



SUNNINGDALE PARISH COUNCIL

Meeting of the Parish Council Tuesday 17 October 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 Morgan; Cllr Newman; Cllr Penney and Cllr Pike

Members of the Public are welcome to attend the meeting.

72 / 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.

73 / 23 Declaration of interest for items on the agenda

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

74 / 23 Approval of Minutes of Council of 19 September 2023

DECISION: The minutes are to be signed by the Chairman as an accurate record of the meeting
To receive matters arising as presented by the Chairman.

75 / 23 Announcements from the Chairman

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

76 / 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.

77 / 23 To receive an update from the Borough Councillors for Sunningdale

78 / 23 Councillors Questions and Business Motions

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

79 / 23 Business from previous meetings

79 / 23 / 1 DECISION: To receive a proposal to purchase Remembrance Day lamp post banners to replace the coronation banners along the A30

79 / 23 / 2 DECISION: To receive a proposal for the continuation the project to install a Multi-Use Games Area at the Recreation Ground

- 79 / 23 / 3 **DECISION:** To receive and approve a proposal for major works due to health and safety notification on the under 12s playground
- 80 / 23** **Presentation of Committee Minutes, reports from Representatives and proposals from Working Groups.**
- 80 / 23 / 1 **TO NOTE:** To receive the Christmas Working Group minutes of 10 October
- 80 / 23 / 2 **DECISION:** To receive a proposal to approve the Christmas Celebration to be held on Chobham Road on 1 December
- 80 / 23 / 3 **TO NOTE:** To receive the minutes of the Oversight and Strategy Committee of 3 October
- 80 / 23 / 4 **DECISION:** To receive a proposal for the purchase, provision and ongoing support of 10 council member devices and associated IT requirements
- 80 / 23 / 5 **TO NOTE:** To receive the minutes of the Finance Committee of 10 October and the stated timelines for the preparation of the council budget for 2024 2025
- 80 / 23 / 6 **TO NOTE:** To receive a verbal update on the Sunningdale Village Hall Charity and the actions taken to date inviting new trustees
- 81 / 23** **To receive the Finance Report from the RFO**
- 81 / 23 / 1 **DECISION:** To receive for approval the receipts and payments to 30 September 2023
- 81 / 23 / 2 **TO NOTE:** To receive the council budget detail report
- 81 / 23 / 3 **TO NOTE:** To receive the RFO financial report
- 82 / 23** **Information Sharing.**
- DISCUSSION:** To bring forward any item at the Chairman's discretion which is relevant to council

Ruth Davies, Clerk 

12 October 2023



Minutes of the Parish Council Meeting Tuesday 19 Sept 2023

56 / 23 Attendance and Apologies for absence

Attendance: Cllr Grover (Chairman); Cllr Biggs; Cllr Buxton; Cllr Evans; Cllr Morgan; Cllr Newman; Julie Coxon; Cllr Penney and Cllr Pike

Apologies for absence: Cllr Hilton

Present: Ruth Davies (Clerk)

There was 1 member of the public present. Their details are retained in line with the GDPRs.

57 / 23 Declaration of interest for items on the agenda

There were no declarations of interest in line with the Code of Conduct.

58 / 23 Approval of Minutes of Council of 22 August 2023

RESOLVED: The minute of the council meeting 22 August 2023 were approved and signed by the Chairman as an accurate record of the meeting.

There were no matters arising brought forward by the Chairman.

59 / 23 Announcements from the Chairman

The Chairman opened the meeting by thanking Cllr Biggs for chairing the previous council meeting in his absence and reminded all councillors of the training to take place on Monday 25th and Tuesday 26th September.

The Chairman thanked the officers for the events over a busy summer, including the bouncy castles, Grease Film Night, and Party in the Park. The events in the park were well received by the residents and thanks go to Jay from Naan and Sizzle and Cordes Hall who facilitated two events which reduces the requirement for the council to be the organiser.

The Chairman also thanked Cllr Morgan and Cllr Coxon for the for the work they had done on the document before council that evening.

60 / 23 Public Adjournment

There were no representations or questions, therefore the Chairman moved to the next agenda item.

61 / 23 To receive an update from the Borough Councillors for Sunningdale

Cllr Gosling updated the council on the overnight work which took place to resurface the area around A30 and Sunningdale station. Whilst the road is now much improved, it unfortunately upset residents close by as the work was noisy and no notification was given that it would take place. Cllr Gosling confirmed that she was enquiring how work could have taken place without notifications.

Cllr Gosling confirmed that all potholes, overhanging trees, and other similar issues that she had been notified of had 'theoretically' dealt with and she had no further issues at present.

She informed the council that the sus services funded by the council are under review and encouraged residents to keep informed.

Regarding Beverley Court planning there is work taking place by the conservative borough councillors to consider whether changes can be made to the planning process so that all future applications of this sort must be reviewed by panel.

A project that Cllr Gosling is working on is around the youth provision in the ward and ideally looking to establish a youth centre for after school 2 to 3 days per week. And finally, she confirmed that the bollards outside of Kiki's restaurant which were regularly driven through in the wrong direction when the level crossing was closed are being reviewed by Thames Valley Police.

62 / 23 Councillors Questions and Business Motions

There were no questions brought forward prior to or at the meeting, there were no questions to answer from previous meetings.

62 / 23 / 1 To receive a motion from Cllr Morgan and Cllr Coxon to adopt a Community Engagement Strategy

Cllr Morgan presented the Community Engagement Strategy to council, to outline the engagement with residents, how engagement can and should be improved. After a discussion which confirmed that all the actions resulting from this strategy would be returned to council for approval, the council voted to:

RESOLVE: That the community engagement strategy as proposed was approved.

And to

RESOLVE: To commission Cllr Coxon and Cllr Morgan to design an action plan to implement the Policy and to present the plan to Council for approval at the earliest opportunity.

63 / 23 Business from previous meetings

63 / 23 / 1 Council received the report on the bouncy castle events in the park summer 2023

Council thanked Suzie Parker, Admin and Events Officer who did an excellent job in arranging and delivering these events. There was a suggestion that these had been family focused events so maybe the council should look to arrange events for elder residents as well in the future.

63 / 23 / 3 The council received a report regarding the operation of the chalet post September 23 with an update on the operational process that has been followed.

The council noted that an ITT had been sent out and interviews taken for the new hirer of the chalet. This had been awarded subject to contract negotiations and therefore an update would be brought to council once this was confirmed. It was anticipated that the chalet would only be closed during October 2023.

63 / 23 / 1 The council received a verbal update on the business plan project SF4:MUGA including the actions that are being undertaken and the next steps of the project with clear council decisions.

The council noted that the Clerk was in the process of identifying the costs associated with the planning conditions placed on the MUGA permission and would be bringing forward a full report for the next council meeting subject all costings and information being available. Council would then be required to approved if work should continue based on the new information.

64 / 23 Presentation of Committee Minutes, reports from Representatives and proposals from Working Groups.

64 / 23 / 1 Cllr Morgan represented the minutes of the Christmas Working Group with no items to highlight.

64 / 23 / 2 Cllr Morgan presented to council paper and conclusion of the paper. Requesting agreement to proceed with event on Chobham Road providing the event insurance is obtained.

The council discussed the paper and expressed concerns around what would be the plan if it was not possible to hold the event on Chobham Road; what would the cost of insuring the event be; had contact been made with the police, fire, ambulance etc; had the event been approved by the Safety Advisory Board of RBWM; the Christmas lights are the priority for the village and not the event so can both be provided in the budget.

It was noted that there were items to still confirm and not least the SAG approval and subsequent insurance. The Council therefore

RESOLVED: That the necessary work is made to the lights to ensure they are fixed

RESOLVED: That the Christmas working group bring back the SAG and insurance approval to the next council meeting or to use the Scheme of Delegation whichever is sooner.

65 / 23 To receive the Finance Report from the RFO

65 / 23 / 1 The council received for approval the receipts and payments to 31 August 2023

Cllr Pike asked for detail on the line items marked “various”.

RESOLVED: That the receipts and payments to the 31 August 2023 are approved.

65 / 23 / 2 The council received the council budget detail report

Cllr Pike noted the cost of vehicle repairs and vehicle fuel. There were no other questions or points to note.

65 / 23 / 3 The council received the RFO financial report

The council noted that the AGAR 2022 2023 was approved with nothing noted for attention. The Chairman thanked the finance committee and officers for this clean audit.

66 / 23 Information Sharing.

There were no items brought forward.

67 / 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 left the meeting.

Part I of the meeting closed at 8:45pm.

Signed as a true record of the meeting:

Signed: _____

Dated: _____

Proposal for Remembrance Day Lamppost Banners

APPROVED FINANCE COMMITTEE 10 OCTOBER 2023 FOR BUDGET

Resolution

To approve expenditure of £1,557.50 (excluding VAT) for decorating the lampposts along the A30 London Road as detailed in this paper.

Background

It was agreed in the Council Meeting of 21st March 2023 that the village would decorate lampposts with banners for the King's Coronation. The Flag Consultancy provided and installed the banners and the permanent fixings for the banners. The intention was to put up new banners to mark future events throughout the year, for example Remembrance Day.

The feedback from residents has been very positive.

The quality of the product is evident as the existing Coronation banners have been hanging for several months without any deterioration or damage.

Proposal

The proposal is to mark Remembrance Sunday, which falls on the 12th of November 2023, by decorating the village with Remembrance banners. The Flag Consultancy Ltd has provided a quotation for manufacturing and decorating the village with Remembrance Lamppost banners. The new banners will replace the existing Coronation banners which have been in situ since the end of April 2023.

The Remembrance banners can be reused annually.

The proposed area to decorate will extend from the corner of Charters Road, along the London Road to Boundary House and the Chobham Road up to the art gallery.

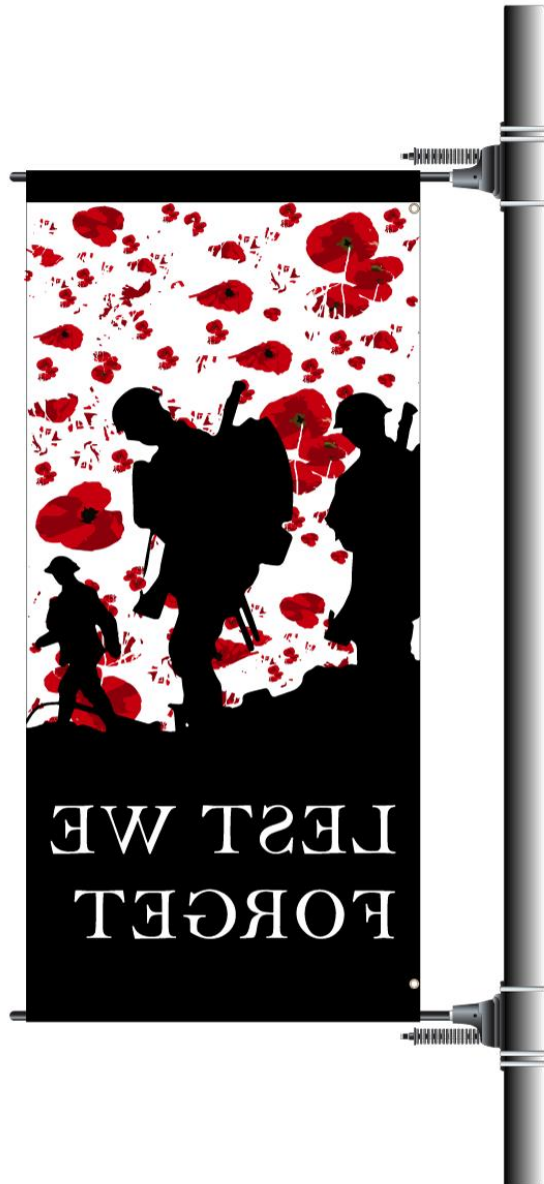
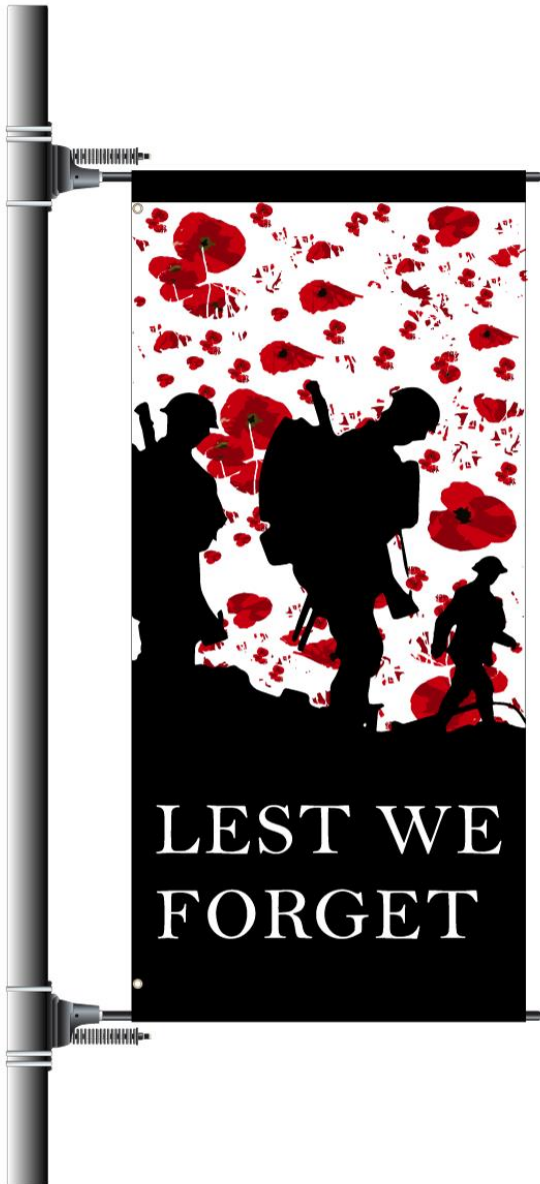
Officer recommends the manufacture and installation of 15 single sided lamppost banners at a cost of £1,415.50 (excluding VAT).

Budget

The costs for the budget are based upon the quotation provided by The Flag Consultancy and are detailed below.

Item	Cost (excluding VAT)
Artwork	£57.00
Single sided banner @ £33.20 x 15	£498.00
Installation	£860.50
Total estimated budget requirements (excluding VAT)	£1,415.50
Project Contingency @ 10%	£142.00
	£1,557.50

In the future, it is proposed that local businesses will be given the opportunity to sponsor fully expensed seasonal banners, for example Christmas, Easter, etc.



Resolution to approve the continuation of the MUGA complying with the planning conditions.

Background

The MUGA is part of the approved business plan and council project SF4:MUGA and has been in consideration by council since 27 February 2021.

To date the following decisions and actions have been made by council in consideration of this project:

- | | |
|---------------------------------|--|
| 27/02/2021 – Item 40/21 - | Approval of the funding of a Feasibility study to create a MUGA, a new teen play area and a new adult fitness area with the Recreation Ground. |
| 27/07/2021 – Item 40/21 – | Approval to pay for Feasibility Study from CIL |
| 23/11/2021 – Item 89/21 – | Approval in principle of the MUGA project: <ul style="list-style-type: none">• Based in indicate pricing• That the council will commission illustrations• That the council will organise a Residents open evening/consultation on the proposal |
| 14/02/2022 to 14/03/2022 - | Consultation of residents via online survey, email, and telephone |
| 26/04/2022 – Item 137/21/1 – | Approval to move to Phase 2 – Procurement. Based on recommendations made in paper including response to the survey. |
| 21/06/2022 – Item 16 / 3 / 22 - | Council received a Report on Project SF4 – Procurement process – now out to tender – 12 registered interests so far, response deadline 11 th July 2022. |
| 26/07/2022 – Item 32 / 22 / 1 – | Council received a Report on Project SF4 for the MUGA – Procurement process and noted the results of the Tender Process. Identified next step was planning permission to be sorted. Resolved – Council submits planning application for MUGA, which would be completed by the Clerk. |
| 07/09/2022 - | Scheme of Delegation for professionally drawn documents for the Planning Application sent to Council by Clerk on 7 th September. Required votes were received on 8 th September and architects appointed. |
| 14/11/2022 - | Planning Application submitted to RBWM. |
| 2/02/2023 – S of D | Approval under Scheme of Delegation for 2 nd planning submission to be made by planning consultant in response to the information provided by the Planning Officer for application 22/03/344 which was withdrawn on 27 January 2023 |
| 14/05/2023 - | Planning resubmitted under 23/01183 |
| 24/08/2023 - | Application permitted with 9 conditions of planning |
| 19/09/2023 - | Verbal update to council by Clerk that the work entailed in complying with the conditions was being undertaken and a full report would be brought to council 17 October or when the information was available |

Planning Conditions and Decision

1. The development hereby permitted shall be commenced within three years from the date of this permission.

Reason: To accord with the provisions of Section 91 of the Town and Country Planning Act 1990 (as amended).

2. The materials to be used on the external surfaces of the development shall be in accordance with those specified in the application unless any different materials are first agreed in writing by the Local Planning Authority.
Development shall be carried out in accordance with the approved details.

Reason: In the interests of the visual amenities of the area. Relevant Policies - Local Plan QP3

3. No development shall take place until a badger, bat and nesting bird mitigation strategy has been submitted to and approved in writing by the local planning authority. The strategy shall include the following elements: a) timings when works that could impact upon badgers, bats and nesting birds are to be undertaken; b) RAMS methods to be employed during relevant works; c) details of works that are to be supervised by a suitably qualified ECOW; d) contingency plans should protected species be unexpectedly found.
Works are to be undertaken in accordance with the strategy and a closing out report from a suitably qualified ecologist, confirming that works have been undertaken in accordance with the approved details shall be submitted to the local planning authority prior to completion of the development.

Reason: To ensure that badgers, bats, and nesting birds, which are protected and priority species, are not adversely affected by the proposal. Relevant policy - NR2.

4. Prior to the installation of the lighting a report detailing the external lighting scheme and how this will not adversely impact upon wildlife shall be submitted to and approved in writing by the local planning authority. The report shall include the following figures and appendices:
 - A layout plan with beam orientation
 - A schedule of equipment
 - Measures to avoid glare
 - An isolux contour map showing light spillage to 1 lux both vertically and horizontally, areas identified as being of importance for commuting and foraging bats
 - The approved lighting plan shall thereafter be implemented as agreed.

Reason: To limit the impact of light pollution from artificial light on nature conservation in accordance with paragraph 185 of the NPPF and BLP policy NR2.

5. No development shall take place until full details of a Biodiversity Gain Plan for onsite delivery and monitoring of Biodiversity Net Gain and a Habitat Management Plan has been submitted to and approved in writing by the local planning authority. The plans shall deliver a 0.29 increase in habitat units. The plans shall be in accordance with the approved biodiversity net gain assessment and shall include (but not be limited to) the following:
 - a) A habitat management plan
 - b) Long term aims and objectives for habitats and species
 - c) Detailed management prescriptions and operations for newly created habitats, locations, timing, frequency, durations, methods, specialists' expertise (if required), specialist tools/machinery or equipment and personnel as required to meet the stated aims and objectives.
 - d) A detailed prescription and specification for the management of the new habitats
 - e) Details of any management requirements for species specific habitat enhancements
 - f) Annual work schedule for at least a 30-year period
 - g) Detailed monitoring strategy for habitats and species and methods of measuring progress towards and achievement of stated objectives
 - h) Details of proposed reporting to the local planning authority and the Council's ecologist and proposed review and remediation mechanism
 - i) Proposed costs and resourcing and legal responsibilities

The Biodiversity Gain and Habitat Management Plan shall be implemented in accordance with the agreed details and timetable and all habitats and measures shall be retained and maintained thereafter in accordance with the approved details.

Reason: To ensure the provision of biodiversity enhancement and a net gain for biodiversity, in accordance with the NPPF and BLP policy NR2.

6. No part of the development shall be occupied until covered and secure cycle parking facilities have been provided in accordance with details that have first been submitted to and approved in writing by the Local Planning Authority. These facilities shall thereafter be kept available for the parking of cycles in association with the development at all times.

Reason: To ensure that the development is provided with adequate parking facilities in order to encourage the use of alternative modes of transport. Relevant Policies - Local Plan QP3 and IF2.

7. No development shall commence until a programme of archaeological works including a Written Scheme of Investigation (WSI) has been submitted to and approved in writing by the local planning authority. The WSI shall include an assessment of significance and research questions, and:
1. The programme and methodology of site investigation and recording
 2. The programme for post investigation assessment
 3. Provisions to be made for analysis of the site investigation and recording
 4. Provision to be made for publication and dissemination of the analysis and records of the site investigation
 5. Provision to be made for archive deposition of the analysis and records of the site investigation
 6. Nomination of a competent person or persons/organisation to undertake the works set out within the WSI.

The development shall be undertaken in accordance with the approved WSI.

The development shall not be used until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the approved WSI and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.

Reason: The site lies in an area of archaeological potential, particularly for, but not limited to, prehistoric and roman remains. The potential impacts of the development can be mitigated through a programme of archaeological work in accordance with the NPPF and BLP policy HE1.

8. Prior to any equipment, machinery or materials being brought onto the site, details of the measures to protect, during construction, the trees shown to be retained on the approved plan, shall be submitted to, and approved in writing by the Local Planning Authority. The approved measures shall be implemented in full prior to any equipment, machinery or materials being brought onto the site, and thereafter maintained until the completion of all construction work and all equipment, machinery and surplus materials have been permanently removed from the site. These measures shall include fencing in accordance with British Standard 5837. Nothing shall be stored or placed in any area fenced in accordance with this condition and the ground levels within those areas shall not be altered, nor shall any excavation be made.

Reason: To protect trees which contribute to the visual amenities of the site and surrounding area.

Relevant Policies - Local Plan NR3.

9. The development shall be carried out in accordance with the mitigation measures set out in the Flood Risk Assessment (GeoSmart - Appendix 26) and the Proposed Muga Drainage Plan (Appendix 19) and thereafter maintained in accordance with these details.

Reason: To reduce the risk of flooding. Relevant policy - NR1.

10. The flood lights hereby permitted shall only be illuminated when the multi-use games area is in use and shall be illuminated no later than 21:00 hours.

Reason: To safeguard the character of this Green Belt location. Relevant policies - BLP policies QP3 and QP5.

11. The development hereby permitted shall be carried out in accordance with the approved plans listed below.

Reason: To ensure that the development is carried out in accordance with the approved particulars and plans.

Of these conditions, the following require additional expertise to complete:

- 3: Ecology
- 4: Luminance Pro Contractors
- 5: Ecology
- 6: Additional purchase and installation
- 7: Archaeology
- 8: Ecology and contractors

There were also 4 informatives to the application:

1. This decision has been made in accordance with the requirements of the National Planning Policy Framework. The Local Planning Authority has sought all reasonable measures to resolve issues and found solutions when coming to its decision. For further details please see the Officer's report and the Council's decision by following this link [R.B.W.M. | Planning - Public Access Module](#) and entering the application number or contact the Council's Customer Service Centre on 01628 683800 and quoting the application number.
2. The relocation of the play/fitness equipment and the provision of a new pathway are works which constitute 'permitted development' under Part 12, Schedule 2 of the General Permitted Development Order 2015 (as amended) and do not require express planning permission. The applicant is however reminded of the requirement to obtain separate consent under the Town and Country Planning Act 1990 should the proposed pathway affect any of the protected trees, including tree roots, within the adjacent protected woodland area.
3. The applicant is reminded that under the Conservation of Habitats and Species Regulations 2017 (as amended) and the Wildlife and Countryside Act 1981 (as amended), it is an offence to (amongst other things): deliberately capture, disturb, injure, or kill great crested newts; damage or destroy a breeding or resting place; intentionally or recklessly obstruct access to a resting or sheltering place.
 Planning permission for a development does not provide a defence against prosecution under this legislation. Should great crested newts be found at any stage of the development works, then all works shall cease, and a suitably qualified and experienced ecologist should be contacted for advice on any special precautions before continuing, including the need for a licence.
4. The applicant is reminded of the need to establish the requirements placed on them under law in terms of the Statutory Trust.

Of these informatives, the following require additional expertise:

- 2: Planning consultancy to ensure that permitted development is applied correctly
- 3: Potential ecology should GCN be detected
- 4: Legal advice was sought to confirm the law in terms of the statutory trust

Conditions and Informatives work required and costings

Planning Condition - area of expertise	Short Description		Quotation
Overarching Planning Consultancy	Discharge conditions relating to planning permission for new multi-use sports pitch with steel mesh enclosure and four floodlights and new pathway	Liaise with third party consultants. Review reports provided by third party consultants (e.g., trees) and liaise as required. Drafting of plans. - Details of covered and secure cycle parking. Submission of application to discharge planning condition	550.00
3: Ecology	Badger, bat, and nesting bird mitigation strategy	a) timings when works that could impact upon badgers, bats and nesting birds are to be undertaken;	£ 480.00

		b) RAMS methods to be employed during relevant works; c) details of works that are to be supervised by a suitably qualified ECOW; d) contingency plans should protect species be unexpectedly found.	
4: Luminance Pro Contractors	A layout plan with beam orientation A schedule of equipment Measures to avoid glare An isolux contour map showing light spillage to 1 lux both vertically and horizontally, areas identified as being of importance for commuting and foraging bats		500.00
5: Ecology	Biodiversity Gain Plan for onsite delivery and monitoring of Biodiversity Net Gain and a Habitat Management Plan has been submitted to and approved in writing by the local planning authority. The plans shall deliver a 0.29 increase in habitat units		£ 1,100.00
6: Additional purchase and installation	Covered, Locked Cycle Shelter	Apollo Cycle Shelter - Broxap - 10 cycles	2,142.00
	Fitting	Chiltern / Broxap	4,275.00
7: Archaeology	A) Site strip, little or no archaeology present (including materials, archive deposition etc) Estimated total 4080	Preparation of written scheme of investigation (WSI) and RAMS Project management Site welfare Provided by client Plant hire (360° excavator with toothless ditching bucket) - Provided by client	280.00
		Project management	250.00
		Site welfare Provided by client	-
		Plant hire (360° excavator with toothless ditching bucket) - Provided by client	-
	Supervision of topsoil/overburden stripping (estimated) (including expenses):	3 staff/days at £350/day	1,050.00
	Post-fieldwork and reporting		1,850.00
	(including finds processing, report-writing, archiving etc) Disbursements		650.00
	B) Contingency, moderate archaeology present – estimate	Fieldwork - 20 staff/days at £350/day	7,000.00
		Post-fieldwork and reporting	5,750.00
8: Ecology and contractors			
Informatives of planning			

2: Planning consultancy to ensure that permitted development is applied correctly	Discharge conditions relating to planning permission for new multi-use sports pitch with steel mesh enclosure and four floodlights and new pathway	Liaise with third party consultants. Review reports provided by third party consultants (e.g., trees) and liaise as required. Drafting of plans. - Details of covered and secure cycle parking. Submission of application to discharge planning condition	550.00
3: Potential ecology should GCN be detected	As required		Included in condition 3
4: Legal advice was sought to confirm the law in terms of the statutory trust	Review of council ownership and challenges made during planning process	See below for legal response	375.00
Total cost of conditions of planning work			26,802.00

Legal response relating to Informative 4

The response below was received after consideration of the council deeds and the challenges in the planning process:

Dear Ruth,

Further to our conversation I confirm that the Recreation Ground is held by the Council for the purposes of recreation and for use by the public.

This does not preclude facilities such as the MUGA being provided, nor a charge being made for the facilities. It does however mean that the facility cannot be reserved for the exclusive use of an organisation which is not open to membership by the general public, nor can any charges imposed for the use be at a commercial rate designed to make a profit.

Any charges levied must have regard to the community use and any amount received which is in excess of day-to-day expenditure should be used towards future expenditure on recreation. This would include replacement or substantial repairs

Regards



Revised contract figures for installation

Budget Figure	LOT 1 - Multi Use Games Area (MUGA)	£127,682	Amended 16.11.2022
	Total Budget	£127,682	
Tender Item	Description	July 2022 Costs	Sept 2023 Revisions
4.0.1	Preliminaries	£ 1,200.00	
4.0.2	Excavation & Sub-soil Preparation	£ 5,650.00	
4.0.3	Drainage	£ 2,575.00	
4.0.4.	Sub-Base	£ 14,983.00	
4.0.5	Perimeter Edgings	£ 2,250.00	
4.0.6	Perimeter Fencing (including CIA Access Gate)	£ 31,572.00	
4.0.7	Tennis Court Fittings	£ 978.00	
4.0.8	Asphalt Binder Course	£ 9,662.00	
4.0.9	Asphalt Surface Course	£ 8,262.00	
4.0.10	TigerTurf Evolution Syntheic Grass Finish*	£ 21,550.00	
4.0.11	Floodlighting	£ 24,420.00	
Additional Items			
	Storage Area 1.5m x 4m with Single Gate	£ 3,380.00	
	Netball Lines & Equipments (Removable Goal Post)	£ 2,180.00	
	Removal of Basketball Posts from Goal Recesses	-£ 980.00	
	Total ex VAT	£ 127,682.00	£ 127,299.00
	Variance to Budget	£ -	£383.00

Expenditure on the project to date

Expenditure on SF4: MUGA only		
29/10/2021	Feasibility Study Fee	2,950.00
09/09/2022	Public Tender Consultancy	4,400.00
14/10/2022	Plans for MUGA planning app	2,250.00
31/10/2022	Land Registry Docs for Planning	6.00
22/02/2023	MUGA Planning	234.00
28/02/2023	MUGA Application	600.00
31/03/2023	Professional Fees - Flood Risk	1,895.00
31/03/2023	Professional Fees – Ecology	906.50
09/05/2023	Planning for SF4	689.14
07/06/2023	SF4: MUGA Planning app	231.00
15/09/2023	Planning site visit	110.00
Since Sept 22	Project Management	11,400.58
		25,672.22

Total Cost of Project

Elements	Costs
Expenditure to 17 October 2023	25,672.22
Planning Conditions costs	26,802.00
Revised costings of installation - MUGA	127,299.00
Total Cost to Completion of Project	179,773.22
Original Budget and contingency for MUGA	131,000.00
Professional Fees	16,800.00
Project Budget Provision	147,800.00
Project Overspend	- 31,973.22

The consideration before the Council

To consider the project which commenced in February 2021, the CIL funds expended to date and the cost of completing the project.

To consider if the projected overspend on the project now prevents its completion due to available funds and/ or value for the residents.

To ensure that due process of council is followed in the decision-making process.

Should the project be approved for completion, it is anticipated it would begin late spring 2024.

Under 12s Playground Major Works Autumn 2023

APPROVED BY FINANCE COMMITTEE 10 OCTOBER 2023 FOR BUDGET PROVISION

Background

The budget setting process of 2023/2024 identified an expenditure from EMR Playground of £40,000 which was estimated to address the failing wet pour which creates a trip hazard in the park.

Around the various pieces of equipment, the wet pour edges are raised, and the main areas are sinking, culminating in lack of water drainage alongside the obvious trip hazard.

During the 19 months since the budget setting, two pieces of equipment have been identified as 'end of life' and one rated Amber on the safety inspection for the playground:

- The Water Play unit next to the gazebo
 - This has not operated for many years due to sand being carried from the sandpit to the water, which clogs up the workings
 - This has also been identified as a H&S risk due to water testing as it runs on the old infrastructure of hose pipes buried under the grass and does not comply with water safe standard requirements
- The Rocking Car - Amber
 - This was extensively refurbished in 2020 when the last major works took place in the playground
 - A popular playground item, it has seen a lot of wear and tear over the last 3 years and now suffers from
 - Lack of steps to climb in
 - Wood laminate is splitting
 - Safety cage barrier removed as loose and risk
 - Springs in need of replacement


Proposal

To replace the current wet pour with new black wet pour, in most areas to overlay the existing PCC edged areas, except for the area around the Helter Skelter where the existing level is already higher than standard and this would therefore need to be removed.

For areas around equipment which currently has matting in the grass, the proposal is to put in place resin bound mulch (green) which will match with the surface to be fitted for the new teen scene playground.

This will include the ground below Dilly Dragon, Mushroom Walk, Balance Walk, Baby Rocker, Car / Pirate Ship, Gazebo.

To replace the equipment, which is failing, the proposal would be to select equipment as shown which enhances the playground.

 12 - Moderate Risk	
Item:	Spring Car
Manufacturer:	Not Identified
Surface Type:	Grass Matrix Tiles
Item Quantity:	1
Equipment Compliance:	No
Surface Area Compliance:	Yes
Life Expectancy:	1 - 3 Years
Total Findings:	8
Finding 1	Finding 2
The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface - Consider HIC testing impact absorbing properties to ensure the correct surface qualities are maintained for the equipment and replace as required	The timber seat / footrests are showing signs of wear - Monitor for any further deterioration and replace as required
Finding 3	Finding 4
The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint	The spring clamps are loose - Tighten all loose fixings
Finding 5	Finding 6
Parts of the timber are rough or splintered - Remove all rough or sharp edges	A number of fixing(s) have worked loose - Secure all loose fixings
Finding 7	Finding 8
The item has missing component (step) - Consider replacing missing components	All of the fixings have worked loose on the structure - Secure all loose fixings



REPLACE WITH:

Pirate Ship

SSB050



8 - Low Risk (Finding 1)			
Item:	Activity Equipment - Sand and Water Play Unit	Risk Level:	L - Low Risk
Manufacturer:	Sutcliffe Play Limited	Surface:	Wet Pour
			
Finding: Sand is migrating on to the surface		Action: Clean and maintain	

REPLACE WITH:

Noughts & Crosses Panel
DZW443



3 in a Row Panel
DZW444



Sensory Flower
MTU010



All 3 activities are classed as Accessible and Disability play equipment.

Costs

Item	Replacing	Unit Cost	Installation	Accessibility
		Ex Vat	Ex Vat	

Pirate Ship	Rocking Car	£6,190.00	£1,053.00	
Noughts & Crosses Panel	Wet Play	£1,310.00	£263.25	Yes
3 in a Row Panel	Wet Play	£1,320.00	£263.25	Yes
Sensory Flower	Wet Play	£880.00	£263.25	Yes

Remove and Replace with Black Wet pour	Wetpour around Helter Skelter	£29,262.22	£0.00	Yes
Overlay with Black Wet pour	Sandplay			
	Seesaw			
	Climbing Frame			
	Double Swing			
	Pyramid Climb			
	Multi Round			
	Multi Dish			
	Toddler Swing			
	Roundabout			

Install new resin bound mulch	Dilly Dragon	£6,453.98	£0.00	Yes
	Mushroom Walk			
	Balance Walk			
	Baby Rocker			
	Car / Pirate Ship			
	Gazebo			

Total Project Cost	£45,416.20	£1,842.75	
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Requested Budget Facility	£47,258.95
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NOTE THE COSTS PROVIDED ARE ON THE ASSUMPTION THAT THE WORKS WILL BE CONCURRENT WITH THE PLANNED WORK SCHEDULE FOR THE TEEN SCENE PLAYGROUND AND SURFACE. IF WORK IS CARRIED OUT SEPARATELY TO THIS PROJECT THEN COSTS WILL INCREASE.

The EMR Playground stands at £73,161.72 with £21,056 approved to be moved to reserves in this budget year of 2023 2024, totalling £94,217.72 at year end with no expenditure.

Therefore, to use this major works fund for this work the resulting EMR would be: **£46,958.77**

Christmas Planning Working Party

10th October 2023 Meeting Notes

Community Room

Key

Black 7th September

Orange – 10th October 2023 (updates prior to meeting)

Green – Meeting notes 10th October

Valerie Pike - VP, Rober Morgan – RM, Matt Newman – MN, Jacqueline Hilton – JH

John Rose – JR, Suzie Parker – SP

As above – Julie Coxon sent apologies.

VP – Councillors on working party had previously met and agreed who would be responsible for looking at certain aspects of creating the Christmas Event. RB – H&S including SAG submission. VP – Traders & Celebrity. JH – 2nd Xmas tree & print/design. MN – Lights. JC – Entertainment (Choirs) & Santa's presents

SP – Stated purpose of meeting was to set a date, location and gave details of the budget set for the event. SP – Shared details of known costs – lights – and indicated where additional costs may occur.

SP – Purpose of meeting was to confirm the budget and confirm resource requirements and Christmas lights requirements. SP – Reminded the group that the Clerk will require their paper by Thursday 12th October for submission at the next Council Meeting on the 17th October 2023.

LOGISTICS/SET UP/CLEAR UP

JR – Explained the logistics of setting up/clearing away.

JR – Further detailed the movement of equipment and that the work requires a fit and strong workforce. VP – Advised she would be able to help. JH – Concerned about possible injuries if lifting heavy items. JR – Reminded all that he would not be available after 3pm and that the stage would have to be returned to Sunningdale School. JR – To compile a timeline for set up/clear up plus a list of equipment. JR/RM – to meet 19th October 2023 11am to 1pm to review logistics.

Will need to hire 2 x Luton vans. Approx. hire cost £140 per van for a day's hire. Need to be collected and returned on the same day. Confirmed costings? RM – Has received a quote for a man with a van – long based Luton van - for two hours in the morning and three hours in the evening. The quote had only just been received and needed to be reviewed but advised £60 per hour and included transport/labour.

JR – Advises that with the size of the van would be suitable to transport most of the equipment in several runs except the stage and advised the parish van could be used to move the stage.

SPC van (Named driver(s) need to be added to SPC van insurance). Named drivers?

MN – Agreed to be the named driver. (Note – Additional insurance cost may be applied.)

3 x 3-man teams (fit and able to lift/move heavy loads). Who?

TBC

Initial Set Up

Start at 07:00 – Chancellors' car park to be closed to public.

80 x Barriers

Stage (4 people needed to set up)

4 x Gazebos (6m x 3m requires 4 people to erect)

Tables

Chairs

Santa's grotto kit and other decorations. These will need to be checked in advance. Also, need to find a suitable chair for Father Christmas.

VP – Advised Santa's Grotto will be sited on the forecourt of Strutt and Parker.

SP – Asked was there a special chair used for Santa.

VP – Advised that Rosemary Nash will be stewarding the queue. VP – Advised she will also be assisting.

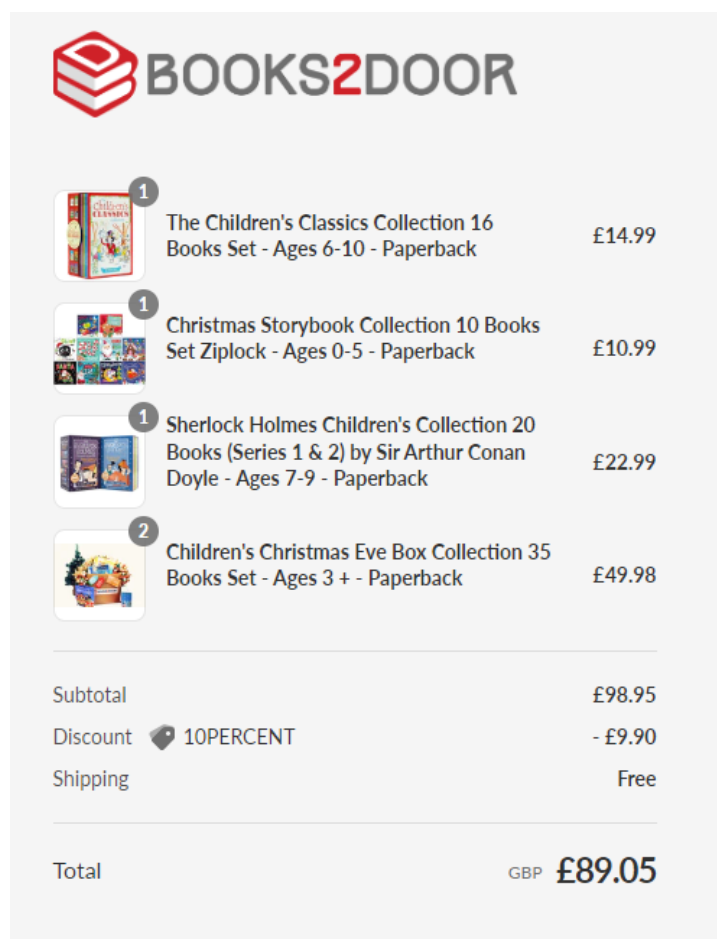
SP – Suggested that the decorations etc needs to be checked. VP/SP/JR/RM – Arranged to meet 19th October 11am to 1pm at the Pavilion, to check decorations, fairy lights, high viz, lollipops etc.

Santa's gifts. There is spare wrapping paper available to use. See below order placed last year which were added to books left over from the previous event. There are 73 books left over from 2022 event, as follows: –






0-4 years = 39

5-6 years = 10

7+ years = 24



BOOKS2DOOR

	1 The Children's Classics Collection 16 Books Set - Ages 6-10 - Paperback	£14.99
	1 Christmas Storybook Collection 10 Books Set Ziplock - Ages 0-5 - Paperback	£10.99
	1 Sherlock Holmes Children's Collection 20 Books (Series 1 & 2) by Sir Arthur Conan Doyle - Ages 7-9 - Paperback	£22.99
	2 Children's Christmas Eve Box Collection 35 Books Set - Ages 3+ - Paperback	£49.98
Subtotal		£98.95
Discount 		- £9.90
Shipping		Free
Total		GBP £89.05

SP – Provided details of remaining stock of books from last year's event and gave details of supplier. General discussion about gifts other than books was made. VP – Suggested sweets and/or soft toys. JR/JH – Warned about possible allergies. JH – Has possible contact with Hasbro and Matel toy suppliers who have been known to give toys free of charge. JH – To follow up.

Fairy lights

See comments about lights for cherry trees.

Other lighting and extension leads

Crossing lollipops

SP – Advised that the lollipops are heavy therefore relief stewards should be available.

All other equipment, litter pickers, rubbish bags, etc

Set up stage and gazebos. Put up lights. Liaise with delivery/install of sound system, etc.

Barriers put in place along both side of Chobham Road and partially along A30.

Takes approx. 2-3 hours.

Secondary Set Up

Start at 13:00 – Additional manpower required.

Dress Santa's grotto and stage.

Set-up SPC tent, etc

Event runs 17:00 – 19:00

Clear-up

Starts at 19:10

Clear entire site and return all equipment to Recreation Ground and store away.

Clear all rubbish and return to Recreation Ground large rubbish bins.

VP – Asked if bins could be taken from Recreation Ground. JR – Advised most are fixed in place. RBWM bins can be emptied easily.

JR – Believes the litter bins are not locked on Chobham Road. SP – Advised the "Guest Relations" steward could be responsible for ensuring bins are emptied and bin bags replaced with spare ones. They could collect litter during the event too.

Undress and dismantle stage.

Undress Santa's Grotto (pack kit away carefully in boxes for next year).

Take down all gazebos, lights, etc.

Barriers removed.

All equipment loaded and transported back to Recreation Ground

Return hire vehicle.

PLEASE NOTE – LIMITED AVAILABILITY OF OFFICERS – JR available 9am to 3pm – JR is not available after 3pm due to other commitments.

JR – Invited RM to see how the stage & gazebo is set up for Party in the Park

STREETLIGHTS

MN – To co-ordinate

MN – Suggested meeting Blachere on site to access issues. **There will be a cost attached to this.** Blachere attended with installer. See quote attached from Blachere.

Discussions regarding the recent site visit by Blachere/installers and SP/JR were shared with the group.

SP – Advised Blachere's quote does not include switching on of the lights at the event. This would be an additional cost – Previously cost £684.00. See attached quote and attached event staffing who could assist with the switch on. Installers can provide a fake plunger for the event. Please advise if this is required.

New cost for switch on £1,304.00 for 4/6 people to attend on the evening of the event. VP – Wanted clarification about the cost of the switch on. SP – Advised that when the lights are installed, they are switched on and then turned off until the event. The installers then return for the event to switch the lights on again. Legally, anything to do with lampposts must be carried out by a registered/certified person. There was a general discussion about the increase in cost. SP advised the last switch on was in 2019 and it is a different installer. The previous installer was already booked and therefore not available. SP – Suggested that some of the stewards/event staff could be positioned by lamppost for the switch on (see Event Staff List below). It was suggested switching on the lights closest to the event and therefore only needing the Blachere team to turn on the lights. It was decided that the lamppost lights would be left switched on when installed and that "Valerie's" tree would be switched on for the event.

JR – Advised motif light cannot be put on lamppost near camera at level crossing, therefore only 26 motif lights to be used.

Cherry tree lights – Needs investigation to understand how to get working. The lights are all plugged but none are working. A qualified electrician would possibly need to check the sockets. There are no separate switches in the sockets, therefore it is difficult to work out what is at fault – the lights, the fuses in the plugs, the sockets, the wiring from the lamppost to the sockets.

SP/JR – Tried to switch on the lights to the cherry trees but found that they were not working. It is difficult to ascertain where the fault lies. It could be the lights no longer function due to connectivity, faulty wires (the trees have grown and therefore the wires may be broken/lost connection), fuses blown, etc. The installers confirmed that there was power from the lamppost. It was suggested that battery operated lights could be used for the event. It was suggested that redressing the trees should be considered next year.

Tree by Chancellors – Lights not working properly. Only bottom half working. SP – Advised that the Pack family donated the tree next to Chancellors in commemoration of their late grandfather. After inspection it was noted that the existing lights have been taken down by unknown party. See quote to dress and light the tree.

Councillors stated that the tree is looking very "scrawny" and there are weeds growing around the base. John has tidied up the base of the tree.

After inspection it was noted that the existing lights have been taken down by unknown party. See quote to dress and light the tree. To reduce the cost for this year, it was decided not to purchase new lights for this year and to review again for next year. It was suggested that the lights could be sponsored. SP – Asked if the councillors would prefer to dress the temporary tree in favour of the permanent tree. JR advised that he has tidied around the base of the tree, and it looks much better. It was suggested that the tree could be decorated and perhaps a sponsor could be found. It was decided that this tree would not be dressed this year to save on budget.

NEW "VALERIE'S" CHRISTMAS TREE

Following a discussion, it was suggested that a 10' tree should be placed on the grass verge next to Chancellors' car park. Installers advised that the support/hole for the tree would hold a tree up to 15' tall. See quote to dress and light the tree.

There was a general discussion about the new tree. SP – Advised that the cost would be £1443.50 which included £575 for installation and another £172.50 for removal. Please be advised that the lights would need to be stored. There may be an additional cost for this. VP suggested decorating with battery operated lights, but it was decided

that the lights could easily be tampered with. It was decided that this tree would be dressed and switched on at the event.

SP – Asked how much a new tree would be. JH – suggested a 10' tree would cost around £150. VP – advised that RBWM previously put in an electrical supply at a previous event. This needs further investigation. Green box has electrical sockets and cabling would need to be installed by qualified person.

JH – Will try to find a sponsor for the tree. She will contact Nigel Long at Longacres.

VP – Arranged meeting with John, Packs, Monday 11th September at 10.30am. Outcome?

VP advised that, as yet, she has been unable to speak/meet.

The Big Tree at the Recreation Ground. SP – Advised that there would be no cost if there is a loose connection, which is suspected. However, if there is a fault, there would be a cost of £1,037.00 to replace the lights at the top of the tree. It was decided that if that is the case, the lights would be replaced next year, and the tree would not be lit this year.

PARKING

RM – Has made initial enquires regarding parking suspension. Believes cost is reduced if a community event. £171 is the figure quoted by RBWM. Needs further clarification. Awaiting SAG advice.

Parking spaces to be suspended - area in front of Costa Coffee and on street spaces outside of shops (Fego, Greens, etc.). Awaiting SAG advice.

JR – Advised that barriers should be moved into place approx. an hour before the event once parked cars are moved.

RM – Has made enquiries about the use of the Chancellors' car park. He has been in touch with a relative of Anthony Edwards (one of 4 x owners) who has kindly said he would ask the other owners for their permission. Outcome?

CROSSINGS

RM – Suggested 3 x crossings. JR – Advised only two required. Due to equipment available and suggested manpower required. See Event Staffing list & H&S report completed by RM.

RM – Stated that there would be 2 x steward at the zebra crossing and the temporary crossing on the Chobham Road. 1 x steward at the pelican cross on the A30 and 1 x steward at the entrance to the London Road car park to stop people trying to cross the A30 at that point. Visitors would be directed to the pelican crossing outside Domino Pizza.

ARTWORK/MARKETING

JH – Asked to have any existing artwork be forwarded to her. She is willing to either create a new design or work with the existing artwork. SP – Advised that she will find out who owns the artwork.

JH – Is awaiting final decision from council.

JH – Asked why SPC doesn't have Instagram. SP – Didn't know why. JH – to liaise with Deputy Clerk re. marketing etc and is happy to create pages to pass on the Deputy Clerk to post.

SOUND SYSTEM

RM – Has been in touch with Neville at Proscreen. Will call again once event details know. £450.00 – Need sight of quote from Proscreen.

RM – Is providing quotation.

RISK ASSESSMENT & SAG REPORT

RM – Requested a copy of a previous risk assessment to familiarise himself with the H&S aspects of the event. He will not act upon anything until proposal approved by council. SP – Advised she will ask the Clerk for a copy. **SAG report + risk assessment submitted to RBWM – awaiting their advice.**

RM – Advised that he had received an email from Greg Nelson- SAG Chair – asking for fuller details. RM – Has since exchanged further details and Greg Nelson has asked SAG members to review urgently. RM – Will follow up on Thursday 12th October and is hoping for a verbal decision as soon as possible. He also advised that he had been invited to attend a SAG Teams meeting on 7th November 2023. RM felt confident that the SAG approval would be made.

RESOURCING - Insurance Cover

From RM's email sent to working party, Clerk and Facilities.

“From: Robert Morgan <Robert.Morgan@sunningdale-pc.gov.uk>

Sent: Sunday, September 24, 2023 3:20 PM

Subject: Christmas Event.

I have made enquiries to a company that supplies stewards. I want at least 2 NVQ qualified stewards on the team and am getting quotes. If you or any members of your family or friends are willing to volunteer to the role, please let me know and I will compile a list. The requirement is for 4 hours on the day (4pm to 8pm), arriving early for briefing and staying afterwards to ensure the crowd disperses safely. We need at least 10 people - if we have more, we can do shorter shifts. If we have to pay for stewards that may well put a dent in our budget. (Jacqueline, I will follow up with the traders)”

Important to note – A minimum of 10 stewards was the figure quoted on the SAG report and therefore the Public Liability Event Insurance was quoted on this basis. Insurance cover is only valid if a minimum of 10 stewards are present at the event from 4pm until 8pm – If the working group decide to go ahead with the event with less than 10 in place, they may be jointly and severally liable.

SP – Reiterated that the insurer's conditions would have to be met in for the insurance to be valid. JH asked if she was not present when the decision was made would she be liable as a member of the working group. SP advised that it would only be the decision makers. VP – Stated that the event would not take place if the conditions were not met. PLEASE NOTE – It has been 4 years since the last Chobham Road event and legislation has changed especially in view of Martyn's Law which came about after the Manchester Bombing.

RM – Has requested a copy of the insurance certificate to send to the owners of the car park at their request.

EVENT STAFF

Set-up (from 7 am)	Minimum
3 x teams of 2	6
Total	6

Clear-up (7.10 - 11pm approx.)	Minimum
3 x teams of 2	6
Total	6

Stewards	Minimum	Lamposts
Entrance London Road Car Park	1	1
Pelican Crossing (Dominos)	1	1
Lollipop crossings	4	-

Chancellors Car Park	1	1
Costa Area	1	1
Father Christmas Queue Rosemary Nash & Valerie Pike	1	-
La'Da Side Pavement	1	-
Lodge Brothers Side Pavement	1	-
Total	11	4

Others	Minimum	Lamposts
Announcer	1	-
Stage Manager Julie Coxon	1	-
Guest relations/Litter/Issues	2	2
Parish Presence	1	1
Father Christmas	1	-
Santa's helper	1	-
First Aiders	2	-
PA	1	-
Light switch on (installers/Blachere)		4/6
Total	10	11/13

SP went through the list of Event Staff. RM – Advised he had received an email quote from Adams Park Security for 4 x stewards at a cost of £480.00. It was then considered whether there could be 2 x qualified stewards who would supervise either side of the Chobham Road. Further discussion was focused on the various roles and their responsibilities.

FIRST AID

Verbal quote only obtained by SP from St John's Ambulance. Needs to be confirmed/booked. First aider usually located in the SP gazebo.

SP – Advised that she had only obtained a verbal quote as, at the time, the date/event had not been agreed. This would have to be booked after council's decision.

LITTER PICKING

Sunningdale Litter Pickers

DATE OF THE EVENT – FRIDAY 1ST DECEMBER 2023 FROM 5PM TO 7PM

LOCATION – CHOBHAM ROAD

NEXT MEETING – SUGGESTED IN A MONTH'S TIME FOLLOWING PARISH COUNCIL MEETING.

10th October 2024 @ 3.30 pm.

SP asked when the working party wanted the next meeting. Councillors suggested to wait until after the meeting on 17th October 2023.

Updated Proposal to hold the Christmas Celebration on Friday, 1st December from 5pm to 7pm on Chobham Road, Sunningdale

Council is invited to approve this event with budget provision of £10,000 as detailed in this report.

Background

A resolution was brought to Council on 22 August 2023 to hold the Christmas event at Broomhall Recreation Ground in a format which would expand on the successful event held last year.

Representations were made at the meeting by members of the public to move the event back to Chobham Road and a Working Group was formed to explore this option,

The Working Group reported to Council on 19 September. Council asked the group to undertake further work with regard to:

- Fully understanding the Health & Safety risks and ensuring they could be managed
- Finalising the budget
- Ensuring that event public liability insurance could be obtained on satisfactory terms
- Understanding what remedial work is required to the Christmas lights and the costs of any repairs.

Action Taken

The group has:

- Compiled and submitted a risk assessment to RBWM safety advisory group (SAG) on 24 September 2023 (Ref: 24372-404538)
- Obtained a quote for liability insurance
- Investigated and checked with the supplier the condition of the various lights required
- Obtained other quotes to finalise the budget.
- Received feedback from SAG. The dialogue with SAG is not yet complete. A verbal update will be given at the meeting

Conclusions

1. Public liability insurance for the event is available, based on the risk assessment provided by the working group, for a premium of £112. The insurance requires that all traders have their own insurance and Council has stewards and first aiders on site in line with its risk assessment
2. There are problems with the Christmas lights, some of which require further investigation:
 1. The lights on the 'Pack Family Tree' at Chobham Road have been lost
 2. The lights on the Cherry Trees in Chobham Road are not working. The reason is unclear and an electrician has been asked to check.
 3. Only the bottom section of the lights on the tree at Broomhall Road are working. This is thought to be a fault in the connection between the 2 sets of lights but it may be that the top set does not work.
3. The costs of bringing the supplier back to switch on the lights for the event have escalated significantly.

Event Costs are shown below

Item	Amount	Comment
Light Switch on	£1304.00	quote
Man & a van	£240.00	quote
First aiders	£105.00	quote
PA system	£450.00	quote
Parking suspension	£171.00	Fee
Printing and books	£560.00	Budget
Grotto presents	£150.00	Budget - we have some left over from last year
Photographer	£300.00	Budget - photography club option under investigation
Entertainer	£0.00	
Christmas Tree	£150.00	Budget
Event Insurance	£112.00	Quote
Labour 4 stewards	£480.00	Quote
Contingency - 6 stewards	£720.00	Quote
Event Contingency	£500.00	
Total Event	£5242.00	

Lighting costs are below:

Lights	Amount	Comment
Lights on lamposts in A30 and Chobham Road	£3984.50	
New tree for 'Pack Family' Tree	£1501.00	If required
New lights on Cherry Trees in Chobham Road	£2538.00	If required
Replace top section of lights on tree at Broomhall	£1037.00	If required
Lights for new tree on verge at Chobham Road	£1443.50	
Contingency	£250.00	
Total	£10,754.00	

Making a grand total for lights and the event of £15,996.00

Budgeted amount: £9520, comprising:

Casual Labour: £1680

Printing, Stationery & Ref Bks: £560. Christmas Event: £7280

Recommendation:

Time is pressing and, subject to completion of the dialogue with SAG, the Working Group recommends that Council approves the event on the following basis:

1. The lights on the lampposts will be turned on as last year but will not be separately switched on again at the event.
2. A new tree, situated in the grass verge near Chancellors will be bought and lit with new lights and 'switched on' at the event
3. Existing battery operated fairy lights will be installed on Cherry trees
4. There will be no further expenditure on lights this year but, when investigations are complete, a proposal for a budget amount for next years budget will be brought forward.
5. The total budget requested is therefore £10,000



Oversight and Strategy Committee Minutes Tuesday 3 October 2023

OS 31 / 2023 Attendance and Apologies

Attendance: Cllr Biggs (Chairman), Cllr Grover, Cllr Buxton, Cllr Pike

Apologies: None

In Attendance: R Davies (Clerk and RFO), N Tomlinson (Deputy Clerk)
Cllr Morgan

There were no members of the public present.

There were no declarations of interest in accordance with the Code of Conduct.

OS 32 / 2023 To approve the minutes of the meeting 25 July 2023.

RESOLVED: The minutes of the 25 July 2023 were approved as an accurate record of the meeting with the amendment to the date of the minutes approved from 3 May to 6 June.

OS 33 / 2023 Public Adjournment – Maximum 15 minutes – 5 minutes per speaker

There were no members of the public present and no questions or representations received.

OS 34 / 2023 Business from previous meetings

OS 34 / 23 / 1 The committee considered the process for completing and adopting the Consultation Policy and agreed that this would fit within the work being undertaken by Cllr Morgan and Cllr Coxon for the council Consultation Engagement Strategy.

RESOLVED: That the work is delegated to Cllr Morgan and Cllr Coxon and that the final version would therefore return to the O&S committee prior to being proposed to council.

OS 34 / 23 / 2 The committee discussed the training sessions provided by Breakthrough Communications to council and noted the feedback provided on the night was positive. There were actions agreed:

ACTION: Cllr Pike to provide the information on the training course she would have preferred to be delivered for the next meeting of the committee to consider.

ACTION: The Clerk to email all councillors for qualitative feedback and what they would request is the next steps.

ACTION: That each council meeting includes a short training session on the Nolan Principles.

ACTION: That the Clerk gains information from the trainer on how to embed training as an annual plan.

ACTION: A discussion took place on the process papers should follow, and an action was taken by the Clerk and Cllr Morgan to bring together a process paper for consideration.

OS 34 / 23 / 3 The committee reviewed the existing skills matrix as used by council and noted the difficulties in confirming the skills levels against the requirements. The following actions were approved:

ACTION: Cllr Grover to share a skills matrix he has in another role

ACTION: The Clerk to gather other council skills matrices and collate for review at the next committee meeting

OS 34 / 23 / 4 The committee reviewed the proposal for purchase and provision of council owned devices. The committee agreed that there was a variety of ways in which council accessed information and the need to comply with the GDPR and Data Protection requirements on council devices. It was requested that the paper be expanded to include other ways of working.

RESOLVED: That the committee approves the proposal for council owned devices with the additions as noted and proposes this to council on the 17 October 2023.

The committee noted this would be reviewed by the Finance Committee prior to the council meeting.

The committee also noted that this would come to council with a request for a named vote.

OS 35 / 2023 Sunningdale Parish Council Business plan

OS 35 / 23 / 1 The committee received a verbal update on the business plan project SF4: Multi use games area. The Clerk confirmed that work was being undertaken to gain the costings and work required for to comply with the conditions of planning and this would return as a full paper to council once this had been completed.

The Clerk confirmed that the planning permission confirmed the footpath and new teen playground were classed as permitted development would therefore proceed subject to confirmation of costings being within the approved budget for these elements of the project.

Q: Cllr Morgan questioned the actions that would take place if archaeology was found in the process of installing the footpath or the playground.

A: The Clerk confirmed that this would be reviewed at the time and if necessary, work would cease whilst archaeologists were consulted.

OS 35 / 23 / 2 The committee received an update from the Deputy Clerk on the two new working groups for the business plan engagement and L2:Community room.

ACTION: That the Clerk provides a guidance paper on how working groups should operate to ensure openness and transparency of council actions.

OS 36 / 2023 To review the Risk Register

The committee received the updated Risk Register for review and approval, however not all comments had been received in time for the meeting. The Chairman therefore requested this item was brought back to the meeting in December and the following actions were taken:

ACTION: That Cllr Pike provides her comments to the Clerk as soon as possible.

ACTION: That the Clerk collates these comments and sends to the committee for review.

The committee discussed the notified financial situation of RBWM and confirmed that information on contracts may need to be discussed in Part II of the next meeting as they would affect more than this parish.

OS 37 / 2023 Information Sharing

There was no further information brought to the meeting.

OS 38 / 2023 Date of the next meeting of the Committee

To confirm the date of the next meeting as 5 December 2023.

OS 39 / 2023 To resolve exclusion of members of the public and press in accordance with the applicable Legislation for the following PART II Agenda.

RESOLVED: That there were no members of the public present and no items on the Part II agenda which could not be shared with Cllr Morgan.

Part I of the meeting concluded at 12:10pm.

Signed as a true record of the meeting:

Signed: _____

Dated: _____

Resolution for the purchase, provision, and ongoing support of 10 council member devices and associated IT.

APPROVED OVERSIGHT AND STRATEGY COMMITTEE 3 OCTOBER FOR PROPOSAL TO COUNCIL

APPROVED FINANCE COMMITTEE 10 OCTOBER FOR BUDGET

Background

The responsibility placed on the council to comply with the GDP Regulations and the Data Protection Act in gathering, storing, and processing personal data, the legal requirement is set out as:

Integrity and confidentiality principal of GDPR states the organisations must process personal Data in a manner that ensures appropriate security of the personal information, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

Article 5 of UK GDPR

Simply put the challenge to council in remaining compliant is to:

- have appropriate security measures in place to prevent personal information the organisation holds from being lost, stolen, or used inappropriately
- correctly access, store and use this data on a personal device
- remain in control of its personal information regardless of who owns the device the work is carried out on

Article 5, (f) UK GDPR states that data must be processed in a manner that **ensures appropriate security** of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures ('integrity and confidentiality').

Current arrangements

On acceptance of office all council members are required to sign the GDPR Waiver (attached as appendix A) which relates directly to the regulation but also to the council insurance indemnity clauses (attached as appendix B).

A recent migration of the council IT provision has moved the council to the .gov.uk domain as a critical digital asset and shows that the council emails and websites are coming from an official UK public sector organisation.

Emails whilst migrated to the 365 platform are still being accessed via personal devices and the risk to the council for the integrity of data remains.

Risks

1. The requirements on the waiver and insurance as clear, but the council operational team has no ability to carry out checks.
2. The GPDR waiver and the Insurance Data Security Breach require that:
 - a. All software on the device is up to date

- b. An antivirus is present and in operation
- c. A suitable firewall is in operation
- d. Data backup and storage is adequate
 - i. Physically in a fire-resistant data safe
 - ii. Electronic data backed up at least weekly
- e. Data must be disposed of in a secure manner

Ways of Working

Putting in place council devices may restrict work by councillors when travelling, however it would provide a positive action of council work and a clear division between personal / vocational and council paperwork and emails.

Current ability to access council paperwork on phones, tablets, other devices would be removed, maintaining council data in one place which was securely accessed, stored and backed up.

Reliance on other forms of communication such WhatsApp and other social messaging platforms would be replaced with collaborative working on SharePoint.

Benefits of council devices

Locally the borough council, RBWM issue all councillors with owned devices to ensure data compliance. And this enables them to keep data secure at the end of a councillor's term in office – they simply hand the device back.

All updating and maintenance is carried out by the council IT provision

Putting all of council onto the Office 365 platform will allow the council to use collaborative working applications such as:

- Teams
- SharePoint
- Collaborative working spaces
- Data storage areas
- Secure storage of council papers and policies
- Calendars

Costs

Element	Item	Quantity	Cost per Item (Excl VAT) £	Total Cost (Excl VAT) £
CAPITAL	Laptop Example: HP ProBook 250 15" Screen Intel Core i5 8 GB Ram 256 SSD Windows 11 Pro	10	500.00 – 600.00	5,000.00 – 6,000.00
MIGRATION	Reimage devices			1,600.00

	Join to Azure AD Install 365 apps and AV Application amendments Create bespoke SharePoint site and provide access to councillors			
Budget required for initial set up				7,600.00
ANNUAL	Licences per device – Annually	10	162.00	1,620.00

Budget available

Cost Centre / Code	Budget line	Budget 2023 2024 £	Allocation to IT project £
4024 101	IT support costs	8,000.00	4,000.00
4905 901	Capital projects	5,000.00	4,000.00
4908 901	“Revenue” projects	5,076.00	0.00

Appendix A

The General Data Protection Regulation (GDPR).

Sunningdale Parish Council is registered with the ICO and legally obligated to comply with the General Data Protection Regulations. Integral to this is the compliance of all Officers and Members of the Council who also need to ensure that they protect an individual’s personal data whether it is stored electronically or as a hard copy. This applies only to living individuals (not the deceased, companies, other authorities, and charities).

Personal data includes:

- Names and addresses
- Telephone numbers
- Email addresses
- IP addresses
- Identifiers – e.g., Plot x at x allotments

The following measures are required when Members use their personal devices to comply with GDPR:

1. Set up the council specific @sunningdaleparish.org.uk email account separate to other email accounts on the device. i.e., not configured as one of many Outlook accounts visible concurrently.
2. Configure this email as an IMAP account only.
3. Use this email only for parish council correspondence and ensure this remains separate from personal Email.
4. Ensure that all devices (computers, laptops, phones, tablets, tv’s) are password protected and that access to the council emails and files are held in an area on the computer not accessible to non-council members.
5. Do not forward emails or email threads that contain personal data.
 - a. To avoid this happening by accident, do not ‘reply to all’ unless specifically requested.
6. Review all hardcopy information and if no longer relevant destroy using a suitable method (Cross cut shredder or destruction service – this can be provided by the council officers). Ensure the Clerk is aware of actions before destruction.
7. Unless stipulated by the sender, direct all correspondence to an Officer who can obtain consent for further use.
8. Avoid holding an individual's information in a councillor’s home or on a PC.

9. Information containing personal data on behalf of the Parish Council must be stored securely in a locked room or cabinet or if on a PC, in an encrypted folder or drive.
10. Antivirus software and operating systems must be up to date.
11. The computer's hard routers security system (firewall) is turned on.
12. Commit to informing the Clerk or other senior Officer to advise of any breaches of the data regulations within 24 hours.

To use your own personal device/s for council data, you are required to confirm that have read the information and understand your responsibility as a parish councillor for protecting personal data.

At the point of leaving the Council, you must confirm that you have deleted any data held regarding the work have undertaken for or on behalf of the Parish Council.

Appendix B

Endorsement DSB001 - Data Security Breach Insurance

Definitions

The following Definitions apply to this Section in addition to the Policy Definitions at the front of this policy and keep the same meaning wherever they appear in the Section unless an alternative definition is stated to apply.

Damage

Physical loss, destruction or damage.

Data Security Breach

Loss theft or accidental release of Personal Data involving one or more Data Subjects which creates a risk of financial harm to the Data Subject or which triggers an obligation under any law or regulation to notify the data subject of such loss theft or accidental release.

Data Subject

An individual who is the subject of Personal Data

Personal Data

Data which relate to a living individual who can be identified from that data which is in Your possession

Cover

We will indemnify You in respect of costs incurred with Our consent arising out of a Data Security Breach discovered during the Period of Insurance for

- 1) specialist consultants or consulting engineers to
 - a) Investigate if a Data Security Breach has occurred
 - b) mitigate an ongoing loss
- 2) external legal advice to manage Your response to the Data Security Breach
- 3) notifying any
 - a) Data Subject of the Data Security Breach
 - b) regulatory body of the Data Security Breach where you required to do so by any law or regulation
- 4) Provision of
 - a) a telephone help line to assist Data Subjects after they have been notified of the Data Security Breach
 - b) a credit monitoring or credit protection service to the affected Data Subjects for a period of one year provided that the offer of such service must be accepted by the Data Subject within 12 months of the initial offer
 - c) identity fraud remediation services for Data Subjects

The maximum we will pay in respect of any one Period of Insurance is £25,000

Clauses

The following clauses apply to this Section.

Data Security Breach Claims Service: 0800 051 4473

A 24 hour, 365 days a year claims line providing You with emergency assistance whenever it is required. When We know about Your problem, We will start to put the solutions in place.

Conditions

The following Conditions apply to this Section and in addition to the Policy Conditions at the back of this policy.

Access and Passwords

If in relation to any claim You have failed to fulfil the following condition, You will lose Your right to indemnity or payment for that claim.

Access to Computer and Electronic Equipment must be authenticated by the use of individual identification and passwords. Any default or manufacturers passwords or access codes must be changed and kept secure. All passwords protecting access to Personal Data must be changed at intervals not exceeding 60 days.

Firewall

If in relation to any claim You have failed to fulfil the following condition, You will lose Your right to indemnity or payment for that claim.

You must ensure that Equipment that is connected to the internet is protected by a suitable firewall which is regularly maintained and in full and effective operation at the time of a loss.

Anti Virus Software

If in relation to any claim You have failed to fulfil the following conditions, You will lose Your right to indemnity or payment for that claim.

You must install suitable virus protection software and ensure that it is

(a) updated at intervals of at least once a month

and

(b) in full and effective operation at the time of a loss.

Data Back-up and Storage

If in relation to any claim You have failed to fulfil the following conditions, You will lose Your right to indemnity or payment for that claim.

You must store data, software or programs and maintain adequate backup copies by backing up

a) the original disks or media and storing in a fire resistant data safe or in a secure location away from The Premises.

b) all data produced by the software or programs no less than once a week or any other period agreed by Us. The integrity of any data backup must be validated using operating system routines or checks produced by the software supplier.

All Personal Data must be stored and disposed of in a secure manner

Exceptions

The following Exceptions apply to this Section in addition to the Policy Exceptions at the back of this policy.

We will not indemnify You in respect of

1) any Damage to the Property Insured resulting directly or indirectly from or in connection with any of the following regardless of any other cause or event contributing concurrently or other sequence to the loss

- a) Terrorism
- b) civil commotion in Northern Ireland
- c) any action taken in controlling, preventing, suppressing, or in any way relating to (a) and/or (b) above.

Terrorism means

- i) in respect of Damage occurring in England, Wales and Scotland only (but not the territorial seas adjacent thereto as defined by the Territorial Sea Act 1987 nor the Isle of Man or the Channel Islands) acts of persons acting on behalf of or in connection with any organisation which carries out activities directed towards the overthrowing or influencing by force or violence Her Majesty's government in the United Kingdom or any other government de jure or de facto
- ii) in respect of Damage occurring in any territory not specified in (i) above any act or acts including but not limited to
 - the use or threat of force and/or violence and/or
 - harm or damage to life or to property (or the threat of such harm or damage) including but not limited to harm or damage by nuclear and/or chemical and/or biological and/or radiological means caused or occasioned by any person(s) or group(s) of persons or so claimed in whole or in part for political, religious, ideological or similar purposes.

In any action, suit or other proceedings where We allege that any Damage results from Terrorism as defined above and is therefore not covered by this Section, the burden of proving that any such Damage is covered under this Section will be upon You.

2) liquidated damages or fines

3) any penalties under contract

4) (a) loss of
(b) loss of use of
(c) inaccessibility of
data or programs arising from pre-existing faults in or the unsuitability of programs or computer systems software.

5) consequential loss or damage

6) the first £250 of each and every loss

	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	25,244	28,000	2,756			90.2%
Subtotal	139,725	256,962	117,237	0	0	54.4%
202 Recreation Ground						
1011 Rent Received Field	1,113	1,500	388			74.2%
Subtotal	1,113	1,500	388	0	0	74.2%
203 Cemetery						
1031 Cemetery Income	12,375	12,000	(375)			103.1%
1032 Headstones	420	1,200	780			35.0%
1033 Grant of Rights	8,400	12,000	3,600			70.0%
Subtotal	21,195	25,200	4,005	0	0	84.1%
204 Allotments						
1010 Rent Received	62	2,000	1,938			3.1%
Subtotal	62	2,000	1,938	0	0	3.1%
205 Tennis						
1012 Electricity income	16	600	584			2.7%
1021 Tennis Court Membership	724	13,000	12,276			5.6%
1022 Tennis Court P&P	1,824	3,000	1,176			60.8%
1023 Tennis Court Coaching	5,169	12,000	6,831			43.1%
1024 Tennis Box League	0	120	120			0.0%
Subtotal	7,733	28,720	20,987	0	0	26.9%
207 Facilities						
1010 Rent Received	4,909	11,000	6,092			44.6%
1012 Electricity income	1,730	1,800	70			96.1%
1013 Rent Received Chalet	1,198	2,400	1,202			49.9%
1014 Rent Received Flat	8,925	15,300	6,375			58.3%
1016 Waste Income	169	400	231			42.2%
1017 Rent Concessionary Stand	550	0	(550)			0.0%
Subtotal	17,480	30,900	13,420	0	0	56.6%
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	2,644	3,558	914			74.3%
Subtotal	2,644	3,558	914	0	0	74.3%
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	339,330	888,778	549,448	0	0	38.2%
EXPENDITURE						
101 Administration						
4001 Salaries and Wages	32,808	70,848	38,040		38,040	46.3%
4008 Training	1,538	1,200	(338)		(338)	128.2%
4009 Travel	46	200	154		154	23.1%
4010 Misc Staff Costs	0	100	100		100	0.0%
4020 Miscellaneous Expenses	77	300	223		223	25.5%
4021 Telephone VOIP and Broadband	1,476	3,200	1,724		1,724	46.1%
4022 Postage	21	100	79		79	21.2%
4023 Printing, Stationery & Ref Bks	507	1,200	693		693	42.2%
4024 IT Costs & Support	3,779	8,000	4,221		4,221	47.2%
4025 Insurance	112	2,000	1,888		1,888	5.6%
4026 Subscriptions	2,268	3,500	1,232		1,232	64.8%
4031 Advertising	0	100	100		100	0.0%
4050 Bank Charges	219	700	481		481	31.3%
4061 Audit Fees (External)	1,680	1,680	0		0	100.0%
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	44,831	146,564	101,733	0	101,733	30.6%
102 Democratic Process						
4033 Parish Newsletter	870	1,300	430		430	66.9%
4034 Parish Website	720	500	(220)		(220)	144.0%
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	42	1,200	1,158		1,158	3.5%
Subtotal	1,632	6,950	5,318	0	5,318	23.5%
202 Recreation Ground						
4001 Salaries and Wages	8,591	18,953	10,362		10,362	45.3%
4007 Health & Safety	78	1,040	962		962	7.5%
4012 Water Rates	208	3,000	2,792		2,792	6.9%
4038 Tree maintenance	0	1,000	1,000		1,000	0.0%
4040 Dog Bin Emptying	1,575	3,239	1,664		1,664	48.6%
4042 Grounds Maintenance	975	3,360	2,385		2,385	29.0%
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	188	672	484		484	27.9%
4046 Vehicle Repairs/Mtce	423	336	(87)		(87)	125.9%
4047 Vehicle Tax/Insurance	168	800	632		632	21.0%

Continued over page

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4048 Vehicle Fuel & Oil	880	900	20		20	97.8%
Subtotal	14,330	40,020	25,690	0	25,690	35.8%
203 Cemetery						
4001 Salaries and Wages	5,316	11,058	5,742		5,742	48.1%
4012 Water Rates	5	200	195		195	2.4%
4037 Grave Services	3,985	4,480	495		495	89.0%
4038 Tree maintenance	0	336	336		336	0.0%
4042 Grounds Maintenance	5,770	7,840	2,070		2,070	73.6%
4064 Legal and Professional Fees	0	250	250		250	0.0%
Subtotal	15,076	24,164	9,088	0	9,088	62.4%
204 Allotments						
4001 Salaries and Wages	2,580	5,524	2,944		2,944	46.7%
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	252	0	(252)		(252)	0.0%
Subtotal	2,929	6,610	3,681	0	3,681	44.3%
205 Tennis						
4001 Salaries and Wages	5,488	11,058	5,570		5,570	49.6%
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	5,788	13,868	8,080	0	8,080	41.7%
206 Pavilion Toilets						
4001 Salaries and Wages	2,045	4,513	2,468		2,468	45.3%
4016 Cleaning Costs	240	1,344	1,104		1,104	17.9%
4017 Cleaning Supplies	667	1,200	533		533	55.6%
Subtotal	2,952	7,057	4,105	0	4,105	41.8%
207 Facilities						
4001 Salaries and Wages	7,793	16,588	8,795		8,795	47.0%
4007 Health & Safety	0	448	448		448	0.0%
4014 Electricity & Gas	3,778	4,000	222		222	94.5%
4015 Waste Services	298	349	51		51	85.5%
4041 Property Maintenance	2,648	1,360	(1,288)		(1,288)	194.7%
Subtotal	14,518	22,745	8,227	0	8,227	63.8%
208 Heritage Assets						
4001 Salaries and Wages	838	451	(387)		(387)	185.7%
4042 Grounds Maintenance	4,520	9,520	5,000		5,000	47.5%
4043 Equipment Maintenance	109	336	227		227	32.4%
4221 Village Clocks	0	291	291		291	0.0%
Subtotal	5,466	10,598	5,132	0	5,132	51.6%

Continued over page

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
301 Village Hall						
4001 Salaries and Wages	10,915	21,139	10,224		10,224	51.6%
Subtotal	10,915	21,139	10,224	0	10,224	51.6%
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	124	0	(124)		(124)	0.0%
Subtotal	767	11,429	10,662	0	10,662	6.7%
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	14,135	49,255	35,120		35,120	28.7%
4901 TPO Project	0	0	(0)		(0)	0.0%
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	594	5,000	4,406		4,406	11.9%
4908 Revenue Projects	0	5,076	5,076		5,076	0.0%
4909 Royal Celebrations	8,786	12,000	3,214		3,214	73.2%
4911 Woodland Walk Project	842	100,000	99,159		99,159	0.8%
4912 Tennis Capital Works	0	109,650	109,650		109,650	0.0%
Subtotal	24,612	332,981	308,369	0	308,369	7.4%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
TOTAL EXPENDITURE	162,605	696,764	534,159	0	534,159	23.3%
Total Income	339,330	888,778	549,448			38.2%
Total Expenditure	162,605	696,764	534,159	0	534,159	23.3%
Net Income over Expenditure	176,725	192,014	15,289			
plus Transfer from EMR	25,481					
less Transfer to EMR	144,094					
Movement to/(from) Gen Reserve	58,112	192,014	133,902			