

**Application to vary a club premises certificate to be granted
under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING
APPLICATION**

Before completing this form please read the guidance notes at the end of the form.
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

THEALE CLUB

(Insert name of club)

club applies for a club premises certificate under section 84 of the Licensing Act 2003 for the premises named in Part 1 below

Club premises certificate number 014348

Part 1 – Club premises details

Name of club THEALE CLUB			
Postal address of premises, if any, or if none ordnance survey map reference or description ENGLEFIELD ROAD THEALE			
Post town	READING	Postcode	RG7 5AS
Telephone number (if any)			
E-mail address (optional)			

Name of person performing duties of a secretary to the club HELEN BUTLER			
Address of person performing duties of a secretary to the club 21 CAVALIER CLOSE THEALE			
Post town	READING	Postcode	RG7 5DJ
Daytime contact telephone number (if any)			
E-mail address (optional)			

Part 2 – Applicant details

Daytime contact telephone number (if any)			
E-mail address (optional)			
Current postal address if different from premises address			
Post town		Postcode	

Part 3 - Variation

Please tick

Do you want the proposed variation to have effect as soon as possible?

☒ Yes ☐ No

If not when do you want the variation to take effect from?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (See guidance note 1)

☐ Yes ☒ No

Please describe briefly the nature of the proposed variation (Please see guidance note 2)

WE WOULD LIKE TO CHANGE OUR LICENSE TO HAVE ON AND OFF SALES AND INCLUDE NEW YEARS EVE LIVE MUSIC TO NON STANDARD TIMES

If the club's proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

Part 4 – Club Operating Schedule

Please complete those parts of the Club Operating Schedule which would be subject to change if this application to vary is successful.

What qualifying club activities do you intend to conduct on the club premises which will be affected by your application?

- | Provision of regulated entertainment (please read guidance note 3) | Please tick all that apply |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainments (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |

The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club (if ticking yes, fill in box I) ☒

The sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place (if ticking yes, fill in box J) ☐

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 8)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 4)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 5)			
Mon						
Tue						
Wed			State any seasonal variations for performing plays (please read guidance note 6)			
Thur						
Fri						
Sat			Non standard timings. Where the club intends to use the premises for the performance of a play at different times from those listed in the column on the left, please list (please read guidance note 7)			
Sun						

B

Films Standard days and timings (please read guidance note 8)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 5)		
Tue					
Wed			State any seasonal variations for the exhibition of film (please read guidance note 6)		
Thur					
Fri			Non standard timings. Where the club intends to use the premises for the exhibition of film at different times from those listed in the column on the left, please list (please read guidance note 7)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 8)			<u>Please give further details here</u> (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 6)
Wed			
Thur			
Fri			<u>Non-standard timings. Where the club intends to use the premises for indoor sporting events at different times from those listed in the column on the left, please list</u> (please read guidance note 7)
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 8)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5)		
Mon					
Tue			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 6)		
Wed			<u>Non-standard timings. Where the club intends to use the premises for the boxing or wrestling entertainment at different times from those listed in the column on the left, please list</u> (please read guidance note 7)		
Thur					
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 8)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 4)		Indoors <input checked="checked" type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 5)		
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 6)		
Thur					
Fri	19:00	00:00	Non-standard timings. Where the club intends to use the premises for the performance of live music at different times from those listed in the column on the left, please list (please read guidance note 7)		
Sat	19:00	00:00	NEW YEARS EVE 19:00 TO 01:00		
Sun					

F

Recorded music Standard days and timings (please read guidance note 8)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 6)		
Thur					
Fri			<u>Non-standard timings. Where the club intends to use the premises for the playing of recorded music at different times from those listed in the column on the left, please list</u> (please read guidance note 7)		
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 8)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 4)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish				
Mon			<u>Please give further details here</u> (please read guidance note 5)			
Tue						
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 6)			
Thur						
Fri			<u>Non-standard timings. Where the club intends to use the premises for the performance of dance at different times from those listed in the column on the left, please list</u> (please read guidance note 7)			
Sat						
Sun						

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment that the club will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 5)		
Wed					
Thur			<u>State any seasonal variations for this entertainment</u> (please read guidance note 6)		
Fri					
Sat			<u>Non-standard timings. Where the club intends to use the premises for this entertainment at different times from those listed in the column on the left, please list</u> (please read guidance note 7)		
Sun					

I

Supply of alcohol Standard days and timings (please read guidance note 8)			Will the supply of alcohol be for consumption – please tick (please read guidance note 9)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	State any seasonal variations (please read guidance note 6)		
Mon	12:00	23:00			
Tue	12:00	23:00			
Wed	12:00	23:00			
Thur	12:00	23:00	Non-standard timings. Where the club intends to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list (please read guidance note 7)		
Fri	12:00	00:00	NEW YEARS EVE 12:00 TO 01:00 AS ALREADY ON CURRENT LICENSE		
Sat	12:00	00:00			
Sun	12:00	22:30			

J

Hours club premises are open to the members and guests Standard days and timings (please read guidance note 8)			State any seasonal variations (please read guidance note 6)
Day	Start	Finish	
Mon	12:00	23:30	
Tue	12:00	23:30	
Wed	12:00	23:30	
Thur	12:00	23:30	
Fri	12:00	00:30	Non standard timings. Where you intend the premises to be open to the members and guests at different times from those listed in the column on the left, please list (please read guidance note 7) NEW YEARS EVER 12:00 TO 01:30 AS ALREADY ON CURRENT LICENSE
Sat	12:00	00:30	
Sun	12:00	23:00	

K

<p>Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 10).</p> <p>GAMING MACHINES LOCATED IN BAR AREA. NOTICES STATING ONLY PERSONS OVER THE AGE OF EIGHTEEN CAN USE ARE CLEARLY SET OUT, CLUB RULES (NO 12.3) STATE NO ALCOHOL TO BE SOLD TO ANY PERSON UNDER 18.</p> <p>AS ALREADY ON CURRENT LICENSE</p>

L

Please identify those conditions currently imposed on the certificate which you believe could be removed as a consequence of the proposed variation you are seeking.

NONE

Please tick as appropriate

- I have enclosed the club premises certificate
- I have enclosed the relevant part of the club premises certificate

☒
☐

If you have not ticked one of these boxes, please fill in reasons for not including the certificate or part of it below

Reasons why the club has not enclosed the club premises certificate or relevant part of it:

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)

NOTHING BEYOND EXISTING HEALTH & SAFETY/FIRE SAFETY ETC REQUIREMENTS. WE ARE ABIDING TO ALL CONDITIONS THAT WERE OUTLINED ON OUR LAST VARIATION IN 2018. ALL THE SAME CONDITIONS STILL APPLY.

b) The prevention of crime and disorder

NOTHING BEYOND EXISTING HEALTH & SAFETY/FIRE SAFETY ETC REQUIREMENTS. WE ARE ABIDING TO ALL CONDITIONS THAT WERE OUTLINED ON OUR LAST VARIATION IN 2018. ALL THE SAME CONDITIONS STILL APPLY.

c) Public safety

NOTHING BEYOND EXISTING HEALTH & SAFETY/FIRE SAFETY ETC REQUIREMENTS. WE ARE ABIDING TO ALL CONDITIONS THAT WERE OUTLINED ON OUR LAST VARIATION IN 2018. ALL THE SAME CONDITIONS STILL APPLY.

d) The prevention of public nuisance

NOTHING BEYOND EXISTING HEALTH & SAFETY/FIRE SAFETY ETC REQUIREMENTS. WE ARE ABIDING TO ALL CONDITIONS THAT WERE OUTLINED ON OUR LAST VARIATION IN 2018. ALL THE SAME CONDITIONS STILL APPLY.

e) The protection of children from harm

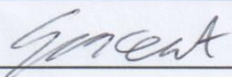
NOTHING BEYOND EXISTING HEALTH & SAFETY/FIRE SAFETY ETC REQUIREMENTS. WE ARE ABIDING TO ALL CONDITIONS THAT WERE OUTLINED ON OUR LAST VARIATION IN 2018. ALL THE SAME CONDITIONS STILL APPLY.

Checklist:**Please tick to indicate agreement**

- I have made or enclosed payment of the fee. ☐
- I have sent copies of this application and the plan to responsible authorities. ☐
- I understand that I must now advertise my application. ☒
- I have enclosed the club premises certificate or relevant part of it or explanation. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Part 5 – Signatures (please read guidance note 12)**I CLAIRE VINCENT***(Insert full name)***make this application on behalf of the club and have authority to bind the club**

Signature	
Date	7/4/2021
Capacity	TREASURER

Address for correspondence associated with this application (please read guidance note 13)

CLAIRE VINCENT
86 MEADOW WAY
THEALE

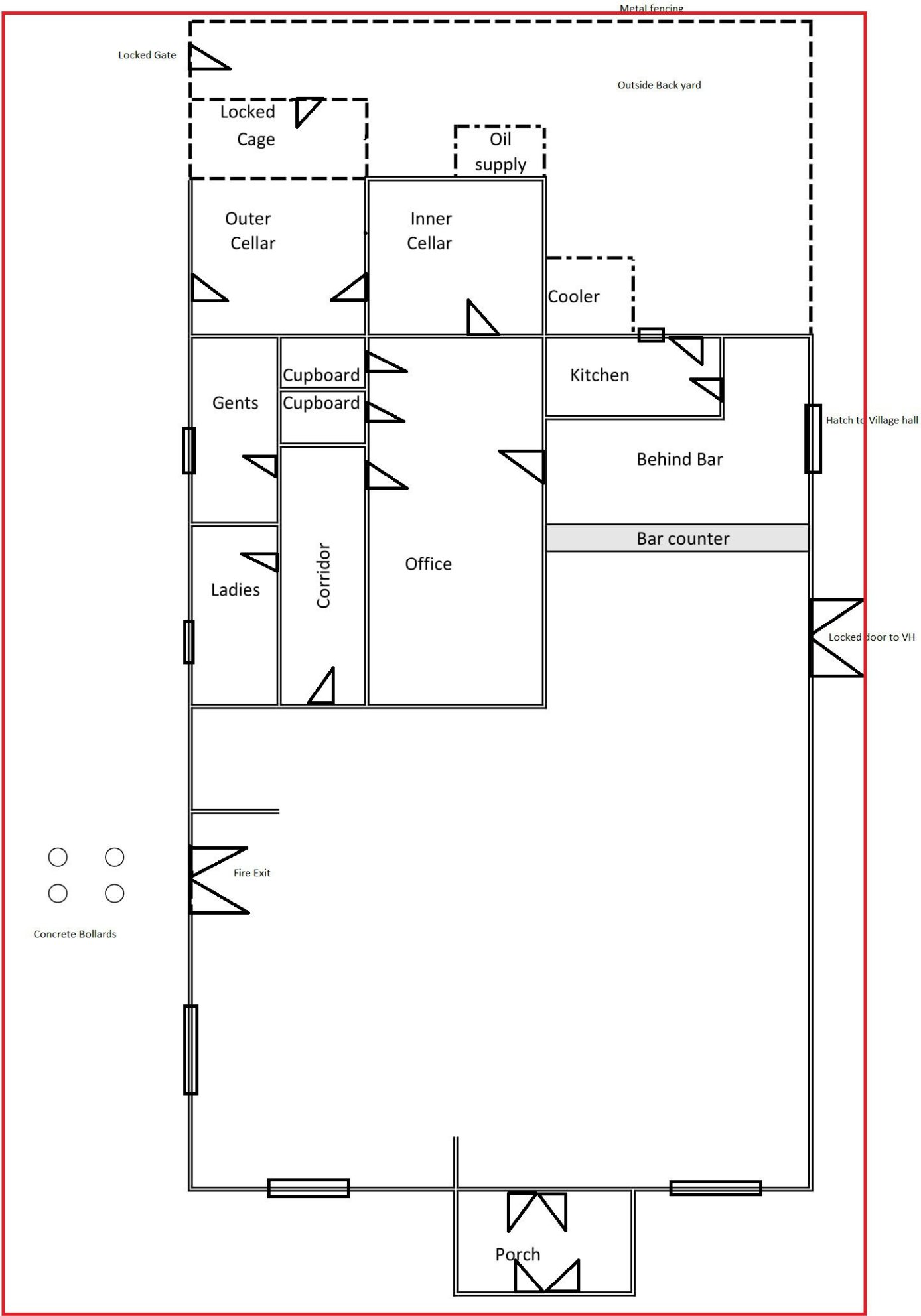
Post town READING**Postcode** RG7 5DG**Telephone number (if any)** 07799 822000

If you would prefer us to correspond with you by e mail, your e mail address (optional)
dartqueen140@aol.com

Notes for Guidance

1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable for the late night levy.
2. Describe the premises, for example the type of premises it is, its general situation and layout and any other information which would be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for people to consume these off-supplies, please include a description of where this will be and its proximity to the premises.
3. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.

THEALE CLUB PLAN



West Berkshire District Council

Public Protection Partnership, Environmental Health & Licensing. Council Offices, Market Street, Newbury,
Berkshire RG14 5LD
Tel: (01635) 519184 Fax (01635) 519172

Licensing Act 2003 Club Premises Certificate

Uniform Ref: **18/00814/LQC**

Club premises certificate number

014348

Club details

Name of club in whose name this certificate is granted and relevant postal address of club

Theale Club

Address

Theale Village Hall, Englefield Road, Theale, Reading, Berkshire, RG7 5AS

Qualifying club activities authorised by the certificate

Performance of Live Music
Recorded Music
Supply of Alcohol

The times the certificate authorises the carrying out of qualifying club activities

Performance of Live Music

Friday and Saturday: 19:00 to 00:00

Performance: Indoors

Recorded Music

Friday and Saturday: 19:00 to 00:00

Performance: Indoors

Seasonal Details: New Year's Eve 12:00 to 01:00

Supply of Alcohol

Monday to Thursday: 12:00 to 23:00

Friday and Saturday: 12:00 to 00:00

Sunday: 12:00 to 22:30

Alcohol On/Off Premises: **On**

Seasonal Details: New Year's Eve 12:00 to 01:00

The opening hours of the club

Monday to Thursday: 12:00 to 23:30

Friday and Saturday: 12:00 to 00:30

Sunday: 12:00 to 23:00

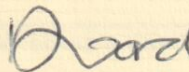
Seasonal Details: New Year's Eve open to members and guests 12:00 to 01:30

Where the certificate authorises supplies of alcohol whether these are on and/ or off supplies

On/Off Sales: **ON**

Date: 30th July 2018

Signed:



Authorised Officer

Certificate granted 06/01/2006

Change of name 20/06/2011

Certificate corrected 26/02/2013

Transfer 25/03/2013

Certificate corrected 24/05/2013

Variation granted 11/07/2018

Mandatory conditions

Premises - Supply of Alcohol

1. No supply of alcohol may be made under the premises licence at a time when there is no management committee in respect of the premises licence.
2. Every supply of alcohol under the premises licence must be made or authorised by the management committee.

The Licensing Act 2003 (Mandatory Licensing Conditions) (Amendment) Order 2014 (in force 1 October 2014)

1.
 - 1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
 - 2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises –
 - a) games or other activities which require or encourage, or are designed to require or encourage, individuals to –
 - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
 - b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be

30 July 2018

Theale Club
Theale Village Hall
Englefield Road
Theale
Reading
Berkshire
RG7 5AS

**Public Protection Partnership
Environmental Health and Licensing
West Berkshire District Council
Council Offices
Market Street Newbury
Berkshire RG14 5LD**

**Our Ref: 18/00814/LQC
Please ask for: Cheryl Lambert
Direct Line: 01635 519184
Fax: 01635 519172
e-mail: Cheryl.Lambert@westberks.gov.uk**

Dear Sir/Madam

**Licensing Act 2003 – Club Premises Certificate
Theale Village Hall, Englefield Road, Theale, Reading, West Berkshire, RG7 5AS**

Please find enclosed your Club Premises Certificate. The certificate must be retained by you whilst you are responsible for the premises and must be available on request, by any authorised officer.

The certificate is accompanied by a Club Certificate Summary. This document must be displayed in a prominent position within the premises at all times.

It is the responsibility of the certificate holder to check that the certificate details are correct. If incorrect, you must contact the Licensing Team, in writing and state clearly why you believe the certificate details are wrong. Where errors have been made and are the responsibility of the Council, they will be rectified as soon as possible. If errors have been made by the applicant in filling out the application, these will need to be addressed by making a variation to the certificate issued.

The annual fee will be due on the date of issue of the licence each year. You will be sent an invoice prior to the anniversary of the issue date and failure to pay may result in suspension of the Club Certificate.

Yours faithfully


Authorised Officer
Licensing Team

**PUBLIC PROTECTION PARTNERSHIP
A SHARED SERVICE PROVIDED BY BRACKNELL FOREST COUNCIL, WEST BERKSHIRE DISTRICT COUNCIL
AND WOKINGHAM BOROUGH COUNCIL**

West Berkshire District Council

Public Protection Partnership, Environmental Health & Licensing. Council Offices, Market Street, Newbury,
Berkshire RG14 5LD
Tel: (01635) 519184 Fax (01635) 519172

Licensing Act 2003 Club Premises Certificate

Uniform Ref: 18/00814/LQC

Club premises certificate number

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Name of club in whose name this certificate is granted and relevant postal address of club

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Recorded Music
Supply of Alcohol

The times the certificate authorises the carrying out of qualifying club activities

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Performance: Indoors

Recorded Music

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Sunday: 12:00 to 23:00

Seasonal Details: New Year's Eve open to members and guests 12:00 to 01:30

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The Licensing Act 2003 (Mandatory Licensing Conditions) (Amendment) Order 2014 (in force 1 October 2014)

1.
 - 1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
 - 2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises –
 - a) games or other activities which require or encourage, or are designed to require or encourage, individuals to –
 - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
 - b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be

considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;

- e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

- 4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

5.

(1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either -

- a) a holographic mark, or
- b) an ultraviolet feature.

- 6. The responsible person must ensure that -

a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures -

- i. beer or cider: ½ pint;
- ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and
- iii. still wine in a glass: 125 ml;

b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

- c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”

7.

- (1) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
- (2) For the purposes of the condition set out in paragraph 1 –
- a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979
- b) “permitted price” is the price found by applying the formula -

$$P = D + (D \times V)$$

Where—

- (i) **P** is the permitted price,
- (ii) **D** is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) **V** is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence—
- (i) the holder of the premises licence,
- (ii) the designated premises supervisor (if any) in respect of such a licence, or
- (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- e) “valued added tax” means value added tax charged in accordance with the Value Added Tax Act 1994
- (3) Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

(4)

- 1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
- 2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Conditions consistent with the Club Operating Schedule dated 26/09/2005

Persons may not be admitted to membership, or be admitted as candidates for membership to any of the privileges of membership, without an interval of at least 2 days between their nomination or application for membership and their admission and persons becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least 2 days between their becoming members and their admission.

All conditions and rules of the club as determined on the last issued Club Registration Certificate are to apply.

Conditions agreed with Thames Valley Police 18/06/2018

Prevention of Public Nuisance

1. An entry, closure and dispersal policy for controlling the opening and closing of the club premises and the departure of customers from the premises at the conclusion of the licensed activities shall be put in place and shall be actively operated. The policy shall be in written format and made available upon request to an authorised officer of West Berkshire Council and Thames Valley Police.
2. Recorded music shall be reduced to background level 30 minutes before the end of the time that the club premises is permitted to be open.
3. Signage will be prominently displayed on the club premises to encourage customers to leave the premises quietly.
4. The Committee shall ensure that no noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to undue disturbance to local residents.
5. All [external doors / windows] must be kept closed, other than for access and egress, when events involving amplified music or speech are taking place so as not to cause disturbance to nearby residents and businesses.
6. Clearly legible and suitable notices shall be displayed at all exits requesting customers to respect the needs of local residents and to leave the Club premises and area quietly.
7. The Club premises and area immediately outside the premises shall be kept clear of all forms of litter whilst the premises is open for licensable activities.
8. Members, guests or members of the public shall not be permitted to remove open containers of alcohol, glassware or bottles from the club premises, and clear signage.

Protection of Children from Harm

Challenge 25 & Age verification

1. At all times that the premises is operating under this club certificate, the Committee members shall ensure that its staff operate a Challenge 25 Policy (to minimise the risk of alcohol being sold to underage customers). This Policy shall (as a minimum provide) that before entry (or alternatively before any sale of alcohol), any person who appears to be under the age of 25 will be required to produce photo ID in the form of a passport; driving licence, UK Military ID card; PASS (or similar) card to prove that he/she is over the age of 18, before being permitted.
2. Notices advertising the Challenge 25 and proof of age policies shall be displayed in prominent places in the premises so that they can be seen internally and externally;
3. The Committee shall display in a prominent position a copy of their policy on checking proof of age

Prevention of Crime and Disorder

CCTV

1. The Committee shall ensure the premises' digitally recorded CCTV system cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping. The entire licensable area shall be covered by the CCTV. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or West Berkshire Council together with facilities for viewing upon request, subject to the provisions of the Data Protection Act. Recorded images shall be of such quality as to be able to identify the recorded person in any light. At least one member of staff on the club premises at any time during operating hours shall be trained to access and download material from the CCTV system.

Incident Book

2. An incident/refusal book shall be used to record details of incidents that occur in and around the club premises and refusal of sale of alcohol. The incident book shall truly reflect what has occurred and shall be specific in detail. All incidents shall be signed off by a Committee member or the nominated individual when a Committee member is not on site. The Club Committee shall ensure a recorded weekly review of the incident/refusal book by a Committee member shall be carried.
3. A written search policy shall be put in place to prevent illegal drugs and weapons being brought on to the club premises. The policy shall include, but not be limited to, methods of search, detection, confiscation and disposal. The written policy shall be made available upon request to an authorised officer of West Berkshire Council and Thames Valley Police. Notices shall also be put in place informing members and guests that the committee reserve the right to conduct an outer body search and or bag search as a condition of entering the club premises.

Public Safety

Staff training & alcohol sales

1. Staff employed to sell alcohol shall undergo training upon induction. This training shall include, but not be limited to:-
 - The premises age verification policy
 - Dealing with refusal of sales
 - Proxy purchasing
 - Recognising valid identity documents not in the English language
 - Identifying attempts by intoxicated persons to purchase alcohol
 - Identifying signs of intoxication
 - Conflict management
 - How to identify and safeguard vulnerable persons who attend and leave the premises
 - Drug Policy and substance awareness and effects

- Search Policy
- Dispersal Policy
- Crime scene preservation
- Child Sexual Exploitation

Refresher training shall be provided every 6 (six) months and signed records made available for inspection by an authorised Officer of Thames Valley Police or West Berkshire Council upon request. Written and signed records are to be kept for a minimum of 2 (two) years of the date of training.

2. All members and staff involved in the sale of alcohol shall be trained to record refusals of sales of alcohol in a refusals log (whether written or electronic). The log shall contain:
 - Details of the time and date the refusal was made;
 - The identity of the staff/club member refusing the sale;
 - Details or description of the person attempting to purchase.

This book /register will be available for inspection by an authorised Officer of Thames Valley Police or West Berkshire Council upon request.

Conditions agreed with Environmental Quality 18/06/2018

Noise and Vibration

1. Noise from the Premises must not unreasonably disturb other people.
2. The volume of amplified music within the premises should be played at a level that is appropriate to the circumstances such as the time of day and the degree of sound insulation afforded by the buildings in relation to the distance of the premises from dwellings or other noise sensitive premises.
3. All external doors and windows must be kept closed, other than for access and egress, when activities involving amplified music or speech are taking place.
4. Prominent, clear and legible notices must be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.

Refuse

Refuse, such as bottles, shall not be placed into receptacles outside the premises between 23:00 hours and 07:00 hours in order to minimise the disturbance to nearby properties.

West Berkshire District Council

Public Protection Partnership, Environmental Health & Licensing, Council Offices, Market Street, Newbury,
Berkshire RG14 5LD

Tel: (01635) 519184 Fax (01635) 519172

Licensing Act 2003 Club Premises Certificate Summary

Uniform Ref: 18/00814/LQC

Club premises certificate number
014348

Club details

Name of club in whose name the certificate is granted and relevant registered postal address of club
Theale Club

Address

Theale Village Hall
Englefield Road, Theale, Reading, Berkshire, RG7 5AS

Qualifying club activities authorised by the certificate

Performance of Live Music
Recorded Music
Supply of Alcohol

The times the certificate authorises the carrying out of qualifying club activities

Performance of Live Music

Friday and Saturday: 19:00 to 00:00

Performance: Indoors

Recorded Music

Friday and Saturday: 19:00 to 00:00

Performance: Indoors

Seasonal Details: New Year's Eve 12:00 to 01:00

Supply of Alcohol

Monday to Thursday: 12:00 to 23:00

Friday and Saturday: 12:00 to 00:00

Sunday: 12:00 to 22:30

Alcohol On/Off Premises: **On**

Seasonal Details: New Year's Eve 12:00 to 01:00

The opening hours of the club

Monday to Thursday: 12:00 to 23:30

Friday and Saturday: 12:00 to 00:30

Sunday: 12:00 to 23:00

Seasonal Details: New Year's Eve open to members and guests 12:00 to 01:30

Where the certificate authorises supplies of alcohol whether these are on and/ or off supplies

On/Off Sales : **ON**

Date: 30th July 2018

Signed:



Certificate granted 06/01/2006

Change of name 20/06/2011

Certificate corrected 26/02/2013

Transfer 25/03/2013

Certificate corrected 24/05/2013

Variation granted 11/07/2018

Payment schedule # 566	THEALE PARISH COUNCIL	6th May 2021
-------------------------------	------------------------------	--------------------------------

ref	payment to	for	invoice #	amount	payment method ¹	signatures		
A	Co-op	Coffee	n/a	3.90	credit card			
B	Timpson	Key cutting	n/a	20.00	credit card			
C	Ascot doors	Shutter door service	500658	408.00	BACS			
D	Berkshire Pension Fund	April pension contributions	n/a	802.87	BACS			
E	West Berkshire Council	Contribution to W Berks library service	209483 508861	2,842.00	BACS			
F	Pro Landscapes	Grounds maintenance	2451	1,046.40	BACS			
G	Playsafety Ltd	Annual RoSPA playground inspection	54576	193.80	BACS			
H	HMRC	PAYE/NI/SL contributions (3 months')	n/a	2,023.92	BACS			
I	Advanced Maintenance	10% retention for heating works	54748	2,304.00	BACS			
J	GN Maintenance	Litter picks, safety inspection, minor Pavilion repairs	665	1,275.00	BACS			
				Total	£10,919.89			

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

¹ Direct Debit payments are not included on this schedule.

14/04/2021

Theale Parish Council

14:20

Balance Sheet as at 31 March 2021

31 March 2020

31 March 2021

Current Assets

308	Debtors	0
153	VAT Control A/c	143
1,738	Prepayments	1,688
289,757	Unity Trust current account	257,822
501	Unity Trust savings account	501

292,456

260,155

292,456 Total Assets**260,155**

Current Liabilities

10,439	Creditors	1,912
1,600	Accruals	2,000
108	PAYE/NI control account	2,024
215	Superannuation control account	776
300	Hall Hire Deposits	337

12,661

7,048

279,795 Total Assets Less Current Liabilities**253,106**

Represented By

88,865	General Reserves	106,606
12,000	EMR adult gym	21,000
3,000	EMR car park maintenance	3,000
1,000	EMR other projects	0
22,790	EMR precept Support	0
16,500	EMR floodlight project	16,500
8,000	EMR older persons project	0
16,639	EMR CIL reserve	0
10,000	EMR play equipment	10,000
1,000	EMR natural world	1,000
5,000	EMR pavilion refurbishment	0
20,000	EMR bequest	20,000
75,000	EMR capital receipt (lease)	75,000

279,795

253,106

Theale Parish Council

Income and Expenditure Account for Year Ended 31 March 2021

31 March 2020		31 March 2021
	Operating Income	
112,206	Administration	114,855
5,730	John Cumber Hall	2,750
0	Environment	240
7,013	Pavilion	1,567
124,948	Total Income	119,412
	Running Costs	
52,738	Administration	58,354
2,814	John Cumber Hall	6,770
1,597	Capital	17,345
19,164	Environment	24,771
19,711	Pavilion	38,860
96,024	Total Expenditure	146,100
	General Fund Analysis	
59,941	Opening Balance	88,865
124,948	Plus : Income for Year	119,412
184,889		208,277
96,024	Less : Expenditure for Year	146,100
88,865		62,177
0	Transfers TO / FROM Reserves	(44,429)
88,865	Closing Balance	106,606

Theale Parish Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2021

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	279,794.78	253,106.29
100	Debtors	307.50	0.00
105	VAT Control A/c	152.67	143.17
110	Prepayments	1,738.00	1,688.00
	Less Total Debtors	2,198.17	1,831.17
500	Creditors	10,438.91	1,911.56
510	Accruals	1,600.00	2,000.00
511	PAYE/NI control account	107.73	2,023.92
513	Superannuation control account	214.83	775.85
560	Hall Hire Deposits	300.00	337.00
	Plus Total Creditors	12,661.47	7,048.33
	Equals Total Cash and Bank Accounts	290,258.08	258,323.45
205	Unity Trust current account	289,757.25	257,822.12
206	Unity Trust savings account	500.83	501.33
	Total Cash and Bank Accounts	290,258.08	258,323.45

Theale Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

31/05/2020	NatWest A/c 15906094	0.00
31/05/2020	Bonus Saver a/c	0.00
31/10/2017	Bank of Ireland A/c 67511817	0.00
31/10/2017	Bank of Ireland 12563222	0.00
31/05/2020	Petty cash float	0.00
31/03/2021	Unity Trust current account	257,822.12
28/02/2021	Unity Trust Savings	501.33

258,323.45

Receipts not on Bank Statement

0.00

Closing Balance

258,323.45

All Cash & Bank Accounts

1	Current Bank A/c	0.00
2	Nat West Bonus Saver A/c	0.00
3	Bank Of Ireland No 2 A/c	0.00
4	Bank of Ireland No 4 A/c	0.00
5	Petty cash	0.00
6	Unity Trust current account	257,822.12
7	Unity Trust savings account	501.33
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	258,323.45

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

Theale Parish Councillors
Parish Council Office
The Pavilion
Englefield Road
Theale RG7 5AS

18th March 2021

Dear Ladies and Gentlemen

Internal audit for the year ended 31st March 2021 – interim report

Local councils are required to have an internal audit of their accounting records and their system of internal control by Regulation 5 of the Accounts and Audit Regulations 2015. My interim work has been carried out remotely due to the lockdown restrictions currently in place. I have reviewed the financial systems and controls for the year to date.

A further visit will be required after the year end to review the final accounts and other outstanding matters and a second report will be issued as well as the completion of the Internal Audit report on the AGAR.

My internal audit testing was based on the guidelines included in the current JPAG Governance & Accountability Guide. My correspondence with the clerk established the internal controls in place and a series of tests using the financial records, vouchers, minutes, previous audit reports etc were conducted to establish the effectiveness of these controls.

Overall conclusion

Generally, the financial records are well maintained and appear fit for purpose. The Clerk is supported by regular visits from an accountant who is very experienced in the local council sector.

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 Alpha and are kept up-to-date. Invoices are produced in Word.

B. Expenditure is properly incurred, payments approved and VAT appropriately accounted for

- A sample of payment invoices was checked to ensure that they had been approved, correctly paid and VAT treated correctly. No errors were found.
- Contracts Finder has been used to obtain tenders for the refurbishment of part of the Pavilion and for the grounds maintenance contract.

C. Council has proper risk assessment & management procedures

- The Financial Regulations and Standing Orders have both been updated during the year.
- Council minutes were scrutinised
- The annual risk assessment will be reviewed at the final visit.

- D. The Precept resulted from an adequate budgetary process and suitable financial monitoring**
- The budget setting process for 2021-22 was complete at the time of my work and appeared thorough.
 - Quarterly income and expenditure reports have been provided to council this year.
 - Final out-turn against budget will be reviewed at the final visit.
- E. Expected income was received, recorded and banked; VAT appropriately accounted for**
- The following areas were checked and no issues arose:
- The precept was agreed to Council minutes.
 - No pavilion hire has taken place thus far this year.
 - VAT has been reclaimed during the year. At the time of my work the last reclaim had been received in October.
 - Football and cricket income was in line with amounts agreed in the minutes.
 - CIL income was reviewed – none has been received this year. The Council needs to make sure the CIL report for 2019-20 is published and submitted to WBC.
- F. Petty Cash expenditure supported**
- Petty cash is not currently being used.
- G. Payroll properly prepared, authorised and PAYE/Ni requirements fulfilled**
- Payroll has continued to be prepared using a payroll bureau.
 - The deductions from salaries were checked and no problems identified.
- H. Fixed assets register properly reflects the Council's assets**
- The fixed asset register is maintained on Excel and this will be reviewed after the year end.
- I. Periodic and year-end bank reconciliations properly carried out**
- Bank reconciliations are prepared on a timely basis are circulated to all Councillors on a quarterly basis.
- J. Accounting statements prepared during the year were prepared on the correct accounting basis**
- I will review this objective at the year end
- K. Correct declaration of exemption from limited assurance review in 2019/20**
- Not applicable – the Council was subject to a limited assurance review in 2019/20.
- L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website in accordance with the Transparency Code**
- Not applicable – the Council has a turnover which exceeds £25,000.

- M. During summer 2020 this authority has correctly provided the proper opportunity for the exercise of public rights**
- The Council provided the opportunity for the exercise of public rights for the correct number of days, within the correct timeframe (ie commencing before 1st September) and this was advertised correctly on the website.
- N. The authority has complied with the publication requirements for 2019/20 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 1st November 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 you would like further details. I should like to thank the Council staff for their assistance during my visit.

Yours faithfully



Claire Connell

The Pavilion, Englefield Road, Theale, Reading, RG7 5AS
 0118 9306592
enquiries@thealeparishcouncil.gov.uk
www.thealeparishcouncil.gov.uk



Financial risk register

POLICY REVIEW	
Signed	
Minute reference	
Date ratified	6 th May 2021
Date of next review	6 th May 2022

<i>Area</i>	<i>Risk</i>	<i>Level</i>	<i>Management/control</i>
Assets	Protection of physical assets	M	Buildings & contents insured. Value increased annually by RPI. Long Term Agreement approved with Zurich Insurance Group Ltd. Review on 1 st August 2021. External CCTV system installed at Pavilion 2016. Regularly upgraded. Asset Register updated annually or more frequently as required.
	Security of leased areas of land	H	Additional security at field entrances following traveller incursions in 2007. Additional gate & sign installed 2011. Tamper-proof padlock boxes added 2013. Weekly inspection of gates & locks.
	Security of buildings, equipment etc	H	Shutters fitted to doors & windows to inhibit access & minimise damage by vandals. Alarm fitted to office area – access via keys held by clerk, cleaner & chairman. External CCTV installed on Pavilion November 2016. Regularly updated.

	Maintenance of buildings etc	M	<p>Buildings currently maintained on an ad hoc basis. Electrical and safety equipment in place.</p> <p>Fire risk assessment and fire extinguishers serviced annually.</p> <p>Fixed Installation Test carried out in 2020. Portable Appliance Test done every two years.</p> <p>Asbestos Survey carried out 2013.</p> <p>Boiler serviced and Gas Safety Certificate issued, both annually.</p>
Staff	Continuation of management of all matters to ensure smooth running of parish affairs	H	<p>Clerk liaises closely with Chairman and other councillors and provides regular updates to council.</p> <p>Staffing Committee meetings at least twice annually.</p>
	Access to building	L	<p>Access via alternative entry (double green doors) if power failure prevents direct access to office due to shutters becoming inoperable. Keys held by clerk, cleaner and chairman.</p>
Finance & management	Banking	M	<p>Precept paid into Unity Trust current account. Signatories reviewed and amended 2020. Mandate requires two authorising signatories. Total of five signatories to ensure prompt authorisation.</p>
	Risk of consequential loss of income	M	<p>Insurance cover of £10,000 ('Insured Perils applicable to Business Interruption'). Important documents backed-up and stored in locked cabinet. Cloud backup with Microsoft Office 365.</p>
	Financial controls and records	M	<p>Reconciliation of bank statements made monthly by accountant. Copies of invoices retained & computer records held for all receipts and payments. Quarterly financial reports presented to Council. All subject to annual internal audit.</p> <p>Financial Regulations reviewed July 2020.</p>
	Comply with Customs and Excise Regulations	H	<p>VAT records on computer system & refunds claimed on a regular basis. Checked by internal and external auditors.</p>

	Sound budgeting to underlie annual precept	M	Council receives detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Council at least twice a year.
	Complying with borrowing restrictions	L	No new borrowing likely at present.
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked weekly and documented. Issues identified by Litter picker are reported to clerk.
	Legal liability as consequence of asset ownership (playgrounds/skatepark)	H	Insurance in place. Weekly visual checks of playground and skatepark plus annual ROSPA inspections. Written records kept. Disclaimer sign on skate park. Tree survey carried out in 2021 on major trees in recreation ground. CCTV Policy reviewed annually.
Employer Liability	Comply with Employment Law	M	Membership of employees' organisation (SLCC) plus employers' organisation (BALC). Pension legislation complied with. Staffing Committee formed. Disciplinary, Equal Opportunities and Grievance policies reviewed annually.
	Comply with HMRC requirements	M	Payroll company submit RTI. Monthly PAYE, NI & SL payments made to HMRC. VAT calculated & reclaimed regularly. Internal and external auditors carry out annual checks.
	Safety of staff and visitors	M	Regular H&S risk assessment checks of Pavilion made by clerk. Fire & non-smoking regulations complied with. Premises Licence obtained for music & dance. Lone Working policy reviewed annually. Manual fire alarm and smoke detectors installed in Pavilion. Carbon Monoxide detectors in Pavilion. Window blinds installed in parish office 2016.

Legal Liability	Ensuring activities are within legal powers	H	<p>Clerk clarifies legal position on new proposals. Independent legal advice sought where necessary. Membership of BALC, NALC & SLCC.</p> <p>Clerk has Certificate in Local Council Administration (2021).</p>
	Proper and timely reporting via the minutes	M	<p>Council meets at approximately four weekly intervals and receives and approves minutes of meetings held. Minutes are available to press and public on request. Agendas and minutes published on parish council website. Matters of urgency relayed to councillors as and when required.</p>
	Proper document control	M	<p>Leases and legal documents in parish office. Other data storage complies with General Data Protection Regulations. Sensitive information is shredded when no longer required. Computer backed up using Microsoft Office 365.</p> <p>Registered as Data Controller with ICO.</p>
Councillor propriety	Registers of Interests and gifts and hospitality in place	H	<p>Register of interest completed and information made available to West Berkshire Council. Registers published on parish council website. Gifts and hospitality register retained in office.</p> <p>Code of Conduct reviewed annually. Pre-Planning Application Protocol adopted reviewed annually.</p>

FIXED ASSET REGISTER Theale Parish Council

ITEM	ACQUISITION DATE	COST	AS AT 01/04/2020	ADDITION	DISPOSAL	AS AT 31/03/2021	NOTES
Land & Buildings							
The Pavilion	pre 1985	£353,697	£353,697			£353,697	
Lease - Land North of Englefield Road (NSPF)	01/03/2019		£1			£1	New Lease March 2019
Lease - Land South of Englefield Road (Recreation Ground etc.)	01/03/2019		£1			£1	New Lease March 2019
sub total		£353,697	£353,699	£0	£0	£353,699	
Pavilion							
External CCTV system	09/07/1905	£15,000	£15,000			£15,000	
4 x two way radios	01/11/2017	£132	£132			£132	
Parish Office:							
Desktop Computer	09/01/2019	£544	£544			£544	
24" screen	09/01/2019	£135	£135			£135	
Laptop Computer	09/01/2019	£550	£550			£550	
Docking Station for Lap top	09/01/2019	£149	£149			£149	
Projector	09/01/2019	£379	£379			£379	
Filing cabinets (4 drawer) x 2	n/a	£300	£300			£300	
Filing cabinet (2 drawer)	n/a	£100	£100			£100	
Desks x 2	n/a	£350	£350			£350	
Office pedestal	n/a	£199	£199			£199	Check invoice
Office pedestal	27/08/2019	£199	£199			£199	
Office chair	n/a	£55	£55			£55	Check invoice
Office chair	27/08/2019	£55	£55			£55	
Vertical window blinds x 3	26/04/2016	£237	£237			£237	
Photocopier (Ricoh)	01/03/2019					£0	Leased
Fridge	n/a	£200	£200			£200	
Display boards (mobile) x 2	06/07/1905	£360	£360			£360	
Henry Hoover	08/07/1905	£240	£240			£240	
Filing cupboard	26/06/2019	£219	£219			£219	
Shredder	30/10/2020	£169		£169		£169	
Peter Gooch room:							
Tables x 9 (foldable)	n/a	£540	£540			£540	
Tables x 2 (wooden)	n/a	£62	£62			£62	
Chairs - red x 35	n/a	£525	£525			£525	
Chairs - plastic x 22	n/a	£110	£110			£110	
Gas cooker	n/a	£300	£300			£300	
Microwave	n/a	£150	£150			£150	
Fridge/freezer	n/a	£300	£300			£300	
Large projector screen	n/a	£75	£75			£75	
Big Green Bag - sports equip	n/a	£50	£50			£50	
Store rooms:							
Step ladder	n/a	£45	£45			£45	
Metal cupboard (2 door, lockable)	n/a	£220	£220			£220	
Storage rack	n/a	£100	£100			£100	
Road signs x 11	30/06/1905	£1,080	£1,080			£1,080	
sub total		£23,129	£22,960	£169	£0	£23,129	
Playground - Englefield Rd							
Fencing & gate	n/a	£759	£759			£759	
Picnic table	26/06/2007	£620	£620			£620	
Supernova carousel	26/06/2007	£2,760	£2,760			£2,760	
Apex climbing frame	26/06/2007	£5,070	£5,070			£5,070	
Mover slide	26/06/2007	£3,710	£3,710			£3,710	
Play panel - maze	18/01/2013	£802	£802			£802	
Play panel - mirror	18/01/2013	£666	£666			£666	
Rockers x 2	26/06/2007	£520	£520			£520	
Hopper seesaw	26/06/2007	£1,240	£1,240			£1,240	
Rotator bowls x 2	26/06/2007	£1,380	£1,380			£1,380	
Stepping posts x 4	26/06/2007	£160	£160			£160	
Junior swings x 2	26/06/2007	£1,500	£1,500			£1,500	
Toddler swings x 2	31/07/2015	£159	£159			£159	
Safety surfacing x 4	26/06/2007	£289	£289			£289	
Sundry difference		-£258	-£258			-£258	
sub total		£19,377	£19,377	£0	£0	£19,377	
Recreation Ground							
Padlock for height barrier	06/08/2020	£60		£60	£0	£60	half subsidised by Theale Village Hall
Solar Youth Shelter	30/06/2008	£8,399	£8,399		£8,399	£0	
Skate park	06/07/1905	£45,000	£45,000			£45,000	
Floodlights x 6	n/a	£950	£950			£950	
Vehicle Access Gate (old)	n/a	£1,200	£1,200		£1,200	£0	
Vehicle Access Gate (new)	06/08/2020	£1,342	£0	£1,342		£1,342	
Height Restrictor	n/a	£650	£650			£650	
Fencing	n/a	£2,000	£2,000			£2,000	
Green metal bench	01/09/2016	£489	£489			£489	
Eastgate cast iron benches x 2	01/11/2015	£918	£918			£918	
Eastgate cast iron bench x 1	01/07/2017	£450	£450			£450	
Eastgate cast iron bench x 1	01/11/2017	£450	£450			£450	
Other benches x 3	n/a	£1,350	£1,350			£1,350	
Dog fouling signs x 5	18/03/2020	£287	£287			£287	
Ranger litter bin x 2	01/10/2014	£890	£890			£890	

FIXED ASSET REGISTER Theale Parish Council

ITEM	ACQUISITION DATE	COST	AS AT 01/04/2020	ADDITION	DISPOSAL	AS AT 31/03/2021	NOTES
Coulsden lidded bin x 2	01/04/2015	£580	£580			£580	
Ranger litter bin	01/04/2015	£445	£445			£445	
Other litter bins x 3	n/a	£257	£257			£257	
Dog waste bin	01/10/2019	£262	£262			£262	
Dog waste bins x 4	n/a	£280	£280			£280	
Litter Bins x3	01/02/2019	£900	£900			£900	
<i>sub total</i>		£67,159	£65,757	£1,402	£9,599	£57,560	
<u>North Street playing fields</u>							
Dog waste bins x 2	n/a	£300	£300			£300	
Litter bin	01/07/2020	£439		£439		£439	
Litter bin (south entrance)	04/09/2020	£412		£412		£412	
Green vehicle access gate	03/07/1905	£850	£0			£0	Removed April 2019 to be replaced on like for like basis in new location
Steel vehicle access gate	24/06/1905	£398	£0			£0	
Height Restrictor	n/a	£650	£0			£0	
Football goals - set	22/06/2016	£350	£350			£350	
Football goals - set	03/10/2016	£300	£300			£300	
<i>sub total</i>		£3,699	£950	£851	£0	£1,801	
<u>Street Lights</u>							
Lambfields (No. 56)	n/a	£478	£478			£478	
Lambfields (No. 37)	n/a	£478	£478			£478	
Footpath High St/Swallowfield	n/a	£478	£478			£478	
Wigmore Lane (No. 60)	n/a	£478	£478			£478	
Crown Lane (No. 1)	n/a	£478	£478			£478	
Crown Lane (No. 2)	n/a	£478	£478			£478	
St Ives Close	n/a	£478	£478			£478	
<i>sub total</i>		£3,346	£3,346	£0	£0	£3,346	
<u>Street Benches</u>							
Church Street	n/a	£450	£450			£450	
Church Street (nr library)	01/01/1995	£450	£450			£450	
High Street	n/a	£450	£450			£450	
Play Platt	n/a	£450	£450			£450	
						£0	
Bus shelter	n/a	£3,148	£3,148			£3,148	
Dog waste bin (Blossom Ave)	n/a	£200	£200			£200	
<i>sub total</i>		£5,148	£5,148	£0	£0	£5,148	
<u>Notice Boards</u>							
High Street - large	01/11/2010	£679	£679			£679	
Exterior Office		£119	£119			£119	
Exterior Village Hall	n/a	£100	£100			£100	
<i>sub total</i>		£898	£898	£0	£0	£898	
<u>Miscellaneous</u>							
Defibrillator x 3	07/07/1905	£5,700	£5,700			£5,700	
Chairman's Chain of Office	n/a	£1,919	£1,919			£1,919	
War Memorial - Holy Trinity	28/03/1905	£1	£1			£1	
Foundation Stones x 6	n/a	£6	£6			£6	from High Street Methodist chapel - stored at parish office
<i>sub total</i>		£3,826	£7,626	£0	£0	£7,626	
TOTALS		£480,279	£479,761	£2,422	£9,599	£472,584	
		<i>checks</i>				<i>£0</i>	

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Theale Parish Council
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

06/05/2021

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.thealeparishcouncil.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

Theale Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	250,870	279,795	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	111,984	114,690	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	12,965	4,722	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	34,829	41,309	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	61,195	104,792	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	279,795	253,106	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	290,258	258,323	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	478,853	472,623	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

29/04/2021

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

06/05/2021

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

TPC - Environment Working Group Report - meeting 20th April 2021

TPC agreed to set up an Environmental Working Group (EWG) with the aim of working with the community to enhance the natural environment of the parish and improve it for wildlife.

The group is comprised of Katie Gash, Zoe Fenwick, Jan Richardson and Iain Hopcroft.

The group met for first time on Tuesday 20th April.

Present: Paul Manley, Zoe Fenwick, Iain Hopcroft

Apologies: Katie gash, Jan Richardson

The objective was to identify some appropriate sized initiatives that we could instigate with full council approval to both engage more with our parishioners and enhance our Parish natural environment.

Due to current Covid constraints and infancy of this group we decided to select the following 2 projects albeit with an eye on covid developments and of course full council approval:

- Community litter pick event
- Parish hedge/tree planting project

These were both selected due to community feedback and to take advantage of current available schemes/projects on a wider level. There are other schemes on a wish-list that we talked about that were discussed but not deemed viable yet for example creation of a community garden and nest/bat box provision and improving recycling facilities.

Parish hedge/tree planting project

The Woodland Trust are due to open up a bidding window for community groups to apply for free hedge/tree packs. We could apply for up to 420 saplings which would provide up to 100 metres of double row hedgerow.

We intend to walk the grounds on Friday to identify possible areas this would be beneficial for and see if this size is viable. We can arrange other walks if other councillors so wish this is just to get the ball moving. If full council agree to proposal we will obtain landowner permission and submit the application.

We also discussed possibility of liaising with the 2 village schools as they border our land and this could lead to wider coverage and of course the opportunity to work together.

We discussed planting tress near benches to provide shade and propose this is referred to council to discuss further and see if this can be pursued.

Tree packs are supplied in Nov and we expect to use community support to do the planting with parish (EWG) support.

Community litter pick

We are hoping covid restrictions depending to tie this event with the Litter pick event (provide name/dates) but also perhaps tie in with a community picnic afterwards and the opportunity for people to meet the Environment Working group and throw their names into the hat to help and join the group. We are trying to grow this carefully as we currently can't encourage people meeting or rely on scheduling events due to the covid restrictions. It might be good to tie this in with The Keep Britain tidy campaigns scheduled litter pick 28th May - 13th June but this may be too early for covid restrictions available equipment etc.

We discussed how we (EWG) can better engage with the community but felt timing might not be good until lockdown measures ease and felt when we know more on this we can actively seek to engage more. We also thought the kick-off event above would be a good place to start if full council approve.

Actions arising

Add these proposals to the next Parish council meeting agenda to seek outline approval to progress the projects. We will need to return with more detail on the hedgerow scheme once this has been agreed in principle with where we want to locate them etc. IH to liaise with PM/Office on wording etc.

EWG (those free and willing IH and ZF are free) and Paul M to undertake a site walk this Friday to identify where to site hedging and what size scheme we can realistically undertake. Possible areas to be added to a site map to aid council decision making. IH/PM

We will require landowner approval before any application which will be sought if full council agree to progress. IH to deal with application if TPC agree.

Identify any insurance issues with the litter pick - PM/Office

Contact WBC to see what equipment is available if any - PM/Office

If WBC can't help we will look to pursue other options to obtain equipment - TBC

See if other Parishes have similar groups so we can perhaps learn any lessons or good practises. - PM/Office initially

If full council approval is given IH will create necessary action trackers for the projects and schedule necessary meetings with the office.



6 April 2021
Theale Parish Council

Environment Department
Place Directorate
Market Street, Newbury,
Reading, Berkshire. RG14 5LD

Our Ref:

Your Ref:

Please ask for: Elaine Cox

Direct Line: 01635 519069

Fax: 01635 519453

e-mail:

Elaine.Cox@westberks.gov.uk

Dear Parish Clerk

Subject: Review of West Berkshire Council's Rights of Way Improvement Plan

Every highway authority must have a rights of way improvement plan (ROWIP). These plans set out how the public rights of way network can meet the needs of the public, now and in the future.

Work has now begun to update West Berkshire Council's rights of way improvement plan, aiming for adoption in early 2022.

As required, West Berkshire Council, is writing to inform Theale Parish Council that the process of carrying out a new assessment and review of West Berkshire Council's ROWIP is about to begin.

The views of Local Councils are important in developing a ROWIP which meets local needs. I would be grateful if Theale Parish Council could provide information about the public rights of way network in your parish to support producing the new ROWIP.

To guide your response, a questionnaire is appended to this letter. It is preferred that you submit your response to this survey **online** at:

<https://www.surveymonkey.co.uk/r/wbrowip-ptc>

However, electronic or paper responses will also be accepted. Please submit your parish response by **30 May 2021**.

The survey asks for your views on promoted routes that are publicised on West Berkshire Council's website. To assist you with this question, the following routes are within your parish:

There are no promoted walks within your parish.

The views of the public are also important and we have also set up a public online survey. We would be grateful if you could publicise this survey and encourage people to complete it. This survey is at <https://info.westberks.gov.uk/wbrowip> and also closes on 30 May 2021.

The process of producing the new ROWIP is being supported by an external consultant, Sharon Bayne. If you need to discuss the process of preparing the new ROWIP or specific questions about the consultation exercise please contact Sharon. She can be contacted on rowip@blackwoodbayne.co.uk or 01622 746316. If you need to provide further information which cannot be submitted online or are not able to submit your questionnaire online, please email Sharon or post to Sharon Bayne, Blackwood Bayne Ltd., 8 Herts Crescent, Loose, Maidstone, Kent ME15 0AX.

West Berkshire Council's current rights of way improvement plan can be viewed at <https://info.westberks.gov.uk/article/29147/Rights-of-Way-Improvement-Plan-ROWIP>

The draft ROWIP is due to be completed later in 2021. All parish councils will also be invited to comment on the draft.

Yours sincerely



Elaine Cox
Senior Rights of Way Officer

Recreation ground survey results

Wednesday 28th April 2021

1 Background

- 1.1 The recreation survey was open from 4th March until 18th April. In that time, we received 428 responses, which is about 15% of the population (2011 Census).

2 Interpreting open-ended questions

- 2.1 To interpret the results of the final question, I assigned each response to a category (nature, play, seating, etc) and, in some cases, more specific subcategories (garden, sand pit, picnic benches, etc).
- 2.2 Where a response could be assigned to more than one category, I duplicated or split the response and assigned each duplicate or split to one category.
- 2.3 From reading through all the responses, there were clear themes. I therefore categorised 'dog mess' separately from 'litter', for example, and 'dog mess' separately from 'dog control'.
- 2.4 I ran into a few difficulties assigning categories. Consider the following response:

Covered seat areas for young people to use instead of the church vestibule, creating a mess on a regular basis on the church land. [sic]

This could be categorised as 'seating', 'teenagers', 'crime' or 'litter'—or a combination. The interpretation of these sort of responses is quite subjective.

And if a response asks for 'gym equipment', is it fair to count this in addition to the previous question which asks for the respondent to 'indicate by how much you would like them to happen'?

- 2.5 With the above difficulties in mind, care should be taken in interpreting the results in the appendix.

3 Other parks

- 3.1 Many responses favourably refer to other parks, play areas, recreation grounds. I strongly suggest a few councillors and staff member visit some of these for inspiration before any project is defined too strictly (could gym equipment be combined with a MUGA, seating with garden?).
- 3.2 Here is the list of places referred to:

Green Park (for adult equipment)
Pangbourne
Linear Park
Mortimer
Sol Jol

Dinton Pastures
Palmer Park
Burghfield Rec
Tadley
Woodford Park in Woodley

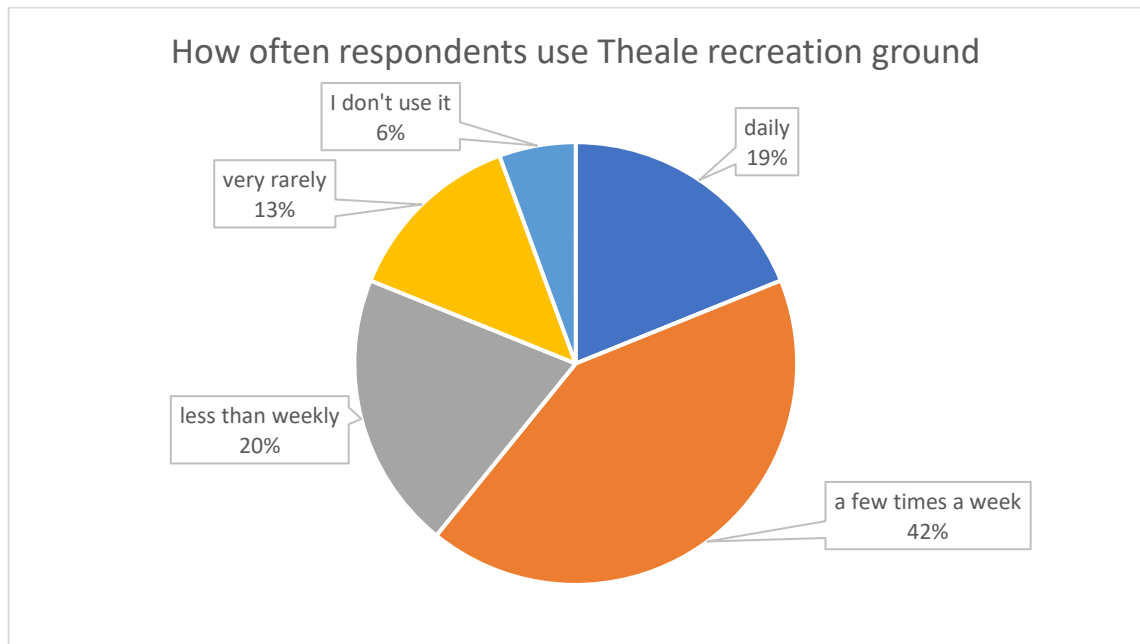
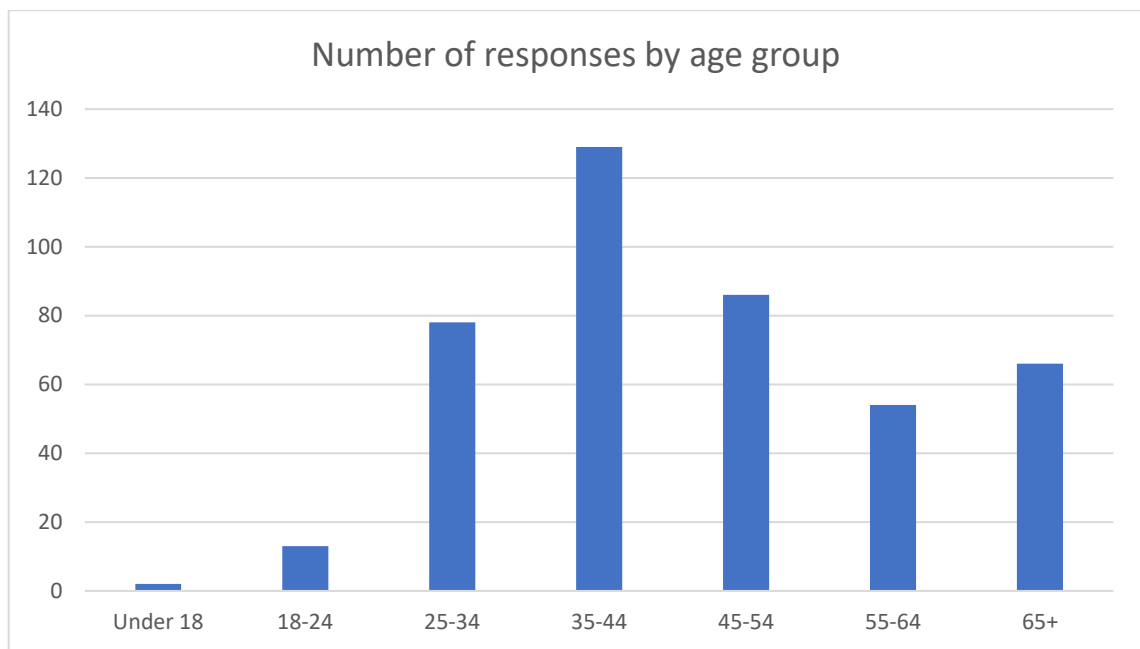
4 Recommendations

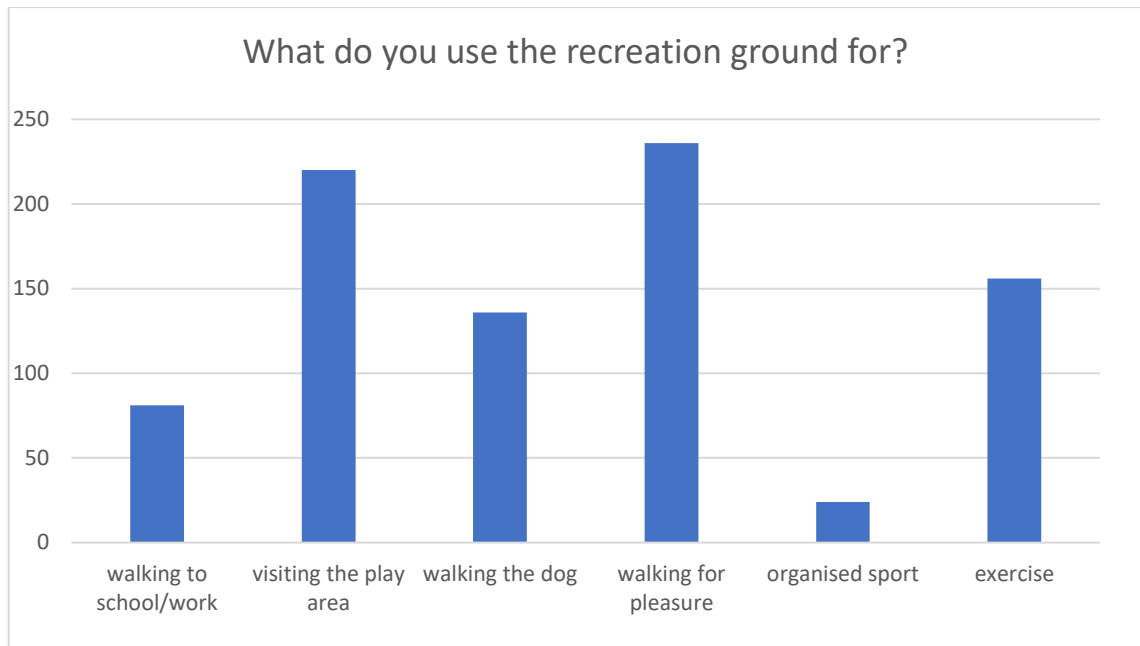
- 4.1 The clear demand for seating is partly solved by the recent order of benches (a total of six including the one to be refurbished and the bench in memory of Peter Sollis). To

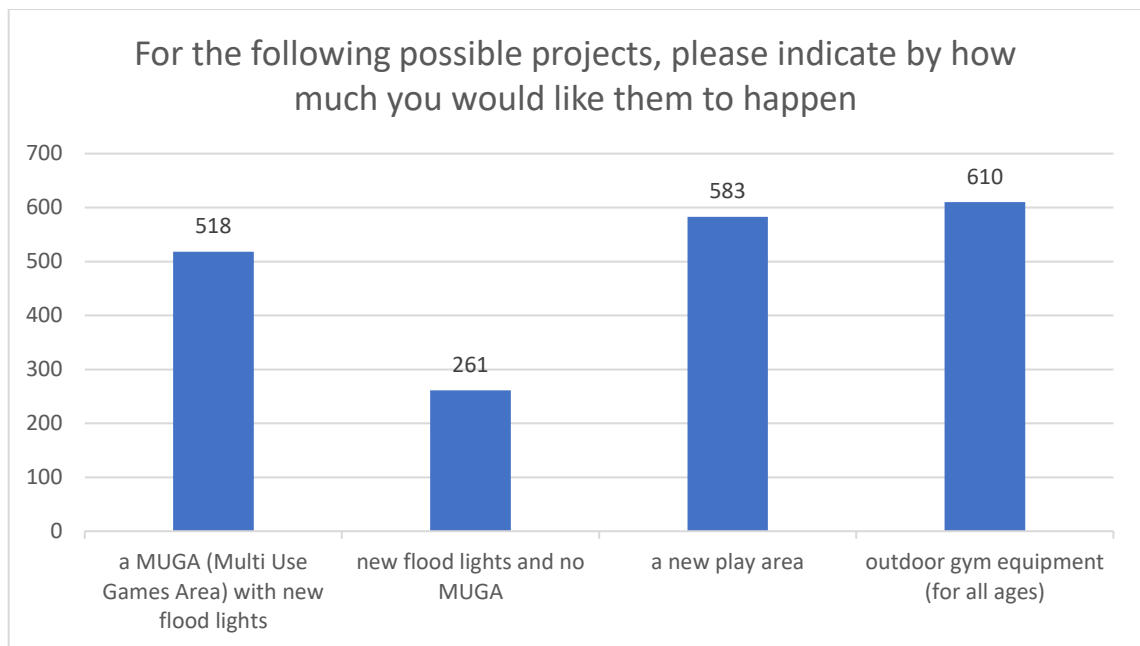
address the demand for picnic benches, I recommend the council purchase some picnic benches.

- 4.2 To address the demand for—to put it crudely—more nature, I suggest the Environmental Working Party use these ideas to inform its strategy for the next three years, say.
- 4.3 To address the demand for gym equipment, a MUGA and a new play area, as well as the various related suggestions which could be incorporated (eg sand pit), I suggest a new playground *and* a MUGA with floodlights and gym equipment built in.

Appendix: Survey results







(open responses analysis overleaf)

Open responses analysis

category	subcategory	category total	subcategory total
car park	*	1	
car park	resurfacing		1
community	*	8	
community	art, culture, signs		1
community	events		2
community	garden		8
community	notices		1
disabled access	*	3	
dogs	*	29	
dogs	control		6
dogs	mess		23
general positive	*	2	
kiosk	*	4	
litter	*	28	
nature	*	28	
nature	ecofriendly		1
nature	flowers		9
nature	garden		8
nature	nature reserve		3
nature	trees		10
paths	*	18	
paths	perimeter		6
paths	to church		6
play	*	98	
play	activities		1
play	basketball		11
play	bike track		2
play	bowling green		2
play	courts		2
play	floodlights		4
play	football		1
play	gym		7
play	MUGA		4
play	paddling pool		1
play	playground		37
play	pump track		1
play	running track		1
play	sand pit		2
play	sensory		2
play	skate park		2
play	splash zone		4
play	table tennis		2
play	trim trail		2
play	young adults' equipment		1
recycling	*	2	
safety	*	24	
safety	CCTV		9
safety	fence		1
safety	lighting		2
safety	patrol		6
seating	*	81	
seating	BBQ		1
seating	picnic		31
teenagers	*	17	
teenagers	less		4
teenagers	more		13
toilets	*	3	
upkeep	*	5	
youth	*	1	

'Totals' count number of responses assigned to each category and subcategory.

Members' Community Bids

Application Criteria

(Last reviewed 23/03/21)

- This scheme is for capital bids (i.e. tangible assets) and does not fund revenue spend (e.g. running costs, hiring costs, consultant fees, etc.)
- Each Member can only apply for a maximum £5k under this scheme in any one financial year. (Note, it's possible to apply for several different projects providing the total grant sought does not exceed £5k).
- For higher value schemes, Members in two and three Member wards, can combine their allocations and make a joint submission (i.e. up to £15k bid for a three Member ward).
- Matched funding is required – a minimum of 50% must be obtained from other non-WBC sources (e.g. grants, community fundraising activities, local town or parish councils, etc.) and details supplied within the application.
- Section 106/Community Infrastructure Levy (CIL) funding can be considered matched funding on those occasions where the money has been allocated to a particular town or parish council.
- Grant applications should be submitted excluding VAT where the organisation/parish council is registered for VAT or can otherwise reclaim it.
- A project will be looked on more favourably if it also has the full backing and financial support from the relevant parish or town council.
- The application should describe the links to priorities in the Council Strategy (2019-23) and articulate any Parish Plan evidence which supports the bid.
- All bids must contain an Officer comment or they will be considered ineligible for consideration by the Panel. It's the Members' responsibility to contact the relevant officer and request this comment. (If you are unsure of the relevant Officer please contact Vicky Phoenix vicky.phoenix1@westberks.gov.uk - 07500 679060 for advice.)
- All forms must be submitted electronically to be considered.
- The Members' Community Bids process is not intended to be for proposals for major schemes e.g. school extensions or provision of new WBC leisure facilities. The proper route for these would be the Capital Strategy Group with applications supported by a full business case.
- Members have 12 months to spend the grant award. If the project has not been delivered within this initial timescale, there will be one chance to apply for a 6-month extension. After this, the grant award offer will be cancelled.
- Renewal Requests will need to be submitted if a 6-month extension to grant spend is required. This will provide an explanation of the reasons for any delays.
- For projects that are also listed on the Good Exchange website it's possible to have any approved grant paid through this mechanism to help increase your overall fundraising effort.

- To help publicise the community benefit of the grant award, a press release of all successful grant awards will be issued after a funding round.

Devolution of Services to Parishes

- The Members Community Bid scheme is keen to support parish councils taking over and running services traditionally commissioned or delivered by WBC. To assist with this aim, a bid made on behalf of a parish council will not be subject to the normal 50% match funding rule (outlined above) but a grant application for the full amount of any capital purchase (e.g. specialist equipment, tools, etc.) will be considered.

For any further advice on Members' Community Bids please contact Vicky Phoenix, Principal Policy Officer, Building Community Together (BCT) Team – Email: vicky.phoenix1@westberks.gov.uk or Tel: 07500 679060