



WINNERSH PARISH COUNCIL

Winnersh Community Centre
New Road, Sindlesham
Wokingham, Berks, RG41 5DU
www.winnersh.gov.uk

MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD ON TUESDAY 19th SEPTEMBER 2023 AT 7:30pm AT THE WINNERSH COMMUNITY CENTRE

Councillors:

Cllr P Bray

Cllr D Green (Chairman)

Cllr P Fishwick

Cllr G Harper

Cllr P Giacon

Cllr N Kilby

Officers:

Joanne Yeomans, CELO

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Boadu, Doyle, Kak, Nicholson, Shepherd DuBey and Southgate.

2. DECLARATION OF INTEREST

None.

3. CO-OPTION

Following the elections in May 2023 there were two vacancies in the North Ward of Winnersh Parish which had been advertised. Three applications had been received and the application forms had been circulated to all Councillors.

The following applicants were in attendance and each gave a brief presentation to members:

- Amanda Fyfe
- Graham Swannell
- Rona Topaz

It was identified that Rona Topaz was ineligible due to citizenship and withdrew from the process.

Following a paper vote, it was **RESOLVED** that Amanda Fyfe be co-opted to Winnersh Parish Council representing the North Ward.

Cllr Fyfe signed the Declaration of Acceptance of Office and joined the meeting.

4. CLERK'S REPORT

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

5. MINUTES OF THE PREVIOUS MEETINGS

It was **RESOLVED** that the minutes of the meeting held on 18th July 2023 (previously circulated) be confirmed and signed as a true record.

6. PUBLIC SESSION

There were no members of public in attendance.

7. CORRESPONDENCE

The following items of correspondence had been received:

- i. Emails from WBC Growth and Delivery Team re nomination of Bearwood Recreation Ground as Local Green Space – attached at Appendix 2a.

Following liaison with the Executive Committee, the Clerk had responded to advise that WPC reiterated it's comments from April 2021 that as there were covenants in place, it was not necessary to designate the site as Local Green Space. **Noted.**

- ii. Email from Rob Curtis, WBC Transport Planning Team Manager regarding GWR and SWR consultation on closure of ticket offices – attached at Appendix 2b.

Due to the deadline for response and following liaison with the Executive Committee, Cllr Fishwick had prepared a response to the consultation which had been submitted by the Clerk – attached at Appendix 2c. **Noted.**

- iii. Letter from Bruno Peek, Pageant Master for UK Town and Parish Councils regarding beacon lighting for D-Day 80 – 6th June 2024 – attached at Appendix 2d.

It was **RESOLVED** that the Parish Council liaise with other town and parish councils in the local area to determine whether other events were taking place. If none are planned, Winnersh Parish Council will consider the proposal.

ACTION: CLERK

- iv. Email from BALC giving details of AGM and calling for any motions to be included on the agenda – attached at Appendix 2e.

There were no motions raised to be added to the BALC AGM agenda.

8. MEETINGS OF COMMITTEES OF COUNCIL

i. Recreation & Amenities Committee

It was **RESOLVED** that the minutes of the Recreation & Amenities Committee meeting held on 5th September 2023 (previously circulated) be confirmed and signed as a true record.

- a. It was **RESOLVED** to accept the quote (Appendix 3b) from Surrey Fire in the sum of £965.00 + VAT for emergency lighting repairs.

ACTION: CLERK

ii. Planning & Transport Committee

The minutes of the meeting held on 8th August had been confirmed and signed as a true record at the Planning and Transport Committee meeting on 12th September.

It was **RESOLVED** that the minutes of the Planning & Transport Committee meeting held on 12th September 2023 (previously circulated) be confirmed and signed as a true record.

It was **RESOLVED** that the consultation '*Have your say in how WBC involves you in planning matters*' be referred to the next Planning and Transport Committee meeting for discussion and a response submitted on behalf of the Council. Cllr Kilby asked for the consultation to be circulated.

ACTION: APC

Cllr Bray asked if there could be a return to the use of congruent/incongruent when reporting on WBC planning decisions. The APC would liaise with the Planning and Transport Committee.

ACTION: APC

iii. Finance & General Purposes Committee

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 25th July 2023 (previously circulated) be confirmed and signed as a true record.

- a. It was **RESOLVED** to accept the recommendation that sums totalling £0.21 be written off from the sales ledger account.

ACTION: APC

- b. It was **RESOLVED** to accept the recommendation that Q1 accounts be accepted.
- c. It was **RESOLVED** to accept the recommendation that the draft Financial Regulations (attached at Appendix 4) be adopted.
- d. It was **RESOLVED** that investment accounts be opened with CCLA (£100,000) and United Trust Bank (£85,000).

ACTION: CLERK/APC

9. MEETING DATES

A draft schedule of meeting dates for 2024 was attached at Appendix 5.

It was **RESOLVED** to accept the draft schedule of meeting dates.

10. QUESTIONS

Cllr Kilby asked whether Wokingham Borough Council inspected road and pavement repairs after scheduled roadworks or works undertaken by utility companies. Cllr Fishwick confirmed legislation was in place to ensure standards were maintained.

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

- Cllr Harper had attended the BALC AGM on 18th September 2023.
- Cllr Harper had attended a meeting of Hurst Consolidated Charities.
- Cllrs Bray, Fishwick and Green had attended an Active Travel Working Group meeting with Wokingham Borough Council. An update was given over plans for cycle provision between Winnersh and Wokingham.

12. REPORTS FROM WBC WARD AND PARISH COUNCILLORS

- i. A written report from Ward Councillors was attached at Appendix 6. **Noted.**

In addition to Appendix 6, Cllr Bray gave an update on the opening of Oak Tree School in Winnersh. The school is open to 52 pupils in years 1,3 and 7. Cllr Bray attended the formal opening on 18th September 2023.

- ii. There were no verbal reports from Parish Councillors on matters within their wards.

13. CAPITAL PROJECT UPDATE

- i. An update on 2023-24 capital projects was attached at Appendix 7. **Noted.**

14. ORDERS FOR PAYMENT

A schedule of all payments was attached at Appendix 8.

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

ACTION: CLLRS GREEN & KILBY

15. CHRISTMAS EVENT WORKING GROUP

Notes of the meetings held on 24th July and 4th September were attached at Appendix 9a and 9b. **Noted.**

The Working Group had agreed that additional outside lights and a larger Christmas tree for the Winnersh Hall should be purchased. The Clerk had sourced a 9ft pre-lit tree, decorations and outside lights in the sum of £600 + VAT.

It was **RESOLVED** that the Clerk purchase a new tree, decorations and outside lights to a maximum cost of £1000.00 + VAT (lights from Christmas Event budget and tree/decorations from Community Hall Maintenance budget).

ACTION: CLERK

16. FACILITIES DEVELOPMENT WORKING GROUP

The structural report from Allcott Associates advised that trial pit examinations be carried out to determine the structure of the current foundations. The Clerk had obtained quotes for the trial pits and the Executive Committee had approved and selected a contractor to carry out the investigation in the sum of £985.00 + VAT.

The trial pit investigations were carried out on 21st August 2023 and the report would be reviewed by the Working Group when received. **Noted.**

17. CLIMATE CHANGE EMERGENCY WORKING GROUP

A report from Cllr Fishwick was attached at Appendix 10. **Noted.**

18. WINNERSH SUSTAINABLE TRANSPORT WORKING GROUP

A report by Cllr Fishwick was attached at Appendix 11. **Noted.**

19. EXCLUSION OF PRESS AND PUBLIC

It was **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 following items.

20. STAFFING

It was **RESOLVED** that the Clerk investigate alternative options for Relief Caretaker cover.

The next Full Council meeting would be held on Tuesday 17th October 2023 at 7.30pm.

The meeting closed at 9.20pm.

Full Council Clerk's Report - September 2023

Meeting Action Point	Date Decision Ratified	Minute reference	Owner	Notes	Status
Hall floor sand/seal	24.01.23	8.6	Clerk/GH	Works completed August 2023	Complete
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
CIL Co-funding - Local Bus Services	21.03.22	23	Clerk	Clerk has confirmed contribution with WBC. Awaiting payment request	In progress
Allotment combination locks	18.04.22	7 i.i c	Clerk	Volkers have agreed to fund the cost of supply and fit of digilocks. Works will be completed once adjustment works have been carried out by WBC/Reds10	In progress
Sindlesham Room/JGR drawings	18.04.22	7 i.i d	Clerk	Clerk meeting with architect to discuss options	In progress
Pavilion House works	18.04.22	7 i.i e	Clerk	Windows and doors installed. Bathroom works completed. Kitchen works commenced. Order placed for carpet works. Decorating commencing w/c 25th September.	In progress
Allnatt Pavilion building survey	18.04.22	7 i.i g	Clerk	Trial pit works complete. Report awaited for review by Facilities WG	In progress
Sindlesham Room door magnet	18.04.22	7 i.i j	Clerk	Magnet installed	Complete
Staff PPE	20.06.23	20	Clerk	Uniform purchased and distributed	Complete
Christmas event	20.06.23	21	Clerk & WG	Working Group met 24th July and 4th September. Agreed event date 2nd December	In progress
WBC Love to Ride scheme	18.07.23	6 v	Clerk	Clerk has signed up to Love to Ride scheme. Details have been circulated to all members. Scheme and campaigns uploaded to website and social media	Complete
Community Navigator	18.07.23	6 vi	Clerk	Scheme promoted on website and social media	Complete
Allotment Lease amendment	18.07.23	8	Clerk/Exec	Deed of Amendment received, signed and returned	Complete
Sainsbury's Recycling	18.07.23	9	Clerk	The Clerk has written to Sainsbury's re removal of recycling facility. No response to date	In progress
Banking	18.07.23	13	Clerk/APC	Cllrs Boadu, Bray and Obileye have been advised to contact Unity to reset log-in	Complete
Streetlight electricity supply	18.07.23	17 ii	Clerk/APC	Instruction given to SSE to cut and cap electricity supply in car park cabinet	In progress

Meetings/Training attended by Clerk:

18th July	Council meeting
21st July	Curtain contractor meeting with Lesley Doyle
24th July	Christmas WG meeting
25th July	F&GP meeting
9th August	Meeting with Reds10 at allotments
15th August	Meeting with contractor regarding toilet refurbishment
16th August	Meeting with contractor regarding house decoration
18th August	Meeting with contractor regarding house decoration
31st August	Teams meeting with WBC regarding proposed changes to street cleansing
4th September	Christmas WG meeting
5th September	R&A meeting
8th September	Meeting with architect regarding Sindlesham Room and Allnatt Pavilion
Staff Holiday	
1st - 3rd August	KS holiday
7th - 9th August	JY holiday
8th - 10th August	KS holiday
10th August	JR holiday
11th August	MM holiday
29th - 31st August	JY holiday
11th - 22nd September	MM holiday

Email: Ben.Davis@wokingham.gov.uk
Date: 28 July 2023
My ref: Local Green Space nominations
Your ref: -
File ref: LGS letter to landowners



**WOKINGHAM
BOROUGH COUNCIL**

Winnersh Parish Council

Via email only
clerk@winnersh.gov.uk

Dear Clerk,

SUBJECT: LOCAL GREEN SPACE NOMINATIONS

I am writing to you as a landowner of an area nominated to the council as suitable for designation as a Local Green Space. A map showing the nominated land (ref LGS035) is attached in Appendix 1.

Land registry data shows that you own all or part of the nominated land. However, it would be helpful if you could confirm the extent of your ownership, if wider.

For information, we previously identified and wrote to the landowners in May 2021. We also recognise that you have previously made some suggested amendments to the boundary of the proposed LGS, which we have on record and therefore it is not necessary for you to resubmit those comments. However, we would welcome any further comments you may have on the suitability of the land.

What is a Local Green Space?

The designation of Local Green Space is a way for a community to identify green areas that are of particular importance to them and protect them from inappropriate development.

Those areas considered suitable will be proposed for designation in the council's new local plan – the document which sets out how development will be managed. The government's planning policies set out in the National Planning Policy Framework (NPPF) requires Local Green Spaces to be considered similarly to the Green Belt.

This means that development would only be allowed for defined uses and other forms of development would be deemed inappropriate and would not be approved except in very special circumstances.

What does nomination mean?

Nomination means that the green area has been identified by the parish/town council, or another group or person as being of particular importance to the local community and as such they wish the council to consider designating the land as a Local Green Space.

The council has not at this time formed a view as to whether the land is suitable for designation. Before we do this, we wish to receive your views so we may take these into account.

What are the rules governing Local Green Space?

Local Green Space designations is intended to be used to protect areas of particular importance and will not be appropriate in all cases. The NPPF states that Local Green Space designations should only be used:

- where the green space is in reasonably close proximity to the community it serves;
- where the green area is demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
- where the green area concerned is local in character and is not an extensive tract of land.

Land does not need to be in public ownership or have public access to be potentially suitable. Designation does not convey any access rights.

Additional advice is set out in the national Planning Practice Guide (PPG) "Open space, sports and recreation facilities, public rights of way and local green space". Links to the NPPF and PPG are provided below for your convenience.

NPPF <https://www.gov.uk/guidance/national-planning-policy-framework>

PPG <https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space>

What are the next steps?

We would be grateful to receive any further comments you wish to make on the suitability of the land by Friday 25 August 2023.

Please email your comments to LPU@wokingham.gov.uk or send them to us by post to the following address:

The Growth and Delivery Team
Wokingham Borough Council
Shute End
Wokingham,
Berkshire
RG40 1BN

Following the opportunity to comment, we will carefully consider the suitability of the land.

A future recommendation will be made as part of approving the next consultation on the local plan, likely to be towards the end of the year. Our assessment will be published at this time as part of the consultation.

Please do get in touch if you have any questions.

Yours sincerely,

Ian Bellinger

Ian Bellinger
Head of Planning Policy
Place and Growth

Appendix 1: Map of nominated green area

Bearwood Recreation Ground, Bearwood Road, Winnersh



Summary of Ticket Office Closures Consultation

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Introduction

Train Operators have proposed changes to a majority of rail station ticket offices in England as part of their plans to “modernise” the railway. This is proposing to close almost all ticket offices at railway stations (except for the busiest stations) over three years. Staff would be upskilled to support customers across the stations rather than just at ticket offices.

Transport Focus are operating the consultation and the relevant webpage is [here](#).

Each operator has put together proposals for the individual stations that they operate. The railway operators that operate within Wokingham are South Western Railway (SWR) and Great Western Railway (GWR). Their webpages to set out their plans are as follows:

- [South Western Railway](#)
- [Great Western Railway](#)

The consultation was due to last three weeks and finish on Wednesday 26th July. However, on 26th July it was announced that these consultations have been extended to Friday 1st September 2023.

South Western Railway

How they’re doing it (SWR)

[South Western Railway Consultation page](#)

Based on footfall on the stations, Stations were categorised from 1 (High Volume) to 4 (Low Volume). Based on the categories, SWR have set out how they intend to treat each station:

- **Category 1 e.g., Basingstoke**
 - At least three Colleagues stationed to help support ticket purchase (on electronic device or TVM), journey planning, boarding the train, accessibility requirements, understanding cheapest fares.
 - Unstaffed hours, customers will need to purchase using ticket machines or buy online.
- **Category 2 e.g., Wokingham**
 - Multiple colleagues available to support ticket purchase, journey planning, boarding the train, accessibility requirements, understanding cheapest fares. Minimum of one colleague available between 6am – 11:30 pm
 - 6am to 11 am and 4pm – 8pm, minimum of four station team colleagues to support customers.
 - Unstaffed hours, customers will need to purchase using ticket machines or buy online.
- **Category 3 e.g., Winnersh, Winnersh Triangle, Earley**
 - one colleague at set times, most tickets are already purchased through digital channels.
 - Investments in video-calling capabilities on ticket vending machines
 - A trained staff will be stationed to help support ticket purchase, journey planning, boarding the train, accessibility requirements, understanding cheapest fares.
 - Unstaffed hours, customers will need to purchase using ticket machines or buy online.
- **Category 4 e.g., Smallbrook Station**

- If already unstaffed, customers are able to purchase online or vending machine

Wokingham Borough Impacts (SWR)

The below sets out the category assigned to each SWR station in Wokingham Borough and both their current ticket office opening hours and the proposed station staffing hours.

It should be noted that stations may already be staffed outside of the current ticket office opening hours, making it difficult to ascertain whether there is any net change in staffing hours or numbers. This information can be found on the SWR webpage for each station and under “Accessibility and mobility access” drop down and “Accessible station facilities” heading.

Earley – Category 3

Transport Focus will be running the consultation for this station

	Current ticket office opening hours	Proposed station staffing hours
Monday	6:05am - 1:25pm	Unstaffed
Tuesday	6:05am - 1:25pm	6:00am - 10:00am
Wednesday	6:05am - 1:25pm	6:00am - 10:00am
Thursday	6:05am - 1:25pm	6:00am - 10:00am
Friday	6:05am - 1:25pm	6:00am - 10:00am
Saturday	8:00am - 4:00pm	9:00am - 1:00pm
Sunday	10:00am - 4:00pm	Unstaffed

Winnersh – Category 3

Transport Focus will be running the consultation for this station

	Current ticket office opening hours	Proposed station staffing hours
Monday	6:00am - 11:30am	Unstaffed
Tuesday	6:00am - 11:30am	6:00am - 10:00am
Wednesday	6:00am - 11:30am	6:00am - 10:00am
Thursday	6:00am - 11:30am	6:00am - 10:00am
Friday	6:00am - 11:30am	6:00am - 10:00am
Saturday	7:00am - 12:30pm	9:00am - 1:00pm
Sunday	Unstaffed	Unstaffed

Winnersh Triangle – Category 3

Transport Focus will be running the consultation for this station

	Current ticket office opening hours	Proposed station staffing hours
Monday	6:00am - 11:00am	6:00am -10:00am
Tuesday	6:00am - 11:00am	6:00am -10:00am
Wednesday	6:00am - 11:00am	6:00am -10:00am
Thursday	6:00am - 11:00am	6:00am -10:00am
Friday	6:00am - 11:00am	Unstaffed
Saturday	8:00am - 1:00pm	Unstaffed
Sunday	Unstaffed	9:00am - 1:00pm

Wokingham – Category 2

Transport Focus will be running the consultation for this station

	Current ticket office opening hours	Proposed station staffing hours
Monday	5:45am - 8:35pm	6:00am - 11:30pm
Tuesday	5:45am - 8:35pm	6:00am - 11:30pm
Wednesday	5:45am - 8:35pm	6:00am - 11:30pm
Thursday	5:45am - 8:35pm	6:00am - 11:30pm
Friday	5:45am - 8:35pm	6:00am - 11:30pm
Saturday	6:10am - 8:25pm	6:00am - 11:30pm
Sunday	8:00am - 6:30pm	8:00am - 8:00pm

Case Studies (SWR)

This section sets out the case studies as an example for each category of station and how the operation of these stations will change as can be found in the [Station Change Proposal PDF on this webpage](#).

A case study of Basingstoke station (Category 1 Station)

A Southwestern Railway customer travelling from Basingstoke station would be greeted by at least three colleagues who would have the training and skills to support customers with:

- Purchasing tickets online using an electronic device and ticket vending machines
- Planning their journey
- Understanding the cheapest fares available for the journey in question
- Boarding and alighting from the train
- Any additional accessibility requirements

These Southwestern Railway colleagues would be on the station concourse interacting with customers and on the platform and would also be able to sell customers the small number of ticket types currently unavailable at TVMs or online.

Basingstoke – Category 1

Transport Focus will be running the consultation for this station

	Current ticket office opening hours	Proposed station staffing hours
Monday	6:00am - 9:30pm	Midnight - 11:59pm
Tuesday	6:00am - 9:30pm	Midnight - 11:59pm
Wednesday	6:00am - 9:30pm	Midnight - 11:59pm
Thursday	6:00am - 9:30pm	Midnight - 11:59pm
Friday	6:00am - 9:30pm	Midnight - 11:59pm
Saturday	6:00am - 9:30pm	Midnight - 11:59pm
Sunday	7:00am - 9:30pm	Midnight - 11:59pm

A case study of Wokingham station (Category 2 Station)

Every day of the week between 6am and 11.30pm, a customer arriving at Wokingham station would be greeted by at least one station team colleague who would be able to support customers with their journeys, including ticket purchasing.

Through busier hours (6am to 11am and 4pm to 8pm), there would be a minimum of four station team colleagues available to support customers.

During unstaffed hours, a customer arriving at Wokingham station without a ticket would make their ticket purchase using the ticket vending machine.

For ticket types that cannot be purchased at Wokingham station, the customer would need to buy the ticket online or at one of South Western Railway's category 1 stations. Ahead of implementation, there will be a way for customers to buy a ticket that allows them to get to a category 1 station to purchase the ticket they require for their journey without being out of pocket. South Western Railway will work with passenger groups to develop the specifics of this proposal.

Wokingham – Category 2

Transport Focus will be running the consultation for this station

	Current ticket office opening hours	Proposed station staffing hours
Monday	5:45am - 8:35pm	6:00am - 11:30pm
Tuesday	5:45am - 8:35pm	6:00am - 11:30pm
Wednesday	5:45am - 8:35pm	6:00am - 11:30pm
Thursday	5:45am - 8:35pm	6:00am - 11:30pm
Friday	5:45am - 8:35pm	6:00am - 11:30pm
Saturday	6:10am - 8:25pm	6:00am - 11:30pm
Sunday	8:00am - 6:30pm	8:00am - 8:00pm

A case study of Hedge End station (Category 3)

During staffed hours, a customer travelling from Hedge End would be greeted by a multi-skilled colleague who would be able to help them with their journey, including by:

- Helping to purchase tickets online using an electronic device or ticket vending machine
- Helping plan their journey
- Advising of the cheapest fares available for the journey in question
- Helping with boarding and alighting from the train
- Supporting those with additional accessibility requirements

During unstaffed hours, a customer at Hedge End would use the ticket vending machine to purchase a ticket. If the customer was struggling to buy a ticket using the ticket vending machine, they could use the video call facilities on the ticket vending machine. Through the video call facilities, the customer would be supported by a South Western Railway colleague working from our video contact centre.

For ticket types that cannot be purchased at Hedge End station, the customer would need to buy the ticket online or at one of South Western Railway's category 1 stations. Ahead of implementation, there will be a way for customers to buy a ticket that allows them to get to a category 1 station to purchase the ticket they require for their journey without being out of pocket.

Hedge End – Category 3

Transport Focus will be running the consultation for this station

	Current ticket office opening hours	Proposed station staffing hours
Monday	6:15am - 12:30pm	Unstaffed
Tuesday	6:15am - 12:30pm	6:00am - 10:00am
Wednesday	6:15am - 12:30pm	6:00am - 10:00am
Thursday	6:15am - 12:30pm	6:00am - 10:00am
Friday	6:15am - 12:30pm	6:00am - 10:00am
Saturday	8:00am - Midday	9:00am - 1:00pm
Sunday	Unstaffed	Unstaffed

A case study of Smallbrook station (Category 4)

- As is already the case, a customer travelling from Smallbrook station would purchase tickets online or at a ticket vending machine.
- For ticket types that cannot be purchased at Smallbrook station, the customer would need to buy the ticket online or at one of South Western Railway's category 1 stations.
- Ahead of implementation there will be a way for customers to buy a ticket that allows them to get to a category 1 station to purchase the ticket they require for their journey without being out of pocket. South Western Railway will develop the specifics of what this will look like by working with passenger groups.
- Smallbrook is a category 4 and is currently unstaffed and will remain so in the future, so is not subject to consultation

Great Western Railway (GWR)

Changes to stations operated by GWR

Key Links:

[GWR Consultation page](#)

[Changes to Ticket Retailing at GWR STATIONS full list](#)

GWR have set out information for each station as downloadable PDFs either by station or as a whole. Interestingly GWR set out the proportion of tickets sold and collected at each location alongside their proposals.

It should be noted that stations may be staffed outside of the current ticket office opening hours. This information can be found on the GWR webpage for each station and under “Staffing and General Services” drop down.

Twyford:

Twyford

Current Ticket Office times		Proposed Staffing Times	
Sunday:	08:15 - 15:00	Sunday:	08:15 - 15:00
Mon-Fri:	06:00 - 19:00	Mon-Fri:	06:00 - 19:00
Saturday:	06:45 - 15:30	Saturday:	06:45 - 15:30

Customer access to station facilities such as waiting rooms and toilets is unaffected by these changes

All tickets sold and collected - Financial Year 2022/23

Ticket sold at Ticket Office:	98,202	25.2%
Bookings collected at Ticket Office:	3,911	-
Ticket sold at the TVM(s):	118,035	30.3%
Bookings collected at the TVM(s):	41,997	-
Journeys from this station booked online:	173,786	44.6%
Cash payments received:	11,350	11.6% of total transactions
Warrant / voucher payments:	163	

Less common tickets sold - Financial Year 2022/23

Product	Issues	Alternative customer options		
Season Tickets	6,973	Online	Telesales	-
Rovers/Rangers	4	Online	On-Train	Telesales
Excess Fares*	51	Online	On-Train	-
Car Parking	0	App	-	-
Disabled discounts (D34/D50)	1	On-Train	-	-
Railcards sold	583	GWR App	Online	-
Refunds processed:	157	Call Centre	-	-

Crowthorne:

Although Crowthorne Station is not within Wokingham Borough it is a key railway station where many residents of Wokingham are likely to travel to/from.

Crowthorne

Current Ticket Office times		Proposed Staffing Times	
Sunday:	--:-- - --:--	Sunday:	--:-- - --:--
Mon-Fri:	06:45 - 10:30	Mon-Fri:	06:45 - 10:30
Saturday:	--:-- - --:--	Saturday:	--:-- - --:--

Customer access to station facilities such as waiting rooms and toilets is unaffected by these changes

All tickets sold and collected - Financial Year 2022/23

Ticket sold at Ticket Office:	263	1.4%
Bookings collected at Ticket Office:	32	-
Ticket sold at the TVM(s):	19,215	98.6%
Bookings collected at the TVM(s):	6,343	-
Journeys from this station booked online:	-	-
Cash payments received:	15	5.7% of total transactions
Warrant / voucher payments:	0	-

Less common tickets sold - Financial Year 2022/23

Product	Issues	Alternative customer options		
Season Tickets	3	Online	Telesales	-
Rovers/Rangers	0	Online	On-Train	Telesales
Excess Fares*	0	Online	On-Train	-
Car Parking	1	App	-	-
Disabled discounts (D34/D50)	0	On-Train	-	-
Railcards sold	0	GWR App	Online	-
Refunds processed:	3	Call Centre	-	-

Wargrave:

There is currently no operating Ticket office, and will remain so in the future, so is not subject to this consultation.

Reading:

Although Reading Station is not within Wokingham Borough it is a key railway station in the vicinity where residents of Wokingham are likely to change trains and as such changes here will impact our residents.

Reading

Current Ticket Office times		Proposed Staffing Times	
Sunday:	07:15 - 22:00	Sunday:	07:30 - 20:00
Mon-Fri:	06:15 - 22:00	Mon-Fri:	06:30 - 19:30
Saturday:	06:15 - 22:00	Saturday:	06:30 - 19:30

Customer access to station facilities such as waiting rooms and toilets is unaffected by these changes

All tickets sold and collected - Financial Year 2022/23

Ticket sold at Ticket Office:	645,910	24.4%
Bookings collected at Ticket Office:	78,609	-
Ticket sold at the TVM(s):	787,638	29.8%
Bookings collected at the TVM(s):	411,772	-
Journeys from this station booked online:	1,213,679	45.8%
Cash payments received:	120,418	18.6% of total transactions
Warrant / voucher payments:	2,435	

Less common tickets sold - Financial Year 2022/23

Product	Issues	Alternative customer options		
Season Tickets	32,017	Online	Telesales	-
Rovers/Rangers	28	Online	On-Train	Telesales
Excess Fares*	7,505	Online	On-Train	-
Car Parking	3	App	-	-
Disabled discounts (D34/D50)	25	On-Train	-	-
Railcards sold	7,981	GWR App	Online	-
Refunds processed:	2,676	Call Centre	-	-

Retailing facilities at this station

Current ticket office windows:	12
Number of TVMs:	11
TVM payments accepted:	Cash & Card

Reasoning for the changes

- Promise that there will be more staff on the platforms overseeing day to day
- Modernise the railway
- Seventy-five per cent of SWR passenger journeys are already made using smart media - contactless, Oyster, Tap2Go, SWR Touch Smartcards, eTickets
- The vast majority of ticket types are already available via smart media, online or at ticket vending machines
- Of the 12% of tickets bought at ticket offices nationwide last year, an estimated 99% could have been bought using a ticket vending machine or online
- Save Costs

Concerns about moving from ticket offices

The following section sets out some general concerns surrounding moving from ticket offices over to ticket machines or buying online.

Concerns regarding Ticket Machine

- Services unavailable at ticket machines including refunds, season ticket changes, ranger and rover tickets, ferry/bus connections, park and ride, group save, disabled persons discount, season tickets over one month in length, advance fares, rail card purchases, off-peak tickets before 9.30am, changes to ticket classes, seat reservations, cycle reservations, photocards for season tickets, scholar tickets, sleeper bookings and car parking.
- Inaccessible for those that predominantly use cash, part cash, part card payment - impacts lower incomes and older and disabled people are more likely to use cash.
- Machines don't automatically offer cheapest tickets or explain restrictions on certain fares
- Reduction in facilities and support for passengers with disabilities/accessibility or other equalities related needs
- Overwhelming opposition to ticket office closures from disabled people's organisations, including Disability Rights UK, National Federation of the Blind UK, Transport for All, RNIB, RNID, Guide Dogs, Scope, Thomas Pocklington Trust, Winvisble, Greater Manchester Coalition of Disabled People and the MS Society.
- Safety at station for passengers
- Staffed ticket offices have an important role in supporting passenger safety and security.
- Ticket offices provide a place of safety for both staff and passengers. Requiring staff to undertake transactions out on the platform puts both passengers and themselves in a more vulnerable position.
- Lack of emergency support for incidents, anti-social behaviour, deterrent, safety & security
- Safety concerns and feeling vulnerable without station staff
- No longer be any statutory regulation of staffing provision at stations and the passenger watchdogs would have no formal role in monitoring this. Undoubtedly this will lead to reduced staffing provision at stations.
- Loss of human contact and two-way questions to help get the correct ticket
- Concern around pay cuts and job losses for station staff

Concerns regarding Mobile Ticketing/ Apps

- General reluctance to change
- Accessibility Issues i.e. Dyslexia
- Old/ Young with no access to apps
- No access to apps for those without bank accounts
- General complication to use apps instead of having someone explain clearly what tickets are needed
- Loss of human contact and two-way questions to help get the correct ticket
- Concern around pay cuts and job losses for station staff

Other Thoughts

- Down to 12% report – cited numerous times in news sources but the actual report to present this is nowhere to be found. The most credible cite was from the Rail Travel Group but latest reports do not mention this.
- Consultation is an Email instead of a form may be confusing and inaccessible to the people the ticket offices will impact the most – again another barrier to the proposed changes
- Major opposition group with the RMT - [SAVE OUR TICKET OFFICES - rmt](#)
The South western Protest group: [Save your South Western Railway ticket offices | New Mode](#)
- Initially a three-week public consultation was proposed with little notice of this major change. This would not have enable many organisations to compile a response. Due to backlash this has since been extended until 1st September 2023.

Resources and Links

Transport Focus Contact

Email: TicketOffice.SWR@transportfocus.org.uk

Freepost: RTEH-XAGE-BYKZ, Transport Focus, PO Box 5594, Southend on Sea, SS1 9PZ

For more information about how to have your say see www.transportfocus.org.uk

SWR Consultation Contact

Email: SWR.Consultation@Londontravelwatch.org.uk

Freepost: RTEH-XAGE-BYKZ, London TravelWatch, PO Box 5594, Southend-on-Sea, SS1 9PZ

For more information about how to have your say see londontravelwatch.org.uk

GWR Consultation Contact

Email: GWR.Consultation@londontravelwatch.org.uk

Freepost: RTEH-XAGE-BYKZ, London TravelWatch, PO Box 5594, Southend-on-Sea, SS1 9PZ.

For more information about how to have your say
see <https://www.transportfocus.org.uk/ticketoffices>

Winnersh Parish Council – Draft response to Rail Delivery Group rail ticket office consultation

Winnersh parish Council wish to strongly oppose the proposals by the Rail Delivery Group for the planned closure of station ticket offices which includes the Parish Council adopted stations, the name of Winnersh Sustainable Transport Group consisting of Winnersh and Winnersh Triangle located on the Windsor to Reading Community Rail Line.

The initial consultation was scheduled for only 21 days, which the Parish Council found unacceptable for such an important matter. Although it has been extended, this is during August when the Council do not hold normal Council meetings, and an Emergency Executive meeting has had to be called.

The Parish Council's response has focused on the adopted stations rather than the rest of the rail network, but there are similarities to other stations on the network being destinations or origins.

The Parish Council are against the closure of the ticket offices as this will impact on the elderly and disabled in particular who are left with a faceless machine that is not easy to use for most people and unable to provide the most appropriate ticket for a given journey. There could be accessibility issues in using the machine for certain groups for example people with dyslexia.

Both Winnersh and Winnersh Triangle have been categorised as 3 and there are restrictions on what can be purchased at these stations, referring people to purchase online, which is difficult or not available for some people or direct them to a category 1 station. The nearest category 1 station would be Ascot. This is not an acceptable solution and would deter people from travelling by rail.

For both stations there is a planned reduction in the hours that the station will be staffed. At Winnersh the station is not proposed to be staffed on a Monday, when people are more likely to be purchasing tickets, at the start of a working week. Whilst at Winnersh Triangle the station is staffed on a Sunday when the Business Park is generally closed. There isn't any explanation as to why these proposals have been chosen, but the Council find them unacceptable.

With ticket closures and a reduction in the hours staff should be at a station increases the potential of anti-social behaviour and people feeling vulnerable, especially the young, elderly, disabled and women and girls. A recent study by WSP revealed that the fear of assault and harassment on the transport network was a key concern for the majority of women and girls.

Staffed ticket offices have an important role in supporting passenger safety and security and without them there will be a lack of emergency support for incidents.

There are general complications for some people to use apps instead of having someone explain clearly what tickets are needed. In these cases they are likely to purchase the wrong ticket which leads to further issues and expense.

There are people without a mobile phone and those that do not all will have access to applications and therefore unable to purchase tickets.

In summary, Winnersh Parish Council strongly opposes the closure of ticket offices on the rail network.

Dear Town or Parish Clerk,

RE: HAMPSHIRE & D-DAY 80 - 6TH JUNE 2024

As you are aware, we are organising D-Day 80 - 6th June 2024, throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and at the site of the British Normandy Memorial, overlooking Gold Beach in Normandy, France, one of the five Beaches landed on 80 years ago on 6th June next year, in celebration and commemoration of this important occasion, as well as using the event to enable communities and individuals to pay their 'tribute' to those that gave so much during this campaign to help ensure the freedom we all enjoy today, with the flames from the Beacons representing the 'light of peace' that emerged from the dreadful darkness of war all those years ago.

We feel sure you will agree with me when we say that individuals and communities of all sizes were deeply affected in many and various ways during WWII, so with this in mind, we would like to encourage your Town or Parish Council to take part in D-Day 80 on 6th June next year, as we would like to achieve the lighting of at least **80 Beacons** per County, within England and Wales, as part of this 80th Anniversary event, so would be extremely grateful if you would be kind enough to discuss your possible involvement with your Council members at your earliest convenience please, with the view to ensuring we achieve the lighting of this number of Beacons in your County at 9.15pm on 6th June 2024.

Those taking part will be sent the Certificate of Grateful Recognition found on page **46** of the Guide, enabling them to frame and display it as a lasting reminder of this moment in history commemorated/celebrated. The Guide, message from the Prime Minister encouraging local communities to take part in lighting Beacons and the logo for your use, are available to download from the D-Day 80 website – www.d-day80beacons.co.uk.

From pages **24** through to **28**, you will see there are various types of Beacons that can be used on 6th June, which could be lit on town and village greens, local farms and country estates, or other locations of your choice that night, so we do hope that your Town and Parish Council will take part and look forward to hearing from you in due course.

My warmest regards to you all,

Bruno Peek

Bruno Peek CVO OBE OPR
Pageantmaster
D-Day 80
6th June 2024
Telephone: + 44 (0) 7737 262 913
Email: brunopeek@mac.com
www.d-day80beacons.co.uk



Dear Clerk

The 2023 BALC AGM will be held on 9th November 2023 at Shaw House near Newbury. The BALC Exec invites its members to submit any motions they wish to be included on the agenda to the BALC Exec at balcexec@balc.org.uk with full details of the motion and who will be presenting it. Deadline for receiving any motions is 25th September 2023 at 5PM.

Kind Regards

Geoff Harper

Vice Chair

Berkshire Association of Local Councils

EMERGENCY LIGHTING

Under the Regulatory Reform (Fire Safety) Order 2005, businesses must install emergency lighting in their premises by law. BS EN 1838 specifies escape and standby lighting requirements for businesses in the event of a power failure.

Emergency lighting illuminates areas that lead occupants to the nearest fire exit. In an outage, the lights should remain on for between one and three hours. This is to ensure that all occupants of the building can safely make their way to the exit and attending emergency services can access the building safely if necessary.

Then, once power is restored to the building, the lights should recharge.

An emergency lighting test was carried out by Surrey Fire on all buildings on 18th August 2023. Within a few minutes, all lights in all buildings had failed.

A quote has been requested to replace all existing lights and this will be sent when received.

The engineer that attended did advise that bulkhead lights could be purchased elsewhere by WPC and fitted by an electrician which could be cheaper.

Moving forward, the lights must undergo a monthly 'flick' test which can be carried out by the caretaker as a 'competent person' and will be logged. Further testing should be carried out either 6 monthly (for 1 hour) or annually (for 3 hours) once the warranty on any new lights has expired. This can also be carried out by a competent person and logged.

Unit 6 Camberley Business Park
Bracebridge
Camberley
GU15 3DP

0800 157 1113
info@surreyfire.co.uk | surreyfire.co.uk



RECIPIENT:

Winnersh Parish Council

Community Centre, 1 New Road
Sindlesham
Wokingham, Berkshire RG41 5DX

SERVICE ADDRESS:

Community Centre, 1 New Road
Sindlesham
Wokingham, Berkshire RG41 5DX

Estimate #68257

Sent on 05/09/2023

Products Emergency Lighting - Remedial

Total £1,158.00

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
E/L remedials	To replace faulty emergency lights found on recent service: Main Hall - 6x down arrow fire exit box lights failed and 1x bulkhead light needed. Allnate Room/Changing room - 2x right arrow fire exit box lights and 3x bulkhead lights needed. Offices - 2x bulkhead lights needed (one situated outside on stairs)	1	£0.00	£0.00
EL Exit LED	Emergency light exit sign LED 6x Down Arrow 2x Down Arrow	8	£47.50	£380.00
EL BH LED	Emergency light bulkhead - LED - maintained/non-maintained	6	£28.33	£169.98
EL Rem full day - NL	Emergency Lighting labour for repairs / investigation - day rate	1	£415.02	£415.02

This estimate is valid for 28 days and assumes works are carried out during normal working hours.

Any additional labour or parts which may be required will be charged for additionally on a time and material basis.

All prices in this estimate are subject to VAT at the rate current at time of invoice.

Registered in England & Wales No: 3429470.
VAT Registration Number: 700 7227 75.

Subtotal	£965.00
20.0% S (20.0%)	£193.00
Total	£1,158.00

Winnersh Parish Council Policies and Procedures	
Financial Regulations	
Document ref:	F02
Version:	7.0
Version date:	



Winnersh Parish Council

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

1. General

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly. In the absence of the Clerk, the Assistant Parish Clerk (APC) can act as the RFO.
- 1.9. The RFO;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the financial decision making, management or control of the Council
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

- 3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of [November] each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council.
- 3.3. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the Council for all items over £2,500;
 - a duly delegated committee of the Council for items over £1,000; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council meeting.
- 5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council; or
 - c) fund transfers within the Councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. Instructions for the making of payments

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

- 6.3. All payments shall be affected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council,]in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.
- 6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.
- 6.8. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.
- 6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by Council in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.
- 6.20. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or other officer shall be refunded on a regular basis, at least quarterly.

7. Payment of salaries

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or

discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff, the Council must consider a full business case.

8. Loans and investments

- 8.1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6. All investments of money under the control of the Council shall be in the name of the Council.

- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods and services

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations¹.
- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be

¹ The Regulations require Councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

- a) For public supply and public service contracts £213,477
- b) For public works contracts £5,336.937

supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Order 20 and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,500 the Clerk shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 15.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

16. Charities

- 16.1. Where the Council is sole managing trustee of a charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity

Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. Suspension and revision of Financial Regulations

- 18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

* * *


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

Winnersh Parish Council Meeting Dates 2024

Full Council

Tuesday 23 January
 Tuesday 20 February
 Tuesday 19 March
 Tuesday 16 April
 Tuesday 21 May (8.30pm)
 Tuesday 18 June
 Tuesday 16 July
August – no meeting
 Tuesday 17 September
 Tuesday 15 October
 Tuesday 19 November
 Tuesday 17 December

Planning and Transport Committee

Tuesday 9 January
 Tuesday 13 February
 Tuesday 12 March
 Tuesday 9 April
 Tuesday 14 May
 Tuesday 11 June
 Tuesday 9 July
 Tuesday 13 August
 Tuesday 10 September
 Tuesday 8 October
 Tuesday 12 November
 Tuesday 10 December

Recreation and Amenities Committee

Tuesday 2 January
 Tuesday 6 February
 Tuesday 5 March
 Tuesday 2 April
 Tuesday 7 May
 Tuesday 4 June
 Tuesday 2 July
August – no meeting
 Tuesday 3 September
 Tuesday 1 October
 Tuesday 5 November
 Tuesday 3 December

Finance and General Purposes Committee

Tuesday 16 January
 Tuesday 23 April
 Tuesday 23 July
 Tuesday 22 October

Annual Parish Meeting Tuesday 21 May (7.00pm)

All meetings start at 7:30pm (unless otherwise advertised).
 The meeting location will be advertised on the agenda.

Borough Ward member update to Winnersh Parish Council from Borough Councillors Prue Bray, Paul Fishwick and Rachelle Shepherd-DuBey

19th September 2023

Amendment 1 Yellow lines

Proposed yellow lines at three locations has gone out to public consultation on 14th September 2023 for Sadlers Lane near Reading Road, Lenham Close near Old Forest Road and Watmore Lane near Greenwood Grove. The Parish Council have supported the proposals in the informal consultation.

Wokingham road network condition

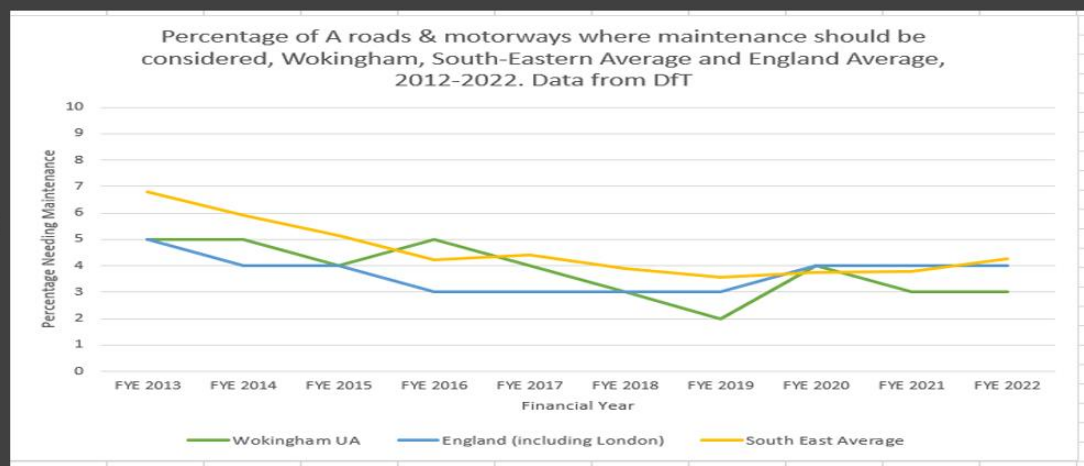
A presentation was given by the Assistant Director for Highways and Transport at the Community and Corporate Overview and Scrutiny Committee on 4th September.

What they show is the good condition of the network compared to the average for the South East and England. It should also be noted that the recent ALARM survey indicates a £14 billion backlog in government spending on the local road network for England and Wales. This backlog has been increasing in the last 10 years.

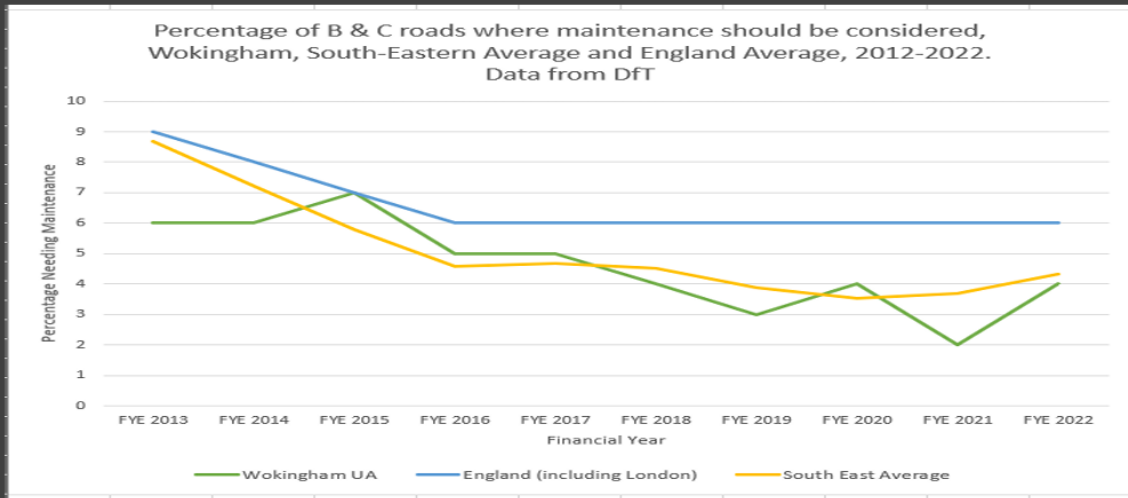
Fixed pothole numbers



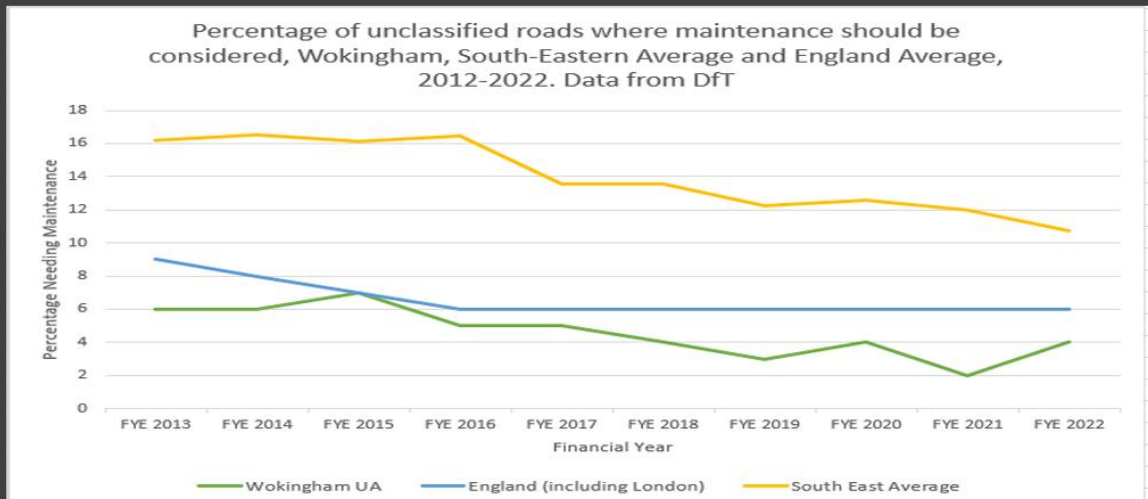
WBC road network overview



44



45



Unfortunately, the media published an article before the presentation and focused on the number of pot holes fixed in relation to reports. That article has now been removed from their web site following the meeting. As an example 10 people can report a pot hole and provided that it meets the criteria for fixing, 2 hours, 24 hours or 28 days, it will be recorded as 1 pot hole fixed but 10 reports. Some reports of pot holes do not meet the criteria for fixing (at the moment) and some (category 2A 28 days) will be fixed in the month proceeding with the report. Also, around 4,500 openings in the highway are carried out by utility companies, who are responsible for their reinstatements under the Streetworks Act.

Rail Delivery Group consultation

Paul Fishwick as Executive member for active travel, transport and highways approved the Borough Councils response, which includes Winnersh and Winnersh Triangle stations.

[Agenda for Executive - Individual Member Decisions on Thursday, 31st August, 2023, 12.00 pm | Wokingham \(moderngov.co.uk\)](#)

New cameras installed around schools for road safety.

These cameras went 'live' on 11th September as a trial at The Holt and Loddon Valley schools covering the School Keep Clear markings.

[New cameras installed to improve safety around schools | Wokingham](#)

Reinforced Autoclaved Aerated Concrete and schools

All maintained schools have been surveyed and no Reinforced Autoclaved Aerated Concrete (RAAC) has been found. We believe there are two academies which are receiving extra specialist surveys as a precaution, but they do not have any reason to suppose RAAC is present.

Oak Tree SEND School

The new Oaktree Special School off Woodward Close has opened. The formal opening ceremony is next Monday (18th September).

Home to School Transport

New Home to School Transport policies for 2024/25 academic year have been agreed and published.

Hatchwood Mill Development

We are continuing working on some of the issues with Hatchwood Mill, but that it is complicated because of the developer has handed everything over to the management company, which means the council has fewer levers to pull than if the land and roads were all being adopted.

Winnersh Farms Planning Application

The planning application submitted by Taylor Wimpey to develop the land adjacent to Watmore Lane with an access through Maidensfield has been refused by officers.

R&A Capital Projects Update 2023/24

Sep-23

Item No	Project	Budget	Committed/ Actual Cost	Project detail	Action/Notes	Status
1	Floor Scrubber/dryer		1,449.99		Machine purchased	Complete
2	Toilet Refurbishment	30,000.00	5,527.62	Replace the toilets in the WCC and replace with male, female and unisex baby changing area. Upgrade and reconfiguration of accessible toilet	MH accessible toilet works completed	Complete
			650.00		Clerk sourcing quotes for refurbishment of main toilets	In progress
3	Community Hall Floor	10,000.00	8,784.12	Sand & re-seal	Sand and re-seal works carried out August 2023.	Complete
4	Path Renewals & Ramps	15,000.00		Replace the footpath with bitmac/resin or similar or replace/repair rocking and broken slabs between the car park and the community centre and around by the Sindlesham Room/Parish Office.	Quotation obtained - on agenda for discussion	In progress
5	Dimmable Lighting	5,000.00	342.18	Low level/dimmable lighting in the Winnersh Hall and Sindlesham Room	Mood lighting upgrade complete	Complete
6	Sindlesham Room/Parish Office	25,000.00		Strip out bar area and install internal lift and staircase from bar area to John Grobler Room	Clerk awaiting sketch drawings from architect.	In progress
7	Car Park levelling	10,000.00		Disabled bay tarmac and gravel	Quotation obtained - on agenda for discussion	In progress
8	Play Area Equipment replacement	20,000.00	16,857.40	New toddler unit	Installation completed 18th May	Complete
9	Hall Curtains	5,000.00	2,622.00	Replace existing curtains	Quotes received - on agenda for discussion	In progress
10	Pavilion House - windows/ doors	28,344.00	6,143.33	New windows and doors	Windows/doors installed 22nd/23rd May	Complete
	Pavilion House - bathroom		6,809.49	New bathroom	Completed August 2023	Complete
	Pavilion House - kitchen		5,633.02	New kitchen	Work scheduled for September 2023	In progress
	Pavilion House - electrics		652.88	Upgrade/check electrical works	Work scheduled for September 2023	In progress
	Pavilion House - plastering		315.02	Plastering works to dining room	Plastering works completed	Complete
	Pavilion House - carpet		459.00	New carpet to stairs and landing	Order placed, work to be completed after other refurbishment works complete	In progress
	Pavilion House - decorating			Redecoration throughout	Quotes received - on agenda for discussion	In progress
			20,012.74			
11	Tables & trolley	1,656.00	1,273.59	Purchase 10 additional tables and trolley for storage	Tables ordered. Existing trolley capacity deemed sufficient therefore not ordered	Complete
		£ 150,000.00	£ 77,532.38			

	Schedule of Payments - September		
	Payee	Description	Amount
	Payroll		
1	Net Salaries	Net Salaries (MM/CF/JR/JY/KS)	£ 5,644.28
2	HMRC	PAYE & NI	£ 1,453.12
3	Berkshire LGPS	LGPS Contributions	£ 2,255.44
	Invoiced Payments		
4	Bowak	Caretaker Supplies	£ 49.34
5	Business Stream	Allotment Water	£ 148.28
6	Castle Water	Allnatt Pavilion/Pavilion House	£ 490.56
7	Chris Fazey	Petrol for strimmer	£ 7.88
8	Collard	Waste collection	£ 152.84
9	Dave Knight	Window & Gutter clean	£ 220.00
10	M.D. Appliance Services	Oven Service	£ 80.00
11	Pest UK	Annual Contact 4/9/23-3/9/24	£ 441.41
12	Prestige Plumbing & Heating	Boiler Service	£ 150.00
13	PumpMaster	Annual Service to Pump Appliance	£ 208.74
14	Surrey Fire & Safety LTD	Emergency Lighting 6 monthly service	£ 246.00
15	Viking	Chair Trolley	£ 119.93
16	Web Marketing Matters	Monthly support & maintenance	£ 177.12
17	Parenting Special Children	Grant 2023/2024	£ 500.00
18	Me2Club	Grant 2023/2024	£ 500.00
19	Link Visiting Scheme	Grant 2023/2024	£ 500.00
20	Wokingham Job Support Centre	Grant 2023/2024	£ 500.00
	TOTAL for Payroll/Invoiced Payments/Refunds		£ 13,844.94
	Direct Debits		
21	British Gas Lite	Gas - Community Centre	£ 44.11
22	Sage	Accounts Software	£ 15.60
	TOTAL for Direct Debits		£ 59.71
	Lloyds/UNITY Bank Multipay Card		
23	Argos	Step ladder	£ 22.00
24	Total work wear	Caretaker uniform	£ 28.34
25	SP Avern Cleaning LTD	Cleaning supplies for floor scrubber	£ 102.36
26	Wooden floors UK	Cleaner for main hall floor	£ 60.48
	TOTAL for Multipay Card by Direct Debit		£ 213.18
	TOTAL SPEND		£ 14,117.83
	Paid since the last meeting		
27	BT	Broadband and phone	£ 67.49
28	Sirus	CCTV Monthly maintenance	£ 55.98
29	YGP	Electric	£ 236.36
30	Scottish & Southern Electric	Disconnect electric supply to street light	£ 767.87
31	The Curtain & Blind Company	50% deposit for Curtinas in MH	£ 1,510.80

32	Bonnie Savage	Deposit Refund	£ 60.00
33	Fazia Khan	Deposit Refund	£ 60.00
34	Earth Environemnetal & Geot	Allnatt Pavilion ground investigation	£ 600.00
35	Clare Connell	Internal audit	£ 310.00
36	SSE Southeren Electric	Street Light	£ 566.28
37	SES Business Water	Allotment Water	£ 897.48
38	Nick Robins	Grounds maintenance	£ 1,582.80
39	Marcia Milsom	Expenses - Allotment Keys	£ 31.50
40	Floors of Distinction	Completion of sand and seal	£ 5,270.47
TOTAL paid since last meeting			£ 12,017.03
Bank Balance at			
Unity Bank			£ 171,029.84
Natwest Business Reserve			£ 56,334.00
Natwest Current Account			£ 2,500.00
TOTAL for all Bank Accounts			£ 229,863.84

Appendix 7

Comments
Sep-23
Sep-23
Sep-23
Aug 2023
30/06/23 - 03/07/23
Jan 23 - Aug 23
Aug 2023
Aug 2023
Aug 2023
Aug 2023
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Sep 2023
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18/07/23 - 15/08/23
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Aug 2023
Jul 2023
Sep 2023
Sep 2023

Sep 2023
Aug 2023
Aug 2023
Jun 2023
Jul 2023
Nov 22-Jul 23
Aug 2023
Sep 2023
Aug 2023
As at 12 September 2023
As at 31 Aug 2023
As at 25 July 2023

Notes of Christmas Event WG – 24th July 2023

Present: Cllrs Raf Nicholson and John Southgate
Marcia Milsom (Clerk) and Joanne Yeomans (CELO)

Agreed date is 8th December 2023 with a backup date of 24th November 2023.

Noted that MM not available on 8th December.

Event will start at 6.00pm.

Format of evening will include carol singing by local schools, light switch on, refreshments and small gift market.

MM advised that she had received an approach from Arborfield Military Wives Choir and will contact them to see if they are available and if there is any charge. **ACTION**

Usually have a charity collection – normally WBC Mayor's Charity but could look at donation to choir if attending.

Light switch on usually at 6.45pm.

Refreshments: free soft drinks, mulled wine and mince pies provided by WPC
Church ladies usually manage refreshments including supply of tea/coffee/cakes at a cost
Refreshments available from start of event – have previously been served from AP. Could look to put in MH.

Choirs: normally based outside AP under cover.

Sindlesham Room: regular hirer booked in – JY to cancel. **ACTION**
Could be utilised for gift market stall holders

Stall holders: need to advertise event to gauge interest
Could move into MH if interest is high

Lights: MM to purchase some more – out of £500 budget. **ACTION**

Christmas tree: current tree very small. MM to investigate cost of larger tree (MH maintenance budget).

MM to get in touch with church, schools and choir to secure the date. **ACTION**

Raffle: funds usually given to Mayor's charity. As above, could be donated to choir.
Could we find a celebrity to switch lights on? Would need to be a personal contact.
Could we approach Reading FC for celebrity?
Start approaching companies for prizes

MM to invite Mayor (in full regalia) to switch lights on. **ACTION**

Stalls: no charge but ask for a raffle prize.

Mulled wine: could look at sale or return from Majestic wine
Could look at Costco for mince pies
Could approach Aldi if new store open

Santa: agreed not to do this year. Perhaps look at future years if attendance good

Illuminated animals: Chris owns some and usually puts up on house. MM to check if he still has and whether he is happy to put up. **ACTION**

PA system: MM to check it is still working. **ACTION**

Advertising: flyer to schools
Posters in local shops
Winnersh Matters (Autumn edition)
Social media channels
Website
Wokingham Word
Round & About
Wokingham Today newspaper
My Wokingham newspaper

Risk assessment: Need to update once final activities agreed

Sponsorship: approach local pubs, estate agents and other businesses
Sponsorship income could be used for additional entertainment.
Noted that fireworks no longer permitted on grounds. Could look at electronic light show or similar. Have previously had a fire eater.

Next meeting date: 4th September 2023 @ 11.00am at Parish office.

Notes of Christmas Event WG – 4th September 2023

Present: Cllrs Raf Nicholson and John Southgate
Marcia Milsom (Clerk) and Joanne Yeomans (CELO)

Due to non-availability of key staff and Councillors, it was agreed to amend the date of the event to Saturday 2nd December 2023 between 4pm and 7pm.

MM to contact schools and church to check if they are available for the new date.

The church had also offered to provide a BBQ and it was agreed this would be a good addition to be able to offer people a hot food option.

MM would complete form to try and book WBC Mayor.

MM will check with other local singing groups for availability (Arborfield Military Wives Choir and The Barberettes).

JS will provide MM with a list of stall holders who attended the fete to approach.

Stall holders – agreed to charge £10.00 plus a raffle prize.

Raffle – approach donators to fete and other local businesses. Speak to Lesley Doyle for contacts (MM).

All monies from stalls and raffle would be donated to Wokingham Foodbank.

Tree/lights – agreed to purchase additional lights out of £500 Christmas Event budget. MM has placed item on Council agenda to purchase new tree out of Winnersh Hall Maintenance budget. Total cost of lights, tree and decorations around £600.

MM has confirmed with Caretaker that PA system is working.

Caretaker has advised that he longer has light up animals.

Refreshments – buy compostable disposable cups for drinks.

Timings: event 4pm – 7pm
Stalls and refreshments available throughout
Singing – 5pm – 5.30/6.00pm (dependent on who is available)
Lights switch on 5.30/6.00pm (when singing finished)

Layout: whether depending, set up singing outside
Refreshments served in either AP or SR
Set up white gazebo with small amount of seating for those that need it
Contingency in place for indoor set-up if weather bad

JS suggested that we could invite residents of Prince Philip Duke of Edinburgh Court to attend.

JY asked if there was any way to involve Scouts/Cubs/Beavers. Could be asked to serve refreshments to older seated residents or sell raffle tickets. Could be offered opportunity to host a stall or run BBQ if church not available.

Sponsorship – MM will approach local businesses. If any sponsorship monies acquired, this could be used to provide additional entertainment.

Next meeting date: 2nd October 2023 @ 11.30am at Parish office.

Winnersh Parish Council

Climate Change Action Plan

Action – update (19th September 2023)

Action 14 EV charge points. Investigate the feasibility of installing Electric vehicle charging points at Bearwood Recreation Ground car parking area.

Lead Cllr Fishwick Update – Options continue to be considered with Wokingham Borough Council, but no new funding opportunities are currently available. The Winnersh PC car park area only has a single-phase supply which is only suitable for slow charges and therefore could take 6 to 10 hours to recharge a very low battery.

With other chargepoints being installed locally, the offer that we could make may not be suitable for most passing traffic that would only stay for a short period.

Work has been completed on the Electric Vehicle charging points with SSEN, that includes two chargepoints in Chatsworth Drive Winnersh.

Action ongoing

Action 27 Communication with residents. Promotion of what Winnersh Parish Council is doing about Climate Change and suggesting ways in which they can help mitigate the impacts.

Lead Cllr Fishwick Update – ongoing action to promote the Climate emergency in further versions of e-newsletter..

Action ongoing

Action 28 – Fruit trees planted at Bearwood Recreation Ground/Allotments. Planting of fruit trees as a small orchard like Winnersh Meadows. Residents may pick the fruit or its used in the Café? .

Lead Cllr Shepherd-DuBey / Cllr Harper Update –

The planting of 8 trees was planned during March 2023, after the National Highways works have been completed and a donation of £150 taken from the Climate Change fund was approved by Council at the December meeting of Council. However, the National Highways works have been delayed due to bad weather in December and January.

The trees will be planted during the autumn of 2023.

Once the trees are planted this action will be marked as completed.

Action 29 – Residents suggested actions. Residents suggested ideas for action using e-newsletter and web site/social media.

Lead Cllr Doyle – part of development of e-newsletter (links with Actions 23 and 27). – Planned article in future e-newsletter.

Action ongoing

Action 30 – Contribution to supported buses network (127;128;129)

Winnersh Parish Council agreed to make a contribution towards the supported bus network that operates through Winnersh for the next 3 financial years.

Action completed.

Summary and recommendation.

The Council set itself 30 actions, most of which have been completed or are ongoing.

Our existing buildings and facilities have been the subject of now completed actions, for example introduction of LED lighting, battery power and solar panel upgrade. There is further work to be done to make our buildings more energy efficient and the main focus of future Climate Change work should align with that objective.

Requests for action in other topic areas can be considered by the Climate Change Working Group for referral to Full Council.

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Agenda Item 18

The Winnersh Sustainable Transport Group



Stations Adoptions Winnersh and Winnersh Triangle stations

Winnersh Parish Council, as lead for the two stations, is represented on the Community Rail Partnership Group (CRP) by Cllr Paul Fishwick.

The CRP hold quarterly meetings, and the next meeting will be held on 17th October 2023. Cllr Paul Fishwick is unavailable.

At the last meeting attended by Cllr Kak (18th July). Cllr Kak updated the group about the Mural Agreement from Network Rail was agreed upon and as next steps we have approached local schools and Art establishments to submit us some designs.

There is a project to get more visibility of CRPs on their Totems across the stations. There is a request to supply logos and good quality photos that represent our area. The plan is that these will be available on the CRP touch screen Totems that our customers can link through to our websites and see what is happening in our area. The Totems are also able to be used to promote Community events too, and the message can be pushed out across the network. Should be live in 8 weeks or so

The councillors that were available, we produced a short video of Winnersh and Winnersh Triangle stations and submitted this to the CRP to celebrate the 100th station adoption.

Winnersh and Sindlesham Community Speedwatch

Since the last meeting of Full Council on 20th June there has not been any Community Speedwatch session due to lack of resource.

The current volunteer team consists of Cllrs Bray, Doyle Fishwick and Shepherd-DuBey and former Cllr Hanna who is only available at weekends.

Several residents, including a couple of new ones since the last report, have shown interest in becoming volunteers but have not completed the compulsory online Police training session.

We do need to recruit more volunteers to enable the approved sites to be monitored.

Further sessions will be planned, when resources allow, and recruitment of new volunteers is continuing through the e-newsletter.

