



SUNNINGDALE PARISH COUNCIL

Meeting of the Parish Council Tuesday 25 July 2023 at 7:30 pm

This meeting will be held at
The Community Room, Broomhall Recreation Ground.

Agenda Part I

Summoned to Attend:

Cllr Grover (Chairman); Cllr Biggs (Vice-Chairman); Cllr Buxton; Cllr Coxon; Cllr Evans; Cllr Hilton; Cllr Newman; Cllr Penney and Cllr Pike

Members of the Public are welcome to attend the meeting.

25 / 23 Attendance and Apologies for absence

To receive for approval any apologies for absence and if appropriate any requests to defer receiving an acceptance of office to a later meeting.

26 / 23 Declaration of interest for items on the agenda

To receive any Declarations of Interest in accordance with the adopted Code of Conduct.

27 / 23 Approval of Minutes of Council of 20 June 2023

DECISION: The minutes are to be signed by the Chairman as an accurate record of the meeting

28 / 23 Announcements from the Chairman

Announcements which the Chairman wishes to bring to the attention of the council members.

29 / 23 Public Adjournment

The meeting will be adjourned for a maximum of 15 minutes, 5 minutes per speaker, to allow members of the public to make representations, answer questions and give evidence in respect of the business on the agenda. Anyone wishing to address the council or ask questions is requested to inform the Clerk prior to attending the meeting, no later than 10am on the Monday proceeding the meeting.

30 / 23 Councillors Questions and Business Motions

DISCUSSION: To receive questions and business motions from councillors which relate to matters on the council agenda or have been previously notified to the Chairman and the Clerk.

31 / 23 Business from previous meetings

TO NOTE: To receive a verbal update from the council members who attended the Charters Summer Festival 15 July 2023

DECISION: To approve the proposed councillor training sessions and associated costs

32 / 23 Presentation of Committee Minutes, reports from Representatives and proposals from Working Groups.

32 / 23 / 1 DECISION: To receive a proposal for the Safer Streets Project from Cllr Biggs

32 / 23 / 2 DECISION: To receive a funding request for the removal of the soil at Kiln Lane Cemetery as proposed by Cllr Hilton, Lead Member, and the Clerk.

- 32 / 23 / 3 TO NOTE: To receive the feedback as provided to the Oversight and Strategy Committee for the Business Plan 2021 – 2026
- 32 / 23 / 4 DECISION: To approve the additional members to Council Committees, Lead Members and Working Groups
- 33 / 23 To receive the Finance Report from the RFO**
- 33 / 23 / 1 DECISION: To receive for approval the receipts and payments to 30 June 2023
- 33 / 23 / 2 TO NOTE: To receive the council budget detail report
- 33 / 23 / 3 TO NOTE: To receive the RFO financial report
- 34 / 23 Information Sharing.**
- DISCUSSION: To bring forward any item at the Chairman's discretion which is relevant to council
- 35 / 23 To resolve exclusion of members of the public and press in accordance with the applicable Legislation for the following PART II Agenda.**

Agenda - Part II

- 36 / 23 Declaration of interest for items on the PART II agenda.**

The Chairman will ask to receive any Declarations of Interest in accordance with the adopted Code of Conduct.

- 37 / 23 Approval of confidential minutes of PART II Council meeting 20 June 2023**

DECISION: The minutes are to be signed by the Chairman as an accurate record of the meeting.

- 38 / 23 To approve the funding request in relation to HR matters**

DECISION: To receive and review a funding request for HR matters as proposed by the Oversight and Strategy Committee.

- 39 / 23 Information Sharing.**

DISCUSSION: To bring forward any item at the Chairman's discretion which is relevant to council and to be held as confidential by council

Ruth Davies, Clerk 

20 July 2023



Minutes of the Parish Council Meeting Tuesday 20 June 2023

10 / 23 Attendance and Apologies for absence

Attendance: Cllr Grover; (Chairman); Cllr Buxton; Cllr Hilton; Cllr Newman; Julie Coxon and Cllr Pike
Apologies for absence: Cllr Biggs; Cllr Penney; Cllr Evans
Present: Ruth Davies (Clerk)

There were 5 members of the public present. Their details are retained in line with the GDPRs.

11 / 23 Declaration of interest for items on the agenda

There were no Declarations of Interest in accordance with the adopted Code of Conduct.

12 / 23 Approval of Minutes of Council of 18 April and 16 May 2023

RESOLVED: That the minutes of 18 April and 16 May are approved and signed by the Chairman as an accurate record of the meeting.

13 / 23 Announcements from the Chairman

The Chairman had nothing to bring to the meeting.

14 / 23 Public Adjournment

The meeting will be adjourned for a maximum of 15 minutes, 5 minutes per speaker, to allow members of the public to make representations, answer questions and give evidence in respect of the business on the agenda. Anyone wishing to address the council or ask questions is requested to inform the Clerk prior to attending the meeting, no later than 10am on the Monday proceeding the meeting.

Cllr Gosling updated council on:

- the climate workshop / hug on the 1 July, held by Rosie Deane.
- the consultation to tackle antisocial behaviour
- the consultation on the environmental harm with BBQs in open spaces
- the consultation on highways

15 / 23 Councillors Questions and Business Motions

Nothing brought forward.

DISCUSSION: To receive questions and business motions from councillors which relate to matters on the council agenda or have been previously notified to the Chairman and the Clerk.

16 / 23 Business from previous meetings

DECISION: To confirm the council member attendance at Charters Summer Festival 15 July 11am – 3pm

RESOLVED: That Cllr Pike, Cllr Newman and Cllr Coxon would attend on behalf of the parish.

ACTION: Cllrs to liaise with Suzie Parker on what items they will require.

17 / 23 Presentation of Committee Minutes, reports from Representatives and proposals from Working Groups.

17 / 23 / 1 The council received the minutes of the Oversight and Strategy Committee minutes of the 2 May and 6 June 2023.

17 / 23 / 2 The council received for approval the proposal for council to fund 3 Bouncy castle events at the recreation ground over the summer 2023.

RESOLVED: That the council provides this event at a cost of no more than £1702.

17 / 23 / 3 The council received the Business Plan 2021 – 2026 for review and feedback as detailed in the Oversight and Strategy Committee minutes, with the councillors requested to feedback by the 11 July to the Clerk on the comments on the plan.

Additionally dates will be arranged for members of the public to comment on the plan.

17 / 23 / 4 Cllr Pike updated the council on the Finance Committee minutes of the 2 May 2023, highlighting the year end figures, the AGAR and the internal audit.

18 / 23 To receive for approval the AGAR for year ended 31 March 2023 and associated reports

18 / 23 / 1 The council received the Internal Audit Report for year ended 31 May 2023 and noted the increase of fidelity insurance

18 / 23 / 2 Cllr Pike read out the 9 statements in section 1 of the AGAR, these were answered.

RESOLVED: That all accounting statements were approved.

18 / 23 / 3 Section 2 – Accounting statements were brought with questions

RESOLVED: That all accounting statements were approved

19 / 23 To receive the Finance Report from the RFO

19 / 23 / 1 DECISION: To receive for approval the receipts and payments to 31 March 2023

RESOLVED: That the receipts and payments were approved

19 / 23 / 2 TO NOTE: To receive the council budget detail report

19 / 23 / 3 TO NOTE: To receive the RFO financial report

20 / 23 Information Sharing.

DISCUSSION: To bring forward any item at the Chairman's discretion which is relevant to council

Cllr Newman Comment on Speed bumps on Rise Road

Cllr Hilton Issue with rats, can we add an information sheet on the website on what to do and what not to do. The Clerk commented that the Deputy Clerk would put a fact sheet on the website.

Cllr Pike Commented on the height of grass on the verges provide places for rats to hide. Cllr Gosling commented that these need to be reported. The derelict building on Chobham Road antisocial behaviour and attempted break ins. Action taken by RBWM in 2022 to sort it out.

Cllr Coxon Drains / manholes are the source of the rat infestation.

21 / 23 To resolve exclusion of members of the public and press in accordance with the applicable Legislation for the following PART II Agenda.

RESOLVED: That the members of the public were excluded.

Agenda - Part II

22 / 23 Declaration of interest for items on the PART II agenda.

The Chairman will ask to receive any Declarations of Interest in accordance with the adopted Code of Conduct.

There were no declarations of interest.

23 / 23 Approval of confidential minutes of PART II Council meeting 16 April 2023

RESOLVED: That the minutes of 18 April and 16 May were approved and signed by the Chairman as an accurate record of the meeting.

24 / 23 Information Sharing.

DISCUSSION: To bring forward any item at the Chairman's discretion which is relevant to council and to be held as confidential by council

The Chairman closed the meeting at 8.15 pm.

Signed as a true record of the meeting:

Signed: _____

Dated: _____

Resolution for providing councillor training via Breakthrough Communications

Background

The council last external generic councillor responsibilities training was provided by the SLCC (Society of Local Council Clerks) in March 2021 at a cost of £850 Excl vat. The training was sourced from SLCC due to BALC / HALC only providing training in Winchester, Eastleigh or Hampshire entailing travel and travel time for council members.

The training covered the Councillor Knowledge and Core Skills including:

- Have a good understanding of your role as a councillor and the context in which you operate
- Know the rules of what you must, or must not do, as a council, councillor, employer and financial manager
- Understand the legislative and regulatory framework for councils, which will help you stick to the rules
- understand more about the structure of meetings and the protocols observed by councils
- Know more about the role of the councillor as a representative and the two-way communication process between councils and residents
- Have a toolkit to help you with being an effective councillor
- Understand more about the structure of meetings and the protocols observed by councils
- Understand the role of councillor as 'guardian of the public purse'
- Know the importance of, and the difference between, local council powers and duties
- Understand the implications of the council's role as an employer
- Be confident in identifying when the council is best placed to decide, and when further research or support from another organisation is needed
- Know more about the role of the councillor as a representative and the two-way communication process between councils and residents

Key Decisions of Council

With the election in May 2023, and the new council members, training has taken place in house on the council governing documents which was attended by Cllr Coxon, Hilton, Newman and Pike.

The Oversight and Strategy Committee 14 February 2023, OS 39 / 2022 Civility and Respect Pledge and 6 June 2023, OS 09 / 2023 Councillor Training approved the delegated actions from council to arrange further training.

The Resolution before Council

To approve the budget facility for expenditure on council training of £1,390 to contract Breakthrough Communications to deliver either one day long face to face session or two half day face to face sessions held in Sunningdale.

Information upon which the resolution is based:

Actions taken

HALC / BALC are still only providing training in Winchester or Eastleigh and are charging £45 per council member for the same course as delivered by the SLCC in March 2021, therefore alternative provision has been sought.

Breakthrough Communications is one of the approved NALC / SLCC training organisations for the Civility and Respect project and one of the few organisations which will provide onsite training.

The training sought is wider than the training received in March 2021, and aimed at covering the councillor responsibilities and the training to fulfil the Civility and Respect Pledge taken by the council 14 December 2021, item 112/21.

The training proposed will cover the following:

- The role of the councillor
This will include the information as shown in the training given March 2021
- Participation skills and confidence building
Part of the Civility and Respect suggested training package
- Councillors and social media
How and when to communicate in an effective manner
- Councillors and compliance (GDPR and FOI)
By law, councils must abide by the seven principles that underpin the UK GDPR, as well as ensure they comply with Freedom of Information and Environment Information Regulations to foster a culture of openness and transparency.
- Councillors and officers working effectively together and building a positive council culture
Member officer protocols and building effective teams

Quotations received

Organisation	Training	Delivery Option	Costs
Breakthrough Communications	<ul style="list-style-type: none"> • The role of the councillor • Participation skills and confidence building • Councillors and social media • Councillors and compliance (GDPR and FOI) • Councillors and officers working effectively together and building a positive council culture 	Face to Face	2 Sessions £695 per session 1 Session £1,295 total

Alternatives are:

- HALC / BALC at £30 to £45 per session held in Winchester or Eastleigh
- SLCC Bespoke which will be £450 per 2-hour session, which equates to £1,900 for an equivalent course

Budgets

The council approved budget provides £1,200 for the year 2023 2024, therefore this training would entail an overspend of the budget line item and could be a charge on the General Reserve at year end.

Further reading

<https://breakthroughcomms.co.uk/>

<https://www.hampshirealc.org.uk/what-we-do/training-and-networking/upcoming-training-courses/>

<https://www.nalc.gov.uk/our-work/civility-and-respect-project#training>

Resolution for the next steps of E10 “Safer Streets”

Background

In the Sunningdale parish Council Business Plan for 2021-2026 Version May 2022 the council identified the following projects:

E10: Actively promote Cycling & Walking to better promote our walking and cycling routes, ensure that there continues to be access through Sunningdale Park for cycling and walking. Consider giving priority to pedestrians/cyclists on some roads

E11: Review Public Rights of Way and consider plans for improvement

E14: Make recommendations on traffic management.

Key Decisions of Council

70 / 22 / 1: Council received the proposal for 20 mph speed limits and some other safety initiatives from the Cycling & Walking Group as a result of the Safer streets 20 mph consultation.

(The Consultation had 272 respondents with 81% support of 20mph on selected roads. There were 657 specific road nominations and 139 additional comments including many suggestions for safety improvements): RESOLVED

The Resolution before Council

To approve the addition of Chobham Road in the proposed 20mph plan.

(From junction with A30 to a suitable point south of railway bridge and where pedestrians and cyclist cross the road to access Chobham Common footpath).

Information upon which the resolution is based:

Actions taken

It was agreed by Council that the proposed plans in 70/22/1 would be publicised in conjunction with Sunninghill & Ascot Parish Council to gain any further comments from the community.

This communication has taken various forms across both parishes including direct email communication to those who responded to the Consultation and had asked to be kept informed. Social media and other publicity also communicated that the Safer Streets proposal would be presented at the Annual Parish Meetings of both Councils.

The Cycling & Walking presentation on 28 March [Annual Parish Meeting Presentation - Sunningdale Parish Council \(sunningdale-pc.org.uk\)](https://www.sunningdale-pc.org.uk) set out the following :

- the goals of the Joint Working party with Sunninghill & Ascot PC
- the new shared Vision to create a network for leisure & active travel
- the challenges faced in our area and the need to prioritise safety
- why 20mph is simplest, easiest and most cost-effective way of improving safety for all road users
- the detailed response to the consultation including why roads were selected and reductions from 40mph to 30mph on A30

- eight other proposed changes to help make our Streets Safer
- information on why 20mph is becoming the norm and specific details on the benefits including casualty reduction
- the next steps in order to finalise proposals to RBWM (Highways Authority)

Comments made at the Annual Meeting to David Biggs about the proposal were:

- 3 comments in support of the proposals and asking to include Chobham Road
- 1 comment suggesting the consideration of ebikes or scooters for hire
- No comments made against the proposal.
- 9 written comments were submitted:
- 6 in support of the proposal
- 2 against (including a request for a safer crossing point on A30 near Coworth Park, but no reduction in speed limit)
- 1 comment which is unclear in terms of support or not.
- 1 comment requesting 20mph from the Old Village along Silwood Road up to A329.

Additional verbal feedback from some residents in support of Chobham Road 20mph speed limit has been communicated.

In addition to these final comments, a meeting has been held between SPC and RBWM Footpaths Officer to progress the footpath and PROW initiatives.

The final approved Sunningdale Parish Council proposal will be submitted to the Highways Authority (RBWM) in conjunction with Sunninghill and Ascot Parish Council who are also finalising their proposals.

Budgets

No change to resolution 70/22/1

Resolution for the expenditure of £ from the Cemetery EMR to remove the spoil at Kiln Lane Cemetery.

Background

Part of the fees that are levied for all interment includes the cost of removing the spoil (left over soil from the grave sites). However, as this cost is not linear, it is problematic to calculate how the cost per interment of spoil removed and therefore is difficult to apply an annual budget fee to this element.

Currently the cost centre **203 Cemetery** records the income from the interments as "Cemetery Income" and the cost of the digging of the grave sites at the point of interment as "Grave Services". Alongside this, there is an unrestricted EMR for Kiln Lane which is used for the ongoing maintenance and provision of the cemetery. This is equivalent to the income from Grant of Rights received each accounting year.

As detailed in the finance report to council July 2023, at the 30 June 2023 this EMR held £48,891.65 and has an anticipated movement to EMR for the budget year of 2023 2024 of £12,000. This would therefore total £60,891.65.

Expenditure from EMRs is by resolution and not within the delegated powers vested on the RFO or Clerk unless agreed in the budget for the year, therefore this paper is put before council for resolution.

Previous Decisions of Council

Council 9 July 2019, item 43/19 - Council reviewed the request from the Clerk for additional spending to a budget line item for the cemetery to remove the spoil which had accumulated over many years from burials. After consideration the council resolved to approve the request.

The approved cost of this work was:	£1,750.00 (excluding VAT)
The contractor who did the work was:	Nick's Garden Services

The Resolution before Council

To approve expenditure from Cemetery EMR of £1,970 (excluding VAT) to contract Nick's Garden Services to remove the spoil heap at the earliest convenience.

Information upon which the resolution is based:

The spoil was last removed in 2019 and has since built up from 59 interments since December 2019 to date. On average the grave services quote 29 to 30 barrows of spoil per burial of which 34 of the 59 have been burials or circa 986 barrows. There is less spoil for ashes interments.

The image shows how this spoil area is now encroaching on the cemetery lawn 'B' and therefore in need of safe removal.



Quotations received

2 quotations for the removal were sought. A requote from Nick's Garden Services based on the quality of the work previously and a competitive quotation for reference.

Company	Description of Works	Quotation
Nick's Garden Services	To remove the waste from the storage area as discussed. To remove the fence panels as discussed. To remove the waste material as discussed. To include the green waste and the soil waste. To remove additional waste to allow for the waste area to be lowered to ground level and to allow for additional waste storage. To clear site and remove all waste.	£1,970.00 Excl VAT
Company 'B' – name withheld for public document	To remove the waste from the storage area as discussed. To remove the fence panels as discussed. To remove the waste material as discussed. To include the green waste and the soil waste. To remove additional waste to allow for the waste area to be lowered to ground level and to allow for additional waste storage. To clear site and remove all waste.	£4,240.00 Excl VAT

Budgets

This is based on actual funds held at the time of the resolution and does not include any planned transfers.

Ear Marked Reserve	Opening Balance	To be spent from EMR	Closing Balance
329 – Cemetery	£ 48,891.65	£1,970.00	£46,921.65

Council members were requested to review and provide feedback on the business plan at the council meeting on the 20 June with feedback to the Oversight and Strategy Committee prior to the council meeting on the 25 July.

Cllr Buxton	<p>On reflection, I would like to add another priority to my list of one, the community governance review is important especially following the recent elections where it has become very apparent that we do not have enough Councillors (one Councillor is currently having undue influence by taking so many positions etc) to cover all the various areas of council.</p> <p>My main suggestion for the business plan is to move the possible “Hopper” bus to the top of the plan so as to comply with the Cycling and Walking project. This project would help all residents of all ages and possibly help with the climate change agenda etc.</p>
Cllr Hilton	<p>For clarification you asked for thoughts, amendments, ideas & initiatives from us if we have any as follows:</p> <p>In terms of reviewing and managing progress of the business plan would it be beneficial to rank/prioritise objectives given there are currently 34 items? (maybe this is something you already do, and I’ve missed it, not sure what the L, E & SF’s stand for)</p> <p>- Reviewing Business Plan Projects Master, as stated this is a working document, however there are numerous omissions on timelines, project owner, progress etc. Do you think there could be a benefit in a traffic light system on this master sheet so that we can see immediately where we are at any given time?</p> <p>- I’ve reviewed the risk register and note that we have drop box and one drive back ups for financial records. Do we have off site back ups on the IT suppliers servers or removable hard drives on site? Have we put in place further support for potential loss of data and data breaches? Do we have cyber security insurance?</p> <p>- One of my ideas is the potential of a Youth Club, I think it’s fair to say there is very little for teenagers to do in the area unless they exercise, play tennis, football join the scouts etc all of which require financial investment from parents.. I initially thought of the WI building as a venue – it’s got parking for the pick up/drop offs and is away from residential properties however Ruth advised that wouldn’t be possible for various reasons. The village hall is too close to residential properties so perhaps we could facilitate building a structure on the sports field. A youth club could be a great environment for young people to interact with their peers in a supervised environment, promotes socialization, develops interpersonal skills and fosters a sense of belonging. It could be particularly beneficial for those who may not have a supportive environment at home. It could also be a great way of building community engagement and volunteerism – both ways.</p> <p>- Kiln Lane: We have a considerable number of benches, and I am of course sympathetic to the emotional attachment to a symbol such as this. However, in my opinion the cemetery is looking a little busy and where do you stop saying no to such things without an alternative? I would like to consider a natural stone ‘Memorial Wall’ at the end of the avenue plus a stone bench as part of the structure. I am happy to put in the leg work to see if this would be a viable option if the community were receptive to the idea.</p>
Cllr Newman	<p>To make more of a priority</p> <ul style="list-style-type: none"> • E12 To get the Hopper bus up and running • E4 Archive online access to TPOs • E13 Electric charging points

	<p>Ideas</p> <ul style="list-style-type: none"> • Events committee to look at things like “Sunningdale festival” • Skate ramp for the recreation ground / Youth club in conjunction with Charters school. • Look at ways of how SPC can communicate to more residents on things happening in the village events, news, council announcements.... open a Next door account as a lot of the older generation use this and not Facebook <p>Questions</p> <ul style="list-style-type: none"> • SF2 review crime levels do we get regular updates? • H3 Affordable housing provision for Sunningdale is this currently underway?
Cllr Coxon	<p>Business plan 2021 to 2026 for review and feedback to the Oversight and Strategy Committee</p> <p>Question 1 - Have the council considered taking this opportunity to take the stock and reassess our priorities looking at our achievements and challenges?</p> <p>Question 2 - Should the business plan have the evidence embedded within the document to demonstrate how we arrived at our priorities? An explanation of how these decisions we made is helpful for transparency.</p> <p>Question 3 - Should the business plan include our residents' voices within the document?</p> <p>Question 4 - Should we have a financial projection for each project particularly L2. Given this should we have a financial forecast/projection for the sum allocated for each Project? Clarification on whether each project has been fully costed.</p> <p>Question 5 - Has consideration been given to clear signposting in terms of appendices for each project within the Business Plan, this would enable us to see the progress report as a working document instead of just reviewing this on a yearly basis. As it doesn't give any regular update and highlight any financial risk or challenges, only a timeline. Where do I find the project plan for each priority?</p> <p>Question 6 - Where there has been no progress made year on year, do we need to be clear about our challenges on progressing these forward and consider if the project is feasible?</p> <p>Question 7 - L2 Produce feasibility study for further development of the Recreation Ground to include a separate library facility and community space.</p> <p>Who is leading on consulting residents on proposal and what does this look like? Have different engagement models been considered?</p>

Cllr Pike	<p>My starting point for the Business Plan is that we put it out to public consultation as I do not recall this being done in the first instance back in 2021 when Council commenced work on it.</p> <p>The opening page of the Business Plan states “updated every year and presented at the Annual Parish and Council Meetings”.</p> <p>If my memory serves me right, it was not on the agenda of the Annual Parish Meeting held on 28th March 2023. Nor was it opened to discussion on the day.</p> <p>Although “open sessions” has since been proposed, I do believe that drop-in sessions are insufficient to drive more active engagement with community stakeholders . We must explore more than one engagement method if we are to increase greater dialogue and interaction with said stakeholders.</p> <p>The LGA has produced a guide to engagement called “New Conversations Guide” (please see attached) and no doubt there are any number of organisations who advise on stakeholder engagement solutions – appended is a link to one of them.</p> <p>https://www.tractivity.co.uk/blog/what-is-community-engagement#choose</p>
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Nomination Form for Committee Memberships and Focus Areas – May 2023 to April 2024

Planning Committee

The Committee will comprise: all Councillors who nominate themselves for this committee.

The quorum of the Committee shall be 3 Members *(as approved by council on the 13th of September 2016, minute point 122/16)*

Number of members	Name of Council Member	Nominated by:	Appointed – Yes / No
1	Cllr Buxton - Chairman	Self	Yes
2	Cllr Biggs	Self	Yes
3 - Quorate	Cllr Evans	Self	Yes
4	Cllr Newman	Self	Yes
5			
6			
7			
8			
9			
10			

Finance Committee

The Committee will comprise at least 4 Councillors.

The quorum of the Committee shall be 3 Members.

Number of members	Name of Council Member	Nominated by:	Appointed – Yes / No
1	Cllr Pike – Chairman	Self	Yes
2	Cllr Hilton	Self	Yes
3 - Quorate	Cllr Evans	Self	Yes
4 - Members	Cllr Newman	Self	Yes
5	Cllr Coxon	Self – post APCM	

Oversight and Strategy Committee

The Committee will comprise: The Chairman, Vice-Chairman, Finance Committee Chairman and Planning Committee Chairman together with the Parish Clerk.

The quorum of the Committee shall be 3 Members.

Ex-Officio	Name of Council Member	Appointed – Yes / No
Chairman	Cllr Grover	
Vice-Chairman	Cllr Biggs – Chairman	
Chairman of Finance	Cllr Pike	
Chairman of Planning	Cllr Buxton	

HR Sub-Committee of Oversight and Strategy Committee

The Committee will comprise: The members of the Oversight Committee plus 2 other council members

The quorum of the Committee shall be 3 Members.

Ex-Officio	Name of Council Member	Appointed – Yes / No
Chairman	Cllr Grover	Yes
Vice-Chairman	Cllr Biggs	Yes
Chairman of Finance	Cllr Pike	Yes
Council Member	Cllr Evans	Yes
Council Member	Cllr Hilton	Yes

Village Hall Charity Committee

The committee will comprise: At least 4 parish council members.

The quorum of the meeting will be: 3 council members.

Number of members	Name of Council Member	Nominated by:	Appointed – Yes / No
1	Cllr Penney - Chairman	Self	Yes
2	Cllr Grover	Self	Yes
3 - Quorate	Cllr Evans	Self	Yes
4 - Members	Cllr Pike	Self	Yes

Cycling and Walking Working Group

The group will comprise: At least 3 parish council members.

Number of members	Name of Council Member	Nominated by:	Appointed – Yes / No
1	Cllr Biggs – Chairman	Self	Yes
2	Cllr Hilton	Self	Yes
3	Cllr Pike	Self	Yes
4			

CIL Working Group

The group will comprise: Chairman of Oversight and Strategy and all Lead Members with active CIL projects

Number of members	Name of Council Member	Nominated by:	Appointed – Yes / No
1	Cllr Biggs		
2			
3			
4			
5			

Allotments

Reporting to: Clerks Office

Lead Member:

	Name of Council Member	Nominated by:	Appointed – Yes / No
Lead Member	Cllr Newman	Self	Yes

Cemeteries

Reporting to: Clerks Office

	Name of Council Member	Nominated by:	Appointed – Yes / No
Lead Member	Cllr Hilton	Self	Yes

Property

Reporting to: Clerks Office

	Name of Council Member	Nominated by:	Appointed – Yes / No
Lead Member	Cllr Grover	Self	Yes

Traders

Reporting to: Clerks Office

	Name of Council Member	Nominated by:	Appointed – Yes / No
Lead Member	Cllr Pike	Self	Yes

Representatives to external organisations:

DALC		
District Association of Local Councils	Council representative	Cllr Pike
NAG		
Neighbourhood Action Group	Officer representative	Ruth Davies / John Rose
Charters		
Leisure	Council representative	Cllr Coxon
School Liaison	Council representative	Cllr Buxton
Holy Trinity School		
School Liaison	Council representative	Cllr Buxton

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
101 Administration						
1176 Precept	114,481	228,962	114,481			50.0%
1190 Interest Received	10,315	28,000	17,685			36.8%
Subtotal	124,796	256,962	132,166	0	0	48.6%
202 Recreation Ground						
1011 Rent Received Field	830	1,500	670			55.3%
Subtotal	830	1,500	670	0	0	55.3%
203 Cemetery						
1031 Cemetery Income	5,725	12,000	6,275			47.7%
1032 Headstones	120	1,200	1,080			10.0%
1033 Grant of Rights	7,000	12,000	5,000			58.3%
Subtotal	12,845	25,200	12,355	0	0	51.0%
204 Allotments						
1010 Rent Received	0	2,000	2,000			0.0%
Subtotal	0	2,000	2,000	0	0	0.0%
205 Tennis						
1012 Electricity income	0	600	600			0.0%
1021 Tennis Court Membership	424	13,000	12,576			3.3%
1022 Tennis Court P&P	757	3,000	2,243			25.2%
1023 Tennis Court Coaching	948	12,000	11,052			7.9%
1024 Tennis Box League	0	120	120			0.0%
Subtotal	2,129	28,720	26,591	0	0	7.4%
207 Facilities						
1010 Rent Received	772	11,000	10,228			7.0%
1012 Electricity income	419	1,800	1,381			23.3%
1013 Rent Received Chalet	398	2,400	2,002			16.6%
1014 Rent Received Flat	3,825	15,300	11,475			25.0%
1016 Waste Income	41	400	359			10.2%
Subtotal	5,455	30,900	25,445	0	0	17.7%
301 Village Hall						
1005 Service Income from Village Ha	5,285	21,138	15,853			25.0%
Subtotal	5,285	21,138	15,853	0	0	25.0%
303 Borough in Bloom						
1040 Sponsorship Income	2,576	3,558	982			72.4%
Subtotal	2,576	3,558	982	0	0	72.4%
307 MUGA						
1012 Electricity income	0	800	800			0.0%
1015 MUGA Rental Income	0	18,000	18,000			0.0%
Subtotal	0	18,800	18,800	0	0	0.0%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
901 Parish Projects						
1174 CIL Grant	144,094	500,000	355,906			28.8%
Subtotal	144,094	500,000	355,906	0	0	28.8%
TOTAL INCOME	298,010	888,778	590,768	0	0	33.5%

EXPENDITURE

101 Administration						
4001 Salaries and Wages	16,670	70,848	54,178		54,178	23.5%
4008 Training	0	1,200	1,200		1,200	0.0%
4009 Travel	10	200	190		190	4.9%
4010 Misc Staff Costs	0	100	100		100	0.0%
4020 Miscellaneous Expenses	2	300	298		298	0.5%
4021 Telephone VOIP and Broadband	783	3,200	2,417		2,417	24.5%
4022 Postage	0	100	100		100	0.0%
4023 Printing, Stationery & Ref Bks	230	1,200	970		970	19.1%
4024 IT Costs & Support	0	8,000	8,000		8,000	0.0%
4025 Insurance	112	2,000	1,888		1,888	5.6%
4026 Subscriptions	1,480	3,500	2,020		2,020	42.3%
4031 Advertising	0	100	100		100	0.0%
4050 Bank Charges	118	700	582		582	16.8%
4061 Audit Fees (External)	0	1,680	1,680		1,680	0.0%
4062 Audit Fees (Internal)	300	750	450		450	40.0%
4063 Accountancy Support	0	600	600		600	0.0%
4064 Legal and Professional Fees	0	2,086	2,086		2,086	0.0%
4701 Grants	0	50,000	50,000		50,000	0.0%
Subtotal	19,705	146,564	126,859	0	126,859	13.4%
102 Democratic Process						
4033 Parish Newsletter	240	1,300	1,060		1,060	18.5%
4034 Parish Website	170	500	330		330	34.0%
4064 Legal and Professional Fees	0	1,000	1,000		1,000	0.0%
4201 Chairmans Activities	0	500	500		500	0.0%
4202 Annual Parish Meeting	0	250	250		250	0.0%
4211 Election Expenses	0	2,200	2,200		2,200	0.0%
4231 Community Action	0	1,200	1,200		1,200	0.0%
Subtotal	410	6,950	6,540	0	6,540	5.9%
202 Recreation Ground						
4001 Salaries and Wages	4,003	18,953	14,950		14,950	21.1%
4007 Health & Safety	0	1,040	1,040		1,040	0.0%
4012 Water Rates	0	3,000	3,000		3,000	0.0%
4038 Tree maintenance	0	1,000	1,000		1,000	0.0%
4040 Dog Bin Emptying	756	3,239	2,483		2,483	23.3%
4042 Grounds Maintenance	261	3,360	3,099		3,099	7.8%
4043 Equipment Maintenance	1,245	6,160	4,915		4,915	20.2%
4044 Equipment Hire	0	560	560		560	0.0%
4045 Equipment & Small Tools	50	672	622		622	7.4%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4046 Vehicle Repairs/Mtce	423	336	(87)		(87)	125.9%
4047 Vehicle Tax/Insurance	0	800	800		800	0.0%
4048 Vehicle Fuel & Oil	275	900	625		625	30.6%
Subtotal	7,014	40,020	33,006	0	33,006	17.5%
203 Cemetery						
4001 Salaries and Wages	2,500	11,058	8,558		8,558	22.6%
4012 Water Rates	5	200	195		195	2.4%
4037 Grave Services	1,465	4,480	3,015		3,015	32.7%
4038 Tree maintenance	0	336	336		336	0.0%
4042 Grounds Maintenance	1,200	7,840	6,640		6,640	15.3%
4064 Legal and Professional Fees	0	250	250		250	0.0%
Subtotal	5,170	24,164	18,994	0	18,994	21.4%
204 Allotments						
4001 Salaries and Wages	1,262	5,524	4,262		4,262	22.9%
4012 Water Rates	97	600	503		503	16.2%
4020 Miscellaneous Expenses	0	150	150		150	0.0%
4038 Tree maintenance	0	336	336		336	0.0%
4042 Grounds Maintenance	84	0	(84)		(84)	0.0%
Subtotal	1,444	6,610	5,166	0	5,166	21.8%
205 Tennis						
4001 Salaries and Wages	2,694	11,058	8,364		8,364	24.4%
4014 Electricity & Gas	300	800	500		500	37.5%
4022 Postage	0	100	100		100	0.0%
4023 Printing, Stationery & Ref Bks	0	400	400		400	0.0%
4026 Subscriptions	0	350	350		350	0.0%
4043 Equipment Maintenance	0	1,160	1,160		1,160	0.0%
Subtotal	2,995	13,868	10,873	0	10,873	21.6%
206 Pavilion Toilets						
4001 Salaries and Wages	953	4,513	3,560		3,560	21.1%
4016 Cleaning Costs	(17)	1,344	1,361		1,361	(1.3%)
4017 Cleaning Supplies	585	1,200	615		615	48.7%
Subtotal	1,521	7,057	5,536	0	5,536	21.5%
207 Facilities						
4001 Salaries and Wages	3,827	16,588	12,761		12,761	23.1%
4007 Health & Safety	0	448	448		448	0.0%
4014 Electricity & Gas	2,370	4,000	1,630		1,630	59.2%
4015 Waste Services	111	349	238		238	31.8%
4041 Property Maintenance	1,822	1,360	(462)		(462)	134.0%
Subtotal	8,130	22,745	14,615	0	14,615	35.7%
208 Heritage Assets						
4001 Salaries and Wages	191	451	260		260	42.3%
4042 Grounds Maintenance	1,280	9,520	8,240		8,240	13.4%
4043 Equipment Maintenance	0	336	336		336	0.0%
4221 Village Clocks	0	291	291		291	0.0%

Continued over page

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Subtotal	1,471	10,598	9,127	0	9,127	13.9%
301 Village Hall						
4001 Salaries and Wages	4,978	21,139	16,161		16,161	23.5%
Subtotal	4,978	21,139	16,161	0	16,161	23.5%
302 Library						
4070 Service Charge RBWM Library	11,500	11,500	0		0	100.0%
Subtotal	11,500	11,500	0	0	0	100.0%
303 Borough in Bloom						
4039 In Bloom Expenses	6,752	9,994	3,242		3,242	67.6%
Subtotal	6,752	9,994	3,242	0	3,242	67.6%
304 Christmas						
4003 Casual Labour	0	1,680	1,680		1,680	0.0%
4023 Printing, Stationery & Ref Bks	0	560	560		560	0.0%
4301 Christmas Event	0	7,280	7,280		7,280	0.0%
Subtotal	0	9,520	9,520	0	9,520	0.0%
307 MUGA						
4001 Salaries and Wages	643	8,529	7,886		7,886	7.5%
4014 Electricity & Gas	0	800	800		800	0.0%
4043 Equipment Maintenance	0	2,100	2,100		2,100	0.0%
4064 Legal and Professional Fees	14	0	(14)		(14)	0.0%
Subtotal	657	11,429	10,772	0	10,772	5.7%
308 CA Outreach Project						
4071 Service Charge CA Outreach	0	8,000	8,000		8,000	0.0%
Subtotal	0	8,000	8,000	0	8,000	0.0%
309 Woodland						
4001 Salaries and Wages	450	9,025	8,575		8,575	5.0%
4015 Waste Services	0	600	600		600	0.0%
4042 Grounds Maintenance	0	2,000	2,000		2,000	0.0%
4043 Equipment Maintenance	0	2,000	2,000		2,000	0.0%
4064 Legal and Professional Fees	88	0	(88)		(88)	0.0%
Subtotal	538	13,625	13,087	0	13,087	3.9%
901 Parish Projects						
4001 Salaries and Wages	10,556	49,255	38,699		38,699	21.4%
4903 LCWIP Project	255	12,000	11,745		11,745	2.1%
4904 Capital Works Recreation G	0	40,000	40,000		40,000	0.0%
4905 CP	385	5,000	4,615		4,615	7.7%
4908 Revenue Projects	0	5,076	5,076		5,076	0.0%
4909 Royal Celebrations	7,283	12,000	4,717		4,717	60.7%
4911 Woodland Walk Project	(1,226)	100,000	101,226		101,226	(1.2%)
4912 Tennis Capital Works	0	109,650	109,650		109,650	0.0%
Subtotal	17,254	332,981	315,727	0	315,727	5.2%

Continued over page

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
TOTAL EXPENDITURE	89,534	696,764	607,230	0	607,230	12.8%
Total Income	298,010	888,778	590,768			33.5%
Total Expenditure	89,534	696,764	607,230	0	607,230	12.8%
Net Income over Expenditure	208,476	192,014	(16,462)			
plus Transfer from EMR	14,551					
less Transfer to EMR	144,094					
Movement to/(from) Gen Reserve	78,933	192,014	113,081			