

STRATFIELD SAYE PARISH COUNCIL

APPENDIX A - Decisions made under the Scheme of Delegation

Planning Decisions made under the Scheme of Delegation

Date	4 th March 2025
Full Council	Yes
Proposal	25/00278/HSE at Ives Farm Mill Lane Stratfield Saye Hampshire RG7 2DE for LBC Partial removal of an existing single storey rear extension and addition of new single storey extensions including single storey part-glazed extension connecting the dwelling and an existing outbuilding to the site.
Interests declared	None
Vote & Decision	Vote not required as no comments received

Payments made under the Scheme of Delegation

TO	ITEM	Approval/Paid	AMOUNT - £
Castle Water	Invoice	12 th March 2025 In favour (7) Against (0)	6.02
Hortus Loci	Invoice	14 th March 2025 In favour (7) Against (0)	4800.00
SSE	Invoice	24 th March 2025 In favour (7) Against (0)	32.93
Wellington Estate	Invoice	17 th April 2025 In favour (6) Against (0) Abstain (1)	10,200.00

STRATFIELD SAYE PARISH COUNCIL

APPENDIX B - Quote from Tactical Facilities Management



Quotation for the Grounds Maintenance Contract on behalf of Stratfield Saye Parish Council

Quotation provided by Tactical Facilities Management Ltd

Who we are?

We are an innovative medium sized FM company based in Burghfield, West Berkshire supplying a variety of services including commercial grounds maintenance, internal and external cleaning and waste management. These services are provided by us to over 250 clients predominantly Parish and Town Councils.

Points of contact

Operations

Henry Matthews | Director of Grounds Maintenance | henry@tactical-fm.com

Invoicing

Natasha Hawkins | Finance | natasha@tactical-fm.com

Tender Process

Shane Jury | Commercial Director | shane@tactical-fm.com

Scheduling

Esther Longley | Head Office/Business Support | esther@tactical-fm.com

Compliance

As a company we strive to adhere to industry standards and practices. We understand that working intimately with Town and Parish Councils in the public sector, we are acting as representatives and have a duty to ensure our client is represented in a professional manner. We adhere to the following.

- Always have clean sign written vehicles
- Wear clean uniform
- Always wear and use the correct PPE
- Carry out dynamic risk assessments before commencement of work, ensuring all risks are accounted for and incidents avoided.
- Politely engage with members of the public.
- Work in a safe and professional manner.

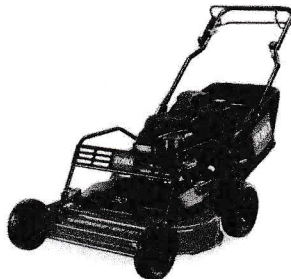
We appreciate listing this doesn't fully demonstrate our commitment to safety, quality and environmental practices so we are currently audited to the following nationally recognised accreditations, ensuring we remain at the forefront of our industry practices.



ISO 9001
ISO 14001
ISO 45001



Toro Turfmaster Mower



John Deere 1565



Grillo 44d out-front



Insurance

At Tactical FM, we understand how important it is for the company and the client to ensure we are fully covered to protect all parties. We have attached our certificate below, along with our waste carriers' licence for when we are requested to provide a collecting mow service.



Tactical Facilities Management Ltd
Unit 3b Green Farm Reading Road
Reading
RG30 3RJ

TO WHOM IT MAY CONCERN

Policy Number - TMTOS1001941

Policy Insurer - Tokio Marine HCC

We have pleasure confirming cover as follows:

Section	Limit of Indemnity
Public Liability	£10,000,000
Employers Liability	£10,000,000
Hired In Plant	£100,000
Own Plant & Machinery	£30,000
Inception Date	16/02/2025
Expiry Date	15/02/2026

If you have any questions, please do not hesitate to contact us on **02920 808 949**.

Yours sincerely

Moorhouse Group Limited



Before commencement of work on this contract, all staff will be supplied with the following basic training.

- Lantra safe use of Strimmers
- Lantra Safe use of Hedge Cutters
- Lantra safe use of handheld Leaf blowers
- City and Guilds Operating of compact tractors and ride on mowers.



Due to the nature of our work and the services in which we supply to our clients, we are suitably prepared for emergency work and quick turnaround contract mobilisations.

What we are offering you

Price excluding VAT

Regular fortnightly cutting of the field (mulched) ensuring the grass stays at a suitable level allowing the community to use safely.

20 cuts per year

Price per cut - £65.00

Price per annum - £1,300.00

12 equal invoiced payments of £108.33.00



Executive Summary

Having met with The Clerk and discussed the requirements, we feel the cost put together by us is the most economically advantageous possible, especially having many contracts in the area and being based 15 minutes away, allowing us to reduce the cost slightly.

We hope when contacting our references they will reiterate that we have demonstrated that we always carry out a very prompt and efficient service and deliver clear and prompt communication.

We see ourselves as more of a strategic partner rather than a stop gap contractor and have a long-term vision that could hopefully grow beyond the contract in place. As well as grounds maintenance we provide many services in the facilities management sector and can assist with most activities required to ensure a smooth, safe and efficient running Parish Council.

We hope our presentation is successful and we thank you for allowing us to quote and the possibility of becoming a long-term partner to Stratfield Parish Council.

Quotation provided by

Shane Jury

Director (Commercial)



STRATFIELD SAYE PARISH COUNCIL

APPENDIX C - Quotes from The Wellington Estate and Hortus Loci

Invoice

SSE-202673



Wellington Estates

Stratfield Saye Parish Council - FAO: Louise Webb

The Estate Office
Stratfield Saye
RG7 2BT
Great Britain

www.wellington.co.uk
accounts@wellington.co.uk
01256882694

Document Date

31 March 2025

Due Date

31 March 2025

Payment Terms

Payment due on receipt

No.	Description	Quantity	Unit	Unit Price Excl. VAT	VAT %	Line Amount Excl. VAT
	For works to the Recreation ground as Stratfield Saye:	1		8,500.00	20	8,500.00
	1 - Resurfacing of Car Park					
	2 - Supply and installation for Height Restrictive Barrier					
	3 - Supply and installation of 4 benches					
	4 - Supply and installation of 'Tommy Statues'					
Subtotal						8,500.00
20% VAT						1,700.00
Total £						10,200.00

Bank
Coutts & Co

Bank Sort Code
18-00-02

Account No.
05475937

VAT Registration No.
200374222

From:

Hortus Loci Ltd
Hound Green
Hook
Hampshire
RG27 8LQ

Tel: 01189326495

Email: Laura.Bissett@hortusloci.co.uk

VAT Reg No: 913557815

EORI No:

HORTUS LOCI

the garden places

INVOICE**Page 1**

Invoice No	3301
Invoice Date	11/03/2025
Order No	
Account Ref	SSPC

Reason for Export:**Sold To:**

Stratfield Saye Parish Council
Oakridge
New Street
Stratfield Saye
RG7 2EJ

VAT Reg No:

Product Code	Description	Qty	HS Tariff Code	Country of Origin	Unit Wt (Kgs)	Unit Price	Net Amt
S1	Plants to the value of:	1.00				4,000.00	4,000.00

BACS Details

Hortus Loci Ltd
Sort Code: 40 - 21 - 27
Account Number: 11547623

Total Net Amount	£	4,000.00
Carriage Net	£	0.00
Total Tax Amount	£	800.00
Invoice Total	£	4,800.00

Please note that our payment terms are strictly on receipt of invoice.

All plants remain full property of Hortus Loci Ltd until payment is received in full and confirmed.

Full terms and conditions available on request.

STRATFIELD SAYE PARISH COUNCIL

APPENDIX D - Payments made since last meeting

TO	ITEM	INVOICE	METHOD	AMOUNT
Nick Hall	Petrol WEG grass and judge fee for 2024	Receipt	Bank Payment	57.52
Elan City	2 SIDS	Invoice	Bank Payment	4894.78
Castle Water	Water	Invoice	Bank Payment	6.02
Hortus Loci	Plants for rec ground	Invoice	Bank Payment	4,800.00
SSE	Electricity	Invoice	Bank Payment	32.93
Mike Toms	3 padlocks for SIDs	Receipt	Bank Payment	37.65
Wellington Estate	Labour & machinery for works at the rec ground including resurfacing car park, height restrictive barrier, 4 benches, 4 tommy statues	Invoice	Bank Payment	10,200.00
			TOTAL	£20,028.90

Payments received since last meeting

FROM	ITEM	METHOD	AMOUNT
BDBC Pride In Place	Grant for rec ground - pt 1	Bank transfer	8750
BDBC Pride In Place	Grant for rec ground - pt 2	Bank transfer	3750
BDBC	1/2 annual precept	Bank transfer	2515.20
		TOTAL	£15,015.20

STRATFIELD SAYE PARISH COUNCIL

APPENDIX E - Payments to be made before next meeting

FROM	ITEM	INVOICE No	METHOD	AMOUNT
Vision ICT	Website hosting and support for July 2025 to June 2026	20130	Bank Payment	161.26
Gallagher Insurers	Council insurance	4 th May 2025	Bank Payment	1,067.53
HALC	Membership	7198	Bank Payment	226.00
**Tactical Facilities Mgt Ltd	Grass cutting	SI 3457	Bank Payment	130.00 **
Castle Water	Water	9 th April 2025	Bank Payment	6.67
			TOTAL	£1591.46

** This amount is payable each month to Tactical Facilities Mgt Ltd

Due in 19 days

TAX INVOICE

Stratfield Saye Parish Council
Oakridge
New Street
Stratfield Saye
Reading
North Hampshire

Invoice Date
01 May 2025

Account Number

Invoice Number
20130

VAT Number
GB785375777

Vision ICT Ltd
2 Arkles Lane
Liverpool
L4 2SP

Description	Quantity	Unit Price	VAT	Amount GBP
103, Website hosting and support for July 2025 to June 2026	1.00	134.38	20%	134.38
Subtotal				134.38
Total VAT 20%				26.88
Invoice Total				161.26
Amount Paid				0.00
Amount Due				161.26

Due Date: 31 May 2025

Please pay by BACS into the following account: Account name: Vision ICT Ltd

Sort code: 56-00-49

Account number: 43539769

Please include the invoice number as the reference.

PAYMENT ADVICE

To: Vision ICT Ltd
2 Arkles Lane
Liverpool
L4 2SP

Customer Stratfield Saye Parish Council

Invoice Number 20130

Amount Due 161.26

Due Date 31 May 2025

Amount Enclosed

Enter the amount you are paying above

Company Registration No: 3911169. Registered Office: 2 Arkles Lane, Liverpool, L4 2SP

Download ▼



Gallagher

Insurance | Risk Management | Consulting

For further information regarding your obligations under the LTA, please see the LTA wording contained within the attached Schedule of Insurance.

Stratfield Saye Parish Council Renewal Terms under Long Term Agreement until 31st May 2027

Your renewal premium(s) for the forthcoming year are detailed as follows:-

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Total Due
AJG Community Schemes	Hiscox Insurance Company Limited	£908.51	£109.02	£50.00	£1,067.53
Total		£908.51	£109.02	£50.00	£1,067.53

AJG Community Schemes

Your Requirements and Our Recommendations

We have assessed the information about the circumstances that you have provided to us when Stratfield Saye Parish Council entered into their long term agreement, to help us to identify your requirements and make recommendation(s). We have based our understanding of your requirements on this information and any additional information provided by Stratfield Saye Parish Council in response to our Pre Renewal email.

Our Recommendation(s)

We recommend that this policy is placed with Hiscox Insurance Company Limited based upon your requirements to purchase a Local Council Insurance policy and the price, extent of cover and policy benefits provided by the insurer.

Our recommendation is based on your requirements to have a Local Council Insurance policy for Stratfield Saye Parish Council to the levels of cover we have discussed which is summarised in the attached quotation schedule and statement of fact.

- We have recommended that your cover is placed with the insurer(s) named within your schedule.
- We believe the cover(s) provided is the most suitable from the insurers that we have approached and based on the information you have provided.
- Please ensure you read your documentation pack carefully to confirm that the cover meets your requirements, paying particular attention to exclusions, warranties, conditions, excesses and limits.

If you require any changes to be made or information corrected, please contact us as soon as possible, as failure to do so could mean that your insurance is voided, or may lead to the insurer not paying all or part of your claim.

We would draw your attention to your Duty of Fair Presentation obligations, along with the importance of checking that you have adequate sums insured. Full details can be found in the Important Information section.

Due in 3 days

Contact merchant

TAX INVOICE

226.00 GBP

Due in 3 days



To
STRATFIELD SAYE PARISH COUNCIL
Attention: Louise Webb
Oakridge, New Street, Stratfield Saye
READING
Berkshire
RG7 2EJ
GBR

Invoice number INV-7198
Reference Affiliate Fees 2025/26
Issue date Apr 15, 2025
Due date **May 15, 2025**, due in 3 days

From
Hampshire Association of Local Councils Ltd
Floor 2, Eastleigh House, Upper Market Street
Eastleigh
Hants
SO50 9YN
United Kingdom

VAT Number 989005388

Description	Quantity	Unit Price	VAT	Amount
HALC Affiliation Fees 2025/26	1.00	207.00	No VAT	207.00
NALC Levy 2025/26	1.00	19.00	No VAT	19.00
Subtotal				226.00
Total No VAT				0.00

Amount due **GBP 226.00**

Terms

Payment Due 30 days from date of invoice.

Please make payment to:

HAMPSHIRE ASSOC OF LOCAL COUNCILS LTD

Cooperative Bank - Sort Code: 08-92-99 - Account Number: 65349447



Tactical Facilities Management Ltd

Unit 3B, Green Farm, Green Farm Road,
Burghfield
Reading, Berkshire, RG30 3RJ
United Kingdom

Telephone: 0118 929 1447
Mobile 07443 091832
Email info@tactical-fm.com

Invoice To:

Louise Webb
Stratfield Saye Parish Council
Oakridge
New Street
Stratfield Saye
Reading
RG7 2EJ

Deliver To:

Louise Webb
Stratfield Saye Parish Council
Oakridge
New Street
Stratfield Saye
Reading
RG7 2EJ

SALES INVOICE

Invoice Date
25/04/2025

Due Date
25/05/2025

Reference
Grounds Apr 25

Invoice Number
SI-3457

Code	Description	Qty/Hrs	Price/Rate	VAT %	Net
65454	Stratfield Saye Grounds Monthly Charge	1.00	108.33	20.00	108.33

VAT Rate	Net	VAT	Total Net	108.33
Standard 20.00% (20.00%)	£108.33	£21.67	Total VAT	21.67
			TOTAL	£130.00

Notes:

PLEASE NOTE CHANGE OF BANK DETAILS BELOW:

The amount due under this invoice is assigned to and must be paid to:
BIBBY COMMERCIAL FINANCE LIMITED 8th Floor, Anchorage Two,
Anchorage,
Salford Quays,
Manchester, M50 3XE

For cheques please send to:
Bibby Financial Services Ltd, 8th Floor, Building 2, Anchorage Quay, Salford Quays, Salford, M50 3XE.

For BACS payment please send to:
Barclays Bank plc, Corporate Banking, 48b - 50 Lord Street, Liverpool, L2 1TD
Sort code: 22 54 74
Account Number: 20149977

Please make sure that you reference the invoice number when making payment to allow allocation to take place.

Terms and Conditions:

Payment terms are 30 days. Failure to do so will incur a 5% late payment fee.
Please reference the SI number when making payment.

STRATFIELD SAYE PARISH COUNCIL
OAKIRIDGE
NEW STREET
STRATFIELD SAYE
RG7 2EJ

Your water bill is now due

Your payment of £6.67 is due by the 23 April 2025.

Paying by Direct Debit is the easiest way to pay your bills and spread the cost plus you're covered by the Direct Debit Guarantee scheme. You'll never need to worry about a missed payment again.

Please pay now by bank transfer, debit or credit card or set up a direct debit, you can do this by simply clicking on the payment link or scanning the QR code.

Your Statement

For the period 01 March 2025 - 31 March 2025

Account Summary

Your previous balance	£6.02
Payments received	£6.02 CR
Balance brought forward	£0.00
Your charges this period	
Water usage and charges	£5.56
Sundry charges	£0.00
Total charge	£5.56
VAT	£1.11
Total Charges	£6.67

Please pay £6.67

Account Number 2278631

Bill number 10006149529

Bill Date / Tax Point 09 April 2025

Purchase Order Number

Our VAT Number 319 4277 88

Click here or Scan QR to PAY

£6.67



Pin: 24961

Your payment of £6.67 is due by the 23 April 2025

Contact Us

Got a question? we are here to help, connect with an advisor at castlewater.co.uk or via the QR:



Webchat



Customer portal



Your charges for the period are explained on page 3, please contact us immediately if you have a query

Over 18,000 5-star reviews



Everything at your fingertips

Manage your business water account safely and securely on your customer portal

Castle Water named top performing large retailer for Market Performance Standards by MOSL

STRATFIELD SAYE PARISH COUNCIL

APPENDIX F - Current Financial Situation



← COMMUNITY ACCOUNT - 0654 ⓘ ...

£7,640.39

Available: £7,640.39
Overdraft limit: £0.00

Earn up to 3.06% AER



Search

January

February

March

25 Feb 25

ELAN CITY LTD

£4,714.54

£4,894.78

25 Feb 25

STRATFIELD SAYE PA

£9,609.32

+ £4,894.78

25 Feb 25

NICK HALL

£4,714.54

£7.52

25 Feb 25

NICK HALL

£4,722.06

£50.00

18 Feb 25

CASTLE WATER

£4,772.06

£6.67

In

+ £4,894.78

Out

- £4,958.97



Home



Apply



Payments



Support



Cards

15:03



← COMMUNITY ACCOUNT - 0654 ⓘ ...

£7,640.39

Available: £7,640.39
Overdraft limit: £0.00

Earn up to 3.06% AER



Search

February

March

April

24 Mar 25

MICHAEL TOMS

£8,583.69

£37.65

24 Mar 25

SSE ENERGY SOLUTIO

£8,621.34

£32.93

14 Mar 25

HORTUS LOCI LTD

£8,654.27

£4,800.00

12 Mar 25

CASTLE WATER

£13,454.27

£6.02

10 Mar 25

BASINGSTOKE&DEANE

£13,460.29

+ £8,750.00

04 Mar 25

SERVICE CHARGES

£4,710.29

£4.25

In

+ £8,750.00

Out

- £4,880.85



Home



Apply



Payments



Support



Cards

15:04



1 of 1



← COMMUNITY ACCOUNT - 0654 ⓘ ...

£7,640.39

Available: £7,640.39
Overdraft limit: £0.00

Earn up to 3.06% AER



Search

March

April

May

28 Apr 25

BASINGSTOKE&DEANE

£7,644.64

+ £3,750.00

28 Apr 25

BASINGSTOKE&DEANE

£3,894.64

+ £2,515.20

17 Apr 25

WELLINGTON ESTATE

£1,379.44

£10,200.00

17 Apr 25

STRATFIELD SAYE PA

£11,579.44

+ £3,000.00

01 Apr 25

SERVICE CHARGES

£8,579.44

£4.25

In

+ £9,265.20

Out

- £10,204.25



Home



Apply



Payments



Support



Cards

STRATFIELD SAYE PARISH COUNCIL

APPENDIX E - Bank Reconciliations

BANK RECONCILLIATION FOR THE MONTH OF FEBRUARY 2025

LLOYD'S BANK BALANCE AS AT	25/2/2025	4714.54
MINUS UNREPRESENTED CHEQUES		<u>0</u>
		4714.54
ADD INCOME NOT YET BANKED		<u>0</u>
TOTAL		4714.54

CASH BOOK RECONCILLIATION

BALANCE PER CASH BOOK IS	4714.54
DIFFERENCE EXCLUDING ADJUSTMENTS	
IS	<u>0</u>
UNRECONCILED DIFFERENCE IS	<u>0</u>

BANK RECONCILLIATION FOR THE MONTH OF MARCH 2025

LLOYD'S BANK BALANCE AS AT	31/3/25	8583.69
MINUS UNREPRESENTED CHEQUES		<u>0</u>
		8583.69
ADD INCOME NOT YET BANKED		<u>0</u>
TOTAL		8583.69

CASH BOOK RECONCILLIATION

BALANCE PER CASH BOOK IS	8583.69
DIFFERENCE EXCLUDING ADJUSTMENTS	
IS	<u>0</u>
UNRECONCILED DIFFERENCE IS	<u>0</u>


12/5/25

**BANK RECONCILIATION FOR THE
MONTH OF APRIL 2025**

LLOYD'S BANK BALANCE AS AT	30/4/25	7644.64
MINUS UNREPRESENTED CHEQUES		<u>0</u>
		7644.64
ADD INCOME NOT YET BANKED		<u>0</u>
TOTAL		7644.64

CASH BOOK RECONCILIATION

BALANCE PER CASH BOOK IS	7644.64
DIFFERENCE EXCLUDING ADJUSTMENTS	
IS	<u>0</u>
UNRECONCILED DIFFERENCE IS	<u>0</u>

OR
12/5/25.