16,600	0
		299,179	286,406
Expenditure			
General administration		167,821	116,215
Council Services			
Street Lighting		1,309	1,330
Grant & discretionary payments	4	5,550	4,940
Community Transport	4	2,600	2,500
Youth Work	4	2,104	1,556
Council Facilities			
Winnersh Community Centre & Sindlesham Room		20,914	22,780
Allnatt Pavilion		2,887	2,870
Bearwood Recreation Ground		14,414	17,159
Allotments		5,116	4,041
Pavilion House		75	0
Capital Expenditure	2	99,626	36,258
Fete expenditure	3	3,947	3,026
Newsletter Expenditure	3	0	755
Christmas Event expenditure	3	2,842	0
		326,363	213,430
Net income for the year			
Transferred from/to(-) reserves		2,286	8,826
Amount added to balances		-24,898	81,802

Winnersh Parish Council

Balance Sheet at 31 March 2024

			2024	2023
		Notes	£	£
Current assets				
	Debtors & prepayments	9	13,927	14,713
	Clearing bank balances & cash		243,721	247,467
	Pension Liability		0	605
	Creditors		0	0
				262,785
Current liabilities				
	Creditors	10	23,266	16,680
			23,266	16,680
Net assets				
			234,382	246,104
Represented by reserves and balances				
	General reserves		139,669	148,316
	Earmarked reserves	8	94,713	97,788
			234,382	246,104

The above statement represents fairly the financial position of the Council as at 31 March 2024 and reflects the income and expenditure for the year then ended.

Approved at a meeting of Winnersh Parish Council held on 18th June 2024

Marcia Milsom
Clerk and Responsible Finance Officer

David Green
Chairman

Winnersh Parish Council

Notes to the financial statements for the year ended 31 March 2024

1. Basis of preparation

The Council's financial statements are prepared in compliance with the Accounts and Audit Regulations 2015. These financial statements are prepared on the accruals basis and therefore include amounts receivable and payable but not settled at the year end. As income and expenditure is less than £6,500,000, the statements do not include fixed assets on the Balance Sheet. All capital receipts and expenditure are included in the Income and Expenditure Account when incurred.

2. Capital Expenditure

	2023/24	2022/23
Access Control system	0	10,409
Replacement Doors	0	6,466
Blinds for Office/SR	0	1,472
CCTV Installation	0	6,320
RBLI Jubilee Plaque	0	121
Speedwatch Equipment	0	109
Wildflower Bund	0	1,261
Recycling Bin	0	799
Solar Battery	0	7,826
Immersion Diverter	0	530
AP/Streetlight connection to Solar	0	945
Floor Scrubber/Dryer	1,450	0
Toilet Refurbishment	23,061	0
Community Centre Floor	8,784	0
Footpath Repair	3,650	0
Community Centre Lighting	342	0
Car Park Levelling	5,900	0
Play Area Equipment Replacement	16,857	0
Community Centre Curtains	2,518	0
Pavilion House Refurbishment	24,206	0
Replacement Windows (FC)	6,221	0
Thermostats (FC)	523	0
Door Frame and hold (FC)	685	0
Climate Change Projects (FC)	170	0
	94,367	36,258

Winnersh Parish Council

Notes to the financial statements for the year ended 31 March 2024 (cont'd)

3. Publicity

The Council incurred the following expenses on publicity:

	2023/24	2022/23
Parish events and newsletter	6,789	3,781
Website maintenance	1,878	1,919
	8,667	5,700

4. Grants and Community Support

The Council adopted the General Power of Competence in 2019. The Council is also entitled under Section 137(3) of the Local Government Act 1972 to spend £9.93 per elector to contribute to UK charities, public sector funds and public appeals. Based on an electorate of 7,867, the Council was therefore empowered to spend £78,119 in the year to 31 March 2024, although no expenditure was incurred.

	2023/24	2022/23
Me2Club	500	500
Wokingham Job Support Club	500	500
The Cowshed	0	500
Berkshire Vision	0	300
Wokingham CAB	1,000	1,000
Bearwood Primary School	0	500
Link Visiting Scheme	500	640
First Days Children's Charity	750	250
ARC Youth Counselling	750	250
Keep Mobile	2,500	2,500
Home Start Wokingham	750	500
Youth Club	2,104	1,556
Greenwood Pre-School	0	0
St Catherine's Church	0	0
Parenting Special Children	500	0
Lily Wilson (Sports grant)	300	0
	10,154	8,996

5. Pensions

The Council's staff are members of the Berkshire Pension Scheme. The employer's contribution in 2023/24 was 27.2% of pensionable salary (2022/23: 26.3%), and the amount paid was £22,198 (2022/23: £17,377).

Winnersh Parish Council

Notes to the financial statements for the year ended 31 March 2024 (cont'd)

6. Tenancies

The Council is lessee to Wokingham Borough Council on the following land:

	<u>Expiring in</u>	<u>Rental (£)</u>
Land for allotments at Woodward Close	2035	1,000

7. Fixed Assets

The Council owns land for the benefit of the community at Bearwood Recreation Ground. The land is held for perpetuity and has no resale value. It is valued at a nominal £1.

Other fixed assets have been acquired over a period of years. Properties are stated at latest valuation and other assets are stated at cost.

	2023/4	2022/23
	£	£
Operational properties at valuation		
Bearwood Recreation Ground	500	500
Allnatt Pavilion	1	1
Pavilion House	1	1
Winnersh Community Hall	213,000	213,000
Contents in operational properties		
Allnatt Pavilion	12,063	12,063
Pavilion House	3,588	3,588
Winnersh Community Hall	66,285	52,608
John Grobler Room	2,482	2,482
Office	11,110	11,110
Play area equipment, etc		
Installed in play areas	178,540	169,509
Playing Field	21,784	19,990
Allotments	521	521
	509,875	485,373

Winnersh Parish Council

Notes to the financial statements for the year ended 31 March 2024 (cont'd)

8. Earmarked Reserves

	Notes	Opening balance @ 01.04.23	Additions / Usage	Closing Balance @ 31.03.24
		£	£	£
CIL	a	67,666	-2819	64,846
History Project	b	2,379	0	2,379
Allotment Transitioning	c	27,743	-255	27,488
TOTAL EARMARKED RESERVES		97,788	-3,074	94,713

- a This reserve is the balance of CIL funds received since 2016.
- b This reserve was created following funds transferred from the Winnersh Historical Society.
- c This reserve was created following funds transferred from Wokingham Borough Council following the creation of the new allotment site in 2019. The funds are used for capital projects at the allotments and funds the Winnersh Allotment Association up to £1,000 per annum.

9. Debtors

	2023/24	2022/23
	£	£
Charges for Council Services	6,399	7,339
Prepayments	5,073	3,450
VAT recoverable	2,455	3,924
	13,927	14,713

10. Creditors

	2023/24	2022/23
	£	£
Accruals	16,141	2,637
Receipts in Advance	698	786
Other Creditors	5,827	13,227
Deposits held	600	30
VAT Control A/C	0	0
	23,266	16,680

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Winnersh Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2024	Unity Trust A/C	58,721.00
31/03/2024	Lloyds Credit Card	0.00
31/03/2024	Redwood Bank WPC	85,000.00
31/03/2024	CCLA	100,000.00

243,721.00

All Cash & Bank Accounts

1	Unity Trust Account	58,721.00
5	Lloyds Credit Card	0.00
6	Redwood Bank	85,000.00
7	CCLA	100,000.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	243,721.00
