



SUNNINGDALE PARISH COUNCIL

Meeting of the Parish Council Tuesday 19 March 2024 at 7:30 pm

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

Agenda Part I

Summoned to Attend:

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

Members of the Public are welcome to attend the meeting.

145 / 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.

146 / 23 Declaration of interest for items on the agenda

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

147 / 23 Approval of Minutes of Council of 20 February 2024

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.

148 / 23 Announcements from the Chairman

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

149 / 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.

150 / 23 To receive an update from the Borough Councillors for Sunningdale

151 / 23 Councillors Questions and Business Motions

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.

151 / 23 / 1 DISCUSSION: To consider the two red telephone boxes in the Council's ownership focussing particularly on the Book Exchange

151 / 23 / 2 DECISION: To consider additional funding of £1,159 towards the agreed funding for an additional ANPR Camera in conjunction with TVP

- 152 / 23 To receive presentation of Committee Minutes, reports from Representatives and proposals from Working Groups.**
- 152 / 23 / 1 DECISION To receive nominations and elect a Councillor to the vacancy on the Finance Committee arising from the resignation of Cllr Hilton from the Committee
- 152 / 23 / 2 DECISION: To agree that the Annual Parish Meeting should be held on Tuesday 21 May 2024
- 152 / 23 / 3 DISCUSSION: To plan the venue and format for the Annual Parish Meeting
- 152 / 23 / 4 DECISION: To consider the Business Plan Engagement Working Group's detailed proposal for step 1 & 2 of the Strategy and agree actions to be taken
- 153 / 23 To receive details of Council Events 2024/25**
- TO NOTE To receive an update report on the plans for Council Events over the local government year 2024/25.
- DECISION To decide whether the Parish Council should be represented at the Charters Festival 2024 and which Parish Councillors will represent the Council.
- 154 / 23 To consider requests for the erection of Memorials**
- DECISION To consider two separate requests for memorials where the proposed memorial is not compliant with the Council's regulations.
- 155 / 23 To agree a change of date for the next meeting of Council**
- DECISION To agree that the next meeting of Council should be held on 16 April 2024 (previously scheduled for 23 April 2024)
- 156 / 23 To receive and approve the Review of the Effectiveness of Internal Controls**
- DECISION: To receive for approval the Review of the Effectiveness of Internal Controls and the resulting action plan.
- 157 / 23 To receive the Finance Report from the RFO**
- 157 / 23 / 1 DECISION: To receive for approval the receipts and payments to 29 February 2024
- 157 / 23 / 2 TO NOTE: To receive the council budget detail report
- 157 / 23 / 3 TO NOTE: To receive the RFO financial report.
- 158 / 23 Information Sharing.**
- DISCUSSION: To bring forward any item at the Chairman's discretion which is relevant to council



Louise Steele, Locum Clerk

14 March 2024



SUNNINGDALE PARISH COUNCIL

Minutes of the meeting of the Parish Council Tuesday 20 February 2024 at 7:30 pm

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

129 / 23 Attendance and Apologies for absence

Attendance: Cllr Grover (Chairman); Cllr Biggs Cllr Buxton; Cllr Coxon; Cllr Hilton; Cllr Morgan; Cllr Newman; and Cllr Pike Cllr Evans
Apologies for absence: Cllr Penney,
Present: Ruth Davies (Clerk), Louise Steele – Locum, Alex Orchard (Officer)

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

The Chairman requested that the thanks from the councillors, villagers and children were recorded to Ruth Davies, Clerk to the Council for the work done on their behalf over the last 8 years. These were so recorded.

RESOLVED: To approve a request for a 6 month, leave of absence for Cllr Penney under section 85(1) of the Local Government Act 1972.

130 / 23 Declaration of interest for items on the agenda

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

131 / 23 Approval of Minutes of Council of 16 January 2024

RESOLVED: That the council approved the minutes of 16 January 2024 as an accurate record of the meeting. There were no matters arising.

132 / 23 Announcements from the Chairman

Cllr Grover announced his intention to resign from the position of Chairman to the Council due to personal reasons however confirmed his intention to remain as a councillor.

Cllr Grover therefore called for nominations for Chair. Cllr Morgan was nominated by Cllr Pike and Cllr Buxton was nominated by Cllr Biggs.

Cllr Morgan – 3 for; Cllr Buxton – 4 for

RESOLVED: That the council appoints Cllr Buxton as Chairman of the Council for the remainder of the council year 2023 2024.

Cllr Biggs requested the Clerk recorded the thanks to Cllr Grover for his service in the role, the councillors agreed this.

Representation was made on behalf of Sunningdale Scouts.

Representation was made regarding the council project of Moor End, Chobham Road.

Representation was made regarding the proposal for the new walkway on Whitmore Lane and the priority of projects in relation to the road safety.

134 / 23 To receive an update from the Borough Councillors for Sunningdale

Apologies were received from Cllr Gosling due to a RBMW meeting that evening.

135 / 23 Councillors Questions and Business Motions

There were no questions from councillors which relate to matters on the council agenda, the Chairman therefore moved to business motions brought forward in accordance with the Standing Orders.

135 / 23 / 1 The council received a verbal update from Cllr Morgan on the progress of the enquiry into the council purchase of Moor End and the next steps to be taken.

RESOLVED: To agree to the next steps after update and the continued spending associated of £850 (within the budget of £5,000 approved 21 Nov 23, 89/23/1) for a community valuation via Burges Salmon of the property.

The Chairman requested the update for the next council meeting would take the format of a paper for the benefit of residents.

135 / 23 / 2 The council reviewed costs associated with a Section 73 planning application to extend the permitted hours of use for the Tennis Court lights

ACTIONS: The council requested that the Deputy Clerk gained further information regarding the planning conditions placed on MUGA application, specifically requiring an ecology survey and confirmed the cost of submission of application to RBWM.

135 / 23 / 3 The council reviewed and discussed the requests received to re-evaluate and consult on the re-instatement of the Adult Fitness equipment at Broomhall Park and the proposed actions brought by Cllr Newman with no cost to council.

RESOLVED: That the council do not approve a 5-question survey on the council website and social media on whether residents of Sunningdale want the adult fitness equipment back at the park.

2 members of the public left 8:30pm

136 / 23 To receive presentation of Committee Minutes, reports from Representatives and proposals from Working Groups.

136 / 23 / 1 The council reviewed the proposed Business Engagement Working Group Strategy and after a discussion agreed the actions to be taken

2 members of the public left 8:45

RESOLVED: To approve the objectives and strategic approach as set out in para's 3 & 4 of the associated paper. (To actively engage residents and other stakeholders to understand their views and

priorities for the Parish and for them to feel a valued member of the Community. The output will inform the Parish Council's review and update of its Business Plan and priorities)

RESOLVED: To require the Working Group to undertake the detailed work for Steps 1 & 2 (Para's 4.1 & 4.2) and to be presented to Council for approval prior to commencement. (A wide-ranging survey of all households and stakeholders and Analysis and presentation of results)

136 / 23 / 2 The council reviewed the proposal to approve a budget facility for the proposed footpath extension on Whitmore Lane to aid safety and in line with the LCWIP and received a presentation video from Cllr Hilton showing the location of the proposed work.

RESOLVED: That the council approved a budget facility of £42,500 from CIL funds for the Whitmore Lane as shown on attached map from point 1 through to 6. (BR4 Kiln Lane to FP2 Coworth Park from Whitmore Lane).

ACTIONS: Council requested that when communicating this work to the residents a statement was included on why this pathway had been chosen as work to do this year.

136 / 23 / 3 The council received and noted the proposed meeting dates for council year May 2024 to April 2025. Any comments on potential date conflicts should be notified to the Clerk. Cllr Newman requested that the Finance Committee commenced at 2pm.

136 / 23 / 4 The council noted the upcoming requirement for the Annual Parish Meeting to be held between March and May 2024 and the Chairman requested that comments on format and dates were sent to the Clerk, who will return at the next council meeting with a paper of formats and ideas gained from working at other councils

137 / 23 To receive and approve the Council Risk Register

RESOLVED: That the council approved the risk register with changes to Chair of Finance Committee to Finance Committee

138 / 23 To receive the Finance Report from the RFO

138 / 23 / 1

RESOLVED: That the council approved the receipts for 31 January 2024

RESOLVED: That the council approved the payments for 31 January 2024

138 / 23 / 2 The council received and noted the council budget detail report, there were no questions.

138 / 23 / 3 The council received and noted the RFO financial report, there were no questions.

139 / 23 Information Sharing.

Cllr Biggs Update from Sunningdale Scouts will be shared to councillors.

Cllr Hilton Updated the council that she stood down from the Finance Committee

The Clerk confirmed that an agenda item will be added to the next meeting for appointment to the finance committee (Standing Order 4d)

140 / 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 council resolved to exclude members of the public and press under Public Bodies (Admission to Meetings) Act 1960 (2)

The remaining member of the public left at this point.
Part I of the meeting concluded at 9:20 pm
Signed as a true record of the meeting:

Signed: _____
Dated: _____

For transparency, the resolutions made in the PART II of the council meeting are recorded below:

Agenda - Part II

141 / 23 Declaration of interest for items on the PART II agenda.

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

142 / 23 Approval of confidential minutes of PART II Council meeting 16 January 2024

The minutes were included and approved in PART I as decisions under openness and transparency.

143 / 23 To receive and review information relating to Council as an employer

RESOLVED: That the council extend the meeting past 9:30pm

RESOLVED: That the council ratify matters relating to appraisals

RESOLVED: That the council matters relating to Officer provision whilst under interim Clerk provision

144 / 23 Information Sharing.

No further information was brought forward.

Part II of the meeting concluded at 9:40pm.

Signed as a true record of the meeting:

Signed: _____
Dated: _____

Request from Thames Valley Police for additional funding towards an ANPR camera

Background

On 21 November 2023 Sunningdale Parish Council resolved to approve the expenditure of £2,500 to TVP for another ANPR camera (minute 89 / 23 / 3 refers). The report considered at that time is appended to this one.

Request for additional funding

PC Michelle Race of TVP contacted the locum Clerk to say that the *"two new ANPR cameras are ready to go ahead and all planning / change of structure has been agreed, however as discussed the installation costs have unfortunately now increased. The cost to each party, TVP, Sunninghill and Ascot Parish Council and yourself will now be £4159, an increase of £1,159. Each party will be paying the same amount."*

Sunningdale Parish Council is asked if it is happy to proceed with the new costs and PC Race adds: *"these cameras are vitally important to the community and this is illustrated in my previous emails and also with the recent increase in burglaries in the Sunningdale area. An out of force OCG criminal team have just been apprehended for offences in the area and the Sunningdale ANPR cameras featured heavily in the investigation. As the direct benefit to the residents has been demonstrated with the installation of the previous camera, TVP, has requested that Sunningdale PC and Sunninghill and Ascot PC once again look to fund cameras. Sunninghill and Ascot PC confirmed that they will provide funding".*

Request for funding

The request is that Sunningdale Parish Council provides an additional £1,159 to the £2,500 already agreed towards the costs (shared with TVP and Sunninghill & Ascot) of additional ANPR cameras of which one will be within the Parish.

Proposal for additional ANPR camera funding to Thames Valley Police

Background

Sunningdale Parish Council resolved to co-fund the installation of an ANPR camera at the council meeting 9 March 2021 (110/20), and approved budget expenditure of £2,000 from CIL at the Finance Committee meeting 12 April 2021 (58/20).

The ANPR camera has now been in situ for 2 years and the following outcomes are an example of Police arrests which are directly attributable to its existence:

- 834 12/09/2023 – Alerted to a local high value stolen motor vehicle (SMV) via ANPR, vehicle located, and suspects arrested
- 363 11/09/2023 – Alerted by ANPR of a vehicle which had a marker on it for a fear of welfare (a very vulnerable person). Person was located and given the appropriate support which ultimately could have saved their life
- 43230284254 - Keyless Car Thefts, ANPR used to locate vehicles, suspects arrested, and vehicles recovered
- 43230037985 – SMV from Ascot located with ANPR, person arrested, and vehicle recovered - following a crime pattern of stolen vehicles in the area

Proposal for additional camera

As the direct benefit to the residents has been demonstrated with the installation of the previous camera, TVP, PC Michelle Race has requested that Sunningdale PC and Sunninghill and Ascot PC once again look to fund cameras. Sunninghill and Ascot PC confirmed that they will provide funding.

Request for funding

The request is that Sunningdale Parish Council provides £2,500 towards an additional ANPR camera within the Parish in conjunction with the funding provision made by Sunninghill and Ascot PC for their parish.

Business Plan Engagement Working Group - Detailed Proposal for Step 1 & 2 of the Strategy

[Introduction](#)

[The Resolution](#)

[The Questionnaire](#)

[List of Consultees](#)

[The Pilot](#)

[Plan & Timelines for Steps 1 & 2](#)

[Budget](#)

Introduction

At the meeting on 20 February 2024 Council adopted the strategy for engagement of residents in the update of the Business Plan.

The Working Group was asked to present details for Steps 1 & 2, specifically:

- The questionnaire to be used
- List of consultees
- Budget, plan & timelines for:
 - Step 1- a survey of all households & stakeholder
 - Step 2 - analysis and presentation of results to Council & Residents/Stakeholders

This paper provides those details.

A detailed plan & budget for Step 3 (identification of key themes and options) and Step 4 (Consultation on preferred options) will be presented after the results from Step 1 are known.

The Resolution

To approve the questionnaire, consultation list, budget, plan & timelines for Steps 1 and 2 of the strategy

The Questionnaire

A copy of the questionnaire is at Appendix 1

List of Consultees - See separate list

The questionnaire will be hand delivered by Cllrs to all residential addresses in the parish and to the following stakeholders. Cllrs will be provided with a script for any 'at the doorstep'

conversations. The purpose of such conversations is to explain the purpose and importance of the survey, to clarify any misunderstandings and to encourage completion of the survey. Cllrs should not enter into debate about possible answers to questions. Respondents should be encouraged to consider the questions carefully and respond in their own time.

The Pilot

The purpose of the pilot is to ensure the Survey is clear, unambiguous, does not lead the respondent and the time taken to answer is realistic and manageable.

The pilot will be managed by the working group and will include:

- Young people e.g Charters School (6th form) or other youth groups
- Older residents e.g. Lynwood Village (part)
- Park Drive (part)
- Some traders (list tbc)

Plan & Timelines for Steps 1 & 2

Assuming approval by Council on 19 March

| Action | Timing | Responsible |
|--|------------|---------------|
| Finalise plans to market the survey | w/c 18 Mar | Working Group |
| Short print run for pilot | w/c 18 Mar | Working Group |
| Pilot questionnaire | w/c 25 Mar | Working Group |
| Update survey | w/c 1 Apr | Working Group |
| Full print run | w/c 8 Apr | Working Group |
| Survey live on website | w/c 15 Apr | Working Group |
| Delivery of questionnaires | w/c 15 Apr | Working Group |
| Monitor returns and contact hard to reach groups if required | Ongoing | Working Group |
| Input of remaining hard copy surveys received | w/c 20 May | Working Group |
| Analysis of results | w/c 20 May | Working Group |
| Presentation to Council | June | Working Group |
| Presentation to residents | June - tbc | Cllrs |

Budget

| Artwork & Marketing Costs | Amount | Comments |
|--|---------------|----------------------------------|
| Artwork & design - DL Leaflet & A4 posters | £575 | Quote received 20.11.23 |
| Survey Monkey multiple log in package | £0 | Current package allows 3 log ins |
| Additional postage and printing costs | | |
| Print Survey 3 pieces A3 folded (12 pages A4) | £482 | |
| Outbound Envelopes | £200 | |
| Return Freepost Labels | £100 | |
| 2nd class stamps | £210 | 10% only posted |
| Free postage licence cost | £100 | |
| Data entry check - Officer(s) | £200 | |
| Free postage for 280 return labels (10% response rate) | £210 | |
| Total | £2077 | |
| Contingency (10%) | £208 | |
| Total | £2285 | |

Budget Assumptions.

1. Delivery to 2800 homes
2. 3000 surveys printed including sufficient to deliver to stakeholders
3. 10% residential surveys posted because unable to gain access (gated communities)
4. Most surveys completed on line, 10% returned by post
5. Data input input to Survey Monkey (estimated 280 max) by Officers with Cllr assistance if required

End of paper



Resident & Stakeholder Survey 2024

The Parish Council is conducting a survey and your views are very important to us.

Please complete our survey and encourage your friends and neighbours to do the same.

The closing date for completion is: 19 May 2024

You can complete the survey online by clicking [here](#) or return it by post (free of charge) or hand to:

Sunningdale Parish Council
The Pavilion
Broomhall Recreation Ground
Broomhall Lane
Sunningdale
SL5 0QS

Introduction

Sunningdale Parish Council, is the first rung of local government. The Council is responsible for running a number of services & facilities for the local community:-

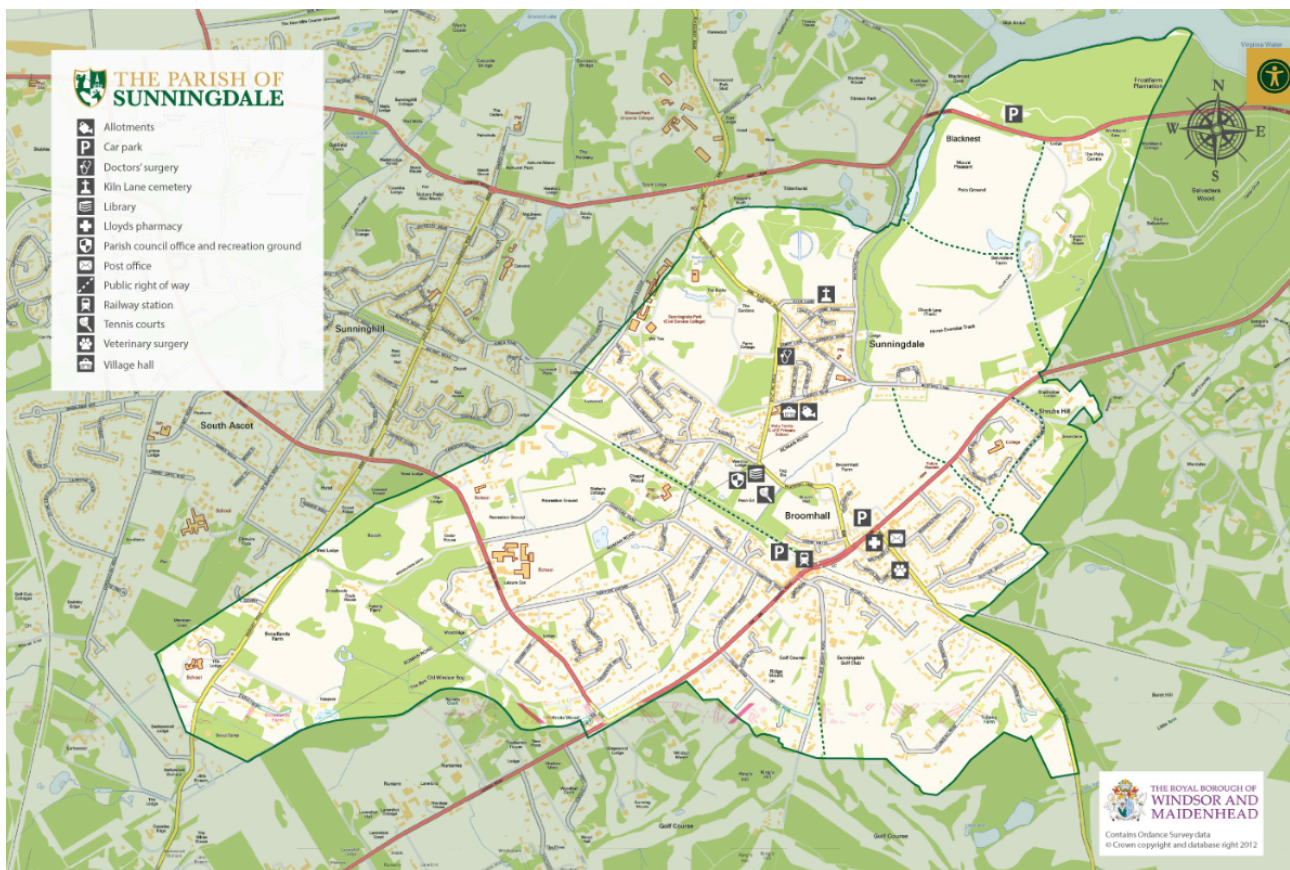
- Broomhall Recreation Ground
- Allotments at Church Road
- Cemetery at Kiln Lane
- Cemetery at Holy Trinity Church
- Citizen's Advice Bureau
- Pop-up Library.

The Council also owns the Village Hall in Church Road although the Hall is leased to the Village Hall Charity which operates the Hall on a day to day basis.

More information about our services is available on our [website](#)

The Community Infrastructure Levy (CIL) is a charge, levied by the Royal Borough of Windsor & Maidenhead, on developers who build in Sunningdale. We receive 25% of this fund which at 31 December 2023 stood at £1.549 million. The fund must be used to build new or improve existing infrastructure to meet the additional demands created by the increase in population in Sunningdale.

Infrastructure can include affordable housing, new & improved play space, open space, the provision of allotments and other community buildings or facilities, as well as Projects in the Ascot, Sunninghill & Sunningdale Neighbourhood Plan.



Parish Map

The Council's Business Plan

The Parish Council's vision is that Sunningdale is a desirable and attractive place to live, work, study and visit with a strong sense of community and local involvement.

Our Business Plan, adopted in 2021, sets out the priorities for the 5 year period 2021 to 2026. Full details of the plan can be found [here](#).

The Council is now reviewing the plan.

WE NEED YOUR INPUT! YOUR VIEWS WILL SHAPE OUR REVIEW AND HELP US UPDATE THE PLAN.

We want to understand:

- How our existing services and facilities could be improved and if there are any other services you would like to see provided by the Parish Council.
- Are there improvements to infrastructure needed? This will help us make decisions about how to use our CIL funds.

You can complete the survey online by clicking [here](#) or you can complete a paper copy and return it to us by post (free of charge using the prepaid sticker that was delivered with the survey).

If you have any questions please contact the Parish Office on 01344 874268 by email to info@sunningdale-pc.gov.uk

Our Survey

The aim of the survey is to enable us to understand what improvements you would like to see to our services and infrastructure.

Section 1 - Housing

How can housing provision be improved in the parish.

Q1. Do we have an adequate mix of housing in our community?

☐

Yes

☐

No

Q2. What type of housing do you think we need (including social or affordable housing)?

NB. Affordable housing is privately owed, social housing is Council owned

Q3. Where could new housing be built?

Please let us know of any locations you think may be appropriate

Section 2 - Environment

The environment we live in is important to us all. What improvements are needed?

Q4. Are there any improvements that could be made to the cleanliness and visual appearance of the public spaces in our community?

By public spaces we mean those parts of the parish that are open to the public such as:

- streets & pavements
- parks
- cemeteries
- verges
- railway stations



Q5. What other environmental improvements are important to you?

They might include improvements to:

- streets & pavements
- public open spaces
- street lighting
- refuse & waste collection
- air quality
- ponds & streams
- green corridors
- verges



Q6. Are there any schemes you would like the Parish Council to support or promote to help us all reduce our carbon footprint?

Section 4 - Community

The Parish Council provides a number of services to the community. How should these services be improved?

4.1 Sports & Recreation

Broomhall Recreation Ground

The recreation ground includes:

- Children's play area
- Teen play area
- Tennis courts
- Open grassed area for picnics and games (inc football goals).
- Curly Wurly Chalet which provides refreshments.
- Footpath across the recreation ground which joins the footpath to Sunningdale Railway Station.
- Community Room for hire (in the Pavilion).

Q7. Which of these facilities do you use?

(tick all that apply)

11

11

Q8. What improvements could be made to the existing facilities at the Recreation Ground?

| |
|--|
| |
|--|

Q9. Are there any other sports or recreation facilities that should be provided at the Recreation Ground?

| |
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| |
|--|

Sports & Recreation outside Broomhall Recreation Ground

Q10. Are there additional sports & recreation facilities needed in Sunningdale?

| |
|--|
| |
|--|

4.2 Community Services other than Sports & Leisure

Community is about more than leisure. It's also about having a safe place, promoting mental health and wellbeing, having other things to do and opportunities to meet people.

Q11. Did you know that the following services are available at the Community Room at the Recreation Ground?

| | Aware | Regular User |
|--|--------------------------|--------------------------|
| (Please tick all that apply). | | |
| Citizen's Advice (Fridays 9-3pm) | <input type="checkbox"/> | <input type="checkbox"/> |
| Popup Library (Friday pm, Saturday & Sunday) | <input type="checkbox"/> | <input type="checkbox"/> |
| Meeting Room for Hire | <input type="checkbox"/> | <input type="checkbox"/> |

Q12. What clubs, societies and social groups have you or anyone from your household attended?

e.g Women's Institute, Probus, Scouts & Cubs, Girl Guides & Brownies, Knit & Knatter, Arts & Crafts, Literature, Music, Dance etc

| |
|--|
| |
|--|

Q13. Are there any other community services you would like offered in Sunningdale?

e.g. mental health, counselling, disability support, befriending etc

| |
|--|
| |
|--|

Section 5 - Transport & Highways

Transport includes walking, cycling, cars and public transport.

The Parish Council supports active travel such as well maintained footpaths, safe cycling routes, traffic calming, safe pedestrian crossing points.

Q14. Are there footpaths near you which you use that are not currently Public Rights of Way? Please tell us where they are?

NB. A public right of way is a way over which the public have a right to pass and repass



Q15. Are there any existing paths which should be better maintained? If so please give details?

Q16. Are there any areas in the Parish which have inadequate road signage (e.g. hidden from view, dirty & difficult to read, damaged, or simply not present)? If so where?

Q17. Are there any roads that are unsafe for pedestrians or cyclists?

A large, empty rectangular box with a black border, intended for the user to provide an answer to question Q17.

Q18. Are there any highways or transport improvements that are needed?

e.g this might include a local hopper bus linking Ascot, Sunninghill, Sunningdale and the railway stations. This project was proposed in the Ascot, Sunninghill & Sunningdale Neighbourhood Plan (you can find a copy [here](#))

A large, empty rectangular box with a black border, intended for the user to provide an answer to question Q18.

Section 7 - Finance

Q19. Does the Parish Council manage its finances effectively?

☐

Yes

☐

No

Q20. Would you like to receive regular updates on how the Council spends its money

☐

Yes

☐

No

Q20. Are the Council's Finances open and transparent?

☐

Yes

☐

No

Q21. Could the Council improve the management of its financial affairs?

Q22. Would you accept an increase to the Precept in order to realise some of the required improvements suggested?

Please note. Any infrastructure improvements will be paid for CIL funds at no cost to residents - while funds are available. However additional services suggested by this survey will be funded from the Council's income which includes its precept charge.

The Precept is a tax that Parish Council's charge their local electors to meet their budget requirements. It is collected through your Council Tax demand from the Royal Borough of Windsor & Maidenhead. Parish Councils do not receive any direct funding from central government and rely on their Precept plus any other income they generate from services or facilities they provide. In the tax year 24/25 the precept for Sunningdale residents will be £66.33 per annum for a home rated Band D for Council Tax purposes

Section 8a - Communication

Q23. Are you satisfied with the way in which the Council communicates with you? How could this be improved?

Yes ☐ No ☐

Section 8b - Community Involvement

The Parish Council is considering setting up project teams to work on proposals that it adopts following completion of this survey.

Q24. Would you like to be informed about and/or involved in follow on activity?

Yes please ☐ No thanks ☐

If you answered yes please make sure to enter your contact details at the end of the survey.

Section 9 - General

Q25. Are there any other comments you'd like to make?

Conclusion and Next Steps

Thank you for taking the time to complete our survey.

Finally, could you supply some personal information that will help to better understand the feedback we receive.

Section Ten - About You

Q26. Where do you live - please provide your postcode?

This information helps us understand if you live in the Parish or are a user of its services who lives elsewhere. We want everyone's views!

Q27. Please select your age bracket

☐ Under 18☐ 18-24☐ 25-34☐ 35-44☐ 45-54☐ 55-64☐ Over 65

Q28. Please provide your email address? (optional)

If you provide your email address we will send the results of the survey to you by email.

If you tick this box are you are consenting to Parish Council storing your email address so that we can survey you in the future on specific topics.

☐

Any personal information you provide in this survey will be handled in accordance with the Council's data protection policy.

Section 11 - Next Steps

The results of the survey will be presented to the Parish Council at the earliest opportunity. Meetings of the Council are open to residents and you are welcome to attend, Dates are published on our website.

A copy of the survey results will also be published on our website and emailed to anyone who provided an email address in the box above.

When the results are known, the Council may need to decide on priorities and a further consultation outlining the options will be carried out.

We will also publish the decisions that are made following this survey in due course.

Thank you for taking the time to respond!

| Group Heading | Group Name | Point of Contact Council | Point of Contact Group | Method of Engagement | Target Audience | Why |
|---|---|--------------------------|------------------------|---|---|---|
| Elderly Independent Living Homes | Ambassadors | Matt | Manager/Concierge | FTF, Leaflet drop | Residents | These are the older members of the community and have seen lots of changes over the years. They may have seen things that are now not happening and would like to see these brought back |
| | Lynwood | Matt/Valerie | Manager/Concierge | FTF, Leaflet drop | Residents | |
| | Clarefield Court | Valerie | Manager | FTF, Leaflet drop | Residents | |
| | Meridian Court | Robert | Manager | FTF, Leaflet drop | Residents | |
| | Ascot Grange | Robert | Manager | FTF, Leaflet drop | Residents | |
| | | | | FTF, Leaflet drop | Residents | |
| Local Clubs | Womens Institute | Nikki | Team Lead | FTF/Email | Members | These groups are from all age ranges of our community. They may not have a voice as such so this would give them a platform to raise their concerns or to give ideas on what they would like to see in future |
| | Scouts | Valerie | Scout leader | FTF/Email | Parents | |
| | Berks FC | Matt | | FTF/Email | Parents of younger teams / older team members (16+) | |
| | Cadets | Nikki | Cadet leader | FTF/Email | Parents | |
| | Sunningdale Bowls Club | Nikki | | FTF/Email | Members | |
| Users of Council Facilities (Rec Grounds, Village Hall/Allotments) | Tennis Club | Julie | Coach | FTF | Members | Members of the community that do & don't reside in Sunningdale but use the facilities we offer. |
| | Childrens Exercise Group | Nikki | Coach | FTF | Parents | |
| | Sunningdale Pre-School | Valerie | | FTF | Teachers and parents | |
| | Exercise class groups (VH) | Alex | Coach | FTF | Members | |
| Residents | Group by streets | n/a | n/a | Leaflet/FTF/phone one Leaflet per house hold | Residents | Local residents who reside in Sunningdale. Could be aware of issues SPC are not aware of |
| Churches/Foodbanks | Holy Trinity Church | Valerie | Vicar | FTF/leaflet | members / visitors | |
| | Hope Church | Valerie | | FTF/leaflet | members / visitors | |
| | Sacred Heart Church | Valerie | | FTF/leaflet | members / visitors | |
| Schools | Charters | Julie | Headteacher | Use of internal IT facility | parents, teachers, 6th form | Members of the community that may or may not reside in Sunningdale but use the facilities we offer. |
| | Holy Trinty | Julie | Headteacher | | parents, teachers | |
| | Heathermount | Valerie | Headteacher | | parents, teachers | |
| | Sunningdale Boys school | Julie | Headteacher | | parents, teachers | |
| Businesses | Chobham Road Traders (excluding pubs/restaurants) | Valerie | Various | FTF/email/leaflet | Staff, Customers | Members of the community that may or may not reside in Sunningdale but use the facilities we offer. |
| | A30 Traders (excluding pubs/ | Matt | Various | FTF/email/leaflet | Staff, Customers | |
| | High Street (excluding pubs/ | Matt | Various | FTF/email/leaflet | Staff, Customers | |
| | Charters Road | Julie | Various | FTF/email/leaflet | Staff, Customers | |
| | Coworth Park Hotel | Valerie | Manager/Concierge | FTF/email/leaflet | Staff, Customers | |
| Pubs/restaurants | Broomhall Hutt | Robert | | FTF/Leaflet/QR code | Customers and staff | Mainly residents of Sunningdale |
| | Nags Head | Robert | | FTF/Leaflet/QR code | Customers and staff | Mainly residents of Sunningdale |
| | Eliane | Robert | Manager | FTF/Leaflet/QR code | Customers and staff | |
| | Kiki | Robert | Manager | FTF/Leaflet/QR code | Customers and staff | |
| | Pizza restaurants | Matt | Manager | FTF/Leaflet/QR code | Customers and staff | |
| GP surgeries/Dentists/Bus stops/Train sta | Magnolia House | Nikki | Receptionist | Leaflet/QR Code | Patients and staff | Mainly residents of Sunningdale |
| | Kings Corner | Nikki | Receptionist | Leaflet/QR Code | Patients and staff | Mainly residents of Sunningdale |
| | CEDA Private GP | Valerie | Receptionist | QR Code | Patients and staff | Mainly residents of Sunningdale |
| | Dentist - Smile | Matt | Receptionist | QR code | Patients and staff | Mainly residents of Sunningdale |
| | Dentist - Sunningdale Dental | Matt | Receptionist | QR Code | Patients and staff | Mainly residents of Sunningdale |

Events 2024

Following the Resolution of Council at the meeting held on 16th January 2024 - the 2024/2025 Budget was approved with an allocation of £10,000.00 for Parish Events and a further £10,000 for Christmas.

Proposed Events

To hold a series of community events throughout the year to include

- D-Day 80th Anniversary
- Charters Festival
- Open-air Cinema
- Bouncy Fun Days
- Party in the Park
- Christmas Tree Light Switch on

D-Day 80th Anniversary

On 6th June 2024 there will be a series of events to mark the 8th anniversary of the D-Day Landings, which includes lighting of beacons across the UK and overseas. See www.d-day80beacons.co.uk. There is a message from the Prime Minister which states the following -

The heroism of those who landed on the shores of the Normandy beaches, represented a beacon of light for the world during a particularly dark period of war. It is therefore fitting that local communities throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and those along the shorelines of Utah, Omaha, Gold, Juno and Sword beaches in Normandy, France, should light Beacons on 6 June 2024, in 'tribute' to the light of peace that they brought out from the misery of darkness during that dreadful campaign, of which many unfortunately did not return.

Sunningdale Parish Council approved the installation of banners and their fixings on lamp columns for the Coronation in 2023. The fixings were then re-used for Remembrance Sunday with new banners installed, which can be installed annually.

It is proposed new banners be purchased and installed to commemorate the 80 D-Day celebrations. The banners will be in from the beginning of June for a period of approximately 2 weeks.

Budget – Allocation £1,600.00

Banners made to order with a design of our choosing by Supplier A -

Design costs £40 per hour

Making of single banners £33.20 x 15 = £498.00

Making of double-sided banners £79.50 x 15 = £1,192.50

Delivery £25.00 approximately

Installation £150.00

Removal £150.00

Total cost (excluding VAT), allowing a total of 3 hours for design work would be between £1,000 to £1,600 depending on whether single or double-sided banners are ordered.

Banner supplied by Supplier B

Design costs £0 – if using stock design

Making of single banners £19.55 x 15 = £293.25

Making of double-sided banners £30.00 x 15 = £450.00

Delivery £25.00 approximately

Installation £150.00

Removal £150.00

Total cost would be between approximately £650.00 and £800.00 depending on whether single or double-sided banners are ordered.

D-Day 80 Flag for the flagpole in Broomhall Recreation Ground

Official flag 5' x 3' - £24.00

Lamp Light of Peace

Part of the D-Day 80 event, beacons are being lit across the UK. As a safer alternative to lighting a beacon, there is the opportunity for residents, businesses, pubs, restaurants, care homes, etc to light a lamp of peace at 9.15pm on 6th June. For further details see <https://www.d-day80beacons.co.uk/lamplight>. Official lamps can be purchased for £55.00 each which can be used again on Remembrance Sunday.

Sunningdale Parish Council can post Information on the website, notice boards and Facebook pages.

Charters Festival

Following the success of the 2023 Charters Festival, the school is planning to hold an event on 29th June 2024. The Parish Council has been asked if they wish to attend. As per last year, the stall will be free of charge. More details will be made available in the coming weeks.

If the Parish Council wish to take part in the event, councillors will need to advise the Admin and Events Officer so that confirmation of attendance can be made to Charters School. Also, to provide details of what materials the councillors will require. Please note there has been no budget allocation for this event.

Open-air Cinema

Following the success of last year, Cordes Hall Cinema would like to organise an open-air cinema event on the field at Broomhall Recreation Ground on a date to be decided in

the summer/early autumn of 2024. Suggested approximate dates – Early July with a performance starting at around 9pm or early September with an 8pm start time.

Last year, the event took place on Saturday 2nd September and was a ticketed event. Adults £12.00 and £5.00 for 16 and under and £15.00 for a gazebo pitch.

The Parish Council has budgeted £1,000.00 towards this event. The field will need to be prepared for the event with access to the toilet facilities and use of electrics. The cost for this will be approximately 3 x officer hours at a cost of £25 per hour, electricity and toilet supplies.

For information, the costs to Cordes Hall are as follows –

Screen hire – approximately £800.00

Filmbank license – 40% of ticket sales or, if a free performance, £153.00 plus VAT.

Bouncy Fun Days

Three successful free Bouncy Fun Days were held during the summer school holidays in 2023. There was a giant slide and/or a fun run or bouncy castle which catered to the age group of 3-14 and a soft play area was created for the under 5s supplied by Surrey Bouncy Castles. Two additional event staff were brought in to assist the Admin and Event Officer. Attendance across the three days was approximately 1,000 children. Each day ran from 10am to 5.30pm with 13 half hour slots across the day. The event was free.

The response from parents/carers was very positive and certainly raised the profile of SPC and was an excellent way to engage with residents.

The proposal is to mirror last year's events and the suggested dates are Monday 29th July, Friday 16th August and Friday 30th August. The area will be sectioned off using a combination of festival fencing and grey barriers. The bouncy equipment will require an electricity supply.

Budget – Allocation £2,000.00

We have received quotations from Surrey Bouncy Castles who will supply equipment similar to last year.

The cost per day is £370.00 (a small increase of £10.00) = £1,110.00

Additional event staff cost will be approximately £550.00, if aged over 21 plus (this will reduce if younger staff are hired).

Additional officer hours x 15.

The cost of wristbands £50.00.

A 20% deposit is required to secure the bookings. If the event does not go ahead, this deposit will be forfeited. Possible cost is £78.00 per day.

Party in the Park

The inaugural Party in the Park event took place on the 2nd Saturday in September 2024 and was organised by Jay Ranavaya. The event included live music, bars, food, children's rides, and an array of stallholders including, local schools, wellbeing services, local traders, etc. The police brought along one of their police cars too.

The event fell on the hottest day of the year, and therefore may have affected the number of visitors attending, however, the feedback was positive with residents were pleased to see a family inclusive event back on the field.

It is proposed that Jay Ranavaya will organise the event again and he has requested the event be held on 7th September (first Saturday in the month).

Plans are currently being drawn up and the event is expected to expand to include more local businesses, schools, performances from amateur drama groups, singers/bands, and may include other activities such as a dog show, etc.

Budget – Allocation £1,000.00

Until further details are available, it is not possible to plan details of possible expenditure at present, however, based on last year's event, SPC will have to make provision for additional officer hours for time to set up and close the event. Also, an officer should be present throughout the event.

Remembrance Sunday

Last year banners were made to hang along the London Road/Chobham Road. These will be put up again throughout the month of November.

Also, the big poppies will be put up on lampposts and signposts throughout the village as before.

Budget - TBC

For putting up and taking down the banners - £300.00

Christmas

Budget – Allocation £10,000.00

Lights

In 2024, a full survey of the existing lights on the London Road and Chobham Road was carried out. It was decided that new lights would be installed on the tree next to Chancellors Estate Agents and the two cherry trees outside Bird and La'Da Restaurant on Chobham Road. Also, repairs to the large tree at the park would take place.

This year, we have sought a new quote for the maintenance and storage of the existing lights plus a quotation to upgrade/replace the lights on the big tree at the park.

See attached quotation.

Note – Lamps and Tubes have their own operatives/installers and offer an additional maintenance service whilst the lights are in situ which is included in the price. The current provider would charge extra for any maintenance to the lights during the Christmas period. The Facilities Officer would regularly attend to the lights; however, this is no longer permitted due to regulation in place.

Big Tree Lights Switch-on Event

This event was held on 8th December 2023 from 4pm to 8pm and was expended on from the two previous years. The aim was to help promote the library, the newly refurbished tennis courts, the opening of The Curly Wurly Café and showcase the facilities of the recreation ground.

New to the event was Santa's Grotto (held in the garage). Each child was given a book, and parents/carers were very pleased to note that was no charge for visiting Father Christmas.

Overall, the event was very well attended and remained busy throughout even though the time the event ran was extended by two hours.

Curly Wurly Café opened its doors for the first time.

The library hosted story time (read by Fiona Barker – local author) and provided gifts.

Additionally, several local businesses either took part or generously sponsored the event and included the following:

Library – Story time – Read by Fiona Barker (local author)

A.T.O.M. – Created a throne for Father Christmas

White Smiles – Stallholder with Magic Mirror photo booth

Match Point Tennis – Festive games on the tennis courts

Berks County FC – Fun games and fastest penalty with prizes.

Coworth Park – Sponsored and managed the Decorate a Gingerbread Man stall

Holy Trinity School Choir – Head girl and boy switched on the big tree lights

Holy Trintiy PTA – Fund raising stall

Ocean Theatre – Singalong Christmas Songs

Dream Catchers Nursery - Sponsored the Find the Key stall.

Kempton at Sunningdale Park – Prize of 4 x afternoon tea

Windsor Great Park – Prize of family ticket for Adventure Playground at Savill Gardens

Savills – Provided chocolate prizes for stalls and as gifts for the HT School and Ocean

Women's Institute – Offering the use of their hall free of charge

Naan and Sizzle – Sold Indian Street Food

Proscreenes – Provided sound equipment free of charge and sold burgers and hot dogs.

Thames Valley Police attended

Comments received from residents were very positive. They were very pleased that the event offered many free activities including Father Christmas. The venue was perfect for families especially with young children as it offered a safe place for them to run around and play.

The opportunity for the school and Ocean Theatre to showcase their talents was greatly appreciated.

Residents commented on how well the event was staged and would return next year and would be very interested to know about any other events that may be held at the recreation ground.

The library was very pleased with the number of visitors and noted that many didn't know the library existed.

This year, it is proposed that this event will take place on either Friday 29th November or Friday 6th December.

The format will remain the same, however, more local businesses/institutions will be invited to participate, which will either be as stallholders or sponsors.

Budget

First Aid - £125.00 (excluding VAT)

Books & wrapping paper - £150.00 to £200.00

Thank you gifts - £100.00

There may be some additional expenses, for example:

The WI may wish to charge to hire their hall - £100.00

Hire charge for sound equipment - £350.00.

Hire of additional lighting with a generator for the playground - £500

Sunningdale Parish Council - Time Line of Proposed Events - 2024

| Date | June | Date | July | Date | August | Date | September | Date | October | Date | November | Date | December |
|----------|-------------------|--------|-----------------|--------|------------|--------|-------------------|------|---------|----------|-----------------|-------|-----------------|
| 1-14-Jun | D-Days Banners | TBA | Open Air Cinema | 16-Aug | Bouncy Fun | 07-Sep | Party in the Park | | | 1-30-Nov | Remembrance | 6-Dec | Big Tree Lights |
| 29-Jun | Charters Festival | 29-Jul | Bouncy Fun | 30-Aug | Bouncy Fun | TBA | Open Air Cinema | | | 29-Nov | Big Tree Lights | TBC | Swith on |
| | | | | | | | | | | TBC | Swith on | | |

Requests for consent to erect a memorial

Background

Two separate requests have recently been received for consent to erect a memorial at Kiln Lane Cemetery for memorials. In each case the proposed memorial is not compliant with the Council's regulations and the applicant has asked for a review of the officers' decision.

The proposed memorials meet the regulations in terms of size, materials and method of fixing. However, the request for one is that roses in red and green be permitted as shown in the appended photograph and for the second that the "book" should include a tasselled bookmark as shown in the second appended photograph.

The relevant part of the Cemetery Regulations says:

INSCRIPTIONS AND IMAGERY

Headstones and tablets **may only include**

Lettering

Numbers

Crosses – painted in the same colour as the lettering

Roses – painted in the same colour as the lettering

and **shall not incorporate any photographic images of the deceased or any other pictorial image.**

The grave plot should be recorded on the lower left face or rear of the memorial.

ALL INSCRIPTIONS MUST BE NOTIFIED AND APPROVED BY THE CLERK PRIOR TO THE WORK COMMENCING AND 48 HOURS NOTICE OF INSTALLATION GIVEN TO THE OFFICE.

The council reserves the right to remove any Headstone or Tablet erected which contravenes the rules as stated.

Both applicants have pointed out that there are many memorials in the cemetery that are not compliant with the regulations.

Decision Required

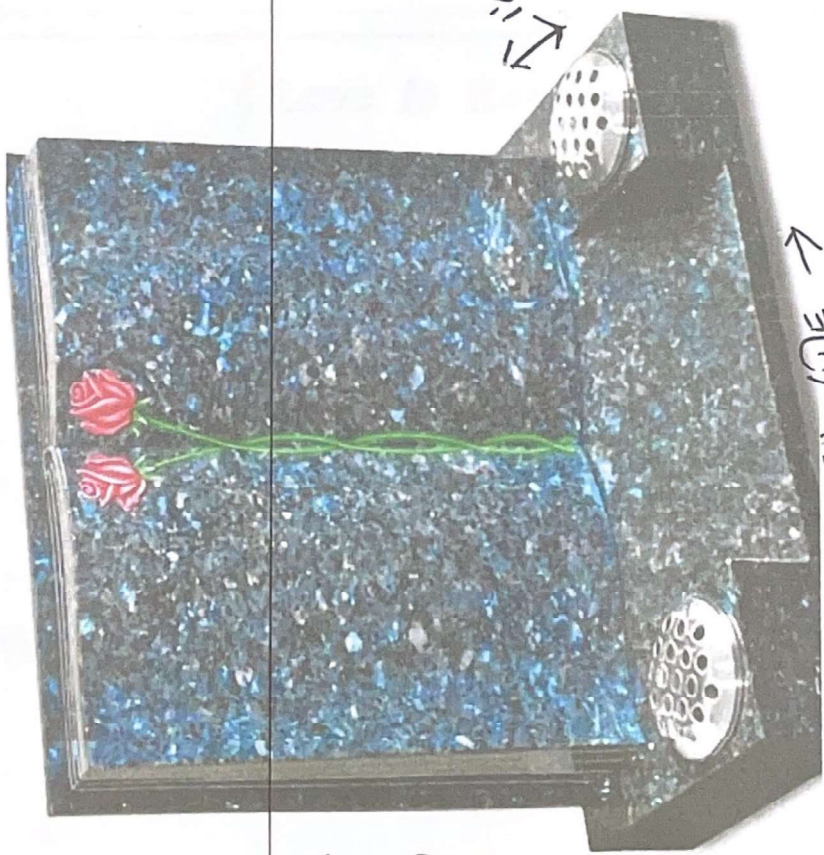
Council is asked to decide whether one or both of the requests to erect a memorial as illustrated may be granted.

4" Thick

4 20" HIGH →

← 16" DEPTH

← 2.3" WIDE →



Thank you for your call this morning in relation to

2.60 GOLD
2.30 WHITE
SILVER



confirm the price 69.995 - VAT (6444.00) + 1.699.40

Review of the Effectiveness of Internal Control

Background

The Accounts & Audit Regulations 2015 regulation 6 requires smaller authorities, which includes parish councils, to conduct a review of the effectiveness of the system of internal control.

The Council is required to be in a position to make a positive response to the statement “We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness” Assertion 2 in the Annual Governance Statement in the Annual Governance and Accountability Return (AGAR) which forms part of the external audit.

Further guidance on Assertion 2 is to be found in the Joint Panel on Accountability and Governance (JPAG) Practitioners’ Guide published by NALC (and available on-line here <https://www.nalc.gov.uk/library/our-work/jpag/3859-practitioners-guide-2023/file>).

Paragraphs 1.14 -1.21 and 5.39 - 5.67 of the Practitioners’ Guide refer.

The guidance contained in paragraphs 1.14-1.21 of the Practitioners’ Guide is reproduced below at Section 2 of this report. The guidance has been used as a framework for the review and the outcome of the review and comments are shown below in bold italic type.

Processes Reviewed

Standing Orders and Financial Regulations. The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the manner in which tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to.

Financial Regulations were last reviewed and amended in 2021 and Standing Orders in May 2022. Both documents were re-adopted by Full Council at the Annual Meeting of the Council held on 16th May 2023. Both will be reviewed at the next meeting of Annual Meeting of Council on 14th May 2024 and Finance Committee has expressed its intention to review the Financial Regulations in April 2024.

Safe and Efficient Arrangements to Safeguard Public Money. Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments and handles receipts. Authorities need to have in place safe and efficient arrangements to safeguard public money. Where doubt exists over what constitutes money, the presumption is that it falls within the scope of this guidance.

Authorities need to have in place safe and efficient arrangements to safeguard public money.

Arrangements are covered by Financial Regulations and monitored by the Clerk, Internal Auditor and the Finance Committee.

Authorities need to review regularly the effectiveness of their arrangements to protect money. Every authority needs to arrange for the proper administration of its financial affairs and ensure that one of its officers (the RFO) has formal responsibility for those affairs.

Covered by Financial Regulations and monitored by the Clerk (who is appointed as RFO) , Internal Auditor and the Finance Committee.

Currently a locum Clerk/RFO is in post and recruitment of a new permanent Clerk is planned to commence shortly.

Authorities need to ensure controls over money are embedded in Standing Orders and Financial Regulations.

Adequately covered and reviewed by Internal Auditor and scrutinised by the Finance Committee.

Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve any decisions to enter into 'pooling' or 'sweep' arrangements whereby the bank periodically aggregates the authority's various balances via automatic transfers.

Banking arrangements are kept under review by the Finance Committee demonstrated by the Committee's work on spreading risk and moving funds to other institutions/platforms.

If held, corporate credit card accounts need to have defined limits and be cleared monthly by direct debit from the main bank account.

There is no corporate credit card.

The authority needs to approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.

Banking arrangements are reviewed by the Finance Committee.

Risk assessment and internal controls need to focus on the safety of the authority's assets, particularly money. Those with direct responsibility for money need to undertake appropriate training from time to time.

The risk assessment and internal controls do focus on the safety of assets, particularly money, and staff are adequately trained. An induction programme for a new Clerk should include appropriate training.

Employment. The remuneration payable to all employees needs to be approved in advance by the authority. In addition to having robust payroll arrangements which cover the accuracy and legitimacy of payments of salaries and wages, and associated liabilities, the authority needs to ensure that it has complied with its duties under employment legislation and has met its pension obligations.

Staff are employed on national terms and conditions which are subject to national review; specific remuneration of staff is subject to review by the Oversight & Strategy Committee.

VAT. The authority needs to have robust arrangements in place for handling its responsibilities with regard to VAT.

VAT returns are submitted quarterly directly from the finance system as part of “Making Tax Digital (MTD)”. The June quarter claim was delayed but the September & December quarter claims were submitted on time.

Fixed Assets and Equipment. The authority’s assets need to be secured, properly maintained and efficiently managed. Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.

Covered by Financial Regulations, the asset register is reviewed annually and will be reviewed in May 2024 by the Finance Committee.

Loans and Long Term Liabilities. Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can be afforded and that relevant approvals have been obtained. Proper arrangements need to be in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities.

Covered by Financial Regulations. There are no loans currently.

Review of effectiveness. Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct each financial year a review of the effectiveness of the system of internal control. The review needs to inform the authority’s preparation of its annual governance statement.

The purpose of this report is to conduct the review required for 2023/24 and identify any weaknesses and an action plan for dealing with them before the end of the financial year.

Action Plan

| Weakness Identified | Action required | By whom? | By when? |
|-------------------------------------|-----------------------------|---|------------------------|
| Review of Financial Regulations due | Undertake review | Locum Clerk & Finance Committee to make recommendations to Full Council | ASAP |
| Absence of permanent Clerk/RFO | Recruit permanent Clerk/RFO | Working Group to make recommendations to Full Council | ASAP |
| | Induction training | | ASAP after appointment |

Recommendation

Council is recommended to **CONSIDER** and **APPROVE** the action plan above to address the weakness identified in the systems of internal control.

12/03/2024

Sunningdale Parish Council

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Cashbook 1

User: LS

Handelsbanken

Receipts received between 01/02/2024 and 29/02/2024

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------|--------------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| INC 200 | Banked 02/02/2024 | 1,275.00 | | | | | | |
| INC 200 | John Rose | 1,275.00 | | | 1014 | 207 | 1,275.00 | Flat Rent Feb 24 |
| INC 201 | Banked 02/02/2024 | 35.00 | | | | | | |
| INC 201 | Williams | 35.00 | | | 1010 | 204 | 35.00 | Plot 43 |
| INC 202 | Banked 02/02/2024 | 27,040.99 | | | | | | |
| INC 202 | HMRC Vat | 27,040.99 | | | 105 | | 27,040.99 | VAT reimbursed |
| INC 203 | Banked 02/02/2024 | 240.00 | | | | | | |
| INC 203 | Dennis ref Argent | 240.00 | | | 1032 | 203 | 240.00 | Headstone |
| INC 204 | Banked 06/02/2024 | 35.00 | | | | | | |
| INC 204 | McEwan | 35.00 | | | 1010 | 204 | 35.00 | Plot 2A |
| INC 205 | Banked 07/02/2024 | 33.00 | | | | | | |
| INC 205 | Daborn Cowley | 33.00 | | | 1010 | 204 | 33.00 | Plot 18A |
| INC 207 | Banked 08/02/2024 | 1,875.00 | | | | | | |
| INC 207 | Dignity Funerals | 1,875.00 | | | 1033 | 203 | 950.00 | Ref 042318 |
| | | | | | 1031 | 203 | 925.00 | Ref 042318 |
| INC 207 | Banked 08/02/2024 | 40.00 | | | | | | |
| INC 207 | Newis | 40.00 | | | 1010 | 204 | 40.00 | Plot 34/34B |
| INC 208 | Banked 12/02/2024 | 31.00 | | | | | | |
| INC 208 | Stanaway | 31.00 | | | 1010 | 204 | 31.00 | Plot 20 |
| INC 209 | Banked 12/02/2024 | 33.00 | | | | | | |
| INC 209 | Farquhar | 33.00 | | | 1010 | 204 | 33.00 | Plot 35A |
| INC 210 | Banked 12/02/2024 | 475.00 | | | | | | |
| INC 210 | Southern Co-op | 475.00 | | | 1031 | 203 | 475.00 | Gresswell Ashes |
| INC 211 | Banked 13/02/2024 | 66.00 | | | | | | |
| INC 211 | Foster | 66.00 | | | 1010 | 204 | 66.00 | Plots 8 & 11 |
| INC 212 | Banked 14/02/2024 | 26.00 | | | | | | |
| INC 212 | Pulse Finance | 26.00 | | | 1010 | 207 | 26.00 | Room hire |
| INC 213 | Banked 14/02/2024 | 34.00 | | | | | | |
| INC 213 | Offord | 34.00 | | | 1010 | 204 | 34.00 | Plot 42 |
| INC 214 | Banked 15/02/2024 | 160.00 | | | | | | |
| INC 214 | Various | 160.00 | | | 1010 | 204 | 33.00 | Parfitt Plot 12 |
| | | | | | 1010 | 204 | 38.00 | Couper 30A |
| | | | | | 1010 | 204 | 41.00 | Hook Plots 5 & 13A |
| | | | | | 1010 | 204 | 17.00 | Heron Plot 44A |
| | | | | | 1010 | 204 | 31.00 | Dance Plot 26 |
| INC 215 | Banked 16/02/2024 | 34.00 | | | | | | |

Subtotal Carried Forward:

31,432.99

0.00

0.00

31,398.99

12/03/2024

Sunningdale Parish Council

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13:26

Cashbook 1

User: LS

Handelsbanken

Receipts received between 01/02/2024 and 29/02/2024

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|-------------|------------------------|-----------------|-----------|--------|------|--------|----------|----------------------------|
| INC 215 | Alexander | 34.00 | | | 1010 | 204 | 34.00 | Plot 4 |
| INC 216 | Banked 16/02/2024 | 27.00 | | | | | | |
| INC 216 | Purnell | 27.00 | | | 1099 | 101 | 27.00 | Unidentified Receipt |
| INC 217 | Banked 16/02/2024 | 403.17 | | | | | | |
| INC 217 | Curly Wurly Cafe | 403.17 | | | 1013 | 207 | 200.00 | Rent Jan 2024 |
| | | | | | 1012 | 207 | 165.69 | Electricity Nov & Jan 2024 |
| | | | | | 1016 | 207 | 37.48 | Bin Collection |
| INC 217 | Banked 16/02/2024 | -403.17 | | | | | | |
| INC 217 | Curly Wurly Cafe | -403.17 | | | 1013 | 207 | -200.00 | Amendment re Miscoding |
| | | | | | 1012 | 207 | -165.69 | Amendment re Miscoding |
| | | | | | 1016 | 207 | -37.48 | Amendment re Miscoding |
| INC 217 | Banked 16/02/2024 | 403.17 | | | | | | |
| INC 217 | Curly Wurly Cafe | 200.00 | | | 1013 | 207 | 200.00 | Rent |
| INC 217 | Curly Wurly Cafe | 165.68 | | | 1012 | 207 | 165.68 | Electricity Charges |
| INC 217 | Curly Wurly Cafe | 37.49 | | 6.25 | 1016 | 207 | 31.24 | Recharged bin collection |
| INC 218 | Banked 19/02/2024 | 160.00 | | | | | | |
| INC 218 | Naan & Sizzle | 160.00 | | | 1017 | 207 | 160.00 | Pitch Fee |
| INC 219 | Banked 19/02/2024 | 925.00 | | | | | | |
| INC 219 | Lines Bannister | 925.00 | | | 1031 | 203 | 925.00 | Interment section C T6 |
| INC 220 | Banked 19/02/2024 | 45.00 | | | | | | |
| INC 220 | Carter | 45.00 | | | 1010 | 204 | 45.00 | Plot 3 |
| INC 221 | Banked 19/02/2024 | 76.00 | | | | | | |
| INC 221 | Charters Gate Resident | 76.00 | | | 1010 | 207 | 76.00 | Room Hire |
| INC 222 | Banked 19/02/2024 | 750.00 | | | | | | |
| INC 222 | Buckenham | 750.00 | | | 1033 | 203 | 750.00 | Purchase Double Ashes |
| INC 223 | Banked 20/02/2024 | 15.00 | | | | | | |
| INC 223 | Lazarevs | 15.00 | | | 1010 | 204 | 15.00 | Plot 18 |
| INC 223 | Banked 20/02/2024 | 20.00 | | | | | | |
| INC 223 | Wilkinson | 20.00 | | | 1010 | 204 | 20.00 | Plot 37A |
| INC 225 | Banked 22/02/2024 | 27.00 | | | | | | |
| INC 225 | Gunasekera | 27.00 | | | 1010 | 204 | 27.00 | Plot 24 |
| INC 226 | Banked 23/02/2024 | 120.00 | | | | | | |
| INC 226 | Lodge Brothers | 120.00 | | | 1032 | 203 | 120.00 | Memorial Taylor |
| INC 227 | Banked 23/02/2024 | 26.00 | | | | | | |
| INC 227 | Rutherford | 26.00 | | | 1010 | 204 | 26.00 | Plot 33B |
| INC 228 | Banked 23/02/2024 | 1,075.10 | | | | | | |
| INC 228 | Match Point Tennis | 1,075.10 | | 160.12 | 1023 | 205 | 914.98 | Coaching Jan 24 |
| INC 228 | Banked 23/02/2024 | -1,075.10 | | | | | | |

Subtotal Carried Forward:

34,027.16

0.00

166.37

34,935.89

12/03/2024

Sunningdale Parish Council

Page 3

13:26

Cashbook 1

User: LS

Handelsbanken

Receipts received between 01/02/2024 and 29/02/2024

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------------------|-----------------------------|------------------|-------------|---------------|------|--------|------------------|-----------------------|
| INC 228 | Match Point Tennis | -1,075.10 | | -160.12 | 1023 | 205 | -914.98 | Adj re miscoded VAT |
| INC 228 | Banked 23/02/2024 | 1,075.10 | | | | | | |
| INC 228 | Match Point Tennis | 1,075.10 | | 179.18 | 1023 | 205 | 895.92 | Tennis Coaching Jan |
| INC 229 | Banked 26/02/2024 | 20.00 | | | | | | |
| INC 229 | Hayles | 20.00 | | | 1010 | 204 | 20.00 | Plot 2B |
| INC 230 | Banked 26/02/2024 | 27.00 | | | | | | |
| INC 230 | McCormack | 27.00 | | | 1010 | 204 | 27.00 | Plot 13 |
| INC 231 | Banked 26/02/2024 | 33.00 | | | | | | |
| INC 231 | Evans | 33.00 | | | 1010 | 204 | 33.00 | Plot 30 |
| INC 232 | Banked 27/02/2024 | 375.00 | | | | | | |
| INC 232 | Evans | 375.00 | | | 1033 | 203 | 375.00 | Double Ashes F DD 10 |
| INC 233 | Banked 27/02/2024 | 375.00 | | | | | | |
| INC 233 | Evans | 375.00 | | | 1033 | 203 | 375.00 | Double Ashes F DD 8 |
| INC 234 | Banked 27/02/2024 | 375.00 | | | | | | |
| INC 234 | Evans | 375.00 | | | 1033 | 203 | 375.00 | Double Ashes F DD 9 |
| INC 235 | Banked 28/02/2024 | 22.00 | | | | | | |
| INC 235 | Baker | 22.00 | | | 1010 | 204 | 22.00 | Plot 2 |
| INC 236 | Banked 28/02/2024 | 25.00 | | | | | | |
| INC 236 | Brett | 25.00 | | | 1010 | 204 | 25.00 | Plot 25 |
| INC 227 | Banked 29/02/2024 | 20.00 | | | | | | |
| INC 227 | V-Penney | 20.00 | | | 1010 | 204 | 20.00 | Plot 18B |
| INC 238 | Banked 29/02/2024 | 31.00 | | | | | | |
| INC 238 | Patel | 31.00 | | | 1010 | 204 | 31.00 | Plot 16 |
| INC 239 | Banked 29/02/2024 | 1,275.00 | | | | | | |
| INC 239 | John Rose | 1,275.00 | | | 1014 | 207 | 1,275.00 | Flat rent March 2024 |
| INC 240 | Banked 29/02/2024 | 43.00 | | | | | | |
| INC 240 | Coxon | 43.00 | | | 1010 | 204 | 43.00 | Plot 40A |
| INC 241 | Banked 29/02/2024 | 717.01 | | | | | | |
| INC 241 | Stripe online for Clubspark | 717.01 | | | 1021 | 205 | 92.86 | Adult Membership x2 |
| | | | | | 1021 | 205 | 287.91 | Family Membership x3 |
| | | | | | 1021 | 205 | 69.29 | Junior Membership x3 |
| | | | | | 1021 | 205 | 31.89 | Student Membership x1 |
| | | | | | 1022 | 205 | 210.56 | Court Bookings Feb |
| | | | | | 1012 | 205 | 24.50 | Court Lights feb |
| INC 242 | Banked 29/02/2024 | 5,122.21 | | | | | | |
| INC 242 | Handelsbanken | 5,122.21 | | | 1190 | 101 | 5,122.21 | Interest 35 Day A/c |
| Total Receipts: | | 43,562.48 | 0.00 | 185.43 | | | 43,377.05 | |

Handelsbanken

Payments made between 01/02/2024 and 29/02/2024

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|------------|--------------------------------|-----------|--------------|-------------|--------|------|--------|----------|------------------------------|
| 01/02/2024 | Shire Leasing | EXP 273 | 145.61 | | 24.27 | 4021 | 101 | 121.34 | VOIP |
| 01/02/2024 | Shorts Group Ltd | EXP 274 | 339.89 | | 56.65 | 4012 | 207 | 31.24 | Dog Bins & Waste Service |
| | | | | | | 4040 | 202 | 252.00 | Dog Bins & Waste Service |
| 01/02/2024 | Inception Planning | EXP 275 | 132.00 | | 22.00 | 4064 | 205 | 110.00 | Planning Advice |
| 01/02/2024 | Handelsbanken | EXP 276 | 1.00 | | | 4050 | 101 | 1.00 | Payment Charge |
| 02/02/2024 | Castle Water | EXP 277 | 91.65 | | | 4012 | 202 | 91.65 | Water Charges RG |
| 02/02/2024 | The Flag Consultancy | EXP 278 | 720.00 | | 120.00 | 4043 | 202 | 600.00 | Flagpole safety |
| 02/02/2024 | 4Com Network Services Ltd | EXP 279 | 200.51 | | 33.42 | 4021 | 101 | 167.09 | VOIP Broadband |
| 06/02/2024 | Handelsbanken | EXP 280 | 2.00 | | | 4050 | 101 | 2.00 | Payment Charges |
| 06/02/2024 | Seldram Supplies Camberley | EXP 281 | 109.20 | | 18.20 | 4017 | 206 | 76.70 | Cleaning Supplies |
| | | | | | | 4020 | 101 | 14.30 | Cleaning Supplies |
| 06/02/2024 | The Play Inspection Company | EXP 282 | 78.00 | | | 4007 | 202 | 78.00 | Playground Services |
| 07/02/2024 | ITQED Ltd | EXP 283 | 193.32 | | 32.22 | 4024 | 101 | 161.10 | Licences Dec 23 |
| 07/02/2024 | Seldram Supplies Camberley | EXP 285 | 254.08 | | 12.10 | 4017 | 206 | 217.70 | Cleaning Supplies |
| | | | | | | 4020 | 101 | 24.28 | Cleaning Supplies |
| 07/02/2024 | Seldram Supplies Camberley | EXP 286 | 109.20 | | | 4017 | 206 | 109.20 | Cleaning Supplies |
| 07/02/2024 | EON Next Energy Limited | EXP284 | 249.60 | | 11.88 | 4014 | 207 | 237.72 | Gas Pavilion |
| 09/02/2024 | Village Life Publishing | EXP 287 | 126.00 | | 21.00 | 4033 | 102 | 105.00 | Village Life - February 2024 |
| 09/02/2024 | EON Next Energy Limited | EXP 288 | 260.67 | | 12.41 | 4014 | 207 | 248.26 | Gas Pavillion |
| 09/02/2024 | All Seasons Window Cleaning Lt | EXP 289 | 48.00 | | 8.00 | 4042 | 208 | 40.00 | Bus Shelter Clean |
| 09/02/2024 | Ascot Tool Hire | EXP 290 | 282.60 | | 47.10 | 4911 | 901 | 235.50 | Hire of Brush Cutter |
| 09/02/2024 | Chapmans the Ironmongers | EXP 291 | 69.86 | | | 4045 | 202 | 69.86 | Consumables |
| 09/02/2024 | ITQED Ltd | EXP 292 | 193.32 | | 32.22 | 4024 | 101 | 161.10 | Licences January 2024 |
| 09/02/2024 | Winchester Garden Machinery | EXP 293 | 583.54 | | 97.26 | 4045 | 202 | 486.28 | Grounds Mtce Equip |
| 13/02/2024 | R J Hayward | EXP 294 | 680.00 | | | 4042 | 202 | 680.00 | Tree care & Park Maintenance |
| 13/02/2024 | Handelsbanken | EXP 295 | 3.00 | | | 4050 | 101 | 3.00 | Bank Charges |
| 14/02/2024 | Handelsbanken | EXP 296 | 28.44 | | | 4050 | 101 | 28.44 | Bank Charges |
| 19/02/2024 | Various | EXP 297 | 16,590.54 | | | 4001 | 101 | 6,813.38 | Payroll Feb 2024 |
| | | | | | | 4001 | 202 | 1,585.60 | Payroll Feb 2024 |
| | | | | | | 4001 | 203 | 1,235.60 | Payroll Feb 2024 |
| | | | | | | 4001 | 204 | 455.11 | Payroll Feb 2024 |
| | | | | | | 4001 | 205 | 857.95 | Payroll Feb 2024 |
| | | | | | | 4001 | 206 | 377.52 | Payroll Feb 2024 |
| | | | | | | 4001 | 301 | 2,635.71 | Payroll Feb 2024 |
| | | | | | | 4001 | 208 | 113.26 | Payroll Feb 2024 |
| | | | | | | 4001 | 901 | 1,043.81 | Payroll Feb 2024 |
| | | | | | | 4001 | 207 | 1,472.60 | Payroll Feb 2024 |

Subtotal Carried Forward:

21,492.03

0.00

548.73

20,943.30

Handelsbanken

Payments made between 01/02/2024 and 29/02/2024

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Details</u> |
|------------------------|--------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|-----------------------------|
| 19/02/2024 | Handelsbanken | EXP 298 | 1.00 | | | 4050 | 101 | 1.00 | Bank Charges |
| 20/02/2024 | Handelsbanken | EXP 299 | 5.00 | | | 4050 | 101 | 5.00 | Bank charges |
| 20/02/2024 | Eco Tricity | EXP 300 | 133.15 | | 6.34 | 4014 | 205 | 126.81 | Eco Tricity |
| 20/02/2024 | D.P.S Ltd | EXP 314 | 252.00 | | 42.00 | 4046 | 202 | 210.00 | Vehicle Repairs NX08 ARU |
| 20/02/2024 | EON Next Energy Limited | EXP 315 | 290.34 | | 13.82 | 4014 | 207 | 276.52 | Gas Pavilion |
| 20/02/2024 | Croma locksmiths | EXP 316 | 57.00 | | 9.50 | 4020 | 204 | 47.50 | Key Cutting |
| 20/02/2024 | Castle Water | EXP 317 | 130.31 | | | 4012 | 202 | 130.31 | Water Charges |
| 20/02/2024 | S Parker | EXP 318 | 35.10 | | | 4009 | 101 | 35.10 | Expenses |
| 20/02/2024 | J Rose | EXP 319 | 66.68 | | 11.11 | 4048 | 202 | 16.66 | Fuel for Van |
| | | | | | | 4049 | 202 | 8.91 | Fuel for tools |
| | | | | | | 4045 | 207 | 30.00 | New Toilet Seat |
| 23/02/2024 | Handelsbanken | EXP 301 | 1.00 | | | 4050 | 101 | 1.00 | Bank Charges |
| 23/02/2024 | Workwear Express | EXP 302 | 141.89 | | 21.42 | 4045 | 202 | 120.47 | Workwear |
| 26/02/2024 | Eco Tricity | EXP 303 | 493.00 | | 82.17 | 4014 | 202 | 410.83 | Feb Electricity |
| 27/02/2024 | Handelsbanken | EXP 304 | 1.00 | | | 4050 | 101 | 1.00 | Bank Charges |
| 27/02/2024 | Audley Villages | EXP 305 | 500.00 | | | 4201 | 102 | 500.00 | Event Deposit |
| 28/02/2024 | Croma locksmiths | EXP 306 | 57.00 | | 9.50 | 4020 | 204 | 47.50 | Key cutting |
| 28/02/2024 | EON Next Energy Limited | EXP 307 | 260.67 | | 12.41 | 4014 | 207 | 248.26 | Gas - Pavilion |
| 28/02/2024 | Castle Water | EXP 308 | 111.95 | | | 4012 | 203 | 111.95 | Water Kiln Lane |
| 29/02/2024 | Village Life Publishing | EXP 309 | 264.00 | | 44.00 | 4033 | 102 | 220.00 | Village Life March 2024 |
| 29/02/2024 | Chapmans the Ironmongers | EXP 310 | 15.98 | | 2.66 | 4023 | 101 | 13.32 | Batteries |
| 29/02/2024 | Technical Surface | EXP 311 | 450.00 | | | 4042 | 202 | 450.00 | Technical Surface |
| 29/02/2024 | Play Inspection Company | EXP 312 | 450.00 | | 75.00 | 4007 | 202 | 375.00 | Play Inspection Company |
| 29/02/2024 | Blachere | EXP 313 | 924.60 | | 154.10 | 4301 | 304 | 770.50 | Christmas Lights |
| Total Payments: | | | 26,133.70 | 0.00 | 1,032.76 | | | 25,100.94 | |

| | Actual Year to Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|-------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| INCOME | | | | | | |
| 101 Administration | | | | | | |
| 1176 Precept | 228,962 | 228,962 | 0 | | | 100.0% |
| 1190 Interest Received | 52,654 | 28,000 | (24,654) | | | 188.0% |
| Subtotal | 281,616 | 256,962 | (24,654) | 0 | 0 | 109.6% |
| 202 Recreation Ground | | | | | | |
| 1011 Rent Received Field | 1,276 | 1,500 | 224 | | | 85.1% |
| Subtotal | 1,276 | 1,500 | 224 | 0 | 0 | 85.1% |
| 203 Cemetery | | | | | | |
| 1031 Cemetery Income | 18,475 | 12,000 | (6,475) | | | 154.0% |
| 1032 Headstones | 1,520 | 1,200 | (320) | | | 126.7% |
| 1033 Grant of Rights | 17,000 | 12,000 | (5,000) | | | 141.7% |
| Subtotal | 36,995 | 25,200 | (11,795) | 0 | 0 | 146.8% |
| 204 Allotments | | | | | | |
| 1010 Rent Received | 1,359 | 2,000 | 641 | | | 68.0% |
| Subtotal | 1,359 | 2,000 | 641 | 0 | 0 | 68.0% |
| 205 Tennis | | | | | | |
| 1012 Electricity income | 180 | 600 | 420 | | | 30.0% |
| 1021 Tennis Court Season Ticket | 7,071 | 13,000 | 5,929 | | | 54.4% |
| 1022 Tennis Court P&P | 2,506 | 3,000 | 494 | | | 83.5% |
| 1023 Tennis Court Coaching | 8,789 | 12,000 | 3,211 | | | 73.2% |
| 1024 Tennis Box League | 0 | 120 | 120 | | | 0.0% |
| Subtotal | 18,546 | 28,720 | 10,174 | 0 | 0 | 64.6% |
| 207 Facilities | | | | | | |
| 1010 Rent Received | 9,769 | 11,000 | 1,232 | | | 88.8% |
| 1012 Electricity income | 2,145 | 1,800 | (345) | | | 119.2% |
| 1013 Rent Received Chalet | 1,798 | 2,400 | 602 | | | 74.9% |
| 1014 Rent Received Flat | 15,300 | 15,300 | 0 | | | 100.0% |
| 1016 Waste Income | 439 | 400 | (39) | | | 109.8% |
| 1017 Rent Concessionary Stand | 1,200 | 0 | (1,200) | | | 0.0% |
| Subtotal | 30,651 | 30,900 | 249 | 0 | 0 | 99.2% |
| 301 Village Hall | | | | | | |
| 1005 Service Income from Village Ha | 15,854 | 21,138 | 5,284 | | | 75.0% |
| Subtotal | 15,854 | 21,138 | 5,284 | 0 | 0 | 75.0% |
| 303 Borough in Bloom | | | | | | |
| 1040 Sponsorship Income | 4,684 | 3,558 | (1,126) | | | 131.6% |
| Subtotal | 4,684 | 3,558 | (1,126) | 0 | 0 | 131.6% |
| 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 | 288,670 | 500,000 | 211,330 | | | 57.7% |
| Subtotal | 288,670 | 500,000 | 211,330 | 0 | 0 | 57.7% |
| TOTAL INCOME | 679,650 | 888,778 | 209,128 | 0 | 0 | 76.5% |
| EXPENDITURE | | | | | | |
| 101 Administration | | | | | | |
| 4001 Salaries and Wages | 66,660 | 70,848 | 4,188 | | 4,188 | 94.1% |
| 4008 Training | 1,538 | 1,200 | (338) | | (338) | 128.2% |
| 4009 Travel | 216 | 200 | (16) | | (16) | 108.1% |
| 4010 Misc Staff Costs | 0 | 100 | 100 | | 100 | 0.0% |
| 4020 Miscellaneous Expenses | 264 | 300 | 36 | | 36 | 88.0% |
| 4021 Telephone VOIP and Broadband | 2,409 | 3,200 | 791 | | 791 | 75.3% |
| 4022 Postage | 21 | 100 | 79 | | 79 | 21.2% |
| 4023 Printing, Stationery & Ref Bks | 968 | 1,200 | 232 | | 232 | 80.7% |
| 4024 IT Costs & Support | 5,131 | 8,000 | 2,869 | | 2,869 | 64.1% |
| 4025 Insurance | 2,435 | 2,000 | (435) | | (435) | 121.8% |
| 4026 Subscriptions | 3,141 | 3,500 | 359 | | 359 | 89.7% |
| 4031 Advertising | 0 | 100 | 100 | | 100 | 0.0% |
| 4050 Bank Charges | 422 | 700 | 278 | | 278 | 60.3% |
| 4061 Audit Fees (External) | 1,680 | 1,680 | 0 | | 0 | 100.0% |
| 4062 Audit Fees (Internal) | 670 | 750 | 80 | | 80 | 89.3% |
| 4063 Accountancy Support | 25 | 600 | 575 | | 575 | 4.2% |
| 4064 Legal and Professional Fees | 2,818 | 2,086 | (732) | | (732) | 135.1% |
| 4701 Grants | 200 | 50,000 | 49,800 | | 49,800 | 0.4% |
| Subtotal | 88,600 | 146,564 | 57,964 | 0 | 57,964 | 60.5% |
| 102 Democratic Process | | | | | | |
| 4033 Parish Newsletter | 1,510 | 1,300 | (210) | | (210) | 116.2% |
| 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 | 500 | 500 | 0 | | 0 | 100.0% |
| 4202 Annual Parish Meeting | 0 | 250 | 250 | | 250 | 0.0% |
| 4211 Election Expenses | 15,183 | 2,200 | (12,983) | | (12,983) | 690.1% |
| 4231 Community Action | 42 | 1,200 | 1,158 | | 1,158 | 3.5% |
| Subtotal | 17,954 | 6,950 | (11,004) | 0 | (11,004) | 258.3% |
| 202 Recreation Ground | | | | | | |
| 4001 Salaries and Wages | 17,093 | 18,953 | 1,860 | | 1,860 | 90.2% |
| 4007 Health & Safety | 906 | 1,040 | 134 | | 134 | 87.1% |
| 4012 Water Rates | 693 | 3,000 | 2,307 | | 2,307 | 23.1% |
| 4014 Electricity & Gas | 411 | 0 | (411) | | (411) | 0.0% |
| 4038 Tree maintenance | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 4040 Dog Bin Emptying | 2,961 | 3,239 | 278 | | 278 | 91.4% |
| 4042 Grounds Maintenance | 2,600 | 3,360 | 760 | | 760 | 77.4% |
| 4043 Equipment Maintenance | 2,233 | 6,160 | 3,927 | | 3,927 | 36.3% |
| 4044 Equipment Hire | 56 | 560 | 504 | | 504 | 10.0% |
| 4045 Equipment & Small Tools | 864 | 672 | (192) | | (192) | 128.6% |
| 4046 Vehicle Repairs/Mtce | 633 | 336 | (297) | | (297) | 188.4% |

Continued over page

| | Actual Year to Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|-------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 4047 Vehicle Tax/Insurance | 605 | 800 | 195 | | 195 | 75.6% |
| 4048 Vehicle Fuel & Oil | 1,227 | 900 | (327) | | (327) | 136.3% |
| 4049 Other Fuel & Oil | 9 | 0 | (9) | | (9) | 0.0% |
| Subtotal | 30,292 | 40,020 | 9,728 | 0 | 9,728 | 75.7% |
| 203 Cemetery | | | | | | |
| 4001 Salaries and Wages | 10,601 | 11,058 | 457 | | 457 | 95.9% |
| 4012 Water Rates | 127 | 200 | 73 | | 73 | 63.4% |
| 4037 Grave Services | 6,145 | 4,480 | (1,665) | | (1,665) | 137.2% |
| 4038 Tree maintenance | 0 | 336 | 336 | | 336 | 0.0% |
| 4042 Grounds Maintenance | 6,643 | 7,840 | 1,197 | | 1,197 | 84.7% |
| 4064 Legal and Professional Fees | 0 | 250 | 250 | | 250 | 0.0% |
| Subtotal | 23,516 | 24,164 | 648 | 0 | 648 | 97.3% |
| 204 Allotments | | | | | | |
| 4001 Salaries and Wages | 5,067 | 5,524 | 457 | | 457 | 91.7% |
| 4012 Water Rates | 97 | 600 | 503 | | 503 | 16.2% |
| 4020 Miscellaneous Expenses | 261 | 150 | (111) | | (111) | 174.1% |
| 4038 Tree maintenance | 0 | 336 | 336 | | 336 | 0.0% |
| 4042 Grounds Maintenance | 414 | 0 | (414) | | (414) | 0.0% |
| Subtotal | 5,840 | 6,610 | 771 | 0 | 771 | 88.3% |
| 205 Tennis | | | | | | |
| 4001 Salaries and Wages | 10,448 | 11,058 | 610 | | 610 | 94.5% |
| 4014 Electricity & Gas | 474 | 800 | 326 | | 326 | 59.2% |
| 4022 Postage | 161 | 100 | (61) | | (61) | 160.7% |
| 4023 Printing, Stationery & Ref Bks | 169 | 400 | 231 | | 231 | 42.2% |
| 4026 Subscriptions | 405 | 350 | (55) | | (55) | 115.7% |
| 4043 Equipment Maintenance | 0 | 1,160 | 1,160 | | 1,160 | 0.0% |
| 4064 Legal and Professional Fees | 110 | 0 | (110) | | (110) | 0.0% |
| Subtotal | 11,766 | 13,868 | 2,102 | 0 | 2,102 | 84.8% |
| 206 Pavilion Toilets | | | | | | |
| 4001 Salaries and Wages | 4,070 | 4,513 | 443 | | 443 | 90.2% |
| 4016 Cleaning Costs | 360 | 1,344 | 984 | | 984 | 26.8% |
| 4017 Cleaning Supplies | 1,345 | 1,200 | (145) | | (145) | 112.1% |
| Subtotal | 5,775 | 7,057 | 1,282 | 0 | 1,282 | 81.8% |
| 207 Facilities | | | | | | |
| 4001 Salaries and Wages | 16,875 | 16,588 | (287) | | (287) | 101.7% |
| 4007 Health & Safety | 512 | 448 | (64) | | (64) | 114.3% |
| 4012 Water Rates | 153 | 0 | (153) | | (153) | 0.0% |
| 4014 Electricity & Gas | 7,366 | 4,000 | (3,366) | | (3,366) | 184.2% |
| 4015 Waste Services | 490 | 349 | (141) | | (141) | 140.5% |
| 4041 Property Maintenance | 4,137 | 1,360 | (2,777) | | (2,777) | 304.2% |
| 4043 Equipment Maintenance | 281 | 0 | (281) | | (281) | 0.0% |
| 4045 Equipment & Small Tools | 30 | 0 | (30) | | (30) | 0.0% |
| Subtotal | 29,844 | 22,745 | (7,099) | 0 | (7,099) | 131.2% |
| 208 Heritage Assets | | | | | | |

| | Actual Year to Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|-------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 4001 Salaries and Wages | 1,439 | 451 | (988) | | (988) | 319.0% |
| 4042 Grounds Maintenance | 6,144 | 9,520 | 3,376 | | 3,376 | 64.5% |
| 4043 Equipment Maintenance | 109 | 336 | 227 | | 227 | 32.4% |
| 4221 Village Clocks | 231 | 291 | 60 | | 60 | 79.4% |
| Subtotal | 7,923 | 10,598 | 2,675 | 0 | 2,675 | 74.8% |
| 301 Village Hall | | | | | | |
| 4001 Salaries and Wages | 23,505 | 21,139 | (2,366) | | (2,366) | 111.2% |
| Subtotal | 23,505 | 21,139 | (2,366) | 0 | (2,366) | 111.2% |
| 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 | 10,648 | 9,994 | (654) | | (654) | 106.5% |
| Subtotal | 10,648 | 9,994 | (654) | 0 | (654) | 106.5% |
| 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 | 7,490 | 7,280 | (210) | | (210) | 102.9% |
| Subtotal | 7,490 | 9,520 | 2,030 | 0 | 2,030 | 78.7% |
| 307 MUGA | | | | | | |
| 4001 Salaries and Wages | 0 | 8,529 | 8,529 | | 8,529 | 0.0% |
| 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 | 124 | 11,429 | 11,305 | 0 | 11,305 | 1.1% |
| 308 CA Outreach Project | | | | | | |
| 4071 Service Charge CA Outreach | 7,763 | 8,000 | 237 | | 237 | 97.0% |
| Subtotal | 7,763 | 8,000 | 237 | 0 | 237 | 97.0% |
| 309 Woodland | | | | | | |
| 4001 Salaries and Wages | 0 | 9,025 | 9,025 | | 9,025 | 0.0% |
| 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 | 88 | 13,625 | 13,538 | 0 | 13,538 | 0.6% |
| 901 Parish Projects | | | | | | |
| 4001 Salaries and Wages | 20,531 | 49,255 | 28,724 | | 28,724 | 41.7% |
| 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 | 35,716 | 40,000 | 4,284 | | 4,284 | 89.3% |
| 4905 CP | 594 | 5,000 | 4,406 | | 4,406 | 11.9% |
| 4908 Revenue Projects | 750 | 5,076 | 4,326 | | 4,326 | 14.8% |

Continued over page

| | Actual Year to Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 4909 Royal Celebrations | 9,749 | 12,000 | 2,251 | | 2,251 | 81.2% |
| 4911 Woodland Walk Project | 3,209 | 100,000 | 96,791 | | 96,791 | 3.2% |
| 4912 Tennis Capital Works | 111,090 | 109,650 | (1,440) | | (1,440) | 101.3% |
| Subtotal | 181,895 | 332,981 | 151,086 | 0 | 151,086 | 54.6% |
| TOTAL EXPENDITURE | 464,521 | 696,764 | 232,243 | 0 | 232,243 | 66.7% |
| Total Income | 679,650 | 888,778 | 209,128 | | | 76.5% |
| Total Expenditure | 464,521 | 696,764 | 232,243 | 0 | 232,243 | 66.7% |
| Net Income over Expenditure | 215,129 | 192,014 | (23,115) | | | |
| plus Transfer from EMR | 188,024 | | | | | |
| less Transfer to EMR | 343,009 | | | | | |
| Movement to/(from) Gen Reserve | 60,144 | 192,014 | 131,870 | | | |