



**Winnersh Parish Council**  
Winnersh Community Centre  
New Road, Sindlesham  
Wokingham, Berks, RG41 5DU  
T: 0118 9780244  
E: clerk@winnersh.gov.uk  
www.winnersh.gov.uk

**MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL  
HELD ON TUESDAY 21<sup>st</sup> NOVEMBER 2023 AT 7:30pm  
AT THE WINNERSH COMMUNITY CENTRE**

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Councillors:

Cllr P Bray  
Cllr P Giacon  
Cllr M Kak  
Cllr F Obileye

Cllr L Doyle  
Cllr D Green (**Chairman**)  
Cllr N Kilby  
Cllr R Shepherd-DuBey

Cllr P Fishwick  
Cllr G Harper  
Cllr R Nicholson  
Cllr J Southgate

Officers:

Marcia Milsom, Clerk

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Fyfe.

**2. DECLARATION OF INTEREST**

None.

**3. CLERK'S REPORT**

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

**4. MINUTES OF THE PREVIOUS MEETINGS**

It was **RESOLVED** that the minutes of the meeting held on 17<sup>th</sup> October 2023 (previously circulated) be confirmed and signed as a true record.

**5. PUBLIC SESSION**

There were no members of public in attendance.

*Cllr Obileye joined the meeting at 7.32pm.*

## 6. CORRESPONDENCE

The following items of correspondence had been received:

- i. Information from Berkshire SLCC to advise of the passing of Finchampstead Parish Council Clerk, Katy Dagnall. The Clerk advised that she would be attending the funeral on behalf of WPC. **Noted.**

*Cllr Kilby joined the meeting at 7.34pm.*

- ii. Email from WBC re 'grandfather rights' on tree works – attached at Appendix 2a.

It was agreed that no further action would be taken at this time and any tree works as part of a future planning application would be discussed at the time.

- iii. Email from Ray Barry, WBC Green Infrastructure Delivery Officer regarding funded solar electricity installation at the allotment site – attached at Appendix 2b.

The Clerk was asked to speak with Wokingham Town and Twyford Parish Councils to ascertain details of any additional costs since installation. The Clerk was also asked to confirm with WPC's insurers that the structure would be covered under the current policy.

It was **RESOLVED** that if there were no issues raised from the points above, Winnersh Parish Council accept the installation of a solar shed at the allotment site, funded from S106 monies. The decision on the exact location of the shed was referred to the R&A Committee.

**ACTION: CLERK**

## 7. MEETINGS OF COMMITTEES OF COUNCIL

- i. **Recreation & Amenities Committee**

It was **RESOLVED** that the minutes of the Recreation & Amenities Committee meeting held on 7<sup>th</sup> November 2023 (previously circulated) be confirmed and signed as a true record.

- ii. **Planning & Transport Committee**

It was **RESOLVED** that the minutes of the Planning & Transport Committee meeting held on 14<sup>th</sup> November 2023 (previously circulated) be confirmed and signed as a true record.

- iii. **Finance & General Purposes Committee**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee held on 24<sup>th</sup> October 2023 (previously circulated) be confirmed and signed as a true record and that the following recommendation be accepted:

- a. To accept the Q2 accounts.

It was **RESOLVED** to open a deposit for £85,000 with Redwood Bank. This was due to United Trust Bank not currently accepting applications from parish councils.

## 8. QUESTIONS

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

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

- Cllr Harper had attended the BALC AGM meeting on 9<sup>th</sup> November 2023. He reported that there were 24 attendees. It had been agreed that subscriptions rates would be held at the current rate for 2024/25.

## 10. REPORTS FROM WBC WARD AND PARISH COUNCILLORS

- i. A written report from Ward Councillors was attached at Appendix 3. **Noted.**

Cllr Fishwick reported that the park and ride service at Coppid Beech would be opening on 27<sup>th</sup> November 2023.

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

## 11. CAPITAL PROJECT UPDATE

- i. An update on 2023-24 capital projects was attached at Appendix 4. **Noted.**

The Clerk was thanked for progressing the projects.

## 12. SUMMER FETE 2024

It was **RESOLVED** that the date for the 2024 fete be set as Saturday 15<sup>th</sup> June 2024.

It was agreed that any deposit payments for the 2024 fete could be paid in 2023/24.

## 13. D-DAY 80

At the September meeting, the Clerk was asked to ascertain whether other Councils were holding beacon lighting events as per the information from Bruno Peekes, attached at Appendix 5. The Clerk had identified that only Woodley Town Council were holding an event.

It was **RESOLVED** that the Clerk contact Winnersh Royal British Legion to determine if any event was planned that WPC could join and/or support.

**ACTION: CLERK**

## 14. ORDERS FOR PAYMENT

A schedule of all payments was attached at Appendix 6.

- i. It was **RESOLVED** to approve the schedule of payments.

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

**ACTION: CLLRS HARPER & SOUTHGATE**

## **15. INTERNAL AUDIT**

Claire Connell carried out an interim internal audit inspection on 1<sup>st</sup> November. The report was attached at Appendix 7a. **Noted.**

A letter of engagement for internal audit services was attached at Appendix 7b.

It was **RESOLVED** to accept Claire Connell as internal auditor for 2024/25 as per the letter of engagement.

The Standard Terms of Business were attached at Appendix 7c. **Noted.**

## **16. WINNERSH FUEL ALLOTMENT TRUST (WFAT)**

Cllr Southgate outlined the purpose of the charity and advised that part of the land owned by WFAT had been sold for the installation of the north Wokingham distributor road. He advised that the remaining land was now open to a planning application for housing.

The WFAT Trustees have been working with WBC to build affordable housing on the site, with land ownership remaining with WFAT. To enable this, an alteration to the governing document of WFAT is required to state that WPC will approve new WFAT Trustees on the recommendation of existing WFAT Trustees.

It was **RESOLVED** that the governing document be amended.

Cllr Bray declared an interest and abstained from voting.

## **17. CHRISTMAS EVENT WORKING GROUP**

Notes of the meeting held on 25<sup>th</sup> October were attached at Appendix 8. Notes of the meeting held on 20<sup>th</sup> November are attached at Appendix 8a. **Noted.**

- i. The Clerk asked for commitment from Councillors to assist on the day with car park marshalling, raffle and refreshment serving. Cllr Harper had offered to marshal the car park and Cllr Nicholson had offered to run the raffle.
- ii. Christmas Lights – a report was attached at Appendix 9.

It was **RESOLVED** that £1,000 be vired from the MH floor budget to facilitate the purchase of new Christmas lights.

## **18. FACILITIES DEVELOPMENT WORKING GROUP**

Notes of the meeting held on 17<sup>th</sup> October were attached at Appendix 10. **Noted.**

## 19. CLIMATE CHANGE WORKING GROUP

- i. A report by Cllr Fishwick was attached at Appendix 11. **Noted.**
- ii. Woodland Trust – BALC had forwarded details of a scheme run by Woodland Trust for free trees for schools and communities.

It was **RESOLVED** to place an order for an Urban Tree pack for planting at Bearwood Recreation Ground. Any excess trees not able to be planted at the recreation ground would be planted at the allotment site.

**ACTION: CLERK**

- iii. Sindlesham Room/JGR Windows – a report was attached at Appendix 12.

It was **RESOLVED** that the Clerk arrange for the installation of uPVC windows in the Sindlesham Room and JGR, funded from the Climate Change budget.

**ACTION: CLERK**

## 20. WINNERSH SUSTAINABLE TRANSPORT WORKING GROUP

A report from Cllr Fishwick was attached at Appendix 13.

It was **RESOLVED** to spend £30.00 from the Climate Change budget on wildflower seeds for planting at Winnersh Triangle Station.

The next Full Council meeting would be held on Tuesday 19<sup>th</sup> December 2023 at 7.30pm.

The meeting closed at 8.45pm.

**Full Council Clerk's Report - November 2023**

Meeting Action Point	Date Decision Ratified	Minute reference	Owner	Notes	Status
CIL Co-funding - California Country Park	21.02.23	12	Clerk	Agreed to fund £5k CIL funds to California Country Park project. No further update received. Works due to commence April 23.	In progress
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	<a href="#">Lock installation completed</a>	<b>Complete</b>
Sindlesham Room/JGR drawings	18.04.22	7 i.i d	Clerk	Drawings reviewed by R&A. Clerk investigating quotes for works	In progress
Pavilion House works	18.04.22	7 i.i e	Clerk	<a href="#">All works completed</a>	<b>Complete</b>
Allnatt Pavilion building survey	18.04.22	7 i.i g	Clerk	<a href="#">Facilities WG met to discuss the structural report</a>	<b>Complete</b>
Christmas event	20.06.23	21	Clerk & WG	<a href="#">Working Group met 25th October and 20th November to progress event</a>	In progress
Streetlight electricity supply	18.07.23	17 ii	Clerk/APC	<a href="#">Cut and cap works completed</a>	<b>Complete</b>
D-Day event	19.09.23	7 i	Clerk	<a href="#">On agenda for discussion</a>	In progress
Emergency Lighting	19.09.23	8 i a	Clerk	<a href="#">Repair works completed and all units fully functioning</a>	<b>Complete</b>
Investment Accounts	19.09.23	8 iii d	Clerk/APC	<a href="#">CCLA account application in progress. United Trust no longer accepting applications from Parish Councils. F&amp;GP Committee agreed to open an account with Redwood Bank - in progress</a>	In progress
Christmas equipment	19.09.23	15	Clerk	<a href="#">Tree, decorations and lights delivered. Lights being installed by Nick Robins on 23rd Nov</a>	<b>Complete</b>
APC card	17.10.23	4	Clerk	<a href="#">Congratulations card sent to APC</a>	<b>Complete</b>
RBFRS Veterans event	17.10.23	7 ii	Clerk	<a href="#">CELO promoted event on website and social media</a>	<b>Complete</b>
Laptop	17.10.23	13	Clerk	<a href="#">Laptop repaired and in working order</a>	<b>Complete</b>
Website Maintenance	17.10.23	14	Clerk	<a href="#">New service agreement for 1 year signed.</a>	<b>Complete</b>
Land at Woodward Close	17.10.23	15	Clerk	<a href="#">Item referred to and discussed by R&amp;A Committee</a>	<b>Complete</b>
Village Gateway Signs	17.10.23	16	Clerk/APC	<a href="#">Item referred to and discussed by P&amp;T Committee</a>	<b>Complete</b>

**Meetings/Training attended by Clerk:**

13th October	Pavilion House carpet fitting
18th October	Wokingham Clerk's Forum meeting
24th October	Pavilion House inspection with LD/GH
25th October	Christmas Event WG meeting
1st November	Internal Audit visit
3rd November	Lift/staircase contractor meetings
6th November	WBC Induction Presentation
6th November	Lift/staircase contractor meeting
8th November	Window contractor meeting
9th November	Pizzatron meeting
14th November	Avocado Property meeting re Christmas event
15th November	MH toilet contractor meeting
16th November	SLCC webinar
20th November	Christmas Event WG meeting
<b>Staff Holiday</b>	

Dear Marcia,

Thank you for your email.

Statutory Undertakers have exemptions under the Town and Country Planning (Tree Preservation)(England) Regulations (2012) which state:

- 14.—**(1) Nothing in regulation 13 shall prevent—
- (a) the cutting down, topping, lopping or uprooting of a tree—
    - (iii) by or at the request of a statutory undertaker, where the land on which the tree is situated is operational land of the statutory undertaker and the work is necessary—

The primary legislation defines ‘operational land’ in Section 263

**263 Meaning of “operational land”**

- (1) *Subject to the following provisions of this section and to section 264, in this Act “operational land” means, in relation to statutory undertakers—*
- (a) *land which is used for the purpose of carrying on their undertaking; and*
  - (b) *land in which an interest is held for that purpose.*
- (2) *Paragraphs (a) and (b) of subsection (1) do not include land which, in respect of its nature and situation, is comparable rather with land in general than with land which is used, or in which interests are held, for the purpose of the carrying on of statutory undertakings.*

NB the works should be ‘necessary’ not merely ‘desirable’.

Whilst the above sets the general parameters over whether this exemption applies in your example, I recommend you consult your lawyer.

Kind regards,

**Chris Hannington BSc (HONS) MPhil CMLI MRTPI**  
**Team Manager – Planning Trees and Landscape**  
Wokingham Borough Council

**Subject:** Winnersh allotment - enhancement work - provision of solar electricity

Hello Kerry,

Thanks for taking my call.

I'm calling to ask if your allotment at Winnersh would benefit from an off grid solar electricity installation. Essentially plug sockets that your allotment holders to run or charge power tools, mobile phones, kettles etc. Currently the town centre have 4 installations (the oldest being 2 years old) and its been problem free all this time. Twyford parish have also had one installed.

The project consists of;

- a small shed for the equipment 1m wide, 1m deep and 2.m tall.
- The solar panels sit on top of the shed
- And inverter and battery for storing the electricity
- Outdoor Plug sockets for the residents to use

The project costs approximately £12k and would be covered by s106 allotment specific funding. You can read more about Twyford's project here - <https://www.wokingham.gov.uk/news/2023/no-growing-pains-new-eco-friendly-allotments>

In addition to this, if there are other needs of your allotment, such as composting toilet facilities, signage etc, you can let me know and I can see how I can help.

Many thanks

Ray

**Raymond Barry**

**Green Infrastructure Delivery Officer**

Community, Heritage and Green Infrastructure

Wokingham Borough Council | Civic Offices | Shute End | Wokingham | Berkshire | RG40 1BN



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

**21<sup>st</sup> November 2023**

### **FREE Bus travel on Saturday's up to Christmas**

As Executive member for active travel, transport and highways, I approved FREE bus travel within Wokingham on Reading buses and Thames Valley buses covering 6 Saturdays from 18<sup>th</sup> November until 23<sup>rd</sup> December.

There will also be FREE bus travel on the Lion 4/X4 on Sunday 26<sup>th</sup> November for the Wokingham Carnival and on the Orange 13 and 14 for the Woodley Extravaganza on Sunday 3<sup>rd</sup> December.

Free car parking is also being offered for each event in the respective town car parks.

[Free bus travel this festive season | Wokingham](#)

### **Winnersh Triangle Park and Ride service resumes**

I also approved funding to resume the Park & Ride service from Winnersh Triangle from Saturday 25<sup>th</sup> November until mid-April 2024. This will be operated on Saturday's on a 20-minute frequency direct into Reading town centre.

[Park and ride sites revived with Government funding | Wokingham](#)

### **Planned Rail ticket offices closures cancelled**

It was good news last month to hear that the planned rail ticket office closures had been cancelled. I opposed the closures at an IEMD on 31<sup>st</sup> August 2023, further details in the link below.

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

### **Land between SEND school access road and allotments**

The Borough has received the request from Winnersh PC regarding the land next to the allotments and we are aware that officers are looking at it.

### **Land at Winnersh Farm east of Woodward Close**

The Outline planning application (all matters reserved except access to the site) for the construction of up to 87 residential units has been withdrawn by the Borough Council. This is the land to the east of the new SEND school.

[Wokingham Borough Council Online Planning - Details](#)

### **Active travel scheme Winnersh to Wokingham town centre Phase 1 and 2 consultation**

The phase I of this project went out to consultation and the feedback overall was positive. Phase 2 (Emmbrook Road to Mill Lane) is planned to go out to consultation on 18<sup>th</sup> November and run for 4 weeks.

Letters will be sent out to the same area as phase 1 which covers part of Winnersh along the A328 Reading Road corridor from Winnersh crossroads east into Wokingham, with an extension into Woosehill for phase 2.

The Forest, Emmbrook Secondary and The Holt Schools will be invited to participate in the consultation.

Posters will be installed along the routes and a hard copy of the plans will be available to view at Shute End and Winnersh Parish Council offices.

Capital Projects Update 2023/24 - November 2023

Appendix 4

Item No		Project	Budget	Actual Cost to date	Committed Cost to date	Project Detail	Action/Notes	Status
1	R&A	Floor Scrubber/Dryer		1,449.99			Machine purchased.	Complete
2	R&A	Community Hall Floor	10,000.00	8,784.12		Agreed to carry out sand and re-seal of existing floor and replace at a future date.	Sand and re-seal works completed	Complete
3	R&A	Toilet Refurbishment	30,000.00	6,177.62		Replace the toilets in the WCC and replace with 3 unisex and 1 accessible + corridor to lead to the outside	Disabled toilet works completed	Complete
							Quotes being sought for main toilet refurbishment following change of project detail agreed at R&A.	In progress
4	R&A	Path Renewals & Ramps	15,000.00	3,650.00		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.	Works carried out w/c 11th September	Complete
5	R&A	Dimmable Lighting	5,000.00	342.18		Low level/dimmable lighting in the Winnersh Hall and Sindlesham Room	LED lighting uprade completed	Complete
6	R&A	Sindlesham Room/Parish Office	25,000.00			Strip out bar area and install internal lift and staircase from bar area to John Grobler Room	R&A reviewed sketch options. Clerk obtaining quotes	In progress
7	R&A	Car Park levelling	10,000.00	5,900.00		Disabled bay tarmac and gravel	Works carried out w/c 11th September	Complete
8	R&A	Play Area Equipment replacement	20,000.00	16,857.40		New toddler unit	New unit installed.	Complete
9	R&A	Hall Curtains	5,000.00	1,259.00	1,259.00	Replace the curtains in the main hall	<a href="#">Fitting re-scheduled to January 2024</a>	In progress
10	R&A	Pavilion House	28,344.00					
		Windows/Doors		6,143.33		New windows and doors	Windows/doors fitted 22nd/23rd May.	Complete
		Kitchen/Bathroom		13,545.41		New kitchen & bathroom, electrical works, plastering works	Works completed	Complete
		Carpet		917.28		Carpet to stairs and landing	Works completed	Complete
		Decorating		3,600.00			Works completed	Complete
				24,206.02				
11	R&A	New tables	1,656.00	1,273.59			Tables delivered	Complete
12	F&GP	Small Projects	500.00					
13	FC	Climate Change Working Group	10,000.00					
14	FC	Sustainable Transport Working Group	500.00					
15	FC	Sindlesham Room Door Magnet	-	685.92			Magnet installed	Complete
16	FC	Coronation	1,000.00	1,162.89			Bench installed. Artwork framed and hung in hall.	Complete
			£ 162,000.00	£ 71,748.73	£ 1,259.00			

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](http://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  
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	Schedule of Payments - November 2023			
	Payee	Description	Amount	Comments
	Payroll			
	Net Salaries	Net Salaries (MM/CF/JY/KS)	£ 9,397.94	Nov-23
	HMRC	PAYE & NI	£ 3,396.99	
	Berkshire LGPS	LGPS Contributions	£ 3,944.04	
	Invoiced Payments			
	ARD	Play equipment repairs	£ 2,681.04	01 November 2023
	A Star Signs	Christmas Banners	£ 198.00	01 October 2023
	Alpha Windows	Main Hall window repair	£ 276.00	Nov 2023
	Business Stream	Allotment Water	£ 201.91	Sep 2023
	Castle Water	Community Centre water	£ 36.51	01/10/23 - 31/10/23
	Castle Water	Allnatt Pavilion/Pav House water	£ 119.45	Nov 2023
	Collard	Waste Removal	£ 140.93	Oct 2023
	Collard	Skip Allotment	£ 306.00	Nov 2023
	Claire Connell	Internal Audit	£ 310.00	Nov 2023
	Dave Knight	Window Cleaner	£ 120.00	Nov 2023
	EON	Gas - Allnatt Pavilion (Adjustment)	£ 585.93	Nov 2023
	ITQED	IT monthly support	£ 98.80	Nov 2023
	ITQED	PC backups & anti-virus	£ 40.19	Nov 2023
	ITQED	365 backup	£ 57.60	Nov 2023
	ITQED	Repair Laptop Screen	£ 213.00	Nov 2023
	Pest UK	Allotment annual contract	£ 622.92	Nov 2023
	SES Business Water	Allotment Water	£ 68.70	30/09/23 - 31/10/23
	SMS Commercial	Boiler - replacement parts	£ 510.49	Oct 2023
	Surrey Fire & Safety LTD	Emergency Lighting	£ 1,158.00	Oct 2023
	Wokingham Borough Council	Premises Licence renewal	£ 180.00	24/11/23 - 23/11/24
	Web Marketing Matters	Website Support	£ 177.12	Oct 2023
	Keep Mobile	Grant	£ 2,600.00	Nov 2023
	Lily Wilson	Grant	£ 300.00	Nov 2023
	Kam Bhogal	Cancelled booking refund	£ 117.00	Nov 2023
	B Padhiar	Allotment Overpayment	£ 10.00	Oct 2023
	TOTAL for Payroll/Invoiced Payments/Refunds		£ 27,868.56	
	Direct Debits			
	British Gas Lite	Gas Community Centre	£ 562.97	Nov 2023
	Daisy	Caretaker Mobile	£ 90.00	Oct 2023
	Sage	Payroll	£ 15.60	Nov 2023
	Sirus	CCTV maintenance	£ 55.98	Oct 2023
	TOTAL for Direct Debits		£ 724.55	
	Lloyds/UNITY Bank Multipay Card			
	Sainsburys	Caretaker supplies	£ 8.50	Oct 2023
	SumUp	Mobile card reader	£ 34.80	Oct 2023
	Amazon	Office supplies	£ 18.48	Oct 2023
	Lloyds	Monthly Fee	£ 3.00	Nov 2023
	TOTAL for Multipay Card by Direct Debit		£ 64.78	
	TOTAL SPEND		£ 28,593.11	
	Paid since the last meeting			
	Nick Robins	Grounds Maintenance	£ 1,132.80	Oct 2023
	P Rajkumar	Damage Deposit refund	£ 200.00	Nov 2023
	TOTAL paid since last meeting		£ 1,332.80	
	Bank Balance at			
	Unity Bank		£ 324,949.07	As at 16 November
	Natwest Business Reserve		£ -	As at 25 October
	Natwest Current Account		£ -	As at 25 October
	TOTAL for all Bank Accounts		£ 324,949.07	

# Claire Connell MA, ACA, CTA

Chartered Accountant and Chartered Tax Adviser

86 Silverdale Road

Earley

Reading RG6 7LT

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The Councillors  
Winnersh Parish Council  
Winnersh Community Centre  
New Road  
Wokingham  
Berkshire  
RG41 5DU

8<sup>th</sup> November 2023

Dear Ladies and Gentlemen

## **Internal audit for the year ended 31<sup>st</sup> March 2024**

I carried out my interim work at Winnersh Parish Council on 1<sup>st</sup> November 2023. As in previous years, the work was carried out in accordance with the Audit Plan version 4 with some modifications with respect to the split of work between the interim and final visits.

### **Interim conclusion**

Generally, the financial records are well maintained and appear complete and fit for purpose. The control systems and procedures appear efficient and effective, showing much improvement from this time last year.

There were some errors found during the testing of payroll and the wrong form was used to publicise the exercise of public rights (see section M below) but otherwise no significant issues arose during the audit.

### **Detailed report (structured around the questions in section 1 of the Annual Return)**

As part of the testing I checked:

#### **A. Appropriate books of account kept throughout the year**

- The accounts are maintained on RBS Omega, a package which is specifically designed for town and parish councils. The Bookings module is also used for the maintenance of Hall diaries and for invoicing Hall lettings. This directly imports data into the main accounts package.
- The allotments are maintained on the RBS Allotments software. This does not link to the accounting software.

- B. Expenditure is properly incurred, payments approved and VAT appropriately accounted for**
- A sample of one month's invoices and several other large items were checked to ensure that they had been approved, correctly paid and VAT treated correctly. No errors were found.
  - Invoices show review by Councillors as part of the payment process.
  - Some larger purchases were reviewed and quotes had been correctly obtained for this expenditure.
  - A review of the expenditure codes following the review of the six months income & expenditure report showed a couple of invoices that had been mis-posted but these were isolated errors and not indicative of systematic problems.
- C. Council has proper risk assessment & management procedures**
- Council minutes were scrutinised.
  - Standing orders were last updated in 2019 and follow the NALC template. Financial regulations were updated in September 2023.
  - The annual risk assessment and insurance cover will be reviewed at the final visit.
- D. The Precept resulted from an adequate budgetary process and suitable financial monitoring**
- The F&GP committee receives quarterly reports showing income and expenditure against budget. These are produced directly from the software.
  - The budget setting process for 2024-25 was underway at the time of my visit.
- E. Expected income was received, recorded and banked; VAT appropriately accounted for**
- The following areas were checked:
- The precept was agreed to Council minutes and bank statements
  - Debtors outstanding at the time of my visit were reviewed. There has been significant progress made in this area over the past year and at the time of my visit there were only three outstanding invoices all of which had been raised in the previous month.
  - Hall and allotment income was reviewed and prices checked. The only issue found was one hirer who hadn't received a regular hirers discount. This was an isolated error.
  - VAT returns were reviewed. These were all submitted on time this year.
- F. Petty Cash expenditure supported**
- No petty cash is currently held.

**G. Payroll properly prepared, authorised and PAYE/NI requirements fulfilled**

- The payroll is run in-house.
- The pension was incorrectly set up for one member of staff, resulting in an overpayment of tax by that individual, although the pension was correctly calculated. This will be corrected before the next pay-run so that the pension is deducted before the calculation of tax for this employee. Care needs to be taken to ensure this problem doesn't arise again as this is the second year that I've reported this error (for different employees each time).
- One member of staff wasn't given the pay rise which was awarded last year, although they did receive back pay correctly.

**Observation**

I recommend that all amendments for changes in rates of pay and joiners/ leavers made to the payroll are checked by the Clerk.

**H. Fixed assets register properly reflects the Council's assets**

- The fixed asset register will be reviewed after the year end.

**I. Periodic and year-end bank reconciliations properly carried out**

- Bank balances are reported to Council each month and bank reconciliations are prepared monthly and are routinely reviewed by a Councillor.

**J. Year end Accounts**

- These will be reviewed at my visit in May or June 2024.

**K. Correct declaration of exemption from limited assurance review in 2022/23**

- Not applicable – the Council was subject to a limited assurance review in 2022/23.

**L. The authority published the required information on a free to access website up to date at the time of the internal audit in accordance with any relevant legislation**

- This will be checked at the final audit visit as discussions held at the Internal Auditors Forum suggest that the wording of this assertion may yet change.

**M. The authority, during the previous year (2022/23) correctly provided for the proper opportunity for the exercise of public rights as required by the Accounts and Audit Regulations**

- The Council provided the opportunity for the exercise of public rights for the correct number of days, within the correct timeframe and this was published on the council website.
- Unfortunately the wrong form was displayed on the website and thus details that are required to be given to the public by the Accounts and Audit Regulations 2015 were not provided.
- I therefore am unable to state that the council made the correct provision for the exercise of public rights.

**N. The authority has complied with the publication requirements for 2022/23 AGAR (as per AGAR Page 1 Guidance Notes)**

- The Council published the notice of conclusion of audit and section 3 of the AGAR on the website before 30th September as required.



**O. The council met its responsibilities as a trustee of trust funds**

- Not applicable – the Council is not a trustee of any trust funds

\*\*\*\*\*

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

Yours faithfully

A handwritten signature in black ink that reads "Claire Connell". The signature is written in a cursive style with a large initial 'C'.

Claire Connell

# Claire Connell MA, ACA, CTA

Chartered Accountant and Chartered Tax Adviser

86 Silverdale Road

Earley

Reading RG6 7LT

Tel: 0118 966 9706

Email: [accounts@claireconnell.co.uk](mailto:accounts@claireconnell.co.uk)

The Councillors

Winnersh Parish Council

Winnersh Community Centre

New Road

Wokingham

Berkshire RG41 5DU

8 November 2023

Dear Ladies and Gentlemen

I am pleased to accept the appointment as your internal auditor. The purpose of this letter and the attached Standard Terms of Business is to set out the basis on which I am to act and to clarify our respective responsibilities.

I am bound by the ethical guidelines of the Institute of Chartered Accountants of England and Wales and accept instructions to act for you on the basis that I will act in accordance with those ethical guidelines.

## **1 Roles and responsibilities**

- 1.1 The council is responsible for maintaining adequate accounting and financial control functions and for preparing financial statements that have been prepared in accordance with current practices and guidance.
- 1.2 As internal auditor I am responsible for reviewing whether the systems of financial and other control are adequate and effective. I am required to complete the Internal Auditor's Report within the Annual Governance and Accountability Return. I will also provide a written report of the findings of the audit.

## **2 Internal audit**

- 2.1 I will carry out the internal audit in accordance with the Winnersh Parish Council Audit Plan and with reference to the guidance provided in "Governance and Accountability for Local Councils: A Practitioners' Guide" (G&A).
- 2.2 The internal audit work will cover the necessary areas so that the assurances to be given in the annual audit report can be made.
- 2.3 You will make available all necessary books and records and will allow direct access to those charged with governance in order that the internal audit work can be carried out.
- 2.4 A timetable will be agreed to ensure that my annual report is available at the required time as part of the annual return process.

## **3 Period of engagement**

- 3.1 This appointment will be renewable on an annual basis.

## **4 Remuneration**

- 4.1 The fee for the internal audit will be agreed each year in advance of the work commencing.

**5 Agreement of terms**

- 5.1 The terms set out in this letter and my attached Standard Terms of Business (last revised August 2023) shall take effect immediately upon your countersigning this letter and returning it to me.
- 5.2 Once it has been agreed, this letter and the attached Standard Terms of Business (last revised August 2023) will remain effective until they are replaced. I shall be grateful if you could confirm your agreement to these terms by signing the enclosed copy of this letter and returning it to me immediately.

Yours faithfully,



Claire Connell

I confirm that I have read and understood the contents of this letter and the attached Standard Terms of Business (last revised August 2023) and agree that they accurately reflect the services that I have instructed you to provide.

Signed ..... Dated .....

For and on behalf of Winnersh Parish Council

# Claire Connell MA, ACA, CTA

## Chartered Accountant and Chartered Tax Adviser

The following standard terms of business apply to all engagements accepted by Claire Connell. All work carried out is subject to these terms except where changes are expressly agreed in writing.

### 1 Applicable Law

1.1 This engagement letter is governed by, and construed in accordance with, English law. The Courts of England will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum, or to claim that those courts do not have jurisdiction.

1.2 I will not accept responsibility if you act on advice previously given by me without first confirming with me that the advice is still valid in light of any change in the law or in your circumstances. I will accept no liability for losses arising from changes in the law, or the interpretation thereof, that occur after the date on which the advice is given.

### 2 Client identification

2.1 As with other professional services firms, I am required to identify my clients for the purposes of the UK anti-money laundering legislation. I may request from you, and retain, such information and documentation as I require for these purposes and/or make searches of appropriate databases. If I am not able to obtain satisfactory evidence of your identity, I will not be able to proceed with the engagement.

### 3 Confidentiality

3.1 Unless I am authorised by you to disclose information on your behalf, I confirm that if you give me confidential information I will, at all times during and after this engagement, keep it confidential, except as required by law or as provided for in regulatory, ethical or other professional pronouncements applicable to me or my engagement.

3.2 You agree that, if I act for other clients who are or who become your competitors, to comply with my duty of confidentiality it will be sufficient for me to take such steps as I think appropriate to preserve the confidentiality of information given to me by you, both during and after this engagement. These may include taking the same or similar steps as I take in respect of the confidentiality of my own information.

3.3 In addition, if I act for other clients whose interests are or may be adverse to yours, I will manage the conflict by implementing additional safeguards to preserve confidentiality.

3.4 You agree that the effective implementation of such steps or safeguards as described above will provide adequate measures to avoid any real risk of confidentiality being impaired.

3.5 If I use external or cloud based systems, I will ensure confidentiality of your information is maintained.

3.6 I reserve the right, for the purpose of promotional activity, training or for other business purposes, to mention that you are a client. As stated above, I will not disclose any confidential information.

### 4 Conflicts of interest and independence

4.1 I will inform you if I become aware of any conflict of interest in my relationship with you or in my relationship with you and another client, unless I am unable to do so because of my confidentiality obligations.

If conflicts are identified which cannot be managed in a way that protects your interests, I regret that I will be unable to provide further services.

4.2 If there is a conflict of interest that is capable of being addressed successfully by the adoption of suitable safeguards to protect your interest, I would be guided by the Code of Ethics of the Institute of Chartered Accountants in England and Wales which can be viewed at [www.icaew.com/en/membership/regulations-standards-and-guidance/ethics](http://www.icaew.com/en/membership/regulations-standards-and-guidance/ethics). During and after my engagement, you agree that I reserve the right to act for other clients whose interest are or may compete with or be adverse to yours subject, of course, to my obligations of confidentiality and the safeguards set out in the paragraph on confidentiality above.

### 5 Data Protection

5.1 In this clause [5], the following definitions shall apply:

'client personal data' means any personal data provided to me by you, or on your behalf, for the purpose of providing my services to you, pursuant to my engagement letter with you;

'data protection legislation' means all applicable privacy and data protection legislation and regulations including PECR, the UK GDPR and any applicable national laws, regulations and secondary legislation in the UK relating to the processing of personal data and the privacy of electronic communications, as amended, replaced or updated from time to time;

'controller', 'data subject', 'personal data', and 'process' shall have the meanings given to them in the data protection legislation;

'UK GDPR' means the Data Protection Act 2018 as amended by the Data Protection, Privacy and Electronic Communications (Amendments etc.) (EU Exit) Regulations 2019 which merge the previous requirements of the Data Protection Act with the requirements of the General Data Protection Regulation ((EU) 2016/679); and

'PECR' means the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2426/2003).

5.2 I shall only process the client personal data:

- a) in order to provide my services to you and perform any other obligations in accordance with my engagement with you;
- b) in order to comply with my legal or regulatory obligations; and
- c) where it is necessary for the purposes of my legitimate interests and those interest are not overridden by the data subjects' own privacy rights. My privacy notice contains further details as to how I may process client personal data.

5.3 We shall each be considered an independent data controller in relation to the client personal data. Each of us will comply with all requirements and obligations applicable to us under the data protection legislation in respect of the client personal data.

5.4 For the purpose of providing my services to you, pursuant to my engagement letter, I may disclose the client personal data to my regulatory bodies or other third parties (for example my professional advisors or service providers). I will only disclose client personal data to a third party provided that the transfer is undertaken in compliance with the data protection legislation.

5.5 I shall maintain commercially reasonable and appropriate security measures, including administrative, physical and technical safeguards, to protect against unauthorised or unlawful processing of the client personal data and against accidental loss or destruction of, or damage to, the client personal data

5.6 In respect of the client personal data, provided that I am legally permitted to do so, I shall promptly notify you in the event that:

- a) I receive a request, complaint or any adverse correspondence from or on behalf of a relevant data subject, to exercise their data subject rights under the data protection legislation or in respect of my processing of their personal data;
- b) I am served with an information, enforcement or assessment notice (or any similar notices), or receive any other material communication in respect of my processing of the client personal data from a supervisory authority as defined in the data protection legislation (for example in the UK, the Information Commissioner's Officer); or
- c) I reasonably believe that there has been any incident which resulted in the accidental or unauthorised access to, or destruction, loss, unauthorised disclosure or alteration of, the client personal data

## **6 Disengagement**

6.1 If I resign or am asked to resign I will normally issue a disengagement letter to ensure that our respective responsibility are clear.

## **7 Electronic and other communication**

7.1 Unless you instruct me otherwise, I may, if appropriate, communicate with you and with third parties by email or other electronic means. The recipient is responsible for virus checking emails and any attachments.

7.2 With electronic communication, there is a risk of non-receipt, delayed receipt, inadvertent misdirection or interception by third parties. I use virus-scanning software to reduce the risk of viruses and similar damaging items being transmitted in emails or by electronic storage devices. Nevertheless, electronic communication is not totally secure and I cannot be held responsible for damage or loss caused by viruses or for communications which are corrupted or altered after despatch. Nor can I accept any liability for problems or accidental errors relating to this means of communication, especially in relation to commercially sensitive material. These are risks you must bear in return for greater efficiency and lower costs. If you do not wish to accept these risks, please let me know and I will communicate by paper mail, other than when electronic submission is mandatory.

## **8 Fees and payment terms**

8.1 My fees may depend, not only upon the time spent on your affairs, but also on the level of skill and responsibility and the importance and value of the advice I provide, as well as the level of risk.

8.2 If I provide you with an estimate of my fees for any specific work, the estimate will not be contractually binding unless I explicitly state that will be the case. Otherwise, my fees will be calculated on the basis of the hours worked, multiplied by the charge-out rate per hour.

8.3 If requested, I may indicate a fixed fee for the provision of specific services or an indicative range of fees for a particular assignment. It is not my practice to identify fixed fees for more than a year ahead as such fee quotes need to be reviewed in the light of events. If it becomes apparent to me, due to unforeseen circumstances, that a fee quote is inadequate, I reserve the right to notify you of a revised figure or range and to seek your agreement thereto

8.4 I will bill on completion of each significant stage of the work and my invoices will be due for payment within 30 days of issue.

8.5 Unless otherwise agreed to the contrary, my fees do not include the costs of any third party, counsel or other professional fees. If these

costs are incurred to fulfil my engagement, such necessary additional charges may be payable by you.

8.6 I reserve the right to charge interest on late paid invoices at the rate of 8% above bank base rates under the Late Payment of Commercial Debts (Interest) Act 1998. I also reserve the right to suspend my services or to cease to act for you, having given written notice, if payment of any fees is unduly delayed. I intend to exercise these rights only if it is fair and reasonable to do so.

8.7 If you do not accept that an invoiced fee is fair and reasonable, you must notify me within 21 days of receipt, failing which, you will be deemed to have accepted that payment is due.

## **9 Help me to give you the best service**

9.1 I am committed to providing you with a high quality service that is both efficient and effective. If, at any point you would like to discuss with me how my service to you could be improved, or if you are dissatisfied with the service you are receiving, please do not hesitate to contact me.

9.2 I undertake to look into any complaint carefully and promptly and to do all I can to explain the position to you. If I do not answer your complaint to your satisfaction, you may, of course, take up the matter with my professional body, ICAEW.

## **10 Use of my name in statements or documents issued by you**

10.1 I will retain all intellectual property rights in any document prepared by me during the course of carrying out the engagement except where the law specifically states otherwise.

10.2 You are not permitted to use my name in any statement or document that you may issue unless my prior written consent has been obtained. The only exception to this restriction would be statements or documents that in accordance with applicable law are to be made public.

## **11 Interpretation**

11.1 If any provision of my engagement letter or terms of business is held to be void, that provision will be deemed not to form part of this contract. In the event of any conflict between these terms of business and the engagement letter or appendices, the relevant provision in the engagement letter or schedules will take precedence

## **12 Investment advice**

12.1 Investment business is regulated by the Financial Services and Markets Act 2000. If during the provision of professional services to you, you need advice on investments (including insurances), I may have to refer you to someone who is authorised by the Financial Conduct Authority (or licensed by a Designated Professional Body, as I am not).

## **13 Lien**

13.1 Insofar as I am permitted to so by law or by professional guidelines, I reserve the right to exercise a lien over all funds, documents and records in my possession relating to all engagements for you until all outstanding fees and disbursements are paid in full.

## **14 Limitation of Third Party Rights**

14.1 The advice and information I provide to you as part of my service is for your sole use, and not for any third party to whom you may communicate it, unless I have expressly agreed in the engagement letter that a specified third party may rely on my work. I accept no responsibility to third parties, to whom the engagement letter is not addressed, for any advice, information or material produced as part of my work for you which you make available to them. A party to this agreement is the only person who has the right to enforce any of its terms, and no rights or benefits are conferred on any third party under the Contracts (Rights of Third Parties) Act 1999.

## **15 Period of engagement and termination**

15.1 Unless otherwise agreed in my engagement letter, my work will begin when I receive implicit or explicit acceptance of that letter. Except as stated in that letter, I will not be responsible for periods before that date.

15.2 Each of us may terminate agreement by giving not less than 21 days' notice in writing to the other party except if you fail to cooperate with me or I have reason to believe that you have provided me with misleading information, in which case I may terminate this agreement immediately. Termination will be without prejudice to any rights that may have accrued to either of us before termination.

15.3 I reserve the right to terminate the engagement between us with immediate effect in the event of: your insolvency, bankruptcy or other arrangement being reached with creditors; an independence issue or change in the law which means I can no longer act; failure to pay my fees by the due dates; or either party being in breach of their obligations if this is not corrected within 30 days of being asked to do so.

15.4 In the event of termination of my contract, I will endeavour to agree with you the arrangements for the completion of work in progress at that time, unless I am required for legal or regulatory reasons to cease work immediately. In that event, I will not be required to carry out further work and shall not be responsible or liable for any consequences arising from termination

## **16 Professional rules and statutory obligations**

16.1 I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW) and will observe and act in accordance with the bye-laws and regulations and Code of Ethics of ICAEW (including Professional Conduct in Relation to Taxation) and will accept instructions to act for you on this basis. In particular you give me the authority to correct errors made by HMRC if I become aware of them. I accept instructions to act for you on this basis. I will not be liable for any loss, damage or cost arising from my compliance with statutory or regulatory obligations.

## **17 Quality control**

17.1 As part of my ongoing commitment to provide a quality service, my files are periodically reviewed by an independent regulatory or quality control body. These reviewers are highly experienced professionals and are bound by the same rules of confidentiality as myself.

17.2 When dealing with HMRC on your behalf I am required to be honest and to take reasonable care to ensure that your returns are correct. To enable me to do this, you are required to be honest with me and to provide me with all necessary information in a timely manner. For more information about 'Your Charter' for your dealings with HMRC, visit [www.gov.uk/government/publications/your-charter](http://www.gov.uk/government/publications/your-charter). To the best of my abilities, I will ensure that HMRC meet their side of the Charter in their dealings with you.

## **18 Reliance on advice**

18.1 I will endeavour to record all advice on important matters in writing. Advice given orally is not intended to be relied upon unless confirmed in writing. Therefore, if I provided oral advice (for example, during the course of a meeting or a telephone conversation) and you wish to be able to rely on that advice, you must ask for the advice to be confirmed by me in writing.

## **19 Retention of papers**

19.1 You have a legal responsibility to retain documents and records relevant to your financial affairs. During the course of my work I may collect information from you and others relevant to your tax and financial affairs. I will return any original documents to you.

Documents and records relevant to your tax affairs are required by law to be retained as follows:

### **Individuals, trustees and partnerships:**

- a) with trading or rental income: five years and 10 months after the end of the tax year
- b) otherwise: 22 months after the end of the tax year.

### **Companies, Limited Liability Partnerships, and other corporate entities:**

- c) six years from the end of the accounting period.

19.2 Although certain documents may legally belong to you, I may destroy correspondence and other papers that I store electronically or otherwise that are more than seven years old, except documents I think may be of continuing significance. You must tell me if you wish me to keep any document for any longer period.

## **20 The Provision of Services Regulations 2009**

20.1 My professional indemnity insurer is Hiscox Underwriting Limited on behalf of Hiscox Insurance Co Ltd, 1 Great St Helen's, London EC3A 6HX. The territorial coverage is worldwide excluding professional business carried out from an office in the United States of America or Canada and excludes any action for a claim brought in any court in the United States of America or Canada.

## **21 Timing of my services**

21.1 If you provide me with all information and explanations on a timely basis in accordance with my requirements, I will plan to undertake the work within a reasonable period of time to meet any regulatory deadlines. However, failure to complete my services before any such regulatory deadline would not, of itself, mean that I am liable for any penalty or additional costs arising.

(Standard terms last revised Aug 2023)

## Privacy Notice

### 1. ABOUT ME AND THE PURPOSE OF THIS NOTICE

I am a sole practitioner providing accountancy and tax advisory services under my name (Claire Connell) and my office is at 86 Silverdale Road, Earley, Reading RG6 7LT.

This notice will tell you how I look after your personal data, about your privacy rights, and about my compliance with and your protections under Data Protection Legislation.

In this notice "Data Protection Legislation" means any applicable law relating to the processing, privacy, and use of Personal Data, including the Data Protection Act 2018 and the Privacy and Electronic Communications (EC Directive) Regulations 2003, as amended by The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020.

For the purpose of the Data Protection Legislation and this notice, I am the 'data controller'. This means that I am responsible for deciding how I hold and use personal data about you. I am required under the Data Protection Legislation to notify you of the information contained in this privacy notice.

I am also responsible for assisting with enquiries in relation to this privacy notice or my treatment of your personal data. Should you wish to contact me you can do so using the contact details noted at paragraph 12 (Contact Me), below.

### 2. ABOUT ME

For the purpose of the Data Protection Legislation and this notice, I am the 'data controller'. This means that I am responsible for deciding how I hold and use personal data about you. I am required under the Data Protection Legislation to notify you of the information contained in this privacy notice.

I am also responsible for assisting with enquiries in relation to this privacy notice or my treatment of your personal data. Should you wish to contact me you can do so using the contact details noted at paragraph 12 (Contact Me), below.

### 3. HOW I MAY COLLECT YOUR PERSONAL DATA

I obtain personal data about you, for example, when:

- you request a proposal from me in respect of the services I provide;
- you OR your employer OR my clients engages me to provide my services and also during the provision of those services;
- you contact me by email, telephone or post (for example when you have a query about my services); or
- from third parties and/or publicly available resources (for example, from your employer or from Companies House).

### 4. THE KIND OF INFORMATION I HOLD ABOUT YOU

The information I hold about you may include the following:

- your personal details (such as your name and/or address, National Insurance number, UTR number);
- details of contact I have had with you in relation to the provision, or the proposed provision, of my services;
- details of any services you have received from me;

- my correspondence and communications with you;
- information about any complaints and enquiries you make to me;
- Information I receive from other sources, such as publicly available information or information provided by your employer OR my clients.

## **5. HOW I USE PERSONAL DATA I HOLD ABOUT YOU**

I may process your personal data for purposes necessary for the performance of my contract with you OR your employer OR my clients and to comply with my legal obligations.

I may process your personal data for the purposes necessary for the performance of my contract with my clients. This may include processing your personal data where you are an employee, subcontractor, supplier or customer of my client.

I may process your personal data for certain additional purposes with your consent, and in these limited circumstances where your consent is required for the processing of your personal data then you have the right to withdraw your consent to processing for such specific purposes.

Please note that I may process your personal data for more than one lawful basis depending on the specific purpose for which I are using your data.

### **Situations in which I will use your personal data**

I may use your personal data in order to:

- carry out my obligations arising from any agreements entered into between you OR your employer OR my clients and me (which will most usually be for the provision of my services);
- carry out my obligations arising from any agreements entered into between my clients and me (which will most usually be for the provision of my services) where you may be a subcontractor, supplier or customer of my client;
- provide you with information related to my services and my events and activities that you request from me or which I feel may interest you, provided you have consented to be contacted for such purposes;
- seek your thoughts and opinions on the services I provide; and
- notify you about any changes to my services.

In some circumstances I may anonymise or pseudonymise the personal data so that it can no longer be associated with you, in which case I may use it without further notice to you.

If you refuse to provide me with certain information when requested, I may not be able to perform the contract I have entered into with you. Alternatively, I may be unable to comply with my legal or regulatory obligations.

I may also process your personal data without your knowledge or consent, in accordance with this notice, where I am legally required or permitted to do so.

### **Data retention**

I will only retain your personal data for as long as is necessary to fulfil the purposes for which it is collected.

When assessing what retention period is appropriate for your personal data, I take into consideration:

- the requirements of my business and the services provided;
- any statutory or legal obligations;
- the purposes for which I originally collected the personal data;
- the lawful grounds on which I based my processing;
- the types of personal data I have collected;



- the amount and categories of your personal data; and
- whether the purpose of the processing could reasonably be fulfilled by other means.

### **Change of purpose**

Where I need to use your personal data for another reason, other than for the purpose for which I collected it, I will only use your personal data where that reason is compatible with the original purpose.

Should it be necessary to use your personal data for a new purpose, I will notify you and communicate the legal basis which allows me to do so before starting any new processing.

## **6. DATA SHARING**

I will share your personal data with third parties where I am required by law, where it is necessary to administer the relationship between us or where I have another legitimate interest in doing so.

“Third parties” includes third-party service providers. The following activities are carried out by third-party service providers: IT and cloud services, professional advisory services, administration services and banking services.

All of my third-party service providers are required to take commercially reasonable and appropriate security measures to protect your personal data. I only permit my third-party service providers to process your personal data for specified purposes and in accordance with my instructions.

I may share your personal data with other third parties, for example in the context of the possible sale or restructuring of the business. I may also need to share your personal data with a regulator or to otherwise comply with the law.

I will not share your information with third parties for marketing purposes.

## **7. TRANSFERRING PERSONAL DATA OUTSIDE THE UNITED KINGDOM (UK)**

I may transfer the personal data I collect about you to the US in the case of Carbonite backup software. Carbonite has confirmed compliance with GDPR – see <https://www.carbonite.com/what-is-carbonite/gdpr>

## **8. DATA SECURITY**

I have put in place commercially reasonable and appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, I limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on my instructions and they are subject to a duty of confidentiality.

I have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where I am legally required to do so.

## **9. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

### **Your duty to inform me of changes**

It is important that the personal data I hold about you is accurate and current. Should your personal information change, please notify me of any changes of which I need to be made aware by contacting me, using the contact details below.

### **Your rights in connection with personal data**

Under certain circumstances, by law you have the right to:

- Request access to your personal data. This enables you to receive details of the personal data I hold about you and to check that I am processing it lawfully.
- Request correction of the personal data that I hold about you.
- Request erasure of your personal data. This enables you to ask me to delete or remove personal data

where there is no good reason for me continuing to process it. You also have the right to ask me to delete or remove your personal data where you have exercised your right to object to processing (see below).

- Object to processing of your personal data where I am relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this basis. You also have the right to object where I am processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask me to suspend the processing of personal data about you, for example if you want me to establish its accuracy or the reason for processing it.
- Request the transfer of your personal data to you or another data controller if the processing is based on consent, carried out by automated means and this is technically feasible.

If you want to exercise any of the above rights, please email [accounts@claireconnell.co.uk](mailto:accounts@claireconnell.co.uk).

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, I may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, I may refuse to comply with the request in such circumstances.

I may need to request specific information from you to help me confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

## **10. RIGHT TO WITHDRAW CONSENT**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose (for example, in relation to direct marketing that you have indicated you would like to receive from me), you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please email [accounts@claireconnell.co.uk](mailto:accounts@claireconnell.co.uk).

Once I have received notification that you have withdrawn your consent, I will no longer process your personal information (personal data) for the purpose or purposes you originally agreed to, unless I have another legitimate basis for doing so in law.

## **11. CHANGES TO THIS NOTICE**

Any changes I may make to my privacy notice in the future will be provided to you.  
This privacy notice was last updated in May 2022.

## **12. CONTACT ME**

If you have any questions regarding this notice or if you would like to speak to me about the manner in which I process your personal data, please email [accounts@claireconnell.co.uk](mailto:accounts@claireconnell.co.uk) or telephone 0118 966 9706.

You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at any time. The ICO's contact details are as follows:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone - 0303 123 1113 (local rate) or 01625 545 745  
Website - <https://ico.org.uk/concerns>

## Notes of Christmas Event WG – 25<sup>th</sup> October 2023

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

**Stalls** – MM advised 8 stalls now confirmed.

**Raffle** - only 1 raffle prize received from Siren Brewery. LD agreed to send follow up email and/or call businesses that MM previously contacted. MM to forward list to LD.

**ACTION: LD/MM**

**Refreshments** - confirmed as follows:

Church – tea/coffee/cakes

Scouts – hotdogs

WPC – free mulled wine. Do we get from supermarket (3.00 - £3.50 per bottle) or on sale or return (Majestic Wines £4.99 per bottle)?

Pizzatron van should be operational by event date.

JS will speak with Manager of Sainsbury's to ask if sealed cases of mulled wine can be returned. If not, may be able to buy sufficient and if not used then can be stored until following year (depending on use by date).

**ACTION: JS**

Put up sign offering 'first glass free, additional glass 50p/£1.00' proceeds to Wokingham Foodbank. Mulled wine to be served from existing urn.

WPC – free mince pies – JY advised they have approximately 2 month shelf life. Agreed to purchase nearer the time and if necessary, allocate staff/Cllr to go for emergency top-up. Excess mince pies can be donated to Wokingham Foodbank.

Numbers - difficult to know numbers attending. Agreed MM to contact schools to ascertain number of children attending. Currently working on 400 people attending. Cater for 75% so 300 mince pies, 60 bottles of mulled wine.

**ACTION: MM**

MM will purchase cocktail napkins, paper cups and squash for children.

**ACTION: MM**

**Layout** – MM has drawn up provisional layout plan for stalls and refreshments (circulated). If weather is fine, singing will take place outside. If not, relocate into main hall.

**Sponsorship** – Avocado Properties have agreed to sponsor the event, amount unknown. Hoping sponsorship monies will fund additional entertainment.

**Entertainment** – hoping to book fire display if funds allow. If not, need to consider alternative entertainment – maybe sparklers.

**Advertising** – JY is ordering banners (3). Avocado Properties want to put up estate agent boards around recreation ground. JY arranged for advertising in My Wokingham – will ask to re-run the advert in next couple of weeks. MM/JY will promote event on social media and website.

**ACTION: MM/JY**

**Tree/Lights** - tree for main hall and decorations purchased. Outside lights tested and assessed that 6 additional sets are required. Nick Robins has quoted £285.00 to fit lights.

**Risk Assessment** - Cllr Harper advised that risk assessment will be required. MM has started.

**ACTION: MM**

**Parking** – only small amount of parking available at recreation ground, can't use grass like the fete. Need at least 2 stewards in car park – could use caretaker and Councillors on a rota.

MM to ask Sindlesham Court about overflow parking.

LD offered driveway for staff/Cllr parking.

Excess parking can park on Bearwood Road and New Road.

**ACTION: MM**

**Event Management** - RN happy to look after raffle stall. Cllr Shepherd-Dubey will also be asked to help. Need 'event manager' on the day. Need three Cllrs/staff doing WPC refreshments. MM to put item on Council agenda asking for commitment to help from Cllrs.

**ACTION: MM**

**Timings** – Event running 4.00pm – 7.00pm  
Singing starting at 5.00pm  
Raffle sales close at 6.00pm and numbers drawn by 6.15pm.  
Announcement of winners given prior to lights switch on.  
Lights switch on by WBC Mayor 6.30pm

**PA System** – JY to show MM where system is and how it works. MM can borrow additional system from Winkfield. MM to check with schools what music they need.

**ACTION: JY/MM**

Next meeting date: 20<sup>th</sup> November 2023 @ 10am at Parish office.

## Christmas Lights

The Clerk has received a comment via the WPC Facebook page regarding the decrease in the Christmas lights offering over the past few years. In previous years, lights owned and supplied by the Caretaker were erected but are no longer working. At present, the only lights to be displayed will be in the trees along the footpath leading to the hall.

The Clerk has investigated options for additional festive lights and animals such as below:



1.2m Gold Starburst  
Christmas Tree  
£70.00



Multi-Coloured Chaser  
Rope Light - 25m  
£60.00



Set of 3 Silver  
LED Reindeers (max 80cm)  
£100.00



LED Waterfall Tree Light  
£22.00



Neon LED Star Curtain Light  
£35.00



1.8m LED Shooting Star  
£25.00





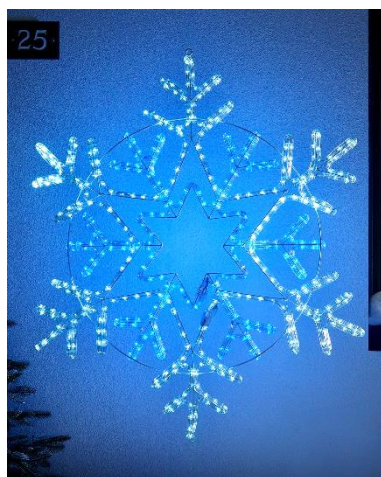
Santa on Chimney Rope  
Light Silhouette, 95 cm  
£30.43



LED Standing Star – 80cm  
£ 29.99



3D Reindeer Family  
Silhouette, 151 cm  
£130.43



Pre-Lit Snowflake Rope  
Light Silhouette, 90 cm  
£43.47



Merry Christmas Rope  
Light Silhouette, 292 cm  
£121.73

The current budget of £1,000.00 has been spent as follows:

Expenditure	Main hall tree and decorations	391.65
	Outdoor tree lights	248.00
	Event Promotion Banners	165.00
	Additional entertainment	433.33
		<b>1237.98</b>
Income	Sponsorship	250.00
		<b>987.98</b>

The installation of the outdoor tree lights originally quoted as £285.00 is now being carried out FOC by Nick Robins as contribution to the event.

The Clerk asks for consideration to be given to allocating additional funds to the Christmas Event budget to allow for the purchase of additional lights which can be erected on the buildings. These could be stored and re-used each year.

## **231017 Notes of Facilities Development WG**

In attendance: Cllrs Lesley Doyle (LD), Paul Fishwick (PF), David Green (DG), Geoff Harper (GH), John Southgate (JS)

Marcia Milsom (MM) - Clerk

The ground investigation report had been circulated to all WG members.

GH - report suggests underpinning the building. With this work and internal strip-out and upgrade, is it better to demolish the building and replace?

DG - this would give the opportunity to detach the pavilion from the house.

PF - not worth carrying out repairs and then retro-fitting.

GH - need to determine if we carry out medium term fix and carry on with the building as is.

JS - do we know exactly what we want? Does that fit in the shape we have?

DG - is there anything on the previous survey that we could fit in to the existing footprint?  
Could we do another survey?

PF - suggest not doing anything now until agreement on future use determined.

DG - what are next steps?

GH - suggests carrying out further survey before Christmas.

MM - worth noting that cost of School Green was around £2.9 million. Indicative cost for similar replacement pavilion in Winkfield is £1 million. Charvil have just carried out refurbishment of pavilion for around £150k.

### **Actions:**

All members to think about potential questions for survey and submit to the Clerk asap.

Clerk will circulate plans previously drawn up by architect.

## **Winnersh Parish Council**

### **Climate Change Action Plan – update (21<sup>st</sup> November 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** – only a ‘trickle Charge’ 7.5kw unit could be installed in the car park. The Borough Council are looking to expand the on-street EV points and the Chatsworth Drive Winnersh EV charge point is now live, along with all others across Wokingham Borough.

[We've got the power as vehicle chargers go live | Wokingham](#)

#### **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 it's used in the Café? .

#### **Lead Cllr Harper Update –**

The trees from Freely Fruity will be planted on Sunday 3<sup>rd</sup> December 2023, and Cllr Harper will be in attendance.

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



### Sindlesham Room/JGR Windows

The windows in these rooms are currently wood framed with a thin double glazed unit. They are badly flaking with some fixtures broken, some painted shut and some with holes drilled for historical wire access.



The Clerk has obtained a ballpark quote (subject to survey) from the installers of the Pavilion House window supplier as a potential project for R&A in 2024-25 in the sum of £5,506.67 + VAT to replace 11 windows with uPVC units.

The Clerk has spoken with Cllr Fishwick who has agreed that this could be a potential project for the Climate Change WG as replacing the windows would reduce heat loss and therefore emissions. There is currently £10,000 budget allocated to climate change projects in 2023-24.

## The Winnersh Sustainable Transport Group

### Love to Ride - Cycle Winter Wheelers



Following on from our fantastic achievement in September Love to Ride's next challenge is Winter Wheelers from 1<sup>st</sup> to 25<sup>th</sup> December.

We need as much help as possible as Cllr Doyle and myself have limited availability during this period, but Cllr Harper has already pledged his support.

Maximum 6 riders Cllrs Doyle, Harper and myself plus 3 more can join.

[Home : Love to Ride UK](http://www.lovetorideuk.com)

### Stations Adoptions Winnersh and Winnersh Triangle stations



Some progress has been made with the schools. Cllr Kak has chased the schools again regarding involvement with the planned murals at Winnersh Triangle and Bearwood Primary School have shown interest in the project.

Cllr Kak will liaise with Bearwood Primary School and try and obtain a commitment from the other schools.

We have approval to sow the wildflower seeds at Winnersh Triangle.

**I seek approval to spend up to £30 (taken from the Climate Change budget).**

### Winnersh and Sindlesham Community Speedwatch

Since the last meeting of Full Council on 17<sup>th</sup> October 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 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.



**Cllr Paul Fishwick**